



Just remember: <http://www.shelbyhelp.com>

**Step-by-Step instructions on working with Project Codes. I will also show you the NEW Project Register feature that is now available in version 5.4.1990 +**

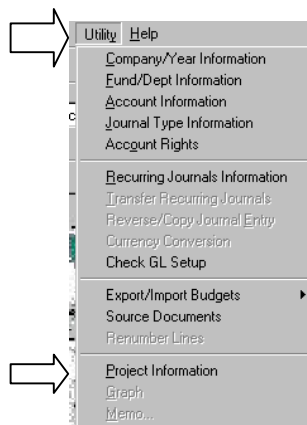
DID YOU KNOW: Project Registry Reports can now span multiple years and/or multiple companies.

How is a Project Code used?

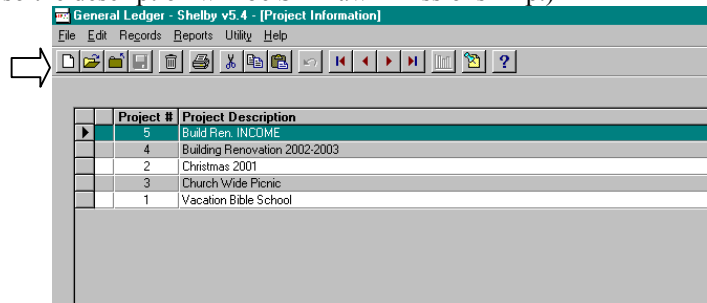
Projects can be linked to invoices, journal entries, contributions, and payroll, in order to link event (projects) amounts together. For instance, you have senior adult ministry that is collecting money for different trips that are planned. You would have to setup different accounts in general ledger in order to track all the money coming in separately for each trip or you can use projects to do this. A Project is similar to job cost or job class in other programs. There are two ways to use this feature:

1. You have **ONE ACCOUNT in General Ledger** called Senior Adult Missions. You can use multiple Project Codes to track all the different trips that we have collected money for (example: Branson MO trip, Hawaii Missions trip, Bahama Missions trip – Yeah, I want to go too). You can then run a “Project Register” for each trip or run it for all the projects trips that pertain to Senior Adult Ministry. (Examples below)
2. You have **MULTIPLE ACCOUNTS in General Ledger** that you want to tie back together based on ONE event (project). The example is going to be Christmas Musical. Lets say you have different General Ledger expense accounts that you are going to use to pay for the event (project) and you have an income account that you are going to use to collect the money for the Christmas Musical. The problem is you use the accounts for other activities besides the Christmas Musical that’s where the project comes into play. You can pay the invoices and link to the Christmas Musical project and even within the same invoice you can choose to link to the project on one line and then not link on the next line. (Examples below)

Step 1. To setup a project: Choose Utility, Project Information (Within most financial options you will be able to setup projects)



Step 2. Within Project Information: Choose the NEW Icon to create projects. The system will number the projects. Tip: you can keep all the projects together by using the same prefix within description. (Ex. SA=Senior Adult so the description will be SA Hawiï Missions Trip.)



Step 3. Within Project Entry: Type your project name. (remember Step 2 example SA=Senior Adult)

Step 4. Below you will see different screens that you can use to link a project. (Tip: you can either search for the project by clicking on the arrow within the project box or pressing F4 on the keyboard or just type the project number that was assigned, to save time)

General  
Ledger  
Journal  
Entries

Date	Project	Fund	Dept	Account #	Description
*					

Contributions  
Purpose  
information  
within CN  
Utility

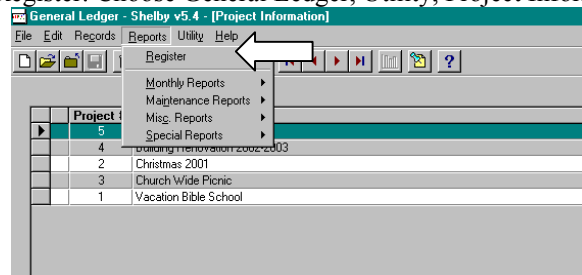
Contributions Entry, Choose Preference, Choose Projects to allow the project field to show on the entry screen

You now have a project field on the entry screen

AP or AR you have an option to link to a project to an invoice  
NOTE: you will use this a lot within AP

Payroll – Employee Information Compensation Tab

Step 5. To run the NEW Register: Choose General Ledger, Utility, Project Information, Reports, Register



Step 6. Within the Project Register you can choose the Include/Exclude button to select the projects you want. (Samples on next graphic) You can choose date ranges from and to. (Remember this feature will allow you to choose multiple years.) You can choose multiple companies. You can sort it in journal date or journal account number.

**Project Register**

For All Projects

Date from  to

Starting Period

Ending Period

Which Company?

☐ 001 First Church In The City

☒ All Companies

Sort By:

☒ Journal Date

☐ Journal Account #

☐ Print Account Summary Only?

☐ Print Blank Line Between Detail Lines?

Include/Exclude Button. You can select different projects

**Projects Selection**

☒ View All ☐ View Selected ☐ View Unselected Filter:

Project	Name
<input checked="" type="checkbox"/> 5	Build Ren. INCOME
<input checked="" type="checkbox"/> 4	Building Renovation 2002-2003
<input checked="" type="checkbox"/> 2	Christmas 2001
<input checked="" type="checkbox"/> 3	Church Wide Picnic
<input checked="" type="checkbox"/> 1	Vacation Bible School

☒ Include ☐ Exclude

To change the selections for a range of rows, click on the start row, hold the shift key down as you select the end row with your mouse. Rows in between will be assigned the same selection criteria as the start row.

Step 7. This is the ending report layout.

**Print Preview**

Run Date: 1/21/2003 Time: 13:32:06

**Project Register for 4 - Building Renovation 2002-2003**  
All Companies

Date	Journal	Co.#	Account.#	Amount	Description
12/15/2002	AP	0000001	1 000/000/50820	550.00	Inspection charge 12-15-02
1/1/2003	CD	0000001	1 000/000/50500	500.00	Acme Paper Supply(#13)/Supplies for New Kitchens #000006
1/2/2003	CD	0000001	1 000/000/50500	2,523.32	Jones Lumber(#5)/Lumber purchased for renovatio #000007
1/2/2003	CD	0000001	1 000/000/50830	2,000.00	Jones Lumber(#5)/Lumber purchased for renovatio #000007

Total journal entries: 4 5,573.32

**GL Account Summary**

Account#	Co #	Amount	Account Description
000/000/50500	1	3,023.32	Building Expense - Church
000/000/50820	1	550.00	Administrative Expense
000/000/50830	1	2,000.00	Building Expense - School

We will try to bring you new features every other week so please check back. Please email me your suggestions and comments. Let me know if these tips are helping.

Remember: [www.shelbyhelp.com](http://www.shelbyhelp.com)