Sonoma County
Office of Education

Escape Finance Workflow

DBUG – September 23, 2021

Workflow Re-Introduction

Used for routing Documents such as requisitions, payments, journal entries and budget transfers through the software

- Escape is phasing out Standard 1234
  1 = Location; 2 = Acct; 3 = Fiscal; 4 = Dept
- Required to move to Online 6 Web Based
- Ability to Approve on Mac or Cell Phone
- Workflow Definitions allows numerous levels of approval and notification for document routing requirements
- Allows Flexibility
- Good chance to Review Users
- Review Internal Controls

Workflows allows you to:

Define Approvers
Assign Buyers
Define Notifications
Setup Approval Routing

Finance Workflow in Action

Vendor Requisitions

Maximize approvals using workflow!	1234	Workflow
REQUISITIONS - Vendor, Stores, Department		
Approval Notifications	X	X
Status Notifications		X
Other Notifications: Change Notice, Issues, Unissues, Returns		X
Ability to edit in submitted status		X
Approvers can have different account component approvals based on department and type of requisition		X
Approvals are re-evaluated if requisition is edited in submitted status		X
Approvals can be done automatically if requisition is edited in submitted status		X
Approval levels can be customized		X
Approvals done automatically when submtted by approver	X	X
Buyers can approve based on goods and services or account components		X

- Ability to edit in Submitted Status
- Approve based on Good & Services or Accounts Components
- Status Notifications
  Example – Notify AP when Ready for Payment

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Finance Workflow in Action

Journal Entries, Budget Transfers, Budget Revisions

Maximize approvals using workflow!	1234	Workflow
JOURNAL ENTRIES, BUDGET TRANSFERS, BUDGET REVISIONS		
Approval Notifications		X
Status Notifications		X
Other Notifications: On Hold, Off Hold, Reversed, Error		X
Approvers can have different account component approvals based on JE type		X
Ability to edit in submitted status		X
Approval levels can be customized		X
Approvals can be routed based on location, department, academic department, and campus.		X
Approvals done automatically when submitted by approver	X	X
Notifications for system-generated journal entries		X

- Ability to edit in Submitted Status
- Status Notifications
- Approvals can be routed based on Location or Department

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Finance Workflow in Action

Payments: AP, Direct, Employee

Maximize approvals using workflow!	1234	Workflow
PAYMENTS: AP, DIRECT, EMPLOYEE		
Approval Notifications		X
Status Notifications		X
Other Notifications: Check Cancelled, Check Reissued, Check Stale Dated, Check Voided, On Hold, Off Hold, Error		X
Ability to edit in submitted status		X
Approvers can have different approvals based on payment type		X
Approval levels can be customized		X

- Ability to edit in Submitted Status
- Status Notifications
- Other Notifications
- Approvals can be different based on Payment Type

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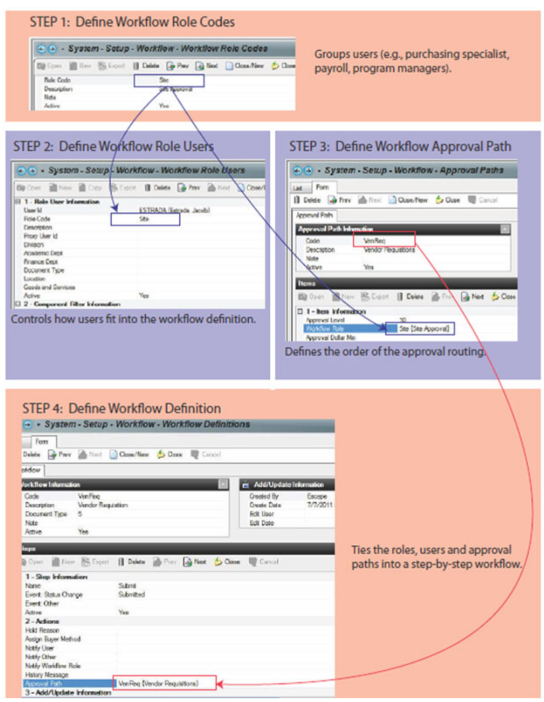
Approval Paths & Notifications

Example Vendor Requisition:

Implementation Considerations

Quick Overview

- Define Role Codes, Approval Paths and Workflow Definitions (In Production)
- IT Import current approvers into Workflow Users (In Production)
- Define Role Users (In Production)
- Activate Workflow (In Training)
- Make Changes (In Training & Production)
- Activate Workflow (In Production)



- **STEP 1** – Define WF Role Codes
- **STEP 2** – Define WF Role Users
- **STEP 3** – Define WF Approval Paths
- **STEP 4** – Define WF Definitions

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Workflow Role Codes

Reflect Who Takes Action

Keep Simple

- Use Job Titles

Role Code	Description	Note
ACCTCLK	Account Clerk	
CBO	Chief Business Official	
DEMOPORTAL	Demographic Portal Change	Demographic Portal Change
HR TECH	HR Technician	HRA
PAYTECH	Payroll Technician	HRA
PRIN	Principal	
TAXPORTAL	Employee Portal Tax Changes	HRA - Portal Tax changes

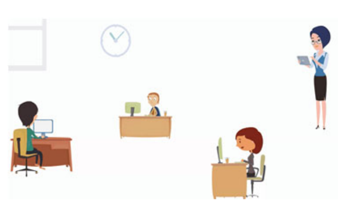
- Type of Group

SITE	Site Approval
DEPT	Dept Approval
CATEGORICALS	Categoricals Approval
SIG	SIG Approval
FISCAL	Fiscal Approval
ASSIST SUPT	Final Approval

Workflow Role User

Defines the User's Role

- Once the User Roles are defined then add the User to the Code
- IT will Import current approvers



Workflow Approval Path

Defines the Approvals for Each Role

- Levels of approvals established
- Approval dollar ranges
- Different Approval Paths allowed for each document type
  - Vendor Requisitions, Payments, Journal Entries, Budget Transfers
- Who can edit in Submitted Status?

Level	Workflow Role	Dollar Min	Dollar Max	All Approve	Edit in Submitted	Auto Appro
10	Principal (Principal Approval)			No	No	No
20	BUDGETMGR (Budget Manager)			Yes	No	No
30	Fiscal (Fiscal Approval)			No	Yes	No
40	COUNTYSUP (County Superintendent)	2,500.00		No	No	No
90	PURCH (Purchasing)			No	Yes	No

Workflow Definitions

Defines the Steps of the Document and Approval Path

- Defines the Event (Submitted, Items Received, Printed, Approved, Denied, etc…)
- Who should get notified?
- Ability to notify even if not an Approver

Name	Status Event	Other Event	Hold	Assign	Notify	Notify Other	Notify Role	Approval Path
Approvals	Submitted							VR (Vendor Reqs)
Approvals Notify	Approved					Document Originator	SITE	
Changes		Change Notice				Document Originator	SITE	
Denied	Denied					Document Originator	SITE	

Activate Workflow

SCOE IT will Activate and Test with Districts

- ✓ Check Approvals
- ✓ Check dollar amount thresholds
- ✓ Check Goods and Services

Districts Needed!

- Upgrade before it’s mandated
  - – Send to helpdesk@scoe.org
- Customizable Notifications
- Allows Different Approval Paths for each document
- Ability to Approve on Mac or Cell Phone

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