



 *Community*
PARTNERS[®]

Accelerating ideas into action to advance the public good.

Viewing Incoming Cash and Supporting Documentation

Navigating to View of Cash/Funds Received

You can see your incoming cash by scrolling down in your dashboard to the **Cash/Funds Received** Portlet.

The screenshot displays the Oracle NetSuite dashboard interface. At the top, there is a navigation bar with the Oracle NetSuite logo, a search bar, and user information for Michael Test. Below the navigation bar, there are several portlets. On the left, there is a 'Name A' table and a 'Settings' section. The main area contains a 'Transactions' portlet and a 'Cash / Funds Received' portlet, which is highlighted with a red border. The 'Cash / Funds Received' portlet shows a table of incoming cash transactions for the period 7/3/2023 to 7/25/2023.

Name A	Count of Role
Bayley Test	0
Brenda Test	0
Chille Gapido	6
Desi Aleman	0
Overall Total	13

Settings
Personalize Dashboard
Set Preferences
Publish Dashboard List
Change Email
Change Password
Reset 2FA Settings
Generate 2FA Backup Codes
Update Security Questions
Manage OAuth 2.0 Authorized Applications
Manage Trusted Devices

Transaction	Amount
Network for Good	20.00
General Donor	58.10
Burroughs Wellcome Fund	30,000.00
Margaret A Cargill Philanthropies	5,000.00
Coro Southern California Inc	3,001.00
County of Los Angeles	200.00
California Community Foundation	1,035,000.00
Wex Health Inc	5,383.24

Cash / Funds Received	Amount
4220 Corporation Contracts	2,079.00
4220 Corporation Contracts	1,405.00
2097 Cash Suspense	1.00

Verify Accounting Segments

From the portlet on your dashboard, you can verify the **Item #**, **Grant ID** and **Program ID**.

Cash / Funds Received

DATE All GRANT - All - PROGRAM - All -

REVENUE TYPE - All - REVENUE SUBTYPE - All -

7/3/2023 — 7/25/2023 TOTAL: 62

Edit View	Type	Date ▲	Reference #	Item #	Grant ID	Program ID	Amount
	Donation Cash Sale	7/3/2023	CS562	4220 Corporation Contracts	Funding Operations	General Operations	2,079.00
	Donation Cash Sale	7/3/2023	CS563	4220 Corporation Contracts	Funding Operations	General Operations	1,405.00
	Donation Cash Sale	7/5/2023	CS573	2097 Cash Suspense	Funding Operations	General Operations	1.00
	Donation Cash Sale	7/18/2023	CS339	2097 Cash Suspense	Funding Operations	General Operations	1,000.00
	Donation Cash Sale	7/20/2023	CS345	2097 Cash Suspense	Funding Operations	General Operations	1.00
	Donation Cash Sale	7/24/2023	CS104	4010 Individual Contributions	Funding Operations	General Operations	25.00
	Donation Cash Sale	7/24/2023	CS115	4010 Individual Contributions	Funding Operations	General Operations	20.00
	Donation Cash Sale	7/24/2023	CS118	2097 Cash Suspense	Funding Operations	General Operations	58.10
	Donation Cash Sale	7/24/2023	CS371	2097 Cash Suspense	Funding Operations	General Operations	15,000.00
	Donation Cash Sale	7/25/2023	CS396	4220 Corporation Contracts	Funding Operations	General Operations	2,079.00

Navigate to Supporting Documentation

To view any supporting documentation, first click on the “eye” icon to view the full record.

Cash / Funds Received

DATE All GRANT - All - PROGRAM - All -

REVENUE TYPE - All - REVENUE SUBTYPE - All -

7/3/2023 — 7/25/2023 TOTAL: 62

Edit View	Type	Date ▲	Reference #	Item #	Grant ID	Program ID	Amount
 	Donation Cash Sale	7/3/2023	CS562	4220 Corporation Contracts	Funding Operations	General Operations	2,079.00
 	Donation Cash Sale	7/3/2023	CS563	4220 Corporation Contracts	Funding Operations	General Operations	1,405.00
 	Donation Cash Sale	7/5/2023	CS573	2097 Cash Suspense	Funding Operations	General Operations	1.00
 	Donation Cash Sale	7/18/2023	CS339	2097 Cash Suspense	Funding Operations	General Operations	1,000.00
 	Donation Cash Sale	7/20/2023	CS345	2097 Cash Suspense	Funding Operations	General Operations	1.00
 	Donation Cash Sale	7/24/2023	CS104	4010 Individual Contributions	Funding Operations	General Operations	25.00
 	Donation Cash Sale	7/24/2023	CS115	4010 Individual Contributions	Funding Operations	General Operations	20.00
 	Donation Cash Sale	7/24/2023	CS118	2097 Cash Suspense	Funding Operations	General Operations	58.10
 	Donation Cash Sale	7/24/2023	CS371	2097 Cash Suspense	Funding Operations	General Operations	15,000.00
 	Donation Cash Sale	7/25/2023	CS396	4220 Corporation Contracts	Funding Operations	General Operations	2,079.00

View and Verify Supporting Documentation

Once in the record, you can click on **Communication** and then **Files** to view and verify any supporting documentation that has been attached

ORACLE NETSUITE  Search  Help  Feedback  Michael Test
Community Partners - CP - Project Specific Authorized Approver

Activities Purchase Order Expense Reports Financial Reports Vendor Invoices Documents SuiteApps Support

Donation | Cash Sale  List Search

CS396 Golden State Opportunity **DEPOSITED**

Edit Back   Actions

Primary Information

SALE # CS396	DATE 7/25/2023
CONSTITUENT Golden State Opportunity	CHECK #
ACCOUNT 1012 CASH : BOA Depository - 3408	MEMO
	TRANSACTION NUMBER CASHSALE418

