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# MEMORANDUM

Date: January 10, 2018  
To: All BCOE Employees  
From: Lisa Anderson *YAAA*  
RE: Escape Software Implementation Update

The Butte County Office of Education (BCOE), districts and other local education agencies are now live on the Escape software!

Working sessions are being held in the deRoco Conference Room (9 am to 4 pm):

January 10, 16, 17, 25, 26, 30 & 31 and February 6, 13, 27

You are **strongly encouraged** to attend the working sessions if you need assistance. See link below for a link to BCOE's website for resources to assist you during this transition:

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

A new resource has been added for your convenience in the form of a Cost Center crosswalk. Cells in green are the unique identifiers that should be used to get the same reporting results as BusinessPLUS.

BCOE will be examining current processes and procedures as we continue to implement Escape. See link below to updated IT operating procedures:

<https://www.bcoe.org/o/bcoe/browse/13548>

Click on the its\_oper\_procedure\_20180108.pdf folder and the Workorder Expenses quicklink within the document.

Fiscal and HR/Payroll continue to receive documents with org keys. These will be returned with a request for the correct account. Accounts should also be used for mail processing, as **BCOE no longer uses org keys.**

If you need any assistance with logins, email [ss@bcoe.org](mailto:ss@bcoe.org). If you need Escape installed on your computer(s), email [its@bcoe.org](mailto:its@bcoe.org).

Since the Escape software has many user resources, both within the software and online, all users will be directed to these resources and the BCOE website link above first. The FAQ's are designed to answer some basic questions, so refer to those first before contacting staff for help. System Support is not available for one on one training, so we encourage you to ask a co-worker or Financial Services staff for more personal assistance, if needed.

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

cvb  
FS-1718-038

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

*"WHERE STUDENTS COME FIRST"*