





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.

ORACLE NETSUITE	Community PARTNERS		Search				Q		i* 🕜 Help	Feedback Michael Test Community Part	ners - CP - Project Specific Authorized Appr
🕒 ★ 🖀 Activities	Purchase Order	Expense Reports	Financial Reports	Vendor Invoices	Documents S	uiteApps Sup	port				
Name A Bayley Test Brenda Test Chille Gapido		Count of Role 0 0	No results found No Search Results M	Natch Your Criteria.							
Desi Aleman Overall Total		0 13	Transactions								
			TYPE Donation C	ash Sale 🗢	VB APPROVAL ST	AGE - AII -	CTION NUMBER (TEXT)	EXPENSE REPORT A	PPROVAL STAGE - AII		•
Settings			< > (none	e)(1) 🔻 TOTAL: 66							
Personalize Dashboard			Edit View	Document Number	Formula (Te	xt) Name		Amount	VB Approval Stage	Expense Report Approval Stage	PO Approval Stage
Set Preferences			0	CS115		Networ	k for Good	20.00			
Publish Dashboard List			0	CS118		Genera	I Donor	58.10			
Thange Ernan			0	C5172		Burrou	ghs Wellcome Fund	30,000.00			
Reset 2FA Settings			0	C5230		Margar	et A Cargill Philanthropies	5,000.00			
enerate 2FA Backup Codes			0	CS247		Coro So	uthern California Inc	3,001.00			
Jpdate Security Questions			0	C5249		County	of Los Angeles	200.00			
Manage OAuth 2.0 Authorized Applica	tions		0	C5252		Californ	ia Community Foundation	1,035,000.00			
Manage Trusted Devices			Ø	CS254		Wex He	alth Inc	5,383.24			
			Cash / Funds Re	ceived							
			DATE AII		GRANT - All -	•	PROGRAM - All -		REVENUE TYPE	- All - 🔻	
			REVENUE SUBTYPE	- All -		•					
			< > 7/3/2	023 — 7/25/2023 🔻	TOTAL: 63						
			Edit View	Туре	Date *	Reference #	Item #	Amount	GL Account Descrip	tion	Department
			0	Donation Cash Sale	7/3/2023	CS562	4220 Corporation Contracts	2,079.00	4220 CONTRACTS : 0	orporation Contracts	Comprehensive Sponsorship
			0	Donation Cash Sale	7/3/2023	CS563	4220 Corporation Contracts	1,405.00	4220 CONTRACTS : 0	orporation Contracts	Comprehensive Sponsorship

Verify Accounting Segments

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

Cash	/ Fund	ds Received						
DATE	All	GRANT	- All -	•	PROGRAM - All -	•		
REVENU	JE TYPE	- All -	REVENUE	SUBTYPE - All -		•		
<	>	7/3/2023 - 7/25/2023 - TOTA	L: 62					
Edit	View	Туре	Date 🔺	Reference #	ltem #	Grant ID	Program ID	Amount
Ø	۲	Donation Cash Sale	7/3/2023	CS562	4220 Corporation Contracts	Funding Operations	General Operations	2,079.00
Ø	۲	Donation Cash Sale	7/3/2023	CS563	4220 Corporation Contracts	Funding Operations	General Operations	1,405.00
Ø	۲	Donation Cash Sale	7/5/2023	CS573	2097 Cash Suspense	Funding Operations	General Operations	1.00
Ø	۲	Donation Cash Sale	7/18/2023	CS339	2097 Cash Suspense	Funding Operations	General Operations	1,000.00
Ø	۲	Donation Cash Sale	7/20/2023	CS345	2097 Cash Suspense	Funding Operations	General Operations	1.00
Ø	۲	Donation Cash Sale	7/24/2023	CS104	4010 Individual Contributions	Funding Operations	General Operations	25.00
Ø	۲	Donation Cash Sale	7/24/2023	CS115	4010 Individual Contributions	Funding Operations	General Operations	20.00
Ø	۲	Donation Cash Sale	7/24/2023	CS118	2097 Cash Suspense	Funding Operations	General Operations	58.10
Ø	۲	Donation Cash Sale	7/24/2023	CS371	2097 Cash Suspense	Funding Operations	General Operations	15,000.00
Ø	۲	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 Re	eceived						
DATE	All	GRANT	- All -	▼ PF	ROGRAM - All -	•		
REVENU	JE TYPE - AI	I- 🗸	REVENUE SU	IBTYPE - All -	•			
¢	> 7/3/2	2023 - 7/25/2023 - TOTA	L: 62					
	/							
Edit	View	Туре	Date 🔺	Reference #	Item #	Grant ID	Program ID	Amount
Ø	۲	Donation Cash Sale	7/3/2023	CS562	4220 Corporation Contracts	Funding Operations	General Operations	2,079.00
Ø	۲	Donation Cash Sale	7/3/2023	CS563	4220 Corporation Contracts	Funding Operations	General Operations	1,405.00
Ø	۲	Donation Cash Sale	7/5/2023	CS573	2097 Cash Suspense	Funding Operations	General Operations	1.00
Ø	۲	Donation Cash Sale	7/18/2023	CS339	2097 Cash Suspense	Funding Operations	General Operations	1,000.00
Ø	۲	Donation Cash Sale	7/20/2023	CS345	2097 Cash Suspense	Funding Operations	General Operations	1.00
Ø	۲	Donation Cash Sale	7/24/2023	CS104	4010 Individual Contributions	Funding Operations	General Operations	25.00
Ø	۲	Donation Cash Sale	7/24/2023	CS115	4010 Individual Contributions	Funding Operations	General Operations	20.00
Ø	۲	Donation Cash Sale	7/24/2023	CS118	2097 Cash Suspense	Funding Operations	General Operations	58.10
Ø	۲	Donation Cash Sale	7/24/2023	CS371	2097 Cash Suspense	Funding Operations	General Operations	15,000.00
Ø	۲	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



