Lake Shore Central Schools

Teacher Instructions for submitting budget requisitions in WinCap Web

PLEASE READ CAREFULLY!

Enclosed in this document are instructions for completing your orders for the District's 2023-24 budget. All budget requests for equipment (including Athletic Program Equipment, Musical Instruments and Flexible Classroom Seating Items), textbook, supplies (including Central Store supplies) and technology items (computer hardware and software items) need to be submitted through your WinCap Web account as we have done in recent years.

We follow the same timelines as last year. Please note that the deadline for ALL WinCap Web budget orders will be : **January 9, 2023.** **Be sure to have all of your orders completed and submitted to your principal/supervisor by the close of business on that date, as no orders will be processed for inclusion in the budget or the District's bids for purchasing, after that date.** There will be no exceptions, so please do not wait until the last few days to complete your ordering.

If you have difficulties with the process, please contact Jeanne Dillon in the Business Office at extension 2227 and she will assist you.

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Getting Started – Logging Into WinCap Web

If you have used WinCap Web before, log in as you normally would. If you haven't, simply follow these instructions. The program is web based, so it may be accessed from any computer that has access to the Internet. You can access the program from the District's website.

Open the website (www.lakeshorecsd.org), and click on the "For Staff" button. From the drop-down list, double click on the "WinCap Web" choice. (You may also access the site directly at https://wincapweb.com.)

You will need a user name and password in order to log into the program. You should have previously received an invitation to register for the program, and would have set up a password at that time. You may also have registered to use the WinCap Web program to register for staff development offerings through the Erie 2-Chautauqua-Cattaraugus BOCES. *Please note that BOCES and Lake Shore CSD require separate logins! If you have previously registered for BOCES but not for Lake Shore, please contact the Business Office. We will send you an e-mail message containing the invitation and link to register. *If you have forgotten your password, enter your email address in the first box and click on the "forgot password" link – instructions to reset your password will be emailed to you.

If you are registering for the first time, click on the link in the invitation e-mail to access the registration page. Follow the steps to register, and make sure to remember your user id and password. (* Your user ID is your full e-mail address: jane.smith@lscsd.org) Once you complete the registration process, you may access the web site as explained above.

Setting Your Site

When logging into the program, please take a moment to look at the district selected in the top right hand corner of your screen. It should show "Lake Shore (Evans-Brant)". If it shows "Erie 2 BOCES" you will need to change the site. Click on "Change Site" directly under your e-mail address. A new window will open, showing your sites. Select "Lake Shore (Evans-Brant)".

Once you have selected the "Lake Shore (Evans-Brant)" site, you should see a tab for "Requisitions". When you move the mouse pointer over the "Requisitions" tab, a drop-down box labeled "My Requisitions" will appear – click on it to access your requisitions. You should then see a listing that contains any requisitions you have previously completed in the system (if you are a first year user, your list will be empty).

Setting the Fiscal Year

Right above the words “My Requisitions” is a box labeled “Fiscal Year”. Be sure you set that box for fiscal year **2024**. You should then start out with a blank page (you should have no requisitions for 2024 until you create some). If you create your requisitions in the wrong year, you will have to re-enter them in the 2024 year.

Creating a Requisition

To create a new requisition, click on the green plus sign in the purple “Add Requisition” button on the top right corner of the “My Requisitions” window. A new window will open – it will be labeled “My Requisition Form”. Don’t add a Purchase Order Number (that will be assigned later, when the Business Office actually issues the final purchase order). You don’t need to enter anything in the “Other Reference” box, either. You can enter a brief description of your order in the “PO Description” box.

The bottom portion of the screen has six (6) tabs – “Information”, “Line Items”, “History”, “Instructions”, “Attachments” and “User Activity Request”. To create a requisition, we only need to worry about the first two tabs.

The “Information” Tab

You will need to fill in a number of boxes on this screen, in order to define a few things (who the requisition is for, who will approve it, what vendor you are requesting that the items be purchased from, and any special instructions for the vendor or for Lake Shore staff). Most boxes will be easy to fill in, by using the drop down screen already set up for you.

