

# JDE REPORT TRAINING GUIDE



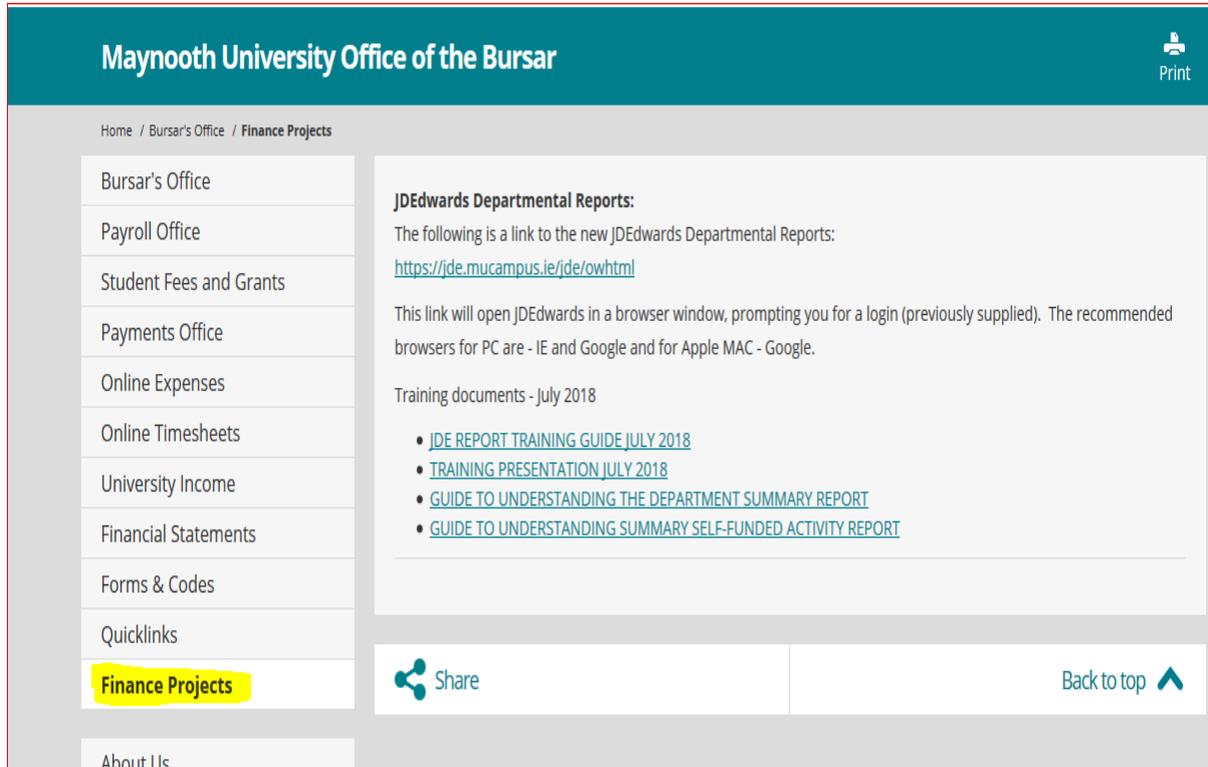
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# JDE REPORT TRAINING GUIDE

## 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

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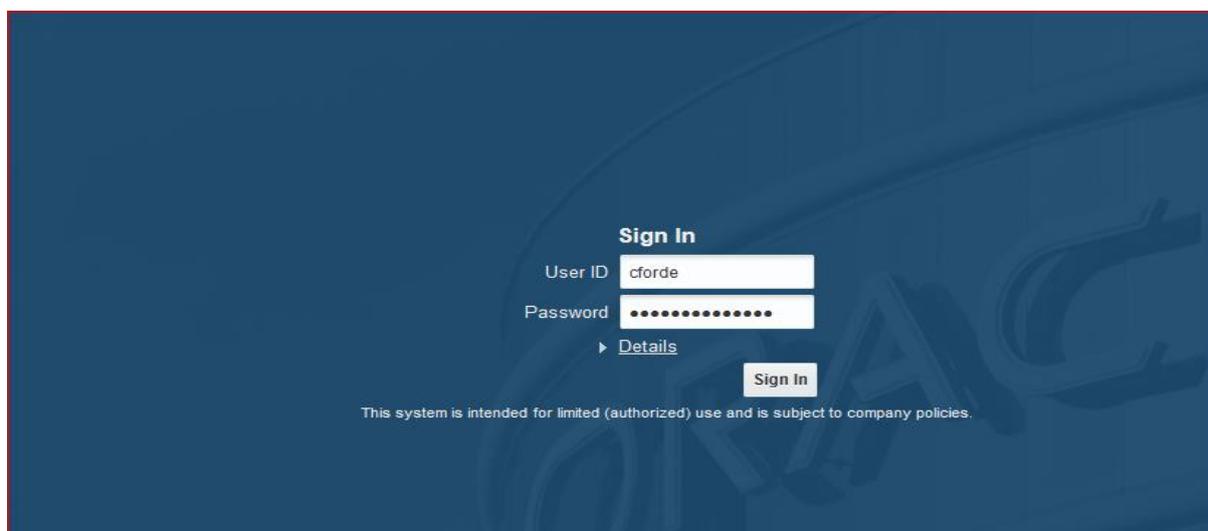
**JDEdwards Departmental Reports:**  
The following is a link to the new JDEdwards Departmental Reports:  
<https://jde.mucampus.ie/jde/owhtml>

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

[Details](#)

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>

# JDE REPORT TRAINING GUIDE

## What report to choose?

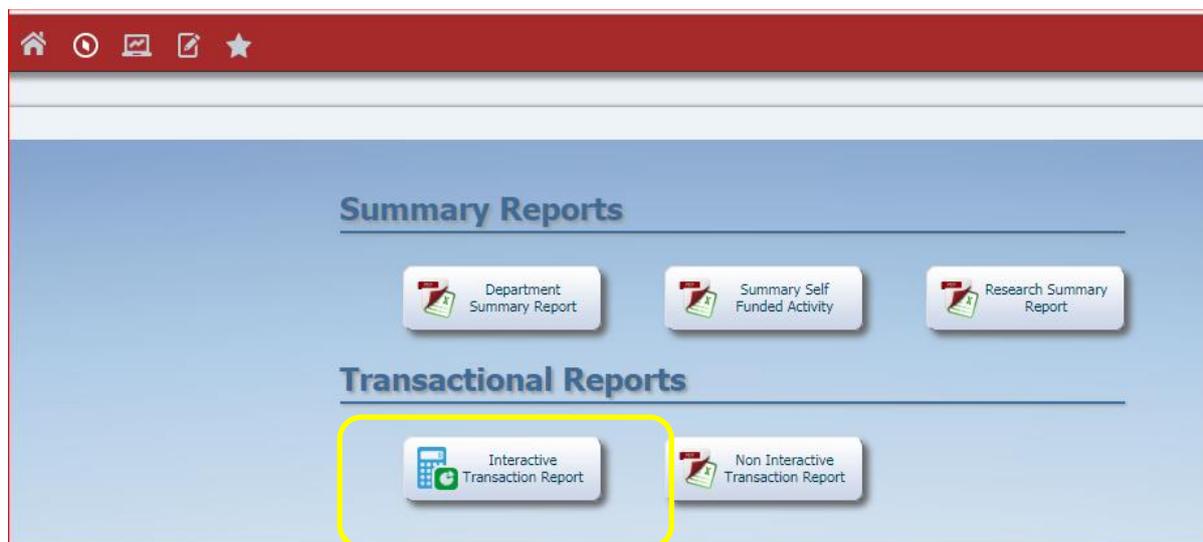
1. If your Department is funded by the University - these are called Recurrent Business Units (BUs) – You need to run the **Department Summary Report**
2. If you have been assigned a BU to run a self-funded project e.g. Conference or a course funded by the HEA etc. These are normally funded solely or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

**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.**

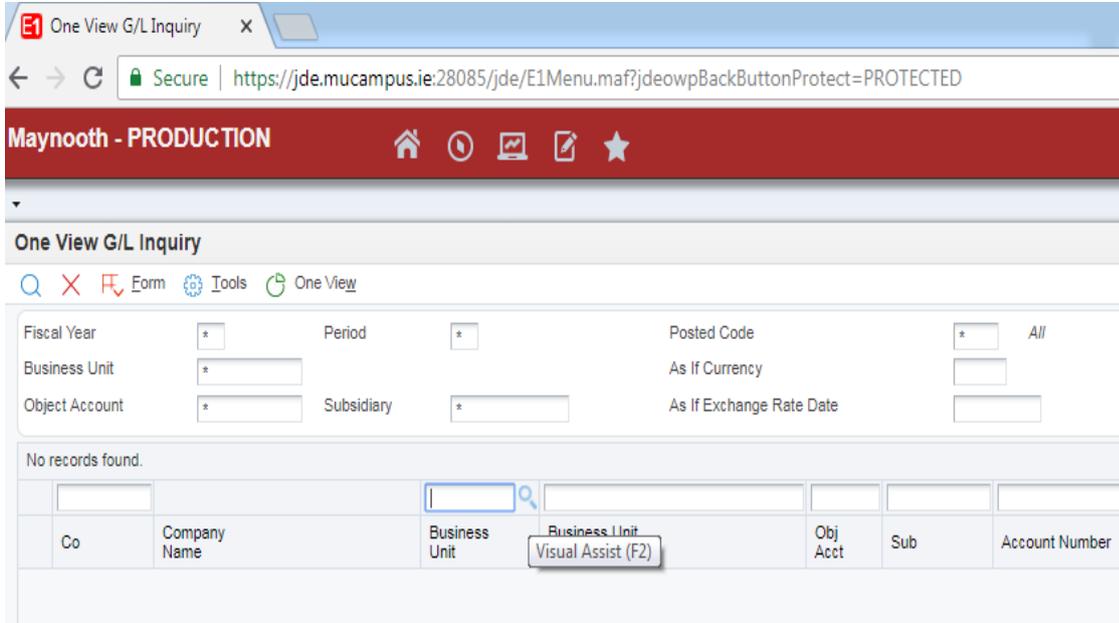
## To run a list of your Business Units BU:

- Click on Interactive Transaction Report , as per below



# JDE REPORT TRAINING GUIDE

- Click on the Business Unit Field
- Click on the Visual Assist Icon (  ) in the Business Unit Field on the screen below



One View G/L Inquiry

Secure | <https://jde.mucampus.ie:28085/jde/E1Menu.maf?jdeowpBackButtonProtect=PROTECTED>

Maynooth - PRODUCTION

One View G/L Inquiry

Form Tools One View

Fiscal Year \* Period \* Posted Code \* All

Business Unit \* As If Currency

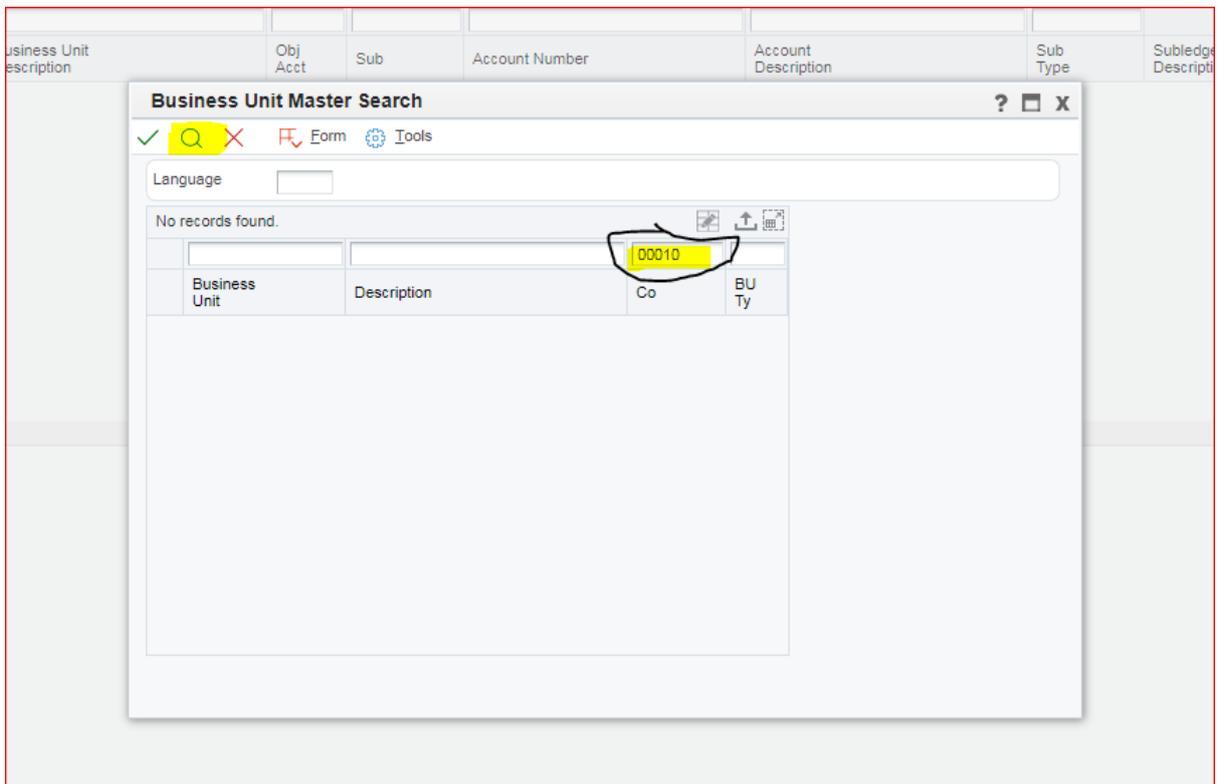
Object Account \* Subsidiary \* As If Exchange Rate Date

No records found.

Co	Company Name	Business Unit	Business Unit Visual Assist (F2)	Obj Acct	Sub	Account Number

When this screen appears

- Enter 00010 in the Co Field
- Click Find Icon on LHS



Business Unit Master Search

Language

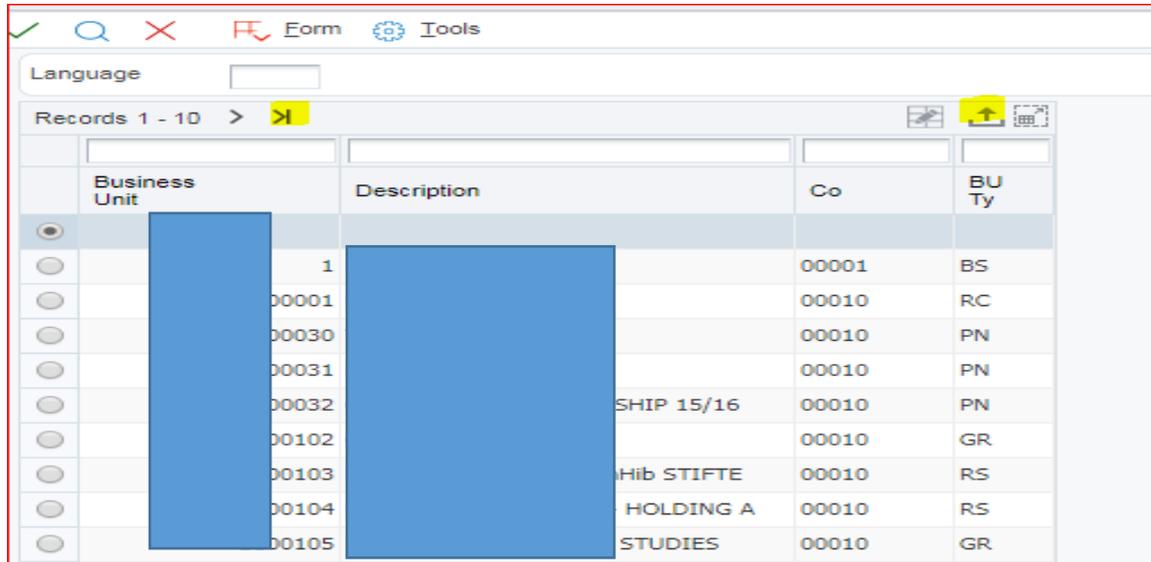
No records found.

