

Adding, Modifying & Deleting GL Accounts

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Donor Management System

After learning how CanadaHelps imports your historical GL Accounts, you can easily add new GL Accounts in the DMS yourself.

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Adding a Single GL Account

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

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Settings > GL Accounts



3. On the next page, you will see a list of default GL Accounts.

Note: We strongly recommend not removing or modifying these default GL Accounts.

GL Accounts

GL Accounts correspond to those in your accounting system. [Fund](#), [payment methods](#), and [premiums](#) are associated with GL accounts so that they can result in the proper double-entry transactions to export to your accounting system.

[+ Add GL Account](#)

Name	Description	GL Code	Account Type	Deductible?	Reserved?	Default?	Enabled?		
Accounts Receivable	Amounts to be received later (eg pay later event revenues)	1200	Asset (AR)	No	Yes		Yes		
Deposit Bank Account	All manually recorded cash and cheques go to this account	1100	Asset (BANK)	No	No	✓	Yes	Edit	Disable Delete
iATS Payment Processor Account	Account to record payments into iATS account	1150	Asset (BANK)	No	No		Yes	Edit	Disable Delete
Premiums	Account to record cost of premiums provided to payors	5100	Cost of Sales (COGS)	No	No	✓	Yes	Edit	Disable Delete
Banking Fees	Payment processor fees and manually recorded banking fees	5200	Expenses (EXP)	No	Yes	✓	Yes		
In Kind Donation	Records the fair market value of non-monetary gifts in-kind.	4300	Revenue	Yes	No		Yes	Edit	Disable Delete
CanadaHelps Donation	Donations made to CanadaHelps and receipted by CanadaHelps	4100	Revenue (INC)	No	Yes		Yes		
General Fund	Default account for donations	4200	Revenue (INC)	Yes	No	✓	Yes	Edit	Disable Delete
In-kind		4300	Revenue (INC)	No	No		Yes	Edit	Disable Delete
Unassigned CH Fund		XXXX	Revenue (INC)	No	Yes		Yes		

[+ Add GL Account](#)

Default GL accounts

4. Select **Add GL Account** at the top or bottom of the page

GL Accounts

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Premiums	Account to record cost of premiums provided to payors	5100	Cost of Sales (COGS)	No	No	✓	Yes	Edit	Disable Delete

[Add GL account](#)

5. Next, you will have to **add the following information** before adding the new GL Account:

- **Name:** The name of the GL Account.
- **Description:** An optional internal description of the GL Account.
- **GL Account Type:** Since only your Revenue Accounts are added in the DMS at this moment, leave **Revenue** as the default option.
- **GL Code:** e.g. 4200
- **Account Type Code:** Please leave this blank. We will be allocating this field to use on future features in the DMS.
- **Tax-Deductible?:** Please leave this blank. We will be allocating this field to use on future features in the DMS.
- **Enabled?:** If this GL Account is enabled in your DMS.
- **Is Tax?:** Please leave this blank. We will be allocating this field to use on future features in the DMS.
- **Default?:** Please leave this blank. We will be allocating this field to use on future features in the DMS.

6. When ready, select **Save** at the bottom to add your new GL Account!

New GL Account

Name *

Description

GL Account Type *

These Account Types are used to help validate the Assignment of GL Accounts to Funds according to various relationships. For example, only GL Accounts that are of GL Account Type = "Asset" can be set up as "Accounts Receivable Account is".

GL Code

Optionally enter the corresponding account code used in your accounting system. This code will be available for contribution export, and included in accounting batch exports.

Account Type Code

Optionally enter an account type code for this account. Account type codes are required for QuickBooks integration and will be included in all accounting batch exports.

Tax-Deductible?

Are monies received into this account tax-deductible?

Enabled?

Is Tax?

Does this account hold taxes collected?

Default?

Is this account to be used as the default account for its GL account type when associating GL accounts with financial types?

Save New GL Account

Modifying a Single GL Account

Important: We strongly recommend to not Edit any default GL Account, only the ones you've entered yourself.

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

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

Wellness Avenue | Dashboard | Contacts | Contributions | Campaigns | Opportunities | Reports | DMS Mail | Settings | Help | DMSCA DMSCA

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Premiums	Account to record cost of premiums provided to payors	5100	Cost of Sales (COGS)	No	No	✓	Yes	Edit	Disable

Edit GL account aspects

4. Or, select **Edit** next to the GL Account you want to modify

Wellness Avenue | Dashboard | Contacts | Contributions | Campaigns | Opportunities | Reports | DMS Mail | Settings | Help | DMSCA DMSCA

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Banking Fees	Payment processor fees and manually recorded banking fees	5200	Expenses (EXP)	No	Yes	✓	Yes		

Edit a GL account

5. Next, you can **modify all the options** associated with the GL Account:

- **Name:** The name of the GL Account.
- **Description:** An optional internal description of the GL Account.

- **GL Account Type:** Since only your Revenue Accounts are added in the DMS at this moment, leave **Revenue** as the default option.
- **GL Code:** e.g. 4200
- **Account Type Code:** Please leave this blank. We will be allocating this field to use on future features in the DMS.
- **Tax-Deductible?:** Please leave this blank. We will be allocating this field to use on future features in the DMS.
- **Enabled?:** If this GL Account is enabled in your DMS.
- **Is Tax?:** Please leave this blank. We will be allocating this field to use on future features in the DMS.
- **Default?:** If the GL Account was marked as Default, you won't be able to uncheck this for now.

