

# JDE REPORT TRAINING GUIDE

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

Summary Self Funded Activity Report						
Current Date :		07/05/2019				
Year:		18			Period: 12	
Version:		R560020BI				
<p>Note:</p> <ol style="list-style-type: none"> <li>1. <b>Commitments</b> column reflects POs excluding VAT raised where the goods/services are yet to be received</li> <li>2. <b>Variance</b> column is the Annual Budget less Total Year to Date</li> <li>3. <b>Surpluses</b> are shown on <b>Green</b> and <b>Deficits</b> in <b>Red</b></li> <li>4. <b>Income</b> is a Credit Amount shown as a minus (-)</li> </ol>						
9950035 Science of Life Conference June 19						
Description	Current Period	A Year to Date Actual	B Commitments	C = A+B Total Year to Date	D Annual Budget	D-C Variance
Income		0 -15,000.00	0	-15,000.00	-25,000.00	-10,000.00
Travel & Subsistence		0 5,000.00	0	5,000.00	11500	6,500.00
Consumables		0 1,750.75	0	1,750.75	10000	8,249.25
Adverstising & PR Costs		0 1,006.50	0	1,006.50	1,500.00	493.50
Total Expenditure		0 7,757.25	0	7,757.25	23,000.00	15,242.75
Net Balance for Year				-7,242.75	Net Balance for Year : Total Income less Spend to date.	
Opening Balance Carried Fwd				0	Opening Balance : Balance from 17/18 ( If applicable)	
Total Net Balance				-7,242.75	Net Balance: The sum of the above 2 figures	

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 received, 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 “Received”. The System does not send out reminders.