

# 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



**What are you using  
projects for?**



# Why use projects?

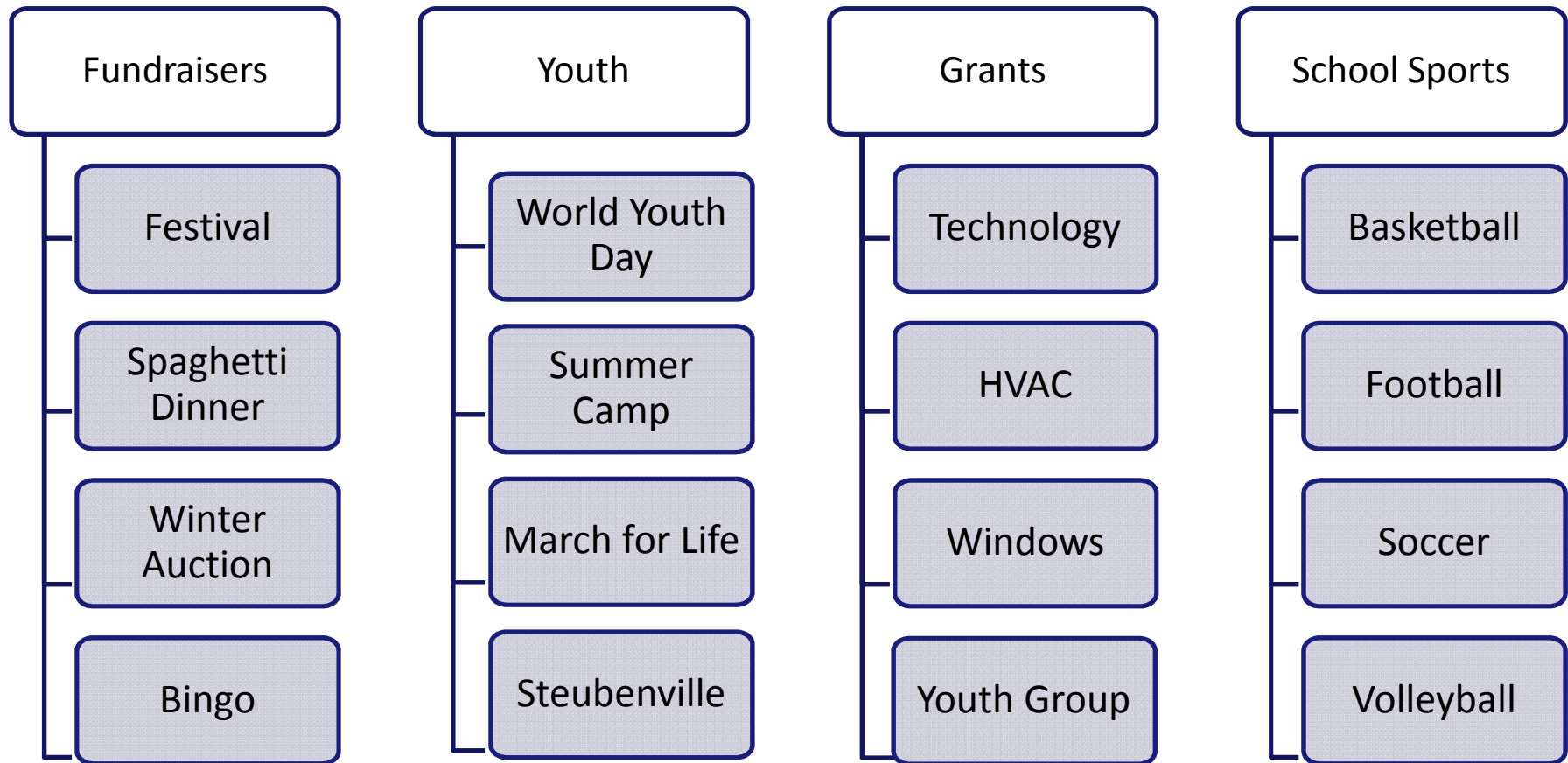
- Reduce the need to add more accounts to your chart of accounts
- Provide budget for specific projects
- Report Income and Expenses for one project or a group of projects
- Keep information in one place
- Track restricted money

