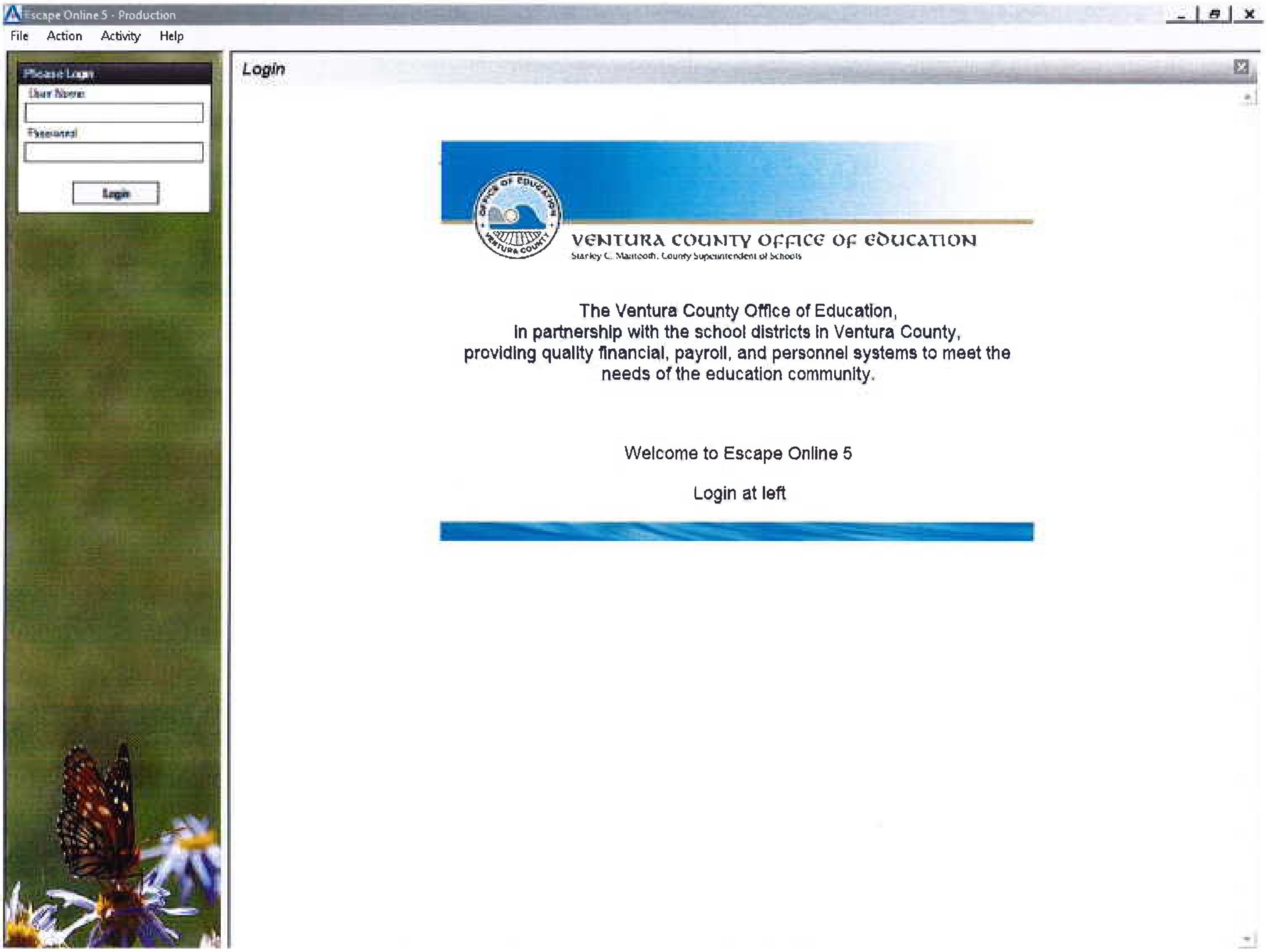


How to ESCAPE when you'd rather RUN

How to Enter a Requisition

How to Attach Quotes, etc.

How to Search for your PR/PO

How to Copy PO's

How to Print Snapshots

How to make changes after you thought it was perfect!

Kelly Gilbertson
Purchasing Expediter
805.497-9511 x-252
kgilbertson@conejousd.org

ENTERING NEW ORDERS

How to Create an ESCAPE Requisition:

Finance – Requisitions - Vendor Requisitions

New

Choose Purchasing or Technology in correct school year (when required)

Requisition Tab:

Requisitioner – should default to your name

Order Location – should default to your location

Delivery Location – your location, WHNP (Warehouse), or somewhere else

Comment Line – ***Required** - a description of what the PO will be for. The Board sees this info.