The first box is labeled “Requisitioner”. To the right of the box you will see [select][clear]. Click on the word “select”. You will see a couple of choices appear. If you work in only one building, you should see a choice with your first initial and a portion of your last name. That is the choice that you will use for any and all requisitions that you are completing for your classroom or other instructional area. You will also see a choice that has a “T” as the last letter – use this choice for any technology related requisitions that you would like to submit. (These requisitions will be routed electronically to Jeff Barnes, Technology Director). If you are a coach, you may see a choice that ends in the letter “A” – use that choice for any requests for athletic programs. (These requisitions will be electronically routed to Daryl Besant, Athletic Director). *If you work in multiple buildings, the last letter of the Requisitioner choices will correspond to the buildings you work in (Primary Level Staff: “H” for Highland Elementary, “S” for AJ Schmidt Elementary, and “W” for JT Waugh Elementary. Secondary Level Staff: “M” for Middle School and “H” for High School. * If by some strange chance, you are working in both Highland Elementary and the High School, contact us, as you can't have 2 buildings with an "H" designation!

When you select the "Requisitioner", it should fill in the box with your choice. The program will also fill in the "Requestor" for you. This is the principal or supervisor who will be responsible for approving your requisition. If the person shown is not correct, please click on the word "clear" to the right of the "Requisitioner" box, and select the correct choice. *If you try all of the choices and still can't see the proper approver – call the Business Office Secretary (Sue Kowal) at extension 2222. We can correct your file so that you can proceed.

Once you have the proper approver (Requestor) for your requisition, you may continue. Skip the "Deliver to:" box – all District deliveries are shipped to Central Receiving, so those instructions are automatically printed on the final Purchase Order.

The next box is the "Bid/Request Type" box. What you enter in this box will be determined by whether or not the budget request is for Central Store funding, or if it is for items that you are requesting to be ordered from an outside vendor. For 2023-24, you will see the following bid choices:

2024 CENTRAL STORE 2024 DIRECT ORDERS

If you are requesting an allocation of money for ordering things from Central Store during the 2023-24 school year, select the "2024 CENTRAL STORE" choice. For all other orders select the "2024 DIRECT ORDERS" choice. *We will select and mark the items that need to be put out to bid when we review the budget requests, but for now just mark them all as "Direct Orders". <u>This is a change from the past</u> – we're attempting to make the process easier for you!

Adding a Budget Request for outside orders (from vendors)

The "Information" tab

Complete the "Requisitioner" box on the information tab as described above.

For the "Bid/Request Type" box, select "2024 Direct Orders". This will not tie your requisition to any particular bid at this time, and will flag the request so that we know it came from WinCap Web. We will add your requisition to the correct bid at the administrative level later on in the process. *If you find that you can't enter your line items on the next tab, go back to the "Information Tab" and change the bid type to "2024 Direct Orders". You should

Now select the proper vendor. ***This is important – if you don't give us a vendor, we won't know who to order your items from.*** If you are using a vendor catalog to select your items, make sure you have the proper, complete vendor name. To find your vendor on WinCap Web, click on the word "search" to the right of the Vendor box. A pop-up box will appear below the word. Click inside that box and begin typing the name of your vendor. Once you begin typing, you should see a list of vendors from the District's accounting program appear. If your vendor is on the list, select it. *If your vendor is not shown you may add it as a pending vendor, but please know that your budget request cannot be approved until the vendor addition is approved by Jeanne Dillon in the Business Office. If you think that you need to add a vendor, it is a good idea to check with Jeanne as the vendor may already be in the program under an alternate name. It is also a good idea to check with the vendor to make sure that they will accept a Purchase Order and can send the District Business Office a Federal W-9 form, so that you can get the vendor approved while you are completing your requisition. Your budget requisition cannot receive final approval with a pending vendor.