Summary

SUBTOTAL	2,079.00
DISCOUNT ITEM	
TAX	0.00
TOTAL	2,079.00

Classification

SUBSIDIARY Community Partners	PROJECT EMPLOYEE TO BE EMAILED
PROJECT/BUSINESS UNIT Community Partners Core	SECONDARY PROJECT EMPLOYEE TO EMAIL

Items Shipping Billing Accounting Relationships **Communication** Related Records System Information GL Impact EET

Messages • Events Tasks Phone Calls **Files** User Notes

ATTACH EXISTING FILES 

Attach New File

ATTACHED FILES	FOLDER	SIZE (KB)	LAST MODIFIED	DOCUMENT TYPE	REMOVE	EDIT	DOWNLOAD
No records to show.							

Edit Back   Actions

Email Notifications

The second way to view Cash Receipts is through our new process whereby Project Leaders, and one other member of your project of your choice, will receive email notifications when cash is posted to your project.

Dear

Congratulations! Your project has received cash.

Details: **11th Hour Foundation**
Amount: 500.00
Date Received: 11/7/2023

You'll find a few details about the transaction here.

To view supporting documentation or make edits to the segments, click the "View Record" link at the bottom of this message.

- To view supporting documentation, navigate to "Communications > Files" in the record. If you don't find what you're looking for, contact ar@communitypartners.org
- To edit the record click on the "Edit" button at the top of the record.

We have also posted training resources to the project handbook on how to view and edit cash receipts. Those resources are found [HERE](#).

Please **do not reply to this email**, instead contact Accounts Receivable (ar@communitypartners.org) with any questions concerning this cash receipt.

Best,

Accounts Receivable
Community Partners | [1000 North Alameda Street, Suite 240](#) | Los Angeles, CA 90012
direct: (213)346-3244 | main: (213)346-3200
www.CommunityPartners.org | [@CommunityPrtnrs](#)
Subscribe to our newsletter
Accelerating ideas into action to advance the public good

To view record, click below.

[View Record](#)

You'll find a link directly to the record in question below the signature.

Verify and Edit Accounting Segments

Verify Item, Grant, and Program

Under the **Items** tab, on the grant record, you can verify that the **Item**, **Grant**, and **Program** are correct.

Items Shipping Billing Accounting Relationships Communication Related Records System Information EET

DISCOUNT ITEM RATE

Items 20.00 • Billable Items 0.00 Billable_Expenses 0.00 Billable Time 0.00

Add Multiple Clear All Lines

ITEM*	DESCRIPTION	RATE	AMOUNT	TAX	PROJECT/BUSINESS UNIT*	DEPARTMENT*	GRANT*	PROGRAM*	SPECIAL EVENT	BUDGET CATEGORY*	REST*
4010 Individual Contributions	805Help		20.00		Community Partners Core	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Withc Dono Restr

Editing the Incoming Cash Record

If you notice anything that is not correct, you can click on **Edit Record** to unlock the record.

Donation | Cash Sale CS606 11th Hour Foundation **DEPOSITED** List Search

Edit Record Actions

Primary Information

SALE #	CS606	DATE	11/7/2023
CONSTITUENT	11th Hour Foundation	CHECK #	
ACCOUNT	1014 CASH : BOA Master/Disbursement - 4587	MEMO	
		TRANSACTION NUMBER	CASHSALE628
		DONATION APPROVAL STAGE	Pending Project Submission

Summary

SUBTOTAL	500.00
DISCOUNT ITEM	
TAX	0.00
TOTAL	500.00

Classification

SUBSIDIARY	Community Partners	EMAIL NOTIFICATION RECIPIENT	maragon@communitypartners.org
PROJECT/BUSINESS UNIT	Placeholder Project	SECONDARY PROJECT EMPLOYEE TO EMAIL	readius.hinton@sbcglobal.net

Items Shipping Billing Accounting Relationships Communication Related Records System Information GL Impact EET

DISCOUNT ITEM RATE

ACCOUNT	ITEM	PROJECT SELECT NEW ITEM NUMBER HERE	DESCRIPTION	RATE	AMOUNT	TAX	PROJECT/BUSINESS UNIT	DEPARTMENT	GRANT	PROGRAM	SPECIAL EVENT	BUDGET CATEGORY	RESTRICTION	REVENUE TYPE	REVENUE SUBTYPE	SALES TAX	PROJECT/BUSINESS UNIT FOR REPORTING	HISTORY
	4130 Private Grant				500.00		Placeholder Project	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Without Donor Restrictions					History

Edit Record Actions

Editing the Incoming Cash Record

You can then click on **Edit** to make changes.

ORACLE NETSUITE **Community PARTNERS** Search

Michael Test
Community Partners - CP - Project Specific Authorized Approver

Activities Purchase Order Expense Reports Financial Reports Vendor Invoices Documents SuiteApps Support

Donation | Cash Sale DEPOSITED

CS562 Golden State Opportunity

Edit Back Actions

Summary

SUBTOTAL	2,079.00
DISCOUNT ITEM	
TAX	0.00
TOTAL	2,079.00

Classification

SUBSIDIARY Community Partners PROJECT EMPLOYEE TO BE EMAILED
PROJECT/BUSINESS UNIT Community Partners Core SECONDARY PROJECT EMPLOYEE TO EMAIL

Items Shipping Billing Accounting Relationships Communication Related Records System information GL Impact EET

ACCOUNT	ITEM	DESCRIPTION	RATE	AMOUNT	TAX	PROJECT/BUSINESS UNIT	DEPARTMENT	GRANT	PROGRAM	SPECIAL EVENT	BUDGET CATEGORY	RESTRICTION	REVENUE TYPE	REVENUE SUBTYPE	SALES TAX	HISTORY
	4220 Corporation Contracts	INV#100387		2,079.00		Community Partners Core	Fiscal Sponsors (Projects) ; Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Without Donor Restrictions				History

Edit Back Actions

Editing the Incoming Cash Record

Once in the edit view, you'll focus on the line level to make any changes needed to the record.

