Projects: Organize and Group for Effective Reporting

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Today's Agenda

What are Projects?

What to use Projects for?

Why use Projects?

Planning Projects

Adding Project Groups and Projects

Applying Projects

Project Reporting

Cleaning up existing Projects

What are projects?

- A way to 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
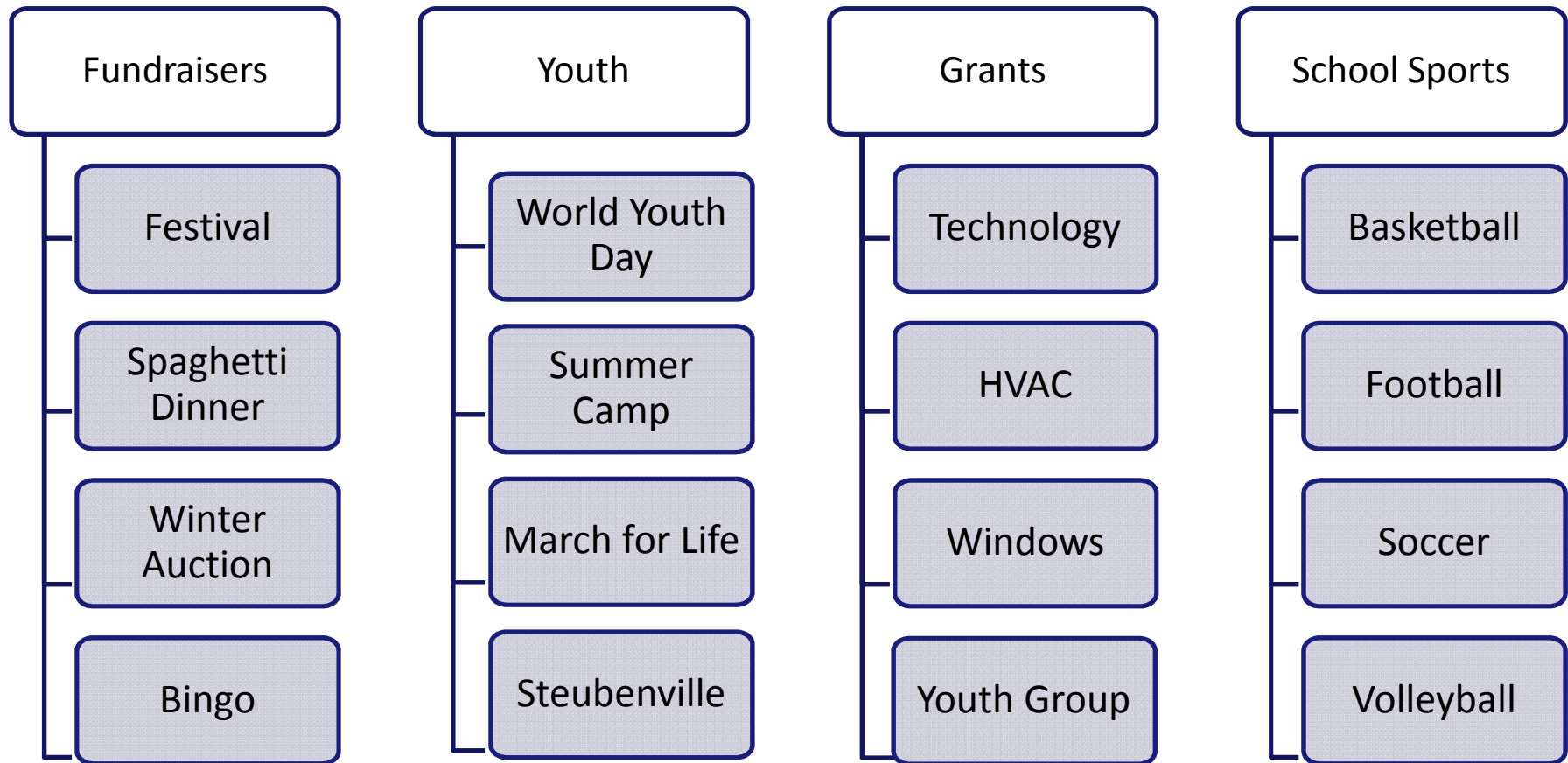 - Temporarily Restricted

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

Planning Projects – where to 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

Fundraisers	Youth	Grants	School Sports
Festival	World Youth Day	Technology	Basketball
Spaghetti Dinner	Summer Camp	HVAC	Football
Winter Auction	March for Life	Windows	Soccer
Bingo	Steubenville	Youth Group	Volleyball

Project Format

- Setup

- User Options

- Project Format

  – Group Code: Project

  or

  – Project: Group Code

Adding a Group

- First you must add a Project Group

Adding a Project

Project

Watch Help Video!

Description: Festival

Optional Fields

Project Code:

Revenue Budget: 20000.00

Cost Budget: 7000.00

Project Group: Fundraiser

☐ Inactive

Submit   Delete

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Applying Projects

- Deposits – can use different income accounts

Applying Projects

- Deposits – can use the same income account

Applying Projects

- Bills

Applying Projects

- Journal Entries – usually fixes mistakes

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
		900.00		0.00		900.00

Date	Type	Tr #	Amount	Account	Vendor	Comment
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 DEV	Fundraising Income		
02/28/17	Deposit	10	850.00	4900.00.10.100 DEV	Fundraising Income		
03/31/17	Deposit	11	832.00	4900.00.10.100 DEV	Fundraising Income		
Cost							
01/31/17	Bill	12	250.00	5900.00.10.400 DEV	Fundraising Expense	Sysco	Food for Bingo
02/28/17	Bill	13	356.00	5900.00.10.400 DEV	Fundraising Expense	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
	1,076.00		0.00		1,076.00

Date	Type	Tr #	Amount	Account	Vendor	Comment
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 Develpment 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)
	27,954.38		17,000.00		10,954.38

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)
	29,030.38		17,000.00		12,030.38
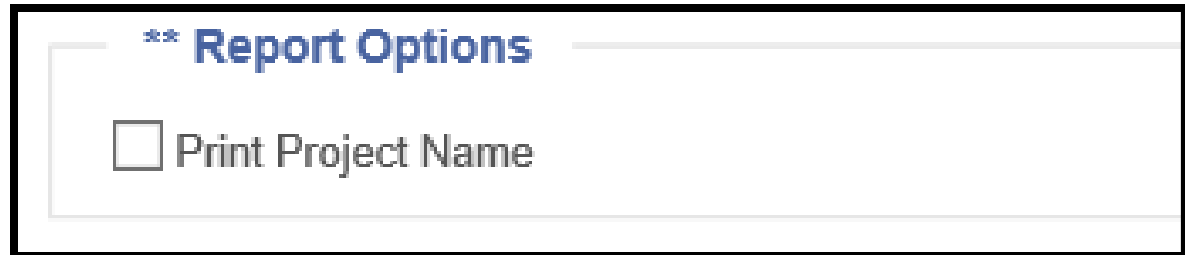
Project Report - Summary

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
			1,076.00		0.00		1,076.00

  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)
			27,954.38		17,000.00		10,954.38

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)
			29,030.38		17,000.00		12,030.38

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
			900.00		0.00		900.00

  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
			625.00		0.00		625.00

  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
			350.00		0.00		350.00

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
			1,875.00		0.00		1,875.00

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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

** Report Options

☐ Print Project Name

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: | 4 | | | Date: | 02/28/2017 |
| Comment: | Correct Bill 11 | | | ☐ 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-10-1 ▾	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

Want to create a project after activity has already started?

- Journal Entry

Thank you!

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