Business Unit	Description	Co	BU Ty
		00010	

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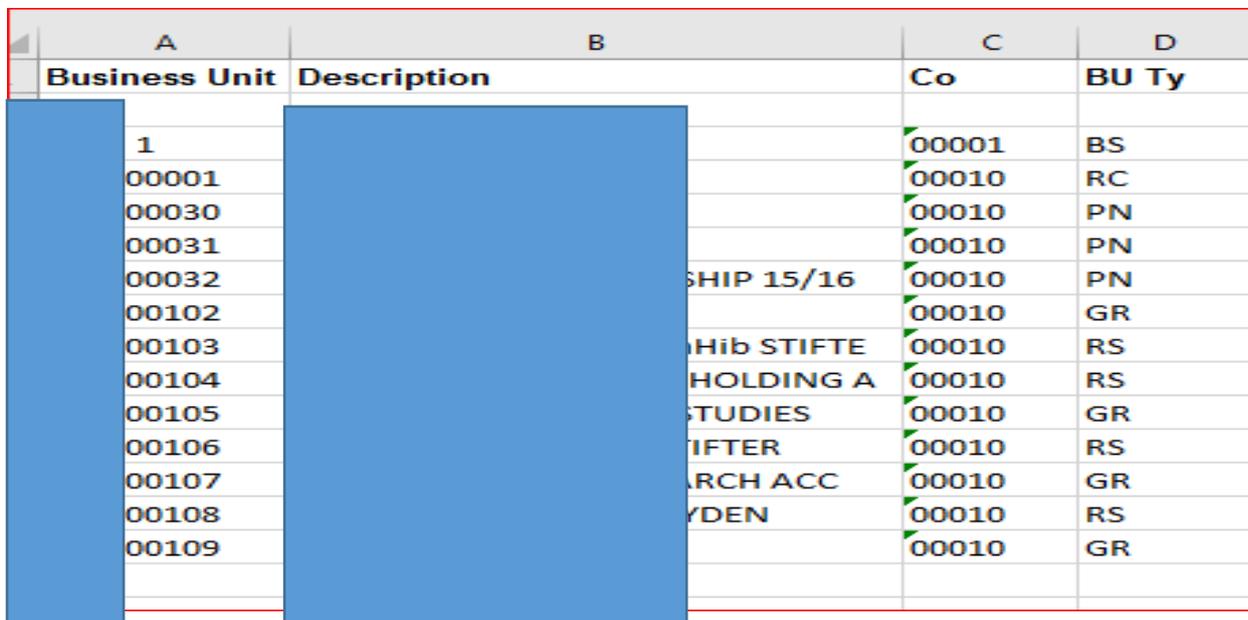
When the BU list appears as below

- Expand the list
- Export to Excel – see RHS



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

You end up with a BU listing

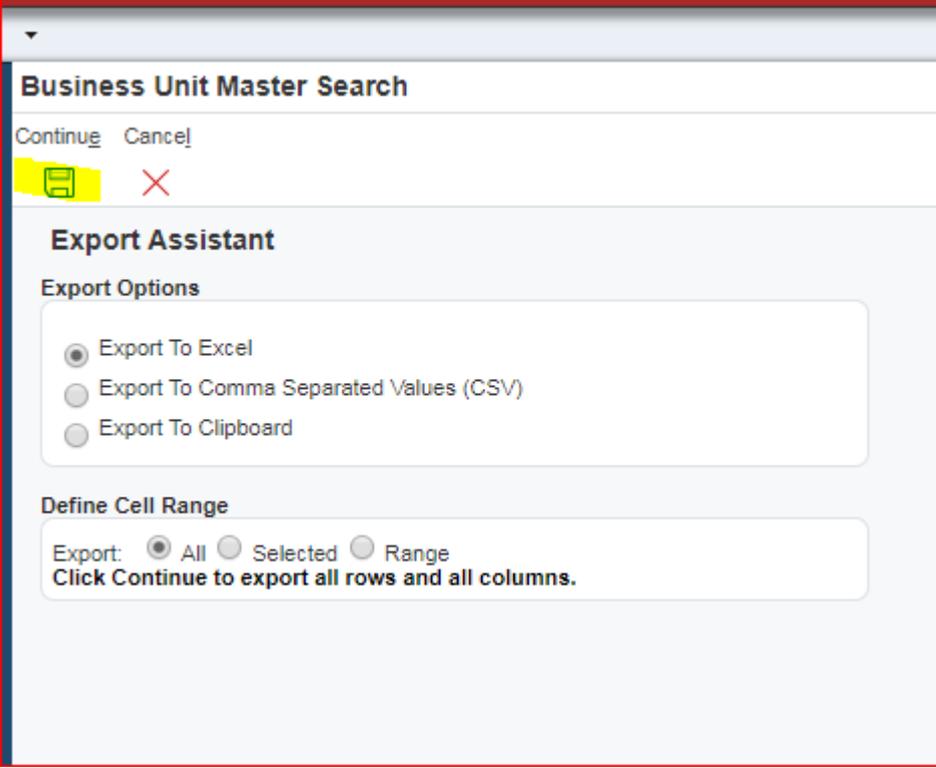


A	B	C	D
Business Unit	Description	Co	BU Ty
1		00001	BS
00001		00010	RC
00030		00010	PN
00031		00010	PN
00032	SHIP 15/16	00010	PN
00102		00010	GR
00103	Hib STIFTE	00010	RS
00104	HOLDING A	00010	RS
00105	STUDIES	00010	GR
00106	TIFTER	00010	RS
00107	ARCH ACC	00010	GR
00108	YDEN	00010	RS
00109		00010	GR

# JDE REPORT TRAINING GUIDE

When this screen appears

- Click on Continue Icon



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

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).

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## How to Run the Summary Reports.

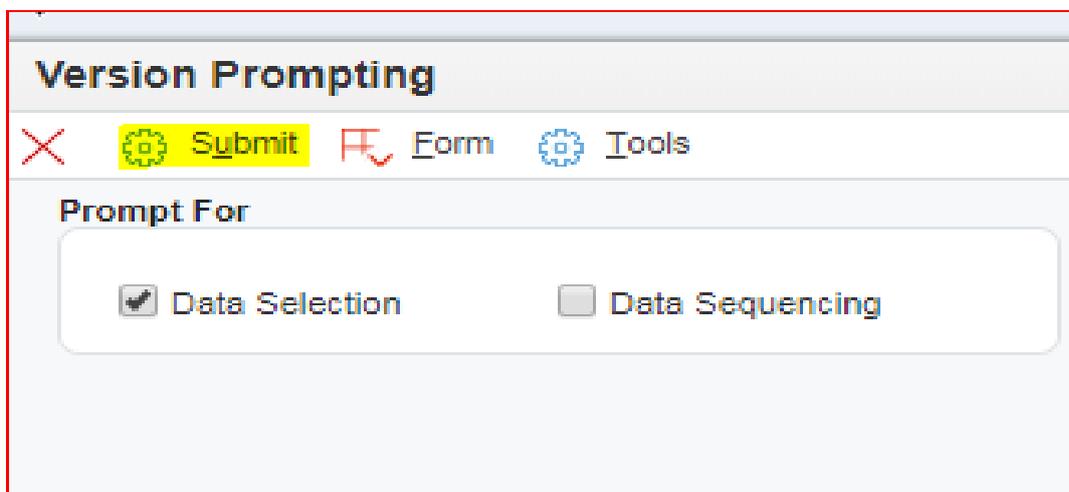
For either report the below instructions are the same.

### To run the Summary Report:

- Click on Department Summary Report or Summary Self-Funded Activity, as per below based on the BU type described on page 6



- 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

✓ ✗ 🗑️ ⬆️ ⬇️

Operator	Left Operand	Comparison	Right Operand
Where	Business Unit Type (F0006) (STYL) [BC]	is equal to	"RC,RN,RA"
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](#)



### Summary Self- Funded Activity View

**Data Selection**

OK Cancel Delete Up Down

✓ ✗ 🗑️ ⬆️ ⬇️

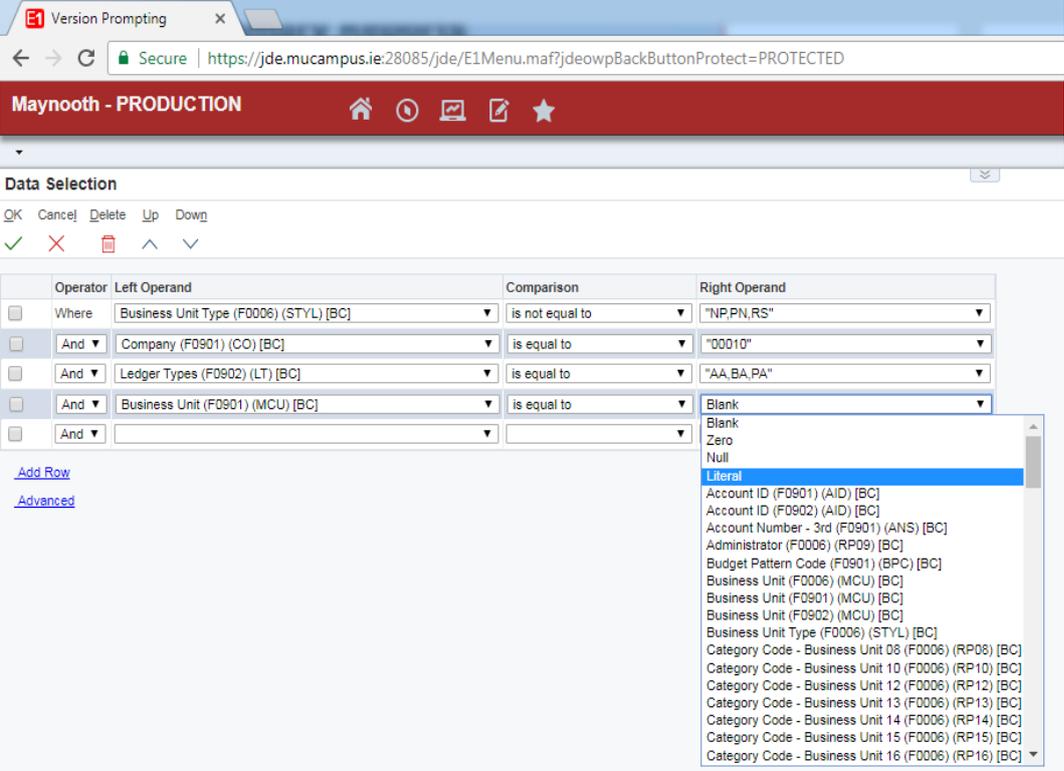
Operator	Left Operand	Comparison	Right Operand
Where	Business Unit Type (F0006) (STYL) [BC]	is equal to	"PN,NA,AN,PS"
And	Company (F0901) (CO) [BC]	is equal to	"00010"
And	Ledger Types (F0902) (LT) [BC]	is equal to	"AA,BA"
And	Posting Edit - Business Unit (F0006) (PECC) [BC]	is not equal to	"N"
And	Business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

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



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



Version Prompting x

Secure | https://jde.mucampus.ie:28085/jde/E1Menu.maf?jdeowpBackButtonProtect=PROTECTED

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Data Selection

OK Cancel Delete Up Down

✓ ✗ 🗑️ ⬆️ ⬇️

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
			<b>Literal</b>
			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](#)

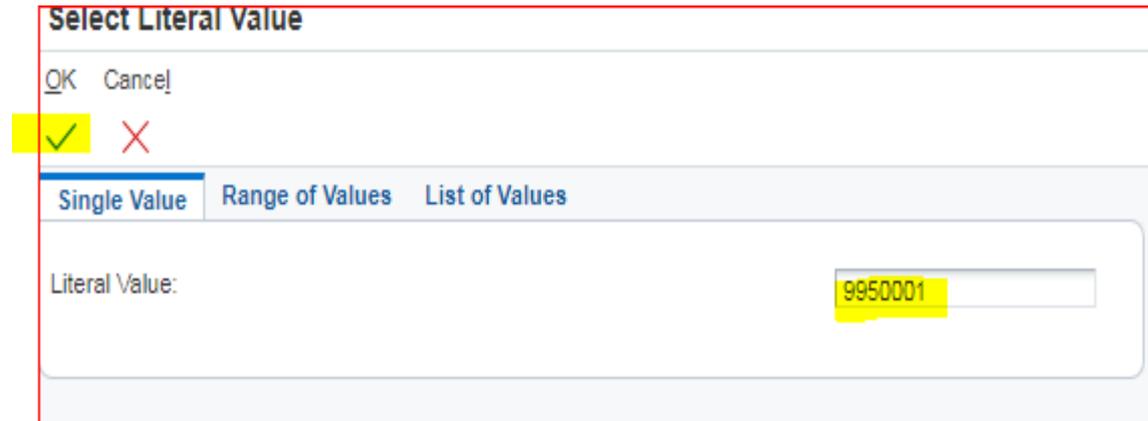
# JDE REPORT TRAINING GUIDE

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.
- Click OK on LHS



**Select Literal Value**

OK Cancel

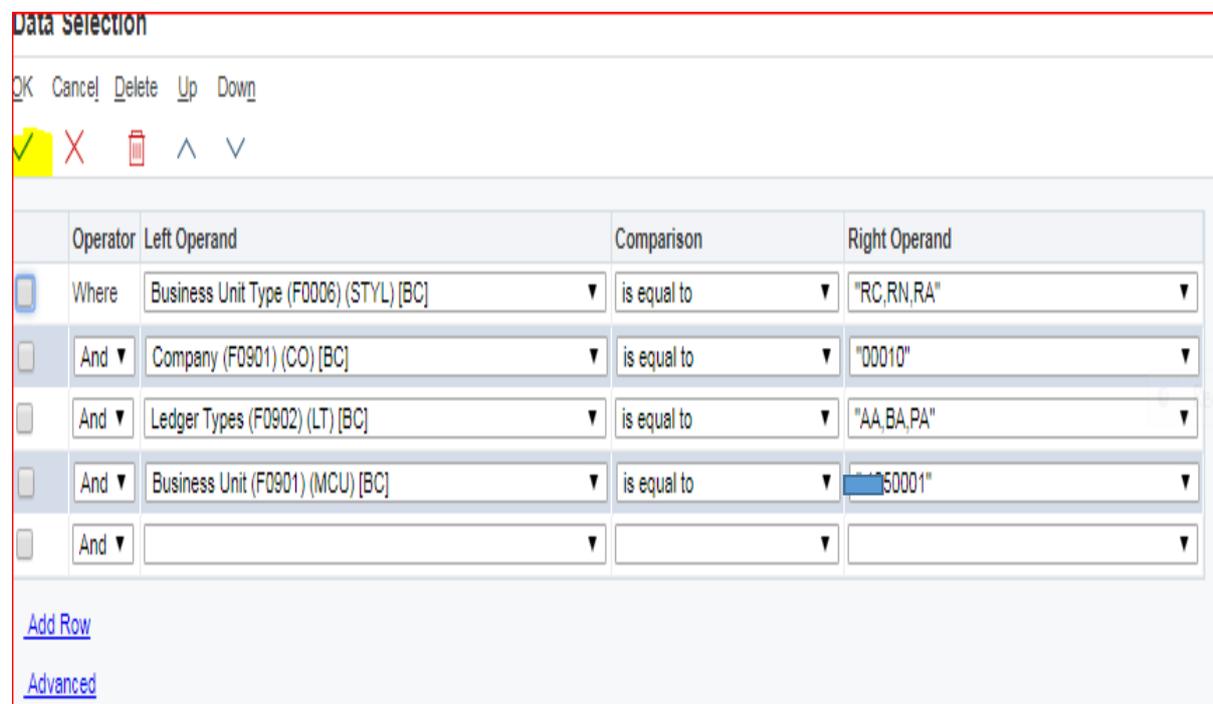
✓ ✕

Single Value Range of Values List of Values

Literal Value:

