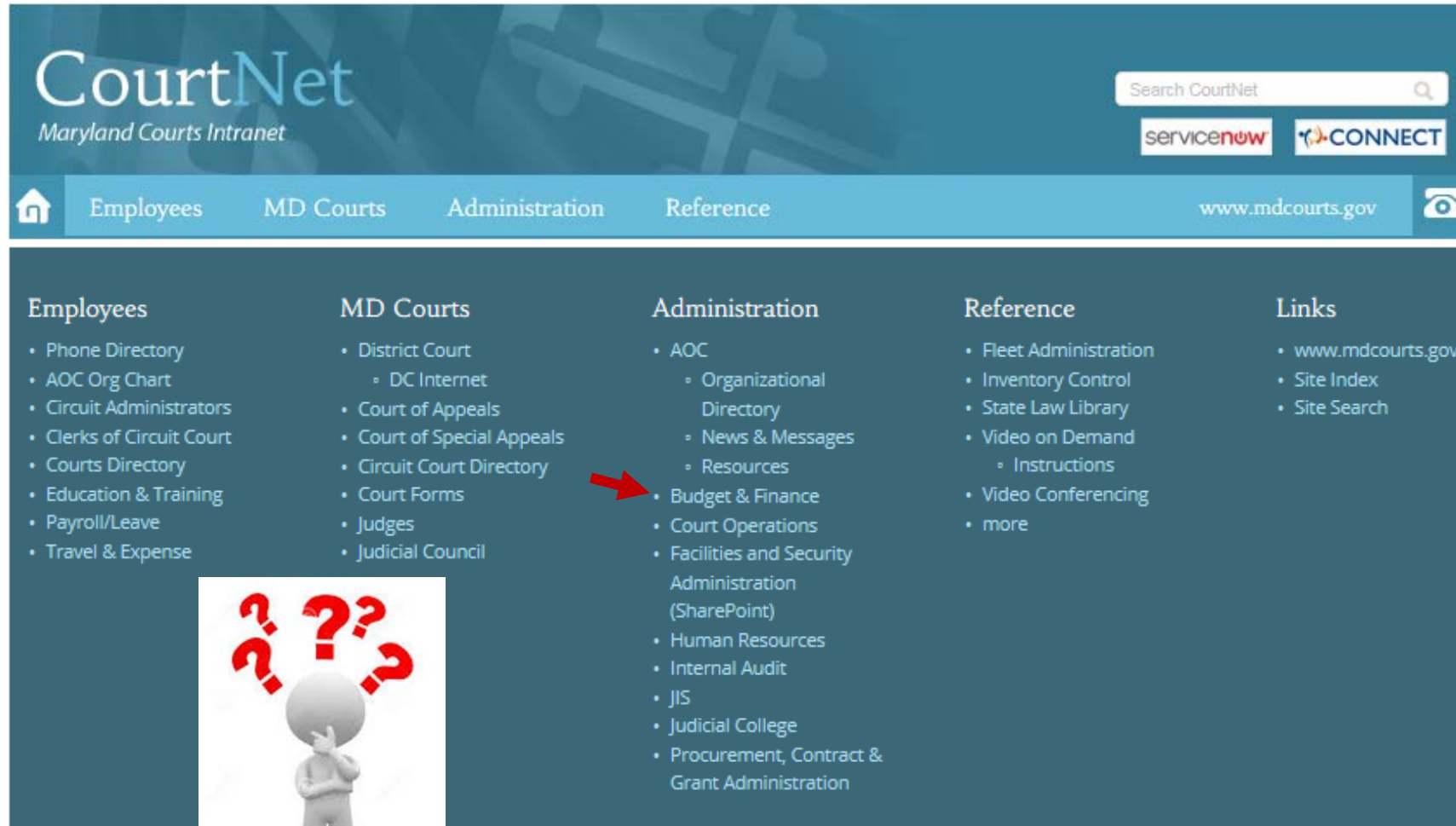


# General Budget and Finance & GEARS Information



# CourtNet - General Information




**CourtNet**  
Maryland Courts Intranet

Search CourtNet


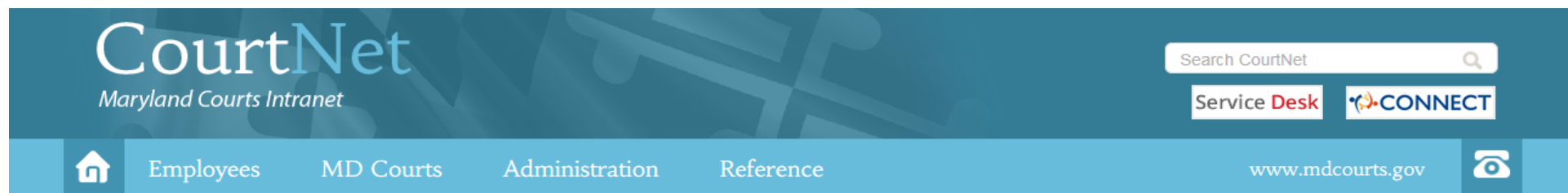
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Employees	MD Courts	Administration	Reference	Links
<ul style="list-style-type: none"><li>• Phone Directory</li><li>• AOC Org Chart</li><li>• Circuit Administrators</li><li>• Clerks of Circuit Court</li><li>• Courts Directory</li><li>• Education &amp; Training</li><li>• Payroll/Leave</li><li>• Travel &amp; Expense</li></ul>	<ul style="list-style-type: none"><li>• District Court<ul style="list-style-type: none"><li>◦ DC Internet</li></ul></li><li>• Court of Appeals</li><li>• Court of Special Appeals</li><li>• Circuit Court Directory</li><li>• Court Forms</li><li>• Judges</li><li>• Judicial Council</li></ul>	<ul style="list-style-type: none"><li>• AOC<ul style="list-style-type: none"><li>◦ Organizational Directory</li><li>◦ News &amp; Messages</li><li>◦ Resources</li></ul></li><li>• Budget &amp; Finance</li><li>• Court Operations</li><li>• Facilities and Security Administration (SharePoint)</li><li>• Human Resources</li><li>• Internal Audit</li><li>• JIS</li><li>• Judicial College</li><li>• Procurement, Contract &amp; Grant Administration</li></ul>	<ul style="list-style-type: none"><li>• Fleet Administration</li><li>• Inventory Control</li><li>• State Law Library</li><li>• Video on Demand<ul style="list-style-type: none"><li>◦ Instructions</li></ul></li><li>• Video Conferencing</li><li>• more</li></ul>	<ul style="list-style-type: none"><li>• www.mdcourts.gov</li><li>• Site Index</li><li>• Site Search</li></ul>



# CourtNet – Department of Budget and Finance



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Department  
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and Finance

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## Department of Budget and Finance

As the Department of Budget and Finance for the Administrative Office of the Courts, we are pleased to offer this web site to assist you. Our mission is to provide accurate, reliable, and timely financial related services to the Maryland Judiciary.

The Department of Budget and Finance is comprised of two units: Accounting Operations, and Budget and Reports, which collectively handle the accounting, budgeting, and all financial services of the Judiciary. Key functional responsibilities include accounts payable, revenue, accounts receivable, formulation, presentation, justification and execution of the Judiciary budget, as well as oversight of the security and operational aspects of the GEARS financial software system.

### Accounting Operations

This unit is comprised of two areas, Accounts Payable and Revenue, each with a corresponding supervisor. The Accounts Payable unit covers the following areas: payment of invoices to vendors for goods and services, telephone, utilities, rents, masters, senior judges, interpreters, and other expenses and payments to employees for travel, reimbursement, and training/education. The Revenue unit covers the following areas: processing of Certificates of Deposits, Revenue 120-adjustments, disbursement transmittals, traffic, bond and other revenue refunds; local, agency, special fund allocations, printing, reconciliation and distribution of monthly revenue reports.