dit 🛛 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 <u>ar@communitypartners.org</u>
- 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.

\frown															
Items	<u>S</u> hipping	<u>B</u> illing	<u>A</u> ccounting	<u>R</u> elationships	<u>C</u> ommunication	R <u>e</u> lated Records	S <u>y</u> stem Informatio	on I	E <u>F</u> T						
\bigcirc	DISCOUN	TITEM			•				RATE						
l <u>t</u> ems Add	20.00 · Bi Multiple	i <u>l</u> lable Items Clear A	0.00 Billab	le_Expenses 0.00	Billable Ti <u>m</u> e 0.00										
п	EM*			DESCRIPTION		RATE	AMOUNT	TAX	PROJECT/BUSINESS UNIT *	DEPARTMENT	GRANT*	PROGRAM *	SPECIAL EVENT	BUDGET CATEGORY *	REST *
40	10 Individual (Contribution	s 😻 8	305Help			20.00		Community Partners Core	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Withc Dono Restri

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

🛅 Donation 🛛 Cash Sale 🔍													← →	List Search
CS606 11t Hour Foundation DEPOSITED														
Edit Record														
Primary Information														
SALE # CS606		D/	ATE 11/7/2023											
CONSTITUENT 11th Hour Foundation		CHEC	K #							Summa	ry			
ACCOUNT 1014 CASH : BOA Master/Disbursement -		ME	MO							SUBTO	TAL	500.00		
4587		TRANSACTION NUME	BER CASHSALE62	8						DISCOU	JNT ITEM			
		DONATION APPROV	VAL Pending Proj	ect Submission						TAX		0.00		
		217								TOTAL		500.00		
Classification														
SUBSIDIARY Community Partners		EMAIL NOTIFICATI	ION maragon@co	mmunitypartners.org										
PROJECT/BUSINESS UNIT Placeholder Project		RECIPIE	ENT											
		SECONDARY PROJI EMPLOYEE TO EM	ECT readius.hinto IAIL	n@sbcglobal.net										
Items Shipping Billing Accounting Relationships Communication Re	elated Records System Inforn	nation <u>G</u> L Impact E <u>F</u> 1	Г											
DISCOUNT ITEM					RATE									
PROJECT SELECT NEW ITEM ACCOUNT ITEM NUMBER HERE DESCRIPTION	RATE	PR AMOUNT TAX UN	OJECT/BUSINESS	DEPARTMENT	GRANT	PROGRAM	SPECIAL	BUDGET CATEGORY	RESTRICTION	REVENUE	REVENUE	SALES TAX	PROJECT/BUSINESS UNIT FOR REPORTING	HISTORY
4130 Private Grant		500.00 Plac	eholder Project	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Without Donor Restrictions					History
Edit Record														

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

					_								
ORACLE NETSUITE PARTNERS		Se	earch	۵				- Hit *	🕜 Help 👂	Feedback 📲	Michael Test Community Partners - CP - P	roject Specific Author	rized Approver
🕒 ★ 🖀 Activities Purchase Order Expense Reports Finar	ncial Reports Vendor I	nvoices Docum	ients SuiteApps Supj	port									
🛅 Donation 🛛 Cash Sale 🔍												← →	List Search
CS562 Golden State Opportunity DEPOSITED													
Edit Back 🖶 🕂 👻 Actions 🗸													
Primary Information													
SALE # CS562			DATE 7/3	/2023									
CONSTITUENT Golden State Opportunity			CHECK #						Summary				
ACCOUNT 1012 CASH : BOA Depository - 3408			MEMO						SUBTOTAL	2	,079.00		
			TRANSACTION NUMBER CAS	HSALE584					DISCOUNT ITE	M			
									TAX		0.00		
									TOTAL	2,	079.00		
Classification													
SUBSIDIARY Community Partners			PROJECT EMPLOYEE TO BE										
PROJECT/BUSINESS UNIT Community Partners Core			EMAILED										
			EMPLOYEE TO EMAIL										
Items Shipping Billing Accounting Relationships Communication	Related Records Syst	em Information	GL Impact EET										
DISCOUNT					RATE								
ACCOUNT TEM DESCRIPTION	RATE	AMOUNT TAX	PROJECT/BUSINESS UNIT	DEPARTMENT	GRANT	PROGRAM	SPECIAL EVENT	BUDGET CATEGORY	RESTRICTION	REVENUE T	YPE 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	(Seneral Operations V	Vithout Donor Restrict	ions			History
Edit Back 🖶 🖨 🕶 Actions -													

