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| **JDE REPORTS AND FINANCE TERMINOLOGY** | | |
| **Doc: Type** | **Description** | **Explanation** |
| **BUSINESS UNITS** |  |  |
| **BU** | Business Unit | Unique 7-digit code assigned within JDE Financial Reports, which shows the area of spend e.g., Department recurrent, Support Areas, Conference etc. |
| **RC/RN/RA** | Recurrent BUs | Academic Department and Support Area BUs whose annual budget is funded by the University (State Grant: fees etc.).   * RC: Recurrent * RN: Recurrent Non-Academic * RA: Recurrent Academic Support |
| **PN/NA/PS/AN** | Self-funded BU’s | PN: Academic Departments with self-funded activities e.g. conferences.  NA: Non-academic areas with self-funded activities e.g. HEA funding initiatives for disadvantaged students.  PS: University Student Scholarships   * Internal: John Hume scheme/Doctoral Scholarships * External sources.   AN: Ancillary areas that generate commercial income: rental income from apartments |
| **TERMINOLOGY** |  |  |
| **OBJECT CODES** | Income/Expense types (Operating Cost Codes) | Breaks down and helps identify the type of expense/income which allows one to identify the key cost drivers/trends in an area. Examples include Travel and Subsistence, Consumables, Recruitment costs, Conference income, Other Income… |
| **FISCAL YEAR (FY)** | The University Financial Year | The University Financial Year runs from 01 October through to the 30 Sept annually. The Financial Reports in JDE refers to this as the Fiscal year. |
| **PERIOD NUMBER** | The Periods in the University Financial Year | There are 12 periods, which are defined by month in the University Financial Year. Period 1 is Oct; Period 2 is Nov…..all the way through to period 12, which is Sept. |
| **BALANCE** | Term used when referring to funds left to spend in Recurrent BUs | What is left to spend at a given point in time within the current  University Financial Year for Recurrent BUs (RC/RN/RA). It excludes the Core Pay budget. |
| **NET BALANCE** | Term used to refer to the balance in Self-Funded BUs | Total Income minus total expenditure in the current financial year plus the opening balance if applicable from the previous Financial Year. |
| **VARIANCE** | Variance is used in all BU types. | The difference between what you have spent to date versus the budget in the Summary reports in Recurrent and Self-funded BUs (PN/NA) |
| **CUT-OFF** | A period of time where 2 Financial years overlap. | The period between the end of one University Financial Year and the start of another Financial Year. The cut-off window is the period just after period 12 (Sept) and at the start of period 1 (Oct). |
| **ACCRUALS** | Accrued Expenditure | Invoices dated Sept (period 12) in the old University Financial year but not received until the new financial year (on or after period 1). |
| **PREPAYMENT** | Prepaid Expenditure | Invoices received and paid by in period 12 (Sept) the old University Financial Year, which relates to the new financial year period 1 (Oct) e.g. subscriptions, equipment, expenses paid in advance |
| **ACCRUED INCOME** | Income owed | Income owed at period 12 (Sept) the Old University Financial Year, which will not be received until the new financial year, during or after period 1 (Oct). |
| **DEFERRED INCOME** | Advance Income | Income paid upfront/in advance by period 12 (Sept) the Old University Financial year, which belongs to the new Financial Year post period post 1 (Oct) e.g. advances/student field trip fee income. |

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| **TRANSACTION CODES** | | |
| **Doc: Type** | **Description** | **Explanation** |
| **RI** | Income | Invoiced Income through AR/The Income Office |
| **X6** | Income | Income not invoiced |
| **X5** | Payment | Direct transfer to a Supplier |
| **JE** | General Journal | Finance Office general journal used to correct miscoded costs. |
| **JP** | Payroll Journal | Finance journal used to upload monthly pay from Core Pay |
| **CC** | Core Correction Journal | Finance journal used to correct miscoded pay costs |
| **JC** | Core Expenses Journal | Finance journal used to upload expenses from Core Pay into JDE |
| **CE** | Core Expenses Correction Journal | Finance journal used to correct miscoded core expenses |
| **JF** | ITS Fees Journal | Finance Journal used to upload Fee charges from ITS into JDE |
| **CF** | ITS Fees Correction Journal | Finance journal used to correct miscoded fees |
| **IT** | Internal Trade Journal | Finance journal used to transfer income between Departments |
| **RD** | Recurring Bill Journal | Finance journal used to charge recurring bills e.g. Vodafone |
| **UP** | Petty Cash Journal | Finance petty used to charge cash Journal to a BU |
| **RJ** | Research Journal | Research Journals completed by the Research Development Office (RDO). |
| **OV** | PO + Goods Receipted | Requisitioner/Buyer/Approver: Purchase Order (PO) where the goods have been received (receipted) from the Supplier. |
| **PV** | Invoice | Relates to purchases currently outside the scope of POP – Hotel Bookings, Club travel, Postage |
| **PC** | Purchase Credit | Refund from a supplier (PV) |
| **UI** | JDE Expense Claim | Expenses processed through JDE – Academic travel, non-staff travel expenses (visitors). |
| **PR** | Student Stipend | Monthly Stipend payments to students. |