When this screen appears:

- 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	"50001"
<input type="checkbox"/>	And			

[Add Row](#)

[Advanced](#)

Proceed to page 14 'To Select the Time Period'

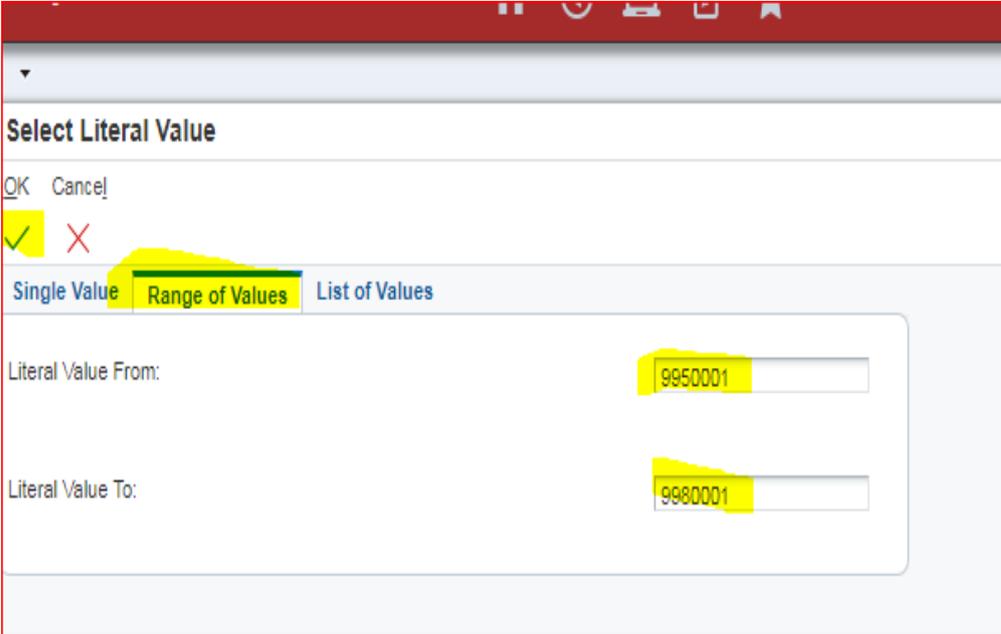
## JDE REPORT TRAINING GUIDE

### 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 : output all Recurrent BUs you set up in the range**
- b. **Summary Self- Funded Activity Report: output 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 'Select Literal Value' dialog box with three tabs: 'Single Value', 'Range of Values', and 'List of Values'. The 'Range of Values' tab is active. Below the tabs are two input fields: 'Literal Value From:' with the value '9950001' and 'Literal Value To:' with the value '9980001'. On the left side of the dialog, there are 'OK' and 'Cancel' buttons, with a yellow checkmark over the 'OK' button.

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

- To proceed click OK

Proceed to page 14 'To Select the Time Period'

## JDE REPORT TRAINING GUIDE

Or

### 3) List of Values

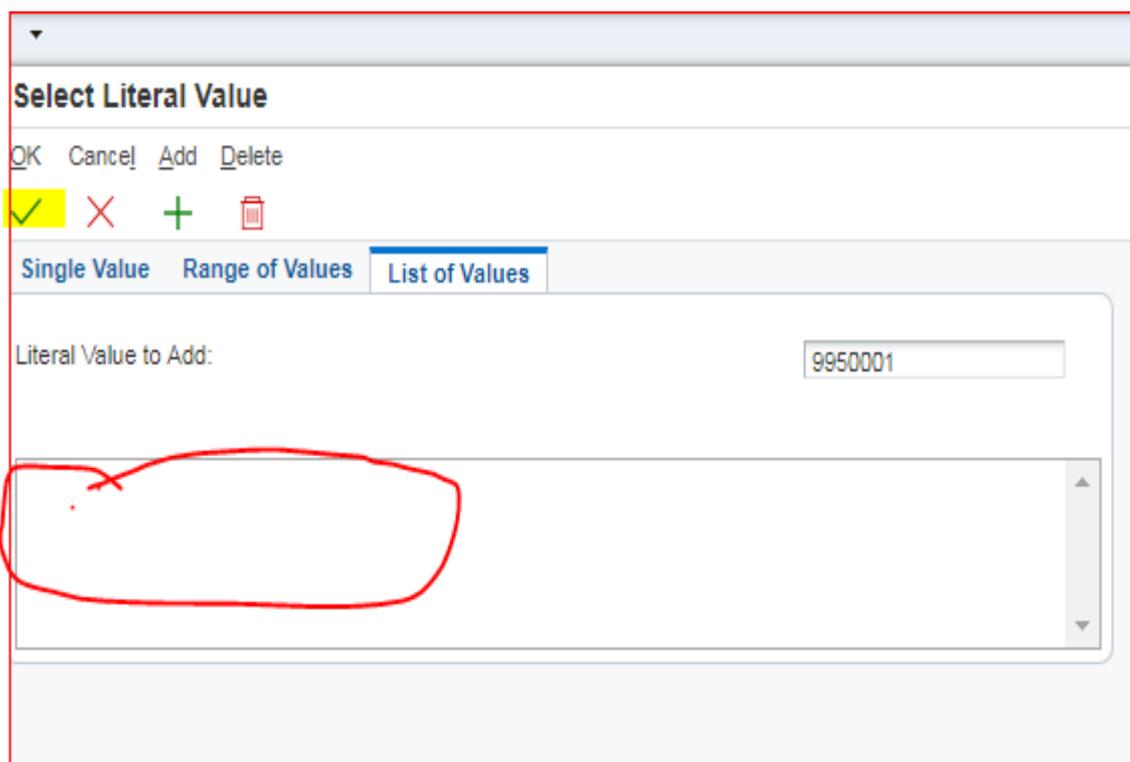
To run a list of BU summaries together: that are not in a range. Useful for when you have a list of BU Numbers you want to run.

- 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 14 'To Select the Time Period'.

# JDE REPORT TRAINING GUIDE

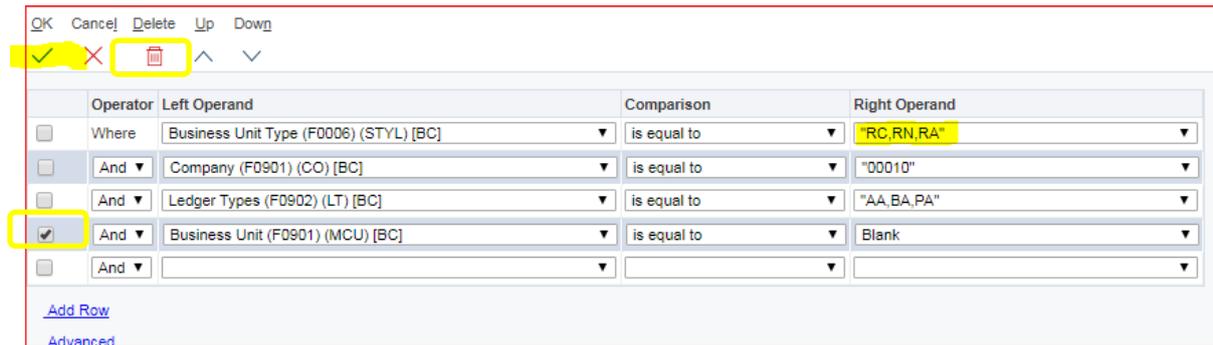
## To select BUs : Option 2

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

- Tick the 4<sup>th</sup> box and click Delete button.

This removes the line, which is ticked.

### Department Summary Report view.

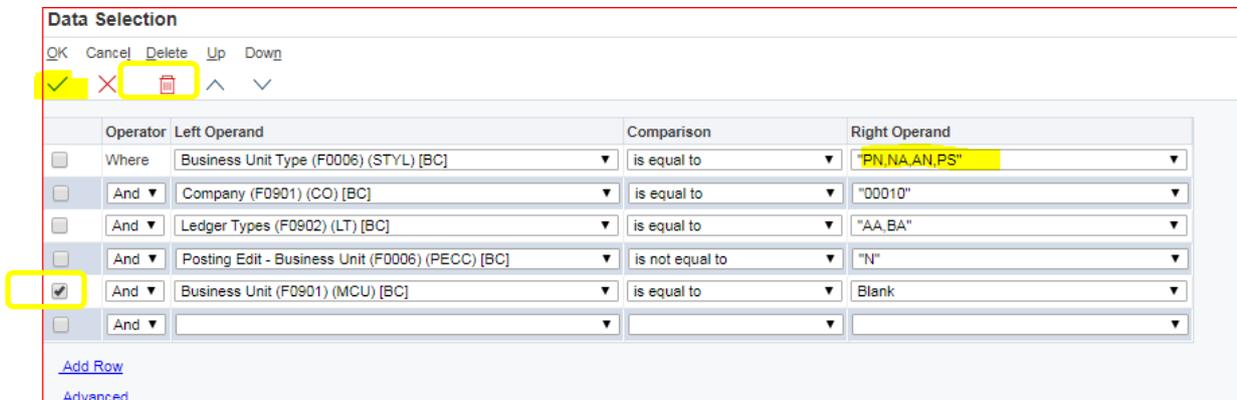


Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Business Unit Type (F0006) (STYL) [BC]	is equal to	"RC,RN,RA"
<input type="checkbox"/>	And Company (F0901) (CO) [BC]	is equal to	"00010"
<input type="checkbox"/>	And Ledger Types (F0902) (LT) [BC]	is equal to	"AA,BA,PA"
<input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

Buttons: OK, Cancel, Delete, Up, Down. A yellow box highlights the Delete button and the checked checkbox in the fourth row.

- 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		

Buttons: OK, Cancel, Delete, Up, Down. A yellow box highlights the Delete button and the checked checkbox in the fourth row.

- Click OK on the LHS

Don't worry the next time you login and run a query the system will revert back to the original set up i.e. Option 1.

# JDE REPORT TRAINING GUIDE

## To select the Time Period

On the next page, you can select for what month & year, you want to run the report for.

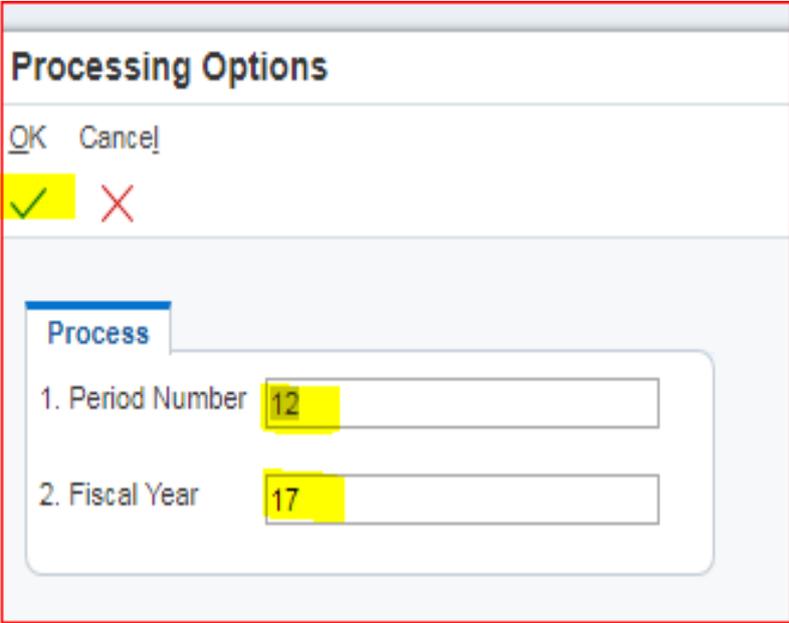
- Enter 12 (for month 12 - Sept) in the Period Number field
- Enter 17 (for 2017) in the Fiscal Year field.

**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.

**Fiscal Year:** 17 = 2017/18

The report below will run from Oct 17 to Sept 18

- When you enter your parameters - Click OK



**Processing Options**

OK Cancel

✓ ✗

**Process**

1. Period Number 12

2. Fiscal Year 17

# JDE REPORT TRAINING GUIDE

## View & Download the Summary Report

PDF or Excel?

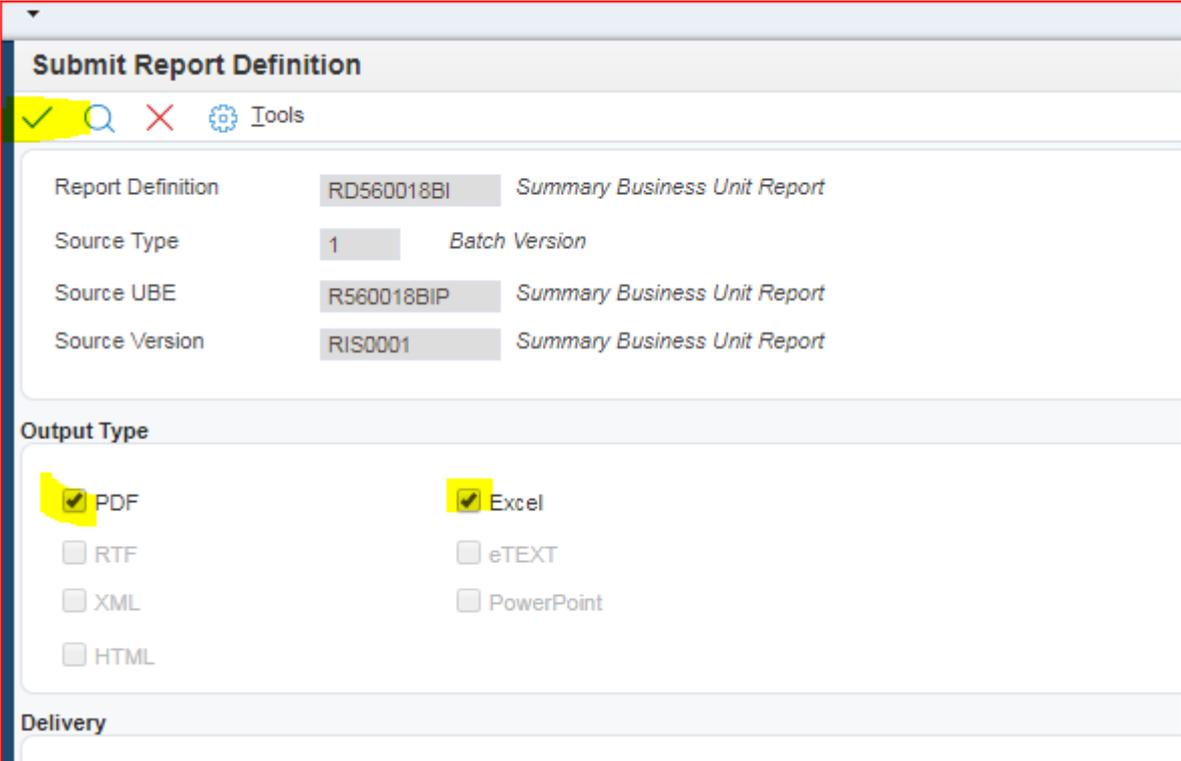
You can choose (tick) one or both.

