

JDE REPORT TRAINING GUIDE

Sample Transaction Report

R560008		9950001 By: Object Account		Maynooth University				From GL Date 01/10/2018			Page 1 of 1	
				Detailed Department Transactions Report				Thru GL Date 30/09/2019			Date 01/05/19	
								Year : 18 Period : 12			Time 11:01:12	
Account	Description	Invoice	Date	Document	Type	Batch	Date	Full Explanation	Explanation Remark	Month	GL Amount	
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	
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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											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 the current financial year (2018/19), 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)

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- 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)**