Assigning GL Accounts to Funds Last Modified on 03/06/2023 1:24 pm EST

Donor Management System

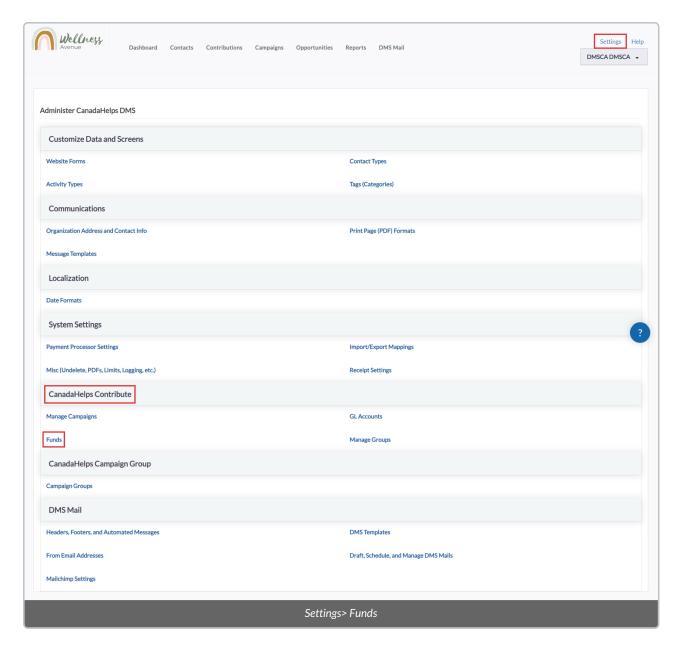
After learning how to add GL Accounts yourself, you can easily assign GL Accounts to Funds.

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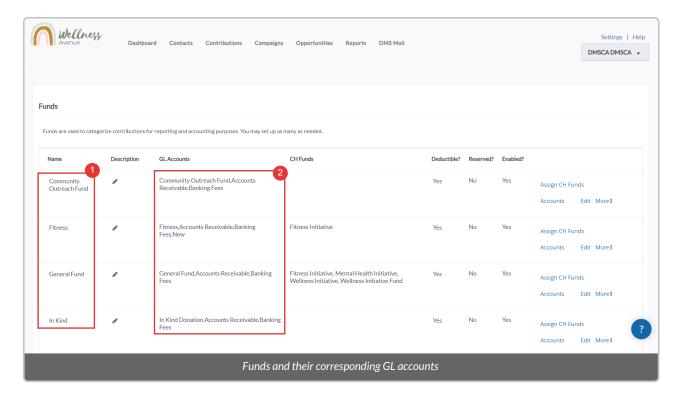
- Assigning GL Accounts to Funds
- Re-assigning & Removing GL Accounts
- Modifying Assigned GL Accounts

Assigning GL Accounts to Funds

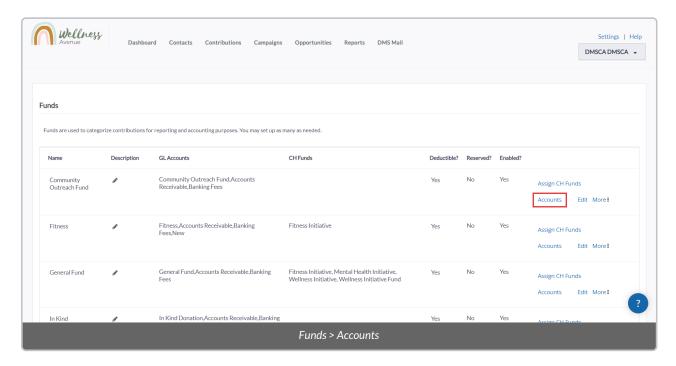
- 1. Visit your Administrative Settings.
- 2. Under CanadaHelpsContribute, select Funds



