

Adding, Modifying & Deleting Funds

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Donor Management System

DMS Funds allow you to record where each donation is allocated within your organization. You may receive donations with no fund designation, which can be tracked within a General Fund. By default, your DMS will have a General Fund and In-Kind Fund, as required by the Canadian Revenue Agency.

You may also receive donations that are allocated to a specific initiative or program funding, as requested by your donors. You can also easily add new Funds in the DMS yourself.

Note: Funds in the DMS vary from your **CH Funds**, which come from your CanadaHelps contributions and allow a donor to **designate their donation towards a specific program or initiative** by choosing from a list that you provide them.

Learn more about adding and modifying your CH (Charity) Funds in your CanadaHelps.org Charity Account [here](#).

Note: By default, your **CH Funds** will be assigned to your **General Fund or Unassigned Fund in your DMS**. To assign your CH Funds to a separate DMS Fund, please follow further instructions [here](#).

Table of Contents:

- [Adding a Single Fund](#)
- [Modifying a Single Fund](#)
- [Deleting a Single Fund](#)

Adding a Single Fund

1. Visit your **Administrative Settings**.
2. Under **CanadaHelpsContribute**, select **Funds**

Wellness Avenue

Dashboard Contacts Contributions Campaigns Opportunities Reports DMS Mail

Settings Help

DMSCA DMSCA

Administer CanadaHelps DMS

Customize Data and Screens

- Website Forms
- Contact Types
- Activity Types
- Tags (Categories)

Communications

- Organization Address and Contact Info
- Print Page (PDF) Formats
- Message Templates

Localization

- Date Formats

System Settings

- Payment Processor Settings
- Import/Export Mappings
- Misc (Undelete, PDFs, Limits, Logging, etc.)
- Receipt Settings
- CanadaHelps Contribute**
- Manage Campaigns
- GL Accounts
- Funds**
- Manage Groups

CanadaHelps Campaign Group

- Campaign Groups

DMS Mail

- Headers, Footers, and Automated Messages
- DMS Templates
- From Email Addresses
- Draft, Schedule, and Manage DMS Mails
- Mailchimp Settings

Settings > Funds

3. On the next page, you will see list of default Funds (1) and Unassigned CH Funds (2)

Important: Do not modify the names of these 2 default Funds, General & In Kind Fund.

Funds

Funds are used to categorize contributions for reporting and accounting purposes. You may set up as many as needed.

Name	Description	GL Accounts	CH Funds	Deductible?	Reserved?	Enabled?	
2023		2023,Accounts Receivable,Banking Fees		Yes	No	Yes	Assign CH Funds Accounts Edit More
Community Outreach Fund		Community Outreach Fund,Accounts Receivable,Banking Fees		Yes	No	Yes	Assign CH Funds Accounts Edit More
Fitness		Fitness,Accounts Receivable,Banking Fees,New	Fitness Initiative	Yes	No	Yes	Assign CH Funds Accounts Edit More
General Fund		General Fund,Accounts Receivable,Banking Fees	Fitness Initiative, Mental Health Initiative, Wellness Initiative, Wellness Initiative Fund	Yes	No	Yes	Assign CH Funds Accounts Edit More
In Kind		In Kind Donation,Accounts Receivable,Banking Fees		Yes	No	Yes	Assign CH Funds Accounts Edit More
Test Fund		Test Fund,Accounts Receivable,Banking Fees		Yes	No	Yes	Assign CH Funds Accounts Edit More
Unassigned CH Fund		Unassigned CH Fund,Accounts Receivable,Banking Fees		No	Yes	Yes	Assign CH Funds Accounts Edit
Wellness Fund	Wellness Program	Wellness Fund,Accounts Receivable,Banking Fees		Yes	No	Yes	Assign CH Funds Accounts Edit More
Youth Basketball Program		Youth Basketball Program,Accounts Receivable,Banking Fees		Yes	No	Yes	Assign CH Funds Accounts Edit More

Add Fund **Done**

Do Not Edit

4. Select **Add Fund** at the bottom left corner of the screen

Wellness Fund	Wellness Program	Wellness Fund,Accounts Receivable,Banking Fees	Yes	No	Yes	Assign CH Funds Accounts Edit More
Youth Basketball Program		Youth Basketball Program,Accounts Receivable,Banking Fees	Yes	No	Yes	Assign CH Funds Accounts Edit More

Add Fund **Done**

Add New Fund

5. Next, you need to **add the necessary information** associated with your new Fund

- **Name:** the name of the Fund.
- **Description:** optional description of the Fund.
- **Eligible for tax receipts?:** leave this box checked if you want any Contributions associated with this Fund to be eligible for Receipting. If you'd like to disable Tax Receipting for this Fund, uncheck the box.

- **Reserved?:** leave this unchecked to enable this Fund to all of your DMS Users.
- **Enabled?:** leave this checked to enable this Fund.
- **external_id:** legacy field that will be removed soon. Please ignore this.

6. When ready, select **Save** to add your new Fund

The screenshot shows a 'New Fund' form with the following elements:

- Name ***: A text input field containing 'New Fund Name'.
- Description**: A text area containing 'Optional description.' with a green circular icon and a small 'x' in the bottom right corner.
- Eligible for tax receipts?**: A checked checkbox.
- Reserved?**: An unchecked checkbox.
- Enabled?**: A checked checkbox.
- external_id**: A dropdown menu with a downward arrow.
- Buttons**: A blue 'Cancel' button on the left and a blue 'Save' button on the right, which is highlighted with a red rectangular box.
- Footer**: A dark grey bar with the text 'Create a New Fund'.

