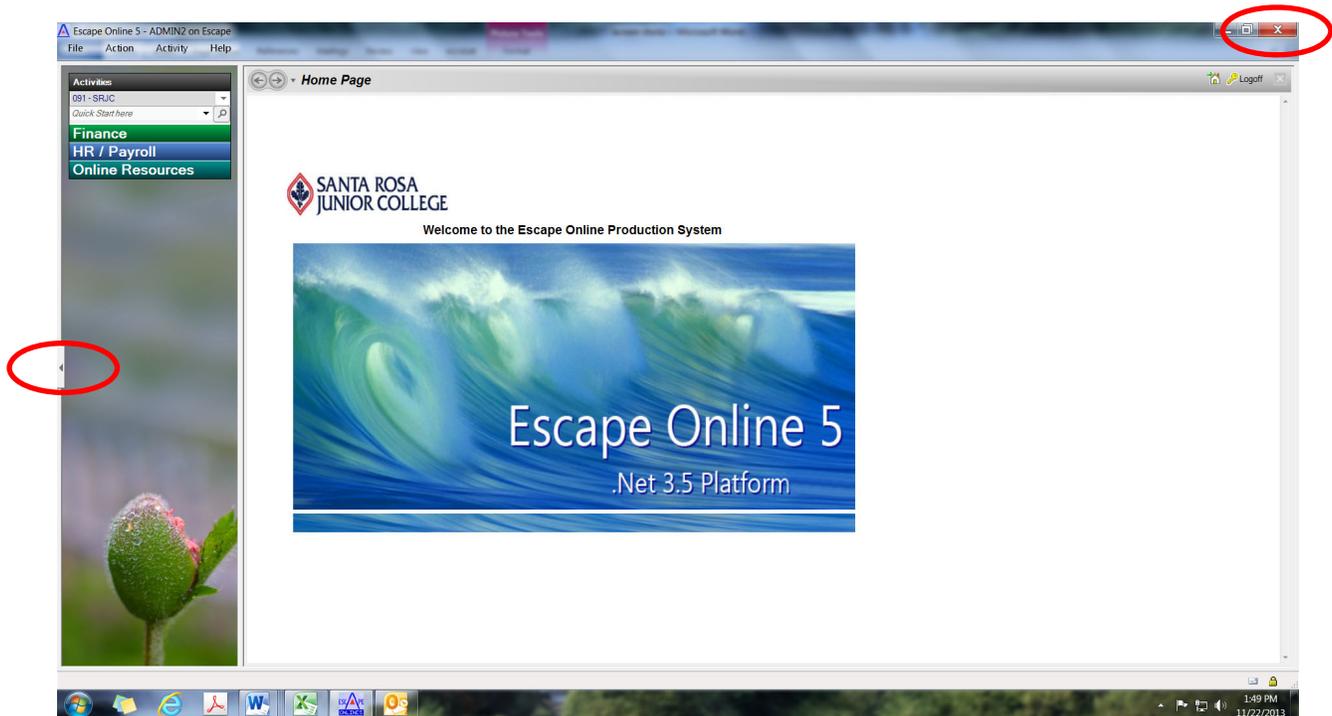


# Department Chair User Guide for Escape

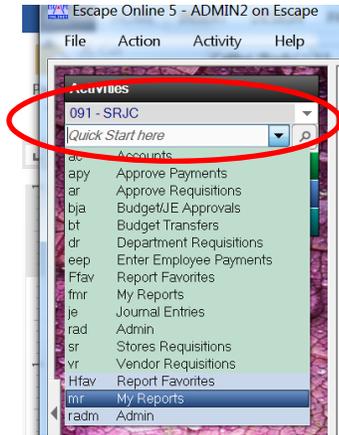


Escape

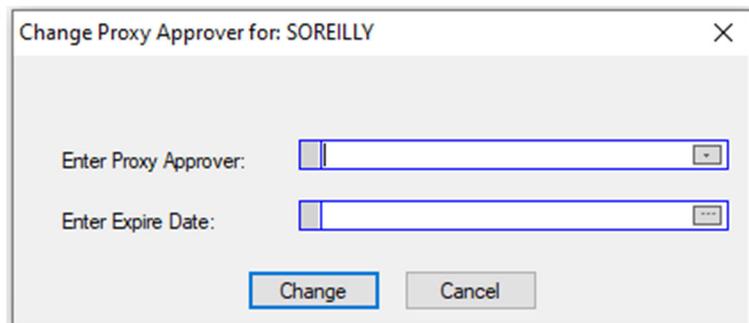
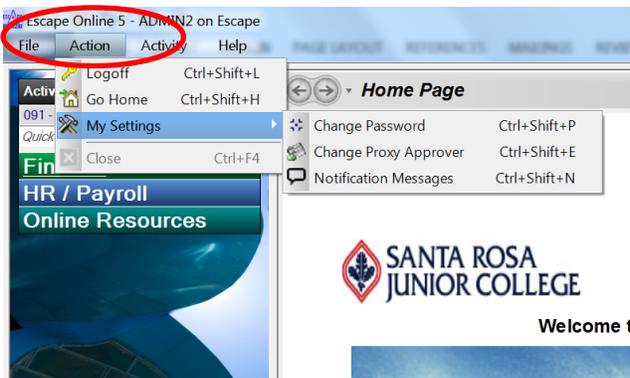
- To log into Escape financial software, select the Escape Online 5 icon on your desktop or through Citrix. This is not the same as the Employee Online Portal.
- Your user ID typically consists of your first initial and last name, for example BSMITH. The default password is “password” however upon logging in for the first time you will be asked to create a permanent password. If you forget your password, please email Shannon O’Reilly at [soreilly@santarosa.edu](mailto:soreilly@santarosa.edu). To log out, use the red exit icon in the upper right-hand corner of the screen.
- After logging in, you will see the home page (as shown below.) The activity tree is located on the left hand side of the screen and the work area is the remainder of the screen. You may collapse the activity tree at any time if you need more viewing space in the work area by clicking the tab on the far left side of the screen.



- The easiest way to navigate Escape is with the Quick Start field. Use the drop-down list to select the activity you would like to perform. The following codes are used most often by department chairs:
  - apy Approve Payments (for employee payments)
  - ar Approve Requisitions (for vendor requisitions)
