Stockton Unified School District
Since 1852

Escape User Finance Training

ACCOUNT CODE STRUCTURE AND ACCOUNTS

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Chart of Accounts in Escape

We will be following the SACS (Standardized Account Code Structure) which is the guidance for local educational agencies (LEA) in using SACS, a statewide, uniform financial reporting format. There have been changes to the chart of accounts with our conversion to Escape. The order of the account code layout has changed based on the SACS structure. The new order for SUSD chart of accounts and layout is listed below.

	XX	XXXX	X	XXXX	XXXX	XXXX	XXX	XXXX	XXX
FUND									
RESOURCE									
YEAR									
GOAL									
FUNCTION									
OBJECT									
SITE									
MANAGEMENT									
DetailExp									
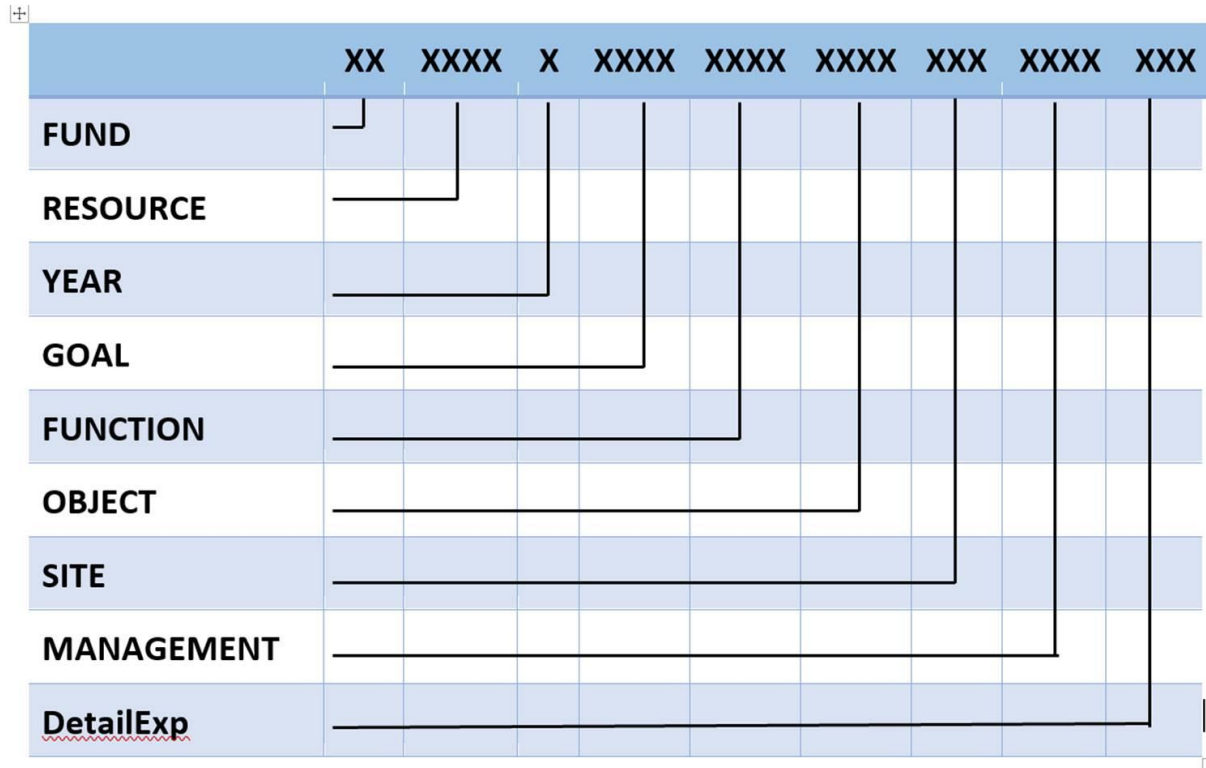
Example translation from Business Plus Org Key to Escape Chart of Accounts

FD	RESC	Y	GOAL	FUNC	OBJ	SITE	MGMT	DetailExp		Org Key	Object
01	9010	0	1110	0000	8691	830	3002	000		14400300CS	86991

SUSD has added an additional component to the account code structure called a Detail Expense Code used as an extra way to identify a special account. You may search for accounts by any component. You will also be limited to certain accounts by permissions in your User record.

