

Preschool 4410 AVL Processing

1. Signing on to the STAC Mainframe via Presentation Client:

- Go to STAC Home Page (www.oms.nysed.gov/stac/)
- Place your cursor on “STAC Online System” (this will force a drop-down menu)
- Click on “GUI Online System”
- Click “Yes” on “Security Alert” box
- Click on “EFRT” button
- Click “Yes” on “Security Information” box
- Allow **Presentation Client** window to load. Do **not** close this window
- On the “Welcome Page,” enter your **personal User Code** and **Password** (upper case)
- Hit the “Enter” key on your keyboard
(no need to enter the generic “OMSUSER” and “ONLINE” any longer)

2. Retrieving Your County’s AVL:

- On the “Preschool Services Special Education Menu: (DMNUP)
- Click on the “S” box next to DVPRS (Process Online AVL)

- To retrieve your 4410 Preschool Education AVL:
 - Select the appropriate year from “Year” Drop Down box
 - The county box will be pre-filled with your county’s 2-digit number
 - Either enter the first 4 letters of a student’s name for which you are claiming for a specific student; or leave blank for a **complete** alphabetical list.
 - Click on “GET AVL” button

The 4410 Preschool Education AVL Claim screen is year-specific and allows claims to be made only to the most current AVL issued by the STAC & Special Aids Unit.

3. To make claims please follow the instruction below.

Fields	Data Items
“AVL Number” <i>(This is a display field only)</i>	Indicates the most current AVL number for that year.
“Approved Cost” <i>(This is a display field only)</i>	Displays total approved cost for service.
“Available Amount” <i>(This is a display field only) y field)</i>	Displays amount available to claim for service.
“Claimed Amount” <i>(This is a data entry field)</i>	Enter the amount you are claiming for this student (a decimal character must be entered). If no claim, leave “0”
“Service” Button	By clicking on the “Service” Button, it allows you to view, for a selected student, the STAC 3 Reimbursement Service Approval. After viewing the “Service” screen, hit the “Enter” button on your keyboard, and you will be returned to the AVL screen.
“Ledger” Button	By clicking on the “Ledger” button, it allows you to view the payment history for a particular service. After viewing the “Ledger” screen, hit the “Enter” button on your keyboard, and you will be returned to the AVL screen.
“AVL Claim Total” <i>(This is a display field only)</i>	This field will retain the amount claimed for this AVL. This is a running total amount; therefore it will change from page to page.
“Enter Claim” button	By clicking on the “Enter Claim” button you will be processing the claims you entered on the current screen. At the same time, you will be advanced to the next payment screen.

---To exit the AVL –

- Enter **BYE** in the “GO TO” Box located top right corner.