Order Type – "P" is for receiving actual goods

"B" is for blanket (open P.O.'s, subscriptions, licenses, workshops, construction, etc)

Vendor ID # - Enter Vendor ID # or search for vendor by name

Shipping – No shipping orders on "B" orders (nothing to ship). Shipping is usually 10% on"P" orders unless there is an amount already specified. When in doubt, include 10% shipping. If shipping needs to be added after the PO has printed, it could delay your order because the PO may need sent back through approvals.

Items Tab:

New

Enter Quantity

Description – Please do not just say "See Quote." Per Board policy, items must be listed separately.
Blanket PO's – Please do not just say "Open PO." Per Board policy, more information is required. Please use something similar to the following:
"OPEN PO FOR SUPPLIES (INSTRUCTIONAL MATERIALS, WATER, ETC) AS SELECTED BY ________________ FOR THE 2017/2018 SCHOOL YEAR ENDING JUNE 30, 2018"

Unit Price – If you need to enter a discount, figure the amount and enter it with "-" in front of it. (ex: -5.00)

Taxable – Y or N "P" orders are almost always taxable, "B" orders are not

If more items – click Save & New

After last item – use the Message After line to enter any quote info you may have. Quote info entered anywhere other than in the Items Tab won't print on the PO.
"Price(s) and Shipping per Quote # ________"
Or
"Price per Quote #__________
Price includes shipping"
(Something like that – that's my standard "blurb" ☺)

– click Save & Close

Finance - Requisitions - Vendor Requisitions

Search | List | Form |

Delete | Prev | Next | Save/Close | Cancel | Tasks

New Vendor Requisition - FY 2017 (2016/2017)

Requisition | Items | Accounts | Payments | Quotes | Approvals | Assets | Attachments | Notes | History |

Requisition/Vendor Information

1 - Requisition Information

Dept Id	PURCH (Purchasing - Fiscal Services)
Academic Department	
Requisitioner	Kelly Gilbertson
Request Date	8/1/2016
Order Location	
Delivery Location	
Room	
Comment	
Responsibility	
Category	
Goods and Services Category	

2 - Vendor Information

Order Type	PO with Receiving OR B for Blanket
Online Order	
Online Order Contact	
Vendor Category	
Vendor Id	
Vendor Address Id	
Vendor Name	
Street Address	
City State Zip	
Phone / Fax	
Allows Emailing POs	
Quote Number	

3 - PO Information

PO Date	
Buyer	
Delivery Date	
Change Notice Date	
Change Notice Count	
Change/Cancel Msg	
Ship Via	
Terms	
FOB	

Order Information

4 - Order Cost Information

Non Taxable Amount	
Taxable Amount	
Sub Total	
Tax Rate	7.500
Sales Tax	
Shipping Pct	0.00
Shipping Amount	
Tax on Shipping	No
Total Cost	0.00
Adjustment Amount	

5 - Summary/Status Information

On Hold	No
Status Comment	
Date Approved	
Board Date	
PO Print Date	
Line Item Cnt	
Line Items Fully Rcvd	
Total Qty Ordered	
Total Qty Rcvd	
Amount Received	
Date Completed	
Days to Complete	
Fixed Asset Count	

6 - Accounting Information

Account Distribution Option	Manual
Acct Distributed Amt	
Acct Undistributed Amt	
Amount Encumbered	
Amount Expensed	
Amount Liability	0.00