  - bja Budget/JE Approvals (for budget transfers and journals)



- When you are away from the office and/or unable to access Escape for an extended period of time, you will need to set-up a proxy to approve items on your behalf. From the Home Page, select **Action – My Settings – Change Proxy Approver**. Then choose an approver from the dropdown list and enter an expiration date.



## EMAIL NOTIFICATIONS

- You will receive an email notification when you have items to approve in Escape. The subject line of the email will specify whether the item is a vendor requisition, employee payment, budget transfer or journal. Some examples are shown below:

### **REQUISITION**

-----Original Message-----

From: [escape@santarosa.edu](mailto:escape@santarosa.edu) [mailto:[escape@santarosa.edu](mailto:escape@santarosa.edu)]

Sent: Wednesday, September 28, 2016 4:24 PM

To: Cabrera-Mendia, Guadalupe <[gcabrera-mendia@santarosa.edu](mailto:gcabrera-mendia@santarosa.edu)>

Subject: OrgId 91, Req #R17-01701: Ready for your approval.

Requisition # R17-01701:

Total: 34.78

Vendor: 031447 U S Bank

Requisitioner: Jessica Lofgren

### **BUDGET TRANSFER**

-----Original Message-----

From: [escape@santarosa.edu](mailto:escape@santarosa.edu) [mailto:[escape@santarosa.edu](mailto:escape@santarosa.edu)]

Sent: Thursday, May 19, 2016 3:28 PM

To: Jolley, Kate <[kjolley@santarosa.edu](mailto:kjolley@santarosa.edu)>

Subject: OrgId 91, Budget Transfer #314778-BudXFer: Ready for your approval.

