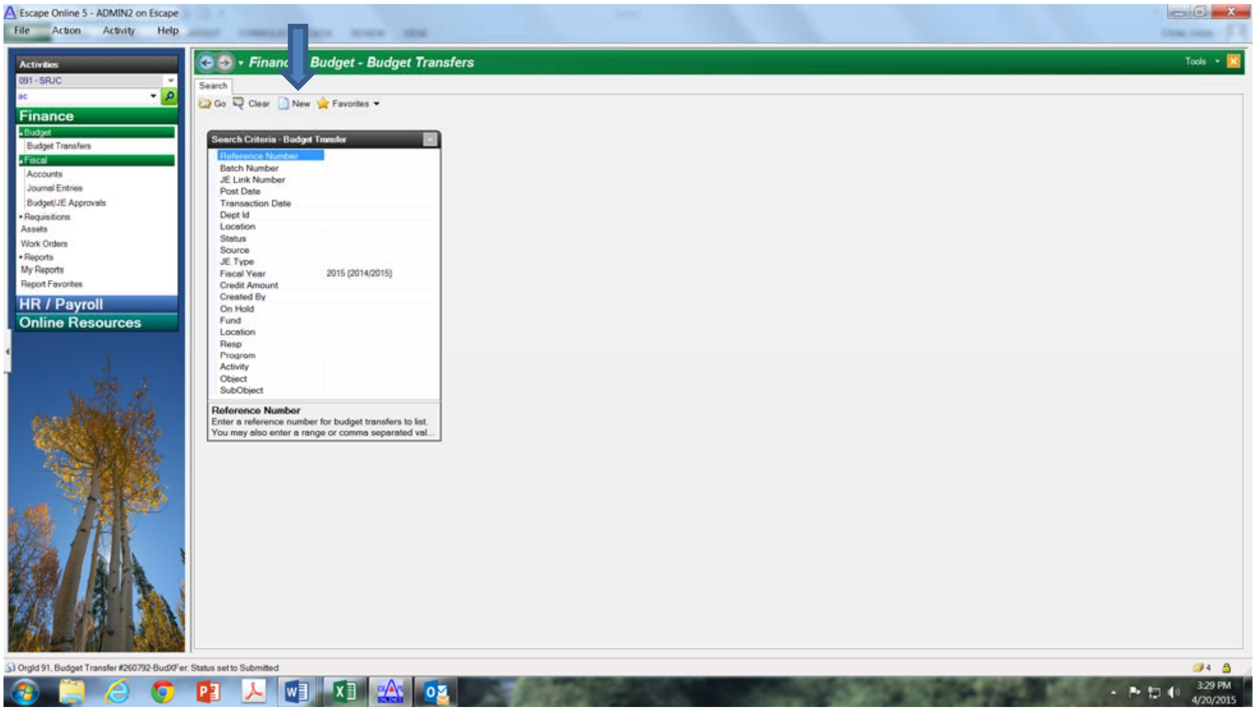
CREATING BUDGET TRANSFERS

- After logging into Escape, the Activity Tree on the left side of your Home Page should include a green bar called **Finance** with several sub-categories.

- Select Budget, then Budget Transfers, to see the budget transfer screen (shown below.) From the search screen, you can select to view your previously entered transfers, or create new transfers. To create a new budget transfer, select the New icon.


Escape Online 5 - ADMIN2 on Escape
File
Action
Activity
Help
Activities
091 - SRJC
Finance
Budget
Budget Transfers
Fiscal
Accounts
Journal Entries
Budget/JE Approvals
Requisitions
Assets
Work Orders
Reports
My Reports
Report Favorites
HR / Payroll
Online Resources
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Budget - Budget Transfers
Tools
Search
Go
Clear
New
Favorites
Search Criteria - Budget Transfer
Reference Number
Batch Number
JE Link Number
Post Date
Transaction Date
Dept Id
Location
Status
Source
JE Type
Fiscal Year
Credit Amount
Created By
On Hold
Fund
Location
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Program
Activity
Object
SubObject
3:29 PM
4/20/2015

Fiscal Year 2015 (2014/2015)

Reference Number
Enter a reference number for budget transfers to list.
You may also enter a range or comma separated val...

OrgId 91, Budget Transfer #260792-BudXFer: Status set to Submitted

- On the next page is the New Budget Transfer screen with sample information entered. You need to enter a Location as well as a Comment. The comment you enter will be visible in the Description column on account look-up and fiscal03 reports, therefore it should be a **brief** summary of the transaction (for example, Increase Travel / Decrease Supplies or Increase 6720-5210 / Decrease 6720-4390.) Comments are limited to a maximum of 60 characters. You will have the opportunity to provide a more detailed explanation if desired on the Notes tab.

- Once the location and comment are entered, go to the Items section of the budget transfer (the bottom half of the screen) and select New. Enter the budget codes affected by the transfer and the amounts, either as a positive amount (to increase) or a negative amount (to decrease.) Negative amounts are indicated by entering a minus sign before the number.

- ➢ You may only enter budget codes that you currently have access to. If you need to access another department's budget code, contact Shannon O'Reilly or Kate Lucas and they will give you access on a one-time only basis.

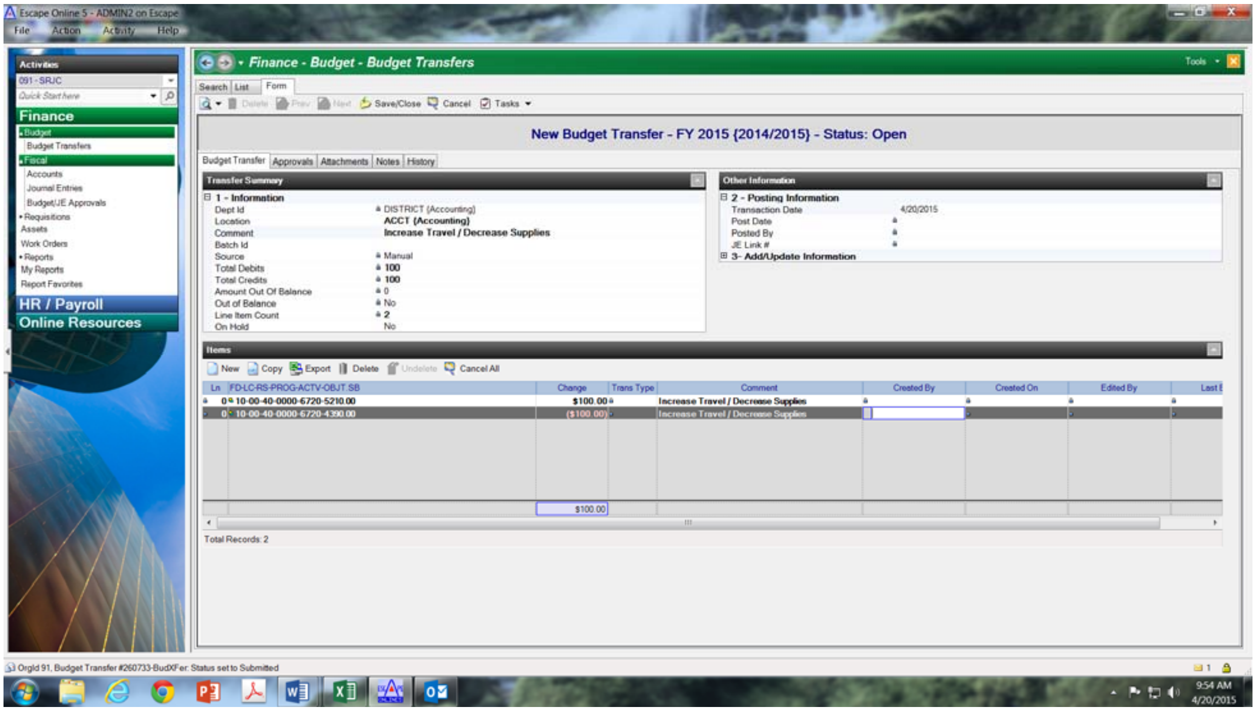
- ➢ Use whole dollar amounts only, Escape will round your figures to the nearest dollar if necessary.

- ➢ To move between the fields, use the Return/Enter key found on the keyboard rather than the Tab key. Fields with padlock icons are locked for editing and can be ignored.

- ➢ Budget transfers must balance; you will receive an error message if the transfer is out of balance (see next page.) All out-of-balance transfers will be denied by Accounting so do not submit one; select No and go back and correct the entry.

- ➢ Do not submit a budget transfer decreasing an account and/or major object that does not have sufficient funds. There must be funds available to cover the transfer.

- ➢ If you need to provide additional information/explanations, you may do so on the Notes tab (see next page). After completing the Budget Transfer tab, select the Notes tab and then the New icon. Type your notes on the line provided. The notes will be saved when you select the Save/Close icon or when you submit the budget transfer for approval.


Escape Online 5 - ADMIN2 on Escape
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Activities
091 - SRJC
Quick Start here
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Budget Transfers
Fiscal
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Finance - Budget - Budget Transfers
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List
Form
Delete
Prev
Next
Save/Close
Cancel
Tasks
Budget Transfer
Approvals
Attachments
Notes
History
Transfer Summary
Other Information
Items
New
Copy
Export
Delete
Undelete
Cancel All
9:54 AM
4/20/2015

New Budget Transfer - FY 2015 {2014/2015} - Status: Open

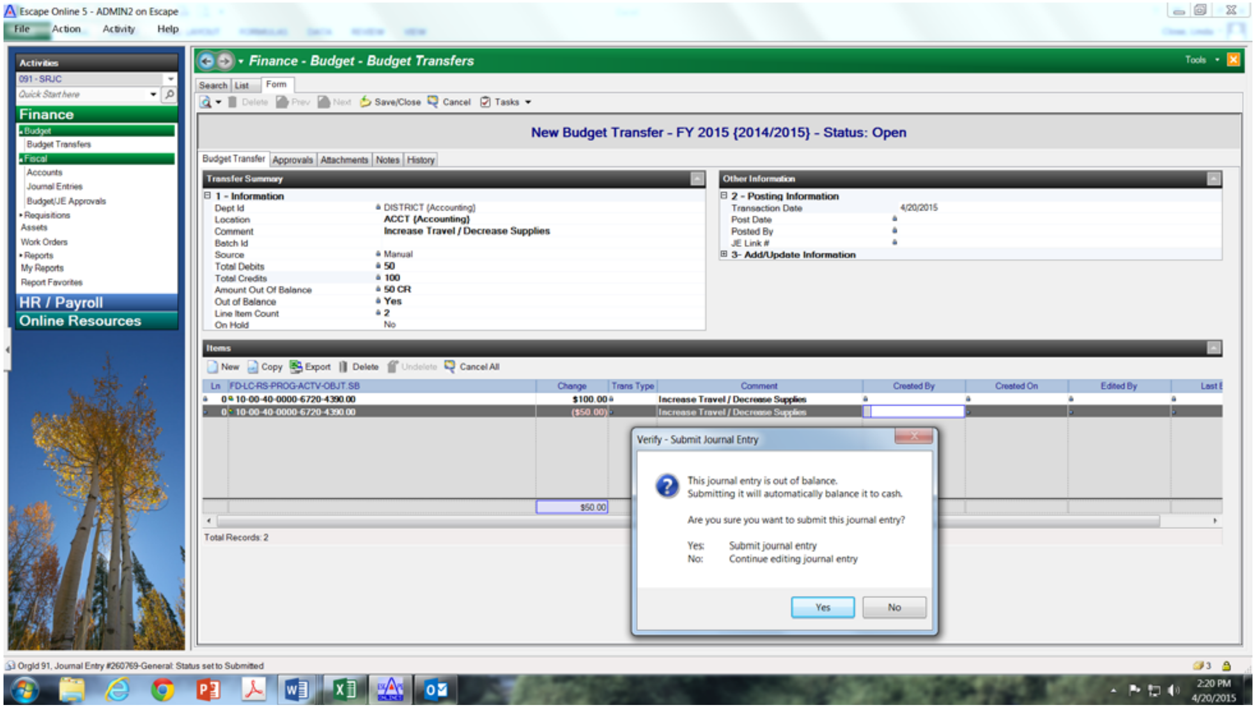
1 - Information
Dept Id: DISTRICT (Accounting)
Location: ACCT (Accounting)
Comment: Increase Travel / Decrease Supplies
Batch Id:
Source: Manual
Total Debits: 100
Total Credits: 100
Amount Out Of Balance: 0
Out of Balance: No
Line Item Count: 2
On Hold: No