**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.

- Tick the Output Format Option(s) and hit submit



**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

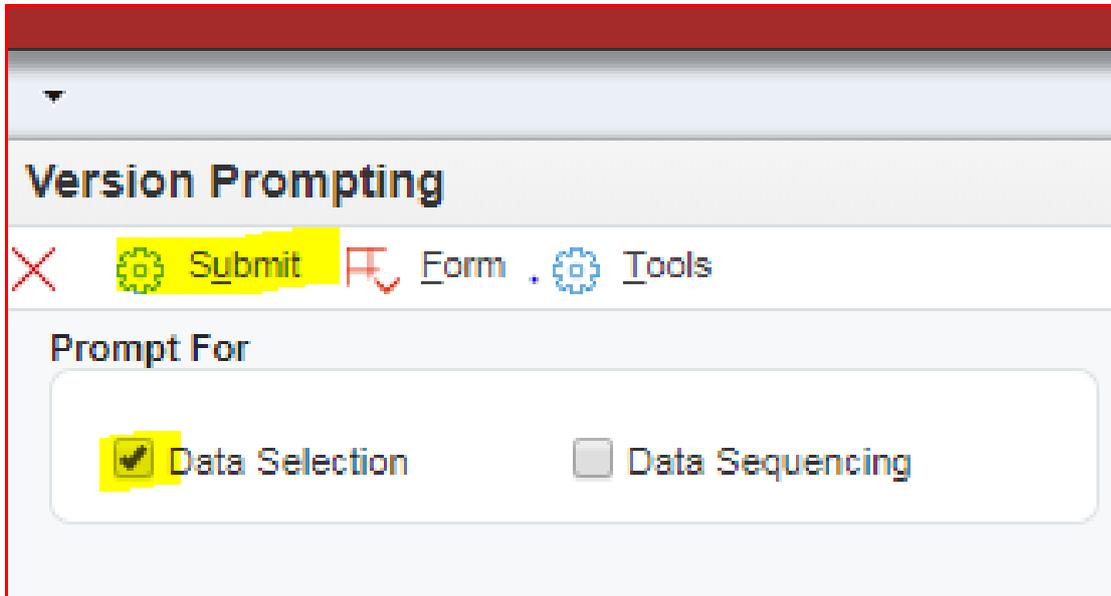
**Output Type**

<input checked="" type="checkbox"/> PDF	<input checked="" type="checkbox"/> Excel
<input type="checkbox"/> RTF	<input type="checkbox"/> eTEXT
<input type="checkbox"/> XML	<input type="checkbox"/> PowerPoint
<input type="checkbox"/> HTML	

**Delivery**

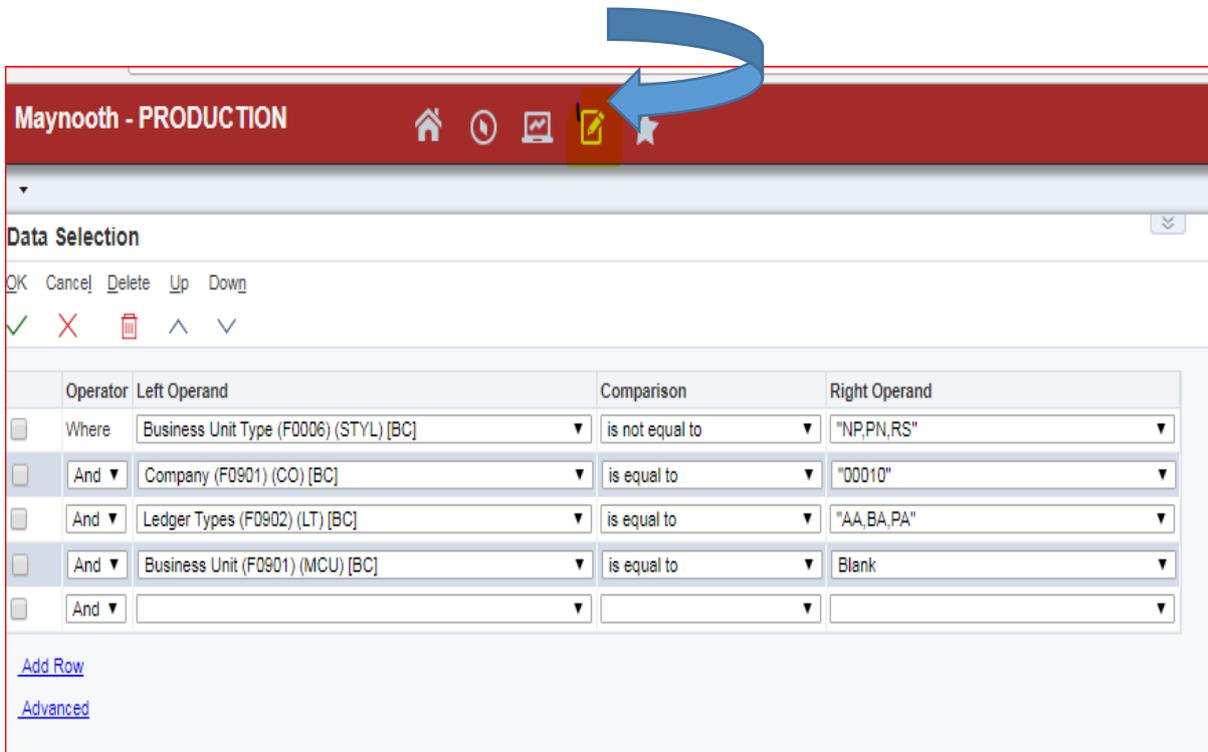
# JDE REPORT TRAINING GUIDE

- When this box appears, Click Submit



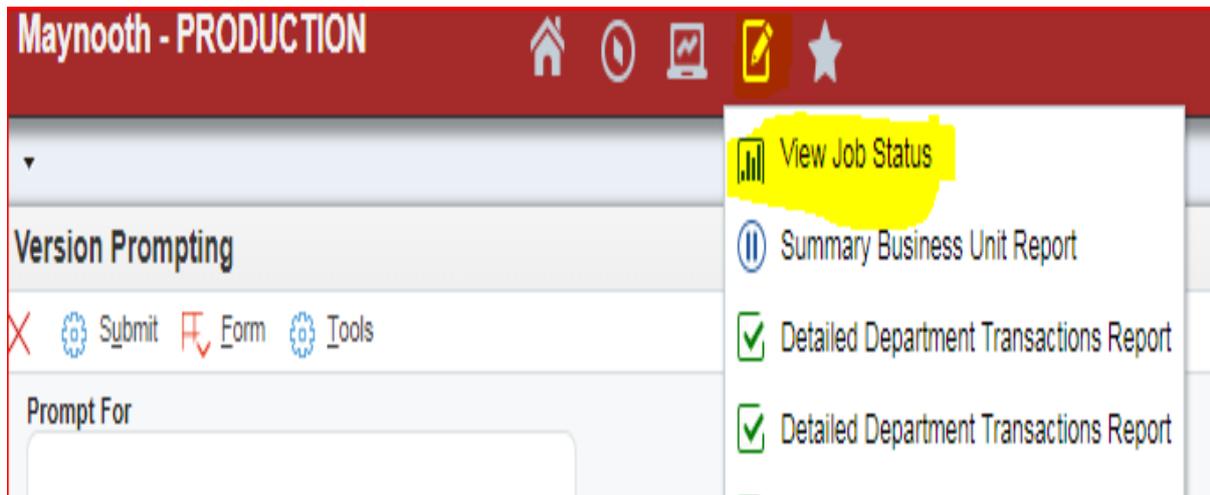
You can now proceed and pick up your report that you have just run.

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

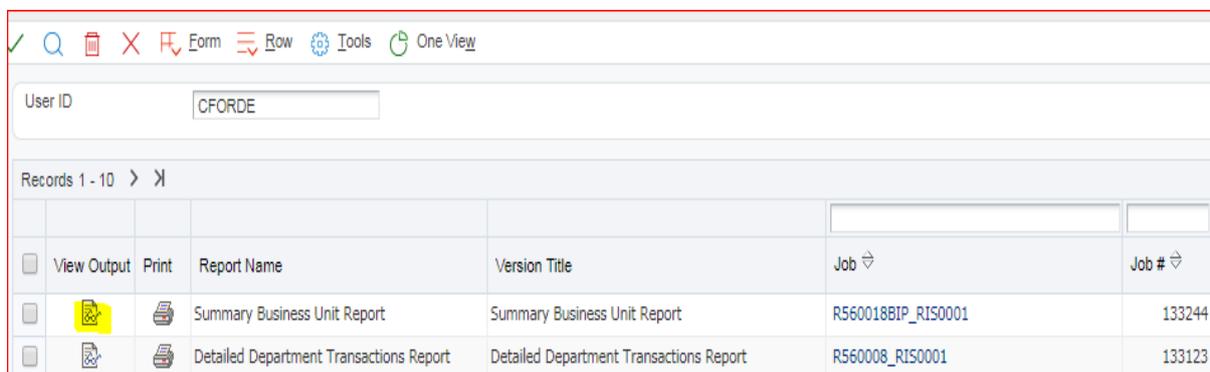


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- Click **View Job Status** and a drop down menu with a list of all the reports you have ran in the past will be shown.



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



The screenshot shows a table of reports. The 'View Output' icon (glasses) for the first report is highlighted in yellow. The table contains the following data:

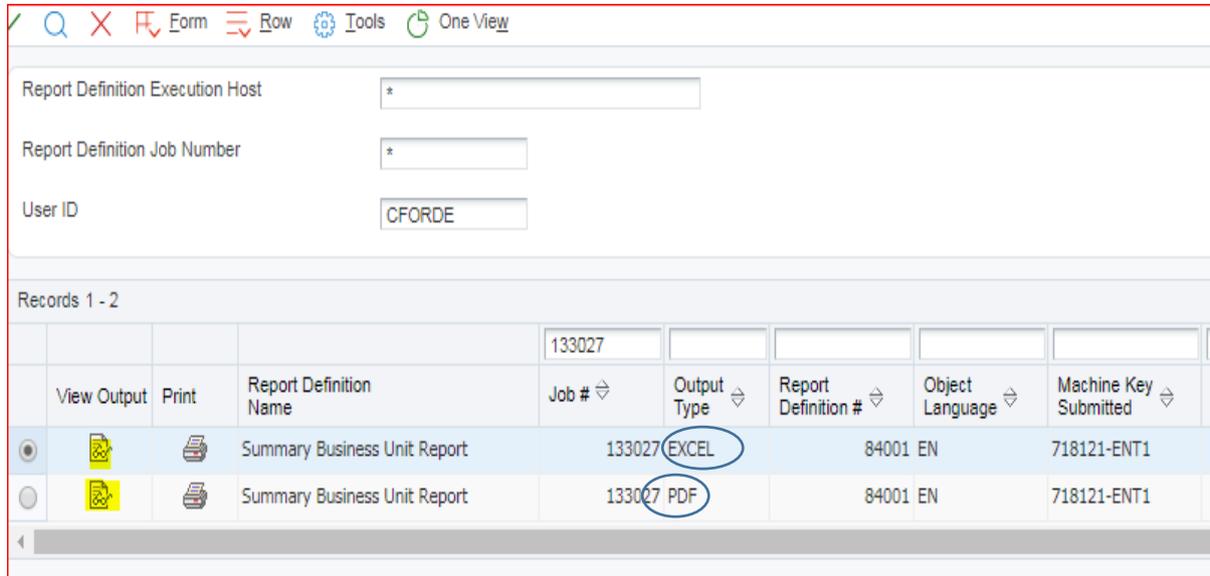
	View Output	Print	Report Name	Version Title	Job	Job #
<input type="checkbox"/>			Summary Business Unit Report	Summary Business Unit Report	R560018BIP_RIS0001	133244
<input type="checkbox"/>			Detailed Department Transactions Report	Detailed Department Transactions Report	R560008_RIS0001	133123

- Click on View Output – Glasses Icon

If you selected both the PDF and Excel on page 15, both will appear as options to open

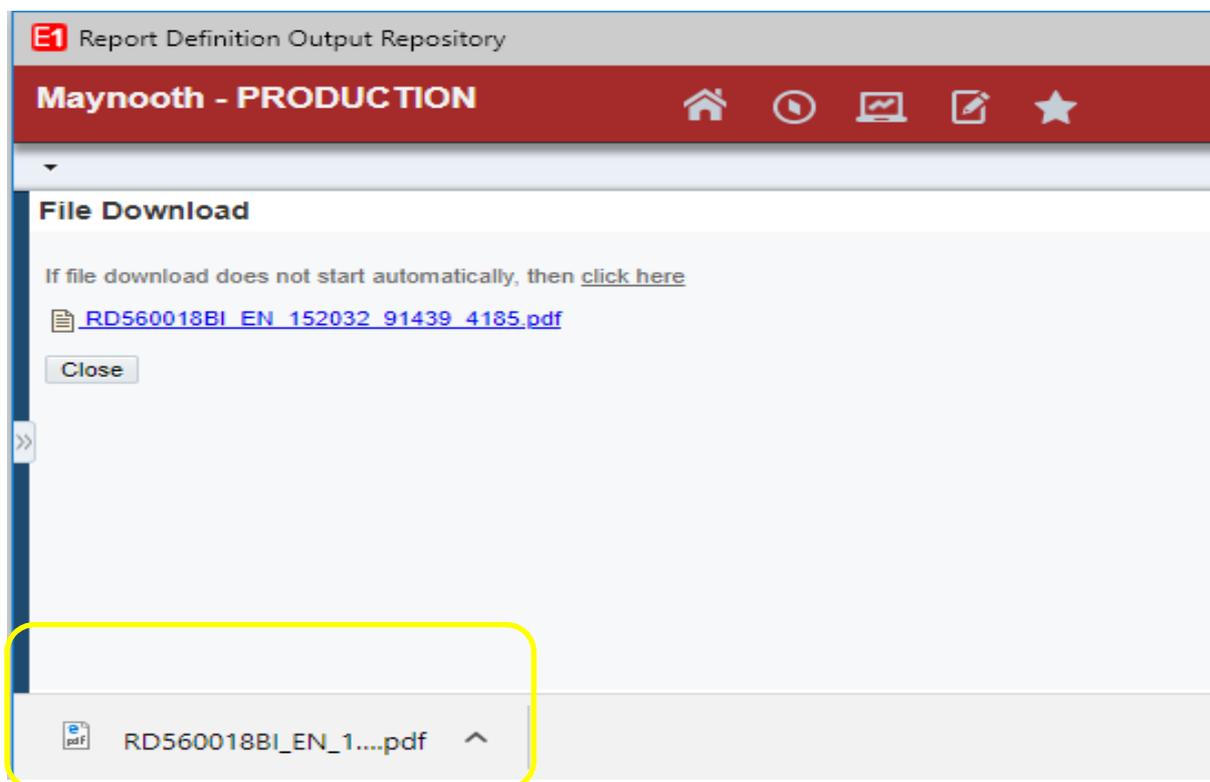
# JDE REPORT TRAINING GUIDE

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



- Click on View Output –Glasses Icon.

