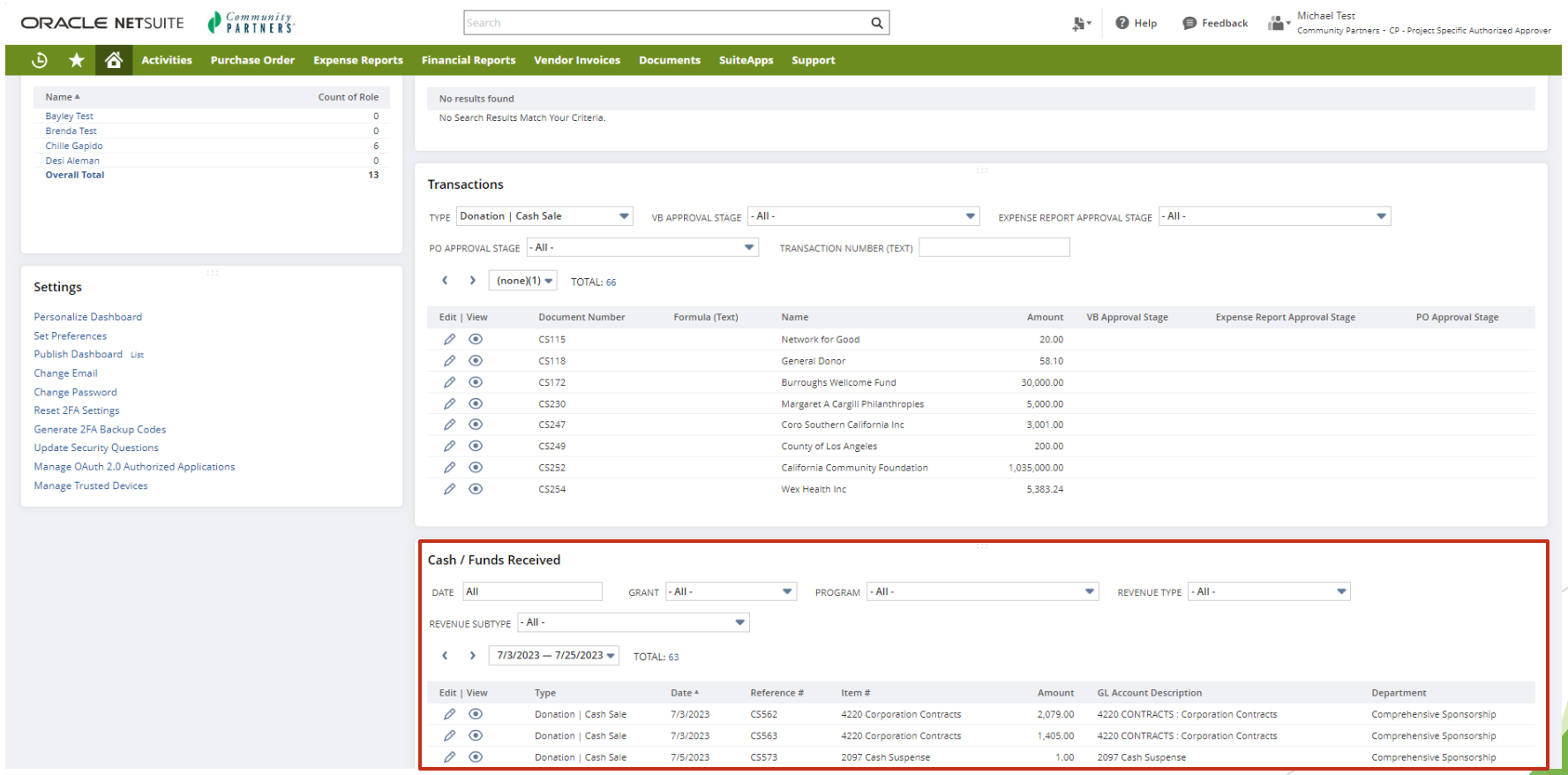
Community PARTNERS®

Accelerating ideas into action to advance the public good.

Viewing Incoming Cash and Supporting Documentation

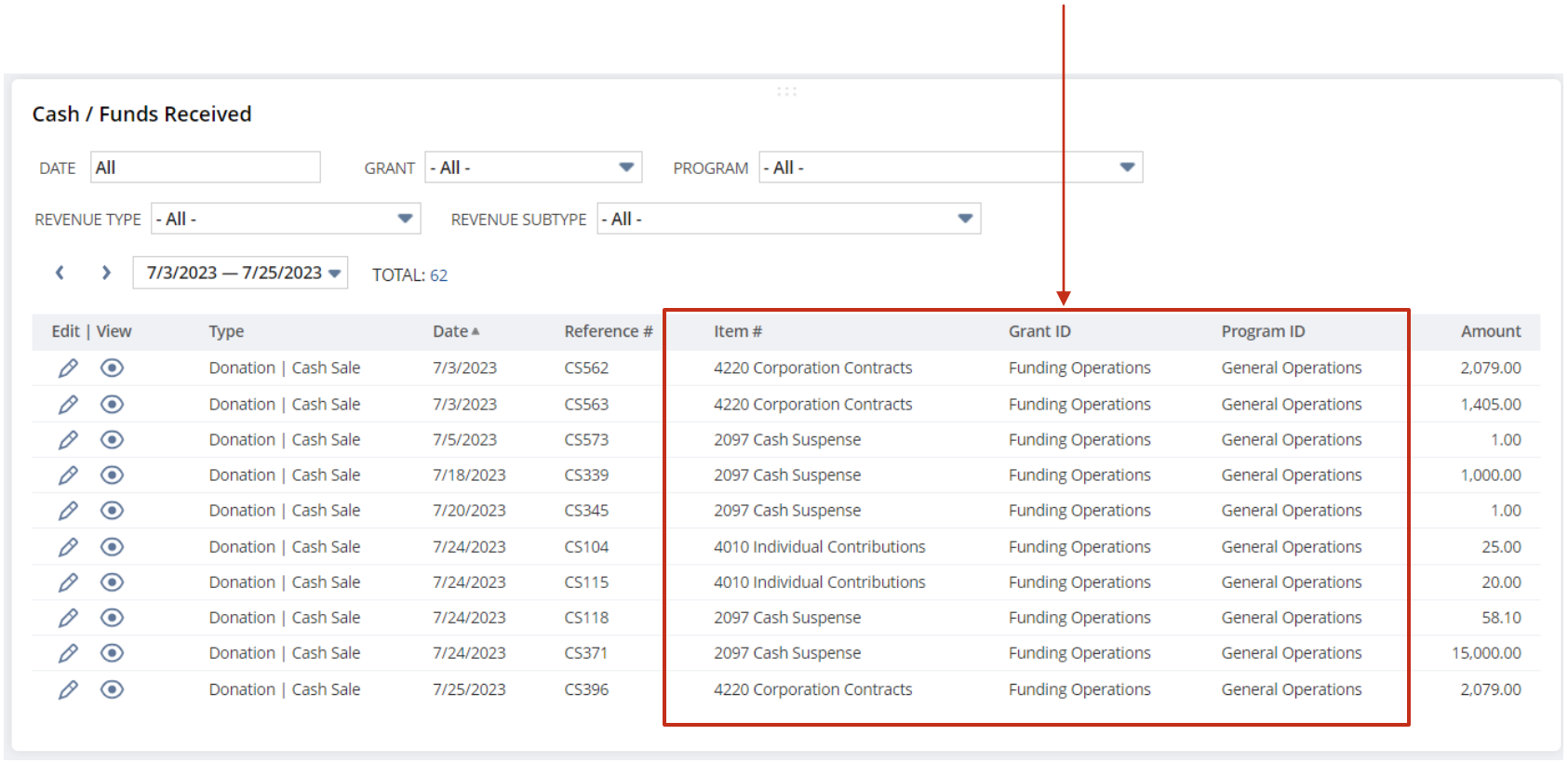
Navigating to View of Cash/Funds Received

