



**Maynooth  
University**  
National University  
of Ireland Maynooth

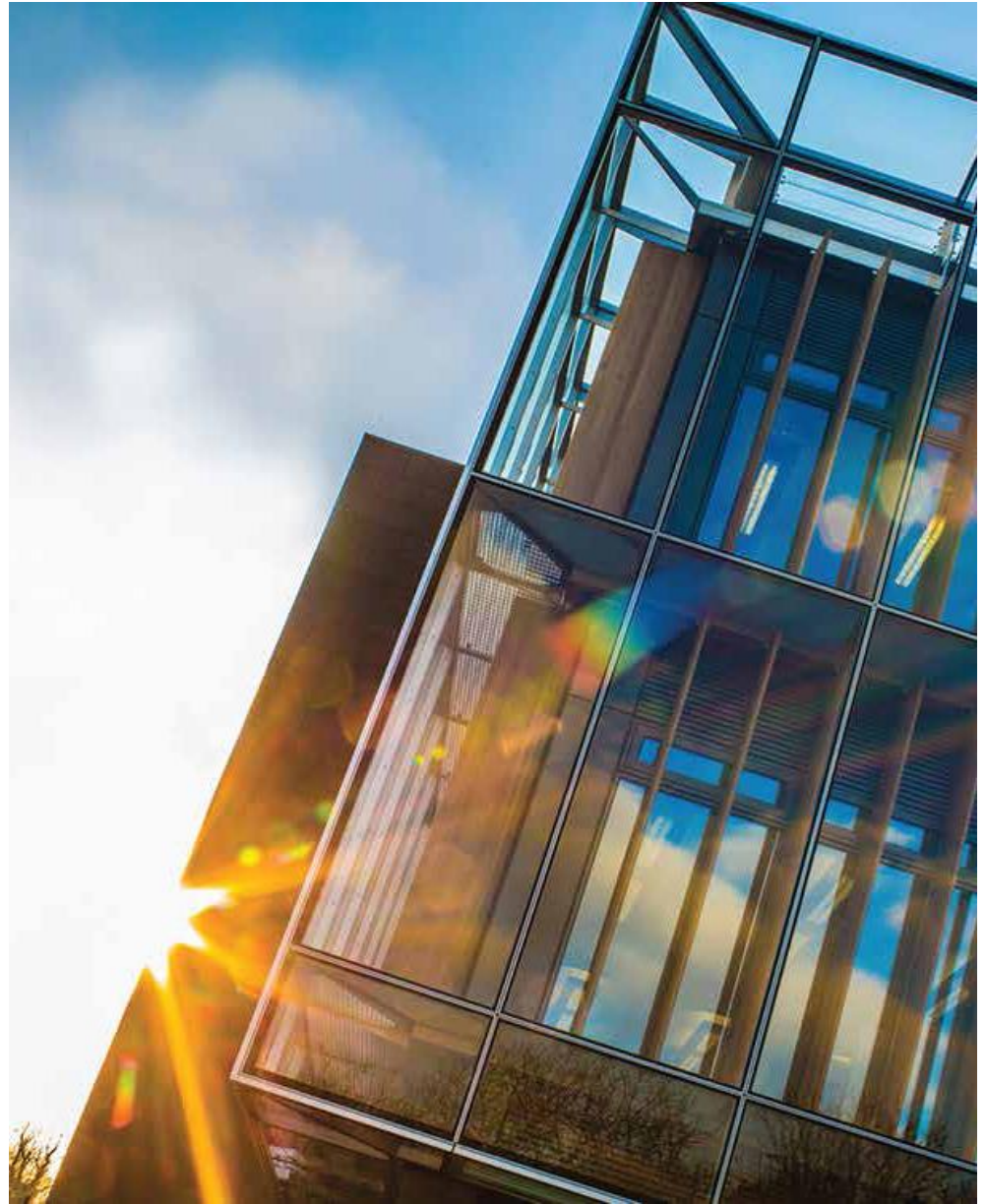
# JDE Report Training -

July 2018

Cheryl Forde & Treasa Lawler

Business Partners

---



# Transaction Reports - recap

- A list for the current financial year only of all income and expenditure transactions. There are no balances forward shown in this report.
- The list can be run by either spend type (object) or by period (month)
- Depending on the parameters – assume you run it to period 12, it will show you the list of all transactions to date for the current financial year – FY 17 → 2017/18 → Oct 17 to Sept 18
- Income is shown as a minus (-) on the report
- Spend is shown as a plus (+) on the report

