



Escape User Finance Training

ACCOUNT CODE STRUCTURE AND ACCOUNTS

For questions on Accounts contact Business Services at Ext: 2052

Business Services – Budget & Accounting

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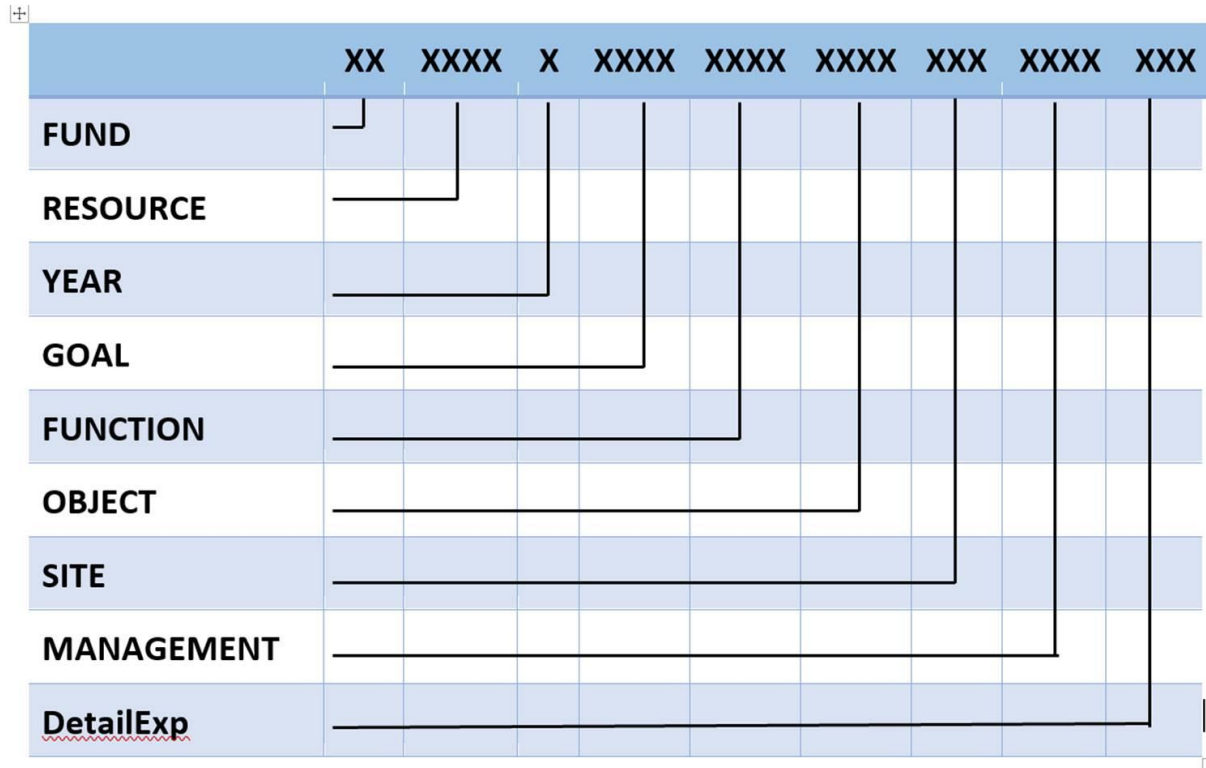
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Chart of Accounts in Escape

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.



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.

← →
Finance - Fiscal - Accounts

Search
Go
Clear
★ Favorites ▾

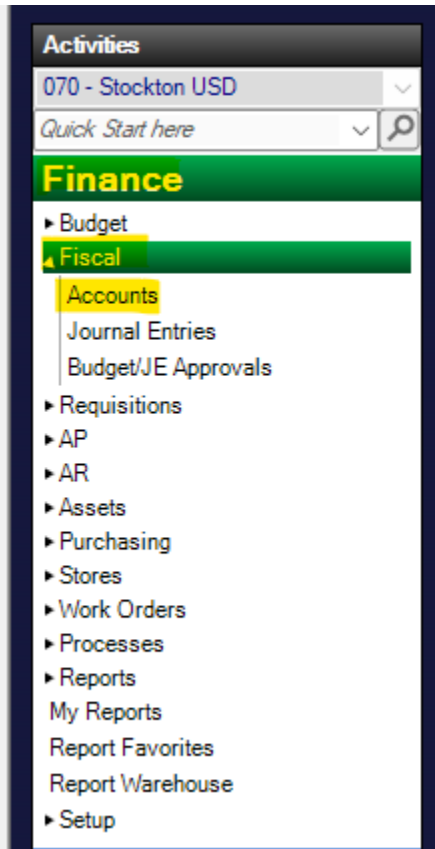
Search Criteria - Accounts

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	
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	

Fund
Enter the Fund(s) for accounts to list.

