Escape Online Requisition and Payment Processing

Enter Requisition

Employee Payments

These payments are for reimbursements for employee expenses.

The employees turn in a request and AP uses the Enter Employee Payments to enter the information and submit for approval.

Direct Payments

These payments are for direct payments to vendors in the database and one-time payees.

AP uses the Enter Direct Payments to enter the information and submit for approval.

Vendor Requisitions

Purchasing usually owns these requisitions and makes them available to all users.

Users enter and submit these requisitions. If the requisition requires a PO, then the Purchasing department must process the requisition before a payment can be created.

These requisitions almost always require approvals for requisitions and payments.

Direct Pay

PO w/o Receiving

Blanket

PO with Receiving

Submit Requisition

The payment is created from information entered. No requisition is associated with the payment.

Payment status is Submitted.

The payment is created from information entered. No requisition is associated with the payment.

Payment status is Submitted.

Requisition goes through approval process.

Requisition status is Submitted.

Approve Requisition

Requisition receives final approval.

Requisition status is Ready for Payment.

Requisition receives final approval.

Requisition status is Approved.

Print PO and Receive Items

There is no receiving. Purchasing prints the PO.

Requisition status is Ready for Payment.

The PO must be printed and at least one line item received.

Requisition status is Ready for Payment.

Create Payment

AP receives an invoice, creates the payment and submits it for approval.

Requisition status is Ready for Payment.

Payment status is Submitted.

Approve Payment

Payment receives district approval.

Payment status is:
- **Approved** (district-only approvals)
- **Audit** (county approvals)

Payment receives county approval. Payment is automatically processed.

Payment status is Check Pending.

Payment receives district approval.

Requisition status is Ready for Payment.

Payment status is:
- **Approved** (district-only approvals)
- **Audit** (county approvals)

Payment receives county approval. Payment is automatically processed.

Payment status is Check Pending.

Process Check

Systems set up with county approvals automatically process payments and generate checks.

Systems set up without county approvals must follow these steps.

STEP 1:
Payment is processed.

Vendor req status is Ready for Payment.

Payment status is Processed.

STEP 2:Check is generated.

Vendor req status is Check Pending.

Payment status is Check Pending.

Check status is Check Pending.

Print Check

Check is printed.

Payment status is Paid.

Check status is Printed.

Check is printed.

Vendor req status is Complete if final payment.

OR

Vendor req status is Ready for Payment (if it is not the final payment).