Donation | Cash Sale CS562 Golden State Opportunity **DEPOSITED** List Search More

Save **Cancel** **Actions**

Primary Information

SALE # CS562 * DATE 7/3/2023
 * CONSTITUENT Golden State Opportunity CHECK #
 UNDEPOSITED FUNDS 0 MEMO
 ACCOUNT 1012 CASH : BOA Depository - 3408 TRANSACTION NUMBER CASHSALES84

Summary	
SUBTOTAL	2,079.00
DISCOUNT ITEM	0.00
TAX	
TOTAL	2,079.00

Classification

SUBSIDIARY Community Partners PROJECT EMPLOYEE TO BE EMAILED
 * PROJECT/BUSINESS UNIT Community Partners Core SECONDARY PROJECT EMPLOYEE TO EMAIL

Items Shipping Billing Accounting Relationships Communication Related Records System Information FET

DISCOUNT ITEM RATE

Items 2,079.00 • Billable Items 0.00 Billable Expenses 0.00 Billable Time 0.00

Add Multiple **Clear All Lines**

ACCOUNT	ITEM *	DESCRIPTION	RATE	AMOUNT	TAX	PROJECT/BUSINESS UNIT *	DEPARTMENT *	GRANT *	PROGRAM *	SPECIAL EVENT	BUDGET CATEGORY *	RESTRICTION *	REVENUE TYPE	REVENUE SUBTYPE	SALES TAX
4220 Corporation Contracts	INV#100387			2,079.00		Community Partners Core	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Without Donor Restrictions			
<Type then tab>	<Type then tab>					Community Partners Core	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Without Donor Restrictions			<Type then tab>

Add **Cancel** **Copy Previous** **Insert** **Remove**

Save **Cancel** **Actions**

Editing the Incoming Cash Record

Verify that the **Item**, **Grant**, **Program** and **Budget Category** are all correct at the line level.

If you need to edit something at the line level, simply left click on the relevant field and it will become editable.

NOTE: If you need to make changes to the **Item**, click on **Project Select New Item Number Here**, and make your requested changes there.

Items Shipping Billing Accounting Relationships Communication Related Records System Information EET

DISCOUNT ITEM RATE

Items 500.00 • Billable Items 0.00 Billable_Expenses 0.00 Billable Time 0.00

Add Multiple Clear All Lines

ACCOUNT	ITEM*	PROJECT SELECT NEW ITEM NUMBER HERE	DESCRIPTION	RATE	AMOUNT	TAX	PROJECT/BUSINESS UNIT*	DEPARTMENT	GRANT	PROGRAM*	SPECIAL EVENT	BUDGET CATEGORY*	RESTRICTION*
	4130 Private Grant	<input type="text"/>			500.00		Placeholder Project	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Without Donor Restrictions

✓ OK Cancel Make Copy Insert Remove

+ Add Row

Be sure to click **Save** after you have made any changes.

Editing the Incoming Cash Record

Once you're done making changes, be sure to hit **Save**.

Donation | Cash Sale **DEPOSITED**

Save Cancel Submit Actions

Primary Information

SALE # CS606
* CONSTITUENT 11th Hour Foundation
UNDEPOSITED FUNDS
ACCOUNT 1014 CASH : BOA Mas...Disbursement - 4587

* DATE 11/7/2023
CHECK #
MEMO
TRANSACTION NUMBER CASHSALE628
DONATION APPROVAL STAGE Pending Project Submission

Classification

SUBSIDIARY Community Partners
* PROJECT/BUSINESS UNIT Placeholder Project

EMAIL NOTIFICATION RECIPIENT maragon@communitypartners.org
SECONDARY PROJECT EMPLOYEE TO EMAIL readius.hinton@sbcglobal.net

Items Shipping Billing Accounting Relationships Communication Related Records System Information EET

DISCOUNT ITEM RATE

Items 500.00 • Billable Items 0.00 Billable Expenses 0.00 Billable Time 0.00

Add Multiple Clear All Lines

ACCOUNT	ITEM*	PROJECT SELECT NEW ITEM NUMBER HERE	DESCRIPTION	RATE	AMOUNT	TAX	PROJECT/BUSINESS UNIT*	DEPARTMENT	GRANT
	4130 Private Grant	<Type then tab>			500.00		Placeholder Project	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations

OK Cancel Make Copy Insert Remove

+ Add Row

Save Cancel Submit Actions

Editing the Incoming Cash Record

After you hit **Save**, review your changes and hit **Submit** when you're ready.

NOTE: Once you hit **submit**, you will lose your ability to make future edits to the record, so please ensure that everything is correct before hitting Submit. If you do need to make changes after the fact, please reach out to the AR team or your Financial Services Liaison to initiate that change.



The screenshot shows a web interface for a donation record. At the top left, there is a search bar with the text "Donation | Cash Sale" and a magnifying glass icon. Below this, the record ID "CS606" and the constituent name "11th Hour Foundation" are displayed, along with a "DEPOSITED" status badge. A navigation bar contains buttons for "Edit", "Back", and "Submit", with the "Submit" button circled in red and a red arrow pointing to it. To the right of the "Submit" button are icons for printing and a dropdown menu labeled "Actions". Below the navigation bar is a section titled "Primary Information" containing a table of details.

