**Index Page**

**How to Access the Reports** **2 - 3**

**Which Report to Choose 4 - 5**

**How to Run & Interpret the Reports 6 - 13**

**Drill down Feature on the Financial Summary 14 - 16**

**Changing the Report Parameters for the Finance Summary 17 - 18**

**Changing the Report Parameters for the Transaction by**

**Period/Account 19 - 20**

**How to Print and Download the Reports 21 - 22**

**Working with and interpreting the Excel version of the**

**Financial Summary 23 - 24**

**Glossary of Finance and JDE Terms 25 - 27**

**How to Access the Reports:**

1. If you are **on campus**, they are available at the following link.

<https://bireports.mucampus.ie/Reports/browse/Financial%20Reports>

1. If you are **off campus** and **connected to the VPN**, the same link will work.
2. If you are **off campus** and **not connected to the VPN** they are available through an app.  If you log into <https://portal.office.com> you should have the following choices to select the app.

Graphical user interface, application, Teams

Description automatically generated

OR

* If you click the App Launcher button (the 3x3 dotted grid in the upper left of the screen)

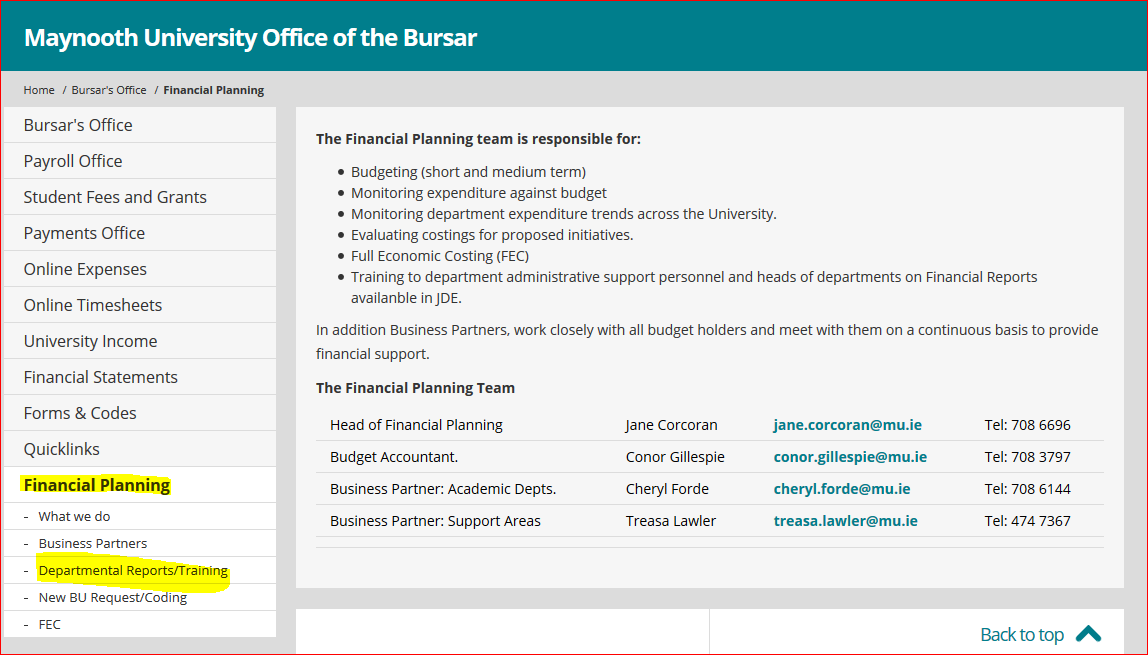


Graphical user interface, application

Description automatically generated

Once you click on the app you should be redirected to the reporting server. If you are prompted for credentials, it is your user id (first initial & surname, with no spaces) that is required. For example, Joe Bloggs = jbloggs

The link is also located on the Bursar’s webpage: <https://www.maynoothuniversity.ie/bursar>



Graphical user interface, text, application

Description automatically generated

**Which report to choose?**

ACTIVE BUSINESS UNITS

* This opens a listing of all the BUs that you have access to.
* If the BU you are looking for is not listed, then more than likely you do not have access and you can apply for access by contacting your Finance Business Partner.
* Click on the button for Active Business Units

Graphical user interface

Description automatically generated

This will bring you to your list of active BUs to which you have authorised access. BUs are listed according to their Type: Department Summary, Research Summary, Summary Self-Funded.

