



# **BOCES SAMS Financial System**

## **Training Manual**

### **for**

## **BOCES Users**

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**SAMS Help Desk:**  
E-Mail: [omssams@mail.nysed.gov](mailto:omssams@mail.nysed.gov)

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# **Unit 1:**

## **Orientation to BOCES SAMS**

### Unit Overview

The BOCES State Aid Management System (SAMS) is an ancillary system of the State Aid Management System that facilitates the collection and processing of BOCES Financial and CoSer data that is required by the New York State Education Department (NYSED). BOCES SAMS is accessible to authorized users from each BOCES, staff from the State Aid unit of the Education Department, and other authorized users from various state agencies.

In this unit, you will learn how to log in and out of BOCES SAMS. An overview of the header and menu options will also be provided in this unit.

## Logging In and Out of BOCES SAMS

### **Overview**

BOCES SAMS is accessed by logging into the State Aid Management System. SAMS is an Internet-based application allowing users to enter and retrieve information from any computer with an Internet connection and Internet Explorer 6.0 or greater. SAMS users login to the application through the NYSED's Application Portal and Single Sign-On (SSO) facilities.

The Application Portal is the entry point into all NYSED Internet applications. All NYSED applications you are authorized to access are accessible from this page. Some applications, such as SAMS, require user name and password authentication. NYSED's Single Sign-On service, accessible from the Portal page, prompts you for your user name and password and then decides which applications, like SAMS, you are authorized to use.

Each BOCES controls staff access of its staff members to SAMS and the BOCES financial data contained in it. BOCES users should obtain user names and passwords from an individual at the BOCES that already has been designated by the district superintendent to perform this function (the delegated administrator).

You may wish to visit <http://www.emsc.nysed.gov/seddas/seddashome.html> for more information. Check out the FAQ section under the Training Materials link.

For easy reference, you may wish to record below the name and contact information of individual(s) at your BOCES that can assist you with SAMS login and password questions/problems:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Logging in

Establish an internet connection in order to run the SAMS application:

1. You access SAMS through the New York State Education Department Application Portal at <http://portal.nysed.gov>.



2. After the Portal page appears, click on the 'Log On' menu option in the upper right hand side of the page.
3. The **Single Single-On** dialog box appears.

### Sign In

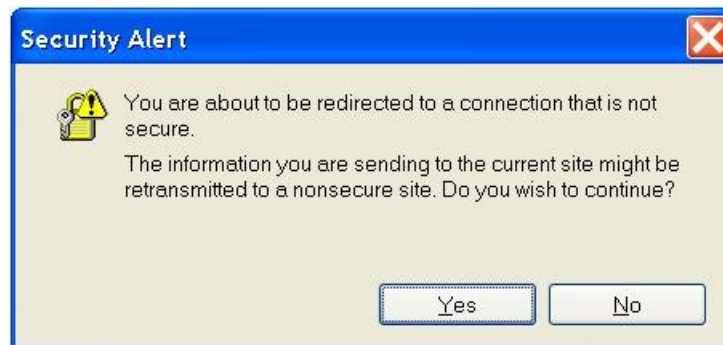
Enter your Single Sign-On user name and password to sign in

User Name

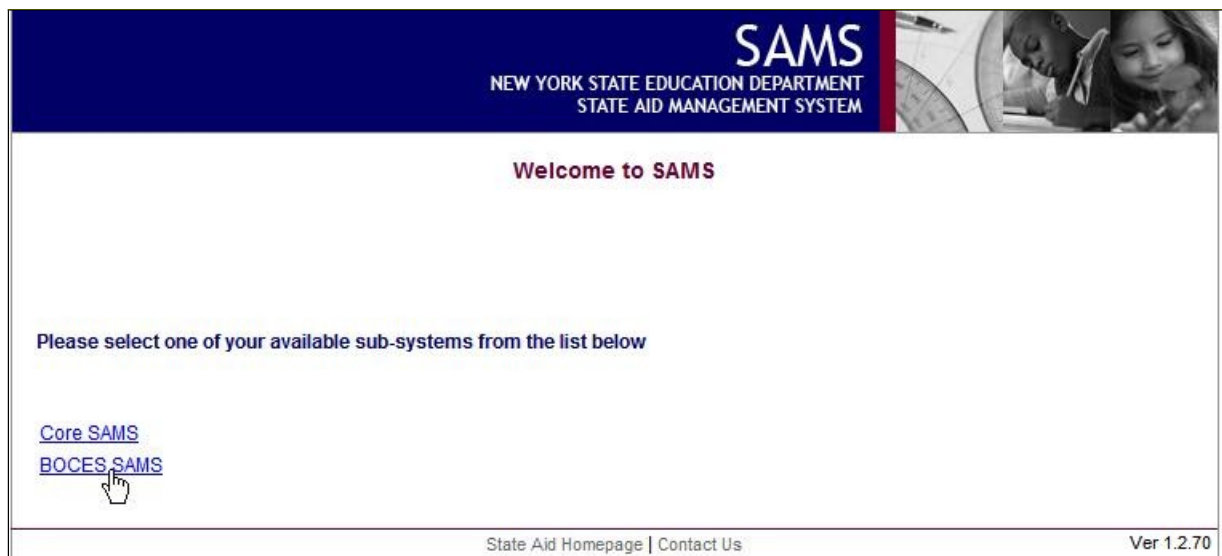
Password

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

4. You are prompted to enter a valid **User Name** and **Password** in the two text boxes provided. Both the **User Name** and **Password** should have been previously setup for you. If this has not occurred please contact the Delegated Administrator (DA) at your BOCES. If you want to change your password to SAMS and any other NYSED applications you are authorized to access from the NYSED Portal, select the 'Change Password' menu option on the upper right hand side of the Portal page.
5. After you enter your **User Name** and **Password**, press the **Login** button on the upper right hand side of the page. You will receive a Security Alert:. Press the 'Yes' button on the Security Alert to continue. You will then be directed back to the NYSED Portal.



6. Find the '**My Applications**' tab on the page and click on the 'State Aid Management System (SAMS)' hyperlink. The SAMS Homepage will appear. If for some reason, your **User Name** and **Password** are not associated with the SAMS application, you will not find SAMS in the 'My Applications' tab of the Portal Page. If this occurs, contact
7. Click the BOCES SAMS link to access the BOCES SAMS Subsystem.



**Important Information:** If you enter an invalid **User Name** or **Password**, Single Sign-On will return the following error message- 'Error: Authentication failed. Please try again.' If you forgot your **User Name** or **Password**, you must contact your BOCES District Superintendent.



## **System Roles**

Your **User Name** is tied to a system role. Your system role determines what you can and cannot do on the system, including which BOCES you have access to. Users that are associated with a single BOCES will only have access to their BOCES' data. A system role is assigned to you at the same time your User Name and Password are registered in the Single Sign-On directory.

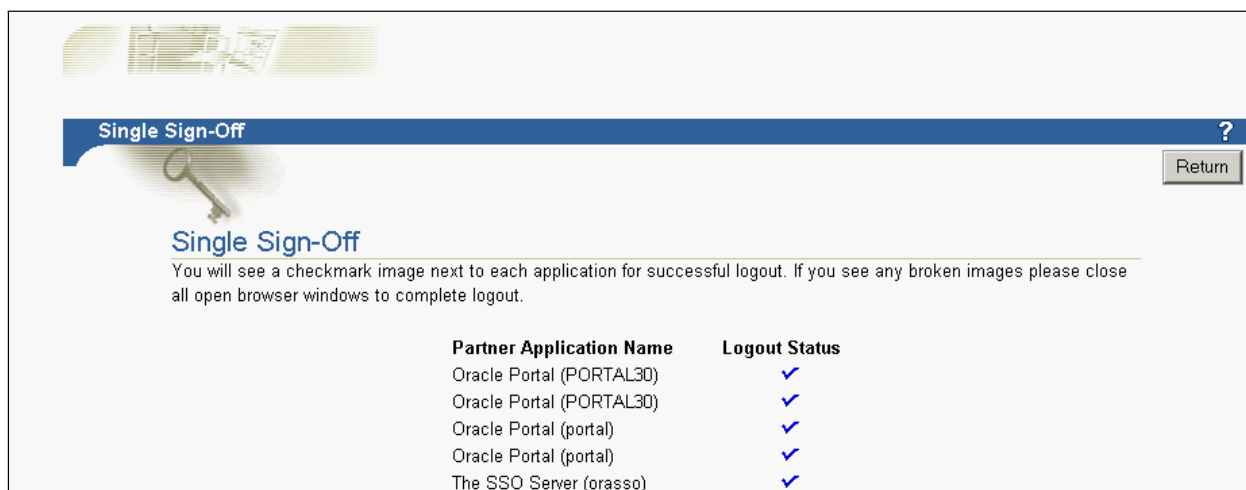
## Logging out

1. Click on **Logout** from the BOCES SAMS menu bar. You will find it located on the upper right side of any BOCES SAMS page.



The screenshot shows the top section of the BOCES SAMS application. On the left, there are input fields for 'Entity Name' (BOCES BROOME-DELAWARE-TIOGA), 'BEDS Code' (039000), and 'Claim Year' (2010-2011), along with a 'SET VALUES' button. To the right, the 'SAMS' logo is displayed above the text 'NEW YORK STATE EDUCATION DEPARTMENT STATE AID MANAGEMENT SYSTEM'. Below this, a status bar shows 'Welcome BOCES\_039000 (BOCES Entity User)', the date and time '07/22/2010 01:19 PM', and links for 'Home | Issue Reporting | Help | Logout'. At the bottom, a dark navigation bar contains links for 'Entity Info | CoSer System | BOCES Financial | Activity Log |'.

2. After clicking on **Logout**, you will receive a Security Information screen. Click either 'Yes' or 'No' on the Security Information screen to continue. You will then be directed to the Single Sign-Off page. You can sign back on to the application by clicking on the **Return** button. This will redirect you back to the NYSED Portal Application.



The screenshot shows the 'Single Sign-Off' page. At the top, there is a blue header with the text 'Single Sign-Off' and a question mark icon. Below the header, there is a large key icon and the title 'Single Sign-Off'. A message states: 'You will see a checkmark image next to each application for successful logout. If you see any broken images please close all open browser windows to complete logout.' Below this message is a table with two columns: 'Partner Application Name' and 'Logout Status'.

Partner Application Name	Logout Status
Oracle Portal (PORTAL30)	✓
Oracle Portal (PORTAL30)	✓
Oracle Portal (portal)	✓
Oracle Portal (portal)	✓
The SSO Server (orasso)	✓

## **Session Timeout**

BOCES SAMS is an online, Web-based application. When you log on to BOCES SAMS, the system establishes a 'session id' for your visit and each time you go through the log on process you are assigned a unique 'session id'.

New York State information security standards mandate that all online applications have a session timeout set. For the BOCES SAMS (Pilot) subsystem, the established session timeout is eight (8) hours. This means that if you log on to the BOCES SAMS subsystem and there is no activity detected by the application in any consecutive eight-hour period, your session will be terminated. If session termination occurs, any work you've done on the system during the past eight-hours could be lost.

It is important to understand that BOCES SAMS can only detect activity when you exchange information with the Web server. Therefore, if you are adding comments to a BOCES edit report, enter some comments, and walk away from the application for eight hours, your comments will be lost if you did not save before the session timeout occurred.

## **Summary**

BOCES SAMS Login and Logout are simple processes to follow. To Login to BOCES SAMS, the user must have a valid User Name and Password that has been previously registered with the Single Sign-On directory. For security reasons, you should remember to always logout of BOCES SAMS if you are leaving the area of your computer for an extended period of time.

If any problems are encountered during the login process, please contact the Delegated Administrator at your BOCES for assistance.

## Overview of Header and Menu Bar Options

### Overview

BOCES SAMS has a single header and menu bar that is accessible from any BOCES SAMS page. Users may move through any function in the application regardless of where they are working and quickly navigate to other areas of the application.



The screenshot displays the header and menu bar of the BOCES SAMS application. The header is a dark blue bar with white text. On the left, there are three input fields: 'Entity Name' with the value 'BOCES BROOME-DELAWARE-TIOGA', 'BEDS Code' with the value '039000', and 'Claim Year' with a dropdown menu showing '2010-2011'. To the right of these fields is a 'SET VALUES' button. Further right, the 'SAMS' logo is displayed in large white letters, followed by the text 'NEW YORK STATE EDUCATION DEPARTMENT' and 'STATE AID MANAGEMENT SYSTEM'. On the far right of the header is a small image of two children. Below the header is a light blue bar containing the text 'Welcome BOCES\_039000 (BOCES Entity User)', the date and time '07/22/2010 04:21 PM', and a series of links: 'Home | Issue Reporting | Help | Logout'. At the bottom is a dark grey bar with a series of links: 'Entity Info | CoSer System | BOCES Financial | Activity Log | Reports |'.

