



**Maynooth
University**

National University
of Ireland Maynooth

JDE Report Training -

Oct 2018

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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

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	Document	Type	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

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)

9950001

Medical & Life
Sciences

Description	Current Period	Year to Date	Commitments	Total	Annual	Variance	Balance
	Actual	Actual		Year To Date	Budget		
LEVEL I Summary							
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
Net Position LEVEL I Sum	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:
 Version: R560018BIP RIS0001

9

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)

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		
LEVEL I Summary							
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
Net Position LEVEL I Sum	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

LEVEL II Summary

Income	-39,591.99	-39,591.99	39,591.99	39,591.99
Core Funded Pay:				
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
Total Core Funded Pay	249,225.07	2,379,674.86	2,370,801.54	3,178,806.72 808,005.18
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
Total 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	354.42	11,220.00 10,865.58 10,865.58
Non Pay:				
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
Total Non Pay	12,662.41	173,756.19	173,756.19	329,494.08 155,737.89 155,737.89
Prior Yr Bal Brought Forward				41.49
Net Position LEVEL II Sum	262,599.64	2,604,495.51	2,604,495.51	3,587,909.84 993,414.33 176,305.66

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: R560020BI

Note:

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

9950035 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
Total Expenditure	0	85,708.53	0	85,708.53	180,222.92	94,514.39
Net Balance for Year				86,149.42		
Opening Balance Carried Fwd				- 50,000.00		
Total Net Balance				36,149.42		

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 2Sept= 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**.
- **Expenditure:** Subscriptions (Prepayment), paid for in **17/18** but which relate in full or in part to **18/19**. We need to push out the portion of the cost that relates to **18/19**. **Deferred Expenditure**.

More Examples

- **Income:** You are owed fee income from the HEA relating to 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**.
- **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**.

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 January 2019
- Feedback is always welcome.

People: Who we are?

❖ The Financial Planning Team

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

Questions

