Sonoma County Office of Education

Escape Basic
Fiscal User Guide

July 2021
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www.escape.technology

SCOE Resources for Local information

Activities
001 - ABC
Quick Start here

Finance
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SCOE IT News
Calendar
DBG
Workshops
Forms

Click here:
Escape AR User Guide (scoe.org)

Click here:
Escape AP User Guide (scoe.org)
Debits and Credits

Double entry, a fundamental concept underlying present-day bookkeeping and accounting, states that every financial transaction has equal and opposite effects in at least two different accounts.

**Debit** is an accounting entry that either increases an asset or expense account, or decreases a liability or equity account.

**Credit** is an accounting entry that either increases a liability or equity account, or decreases an asset or expense account.

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.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Balances</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense</td>
<td>Budget, Revised</td>
<td>Decreases</td>
<td>Increases</td>
</tr>
<tr>
<td>Expense</td>
<td>Encumbered, Expensed</td>
<td>Increases</td>
<td>Decreases</td>
</tr>
<tr>
<td>Revenue</td>
<td>Budget, Revised</td>
<td>Increases</td>
<td>Decreases</td>
</tr>
<tr>
<td>Revenue</td>
<td>Recorded</td>
<td>Decreases</td>
<td>Increases</td>
</tr>
<tr>
<td>Assets</td>
<td>Balance</td>
<td>Increases</td>
<td>Decreases</td>
</tr>
<tr>
<td>Liability</td>
<td>Balance</td>
<td>Decreases</td>
<td>Increases</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>Budget, Revised</td>
<td>Decreases</td>
<td>Increases</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>Actual</td>
<td>Decreases</td>
<td>Increases</td>
</tr>
<tr>
<td>Begin Balance</td>
<td>Budget, Revised</td>
<td>Increases</td>
<td>Decreases</td>
</tr>
<tr>
<td>Begin Balance</td>
<td>Actual</td>
<td>Decreases</td>
<td>Increases</td>
</tr>
</tbody>
</table>

Double Entry T-Accounts

```
Assets (Dr) = Liabilities (Dr) + Equity (Dr)
```

---

ESCAPE FISCAL USER BASIC GUIDE
**Viewing Fiscal Accounts**

Accounts balances and transactions can be reviewed in Fiscal Accounts for all accounts or narrow search by account components. The account snapshot displays the current fiscal transactions grouped by month.

**Go to Finance – Fiscal – Accounts**

- Enter Search Criteria to look up Account Information and detail
- Click Go to get a list of accounts

**Escape Tips: Search Criteria and Report Requests**

**Account Ranges:** Use dot dot between a Range or before and after

- Fund: 01..13 will search for Funds 01 through 13
- Payment Date: ..7/1/2021 all payments prior to 7/1/2021
- Payment Date: 7/1/2021.. all payments after 7/1/2021

**Contiguous:** Use dash – between

**Non-Contiguous:** Use comma 45,52

**Wildcard:** Use asterisk 1, 3**1 for Certificated Salaries and Benefits
- 2, 3**2 for Classified Salaries and Benefits
**Example:** Search for Certificated Salaries/Benefits

**Object Code:** 1, 3**1**

**Example:** Search for Classified Salaries/Benefits

**Object Code:** 2, 3**2**
**Fiscal Accounts**

Example list of account for certificated salaries:

- **Account balance**: How much budget is left in the account to use
- **Encumbered**: Amount set aside in budget for a particular expense
- **Expensed**: Amount already expensed for the year
- **Adopted**: Budget approved at the beginning of the year
- **Revised**: Adjusted budget, revised during the year

If there is a negative under account balance, then a budget transfer needs to be initiated or expenses need to be moved out of this account.

**NOTE**: Always pay attention to the expense column, if something is encumbered, then that means it is not expensed yet. It is set up to be expensed in the future. The only time you can journal expenses out of an account is when the expense has hit and is listed in the expenditure column.
**Fiscal Accounts**

Once the account criteria is entered a Fiscal99 will appear as a PDF. Notice the Blue lines under the Journal # and Expenditure. Click on the Blue Line to see detail of the Journal Entry or the Expenditures.

