



ESCAPE ONLINE

Admin User Guide



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CHAPTER 1

Escape Online Basics

Escape Online runs on your personal computer, accessing your intranet or your county's extranet through Microsoft's .Net functionality. Escape Online connects county and district staff to data "on demand." Your network and Escape Online manage this feat together, simply and transparently.

What does this mean to you? It means that when you view accounts, requisitions or any other records in Escape Online, you see up-to-the-minute information. As you make changes to records, those changes are immediately available to others.

This chapter introduces you to the basic concepts and techniques of Escape Online. The discussion is general in nature, giving you a foundation for use of the system. It is written at the most basic level: users in the Admin role with a single location in a single organization, but we will point out capabilities for other types of users. Depending on your district's setup, your screens may look different.

This chapter will cover topics such as:

- ▶ User Permissions
- ▶ Logging in and out
- ▶ "Look" of Escape Online
- ▶ Navigating Escape Online
- ▶ Understanding Your Workspace
- ▶ Searching for Records
- ▶ Working from a List
- ▶ Editing, Deleting, Saving Records
- ▶ Using Lookup Windows
- ▶ Account Authorization and Use
- ▶ Running Reports



Conventions and Features

You can save time learning Escape Online by understanding some standard instructions, icons, and documentation conventions used in this guide and throughout the Escape Online system.

Escape Online Manuals

There are several ways to get help for Escape Online:

- ▶ **How-Tos.** These are located in the upper-right corner of your workspace from the Tools menu. They display the chapter of the user guide that is appropriate for that activity. You can also use Ctrl+F1 to display the how-to.

In addition, report definition forms include a Report Sample field. If you open the report sample, you will find a definition of all fields, special considerations and a sample of every sort option.

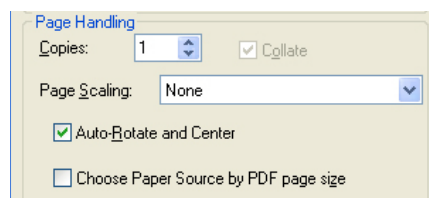
- ▶ **Tutorials.** These are also located in the upper-right corner of your workspace from the Tools menu. Some activities (like vendor requisitions and leave transactions) have tutorials, but most do not. It is the goal of Escape Technology to build a library of tutorials, release by release. You can also use Ctrl+F1 to display the tutorial.
- ▶ **User Guides.** These are available from the Help menu. Each role gets the user guides that are most applicable to their work flow.
- ▶ **Escape Keys.** This is a list of all the keyboard shortcuts available in Escape Online. It is available from the Help menu.

How-Tos and User Guides open in the Adobe Acrobat Reader. Tutorials use the Adobe Flash Player. (Both the reader and the player can be downloaded free of charge from www.adobe.com.)



Tip

When printing How-Tos or User Guides, make sure your printer driver is set up to Auto Rotate and Center. The documentation contains some pages that are larger or of a different orientation (landscape) so that it is easier to read online.



Tool Tips

Tool tips are displayed when you hover over a column heading or at the bottom of the search dialog.

ort Next Prev

PO #	Site	Room	Requisitioner	Inform
0458	067		Jennifer Smith	Supplies
0434	303			
0441	455		Celeste Michael	Supplies
0445	055		Jake Flores	Supplies
0446	057		Jake Flores	Supplies
0449	152		Jake Flores	Supplies
0425	152		Susan Estrada	Supplies
0435	200		Susan Estrada	Tr
0459	200		Susan Estrada	Su
0440	200		George Bailey	Se

Search Criteria - Vendor Requisition

1 - Requisition Information

Fiscal Year	2008 {2007/2008}
Department	PURCH {Purchasing}
Reference Number	vr08-00002
Requisition Number Start	
Requisition Number End	
Requisition Date Start	
Requisition Date End	
Completed Date Start	

Reference Number

Enter a requisition number (or partial) for requisitions to list.

Conventions for this Guide

- ▶ Instructions are given in numbered steps. (Some of the graphics may have numbers overlaid on them that correspond to the numbered steps.) In cases where there is only one step, a bullet (▶) is used.
- ▶ Text that you are to type appears in **bold**.
- ▶ Objects that you need to click (e.g., a link, a menu) appear in a different font.

Throughout this guide, you will notice some tip and warning icons that draw your attention to specific features in Escape Online.

Tip

Tips offer advice about how to better use a feature or to let you know where you can get more information.

Warning

Warnings call your attention to severe consequences — such as deleting information — that can arise from using a particular feature.



User Permissions

All large computer applications have some method to control access. Escape Online is no different — it requires a User record for each person using Escape Online. For security purposes, it is very important that each user has their own User record.

Access to information is controlled at several levels in Escape Online:

Roles can also be assigned for a specific activity for an individual user.

If a role has been assigned through user-based permissions, the role will be displayed if you hover over the activity.

- ▶ **Role** – All users will be assigned a role. They are general in nature, defining the type of access the user will have. Each module has its own roles. A user can be assigned to different roles in different modules (for example, an Admin role in Finance, an HR User in HR/Payroll).

The Finance module has the following roles:

- Admin – This is the most basic user. They can submit requisitions, run reports and a handful of other activities.
- AP – This is for accounts payable clerks. This is a custom activity that is defined for each user.
- DeptUser – Generally a user in the district office. They have more update capabilities than an Admin user.
- DeptMgr – Similar to a department member but with more permissions for processes and setup.
- Fiscal – Power user. They have full access to almost every finance activity and report.
- COEDistSvc – Generally a user in the county office. They have update access to the finance, payroll and retirement activities.
- Retirement – Generally a user in the county office. They have read-only access to accounts.

The HR/Payroll module has the following roles:

- Admin – This is the most basic user. They can only access a handful of activities.
- HRUser – Generally a user in the district office. They have update and read-only access to most “personnel” activities.
- PayUser – Generally a user in the district office. They have update and read-only access to most pay activities.
- HRMgr – Similar to a HRUser but with more permissions for processes and setup.

- PayMgr – Similar to a PayUser but with more permissions for processes and setup.
- COEDistSvc – Generally a user in the county office. They have update access to the finance, payroll and retirement activities.
- Retirement – Generally a user in the county office. They have read-only access to credential activities and update access to “persons.”
- Credentials – Generally a user in the county office. They have update access to credential activities.

There are three roles for support of Escape Online. They are available in all three modules.

- OrgMgr – This user has access to almost every module activity.
- SysSupport – More access to setup activities than an OrgMgr user. This role is specific support staff in multi-organization implementations.
- SysMgr – This is the most powerful user with access to all activities.

To find out what your role is for a particular module, hover over the name of the module (place your mouse over Finance in the activity tree). Your role will be displayed in a rollover text box.

- ▶ **Department** – Department is just like it sounds. It defines which department the user belongs to: purchasing department, business, food services, etc. A user does not have to belong to a department (most HR/Payroll, system and Admin users do not), and a user can belong to more than one department (for smaller districts). Departments define what Finance module activities you can perform within a document (e.g., members of the purchasing department would be able to print a purchase order).
- ▶ **Components** – Account access is defined as a mask, using components, with each component defining an element of the account structure (e.g., Fund, Object, Resource). Using components means Escape Online can strictly control a user’s ability to access accounts. Components are also used to define approvers.
- ▶ **Location** – Most users are assigned to a location (e.g., office or school site). Some users will have access to more than one location, or all locations if they work at the business office or are support staff. A user’s location defines their permission to see information for that location, and can be used to define approvers.
- ▶ **Organization** – In multi-organization implementations, users will be assigned to an organization or district. Most users will have access to only one organization; whereas, multi-org users may have access to all organizations.
- ▶ **User Permissions** – Not all users fit an exact mold. Escape Online recognizes this by providing system managers the ability to grant permission to users activity-by-activity, even task-by-task.



Starting Escape Online

Your computer has been set up to access your network and Escape Online. To access Escape Online, you must first “login” to the network. You should have been shown how to do this. If you haven’t, contact your network manager.

Once you have logged into the network, you can access your intranet and Escape Online. Some users may use Terminal Services to access their organization's intranet.

It is important that you exit Escape Online when you end your workday (or take an extended break), and that you log out of the network.

Logging in to Escape Online



Tip

We strongly recommend that you do not run multiple sessions of Escape Online.

When you start the Escape Online application, it checks to make sure that your workstation is using the most current software. If it is not, it downloads the new components. You will see a dialog box similar to the one shown below.

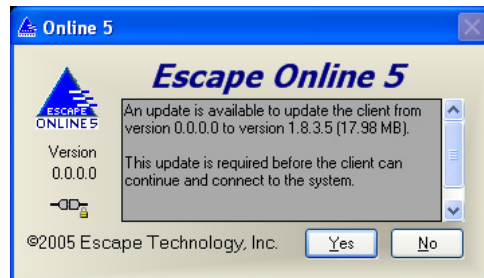


Figure 1-1 Downloading New Components

- ▶ You can click NO to wait until later to update.
- ▶ You can click YES to download the update. Once the downloading is completed, you are ready to login.



Figure 1-2 Escape Online Login Screen

If the Change Password dialog is displayed, your system manager has set the “force password change” flag in your User record. You must change your password before you can proceed.

- 1 Enter your Escape Online User ID (it may or may not be the same as your network name), then press the tab key to go to the Password field.
- 2 Enter your Password. Remember, passwords are case-sensitive, so make sure that your Caps Lock is turned off.
- 3 Press Enter to login.

Escape Online opens several components that it needs for processing, so this may take a moment.

★ Tip

You can tell which connection you have logged into by looking at the Title bar. For example, in *Figure 1-2* the title bar shows the connection as Escape Production.

Logging out of Escape Online

You can logout of Escape Online at any time. There are two ways:

- ▶ Logout and close the application. The fastest way to logout is to close the application using Alt+F4 or clicking on the X in the top right corner of your screen. You will be prompted if you have records open for editing and to verify that you want to logout.

- ▶ Logout and leave the application open. Go to the Home Page. Click the Logout icon in the upper right corner of your screen. You will be prompted to verify that you want to logout. This method is for when you want to take an extended break.

Changing Your Password

You can change your Escape Online password from the Home page.

- 1 Press Ctrl+Shift+P to display the Change Password dialog. Or select My Settings, Change Password from the Action menu.

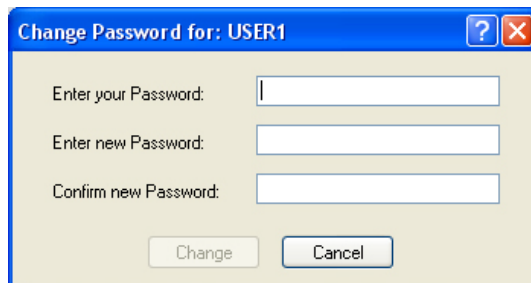
A screenshot of a 'Change Password' dialog box. The title bar reads 'Change Password for: USER1' and includes a help icon (?) and a close icon (X). The dialog has three input fields: 'Enter your Password:', 'Enter new Password:', and 'Confirm new Password:'. Below the fields are two buttons: 'Change' and 'Cancel'.

Figure 1-3 Changing Your Password

- 2 Enter your current password.
- 3 Enter your new password. It must be at least 3 characters.
- 4 Re-enter your new password.
- 5 Click Change (or press Enter) to set your password for your next login.



Tip

If the Change button did not become active, it could be that your current password is not correct, or the new password you typed twice does not match.

Multiple Escape Online Connections

Some organizations have multiple Escape Online connections (e.g., more than one organization or a production and test system). If this is the case, you can set up the shortcut to either prompt you for the connection or automatically start your default connection.

To Display Server Selection Dialog

These instructions are for those users who have access to multiple connections but are setup to automatically default to one connection.

- 1 Click once on the Escape Online icon on your desktop. (Do not double-click!)

- 2 Hold down the Shift key (hold it down until the Server Selection dialog displays) and double-click on the Escape Online icon. This will display the Server Selection dialog.

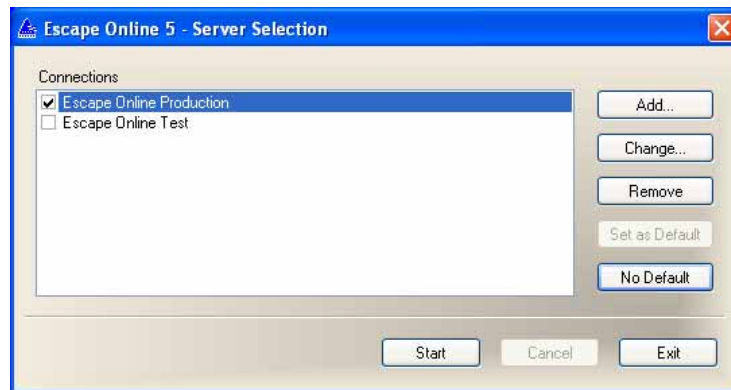


Figure 1-4 Escape Online Login Connection Prompt

- 3 Highlight the connection you want to login into.
- 4 Click Start to login.



If you access Escape Online using Remote Desktop (Terminal Services), you will not see any of the buttons on the dialog. You can still switch connections, though, by highlighting the desired connection and clicking Start.

To Control the Prompt/Default Server

- 1 Open the Server Selection dialog.
- 2 Select your options:
 - Click No Default to prompt you for a connection every time you login.
 - Click Set as Default if you want to set the highlighted connection as the default. Next time you login, this will automatically bypass the prompt and take you to the Escape Online login page.
- 3 Click Start to save all changes and login. Or, you can choose from the following options:
 - Click Cancel to cancel all changes and login to the default connection.
 - Click Exit to cancel all changes and cancel the login process.



You must complete the login process for your changes to be saved.



The “Look” of Escape Online

Escape Online is activity-based! Some activities open a record (e.g., Vendor Requisitions). Other activities may start a process (e.g., Print AP Checks). Regardless of the type, the activity is displayed in the workspace. There is no limit to the number of activities you can have open and/or processing.

The following explains the various elements of Escape Online.

You can show/hide the the Activity pane using the visibility toggle.

You can also increase/decrease the width of the activity tree by dragging the bar.

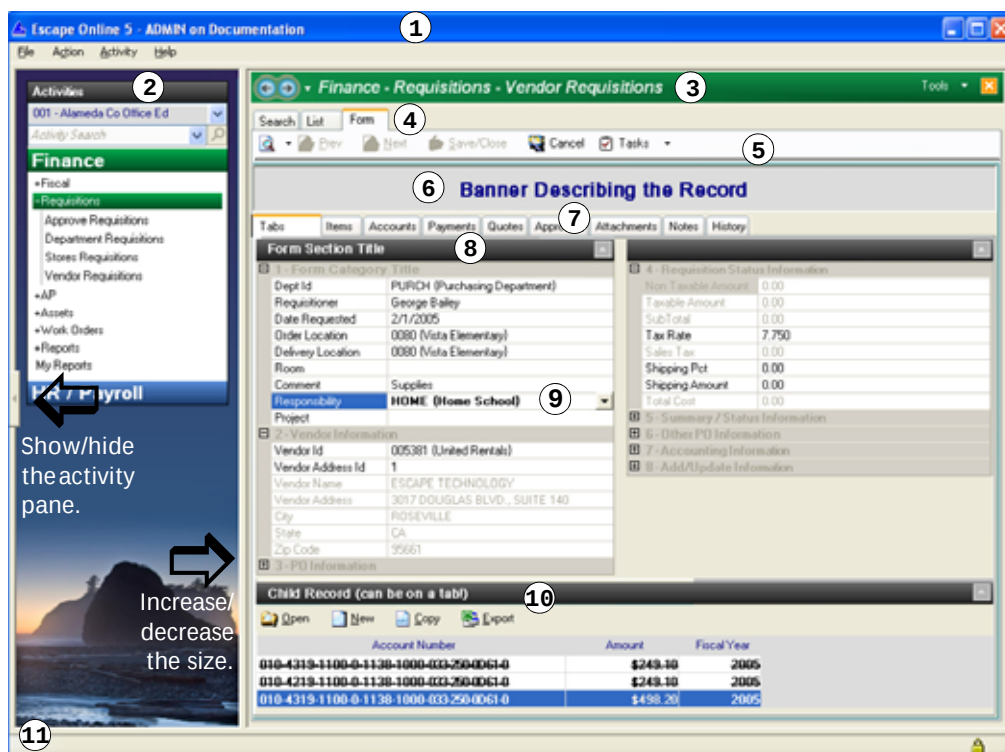


Figure 1-5 The Look of Escape Online

- 1** Title Bar – This displays the user name and connection for this session.
- 2** Activity Pane – This is always on the left side of your screen. The activity pane displays the organization drop-down and the activity tree.
 - At the top of the pane, there is a drop-down list of organizations (if you have access to more than one organization).
 - Next is the Activity Tree. This lists the activities (grouped by module) that you can access according your permissions. For example, you may not see a certain activity if you do not have permissions for that activity.
 - On the left is a toggle for showing/hiding the Activity Pane so you can see more of your workspace.

- On the right is a bar that defines the width of the Activity Pane. You can drag this to the right or left to increase/decrease the size.

To switch between activities in the workspace, use the Alt + right arrow or left arrow keyboard shortcuts or the arrows or dropdown menu on the Title bar.

To close an activity, use the Ctrl+F4 keyboard shortcut or click on the X in the upper right corner of the workspace.

- 3 Workspace and Activity Title Bar – The area to the right is your workspace. This takes up most of the screen and is tied to activities. There is no limit to the number of activities you can have open in the workspace.

Across the top of the workspace is the activity title bar. It contains the title of the activity. The background color defines the module for the activity: green for Finance, blue for HR, maroon for Payroll, gray for system.

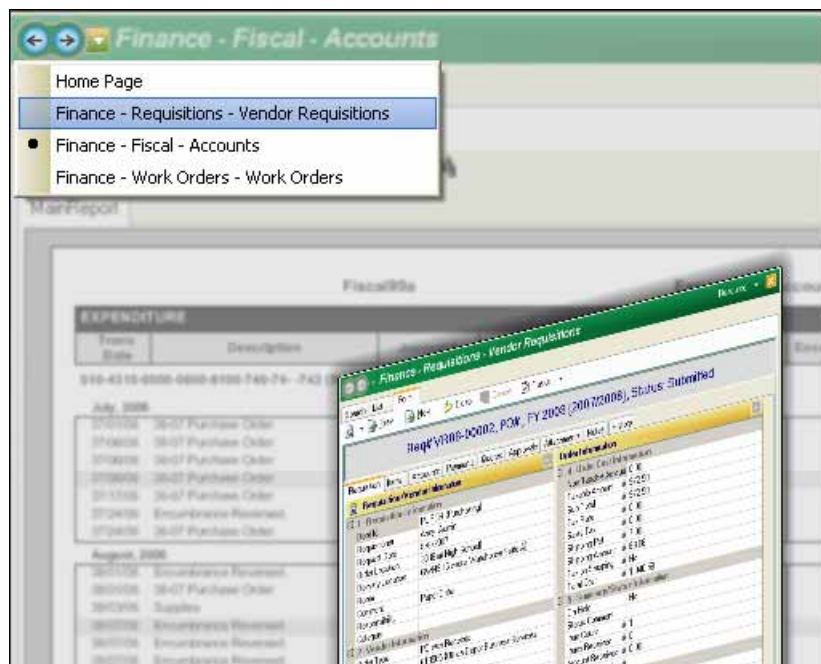


If you are an all-org user, the title bar quickly lets you know if you opened an activity for all organizations. It displays “All Orgs” in reverse-type.

If the activity is opened for a single organization, it displays the organization's name.



The title bar also includes previous/next buttons that let you rotate through your open activities. To the right of the previous/next buttons is a drop-down list of your activities. You can use Alt+Enter as an Escape key to display the list.



As you scroll through the list of activities, Escape Online displays a thumbnail of the actual record (you can see which tab and which record you have open). Your current activity is marked with a bullet (e.g., Accounts).

On the far right side of the Title bar is the Tools drop-down menu. This contains tools for the current activity, like How-Tos and video tutorials.

- 4 Activity Tabs – Each activity is opened in the workspace with its own tabs. Tabs are defined by the activity chosen. They allow the user to keep all elements of an activity open. For example, if you are performing a search, the tabs include Search, List and Form. This allows you to jump between your search criteria, the generated list and an open form.
- 5 Activity Toolbar – Each activity has its own toolbars. For example, if you are on the Vendor Requisition form tab, the toolbar may contain Next, Previous, Close, Cancel, Print Preview and Tasks.
- 6 Form Banner – The form banner displays basic information about the form currently opened. For example, a vendor requisition would display the requisition number, fiscal year of the requisition and status. Note that special characters (i.e., an ampersand) may display as an underline in the banner.
- 7 Form Tabs – Some records contain tabs. For example, a vendor requisition contains Requisition, Accounts and Items, just to name a few.
- 8 Form Section and Form Category – Each form can have several sections and within those sections, several categories. In the example, there are three sections displayed with a black background. Within the sections, there are categories that can be expanded and collapsed. These are displayed in light gray.

Both sections and categories can be collapsed or expanded. (Notice in *Figure 1-5* that the PO Information and several other categories are collapsed.)

The field you are on is highlighted.

Press Enter to move to the next field.

If you changed the field, the text is bold.

If there is an error, a red X is displayed. (Double-click the icon to learn more about the error.)

- 9 Fields – Entering information into fields is as simple as typing or choosing a code from a lookup window. Required fields are designated with a red X (also used to indicate errors). Read-only fields are designated with a lock. (If the whole section is read-only, the lock will be displayed in the Form Section header.)
- 10 Detail Record Toolbar – Some records in Escape Online are joined. For example, vendor requisitions have accounts, line items, etc. The vendor record would be considered the master, and the accounts and line items would be considered the detail.

Detail records can be displayed on the same tab or have a tab of their own. Most detail records will have their own toolbar. In *Figure 1-5*, the detail record has Open, New, Copy and Export. Detail records can also be deleted and undeleted (at will!) until the master is saved. Notice the strikeouts on two of the detail records.

- 11 Bar – The status bar displays the progress of an activity or process. It lets you know your list is being built, or that a form is being opened. It will display the total number of records for your list, or a message if no records are found. It also gives you additional information, when running reports or processes.

Launching Activities

An important aspect of Escape Online is the idea that it is activity-based. For example, any request by a user is the start of an activity.

At the left of the screen is the Activity bar. There are a variety of activities. For example, opening a requisition, viewing account information and creating a work order are all considered activities. You can have any number of activities open and processing simultaneously.

Starting an Activity

- 1 Use Ctrl+J to jump to the activity tree and then use your arrow keys to select an activity.
- 2 Click on a group activity (e.g., Requisitions) to present a list of activities.
- 3 Click on an activity (e.g., Vendor Requisitions) to launch in the workspace.

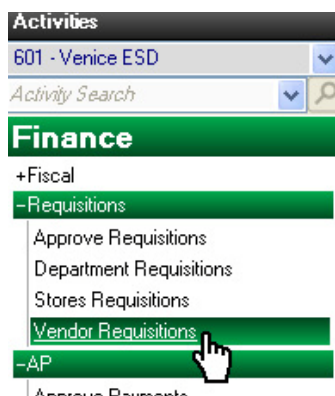


Figure 1-6 Starting an Activity

You can switch between activities using the Activities menu, the Activities drop down in the title bar (Alt+Enter) or the Alt+right arrow and Alt+left arrow shortcuts.

Switching Between Activities

You can open any number of activities. For example, you could open a search window for an account, while having a vendor requisition list open for editing, and another work order list open for editing.

- To open a new activity, click on the activity in the Activities bar (or press Enter if you used Ctrl+J to navigate to the activity tree).

- ▶ To jump from one open activity to another:
 - Select the activity from the Activities drop-down in the Title Bar.
 - Use the Previous or Next buttons.
 - Use Alt+right arrow and Alt+left arrow to rotate through the activities.
- ▶ To close an item, click on the X in the upper right corner of the workspace or use the Ctrl+F4 key.

Starting an Activity Twice

With most of the activities in Escape Online, you can open as many occurrences of a single activity as you need (e.g., you can have several requisition searches working simultaneously).

However, with some activities, like utilities and processes (e.g., approving, printing POs, batch entry, etc.), you can only have one occurrence of this activity open at a time, per user.

If you try to open that activity again, Escape Online will just take you to the already started activity. To “refresh,” simply close the activity and launch it again.



Searching for Records

Since Escape Online stores information on thousands of records, you will need a way to select the ones you wish to view – accounts, requisitions, etc. To help you with this process, Escape Online provides almost every activity with a search page



Tip

Escape Online differentiates between active and inactive codes. It allows you to search for records that contain inactive codes, but does not allow you to enter inactive codes on the form. For example, if a purchasing buyer leaves your organization, you can still search for requisitions by that buyer's name. However, you will not be able to enter that buyer's name into a new requisition.

Creating a “Good” Search

The ultimate goal of your search is a list that contains only those records you require. Escape Online provides many fields to search upon for each record. For example, you can create a search for a vendor requisition using over two dozen fields. Obviously, it is best to use as many fields as possible to limit your list to just-the-right records.

The following are tips and guidelines for creating fast and accurate searches in Escape Online:

- ▶ Be specific. Enter in as much criteria as possible. This will give you fast results and a list that is manageable.
- ▶ Specify department and/or location. These two fields really focus your search. If possible, include them whenever you can.
- ▶ Specify a date range. Most searches automatically include the fiscal year, but there can be thousands of records for a single fiscal year. Even an extended date range is better than just leaving it to the entire fiscal year.
- ▶ Use lookup windows. Escape Online provides lookup windows for many of the fields. They are easy to use and always correct.
- ▶ Include other criteria when searching by comment due to the unrestricted nature of this search. Most field level searches are indexed (like looking for a file in a directory); this search is more like looking for a word (or series of letters!) in a file. If you do not include other criteria, the search may not produce the desired results.

Saving “Favorite” Searches

Escape Online includes a feature that we call “favorites.” There is a Favorites button on every search page. This allows you to save (and automatically launch) searches that you use every day.

For each search activity you can have 20 saved favorites! Once saved, they can be replaced, cancelled and renamed.

Creating a Favorite

Search favorites include an option for Auto Go.

Auto Go means that when you select that favorite, the search is launched automatically, just as if you had pressed the Go button.

- 1 Enter the criteria you want to save. Escape Online will validate all criteria.
- 2 Click the Manage task from the Favorites menu.
- 3 Click Add. You can see the criteria you entered in the Values box.
- 4 Change the name of the favorite and click the Apply Change button to save the new name. (Escape Online defaults the name to “New Favorite.”)
- 5 Verify you want Auto Go. Uncheck if you will be adding or modifying criteria before the search is to begin.
- 6 Click Save to save the favorite.

Creating a Default

Escape Online allows you to designate a favorite as the default search criteria for an activity. Creating a default search is the same process as creating a favorite. There are only two changes.

- ▶ Enter the name **Default**. This is the trigger for Escape Online to use this favorite as your default search criteria. (You may only name ONE favorite as the default.)
- ▶ Check the Default Favorite box. Once you check this box, the AutoGo will be disabled.

Launching a Favorite

Favorites can be setup to automatically launch the search or wait for more criteria.

- 1 Select the name of the favorite from the Favorites menu.
- 2 If the favorite was not saved as Auto Go, enter your additional criteria and click Go.

Replacing a Favorite

- 1 Enter the criteria you want to save. Escape Online will validate all criteria.
- 2 Click the Manage task from the Favorites menu.

- 3 Highlight the favorite you want to replace.
- 4 Click Replace. You can see the criteria you have entered in the Values box.
- 5 Click Save to save the favorite.

Deleting a Favorite

- 1 Click the Manage task from the Favorites menu.
- 2 Highlight the favorite you want to delete.
- 3 Click Remove.
- 4 Click Save to permanently delete the favorite.

Examples of Favorites

The following shows an example of a favorite with auto-go and a favorite without auto-go. The Auto Go feature means that as soon as you select the favorite from the Favorites menu, the search will be launched, just as if you had pressed Go. This works great for favorites that contain all of the criteria you need.

The example below shows a favorite that looks for business department requisitions that have had a PO number assigned during fiscal year 2008. The criteria is self-contained. It is a perfect candidate for auto-go.

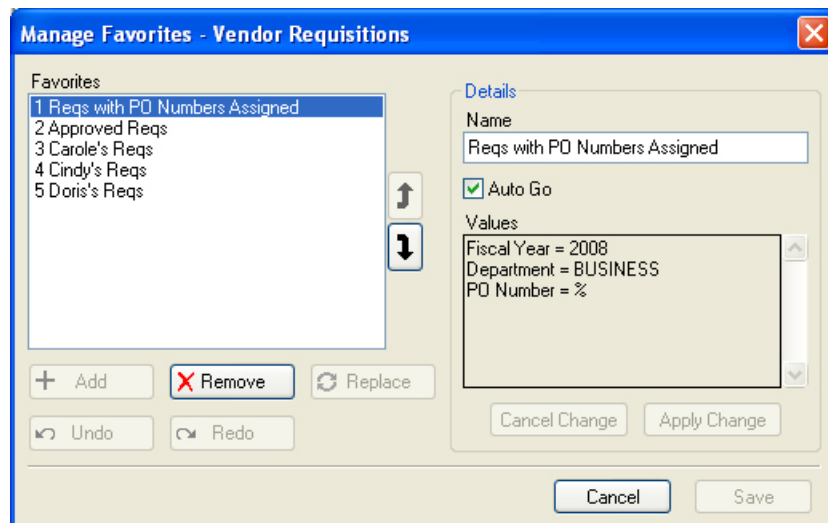


Figure 1-7 A Search Favorite with Auto Go

Our next example does not use the auto-go. It is setup to give you a jump start on the criteria for finding requisitions that have been approved. It expects you will want to enter some date criteria, so the Auto Go button is unchecked.

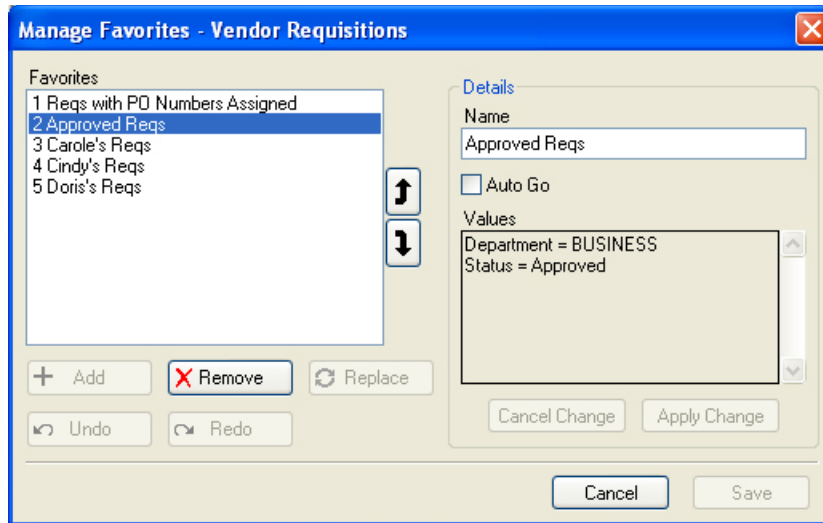


Figure 1-8 A Search Favorite that Requires More Criteria

Searching for Accounts

Account searching in Escape Online is created component-by-component. You can enter information in every component or only a few.

For each component on a search page, you can enter a specific component, a range (4501-4505), a mask (45), wildcards (4**1) or non-contiguous numbers (45,58) or any combination of these.

The wildcard character (*) can be used anywhere in the component value. It is used for a single digit. For example, if you enter 1**0 for an object code, the resulting list will show accounts that have an object component that starts with 1 and ends with 0 and that matches any other characters in the second and third position of the object component.

Searching for Text

Escape Online is moving toward all text fields supporting “range” searches. For now, if you see a Start/End set of fields, ranges are not supported.

If you see a single field (like employee last name or work order number), this means you can search for ranges and/or a series of values. Ranges are entered using two consecutive dots (..). Multiple values (series) are separated by commas. For example:

- ▶ smi – Returns all last names that start with “smi” including Smith and Smithberg.
- ▶ smi.. – Returns all last names that start with “smi” until the end of the file. Basically, this is the same as you entering “smi..z”.
- ▶ WO-00075..WO-00080 – Returns all work orders between this range, including the beginning and ending values.

- ▶ buckley,buss – Returns all last names that start with “buckley” or “buss”.
- ▶ WO-00075..WO-00080,WO-54823 – Returns all work orders between WO-00075 and WO-00080, and the single work order WO-54823.

Searching for Dates

The same is true for dates. You can use ranges and multiple values for date searching. To speed your data entry, we use the following rules for dates. (These examples assume the current year is 2009.)

- ▶ When no years are entered (i.e., 10/1..2/1), the “through” year defaults to the current year and the “from” year defaults accordingly (i.e., 10/1/09..02/01/10).
- ▶ When only the “from” year is entered and it is the current year or a previous year (i.e., 10/1/05..2/1), the “through” year defaults to the current year (i.e., 10/1/05..02/01/09).
- ▶ When only the “from” year is entered and it is a “future” year (i.e., 10/1/09..2/1), the “through” year defaults accordingly (i.e., 10/1/09..2/1/10).
- ▶ When only the “through” year is entered and it is the current year or a previous year (i.e., 10/1..2/1/05), the “from” year defaults accordingly (i.e., 10/1/04..02/01/05).
- ▶ When only the “through” year is entered and it is a “future” year (i.e., 10/1..2/1/10), the “from” year defaults to the current year (i.e., 10/1/09..2/1/10).