### Budget and Reports

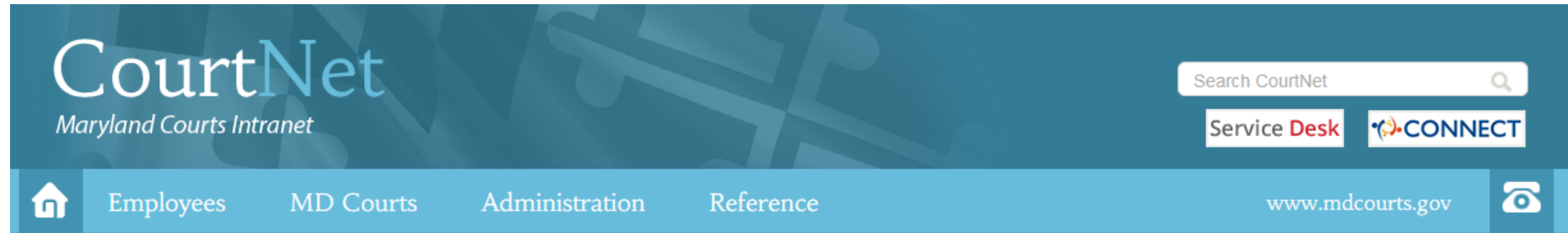
This unit is comprised of two areas, Budget and Reports, each with a corresponding supervisor. The Budget unit covers the following areas: maintenance of the chart of accounts, review and approval of requisitions Judiciary-wide for budget availability and object coding, monitors budget to actual expenditures throughout the year, encumbrance tracking, budget formulation, budget projections and budget revisions, working and petty cash funds, and 1099 reporting. The Reports Unit covers the following areas: inter-agency transfers, monitoring of submitted work/data with GAD, processing of adjustments, printing, reconciliation and distribution of monthly expenditure reports, as well as vendor file maintenance.

**NEW** Please see [Newsflash](#) for important information regarding Accounting Day coming up on November 16th.

**Allen C. Clark III**  
Director  
410-260-1579

**Tammy Sitar**  
Deputy Director  
410-260-1419

# CourtNet - Quick Reference



The header features the CourtNet logo and 'Maryland Courts Intranet' on the left. On the right, there is a search bar labeled 'Search CourtNet', a 'Service Desk' button, and a 'CONNECT' button. Below this is a navigation bar with a home icon, 'Employees', 'MD Courts', 'Administration', and 'Reference' links. The website address 'www.mdcourts.gov' and a mobile icon are on the far right.



**You are in:**  
Department of Budget and Finance

- Staff
- Accounting Manual
- Forms
- FAQs
- Quick Reference
- Employee Spotlight
- Newsflash
- Questions/Comments

## Quick Reference

Note: The below items are listed here in order to be easily assessable. Please use the Questions/Comments link to let us know of any additional items that you feel would be appropriate for this new section.



- Expenditure Chart of Accounts – All
- Revenue Chart of Accounts - Circuit Court Clerks
- Revenue Chart of Accounts - District Court
- Revenue Chart of Accounts - Programs
- Account Codes and Definitions
- Document Type Prefixes
- Sales Tax Exemption Certificate
- State Approved Bank List
- State of MD One Stop Vendor Payment Inquiry System

