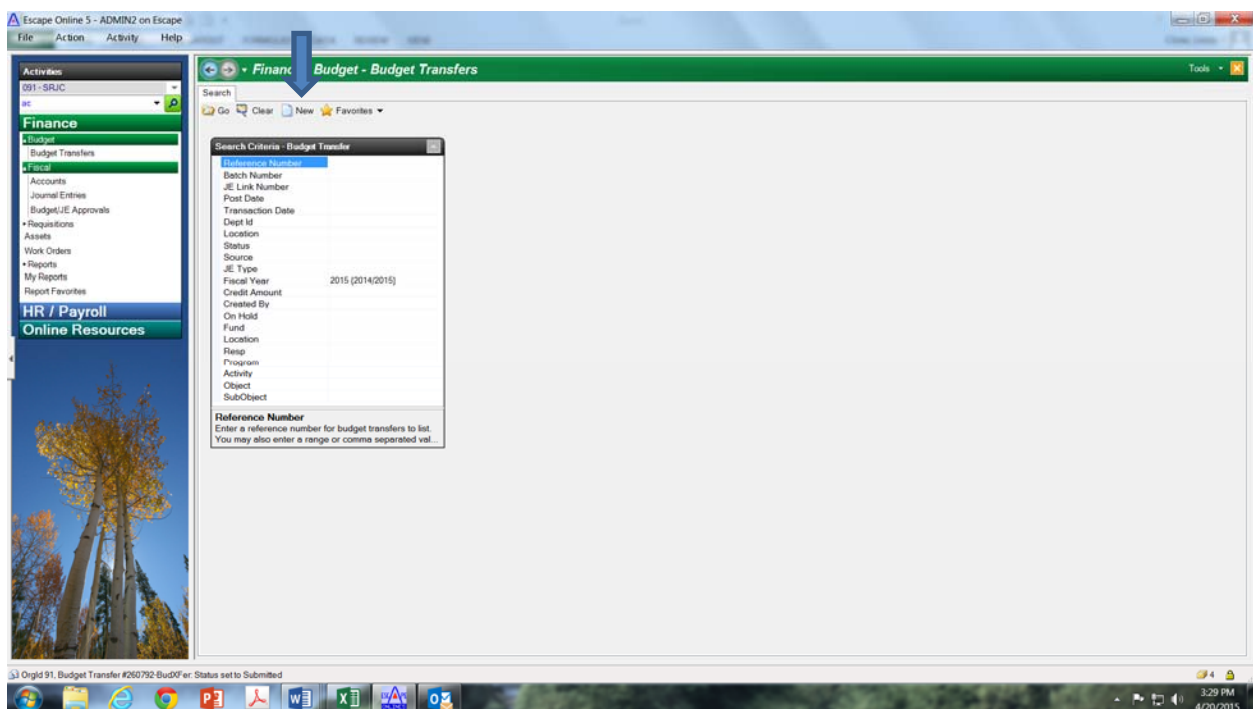


CREATING BUDGET TRANSFERS

- 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.



- 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 Kate Jolley or Linda Close 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

File Action Activity Help

Activities

091 - SRJC

Quick Start Here

Finance

Budget

Budget Transfers

Fiscal

Accounts

Journal Entries

Budget/IE Approvals

Requisitions

Assets

Work Orders

Reports

My Reports

Report Favorites

HR / Payroll

Online Resources

Finance - Budget - Budget Transfers

Search List Form

Tools

New Budget Transfer - FY 2015 [2014/2015] - Status: Open

Budget Transfer Approvals Attachments Notes History

Transfer Summary

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

Other Information

2 - Posting Information

Transaction Date 4/20/2015

Post Date

Posted By

JE Link #

3 - Add/Update Information

Home

New Copy Export Delete Undo Cancel All

Ln	Change	Trans Type	Comment	Created By	Created On	Edited By	Last
01 FD-LC-RS-PROG-ACTV-OBJT SB	\$100.00		Increase Travel / Decrease Supplies				
01 10-00-40-0000-6720-5210.00	(\$100.00)		Increase Travel / Decrease Supplies				

Total Records: 2

Original 91, Budget Transfer #260733-BudXfer: Status set to Submitted

9:54 AM 4/20/2015

Escape Online 5 - ADMIN2 on Escape

File Action Activity Help

Activities

091 - SRJC

Quick-Start here

Finance

Budget

Budget Transfers

Accounts

Journal Entries

Budget/JE Approvals

Requisitions

Assets

Work Orders

Reports

My Reports

Report Favorites

HR / Payroll

Online Resources

Finance - Budget - Budget Transfers

Search List Form

Delete Prev Next Save/Close Cancel Tasks

New Budget Transfer - FY 2015 (2014/2015) - Status: Open

Budget Transfer Approvals Attachments Notes History

Transfer Summary

1 - Information

Dist Id DISTRICT (Accounting)

Location ACCT (Accounting)