Use the following table as a quick reference:

Sample Input	Result	Explanation (assuming current year is 2009)
10/1..2/1	10/1/2008..2/1/2009	Escape Online defaults the “through” year to the current year and enters an appropriate “from” year.
10/1/05..2/1	10/1/2005..2/1/2009	Escape Online defaults the “through” year to the current year.
10/1/09..2/1	10/1/2009..2/1/2010	Escape Online uses the “from” year and enters an appropriate “through” year.
10/1..2/1/05	10/1/2004..02/01/2005	Escape Online uses the “through” year and enters an “appropriate “from” year.
10/1..2/1/10	10/1/2009..2/1/2010	Escape Online defaults the “from” year to the current year.
1..31,11/1	10/1/2009..10/31/2009, 11/1/2009	Escape Online defaults to the current month and year, assuming the current month is October and the current year is 2009.



A handful of date fields include time (JE post date), the time defaults to midnight. You may specify time in your criteria, even in your range:

1/1/08 10:10 finds all JEs posted at 10:10 am on January 1, 2008.

1/1/08 10:00..1/1/08 12:00 finds all JEs posted between 10am and noon on January 1, 2008.

Searching for Numerics

Finally, you can also apply this logic to numeric fields, like FTE. You can search by minimum, range or a series of a values.

- ▶ 0.5625 – Returns all records with an FTE of 0.5625 or higher.
- ▶ 0.5625..0.625 – Returns all with an FTE between 0.5625 and 0.625.
- ▶ 0.5625,0.625 – Returns only those records with an FTE of 0.5625 or 0.625.

Searching Using “Like”

Sometimes you want to create a partial (like) search, or you just want to find records that contain data in a particular field. For example, you have an employee with two last names (Lord Smith) but you only remember the second part of the last name. Or, you want a date range of requisitions that have PO numbers assigned, but you don’t care about any other criteria.

Escape Online can accommodate these searches because it uses an SQL backend. It allows you to use “like” searching. SQL uses the percent sign (%) as a wildcard character representing any string.

- ▶ Enter a percent sign (%) in a field (like PO number) to get back a list that only includes records with data in that field.
- ▶ Enter a percent sign and additional characters to get “like” results. For example, enter “%Smith” in the employee last name field to get all employees with the characters “smith” anywhere in the last name (like Lord Smith).

Searching Using Quick Start

The search field in between the organization list and the activity list is called Quick Start.

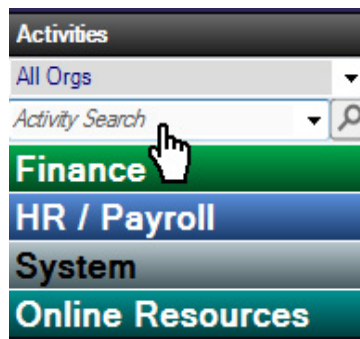


Figure 1-9 Quick Start

Quick starts allow you to launch an activity, fill in search parameters and start the search. Each activity has a quick start equivalent that is the first two or three characters of the activity name. For example, vendor requisitions have a quick

start of VR, budget transfers have a quick start of BT, employees is EM, and so on. You can see all of the quick start equivalents by clicking the down arrow in the quick start field or press F1.

Filling in Parameters

To fill in search parameters, simply enter the equivalent of the activity and press F1 to see which parameters are available.

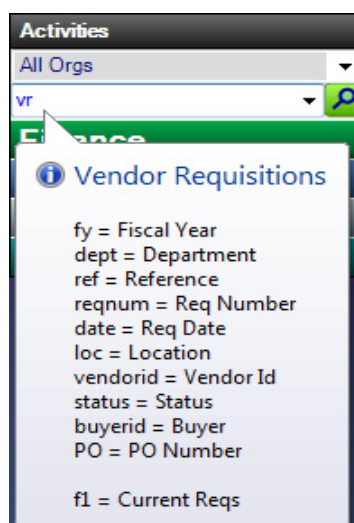


Figure 1-10 Quick Start Activity Parameters using F1

Now you can use the list and all of the knowledge you have about entering dates, ranges, text, etc., into a search form. There are only a few rules:

- ▶ Use a space to separate the field equivalent from the entry.
- ▶ Use a semicolon (;) to separate the field equivalents from each other.
- ▶ Use a semi colon and question mark (;?) to keep the search from Auto Go. (Auto Go is when the search automatically starts. You may not want this in cases where you want to enter more search parameters.
- ▶ Use Fx, where x is the number of the favorite, to run a search favorite.

Here are some examples for vendor requisitions:

```
vr fy 10                -- all reqs for fy 2010
vr fy 10; dept purch    -- same as above for Purch
vr fy 10; dept purch; ? -- same as above, no auto go
vr date 1. .            -- all reqs for this month
vr buyer Sam; date 10/1..10.31 -- all reqs created in Oct
                                assigned to Sam
vr f1                   -- use favorite F1
```



Working from a List

Lists in Escape Online provide you with just enough information to make a decision as to whether or not to view the record. The following explains the various elements of a list.



Tip

Lists stop getting more records at 5,000. To get more records, use the Ctrl+End to get the next 50 records or Ctrl+Shift+End to get the rest of the list.

Totals only reflect the records on the list. As more records are received, totals are updated.

Notice the List status bar displays the total number of records.

While, the general status bar displays how many records have been retrieved and if more are available.

Once you open a record, the Open, New, Copy and Export buttons will be dimmed. Close the Form tab to make those options available again.

Req #	PO #	Req Date	Total Amt	Requisitioner	Loc	Comment	Status
R0100032	B1010012	7/20/2000	5,900.30	ARMANDO AYAL	BRIG	TRASH DISPOSAL SERVICE	Complete
R0100307	P1010107	11/17/2000	72.19	DEBBIE CUEVAS	BRIG	SUPPLIES	Complete
R0100419		3/27/2001	549.20	Yolanda	BRIG	Stamped Envelopes	Complete
R0200005	B2010004	6/26/2001	609.61	ARMANDO AYAL	BRIG	MAINTENANCE SPLYS: OPEN	Complete
R0200010	P2010002	6/26/2001	80.53	DEBORAH CUEV	BRIG	TEACHER EDITION TEXT BO	Complete
R0200013	P2010019	6/27/2001	384.18	DEBORAH CUEV	BRIG	ALGEBRA 1 BOOK	Complete
R0200014	P2010020	6/27/2001	1,731.98	DEBORAH CUEV	BRIG	MATH BOOKS	Complete
R0200143	B2010054	8/11/2001	632.95	DEBORAH CUEV	BRIG	ACSA ANNUAL DUES FOR DE	Complete
R0200310		12/6/2001	15.37	JULIE LOPEZ	BRIG	FOOD FOR STAFF DEVELOP	Complete
R0300424		5/27/2003	1,133.00	C.GULLEKSON	BRIG	MAY03 TSA'S	Complete
R0300425		5/27/2003	20,948.53	C.GULLEKSON	BRIG	JUN03 HW' INSURANCE PRI	Complete
R0300435		6/19/2003	2,833.65	C.GULLEKSON	BRIG	TELCO CHGS FY 02-03	Complete
R0300436		6/19/2003	27.28	C.GULLEKSON	BRIG	HRA REPORTS FY 02-03	Complete
R0300450		7/24/2003	684.00	C.GULLEKSON	BRIG	SALES/AUSE TAX	Complete
R0300451		7/28/2003	572.03	C.GULLEKSON	BRIG	JUN03 2ND QTR SUI	Complete
R0400094		8/11/2003	833.00	C.GULLEKSON	BRIG	JUL03 TSA'S	Complete
R0400101		8/25/2003	833.00	C.GULLEKSON	BRIG	AUG03 TSA'S	Complete
R0400147		9/29/2003	1,283.00	C.GULLEKSON	BRIG	SEP03 TSA'S	Complete
R0400159	C4010060	10/9/2003	40.00	CAROL VINES	BRIG	WORKSHOP: BOARD MEMBE	Complete
R0400182		10/27/2003	700.84	C.GULLEKSON	BRIG	SEP03 3RD QTR SUI	Complete
R0400185		10/28/2003	1,783.00	A. Ponton	BRIG	Oct 03 Tax Sheltered Annuities	Complete
R0400206		11/24/2003	4,933.00	C.GULLEKSON	BRIG	NOV03 TSA'S	Complete
R0400212	C4010094	12/2/2003	64.21	ELLEN MOLLOY	BRIG	CLASSROOM SUPPLIES	Complete
R0400229		12/30/2003	4,933.00	C. Zindeman	BRIG	DEC03 TSA	Complete
R0400243		1/22/2004	7.11	A. Ponton	BRIG	Dec 03 4th quarter 941	Complete
R0400244		1/22/2004	1,450.57	A. Ponton	BRIG	Dec03 4th Quarter SUI	Complete
R0400251		1/26/2004	2,933.00	Carole Zindeman	BRIG	JAN04 TSA's	Complete

Figure 1-11 Working from a List

You can generate a list in one of two ways: you can perform a search or you can open a list of records from the Activities area. Once the list is generated, you can sort it by any column and then open the record you want to edit. Most lists include the following options:

- Open – Opens the highlighted record.

- New – Opens a “blank” record.
- Copy – Opens a copy of the highlighted record.
- Export – Exports the entire list to Microsoft Excel. The list will have the same columns and be sorted in the same fashion as the list on your screen
- Print Preview – Prints a “snapshot” of the highlighted record or the entire list, depending upon the activity. (You may even have a list of snapshots!)
- Task – Displays a menu of tasks. For example, approval lists and journal entry lists have tasks to post. Tasks are controlled by user permissions.

If your search produces only one matching record (e.g., you search by requisition number), the record will automatically open. If your search produces more than one record, you can open a record in one of the following ways:

Using the shift and arrow keys, you can scroll right-left, up-down. Just hold down the shift key and use the directional arrows to scroll through your list.

- ▶ Double-click on the record.
- ▶ Highlight the record and press Enter.
- ▶ Highlight the record and press Ctrl+O.
- ▶ Highlight the record and click on the Open icon.
- ▶ Right-mouse click on the record for a shortcut menu.

Sorting Your List

Lists in Escape Online come with default sorts. For example, the requisition list is automatically sorted by requisition number. However, we give you full control of the sorting of the list.

- ▶ To define the primary sort, click on the column header. To change it from ascending to descending, just click again. The primary sort (sort 1) is what list searching and filtering is based on.
- ▶ To define the next sort, hold down your Ctrl key and click on a column header. If you don't like the sort, click again. Keep clicking and Ctrl+clicking until you have the sorts you want.
- ▶ To remove a sort, hold down your Shift key and click. The sort is discontinued and all other sorts move up the ladder.
- ▶ To return your list to the original sort, use Ctrl+Shift+O.

This works backwards and forwards too. Let us explain. Say you defined five sorts, but you don't like sort number four. All you would have to do is Ctrl+click on sort number three and then redefine four and five.

There are also keyboard equivalents for these sort options. Please see your Escape Keys for a detailed list.

Searching and Filtering Your List



Tip

Autofind and filtering only work on the primary sort! Filtering does not affect reports or processes.

The List status bar will state if a list is filtered.

Also, column totals will reflect the filtering.

You search for entries on your list and you can “filter” your list so you can work with a “sublist.”

- ▶ **Finding Items on a List** When on a list, pressing keystrokes activates an “auto find” mode. When you type one or more characters, the list scrolls to the first record matching what was entered. Once items are found, you can press F3 to find the next record. As you move around the list, you can press Ctrl+F3 to start the search all over again.
- ▶ **Filtering a List** This works just like auto-find but with a twist. First, you press Alt+F3 (a toggle switch between filter and auto-find). Now, when you type one or more characters, the list filters instead of scrolls. So if you are a list of people, and you enter S, you will get a “sublist” of all the people whose last name starts with S. Enter “jones” and you will get only the jones. Press Ctrl+F and you get the whole list back. Press Alt+F3 and you go back to auto-find.

Changing Column Arrangement and Size

You can configure the list to fit your needs. These arrangements are only valid while this list remains open.

- ▶ Change the column width by placing your cursor over the right border of the column. Your cursor will change to a double-headed arrow. Press and hold the mouse and drag to the width you want or double-click to automatically expand to the maximum width.
- ▶ Rearrange the columns by placing your cursor over the heading. Press and hold the mouse and drag the column to the new location.

When rearranging your list, you may make the column width smaller than the information it contains because Escape Online still allows you to see the value without having to open the record. If the column width is smaller than the value in the column, position your mouse over the column and the value will be displayed as a tool tip.

OFFICE SUPPLIES	Complete	OF
PROJECTOR CARTS	Complete	OF
OFFICE SUPPLIES	Complete	OF
INSTR. SUPPLIES	Complete	OF
WHITE BOARDS AND	Complete	OF
WHITE BOARDS AND SUPPLIES		OF
INSTR. SUPPLIES		OF

Figure 1-12 Column Values as Tool Tips

Exporting Your List

You can export any list in Escape Online to Excel using the Export button. The entire list, including column headings (and tool tips!) will be exported to Excel.

- ▶ Press Ctrl+E or click the Export button. Microsoft Excel will automatically launch and open the spreadsheet.

The spreadsheet will open in protected mode. If you want to make changes, you will need to “unprotect” the spreadsheet.

You can leave the Excel file open and continue to export. Each export will create a new worksheet in the Excel file. This is very helpful if you are exporting a series of searches that you want to reside in a single Excel file. You can save the file and continue to export to it as long as the Excel application that Escape initiated remains open. Once you close this application, an export will create a new file.

If you start exporting before the list has been completely received, Escape Online will export what has been downloaded and then continue downloading once the export has been completed.



Tip

The Export button is only available if you have a current version of Microsoft Excel on your workstation.

The form must be closed to export the list, and you cannot access any other Escape Online activity while the export is being processed.

Totals are not exported.

Performing Tasks

Some lists (e.g., approvals, journal entries) will have task menus. If you select an option from the Task menu on a list, the task will apply to ALL of the records on the list, according to the rules for that list. For example, approval lists will post approvals/denials for all records on the list that are not flagged as “deferred.”



Editing Records

The following explains how you edit records in Escape Online.

Figure 1-13 Editing a Record

- 1 From a list, double-click, press Enter or Ctrl+O, or click the Open button to open the record.
- 2 Move from field to field using the Enter key. To help you keep track of which field you are editing, the field name is highlighted. If you change any information in a field, the data will be displayed in a bold font after you leave the field.

You can also use your mouse to move from field to field. Click in the name of the field to activate the entire field. Start typing information or press the spacebar to clear the field.

Remember, you must leave the field for validation to occur.

- 3 After you have finished viewing/editing the record, you can jump to the next record using the buttons at the top of your workspace. The buttons at the top of most forms include:

Escape Online “quick links” automatically open a record in a tab or launch your web browser, Google Maps or your email program.

- Delete – Deletes the record. Prompts for confirmation. This button is controlled by user permissions.
- Previous – Saves the record and displays the previous record from the list. You can also use F7.
- Next – Saves the record and displays the next record from the list. You can also use F8.
- Save/New – Saves the record and opens another form, ready for input. You can also use Ctrl+Shift+N.
- Save/Close – Saves the record, closes the Form tab and returns you to the list. You can also use F3 or Ctrl+S.
- Cancel – Cancels all changes to the record, closes the Form tab and returns you to the list. You can also use Ctrl+L.
- Print Preview – Prints a “snapshot” of the record.
- Stop – Indicates that the list is only displaying a portion of the search results. Stops the search from getting any more records.
- Task – Displays a menu of tasks. For example, requisitions have tasks to submit, return to open, etc. Tasks are controlled by user permissions.

4 Escape Online includes quick links, which automatically launch your web browser, Google Maps or your email program. When the following fields contain entries, Escape Online inserts an icon that you can click on to quick link:

- Web address – Points your web browser to that web site.
- Address – Opens Google Maps for that address.
- Email Address – Launches your email program with the address in the TO field.
- Escape Online record – Opens the associated record in another tab on the form. For example, if you are in a vendor requisition, the Vendor Id has a quick link to the vendor record. In HR/Payroll, the Employee Id has a quick link to the employee record. Note that Escape Online record quick links are controlled by your user-based permissions.



Tip

Most buttons (New, Copy, Export) found on a list will not be available if you have a form open. To make the icons available, close the form.

Some buttons (New, Task, Print Preview) have a menu. Click on the desired option.

The Save/New button is being implemented in phases. Currently, these are the only activities that support the button:

Finance/Setup

- Asset Disposal Methods
- Asset Departments
- Department Departments
- General Customer Categories
- General Fiscal
- General Categories
- General Responsibilities
- Purchasing Buyers
- Purchasing Vendor Categories
- Stores Categories
- Stores Bid Categories
- Work Order Crafts
- Work Order Employees
- Work Order Priorities

Vendor Reqs - Line Items, Quotes only

Stores Reqs - Line Items only

Department Reqs - Line Items only

Work Orders - Line Items only



If you want to edit two records simultaneously, you will need to start each one as a separate activity. For example, open the first record, then launch a second search to open the second record.

Deleting Records

Escape Online allows users with the appropriate permissions to delete records. If the delete icon is present, the record can be deleted. However, Escape Online treats the deletion of detail records different than that of master records.

Let us explain. There are several records that are so closely related that we group them, commonly referred to as master/detail relationships. For example, job categories (teacher) have job classes (regular ed teacher, special ed teacher and RSP teacher). The job category is the master, and the job classes are the detail. Another example would be how accounts and line items are related to vendor requisitions. The vendor requisition is the master, and the accounts and line items are the detail.

One of the advantages of this relationship is that when you delete a master record (job category, for example), all of its associated detail records are also deleted. As you can imagine, this can save you a lot of time and keep your database clear of “stranded” records.

On the flip side, if you delete a detail record (job class, for example), Escape Online does not delete the actual record until you save the master.

After you choose to delete a detail record, the list displays the record with a strikethrough font. This is your visual cue that you have set that record for deletion, allowing you to change your mind before saving the master record.

To undelete a detail record, you can reopen the record and use the undelete icon. Remember, the undelete icon is only available on detail records that have been deleted and the master record has not been saved.



If another user deletes a record while that record is on your list, you will receive an error message when you attempt to open that record, saying that the item cannot be read.

Saving Records

There are several ways to save a record in Escape Online:

- ▶ Click Save/Close or press Ctrl+S. This will save the current record and return you to the list.
- ▶ Click Save/New or press Ctrl+Shift+N. This will save the current record and open a new form.
- ▶ Click Previous or press F7. This will save the current record and open the previous record on the list.
- ▶ Click Next or press F8. This will save the current record and open the next record on the list.
- ▶ Select another record on a list. This will save the “open” or current record and open the record you selected on the list.

If you try to close the activity or the application without having saved first, you will be prompted to discard your changes.

Read-only or Locked Records

When a user opens a record for editing, Escape Online “locks” that record. Any other user that opens that same record will be in read-only mode: they will not be able to edit it.

The lock defaults to 30 minutes from the opening of the record (although your system may have been set up with more or less time). During that time, any user that opens the record will see the “lock” symbol in the form section header (the column headers in the black bar), and the name of the user that has the record locked in the status bar (lower left corner of your screen).

When the user leaves the record, either by closing the record, logging out or exiting Escape Online, the record is released. To recognize the “released” record and open it for editing, the “second” user needs to close and reopen the record after the “first” user has closed/exited the record.

After 30 minutes, any user that opens the record will be able to edit the last saved version. (The 30 minutes restarts every time a user saves/closes.) This means that if the “first” user makes changes but does not save/close, those changes could be lost!

Editing Fields

Escape Online formats and validates field entries when you press Enter or leave the field. For example, if you enter a 10 digit phone number, when you leave the field, Escape Online will place the parentheses and the dash in the appropriate place.

If you have changed or added information, the text in the field will be bold. If there is an error, the Error icon is displayed. If you are in an Account Number field in a requisition, an exclamation point is displayed until you have a valid account.

If the field only allows certain entries (e.g., order location), Escape Online provides a lookup window of the valid entries. If the field is a date field, Escape Online provides an interactive calendar. If the field is a free-form text field, Escape Online provides an editor.

Editing Lists

Activities that lend themselves to fast-paced, key-data entry, use what we call inline editors. For example, accounts for a requisition and leave transactions for an employee.

Inline editors still use the New button, but they work differently than forms. The setup is more like a spreadsheet, where you enter information for a field and then press Enter, moving to the next field across the page.

When you press Enter at the end of a line item, you are automatically advanced to the next line.

When you have finished with your data entry, you click the next tab or submit, or whatever your workflow requires next.



Tip

If you want to copy a “cell” in an inline editor, use the right-mouse click menu instead of your keyboard shortcut (Ctrl+C). For example, if you are creating journal entry line items and you want to copy an account from a previous line, highlight the account, right-mouse click, and select the Copy option. This will copy just the account. If you had used the keyboard shortcut, the entire line would have been copied: the line item number, the account and the credit/debit amounts.

Using Lookup Windows

Databases such as Escape Online use codes to help speed (and validate) data entry. This is great, except that remembering all the required codes is too difficult. So Escape Online uses lookup windows.

You can always recognize a field with a lookup window by the down arrow at the right of the field.

Lookup windows are like any other list in Escape Online: You can sort the list, page up/down and scroll using the arrow keys.

- ▶ To open a lookup window, click the down arrow, press F4. See below for a list of lookup windows that require entry before display.
- ▶ To cancel a lookup, press the Esc key.
- ▶ Lookups automatically use the filter feature. If you type some characters while in the lookup, the list will be filtered by your entry. For example, if you enter CAD in a vendor name field or on the lookup list, you will only get a list of vendors that start with CAD.
- ▶ Press Enter or the spacebar, or double-click on the entry to select and close the window.

Data Entry Tips

To make data entry even faster, there are several ways for you to enter the codes:

- ▶ **Enter Just a Few Characters** – Enter just a few characters to get the correct code and description. If you enter a partial code (e.g., Y for Yes), Escape will automatically fill in the appropriate code when you press Enter.

If there is more than one code that matches your entry, you will need to use the lookup window.

- ▶ **No Case Sensitivity** – Data entry is not case-sensitive. For example, if you enter saxon publishing, Escape Online will automatically match it to Saxon Publishing in the setup table.

Once the codes are loaded, highlight the code and press Enter, or double-click on the code you want. The window will be closed and the field will be filled in automatically.

If a code has already been loaded, you will receive a “complete” list of codes, and your cursor will automatically be on the code from the field as shown below.

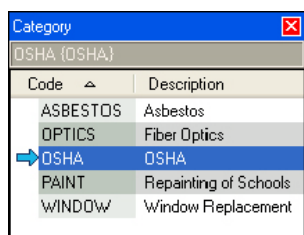


Figure 1-14 Lookup Window

Lookups with Required Entry

Some lookup windows require you to enter at least two characters to display a list of entries. This is because the list of entries without some type of qualifier would simply be too large to be useful.

- ▶ Customer Id – requires at least two characters to list
- ▶ Employee Id – requires at least two characters to list
- ▶ Vendor Id – requires at least two characters to list
- ▶ Vendor Catalog – requires at least one character to list
- ▶ Stores Item – requires at least one character to list

For these fields, you can enter the first few characters of the code or the name. For example, you could enter 12 or Ba in the Vendor Id field to bring up a lookup of codes beginning with 12 or vendor names beginning with Ba, respectively.

Lookups that Are Related

Some lookup windows are “related” to another field. Addresses for vendors and customers, items in a catalog, sites within an organization, job classes within a category are all examples of fields with relationships.

Escape Online automates these relationships. For example, when you choose a catalog, and then open a lookup window for items, only items within that catalog will be displayed. Obviously, when a relationship between fields exists, the more general fields (e.g., vendor Id) must be input before the more specific field (e.g., address).

You must enter at least one component to get a full account lookup.

However, we recommend that you enter at least two to get a list that is more manageable.

Account Lookups

Account lookups in forms work differently than those on search pages. The account lookups on forms use the component values as a filter for the lookup. Each component has its own lookup window. To lookup an entire account number, you need to use the Account Number field.

Account and component lookups are filtered by your user permissions.



There is a limit of 200 accounts listed in an account lookup.

For better performance, account components are cached when you login. If a component is added after you login, you need to refresh the component list to make it appear in the lookup. To do this, enter the new component and press F4. Escape Online will recognize that this component is not in the lookup and go get a new list.

Using the Notepad Editor

Many records require extra information that users want to track in a free-form manner. Escape Online provides Notepad fields for this. For example, in the Vendor record, users may want to document delivery instructions.

The notepad editor is a free-form, popup window that allows you to enter almost unlimited amounts of information (30 lines of 40 characters!). It supports basic formatting and editing (e.g., copy and paste).

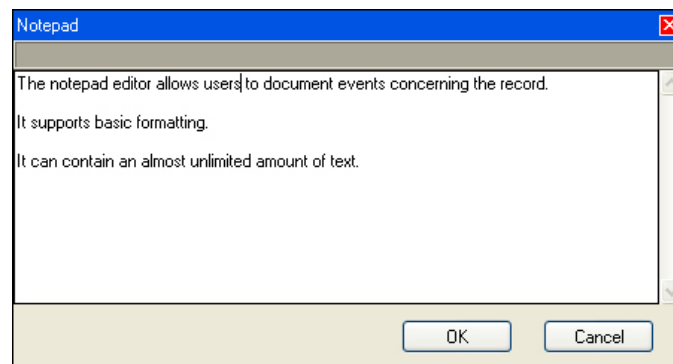


Figure 1-15 Notepad Editor

Fields that support an editor have an arrow displayed to the right of the field (the same as fields with lookup windows). To open the editor, click the down arrow, press F4 or press Alt+down arrow. When you are done entering information, click on the OK button to save the information to the field.

You can also use the Esc key to cancel your all of your changes or Ctrl+Z to undo your more recent changes.

When a field that supports a notepad editor becomes read-only (e.g., a line item in a submitted requisition), you can still open the notepad to read the entry. (Of course, you will not be able to edit it.) Then, close the editor when you are done reviewing the text.

Entering Dates

To speed your data entry, Escape Online uses Microsoft standards to help you input dates. The following are all acceptable formats:

You can also use the Escape Online interactive calendar to pick a date.

Sample Input	Result	Explanation
01021958	01/02/1958	If 8 numbers are entered, the slashes are added.
070166	07/01/1966	If 6 numbers are entered, the slashes are automatically input.
62800	06/28/2000	If 5 numbers are entered, the first number is assumed to be the month.
0406	04/06/xxxx	If 4 numbers are entered, the slashes and the current year are automatically input.
301	03/01/xxxx	If 3 numbers are entered, the first number is assumed to be the month.
26	xx/26/xxxx	If 1 or 2 numbers are entered, they are assumed to be the day, and the current month and current year are automatically input.

Figure 1-16 Date Input Values

Entering Fiscal Years

Fiscal year fields also allow quick data entry. You can enter a single character to get the year you would like. The following shows the various input options.

Sample Input	Result
6	2005/2006
09	2008 / 09
12	2011 / 12
124	2123 / 24
2000	1999 / 00

Figure 1-17 Fiscal Year Input Values

Entering Phone Numbers

Escape Online uses a standard phone number format.

- ▶ Phone numbers with an area code will be displayed with the area code enclosed in parentheses: (916) 773-6363

- ▶ Phone numbers without an area code are displayed as: 773-6363
- ▶ A plus sign “+” is used at the beginning of the phone number to denote an international phone number. No delimiters are allowed, and no formatting will be used.

You just enter the numbers and Escape Online will format the number correctly.



Notes Tab

The Notes tab allows users to add notes to almost any document in Escape Online. Basically, it is one huge notepad of unlimited length, which can be used for any information.

All users will be able to read the note when viewing the record. However, only the user who entered the note will be able to edit it. This is true, regardless of the status of the document (e.g., even if the requisition is complete, users can still add or edit their own notes.).

To create a note, go to the Notes tab and click on the New button.



History Tab

Many “events” related to a document are recorded automatically by Escape Online, and may be viewed at any time. Transactions are recorded for all approvals, status changes, receipts, issues, printings, encumbering/expensing are automatic.

In addition some records (e.g., invoices, receipts, journal entries, requisitions, employee records, etc.) have critical changes documented. For example, if you change the address of a customer, the new and old fields will be written to the History tab.

Any field auditing setup by your system administrator will have transactions listed within this tab.

To view the transactions for a document, go to the History tab. The events will be listed in reverse chronological order (the last event being listed first). The list displays a description of the event, the user that prompted the event and the date the event occurred. (Some history records provide more information.)



Attachments

Most records in Escape Online support the ability to “attach” a file (Word, Excel, Acrobat PDF, jpg, gif, png, bmp, etc.). Vendor requisition, employee, employee benefits and employee payroll setup records support this feature, to name a few.



Tip

Microsoft 2007 files are supported using the OPENXML format. To attach these file types, select the OPENXML options at the bottom of the File Type drop-down.

Attach a File

- 1 Go to the Attachments tab.
- 2 Click New.
- 3 Select the file type from the drop-down at the bottom of the dialog.
- 4 Browse to the file on your hard drive or network, using the browse button in the File Name field.
- 5 Save the record.

The file will be copied to the application server, becoming available for viewing by all Escape Online users with access to the record. Once attached, files cannot be changed. If a change occurs, you would need to update the file and then re-attach.

View an Attachment

- 1 Open the attachment line item.
- 2 Click the down arrow in the View Attachment field.
- 3 Close the “attachment window” to continue working in Escape Online.

Delete an Attachment

Any user with access to the attachment can delete the attachment, except if the requisition is in the Canceled or Complete status.

- 1 Open the line item that contains the attachment.
- 2 Click Delete.
- 3 Save the record.



Account Authorization and Use

Escape Online is part of a fund accounting system. Authorization to use accounts within the system is done through the assignment of “component authorizations” to users. In other words, users are given access to accounts at the component level, defined in their User record.

Escape Online uses authorizations to help you find the appropriate accounts for the task at hand, such as creating stores or vendor requisitions.

The system manager defines which components the user may access from **any** record in Escape Online. This means that the user can only enter accounts (in any document) to which they have authorization.

Thus, your ability to enter accounts is automatically limited to those accounts appropriate for your user. This applies to all fields (account number and component fields) and lookup windows.

Entering Account Numbers

Even though your account authorization limits the number of accounts you can use, you may still have hundreds of accounts to choose from! You will come to memorize some of them; others you will only know a few of the components but not the entire account number.

Instead of having to list every account available every time you want to enter an account number, you can type a memorized account number directly into the account field, or you can search for an account using the lookup window.

Account validation takes place as soon as complete entry of the account number or the individual components.

- ▶ Account Number Validation – Escape Online will validate the entire account when you complete your entry.
- ▶ Component Validation – After each component is entered, the component will be added to the Account Number field, which will display an exclamation point (!) until a valid account number has been entered.

For example, if you enter a valid fund component, the Account Number field will display the fund component and an exclamation point, indicating that the account number is not yet valid — more components need to be input.

When in the Finance and HR/Payroll modules, users with access to multiple organizations will have component and account lookups that show all variations for all orgs to which the user has access.

Entering Account Numbers Using the Account Field

When the cursor is in the Account Number field, you can simply enter the account number. You can type each number, or you can use the period key to make data entry even faster:

- ▶ A single period (.) skips to the next component so you do not have to type blanks. See example 1.
- ▶ A double period (..) with no subsequent entry will fill the rest of the account with blank components. See example 2.
- ▶ A zero and a period (0.) create a component consisting of zeros and jumps to the next component. See example 3.

The following examples show the different entry methods (underlined), using an account structure of xxx-xxxx-xxxx-x-xxxx-xxxx-xxx-xxx-xxxx-x.



You can type delimiters OR NOT. The choice is up to you.

Example 1

Typing: 110-829039104....0K00.

Returns: 110-8290-3910-4- - - -0K00-

Notice the underlined periods result in four blank components in the middle of the account number, and the final component. The period (.) during entry allows you to “skip” these components and leave them blank.

Example 2

Typing: 0109110...

Returns: 010-9110- - - - -

Notice how you only have to type the components that actually have information. When you enter a double period (..) and then press Enter, Escape Online automatically assumes that the rest of the components are blank.

Example 3

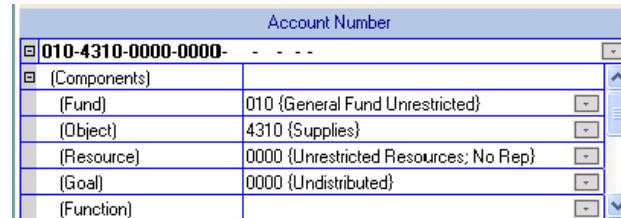
Typing: 01043190.0.0.2490030260-0D94-0

Returns: 010-4319-0000-0-0000-2490-030-260-0D94-0

Notice how you only have to enter a zero and a period (0.) to create components consisting of zeros.

Entering Account Numbers Using the Component Fields

Instead of entering the account number in the Account field, you can enter each component separately. Click the plus sign (+) next to the account field to expand the component fields.



Account Number	
010-4310-0000-0000- - - -	
+ (Components)	
(Fund)	010 {General Fund Unrestricted}
(Object)	4310 {Supplies}
(Resource)	0000 {Unrestricted Resources; No Rep}
(Goal)	0000 {Undistributed}
(Function)	

Figure 1-18 Account Component Entry

As you enter components (using the Enter key to move from field to field or the mouse to get a lookup), they will be added to the account and Escape Online will check for a valid account number. If the account number is not valid, an exclamation point will be displayed, when you leave the field.



Tip

The components lookups require you to use your mouse!

For better performance, account components will now be cached when you login. If a component is added after you login, you can refresh the component list by entering the new component in the search field and press F4 to get the lookup. Escape Online will recognize that this component is not in the lookup and cache the new component list.

Entering Account Numbers Using the Lookup Window

Lookup windows are useful when you know some of the components of an account number, but not the entire number. Escape Online supports lookup windows from the Account Number field and each of the component fields.

Every component has a lookup window of valid components. Once you start entering components, you can also use the lookup window in the Account Number field to see a list of authorized accounts filtered by the components entered and validated. For example, in *Figure 1-19*, the lookup window includes authorized accounts that begin with fund 010 and object 4319.