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



Verify Accounting Segments

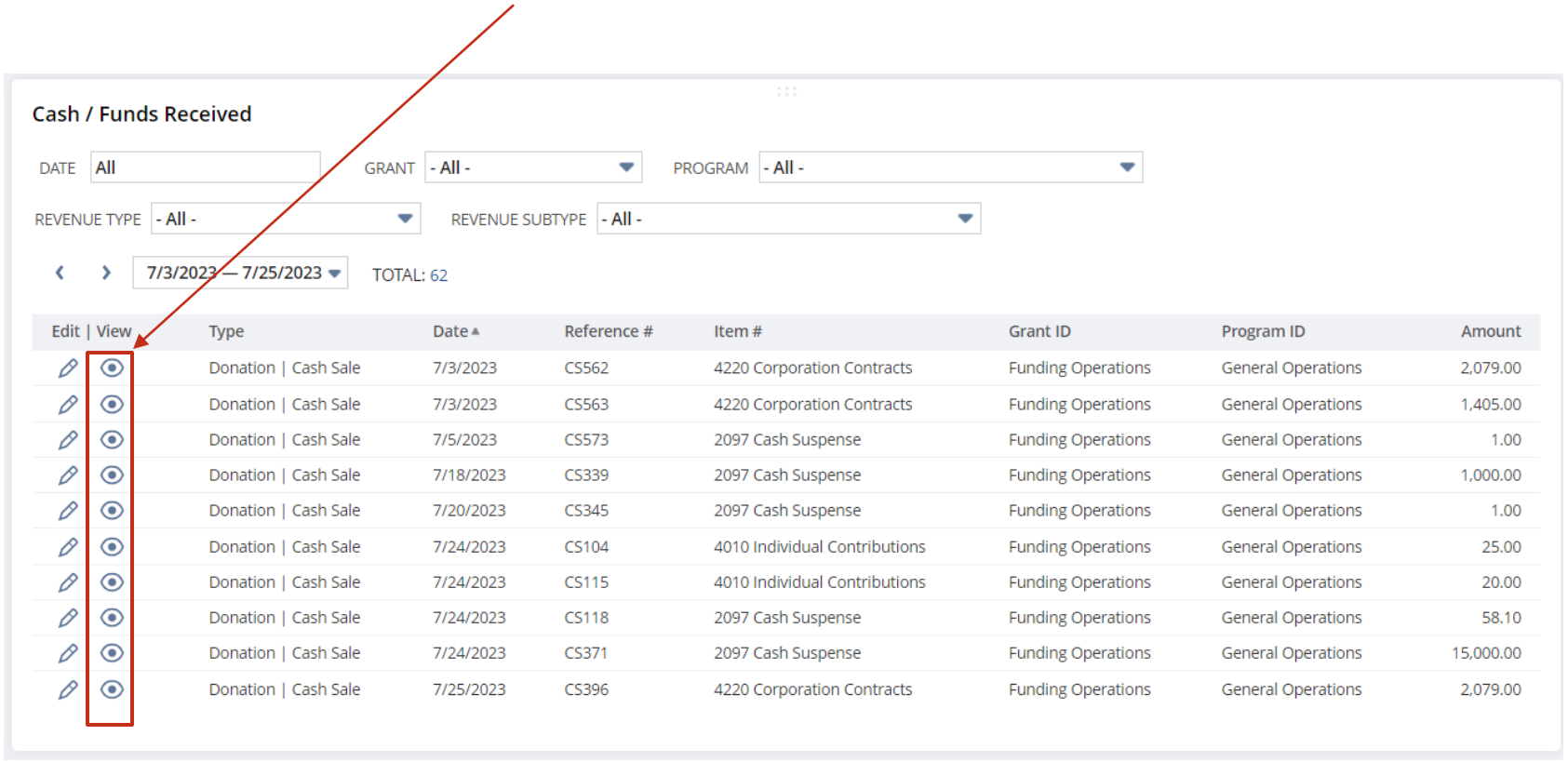
From the portlet on your dashboard, you can verify the **Item #, Grant ID** and **Program ID**.



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

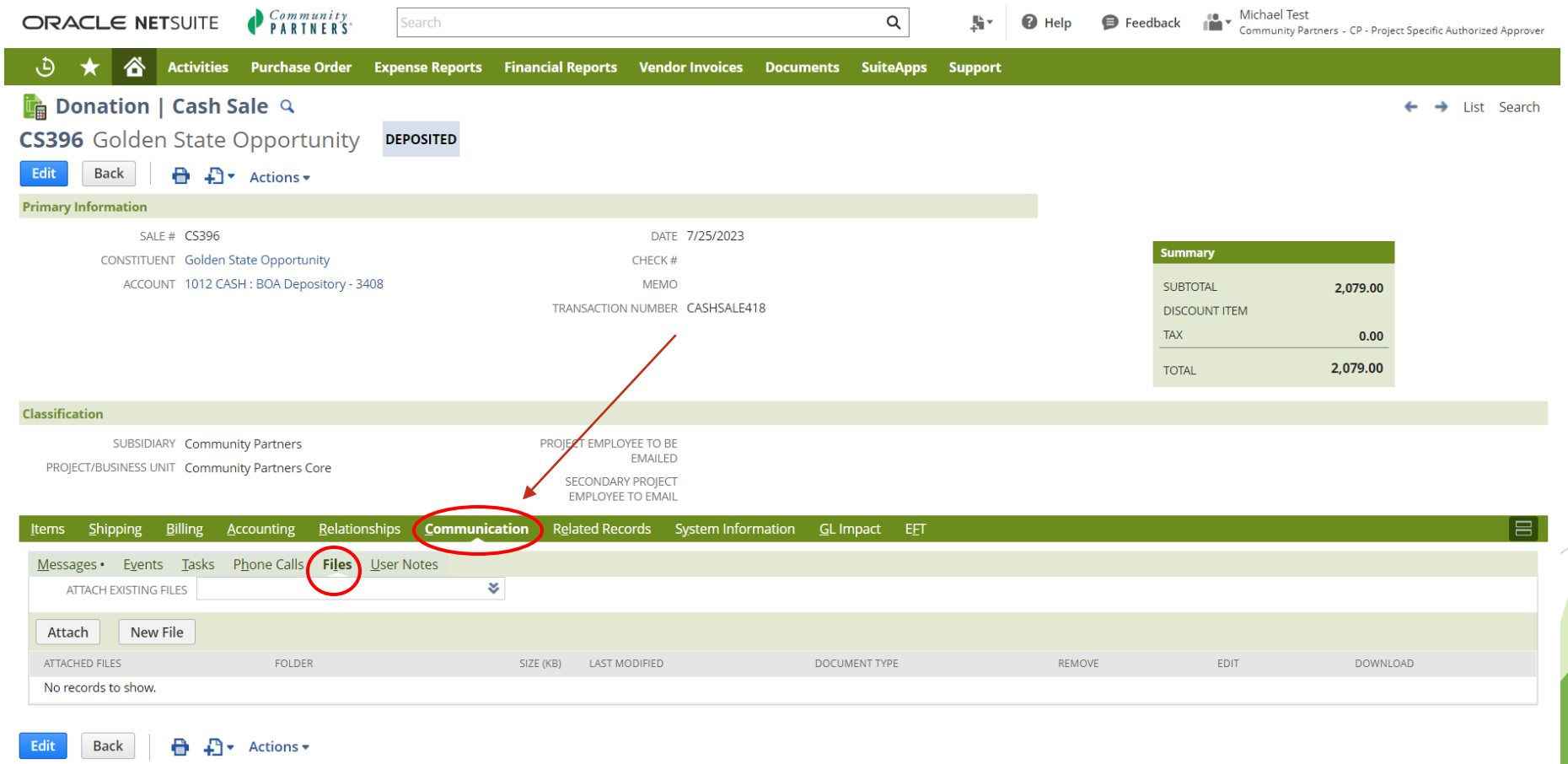
To view any supporting documentation, first click on the “eye” icon to view the full record.



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



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.

