

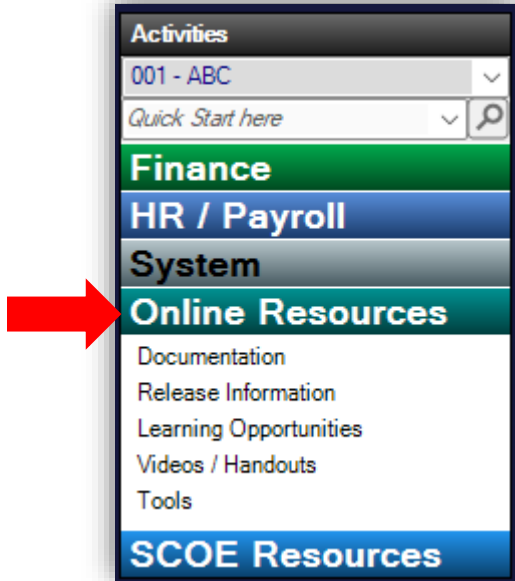


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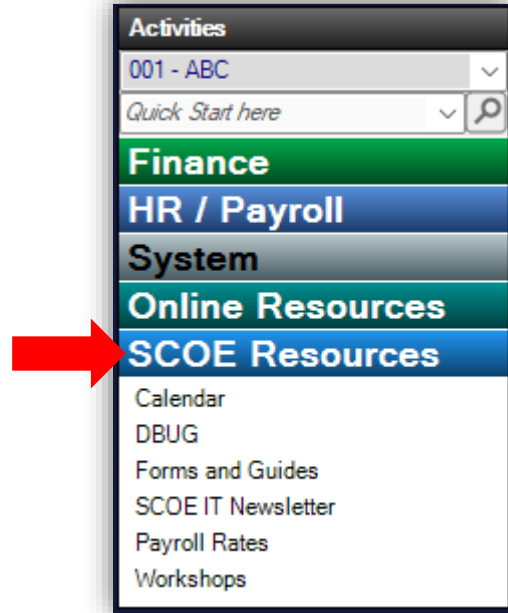
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# Helpful Resources

## Online Resources for Escape information



## SCOE Resources for Local information



Click here:  
[Escape AR User Guide \(scoe.org\)](http://scoe.org)

Click here:  
[Escape AP User Guide \(scoe.org\)](http://scoe.org)



## Double Entry Fundamental Concept - Debits and Credits

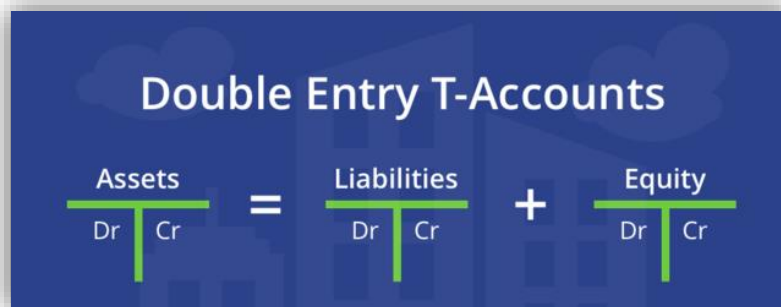
Double entry, a fundamental concept underlying present-day bookkeeping and accounting, states that every financial transaction has equal and opposite effects in at least two different accounts.

**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.

Account Type	Balances	Debit	Credit
Expense	Budget, Revised	Decreases	Increases
Expense	Encumbered, Expensed	Increases	Decreases
Revenue	Budget, Revised	Increases	Decreases
Revenue	Recorded	Decreases	Increases
Assets	Balance	Increases	Decreases
Liability	Balance	Decreases	Increases
Fund Balance	Budget, Revised	Decreases	Increases
Fund Balance	Actual	Decreases	Increases
Begin Balance	Budget, Revised	Increases	Decreases
Begin Balance	Actual	Decreases	Increases

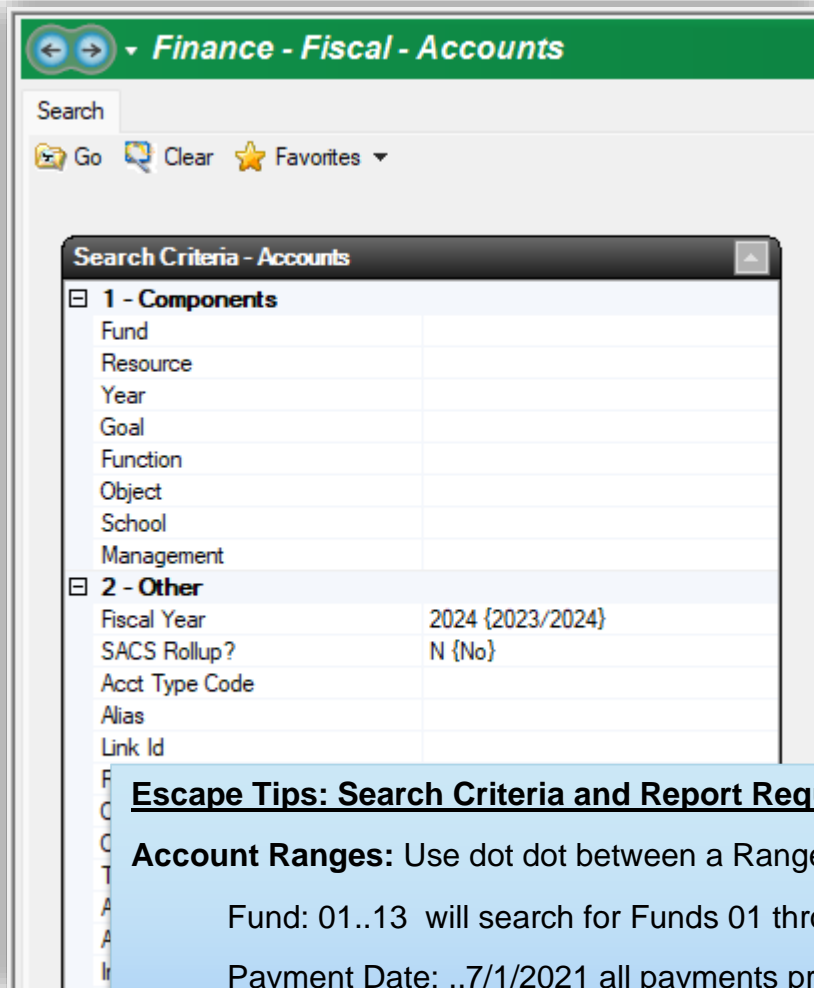


## Viewing Fiscal Accounts

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

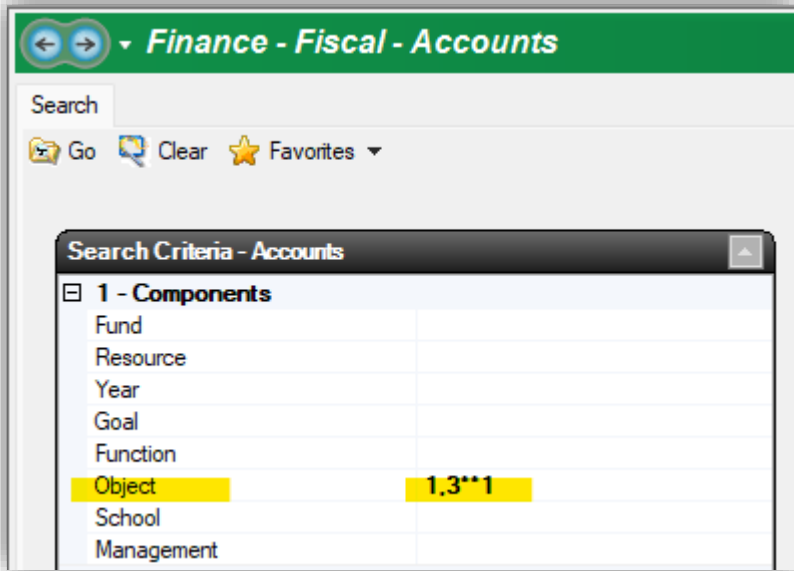
**Non-Contiguous:** Use comma 45,52

**Wildcard:** Use asterisk 1, 3\*\*1 for Certificated Salaries and Benefits

2, 3\*\*2 for Classified Salaries and Benefits

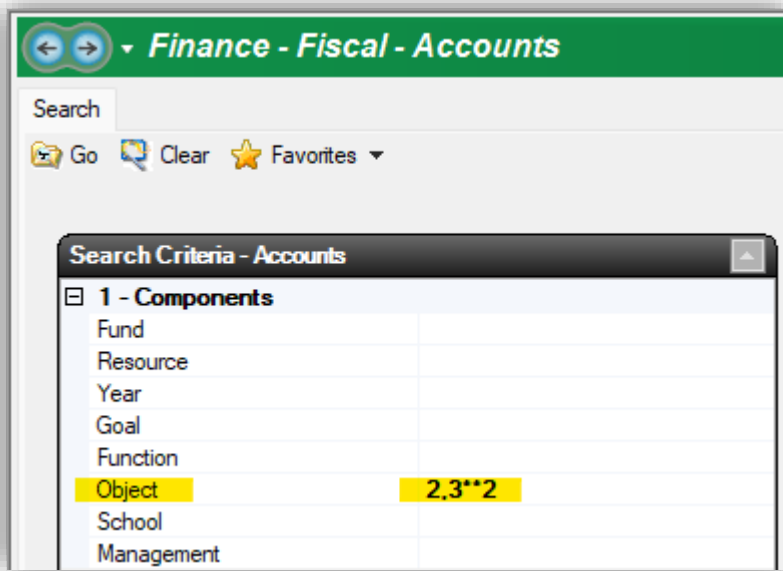
**Example:** Search for Certificated Salaries and Benefits

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



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

**Object Code:** 2, 3\*\*2



## Fiscal Accounts

Example list of account for certificated salaries:

FY	FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGMT	Rest	Description	Account Balance	Encumbered	Expensed	Adopted	Revised
2024	01-0000-0-1110-1000-1100-600-0100	No	Teachers' Salar, Instructio	(\$22,356.24)	\$256,855.36	\$449,496.88	\$684,914.00	\$683,996.00
2024	01-6500-0-5770-1120-1100-000-0000	Yes	Teachers' Salar, Spec Ed-	(\$10,205.09)	\$19,568.76	\$34,245.33	\$43,609.00	\$43,609.00
2024	01-0199-0-1110-1000-1100-600-0100	No	Teachers' Salar, Instructio	\$7,620.05	\$13,045.80	\$22,830.15	\$43,496.00	\$43,496.00
2024	01-0000-0-1110-1000-1100-000-EIA	No	Teachers' Salar, Instructio	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2024	01-0000-0-1110-1000-1100-000-INTV	No	Teachers' Salar, Instructio	\$5,644.00	\$0.00	\$0.00	\$5,644.00	\$5,644.00

- **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.

