Project

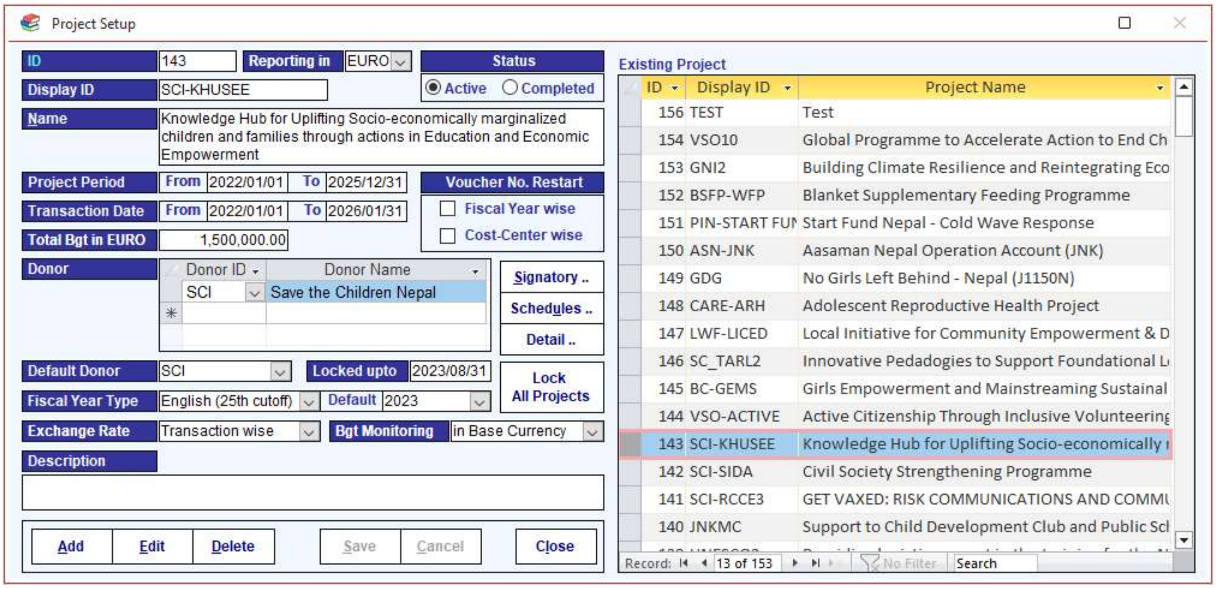
Project is a series of tasks / activities that need to be completed to reach a specific outcome within specific time. In general, non-profit organization implements the various projects in field which are funded by different donor(s).

The project implementing organization must keep the records of expenditure & budget and need to submit periodic financial report to donor for each project as per donor requirement. Therefore, their system should maintain accounts of each project separately.

TrueBook System maintain all the accounts and budgets of each project separately. It also generates financial reports for each project.

Process for Setup

- Go to *Setup* menu
- Click on *Project*
- *Project Setup* dialog box will open.
  Defined Project/s will be listed in *Existing Project* List.



To add Project in TrueBook, follow these steps:

- Click *Add* button
- System will define *ID* and cannot change.
- Fill the information of Project:
  - *Display ID* - Short-form (abbreviation) of Project Name
  - *Name* – Full Project Name
  - *Reporting in* – Select currency for donor reporting[1]
  - *Status* – Status of the project[2]

[1] If project budget is/also in different currency, i.e., USD, EUR, etc (other than base currency) and reports also needs to generate in that currency then, select the currency in *Reporting in*. (If the currency has not been defined yet, please refer to the currency setup to define it). System provide option to generate the reports in Base and/or Reporting Currency.

[2] For marked completed project, new setup / data edit & delete / new data entry is not allowed.

