ESCAPE ~ Online 5 Documentation for Butte County Office of Education

Purchasing Basics

WHERE STUDENTS COME FIRST

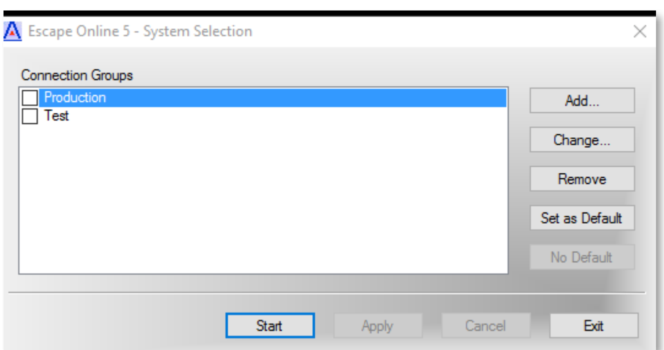
Purchasing Basics

Logging into the System

From your desktop, locate and double click the Escape Online Icon - See below.

A window showing the connection groups will appear. Select the appropriate connection, **PRODUCTION** or **TEST** and then select the "**Start**" button.

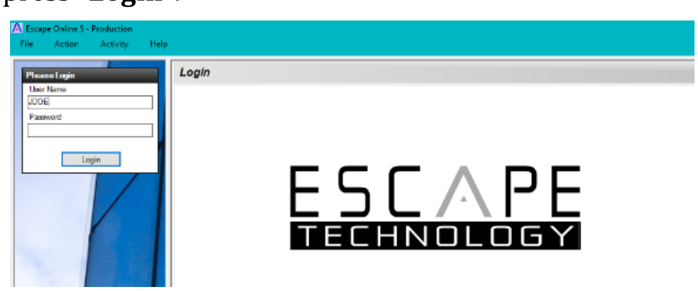
Note: Only use the **PRODUCTION** connection when doing actual production work. To test a feature or new functionality, use the **TEST** connection.



To set a Connection Default

To set a connection default, highlight the connection and select "**Set as Default.**" This setting will havr the system bypass the connection screen and go directly to the connection set as the default. To revert to **No Default**, hold the **shift key** down while selecting the **Escape Online 5 Icon.** The connection screen will appear and you can select "**No Default**".

The main Escape Online 5 login screen will appear, allowing you to enter your login ID and your password, then press "**Login**".



Tip: Your "user name" is generally the first initial of your first name and your last name; your password will initially be "password". You will be asked to change your password as you continue with the login.

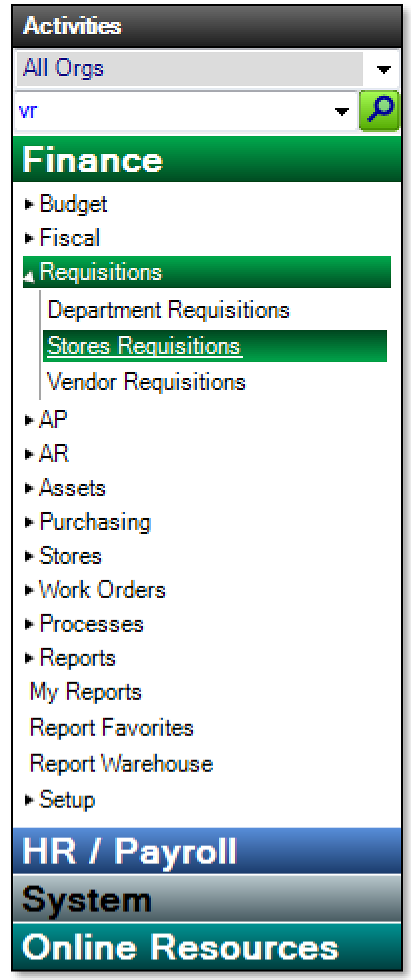
Vendor Requisitions vs Purchase Orders

There has been some confusion on the difference between a Requisition and a Purchase order. The difference is the status of the entries. We begin keying entries as a Requisition, and once the Requisition is printed, the status of those keyed requisition entries changes to a PO.

Accessing the Vendor Requisition Screen

There are several ways to access the Vendor Requisition screen. The first is through the Activity Tree. Begin by selecting **Finance**, **Requisitions**, then **Vendor Requisition.**

The second way to access the **Vendor Requisition** screen is through the **Quick Start** menu. This is found on the left side of the screen under the Activity Tree with a field showing "**Quick Start Here**". The idea is to enter a few pre-defined characters into this field, and then select the "Magnifying Glass" to take you to the screen or activity you chose. By selecting the dropdown menu associated with the Quick Start menu, you can see the areas of the system the Quick Start menu has available. See graphic to the right.



Purchase Requisition Types

All purchasing requests begin as a requisition. There are three types of requisitions:

1) Department Requisitions

2) Stores Requisitions

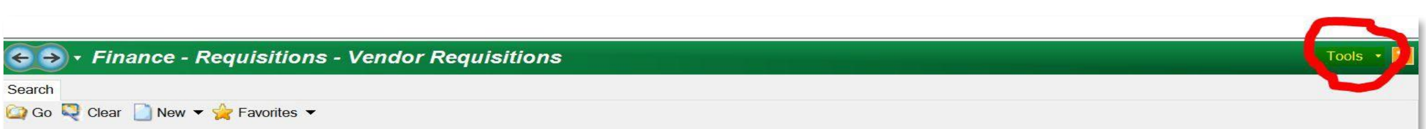
3) **Vendor Requisitions**

The Vendor Requisitions will be the primary type we use at this time.

The Requisition Flow

1. Create entries for the Requisition
2. Submit the Requisition for approval
3. Approvals are granted
4. The Requisition originator is notified that the approvals are complete via email
5. The Requisition is printed, changing its status to PO
6. The Purchase Order is sent to the Vendor
7. The Purchase Order items are received
8. A "copy" of the PO is sent to AP with accompanying paperwork
9. Payment is made

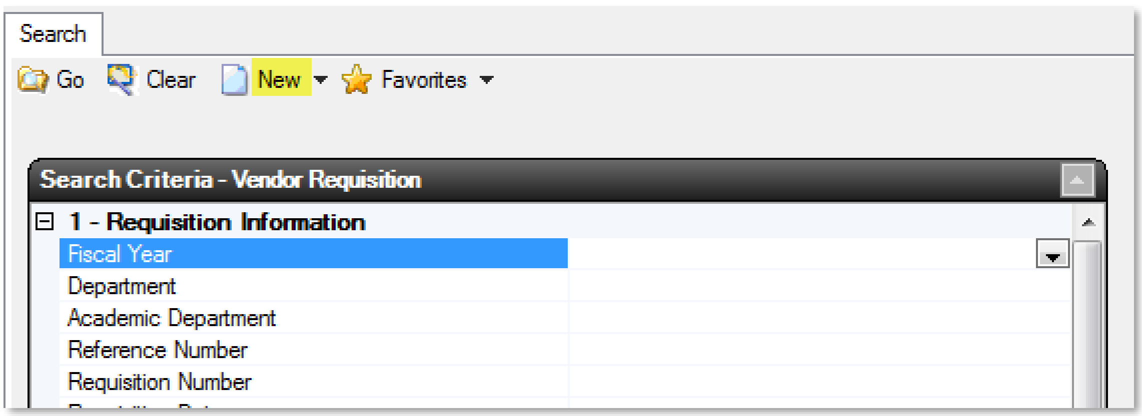
Note: For Help with Vendor Requisitions, use the **TOOLS** drop down menu, located in the upper right side of the screen. The drop down will give you two options to choose: "How To" and/or "Tutorial". How-To will display "help" for the given screen you are in, "Tutorial" will show a video of the activity. You can use the "How-To" to search for any topic within the system by entering the key words and pressing the magnifying glass.