Graphical user interface, application

Description automatically generated

**BU Types in your list:**

|  |  |
| --- | --- |
| **Department Summary (list of Recurrent/Department BUs)** | **BU Type** |
| Recurrent Academic | RC |
| Recurrent Non-Academic | RN |
| Recurrent Academic Services | RA |
| **Summary Self-Funded (list of externally funded and/or internally funded BUs)** | **BU Type** |
| Other Academic | PN |
| Non-Academic | NA |
| Ancillary | AN |
| Scholarships | PS |
| **\*Research Summary (list of all BUs in the Research)** | **BU Type** |
| Externally Funded | RS |
| Internally Funded (GRA and RIF) | GR |
|  |  |

**Department Summary (Recurrent):** Business Units (BUs) - BU is funded by the University. An annual budget is allocated based on the HEA grant, fees etc…

**Summary Self-funded:** Business Units (BUs) - BU is an externally funded project/activity e.g., a conference or a course/ project funded by the HEA etc. Self-funded BUs can also include an internal funding element e.g., contributions from VPR/Deans. The budget is project/activity driven in nature and the annual budget is based on feedback from the Departments/Support Areas. The budget can have a lifespan which can be across multiple financial years.

Within your list of designated BUs, project Start, and End dates may also appear. They are used mainly in the Research ledger and where applicable in Self-Funded BUs.

**\* Please note that Research Summary BU types (RS and GR, are part of the Research ledger. Please contact the Research Development Office (RDO) for training and support with these BU types.**

You can **Save** your list of BUs or **Print** them off by clicking on the highlighted icon.

Graphical user interface, text

Description automatically generated with medium confidence

**HOW TO RUN THE REPORTS:**

From your list of designated Department Summary/Summary Self-Funded BUs choose the BU you wish to run a report for. Click on the relevant blue highlighted link beside the BU you wish to run. A new window will open on the screen with your report.

There are three blue highlighted links which give you three report options.

**Financial Summary:** This report will give you your Summary report for the Recurrent Dept/ Self-Funded BU. This report will show you your net position/balance (Recurrent) or the Total figure (Self-Funded).

**Transaction by Period:** This report will list all your transactions by period/month for a particular BU.

**Transaction by Account:** This report will list all your transactions by account/spend type for a particular BU.

**TIP: If you wish to open the reports for more than one BU, please see pages 16-19 for details on how to change the report parameters.**

**HOW TO INTERPRET THE REPORTS:**

**Note: For all reports: Income is shown as a minus (-) the amount is in brackets. Spend is shown as a positive (+), no brackets.**

**Financial Summary: (Department/Recurrent BUs)**

This is the same format as the previous Dept Summary report in JDE. The sample report on page 8 is “**For the 12 Period(s) Ending 30/09/2021”**. This example is for the Financial/Fiscal Year 2021/22 which runs from 01 October 2020 to 30 Sept 2021.

In the report you can see spend for the current month (**MTD** - Month to Date Actual), and total spend to date within the current financial Year 2020/21 (**YTD** - Year to Date Actual). **Commitments** (purchase orders created, but not received/receipted). Once the goods are received and are receipted on the system the commitment figure will change to an Actual. The **Total** is the sum of the YTD Actual + Commitments within the current financial year 2020/21. **Annual Budget** is the budget that has been allocated to the Recurrent Department/Support Area to spend within the current financial year 2020/21.The Budget is derived from the annual HEA grant to college. **Variance** is the difference between the Annual Budget and total spend (actual spend + commitments).

The **Balance** is what you have left to spend. The figures under the column ‘Balance’ are highlighted as: **Green – you have funding left to spend on that budget line; Red – you have overspent on that budget line, and it may need attention**. There will be no balance figure against Core pay, as it is not considered discretionary spend and so outside of the control of the Dept. The Core Funded Pay budget is controlled centrally and agreed by UE based on approved posts within the Departments/Support Areas.

