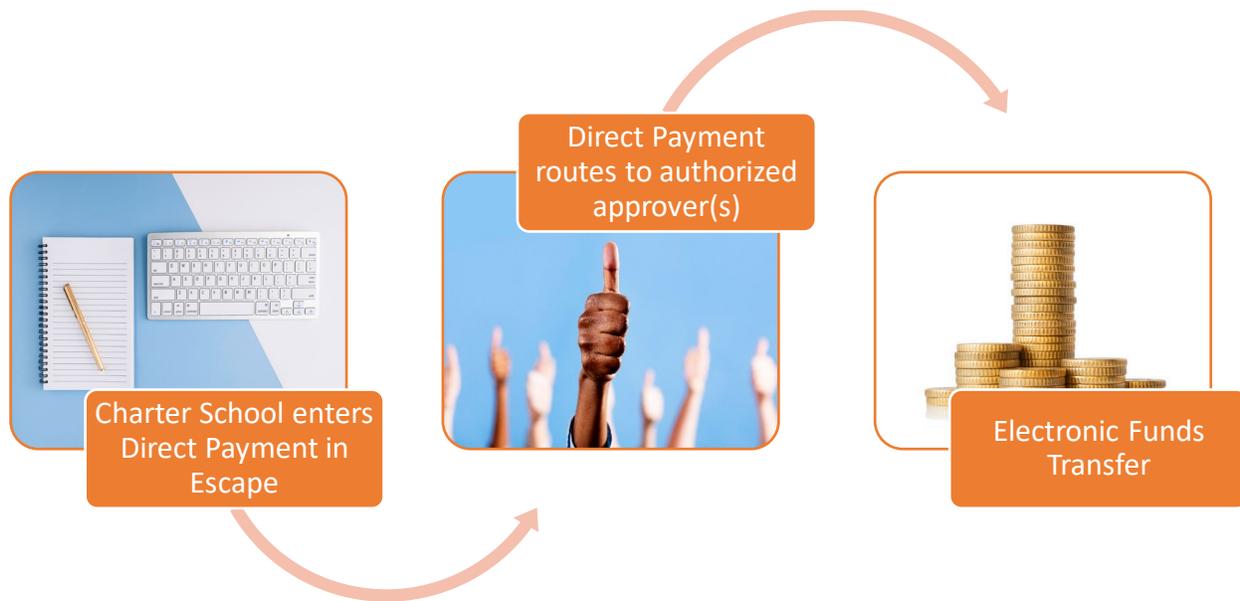


Direct Payment



The Direct Payment activity in Escape can be used to electronically transfer funds from the Santa Barbara County Treasury to the charter school's bank account without the use of an accounts payable warrant. With the Direct Payment Activity, charter schools can now initiate a draw-down of funds directly in Escape without submitting paperwork to the County Education Office. The Direct Payment will automatically route to authorized approver(s) and once completed, an electronic fund transfer will be initiated.



Escape Setup (SBAS)

School Business Advisory Services enables the Direct Payment activity and assists charters with establishing workflow and granting permission to authorized approvers.

1. **Turn on the Direct Payment Activity** by defining the AP bank account = COUNTY and Payment Approval Option = WORKFLOW in the Organization Record (General Tab).
2. **Establish organization workflow for approvals and notifications.** Set up a workflow for approvals and notifications (optional).

Enter a Direct Payment

1. Navigate to **Finance - AP – Enter Direct Payment**
2. Enter payment information

Finance - AP - Enter Direct Payments

Invoices

Go Clear Favorites

Direct Payment Information

Batch Information

Fiscal Year	2025 (2024/2025)
Vendor Payment Maximum	5,000.00
Payee Payment Maximum	100.00
Bank Account	COUNTY (County-AP)
Default Account Number	

Payment # 1

Vendor Number	
Vendor Address Number	
Combine Payments?	No
Pay To Name	
Street Address	
City Name	
State	
Zip Code	
Country	
Amount	100.00
Invoice Number	
Invoice Date	3/21/2025
Comment	Warrant 3/21/25
Account Number	62-0000-0-0000-0000-8699-000-0000-0000
Hold Payment	No

- a. **Vendor Number:** Use the drop-down feature or directly enter the Vendor Number. This will automatically populate the charter school's name and address. (Tip: Type '00' in the vendor number field and press F4 on your keyboard to open a pop-up window where you can select the vendor).
AP ACH flag: This field displays only if the Organization is set up for ACH.
 - i. If set to YES, the payment will be processed as an ACH.
 - ii. If set to NO, the payment will be processed as a check.
- b. **Amount:** This can be up to the maximum stated for vendor payments (maximum payment amount is displayed under 'Batch Information').
- c. **Invoice Number:** This number must be unique. It cannot contain special characters (e.g., *%\$#&@!~). If left blank, the software will assign it automatically. If you enter a number that is not unique, the software will automatically append *DUPE**** to the invoice number entered and put the invoice on hold so you can research the duplicate.