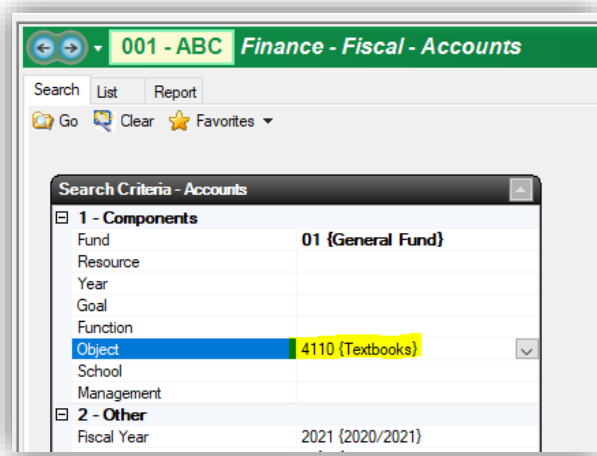
**Example:** Salary Account Expenditure, click on blue line to get more detail, a Pay10 Labor Distribution Detail Report is generated for 1-3 Object expenses with Employee Names.

Fiscal99a				Expenditure Account Snapshot			
EXPENDITURE							Fiscal Year 2023/24
Trans Date	Vendor(Payee): Description	Journal #	Reference #	Budget	Encumbrance	Expenditure	Account Balance
01-0199-0-1110-1000-1100-600-0100 {Teachers' Salar,Instruction,Regular Educati,Elementary Educ} Unrestricted							
July, 2023							
07/01/23	Approve Budget,OB24-01,Fund 01	<a href="#">BA24-00001</a>		43,496.00			43,496.00
August, 2023							
08/31/23	08/31/23 Regular Payroll (Earnings)	<a href="#">PR24-00007</a>				<a href="#">3,261.45</a>	40,234.55
September, 2023							
09/29/23	09/29/23 Regular Payroll (Earnings)	<a href="#">PR24-00012</a>				<a href="#">3,261.45</a>	36,973.10
October, 2023							
10/31/23	10/31/23 Regular Payroll (Earnings)	<a href="#">PR24-00017</a>				<a href="#">3,261.45</a>	33,711.65
November, 2023							
11/30/23	11/30/23 Regular Payroll (Earnings)	<a href="#">PR24-00022</a>				<a href="#">3,261.45</a>	30,450.20
December, 2023							
12/28/23	12/28/23 Regular Payroll (Earnings)	<a href="#">PR24-00027</a>				<a href="#">3,261.45</a>	27,188.75
January, 2024							
01/31/24	01/31/24 Regular Payroll (Earnings)	<a href="#">PR24-00033</a>				<a href="#">3,261.45</a>	23,927.30
February, 2024							
02/29/24	02/29/24 Regular Payroll (Earnings)	<a href="#">PR24-00038</a>				<a href="#">3,261.45</a>	20,665.85
02/29/24	Salary Encumbrance between 03/01/24 and 06/30/24 Payroll	<a href="#">PR24-00040</a>			13,045.80		7,620.05
<b>Totals</b>				<b>43,496.00</b>	<b>13,045.80</b>	<b>22,830.15</b>	<b>7,620.05</b>

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

Pay10a				Labor Distribution Detail		
Pay Date 02/29/2024					Fiscal Year 2023/24	
Employee	(ID)SSN4	Pay Date	Pay Cycle/ Period	Source	Amount	
01-0199-0-1110-1000-1100-600-0100 Teachers' Salar,Instruction,Regular Educati,Elementary Educ						
Smith, Jane	(000249)	02/29/2024	CE1A/#7	49-3 SPEC ED	3,206.91	
				MASTER	54.54	
<b>Total for Account</b>					<b>3,261.45</b>	
<b>Total for Org 001</b>					<b>3,261.45</b>	

**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				Expenditure Account Snapshot			
EXPENDITURE							Fiscal Year 2020/21
Trans Date	Vendor(Payee): Description	Journal #	Reference #	Budget	Encumbrance	Expenditure	Account Balance
<b>01-6300-0-1110-1000-4110-000-0000 (Textbooks,Instruction,Regular Educati,Undefined) Restricted</b>							
<b>July, 2020</b>							
07/01/20	Approve Budget,OB21-01,Fund 01	BA21-00001		4,000.00			4,000.00
07/01/20	Peterson Directed: K-3 Handwriting	EN21-00015	R21-00014		412.87		3,587.13
07/01/20	McGraw-Hill Companies: Reading Wonders Grades 1st 2nd 4th	EN21-00019	R21-00018		162.96		3,424.17
07/01/20	McGraw-Hill Companies: Reading Wonders Grades 1st 2nd 4th	EN21-00024	R21-00018		162.96		3,587.13
07/01/20	McGraw-Hill Companies: Reading Wonders Grades 1st 2nd 4th	EN21-00025	R21-00018		475.83		3,111.30
07/01/20	McGraw-Hill Companies: Reading Wonders Grades 1st 2nd 4th	EN21-00028	R21-00018		475.83		3,587.13
07/01/20	McGraw-Hill Companies: Reading Wonders Grades 1st 2nd 4th	EN21-00029	R21-00018		510.83		3,076.30
07/23/20	McGraw-Hill Companies: Reading Wonders Grades 1st 2nd 4th	EN21-00063	R21-00018		510.83		3,587.13
07/23/20	Peterson Directed: K-3 Handwriting	EN21-00066	R21-00014		412.87		4,000.00
07/23/20	(McGraw-Hill School Education): Reading Wonders Grades 1st 2	EX21-00063	R21-00018			466.71	3,533.29
07/23/20	(Peterson Directed Handwriting): Unpaid Tax	EX21-00067	R21-00014			23.73	3,509.56
07/23/20	(Peterson Directed Handwriting): K-3 Handwriting	EX21-00067	R21-00014			287.60	3,221.96

**BA** = Budget Adopted

**BR** = Budget Revision

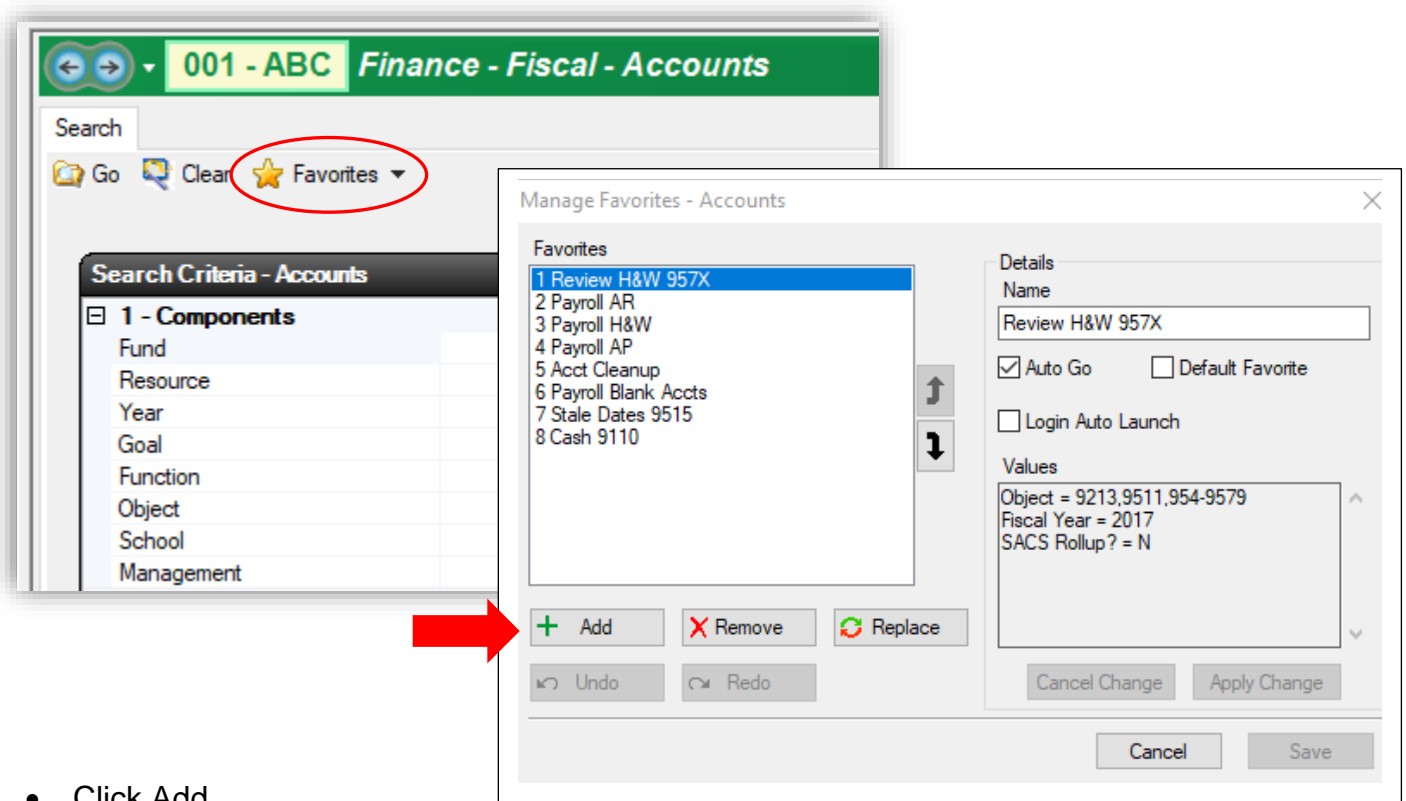
**GJ** = General Journal, Manual Journal Entry

<b>November, 2020</b>							
Trans Date	Vendor(Payee): Description	Journal #	Reference #	Budget	Encumbrance	Expenditure	Account Balance
11/05/20	Update 4000s Nov 2020	BR21-00006		4,500.00			10,357.81
11/05/20	113599931001 8/3/20 Reading Wonders	GJ21-00010				8,956.96	1,400.85
11/05/20	DP21-00001 8/20/20 Math 3/4th gr	GJ21-00010				625.56	775.29
11/05/20	114538855001 9/4/20 Reading Wonders gr 4	GJ21-00010				16.56	758.73
11/05/20	114602780001 9/7/20 Reading Wonders Gr 2	GJ21-00010				789.05	30.32
<b>Totals</b>				<b>1,000.00</b>	<b>.00</b>	<b>969.68</b>	<b>30.32</b>