Entity Name	BOCES BROOME-DELAWARE-TIOGA
BEDS Code	039000
Claim Year	2010-2011
<a href="#">SET VALUES</a>	

**SAMS**  
NEW YORK STATE EDUCATION DEPARTMENT  
STATE AID MANAGEMENT SYSTEM

Welcome BOCES\_039000 (BOCES Entity User) 07/22/2010 04:21 PM [Home](#) | [Issue Reporting](#) | [Help](#) | [Logout](#)

[Entity Info](#) | [CoSer System](#) | [BOCES Financial](#) | [Activity Log](#) | [Reports](#) |

## Header Description

The BOCES SAMS header is used to view and set the BOCES' context. The BOCES SAMS header includes fields for a **BOCES Name**, **BEDS Code**, and a **Claim Year**.

“Claim year” corresponds best to “Aid year.” For example, to claim 2010-11 BOCES Aid and provide expense data for 2011-12 BOCES Aid, you will select the 2010-11 claim year in the header area. However, to enter 2010-11 *school year* CoSer information into the SAMS Co-Ser system, the 2011-12 claim year must be selected.

For users who have a role that assigns them to just one BOCES, both the **BOCES Name** and **BEDS Code** fields are read-only. Just the **Claim Year** can be selected and changed for these users. For users that have access to multiple BOCES, the **Name**, **BEDS Code**, and **Claim Year** fields can be accessed and changed. Whenever a change is made to header information in these fields the user must click on the **Set Values** button to invoke the change.

It is very important to check the header and ensure that data is being imported, or in the case of the CoSer system, entered into the correct claim year.

## Menu Bar Options

### *Entity Info*

This menu bar option provides access to data stored in another NYSED information system called SEDREF. This system contains extensive demographic information about BOCES that interact with NYSED. The Entity Info page in SAMS displays SEDREF information associated with the current BOCES set in the SAMS header. Information includes basic BOCES attributes, such as BOCES code, BOCES code, BOCES Type, BOCES District Superintendent and RIC Code. Key contacts associated with the BOCES are also listed and authorized users can edit the information for these BOCES SAMS contacts.

### *Claim Verifications*

This menu bar option provides access to all screens related to the Claim Verification process. This includes the **Claim Verification Project List**, **Claim Verification Activity Log**, **Claim Verification Reports**, and **Claim Verification Notifications**.

### *CoSer System*

This menu bar option provides access to the CoSer System's data collection forms and reports. The CoSer System menu option has the two main submenu options, **CoSer Forms** and **CoSer Reports**. To support the form selection process a Form Tree is provided that divides the forms into form sets. Each form set is a sub-folder on the Form tree and all forms associated with a form set are associated with the folder. The CoSer Forms sub- menu item has two submenus, **CoSer Official Data** and **CoSer Revision Data**. The CoSer Reports submenu option has the following submenus; **CoSer Approval Status Report**, **CoSer Revenue Report**, **CoSer Contract Report**, **CoSer Service Description Status Report**, and **CoSer Description Status History Report**.

The **CoSer Official Data** and **CoSer Revision Data** options represent data areas in BOCES SAMS. The **Official Data** area always holds the official CoSer data as it exists in the system. The **Revision Data** area holds updates or edits to the official CoSer data area when a BOCES needs to revise their official submittal.

### *BOCES Financial*

This menu bar option provides access to the BOCES financial data collection forms. The BOCES financial menu option has three main submenu options, **State Aid Forms**, **State Aid Reports**, and **BOCES XML Import**. To support the form selection process a Form Tree is provided that divides the forms into form sets. Each form set is a sub-folder on the Form tree and all forms associated with a form set are associated with the folder. The **State Aid forms** submenu option has two submenus, **BOCES Official Data** and **BOCES Revision Data**.

The **BOCES Official Data** and **BOCES Revision Data** options represent data areas in BOCES SAMS. The **BOCES Official Data** area always holds the official BOCES financial data as it exists in the system. The **BOCES Revision Data** area holds updates or edits to the official BOCES financial data area when a BOCES needs to revise their official submittal.

The **State Aid Reports** submenu option provides access to various reports associated with the BOCES Financial data in the application.

The **BOCES XML Import** submenu option allows the BOCES to electronically load data into BOCES SAMS from a file import process.

### ***Activity Log***

This menu bar option provides access to the BOCES SAMS **Activity Log**. The Activity Log captures all status changes of all form sets for a given BOCES. Users can review the Activity Log to see when key milestone events occurred related to a given form set. For example, the Activity Log can be used to see when a given form set was "Certified". The Activity Log also tracks notification events, which are typically emails sent by BOCES SAMS when a certain event trigger occurs.

### ***Reports***

This menu bar option provides access to various reports associated with BOCES Financial data in the application. The BOCES Output Reports are available under this menu bar option.

### ***Home***

This menu bar item brings you back to the BOCES SAMS home page.

### ***Issue Reporting***

This menu bar item launches the users default email application and pre-populates an email to the OMSSAMS mailbox with a standard template for reporting issues. Please use this menu bar choice to report any BOCES SAMS questions or problems.

### ***Help***

The BOCES SAMS Online Help module for the application provides information on all features.

### ***Logout***

This option is used to exit the BOCES SAMS application. Once selected, you will be directed to the Single Sign-Off page. See the Logging out section for important details on logging off correctly.



## **Summary**

The BOCES SAMS header and menu bar is available from all pages within the application. The content of the menu bar is determined by a user's security access role. All users will not see the same options on the menu bar. If there are functions available and you do not have access to them but believe you should have access, please send an email to [OMSSAMS@mail.nysed.gov](mailto:OMSSAMS@mail.nysed.gov).

# **Unit 2:**

## **Importing Data in BOCES SAMS**

### Unit Overview

BOCES Financial Data must be imported into BOCES SAMS using a pre-defined XML file format. The XML file is the only mechanism that a BOCES can use to submit BOCES Financial Data into BOCES SAMS.

In this unit you will learn how to import an XML file into BOCES SAMS, how to import your file to the correct data area and how to determine if your file was imported successfully. This unit will also explain how revisions to the XML file will be handled.

## Importing an XML File.

To import an XML file into BOCES SAMS, perform the following steps:

1. From the BOCES SAMS main menu, run your mouse over the **BOCES Financial** option.
2. Click on the **BOCES XML Import** sub-menu option.

The screenshot displays the BOCES SAMS web application interface. At the top, there is a header bar with the SAMS logo and the text "NEW YORK STATE EDUCATION DEPARTMENT STATE AID MANAGEMENT SYSTEM". Below the header, there is a navigation bar with the following links: "Entity Info", "CoSer System", "BOCES Financial", and "Activity Log". The "BOCES Financial" link is highlighted. In the main content area, there is a dropdown menu for "State Aid Forms" with the "BOCES XML Import" option selected. A message box is displayed in the center of the screen, containing the following text: "We are working to finish the clean-up of claim year 2009-10. When we have completed that process, hopefully in mid-November, we will begin working on claim year 2010-11. Please do not certify the claim year 2010-11 form set at this time. Also, if your BOCES wishes to submit a new CO-SER, it should be sent, via mail, to our office first, before it is entered in SAMS. We are running this dual system for the time being so as to ensure that we have the system and process working correctly. Thank you." Below the message box, there is a link to "SAMS - Latest News and Updates". At the bottom of the page, there is a footer with the text "State Aid Homepage | Contact Us" and "Ver 1.2.72".

3. Select the Data Area into which your file should be imported. Note: You will only choose the Official data area for imports you perform *before* the District Superintendent (DS) has certified your form set.

### Electronic XML Data File Import

**Follow these steps to import a form data file:**

1. Select a **Data Area** to import your file to.
2. Click the **Browse** button to browse your computer and select a file, or type the path to the file in the box below (e.g. C:\example.xml).
3. Click the **Import** button.

**The results of the import process will be displayed below.**

Official

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## About Data Areas.

Data Areas are used to logically separate data that is stored in the centralized BOCES SAMS database. There are two data areas in BOCES SAMS, the Official Data Area and the Revision Data Area.

The Official Data Area contains all of the BOCES data that was imported into the Official Data Area of BOCES SAMS and all changes to the data that have been accepted by NYSED. The data in the Official Data Area is used for aid calculations and official reports. A BOCES' XML file should be imported into the Official Data Area any time *before* the BOCES District Superintendent certifies the data.

The Revision Data Area contains all of the BOCES data that has been imported into the Revision data area. The revision data area is used to submit changes to the data set *after* it has been certified by the BOCES District Superintendent, and to review those changes prior to submitting them to SED. Once changes to the data are accepted by NYSED, the revised data is incorporated into Official Data Area. A BOCES' XML file should be imported into the Revision Data Area after the data has been certified by the BOCES District Superintendent.

## Reviewing Import Results

The data that is included in the XML file will be validated when it is imported into BOCES SAMS. The results of the import will display on the bottom of the Electronic XML Data File Import Screen.

Each section of the XML import file is processed separately.

If the data in any section of the XML the XML file passes all of the validations, the BOCES will be presented with a message that the import was successful. The data that was included in the XML file will display in the BOCES Financial forms in the Data Area that was selected for the import. We will discuss how to review imported data on the BOCES Financial forms in the next unit.

If a data record in the XML file fails any of the validations, information about what caused the data to fail to import will display on the bottom of the screen. Only records that pass all validation rules in that section will be successfully imported. BOCES must resubmit their entire XML file once the necessary changes have been made.

Validation errors are not the same as edit exceptions. Validation errors identify problems with the format of data (e.g., a data item submitted as two decimals that is defined in SAMS as having no decimals) and with the various codes used to identify data (e.g., data records submitted with an activity code that does not exist on the criteria guidelines)

Since each record in the import file is validated, it is possible that the use of one invalid account or activity code will result in many validation error messages. Likewise, correcting a single invalid code will often resolve many issues that appeared on the original Import Screen.

On the next page is an example of how the import results will display on the screen.

## Example of Import Results

**SAMS has returned the following warnings.  
All Records loaded except those listed below.**

### **GLOBAL**

**BEDSCODE: XXXXXX YEAR: 2009-2010**

**If your report receives a CRITICAL error, no data was loaded for that portion of the XML file and please report this to the developer ASAP.**

**If your report has ERRORS, the elements with the errors were not loaded because of a problem with your XML file, please fix the problem and then resubmit the file.**

### **BOC\_SCHED4**

ELEMENT: BOC\_SCHED4\_DATA, FIELD: account\_code, MESSAGE: Account Code 1000 not valid

ELEMENT: BOC\_SCHED4\_DATA, FIELD: account\_code, MESSAGE: Account Code 1000 not valid

#### **BOC\_SCHED4\_DATA**

F-PSN-ACCT-OBJ	Actual	Projected	Error
A-105-3960-150	125192	198551	PSN 105+Activity 3004 not on LAS
A-105-3960-160	0	55866	Activity 4201 not on Cross Contract BOCES (509000) LAS.
A-385-4660-490	2866	0	Activity 6817 not on Cross Contract BOCES (489000)
A-525-6211-490	0	3293	Duplicate Object Codes for the same Fund Code-PSN-Account are not allowed.

#### **BOC\_SCHED4\_REV**

F-PSN-REV	Actual	Projected	Error
A-001-2252	0	0	Schedule 4 revenue codes 2252, 2253, and 2254 cannot be used for PSN 001 [ Activity: 1000 Revenue: 2252]

### **BOC\_SCHED5**

**\*\*Schedule 5 Data Successfully Imported\*\***

You may need to take different actions to address different validation errors. Below is a list of some common potential validation errors, and the possible actions that could address each problem:

PSN /Activity code combination not found on LAS	Change the code to one that appears on the LAS, or revise the LAS
Purchaser PSN for cross contracted service not found on bottom portion of purchaser cross contract form	Change the code, add the purchaser PSN if the service appears on the bottom portion of the cross contract form or if it does not appear, request that the provider BOCES enter the service on the top portion of its cross contract form
Account code not found on system table of GAAP codes	Change the code if incorrect or contact SED
Missing activity code, or another required code	Add the required code; every record must be identified with certain codes to be allowed into the SAMS database.