# 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





# Project Format

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

User Options	
Account Format:	Shortcut 
Project Format:	Group Code:Project 
<input type="checkbox"/>	Add Recalculate Button to Reconciliation Processes
<input type="checkbox"/>	Remove Account Code Dashes
<input checked="" type="checkbox"/>	Show Memorized Transaction Reminder


# Adding a Group

- First you must add a Project Group

[New Record](#)   [Find Record](#)

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**Project Group**


[Watch Help Video!](#) 

Description:

Project Group Code:

# Adding a Project

Project

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Optional Fields

Description:

Festival

Project Code:

Revenue Budget:

20000.00

Cost Budget:

7000.00

Project Group:

Fundraiser

☐ Inactive

Submit

Delete

# 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: Checking Account: A-10-10-1010-00 1010.00 PAR ▼

Total: 550.00

Deposit Number: 7

Date: 11/1/2016

Comment:

	#	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**

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AP Account:	Accounts Payable: L-10-20-2000-00.2000.00.PAR	Balance:	0.00
Bill Number:	4	Invoice Number:	W14598
Vendor:	Waste Mangement	Invoice Date:	3/31/2017
	Waste Mangement	Due Date:	4/30/2017
		Discount Date:	
Comment:		Terms:	

Check Number	Check Date	Payee
104	3/31/2017	Waste Mangement

Account Restriction:	Unrestricted	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

Entry Number: 2

Date: 03/17/2017

Comment: Food Sales on Square

☐ Insert Reversing Journal Entry

[Watch Help Video!](#)

#	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](#)

Submit

Memorize

Delete

# Project Report by Project

Date	Type	Tr #	Amount	Account	Vendor	Comment
<b>Project: Basketball</b>						
<b>Revenue</b>						
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
<b>Cost</b>						
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
<b>Basketball Project Totals</b>						
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>

<b>Project: Bingo</b>						
<b>Revenue</b>						
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		
<b>Cost</b>						
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
<b>Project Group: Fundraiser</b>						
<b>Project: Bingo</b>						
<b>Revenue</b>						
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		
<b>Cost</b>						
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
<b>Bingo Project Totals</b>						
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>
<b>Project: Festival</b>						
<b>Revenue</b>						
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
<b>Cost</b>						
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
<b>Festival Project Totals</b>						
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>
<b>Fundraiser Project Group Totals</b>						
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>

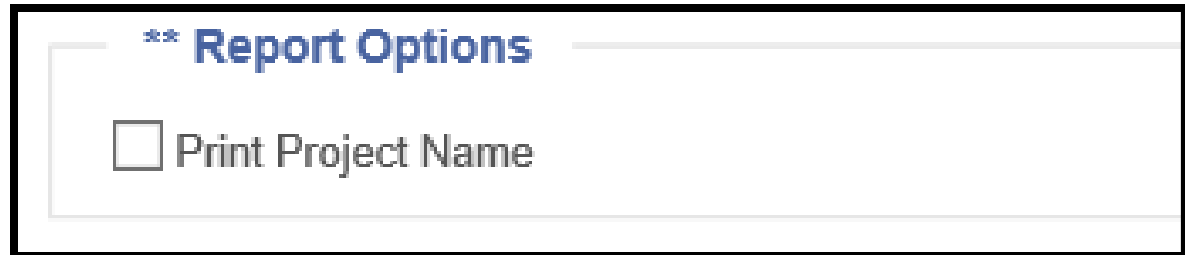
# Project Report - Summary

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

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

**Balance:** 689.00

**Bill Number:** 6

**Invoice Number:**

**Vendor:** Bing, James  
James Bing

**Invoice Date:** 9/15/2016

**Due Date:** 10/15/2016

**Discount Date:**

**Terms:**

**Comment:**

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	5163.00.20.701NONOP: Student Athletics E 20 700 70	100.00	Coaching Stipend	Y		
Total:		100.00				

Submit

Memorize

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: 4

Date: 12/15/2016

Comment: Record Bingo Project

☐ 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!

Jeffrey Bachelor  
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