SALE #	CS606	DATE	11/7/2023
CONSTITUENT	11th Hour Foundation	CHECK #	
ACCOUNT	1014 CASH : BOA Master/Disbursement - 4587	MEMO	
		TRANSACTION NUMBER	CASHSALE628
		DONATION APPROVAL STAGE	Pending Project Submission



Our GL
Accountant will
review the
change and post
it within 24
hours

Viewing the Full Incoming Cash List

Navigating to View of Cash/Funds Received

You can see the full list of incoming cash by scrolling down in your dashboard to the **Cash/Funds Received** Portlet.

ORACLE NETSUITE  Help Feedback Michael Test Community Partners - CP - Project Specific Authorized Approver

Activities Purchase Order Expense Reports Financial Reports Vendor Invoices Documents SuiteApps Support

Name ▲ **Count of Role**

Bayley Test	0
Brenda Test	0
Chille Gapido	6
Desi Aleman	0
Overall Total	13

No results found
No Search Results Match Your Criteria.

Transactions

TYPE: VB APPROVAL STAGE: EXPENSE REPORT APPROVAL STAGE:

PO APPROVAL STAGE: TRANSACTION NUMBER (TEXT):

◀ ▶ TOTAL: 66

Edit View	Document Number	Formula (Text)	Name	Amount	VB Approval Stage	Expense Report Approval Stage	PO Approval Stage
	CS115		Network for Good	20.00			
	CS118		General Donor	58.10			
	CS172		Burroughs Wellcome Fund	30,000.00			
	CS230		Margaret A Cargill Philanthropies	5,000.00			
	CS247		Coro Southern California Inc	3,001.00			
	CS249		County of Los Angeles	200.00			
	CS252		California Community Foundation	1,035,000.00			
	CS254		Wex Health Inc	5,383.24			

Cash / Funds Received

DATE: GRANT: PROGRAM: REVENUE TYPE:

REVENUE SUBTYPE:

◀ ▶ TOTAL: 63

Edit View	Type	Date ▲	Reference #	Item #	Amount	GL Account Description	Department
	Donation Cash Sale	7/3/2023	CS562	4220 Corporation Contracts	2,079.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Sponsorship
	Donation Cash Sale	7/3/2023	CS563	4220 Corporation Contracts	1,405.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Sponsorship
	Donation Cash Sale	7/5/2023	CS573	2097 Cash Suspense	1.00	2097 Cash Suspense	Comprehensive Sponsorship

Verify Accounting Segments

From the portlet on your dashboard, you can click on the number next to **Total** to view the full list.

Cash / Funds Received

DATE All GRANT - All - PROGRAM - All - REVENUE TYPE - All -

REVENUE SUBTYPE - All -

7/3/2023 — 7/25/2023 TOTAL: 63

Edit View	Type	Date ^	Reference #	Item #	Amount	GL Account Description	Department
	Donation Cash Sale	7/3/2023	CS562	4220 Corporation Contracts	2,079.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Sponsorship
	Donation Cash Sale	7/3/2023	CS563	4220 Corporation Contracts	1,405.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Sponsorship
	Donation Cash Sale	7/5/2023	CS573	2097 Cash Suspense	1.00	2097 Cash Suspense	Comprehensive Sponsorship
	Donation Cash Sale	7/18/2023	CS339	2097 Cash Suspense	1,000.00	2097 Cash Suspense	Comprehensive Sponsorship
	Donation Cash Sale	7/20/2023	CS345	2097 Cash Suspense	1.00	2097 Cash Suspense	Comprehensive Sponsorship
	Donation Cash Sale	7/24/2023	CS104	4010 Individual Contributions	25.00	4010 CONTRIBUTIONS : Individual Contributions	Comprehensive Sponsorship
	Donation Cash Sale	7/24/2023	CS115	4010 Individual Contributions	20.00	4010 CONTRIBUTIONS : Individual Contributions	Comprehensive Sponsorship
	Donation Cash Sale	7/24/2023	CS118	2097 Cash Suspense	58.10	2097 Cash Suspense	Comprehensive Sponsorship
	Donation Cash Sale	7/24/2023	CS371	2097 Cash Suspense	15,000.00	2097 Cash Suspense	Comprehensive Sponsorship
	Donation Cash Sale	7/25/2023	CS396	4220 Corporation Contracts	2,079.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Sponsorship

Navigating to Incoming Cash Record

The full list view will allow you to see more columns of information than you can from the Dashboard view.

Click here to view an individual record.

ORACLE NETSUITE Community PARTNERS

Search

Help Feedback Michael Test Community Partners - CP - Project Specific Authorized Approver

Activities Purchase Order Expense Reports Financial Reports Vendor Invoices Documents SuiteApps Support

CP - Cash Repository Report: Results

List Search Audit Trail

Return To Criteria Edit this Search

FILTERS

DATE All FROM TO GRANT -All- PROGRAM -All- REVENUE TYPE -All-
REVENUE SUBTYPE -All- STYLE Normal