# Transaction Report - example

K5BUU08 KISUU01		By: Period		Maynooth University					From GL Date 01/10/17		Page 1 of 1		
Detailed Department Transactions Report										Thru GL Date 30/09/18		Date 28/06/18	
										Year : 17 Period : 12		Time 13:00:43	
Month	Account	Description	Invoice	Date	Document	Type	GL Batch	Purchase Order	Receipt Date	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	



# Linking the Summary to the Transaction Report

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

**Explanatory Notes:**

- 1. Commitments** column reflects PO's 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. Balance** is the underspend/overspend against budget (excl. core funded staff). Green relates to an underspend, red relates to an overspend
- 4. 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



# Department Summary Report

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

**Explanatory Notes:**

- 1. Commitments** column reflects PO's 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. Balance** is the underspend/overspend against budget (excl. core funded staff). Green relates to an underspend, red relates to an overspend
- 4. Prior Yr Bal brought forward** is prior year balance less any portion used against current year spend (applies to Academic Departments only)

Variance: Difference between Annual Budget and the Cumulative spend to date : the date you run the report e.g. 28/06/2018

Current Period Actual: The report runs for the Financial year 2017/18 ( year 17), Period 9 (to June 18) = €2,604,495.51

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
Exam Pay		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
Prior Yr Bal Brought Forward							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 as per Transaction list	Commitments: Blank for now- will be used once POP is fully implemented				

Income

No Balance carried forward in Core pay budget line

Overspend

Underspend

Underspend

Balance brought forward from 2016/17. Slight underspend

Sum of all the greens and reds in the Balance Column

Most important figure. Balance = how much you have left to spend until Sept 18

<b>LEVEL II Summary</b>						
Income		-39,591.99		-39,591.99	39,591.99	39,591.99
<b>Core Funded Pay:</b>						
Academic Pay	157,876.99	1,573,472.79	1,564,599.47	2,128,733.88	564,134.41	
Technical Pay	75,810.96	647,385.15	647,385.15	888,976.56	241,591.41	
Academic Admin Pay	14,541.44	151,542.82	151,542.82	161,096.28	9,553.46	
Research Pay	150	1,350.00	1,350.00		-1,350.00	
Non Academic Pay	845.68	5,924.10	5,924.10		-5,924.10	
<b>Total Core Funded Pay</b>	<b>249,225.07</b>	<b>2,379,674.86</b>	<b>2,370,801.54</b>	<b>3,178,806.72</b>	<b>808,005.18</b>	
Academic Occasional Pay	672.16	102,140.53	102,140.53	78,389.04	-23,751.49	-23,751.49
Academic Admin Occasional Pay		6,179.80	6,179.80		-6,179.80	-6,179.80
<b>Total Occasional Pay</b>	<b>672.16</b>	<b>108,320.33</b>	<b>108,320.33</b>	<b>78,389.04</b>	<b>-29,931.29</b>	<b>-29,931.29</b>
<b>Exam Pay</b>		<b>354.42</b>	<b>354.42</b>	<b>11,220.00</b>	<b>10,865.58</b>	<b>10,865.58</b>
<b>Non Pay:</b>						
Travel and Subsistence	165.36	13,418.70	13,418.70	49,610.76	36,192.06	36,192.06
Hospitality & Entertainment		145.3	145.3		-145.3	-145.3
Consumables	8,931.62	113,859.64	122,732.96	204,060.60	81,327.64	81,327.64
Repairs and General Maintenananc	880.15	5,683.61	5,683.61	14,933.52	9,249.91	9,249.91
Books & Periodicals		15,950.97	15,950.97	15,364.32	-586.65	-586.65
Professional & Consulting Fees		77	77		-77	-77
Scholarships & Prizes	400	900	900		-900	-900
Employee Related Costs		2,247.43	2,247.43	13,163.76	10,916.33	10,916.33
Other Expenses & Charges		915.55	915.55	8,757.60	7,842.05	7,842.05
Equipment	2,295.28	11,684.67	11,684.67	23,603.52	11,918.85	11,918.85
<b>Total Non Pay</b>	<b>12,662.41</b>	<b>173,756.19</b>	<b>173,756.19</b>	<b>329,494.08</b>	<b>155,737.89</b>	<b>155,737.89</b>
<b>Prior Yr Bal Brought Forward</b>						<b>41.49</b>
<b>Net Position LEVEL II Sum</b>	<b>262,599.64</b>	<b>2,604,495.51</b>	<b>2,604,495.51</b>	<b>3,587,909.84</b>	<b>993,414.33</b>	<b>176,305.66</b>

