



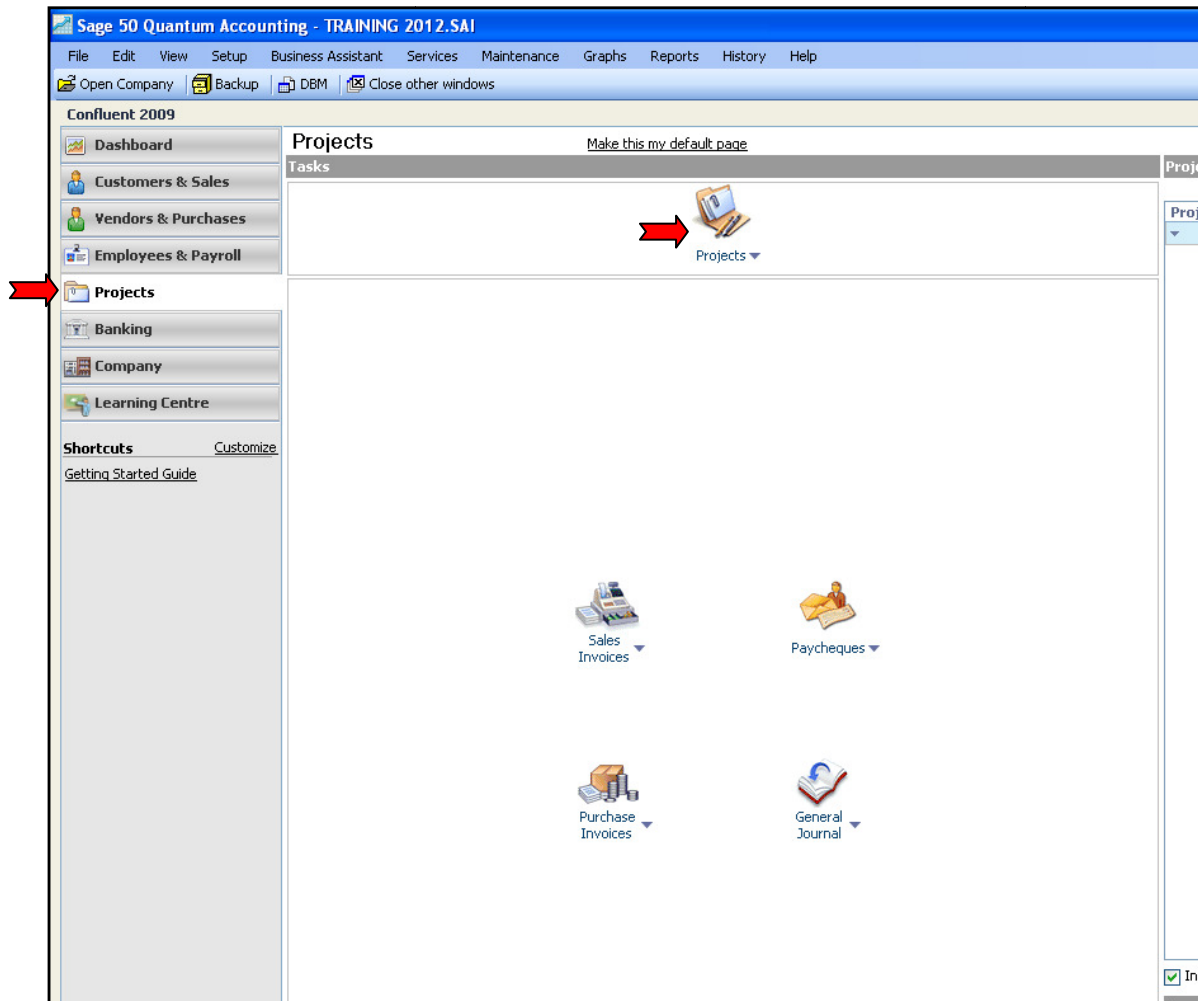
Foursquare Gospel Church of Canada

6.04 Projects

Projects are used to track the income and expenses of designated funds or special projects of the church.

