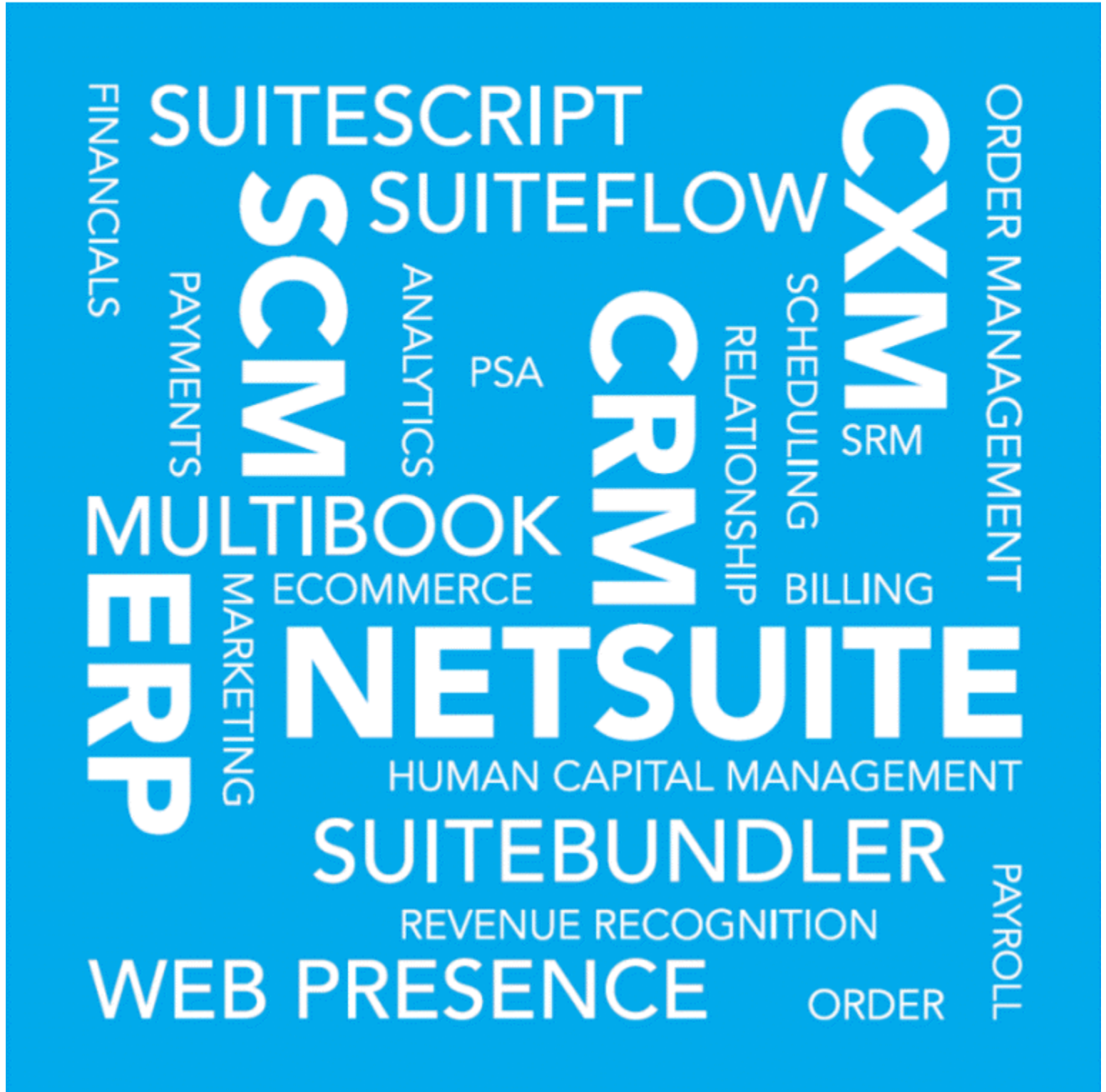


Non-Profit SuiteApps



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Non-Profit SuiteApps

Non-Profit SuiteApps address the unique accounting and reporting challenges that nonprofit organizations face. These vertical-specific SuiteApps provide data structures, roles, and dashboards for nonprofit accounting and constituent management. Nonprofit organizations can integrate their fundraising solution with NetSuite, as the data model provides structured integration points. Alternatively, nonprofit organizations can also use the SuiteApps as a minimally viable fundraising management solution.

Non-Profit Editions

Non-profit SuiteApps are available in different editions. Each edition contains features suitable for different sizes of nonprofit organizations. The following table gives a comparison of the editions.

	Social Impact Donation Edition	Social Impact Starter Edition	Social Impact Standard Edition
SuiteApps included	<ul style="list-style-type: none"> Application Performance Management Dashboard Tiles Navigation Portlet NFP Configuration NFP Financials NFP Reports NFP Customization 	<ul style="list-style-type: none"> Application Performance Management Dashboard Tiles Navigation Portlet NFP Configuration NFP Financials NFP Reports NFP Customization NFP Starter Customization 	<ul style="list-style-type: none"> Application Performance Management Dashboard Tiles Navigation Portlet NFP Standard Configuration NFP Financials NFP Reports NFP Customization NFP Constituent Management NFP Standard Customization SuiteApprovals
Roles	NFP - CFO	<ul style="list-style-type: none"> NFP ST CFO NFP ST CEO NFP ST Grant Administrator NFP ST Accountant 	<ul style="list-style-type: none"> NFP EM CFO NFP EM CEO NFP EM Grant Administrator NFP EM Controller NFP EM A/P Clerk NFP EM A/R Clerk NFP EM Program Manager
Key features	<ul style="list-style-type: none"> Custom CFO role and dashboard Nonprofit KPIs Customized forms Report snapshots and scorecards 	<ul style="list-style-type: none"> Four custom roles and dashboards Nonprofit KPIs Customized forms Report snapshots and scorecards 	<ul style="list-style-type: none"> Seven custom roles and dashboards Nonprofit KPIs Customized forms Report snapshots and scorecards Constituent relationships Households
Suitable for	Small nonprofit organizations	Medium-size nonprofit organizations	Enterprise nonprofit organizations

Non-Profit Financial Management

NFP Financials is the core bundle for Social Impact SuiteSuccess editions. It provides data structures for nonprofit accounting, constituent management, and grants.

In this chapter:

- [Setup for NFP Financials](#)
- [Revenue Restriction Management](#)
- [Grant Management](#)
- [Pledge and Donation Management](#)
- [Reports](#)

SuiteApp Availability

NFP Financials is a managed SuiteApp that is automatically updated whenever enhancements or new features are added.

For instructions to set up and install the SuiteApp, see [Setup for NFP Financials](#).

Prerequisites for Non-Profit SuiteApps

NFP Financials has been developed and tested for use with NetSuite OneWorld with the Advanced Financials module.

You must install the NFP Configuration SuiteApp before you install the NFP Financials SuiteApp.



Important: Only install the NFP Configuration SuiteApp on new implementations. For existing implementations, manually update configuration settings as required.

Setup for NFP Financials

Applies to: Administrator

Setup for NFP Financials includes installation of the SuiteApp and configuration of settings in your account. To complete installation and configuration, you need the Administrator role.

For installation and configuration instructions, see the following topics:

- [Installing NFP Financials](#)
- [Configuration for NFP Financials](#)
- [Custom Segments for NFP Financials](#)
- [Creating Segment Codes](#)

- [Modifying or Inactivating Segment Codes](#)
- [Constituents](#)
- [Items for Revenue and Expense](#)

Installing NFP Financials

Applies to: Administrator

NFP Financials is available as a SuiteApp that can be installed in your account.



Important: You must install the NFP Configuration SuiteApp before you install the NFP Financials SuiteApp.

Only install the NFP Configuration SuiteApp on new implementations. For existing implementations, manually update configuration settings as required.

Only users with the Administrator role or the SuiteBundler permission can install the SuiteApp. For more information, see the help topic [Installing a Bundle](#).

Configuration for NFP Financials

Applies to: Administrator

The features and preferences required for NFP Financials are automatically enabled and set when you install the NFP Configuration SuiteApp.



Important: Only install the NFP Configuration SuiteApp on new implementations. For existing implementations, manually update configuration settings as required.

Additional configuration required for the NFP Financials SuiteApp is included in the topics in this section.

Roles and Permissions for NFP Financials

Applies to: Administrator

The Administrator role is required for the initial setup of NFP Financials.

Report Configuration

Applies to: Administrator

You need to select and save the report layout in your account for FASB reports and the Grant Statement of Activity report. The customized report layout selection for these reports does not persist when the

SuiteApp is installed. This configuration is required only one time in each account where the SuiteApp is installed. The Statement of Cash Flow report uses a standard report layout and does not require configuration.

To configure the reports:

1. Select and open the report.
 - For FASB reports, go to NFP Financial Center > Financial Reports, and then select a report.
 - For the Grant Statement of Activity, go to NFP Financial Center > Grant Management > Grant Statement of Activity.
2. At the bottom of the report page, click **Customize**.
3. Near the top of the Financial Report Builder page, click **Edit Layout**.
4. In the **Layout** list, select the following layouts for the reports. Statement of Cash Flow is included for completeness. It should not require configuration.

Report	Layout
Statement of Activity	FASB Stmt of Activity Layout
Statement of Cash Flow	Standard Cash Flow Statement Layout (US)
Statement of Financial Position	FASB Financial Position (US)
Statement of Functional Expense	FASB Stmt of Expense Layout
Grant Statement of Activity	Grant Activity Layout

5. Click **Save**.

All the financial reports are designed to comply with the requirements of U.S. subsidiaries. You must customize the reports for other countries. For more information, see [Financial Reports](#).

By default, Release from Restriction accounts begin with 69, and functional expense accounts begin with 72. If your implementation does not use these account defaults:

- Specify which accounts are Release from Restriction accounts. To tag an account as a Release from Restriction account, go to the Edit Account page, and then select **Release from Restriction** from the **Applies To** list.
- Make a copy of the report and then manually update it based on the appropriate account numbers.

Custom Segments for NFP Financials

Custom Segments are custom classification fields that can be set on various transactions. This topic is about custom segments specifically for nonprofit organizations. For general information, see the help topic [Custom Segments](#).

You can track revenue and expenses using custom segments. Custom segments are available as fields or columns on line items when creating grant opportunities, pledges, donations, and other transactions. You can generate reports on any of these segments for nonprofit leadership to analyze. For details on reporting, see [Reports](#).

All the included custom segments have general ledger impact. Segment values that are saved on transaction instances are displayed on the GL Impact page for those transactions. If a period is closed, you cannot change segment values that impact the general ledger on any transactions in the period.

Warning: All the custom segment fields are at the line-item level of transactions. Do not remove segments at the line level. You can add these custom segments to the transaction headers if required.

NFP Financials contains the following custom segments and includes some values as shown in the following table.

Custom Segment	Purpose	Affected Reports	Values	Edition
Restriction	<p>Use this segment to tag any contributed revenue as restricted by the donor. The segment also provides the means to manage the release of restricted funds. Always tag all expenses and non-contributed revenue as Without Donor Restrictions.</p> <p>This segment is available as a column at the line-item level on transactions and on other record types. This field is required.</p>	<p>Affected reports include Financial Accounting Standards Board (FASB) reports. For details, see Financial Reports. Key affected reports may include:</p> <ul style="list-style-type: none"> Statement of Activity Grant Statement of Activity Statement of Cash Flow Statement of Financial Position Statement of Functional Expense Restricted Revenue by Account Restricted Revenue by Program Restricted Revenue by Program <p>This is not an exhaustive list of affected reports.</p>	<p>The Restriction field is required. Included values are:</p> <ul style="list-style-type: none"> Without Donor Restrictions With Donor Restrictions <div> <p>Note: Do not delete or inactivate the included values. If you delete these values, financial reporting, restriction-based reporting, and KPIs are affected.</p> <p>If you add values, be sure to add rows for the new values on the Statement of Financial Position report.</p> </div> <p>To manage the values for this segment, go to NFP Financial Center > Data Management > Restriction. You can edit the names of existing restrictions and add new ones.</p>	NFP Starter Edition
Program	<p>This segment enables program management. On revenue transactions, use it to identify the purpose of a restriction placed by a donor. On expense transactions, use it to identify the program for which the expense is incurred.</p> <p>This segment is available as a column at the line-item level on transactions, on the Project form, and on other record types.</p>	<p>Affected reports include Revenue Reports and Expense Reports. Key affected reports may include:</p> <ul style="list-style-type: none"> Program Revenue by Month Program Revenue by Year Program Revenue Detail Giving Statistics by Constituent Giving Statistics by Program Giving Statistics by Type 	<p>Set up your own values for this segment. A value called Unrestricted is provided for transactions that are not restricted to a specific program.</p> <p>Go to NFP Financial Center > Data Management > Program > New to add programs.</p>	NFP Starter Edition

Custom Segment	Purpose	Affected Reports	Values	Edition
		<ul style="list-style-type: none"> Net Assets by Program Program Expenses by Year Program Expense Detail <p>This is not an exhaustive list of affected reports.</p>		
Grant	<p>This segment enables grant management. You can use it to track revenue and expenses for a grant.</p> <p>This segment is available as a column at the line-item level on transactions, the Project form, and budget and allocation schedules.</p>	<ul style="list-style-type: none"> Statement of Activity Grant Statement of Activity Grant Expenses by Year Grant Expense Detail Net Assets by Grant Overdue Grant Payments Upcoming Grant Milestones Report Unbilled Grants Report 	<p>Set up your own values for this segment.</p> <p>Go to NFP Financial Center > Data Management > Grant > New to add grants.</p>	NFP Starter Edition
Time Restriction	<p>Use this segment to tag any revenue or funding that has been restricted by the donor for use in a future year. Multiyear grant funding often uses this segment.</p> <p>This segment is available as a column at the line-item level on transactions.</p>	Release from Time Restriction	<p>Included values represent fiscal years. Set the default value to the current fiscal year. The value is automatically updated at the beginning of each fiscal year.</p> <p>Go to NFP Financial Center > Data Management > Time Restriction > New to add fiscal years.</p> <p>To set the default for this segment, go to Customization > Lists, Records, & Fields > Custom Segments, and click Edit for Time Restriction. On the Validation & Defaulting subtab, select the value for Default Selection.</p>	NFP Starter Edition
Region	<p>Use this segment to tag any revenue or funding that has been restricted by the donor for use in specific region or geographical area. On expense transactions, use this segment to tag the region where the money is spent.</p> <p>This segment is available as a column at the line-item level on transactions, on</p>	Affected reports include Revenue Reports and Expense Reports .	<p>Set up your own values for this segment. For example, your regions may be cities, states, countries, or any other geographical area.</p> <p>Go to NFP Financial Center > Data Management > Region > New to add regions.</p>	NFP Starter Edition

Custom Segment	Purpose	Affected Reports	Values	Edition
	the Project form, and on allocation schedules.			
Revenue Type	<p>This segment enables revenue stream management. Use it to tag revenue transactions for major revenue sources, such as donations, grants, and so on.</p> <p>This segment is available as a column at the line-item level on transactions (except purchase and expense transactions) and on other record types.</p>	<p>Revenue Reports, including:</p> <ul style="list-style-type: none"> Revenue Stream Distribution by Month Revenue Stream Distribution by Year Revenue Stream Distribution Detail Comparative Revenue Summary Giving Statistics by Type 	<p>Included values are:</p> <ul style="list-style-type: none"> Donation Event Fee for Service Grant Membership Sale of Goods <div> <p>Note: Do not delete or inactivate the included values. If you delete these values, revenue-based reporting and KPIs are affected. You can rename the values and add new ones.</p> </div> <p>To manage the values for this segment, go to NFP Financial Center > Data Management > Revenue Type. You can edit the names of existing revenue types and add new ones.</p>	NFP Starter Edition
Revenue Subtype	<p>Use this segment to provide additional tracking of a major revenue source.</p> <p>This segment is available as a column at the line-item level on transactions (except purchase and expense transactions) and on other record types.</p>	<p>Revenue Reports, including:</p> <ul style="list-style-type: none"> Revenue Stream Distribution by Month Revenue Stream Distribution by Year Revenue Stream Distribution Detail Comparative Revenue Summary Giving Statistics by Type 	<p>Included values by suggested revenue type value are:</p> <ul style="list-style-type: none"> Suggested for Donation <ul style="list-style-type: none"> Cash Donation Event Donation Gift in Kind Matching Gift Pledge Recurring Donation Stock Gift Tribute Gift Suggested for Event <ul style="list-style-type: none"> Ticket Sale Suggested for Fee for Service <ul style="list-style-type: none"> Government Services Program Service 	NFP Starter Edition

Custom Segment	Purpose	Affected Reports	Values	Edition
			<ul style="list-style-type: none"> ■ Suggested for Grant <ul style="list-style-type: none"> □ Contribution Grant □ Exchange Agreement ■ Suggested for Membership <ul style="list-style-type: none"> □ Corporate Membership □ Individual Membership ■ Suggested for Sale of Goods <ul style="list-style-type: none"> □ Merchandise <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p>Note: Do not delete or inactivate the included values. If you delete these values, revenue-based reporting and KPIs are affected. You can rename the values and add new ones.</p> </div> <p>To manage the values for this segment, go to NFP Financial Center > Data Management > Revenue Subtype. You can edit the names of existing revenue subtypes and add new ones.</p>	
Functional Expense	<p>Use this segment to tag expense transactions by the purpose of the expense, such as program service, fundraising, or general administration. This segment is required to generate the Statement of Functional Expense report.</p> <p>This segment is available as a column at the line-item level on transactions and on the Budget and Allocation form.</p>	<ul style="list-style-type: none"> ■ Program Expenses by Year ■ Statement of Functional Expense 	<p>Included values are:</p> <ul style="list-style-type: none"> ■ Fundraising ■ Management & General ■ Program Service <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p>Note: Do not delete or inactivate the included values. If you delete these values, expense-based reporting and KPIs are affected. You can rename the values and add new ones.</p> </div> <p>To manage the values for this segment, go to NFP Financial Center > Data Management > Functional Expense. You can edit the names of existing expenses and add new ones.</p>	NFP Starter Edition

You can import values for custom segments using CSV Import. For details, see the help topics [CSV Import and Custom Segments](#) and [Custom Segment Value Import](#). For more information on creating and editing values, see the help topic [Custom Segment Values](#).