**NEW** Please see [Newsflash](#) for important information regarding Accounting Day held on November 16th.

**Allen C. Clark III**  
Director  
410-260-1579

**Tammy Sitar**  
Deputy Director  
410-260-1419

# Accounts and Definitions

## R\* Stars Expenditures Accounts and Definitions

Account Class	Account	Description	Eligible for Encumbrance Review (E) or not eligible (NE)	Definition
	0820	Medical Care	NE	Contractual services specifically related to medical care costs.
	0821	Management Studies & Consultants	E	Contractual services related to management studies, consultants and architect costs.
	0823	Security Services	E	Contractual services specifically related to security services costs.
	0824	Laboratory Services	NE	Laboratory Services costs.
	0826	Delivery & Moving	E	Contractual services specifically related to delivery and moving costs.
	0827	Trash Removal	NE	Contractual services specifically related to trash and garbage removal costs.
	0828	Office Assistance	NE	Contractual services specifically related to office assistance costs (ex. Temporary Manpower).
	0829	Fiscal Services	NE	Contractual services and fees specifically related to fiscal and accounting services.
	0832	Education & Training Reimbursement (HR Only)	NE	Judicial College Use ONLY - Contractual services specifically related to education & training contract costs.
	0834	American Sign Language Interpretation Services	NE	Contractual services specifically related to American sign language interpretive services.
	0854	Computer Hardware & Software Maintenance	NE	Preventive or remedial maintenance charges.
	0858	Software Licenses	E	Fees paid to a software vendor for the publisher's permission to use proprietary software.
	0870	Payment to Panel Attorneys	NE	Costs to provide panel attorney representation
	0872	Bar Exam Services	E	Costs to provide the bar-exam, including Board of Director expenses.
	0873	Outside Services - Other	E	Miscellaneous services furnished by the private sector (ex. messenger, courier, armored car services, web site, network services).
	0875	State Retirement Administrative Fee	NE	State Retirement Administrative Fee
	0882	In State Services Computer Usage	NE	Costs for computer usage at the Annapolis Data Center.
	0885	In State Services - Other	E	Costs for Lab Testing by State Services.
	0891	Interpreters	NE	Costs for Interpreters.
	0892	Subscription Database Services	NE	Database information access charges and electronic subscriptions (ex. Lexis/Nexus).
	0893	Transcript & Translation Services	E	Transcription costs and document translation services.
	0894	DBM Benefits System Access Charges	NE	Costs charged by DBM for Benefits System Access Charges.
	0897	State Budget System	NE	Costs charged by DBM for the State Budget System.
	0898	DP Contractual Services	E	Data processing related contractual services costs (ex. programming services).
	0899	Other Contractual Services	E	Non data processing related contractual services costs which cannot be specifically recorded to any other sub object.
09 Supplies & Materials	0902	General Office Supplies	NE	General office supplies such as stationery, forms, writing materials, cleaning supplies, water, etc.
	0909	Medical Supplies	NE	Medical Supplies.
	0912	Small Equipment and Furniture	NE	Non sensitive* equipment/furniture under \$1,000 per item, and sensitive* items under \$250 per item.
	0913	Uniforms	NE	Clothing for bailiffs, robes for Judges, apparel for guards, apparel for warehouse staff.
	0915	Library-Books & Reference Materials	NE	Books and reference materials (not Annotated Code).
	0926	JIS Only - DP Office Supplies	NE	JIS Only - Office Supplies related to Data Processing needs
	0930	Packaged Software	NE	Purchase of packaged programs that do real work for users such as word processing, spreadsheets, database management systems.
	0995	Corporate Purchasing Card	NE	This is a default for P-card charges not identified to a specific sub object. All expenditures should be redirected to the appropriate sub object.
	0999	Other Supplies and Materials	NE	Costs not specified in the preceding classification list.

# CourtNet - Department of Budget and Finance - Newsflash


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## Newsflash

**On October 25, 2017**, Tammy Sitar, Deputy Director, distributed an [invitation](#) and [agenda](#) Accounting Day, which will be held on Thursday, November 16. Please review this information and RSVP as indicated, if you plan to attend.

**On July 16, 2017**, Deputy Director of Budget and Finance, Tammy Sitar, distributed an [email response](#) to a couple inquiries from the FY19 Budget Workshops. Please review the memo.

**On June 6, 2017**, Deputy Director of Budget and Finance, Tammy Sitar, distributed an [invitation](#) to all Court and Program Budget Representatives, as well as [directions](#) to the FY19 Budget Workshops coming in June to Frederick County, the Judiciary Education and Conference Center and Queen Anne's county. We will also hold a conference call. Please RSVP and let us know where you would like to attend. The forms will be distributed at a later date. However, please review the [presentation](#) and [instructions](#)

*Conference Call Information:*

**June 30, 2017 @10am**

Toll-free dial-in number: **866-792-3105**

Conference code: 7712933573

**On May 31, 2017**, Tammy Sitar, Deputy Director, sent the [FY17 YE Close email](#) and new [FY17 YE Checklist](#) detailing important dates and deadlines for a successful year-end (originally distributed via a GEARs Update on April 27). Please review this information, share with your office staff as needed and reply with any questions or concerns. In addition, please be sure to review all GEARs email updates and the GEARs site to stay current on year-end processing.