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

💼 Donation Cash Sale 🔍								← → List	Search More
CS562 Golden State Opportunity DEPOSITED									
Save V Cancel									
Primary Information									
SALE # CS562	* DATE	7/3/2023			_				
* CONSTITUENT Golden State Opportunity	CHECK #				Sum	mary			
	MEMO				SUBT	TOTAL 2	,079.00		
ACCOUNT 🔍 1012 CASH : BOA Depository - 3408 🔍	TRANSACTION NUMBER	CASHSALE584			DISC	OUNT ITEM	0.00		
					TAX				
					TOTA	AL 2.	079.00		
Classification									
SUBSIDIARY Community Partners	PROJECT EMPLOYEE TO BE								
* PROJECT/BUSINESS UNIT Community Partners Core	EMAILED								
	EMPLOYEE TO EMAIL								
Items Shipping Billing Accounting Relationships Communication Related Re	cords System Information EET								Н
DISCOUNT ITEM		1	ATE						
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 PROJEC	T/BUSINESS UNIT * DEPARTMENT *	GRANT* PROGRAM	* SPECIAL	BUDGET CATEGORY *	RESTRICTION *	REVENUE TYPE	REVENUE SUBTYPE	SALES TAX
4220 Corporation Contracts INV#100387	2.079.00 Commu	nity Partners Core Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations General Op	perations	General Operations	Without Donor Restrictions			
<type tab="" then=""></type>	Commu Core	nity Partners Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding General Operations Operations	5	General Operations	Without Donor Restrictions		<type tab="" then=""></type>	
Add X Cancel Copy Previous + Insert Remove									

ve 🔻 Cancel 🖓 🗣 Actions

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 Ship	ping <u>B</u> illing	<u>A</u> ccounting	<u>R</u> elationships	<u>C</u> ommunication	R <u>e</u> lated Records	S <u>y</u> stem Inform	ation E <u>F</u>	ſ								
DISC	COUNT ITEM			•							RA	ATE				
l <u>t</u> ems 500.00	• Bi <u>l</u> lable Iter	ms 0.00 Billab	le_Expenses 0.00	Billable Ti <u>m</u> e 0.00												
Add Multip	Clear /	All Lines														
ACCOUNT	ITEM *	PROJECT SELEC	CT NEW ITEM NUMBER	DESCRIPTION			RATE	AMOUNT	TAX	PROJECT/BUSINESS	DEPARTMENT	GRANT	PROGRAM *	SPECIAL EVENT	BUDGET CATEGORY*	RESTRICTION *
	4130 Private Grant			×				500.00		Placeholder Project	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Without Donor Restrictions
• ок	Cancel	Make Copy	+ Insert	move												
+ Add Row	Be su	are to c	lick Save	after yo	u have m	ade any	' chan	ges.								

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

ኩ Donation Cash Sale 🔍					
CS606 11th Hour Foundation DEPOSITED					
Save Cancel Submit 🖓 🕶 Actions 🗸					
Primary Information					
SALE # CS606		* DATE	11/7/2023		
* CONSTITUENT 11th Hour Foundation	*	CHECK #			
		MEMO			
ACCOUNT 🔍 1014 CASH : BOA MasDisbursement - 4587 🔻		TRANSACTION NUMBER	CASHSALE628		
		DONATION APPROVAL	Pending Project Submission		
		STAGE			
Classification					
SUBSIDIARY Community Partners		EMAIL NOTIFICATION RECIPIENT	maragon@communitypartner	s.org	
* PROJECT/BUSINESS UNIT Placeholder Project		SECONDARY PROJECT	readius.hinton@sbcglobal.ne	t	
		EMPLOYEE TO EMAIL			
Items Shipping Billing Accounting Relationships Communication R	Related Records System Information	E <u>F</u> T			
DISCOUNT ITEM				RAT	re l
Items 500.00 • Billable Items 0.00 Billable_Expenses 0.00 Billable Time 0.00					
Add Multiple Clear All Lines					
PROJECT SELECT NEW ITEM NUMBER			PROJECT/BUSINESS	DED ADTA (ENT	CONT
	F	ATE AMOUNT	Rischolder Project	DEPARTMENT	GRANT
Grant		500.00	Flaceholder Froject	Comprehensive Sponsorship	Operations
✓ OK X Cancel Insert Tremove					
+ Add Row					
Cancel Submit De Aut					
Submit Actions -					

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.