## 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).

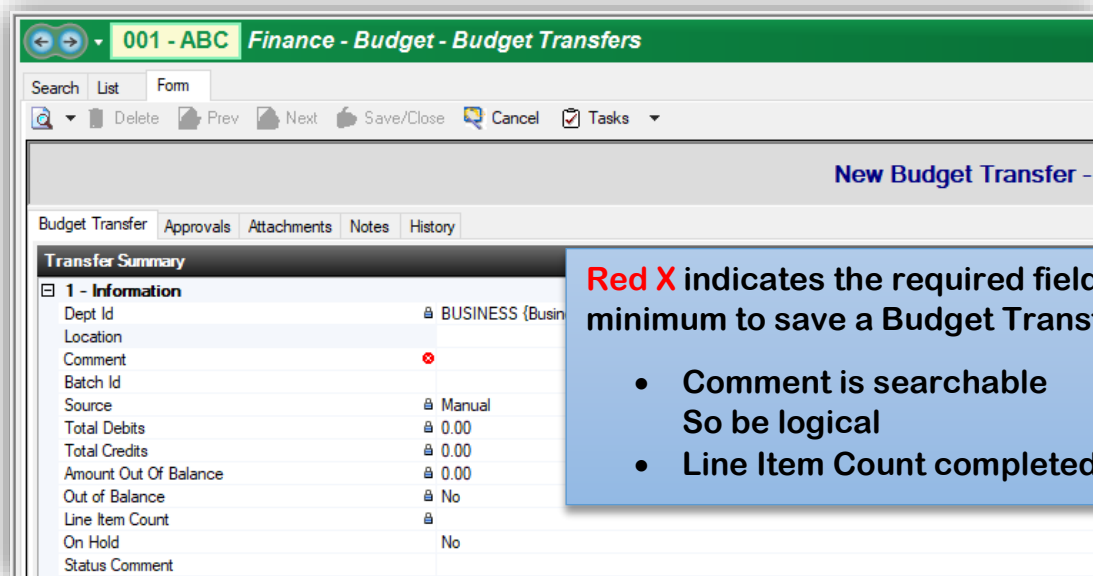
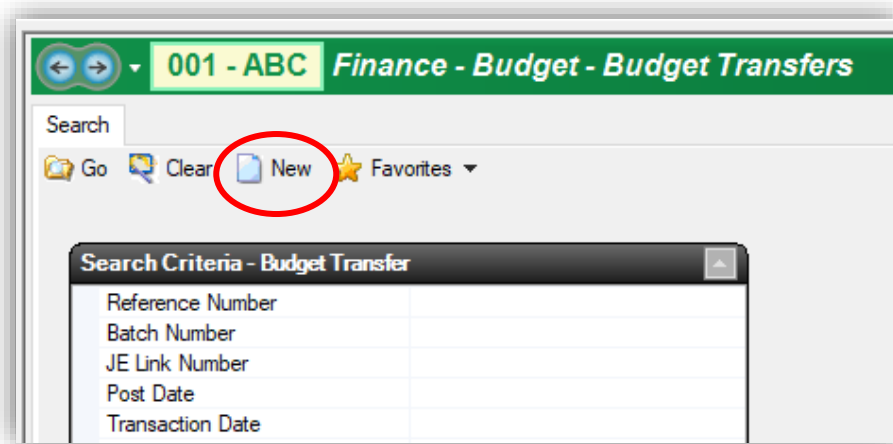
- BT - A budget transfer within same major object
- BR - A budget revision between different major object



## Create New Budget Transfer

### Go to Finance – Budget – Budget Transfers

- Click New to create a new Budget Transfer



**Red X** indicates the required fields at the minimum to save a Budget Transfer

- Comment is searchable  
So be logical
- Line Item Count completed in Items

## Budget Transfer Items – Add Account Codes

The screenshot shows the 'Items' window with a table containing one record. The 'Change' column shows '\$0.00'. A red arrow points to the 'Change' field, and a black circle highlights the 'Account Widget' lookup window showing 'FD-RSRC-Y-0'.

Ln	FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGMT	Change	Trans Type	Comment
0	FD-RSRC-Y-0	\$0.00		

Total Records: 1

- 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

The screenshot shows the 'Items' window with a table containing three records. The 'Change' column shows '\$0.00', '\$500.00', and '\$0.00'. A red circle highlights the '\$0.00' value in the 'Change' column.

Ln	FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGMT	Change	Trans Type	Comment
0	01-0000-0-0000-8200-5800-600-7300	(\$500.00)		
0	01-0000-0-0000-8200-4390-600-0000	\$500.00		
0		\$0.00		

Total Records: 3

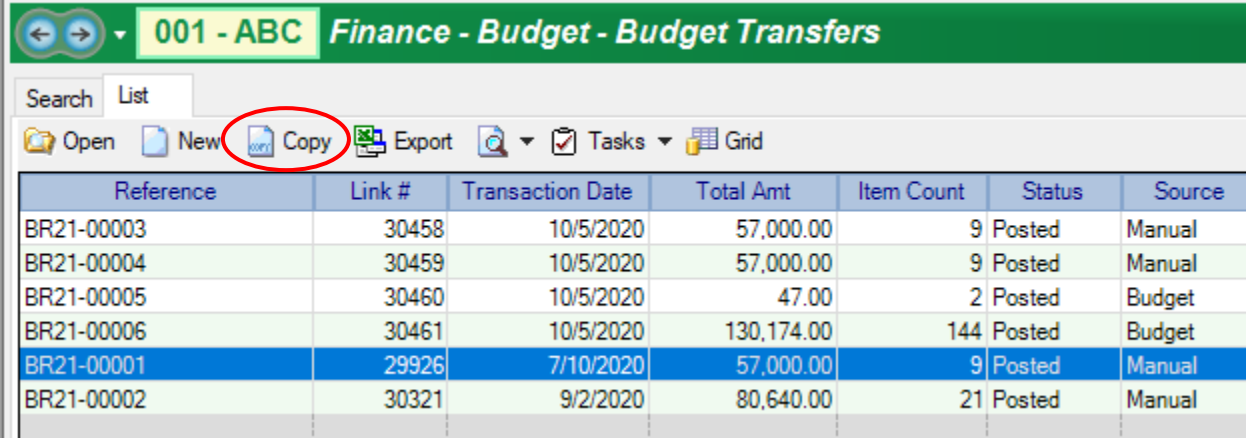
For Expense Account Transfers (Object Code 1000-7000) the Change Column total should be \$0.00 unless you have permissions to offset the transfer using the Fund Balance object code 9790

- Review BT Detail
- Go to Tasks to Submit for Approval
- Or Approval Override if you have permissions

The screenshot shows the 'Finance - Budget - Budget Transfers' window. The 'Tasks' menu is open, showing options: 'Submit', 'Submit With Insufficient Funds', 'Return To Open', and 'Approval Override'. A red circle highlights the 'Tasks' button.

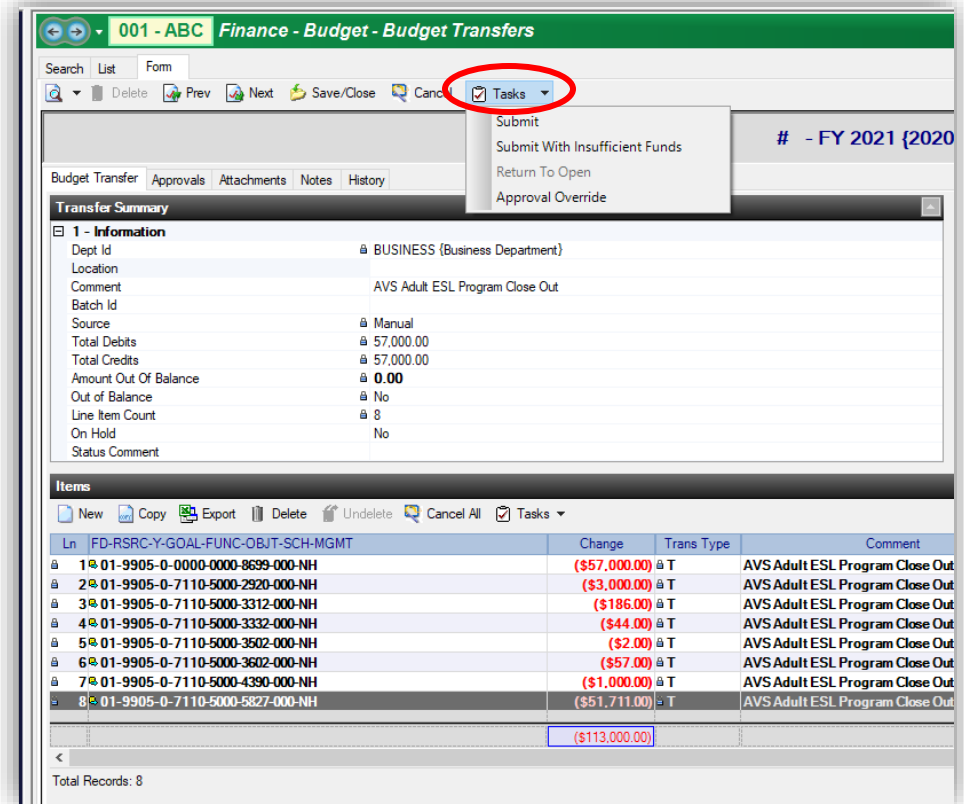
## Copy a Budget Transfer

- 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



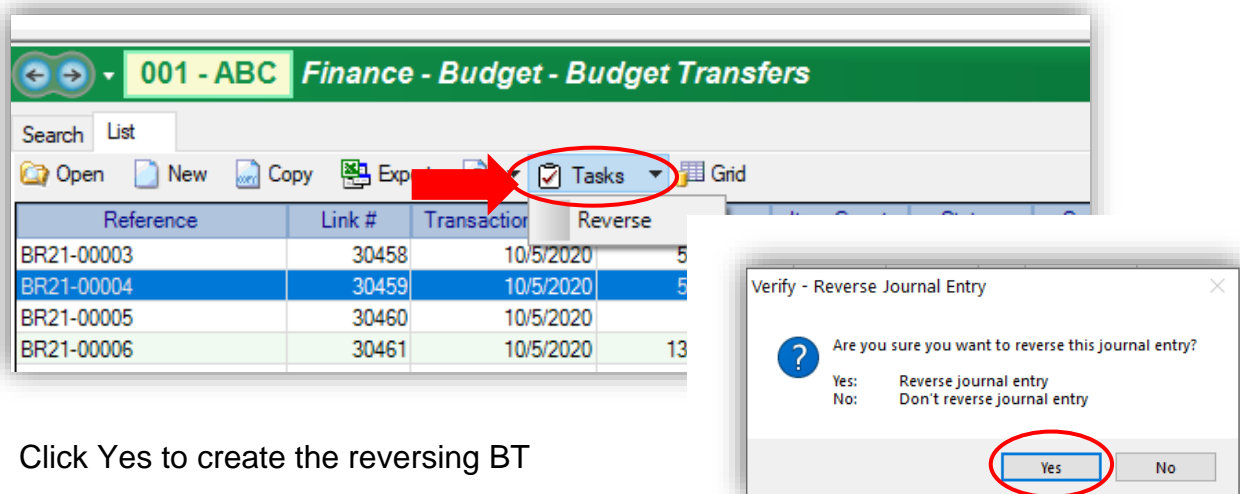
Reference	Link #	Transaction Date	Total Amt	Item Count	Status	Source
BR21-00003	30458	10/5/2020	57,000.00	9	Posted	Manual
BR21-00004	30459	10/5/2020	57,000.00	9	Posted	Manual
BR21-00005	30460	10/5/2020	47.00	2	Posted	Budget
BR21-00006	30461	10/5/2020	130,174.00	144	Posted	Budget
BR21-00001	29926	7/10/2020	57,000.00	9	Posted	Manual
BR21-00002	30321	9/2/2020	80,640.00	21	Posted	Manual