To view, modify, or create any Custom Segments, go to Customization > Lists, Records, & Fields > Custom Segments. For details, see the help topic [Custom Segment Creation](#).



Important: Custom Segments are unlocked, so you can modify Custom Segments and corresponding Custom Record definitions. However, a bundle update reverts Custom Segment modifications to the state in the SuiteApp, with the exception of the following field values:

- Label
- Mandatory check box
- Default Selection
- Default Record Access Level
- Default Search/Reporting Access Level
- Sourcing lists from Transactions, Transaction Columns, Entities, CRM, and Items

You can add new custom fields on associated custom records, which do not get overwritten by bundle updates.



Note: If you create a new custom segment, use Segment Code for the Source List. On the Custom Segment page, click **Application & Sourcing**, and then click **Transaction Columns**. From the Source List, select **Segment Code (Segment Code)**. Click **Custom Record Types**, and then check the **Segment Code** box.

Permissions for NFP Financials Custom Segments

Custom segments have three levels of permission: Record Access, Search/Reporting Access, and Value Management Access. For the custom segments included with NFP Financials, the default record access and search/reporting access level is Edit.

Value Management Access levels are configured for five standard NetSuite roles as shown in the following table.

	Standard Role Value Management Access Levels				
Custom Segment	CFO	CEO	Accountant	A/R Clerk	A/P Clerk
Restriction	Full	Edit	View	View	View
Program	Full	Edit	View	View	View
Grant	Full	Edit	Edit	Create	Create
Time Restriction	Full	Edit	View	View	View
Region	Full	Edit	View	View	View
Revenue Type	Full	Edit	View	View	View
Revenue Subtype	Full	Edit	View	View	View
Functional Expense	Full	Edit	View	View	View

Permissions for custom segments are complex. For more information, see the help topic [Permissions for Managing Custom Segments and Values](#).

Creating Segment Codes

Use segment codes to define the valid combinations of custom segments that can be set on various transactions. Set up these codes to ensure the integrity of your data and internal controls for the transaction entry process.

Create the segment codes for your organization. For each code, define the custom segment values to which it applies. Program and Restriction are required custom segments.

The codes you create are available as values in the Segment Code list at the line-item level on transactions. The list only contains segment codes that are applicable to the selected Subsidiary for the transaction. When you select a segment code for a line item, the values in the custom segment fields and other native segmentation fields are sourced from the segment code record.

By default, the Record Access permission level is Edit for custom segments included in NFP Financials. To prevent users from changing the segment value after a segment code is selected, change the Record Access permission level to View for specific roles. For more information, see [Permissions for NFP Financials Custom Segments](#).

For example, you may create a code named CASH-AP-CA and specify the following custom segment values:

- Restriction – With Donor Restrictions
- Program – Abandoned Pets
- Region – California
- Revenue Type – Donation
- Revenue Subtype – Cash Donation

On a transaction, such as Donation, select CASH-AP-CA for a line item. The specified custom segments are populated from the code record.

To create new segment codes:

1. Ensure that you have all the required custom segments set up. See [Custom Segments for NFP Financials](#).
2. Go to NFP Financial Center > Data Management > Segment Code > New.
3. In the Name field, type a meaningful name for your code, following your own conventions.
For example, CASH-AP-CA could be a code to stand for the combination of revenue type, program, and region.
4. In the **Subsidiary** field, click one or more subsidiaries for the code.



Note: The segment code is only available on the specified subsidiaries. On transactions, the Segment Code list is restricted by subsidiary.

5. If you use **Department**, select the appropriate classification to associate with the segment code.
For information about Departments, see the help topic [Departments and Classes Overview](#).
6. From each applicable custom segment list, select the values to associate with the code. Program and Restriction are required fields.
For example, from the **Functional Expense** list, select **Fundraising**.
7. Click **Save**.

Modifying or Inactivating Segment Codes

You can modify or inactivate existing segment codes.

To modify a segment code:

1. Go to NFP Financial Center > Data Management > Segment Code.
2. Click **Edit** next to the segment code you want to modify.
3. On the Segment Code page, modify the code as needed.
4. To inactivate the code, check the **Inactive** box.
5. Click **Save**.

Constituents

Constituents are individuals and organizations with whom your nonprofit interacts. They include volunteers, donors, and recipients. Constituent records let you track information on your constituents in one place.

Constituent management is limited in this release. You can create constituents and associate them with NFP transactions, such as pledges, grants, contributions, and merchandise sales. Constituent is a required field in these transactions. Consequently, you must create or import initial constituent records as part of the setup.

The constituent record in this release is the standard customer record that has been renamed. Since the constituent record is the standard customer record, in some cases, such as custom dashboards, you will see the portlet title as Customers. For information about data in this record, see the help topic [Customers](#).

To create a Constituent record:

1. Go to Lists > Relationships > Constituents > New.
2. For **Type**, choose **Company** or **Individual**.
The arrangement of the fields on the page changes depending on your selection.
3. Complete the fields for the constituent as desired. Required fields are identified by a gold asterisk (*).
4. When you have finished, click **Save**.

To update a Constituent record:

1. Go to Lists > Relationships > Constituents.
2. Locate the appropriate constituent record and click **Edit**.
3. Change any fields as appropriate.
4. Click **Save**.

To delete a Constituent record:

1. Go to Lists > Relationships > Constituents.
2. Locate the appropriate constituent record and click **Edit**.
3. From the **Actions** list, select **Delete**.
The system displays a popup window asking if you are sure you want to delete the record.
4. Click **OK**.

For information about importing constituent records, see the help topics [Importing CSV Files with the Import Assistant](#), [Guidelines for CSV Import Files](#), and [Relationships Import Type](#).

Creating a Program

A program is a custom segment. For details, see [Custom Segments for NFP Financials](#).

This segment enables program management. On revenue transactions, use it to identify the purpose of a restriction placed by a donor. On expense transactions, use it to identify the program for which the expense is incurred.

You can set up your own values for this segment. A value called Unrestricted is provided for transactions that are not restricted to a specific program.

To create a program:

1. Go to NFP Financial Center > Data Management > Program > New.
2. In the **Name** field, enter a name for this program. The name you enter here appears in program lists on transactions.
3. To inactivate this grant record, check the **Inactivate** box.
Inactivated records do not appear in lists or as options anywhere in your account.
To view inactivated grant records or reactivate them, go to NFP Financial Center > Grant Management > Grants, and then check the **Show Inactives** box.
4. From the **Parent** list, select the larger parent if the program is a subprogram or a smaller portion of another program.
If your role has the necessary permissions, you can click **New** to create a new program record to be the parent.
If you select a parent in this field, the name of this program is shown following the parent program and a colon in program lists.
5. From the **Program Manager** list, select the manager of the program.
If your role has the necessary permissions, you can click **New** to create a new employee record if needed.
6. In the **Start Date** field, type or select the date that the program becomes effective.
7. In the **End Date** field, type or select the date that the program expires.
8. Enter additional information as necessary. You can enter or view information related to notes and translation.
The Program page has subtabs. The subtabs that display on the page are determined by the setting and options you have enabled.
9. On the **Program Statistics** subtab, you can view summarized searches, including lifetime net assets, Year-to-Date (YTD), program contributors, yearly revenue, and yearly expense.
10. Click **Save**.

Items for Revenue and Expense

Items in NetSuite contain default general ledger accounts and classification information (Department and Class) for sales (revenue) and purchase (expense) transactions. Most of the items you need for NFP Financials are used to provide financial information rather than for inventory purposes. For general information about items in NetSuite, see the help topic [Using Item Records](#).

- **Revenue and expense accounts** – Depending on the type of item (for sale, for purchase, or for resale), an income account, expense account, or both, is required. You set these accounts on the Accounting subtab of the item record. You can also select deferred revenue and deferred expense account on the Accounting subtab.

- **Tax schedule** – Tax schedules are required when the Advanced Taxes feature is enabled. The tax schedule on an item determines how NetSuite calculates taxes for each tax nexus. You can set up non-taxable schedules on donation items that are not subject to tax.
- **Billing schedule** – When the entire revenue is not booked at the time of award or contract, you can associate a billing schedule with the item on the Sales/Pricing subtab of the item record. Some examples of items that could have a billing schedule are fees for service, exchange agreements, or pledges that are not a promise to pay. For information about billing schedules, see the help topic [Advanced Billing Overview](#).
- **Amortization template** – You can associate a predefined amortization template with an item for purchase or resale on the Revenue Recognition/Amortization subtab. Amortization templates define expenses are recognized over future periods. If you set an amortization template, you must also select a deferred expense account on the Accounting subtab. For more information about deferred expenses and amortization, see the help topic [Amortization Feature Overview](#).

Non-inventory or service items for sale or resale represent revenue on sales transactions. In NetSuite, non-inventory and service are item types with for resale and for sale as subtypes.

Non-inventory or service items for purchase or resale represent expenses on purchase or payables transactions. You need expense items for any expenses with quantities and receipts. You can set the general ledger account directly in the transaction for other expenses.



Important: The **Can Be Fulfilled/Received** box on the item Preferences subtab is checked by default for non-inventory items and other charges. Be sure to **clear the box** unless the item requires fulfillment or receipt. After you use the item in a transaction, this preference on the item record cannot be changed.

To create items, go to Lists > Accounting > Items > New and click the link for the type of item you want to create. For more information, see the help topic [Creating Item Records](#).

You can also import items using CSV files. For more information, see the help topics [CSV Imports Overview](#) and [Items Import](#)

Best Practices for Items Used for Nonprofits

The following are some best practices for nonprofit items:

- Create at least one revenue item corresponding to each income account in your chart of accounts that you plan to use to record revenue transactions. The non-inventory for sale item type is preferred for these items. For example, create items for contributions, membership dues, grant income, pledges, and other income sources, as needed.
- If you use billing and amortization schedules, create items to reduce the need to override the default billing or amortization schedules when the items are added to transactions.
- Leave the NetSuite segmentation fields (Department and Class) blank. You can set the values on the transactions.
- For expenses, create item records for items you purchase for internal use or occasional resale.
- Use parent-child item hierarchy to create logical relationships between items to facilitate reporting.
- Consult with your accountant before setting up tax schedules. Taxation rules on items vary dramatically by state, exemption status, and type of item.

Revenue Restriction Management

You can set restrictions on contributions, and after the donor-imposed restrictions have been met, release the revenue from its restriction.

This section contains information on:

- [Setting Restrictions on Contributions](#)
- [Restricted Revenue by Program](#)
- [Release from Time Restriction](#)
- [Releasing Revenue from Restrictions](#)

Setting Restrictions on Contributions

Set a restriction type for contributions. This is required for transactions. When entering donations, pledges, and grants, tag the transaction with the correct restriction, as imposed by the donor. You can set the restriction by using the appropriate Segment Code.

The restriction type can be set to:

- Without Donor Restrictions
- With Donor Restrictions

Using the time restriction segment, set a restriction by fiscal year.

You can also select any other fund type that you have added to the restriction custom segment.

For details, see [Custom Segments for NFP Financials](#)

You can also generate FASB reports.

Release from Use Restriction Report

This report displays information on funds that are restricted and revenue that is available for release. This enables you to decide how much restricted revenue you can release at the end of the month.

For each program and grant, the report shows the total funding (revenue), funding restricted for use in the future, revenue already released, total expenses incurred, revenue to be released, and revenue available for release.

This is a saved search. Saved searches are queries of NetSuite data that provide advanced data filtering and sorting options. For information about saved searches, see the help topic [Saved Searches](#).

To view the Release from Use Restriction report:

1. Go to NFP Financial Center > Financial > Revenue to Release from Use Restriction.
NetSuite displays the report.
2. To view the details for a row, click on the program or grant in the row.

To print the report, click the print icon  at the bottom of the page.

Release from Time Restriction


This report displays information on funds that are only restricted by time, and the restriction is set for current fiscal year. This enables you to run the report at the beginning of the fiscal year and create a Release from Restriction transaction for the amount.

The report shows each transaction and the total funding restricted to the current fiscal year.

This is a saved search. Saved searches are queries of NetSuite data that provide advanced data filtering and sorting options. For information about saved searches, see the help topic [Saved Searches](#).

To view the Release from Time Restriction report:

1. Go to NFP Financial Center > Financial > Revenue to Release from Time Restriction. NetSuite displays the report.
2. To view the details for a row, click on the program or grant in the row.

To print the report, click the print icon  at the bottom of the page.

Releasing Revenue from Restrictions

To see the revenue that can be released from restrictions, run the [Restricted Revenue by Program](#) report.

Once a year, run the [Release from Time Restriction](#) report to see how much revenue can be released in the current fiscal year. Create a Release from Restriction transaction for the amount.

After the donor-imposed restrictions have been met, release the revenue from its restriction.

To release revenue from restrictions:

1. Go to NFP Financial Center > Financial > Restriction Release Transaction > New. NetSuite displays the Release from Restriction page.
2. On the **Lines** subtab, enter the details for the release. Add one credit line and one debit line. The columns that appear are based upon your custom segments and the permissions set for your user role.
 - a. In the **Account** field, select a Release from Restriction account. Use the same account for both debit and credit lines.
To tag an account as a Release from Restriction account, go to the Edit Account page, and then select **Release from Restriction** from the **Applies To** list.
 - b. In the **Memo** field, enter a memo to help you recognize this released fund.
 - c. Enter the **Debit** or **Credit** amount for the line.
 - d. Complete any of the following custom segment fields:
 - **Restriction** – For the credit line, select **Without Donor Restrictions**. For the debit line, select **With Donor Restrictions**.
 - **Grant** – Select the associated grant. Use the same value for both debit and credit lines.
 - **Program** – Select the program that identified the purpose of the restriction. Use the same value for both debit and credit lines.
 - **Region** – Select the associated region. Use the same value for both debit and credit lines.
 - **Time Restriction** – Select the fiscal year for the revenue. Use the same value for both debit and credit lines.
 - e. Click **Add**.
 - f. Repeat these steps for each line item.
3. Click **Save**.

Grant Management

You can record a grant when it is in the proposal stage, and then convert it into a billing transaction when the award is won. For contribution grants, the entire revenue is booked when the grant is awarded. For cost reimbursable grants (Exchange Agreements), the invoices are generated as per the agreement to bill the actual time and expenses.

This grant management section includes the following topics:


- [Creating a Grant](#)
- [Editing a Grant](#)
- [Creating a Grant Opportunity](#)
- [Creating a Grant Milestone](#)
- [Upcoming Grant Milestones Report](#)
- [Grant Statement of Activity](#)
- [Overdue Grant Payments](#)
- [Unbilled Grants Report](#)

Creating a Grant

A grant is a custom segment. For details, see [Custom Segments for NFP Financials](#).

Use the grant record to store important information and report on that information.

Each transaction is associated with a grant ID at the line-item level for direct expense attribution.

 **Note:** If donors do not pay as promised, you can write off the grant. See [Writing off Pledge or Grant Receivables](#).

To create a grant:

1. Go to NFP Financial Center > Grant Management > Grant > New.
2. Under Primary Information:
 1. In the **Title** field, enter a name for this grant. The name you enter here appears in grant lists.
You can enter a short name or code here and include more information in the Grant Description.
 2. From the **Parent** list, select the larger parent grant if the grant is a subgrant or a smaller portion of another grant.
If your role has the necessary permissions, you can click **New** to create a new grant record to be the parent.
If you select a parent grant in this field, the name of this grant is shown following the parent grant and a colon in grant lists.
 3. In the **Grant Description** field, enter a description of this grant. There is a limit of 999 characters.
If you use codes for grant names, this is where you enter the full name of the grant.
 4. From the **Sponsor** list, select the constituent who is providing funds for the grant.
If your role has the necessary permissions, you can click **New** to create a new constituent record if needed.
 5. From the **Principal Investigator** list, select the principal investigator.
If your role has the necessary permissions, you can click **New** to create a new employee record if needed.
 6. In the **Total Amount** field, enter the total grant amount. Use your subsidiary's base currency for the amount.
 7. In the **Start Date** field, type or select the date that the grant becomes effective.