**Important information:** Contact SED if you are unable to resolve **all** validation errors. Remaining validation errors means that the associated data has not been included in your State aid claim.



## Importing an Updated XML File

BOCES may import updated versions of the XML file into BOCES SAMS at any time. BOCES must resubmit their entire XML file whenever they make a change to any item within the XML file. Data in the updated version of the XML file will override all of the data imported from the previous version of the XML file.

**Important information:** If a BOCES wants to delete a record that was already imported into BOCES SAMS, the BOCES must enter a zero for the record in an updated version of the XML file and import the file into BOCES SAMS.

## Converting XML to XLS Spreadsheets

SED has developed a Microsoft Excel “template” that allows users to convert the contents of BOCES XML data files into spreadsheet format. This technique is useful for verifying the data to be imported into SAMS. The resulting spreadsheet contains the data *as it was generated from your own accounting system* – not necessarily what was successfully imported into SAMS.

You can download SED’s template from the State Aid Website at: <https://stateaid.nysed.gov/> and select “SAMS”, “Training Material,” and click on “[Template for converting XML files to EXCEL](#)”

Once the spreadsheet is open just save it to your PC and name it BO xxxxxx mmddyy V6.XLS (or whatever you prefer).

To create an Excel version of your XML data file follow the steps below:

1. Create a new XML file from your financial data system
2. Save the XML file to your PC
3. Open your most recent BO xxxxxx mmddyy V6.XLS spreadsheet
4. Choose Data, XML, Import from the top menu
5. Select the file saved in step 2 above and click Import
6. Choose File, Save As, and save your spreadsheet with a meaningful name \*
7. After you have completed importing the data into SAMS we suggest that you copy and paste the Import Validation Error Report (which SAMS emails to the user) into the second tab of this template.
8. Save your file again.

*\* SED would prefer that you use a naming convention that contains at least your BOCES six digit BEDS Code and our XML schema definition version number V6. The date that your data was imported to SAMS is also helpful. For example BO 123456 100211 V6.xls*

**Please note:** the spreadsheet template and our instructions were developed using Microsoft Excel Version 2003. They may require adjustments (and possibly the installation of “add-ons” to Excel) to work correctly using newer versions of Excel.

# **Unit 3:**

## **Reviewing Imported Data on the BOCES Financial Forms**

### Unit Overview

To ensure the accuracy of the State Aid claim, it is critical for BOCES to carefully review the data that has been imported into SAMS.

BOCES' can review the data they import into BOCES SAMS using the BOCES Financial Forms. SAMS is designed to hold multiple claim years of State Aid and, therefore, supports a library of forms for each claim year. BOCES SAMS allows you to specify a claim year of interest and then it retrieves all the forms associated with that claim year and any data related to your BOCES.

In this unit, you will learn how to select a form, review the data on a form, and print a form.

## Opening and Reviewing a BOCES Financial Form

To open a BOCES Financial Form follow these steps:

1. Look at the BOCES SAMS header. The BOCES **Name** should be set to your BOCES, as should the **BEDS Code**. Both of these settings are read-only for BOCES users. The Claim Year, by default, should be set to the current claim year when you first logon. This setting can be changed by you to the desired claim year. This is the only setting BOCES users can change in the header. Select a claim year from the drop-down options and click on the **Set Values** button. A message will appear confirming your selection.
2. From the BOCES SAMS main menu, run your mouse over the **BOCES Financial** option, and the **State Aid Forms** menu options. Click on either the **BOCES Official Data** sub-menu option or the BOCES Revision Data submenu option depending on what data you want to review.

Entity Name: BOCES DELAW-CHENANGO-MADISON-I  
BEDS Code: 129000  
Claim Year: 2009-2010 SET VALUES

SAMS  
NEW YORK STATE EDUCATION DEPARTMENT  
STATE AID MANAGEMENT SYSTEM

Welcome BOCES\_129000 (BOCES Entity User) 04/27/2010 01:37 PM Home | Issue Reporting | Help | Logout

Entity Info | CoSer System | **BOCES Financial** | Activity Log |

State Aid Forms > BOCES Official Data  
BOCES XML Import BOCES Revision Data

**BOCES/CoSer Homepage**

We are working to finish the clean-up of claim year 2009-10. When we have completed that process, hopefully in mid-November, we will begin working on claim year 2010-11.

Please do not certify the claim year 2010-11 form set at this time.

Also, if your BOCES wishes to submit a new CO-SER, it should be sent, via mail, to our office first, before it is entered in SAMS. We are running this dual system for the time being so as to ensure that we have the system and process working correctly.

Thank you.

SAMS - [Latest News and Updates](#)

State Aid Homepage | Contact Us Ver 1.2.69

3. BOCES SAMS returns the **Form Tree** for the Data Area that was selected. Open a menu folder by clicking on the **plus sign (+)** next to the folder or on the **name** of the folder. The form selection tree expands the folder to reveal its subcomponents. The subcomponents of a menu folder include a listing of the forms and schedules contained within it. An expanded folder can be collapsed by clicking on the **minus sign (-)** next to it or on the **name** of the folder.

Entity Name: BOCES DELAW-CHENANGO-MADISON-1  
 BEDS Code: 129000  
 Claim Year: 2009-2010 [SET VALUES](#)

**SAMS**  
 NEW YORK STATE EDUCATION DEPARTMENT  
 STATE AID MANAGEMENT SYSTEM

Welcome BOCES\_129000 (BOCES Entity User) 04/27/2010 01:40 PM Home | Issue Reporting | Help | Logout

Entity Info | CoSer System | BOCES Financial | Activity Log |

[Expand All](#) | [Collapse All](#)

- Boces Forms
  - State Aid BOCES Claim Form Set
    - General Fund Menu
      - [Schedule 4 - Detailed Statement of General Fund Expenditures \(PSNs 001 - 699 \(COSERS\)\)](#) Saved
      - [Schedule 5 - Operation and Maintenance of Plant Expenditures \(PSNs 700 - 799\)](#)
    - Special Aid Fund
    - Capital Fund
    - Exces Salaries
    - Unapproved Services
    - Component Allocations
    - [Miscellaneous Deductions](#)
    - [Capital and Rent Expenditures](#)
    - [State Aid Edit Report](#)
    - [State Aid Certification Form](#)
  - Cost Basis Form Set

State Aid Homepage | Contact Us Ver 1.2.69

- The **status** of each of the forms and schedules within the opened folder is displayed next to their name on the form selection tree (e.g. 'Saved').
- Click on the **name** of the form you want to open. A page will open that will allow you to select the PSN/CoSer or SED Project Number that you want to review.
- A page will open that will allow you to select the PSN/CoSer or SED Project Number that you want to review. The PSN that is selected from the PSN drop down is associated with a CO-SER (PSN-Activity Code Combination) on the List of Active Services (LAS) for the claim year that is selected in the BOCES SAMS header. Only CO-SERs that are Active on the associated LAS are displayed on the list for selection. If a CO-SER is expected to display on the drop down, but is not displayed, please check your LAS for the associated year to confirm that the CO-SER is an Active CO-SER. The Purchaser PSN drop down list is a list of Cross Contracted Services that you are receiving. The Purchaser PSN is displayed based on the Purchaser PSN field on the bottom section (Purchased Cross Contracts) of the Cross Contract form in the CO-SER System. If a Purchaser PSN is not displayed on the drop down list, confirm that the Cross Contract has a Purchaser PSN listed in the associated field on the Cross Contract form. The SED Project Number dropdown currently only displays the SED Project Numbers that are imported via your XML File.

7. Begin typing the first number of the PSN/CoSer or SED Project Number in the **Type PSN, Type Purchaser PSN, or Type SED Project Number** box. Select the PSN you want from the dropdown list. Click the **Submit** button.

To work with one of your own CoSers, enter your provider PSN in the "Type PSN" box below and then click the associated Submit button. A list of valid choices will appear as you begin typing in the box.

Type PSN    Activity Code | Activity Title

To work with a CoSer you are purchasing from another BOCES, enter your purchaser PSN in the "Type Purchaser PSN" box below and then click the associated Submit button. A list of valid choices will appear as you begin typing in the box.

Type Purchaser PSN    Activity Code | Activity Title | Provider BEDSCode | ProviderPSN

8. Once a PSN/CoSer or SED Project Number is selected, the form will open for the entity and claim year that has been set in the top left-hand corner of the application. To review the forms associated with a different claim year, select a year from the **Claim Year** box located in the top-left corner of the application and click the **Set Values** button.

9. To change the PSN/CoSer that you are reviewing, click on the **Change PSN, Change CoSer, or Change Project** link on the top of the form. A new window will open that will allow you to select a different PSN/CoSer or SED Project Number to review. Begin typing the first number of the PSN/CoSer or SED Project Number in the **Type PSN, Type Purchaser PSN, or SED Project Number** box. Click on the **Submit** button and the form will reload.

10. To view a different form for the same PSN you are reviewing repeat steps 1 through 5 above. The form that you click on will open with data for the PSN that you are reviewing.

**Important Information:** Always make sure you have set the appropriate claim year before accessing form data.

## Printing a Form

### Printing a Form with Data

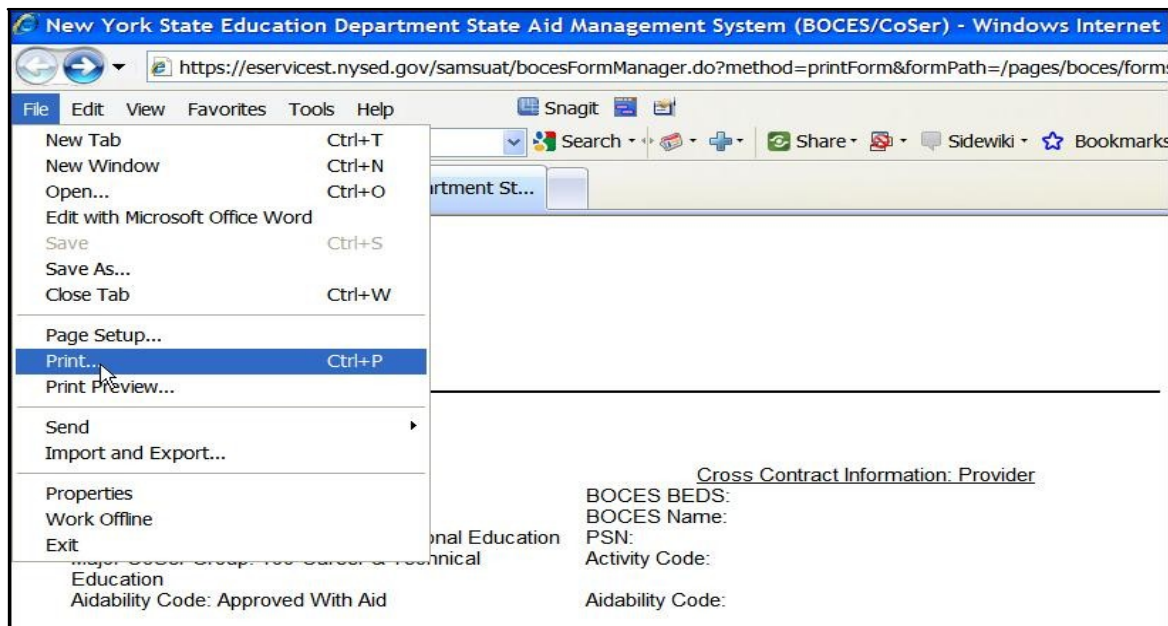
The following steps explain how to print a form with data:

1. Open the form you want to print.
2. Select the **Print Form** link located in the top right corner of the form. A new window will open displaying a 'printer friendly' version of the form. . If a new window does not open when you click on Print Form, your internet browser probably has the "Pop Up Blocker" on. To fix this, go to the tools menu for your browser, click on Pop Up Blocker, click on settings, and set your browser to allow Pop Ups from BOCES SAMS.

