

JDE REPORT TRAINING GUIDE

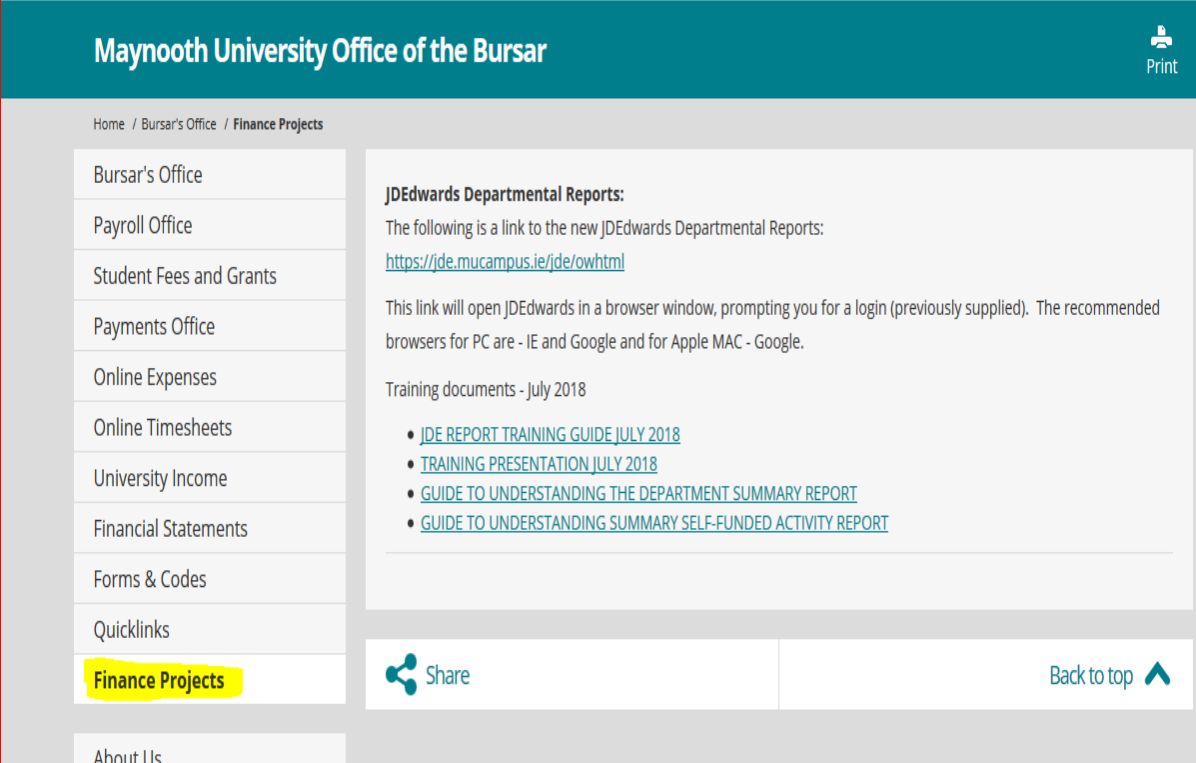
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How to Access the JDE report Link:

The link is located on the Bursar's webpage <https://jde.mucampus.ie:28085/jde/E1Menu.maf>



Maynooth University Office of the Bursar Print

Home / Bursar's Office / Finance Projects


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- Student Fees and Grants
- Payments Office
- Online Expenses
- Online Timesheets
- University Income
- Financial Statements
- Forms & Codes
- Quicklinks
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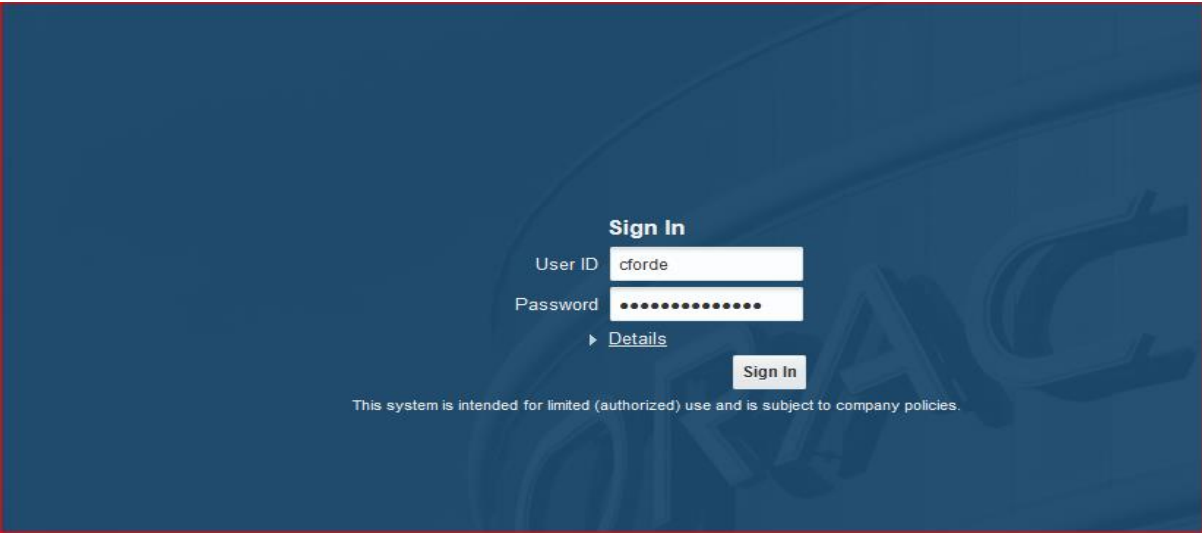
JDEdwards Departmental Reports:
The following is a link to the new JDEdwards Departmental Reports:
<https://jde.mucampus.ie/jde/owhtml>

This link will open JDEdwards in a browser window, prompting you for a login (previously supplied). The recommended browsers for PC are - IE and Google and for Apple MAC - Google.

Training documents - July 2018

- [JDE REPORT TRAINING GUIDE JULY 2018](#)
- [TRAINING PRESENTATION JULY 2018](#)
- [GUIDE TO UNDERSTANDING THE DEPARTMENT SUMMARY REPORT](#)
- [GUIDE TO UNDERSTANDING SUMMARY SELF-FUNDED ACTIVITY REPORT](#)

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Sign In

User ID

Password

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This system is intended for limited (authorized) use and is subject to company policies.

Settings: Turn off popup blocker for JDE

Chrome: <http://www.wikihow.com/Allow-Pop-ups-on-Google-Chrome>

IE: <http://wikihow.com/Turn-Off-the-Pop%E2%80%90Up-Blocker-in-Internet-Explorer>

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What report to choose?

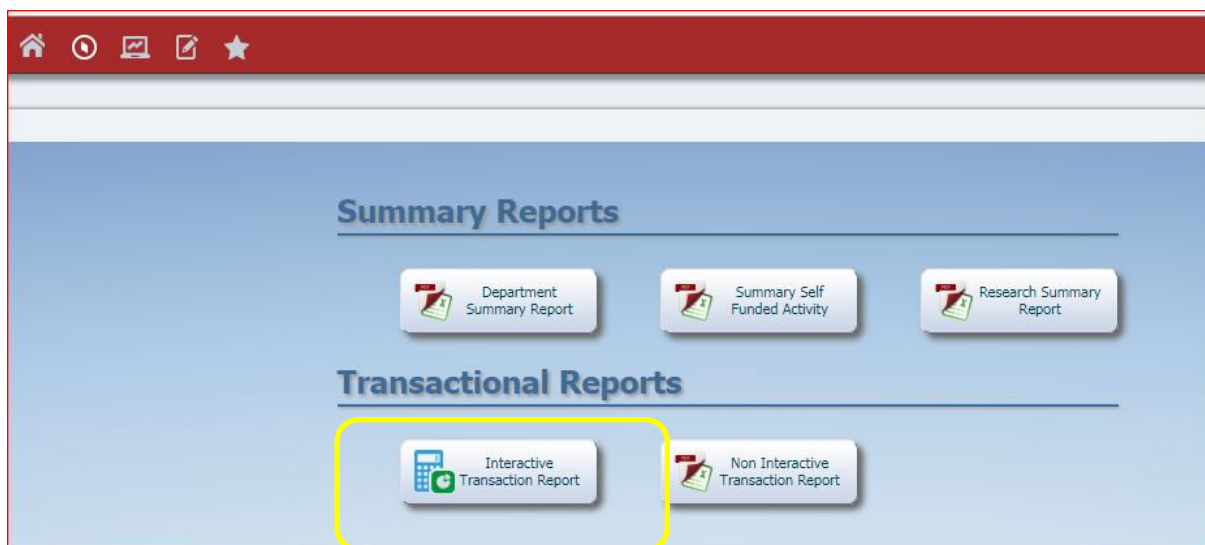
1. If your Department is funded by the University - these are called Recurrent Business Units (BUs) – You need to run the **Department Summary Report**
2. If you have been assigned a BU to run a self-funded project e.g. Conference or a course funded by the HEA etc. These are normally funded solely or partially by external sources of income – you need to run the **Summary-Self Funded Activity**.


HINT: Knowing which report to run for the above BU types is very important. If you run the incorrect report, you will not be able to interpret the data correctly.

Running the List of BU's which shows you the BU types will help you decide which report to run.

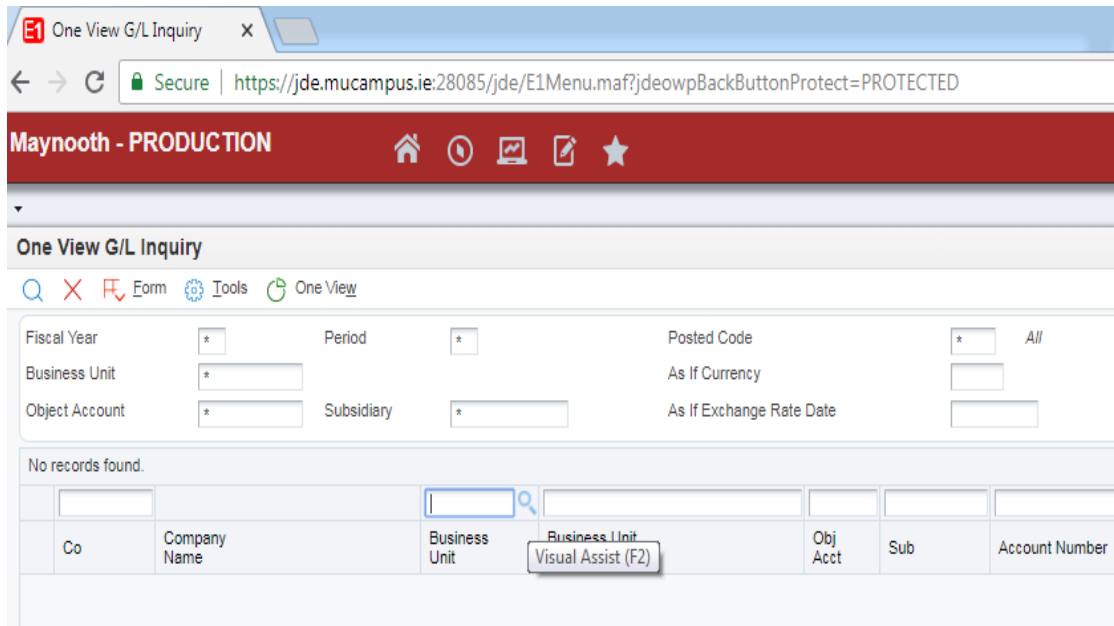
To run a list of your Business Units BU:

1. Click on Interactive Transaction Report , as per below



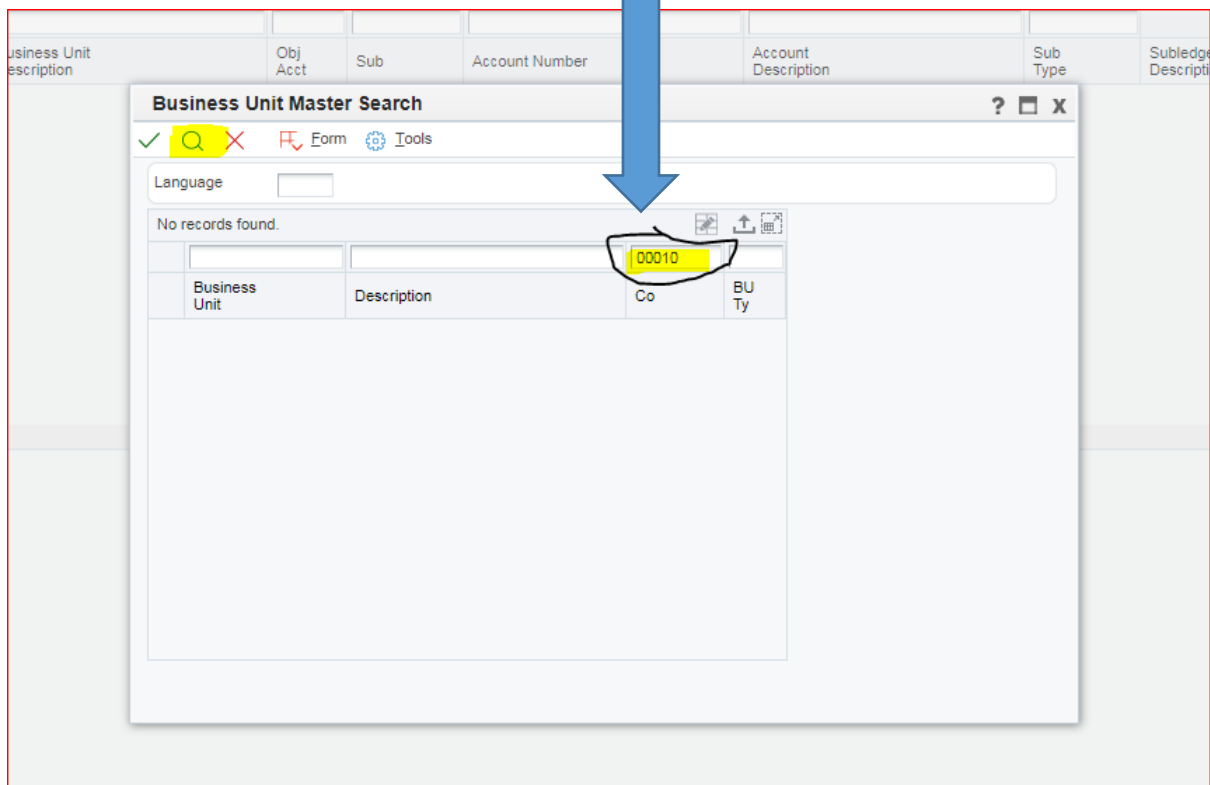
2. Click on the Business Unit Field
3. Click on the Visual Assist Icon () in the Business Unit Field on the screen below

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When this screen appears

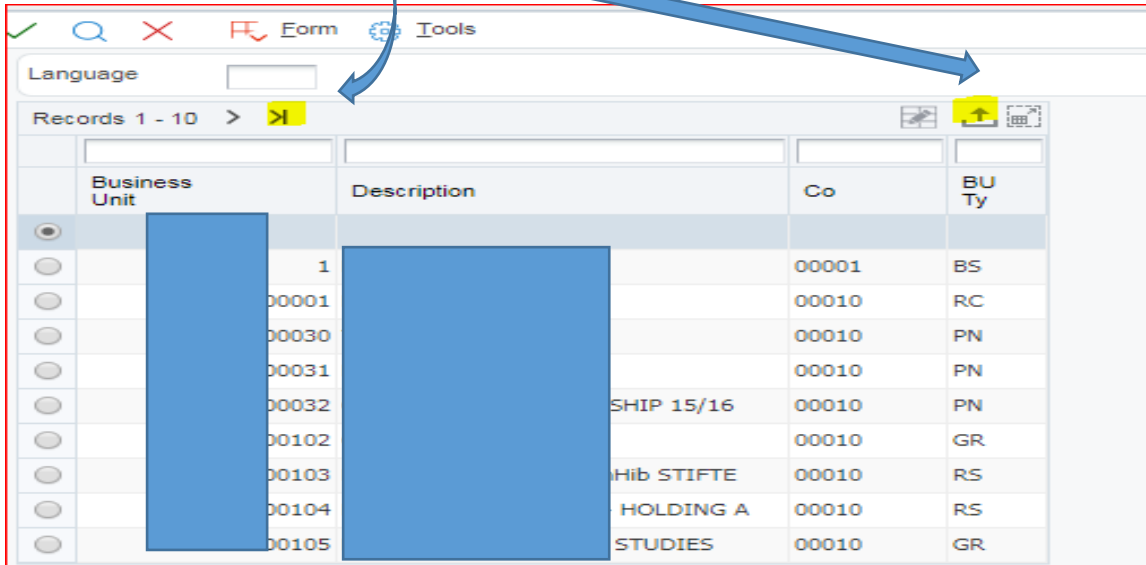
4. Enter 00010 in the Co Field
5. Click Find Icon on LHS



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When the BU list appears as below

