# Assigning GL Accounts to Funds

> **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

1. Visit your **Administrative Settings**.

2. Under *CanadaHelpsContribute*, select *Funds*

Settings> 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)

*Funds and their corresponding GL accounts*

4. Select **Accounts** for your desired Fund



*Funds > Accounts*

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**

## General Fund - Assigned GL Accounts

| Relationship | GL Account | GL Code | Account Type (Code) | Owned By | Is Active? | | |
|---|---|---|---|---|---|---|---|
| Income Account is | General Fund | 4200 | Revenue (INC) | Charity Account | Yes | Edit | Delete |
| Accounts Receivable Account is | Accounts Receivable | 1200 | Asset (AR) | Charity Account | Yes | Edit | |
| Expense Account is | Banking Fees | 5200 | Expenses (EXP) | Charity Account | Yes | Edit | Delete |

✏ Edit Fund    ● Assign Account

*Assign Account*

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

## New Fund Account

GL Account Relationship *       - Select GL Account Relationship - ▾

GL Account *       - select - ▾

✖ Cancel        ✔ Save

*Assign GL Account to 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*

Administer CanadaHelps DMS

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*Settings> 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)

*Funds and their corresponding GL accounts*

4. Select **Accounts** for your desired Fund



*Funds > Accounts*

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.

## General Fund - Assigned GL Accounts

| Relationship | GL Account | GL Code | Account Type (Code) | Owned By | Is Active? | | |
|---|---|---|---|---|---|---|---|
| Income Account is | General Fund | 4200 | Revenue (INC) | Charity Account | Yes | Edit | Delete |
| Accounts Receivable Account is | Accounts Receivable | 1200 | Asset (AR) | Charity Account | Yes | Edit | |
| Expense Account is | Banking Fees | 5200 | Expenses (EXP) | Charity Account | Yes | Edit | Delete |

✏ Edit Fund          ⊕ Assign Account

*Delete GL Account*

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*

Administer CanadaHelps DMS

**Customize Data and Screens**

Website Forms                                          Contact Types

Activity Types                                         Tags (Categories)

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*Settings> 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)

*Funds and their corresponding GL accounts*

4. Select *Accounts* for your desired Fund



*Funds > Accounts*

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

## General Fund - Assigned GL Accounts

| Relationship | GL Account | GL Code | Account Type (Code) | Owned By | Is Active? | | |
|---|---|---|---|---|---|---|---|
| Income Account is | General Fund | 4200 | Revenue (INC) | Charity Account | Yes | Edit | Delete |
| Accounts Receivable Account is | Accounts Receivable | 1200 | Asset (AR) | Charity Account | Yes | Edit | |
| Expense Account is | Banking Fees | 5200 | Expenses (EXP) | Charity Account | Yes | Edit | Delete |

✎ Edit Fund    ⊕ Assign Account

*Edit GL Account*

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

## Edit Fund Account

GL Account Relationship *

| Income Account is | ▾ |

GL Account *

| General Fund | ▾ |

✖ Cancel    ✔ Save

*Modify GL Account Relationship*

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