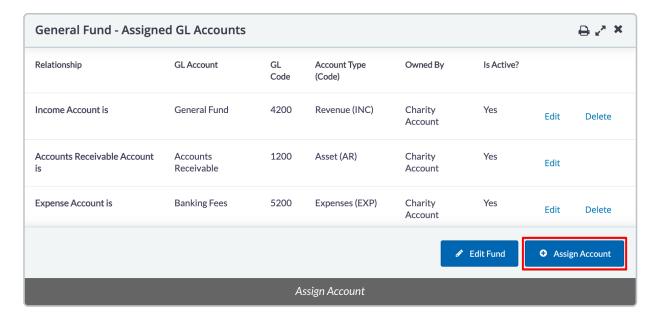
3. On the next page, you will see a list of all of your Funds (1) and the GL Accounts associated with them (2)



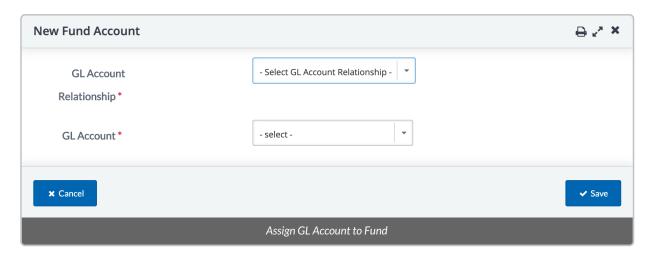
4. Select Accounts for your desired Fund



- 5. A new page will pop up showing you a list of all the current GL Accounts associated with this Fund
- 6. Select Assign Account



7. Then, select the GL Account Relationship and which available GL Account you want to assign to the Fund

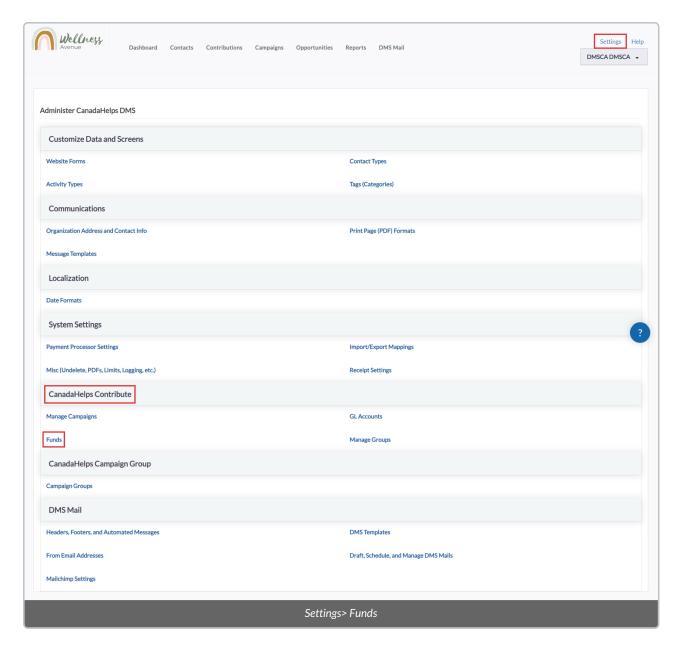


8. When ready, select *Save* to assign this new GL Account to your desired Fund!

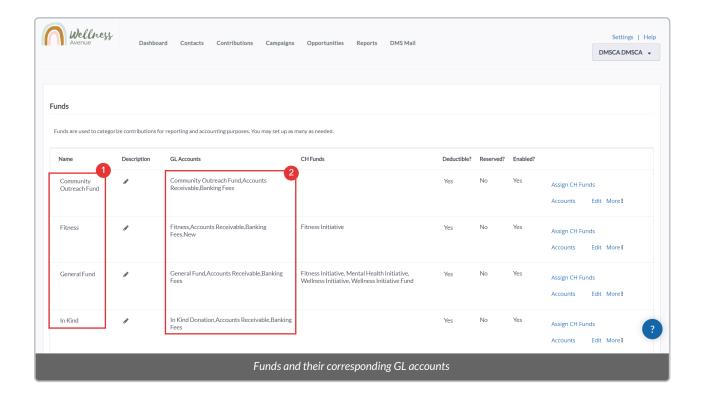
Re-assigning & Removing GL Accounts

You can easily re-assign and remove already Assigned GL Accounts to Funds.