2 - Posting Information
Transaction Date: 4/20/2015
Post Date:
Posted By:
JE Link #:
3- Add/Update Information

Ln	FD-LC-RS-PROG-ACTV-OBJT.SB	Change	Trans Type	Comment	Created By	Created On	Edited By	Last E
0	10-00-40-0000-6720-5210.00	$100.00		Increase Travel / Decrease Supplies				
0	10-00-40-0000-6720-4390.00	($100.00)		Increase Travel / Decrease Supplies				
		$100.00						

Total Records: 2

OrgId 91, Budget Transfer #260733-BudXFer: Status set to Submitted


Escape Online 5 - ADMIN2 on Escape
File
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091 - SRJC
Quick Start here
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Finance - Budget - Budget Transfers
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Next
Save/Close
Cancel
Tasks
Budget Transfer
Approvals
Attachments
Notes
History
Transfer Summary
Other Information
Items
New
Copy
Export
Delete
Undelete
Cancel All
Verify - Submit Journal Entry
Yes
No

New Budget Transfer - FY 2015 {2014/2015} - Status: Open

1 - Information

Dept Id	DISTRICT (Accounting)
Location	ACCT (Accounting)
Comment	Increase Travel / Decrease Supplies
Batch Id	
Source	Manual
Total Debits	50
Total Credits	100
Amount Out Of Balance	50 CR
Out of Balance	Yes
Line Item Count	2
On Hold	No

2 - Posting Information

Transaction Date	4/20/2015
Post Date	
Posted By	
JE Link #	

3- Add/Update Information

Ln	FD-LC-RS-PROG-ACTV-OBJT.SB	Change	Trans Type	Comment	Created By	Created On	Edited By	Last E
0	10-00-40-0000-6720-4390.00	$100.00		Increase Travel / Decrease Supplies				
0	10-00-40-0000-6720-4390.00	($50.00)		Increase Travel / Decrease Supplies				
		$50.00						

Total Records: 2

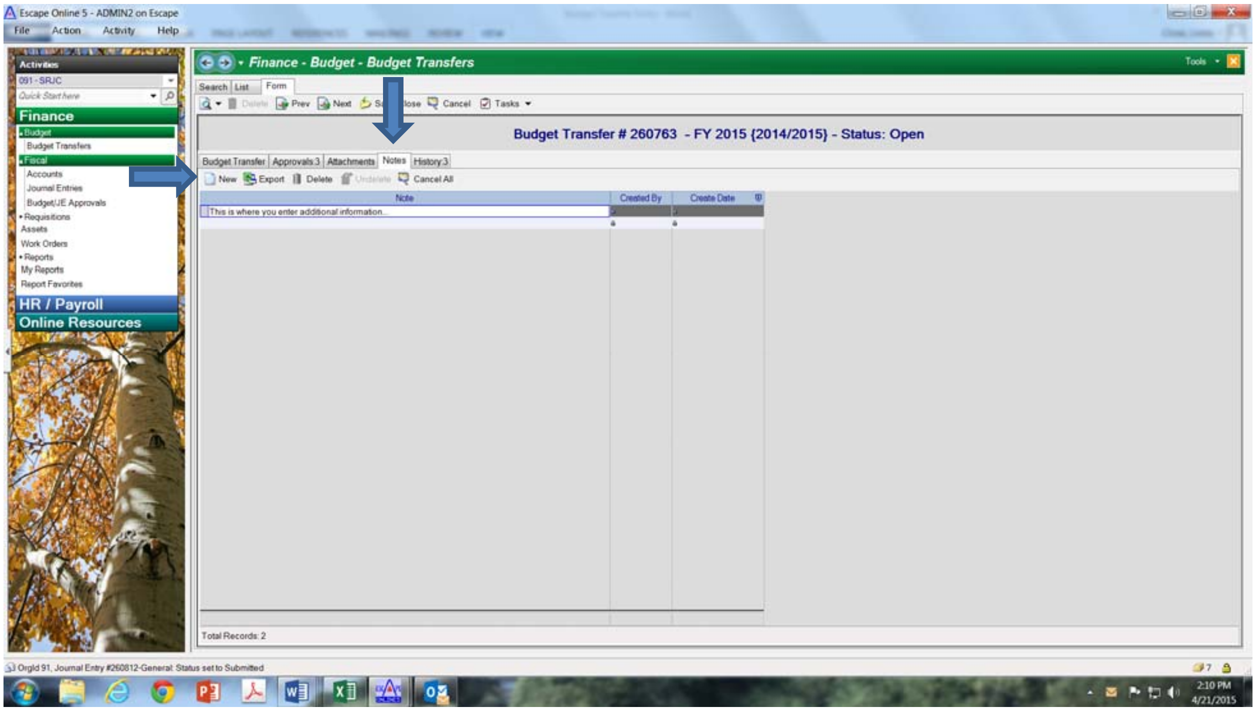
This journal entry is out of balance.
Submitting it will automatically balance it to cash.

Are you sure you want to submit this journal entry?

Yes: Submit journal entry
No: Continue editing journal entry

OrgId 91, Journal Entry #260769-General: Status set to Submitted

2:20 PM
4/20/2015


Escape Online 5 - ADMIN2 on Escape
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Activities
091 - SRJC
Quick Start here
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Delete
Prev
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Save/Close
Cancel
Tasks
Budget Transfer
Approvals 3
Attachments
Notes
History 3
New
Export
Delete
Undelete
Cancel All

Budget Transfer # 260763 - FY 2015 {2014/2015} - Status: Open

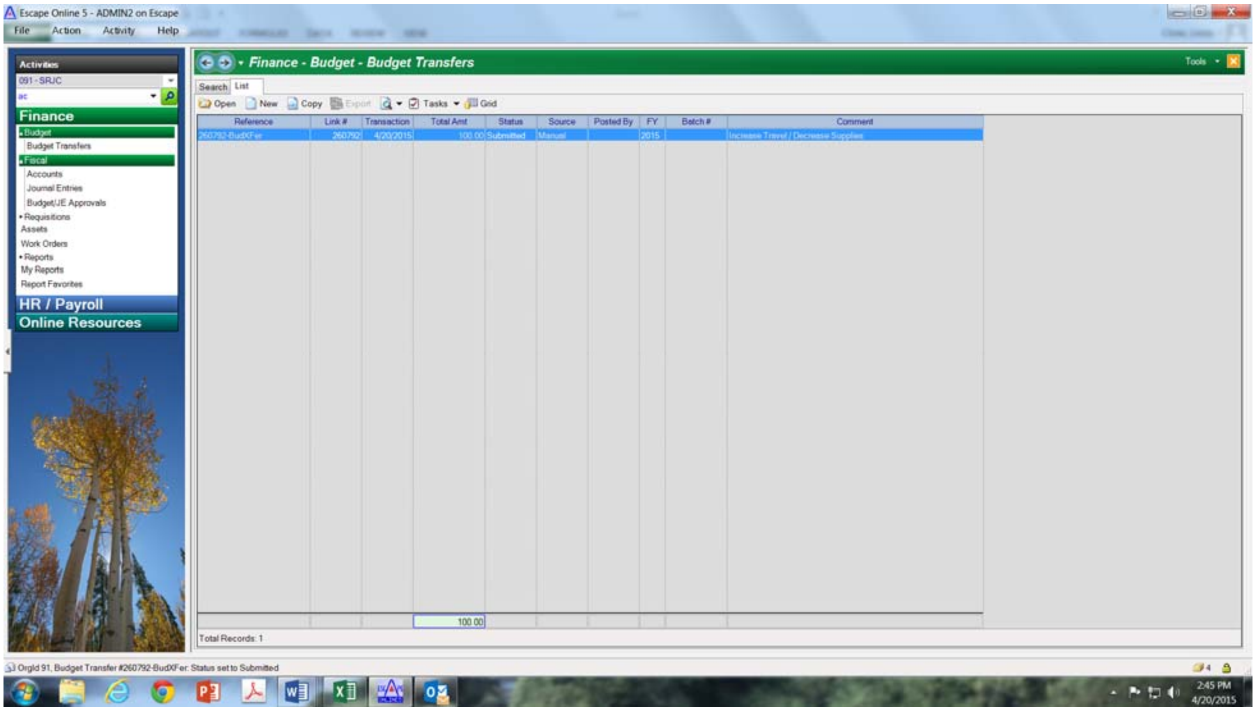
Note	Created By	Create Date
This is where you enter additional information...		

Total Records: 2

OrgId 91, Journal Entry #260812-General: Status set to Submitted

2:10 PM
4/21/2015

- The screen below shows a budget transfer that has just been submitted. Notice the Status column. When fully approved, the status will change to Posted.


