



Monterey County Office of Education


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

Dr. Nancy Kotowski
County Superintendent of Schools

Finance and Business Services

Bulletin No. 13-044

TO: Chief Business Officials and Payroll Clerks

FROM:  Suzette Burns, Administrator of Business Services

DATE: June 3, 2013

RE: **Escape Phase I - Procedures and Important Dates for Processing Liability Payrolls**

The Monterey County Office of Education would like to inform **Phase I – Escape districts** of the procedures and important dates for processing a Liability payroll in Escape Online.

In the past, when using the Financial Management System (FMS) districts were required to use the “JE File Creator – Liability Payroll” application in order to move their payroll expenses to the prior fiscal year. However, Escape automatically moves your expenses to the prior fiscal year when employees are paid on the July 5th, July 10th or July 15th payroll dates. When payroll is processed Escape will post debits to the expense accounts and credits to the liability accounts in 2012-13 fiscal year and clears the liabilities to cash in the 2013-14 fiscal year.

If you have any questions, please feel free to contact me at 755-0305.

cc: Garry Bousum
Colleen Stanley
Karen Hennessy