- 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



- Click Yes to create the reversing BT

This will create a new Budget Transfer with the Change field amounts reversed

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

The screenshot shows a software interface for managing budget transfers. The window title is "001 - ABC Finance - Budget - Budget Transfers". The interface includes a search bar, a "List" button, and a "Form" button. A toolbar contains icons for "Delete", "Prev", "Next", "Save/Close", "Cancel", and "Tasks". The "Tasks" button is circled in red. Below the toolbar, there are tabs for "Budget Transfer", "Approvals", "Attachments", "Notes", and "History". The "Budget Transfer" tab is active, displaying a "Transfer Summary" section. The summary includes the following fields and values:

1 - Information	
Dept Id	BUSINESS (Business Department)
Location	
Comment	TEST 20.03
Batch Id	
Source	Manual
Total Debits	57,000.00
Total Credits	57,000.00
Amount Out Of Balance	0.00
Out of Balance	No
Line Item Count	8
On Hold	No
Status Comment	Reversal of BR21-00004

# Journal Entries

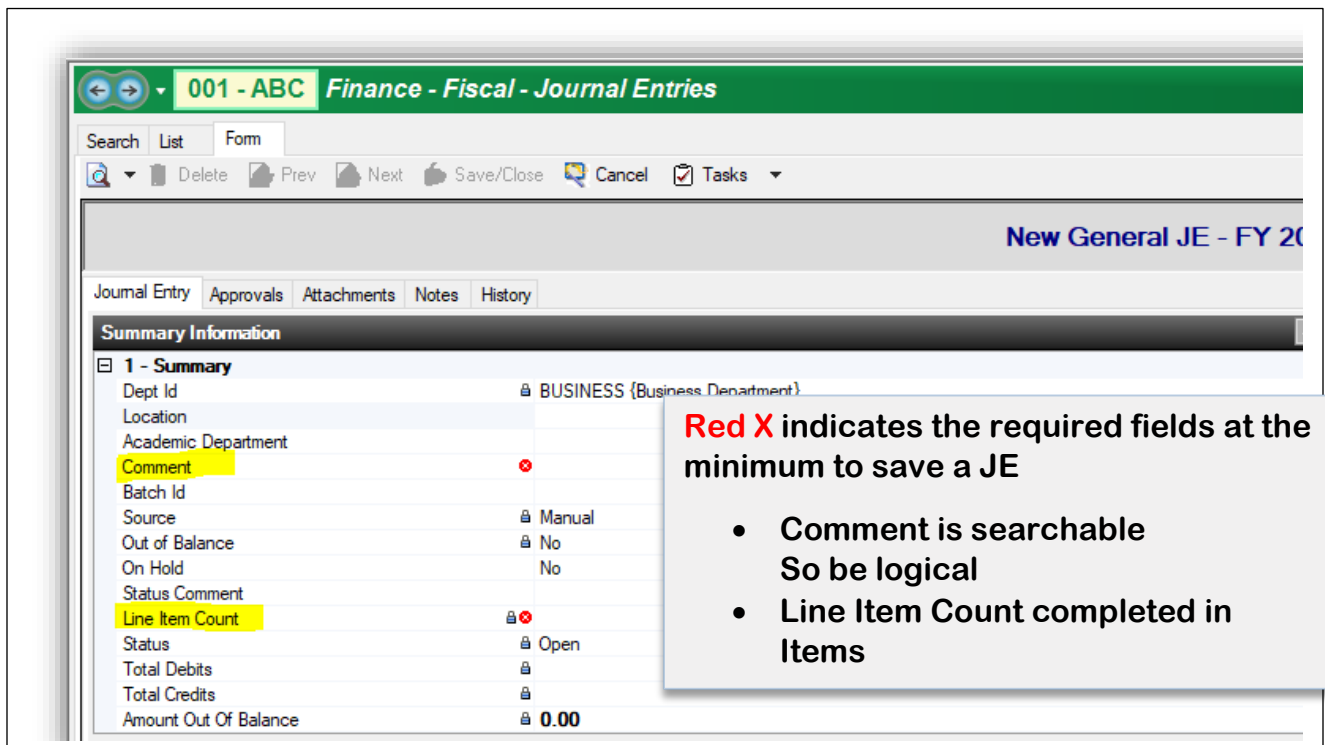
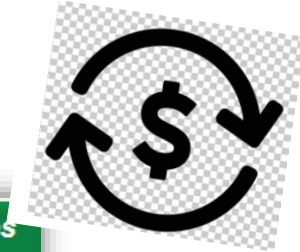
A journal entry is used to record a transaction in the accounting records of a District. A journal entry is usually recorded in the general ledger; alternatively, it may be recorded in a subsidiary ledger that is then summarized and rolled forward into the general ledger. The general ledger is then used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

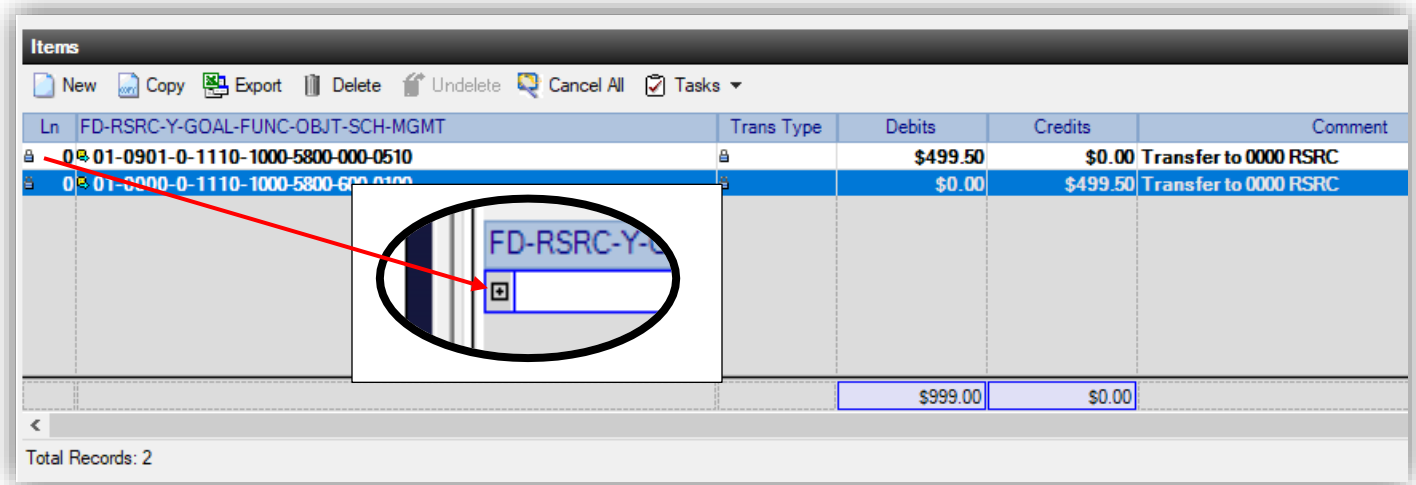
## Go to Finance – Fiscal – Journal Entries

- Click New to create a new JE

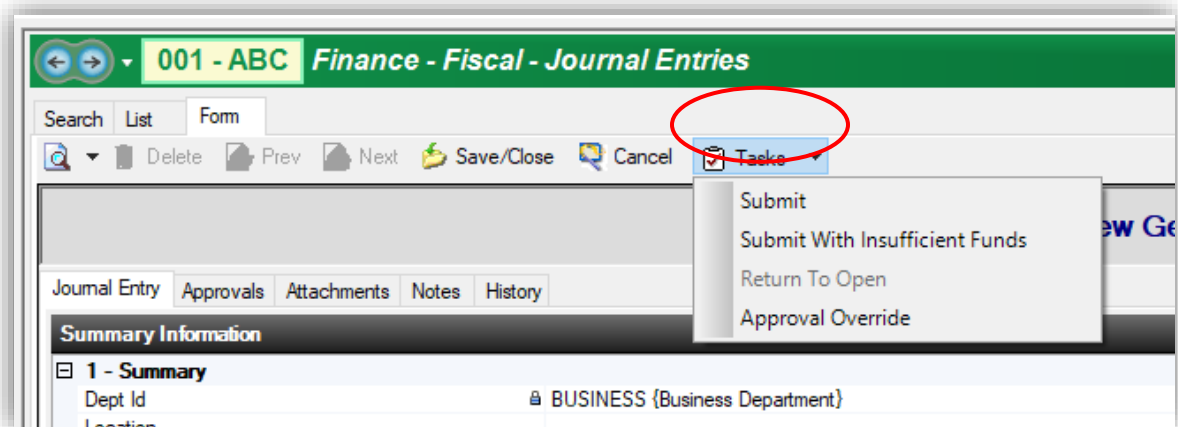


## Journal Entry Items – Add Account Codes

- 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

- **Journal Entries** ⌚ 06:07

Reviews creating a journal entry, searching for journal entries, and reversing a journal entry.

## 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

The screenshot shows the 'Finance - Reports - Fiscal' interface. At the top, there is a green header with navigation arrows and the text '001 - ABC Finance - Reports - Fiscal'. Below the header, there are tabs for 'List' and 'Request/Report', and a toolbar with icons for 'Go', 'Go/Export', 'Clear', 'Prev', 'Next', 'Close', and 'Favorites'. The main content area has tabs for 'Request' and 'Report'. Under the 'Request' tab, there are two sections: '1 - Report' and '2 - User Options'. The '1 - Report' section includes fields for 'Report Number' (Fiscal03), 'Description' (Account Balance Transaction Detail by Object), 'Report Sample' (Fiscal03), and 'Report Favorite ID'. The '2 - User Options' section includes 'Fiscal Year' (2021 {2020/2021}), 'Start Date', 'End Date', 'Unposted JEs?' (highlighted in yellow with a red arrow pointing to it), and 'Ref#?'. The 'Unposted JEs?' field is set to 'Yes - Include unposted JE', which is also highlighted in yellow.