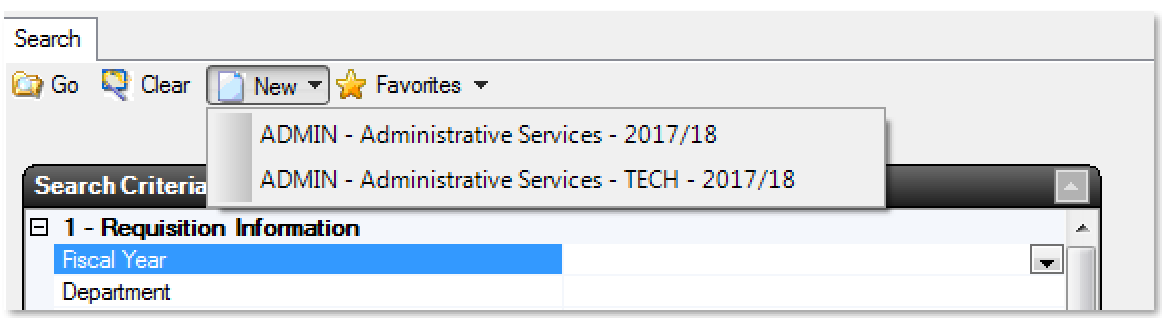
Requisition Basics

Creating a New Vendor Requisition

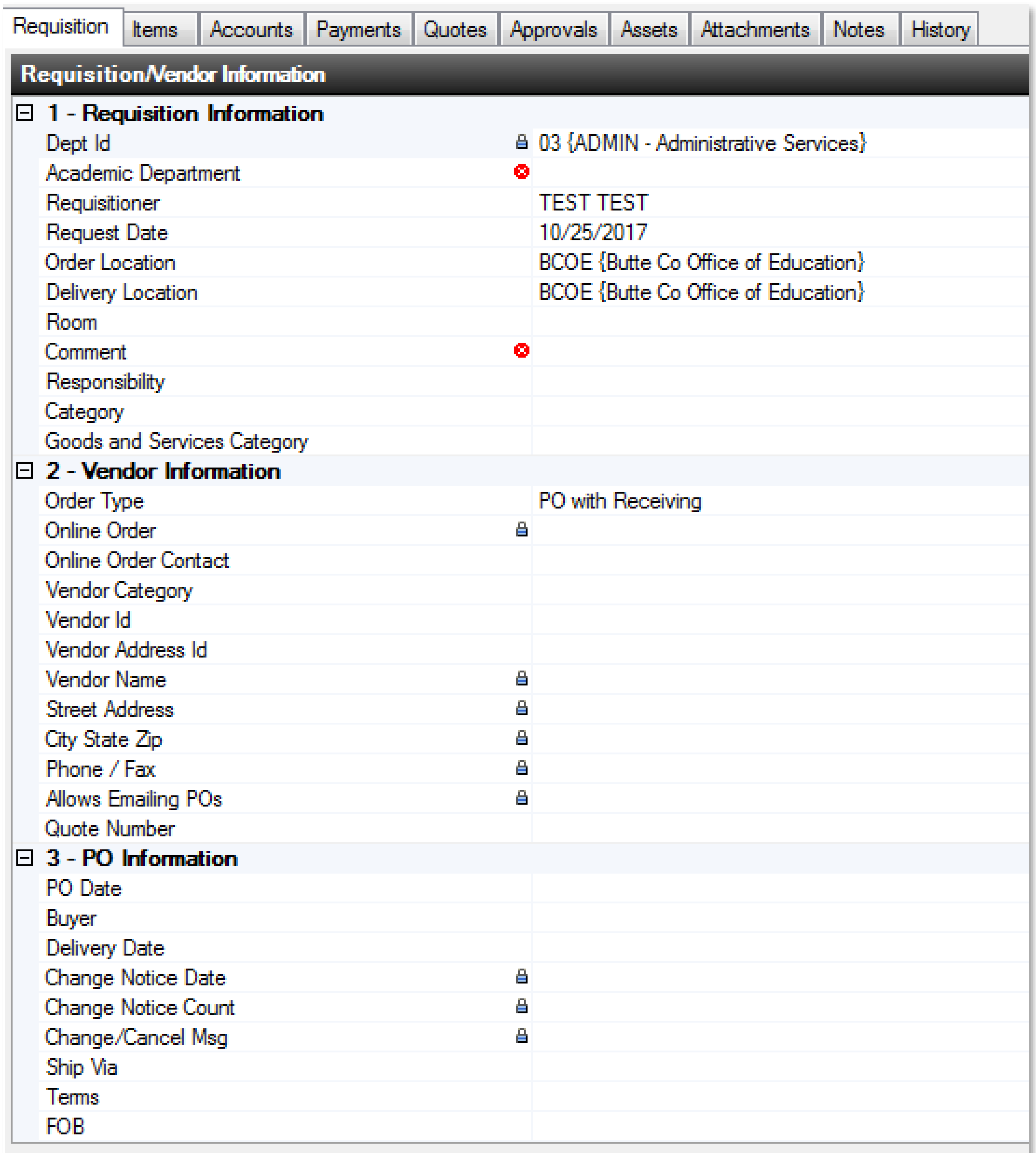
To create a new request for a Vendor in Escape, you will use the **Finance - Requisitions - Vendor Requisitions** activity (Quick Start = VR). Once you have selected the activity, you will select the **NEW** button to begin entering a **NEW** requisition.



When selecting **NEW** from the Vendor Requisitions activity, you will be given the options to pick the department that represents either a Standard Requisition or a Technology Requisition. Each option has a different approval routing path. The following shows an example of a user purchasing for Administrative Services.