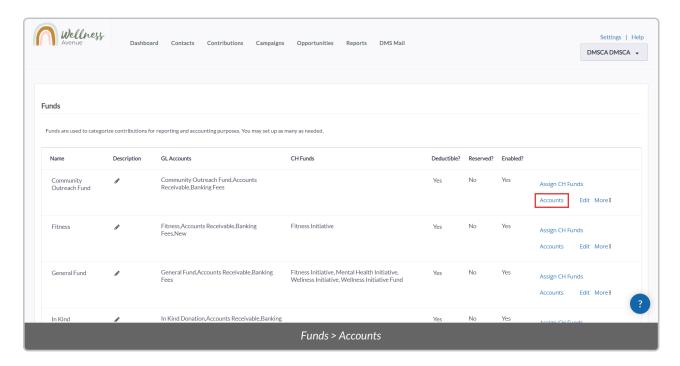
- 1. Visit your Administrative Settings.
- 2. Under CanadaHelpsContribute, select Funds



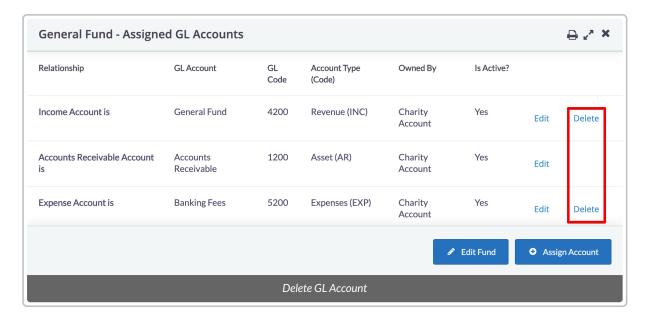
3. On the next page, you will see a list of all of your Funds (1) and the GL Accounts associated with them (2)



4. Select Accounts for your desired Fund



- 5. A new page will pop up showing you a list of all the current GL Accounts associated with this Fund
- 6. Select *Delete* next to your desired GL Account to remove it from your desired Fund. *Accounts Receivable* types cannot be deleted.