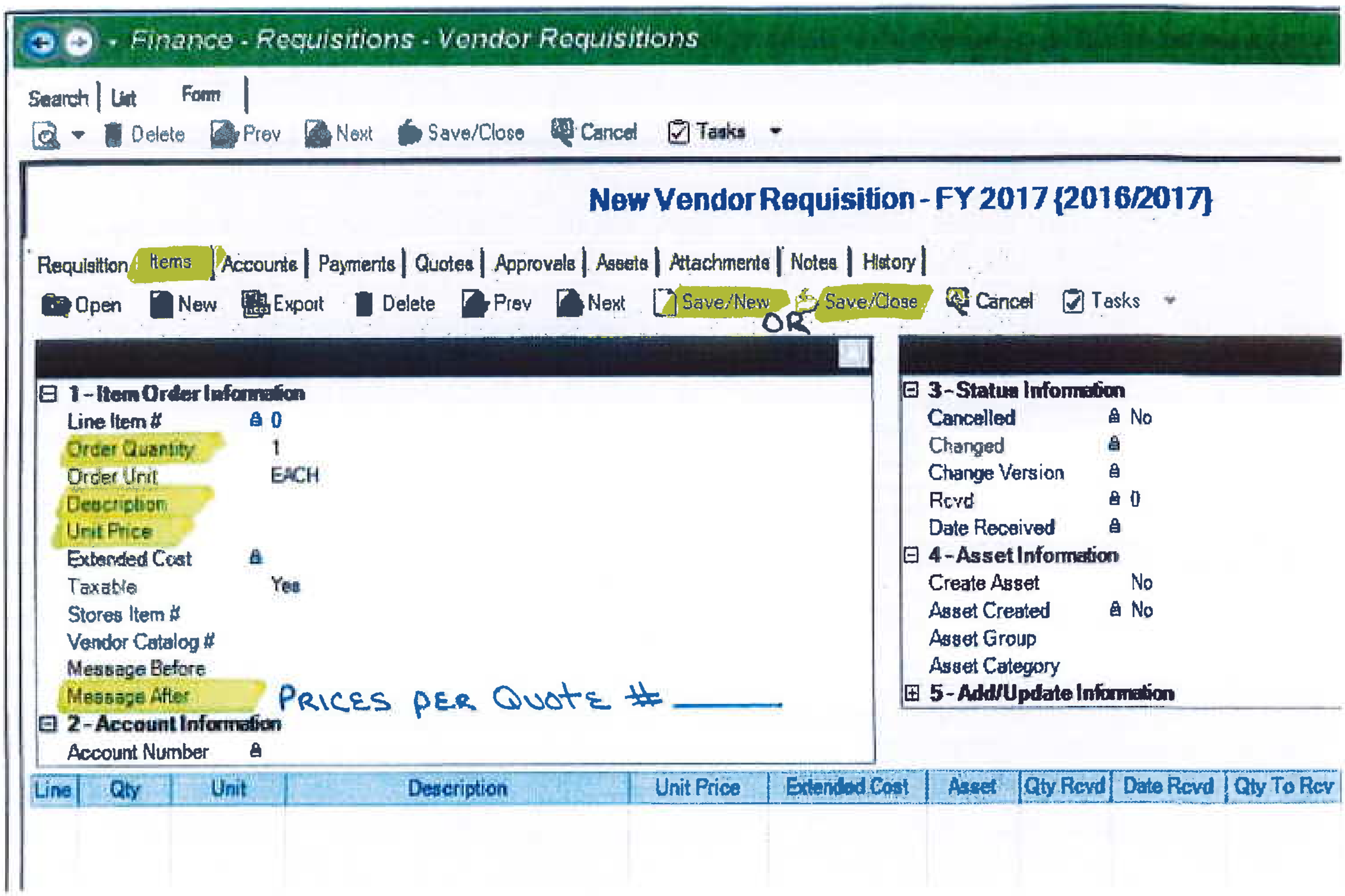
Account Distribu

Manual

Description

- Line Item
- Manual
- Percentage

7 - Add/Update Information


Finance - Requisitions - Vendor Requisitions
Search | List Form
Delete Prev Next Save/Close Cancel Tasks
New Vendor Requisition - FY 2017 {2016/2017}
Requisition Items Accounts Payments Quotes Approvals Assets Attachments Notes History
Open New Export Delete Prev Next Save/New Save/Close Cancel Tasks
OR
1 - Item Order Information
Line Item # 0
Order Quantity 1
Order Unit EACH
Description
Unit Price
Extended Cost
Taxable Yes
Stores Item #
Vendor Catalog #
Message Before
Message After
PRICES PER QUOTE # ______
2 - Account Information
Account Number
3 - Status Information
Cancelled No
Changed
Change Version
Rcvd 0
Date Received
4 - Asset Information
Create Asset No
Asset Created No
Asset Group
Asset Category
5 - Add/Update Information
Line Qty Unit Description Unit Price Extended Cost Asset Qty Rcvd Date Rcvd Qty To Rcv

Accounts Tab (Enter Account Number to be billed)

$\boxed{\text{NEW}}$ – Type #s/letters with no spaces or dashes or use the "shortcut" code.