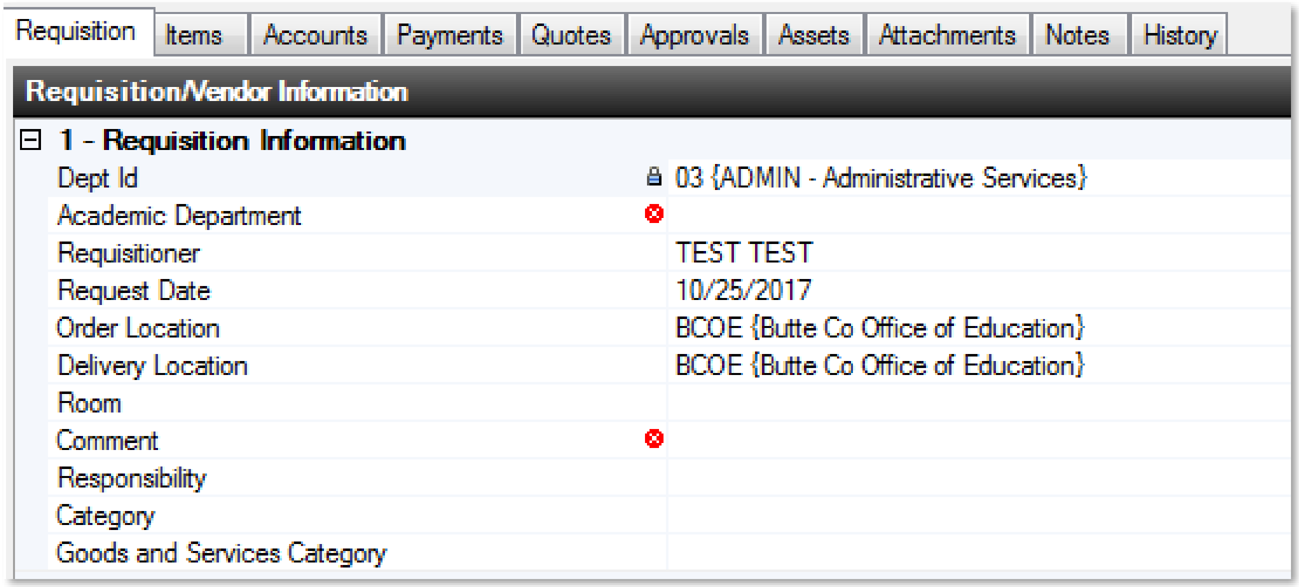
After selecting the correct department requisition type, you will be presented with the following screen:



Three primary tabs need to be addressed before you can **SUBMIT** the REQ. They are the **Requisition** Tab, the **Items** Tab, and the **Accounts** Tab.

The other tabs will be addressed later.

Requisition Tab



The following items will default into this section:

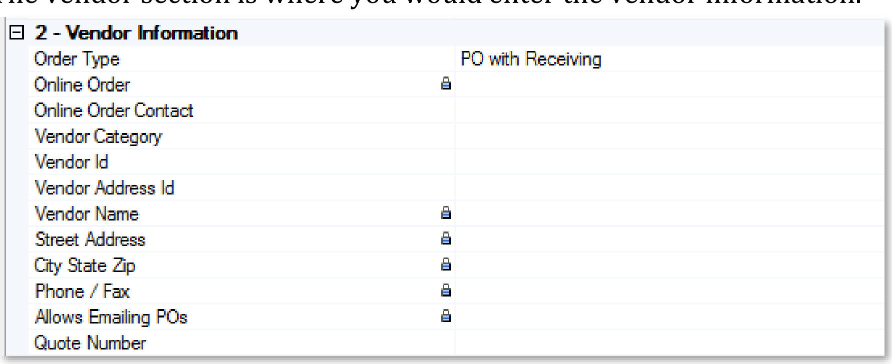
- **Department ID**
- **Requisitioner** – This will default to your login information, but should be the actual **Requisitioner** who has requested the purchase (i.e. Program Coordinator, Principal, Manager, etc.).
- **Request Date** – This will default to today's date; change it to the actual request date if applicable.
- **Order Location** – This comes from the Department record, but can be changed if security allows.
- **Delivery Location** – This comes from the Department record, but can be changed if security allows.

The following items are **required** fields:

- **Academic Department** – From the Pick list, select the correct Academic Department.
- **Comment** – Enter comments regarding this PO. This comment will appear in many areas of the system and on specific reports.

Vendor Information Section

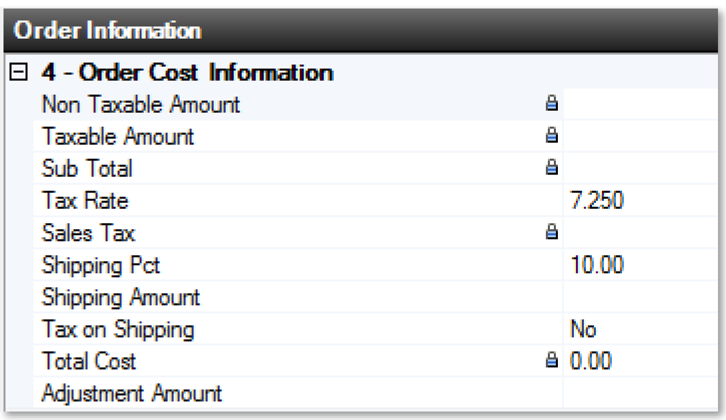
The vendor section is where you would enter the vendor information.



- **Order Type –** This field is very important and requires some thought.
    - "**PO with Receiving**" If the items you are purchasing are fixed assets or inventory items, then you must select "PO with Receiving". This gives you the opportunity to add more tracking information to the asset you are buying. A fixed Asset is any depreciable item $50,000 or more. Inventory items are anything 500 to $50,000. Both must be tracked as assets in Escape.
    - **"PO w/o Receiving"** - If you are purchasing items that are not assets, then this entry can be changed to "PO w/o Receiving". This will not require the receiving step before payments are made.
    - **"Blanket PO" –** Use this Order type if the PO will remain OPEN and payments will be made against this PO.
    - **"Direct Pay"** – This indicates that the Requisition is a Direct Pay type.
- **Vendor ID**
    - **Vendor ID –**Enter the Vendor ID in this field. Enter at least two characters of the **VENDOR NAME** into the Vendor ID field to search for the vendor. When using part of the vendor name in this field, be sure to select the drop down to display the pick list. When the list appears, you can double click the vendor to insert the Vendor ID into the REQ.

Order Cost Information Section

This section is where you verify and or enter tax and shipping information.



- **Sales Tax** – Verify the sales tax rate value. If you need it changed, enter the correct tax value. Determining this value is important in calculating the correct encumbrance amounts.
- **Shipping Percentage**. Verify the Shipping Percentage. This value will estimate the amount of shipping that will be applied to the PO. This is important in helping to determine the most accurate encumbrance amount possible. The actual shipping cost will be determined from the Invoice.

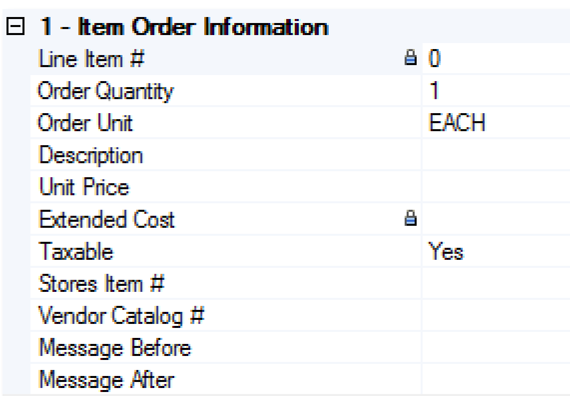
The other sections of the Requisition tab provide information on the actual progress of the requisition as it transitions through the various phases of the purchase process.

Items Tab

Item Order Information Section

To begin entering Items, select the **Items tab** and then select **NEW**.

As you select "**New**" the following screen will appear with fields as described below.

