Receipt workflow

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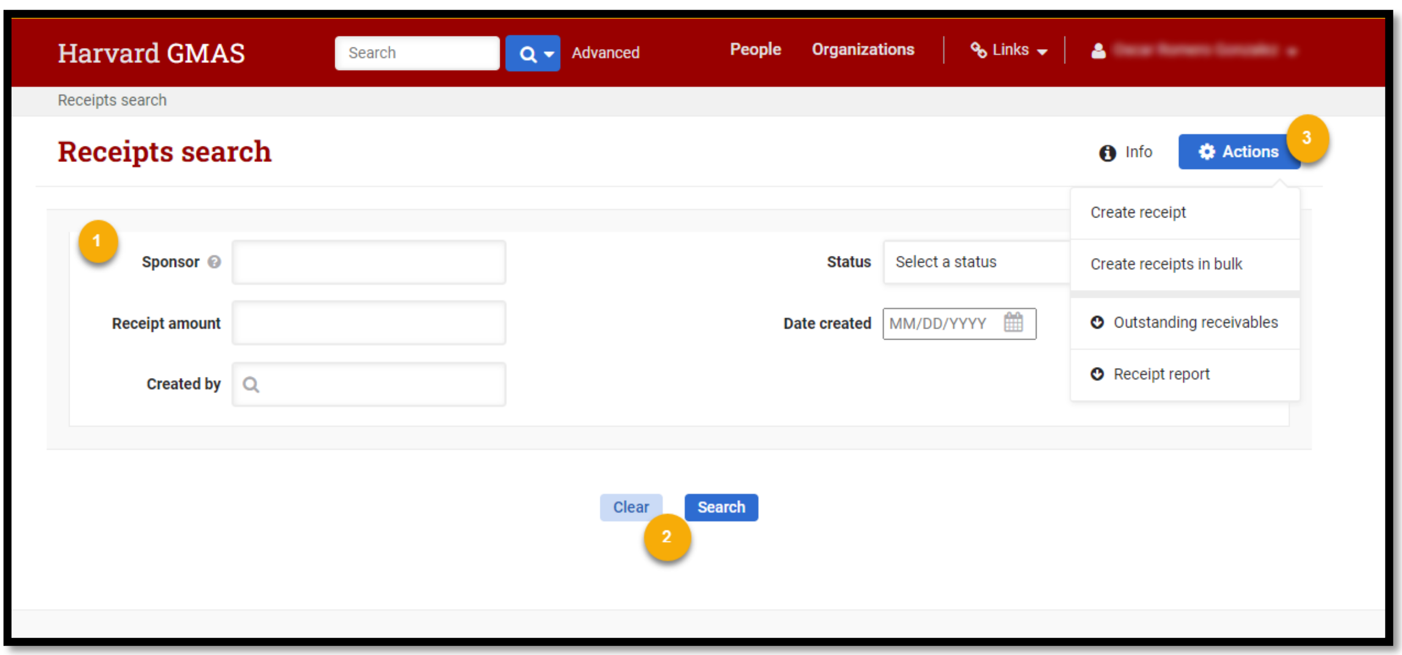
Overview

This job aid will cover the basics on how to navigate around the screens in the updated receipt workflow. Specifically, around searching, creating, and editing receipts.