If paying with two or more accounts:

1. (manually enter $ value) On first item, manually enter account number to be charged and dollar amount to match. Second item, click New. Second line automatically enters remaining amount. Make sure total is correct. *DEFAULT OPTION
2. (divided by %) Go to Requisitions tab, Section 6, Account Distribution. Down Arrow to Percentage. Return to Accounts tab. Enter percentage for 1st account. 2nd will automatically enter remaining % to equal 100%. Make sure total is correct.
   *THIS OPTION SHOULD BE SELECTED BEFORE YOU ENTER YOUR ITEMS
3. (divided by line item) Go to Requisitions tab, Section 6, Account Distribution. Down Arrow to Line Item. *THIS OPTION SHOULD BE SELECTED BEFORE YOU ENTER YOUR ITEMS

Verify Total

Items Tab – Req. Tab (to see tax) – 4.Order "Total Cost" matches 6. Acctg Info "Acct Dist.Amt"

TASKS AND SUBMIT:

If it's okay to submit, click Tasks and Submit. You will be taken back to the previous search screen and an ESCAPE Requisition # will be listed.

Record that # somewhere for future reference (for tracking) before the PO prints.

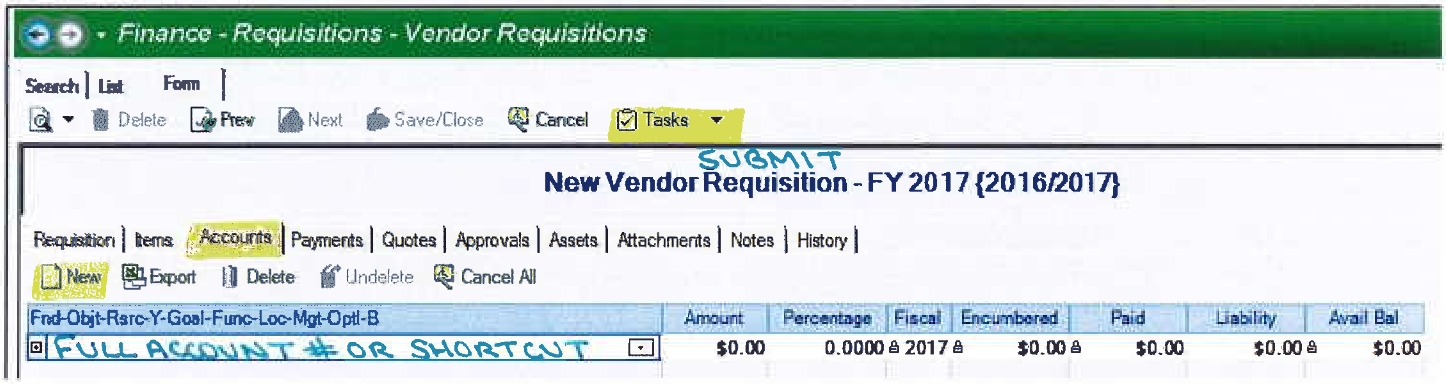
If there's a problem with the Account Number: click Save & Close & contact Maria Odell in Accounting for help.

Record your PR # somewhere for future reference.

That's it! Now it's ready for approvals! ☺

Accounts Tab

Type the full account code (no dashes or spaces) or the shortcut code
Type the amount. Click enter or New for more accounts or
Click Tasks and Submit



If the code won't enter – delete it, tab or click the Amount box (Escape will protest that the account cannot be blank but click OK, it will get over it ☺), enter 0 for the amount then click Save/Close. This will save everything you've done and give you a requisition number.

If it's a code you should be able to enter – contact Maria, x-272
If it's a special code you don't usually use – contact Kelly, x-252

IF ESCAPE WON'T LET YOU SAVE OR SUBMIT THE PR

It's usually one of three things . . .

Check the Requisition Tab – make sure you have a description in the Comment field

Check the Items tab – open and Save/Close each line item

Check the Accounts Tab – make sure the account is entered and valid (no red dot)

YOU CAN HOVER YOUR MOUSE OVER THE SAVE/CLOSE BUTTON AND IT WILL TELL YOU WHY IT WON'T CLOSE

If all else fails, call or email Kelly – I'm happy to help! ☺

SAVING SCANNED quotes, book lists, contracts, etc TO ESCAPE

A. Scan Quotes, etc for Escape:

Use copy machine/scanner.

Scan – Scan document and save it on your desktop or in a folder on your desktop – wherever you can find it later.
Please note – Escape does not like "shortcut" folders.