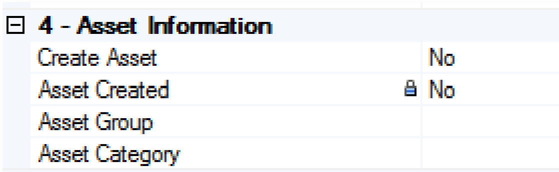


- **Line Item#** - This will default to 0. The system will automatically add the correct line number.
- **Order Quantity** – This defaults to 1. Change to the correct quantity as needed.
- **Order Units** – This defaults to EACH. Enter the appropriate unit of measure as needed.
- **Description** – Enter the description of the item here. If you need to enter more text than the line will hold, select the drop down arrow to display a Text Box Entry box for larger text.
- **Unit Price** – Enter the Unit Price here.
- **Taxable** – If taxes are to be applied to this item, leave the default to "Yes," otherwise change to "No".
- **Message Before and After** – To have a message appear before or after the item, enter the "Text" in the appropriate fields.

Asset Information Section

If the item you are entering will become a Fixed Asset:

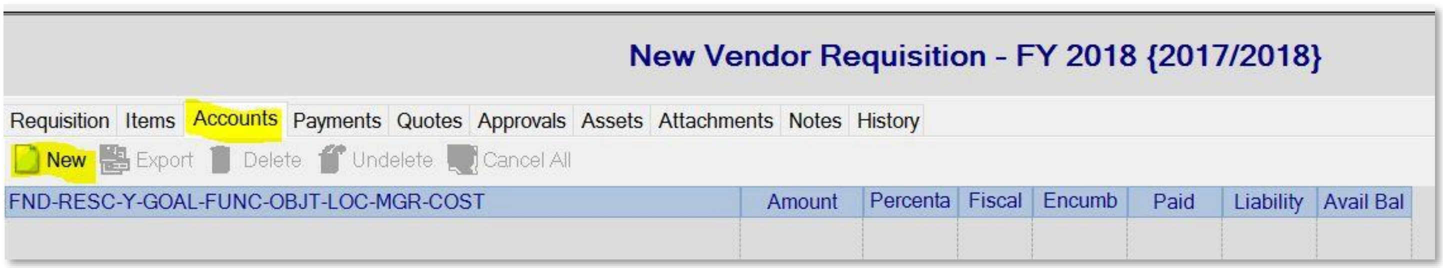
- Change the **Create Asset** field to a "**Yes**"
- Enter the **Asset Group** Code



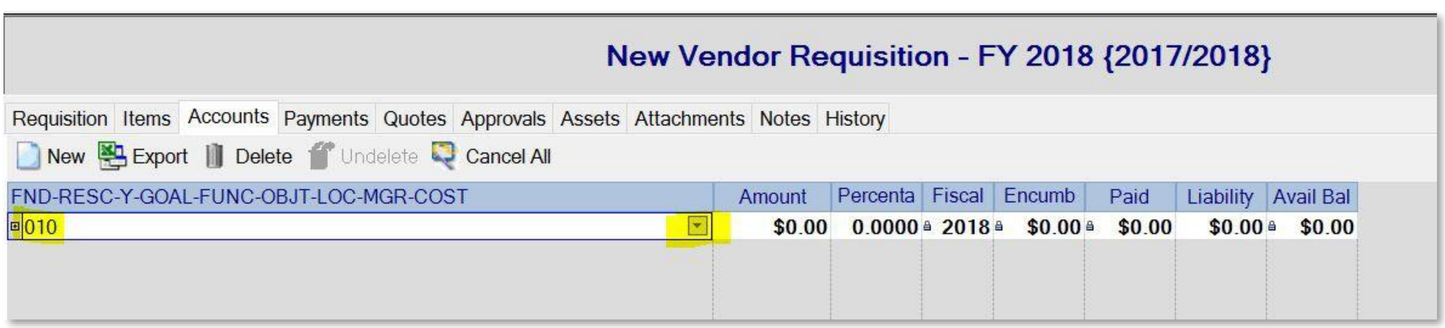
After the Item information has been entered you can either **Save/Close** to **exit** the screen or **Save/New** to **enter a new** item.

Accounts Tab

Select the Accounts tab and then select **NEW** to enter your accounts (funding source/s).



Enter your first account or use a variety of shortcuts to see what accounts are allowed. An easy shortcut is to enter the fund (01, 12, 40, etc.) and then select the drop down menu. You will be shown a list of available accounts for you to use as well as the current available balance and description.



Highlight your selected account from the list provided and press **ENTER** to select.

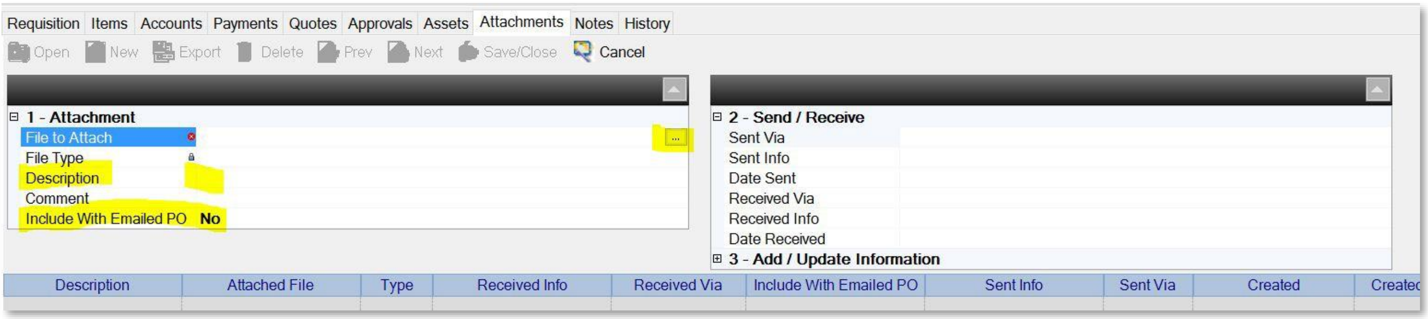
If splitting between multiple accounts, enter the AMOUNT or PERCENTAGE of the split. Repeat if you are funding this request from multiple accounts. The system will continue to adjust AMOUNT/PERCENTAGE based on the total cost of the request, including shipping & taxes.

Note: Currently, the accounts entered here will apply to all items on the Requisition. Future releases will allow you to assign accounts to line items.

Attachments Tab

Attach all supporting documents to the requisition before submitting. Select the Attachments tab and then select **NEW** to enter an attachment.

NOTE: You can enter as many attachments as you like by selecting NEW, browsing to find your attachment, saving that attachment, then enter NEW to add another.

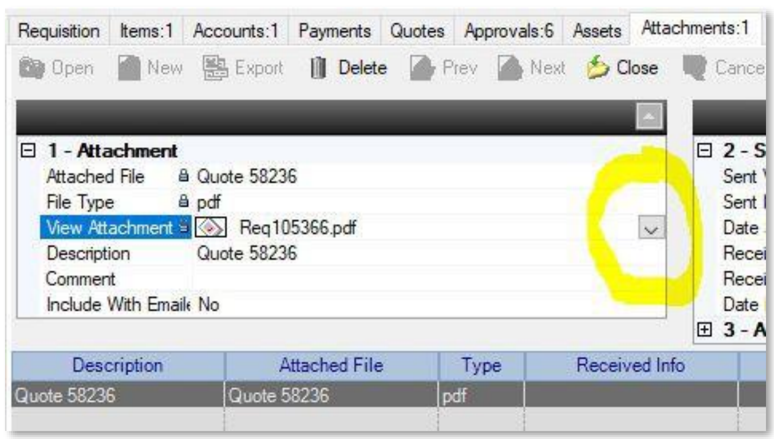


In order to attach a document to your requisition, use the browser in the **File to Attach** field to find the file you want to attach. The **attach file window** will allow you to search through your directory structure to find the files needed. Select the appropriate file to attach. You can attach almost any type of file - pdf, Word, Excel, image file - and drill down to any folders you can access whether on your desktop, hard drive, or the server. Once attached, you have the option to NOT keep the original scanned image since it will be stored in the requisition.