Modifying a Single Fund

1. Visit your **Administrative Settings**.
2. Under **CanadaHelpsContribute**, select **Funds**

Administer CanadaHelps DMS

Customize Data and Screens

- Website Forms
- Activity Types
- Contact Types
- Tags (Categories)

Communications

- Organization Address and Contact Info
- Message Templates
- Print Page (PDF) Formats

Localization

- Date Formats

System Settings

- Payment Processor Settings
- Misc (Undelete, PDFs, Limits, Logging, etc.)
- Import/Export Mappings
- Receipt Settings

CanadaHelps Contribute

- Manage Campaigns
- Funds
- GL Accounts
- Manage Groups

CanadaHelps Campaign Group

- Campaign Groups





DMS Mail

- Headers, Footers, and Automated Messages
- From Email Addresses
- Mallchimp Settings
- DMS Templates
- Draft, Schedule, and Manage DMS Mails

Settings > Funds




3. You can easily **hover your mouse** over *Name*, *Description* and *Deductible?* to edit them.

Important: Do not modify the names of the 2 default Funds, General Fund & In Kind.

Name	Description	GL Accounts	CH Funds	Deductible?	Reserved?	Enabled?		
Fitness		Fitness,Accounts Receivable,Banking Fees,New	Fitness Initiative	Yes	Yes	Yes	Assign CH Funds	Accounts
							Edit	
General Fund		General Fund,Accounts Receivable,Banking Fees	Fitness Initiative, Mental Health Initiative, Wellness Initiative, Wellness Initiative Fund	Yes	No	Yes	Assign CH Funds	Accounts
							Edit	
In Kind		In Kind Donation,Accounts Receivable,Banking Fees		Yes	No	Yes	Assign CH Funds	Accounts
							Edit	More!
Mental Health Initiative		Mental Health,Accounts Receivable,Banking Fees,Custom GL Account	Mental Health Initiative	Yes	No	Yes	Assign CH Funds	Accounts
							Edit	More!

Hover over Fund name to edit

4. Select **Edit** next to the Fund you want to modify

Mental Health Initiative		Mental Health,Accounts Receivable,Banking Fees,Custom GL Account	Mental Health Initiative	Yes	No	Yes	Assign CH Funds	Accounts
							Edit	More!
Peace Initiative		Peace Initiative,Accounts Receivable,Banking Fees	Peace Initiative	Yes	No	Yes	Assign CH Funds	Accounts
							Edit	More!
Puppy Rescue Fund		Puppy Rescue Fund,Accounts Receivable,Banking Fees		Yes	No	Yes	Assign CH Funds	Accounts
							Edit	More!

Select Edit

5. Next, you can **modify all the options** associated with the Fund

- **Name:** the name of the Fund.
- **Description:** optional description of the Fund.
- **Eligible for tax receipts?:** check this if you want any Contributions associated with this Fund to not be eligible for Receipting.
- **Reserved?:** leave this unchecked to enable this Fund to all of your DMS Users.
- **Enabled?** leave this checked to enable this Fund.
- **external_id:** legacy field that will be removed soon. Please ignore this.

6. When ready, select **Save** to **modify the Fund**

New Fund
🖨️ ↗️ ✕

Name *

Optional description.

Description

Eligible for tax receipts?

Reserved?

Enabled?

external_id

✕ Cancel
✓ Save

Modify a Fund

Deleting a Single Fund

Important: Please note that you will not be able to delete any Funds with Contributions associated with them. Consider *renaming* Funds instead, or select **More** and then **Disable** to keep a record of past Funds.

Peace Initiative		Peace Initiative,Accounts Receivable,Banking Fees	Peace Initiative	Yes	No	Yes	Assign CH Funds	Accounts
Puppy Rescue Fund		Puppy Rescue Fund,Accounts Receivable,Banking Fees		Yes	No		<div style="border: 1px solid red; padding: 2px;"> Disable </div> Delete	Funds Accounts
Edit More								

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Dashboard Contacts Contributions Campaigns Opportunities Reports DMS Mail

Settings Help

DMSCA DMSCA

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Customize Data and Screens

- Website Forms
- Contact Types
- Activity Types
- Tags (Categories)

Communications

- Organization Address and Contact Info
- Print Page (PDF) Formats
- Message Templates

Localization

- Date Formats

System Settings

- Payment Processor Settings
- Import/Export Mappings
- Misc (Undelete, PDFs, Limits, Logging, etc.)
- Receipt Settings
- CanadaHelps Contribute**
- Manage Campaigns
- GL Accounts
- Funds**
- Manage Groups

CanadaHelps Campaign Group

- Campaign Groups

DMS Mail

- Headers, Footers, and Automated Messages
- DMS Templates
- From Email Addresses
- Draft, Schedule, and Manage DMS Mails
- Mailchimp Settings

Settings > Funds

3. Select **More** and then **Delete**. A warning message will display; if you are sure you would like to delete the Fund, select **Delete**.

Puppy Rescue Fund	Puppy Rescue Fund,Accounts Receivable,Banking Fees	Yes	No	Yes	Assign CH Funds	Accounts
Unassigned CH Fund	Unassigned CH Fund,Accounts Receivable,Banking Fees	No	Yes		Funds	Accounts

Disable Edit More **Delete** Edit

Delete Fund