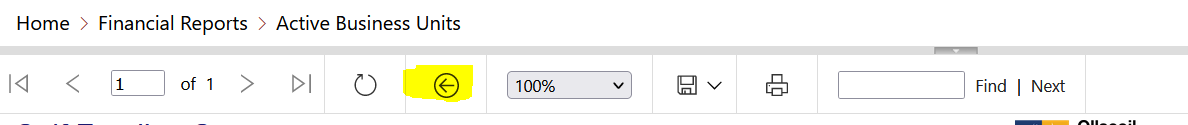
**TIP – The Net Position Balance is the key figure to monitor. It tells you what you have left to spend at a point in time in the given financial year. Most important figure you need to know. In this example the Department Summary report shows that this department had underspent by €213,283 as at the 30/09/2021: Financial year 2020/21.**

Graphical user interface

Description automatically generated

**TIP- Net position Green- you have budget left to spend. Net position Red – you have spent your budget.**

**TIP – To navigate back to BU List click the arrow back button. You can also save and print the report.**



**Note: For all reports: Income is shown as a minus (-) the amount is in brackets. Spend is shown as a positive (+), no brackets.**

**Financial Summary (Self-Funded BUs)**

This is the same format as the previous Summary Self-Funded Activity report in JDE. The sample report on page 10 is “**For the 12 Period(s) Ending 30/09/2021”**. This is the same as the Financial/Fiscal Year 2020/21 which runs from 01 October 2020 to 30 Sept 2021. In this report you can see spend for the current month (**MTD** - Month to Date Actual) and the total spend to date within the current financial Year 2020/21 (**YTD** - Year to Date Actual). **Commitments** (purchase orders created, but not received/receipted). Once the goods are received and are receipted on the system the commitment figure will change to an Actual. The **Total** is the sum of the YTD Actual + Commitments within the current financial year 2020/21. **Total Annual Budget** is the budget that has been allocated to the specific project within the current financial year 2020/21, based on feedback from the department and/or the external contract in place.Unlike the Recurrent BU, the budget in a self-funding BU and it is an estimate at a given point in time, as to what the BU will receive as income and will spend within the given Financial Year 2020/21. This budget may span multiple financial years. **Variance** is the difference between the Budget and the Total to date.

**TIP: The Total figure is the key figure to monitor. It is the net difference between the income received versus expenditure in the financial year. It can be Green or Red at any point in time. This figure will change as you receive more income and spent against the forecasted budget. It should never end up in the red once the activity is complete**.

Graphical user interface, application, table

Description automatically generated

**Notes:**

* **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.**
* **The Department Summary and the Summary Self-Funded Reports will always default to the current financial year e.g., financial/fiscal year 2021/22 = Year 2021, Period 12. See page 12 for further explanations.**

Graphical user interface, application

Description automatically generated

* **For more information/assistance and training on procurement and Purchase Orders please contact the Procurement Office.**

**Transaction Reports**

**Transactions by Period (Month)**

This report lists each transaction for the BU by month in the financial year 2020/21. i.e., all transactions for Oct are grouped together then Nov, Dec etc... and then subtotalled by month. All the transactions for all the Months/Periods appear as a **TOTAL** at the end of the report. There is no budget figure or balance remaining shown in this report. It is just a listing of all the items posted to the BU in the given financial year. See page 12.

**Transactions by Account (Spend Type)**

This report lists each transaction for the BU by object code (account/spend type), in the financial year 2020/21 i.e., all transactions for General Dept Expenses are grouped together, same for Production of Reports etc. All the transactions for all the Object codes appear as the **TOTAL** at the end of the report. There is no budget figure or balance remaining shown in this report. It is just a listing of all the items posted to the BU in the given financial year. See page 13.

To run your chosen reports, click on the blue highlighted link on the report you wish to run. A new window will open on the screen with your report.

A picture containing graphical user interface

Description automatically generated

**The Transaction Report explained:**

1. This is a list of all income and expenditure transactions posted for the BU for the current Fiscal/Financial year. The default setting is for the current financial year. If you wish to run the report for a previous year, please see ‘how to change the report parameters pages 16-19
2. It does not show commitments. It only shows actual costs.
3. Income is shown as a minus (-) on the report.
4. Spend is shown as a plus (+) on the report.

On the sample report on page 12 the **Fiscal or Financial Data Range** is shown as:

2020-01 - 2020-12: This means the report is for the financial/fiscal year 2020/21: From Oct 2020

(Period 1) through to Sept 2021 (period 12).

The two tables below explain the data ranges and the period numbers.