Escape Online 5 - ADMIN2 on Escape
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Open
New
Copy
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Tasks
Grid
2:45 PM
4/20/2015

Reference	Link #	Transaction	Total Amt	Status	Source	Posted By	FY	Batch #	Comment
260792-BudXFer	260792	4/20/2015	100.00	Submitted	Manual		2015		Increase Travel / Decrease Supplies
			100.00						

Total Records: 1

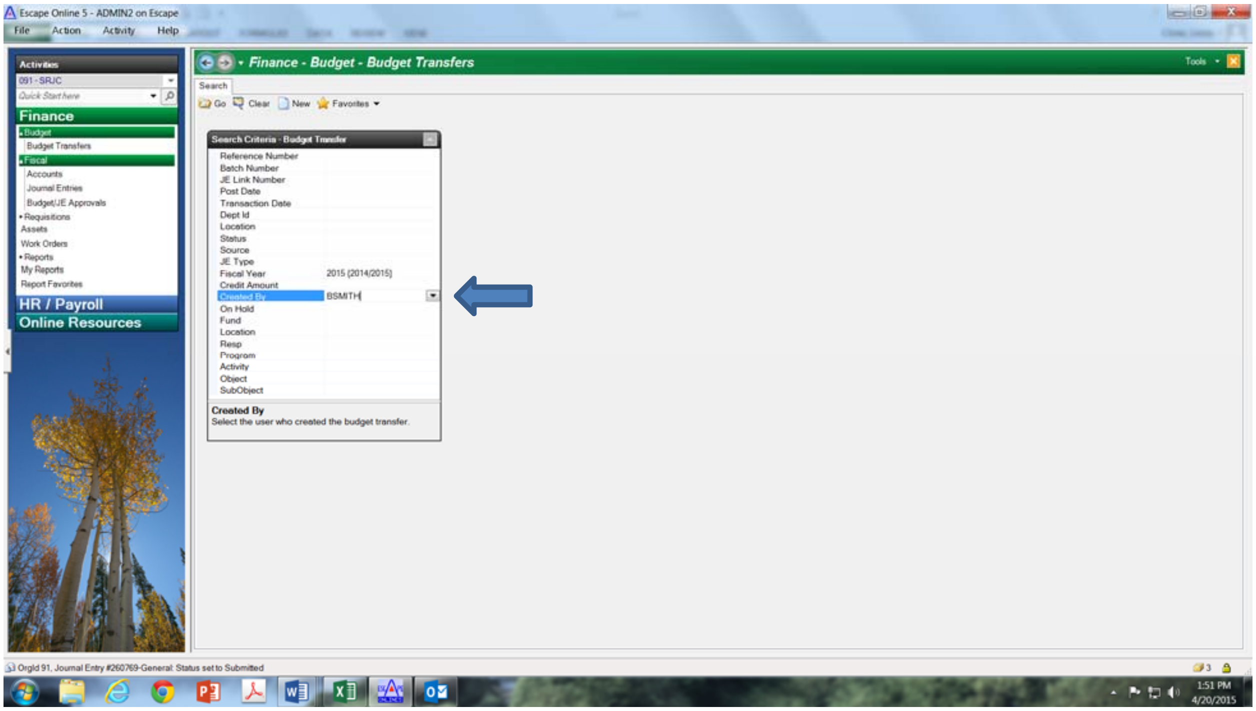
OrgId 91, Budget Transfer #260792-BudXFer: Status set to Submitted

- Once you are ready to submit your transfer, select the Tasks icon near the top of the page and then Submit (there is not an option to Submit with Insufficient Funds, as you need sufficient funds in place to process a budget transfer.) A message box will appear asking you to verify the transfer – select the Yes button and the budget transfer will be on its way!

SEARCHING BUDGET TRANSFERS

- ➢ To search/view previously entered budget transfers, enter your Escape user ID (for example BSMITH) in the “Created By” field and hit Go. You may also search/view by choosing a location or budget code rather than a user ID in the search screen, and these fields have drop-down lists to assist you.

- ➢ The fiscal year defaults to the current year; however you can use the drop-down list to select a prior year. The other information is optional and most fields should be left blank.


Escape Online 5 - ADMIN2 on Escape
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Activity
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Quick Start here
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Search
Go
Clear
New
Favorites
Search Criteria - Budget Transfer

Reference Number	
Batch Number	
JE Link Number	
Post Date	
Transaction Date	
Dept Id	
Location	
Status	
Source	
JE Type	
Fiscal Year	2015 (2014/2015)
Credit Amount	
Created By	BSMITH
On Hold	
Fund	
Location	
Resp	
Program	
Activity	
Object	
SubObject	

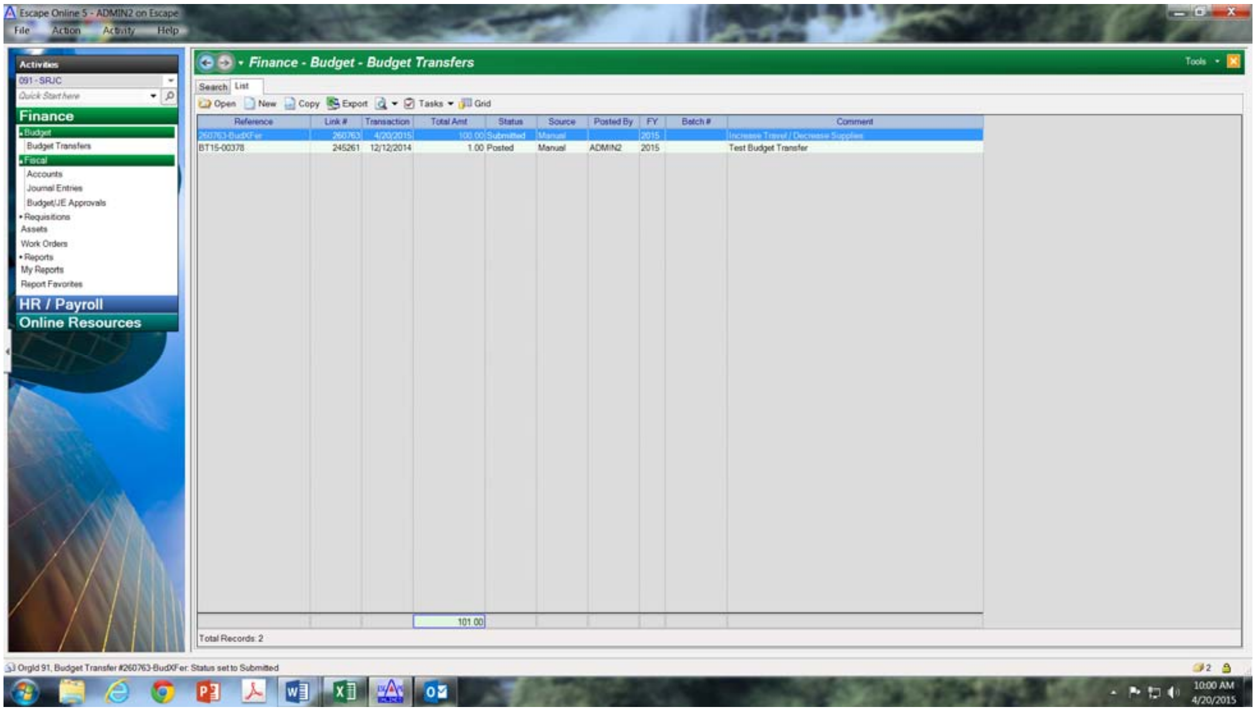
Created By
Select the user who created the budget transfer.

OrgId 91, Journal Entry #260769-General: Status set to Submitted

1:51 PM
4/20/2015

- ➢ A list of budget transfers based on your selection criteria will be displayed (see next page.) You can Open, Copy, Preview and/or Reverse from the icon bar at the top.

- ➢ By opening a budget transfer, you can select the Approval tab and see who is in the approval path and if/when the approvals were made (see next page.) You will receive an email notification if your budget transfer is denied by one of the approvers.


Escape Online 5 - ADMIN2 on Escape
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Quick Start here
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Finance - Budget - Budget Transfers
Tools
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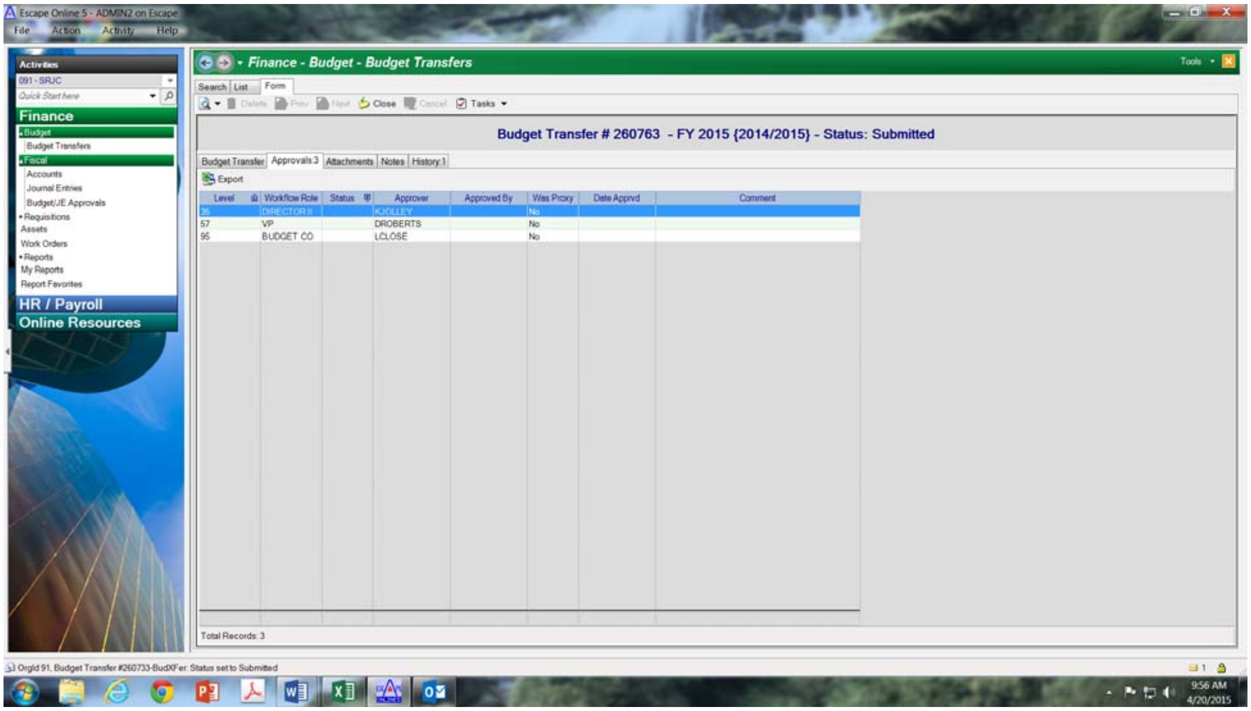
Open
New
Copy
Export
Tasks
Grid
10:00 AM
4/20/2015

Reference	Link #	Transaction	Total Amt	Status	Source	Posted By	FY	Batch #	Comment
260763-BudXFer	260763	4/20/2015	100.00	Submitted	Manual		2015		Increase Travel / Decrease Supplies
BT15-00378	245261	12/12/2014	1.00	Posted	Manual	ADMIN2	2015		Test Budget Transfer
			101.00						

Total Records: 2

Orgld 91, Budget Transfer #260763-BudXFer: Status set to Submitted


Escape Online 5 - ADMIN2 on Escape
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Online Resources
Finance - Budget - Budget Transfers
Tools
Search
List
Form
Delete
Prev
Next
Close
Cancel
Tasks
Budget Transfer
Approvals 3
Attachments
Notes
History 1
Export
9:56 AM
4/20/2015

Budget Transfer # 260763 - FY 2015 {2014/2015} - Status: Submitted

Level	Workflow Role	Status	Approver	Approved By	Was Proxy	Date Apprvd	Comment
35	DIRECTOR II		KJOLLEY		No		
57	VP		DROBERTS		No		
95	BUDGET CO		LCLOSE		No		