Comment Increase Travel / Decrease Supplies

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

Other Information

2 - Posting Information

Transaction Date 4/20/2015

Post Date

Posted By

JE Link #

3 - Add/Update Information

Items

New Copy Export Delete Undo/Redo Cancel All

Line	FDLCRS-PROG-ACTIVITY-985	Change	Trans Type	Comment	Created By	Created On	Edited By	Last
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

Verify - Submit Journal Entry

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

Yes No

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

2:20 PM 4/20/2015

Escape Online 5 - ADMIN2 on Escape

File Action Activity Help

Activities

091 - SRJC

Quick-Start here

Finance

Budget

Budget Transfers

Accounts

Journal Entries

Budget/JE Approvals

Requisitions

Assets

Work Orders

Reports

My Reports

Report Favorites

HR / Payroll

Online Resources

Finance - Budget - Budget Transfers

Search List Form

Delete Prev Next Save/Close Cancel Tasks

Budget Transfer # 260763 - FY 2015 (2014/2015) - Status: Open

Budget Transfer Approvals Attachments Notes History

New Export Delete Undo/Redo Cancel All

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

Total Records: 2

Origid 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

File Action Activity Help

Finance - Budget - Budget Transfers

Search List

Open New Copy Export Tasks Grid

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

Total Records: 1

100.00

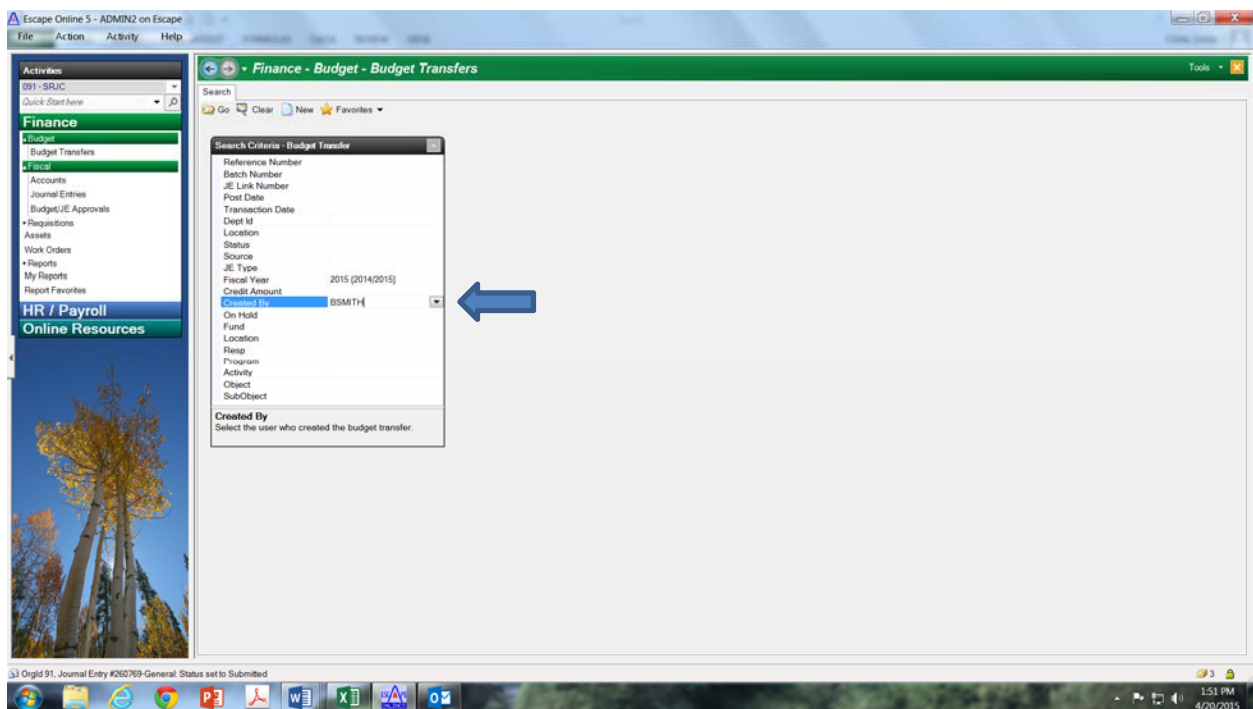
Orgid 91: Budget Transfer #260792-BudXfer: Status set to Submitted

2:45 PM 4/20/2015

- 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.