Tip

When using the account lookup window, you should always enter at least two account components (fund/object for example). This will reduce the number of accounts in the lookup and make it easier to find the account you need.

Also, note that the account lookup only shows the first 200 accounts that match the criteria! If you need to see more than 200 accounts, you should be using the Accounts activity.

Account Number		Amount	Percentage	F
010-4310-0000-0000- - - -		\$0.00		2
(Components)		AcctLinkId		
(Fund)	010 (General)	010-4310-0000-0000- - - -		
(Object)	4310 (Supplies)	Account ▲		
(Resource)	0000 (Unrestricted)	Balance		
(Goal)	0000 (Undisbursed)	Desc		
(Function)				
		010-4310-0000-0000-7110-400-40- -	\$240.84	Suppli
		010-4310-0000-0000-7150-400-40- -	\$3,564.72	Suppli
		010-4310-0000-0000-7200-700-70- -718	\$0.52	Suppli
		010-4310-0000-0000-7200-700-70- -725	\$0.00	Suppli
		010-4310-0000-0000-7200-700-70- -729	\$0.00	Suppli
		010-4310-0000-0000-7300-700-70- -	\$7,280.72	Suppli
		010-4310-0000-0000-7400-410-41- -	\$166.68	Suppli
		010-4310-0000-0000-7400-410-41- -301	\$1,346.54	Suppli
		010-4310-0000-0000-7400-410-41- -302	\$1,039.00	Suppli
		010-4310-0000-0000-7400-410-41- -723	\$0.75	Suppli
		010-4310-0000-0000-7540-700-70- -727	\$278.31	Suppli
		010-4310-0000-0000-7700-800-80- -800	\$805.26	Suppli
		010-4310-0000-0000-8100-320-74- -732	\$0.00	Suppli

Figure 1-19 Account Lookup Windows

Entering Account Numbers Using Aliases

A district may use an optional feature we call “account alias” so that users do not have to enter a full account number. Aliases are shorter and easier to remember, and they allow users to memorize the account numbers that they use on a regular basis, without having to learn the full account number.

Account aliases do not change the way Escape Online processes accounts. Account limitations, the output of an account report, the distribution of funds or any other account processing is exactly the same whether you enter an alias or the entire account number.

When the cursor is in the Account Number field, simply enter the account alias and press Enter. Escape Online automatically recognizes aliases (Escape Online assumes any six digit entry is an account alias) and updates the Account Number field and its associated Component fields with the “real” account information.



Running Reports

Most of our reports are designed for the Report Viewer, printing and exporting to Adobe Acrobat (PDF).

Please note that some report features do not export well to Microsoft Excel and Word. Editing may be required for reports exported to those programs.

Escape Online contains a complete set of reports for all levels of users. In addition, we have two styles of reports:

- ▶ Snapshots are for an individual record (e.g., a vendor requisition) and can be generated from a list or from within a form.
- ▶ Reports are more general (e.g., period balances for a set of accounts). They are run from the Reports activity.

Both styles are displayed in the Report Viewer. From the viewer, you can view, print, and export reports in a variety of formats, including Adobe Acrobat (pdf), Microsoft Excel (xls), Microsoft Word (doc) and Rich Text Format (rtf). The following describes how to create snapshots and reports, and how to view or print the information.

Creating a Snapshot

- 1 From a list, highlight the desired record or open the form.
- 2 Click the Print Preview button to generate the snapshot. Some snapshots have several variations. The button will display a menu of snapshots. Click on the desired snapshot.



Tip

Snapshots are not saved to My Reports. If you would like to keep a snapshot for future reference, from within the Report Viewer use the Printer icon to print the report or the Envelope icon to export the report to a file.

Running a Report

The list of reports is accessed through the Reports activity.

- 1 Click on the Reports activity. (Each module has its own Reports activity.)
- 2 Click on the Report Group (e.g., Admin, Reqs and Payments) for the type of report you would like to run.
- 3 Open the report you would like to run. This will display the Report form with the appropriate selection criteria for that report.
- 4 Enter the user input and sort options. (To learn more about each report's user input and sort options, click on the Report Sample field's lookup.)

If you choose to distribute reports, the Report Distribution Request report will automatically be run and delivered to your My Reports activity when the distributed reports have completed.

This report details the status of each of the reports that were delivered.

- 5 Enter the Distribution Group if you want to create individualized report requests for a group of users. Escape Online automatically filters the report parameters for each user, in the distribution group, based on the organization(s) to which they have access and that user's permissions. For example, if you created an Expenditure Account Summary and specified a distribution group, each user in that group would receive a report that listed only accounts at their organization to which they have access. A user with access to all organizations would receive an "unfiltered" report.
- 6 Click GO to run the report. The report status automatically updates.

Once the report has finished processing, it will be displayed in the Report tab, or you can exit this activity and look at the report later using the My Reports activity.

If there is no data to be printed in the report, a blank report will be displayed. For example, if you try run a requisition report for a day in which no requisitions were created (like a Sunday), the report returned will be blank.



Escape Online does not require you to wait for reports to complete. You don't even have to keep the software open! Reports are processed on the server. When the report is complete, the server will update the client, while you are logged in or as soon as you login the next time. Then, just go to My Reports to view the report.

Understanding Report Statuses

Whether running a report from a form or monitoring its progress in My Reports, Escape Online uses the following statuses to relay the report's progress:

- ▶ **Waiting** – The initial status for all reports. If the queue is full, a report will keep this status until there is a spot in the queue.
- ▶ **InQueue** – The report is in the queue to be processed.
- ▶ **Retry** – The report request did not get transferred correctly. The system is automatically retrying to send the report request.
- ▶ **InProgress** – The report is currently processing.
- ▶ **Completed** – The report completed successfully with no errors.
- ▶ **Failed** – The report failed to complete successfully. An error message describes the error that occurred. Contact your system manager.
- ▶ **Canceled** – The report was canceled by a user or system manager.
- ▶ **ParentWait** – When you use the report distribution feature, a "distribution" report is created, telling you the status of each of the distributed reports. This status indicates that the "distribution" report is still waiting for the distributed reports to complete.

Crystal Viewer

Whether you view a report immediately after running it or view it later using My Reports, the report is displayed via the Report Viewer.

From the viewer, you can view, print, and export reports in a variety of formats, including Adobe Acrobat (pdf), Microsoft Excel (xls), Microsoft Word (doc) and Rich Text Format (rtf). The following describes how to navigate within the viewer.

The tab that is currently open is the one that will be printed or exported. For example, if you have a report that is grouped by organization and you have drilled-down to a single organization, that is what will print.

Page up/ down		Goes to first page, previous, next, last and page specified.
Print		Prints the report. You will be prompted by the same Windows Printer dialog box you receive in other Windows applications. Select your local or network printer as you would with any other type of document.
Export		Exports report to Excel, Word, Acrobat or in a rich text format. This option works as a “save as.” You can save your report as any one of these formats. The spreadsheet will be in protected mode. If you want to make changes, you will need to “unprotect” the spreadsheet.
Group Tree		Toggles the display of an index for the report. This is great for finding an individual record or a group of records. For example, if you created a report that lists requisitions, grouped by vendor, you could use the tree as an index of vendors.
Find		Finds any text within the report (and is not case sensitive!).
Zoom/ Drill Down		Displays a menu with several zoom levels. To zoom in or out, you must use the menu. Also, opens a “drill-down” view, displaying a record or a group of records in their own tab. Place cursor over a record or group (pointer becomes a magnifying glass) and double-click to open that record or section in its own tab. For example, if you have a report that is grouped by organization, you can drill-down to a single organization, opening it in its own tab and printing (or exporting) just that part of the report.
Close View		Closes view opened by drill-down.

Using My Reports

My Reports allows you to manage all of your reports. It lists the reports that you have requested, that have been requested on your behalf or that have been forwarded to you. When you select this activity, you will see a list of your reports for the organization you are logged into and any reports that have been forwarded to you, regardless of organization.

The list displays the organization for the report (zero if it is for all organizations), report name, report description, report criteria, comments from the person who ran the report, when it completed, user who ran the report, the status of the report, to whom it was distributed, notes from the person who forwarded the report, the request ID (a system manager may ask you for this) and any error messages, if applicable.

Viewing a Report

- 1 Click on the My Reports activity. This will open My Reports in the workspace.
- 2 Open or double-click on the report.

If the report completed successfully, both the Request tab and the Report tab will be displayed. If the report has not yet completed or failed to complete, the Request tab will be displayed.

Forwarding a Report

- 1 Click on the My Reports activity. This will open My Reports in the workspace.
- 2 Open or double-click on the report.
- 3 Select Forward Report from the Task menu.
- 4 Use the lookup window to select a user or distribution group.
- 5 Add a note, if applicable. This will show up on their My Reports list.
- 6 Click OK.

The report will be forwarded to the user(s) identified. The report will be “forwarded” but not rerun. This means that the user will see the report, along with any note you may have entered, in their My Reports list, but the software will point to the original report, saving disk space and ensuring that all users are looking at the same report with the same data.



Tip

The list of groups is based on the organization chosen for the report. If you run a report for a single organization, the list of groups will include only those defined for that organization. If you run a report for all organizations, the list groups will include only those defined at the system level.

Deleting a Report

- 1 Click on the My Reports activity. This will open My Reports in the workspace.
- 2 Open or double-click on the report.
- 3 Click on the Delete button.
- 4 Click Yes to delete the report.



Tip

When you delete a report that has been forwarded, the “pointer” to the report is deleted but not the report itself. This means that you can delete a forwarded report from your list without affecting the other users’ My Reports list.

Saving a Report

Reports are generally set up to be deleted two weeks after they are run. If you need to extend the amount of time the report remains available, you can enter a date in the Date Delete Scheduled field in My Reports. This overrides the automatic deletion of report as defined by the system.

- 1 Click on the My Reports activity. This will open My Reports in the workspace.
- 2 Open or double-click on the report.
- 3 Enter a date in the Date Delete Scheduled field.
- 4 Click Save to save the report.

The report will not be deleted until that date occurs.



Tip

You can also save reports to your desktop. From within the Report Viewer use the Printer icon to print the report or the Envelope icon to export it to a file.



Home Page

As Escape Online develops, so does its home page. Currently, the home page shows the name of the system. The ability to logoff and change your password are the only features currently available from the home page. The home page will continue to evolve as we add more useful tools and implement the routing system.

Picture of the Day

One of the fun features of Escape Online is the picture of the day. Each time a user logs in, they get a picture that is the background for the activity tree, on the left, that stays in place for that session.

Depending upon how the picture repository is set up on the server, they could get a different picture every day, or one that is appropriate for the month, or other scenarios.

The pictures are taken by Escape Artists. To learn more about the artists or how to become one, see our web site. To learn more about the pictures, right click on the photo and select Properties from the popup menu.

To close the properties window, click anywhere on the window or click the window close box.



CHAPTER 2

Reviewing Accounts

Escape Online defines which accounts you have access to via your user account authorizations.

This chapter discusses options for viewing account information.

★ Tip

If you do not understand account authorizations, see the Escape Basics chapter at the beginning of this book.



Searching for Accounts



Tip

Users with a departmental system may use the Accounts activity to review requisition encumbrances. However, please note that departmental systems do not include budget amounts.

You can list any range of accounts for which you are authorized by choosing the Accounts activity under the Fiscal group. You will be presented with a search dialog for specifying which accounts you would like to review.

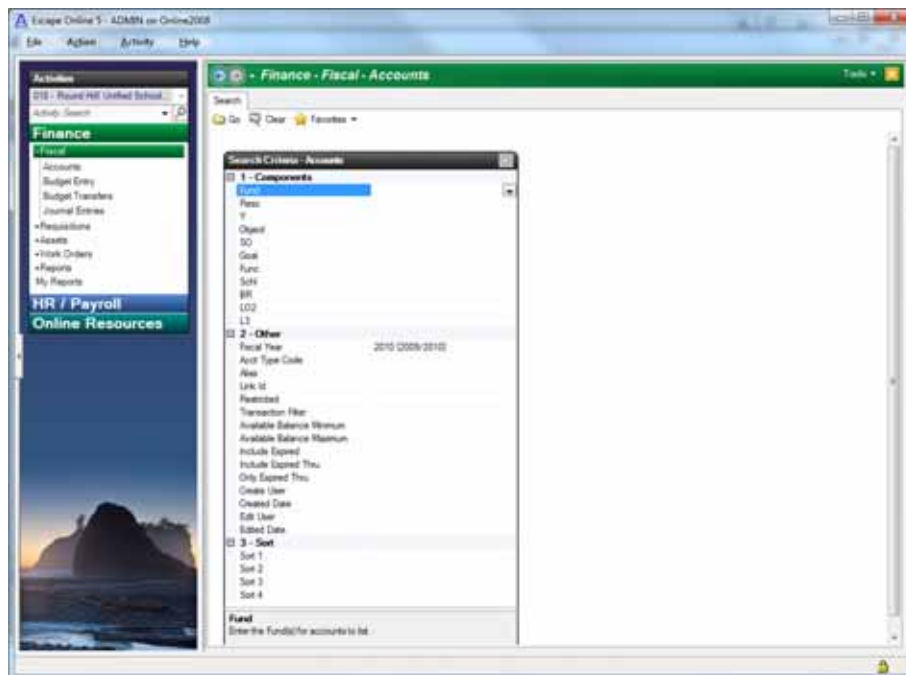


Figure 2-1 Searching for Accounts



Tip

If you do not have a large number of authorized accounts, it may be easiest to just click GO, then scroll the list to find the account you want.

To Search for an Account

Escape Online gives you several ways to search for an account. Each component can be entered separately, in any order or combination.

Each entry can contain a range, a mask, a set of non-contiguous masks, or a specific component value. For example, you could enter 4110-4119 as the object range and 0000,1000 as the non-contiguous resource components. Of course, you could also enter a mask, like 45 to get all components that start with 45.

Escape Online even supports wildcards. The wildcard character (*) can be used anywhere in the component value. It is used for a single digit. For example, if you enter 1**0 for an object code, the resulting list will show accounts that have an object component that starts with 1 and ends with 0 and that matches any other characters in the second and third position of the object component.

You can also define your sort in advance. At the bottom of the account search, you can define four sort parameters. This makes it easier to modify your component selection and regenerate your list using the same sort.

- 1 Click on the Fiscal group activity.
- 2 Click on the Accounts activity. This will open the Accounts Search in the workspace.
- 3 Enter in the search criteria.
 - Components – Enter a range (4501-4505), a mask (45) or a set of non-contiguous numbers (45,46) in any combination for any of the components.
 - Fiscal Year – Enter the fiscal year desired. Defaults to current fiscal year.
 - Account Type Code – Use the lookup to select the account type (e.g., assets, fund balance, expenditure, etc.).
 - Alias – Enter the account alias to open the record for a single account.
 - Link Id – Enter the link Id for the account to list. The link Id is the internal number Escape Online uses to track accounts across fiscal years.
 - Restricted — Select Yes to list only restricted accounts.
 - Transaction Filter – Use the lookup to filter the list by whether or not the account has transactions against it. Select No to see only those accounts that DO NOT have any transactions. Select Has Transactions to get a list of only accounts WITH transactions. (Defaults to all accounts.)
 - Available Balance Minimum/Maximum – Enter an amount or an amount range. If you enter an amount in the “minimum” field only, you will receive a list of accounts with that amount as their balance. If you enter amounts in the “minimum” and “maximum” fields, you will receive a list of all accounts with balances within that range.

- Include Expired — Change the flag to No to exclude expired accounts from your list. (Note that accounts that expired today or will expire in the future are already included on the list automatically.)
- Include Expired Thru — Enter a date to list all accounts that have an expiration date before or up to that date.
- Only Expired Thru — Enter a date to list of ONLY those accounts that have an expiration date before or up to that date.
- Create User – Enter a user Id or partial to get a list of accounts created by that user. If you enter a partial user Id (for example, “ba”) you will receive a list of all accounts created by any users with Ids that begin with those letters (e.g., bailey, baker, etc.).
- Created Date – Enter a date or date range. (You can use the drop down calendar to find the date.)
- Edit User – Enter a user Id or partial to get a list of accounts last edited by that user. If you enter a partial user Id (for example, “ba”) you will receive a list of all accounts last-edited by any users with Ids that begin with those letters (e.g., bailey, baker, etc.).
- Edited Date – Enter a date or date range. (You can use the drop down calendar to find the date.)
- Sort – Use the lookups to select each component for your sort.

4 Click GO to generate the list.

Your accounts will be listed, as shown below. As with any list, you can scroll using the arrow keys, then press Enter to view account information.

FY	Fund	Prog	Obj	Loc	Acct	Description	Account Balance	Encumbered	Expended
2007	010-4400-0000	1110	1000	600-600	-	No NonCap Eq. Instruct. Pg	\$0.00	\$0.00	\$0.00
2007	010-4400-0000	0000	0100	740-74	-730	No NonCap Eq. Maint/Opn	\$706.97	\$0.00	\$5,626.01
2007	010-4400-0000	0000	0100	740-74	-721	No NonCap Eq. Maint/Opn	\$912.00	\$0.00	\$0.00
2007	010-4400-0000	0000	0100	740-74	-732	No NonCap Eq. Maint/Opn	\$3,532.33	\$0.00	\$1,066.67
2007	010-4400-0000	1111	1000	200-20	-	No NonCap Eq. Instruct. G-8	\$0.00	\$0.00	\$0.00
2007	010-4400-0000	0000	7500	700-70	-800	No NonCap Eq. CP Service	\$376.18	\$10,044.77	(\$1,543.95)
2007	010-4400-0000	0000	7500	700-70	-727	No NonCap Eq. Instr & Dis	\$912.00	\$0.00	\$0.00
2007	010-4400-0000	1111	1000	130-13	-	No NonCap Eq. Instruct. K-5	\$0.00	\$0.00	\$0.00
2007	010-4400-0000	1111	1000	140-14	-	No NonCap Eq. Instruct. K-5	\$0.00	\$0.00	\$0.00
2007	010-4400-0000	1110	2100	600-60	-400	No NonCap Eq. Suppl/Inst.	\$500.00	\$0.00	\$0.00
2007	010-4400-0000	1111	1000	600-60	-400	No NonCap Eq. Instruct. K-5	\$0.00	\$0.00	\$0.00
2007	010-4400-0000	0000	7200	700-70	-725	No NonCap Eq. OthGervldn	\$0.00	\$0.00	\$0.00
2007	010-4400-0000	0000	7400	410-41	-301	No NonCap Eq. HR Service	\$676.41	\$323.58	\$0.00
2007	010-4400-0000	0000	0100	740-74	-726	No NonCap Eq. Maint/Opn	\$0.00	\$0.00	\$0.00
2007	010-4400-0000	0000	0110	740-74	-730	No NonCap Eq. Maint/Opn	\$0.00	\$0.00	\$0.00
2007	010-4400-0000	0000	7300	700-70	-	No NonCap Eq. Fiscal Inc.	\$0.00	\$0.00	\$0.00
2007	010-4400-0000	0000	7300	700-70	-720	No NonCap Eq. OthGervldn	\$23,550.15	\$0.00	\$07.31
2007	010-4310-0110	1110	2100	600-60	-401	No Suppl. Instruct. RptGK	\$1,695.00	\$0.00	\$0.00
2007	010-4310-0111	1110	2100	600-60	-	No Suppl. Suppl/Inst. RptGK	\$10,000.00	\$0.00	\$0.00
2007	010-4310-0120	1110	1000	600-60	-	No Suppl. Instruct. RptGK	\$0.00	\$0.00	\$0.00
2007	010-4400-0120	3200	1000	310-31	-	No NonCap Eq. Instruct. Com	(\$10,202.50)	\$43,202.50	\$0.00
2007	010-4400-0120	1112	1000	200-20	-	No NonCap Eq. Instruct. G-8	(\$0,202.50)	\$43,202.50	\$0.00
2007	010-4310-0755	0000	0100	740-74	-	No Suppl. Maint/Opn, Utr	\$4,402.61	\$0.00	\$0.00
2007	010-4310-1100	1130	1000	700-70	-	No Suppl. Instruct. Elem	\$0.00	\$0.00	\$0.00
2007	010-4310-1100	6000	1000	700-70	-	No Suppl. Instruct. RDCP	\$0.00	\$0.00	\$0.00
2007	010-4310-1100	1205	1000	600-60	-	No Suppl. Instruct. Music	\$385.28	\$245.73	\$434.95
2007	010-4400-1100	1205	1000	600-60	-	No NonCap Eq. Instruct. Mus	\$0.00	\$0.00	\$0.00
2007	010-4310-9035	0000	7200	700-70	-	Yes Suppl. OthGervldn	\$0.00	\$0.00	\$0.00

Figure 2-2 Listing Accounts



Notice how negative balances are displayed in red!

The account list works a little different from other lists:

- ▶ There is no Form tab. When you open a record, you actually run a report. We call this report a “snapshot” For example, if you double-click on an account, an account snapshot displaying transaction information will be displayed in the Report tab.
- ▶ Columns depend upon account type. The list customizes itself to the type of accounts on the list. All lists will contain fiscal year, account number, account description, account balance and the account alias. The other columns depend upon the account type.

Columns on the Account List

The account list only displays balances that are appropriate for that type of account (i.e., a list of expenditure accounts only has columns applicable to expenditures). If you mix account types (list all of your authorized accounts), the list displays the appropriate balances for those accounts listed.

For example, if you created a search that included expenditure and revenue accounts, you would see account balances for encumbered, expensed, budget amount, revised budget, adopted revenue, revised revenue and actual revenue, in addition to the basic account number, balance and description columns.

If multiple account types are listed, the columns are displayed in the order shown below. Scroll the list to the right to see the additional columns.

Expenditure

Expenditure accounts are used in requisitions to pay for goods and services, and in assignments to pay for salaries and benefits. The object range is 1000-7999.

- ▶ Encumbered – the amount currently encumbered for this account.
- ▶ Expensed – the year-to-date expensed amount.
- ▶ Budget Amount – the original amount budgeted at the beginning of the year.
- ▶ Revised Budget – the currently budgeted amount, including year-to-date revisions.

Revenue



Revenue accounts are unique in that the account balance will display negative if the actual revenues are GREATER THAN the revised budget. Escape Online uses the negative sign as a signal to the user that the balance is “unexpected” or should be changed (needs a budget revision).

In accounting, when you do not receive all that you expected, it is the same as not spending all that was expected: it should be a positive balance. Receiving more than expected should be displayed as negative, prompting a user to create a budget revision.

Revenue accounts contain the funds that districts receive from state and federal programs, fees, property taxes, etc. The object range is 8000-8999.

- ▶ Adopted Revenue – the original amount budgeted at the beginning of the year.
- ▶ Revised Revenue – the currently budgeted amount, including year-to-date revisions.
- ▶ Actual Revenue – the year-to-date revenue amount.

Asset/Liability

Asset accounts record the value of property, cash, stores inventory, buildings, etc. The object range is from 9100-9499.

Liability accounts deal with debts or other legal obligations. They are generally only used at year end or for payroll functions, such as vacation, benefits and retirement.

The object range for both account types is 9500-9699.

- ▶ Actual Debit – the year-to-date debits. Debits in asset accounts increase the account balance. Debits in liability accounts decrease the account balance.
- ▶ Actual Credit – the year-to-date credits. Credits in asset accounts decrease the account balance. Credits in liability accounts increase the account balance.

Starting Balance

The starting balance includes funds that are carried forward from year end and are recorded at the start of the “new” year as the beginning fund balance. The object for this balance is 9791.

- ▶ Adopted Beginning Balance – the original amount budgeted at the beginning of the year.
- ▶ Revised Beginning Balance – the revised amount for the beginning balance.
- ▶ Actual Beginning Balance – the amount “rolled forward” from the previous year.

Fund Balance

This shows the excess of assets over liabilities from the “ending” year. The object range is 9700-9790.

- ▶ Adopted Ending Balance – the original amount budgeted for the end of the year balance.
- ▶ Revised Ending Balance – the revised amount for the end of the year balance.
- ▶ Actual Ending Balance – the actual balance for the end of the year.

Exporting a List of Accounts

You can export the current list to Microsoft Excel for further calculations. To do so, from the Account List, press Ctrl+E. This will automatically launch Microsoft Excel and display a spreadsheet with all of the information on your list.



Tip

Remember when exporting a list of accounts to Excel, you will need to “unprotect” the document and format the columns as “custom” with leading zeros. For example, if fund is 3 characters wide, in Excel, select custom, and type 000 in the Type field.



Viewing Account Balance Information

Although you cannot change account balance information, you can view all of the balances for any account, as well as the transactions applied to it, by pressing Enter on any account.

The Account Snapshot is displayed in the Report tab in the Report Viewer. From the Report Viewer, you can expand/collapse the month groups, print, and export the report.

The account snapshot displays the current fiscal years transactions, grouped by month. The snapshot customizes itself to the type of account chosen. For example, if you have selected an expenditure account, the columns on the snapshot will be applicable to that type of account.

An account snapshot is shown below.

ESCAPE ONLINE - ADMINISTRATION

Finance - Fiscal - Accounts

Search List Report

Expenditure Account Snapshot

Item	Description	Journal #	Balance #	Budgeted Budget	Current Budget	Encumbrance	Expenditure	Account Balance
Fiscal Year 2007-08								
2007-08-01-2007-08-31 (Page: 1 of 1) (Unreconciled)								
August 2007								
1000000	Page Order	1000-0000	1000-0000				1,500.00	1,500.00
September 2007								
1000000	Page Order	1000-0000	1000-0000				1,500.00	1,500.00
October 2007								
1000000	Page Order	1000-0000	1000-0000				1,500.00	1,500.00
November 2007								
1000000	Page Order	1000-0000	1000-0000				1,500.00	1,500.00
December 2007								
1000000	Page Order	1000-0000	1000-0000				1,500.00	1,500.00
Total								
				1,500.00	1,500.00		1,500.00	1,500.00

Current Page No: 1 Total Page No: 1 Zoom Factor: Page Width

Figure 2-3 Viewing Account Information



CHAPTER 3

Requisition Basics

One of the main tasks managed by *Escape Online* is the management of requisitions, which includes departmental, stores and vendor requisitions, and work orders. This process involves a number of people — requisitioners, approvers, buyers, vendors and district technicians.

This chapter describes the requisition process. The discussion is somewhat general in nature — as it relates to all requisition types.



Requisition Life Cycle

Requisitions are very “status conscious.” That is, they move from one status to another based on what is done to them by different users. For example, after entering a requisition, you are ready to submit it. Once submitted, the status changes to Submitted or Approved depending on the approval process.

A requisition may have more than a half-dozen different statuses from creation to completion. The graphic on the following page shows the requisition life cycle for the Escape Online requisition types — from creation to completion.

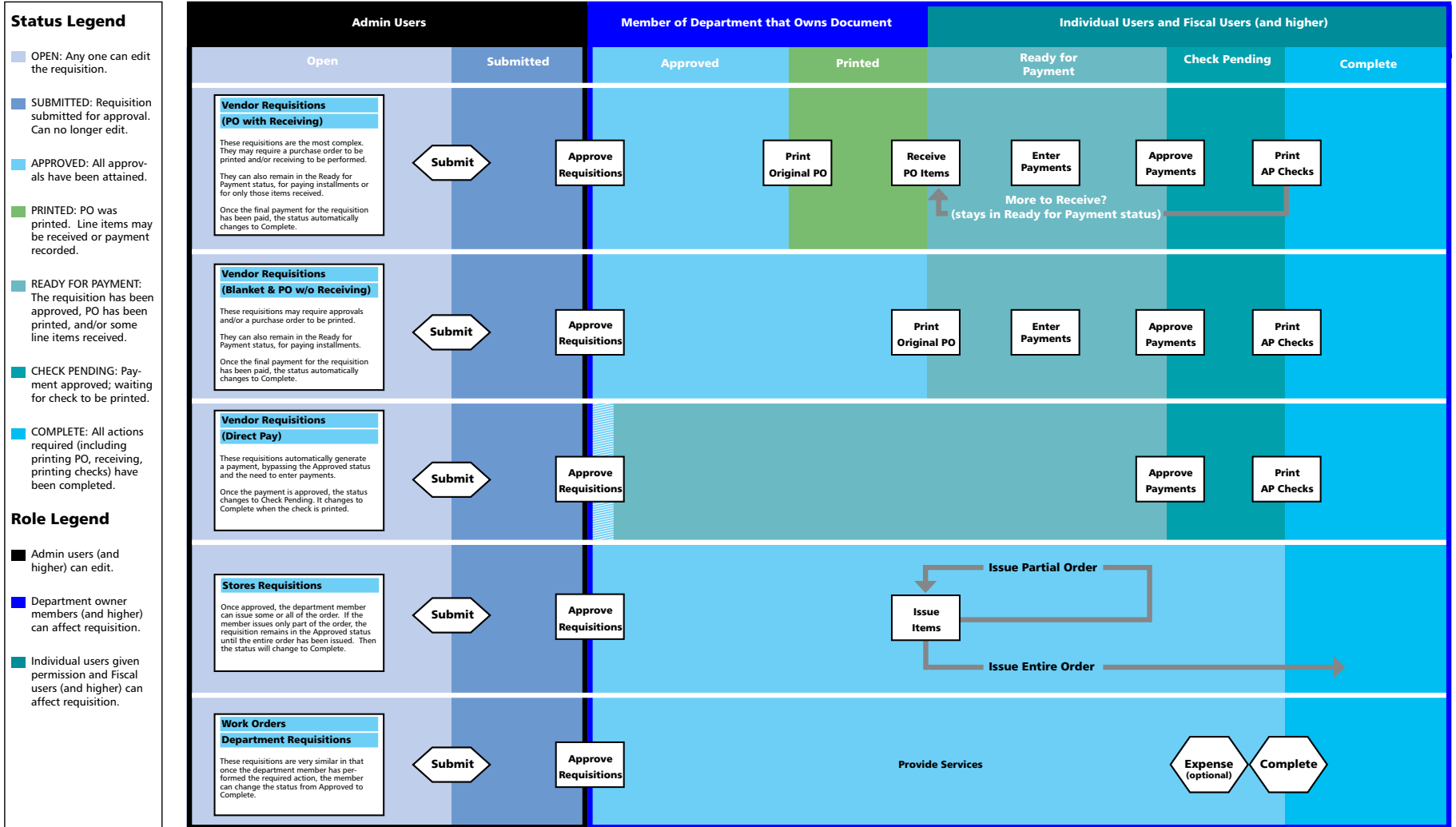
- ▶ The requisition type is listed at the left.
- ▶ As you look across the graphic, the background color depicts the status of the requisition. The names of the statuses are listed across the bottom.
- ▶ Tasks and actions are displayed in the correct order, according to status.
- ▶ At the very bottom, the lowest level of user that could perform the task or action is listed. Outlines depict the breadth of their permissions. For example, the outline for Admin users only encompasses Open and Submitted statuses.

Escape Online requisition types include:

- ▶ Work Orders and Department Requisitions – These requisitions generally only have four statuses: Open, Submitted, Approved and Completed. A user submits the requisition. Members from the department (and other designated users) approve the requisition. Then, department members perform the necessary actions to complete the requisition. They may or may not be expensed.
- ▶ Stores Requisitions – These requisitions are basically the same as above, except for issuing. Stores requisitions remain in the Approved status until all items are issued.
- ▶ Vendor Requisitions – These are the most complex of the requisition types. There are four different “options” for vendor requisitions: direct pay, purchase order with receiving, purchase order without receiving and blanket (same as purchase order without receiving but with a distinct requisition prefix). Depending on the option, statuses and actions can vary.

On the pages following the graphic, all statuses are described in detail.

Escape Online Requisition Life Cycle



Key: Activity Option Task Status is bypassed

g:\online5\finance\documentation\requisition life cycle.indd, October 2008



Requisition Statuses

The easiest way to describe requisition statuses and their meaning is to describe them individually *in the order in which they happen*. From requisition creation through completion, each status is listed below along with what it “means.” We hope that you’ll use this as a reference list while you learn *Escape Online*.

Status	Action	Description
OPEN	Creation	Open is the first status that you will see when you create a requisition. The requisition remains in the Open status until the requisitioner submits the requisition for approval. While in the Open status, the user has complete access to edit any part of the requisition. When submitted, the status changes to Submitted. Some districts do not require requisitions to go through the approval process. These requisitions will go immediately from Open to Approved when submitted. On occasion, a user may return a requisition to an Open status to correct information. It can then be resubmitted. However, it will have to go through the entire approval process again.
SUBMITTED	Submit for Approval	A requisition changes to the Submitted status as soon as a requisitioner submits the requisition for approval. The requisition remains in this status until the last approver approves the requisition. The requisition then goes to the status Approved (department requisitions, stores requisitions, and vendor requisitions that are purchase orders) or Ready for Payment (vendor requisitions that are direct payments). Admin users cannot edit requisitions that have been submitted. Other users may have access to some fields.

Status	Action	Description
DENIED	Denied Approval	When an approver denies a requisition, the status changes to Denied.
APPROVED	Last Approver Approves	This status only applies to department, stores and vendor requisitions that are not a direct payment. As soon as the final approver approves the requisition, the status changes from Submitted to Approved. (Payment, employee and vendor requisitions that are a direct payment will automatically go to the Ready for Payment status.) Some districts do not require requisitions to go through the approval process. These requisitions will go immediately from Open to Approved when submitted.
PRINTED	PO Is Printed	Once a purchase order has been printed for a vendor requisition, the status will change from Approved to Printed.
READY FOR PAYMENT	Payment Entered, Not Yet Approved	This status indicates that the employee, payment or vendor requisition is ready for payment, including those requisitions that have been partially paid. If the requisition is a vendor requisition that requires receiving, at least one line item must be received before a payment can be made.
CHECK PENDING	Payments Are Approved	The check is ready to be cut. The payment has been approved and the check has been processed.
COMPLETE		The requisition has completed the cycle: all line items have been received (if appropriate) and all payments have been paid.
CANCELLED	PO Cancelled	The PO has been cancelled.

