

# M E M O R A N D U M

Date: December 4, 2017  
To: All BCOE Employees  
From: Lisa Anderson *LAA*  
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.

Working sessions are available on December 5, 6, 13, 14, 19 and 20 at the deRoco Conference Room for those users that need to enter live data, such as purchase orders/requisitions, with help from Escape staff. No registration is necessary for the working sessions. Purchase orders/requisitions can be entered in production on December 5<sup>th</sup>, but **do not submit** them yet. Escape will give us the go-ahead as to when we can move to that next step. Plan on entering the balance of blanket purchase orders from 17-18 and any future purchase orders/requisitions you will need.

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. Four more sessions are available with 20 attendees maximum per session:

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. We recommend the budget manager and clerical support attend the same session together.

Working sessions are planned for January to assist users with data entry, just as in December. Dates will be released in the next memo.

See link below for a link to BCOE's website for resources to assist you during this transition:

<https://www.bcoe.org/escape-technology>

We encourage you to log into Escape in TEST and spend at least 15 minutes a day practicing up until we go live January 2<sup>nd</sup>. 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-1718-033

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



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