

# JDE FINANCE REPORT TRAINING GUIDE



## GLOSSARY OF FINANCE AND JDE TERMS

JDE REPORTS AND FINANCE TERMINOLOGY		
Doc: Type	Description	Explanation
<b>BUSINESS UNITS</b>		
<b>BU</b>	Business Unit	Unique 7 digit code assigned within JDE Financial Reports, which shows the area of spend e.g. Department recurrent, Support Areas, Conference etc.
<b>RC/RN/RA</b>	Recurrent BUs	Academic Department and Support Area BUs whose annual budget is funded by the University (State Grant: fees etc.). <ul style="list-style-type: none"> <li>• RC: Recurrent</li> <li>• RN: Recurrent Non Academic</li> <li>• RA: Recurrent Academic Support</li> </ul>
<b>PN/NA/PS/AN</b>	Self-funded BU's	PN: Academic Departments with self-funded activities e.g. conferences. NA: Non-academic areas with self-funded activities e.g. HEA funding initiatives for disadvantaged students. PS: University Student Scholarships <ul style="list-style-type: none"> <li>• Internal : John Hume scheme/Doctoral Scholarships</li> <li>• External sources.</li> </ul> AN: Ancillary areas that generate commercial income: rental income from apartments
<b>TERMINOLOGY</b>		
<b>OBJECT CODES</b>	Income/Expense types (Operating Cost Codes)	Breaks down and helps identify the type of expense/income which allows one to identify the key cost drivers/trends in an area. Examples include Travel and Subsistence, Consumables, Recruitment costs, Conference income, Other Income...
<b>FISCAL YEAR</b>	The University Financial Year	The University Financial Year runs from 01 October through to the 30 Sept annually. The Financial Reports in JDE refers to this as the Fiscal year.
<b>PERIOD NUMBER</b>	The Periods in the University Financial Year	There are 12 periods, which are defined by month in the University Financial Year. Period 1 is Oct; Period 2 is Nov.....all the way through to period 12, which is Sept.
<b>BALANCE</b>	Term used when referring to funds left to spend in Recurrent BUs	What is left to spend at a given point in time within the current University Financial Year for Recurrent BUs (RC/RN/RA). It excludes the Core Pay budget.
<b>NET BALANCE</b>	Term used to refer to the balance in Self-Funded BUs	Total Income minus total expenditure in the current Financial year plus the opening balance if applicable from the previous Financial Year.
<b>VARIANCE</b>	Variance is used in all BU types.	The difference between what you have spent to date versus the budget in the Summary reports in Recurrent and Self-funded BUs (PN/NA)

# JDE FINANCE REPORT TRAINING GUIDE



## GLOSSARY OF FINANCE AND JDE TERMS

<b>CUT-OFF</b>	A period of time where 2 Financial years overlap.	The period between the end of one University Financial Year and the start of another Financial Year. The cut-off window is the period just after period 12 (Sept) and at the start of period 1 (Oct).
<b>ACCRUALS</b>	Accrued Expenditure	Invoices dated Sept (period 12) in the old University Financial year but not received until the new Financial year (on or after period 1).
<b>PREPAYMENT</b>	Prepaid Expenditure	Invoices received and paid by in period 12 (Sept) the old University Financial Year, which relates to the new Financial year period 1 (Oct) e.g. subscriptions, equipment, expenses paid in advance
<b>ACCRUED INCOME</b>	Income owed	Income owed at period 12 (Sept) the Old University Financial Year, which will not be received until the new Financial year, during or after period 1 (Oct).
<b>DEFERRED INCOME</b>	Advance Income	Income paid upfront/in advance by period 12 (Sept) the Old University Financial year, which belongs to the new Financial Year post period post 1 (Oct) e.g. advances/student field trip fee income.

# JDE FINANCE REPORT TRAINING GUIDE



## GLOSSARY OF FINANCE AND JDE TERMS

TRANSACTION CODES		
Doc: Type	Description	Explanation
RI	Income	Invoiced Income through AR/The Income Office
X6	Income	Income not invoiced
X5	Payment	Direct transfer to a Supplier
JE	General Journal	Finance Office general journal used to correct miscoded costs.
JP	Payroll Journal	Finance journal used to upload monthly pay from Core Pay
CC	Core Correction Journal	Finance journal used to correct miscoded pay costs
JC	Core Expenses Journal	Finance journal used to upload expenses from Core Pay into JDE
CE	Core Expenses Correction Journal	Finance journal used to correct miscoded core expenses
JF	ITS Fees Journal	Finance Journal used to upload Fee charges from ITS into JDE
CF	ITS Fees Correction Journal	Finance journal used to correct miscoded fees
IT	Internal Trade Journal	Finance journal used to transfer income between Departments
RD	Recurring Bill Journal	Finance journal used to charge recurring bills e.g. Vodafone
UP	Petty Cash Journal	Finance petty used to charge cash Journal to a BU
RJ	Research Journal	Research Journals completed by the Research Development Office (RDO).
OV	PO + Goods Receipted	Requisitioner/Buyer/Approver: Purchase Order (PO) where the goods have been received (receipted) from the Supplier.
PV	Invoice	Relates to purchases currently outside the scope of POP – Hotel Bookings, Club travel, Postage
PC	Purchase Credit	Refund from a supplier (PV)
UI	JDE Expense Claim	Expenses processed through JDE – Academic travel, non-staff travel expenses (visitors).
PR	Student Stipend	Monthly Stipend payments to students.