8. In the **End Date** field, type or select the date that the grant expires.
 9. From the **Status** list, select the status of the grant.
If your role has the necessary permissions, you can click **New** to add another grant status option.
 10. From the **Form** list, select the form you want to use. For example, **NFP-Grant**.
 11. To inactivate this grant record, check the **Inactivate** box.
Inactivated records do not appear in lists or as options anywhere in your account.
To view inactivated grant records or reactivate them, go to NFP Financial Center > Grant Management > Grants, and then check the **Show Inactives** box.
3. In the Classification section:
- a. From the **Grant Type** list, select the type of grant. For example: Federal, State, City, Foundation, or Corporate.
If your role has the necessary permissions, you can click **New** to add another grant type option.
 - b. From the **Grant Restriction** list, select one of the following options to indicate the type of grant restriction:
 - Use – restricted for a specific purpose or project
 - Time – restricted for a specific time frame
 - Use and Time – restricted for both a specific purpose and time frame
 - c. From the **Grant Term** list, select the term of the grant.
If your role has the necessary permissions, you can click **New** to add another grant term option.
 - d. From the **Grant Priority** list, select the grant priority.
If your role has the necessary permissions, you can click **New** to add another grant priority option.
 - e. If this is a federal grant, in the **CDFA Number** field, enter the five-digit CDFA number. This field applies only to federal grants.
 - f. If the grant is subject to Single Audit, check the A-133 box. This field applies only to federal grants.
4. In the Other Information section:
- a. From the **Relationship Manager** list, select the relationship manager.
If your role has the necessary permissions, you can click **New** to create a new employee record if needed.
 - b. From the **Program Officer** list, select the program officer.
 - c. From the **Grant Lead** list, select the grant lead.
 - d. In the **Grant Application Date** field, type or select the date that the grant application is due.
 - e. In the **Grant Application Decision Date** field, type or select the date that a decision on the grant application is expected.
 - f. In the **Grant Inquiry Date** field, type or select the date that the grant inquiry letter was issued.
 - g. In the **Grant Inquiry Decision Date** field, type or select the date that the decision was received on grant inquiry letter.
5. Enter additional information as necessary. You can enter or view information related to child records, milestones, related records, notes, files, workflow, and translation.

The Grant page has several subtabs. The subtabs that display on the page are determined by the setting and options you have enabled.

6. On the **Related Records** subtab, you can view the related net assets, invoices, expenses, opportunities, grant orders, and projects.
7. Click **Save**.

Editing a Grant

A grant is a custom segment. For details, see [Custom Segments for NFP Financials](#).

Use the grant record to store important information and report on that information.

Each transaction is associated with a grant ID at the line-item level for direct expense attribution.

To edit a grant:

1. Go to NFP Financial Center > Grant Management > Grant.
2. Click **Edit** next to the grant you want to modify.
3. On the Grant page, modify the grant as needed.
4. To inactivate this grant record, check the **Inactivate** box.

Inactivated records do not appear in lists or as options anywhere in your account.

To view inactivated grant records or reactivate them, go to NFP Financial Center > Grant Management > Grants, and then check the Show Inactives box.

5. Click **Save**.

Setting Grant Receivables

To tag an account as a Grant Receivable account, go to the Edit Account page, and then select **Grant Receivable** from the **Applies To** list.

If a donor did not pay as promised, you can write off the grant. To write off grant receivables, see [Writing off Pledge or Grant Receivables](#).

To invoice a grant opportunity, see [Invoicing Grant Opportunities](#).

Creating a Grant Opportunity

Record a grant opportunity or grant proposal.

For generic information on the opportunity record in NetSuite, see the help topic [Creating an Opportunity Record](#).

After you have created a grant opportunity, you can convert it to a pledge order or new invoice. In the opportunity record, click the **Sales** subtab, and then click **Closed Transactions**.

To create a grant opportunity:

1. Go to Transactions > Sales > Create Grant Opportunities.

2. Under Primary Information:

1. In the **Title** field, enter a name for this grant opportunity.
NetSuite assigns a number to the grant opportunity.
2. Select the constituent in the **Constituent** field.
3. From the **Grant** list, select a grant to associate with this opportunity.
4. From the **Project** list, select a project to associate with this opportunity.
5. Select a status for the opportunity.
If a transaction other than an estimate is included in the opportunity, the status is automatically set to **Closed – Won**.
6. Enter a probability that the deal will close. This probability is used to determine the weighted total of the opportunity.
 - If you selected the status **Closed Lost**, the probability is automatically set to **0%**.
 - If you selected the status **Closed Won**, the probability is automatically set to **100%**.
7. Enter the date you expect this opportunity to close.

3. Under Forecasting:

1. The projected total is calculated in one of the following ways:
 - If there are no items selected on the **Items** subtab and there are no estimates or transactions included in the opportunity, you can enter a projected total.
 - If the opportunity has items selected on the **Items** subtab, but no estimates or other transactions included in the opportunity, the total of the items selected appears as the projected total.
 - If there is one estimate associated with the opportunity, and the estimate is marked to include in forecasts, the total of the estimate is shown as the projected total.
 - If there are multiple estimates associated with the opportunity, the projected total is the sum of all the estimates marked to include in forecasts.

If you manually enter a projected total, that total appears until you click **Update Projected** on the **Items** subtab.

4. On the **Items** subtab:

1. The prospective constituent's currency is shown in the **Currency** field.
2. The exchange rate for this currency appears in the **Exchange Rate** field. You can enter a new exchange rate for this for this transaction only, or you can update the currency's record with the exchange rate you enter here.
3. In the Item column, select the item the constituent is interested in, and enter other information for this item.
4. Set the Revenue Type to **Grant**.
5. Set the Revenue Subtype:
 - If the prospective grant is a contribution, set the Revenue Subtype to **Contribution Grant**.
After the opportunity is created, you can convert the record to an invoice.
 - If the prospective grant is a cost reimbursable, set the Revenue Subtype to **Exchange Agreement**.
After the opportunity is created, convert the record to a pledge.
6. Click **Add**.
7. Repeat these steps for each item.

5. On the **Communication** subtab:
 1. Create any events, tasks, or phone calls you want to associate with this opportunity.
 2. On the **Files** subtab, attach any files you want to associate with this opportunity.
 3. On the **User Notes** subtab, enter any internal notes related to this opportunity.
6. Click **Save**.

Converting a Grant Opportunity

After you have created a grant opportunity, you can convert it to a pledge order or new invoice.

- If the Revenue Subtype was set to Contribution Grant, convert the record to an invoice.
- If the Revenue Subtype was set to Exchange Agreement, convert the record to an award using Pledge | Order.

To convert a grant opportunity:

1. Open the grant opportunity.
2. Click the **Sales** subtab.
3. Click **Closed Transactions**.
4. Convert the opportunity:
 - If the Revenue Subtype was set to Exchange Agreement, click **New Pledge | Order**.
 - If the Revenue Subtype was set to Contribution Grant, click **New Invoice**. See [Invoicing Grant Opportunities](#).

NetSuite opens the correct form. The values in the fields are sourced from the grant opportunity.

Invoicing Grant Opportunities

Convert a grant opportunity to an invoice.

To invoice a grant:

1. Open the grant opportunity.
2. Click the **Sales** subtab.
3. Click **Closed Transactions**.
4. Click **New Invoice**.

NetSuite opens the correct form. The values in the fields are sourced from the grant opportunity.




Note: In 18.2, depending on the agreed-upon payment schedule, you may need to create multiple invoices for a single grant. Create the first invoice, change the due date and amount, and then save it. Copy the saved invoice, and change the due date and amount again. Repeat this as necessary. For example, if the payment schedule on a \$1,000 pledge is \$200 per month for five months, create an invoice for each \$200 monthly payment.

In 19.1, you can use the installments feature to create installment terms instead. For more information, see the help topics [Creating Installments](#) and [Managing Add-On Items](#).

5. From the **Form** list, select the form you want to use. For example, **NFP Invoice**.
Where available, fields are populated from the order.
6. Under Primary Information:

- a. From the **Account** field, select the Grant Receivable account.
 - b. Accept or changes the constituent in the **Constituent** field.
 - c. Accept or enter the date in the **Date** field.
 - d. Select or enter an invoice due date.
If you are creating multiple invoices for a single grant, change the due date for this invoice.
 - e. Select the posting period to which you want to post this invoice.
7. In the **Opportunity** field, select the grant opportunity associated with this invoice.
 8. In the **Items** subtab, review or modify the items populated from the pledge order.
If you are creating multiple invoices for a single pledge, change the amount for this invoice.

 **Note:** The Invoice page has several subtabs. The subtabs that display on the page are determined by the setting and options you have enabled. For generic information on the subtabs, see the help topic [Creating an Invoice](#).

9. Enter additional information as necessary. You can enter information related to billing, accounting, sales team, communication, and system information.
10. Click **Save**.
If you are creating multiple invoices for a single pledge, create a copy of this invoice to modify. Select **Action > Make Copy**.
11. When you receive a payment for the invoiced pledge, click **Accept Payment**. For more information, see the help topic [Customer Payments](#).
To tag an account as a Grant Receivable account, go to the Edit Account page, and then select **Grant Receivable** from the **Applies To** list.

Creating a Grant Milestone


Use grant milestones to track the milestones for grants, such as deadlines for various reports, approval deadlines, and so on. This enables your organization to comply with a grant's terms and conditions.

You can also set up automatic reminders to the designated staff responsible for the milestone. Reminders can be for sending required reports on time or following-up on requested approvals.

To create a grant milestone:

1. Go to the Grant Milestone page:
 - If you already have the grant open, in the Milestones subtab, click **New Grant Milestone**.
 - If you don't have the grant open, you can also go to NFP Financial Center > Grant Management > Grant Milestone.

NetSuite opens the Grant Milestone page.

 **Note:** From the **Custom Form** list, you should select a preferred form, rather than keeping the default selection.

2. If not already populated, in the **Grant** list, select the grant for which you want to add milestones.
3. From the **Milestone Type** list, select the type of deadline.
4. In the **Milestone Description** field, enter a description of the milestone.
5. From the **Assigned To** list, select the responsible staff member.
After assigned staff members reach the milestone, they can complete the **Date Completed** field.

6. In the **Due Date** field, pick the date by which this milestone must be reached.
7. From the **Notify To** list, select additional staff members to receive automatic email notifications for the milestone.
Hold down the Shift key to select multiple members.
8. If required, add a note.
9. Click **Save**.
NetSuite automatically sends an email notification to the chosen staff member.

Upcoming Grant Milestones Report


This report shows all the upcoming milestones for the grants in the selected time period. Use this report to ensure that tasks related to the milestone are completed on time.

This is a summary grouped by the Grant Revenue Type

The report is a saved search. Saved searches are queries of NetSuite data that provide advanced data filtering and sorting options. For information about saved searches, see the help topic [Saved Searches](#).

To view the Grant Milestones report:

1. Go to NFP Financial Center > Grant Management > Grant Milestones.
The page displays milestones that are due in the next 10 days. You can make a copy of this report to change the time range.
Any milestones that are complete do not appear in the report.
2. To view the details for a milestone, click **View** in the row.

To print the report, click the print icon  at the bottom of the page.

Grant Statement of Activity

This report is like the regular Statement of Activity, but it displays revenue and expense only for grants, either a specific grant or multiple grants. You can also add columns for each grant. For information about the regular Statement of Activity report, see [Statement of Activity](#).

This report includes the following sections:


- Grant Revenue
- Grant Expenses
- Increase in Grant Net Assets (Revenue – Expense)
- Grant Net Assets at Beginning of Period
- Grant Net Assets at End of Period

To view the Grant Statement of Activity report:

1. Go to NFP Financial Center > Grant Management > Grant Statement of Activity.
NetSuite displays the report.
2. At the bottom of the page, select values in **Period** or **From** and **To** fields.
3. Change the filters to display grants as desired:
 - If the **Grant Any Of** filter is not visible, click **More** to display the additional filters, and select a grant or grants from the filter list.

- From **Column** list, select **Grant (Custom)** to add the columns for grants.

4. Click **Refresh**.

To print the report, click the print icon  at the bottom of the page.

Overdue Grant Payments

This report shows all the grants with an outstanding payment (payment in full has not been received and is past the due date).


This is a summary grouped by the Grant Revenue Type

If donors do not pay as promised, you can write off the grant. See [Writing off Pledge or Grant Receivables](#).

The report is a saved search. Saved searches are queries of NetSuite data that provide advanced data filtering and sorting options. For information about saved searches, see the help topic [Saved Searches](#).

To view the Overdue Grant Payments report:

1. Go to NFP Financial Center > Grant Management > Overdue Grant Payments.
2. To view invoice details for an overdue grant, click on the Document No in the row.

To print the report, click the print icon  at the bottom of the page.

Unbilled Grants Report

This report shows all the awarded grants that have not been billed yet (sales orders tagged as Grant Revenue have not been billed).

This is a summary grouped by the Grant Revenue Type

The report is a saved search. Saved searches are queries of NetSuite data that provide advanced data filtering and sorting options. For information about saved searches, see the help topic [Saved Searches](#).

To view the Unbilled Grants report:

1. Go to NFP Financial Center > Grant Management > Unbilled Grants.
2. To view invoice details for an unbilled grant, click on the Document No in the row.

To print the report, click the print icon  at the bottom of the page.

Pledge and Donation Management

Record pledges and cash donations received from your donors.

You can convert pledges into invoices, which post to the general ledger. Donations impact the general ledger automatically.

You can later report on the revenue from these categories.

Specify any restrictions the donor may impose on the pledges or donations.

If donors do not pay as promised, you can write off the pledge.

This section includes the following topics:

- [Creating Pledges](#)

- [Invoicing Pledges](#)
- [Creating Cash Donations](#)
- [Writing off Pledge or Grant Receivables](#)

Creating Pledges

You can create an unconditional pledge, which is a promise to pay a specified amount by the due date. Agree upon the payment schedule with the donor (for example, on a \$1,000 pledge, the schedule could be \$200 per month, for five months).

When an unconditional pledge is entered and billed in its entirety, the revenue is marked as a pledge receivable that ages based on due dates from associated invoices.

For generic information about the Sales | Pledge order in NetSuite, on which this customized page is based, see the help topic [Creating Sales Orders](#).

To create a pledge:

1. Go to Transactions > Sales > Enter Pledge | Orders.
NetSuite opens the Pledge | Order page.
2. From the **Custom Form** list, select the form you want to use. For example, **NFP Pledge | Order**.
3. From the **Constituent** list, select the constituent for the pledge.
4. In the **Date** field, enter or select a posting date for the pledge.
The current date is entered by default.
5. If required, change the **Status** of the pledge.
The default status is determined in your accounting preferences.
The status can be Pending Approval or Pending Fulfillment.
6. From the **Appeal** list, select an appeal if the pledge was received as part of a campaign.
7. In the **Memo** field, enter a note.
Memos can later be included on reports and searches.
8. If the donor does not have conditions on the pledge, check the **Unconditional Promise** box. The box is selected by default.



Note: A pledge is unconditional if the donor has agreed to pay the pledged amount, as per the agreed-upon schedule, without any conditions. In NetSuite, when this box is selected, the entire amount has to be billed.

In some cases, the donor places a condition on the pledge, and one or more actions must be completed before pledge payments can begin. Track these conditional pledges by clearing the check box, and adding tasks for the required actions. The pledge order cannot be billed till the tasks are complete.

For details on creating tasks, see the help topic [Working with CRM Tasks](#).

9. In the **Sales Effective Date** field, enter or select an effective date for the pledge.
10. From the **Grant** list, select the associated grant.
11. In the **Items** subtab, add items to the pledge.
The columns that appear are based upon your custom segments and the permissions set for your user role.
 - a. From the **Items** list, select the type of pledge item.

- b. If applicable, enter a quantity and rate.
 - c. In the **Amount** field, enter the amount of the pledge item.
 - d. Populate the custom segment fields by selecting a Segment Code, or individually complete any of the following fields:
 - **Restriction** – If the constituent has not put any restrictions on the pledge, select **Without Donor Restrictions**. This field is required.
 - **Program** – Select the program that identified the purpose of the restriction, if applicable.
 - **Time Restriction** – Select the fiscal year for the revenue.
 - **Region** – Select the associated region.
 - **Revenue Type** – Set the revenue type to **Donation**.
 - **Revenue Subtype** – Set the revenue subtype to **Pledge**.
 - e. Enter additional information as necessary.
 - f. Click **Add**.
 - g. Repeat these steps for each line item.
12. Enter additional information as necessary. You can enter information related to shipping, billing, accounting, sales team, and communication. For details, see the help topic [Creating Sales Orders](#).
 13. Click **Save**.

Invoicing Pledges

You can record your revenue from pledges. This also enables you to report on the revenue from pledges.

Depending on the agreed-upon payment schedule, you may need to create multiple invoices for a single pledge. Create the first invoice, change the due date and amount, and then save it. Copy the saved invoice, and change the due date and amount again. Repeat this as necessary. For example, if the payment schedule on a \$1,000 pledge is \$200 per month for five months, create an invoice for each \$200 monthly payment.

For generic information on invoicing in NetSuite, see the help topic [Creating an Invoice](#).

Note: If no conditions are placed on the pledge, you can create multiple invoices at once. To invoice a batch of unconditional pledge and membership orders, see the help topic [Billing Sales Orders](#). Exclude any conditional pledges from the batch.


To invoice a pledge:

1. Go to Transactions > Sales > Enter Pledge | Orders > List.
2. Next to the pledge you want to invoice, click **View**.
3. Click **Next Bill**.

Note: In 18.2, depending on the agreed-upon payment schedule, you may need to create multiple invoices for a single pledge. Create the first invoice, change the due date and amount, and then save it. Copy the saved invoice, and change the due date and amount again. Repeat this as necessary. For example, if the payment schedule on a \$1,000 pledge is \$200 per month for five months, create an invoice for each \$200 monthly payment.

In 19.1, you can use the installments feature to create installment terms instead. For more information, see the help topics [Creating Installments](#) and [Managing Add-On Items](#).

NetSuite opens the Invoice page.

