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GEARS
GENERAL ENTERPRISE AND RESOURCE SUPPORT

Message from Tammy Sitar

December 18, 2016

Valid Budget Status – A change was initiated in the system, which will now require all vouchers to have a "Valid" budget status before the "Submit for Approval" option is displayed and available for use. (We alerted you to this upcoming change in the past couple GEARS Update emails.) The end result of running the budget checking process is either a "Valid" budget status (#A) or an "Exceptions" budget status (#B). The budget statuses can be reviewed on the summary tab of the voucher. However, if the budget checking process does not complete successfully, the user will receive an "Error" message (#C), in which they must click ok to alert them of the budget error situation. In most cases, vouchers encounter budget exceptions due to incomplete chart fields in the distribution line or the use of a wrong Appropriation Year (AY) in the distribution line. Please be sure to always use your speedchart within the voucher to complete five of the seven required chart fields correctly. Then, the user only needs to enter the account and the appropriation year. Each July 1, the Judiciary begins a new Appropriation year, which should be used on all future applicable vouchers.

If you have a budget error and are not sure why, please reach out to the Accounts Payable staff in the Budget and Finance Office.

Summary	Related Documents	Invoice Information	AOC MD Payment

#A. | **Budget Status:** Valid

#B. | **Budget Status:** Exceptions

#C.

Message

Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view

[OK]

Travel Policy – Just a quick reminder, that the Judiciary Travel Policy and form has been revised. As always, you may find all travel information on CourtNet at: http://www.courts.state.md.us/administration/travel.html. Please be sure to start using the revised form immediately.