**On November 17, 2016**, the Department of Budget and Finance hosted our annual Accounting Day at the JECC. [\[See photos and more\]](#) Approximately 200 representatives from the state's Circuit Courts and District Court locations, as well as court related agencies, programs, and Administrative Office of the Courts departments were GEARed up and ready for the 14th annual Judiciary Accounting Day.

The morning then kicked into high gear for information sharing and the collective audience heard two presentations: [GEARs update](#) (pptx) and [MDEC update](#) (pptx)

After the morning group presentations, participants were able to select and attend four of the following sessions that focused on GEARs functionality and other issues as indicated below. (pptx)

- Accounts Payable, Tips and Tools
- GEARs 9.2 Sneak Peek
- GL and KK Year-end Review
- District Court - MDEC Lessons Learned
- Circuit Court - MDEC Lessons Learned
- Internal Audit District Court
- Internal Audit Circuit Court for MDEC/UCS
- Internal Audit Circuit Court for GEARs/RCS
- District Court Headquarters – CCU and P&P Update and Other Tips
- Order to Cash Tips and Tools
- Procurement Tips and Tools
- Travel Forum



# CourtNet - GEARS Information



## Message from State Court Administrator Pamela Harris: Political Activity

March 2, 2018

Dear Colleagues:

With the election season fast approaching, I take this opportunity to inform and remind all staff of the personnel and ethics laws concerning political activities of State officials and employees.

[Read more.](#)



Build a better password

## Quick Links

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• <a href="#">Online Employee Suggestion Box</a></li></ul>     | <ul style="list-style-type: none"><li>• <a href="#">Human Resources</a></li></ul>         |
| <ul style="list-style-type: none"><li>• <a href="#">Judiciary Phone Directory</a></li></ul>          | <ul style="list-style-type: none"><li>• <a href="#">Career Center</a></li></ul>           |
| <ul style="list-style-type: none"><li>• <a href="#">Employee Handbook</a></li></ul>                  | <ul style="list-style-type: none"><li>• <a href="#">Information Security</a></li></ul>    |
| <ul style="list-style-type: none"><li>• <a href="#">Social Media Policy</a></li></ul>                | <ul style="list-style-type: none"><li>• <a href="#">Judicial Council</a></li></ul>        |
| <ul style="list-style-type: none"><li>• <a href="#">Employee Policies (MD Rule 16-806)</a></li></ul> | <ul style="list-style-type: none"><li>• <a href="#">Forms Index</a></li></ul>             |
| <ul style="list-style-type: none"><li>• <a href="#">Revenue Collection System (RCS)</a></li></ul>    | <ul style="list-style-type: none"><li>• <a href="#">New/Revised Forms Index</a></li></ul> |
| <ul style="list-style-type: none"><li>• <a href="#">Legislative Activities Protocol</a></li></ul>    | <ul style="list-style-type: none"><li>• <a href="#">Commissioners</a></li></ul>           |
| <ul style="list-style-type: none"><li>• <a href="#">News &amp; Messages</a></li></ul>                | <ul style="list-style-type: none"><li>• <a href="#">Judiciary Holidays</a></li></ul>      |

# CourtNet - GEARS Site

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# MARYLAND COURTS

*mdcourts.gov*

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## GEARS

GENERAL ENTERPRISE AND RESOURCE SUPPORT

YOU ARE IN:  
**GEARS**  
General Enterprise  
And Resource Support

- Quick Reference
- Acronyms
- FAQs
- 9.2 Tip Sheets
- Training
- Forms
- Archived Messages
- Contact

### Welcome to GEARS

GEARS is the Judiciary-wide financial system that supports the Budget, Finance, Procurement, and Grants Management processes, as well as Local Court Accounting for Circuit and District Courts. The system went live July 1, 2013 and allows for centralized real-time data, along with improved flow of information, transactions and reports. In addition, the system enables a uniform application of our policies and procedures across the Judiciary.