4. From the **Form** list, select the form you want to use. For example, **NFP Invoice**.
Where available, fields are populated from the order.
 5. Under Primary Information:
 - a. Accept or changes the constituent in the **Constituent** field.
 - b. Accept or enter the date in the **Date** field.
 - c. Select or enter an invoice due date.
If you are creating multiple invoices for a single pledge, change the due date for this invoice.
 - d. Select the posting period to which you want to post this invoice.
 6. In the **Opportunity** field, select the grant opportunity associated with this invoice.
 7. In the **Items** subtab, review or modify the items populated from the pledge order.
If you are creating multiple invoices for a single pledge, change the amount for this invoice.
-  **Note:** The Invoice page has several subtabs. The subtabs that display on the page are determined by the setting and options you have enabled. For generic information on the subtabs, see the help topic [Creating an Invoice](#).
8. Enter additional information as necessary. You can enter information related to billing, accounting, sales team, communication, and system information.
 9. Click **Save**.
If you are creating multiple invoices for a single pledge, create a copy of this invoice to modify.
Select **Action > Make Copy**.
 10. When you receive a payment for the invoiced pledge, click **Accept Payment**. For more information, see the help topic [Customer Payments](#).

Creating Cash Donations

You can record a cash gift from a donor and specify any restrictions the donor may impose on the donation. This enables you to accurately assign the revenue to the correct donor for compliance and reporting purposes.

For generic information on Cash Sales in NetSuite, on which this customized page is based, see the help topic [Cash Sales](#).

To enter a cash donation:

1. Go to Transactions > Sales > Enter Donation | Cash Sales.
NetSuite displays the Donation | Cash Sales page.
2. From **Custom Form**, select the form you want to use. For example, **NFP Donation Form**.
3. Under Primary Information:
 - a. In the **Constituent** field, select a constituent.
 - b. Accept or enter the date in the **Date** field.
 - c. Select the posting period to which you want to post this cash donation.
 - d. From the **Appeal** field, select the campaign or appeal associated with this donation, if any.
 - e. In the **Memo** field, enter a memo to identify this cash donation.
4. In the **Items** subtab, add items to the cash donation.
The columns that appear are based upon your custom segments and the permissions set for your user role.

- a. From the **Items** list, select the type of donation item.
 - b. In the **Amount** field, enter the amount of the donation item.
 - c. Populate the custom segment fields by selecting a Segment Code, or individually complete any of the following fields:
 - **Restriction** – If the constituent has not put any restrictions on the cash donation, select **Without Donor Restrictions**. This field is required.
 - **Program** – Select the program that identified the purpose of the restriction, if applicable.
 - **Region** – Select the associated region.
 - **Revenue Type** – Select the revenue type.
 - **Revenue Subtype** – Select the revenue subtype.
 - **Time Restriction** – Set to the current fiscal year by default. Donations are not time restricted.
 - d. Enter additional information as necessary.
 - e. Click **Add**.
 - f. Repeat these steps for each line item.
5. Enter additional information as necessary. You can enter information related to shipping, billing, accounting, sales team, and communication.
 6. Click **Save**.

You can also print or email transaction details to the donor. For more information, see the help topic [Emailing Transactions](#). To include standardized customer messages in print or email, see the help topic [Customer Message](#).

Note: The page for entering a cash donation has several subtabs. The subtabs that display on the page are determined by the setting and options you have enabled. For generic information on the subtabs, see the help topic [Entering a Cash Sale](#).

Writing off Pledge or Grant Receivables

If a donor did not pay as promised, you can write off the pledge or grant.

Use the Receivable Write-off custom transaction to remove overdue pledges or grant receivables and adhere to accounting rules.

Note: To use Receivable Write-Off transaction, you must set the accounting preference. Go to Setup > Accounting > Accounting Preferences, and then click **Items/Transactions**. Under the Accounts section, select an account from the **Receivable Write-Off** list. This account should be a bad debt expense account.

To write off receivables:

1. Go to NFP Financial Center > Financial > Receivable Write-Off > New.
NetSuite displays the Receivable Write-off page. The Custom Form for NFP is selected by default.
2. In the Primary Information section:
 - a. The **Currency** field displays the base currency of the subsidiary selected in the **Subsidiary** field.
You can select any other currency available in your account.

- b. The **Exchange Rate** field displays the default exchange rate of the selected subsidiary.
You can edit the exchange rate for this transaction only, or you can update the currency exchange rates list.
 - c. In the **Date** field, accept today's date or enter a new date for the journal entry.
 - d. If you use fiscal periods, select the **Posting Period** in which to post this write-off transaction.
 - e. In the **Memo** field, enter a memo to help you recognize this write-off transaction.
- 3. In the Classification section:
 - a. If you use **Departments**, select the appropriate classification to associate with this write-off transaction.
For information about Departments, see the help topic [Departments and Classes Overview](#).
 - b. From the **Program** list, select the program that identified the purpose of the overdue pledge or grant receivable.
 - c. From the **Restriction** list, select **Without Donor Restriction**. This field is required.
 - d. From the **Functional Expense** list, select the expense category.
 - e. From the **Grant** list, select the associated grant.
 - f. From the **Region** list, select the associated region.
- 4. On the **Lines** subtab, enter the items to write off.
 - a. In the **Constituent** field, select the donor for the overdue pledge or grant receivable.
 - b. In the **Account** field, select the receivable account from the invoice of the overdue pledge or grant receivable.
 - c. In the **Amount** field, enter the amount of the overdue pledge or grant receivable.
 - d. In the **Memo** field, enter a memo to help you recognize this item.
 - e. Click **Add**.
 - f. Repeat these steps for each line item.
- 5. Click **Save**.
- 6. To close the invoice for the overdue pledge or grant receivable, apply the credit from this transaction to the invoice:
 - a. Go to Transactions > Sales > Create Invoices > List, and then click **View** next to the invoice for the Receivable Write-Off.
 - b. Click **Accept Payment**.
 - c. In the **Payment Amount** field, enter **0**.
 - d. Click **Credits**, and then select the Receivable Write-Off transaction line.
 - e. Click **Save**.

Creating Merchandise Sales

You can record your revenue from the sale of merchandise, such as books or apparel. This also enables you to report on the revenue from merchandise sales.

To enter a merchandise sale, use the Enter Donation | Cash Sales page, and then select the NFP Cash Sale Form. Set the Revenue Type for each item to **Sale of Goods**.

For generic information on Cash Sales in NetSuite, on which this customized page is based, see the help topic [Cash Sales](#).

To enter a merchandise sale:

1. Go to Transactions > Sales > Enter Donation | Cash Sales.
NetSuite displays the Donation | Cash Sales page.
2. From **Custom Form**, select the form you want to use. For example, **NFP Cash Sale Form**.
3. Under Primary Information:
 - a. In the **Constituent** field, select a constituent.
 - b. Accept or enter the date in the **Date** field.
 - c. Select the posting period to which you want to post this sale.
 - d. From the **Appeal** field, select the lead source associated with this sale.
 - e. In the **Memo** field, enter a memo to identify this sale.
4. In the **Items** subtab, add items to the merchandise sale.
The columns that appear are based upon your custom segments and the permissions set for your user role.
 - a. From the **Items** list, select the type of sale item.
 - b. In the **Quantity** field, enter the quantity for the sale item.
 - c. In the **Rate** field, enter the amount rate for the sale item.
 - d. In the **Amount** field, enter the amount of the sale item.
 - e. Populate the custom segment fields by selecting a Segment Code, or individually complete the following fields:
 - **Restriction** – Select **Without Donor Restrictions**.
Restrictions can only be placed on Grants and Donations. This field is required.
 - **Program** – Select **Unrestricted**.
 - **Revenue Type** – To indicate this item is a merchandise sale, select **Sale of Goods**.
 - **Revenue Subtype** – Select the revenue subtype relevant to Sale of Goods. For example, **Merchandise**.
 - f. Enter additional information as necessary.
 - g. Click **Add**.
 - h. Repeat these steps for each line item.
5. Enter additional information as necessary. You can enter information related to shipping, billing, accounting, sales team, and communication.
6. Click **Save**.

Reports

The NFP Financials and NFP Reports bundles include reports to support the specific reporting requirements of nonprofit organizations. You can also use any of the standard NetSuite reports that you find useful. For general information about NetSuite reports, see the help topic [Reporting Overview](#).

Nonprofit-specific reports are available from the NFP Financial Center tab. This section includes the following report categories:

- **Financial Reports** – includes financial statements for U.S. subsidiaries that are required by the Financial Accounting Standards Board (FASB), as well as other financial reports

- [Revenue Reports](#) – various reports related to revenue, such as program revenue, revenue stream distribution, and giving statistics
- [Expense Reports](#) – various reports related to expenses, such as program expense detail and net assets by program and grant

The NFP Reports bundle includes the following reports:

- [Statement of Activity](#)
- [Statement of Cash Flow](#)
- [Statement of Financial Position](#)
- [Statement of Functional Expense](#)
- [Grant Statement of Activity](#)
- [Reports in Standard Edition](#)

The remaining reports are included in the NFP Financials bundle.

For details on reports for revenue to release from restrictions, see [Revenue Restriction Management](#).

Several other reports specifically related to grants are included on the Grant Management menu. For details on grant reports, see [Grant Management](#).

For general information about reports, see the help topic [Working with Report Results](#).

For information about customizing reports in NetSuite, see the help topic [Report Customization](#).

Financial Reports

The financial statements in NFP meet FASB requirements for nonprofit organizations in the U.S.

The following reports are included:

- [Statement of Activity](#)
- [Statement of Cash Flow](#)
- [Statement of Financial Position](#)
- [Statement of Functional Expense](#)
- [Restricted Revenue by Account](#)
- [Restricted Revenue by Program](#)

Statement of Activity

The statement of activity reflects your organization's financial activity over a period of time. It shows the change in net assets with and without restrictions. The statement of activity for a nonprofit is similar to an income statement for a for-profit business.

This FASB report is designed for U.S. subsidiaries only. For subsidiaries in other countries, customize the standard income statement as needed to adjust the layout to meet local requirements. For more information, see the help topic [Financial Report Builder](#).

This report shows the change in permanently restricted, temporarily restricted, and unrestricted net assets. It includes the following sections:

- Revenue and Gains


- Net Assets Released from Restriction
- Expenses and Losses
- Increase in Net Assets (Revenue – Expense)
- Net Assets at Beginning of Period
- Net Assets at End of Period

By default, accounts beginning with 69 are classified as Release from Restriction accounts. If your implementation does not use the 69 series accounts by default:

- Specify which accounts are Release from Restriction accounts. To tag an account as a Release from Restriction account, go to the Edit Account page, and then select **Release from Restriction** from the **Applies To** list.
- Make a copy of the report and then manually update it based on the appropriate account numbers.

To view the Statement of Activity report:

1. Go to NFP Financial Center > Financial Reports > Statement of Activity.
NetSuite displays the report.
2. At the bottom of the page, select values in **Period** or **From** and **To** fields.
3. From **Column** list, select **Restriction (Custom)** to add the columns for restrictions.
4. Click **Refresh**.

To print the report, click the print icon  at the bottom of the page.

Statement of Cash Flow

This FASB report is designed for U.S. subsidiaries only. For subsidiaries in other countries, customize the standard cash flow statement as needed to adjust the layout to meet local requirements. For more information, see the help topic [Financial Report Builder](#).

The standard Statement of Cash Flow includes the following rows:


- Operating Activities (header row)
 - Net Income (referenced row from Income Statement)
 - Adjustments to Net Income (header row)
 - Accounts Receivable (financial section)
 - Unbilled Receivable (financial section)
 - Inventory Asset (financial section)
 - Other Current Asset (financial section)
 - Accounts Payable (financial section)
 - Payroll Liabilities (financial section)
 - Sales Tax Payable (financial section)
 - Other Current Liabilities (financial section)
 - Total Adjustments to Net Income (summary row)
- Total Operating Activities (summary row)
- Investing Activities (header row)
 - Fixed Asset (financial section)

- Other Asset (financial section)
- Total Investing Activities (summary row)
- Financing Activities (header row)
 - Long Term Liabilities (financial section)
 - Opening Balance Equity (financial section)
 - Other Equity (financial section)
- Total Financing Activities (summary row)
- Net Change in Cash for Period (formula row)
- Cash at Beginning of Period (referenced row from Cash Statement)
- Effect of Exchange Rate on Cash (financial section)
 - (OneWorld accounts with multi-currency enabled only)
- Cash at End of Period (formula row)

Sections with zero values are not included.

To view the Statement of Cash Flow report:

1. Go to NFP Financial Center > Financial Reports > Statement of Cash Flow.
NetSuite displays the report.
2. At the bottom of the page, select values in **Period** or **From** and **To** fields.
3. To include columns for custom segments, select the custom segment from the **Column** list.
4. Click **Refresh**.

To print the report, click the print icon  at the bottom of the page.

Statement of Financial Position

The statement of financial position is similar to a for-profit company's balance sheet. The statement of financial position for a nonprofit is similar to a balance sheet for a for-profit business.



Important: To calculate net assets correctly, all transactions must include a value for Restriction. If you add restriction values, be sure to customize this report to add rows under NET ASSETS for the additional Restriction values. For guidance, see the help topic [Report Customization](#).

This FASB report is designed for U.S. subsidiaries only. For subsidiaries in other countries, customize the standard balance sheet as needed to adjust the layout to meet local requirements. For more information, see the help topic [Financial Report Builder](#).

The standard Statement of Financial Position includes the following rows:


- ASSETS (header row)
 - Current Assets (header row)
 - Bank (financial section)
 - Accounts Receivable (financial section)
 - Unbilled Receivable (financial section)
 - Other Current Asset (financial section)

- Total Current Assets (summary row)
 - Fixed Assets (financial section)
 - Other Assets (financial section)
- **Total ASSETS** (summary row)
- **LIABILITIES & NET ASSETS** (header row)
 - Current Liabilities (header row)
 - Accounts Payable (financial section)
 - Credit Card (financial section)
 - Other Current Liability (financial section)
 - Total Current Liabilities (summary row)
 - Long Term Liabilities (financial section)
 - **NET ASSETS** (header row)
 - Net Assets Without Donor Restrictions
 - Net Assets With Donor
 - Total NET ASSETS (summary row)
- **Total LIABILITIES & NET ASSETS** (summary row)

Sections with zero values are not included.

To view the Statement of Financial Position report:

1. Go to NFP Financial Center > Financial Reports > Statement of Financial Position.
NetSuite displays the report.
2. At the bottom of the page, select values in **End of** or **As Of** fields.
3. To include columns for custom segments, select the custom segment from the **Column** list.
4. Click **Refresh**.

To print the report, click the print icon  at the bottom of the page.

Statement of Functional Expense

The statement of functional expenses reports expenses by their function (programs, management and general, fundraising) and by the nature or type of expense (personnel and non-personnel).

This FASB report is designed for U.S. subsidiaries only. For subsidiaries in other countries, customize this report as needed to adjust the layout to meet local requirements. For more information, see the help topic [Financial Report Builder](#).

To view the Statement of Functional Expense report:

1. Go to NFP Financial Center > Financial Reports > Statement of Functional Expense.
NetSuite displays the report.
2. At the bottom of the page, select values in **Period** or **From** and **To** fields.
3. From the **Column** list, select **Functional Expense (Custom)**.
4. Click **Refresh**.

To print the report, click the print icon  at the bottom of the page.

By default, accounts beginning with 72 are classified as functional expense accounts. If your implementation does not use 72 series accounts by default, update this report manually. Make a copy of the report and update it based on the appropriate account numbers.

Restricted Revenue by Account

This report displays a detail of restricted revenue transactions by account. Click on an amount in the report to navigate to the transaction record.

The total in this report ties to the total restricted revenue in the Statement of Activity report for the same period.

To view the Restricted Revenue by Account report:

1. Go to NFP Financial Center > Financial Reports > Restricted Revenue by Account.
NetSuite displays the report.
2. At the bottom of the page, select values in **Date** or **From** and **To** fields.
3. Click on an amount to navigate to the transaction record.

To print the report, click the print icon  at the bottom of the page.

Restricted Revenue by Program

This report displays a detail of restricted revenue transactions by program. Click on an amount in the report to navigate to the transaction record.

To view the Restricted Revenue by Program report:

1. Go to NFP Financial Center > Financial Reports > Restricted Revenue by Program.
NetSuite displays the report.
2. At the bottom of the page, select values in **Date** or **From** and **To** fields.
3. Click on an amount to navigate to the transaction record.

To print the report, click the print icon  at the bottom of the page.

Revenue Reports

The revenue reports provide relevant details on program revenue, revenue stream distribution, and statistical information.

The following revenue reports are included:

- [Program Revenue by Month](#)
- [Program Revenue by Year](#)
- [Program Revenue Detail](#)
- [Revenue Stream Distribution by Month](#)
- [Revenue Stream Distribution by Year](#)
- [Revenue Stream Distribution Detail](#)
- [Comparative Revenue Summary](#)


- [Giving Statistics by Constituent](#)
- [Giving Statistics by Program](#)
- [Giving Statistics by Type](#)

Program Revenue by Month

This report reflects monthly revenues over any time period specified, by Program and Restriction.

To view the Program Revenue by Month report:

1. Go to NFP Financial Center > Revenue Reports > Program Revenue by Month.
NetSuite displays the report.
2. At the bottom of the page, you can change the values in **Date** or the **From** and **To** fields.
3. You can click on amounts to view more transaction details.


To print the report, click the print icon  at the bottom of the page.

Program Revenue by Year

This report reflects yearly revenues over any time period specified, by Program and Restriction.

