# Receivable workflow

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Overview

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

Prerequisites

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

Receivable search
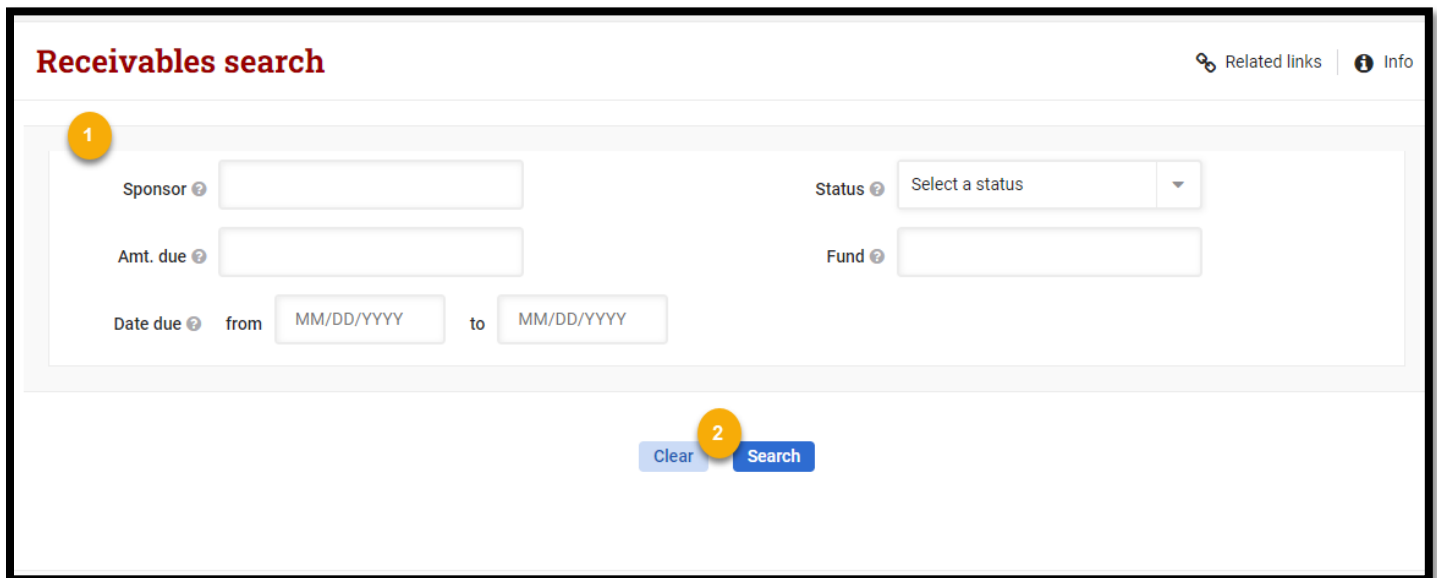
The receivable search screen provides the ability to find existing receivables in GMAS.

1. **Search:** The fields available are criteria that can be used to help narrow a receivable search.
   - **Sponsor –** An entry field where the sponsor organization can be entered.
     - This field allows for partial word search.

- **Amt. due -** An entry field that looks for the total amount due for a receivable.
- **Status –** A dropdown displaying the statuses a receivable could be in.
- **Fund –** A field to enter the fund number that a receivable is associated with.
- **Date due** – A date range of when the receivable payment is expected by.

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 criteria field needs to be entered.

After a search has been performed the results will displays the following information associated to a receivable record.

- **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.
- **Fund –** Displays the Fund number that is associated to the receivable.
- **Sponsor –** Displays the sponsor organization that is associated to the receivable.
- **Amt. due –** Displays the total amount due for a receivable.
- **Expected date –** Displays the date that the payment is expected to be received.
- **Comment bubble –** Selecting the comment bubble will open the comment modal, where comments can be viewed or added.