ORACLE NETSUITE	Community PARTNERS		Search			Q	1	Help	Feedback	l Test ity Partners - CP - Project Specific Authorized Approve
🕒 ★ 🖀 Activities	Purchase Order	Expense Reports	Financial Reports	Vendor Invoices	Documents SuiteAp	ps Support				
Name A Bayley Test Brenda Test Chille Gapido Desi Aleman Overall Total		Count of Role 0 0 6 1 3	No results found No Search Results Transactions	Match Your Criteria.		п.			п.	•
Settings			PO APPROVAL STAG	e - All -		TRANSACTION NUMBER (TEXT)				
Personalize Dashboard			Edit View	Document Number	Formula (Text)	Name	Amount	VB Approval Stage	Expense Report Approval	Stage PO Approval Stage
Set Preferences				CS115		Network for Good	20.00			
Publish Dashboard List			0	CS118		General Donor	58.10			
Change Email			0	CS172		Burroughs Wellcome Fund	30,000.00			
Change Password Reset 2FA Settings			0	CS230		Margaret A Cargill Philanthropies	5,000.00			
Generate 2FA Backup Codes			0	C5247		Coro Southern California Inc	3,001.00			
Update Security Questions			0	C5249		County of Los Angeles	200.00			
Manage OAuth 2.0 Authorized Appli	cations		0 💿	C5252		California Community Foundation	1,035,000.00			
Manage Trusted Devices			0 💿	CS254		Wex Health Inc	5,383.24			
			Cash / Funds R	eceived						
				- All -	GRANT - AII -	PROGRAM - All -		REVENUE TYPE	PE - All -	•
			DATE AII REVENUE SUBTYPE	- All - 2023 — 7/25/2023 ▼	GRANT - All -	PROGRAM - All -		REVENUE TYPE	- All -	•
			DATE AII REVENUE SUBTYPE	- All - 2023 — 7/25/2023 V Type	GRANT - All - TOTAL: 63 Date A Ref	PROGRAM - All -	Amount	REVENUE TYP GL Account Descr	PE - All -	▼ Department
			DATE All REVENUE SUBTYPE C > 7/3/ Edit View C O	- All - 2023 — 7/25/2023 ♥ Type Donation Cash Sale	GRANT -All - TOTAL: 63 Date A Ret 7/3/2023 CS:	PROGRAM - All - ference # Item # fee 4220 Corporation Contra	Amount cts 2,079.00	REVENUE TYP GL Account Descr 4220 CONTRACTS	PE All -	Department Comprehensive Sponsorship
			DATE AII REVENUE SUBTYPE C > 7/3/ Edit View P O O O	- All - 2023 — 7/25/2023 Type Donation Cash Sale Donation Cash Sale	GRANT -All - TOTAL: 63 Date A Ref 7/3/2023 CS: 7/3/2023 CS:	PROGRAM - All - Item # feence # Item # feec. 4220 Corporation Contra 663 4220 Corporation Contra	Amount cts 2,079.00 cts 1,405.00	REVENUE TYP GL Account Desci 4220 CONTRACTS 4220 CONTRACTS	PE All Iption Corporation Contracts Corporation Contracts	Department Comprehensive Sponsorship 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.



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.