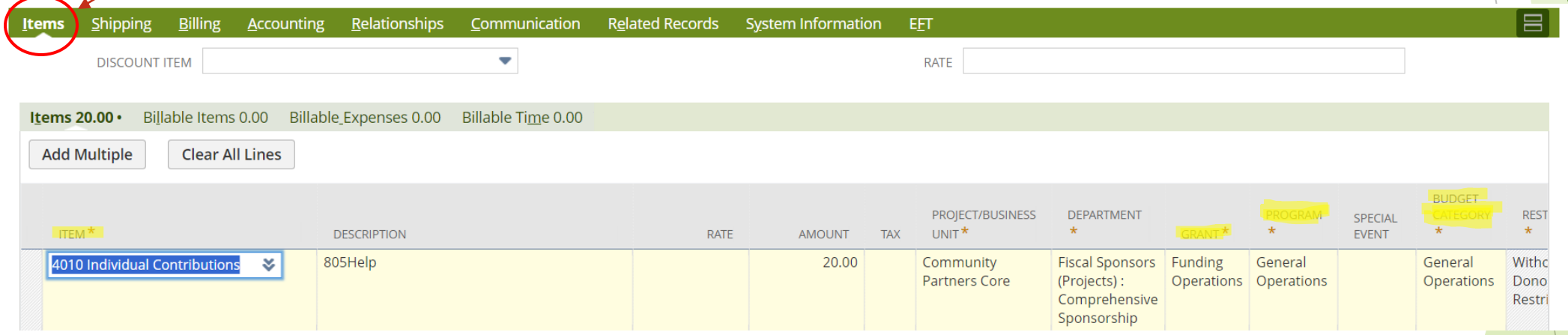
View Record

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

Verify and Edit Accounting Segments

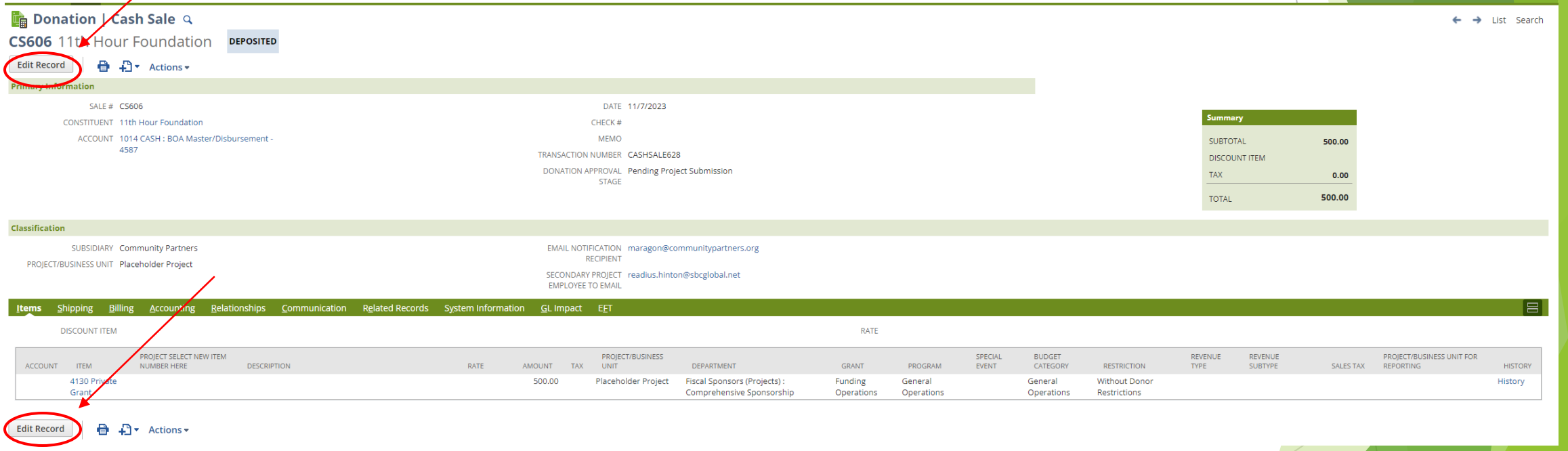
Verify Item, Grant, and Program

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



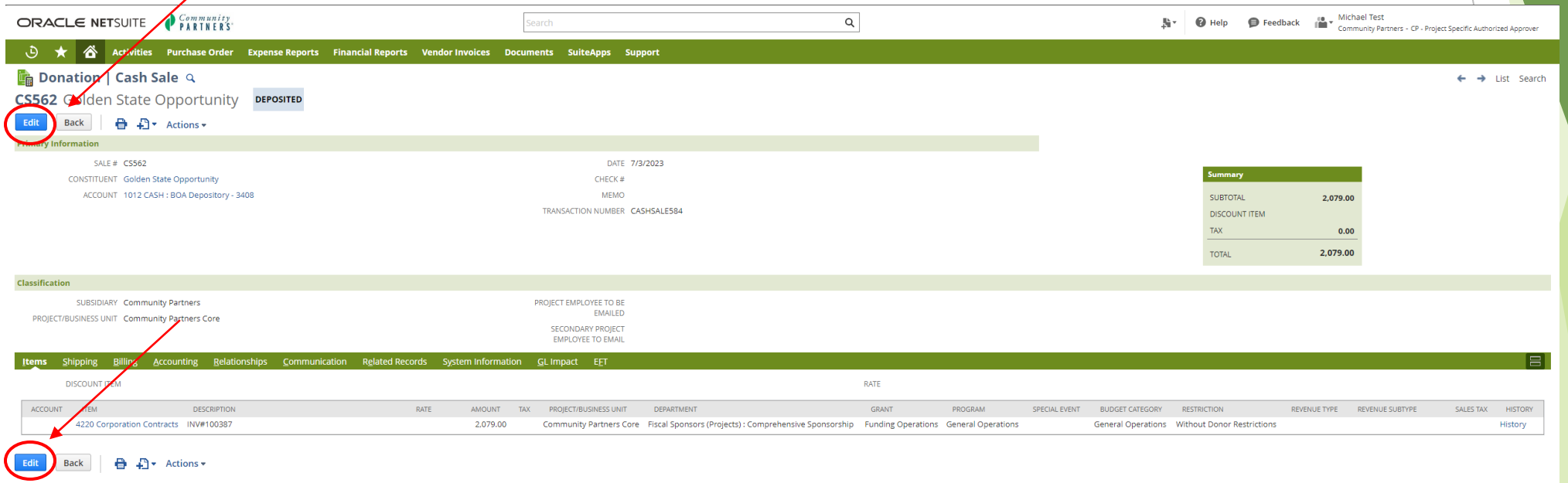
Editing the Incoming Cash Record

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



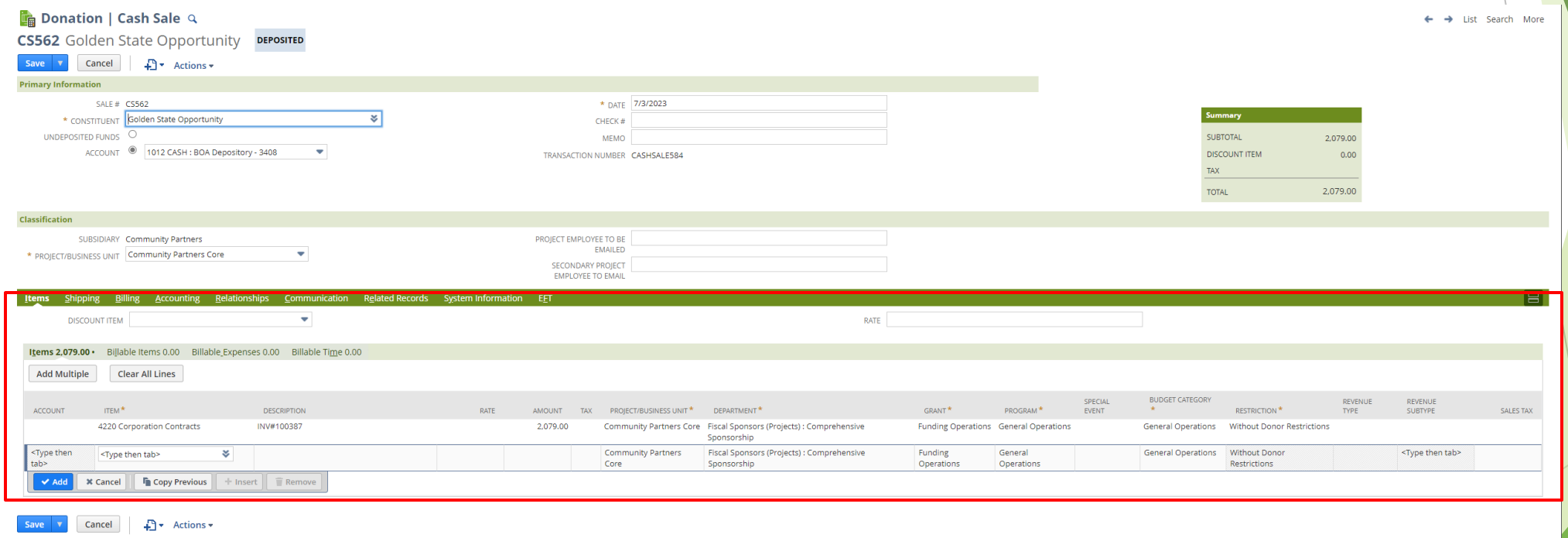
Editing the Incoming Cash Record

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



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.

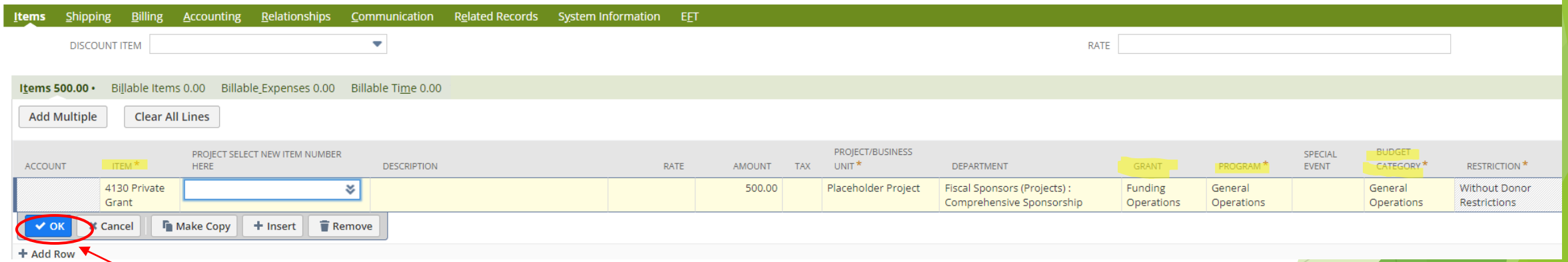


Editing the Incoming Cash Record

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.

