

Assigning CH Funds to Funds in your DMS

Last Modified on 03/22/2023 1:54 pm EDT

Donor Management System

Table of Contents:

- [DMS Funds vs. CH Funds](#)
 - [Funds](#)
 - [CH Funds](#)
- [Assigning CH Funds to Funds in your DMS](#)
- [What's Next?](#)

DMS Funds vs. CH Funds

Funds

Funds in your DMS allow you to record where all donations (whether made **online** through CanadaHelps.org, or made **offline** and recorded in your DMS) **are allocated internally** within your organization. As required by the Canada Revenue Agency, by default, your DMS comes preconfigured with a **General Fund** and an **In-Kind Fund**.

If you receive offline gifts (i.e., cash, cheques) with no specific fund designation requested by the donor, these can be tracked through your *DMS' General Fund*.

However, you may also receive offline donations (i.e., cash, cheques) where donors requested they be allocated to a specific initiative or program funding. In this case, you can then [add new Funds in your DMS](#) so that you can designate these offline contributions to this specific (DMS) Fund.

CH Funds

On the other hand, **CH Funds are sourced from your CanadaHelps donation forms and fundraising tools**. As a reminder, you can modify [which CH Funds are visible](#) to your donors when making a donation.

All CH Funds must be mapped against a DMS Fund. By default, your CH Funds will be assigned to either the *General Fund* or *Unassigned Fund* in your DMS. However, you can re-assign a CH Fund to a matching DMS Fund.

For example, here, the *Mental Health Initiative* CH Fund is mapped to the *General* DMS Fund by default. But, if you prefer, you can create matching DMS Funds for all your CH Funds and map them against one another (see [next section](#)). This will help you easily report on your CanadaHelps donations together with your offline (i.e., manually entered) donations.

Contribution Details

From	Robinson Crusoe
Fund	General Fund
CH Fund Name	Mental Health Initiative
Total Amount	\$ 10.00
Net Amount	\$ 9.61
Fee Amount	\$ 0.39
Advantage Amount	\$ 0.00
Description of advantage	-
Received	Mar 18th, 2022 10:19 AM
Received Into	Deposit Bank Account
Status	Completed
Method	CH - Credit Card
Source	CanadaHelps

CH Fund vs DMS Fund

Note: multiple CH Funds (e.g., *Helping Mothers CH Fund* and *Neonatal Fund CH Fund*) can be allocated to a single DMS Fund (e.g., *General Fund*).

However, a single CH Fund (e.g. *Helping Mothers CH Fund*) cannot be allocated to multiple DMS Funds at once (e.g. *General Fund* and *In-Kind Fund*).

Lastly, keep in mind that **your main Contributions tab shows only DMS Funds**. However, simply select a Contribution amount to see both the DMS Fund and the corresponding CH Fund.

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

Search by contributor name or email

Actions | 0 Selected Records Only | All 1551 Records

Received	Name	Amount	Fund	Campaign	Source	Method	Status	Receipt No.	Thanked
March 22nd, 2023 05:39 AM	Benjamin Franklin	\$1.23	Fibress	Bottle Drive	DMS Payments Credit Card Contribution (Recurring)	Credit Card	Completed		
March 21st, 2023 11:24 PM	The Stevens	\$2,200.00	School Sponsorship		DMS Manual	Cash	Completed	WELL00000993	✓
March 21st, 2023 05:32 PM	Rahmani Tamara	\$50.00	General Fund		DMS Manual	Cheque	Completed	WELL00001001	✓
March 21st, 2023 01:55 PM	Pepper Stewart	\$1,000.00	Fibress		DMS Manual	Cheque	Completed	WELL00001000	✓
March 21st, 2023 01:51 PM	Pepper Stewart	\$1,000.00	General Fund		DMS Manual	Cheque	Completed	WELL00000999	✓
March 21st, 2023 01:28 PM	Jub Dns	\$365.00	General Fund		DMS Manual	Cash	Completed	WELL00000997	✓
March 21st, 2023 01:28 PM	Jub Dns	\$45.00	General Fund		DMS Manual	EFT	Completed	WELL00000997	✓
March 21st, 2023 01:27 PM	Jub Dns	\$35.00	General Fund		DMS Manual	Credit Card	Completed	WELL00000998	✓
March 21st, 2023	Jub Rand	\$1,500.00	In Kind	Andy Test Form	DMS Manual	In Kind	Completed	WELL00000996	✓

Contributions Tab

Need more information on DMS Funds vs. CH Funds? Watch a short video tutorial below.

Assigning CH Funds to Funds in your DMS

As a reminder, by default, your **CH Funds** will be assigned to your **General Fund** or **Unassigned Fund** in your DMS. But, you can re-assign a CH Fund to a matching DMS Fund.

For example, let's assign our *Peace Initiative CH Fund* to a matching *Peace Initiative DMS Fund*.

