



**Maynooth
University**

National University
of Ireland Maynooth

JDE Report Training -

May 2019

Cheryl Forde - Business Partner Academic

Treasa Lawler - Business Partner Support
Areas



Business Partner Role

- The role is to act as a ‘translator’ and is the first point of contact with queries
- Assist and liaise with Deans; Heads of Departments/Support Areas and Administrators on all financial and policy matters
- Quarterly Review; monitoring department income, expenditure and reserves (balances carried forward if applicable) and compare these to budget, forecasting
- Review operational budgets and requests for new resources
- New Business Unit set up
- Advise and guidance on operational issues e.g. forms and codes
- Training of management reports

Transaction Reports - recap

- What is it ? It is a list for the current financial year only of all income and expenditure transactions. There are no balances forward shown in this report.
- The list can be run by either spend type (object) or by period (month)
- Depending on the parameters – assume you run it to period 12, it will show you the list of all transactions to date for the current financial year – FY 18 → 2018/19 → Oct 18 to Sept 19
- Income is shown as a minus (-) on the report
- Spend is shown as a plus (+) on the report

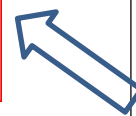
Recap: Transaction Report

R560008		0001 By: Object Account		Maynooth University Detailed Department Transactions Report				From GL Date 01/10/2018 Thru GL Date 30/09/2019 Year : 18 Period : 12			Page 1 of 1 Date 01/05/19 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	
84520 .	Safety / Protective Clothing			4291	OV	117538	11/04/2019	SPARKS LAB SUPPLIES LTD	Robust Nitrile PF Blue Gloves,	7 (Apr)	23.92	
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	
9950001 Medical & Life Sciences											as per Summary Report	



Recap: Linking the Summary to the Transaction Report

Summary Report							
Current Date :		01/05/2019					
Year:		18		Period:		12	
Version:		R560018BIP		RIS0001			
Explanatory Notes:							
1. Commitments column reflects PO's excluding VAT raised where the goods/services are yet to be							
2. Variance column is the Annual Budget less Total Year to Date							
3. Balance is the underspend/overspend against budget (excl. core funded staff). Green relates to an							
4. Prior Yr Bal brought forward is prior year balance less any portion used against current year spend							
9950001		Medical & Life Sciences					
Description	Current Period	A	B	C= A+B	D	D-C	Balance
	Actual	Year to Date	Commitments	Total	Annual	Variance	
		Actual		Year To Date	Budget		
LEVEL I Summary							
Income		-143.13		-143.13		143.13	143.13
Core Funded Pay		1,190,690.22		1,190,690.22	2,024,172.00	833,481.78	
Occasional Pay		75,280.66		75,280.66	56,268.00	-19,012.66	-19,012.66
Exam Pay		907.54		907.54	2,184.00	1,276.46	1,276.46
Non Pay		101,861.40	64.77	101,926.17	235,188.00	133,261.83	133,261.83
Prior Yr Bal Brought Forward							-20,895.45
Net Position LEVEL I Sum		1,368,596.69	64.77	1,368,661.46	2,317,812.00	949,150.54	94,773.31



LEVEL II Summary

Income	-143.13	-143.13		-143.13		143.13	143.13
Core Funded Pay:							
Academic Pay	112,782.79	670,730.03		847,013.95	1,331,568.00	484,554.05	
Technical Pay	57,778.29	301,145.32		301,145.32	615,564.00	314,418.68	
Academic Admin Pay	6,410.25	39,954.73		39,954.73	77,040.00	37,085.27	
Non Academic Pay	431.67	2,576.22		2,576.22		-2,576.22	
Total Core Funded Pay	177,403.00	1,014,406.30		1,190,690.22	2,024,172.00	833,481.78	
Academic Occasional Pay	14,103.90	61,179.64		75,280.66	56,268.00	-19,012.66	-19,012.66
Total Occasional Pay	14,103.90	61,179.64		75,280.66	56,268.00	-19,012.66	-19,012.66
Exam Pay		440.77		907.54	2,184.00	1,276.46	1,276.46
Non Pay:							
Travel and Subsistence	332.02	6,028.19		6,028.19		-6,028.19	-6,028.19
Consumables	6,590.00	30,660.74	927.41	42,821.02	75,236.00	32,414.98	32,414.98
Repairs and General Maintenan	330.33	4,999.73		4,999.73	21,168.00	16,168.27	16,168.27
Utilities		297.66		297.66	25,872.00	25,574.34	25,574.34
Books & Periodicals		7,403.27		7,403.27	14,112.00	6,708.73	6,708.73
Professional & Consulting Fees		196.29		196.29	4,704.00	4,507.71	4,507.71
Scholarships & Prizes		1,600.00		1,600.00		-1,600.00	-1,600.00
Employee Related Costs	1,497.61	6,744.40		6,744.40	18,816.00	12,071.60	12,071.60
Other Expenses & Charges					61,168.00	61,168.00	61,168.00
Equipment	29,728.98	31,835.61		31,835.61	14,112.00	-17,723.61	-17,723.61
Total Non Pay	38,478.94	89,765.89	927.41	101,926.17	235,188.00	144,494.70	133,261.83
Prior Yr Bal Brought Forward							-20,895.45
Net Position LEVEL II Sum	229,842.71	1,165,649.47	927.41	1,166,576.88	2,317,812.00	1,151,235.12	94,773.31