6. When ready, select **Save** to modify the GL Account

New GL Account
🖨️ ↗️ ✕

Name *

Description

GL Account Type * ▼

These Account Types are used to help validate the Assignment of GL Accounts to Funds according to various relationships. For example, only GL Accounts that are of GL Account Type = "Asset" can be set up as "Accounts Receivable Account is".

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Enabled?

Is Tax?
Does this account hold taxes collected?

Default?
Is this account to be used as the default account for its GL account type when associating GL accounts with financial types?

✕ Cancel

✓ Save

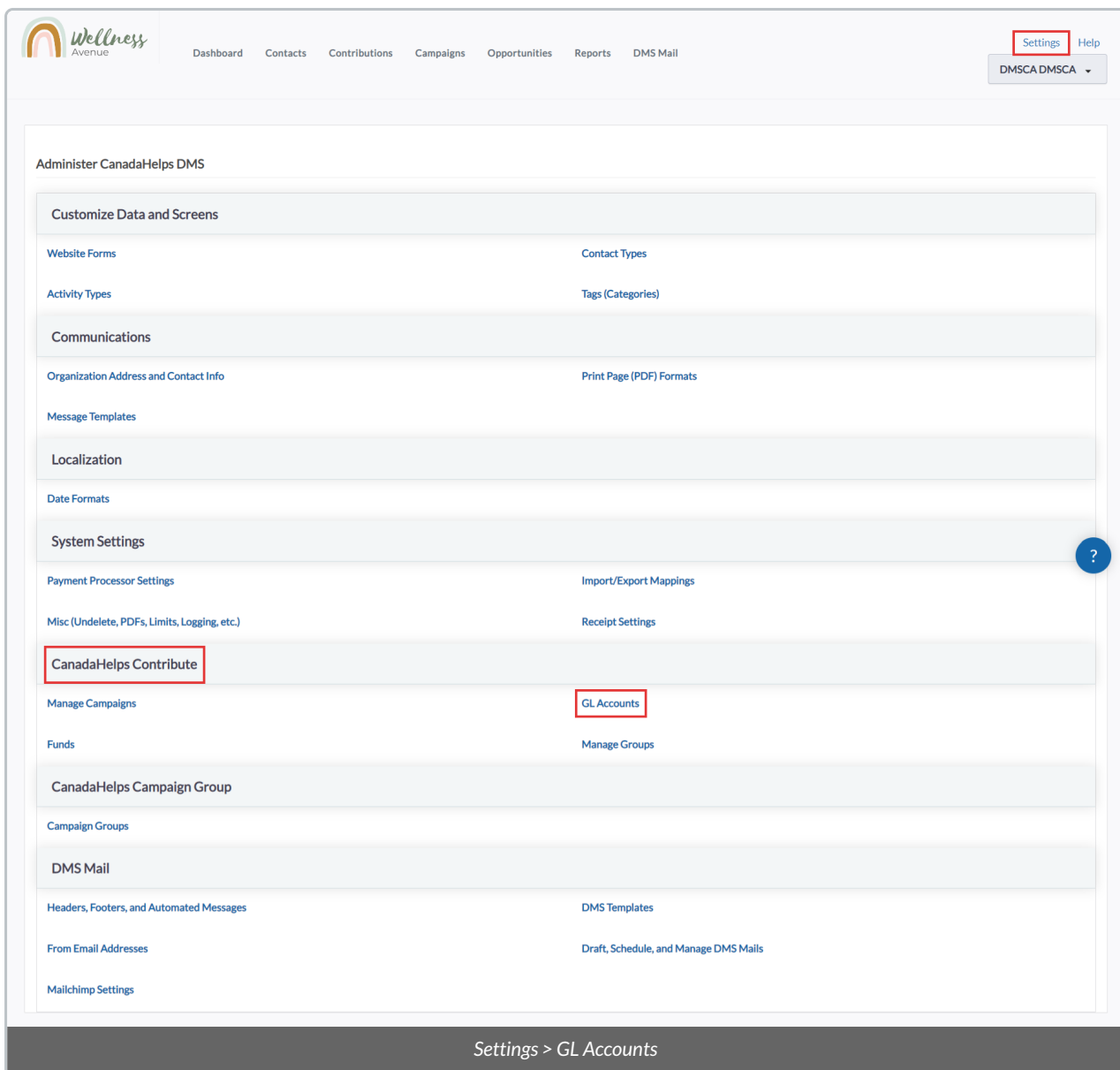
Save Updated GL Account

Deleting a Single GL Account

Important: We strongly recommend not deleting or disabling any default GL Account, only the ones **you've entered yourself.**

1. Visit your **Administrative Settings**.

2. Under **CanadaHelpsContribute**, select **GL Accounts**



3. Select the “**3 vertical dots icon**” and then **Delete** (make sure to click on the “Delete” text for the action to be applied). You can also select **Disable** if you want to **keep a history of past GL Accounts**.

Account ID	Description	Icon	Account Type	Revenue	Income	Expense	Active	Actions
1001	Undesignated		Revenue (INC)	No	No	Yes	Yes	Edit Disable Delete
1002	Book Sales		Revenue (INC)	No	No	Yes	Yes	Edit Disable Delete
1100	Africa		Revenue (INC)	No	No	Yes	Yes	Edit Disable Delete
1200	Asia		Revenue (INC)	No	No	Yes	Yes	Edit Disable Delete
2023			Revenue (INC)	No	No	Yes	Yes	Edit Disable Delete
2721	Bibles/Literature		Revenue (INC)	No	No	Yes	Yes	Edit Disable Delete

Disable
Delete

Disable
Delete

Disable
Delete

Disable
Delete

Disable
Delete



Delete or disable a GL account