**Example:** Salary Account Expenditure, click on blue line to get more detail, a Pay10 Labor Distribution Detail Report is generated for 1-3 Object expenses with Employee Names.

**Fiscal99a**

<table>
<thead>
<tr>
<th>Trans Date</th>
<th>Vendor(Payee): Description</th>
<th>Journal #</th>
<th>Reference #</th>
<th>Budget</th>
<th>Encumbrance</th>
<th>Expenditure</th>
<th>Account Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July, 2020</td>
<td>Approve Budget,OB21-01,Fund 01</td>
<td>PR21-00001</td>
<td>9,451.00</td>
<td>9,451.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August, 2020</td>
<td>08/31/20 Regular Payroll (Earnings)</td>
<td>PR21-00007</td>
<td>945.05</td>
<td>8,505.95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September, 2020</td>
<td>09/30/20 Regular Payroll (Earnings)</td>
<td>PR21-00012</td>
<td>945.05</td>
<td>7,560.90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October, 2020</td>
<td>10/30/20 Regular Payroll (Earnings)</td>
<td>PR21-00022</td>
<td>945.05</td>
<td>6,615.85</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November, 2020</td>
<td>11/30/20 Regular Payroll (Earnings)</td>
<td>PR21-00029</td>
<td>945.05</td>
<td>5,670.80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December, 2020</td>
<td>12/30/20 Regular Payroll (Earnings)</td>
<td>PR21-00038</td>
<td>945.05</td>
<td>4,725.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January, 2021</td>
<td>01/29/21 Regular Payroll (Earnings)</td>
<td>PR21-00043</td>
<td>945.05</td>
<td>3,780.70</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February, 2021</td>
<td>02/26/21 Regular Payroll (Earnings)</td>
<td>PR21-00068</td>
<td>2,835.15</td>
<td>2,835.65</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February, 2021</td>
<td>Salary Encumbrance between 02/27/21 and 06/30/21 Payroll</td>
<td>PR21-00090</td>
<td>945.05</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 9,451.00 2,835.15 6,615.35 .50

