Escape Basics

- Login/Logout
- Activity Tree
- Search/List/Form

Getting Help

- Workspace – Tools – How Tos
  - Link to Escape Online Documentation
- Online Resources – Newsletter – Join Our Email List
- Online Resources – Tutorials
- Online Resources - Webinars

Viewing Accounts

Finance – Fiscal – Accounts

The account activity is used to search for one account, or a group of accounts. From the list you can see your account balances, and sort by any column on the list. If you open an account, you will see an account detail report for that one account that shows all the transactions in the account. Example search:

1. Enter the **01** as the Fund
2. Enter **0000** as the Resource
3. Enter **43** as the Object
4. Click Go (Ctrl g)
5. Review the list and snapshot report.
Vendor Requisitions

Finance – Requisitions – Vendor Requisitions (Quick Start – VR)

1. Click New and select a department (may only have one choice)

2. Enter information on the Requisition Tab

<table>
<thead>
<tr>
<th>Field</th>
<th>Entry</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment</td>
<td>Any text</td>
<td>This will show on reports.</td>
</tr>
<tr>
<td>Order Type</td>
<td>PO w/o Receiving</td>
<td>Can be changed as needed to Blanket, Direct (no PO), or PO w/o Receiving for assets.</td>
</tr>
<tr>
<td>Vendor Id</td>
<td>Enter any vendor</td>
<td>Enter at least two characters of the vendor name, then press F4 key to select from the lookup.</td>
</tr>
<tr>
<td>Shipping</td>
<td>10% is the default</td>
<td>You can change this amount if you know the shipping percent or amount. Otherwise, leave it at 10%.</td>
</tr>
</tbody>
</table>

3. Enter information on the Items tab.

<table>
<thead>
<tr>
<th>Field</th>
<th>Entry</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Qty</td>
<td>Any number</td>
<td>Enter the quantity for this item.</td>
</tr>
<tr>
<td>Description</td>
<td>Any text</td>
<td>Enter the description of what you are requesting. You can enter a catalog number, or as much detail as you want.</td>
</tr>
</tbody>
</table>
4. Enter information on the **Accounts Tab**

<table>
<thead>
<tr>
<th>Field</th>
<th>Entry</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td><em>Enter an account number – Tip 01…4300 (F4)</em></td>
<td></td>
</tr>
</tbody>
</table>

5. Add any attachments if necessary (registration form, quote, coupon)
6. Click **Submit** on the **Task** menu. An encumbrance journal entry is created.
7. Click the **Print Preview** and select the snapshot with history
8. Open the requisition and go to the approval tab.
Vendor Requisitions – Online Shopping

At this time, the software supports online shopping vendors Office Depot, Amazon, Frey Scientific and School Specialty. More vendors will be added in time.

1. Click **New** and select a department (may only have one choice)

2. Select an Online Shopping Vendor, such as Office Depot.
   
   - You can tell if the vendor is setup correctly by the flag in the Vendor ID lookup or the Online Order flag on the first tab.
   - We suggest you do not edit the Online Order Contact, allowing it to default per your district standards.

3. Go to the **Items** tab and select the Start Online Shopping TASK.
   
   A browser window will launch to the vendor’s website sending all of the configured customer information.
   
   - Your user first name and last name will be displayed in the vendor’s website.
   - The email used for confirmations is determined by the Online Order Contact field and logic defined in the Organization record.
   - Shop as you would normally, filling your cart with the items you need. You have about an hour before the connection is disrupted.
   - When you are done, click the Check Out button on the vendor’s website. This defines the items that will be loaded in the next step.

4. On the **Items** tab, select the Get Online Shopping Cart TASK.
   
   This will load all of the information from the shopping cart associated with this requisition into the **Items** tab. The loading of the items updates the Line Item #, Order Quantity, Order Unit, Description, Unit Price, and Extended Price.