- *Project Period* – Enter the Project start and end date as per project contract.
- *Transaction Date* – Enter the date range for transaction entry[3].
- *Total Budget* – Enter the Project total budget as per contract in reporting currency.
- *Voucher No. Restart –* User can set voucher number restarting rule here as below.
  - *Fiscal Year wise* - ☑ Restart voucher number on every fiscal year.
    ☐ Voucher number will continue in all fiscal year of the project.
  - *Cost-Center wise* - ☑ Restart voucher number for each Cost Center.
    ☐ Voucher number will continue to all Cost-Centers of the project.
- *Donor –* Select Donor[4] of the project.
- *Default Donor* – Choose default Donor[5] if more than one donor set in *Donor*.
- *Locked up to* – Set the date[6] after when voucher (transactions) booking should be allowed.
- *Fiscal Year Type* – Select Fiscal (Financial) Year Type of which financial cycle donor follows.
- *Default Year* – Select fiscal year of current period[7].
- *Remarks* – Any remarks on Donor if any

- Click *Save* Button to save.

***Budget Monitoring* and *Exchange Rate* is only visible if *Reporting in* currency is different than Base Currency**

- *Budget Monitoring* – Select the budget monitoring currency for expense bookings: either the Base Currency or the Reporting Currency.
- *Exchange Rate* – System provides below 3 options for exchange rate.
  - *Periodic Rate* Fixed exchange will be used for period as set in exchange rate entry. Refer Exchange Rate Entry for more detail.
  - *Voucher wise* One exchange rate for each voucher.
  - *Transaction wise* Exchange rate can be set for each transaction line.

To edit Project in TrueBook, follow these steps:

- Select on the Project from *Existing Project* List. System will display selected record information.
- Click *Edit* Button and make necessary changes
- Click *Save* Button.

Note:

1. If transaction is already booked under the project, *Fiscal Year Type* and *Reporting in* Currency cannot be changed.
2. *Exchange Rate* and *Voucher Numbering* rule can be change. The change is applicable for new voucher entry only. Old voucher number remain same.

To delete Project in TrueBook, follow these steps:

- Select on the Project from *Existing Project* List. System will display selected record information.
- Click *Delete* Button
  Delete Confirmation Message will pop-up.
- Click *Yes* Button to delete
  Security Alert will pop-up if the project already in use.

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[3] Voucher entry is allowed within set date range. Date range can be set before/after project period for pre-cost booking of project (if donor allows) and for settlement/closing booking of the project accounts.

[4] Donor can be more than one for basket funding project. System allows to choose donor at time of budget / expenses booking for each budget-line (account).

[5] System will select default donor at the time of budget / expense booking by default.

[6] The system prohibits the entry of new vouchers (transactions) before the specified date, and it restricts the editing and deletion of existing vouchers up to this date. It is recommended to update the Locked up to date to the reporting end date after completing periodic reporting to prevent unintentional date errors and ensure consistency in the submitted reports.

[7] If the Fiscal Year has not been defined yet, please refer to the Fiscal Year Setup to define it. System selects the select default year of the project at the time of voucher entry / reports.

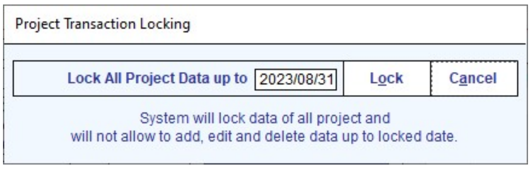
Lock All Projects

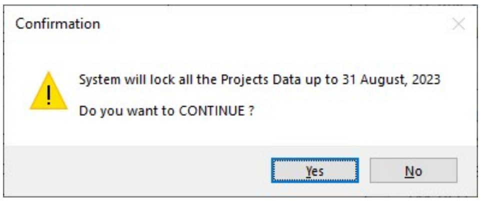
It is advisable to lock the voucher date to the reporting end date after completing periodic reporting. This ensures that the system prevents the entry of new vouchers (transactions) before the specified date and restricts the editing and deletion of existing vouchers up to this date. This precautionary measure helps prevent unintentional date errors during voucher entry and ensures consistency in the submitted reports.