- d. Invoice Date: Use the date when inputting the direct payment
- e. Comment: Enter comment
- f. Account Number: Enter the account number or use the icon to look up an account number.

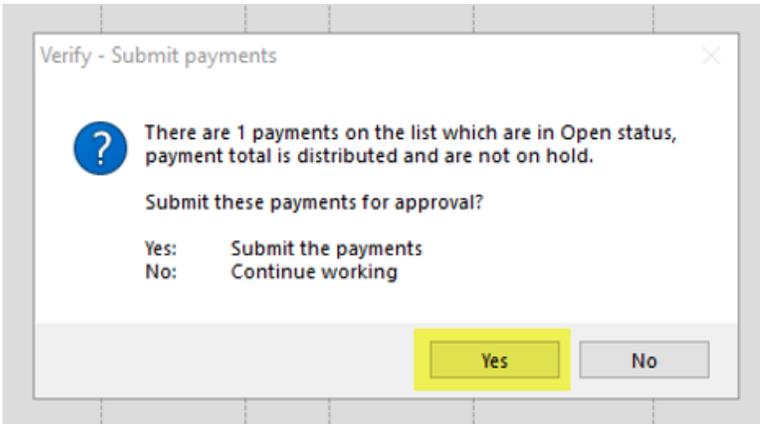
3. Click **Go** when you are done entering payments. This will generate the list.



4. Select **Tasks > Submit** to route for approvals (if you need to edit the payment, you can double click on it without approving to make the necessary changes).



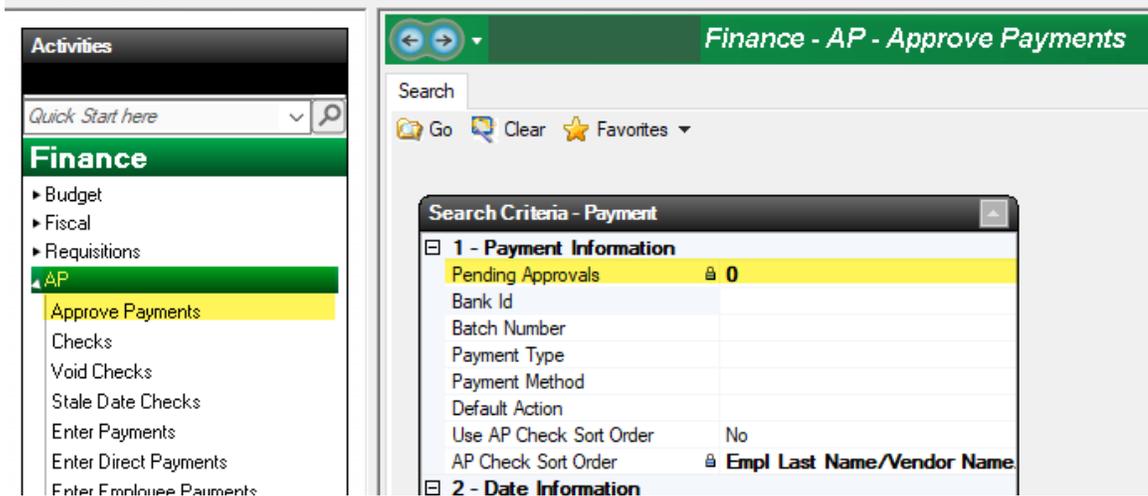
5. A text box will appear; To confirm the submission click "Yes"



