



**Sonoma County**  
Office of Education



# Escape Tips

DBUG February 25, 2021



# Escape Fiscal Reports Drill Down



001 - ABC Finance - Reports - Fiscal

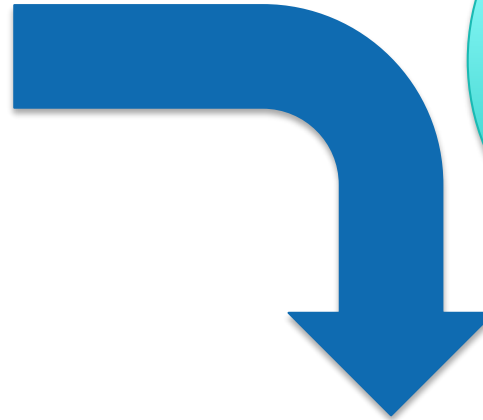
List Request/Report

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: 2021 {2020/2021}
  - Account Period: 12 {June}
  - Unposted JEs?: No - Do NOT include unposted JE
- 3 - Account Selection
  - Assets and Liabilities?: No - Do Not Include
  - Restricted?: Yes - Include restricted accounts
  - Fund:
  - Resource:
  - Year:
  - Goal:
  - Function:
  - Object: 1100 {Teachers' Salaries - Regular}



This can also be done directly from Fiscal Accounts

Fiscal02a		Account Summary by Object-Balance				
Balances through June (12)						Fiscal Year 2020/21
FD- RSRC- Y- GOAL- FUNC- OBJT- SCH- MGMT	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - General Fund</b>						
01- 0000- 0- 1110- 1000- 1100- 000- EI A	Teachers' Salar,Instructi	9,451.00	9,451.00	2,835.15	6,615.35	.50
01- 0000- 0- 1110- 1000- 1100- 000- I NTV	Teachers' Salar,Instructi	8,204.00	8,204.00	2,461.20	5,742.80	
01- 0000- 0- 1110- 1000- 1100- 600- 0100	Teachers' Salar,Instructi	579,094.00	579,792.00	180,345.00	420,805.00	21,358.00-
01- 0199- 0- 1110- 1000- 1100- 600- 0100	Teachers' Salar,Instructi	20,526.00	20,526.00	6,157.77	14,368.13	.10
01- 1400- 0- 1110- 1000- 1100- 600- 0100	Teachers' Salar,Instructi	22,056.00	21,358.00			21,358.00
01- 3310- 0- 5770- 1120- 1100- 000- 0000	Teachers' Salar,Spec Ed-r	9,469.00	11,096.00	3,274.20	7,639.80	182.00
01- 6500- 0- 5770- 1120- 1100- 000- 0000	Teachers' Salar,Spec Ed-r	64,141.00	62,514.00	18,808.80	43,887.20	182.00-
<b>Total for Org 001 and Fund General Fund</b>		<b>712,941.00</b>	<b>712,941.00</b>	<b>213,882.12</b>	<b>499,058.28</b>	<b>.60</b>

# Escape Fiscal Reports Drill Down



Fiscal02a		Account Summary by Object-Balance				
Balances through June (12)						Fiscal Year 2020/21
FD- RSRC- Y- GOAL- FUNC- OBJT- SCH- MGMT	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - General Fund</b>						
01-0000-0-1110-1000-1100-000-EI A	Teachers' Salar,Instructi	9,451.00	9,451.00	2,835.15	6,615.35	.50
01-0000-0-1110-1000-1100-000-I NTV	Teachers' Salar,Instructi	8,204.00	8,204.00	2,461.20	5,742.80	
<u>01-0000-0-1110-1000-1100-600-0100</u>	Teachers' Salar,Instructi	579,094.00	579,792.00	180,345.00	420,805.00	21,358.00-
01-0199-0-1110-1000-1100-600-0100	Teachers' Salar,Instructi	20,526.00	20,526.00	6,157.77	14,368.13	.10
01-1400-0-1110-1000-1100-600-0100	Teachers' Salar,Instructi	22,056.00	21,358.00			21,358.00
01-3310-0-5770-1120-1100-000-0000	Teachers' Salar,Spec Ed-r	9,469.00	11,096.00	3,274.20	7,639.80	182.00
01-6500-0-5770-1120-1100-000-0000	Teachers' Salar,Spec Ed-r	64,141.00	62,514.00	18,808.80	43,887.20	182.00-
<b>Total for Org 001 and Fund General Fund</b>		<b>712,941.00</b>	<b>712,941.00</b>	<b>213,882.12</b>	<b>499,058.28</b>	<b>.60</b>

