

Projects: Organize and Group for Effective Reporting

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What we will cover...

- What are projects?
- What can you use projects for?
- Why would you want to use projects?
- Planning out your projects
- Adding Project Groups and Projects
- Applying Projects
- Project Reporting
- Cleaning up existing projects

What are projects?

- Tags that connect specific lines of a Bill, Deposit and Journal Entries to a project
- Provides easy reporting on events and activities
- Tracking device



What can projects be used for?

- Fundraisers
 - Festivals
 - Dinners
- Youth Events
 - Trips
 - Fundraisers
- High School Sport Teams
 - Basketball
 - Football
- Endowments
 - Permanently Restricted
 - Temporarily Restricted

What are you using projects for?

Why use projects?

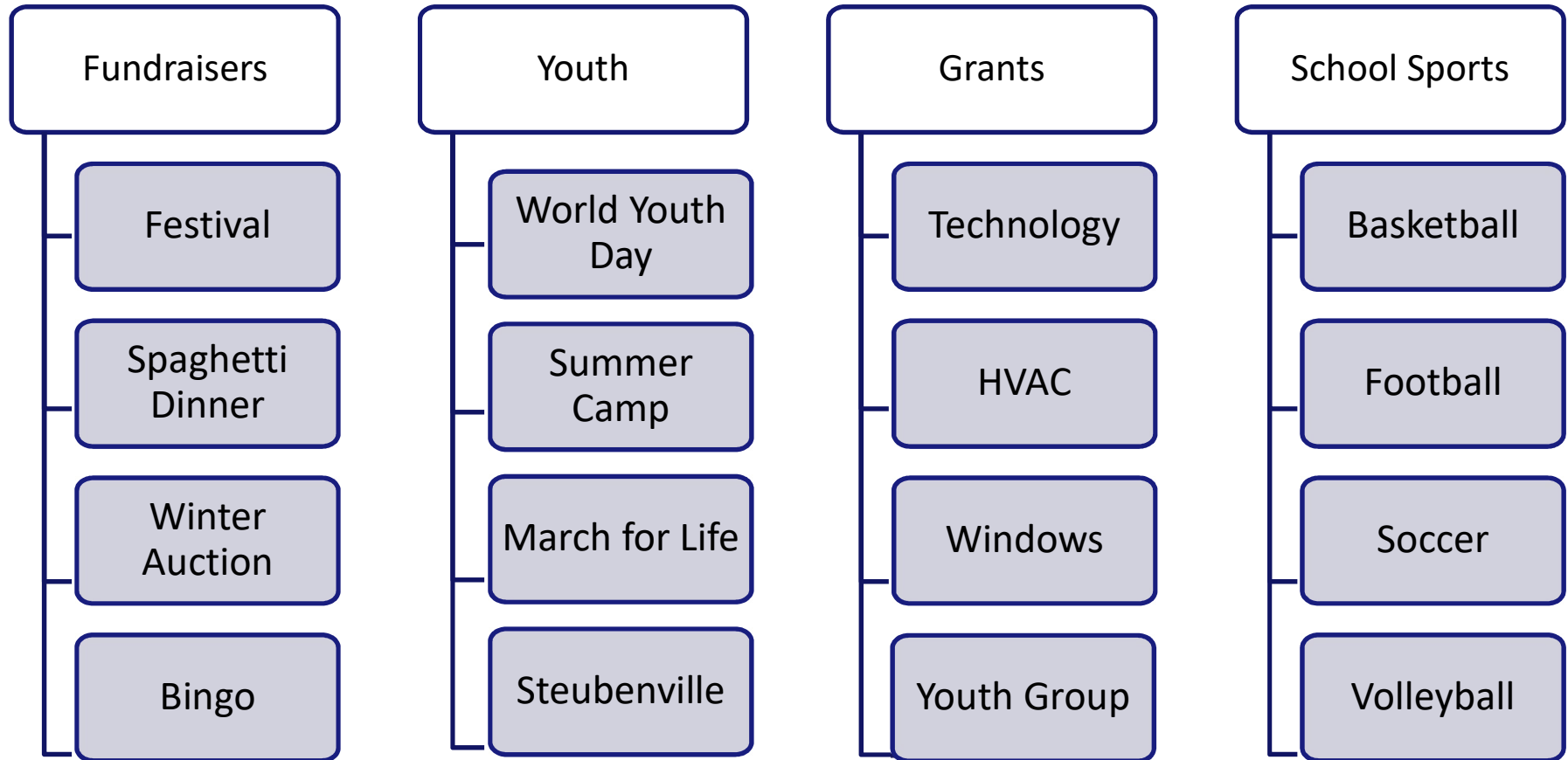
- Reduce the need to add more accounts to your chart of accounts
- Provide budget for specific projects
- Report Income and Expenses for one project or a group of projects
- Keep information in one place
- Track restricted money