To view the Program Revenue by Year report:

1. Go to NFP Financial Center > Revenue Reports > Program Revenue by Year.
NetSuite displays the report.
2. At the bottom of the page, you can change the values in **Date** or the **From** and **To** fields.
3. You can click on amounts to view more transaction details.

To print the report, click the print icon  at the bottom of the page.

Program Revenue Detail

This report reflects revenue transaction details by revenue type, constituent, date and amount, for all Programs and Restrictions. You can run the report for any date range and filter the results.

To view the Program Revenue Detail report:

1. Go to NFP Financial Center > Revenue Reports > Program Revenue Detail.
NetSuite displays the report.
2. At the bottom of the page, you can change the values in **Date** or the **From** and **To** fields.
3. You can click on amounts to view more transaction details.

To print the report, click the print icon  at the bottom of the page.

Revenue Stream Distribution by Month

This report reflects monthly revenues over any time period specified, by Revenue Type and Revenue Subtype (for example, Donation, Grant, Membership, or Sale of Goods).

To view the Revenue Stream Distribution by Month report:

1. Go to NFP Financial Center > Revenue Reports > Revenue Stream Distribution by Month.
NetSuite displays the report.
2. At the bottom of the page, you can change the values in **Date** or the **From** and **To** fields.
3. You can click on amounts to view more transaction details.

To print the report, click the print icon  at the bottom of the page.

Revenue Stream Distribution by Year

This report reflects yearly revenues over any time period specified, by Revenue Type and Revenue Subtype (for example, Donation, Grant, Membership, or Sale of Goods).

To view the Revenue Stream Distribution by Year report:

1. Go to NFP Financial Center > Revenue Reports > Revenue Stream Distribution by Year.
NetSuite displays the report.
2. At the bottom of the page, you can change the values in **Date** or the **From** and **To** fields.
3. You can click on amounts to view more transaction details.


To print the report, click the print icon  at the bottom of the page.

Revenue Stream Distribution Detail

This report reflects revenue transaction details by constituent, document number, date, and amount, for all Revenue Types and Revenue Subtypes.

To view the Revenue Stream Distribution Detail report:

1. Go to NFP Financial Center > Revenue Reports > Revenue Stream Distribution Detail.
NetSuite displays the report.
2. At the bottom of the page, you can change the values in **Date** or the **From** and **To** fields.
3. You can click on amounts to view more transaction details.


To print the report, click the print icon  at the bottom of the page.

Comparative Revenue Summary

This report reflects revenues over comparative periods, by Revenue Type and Revenue Subtype. The report compares the previous month to the current month, as well as the previous year to the current year.

To view the Comparative Revenue Summary report:

1. Go to NFP Financial Center > Revenue Reports > Comparative Revenue Summary.
NetSuite displays the report.
2. You can click on amounts to view more transaction details.

To print the report, click the print icon  at the bottom of the page.

Giving Statistics by Constituent

The Giving Statistics by Constituent report provides information on the received donations from each constituent, including the number of gifts, gift amount total, and average gift size. You can run the report for any date range and filter the results.

The report is a saved search. Saved searches are queries of NetSuite data that provide advanced data filtering and sorting options. For information about saved searches, see the help topic [Saved Searches](#).

This report is also available as a subtab on the Grant form, under the Related Records subtab.

To view the Giving Statistics by Constituent report:

1. Go to NFP Financial Center > Revenue Reports > Giving Statistics by Constituent.
NetSuite displays the report.
2. To view the details for a constituent, click on the constituent name.
NetSuite displays the list of donations from the selected constituent.
Donations can include invoice, journal, or cash sale transaction types.

To print the report, click the print icon  at the bottom of the page.

Giving Statistics by Program

The Giving Statistics by Program report provides information on the received donations for each program, including the number of gifts, gift amount total, and average gift size. You can run the report for any date range and filter the results.

The report is a saved search. Saved searches are queries of NetSuite data that provide advanced data filtering and sorting options. For information about saved searches, see the help topic [Saved Searches](#).

To view the Giving Statistics by Program report:

1. Go to NFP Financial Center > Revenue Reports > Giving Statistics by Program.
NetSuite displays the report.
2. To view the details for a program, click on the program name.
NetSuite displays the list of donations from the selected program.
Donations can include invoice, journal, or cash sale transaction types.

To print the report, click the print icon  at the bottom of the page.

Giving Statistics by Type

The Giving Statistics by Type report provides information on the received donations for each donation type, including the number of gifts, gift amount total, and average gift size. This is a summary search grouped by the Donation Revenue Subtype. You can run the report for any date range and filter the results.

The report is a saved search. Saved searches are queries of NetSuite data that provide advanced data filtering and sorting options. For information about saved searches, see the help topic [Saved Searches](#).

To view the Giving Statistics by Type report:


1. Go to NFP Financial Center > Revenue Reports > Giving Statistics by Type.

NetSuite displays the report.

2. To view the details for a program, click on the program name.

NetSuite displays the list of donations from the selected program.

Donations can include invoice, journal, or cash sale transaction types.

To print the report, click the print icon  at the bottom of the page.

Expense Reports

The expense reports provide relevant details on program and grant expenses and net assets.

The following reports are included:

- [Program Expenses by Year](#)
- [Program Expense Detail](#)
- [Net Assets by Program](#)
- [Grant Expenses by Year](#)
- [Grant Expense Detail](#)
- [Net Assets by Grant](#)
- [Comparative Expense Summary](#)

Program Expenses by Year

This report is a summary of Program expenses by year, broken down by functional expense and program. You can run the report for any date range and filter the results.

To view the Program Expenses by Year report:

1. Go to NFP Financial Center > Expense Reports > Program Expenses by Year.
NetSuite displays the report.
2. At the bottom of the page, you can change the values in **Date** or the **From** and **To** fields.
3. You can click on amounts to view more transaction details.

To print the report, click the print icon  at the bottom of the page.

Program Expense Detail

This report reflects functional expense transaction details by program, department, region, vendor, transaction type, date, and amount.

To view the Program Expense Detail report:

1. Go to NFP Financial Center > Expense Reports > Program Expense Detail.
NetSuite displays the report.
2. At the bottom of the page, you can change the values in **Date** or the **From** and **To** fields.
3. You can click on amounts to view more transaction details.

To print the report, click the print icon  at the bottom of the page.

Net Assets by Program


The Net Assets by Program report is a summary of Total Revenue, Total Expenses, Revenue Released, and Net Assets (Revenue minus Expense), for each subsidiary and program. You can run the report for any date range and subsidiary and filter the results.

The report is a saved search. Saved searches are queries of NetSuite data that provide advanced data filtering and sorting options. For information about saved searches, see the help topic [Saved Searches](#).

This report is also available as a subtab on the Grant form, under the Related Records subtab.

To view the Net Assets by Program report:

1. Go to NFP Financial Center > Expense Reports > Net Assets by Program.
NetSuite displays the report.
2. To view transaction details for a subsidiary, click on a subsidiary.

To print the report, click the print icon  at the bottom of the page.

Grant Expenses by Year

This report reflects grant expenses by year and Program. You can run the report for any date range and filter the results.

To view the Grant Expenses by Year report:

1. Go to NFP Financial Center > Expense Reports > Grant Expenses by Year.
NetSuite displays the report.
2. At the bottom of the page, you can change the values in **Date** or the **From** and **To** fields.
3. You can click on amounts to view more transaction details.


To print the report, click the print icon  at the bottom of the page.

Grant Expense Detail

This report reflects grant expense transaction details, by program, department, region, vendor, transaction type, date, and amount. You can run the report for any date range and filter the results.

To view the Grant Expense Detail report:

1. Go to NFP Financial Center > Expense Reports > Grant Expense Detail.
NetSuite displays the report.
2. At the bottom of the page, you can change the values in **Date** or the **From** and **To** fields.
3. You can click on amounts to view more transaction details.

To print the report, click the print icon  at the bottom of the page.

Net Assets by Grant

The Net Assets by Grant report is a summary of total Revenue, Expenses, Revenue Released and Net Assets (Revenue minus Expense), for each grant. You can run the report for any date range and filter the results.

The report is a saved search. Saved searches are queries of NetSuite data that provide advanced data filtering and sorting options. For information about saved searches, see the help topic [Saved Searches](#).

To view the Net Assets by Grant report:

1. Go to NFP Financial Center > Expense Reports > Net Assets by Grant.
NetSuite displays the report.


To print the report, click the print icon  at the bottom of the page.

Comparative Expense Summary

This report reflects expenses over comparative periods, by functional expense and program segments. The report compares the previous month to the current month, as well as the previous year to the current year.

To view the Comparative Expense Summary report:

1. Go to NFP Financial Center > Expense Reports > Comparative Expense Summary.
NetSuite displays the report.
2. You can click on amounts to view more transaction details.

To print the report, click the print icon  at the bottom of the page.

Non-Profit Financial Metrics

Information in this topic includes:

- [Social Impact KPIs](#)
- [Social Impact KPI Scorecards](#)
- [Social Impact Report Snapshots](#)

Social Impact KPIs

For more information on KPIs in general, see the help topic [Key Performance Indicators Overview](#).

For a table of standard NetSuite KPIs, see the help topic [Standard Key Performance Indicators Table](#).

Social Impact Customization includes key performance indicators that display results from saved searches depending on the period that you selected.

Depending on your role and your account's enabled features, some or all of the following table's KPIs are available for display in a Key Performance Indicators portlet. If you see a KPI in the table that is not available to you in NetSuite and that you would like to display, check with your administrator to see if the related feature can be enabled, or if you can use another role to log in to NetSuite.

The table lists the custom KPIs in alphabetical order.

KPI	Description	Edition
Average # of Gifts per Donor	This indicator shows the average number of gifts received from any individual or organizational donor and posted to income accounts. The calculation includes transactions for which Revenue Type is set to Donation. Credit Memos and Cash Refunds are not included. Click this KPI's periods or totals to open the full search results.	NFP Starter Edition
Average # of Gifts per Individual	This indicator shows the average number of gifts received from individual donors and posted to income accounts. The calculation includes transactions for which Revenue Type is set to Donation. Credit Memos and Cash Refunds are not included. Click this KPI's periods or totals to open the full search results.	NFP Starter Edition
Average # of Gifts per Organization	This indicator shows the average number of gifts received from organizational donors and posted to income accounts. The calculation includes transactions for which Revenue Type is set to Donation. Click this KPI's periods or totals to open the full search results.	NFP Starter Edition
Average Days to Pay	This indicator shows the average number of days between invoice date and the payment date for the given time periods. This value is calculated using data from Vendor Bills. Click this KPI's periods or totals to open the full search results.	NFP Starter Edition
Average Individual Gift Amount	This indicator shows the average gift amount from individual donors. The calculation includes transactions for which Revenue Type is set to Donation. Click this KPI's periods or totals to open the full search results.	NFP Starter Edition
Average Organization Gift Amount	This indicator shows the average gift amount from organizational donors and posted to income accounts. The calculation includes transactions for which Revenue Type is set to Donation. Click this KPI's periods or totals to open the full search results.	NFP Starter Edition

KPI	Description	Edition
Fundraising Expenses	<p>This indicator shows the total debits to expense accounts (Expense, Other Expense, Cost of Goods Sold) during the given time periods. This value includes transactions for which Functional Expense is set to Fundraising.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Grant Pipeline	<p>This indicator shows the total value of open grant opportunities expected to close within the given time periods (this month and last month).</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Grant Receivables	<p>This indicator shows the total amount remaining on open invoices, posted to Grant Receivable accounts, during the given time periods. To label an account as Grant Receivable, set Applied To on the Edit Account page.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Grants Lost	<p>This indicator shows the number of opportunities marked lost in the given time periods. This count includes grant opportunities that have a status of Closed-Lost or Lost Customer.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Grants Won	<p>This indicator shows the number of opportunities that were won in the given time periods. This count includes grant opportunities that have a status of Closed-Won or Renewal.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Management & General Expenses	<p>This indicator shows the sum of all transactions posted to expense accounts (Expense, Others Expense, Cost of Goods Sold). This value includes transactions for which Functional Expense is set to Management & General.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
New Constituents	<p>This indicator shows the number of new constituents (individuals or organizations) created in the current month. This value does not include inactive constituents.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Open Purchase Orders	<p>This indicator shows the amount total for purchase orders that have not been fully received and billed. This value does not include billed purchased orders.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Program Service Expenses	<p>This indicator shows the sum of all transactions posted to expense accounts (Expense, Other Expense, COGS). This value includes transactions for which Functional Expense is set to Program Services.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Recurring Gifts	<p>This indicator shows the total amount of gifts, which are recurring, received from any individual or organizational donor. This value includes transactions for which Revenue Type is set to Donation and Revenue Subtype is set to Recurring Donation.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Restricted Revenue	<p>This indicator shows the sum of all restricted transactions posted to income accounts. This value includes transactions for which Restriction is set to "With Donor Restriction".</p>	NFP Starter Edition

KPI	Description	Edition
	Click this KPI's periods or totals to open the full search results.	
Revenue Released from Restriction	<p>This indicator shows the sum of all revenue released from restriction. This value includes transactions for which Transaction Type is set to "Release from Restriction" and Restriction is set to "Without Donor Restrictions".</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Total Donations	<p>This indicator shows the total amount of gifts received from all the donors and posted to income accounts. This value includes transactions for which Revenue Type is set to Donation.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Total # of Constituents	<p>This indicator shows the number of all active individual or organizational constituents for the current month. This value does not include inactive constituents.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Total Grant Revenue	<p>This indicator shows the total revenue received from Grants posted to income accounts. This value includes transactions for which Revenue Type is set to Grant.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Total Individual Donations	<p>This indicator shows the amount of gifts received from individual donors and posted to income accounts. This value includes transactions for which Revenue Type is set to Donation and Is Individual is set to True.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Total Organization Donations	<p>This indicator shows the amount of gifts received from organizational donors and posted to income accounts. This value includes transactions for which Revenue Type is set to Donation and Is Individual is set to False.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Total Pledges	<p>This indicator shows the total amount of donations received from all donors and posted to income accounts. This value includes transactions for which Revenue Type is set to Donation and Revenue Subtype is set to Pledge.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Total Pledge Write-offs	<p>This indicator shows the total amount of Write-off transactions. For details on how to write off pledges, see Writing off Pledge or Grant Receivables.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Unbilled Grants	<p>This indicator shows the total amount of orders that have not been billed yet. This value includes all Sales Orders for which a grant is selected in the header.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Unrestricted Revenue	<p>This indicator shows the sum of all unrestricted transactions posted to income accounts. This value includes transactions for which Restriction is set to "Without Donor Restriction".</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Starter Edition
Average Days to Receive	<p>This indicator shows the average number of days between invoice date and the receipt date for the given time periods. This value is calculated using data from Invoice.</p> <p>Click this KPI's periods or totals to open the full search results.</p>	NFP Standard Edition

KPI	Description	Edition
Average Days Late	This indicator shows the average number of days in which the purchase orders are delivered. Click this KPI's periods or totals to open the full search results.	NFP Standard Edition
Number # of Orders Received	This indicator shows the count of purchase orders whose delivery is received in the given time periods. Click this KPI's periods or totals to open the full search results.	NFP Standard Edition
Number # of POs	This indicator shows the count of purchase orders in the given time periods. Click this KPI's periods or totals to open the full search results.	NFP Standard Edition
Number # of Bills	This indicator shows the count of vendor bills received in the given time periods. Click this KPI's periods or totals to open the full search results.	NFP Standard Edition
Number # of Vendor Returns	This indicator shows the number of vendor returns in the given time periods. Click this KPI's periods or totals to open the full search results.	NFP Standard Edition
% On Time	This indicator shows the number of purchase orders delivered within the due date in the given time periods. Click this KPI's periods or totals to open the full search results.	NFP Standard Edition
Number # Late POs	This indicator shows the number of purchase orders that are delivered late in the given time periods. Click this KPI's periods or totals to open the full search results.	NFP Standard Edition
Other Receivables	This indicator shows the total amount remaining on open invoices. This value does not include grant, donation, or pledge revenue types. Click this KPI's periods or totals to open the full search results.	NFP Standard Edition
Pledge Receivables	This indicator shows the total amount remaining on open invoices during the given time periods. This value includes invoices that have the Revenue type set to Donation and Revenue Subtype set to Pledge. Click this KPI's periods or totals to open the full search results.	NFP Standard Edition
Value \$ of Vendor Returns	This indicator shows the total amount of vendor returns for the given time periods. Click this KPI's periods or totals to open the full search results.	NFP Standard Edition

Social Impact KPI Scorecards

For more information on KPI Scorecards in general, see the help topic [KPI Scorecards Overview](#).

For details on the formula-based components, see [Social Impact Formulas for Financial Ratios](#).

The following table lists the KPI Scorecards that can be displayed in your dashboard:

Note: For customization of Social Impact KPI Scorecards, contact your NetSuite account manager.