**Pay10 Labor Distribution Detail is generated for Salary and Benefit Accounts**

**Ledger99 Journal Entry Snapshot is generated for Expense Accounts**
Example Search Criteria: 4110 Object Code

Fiscal99 Expenditure Account Snapshot will appear

Click on the *Blue line* in Journal # or Reference # for more detail

**EN** = Encumbered when Requisitions are created

**EX** = Expenditure when payments are processed

### Fiscal99a

<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th>Vendor/Payee: Description</th>
<th>Journal #</th>
<th>Reference #</th>
<th>Budget</th>
<th>Encumbrance</th>
<th>Expenditure</th>
<th>Account Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2020</td>
<td>Approve Budget, OB21-01, Fund 01</td>
<td>EN21-00015</td>
<td>EN21-00014</td>
<td>4,000.00</td>
<td>412.67</td>
<td>3,587.13</td>
<td></td>
</tr>
<tr>
<td>07/01/2020</td>
<td>Peterson Directed: K-3 Handwriting</td>
<td>EN21-00019</td>
<td>EN21-00018</td>
<td>162.96</td>
<td>3,424.17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/01/2020</td>
<td>McGraw-Hill Companies: Reading Wonders Grades 1st 2nd 4th</td>
<td>EN21-00024</td>
<td>EN21-00018</td>
<td>162.66</td>
<td>3,587.13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/01/2020</td>
<td>McGraw-Hill Companies: Reading Wonders Grades 1st 2nd 4th</td>
<td>EN21-00025</td>
<td>EN21-00018</td>
<td>475.83</td>
<td>3,111.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/01/2020</td>
<td>McGraw-Hill Companies: Reading Wonders Grades 1st 2nd 4th</td>
<td>EN21-00028</td>
<td>EN21-00018</td>
<td>475.83</td>
<td>3,587.13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/01/2020</td>
<td>McGraw-Hill Companies: Reading Wonders Grades 1st 2nd 4th</td>
<td>EN21-00029</td>
<td>EN21-00018</td>
<td>510.63</td>
<td>3,076.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/02/2020</td>
<td>McGraw-Hill Companies: Reading Wonders Grades 1st 2nd 4th</td>
<td>EN21-00030</td>
<td>EN21-00018</td>
<td>510.63</td>
<td>3,587.13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/02/2020</td>
<td>Peterson Directed: K-3 Handwriting</td>
<td>EN21-00066</td>
<td>EN21-00018</td>
<td>412.87</td>
<td>4,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/23/2020</td>
<td>Peterson Directed: K-3 Handwriting</td>
<td>EN21-00063</td>
<td>EN21-00018</td>
<td>466.71</td>
<td>3,533.29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/23/2020</td>
<td>Peterson Directed Handwriting: Unpaid Tax</td>
<td>EX21-00067</td>
<td>EX21-00014</td>
<td>23.73</td>
<td>3,509.56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/23/2020</td>
<td>Peterson Directed Handwriting: K-3 Handwriting</td>
<td>EX21-00067</td>
<td>EX21-00014</td>
<td>287.60</td>
<td>3,221.96</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### November, 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Journal #</th>
<th>Reference #</th>
<th>Budget</th>
<th>Encumbrance</th>
<th>Expenditure</th>
<th>Account Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/05/2020</td>
<td>Update 4000s Nov 2020</td>
<td>GP21-00000</td>
<td>GP21-00000</td>
<td>4,000.00</td>
<td>8,956.95</td>
<td>1,400.05</td>
<td>10,307.81</td>
</tr>
<tr>
<td>11/05/2020</td>
<td>113599931001 8/3/20 Reading Wonders</td>
<td>GP21-00010</td>
<td>GP21-00010</td>
<td>625.56</td>
<td>775.29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/05/2020</td>
<td>11252100018/20 Math 3rd gr</td>
<td>GP21-00010</td>
<td>GP21-00010</td>
<td>16.50</td>
<td>758.73</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/05/2020</td>
<td>1140029505001 9/4/20 Reading Wonders gr 4</td>
<td>GP21-00010</td>
<td>GP21-00010</td>
<td>789.05</td>
<td>39.32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/08/2020</td>
<td>1140029180001 9/7/20 Reading Wonders Gr 2</td>
<td>GP21-00010</td>
<td>GP21-00010</td>
<td>969.66</td>
<td>39.32</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BA** = Budget Adopted

**BR** = Budget Revision

**GJ** = General Journal, Manual Journal Entry
Search Favorites

This is where you set up your search — ordering the fields, defining the operators, and including values (or not) — so you can save that configuration for the next time you are on the search. You can even save a default favorite. There is a Favorites (star) button on every search page and can save up to 20 Favorites in each activity. Once saved Favorites can be edited, by replacing or removed if not needed.

- Create a search
- Click Go to generate to verify search is as expected
- Click on Favorites to Save the search criteria
  - Click on Manage
- Click Add
- Name your favorite
- Click Auto Go if you want the favorite to launch automatically when picked
- Default Favorite will automatically populate when in the activity
  - Can only have one default favorite in each activity
- Login Auto Launch is used if there is a single activity used the most
- Click Apply Change
- Click Save
  - Now Click on Favorites to see list that you created
Budget Transfers

Budget Transfers are requests from departments to move funds from one account to another account or from one department to another, after the original budget has been established. BTs move money from one budgeted account to another (e.g., moving budget dollars from a 6400 object code account to a 4300 object code account).

