

Sub Invoice Details Download

The sub invoice details download is an Excel file which contains GMAS subrecipient data and accounts payable data from Buy2Pay.

Access

Each segment in GMAS has a link to the Invoice details download from Subrecipient list screen and the Subrecipient home screens. All GMAS users that have access to these screens can download the Invoice details. The download will only be available for *Active* and *Closed* subrecipients.

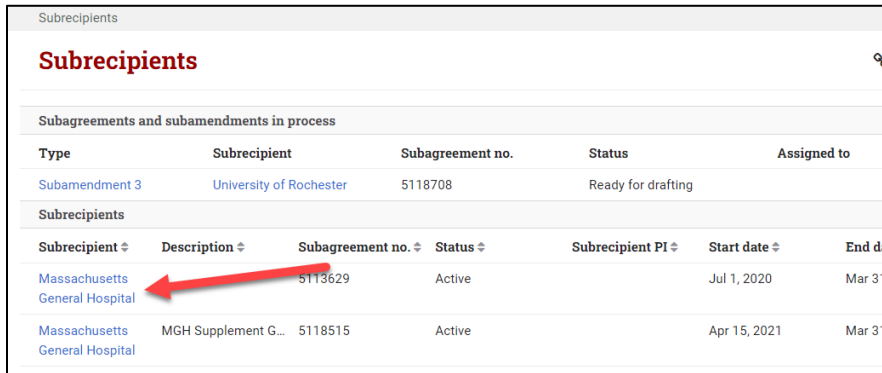
To navigate to Subrecipient list screen from segment homepage, select “Subrecipients” in the left navigation menu:

The screenshot shows the 'Segment 3 of 3' dashboard. On the left is a navigation menu with items: Action memos (49), Requests (11), Accounts (25), Research team (3), Subrecipients (10), Sponsor notices (12), Approvals (81), Financial deliverables (5), and Non-financial (0). The 'Subrecipients' item is highlighted with a red arrow. The main content area is titled 'Dates and dollars' and contains a table with columns: Authorized, Anticipated, Expended, and Balance. A 'Key information' sidebar on the right lists: Administrative salaries, Human subjects, and Uniform guidance. At the bottom, there is a 'Cost sharing' section with 'Committed' at \$0 and 'Expended' at \$1,681,382.65.

To navigate to the subrecipient Invoice details download to see all subrecipient data, select “Actions” and then “Invoice details” from the Subrecipient list screen:

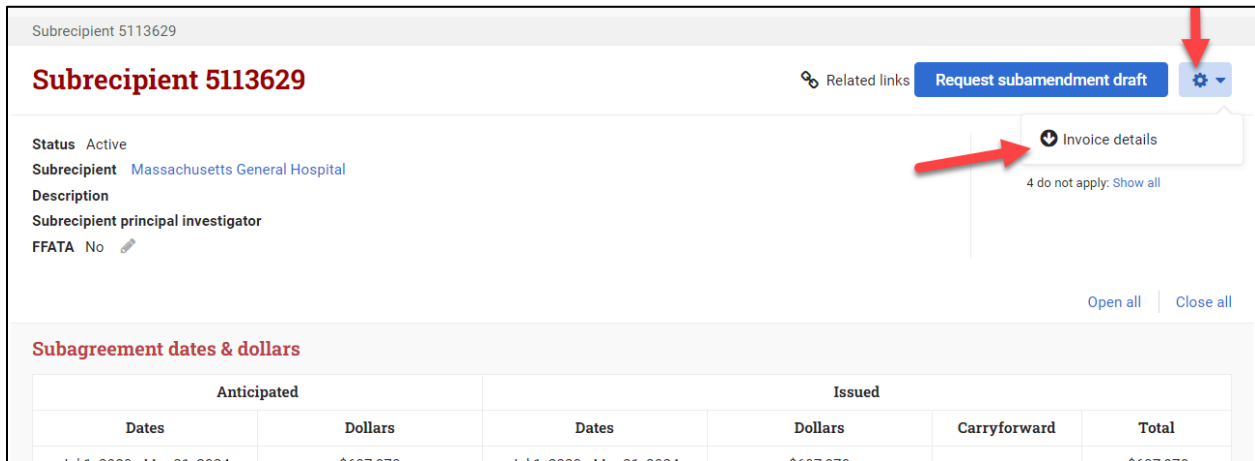
The screenshot shows the 'Subrecipients' list screen. At the top, there are 'Related links' and 'Actions' buttons. Below is a table for 'Subagreements and subamendments in process' with columns: Type, Subrecipient, Subagreement no., Status, and Assigned to. A 'Subrecipients' section follows with a table with columns: Subrecipient, Description, Subagreement no., Status, Subrecipient PI, Start date, End date, and a dropdown menu. The dropdown menu is open, showing 'Request subagreement and subamendment drafts', 'Request subrecipient at no additional cost', and 'Invoice details'. A red arrow points to the 'Invoice details' option.

