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# NPSP: Create and Manage Donation Allocations

Allocate donations into General Accounting Units (GAUs) if you want to set funds aside for specific purposes.

This article includes these sections:

- Donation Allocations Overview
- Setup—Before You Begin
- Create or Modify Allocations
- Work with Allocations Rollups
- Create Allocations for Recurring Donations
- Create Allocations for Campaigns
- Allocations FAQ

## Check out the video!

■ Nonprofit Success Pack How-To Series: Donation Allocations ([https://www.youtube.com/watch?v=y3r4butY3Co&index=4&list=PLU8xqF8ZASbXWAHIF0SB1P9\\_3G4vvRMXI](https://www.youtube.com/watch?v=y3r4butY3Co&index=4&list=PLU8xqF8ZASbXWAHIF0SB1P9_3G4vvRMXI))

## Donation Allocations Overview

Many non-profits use General Accounting Units (GAUs) to track donations. A General Accounting Unit is a fund that you can segregate for specific purposes or because of special restrictions. For example, a scholarship GAU is a fund allocated specifically for scholarships. Donors can designate part or all of their donation for the scholarship fund, knowing that their money will go specifically toward that purpose.

GAUs are as diverse in their uses and names as the non-profits/higher education groups that use Salesforce. Because of this diversity, the Nonprofit Success Pack allows you to define as many GAUs as you need to match your chart of accounts. You can then enter and track donations as parts of a GAU — either as a percentage of the donation amount, or as a specific dollar amount.

You can also use Salesforce campaigns to manage a group of donations so that when you enter

opportunities as a part of that campaign, Salesforce allocates them to the defined GAUs at pre-determined percentages or dollar amounts.

## Setup—Before You Begin

Before you begin using GAU Allocations in the Nonprofit Success Pack, you'll need to complete a few preliminary steps:

- Set Tab Visibility and Field-Level Security (if applicable)
- Add the GAU Allocations Related List to Your Page Layouts (if applicable)
- Set Up General Accounting Units
- Enable Default Allocations (Optional)

### Set Tab Visibility and Field-Level Security

If you downloaded a trial organization of the Nonprofit Success Pack **after November 25, 2014**, then the GAU Allocations feature is ready to use and you can skip this step.

If you upgraded to the Nonprofit Success Pack from a previous version, or signed up for your NPSP trial **before November 25, 2014**, then you will need to set tab visibility and field-level security for each profile you want this feature exposed to.

For more information about editing profiles, see the Profiles Overview ([https://help.salesforce.com/apex/HTViewHelpDoc?id=admin\\_userprofiles.htm&language=en\\_US](https://help.salesforce.com/apex/HTViewHelpDoc?id=admin_userprofiles.htm&language=en_US)) in Salesforce Help.

1. In Salesforce, click **Setup** in the upper right-hand corner.
2. Under Administer on the left hand side, click **Manage Users | Profiles**.
3. For each profile that you want to give access to, click the name of the profile. (For example, click **System Administrator**. Do NOT click the Edit button to the right of the profile name.)
4. Once you're on the Profile page, click the **Edit** button.
5. Scroll down to the Tab Settings section, and under Custom Tab Settings, set the General Accounting Units option to **Default On**.
6. Keep scrolling down to the Custom Object Permissions section, and select **Read**, **Create**, **Edit**, and **Delete** for both GAU Allocations and General Accounting Units.
7. Scroll to the bottom or back up to the top of the page and click **Save**.
8. While you're still on the Profile page, scroll down to the Field-Level Security section.
9. Click **View** next to GAU Allocation.
10. On the GAU Field-Level Security page, click the **Edit** button.
11. Select the Visible checkboxes for all field names and click **Save**.

12. Click the **Back to Profile** button.

13. Scroll back down to the Field-Level Security section, click **View** next to General Accounting Unit, and repeat the previous steps.

Remember, you'll need to repeat all of the above steps for **each profile** you want to give access to.

## Add the GAU Allocations Related List to Your Page Layouts

If you downloaded a trial organization of the Nonprofit Success Pack **after November 25, 2014**, then the GAU Allocations feature is ready to use and you can skip this step.

If you upgraded to the Nonprofit Success Pack from a previous version, or signed up for your NPSP trial **before November 25, 2014**, then you will need to add the GAU Allocations Related List to your page layouts.

For more information about Page Layouts see Overview of Page Layouts and Field-Level Security ([https://help.salesforce.com/HTViewHelpDoc?id=customize\\_layoutoverview.htm&language=en\\_US](https://help.salesforce.com/HTViewHelpDoc?id=customize_layoutoverview.htm&language=en_US)) in Salesforce Help.