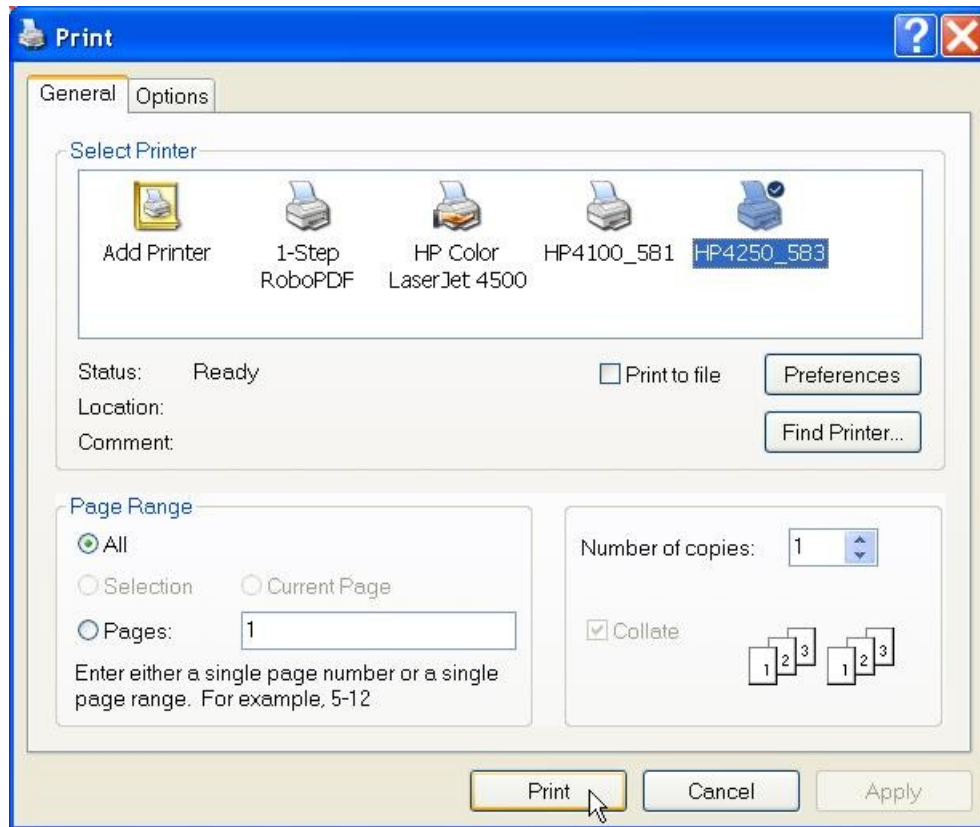
This screenshot shows a web form titled "You Have Selected the 'Official' Data Area." It contains several input fields: "Entity Name" with the value "CAPITAL REGION BOCES", "Entity Code" with "019000", "Contact Person" with "ARPY ERNEST", and "Telephone" with "(518) 862-4925". There is also an empty "Ext:" field. In the top right corner, there is a red link labeled "Print Form" with a mouse cursor pointing at it. In the bottom left corner, there is a blue link labeled "Schedule 4".

**NOTE:** The **Print Text Only** link may also be available in the top right corner of the form. This print option is similar to the **Print Form** option, except the input boxes that surround each data field are removed from the printed form.

3. From the **File** menu of the new window, click **Print**. A new print options window will open



4. Set the printing options you want and click the **Print** button.



**Important Information:** BOCES SAMS will open a new browser window under a few circumstances; e.g., print forms and display comments. To close these additional browser windows, you must click on the 'X' box in the upper right hand corner of the browser window or by pressing 'CTRL+W'.



## Printing a Selected Part of a Form

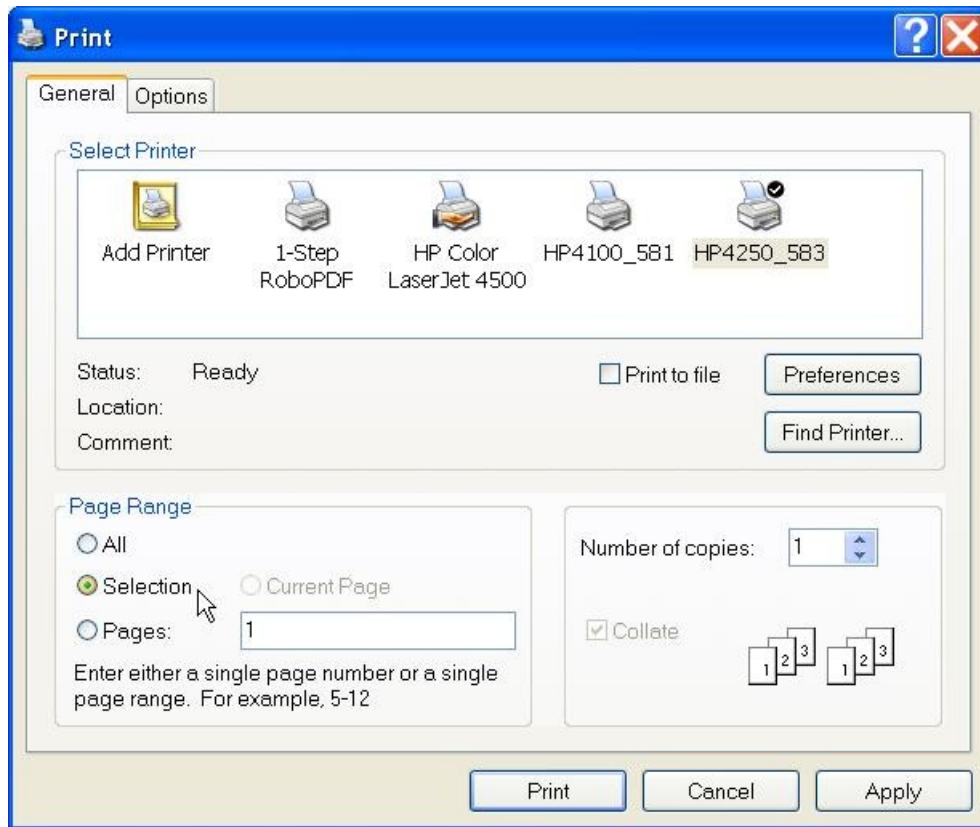
The following steps explain how to print a selected part of a form:

1. Open the form you want to print.
2. Select either the **Print Form** link located in the top right corner of the form, depending on whether or not you want to print the form with data. A new window will open displaying a 'printer friendly' version of the form. If a new window does not open when you click on Print Form, your internet browser probably has the "Pop Up Blocker" on. To fix this, go to the tools menu for your browser, click on Pop Up Blocker, click on settings, and set your browser to allow Pop Ups from BOCES SAMS.
3. Hold the left mouse button down and drag the cursor over the portion of the form that you want to select for printing.

The screenshot shows a web browser window with a 'File' menu open. The menu options include: New Tab (Ctrl+T), New Window (Ctrl+N), Open... (Ctrl+O), Edit with Microsoft Office Word, Save (Ctrl+S), Save As..., Close Tab (Ctrl+W), Page Setup..., **Print... (Ctrl+P)**, Print Preview..., Send, Import and Export..., Properties, Work Offline, and Exit. The browser's address bar shows 'Department St...'. The main content area displays a table with financial data. The table has three columns, each starting with a dollar sign (\$). The rows are numbered 4 and 5. Row 4 is 'All other deductible SA-111 General Fund Schedule 4 revenue.' Row 5 is 'Expense for this CoSer that has not been supported by Revenues from components (Fund Code A, Account Codes 2250 & 2252), noncomponents (Fund Code A, Account Codes 2251 & 2253), other BOCES (Fund Code A, Account Code 2254), State Aid for ETV, Other State Aid (Fund Code A, Account Code 3289) or other Federal Aid (Fund Code A, Account Code 4289)'. The table is partially obscured by the 'File' menu.

	\$	\$	\$
4. All other deductible SA-111 General Fund Schedule 4 revenue.			
5. Expense for this CoSer that has not been supported by Revenues from components (Fund Code A, Account Codes 2250 & 2252), noncomponents (Fund Code A, Account Codes 2251 & 2253), other BOCES (Fund Code A, Account Code 2254), State Aid for ETV, Other State Aid (Fund Code A, Account Code 3289) or other Federal Aid (Fund Code A, Account Code 4289).			

4. From the **File** menu of the new window, click **Print**. A new print options window will open.



5. In the Page Range section of the General tab, choose the **Selection** option. If this option is not available or selectable, then you have not selected a portion of the form to print (see step 3).
6. Set the other printing options you want and click the **Print** button.

**Important Information:** BOCES SAMS will open a new browser window under a few circumstances; e.g., print forms and display comments. To close these additional browser windows, you must click on the 'X' box in the upper right hand corner of the browser window (or press 'CTRL+W').

# **Unit 4:**

## **Getting and Using Help**

### Unit Overview

Help is an important feature of any application. The help files for BOCES SAMS can be accessed from anywhere within the application. BOCES SAMS help is context sensitive and can provide users with a built-in table of contents, index, search facility, and glossary.

## Accessing Help

Click the **Help** link located near the top-right corner of the application to access help. A separate window containing all of the help content for BOCES SAMS will appear. Pressing the **F2** function key is a keyboard shortcut that will also launch the BOCES SAMS help window. The F1 function key is reserved for the help content of the browser being used to display the BOCES SAMS application.



The screenshot shows the top section of the BOCES SAMS application. On the left, there are input fields for 'Entity Name' (BOCES ERIE 1), 'BEDS Code' (149100), and 'Claim Year' (2009-2010) with a 'SET VALUES' button. To the right is the 'SAMS' logo and the text 'NEW YORK STATE EDUCATION DEPARTMENT STATE AID MANAGEMENT SYSTEM'. Below this is a navigation bar with links: 'Welcome BOCES\_149100 (BOCES Entity User)', '05/03/2010 11:13 AM', 'Home | Issue Reporting | Help | Logout', and a bottom bar with 'Entity Info | CoSer System | BOCES Financial | Activity Log |'. An image of two students is visible on the right side of the header.

To scroll through a table of contents for help, click the **Contents** tab. When you want to find specific keywords, click the **Index** tab and type your word(s) in the designated box. A **Search** tab is available to search for topics that contain references to the word(s) you enter in the search box. Definitions for common terms can be viewed in the **Glossary** tab.

## Printing a Help Topic

To print a help topic:

1. From the **File** menu of the help window, click **Print**. A new print options window will open.
2. Set the printing options you want and click the **Print** button.

**Important Information:** If everything displayed in the help window prints, including the frame on the left that contains the Contents tab, then change your printing options. Under the Options tab in the print options window, select the option to print **‘Only the selected frame’** and left-click the mouse on the topic you want to print before printing it

## About Context-Sensitive Help

Context-sensitive help provides information relevant to the task the user is currently trying to accomplish, such as entering data on a form. Where enabled, the following types of context-sensitive help are available in BOCES SAMS:

- **Form-level Help:** When the cursor is not in a particular field on a form and help is accessed, the help topic specific to that form is displayed.
- **Field-level Help:** When the cursor is in a particular field on a form and help is accessed, the help topic specific to that field is displayed.

# **Unit 5:**

## **Forms, Form Sets, and Data States**

### Unit Overview

In Unit 3- Reviewing Imported Data on the BOCES Financial Forms, an overview of how to open and review imported data on the BOCES Financial forms was provided. In this unit, additional information will be presented about the BOCES Financial forms. Information on data states and the data state indicator will be presented so that you gain an understanding of how your forms move through the BOCES SAMS workflow process. Finally, information on how to certify your BOCES Financial data will be outlined.

## Understanding the Status of Forms

The BOCES Financial forms are logically grouped into two components known as ‘**form sets**’. All of the State Aid Claim forms and schedules, the State Aid edit report and the State Aid Certification Form are part of one form set. The Statewide Uniform and Local Cost Basis forms, edit report and Certification Form are part of the second form set. Form sets achieve various **data states** as they are processed through BOCES SAMS. These data states are used to control system functions and workflow-type activities. They provide you with information about where your State Aid claim is in the approval process and whether and what further action on your part is needed.

Data states apply to forms and form sets. In addition, there are dependencies between data states that dictate which data state(s) can or must precede another data state before it can be achieved.

The data state of each form and form set is displayed next to its name on the Form Selection Tree. If the data state is Null, however, nothing will be displayed next to the name of the form or form set. In addition, starting with the “Certified” data state, when the data state of a form set changes, the form set will appear in the activity log with the data state indicator next to it.

A summary of the data states is provided in the table below. The data states in the table are listed in the approximate order in which they are achieved as the forms are processed through BOCES SAMS.