Total Records: 3

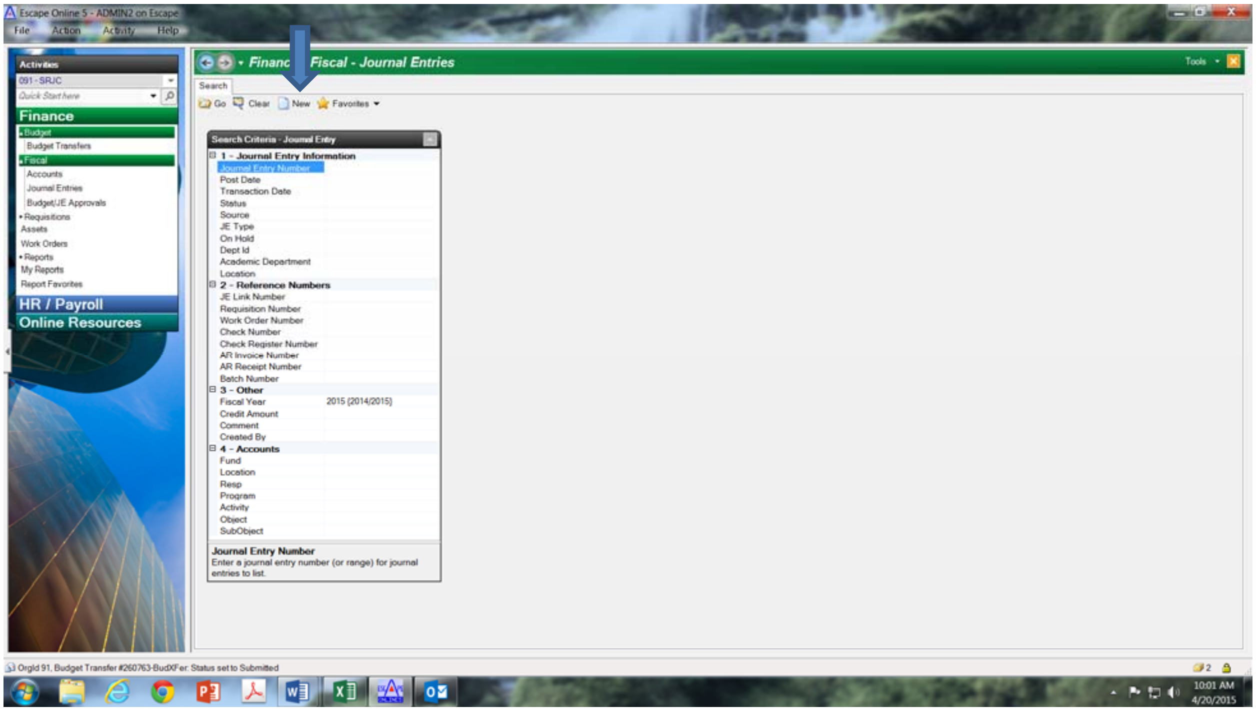
Orgld 91, Budget Transfer #260733-BudXFer: Status set to Submitted

CREATING JOURNAL ENTRIES (EXPENDITURE TRANSFERS)

- Journal entries are used to post expenditure transfers, revenue transfers and other types of corrections/adjustments.

- After logging into Escape, the Activity Tree on the left side of your Home Page should include a green bar called **Finance** with several sub-categories.

- Select Fiscal, then Journal Entries, to see the journal entry screen (shown below.) From the search screen, you can select to view your previously entered journals, or create new journals. To create a new journal entry, select the New icon.


Escape Online 5 - ADMIN2 on Escape
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Budget/JE Approvals
Requisitions
Assets
Work Orders
Reports
My Reports
Report Favorites
HR / Payroll
Online Resources
Financ Fiscal - Journal Entries
Tools
Search
Go
Clear
New
Favorites
Search Criteria - Journal Entry
1 - Journal Entry Information
Journal Entry Number
Post Date
Transaction Date
Status
Source
JE Type
On Hold
Dept Id
Academic Department
Location
2 - Reference Numbers
JE Link Number
Requisition Number
Work Order Number
Check Number
Check Register Number
AR Invoice Number
AR Receipt Number
Batch Number
3 - Other
Credit Amount
Comment
Created By
4 - Accounts
Fund
Location
Resp
Program
Activity
Object
SubObject
10:01 AM
4/20/2015

Fiscal Year 2015 (2014/2015)

Journal Entry Number
Enter a journal entry number (or range) for journal entries to list.

OrgId 91, Budget Transfer #260763-BudXFer: Status set to Submitted

- On the next page is the New Journal Entry screen with sample information entered. You need to enter a Location as well as a Comment. The comment you enter will be visible in the Description column on account look-up and fiscal03 reports, and should **briefly** reference the actual item being transferred/corrected (for example, Transfer EX#15-00123, Transfer Smith payroll 1/31/15, Reimburse Culinary for meeting on 1/15/15.) Comments are limited to a maximum of 60 characters. You will have the opportunity to provide a more detailed explanation and attach supporting documentation on the Notes and Attachments tabs.

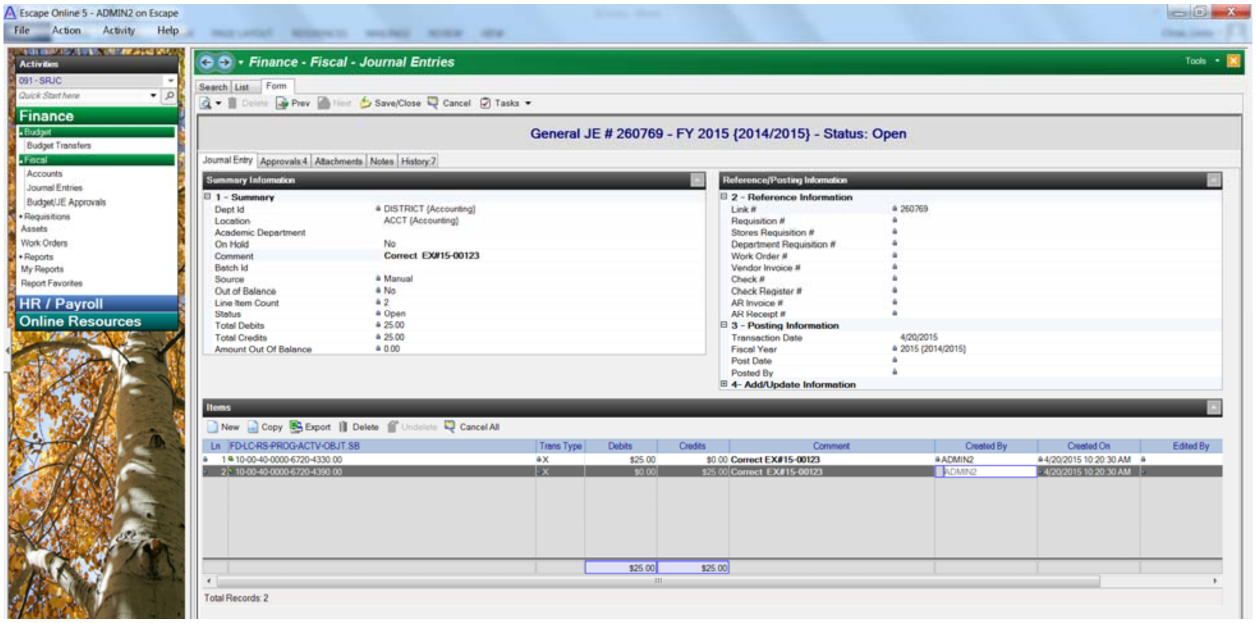
- Once the location and comment are entered, go to the Items section of the journal entry (the bottom half of the screen) and select New. Enter the budget codes affected by the journal and the amounts, either as a DEBIT or as a CREDIT.
    - DEBIT: for expenditure transfers, this is the account that you want to charge
    - CREDIT: for expenditure transfers, this is the account that has the charge that you want to transfer
    - DEBIT: for revenue transfers, this is the account that you want to take the revenue from / decrease
    - CREDIT: for revenue transfers, this is the account that you want to transfer the revenue into / increase

- You may only enter budget codes that you currently have access to. If you need to access another department's budget code, contact Shannon O'Reilly or Kate Lucas and they will give you access on a one-time only basis.

- Do not enter a journal entry to transfer an expenditure that has not been posted yet. For example, if a vendor payment is not yet showing up in the Expenditure column of an account, you cannot transfer the expenditure to a different account – you must wait for the payment to appear in the account first.

- Unlike budget transfers, you should use exact amounts (not rounded to whole dollars) for journal entries.

- To move between the fields, use the Return/Enter key found on the keyboard rather than the Tab key. Fields with padlock icons are locked for editing and can be ignored.


Escape Online 5 - ADMIN2 on Escape
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Save/Close
Cancel
Tasks
Journal Entry
Approvals 4
Attachments
Notes
History 7
Summary Information
Reference/Posting Information
Items
New
Copy
Export
Delete
Undelete
Cancel All

General JE # 260769 - FY 2015 {2014/2015} - Status: Open

1 - Summary
Dept Id: DISTRICT (Accounting)
Location: ACCT (Accounting)
Academic Department:
On Hold: No
Comment: Correct EX#15-00123
Batch Id:
Source: Manual
Out of Balance: No
Line Item Count: 2
Status: Open
Total Debits: 25.00
Total Credits: 25.00
Amount Out Of Balance: 0.00

2 - Reference Information
Link #: 260769
Requisition #:
Stores Requisition #:
Department Requisition #:
Work Order #:
Vendor Invoice #:
Check #:
Check Register #:
AR Invoice #:
AR Receipt #:

3 - Posting Information
Transaction Date: 4/20/2015
Fiscal Year: 2015 (2014/2015)
Post Date:
Posted By:

4- Add/Update Information

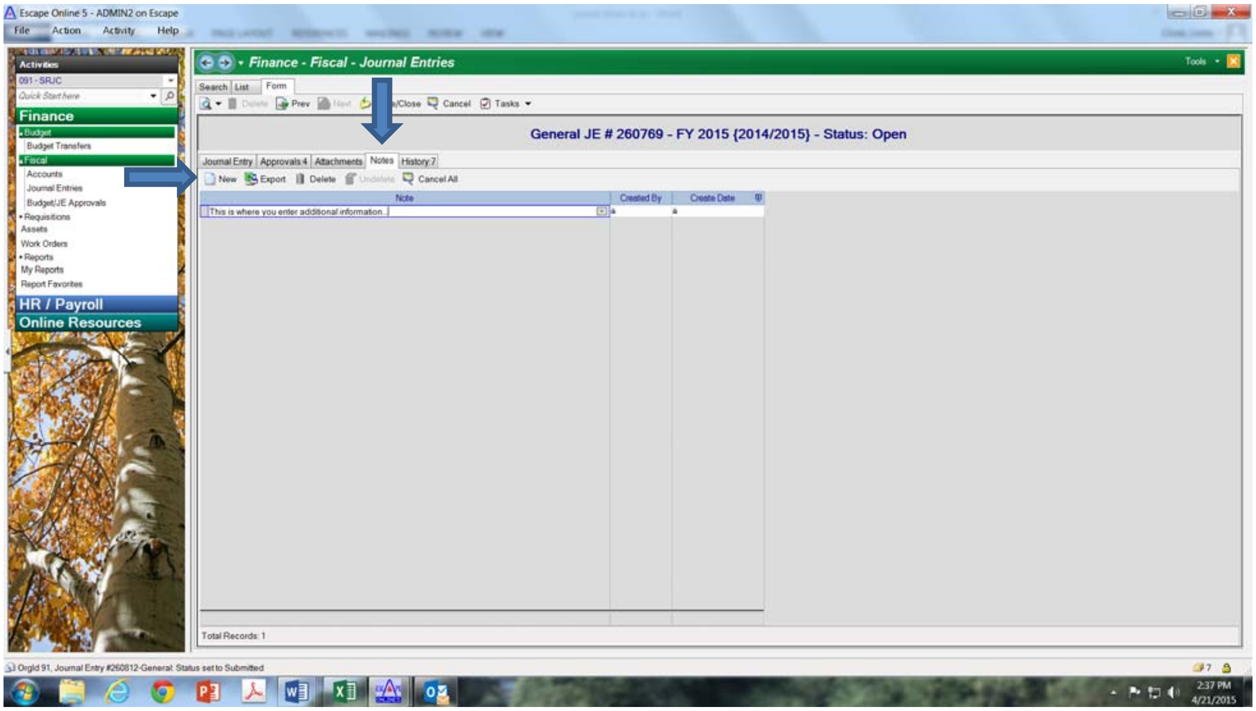
Ln	FD-LC-RS-PROG-ACTV-OBJT.SB	Trans Type	Debits	Credits	Comment	Created By	Created On	Edited By
1	10-00-40-0000-6720-4330.00	X	$25.00	$0.00	Correct EX#15-00123	ADMIN2	4/20/2015 10:20:30 AM	
2	10-00-40-0000-6720-4390.00	X	$0.00	$25.00	Correct EX#15-00123	ADMIN2	4/20/2015 10:20:30 AM	
			$25.00	$25.00				

Total Records: 2

- Journal entries must balance; you will receive an error message if the debits and credits are out of balance. All out-of-balance journals will be denied by Accounting so do not submit one; select No and go back and correct the entry.