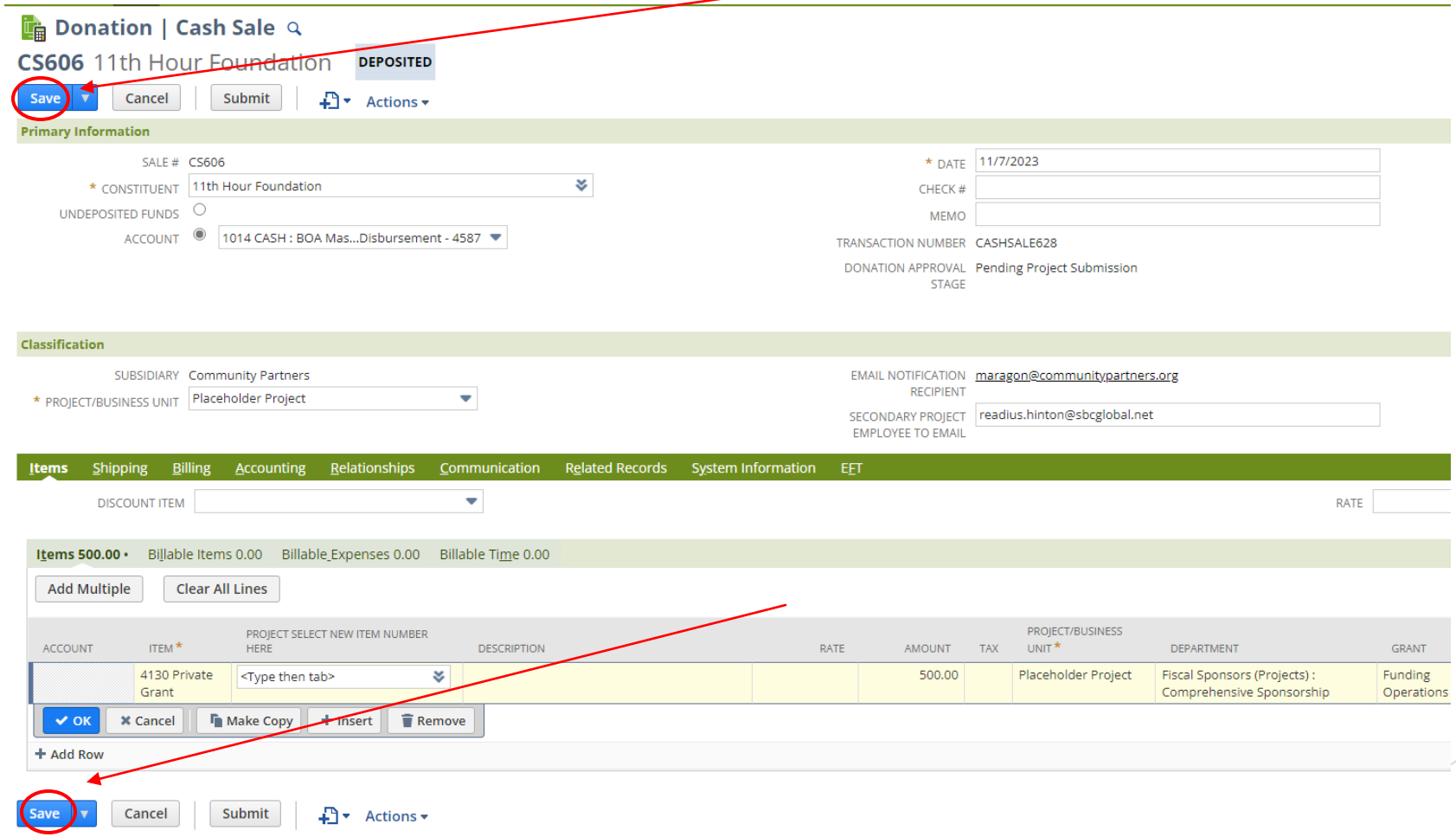
NOTE: If you need to make changes to the **Item**, click on **Project Select New Item Number Here**, and make your requested changes there.



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

Editing the Incoming Cash Record

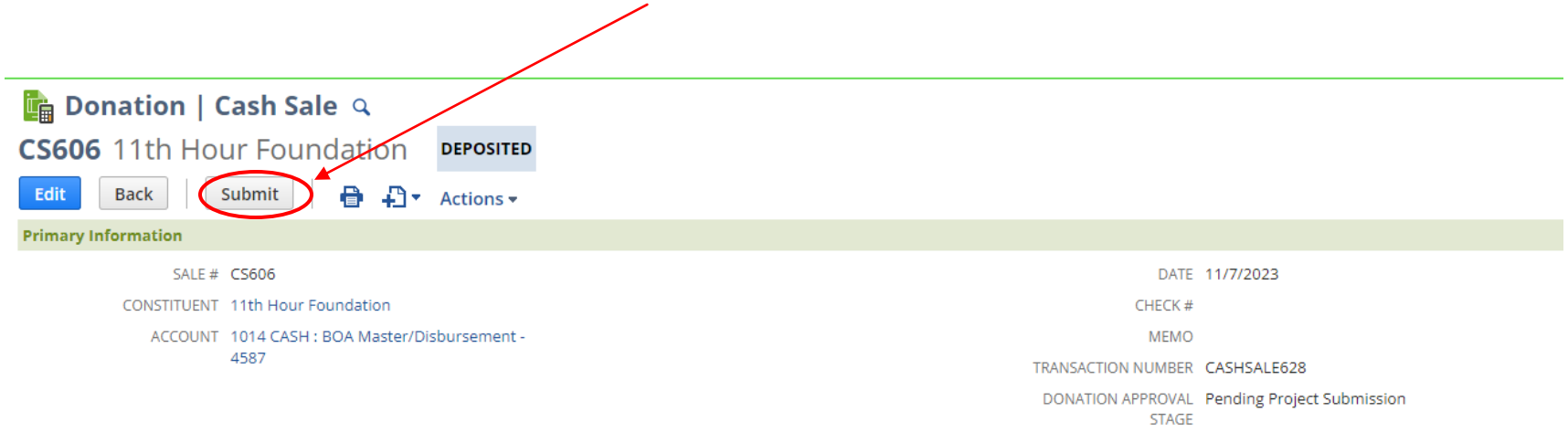
Once you're done making changes, be sure to hit **Save**.



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.