1. Visit your **Administrative Settings**.

2. Under **CanadaHelps Contribute**, select **Funds**.

The screenshot shows the Wellness Avenue admin dashboard. The top navigation bar includes 'Dashboard', 'Contacts', 'Contributions', 'Campaigns', 'Opportunities', 'Reports', and 'DMS Mail'. A 'Settings' link is highlighted with a red box in the top right corner, next to a 'Help' link and a 'DMSCA DMSCA' dropdown menu. The main content area is titled 'Administer CanadaHelps DMS' and contains a grid of settings categories. The 'CanadaHelps Contribute' category is highlighted with a red box. Below it, the 'Funds' link is also highlighted with a red box. A blue question mark icon is visible on the right side of the 'System Settings' category. At the bottom of the page, a dark grey bar displays the breadcrumb 'Settings > Funds'.

Here, you can view or edit your existing CH Funds and DMS Funds.

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!

Selection of CH Funds mapped to existing DMS Funds

3. To re-assign a CH Fund, select **Assign CH Funds** next to the Fund that the CH Fund is **currently** mapped to. In this case, the Peace Initiative CH Fund is currently *Unassigned*

Unassigned CH Fund		Unassigned CH Fund,Accounts Receivable,Banking Fees	Peace Initiative	No	Yes	Yes	Assign CH Funds Edit	Accounts
Wellness Fund	Wellness Program	Wellness Fund,Accounts Receivable,Banking Fees		Yes	No	Yes	Assign CH Funds Edit More!	Accounts
Peace Initiative		Wellness Initiative,Accounts Receivable,Banking Fees		Yes	No	Yes	Assign CH Funds Edit More!	Accounts

Assign CH Funds

4. Select the CH Fund you wish to reassign and which DMS Fund it should be assigned to

Unassigned CH Fund - Assign CH Funds

Assign CH Funds Check all

Peace Initiative

Fund: Unassigned CH Fund

- Fitness
- General Fund
- Holiday Fund
- In Kind
- Mental Health
- Peace Initiative
- Unassigned CH Fund
- Wellness Fund

Re-assign CH Fund

5. When ready, select **Done** to re-assign the CH Funds to your desired (DMS) Fund.

Unassigned CH Fund - Assign CH Funds

Assign CH Funds Check all Peace Initiative

Fund Peace Initiative

Ensure your new DMS Fund is selected, and select Done

6. Once saved, the **CH Fund (2)** will be mapped against the chosen **DMS Fund (1)**

Name	Description	GL Accounts	CH Funds	Deductible?	Reserved?	Enabled?		
Fitness		Fitness,Accounts Receivable,Banking Fees,New	Fitness Initiative	Yes	No	Yes	Assign CH Funds	Accounts
							Edit	More I
General Fund		General Fund,Accounts Receivable,Banking Fees	Mental Health Initiative, Mental Health Initiative, Wellness Initiative, Wellness Initiative Fund	Yes	No	Yes	Assign CH Funds	Accounts
							Edit	More I
Holiday Fund		Holiday Fund,Accounts Receivable,Banking Fees	Fitness Initiative	Yes	No	Yes	Assign CH Funds	Accounts
							Edit	More I
In Kind		In Kind Donation,Accounts Receivable,Banking Fees		Yes	No	Yes	Assign CH Funds	Accounts
							Edit	More I
Mental Health		Mental Health,Accounts Receivable,Banking Fees,Custom GL Account		Yes	No	Yes	Assign CH Funds	Accounts
							Edit	More I
¹ Peace Initiative		Peace Initiative,Accounts Receivable,Banking Fees	² Peace Initiative	Yes	No	Yes	Assign CH Funds	Accounts
							Edit	More I

Peace Initiative CH Fund connected to matching DMS Fund

7. Now, in the Contribution details section for any donation designated to the *Peace Initiative* CH Fund, you'll see that the corresponding (DMS) Fund is now the *Peace Initiative* Fund:

Contribution Details

From	Celina Bernal
Fund	Peace Initiative
CH Fund Name	Peace Initiative
Total Amount	\$ 5.00
Net Amount	\$ 4.72
Fee Amount	\$ 0.28
Advantage Amount	\$ 0.00
Description of advantage	-
Received	Mar 23rd, 2022 10:16 AM
Received Into	Deposit Bank Account
Status	Completed
Method	CH - Credit Card
Source	CanadaHelps

CH Fund and DMS Fund match

Note: Please allow for up to a day for your DMS to transfer this CH Fund designation to your new DMS Fund, as it depends on the volume of records that are updating.

What's Next?

Now that you've mapped your CH Funds against your (DMS) Funds, learn how to [generate reports on DMS Funds or CH Funds](#). Or, check out how to use the [Advanced Search for Contributions](#) to filter donations by their DMS Fund or CH Fund.