- Do not submit a journal entry charging an account if the major object does not have sufficient funds. There must be funds available to cover the journal.

- If you need to provide additional information/explanations, you may do so on the Notes tab (see below). After completing the Journal Entry tab, select the Notes tab and then the New icon. Type your notes on the line provided. The notes will be saved when you select the Save/Close icon or when you submit the budget transfer for approval.


Escape Online 5 - ADMIN2 on Escape
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Finance - Fiscal - Journal Entries
Tools
Search
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Delete
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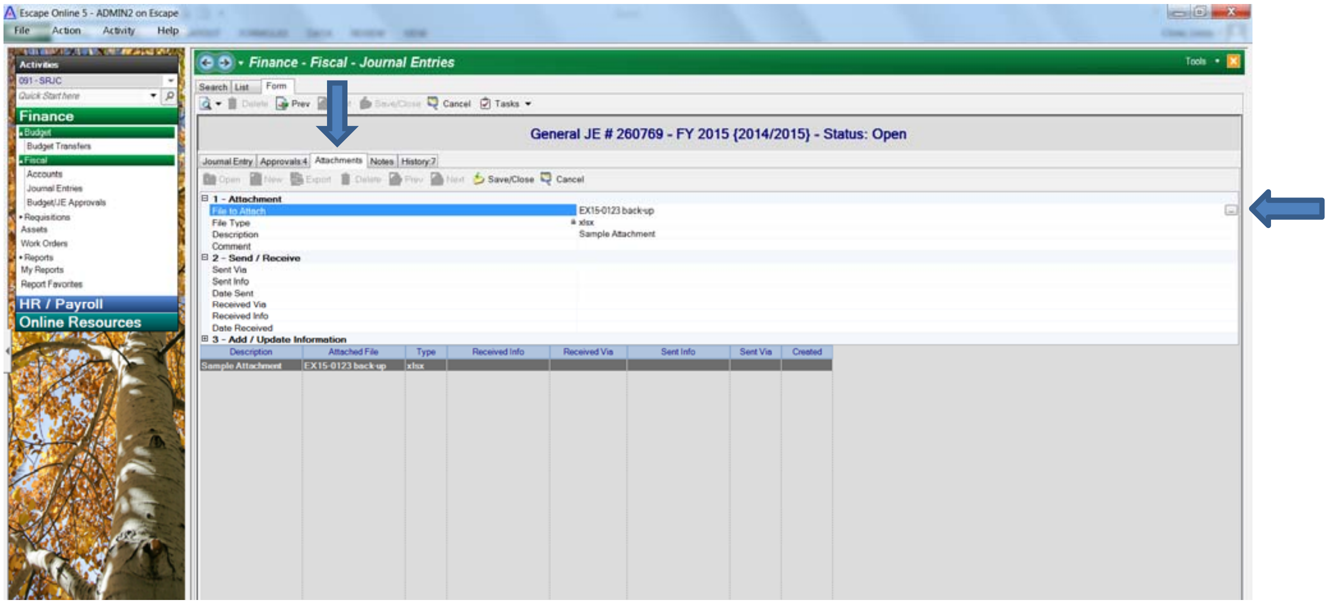
Cancel
Tasks
Journal Entry
Approvals:4
Attachments
Notes
History:7
New
Export
Delete
Undelete
Cancel All
Note
Created By
Create Date
Total Records: 1

General JE # 260769 - FY 2015 {2014/2015} - Status: Open

This is where you enter additional information..

OrgId 91, Journal Entry #260812-General: Status set to Submitted

- If you need to attach additional information to back-up your journal entry, you may do so on the Attachment tab (see next page.) Select the Attachment tab, then use the browser button to select the file to attach. Enter a description for the attachment and hit Save/Close. Use this feature when you have emails, payroll reports or other back-up documentation that you would like to keep with the journal entry for future reference.


Escape Online 5 - ADMIN2 on Escape
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Prev
Save/Close
Cancel
Tasks
Journal Entry
Approvals:4
Attachments
Notes
History:7
Open
New
Export
Delete
Prev
Next
Save/Close
Cancel

General JE # 260769 - FY 2015 {2014/2015} - Status: Open

1 - Attachment
File to Attach: EX15-0123 back-up
File Type: xlsx
Description: Sample Attachment
Comment:

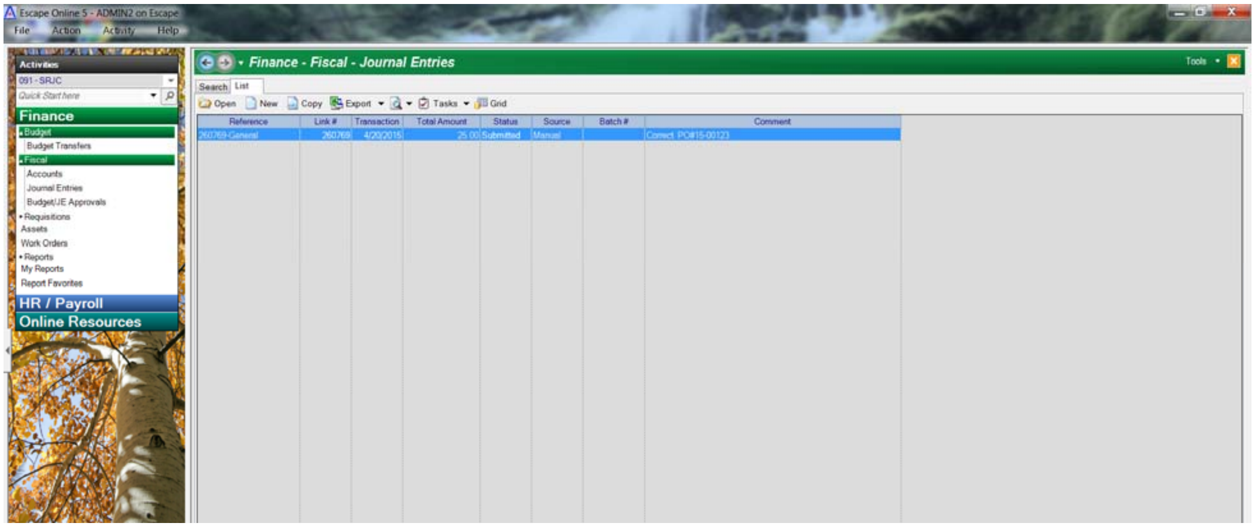
2 - Send / Receive
Sent Via:
Sent Info:
Date Sent:
Received Via:
Received Info:
Date Received:

3 - Add / Update Information

Description	Attached File	Type	Received Info	Received Via	Sent Info	Sent Via	Created
Sample Attachment	EX15-0123 back-up	xlsx					

- ➢ Once you are ready to submit your journal, select the Tasks icon near the top of the page and then Submit with Insufficient Funds (*this is different than the budget transfer process*. Escape is currently checking the individual account balance rather than the major object balance. To ensure that your expenditure transfer will be processed based on major object balances, we are asking you to use the Submit with Insufficient Funds option until a future software update addresses this.) A message box will appear asking you to verify the journal – select the Yes button and the journal entry will be on its way!

- ➢ The screen below shows a journal entry that has just been submitted. Notice the Status column. When fully approved, the status will change to Posted.


Escape Online 5 - ADMIN2 on Escape
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Finance - Fiscal - Journal Entries
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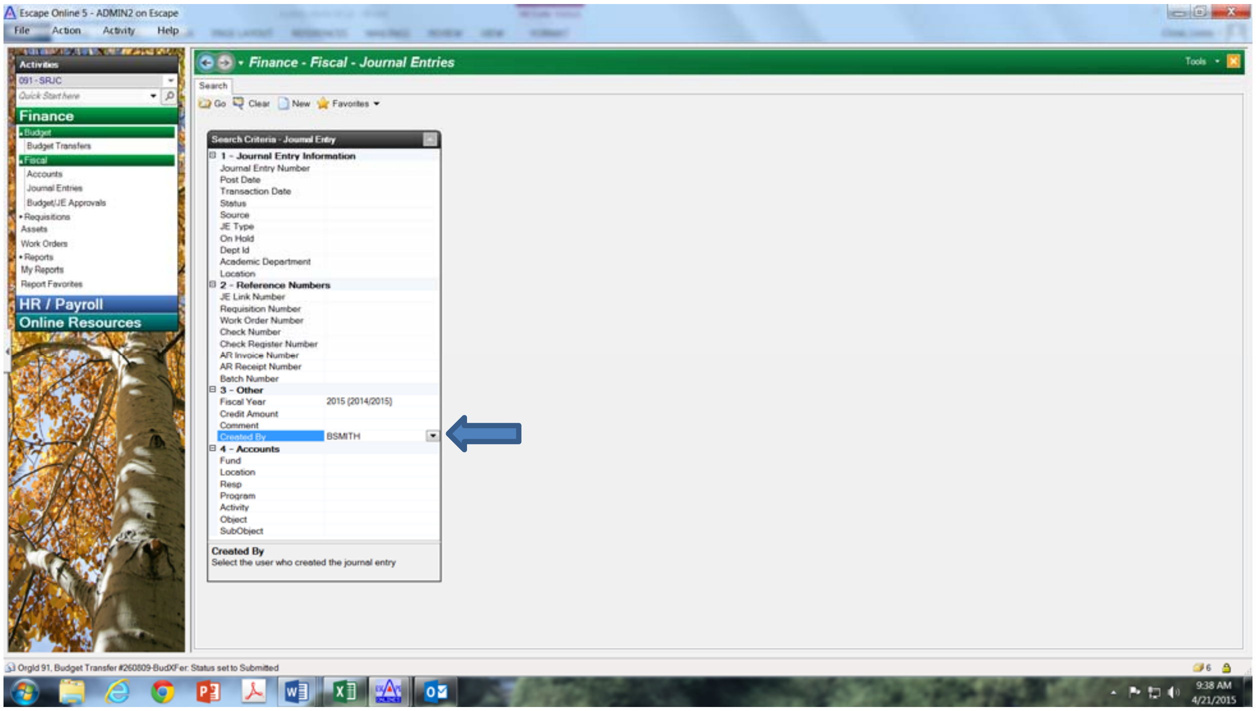
Search
List
Open
New
Copy
Export
Tasks
Grid

Reference	Link #	Transaction	Total Amount	Status	Source	Batch #	Comment
260769-General	260769	4/20/2015	25.00	Submitted	Manual		Correct PO#15-00123

SEARCHING JOURNAL ENTRIES

- To search/view previously entered journal entries, enter your Escape user ID (for example BSMITH) in the "Created By" field and hit Go. You may also search/view by choosing a location or budget code rather than a user ID in the search screen, and these fields have drop-down lists to assist you.

