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# MEMORANDUM

Date: November 8, 2017  
To: All BCOE Employees  
From: Lisa Anderson *YAA*  
RE: Escape Software Implementation Update

The Butte County Office of Education (BCOE), districts and other local education agencies will go live onto the Escape software the first week of January 2018. See below for learning opportunities.

Working sessions are available for those users that need to enter live data, such as purchase orders/requisitions, with help from Escape staff. Bring your org key/account crosswalk (provided at the purchasing training) and purchase order information to be keyed. Working sessions will be on December 5, 6, 13, 14, 19 and 20 from 9 am to 4 pm at the deRoco Conference Room. No registration is necessary for the working sessions.

Fiscal trainings will also be available and are for those users that manage budgets and those who assist the budget managers. Topics covered will include software navigation, running reports, account structure and purchase order approvals. Six sessions will be available with 20 attendees maximum per session:

12/1	CfTE Mandarin Room	9 - 11 am 1 - 3 pm	<a href="https://bcoe.k12oms.org/2221-142619">https://bcoe.k12oms.org/2221-142619</a> <a href="https://bcoe.k12oms.org/2221-142620">https://bcoe.k12oms.org/2221-142620</a>
12/8	CfTE Mandarin Room	9 - 11 am 1 - 3 pm	<a href="https://bcoe.k12oms.org/2221-142621">https://bcoe.k12oms.org/2221-142621</a> <a href="https://bcoe.k12oms.org/2221-142622">https://bcoe.k12oms.org/2221-142622</a>
12/12	deRoco Conf Room	9 - 11 am 3 - 5 pm*	<a href="https://bcoe.k12oms.org/2221-142623">https://bcoe.k12oms.org/2221-142623</a> <a href="https://bcoe.k12oms.org/2221-142624">https://bcoe.k12oms.org/2221-142624</a>

Please register at the links provided above. Note the December 12<sup>th</sup> session from 3 pm to 5 pm is for the BCOE schools and is designed to work with their school schedule. We recommend the budget manager and clerical support attend the same session together.

Additional Escape trainings are being planned in January and beyond to assist users with the financial system transition. Training information will be released in future memos.

We encourage you to log into Escape in TEST and spend at least 15 minutes a day practicing. Do not log into the Production environment as it contains live data. If you need any assistance with logins, etc., contact the System Support Help Desk at [ss@bcoe.org](mailto:ss@bcoe.org).

Contact me at 530-532-5617 or [landerso@bcoe.org](mailto:landerso@bcoe.org) should you have any questions.

lb  
FS-1718-029

cc: Tim Taylor, Butte County Superintendent  
Mary Sakuma, Butte County Deputy Superintendent  
Neil Meyer, District Support Services

*"WHERE STUDENTS COME FIRST"*