“Lock All Projects” facilitates the simultaneous locking of voucher dates for all projects.

To Lock All Project Vouchers in TrueBook, follow these steps:

- Go to *Setup* menu,
- Click on *Project*.
  Project Setup dialog box will open.
- Click *Lock All Projects* Button.
  Project Transaction Locking dialog box will open.
- Type date up to when Transaction needs to lock.
  System will suggest last date of pervious month.
- Click *Lock* Button.
  Confirmation dailog box will pop-up.
- Click *Yes* to Lock the data.





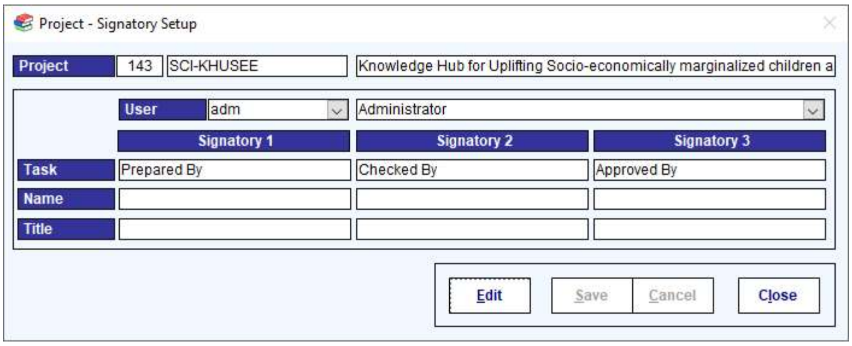
Signatory

TrueBook offers dynamic signatory functionality for vouchers and reports. Users can set specific signatories for each project and user. Current user’s set signatory will be used while printing/generating voucher or reports.

TrueBook provide to setup of up to three signatories. If additional signatories are needed, please refer "Report Header Footer".

To Add/Edit Signatory for Project in TrueBook, follow these steps:

- Go to *Setup* menu,
- Click on *Project*.
  Project Setup dialog box will open.
- Select on the Project from *Existing Project* List. System will display selected record information.
- Click *Signatory* Button.
  Project - Signatory Setup dialog box will open.



- Select *User* for whom signatory needs to configure.
  Previously set signatory will be displayed.
- Click *Edit* Button.
- Type / edit the information of signatories.
- Click *Save* button to save.

Schedules

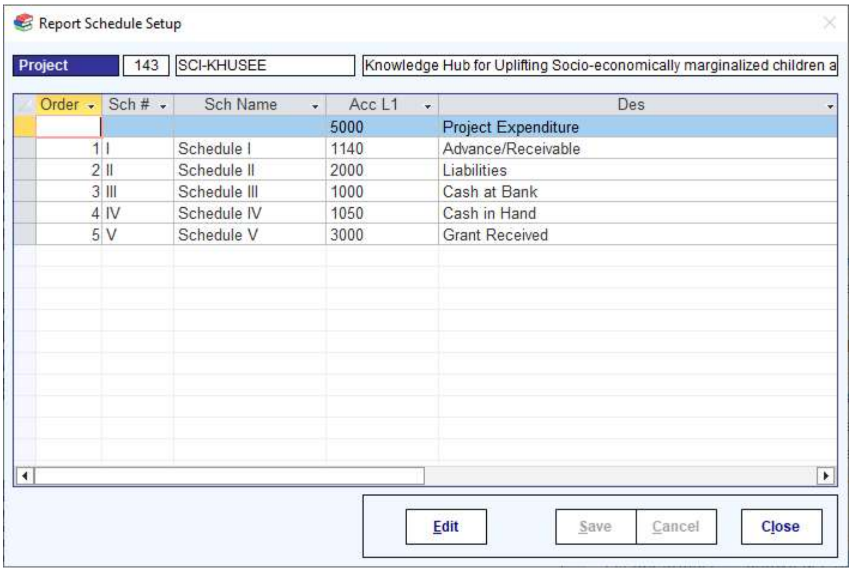
Schedules setup is design to generate donor specific reports. With this setup user can select/define account group (1st Level) for the report. System will generate / include these accounts group in Schedule Report as per setting. This setup is required to generate reporting package of Save the Children and Child Fund Japan.