Request	Report
<b>1 - Report</b>	
Report Number	Fiscal03
Description	Account Balance Transaction Detail by Object
Report Sample	Fiscal03
Report Favorite ID	
<b>2 - User Options</b>	
Fiscal Year	2021 {2020/2021}
Start Date	
End Date	
Unposted JEs?	Yes - Include unposted JE
Ref#?	Yes - Show Ref#

## 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

Reference	Link #	Transaction	Total Amount	Item Count	Status	Source	JE Type
30466-General	30466	10/8/2020	999.00	4	Open	Manual	General
GJ21-00001	30060	8/1/2020	15,092.00	2	Posted	Manual	General
GJ21-00002	30167	8/12/2020	2,385.00	2	Posted	Manual	General
GJ21-00003	30169	8/12/2020	19,534.00	6	Posted	Manual	General

- 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

Journal Entry Summary Information

1 - Summary

Dept Id	BUSINESS (Business Department)
Location	
Academic Department	
Comment	19-20 YEC Pk 2b SELPA-ERMS
Batch Id	
Source	Manual
Out of Balance	No
On Hold	No
Status Comment	
Line Item Count	2
Status	Open
Total Debits	2,385.00
Total Credits	2,385.00
Amount Out Of Balance	0.00

**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

The screenshot shows the 'Finance - Fiscal - Journal Entries' application interface. At the top, there's a search bar with '001 - ABC' and a 'List' button. Below the search bar is a toolbar with icons for 'Open', 'New', 'Copy', 'Export', and 'Tasks'. The 'Tasks' button is circled in red, and a red arrow points to the 'Reverse' option in its dropdown menu. Below the toolbar is a table of journal entries:

Reference	Link #	Transaction	Reverse	Count	Status	Source
30466-General	30466	10/8/2020	999.00	4	Open	Manual
30467-General	30467	10/8/2020				
GJ21-00001	30060	8/1/2020				
GJ21-00002	30167	8/12/2020				
GJ21-00003	30169	8/12/2020				
GJ21-00004	30171	8/12/2020				
GJ21-00005	30172	8/12/2020				

Overlaid on the bottom right is a dialog box titled 'Verify - Reverse Journal Entry'. It contains a question: 'Are you sure you want to reverse this journal entry?'. Below the question are two options: 'Yes: Reverse journal entry' and 'No: Don't reverse journal entry'. The 'Yes' button is circled in red.

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

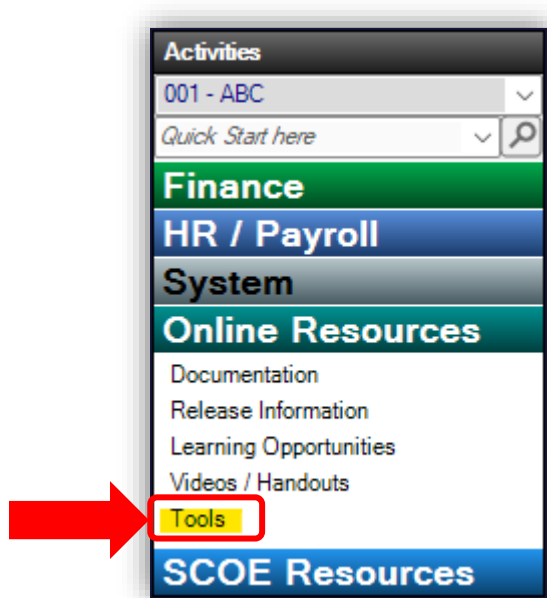
- Status Comment with automatically fill with **Reversal of GJ21-000000**
- Comment can be edited if needed
- Review JE Detail
- Go to Tasks to Submit for approval
- OR Approval override if you have permissions

The screenshot shows the 'Finance - Fiscal - Journal Entries' application in 'Form' view. At the top, there's a search bar with '001 - ABC' and a 'Form' button. Below the search bar is a toolbar with icons for 'Delete', 'Prev', 'Next', 'Save/Close', 'Cancel', and 'Tasks'. The 'Tasks' button is circled in red. Below the toolbar is a tabbed interface with 'Journal Entry', 'Approvals', 'Attachments', 'Notes', and 'History' tabs. The 'Journal Entry' tab is active, showing a 'Summary Information' section:

Summary Information	
1 - Summary	
Dept Id	BUSINESS (Business Department)
Location	
Academic Department	
Comment	19-20 YEC Lottery and EPA
Batch Id	
Source	Manual
Out of Balance	No
On Hold	No
Status Comment	Reversal of GJ21-00005
Line Item Count	10
Status	Open
Total Debits	11,129.14
Total Credits	11,129.14
Amount Out Of Balance	0.00

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

# Import Templates



Import Templates can be found in Online Resources in Tools

JE Tutorial Available in Online Resources in Videos > On-Demand Videos > Finance > Fiscal & Accounts

- **Journal Entry Import** ⌚ 07:50  
Reviews creating a CSV file, importing the file, creating missing accounts, and posting the journal entry.

## Journal Entry Import

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

# Online Resources

Access guides, import templates, report templates, and more.

🏠 > Jump Start > Online Resources

- Contacting Support
- Searching the Learning Center
- Guides
- **Import Templates**
- Report Templates

- Click on the Import Template to get list of templates to download

# Import Templates



[Print](#)


Escape Online accepts imports for many records. Listed below are Microsoft Excel templates you can use to guide you in the creation of an import file.

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To use these import templates:

- 1 Download the template.
- 2 Use the template and the How To from the import activity to guide you through creating your import file.
- 3 Import the file.

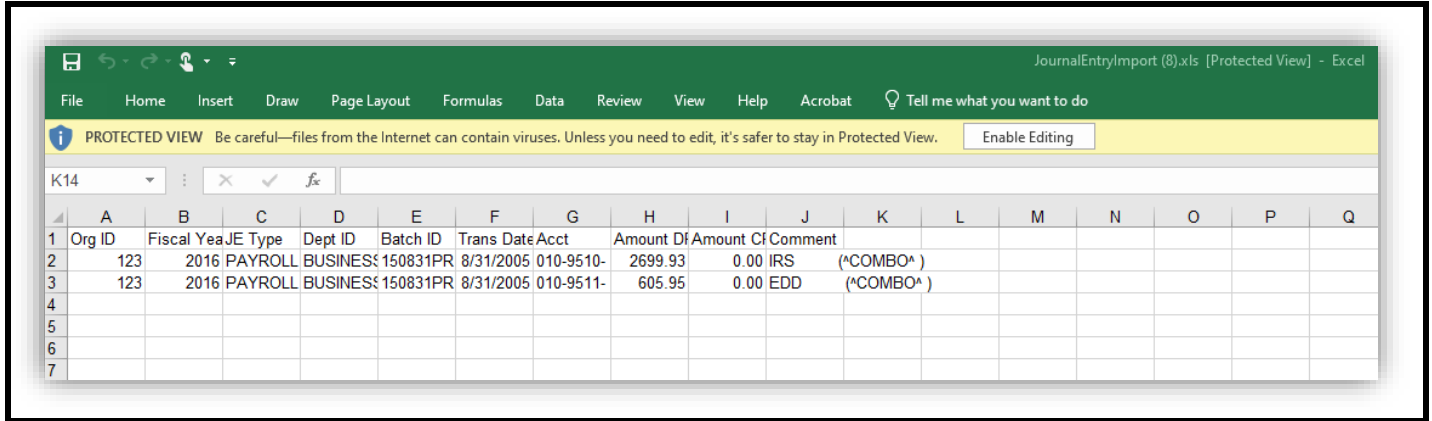
Template	Description	Last Updated
<a href="#">1099 Import</a> 	Includes a header and a single line.	Release 20.04
<a href="#">Additional Pay Import</a> 	Includes a header and two line items. One using the employee ID. The other using the social security number.	Release 21.02

<a href="#">Journal Entry Import</a> 	Includes a header and two line items. <i>The header is for illustration purposes only. The import file DOES NOT accept a header.</i>	Release 15.01
--	--	---------------

**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.

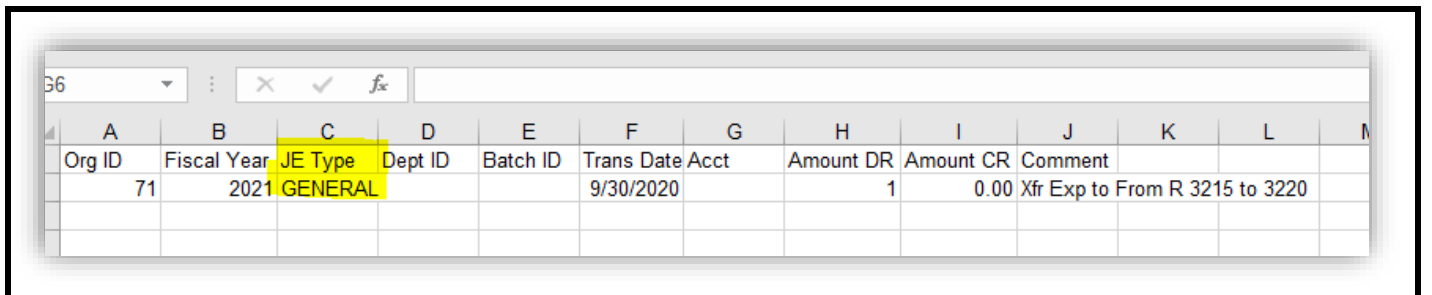
**Example of Excel Template:** Click Enable Editing to remove the sample data; Leave the Header in the Excel Version.



