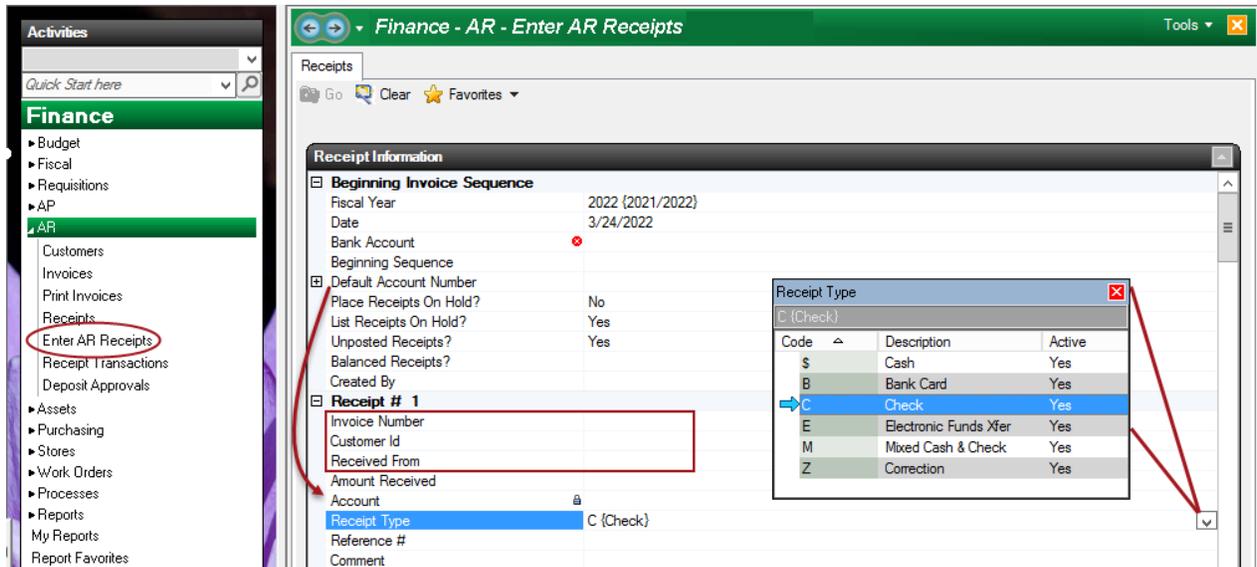


# Entering Receipts (Deposits) in Escape

## 1 Enter Receipts

- Finance > AR > Enter AR Receipts



- Populate Beginning Invoice Sequence information:
  - **Fiscal Year:** Select the fiscal year that the deposit should be recorded.
  - **Date:** The receipt date will default to today but can be overridden (must be before “Deposit Date”).
  - **Bank Account:** Select “County” (County –AP) from drop down menu.
  - **Beginning Sequence (optional):** Enter a beginning sequence that will act as a prefix to subsequent entries in the Invoice Number field (e.g. to enter invoices AR22-00015-AR23-00039, type “AR22-000” in the Beginning Sequence field, then you only need to enter 15, 16...39 in the Invoice Number field below).
  - **Default Account Number (optional):** Enter an account number that will default into the Account field for Receipts that are entered using Customer Id or Received From only (n/a if you enter Invoice Number).

- Enter Receipts:
  - Enter **ONE** of the following based on the type of receipt:
    - 1) **Invoice Number** – Use for receipts associated with an invoice that was generated from Escape. Escape will search for a match and display the Invoice Number, Customer Id\*, Received From\*, Amount Received (remaining balance) and Account\*. Corrections to information in locked fields (\*) must be made in the invoice (Finance > AR > Invoice).
    - 2) **Customer ID (lookup)** – Use for customers established in Escape (Finance > AR > Customers).
    - 3) **Received From (entered)** – Use for customers not established in Escape.

