JDE REPORT TRAINING GUIDE

Sample Transaction Report

Account	Description	Invoice	Inv Date	Document	Doc Type	GL Batch	Receipt Date	Full Explanation	Explanation Remark	Month	GL Amount
R560008 001 By: Object Account				Maynooth University Detailed Department Transactions Report				From GL Date 01/10/2018 Thru GL Date 30/09/2019 Year : 18 Period : 12			Page1 of 1 Date01/05/19 Time11:01:12
	Business Unit	9950001	Medical & Life Sciences								
84520 .	Safety / Protective Clothing			4291	OV	117538	11/04/2019	SPARKS LAB SUPPLIES LTD	Robust Nitrile PF Blue Gloves,	7 (Apr)	23.92
84520 .	Safety / Protective Clothing			4291	OV	117538	11/04/2019	SPARKS LAB SUPPLIES LTD	Robust Nitrile PF Blue Gloves,	7 (Apr)	23.92
84520 .	Safety / Protective Clothing			4291	OV	117538	11/04/2019	SPARKS LAB SUPPLIES LTD	Robust Nitrile PF Blue Gloves,	7 (Apr)	104
									Account Total		5,131.97
85030 .	Computer Equipment	3600577755/ 3573	23/11/2018	448024	PV	114889		DELL COMPUTER CORPORATION I		3 (Dec)	1,707.24
85030 .	Computer Equipment	3600578016/ 3581	23/11/2018	448026	PV	114889		DELL COMPUTER CORPORATION I		3 (Dec)	1,635.90
85030 .	Computer Equipment	316659/3576	30/11/2018	448019	PV	114889		ERGO SERVICES LTD		3 (Dec)	129.15
85030 .	Computer Equipment	10888	09/11/2018	448800	PV	115285		TECHCOM		4 (Jan)	1,372.47
									Account Total		4,844.76
85050 .	Laboratory Equipment	9112111574	25/02/2019	452970	PV	116823		THERMO FISHER SCIENTIFIC		6 (Mar)	29,728.98
									Account Total		29,728.98
								Grand Total	9950001 Medical & Life Sciences		1,368,596.69
									as per Summary Report		

Total Transactions as per yellow = Total Year to Date Col A in Department Summary Report.

The transaction report explained:

1. **This is a list, for example, in the <u>current financial year (2018/19),</u> of all income and expenditure transactions posts – balances forward are not shown. In this example, it shows all transactions posted to BU 9950001 from 01/10/18 to 30/09/19. (date ran 01/05/19)**

Finance Office: May 2019

2. **It does not show commitments. It only shows actual costs.**
3. **The Transaction report can be run for either the Department (Recurrent) or the Self-Funded Activity BU types – used for all BU types.**
4. **Income is shown as a minus (-) on the report**
5. **Spend is shown as a plus (+) on the report**
6. **The transaction list can be run by either spend type (object: option 1) or by period (month: option 0))**
7. **Depending on the parameters – assume you are running it to period 12, it will show you the list of transactions to date in the current Fiscal/Financial year – 18 = 2018/19 (01 Oct 18 to 30 Sept 19)**