- 6. Expand the list
- 7. Export to Excel – see RHS



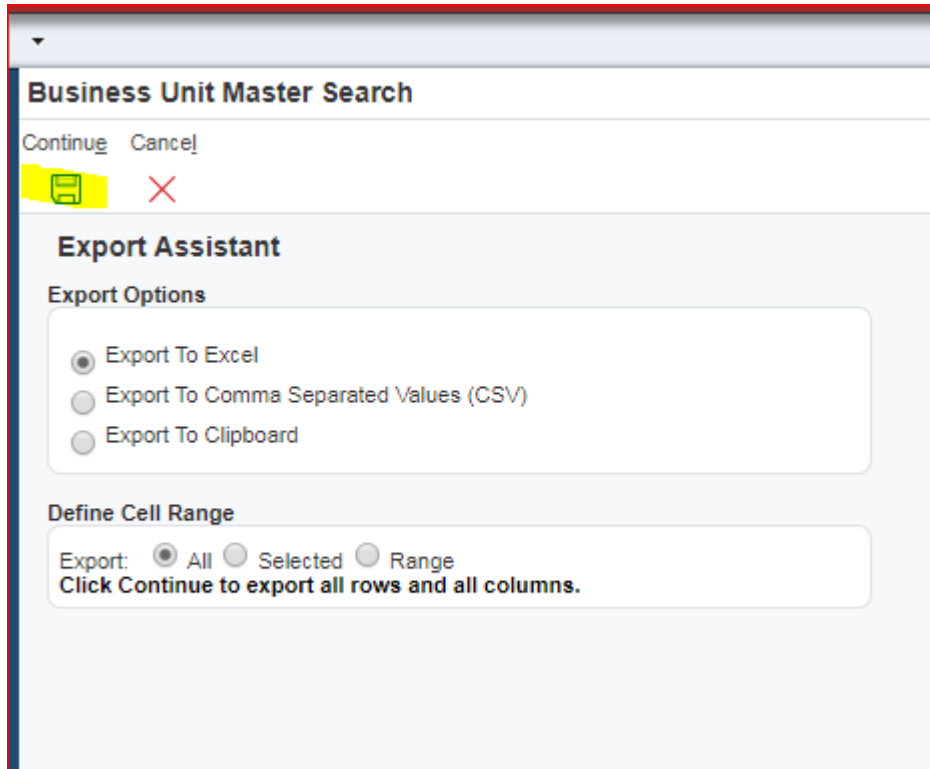
You end up with a BU listing

A	B	C	D
Business Unit	Description	Co	BU Ty
1		00001	BS
00001		00010	RC
00030		00010	PN
00031		00010	PN
00032	SHIP 15/16	00010	PN
00102		00010	GR
00103	Hib STIFTE	00010	RS
00104	HOLDING A	00010	RS
00105	STUDIES	00010	GR
00106	TIFTER	00010	RS
00107	ARCH ACC	00010	GR
00108	YDEN	00010	RS
00109		00010	GR

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When this screen appears

8. Click on Continue Icon



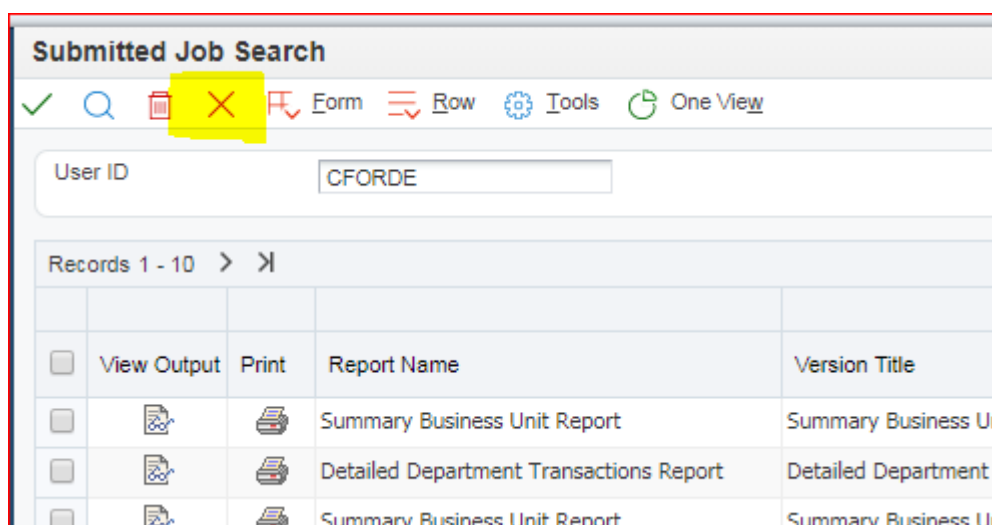
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Please note the BU types:

Department Summary Report	When to use
Recurrent Academic	RC
Recurrent Non -Academic	RN
Recurrent Academic Services	RA
Self-Funded Activity Report	When to use
Other Academic	PN
Non-Academic	NA
Ancillary	AN
Scholarships	PS

HINT: Please note that BU Types RS and GR are part of the Research ledger. You use the Research Summary report for these BU types. Please contact the Research Development Office (RDO).

HINT: To navigate through the various screens within JDE and in order to get back to the main menu, you need to click on the **X** symbol located on the LHS of the screen you are currently in.



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How to Run the Summary Reports.

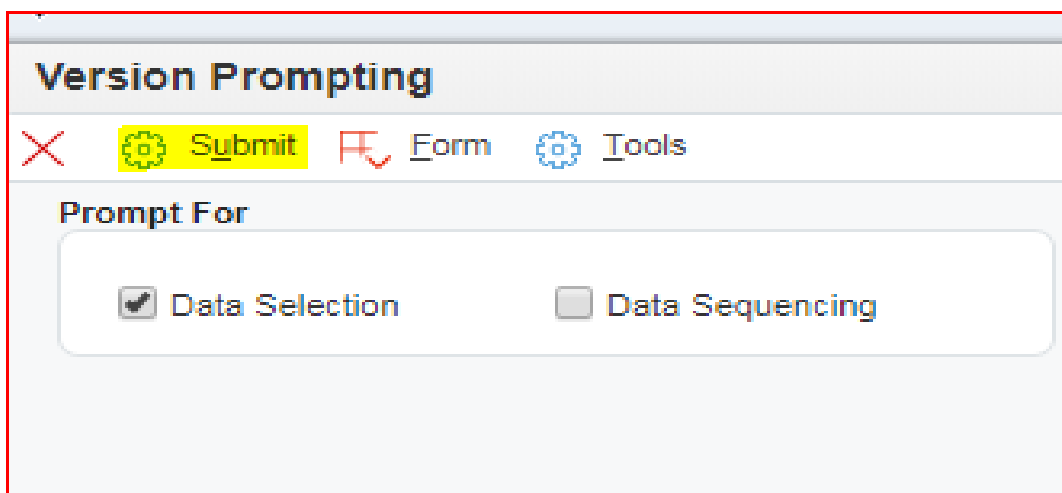
For either report the below instructions are the same.

To run the Summary Report:

1. Click on Department Summary Report or Summary Self-Funded Activity, as per below based on the BU type described on page 7



2. Tick the box (Data Selection) and click 'Submit'.



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To select BUs : Option 1

- Click on the drop down menu in the BU field :

Department Summary Report View


Data Selection

OK Cancel Delete Up Down

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	Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where	Business Unit Type (F0006) (STYL) [BC]	is equal to	"RC,RN,RA"
<input type="checkbox"/>	And	Company (F0901) (CO) [BC]	is equal to	"00010"
<input type="checkbox"/>	And	Ledger Types (F0902) (LT) [BC]	is equal to	"AA,BA,PA"
<input type="checkbox"/>	And	Business Unit (F0901) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And			

[Add Row](#)
[Advanced](#)



Summary Self- Funded Activity View


Data Selection

OK Cancel Delete Up Down

✓ ✗ 🗑️ ⬆️ ⬇️

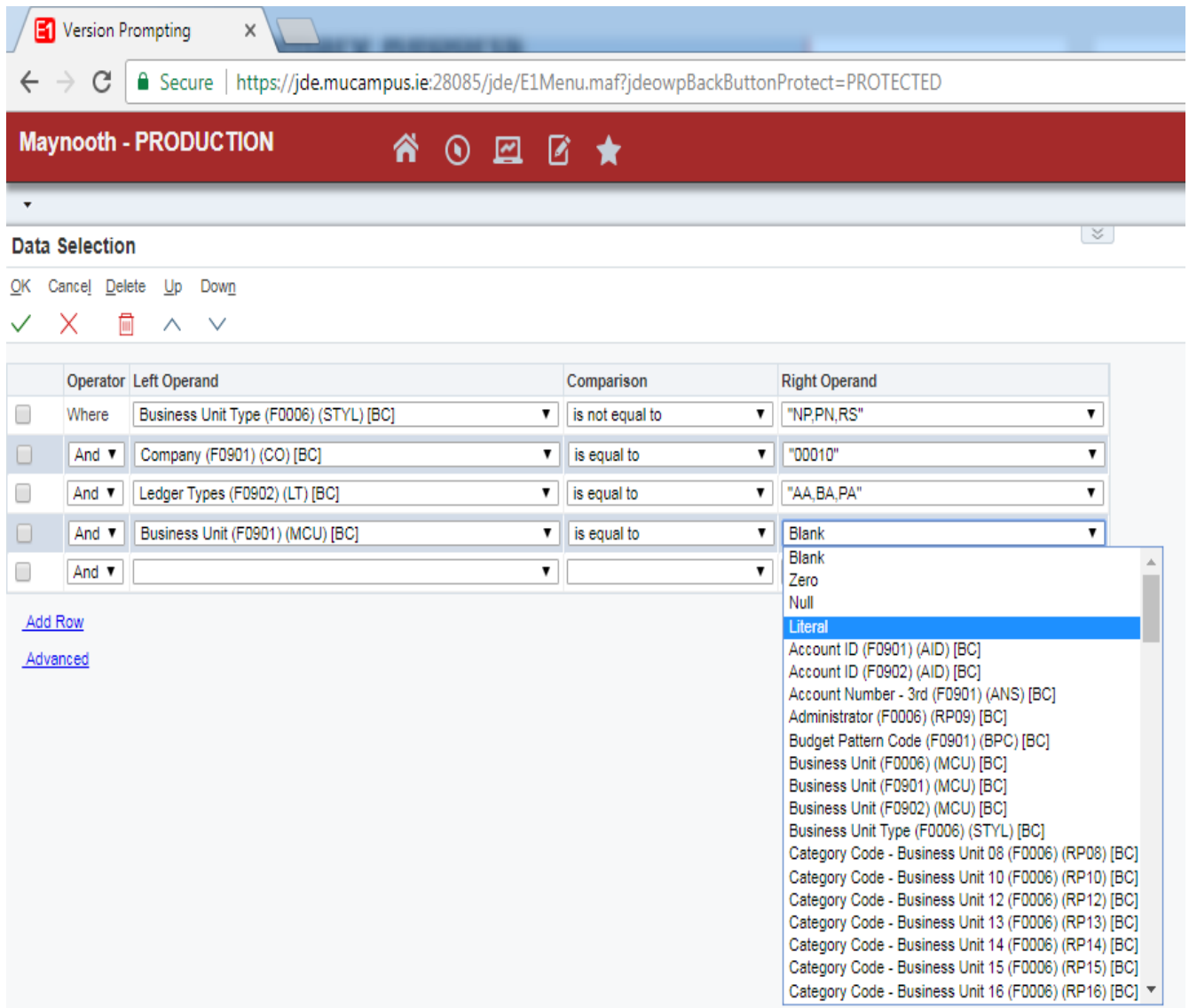
	Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where	Business Unit Type (F0006) (STYL) [BC]	is equal to	"PN,NA,AN,PS"
<input type="checkbox"/>	And	Company (F0901) (CO) [BC]	is equal to	"00010"
<input type="checkbox"/>	And	Ledger Types (F0902) (LT) [BC]	is equal to	"AA,BA"
<input type="checkbox"/>	And	Posting Edit - Business Unit (F0006) (PECC) [BC]	is not equal to	"N"
<input type="checkbox"/>	And	Business Unit (F0901) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And			

[Add Row](#)
[Advanced](#)



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4. When the drop down menu appears – Choose ‘Literal’.



The screenshot shows the 'Data Selection' window in the JDE E1 system. The window title is 'Version Prompting' and the URL is 'https://jde.mucampus.ie:28085/jde/E1Menu.maf?jdeowpBackButtonProtect=PROTECTED'. The page header indicates 'Maynooth - PRODUCTION'. Below the header, there are navigation icons and a 'Data Selection' section with buttons for 'OK', 'Cancel', 'Delete', 'Up', and 'Down'. A table is displayed with columns for 'Operator', 'Left Operand', 'Comparison', and 'Right Operand'. The table contains several rows of conditions. A dropdown menu is open for the 'Right Operand' of the last row, showing a list of options including 'Blank', 'Zero', 'Null', and 'Literal', which is highlighted in blue. Other options include various account and category codes.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Business Unit Type (F0006) (STYL) [BC]	is not equal to	"NP,PN,RS"
<input type="checkbox"/> And	Company (F0901) (CO) [BC]	is equal to	"00010"
<input type="checkbox"/> And	Ledger Types (F0902) (LT) [BC]	is equal to	"AA,BA,PA"
<input type="checkbox"/> And	Business Unit (F0901) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/> And			Blank Zero Null Literal Account ID (F0901) (AID) [BC] Account ID (F0902) (AID) [BC] Account Number - 3rd (F0901) (ANS) [BC] Administrator (F0006) (RP09) [BC] Budget Pattern Code (F0901) (BPC) [BC] Business Unit (F0006) (MCU) [BC] Business Unit (F0901) (MCU) [BC] Business Unit (F0902) (MCU) [BC] Business Unit Type (F0006) (STYL) [BC] Category Code - Business Unit 08 (F0006) (RP08) [BC] Category Code - Business Unit 10 (F0006) (RP10) [BC] Category Code - Business Unit 12 (F0006) (RP12) [BC] Category Code - Business Unit 13 (F0006) (RP13) [BC] Category Code - Business Unit 14 (F0006) (RP14) [BC] Category Code - Business Unit 15 (F0006) (RP15) [BC] Category Code - Business Unit 16 (F0006) (RP16) [BC]

[Add Row](#)
[Advanced](#)

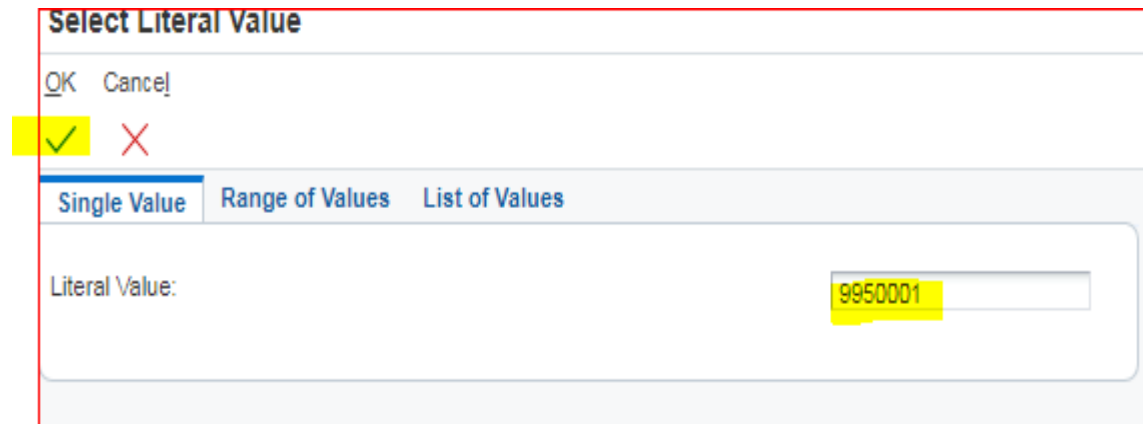
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There are 3 Tabs to Choose from: SINGLE/RANGE/LIST

1 Single Value

If you want to run the report for one BU, select the 'Single Value' tab.