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



# JDE REPORT TRAINING GUIDE

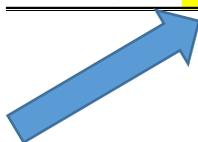
Click on the bottom LHS of this screen to upload the file. (Pop-Up Blocker should be turned off)  
 This is an example of a Department Summary Report

<b>Summary Report</b>		
Current Date :	28/06/2018	
Year:	17	Period: 9
Version:	R560018BIP	RIS0001

**Explanatory Notes:**

- Commitments** column reflects PO's excluding VAT raised where the goods/services are yet to be received
- Variance** column is the Annual Budget less Total Year to Date
- Balance** is the underspend/overspend against budget (excl. core funded staff). Green relates to an underspend, red relates to an overspend
- Prior Yr Bal brought forward** is prior year balance less any portion used against current year spend (applies to Academic Departments only)

9950001		Medical & Life Sciences					
Description	Current Period	Year to Date	Commitments	Total	Annual	Variance	Balance
	Actual	Actual		Year To Date	Budget		
<b>LEVEL I Summary</b>							
Income ( shown as a minus)		-39,591.99		-39,591.99		39,591.99	39,591.99
Spend ( shown as a plus)							
Core Funded Pay	249,255.07	2,379,674.86		2,379,674.86	3,178,806.72	799,131.86	
Occasional Pay	672.16	108,320.33		108,320.33	78,389.04	-29,931.29	-29,931.29
<b>Exam Pay</b>		354.42		354.42	11,220.00	10,865.58	10,865.58
Non Pay	12,672.41	155,737.89		155,737.89	329,494.08	173,756.19	155,737.89
<b>Prior Yr Bal Brought Forward</b>							41.49
<b>Net Position LEVEL I Sum</b>	262,599.64	2,604,495.51		2,604,495.51	3,587,909.84	993,414.33	176,305.66



**Total Year to Date = the total transactions posted for the period : Oct 17 up until 28/06/2018**

**Note: Income is shown as a minus (-). Spend is shown as a positive (+)**

(I will explain this report more fully later on in the training session)

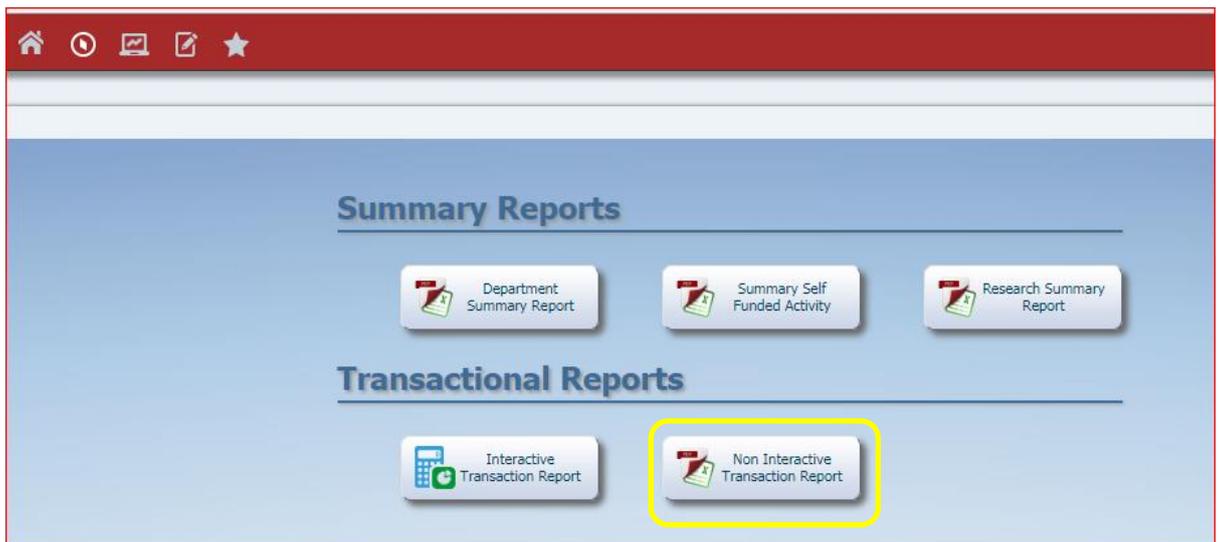
# JDE REPORT TRAINING GUIDE

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

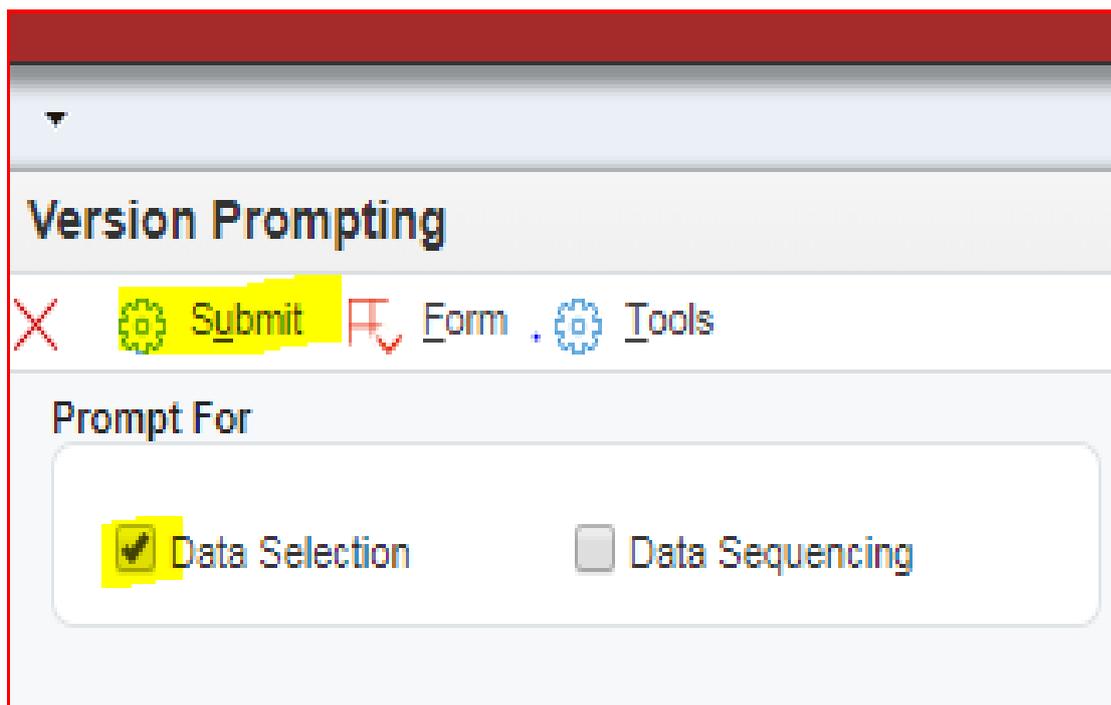
This is a list for the current Financial Year (Oct 17-Sept 18) only, of all income and expenditure transactions – balances forward are not shown.

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

- Select the Non-Interactive Transaction Report



- Tick Data Selection and click Submit



# JDE REPORT TRAINING GUIDE

## To select BUs

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

OK Cancel Delete Up Down  
 ✓ ✗ 🗑️ ⬆️ ⬇️

	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	Blank
<input type="checkbox"/>	And			

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

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

Version Prompting x

Secure | https://jde.mucampus.ie:28085/jde/E1Menu.maf?jdeowpBackButtonProtect=PROTECTED

**Maynooth - PRODUCTION** 🏠 ⌚ 📄 ✎ ⭐

Data Selection

OK Cancel Delete Up Down  
 ✓ ✗ 🗑️ ⬆️ ⬇️

	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
				<b>Literal</b>
				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](#)

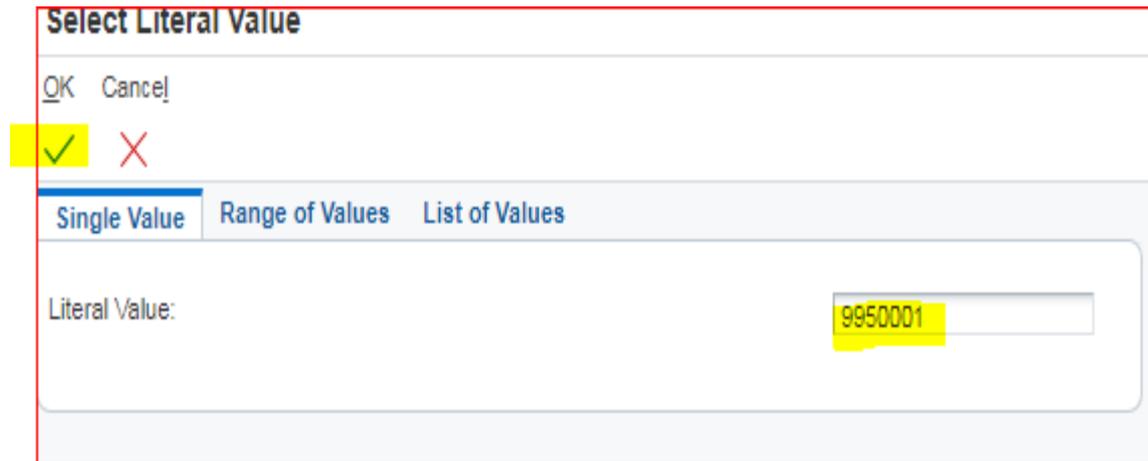
# JDE REPORT TRAINING GUIDE

There are 3 Tabs to choose from: SINGLE/RANGE/LIST (see pages 10-12)

## Single Value

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

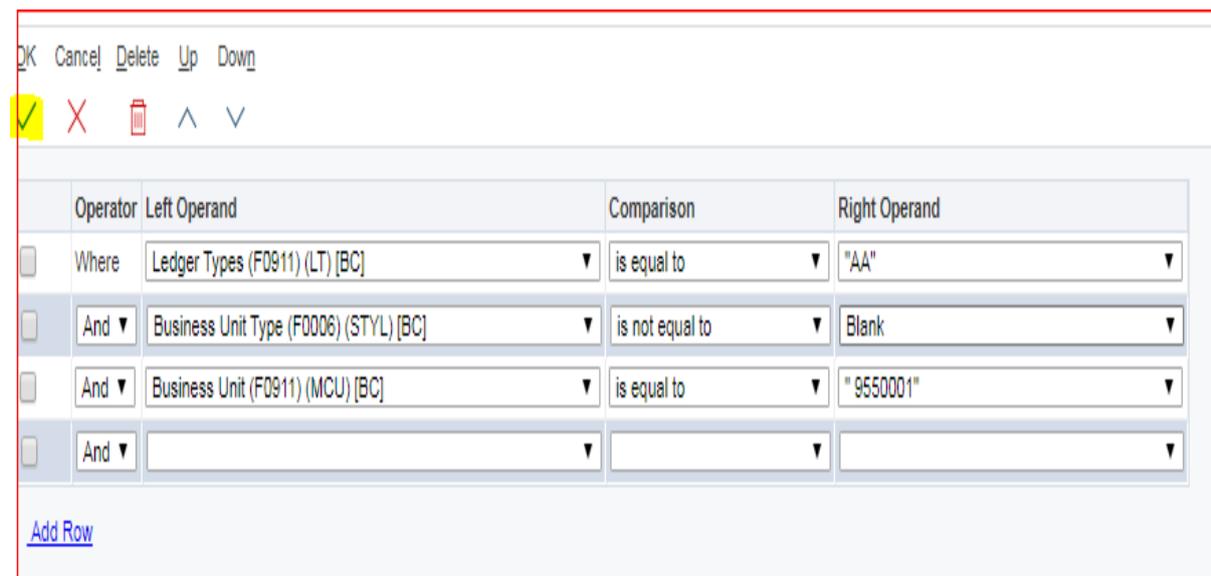
- Enter the BU Number in the open field.



- Click OK on LHS

Hint: See Instructions on pages 10 - 12 for the instructions on Range and List options.

This screen will appear next.



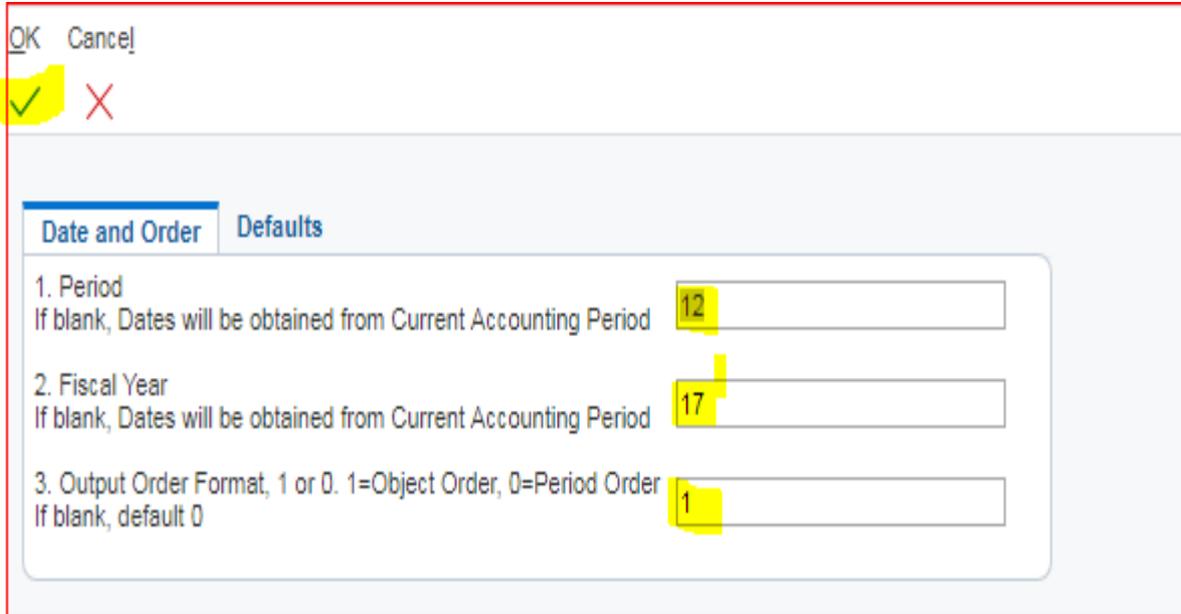
	Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And	Business Unit Type (F0006) (STYL) [BC]	is not equal to	Blank
<input type="checkbox"/>	And	Business Unit (F0911) (MCU) [BC]	is equal to	"9950001"
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

[Add Row](#)

- Click Ok on LHS

## JDE REPORT TRAINING GUIDE

### To select the Time Period & Format



OK Cancel

✓ ✕

Date and Order Defaults

1. Period  
If blank, Dates will be obtained from Current Accounting Period 12

2. Fiscal Year  
If blank, Dates will be obtained from Current Accounting Period 17

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

- In Period box enter 12, for month 12 (Sept)
- In Fiscal Year box enter 17, for fiscal/Financial year 2017/2018
- In the Output Order Format enter either 1 or 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.