C	lic	k her	e to	view	an inc	lividu	al record.									
0	RAC	LE NETS		Community PARTNER	s		Search			Q			Help	Feedback	Michael Test Community Partners -	CP - Project Specific Authorized Approver
ز	9 🖌	۸ 🏠 ۲	ctivities I	Purchase Orde	er Expense Rep	orts Financi	ial Reports Vendor Invo	ices Document	s SuiteApps Suppo	ort						
	CP -	Cash Re	positor	y Report:	Results											List Search Audit Trail
F	Return 1	To Criteria	Edit this Sea	ch												
	FILTERS		_ /													
	DATE	All	/	FROM		то		GRANT - All -	▼ PROC	SRAM - All -			REVENUE TY	PE - All -	•	
	REVENU	E SUBTYPE - A			•	STYLE Norma	al 🔻									
P	N		EDIT	(X)							•					TOTAL: 63
EDIT	VIEW	TYPE	DATE A	REFERENCE #	ITEM #	AMOUNT	GL ACCOUNT DESCRIPTION	DEPARTMENT	PROJECT / BUSINESS UNIT	GRANT ID	PROGRAM ID S	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	Sponsorship	Community Partners Core	Suppling Operations	Operations		Operations	Opportunity		INIV#100297
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. Michael Test ORACLE NETSUITE Q 😮 Help 👂 Feedback 🏰 Community Partners - CP - Project Specific Authorized Approve 🔏 Activities Purchase Order Expense Reparts Financial Reports Vendor Invoices Documents SuiteApps Support CP - Cash Repository Report: Results List Search Audit Trail Return To Criteria Edit this Search FILTERS GRANT - All -DATE AII FROM то PROGRAM - All -REVENUE TYPE - All -• REVENUE SUBTYPE - All -STYLE Normal 🔻 TOTAL: 63 A. EDIT EDIT I VIE TYPE DATE A REFERENCE # ITEM # GL ACCOUNT DESCRIPTION DEPARTMENT PROJECT / BUSINESS UNIT SPECIAL EVENT BUDGET CATEGORY CONSTITUEN DESCRIPTION 2 AMOUNT GRANT ID PROGRAM ID Donation 7/3/2023 CS562 4220 2,079.00 4220 CONTRACTS : INV#100387 Edit ew Comprehensive Community Partners Funding General General Golden State I Cash Corporation Contracts Operations Corporation Sponsorship Core Operations Operations Opportunity Sale Contracts Edit Donatio 7/3/2023 CS563 4220 1.405.00 4220 CONTRACTS : Comprehensive **Community Partners** Funding General General Alliance For INV#100676 l Cash Corporation Corporation Contracts Sponsorship Operations Operation Justice Core Operations Sale Contracts Edit Donation 7/5/2023 CS573 2097 Cash 1.00 2097 Cash Suspense Comprehensive Community Partners Funding General General County of Los ew I Cash Suspense Sponsorship Core Operations Operations Operations Angeles Sale Edit Donation 7/18/2023 CS339 2097 Cash 1.000.00 2097 Cash Suspense Comprehensive **Community Partners** Funding General General California Health The Evaluation Directors Group ew I Cash Sponsorship Core Operations Operations Operations Care Foundation Suspense Sale Edit Donation 7/20/2023 CS345 2097 Cash 1.00 2097 Cash Suspense Comprehensive Community Partners Funding General General General Donor COUNTY OF LOS ANGELES Cash Suspense Sponsorship Core Operations Operations Operations Sale Edit 4010 CONTRIBUTIONS : Donatio 7/24/2023 CS104 4010 Individual 25.00 Community Partners General General Network for Good Toluca Lake Partners Comprehensive Funding I Cash Contributions Individual Contributions Sponsorship Core Operations Operations Operations Sale 4010 CONTRIBUTIONS Edit Donation 7/24/2023 CS115 4010 Individual 20.00 Comprehensive **Community Partners** Funding General General Network for Good 805Help ew | Cash Contributions Individual Contributions Sponsorship Core Operations Operations Operations Sale Edit Donatio 7/24/2023 CS118 2097 Cash 58.10 2097 Cash Suspense Comprehensive **Community Partners** Funding General General General Donor COBRA / Wex Health | Cash Suspense Sponsorship Core Operations Operations Operations Sale Edit 7/24/2023 CS37 2097 Cash 15.000.00 2097 Cash Suspense Community Partners General The California The Evaluation Directors Group ew Donation Comprehensive Funding General I Cash Suspense Sponsorship Core Operations Operations Operations Endowment Sale Edit Donation 7/25/2023 CS396 4220 2,079.00 4220 CONTRACTS : Comprehensive **Community Partners** General General Golden State inv#100677 Funding l Cash Corporation Corporation Contracts Sponsorship Core Operations Operations Operations Opportunity Sale Contracts Edit Donation 7/28/2023 CS397 2097 Cash 500,000.00 2097 Cash Suspense Comprehensive Community Partners Funding General General Blue Shield of CA CACHI grant# COV-2303-21768 Cash Operations Suspense Sponsorship Core Operations Operations Sale

Verify Item, Grant, and Program

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

\frown															
Items	<u>S</u> hipping	<u>B</u> illing	<u>A</u> ccounting	<u>R</u> elationships	<u>C</u> ommunication	R <u>e</u> lated Records	S <u>y</u> stem Informatio	on I	E <u>F</u> T						
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п	EM*			DESCRIPTION		RATE	AMOUNT	TAX	PROJECT/BUSINESS UNIT *	DEPARTMENT	GRANT*	PROGRAM *	SPECIAL EVENT	BUDGET CATEGORY *	REST *
40	10 Individual (Contribution	s 😻 8	305Help			20.00		Community Partners Core	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Withc Dono Restri