- 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

File Action Activity Help

Activities

091 - SRJC

Quick Start here

Finance

Budget

Budget Transfers

Fiscal

Accounts

Journal Entries

Budget/UE Approvals

Requisitions

Assets

Work Orders

Reports

My Reports

Report Favorites

HR / Payroll

Online Resources

Finance - Budget - Budget Transfers

Search List

Open New Copy Export Tasks Grid

Reference	Link #	Transaction	Total Amt	Status	Source	Posted By	FY	Batch #	Comment
BT15-00378	245261	12/12/2014	1.00	Posted	Manual	ADMIN2	2015		Test Budget Transfer

Total Records: 2

OrigId 91, Budget Transfer #260763-BudXfer: Status set to Submitted

10:00 AM 4/20/2015

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/UE Approvals

Requisitions

Assets

Work Orders

Reports

My Reports

Report Favorites

HR / Payroll

Online Resources

Finance - Budget - Budget Transfers

Search List Form

Delete Print Export Close Cancel Tasks

Budget Transfer # 260763 - FY 2015 (2014/2015) - Status: Submitted

Budget Transfer Approvals Attachments Notes History

Export

Level	Workflow Role	Status	Approver	Approved By	Was Proxy	Date Apprd	Comment
57	VP		DROBERTS		No		
95	BUDGET CO		LCLDSE		No		

Total Records: 3

OrigId 91, Budget Transfer #260733-BudXfer: Status set to Submitted

9:56 AM 4/20/2015

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.

The screenshot displays the 'Escape Online 5 - ADMIN2 on Escape' web application. The left sidebar shows the 'Activities' menu with 'Finance' selected. The 'Finance' section includes 'Budget Transfers', 'Fiscal', 'Accounts', 'Journal Entries', 'Budget/UE Approvals', 'Requisitions', 'Assets', 'Work Orders', 'Reports', and 'My Reports'. The 'Fiscal' section is expanded, showing 'Journal Entries'. The main content area is titled 'Fiscal - Journal Entries' and contains a search criteria form. The form has four sections: 1 - Journal Entry Information, 2 - Reference Numbers, 3 - Other, and 4 - Accounts. Section 1 includes fields for Post Date, Transaction Date, Status, Source, JE Type, On Hold, Dept Id, Academic Department, and Location. Section 2 includes fields for JE Link Number, Requisition Number, Work Order Number, Check Number, Check Register Number, A/R Invoice Number, A/R Receipt Number, and Batch Number. Section 3 includes fields for Fiscal Year (2015 (2014/2015)), Credit Amount, Comment, and Created By. Section 4 includes fields for Fund, Location, Resp, Program, Activity, Object, and SubObject. Below the form is a 'Journal Entry Number' field with a description: 'Enter a journal entry number (or range) for journal entries to list.' The bottom status bar shows 'OrigId 91, Budget Transfer #060763 BudXfer, Status set to Submitted' and the system clock '10:01 AM 4/20/2015'.

- 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 Kate Jolley or Linda Close 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