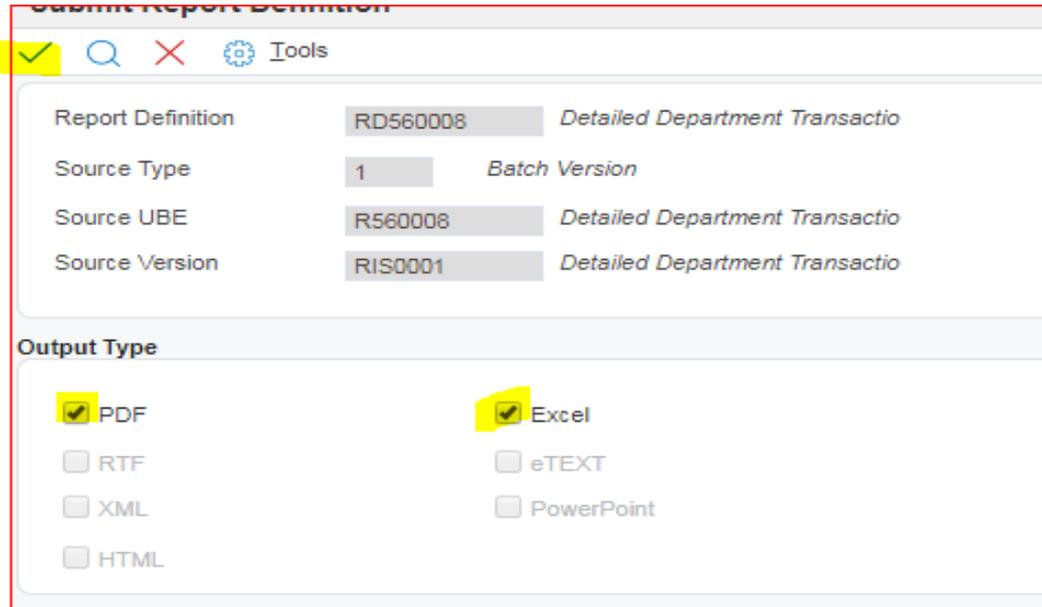
- Click Ok on LHS

# JDE REPORT TRAINING GUIDE

## View & Download the Non- Interactive Report

PDF or Excel Format or both:

- Select one or both in the Output Type and click on the green tick



**Submit Report Definition**

Report Definition: RD560008 *Detailed Department Transaction*

Source Type: 1 *Batch Version*

Source UBE: R560008 *Detailed Department Transaction*

Source Version: RIS0001 *Detailed Department Transaction*

**Output Type**

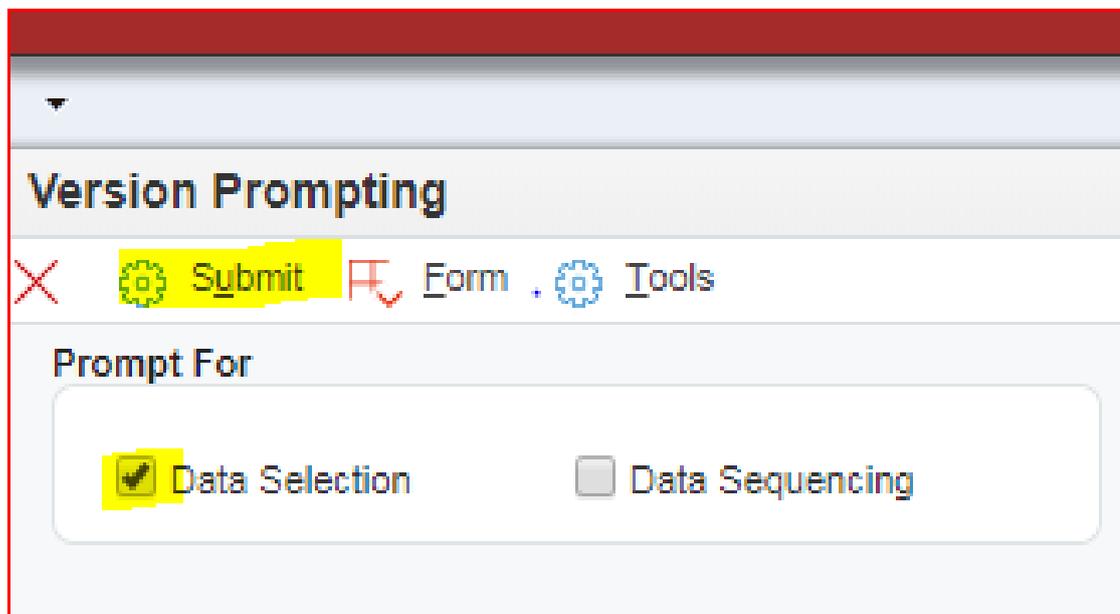
PDF  Excel

RTF  eTEXT

XML  PowerPoint

HTML

- Select Data Selection and hit Submit



**Version Prompting**

Submit Form Tools

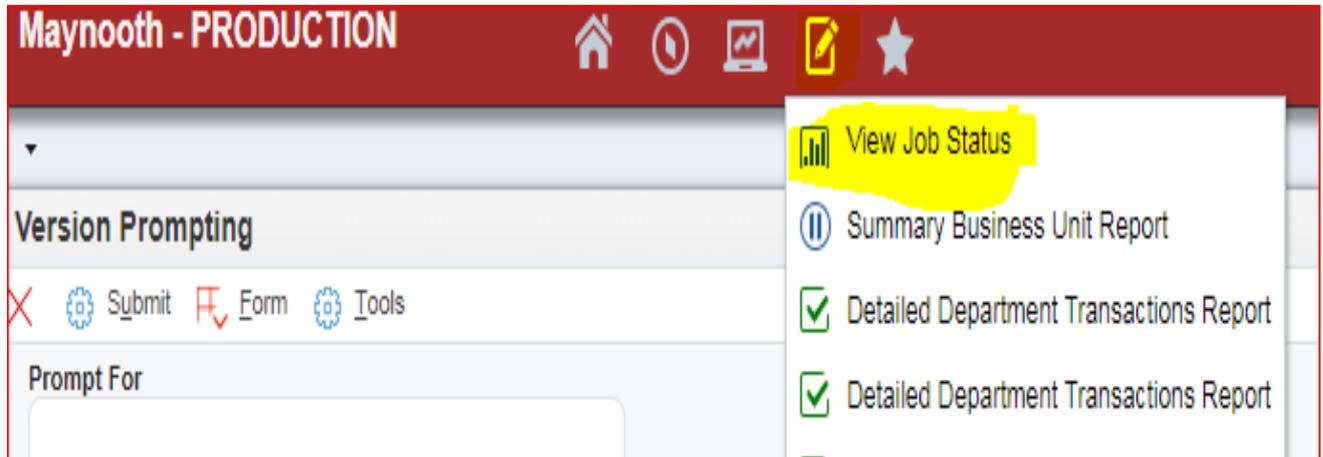
**Prompt For**

Data Selection  Data Sequencing

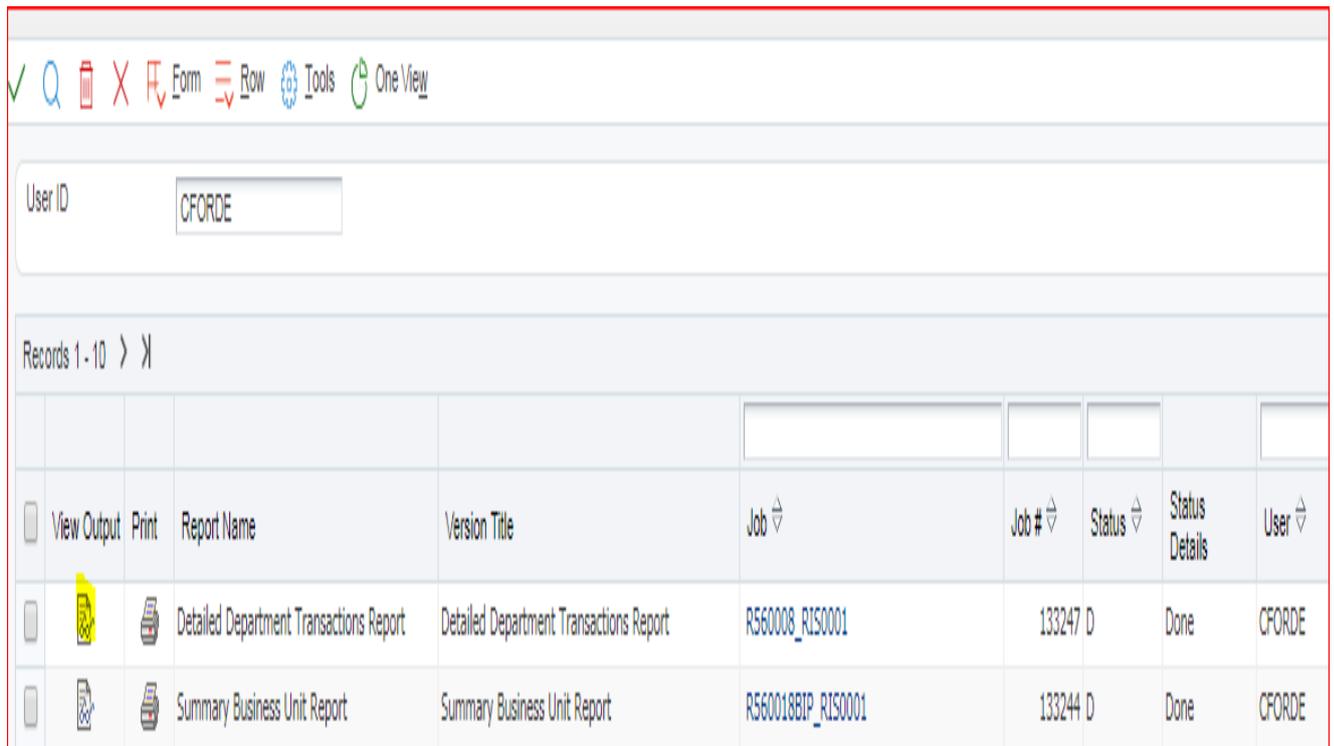
You can now proceed and pick up your report that you have just run.

# JDE REPORT TRAINING GUIDE

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



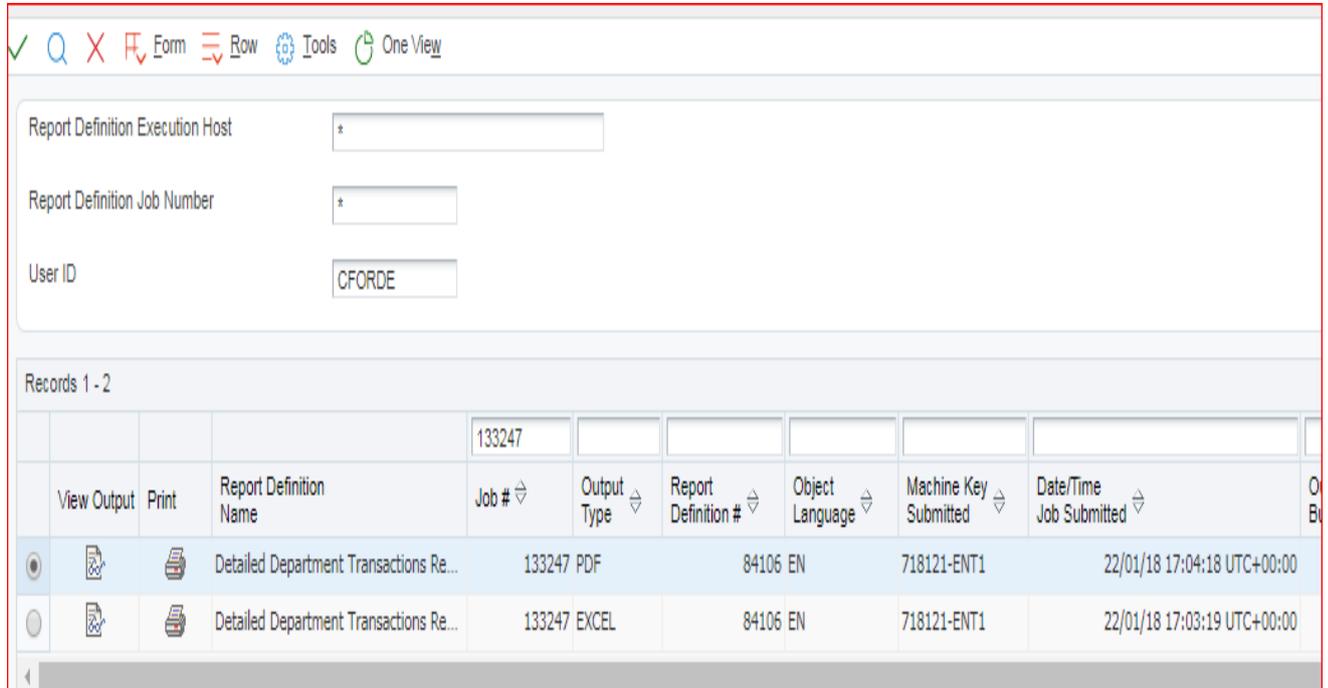
- Click on your most recent report, the one on top of your list:



	View Output	Print	Report Name	Version Title	Job	Job #	Status	Status Details	User
			Detailed Department Transactions Report	Detailed Department Transactions Report	R560008_RIS0001	133247	D	Done	CFORDE
			Summary Business Unit Report	Summary Business Unit Report	R560018BIP_RIS0001	133244	D	Done	CFORDE

# JDE REPORT TRAINING GUIDE

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



Report Definition Execution Host: \*

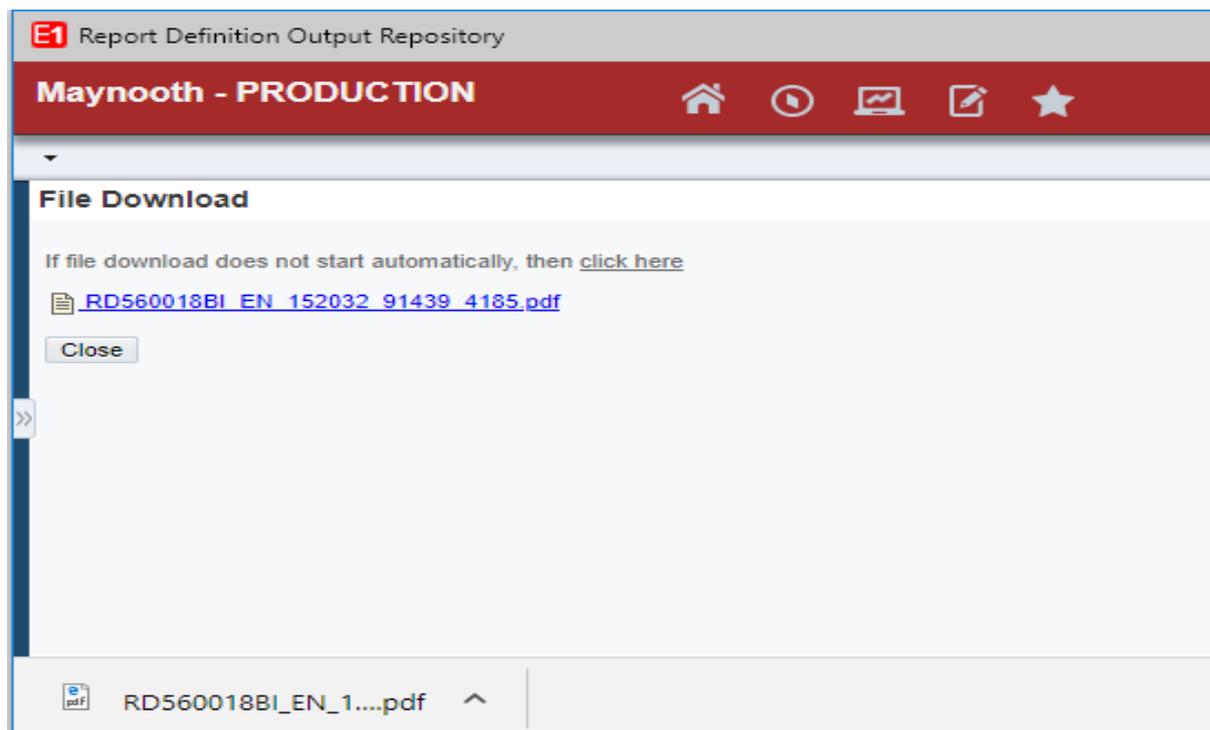
Report Definition Job Number: \*

User ID: CFORDE

Records 1 - 2

	View Output	Print	Report Definition Name	Job #	Output Type	Report Definition #	Object Language	Machine Key Submitted	Date/Time Job Submitted
			Detailed Department Transactions Re...	133247	PDF	84106	EN	718121-ENT1	22/01/18 17:04:18 UTC+00:00
			Detailed Department Transactions Re...	133247	EXCEL	84106	EN	718121-ENT1	22/01/18 17:03:19 UTC+00:00

- The report will pop up in your screen in the bottom left hand corner.
- Click on it and it will open either in PDF or Excel format depending on what option you chose.