Putting Requisitions On Hold

Admin users cannot put a requisition on hold or take it off hold once the requisition has been approved.

Requisitions may be put on hold at almost any time during their life cycle. When a requisition is on hold, it can be viewed, but not changed. (Most users will use the Status Comment field to “explain” why the requisition is on hold. This field can be included in search criteria.)

A common use of the On Hold field is for RPQs (request for price quotes). The Purchasing department puts the requisition on hold while it waits for vendors to respond.

In fact, the status doesn't change either: processing just stops right where it is. When you take the requisition "off hold," the requisition begins processing again.

- 1 Open the requisition.
- 2 Change the On Hold field to Yes.
- 3 Enter a reason in the Status Comment field. (optional)
- 4 Save the requisition.

The requisition is now on hold and will not continue processing. Also, note that a history record is written whenever a requisition is put on (or taken off) hold.



Tip

Both the On Hold and Status Comment fields can be included in search criteria.



Location Codes in Requisitions

Every requisition requires an order location. However, not every requisition requires a delivery location. These fields have different functions for requisition entry and searching. During requisition data entry:

- ▶ The Order Location automatically defaults to your default location code. You can use a lookup window to get a list of all locations to which you have access.
- ▶ The Delivery Location defaults to the location specified in the department/document setup. You can use a lookup window to get a list of all locations.

Your User record defines which locations you can access. All locations in your authorized list will be available for searches.

A search of requisitions by location will find all requisitions with that location in the Order Location field, as long as you have access to that location. In other words, regardless of your search criteria, your list of requisitions will be filtered by your authorized list of locations.



Using the Notes Tab

Every requisition includes a Notes tab. Each entry can be of unlimited length. You can enter any information about the requisition here, and all Escape Online users will be able to see it when viewing the requisition. Some common notes include:

- ▶ Specifying vendor information to provide any special instructions.
- ▶ Receipt information to alert warehouse staff when items are partially delivered or returned.
- ▶ Categorical justification for categorical funding accounts if required by your district standards.

You can always edit your own notes. All other users will be able to read your notes, but they will not be able to edit them. This is true, regardless of the status of the document (i.e., even if the requisition is complete, you may still add or edit your own notes).



Using the History Tab

Many “events” related to a requisition are recorded automatically by Escape Online, and may be viewed at any time. Transactions are recorded for all approvals, status changes, receipts, issues, printings, expensing and many other types of events.

You can view all of these records in a read-only mode from the History tab. The records will be sorted automatically with the most recent transactions first.



Requisition Snapshots

There are actually several requisition snapshots you can select from the Print Preview icon:

- ▶ Snapshot – Prints general requisition information, as well as the detail line item information and accounting information.
- ▶ Snapshot with notes and history – Prints the same information as a general snapshot, plus any notes and all history transactions for the requisition, such as approvals, status changes, etc.
- ▶ Snapshot with payments – Prints the same information as a general snapshot, plus all payments made against the requisition.

All requisition types (department, employee, payment, vendor and stores) support requisition snapshots.



Copying Requisitions

If you select the Copy button, Escape Online will copy the department, order location, delivery location, room, comment, responsibility, category, order type, vendor category, vendor Id, vendor address and all items.

In addition, it does not copy obsolete codes (for example, if your organization stops using a particular vendor, that vendor information will not be copied), or requisitions associated with departments that are obsolete (for example, you used to have food services requisitions and now you don't; you cannot copy those requisitions).

Accounts are a bit different. When you copy a requisition, the accounts will be copied too, but there is logic behind the copy:

- ▶ If the account doesn't exist for the new fiscal year, it is not copied.
- ▶ If the account is expired in the new fiscal year (Date Expired <= today's date), it is not copied.
- ▶ If the fiscal year of the account doesn't match the fiscal year of the requisition being copied, the account is not copied. For example, if a 2007 requisition was carried forward to 2008 (the requisition has both 2007 and 2008 accounts in it), if you copy this requisition only the most recent accounts will be copied.
- ▶ If the liability account was added during year-end processing, it is not copied.

Copied accounts will keep their original amount/percentage. In cases where not all accounts are copied, the percentage will not add up to 100%. You will need to use the Apply Undistributed Amount task or manually redistribute.



Searching for Requisitions

Escape Online gives you several ways to search for requisitions. You can search by status, order site, requisition number, create date and more.

All of the Escape requisitions types can be found by requisition number, order site, create date, status or department. The vendor requisitions have additional search fields.

To Search for a Requisition

You cannot search across requisitions types. In other words, if you enter an order location in the Department Requisition search, you will only get a list of department requisitions with that location.

- 1 Click on the Requisitions group activity.
- 2 Click on the requisition type. This will open the search page for that requisition type in the workspace.
- 3 Enter in the search criteria. The following are in alphabetical order, because some requisition types have unique search criteria.



Tip

Whenever you can, include department and location in your search criteria. These two fields really focus your search.

- Account Components – Enter any components to find fixed assets that contain an account with that component. For each component on a search page, you can enter a specific component, a range (4501-4505), a mask (45), wildcards (4**1) or non-contiguous numbers (45,58).
- Buyer – Use the lookup window to select the name of a buyer. This will give you a list of all vendor requisitions associated with that buyer.
- Comment – Enter partial or complete comment. For example, you could enter “library” to generate a list of all requisitions with a comment that contains the word “library.”
- Completed Date – Enter a date or date range. (You can use the drop down calendar to find the date.)
- Created by – Use a lookup to find all requisitions created by that person.
- Delivery Location – Use a lookup or enter the delivery location. This will give you a list of all requisitions associated with that location.
- Delivery Date – Enter a date or date range. (You can use the drop down calendar to find the date.)

Departments are so important to requisitions, that Escape Online includes all departments (whether or not they are active) that are used by any record in the database.

So, if you have department that is not defined (converted from Escape Classic) or even deleted, users can still find documents associated with that department.

Use the Change Date field to the search for vendor requisitions that have change or cancel notices on them.

For example, enter fiscal year 08, uncompleted YES, change date of 070107.. and you will get all current year requisitions with changes that are not yet completed.

By selecting uncompleted YES and a change date of 010101.. the user should get everything with a change notice that is uncompleted.

- Department – Use the lookup window to select the department code to get a list of requisitions “owned” by that department.
- Fiscal Year – Use the lookup window to select a fiscal year. This automatically defaults to the current fiscal year.
- Goods and Services Category – Use the lookup or enter the goods and services category (e.g., periodicals, contracts, etc.).
- Line Item Description – Enter text that may be found anywhere in the line item description. This is a “contains” search on line item text. This means that you can search for any text contained within the line item. For example, you could search for “pencils” and any vendor requisition with the word pencils in the line item description would be displayed on your list.
- Only Uncompleted – Use the lookup or enter Yes if you want your list to include only those vendor requisitions that have not yet been completed or cancelled.
- Order Location – Use the lookup window to select the order location. This will give you a list of all requisitions associated with that location.
- Order Type – Use the lookup to select the order type (direct, PO with receipts, PO without receipts or blanket).
- PO Date – Enter a date or date range. (You can use the drop down calendar to find the date.)
- PO Number – Enter a specific PO number, sequence or a range of POs.
- PO Change Order Date – Enter a date, sequence or range of dates to get a list of POs with change notices for that date.
- Category – Use the lookup window to select the category (e.g., auditorium remodel) to get a list of requisitions associated with that category.
- Reference Number – Enter a requisition or purchase order number (or partial). This will give you a list of all requisitions/purchase orders with that number. If you supplied a partial number (e.g., VR06), you will get a list of all requisitions/purchase orders that start with that sequence.
- Req Date – Enter a date or date range. (You can use the drop down calendar to find the date.)
- Requisition Number – Enter a requisition (or partial), sequence or range. This will give you a list of all requisitions with that number. If you supplied a partial number (e.g., DR06), you will get a list of all requisitions that start with that sequence.
- Requisitioner – Enter partial or complete name for the requisitioner. For example, you could enter “bert” to generate a list of all requisitions with a requisitioner field that contains the letters “bert” (e.g., Bert and Roberta).

- Responsibility – Use the lookup window to select the name of a program (e.g., SIP or GATE) to get a list of requisitions associated with that program.
- Status – Use the lookup window to select the status to get a list of requisitions with that status.
- Status Comment – Enter partial or complete comment. For example, you could enter “hold” to generate a list of all requisitions with a status comment that contains the letters “hold” (e.g., Hold for board approval and Principal holding for teacher comments).
- Total Cost Minimum/Maximum – Enter an amount or an amount range. If you enter an amount in the “minimum” field only, you will receive a list of requisitions for that amount. If you enter amounts in the “minimum” and “maximum” fields, you will receive a list of all requisitions for amounts within that range.
- Vendor Id – Enter a vendor Id or use the lookup window. (Remember you must enter at least two characters to use a vendor lookup window. You can enter the first two characters of the vendor’s sort name or the first two numbers of the vendor Id.) This will give you a list of vendor requisitions associated with that vendor.

4 Click GO to generate the list.



Approval Routing

Requisition approvals in Escape Online are the electronic equivalent of walking a requisition from manager to manager to get all required approvals for an expenditure of district funds.

Requisitions are routed for approval based on the levels defined for the requisition type and the setup of the user's record.

Each requisition type (department, employee, payment, vendor, stores) for each department (business, AP, food services, etc.) can have their own set of approval-level definitions.

In this way, the department record (where requisitions are defined) and the user record (where roles, locations, accounts and user-based permissions are defined) work together to build a hierarchy of approvals that are routed to each designated user's Approve Requisitions activity list at the appropriate time for the appropriate document.

There are four levels of approval that can be “turned on” for each requisition. Organizations can turn on all levels, some or none. Once it is decided which requisitions require which levels of approval, users must be designated for each level.

- ▶ Approval Location – Level 1. Users with the approval flag turned on for a location in their user record will have this type of requisition (e.g., vendor) for this department (e.g., purchasing) for that location (e.g., location 001) routed to their Approve Requisitions activity list.
- ▶ Approval Accounts – Level 2. Users with the approval flag turned on for a component in their user record will have this type of requisition (e.g., vendor) for this department (e.g., purchasing) with an account that contains that component routed to their Approve Requisitions activity list.
- ▶ Approval Fiscal – Level 3. Users with the Fiscal role that have the Approve Requisitions activity turned on by user-based permissions will have this type of requisition (e.g., vendor) for this department (e.g., purchasing) routed to their Approve Requisitions activity list.
- ▶ Approval Department – Level 4. Users with the same department that “owns” the requisitions that have the Approve Requisitions activity turned on by user-based permissions will have this type of requisition (e.g., vendor) for this department (e.g., purchasing) routed to their Approve Requisitions activity list.

Example of Approval Routing

ABC Elementary's purchasing department has set up their vendor requisition to require all levels of approval (location, account, fiscal, department).

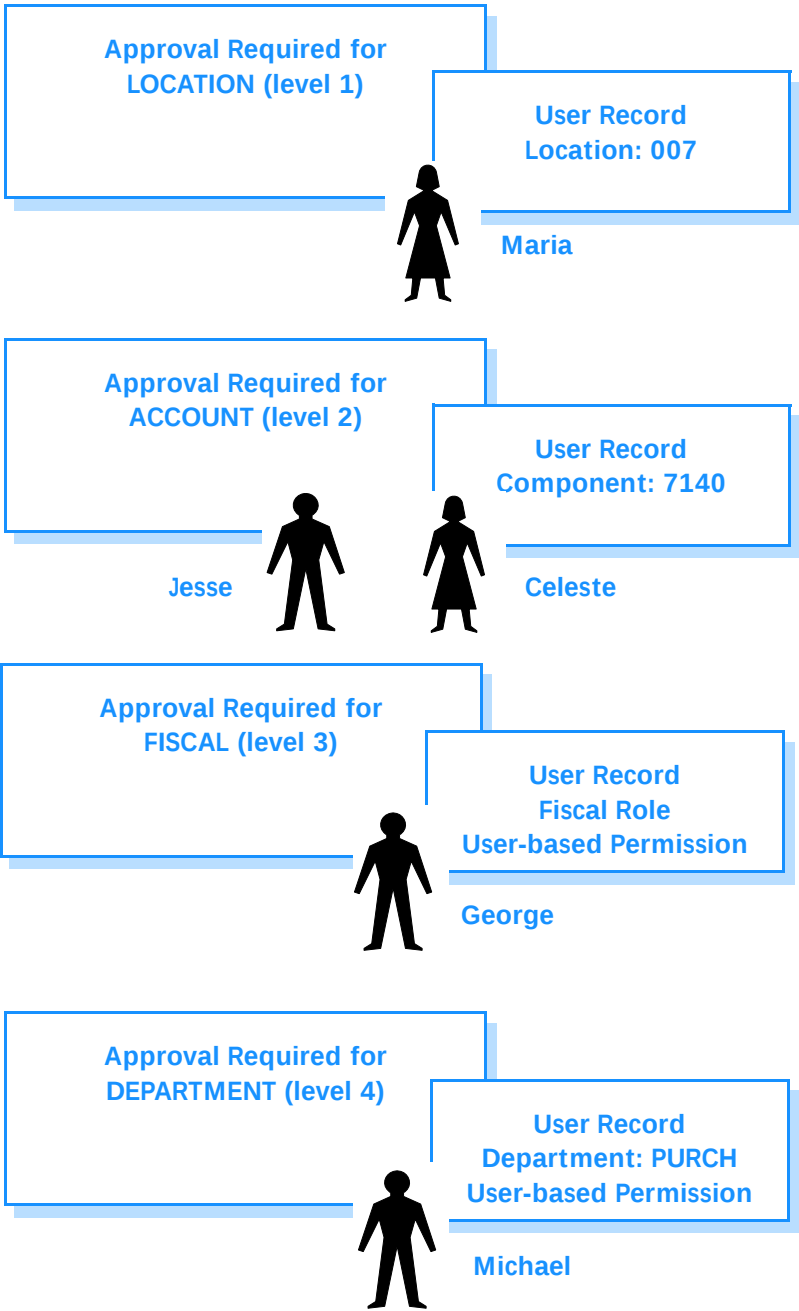
They have set up the following users as approvers:

- ▶ Maria – Location approver. Maria is the principal. She has the approvals flag turned on for location 007 in her user record. All purchasing department vendor requisitions for location 007 must obtain Maria's approval before moving to the next level.
- ▶ Jesse and Celeste – Account approvers. Jesse and Celeste are the program coordinators for GATE (resource 7140). They have the approvals flag turned on for this component in their user records. All purchasing department vendor requisitions that contain accounts with this component must obtain BOTH Jesse and Celeste's approval before moving to the next level.
- ▶ George – Fiscal approver. George works in the district office. He oversees all purchases. He has been given access to the approvals through user-based permissions. All purchasing department vendor requisitions must obtain his approval before moving to the next level.
- ▶ Michael – Department approver. Michael is the manager of the purchasing department. He wants to see requisitions before the PO is printed or a payment is made. All purchasing department vendor requisitions must obtain his approval before their status can change to Approved.

Every purchasing department vendor requisition must receive every approval before it can change statuses. An approval "record" for each user will be displayed in the requisition's approval tab so users can check the status of approvals for a requisition.

For the sake of simplicity, this example is for one requisition type (vendor) for one department (purchasing).

The relationship of approval requirements, levels, accounts and users is illustrated below.



How Approvals Get Routed

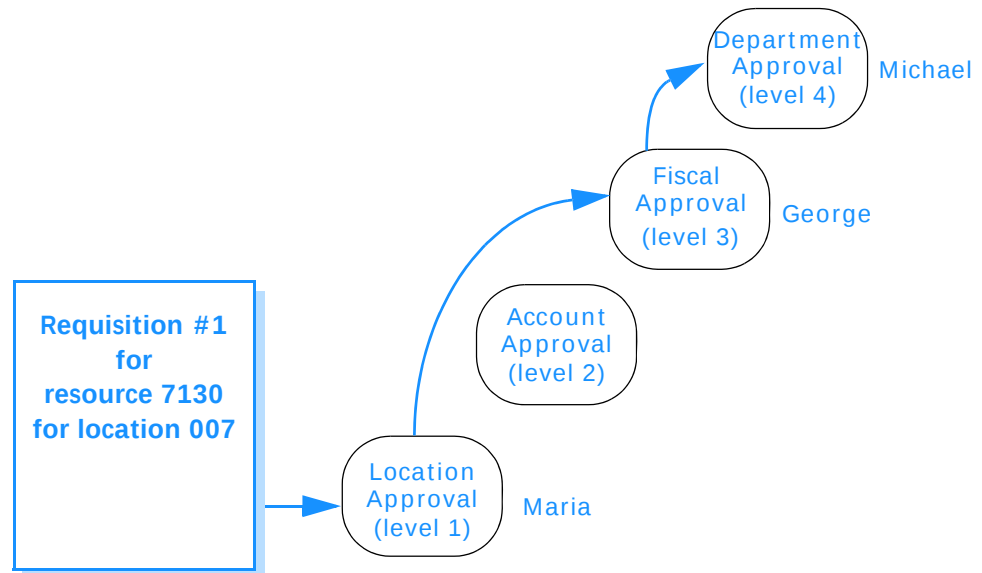
Now that we have seen the factors of approval, we'll apply them to the requisition approval process.

Illustrated on the next several pages are three requisitions which were submitted for approval. All requisitions are vendor requisitions for the purchasing department. Let's follow each requisition through the process.

Requisition #1

Requisition #1 is submitted for early intervention (resource 7130) for location 007.

- ▶ Order location matches the location requirements. Maria must approve before it can move to the next level.
- ▶ Account does not meet the component requirements. This level is skipped.
- ▶ Fiscal approval is always required. George must approve before it can move to the next level.
- ▶ Department approval is always required. Michael must approve before the status can change to Approved.



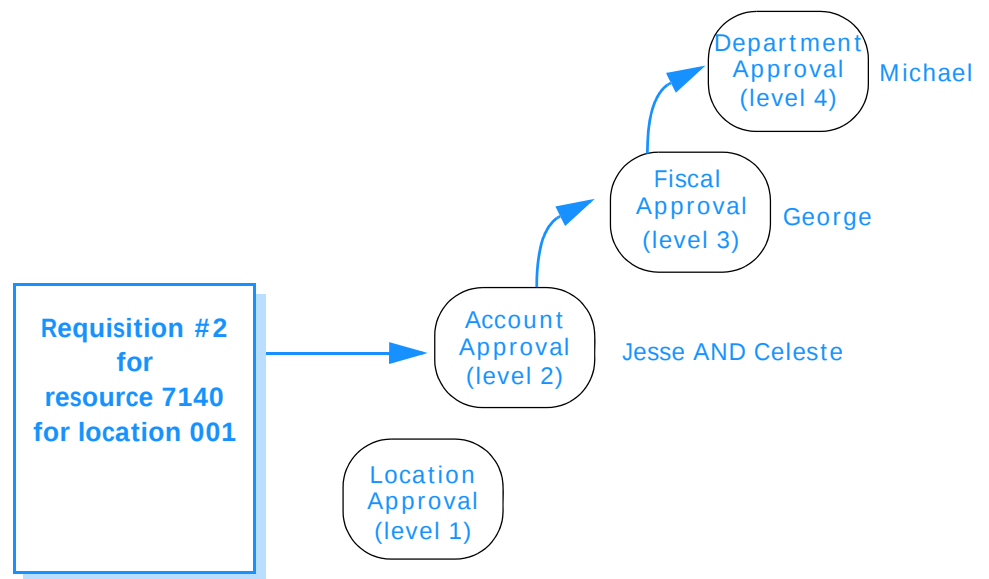
Once submitted, the requisition is automatically routed to Maria for her approval. After she approves it, the requisition is routed to the next level. Notice that it skips the account approval level because it does not meet that approval criteria.

After George approves the requisition, it goes to Michael. Once Michael approves, the status of the requisition changes to Approved — all required approvals have been achieved.

Requisition #2

Requisition #2 is submitted for books for a GATE program at location 001.

- ▶ Order location does not match the location requirements. This level is skipped.
- ▶ Account matches the component requirements. Jesse AND Celeste must both approve before it can move to the next level.
- ▶ Fiscal approval is always required. George must approve before it can move to the next level.
- ▶ Department approval is always required. Michael must approve before the status can change to Approved.



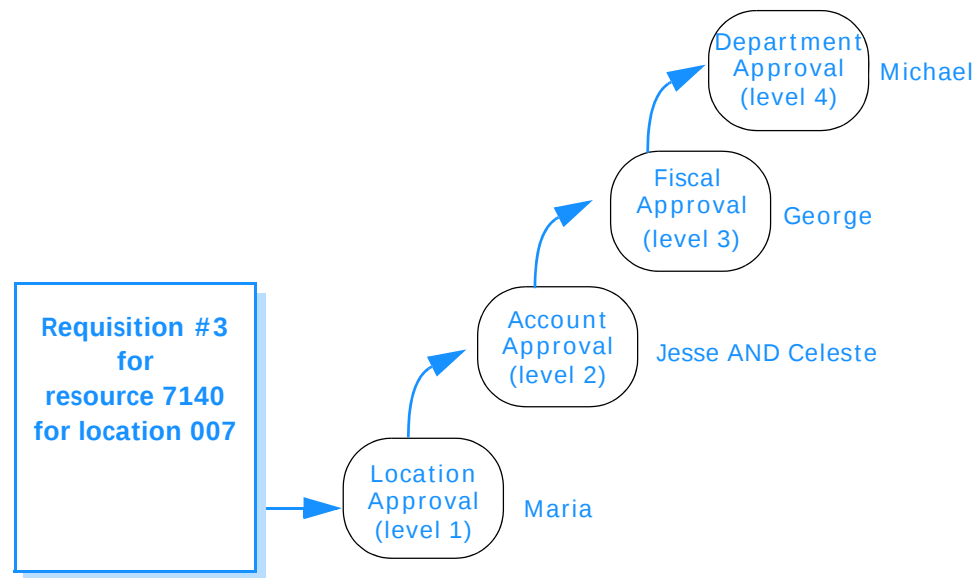
Once submitted, the requisition is automatically routed to Jesse and Celeste for their approval. BOTH of them must approve it, before the requisition can be routed to the next level. Notice that it skips the location approval level because it does not meet that approval criteria.

After George and Michael approve the requisition, the status of the requisition changes to Approved — all required approvals have been achieved.

Requisition #3

Requisition #3 is submitted for a field trip for a GATE program at location 007.

- ▶ Order location matches the location requirements. Maria must approve before it can move to the next level.
- ▶ Account matches the component requirements. Jesse AND Celeste must both approve before it can move to the next level.
- ▶ Fiscal approval is always required. George must approve before it can move to the next level.
- ▶ Department approval is always required. Michael must approve before the status can change to Approved.



Once submitted, the requisition is routed to Maria for her approval. After she approves it, the requisition is then routed to the next level. Now Jesse AND Celeste see the requisition on their approvals list. After *BOTH* of them approve it, the requisition is routed to the next level. George approves it and it is routed to Michael. Finally, when Michael approves it, the status of the requisition changes to Approved — all required approvals have been achieved.

Tracking Approvals

You can always check on the status of the approval process by opening the requisition. On the Approvals tab, you can see which approvals are required, if they have been approved, by whom and when.

Approvals by Proxy

Approvers can designate another user to approve requisitions for them. If an approval is approved by proxy, the user Id of the designated approver appears in the Approved By column on the Approvals tab of the requisition.



Multi-year Processing of Requisitions

Escape realizes that toward the end of a fiscal year, you may need to work on requisitions for both the current and coming fiscal year. So, Escape Online lets you work on next year's requisitions before the current year ends. We call this multi-year processing of requisitions.

If your system has been setup to work in a multi-year processing mode, you will receive fiscal year specific menus when you select the **New** button.

Once you select the fiscal year and requisition type (if appropriate), the correct requisition numbering will be assigned for you automatically.



Snapshot Report

You can print a copy of any requisition, called a “snapshot,” while the requisition is open or on a list. This is better than a print screen, since the snapshot is nicely formatted, and displays information from several tabs. There are several styles to choose from:

- ▶ Snapshot – Prints general requisition information, as well as the detail line item information and accounting information.
- ▶ Snapshot with notes and history – Prints the same information as a general snapshot, plus any notes and all history transactions for the requisition, such as approvals, status changes, etc.
- ▶ Snapshot with payments – Prints the same information as a general snapshot, plus all payments made against the requisition.

Print a Snapshot

- 1 Highlight or open the desired requisition.
- 2 Click **Print Preview** and select which type of snapshot to create. The snapshot will open in the Report tab.
- 3 Print the snapshot from the viewer.



Tip

Snapshots are not saved to My Reports. If you would like to keep a snapshot for future reference, from within the Report Viewer use the Printer icon to print the report or the Envelope icon to export the report to a file.



CHAPTER 4

Creating Department Requisitions

Most of the data entry you will do as a basic administrative user is done via requisitions. Whether you are requesting goods purchased from a vendor, stores items or reimbursement of a travel expense, requisitions are required.



Overview

Escape Online has three basic requisitions:

- ▶ Department Requisitions – for procuring goods or services from internal departments. For example, Food Services does catering for the district, and the print shop runs print jobs. For those departments that have catalogs, their items will be available automatically in the line items via lookups.
- ▶ Stores Requisitions – for procuring items from the warehouse. There may be several types of stores requisitions, defined by department (e.g., district warehouse, county warehouse).
- ▶ Vendor Requisitions – for buying goods and services from vendors that are defined in the database. For those vendors that have catalogs, their items will be available automatically in the line items via lookups.

Escape Online defaults many fields. Because of this, there is very little you need to enter when you create a requisition.

- ▶ Comment – All requisitions require a comment before you can submit.
- ▶ Item – Of course you need to specify what you are requisitioning.
- ▶ Account – And, how to pay for it.

That is it. Your name, the date and the location are automatically filled in for you.



You might want to review Escape Basics before reading the sections on creating requisitions.



Department Requisitions

Department requisitions are used for procuring goods or services from internal departments. For example, Food Services does catering for the district, and the print shop runs print jobs.

Department requisitions transfer funds for services between departments within a district. They do not generate payments and do not require items to be received.

Creating Department Requisitions

- 1 Choose the Department Requisitions activity from the Requisitions group activity. The Department Requisition search page will be displayed in the work area.
- 2 Click New to create a new department requisition.
- 3 If your district has more than one department requisition, select from the New button's menu.

The screenshot shows the 'Department Requisition' form in the ESCAPE ONLINE system. The form is titled 'Finance - Requisitions - Department Requisitions' and displays a requisition for 'FOODSrv (Food Services)' with a status of 'Open'. The form includes fields for Requisitioner, Date Requested, Order Location, Delivery Location, Room, Comment, Responsibility, and Category. It also displays a 'Cost / Status Information' section with various financial and status details.

Requisition	Item	Accounts	Approvals	Attachments	Notes	History
Order Information						
1. Requisition Details						
Dept Id	FOODSrv (Food Services)					
Requisitioner	Andy Adnan					
Date Requested	5/7/2007					
Order Location	30 Blue High School					
Delivery Location	30 Blue High School					
Room						
Comment	Map Educational Invoice					
Responsibility						
Category						
Cost / Status Information						
2. Cost / Status Summary						
On Hold	No					
Status Comment						
Total Req Amount	50.00					
Account Distribution	0.00					
Account Undistributed	0.00					
Amount Encumbered	0.00					
Amount Expended	0.00					
Line Item Count	4					
Line Item Expense	0					
Date Approved						
Approval Level	0					
Date Completed						
Days to Complete	0					
3. Add/Update Information						

Figure 4-1 Filling out the Department Requisition Form

The Department Requisition form will be displayed in the work area. Escape Online will number the requisition for you, and prefill the Requisitioner, Department, Date Requested, Order Location and Delivery Location fields.

Filling out the Main Tab

The Main tab contains information about the requisitioner, their site and other general information about the requisition. As with many records in Escape, some fields are required; others are optional. The fields found here are:

- ▶ Requisitioner – Prefilled with your user name. You may change this to the name of the person(s) requesting the goods or services. (required)
- ▶ Order Location – Prefilled with your location code. If you are authorized for more than one location, you can use a lookup window to change this field. (required)
- ▶ Delivery Location – Prefilled with your location code. You can change this using a lookup window to any valid location code. (required)
- ▶ Room – Enter the destination room at your location.
- ▶ Comment – A text field (up to 50 characters) for a summary description of what is being ordered. This field appears on the site delivery report, or packing slip, for the order. An example would be “Classroom Assignment Meeting”. (required)
- ▶ Responsibility – Enter the name of the responsibility (e.g., SIP, GATE), if applicable.
- ▶ Category – Enter the name of the category (e.g., school expansion), if applicable.

Adding Line Items

After completing the Main information, you can add line items. Click on the Items tab to go to that form. To add a line item, click New. The form below will appear.

Escape Online 5 - FISCAL on Documentation

Finance - Requisitions - Department Requisitions

Requisition # FS08-00005 - FY 2008 - Status: Open

Line	Description	Qty	Unit	Unit Price	Extended C.	Expensed
1	Decaf Coffee	1	Gal	\$10.00	\$10.00	
2	Regular Coffee	1	Gal	\$10.00	\$10.00	
3	Assorted Cookies	1	Dozen	\$6.00	\$6.00	

Total Records: 3

Total Cost: \$26.00

Department requisitions are unique in that users can add line items even when the requisitions is in the Approval status.

That way, they can set up one requisition and have it encumbered for the entire year, but add line items as needed.

Filling in the Line Item tab requires the entry of only a few simple fields:

- ▶ **Description** – There are two ways to enter information into this field:
 - **Describe your item.** Enter a description of the item or service being ordered if it is not listed in the catalog. You can use the lookup window to open a notepad editor.
 - **Select from the catalog.** Do not enter any text in the field. Use the lookup window to get a list of all items. Note that you cannot enter a partial name of an item. The field must be blank to get a lookup window of catalog items.

Some items in the catalog may be locked for certain users. If an item is locked, you will see the lock icon next to the field after you select the item from the catalog.

Admin users cannot edit locked items. Department users may change the quantity. Department managers and above can change all of the fields even if the requisition is in the Approved status.

- ▶ **Order Quantity** – Enter the number of items you want. The quantity must be at least one.
- ▶ **Order Unit** – Enter the order unit (e.g., EACH).

- ▶ **Unit Price** – Enter the unit cost of the item being ordered if you did not choose from the catalog.

When you have filled in all necessary fields, click **Save/Close**. A list containing your item will appear.

If you want to add multiple line items to a requisition, you can do so. Just click **New**, and a new Line Item form will appear. Fill in the fields as you did with the first line item. Repeat the process as needed to order all required items. Escape will continue to calculate costs for you.



If you select the wrong catalog item, just clear the field and then do another lookup.

Distributing Costs

Department requisitions are unique in that the account total does not need to equal the line item total.

This allows users to encumber their annual amount and then expense the requisition line-item by line-item.

Conversely, you don't have to enter any accounts if the items are free.

When you are through adding line items, you need to go to the **Accounts** tab to distribute the cost of your line item(s).

Click **New** to add an account.

- ▶ **Account Number** – The account for the order. You can use more than one, and you can look them up using a lookup window. For more information about how to enter account numbers, please see the *Escape Basics* chapter.
- ▶ **Amount** – The amount you wish to pay with the corresponding account. This defaults to the total cost (for the first account) or the remaining cost for subsequent accounts.



Some requisitions are limited to certain accounts. If you receive an error message stating that the account is not appropriate, you must select a different account.



Managing Your Requisitions

Saving the Requisition

As we have seen, there are a number of steps to filling out a requisition. We completed all of them without saving the requisition. However, you can save a requisition at any time, as long as you have filled in some basic information. You do not need to have line items or accounts to save a requisition (although you must to submit it).

Submitting the Requisition for Approval

When you have completed the entry of your requisition, you can submit it for approval. (If you attempt to submit it for approval before all required fields or items have been entered, Escape Online will display a message letting you know what you need to do before you can submit the requisition. Remember that in department requisitions line item totals do not need to match account totals to submit.)

- ▶ To do so, select Submit from the Task button.

Escape Online will check for sufficient funds (if your system is set up this way). Your requisition will be encumbered, and the status will change to Submitted. Once submitted, all of the approvals for the requisition are displayed in the Approvals tab. If you are an approver, your approvals are automatically approved upon submission.

Reviewing Approvals

An approval record is generated for every approver on every level. (If an approver is designated for more than one level, there will be two approval records.) You can review these records to see what the status of approvals are for your requisition.

Approval records are read-only.

- ▶ To view the approval records, select the Approvals tab.



Tip

If your requisition is denied, it will automatically be unencumbered and the status changed to Denied. You must use the Task menu to either Return to Open or Cancel the requisition.

You can add additional funds to department requisitions even when they are in the Partially Expensed status.

If you need to get approval for the additional funds, you can do this without having to return to open.

Re-Approving Requisitions

The department requisition allows you to increase the total requisition amount and re-approve without having to return to open. For example, you encumbered \$1,000 for printing expenses. The requisition is approved and \$1,000 worth of line items are expensed. But, now you want to add additional funds. You can add another \$500. A history record will be created and approval processing may be required.

If the additional amount exceeds the threshold for the requisition, you **MUST** resubmit the requisition. The status will change to Submitted, and no changes will be allowed until approval has been granted.

Reviewing Attachments

As an Admin user you can add and view attachments.

- ▶ To add an attachment, go to the Attachments tab and click on the New button.
- ▶ To review an attachment, go the Attachments tab, open the desired attachment and use the lookup window for the View Attachment field.