- BT - A budget transfer within same major object
- BR - A budget revision between different major object

Create New Budget Transfer

Go to Finance – Budget – Budget Transfers

- Click New to create a new Budget Transfer

Budget Transfer Video Tutorial available in Online Resources in Videos
Budget Transfer Items – Add Account Codes

- Enter the Account Number that you want to move money to and from
- Use the Account Widget lookup window to search for accounts
- In the Change field enter a positive or negative dollar amount
- Enter a comment (Defaults to the comment entered above)
- Enter the next line, can copy and change component or click New to add
- Save/Close

- For Expense Account Transfers (Object Code 1000-7000) the Change Column total should be $0.00 unless you have permissions to offset the transfer using the Fund Balance object code 9790.
- Review BT Detail
- Go to Tasks to Submit for Approval
- Or Approval Override if you have permissions
Copy a Budget Transfer

- Enter search criteria for BT that you want to copy
- Click Go to get the list
- Highlight the Reference line
  - If you open form, must close to copy from list
- Click Copy

- A new BT will be created in Open Status
- Review the BT Detail
- Edit if needed
- Review if description is still valid
- Save/Close
- OR Go to Tasks to Submit or Approval Override if you have permissions
Reverse a Budget Transfer

- Enter search criteria for BT that you want to reverse
- Click Go to get the list
- Highlight the Reference line
  - If you open form, must close to reverse from list
- Go to Tasks to select Reverse

  ![Finance - Budget - Budget Transfers](image)

- Click Yes to create the reversing BT
- BT will create a new BT with the Change field amounts reversed

  ![Verify - Reverse Journal Entry](image)

- Status Comment with automatically fill with *Reversal of BR21-000000*
- Comment can be edited if needed
- Review BT Detail
- Go to Tasks to Submit for approval
- OR Approval override if you have permissions

  ![Transfer Summary](image)
Journal Entries

A journal entry is used to record a transaction in the accounting records of a District. A journal entry is usually recorded in the general ledger; alternatively, it may be recorded in a subsidiary ledger that is then summarized and rolled forward into the general ledger. The general ledger is then used to create financial statements for the District.

The most common Journal Entry is moving expenses from one account to another. A JE can be used to make corrections if an incorrect expense account is charged.

A Journal Entry Import can be used to mass update accounts. More detail is in the JE Import section.

**Go to Finance – Fiscal – Journal Entries**

- Click New to create a new JE

Red X indicates the required fields at the minimum to save a JE

- Comment is searchable
- So be logical
- Line Item Count completed in Items
**Journal Entry Items – Add Account Codes**

- Click New to add accounts
- Use the Account Look up
- Debit the account you want to move expense to
- Credit the account you want to move expense from
- The total should be $0.00

Review JE Entries items
- OR run Fiscal Report with Unposted JEs option prior to posting (see next page)
- Go to Tasks to Submit for approval
- OR Approval Override if you have permissions

JE Video Tutorial available in Online Resources
Videos > On-Demand Videos > Finance > Fiscal & Accounts
Review Fiscal Reports Prior to Posting Journal Entries

Another option would be to Save the JE in Open Status and review Fiscal Reports prior to actually posting the JE. Recommend to run a Fiscal02 or Fiscal03 to review with the Unposted JE option to include the transaction and verify it will post as expected.

Go to Finance – Reports – Fiscal

- Unposted JEs?: Yes-Include unposted JE
- Click Go to generate the report
- Review Account detail to verify the balances are as expected
- Return to JE to Post
Copy a Journal Entry

- Enter search criteria for JE that you want to copy
- Click Go to get the list
- Highlight the Reference line
  - If you open form, must close to copy from list
- Click Copy

- A new JE will be created in Open Status
- Review the JE Detail
- Edit if needed
- Review if description is still valid
- Save/Close
- OR Go to Tasks to Submit or Approval Override if you have permissions

NOTE: Review Fiscal Reports prior to posting JE
Reverse a Journal Entry

- Enter search criteria for JE that you want to reverse
- Click Go to get the list
- Highlight the Reference line
  - If you open form, must close to reverse from list
- Go to Tasks to select Reverse

- Click Yes to create the reserving JE
- JE will create a new JE with the Change field amounts reversed

- Status Comment with automatically fill with **Reversal of GJ21-000000**
- Comment can be edited if needed

- Review JE Detail
- Go to Tasks to Submit for approval
- OR Approval override if you have permissions

**NOTE:** Review Fiscal Reports prior to posting JE
Import Templates

The Journal Entry Import process can be used for mass Journal Entry updates, Budget Transfers and create Missing Accounts.