Enter a **Description** for this attachment. This makes it easy to find or review later.

If you would like this attachment included when the purchase order is sent to the Vendor, set the **Include with Emailed PO** field to YES.

To view a requisition attachment, click on the **Attachments** tab, highlight the attachment you wish to view, then either double-click or select **Open**. Then click on **View Attachment** and select the look-up **ICON** to the right of the file name. The file will open for viewing.



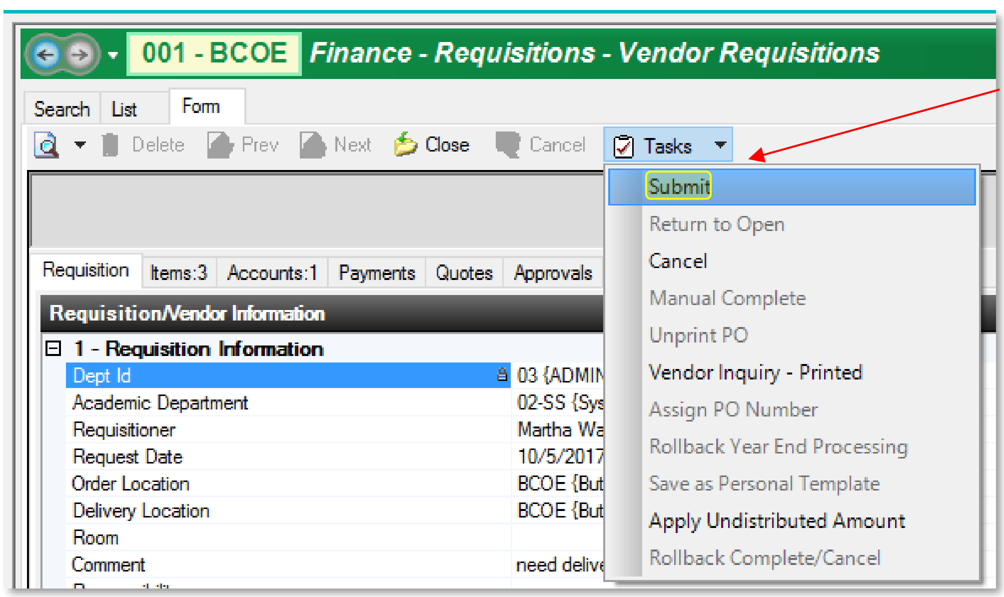
Notes Tab

If you would like to include any notes with this requisition, select the **Notes** tab and then **NEW** . You can enter as many notes as you like by selecting **NEW**, then entering your note, and then saving the note. Repeat this process to enter another note.

Type your note on the line or select the **drop down button** and type your note in a larger text box. You can format the note here to include carriage returns for ease of reading. Each note may be up to 1200 characters in length and have the Created By User and Created Date/Time saved with each note.

Submitting the Requisition

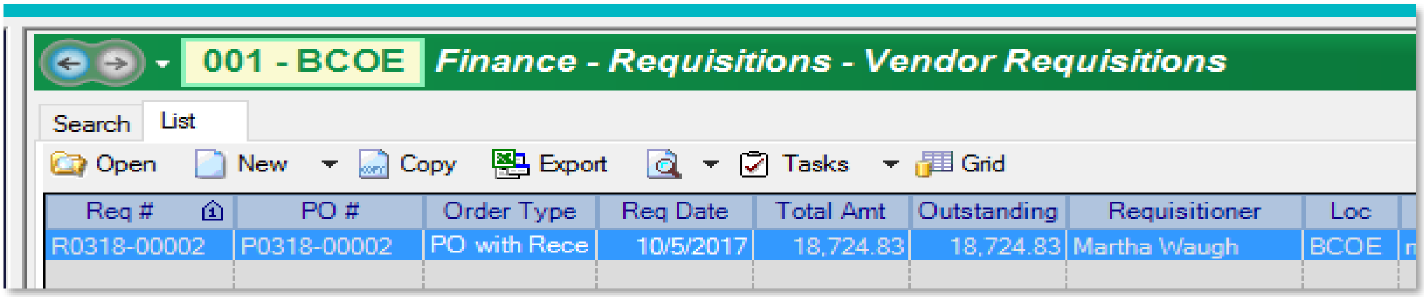
You may **Save/Close** the requisition during the process of entering your data, should you need to leave your work in progress and return later to finish. When you have entered all the appropriate information to your requisition, you are ready to **Submit** it for Approval. To **Submit** your requisition, select the **TASKS** button from inside your requisition and select **Submit**. This will submit your requisition for approval.



If you are finished and ready to approve the requisition, click on the TASKS icon and select SUBMIT. If you wish to save your work and come back later, click SAVE/CLOSE.

NOTE: If **SUBMIT** is not highlighted, there is a missing piece of information on the vendor requisition that needs to be entered prior to submission.

Once you have Submitted and/or Saved your requisition, the software will assign a Requisition Number. Once Submitted or Saved, the software will take you back to the List. The Requisition number will now be shown on the list (**Note**: The PO number will be assigned at the time of Printing).



You can select the Snapshot button (document with a magnifying glass) if you would like to view/print a snapshot of your requisition. You can do this at any time after saving the requisition, displaying the requisition information at that point in time.

Printing Purchase Order

The primary reason to print a Purchase Order is to provide the vendor with a copy of the terms of the purchase; in essence, it is the contract with the vendor agreeing to the terms of the contract (Purchase Order).

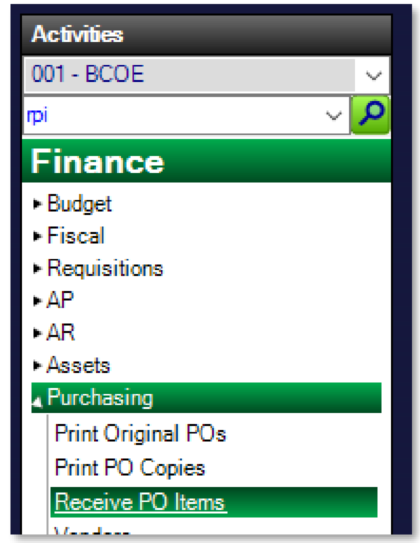
Copies of the Purchase order are used along the way to give Accounts Payable a summary of the accounts they will need when paying the bill. In the past, Original Purchase Orders included account information on it. The Purchase Order form will not include account information. However, the printed copies will include the account information. Copies of the PO will be given to AP when submitting invoices for payment.