Copying Requisitions

If you select the Copy button, Escape Online will copy the department, order location, delivery location, room, comment, responsibility, category and all items. It does not copy accounts.

In addition, it does not copy obsolete codes (for example, if your organization stops using a particular responsibility code, that code will not be copied), or requisitions associated with departments that are obsolete (for example, you used to have food services requisitions and now you don't; you cannot copy those requisitions).

Deleting Requisitions

You may delete requisitions that are in the Open status.



CHAPTER 5

Creating Stores Requisitions

Stores requisitions are used for procuring items from the warehouse.



Overview

Escape Online has three basic requisitions:

- ▶ Department Requisitions – for procuring goods or services from internal departments. For example, Food Services does catering for the district, and the print shop runs print jobs. For those departments that have catalogs, their items will be available automatically in the line items via lookups.
- ▶ Stores Requisitions – for procuring items from the warehouse. There may be several types of stores requisitions, defined by department (e.g., district warehouse, county warehouse).
- ▶ Vendor Requisitions – for buying goods and services from vendors that are defined in the database. For those vendors that have catalogs, their items will be available automatically in the line items via lookups.

Escape Online defaults many fields. Because of this, there is very little you need to enter when you create a requisition.

- ▶ Comment – All requisitions require a comment before you can submit.
- ▶ Item – Of course you need to specify what you are requisitioning.
- ▶ Account – And, how to pay for it.

That is it. Your name, the date and the location are automatically filled in for you.



You might want to review Escape Basics before reading the sections on creating requisitions.



Stores Requisitions

Stores requisitions are used for requesting stores items from your district warehouse. There may be several types of stores requisitions, defined by department (e.g., district warehouse, county warehouse).

Stores requisitions transfer funds for items between departments within a district. They do not generate payments and do not require items to be received.



Tip

Stores requisitions are unique in that they can be submitted for approval without accounts if the total unit cost of the items ordered equals zero. This allows users to create stores requisitions for items without costs (e.g., report cards) and submit them for approval without having to enter accounts.

Creating Stores Requisitions

- 1 Choose the Stores Requisitions activity from the Requisitions group activity. The Stores Requisition search page will be displayed in the work area.
- 2 Click **New** to create a new stores requisition.
- 3 If your district has more than one stores requisition, select from the **New** button's menu.

Figure 5-1 Filling out the Stores Requisition Form

The Stores Requisition form will be displayed in the work area. Escape Online will number the requisition for you, and prefill the Requisitioner, Department, Date Requested, Order Location and Delivery Location fields.

Filling out the Main Tab

The Main tab contains information about the requisitioner, their site and other general information about the requisition. As with many records in Escape, some fields are required; others are optional. The fields found here are:

- ▶ Requisitioner – Prefilled with your user name. You may change this to the name of the person(s) requesting the goods. (required)
- ▶ Date Requested – This automatically defaults to today. You may change it if you like. (required)
- ▶ Order Location – Prefilled with your location code. If you are authorized for more than one location, you can use a lookup window to change this field. (required)
- ▶ Delivery Location – Prefilled with your location code. You can change this using a lookup window to any valid location code. (required)
- ▶ Room – Enter the destination room at your location.
- ▶ Comment – A text field (up to 50 characters) for a summary description of what is being ordered. This field appears on the site delivery report, or packing slip, for the order. An example would be “Office Supplies”. This field is required. (required)

- ▶ Responsibility – Enter the name of the program (e.g., SIP or GATE) responsible for the items, if applicable.
- ▶ Category – Enter the name of the category (e.g., auditorium remodel), if applicable.
- ▶ On Hold – Change this to Yes to put this requisition on hold. (Automatically defaults to No.)
- ▶ Status Comment – Enter a comment for changing statuses and searching purposes. This field can be used as a way to “mark” a requisition for a particular process.

Adding Line Items

After completing the Main information, you can add line items. Click on the Items tab to go to that form. To add a line item, click New. The form below will appear.

Line	Stores	Item Description	Ordered	Issued	To Issue	Unit Price	Unit	Cost
1	200110	Clipboard, Letter Size, 9"x12-1/2"	2	2	0	\$1.10	Each	\$2.20
2	30031	Paper Clips, Jumbo, 100/Box	10	10	0	\$0.29	Box	\$2.90
3	30033	Pen Ballpoint, Retr. Medium Point	3	3	0	\$0.90	Duplex	\$2.70
4	30038	Pencil Sharpener, Mounted	1	1	0	\$5.50	Each	\$5.50
5	30057	White-Out, Liquid, 3/4-oz.	2	2	0	\$0.41	Each	\$0.82

Filling in the Line Item tab requires the entry of only a few simple fields:

- ▶ Stores Item Number – Enter the Item #, if you know it (or use a lookup window for a list of inventory items).

You must enter at least one character in the Stores Item Number field to get a lookup.

You can go directly to an item by typing its description in the field (e.g., PENCIL) and clicking the down arrow. Move through the items with the arrow keys and double-click on the desired inventory item. The Unit Price and Description will automatically be filled in.

The stores item number lookup shows the price and available quantity for an item.

The lookup is filtered by department. Only active stores items are displayed.

- ▶ **Order Quantity** – Enter the number of items you want to order. Be careful to note the Order Unit (of measure) you are ordering. The maximum quantity you may enter is 32,767. If you want to order more than that, you need to consider changing the order unit of measure.

When you have filled in all necessary fields, click **Save/Close** (or **Save/New**).

Distributing Costs

If you change the line item amounts, use the **Apply Undistributed Amount** task to redistributes the line item amounts according to the account percentages.

When you are through adding line items, you need to go to the **Accounts** tab to distribute the cost of your line item(s).

Click **New** to add an account.

- ▶ **Account Number** – The account for the order. You can use more than one, and you can look them up using a lookup window. For more information about how to enter account numbers, please see the **Escape Basics** chapter.
- ▶ **Amount** – The amount you wish to pay with the corresponding account. This defaults to the total cost (for the first account) or the remaining cost for subsequent accounts.



Some requisitions are limited to certain accounts. If you receive an error message stating that the account is not appropriate, you must select a different account.



Managing Your Requisitions

Saving the Requisition

As we have seen, there are a number of steps to filling out a requisition. We completed all of them without saving the requisition. However, you can save a requisition at any time, as long as you have filled in some basic information. You do not need to have line items or accounts to save a requisition (although you must to submit it).

Submitting the Requisition for Approval

When you have completed the entry of your requisition, you can submit it for approval. (If you attempt to submit it for approval before all required fields or items have been entered, Escape Online will display a message letting you know what you need to do before you can submit the requisition.)

- ▶ To do so, select Submit from the Task button.

Escape Online will check for sufficient funds (if your system is set up this way). Your requisition will be encumbered, and the status will change to Submitted. Once submitted, all of the approvals for the requisition are displayed in the Approvals tab. If you are an approver, your approvals are automatically approved upon submission.



Tip

Once submitted, you cannot make any changes to the requisition. If you need to make changes, choose Return to Open from the Task button. Escape Online will change the status, save and close the requisition.

Reviewing Approvals

An approval record is generated for every approver on every level. (If an approver is designated for more than one level, there will be two approval records.) You can review these records to see what the status of approvals are for your requisition.

Approval records are read-only.

- ▶ To view the approval records, select the Approvals tab.

Escape Online includes two user-based tasks that allow you to override approvals or submit with insufficient funds.

If you need these tasks added to your Task menu, contact your system manager.



If your requisition is denied, it will automatically be unencumbered and the status changed to Denied. You must use the Task menu to either Return to Open or Cancel the requisition.

Remember, you cannot cancel a requisition if line items have been or still are to be received. You must either cancel those line items or unreceive them, whichever is appropriate.

Reviewing Attachments

As an Admin user you can add and view attachments.

- ▶ To add an attachment, go to the Attachments tab and click on the New button.
- ▶ To review an attachment, go the Attachments tab, open the desired attachment and use the lookup window for the View Attachment field.

Copying Requisitions

If you select the Copy button, Escape Online will copy the department, order location, delivery location, room, comment, responsibility, category, and all items.

In addition, it does not copy obsolete codes. For example, you cannot copy requisitions associated with departments that are obsolete (for example, you used to have food services requisitions and now you don't). If the stores item has been inactivated, the line item will not copy.

Accounts are a bit different, though. When you copy a requisitions, the accounts will be copied too, but there is logic behind the copy:

- ▶ If the account doesn't exist for the new fiscal year, it is not copied.
- ▶ If the account is expired in the new fiscal year (Date Expired <= today's date), it is not copied.
- ▶ If the fiscal year of the account doesn't match the fiscal year of the requisition being copied, the account is not copied. For example, if a 2007 requisition was carried forward to 2008 (the requisition has both 2007 and 2008 accounts in it), if you copy this requisition only the most recent accounts will be copied.

Copied accounts will keep their original amount/percentage. In cases where not all accounts are copied, the percentage will not add up to 100%. You will need to use the Apply Undistributed Amount task or manually redistribute.



CHAPTER 6

Creating Vendor Requisitions

Most of the data entry you will do as a basic administrative user is done via requisitions. Whether you are requesting goods purchased from a vendor, stores items or reimbursement of a travel expense, requisitions are required.



Overview

Escape Online has three basic requisitions:

- ▶ Department Requisitions – for procuring goods or services from internal departments. For example, Food Services does catering for the district, and the print shop runs print jobs. For those departments that have catalogs, their items will be available automatically in the line items via lookups.
- ▶ Stores Requisitions – for procuring items from the warehouse. There may be several types of stores requisitions, defined by department (e.g., district warehouse, county warehouse).
- ▶ Vendor Requisitions – for buying goods and services from vendors that are defined in the database. For those vendors that have catalogs, their items will be available automatically in the line items via lookups.

Escape Online defaults many fields. Because of this, there is very little you need to enter when you create a requisition.

- ▶ Comment – All requisitions require a comment before you can submit.
- ▶ Item – Of course you need to specify what you are requisitioning.
- ▶ Account – And, how to pay for it.

That is it. Your name, the date and the location are automatically filled in for you.



You might want to review Escape Basics before reading the sections on creating requisitions.



Vendor Requisitions

Vendor requisitions are used for buying goods and services from vendors that are defined in the database.

Vendor requisitions always generate a payment. They may also generate a purchase order and require receiving goods. These activities are not performed by Admin users and are not discussed in this manual. For more information about those activities, please see the appropriate user guide.

Creating Vendor Requisitions

- 1 Choose the Vendor Requisitions activity from the Requisitions group activity. The Vendor Requisition search page will be displayed in the work area.
- 2 Click New to create a new vendor requisition.
- 3 If your district has more than one vendor requisition, select from the New button's menu.

Figure 6-1 Filling out the Vendor Requisition Form

The Vendor Requisition form will be displayed in the work area. Escape Online will number the requisition for you, and prefill the Department, Requisitioner, Date Requested, Order Location and Delivery Location fields. It may also default the Order Type, depending on the requisition setup.

Filling out the Main Tab

The Main tab contains information about the requisitioner, their site and other general information about the requisition. As with many records in Escape, some fields are required; others are optional. The fields found here are:

Requisition Information

- ▶ Dept ID – The department for which this requisition is being created.
- ▶ Requisitioner – Prefilled with your user name. You may change this to the name of the person(s) requesting the goods. (Required)
- ▶ Request Date – Automatically set to today. You may change this. (required)
- ▶ Order Location – Prefilled with your location code. If you are authorized for more than one location, you can use a lookup window to change this field. (Required)
- ▶ Delivery Location – Prefilled with the location code for this document type. You can change this using a lookup window to any valid location code. (Required)
- ▶ Room – Enter the destination room at your location.
- ▶ Comment – A text field (up to 50 characters) for a summary description of what is being ordered. This field appears on the site delivery report, or packing slip, for the order. An example would be “Office Supplies”. This field is required to submit the requisition. (Required)
- ▶ Responsibility – Enter the name of the program (e.g., SIP or GATE) responsible for the items, if applicable.
- ▶ Category – Enter the name of the category (e.g., auditorium remodel), if applicable.
- ▶ Goods and Services – This is the type of goods or services (e.g., periodicals, contracts, etc.).

Vendor Information

- ▶ Order Type – Most districts prefill this to PO with Receiving. In some districts, you may change it. Use the lookup window to select the type – direct pay, PO without receiving, PO with receiving. (Required)
- ▶ Vendor Category – Use the lookup to select a vendor category to limit the vendors available for this requisition, including quotes. (Note, this field is not displayed on the requisition form for Admin users.)

- ▶ Vendor Id – Enter the vendor Id. You may use a lookup to find the vendor. (To use the lookup window, you must enter the first two characters of the vendor Id or the vendor's name.) Escape Online will automatically update the address fields from the issue address of the Vendor record. You may change the address by selecting another Address Id. (Required)

Adding Line Items

Your system may be set up with a maximum number of line items (e.g., 50). If you create a requisition that exceeds this number of line items, you will receive a warning. You can still save the requisition, but you will not be able to submit it until you reduce the number of line items.

After completing the Main information, you can add line items. Click on the Items tab to go to that form. To add a line item, click New. The form below will appear.

When a line item description is printed on a report, the entire description is “kept together” or printed on one page.

If you have extra lines at the bottom of the description, this could force an undesirable page break.

Filling in the Line Item tab requires the entry of only a few simple fields:

- ▶ Order Quantity – Enter the number of items needed. The quantity must be at least one.
- ▶ Unit of Measure – Enter the unit of measure for the item, which defaults to EACH. This is a required field.
- ▶ Unit Price – If the price is not already filled in, enter the unit price of the item. Escape Online automatically calculates the extended cost (quantity multiplied by cost) for you.
- ▶ Taxable – Leave as Yes if the item is taxable.
- ▶ Stores Item # or Vendor Catalog # – Enter the Item #, if you know it (or use a lookup window for a list of inventory items). You can go directly to an item by typing its description in the field (e.g., PENCIL) and clicking the down

arrow. Move through the items with the arrow keys and double-click on the desired inventory item. The Unit of Measure and Unit Price will automatically be filled in.

If the vendor you chose on the Main tab has a catalog loaded into Escape Online, you can also choose items from that catalog using the lookup window.

The lookup is filtered by department. Only active stores items are displayed.

- ▶ **Message Before/After** – Enter any messages you want to appear before or after the line item on the purchase order.
- ▶ **Create Asset** – Enter Yes to create a fixed asset upon receipt, which will be tracked in Escape.
- ▶ **Asset Group and Asset Category** – These fields apply to fixed assets. They will be filled in by the Purchasing Department.

When you have filled in all necessary fields, click **Save/Close**. A list containing your item will appear.

If you want to add multiple line items, you can do so. Just click **New**, and a new Line Item form will appear. Fill in the fields as you did with the first line item. Repeat the process as needed. Escape will continue to calculate costs for you.

Copying Line Items

You can copy any number of line items in any order from another vendor requisition if your requisition is in the Open status.

- 1** Select the **Copy Line Items** option from the Task menu on the Items tab.
- 2** Enter the requisition number.
- 3** Leave the line items field blank to copy all line items, or enter the line items to be copied in the order in which you want them to appear in the requisition (e.g., enter 5,1-3,7 to copy items 5,1,2,3,7 in that order; or enter 5-1 to copy line items one through five in reverse order; or enter 1-3,5,7-9 to copy all line items except four and six.). You may only enter numbers, commas and dashes to define your line item list.
- 4** Click **Ok**.

If you enter requisition number that does not exist, or does not contain any line items, a 'No results found.' alert is displayed. If you enter a line item list with characters that are not a number, comma or dash, you will receive an error message.
- 5** If the copied items change the account distribution, select the **Apply Distributed Amount** task from the form's main menus.

The copied line items will be added to the current list of items. You can execute the task multiple times to combine items from several requisitions.

If you change the line item amounts, use the Apply Undistributed Amount task to redistribute the line item amounts according to the account percentages.

Distributing Costs

When you are through adding line items, you need to go to the Accounts tab to distribute the cost of your line item(s).

Click New to add an account.

- ▶ Account Number – The account for the order. You can use more than one, and you can look them up using a lookup window. For more information about how to enter account numbers, please see the Escape Basics chapter.
- ▶ Amount – The amount you wish to pay with the corresponding account. This defaults to the total cost (for the first account) or the remaining cost for subsequent accounts.



Tip

Some requisitions are limited to certain accounts. If you receive an error message stating that the account is not appropriate, you must select a different account.



Managing Your Requisitions

Saving the Requisition

As we have seen, there are a number of steps to filling out a requisition. We completed all of them without saving the requisition. However, you can save a requisition at any time, as long as you have filled in some basic information. You do not need to have line items or accounts to save a requisition (although you must to submit it).

Submitting the Requisition for Approval

When you have completed the entry of your requisition, you can submit it for approval. (If you attempt to submit it for approval before all required fields or items have been entered, Escape Online will display a message letting you know what you need to do before you can submit the requisition.)

- ▶ To do so, select Submit from the Task button.

Escape Online will check for sufficient funds (if your system is set up this way). Your requisition will be encumbered, and the status will change to Submitted. Once submitted, all of the approvals for the requisition are displayed in the Approvals tab. If you are an approver, your approvals are automatically approved upon submission.



Tip

Once submitted, you cannot make any changes to the requisition. If you need to make changes, choose Return to Open from the Task button. Escape Online will change the status, take the requisition off hold (if appropriate), save and close the requisition.

If you receive an error stating that your changes were saved, but the submit or assignment of a PO number failed, you can reopen the requisition and re-execute the task that failed.

Escape Online includes two user-based tasks that allow you to override approvals or submit with insufficient funds.

If you need these tasks added to your Task menu, contact your system manager.

Reviewing Approvals

An approval record is generated for every approver on every level. (If an approver is designated for more than one level, there will be two approval records.) You can review these records to see what the status of approvals are for your requisition.

Approval records are read-only.

- ▶ To view the approval records, select the Approvals tab.



Tip

If your requisition is denied, it will automatically be unencumbered and the status changed to Denied. You must use the Task menu to either Return to Open or Cancel the requisition.

Reviewing Payments

As an Admin user, you cannot edit the payment; however, you may view it.

- ▶ To view payments that have been made, select the Payments tab.

Reviewing Quotes

Many vendor requisitions have quotes associated with them. As an Admin user, you cannot edit or add a quote; however, you may view them.

- ▶ To view quotes, select the Quotes tab.

Reviewing Attachments

As an Admin user you can add and view attachments.

- ▶ To add an attachment, go to the Attachments tab and click on the New button.
- ▶ To review an attachment, go the Attachments tab, open the desired attachment and use the lookup window for the View Attachment field.

Copying Requisitions

If you select the Copy button, Escape Online will copy the department, order location, delivery location, room, comment, responsibility, category, order type, vendor category, vendor Id, vendor address and all items.

In addition, it does not copy obsolete codes (for example, if your organization stops using a particular vendor, that vendor information will not be copied), or requisitions associated with departments that are obsolete (for example, you used to have food services requisitions and now you don't; you cannot copy those requisitions).

Accounts are a bit different. When you copy a requisitions, the accounts will be copied too, but there is logic behind the copy:

- ▶ If the account doesn't exist for the new fiscal year, it is not copied.
- ▶ If the account is expired in the new fiscal year (Date Expired <= today's date), it is not copied.
- ▶ If the fiscal year of the account doesn't match the fiscal year of the requisition being copied, the account is not copied. For example, if a 2007 requisition was carried forward to 2008 (the requisition has both 2007 and 2008 accounts in it), if you copy this requisition only the most recent accounts will be copied.
- ▶ If the liability account was added during year-end processing, it is not copied.

Copied accounts will keep their original amount/percentage. In cases where not all accounts are copied, the percentage will not add up to 100%. You will need to use the Apply Undistributed Amount task or manually redistribute.



CHAPTER 7

Approving Requisitions

As you have already learned, requisitions may require approvals in Escape. You have learned how to submit requisitions for approval. This section of the manual discusses the concepts used in the approval process, and shows how to approve requisitions.

★ Tip

The Approve Requisitions activity is automatically available to Fiscal and OrgMgr roles. Users with other roles must be given access to this activity via user-based permissions.

If you do not have access to this activity and think you should, please contact your system manager.



How Approvals Work

Escape Online's approvals are the electronic equivalent of placing a requisition in someone's in-basket to be signed off. How does Escape know which "in-baskets" should get a requisition? Approvals are determined by the definition of the requisition and the users that have been designated as approvers.

Escape Online supports up to four levels of approvals (location, account, fiscal and department), with one or more users attached to each level. When a requisition is submitted, the requisition is added to each approver's list for the first level.

At that point, approvers are divided into "may" and "must" categories, as defined in their user record. As you may have guessed, ALL approvers in the "must" category must approve the requisition. While just ONE approver in the "may" category is required to approve the requisition.

When the required approvals at that level have been obtained (all "must" and at least one "may"), the requisition is added to the lists for the next level. And so on.

When all approvals for a requisition have been achieved, the status of the requisition changes from Submitted to Approved. Once approved, the appropriate department users can proceed with the required tasks related to the requisition.



Escape Online does include an Approval Override task that is a user-based permission. This task is only available when the requisition is in the Open status.

If the user is given explicit permission to this task, they can bypass all defined approvals for the requisition. If appropriate, Escape Online will still check account balances to verify there are sufficient funds. If there are sufficient funds, the status will change Approved and a history record will be written to document the override. (Please note there is also a user-based permission for submitting without sufficient funds.)



Listing Requisitions to Approve

To approve requisitions, you must produce a list of requisitions ready for your approval. This is easy to do in Escape Online because there is a single activity dedicated to this task.

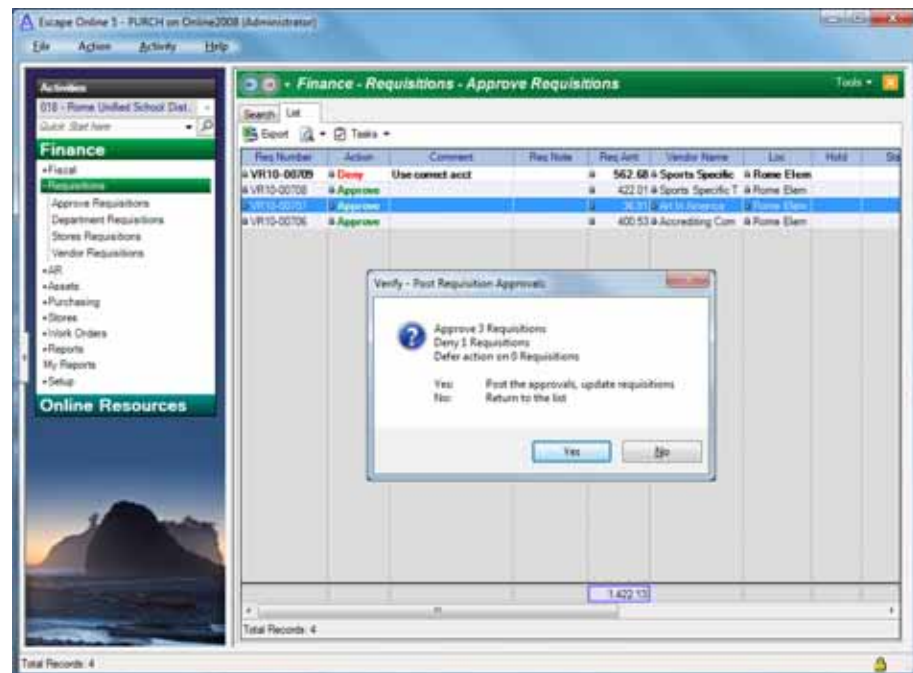


Figure 7-1 Approving Requisitions

The list contains every requisition that requires your approval. Depending upon your organization's setup, the requisitions may all be flagged to approve or defer.

If you want to change the default, you can use the Task menu to change the flag. When you are satisfied, you post the approvals.

If you are an approver for multiple levels (location and account, for example), the requisition will appear **once** on your list. When you approve the requisition, all of the levels assigned to you will be approved simultaneously.

You will not see any requisitions on your list that you submitted. If you submit a requisition, all of your approval levels are approved automatically.



Use the Requisition Approval Snapshot to get more detail about the requisitions. You can either print a snapshot of the highlighted requisition or for all requisitions. Note that the All Requisitions snapshot includes all requisitions on the list.

Approving Requisitions

The following assumes that the requisitions on the list are flagged to approve.

The approval list does not include any requisitions on hold.

When you deny a requisition, it is automatically unencumbered.

- 1 Choose the Approve Requisitions activity from the Requisitions group activity.
- 2 Enter a requisition number or just click Go to get a list of requisitions requiring your approval.
- 3 Review any requisitions you have questions about. (If are denying a requisition, you may want to add your reason for the denial to the Notes tab.)
- 4 If necessary, use the Task menu to change the highlighted requisition from Approve to Deny or Defer, or vice versa.
- 5 Enter a comment or a note if desired. Entry of both or either of these fields is dependent upon your district standards. The fields will be written to the Requisition when you post.
 - The Comment field allows you to enter up to 50 characters which will be written to the Approvals tab of the Requisition. Many customers use this to state why a requisition was denied. In addition to writing the comment to the approvals tab, if you deny the requisition, Escape Online will also write the comment as a “reason” for the denial to the History tab of the requisition and this will be displayed on snapshots and reports.
 - The Req Note field allows you to enter an almost unlimited note. You may type directly into the field or use the notepad editor. Regardless of your action (approve, deny, defer), the note will be written to the Notes tab of the requisition. The note is editable by you in the requisition and is displayed on snapshots and reports.
- 6 Select the Post Approvals/Denials option from the Task menu to post the list. This posts all approvals, denials and any notes added to the requisition. Requisitions flagged as Defer will remain on your list and not have any action taken. Escape Online displays a summary of what you have posted
- 7 Click OK to continue. Escape Online will write a record to the Approvals tab and the History tab of the requisition(s).

Automatic Holds

Some customers set up requisitions to be put on hold automatically when the department approval is achieved, allowing them time to review before printing.

This changes the workflow of the automatic approvals. Basically, there are two forces at work here: automatically putting a vendor requisition on hold versus automatically approving a vendor requisition for a departmental user that is an approver.

To resolve the conundrum, Escape Online uses the following logic. If a vendor requisition is set up to automatically go on hold (the Hold Status Comment field in the Department record contains text) AND a department approver submits the requisition, the department approver will not automatically have their approval set to APPROVED.

The requisition will process as normal and when it gets to the departmental approval, the departmental approver will need to go to the Approve Requisitions activity and approve it, at which time the requisition will then be put on hold.



Tracking Approvals

While in the approval process, the required approvals can be viewed on the Approvals tab of the requisition. This lists all approvals required for the requisition.

- ▶ Level – Approval level: Location, Account, Fiscal, Department.
- ▶ Sub-level – Sequence for component approvals. Zero must be approved first, then 1, then 2, and so on. This is important when you have multiple users approving at the same level.
- ▶ Status – Approval status: Approved, Denied, etc.
- ▶ Approver – User Id assigned to the approval.
- ▶ Approved by – User Id of the actual person who approved the requisition.
- ▶ Was Proxy – Indicates if the approval was obtained by proxy.
- ▶ Date approved – Date the requisition was approved.
- ▶ Comment – Any comment from the approver. This will appear on the list of approvals in the Requisition.

Approvals can also be tracked through the History tab. This ensures that all approvals can be tracked, even if a requisition is returned to open and new approvals are required (overwritten on the Approvals tab).



Tip

If approval have been set up for fiscal approvals, the Approver column always displays Budget. For department approvals, the list displays the name of the department. For location and components approvals, the list displays the user name.

Denied Requisitions

If any approver denies a requisition, the approval process stops immediately. The requisitioner must return the requisition to open (a status change), make the required changes, and then resubmit the requisition.



CHAPTER 8

Work Orders

Work orders are very similar to requisitions. However, their processing is a bit different.

The Work Order process begins when you enter a work order request. The request contains basic information which will help the Maintenance Department decide how to schedule the work order, and determine what employees, tools and materials will be required. Account information you enter determines what approvals will be required. After filling in the requisition, submit it for approval, just like a requisition.



Creating Work Orders

- 1 Choose the Work Orders activity from the Work Order group activity. The Work Orders search page will be displayed in the work area.
- 2 Click New to create a new work order.
- 3 If your district has more than one work order, select from the New button's menu.

The screenshot shows the 'Work Order # MN07-00001 - Site 30 [Bari High School] - Status Complete' form. The form is divided into several sections:

- Request/Assignment Information:**
 - Dept ID: MAINT (Maintenance)
 - Work Requested: Install hand dye in boys portable restroom
 - Requested By: Bob
 - Date Requested: 6/21/2007
 - Location: 30 Bari High School
 - Room:
 - Priority:
 - Vandalism: No
 - Asset Tag Number:
- Assignment Information:**
 - Draft: MAINT (Maintenance)
 - Assigned To: BERT (Bert Escamli)
 - Start Date: 6/25/2007
 - Expected Completion: 6/25/2007
 - Special Instructions:
 - Responsibility:
 - Category:
- Status/Management Information:**
 - On Hold: No
 - Status Comment: Installed hand dye
 - Action Taken: Installed hand dye
 - Date Completed: 6/25/2007
 - PM Days: 0
 - Next PM Date: 6/25/2007
 - Date Approved: 6/21/2007
 - Date Printed:
 - Fiscal Year: 2007 (2006/2007)
 - Completion Days: 1
 - Amount Expended: 0.00
 - Labor Cost: 20.00
 - Material Cost: 124.95
 - Total Cost: 144.95
 - Labor Hours: 1.00
 - Overtime Labor Hour: 0.00
 - Doubletime Labor Ho: 0.00

Figure 8-1 Filling out the Work Order Form

The Work Order form will be displayed in the work area. Escape Online will number the work order for you, and prefill the Requisitioner, Department, Fiscal Year, Date Requested, Order Location and Vandalism fields.

Filling out the Main Tab

The Main tab contains information about the work order. As the requester, you normally fill in only this tab of the work order. Labor and materials regarding the job are filled in by the Maintenance Department. They are displayed here in read-only format for your information only.

- ▶ Dept ID – The department for which this work order is being created.

- ▶ Work Requested – Enter a description of the work needed. This is a notepad. Try to summarize the request on the first line.
- ▶ Requested by – Prefilled with your user name. You may change this to the name of the person(s) requesting the work. (required)
- ▶ Date Requested – This automatically defaults to today. You may change it if you like. (required)
- ▶ Location – Enter the location where the work is to be completed. This field is prefilled with your location code. (required)
- ▶ Room – Enter the room number requiring the work.
- ▶ Priority – Enter the code used to prioritize the order (e.g. High, Medium, Low). These codes are predefined, and can be entered via lookup window.
- ▶ Vandalism – Enter Yes if the request is the result of vandalism. It defaults to No.

Distribute Costs and Completing the Accounts Area

Most districts do not require account information for work orders, but if your district does require accounts, you must fill in this area before submitting the work order for processing. In the Accounts area, click **New** to add an account.

- ▶ Account Number – The account for the order. You can use more than one, and you can look them up using a lookup window. For more information about how to enter account numbers, please see the *Escape Basics* chapter.
- ▶ Amount – The amount you wish to pay with the corresponding account. This defaults to the total cost (for the first account).

Submitting the Work Order for Approval

When you have completed the entry of your work order, you can submit it for approval.

- ▶ To do so, select **Submit** from the **Task** button.

Your work order status will change to **Submitted** and be routed to the department that will perform the work.



CHAPTER 9

Creating Fixed Assets

Most of the assets in your database were either added manually when you purchased Escape Online or they were converted for you by Escape Technology.

Once you start using Escape Online, though, assets can be created in several ways: manually, automatically when you receive a PO or via a barcode scan upload.

In this chapter, we will learn how to manually add an asset. Each field in the fixed asset record is described, as well as how it is used.



Searching for Fixed Assets

When you select the Fixed Assets activity, you are presented with a search page. You can add an asset from this page or you can search for a list of assets. Escape Online gives you several ways to search for assets. You can search by description, tag number, group, asset category, type, responsibility, location, room, campus, vendor number and many others!

You begin your search by specifying one or more selection criteria. When you press Go, Escape Online responds by producing a list of all the records that match your criteria. For example, if you choose to limit the list to a single location, the list will contain only assets at that location.

- 1 Click on the Assets group activity.
- 2 Click on the Fixed Assets activity. This will open the Fixed Assets Search in the workspace.
- 3 Enter in the search criteria.

Description

- Description – Enter all or part of an asset description. This will find any text contained in the description that matches the text you entered. For example, if you enter “monitor,” the list will include the record “IBM Monitor.”
- Asset Id – Enter a number, a series of numbers or a range. For example, you could enter a complete number “12345”, a partial number “123”, a series of numbers separated by a comma “12345, 34567” or a range using two dots “12345..34567”.
- Tag Number – Enter a number, a series of numbers or a range. Works the same as the Asset Id search.
- Asset Group – Use a lookup or enter an asset group (e.g., Business Machines, Computers).
- Asset Category – Use a lookup or enter an asset category (e.g., fax, monitor). This field is filtered by the Group field. You cannot pick a category that is not associated with the group already chosen.
- Type – Use a lookup or enter a type (e.g., depreciable, capital, inventory).
- Responsibility – Use a lookup or enter the name of a program (e.g., SIP or GATE) to get a list of assets associated with that program.
- Category – Use a lookup or enter the name of the category (e.g., auditorium remodel).

Location

- Location — Use a lookup or enter the location code. This will give you a list of all assets associated that location.
- Room – Enter the room number. This will give you a list of all assets associated with that room number.
- Campus – Use a lookup or enter the campus code. This will give you a list of all assets associated with that campus.
- Department – Use a lookup or enter the department. This will give you a list of all assets associated with that department.

Purchasing Information

- Vendor Id – Use a lookup or enter the vendor ID. This will give you a list of all assets associated with that vendor. Remember, you must enter at least two characters to get a lookup of vendors.