Searching new account by BusinessPlus Org Key

1. Go to Finance > Fiscal > Accounts
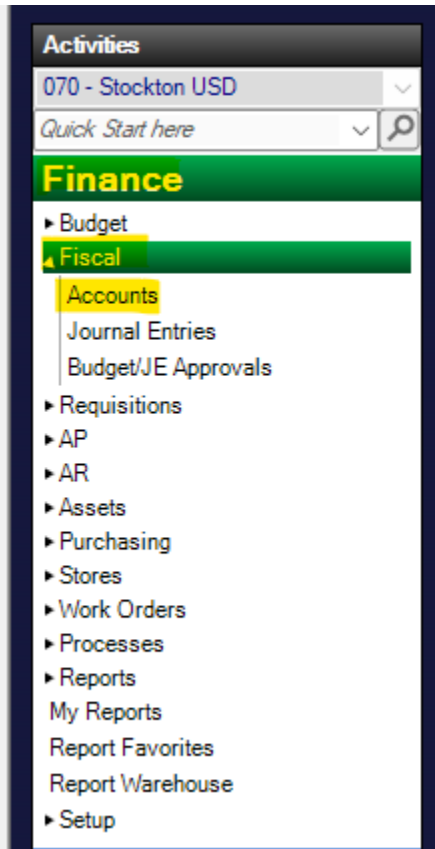
2. A new window Search Criteria will open to the left side of the screen.

3. Type in Org Key in Comment 1 – Select GO

Search

📧 Go   💬 Clear   ⭐ Favorites ▾

Search Criteria - Accounts

☐ **1 - Components**
   Fund
   Resource
   Year
   Goal
   Function
   Object
   Site
   Management
   DetailExp
☐ **2 - Other**
   Fiscal Year   2023 {2022/2023}
   SACS Rollup?   N {No}
   Acct Type Code
   Alias
   Link Id
   Restricted
   Comment 1   14400300CS
   Comment 2
   Transaction Filter
   Available Balance Minimum
   Available Balance Maximum
   Include Expired
   Include Expired Thru
   Only Expired Thru
   Create User
   Created Date
   Edit User
   Edited Date
☐ **3 - Sort**
   Sort 1
   Sort 2
   Sort 3
   Sort 4

Comment 1
Enter Account Comment text for accounts to list.

4. Search results will provide new account codes in Escape with this Org Key. Select the account code based on the Org Key AND Object needing to be used.

Accounts Activity

The Accounts Activity will allow you to quickly and easily see the current balance and all transactions associated with any accounts you can access.

From the Search page, enter the account information you are interested in reviewing. Use your Favorites to save commonly used criteria. Select GO to search for your requested accounts. This will return a list of your accounts based on your criteria. It is okay to search on the current fiscal year (default), past years in Escape, future years or clear the year to see all. Again, you will only be able to view those accounts that you have access to based on your user permissions in Escape. When the Accounts List is returned, you will see current balance information for your accounts.	

If you Open or Select an account from your list, Escape will bring up a Snapshot report that will display all transaction activity for that account in that fiscal year. This can be printed from the screen if appropriate, dragged to another monitor if you use more than one, emailed or simply reviewed on the screen.

Here's an example of an account with a budgeted amount and a vendor requisition associated with it:

Any data on your Snapshot report with a blue underline will open a Sub Report for more detail when selected.

Any data on your Snapshot report with a yellow box and arrow will open up a Quick Link to the activity in Escape to show you the detail of that transaction if you have permissions to see it.