Approval Processes

When a requisition is **Submitted**, the software will determine the appropriate approval path. The first approver in the path will be notified, once approved; the next approver in the path will be notified, and so on. Approvers are NOT notified of a pending requisition until all approval levels ‘below’ them have been approved. Approvers move the request along as they **Approve** or **Deny** the requisition. When denying a request, a comment can be entered as to the reason for denying it. The requisitioner will receive a notification that the request was denied along with the comment given. If necessary, you may return the requisition to **OPEN** using the **TASK** from the Vendor Requisition, correct the request and submit again.

The identified approval path will be noted in the **APPROVALS** tab of the requisition. This is where you can see who has approved or needs to approve the Requisition. It gives you a quick visual of the progress of the approvals.
The approval path is set in the department record and is based on the signing limits given to each manager.

Receiving Items from a Purchase Order



Once your Purchase Order has been generated, sent to the vendor, and items are delivered, you will need to receive those items if receiving is required. This shows accounts payable that you have received your delivery.

To receive items, you will use the **Finance - Purchasing - Receive PO Items** activity (Quick Start = RPI).

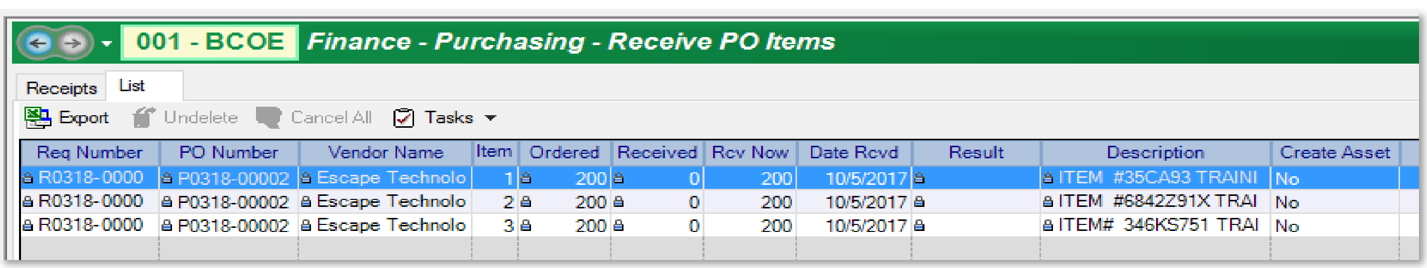
Date Received: This defaults to 'today', but can be changed if you are receiving items physically received on another date. This default date will apply to all receipts entered below. It can be changed for any individual receipt.

Beginning Sequence: You can enter a beginning sequence for the various POs. For example, if you are receiving from several FY 2018 purchase requisitions you could enter PDDYY-0 (where DD is the department code and YY is the two character year) in the beginning sequence and then add the remainder of each Purchase Order in each Receipt. This can also be left blank.

Receipt Entry

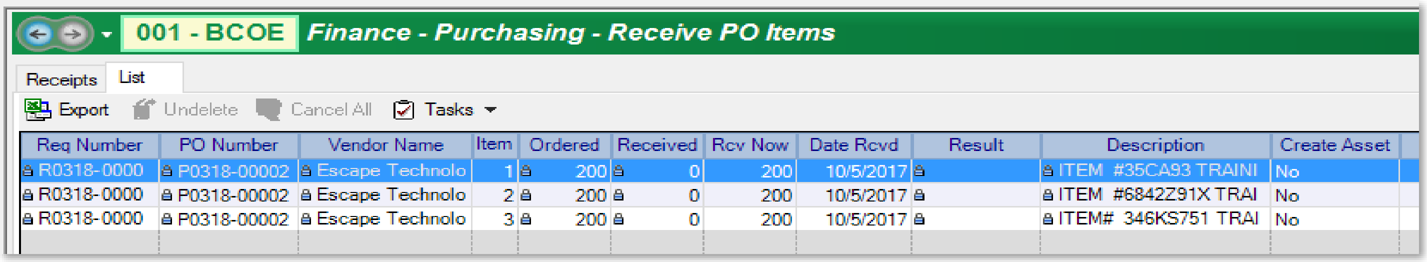
- Date Received: Enter date if different from default.
- Reference Number: Enter PO or Req number - when entered correctly will display Req #, PO #, VendorId and Name and Unpaid balance.
- Receive All: Yes or No - enter yes if you received all or most items outstanding; enter no if you receive very little of the outstanding items for this PO.
- Enter items for up to 25 different POs at one time.
- Select **GO** when you've entered all you have at this time - you can select **GO** after entering 1, or up to 25 purchase orders. You will be able to receive any items ordered on that PO by entering it 1 time on this list.

Once you select GO, the software will build a list of all the Purchase Orders you have entered and all of the items from each PO.

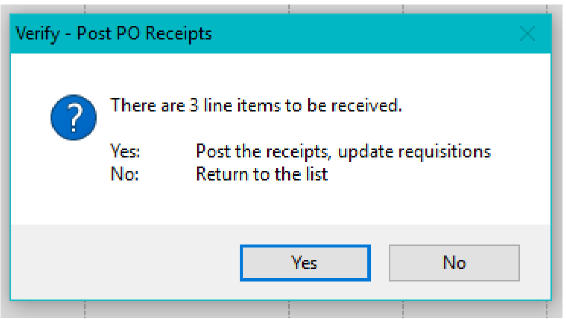


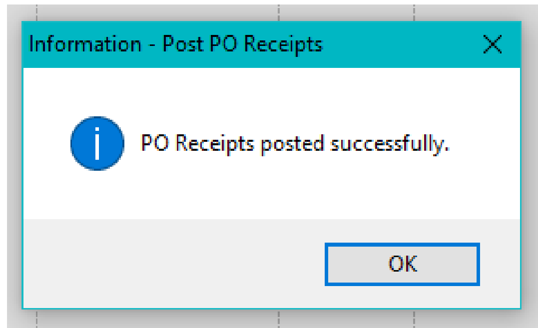
If you selected **YES** on Receive All for this PO, then each item Rcv Now value will be the remaining amount to receive. If you select **NO** on Receive All for this PO, then each item Rcv Now value will be 0.

Type in the Rcv Now amount of each item you received if different from what is displaying.