KPI Scorecards	Description	Periods Available	Edition
NFP Executive	<p>Displays the following standard components, saved searches, and formula-based components:</p> <ul style="list-style-type: none"> Program Expenses Program Expense % Administrative Expense % Fundraising Expense % Cash & Equivalents Days Cash on Hand Daily Operating Expenses Fundraising Efficiency Contributions Ratio 	<ul style="list-style-type: none"> This Period Last Period Same Period Last FY This YTD Last YTD 	<ul style="list-style-type: none"> NFP Starter Edition
NFP Financial Analytics	<p>Displays the following standard components, saved searches, and formula-based components:</p> <ul style="list-style-type: none"> Total Expenses Program Expenses Program Expense % Administrative Expenses Administrative Expense % Fundraising Expenses Fundraising Expense % Total Revenue Contribution Revenue Fundraising Efficiency Receivables Receivables Turnover 	<ul style="list-style-type: none"> This Week Last Week This MTD Last MTD This FQTD Last FQTD This FYTD Last FYTD 	<ul style="list-style-type: none"> NFP Starter Edition
NFP Financials	<p>Displays the following standard components, saved searches, and formula-based components:</p> <ul style="list-style-type: none"> Program Expense % Administrative Expense % Fundraising Expense % Operating Expenses Current Ratio Cash & Equivalents Days Cash on Hand Fundraising Efficiency Contributions Ratio Receivables Turnover 	<ul style="list-style-type: none"> This Period Last Period Same Period Last FY This YTD Last YTD 	<ul style="list-style-type: none"> NFP Starter Edition

	<ul style="list-style-type: none"> Debt Ratio Debt To Net Assets Pledge Writeoff Rate 		
NFP Revenue Analytics	<p>Displays the following standard components, saved searches, and formula-based components:</p> <ul style="list-style-type: none"> Contributions Contribution Ratio Grant Revenue Grant Revenue Ratio Event Revenue Event Revenue Ratio Fee for Service Fee for Service Ratio Recurring Gifts Individual Giving Individual Gift Size Organizational Giving Organizational Gift Size 	<ul style="list-style-type: none"> This Week Last Week This MTD Last MTD This FQTD Last FQTD This FYTD Last FYTD 	<ul style="list-style-type: none"> NFP Starter Edition
NFP Operations	<p>Displays the following standard components, saved searches, and formula-based components:</p> <ul style="list-style-type: none"> Program Efficiency % Fundraising Efficiency % Pledge Write-off Rate % Program Expenses Program Efficiency Fundraising Expenses Pledge Write-offs Pledge Write-off Rate 	<ul style="list-style-type: none"> This Month Last Month Same Month Last FY This YTD Last YTD 	<ul style="list-style-type: none"> NFP Standard Edition
NFP Vendor Performance	<p>Displays the following standard components, saved searches, and formula-based components:</p> <ul style="list-style-type: none"> # of POs # of Orders Received # of Bills # of Late POs # of Receipts % On Time Average Days Late # of Vendor Returns \$ of Vendor Returns 	<ul style="list-style-type: none"> Today This Week This Month Last Month This FQTD Last FQTD This FYTD Last FYTD 	<ul style="list-style-type: none"> NFP Standard Edition

Social Impact Formulas for Financial Ratios

For examples of standard formulas, see the help topic [Financial Ratios Scorecard Formulas](#).

The following table lists the formulas used to calculate data for the prebuilt Social Impact KPI scorecards. Some of the formula components are custom NetSuite KPI IDs.

Scorecard Ratio	Formula
Administrative Expense %	$\{MANAGEMENT\&GENERAL\}EXPENSES\} / \{EXPENSES\}$
Asset Turnover	$\{SALES\} / (\{BANKBAL\} + \{RECEIVABLES\} + \{OTHERCURRENTASSET\} + \{FIXEDASSET\} + \{OTHERASSET\})$
Cash & Equivalents	$\{BANKBAL\} + \{OTHERCURRENTASSET\}$
Contributions Ratio	$\{TOTALDONATIONS\} / \{SALES\}$
Current Ratio	$(\{BANKBAL\} + \{RECEIVABLES\} + \{OTHERCURRENTASSET\}) / (\{PAYABLES\} + \{CREDITCARDBAL\} + \{OTHERCURRENTLIAB\})$
Daily Operating Expenses	$\{OPERATINGEXPENSES\} / \{DAYS\}$
Days Cash on Hand	$(\{BANKBAL\} + \{OTHERCURRENTASSET\}) / (\{OPERATINGEXPENSES\} / \{DAYS\})$
Days Sales Outstanding	$\{DAYS\} / (\{SALES\} / \{RECEIVABLES\})$
Debt Ratio	$(\{PAYABLES\} + \{CREDITCARDBAL\} + \{OTHERCURRENTLIAB\} + \{LONGTERMLIAB\}) / (\{BANKBAL\} + \{RECEIVABLES\} + \{OTHERCURRENTASSET\} + \{FIXEDASSET\} + \{OTHERASSET\})$
Debt to Equity	$(\{PAYABLES\} + \{CREDITCARDBAL\} + \{OTHERCURRENTLIAB\} + \{LONGTERMLIAB\}) / \{EQUITY\}$
Debt to Net Assets	$(\{PAYABLES\} + \{CREDITCARDBAL\} + \{OTHERCURRENTLIAB\} + \{LONGTERMLIAB\}) / (\{EQUITY\})$
Debt to Total Assets	$(\{PAYABLES\} + \{CREDITCARDBAL\} + \{OTHERCURRENTLIAB\} + \{LONGTERMLIAB\}) / (\{BANKBAL\} + \{RECEIVABLES\} + \{OTHERCURRENTASSET\} + \{FIXEDASSET\} + \{OTHERASSET\})$
Fundraising Efficiency	$\{FUNDRAISINGEXPENSES\} / \{TOTALDONATIONS\}$
Fundraising Expense %	$\{FUNDRAISINGEXPENSES\} / \{EXPENSES\}$
Grant Revenue Ratio	$\{TOTALGRANTREVENUE\} / \{SALES\}$
Pledge Writeoff Rate	$\{TOTALRECEIVABLEWRITE-OFFS\} / \{TOTALPLEDGES\}$
Profit Margin on Sales	$\{PROFIT\} / \{INCOME\}$
Program Expense %	$\{PROGRAMSERVICEEXPENSES\} / \{EXPENSES\}$
Receivables Turnover	$\{SALES\} / \{RECEIVABLES\}$
Return on Assets	$\{PROFIT\} / (\{BANKBAL\} + \{RECEIVABLES\} + \{OTHERCURRENTASSET\} + \{FIXEDASSET\} + \{OTHERASSET\})$
Return on Equity	$\{PROFIT\} / \{EQUITY\}$

- For more information about this scorecard, see the help topic [Financial Ratios Scorecard](#).
- For information about the underlying report, see the help topic [Trial Balance Report](#).
- For a list of standard KPI IDs, see the help topic [KPI IDs Available for Scorecard Formulas](#).
- For a list of standard KPIs and descriptions, see the help topic [Standard Key Performance Indicators Table](#).
- For information about adding formulas to KPI scorecards, see the help topic [Defining KPI Scorecard Formulas](#).

Social Impact Report Snapshots

For more information on how to manage report snapshots in general, see the help topic [Report Snapshots Overview](#).

For information on standard report snapshots in NetSuite, see the help topic [Standard Report Snapshots Table](#).

The following table lists the Social Impact report snapshots that can be displayed on dashboards for some customized roles:

Report Snapshot	Description	Edition
Expenses by Department	This snapshot shows all the expenses tagged with a Department. For details on the Department segment, see the help topic Departments and Classes Overview .	NFP Starter Edition
Expenses by Grant	This snapshot shows all the expenses tagged with a Grant. This snapshot is based on the Grant Expenses by Year report. For details on the Grant custom segment, see Custom Segments for NFP Financials .	NFP Starter Edition
Expenses by Program	This snapshot shows all the expenses tagged with a Program. This snapshot is based on the Program Expenses by Year report. For details on the Program custom segment, see Custom Segments for NFP Financials .	NFP Starter Edition
Functional Expense	This snapshot shows all the expenses tagged with a Functional Expense. This snapshot is based on the Statement of Functional Expense report. For details on the Functional Expense custom segment, see Custom Segments for NFP Financials .	NFP Starter Edition
Grant Revenue	This snapshot shows all the revenue tagged with a Grant. For details on the Grant custom segment, see Custom Segments for NFP Financials .	NFP Starter Edition
Revenue by Program	This snapshot shows all the revenue tagged with a Program. This snapshot is based on the Program Revenue by Year report. For details on the Program custom segment, see Custom Segments for NFP Financials .	NFP Starter Edition
Revenue by Restriction	This snapshot shows all the revenue by Restriction. For details on the Restriction custom segment, see Custom Segments for NFP Financials .	NFP Starter Edition
Revenue Stream Distribution	This snapshot shows all the revenue tagged with a Revenue Type. This snapshot is based on the Revenue Stream Distribution by Year report. For details on the Revenue Type custom segment, see Custom Segments for NFP Financials .	NFP Starter Edition

Social Impact Donation Edition

Social Impact Donation Edition includes NFP Financials and the Non-Profit financial metrics. For details on bundle dependencies, see [Prerequisites for Non-Profit SuiteApps](#) or contact your administrator.

This SuiteApp consists of components such as roles, dashboards, saved searches, fields, lists, records, and forms that are defined after installation.

To begin using Social Impact, see [Setup for NFP Financials](#).


For the following topics, see [Non-Profit Financial Management](#):

- [Setup for NFP Financials](#)
- [Revenue Restriction Management](#)
- [Grant Management](#)
- [Pledge and Donation Management](#)
- [Reports](#)

For the following topics, see [Non-Profit Financial Metrics](#):

- [Social Impact KPIs](#)
- [Social Impact KPI Scorecards](#)
- [Social Impact Report Snapshots](#)

Donation Edition Role and Dashboards

 **Note:** After installing the Customization bundle, contact your NetSuite account manager for the customization of roles and dashboards.

For more information on:

- Roles in NetSuite, see the help topic [NetSuite Roles Overview](#).
- Permissions for standard roles, see the help topic [Standard Roles Permissions Table](#).
- How to review differences in permissions, see the help topic [Showing Role Permission Differences](#).
- Dashboards in NetSuite, see the help topic [Dashboards Overview](#).
- Portlet types in NetSuite, see the help topic [Portlet Types Table](#).
- Standard KPIs, see the help topic [Standard Key Performance Indicators Table](#).
- Standard Scorecards, see the help topic [KPI Scorecards Overview](#).
- Standard Report Snapshots, see the help topic [Report Snapshots Overview](#).
- Starter Edition roles and dashboards, see [Starter Edition Roles and Dashboards](#)
- Standard Customization roles and dashboards, see [Standard Edition Roles and Dashboards](#)

The Donation edition contains the CFO role.


Click the custom tabs to see customized dashboards for your role. Use the following tables as guide for the available center tabs and portlets for your role:

NFP – CFO

The Chief Financial Officer (CFO) has primary responsibility for managing the company's finances, including financial planning, management of financial risks, record-keeping, and financial reporting.

The CFO role includes custom dashboards. The following table highlights the key portlets on the Home dashboard.

Center Type	Custom Center Tabs	Portlets
Accounting	<ul style="list-style-type: none"> ■ Home ■ Billing ■ Constituents ■ Vendors ■ Payroll and HR ■ Financial ■ Analytics ■ NFP Financial Center 	<ul style="list-style-type: none"> ■ Reminders <ul style="list-style-type: none"> (reminders with zero results still appear) □ Tasks due today (headline) □ Tasks to complete (standard) □ Event Invitations to respond to (standard) ■ KPI Meters <ul style="list-style-type: none"> □ Operating Cash Flow ■ Trend Graphs <ul style="list-style-type: none"> □ Quarterly Payable (on the left) □ Quarterly Bank Balance (on the right) ■ Report Snapshots <ul style="list-style-type: none"> □ Expenses by Program (on the left) □ Functional Expenses (on the right) □ Revenue by Program (on the right) ■ Settings (standard portlet) ■ Tiles (custom portlet) <ul style="list-style-type: none"> □ Activity □ Financial □ Cash Flow □ Expenses ■ Navigation Shortcuts <ul style="list-style-type: none"> □ NFP Financial Management □ Financial Operations □ Expense Management □ Other Reports ■ Scorecard <ul style="list-style-type: none"> □ NFP Financials <p>For details on custom scorecards, see Social Impact KPI Scorecards.</p> ■ Key Performance Indicators <ul style="list-style-type: none"> □ Restricted Revenue □ Unrestricted Revenue □ Revenue Released from Restriction □ Operating Cash Flow □ Total Bank Balance □ Program Service Expenses <p>For details on the KPIs, see the help topics Standard Key Performance Indicators Table and Social Impact KPIs.</p>

Center Type	Custom Center Tabs	Portlets
		<div><div>■ Custom Saved Search</div><div>□ Giving Statistics by Type</div><div>□ Net Assets by Program</div></div> <div><div> Note: Account Reconciliation Summary is a portlet added by core NetSuite. For more information about this portlet, see the help topic Portlet Types Table.</div></div>

Social Impact Starter Edition

Social Impact Starter Edition includes NFP Financials and the Non-Profit financial metrics. For details on bundle dependencies, see [Prerequisites for Non-Profit SuiteApps](#) or contact your administrator.

This SuiteApp consists of components such as roles, dashboards, saved searches, fields, lists, records, and forms that are defined after installation.

To begin using Social Impact, see [Setup for NFP Financials](#).


For the following topics, see [Non-Profit Financial Management](#):

- [Setup for NFP Financials](#)
- [Revenue Restriction Management](#)
- [Grant Management](#)
- [Pledge and Donation Management](#)
- [Reports](#)

For the following topics, see [Non-Profit Financial Metrics](#):

- [Social Impact KPIs](#)
- [Social Impact KPI Scorecards](#)
- [Social Impact Report Snapshots](#)

Starter Edition Roles and Dashboards

 **Note:** After installing the Customization bundle, contact your NetSuite account manager for the customization of roles and dashboards.

For more information on:

- Roles in NetSuite, see the help topic [NetSuite Roles Overview](#).
- Permissions for standard roles, see the help topic [Standard Roles Permissions Table](#).
- How to review differences in permissions, see the help topic [Showing Role Permission Differences](#).
- Dashboards in NetSuite, see the help topic [Dashboards Overview](#).
- Portlet types in NetSuite, see the help topic [Portlet Types Table](#).
- Standard KPIs, see the help topic [Standard Key Performance Indicators Table](#).
- Standard Scorecards, see the help topic [KPI Scorecards Overview](#).
- Standard Report Snapshots, see the help topic [Report Snapshots Overview](#).
- Donation role and dashboards, see [Donation Edition Role and Dashboards](#)
- Standard Edition roles and dashboards, see [Standard Edition Roles and Dashboards](#)

The Starter edition has the following roles. Click the custom tabs to see customized dashboards for your role. Use the following tables as guide for the available center tabs and portlets for your role:

- [NFP ST CEO](#)
- [NFP ST CFO](#)
- [NFP ST Grant Administrator](#)

■ NFP ST Accountant

NFP ST CEO

The Chief Executive Officer (CEO) is the highest-ranking executive in a company. The primary responsibilities of the CEO include:

- making major corporate decisions
- managing overall operations and resources
- acting as the main point of communication between the board of directors and corporate operations

The CEO role includes custom dashboards. The following table highlights the key portlets on the Home dashboard.

Center Type	Custom Center Tabs	Portlets
Accounting	<ul style="list-style-type: none"> ■ Home ■ Sales/Marketing ■ Expenses ■ HR ■ Financial ■ Analytics ■ NFP Financial Center 	<ul style="list-style-type: none"> ■ Reminders (reminders with zero results still appear) <ul style="list-style-type: none"> □ Tasks due today (headline) □ Tasks to complete (standard) □ Event Invitations to respond to (standard) ■ KPI Meters <ul style="list-style-type: none"> □ New Constituents ■ Report Snapshots <ul style="list-style-type: none"> □ Functional Expenses (on the left) □ Revenue by Restriction (on the left) □ Revenue Stream Distribution (on the right) ■ Tiles (custom portlet) <ul style="list-style-type: none"> □ Activity □ Financial □ Cash Flow □ Expenses ■ Navigation Shortcuts <ul style="list-style-type: none"> □ NFP Executive Management □ Program Reports □ Fundraising □ Other Reports ■ Scorecard <ul style="list-style-type: none"> □ NFP Executive For details on custom scorecards, see Social Impact KPI Scorecards. ■ Key Performance Indicators <ul style="list-style-type: none"> □ New Constituents □ Total # of Constituents □ Average Individual Gift Amount □ Average Organization Gift Amount □ Unrestricted Revenue


Center Type	Custom Center Tabs	Portlets
		<ul style="list-style-type: none"> □ Restricted Revenue □ Total Contributions □ Total Grant Revenue <p>For details on the custom KPIs, see Social Impact KPIs.</p> <ul style="list-style-type: none"> ■ Custom Saved Search <ul style="list-style-type: none"> □ Giving Statistics by Type ■ Settings (standard portlet) ■ Trend Graphs <ul style="list-style-type: none"> □ Quarterly Average Individual Gift Amount □ Quarterly Average Organization Gift Amount <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p>Note: Account Reconciliation Summary is a portlet added by core NetSuite. For more information about this portlet, see the help topic Portlet Types Table.</p> </div>

NFP ST CFO

The Chief Financial Officer (CFO) has primary responsibility for managing the company's finances, including financial planning, management of financial risks, record-keeping, and financial reporting.

The CFO role includes custom dashboards. The following table highlights the key portlets on the Home dashboard.