- Enter the BU Number in the Literal value field.
5. Click OK on LHS



Select Literal Value

OK Cancel

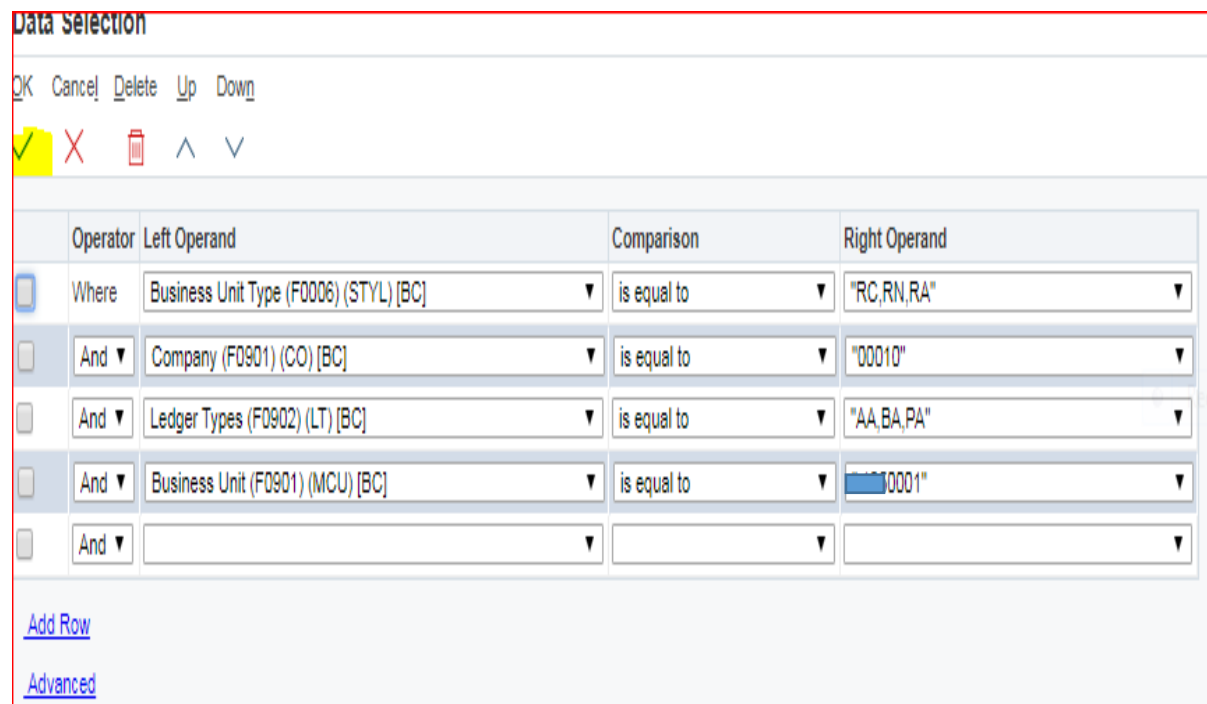
✓ ✕

Single Value Range of Values List of Values

Literal Value:

When this screen appears:

6. Click OK on the LHS



Data Selection

OK Cancel Delete Up Down

✓ ✕ 🗑️ ^ v

	Operator	Left Operand	Comparison	Right Operand
<input checked="" type="checkbox"/>	Where	Business Unit Type (F0006) (STYL) [BC]	is equal to	"RC,RN,RA"
<input type="checkbox"/>	And	Company (F0901) (CO) [BC]	is equal to	"00010"
<input type="checkbox"/>	And	Ledger Types (F0902) (LT) [BC]	is equal to	"AA,BA,PA"
<input type="checkbox"/>	And	Business Unit (F0901) (MCU) [BC]	is equal to	"10001"
<input type="checkbox"/>	And			

[Add Row](#)

[Advanced](#)

Proceed to page 15 'To Select the Time Period'

JDE REPORT TRAINING GUIDE

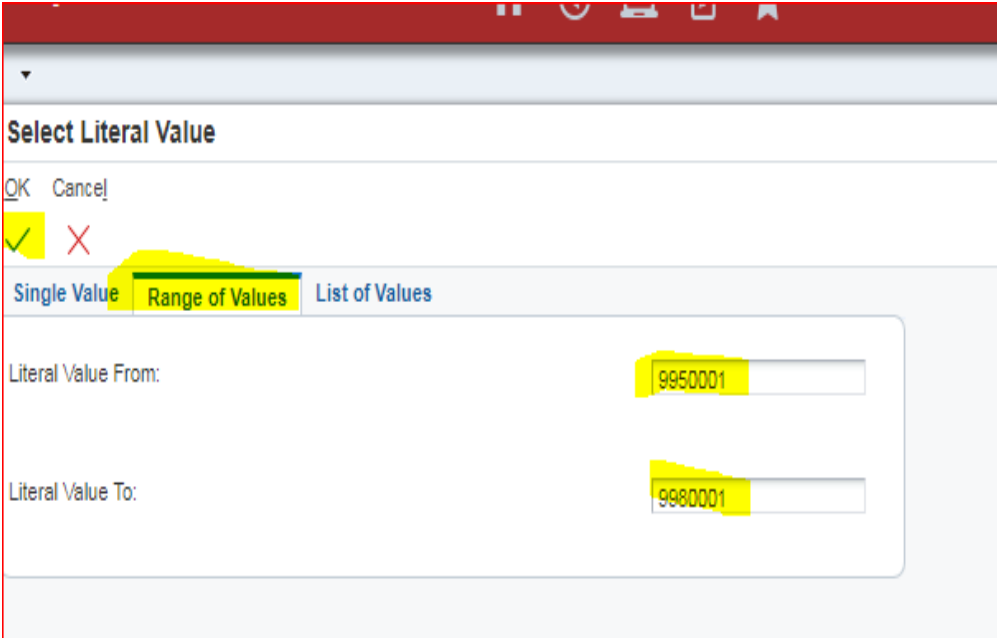
Or

2) Range of Values

To run the report for a range of BUs, select the 'Range of Values' tab. Useful when you want to run all the summary reports within your Dept for either Recurrent or Self- Funded.

- a. **Department Summary Report : all Recurrent BUs you set up in the range**
- b. **Summary Self- Funded Activity Report: all self-funded BU s you set up in the range**

- Enter the first BU number in the field: Literal Value From
- Enter the last BU number in the field: Literal Value To.
- Click Ok on LHS



The screenshot shows a dialog box titled "Select Literal Value". At the top left, there are "OK" and "Cancel" buttons. Below them are checkmark and X icons. The dialog has three tabs: "Single Value", "Range of Values" (which is selected and highlighted in yellow), and "List of Values". There are two input fields: "Literal Value From:" with the value "9950001" and "Literal Value To:" with the value "9980001". Both values are highlighted in yellow.

You will be returned to the 'Data Selection' page, showing your selection, see page 11.

- To proceed click OK

Proceed to page 15 'To Select the Time Period'

JDE REPORT TRAINING GUIDE

Or

3) List of Values

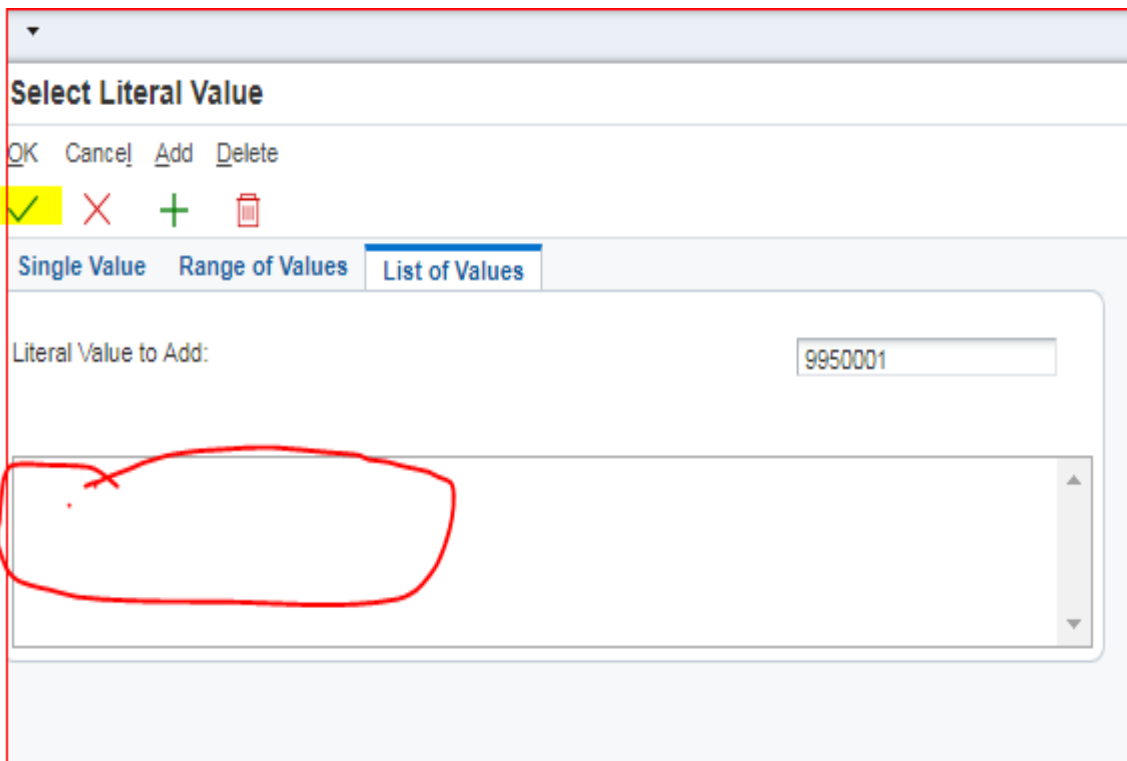
To run a list of BU summaries together: that are not in a range. Useful for when you have a list of BU Numbers you want to run.

- a. **Department Summary Report** : output all Recurrent BUs you set up in the list
- b. **Summary Self- Funded Activity Report**: output all self-funded BU s you set up in the list

- In the 'Literal Value to Add' field, enter the first one BU number in the list and hit return.

The BU appears in the Box below.

- Enter next BU number & hit return again etc... until your list is complete
- When complete click OK



You will be returned to the 'Data Selection' page, showing your selection, see page 10.

- To proceed click OK

Proceed to page 15 'To Select the Time Period'.

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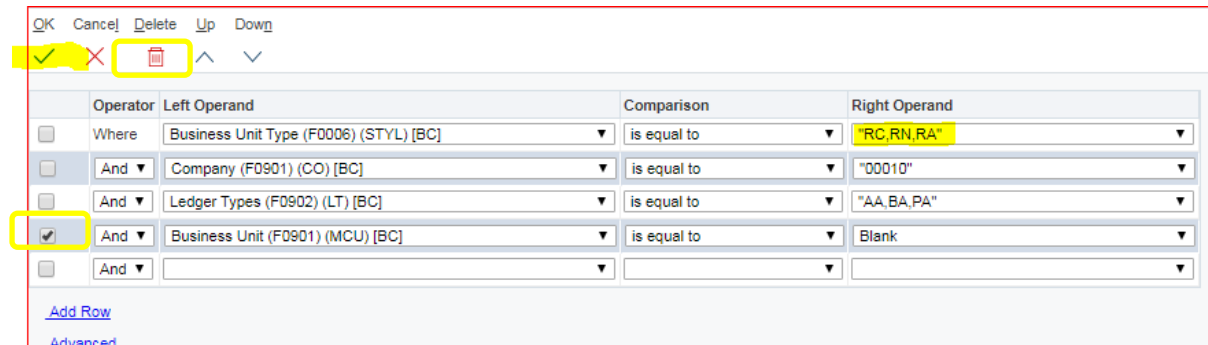
To select BUs : Option 2

This is another way to run either your Recurrent/Self-Funded BUs.

- Tick the 4th box and click Delete button.

This removes the line, which is ticked.

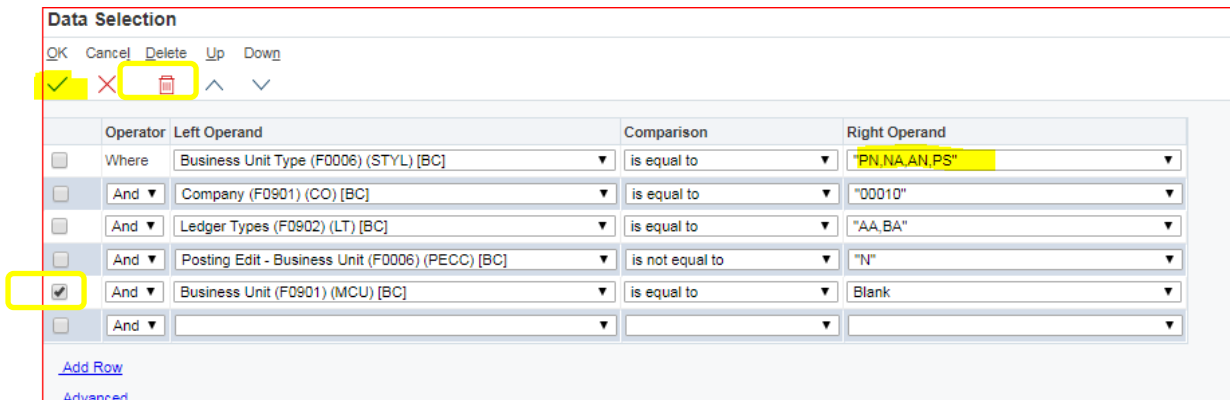
Department Summary Report view.



Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Business Unit Type (F0006) (STYL) [BC]	is equal to	RC,RN,RA
<input type="checkbox"/>	And Company (F0901) (CO) [BC]	is equal to	00010
<input type="checkbox"/>	And Ledger Types (F0902) (LT) [BC]	is equal to	AA,BA,PA
<input checked="" type="checkbox"/>	And Business Unit (F0901) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

- Click OK on the LHS

Summary Self-Funded Activity view



Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Business Unit Type (F0006) (STYL) [BC]	is equal to	PN,NA,AN,PS
<input type="checkbox"/>	And Company (F0901) (CO) [BC]	is equal to	00010
<input type="checkbox"/>	And Ledger Types (F0902) (LT) [BC]	is equal to	AA,BA
<input type="checkbox"/>	And Posting Edit - Business Unit (F0006) (PECC) [BC]	is not equal to	N
<input checked="" type="checkbox"/>	And Business Unit (F0901) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

- Click OK on the LHS

HINT: Do not worry the next time you login and run a query the system will revert to the original set up i.e. Option 1.

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To select the Time Period

On the next page, you can select the month & year (parameters).

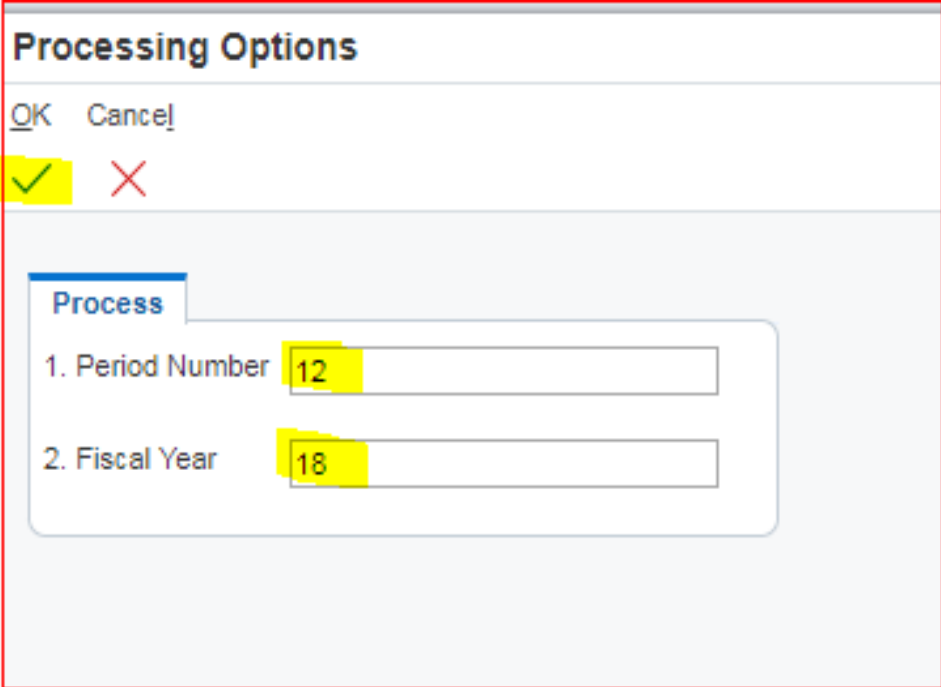
1. Enter 12 (for month 12 – Oct to Sept) in the Period Number field
2. Enter 18 (for 2018) in the Fiscal Year field.

Hint: Always insert 12 in the Period as this will run the most current data: In the Financial/Fiscal Year: Period 1 = Oct, Period 2= Nov..... Period 12= Sept.

Financial/Fiscal Year: 18 = 2018/19

The report below will run from 01 Oct 18 to 30 Sept 19

3. When you enter your parameters - Click OK



Processing Options

OK Cancel

✓ ✗

Process

1. Period Number 12

2. Fiscal Year 18

HINT: Fiscal Year = Financial Year for Maynooth University (01 October to the 30 September)

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View & Download the Summary Report

PDF or Excel?

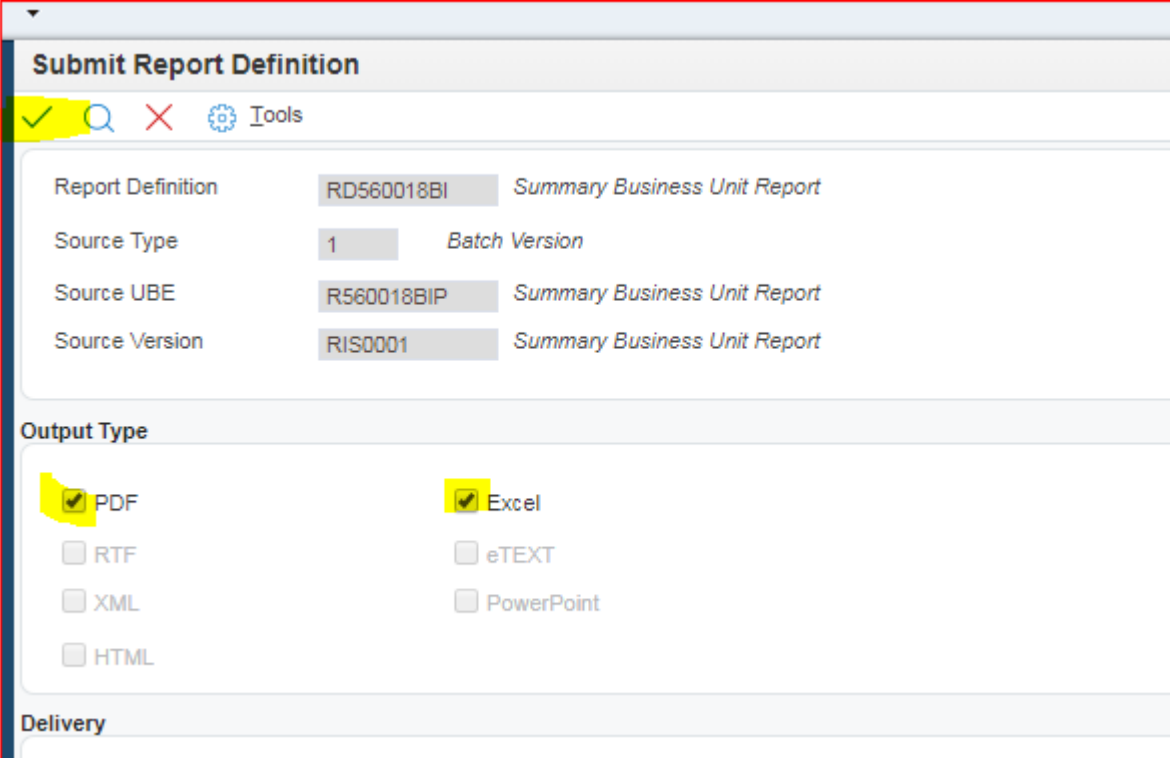
You can choose (tick) one or both.