[GEARS Login](#)

#### WHAT'S NEW

- **NEW** 07-16-17: Important Year-End Information
- 06-26-17: FY18 Per Diem Meal Allowances, GEARS Accounts, FY17 Year-End
- 06-11-17: Attachments, PO Reviews, Security Queries, Worklist and Year-End Information
- Year-End Checklist
- Year-End Memo
- Internet Explorer Maintenance for 9.2



# CourtNet – GEARS - Tip Sheets

The screenshot shows the Maryland Courts website with the GEARS (General Enterprise and Resource Support) portal. A red arrow points from the '9.2 Tip Sheets' link in the left sidebar to a callout box containing two lists of resources.

**MARYLAND COURTS**  
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**GEARS**  
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**Procurement Card (P-Card)**

- P-Card Monthly Statement Processing - Cardholder Desktop Guide (Updated 02-09-18)
- P-Card US Bank Account Setup and Reconciliation (Added 03-13-15)

**General Ledger / Commitment Control Reports**

- Creating a GL Journal Entry (Updated 05-01-17)
- Running the Ledger Inquiry with Transaction Drilldowns (Updated 05-01-17)
- Running the Revenue Detail Activity Report (Updated 05-01-17)
- Running the AOC Detail Trial Balance Report (Updated 05-01-17)
- Running the Trial Balance Report (Updated 05-01-17)
- Running a Budget Status Report (Updated 05-01-17)
- Running a Budget Overview (Updated 05-01-17)
- Running the Commitment Control Activity Log (Updated 05-01-17)

Maintenance for 9.2

**GEARS Login**

# Commitment Control - KK

## General Ledger - GL

### Review and Reports



# Commitment Control - Budget Overview

- Budgets Overview is an online inquiry tool that provides summary and detailed information about activity in expense accounts.
- It allows users to drill into source transactions within Budget, Pre-encumbrances, Encumbrances, and Expenses.
- *KK>Review Budget Activities>Budgets Overview>Budget Inquiry Criteria*



# Commitment Control - Budget Overview

## Inquiry Results

**Business Unit** MDJUD  
**Ledger Group** OPER\_DTL    Operating Detail Budget Def  
**Type of Calendar** Detail Budget Period  
**Amounts in Base Currency** USD  
**Revenue Associated:**

[Return to Criteria](#)



**Max Rows**

[Display Options](#)



### Ledger Totals (1 Rows)

<b>Budget</b>	0.00	<b>Net Transfers</b>	0.00
<b>Expense</b>	295.00		
<b>Encumbrance</b>	0.00		
<b>Pre-Encumbrance</b>	0.00		
<b>Budget Balance</b>	-295.00		
<b>Associate Revenue</b>	0.00		
<b>Available Budget</b>	-295.00		

### Budget Overview Results

[Personalize](#) | [Find](#) | [View All](#) |  | 

[First](#)  1 of 1  [Last](#)

		Budget Period	Approp Yr	PCA	Account	Budget	Pre-Encumbrance	Encumbrance	Expense	Available Budget*	Ledger Group
1	 	2018	AY2018	6000-1	0995	0.00	0.00	0.00	295.00	-295.00	OPER_DTL

[Return to Criteria](#)

\*Notes


# General Ledger - Detail Trial Balance Report

- Customized report that shows all posted details to the General Ledger that are part of the balance as requested in the report parameters.
- Does not show budget information.
  - ❖ *WARNING: Be sure to include your parameter selection when using this tool. These reports can become very large and can effect the system performance!*
- *GL>General Reports>GL Trial Balance Detail Report*