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.

- 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.

Finance - Fiscal - Accounts			
Search		List	
Open		Export	
Grid			
FY	Rest	Description	
2023	01-9010-0-1110-0000-8691-830-3002-000	Yes	OtherLocalRes,Local Rev-Other
2023	01-9010-0-1110-0000-9650-830-3002-000	Yes	OtherLocalRes,Deferred Income

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.

Go		Clear		Favorites	
1 - Components					
Fund					
Resource					
Year					
Goal					
Function					
Object		4-6			▼
Site					
Management					
DetailExp					
2 - Other					
Fiscal Year		2023	{2022/2023}		
SACS Rollup?		N	{No}		
Acct Type Code					
Alias					
Link Id					
Restricted					
Comment 1					

Finance - Fiscal - Accounts													
Search List													
Open Export Grid													
FY	FD-RESC-Y-GOAL-FUNC-OBJT-SSS-MGMT	Rest	Description	Account Balance	Encumb	Expense	Adopted	Revised	Adopted	Revised	Actual R	Actual D	Actual
2023	01-0000-0-0000-1000-1150-510-3003-986	No	General Purpose,Teache	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-1000-2260-510-3003-986	No	General Purpose,Class S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-1000-2960-510-3003-986	No	General Purpose,Other C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-1000-3020-510-3003-986	No	General Purpose,Needs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-1000-3320-510-3003-986	No	General Purpose,Needs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-1000-3520-510-3003-986	No	General Purpose,SUIUne	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-1000-3620-510-3003-986	No	General Purpose,WrkCo	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-1000-8691-510-3002-986	No	General Purpose,Local R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2100-2410-510-3003-000	No	General Purpose,Clerical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2100-3202-510-3003-000	No	General Purpose,PERS-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2100-3312-510-3003-000	No	General Purpose,OASDI/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2100-3322-510-3003-000	No	General Purpose,FICA/M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2100-3402-510-3003-000	No	General Purpose,H/WBe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2100-3502-510-3003-000	No	General Purpose,Unempl	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2100-3602-510-3003-000	No	General Purpose,Wrk Co	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2100-3702-510-3003-000	No	General Purpose,RetBen	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2100-3752-510-3003-000	No	General Purpose,OPEB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2100-3902-510-3003-000	No	General Purpose,Other B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2100-5300-510-3003-000	No	General Purpose,Dues a	\$5,000.00	\$0.00	\$0.00	\$5,000.0	\$5,000.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2700-1310-510-3003-000	No	General Purpose,Cert Su	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2700-1320-510-3003-000	No	General Purpose,Cert Su	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2700-2410-510-3003-000	No	General Purpose,Clerical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2700-2460-510-3003-000	No	General Purpose,Clerical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2700-2470-510-3003-000	No	General Purpose,Clerical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2700-2960-510-3003-000	No	General Purpose,Other C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2700-3101-510-3003-000	No	General Purpose,STRS1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2700-3202-510-3003-000	No	General Purpose,PERS-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	01-0000-0-0000-2700-3302-510-3003-000	No	General Purpose,OASDI/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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:

Fiscal99a					Expenditure Account Snapshot			
EXPENDITURE								Fiscal Year 2022/23
Trans Date	Vendor(Payee): Description	Journal #	Reference #	Budget	Encumbrance	Expenditure	Account Balance	
(005940) 01-0000-0-1110-1000-4320-510-3003-000 {General Purpose,NonInstr-Mat/Su,Instructional} Unrestricted								
July, 2022								
07/01/22	Adopted Budget,OB23-01,Fund 01	BA23-00001		5,000.00			5,000.00	
May, 2023								
05/02/23	Officesupply.com: Office supplies for remaining FY	EN23-00138	R23-00058		38.04		4,961.96	
Totals				5,000.00	38.04	.00	4,961.96	

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.