Click on [Blue Line](#), system will Open Fiscal03

Fiscal03a		Account Transaction Detail by Object-Balance							
Detail for Dates 07/01/2020 through 06/30/2021						Fiscal Year 2020/21			
Ref#	Pay To Name	Journal #	Description	Trans Date	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - General Fund</b>									
01-0000-0-1110-1000-1100-600-0100 Teachers' Salar,Instructi									
		<u>BA21-00001</u>	Approve Budget,OB21-01,Fund 01	07/01/20	579,094.00	579,094.00			579,094.00
		<u>PR21-00007</u>	08/31/20 Regular Payroll (Earnings:	08/31/20				60,115.00	518,979.00
		<u>PR21-00012</u>	09/30/20 Regular Payroll (Earnings:	09/30/20				60,115.00	458,864.00
		<u>PR21-00022</u>	10/30/20 Regular Payroll (Earnings:	10/30/20				60,115.00	398,749.00
		<u>BR21-00010</u>	Updates for 1st Interim - 2	11/24/20		698.00			399,447.00
		<u>PR21-00029</u>	11/30/20 Regular Payroll (Earnings:	11/30/20				60,115.00	339,332.00
		<u>PR21-00038</u>	12/30/20 Regular Payroll (Earnings:	12/30/20				60,115.00	279,217.00
		<u>PR21-00043</u>	01/29/21 Regular Payroll (Earnings:	01/29/21				60,115.00	219,102.00
		<u>PR21-00051</u>	02/26/21 Regular Payroll (Earnings:	02/26/21				60,115.00	158,987.00
		<u>PR21-00053</u>	Salary Encumbrance between 02/26/21	02/26/21			180,345.00		21,358.00-
			Account Total	06/30/21	579,094.00	579,792.00	180,345.00	420,805.00	
<b>Total for Org 001 and Fund General Fund</b>					<b>579,094.00</b>	<b>579,792.00</b>	<b>180,345.00</b>	<b>420,805.00</b>	<b>21,358.00-</b>

# Escape Fiscal Reports Drill Down



Fiscal03a				Account Transaction Detail by Object-Balance					
Detail for Dates 07/01/2020 through 06/30/2021								Fiscal Year 2020/21	
Ref#	Pay To Name	Journal #	Description	Trans Date	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - General Fund</b>									
01-0000-0-1110-1000-1100-600-0100 Teachers' Salar,Instructi									
	BA21-00001		Approve Budget,OB21-01,Fund 01	07/01/20	579,094.00	579,094.00			579,094.00
	PR21-00007		08/31/20 Regular Payroll (Earning: 08/31/20					60,115.00	518,979.00
	PR21-00012		09/30/20 Regular Payroll (Earning: 09/30/20					60,115.00	458,864.00
	PR21-00022		10/30/20 Regular Payroll (Earning: 10/30/20					60,115.00	398,749.00
									399,447.00
									339,332.00
									279,217.00
									219,102.00
									158,987.00
									21,358.00-
									21,358.00-