Status	Description
Null	Represents the data state of a form before a user has imported any data to it.
Saved	Represents the data state of a form when a BOCES has successfully imported data to it. <b>Valid prior data state- Null, Saved</b>
Ready	Represents the data state of the Edit Exception Report when a user has finished adding and saving comments to it. The user must press the “Save & Ready” button to change the data state of the form to Ready. <b>Valid prior data state- Null, Ready</b>



Status	Description
<b>Certified</b>	<p>Represents the data state when the form set of a BOCES has been certified by the District Superintendent. <b>Certification simultaneously acts as the official submission of the form set data to NYSED.</b> Form sets are certified separately through the use of a certification form that is specific to each form set. The Edit Exception Report(s) associated with a form set must be in the Ready state before the form set can be certified. After certification, BOCES will have read-only access to their forms in the Official Data Area, but new files may be uploaded to the Revision Data Area as long as the submission is not in one of the ‘in progress’ data states.</p> <p><b>Valid prior data state- Ready</b></p>
<b>Edit in Progress</b>	<p>Represents the data state when NYSED begins the edit of a BOCES form set. BOCES will not be able to import revised files into SAMS while the associated form set is in this data state.</p> <p><b>Valid prior data states- Certified, Edit Rejection, Corrections Submitted</b></p>
<b>Edit Rejection</b>	<p>Represents the data state when NYSED rejects an Edit Exception report of a BOCES form set during their edit process. may now import revised files.</p> <p><b>Valid prior data state- Edit in Progress</b></p>
<b>Corrections Submitted</b>	<p>Represents the data state when a BOCES re-submits a form set with corrected items during the edit process. This data state reflects the submission of revised data <i>before</i> a form set has been “cleaned” for the first time by SED.</p> <p><b>Valid prior data state- Edit Rejection</b></p>

Status	Description
<b>Corrections In Progress</b>	<p>Represents the state of the data when NYSED has begun reviewing a BOCES' corrections. BOCES will not be able to import revised files into SAMS while the associated form set is in this data state.</p> <p><b>Valid prior data state- Corrections Submitted</b></p>
<b>Corrections Accepted</b>	<p>Represents the data state when NYSED accepts the submitted corrections into the Official data area..</p> <p><b>Valid prior data state- Corrections In Progress</b></p>
<b>Corrections Rejected</b>	<p>Represents the data state when NYSED rejects the corrections submitted by a BOCES. BOCES must submit corrected data for the form set to be 'cleaned.'</p> <p><b>Valid prior data state- Corrections In Progress</b></p>
<b>Clean</b>	<p>Represents the data state when all edit exceptions have been adequately explained and the edit process is complete. If there are no edit exceptions when a form set is certified/submitted, then the system will automatically change the data state to Clean and the edit process will be avoided. <i>State Aid claim data will not be accepted into the Nov.15<sup>th</sup> frozen data file unless the State Aid Claim Form Set has reached the "Clean" or "Clean with Issues" data state.</i></p> <p><b>Valid prior data state- Certified, Edit in Progress, Corrections Accepted, Clean with Issues, Revision Accepted</b></p>
<b>Clean With Issues</b>	<p>Represents the status when there are still outstanding edit exceptions after the edit process, but NYSED wants to include this data with the Clean form sets for processing.</p> <p><b>Valid prior status- Edit in Progress, Corrections Accepted, Revision Accepted</b></p>

Status	Description
<b>Revision Submitted</b>	<p>Represents the data state when a BOCES has submitted revised data to NYSED. Revisions refer to change requests made after SED has cleaned a form set for the first time.</p> <p>Revisions will be reviewed for approval by NYSED before being accepted as official data. Revisions not accepted by NYSED do not become part of the official data.</p> <p><b>Valid prior data state- Clean, Clean with Issues</b></p>
<b>Revision in Progress</b>	<p>Represents the data state after a BOCES has submitted their revised data and NYSED has begun reviewing it. BOCES will not be able to import revised files into SAMS while the associated form set is in this data state.</p> <p><b>Valid prior data state- Revision Submitted</b></p>
<b>Revision Rejected</b>	<p>Represents the data state after a BOCES has submitted their revised data and NYSED has rejected it.</p> <p><b>Valid prior data state- Revision in Progress</b></p>
<b>Revision Accepted</b>	<p>Represents the data state after a BOCES has submitted their revised data and NYSED has accepted it.</p> <p><b>Valid prior data state- Revision in Progress</b></p>
<b>Revision Queued</b>	<p>Represents the data state after a BOCES has submitted their revised data and NYSED has queued it as a Prior Year Revision. This applies only to revisions submitted between July 1 and June 30<sup>th</sup> of the year following the claim year.</p> <p><b>Valid prior data state- Revision Submitted</b></p>
<b>Revision Queue Accepted</b>	<p>Represents the data state after NYSED has accepted data that was previously queued as a Prior Year Revision.</p> <p><b>Valid prior data state- Revision Queued</b></p>

**Important Information:** The State Aid Claim form set must achieve a status of “Clean” or “Clean with Issues” for the data to be included in the November 15<sup>th</sup> frozen data file.

## Certifying Form Data

Each form set has its own Certification Form that allows a BOCES to officially certify and submit their data for the forms and schedules associated with a form set. The BOCES District Superintendent is the only user that will be assigned to a SAMS role that includes access to the Certify and Submit button in SAMS. If you do not have this privilege, you will not see this button.

All forms in a form set must be substantially complete, and all edit exceptions addressed before a form set is certified. Before a form set can be certified, its associated Edit Exception Report must be in the Ready Data State.

1. Go to the **Form Tree** under the **Official Data Area** and open the certification form for the form set that you want to certify from within the **Official Data Area**.

The screenshot displays a hierarchical tree structure for BOCES Forms. At the top, there are links for "Expand All" and "Collapse All". The tree is organized as follows:

- BOCES Forms
  - State Aid BOCES Claim Form Set
    - General Fund Menu
      - [Schedule 4 - Detailed Statement of General Fund Expenditures \(PSNs 001 - 699 \(COSERS\)\)](#)
      - [Schedule 5 - Operation and Maintenance of Plant Expenditures \(PSNs 700 - 799\)](#)
    - Special Aid Fund
      - [Schedule 8 - State and Federal Project Expenditures and Revenues \(PSNs 801 - 899\)](#)
    - Capital Fund
      - [Schedule 20 - Capital Funds Analysis of H200 Cash](#)
      - [Schedule 21 - Capital Funds Detailed Statement of Expenditures](#)
    - Excess Salaries
      - [Schedule 31 - General Fund Salaries of Administrative and Service Personnel](#)
      - [Schedule E - Excess Salaries for Services Provided \(This BOCES\)](#)
      - [Schedule X - Excess Salaries for Services Purchased from Other BOCES](#)
    - Unapproved Services
      - [Unapproved Services for Services Provided \(This BOCES\)](#)
      - [Unapproved Services for Services Purchased \(Other BOCES\)](#)
    - Component Allocations
      - [Aidable BOCES Expense Allocation](#)
      - [Refund of Prior Years' Expense](#)
      - [Other Miscellaneous Allocated Deductions](#)
      - [Selected Administrative Deductions](#)
      - [Itinerant Service FTE Allocation by Component and Employee](#)
      - [Service Programs \(A2252\)](#)
      - [Miscellaneous Deductions](#)
      - [Capital and Rent Expenditures](#)
      - [State Aid Edit Report](#) Saved
      - [State Aid Certification Form](#)
  - Cost Basis Form Set
    - [Statewide and Local Uniform Cost Basis](#)
    - [Cost Basis Edit Report](#)
    - [Cost Basis Certification Form](#)

At the bottom of the page, there is a footer with the text "State Aid Homepage | Contact Us" on the left and "Ver 1.2.70" on the right.

2. Click on the **Certify & Submit** button. The data state of the associated form set will be changed to "Certified". The forms within the certified form set will now be read-only to the school entity in the Official Data Area. Any modifications to their certified data must occur in the Revision Data Area (see the Revising Data help topic for more information).



The screenshot shows a rectangular box representing a web interface. Inside the box, on the left side, there is a button labeled "Certify & Submit". At the bottom of the box, there is a horizontal line. Below this line, on the left, is the text "State Aid Homepage | Contact Us", and on the right is the text "Ver 1.2.70".

3. Go to the activity log and verify certification / "receipt" of the form set by SED. Your form set has been successfully certified if the word "Certified" displays next to the form set name *and* the form set edit report. This is the only verification of claim submission you will receive. (Please note that the certification form on the form tree will not have the word "certified" displayed next to it; use the activity log only for verification purposes.)

**Important Information:** A form set cannot be certified until its associated Edit Exception Report is in the Ready data state. This is done by clicking on the Save and Ready button at the bottom of the edit report. To save your edit report comments without readying the form set for certification, click on the Save Comments button at the bottom of the edit report.

# **Unit 6:**

## **The Edit Process**

### Unit Overview

The edit process identifies potential problems with the data that is imported into BOCES SAMS. Each form set has its own Edit Exception Report. When a BOCES runs an Edit Exception Report, information about any potential problems with the data in the form set will be displayed. A form set's Edit Exception Report must be in the "Ready" data state before the BOCES District Superintendent can certify the form set.

In this unit, you will learn about the different types of edits that will appear on the Edit Exception Report and how to run an Edit Exception Report.

## About Edits

Edits are used to identify certain data items imported into BOCES SAMS that do not fall within certain expected parameters. Edit Exception Reports alert a BOCES when there are potential problems with the data in a form set. BOCES must take one of two actions when an edit exception occurs. You can either correct the data so that the edit exception no longer occurs when the edit report is re-run, or you may provide a substantive explanation in the comment area which will be reviewed by SED staff.

There are several types of edits in BOCES SAMS that appear on the Edit Exception Reports; trend edits, proportion edits, and total check edits. Trend edits are used to identify whether an amount in BOCES SAMS has increased or decreased more than a certain percentage or dollar amount between the prior and actual year and/or the actual and projection year. Proportion edits are used to identify whether the proportional relationship between two items changed significantly over time; e.g, the proportion excess salaries constitutes of total salaries. Total Check Edits are used to identify discrepancies between BOCES wide totals and component allocations of the same item.

Some edits are at the PSN level and some are at the major coser area level. In most cases, if an edit at the major coser area level displays on the edit report, you will have access to the PSN level details by clicking on the “View Details” link. Running the Edit Exception Reports



## Running the Edit Exception Reports

Each form set has an Edit Exception Report associated with it. Edit Exception Reports can be accessed from the Form Tree just like the forms. You can run an Edit Exception Report at any point. In order to certify your form sets, you must first run the Edit Exception Report associated with the form set and 'Ready' the report by pressing the 'Save & Ready' button at the bottom of each report.

1. Select the Edit Exception Report you want to run from the Form Tree.
2. After the Edit Exception Report page loads, click on the **Run Report** button to run a new report. You must have the default setting, 'Run New', set in the drop down list box. (To see previously executed reports, select one from the drop-down list, and click on **Run Report**.)

You Have Selected the 'Official' Data Area.

[Print Form](#) | [Print All Edits](#)

District Name: CAPITAL REGION BOCES  
Contact Person: MARK JONES

District Code: 019000  
Telephone: (518) 862-4920

**State Aid Edit Exception Report**

Run New ▼ Run Report

Run New  
04/29/2010 09:26:07 AM  
04/15/2010 09:50:16 AM  
04/15/2010 09:10:16 AM  
04/14/2010 09:10:16 AM  
04/13/2010 09:13:15 AM  
04/12/2010 01:31:58 PM  
04/09/2010 08:43:09 AM  
04/08/2010 03:35:19 PM  
04/08/2010 03:21:31 PM  
04/08/2010 02:49:24 PM  
04/06/2010 01:57:03 PM

State Aid Homepage | Contact Us Ver 1.2.70

3. The results of the Edit Exception Report are displayed. All exceptions that are found are listed. The Edit Exception Report should be used to complete the data submission process. It identifies problem areas in your data before you certify and submit to State Aid.

**Important Information:** Each form set must be certified by the BOCES District Superintendent before they are submitted to State Aid. Before you have access to the certification process for a particular form set, you must 'Ready' the Edit Exception Report associated with that form set.

4. To see data for the specific PSNs involved in an edit, click on "View Details." This information will help you locate the source of the outlier data causing the edit exception.