- The fiscal year defaults to the current year; however you can use the drop-down list to select a prior year. The other information is optional and most fields should be left blank.


Escape Online 5 - ADMIN2 on Escape
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Budget Transfers
Fiscal
Accounts
Journal Entries
Budget/JE Approvals
Requisitions
Assets
Work Orders
Reports
My Reports
Report Favorites
HR / Payroll
Online Resources
Finance - Fiscal - Journal Entries
Tools
Search
Go
Clear
New
Favorites
Search Criteria - Journal Entry
1 - Journal Entry Information
Journal Entry Number
Post Date
Transaction Date
Status
Source
JE Type
On Hold
Dept Id
Academic Department
Location
2 - Reference Numbers
JE Link Number
Requisition Number
Work Order Number
Check Number
Check Register Number
AR Invoice Number
AR Receipt Number
Batch Number
3 - Other
Credit Amount
Comment
4 - Accounts
Fund
Location
Resp
Program
Activity
Object
SubObject
9:38 AM
4/21/2015

Fiscal Year: 2015 (2014/2015)

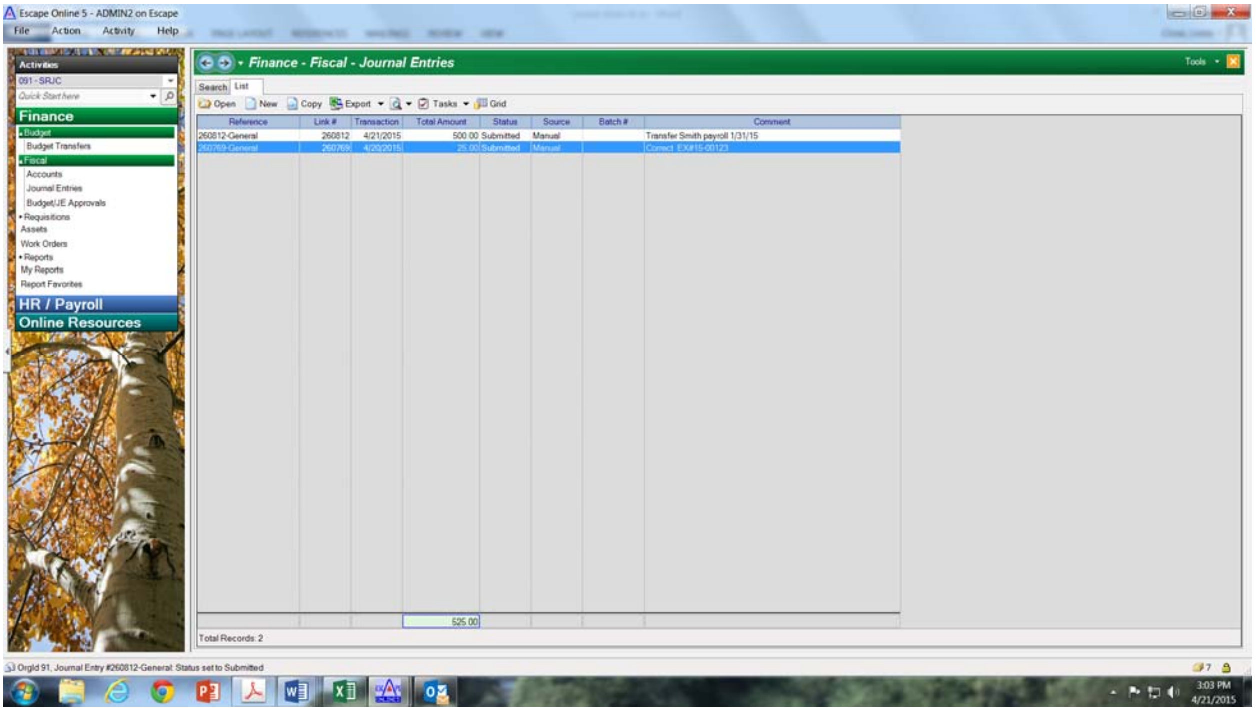
Created By: BSMITH

Created By
Select the user who created the journal entry

OrgId 91, Budget Transfer #260809-BudXFer: Status set to Submitted

- A list of journal entries based on your selection criteria will be displayed (see next page.) You can Open, Copy, Preview and/or Reverse from the icon bar at the top.

- By opening a journal entry, you can select the Approval tab and see who is in the approval path and if/when the approvals were made (see next page.) You will receive an email notification if your journal entry is denied by one of the approvers.


Escape Online 5 - ADMIN2 on Escape
File
Action
Activity
Help
Activities
091 - SRJC
Quick Start here
Finance
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Budget Transfers
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List
Open
New
Copy
Export
Tasks
Grid

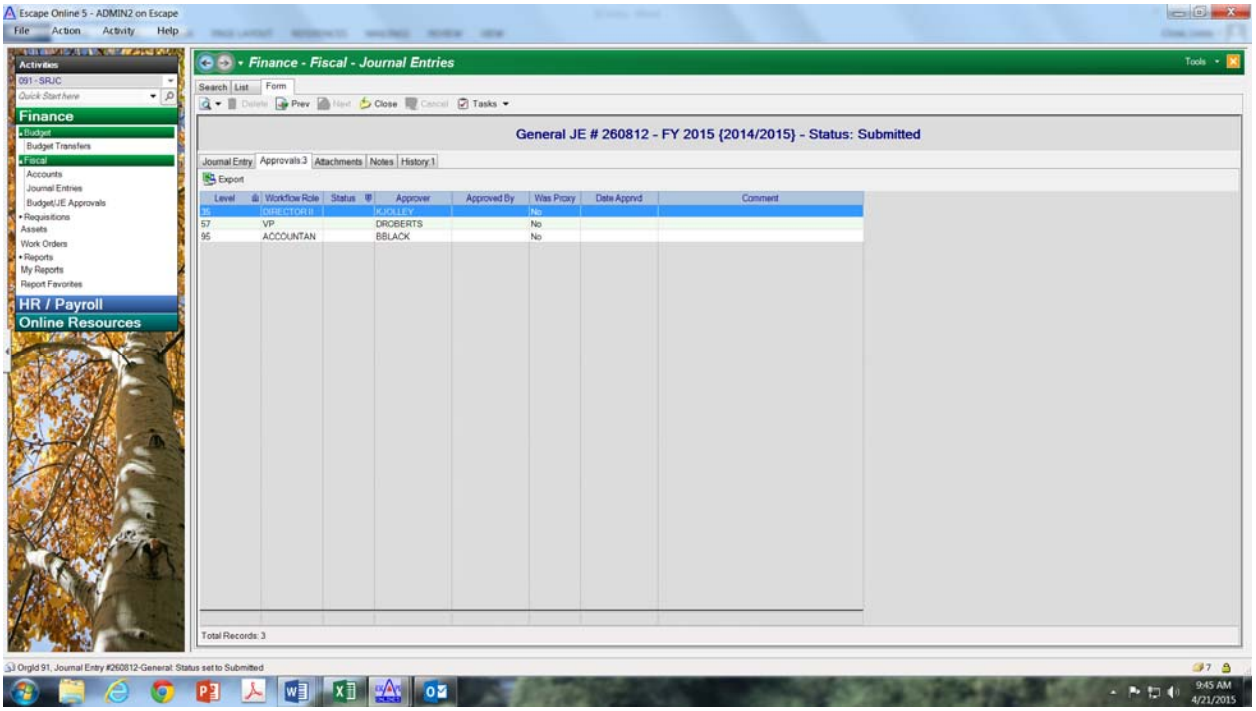
Finance - Fiscal - Journal Entries

Reference	Link #	Transaction	Total Amount	Status	Source	Batch #	Comment
260812-General	260812	4/21/2015	500.00	Submitted	Manual		Transfer Smith payroll 1/31/15
260769-General	260769	4/20/2015	25.00	Submitted	Manual		Correct EX#15-00123
			525.00				

Total Records: 2

Orgld 91, Journal Entry #260812-General: Status set to Submitted

3:03 PM
4/21/2015


Escape Online 5 - ADMIN2 on Escape
File
Action
Activity
Help
Activities
091 - SRJC
Quick Start here
Finance
Budget
Budget Transfers
Fiscal
Accounts
Journal Entries
Budget/JE Approvals
Requisitions
Assets
Work Orders
Reports
My Reports
Report Favorites
HR / Payroll
Online Resources
Tools
Search
List
Form
Delete
Prev
Next
Close
Cancel
Tasks
Journal Entry
Approvals 3
Attachments
Notes
History 1
Export

Finance - Fiscal - Journal Entries

General JE # 260812 - FY 2015 {2014/2015} - Status: Submitted

Level	Workflow Role	Status	Approver	Approved By	Was Proxy	Date Apprvd	Comment
35	DIRECTOR II		KJOLLEY		No		
57	VP		DROBERTS		No		
95	ACCOUNTAN		BBLACK		No		

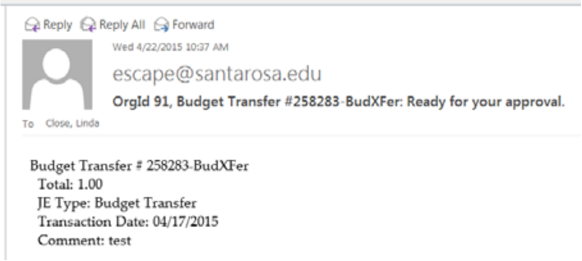
Total Records: 3

Orgld 91, Journal Entry #260812-General: Status set to Submitted

9:45 AM
4/21/2015

APPROVING BUDGET TRANSFERS AND JOURNAL ENTRIES

- ➢ You will receive an email notification when you have budget transfers or journal entries to approve in Escape. An example is shown below:


Reply
Reply All
Forward

Wed 4/22/2015 10:37 AM

escape@santarosa.edu

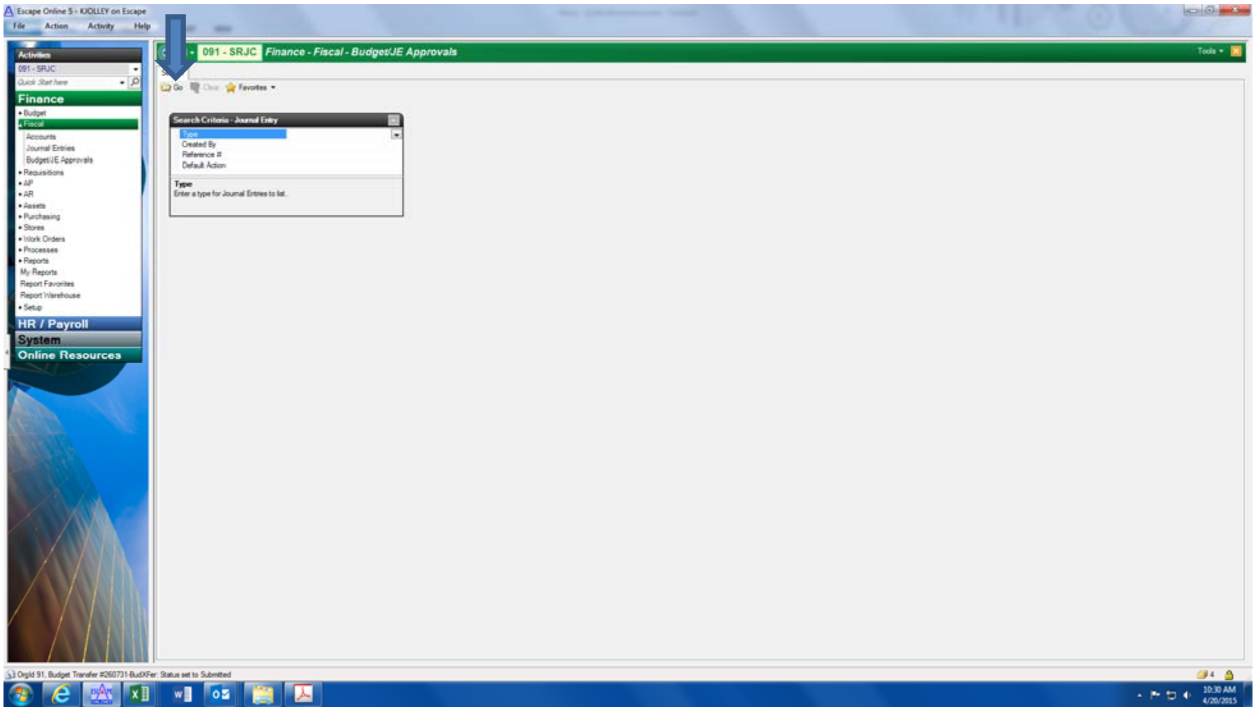
OrgId 91, Budget Transfer #258283-BudXFer: Ready for your approval.

To Close, Linda

Budget Transfer # 258283-BudXFer
Total: 1.00
JE Type: Budget Transfer
Transaction Date: 04/17/2015
Comment: test

- ➢ After logging into Escape, the Activity Tree on the left side of your Home Page should include a green bar called **Finance** with several sub-categories.

- ➢ Select Fiscal, then Budget/JE Approvals, to see the Budget/JE approval screen (shown below.) By selecting Go, you will see a list of all budget transfers and journal entries that are awaiting *your* approval (if a budget transfer or journal is awaiting someone else's approval first, it will not be visible to you yet.) A sample of this list is on the next page.


Escape Online 5 - KJOLLEY on Escape
File
Action
Activity
Help
Activities
091 - SRJC
Quick Start here
Finance
Budget
Fiscal
Accounts
Journal Entries
Budget/JE Approvals
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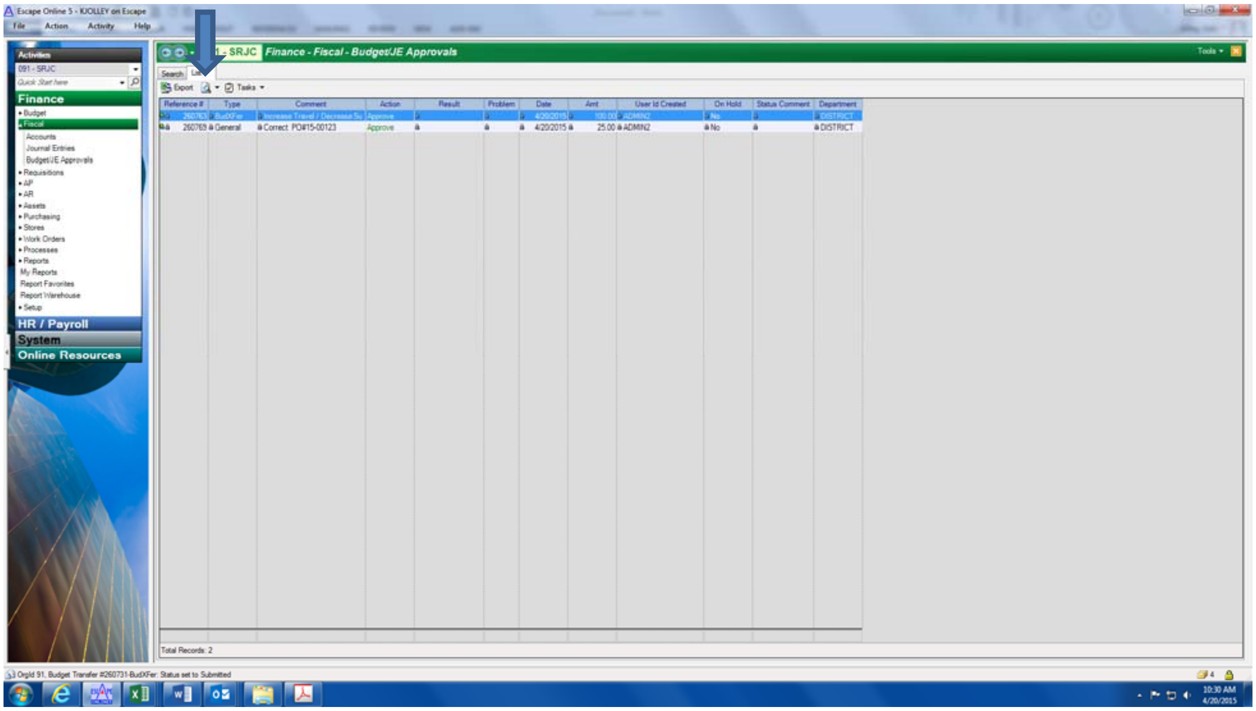
My Reports
Report Favorites
Report Warehouse
Setup
HR / Payroll
System
Online Resources
091 - SRJC
Finance - Fiscal - Budget/JE Approvals
Tools
Go
Clear
Favorites
Search Criteria - Journal Entry
Type
Created By
Reference #
Default Action
10:30 AM
4/20/2015

Type
Enter a type for Journal Entries to list.

OrgId 91, Budget Transfer #260731-BudXFer: Status set to Submitted

- Before approving any budget transfers or journal entries, you will first want to review the items. Select the Preview icon (see below) and then select either Snapshot All (to view all items at once) or Snapshot Highlighted (to view just one specific item.) Using the Snapshot All option is the quickest way to review all items pending your approval.


Escape Online 5 - KJOLLEY on Escape
File
Action
Activity
Help
Activities
091 - SRJC
Quick Start here
Finance
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Fiscal
Accounts
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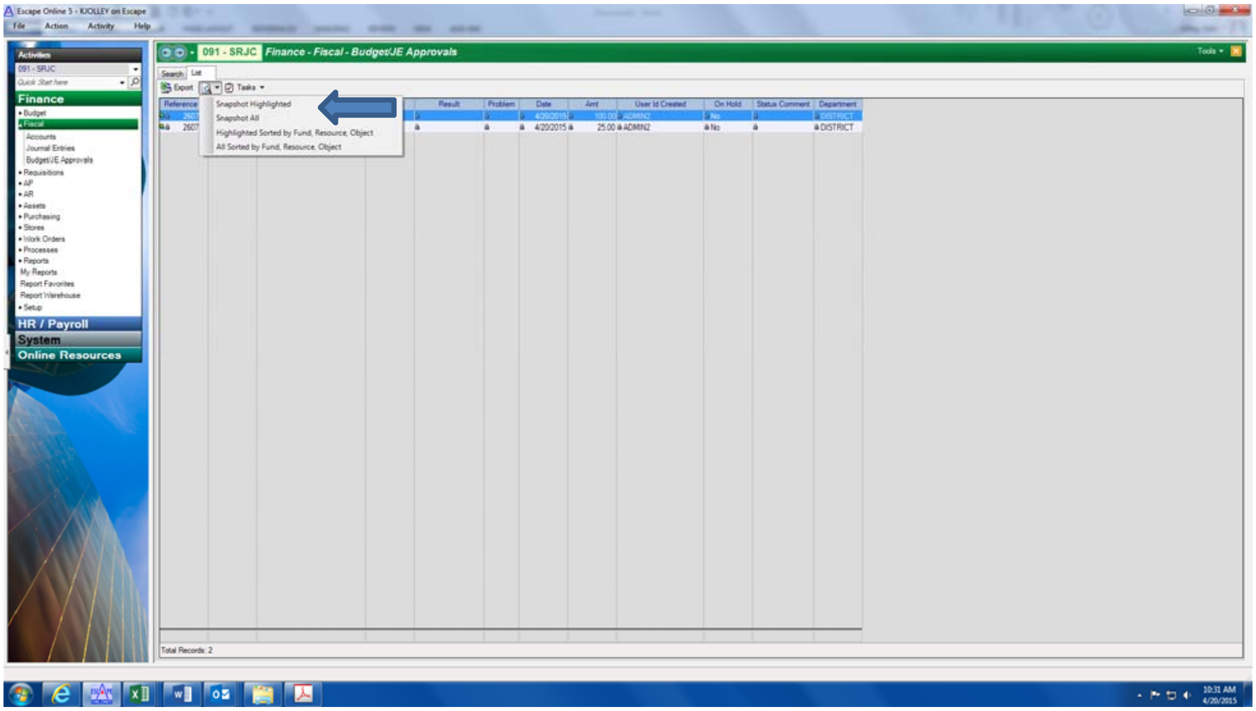
Reports
My Reports
Report Favorites
Report Warehouse
Setup
HR / Payroll
System
Online Resources
1 - SRJC
Finance - Fiscal - Budget/JE Approvals
Tools
Search
List
Export
Tasks
10:30 AM
4/20/2015

Reference #	Type	Comment	Action	Result	Problem	Date	Amt	User Id Created	On Hold	Status Comment	Department
260763	BudXFer	Increase Travel / Decrease Su	Approve			4/20/2015	100.00	ADMIN2	No		DISTRICT
260769	General	Correct PO#15-00123	Approve			4/20/2015	25.00	ADMIN2	No		DISTRICT