Pay10a			Labor Distribution Detail			
Pay Date 02/26/2021						Fiscal Year 2020/21
Employee	(ID)SSN4	Pay Date	Pay Cycle/Period	Source	Amount	
01-0000-0-1110-1000-1100-600-0100 Teachers' Salar,Instruction,Regular Educati,Elementary Educ						
[REDACTED]	(000079)	02/26/2021	CE0A/#7	9-12 TEACH	9,519.30	
				TICH	100.00	
				Subtotal for Employee	9,619.30	
[REDACTED]	(000162)	02/26/2021	CE0A/#7	8-12 TEACH	7,596.30	
[REDACTED]	(000054)	02/26/2021	CE0A/#7	5-15 TEACH	8,077.20	
[REDACTED]	(000138)	02/26/2021	CE0A/#7	4-12 TEACH	9,999.90	
[REDACTED]	(000176)	02/26/2021	CE0A/#7	6-13 TEACH	8,397.90	
				MASTER	85.00	
				Subtotal for Employee	8,482.90	
[REDACTED]	(000145)	02/26/2021	CE0A/#7	7-12 TEACH	8,878.40	
				MASTER	85.00	
				TICH	100.00	
				Subtotal for Employee	9,063.40	
[REDACTED]	(000238)	02/26/2021	CE0A/#7	11-13 TEACH	7,276.00	
				<b>Total for Account</b>	<b>60,115.00</b>	
				<b>Total for Org 001</b>	<b>60,115.00</b>	

Cl



# Fiscal80 – Revenue or Expense Graph

This report is for advanced users to create custom graphic representations of selected expenditure and revenue objects.

## Report Filters:

- **Fund**– Enter the Fund (Required)