**Year and Period/Data Ranges**

|  |  |  |
| --- | --- | --- |
| **Financial Year** | **From (Year - Period)** | **To (Year - Period)** |
| 2021/22 | 2021 – 01 | 2021 – 12 |
| 2020/21 | 2020 – 01 | 2020 – 12 |
| 2019/20 | 2019 – 01 | 2019 – 12 |

**Period Numbers:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Period** | **Month** | **Period** | **Month** | **Period** | **Month** | **Period** | **Month** |
| 1 | October | 4 | January | 7 | April | 10 | July |
| 2 | November | 5 | February | 8 | May | 11 | August |
| 3 | December | 6 | March | 9 | June | 12 | September |

**TIP- Always allow the report to default to the current year and to period 12. This saves time as you will be running these reports on a regular basis. It means you will always see the most current data in the system when you run the reports.**

**Example of Transaction Report by Period (Month):**

Graphical user interface, application

Description automatically generated

**Example of Transaction Report by Account (Spend Type):**

Graphical user interface, application, table

Description automatically generated

The figure highlighted in yellow is the total of all the transaction posted to date (up until Sept2021). The total figure is the same as the Total figure in the Financial Summary report on page 10, which is highlighted in yellow.

**Tip: to navigate between the pages click**  Graphical user interface, application

Description automatically generated

**To navigate to the start or the end click**  Graphical user interface, application

Description automatically generated

**Drill Down Feature on the Financial Summary**

For each cost category, on the left-hand side of the **Financial Summary Report** you can see a ‘+’ sign.

A picture containing calendar

Description automatically generated

To drill down into the figures on the report, click on the ‘+’ sign to drill down into the next level of the report. Keep drilling down until you get to the lowest level – when you click on the blue underlined section this will bring you to the transactions that make up those figures in the Transaction Report – Transactions by Account/Expenditure type.

Graphical user interface, application

Description automatically generated

**The ✓ ticked example of the drill down is below.**

Graphical user interface, text, application

Description automatically generated

**TIP: To go back to the original format, click on the ‘-‘ to go up one level.**

**Changing the Report Parameters for the Financial Summary**

If you wish to change the Financial Summary report for to another financial year or to a period that is different to the default setting of period 12 (Sept), you can do so by clicking on the parameter’s icon below:

This menu is the same for all BU types.

Graphical user interface, application

Description automatically generated



A picture containing table

Description automatically generated

**Year**

By clicking on the drop-down button e.g., the year 2020 represents the financial year 2020/21 which runs from Oct 2020 to September 2021. The financial Year for MU starts on Oct 1st of each year and finishes on Sept 30th.

**Period Num**

The period is the month that you wish to run the report up to. There are 12 periods in the financial year. For example, Period 1 = Oct, Period 2 = Nov, Period 3 = Dec etc to Period 12 = Sept. To run the report up to the current date, enter 12 for the period, no matter what the current period / month is.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Period** | **Month** | **Period** | **Month** | **Period** | **Month** | **Period** | **Month** |
| 1 | October | 4 | January | 7 | April | 10 | July |
| 2 | November | 5 | February | 8 | May | 11 | August |
| 3 | December | 6 | March | 9 | June | 12 | September |

**Business Unit and Desc**

If you want to run the reports for a particular BU or selection of BUs, it can be chosen here by clicking on the drop-down menu. Simply tick the BUs you wish run. The report will then run for all the selected BUs individually. Alternatively select “All” will run the reports for at the BUs in your drop-down list.

Once you have selected the parameters you click View Report on the RHS of your screen.

Diagram

Description automatically generated

**TIP- Always allow the report to default to the current financial year (2021) and to period 12. This saves time as you will be running these reports on a regular basis. It means you will always see the most current data in the system. When the parameters are changed you run historical BUs that are now complete, and which are closed which are not always relevant to the current financial year.**

**Changing the Report Parameters for the Transaction by Period/Account**

This menu is the same for all BU types.

Graphical user interface

Description automatically generated with low confidence



At the parameter selection stage for the Transaction reports the selection process is different. The report automatically defaults to the current financial year: 2021/22

Graphical user interface

Description automatically generated

**Year and Period**

|  |  |  |
| --- | --- | --- |
| **Financial Year** | **From (Year - Period)** | **To (Year - Period)** |
| 2021/22 | 2021 – 01 | 2021 – 12 |
| 2020/21 | 2020 – 01 | 2020 – 12 |
| 2019/20 | 2019 – 01 | 2019 – 12 |

**Object Account**

One can select All or select by object account/expenditure type codes.