To navigate to the subrecipient invoice details for a specific subrecipient, navigate to the Subrecipient homepage and select “Actions” and “Invoice details”:



Type	Subrecipient	Subagreement no.	Status	Assigned to
Subamendment 3	University of Rochester	5118708	Ready for drafting	

Subrecipient	Description	Subagreement no.	Status	Subrecipient PI	Start date	End date
Massachusetts General Hospital		5113629	Active		Jul 1, 2020	Mar 31, 2021
Massachusetts General Hospital	MGH Supplement G...	5118515	Active		Apr 15, 2021	Mar 31, 2022



Subrecipient 5113629

Status: Active
Subrecipient: Massachusetts General Hospital
Description: Subrecipient principal investigator
FFATA: No

Request subamendment draft

Invoice details
4 do not apply: Show all

Open all | Close all

Subagreement dates & dollars

Anticipated		Issued			
Dates	Dollars	Dates	Dollars	Carryforward	Total
1-11-2020 - 11-31-2021	\$627,070	1-11-2020 - 11-31-2021	\$627,070		\$627,070

Data

Invoice details for all subrecipients

The first tab in the Excel file when downloading from the Subrecipient list screen will give a summary across all subrecipients to show total number of invoices, count of unpaid invoices, authorized funds, total amount billed, and total remaining balance. Each tab then has additional data related to invoice details for each sub. The details are the same in the tabs as the details from a specified subrecipient download.

Invoice details for a specified subrecipient

When the Invoice details download is triggered from a specified subrecipient, there will only be one tab with the details for that subrecipient. Details will include high level information about the subrecipient and the associated GMAS project, and details about invoices and payments from Buy2Pay that are related to accounts that have been associated with that subrecipient record.

Currently, if there are no invoices for a subrecipient the file will be blank.

Data Updates

Data changed in Buy2Pay will take 1 day to be reflected in the download.

Column/Row	Notes
Project Title	GMAS data – Current project title for the segment.
Project #	GMAS data – Project number for the segment.
Fund	GMAS data – Fund for the segment.
PI	GMAS data – Harvard PI.
Subrecipient	GMAS data – Subrecipient organization.
Sub ID	GMAS data – GMAS generated subrecipient ID.
Sub PI	GMAS data – Subrecipient PI.
Sub dates	GMAS data – Subrecipient issued start and issued end date from the latest fully executed subagreement/subamendment.
Authorized funds	GMAS data - Subrecipient issued amount from the latest fully executed subagreement/subamendment.

Amount billed	Buy2Pay data – Sum of all invoice amounts.
Remaining balance	Authorized funds (see above) minus Amount billed (see above).
Invoice date	Buy2Pay data – Invoice date.
Invoice number	Buy2Pay data – Invoice number.
Performance period	<p>Buy2Pay data – This is a derived column based on the Buy2Pay description, which attempts to extract the date range of the invoice.</p> <p>Currently supported formats:</p> <ul style="list-style-type: none"> • a date range in mm/dd/yy or mm/dd/yyyy format. For example: "3/1/23 - 3/31/23" or "3/01/2023-3/31/2023" etc. This is also limited to when there's ONLY two such dates in the description field. • a single month in text/year format. For example: "Jan 21" or "January 21" or "Jan 2021" <p>If there is no match to one of the supported formats, this column will be blank.</p>
Description	Buy2Pay data - The user entered invoice description.
Check #	Buy2Pay data – Check number (will be blank if a check has not been issued yet).
Check date	Buy2Pay data – check issued date (will be blank if a check has not been issued yet).
Cleared date	Buy2Pay data – check cleared date (will be blank if the check hasn't cleared yet).
Fund	Buy2Pay data – Fund charged.
Activity	Buy2Pay data – Activity charged.

Subactivity	Buy2Pay data – Subactivity charged.
8190	Buy2Pay data – Total invoice amount charged to 8190.
8191	Buy2Pay data – Total invoice amount charged to 8191.
8192	This object code is currently missing in the download. It will be added in an upcoming reporting release scheduled for the end of October.
Amount	Buy2Pay data – Total invoice amount.