If your copier/scanner automatically puts your scans in a shortcut folder (with the arrow, as above), the document will need to be moved to another folder or onto your desktop so Escape can find it)

OPEN YOUR REQUISITION or PO IN ESCAPE

B. Save to ESCAPE

Vendor Requisition
In Reference # field – type PR # or PO # GO

Attachments TAB: NEW

Click on . . . to find document

Network – Client – Client H (my desk) – Desktop – double click to choose the document

(**OR** if document on G:Drive: Network – Client – Client G – (Dept folder) – Document)

Description: Quote, Invoice, Agreement, etc.

Include w/Emailed PO: It defaults to No, which is appropriate for invoices and paper PR's. Please change it to Yes for quotes, agreements and anything that needs to be sent with the PO.

***Please scan things that should not go to the vendor separate from things that needs to be sent**

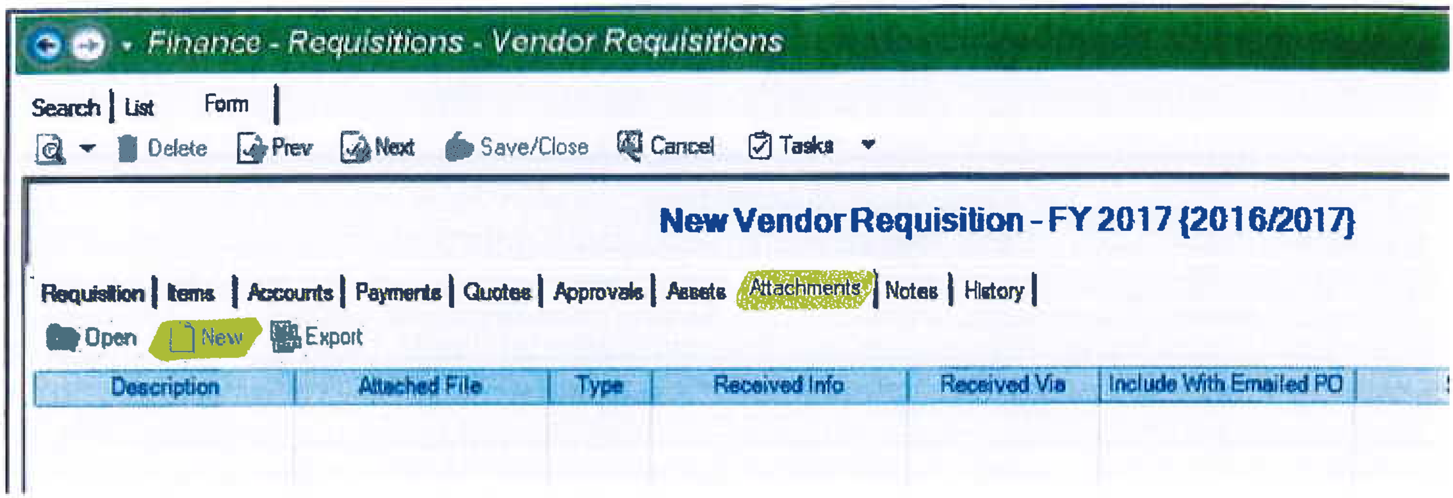
SAVE/CLOSE

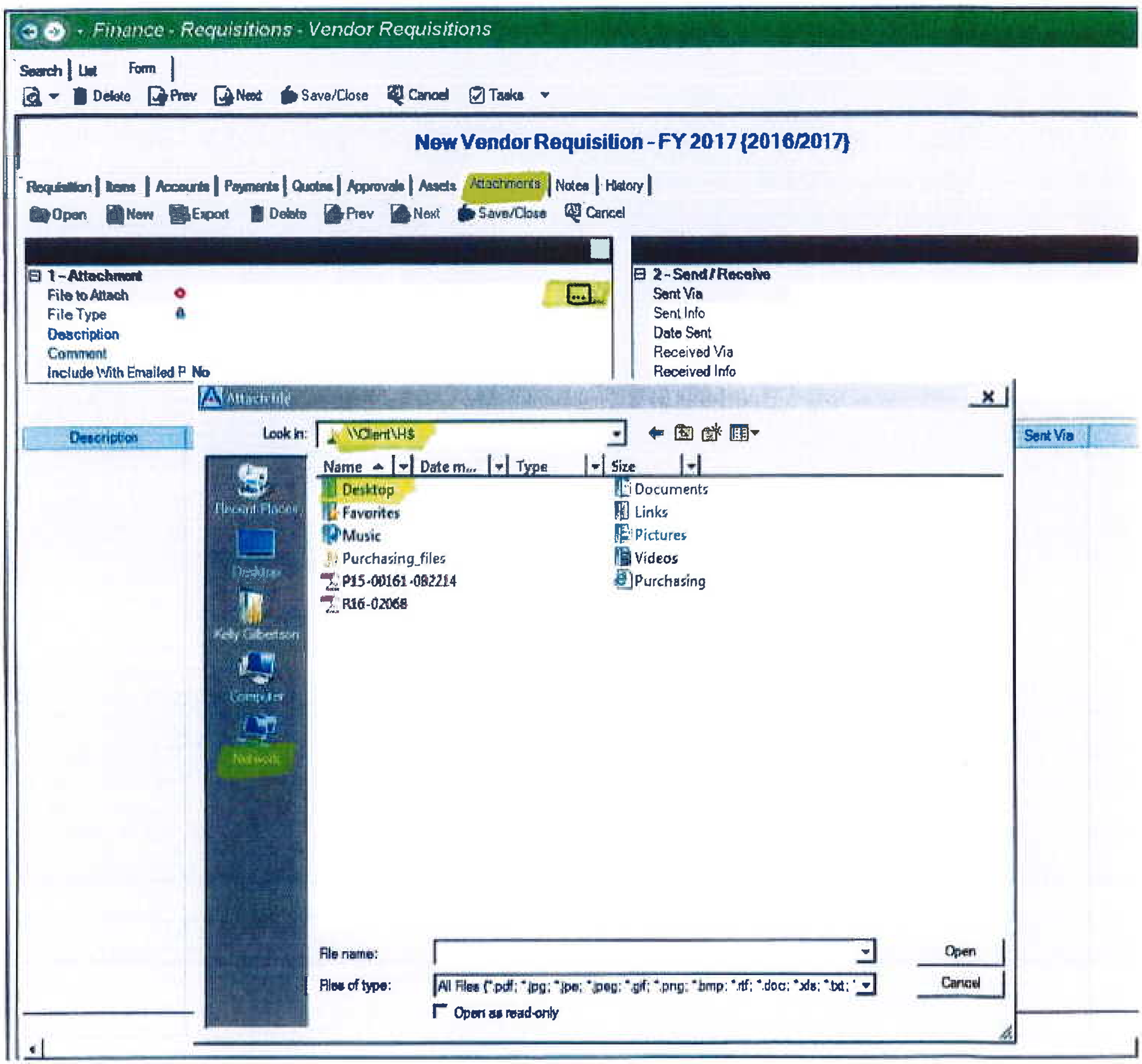
You can do this before you submit your PR or any time after but as soon as possible please!

Please note – if for some reason you can NOT attach your quote, contract, invoice, etc., into Escape please either **scan & email** or **inter-district mail** the document(s) to Purchasing as soon as possible. We send quotes, contracts, etc., to the vendor with the PO or invoices to Fiscal with their PO copy.

If you have any questions, just let me know!

I'm happy to walk you through it! 😁


Finance - Requisitions - Vendor Requisitions
Search
List
Form
Delete
Prev
Next
Save/Close
Cancel
Tasks
New Vendor Requisition - FY 2017 {2016/2017}
Requisition
Items
Accounts
Payments
Quotes