PDF is just a picture view – Hint: Handy if the HOD/Head of Support Area wishes to see in soft copy all the **Recurrent BU Summaries Or all the Self-Funded Summaries. You will need to run two lists**

Excel – Allows the user to write on the report and format it.

The Data Selection box will appear as below and it will automatically tick the PDF format. Select one or both options, depending on the view type you want to view.

1. Tick the Output Format Option(s) and click Ok : LHS



Submit Report Definition

✓ 🔍 ✕ ⚙️ Tools

Report Definition: RD560018BI *Summary Business Unit Report*

Source Type: 1 *Batch Version*

Source UBE: R560018BIP *Summary Business Unit Report*

Source Version: RIS0001 *Summary Business Unit Report*

Output Type

PDF Excel

RTF eTEXT

XML PowerPoint

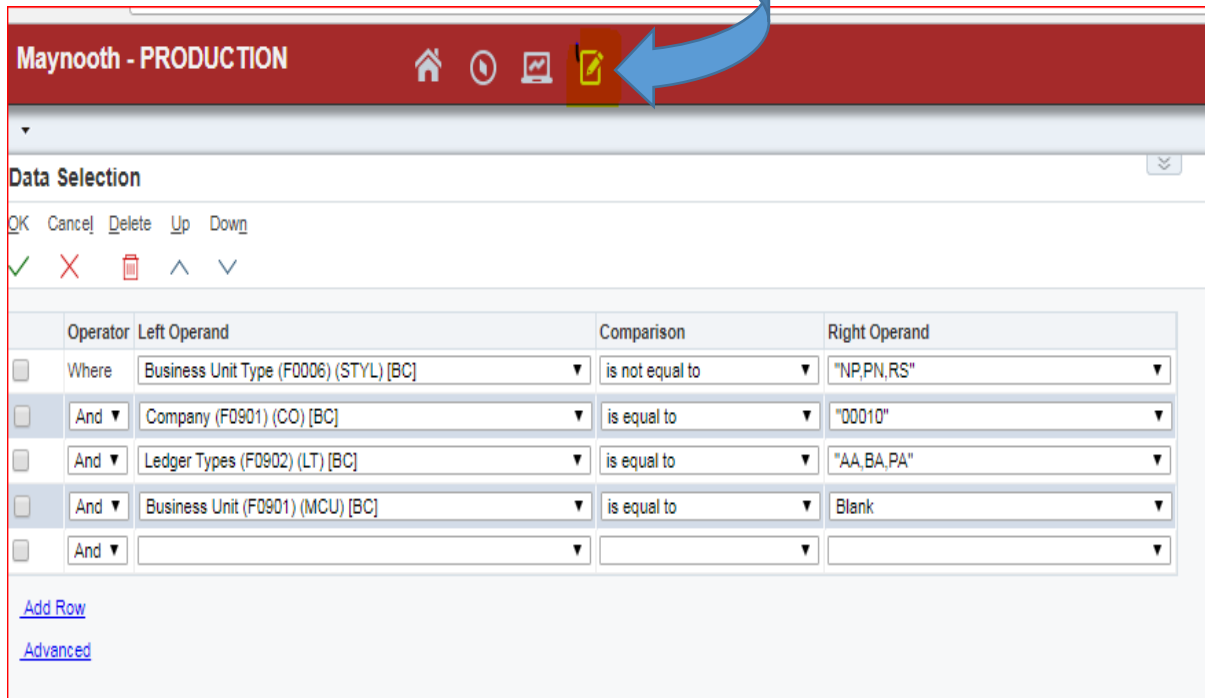
HTML

Delivery

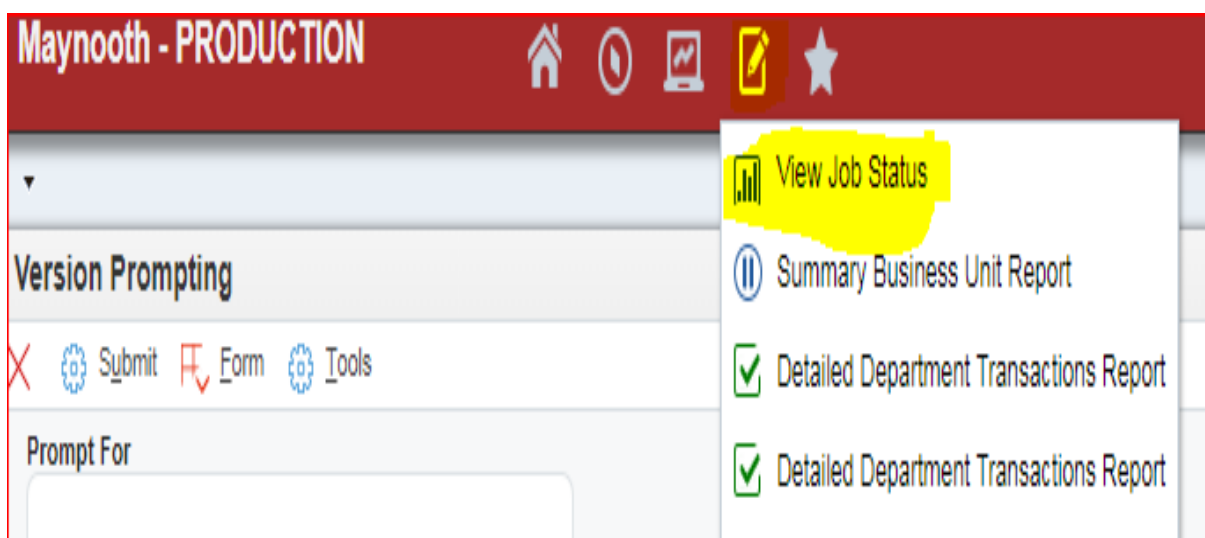
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You can now proceed and pick up your report that you have just run.

2. Click the '**Recent Reports icon**' and a drop down menu will appear.

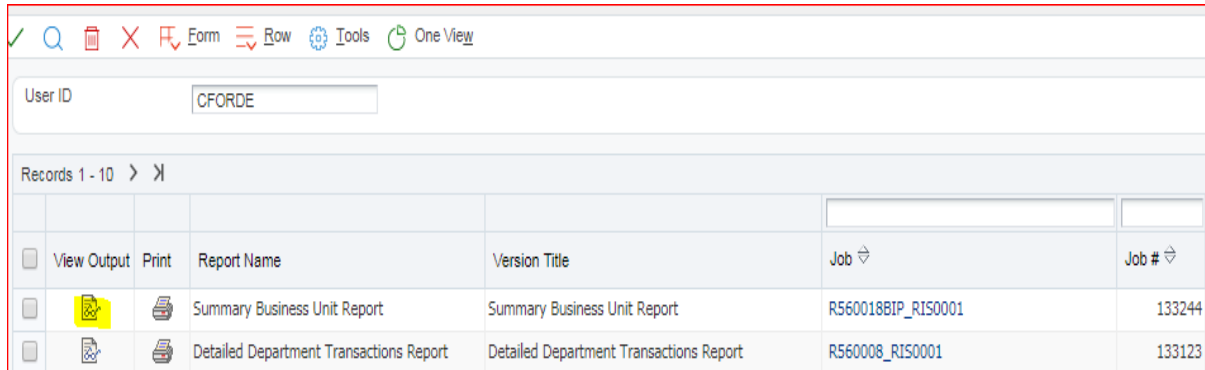


3. Click **View Job Status** and a drop down menu with a list of all the reports you have ran in the past will be shown.



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From the list, you will be looking for the most recent one: Your report will be first on the list.

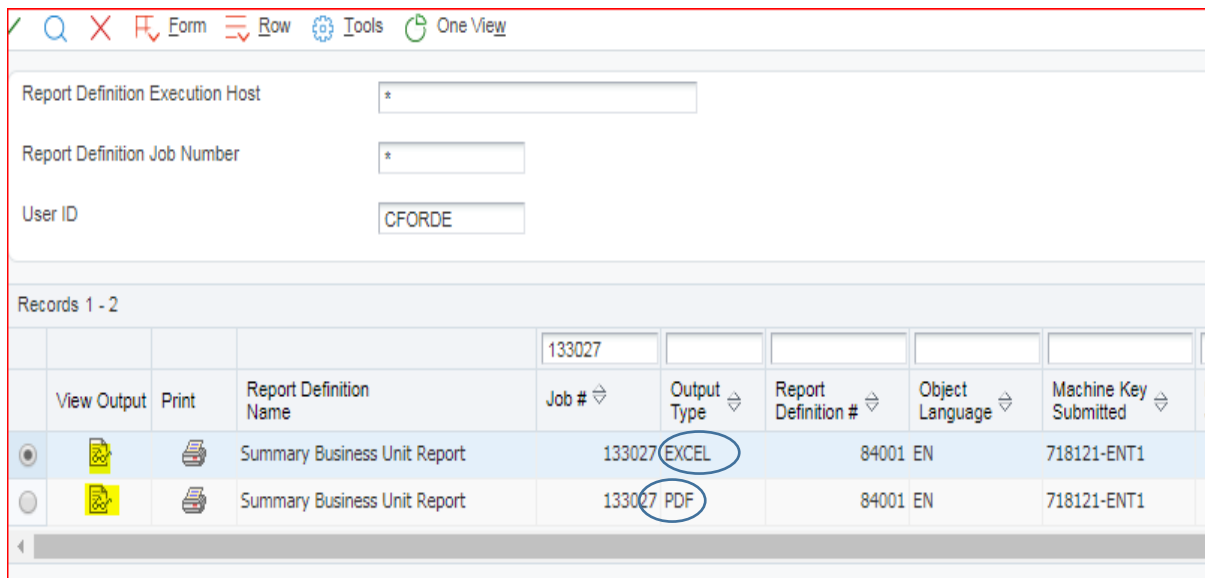


<input type="checkbox"/>	View Output	Print	Report Name	Version Title	Job #	Job #
<input type="checkbox"/>			Summary Business Unit Report	Summary Business Unit Report	R560018BIP_RIS0001	133244
<input type="checkbox"/>			Detailed Department Transactions Report	Detailed Department Transactions Report	R560008_RIS0001	133123

4. Click on View Output – Glasses Icon

If you selected both the PDF and Excel on page 16, both will appear as options to open.

5. Choose either Excel or PDF option: depending on what format you want to view the report.

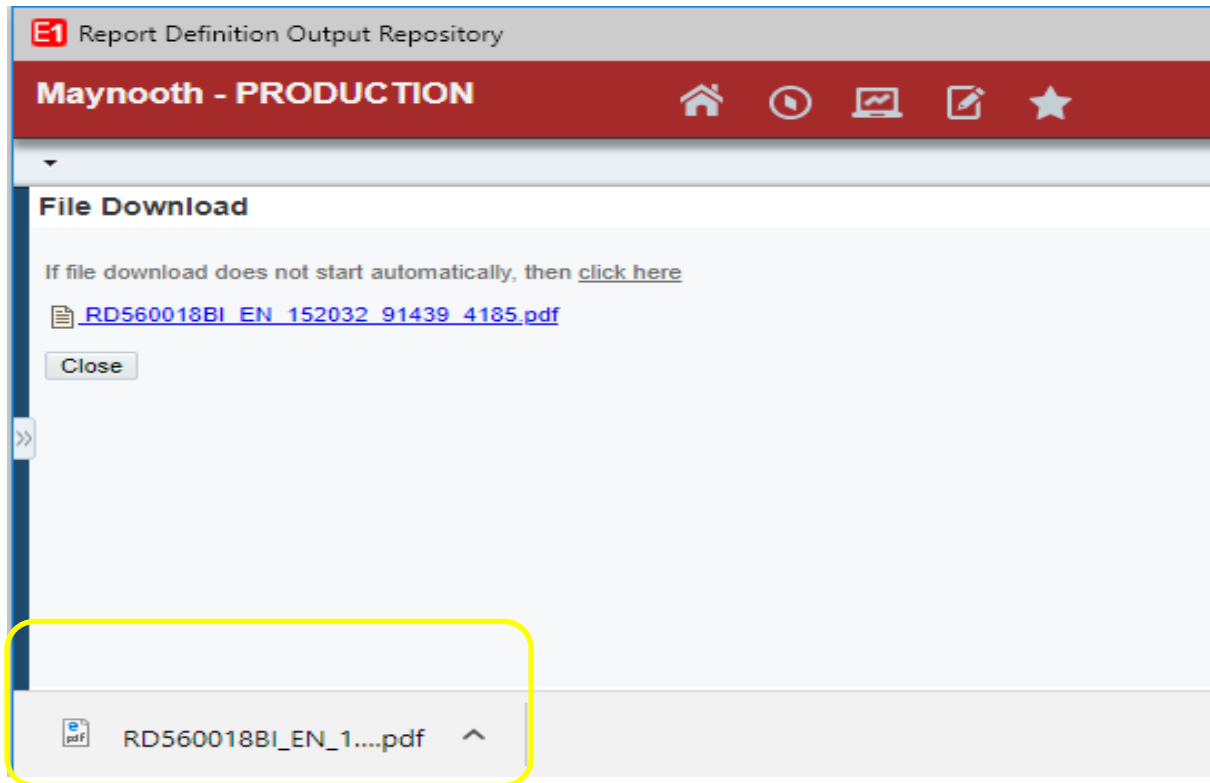


<input type="checkbox"/>	View Output	Print	Report Definition Name	Job #	Output Type	Report Definition #	Object Language	Machine Key Submitted
<input checked="" type="radio"/>			Summary Business Unit Report	133027	EXCEL	84001	EN	718121-ENT1
<input type="radio"/>			Summary Business Unit Report	133027	PDF	84001	EN	718121-ENT1

6. Click on View Output –Glasses Icon.

HINT : The Report will pop up on the Bottom left hand corner of your screen:

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Click on the bottom LHS of this screen to upload the file. (Pop-Up Blocker should be turned off)

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This is an example of a Department Summary 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 Income
Core Funded Pay		1,190,690.22		1,190,690.22	2,024,172.00	833,481.78	Not included
Occasional Pay		75,280.66		75,280.66	56,268.00	-19,012.66	-19,012.66 Overspent
Exam Pay		907.54		907.54	2,184.00	1,276.46	1,276.46 Underspent
Non Pay		101,861.40	64.77	101,926.17	235,188.00	133,261.83	133,261.83 Underspent
Prior Yr Bal Brought Forward							-20,895.45 Balance Cfwd from 17/18 - Overspent
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 Sum of all the above: Red & Greens

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.

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

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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"> 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
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 0 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 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 (+)

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 “Receipted”. The System does not send out reminders.

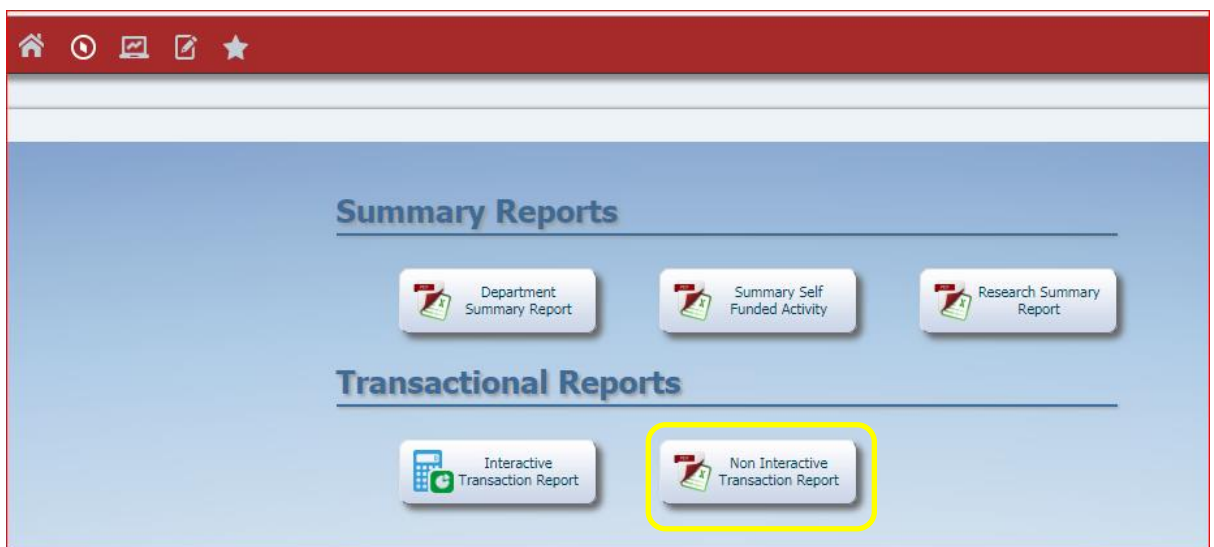
JDE REPORT TRAINING GUIDE

How To Run the **Non – Interactive** Transaction Report:

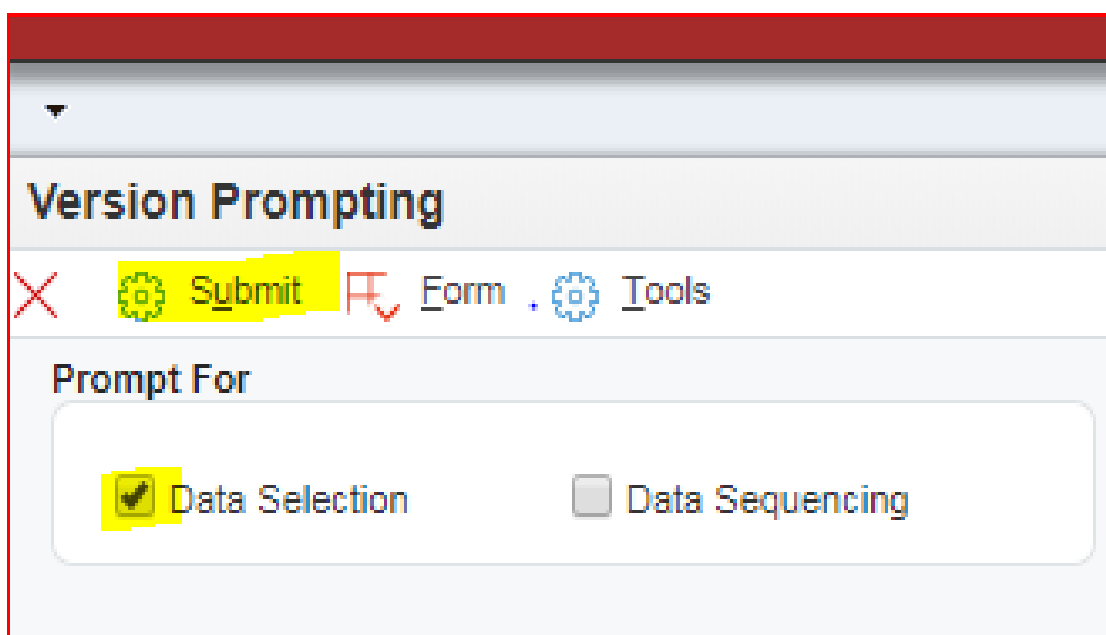
What is it? This is a list of all transactions for the current Financial Year (Oct 18-Sept 19). It shows all income and expenditure transactions posted to the BU – balances forward are not shown.