5. Enter information on the **Accounts Tab**

6. Submit the requisition.

**Notes:**

- If this is a stores replenishment, enter the Stores Item #.
- If there are special instructions, enter the Message Before and Message After.
- If the order is going to become a fixed asset, enter the appropriate information in the Asset fields.
Approve Requisitions

Finance – Requisitions – Approve Requisitions

1. Press Go
2. Use the task menu to defer or approve based on what you are told here today
3. Click Post Approvals on the Task Menu

Ways to Review
- Use the snapshot to see a report of the highlighted requisition.
- Use the snapshot to see a report of all requisitions on the list.
- Use the quick link to open the requisition in another tab, ready to edit according to your permissions.

To Approve Requisitions

1. Choose the Approve Requisitions activity from the Requisitions group activity.
2. Enter a requisition number or just click Go to get a list of requisitions pending your approval.

Review any requisitions you have questions about.

(If you are denying a requisition, you may want to add your reason for the denial to the Comment or Req Note fields.)
Requisition Notes/ History
Finance – Requisitions–Vendor Requisitions (Quick Start – vr)

1. Re-open the req you created today
2. The notes tab is used to enter notes in the req
3. You can only change your own note
4. Enter a note
5. View the requisition history tab

Receive PO Items
Finance – Purchasing –Receive PO Items (Quick Start – rpi)

1. Enter the PO number or Req number from the reqs you just printed
2. Flag the “receive all” button Yes
3. Click Go (Ctrl g)
4. Review the list - displays how many of each item was ordered and previously received.
5. This is a direct edit list. You can click in any field that doesn’t have a lock to change a
defaulted value or enter a note.
6. Make sure the Create Asset flag is Yes and set other asset fields to see how they work.
7. From Tasks, choose Post

NOTE: Receive PO Items is also used for returns and un-receiving.
Reversing Line Item Receipts

Sometimes you enter your receipt of goods only to find items missing or damaged. Escape Online allows you to “unreceive” those items.

1. Enter the purchase order you want to “unreceive” in the Receive PO Items activity. When unreceiving, you can only enter ONE purchase order at a time.
2. Leave the Receive All field as Yes.
3. Click Go.
4. Enter the Receive Now amount as a negative.
5. Post the receipt.

Escape will update the requisition and stores item(s).

Change a Requisition (Change Notice)

Finance – Requisitions – Vendor Requisitions (Quick Start – vr)

Before the PO has been printed, you can make any editing changes necessary to the line items. You can change text, quantities, pricing — add or delete items, add messages, etc.

After the PO has been printed and sent to the vendor, changing line items must be formalized with change notices. Here are some common reasons for change notices:

- You need to add a line item.
- The price has changed on one or more items.
- A line item is no longer available and needs to be canceled.
- The description of the item must be changed.
- You ordered 1,000 of an item, the vendor ships and bills 1,050 and you want to accept them.

If you create a change notice that increases a requisition’s total dollar amount to equal or exceed the threshold defined in the department setup, you will be warned when you redistribute the account amounts. You will need to resubmit the requisition. This restarts the Approval process. After all approvals have been granted (or bypassed if the user selects the Approval Override task), the requisition will return to the status it had before resubmitting.

When NOT to Create a Change Notice

There are several situations in which you should not create a change notice:
• If you have printed it, discovered an error but have not sent it out yet, simply unprint the PO, make the necessary changes and print the PO again.
• If you discover it had the wrong vendor code in it, unprint the PO, change the vendor code and reprint the PO. Do this only if the PO has not been sent out.
• If you want to cancel ALL line items, you would create a cancel notice. (See the next section for more information about Cancel Notices.)

Cancelling Line Items versus Deleting Line Items

If you have not submitted the requisition, it is best to delete the line item. However, if you have printed the PO, you will want to use the Cancel Item task on the Items tab. If you cancel a line item, you will be prompted to create a change notice.

Steps for creating a change notice

1. Search for the vendor requisition that has been printed (status is either printed or ready for payment).
2. Open the requisition
3. Go to the Items tab and change or cancel an item
   a. You can change the cost, the quantity (change to 0 to “delete” an item)
   b. You can add items
4. Save your item changes
   a. Enter a change message in the prompt.
5. Go to the Requisition tab
6. Review account distribution area.
   a. If the is an undistributed amount, use the Task – Apply undistributed amount to fix up the req accounts
   b. If you want to review, go to the accounts tab
   c. If you want to distribute in some other way, you can change the account amounts, add a new account, or zero out an account
7. Once you have finished changing the req, save the requisition
   a. Encumbrance journal entries are adjusted if appropriate
8. Re-open the requisition
9. Go to the Attachments tab
10. Open the attachment, click on the “view attachment” field, and press the down arrow to open the attachment and view the change notice.

