

2017 DDI User Group

Building Community Together...

Project Accounting





Project Accounting



Who should use project accounting?

- Why should you use it?
- Benefits of Project Accounting
 - **Significantly** decrease the number of G/L accounts needed
 - More easily track project budgets, expenses, and revenue



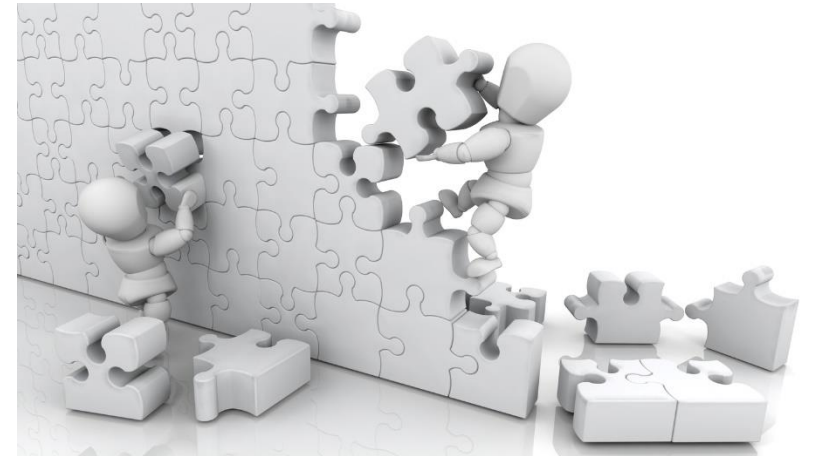
Project Accounting - Setup



Setting up Project Accounting

- Analyze your G/L Structure so you can see what segments you can move
- There are 10 different “attributes” that you can track

Category	Country	Program	
Projects	<input type="text"/>	<input type="text"/>	



Project Accounting - Setup



Setting up Project Accounting

Project Management Setup

Budget period: Fiscal year

***Recalculate project transactions is

Require all project fields to be populated

Enable project code functionality

Link Project Management to Connection

Link gift designation fields to Project

Designation 1: Project number

Designation 2: Attribute E

Purpose Cross-Reference Maintenance

Cross reference:

Purpose	Project	Country	Segment List
00CT			01,10,000,000,001,4010
1GDF			02,00,000,000,000,4010
1GDG			02,00,000,000,000,4010
1GDH			02,00,000,000,000,4010
1GDI			02,00,000,000,000,4010
1GDK			02,00,000,000,000,4010
1GDL			02,00,000,000,000,4010
1GDM	1GDM	GEN	02,00,000,000,000,4010
5BFD			02,00,000,000,000,4010
5CFE			02,00,000,000,000,4010
5FFH			02,00,000,000,000,4010
5FGA			02,00,000,000,000,4010
6AFN			02,00,000,000,000,4010
9ACV			02,00,000,000,000,4010

Purpose:

Project:

Country:

Segment format: Fund,Division,Country,Program,Project,Account

Segment values:



Project Accounting – Project Setup



Project Accounting – Project Setup

Project | **Memos**

Project #: 488 | Project code:

Category: Project

Title: | Start dt: thru:

Summary: | Fiscal yr: | Funding start yr:

Attributes | **Linked Constituents** | Budget & Funding | Connect-FR | Transactions

▶ * Add | ▶ Edit | ▶ X Delete

Partner: | PIN:

Type	Name	Phone	Email

Created by: | Last modified by:



Project Accounting – Project Setup



Project | **Memos**

Project #: 488 | Project code:

Category: Project

Title: | Start dt: thru:

Summary: | Fiscal yr: | Funding start yr:

Attributes | Linked Constituents | Budget & Funding | Connect-FR | Transactions

▶* Add | ▶ Edit | ✕ Delete

Fiscal year: 0000 | 1 | Recalculate | Generate all budget lines

Budget: 0.00

Funding: 0.00

Desig. funding: 0.00 | Opening bal: 0.00

Receipts:	0.00	Receipts:	0.00
Disbursements:	0.00	Disbursements:	0.00
Adjustments:	0.00	Adjustments:	0.00
Total:	0.00	Total:	0.00

