



# Monterey County Office of Education

*Leadership, Support, and Service to Prepare All Students for Success*

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*Dr. Nancy Kotowski  
County Superintendent of Schools*

District Advisory and Financial Services  
Finance and Business Services

Bulletin No. 13-038

**TO:** District Fiscal Advisors

**FROM:** Karen Hennessy, Director of District Advisory and Escape Project Manager

**DATE:** Wednesday, April 17, 2013

**RE:** **Escape Restricted and Unrestricted Account Components**

In Escape any account component that is flagged as restricted will make the entire account string, in which that component is used, restricted. This includes any optional or locally defined components such as school, local, management.

Therefore, monies that are related to a restricted account string due to a component being flagged as restricted are not necessarily restricted by SACS guidelines. For example, a SACS report for general fund restricted will differ from an Escape report of restricted dollars if you have identified any account components as restricted outside what is required by SACS guidelines.

To learn how to verify that your restricted and unrestricted components are flagged correctly please see the attached document. If you have found account components that were erroneously marked as restricted or unrestricted please update the account component set up and contact me at 755-0376 no later than **Monday, May 6th, 2013** so I may work with Escape to refresh the Escape database and reports for your district.

If you have any questions regarding this memo, please feel free to contact me at (831) 755-0376.

## Setting Up Account Components as Restricted or Unrestricted in Escape

In Escape **ANY** account component that is flagged as **RESTRICTED** under Finance-Setup-Chart of Accounts-Account Components will make the **ENTIRE** account string that the component is used in **RESTRICTED**. This includes local, management, etc.

Therefore monies that are related to a **RESTRICTED** account string due to a component being flagged as **RESTRICTED** would not necessarily be **RESTRICTED** by SACS guidelines. For example a SACS report for general fund restricted will differ from an Escape report of restricted dollars if you have identified any account components as restricted outside what is acceptable by SACS guidelines.

To verify that your **RESTRICTED** and **UNRESTRICTED** components are flagged correctly please follow the below steps for each account component. If you have found account components that were erroneously marked as **RESTRICTED** and **UNRESTRICTED** please update the account component set up and notify Karen Hennessy at 755-0376 after all changes are made (no later than April 15<sup>th</sup>, 2013) so that she may work with Escape to refresh the Escape database and reports.

### 1. Go to Finance-Setup-Chart of Accounts-Account Components

The screenshot shows the Escape Online 5 interface. The browser title is "Escape Online 5 - RARREOLA on Escape (Administrator)". The main navigation menu on the left includes "Activities", "Finance", "HR / Payroll", "System", and "Online Resources". The "Finance" section is expanded, showing sub-menus like "Fiscal", "Requisitions", "AP", "AR", "Assets", "Purchasing", "Stores", "Work Orders", "Processes", "Reports", "My Reports", "Report Warehouse", "Setup", "Budget", "Chart of Accounts", "Accounts", "Account Components", "Account Descriptions", "Department", "General", "Purchasing", "Stores", and "Work Order". The "Account Components" menu item is highlighted with a red box. The main content area shows the "Search Criteria - Account Components" window. The "Fiscal Year" is set to "2013 {2012/2013}". The "Component" field is empty and has a red error icon. The "Fiscal Year" section includes the instruction: "Enter (or look up) a fiscal year for components to list."

- Enter the Fiscal Year field for which you want to verify your account component in and select the first component you want to verify

Escape Online 5 - RARREOLA on Escape (Administrator)

File Action Activity Help

020 - G Finance - Setup - Chart of Accounts - Account Components

Search

Go Clear Favorites

**Search Criteria - Account Components**

1 Location

Fiscal Year 2013 (2012/2013)

Component Object

Desc

Enter text to be matched in the component description.