If you have any special instructions for the vendor, please type them in the text box labeled "Instructions/Notes to Vendor". This text will appear on the final Purchase Order that is issued, so make absolutely sure that any text you enter in this box is OK to be viewed by the vendor! (An example of this could be for each building's library magazine orders. Since we want each building's magazine orders to be packaged and shipped separately from other buildings' orders to aid in receiving and sending the orders along to the buildings. You might enter something like "Please package this order separately, and mark for delivery to the AJ Schmidt Elementary School Library".) **Don't enter dollar amounts on this screen.**

Enter any Instructions/Notes for District staff in the "Instructions/Notes for Internal Processing" box. An example of this would be if you are requesting funds for a field trip. There might not be an actual Purchase Order created for this type of purchase, but you would submit a requisition so that your principal knows you are requesting funds for the trip – admission fees, etc. In this case, enter a note like "Admission fees for proposed trip to the Buffalo Zoo – 4th grade animal unit", etc. That way, your principal will know what you are requesting the funds for. *If you have special rationale for requesting items that are not normally purchased, it would be a good idea to explain your rationale here!

At this point, you have completed the "Information" tab. Now you will need to add your line items to your requisition. **Click on the "Line Items" tab.**

The “Line Items” tab for requested items

To add your first item to the requisition, click on the purple “Add Line Item” button on the top right corner of the screen. A pop-up window will open for you to enter the information for the first item. The first field is the catalog number. **If you have the vendor’s catalog number, enter it in this box.** This is important, so that you eventually receive the correct item that you are requesting. When we put the orders out to bid, vendors must have a clear idea of what they are bidding on, so it is important to enter the correct number. *If you are unable to type in the fields on this screen, go back to the “Information Screen” and make sure you have entered “2024 Direct Orders” as the Bid/Request Type. If you haven’t entered that, change the Bid/Request Type to “2024 Direct Orders” and you should then be able to type in the necessary fields.

The next field is the item description – **equally important**, especially if you do not have a catalog number. Enter the description of the items here – don’t hold back! Be as specific as possible (give color, size, weight, unit of measure, etc.). Again, if an alternate vendor is providing a bid price on the item, we need to be sure that they are bidding on the same item you requested, so please give us enough information to make the decision. A cheaper price on an inferior item does not save the District any money and doesn’t get you what you want.

In the next box, enter the quantity that you are requesting. *Please pay attention to the packaging for the item. If the item is packaged by the dozen, and you request 10 (because you only need 10, not 12), you will wind up with an order for 10 dozen. Always note the packaging for the unit of measure.

The next box is a drop-down list for the unit of measure. After you have checked the catalog, select the proper unit of measure from the drop-down list. *Do not just select “Each” for every item, unless that is how the vendor sells the items.

Next, enter the price of the item – make sure you are using the most current catalog or Internet pricing that is available. If your order exceeds what is allocated to you by your principal, you will find yourself having to reduce your order later on in the process. Use the most current pricing, and when we put the items out to bid we may find that the order comes in with a price below our budget requisition price. That will give us left over funds for unforeseen expenses later on (we always have them!).

The next box is for Vendor Discounts – skip that box.

The next box is for "Shipping" – click on the "Shipping %" box and enter "20". This will include an estimated 20% shipping charge for your items (you will be charged the actual shipping charge with the final order, but this will help insure that you have enough funds allocated to you for your entire order. It also helps protect you against price increases.)

The last thing that you will need to do on this screen is **select the budget code** to be used. Right underneath the "Shipping" box, you'll see a line for "Budget Account". Click on the "select" choice, and all of your individual budget codes will appear in the pop-up box. Use your "Materials & Supplies" code for materials, supplies and small equipment items that have a unit cost of less than $500. Use the "Textbook" code for any textbooks purchases that you are making (including sheet music for instructional music programs). Use the "Central Store" account for any Central Store requisitions that you are processing (those are further explained later). If you are submitting a requisition for computer hardware, software or other technology items, please first make sure that you have selected the proper "Requisitioner" (select the one that ends in a "T"), and then select the "Hardware" budget code for any computer hardware and the "Software" code for any computer software programs. *Computer hardware type items that have a unit cost of less than $500 each are considered "Materials & Supplies" and should be requested through your regular building or department budget, NOT the Technology Department budget (since these items do not generate Computer Hardware Aid).

When you are all done entering the item, click on the "OK" button. This will save the line item, and take you back to the main screen on the "Line Items" tab. If you missed entering the shipping percentage before, you will have the chance to enter it now. Enter "20" in the shipping box, and click on the "Apply" button if you need to enter it. If you have another item for the same vendor, click on the purple "Add Line Item" button on the top of the screen again, and add your next item as explained above. *Remember to click "OK" after each item, to save the item to your requisition. Also remember to apply the 20% estimated shipping charge.