The Transaction report can be run for all BU types - Department (Recurrent) or the Self-Funded Activity BU types.

Select the Non-Interactive Transaction Report



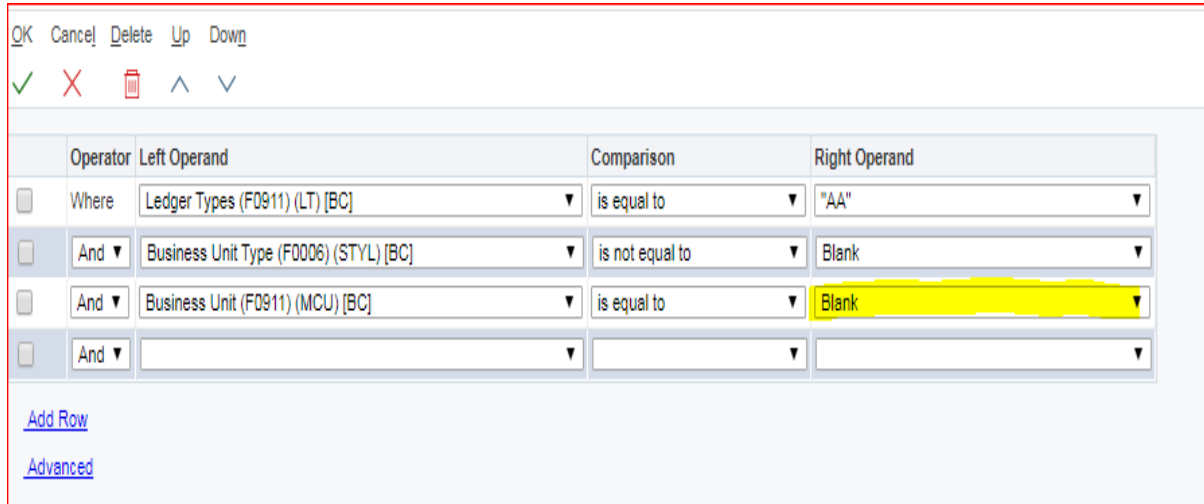
1. Tick Data Selection and click Submit



JDE REPORT TRAINING GUIDE

To select BUs

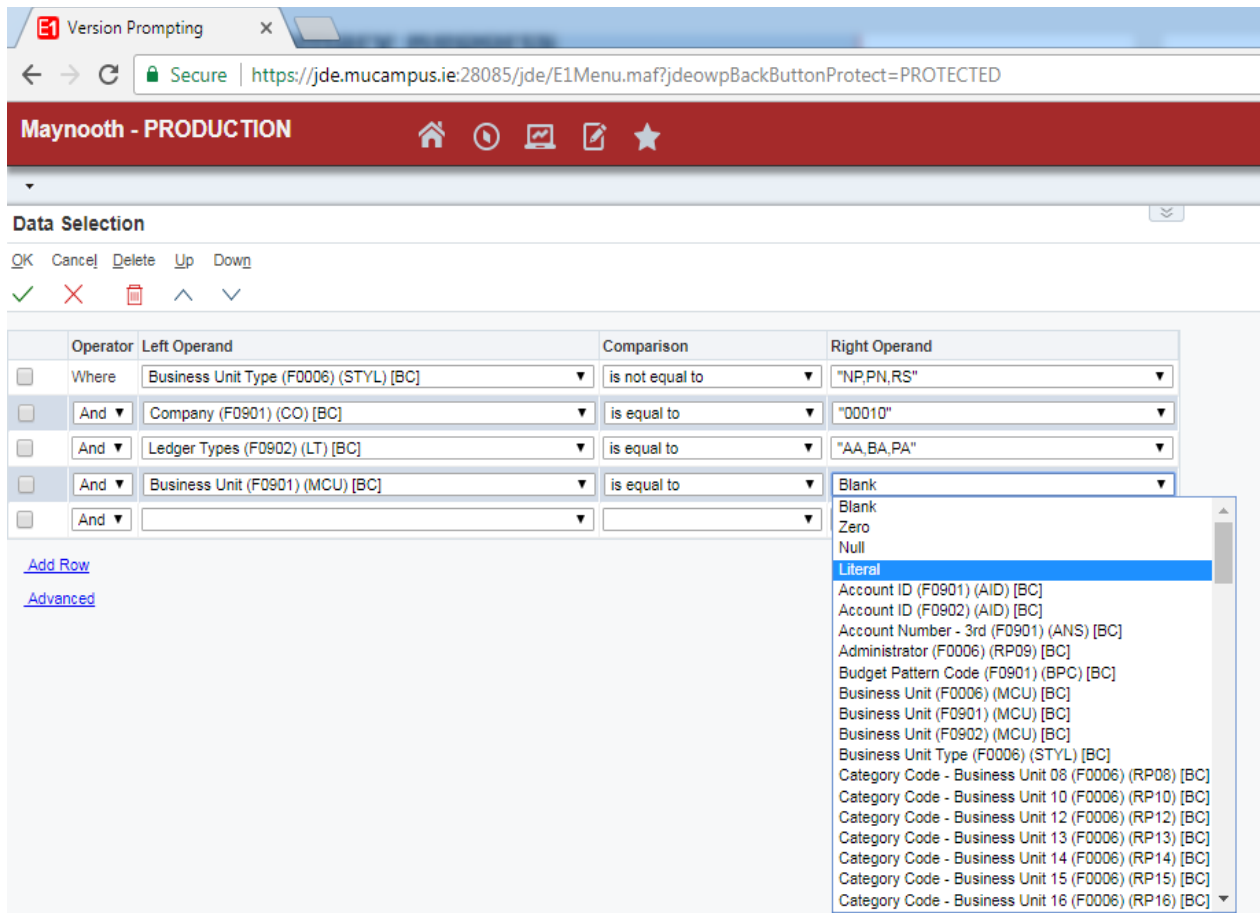
- Click on the drop down menu in the BU field :



Operator	Left Operand	Comparison	Right Operand
Where	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
And	Business Unit Type (F0006) (STYL) [BC]	is not equal to	Blank
And	Business Unit (F0911) (MCU) [BC]	is equal to	Blank
And			

[Add Row](#)
[Advanced](#)

- When the drop down menu appears – Choose ‘Literal’.



Operator	Left Operand	Comparison	Right Operand
Where	Business Unit Type (F0006) (STYL) [BC]	is not equal to	"NP,PN,RS"
And	Company (F0901) (CO) [BC]	is equal to	"00010"
And	Ledger Types (F0902) (LT) [BC]	is equal to	"AA,BA,PA"
And	Business Unit (F0901) (MCU) [BC]	is equal to	Blank
And			

[Add Row](#)
[Advanced](#)

- Blank
- Zero
- Null
- Literal**
- Account ID (F0901) (AID) [BC]
- Account ID (F0902) (AID) [BC]
- Account Number - 3rd (F0901) (ANS) [BC]
- Administrator (F0006) (RP09) [BC]
- Budget Pattern Code (F0901) (BPC) [BC]
- Business Unit (F0006) (MCU) [BC]
- Business Unit (F0901) (MCU) [BC]
- Business Unit (F0902) (MCU) [BC]
- Business Unit Type (F0006) (STYL) [BC]
- Category Code - Business Unit 08 (F0006) (RP08) [BC]
- Category Code - Business Unit 10 (F0006) (RP10) [BC]
- Category Code - Business Unit 12 (F0006) (RP12) [BC]
- Category Code - Business Unit 13 (F0006) (RP13) [BC]
- Category Code - Business Unit 14 (F0006) (RP14) [BC]
- Category Code - Business Unit 15 (F0006) (RP15) [BC]
- Category Code - Business Unit 16 (F0006) (RP16) [BC]

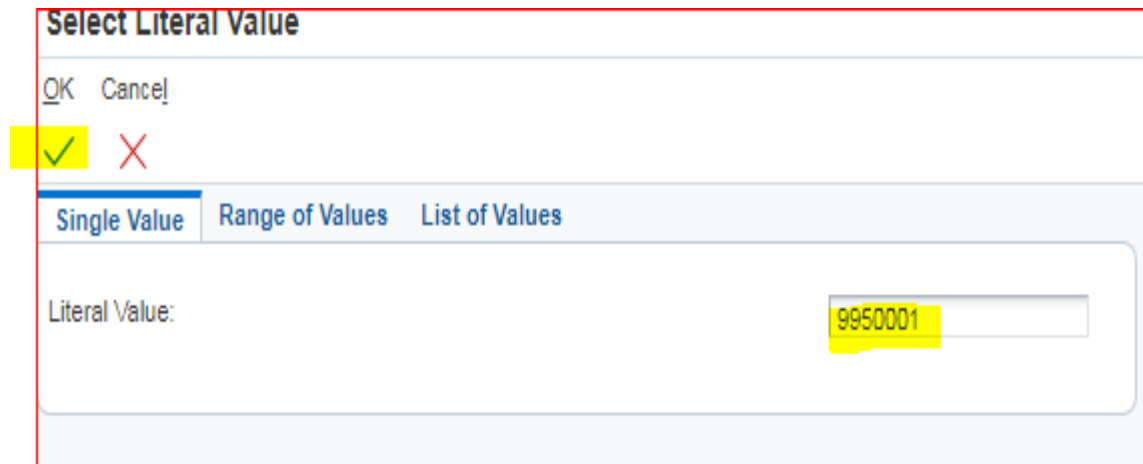
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There are 3 Tabs to choose from: SINGLE/RANGE/LIST

Single Value

If you want to run the report for one BU, select the 'Single Value' tab.

4. Enter the BU Number in the open field.



Select Literal Value

OK Cancel

✓ ✗

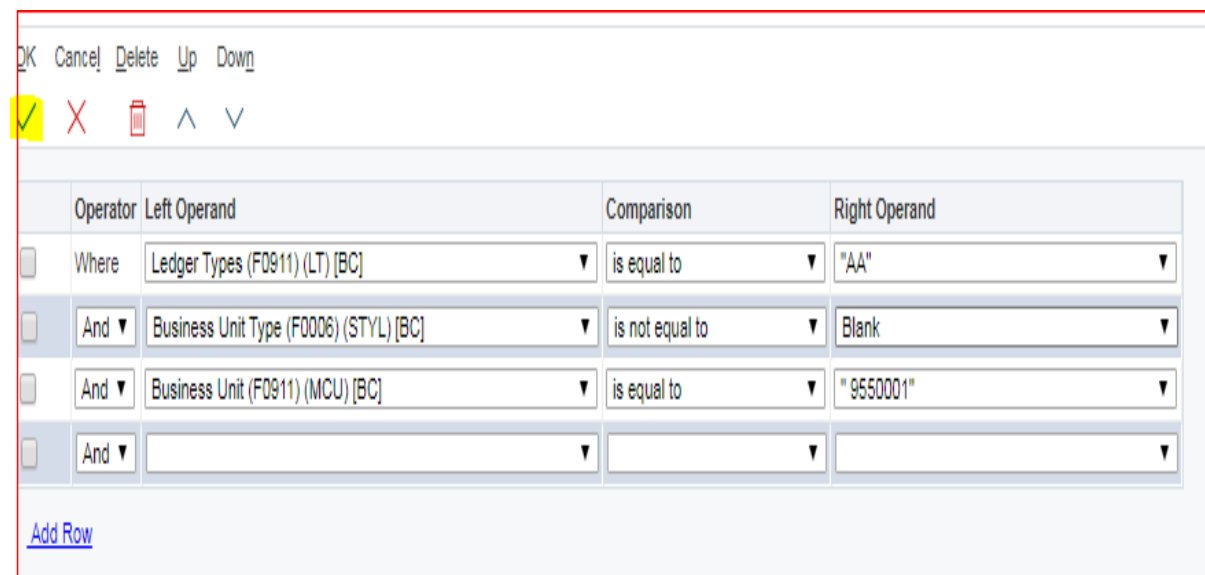
Single Value Range of Values List of Values

Literal Value:

5. Click OK on LHS

Hint: See Instructions on pages 11 - 13 for the instructions on Range and List options.

This screen will appear next.



OK Cancel Delete Up Down

✓ ✗ 🗑️ ^ v

	Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And	Business Unit Type (F0006) (STYL) [BC]	is not equal to	Blank
<input type="checkbox"/>	And	Business Unit (F0911) (MCU) [BC]	is equal to	"9950001"
<input type="checkbox"/>	And			

[Add Row](#)

6. Click Ok on LHS

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To select the Time Period & Format

7. In Period box enter 12, for month 12 (Sept)
8. In Fiscal Year box enter 18, for Fiscal/Financial year 2018/19
9. In the Output Order Format enter either 1 or 0

Processing Options

OK Cancel

✓ ✗

Date and Order Defaults

1. Period
If blank, Dates will be obtained from Current Accounting Period

2. Fiscal Year
If blank, Dates will be obtained from Current Accounting Period

3. Output Order Format, 1 or 0. 1=Object Order, 0=Period Order
If blank, default 0

Output Order Format: 1: shows the transactions by Object/Expenditure Type e.g. Travel, consumables etc...

Output Order Format: 0: shows the Expenditure by Month

The report above will run in Financial/Fiscal 2017/18 from Oct 17 to Sept 18 by Object type.

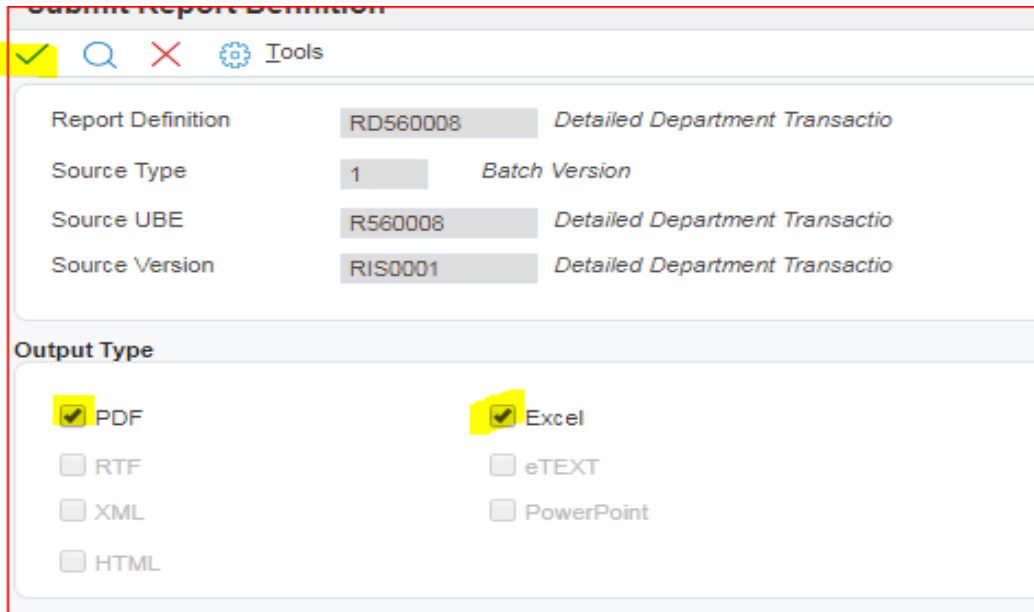
10. Click Ok on LHS

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View & Download the Non- Interactive Report

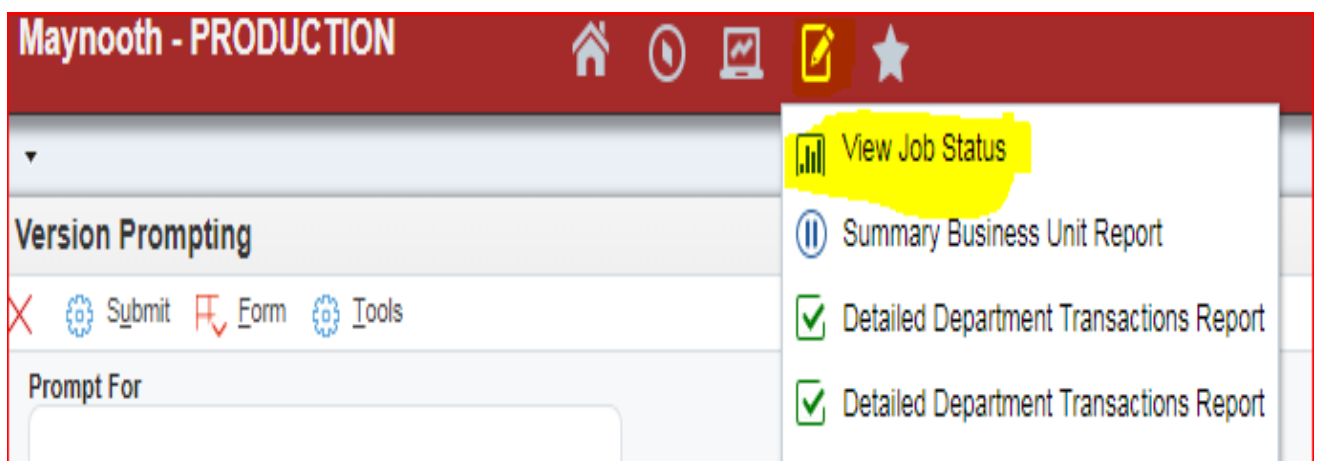
PDF or Excel Format or both:

1. Select one or both in the Output Type and click OK: on the green tick



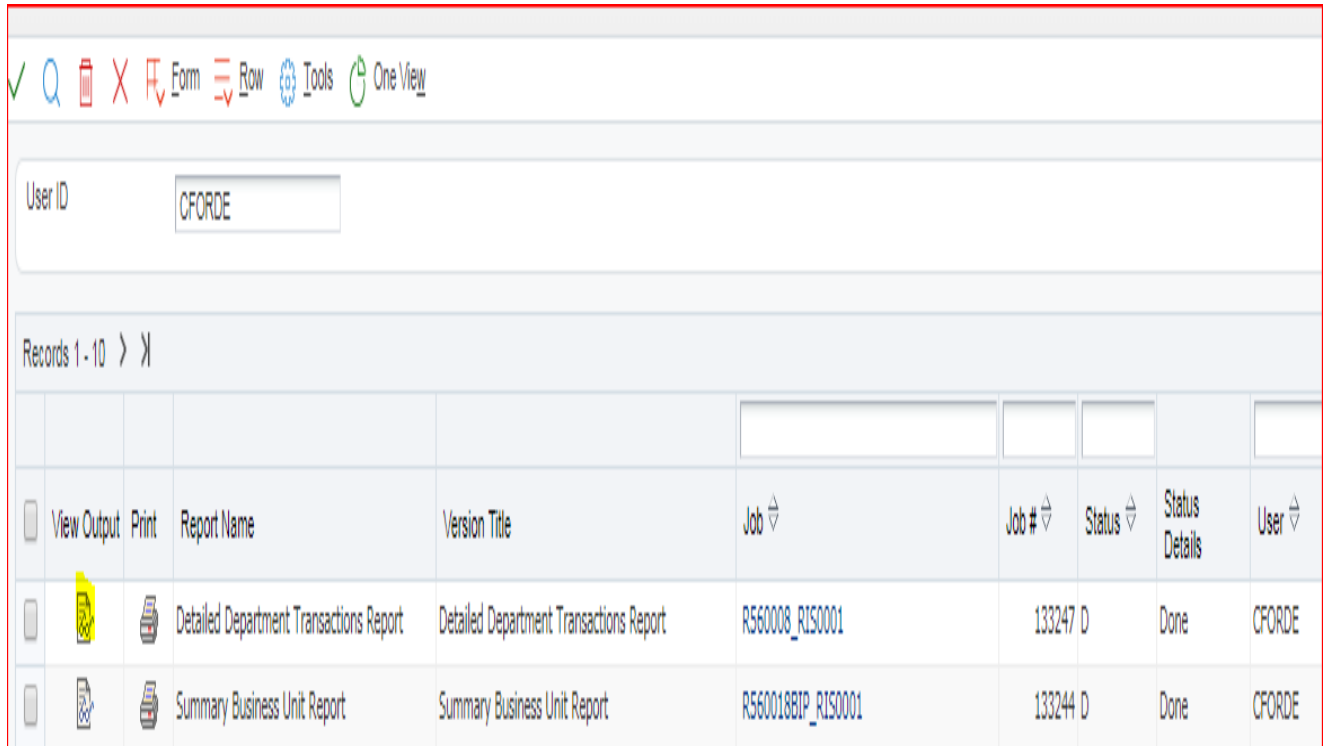
You can now proceed and pick up your report that you have just run.

2. Click the 'Recent Reports icon' and a drop down menu will appear.







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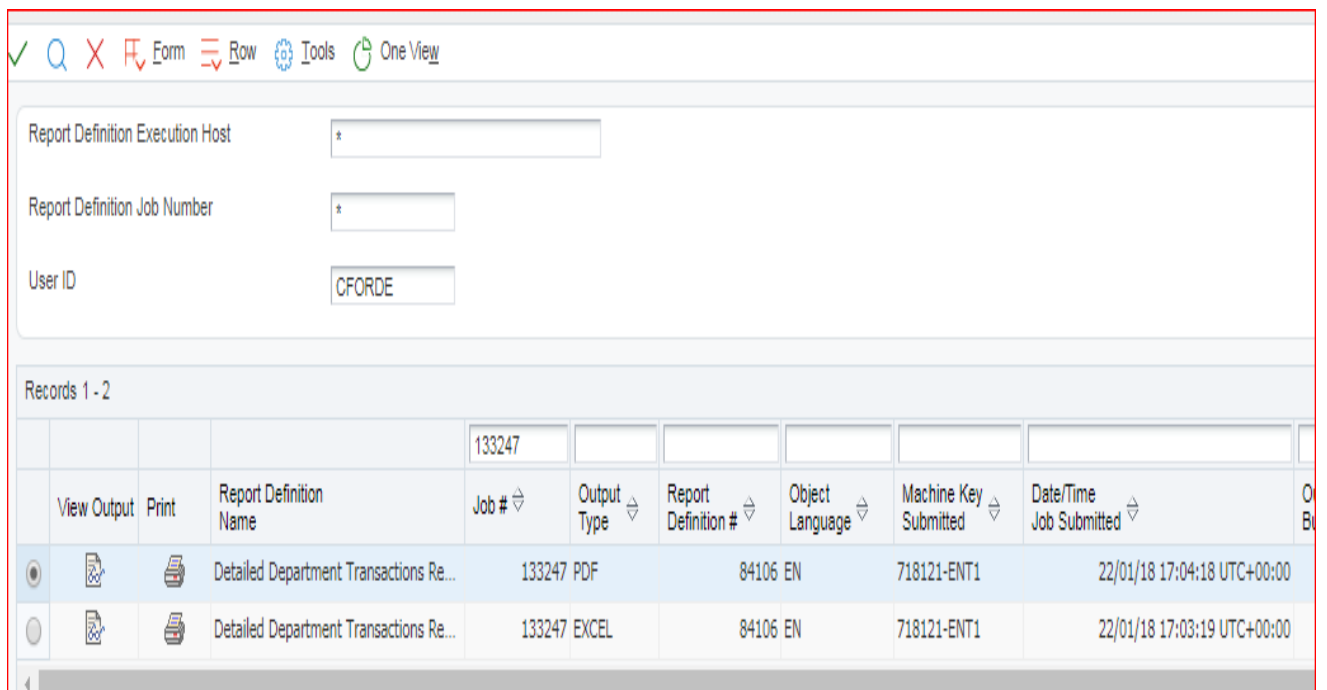
- Click on your most recent report, the one on top of your list:







Records 1 - 10 > X

	View Output	Print	Report Name	Version Title	Job #	Job #	Status	Status Details	User
<input type="checkbox"/>			Detailed Department Transactions Report	Detailed Department Transactions Report	R560008_RIS0001	133247	D	Done	CFORDE
<input type="checkbox"/>			Summary Business Unit Report	Summary Business Unit Report	R5600188IP_RIS0001	133244	D	Done	CFORDE

- Choose either Excel or PDF option: depending on what format you want to view the report.
- Click on the View Output Icon – Glasses Icon



Records 1 - 2

	View Output	Print	Report Definition Name	Job #	Output Type	Report Definition #	Object Language	Machine Key Submitted	Date/Time Job Submitted	On Behalf Of
<input checked="" type="radio"/>			Detailed Department Transactions Re...	133247	PDF	84106	EN	718121-ENT1	22/01/18 17:04:18 UTC+00:00	
<input type="radio"/>			Detailed Department Transactions Re...	133247	EXCEL	84106	EN	718121-ENT1	22/01/18 17:03:19 UTC+00:00	

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The report will pop up in your screen in the bottom left hand corner.

6. Click on it and it will open either in PDF or Excel format depending on what option you chose.



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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				Year : 18 Period : 12		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	9950001 Medical & Life Sciences	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 is all transaction posted to BU 9950001 from 01/10/18 to 30/09/19.

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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)**

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How to Run the **Interactive** Transaction Report:

Report Uses:

- Check if an Invoice (PV) has been paid. OV's are the new PV in Procurement. To check if an OV has been paid, you need to contact the Payment's Office.

(Note: Phase 1 of Procurement (OV's): Supplies in the Sciences: Lab Related: Chemicals & Reagents, Gases, Codex: Stationary, Office Supplies and Print Material, Dell: ICT equipment, Datapac: ICT consumables and cartridges. Phase 2 of Procurement will happen the next 6 months).

- Run a list of BU's within your area – see previous instructions.
- When scanning is introduced. At this stage you will be able to view a copy of the invoice

and/or expense claim through the paperclip option 



Summary Reports

- Department Summary Report
- Summary Self Funded Activity
- Research Summary Report

Transactional Reports

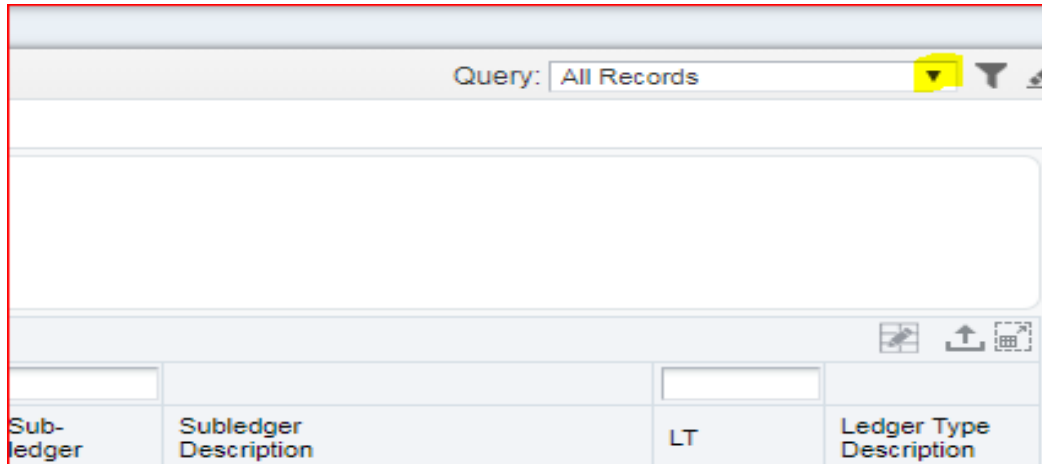
- Interactive Transaction Report**
- Non Interactive Transaction Report

On this screen on the RHS, click on the Query Box

1. Click on the Interactive Transaction Report Option on LHS

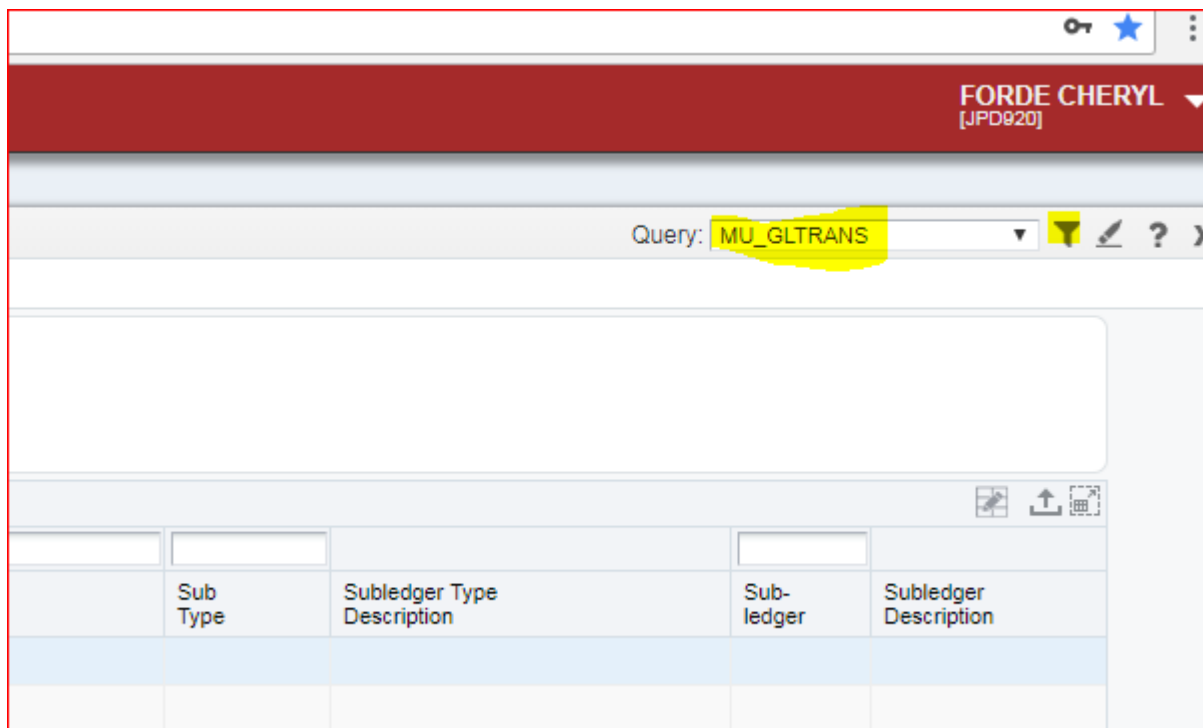
JDE REPORT TRAINING GUIDE

- On RHS side of screen select the All Records Option from the drop down menu



If you wish to customise your query you need to complete the following steps. Once set up it will be there when you login the next time.

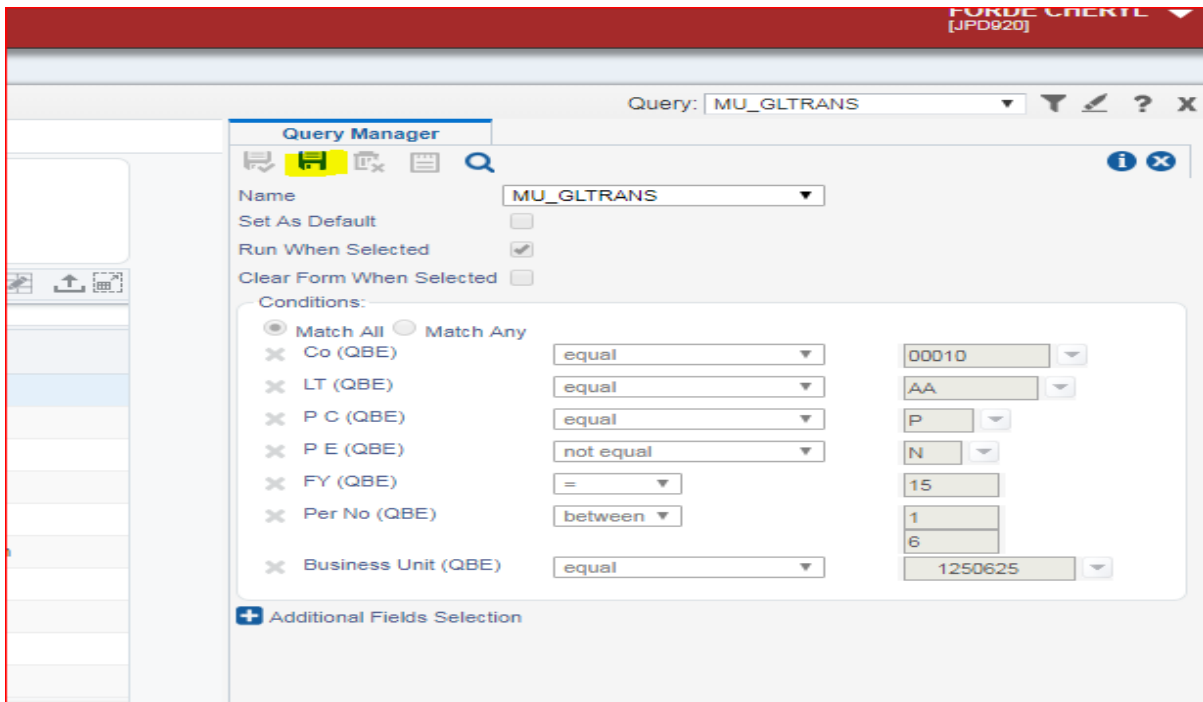
- From the Query Box - Select the MU_GL TRANS
- Click on the Manage Query Icon on RHS (Water Tower/Funnel)



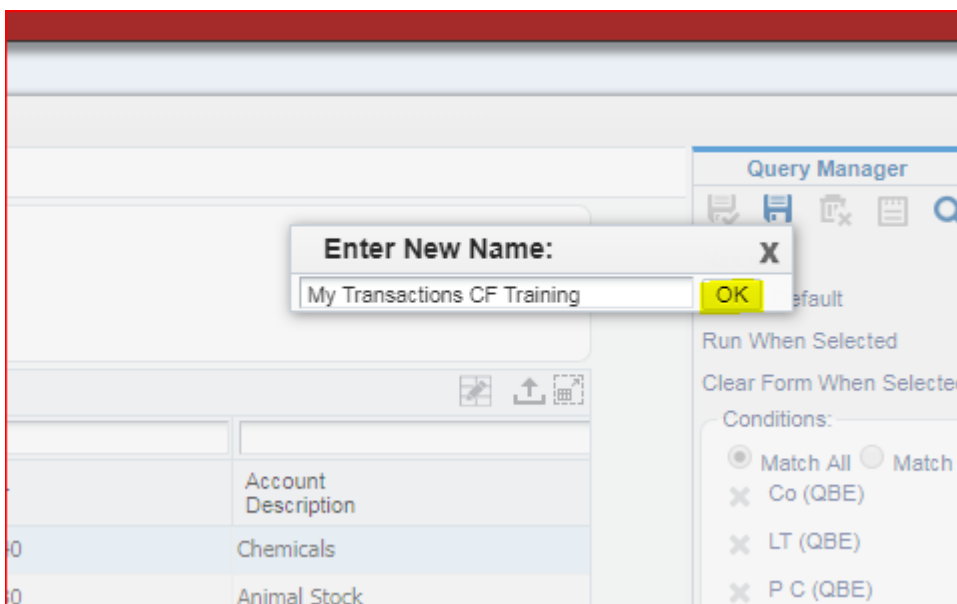
JDE REPORT TRAINING GUIDE

The query is set up to default to the below. You need to change it to your own personal query.