Level I : Highest Summary level



Level II : breakdown Summary by Pay and Non-pay types

Transaction Report: Detailed report

Recap: Summary Self-Funded Activity

Summary Self Funded Activity Report

Current Date : 07/05/2019
 Year: 18 Period: 12
 Version: R560020BI

- Note:
1. **Commitments** column reflects POs excluding VAT raised where the goods/services are yet to be received
 2. **Variance** column is the Annual Budget less Total Year to Date
 3. **Surpluses** are shown on **Green** and **Deficits** in **Red**
 4. **Income** is a Credit Amount shown as a minus (-)

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
Adverstisng & 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	

Cut- Off: Very Important to know

- September is very important in Finance as it is the cut-off between the end of one financial year and the beginning of another. Financial year: e.g. 01 Oct 17 to 30 Sept18 (17/18) Or 01 Oct 18 to 30 Sept 19 (18/19)
- Periods go from : Oct= Period 1, Nov= Period 2Sept= Period 12
- You will see adjustments in the transaction reports – accrual/deferral.
- **Expenditure:** Sept Electricity Bill (17/18) is not received and paid until Oct (18/19). We need to recognise this before it was paid as it relates to the financial year 17/18 . Take it out of 18/19 = credit (-). Put it into 17/18 = debit it (+). Description on system will be **Accrued expenditure/Accruals**

More Examples...

- **Expenditure:** You order and are invoiced and then pay for a piece of equipment in **Sept (17/18)** but do not get delivery until **Oct (18/19)**. We need to recognise this after it was delivered as it relates to the future financial year **18/19**. This is when it will be “consumed/used”. We need to take it out of **17/18** = credit (-) and put it into **18/19** = debit(+). System description will be **Deferred Expenditure**.
- **Expenditure:** Subscriptions (Prepayment), paid for in **17/18** but which relate in full or in part to **18/19**. We need to push out the portion of the cost that relates to **18/19**. **Deferred Expenditure**.




More Examples

- **Income:** You are owed fee income from the HEA relating to 17/18. You receive the fee income in Oct 18 (18/19). We need to recognise this fee income in 17/18 as it relates to this financial year. We need to reduce the Fee income in 18/19 = debit (+) and increase the Fee income in 17/18 = credit (-). System description will be **Accrued Income**.
- **Income:** You receive an advance payment/payment up front for a new course in Sept 18. We need to push this out to the next financial year. Reduce income in 17/18 = debit(+) and increase income in 18/19 = credit (-). System description will be **Deferred Income**.

Things to Remember – Let us Know

- Changes to the Core pay budget that will increase the Occasional pay budget – recruitment delays, sabbatical leave, staff on long-term sick pay, maternity leave.
- Visiting professors – these will impact the budget both pay and non-pay.
- If you believe you will run a deficit- let us know as soon as possible
- “New Asks”- position paper to the UE member/Dean for approval. We will facilitate you with the costings for the submission.
- If in doubt about anything pick up the phone.

Reporting & Procurement

- Order value less than €1000 - goes straight to supplier automatically: Requisitioner  Supplier
- All Requisitions are approved net of VAT:
Requisition-PO  +VAT  PO to Supplier
- OV (the new PV): to confirm payment contact the Payment's Office
- Delivery charges of less than €50 are automatically approved
- Matching tolerance of 1% is allowed by system
- No Splitting of Costs: 1 Requisition to 1 BU

Main message from Procurement

- Next stage will happen in the next 6 months
- Down the road “ No POP No PAY”
- Best practice: Keep on top of Receipting – it keeps the Commitments figure low. Commitments convert to an actual once they are receipted. System provides no reminders/alerts.

Going Forward

- Keep in touch – any questions just ask
- Quarterly reviews with all areas
- Quarterly training available...next session expected in Oct 2019
- Feedback is always welcome.

People: Who we are?

❖ The Financial Planning Team

- Jane Corcoran, Head of Financial Planning Ext. 6696
- Cheryl Forde, Business Partner – Academic Depts. Ext. 6144
- Conor Gillespie, Budget Accountant Ext. 3797
- Treasa Lawler, Business Partner – Support Areas Ext. 7367

Questions