When you have completed your requisition, scroll to the bottom of the page and click on either the "Submit" or "Save for Later" button. If you need to exit the program before you complete your requisition, always remember to click on the "Save for Later" button. If you forget this step you will have to start your requisition all over from the beginning when you sign back into the program! If you have completed the requisition and would like to send it along to your principal/supervisor for inclusion into the budget, click on the "Submit" button. *Your requisition does NOT move along to your principal/supervisor until you click that "Submit" button. **If you save your requisitions without submitting them and forget to submit them before the requisition deadline, you will not have them included in the budget.** The smart move will be to submit your requisitions when you have them completed. If you find later on that you have another item for the same vendor, you can either edit the original requisition or submit another requisition to the same vendor. There is nothing wrong with submitting two requisitions for the same vendor if you need to do that.

If, when you finish entering all of your information, you find that this requisition is a mistake and you need to delete it, click on the "Cancel" button (instead of the "Save for Later" or "Submit" buttons). This will cancel and delete your requisition.

Entering a Budget Request for Central Store Funds

Enter your request(s) for Central Store allocations the same way you enter your requisitions for outside purchases (explained earlier). There are a few changes:

- For the "Bid Type" select the "2024 Central Store" choice – use it **ONLY** for Central Store orders
- For the "Vendor", enter "Central Store-Karl Ringer" (its Vendor #000021)
- For the budget code, select the code that has "451" in it (i.e., A-2110-451-21-XXXX)
- You don't have to list every item that you think you will want to order from Central Store next year. Simply enter "2023-24 allocation for Central Store Ordering" and enter the total amount of funds that you are requesting. You will still place your orders during the 2023-24 year – this will let your principal or supervisor know that you are requesting Central Store funds for next year though. *If you don't submit a Budget Requisition for Central Store funds, you will most likely not receive an allocation from your supervisor/principal.
- **Do not enter your request on the "Instructions/Notes to Vendor" screen!**
- "Submit" the Central Store requisition when you are finished – just like your other requisitions.

Please note: *after the budget process is completed and your Central Store allocation has been set up in WinCap for the new year, these budget requisitions will be deleted from the system. This is done so that you are not charged twice for your Central Store orders, to insure that no purchase orders are issued for these allocations of funds, and to maintain proper accounting for the costs in the Districts records. Your other requisitions will remain on the system for you to view later on as you may wish.* ***You will need to submit "Stock Requests" through WinCap in the new year to receive the actual items that you want to order from Central Store.***

Making Changes or Reductions to Requisitions

Once you have submitted your initial requisitions to your principal/supervisor, you may be directed to make some changes to your orders. These changes may be necessary due to decreased funding levels within the budget, or be necessary to remove items that your principal/supervisor did not authorize to be bid and purchased for use in your program. To make any required changes to your requisitions, follow these steps.

Log into WinCap Web as normal, and make sure your site is set to “Lake Shore (Evans-Brant)”. Click on the “Requisitions” tab, and then on “My Requisitions”. Make sure your fiscal year is set to “2024”. You should see a listing of your budget requisitions. Scan the list for the requisition(s) that you need to change.

To open up the individual requisition for editing, click on the little pencil icon that is located on the far right hand column of the “My Requisitions” list – make sure to click on the icon that is on the same line as the requisition you want to edit. Your requisition form should open. Click on the “Line Items” tab. If you are looking to change the information for a specific item (reducing the quantity, add something to the item description, etc.) click on the little pencil icon that is located in the far right column of the line items line that corresponds to the item. A new window will open on your screen, with the item detail. Make the necessary changes, and click on the “OK” button to save your changes. If you need to delete an item altogether, click on the little red “X” icon next to the pencil icon. The item will be deleted. *Be sure you really want to delete the item entirely BEFORE clicking on the icon, as the program does not give you a warning before it deletes the item.

Once all of your changes are made, remember to “Submit” your requisition to your principal/supervisor again. Your requisition will not be included in the budget or bids until you submit it to your principal or supervisor.

