



**Sonoma County**  
Office of Education

**ESCAPE**  
**TECHNOLOGY**

**DBUG**  
*MAY 24, 2017*

**Escape Tips and Tricks**

*Presented by:*

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# QUICK TIPS

## Multi-Year Processing

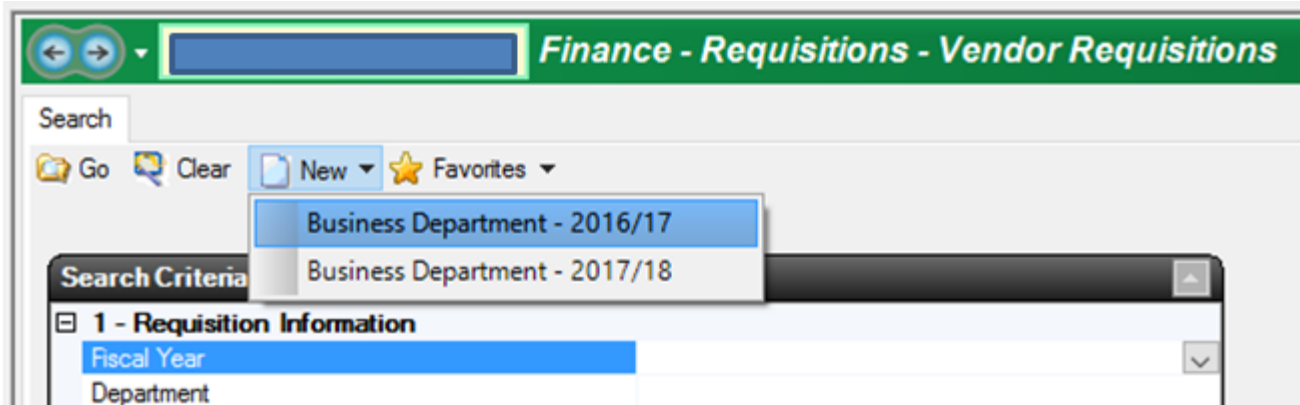
- Ability to shut off new requisitions and other transactions for current year for users

ADMIN → Dept Mgr Roles

*	Module/Activity	RO	Admin	AP	Dept User	Dept Mgr	Fiscal	Cred	Retire	COE DistSvc	HR User	HR Mgr	Pay User	Pay Mgr	Org Mgr	Sys Spt	Sys Mgr
	ALL MODULES/ ALL USERS																



- When current year and next year are open, this is multi-year processing. User must be careful when creating vendor requisitions and other transactions!





Navigation: All Orgs Finance - Setup - Department - Departments

Search List Form

Buttons: Delete Prev Next Close Cancel Tasks

Department

1 - Department Information

2 - Vendor Requisition

Vendor Req Active	Yes
Available To All	Yes
Approvals	2
Requisition Workflow Definition	
AP Payment Workflow Definition	
Require \$	Yes
Hold Status Comment	
Req Number Prefix	R
PO Number Prefix	P
Blanket PO # Prefix	B
PO # Assign Option	During Printing
PO Form	
PO Copy Captions	. Accounting
Email PO Option	
Email PO Subject	
Email PO Body	
Email PO Profile Name	
Online Shopping PO Option	
Online Shopping Contact User	
Attach Original PO to Requisition	
Original PO Attach Watermark Text	
Order Types	2341
Req Change/Payment Threshold Pct	10.00
Req Change/Payment Threshold Amt	10.00
Account Fund Code Filter	
Account Object Code Filter	35,39,4-7,9
Delivery Location	
Delivery Days	0
Shipping Pct	0.00
Max Number of Line Items	0
Current Year End Month	August
Current Year End Day	31
Next Year Start Month	May
Next Year Start Day	1

*Go to Finance – Setup-  
Department-Departments*

Update dates in each section:

- Vendor Requisition
- Stores Requisition
- Department Requisition
- Accounts Receivable
- Journal Entry
- Budget Transfer/ Revision



# Multi-Year Processing

- Fiscal Users and above still have the ability to create new requisitions even if the Department Record is updated

*	Module/Activity	RO	Admin	AP	Dept User	Dept Mgr	Fiscal	Cred	Retire	COE DistSvc	HR User	HR Mgr	Pay User	Pay Mgr	Org Mgr	Sys Spt	Sys Mgr
	ALL MODULES/ ALL USERS																

- Ability to shut off new requisitions for current year for **ALL** Users



System - Setup - Organizations

List Form

Prev Next Save/Close Cancel

General Setup Ledger Setup Locations Divisions Academic Departments Campuses JE Approvals

1 - Setup Information

2 - Contact Information

3 - Finance Setup

Default AP Bank Account	COUNTY {County}
Default Payroll Bank Account	PAYROLL {Payroll}
Budget Model Rounding Option	Standard rounding
Use End Fund Bal flag in Budget?	Yes
Allow Pennies in Budget Transfer?	Yes (Allow Pennies)
Budget Transfer/Revision	Crosses major object
Budget Xfer/Rev Threshold	0.00
JE Approval Default Action	Approve
Req Approval Default Action	Approve
Display Campus in Req	No
Stores Item Cost Rounding	2
Update Stores Item Issue Price?	Use weighted average
JE Check Cash Closed Option	Use system default
JE Balance Check	
Email PO Option	Disallow Emailing
Email PO Subject	
Email PO Body	
Email PO Profile Name	
Online Shopping PO Option	Disallow Online POs
Online Shopping Contact Default	
Online Shopping Contact User	
Attach Original PO to Requisition	No
Original PO Attach Watermark Text	
Req Current Year End Month	<b>May</b>
Req Current Year End Day	<b>15</b>
Req Next Year Start Month	<b>May</b>
Req Next Year Start Day	<b>1</b>

Send an email to  
[helpdesk@scoe.org](mailto:helpdesk@scoe.org)  
 to update Org Record  
 Finance Setup section



# AR & AP Setup Workshop

**June 20, 2017**

**Accounts Payable**

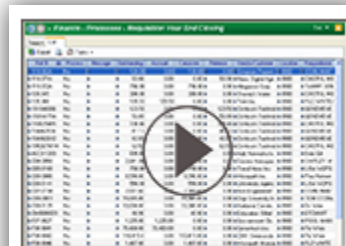
**9:00 am-10:30 am**

**Accounts Receivable**

**10:45 am – 12:15 pm**

## Online Resources

Escape Online Network  
Friday Features  
Release Information  
Report Release Information  
Portal Release Information  
Webinar Information  
Escape Guides  
Templates  
**Tutorials**  
Newsletters  
[www.escapetech.com](http://www.escapetech.com)



The screenshot shows a software interface with a table of data. A large play button icon is overlaid on the table, indicating a video or audio recording. The table has multiple columns with text and numbers, typical of a financial or accounting application.

**Year End Closing**

*15 minutes*

