

Create receipts in bulk

This document is for members of Research Finance in OSP (Office for Sponsored Programs) who will use the “Create receipts in bulk” screen to create several receipts and associate them to receivables from an uploaded spreadsheet.

Prerequisites

- A basic understanding of GMAS (Grants Management Application Suite).
- A basic understanding of the receipts and receivables process within OSP.
- Access to the “Create receipts in bulk” action from the receipts search.

Overview

The purpose of the “Create receipts in bulk” screen is to allow members of the Research Finance team within OSP to create multiple receipts and associate them to receivables by uploading an Excel spreadsheet managed by the cash team instead of creating each receipt individually.

Navigation

To navigate to the screen where receipts can be created in bulk, from the GMAS homepage, select “Receipts” from the right-hand navigation menu.

Select the “Actions” button at the top of the “Receipt search” screen and select “Create receipts in bulk”.

The spreadsheet

The Excel spreadsheet must be in the format designated by the GMAS team for bulk create to be successful.

If a spreadsheet in an incorrect format (for example: unexpected headers, or incorrect date format) is uploaded, an error will appear on the screen with the following message: “The spreadsheet cannot be processed due to errors. Please correct the errors identified above in the spreadsheet and re-upload.”

If a document with the wrong file type is uploaded, an error will appear on the screen indicating it does not appear to be an *.xlsx file format.

An uploaded spreadsheet must have the following columns to be processed successfully:

1. Sponsor – This information is only used to help connect the receipt on the GMAS screen with the row(s) on the spreadsheet after uploading. This data will not be saved to the database.

2. Receivable ID – The receivable IDs on the spreadsheet will need to match existing receivable IDs in GMAS.
3. Payment method – Payment methods will need to be an exact match of any of the following payment method types:
 - a. Wire
 - b. EFT
 - c. Check
 - d. ACH
 - e. RSO Advice
4. Receipt reference – GMAS will only display up to the first 30 characters of a receipt reference input to match the database maximum character limit.
5. Date issued – Date will need to be in MM/DD/YYYY format on the spreadsheet. Months that are single digits should not include a leading 0 (9/23/2023 is accepted, 09/23/2023 is not).
6. Receipt amount – This is the total amount of the receipt.
7. Receipt comment – This is optional. If a comment is present, it will be saved with the receipt data.
8. Amount applied to receivable – This is the amount of the receipt that will be allocated to the receivable.

When the spreadsheet has been uploaded successfully, receipts will be displayed in one row with the associated receivables underneath them.

- A unique receipt is identified when the Payment Method, Date issued, and Receipt amount from the spreadsheet are all the same. (If there are four rows with the same data in all of these columns, they will display on the GMAS screen once because they make up one receipt that is paying four different receivables.)

Confirming and saving the data

Once the spreadsheet has been uploaded, the file name will be displayed on the top of the screen and data from the spreadsheet will be displayed for review prior to confirming and saving.

If there are any issues with the data from the spreadsheet that will prevent a successful save, they will be highlighted on the screen and the “Confirm” button will be disabled. If any of these issues appear, the data must be corrected on the spreadsheet. Once done, the spreadsheet can be reuploaded. Some examples of data issues that will prevent confirming and saving include:

- Incorrect payment method
- Amount applied to receivable resulting in overpayment
- Total amount applied to all receivables associated to an individual receipt resulting in overallocation of the receipt amount

- \$0, negative dollars, or missing data in columns where data is required (all column data is required except for comments)
- Invalid receivable ID (no matching record in GMAS)

Once the data has been validated, the “Confirm” button can be clicked. Confirming the data does the following:

- Creates the receipt record in GMAS.
 - The sponsor organization from the spreadsheet (which is also the receipt sponsor on the screen) will not save as the receipt sponsor. Instead, the receipt sponsor will be saved with the sponsor associated to the first receivable the receipt is applied to.
 - This is because sponsor organization information cannot be exactly matched from the spreadsheet at this time. As mentioned above, the field currently only displays the sponsor from the spreadsheet to help connect the data display on the screen with what is on the spreadsheet.
 - The status of the receipt will be “Fully applied” if the total receipt amount equals the total receivable amounts applied in the same spreadsheet. The status of the receipt will be “Partially applied” if the total receipt amount is greater than the total receivable amounts applied.
- Updates the receivable record in GMAS.
 - Updates the total amount paid on the receivable.
 - Updates the status of the receivable to “Paid” if the applied amount leaves a \$0 balance on the receivable. Updates the status of the receivable to “Balance due” if the applied amount leaves a balance on the receivable.

After confirming is successful, GMAS will redirect to the “Receipt search” screen where a preset search filter will be set to today’s date in the “Date created” field and the logged in person's name in the “Created by” field. The search results will display all receipts created by the individual who confirmed the creation of receipts in bulk today which will include all the receipts created through the bulk create confirmation and any other receipts created the same day.

Example of a successful spreadsheet upload

This spreadsheet has three rows of data, and two of the rows have the same data in Payment Method, Date issued, and Receipt amount columns.

	A	B	C	D	E	F	G	H
1	Sponsor	Receivable ID	Payment method	Receipt reference	Date issued	Receipt amount	Receipt comment	Amount applied to receivable
2	Bill and Melinda Gates Foundation	5756053	Check	Lcb 3/22 #4236798	9/12/2023	500000	This will be a partiall	14618.35
3	Bill and Melinda Gates Foundation	5756054	Check	Lcb 3/22 #4236798	9/12/2023	500000	This will be a partiall	17829.56
4	Harris Industries	5756059	RSO Advice	JesTst 12345	9/11/2023	10	This will be a fully ap	10
5								
6								
7								

When uploaded into the "Create receipts in bulk" screen, GMAS will display two receipt records which are paying three receivables.