Auto calculate totals

Budget:	0.00
Funding:	0.00
Desig. funding:	0.00

Year	Period	Budget	Funding	Desig. funding	Receipts	Disbursements	Adjustments

Created by: _____ Last modified by: _____



Project Accounting – Project Setup



New Edit Delete Save Undo Clear History Processes Exit

Project Memos

Project #: 488 Project code:

Category: Project

Title: Start dt: thru:

Summary: Fiscal yr: Funding start yr:

Attributes | Linked Constituents | Budget & Funding | **Connect-FR** | Transactions

Designation description

Receipt letter text

Created by: Last modified by:



Project Accounting – Project Setup



Project | **Memos**

Project #: Project code:

Category:

Title: Start dt: thru:

Summary: Fiscal yr: Funding start yr:

Fiscal year:

Opening balance: 0.00
 Transactions: 11,026,622.79
 Ending balance: 11,026,622.79

Tran dt	Amount	Source	Ref	Memo
07/31/2011	-1,180.90	DN	DN162224	Master ID: 000036603; Dr Dan Dunaway; Mrs Virgi...
09/01/2011	-100.00	JV	JV#175	Reclass Wright Donation
09/01/2011	100.00	JV	JV#175	Reclass Wright Donation
09/01/2011	-100.00	JV	JV#175	Reclass Wright Donation
09/01/2011	100.00	JV	JV#175	Reclass Wright Donation
09/01/2011	-100.00	JV	JV#175	Reclass Wright Donation
09/01/2011	100.00	JV	JV#175	Reclass Wright Donation
09/30/2011	-1,180.46	DN	DN162226	Master ID: 000036603; Dr Dan Dunaway; Mrs Virgi...
10/31/2011	-1,180.22	DN	DN162227	Master ID: 000036603; Dr Dan Dunaway; Mrs Virgi...
10/31/2011	-69.78	DN	DN162227	Master ID: 000036603; Dr Dan Dunaway; Mrs Virgi...
11/30/2011	-1,179.99	DN	DN162228	Master ID: 000036603; Dr Dan Dunaway; Mrs Virgi...
11/30/2011	-70.01	DN	DN162228	Master ID: 000036603; Dr Dan Dunaway; Mrs Virgi...
12/31/2011	-1,179.76	DN	DN162229	Master ID: 000036603; Dr Dan Dunaway; Mrs Virgi...
12/31/2011	-70.24	DN	DN162229	Master ID: 000036603; Dr Dan Dunaway; Mrs Virgi...
02/17/2012	40,695.22	JV	JV#487	TMCK Share Purchase

Created by: _____ Last modified by: _____



Project Accounting – Connect-FR



Gift Setup Line Items

Ln #	Amount	Purp	Src	Proj	Cntry	Description	Stat
1.	500.00						New

Amount: 500.00 Gift? Segment: B1EB

Purpose: 1GDF Africa General Fund

Source:

Project: 1GDH Africa Nurse Training

Country: AFRC Africa-General

G/L account: 02-00-000-000-000-4010 Contributions

Fund:

Appeal:

Designation Use in receipt letter
Africa Nurse Training

Category: Projects Country: AFRC Program: 1GDH

OK Undo

17 CAPS



Project Accounting – AP



DDI™

AP10DIST | Org: 50 MBF | Business dt: 04/11/2017 | FY: 2017 | CAPS

ADD EDIT DELETE SAVE UNDO EXIT

Voucher Setup | **Line Items** | Payments | Vendor Info | Name/Address | EFT Setup

Voucher #: 291 | Acme College

Line #: 1 (New) [OK] [Cancel]

G/L tran date:

Tran type: DB - Invoice debit

G/L account: 02-50-000-939-001-5000 Grant 939 Distributions

Percent: 100.00 Reference:

Line amount: 500.00 1099 Box:

Category	Country	Program
Projects		

Ln #	Tran	Reference	G/L Account	Pct	Amount	Box	Stat
			(End of line items)				

Lines: 0 Remaining: 500.00 0.00 0.00



Project Accounting – Journal Entry



Document Setup | Line Items | Memos

Document #: 120

Line #: 1 (New) Tran dt: ? Unposted
Created by kbieda on 05/02/2017 at 5:07 AM CDT

Reference:

Line amount: 0.00 Percent: 0.00

G/L account:

Due:

Memo:

OK Cancel

Ln #	G/L Account	Debits	Credits	Reference	Pct Stat	Tran Dt
1.					New	
(End of line items)						

Lines: 0 Remaining: 0.00 0.00 0.00



Project Accounting – Reporting



NA315 Project Balance Spreadsheet

NA315 - Project Balance Listing Spreadsheet

Current period: 07/01/2013 thru: 06/30/2014

Project Balance Listing for the Period 07/01/2013 thru 06/30/2014
 Unit project code: 00CT.
 Country: CONG

Description	Beginning Balance	Receipts	Disbursements	Budget	Adjustments	Ending Balance	Memos
Congo - Healthy Mother-Children (#55: CHMC)	1,700.00	1,572.50	0.00	0.00	(3,272.50)	0.00	
Congo - IMCKGSH Hospital ASHA (#54: CGGA)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo Bibanga Hospital Operations Fund (#23: CADR)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-Bibanga Hospital (#25: CBIH)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-Bibanga Hospital Medicines and Supplies (#399: CADS)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-Bibanga Hydro Electric (#392: CBII)	0.00	0.00	(4,326.08)	0.00	10,145.94	5,819.86	
Congo-Build Congo Schools (#28: CDDY)	26,489.15	78,604.35	(87,121.00)	0.00	5,000.00	22,972.50	07/10/2013: NO ADMIN FEE FOR TH 01/30/2015: THIS PROJECT SHOUL
Congo-Bulape Charity Surgery (#330: CQAA)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-Bulape Hospital (#24: CBDS)	170.00	500.00	0.00	0.00	0.00	670.00	
Congo-Bulape Hospital Training (#445: CBDU)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-Bulape Medicines and Supplies (#398: CBDT)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-Cleft Palate Repair (#427: CGGC)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-CPC for Widow's House at Kanyuka (#350: CKAB)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-CPC Schools (#383: CKAC)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-CPC Special Training Account (#40: CDFB)	43,790.00	1,396.38	(16,811.00)	0.00	0.00	28,375.38	
Congo-CPC-Nganza & Tshibashi School Latrines (#384: CKAD)	0.00	27,854.88	(17,292.00)	0.00	0.00	10,562.88	
Congo-CPK Health Dept Kinshasa (#338: CGGB)	0.00	0.00	0.00	0.00	3,272.50	3,272.50	
Congo-CPK Infrastructure Improvements (#481: CGGE)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-CPK Mudishi Clinic (#67: CPAA)	119.00	0.00	0.00	0.00	0.00	119.00	
Congo-CPK Training (#443: CGGD)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-DPD Ditekemena Street Childrens Program (#414: CKAF)	0.00	0.00	0.00	0.00	0.00	0.00	08/19/2014: THIS PROJECT IS CHAF
Congo-Fletcher Training Loan (#65: COAE)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-Friends of IMCK Admin (#37: CDEY)	1,213.94	250.00	(1,180.46)	0.00	0.00	283.48	
Congo-Friends of IMCK Endowment (#36: CDEX)	29,801.09	40,068.19	(35,891.19)	0.00	(30,378.09)	3,600.00	02/20/2013: ANY DONATIONS TO TH
Congo-General (#53: CGEV)	4,754.55	1,105.00	(2,739.74)	0.00	(2,260.26)	859.55	
Congo-GSH Community Dentistry (#43: CDFE)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-GSH IMCK Nurses Building (#45: CDFG)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-GSH Renovations (#46: CDFH)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-GSH Visitor Ctr Roof Repair (#44: CDFI)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-IMCK 4-Year Nursing Degree Program (#52: CDFP)	320.00	3,679.00	(11,000.00)	0.00	7,816.50	815.50	
Congo-IMCK A-2 Scholarships (#334: CDFS)	0.00	2,125.00	(5,000.00)	0.00	2,875.00	0.00	
Congo-IMCK Beds (#374: CDFZ)	0.00	0.00	0.00	0.00	0.00	0.00	
Congo-IMCK Burns & Cataracts (#375: CDGA)	0.00	0.00	(750.00)	0.00	0.00	(750.00)	
Congo-IMCK Chapel (#344: CDFU)	431.25	0.00	0.00	0.00	0.00	431.25	01/05/2015: CHARGE THIS PROJEC
Congo-IMCK Charity Care (#38: CDEZ)	11,207.05	10,091.20	(793.05)	0.00	(20,505.20)	0.00	



Project Accounting – Reporting



FW53 Subledger Report



FW53 - Subledger Report

FW53 - Subledger Report

Criteria | G/L Segments | Subledger Segments | Custom Format

(Select category) | Misc. Receipts | Connect-FR

Country: |

Program: |

Reference:

Memo:

Report layout: (Custom) | Double space report

a list.