Approvals
Assets
Attachments
Notes
History
Open
New
Export
Description
Attached File
Type
Received Info
Received Via
Include With Emailed PO


Finance - Requisitions - Vendor Requisitions
Search
List
Form
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Prev
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Tasks
New Vendor Requisition - FY 2017 {2016/2017}
Requisition
Items
Accounts
Payments
Quotes
Approvals
Assets
Attachments
Notes
History
Open
New
Export
Delete
Prev
Next
Save/Close
Cancel
1 - Attachment
File to Attach
File Type
Description
Comment
Include With Emailed P
No
2 - Send / Receive
Sent Via
Sent Info
Date Sent
Received Via
Received Info
Description
Sent Via
Look in:
\\Client\H$
Name
Date m...
Type
Size
Desktop
Favorites
Music
Purchasing_files
P15-00161-082214
R16-02068
Documents
Links
Pictures
Videos
Purchasing
File name:
Files of type:
All Files (*.pdf; *.jpg; *.jpe; *.jpeg; *.gif; *.png; *.bmp; *.rtf; *.doc; *.xls; *.txt;
Open as read-only
Open
Cancel

ALREADY ENTERED Requisitions/Purchase Orders

To SEARCH for a Specific PR/PO

Requisitions – Vendor Requisitions

Reference # = Enter PO or Requisition # (enter)

GO ---displays as a line on the list tab. Double click to open or click OPEN

To SEARCH for Multiple PR's/PO's

Requisitions – Vendor Requisitions

Fiscal Year – 17 (enter)

Order Location – 46D (enter)

Order Type – B (enter), click GO

The list will display on the LIST tab. You need to scroll to the right to see the vendor names. You can click on any of the light blue headings and drag them to change your view, if desired

To COPY your PO's into the Next Year

Run your multiple PO search as above.