EDIT VIEW	TYPE	DATE	REFERENCE #	ITEM #	AMOUNT	GL ACCOUNT DESCRIPTION	DEPARTMENT	PROJECT / BUSINESS UNIT	GRANT ID	PROGRAM ID	SPECIAL EVENT	BUDGET CATEGORY	CONSTITUENT	DESCRIPTION 1	DESCRIPTION 2
Edit View	Donation Cash Sale	7/3/2023	CS562	4220 Corporation Contracts	2,079.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Golden State Opportunity		INV#100387
Edit View	Donation Cash Sale	7/3/2023	CS563	4220 Corporation Contracts	1,405.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Alliance For Justice		INV#100676
Edit View	Donation Cash Sale	7/5/2023	CS573	2097 Cash Suspense	1.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	County of Los Angeles		
Edit View	Donation Cash Sale	7/18/2023	CS339	2097 Cash Suspense	1,000.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	California Health Care Foundation		The Evaluation Directors Group
Edit View	Donation Cash Sale	7/20/2023	CS345	2097 Cash Suspense	1.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	General Donor		COUNTY OF LOS ANGELES
Edit View	Donation Cash Sale	7/24/2023	CS104	4010 Individual Contributions	25.00	4010 CONTRIBUTIONS : Individual Contributions	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Network for Good		Toluca Lake Partners
Edit View	Donation Cash Sale	7/24/2023	CS115	4010 Individual Contributions	20.00	4010 CONTRIBUTIONS : Individual Contributions	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Network for Good		80SHelp
Edit View	Donation Cash Sale	7/24/2023	CS118	2097 Cash Suspense	58.10	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	General Donor	COBRA / Wex Health Inc	
Edit View	Donation Cash Sale	7/24/2023	CS371	2097 Cash Suspense	15,000.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	The California Endowment		The Evaluation Directors Group
Edit View	Donation Cash Sale	7/25/2023	CS396	4220 Corporation Contracts	2,079.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Golden State Opportunity		inv#100677
Edit View	Donation Cash Sale	7/28/2023	CS397	2097 Cash Suspense	500,000.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Blue Shield of CA		CACHI grant# COV-2303-21768

TOTAL: 63

Navigating to Incoming Cash Record

If any information is incorrect, you can click edit to immediately go into the “edit” view of the record.

The screenshot shows the Oracle NetSuite interface for the 'CP - Cash Repository Report: Results'. The page includes a navigation bar with 'Activities', 'Purchase Order', 'Expense Reports', 'Financial Reports', 'Vendor Invoices', 'Documents', 'SuiteApps', and 'Support'. Below the navigation bar, there are filters for DATE, GRANT, PROGRAM, REVENUE TYPE, and REVENUE SUBTYPE. The main content is a table with 15 columns: EDIT | VIEW, TYPE, DATE, REFERENCE #, ITEM #, AMOUNT, GL ACCOUNT DESCRIPTION, DEPARTMENT, PROJECT / BUSINESS UNIT, GRANT ID, PROGRAM ID, SPECIAL EVENT, BUDGET CATEGORY, CONSTITUENT, DESCRIPTION 1, and DESCRIPTION 2. The table contains 12 rows of data. A red box highlights the 'EDIT | VIEW' column, and a red arrow points from the text above to the 'EDIT' link in the first row.

EDIT VIEW	TYPE	DATE	REFERENCE #	ITEM #	AMOUNT	GL ACCOUNT DESCRIPTION	DEPARTMENT	PROJECT / BUSINESS UNIT	GRANT ID	PROGRAM ID	SPECIAL EVENT	BUDGET CATEGORY	CONSTITUENT	DESCRIPTION 1	DESCRIPTION 2
Edit View	Donation Cash Sale	7/3/2023	CS562	4220 Corporation Contracts	2,079.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Golden State Opportunity		INV#100387
Edit View	Donation Cash Sale	7/3/2023	CS563	4220 Corporation Contracts	1,405.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Alliance For Justice		INV#100676
Edit View	Donation Cash Sale	7/5/2023	CS573	2097 Cash Suspense	1.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	County of Los Angeles		
Edit View	Donation Cash Sale	7/18/2023	CS339	2097 Cash Suspense	1,000.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	California Health Care Foundation		The Evaluation Directors Group
Edit View	Donation Cash Sale	7/20/2023	CS345	2097 Cash Suspense	1.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	General Donor		COUNTY OF LOS ANGELES
Edit View	Donation Cash Sale	7/24/2023	CS104	4010 Individual Contributions	25.00	4010 CONTRIBUTIONS : Individual Contributions	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Network for Good		Toluca Lake Partners
Edit View	Donation Cash Sale	7/24/2023	CS115	4010 Individual Contributions	20.00	4010 CONTRIBUTIONS : Individual Contributions	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Network for Good		805Help
Edit View	Donation Cash Sale	7/24/2023	CS118	2097 Cash Suspense	58.10	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	General Donor	COBRA / Wex Health Inc	
Edit View	Donation Cash Sale	7/24/2023	CS371	2097 Cash Suspense	15,000.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	The California Endowment		The Evaluation Directors Group
Edit View	Donation Cash Sale	7/25/2023	CS396	4220 Corporation Contracts	2,079.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Golden State Opportunity		inv#100677
Edit View	Donation Cash Sale	7/28/2023	CS397	2097 Cash Suspense	500,000.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Blue Shield of CA		CACHI grant# COV-2303-21768

Verify Item, Grant, and Program

Under the **Items** tab, on the grant record, you can verify that the **Item**, **Grant**, and **Program** are correct.

Items Shipping Billing Accounting Relationships Communication Related Records System Information EET

DISCOUNT ITEM RATE

Items 20.00 • Billable Items 0.00 Billable_Expenses 0.00 Billable Time 0.00

Add Multiple Clear All Lines

ITEM*	DESCRIPTION	RATE	AMOUNT	TAX	PROJECT/BUSINESS UNIT*	DEPARTMENT*	GRANT*	PROGRAM*	SPECIAL EVENT	BUDGET CATEGORY*	REST*
4010 Individual Contributions	805Help		20.00		Community Partners Core	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Withc Dono Restr

Editing the Incoming Cash Record

If you notice anything that is not correct, you can click on **Edit Record** to unlock the record.