File Action Activity Help

Finance - Fiscal - Journal Entries

Search List Form

General JE # 260769 - FY 2015 [2014/2015] - Status: Open

Journal Entry Approvals Attachments Notes History

Summary Information

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

Reference/Posting Information

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

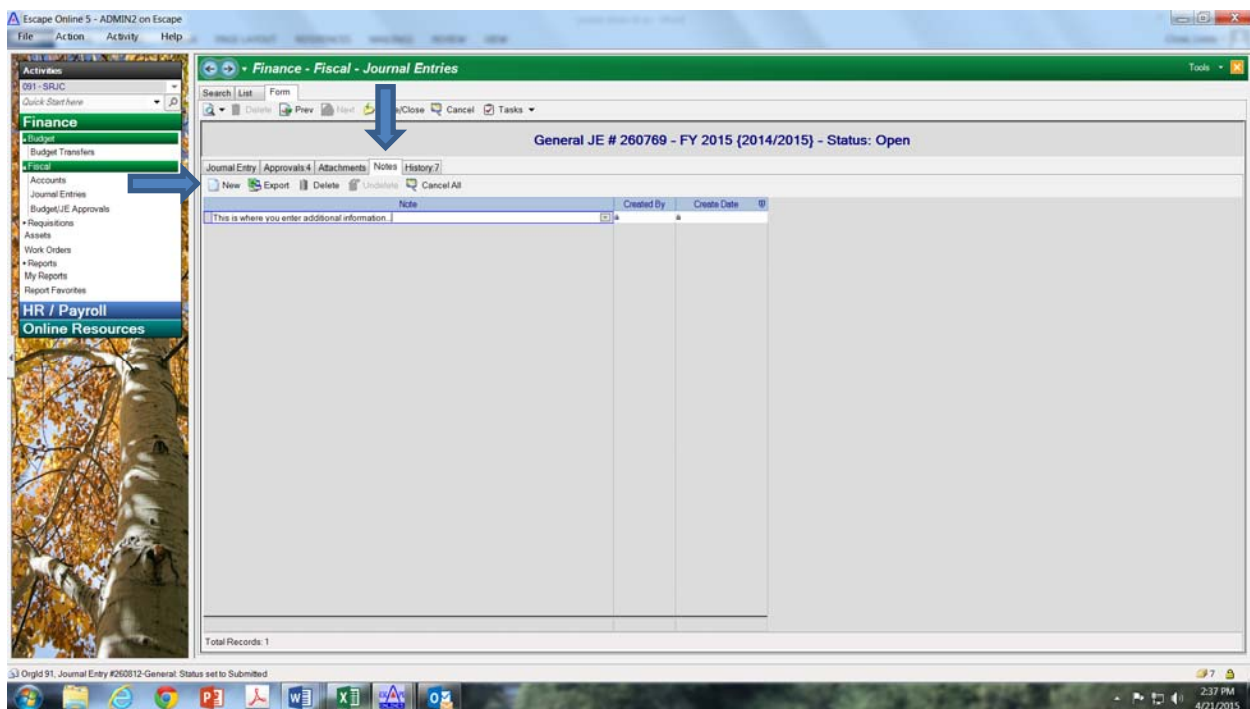
4 - Add/Update Information

Items

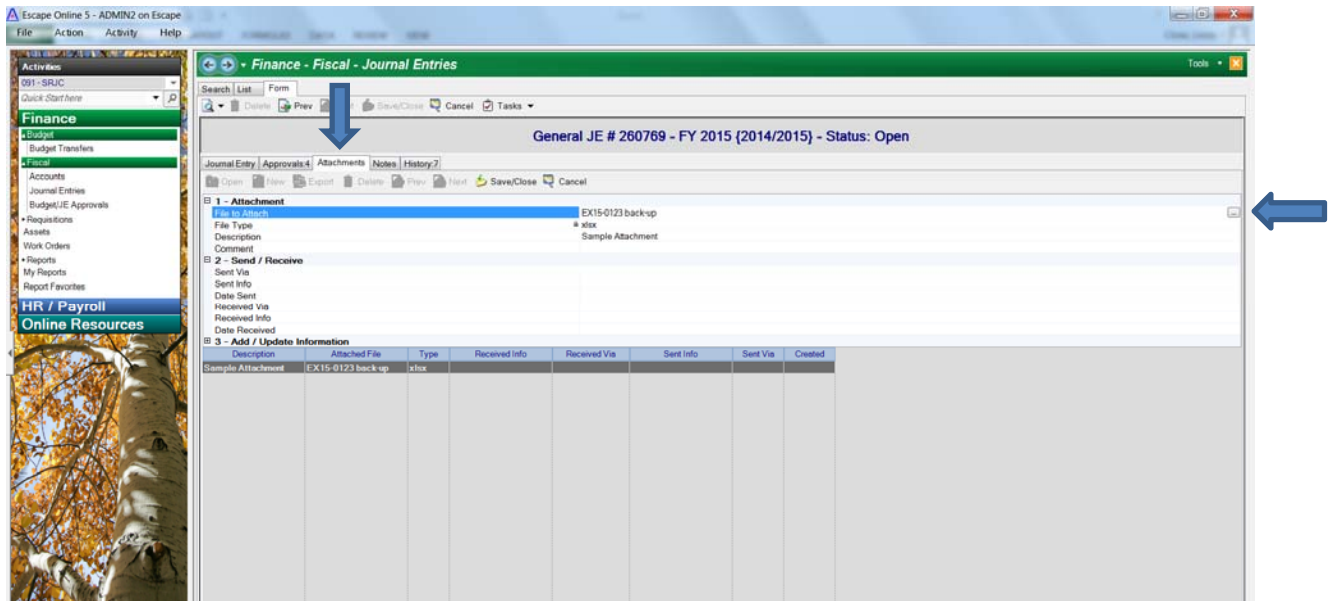
Line	Description	Trans Type	Debits	Credits	Comment	Created By	Created On	Edited By
1	FDLORS-PROD-ACTV-OBJT 58	X	\$25.00	\$0.00	Correct EX#15-00123	ADMIN2	4/20/2015 10:20:30 AM	
2	10-00-40-0000-420-4300.00	X	\$0.00	\$25.00	Correct EX#15-00123	ADMIN2	4/20/2015 10:20:30 AM	
			\$25.00	\$25.00				