Creating a Project

- Under Vendors & Purchases:
 - o Click on Projects icon

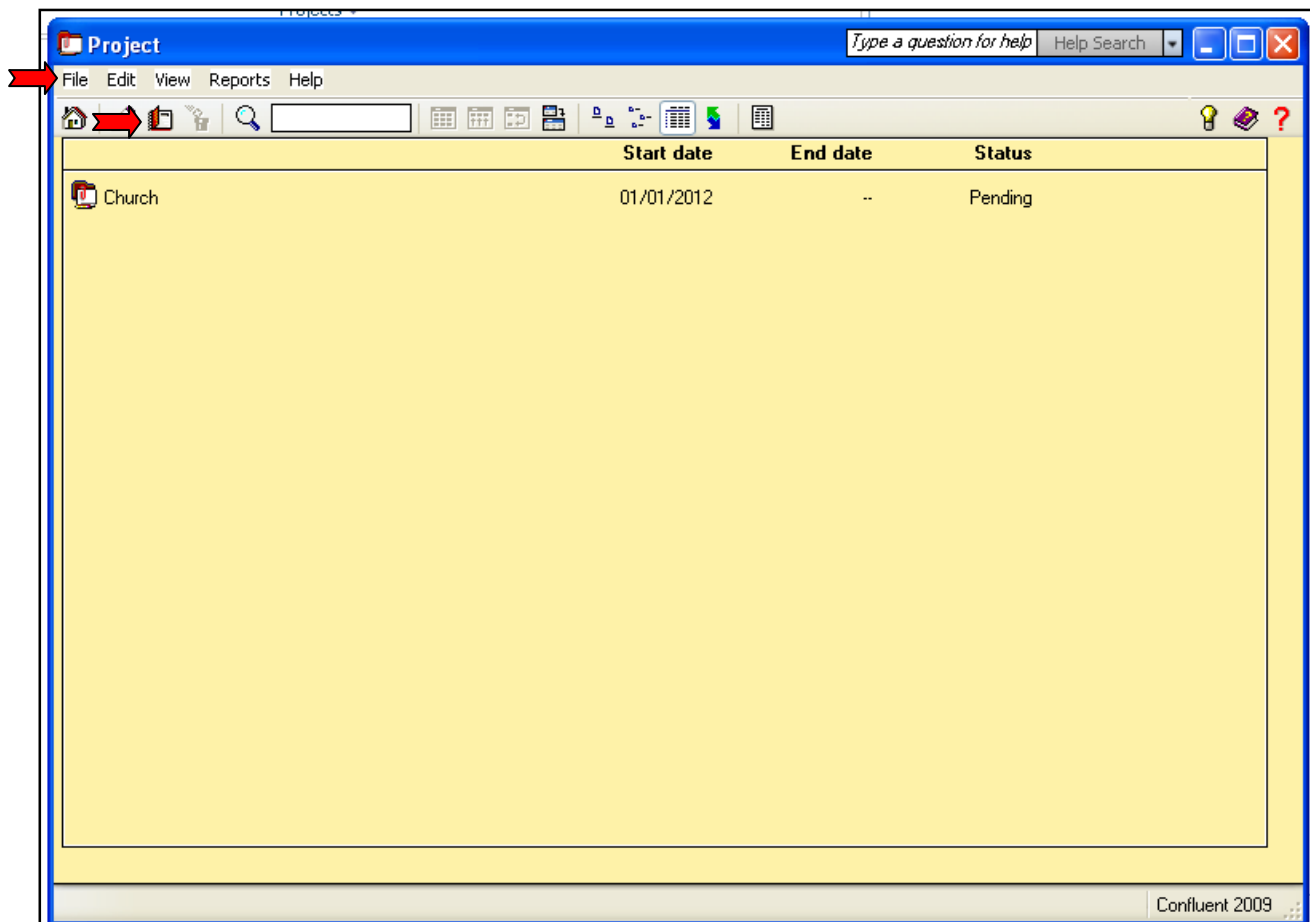


CREATE new Project:

- Click on File
 - o Select "Create"

OR

- Click on Red Book on toolbar to open Project Record



The following window will appear:

Project Records

Type a question for help Help Search

File Edit View Report Help

Select: [dropdown]

Project [Missions Project]

Project | Additional Info

Start Date: 01/01/2012 End Date: [calendar icon]

Balance Forward

Revenue: 2,000.00 Expense: 0.00

Status: Pending

Inactive Project

Save and Close Create Another

Enter:

- **Project:** enter name of project
- **Start Date:** enter start date of project
- **End Date:** enter end date of project. If no end date, leave blank.
- **Balance Forward:** enter the balance of funds in the account received prior to start date.
- **Status:** if an ongoing project, select Pending.
 - o Save and Close -OR- Create Another