

JDE REPORT TRAINING GUIDE

This is an example of a Department Summary Report

Summary Report							
Current Date :		01/05/2019					
Year:		18		Period:		12	
Version:		R560018BIP		RIS0001			
Explanatory Notes:							
1. Commitments column reflects PO's excluding VAT raised where the goods/services are yet to be							
2. Variance column is the Annual Budget less Total Year to Date							
3. Balance is the underspend/overspend against budget (excl. core funded staff). Green relates to an							
4. Prior Yr Bal brought forward is prior year balance less any portion used against current year spend							
9950001 Medical & Life Sciences							
Description	Current Period	A	B	C=A+B	D	D-C	Balance
	Actual	Year to Date	Commitments	Total	Annual	Variance	
		Actual		Year To Date	Budget		
LEVEL I Summary							
Income		-143.13		-143.13		143.13	143.13 Income
Core Funded Pay		1,190,690.22		1,190,690.22	2,024,172.00	833,481.78	Not included
Occasional Pay		75,280.66		75,280.66	56,268.00	-19,012.66	-19,012.66 Overspent
Exam Pay		907.54		907.54	2,184.00	1,276.46	1,276.46 Underspent
Non Pay		101,861.40	64.77	101,926.17	235,188.00	133,261.83	133,261.83 Underspent
Prior Yr Bal Brought Forward							-20,895.45 Balance Cfwd from 17/18 - Overspent
Net Position LEVEL I Sum		1,368,596.69	64.77	1,368,661.46	2,317,812.00	949,150.54	94,773.31 Sum of all the above: Red & Greens

A = Total Year to Date = the total transactions posted for the period : 01 Oct 18 up until 30 Sept 19

B = Commitments – Purchase Orders (PO's) raised. Once the PO is receipted, the figure becomes an actual in the Transaction report and moves into Col A.

Note: Income is shown as a minus (-). Spend is shown as a positive (+)

Balance: What you have left to spend now. Most Important Figure you need to know.

HINT: Keep on top of your "Receipting" as it keeps the Commitments figures low.