

# Monterey County Office of Education

Dr. Nancy Kotowski  
County Superintendent of Schools


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Finance and Business Services

Bulletin No. 15-022

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**TO:** Chief Business Officials and Payroll Clerks

**FROM:**  Suzette Burns, Administrator of Business Services

**DATE:** June 5, 2015

**RE:** Procedures and Important Dates for Processing Liability Payrolls

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This memorandum is to provide the procedure and dates related to 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 2, July 10 or July 15 payroll dates. When payroll is processed Escape will post debits to the expense accounts and credits to the liability accounts in the 2014-15 fiscal year and will clear the liabilities to cash in the 2015-16 fiscal year.

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

**cc:** Garry Bousum, Associate Superintendent  
Colleen Stanley, Executive Director of Finance  
Karen Hennessy, Director, District Advisory Services