- **Source** – Use the lookup to select a Source, ie Actuals, or Actuals and Encumbrances (Required)
- **Expenditures or Revenue** – Choose Expenditures or Revenues (Required)
- **Display Units** – Choose Display Units as Actual Value, In Millions, or In Thousands (Required)

Request	
<input checked="" type="checkbox"/> <b>1 - Report</b>	
Report Number	Fiscal80
Description	Revenue or Expense Graph
Report Sample	Fiscal80
Report Favorite ID	
<input checked="" type="checkbox"/> <b>2 - User Options</b>	
Account Fiscal Year	2021 {2020/2021}
Fund	01 {General Fund}
Fund Title	
Source?	Actuals
Model Id	
Expenditures or Revenues	Expenditures
Display Units	Actual Value





# Fiscal80 – Revenue or Expense Graph

There are three **Sort Options**: **Pie Chart**, **Bar Chart**, or **Column Chart**. Each requires at least one Data Set to be entered.

## Data Sets:

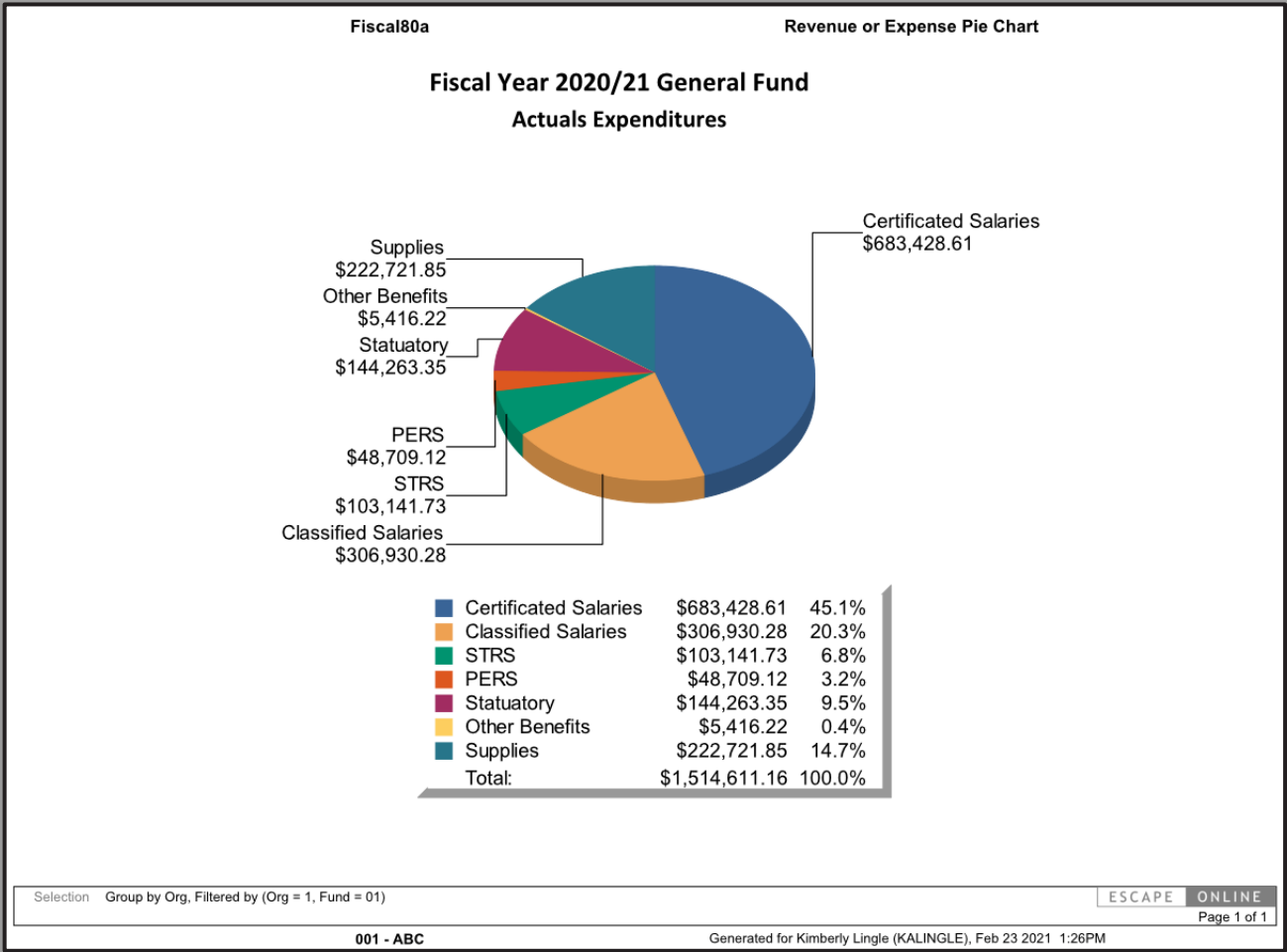
- Define up to 10 objects with a column heading (label), delimited by a semicolon
- Wildcards can be used
- Can enter more than one object code for a single
- Column separated by a comma (e.g., 3401, 3402;Medical)
- The object portion can be up to 100 characters
- The label portion can be up to 45 characters