Budget Transfer # 314778-BudXFer

Total: 263.00

JE Type: Budget Transfer

Transaction Date: 05/11/2016

Comment: incr 6320-4390 / decr 6320-2330

### **EMPLOYEE PAYMENT**



[escape@santarosa.edu](mailto:escape@santarosa.edu)

Payment Approvals

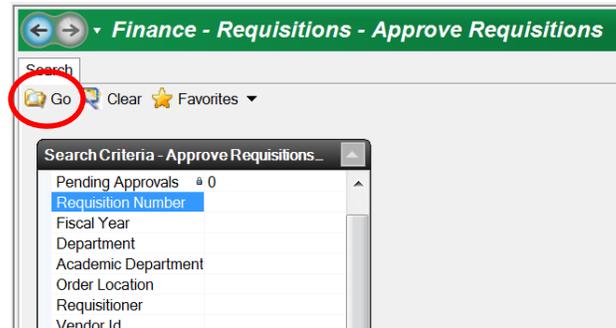
o Jolley, Kate

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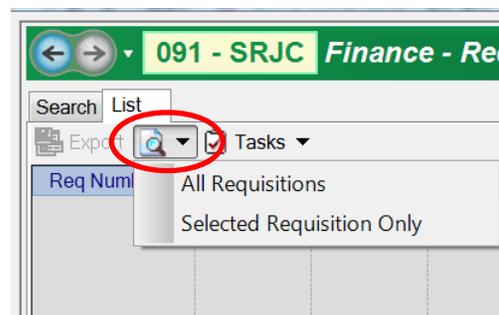
Payments are ready for your approval.

## APPROVING VENDOR REQUISITIONS

- Select **ar Approve Requisitions** from the Quick Start drop-down list to see the following screen:



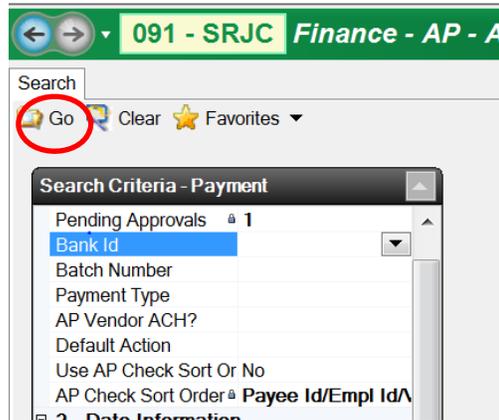
- Hit the **Go** icon to see a list of the vendor requisitions in your approval queue.
- Before approving any vendor requisitions, you will first want to review the items. Select the **Preview** icon and then select **All Requisitions** to review all items at once.



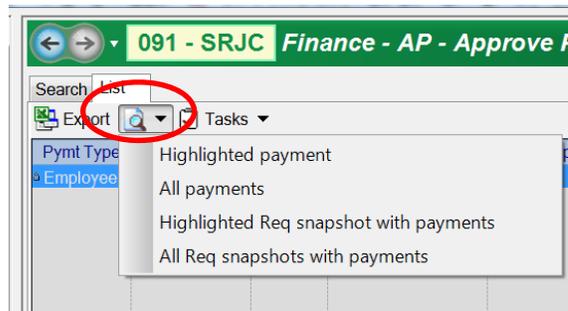
- Review the requisition details and then go back to the list and take action (by approving, denying or deferring the items.) Do this by closing out the snapshot screen using the red box in the upper right-hand corner with an X. Then select the **List** tab.
- The default action is Approve, however you are also able to change the action by selecting **Defer** or **Deny** from the dropdown box.
  - Deny items that are incorrect or that you want to reject
  - Defer items that you have questions on and need more time to decide whether to approve or deny
- Once you've reviewed the actions on your approval list and made any necessary changes (from Approve to Deny or Defer), select the **Tasks** icon and then **Post Approvals**. A message will appear asking you to verify your choices. If everything is correct, hit **Yes**. The vendor requisition will be forwarded to the next approver.

## APPROVING EMPLOYEE PAYMENTS

- Select **apy Approve Payments** from the Quick Start drop-down list to see the following screen:



- Hit the **Go** icon to see a list of the employee payments in your approval queue.
- Before approving any employee payments, you will first want to review the items. Select the **Preview** icon and then select **All Payments** to review all items at once.