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Receivable list screen
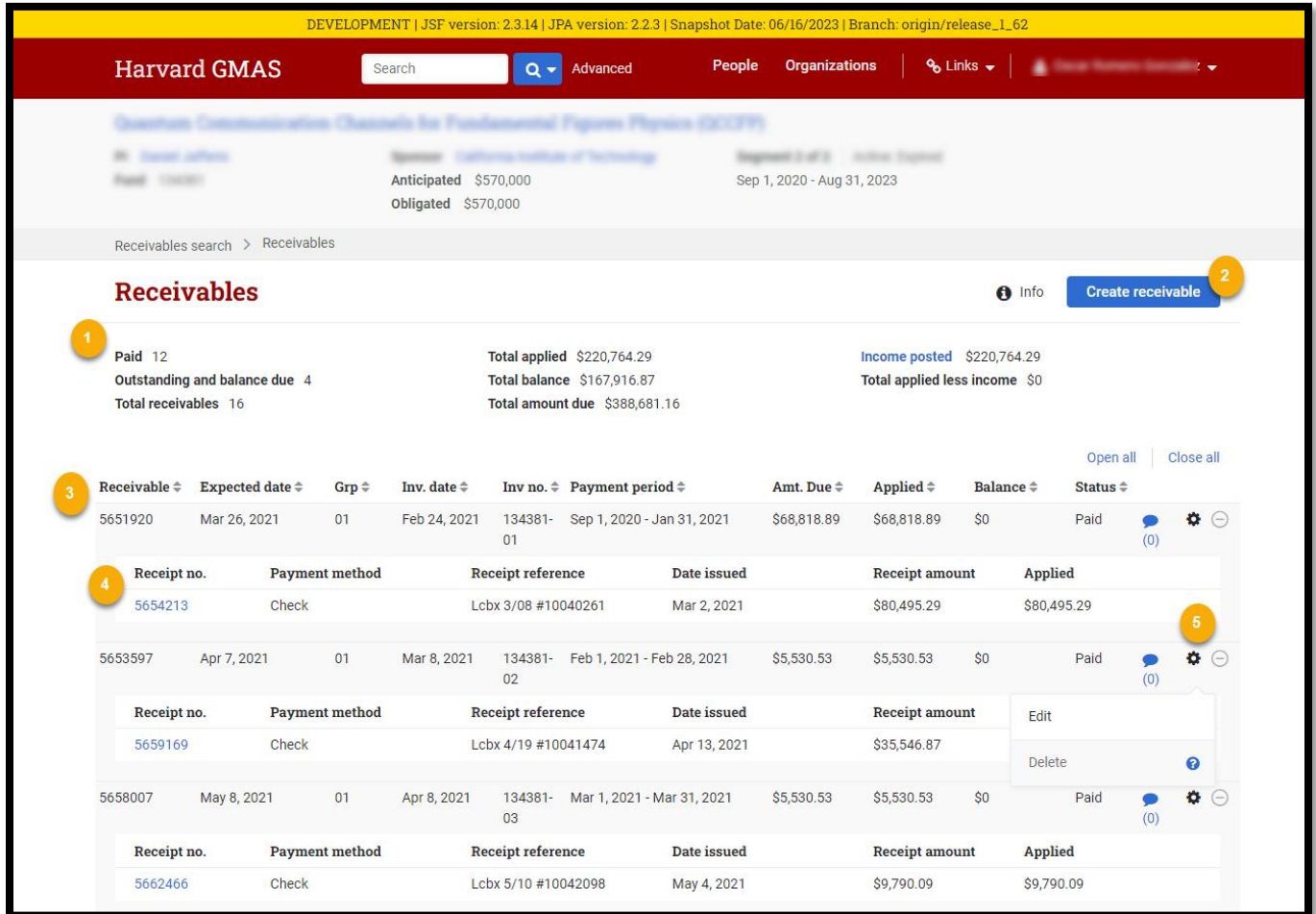
The receivable list screen will display all receivables associated to the segment. It also displays receipts that have been applied to receivables. Additionally, you can create, edit, or delete receivables from this screen.

1. **Summary section –** The summary section provides an overview of the receivables on this segment.
   - **Paid –** Display the count for all receivables that have been paid.
   - **Outstanding and balance due –** Displays the count for all receivables that still owe payment.
   - **Total receivables –** Displays the total count of receivables associated to the segment.
   - **Total applied –** This is the total value of all the receipt payments applied to receivables on the segment.
   - **Total balance –** This is the total value of payments that have not been received yet.
   - **Total amount due –** This is the total amount owed.
   - **Income posted -** Displays the total value of income transaction on the segment.
     - This links to the income transaction screen, more information can be found within the Income screen job aid.

- **Total applied less income –** Displays the value of the total applied amount less the total income posted.
2. **Create receivable –** Selecting the "Create receivable" button will open the create receivable modal.
3. **Receivable details –** Provides all information associated with a receivable.
    - **Receivable** - Displays the receivable ID.
    - **Expected date –** Displays the date that the payment is expected to be received.
    - **Grp -** Displays the account group that the receivable is associated with.
    - **Inv. date -** Displays the date that the invoice was submitted to sponsor.
    - **Inv no. -** Displays the invoice identification number.
    - **Payment period –** Displays the expected period that the payment will be received by.
    - **Amt. due –** Displays the total amount due for a receivable.
    - **Applied –** Displays the amount that has been applied to the receivable.
    - **Balance –** Displays the payment amount that is still due.
    - **Status** - Displays the status that the receivable is currently in.
    - **Comment bubble –** Selecting the comment bubble will open the comment modal, where comments can be viewed or added.
4. **Receipt details –** Displays key information for receipts that have been applied to the receivable. Selecting the expand icon will display the receipt details
    - **Sponsor** – Displays the sponsor organization that the payment came from.
    - **Payment method** – States what payment method was used for the payment.
    - **Receipt reference** – Displays the unique identifier detail associated with a receipt.
    - **Date issued –** Displays the date that the payment was issued.
    - **Receipt amount** - Displays the total payment amount received.
    - **Applied -** Displays the amount from the receipt that has been applied to a receivable.
5. **Gear icon –** Opens up a drop down with the actions to delete or edit an existing receivable.
    - **Edit –** Selecting the "Edit" button will open the edit receivable modal.
    - **Delete -** selecting the "Delete" button will pop up a warning confirmation to delete the receivable.
        - A receivable cannot be deleted if it has an applied receipt. Once all receipts have been unapplied from all associated receipts this action can be performed.

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Create and edit receivables

- *The create receivable modal's functionality is to create an adhoc receivable.*
- *The edit receival modal's functionality is edit an existing receivable record.*
- *Both the create and edit modal share the same entry fields.*

1. **Account group –** This is a dropdown that lists the segment account groups that a receivable can be associated to.
2. **Amount due –** The payment amount that the sponsor organization is expected to pay.
3. **Payment method –** This is a dropdown field that displays different receivable payment methods.
4. **Payment period covered from –** This field will determine the date that the payment amount was incurred.
5. **Payment period covered to -** This field will determine the date that the payment is due by.
6. **Expected payment date –** This field will determine the date that the payment is expected to be received on.
7. **Comments -** an optional field to provide a comment around the receivable.
8. **Payment status –** Displays the status that the receivable is currently in. This field only appears for the edit receivable modal.
9. **Actions**
   - **Cancel -** This will close the modal and not save any data entered.
   - **Done -** depending on the model this will either edit or create a receivable record.
       - All fields except for comments are required when creating or editing a receivable.
       - If the receivable has a receipt applied to it, the amount due cannot be less than the existing amount due associated to the receivable.