

Projects, Departments and other features

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What is a receipt budget
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Making a vendor inactive



Accounting & Payroll Phone Number and Email Address

Phone Number: 317-225-4609

Email Address:

accounting@avctechcorp.com

**The fastest way to get help is to use these numbers. If you email or call just Brent you risk having to wait 😊.

What projects/departments can do for me?

Projects: *The ability to track expenses and receipts for a specific happening in the library. (summer reading, retirement party, story time)*

Departments: *The ability to break down expenses into smaller categories for reporting and tracking purposes. (branches, departments, etc.)*

- Ability to report on a smaller group of receipts and expenses
- Ability to track things for end of year reporting without adding additional accounts
- Ability to track by location/team in library or between branches
- Keeping track of restricted gifts
- Tracking grant money

Why use projects/departments?

How to setup project/departments

- Click on File Maintenance
- Click on (24)Add/Edit Projects
- Add your projects with a code, name and if any balance

Projects				
Project Code	ProjectName	SOY Balance	Completed	
Art	Art Projects	\$0.00	<input type="checkbox"/>	
SR	Summer Reading	\$0.00	<input type="checkbox"/>	
TSH	Toddler Story Hour	\$0.00	<input type="checkbox"/>	
TG	Technology Grant	\$0.00	<input type="checkbox"/>	
*		\$0.00	<input type="checkbox"/>	

- Click on File Maintenance
- Click on (2) Edit Departments
- Click on (3) Edit Department Appropriations

Department Name		Department		Fund	Account	Appropriation
Adm	Administration	Adm	Administration	100	OPERATING 2.1	OFFICE SUPPLIES \$10,000.00
Gra	Grant Branch	Gra	Grant Branch	100	OPERATING 2.1	OFFICE SUPPLIES \$6,000.00
Mac	Macon Branch	Gra	Grant Branch	100	OPERATING 2.12	STATIONARY & PRIN \$0.00
Swa	Swain Branch	Gra	Grant Branch	100	OPERATING 4.5	BOOKS \$1,000.00

Setting up the Project/Department

How do I apply a project/department to my vouchers and receipts?

Voucher # 32 Date: 7/11/2019 Bank 4 Horizon Direct Depos Cancel this Voucher Add Defaults

10 Baker & Taylor Check #: 0

Explanation: Summer Reading prizes

Inv. Date	Invoice #	Description	Amount	Account
			\$86.00	
			\$0.00	

Do Not Print Check Total: \$86.00

Fund #	Account #	Amount	Dept.	Project
100 OPERATING	4.5 BOOKS	\$50.00		SR
300 Gift Fund	4.5 BOOKS	\$36.00		SR
100				

Name Desk Receipts 4 Horizon Direct Deposit Print

Explanation: Donation from Mrs. Smith

Cash \$0.00
Checks \$0.00
Total \$0.00

Fund	Account #	Amount	Project
100 OPERATING	326 DONATIONS	\$100.00	SR
100			

Using the Projects/Departments

What reports are available?

- Project Reports
 - Project Balance Report – this shows a YTD summary of money you have spent and received for all your projects along with a net gain or loss
 - Project Audit Report – This report is pulled by project (or all projects) and shows all vouchers and receipts for that project along with a total Gain/Loss for the project
- Department Reports
 - Department Appropriation Report – This report shows the year's appropriation, what you have spent, the appropriation and the balance
 - Department Expense Report – shows all voucher numbers, amounts, and totals for the period

Reporting on the Projects/Departments

Creating a budget for your receipts

- Go to File Maintenance 27
 - Add Receipt budget

Fund	Account	Amount
100 OPERATING	305 FINES AND FEES	\$500.00
100 OPERATING	320 COPIES	\$300.00
100 OPERATING	330 LOST ITEMS	\$1,000.00

- Reports:
 - Receipt Summaries – This year vs Budget – this shows how you are doing for the year based on your budget,

Making a vendor inactive

- Click File Maintenance
- Click #13 – “Vendors”
- Find the vendor you would like to make inactive.
- Confirm that you have not spent any money with them this year.
- Click the Inactive button

Vendor #	Name	Address	Account	Spent YTD	1099	EIC	E-Verify	Inactive	
5	AVC Technology	238 S Meridian St, Suite 300	238 S Meridian St, Suite	Indianapolis, IN 46225	\$100.00	More	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Baker & Taylor	138 Book St	138 Book St	Raleigh, NC 86425	\$105.00	More	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Donald Duck	Mickey Way	Mickey Way		\$0.00	More	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Making a vendor inactive

The Lesser-Known Reports

- Yearly Summary
- List Single Account (Disbursements, Receipts)
- Paid Invoice Listing
- Non- Appropriation Report
- Appropriation Summary



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