

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, MD 21042

Circular No. 52  
Series 2017-2018

June 14, 2018

Chief Business and Technology Officer

Budget Control Process

To: All Staff

From: Rafiu O. Ighile, CPA  
Chief Business and Technology Officer

Effective July 1, 2018, the Howard County Public School System will be implementing checks on financial transactions to align spending with the Approved FY19 Budget in Workday. Specifically, this will be impacting the entry of Requisitions and Expense Reports for staff and will stop the workflow of the request until corrective action has been taken. Documentation and in-person training sessions will be offered to ensure that this is a smooth transition and that staff will still be able to enter their requests with minimal obstacles. Transactions will fail budget check for two reasons: 1) the incorrect account worktags are chosen, or 2) the request will result in overspending of a specific budget account line (i.e. Supplies General).

If your transaction failed the Budget Check, you have two options:

- Check your worktags and make sure you are hitting a budget line with an available budget. Correct any incorrect entries and re-submit.
- If the expense should be charged to a line that does not currently have a budget, a budget amendment will be required. Please email the Budget Office with the appropriate details including specific worktags and amounts.

To avoid a budget check from preventing the creation of your requisition or expense report, please review your specific account worktags relating to your budget and ensure prior to creating the request that you have sufficient funds in the remaining budget column. If you do not have access to run a budget report yourself, please consult with your supervisor to obtain the necessary worktags. If you have questions, please contact Sue Cockey at 410-313-7028.

ROI/md