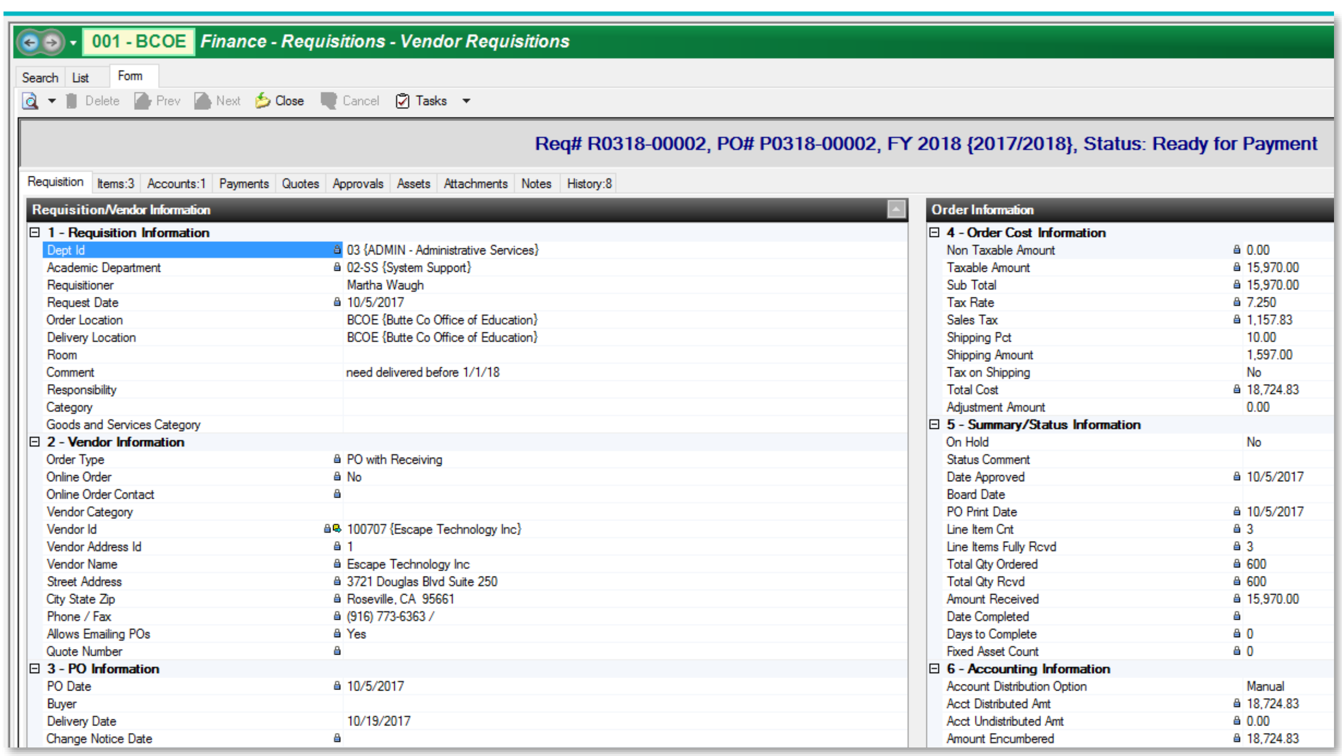


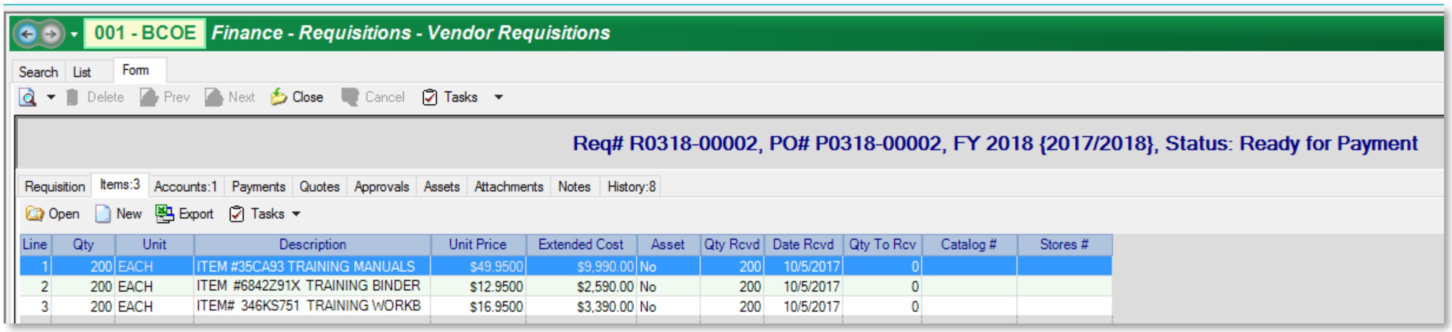
Once you have updated all the items on your list with the appropriate information, use the **TASKS** button and select **POST**. Selecting **POST** will pop up a verification message with what you are requesting. Select **YES** to complete the Posting process. This will update the requisition with the items/date received and notify accounts payable that receiving has been completed for these items.



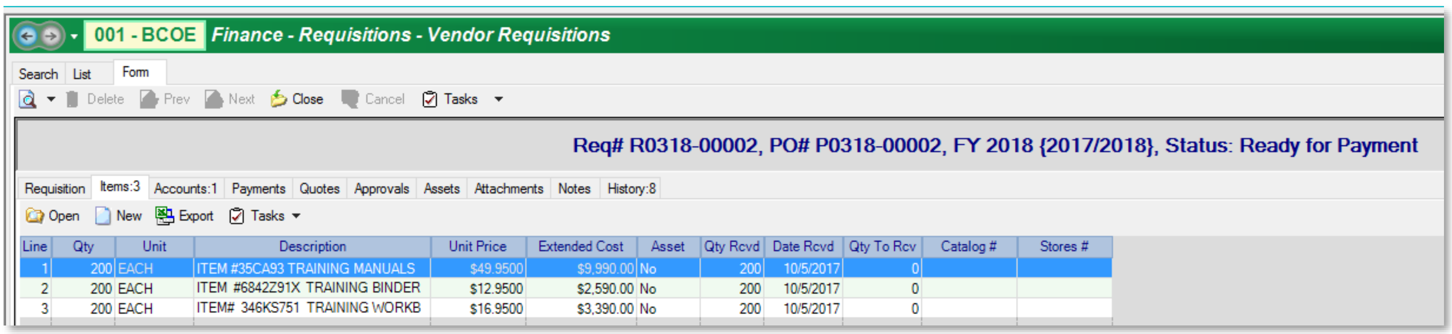


Once you have posted your receipts, you can see all the information regarding items received to date from inside the requisition or the requisition snapshot:





History Records are created for each transaction that occurs in the life of the requisition as well:



Reports

You will be able to access a variety of reports in Escape. In addition to the Snapshot reports you will be accessing, you will have access to a group of reports. Any report you access will be limited by your permissions, for both physical locations as well as specific parts of the accounts.

Report Description	Report Name
Approval Aging	ReqPay10
Board Report	ReqPay11
Board Report of Checks	ReqPay12
Cancel Check Register	ReqPay09
Check Detail	Check99
Check Register	ReqPay04
Confirming Orders	ReqPay06
County Check Register	ReqPay94
County Check Summary	ReqPay93
County Checks Issued-Cancelled	ReqPay95
Independent Contractor Report	ReqPay17
Outstanding Check Register	ReqPay90
Payment History	ReqPay19
Payment Register	ReqPay05
Receiving Report	ReqPay13
Requisition Listing	ReqPay02
Requisition Snapshot List	ReqPay21
Use Tax Report	ReqPay20
Vendor 1099 Detail	ReqPay16
Vendor 1099 Log	ReqPay07
Vendor Check Detail	ReqPay18
Vendor Detail	ReqPay01
Vendor History	ReqPay08
Vendor Mailing Labels	ReqVendorLabel0

Report Favorites

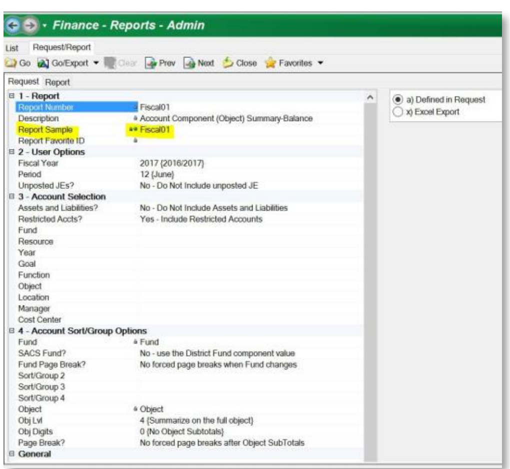
A Report Favorite saves a set of selection criteria for a given report, which can be used when needed. Reports in Escape can have selection criteria saved as Favorites and can be scheduled to run automatically. Any report run in Escape will always run to the screen where you can then decide if and what will be printed.