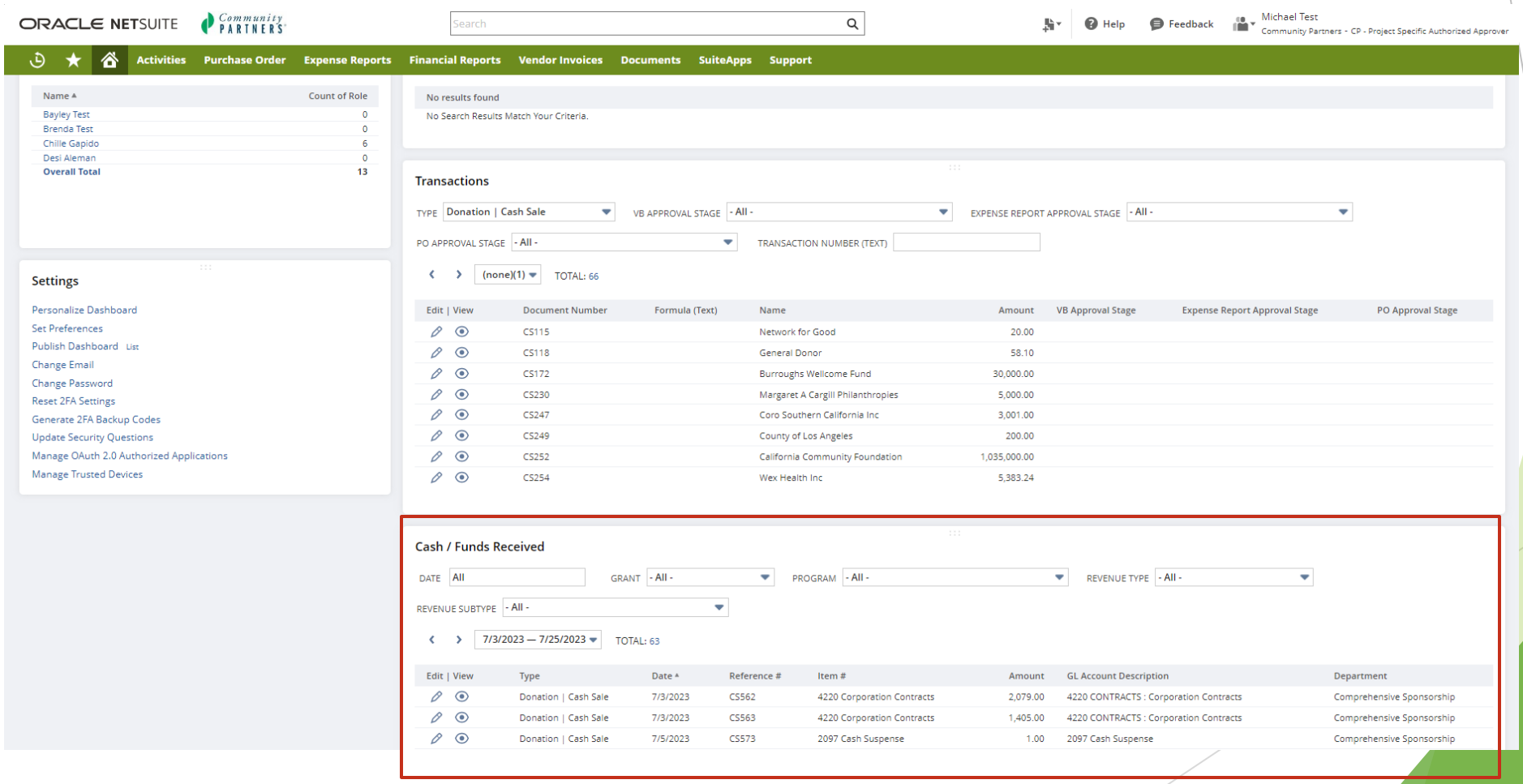


Our GL Accountant will review the change and post it within 24 hours

Viewing the Full Incoming Cash List

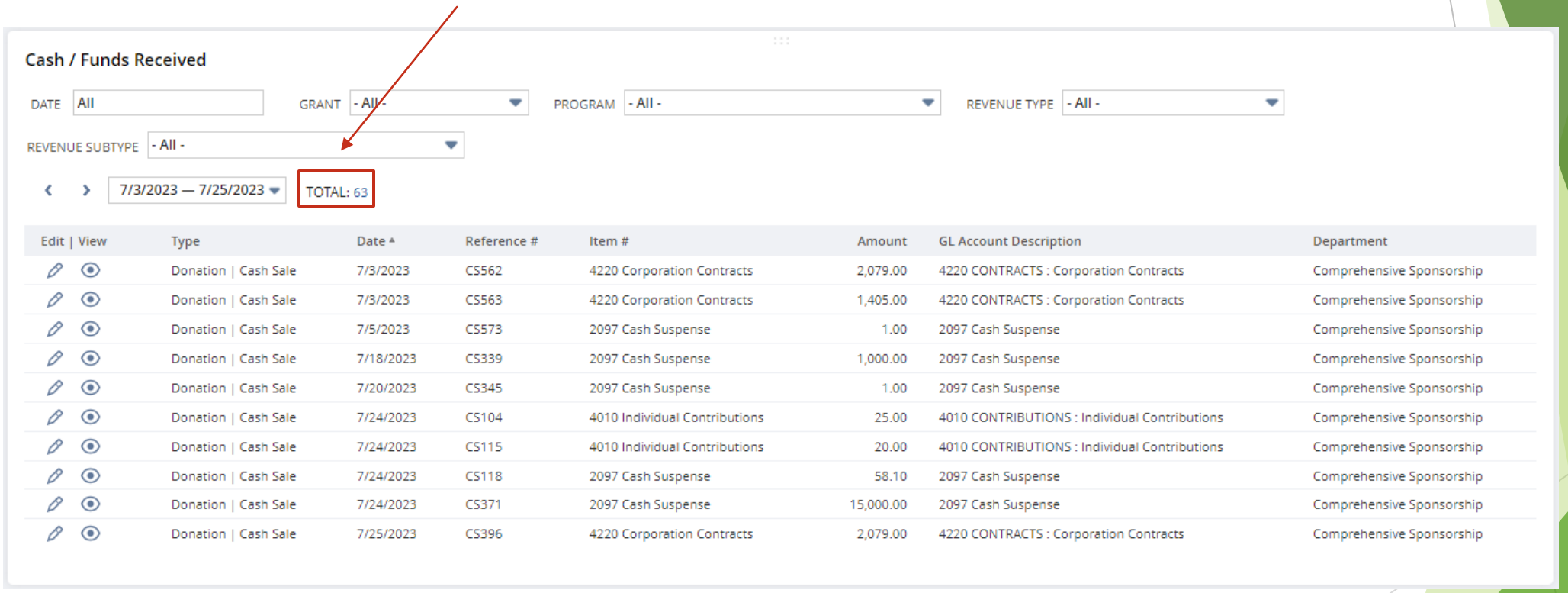
Navigating to View of Cash/Funds Received

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



Verify Accounting Segments

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

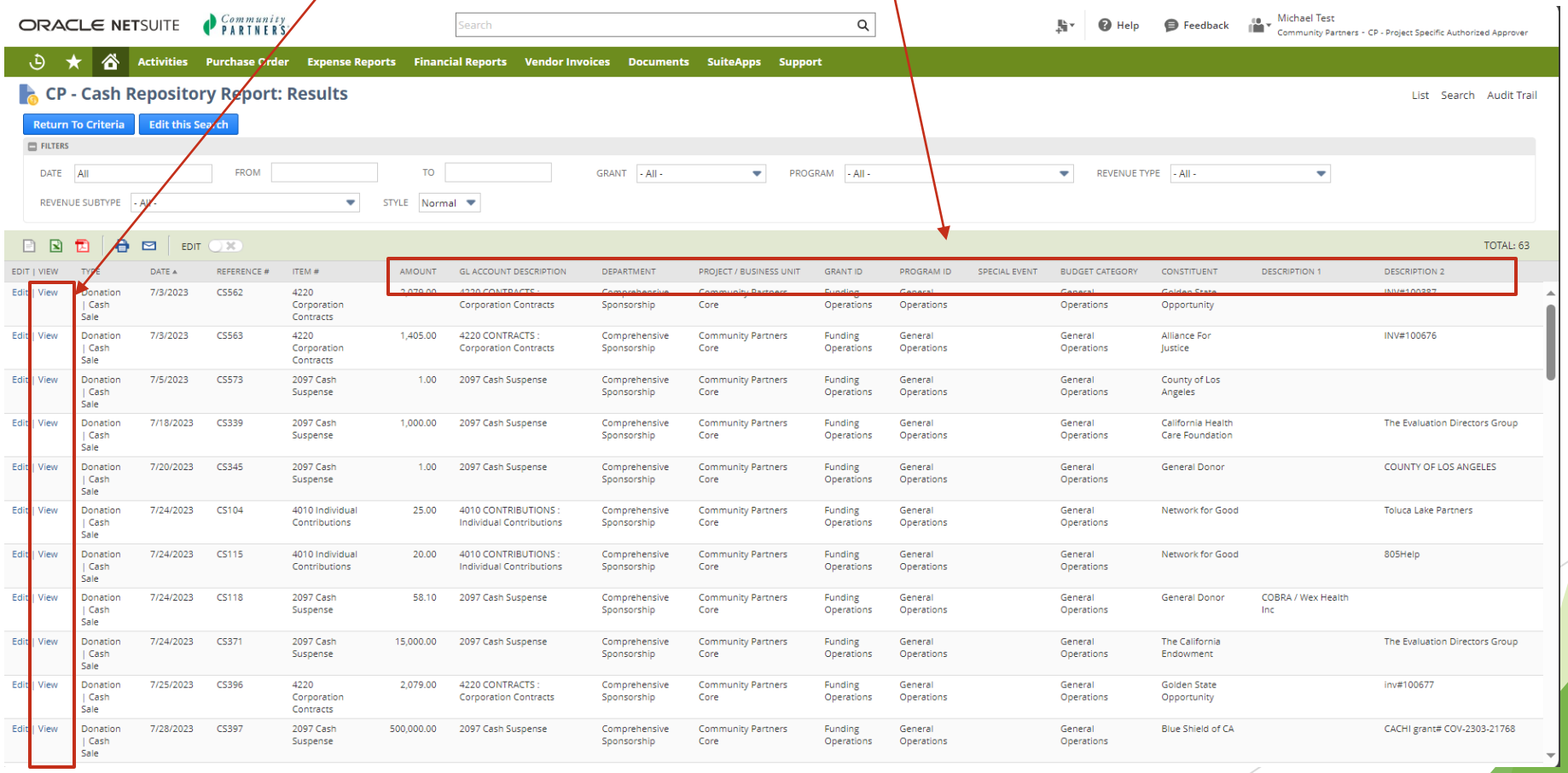


Edit | View	Type	Date	Reference #	Item #	Amount	GL Account Description	Department
	Donation | Cash Sale	7/3/2023	CS562	4220 Corporation Contracts	2,079.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Sponsorship
	Donation | Cash Sale	7/3/2023	CS563	4220 Corporation Contracts	1,405.00	4220 CONTRACTS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

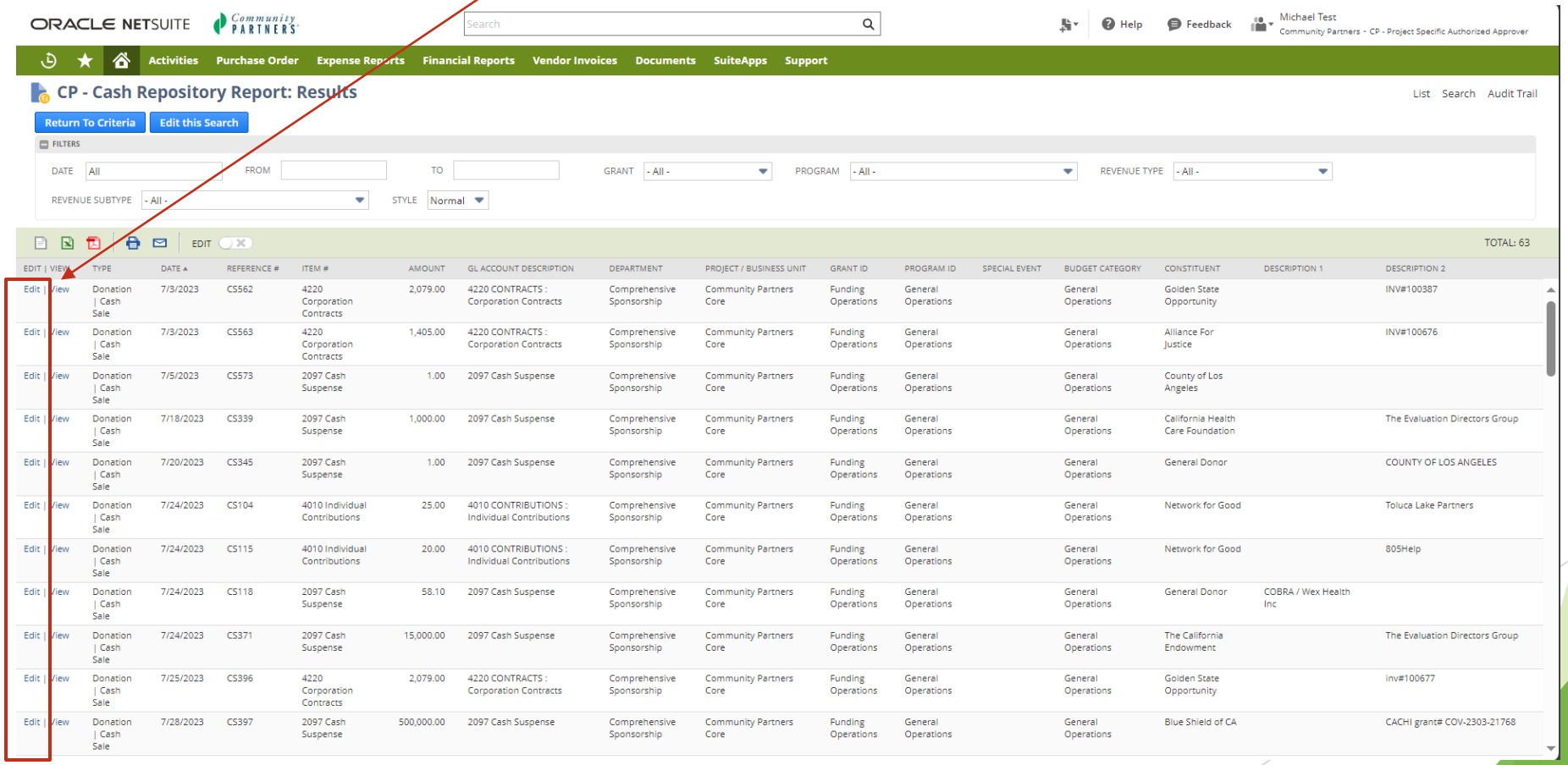
Click here to view an individual record.