Report Definition Output Repository

Maynooth - PRODUCTION

**File Download**

If file download does not start automatically, then [click here](#)

[RD560018BI\\_EN\\_152032\\_91439\\_4185.pdf](#)

Close

RD560018BI\_EN\_1....pdf

# JDE REPORT TRAINING GUIDE

When you open the document – you will see a list of all the transactions.

Maynooth University													
Detailed Department Transactions Report													
From GL Date 01/10/17													
Thru GL Date 30/09/18													
Year : 17 Period : 12													
Page 1 of 1													
Date 28/06/18													
Time 13:00:43													
Month	Account	Description	Invoice	Date	Doc	GL	Purchase	Receipt	Full Explanation	Explanation - Remark	GL Amount		
9 (Jun)	75060.150	Pension Support Staff			82700	JE	109898		Payroll Upload 30-jun-2018.2	201826	131.52		
9 (Jun)	76070.	Domestic Other travel	MEETING	15/06/2018	436018	UI	109726		CHERYL FORDE		9.6		
9 (Jun)	76080.	Domestic Accomodation	250523	01/06/2018	436117	PV	109739		GLENROYAL HOTEL (AUTHORIZED PR		83		
9 (Jun)	76090.	Domestic Meals	MEETING	15/06/2018	436018	UI	109726		CHERYL FORDE		10.05		
9 (Jun)	76140.	European Public Transport	MEETING	15/06/2018	436018	UI	109726		TRESA LAWLER		22.72		
9 (Jun)	76190.	European Meals	MEETING	15/06/2018	436018	UI	109726		TRESA LAWLER		39.99		
9 (Jun)	78020.	Glassware	8014512	07/06/2018	435906	PV	109539		TRINITY COLLEGE DUBLIN		384.22		
9 (Jun)	78020.	Glassware	8014513	07/06/2018	435902	PV	109539		TRINITY COLLEGE DUBLIN		289.99		
9 (Jun)	78020.	Glassware	7293596	05/06/2018	436139	PV	109739		DATAPAC LTD		107.5		
9 (Jun)	78020.	Glassware	90786	25/05/2018	435776	PV	109513		SPARKS LAB SUPPLIES LTD		328.41		
9 (Jun)	78040.	Chemicals	3047575961	05/06/2018	436610	PV	109861		BOC GASES IRELAND LTD		52.76		
9 (Jun)	78040.	Chemicals	3047575774	05/06/2018	436142	PV	109739		BOC GASES IRELAND LTD		17.59		
9 (Jun)	78040.	Chemicals	8310460452	25/05/2018	435779	PV	109513		MERCK (SIGMA ALDRICH IRELAND)		62.73		
9 (Jun)	78040.	Chemicals	3047575961	05/06/2018	436610	PV	109861		BOC GASES IRELAND LTD		43.98		
9 (Jun)	78230.	Photocopying	71082607	06/06/2018	436125	PV	109739		XEROX FINANCE		200.18		
9 (Jun)	78260.	Stationery	841146	05/06/2018	436609	PV	109861		CODEX (MAYNOOTH OFFICE SUPPLIE		15.83		
9 (Jun)	78260.	Stationery	841146	05/06/2018	436609	PV	109861		CODEX (MAYNOOTH OFFICE SUPPLIE		34.29		
9 (Jun)	79030.	Mobile Phone Charges			82638	JE	109552		Vodafone Clearing Jnl May 18	Vodafone May 18-CHERYL FORDE	19.59		
9 (Jun)	79030.	Mobile Phone Charges			82638	JE	109552		Vodafone Clearing Jnl May 18	Vodafone May 18-TREAS LAWLER	20.7		
9 (Jun)	79030.	Mobile Phone Charges			82638	JE	109552		Vodafone Clearing Jnl May 18	Vodafone May 18-JANE CORCORAN	24.95		
9 (Jun)	81210.	Maintenance Of Equipment	4255	15/06/2018	436453	PV	109767		RECOOL LTD		596.4		
9 (Jun)	83610.	Prizes	1723682	05/06/2018	435497	UI	109371		GIFT VOUCHER SHOP		400		
9 (Jun)	85020.	Departmental Equipment	412461923	29/05/2018	435778	PV	109513		RADIONICS LTD		112.12		
9 (Jun)	85050.	Laboratory Equipment	145266	01/06/2018	436131	PV	109739		MASON TECHNOLOGY		640.83		
Period Total											262,559.64		
Grand Total											9950001 MEDICINE	2,604,495.51	Total transactions for all periods

**Total Year to Date Col in Department Summary Report section**

The transaction report explained:

1. This is a list for the current financial year only of all income and expenditure transactions – balances forward are not shown.
2. It can be used for all BU Types. The Transaction report can be run for either the Department (Recurrent) or the Self-Funded Activity BU types.
3. Income is shown as a minus (-) on the report
4. Spend is shown as a plus (+) on the report
5. The transaction list can be run by either spend type (object) or by period ( month)
6. 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 – 17 = 2017/18 (01 Oct 17 to 30 Sept 18)

# JDE REPORT TRAINING GUIDE

## 7. How to Run the Interactive Transaction Report:

When to Use this report:

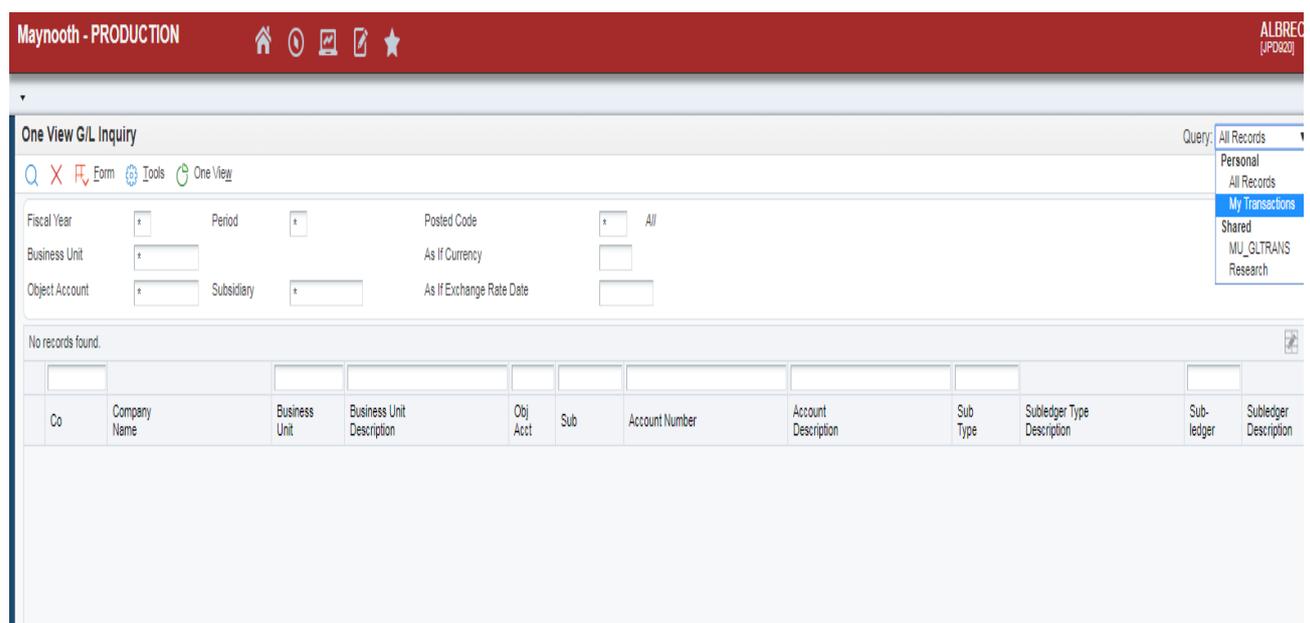
- 1) Check if an Invoice (PV), or expense claim (UI) has been paid.
- 2) Run a list of BU's within your area – see previous instructions.
- 3) When scanning is introduced. At this stage you will be able to view a copy of the invoice

and/or expense claim through the paperclip option 



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

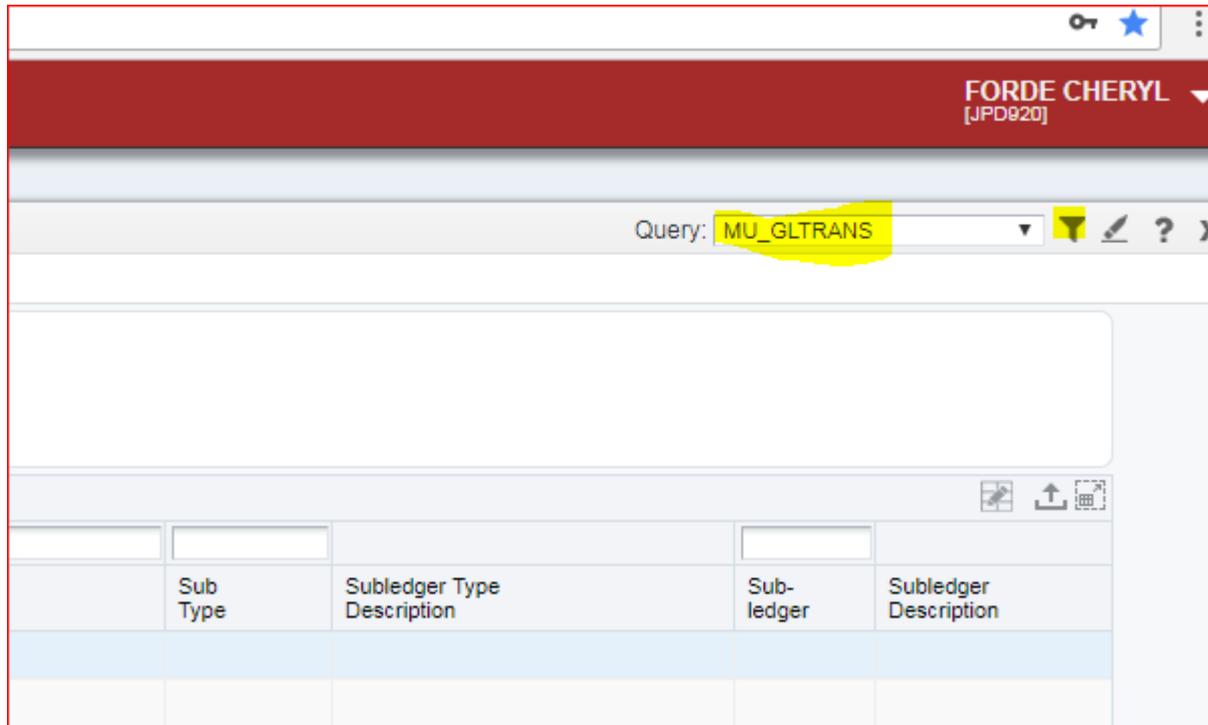
- Click on the My Transaction Option on RHS



## JDE REPORT TRAINING GUIDE

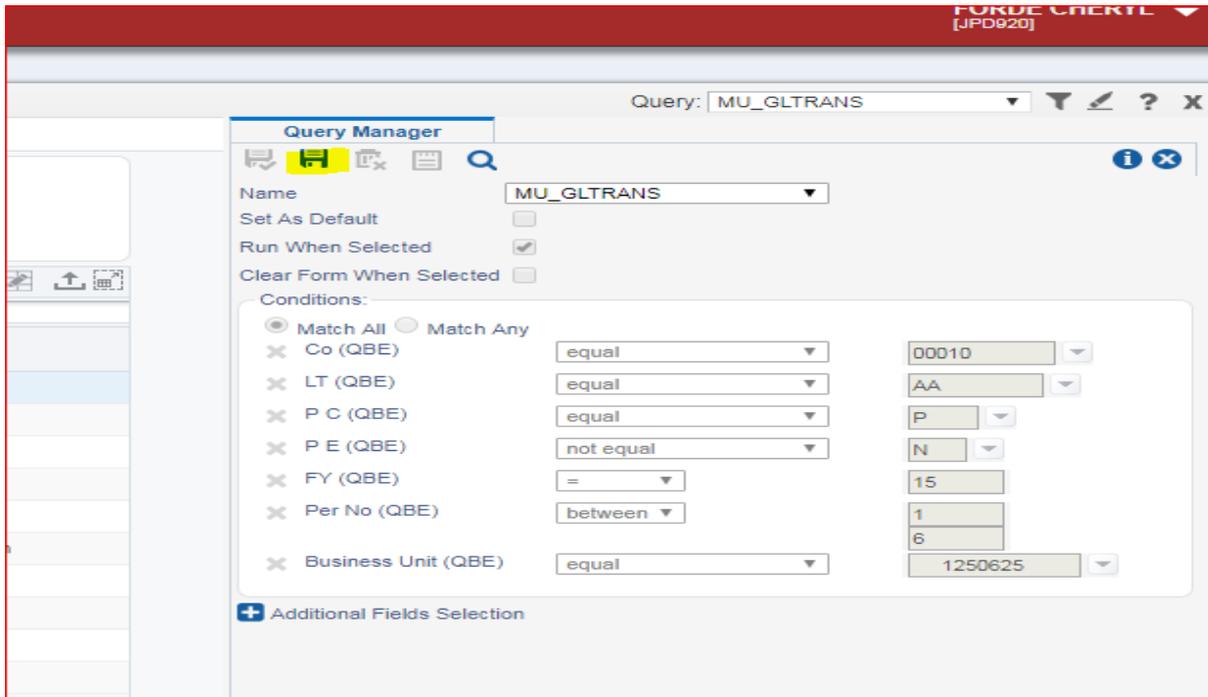
If you wish to customise your query you need to complete the following steps. Once set up it will be there when you login the next time.

- From the Query Box - Click on MU\_GL TRANS
- Click on the Manage Query Icon on RHS (Water Tower/Funnel)

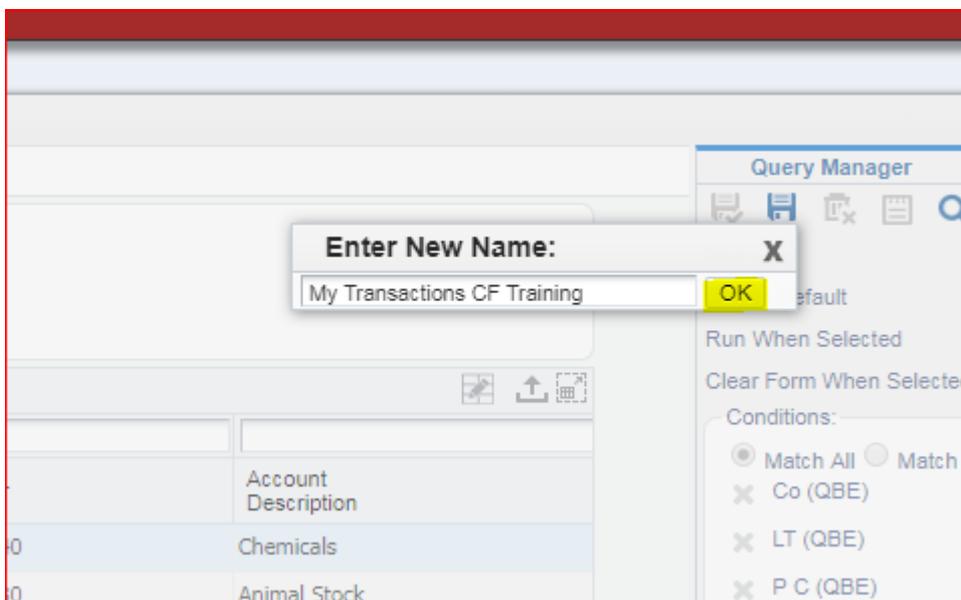


The query is set up to default to the below. You need to change it to your own personal query.