- Hit "Go" to get a list of that account component you selected

Escape Online 5 - RARREOLA on Escape (Administrator)

File Action Activity Help

020 - G Finance - Setup - Chart of Accounts - Account Components

Search List

Object View Copy Export Grid

Object	Description	SACS	FY From	FY Thru	Next	Prior	Orig Enter	PERS	Restrict	Note	1099
1100	Teachers' Salaries	1100	2012	9999			Yes	No	No		
1200	Cert Pupil Support Salari	1200	2012	9999			Yes	No	No		
1300	Cert Supervisor/Admin S	1300	2012	9999			Yes	No	No		
1900	Other Certificated Salarie	1900	2012	9999			Yes	No	No		
2100	Instructional Aides' Salari	2100	2012	9999			Yes	No	No		
2200	Classified Support Salari	2200	2012	9999			Yes	No	No		
2300	Class Supervisor/Admin S	2300	2012	9999			Yes	No	No		
2400	Clerical/Tech/Office Salari	2400	2012	9999			Yes	No	No		
2900	Other Classified Salaries	2900	2012	9999			Yes	No	No		
3101	STRS-Cert	3101	2012	9999			Yes	No	No		
3102	STRS-CLASS	3102	2012	9999			Yes	No	No		
3202	PERS-Class	3202	2012	9999			Yes	No	No		
3301	OASDI/Medicare-Cert	3301	2012	9999			Yes	No	No		
3302	OASDI/Medicare-Class	3302	2012	9999			Yes	No	No		
3400	Health and Welfare Holdi	3401	2012	9999			Yes	No	No		
3401	Health & Welfare-Cert	3401	2012	9999			Yes	No	No		
3402	Health & Welfare-Class	3402	2012	9999			Yes	No	No		
3501	State Unemployment Ins-	3501	2012	9999			Yes	No	No		
3502	State Unemployment Ins-	3502	2012	9999			Yes	No	No		
3601	Workers' Compensation-	3601	2012	9999			Yes	No	No		
3602	Workers' Compensation-	3602	2012	9999			Yes	No	No		
3801	PERS Reduction-Cert	3801	2012	9999			Yes	No	Yes		
3802	PERS Reduction-Class	3802	2012	9999			Yes	No	No		
3901	Other Benefits-Cert	3901	2012	9999			Yes	No	No		
3902	Other Benefits-Class	3902	2012	9999			Yes	No	No		
4100	Apprv Textbooks/Core C	4100	2012	9999			Yes	No	No		
4200	Books and Reference Ma	4200	2012	9999			Yes	No	No		
4300	Materials and Supplies	4300	2012	9999			Yes	No	No		
4400	Noncapitalized Equipmen	4400	2012	9999			Yes	No	No		7 (None)
5200	Travel and Conferences	5200	2012	9999			Yes	No	No		
5300	Dues and Memberships	5300	2012	9999			Yes	No	No		
5440	Pupil Insurance	5440	2012	9999			Yes	No	No		
5450	Other Insurance	5450	2012	9999			Yes	No	No		
5500	Utilities & Housekeeping	5500	2012	9999			Yes	No	No		
5600	Rentals, Leases and Rep	5600	2012	9999			Yes	No	No		1 (Rent)
5710	Transfers of Direct Costs	5710	2012	9999			Yes	No	No		
5800	Prof/Consulting Srv & Op	5800	2012	9999			Yes	No	No		7 (None)
5900	Communications	5900	2012	9999			Yes	No	No		
6200	Buildings/Improvement of	6200	2012	9999			Yes	No	No		7 (None)
6400	Equipment-Over \$5000/u	6400	2012	9999			Yes	No	No		7 (None)
6500	Equip Replace-Over \$50	6500	2012	9999			Yes	No	No		
7142	Excess Cost Pymts to C	7142	2012	9999			Yes	No	No		
7310	Transfers of Indirect Cost	7310	2012	9999			Yes	No	No		
7439	Debt Service-Principal	7439	2012	9999			Yes	No	No		
7615	From Gen/Spec Res To	7615	2012	9999			Yes	No	No		
8011	Revenue Limit State Aid-	8011	2012	9999			Yes	No	No		

- Go over to the "Restricted" column and click on the header to sort the list by components marked as "No" for "Restricted". To sort the list for components marked as "Yes" for "Restricted" click on the header again to get all the "Yes" on top of the list.