Prerequisites

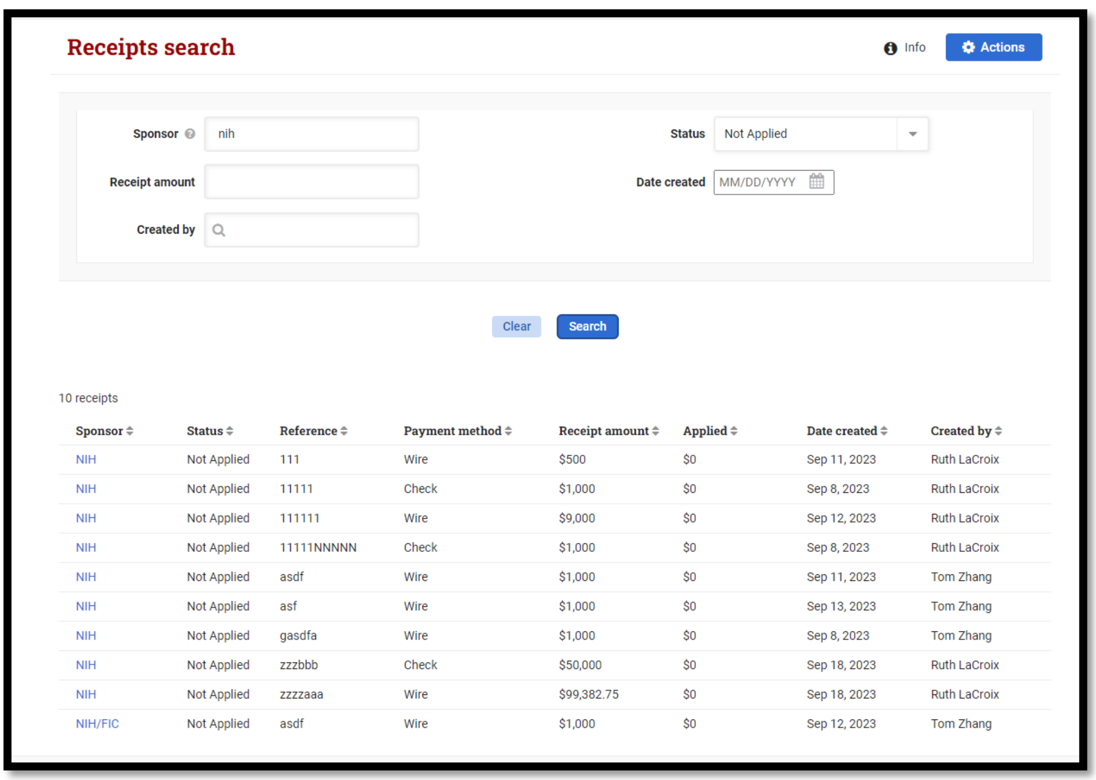
This job aid assumes that the reader has an understanding of the basic functionality and terminology of GMAS.

Receipt search



The receipt search screen provides the ability to find existing receipts in GMAS, create a new receipt (one at a time or in bulk), and the screen provides two financial reports for receipts and receivables.

1. **Search criteria:** The fields available are criteria that can be used to help narrow a receipt search.
    - **Sponsor –** text entry field where the sponsor can be entered.
    - **Receipt Amount -** numerical entry field that looks for the total receipt amount.
    - **Created by –** A look up field to select which person may have created the receipt.
    - **Status –** A dropdown displaying the statuses a receipt could be in.
    - **Date created** – Allows to select the date that a receipt was created on.
2. **Search actions:**
    - **Clear:** This button will clear any criteria that was entered in the search fields.
    - **Search:** Selecting this button will perform a search and will provide records that meet all criteria that has been entered. (At least one search criteria needs to be entered)
3. **Actions button:** The primary action button will provide additional functionality available in the receipt workflow.
    - **Create receipt:** Selecting "Create receipt" will open a modal that will allow for the creation of one receipt at a time.
    - **Create receipt in bulk:** Selecting "Create receipts in bulk" will navigate to the bulk upload screen, where receipts can be created in bulk by uploading an excel document.
        - Information around the bulk upload process can be found in the **Create receipts in bulk job aid**
    - **Outstanding receivables:** Selecting the "Outstanding receivables" button will download a report which provides a list of all receivables that are currently in outstanding status.
    - **Receipt report:** Selecting the "Receipt report" button will download a report which provides a list of all receipts that have not been applied to a receivable.