5. Click on the Save option under Query Manager

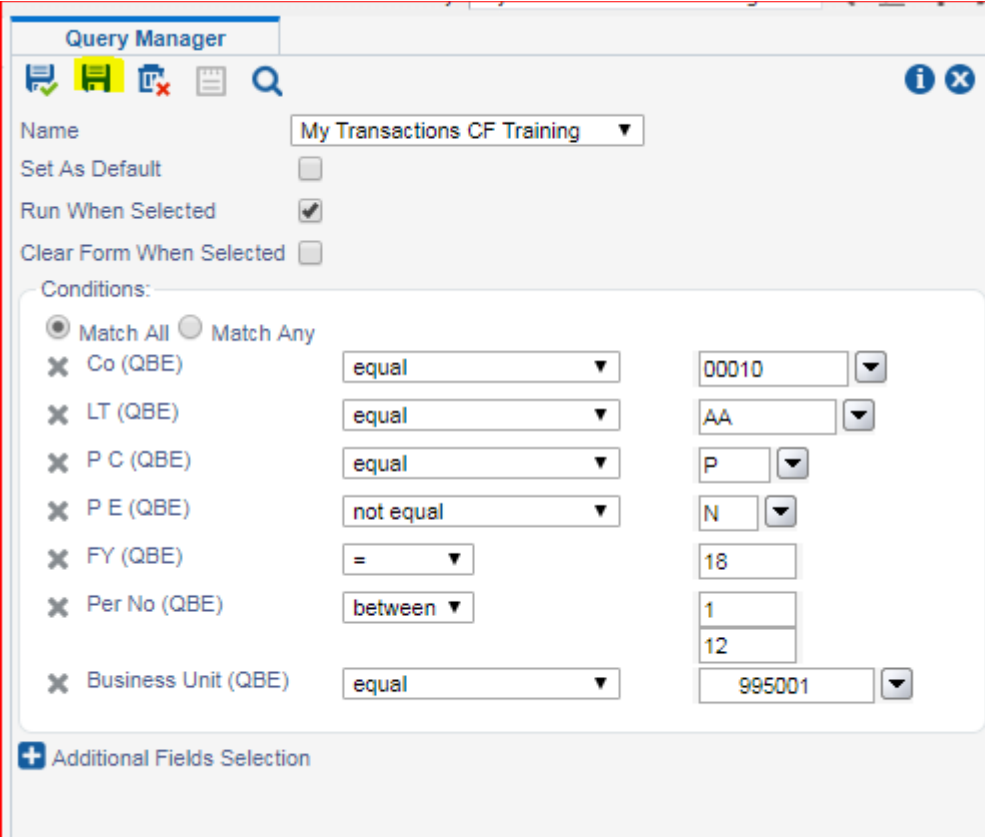


6. Give it a name and click Ok



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7. Change FY field to 18 (Fiscal/Financial Year 2018/19)
8. Change Per No field to 1 and 12
9. Enter a Recurrent or Self-Funded BU number in the BU Field
10. Click Save (Floppy Disc)




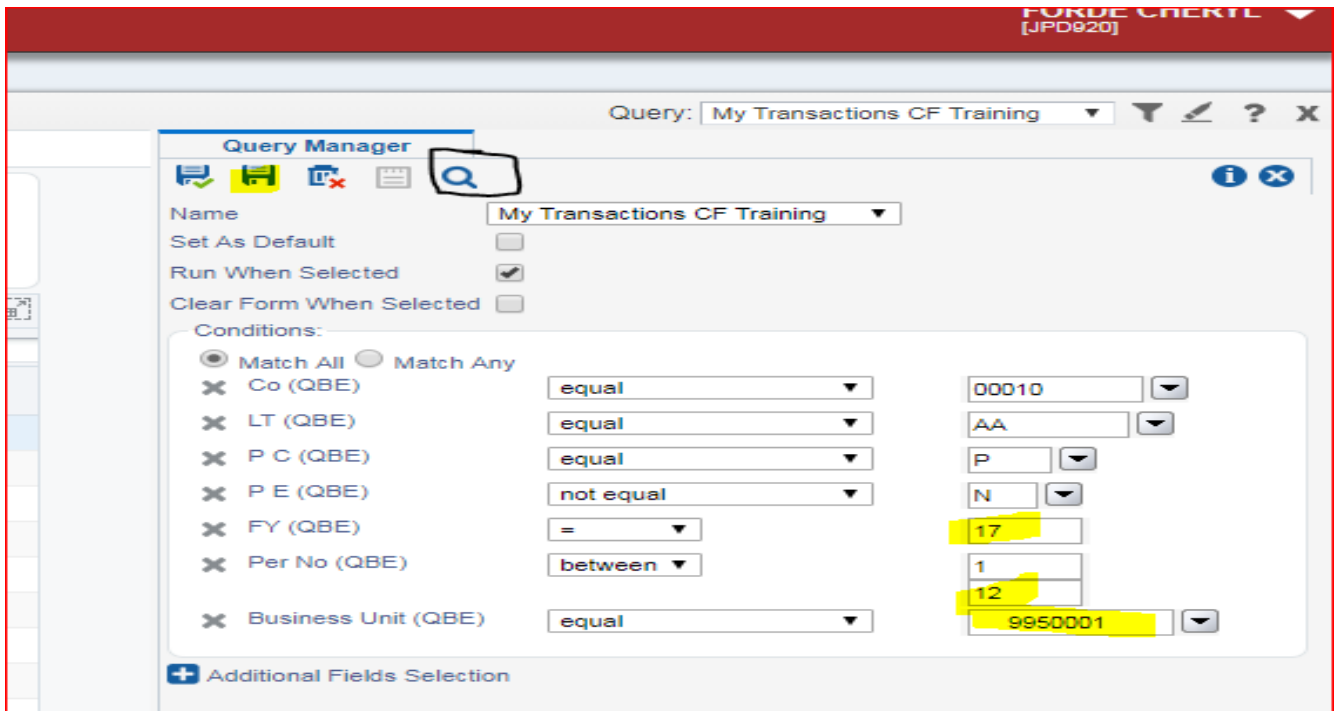
The screenshot shows the 'Query Manager' window with the following configuration:

- Name:** My Transactions CF Training
- Set As Default:**
- Run When Selected:**
- Clear Form When Selected:**
- Conditions:**
 - Match All Match Any
 - Co (QBE):** equal, 00010
 - LT (QBE):** equal, AA
 - P C (QBE):** equal, P
 - P E (QBE):** not equal, N
 - FY (QBE):** =, 18
 - Per No (QBE):** between, 1, 12
 - Business Unit (QBE):** equal, 995001
- + Additional Fields Selection**

HINT: Your query is now saved and can be changed each time you want to run a new query e.g. change the BU or change the year.

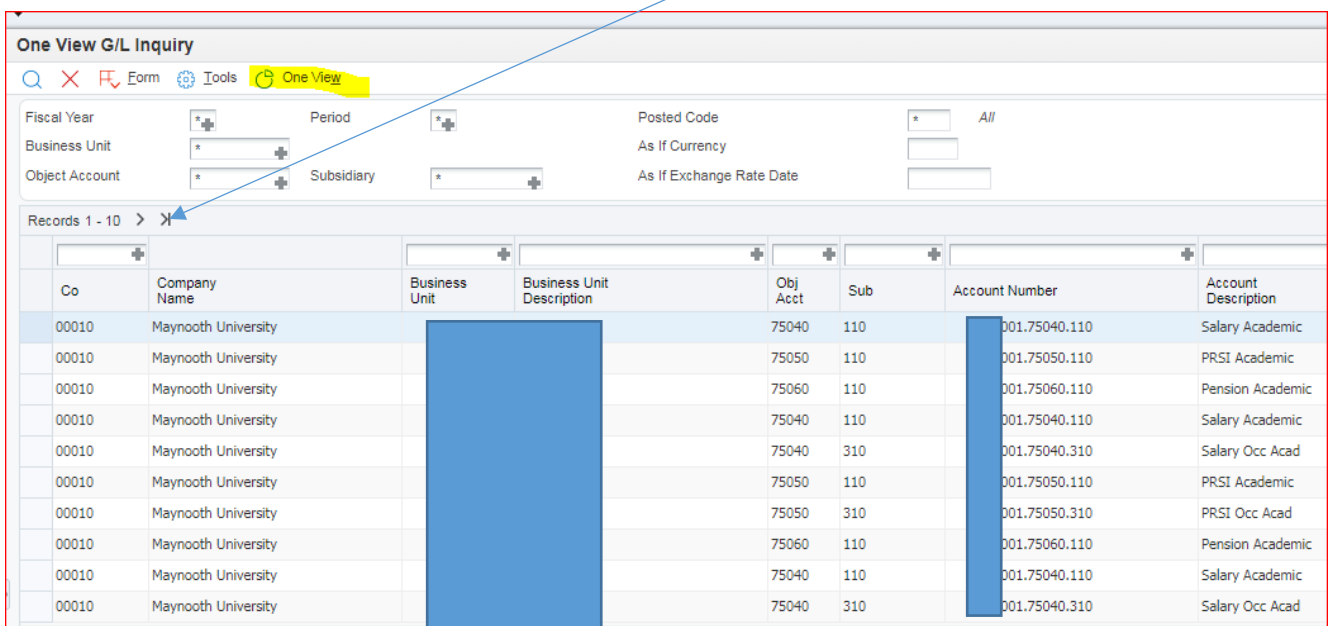
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Click Find () to run the query



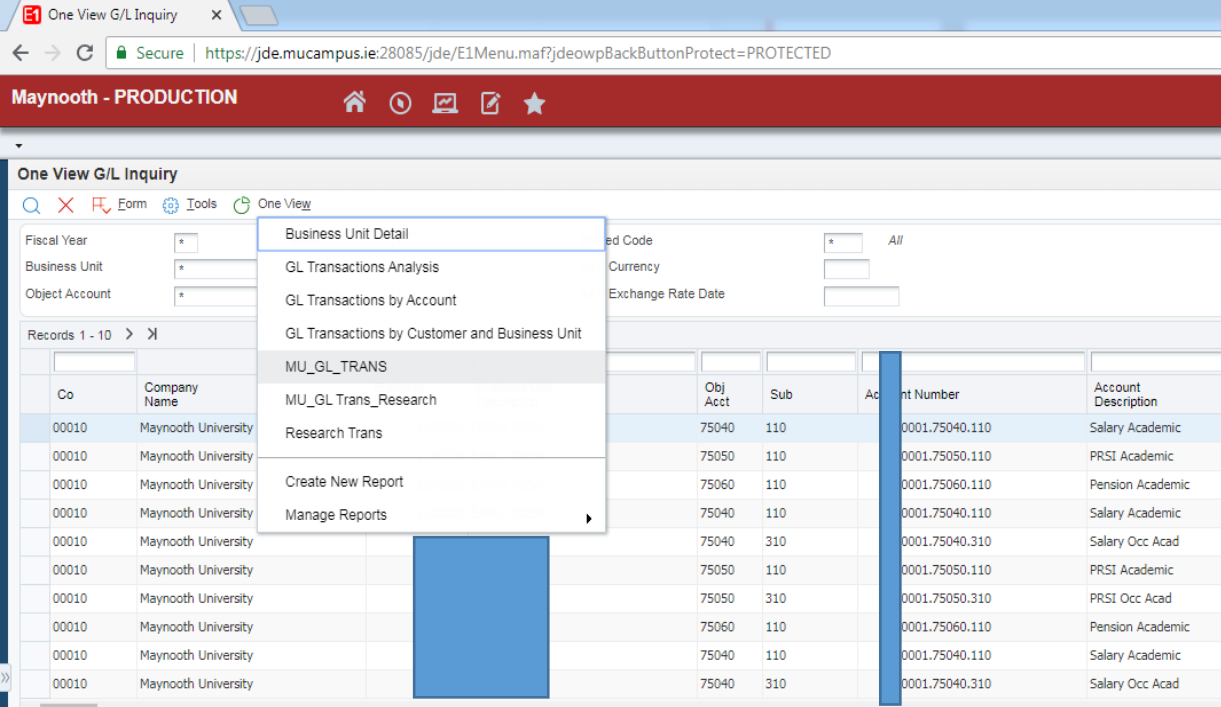
When the report runs, you will see the following screen.

1. Click on the One View Icon
2. When the report runs click on the expand records icon: >|



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3. Select the MU_GL TRANS OPTION from the drop down



The screenshot shows the 'One View G/L Inquiry' interface. A dropdown menu is open over the 'Business Unit' field, with 'MU_GL_TRANS' selected. The table below shows the following data:

Co	Company Name	Obj Acct	Sub	Account Number	Account Description
00010	Maynooth University	75040	110	0001.75040.110	Salary Academic
00010	Maynooth University	75050	110	0001.75050.110	PRSI Academic
00010	Maynooth University	75060	110	0001.75060.110	Pension Academic
00010	Maynooth University	75040	110	0001.75040.110	Salary Academic
00010	Maynooth University	75040	310	0001.75040.310	Salary Occ Acad
00010	Maynooth University	75050	110	0001.75050.110	PRSI Academic
00010	Maynooth University	75050	310	0001.75050.310	PRSI Occ Acad
00010	Maynooth University	75060	110	0001.75060.110	Pension Academic
00010	Maynooth University	75040	110	0001.75040.110	Salary Academic
00010	Maynooth University	75040	310	0001.75040.310	Salary Occ Acad

Your Interactive Transaction report will appear on screen.


JDE REPORT TRAINING GUIDE

How to use the Interactive Transaction Report.

- 1) **First report** on top is the Summary report: Total on LHS and then each period total is shown as you move across the screen
- 2) **Second report** is the Transaction Report.

GL Transactions

Current Date: Jul 04, 2018


Ollscoil Mhá Nuad
 Ollscoil na hÉireann Má Nuad

Please Note Display : Negative Figures Equal Income and Positive Figures Equal Expenditure.

		Total	1	2	3	4	5	6	7	8
Academic Pay	PRSI Academic	18,967.15	2,044.80	2,044.80	2,044.80	2,120.34	2,113.98	2,120.34	2,159.77	
	Pension Academic	6,561.43	715.52	715.52	715.52	738.58	738.59	738.58	733.04	
	Salary Academic	210,398.25	22,783.75	22,783.75	22,783.75	23,471.50	23,471.50	23,471.50	23,877.50	
Consumables	Internal Trade Photocopying	798.32	0	0	0	0	0	720.16	78.16	
	Miscellaneous	22.00	0	22.00	0	0	0	0	0	
	Postage & courier	12.86	0	0	0	0	0	12.86	0	
	Stationery	71.78	0	49.70	0	8.30	0	0	13.78	
Exam Pay	Salary Exam Occ Academic	847.22	0	0	0	210.45	511.33	17.90	0	
Hospitality and Entertainment	Hospitality and Entertainmen	840.61	292.00	238.51	0	0	0	0	310.10	
Occasional Pay Academic	PRSI Occ Acad	1,165.50	0	110.15	242.95	119.28	144.19	117.14	109.07	
	Salary Occ Acad	12,956.97	0	1,352.00	2,873.03	1,199.27	1,017.46	1,409.47	1,263.28	
Occasional Pay Administrative	PRSI Occ Acad Admin	29.02	0	0	0	0	0	0	0	
	Salary Occ Acad Admin	331.02	0	0	0	0	0	0	0	
Occasional Pay Support Staff	PRSI Occ Support Staff	3.41	0	0	0	3.41	0	0	0	
	Salary Occ Support Staff	39.72	0	0	0	39.72	0	0	0	
Other Income	Conference Income Depts	-1,020.00	0	0	0	0	0	0	0	
	Domestic Accommodation	1,412.10	83.00	0	0	83.00	1,072.10	0	87.00	