How do you start?

- Planning is key
 - What do you want to track?
 - What group will this project belong to?
 - Is there a budget?



Project Groups and Projects



Project Format

- Setup
- User Options
- Project Format
 - Group Code: Project
 - or
 - Project: Group Code

User Options

Account Format: ▼

Project Format: ▼

Add Recalculate Button to Reconciliation Processes

Remove Account Code Dashes


Show Memorized Transaction Reminder

Adding a Group

- First you must add a Project Group

[New Record](#) [Find Record](#)

Project Group


[Watch Help Video!](#) 

Description:

Project Group Code:

Adding a Project

Project

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Description:

Project Code:

Revenue Budget:

Cost Budget:

Project Group: ▼

Inactive

Optional
Fields



Applying Projects

- Deposits – can use different income accounts

Deposit Information

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Bank Account: Total:

Deposit Number: Date:

Comment:

#	Account	Amount	Comment	Project
<input type="checkbox"/>	1 4155.00.10DEV: Fundraising Donations I-10-150-10	1800.00		FUND:Festival
<input type="checkbox"/>	2 4000.00.10CHU: Offertory I-10-105-100-4000-00	8647.00		
<input type="checkbox"/>	3 4035.00.10CHU: Coffee & Donuts I-10-105-100-403	87.56		
Total:		10,534.56		

[More Lines](#)

Applying Projects

- Deposits – can use the same income account

Deposit Information

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Bank Account: ▼

Deposit Number:

Comment:

Total:

Date:

#	Account	Amount	Comment	Project
✘ 1	4170.00.20STUDATHL: Athletic Activities I-20-700-7 ▼	350.00	Ticket Sales	SPTS:Basketball ▼
✘ 2	4170.00.20STUDATHL: Athletic Activities I-20-700-7 ▼	200.00	Concession Stand	SPTS:Basketball ▼
✘ 3	▼			▼
Total:		550.00		

Applying Projects

- Bills

Bill Information [Watch Help Video!](#)

AP Account: Balance:

Bill Number: Invoice Number:

Vendor: Invoice Date:

Due Date:

Discount Date:

Terms:

Comment:

Check Number	Check Date	Payee
103	3/31/2017	Waste Mangement

Account Restriction: Associated Journal Entry Number:

#	Account	Amount	Comment	Paid	Project	1099
1	5385.00GENOP: Trash Disposal E-10-160-460-5385-0	50.00	Extra Pickup from Auction	Y	FUND:Festival	<input type="checkbox"/>
Total:		50.00				

Applying Projects




- Journal Entries – usually fixes mistakes

Journal Entry Information

[Watch Help Video!](#)

Entry Number: Date:

Comment: Insert Reversing Journal Entry

#	Account	Debit	Credit	Comment	Project
 1	1010.00.PAR: Checking Account A-10-10-1010-0	594.00	0.00		
 2	5535.00PADM: Merchant Account E-10-100-000-	54.00	0.00		FUND:Festival
 3	4211.00DEV: Food Sales I-10-150-100-4211-00	0.00	648.00		FUND:Festival
Total:		648.00	648.00		