5. You can associate a comment with each exception occurring in the Edit Exception Report. To provide a comment, simply insert text in the comment text field provided with each exception generated. Each Edit Exception Report also has a general comment area at the bottom of the report, where you can associate a comment(s) with the entire report. To save comments without setting the Edit Exception Report to Ready, click on the **Save Comments** button. When you click on the **Save and Ready** button, any comments entered are automatically saved. Comments entered for a particular edit will be displayed on subsequent runs of the Edit Exception Report.

This area is for general comments related to this edit report.

---

Save Comments

Save & Ready

Note: all buttons will save comments.

# Unit 7:

## The Revision Process

### Unit Overview

BOCES can submit corrections and revisions to their BOCES Financial data sets after they have been certified and submitted to NYSED. Revisions can be submitted by importing a new version of the BOCES' XML file into the Revision Data Area in BOCES SAMS. These revisions are reviewed by NYSED before they are accepted into the official data area. This unit provides an overview of how this process works.

As with an original data submission, users of the BOCES SAMS system must create the revision data XML file to be imported using their local financial system. *Users must recompile ALL AREAS of their financial data* every time a new file is prepared. This will ensure logical consistency in the financial data set and make certain that all local changes to financial data are submitted to SAMS.

Information on how to prepare this data file is available from your vendor.

## Submitting Revisions to BOCES Financial Data

BOCES SAMS allows BOCES users to revise data that they have certified and officially submitted to NYSED. All revisions must be imported into the Revision Data Area in BOCES SAMS. Once accepted by NYSED, revision data is incorporated into the Official Data Area.

1. From the BOCES SAMS main menu, run your mouse over the **BOCES Financial** menu item and the BOCES XML Import sub-menu option.

The screenshot shows the BOCES SAMS main menu in a Mozilla Firefox browser window. The address bar shows the URL: <https://eservicest.nysed.gov/sams-copy/login.do>. The page header includes the title "New York State Education Department State Aid Management System (BOCES/CoSer) - Mozilla Firefox" and a navigation bar with links: "Entity Info", "CoSer System", "BOCES Financial", "Activity Log", and "Reports". The "BOCES Financial" link is highlighted, and a dropdown menu is visible with options: "State Aid Forms >", "State Aid Reports >", and "BOCES XML Import". The "BOCES XML Import" option is selected. The main content area displays a welcome message for "dfeodorich swbores (BOCES Entity User)" and a "CoSer Homepage" link. The footer shows "State Aid Homepage | Contact Us" and "Ver 1.3.51".

The screenshot shows the "Electronic XML Data File Import" page in the BOCES SAMS system. The page header is identical to the previous screenshot. The main content area is titled "Electronic XML Data File Import" and contains the following instructions:

**Follow these steps to import a form data file:**

1. Select a **Data Area** to import your file to.
2. Click the **Browse** button to browse your computer and select a file, or type the path to the file in the box below (e.g. C:\example.xml).
3. Enter a valid email address in the email text box below. When the import finishes an email will be sent to this address with the error report.
4. Click the **Import** button.

**The results of the import process will be displayed below.**

Below the instructions, there is a "Select Data Area" section with a dropdown menu showing "Official" and "Revision" options. The "Official" option is selected. To the right of the dropdown is a "Browse..." button. Below this is an "Email Address:" label followed by a text input field. At the bottom of the page is an "Import" button.

Once the "Import" button is pressed your file will be uploaded and the import process will begin. At this point you may begin to navigate to other areas of SAMS or close your browser. The import process will take some time to complete, and an email will be sent to the provided email address when it finishes.

2. Select Revision Data Area in the Data Area drop down box.
3. Click on the Browse button. A new window will open that allows you to select the XML file from a location on your computer. Select the file name and click Open.
4. Enter your e-mail address (SAMS will e-mail the Import Report to this address).
5. Click on the Import Button on the Bottom of the Screen.
6. Review the Import Results e-mailed to you from [OMSSAMS@MAIL.NYSED.GOV](mailto:OMSSAMS@MAIL.NYSED.GOV) to confirm that the import was successful.
7. From the BOCES SAMS main menu, run your mouse over the BOCES Financial menu item and the State Aid Forms submenu option. Select the Revision Data Area menu option.
8. BOCES SAMS will open the form tree for the Revision Data Area. Forms in this form tree can be opened and reviewed following the same steps discussed earlier in Unit 3.
9. Run the Edit Exception Report. Address any edit exceptions generated by the data revisions you have just imported, or re-import the data if the edit exceptions are the result of inaccurate data.
10. The Change Submission Summary displays how your data revisions, if submitted, will affect selected major areas of expense and aid. The form also gives you the ability to submit revisions to NYSED as a single request. The Change Submission Summary report for the BOCES Financial Form Set highlights changes to nine key data items. The report compares the current Official Data Area version of the item to the new Revision data area item for both the actual and projected years. Item # on this summary refers to the item on the listed report. After the item number, an “a” or “p” indicates whether the item refers to data for the actual or projected year. (At this time, please disregard the “school year” column on the right of the report, which is not functioning correctly and may conflict with the year indicated by the “a” or “p” designation.)  
  
If unexpected changes are displayed on the Change Submission Summary, the user should review the data carefully before submitting the revisions.
11. To submit pending revisions to NYSED, press the Submit Changes button and verify successful submission by checking the Activity Log. The log should show “Revisions Submitted” next to the name of the form set which was revised.

New York State Education Department State Aid Management System (BOCES/CoSer) - Windows Internet Explorer provided by NY...

https://eservices.nysed.gov/sams/claimsManager.do?me

Entity Name: GENESEE VALLEY BOCES Entity Code: 249000  
 Contact Person: KIMBERLY RIEDMILLER Telephone: (585) 344-7509 Ext:

**Change Submission Summary**

BEDS Code: 249000  
 Institution: GENESEE VALLEY BOCES  
 Current Date: 01/04/2012 08:28 AM  
 Submission Date: 12/30/2011 10:55:29 AM

Item #	Item Label	Official Value (a)	Revised Value(b)	(b-a)	Calc?	School Year	PYA?
100p	TOTAL BOCES EST-BOC-CMP Total Aidable Service Expense	22,098,949	22,898,007	799,058	yes	2011-2012	
32a	BOC-SVC Total Expenditures Allocated to Components	36,679,627	37,638,604	958,977		2011-2012	
32p	EST-BOC-SVC Total Expenditures Allocated to Components	41,194,980	42,481,582	1,286,602		2012-2013	
93p	TOTAL BOCES EST-BOC-CMP Total Service Expense Allocated	27,425,113	28,249,926	824,813	yes	2011-2012	

Submit Changes Clear Revisions

Note: If available, the 'Clear Revisions' button will erase all revision edit report runs for the form set, comments, as well as the revision data.

12. To clear pending revisions from the Revision Data Area, press the Clear Revisions button on the form.
13. NYSED will review the requested revision for acceptance into the Official Data Area.  
 Revisions submitted by the BOCES do not become part of a BOCES' official data until they are accepted by NYSED.

**Important Information:** Your revisions have not been submitted to SED until you press the Submit Changes button on the bottom of the Change Submission Form.

## **Unit 8: The Entity Information Screen**

### Unit Overview

In this unit, you will learn about the Entity Information Screen and how it can be used to obtain pertinent demographic and contact information associated with your BOCES. Information will also be presented on how to modify information associated with your BOCES contacts.

The BOCES SAMS Entity Information Screen is linked to another information system maintained by NYSED called SEDREF. This system is a central repository maintained by NYSED that contains basic contact information about institutions that interact with NYSED.

## Reviewing Entity Information

To review Entity Information associated with your BOCES, take these steps:

1. Select and click **Entity Info** from the BOCES SAMS main menu.
2. BOCES SAMS loads the Entity Information screen and you can review all the current demographic information associated with your BOCES. Information presented includes your BOCES' basic identifying attributes, such as BOCES Code, BOCES Code, current Superintendent, and other attributes.

**Entity Information**

[Print Form](#)

Entity Code	Entity Name	Entity Type		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
BOCES Code	BOCES Comp	RIC Code	Title	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Salutation	First Name	MI	Last Name	Generation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Superintendent's Email Address				
<input type="text"/>				
Superintendent's Phone	Ext			
<input type="text"/>	<input type="text"/>			
Address Line 1				
<input type="text"/>				
Address Line 2				
<input type="text"/>				
City	State	Zip Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Important Information:** Most of the basic demographic information presented on the Entity Information screen is read-only. However, you do have the ability to modify the following State Aid-related contacts within BOCES SAMS: BOCES Superintendent, BOCES State Aid Designee, Board of Education Contact, CoSer System State Aid Designee, and the SA-111 Contact. Information on how to do this is presented below.




## Updating the Official SAMS Contacts

To update a contact associated with your BOCES, take these steps:

1. Select and click **Entity Info** from the BOCES SAMS main menu.
2. Click on the **Edit Entry** button associated with the contact that you want to update.
3. A new screen will be displayed that allows you edit and update the information about that contact. Click on the **Edit Entry** button after you have made your updates. BOCES SAMS returns to the Entity Information screen. The contact updates are now reflected on the screen.

**Editing contact for position type BOCES Contact**

Salutation	First Name	MI	Last Name	Generation
MR. 	JIM		FREGELETTE	

Title

DIRECTOR OF FINANCE SERVICES

Phone*	Ext	Fax*	Email Address
(716) 821-7100			JFREGELETTE@E1B.ORG

\*Only numbers will be saved in the phone and fax fields.

Edit Entry

State Aid Homepage | Contact Us

Ver 1.2.70

# **Unit 9: Activity Log**

## **Unit Overview**

In this unit, you will learn about the Activity Log and how you can use it to review the history of activities associated with your BOCES' work and how to create your own user-defined activities.

BOCES SAMS automatically generates activity log records when certain events occur, such as data state changes and email notifications to users of the system. An additional feature within the Activity Log allows users with the appropriate security role privilege to create their own activity records which can record information exchange events that occurred outside of the application (e.g. an email, phone call, or fax to/from a BOCES).

## Reviewing the Activity Log

To access the Activity Log follow these steps:

1. Select and click **Activity Log** from the BOCES SAMS main menu.
2. BOCES SAMS loads the **Activity Log** screen and you can review all the current activities associated with your BOCES. Information associated with each activity log record, includes the activity log id, claim year, form set, activity type, description, date, and user.

BOCES SAMS provides the ability to filter the information presented to you in the activity log. For example, you can choose to view only activities associated with the CoSer Form Set, or only activities associated with the State Aid Claim Form Set. To filter, setup your filter preferences from the drop-down boxes provided and click the **Apply Filter** button.

The results displayed in the Activity Log can also be **sorted** by clicking on the title of each column. Click a column name once to sort by that column in Ascending order and click the same column name again to sort the results by that column in Descending order.

The **details** of Correspondence items entered by SED staff, and certain other items (e.g. revision submissions), can be viewed in a separate browser window by clicking on the hyperlinks provided for these items.

Entity Name: BOCES BROOME-DELAWARE-TIOGA  
BEDS Code: 039000  
Claim Year: 2010-2011 SET VALUES

NEW YORK STATE EDUCATION DEPARTMENT  
STATE AID MANAGEMENT SYSTEM

Welcome BOCES\_039000 (BOCES Entity User) 07/22/2010 01:25 PM Home | Issue Reporting | Help | Logout

Entity Info | CoSer System | BOCES Financial | Activity Log |

**Activity Log**

Form Set: All  
Category: Any  
Activity Type: Any  
Date Range (mm/dd/yyyy): -

Apply Filter

Log ID	BEDS Code	Claim Year	Form Name	Activity Type	Description	Date	User
339826	039000	2010-2011	BOCES State Aid Claim Edit Report	Data State	Ready	07/22/2010 01:25 PM	BOCES_039000
339825	039000	2010-2011	BOCES State Aid Claim Edit Report	Data State	Saved	07/22/2010 01:25 PM	BOCES_039000

State Aid Homepage | Contact Us Ver 1.2.82

# Unit 10:

## The Claim Verification Process

### Unit Overview

In this unit you will learn about the Claim Verification (CV) process. This process provides NYSED with an online method to track the progress of various CV projects aimed at verifying the accuracy of selected claim data that has been submitted by BOCES. BOCES will receive an email notification when NYSED initiates the Claim Verification process for a given year. This notification will identify which BOCES have been selected to participate in the Claim Verification process for that year, as well as, provide additional information about the process to the BOCES.

**Important Information:** The Claim Verification menu option is not available at this time. This menu option will be made available later in the year.