Escape Online 5 - RARREOLA on Escape (Administrator)

File Action Activity Help

020 - Graves

Quick Start here

Finance

+Fiscal  
+Requisitions  
+AP  
+AR  
+Assets  
+Purchasing  
+Stores  
+Work Orders  
+Processes  
+Reports  
My Reports  
Report Warehouse

-Setup  
+Asset  
+Budget  
-Chart of Accounts  
Accounts  
Account Components  
Account Descriptions  
+Department  
+General  
+Purchasing  
+Stores  
+Work Order

HR / Payroll  
System  
Online Resources

020 - G Finance - Setup - Chart of Accounts - Account Components

Search List

Open New Copy Export Grid

Object	Description	SACS	FY From	FY Thru	Next	Prior	Org Enter	PERS	Restrict	Note	1099
3801	PERS Reduction-Cert	3801	2012	9999			Yes	No	Yes		
8181	SPED Entitlement	8181	2012				Yes	No	Yes		
1100	Teachers' Salaries	1100	2012	9999			Yes	No	No		
1200	Cert Pupil Support Salar	1200	2012	9999			Yes	No	No		
1300	Cert Supervisor/Admin S	1300	2012	9999			Yes	No	No		
1900	Other Certificated Salarie	1900	2012	9999			Yes	No	No		
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7439	Debt Service-Principal	7439	2012	9999			Yes	No	No		
7615	Exec Gen/Spec Rep To	7615	2012	9999			Yes	No	No		

- If you have identified a component that is marked incorrectly highlight the component and click "Open"

Escape Online 5 - RARREOLA on Escape (Administrator)

File Action Activity Help

020 - Graves

Quick Start here

Finance

+Fiscal  
+Requisitions  
+AP  
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+Assets  
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My Reports  
Report Warehouse

-Setup  
+Asset  
+Budget  
-Chart of Accounts  
Accounts  
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Account Descriptions  
+Department  
+General  
+Purchasing  
+Stores  
+Work Order