**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

**Refer to Chart page 4 for the correct Debits/Credit to Increase/Decrease accounts**

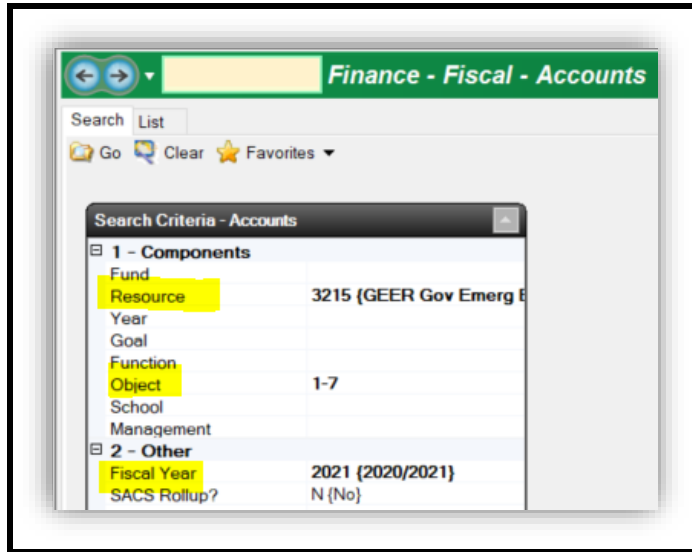


# Export Data for Journal Entry Import

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

FY	FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGM	Rest	Description	Account Balance	Encumbered	Expensed
2021	01-3215-0-0000-7210-7315-000-0000	Yes	Indirect Costs,General A	\$0.00	\$0.00	\$0.00
2021	01-3215-0-0000-9300-7616-660-0000	Yes	Gen Fd to Cafe,Interfund	\$0.00	\$0.00	\$0.00
2021	01-3215-0-1110-1000-5840-660-LLMF	Yes	Computer Svcs.,Instructi	(\$15,561.12)	\$1,499.00	\$14,062.12
2021	01-3215-0-1235-3110-4390-661-LLMF	Yes	Other Supplies,Guidance	(\$500.00)	\$500.00	\$0.00
2021	01-3215-0-1275-1000-5840-661-LLMF	Yes	Computer Svcs.,Instructi	\$337.37	\$2,792.63	\$0.00
2021	01-3215-0-1275-1000-5840-662-LLMF	Yes	Computer Svcs.,Instructi	(\$930.63)	\$480.63	\$450.00
2021	01-3215-0-1320-1000-4110-661-LLMF	Yes	Textbooks,Instruction,En	\$0.40	\$5,419.60	\$0.00
2021	01-3215-0-1320-1000-4110-662-LLMF	Yes	Textbooks,Instruction,En	\$1,366.49	\$0.00	\$1,133.51
2021	01-3215-0-1320-1000-5840-660-LLMF	Yes	Computer Svcs.,Instructi	\$0.00	\$1,240.00	\$0.00
2021	01-3215-0-1320-1000-5840-661-LLMF	Yes	Computer Svcs.,Instructi	\$0.00	\$4,000.00	\$0.00

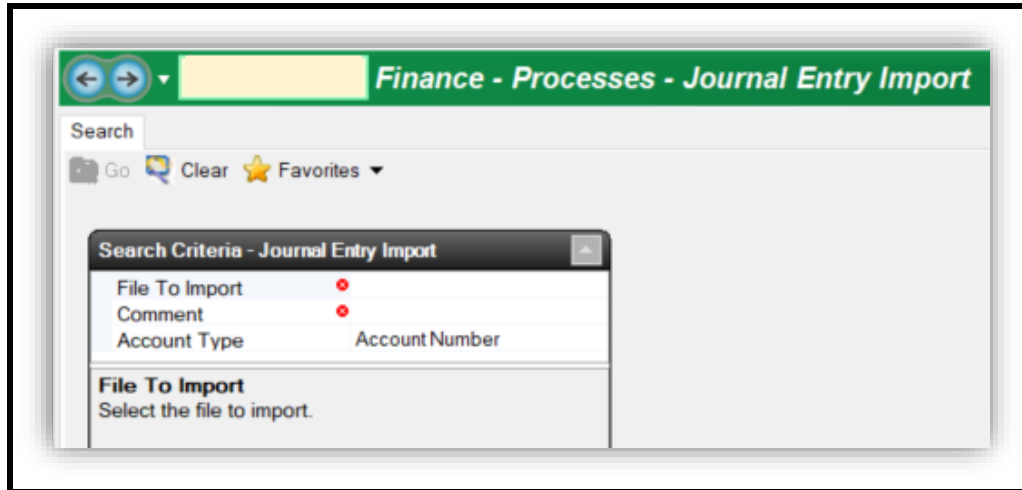
Once the information has been copied and pasted to the template

- 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

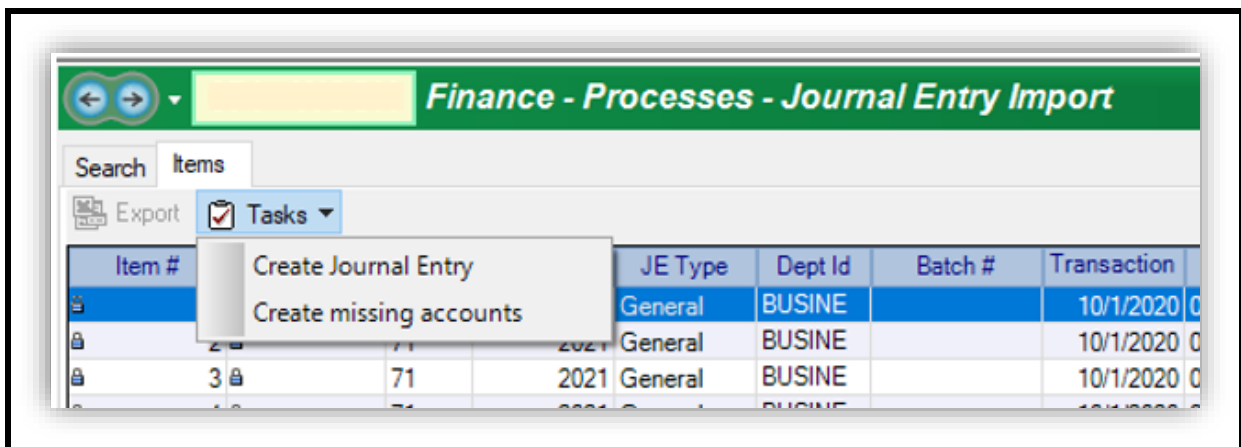
## Journal Entry Import for Journal Entries and Budget Revisions

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

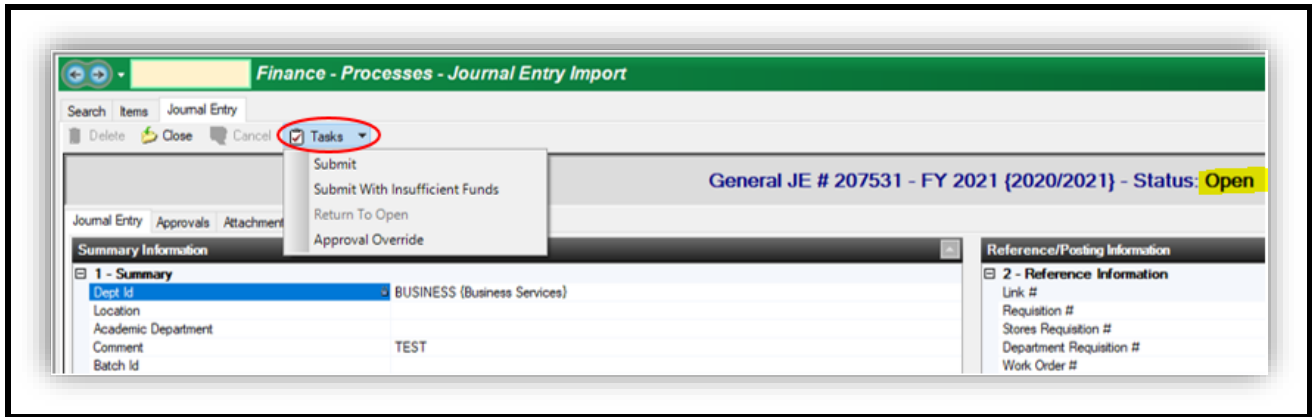
- Locate saved CSV File
- Add Comment
- Click Go



- **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

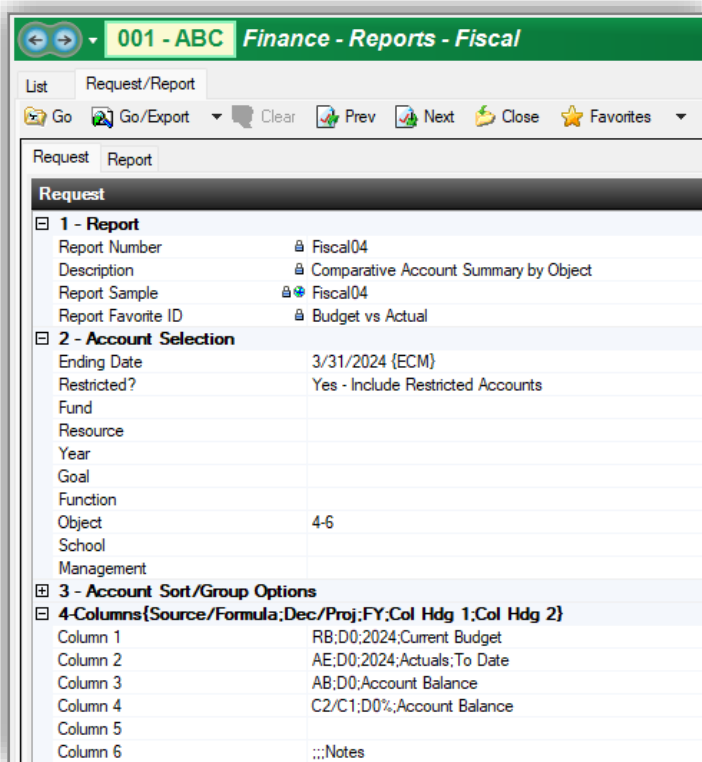


## Fiscal Reports

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 – Fiscal04 Comparative Account Summary by Object***



- Enter Account components
- Enter custom column by using the drop down and change years
- Click Go to generate the report
- Review the report
- Create Report Favorite

Example Fiscal04 comparing current budget o actuals with a difference column:

Fiscal04a		Comparative Account Summary by Object			
FD- RSRC- Y- GOAL- FUNC- OBJT- SCH- MGMT	2023/24 Current Bu	2023/24 Actuals To Date	2023/24 Account Balance	2023/24 Col 2 / Col 1	Notes
<b>School 000 - Undefined</b>					
<b>Expense</b>					
01- 1100- 0- 1110- 1000- 4110- 000- 0000	500	2,461	1,961-	492 %	
01- 6300- 0- 1110- 1000- 4110- 000- 0000	1,150	8,030	6,880-	698 %	
<b>Total for Object 4110</b>	<b>1,650</b>	<b>10,491</b>	<b>8,841-</b>		
01- 0000- 0- 1110- 1000- 4140- 000- 9330	0	2,095	2,095-		
01- 1100- 0- 1110- 1000- 4140- 000- 0000	2,000	945	1,055	47 %	
01- 6300- 0- 1110- 1000- 4140- 000- 0000	1,700	0	1,700	0	
01- 6500- 0- 5770- 1120- 4140- 000- 0000	500	125	375	25 %	
<b>Total for Object 4140</b>	<b>4,200</b>	<b>3,165</b>	<b>1,035</b>		