1. In Salesforce, click **Setup** in the upper right-hand corner.
2. Under Build on the left hand side, click **Customize | Opportunities | Page Layouts**.
3. Click **Edit** next to the Donation Layout.

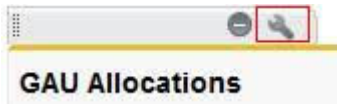
Action	Page Layout Name	Installed Package
Edit   Del	Donation Layout	<a href="#">Nonprofit Starter Pack</a>
Edit   Del	Membership Layout	<a href="#">Nonprofit Starter Pack</a>

4. In the Donation Layout pallet at the top of the page, select Related Lists.
5. Look for the GAU Allocations box and then click and drag it down onto the page layout. You will have to drag it down below the area labeled Related Lists.

The screenshot shows the Salesforce Page Layout Editor interface. At the top, there's a toolbar with buttons like 'Save', 'Quick Save', 'Preview As...', 'Cancel', 'Undo', 'Redo', and 'Layout Properties'. Below the toolbar, on the left, is a sidebar with a list of components: Fields, Buttons, Actions, Expanded Lookups, **Related Lists** (highlighted), Report Charts, and Visualforce Pages. The main area of the editor shows a 'Quick Find' search bar with 'Related List Name' entered. Below the search bar is a grid of available related lists. The 'GAU Allocations' item is highlighted in blue. Below the grid, the 'Related Lists' section is displayed on the page layout. It shows a 'Payments' related list with a 'New' button and links for 'Schedule Payments' and 'Writeoff Payments'. Below this is a table with columns 'Payment Number', 'Payment Amount', and 'Payment Date'. The first row shows 'Sample Payment Number', '\$123.45', and '11/23/2014'. Below the 'Payments' list is a 'Contact Roles' related list with a note: 'This list is not customizable'.

Payment Number	Payment Amount	Payment Date
Sample Payment Number	\$123.45	11/23/2014

6. Click the GAU Allocation Properties icon (the wrench).



7. Move the General Accounting Unit, Percent, and Amount fields over to the Selected Fields area by selecting them and clicking the **Add** button.

8. Expand the Buttons section at the bottom of the window by clicking on the (+) sign.



9. Add the Manage Allocations button to the Selected Buttons area by selecting it and clicking the **Add** button.

10. Click **OK**.

11. Click **Save** on the upper left hand corner of the pallet.

Repeat these steps for:

- All Opportunity page layouts if you have created additional custom layouts.
- Campaign page layouts (**Customize | Campaigns | Page Layouts**)
- Recurring Donation page layouts (**Create | Objects** then select the label **Recurring Donations**, then scroll down to page layouts).

## Set Up General Accounting Units

You'll need to define at least one General Accounting Unit (GAU), before you begin using GAU Allocations. You can easily do this on the General Accounting Units tab or by enabling a default GAU on the NPSP Settings tab. (See the next section for more information on the latter method.)

**NOTE:** *You can create additional GAUs at any time. If you want to transfer donations from one GAU to another, however, you will either need to do it manually in each opportunity or use something else that allows you to manipulate data (like Salesforce's Data Loader ([https://help.salesforce.com/apex/HTViewHelpDoc?id=data\\_loader.htm&language=en\\_US](https://help.salesforce.com/apex/HTViewHelpDoc?id=data_loader.htm&language=en_US)), or an app from the App Exchange (<https://appexchange.salesforce.com/>)).*

1. In Salesforce make sure you are in the Nonprofit Success Pack App found in the App menu.
2. Select the **General Accounting Units** tab. (If you don't see it, click the plus (+) sign in Salesforce to see all available tabs.)
3. On the General Accounting Units page, click the **New** button.

## Recent General Accounting Units

New

4. In the General Accounting Unit Name text box, enter the name of the new GAU.
5. Click **Save**, or click **Save and New** if you want to create more GAUs.

### Enable Default Allocations (Optional)

You can enable a Default GAU if you want Salesforce to allocate all non-excluded donations/opportunities to that GAU upon creation. (Excluded donations/opportunities are ones you've specified in GAU Allocation Rollups settings.) If you have a specific opportunity that you want to allocate to a different GAU, you can always use the Manage Allocations button to make changes. (See Create or Modify Allocations.)