[More Lines](#)

Project Report by Project

Date	Type	Tr #	Amount	Account	Vendor	Comment
Project: Basketball						
Revenue						
11/01/16	Deposit	6	950.00	4170.00.20STU Athletic Activities DATHL		Ticket Sales
11/01/16	Deposit	7	350.00	4170.00.20STU Athletic Activities DATHL		Ticket Sales
11/01/16	Deposit	7	200.00	4170.00.20STU Athletic Activities DATHL		Concession Stand
Cost						
11/15/16	Bill	8	150.00	5463.00.20.701 Student Athletics NONOP	Miller, Charles	Coaching Stipend
11/15/16	Bill	9	150.00	5463.00.20.701 Student Athletics NONOP	Espinoza, Carly	Coaching Stipend
11/30/16	Bill	10	300.00	5463.00.20.701 Student Athletics NONOP	Sysco	Food for Concession Stand
Basketball Project Totals						
Total Revenue:			1,500.00	Revenue Budget:	0.00	Revenue Difference: 1,500.00
Total Cost:			600.00	Cost Budget:	0.00	Cost Difference: 600.00
			<u>900.00</u>		<u>0.00</u>	<u>900.00</u>

Project: Bingo						
Revenue						
01/31/17	Bill	11	(689.00)	4155.00.10DEV Fundraising Donations	Sysco	
01/31/17	Deposit	9	689.00	4900.00.10.100 Fundraising Income DEV		
02/28/17	Deposit	10	850.00	4900.00.10.100 Fundraising Income DEV		
03/31/17	Deposit	11	832.00	4900.00.10.100 Fundraising Income DEV		
Cost						
01/31/17	Bill	12	250.00	5900.00.10.400 Fundraising Expense DEV	Sysco	Food for Bingo
02/28/17	Bill	13	356.00	5900.00.10.400 Fundraising Expense DEV	Sysco	Food for Bingo