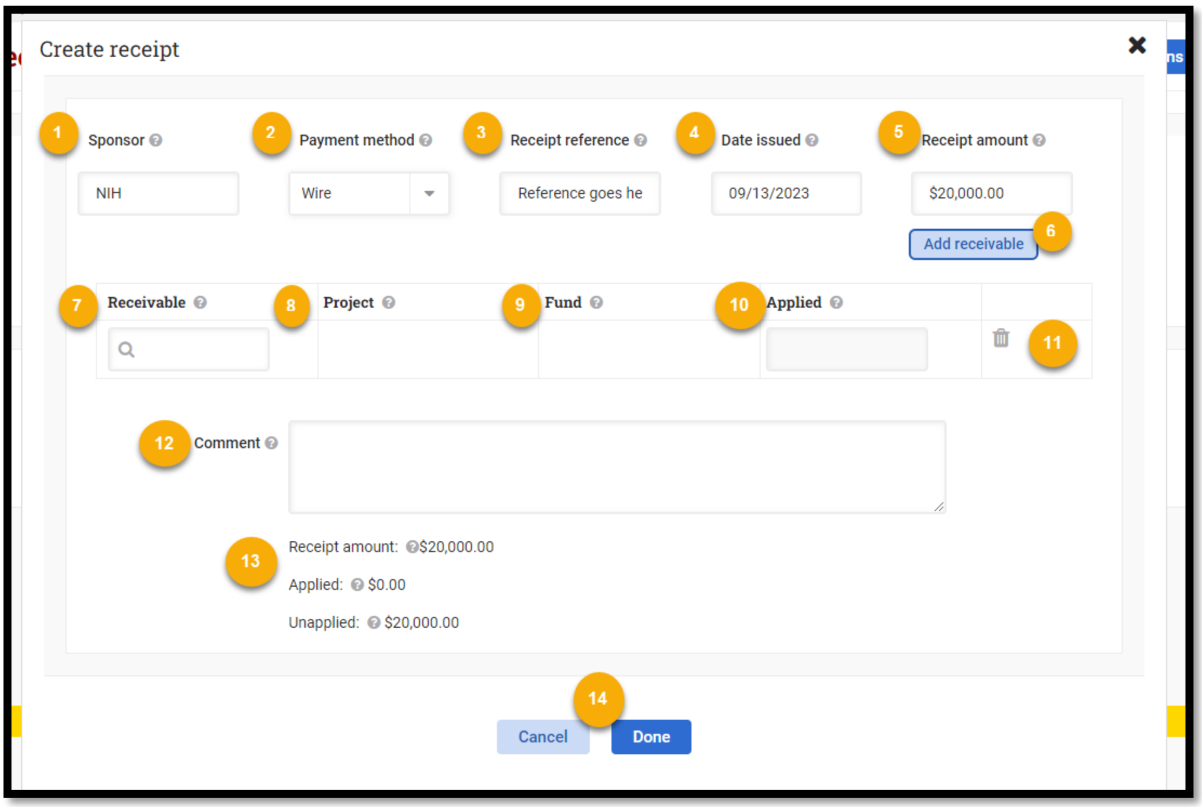


Sponsor	Status	Reference	Payment method	Receipt amount	Applied	Date created	Created by
NIH	Not Applied	111	Wire	$500	$0	Sep 11, 2023	Ruth LaCroix
NIH	Not Applied	11111	Check	$1,000	$0	Sep 8, 2023	Ruth LaCroix
NIH	Not Applied	111111	Wire	$9,000	$0	Sep 12, 2023	Ruth LaCroix
NIH	Not Applied	11111NNNNN	Check	$1,000	$0	Sep 8, 2023	Ruth LaCroix
NIH	Not Applied	asdf	Wire	$1,000	$0	Sep 11, 2023	Tom Zhang
NIH	Not Applied	asf	Wire	$1,000	$0	Sep 13, 2023	Tom Zhang
NIH	Not Applied	gasdfa	Wire	$1,000	$0	Sep 8, 2023	Tom Zhang
NIH	Not Applied	zzzbbb	Check	$50,000	$0	Sep 18, 2023	Ruth LaCroix
NIH	Not Applied	zzzzaaa	Wire	$99,382.75	$0	Sep 18, 2023	Ruth LaCroix
NIH/FIC	Not Applied	asdf	Wire	$1,000	$0	Sep 12, 2023	Tom Zhang

After a search has been performed the results will display the following information associated to a receipt record.

