

How Mighty's Projects Feature Works

[Bookkeeping](#)[Invoicing](#)

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Mighty's Projects feature help you keep track of bigger pieces of work all in one place. This can be perfect when a job spans multiple invoices, has a set budget or you just want a clearer picture of how profitable the work really is.

If you're invoicing for quick, one-off jobs, or contracts without a lot of linked expenditure, you likely don't need to set this up as a project. However for those other jobs, Projects can be a big help.

What is a Project?

A project is a way to group together specific:

- Invoices
- Expenses
- Mileage claims

...so you can see how everything adds up for a specific piece of work or client.

Once set up, Mighty shows you a simple project overview, including income, costs and how you're tracking against any budget you've set.

When should I use Projects?

Projects work best when:

- You're doing a larger piece of work over time
- You'll be raising more than one invoice
- You've agreed a budget with your client
- You'll have a lot of costs that are linked to this work, so you want to understand profitability, not just turnover

If you're billing a single invoice for a small job, you can skip Projects and invoice as normal.

Creating a project

To create your first project, head to Projects under Sales, and click Create your first project. Note, if you can't see Projects, you'll first need to enable this by navigating to Company Settings > Invoicing and then ticking the 'Enable Projects?' tick box.

You'll be asked to enter a few simple details:

Project details

- Project name – something that helps you recognise the work at a glance
- Customer – who this project is for
- Status – for example, *In progress*, *Completed*, or *On hold*
- Start date and end date – optional, but useful for longer jobs
- Budget (£) – optional. If you've agreed a budget, add it here to track how you're doing. No budget? Leave it blank.

That's it, no complicated setup!

Understanding the Project overview

Once your project is created, you'll see a Project overview on the right-hand side.

This shows:

- Income – money invoiced to the project
- Expenses – costs linked to the project
- Total value – income minus expenses
- Budget – if you've set one
- Budget remaining – how much is left (or if you've gone over)

It's a quick snapshot of how the project is performing, without digging through reports.

Tracking invoices, expenses and mileage

Each project has tabs for:

- Invoices
- Expenses
- Mileage

When you create an invoice, expense, or mileage claim, you can select a project from the dropdown. Anything linked to the project automatically feeds into the project overview.

This means:

- Invoices increase project income
- Expenses and mileage increase project costs
- Profitability updates in real time

No manual calculations needed.

Updating or finishing a project

You can edit a project at any time to:

- Update the status
- Adjust dates or budget
- Review linked invoices and costs

Once the work is finished, mark the project as Completed to keep things tidy and easy to review later.

A quick recap

Projects help you:

- Group related invoices, expenses and mileage
- Track income, costs and profit in one place
- See how you're doing against a budget
- Keep bigger pieces of work organised

They're completely optional but if you're working on anything more than a quick one-off job, they can make life a lot easier.

If you have any questions with this or want a hand setting up your first project, please reach out to your dedicated accountant or email support@mightyaccounting.com.

Read this guide online (always the latest version): <https://app.mightyaccounting.com/Knowledge/article/mighty-projects>