Project Report by Project Group

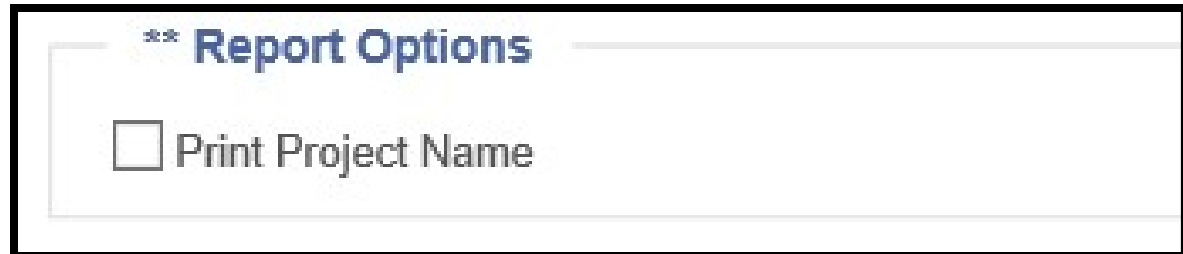
Date	Type	Tr #	Amount	Account	Vendor	Comment
Project Group: Fundraiser						
Project: Bingo						
Revenue						
01/31/17	Bill	11	(689.00)	4155.00.10DEV Fundraising Donations	Sysco	
01/31/17	Deposit	9	689.00	4900.00.10.100 Fundraising Income DEV		
02/28/17	Deposit	10	850.00	4900.00.10.100 Fundraising Income DEV		
03/31/17	Deposit	11	832.00	4900.00.10.100 Fundraising Income DEV		
Cost						
01/31/17	Bill	12	250.00	5900.00.10.400 Fundraising Expense DEV	Sysco	Food for Bingo
02/28/17	Bill	13	356.00	5900.00.10.400 Fundraising Expense DEV	Sysco	Food for Bingo
Bingo Project Totals						
Total Revenue:			1,682.00	Revenue Budget:	0.00	Revenue Difference: 1,682.00
Total Cost:			606.00	Cost Budget:	0.00	Cost Difference: 606.00
			<u>1,076.00</u>		<u>0.00</u>	<u>1,076.00</u>
Project: Festival						
Revenue						
02/20/17	Deposit	1	600.00	4155.00.10DEV Fundraising Donations		
03/06/17	Deposit	2	1,800.00	4155.00.10DEV Fundraising Donations		
03/13/17	Deposit	3	4,320.00	4155.00.10DEV Fundraising Donations		
03/13/17	Deposit	3	10,300.00	4212.00DEV Auction		
03/13/17	Deposit	3	9,500.00	4212.01DEV Silent Auction		
03/13/17	Deposit	3	1,790.00	4211.00DEV Food Sales		
03/13/17	Deposit	3	600.00	4213.00DEV Child Care		
03/17/17	Journal Entry	2	648.00	4211.00DEV Food Sales		Food Sales on Square
Cost						
01/17/17	Bill	1	175.00	5350.00.10DEV Printing - External	Print Guys	Flyers for Auction
01/20/17	Bill	2	63.00	5360.00.10DEV Postage	USPS	mailings for auction
03/09/17	Credit Card	1	519.27	5314.00DEV Food Supplies	Sysco	Auction Food/Drinks
03/12/17	Bill	3	102.35	5420.00DEV Hotel/Housing	Country Inn	Hotel Room - Auctioneer
03/17/17	Journal Entry	2	54.00	5535.00PADM Merchant Account		Food Sales on Square
03/31/17	Bill	4	50.00	5385.00GENOP Trash Disposal	Waste Mangement	Extra Pickup from Auction
03/31/17	Journal Entry	3	640.00	5005.00DEV Lay - Salaries		Record Development Director to Project
Festival Project Totals						
Total Revenue:			29,558.00	Revenue Budget:	20,000.00	Revenue Difference: 9,558.00
Total Cost:			1,603.62	Cost Budget:	3,000.00	Cost Difference: (1,396.38)
			<u>27,954.38</u>		<u>17,000.00</u>	<u>10,954.38</u>
Fundraiser Project Group Totals						
Total Revenue:			31,240.00	Revenue Budget:	20,000.00	Revenue Difference: 11,240.00
Total Cost:			2,209.62	Cost Budget:	3,000.00	Cost Difference: (790.38)
			<u>29,030.38</u>		<u>17,000.00</u>	<u>12,030.38</u>