- **Sponsor** – Displays the sponsor that the payment came from. This text is a hyperlink that navigates to the receipt detail screen.
- **Status** – Displays the status that a receipt is currently in.
- **Reference** – Displays the receipt reference information.
- **Payment method** – Displays the payment method associated with the receipt.
- **Receipt amount** - Displays the total payment received.
- **Applied –** Displays the amount from the payment that has been applied to receivables.
- **Date created** - Displays the date a receipt was created.
- **Created by** - Displays who created the receipt.

Creating a receipt

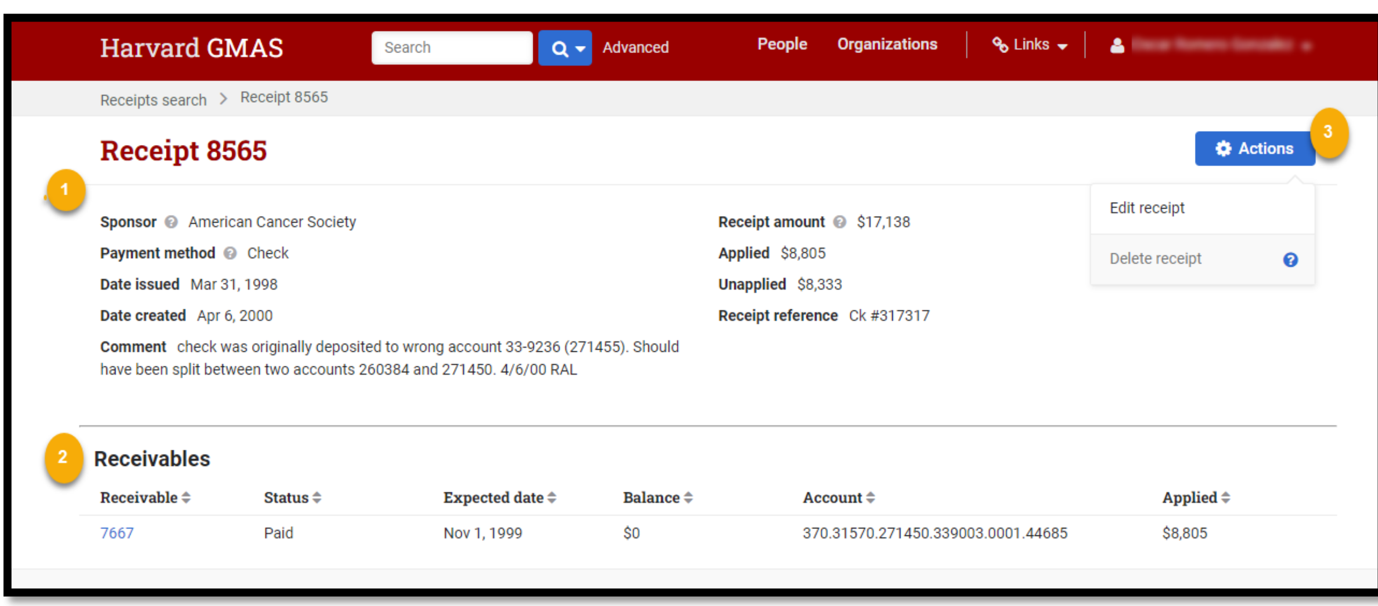


The create receipt modal can create one receipt at a time as well as allows for applying a receipt to receivable/s.

1. **Sponsor** – This is a lookup field, where a sponsor organization can be selected.
2. **Payment method** – This is a drop-down field that displays the available payment methods for a receipt.
3. **Receipt reference** – A text entry box where the receipt reference can be entered, there us a max of 30 characters allowed,
4. **Date issued** - A date picker that will allow you to choose the date the receipt was issued.
5. **Receipt amount** - A field to enter the total receipt amount, this field will not allow negative numbers or a value of zero.