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

🛅 Donation 🛛 Cash Sale 🔍													← →	List Search
CS606 11t Hour Foundation DEPOSITED														
Edit Record														
Primary Information														
SALE # CS606		D/	ATE 11/7/2023											
CONSTITUENT 11th Hour Foundation		CHEC	K #							Summa	ry			
ACCOUNT 1014 CASH : BOA Master/Disbursement -		ME	MO							SUBTO	TAL	500.00		
4587		TRANSACTION NUME	BER CASHSALE62	8						DISCOU	JNT ITEM			
		DONATION APPRO	VAL Pending Proj	ect Submission						TAX		0.00		
		212								TOTAL		500.00		
Classification														
SUBSIDIARY Community Partners		EMAIL NOTIFICATI	ION maragon@co	mmunitypartners.org										
PROJECT/BUSINESS UNIT Placeholder Project		RECIPIE	ENT											
		SECONDARY PROJE EMPLOYEE TO EM	ECT readius.hinto IAIL	n@sbcglobal.net										
Items Shipping Billing Accounting Relationships Communication Re	elated Records System Inforn	nation <u>G</u> L Impact E <u>F</u> T	Г											
DISCOUNT ITEM					RATE									
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4130 Private Grant		500.00 Plac	eholder Project	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Without Donor Restrictions					History
Edit Record														

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

					_								
ORACLE NETSUITE PARTNERS		Se	earch	۵				- Hit *	🕜 Help 👂	Feedback 📲	Michael Test Community Partners - CP - P	roject Specific Author	rized Approver
🕒 ★ 🖀 Activities Purchase Order Expense Reports Finar	ncial Reports Vendor I	nvoices Docum	ients SuiteApps Supj	port									
🛅 Donation 🛛 Cash Sale 🔍												← →	List Search
CS562 Golden State Opportunity DEPOSITED													
Edit Back 🖶 🕂 👻 Actions 🗸													
Primary Information													
SALE # CS562			DATE 7/3	/2023									
CONSTITUENT Golden State Opportunity			CHECK #						Summary				
ACCOUNT 1012 CASH : BOA Depository - 3408			MEMO						SUBTOTAL	2	,079.00		
			TRANSACTION NUMBER CAS	HSALE584					DISCOUNT ITE	M			
									TAX		0.00		
									TOTAL	2,	079.00		
Classification													
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PROJECT/BUSINESS UNIT Community Partners Core			EMAILED										
			EMPLOYEE TO EMAIL										
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ACCOUNT TEM DESCRIPTION	RATE	AMOUNT TAX	PROJECT/BUSINESS UNIT	DEPARTMENT	GRANT	PROGRAM	SPECIAL EVENT	BUDGET CATEGORY	RESTRICTION	REVENUE T	YPE 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	(Seneral Operations V	Vithout Donor Restrict	ions			History
Edit Back 🖶 🖨 🕶 Actions -													

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

									1
💼 Donation Cash Sale 🔍								← → List	Search More
CS562 Golden State Opportunity DEPOSITED									
Save V Cancel									
Primary Information									
SALE # CS562	* DATE	7/3/2023			_				
* CONSTITUENT Golden State Opportunity	CHECK #				Sum	mary			
UNDEPOSITED FUNDS	MEMO				SUB	TOTAL	2,079.00		
ACCOUNT 🔍 1012 CASH : BOA Depository - 3408 🔹	TRANSACTION NUMBER	CASHSALE584			DISC	OUNT ITEM	0.00		
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					TOT	AL 2	,079.00		
Classification									
SUBSIDIARY Community Partners	PROJECT EMPLOYEE TO BE								
* PROJECT/BUSINESS UNIT Community Partners Core	EMAILED								
	EMPLOYEE TO EMAIL								
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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 PROJEC	T/BUSINESS UNIT * DEPARTMENT *	GRANT* PROGRAM	* SPECIAL EVENT	BUDGET CATEGORY *	RESTRICTION *	REVENUE TYPE	REVENUE SUBTYPE	SALES TAX
4220 Corporation Contracts INV#100387	2.079.00 Commu	nity Partners Core Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations General O	perations	General Operations	Without Donor Restriction	5		
<type tab="" then=""></type>	Commu Core	nity Partners Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding General Operations Operation	s	General Operations	Without Donor Restrictions		<type tab="" then=""></type>	
Add X Cancel Copy Previous + Insert Remove									

ve 🔻 Cancel 🖓 🗣 Actions

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 Ship	ping <u>B</u> illing	<u>A</u> ccounting	<u>R</u> elationships	<u>C</u> ommunication	R <u>e</u> lated Records	S <u>y</u> stem Inform	ation E <u>F</u>	ſ								
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l <u>t</u> ems 500.00	• Bi <u>l</u> lable Iter	ms 0.00 Billab	le_Expenses 0.00	Billable Ti <u>m</u> e 0.00												
Add Multip	Clear /	All Lines														
ACCOUNT	ITEM *	PROJECT SELEC	CT NEW ITEM NUMBER	DESCRIPTION			RATE	AMOUNT	TAX	PROJECT/BUSINESS	DEPARTMENT	GRANT	PROGRAM*	SPECIAL EVENT	BUDGET CATEGORY*	RESTRICTION *
	4130 Private Grant			×				500.00		Placeholder Project	Fiscal Sponsors (Projects) : Comprehensive Sponsorship	Funding Operations	General Operations		General Operations	Without Donor Restrictions
• ок	Cancel	Make Copy	+ Insert	move												
+ Add Row	Be su	are to c	lick Save	after yo	u have m	ade any	' chan	ges.								