You do not need to enable a default GAU to use GAU Allocations, but if you plan on allocating donations, make sure you set up your GAUs accordingly. A default GAU comes in handy when you want to run reports in Salesforce. For example, if you wanted to report on ALL of your donations (not just those allocated to particular GAUs), you could run a report that included information about allocated donations, as well as information about donations to the default GAU (often a "general fund").

The Nonprofit Success Pack comes with a standard GAU named General Fund. You can select the General Fund GAU as your default when you enable default allocations.

1. Create a General Accounting Unit that you want to use for default allocations. (If you're just going to use the "General Fund" GAU that comes with NPSP as your default, you can skip this step.)
2. On the **NPSP Settings** tab, click **Donations | GAU Allocations**.
3. Click **Edit**
4. In the Default Allocations Setting area, select the Default Allocations Enabled check box.
5. From the Default General Accounting Unit dropdown menu, select the GAU you want to use as your default.
6. Click **Save**.
7. (Optional) If you want all current *unallocated* opportunities to be assigned to your default GAU, in **NPSP Settings** go to **Bulk Data Processes | Batch Create Default Allocations** and click **Run Batch**. Salesforce will then run through all of your opportunities, look for unallocated amounts, and assign them to your specified default GAU.

**NOTE:** *Salesforce will ignore those opportunity types and opportunity record types that you've excluded in GAU Allocations Rollup settings.*

# Create or Modify Allocations

You can create or modify allocations for any donation by using the Manage Opportunity Allocations page. But you must of course first create the opportunity and enter the donation amount before you can allocate the contribution into the appropriate General Accounting Unit (GAU).

## To Create an Allocation for a Donation

1. Open the opportunity you want to allocate.
2. Scroll down to the GAU Allocations related list area. (If you don't see the GAU Allocations related list, you might not have set it up. See the Setup section at the beginning of this document for more info.) If you set up a default allocation, you will see the full amount of the donation already in your default GAU.
3. Click the **Manage Allocations** button.

GAU Allocations

New GAU Allocation

Manage Allocations

4. The total amount of the opportunity appears at the top of the page. Enter the name of the GAU to which you want to assign part or all of the donation.

Manage Opportunity Allocations

Smith Gift - \$1,000.00

General Accounting Unit		Amount	Percent
Delete Row	Endowment	\$ 500	%
Remainder: General		\$500.00	
Save & Close		Cancel	

5. Enter either the amount or the percent of the donation you want to place in that GAU. The amount of the donation still available for allocation appears at the bottom of the allocations.
6. To allocate the donation into additional GAUs, click **Add Row**.
7. To delete an allocation, click **Delete Row**.
8. Click **Save and Close** when done allocating.

## To Modify an Allocation

1. Open the opportunity that contains the allocation you want to change.
2. Scroll down to the GAU Allocations related list area.
3. Click the **Manage Allocations** button.

4. Change the allocation as necessary. You can change the name of the GAU, change the amount being allocated, change from a dollar amount to a percentage of the donation, add additional allocations, or delete allocations.
5. Click **Save and Close** when done allocating.

For more information about working with Opportunities in Salesforce, see the Opportunities Overview ([https://help.salesforce.com/htviewhelpdoc?err=1&id=opp\\_def.htm&siteLang=en\\_US](https://help.salesforce.com/htviewhelpdoc?err=1&id=opp_def.htm&siteLang=en_US)) in Salesforce Help.

## Work with Allocation Rollups

GAU Allocations comes with a series of rollups that help you track the allocations you assign to your GAUs. You can find these GAU rollups by clicking on the General Accounting Unit tab in Salesforce, and then selecting the GAU name.

The screenshot displays the 'General Accounting Unit Detail' page for 'Endowment'. At the top, there are links for 'GAU Allocations (1)', 'Open Activities (0)', and 'Activity History (0)'. Below the header, there are buttons for 'Edit', 'Delete', 'Clone', and 'Recalculate Rollups'. The page is divided into two main sections: 'Allocation Information' and 'Allocation Totals'. The 'Allocation Information' section includes fields for 'Last Allocation Date', 'First Allocation Date', 'Largest Allocation', 'Average Allocation', and 'Smallest Allocation'. The 'Allocation Totals' section includes fields for 'Total Allocations', 'Total Allocations Last N Days', 'Total Allocations This Year', 'Total Allocations Two Years Ago', 'Total Allocations Last Year', 'Total Number of Allocations', 'Number of Allocations Last N Days', 'Number of Allocations Last Year', 'Number of Allocations This Year', and 'Number of Allocations Two Years Ago'. At the bottom, there are fields for 'Created By' (Admin User, 11/23/2014 11:19 AM) and 'Owner' (Admin User [Change]).