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Test 10.xlsx selected for upload

Sponsor	Payment method	Receipt reference	Date issued	Receipt amount	Comment
Bill and Melinda Gates Foundation	Check	Lcb 3/22 #4236798	Sep 12, 2023	\$500,000	This will be a partially applied receipt with fully paid receivables

Receivable	Project	Fund	Applied
5756053	8482179	214813	\$14,618.35
5756054	8259014	115444	\$17,829.56

Sponsor	Payment method	Receipt reference	Date issued	Receipt amount	Comment
Harris Industries	RSO Advice	JesTst 12345	Sep 11, 2023	\$10	This will be a fully applied receipt to a partially paid receivable

Receivable	Project	Fund	Applied
5756059	8453991	259878	\$10

Cancel Confirm

After confirming and saving the data, GMAS will redirect to the "Receipt search" screen where search results will display all receipts created that day by the individual who selected "Confirm".

Harvard GMAS

Advanced
People
Organizations
Links
Jess Perreault

Receipts search
Info Actions

Sponsor

Receipt amount

Created by

Status

Date created

Clear Search

2 receipts

Sponsor	Status	Reference	Payment method	Receipt amount	Applied	Date created	Created by
Chemical Insights Research Institute	Fully applied	JesTst 12345	RSO Advice	\$10	\$10	Sep 19, 2023	Jess Perreault
Massachusetts Institute of Technology	Partially applied	Lcb 3/22 #4236798	Check	\$500,000	\$32,447.91	Sep 19, 2023	Jess Perreault

The screen you are on is: SCR0153ReceiptsSearch | [Top](#) | [Contact GMAS](#) | [Privacy statement](#)

Server: gmas-app02.dev.atsea.cloud.huit.harvard.edu/10.138.231.55

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Examples of unsuccessful spreadsheet uploads

Example 1 – File format issue

This spreadsheet includes a leading 0 in front of the month in the date issued column.

Sponsor	Receivable ID	Payment method	Receipt reference	Date issued	Receipt amount	Receipt comment	Amount applied to receivable
Universidad Internacional de La Rioja	5767452	Wire	Wire09/18/2023 #8628	09/18/2023	13,972.20		13,972.20
Summa Labs	5768392	Wire	Wire09/18/2023 #4617	09/18/2023	149,065.50		149,065.50
Ministry of Economy, Government of the R	5761910	Wire	Wire09/18/2023 #8306	09/18/2023	750,000.00		749,978.00
Harvard Pilgrim Health Care	5763748	ACH	ACH 09/18/2023 #6391	09/18/2023	2,702.41		2,702.41
Lawrence Berkeley National Lab	5768391	ACH	ACH 09/18/2023 #4921	09/18/2023	11,122.31		11,122.31
BlueRock Therapeutics	5749176	ACH	ACH 09/18/2023 #1046	09/18/2023	374,999.00		374,999.00
Air Force Office of Scientific Research	5768850	ACH	ACH 09/18/2023 #2327	09/18/2023	7,421.78		7,421.78
Air Force Office of Scientific Research	5769845	ACH	ACH 09/18/2023 #2316	09/18/2023	11,954.58		11,954.58

When uploaded into the “Create receipts in bulk” screen, GMAS will display a generic error message because the spreadsheet does not comply with the format rules.

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⚠ The database transaction failed - The current format of the file does not meet the requirements. Please review and update the file before trying to upload again. If you continue to experience issues when uploading please reach out to contactgmas@harvard.edu.

Choose files to upload
Open your system's browser to find files to upload

Choose files

or

Drop files here

Cancel Confirm

Example 2 – Data issue

This spreadsheet has invalid receivable IDs in it.

	A	B	C	D	E	F	G	H	I
1	Sponsor	Receivable ID	Payment method	Receipt reference	Date issued	Receipt amount	Receipt comment	Amount applied to receivable	
2	Universidad Internacional de La Rioja	9999999	Wire	Wire09/18/2023 #8628	9/18/2023	13,972.20		13,972.20	
3	Summa Labs	5768392	Wire	Wire09/18/2023 #4617	9/18/2023	149,065.50		149,056.50	
4									
5									

When uploaded into the “Create receipts in bulk” screen, GMAS will display all the data from the spreadsheet. The invalid receivable IDs will be highlighted to point out which piece of data has an issue, and the confirm button will remain disabled because GMAS will not be able to save the data as it is.

In this example, the receivable IDs should be fixed in the spreadsheet and then the spreadsheet should be uploaded again.

Create receipts in bulk

Wire Receipts_9.18.23.xlsx selected for upload

Sponsor	Payment method	Receipt reference	Date issued	Receipt amount	Comment
Universidad Internacional de La Rioja	Wire	Wire09/18/2023 #8628	Sep 18, 2023	\$13,972.20	

Receivable	Project	Fund	Applied
9999999			\$13,972.20

⚠ Receivable 9999999 does not exist in GMAS.
The total amount applied cannot be greater than the amount due for receivable 9999999.

Sponsor	Payment method	Receipt reference	Date issued	Receipt amount	Comment
Summa Labs	Wire	Wire09/18/2023 #4617	Sep 18, 2023	\$149,065.50	

Receivable	Project	Fund	Applied
5768392			\$149,056.50

⚠ Receivable 5768392 does not exist in GMAS.
The total amount applied cannot be greater than the amount due for receivable 5768392.

Cancel Confirm ⓘ

The spreadsheet cannot be processed due to errors. Please correct the errors identified above in the spreadsheet and re-upload.