From the List, click once on a PO

Click COPY

Select the appropriate school year.

Complete your PR as usual. Remember to change the dates in the line item description. Click TASKS and SUBMIT

To PRINT a Snapshot

*In Forms Tab, click 1st icon ("preview item") 

OPENS up a Report Tab & Auto opens the "Doc Viewer"

Click PRINTER, Print

Close Doc Viewer & Close Report Tab & X when done

To CHANGE or ADD TO already entered Requisitions or Purchase Orders

**IF PR IS IN "SUBMITTED" STATUS:

Open the PR, click on TASKS – Return to Open - Kicks you out of PR back to the LIST – double click to go back in and make your changes. When finished, click on TASKS and SUBMIT

**IF PO HAS PRINTED CONTACT PURCHASING

Finance - Requisitions - Vendor Requisitions

Search | List

Go Clear New Favorites

Search Criteria - Vendor Requisition

1 - Requisition Information	
Fiscal Year	2018 (2017/2018)
Department	
Academic Department	
Reference Number	
Requisition Number	
Requisition Date	
Completed Date	
Order Location	46D (PURCHASING)
Requisitioner	
Template Reqs?	No
2 - Order Information	
Vendor Id	
Vendor Name	
Buyer Id	
PO Number	
PO Date	
3 - Status Information	
Status	
Status Comment	
On Hold	
Only Uncompleted	
PO Change Order Date	
With Change Orders Only	
4 - Other Information	
Created By	
Comment	
Line Item Description	
Total Cost	
Delivery Location	
Delivery Date	
Line Item Received Date	
Only Overdue Reqs	
Order Type	Blanket PO
Responsibility	
Category	
Goods and Services Category	
5 - Accounts	
Fund	
Object	
Resource	
Project Year	
Goal	

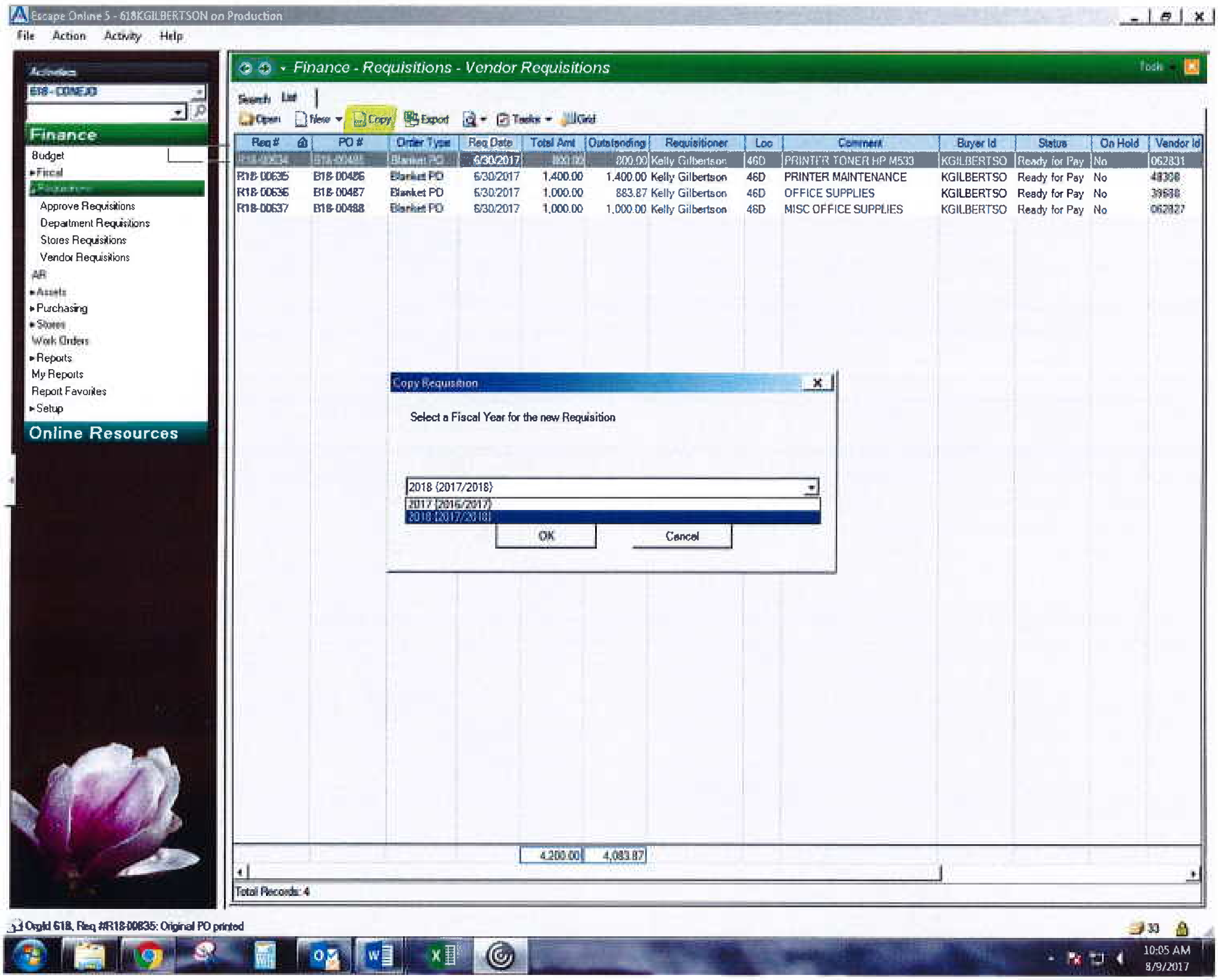
Responsibility
Enter (or look up) a responsibility code for requisitions to list.