FW53 - Subledger Report

Criteria | G/L Segments | Subledger Segments | Custom Format

G/L Segment Selections

Fund: 02		
Division: 21		Programs
Country: <input type="text"/>		(All)
Program: <input type="text"/>		(All)
Project: <input type="text"/>		(All)
Account: <input type="text"/>		(All)

Start | Print Options

FW53 | Business dt: 04/11/2017



Project Accounting – Reporting



FW53 Subledger Report



FW53 - Subledger Report

Criteria | G/L Segments | Subledger Segments | Custom Format

Available Columns	Selected Columns
G/L account description	Document number
Debit amount	G/L account
Credit amount	Transaction date
Reference	Amount
Memo	Payee name
Payee ID	Program (Subledger)
Payee name/address block	Program description
Category code	Country (Subledger)
Category description	
Fund (G/L)	
Fund description	
Division (G/L)	
Division description	
Country (G/L)	
Country description	
Program (G/L)	
Program description	
Project (G/L)	

Report title: Subledger Report

Group by: (None) Summary report - no transaction details

Sort by: (None)

Start Print Options Cancel

FW53 | Business dt: 04/11/2017 CAPS

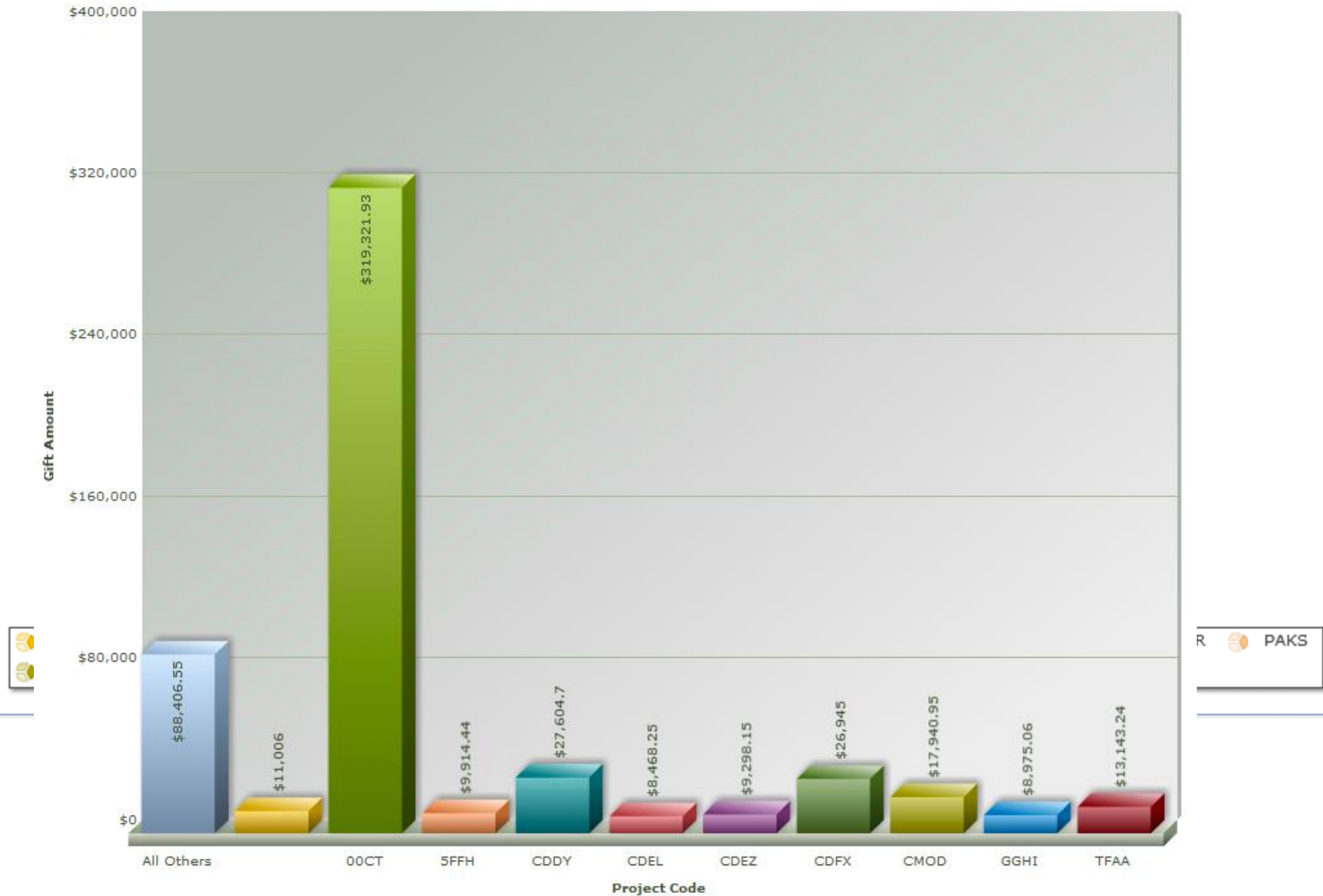


Project Accounting – Reporting



Dashboard

Gifts for 2013



Project Accounting – Getting Started!



Converting your organization to Project Accounting!

- DDI Consulting Services
- DDI Training

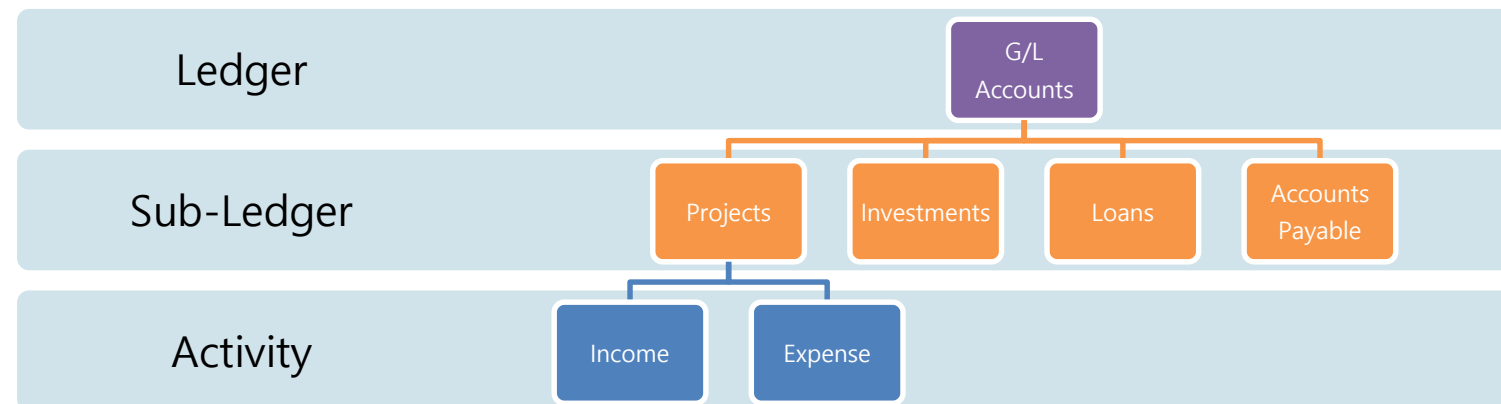


Project Accounting – Next Generation



Project Accounting in the Next Generation of DDI-Connect™

- Redesign of sub-ledger systems
- Easier configuration
- Integration of miscellaneous receipt transactions



Questions?



DEMO



Webinars and Touchbases



Webinars:

- Monthly hour long sessions
- Open Q&A time at the end of the session
- Link to the webinar for future viewing
- PDF setup and checklist guide
- Cost per organization: \$75/month

Touchbases:

- Free hour long sessions
- Monthly, Bi-Monthly, or Quarterly
- Discuss open or new requests, software needs, etc.
- Use allotted time for training on DDI-Connect™



Discussion, Questions, Comments



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