Do this setup only after completion of Project Account Setup.

Note: In current versions, this feature is only applicable for reporting package of Save the Children and Child Fund Japan.

To Add/Edit Report Schedule in TrueBook, follow these steps:

- Go to *Setup* menu,
- Click on *Project*.
  Project Setup dialog box will open.
- Select on the Project from *Existing Project* List. System will display selected record information.
- Click *Schedules* Button.
  Report Schedule Setup dialog box will open with Level 1 accounts groups of the project.



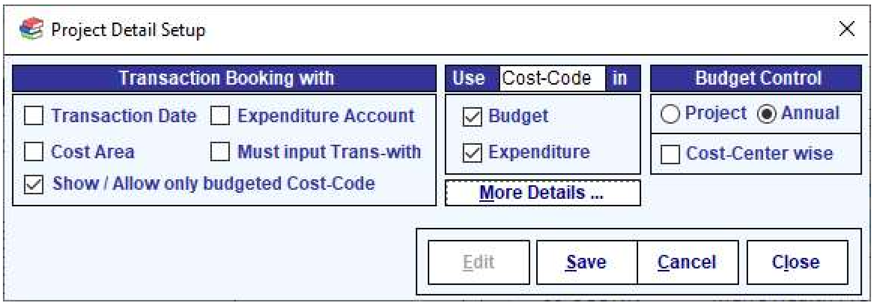
- Click *Edit* Button
- Input/fill *Order* and *Sch #*(Schedule Number) and *Sch Name* as per requirements. Leave it blank if account group do not need to include in the Schedule report.
- Click *Save* button to save.

Project Detail Setup

With further Project Detail Setup for the project to turn or/off certain features of TrueBook, Budget control options and input more information about project related information for project reporting.

To do Detail Setup

- Go to *Setup* menu,
- Click on *Project*.
  Project Setup dialog box will open.
- Select on the Project from *Existing Project* List. System will display selected record information.
- Click *Detail* Button. *Project Detail Setup* dialog box will open.
- Click *Edit* Button.
- Mark the option as required. See below notes for more details about the options.
- Click *Save* button to save.



Notes:

Transaction Booking with – To enable / disable features	
Transaction Date	☑ To input date for each transaction at the time of voucher entry. ☐ System will set transaction date same as voucher date.
Expenditure Account	☑ Enable Expenditure Account features. ☐ System will auto select "Not Specified".
Cost Area	☑ Enable Cost-Area features. ☐ System will auto select "Not Specified".
Must Input Trans-with	☑ Must specify Trans-with field at the time of transaction entry. ☐ Input for Trans-with is optional except bank account's transaction entry.
Show only budgeted Cost-Code	Only visible if "User Cost-Code in Budget" is marked. This option is to control Cost-Code list at the time of transaction entry. ☑ Shows only budgeted Cost-Codes ☐ Shows all Cost-Codes
Cost-Code – To enable / disable Cost-Code Feature.	
Cost-Code: Name field	Input / Type the heading for cost-code. For example: "WBS" for Plan projects and "Slgr-ID" for Save the Children.
Budget	☑ To use Cost-Code in Budget Entry. System will mark expenditure as well. ☐ Not to use Cost-Code in Budget Entry.
Expenditure	☑ To use Cost-Code in transaction entry (in expenditure accounts). ☐ Not to use Cost-Code features.
Budget Control – for setting budget control rule.	
Project or Annual	Expenditure booking will be control based on Project Budget or Annual Budget.
Cost-Center wise	☑ Budget control done based considering Cost-Center. ☐ Budget control done based ignoring Cost-Center.