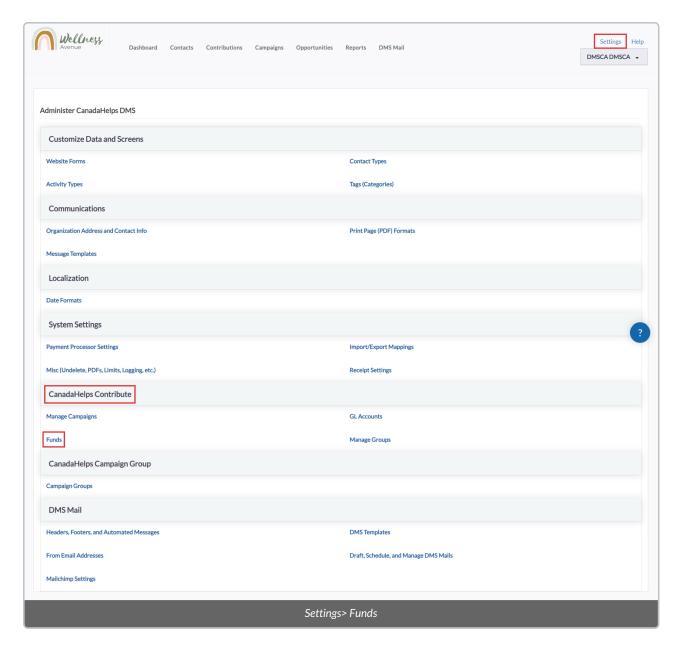


7. To re-assign this GL Account, follow the same steps of assigning a new one to Funds.

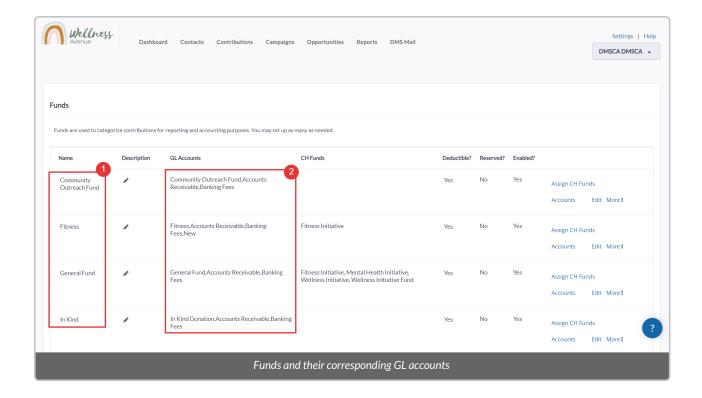
Modifying Assigned GL Accounts

You can easily modify the Relationship of already Assigned GL Accounts to Funds.

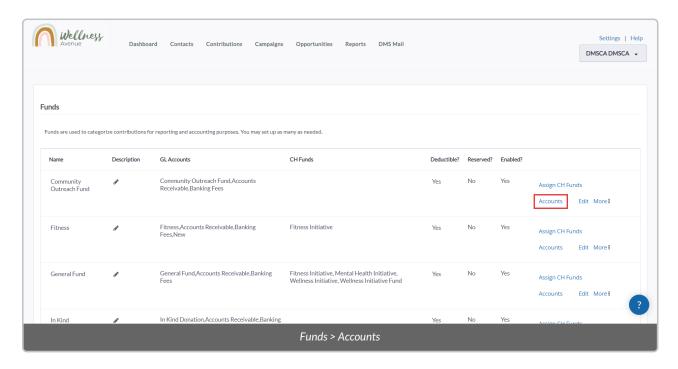
- 1. Visit your Administrative Settings.
- 2. Under CanadaHelpsContribute, select Funds



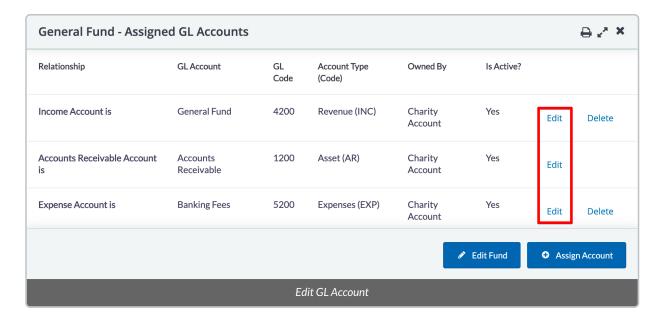
3. On the next page, you will see a list of all of your Funds (1) and the GL Accounts associated with them (2)



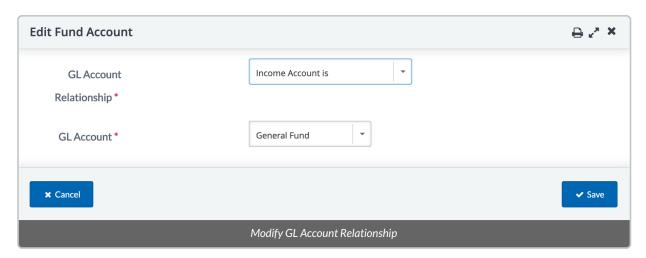
4. Select Accounts for your desired Fund



- 5. A new page will pop up showing you a list of all the current GL Accounts associated with this Fund
- 6. Select *Edit* next to your desired GL Account to modify its Relationship with the Fund



7. Select the new *GL Account Relationship*. You can also modify which *GL Account* is associate with this Fund



8. When ready, select *Save* to modify the Assigned GL Account to your desired Fund!