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Ledger Project Codes

Path: System → Ledger Project Codes

Project Codes can be created to allow you to track income and expenditure under the structure of your accounts by using the Unique ID as the Sub Account or to print a Range of Sub account.

You do not need to create the Sub accounts as you can select the Project account and the Sub account will automatically be created with the Description of the Model Account and the Project Code.

Project Codes Options

Path: System → Ledger Project Codes

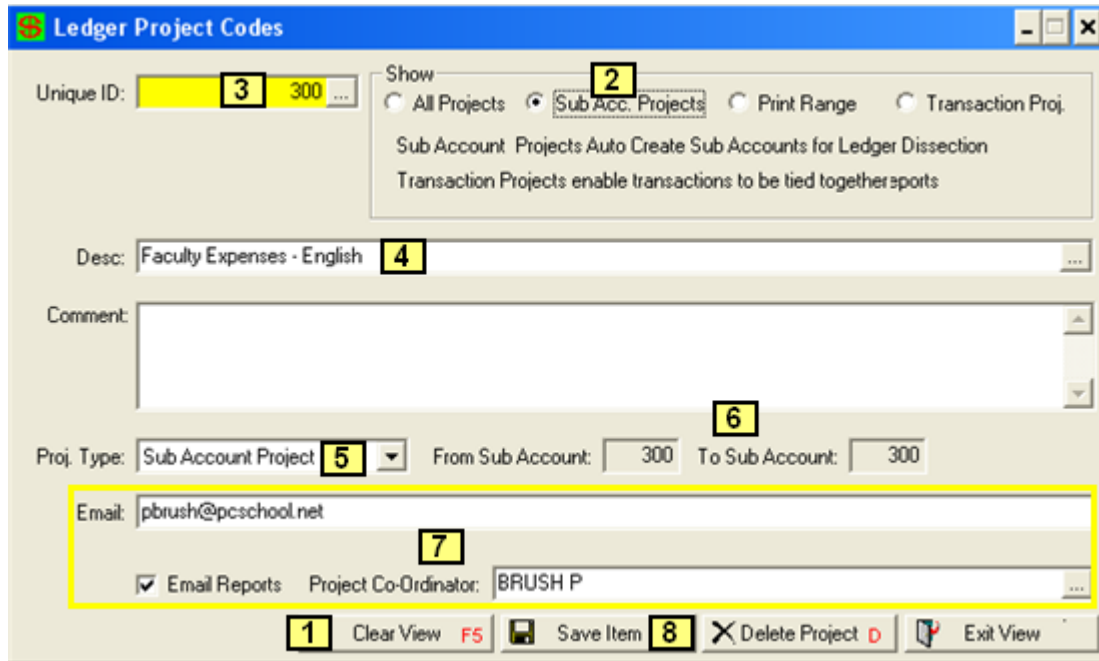
1.	<p>Sub Account Projects;</p> <ul style="list-style-type: none"> Used to allow the automatic creation of a Sub Account for Model Accounts when dissecting in batches Example; Sub Account Project 300 is to used for Faculty expenses for the English department, when dissecting to a Model Account entering the Project account of 300 will automatically create a sub account 300 Cannot be used where a sub account already exists
2.	<p>Print Range;</p> <ul style="list-style-type: none"> Used to include a range of Sub accounts when printing a Transaction Listing Sub Accounts must be consecutive and will be across all Model Accounts with a sub account in the range Examples; Department reports – Junior School – Senior School This does not allow the automatic creation of a Sub Account when dissecting in batches
3.	<p>Transaction Projects;</p> <ul style="list-style-type: none"> Used to link groups of Transactions together when dissecting a batch Can be added to Model Accounts with Sub Accounts Example; Presentation Night's overall cost may involve several different accounts and sub accounts, dissecting to a Transaction Project allows you to assign all the costs to a relevant departments Does not create a sub account when dissecting in batches.

Create Project Codes

Project codes can be created to track income and expenditure for a Project, to print a range of Sub Accounts.

Sub Account Projects

Used to allow the automatic creation of a Sub Account for Model Accounts when dissecting in batches



1.	Click Clear View before entering details.
2.	Select Sub Account Projects.
3.	Enter a numeric value maximum 6 characters; <ul style="list-style-type: none"> This will be the Project entered against a model account when dissecting a batch A Sub Account for the Ledger Model Account will automatically be created using this value when the Project Code is entered
4.	Enter a Description for this project; <ul style="list-style-type: none"> Maximum 40 characters
5.	Select the Project Type of Sub Account Project; <ul style="list-style-type: none"> The Sub Account Projects radio box will automatically be selected
6.	The Sub Account From and To will automatically generate from the Unique ID, this cannot be edited.
7.	Optional; Enter email details and select a project Co-ordinator; <ul style="list-style-type: none"> If your Windows Security will allow it you can email the reports
8.	Click Save to finish.

Print Range

Print range is used to include a range of accounts when printing Transaction Listings, department Reports etc.

In Spider reporting this will show the sub codes 100 to 600

1.	Click Clear View.
2.	Select Print Range.
3.	Enter a numeric value maximum 6 characters; <ul style="list-style-type: none"> You can use number not associated with Sub Accounts to avoid confusion
4.	Enter a Description for this project; <ul style="list-style-type: none"> Maximum 40 characters
5.	Select the Project Type of Print Range Subject; <ul style="list-style-type: none"> The Print Range radio box will automatically be selected
6.	Enter the Sub Account range this code is to cover.
7.	Optional; Enter email details and select a project Co-ordinator; <ul style="list-style-type: none"> If your Windows Security will allow it you can email the reports
8.	Click Save Item.

Transaction Project

Used to link groups of Transactions together when dissecting a batch.

For example the Presentation Night overall cost may involve catering (Home Ec), props and costumes for performance (Drama), building of set backgrounds (Manual Arts), Printing tickets/programs (Stationery). Using the Transaction Project allows you to assign all these costs to the relevant departments / budgets but also print a listing of all costs relating to the Presentation Night.

This does not create a sub account when dissecting in batches.

The screenshot shows the 'Ledger Project Codes' window. The 'Unique ID' field contains '3' and '3000'. The 'Show' section has radio buttons for 'All Projects', 'Sub Acc. Projects', 'Print Range', and 'Transaction Proj.'. The 'Desc' field contains 'Presentation Night'. The 'Comment' field is empty. The 'Proj. Type' dropdown is set to 'Transaction Project'. The 'From Sub Account' and 'To Sub Account' fields both contain '3000'. The 'Email' field is empty. The 'Project Co-Ordinator' field contains 'CROTHER R'. The bottom toolbar has buttons for 'Clear View F5', 'Save Item', 'Delete Project D', and 'Exit View'.

1.	Click Clear View.
2.	Select Transaction Project.
3.	Enter a numeric value maximum 6 characters; <ul style="list-style-type: none"> You can use number not associated with Sub Accounts to avoid confusion
4.	Enter a Description for this project; <ul style="list-style-type: none"> Maximum 40 characters
5.	Select the Project Type of Transaction Project; <ul style="list-style-type: none"> The Print Range radio box will automatically be selected
6.	This will default when to the Unique ID; <ul style="list-style-type: none"> Enter this when printing a Transaction Listing with the tick in By Project this will pick up all the accounts and Sub Accounts where this Project Code has been entered in a batch dissection.
7.	Optional; Enter email details and select a project Co-ordinator; <ul style="list-style-type: none"> If your Windows Security will allow it you can email the reports
8.	Click Save Item.