



Sonoma County
Office of Education



Escape Tips

DBUG October 21, 2021



Escape Workflow Reminder



Workflow setup is used for routing Documents such as requisitions, payments, journal entries and budget transfers through the software.

Allows numerous levels of approval and notification for document routing

Required to move to Online 6 Web Based Escape product

Who is Ready?

Send ticket to helpdesk@scoe.org

Allows flexibility with the ability to approve on a Mac or Cell Phone





Vendor Requisitions/Purchase Orders Electronic Signature

Does the District sign paper Vendor Requisitions/Purchase Orders in ink?



Is the District interested in Electronic Signature on Vendor Requisitions/Purchase Orders?



Electronic Signature Added to PO



- Already approved in system
- Save Time
- Save yourself from carpal tunnel syndrome

ABC

Business Department
1234 Happy Lane
Santa Rosa, CA 95403
(707) 524-8410 FAX (707) 524-8400

PURCHASE ORDER
NO: P22-00070
DATE 09/17/2021

SHIP TO:
ABC
1234 Happy Lane
Santa Rosa, CA 95403

ORDERED FROM: Office Depot
PO Box 70025
Los Angeles, CA 90074-0025

FAX:

IMPORTANT INSTRUCTIONS TO VENDOR

1. Itemized INVOICES in Duplicate.
2. Enclose PACKING LIST with ALL shipments.
3. No deviation in PRICE or SUBSTITUTION in kind permitted.
4. All deliveries F.O.B. Destination unless otherwise specified. If freight is to be charged, prepay, and add to invoice.
5. THE LAW REQUIRES MATERIAL SAFETY DATA SHEETS FOR ALL CHEMICAL PRODUCTS ON THIS ORDER. PLEASE ENCLOSE.
6. Purchase order number must appear on packaging.

ORDER LOCATION: 1AVS - ABC

DATE REQUIRED: F.O.B. TERMS OF PAYMENT SHIP VIA

ITEM	QTY	UNIT	DESCRIPTION
1	1	EACH	

Order Sub-Total \$2,000.00
Sales Tax .00
Shipping .00
Adjustment .00
Order Total \$2,000.00

Page 1 of 1 Vendor *Tracy Lehmann* Authorized Signature

Send Copy of Authorized Signature in Blue Ink to helpdesk@scoe.org and request Custom PO Form



Purchase Orders Emailing Option



Now that the Electronic Signature is set up, Purchase Orders can be emailed

Step 1 (District) – Vendor Records are updated with PO Email Address and Email PO Flag set to Yes

Step 2 (SCOE IT) – Update Organization Record to allow Email PO Option

Step 3 (District - optional) – Enter Print & Email POs option in Department Record. This will override Step 2 above.

**Send ticket to
helpdesk@scoe.org
to get started**

Upcoming Workshops



Escape Payroll Concepts (2 of 3)

Wednesday, Nov 11, 2021

9:00am-12:00pm

Via Zoom

Topics to be covered include

- Pay Deductions
- Withholdings
- Templates for Federal and State Withholdings
- Calculate Federal and State Withholdings

Go to scoe.org classes to register or [Click Here](#)