Donation | Cash Sale CS606 11th Hour Foundation **DEPOSITED** List Search

Edit Record Actions

Primary Information

SALE #	CS606	DATE	11/7/2023
CONSTITUENT	11th Hour Foundation	CHECK #	
ACCOUNT	1014 CASH : BOA Master/Disbursement - 4587	MEMO	
		TRANSACTION NUMBER	CASHSALE628
		DONATION APPROVAL STAGE	Pending Project Submission

Summary

SUBTOTAL	500.00
DISCOUNT ITEM	
TAX	0.00
TOTAL	500.00

Classification

SUBSIDIARY	Community Partners	EMAIL NOTIFICATION RECIPIENT	maragon@communitypartners.org
PROJECT/BUSINESS UNIT	Placeholder Project	SECONDARY PROJECT EMPLOYEE TO EMAIL	readius.hinton@sbcglobal.net

Items Shipping Billing Accounting Relationships Communication Related Records System Information GL Impact EET

DISCOUNT ITEM RATE

ACCOUNT	ITEM	PROJECT SELECT NEW ITEM NUMBER HERE	DESCRIPTION	RATE	AMOUNT	TAX	PROJECT/BUSINESS UNIT	DEPARTMENT	GRANT	PROGRAM	SPECIAL EVENT	BUDGET CATEGORY	RESTRICTION	REVENUE TYPE	REVENUE SUBTYPE	SALES TAX	PROJECT/BUSINESS UNIT FOR REPORTING	HISTORY
	4130 Private Grant				500.00		Placeholder Project	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Without Donor Restrictions					History

Edit Record Actions

Editing the Incoming Cash Record

You can then click on **Edit** to make changes.

ORACLE NETSUITE **Community PARTNERS** Search

Michael Test
Community Partners - CP - Project Specific Authorized Approver

Activities Purchase Order Expense Reports Financial Reports Vendor Invoices Documents SuiteApps Support

Donation | Cash Sale DEPOSITED

CS562 Golden State Opportunity

Edit Back Actions

Summary

SUBTOTAL	2,079.00
DISCOUNT ITEM	
TAX	0.00
TOTAL	2,079.00

Classification

SUBSIDIARY Community Partners PROJECT EMPLOYEE TO BE EMAILED
PROJECT/BUSINESS UNIT Community Partners Core SECONDARY PROJECT EMPLOYEE TO EMAIL

Items Shipping Billing Accounting Relationships Communication Related Records System information GL Impact EET

ACCOUNT	ITEM	DESCRIPTION	RATE	AMOUNT	TAX	PROJECT/BUSINESS UNIT	DEPARTMENT	GRANT	PROGRAM	SPECIAL EVENT	BUDGET CATEGORY	RESTRICTION	REVENUE TYPE	REVENUE SUBTYPE	SALES TAX	HISTORY
	4220 Corporation Contracts	INV#100387		2,079.00		Community Partners Core	Fiscal Sponsors (Projects) ; Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Without Donor Restrictions				History

Edit Back Actions

Editing the Incoming Cash Record

Once in the edit view, you'll focus on the line level to make any changes needed to the record.

Donation | Cash Sale CS562 Golden State Opportunity **DEPOSITED** List Search More

Save **Cancel** **Actions**

Primary Information

SALE # CS562 * DATE 7/3/2023
 * CONSTITUENT Golden State Opportunity CHECK #
 UNDEPOSITED FUNDS 0 MEMO
 ACCOUNT 1012 CASH : BOA Depository - 3408 TRANSACTION NUMBER CASHSALES84

Summary	
SUBTOTAL	2,079.00
DISCOUNT ITEM	0.00
TAX	
TOTAL	2,079.00

Classification

SUBSIDIARY Community Partners PROJECT EMPLOYEE TO BE EMAILED
 * PROJECT/BUSINESS UNIT Community Partners Core SECONDARY PROJECT EMPLOYEE TO EMAIL

Items Shipping Billing Accounting Relationships Communication Related Records System Information FET

DISCOUNT ITEM RATE

Items 2,079.00 • Billable Items 0.00 Billable Expenses 0.00 Billable Time 0.00

Add Multiple **Clear All Lines**

ACCOUNT	ITEM *	DESCRIPTION	RATE	AMOUNT	TAX	PROJECT/BUSINESS UNIT *	DEPARTMENT *	GRANT *	PROGRAM *	SPECIAL EVENT	BUDGET CATEGORY *	RESTRICTION *	REVENUE TYPE	REVENUE SUBTYPE	SALES TAX
4220 Corporation Contracts	INV#100387			2,079.00		Community Partners Core	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Without Donor Restrictions			
<Type then tab>	<Type then tab>					Community Partners Core	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Without Donor Restrictions		<Type then tab>	

Add **Cancel** **Copy Previous** **Insert** **Remove**

Save **Cancel** **Actions**

Editing the Incoming Cash Record

Verify that the **Item**, **Grant**, **Program** and **Budget Category** are all correct at the line level.

If you need to edit something at the line level, simply left click on the relevant field and it will become editable.

NOTE: If you need to make changes to the **Item**, click on **Project Select New Item Number Here**, and make your requested changes there.