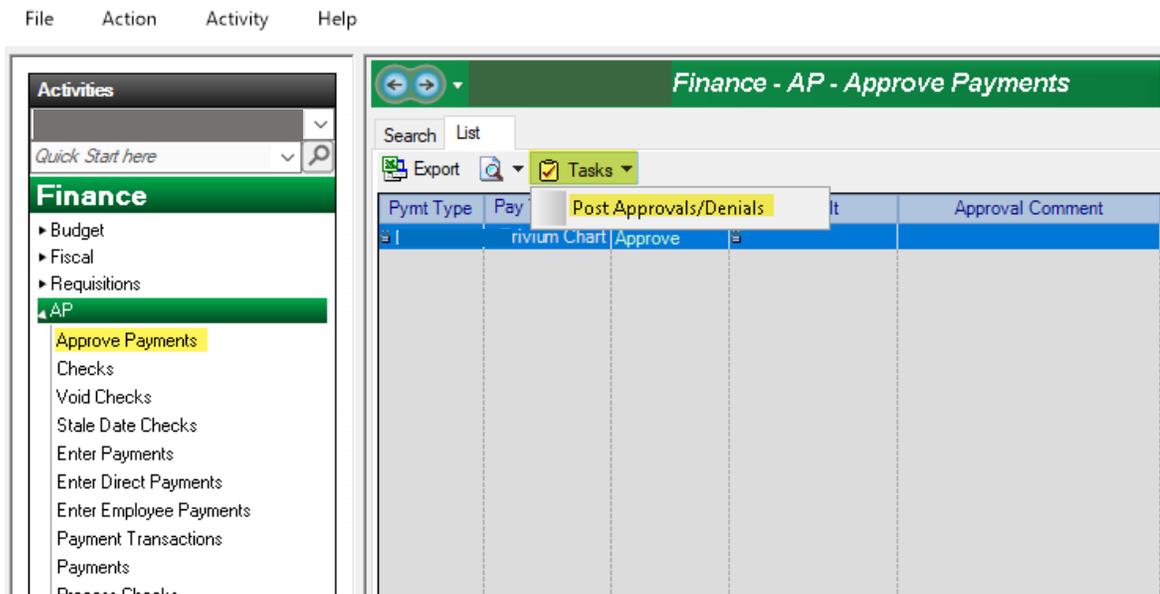
The Charter School must obtain approval from a board authorized signer. There is no Approval Override option for this activity. If the direct payment is submitted by an approver, it is not automatically approved. The user must proceed to approval activity.

Approvals

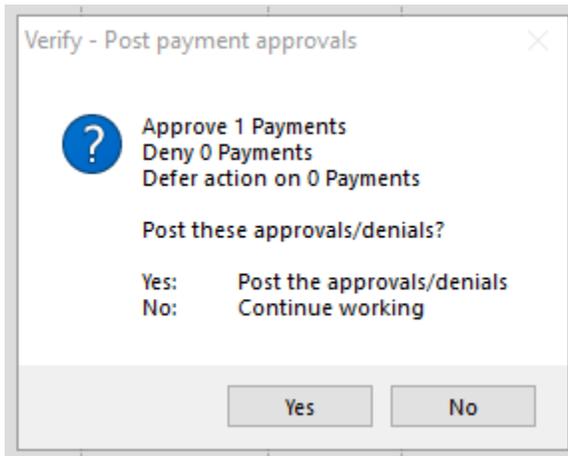
1. Navigate to **Finance > AP > Approve Payments**
2. You'll see the number of approvals pending under: **Pending Approvals**. Click: **Go**



3. Review payments and choose the action to be taken. The action will default to **Approve** but can be changed to **Defer** or **Deny** by typing in the Action field (or choosing from the drop down). Then select **Tasks > Post Approvals/Denials**.



- A text box will appear; To confirm the approval, click: **Yes**



- Once approved, the payment will reflect the **Approved** status



Pymt Type	Pay To Na	Action	Result	Approval Comment	Invoice #	Invoice	Payment Amt
Direct	Trivium Chart	Approve	Approved		12345	4/24/2025	500.00

- After Charter approves, the payment is then routed to SBAS for review and approval.

School Business Advisory Services

Payments cannot be posted by the Charter School without approval from SBAS since the COE is responsible for ensuring sufficient cash and STRS set-aside, if applicable. SBAS receives a notification when the direct payment is approved by charter and awaiting review.

Please allow at least one business day for SBAS review.

Issuance

The charter school approver is **notified** when a Payment is posted by SBAS. Once posted, the ACH payment will be sent to the bank and issued in accordance with the ACH Processing calendar provided.

An ACH Remittance will be emailed to the address provided on the **Authorization of Charter School ACH** form.

Search

To search for Direct Payments, navigate to **Finance > AP > Payments** (Use available search criteria if looking for a specific payment) → Click **Go**