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

Constitution Cash Sale Constitution Deposited Save Cancel Submit Cancel Submit Cancel	
CS606 11th Hour Eoundation DEPOSITED Save Cancel Submit Actions Primary Information SALE # CS606 CONSTITUENT 11th Hour Foundation CONSTITUENT 11th Hour Foundation ACCOUNT © 1014 CASH : BOA MasDisbursement - 4587 Classification SUBSIDIARY Community Partners SUBSIDIARY Community Partners SUBSIDIAR	
Save Cancel Submit Actions + Primary Information SALE # CS606 * CONSTITUENT 11th Hour Foundation * CONSTITUENT 11th Hour Foundation WDEPOSITED FUNDS ACCOUNT 1014 CASH: BOA MasDisbursement - 4587 TRANSACTION NUMBER CASH5ALE628 DONATION APPROVAL Pending Project Submission STAGE SUBSIDIARY Community Partners EMAIL NOTIFICATION MEMOL MEMOL SUBSIDIARY Community Partners EMAIL NOTIFICATION Margon@communitypartners.org RECIPIENT	
SALE # CS606 * DATE 11/7/2023 * CONSTITUENT 11th Hour Foundation CHECK #	
SALE # C5606 * DATE 11/7/2023 * CONSTITUENT 11th Hour Foundation CHECK #	
CONSTITUENT 11th Hour Foundation CHECK # MEMO ACCOUNT INIT HOUR CASH : BOA MasDisbursement - 4587 TRANSACTION NUMBER ACCOUNT INIT ACCOUNT ACCOUNT INIT ACCOUNT INIT ACCOUNT INIT ACCOUNT INIT ACCOUNT INIT A	
UNDEPOSITED FUNDS O MEMO ACCOUNT © 1014 CASH : BOA MasDisbursement - 4587 T MEMO Classification Classification SUBSIDIARY Community Partners t account of the project of the proje	
ACCOUNT	
Classification SUBSIDIARY Community Partners EMAIL NOTIFICATION maragon@communitypartners.org RECIPIENT Placeholder Project	
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SUBSIDIARY Community Partners EMAIL NOTIFICATION maragon@communitypartners.org	
SECONDARY PROJECT readius.hinton@sbcglobal.net	
EMPLOYEE TO EMAIL	
Items Shipping Billing Accounting Relationships Communication Related Records System Information EET	
DISCOUNT ITEM	
Items 500.00 · Billable Items 0.00 Billable_Expenses 0.00 Billable Time 0.00	
Add Multiple Clear All Lines	
PROJECT SELECT NEW ITEM NUMBER PROJECT/BUSINESS ACCOUNT ITEM * HERE DESCRIPTION BATE AMOUNT TAX UNIT * DEPARTMENT GR	NT
4130 Private Stype then table \$ 500.00 Placeholder Project Fiscal Sponsors (Projects) : Function	ing
Grant Comprehensive Sponsorship Ope	ations
✓ OK ★ Cancel ▲ Make Copy ▲ Insert ■ Remove	
+ Add Row	
Save y Cancel Submit Actions	