Center Type	Custom Center Tabs	Portlets
Accounting	<ul style="list-style-type: none"> ■ Home ■ Billing ■ Constituents ■ Vendors ■ Payroll and HR ■ Financial ■ Analytics ■ NFP Financial Center 	<ul style="list-style-type: none"> ■ Reminders (reminders with zero results still appear) <ul style="list-style-type: none"> □ Tasks due today (headline) □ Tasks to complete (standard) □ Event Invitations to respond to (standard) ■ KPI Meters <ul style="list-style-type: none"> □ Operating Cash Flow ■ Trend Graphs <ul style="list-style-type: none"> □ Quarterly Payable (on the left) □ Quarterly Bank Balance (on the right) ■ Report Snapshots <ul style="list-style-type: none"> □ Expenses by Program (on the left) □ Functional Expenses (on the right) □ Revenue by Program (on the right) ■ Settings (standard portlet) ■ Tiles (custom portlet) <ul style="list-style-type: none"> □ Activity □ Financial □ Cash Flow □ Expenses

Center Type	Custom Center Tabs	Portlets
		<ul style="list-style-type: none"> ■ Navigation Shortcuts <ul style="list-style-type: none"> □ NFP Financial Management □ Financial Operations □ Expense Management □ Other Reports ■ Scorecard <ul style="list-style-type: none"> □ NFP Financials <p>For details on custom scorecards, see Social Impact KPI Scorecards.</p> ■ Key Performance Indicators <ul style="list-style-type: none"> □ Restricted Revenue □ Unrestricted Revenue □ Revenue Released from Restriction □ Operating Cash Flow □ Total Bank Balance □ Program Service Expenses <p>For details on the KPIs, see the help topics Standard Key Performance Indicators Table and Social Impact KPIs.</p> ■ Custom Saved Search <ul style="list-style-type: none"> □ Giving Statistics by Type □ Net Assets by Program <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> Note: Account Reconciliation Summary is a portlet added by core NetSuite. For more information about this portlet, see the help topic Portlet Types Table.</p> </div>

NFP ST Grant Administrator

The Grant Administrators are responsible for liaising with program, finance, and development. They track and manage all compliance related to grants, pledges, and restrictions.

The Grant Administrator role includes custom dashboards. The following table highlights the key portlets on the Home dashboard.

Center Type	Custom Center Tabs	Portlets
Accounting	<ul style="list-style-type: none"> ■ Home ■ Billing ■ Constituents ■ Vendors ■ Payroll and HR ■ Financial ■ NFP Financial Center 	<ul style="list-style-type: none"> ■ Reminders (reminders with zero results still appear) <ul style="list-style-type: none"> □ Overdue Grant Payments (headline) □ Tasks to complete (standard) ■ KPI Meters <ul style="list-style-type: none"> □ New Grant Opportunities ■ Trend Graphs <ul style="list-style-type: none"> □ Monthly Program Service Expenses (on the left) □ Monthly Total Grant Revenue (on the right) ■ Report Snapshots

Center Type	Custom Center Tabs	Portlets
		<ul style="list-style-type: none"> □ Expenses by Grant (on the left) □ Grant Revenue Distribution (on the right) ■ Navigation Shortcuts <ul style="list-style-type: none"> □ NFP Grants Management □ Initiate Grant □ Manage Grants □ Transactions □ Reports ■ Key Performance Indicators <ul style="list-style-type: none"> □ New Grant Opportunities □ Open Grant Opportunities □ Grants Won □ Grants Lost □ Grant Pipeline □ Grant Receivables □ Unbilled Grants (Sales Orders) □ Total Grant Revenue <p>For details on the custom KPIs, see Social Impact KPIs.</p> ■ Custom Saved Search <ul style="list-style-type: none"> □ Net Assets by Grant □ Upcoming Grant Milestones ■ Settings (standard portlet) <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p>Note: Account Reconciliation Summary is a portlet added by core NetSuite. For more information about this portlet, see the help topic Portlet Types Table.</p> </div>

NFP ST Accountant

The Accountant has primary responsibility for managing the company's accounts, including record-keeping and financial reporting.

The Accountant role includes custom dashboards. The following table highlights the key portlets on the Home dashboard.

Center Type	Custom Center Tabs	Portlets
Accounting	<ul style="list-style-type: none"> ■ Home ■ Billing ■ Constituents ■ Vendors ■ Payroll and HR ■ Financial ■ NFP Financial Center 	<ul style="list-style-type: none"> ■ Reminders (reminders with zero results still appear) <ul style="list-style-type: none"> □ Bills to Pay □ Constituents to Bill □ Purchase Orders to Bill □ Memorized Transactions due □ Purchase Orders to Print □ Allocation Schedules due

Center Type	Custom Center Tabs	Portlets
		<ul style="list-style-type: none"> □ Amortization Entries pending □ Tasks that are overdue □ Tasks due today □ Tasks to complete (standard) □ Event Invitations to respond to (standard) ■ KPI Meters <ul style="list-style-type: none"> □ Operating Cash Flow ■ Trend Graphs <ul style="list-style-type: none"> □ Quarterly Payable (on the left) □ Quarterly Total Bank Balance (on the right) ■ Settings (standard portlet) ■ Report Snapshots <ul style="list-style-type: none"> □ Revenue by Program (on the right) □ Expenses by Grant (on the right) ■ Tiles (custom portlet) <ul style="list-style-type: none"> □ Activity □ Financial □ Cash Flow □ Expenses ■ Navigation Shortcuts <ul style="list-style-type: none"> □ NFP Accountant □ Lists and Transactions □ Financial Reports □ Other Reports □ A/P and A/R Reports ■ Key Performance Indicators <ul style="list-style-type: none"> □ Restricted Revenue □ Unrestricted Revenue □ Operating Cash Flow □ Total Bank Balance □ Program Service Expenses □ Expenses □ Operating Expenses □ Payables <p>For details on the KPIs, see the help topics Standard Key Performance Indicators Table and Social Impact KPIs.</p>

Social Impact Standard Edition

The NFP Standard Edition is the advanced version of Non-profit Social Impact releases. For details on bundle dependencies, see [Prerequisites for Non-Profit SuiteApps](#) or contact your administrator.

This Edition consists of components such as roles, dashboards, saved searches, fields, lists, records, and forms that are defined after installation. It also contains the Constituent Relationship Management feature. Constituent Relationship Management is used to track relationship between different constituents and aggregate the information of all the constituents of a family using households.

Approving Transactions

The SuiteApprovals SuiteApp is part of the Social Impact Standard edition. To complete the approval of transactions, you must create approval rules for each transaction type. For more information, see the help topic [Setting Up SuiteApprovals](#).

For the following topics, see [Non-Profit Financial Management](#):

- [Setup for NFP Financials](#)
- [Revenue Restriction Management](#)
- [Grant Management](#)
- [Pledge and Donation Management](#)
- [Reports](#)

For the following topics, see [Non-Profit Financial Metrics](#):

- [Social Impact KPIs](#)
- [Social Impact KPI Scorecards](#)
- [Social Impact Report Snapshots](#)


For the following topics, see [Standard Edition Roles and Dashboards](#):

- [NFP EM CEO](#)
- [NFP EM CFO](#)
- [NFP EM Grant Administrator](#)
- [NFP EM Controller](#)
- [NFP EM Program Manager](#)
- [NFP EM A/P Clerk](#)
- [NFP EM A/R Clerk](#)

For the following topics, see [Constituent Relationship Management](#):

- [Constituent Relationship Management Permissions](#)
- [Constituent Relationship](#)
- [Households](#)

Standard Edition Roles and Dashboards

 **Note:** After installing the Customization bundle, contact your NetSuite account manager for the customization of roles and dashboards.

For more information on:

- Roles in NetSuite, see the help topic [NetSuite Roles Overview](#).
- Permissions for standard roles, see the help topic [Standard Roles Permissions Table](#).
- How to review differences in permissions, see the help topic [Showing Role Permission Differences](#).
- Dashboards in NetSuite, see the help topic [Dashboards Overview](#).
- Portlet types in NetSuite, see the help topic [Portlet Types Table](#).
- Standard KPIs, see the help topic [Standard Key Performance Indicators Table](#).
- Standard Scorecards, see the help topic [KPI Scorecards Overview](#).
- Standard Report Snapshots, see the help topic [Report Snapshots Overview](#).
- Donation Edition role and dashboards, see [Donation Edition Role and Dashboards](#)
- Starter Edition roles and dashboards, see [Starter Edition Roles and Dashboards](#)

In addition to the CEO, CFO, and Grant Administrator roles, you have the following new roles in this edition. Click the custom tabs to see customized dashboards for your role.

- [NFP EM Controller](#)
- [NFP EM Program Manager](#)
- [NFP EM A/P Clerk](#)
- [NFP EM A/R Clerk](#)

Use the following tables as guide for the available center tabs and portlets for your role.


NFP EM CEO

The Chief Executive Officer (CEO) is the highest-ranking executive in a company. The primary responsibilities of the CEO include:

- making major corporate decisions
- managing overall operations and resources
- acting as the main point of communication between the board of directors and corporate operations

The CEO role includes custom dashboards. The following table highlights the key portlets on the Home dashboard.

Center Type	Custom Center Tabs	Portlets
Accounting	<ul style="list-style-type: none"> ■ Home ■ Sales/Marketing ■ Expenses ■ HR ■ Financial ■ NFP CRM Center ■ NFP Financial Center 	<ul style="list-style-type: none"> ■ Reminders (reminders with zero results still appear) <ul style="list-style-type: none"> □ Tasks due today (headline) □ Tasks to complete (standard) □ Event Invitations to respond to (standard) ■ KPI Meters <ul style="list-style-type: none"> □ New Constituents ■ Report Snapshots <ul style="list-style-type: none"> □ Functional Expenses (on the left) □ Revenue by Restriction (on the left) □ Revenue Stream Distribution (on the right) ■ Tiles (custom portlet) <ul style="list-style-type: none"> □ Activity □ Financial □ Cash Flow

Center Type	Custom Center Tabs	Portlets
		<ul style="list-style-type: none"> □ Expenses ■ Navigation Shortcuts <ul style="list-style-type: none"> □ NFP Executive Management □ Program Reports □ Fundraising □ Other Reports ■ Scorecard <ul style="list-style-type: none"> □ NFP Executive For details on custom scorecards, see Social Impact KPI Scorecards. ■ Key Performance Indicators <ul style="list-style-type: none"> □ New Constituents □ Total # of Constituents □ Average Individual Gift Amount □ Average Organization Gift Amount □ Unrestricted Revenue □ Restricted Revenue □ Total Donations □ Total Grant Revenue For details on the custom KPIs, see Social Impact KPIs. ■ Custom Saved Search <ul style="list-style-type: none"> □ Giving Statistics by Type ■ Settings (standard portlet) ■ Trend Graphs <ul style="list-style-type: none"> □ Quarterly Average Individual Gift Amount □ Quarterly Average Organization Gift Amount <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> Note: Account Reconciliation Summary is a portlet added by core NetSuite. For more information about this portlet, see the help topic Portlet Types Table.</p> </div>


NFP EM CFO

The Chief Financial Officer (CFO) has primary responsibility for managing the company's finances, including financial planning, management of financial risks, record-keeping, and financial reporting.

The CFO role includes custom dashboards. The following table highlights the key portlets on the Home dashboard.

Center Type	Custom Center Tabs	Portlets
Accounting	<ul style="list-style-type: none"> ■ Home ■ Billing ■ Constituents ■ Vendors ■ Payroll and HR 	<ul style="list-style-type: none"> ■ Reminders (reminders with zero results still appear) <ul style="list-style-type: none"> □ Purchase Request to Approve □ Journals to Approve by you □ Tasks due today (headline)

Center Type	Custom Center Tabs	Portlets
	<ul style="list-style-type: none"> ■ Financial ■ NFP CRM Center ■ NFP Financial Center 	<ul style="list-style-type: none"> □ Tasks to complete (standard) □ Event Invitations to respond to (standard) □ Bills to Pay □ Pledge Order to Invoice □ Purchase Order to Bills ■ KPI Meters <ul style="list-style-type: none"> □ Operating Cash Flow ■ Trend Graphs <ul style="list-style-type: none"> □ Quarterly Payable (on the left) □ Quarterly Bank Balance (on the right) ■ Report Snapshots <ul style="list-style-type: none"> □ Expenses by Program (on the left) □ Functional Expenses (on the right) □ Revenue by Program (on the right) ■ Settings (standard portlet) ■ Tiles (custom portlet) <ul style="list-style-type: none"> □ Activity □ Financial □ Cash Flow □ Expenses ■ Navigation Shortcuts <ul style="list-style-type: none"> □ NFP Financial Management □ Financial Operations □ Expense Management □ Other Reports ■ Scorecard <ul style="list-style-type: none"> □ NFP Financials <p style="margin-left: 40px;">For details on custom scorecards, see Social Impact KPI Scorecards.</p> ■ Key Performance Indicators <ul style="list-style-type: none"> □ Restricted Revenue □ Unrestricted Revenue □ Revenue Released from Restriction □ Operating Cash Flow □ Total Bank Balance □ Program Service Expenses <p style="margin-left: 40px;">For details on the KPIs, see the help topics Standard Key Performance Indicators Table and Social Impact KPIs.</p> ■ Custom Saved Search <ul style="list-style-type: none"> □ Net Assets by Program


Center Type	Custom Center Tabs	Portlets
		 Note: Account Reconciliation Summary is a portlet added by core NetSuite. For more information about this portlet, see the help topic Portlet Types Table .

NFP EM Grant Administrator

The Grant Administrators are responsible for liaising with program, finance, and development. They track and manage all compliance related to grants, pledges, and restrictions.

The Grant Administrator role includes custom dashboards. The following table highlights the key portlets on the Home dashboard.

Center Type	Custom Center Tabs	Portlets
Accounting	<ul style="list-style-type: none"> ■ Home ■ Billing ■ Constituents ■ Vendors ■ Payroll and HR ■ Financial ■ NFP CRM Center ■ NFP Financial Center 	<ul style="list-style-type: none"> ■ Reminders (reminders with zero results still appear) <ul style="list-style-type: none"> □ Tasks due today □ Tasks to complete (standard) □ Overdue Grant Payments (headline) ■ KPI Meters <ul style="list-style-type: none"> □ New Grant Opportunities ■ Trend Graphs <ul style="list-style-type: none"> □ Monthly Program Service Expenses (on the left) □ Monthly Total Grant Revenue (on the right) ■ Report Snapshots <ul style="list-style-type: none"> □ Expenses by Grant (on the left) □ Grant Revenue Distribution (on the right) ■ Navigation Shortcuts <ul style="list-style-type: none"> □ NFP Grants Management □ Initiate Grant □ Manage Grants □ Transactions □ Reports ■ Key Performance Indicators <ul style="list-style-type: none"> □ New Grant Opportunities □ Open Grant Opportunities □ Grants Won □ Grants Lost □ Grant Pipeline □ Grant Receivables □ Unbilled Grants (Sales Orders) □ Total Grant Revenue <p>For details on the custom KPIs, see Social Impact KPIs.</p> ■ Custom Saved Search


Center Type	Custom Center Tabs	Portlets
		<ul style="list-style-type: none"> □ Net Assets by Grant □ Upcoming Grant Milestones ■ Settings (standard portlet) <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> Note: Account Reconciliation Summary is a portlet added by core NetSuite. For more information about this portlet, see the help topic Portlet Types Table.</p> </div>

NFP EM Controller

The Controller is the company's chief accounting officer and heads the accounting department. The Controller manages the company's financial statements, general ledger, cost accounting, payroll, accounts payable, accounts receivable, budgeting, tax compliance and any special analyses. They are responsible for the company's finances including financial planning, management of financial risks, record-keeping, and financial reporting.

The Program Controller role includes custom dashboards. The following table highlights the key portlets on the Home dashboard.

Center Type	Custom Center Tabs	Portlets
Accounting	<ul style="list-style-type: none"> ■ Home ■ Billing ■ Constituents ■ Vendors ■ Payroll and HR ■ Financial ■ NFP CRM Center ■ NFP Financial Center 	<ul style="list-style-type: none"> ■ Reminders (reminders with zero results still appear) <ul style="list-style-type: none"> □ Journals to Approve by you □ Orders to Receive □ Invoices Overdue □ Purchase Requests to Approve □ Bills to Approve □ Bills to Pay □ Tasks to complete (standard) □ Tasks due today (standard) ■ Report Snapshots <ul style="list-style-type: none"> □ Functional Expenses (on the left) □ Expenses by Grant (on the left) □ Expenses by Program (on the left) □ Revenue by Restriction (on the right) □ Revenue Stream Distribution (on the right) □ Revenue by Program (on the right) ■ Settings (standard portlet) ■ Navigation Shortcuts <ul style="list-style-type: none"> □ NFP Controller □ Lists & Transactions □ FASB Reports □ Other Reports ■ Scorecard <ul style="list-style-type: none"> □ NFP Financials

Center Type	Custom Center Tabs	Portlets
		<p>For details on custom scorecards, see Social Impact KPI Scorecards.</p> <ul style="list-style-type: none"> ■ Key Performance Indicators <ul style="list-style-type: none"> □ Restricted Revenue □ Unrestricted Revenue □ Revenue Released from Restriction □ Program Service Expenses □ Fundraising Expenses □ Management & General Expenses □ Payables □ Receivables □ Operating Cash Flow □ Total Bank Balance <p>For details on the custom KPIs, see Social Impact KPIs.</p> <ul style="list-style-type: none"> ■ Custom Saved Search <ul style="list-style-type: none"> □ Net Assets by Program □ Giving Statistics by Type ■ KPI Meter <ul style="list-style-type: none"> □ Total Bank Balance (on the right) <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> Note: Account Reconciliation Summary is a portlet added by core NetSuite. For more information about this portlet, see the help topic Portlet Types Table.</p> </div>

NFP EM Program Manager

The Program Manager manages the Not for Profit Programs. The Program Manager is responsible for monitoring the program performance including:

- financial planning
- management of financial risks
- revenue stream distribution by program
- tracking program beneficiaries
- reporting cost per mission outcome

The Program Manager role includes custom dashboards. The following table highlights the key portlets on the Home dashboard.