001 - ABC Finance - Reports - Fiscal

List Request/Report

Go Go/Export Clear Prev Next Close Favorites

Request Report

**Request**

- 1 - Report
  - Report Number Fiscal02
  - Description Account Summary by Object-Balance
  - Report Sample Fiscal02
  - Report Favorite ID
- 2 - User Options
  - Fiscal Year 2022 (2021/2022)
  - Account Period 12 (June)
  - Unposted JEs? **Yes - Include unposted JE**
- 3 - Account Selection
  - Assets and Liabilities? No - Do Not Include
  - Restricted? Yes - Include restricted accounts
  - Fund
  - Resource
  - Year
  - Goal
  - Function
  - Object 1-8
  - School
  - Management

Create Report Favorites and Schedule

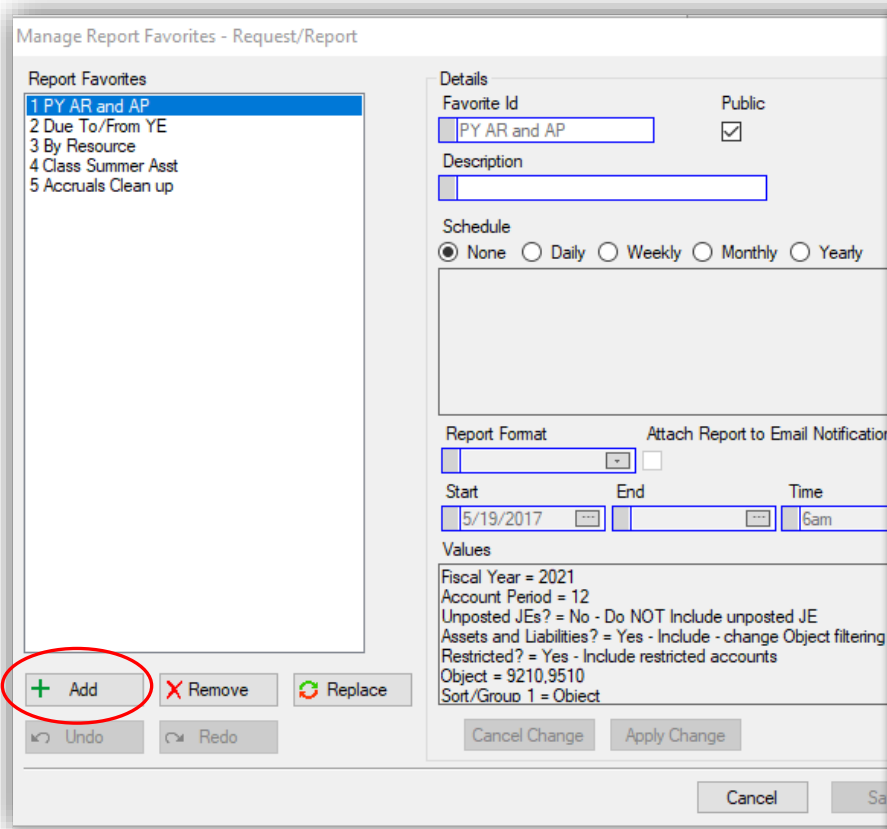
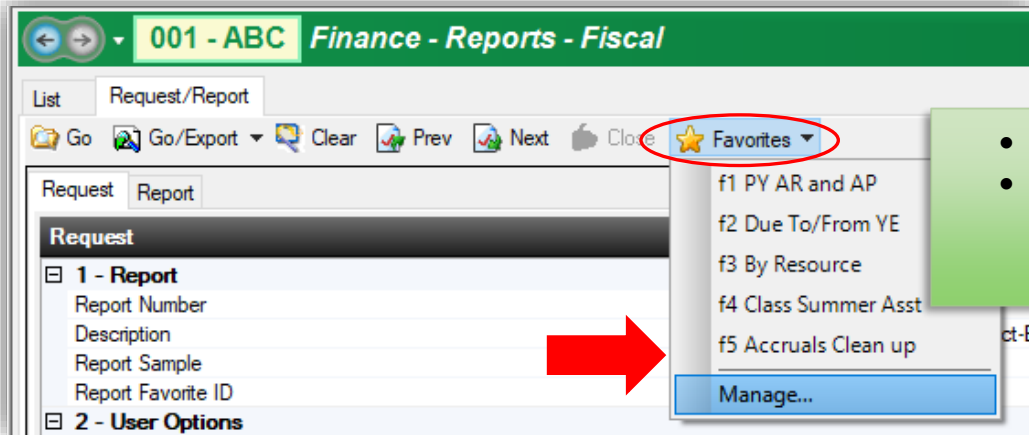


Include Unposted JEs to review reports prior to posting

## 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 and email that your report is ready in “My Reports”.

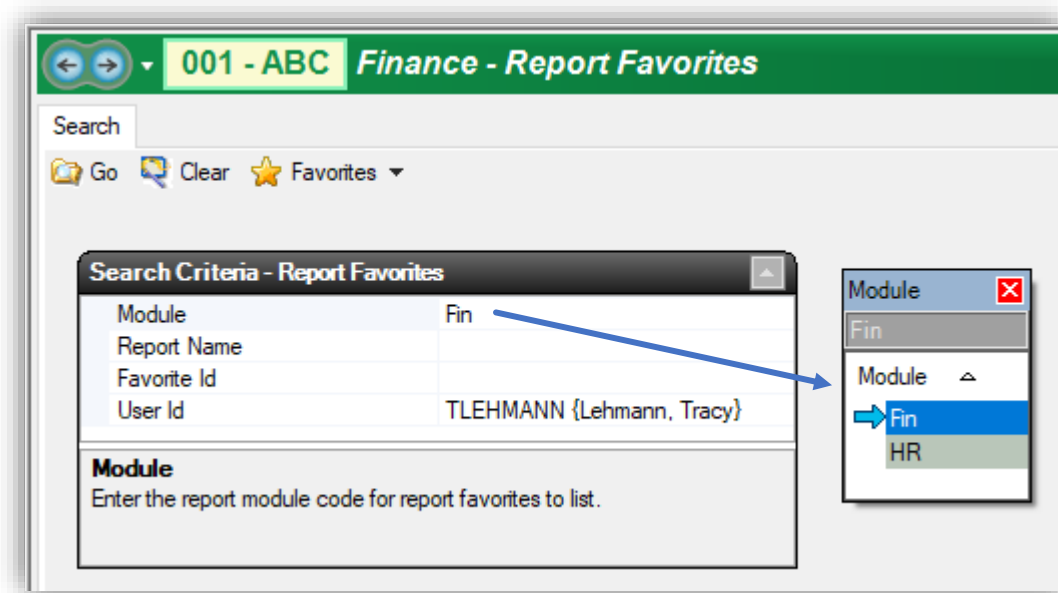
When a report is marked as Public, then you can find other user reports in “Report Favorites” by searching for the user Id, First Initial, Last Name.



## 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

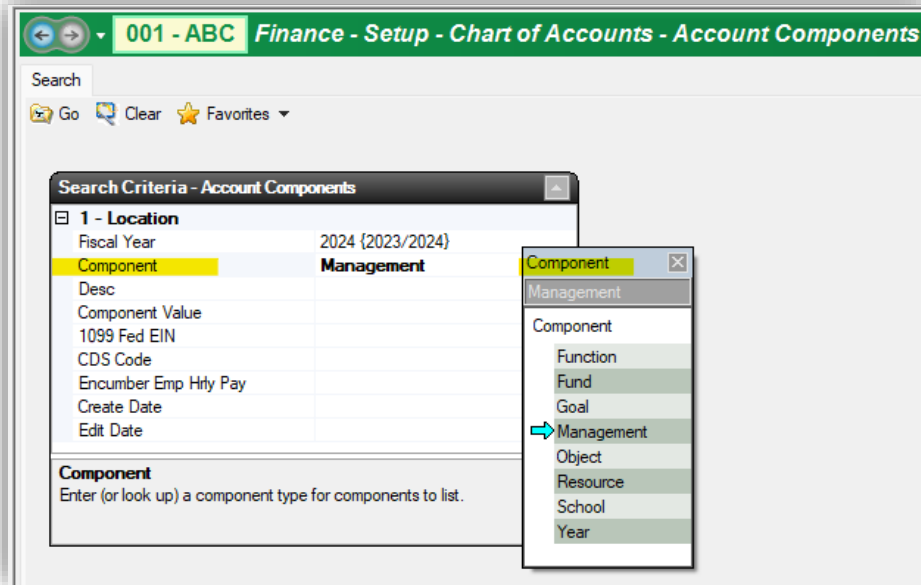
Favorite Id	Report Name	Report Description	Favorite Description	User	Scheduled	Next Scheduled Date	Scheduled Format	Attach to Email Notific	Start Date	End D
Stale Dated Check	ReqPay04	Check Register	Stale Dated Checks	TLEHMANN				No	8/25/2021	
UA 2021	Fiscal51	SACS Extract	Unaudited Actuals 2020-21	TLEHMANN				No	7/20/2021	
End FB By Fund	Fiscal01	Account Component (Object)	End FB By Fund	TLEHMANN				No	5/7/2021	
End FB By Resour	Fiscal01	Account Component (Object)	End FB By Resource	TLEHMANN				No	5/7/2021	
RB - AE	Fiscal04	Comparative Account Summar	Revised Bdgt vs Actual+Encu	TLEHMANN				No	4/15/2021	
Accruals Clean up	Fiscal02	Account Summary by Object-B		TLEHMANN				No	3/6/2021	