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

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 AII	GRA	ANT - AII -	•	PROGRAM - AII -		-	REVENUE	TYPE - All	-		•									
REVENUE SUBTYP	E - All -		-																	
	3/2023 — 7/25/2023 🔻 TC)TAL: 63																		
Edit View	Туре	Date *	Reference #	Item #	ORA	CLE NET	SUITE	Commani	5		Search			Q			5- O Help	P feetback	Michael Test	- CR - Respect Specific Automation Approved
0	Donation Cash Sale	7/3/2023	CS562	4220 Corporation Contracts	. O	* 6	Activities	Purchase On	er Expense Rep	orts Financ	ial Reports Vendor Im	nices Document	is SuiteApps Supp	art						
0	Donation Cash Sale	7/3/2023	CS563	4220 Corporation Contracts	E CP	- Cash R	eposito	v Report	: Results	1000				1.11						List Search Audit Trail
0	Donation Cash Sale	7/5/2023	CS573	2097 Cash Suspense	Record	Tu Criteria	Edit this Se	nersh												
0	Donation Cash Sale	7/18/2023	CS339	2097 Cash Suspense	C num															
0	Donation Cash Sale	7/20/2023	CS345	2097 Cash Suspense	D476	All		480M		70		- AL-	• 110	-A1-			· REVENUE T	- 15A -		
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0	Donation Cash Sale	7/24/2023	CS115	4010 Individual Contributions	0.0	6 0	ED EDIT	010												TOTAL: 63
0	Donation Cash Sale	7/24/2023	CS118	2097 Cash Suspense	12+2 (VEH	TOC	DATE +		175V #	AMERICA	ELACODUNT DESCRIPTION	DOM/TWENT	PROJECT - BUSINESS UNIT	OTANT D	PRODUMIC	DISCHERING !!	BUDDET C/7000P/	CONSTITUTION	osocimen i	00000001
0	Donation Cash Sale	7/24/2023	CS371	2097 Cash Suspense	Edit Vew	Dunation Certh	7/9/2029	(3582	4220 Carponetan	2,079.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Spontcombip	Community Partners Core	Funding Operations	General Operations		General Operations	Gorden State Opportunity		evv#100587
0	Donation Cash Sale	7/25/2023	CS396	4220 Corporation Contracts	Fair View	Donation 2 Cash Sale	7/5/2023	C\$563	4220 Corporation Contracts	1,405.00	4010 CONTRACTS - Cerporation Contracts	Comprehensive Sporsorahip	Community Partners Core	Aunding Operations	General Operations		General Operations	Altanza for Judica		0/0#100676
					Edit (View	Donation Cash Sele	7/5/2525	C1573	2097 Cesti Suspense	1.00	2097 Cech Suspense	Сотратители Бротвототр	Community Partners Core	Runding Operations	General Operations		General Operations	County of Lot Argeles		6
					Bulty (Missiv	Dunation Cetth Safe	3/18/2023	C5329	2097 Cash Suspense	1,000.00	2007 Cesh Suiperse	Comprehensive Spansorship	Community Partners Core	Funding Operations	General Operations		Generál Operations	Getterne Heath Cere Roundetion		The Brailwaison Directors Group
					Ball Vanv	Dunation Cesh Sale	3/20/0029	CS348	2097 Cash Suspense	1.00	2097 Cash Suspense	Comprehensive Sporecramp	Community Partners Core	Punding Operations	General Operations		Ceneral Operations	General Donor		COUNTY OF LOS ANGELES
					Edit / Vew	Donation Cash Sale	7/24/3023	C\$104	4010 Individual Contributiona	25:00	4010 CONTRIBUTIONS - Individual Contributions	Comprehensive Sportsorphip	Community Partners Core	Runding Operations	General Operations		General Operations	Network for Goald		Touca Lete Partners
					Ealt View	Donation 1 Gain Sale	7/24/2023	CELLE	4010 Individue Carenovitoria	20.00	4010 CONTRIBUTIONS : Individual Contributions	Comprehendue Sporsorship	Community Partners Core	Runding Operations	General Operaciona		General Operations	Network for Goost		A00-ep
					Balls (Maree	Dunation Cest Sale	7/24/2023	65118	2097 Cash Sutpense	56.10	2097 Cash Syspense	Comprehenaive Sponsorstrip	Community Partners Core	Punding Operations	General Operations		General Operations	Sameral Domor	COBIA / Wax Mealth INC	
					Bidts View	Danation Cestr. Sale	7/24/2025	G371	3097 Cash Suspense	15,000.00	2017 Cesh Susperae	Comprehensive Sportsorship	Community Partners Core	Funding Operations	General Operations		General Operations	the California Endowment		The Evoluation Directory Group
					Edit. (Vesir	Donation Cash Sale	7/25/2023	C5394	4220 Corporation Contracts	2,076.00	4220 CONTRACTS : Corporation Contracts	Comprehensive Sportsprytkip	Community Partners Core	Aunding Operations	Ceneral Operations		General Operationa	Godel State Opportunity		inu#100677
					Edit Vew	Donation Cash Sale	7/28/2028	C5387	2097 Cest Suspense	500,000.00	2097 Cesh Suspense	Comprehendive Sponkorsmip	Community Partners Core	Funding Operations	General Operations		General Operations	Bue Sheld of CA		CACHI granit (20-2983-21768

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

Return To Criteria

<u> </u>														
	🔁 🛛 🖨	EDIT	r 🔿 🗙											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
Eait view	Donation Cash Sale	//3/2023	C5563	4220 Corporation Contracts	Funding Operations	General Operations	1,405.00	4220 CONTRACTS : Corporation Contracts	Comprenensive 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	

List Search Audit Trail

Filters and Fields

DATE	All	FROM		ТО	GRANT	- All -	▼ PROGRAM	- All -	•
REVEN	JE 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