Level I



Level II summary breaks the pay and non-pay



Tranasaction Report: lowest level of reporting

# Summary Self-Funded Activity

## Summary Self Funded Activity Report

Current Date : 05/07/2018  
 Year: 17 Period: 12  
 Version: R5600208I

### Note:

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

### 9950035 Medical & Health Access

Description	Current Period	Year to Date Actual	Commitments	Total Year to Date	Annual Budget	Variance
Income	0	440.89	0	440.89	-180,223.00	-180,663.89
Salaries & Wages	0	0	0	0	14,417.96	14,417.96
Travel and Subsistence	0	20,262.90	0	20,262.90	36,044.94	15,782.04
Hospitality & Entertainment	0	279.5	0	279.5	0	-279.5
Consumables	0	16,546.40	0	16,546.40	18,022.00	1,475.60
Advertising and PR Costs	0	15,249.94	0	15,249.94	0	-15,249.94
Books & Periodicals	0	4,161.86	0	4,161.86	0	-4,161.86
Professional & Consulting Fees	0	1,760.75	0	1,760.75	0	-1,760.75
Scholarships & Prizes	0	1,006.50	0	1,006.50	0	-1,006.50
Employee Related Costs	0	4,549.61	0	4,549.61	0	-4,549.61
Other Expenses & Charges	0	21,891.07	0	21,891.07	111,738.02	89,846.95
<b>Total Expenditure</b>	<b>0</b>	<b>85,708.53</b>	<b>0</b>	<b>85,708.53</b>	<b>180,222.92</b>	<b>94,514.39</b>
<b>Net Balance for Year</b>				<b>86,149.42</b>		
<b>Opening Balance Carried Fwd</b>				- 50,000.00		
<b>Total Net Balance</b>				<b>36,149.42</b>		

**Net Balance for the Year :** Total income in 17/18 less total spend on date you ran thereport : 05/07/2018

**Opening Balance :** Total balance from 16/17 carried forward (Income from 16/17 less spend from 16/17 as of 30 Sept 17)

**Net Balance :** The sum of the above 2 figures

**Based on payments received to date you are owed money**

# Cut- Off: Very Important to know

- September is very important in Finance as it is the cut-off between the end of one financial year and the beginning of another. Financial year: e.g. 01 Oct 16 to 30 Sept17 (16/17) Or 01 Oct 17 to 30 Sept18 (17/18)
- Periods go from : Oct= Period 1, Nov= Period 2 .....Sept= Period 12
- You will see adjustments in the transaction reports – accrual/deferral.
- **Expenditure:** Sept Electricity Bill (16/17) is not received and paid until Oct (17/18). We need to recognise this before it was paid as it relates to the financial year 16/17 . Take it out of 17/18 = credit (-). Put it into 16/17 = debit it (+). Description on system will be **Accrued expenditure/Accruals**



# More Examples...

- **Expenditure:** You order and are invoiced and then pay for a piece of equipment in **Sept (16/17)** but do not get delivery until **Oct (17/18)**. We need to recognise this after it was delivered as it relates to the future financial year **17/18**. This is when it will be “consumed/used”. We need to take it out of **16/17** = credit (-) and put it into **17/18** = debit(+). System description will be **Deferred Expenditure**.
- **Income:** You receive an advance payment/payment up front for a new course. We need to push this out to the next financial year. Reduce income in **16/17** = debit(+) and increase income in **17/18** = credit (-). System description will be **Deferred Income**.

# More Examples

- **Income:** You are owed fee income from the HEA relating to 16/17. You receive the fee income in Oct 17 (17/18). We need to recognise this fee income in 16/17 as it relates to this financial year. We need to reduce the Fee income in 17/18 = debit ( +) and increase the Fee income in 16/17 = credit (-)  
System description will be **Accrued Income.**

# Things to Remember – Let us Know

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

# Going Forward

- Keep in touch – any questions just ask
- Quarterly reviews with all areas
- Quarterly training available...next session expected October 2018
- Feedback is always welcome.

# People: Who we are?

## ❖ The Financial Planning Team

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

# Questions