# Detail Trial Balance

Favorites ▾ Main Menu ▾ > General Ledger ▾ > General Reports ▾ > GL Trial Balance Detail Report



GL Trial Balance Detail Report

Run Control ID DAFR6000 Report Manager Process Monitor

Process Instance:1590409

**Report Request Parameters**

GL Trial Balance Detail Report

\*Business Unit:  \*Ledger:  \*Fiscal Year:  Approp Year (eg:  AY2000):

\*Accounting Period From:  \*Accounting Period To:

\*Batch Agency From:  \*Batch Agency To:

\*PCA From:  \*PCA To:

Account From:  Account To:

Project ID From:  Project ID To:



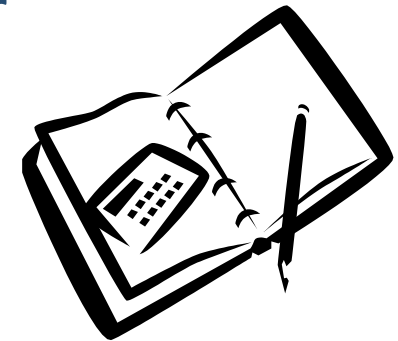


# Journal Entries



# Journal Entry

- Journal Entry/Expenditure Adjustments are processed to reclass funds. For example:
  - Change the coding on an already posted voucher
    - Correct Appropriation Year
    - Correct Account Code and/or PCA
  - Reclass P-Card transactions from 0995
  - Expenditure Journals now require approval
  - Journal should always have an attachment – backup for journal
- **GL>Journals>Journal Entry>Create/Update Journal Entries**



# Journal Entry – Header Page

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header Lines Totals Errors Approval

Unit: MDJUD

Journal ID: NEXT

Date: 03/31/2016

Long Description:

Reclass 0995 P-Card February

\*Ledger Group:

ACTUALS

Adjusting Entry:

Non-Adjusting Entry

Ledger:

\*Source:

ONL

Period:

2016

9

Reference Number:

ADB Date:

03/31/2016

Journal Class:

Transaction Code:

GENERAL

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

SJE Type:

[Currency Defaults: USD / CRRNT / 1](#)

[Attachments \(0\)](#)

[Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

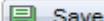
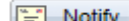
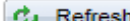
Entered By:

JAYNISE.HALL

Jaynise Hall

Entered On:

Last Updated On:

 Save  Notify  Refresh

 Add  Update/Display

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

# Journal Entry - Lines Page

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | **Lines** | Totals | Errors | Approval

Unit: MDJUD      Journal ID: 0000118545      Date: 03/31/2016       Errors Only

[Template List](#)

[Search Criteria](#)

[Change Values](#)

Inter/IntraUnit

\*Process: Edit Journal

Process

Line: 10

Select	Line▲	*Unit	SpeedType	Batch Agy	Fund	Approp Number	Program▲	PCA▼	Approp Yr	Account	Amount	*Led
<input type="checkbox"/>	1	MDJUD		C25	0001	A0006	B006	60091	AY2016	0902	33.33	ACT
<input type="checkbox"/>	2	MDJUD		C25	0001	A0006	B006	60091	AY2016	0995	-33.33	ACT

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	33.33	33.33	√	√

Save | Notify | Refresh

Add | Update/Display

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

# Journal Entry – Submit Approval Request

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries New Window

Header Lines Totals Errors **Approval**

Unit: MDJUD Journal ID: 0000118545 Date: 03/31/2016 Submit

**Approval Status** Find First 1 of 1 Last

Unit: MDJUD  
Approval Check Active: Y  
Approval Status: Pending Approval  
Approval Action: Approve   
Deny Comments:

**All 'ONL' Approvals**

Unit MDJUD, ID 0000118545, Date 2016-03-31, Line Unit MDJUD: Pending

Local PCA Approvals

Pending  
Multiple Approvers  
GL Journal ONL Approvers

Approval History

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)



# Journal Entry – Approval Email

-----Original Message-----

From: [Tammy.Sitar@mdcourts.gov](mailto:Tammy.Sitar@mdcourts.gov) [mailto:[Tammy.Sitar@mdcourts.gov](mailto:Tammy.Sitar@mdcourts.gov)]

Sent: Monday, March 28, 2016 12:34 PM

To: Darla McLaughlin <[Darla.McLaughlin@mdcourts.gov](mailto:Darla.McLaughlin@mdcourts.gov)>

Subject: Journal ID "0000120504" Business Unit "MDJUD" Has Been "Approved"

The following journal has been "Approved".