Request	
<input type="checkbox"/> 1 - Report	
Report Number	Fiscal80
Description	Revenue or Expense Graph
Report Sample	Fiscal80
Report Favorite ID	DEBUG
<input type="checkbox"/> 2 - User Options	
<input type="checkbox"/> 3 - Data Set {Objects;Label}	
Data Set 1	1;Certificated Salaries
Data Set 2	2;Classified Salaries
Data Set 3	3101,3102;STRS
Data Set 4	3201,3202;PERS
Data Set 5	33,34,35,36;Statutory
Data Set 6	37,39;Other Benefits
Data Set 7	4-7;Supplies
Data Set 8	
Data Set 9	
Data Set 10	





# Fiscal80 – Revenue or Expense Graph



# Budget07 – Budget Summary Analysis

- ✓ Create a 2<sup>nd</sup> Interim Budget Model

The screenshot displays a software interface for budget management. The main window title is "001 - ABC Finance - Budget - Budget Management". It features a menu bar with "Search", "List", and "Form" options, and a toolbar with icons for "Delete", "Prev", "Next", "Save/Close", "Cancel", and "Tasks". The main content area is divided into tabs: "General", "Contributions", "Attachments", "Notes", "Model History", and "Versions". The "General" tab is active, showing "Model Information" and "1 - Model Details". The "Model Details" section includes fields for "Description" (2nd Interim), "Department", "Model Status" (0), "Salary Generated Date", "Date Vacancies Projected", and "Time Frame" (Base Year Only). A "Perform Model Change" dialog box is overlaid on the main window, containing a table of fields for configuration.

Field	Value
Comment	2nd Interim
Type	08 {Copy From Accounts: Revised}
Copy Fiscal Year	2021 {2020/2021}
Copy Model	
Adjustment Percent	0.00
Fixed Amount	0.00
Copy File	<input type="button" value="Browse"/>
Replace Budget	2 {Replace Same Item Types}
Vacancy Date	
Affect Salaries	
Fund	
Resource	
Year	
Goal	
Function	
Object	
School	
Management	

# Budget07 – Budget Summary Analysis

This report displays easy-to-read pie charts of your ending balance components, total revenue summary, total expense by function summary and total expense summary. The four-page report is **designed with board members and the public in mind**.