## Access the Claim Verification Project List

The Claim Verification Project List identifies which Claim Verification projects have been defined for a particular Claim Year and whether or not a particular BOCES has been selected to participate in one or more projects.

To access the Claim Verification Project List, follow these steps:

1. Choose the **Claim Year** in the application header for which you want to view the Claim Verification Project List for and then click on the **SET VALUES** button.
2. In the BOCES SAMS application navigate to **Claim Verifications > Claim Verification Project List** from the main menu. The “Claim Verification Project List” screen will appear.

The user is presented with a list of all the Claim Verification projects that have been assigned to the selected year. The “Project Name”, “Project Description”, and “BOCES Action Required?” columns are displayed for the list. The “BOCES Action Required?” column displays a “**Yes**” or “**No**” to indicate if the selected BOCES is required to participate in the Claim Verification process for this project in the selected year.

Note: The CV process usually begins some time in January or February. Claim verification project information will not be available to you in BOCES SAMS until that time. You will receive email notification when the CV material has been added to the BOCES SAMS menu choices.

## Acknowledge Receipt of the Claim Verification ‘Intent to Review’ Notice

BOCES who have been selected to participate the Claim Verification process are required to acknowledge their receipt of the ‘intent to review’ notice that they will receive via email when SED initiates the Claim Verification process for a particular year. This acknowledgement must be performed for each Claim Verification project in which your BOCES has been selected to participate.

To acknowledge receipt of the Claim Verification Intent to Review Notice, follow these steps:

1. Choose the **Claim Year** in the application header for which you want to view a Claim Verification Project Form for and then click on the **SET VALUES** button.
2. In the BOCES SAMS application navigate to **Claim Verifications > Claim Verification Project List** from the main menu. The “Claim Verification Project List” screen will appear.
3. Click on the **Project Name** of the project you want to work with.

If the selected BOCES is required to participate in the project, the user will see the full Claim Verification form. For participating BOCES, the top of the form contains the date the BOCES was notified by NYSED of their intent to review, the date that any materials are due, and the date the BOCES acknowledged receipt of the notification of intent to review.

If the BOCES has not yet acknowledged receipt of the notification of intent to review, they will be provided a hyperlink to perform this action. Clicking this link will save the acknowledgement date for the BOCES (refer to the next step). If the BOCES has already acknowledged receipt of the intent notification, the user will see the date they performed this action.

If the BOCES is not required to participate, a smaller, modified version of the form is shown. This smaller version only includes the project fields that are being reviewed and the project explanation/instructions.

4. **Click on the hyperlink** provided to acknowledge receipt of the intent notification.

## Enter a Comment on a Claim Verification Project Form

Claim Verification project forms are defined each year. The nature and content of the forms varies depending on the project. The forms provide detailed instructions to the BOCES. Usually CV project forms contain requests for supplemental documentation of elected State Aid claim data that was submitted earlier in the year. for use in tracking the process of verifying the accuracy of specified data that has been certified and submitted by BOCES. BOCES users are able to enter comments on these forms.

To enter a comment on a Claim Verification Project Form, follow these steps:

1. Choose the **Claim Year** in the application header for which you want to view a Claim Verification Project Form for and then click on the **SET VALUES** button.
2. In the SAMS application navigate to **Claim Verifications > Claim Verification Project List** from the main menu. The “Claim Verification Project List” screen will appear.
3. Click on the **Project Name** of the project you want to work with.

If the selected BOCES is required to participate in the project, the user will see the full Claim Verification form. For participating BOCES, the top of the form contains the date the BOCES was notified by SED of their intent to review, the date that any materials are due, and the date the BOCES acknowledged receipt of the notification of intent to review. If the user is a BOCES user and has not yet acknowledged receipt of the notification of intent to review, they will get a hyperlink saying “BOCES”, Click here to acknowledge receipt of notification of intent.” Clicking this link will save the acknowledgement date for the BOCES. If the BOCES has acknowledged, the user will see the date they performed this action.

If the BOCES is not required to participate, a smaller, modified version of the form is shown. This smaller version only includes the project fields that are being reviewed and the project explanation/instructions. Comments cannot be entered on a Claim Verification form for a project by any BOCES that has not been selected to participate in that project The purpose of this version of the form is to make BOCES aware of the CV projects being conducted and the type of documentation that they might be required to submit in another year if they are selected to participate.

4. To add a new comment, the user will type the comment details into the text area labeled “**New Comment**” and press the “**Save Comments**” button. Comments show on the form in descending order of created date.
5. A helpful link labeled **Status Descriptions** is provided which will display all statuses for this project with their corresponding descriptions.

6. At the bottom of the screen, the user will see the history of statuses that the project has gone through, along with notices that were sent as a result. This list is ordered in ascending order.



## Review the Claim Verification Activity Log

BOCES SAMS automatically generates Claim Verification Activity Log records when certain Claim Verification events occur. Users can review and filter these activity records.

To review the Claim Verification Activity Log, follow these steps:

1. In the SAMS application, navigate to **Claim Verifications > Claim Verification Activity Log** from the main menu. This screen will show a default activity log filtered only by Claim Year and BOCES Name/BEDS Code set in the header of the application.
2. Users can choose a variety of filter options to narrow the scope of the list.
  - a. Project List – Filters by a specific project.
  - b. CV Activity Type – Filters by correspondence, due date, notice, or status date.
  - c. Date Range – Start and end dates used to narrow the displayed results based on comparison against the Date of each activity.
3. After selecting filter options, click the “**Apply Filter**” button to apply the filter options.

**Note:** The log has the ability to sort all columns by clicking the column name, which is a hyperlink. The default sort is by Date, descending. Clicking a column that is already the sorted column will change the direction of the sort (e.g. from descending to ascending). If an activity is a correspondence, the activity type will show as a hyperlink. Clicking this link will show the details of the correspondence that is tied to this activity.

## Claim Verification Statuses

Claim Verification projects achieve various statuses as they are processed through BOCES SAMS. These statuses are used to control workflow-type activities. A summary of the Claim Verification statuses is provided in the table below. The statuses are listed in the order in which they are achieved as a CV Project is processed through BOCES SAMS.

Status	Description
<b>Project Initiated</b>	Represents the status when the initial Claim Verification notice is sent to a BOCES.
<b>Project Acknowledged</b>	Represents the status when a BOCES acknowledges their participation in the Claim Verification project.
<b>Submission Received</b>	Represents the status when a BOCES has submitted materials for their Claim Verification project. This status will be set when initial materials are submitted and when any follow up materials are submitted.
<b>Material Sufficient</b>	Represents the status when the materials submitted by a BOCES are sufficient enough for SED to proceed with the Claim Verification.
<b>Materials Insufficient</b>	Represents the status when the materials submitted by a BOCES are not sufficient enough for SED to proceed with the Claim Verification.
<b>Revision Requested</b>	Represents the status when SED is requesting a BOCES to revise some of their data in BOCES SAMS based on SED's review of the Claim Verification project.
<b>Revisions Completed</b>	Represents the status when a BOCES has finished revising the data in BOCES SAMS that SED has requested.
<b>Project Completed</b>	Represents the status when SED has reviewed all the items for the Claim Verification Project and all requirements have been met.

## Claim Verification Notifications

Claim Verification notifications are sent to the BOCES when a CV Project achieves various statuses. These notifications provide you with information about where your Claim Verification project is in the review process and whether or not more information is needed from you. A summary of the Claim Verification notifications is provided in the table below. The notifications are listed in the order in which they are sent as a CV Project is processed through BOCES SAMS.

Notice	Description	Current Status
<b>Initial Claim Verification Notification</b>	This notice is sent when a BOCES has been selected to participate in the current years Claim Verification process.	Project Initiated
<b>Acknowledgement Reminder</b>	This notice is sent when a BOCES has failed to acknowledge the Claim Verification Notice by the due date. The due date for acknowledging the Claim Verification is included in the Initial Claim Verification notification.	Project Initiated
<b>No Material Received</b>	This notice is sent when a BOCES has acknowledged the Claim Verification Notice, but has failed to submit their materials by the due date. The due date for submitting the materials is included in the Initial Claim Verification notification.	Project Acknowledged
<b>Better Documentation Request</b>	This notice is sent when SED needs more or better documentation from a BOCES before they can proceed with the Claim Verification. This notice is sent when a BOCES' initial submission of documentation is insufficient.	Materials Insufficient
<b>Reminder: Supplementary Information Needed</b>	This notice is sent when SED needs more or better documentation from a BOCES before they can proceed with the Claim Verification. The due date for submitting the additional documentation is included in the Better Documentation Request notification.	Materials Insufficient

Notice	Description	Current Status
<b>Follow up Documentation Received Insufficient</b>	This notice is sent when SED needs more or better documentation from a BOCES before they can proceed with the Claim Verification. This notice is sent when a BOCES has resubmitted documentation in response to SED's request and the documentation is still insufficient.	Materials Insufficient
<b>Revision Request</b>	This notice is sent when SED has reviewed the Claim Verification project and determined that a BOCES needs to revise some of their data in BOCES SAMS.	Revision Requested
<b>Reminder: Request for revision</b>	This notice is sent when a BOCES fails to make the revisions that SED requested by the due date. The due date for making the revisions is included in the Revision Request Notification.	Revision Requested
<b>Project Completion</b>	This notice is sent when SED has completed review of the Claim Verification Project and all requirements have been met.	Project Completed

# **Unit 11:**

## **Output Reports**

### Unit Overview

In this unit you will learn about viewing and printing Output Reports. These reports are used to display BOCES data by PSN and CoSer Group.

## View or Print Output Reports from SAMS

To view or print an Output Report within SAMS, follow these steps:

1. Select the **Claim Year** in the application header for which you want to view the Output Report and then click on the **SET VALUES** button.
2. In the SAMS application navigate to **BOCES Financial > State Aid Reports > BOCES Component Reports > Component School District BOCES Aid - Service Area Level** from the main menu.

The Output Report selection screen will appear. The reports available in the tree are based on the Claim Year that is set in the application header.

3. Select a **Data Area** and **Data Version Date**.

The Data Area selection specifies which Data Area the report will retrieve data from and the Data Version Date selection determines what version of data the report will retrieve. See the “**About Data Areas**” section in this manual for more information about Data Areas.

The Data Version Date (if available) allows a user to select a version of the report as it existed at a selected point in time. This option is useful for comparing aid calculations as of a payment or other snapshot date (for example – the February BOCES payment date or the November 15 frozen file used for aid projections) to the current report results. The Data Version Date option is only available for selected dates and at different times during the annual data collection cycle (as determined by SED).

4. Select a report version to view from the selection tree by clicking on it.

The Output Report will be displayed and link will be available to print the Output Report. A separate window will open with a printer friendly version of the Output Report after clicking on the **Print Form** link. Use the browser’s print functionality to print the report. To close the newly opened browser window, you must click on the ‘X’ box in the upper right hand corner of the browser window or press ‘CTRL+W’ when that window is active.

New York State Education Department State Aid Management System (BOCES/CoSer) - Windows Internet Explorer provided by NY...

@J https://eservices.nysed.gov/sams/reports.do?method=<:J 8 X I Google

File Edit View Favorites Tools Help

X Go gle Search More »

Favorites J<() RealPlayer !!gsearch Atwork @) search SE Internet Site =SE Internet Web Site !!gstaff Directory

@ New York State Education Department S...

NOTE: These are preliminary calculations for your information. The preliminary calculations will not be valid until you have entered and saved 2011-12 SAMS data needed for the calculation. Output report calculations on which actual aid payments are based will be available via the State Aid homepage.

Data Area:  
 official

Select the Data Version Date

Midnight Last Night  
 Current Date/Time  
 Select Any Date

Snapshot:  
 < Select a Snapshot >

Select an Output Report from the tree below.

Expand All Collapse All

13 Reports

Employment Preparation Education Aid (SA-EPE BOCES)  
 06/01/2011 Test

BOCES Administrative Expense for Allocation (BOC-AD)  
 OS/??/11 (If first: il - P1)

Contains commands for working with the selected items.

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## View or Print Output Reports from the State Aid Public Website

To view or print an Output Report from the State Aid public website, follow these steps:

1. Navigate to the public URL <https://eservices.nysed.gov/publicsams/>
2. Select a School Year.
3. Enter a BOCES Name or BEDS Code.
4. Click on the **Submit** button. A list of Output Reports for the given School Year and BOCES will be displayed as hyperlinks.
5. Click on the name of a report to view it. Use the browser's print functionality to print the report.