Business Unit: MDJUD  
Journal ID: 0000120504  
Journal Date: 2016-03-01  
Line Business Unit: MDJUD

You can navigate directly to the journal entry page for more information by clicking the link below.

[https://gears.mdcourts.gov/psp/fsprd/EMPLOYEE/ERP/c/PROCESS\\_JOURNALS.JOURNAL\\_APPROVAL.GBL?Page=JOURNAL\\_APPROVAL&Action=U&BUSINESS\\_UNIT=MDJUD&JOURNAL\\_ID=0000120504&JOURNAL\\_DATE=2016-03-01&BUSINESS\\_UNIT\\_LN=MDJUD](https://gears.mdcourts.gov/psp/fsprd/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_APPROVAL.GBL?Page=JOURNAL_APPROVAL&Action=U&BUSINESS_UNIT=MDJUD&JOURNAL_ID=0000120504&JOURNAL_DATE=2016-03-01&BUSINESS_UNIT_LN=MDJUD)

# Journal Entry – Status Approved

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | **Approval** New Window

Unit: MDJUD      Journal ID: 0000118545      Date: 03/31/2016     

**Approval Status** Find First 1 of 1 Last

Unit: MDJUD  
Approval Check Active: Y  
Approval Status: Approved to Post  
Approval Action:    
Deny Comments:

**All 'ONL' Approvals**

Unit MDJUD, ID 0000118545, Date 2016-03-31, Line Unit MDJUD: **Approved**

Local PCA Approvals

**Approved**  
✓ [Tammy Sitar](#)  
GL Journal ONL Approvers  
03/31/16 - 1:55 PM

# Journal Entry - Posted

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header Lines Totals Errors Approval

Unit: MDJUD Journal ID: 0000118545 Date: 03/31/2016  Errors Only

[Template List](#)

[Search Criteria](#)

\*Process:

Process

Line:

Lines												Personalize	Find	Print
Select	Line▲	Unit	SpeedType	Batch Agy	Fund	Approp Number	Program▲	PCA▼	Approp Yr	Account	Amount	Ledger		
<input type="checkbox"/>	1	MDJUD		C25	0001	A0006	B006	60091	AY2016	0902	33.33	ACTUAL		
<input type="checkbox"/>	2	MDJUD		C25	0001	A0006	B006	60091	AY2016	0995	-33.33	ACTUAL		

Totals						Personalize	Find	View All	Print	First	1 of 1	Last
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status							
MDJUD	2	33.33	33.33	P	Y							

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# Journal Entry – Between Funds

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**Unit:** MDJUD    **Journal ID:** 0000114523    **Date:** 12/17/2015     **Errors Only**

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**\*Process:** Edit Journal      **Line:**

Lines												
Select	Line	Unit	SpeedType	Batch Agy	Fund	Approp Number	Program	PCA	Approp Yr	Account	Amount	Ledg
<input type="checkbox"/>	1	MDJUD		C25	0001	A0010	J	J	AY2016	0902	-44.44	ACTI
<input type="checkbox"/>	2	MDJUD		C25	0001	A0010	J	J	AY2016	0912	33.33	ACTI
<input type="checkbox"/>	3	MDJUD		C25	3003	A0010	J	J	AY2016	0912	11.11	ACTI
<input type="checkbox"/>	4	MDJUD			0001					2402	11.11	ACTI
<input type="checkbox"/>	5	MDJUD			3003					2402	-11.11	ACTI

Totals						
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	
MDJUD	5	55.55	55.55	P	Y	

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QUESTIONS???