Note: Change Notices are only created if the PO has been printed. Changes made before the PO is printed are recorded in the requisition’s History tab.
Cancel a Requisition (Cancel Notice)

Sometimes you must cancel entire purchase orders. With Escape Online, it is easy to generate professional looking cancel notices and take care of the accounting chores at the same time.

1. Open the requisition you want to cancel.
2. Select the Cancel task in the requisition.
3. Enter Cancel Message, Reason, etc.
4. Click Yes to cancel the requisition.

What happens next depends on the status of the requisition.

Open, Submitted or Approved

Any user with access can cancel a requisition that has not yet become a purchase order. When you cancel requisitions in these statuses, Escape Online automatically:

- Changes the status to Cancelled
- Sets the complete date to today
- Unencumbers any current encumbrance
- Creates a history record stating the reason why the requisition was cancelled

Printed or Ready for Payment

These statuses have more restrictions. Only members of the department that owns the requisition can cancel it. No items may have been received and no payments may have been posted. A cancel notice will be created as an attachment. Re-open the requisition to view and print the cancel notice.

You cannot cancel requisitions in the Check Pending or Complete status!

Note: Cancelling a requisition before a PO is printed will not create a Cancel Notice.
Running Reports

Finance – Reports – Admin

TIP: When you are in a report open the Report Sample field for help on how to use the report.

Fiscal02 – Account Summary by Object
Fiscal03 – Account Transaction Detail by Object

My Reports

Finance – My Reports

This activity allows you to VIEW and FORWARD reports that you have run in the last 14 days. You will also see reports that other users have forwarded to you. You can change the “delete” date to save a report. You cannot run a report from this activity.

Report Basics

Saving “Favorite” Report Parameters
Escape Online includes a feature that we call “favorites.” There are two kinds of favorites: search favorites and report favorites. This section details how to create and use report favorites. There is a Favorites button on every report page. This allows you to save the parameters that define the reports you use every day. Each user can save up to 20 favorites for each report! Once saved, the report favorites can be replaced, cancelled and renamed.

Once a Report Favorite has been created, it can be scheduled to be run automatically by Escape – Daily, Weekly, Monthly or Yearly. You set the frequency and the schedule and then it does the rest.

Creating a Report Favorite
1. Enter the report parameters you want to save. Escape Online will validate all criteria.
2. Click the Manage task from the Favorites menu.
3. Click Add. You can see the report parameters you entered in the Values box.
4. Change the name of the favorite and click the Apply Change button to save the new name. (Escape Online defaults the name to “New Favorite.”)
5. The Public button will set this favorite to be available by other users (default is unchecked).
6. Click Save to save the favorite.
Adding scheduling information to a Report Favorite
1. From the Manage task on your Report Favorite
2. Complete the Recurring Options, Scheduling Options and Start/End Date and Start Time as appropriate.
3. Click Save to save the favorite with the scheduling information

Launching a Report Favorite
1. Select the name of the favorite from the Favorites menu. Your saved report parameters will be filled into the form.
2. Enter your additional criteria (if desired) and click Go to generate the report.
3. Escape Online will send the report to My Reports as usual, but it will include the name of the favorite you used to run the report.

Report Favorites activity

The Report Favorites activity (one located under HR/Payroll and one located under Finance) allows users to get to all their report favorites from one place rather than going into each individual report. Users can run the report or modify the favorite/scheduling criteria from this activity.

To access Favorites flagged as Public that you did not create, change the selection criteria to the User that created the favorite and search for THEIR report favorites – you will only get back their favorites flagged as public and then run report with favorite as usual. If you like this public favorite and want to use it regularly, you can go to manage from here and create it for yourself – it will copy the public favorite as the starting point.

For more information, please refer to the Escape Basics section (the first chapter) of any user manual.