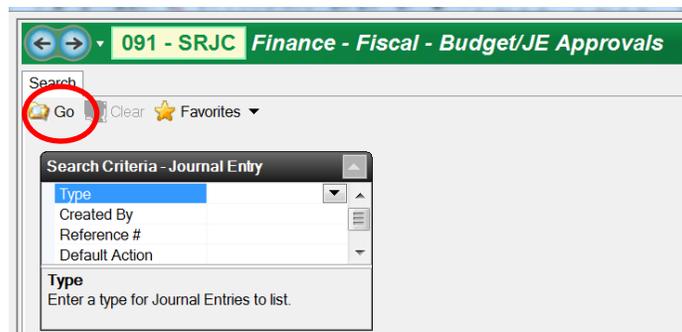
- Review the employee payment details and then go back to the list. Before taking action (by approving, denying or deferring the items), you should also review the attached receipts or mileage forms first. Do this by closing out the snapshot screen using the red box in the upper right-hand corner with an X. Then select the **List** tab. From the list, scroll to the right and select the tiny **Open Document** icon.

| Pymt Type | Pay To Nam    | Action  | Result | Approval Comment | Invoice #  | Invoice D | Payment Amt | Reference # | Status    | On Hold | Open Attachments   |
|-----------|---------------|---------|--------|------------------|------------|-----------|-------------|-------------|-----------|---------|--|
| Employee  | Linda M. Clos | Approve |        |                  | EP19-00088 | 2/20/2018 | 65.16       |             | Submitted | No      |  attachment available |

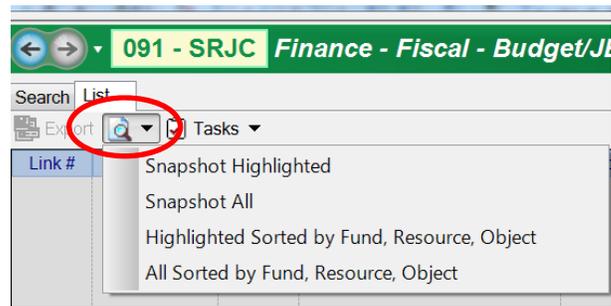
- When finished reviewing the attachments, go back to the list and take action (by approving, denying or deferring the items.) Do this by closing out the snapshot screen using the red box in the upper right-hand corner with an X. Then select the **List** tab.
- The default action is Approve, however you are also able to change the action by selecting Defer or Deny from the dropdown box.
  - Deny items that are incorrect or that you want to reject
  - Defer items that you have questions on and need more time to decide whether to approve or deny
- Once you've reviewed the actions on your approval list and made any necessary changes (from Approve to Deny or Defer), select the **Tasks** icon and then **Post Approvals**. A message will appear asking you to verify your choices. If everything is correct, hit **Yes**. The employee payment will be forwarded to the next approver.

## APPROVING BUDGET TRANSFERS AND JOURNALS

- Select **bja Budget/JE Approvals** from the Quick Start drop-down list to see the following screen:



- Hit the **Go** icon to see a list of the budget transfers and/or journals in your approval queue.
- Before approving any budget transfers or journals, you will first want to review the items. Select the **Preview** icon and then select **Snapshot All** to review all items at once.



- Review the budget transfer and/or journal details and then go back to the list and take action (by approving, denying or deferring the items.) Do this by closing out the snapshot screen using the red box in the upper right-hand corner with an X. Then select the **List** tab.
- The default action is Approve, however you are also able to change the action by selecting Defer or Deny from the dropdown box.
  - Deny items that are incorrect or that you want to reject
  - Defer items that you have questions on and need more time to decide whether to approve or deny
- Once you've reviewed the actions on your approval list and made any necessary changes (from Approve to Deny or Defer), select the **Tasks** icon and then **Post Approvals**. A message will appear asking you to verify your choices. If everything is correct, hit **Yes**. The budget transfer or journal will be forwarded to the next approver.

Questions or problems? Contact your department administrative assistant or Shannon O'Reilly in Accounting at [soreilly@santarosa.edu](mailto:soreilly@santarosa.edu) or (707) 521-7848.