Business Unit Code 2 Description

Business Unit Description

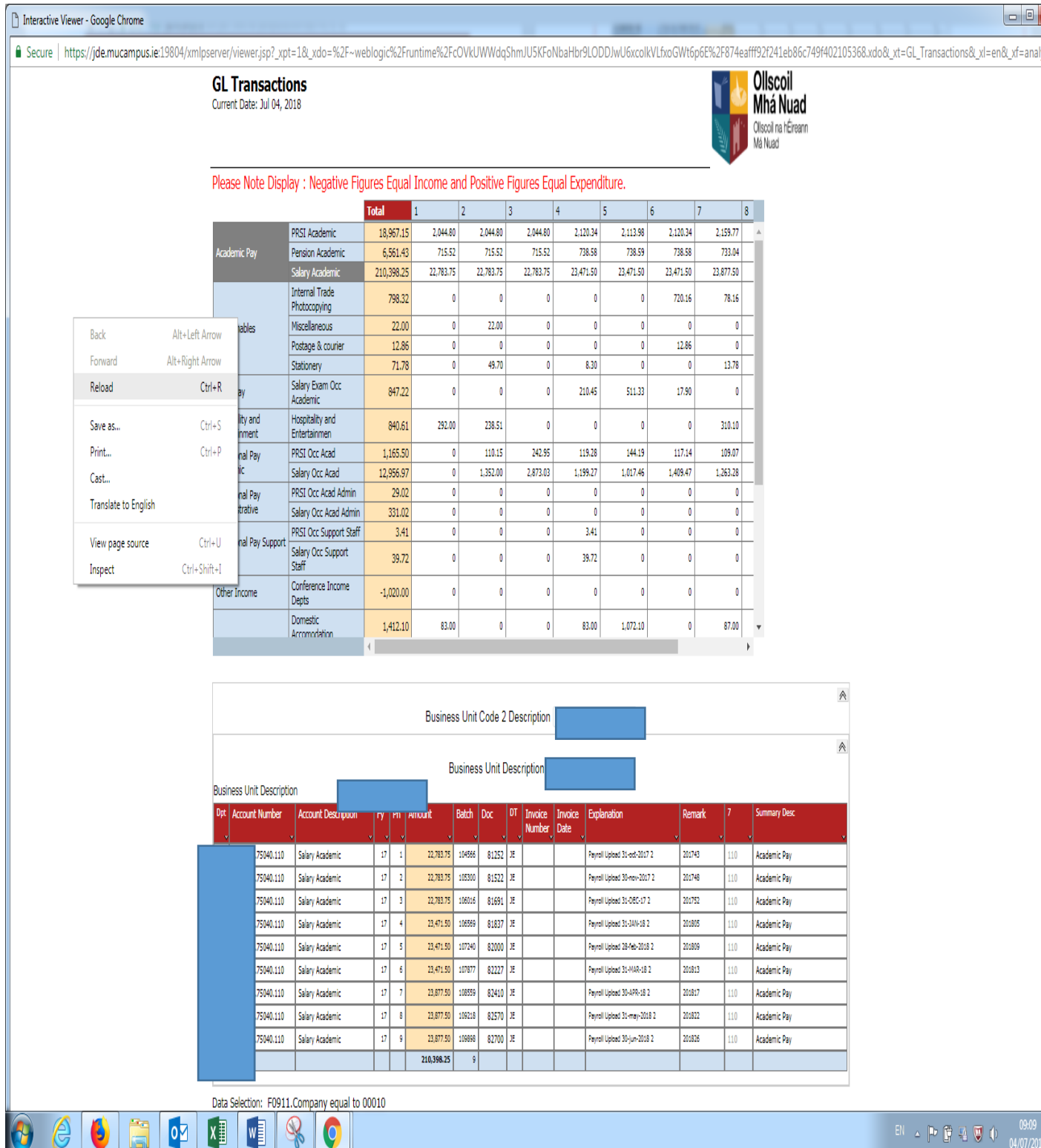
Business Unit Description

Dpt	Account Number	Account Description	Fy	Pn	Amount	Batch	Doc	DT	Invoice Number	Invoice Date	Explanation	Remark	7	Summary Desc
	1.58280	Conference Income Depts	17	9	-110.00	109446	82615	X6			Realex May 2018	D K	50	Other Income
	1.58280	Conference Income Depts	17	9	-100.00	109446	82615	X6			Realex May 2018	M	50	Other Income
	1.58280	Conference Income Depts	17	9	-240.00	109446	82615	X6			Realex May 2018	F	50	Other Income
	1.58280	Conference Income Depts	17	9	-200.00	109446	82615	X6			Realex May 2018	S	50	Other Income
	1.58280	Conference Income Depts	17	9	-110.00	109446	82615	X6			Realex May 2018	O	50	Other Income
	1.58280	Conference Income Depts	17	9	-140.00	109446	82615	X6			Realex May 2018	T	50	Other Income
	1.58280	Conference Income Depts	17	9	-120.00	109446	82615	X6			Realex May 2018	F	50	Other Income
	1.75040.110	Salary Academic	17	1	22,783.75	104566	81252	1E			Payroll Upload 31-oct-2017 2	2	110	Academic Pay
	1.75040.110	Salary Academic	17	2	22,783.75	105300	81522	1E			Payroll Upload 30-nov-2017 2	2	110	Academic Pay

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- 1) **First Report:** Put the mouse over any of the headings in the second column in blue. When the hand appears click on the heading: the figures that make up that total appear on the Second Report (transaction report)

Click off the report and Right Click on Mouse and hit Reload Or Refresh to revert to original screen



GL Transactions
Current Date: Jul 04, 2018

Please Note Display : Negative Figures Equal Income and Positive Figures Equal Expenditure.

	Total	1	2	3	4	5	6	7	8
Academic Pay									
PRSI Academic	18,967.15	2,044.80	2,044.80	2,044.80	2,120.34	2,113.98	2,120.34	2,159.77	
Pension Academic	6,561.43	715.52	715.52	715.52	738.58	738.59	738.58	733.04	
Salary Academic	210,398.25	22,783.75	22,783.75	22,783.75	23,471.50	23,471.50	23,471.50	23,877.50	
Internal Trade Photocopying	798.32	0	0	0	0	0	720.16	78.16	
Miscellaneous	22.00	0	22.00	0	0	0	0	0	
Postage & courier	12.86	0	0	0	0	0	12.86	0	
Stationery	71.78	0	49.70	0	8.30	0	0	13.78	
Salary Exam Occ Academic	847.22	0	0	0	210.45	511.33	17.90	0	
Hospitality and Entertainment	840.61	292.00	238.51	0	0	0	0	310.10	
PRSI Occ Acad	1,165.50	0	110.15	242.95	119.28	144.19	117.14	109.07	
Salary Occ Acad	12,956.97	0	1,352.00	2,873.03	1,199.27	1,017.46	1,409.47	1,263.28	
PRSI Occ Acad Admin	29.02	0	0	0	0	0	0	0	
Salary Occ Acad Admin	331.02	0	0	0	0	0	0	0	
PRSI Occ Support Staff	3.41	0	0	0	3.41	0	0	0	
Salary Occ Support Staff	39.72	0	0	0	39.72	0	0	0	
Conference Income Depts	-1,020.00	0	0	0	0	0	0	0	
Domestic Accommodation	1,412.10	83.00	0	0	83.00	1,072.10	0	87.00	

Business Unit Code 2 Description

Business Unit Description

Dpt	Account Number	Account Description	Yr	Pr	Amount	Batch	Doc	DT	Invoice Number	Invoice Date	Explanation	Remark	7	Summary Desc
	75040.110	Salary Academic	17	1	22,783.75	104566	01252	JE			Payroll Updated 31-oct-2017 2	201743	110	Academic Pay
	75040.110	Salary Academic	17	2	22,783.75	105300	01522	JE			Payroll Updated 30-nov-2017 2	201748	110	Academic Pay
	75040.110	Salary Academic	17	3	22,783.75	106106	01691	JE			Payroll Updated 31-DEC-17 2	201752	110	Academic Pay
	75040.110	Salary Academic	17	4	23,471.50	106599	01837	JE			Payroll Updated 31-JAN-18 2	201805	110	Academic Pay
	75040.110	Salary Academic	17	5	23,471.50	107240	02000	JE			Payroll Updated 29-Feb-2018 2	201809	110	Academic Pay
	75040.110	Salary Academic	17	6	23,471.50	107877	02227	JE			Payroll Updated 31-MAR-18 2	201813	110	Academic Pay
	75040.110	Salary Academic	17	7	23,877.50	108559	02410	JE			Payroll Updated 30-APR-18 2	201817	110	Academic Pay
	75040.110	Salary Academic	17	8	23,877.50	109218	02570	JE			Payroll Updated 31-may-2018 2	201822	110	Academic Pay
	75040.110	Salary Academic	17	9	23,877.50	109898	02700	JE			Payroll Updated 30-Jun-2018 2	201826	110	Academic Pay
					210,398.25	9								

Data Selection: F0911.Company equal to 00010

JDE REPORT TRAINING GUIDE

2) **Transaction Report:** second report: You will see filters. It defaults to Select All

Business Unit Description

Business Unit Description

pt	Account Number	Account Description	Fy	Pn	Amount	Batch	Doc	DT	Invoice Number	Invoice Date	Explanation
	001.75040.310	Salari			1,017.46	107240	82000	JE			Payroll Uploaded 28-feb-2018 2
	001.75040.310	Salari			1,409.47	107877	82227	JE			Payroll Uploaded 31-MAR-18 2
	001.75040.310	Salari			1,263.28	108559	82410	JE			Payroll Uploaded 30-APR-18 2
	001.75040.310	Salari			3,030.18	109218	82570	JE			Payroll Uploaded 31-may-2018 2
	001.75040.310	Salari			812.28	109898	82700	JE			Payroll Uploaded 30-jun-2018 2
	001.75040.330	Salari			331.02	109898	82700	JE			Payroll Uploaded 30-jun-2018 2
	001.75040.350	Salari			39.72	106569	81837	JE			Payroll Uploaded 31-JAN-18 2
	001.75042.310	Salari			210.45	106569	81837	JE			Payroll Uploaded 31-JAN-18 2
	001.75042.310	Salari			511.33	107240	82000	JE			Payroll Uploaded 28-feb-2018 2
	001.75042.310	Salary Exam Occ Academic	17	6	17.90	107877	82227	JE			Payroll Uploaded 31-MAR-18 2
	001.75042.310	Salary Exam Occ Academic	17	9	107.54	109898	82700	JE			Payroll Uploaded 30-jun-2018 2
	001.75050.110	PRSI Academic	17	1	2,044.80	104566	81252	JE			Payroll Uploaded 31-oct-2017 2

Sort Ascending
 Sort Descending
 (Select All)
 1.0
 2.0
 3.0
 4.0
 5.0
 6.0
 7.0

Look at the PN Filter: Period Number. It automatically defaults to selecting All Periods.

- Click on the PN filter
- Click on Select All box – this will blank all the boxes
- Tick 1, 2, 3, and 4 (you are selecting Periods 1, 2, 3 and 4 only)

The Transaction report will only show Transactions for these 4 periods and will ignore the others.

To get back to the original screen

Click the mouse off the report, right click as before, and select reload/refresh

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		Total	1	2	3	4
	PRSI Academic	18,967.15	2,044.80	2,044.80	2,044.80	2,111.75
	Pension Academic	6,561.43	715.52	715.52	715.52	715.52
	Salary Academic	210,398.25	22,783.75	22,783.75	22,783.75	23,401.25
	Internal Trade Photocopying	798.32	0	0	0	0
	Miscellaneous	22.00	0	22.00	0	0
	Postage & courier	12.86	0	0	0	0
	Stationery	71.78	0	49.70	0	0
	Salary Exam Occ Academic	847.22	0	0	0	2,111.75
	Hospitality and Entertainmen	840.61	292.00	238.51	0	0
	PRSI Occ Acad	1,165.50	0	110.15	242.95	1,112.40
	Salary Occ Acad	12,956.97	0	1,352.00	2,873.03	1,112.40
	PRSI Occ Acad Admin	29.02	0	0	0	0
	Salary Occ Acad Admin	331.02	0	0	0	0
Support	PRSI Occ Support Staff	3.41	0	0	0	0
	Salary Occ Support Staff	39.72	0	0	0	0
	Conference Income Depts	-1,020.00	0	0	0	0
	Domestic Accomodation	1,412.10	83.00	0	0	0

Business Unit Code 2 Description

Business Unit Description

Number	Account Description	Fy	Pn	Amount	Batch	Doc	DT	Invoice Number	Invoice Date
5040.110	Salary Academic	17	1	22,783.75	104566	81252	JE		
5050.110	PRSI Academic	17	1	2,044.80	104566	81252	JE		
5060.110	Pension Academic	17	1	715.52	104566	81252	JE		
6080	Domestic Accomodation	17	1	83.00	104749	421418	PV	247772	10/12/17
6190	European Meals	17	1	69.30	104819	421330	UI	SEMINAR DINNER	10/18/17
6230	International Flights	17	1	400.00	104039	420621	UI	CONFERENCE PRESENTATION	10/11/17
7220	Hospitality and Entertainmen	17	1	292.00	104128	421047	PV	1003633434	10/12/17
				26,388.37		7			

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Check if a supplier (PV) has been paid (Can't be used to check OV's)

1. Select DT (Document Type) as a filter in this case

Account Number	Account Description	Fy	Pn	Amount	Batch	Doc	DT	Invoice Number
00001.67030	Internal Trade Sales	18	6					
00001.75040.110	Salary Academic	18	1					
00001.75040.110	Salary Academic	18	2					
00001.75040.110	Salary Academic	18	3					
00001.75040.110	Salary Academic	18	4					
00001.75040.110	Salary Academic	18	5					
00001.75040.110	Salary Academic	18	6					
00001.75040.110	Salary Academic	18	7					
00001.75040.120	Salary Technical	18	1					
00001.75040.120	Salary Technical	18	2	45,425.96	114325	83793	JE	
00001.75040.120	Salary Technical	18	3	45,185.96	114969	84009	JE	
00001.75040.120	Salary Technical	18	4	47,012.75	115829	84175	JE	
00001.75040.120	Salary Technical	18	5	49,852.60	116508	84349	JE	

2. Click on Select All box – this will blank all the boxes
3. Tick the PV (Invoice) box and click Ok.

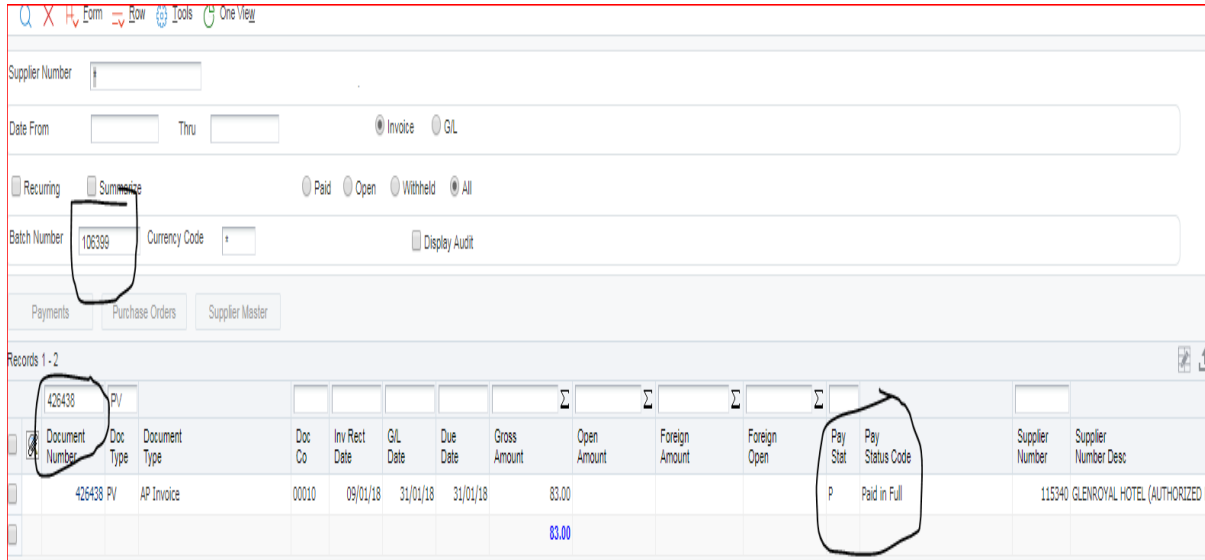
In this query, you will only see PVs in the Transaction report below

7. Place the mouse over the Document Field (DOC) on the Transaction report.
8. When the Hand Symbol appears click on the Document Number

Account Number	Account Description	Fy	Pn	Amount	Batch	Doc	DT	Invoice Number	Invoice Date	Explanation	Remark	7	Summary Desc
00001.76080	Domestic Accomodation	17	4	83.00	106399	426438	PV	251005	1/9/18	GLENROYAL HOTEL (AUTHORIZED PR		200	Travel and Subsistence
00001.76080	Domestic Accomodation	17	5	1,072.10	107173	428946	PV	2192	2/20/18	MAYNOOTH CAMPUS CONFERENCE/ACC		200	Travel and Subsistence
00001.76080	Domestic Accomodation	17	7	87.00	108517	432664	PV	256085	4/3/18	GLENROYAL HOTEL (AUTHORIZED PR		200	Travel and Subsistence

JDE REPORT TRAINING GUIDE

The following screen will show the payment status. As you can see, the supplier has been **Paid in Full**.



Document Number	Doc Type	Document Type	Doc Co	Inv Rest Date	GL Date	Due Date	Gross Amount	Open Amount	Foreign Amount	Foreign Open	Pay Stat	Pay Status Code	Supplier Number	Supplier Number Desc
426438	PV	AP Invoice	00010	09/01/18	31/01/18	31/01/18	83.00				P	Paid in Full	115340	GLENROYAL HOTEL (AUTHORIZED P
							83.00							

The Payment Stages in JDE (A, #, P)

A – Approved on system and ready for Payment (if there is a problem with the invoice e.g. TCC is not current it will stay in Status A until this is resolved). Usually stays in A if payment is on hold or it is being disputed.

- In the Current Pay Run/Payment being Written: It has gone through Stage A above and is due to be paid in the next payment run, which is done every Thursday.

P – Paid in full: it has cleared the bank and is now in the claimants/suppliers bank account.

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Document Types

Doc: Type	Description	When used
RI	Income	Invoiced Income through AR
X6	Income	Income not invoiced
X5	Payment	Direct transfer to a Supplier
JE	Journal	Finance: used to post payroll & corrections
OV	PO + Goods Received	Requisitioner/Buyer/Approver: Purchase Order (PO) where the goods have been received (receipted) from the Supplier.
PV	Invoice	Relates to purchases currently outside of stage 1 of Procurement from Suppliers.
PC	Purchase Credit	Refund from a supplier (PV)
UI	Expense Claim	Core Expenses
PR	Stipend	Student stipends