Total Records: 2

OrgId 91, Budget Transfer #260731-BudXFer: Status set to Submitted


Escape Online 5 - KJOLLEY on Escape
File
Action
Activity
Help
Activities
091 - SRJC
Quick Start here
Finance
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Fiscal
Accounts
Journal Entries
Budget/JE Approvals
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Reports
My Reports
Report Favorites
Report Warehouse
Setup
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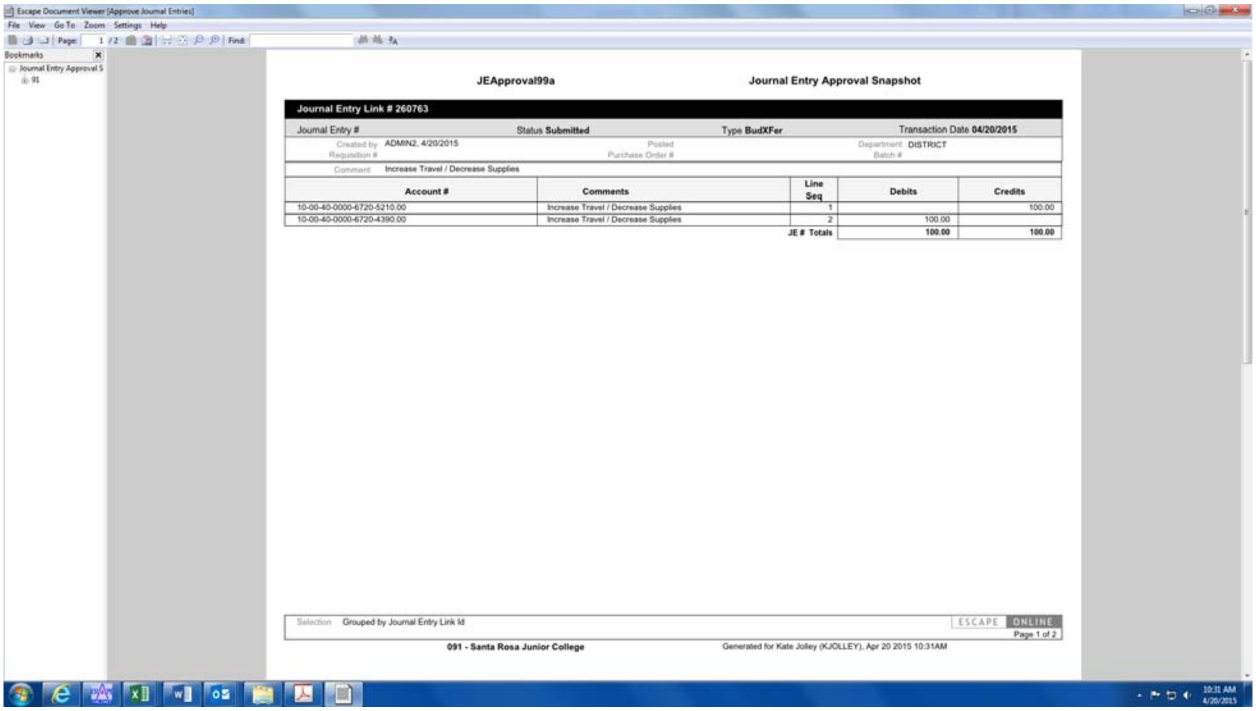
091 - SRJC
Finance - Fiscal - Budget/JE Approvals
Tools
Search
List
Export
Tasks
Snapshot Highlighted
Snapshot All
Highlighted Sorted by Fund, Resource, Object
All Sorted by Fund, Resource, Object
Reference
Result
Problem
Date
Amt
User Id Created
On Hold
Status Comment
Department
10:31 AM
4/20/2015

Total Records: 2

- Below is a sample of the Approval Snapshot, detailing who created the entry, which account codes are involved, the dollar amounts and a comment/description. Once you have finished reviewing all items awaiting your approval, you'll need to 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 (shown below.) Then select the List tab.



JEApproval99a **Journal Entry Approval Snapshot**

Journal Entry Link # 260763

Journal Entry # Status **Submitted** Type **BudXFer** Transaction Date **04/20/2015**

Created by ADMIN2, 4/20/2015
Posted
Department DISTRICT
Requisition #
Purchase Order #
Batch #

Comment Increase Travel / Decrease Supplies

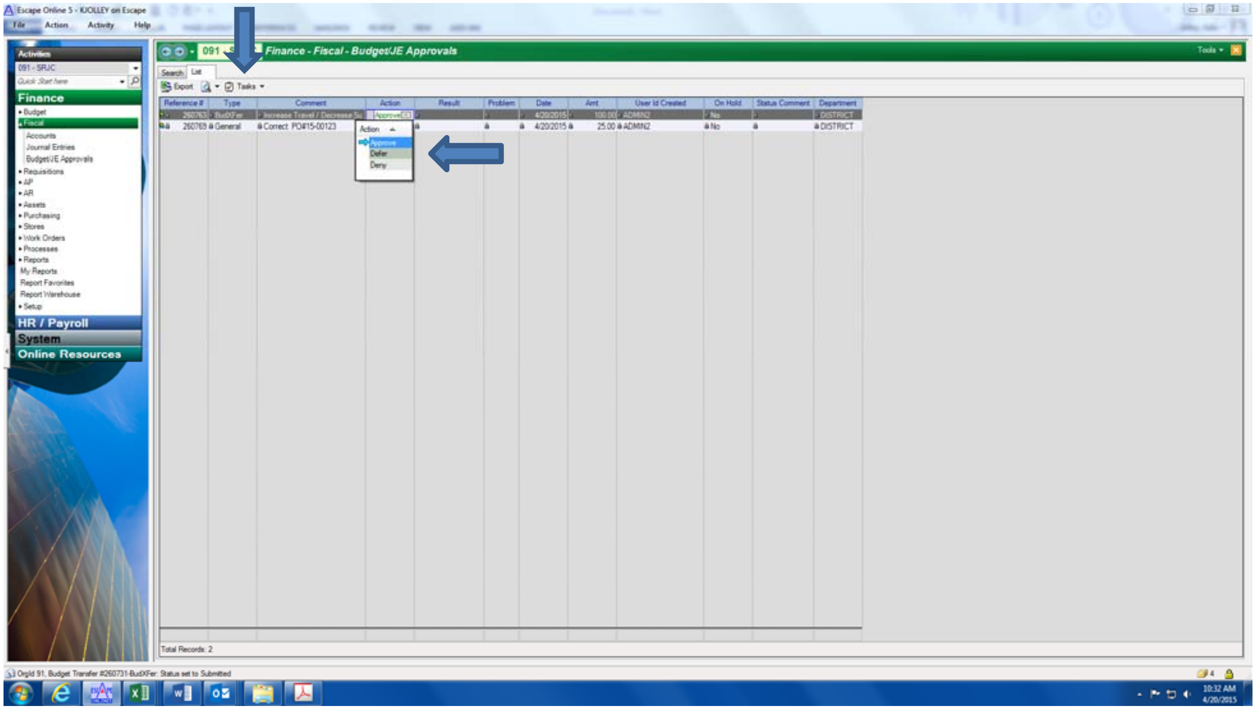
Account #	Comments	Line Seq	Debits	Credits
10-00-40-0000-6720-5210.00	Increase Travel / Decrease Supplies	1		100.00
10-00-40-0000-6720-4390.00	Increase Travel / Decrease Supplies	2	100.00	
		JE # Totals	**100.00**	**100.00**

Selection Grouped by Journal Entry Link Id ESCAPE ONLINE
Page 1 of 2

091 - Santa Rosa Junior College Generated for Kate Jolley (KJOLLEY), Apr 20 2015 10:31AM

- The default action is Approve, however you are also able to change the action by selecting Defer or Deny from the dropdown box (see next page.)
    - 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 (see next page.) If everything is correct, hit Yes. The budget transfer or journal entry will be forwarded to the next approver.


Escape Online 5 - KJOLLEY on Escape
File
Action
Activity
Help
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091 - SRJC
Quick Start here
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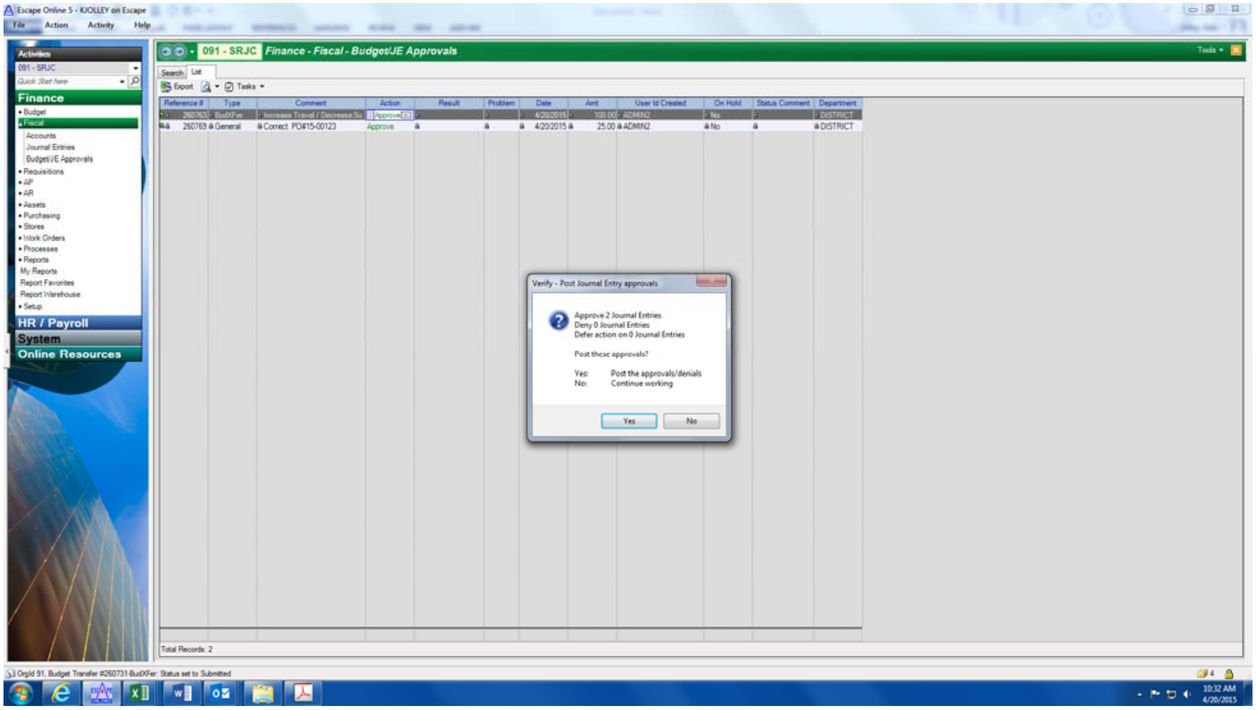
Report Warehouse
Setup
HR / Payroll
System
Online Resources
091
Finance - Fiscal - Budget/JE Approvals
Tools
Search
List
Export
Tasks
Action
Approve
Defer
Deny

Reference #	Type	Comment	Action	Result	Problem	Date	Amt	User Id Created	On Hold	Status Comment	Department
260763	BudXFer	Increase Travel / Decrease Su	Approve			4/20/2015	100.00	ADMIN2	No		DISTRICT
260769	General	Correct PO#15-00123				4/20/2015	25.00	ADMIN2	No		DISTRICT

Total Records: 2

OrgId 91, Budget Transfer #260731-BudXFer: Status set to Submitted

10:32 AM
4/20/2015


Escape Online 5 - KJOLLEY on Escape
File
Action
Activity
Help
Activities
091 - SRJC
Quick Start here
Finance
Budget
Fiscal
Accounts
Journal Entries
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Export
Tasks

Reference #	Type	Comment	Action	Result	Problem	Date	Amt	User Id Created	On Hold	Status Comment	Department
260763	BudXFer	Increase Travel / Decrease Su	Approve			4/20/2015	100.00	ADMIN2	No		DISTRICT
260769	General	Correct PO#15-00123	Approve			4/20/2015	25.00	ADMIN2	No		DISTRICT

Verify - Post Journal Entry approvals

Approve 2 Journal Entries
Deny 0 Journal Entries
Defer action on 0 Journal Entries

Post these approvals?

Yes: Post the approvals/denials
No: Continue working

Total Records: 2

OrgId 91, Budget Transfer #260731-BudXFer: Status set to Submitted

10:32 AM
4/20/2015