A full list of all the Operating codes/Object Accounts are available on the Bursar’s webpage:

<https://www.maynoothuniversity.ie/bursar/forms-codes>

From the drop-down menu you can select all or just the specific object account/cost codes you want to run e.g., 78410 Consumables, 85030, computer equipment

**Business Unit and Desc**

If you want to run the reports for a particular BU or selection of BUs, it can be chosen here by clicking on the drop-down menu. Simply tick the BUs you wish run. The report will then run for all the selected BUs individually. Alternatively select “All” will run the reports for at the BUs in your drop-down list.

Graphical user interface, text, application

Description automatically generated

Once you have selected the parameters you click View Report on the RHS of your screen.

Diagram

Description automatically generated

**To Print the Report**

Click on the Print Icon from the tool bar.

Graphical user interface, text, application

Description automatically generated

**To Download the Report**

Click on the Save Icon from the tool bar.

Graphical user interface, text, application

Description automatically generated

**PDF or Excel?**

You can choose one at a time.

**PDF -** is a picture view

**Hint: Handy if the HOD/Head of Support Area wishes to see the report in soft copy.**

**Pdf:**

Graphical user interface, text, application

Description automatically generated

The above PDF transaction report can be printed – see highlighted icon.

You can save it by right clicking on your mouse

**Excel** – Allows the user to write/edit/ format & use all the excel functions on the face of the report.

The report will appear as a new file on the bottom left of your screen or the top right of your screen. Click to open. Once the file is in Excel you can save it.

**Working with and interpreting the Excel version of the Financial Summary**

The **EXCEL** report is in the same format as the on-screen version. As you can see on the left border of the sheet there is two columns titled 1 and 2.

When you click on 2 it gives the expanded (drilled down view). To drill down into all the categories, click on the box with the number 2 in the grey column on the left-hand side of the screen. To reverse the action lick on the box with the number 1

Under each column you will find a (+) plus sign, if you click on this, you can drill down into the report to see the various accounts and items that make up the amount under that category.

**TIP - Be mindful when drilling down, it is easy to mistake a header line from a detail line. The detail line is in blue and is underlined. It is highlighted below for ease of reference.**

**Example of Income and Occasional Pay drill down in Excel**

A picture containing calendar

Description automatically generated

**Example of Non-Pay: Contract Cleaning and Equipment Drill down**

Graphical user interface, application, table, Excel

Description automatically generated

**Glossary of Finance & JDE Terms**

|  |  |  |
| --- | --- | --- |
| **JDE REPORTS AND FINANCE TERMINOLOGY** | | |
| **Doc: Type** | **Description** | **Explanation** |
| **BUSINESS UNITS** |  |  |
| **BU** | Business Unit | Unique 7-digit code assigned within JDE/B1 Reports, which shows the area of spend e.g., Department recurrent, Support Areas, Conference etc. |
| **RC/RN/RA** | Recurrent BUs | Academic Department and Support Area BUs whose annual budget is funded by the University (State Grant: fees etc.).   * RC: Recurrent * RN: Recurrent Non-Academic * RA: Recurrent Academic Support |
| **PN/NA/PS/AN** | 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   * Internal: John Hume scheme/Doctoral Scholarships * External sources.   AN: Ancillary areas that generate commercial income: rental income from apartments |
| **TERMINOLOGY** |  |  |
| **OBJECT CODES/ACCOUNT CODES/OBJECT ACCOUNT** | 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… |
| **FISCAL YEAR/FINANCIAL YEAR (FY)** | The University Financial Year | The University Financial Year runs from 01 October through to the 30 Sept annually. The Financial Reports in JDE/B1 sometimes refer to this as the the Fiscal year. |
| **PERIOD NUMBER** | 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. |
| **BALANCE** | 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. |
| **NET BALANCE** | 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. |
| **VARIANCE** | 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) |
| **CUT-OFF** | 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). |
| **ACCRUALS** | 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). |
| **PREPAYMENT** | 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 |
| **ACCRUED INCOME** | 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). |
| **DEFERRED INCOME** | 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. |

|  |  |  |
| --- | --- | --- |
| **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. |