Total Records: 2

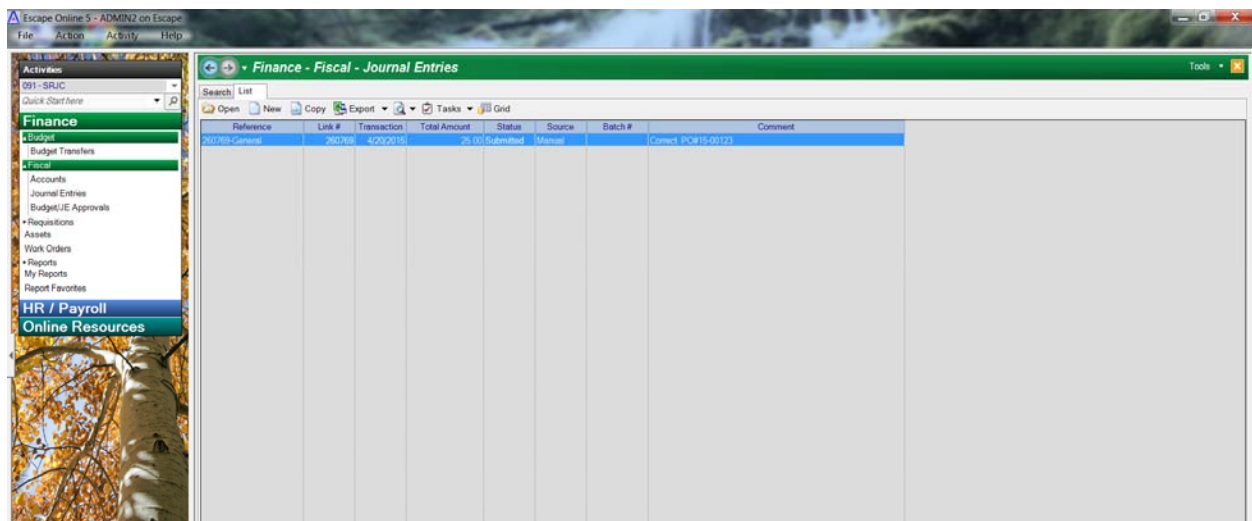
- Journal entries must balance; you will receive an error message if the debits and credits are out of balance. All out-of-balance journals will be denied by Accounting so do not submit one; select No and go back and correct the entry.
- Do not submit a journal entry charging an account if the major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



- 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.

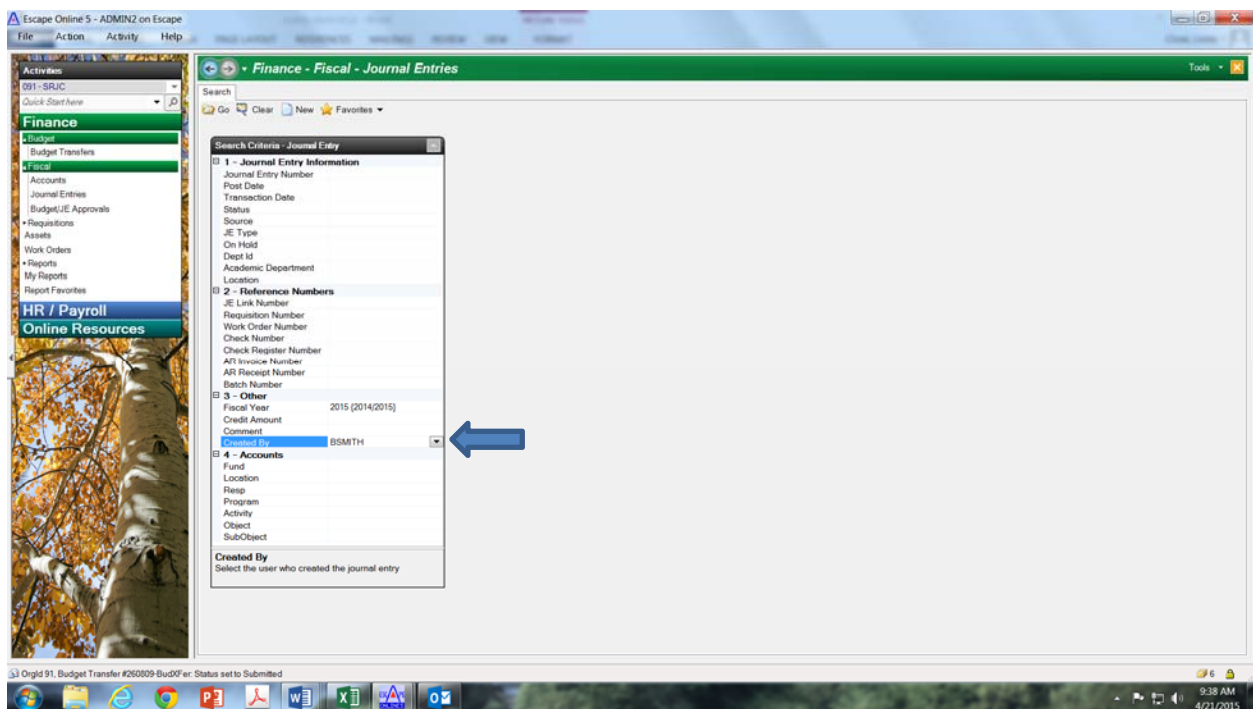


- Once you are ready to submit your journal, select the Tasks icon near the top of the page and then Submit with Insufficient Funds (*this is different than the budget transfer process*. Escape is currently checking the individual account balance rather than the major object balance. To ensure that your 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.



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.