Project Report - Summary

Date	Type	Tr #	Amount	Account	Vendor
Project Group: Fundraiser					
Project: Bingo					
Bingo Project Totals					
	Total Revenue:	1,682.00	Revenue Budget:	0.00	Revenue Difference: 1,682.00
	Total Cost:	606.00	Cost Budget:	0.00	Cost Difference: 606.00
		<u>1,076.00</u>		<u>0.00</u>	<u>1,076.00</u>
Project: Festival					
Festival Project Totals					
	Total Revenue:	29,558.00	Revenue Budget:	20,000.00	Revenue Difference: 9,558.00
	Total Cost:	1,603.62	Cost Budget:	3,000.00	Cost Difference: (1,396.38)
		<u>27,954.38</u>		<u>17,000.00</u>	<u>10,954.38</u>
Fundraiser Project Group Totals					
	Total Revenue:	31,240.00	Revenue Budget:	20,000.00	Revenue Difference: 11,240.00
	Total Cost:	2,209.62	Cost Budget:	3,000.00	Cost Difference: (790.38)
		<u>29,030.38</u>		<u>17,000.00</u>	<u>12,030.38</u>
Project Group: School Sports					
Project: Basketball					
Basketball Project Totals					
	Total Revenue:	1,500.00	Revenue Budget:	0.00	Revenue Difference: 1,500.00
	Total Cost:	600.00	Cost Budget:	0.00	Cost Difference: 600.00
		<u>900.00</u>		<u>0.00</u>	<u>900.00</u>
Project: Football					
Football Project Totals					
	Total Revenue:	1,025.00	Revenue Budget:	0.00	Revenue Difference: 1,025.00
	Total Cost:	400.00	Cost Budget:	0.00	Cost Difference: 400.00
		<u>625.00</u>		<u>0.00</u>	<u>625.00</u>
Project: Soccer					
Soccer Project Totals					
	Total Revenue:	350.00	Revenue Budget:	0.00	Revenue Difference: 350.00
	Total Cost:	0.00	Cost Budget:	0.00	Cost Difference: 0.00
		<u>350.00</u>		<u>0.00</u>	<u>350.00</u>
School Sports Project Group Totals					
	Total Revenue:	2,875.00	Revenue Budget:	0.00	Revenue Difference: 2,875.00
	Total Cost:	1,000.00	Cost Budget:	0.00	Cost Difference: 1,000.00
		<u>1,875.00</u>		<u>0.00</u>	<u>1,875.00</u>

Other Reports that include Projects

- If the report has this option you can include the projects
- Examples
 - Bill List
 - Deposit Register
 - Credit Card Charges
 - Journal Entry List
 - General Ledger



The image shows a screenshot of a software interface titled "** Report Options". Inside the window, there is a single checkbox labeled "Print Project Name". The checkbox is currently unchecked.

Correcting an Error

- Bill should have been recorded to an expense account not an income.
- Use a journal entry to fix the general ledger as well as the projects.

Journal Entry Information

[Watch Help Video!](#)

Entry Number: Date:

Comment: Insert Reversing Journal Entry

#	Account	Debit	Credit	Comment	Project
✘ 1	4155.00.10DEV: Fundraising Donations I-10-150-	0.00	689.00	Correct Bill 11	FUND:Bingo
✘ 2	5900.00.10.400DEV: Fundraising Expense E-10-	689.00	0.00	Correct Bill 11	FUND:Bingo
✘ 3					
Total:		689.00	689.00		

Clean up Existing Projects

- Projects or groups that were set up before you realized what you wanted
 - Rename
 - Reassign
 - Delete – no activity can be attached
 - Inactivate

Want to create a project after activity has already started?

- Go back and assign to bill or deposit

This Bill has at least one Paid line item and can be partially updated.

Bill Information

AP Account: Accounts Payable: L-10-20-2000-00 2000.00.PAR

Bill Number:

Vendor: Bing, James
James Bing

Comment:

Balance:

Invoice Number:

Invoice Date:

Due Date:

Discount Date:

Terms:

Check Number	Check Date	Payee
105	9/15/2016	James Bing

Account Restriction: Unrestricted

Associated Journal Entry Number:

#	Account	Amount	Comment	Paid	Project	1099
1	5463.00.20.701NONOP: Student Athletics E-20-700-70	100.00	Coaching Stipend	Y	<input type="text"/>	<input type="checkbox"/>
Total:		100.00				

FUND:Bingo

FUND:Festival

FUND:Spaghetti Dinner


FUND:Winter Auction

SPTS:Basketball

Want to create a project after activity has already started?

- Journal Entry

Journal Entry Information

[Watch Help Video!](#) 

Entry Number: Date:

Comment: Insert Reversing Journal Entry

#	Account	Debit	Credit	Comment	Project
 1	4900.00.10.100DEV: Fundraising Income I-10-15 	0.00	600.00		FUND:Bingo 
 2	4900.00.10.100DEV: Fundraising Income I-10-15 	600.00	0.00		
Total:		600.00	600.00		

QUESTIONS?

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Thank you!

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