Center Type	Custom Center Tabs	Portlets
Accounting	<ul style="list-style-type: none"> ■ Home ■ Billing ■ Constituents ■ Vendors ■ Payroll and HR 	<ul style="list-style-type: none"> ■ Reminders (reminders with zero results still appear) <ul style="list-style-type: none"> □ Overdue Grant Payments □ Purchase Requests to Approve □ Expense Reports to Approve

Center Type	Custom Center Tabs	Portlets
	<ul style="list-style-type: none"> ■ Financial ■ NFP CRM Center ■ NFP Financial Center 	<ul style="list-style-type: none"> □ Tasks to complete (standard) □ Tasks due today (standard) □ Bills to Approve ■ Report Snapshots <ul style="list-style-type: none"> □ Revenue by Program (on the left) □ Expenses by Program (on the right) ■ Settings (standard portlet) ■ Navigation Shortcuts <ul style="list-style-type: none"> □ NFP Program Management □ Manage Programs □ Transactions □ Reports ■ Scorecard <ul style="list-style-type: none"> □ NFP Operations <p>For details on custom scorecards, see Social Impact KPI Scorecards.</p> ■ Key Performance Indicators <ul style="list-style-type: none"> □ Grant Pipeline □ Program Service Expenses □ Restricted Revenue <p>For details on the custom KPIs, see Social Impact KPIs.</p> ■ Custom Saved Search <ul style="list-style-type: none"> □ Net Assets by Program ■ Trend Graphs <ul style="list-style-type: none"> □ Monthly Program Services Expenses (on the right)

NFP EM A/P Clerk

The A/P Clerk is responsible for ensuring prompt processing, evaluation and reporting of expense records for payment. The primary role of the A/P Clerk includes reviewing and auditing the company's expense reports and vendor bills for compliance.

The A/P Clerk role includes custom dashboards. The following table highlights the key portlets on the Home dashboard.

Center Type	Custom Center Tabs	Portlets
Accounting	<ul style="list-style-type: none"> ■ Home ■ Billing ■ Constituents ■ Vendors ■ Payroll and HR ■ Financial ■ NFP CRM Center ■ NFP Financial Center 	<ul style="list-style-type: none"> ■ Reminders (reminders with zero results still appear) <ul style="list-style-type: none"> □ Purchase Requests to Approve □ Purchase Orders to Bill □ Bills to Pay □ Tasks to complete (standard) □ Tasks due today (standard) ■ KPI Meter

Center Type	Custom Center Tabs	Portlets
		<ul style="list-style-type: none"> □ Average Days to Pay (on the left) □ Payables (on the right) ■ Trend Graphs <ul style="list-style-type: none"> □ Monthly General Administration Expenses (on the left) □ Monthly Payables Trend (on the right) ■ Navigation Shortcuts <ul style="list-style-type: none"> □ Account Payable □ Setup □ Transactions □ Reports ■ Key Performance Indicators <ul style="list-style-type: none"> □ Open Purchase Orders □ Average Days to Pay □ Fundraising Expenses □ Program Service Expenses □ Payables □ Management & General Expenses <p>For details on the custom KPIs, see Social Impact KPIs.</p> ■ Custom Saved Search <ul style="list-style-type: none"> □ A/P Aging ■ List <ul style="list-style-type: none"> □ Vendors ■ Settings (standard portlet)

NFP EM A/R Clerk

The **A/R Clerk** is responsible for ensuring prompt processing, evaluation, and reporting of cash sales and invoice for payment. The primary role of the **A/R Clerk** includes reviewing and auditing the company's revenue reports and invoices for compliance.

The **A/R Clerk** role includes custom dashboards. The following table highlights the key portlets on the Home dashboard.

Center Type	Custom Center Tabs	Portlets
Accounting	<ul style="list-style-type: none"> ■ Home ■ Billing ■ Constituents ■ Vendors ■ Payroll and HR ■ Financial ■ NFP CRM Center ■ NFP Financial Center 	<ul style="list-style-type: none"> ■ Reminders (reminders with zero results still appear) <ul style="list-style-type: none"> □ Invoices Overdue □ Event Invitations to respond to □ Tasks to complete (standard) □ Tasks due today (standard) ■ KPI Meters <ul style="list-style-type: none"> □ Receivables (on the left) □ Average Days to Receive (on the right) ■ Trend Graphs

Center Type	Custom Center Tabs	Portlets
		<ul style="list-style-type: none"> □ Monthly Receivables (on the left) □ Monthly Average Days Overdue (on the right) ■ Navigation Shortcuts <ul style="list-style-type: none"> □ Account Receivable □ Tools □ Transactions □ Reports ■ Key Performance Indicators <ul style="list-style-type: none"> □ Receivables □ Average Days to Receive □ Unbilled Grants □ Pledge Receivables □ Grant Receivables □ Other Receivables <p>For details on the custom KPIs, see Social Impact KPIs.</p> <ul style="list-style-type: none"> ■ Custom Saved Search <ul style="list-style-type: none"> □ A/R Aging ■ List <ul style="list-style-type: none"> □ Constituents ■ Settings (standard portlet)

Reports in Standard Edition

In addition to the reports in the NFP Financial Center tab, NFP Standard Edition also provides a Program Outcomes report.

Program Outcomes (statistical)


The Program Outcomes report gives you a statistical evaluation of a program. The report summarizes the following information about a program:

- Expense
- Total Expense
- Cost per Outcome
- Revenue
- Total Revenue
- Funding Raised per Outcome
- Net Assets
- Net Assets per Outcome

To view the program outcome report:

1. Go to Reports > Saved Reports > Program Outcomes (statistical).
NetSuite displays the report.

2. You can click on amounts to view more transaction details.

To print the report, click the print icon  at the bottom of the page.

Constituent Relationship Management

The Social Impact Standard Edition contains the Constituent Relationship Management feature. Constituent Relationship Management comprises of two parts, namely, Constituent Relationship and Households.

Constituent Relationship Management Permissions

The following table lists the permissions of various roles for using Constituent Relationship Management features:

Role	NFP CRM Center > Constituent Management > Constituent Relationship	NFP CRM Center > Constituent Management > Relationship Report	NFP CRM Center > Constituent Management > Household Preferences	Lists > Relationships Constituents > Households
NFP EM A/R Clerk	Edit	View	None	Edit
NFP EM CEO	View	View	None	View
NFP EM CFO	Full	View	None	Full
NFP EM Controller	Full	View	None	Full
NFP EM Grant Administrator	Edit	View	None	Edit
NFP EM Program Manager	Edit	View	None	Edit
NFP EM A/P Clerk	View	View	None	View
Administrator	Full	Full	Full	Full

Constituent Relationship

Using Constituent Relationship, you can create and track relationships between different constituents. These relationships can be between individuals or individuals and organizations. For example,

- Individual constituents related to one another in a household as spouses or partners
- Individual constituents affiliated with multiple organizations
- Individual constituents related to one another in a variety of ways like siblings, parents, friends, business associates, legal counsel, college roommates, and so on. These relationships can change over time.

Information about relationships can be very useful for a non-profit organization in terms of fund raising and program delivery. The key features of constituent relationship management include:

- ability to link and track two constituents

- ability to activate and deactivate relationships manually or by means of date range

Creating a Constituent Relationship

You can create a constituent relationship from the NFP CRM Center tab.

To create constituent relationship:

1. Go to NFP CRM Center > Constituent Management > Constituent Relationship > New.
2. In the Constituent Relationship page:
 - From the **Source Constituent** list, select the first constituent.
 - From the **Target Constituent** list, select the second constituent.
 - From the **Relationship Type** list, select the relationship between the source and target constituents.
 - Optionally, enter **Start Date** and **End Date** in the respective fields. This will make the relationship time bound.
3. Click **Save**.

If one of the constituents is an organization and the other is an individual, you can check the **Add as Contact** box. This will add the individual to the organization's contact list.

Creating Relationship Labels

You can create custom relationship labels from the Relationship Labels page. For example, siblings, friends, and roommates.

To create a relationship label:

1. Go to NFP CRM Center > Constituent Management > Constituent Relationship > New.
2. Click the **New** icon next to the **Relationship Type** field.
3. In the Relationship Label page, enter the relationship name in the **Name** field.
4. Click **Save**.

Time Bound Relationships

When you add an end date to a relationship, the relationship turns inactive after the end date.

Adding Relationship from Constituent Record

You can add relationship between existing constituents from the constituent record.

To add a relationship from a constituent record:

1. Go to Lists > Relationships > Customer, and then click Edit next to the constituent record to which you want to add relationship.
2. In the Relationships subtab, select Other Relationships.
3. In the Constituent Relationship page
 - From the **Target Constituent** list, select the second constituent.

- From the **Relationship Type** list, select the relationship between the source and target constituents.
- Optionally, enter **Start Date** and **End Date** in the respective fields. This will make the relationship time bound.

4. Click **Save**.

Viewing Constituent Relationships

You can view the relationship between constituents from the following places:

- On the Constituent record, under Relationships tab, clicking Other Relationships displays a sublist with all the relationships where the constituent is either a source or a target.
- As a saved search of type Constituent Relationship

Relationship Reports

A relationship report gives you the relationship of one constituent with the other. The constituents can be of type individual or organization. Following are some examples where these reports can be useful:

- To get a relationship report of all board members of an organization
- To get a report of all the individuals and organizations that have a relationship with a particular individual.

You can export the relationship report to an Excel or PDF format file.

To generate a relationship report:

1. Go to NFP CRM Center > Constituent Management > Relationship Reports.
2. Do one of the following:
 - Select a constituent from the **Constituent** list and click **Submit**.
A report of all the relationships of the selected constituents displays.
 - Select a relationship from the **Relationship Type** list and click **Submit**.
A report of all the constituents having the selected relationship type displays.
 - Select a constituent and a relationship type from the respective lists and click **Submit**.
A report of the constituent having the selected relationship type displays.
 - Click **Submit**.
A report of all constituent relationships displays.
3. To export to an Excel file, click **Export to Excel**.
4. To export to a PDF file, click **Export to PDF**.

Households

In the NFP SuiteApp, constituents can be individuals or organizations. Individuals can be part of a household, for example, a family. The Households feature provides the ability to aggregate the information of all the constituents of a family. You can use households and constituent relationship features to get reports about individuals, households, and organization and use the information for donation management.

Guidelines for Working with Households

Following are some guidelines for working with households:

- A household has one primary member. Optionally, you can add a spouse or partner, and multiple child and other members to the household.
- When you create an individual constituent, you can add the constituent as a member of an existing household.
- When you create a household, the primary member's address and phone number is added as the household's address and phone.
- If you have the **Share Household Address and Phone Updates** box checked, the primary member's contact details are added to the family member's contact details.
- Any changes to household details such as address, phone number, or email can be automatically propagated to all the members of the household.
- The household name changes as you add, remove, or update a spouse or partner member type. The change depends on the **Household Name Format** setting in the Household Preferences page.

Household Preferences

You can set the preferences for households in the Household Preferences page.

To set household preferences:

1. Go to NFP CRM Center > Household Preferences > Household Preferences.
2. Click **Edit** next to the household preference.
3. In the Household Preferences page, set the preferences according to the following table.

Preference	Description
Enable Household	Enables the household feature. If you clear this box, the household settings will not display in the Constituent page.
Auto Create Household	Automatically creates the household name. This setting cannot be changed.
Propagate Address	Copies the address and home phone details of the primary member to the household and other members of the household.
Household Name Options	Lets you select placeholder fields for household name format. The selected fields are added to the Household Name Format setting below.
Household Name Format	<p>Sets the format in which you want to display the household name.</p> <p>The options that you select from the Household Name Options list are added to this field. You can also enter text in this field.</p> <p>Note: Household ID is mandatory for household name format field.</p> <p>For example, say you want the household name to be the primary constituent's first and last name followed by the household ID and text "and Family". To achieve this, from the Household Name Options list, first select Primary First Name, then select Primary Last Name, and lastly select Household Id. In the Household Name Format field, insert a space between the options and add the text "and Family" after the options. The Household Name Format field should display as shown below:</p> <p>{PRIMARYFIRSTNAME} {PRIMARYLASTNAME} {HOUSEHOLDID} and Family</p>
Formal Salutation Options	Lets you select placeholder fields for the formal salutation format. The selected fields are added to the Formal Salutation setting below.

Preference	Description
Formal Salutation	<p>Sets the format in which you want to display the formal salutation of the household. This salutation can be used when communicating with members of the household, such as sending email.</p> <p>The options that you select from the Formal Salutation Options list are added to this field. You can also enter text in this field.</p> <p>For example, say you want the formal salutation to be the primary constituent's first and last name followed by the text "and Family". To achieve this, from the Formal Salutation Options list, first select Primary First Name and then select Primary Last Name. In the Formal Salutation field, insert a space between the options and add the text "and Family" after the options. The Formal Salutation field should display the following:</p> <p>{PRIMARYFIRSTNAME} {PRIMARYLASTNAME} and Family</p>
Informal Salutation Options	<p>Lets you select placeholder fields for the informal salutation format. The selected fields are added to the Informal Salutation setting below.</p>
Informal Salutation	<p>Sets the format in which you want to display the informal salutation of the household. This salutation can be used when communicating with members of the household, such as sending email.</p> <p>The options that you select from the Informal Salutation Options list are added to this field. You can also enter text in this field.</p> <p>For example, say you want the informal salutation to be the primary constituent's first and last name followed by the text "and Family". To achieve this, from the Informal Salutation Options list, first select Primary First Name and then select Primary Last Name. In the Informal Salutation field, insert a space between the options and add the text "and Family" after the options. The Informal Salutation field should display the following:</p> <p>{PRIMARYFIRSTNAME} {PRIMARYLASTNAME} and Family</p>

4. Click **Save**.

Propagating Address and Phone Details

The Household Preferences page contains the **Propagate Address** box. If this box is checked, the primary member's address and contact details are copied to the household. Also, the Constituent page contains the **Propagate Address and Phone Details** box. If this box is checked for primary member, the address and phone details are propagated to the household. For any other member, the household's address and phone details are propagated to the member.

Working with Households

This section explains the different tasks you can perform with households.

Creating a Household

Before creating a household, make sure that the household preferences are set. For details, see the section [Household Preferences](#). When you create a household, an ID is assigned to the household, which makes the household unique. In case two households are given the same name, this household ID helps in distinguishing the two.

To create a household manually:

1. Go to Lists > Relationships > Households > New.
2. Enter the following:

- In the **Primary First Name** field, enter the first name of the primary member.
- In the **Primary Last Name** field, enter the last name of the primary member.
- Optionally, enter the details of the spouse or partner in the Spouse/Partner section.
- Optionally, enter other household details such as address, email, and phone details in the Email | Phone | Address section.

3. Click **Save**.

The following actions take place:

- A household is created with the name as defined in household preferences.
- A primary constituent is created. If you add spouse or partner details, a constituent for the same is also created.

Adding Members to a Household

From the household record, you can add new constituents as members of the household.

To add a member to a household:

1. Go to Lists > Relationships > Households.
2. From the Households list page, click the Edit link next to the household to which you want to add the member.
3. In the Household page, select the Member subtab and click **Add Member**.
The Constituent record creation page opens. Observe that the Household field automatically populates the name of the household.
4. In the Constituent page:
 - In the **Name** field, enter the name of the constituent.
 - From the **Primary Subsidiary** list, select the primary subsidiary.
 - From the **Family Member** list, select the family member type.
 - Click **Save**.

Changing the Family Member Type

The following are the guidelines for changing the family member type of a constituent:

- If the household contains a primary member but not a spouse or partner, you cannot change the primary member to any other member type.
- If the household contains a primary member as well as a spouse or partner, you can swap the primary and spouse members.

You can change the member type from the **Family Member Type** list in the Constituent page.

Moving Members Across Households

The following are the guidelines for moving members across households:

- Primary member
 - You cannot move a primary member from one household to another directly.
 - If a household contains a primary member as well as a spouse member, you will have to first change the primary member to other member. This will automatically change the spouse to primary member. Then, you can move the other member to another household.

- Spouse or Partner member
 - You can move a spouse or partner from one household to other only if the other household does not contain a spouse or partner member.
 - When you move the spouse or partner from one household to other, the household name changes to reflect the removal of the spouse.
- Child or Other member — You can move the child or other family member type from one household to other.

You can move the member by selecting the desired household from the **Household** list in the Constituent page.

Deleting a Household

If you delete the primary member record, the household is automatically deleted.

If you delete or move the spouse member, the household name changes automatically, reflecting the removal of spouse.

Lifetime View

The Lifetime View feature provides valuable information about total grants and donations made by individual constituents of a household as well as by the entire household. Lifetime view is calculated based on the cash sales and invoices raised for each constituent per year. The feature displays data for the last four years from the current date.

Lifetime view is calculated in the base currency. If the currency of a transaction differs from the base currency, NetSuite automatically calculates the value in base currency and displays it the Lifetime view.

Lifetime View	
2019	\$ 12486.74
2018	\$ 10000.00
2017	\$ 5000.00
2016	\$ 5000.00
Total	\$ 32486.74

For each constituent, the lifetime view appears in the Custom subtab of the Constituent page.

For each household, the lifetime view is calculated by adding the lifetime views of all the constituents of the household for each year.

For each household, the lifetime view appears on the Household page.

Email Template

The Communication subtab is provided in the constituent record as well as household record. You can use the Communication subtab to create and send emails to the household constituents. For more information, see the help topic [Working with Email Templates](#).