OTHER WINCAP WEB FEATURES

Employee Self-Service

Once you have established a "Lake Shore (Evans-Brant)" account on WinCap Web, you are also able to utilize the system to check your payroll check history, your leave time balances, your leave time taken, year to date totals for your payroll and information for your APPR. You can also verify the demographic information that the District has on file for you (legal & mailing addresses, Home, Work and Mobile Telephone numbers and Emergency Contact Information). *If you happen to accidentally misplace your W-2 Form before you have your incomes taxes filed, you can even print a duplicate form for your use!

To access WinCap Employee Self-Service, log into WinCap Web as normal, and make sure your site is set to "Lake Shore (Evans-Brant)". Click on the "Employee Self-Service" tab on the tool bar – it should be right next to the "Requisitions" tab. You should then see a list of available options that includes "Attendance Balances", "Attendance Activity", "Paychecks", "Year to Date Totals" and "Employee Demographics". Simply click on the selection to view the desired information.

Clicking on the "Attendance Balances" tab will open a table that shows you your current leave time balances. It will also show the date of the last transaction for leave time used.

If you would like to see detail for your leave time, click on the "Attendance Activity" tab. A window will open on your screen that shows activity for your various leave balances.

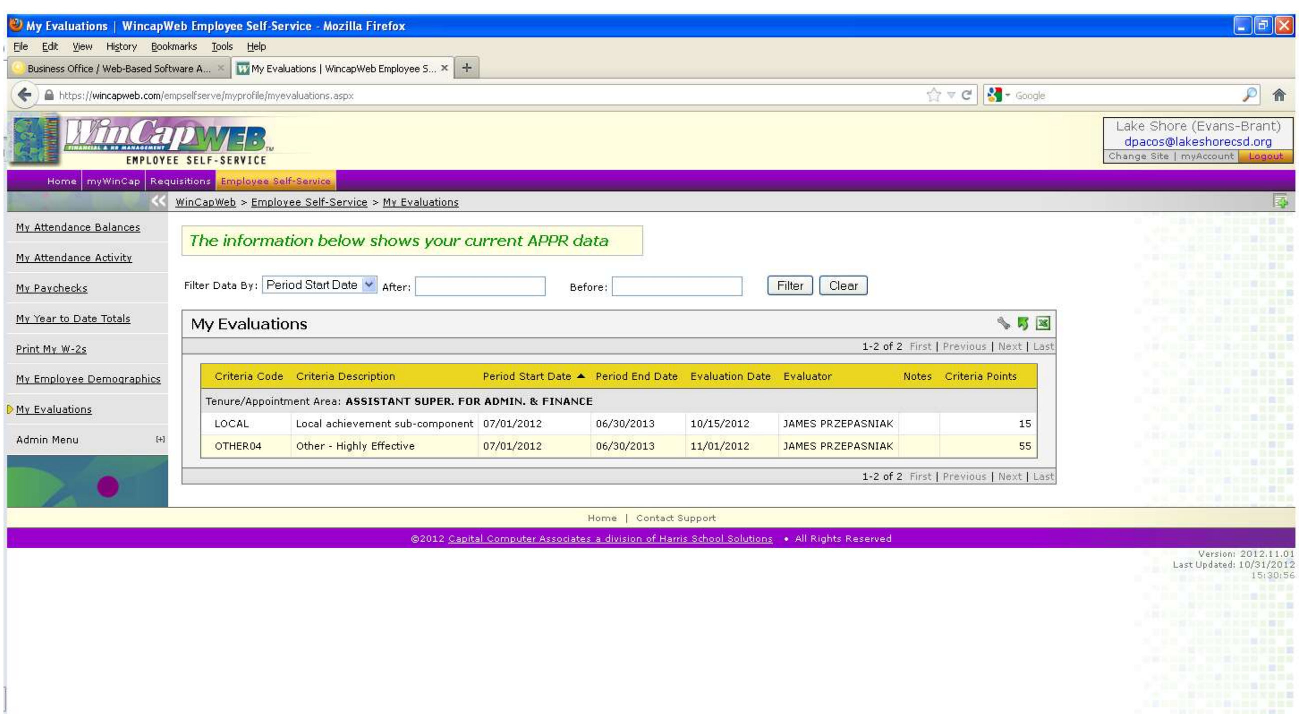
If you want to view past paychecks, click on the "Paychecks" tab. A window will open up for you, and you can specify a date range for the check you'd like to view. – A date range IS REQUIRED, so make sure you enter a starting & ending date, and then click on the "Get Checks" button. A listing of your checks and/or Direct Deposits will appear on the next screen. You can select an individual payment, and click on it. The record will open up, and show you all of the detail for that particular paycheck. If you need copies of pay stubs for a loan application or another use, this is a great way to get them! You can print them to your printer (the Business Office does NOT keep copies of individual paychecks and Direct Deposit stubs, so this is your best chance to get copies).