The steps in creating a Report Favorite:

- Select any report within the system
- Enter the selection criteria in the fields associated with the report
- Select the “Favorite” item from the tool bar and choose “Manage”
- Select the ADD button
- Type the Favorite Name in the Favorite ID field
- If you want to share this favorite with others, check “Public”
- If you want to schedule the report, fill in the schedule information
- Select Apply Change
- Save the Favorite

Each user can save 20 different “favorites” for any given report. These criteria favorites can also be shared between users.

Enter your selection criteria. Use the hints at the bottom of the report criteria for each field to help with your selection criteria as well as the Report Sampler for the report to review the details of how to run this report.



Any reports that are named ‘**EXTRACT**’ or have a sort option **X** (Excel Export) can be sent directly to Excel by selecting that option. Instead of hitting **GO** after entering your criteria, select **Go/Export.** Excel data and Escape will run the report and open up Excel.

Saving your Favorites or setting a schedule is done via the Favorites drop down. Do not forget about your Quick Links and Sub Reports as described in the Accounts activity.

Report Mnemonics

This method is supported in searches, forms and reports. To use a mnemonic, enter the three/four character code below.

BCM – Begin of Current Month

ECM – End of Current Month

BFY – Begin of Fiscal Year

EFY – End of Fiscal Year

BCC – Begin of Current Calendar Year

ECC – End of Current Calendar Year

BLC – Begin of Last Calendar Year

ELC – End of Last Calendar Year

BLM – Begin of Last Month

ELM – End of last month

BCQ – Begin of Current Quarter

ECQ – End of Current Quarter

ELQ – End of Last Quarter

TDY – Today

YDY - Yesterday

CMO, CTU, CWE, CTH, CFR, CSA, CSU – Current Week Monday, etc.

LMO, LTU, LWE, LTH, LFR, LSA, LSU – Last week Monday, etc.

CFY – Current Fiscal Year Range*

NFY – Next Fiscal Year Range*

LFY – Last Fiscal Year Range*

CFYT – Begin of Current Fiscal Year until Today Range*

* You cannot enter a range mnemonic in a single date field (e.g., Hire Date in the Employee) or in a range or a series, nor can you perform math on range mnemonics.

Examples for using mnemonics:

When you are entering journal entries for the last day of the fiscal year, enter EFY (end of fiscal year) in the Transaction Date field.

When you are ending add-ons on December 31, enter ECC (end of current calendar year) in the Date Thru field.

When you want to run a Credential Listing (Cred03) report for all employees hired in the last month, enter BLM (begin of last month) in the Starting Hire Date and ELM (end of last month) in the Ending Hire Date in the report parameters and schedule the report to run the first of every month.

When you want to have a search favorite that brings up a list of vendor requisitions created this month, enter BCM..ECM (begin of the current month through the end of the current month) in the Requisition Date field on the search page.

Using Mnemonics in Date Ranges and Performing Math

You can use single-date mnemonics to enter ranges and in a series. You also can perform simple addition/subtraction on single-date mnemonics. The syntax is +/- and the number of days, no spaces.

For example, if today is February 14, 2020:

BCM – Returns 2/1/2020

CFY – Returns 7/1/2019..6/30/2020*

TDY-2 – Returns 2/12/2020

CMO..EFY – Returns 2/10/2020..6/30/2020

BCQ..ECQ – Returns 1/1/2020..3/31/2020

BCM+1..ECM+2 – Returns 2/2/2020..3/2/2020

TDY.. – Returns on or after today

..TDY – Returns on or before today

* CFY is a range mnemonic that automatically returns a range. It cannot be used in a syntactical range (e.g., CFY..NFY is not valid).

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. They will be saved for 2 weeks, but you can change the date/time so they can be saved for more or less time.

Report Basics

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.)
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. Press Go (Ctrl+G) to display the report in the Escape Online Document Viewer, or use the Go/Export task to select from several export options.
    - **EODF** – (Default format) When you use Go, the report is displayed as an EODF (Escape Online Document File) in the document viewer. It may or may not display with bookmarks (or table of contents). To control this, go to Setting-Options in the document viewer and check/uncheck the "Show the bookmarks sidebar when available" checkbox. There are other options here, including printer settings (shrinking to fit) and the default layout. These settings remain in effect until you change them.
    - **Excel** – Exports the report as-is to Microsoft Excel and launches Microsoft Excel. All of the formatting (headers and footers) are included in the file.
    - **Excel Data** – Exports the data of the report without formatting, except for a single column heading, to Microsoft Excel. Always use this option for report extracts.
    - **PDF** – Exports the report as a PDF, launches Adobe Reader. The report looks exactly the same as the EODF format. If you are on a recent version of the Acrobat Reader, the toolbar for saving this format floats at the bottom of the report. To make the toolbar stationary at the top of the report, press F8.
    - **Word** – Exports the report as is to Microsoft Word and launches Microsoft Word. All of the

formatting (headers and footers) are included in the file.

- **RTF** – Exports the report as-is to an RTF file and launches your default RTF viewer. For most people, this would be Microsoft Word. Sometimes the RTF export will convert complex formatting better than the Word export.
- **XML** – Exports the report in an XML format for uses outside of Escape Online.
- **HTML** – Exports the report as-is to a text file (*.htm) with HTML codes embedded, appropriate for viewing on a web site, this also launches your default browser.
- **CSV** – Exports the report to a CSV file for editing or viewing in a program other than Microsoft Excel. This option works best when the report output is an extract.
- **Text** – Exports the report as-is to a text file.

Note that both Go (Ctrl+G) and Go/Export run the report.

Once the report has finished processing, it will be displayed in the Report tab or the associated activity if you ran it using Go/Export. If there is no data to be printed in the report, a blank report will be displayed. For example, if you try to 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, go to My Reports to view the report, and My Reports will display the report as run. For example, if you exported to Excel, then when you select the report in My Reports. Escape Online will launch Excel and display the data there.

Using the Escape Online Document Viewer

Whether you view a report immediately after running it or view it later using My Reports, the report is displayed via the Escape Online Document Viewer. The viewer displays the report in its own window so that you can look at a report and work in an activity simultaneously. For example, you can run a fiscal report and view the report while working in the Journal Entries activity. You can have multiple report windows open, especially helpful with report links. Note, that closing an activity also closes the viewer.

From the viewer, you can view, print, and save the report to your workstation. The following describes how to navigate within the viewer.

The document viewer automatically shows report bookmarks. These can help you jump to pages/sections in a long report, but many users prefer them to be hidden. To always hide bookmarks, open the document viewer and select Options under the Settings menu and uncheck the "Show the bookmarks sidebar when available" checkbox. Then you can use the F12 key to show then when you want.

Warning

Some Escape Online reports contain sensitive and personal information. Please follow BCOE's standards for handling of confidential information.