General Accounting Unit Detail	
General Accounting Unit Name	Endowment
Description	Active
▼ Allocation Information	
Last Allocation Date	Largest Allocation \$0.00
First Allocation Date	Average Allocation \$0.00
	Smallest Allocation \$0.00
▼ Allocation Totals	
Total Allocations \$0.00	Total Number of Allocations 0
Total Allocations Last N Days \$0.00	Number of Allocations Last N Days 0
Total Allocations This Year \$0.00	Number of Allocations Last Year 0
Total Allocations Two Years Ago \$0.00	Number of Allocations This Year 0
Total Allocations Last Year \$0.00	Number of Allocations Two Years Ago 0
Created By Admin User, 11/23/2014 11:19 AM	Owner Admin User [Change]
	Last Modified By Admin User, 11/23/2014 11:19 AM

The rollups come with pre-defined settings which you can change through the GAU Allocations Settings:

1. On the **NPSP Settings** tab, click **Donations | GAU Allocations**.
2. Click **Edit**.
3. Edit the settings as necessary. To select multiple values for both the Opportunity Record Types and Opportunity Types, CTRL+click while selecting your options.
  - **Excluded Opportunity Record Types** Excludes Opportunity Record Types from GAU Rollups and automatic allocation generation. (For example, if you have Default Allocations enabled, Salesforce will not automatically assign allocations for opportunities with these record types when you enter a new donation.)
  - **Excluded Opportunity Types** Excludes Opportunity Types from GAU Rollups and automatic allocation generation. (For example, if you have Default Allocations enabled, Salesforce will not automatically assign allocations for opportunities with these types when you enter a new donation.)
  - **Rollup N Day Value** Provides a value for 'N day' rollups, where 'N' is the number of days from today into the past. This value defaults to rollup over the past 365 days unless you change it.

- **Use Fiscal Year for Rollups** Enables fiscal year settings, rather than calendar year settings, when selected. To set fiscal year information, go to **Setup | Company Profile | Fiscal Year**.

**NOTE:** *The Nonprofit Success Pack does not support custom fiscal year settings.*

## Create Allocations for Recurring Donations

Use the **Manage Allocations** button on a Recurring Donation's GAU Allocations related list to create and manage allocations for your recurring donations. When you specify allocations for a recurring donation, Salesforce automatically allocates the donation accordingly for every **open** opportunity assigned to the recurring donation.

1. Open the Recurring Donation for which you want to create allocations.
2. Scroll down to the GAU Allocations related list area.
3. Click the **Manage Allocations** button.
4. Enter the name of the GAU to which you want to assign the donation.

General Accounting Unit	Amount	Percent
<div>Delete Row</div> <input type="text" value="Endowment"/> <div>+</div>	\$ 100.00	%
<b>Totals:</b>		\$100.00

Save & Close

Cancel

Add Row

5. Enter either the amount or the percent of the donation you want to place in that GAU.
6. To allocate the donation into additional GAUs, click **Add Row**.
7. To delete an allocation, click **Delete Row**.
8. Click **Save and Close** when done allocating.

### If you ever want to modify an allocation for a Recurring Donation:

1. Open the Recurring Donation that contains the allocation you want to change.
2. Scroll down to the GAU Allocations related list area.
3. Click the **Manage Allocations** button.
4. Change the allocation as necessary. You can change the name of the GAU, change the amount being allocated, change from a dollar amount to a percentage of the donation, add additional allocations or delete allocations.
5. Click **Save and Close** when done allocating.



There are a few important things to know about GAU Allocations and Recurring Donations:

- New opportunities added to a recurring donation will automatically receive the recurring donation's allocations.
- Adding a new, modifying or deleting an existing allocation of a recurring donation will cause Salesforce to apply the new allocation to all **open** opportunities in the schedule of that recurring donation. Salesforce will not modify allocations for closed opportunities in the schedule.
- Recurring donations are **NOT** automatically allocated to the default General Accounting Unit. If you enable default allocations and run the Batch Create Default Allocations process, then all unallocated amounts in all Recurring Donations opportunities will be assigned to the default GAU. See Enable Default Allocations for more information.
- If recurring donation allocations exceed the amount of the opportunity, Salesforce will only create percent-based allocations. For example, if a recurring donation has two allocations, one for \$10 and one for 50% of the donation amount, and a new opportunity is added for \$5, Salesforce would only create the 50% allocation, and leave the \$10 allocation un-created, as creating both would exceed the amount of the opportunity.