### **Notes:**

- A partial BOCES Name or BEDS Code can be entered and a list of matching BOCES will be displayed after clicking on the submit button. Leave both the BOCES Name and BEDS Code blank to retrieve the full list of BOCES.
- The list of publicly viewable Output Reports will only be displayed for BOCES for which BOCES SAMS form sets are in the CLEAN or greater data state.
- The data displayed on output reports on the public website reflects official data in SAMS as of midnight the night before. To view more recent reports; e.g., reports reflecting recently accepted revisions, you must access the output reports from inside BOCES SAMS.



# **Unit 12:**

## **Other Reports**

### Unit Overview

In this unit, you will learn about viewing and printing the other various reports available in BOCES SAMS.

For a table which summarizes the location, description and suggested use of the BOCES Financial reports please see the following web page:

[BOCES Report DEMO](#)

Beginning April 2013, BOCES SAMS reports are now under a single menu choice.

Simply click on BOCES Financial to quickly access the screen below or use the BOCES Financial drop down menu as shown.

New York State Education Department State Aid Management System (BOCES/CoSer) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

odbc - Google... Oracle ODBC ... View Issues - ... English Versio... New York Stat... NYSED: State ... NYSED: State ...

https://eservices.nysed.gov/sams-copy/bocesFormManager.do?method=bocesFormsForward&menuId=formsMain#stay

Entity Name: WESTCHESTER BOCES  
BEDS Code: 669000  
Claim Year: 2012-2013  
SET VALUES

SAMS  
NEW YORK STATE EDUCATION DEPARTMENT  
STATE AID MANAGEMENT SYSTEM

Welcome dfedorch swboes (BOCES Entity User) 04/05/2013 11:34 AM Home | Issue Reporting | Help | Logout

Entity Info | **BOCES Financial** | CoSer System | Activity Log

State Aid Forms >  
BOCES Expense for Allocation Reports >  
BOCES Expense For Component Allocation (PSN Level)  
BOCES Expense for Allocation (Service Area Level), SA114, EPE and RWADA  
BOCES Component Reports >  
SA-111 Schedule 4 Report  
Cross-Contract Reconciliation >

State Aid Forms  
[BOCES Official Data](#)  
[BOCES Revision Data](#)

BOCES Expense for Allocation Reports  
[BOCES Expense For Component Allocation \(PSN Level\)](#)  
[BOCES Expense for Allocation \(Service Area Level\), SA-114, RWADA and EPE](#)

BOCES Component Reports  
[Component School District BOCES Aid - Service Area Level](#)

SA-111  
[SA-111 Schedule 4 Report](#)

Cross-Contract Reconciliation  
[Excess Salary Charges for Cross Contracted Services: Purchasing BOCES Report](#)  
[UAS Charges for Cross Contracted Services: Purchasing BOCES Report](#)

Total Reports (SED Only)

BOCES IMPORT  
[XML Import](#)

https://eservices.nysed.gov/sams-copy/bocesFormManager.do?method=bocesFormsForward&menuId=formsMain#stay

Find: table 13 Next Previous Highlight all Match case

Note: some reports have been re-named to identify whether they are primarily expense allocation reports, component level or cross contract reconciliation reports (but the reports remain the same).

For example, what used to be referred to as “Output Reports” menu choice is now: BOCES Expense for Allocation (Service Area Level), SA-114, RWADA and EPE.

Clicking on this menu choice brings you to the screen shown below, in which you can select either the Official or Revision Data Area, and choose the Data Version Date:

be available via the State Aid homepage.

**Data Area:**  
Official

**Select the Data Version Date**

☐ Midnight Last Night  
☒ Current Date/Time  
☐ Snapshot:  
< Select a Snapshot >

**Select an Output Report from the tree below.**

**Expand All | Collapse All**

**Reports**

- BOCES Administrative Expense for Allocation(BOC-AD)
- BOCES Service Expense for Allocation SL 100(BOC-SVC SL100)
- BOCES Service Expense for Allocation SL 200(BOC-SVC SL200)
- BOCES Service Expense for Allocation SL 300(BOC-SVC SL300)
- BOCES Service Expense for Allocation SL 400A(BOC-SVC SL400A)
- BOCES Service Expense for Allocation SL 400B(BOC-SVC SL400B)
- BOCES Service Expense for Allocation SL 500A(BOC-SVC SL500A)
- BOCES Service Expense for Allocation SL 500B(BOC-SVC SL500B)
- BOCES Service Expense for Allocation SL 500C(BOC-SVC SL500C)
- BOCES Service Expense for Allocation SL 600(BOC-SVC SL600)
- BOCES Service Expense for Allocation BOCES LEVEL(BOC-SVC BOCES LEVEL)
- BOCES Capital and Rent Expense for Allocation(BOC-CAP BOCES LEVEL)

**Additional BOCES Reports**

- [SA-114 Report](#)
- [RWADA Attendance Report](#)

## View or Print SA- 111 Schedule 4 Report

This report displays data from Schedule 4. To view or print the SA-111 Schedule 4 report, follow these steps:

1. Select the **Claim Year** in the application header for which you want to view the report and then click on the **SET VALUES** button.
2. In the BOCES SAMS application navigate to **BOCES Financial > State Aid Reports > SA 111 Schedule 4 Report** from the main menu.

A screen will appear that allows you to filter the data you want to display on the report.

3. Select one of the following **BOCES Filters**:
  - a. **Current BOCES** (Default): This returns Schedule 4 data for the BOCES set in the application header.
  - b. **BEDS Code**: This returns Schedule 4 data for the BOCES BEDS code entered on the screen. If this option is selected, enter the BOCES BEDS code in the box below the selection button.
  - c. **BOCES Name**: This returns Schedule 4 data for the name of the BOCES entered on the screen. If this option is selected, enter the name of the BOCES in the box below the selection button.
  - d. **All BOCES**: This returns the Schedule 4 data for all BOCES
4. Select one of the following filter options under the **Select Filter by Option** heading;
  - a. **PSN**: This returns Schedule 4 data for the PSN entered on the screen. If this option is selected, enter a PSN in the box next to the selection button.
  - b. **Major CoSer Groups**: This returns Schedule 4 data for the Major CoSer Groups that are selected. If this option is selected, select one or more Major CoSer Groups below the selection box. To select more than one Major CoSer group, hold down the CTRL button and make your selections from the list.
  - c. **All PSNs for Selected BOCES**: This returns Schedule 4 data for all PSNs for the BOCES you have selected.
  - d. **State Activity Code**: This returns Schedule 4 data for the State Activity Code entered on the screen. If this option is selected, enter a State Activity Code in the box next to the selection button.
5. Select one of the following **Data Versions**:
  - a. **Actual**: This returns Schedule 4 data for the current claim year.
  - b. **Projected**: This returns Schedule 4 data for the next claim year.
6. Select one of the following **Data Areas**:
  - a. **Official**
  - b. **Revision**

7. Select one of the following **Report Types**:

- a. Summary
- b. Detail

8. Click on the **Apply Filter** Button.

The report will display data based on the filters that you have selected.

9. To print the report, go to the file menu on the top of the browser and select print. A new print options window will open. After selecting the print options you want, click the Print button.

## View or Print Excess Salaries for Contracted Services: Purchasing BOCES Report.

This report displays excess salaries charged to your BOCES by the provider BOCES. To view or print the Excess Salaries for Contracted Services: Purchasing BOCES Report, follow these steps:

1. Select the **Claim Year** in the application header for which you want to view the report and then click on the **SET VALUES** button.
2. In the BOCES SAMS application navigate to **BOCES Financial > State Aid Reports > Cross-Contract Reconciliation > Excess Salaries for Contracted Services: Purchasing BOCES Report** from the main menu.

The report will open.

3. To print the report, click on the print link on the top of the form. A new window will appear that displays the report. Go to the file menu option on the top of the browser, and select print. A new print options window will open. After selecting the print options you want, click the Print button.

## View or Print UAS Charges for Cross Contracted Services by Purchasing BOCES Report.

This report displays unapproved services charged to your BOCES by provider BOCES. To view or print the UAS Charges for Cross Contracted Services by Purchasing BOCES Report, follow these steps:

1. Select the **Claim Year** in the application header for which you want to view the report and then click on the **SET VALUES** button.
2. In the BOCES SAMS application navigate to **BOCES Financial > State Aid Reports > Cross-Contract Reconciliation > UAS Charges for Cross Contracted Services: Purchasing BOCES Report** from the main menu.

The report will open in a new screen.

3. To print the report, click on the print link on the top of the form. A new window will open displaying a “printer friendly” version of the form. Go to the file menu on the top of the new window browser, and select print. A new print options window will open. After selecting the print options you want, click the Print button.

## View or Print Schedule E: Excess Salaries State Totals by CO-SER Area Report. (SED Only)

This report displays excess salaries state totals by CoSer area. To view or print Schedule E: Excess Salaries State Totals by CO-SER Area, follow these steps:

1. Select the **Claim Year** in the application header for which you want to view the report and then click on the **SET VALUES** button.
2. In the BOCES SAMS application navigate to **BOCES Financial > State Aid Reports > Total Reports (SED Only) > Excess Salaries State Totals by CO-SER Area Report** from the main menu.

A screen will appear that allows you to filter the data you want to display on the report.

3. Select one of the following **Data Areas**,
  - a. **Official**
  - b. **Revision**
4. Click on the **Apply Filter** button.

The report will display on the bottom of the screen based on the filter that you have selected.

5. To print the report, go to the file menu on the top of the browser and select print. A new print options window will open. After selecting the print options you want, click the Print button.



## View or Print Service Expense for Allocation Report

This report displays component allocation data by PSN. To view or print the Service Expense for Allocation report, follow these steps:

1. Select the **Claim Year** in the application header for which you want to view the report and then click on the **SET VALUES** button.
2. In the BOCES SAMS application navigate to **BOCES Financial > State Aid Reports > BOCES Expense for Allocation > Service Expense for Allocation Report** from the main menu.

A screen will appear that allows you to select the PSN that you want view on the report.

3. Begin typing the first number of the PSN you want to view in the **Type PSN** box. Select the PSN you want from the dropdown list.
4. Click on the **Get Report** button.

The report will display on the bottom of the screen for the PSN that you have selected.

6. To print the report, go to the file menu on the top of the browser and select print. A new print options window will open. After selecting the print options you want, click the Print button.

## **Unit 13: Helpful Tips**

### Unit Overview

In this unit, you will learn some helpful tips for submitting your data in BOCES SAMS.

## Helpful Tips for Submitting BOCES Financial Data

The items listed below are tips that will help you submit your BOCES financial data in time for the November database.

1. **The edit report for each form set must be certified by the superintendent** in order for the form set to be considered “received” by SED. If you think you have submitted your form set, please go to the Activity Log to verify: if you see that a form set says “Certified,” it has been “received” by SED. If “Certified” does not appear, it has not been received.
2. When a form set is “in your court,” e.g., activity log indicates “edit rejection,” “correction rejected,” “revision rejected,” or “clean with issues,” you must import revised data into the BOCES SAMS revision data area, , Then refer to the Edit Report, make any necessary comments and “SAVE THE COMMENTS.” **To submit the revisions/comments back to SED, you must select the Change Submission form and click the Submit button.** You must repeat this process for each form set for which changes are being submitted.
3. After certifying any or all form sets, please **check the activity log and your email for “edit rejection”** by SED staff. BOCES SAMS will not allow SED staff to operate on the form set if it is “in your court.” Therefore, we cannot “clean” your form set for inclusion in the November frozen file if you do not submit corrections in response to SED “edit rejection.” Similarly, if you have submitted a correction in response to an SED edit rejection, it is possible that you have subsequently received a “correction rejected” notice from SED. Again, we cannot “clean” your form set for inclusion in the November frozen file if you do not submit another correction.
4. Until November 1st, *acceptable* corrections (before form set has been cleaned by SED) and revisions (after form set has been cleaned by SED) are guaranteed to be included in the November frozen data file. After submitting a correction or revision, **please check the activity log and your email for possible rejection notification** by SED staff. Again, SAMS will not allow SED staff to operate on the form set if it is “in your court.” Therefore, we cannot accept your correction/revision into the November frozen data file if you do not re-submit changes that have been rejected by SED staff.
5. To avoid edit rejection, correction rejection and revision rejection by SED edit staff, **please run the edit reports and address any edit exceptions prior to submission** by changing the data or providing a substantive and reasonable explanation.