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

Navigating to Incoming Cash Record

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



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
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Verify Item, Grant, and Program

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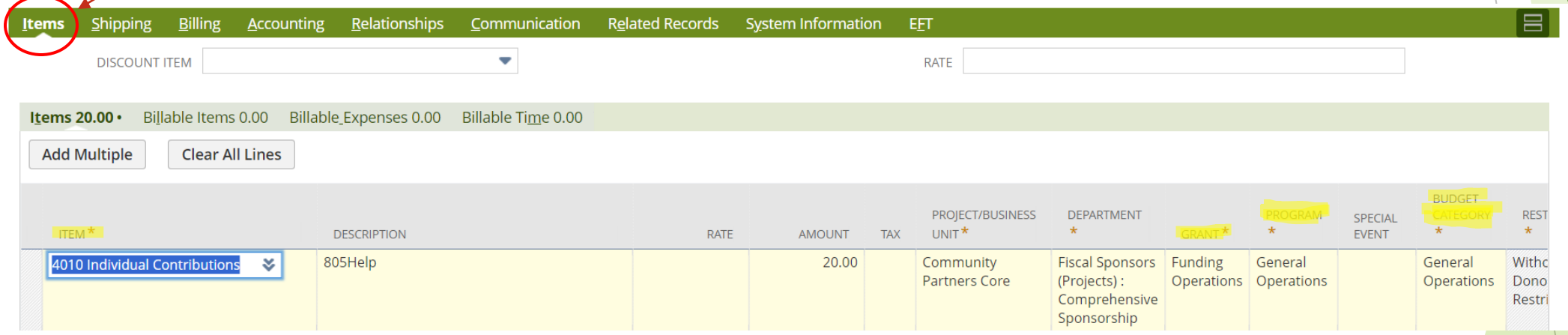

Editing the Incoming Cash Record

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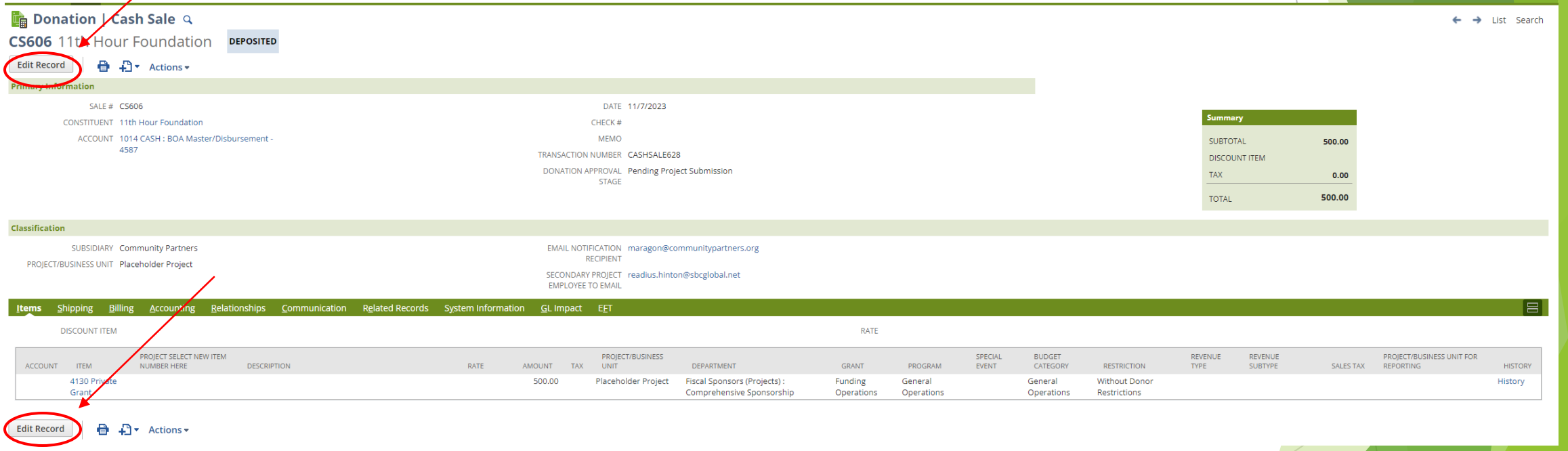

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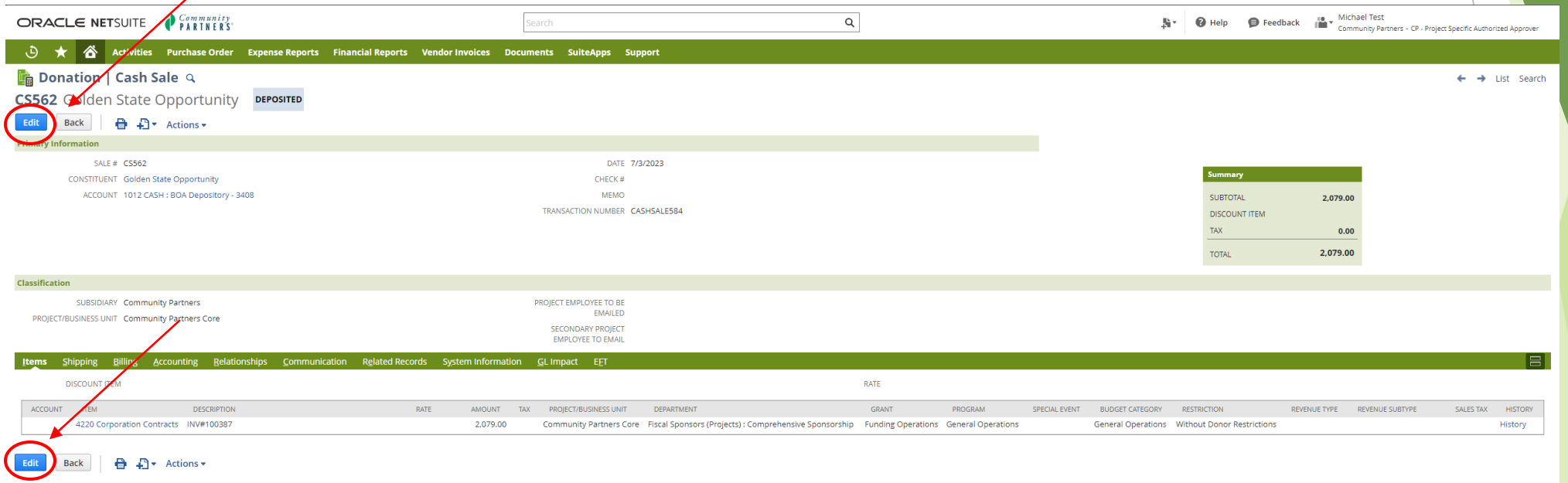

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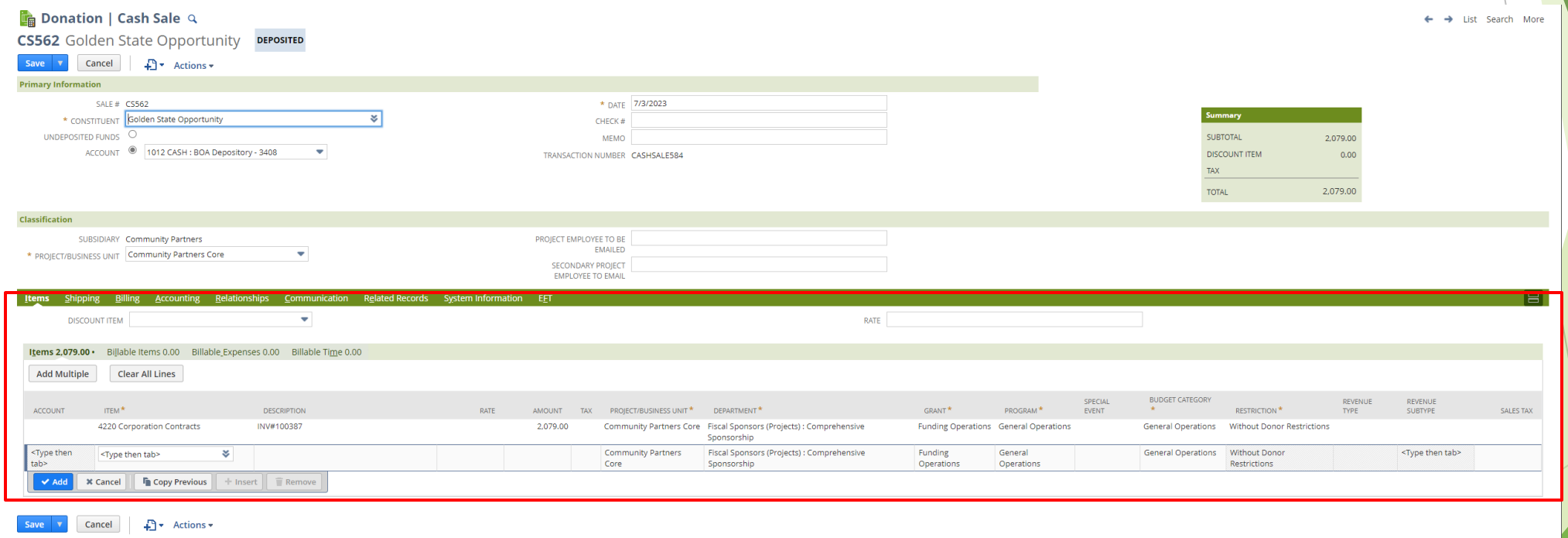