HR / Payroll  
System  
Online Resources

020 - G Finance - Setup - Chart of Accounts - Account Components

Search List Form

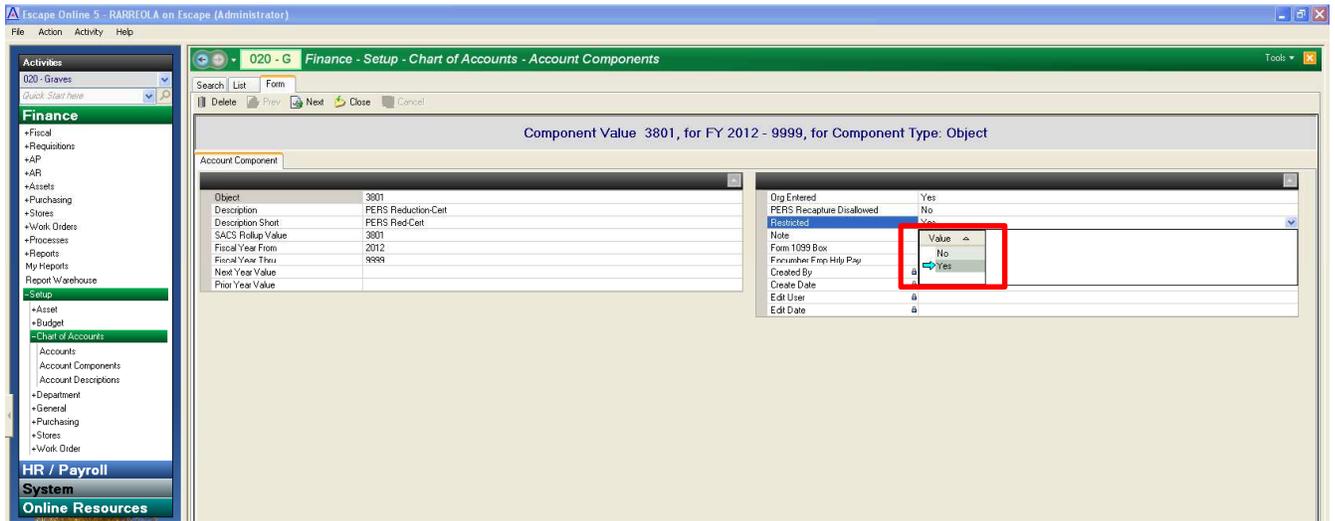
Delete Prev Next Close Cancel

Component Value 3801, for FY 2012 - 9999, for Component Type: Object

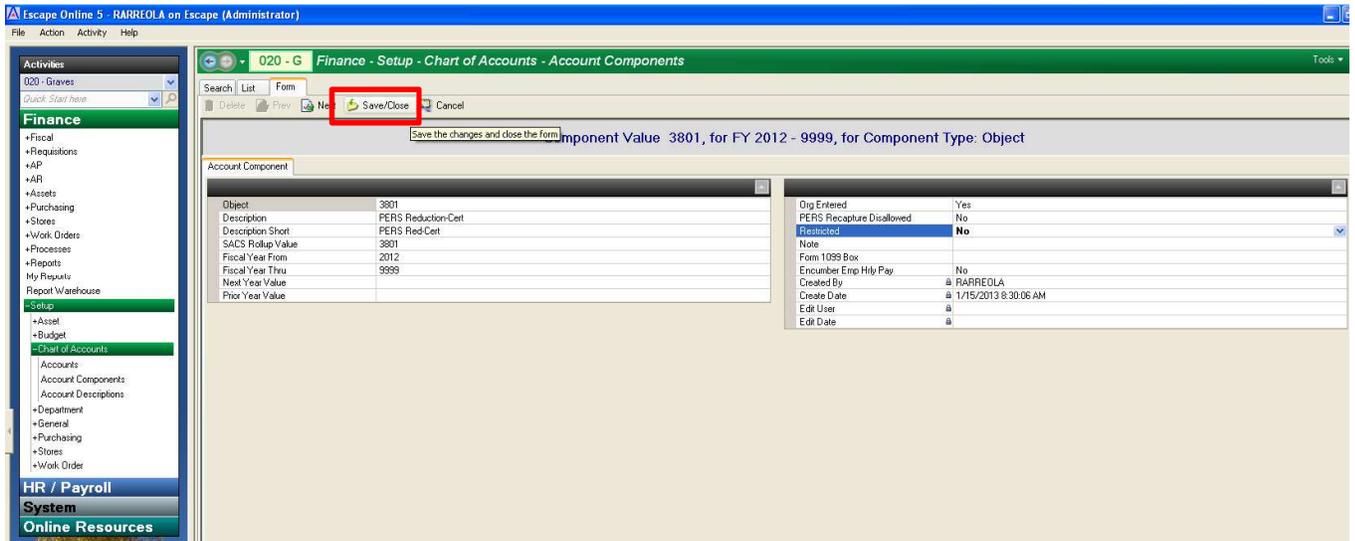
Account Component	
Object	3801
Description	PERS Reduction-Cert
Description Short	PERS Red-Cert
SACS Rollup Value	3801
Fiscal Year From	2012
Fiscal Year Thru	9999
Next Year Value	
Prior Year Value	

Org Entered	Yes
Form 1099 Box	No
Encumber Emp Hily Pay	No
Created By	RARREOLA
Create Date	1/15/2013 8:30:06 AM
Edit User	
Edit Date	

6. Under the “Restricted” field select “Yes” or “No” to change the account to either RESTRICTED or UNRESTRICTED



7. Once you have made your change click “Save/Close” to save your changes



8. Work down the list for each account component and make changes as necessary. Follow steps 1-8 for each component type (Fund, Resource, Project Year, Goal, Function, Object, Sub-Object, Site, Local, Manager). Once you are done making all changes please contact Karen Hennessy at 755-0376 so she may work with Escape to refresh the Escape database and reports.