If you are curious about your year to date figures, click on the "Year to Date Totals" tab. You will have some selection choices on the top of this screen. You may select to view fiscal year to date, calendar year to date, quarterly or monthly totals – all from the drop down list in the "Type" field. Once you make your choice, click on the "Get Totals" button. Once you click on the button, the program will display all of the records that are on file for you, beginning with January 2011 (when the District converted to WinCap). *If you don't see all of your records, it's probably because the list takes up more than a page. Click on the word "Next" in the bottom right corner of the top block, and the next set of records will be displayed.

If you want to verify or update any of your personal information, click on the "Employee Demographics" tab. Click the purple "Edit" button for the field you would like to update. Make sure you click on the "Update" button when you are finished, in order to submit your updates. *Please note that you CANNOT update your Federal or New York State income tax withholding status using WinCap Web. The District is required to have the appropriate employee tax withholding form on file, to correspond to your tax withholdings. To update this information, please visit the Business Office page of the District's web page. Click on the tab for "Payroll Related Forms", and then select the "IRS – W-4 Tax Withholding Form" to update your Federal income tax withholding status. Select the "NYS – IT-2104 Tax Withholding Form" to update your New York State income tax withholding status. Make sure to print the form, complete it, sign it, and submit it to Brenda White or Emily Ludwig in the HR Office so that the changes can be completed.

If you would like to reprint a W-2 Form for any year that the District has been using WinCap (from 2011 on), click on the "Print My W-2s" tab. When the "Print My W-2s" screen appears, choose the correct calendar year from the drop down list. If you would like a full set of W-2 copies (like you would have originally received – 1 for your Federal Income Tax Return, 1 for your NYS Tax Return and 1 for your own records), leave all 3 of the boxes checked. If you are e-filing your taxes or only need one copy, uncheck the two boxes that you don't need. When you are done, click the button that is labeled "Print as PDF".

There is also a tab in Employee Self-Service marked "My Evaluations". This feature shows you your current APPR scores. The screen looks like the one below:



Clicking on the “Notes” field will show you detail for individual scores & ratings. *Keep in mind, these will be updated throughout the year, as your points are accumulated. If your points are missing a recent score, give it a week and check it again. If they still are incorrect, contact Emily Ludwig or Brenda White in the HR office and they will research the issue to get it fixed for you.

The District also uses WinCap Web’s electronic vouchers (time sheets) for things like chaperoning, curriculum work, etc. You certify & submit these through WinCap Web once the voucher has been entered by your principal. To access the Electronic Vouchers portion of the program, log into WinCap Web as detailed earlier and simply click on the “Electronic Vouchers” tab.

The District also utilizes WinCap WEB for its Central Store (Stock Ordering) function. There is a separate set of ordering instructions on the “Business Office” page of the District’s web site at www.lakeshorecsd.org. Central Store (Stock Orders) are placed during the actual school year – stock orders should not be placed as part of the budget process. A Budget Request (BRQ) for Central Store funds should be included with teacher budget requests, but Stock Orders should not.

One Final Note – Online Instructions

Instructions for entering budget requisitions are available from within the “My Requisition” screen in the program. To access the instructions, click on the green plus sign in the purple “Add Requisition” button on the top right corner of the “My Requisitions” window. Once the new requisition screen opens for you, simply click on the “Instructions” tab to view the current instructions. This entire document is also available for printing on the Business Office page of the District’s web site.