Editing the Incoming Cash Record

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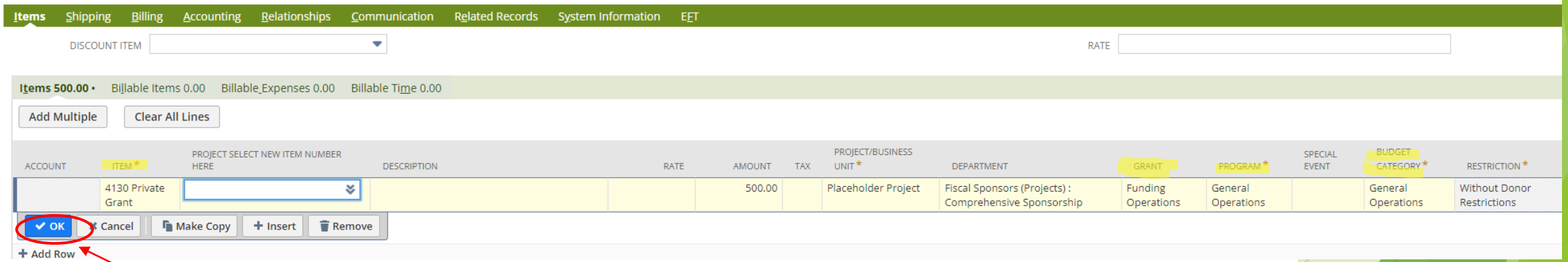
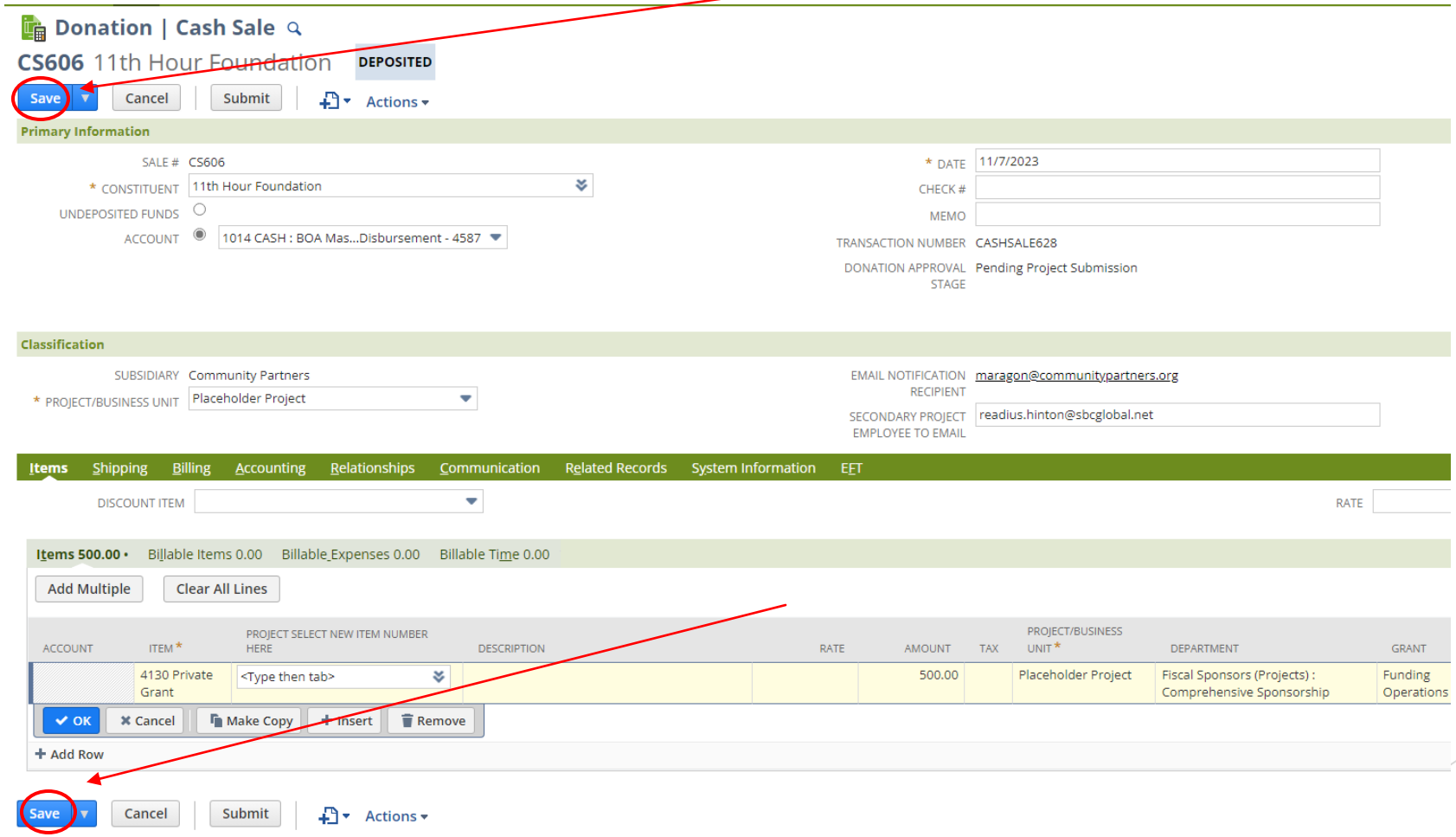
NOTE: If you need to make changes to the **Item**, click on **Project Select New Item Number Here**, and make your requested changes there.



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**.



Editing the Incoming Cash Record

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

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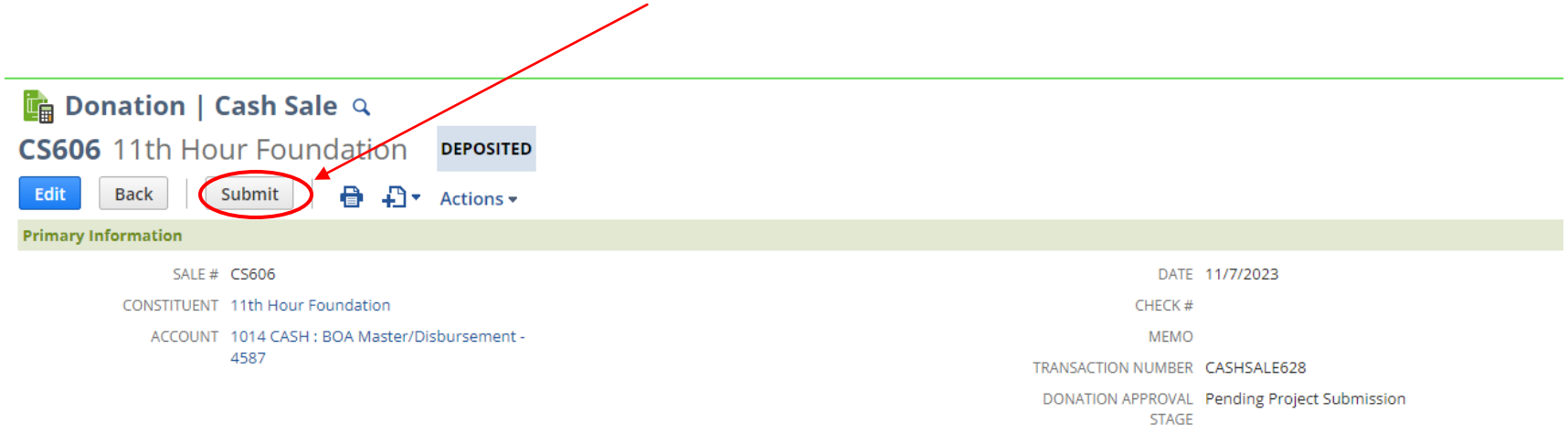
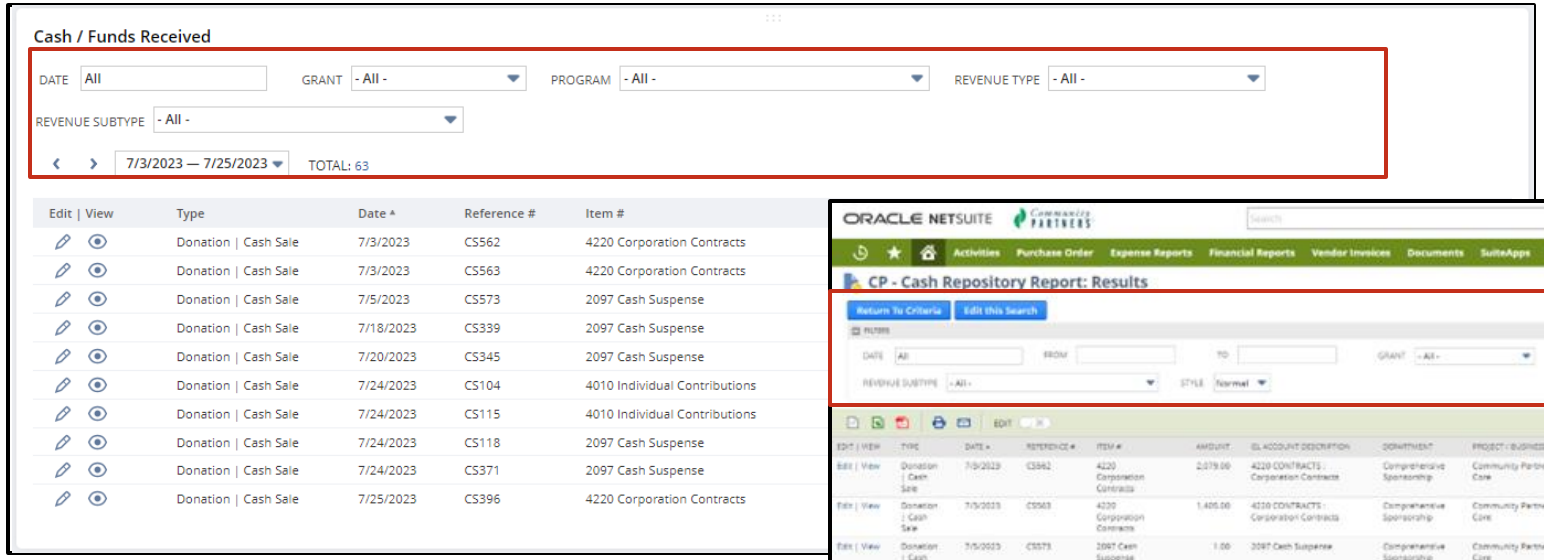