Items Shipping Billing Accounting Relationships Communication Related Records System Information EET

DISCOUNT ITEM RATE

Items 500.00 • Billable Items 0.00 Billable_Expenses 0.00 Billable Time 0.00

Add Multiple Clear All Lines

ACCOUNT	ITEM*	PROJECT SELECT NEW ITEM NUMBER HERE	DESCRIPTION	RATE	AMOUNT	TAX	PROJECT/BUSINESS UNIT*	DEPARTMENT	GRANT	PROGRAM*	SPECIAL EVENT	BUDGET CATEGORY*	RESTRICTION*
	4130 Private Grant	<input type="text"/>			500.00		Placeholder Project	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Without Donor Restrictions

✓ OK Cancel Make Copy Insert Remove

+ Add Row

Be sure to click **Save** after you have made any changes.

Editing the Incoming Cash Record

Once you're done making changes, be sure to hit **Save**.

Donation | Cash Sale **DEPOSITED**

Save Cancel Submit Actions

Primary Information

SALE # CS606
* CONSTITUENT 11th Hour Foundation
UNDEPOSITED FUNDS
ACCOUNT 1014 CASH : BOA Mas...Disbursement - 4587

* DATE 11/7/2023
CHECK #
MEMO
TRANSACTION NUMBER CASHSALE628
DONATION APPROVAL STAGE Pending Project Submission

Classification

SUBSIDIARY Community Partners
* PROJECT/BUSINESS UNIT Placeholder Project

EMAIL NOTIFICATION RECIPIENT maragon@communitypartners.org
SECONDARY PROJECT EMPLOYEE TO EMAIL readius.hinton@sbcglobal.net

Items Shipping Billing Accounting Relationships Communication Related Records System Information EET

DISCOUNT ITEM RATE

Items 500.00 • Billable Items 0.00 Billable Expenses 0.00 Billable Time 0.00

Add Multiple Clear All Lines

ACCOUNT	ITEM *	PROJECT SELECT NEW ITEM NUMBER HERE	DESCRIPTION	RATE	AMOUNT	TAX	PROJECT/BUSINESS UNIT *	DEPARTMENT	GRANT
	4130 Private Grant	<Type then tab>			500.00		Placeholder Project	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations

OK Cancel Make Copy Insert Remove

+ Add Row

Save Cancel Submit Actions

Editing the Incoming Cash Record

After you hit **Save**, review your changes and hit **Submit** when you're ready.

NOTE: Once you hit **submit**, you will lose your ability to make future edits to the record, so please ensure that everything is correct before hitting Submit. If you do need to make changes after the fact, please reach out to the AR team or your Financial Services Liaison to initiate that change.



The screenshot shows a web interface for a donation record. At the top left, there is a search bar with the text "Donation | Cash Sale" and a magnifying glass icon. Below this, the record ID "CS606" and the constituent name "11th Hour Foundation" are displayed, along with a "DEPOSITED" status badge. A row of action buttons includes "Edit", "Back", "Submit", a printer icon, a plus icon with a dropdown arrow, and "Actions". A red circle highlights the "Submit" button, and a red arrow points to it from the left. Below the buttons is a section titled "Primary Information" containing two columns of data: SALE # CS606, CONSTITUENT 11th Hour Foundation, ACCOUNT 1014 CASH : BOA Master/Disbursement - 4587, DATE 11/7/2023, CHECK #, MEMO, TRANSACTION NUMBER CASHSALE628, and DONATION APPROVAL STAGE Pending Project Submission.

Donation | Cash Sale

CS606 11th Hour Foundation DEPOSITED

Edit Back Submit Actions

Primary Information

SALE #	CS606	DATE	11/7/2023
CONSTITUENT	11th Hour Foundation	CHECK #	
ACCOUNT	1014 CASH : BOA Master/Disbursement - 4587	MEMO	
		TRANSACTION NUMBER	CASHSALE628
		DONATION APPROVAL STAGE	Pending Project Submission



Our GL
Accountant will
review the
change and post
it within 24
hours

Using Filters

Finding the Filters on Your Incoming Cash Records

You can use filters from both the portlet on your dashboard, and from the full search view.

Cash / Funds Received

DATE: All | GRANT: - All - | PROGRAM: - All - | REVENUE TYPE: - All -

REVENUE SUBTYPE: - All -

7/3/2023 — 7/25/2023 | TOTAL: 63

Edit View	Type	Date *	Reference #	Item #
	Donation Cash Sale	7/3/2023	CS562	4220 Corporation Contracts
	Donation Cash Sale	7/3/2023	CS563	4220 Corporation Contracts
	Donation Cash Sale	7/5/2023	CS573	2097 Cash Suspense
	Donation Cash Sale	7/18/2023	CS339	2097 Cash Suspense
	Donation Cash Sale	7/20/2023	CS345	2097 Cash Suspense
	Donation Cash Sale	7/24/2023	CS104	4010 Individual Contributions
	Donation Cash Sale	7/24/2023	CS115	4010 Individual Contributions
	Donation Cash Sale	7/24/2023	CS118	2097 Cash Suspense
	Donation Cash Sale	7/24/2023	CS371	2097 Cash Suspense
	Donation Cash Sale	7/25/2023	CS396	4220 Corporation Contracts

ORACLE NETSUITE | Community Partners

Activities | Purchase Order | Expense Reports | Financial Reports | Vendor Invoices | Documents | SuiteApps | Support