Below is the link for Escape Templates, scroll down to JE Import to download. This can also be found in Escape Online Resources in Tools.

- Click on the Import Template to get list of templates to download
NOTE: The import file DOES NOT accept a header. The header be removed prior to importing or there will be an error in Escape.

We recommend to save an excel file as a working document. Save again as .**CSV Comma Delimited** in order to import. Be sure to close the import file before attempting to import into Escape.
Example of Excel Template: Click Enable Editing to remove the sample data; Leave the Header in the Excel Version.

Example of required fields:

- Org ID
- Fiscal Year: 2021
- JE Type: GENERAL for Journal Entries
- JE Type: BUDREV for Budget Transfers
- Dept ID: BUSINESS
- Transaction Date
- Account Code
- Debit/Credit Amounts
  - NOTE: If Debit there is a Debit amount, then the Credit must be 0.00 OR visa-versa
- Comment: Reason for transactions
  - NOTE: Comments are searchable so be logical
Export Data for Journal Entry Import

Recommended to use Fiscal Accounts to export account list and expenses

**Go to Finance – Fiscal – Accounts**

- Enter in the account criteria
- Check Fiscal Year
- Click Go to get a list

Review the list of accounts is what you were expecting

- Click Export
- Use the Expensed Column to Copy into JE Import Credit Columns and Debit Columns
- The opposite Debit/Credit Amount must be 0.00; both fields must have an amount

Once the information has been copied and pasted to the template

- Save in Excel for your records
- **Save as CSV format (Comma delimited) (*.csv)**
- Close CSV file to import or there will be an error when importing
Journal Entry Import for Journal Entries and Budget Revisions

**Go to Finance – Processes – Journal Entry Import**

- Locate saved CSV File
- Add Comment
- Click Go

- Review Errors *(Most common is forgetting to remove the header)*
- Go to Tasks to Create JE or Create Missing Accounts

- Review Journal
  - Can edit if needed
- Close to Save in Open Status
- OR submit and post as usual in Tasks
Fiscal Reports

Escape has many finance reports available that can be generated or exported to Excel. Within each report, there is a Report Sample field that will take you to the website for report criteria, special considerations and report sample.

The other great feature for some Fiscal reports is that unposted JEs can be included so that you have the ability to review the reports prior to posting the JE to verify the data is what you are expecting.

*Go to Finance – Reports – Fiscal*
Report Favorites and Schedule Reports

Similar to Search Favorites, the system allows a user to Save 20 Report Favorites in each report. You also have the ability to Schedule Reports and email with the report attached. If there are Social Security Numbers associated with the report, then you will receive an email that your report is ready in “My Reports”.

When a report is marked as Public, then you can find other user reports in “Report Favorites” by searching for the user Id, First Initial, Last Name.

- Click Add to create
- Go up to Favorite Id and name it
- Check Public to share with other users
- Description allows a few more characters than the Id
- Schedule: Daily, Weekly, Monthly, Yearly
- Report Format: Select from menu; typically PDF
- Click Attach Report to Email Notification
- Start Date:
- End Date: Leave blank for continuous
- Click Apply Change
- Save
Public Report Favorites

Report Favorites can be marked as Public to share with others or you can get reports that other users have “shared” and make them your own Favorite. This is available for Finance and HR/Payroll reports.

Go to Finance – Report – Favorites

- **Module:** Use menu to select FIN or HR
- **User Id:** Use look up to select the user id
- **Click Go to get a list**

- From the list, double click on report to Open
- Review Report Criteria
- Run Report to see if information is as expected
- Save as your own Favorite