- **Reference Number** – Enter a requisition or purchase order number (or partial). This will give you a list of all assets associated with those purchase orders or requisitions.

For example, if you supplied a partial number (e.g., PO04), you will get a list of all assets associated with purchase orders or requisitions that start with that sequence.

- **Receipt Date** – Enter a date or date range. (You can use the drop down calendar to find the date.)

Status Information

- **Status** – Enter a status. This will give you a list of all assets with that status.
- **Status Comment** – Enter partial or complete comment. For example, you could enter “comp” to generate a list of all assets with a status comment that contains the letters “comp.”
- **Inventory Date** – Enter a date or date range. This is the date the item was “scanned.”
- **Disposal Date** – Enter a date or date range.
- **Disposal Code** – Enter a disposal method. This will give you a list of all assets disposed using that method (e.g., lost, stolen, etc.).
- **Disposal Comment** – Enter partial or complete comment. For example, you could enter the name of an auction house to generate a list of all assets disposed and sold through that house.

Service/Warranty Information

- **Warranty Expiration Date** – Enter a date or date range. (You can use the drop down calendar to find the date.)
- **Service Contract Vendor ID** – Enter the vendor ID. This will give you a list of all assets associated with that service vendor.
- **Service Contract Expiration Date** – Enter a date or date range. (You can use the drop down calendar to find the date.)

Other Information

- **Model Number** – Enter the model number (or partial). This will give you a list of all assets that start with that model number.
- **Serial Number** – Enter the serial number (or partial). This will give you a list of all assets that start with that serial number.

- Asset Cost – Enter an amount, minimum or a range.
 - Exact – Enter a single amount.
 - Minimum – Use two periods BEFORE the amount. For example, to find all assets that cost \$4,500.00 or less, enter ..4500.00.
 - Maximum – Use two periods AFTER the amount. For example, to find all assets that cost \$4,500.00 or more, enter 4500.00..
 - Range – Enter the minimum and maximum separated by two periods. For example, to find all assets that cost \$4,500.00 to \$10,000.00, enter 4500.00..10000.00.

Accounts

- Enter any components to find fixed assets that contain an account with that component. For each component on a search page, you can enter a specific component, a range (4501-4505), a mask (45), wildcards (4**1) or non-contiguous numbers (45,58).

1 Click Go to generate the list.

The fixed asset list will be displayed in the work area. It is sorted by description. You can click any column to re-sort the list.

Asset ID	Tag #	Location	Room	Group	Category	Description	Unit Cost	Type	Status
1930 6409	30			COMPUTE	MONITOR	BPL766AABABA HP L17	366.49	A	
1931 6410	30			COMPUTE	MONITOR	BPL766AABABA HP L17	366.49	A	
1932 6411	30			COMPUTE	MONITOR	BPL766AABABA HP L17	366.49	A	
1933 6412	30			COMPUTE	MONITOR	BPL766AABABA HP L17	366.49	A	
1934 6413	30			COMPUTE	MONITOR	BPL766AABABA HP L17	366.49	A	
1935 6414	30			COMPUTE	MONITOR	BPL766AABABA HP L17	366.49	A	
1936 6415	30			COMPUTE	MONITOR	BPL766AABABA HP L17	366.49	A	
224 5343	30			COMPUTE	MONITOR	HP L1730 17" TFT FlatP	445.98	A	
132 5258	30			COMPUTE	MONITOR	HP L1730 17" TFT FlatP	445.98	A	
133 5259	30			COMPUTE	MONITOR	HP L1730 17" TFT FlatP	445.98	A	
134 5260	30			COMPUTE	MONITOR	HP L1730 17" TFT FlatP	445.98	A	
171 5268	30			COMPUTE	MONITOR	HP L1730 17" TFT FlatP	445.98	A	
190 5268	30			COMPUTE	MONITOR	HP L1730 17" TFT FlatP	445.98	A	
38 5054	30		P5	COMPUTE	PC w/MON	P4 2.4GHz, 512MB, 160GB	973.17	A	
39 5055	30		P6	COMPUTE	PC w/MON	P4 2.4GHz, 512MB, 160GB	973.17	A	
37 5053	30		P4	COMPUTE	PC w/MON	P4 2.4GHz, 512MB, 160GB	973.17	A	
1938 6692	30			COMPUTE	POWER SU	84499BABA HP PwC	748.20	A	
225 5344	30			COMPUTE	PRINTER	BHP LaserJet 2300N Pn	947.21	A	
195 5302	30			COMPUTE	PRINTER	B21329AABA	949.39	A	
266 5417	30			COMPUTE	PRINTER	B25407AABA HP Laser	1,637.79	A	
1105 4241	30			COMPUTE	PRINTER	B25099AABA HP Laser	877.61	A	
40 5056	30		P4	COMPUTE	PRINTER	HP 2300DN LaserJet Pn	1,053.27	A	
41 5057	30		P5	COMPUTE	PRINTER	HP 2300DN LaserJet Pn	1,053.27	A	
42 5058	30		P6	COMPUTE	PRINTER	HP 2300DN LaserJet Pn	1,053.27	A	
2058 6726	30			COMPUTE	PRINTER	HP color laser jet 2050n	1,597.54	A	
2062 102648	30			STAGE AU	MISC STA	Yamaha Piano Ebony	6,309.00	D	
911 6232	30			TEACH AID	KJUNG	Olsen Kjn 824	6,691.96	D	
912 6233	30			TEACH AID	SLAB ROLL	30" Super Slab Roller Pn	1,712.97	A	

If your search produces only one record on the list, Escape Online automatically opens that record.

To open a record, double-click on it, press Enter or Ctrl+O.



Adding Fixed Assets

You can add assets from the search page by clicking on the New button. Or, if you are going to update, once you have a list of assets, highlight the record and press Enter to view it.

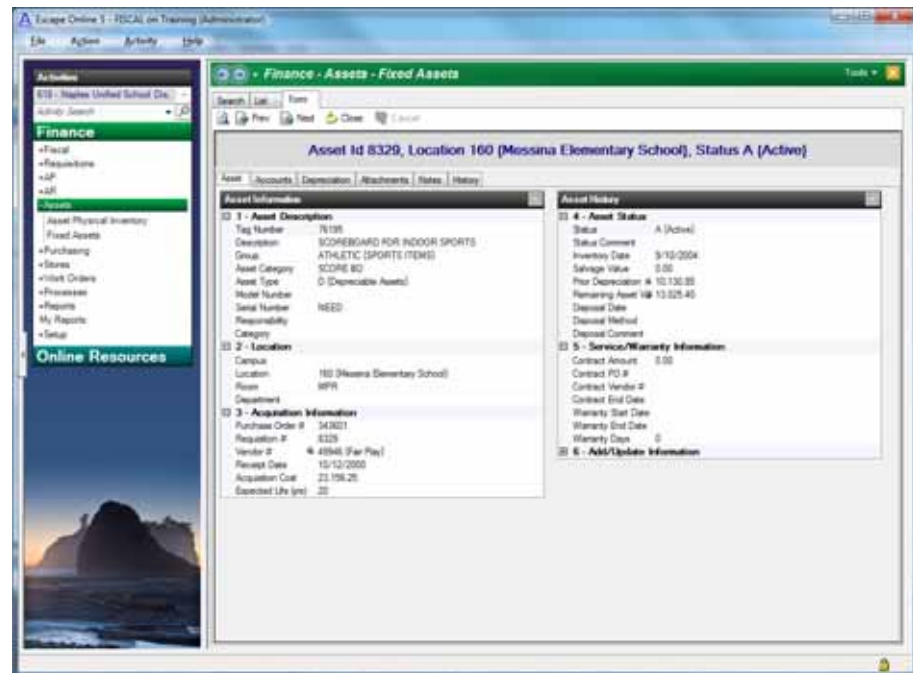
There are many fields in the fixed asset record, so there are actually several parts:

- ▶ Asset Information and Asset History – This is the basic information about the asset: tag number, group, asset category, status, depreciation information, contract and warranty information, etc.
- ▶ Accounts – This is the account information. It lists each account for the asset. This information can be exported to Excel.
- ▶ Depreciation – This is the depreciation information for depreciable assets.
- ▶ Attachments – This is any pertinent document that you want “attached” to the asset. You can attach Adobe Acrobat PDF files (e.g., quotes, service contracts, etc.) and images (e.g., pictures of the asset).
- ▶ Notes – This is additional information that you want kept with the record. All users can see this information. It can also be displayed in reports.
- ▶ History – This contains historical records of all information that has changed and by whom. It also includes inventory information. History records for assets are unique in Escape. It tracks changes to specific fields in the asset record, showing both the “old” and “new” values.

The next few sections will describe each of these areas.

Asset Main Tab

If the fixed asset was created through a requisition, the quantity, description, location, group, asset type, purchase order number, vendor, account number, account percentage, receive date, acquisition cost and responsibility will be filled in for you.



The following describes the fields associated with the Asset Information and Asset History areas of an asset.

Asset Description

- ▶ Asset Id – This is automatically assigned by Escape Online.
- ▶ Tag Number – Enter the tag number if barcode or other tags are affixed to assets. This must be unique.
- ▶ Description – Enter a Description of the asset. An example of a description: “TV, Mitsubishi, Model XYZ-26, 26.” If you created this fixed asset through a requisition, this will be filled in for you. (Required)
- ▶ Asset Group – Enter the group to which this asset belongs. If you are entering this manually and do not know the available group codes, use the lookup window. If you created this fixed asset through a requisition, this will be filled in for you. (Required)

- ▶ **Asset Category** – Enter the category to which this asset belongs. The category must be within the group entered previously. For example, you may have a group of Furniture, with categories such as Chair, Table, Desk, etc. If you created this fixed asset through a requisition, this will be filled in for you. (Required)
- ▶ **Asset Type** – Enter the asset type. This field controls asset depreciation. Some examples of asset types are depreciable, capital and inventory assets. If you created this fixed asset through a requisition, this will be filled in for you. (Required)
- ▶ **Model Number** – Enter the item's model name or number here, if applicable.
- ▶ **Serial Number** – Enter the item's serial number, if applicable. (Maximum 20 character alphanumeric field.)
- ▶ **Responsibility** – Enter the program or funding source responsible for this asset. This field is used to record alternative or special funding sources. Examples: GATE, ROP and LOTTERY. This will facilitate searching and reporting by responsibility. If you created this fixed asset through a requisition, this will be filled in for you.
- ▶ **Category** – Use a lookup or enter the name of the category (e.g., auditorium remodel), if applicable.

Location

- ▶ **Campus** – Enter a campus code here ONLY if you are a community college with multiple campuses.
- ▶ **Location** – Enter the location code where this asset is located. If you created this fixed asset through a requisition, this will be filled in for you from the requisition's "order" location. (Required)
- ▶ **Room** – Enter the room within the above location, where this asset is located. If you created this fixed asset through a requisition, this will be filled in for you.
- ▶ **Department** – Enter the department where this asset is located.

Acquisition Information

- ▶ **Purchase Order #** – Enter the Purchase Order number, if your purchase orders are done manually. If you created this fixed asset through a requisition, this will be filled in for you.
- ▶ **Requisition #** – Enter the requisition number if desired. If you created this fixed asset through a requisition, this will be filled in for you.
- ▶ **Vendor #** – Enter the vendor code from which this asset was purchased. If you created this fixed asset through a requisition, this will be filled in for you.

- ▶ **Receipt Date** – Enter the day the asset was received. If you created this fixed asset through a requisition, this will be filled in for you.
- ▶ **Acquisition Cost** – Enter the cost of the asset. If you created this fixed asset through a requisition, this will be filled in for you (unit cost, plus tax, if appropriate). This cost should include shipping. You may have to manually adjust to add this expense.

Asset Status

- ▶ **Status** – Enter the status for the asset. This will be set to Pending if the asset was created through a requisition.
- ▶ **Status Comment** – Enter a comment for changing statuses and searching purposes.
- ▶ **Inventory Date** – Enter the date this item was updated in inventory. This field can also be automatically updated through barcode operations. It will show the last inventory using either barcoding or manual methods. The description that is automatically displayed will indicate (when editing the record) that the date was from a barcode scan or the manual update operation. This field is always editable.
- ▶ **Expected Life** – Optional field for assets that are not depreciable. If the asset is depreciable, this field is required because it is part of the depreciation calculation. Enter the expected life of this asset (in years). If you created this fixed asset through a requisition and the Asset Category for this asset has a default defined, this will be filled in for you. Use of this field enables you to print a report showing assets due to be retired in any given fiscal year.
- ▶ **Salvage Value** – Optional field for assets that are not depreciable. If the asset is depreciable, this field is required because it is part of the depreciation calculation. The salvage value of an asset is the value it is expected to have when it is no longer useful. In other words, the salvage value is the amount for which the asset could be sold at the end of its expected life.
- ▶ **Prior Depreciation** – This field is calculated by Escape Online. It is the sum of all prior year depreciation.
- ▶ **Remaining Asset Value** – This field is calculated by Escape Online: subtract the accumulated depreciation from the acquisition cost, then round to two decimals.
- ▶ **Disposal Date** – Enter the disposal date. After this date, the item will no longer be tracked.
- ▶ **Disposal Method** – Enter the code that explains how the fixed asset was disposed. This field is not required.
- ▶ **Disposal Comment** – Enter any comments, if applicable. Whether or not you entered a disposal method for the fixed asset, you can enter a description as to the reason of the disposal. For example, you might enter “Sold at auction,”

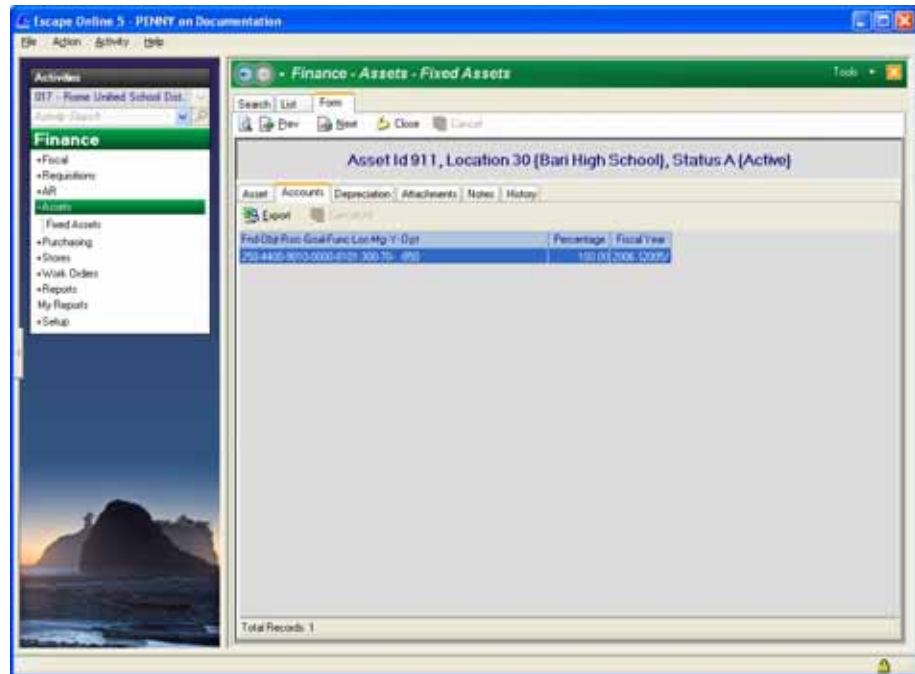
“Destroyed,” or “Hauled to the county landfill.” Another example would be to enter “THEFT” for theft in the Disposal Code field, then type “Stolen on April 29, 2005. Police Report #12345” in this field.

Service/Warranty Information

- ▶ Contract Amount – Enter a dollar Amount for service contracts or extended warranty.
- ▶ Contract PO# – Enter the purchase order number for your service contract.
- ▶ Contract Vendor # – Enter the name of the vendor with whom you have a service contract (may be the same vendor from whom you purchased the asset).
- ▶ Contract End Date – Enter the date the service contract expires.
- ▶ Warranty Start Date – Enter the date the warranty Begins.
- ▶ Warranty End Date – The date the warranty expires. Escape Online automatically calculates the date the expiration of the warrant, based on the starting warranty date and warranty days you enter.
- ▶ Warranty Days – Enter the number of Days this item covered by manufacturer's warranty. This will automatically calculate the warranty end date.

Accounts Tab

After filling in the main tab, you will need to enter the account information for this asset.



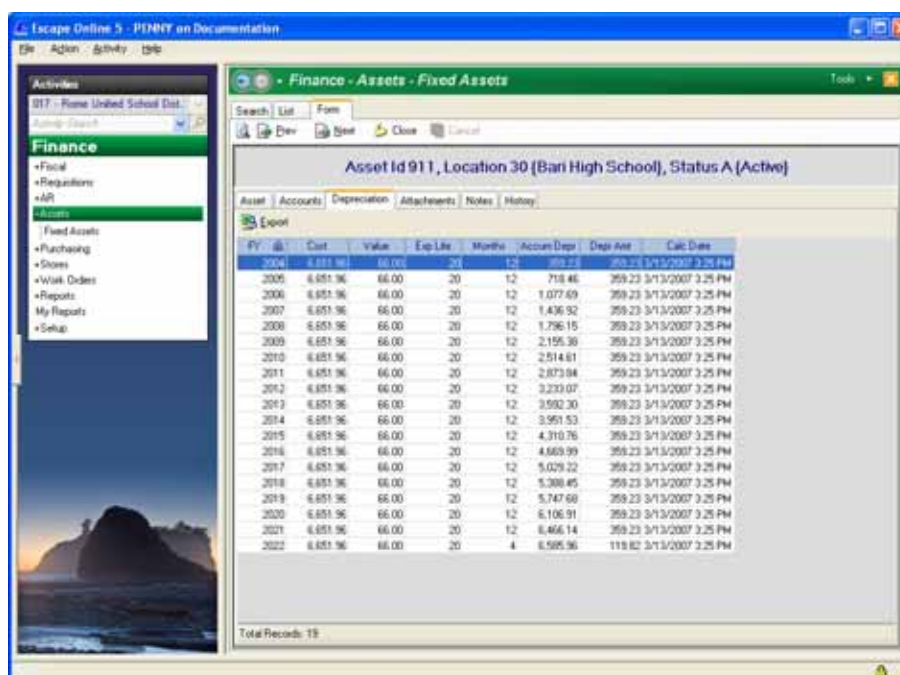
The following describes the fields associated with the accounts of an asset.

- ▶ Account Number – Enter the account number to charge for this payment.
- ▶ Account Percentage – Enter the percentage for this account for this asset. This defaults to 100%. If you had an asset that was paid for by more than one account, you would enter each account and assign those accounts a percentage of the acquisition cost. The total for all accounts must equal 100%.

If a fixed asset was created through a requisition, the accounts from the line item containing the fixed asset will be imported. If the line item does not have a dedicated account, Escape uses the accounts assigned to the purchase order.

Depreciation Tab

The following describes the fields associated with the depreciation of an asset. These fields are automatically recalculated every time you update the salvage value, expected life, or acquisition cost (i.e., the fields associated with depreciation). The current and future years are automatically depreciated when you save the record. Previous year depreciations are not changed.



FY	Cost	Value	Exp Life	Months	Accum Depr	Depr Amt	Calc Date
2006	6,851.96	66.00	20	12	389.23	389.23	3/13/2007 3:25 PM
2006	6,851.96	66.00	20	12	718.46	359.23	3/13/2007 3:25 PM
2006	6,851.96	66.00	20	12	1,077.69	359.23	3/13/2007 3:25 PM
2007	6,851.96	66.00	20	12	1,436.92	359.23	3/13/2007 3:25 PM
2008	6,851.96	66.00	20	12	1,796.15	359.23	3/13/2007 3:25 PM
2009	6,851.96	66.00	20	12	2,155.38	359.23	3/13/2007 3:25 PM
2010	6,851.96	66.00	20	12	2,514.61	359.23	3/13/2007 3:25 PM
2011	6,851.96	66.00	20	12	2,873.84	359.23	3/13/2007 3:25 PM
2012	6,851.96	66.00	20	12	3,233.07	359.23	3/13/2007 3:25 PM
2013	6,851.96	66.00	20	12	3,592.30	359.23	3/13/2007 3:25 PM
2014	6,851.96	66.00	20	12	3,951.53	359.23	3/13/2007 3:25 PM
2015	6,851.96	66.00	20	12	4,310.76	359.23	3/13/2007 3:25 PM
2016	6,851.96	66.00	20	12	4,669.99	359.23	3/13/2007 3:25 PM
2017	6,851.96	66.00	20	12	5,029.22	359.23	3/13/2007 3:25 PM
2018	6,851.96	66.00	20	12	5,388.45	359.23	3/13/2007 3:25 PM
2019	6,851.96	66.00	20	12	5,747.68	359.23	3/13/2007 3:25 PM
2020	6,851.96	66.00	20	12	6,106.91	359.23	3/13/2007 3:25 PM
2021	6,851.96	66.00	20	12	6,466.14	359.23	3/13/2007 3:25 PM
2022	6,851.96	66.00	20	4	6,595.96	119.82	3/13/2007 3:25 PM

The following describes the fields associated with the depreciation of an asset.

- ▶ Fiscal Year – The last fiscal year for which depreciation has been run.
- ▶ Cost – This is the cost of the asset, including tax and shipping. (Note that Escape Online does not automatically include shipping. You must manually add the shipping costs.)
- ▶ Value – This is the salvage value.
- ▶ Expected Life – This is the number of years the asset is expected to be in use.
- ▶ Months – This is the number of months depreciated for that year.
- ▶ Accumulated Depreciation – This is the amount that has been depreciated for this asset prior to the fiscal year stated. See the Accumulated Depreciation chapter of this manual for more information.
- ▶ Depreciation Amount – This is the amount that was depreciated for that year.
- ▶ Calc Date – The last time the depreciation was calculated.



Tip

If you update the salvage value, expected life or acquisition cost (i.e., the fields associated with depreciation), the current and future year are automatically depreciated when you save the record. Previous years are not modified.

Attachments Tab

The Attachments tab allows you to “link” documents to the requisition. You can add Adobe Acrobat PDF files or image files.

- 1 Go to the Attachments tab
- 2 Click New
- 3 Browse to the file on your hard drive or network, using the browse button in the File Attached field.
- 4 Save the record.

The file will be copied to the application server, becoming available for viewing by all Escape Online users with access to the record.

Once attached, files cannot be changed. If a change occurs, you would need to update the file and then re-attach.

Notes Tab

The Notes tab allows you to add notes to almost any document in Escape Online. Basically, it is one huge field of unlimited length, which you can use for any information.

All users will be able to read the note when viewing the record. However, only you will be able to edit it. This is true, regardless of the status of the document (i.e., Even if the requisition is complete, you may still add or edit your own notes.).

History Tab

Escape tracks changes to specific fields in an asset record. It also contains inventory history records. See the Updating Fixed Assets and Inventorying Fixed Assets documentation.



Updating Fixed Assets

The ongoing process of managing fixed asset records includes changing site, room, service contract and other information about the item. Historical information relating to service and repair and taking physical inventory is recorded as well.

Even in the beginning of a fixed assets life, the record must be edited. After the asset is received, you will need to specify the tag number, serial number and other pertinent information.

All updating of asset records begins by producing a list that includes the item.

If the asset is created automatically by the Escape Online PO receiving process, it is easy to find the record for additional input because Escape Online automatically sets the status to Pending.

- 1 Search for fixed assets with a status of Pending.
- 2 Open a record.
- 3 Add the additional information necessary.
- 4 Change the Status to Active.
- 5 Press F8 to save and close the current record and open the next record on the list.
- 6 Repeat until all records have been updated.



Tip

When a user changes a field in a fixed asset record, Escape Online records the old/new values and places a record in the History tab of the Fixed Asset form.



CHAPTER 10

Creating Budget Transfers

Escape Online gives users the capability to transfer money from one account to another. This is accomplished using the Budget Transfer activity under the Fiscal group activity.

This activity submits a request for a budget revision, routing it to the appropriate individuals for approval.

This chapter discusses options for the movement of money through budget transfers.



Searching for Budget Transfers

Escape Online gives you several ways to search for a budget transfer. You can search by status, site, date or even for only those transfers you have initiated.

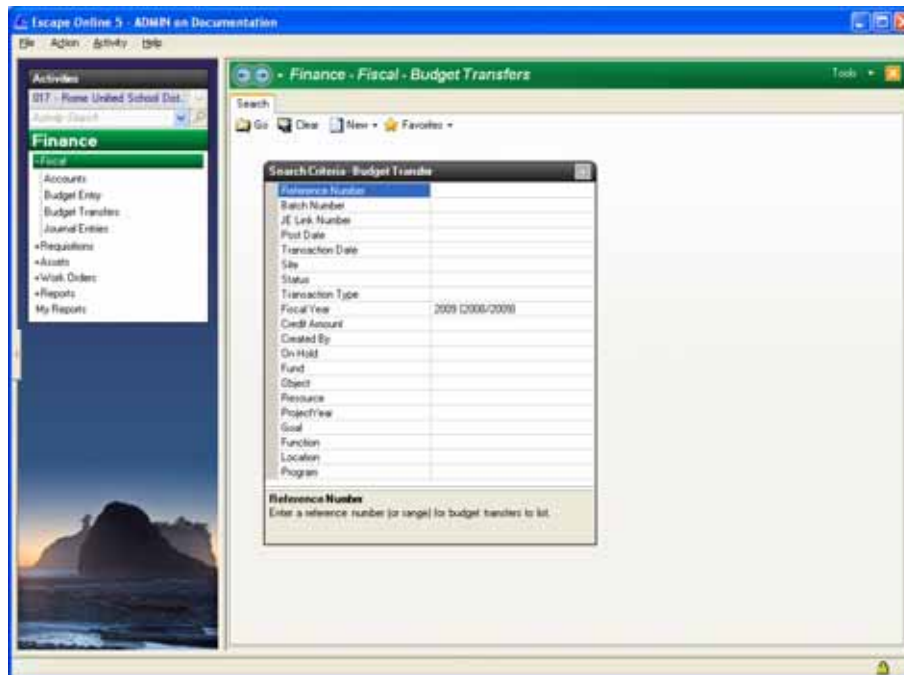


Figure 10-1 Searching for Budget Transfers

To Search for a Budget Transfer

- 1 Click on the Fiscal group activity.
- 2 Click on the Budget Transfers activity. This will open the Budget Transfers Search in the workspace.
- 3 Enter in the search criteria.
 - Reference Number – Enter the budget transfer reference number or a range. To enter a partial, use dot-dot (e.g., BR09..).
 - Batch Number – Enter a batch number to get a list of journal entries associated with that batch. Note that Escape Online uses “contains” logic for this search criteria. That means that your entry (e.g., GATE) can occur anywhere in the batch Id (e.g., BR09-GATE).

Note to Escape Classic Users. When your system was converted, the

The Post Date is the date the budget transfer was posted.

The Transaction Date is the date in which the account detail lines in the transfer affected the account record.

These dates may be different.

requisition number associated with a budget transfer was written to the Batch Number field. Use this field to search for Escape Classic budget transfers.

- JE Link Number – Enter a journal entry link number (or partial) to get a list of budget transfers associated with that link number.
- Post Date – Enter a date or date range. This field includes time, so you cannot use a lookup. If you want to specify a time, then you must include the year: 03/01/09 10:10 would give you all budget transfers posted at 10:10am on March 1, 2009.

The time defaults to midnight. If you enter a range (03/01..03/31), you will receive a list of all budget transfers posted during the month of March.

- Transaction Date – Enter a date or date range. (You can use the drop down calendar to find the date.) If you enter a single date, you will receive a list of journal entries transacted on that date.

If you enter a range (03/01/09 to 03/31/09), you will receive a list of all county journal entries transacted during the month of March.

- Location – Use the lookup window to enter the location code. This will give you a list of all budget transfers associated that location.
- Status – Use the lookup window to enter the status to get a list of budget transfers with that status.
- Transaction Type – Use the lookup to limit your list to budget revisions or budget transfers. Defaults to both.
- Fiscal Year – Use the lookup window to enter a fiscal year. This automatically defaults to the current fiscal year.
- Credit Amount Minimum/Maximum – Enter an amount or a range. If you enter an amount, you will receive a list of budget transfers with that exact total. If you enter a range, you will receive a list of all budget transfers with totals that are greater-than/ less-than or equal-to.
- Created by – Use the lookup to select the user.
- On hold – Enter yes to get a list of all budget transfers on hold.
- Account Components – Enter any components to find budget transfers that contain an account with that component. For each component on a search page, you can enter a specific component, a range (4501-4505), a mask (45), wildcards (4**1) or non-contiguous numbers (45,58).

4 Click GO to generate the list.

The budget transfers will be listed as shown below. The list includes the journal entry number, transaction date, total, status, posted by, fiscal year and the journal entry comment. As with any list, you can scroll using the arrow keys, then press Enter to view a record.

Reference	Transaction	Total Amt	Status	Source	Posted By	FY	Batch #	Comment
BR07-00068	4/11/2007	95.00	Posted	Manual	CELESTEN	2007		To: Insurance School Line
BR07-00070	4/11/2007	417.00	Posted	Manual	CELESTEN	2007		Fed Comm Comm
BR07-00096	4/26/2007	1,200.00	Posted	Manual	CELESTEN	2007		Washington Mutual Int'l
BR07-00098	4/27/2007	6,262.00	Posted	Manual	CELESTEN	2007		DHS ASB to Cover Plan
BR07-00100	4/27/2007	369.00	Posted	Manual	CELESTEN	2007		To Cover Conf & Suppl
BR07-00102	4/27/2007	1,250.00	Posted	Manual	CELESTEN	2007		To Cover Planning Exp
BR07-00113	5/3/2007	5,525.00	Posted	Manual	CELESTEN	2007		To Cover Graduation S
BR07-00131	5/3/2007	50.00	Posted	Manual	CELESTEN	2007		Summer Institute Confe
BR07-00132	5/3/2007	98.00	Posted	Manual	CELESTEN	2007		Guilla
BR07-00133	5/3/2007	79.00	Posted	Manual	CELESTEN	2007		Fepi
BR07-00134	5/3/2007	237.00	Posted	Manual	CELESTEN	2007		Fepi
BR07-00142	5/9/2007	20.00	Posted	Manual	CELESTEN	2007		Cal Card Reimburseme
BR07-00143	5/9/2007	742.00	Posted	Manual	CELESTEN	2007		DHS, Air Diep
BR07-00147	5/9/2007	1,150.00	Posted	Manual	CELESTEN	2007		Coaches Transfer
BR07-00152	5/9/2007	726.00	Posted	Manual	CELESTEN	2007		Cover Year End PO's
BR07-00162	5/10/2007	21,903.00	Posted	Manual	CELESTEN	2007		DHS Arts & Music Gran
BR07-00170	5/10/2007	10,168.00	Posted	Manual	CELESTEN	2007		ROIP Discretionary Bud
BT07-00002	3/9/2007	450.00	Posted	Manual	CELESTEN	2007		To Cover Timekeeper

Total Records: 19

Figure 10-2 Listing Budget Transfers



Creating Budget Transfers

Budget transfers move money from one budgeted account to another (e.g., moving budget dollars from a 6400 account to a 4300 account). Only whole dollars may be moved.

Most districts require routing for approval before the transfer can be posted, especially if the transfer is between major objects, funds or certain object codes. Escape Online does not support transfers between resources.

Depending on the accounts you specify, the “transfer” may get a different sequence.

- ▶ If the “transfer” is within major object accounts, it is a budget transfer, and gets a BT sequence.
- ▶ If it crosses major object accounts, then it is a budget revision, and has a BR sequence. (Notice the addition of the 9790 line in the screen capture below.)

Line	Account	Amount	Comment
1	14-210-6790-9010-0	3,000	Direct cost for special services
2	14-210-6790-9010-0	14,000	Direct cost for special services
3	14-210-6790-9010-0	2,000	Direct cost for special services
4	14-210-6790-9010-0	18,000	Direct cost for special services
5	14-210-6790-9010-0	174,000	Direct cost for special services
6	14-210-6790-9010-0	4,000	Direct cost for special services

Figure 10-3 Filling out the Budget Transfer Form

Filling out the Budget Transfer Form

- 1 Enter your location in the Location field. If you have been assigned to more than one location, you can use a lookup window to search for other codes. If you are an Admin user, this is a required field.

Budget Transfers will always be for the current fiscal year unless the previous fiscal year is still open.

If the previous fiscal year is still open, then the user will be prompted to select the fiscal year of the budget transfer/revision.

- 2 Enter a summary description of why the request is being made in the Comment field. For example, you might enter "To cover expenditure for equipment." This is a required field.
- 3 Enter a batch Id. This makes transfer easier to manage.

Adding Budget Transfer Items

After completing the Main information, you can add budget line items. Click New to add the item.



Tip

As you enter transfer items, watch the Amount Out Of Balance field in the Information section to keep track of the balance of the transfer.

- 1 Enter the Account Number that you want to move money from/to. You can use a lookup window to search for accounts within your mask. This is a required field.
- 2 Enter a negative or positive dollar amount in the Change field.
- 3 Enter a comment. (Defaults to the comment entered in the transfer summary.)
- 4 Enter the next line, if appropriate. The best way to create a new line item is to press Enter at the end of the line. This will save the current line item and open a new line item. (You can also use the New button.)
- 5 Save and close the record. A 9790 account will automatically be added to the transfer, if appropriate.



Tip

To cancel your changes, use the Cancel All button.

You can only delete a budget transfer that is in the open status.



Submitting a Budget Transfer



Tip

If the difference in the sum of the credits/debits results in an amount that exceeds the threshold defined in the Organization, the budget transfer might be converted to a budget revision.