6. **Add receivable –** Selecting the "Add receivable" button will generate empty fields to search for a receivable to apply this receipt to.
7. **Receivable** - A look up to find receivables in an outstanding or balance due status. A receivable can be looked up by receivable id, fund number, or the sponsor organization associated to the receivable.
8. **Project** - displays the project number associated to the receivable, this is an auto-populated field after a receivable has been selected.
9. **Fund** - Displays the fund number associated to the receivable, this is an auto-populated field after a receivable has been selected.
10. **Applied** - The amount from the receipt that will be applied toward the selected receivable.
    - This value cannot be greater than the receipt amount.
    - This value cannot make the applied amount to a receivable be greater than the amount due on the receivable.
    - This value cannot be a negative number or a zero.
11. **Trash can –** selecting the trash icon will delete the receivable record entered.
12. **Comment –** an optional field to provide a comment around the receipt.
13. **Additional information**
    - **Receipt mount -** The total receipt amount entered in this modal
    - **Applied -** The total amount entered that will be applied toward receivable/s.
    - **Unapplied –** The total amount of the receipt that is left after receipts have been applied to receivables.
14. **Actions**
    - **Cancel -** This will close the modal and not save any data entered.
    - **Done** - This will create a new receipt record and will apply the receipt to any receivable that was entered in the modal.