# JDE REPORT TRAINING GUIDE



- Click on the Save option under Query Manager
- Give it a name and click Ok



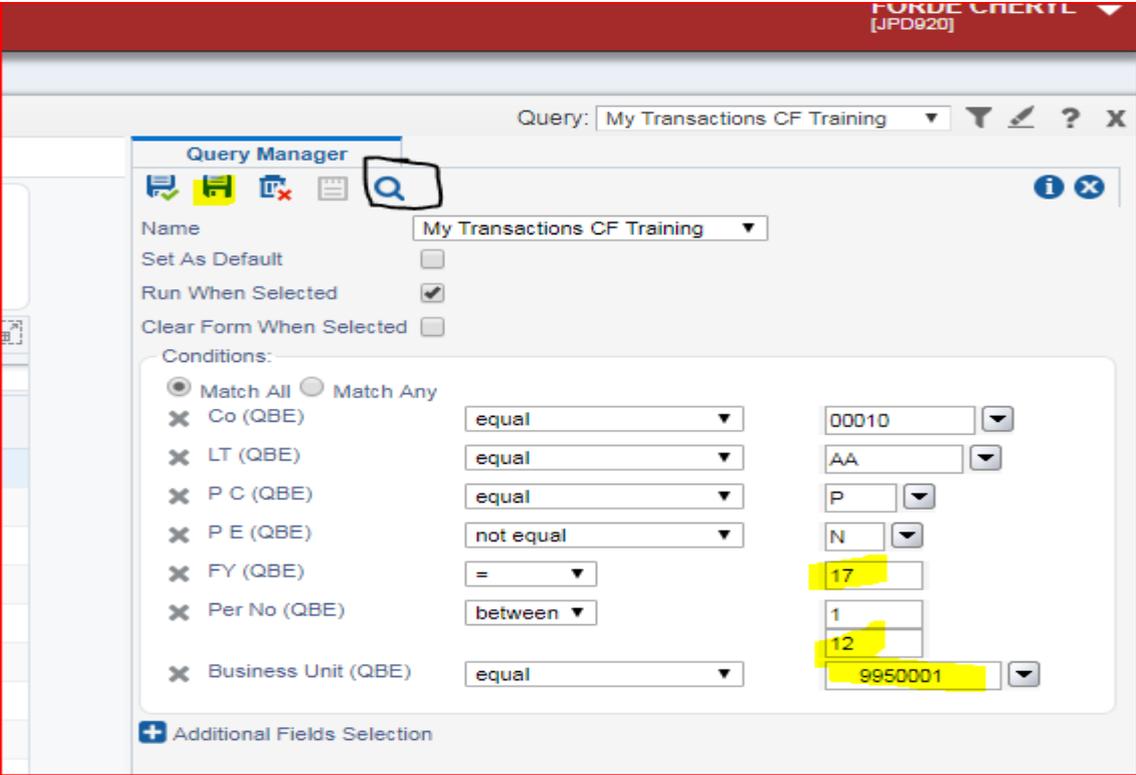
# JDE REPORT TRAINING GUIDE

When this screen appears

- Change FY to 17 ( Financial Year 2017/18)
- Change Per No to 1 and 12
- Enter a Recurrent or Self Funded BU number in the BU Field
- Click Save (Floppy Disc).

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.

- Click Find (  ) to run the query



The screenshot shows the 'Query Manager' window for a query named 'My Transactions CF Training'. The 'Conditions' section is expanded, showing the following settings:

Field	Operator	Value
Co (QBE)	equal	00010
LT (QBE)	equal	AA
P C (QBE)	equal	P
P E (QBE)	not equal	N
FY (QBE)	=	17
Per No (QBE)	between	1 12
Business Unit (QBE)	equal	9950001

The 'Match All' radio button is selected. The 'Find' icon (magnifying glass) is circled in the top right of the Query Manager window.

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

# JDE REPORT TRAINING GUIDE

- Click on the One View Icon

**One View G/L Inquiry**

Form Tools One View

Fiscal Year \* Period \* Posted Code \* All  
 Business Unit \* As If Currency \*  
 Object Account \* Subsidiary \* As If Exchange Rate Date \*

Records 1 - 10 > X

Co	Company Name	Business Unit	Business Unit Description	Obj Acct	Sub	Account Number	Account Description
00010	Maynooth University			75040	110	100001.75040.110	Salary Academic
00010	Maynooth University			75050	110	100001.75050.110	PRSI Academic
00010	Maynooth University			75060	110	100001.75060.110	Pension Academic
00010	Maynooth University			75040	110	100001.75040.110	Salary Academic
00010	Maynooth University			75040	310	100001.75040.310	Salary Occ Acad
00010	Maynooth University			75050	110	100001.75050.110	PRSI Academic
00010	Maynooth University			75050	310	100001.75050.310	PRSI Occ Acad
00010	Maynooth University			75060	110	100001.75060.110	Pension Academic
00010	Maynooth University			75040	110	100001.75040.110	Salary Academic
00010	Maynooth University			75040	310	100001.75040.310	Salary Occ Acad

- Select the MU\_GL TRANS OPTION from the drop down

One View G/L Inquiry

Form Tools One View

Fiscal Year \* Period \* Posted Code \* All  
 Business Unit \* As If Currency \*  
 Object Account \* Subsidiary \* As If Exchange Rate Date \*

Records 1 - 10 > X

Business Unit Detail  
 GL Transactions Analysis  
 GL Transactions by Account  
 GL Transactions by Customer and Business Unit  
**MU\_GL\_TRANS**  
 MU\_GL Trans\_Research  
 Research Trans  
 Create New Report  
 Manage Reports

Co	Company Name	Business Unit	Business Unit Description	Obj Acct	Sub	Account Number	Account Description
00010	Maynooth University			75040	110		Salary Academic
00010	Maynooth University			75050	110		PRSI Academic
00010	Maynooth University			75060	110		Pension Academic
00010	Maynooth University			75040	110		Salary Academic
00010	Maynooth University			75040	310		Salary Occ Acad
00010	Maynooth University			75050	110		PRSI Academic
00010	Maynooth University			75050	310	2100001.75050.310	PRSI Occ Acad
00010	Maynooth University			75060	110	2100001.75060.110	Pension Academic
00010	Maynooth University			75040	110	2100001.75040.110	Salary Academic
00010	Maynooth University			75040	310	2100001.75040.310	Salary Occ Acad

Your Interactive Transaction report will appear

# 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 [Redacted]

Business Unit Description [Redacted]

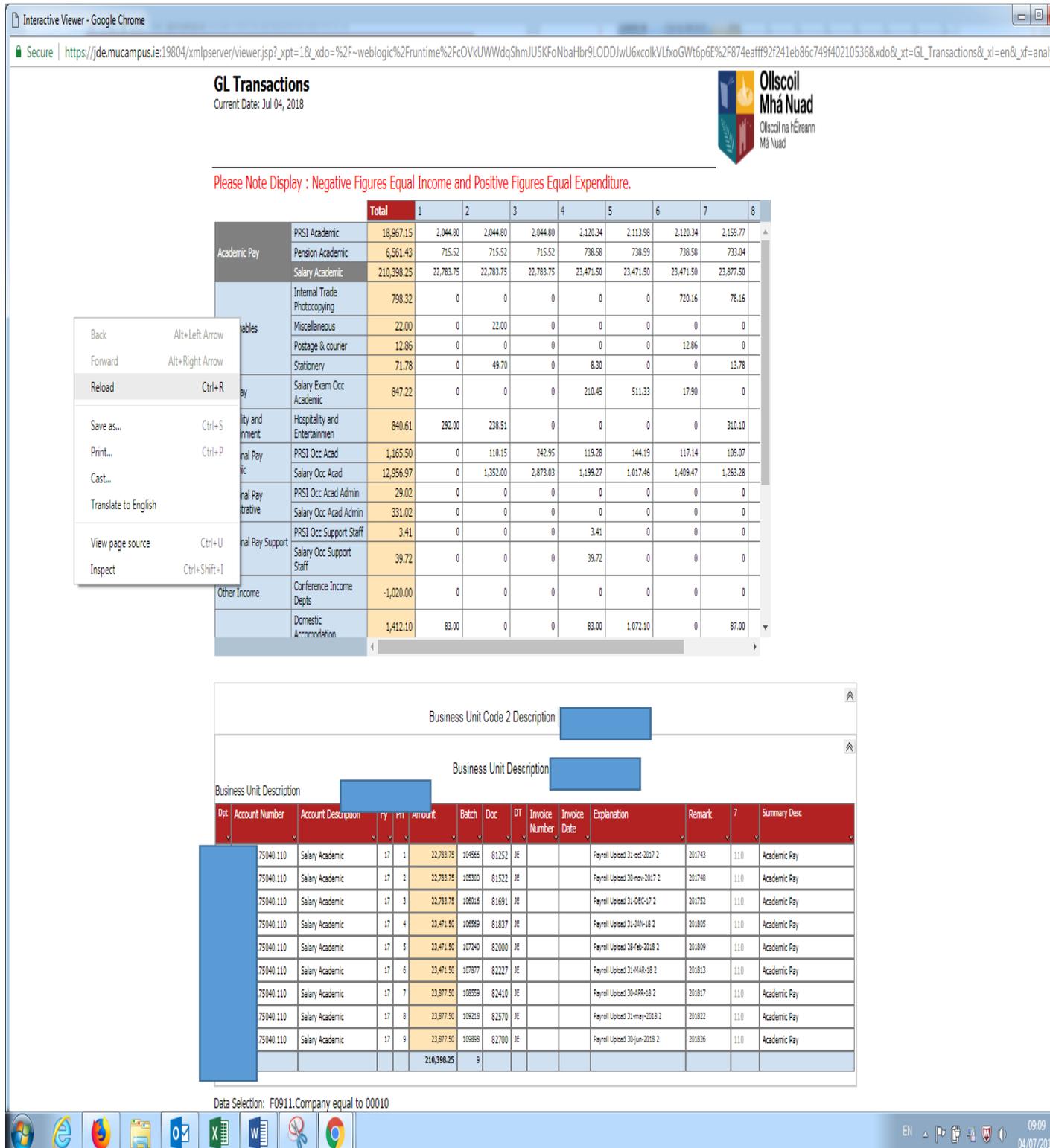
Business Unit Description [Redacted]

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

# JDE REPORT TRAINING GUIDE

- 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)*

**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	18,967.15	2,044.80	2,044.80	2,044.80	2,120.34	2,113.98	2,120.34	2,159.77	
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	

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	106116	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	Salary			1,017.46	107240	82000	JE			Payroll Uploaded 28-feb-2018 2
	001.75040.310	Salary			1,409.47	107877	82227	JE			Payroll Uploaded 31-MAR-18 2
	001.75040.310	Salary			1,263.28	108559	82410	JE			Payroll Uploaded 30-APR-18 2
	001.75040.310	Salary			3,030.18	109218	82570	JE			Payroll Uploaded 31-may-2018 2
	001.75040.310	Salary			812.28	109898	82700	JE			Payroll Uploaded 30-jun-2018 2
	001.75040.330	Salary			331.02	109898	82700	JE			Payroll Uploaded 30-jun-2018 2
	001.75040.350	Salary			39.72	106569	81837	JE			Payroll Uploaded 31-JAN-18 2
	001.75042.310	Salary			210.45	106569	81837	JE			Payroll Uploaded 31-JAN-18 2
	001.75042.310	Salary			511.33	107240	82000	JE			Payroll Uploaded 28-feb-2018 2
	001.75042.310	Salary Exam Occ Academic	17	8	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

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 screen and right click as before and select reload/refresh

# JDE REPORT TRAINING GUIDE

		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
				<b>26,388.37</b>		7			

## JDE REPORT TRAINING GUIDE

3) Check if a supplier (PV) or expense claim (UI) has been paid

You can select the DT ( Document Type) as a filter in this case

Business Unit Description OFFICE OF THE BURSAR									
OFFICE OF THE BURSAR									
Description	Fy	Pn	Amount	Batch	Doc	DT	Invoice Number	Invoice Date	Explanation
Income	17	5							NDR 10875
Academic Admin	17	3					7638	12/1/17	CLARK RECRUIT
Port Staff	17	1	1						Payroll Uploaded
Port Staff	17	2	1						Payroll Uploaded
Port Staff	17	3	1						Payroll Uploaded
Port Staff	17	4	1						Payroll Uploaded
Port Staff	17	5	1						Payroll Uploaded
Port Staff	17	6	1						Payroll Uploaded
Port Staff	17	7	1						Payroll Uploaded
Port Staff	17	7		821.12	108594	82419	JE		Object Code Re

- Click on Select All box – this will blank all the boxes
- Tick UI (Expenses) or PV( Invoice)

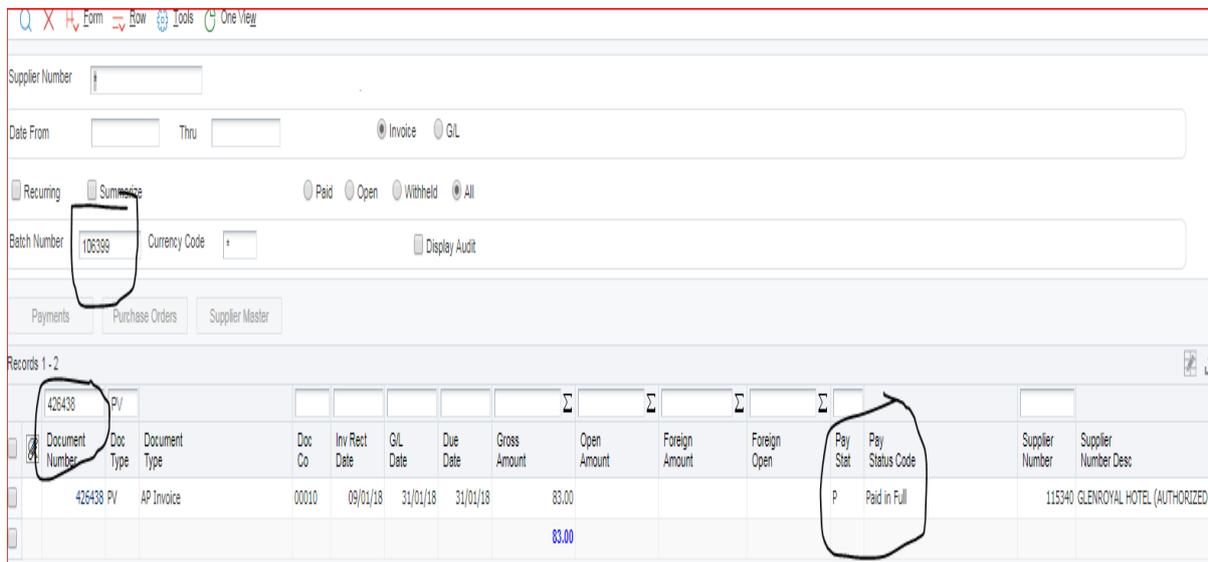
In this query you will only see the UI's and PVs in the Transaction report below

## JDE REPORT TRAINING GUIDE

- Place the mouse over the Document Field (DOC) on the Transaction report.
- 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	256055	4/3/18	GLENROYAL HOTEL (AUTHORIZED PR		200	Travel and Subsistence

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/Ret 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

### The 3 stages in JDE ( A, #, P)

**A** – Approved 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: It has gone through Stage A above and is due to be paid in the next payment ru, which is done every Thursday.

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