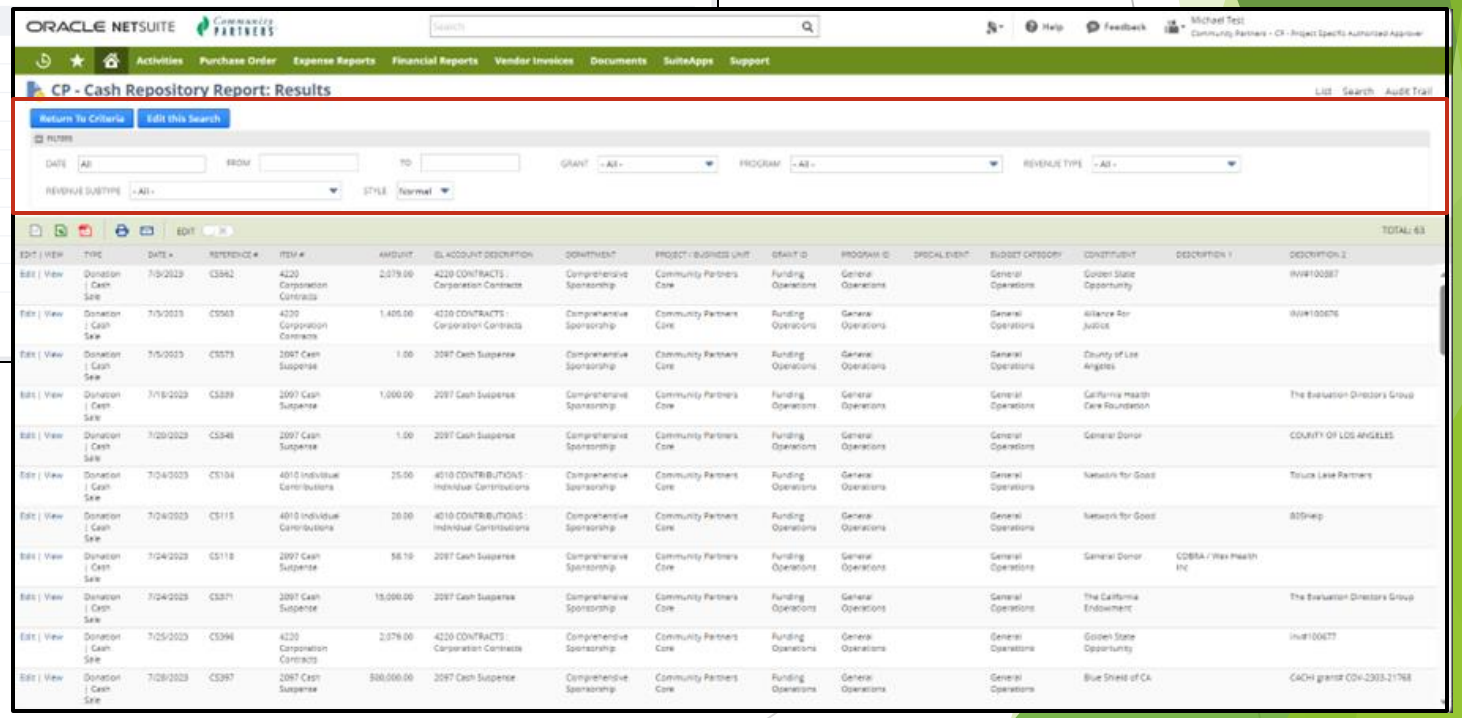
Our GL Accountant will review the change and post it within 24 hours

Using Filters

Finding the Filters on Your Incoming Cash Records

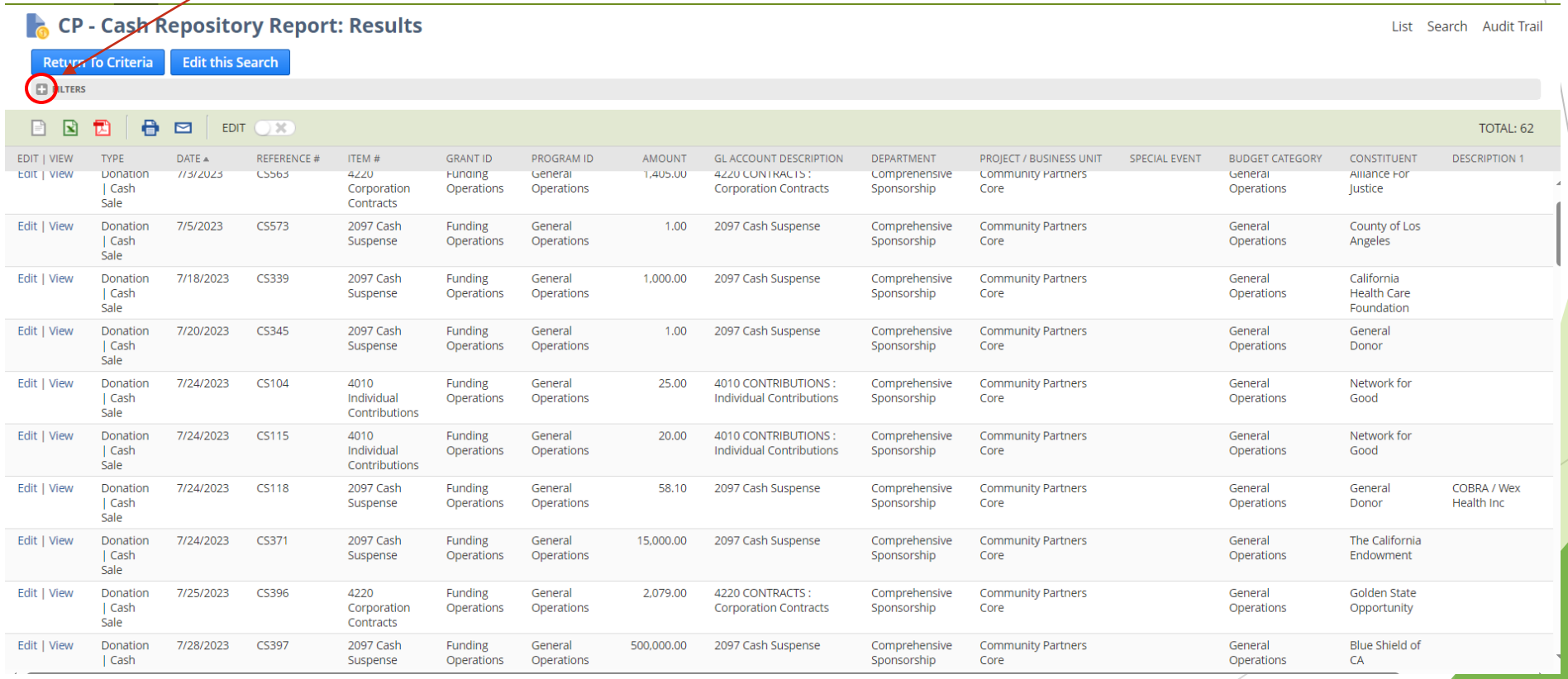
You can use filters from both the portlet on your dashboard, and from the full search view.





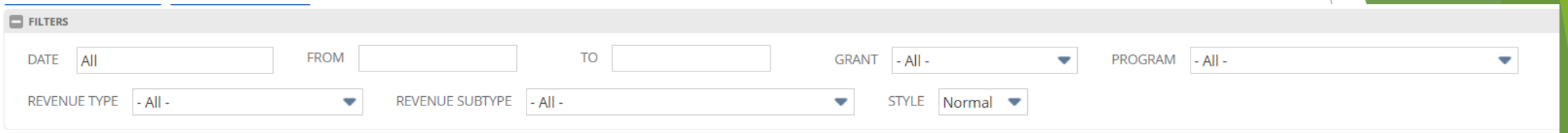
Finding the Filters on Your Incoming Cash Records

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



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



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