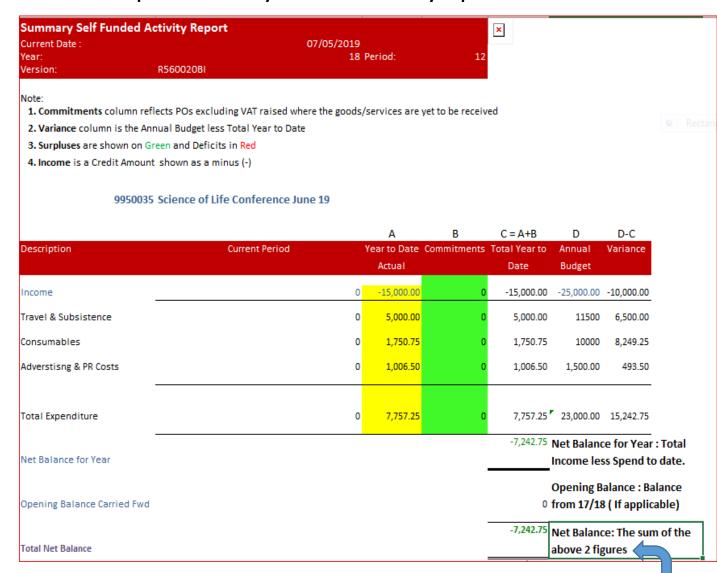


JDE REPORT TRAINING GUIDE

This is an example of a Summary Self- Funded Activity Report



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 (+)

Total Net Balance: What you have left to spend now. This figure will change as you received more income and spent against the forecasted budget. It should never end up in the red once the activity is complete.

HINT: Keep on top of your "Receipting" as it keeps the Commitments figures low. Commitments become an actual only when the goods are "Receipted". The System does not send out reminders.

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