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# M E M O R A N D U M

Date: March 5, 2018  
To: All BCOE Employees  
From: Lisa Anderson *LAA*  
RE: Escape Software Implementation Update

We are live on the Escape software!

Trainings are offered in March by Fiscal Staff:

### Reports

3/7 Lincoln Ctr Mtng Room 9-11:00 <https://bcoe.k12oms.org/2221-146684>

Covered topics include running reports, exporting data to Excel, how to read budget reports, looking up balances on purchase orders, grids, scheduling reports, etc.

### Inventory in Escape

3/29	deRoco Conf Room	9-11:30	<a href="https://bcoe.k12oms.org/2221-146900">https://bcoe.k12oms.org/2221-146900</a>
3/29	deRoco Conf Room	1-3:30	<a href="https://bcoe.k12oms.org/2221-146982">https://bcoe.k12oms.org/2221-146982</a>
4/9	deRoco Conf Room	9-11:30	<a href="https://bcoe.k12oms.org/2221-146902">https://bcoe.k12oms.org/2221-146902</a>
4/9	deRoco Conf Room	1-3:30	<a href="https://bcoe.k12oms.org/2221-146983">https://bcoe.k12oms.org/2221-146983</a>

We will be reviewing purchase orders with receiving, how to track inventory, what information is needed to populate various fields in Escape, etc. We encourage you to attend one of these sessions to learn more about the inventory module, as this will replace BITS. It will also prepare you for the upcoming Physical Inventory day.

BCOE will be examining current processes and procedures as we continue to implement Escape. Some procedures may go through several adjustments as we work through finding the right process for our organization. One of those adjustments is the IT purchasing process. We will no longer be using the "T" requisition for IT purchases, effective 2/15/18. If you need to make an IT purchase, contact the IT Help Desk for a quote.

The new Escape Employee Portal is ready for viewing and performing certain tasks. HR will be releasing instructions soon.

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, permissions, etc., 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).

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

cvb  
FS-1718-056

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

*"WHERE STUDENTS COME FIRST"*