Receipt details

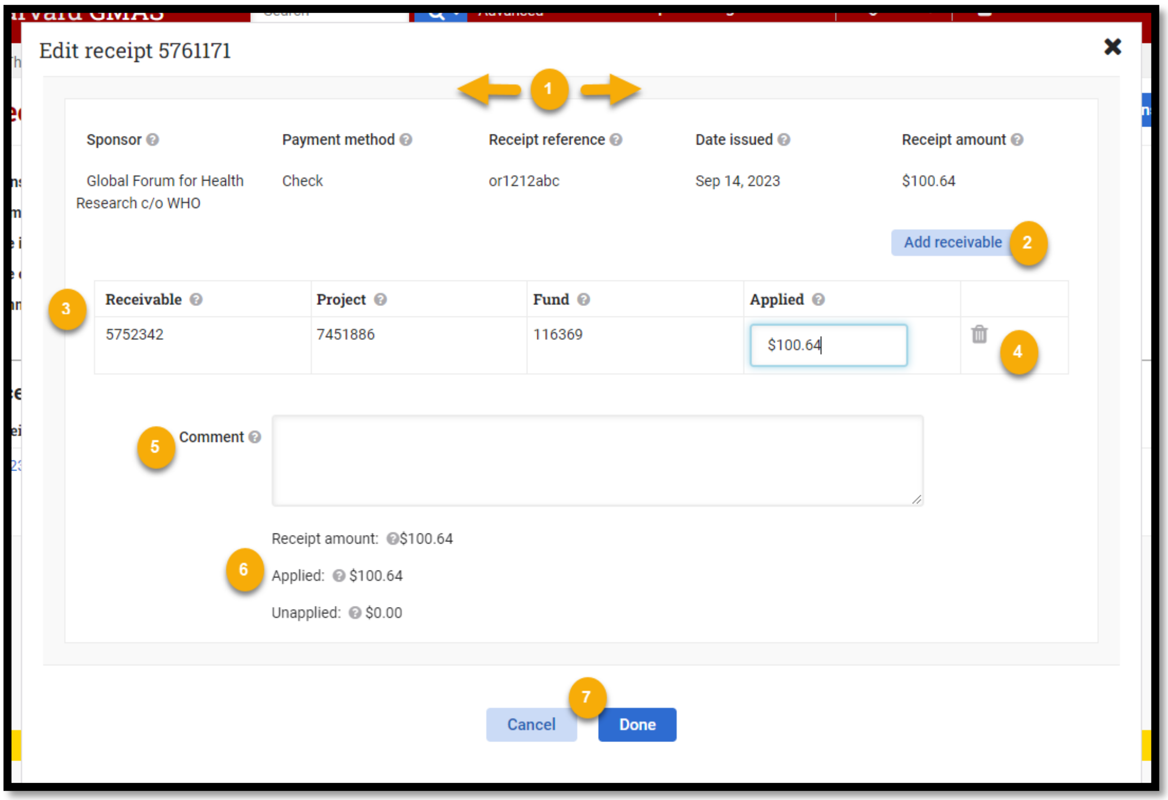


The receipt detail screen provides more information about a receipt and if it has been applied to receivables. It is also possible to edit or delete a receipt from this screen.

1. **Receipt details**
   - **Sponsor** – Displays the sponsor organization that the payment came from.
   - **Payment method** – States what payment method was used for the payment.
   - **Date issued –** Displays the date that the payment was issued.
   - **Date created –** Displays the date that this receipt was created.
   - **Receipt amount** - Displays the total payment amount received.
   - **Applied - T**he amount from the receipt that has been applied to receivables.
   - **Unapplied –** the remaining amount of payment that has yet to be applied to receivables.
   - **Receipt reference** – Displays the unique identifier detail associated with a receipt.
   - **Comment –** Displays a comment that was left when the receipt was created.

2. **Receivable details –** this section gives a partial look of receivables that this receipt has been applied to.
   - **Receivable** - Displays the receivable ID and is a link that navigates to the receivable list screen associated to the receivable's segment.
   - **Status** - Displays the status that the receivable is currently in.
   - **Expected date –** Displays the date that the payment is expected to be received.
   - **Balance –** Display the amount that has yet to be collected from the receivable.
   - **Account –** Displays the full account string associated to the receivable.
   - **Applied** - Displays the amount that has been applied to the receivable from the receipt.
3. **Actions button:** The primary action button will provide additional functionality available in the receipt workflow.
   - **Edit receipt –** Selecting the "Edit receipt" button will open a modal that will allow you to apply or unapply receivables.
   - **Delete receipt -** Selecting the "Delete receipt" button will pop up a warning confirmation to delete the receipt.
     - A receipt cannot be deleted if it has been applied to a receivable. Once the receipt has been unapplied from all associated receivables this action can be performed.

Editing a receipt



The edit receipt modal can make edits to existing receipts, as well as allows applying or un-applying the receipt to receivable/s.

1. **Receipt details**
   - **Sponsor** – Displays the sponsor organization that the payment came from.
   - **Payment method** – States what payment method was used for the payment.
   - **Date issued –** Displays the date that the payment was issued.
   - **Receipt amount** - Displays the total payment amount received.
2. **Add receivable –** Selecting the “Add receivable” button will generate empty fields to search for a receivable to apply this receipt to.
3. **Receivable details**
   - **Receivable** - A look up to find receivables in an outstanding or balance due status. A receivable can be looked up by receivable id, fund number, or the sponsor organization associated to the receivable.
   - **Project** - Displays the project number associated to the receivable
   - **Fund** - Displays the fund number associated to the receivable
   - **Applied** - an adjustable field where the amount applied to a receivable can be altered.
     - This value cannot be less than the value already applied**.**
     - This value cannot be greater than the receipt amount.
     - This value cannot make the applied amount to a receivable be greater than the amount due on the receivable.
     - This value cannot be a negative number or a zero.
4. **Trash can –** selecting the trash icon will delete the receivable record entered.

- If deleting an existing applied amount will unapply the receipt from the receivable.

5. **Comment –** Displays a comment that was left when the receipt was created.
   - If no comments were initially left at creation one can be entered via this edit modal.
6. **Additional information**
   - **Receipt mount -** The total receipt amount entered in this modal
   - **Applied -** The total amount entered that will be applied toward receivable/s.
   - **Unapplied –** the total amount that is left after receipts have been applied to receivables.
7. **Actions**
   - **Cancel -** This will close the modal and not save any data entered.
   - **Done** - This will edit the existing receipt record and will apply the receipt to any receivable that was entered.