Finance - Requisitions - Vendor Requisitions Tools

Search | List

Open New Copy Export Tasks Grid

Req #	PO #	Order Type	Req Date	Total Amt	Outstanding	Requisitioner	Loc	Comment	Buyer Id	Status	On Hold	Vendor Id
R18-00634	B18-00485	Blanket PO	6/30/2017	800.00	800.00	Kelly Gilbertson	46D	PRINTER TONER HP M533	KGILBERTSO	Ready for Pay	No	062831
R18-00635	B18-00486	Blanket PO	6/30/2017	1,400.00	1,400.00	Kelly Gilbertson	46D	PRINTER MAINTENANCE	KGILBERTSO	Ready for Pay	No	48308
R18-00636	B18-00487	Blanket PO	6/30/2017	1,000.00	883.87	Kelly Gilbertson	46D	OFFICE SUPPLIES	KGILBERTSO	Ready for Pay	No	39638
R18-00637	B18-00488	Blanket PO	6/30/2017	1,000.00	1,000.00	Kelly Gilbertson	46D	MISC OFFICE SUPPLIES	KGILBERTSO	Ready for Pay	No	062827



Escape Online 5 - 618KGILBERTSON on Production
File Action Activity Help
Activities
Finance
Budget
Fiscal
Approve Requisitions
Department Requisitions
Stores Requisitions
Vendor Requisitions
AR
Assets
Purchasing
Stores
Work Orders
Reports
My Reports
Report Favorites
Setup
Online Resources
Finance - Requisitions - Vendor Requisitions
Search List
Open New Copy Export Tasks Grid
Req # | PO # | Order Type | Req Date | Total Amt | Outstanding | Requisitioner | Loc | Comment | Buyer Id | Status | On Hold | Vendor Id
6/30/2017 | 800.00 | Kelly Gilbertson | 46D | PRINTER TONER HP M533 | KGILBERTSO | Ready for Pay | No | 062831
R18-00635 | B18-00486 | Blanket PO | 6/30/2017 | 1,400.00 | 1,400.00 | Kelly Gilbertson | 46D | PRINTER MAINTENANCE | KGILBERTSO | Ready for Pay | No
R18-00636 | B18-00487 | Blanket PO | 6/30/2017 | 1,000.00 | 883.87 | Kelly Gilbertson | 46D | OFFICE SUPPLIES | KGILBERTSO | Ready for Pay | No
R18-00637 | B18-00488 | Blanket PO | 6/30/2017 | 1,000.00 | 1,000.00 | Kelly Gilbertson | 46D | MISC OFFICE SUPPLIES | KGILBERTSO | Ready for Pay | No
Copy Requisition
Select a Fiscal Year for the new Requisition
2018 (2017/2018)
2017 (2016/2017)
2018 (2017/2018)
OK
Cancel
4,200.00
4,083.87
Total Records: 4
Orgld 618, Req #R18-00835: Original PO printed
10:05 AM
8/9/2017