## Create Allocations for Campaigns

Use the **Manage Allocations** button on a Campaign's GAU Allocations related list to create and manage allocations for your campaigns. When you specify allocations for a campaign, Salesforce automatically allocates the donation accordingly for every **open** opportunity assigned to the campaign.

1. Open the Campaign for which you want to create allocations.
2. Scroll down to the GAU Allocations related list area.
3. Click the **Manage Allocations** button.
4. Enter the name of the GAU to which you want to assign the donation.

Manage Campaign Allocations Annual Appeal		
General Accounting Unit	Amount	Percent
<span>Delete Row</span> <input type="text" value="Endowment"/>	<input type="text" value="\$ 200.00"/>	<input type="text" value=""/> % <span>Add Row</span>
<b>Totals:</b>		\$200.00
<span>Save &amp; Close</span> <span>Cancel</span>		

5. Enter either the amount or the percent of the donation you want to place in that GAU.
6. To allocate the donation into additional GAUs, click **Add Row**.
7. To delete an allocation, click **Delete Row**.

8. Click **Save and Close** when done allocating.

#### **If you ever want to modify an allocation for a Campaign:**

1. Open the Campaign that contains the allocation you want to change.
2. Scroll down to the GAU Allocations related list area.
3. Click the **Manage Allocations** button.
4. Change the allocation as necessary. You can change the name of the GAU, change the amount being allocated, change from a dollar amount to a percentage of the donation, add additional allocations or delete allocations.
5. Click **Save and Close** when done allocating.

There are a few important things to remember about GAU Allocations and Campaigns.

- New opportunities assigned to a campaign with allocations will automatically receive those allocations.
- Campaigns are **NOT** automatically allocated to the default General Accounting Unit, but if you enter opportunities into a campaign and those opportunities are for more than the campaign's defined allocation, then Salesforce will allocate the unallocated amount to the default GAU. If you've enabled default allocations and run the Batch Create Default Allocations process, then Salesforce will assign all unallocated amounts in campaign opportunities to the default GAU. See Enable Default Allocations for more information.
- Adding a new, modifying, or deleting an existing allocation of a campaign will only affect new opportunities entered into the campaign. It will **NOT** change any opportunities you previously entered.
- You can define both amount and percent-based allocations for campaigns. Percent-based campaign allocations will not calculate an amount, as the amount is based on the amount of the opportunity entered into the campaign.
- If campaign allocations exceed the amount of the opportunity, Salesforce will only create percent-based allocations. For example, if a campaign has two allocations, one for \$10 and one for 50% of the donation amount, and a new opportunity is added for \$5, Salesforce would only create the 50% allocation, and leave the \$10 allocation un-created, as creating both would exceed the amount of the opportunity.
- An opportunity with both a campaign and a recurring donation will prioritize allocations from the recurring donation.
- Assigning a campaign to or removing a campaign from an existing opportunity will **NOT** modify the opportunity's allocations.

## Allocations FAQ

**What happens if I modify the amount of an opportunity?**

Modifying the amount of an opportunity with allocations will recalculate percent-based allocations and the default allocation if defaults are enabled.

If the new opportunity amount is below the total amount of your allocations, you will receive an error and the opportunity will not be updated. In that case, you should reduce the amount of the allocations before reducing the opportunity amount.

### How do allocation rollups on the General Accounting Unit page work?

The General Accounting Units page contains rollup information from allocations assigned to opportunities in a closed and won stage.

Rollup information automatically updates nightly, but you can also update it on the General Accounting Unit page by clicking on the **Recalculate Rollups** button, or for all General Accounting Units by going to **NPSP Settings | Bulk Data Processes | Rollup Allocations Batch**.

You can exclude Opportunity Types and Record Types from rollups in the allocations settings. Go to **NPSP Settings | Donations | GAU Allocations**. See Work with Allocation Rollups for more information.

### Does the Allocations feature support multiple currencies?

Yes, the GAU Allocations feature supports multiple currencies. Allocations inherit the currency of the opportunity, campaign, or recurring donation with which they are associated. Changing the currency of an opportunity, campaign, or recurring donation will automatically change each allocation's currency. You cannot change an allocation's currency individually.

You can set General Accounting Units to any currency, and rollup fields will respect the currency conversion of the aggregated allocations.

As with the rest of the Nonprofit Success Pack, advanced currency management with dated exchange rates is not supported.



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