## Report Filters:

- **Fiscal year** – Enter the Fiscal year for the model. (Required)
- **Model ID** – Use the lookup to select a model. (Required)
- **Restricted** – Defaults to include restricted accounts. Change to No to exclude or "only" to report only restricted accounts.
- **Fund** – Use the lookup to **select a single fund for the report. Or, enter multiple funds using a comma to separate (e.g., 010,013)**. (Required)
- **Fund title** – Enter a title for the fund to be displayed in the header of the report. If you leave this blank and selected only one fund, the report will display the "generic" fund

The screenshot shows a web application interface for generating a report. The title bar indicates the user is logged in as '001 - ABC' and is in the 'Finance - Reports - Budget' section. The main content area is titled 'Request/Report' and contains a table of report filters. The table is organized into two sections: '1 - Report' and '2 - User Options'.

Request	Report
<b>1 - Report</b>	
Report Number	Budget07
Description	Budget Summary Analysis
Report Sample	Budget07
Report Favorite ID	
<b>2 - User Options</b>	
Model Fiscal Year	2021 {2020/2021}
Model Id	BR21-01 {2nd Interim}
Restricted?	Yes - Include restricted accounts
Fund	01 {General Fund}
Fund Title	
ADA	105

- **ADA** – Enter ADA. This will be used in calculations for the report



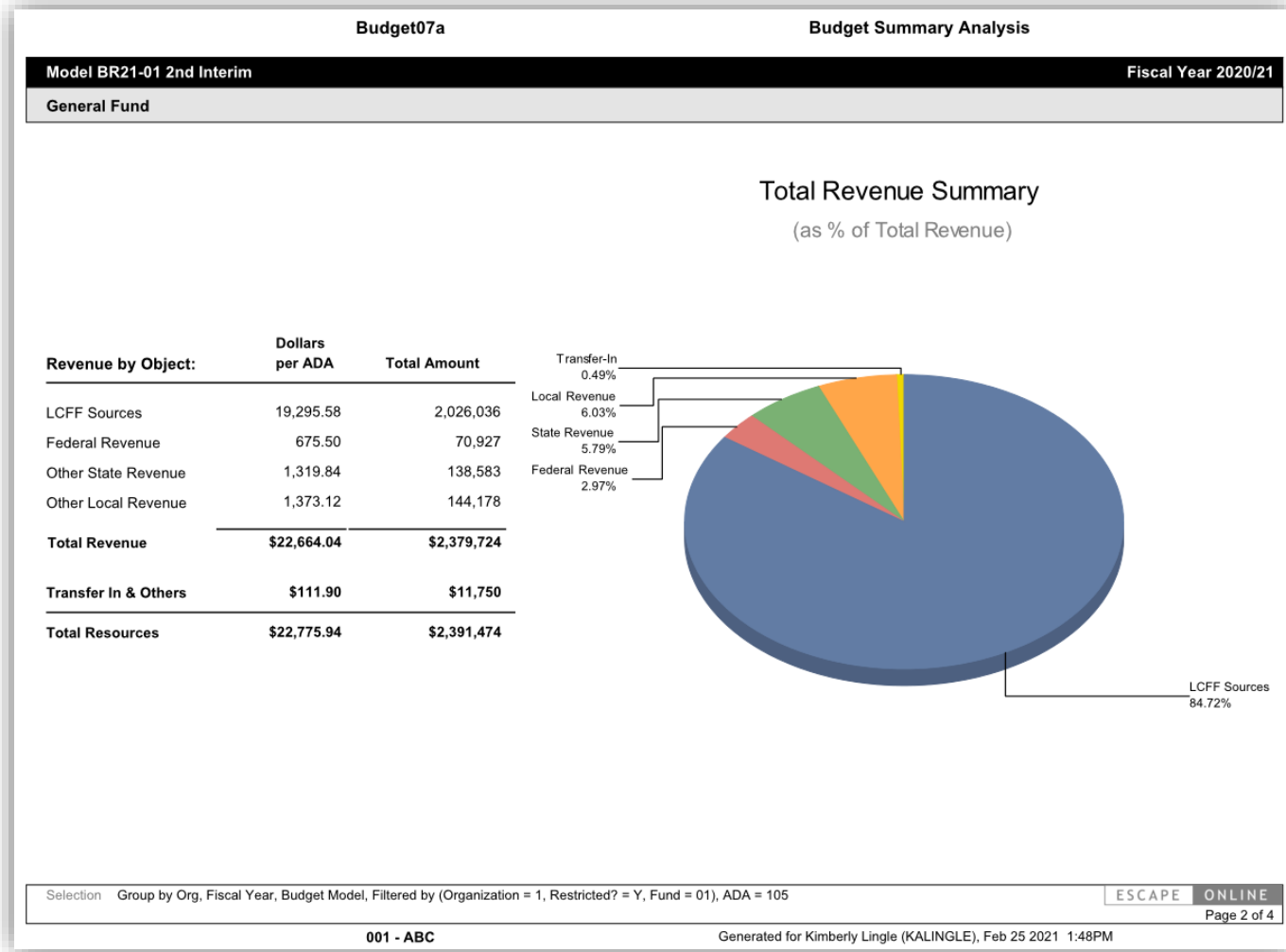
# Budget07 – Budget Summary Analysis

Budget07a		Budget Summary Analysis	
Model BR21-01 2nd Interim		Fiscal Year 2020/21	
General Fund			
	Dollars per ADA	Total Amount	Ending Fund Balance Components
Beginning Fund Balance	\$17,055.01	\$1,790,776	
+ Total Resources	\$22,775.94	\$2,391,474	
- Total Uses	\$24,569.72	\$2,579,821	
Ending Fund Balance	\$15,261.23	\$1,602,429	
Fund Balance Difference	\$1,793.78-	\$188,347-	
Ending Fund Balance Components		Amount	
Nonspendable Assets		0	
Restricted		0	
Stabilization Arrangements		0	
Other Committed		0	
Other Assignments		0	
Reserve for Economic Uncertainties		0	
Other Assigned		0	
Selection Group by Org, Fiscal Year, Budget Model, Filtered by (Organization = 1, Restricted? = Y, Fund = 01), ADA = 105			
001 - ABC		Generated for Kimberly Lingle (KALINGLE), Feb 25 2021 1:48PM	
		ESCAPE ONLINE Page 1 of 4	



