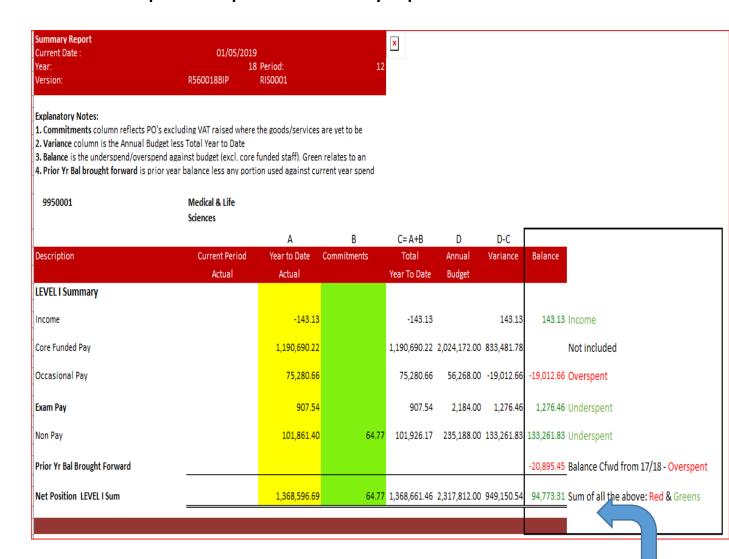
## Maynooth University National University of Ireland Maynooth

## JDE REPORT TRAINING GUIDE

## This is an example of a Department Summary 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 (+)

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.

1