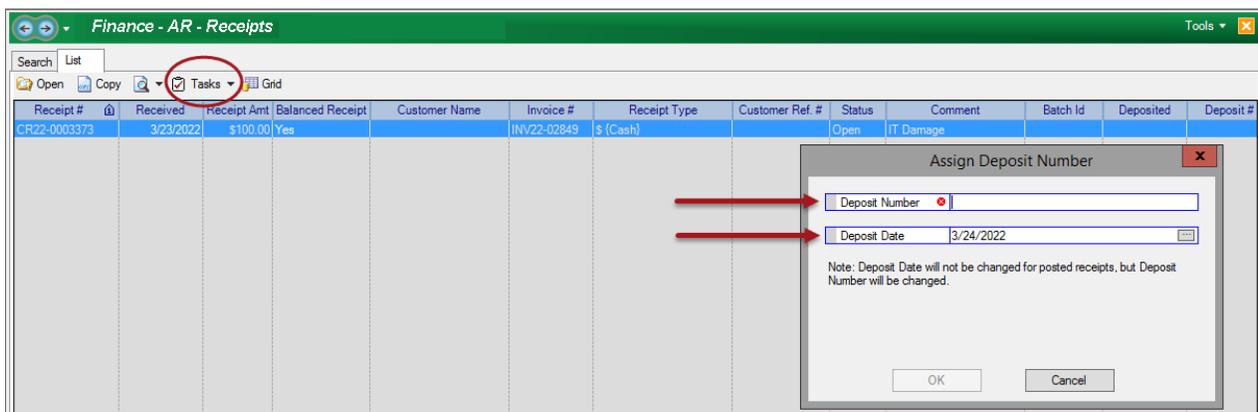
**Note:** When entering a Customer Id or Received From receipt type, Escape locks the Invoice Number field, and requires the user to input the Amount Received and Account fields.

- **Receipt Type:** Select receipt type from drop down menu.
- **Reference Number (optional):** Enter reference number (i.e. check #) or leave blank.

- **Comment:** Written to the JE line item and will appear on reports.  
**TIP:** Take note of the receipt # (e.g. CR22-0000001) which you may use later as a reference.
- ❑ Click “Go” to view a list of receipts. **DO NOT SUBMIT.** Exit activity and proceed to Step 2–Submit Receipts.

## 2 Submit Receipts for District Approval

- ❑ **Finance > AR > Receipts**
- ❑ Use the **Search** tab to generate a list of receipts to submit for district approval, then click “Go”  
**TIP:** Search by status “open” to see only *new* receipts.
- ❑ Select **Tasks** and choose **Assign Deposit Number**.
  - The **Assign Deposit Number** dialogue box will appear. Enter the **Deposit Number** found on your SB County Treasurer’s Deposit Ticket (e.g. D123456) and the **Deposit Date** (the date entered will be updated by SBAS to reflect the date your deposit was posted at the Auditor Controller’s Office (FIN)).



- ❑ Select **Tasks** and choose **Submit for Deposit** to route your receipts for district approval.  
**Note:** Only receipts that are in the Open status, not on hold will be submitted.
- ❑ A dialog box will appear, click “Yes” to verify that you want to submit receipts.  
**Status of receipts will be changed to: Submitted.**

## 3 Approve Receipts (Submit to SBAS)

- ❑ **Finance > AR > Deposit Approvals**

**Note:** This task will only be available to district Escape users included on the latest Board Authorized Signatures List – Authority to Make Cash and Budget Transfers.

- ❑ Use the **Search** tab to generate a list of receipts to review and approve, then click “Go”.  
**TIP:** Select “County” (County-AP) bank account to see receipts pending your approval.
- ❑ To review deposit:
  - Use the snapshot to see a report of the selected (highlighted) deposit, OR
  - Use the quick link to open the deposit in another tab, ready to edit according to your permissions.

Bank Account	Receipt #	Comment	Action	Result	Date	Amt	Status Comment	Batch Id	Receipt Reference #	Deposit #
COUNTY	CR22-0003418	Prop 98 SNP - Ja	Approve		3/24/2022	50,493.79		1397	Ch#61-102825	D492151

- Change the action to **Approve** or **Defer** (if necessary) by typing in the **Action** field.
- Select the **Post Approvals** option from the **Task** menu to post all approvals. Receipts flagged as *Defer* remain on your list with no action taken.
- A summary of what will be posted is displayed. Click “OK” to post.  
**Status of receipts will be changed to: Audit** (pending SBAS review and approval).

**IMPORTANT:** If you deliver your deposit directly to the Treasurer, please confirm deposit has been fully approved by the district and allow 15 minutes before dropping it off (in a sealed bank armored bag) so the County Treasurer does not turn away the deposit for any of those reasons.

## Quick Tips:

### ➤ Corrections to Receipts:

To make changes to posted receipts, process as a separate batch using instructions below:

Finance > AR > Enter Receipts > Process as a Receipt Type (Z= correction). The amount received can be positive or negative. Attach original deposit information in the Attachments tab and reference “Correction” and the Original Deposit # in the Comment field.

- **Deleting Receipts:** To delete the receipt, open the record and use the **Delete** icon. A receipt can only be deleted when it is in the “Open” status.

### For detailed instructions refer to:

Escape > Help > Finance > AR User Guide  
Escape Tutorial: Online Resources > Tutorials > Enter AR Receipts