Once users have completed their data entry for the transfer they are ready to submit and/or post.

Before a budget transfer can be submitted, it must be balanced according to the following rules for object ranges:

- ▶ 5700-5749 – balanced by fund
- ▶ 5750-5799 – balanced by organization
- ▶ 7300-7349 – balanced by fund
- ▶ 7350-7399 – balanced by organization
- ▶ Any object range – balanced by fund, resource and project year

Submitting the Budget Transfer

- 1 From the budget transfer form, select Submit from the Task menu. (The budget transfer's debits must equal credits for you to be able to submit.)
- 2 Click Yes to verify that you want to submit (and post if approvals are not required).

The budget transfer will be given a journal entry number and submitted. If you do not have approvals set up, it will automatically be posted. You will be returned to the list when the submission is complete.



Tip

You cannot post a budget transfer unless the original budget has been adopted.

You cannot delete or modify a posted transfer.

Only Fiscal users and above can submit budget transfers with insufficient funds. Access to this task can also be granted through user-based permissions.

Escape Online does include an Approval Override task that is a user-based permission. If the user is given explicit permission to this task, they can bypass the component and organization approvals. It DOES NOT bypass the county level approvals.

Copying a Budget Transfer

You can copy budget transfers from the list.

- 1 On the list, highlight the transfer you want to copy.
- 2 Click Copy.

Escape Online will open a new budget transfer form with the items filled in from the “copied” budget transfer. Escape Online will also default the current fiscal year.

Returning to Open

As long as a transfer has not been posted, you can return it to open to make changes.

- 1 Open the budget transfer.
- 2 Select Return to Open from the Task menu.
- 3 Click Yes to verify that you want to return the transfer to the Open status.
- 4 Make your changes.
- 5 Select Submit from the Task menu.

Reversing a Budget Transfer

You can reverse a posted budget transfer.

- 1 On the list, highlight the budget you want to reverse.
- 2 Select Reverse from the Task menu.
- 3 Click Yes to verify that you want to reverse the budget transfer.

Escape Online will create a copy of the transfer, reversing the change fields in the line items. It will also create a history record for both transfers, recording the reversal.

- 4 Enter a comment for the budget transfer.
- 5 Select Submit from the Task menu.



Tracking Approvals

Some organizations require budget transfers to go through an approval process. If this is the case, your submitted budget transfer will not be posted until all approvals have been granted.

Budget transfers have three levels of approvals: component, organization and county. If your organization does not include county-level approvals, your budget transfer's status will change to Posted once the component and organization approvals have been obtained.

If your organization includes county-level approvals, there is an additional status of Audit (while the county reviews) before the budget transfer's status will be changed to Posted.

Level	Sublevel	Status	Approver	Approved By	Date Approved	Comment
1 (Account)	0		GLACMIN4	GLACMIN4	11/22/2008 8:53:3	
1 (Account)	0		GLACMIN3	GLACMIN3	11/22/2008 8:57:2	
1 (Account)	0		GLACMIN1	GLACMIN1	11/22/2008 8:53:3	
1 (Account)	3		GLACMIN5			
1 (Account)	3		GLACMIN2			
2 (Organization)	0		Organization			

Figure 10-4 The Budget Transfer Approvals Tab

While in the approval process, the required approvals can be viewed on the Approvals tab. This lists all approvals required for the budget transfer.

- ▶ Level – Approval level: Account, Organization, County.
- ▶ Sub-level – Sequence for the approval level. Zero must be approved first, then 1, then 2, and so on. This is used when you have multiple users approving one level.
- ▶ Status – Approval status: Approved, Denied, Overridden, etc.

- ▶ Approver – User Id assigned to the approval.
- ▶ Approved by – User Id of the actual person who approved the budget transfer.
- ▶ Date approved – Date the budget transfer was approved.
- ▶ Comment – Any comment from the approver.

Approvals can also be tracked through the History tab. This ensures that all approvals can be tracked, even if a budget transfer is returned to open and new approvals are required (overwritten on the Approvals tab).

Denied Budget Transfer

If any approver denies a budget transfer, the approval process stops immediately. The user must return the budget transfer to open (a status change), make the required changes, and then resubmit the budget transfer.



CHAPTER 11

Entering Budget Items

Escape Online provides the Budget Entry activity for entering or modifying budget items.

This chapter describes this activity. It details how to list accounts, create line items and review benefits.



Listing Accounts

You can list any range of accounts for which you are authorized. You will be presented with a search dialog for specifying which budget records you would like to review or edit.

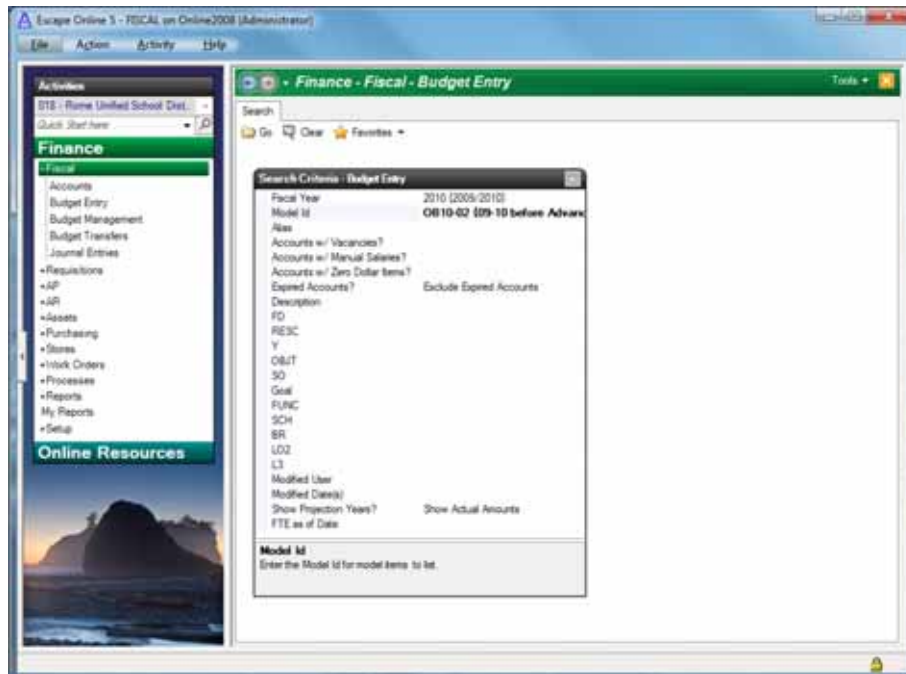


Figure 11-1 Searching for Budget Records

Search for a Budget Account

Escape Online gives you several ways to search.

- 1 Click on the Fiscal group activity.
- 2 Click on the Budget Entry activity. This will open the Budget Entry activity in the workspace.
- 3 Enter in the search criteria.
 - Fiscal Year – Use a lookup or enter a fiscal year.
 - Model Id – Use a lookup or enter the model Id you want to review or edit. This is a required field.
 - Alias – Enter the account alias to open the record for a single account.

- Accounts with vacancies – Use a lookup or enter Yes to limit the list to only budget accounts that contain at least one vacancy budget line item, even if the budget account contains line items for employees. This means that if a budget account does not contain any vacancies it will not be included on your list.
- Accounts with manual salaries – Use a lookup or enter Yes to limit the list to only accounts that contain manual salary items. If you enter Yes, your list will contain budget accounts that contain at least one manually entered budget line item. This means that if a budget account does not contain any manual salary items it will not be included on your list.
- Accounts with zero dollar items – Use the lookup select between:
 - Only accounts with items that have zero dollars. Your list will contain only those budget accounts that contain at least one line item with a zero amount entered either manually or through a budget management change.
 - Only accounts with model item amounts. Your list will contain only those budget accounts that contain at least one line item with an amount, any amount including zero.
 - Only accounts with NO model item amounts. Your list will contain only those budget accounts that do not have ANY line items.
- Expired accounts – Use the lookup to change this to Include Expired Accounts or Only Expired Accounts. The default is to exclude all expired accounts from your list.
- Description – Enter partial or complete description of a budget line item. For example, you could enter “forklift” to generate a list of all accounts with line items that contain the word “forklift.” You could also enter an employee’s name to review the line items and benefits for that employee.
- Components – Each component can be entered separately, in any order or combination. See the Searching for Accounts section of the Escape Basics chapter for more information about entering components.
- Modify user – Use a lookup to select a user. This will create a list of all budget accounts with ANY budget line items created or edited by that user. So if you have an account with line items created or edited by George and Jennifer, you will get those accounts on your list if you enter George as the “modify user.”
- Modify date – Enter a date to get a list of all budget items modified on that date. You can also enter a range using two periods, such as 11/26/07..11/30/07.
- Show projection years – Switch the flag to Show Projection Years to display the projection years.

- FTE as of date – Enter an as-of date for the totalling of FTE in salary accounts. (Defaults to 10/1.) Note, an entry in this field does not affect your search results, only the FTE total on the list of budget entry items.

4 Click GO to generate the list.

The budget records will be listed, as shown below.

Account Number	Alias	Model Amount	Account Balance	Actual Encumbrance	Actual Expenditure	Adopted
01 0000 0 4300 00 0000 7700 040 41 000 00	0110004	2 000	5 404	0	2 564	1
01 0000 0 4300 00 0000 8200 010 12 000 00	012872		(3 271)	0	3 271	
01 0000 0 4300 00 0000 8200 103 73 000 00	002557		0	0	0	
01 0000 0 4300 00 0000 8200 104 74 000 00	002558	11 500	(400)	0	11 082	15.6
01 0000 0 4300 00 1130 1000 104 03 000 00	002573		0	0	0	
01 0000 0 4300 00 1130 1000 112 10 000 00	012873		0	0	0	
01 0000 0 4300 00 1130 3160 020 21 000 00	002518		(200)	0	200	
01 0000 0 4300 00 1488 1000 105 75 000 00	012878		37	0	(37)	
01 0000 0 4300 00 1488 1000 112 82 000 00	018826		348	0	(348)	
01 0000 0 4300 00 1571 1000 106 76 000 00	020135		140	0	0	
01 0000 0 4300 00 1902 1000 103 73 000 00	017414		188	0	701	
01 0000 0 4300 00 1907 1000 109 79 000 00	017921		45	0	965	
01 0000 0 4300 00 5730 1110 020 23 000 00	012881		0	0	0	
01 0000 0 4300 00 9220 8200 010 12 000 00	002634	4 000	316	0	3 684	4.1
01 0000 0 4300 00 9226 3700 010 12 000 00	012882		0	0	0	
01 0000 0 4300 00 9231 8200 106 76 000 00	019064		(5)	0	435	
01 0000 0 4301 00 0000 7300 010 10 000 00	002637		0	0	0	
01 0000 0 4301 00 0000 8200 010 12 000 00	012885		0	0	0	
01 0000 0 4301 00 0000 8200 102 72 000 00	002639	7 020	(11)	0	10 589	6.1
01 0000 0 4301 00 0000 8200 103 73 000 00	002641	13 671	232	0	13 736	13.1
01 0000 0 4301 00 0000 8200 105 75 000 00	002645	20 889	(947)	0	26 770	18.1
01 0000 0 4301 00 0000 8200 106 76 000 00	002647	10 764	(42)	0	14 741	13.1
01 0000 0 4301 00 0000 8200 107 77 000 00	002648	12 085	526	0	13 987	14.1
01 0000 0 4301 00 0000 8200 108 78 000 00	002651	21 000	268	0	23 732	21.1
01 0000 0 4301 00 0000 8200 109 79 000 00	002653	15 000	(1 884)	0	17 728	16.1
01 0000 0 4301 00 0000 8200 110 80 000 00	002655	8 824	302	0	12 329	11.1
01 0000 0 4300 00 0000 8200 112 82 000 00	012886		0	0	0	
TOTAL		1 431 199.00	1 100 964.00	0.00	1 680 051.00	2 189.00

Figure 11-2 Listing Budget Records



The list automatically excludes any accounts that expire before **TODAY**. If you have chosen to include expired accounts in your search criteria, an Expires column will be displayed with the date the account was expired. In addition, at the bottom of the workspace a total number of expired accounts (for this list) is displayed.

Notice how negative balances are displayed in red!

Notice how budget accounts with no line items have a blank model amount! The amount will display zero if there are budget items that equal zero.

To sort by individual components, scroll to the right to see the component columns.

The list includes the account number, alias, model amount, and balances for the current fiscal year (actual, encumbrance, expenditure, adopted, revised). The list also includes the account description and all components in their own columns. As with any list, you can scroll using the arrow keys, then press Enter to open a record.



Creating Budget Line Items

Budget line items control the dollar amount for budget accounts:

- ▶ For salary accounts, you can enter information for vacancies or new positions. You can also enter custom information for individual employees.
- ▶ For non-salary accounts, you can use the budget items as a “spreadsheet reference.” For example, if you were budgeting for computers, you could enter a line item for each computer, specifying the price, model and make.

Since salary and non-salary accounts have such different requirements, Escape Online has different “forms” for each type. If you open a non-salary account, you will see a simple form with only a few fields for data entry. If you open a salary account, you will get a form with all of the fields necessary to define the employee, position, subject gross and other salary information.

While there are basically two account types (salary and other), Escape Online differentiates salary accounts even further:

M for manual salary budget item (adjustment)

S for salary budget item from HR

B for manual budget item for benefit account

O for non- salary or benefit budget item

The following instructions have been split up into the two types of accounts.

Non-salary Accounts

If you want to create a line item for every expected purchase for an account (i.e., create a budget item for each computer to be purchased), Escape Online allows this. There is no limit to the number of budget line items you can create.

Row	Description	Price	FTE	2009/10 Amt	Benefits	Total Cost	2009/10 Amt	2010/11 Amt
2	Desktop Office	0.00000	2,000	0	2,000	0		
3	Prudential	0.00000	1,000	0	1,000	0		
4	Misc	0.00000	1,500	0	1,500	0		
				0.00000	0.00000	0.00	0.00000	0.00

Figure 11-3 Creating Budget Line Items for Non-salary Accounts

- 1 Enter the dollar amount for the line item. Since you can only budget whole dollars, Escape Online automatically rounds your entry. This is a required field.
- 2 Enter a description of the line item. (optional)
- 3 Enter a comment about the line item. This unlimited field can be displayed on reports for documentation purposes. (optional)

Salary Accounts

The salary budget accounts contain information about positions and their associated benefits. There is no limit to the number of employees (or vacancies) that you can have for a single budget account.

Notice that the list of items calculates the FTE (based on the as-of date you entered on the search form), the salary amount, benefits amount and the “total cost of the position.”

Row	Description	Pos #	FTE	FTE	Amount	Benefits	Total Cost	Type
2	Emerson, Veronica (Emerson, Veronica)	60	0.75000	0.75000	24,940	11,420	36,360	S
4	Tim Bailey	79	0.50000	0.50000	16,226	3,862	20,088	M
5	School Activity Asst	0	2.50000	2.50000	64,874	15,434	80,308	M
			3.75000		105,440.00	30,723.00	136,163.00	

Total Records: 3

Figure 11-4 Understanding the Budget Line Items List for Salary Accounts

You can open and edit each line item for more specifics.

Figure 11-5 Creating Budget Line Items for Salary Accounts

- 1 Enter the salary for this employee or vacancy. Since you can only budget whole dollars, Escape Online automatically rounds your entry. This is a required field.
- 2 Enter the description for this line item. If this is for an existing employee, you can leave this field blank; it will automatically be filled in when you specify the Employee Id. If this is for a vacancy, enter a description. (optional)
- 3 Enter a comment about the line item. This unlimited field can be displayed on reports for documentation purposes. (optional)
- 4 Use a lookup window to specify the employee Id if this is not a vacancy. You must specify at least two characters of the employee Id to get a lookup. (optional)
- 5 Enter the position number if this is for a vacancy. (optional)
- 6 Enter the assignment number if this is for a vacancy. (optional)
- 7 Enter the segment number if this is for a vacancy, and the vacancy is expected to be filled as a late start. (optional)
- 8 Enter the job category for this position. (optional)
- 9 Enter the job class for this position. The job class record contains assumptions for vacancies. (optional)

- 10** Enter the FTE that applies. This is an informational field and is not used in the salary calculation. (optional)
- 11** Use the lookup to change the Retirement Plan Option to “buyout” if your organization pays a portion of the employee’s retirement contribution. Note that contribution PERSEE or STRSEE will need to be a part of the budget model if this is the case. (optional)
- 12** Enter the bargaining unit for the position.
- 13** If you want Escape Online to automatically calculate the benefits for you, enter all of the appropriate subject grosses. See the Reviewing Benefits section for more information about how contributions are calculated and applied to accounts by Escape Online. (optional)
- 14** Add any miscellaneous contributions that are appropriate to your district. (Miscellaneous contributions are defined in the budget model.) (optional)
- 15** Save the budget item.

When you save Escape Online automatically calculates the employer contributions for each employee based on their subject grosses and miscellaneous contributions, whether you added an employee or just edited one.



Tip

If you change the salary budget amount to zero, the associated benefit accounts will automatically be set to zero.



Reviewing Benefits

The Benefits tab of the budget account shows the benefit amounts and accounts for the budget items. They are not records and therefore cannot be opened. The list displays the amount, benefit type, employee Id, description from the line item, the benefit account number and object code from the contribution definition in the budget model.



If you have budgeted for more than one employee and/or for more than one position, you will see multiple lines items for each benefit type. For example, the list below shows multiple lines for each employee, because this budget account includes three employees.

Escape Online 5 - FISCAL on Documentation

File Action Activity Help

Activities

SRI - Finance

Finance

Fiscal

Accounts

Budget Entry

Budget Management

Budget Transfers

Journal Entries

Budget/01 Approvals

+Requisitions

+AP

+AR

+Assets

+Purchasing

+Stores

+Walk Orders

+Procurements

+Reports

+My Reports

+Setup

• Finance - Fiscal - Budget Entry

Tools +

Search List Form

Prev Next Close Cancel

Account: 010-2200-6010-0-1110-4000-000-000-0000-0 Model OB09-02 (Original Budget)

Status: O [Open for editing]

Items Benefits History Projections

Export

Row #	Emp Id	Description	Type	Account Number	Object	Amount
3	156 Emerson, Veronica (Emerson, V)	HECIC	010 3302 4010 0 1110 4000 000 0000 0	3302	353	
3	156 Emerson, Veronica (Emerson, V)	GASD4	010 3302 4010 0 1110 4000 000 0000 0	3302	1,510	
3	156 Emerson, Veronica (Emerson, V)	PERS	010 3202 4010 0 1110 4000 000 0000 0	3202	2,268	
3	156 Emerson, Veronica (Emerson, V)	PERSR	010 3802 4010 0 1110 4000 000 0000 0	3802	904	
3	156 Emerson, Veronica (Emerson, V)	SUR	010 3502 4010 0 1110 4000 000 0000 0	3502	74	
3	156 Emerson, Veronica (Emerson, V)	WDRK	010 3602 4010 0 1110 4000 000 0000 0	3602	606	
4	182 Test Entry	HECIC	010 3302 4010 0 1110 4000 000 0000 0	3302	236	
4	182 Test Entry	GASD4	010 3302 4010 0 1110 4000 000 0000 0	3302	1,007	
4	182 Test Entry	PERS	010 3202 4010 0 1110 4000 000 0000 0	3202	1,510	
4	182 Test Entry	PERSR	010 3802 4010 0 1110 4000 000 0000 0	3802	603	
4	182 Test Entry	SUR	010 3502 4010 0 1110 4000 000 0000 0	3502	49	
4	182 Test Entry	WDRK	010 3602 4010 0 1110 4000 000 0000 0	3602	457	
5	0 School Activity Azeit	HECIC	010 3302 4010 0 1110 4000 000 0000 0	3302	941	
5	0 School Activity Azeit	GASD4	010 3302 4010 0 1110 4000 000 0000 0	3302	4,023	
5	0 School Activity Azeit	PERS	010 3202 4010 0 1110 4000 000 0000 0	3202	6,038	
5	0 School Activity Azeit	PERSR	010 3802 4010 0 1110 4000 000 0000 0	3802	2,410	
5	0 School Activity Azeit	SUR	010 3502 4010 0 1110 4000 000 0000 0	3502	195	
5	0 School Activity Azeit	WDRK	010 3602 4010 0 1110 4000 000 0000 0	3602	1,827	

Total Records: 19

30,723.00

Figure 11-6 Reviewing Benefits

The benefit amounts are calculated from the subject grosses specified in the line items on the main tab. Subject grosses are used to determine benefit amounts. Escape Online applies the calculation specified in the contributions tab of the budget model to the subject gross specified in the budget account and copies that amount to the appropriate benefit account.

For “filled” positions, the calculation method and percentage/amount are specified in the contribution record in the budget model. Once a subject gross is saved into a budget account, the calculation is applied and a budget account is created (according to the object code).

For “vacant” positions, the job class record points to a contribution which states the dollar amount.

For example, if you specified a “percentage” calculation of 8.250 for STRS in the budget model, the following would occur. The subject gross entered for STRS (e.g., \$30,000) would be multiplied by 0.0825 and that amount (i.e., \$2475) would be applied to the benefit account.

The benefit account is determined by using the account number of the budget account you are currently editing and replacing the object code with the one specified for certificate/classified contributions in the budget model.



Benefit amounts can be viewed from the budget account that contains the employee/vacancy and from the corresponding benefit account. However, they are not displayed as budget item records. The amounts are shown on the Benefits tab of the salary/benefit budget account.



Reviewing Projections



Tip

This tab is only displayed if the budget model is a three or five year projection.

The Projections tab displays the projection amounts for the budget items. The list displays the row number (for reference to the Items tab), the projection year, description, position number, amount, benefits and total. There is one line per employee, per projection year.

The screenshot shows the 'Finance - Fiscal - Budget Entry' window. The 'Projections' tab is active, displaying a list of budget items. A 'Lookup' window is open for the 'Overridden Columns' field, showing a list of codes and descriptions. The list includes:

Code	Description
0	None
1	FTE
2	Cell
3	FTE/Cell
4	Amount
5	FTE/Amount
6	Cell/Amount
7	FTE/Cell/Amount

Figure 11-7 Reviewing Projections

You can manually adjust the amounts.

- 1 Open the record.
- 2 Use the lookup window in the Overridden Columns field to specify what you would like to manually adjust (FTE, Cell, FTE/Cell/Amount, etc.).
- 3 Adjust the fields specified in the Overridden Columns field.
- 4 Save and close the projection record.
- 5 Save and close the budget item.



History Records

Each change to a budget account (including mass changes) creates a “copy” of the record in the history tab. These history records can be reapplied if necessary.

History records are really a “copy” of the previous budget items. This means that a history record is not written when you set the initial amount because there is no “previous” budget item being replaced.

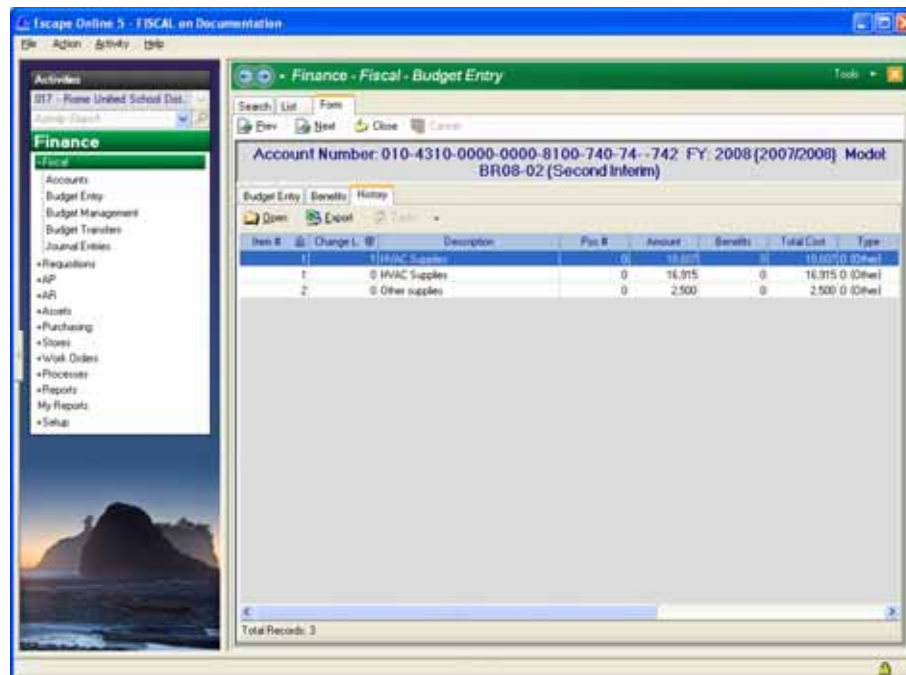


Figure 11-8 History Records

Rollback a Change



Tip

Budget amounts can also be rolled back by fiscal users at the budget model level.

- 1 Open the history record.
- 2 Select Copy Change Level to Current from the Task menu.
- 3 Confirm you want to rollback the changes, and return the budget amount to the change record selected.



CHAPTER 12

JE Management

The Journal Entry option allows users to create and post journal entries. Escape Online also validates all accounts at the time of entry and ensures the journal entry is balanced before allowing the user to post.

This chapter describes how to enter journal entries.

★ Tip

Fiscal users are considered power-users with complete access to journal entries.

Other users may or may not be able to enter journal entries, depending upon their department and user-based permissions.



Journal Entry Statuses

From JE creation through completion, each status is listed below along with what it “means.” We hope that you’ll use this as a reference list while you learn Escape Online.

Status	Action	Description
OPEN	Creation	Open is the first status that you will see when you create a journal entry. The JE remains in this status until a user action changes it. When in this status, Comment, Batch Number, Transaction Date and all fields in the Item and Accounts tabs can be edited. Notes can also be added or edited. From the Open status, you can submit, cancel or post the journal entry.
SUBMITTED	Submit for Component or Organization Approval	A journal entry changes to Submitted status as soon as a the user submits the JE for approval. The JE remains in this status until component and organization approvals (as defined in the org record) have been granted. You cannot edit line items. Only journal entries that are balanced can be submitted.
AUDIT	Submit for County Approval	A journal entry changes to Audit once all component and organization approvals have been granted. The JE remains in this status until the county approver approves. You cannot edit line items, but all-org users can edit the Transaction Date.
DENIED	Denied Approval	When an approver denies a journal entry, the status changes to Denied. The journal entry cannot be posted or edited. It must be returned to Open and resubmitted with the requested changes.

Status	Action	Description
POSTED	Updates balances	A JE changes to the Posted status as soon as the user posts the journal entry or the journal entry is approved. Once a JE is posted, all account balances are updated. Notes may be added or edited, but no other fields may be edited.
CANCELLED	JE was cancelled	Only the Escape Online system can cancel journal entries. Once cancelled, the journal entry cannot be re-opened.



Journal Entry Basics

The foundation of any accounting system is the way that accounting transactions are managed. In Escape Online, all transactions that post to accounts do so via journal entries posted to a single general ledger. Some rules for journal entries in Escape Online are:

- ▶ Entries can be manually created, or created by the system
- ▶ All journal entries have at least two account lines
- ▶ One journal entry number per journal entry
- ▶ Unlimited number of detail lines
- ▶ Debit and credit entries must balance before posting (Unless you have the JE Approvals, Autobalance flag in the Organization record set to Yes. If so, Escape Online will automatically balance the one line to cash or the fund balance if the JE is a budget transfer or revision.)
- ▶ Posted entries cannot be modified
- ▶ There must be sufficient funds to submit
- ▶ The cash and ledger must be open for the transaction date



Tip

The Submit with Insufficient Funds task can be used instead of submit to bypass the requirement.(Note, this task is only available to roles Fiscal and above. Access to this task can also be granted through user-based permissions.)

Escape Online only auto balances the manual items when debits equal credits.This means that if the you are posting revenue, you will need to enter cash.

Approvals

Escape Online can be set up to require approvals for Budget Transfers, Budget Revisions, Cash, Interfund Cash, Interfund and General journal entries at the account, organization and county level.

Cash and Close Dates

If your organization enters cash and close dates in the Fiscal Year Status activities of the System module, you will not be able to post journal entries after those dates.

If you attempt to create a journal entry (manual or by the system), the journal entry will automatically be put on hold and a history record will be written giving the reason why it was not posted. For example, *JE put on hold instead of posted. Trans Date set to 07/29/2007. Cash posting closed as of 07/31/2007.*



Journal Entry Types and Sources

In Escape Online, you can create journal entries from a number of different activities: some require manual entry (the Journal Entries and Budget Transfers activities) and some are created automatically (Requisition and Budget Management activities).

Each type of journal entry has a unique numbering sequence, and posts to account balances based on the accounts and type found in the entry. For searching and management purposes, the types are grouped into sources (i.e., budget transfers, revisions and adoptions are all grouped into the Budget source).

The following summarizes the Escape Online journal entry types (with prefixes in parentheses) and their sources. (Note that any journal entry type can have a source of imported.)

Accrual (AP, AR)

Sources: YEAR END

Accrual entries are part of the year-end processing of requisitions and purchase orders, automatically created by Escape.

Original Budget (OB)

Sources: BUDGET

Original budget journal entries are used to post the original budget to accounts at the start of the fiscal year. The Adopted, Revised and Account Balance fields of the accounts are affected.

They are created automatically by Escape Online when a user posts an original budget model in the Budget Management activity.

Budget Revision (BR)

Sources: BUDGET, POSITION CONTROL

Budget revision journal entries are used to adjust budgeted amounts for accounts after the original budget has been adopted. The Revised and Account Balance fields of the accounts are affected.

There are a couple of ways this type of journal entry can be created:

- ▶ Automatically when you post a revision to a budget model in the Budget Management activity

- ▶ Automatically when changes occur in position control. (This requires system setup.)
- ▶ Manually when you create a “transfer” using the Budget Transfers activity that crosses major object codes.

Budget Transfer (BT)

Sources: MANUAL

Budget transfer journal entries are used to move money from one account to another within a major object. They are submitted using the Budget Transfers activity.

Budget Tentative (TB)

Sources: BUDGET

Tentative budget journal entries are used to post “tentative” budget amounts to accounts at the start of the fiscal year. These journal entries are only created if your system has county budget approvals.

They are created automatically by Escape Online when the county tentatively approves a budget model in the Budget Management activity.

Cash (CA)

Sources: MANUAL

Cash journal entries affect overall cash (it is not just moving cash between funds, but a manual correction of a cash balance), and are created manually using the Journal Entries activity.

Cash Receipt (CR)

Sources: AR

Cash receipts journal entries are used to post deposits to the ledger. They are automatically generated when a receipt is posted.

Year End Closing (CL)

Sources: YEAR END

Closing journal entries are created automatically by Escape as part of the year end process.

County (CT)

Sources: MANUAL, PAYROLL

County journal entries are initiated by the County to post journal entries to multiple organizations at one time using one journal entry. They are manually posted to the system by the County using the County Journal Entries activity.

They also come from payroll when the system is set up for interfund transfers as part of payroll processing.

Encumbrance (EN)

Sources: VR (vendor reqs), DR (department reqs), ER (employee reqs),
WO (work orders), PAYROLL, POSCON (position control)

Encumbrance journal entries are used to encumber amounts for accounts specified in all types of requisitions and work orders. They are generally created by Escape Online automatically as part of submitting a requisition or work order.

An encumbrance JE may also be posted to encumber projected salary and benefits for the remainder of the fiscal year.

Expense (EX)

Sources: All requisition types, WORK ORDER

Expenditure journal entries are used to expense amounts for all requisition types and work orders. They are generally created by Escape Online automatically as part of an automated process.

General (GJ)

Sources: MANUAL, STALE

General journal entries move money from one account to another. They do not affect overall cash (CA) or move cash between funds (IFT). They are manually added to the system using the Journal Entries activity.

These types of journal entries also include stale check journal entries created during stale date processing.

Interfund Due To/From (IFT)

Sources: MANUAL

Interfund transfer journal entries are used to move “non-cash entries” between funds, and are created manually.

Interfund Cash (IFC)

Sources: MANUAL

Interfund Cash journal entries do not affect overall cash. They simply move cash between funds. They are created manually using the Journal Entries activity.

Payroll (PR)

Sources: PAYROLL

When a pay day is posted, at least two payroll journal entries are created.

- ▶ Employee/Employer – Expenses amounts for accounts specified in positions/addons (employees) and benefits/contributions (employer), and when labor distribution is generated.
- ▶ Vendor – Creates liabilities for accounts specified in benefits and other employer contributions when labor distribution is generated for a pay day.

County Initiated Apportionment - Revenue (CT)

Sources: MANUAL

Revenue journal entries are initiated by the County to post revenue to multiple organizations at one time using one journal entry. They are manually posted to the system by the County using the County Journal Entries activity.

Starting Balance (GL)

Sources: YEAR END

Starting journal entries are created automatically by Escape Online as part of the year end process, or manually when a new set of accounts is created.

Stores (ST)

Sources: STORES, ISSUE

Issue journal entries are used to “expense” amounts for accounts specified in stores requisitions when they are issued. They are automatically created by Escape Online when a user posts issued stores items.

These journal entries can also be used to adjust stores accounts (negatively and positively, depending on the adjustment). They are automatically created by Escape Online when a user posts an adjustment from within the stores item.



Debits and Credits

How are debits and credits applied to each type of account and their respective balance fields? Below is a chart depicting what happens to the balance amount based on debits and credits.

Account Type	Balances	Debit	Credit
Expense	Budget, Revised	Decreases	Increases
Expense	Encumbered, Expensed	Increases	Decreases
Revenue	Budget, Revised	Increases	Decreases
Revenue	Recorded	Decreases	Increases
Assets	Balance	Increases	Decreases
Liability	Balance	Decreases	Increases
Fund Balance	Budget, Revised	Decreases	Increases
Fund Balance	Actual	Decreases	Increases
Begin Balance	Budget, Revised	Increases	Decreases
Begin Balance	Actual	Decreases	Increases



Searching for a Journal Entry

Escape Online gives you several ways to search for a journal entry. You can search by status, check number, reference number, AR invoice number and more.