CP - Cash Repository Report: Results | LIST | Search | Audit Trail

Return to Criteria | Edit this Search

DATE: All | FROM: | TO: | GRANT: - All - | PROGRAM: - All - | REVENUE TYPE: - All -

REVENUE SUBTYPE: - All - | STYLE: Normal

EDIT VIEW	TYPE	DATE *	REFERENCE #	ITEM #	AMOUNT	GL ACCOUNT DESCRIPTION	SPONSORSHIP	PROJECT - BUSINESS UNIT	GRANT ID	PROGRAM ID	SPECIAL EVENT	BUDGET CATEGORY	CONTRIBUTOR	DESCRIPTION 1	DESCRIPTION 2	TOTAL: 63
	Donation Cash Sale	7/3/2023	CS562	4220 Corporation Contracts	2,079.00	4220 CONTRACTS Corporation Contracts	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Golden State Opportunity		INV100287	
	Donation Cash Sale	7/5/2023	CS563	4220 Corporation Contracts	1,485.00	4220 CONTRACTS Corporation Contracts	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Wilance For Justice		INV100276	
	Donation Cash Sale	7/5/2023	CS573	2097 Cash Suspense	1.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	County of Los Angeles			
	Donation Cash Sale	7/18/2023	CS339	2097 Cash Suspense	1,000.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	California Health Care Foundation		The Evaluation Directors Group	
	Donation Cash Sale	7/20/2023	CS345	2097 Cash Suspense	1.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	General Donor		COUNTY OF LOS ANGELES	
	Donation Cash Sale	7/24/2023	CS104	4010 Individual Contributions	25.00	4010 CONTRIBUTIONS Individual Contributions	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Network for Good		Truck Lane Partners	
	Donation Cash Sale	7/24/2023	CS115	4010 Individual Contributions	10.00	4010 CONTRIBUTIONS Individual Contributions	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Network for Good		SDWip	
	Donation Cash Sale	7/24/2023	CS118	2097 Cash Suspense	58.10	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	General Donor	COBRA / Max Health Inc		
	Donation Cash Sale	7/24/2023	CS371	2097 Cash Suspense	15,000.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	The California Endowment		The Evaluation Directors Group	
	Donation Cash Sale	7/25/2023	CS396	4220 Corporation Contracts	2,079.00	4220 CONTRACTS Corporation Contracts	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Golden State Opportunity		INV100677	
	Donation Cash Sale	7/28/2023	CS397	2097 Cash Suspense	500,000.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core	Funding Operations	General Operations		General Operations	Blue Shield of CA		CAOH grant COV-2303-21768	

Finding the Filters on Your Incoming Cash Records

If you don't see the filters on your view, you may need to click on this "Plus" sign to expand them.

CP - Cash Repository Report: Results List Search Audit Trail

[Return to Criteria](#) [Edit this Search](#)

+ FILTERS

EDIT VIEW | EDIT TOTAL: 62

EDIT VIEW	TYPE	DATE ▲	REFERENCE #	ITEM #	GRANT ID	PROGRAM ID	AMOUNT	GL ACCOUNT DESCRIPTION	DEPARTMENT	PROJECT / BUSINESS UNIT	SPECIAL EVENT	BUDGET CATEGORY	CONSTITUENT	DESCRIPTION 1
Edit View	Donation Cash Sale	7/3/2023	CS563	4220 Corporation Contracts	Funding Operations	General Operations	1,405.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Sponsorship	Community Partners Core		General Operations	Alliance For Justice	
Edit View	Donation Cash Sale	7/5/2023	CS573	2097 Cash Suspense	Funding Operations	General Operations	1.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core		General Operations	County of Los Angeles	
Edit View	Donation Cash Sale	7/18/2023	CS339	2097 Cash Suspense	Funding Operations	General Operations	1,000.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core		General Operations	California Health Care Foundation	
Edit View	Donation Cash Sale	7/20/2023	CS345	2097 Cash Suspense	Funding Operations	General Operations	1.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core		General Operations	General Donor	
Edit View	Donation Cash Sale	7/24/2023	CS104	4010 Individual Contributions	Funding Operations	General Operations	25.00	4010 CONTRIBUTIONS : Individual Contributions	Comprehensive Sponsorship	Community Partners Core		General Operations	Network for Good	
Edit View	Donation Cash Sale	7/24/2023	CS115	4010 Individual Contributions	Funding Operations	General Operations	20.00	4010 CONTRIBUTIONS : Individual Contributions	Comprehensive Sponsorship	Community Partners Core		General Operations	Network for Good	
Edit View	Donation Cash Sale	7/24/2023	CS118	2097 Cash Suspense	Funding Operations	General Operations	58.10	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core		General Operations	General Donor	COBRA / Wex Health Inc
Edit View	Donation Cash Sale	7/24/2023	CS371	2097 Cash Suspense	Funding Operations	General Operations	15,000.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core		General Operations	The California Endowment	
Edit View	Donation Cash Sale	7/25/2023	CS396	4220 Corporation Contracts	Funding Operations	General Operations	2,079.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Sponsorship	Community Partners Core		General Operations	Golden State Opportunity	
Edit View	Donation Cash	7/28/2023	CS397	2097 Cash Suspense	Funding Operations	General Operations	500,000.00	2097 Cash Suspense	Comprehensive Sponsorship	Community Partners Core		General Operations	Blue Shield of CA	

Filters and Fields

FILTERS

DATE All FROM TO GRANT - All - PROGRAM - All -

REVENUE TYPE - All - REVENUE SUBTYPE - All - STYLE Normal

DATE: This will allow you to filter your search by specific, preselected date ranges, such as the last fiscal year.

FROM: This will allow you to view all incoming cash from on or after this date.

TO: This will allow you to view all incoming cash from on or before this date.

Grant: Here you can select a specific grant that you'd like to filter by.

Program: This will allow you to filter by Program. *If you are unsure, leave this as "All".*

Revenue Type: This will allow you to filter by Revenue Type. *If you are unsure, leave this as "All".*

Revenue Subtype: This will allow you to filter by Revenue Subtype. *If you are unsure, leave this as "All".*



If you have any
issues, please
reach out to
your Financial
Services
Administrator