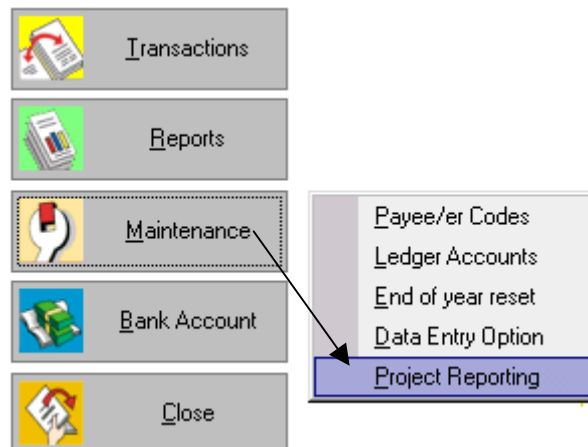


## To activate Project Reporting from within Cashbook:

Go to **Cashbook - Maintenance - Project Reporting**



Tick the Box 'Enable Project Reporting'

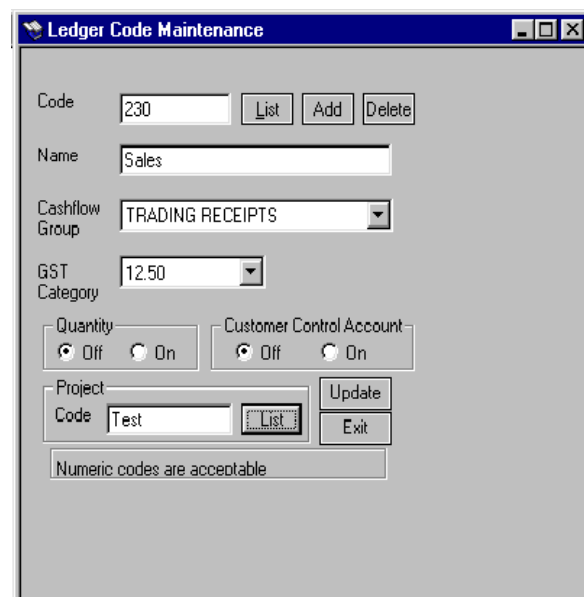


Add a 'Test Project' giving it any reference you like.

Go to **Maintenance - Ledger Accounts**

Select any active ledger code (s) eg **Sales** or **Purchases**

Under 'Project Code' click on 'List' and select the 'Test Project' you have created and click 'Update' to set the Project Code against the ledger code.



Go to Reports - Ledger - Project Report - Select your Test Project - click OK. Select a range (or all months) starting from April 03. The Project Report on Receipts and Payments will display for the ledger code(s) you have set the Project Report up for.

For more information refer to Help - Index - Project Reporting