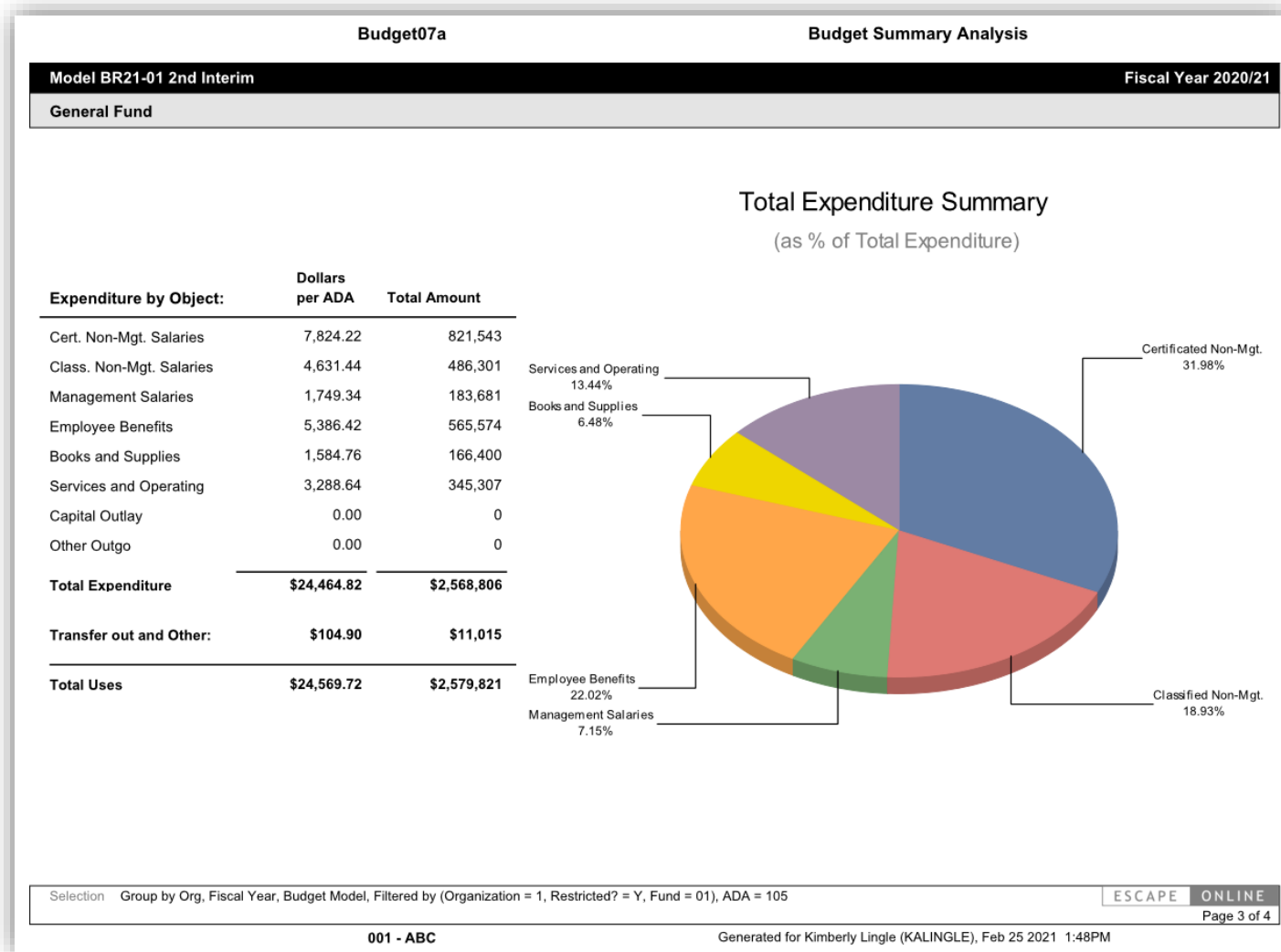


# Budget07 – Budget Summary Analysis





# Budget07 – Budget Summary Analysis



Selection Group by Org, Fiscal Year, Budget Model, Filtered by (Organization = 1, Restricted? = Y, Fund = 01), ADA = 105