- 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

# Create New Account Components

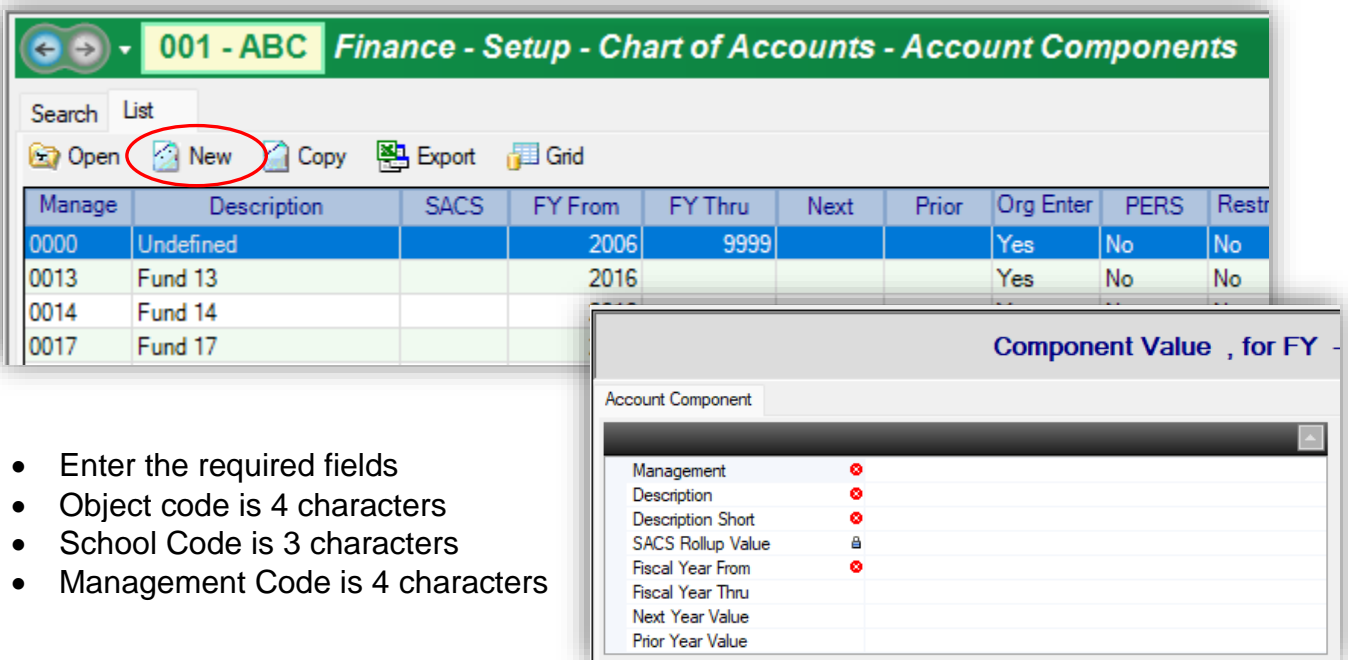
Districts have the ability to create new Account Components for Object School and Management components. Fund, Resource, Goal and Function components are created by SCOE Fiscal Management Advisors. Account Components must exist prior to a new account string can be created.

## Go to Finance – Setup – Chart of Accounts – Account Components



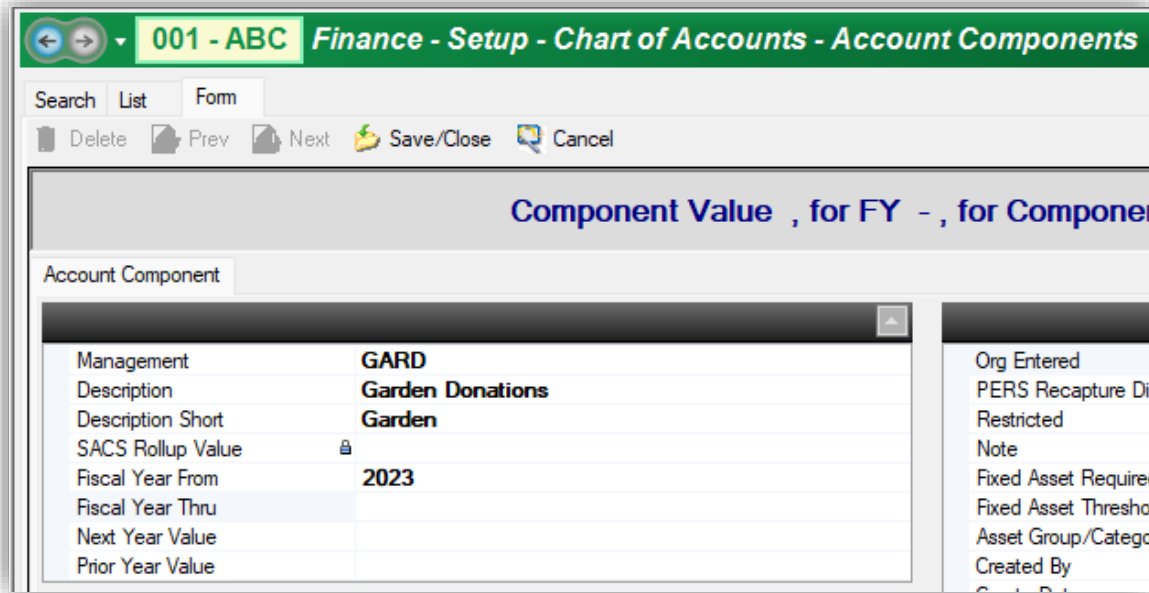
- Enter the Component Code or use the drop-down menu to select
- Click Go to get list

From the list, click New to create the new Management code



- Enter the required fields
- Object code is 4 characters
- School Code is 3 characters
- Management Code is 4 characters

**Example:** New Management Code for Garden donations



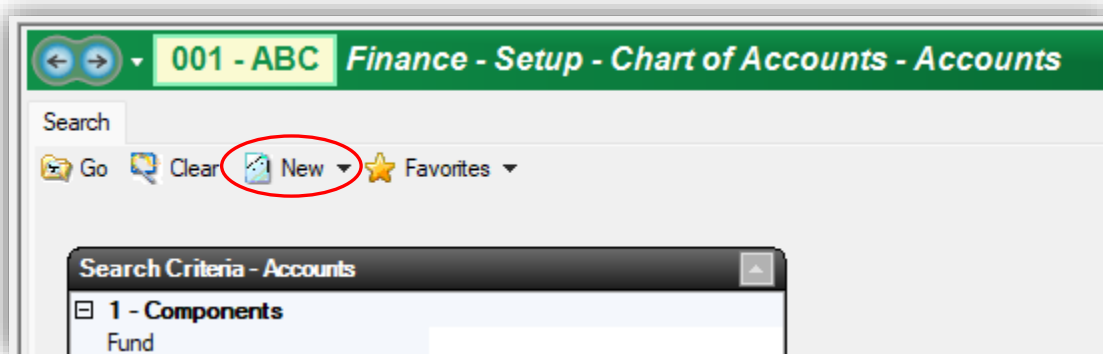
- Management is 4 characters
  - GARD
- Description Code is 30 characters
  - Garden Donation
- Description Short is 15 characters
  - Garden
- Save/Close

Now the new account string(s) can be created with Management Code GARD in Accounts setup.

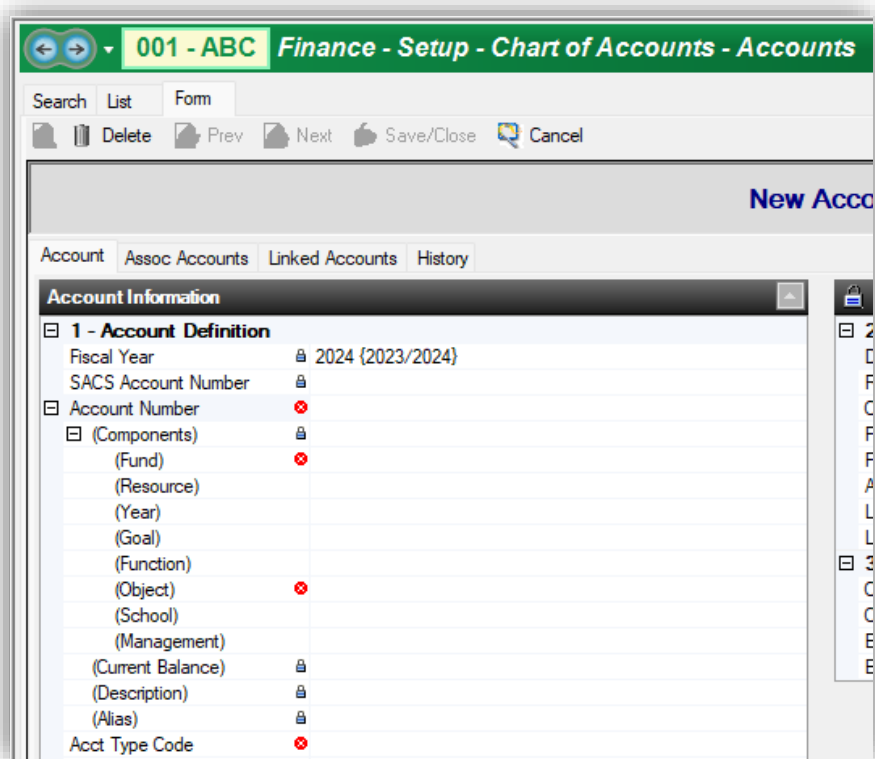
## Create New Account Strings

All Account Component must exist in order to create the full account string. If the new account string is a salary account with 1000 or 2000 Object Codes, then the associated Benefit Accounts will be automatically created when saved.

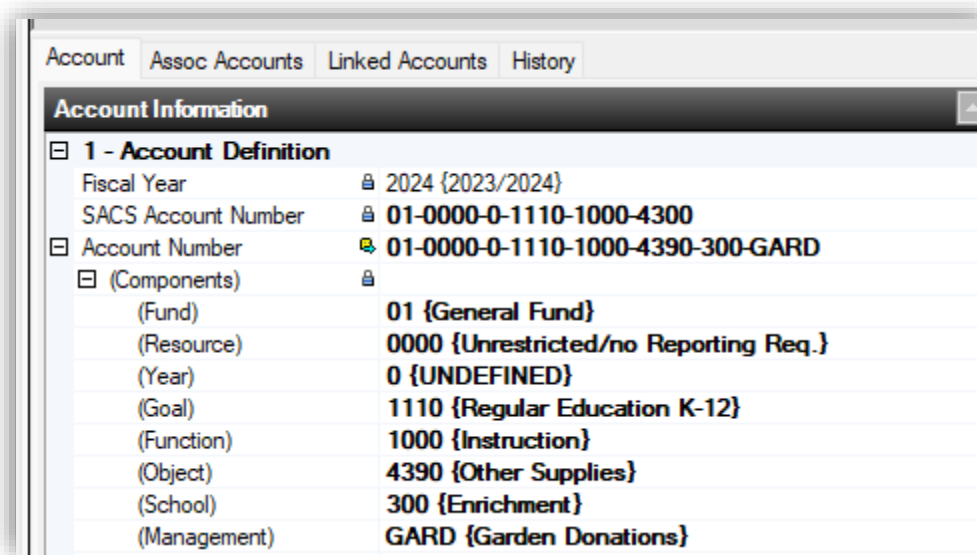
### *Go to Finance – Setup – Chart of Accounts – Account Components*



- Click New to create the full account string
  - If next fiscal year is open, create the new account in current year and it will automatically create in the next fiscal year.



- Account Number: Enter the full account string
  - OR
- Component: Enter in each component field



- Save/Close