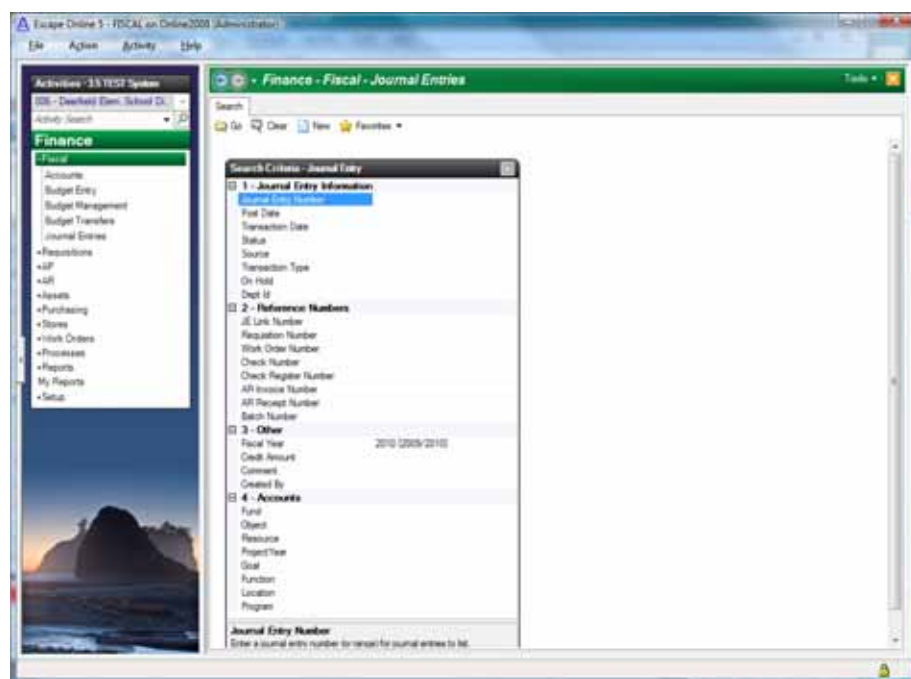


Figure 12-1 Searching for a Journal Entry

- 1 Click on the Finance group activity.
- 2 Click on the Journal Entries activity. This will open the Journal Entries Search in the workspace.
- 3 Enter in the search criteria.

The Post Date is the date the journal entry was posted.

The Transaction Date is the date in which the account detail lines in the JE affected the account record.

These dates may be different.

Journal Entries

- Journal Entry Number – Enter a journal entry number or a range. To enter a partial, use dot-dot (e.g., EN10..).
- Post Date — Enter a date or date range. This field includes time, so you cannot use a lookup. If you want to specify a time, then you must include the year: 03/01/09 10:10 would give you all JEs posted at 10:10am on March 1, 2009.

The time defaults to midnight. If you enter a range (03/01..03/31), you will receive a list of all journal entries posted during the month of March.

- **Transaction Date Start/End** — Enter a date or date range. (You can use the drop down calendar to find the date.) If you enter a single date, you will receive a list of journal entries transacted on that date.

If you enter a range (03/01/04 to 03/31/04), you will receive a list of all county journal entries transacted during the month of March.

- **Status** — Enter the status to get a list of journal entries with that status. Use the lookup window to select a status.
- **Source** — Use the lookup window to select a source. This narrows your list to journal entries that were created by a specific source (e.g., budget).
- **Transaction Type** — Use the lookup window to select a transaction type. This narrows your list to journal entries associated with that transaction type (e.g., original budget).
- **On Hold** – Enter Yes to get a list of only those journal entries that are on hold. Enter No to get a list of only those journal entries that are NOT on hold.
- **Dept Id** – Use the lookup to select a department to limit the list to only those journal entries that belong to that department.

Reference Numbers

- **JE Link Number** — Enter a journal entry link number (or partial) to get a list of journal entries associated with that link number.
- **Requisition Number** — Enter a requisition number (or partial) to get a list of journal entries associated with that requisition.
- **Work Order Number** — Enter a work order number (or partial) to get a list of journal entries associated with that work order.
- **Check Number** — Enter a check number (or partial) to get a list of journal entries associated with that check.
- **Check Register Number** — Enter a check register number (or partial) to get a list of journal entries associated with that register.
- **AR Invoice Number** — Enter an invoice number (or partial) to get a list of journal entries associated with that invoice.
- **AR Receipt Number** — Enter a receipt number (or partial) to get a list of journal entries associated with that receipt.
- **Batch Number** – Enter a batch number to get a list of journal entries associated with that batch. Note that Escape Online uses “contains” logic for this search criteria. That means that your entry (e.g., GATE) can occur anywhere in the batch Id (e.g., BR07-GATE).

Other

- **Fiscal Year** – Enter a fiscal year. This automatically defaults to the current fiscal year. Use a lookup to select a valid year. You can also clear the fiscal year to search for journal entries in multiple fiscal years.
- **Credit Amount Minimum/Maximum** – Enter an amount or a range. If you enter an amount, you will receive a list of journal entries with that exact total. If you enter a range, you will receive a list of all journal entries with totals that are greater-than/ less-than or equal-to.
- **Comment** – Enter partial or complete comment. For example, you could enter “apportionment” to generate a list of all journal entries with a comment that contains the word “apportionment.”
- **Created by** – Use the lookup to select the user that created the journal entries.

Accounts

- Enter any components to find journal entries that contain an account with that component. For each component on a search page, you can enter a specific component, a range (4501-4505), a mask (45), wildcards (4**1) or non-contiguous numbers (45,58).

▶ Click GO to generate the list.

The journal entries will be listed. As with any list, you can scroll using the arrow keys, then press Enter to open the JE for editing.



Fields in a Journal Entry

This section describes the fields in a journal entry. The next section takes you through creating a journal entry, step-by-step.



Tip

You can also import journal entries into Escape Online using the Journal Entry Import activity. Please see the FYI on our web site or your system manager for more information about this activity.

Line #	Debits	Credits	Comments
1	\$100.00	\$0.00	DONATIONS TO ELEM COUNSELORS
2	\$100.00	\$0.00	DONATIONS TO ELEM COUNSELORS
3	\$100.00	\$0.00	DONATIONS TO ELEM COUNSELORS
4	\$100.00	\$0.00	DONATIONS TO ELEM COUNSELORS
5	\$100.00	\$0.00	DONATIONS TO ELEM COUNSELORS
6	\$100.00	\$0.00	DONATIONS TO ELEM COUNSELORS

Figure 12-2 Creating a Journal Entry

Manual Journal Entries Types

From this activity, only certain JEs can be created. Some may require approval processing.

- ▶ BudRev
- ▶ BudXfer
- ▶ Cash
- ▶ General
- ▶ IFT (Interfund due to/from)
- ▶ IFTCash (Interfund cash)



Tip

Depending upon the setup of the Organization record, some journal entries may autobalance when you save the record. If the JE Approvals, Autobalance flag in the Organization record is set to Yes, Escape Online automatically balances one-line journal entries to cash or the fund balance if the JE is a budget transfer or revision.

Main Tab

Most of the fields on the main tab of a journal entry are read-only fields that are calculated and updated by Escape Online. There are really only a few fields that you need to enter.

Summary

- ▶ Department – Enter the department for this journal entry. (required)
- ▶ On Hold – Enter Yes to put this journal entry on hold. A journal entry on hold cannot be posted. (Automatically defaults to No.)
- ▶ Comment – Enter any comments regarding this journal entry, up to 60 characters. You may want to use this field to describe the purpose of this journal entry. (required)
- ▶ Batch Id – Enter the batch Id for this journal entry.
- ▶ Source – This indicates the source of the journal entry. It is updated when you save the record. (Note, if this is an journal entry for an offline district, you must use the lookup to set the source to AP, Payroll or Manual.)
- ▶ Out of Balance – Displays Yes if the journal entry is out of balance.
- ▶ Line Item Count – This is the number of line items that have been entered.
- ▶ Total Debits – This is a sum of the debits listed in the journal entry items.
- ▶ Total Credits – This is a sum of the credits listed in the journal entry items.
- ▶ Amount Out of Balance – If the journal entry is out of balance, this field shows the dollar amount and source of the problem (e.g., \$100.00 CR).

Reference Information

- ▶ Requisition # – This is the number of the requisition that initiated this journal entry.
- ▶ Stores Requisition # – This is the number of the stores requisition that initiated this journal entry.

- ▶ Work Order # – This is the number of the work order that initiated this journal entry.
- ▶ Vendor Invoice # – This is the invoice associated with this journal entry.
- ▶ Check Number – This is the check number associated with this journal entry.
- ▶ Check Register # – This is the check number associated with this journal entry.
- ▶ AR Invoice # – This is the AR invoice associated with this journal entry.
- ▶ AR Receipt # – This is the AR receipt associated with this journal entry.

Posting Information

- ▶ Transaction Date – Enter a transaction date that you would like to assign to this journal entry. (Automatically defaults to today.) You must enter a date within the current fiscal year. (required)
- ▶ Fiscal Year – This is the fiscal year for the journal entry. This field is automatically input by Escape Online based on the transaction date.
- ▶ Post Date – This is the date the journal entry was posted.
- ▶ Posted By – This is the user Id of the user that posted the journal entry.

Adding Line Items

After completing the Main information, you can add account journal entry line items. To add a line item, click New.

If you enter a positive value in the credit or debit field, Escape Online automatically zeroes out the other field.

If you enter a negative value, it zeroes itself out and sets the other to the positive amount.

- ▶ Account Number – Enter the account number to credit or debit. You can enter each component or use a lookup window. For more information about how to enter account numbers, please see the Escape Basics chapter. (required)
- ▶ Debit – Enter the amount to debit this account. You must enter either a credit or a debit amount.
- ▶ Credit – Enter the amount to credit this account. You must enter either a credit or a debit amount.
- ▶ Comment – Enter a unique description for this detail line, up to 60 characters. (Automatically defaults to the comment from the JE.)



Tip

Obviously, you will have multiple line items. The best way to create a new line item is to press Enter at the end of the line. This will save the current line item and open a new line item. (You can also use the New button.). You can also copy line items. All information will be copied to the new detail line when you use the Copy button. To cancel your changes, use the Cancel All button.



Submitting a Journal Entry

Once users have completed their data entry for the journal entry they are ready to submit and/or post the journal.

Escape Online automatically balances to cash, but users must also balance budget entries before they can be submitted. It must be balanced according to the following rules for object ranges:

- ▶ 5700-5749 – balanced by fund
- ▶ 5750-5799 – balanced by organization
- ▶ 7300-7349 – balanced by fund
- ▶ 7350-7399 – balanced by organization
- ▶ Any object range – balanced by fund, resource and project year

Escape Online also automatically determines the correct JE type based on the accounts used in the journal entry. For example, if you have detail lines that are for two different funds, the resulting journal entry will be an IFC type.

Submitting the Journal Entry

Choose the Journal Entries activity from the Fiscal group activity. The Journal Entry search page will be displayed in the work area.

- 1 Click New to create a new journal entry.
- 2 Select a department from the drop-down menu. (If you only have access to only one department's journal entries, the form will be displayed automatically.)
- 3 Enter a comment, batch number and transaction date.
- 4 Enter at least two line items: a credit and a debit.
- 5 Choose Submit from the task menu to save and submit the journal entry. Escape Online automatically balances by fund and resource, and assigns the JE type.

The journal entry will be given a journal entry number and submitted. If you do not have approvals set up for journal entries, it will automatically be posted. You will be returned to the list when the submission is complete.



Tip

Depending upon system setup, the journal entry number may be assigned when the journal entry is posted.

You cannot delete or modify a posted journal entry.

Escape Online includes an Approval Override task that is a user-based permission. If the user is given permission to this task, they can bypass the component and organization approvals when the journal entry or budget transfer is in the Open or Submitted status. The override DOES NOT bypass county-level approvals.

Insufficient Funds

Sometimes it is necessary to submit a journal entry when funds are insufficient. The Submit with Insufficient Funds task overrides the requirement that the “decrease” account must have sufficient funds to cover the decrease.

Copying a Journal Entry

Only system managers (and others with user-based permissions) can copy or copy/reverse system journal entries.

If you need to have this functionality, please contact your system manager.

You can copy any manually created journal entries: department and county (if you are a county user).

- 1 On the list, highlight the journal entry you want to copy.
- 2 Click Copy.

Escape Online will open a new journal entry form with the department and journal entry items filled in from the “copied” journal entry. Escape Online will also default the current fiscal year. The copied JE may or may not automatically balance upon save, depending upon the setup in the Organization record.

Returning to Open

As long as a journal entry has not been posted, you can return it to open to make changes.

- 1 Open the journal entry.
- 2 Select Return to Open from the Task button.
- 3 Click Yes to verify that you want to return the journal entry to the Open status.
- 4 Make your changes.
- 5 Select Submit from the Task button.

Reversing a Journal Entry

You can only reverse manually created journal entries: department or county (if you are a county user).

- 1 On the list, highlight the journal entry you want to reverse.
- 2 Select Reverse from the Task button.
- 3 Click Yes to verify that you want to reverse the journal entry.

Escape Online will create a copy of the journal entry, moving debit to credit and vice versa. It will also create a history record for both journal entries, recording the reversal.

- 4 Enter a comment for the journal entry.
- 5 Select Submit from the Task button.



Tracking Approvals

Some organizations require journal entries to go through an approval process. If this is the case, your submitted JE will not be posted until all approvals have been granted.

Journal entries have three levels of approvals: component, organization and county. If your organization does not include county-level approvals, your JE's status will change to Posted once all approvals have been obtained.

If your organization includes county-level approvals, there is an additional status of Audit (while the county reviews) before the JE's status will be changed to Posted.

While in the approval process, the required approvals can be viewed on the Approvals tab. This lists all approvals required for the journal entry.

- ▶ Level – Approval level: Account, Organization, County.
- ▶ Sub-level – Sequence for the approval level. Zero must be approved first, then 1, then 2, and so on. This is used when you have multiple users approving one level.
- ▶ Status – Approval status: Approved, Denied, Overridden, etc.
- ▶ Approver – User Id assigned to the approval.
- ▶ Approved by – User Id of the actual person who approved the journal entry.
- ▶ Date approved – Date the JE was approved.
- ▶ Comment – Any comment from the approver.

Approvals can also be tracked through the History tab. This ensures that all approvals can be tracked, even if a JE is returned to open and new approvals are required (overwritten on the Approvals tab).

Denied Journal Entry

If any approver denies a JE, the approval process stops immediately. The user must return the JE to open (a status change), make the required changes, and then resubmit.



CHAPTER 13

Leave Transactions

Leave transactions detail the employee's use of their leave. For example, if an employee takes a day of vacation, a leave transaction would be entered, recording that day.

This chapter explains the process of entering leave transactions in a batch environment.

★ Tip

This activity is available to Admin users for data entry purposes.



Overview

Escape Online gives you two ways of entering leave transactions for employees. You may choose to enter transactions directly from the employee record, or you can use the Leave Transactions activity to enter multiple employees in a fast-paced data entry mode.

- ▶ **Batch mode** – The Leave Transactions activity allows Admin users to create leave batches without having access to the Employee record.

To create transactions in the Leave Transactions activity, click New and enter a comment, location, leave type and the appropriate transactions.

You can edit transactions as long as the batch is in the Open status. Once submitted, the batch is locked. Once posted, the transactions are posted to the Employee record. Note that you can edit the transactions in the Employee record up until those transactions are loaded in the Leave Status activity.

- ▶ **Employee mode** – You can create leave transactions one employee at a time. Of course this requires you to have write access to the Employee record.

To create transactions in the Employee record, go to the Leaves tab and click New.

You can edit any transactions that you create here as long as they have not been loaded using the Leave Status activity. You may also edit transactions created through the Leave Transactions activity. Note that the batch must be posted before the transactions will be displayed in the Employee record.



Tip

This chapter focuses on the batch mode using the Leave Transactions activity. For more information about entering leaves through the Employee record, see the Employees chapter of the HR User Guide. For more information about processing leave transactions, see the Reviewing Leave Statuses chapter of the Payroll User Guide.



Entering Leaves

You can also import leave transactions. See the Importing Leaves section later in this chapter for more information.

To create an entry, use the Leave Transactions activity under the Employment activity group.



Tip

Leave transactions factor the hours by the FTE of the assignment for that location. For example, if an employee works 0.4 at location 101 and 0.6 at location 102 and the location for this batch is 102, then the leave amount will be hours per day multiplied by 0.6.

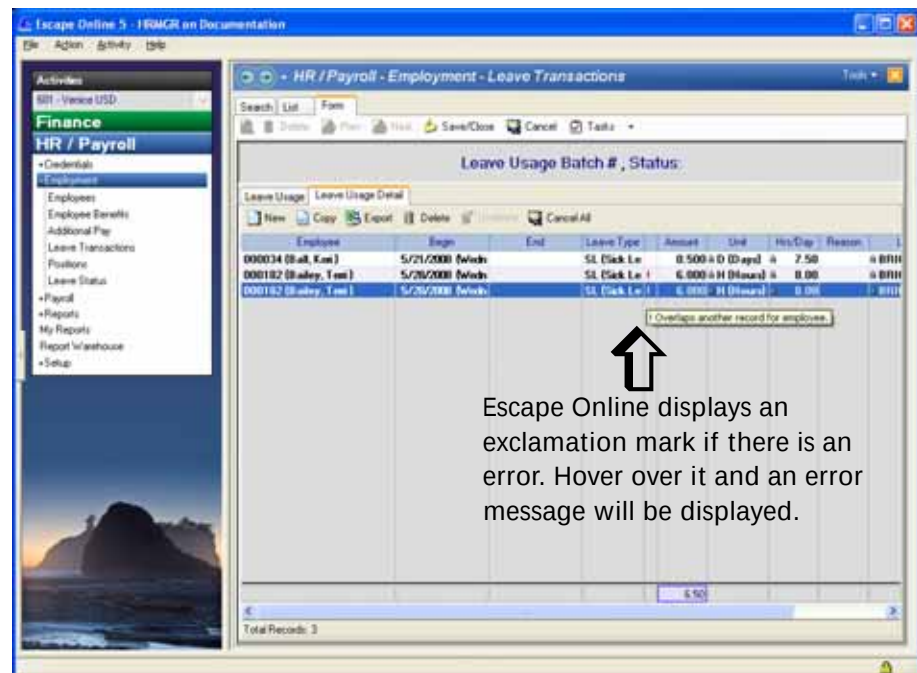


Figure 13-1 Entering Leave Transactions

You may enter up as many transactions as necessary.

- 1 Click on the Employment group activity.
- 2 Click on the Leave Transactions activity. This will open the transaction entry form in the workspace.
- 3 Click New.

Batch Setup

- 1 Enter the Year (optional). This field can be used along with months as a way to group/search for your transaction batches.
- 2 Enter the Month (optional).
- 3 Enter a comment (required).
- 4 Enter the location.
- 5 Enter a default leave type. Set this if you plan to enter all of the transactions (or most) for the same leave type. If you leave this blank, then when you create a new item, the leave type will default to same leave type as the previous transaction.

Location is a required field for Admin users.

The File Name field is used for importing leave transactions. See the section at the end of this chapter for more information.

Leave Usage Detail



Some customers use the submission of a batch as a checklist, so you do not have to enter employees to be able to submit the batch. Submission of a batch that does not include employees lets the payroll department know that you have completed your side of leave entry.

- 1 Go to the Leave Usage Detail tab to enter the transactions.
- 2 Click New.
- 3 Specify the employee:
 - Employee Name – Enter at least two characters and use the lookup to find the employee by their last name.
 - SSN – Enter 4 digits and use the lookup to find an employee by the last four of their SSN.
 - Employee Id – Enter 5 or 6 digits and use the lookup to find an employee by their employee id.
 - Person Id – Enter 7 or more digits and use the lookup to find an employee by their person Id (retirement).
- 4 Use the interactive calendar to enter the begin and end dates.
- 5 Enter the type (or let it default).
- 6 Enter the amount. This should automatically default.
- 7 Enter a location if you are not an Admin users.

Admin users can only access employees with an assignment at the location specified in the Admin user's record.

Note that you only have to enter an "end date" if the leave is for a date range. Otherwise, when you save and close, Escape Online will automatically default the end date to the same day as the begin date.

- 8 Select a position, if the employee has more than one assignment at that location.
- 9 Save the batch.

Resolving Errors

Escape Online notifies you if there are any errors in your entries. An exclamation point is placed in the middle of the record. Roll your mouse over the exclamation point to see the error.

You can save/close a batch that has errors, but you will not be able to submit it. So, you will want to resolve all errors.

- ▶ *Date Didn't Default* – There are two reasons why this may have occurred: The employee has no calendar (no assignments for the date), or the date is outside the calendar contract dates. If this is the case, you may still specify the units.
- ▶ *Leave Type Not Included Error* – If a leave balance profile is required for a leave type and you try to add a transaction for an employee whose leave group does not include the leave balance profile for this type, you will receive an error, “This leave type is not included in the employee’s setup.”
- ▶ *Leave Transaction Already Exists* – Either you or someone else has already entered this exact transaction.
- ▶ *Cannot Find Employee* – If you are an Admin user, the lookup will only include employee’s with a CURRENT assignment for that location.
- ▶ *Overlaps Another Record for Employee* – You have accidentally entered the same leave for the same days twice. You will need to delete one of the entries.

Reviewing the Snapshot

You will need to save the batch before you can run the snapshot.

The leave transaction snapshot shows balances and detail for all employees with current assignments at the batch location, with or without entered leave transactions.

It is a great way to review your work before submitting.

Submitting the Batch

Once the line items have been entered, you can submit the batch.

- 1 Select Submit from the Task button. Escape Online will display a dialog stating the batch is ready to be submitted.
- 2 Click **Yes** to verify that you want to submit the batch for approval. The status will change to Submitted.



The batch is now in read-only mode for Admin users. It will remain in the submitted status until posted by an authorized user. Other users (HR, PayUser, and above) can edit submitted transactions and return the batch to open if necessary.

Once the batch has been posted, the transactions will appear in the Employee record. Transactions in the Employee record can be edited until they are loaded using the Leave Status activity.

Approving the Batch

Very often, principals will approve the batch after the office manager submits it. Then, it goes to the leave technician. This task is a user-based permission. If you need access to the task, contact your system manager.

- 1 Select Approve from the Task button. Escape Online will display a dialog stating the batch is ready to be approved.
- 2 Click **Yes** to verify that you want to approve the batch. The status will change to Approved.

As the batch is submitted, approved and posted, the Leave Usage tab records the change in the Posting Information category the right side. (If the batch is returned to Open, these fields will be cleared.)

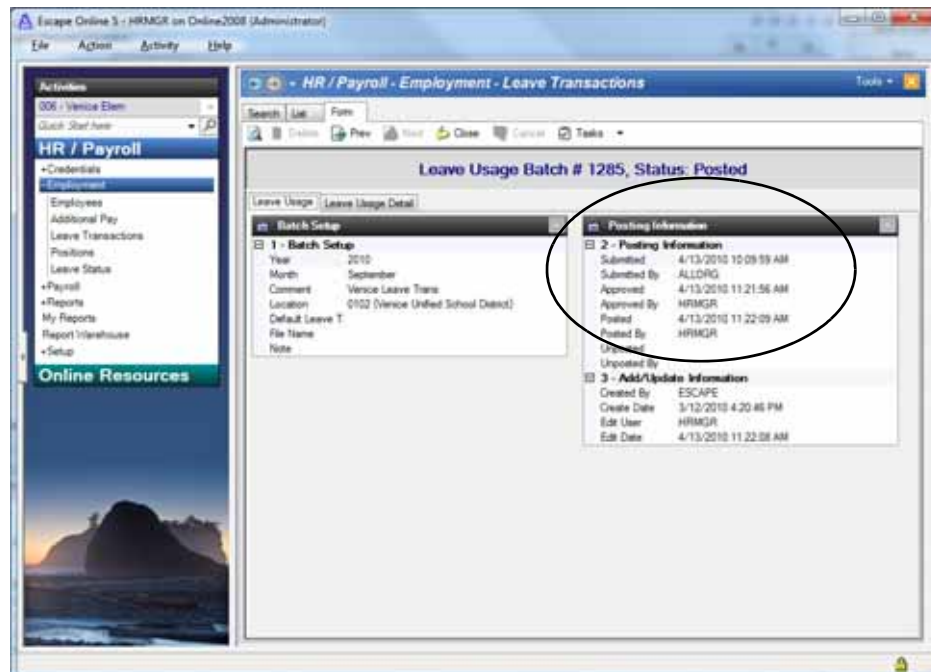


Figure 13-2 Reviewing the Status of the Batch

Cancelling the Batch

Sometimes you create a batch that does not need to be processed, but you want to keep a record of it. You may cancel a batch in any status but Posted.

- 1 Select Cancel from the Task button.
- 2 Click **Yes** to verify that you want to cancel the batch. The status will change to Cancelled.

Creating Batch Templates

Some districts have site personnel enter and submit leave transactions. An excellent way to create a simple workflow for these users is to create a template. Basically, a “template” contains a list of all employees for the site. On a monthly basis, you copy this template and enter only those dates and leave types that apply.

Template Setup

- 1 Click New to create a new batch.
- 2 Enter a Comment (e.g., Template). (required)
- 3 Enter the location.
- 4 Leave the Default Leave Type blank.
- 5 Go to the Leave Usage Detail tab.
- 6 Create a line for each employee at the location.
- 7 Save the batch.

Using the Template

- 1 Copy the template. This will open the template in the work space.
- 2 Change the Comment (e.g., August Leaves).
- 3 Go to the Leave Usage Detail tab. Notice that the employees are sorted alphabetically by last name.
- 4 Enter the Begin and End dates and the Leave Type for any transactions that occurred for the pay period.
- 5 Save or Submit the batch.

Escape Online will enter today's date as the begin and end dates for all employees that did not have a leave transaction specified. This WILL NOT create leave transactions. Only those employees with a Leave Type specified will have leave transactions created. In the example below, only two leave transactions will be created.



Viewing Submitted Batches

After the batch is submitted, it needs to be approved and posted.

You use the same activity, Employment, Leave Transactions to post the batch.

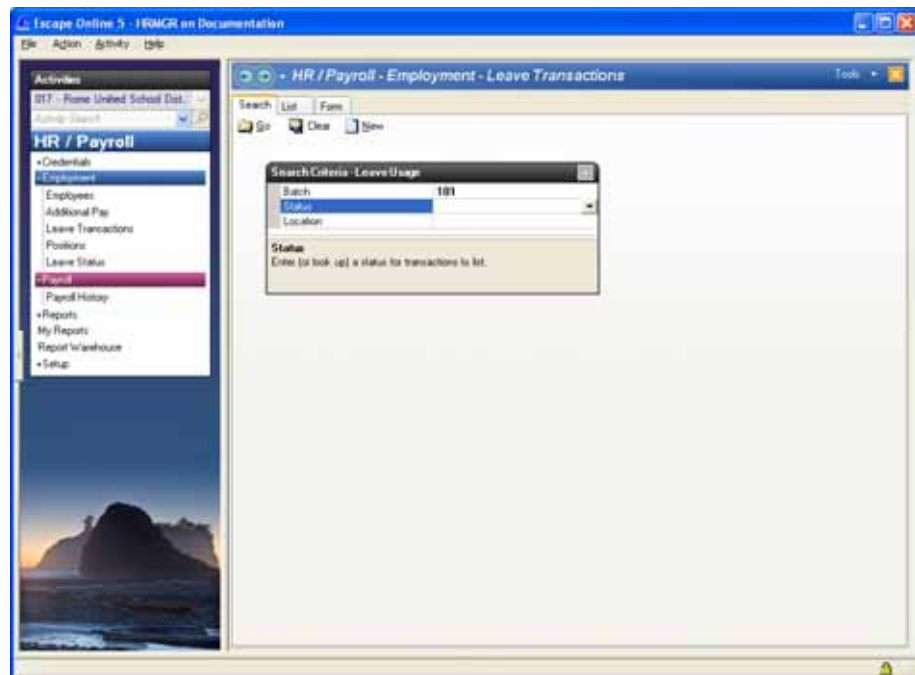


Figure 13-4 Searching for Leave Transaction Batches

There are several ways to search for payments.

- ▶ **Batch** – Enter the batch Id to open a single batch of leave transactions.
- ▶ **Status** – Use the lookup window to select a status. This is probably the best way to find batches that are in need of approval.
- ▶ **Location** – Use the lookup window to select a location to get a list of batches for that location.

Once you enter your criteria and click **GO**, a list of batches meeting your search parameters will be displayed, where you can open the desired batch.



Tip

Admin users cannot edit submitted batches. Users with other roles can edit the leaves through this activity or the Employees, Leaves tab.



Posting Submitted Batches



Tip

If you are not an Admin user, you may post the batch at anytime, in any status.

When the leave transactions are approved, they are ready to be posted.

- 1 Select Post Leave Usage from the Task button. Escape Online will display a dialog stating the batch is ready to be submitted.
- 2 Click **Yes** to verify that you want to post the batch. The status will change to Posted.

The leave transactions have now been loaded into the Employee record, where they can be edited or loaded into the Leave Status activity for payroll processing.



Rolling Back a Posting

Sometimes we make mistakes. When that happens with leave transactions, you have two options. Your choice depends on the type and number of mistakes.

- ▶ Edit the transaction in the Employee record. Until the transactions are loaded into the Leave Status activity, they may be edited in the Employee record.

Transactions are listed on the Leaves tab. Open the transaction, make your changes, save the transaction, then save the Employee record.

- ▶ Roll back the entire batch. Use the Rollback Leave Usage task to return the entire batch to open. When you have finished with your changes, re-submit the batch.



Importing Leaves

If leave transactions are monitored using third-party software (like Microsoft Excel), you can import that data into Escape Online.

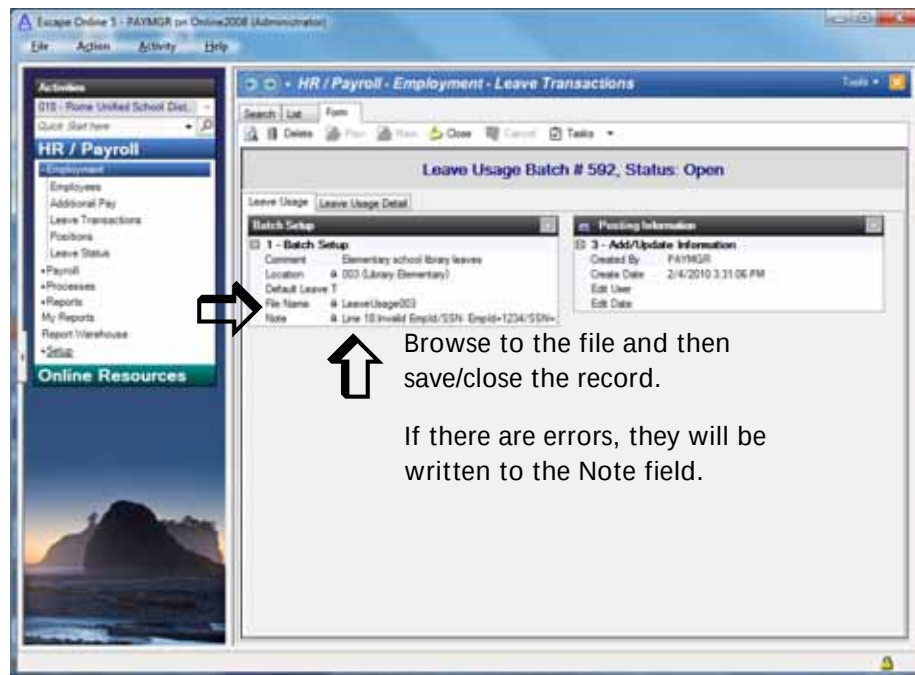


Figure 13-5 Importing Leave Transactions

Create the File

Here are few rules that must be followed when creating the file:

- ▶ The employee must exist in Escape Online.
- ▶ The leave type must be defined in Escape Online.
- ▶ The import file must be in CSV format:
 - Social security number (may contain dashes)
 - Employee Id (if this is blank, Escape Online will match on SSN)
 - Leave type
 - Units
 - Date from (format: MM/DD/YYYY)
 - Date through (format: MM/DD/YYYY) Defaults to Date From.

- Comment - Set to comment from batch.
 - Location - Set to location from batch.
 - Reason (max of 30 characters) Defaults from batch.
- ▶ You must have a header row for the file.
 - ▶ Each import file name must be unique.

Here is an example of a file with a header row. The data does not include an SSN or a through date.

```
ssn,empid,leave,units,from,to,comment,location,reason
,1093,sick,1,02/04/2010,02/10/2010,, ,Flu
,2465,sick,8,02/04/2010,,,,,
```

Import the File

You import the file from the same activity where you enter transactions.

- 1 Click on the Employment group activity.
- 2 Click on the Leave Transactions activity. This will open the transaction entry form in the workspace.
- 3 Click New.
- 4 Enter a comment. (required)
- 5 Enter the location. (required)
- 6 Use the browse button in the File Name field to open the CSV file of leave transactions.
- 7 Save/Close.

The transactions will be imported into the batch. To review or edit, reopen the batch.

If there are errors in the file:

- ▶ The line(s) containing the error will not be imported.
- ▶ The line number(s) and error message(s) are written to the Note field of the batch.

You will need to delete the batch, fix the errors and re-import.

If you receive the error, “There is already an open Leave Usage batch for file xxx” you need to rename your file.