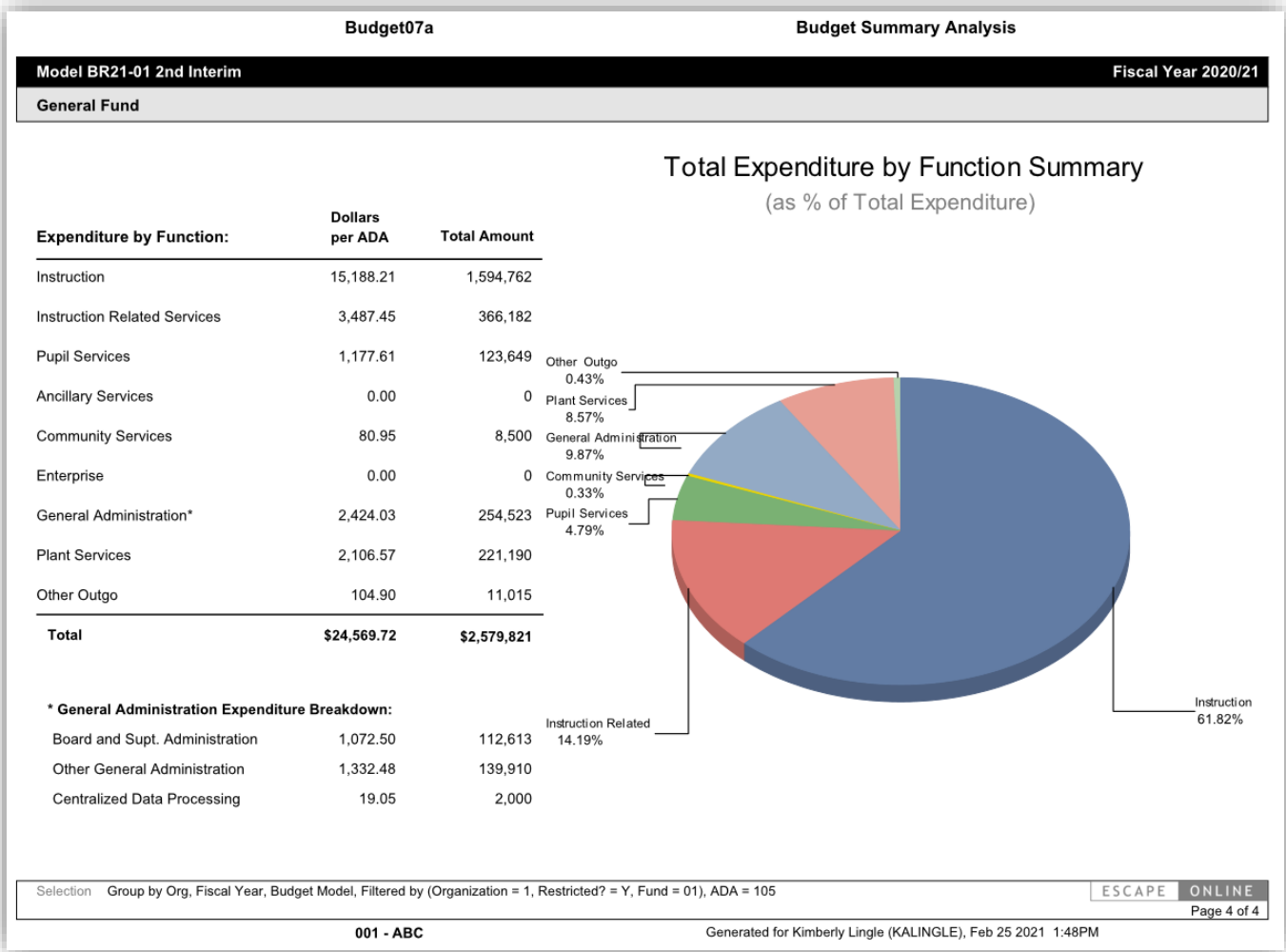
ESCAPE ONLINE  
Page 3 of 4

001 - ABC Generated for Kimberly Lingle (KALINGLE), Feb 25 2021 1:48PM





# Budget07 – Budget Summary Analysis



Selection Group by Org, Fiscal Year, Budget Model, Filtered by (Organization = 1, Restricted? = Y, Fund = 01), ADA = 105

[ESCAPE](#) [ONLINE](#)  
 Page 4 of 4

**001 - ABC** Generated for Kimberly Lingle (KALINGLE), Feb 25 2021 1:48PM





## REMINDER Scheduled Network Maintenance February 28th, 6:30AM-10:00AM

SCOE will be performing network maintenance on Sunday, February 28<sup>th</sup> from 6:30am-10:00am. During this time the following systems will be affected:

- ESCAPE
- DNS Resolution
- Internet Connectivity

SCOE IT will post information on twitter @scoenoc you can also view status or subscribe for alerts at <https://status.sonomacoe.org/>



# Mark your Calendars



## **Escape Position Control for Budget Development**

March 18, 2021

9:00-12:00 pm

Via Zoom

Click [here](#) to register

## **Escape Budget Development**

April 1, 2021

9:00-12:00 pm

Via Zoom

Click [here](#) to register





# Share with Payroll Staff



## Escape Coffee Chat



Bring your own coffee and review Hot Topics

March 1, 2021 9:00-10:00 am

First Topic: Additional Pay Activity



# Share with Finance Staff



**Finance User Group**

**March 5, 2021 9:00 am – 11:00 am**

**Invite Escape Users: AP/AR, Fiscal**





HOW CAN  
WE HELP  
**YOU?**

Submit a ticket to  
[helpdesk@scoe.org](mailto:helpdesk@scoe.org)

Schedule a one-on-one meeting through Calendly

Danielle Boettner <https://calendly.com/danielleboettner>

Tracy Lehmann <https://calendly.com/tlehmann-1>

Kimberly Lingle <https://calendly.com/klingle-1>