- 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

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

Finance - Fiscal - Journal Entries

Search List

Open New Copy Export Tasks Grid

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
260812-General	260812	4/20/2015	21.00	Submitted	Manual		General 1/31/15 2/1/15

Total Records: 2

OrigId 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

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

Finance - Fiscal - Journal Entries

Search List Form

Delete Prev Next Close Cancel Tasks

General JE # 260812 - FY 2015 (2014/2015) - Status: Submitted

Journal Entry Approvals 3 Attachments Notes History 1

Export

Level	Workflow Role	Status	Approver	Approved By	Was Proxy	Date Apprd	Comment
57	VP		DROBERTS		No		
95	ACCOUNTANT		BBLACK		No		

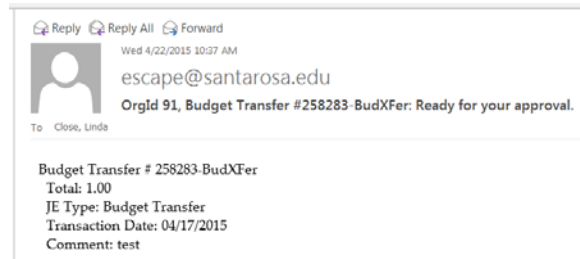
Total Records: 3

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

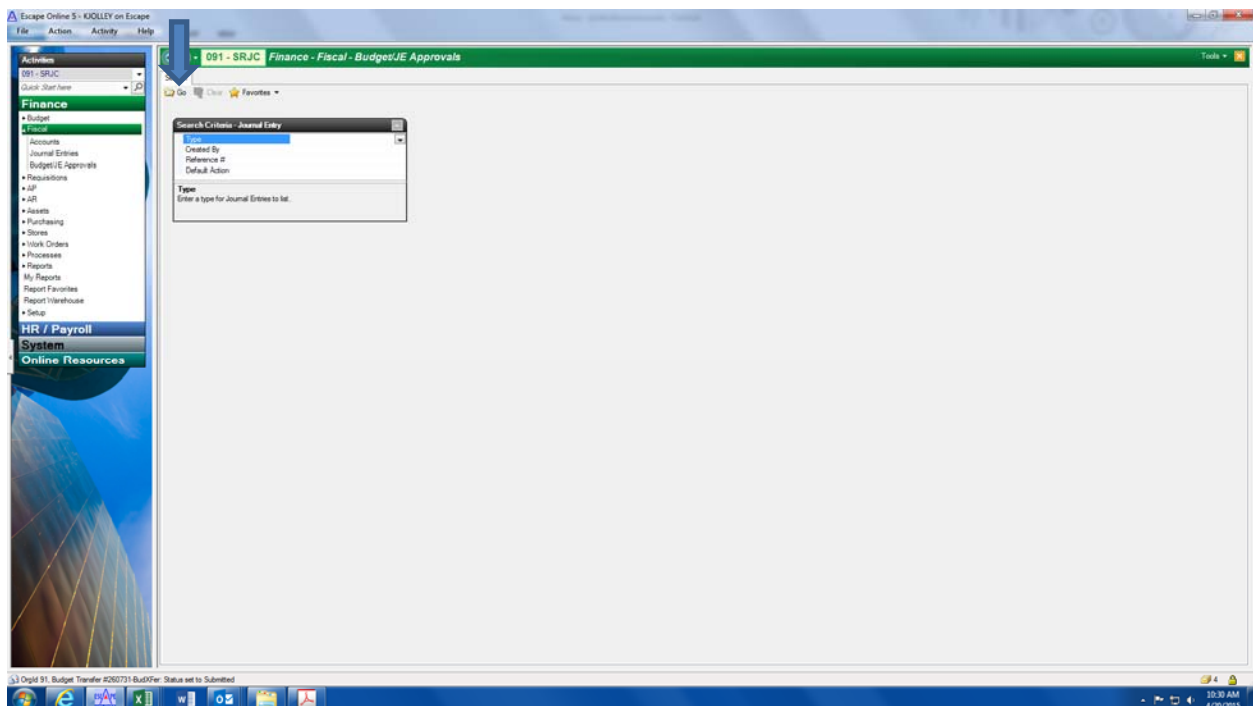
9:45 AM 4/21/2015

APPROVING BUDGET TRANSFERS AND JOURNAL ENTRIES

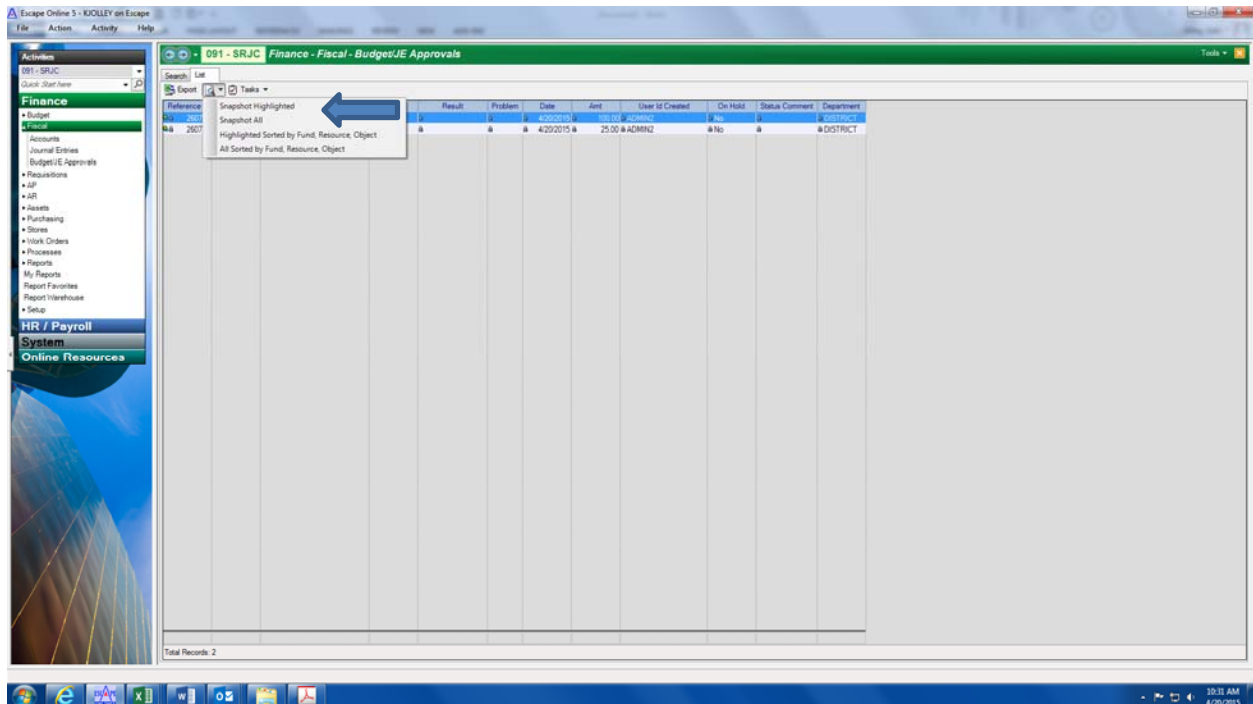
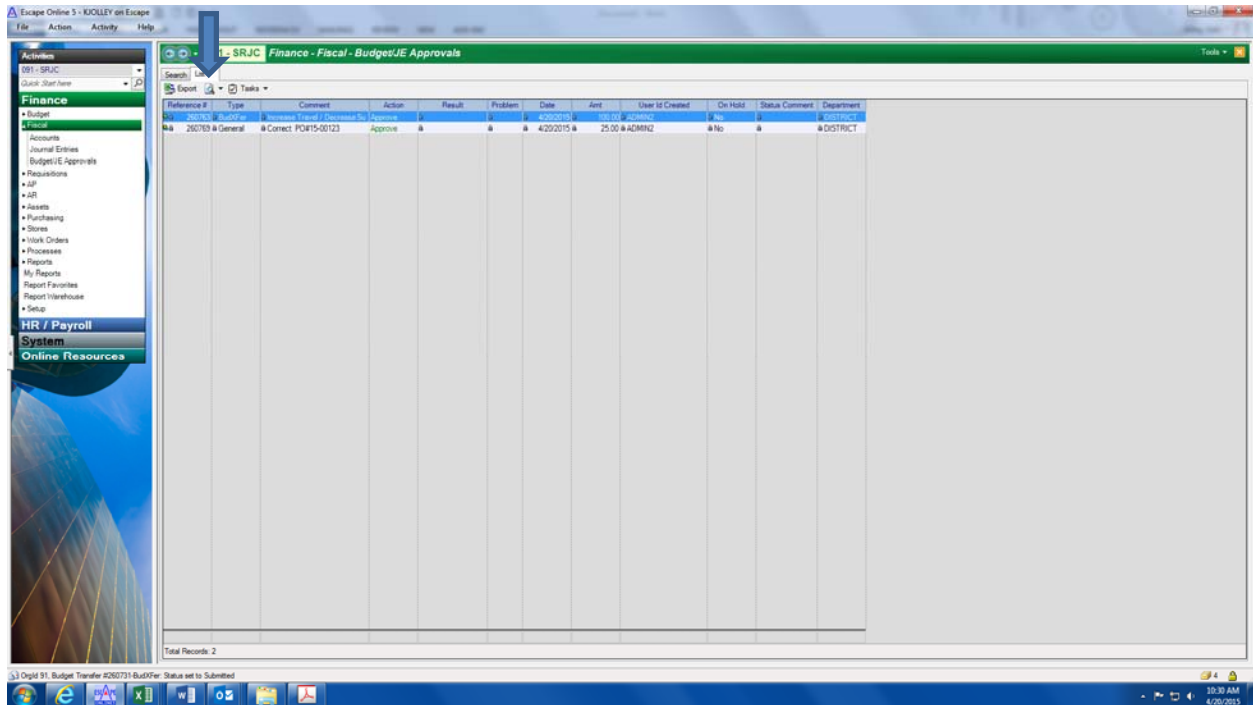
- You will receive an email notification when you have budget transfers or journal entries to approve in Escape. An example is shown below:



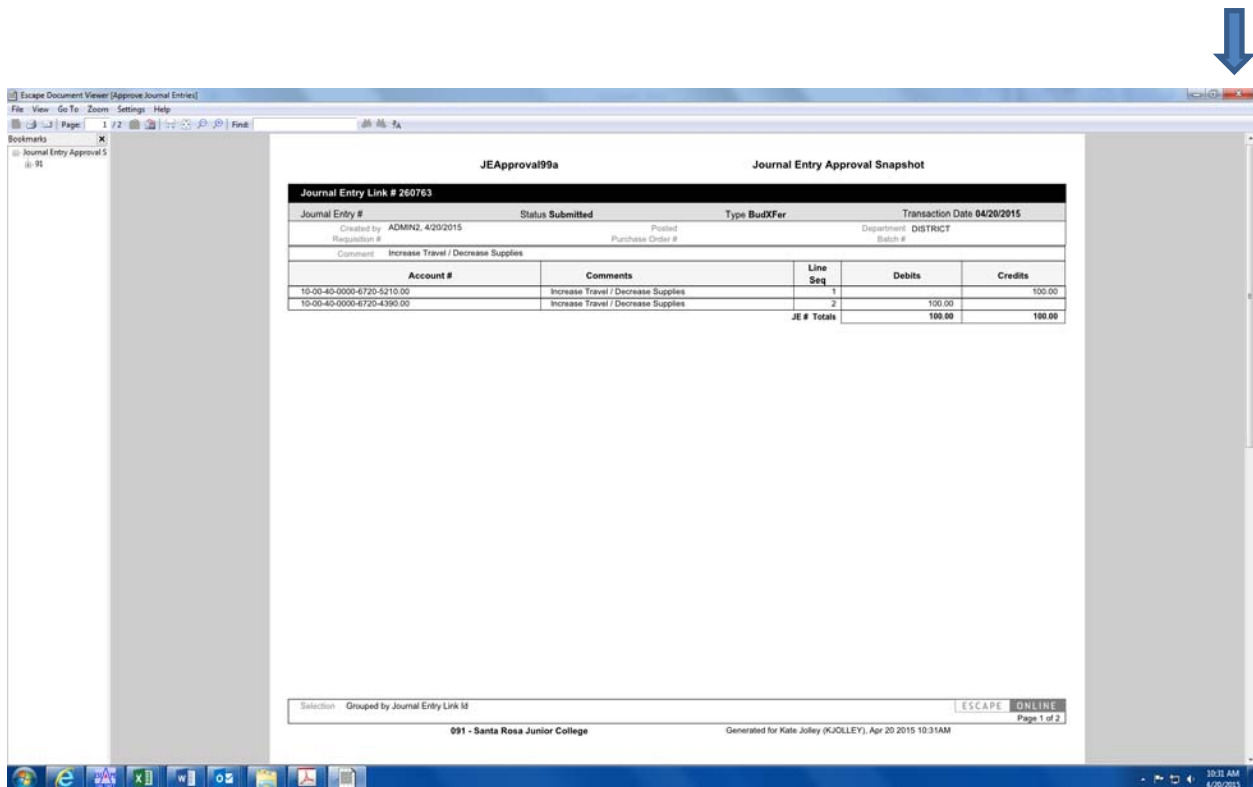
- After logging into Escape, the Activity Tree on the left side of your Home Page should include a green bar called **Finance** with several sub-categories.
- Select Fiscal, then Budget/JE Approvals, to see the Budget/JE approval screen (shown below.) By selecting Go, you will see a list of all budget 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.



- 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.



- 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.



The screenshot shows the 'Journal Entry Approval Snapshot' window. At the top, it displays 'JEApproval99a' and 'Journal Entry Approval Snapshot'. Below this, a table provides details for 'Journal Entry Link # 260763'. The table includes fields for 'Journal Entry #', 'Status Submitted', 'Type BudXfer', and 'Transaction Date 04/20/2015'. It also lists 'Created by ADMIN2, 4/20/2015', 'Posted', 'Department DISTRICT', and 'Batch #'. A comment 'Increase Travel / Decrease Supplies' is present. Below the comment, a table lists account numbers and their corresponding debits and credits. The 'JE # Totals' row shows a debit of 100.00 and a credit of 100.00. At the bottom, there is a footer with '091 - Santa Rosa Junior College' and 'Generated for Kate Jolley (KJOLLEY), Apr 20 2015 10:31AM'. A red 'X' button is visible in the top right corner of the window, indicated by a blue arrow.

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

- 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.

