Receivable workflow

Table of contents

Overview	1
Prerequisites	1
Receivable search	
Receivable list screen	
Create and edit receivables	
	5

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

Receivables	s search				ର୍ଚ୍ଚ Relate	ed links 🛛 🚯 Info
1						
Sponsor 🕢			Status 🚱	Select a status	•	
Amt. due 🔞			Fund 🚱			
Date due 🕢	from MM/DD/YYYY	to MM/DD/YYYY				
		Clear	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.

Receivable workflow

User Role(s): Central financial administrators Last Updated: 09/18/2023

- 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.

Receivables search								
Sponsor 🕢			Status 🕢	Outstanding	.			
Amt. due 🕑			Fund 🔞					
Date due 🚱	from MM/DD/YYYY	to MM/DD/YYYY						
1830 receivables Receivable @≎								
5759994	Outstanding	138141	California Institute of Technology	\$15,354.46	Jul 9, 2023 🗩 (0)			
5759834	Outstanding	134381	California Institute of Technology	\$20,047.35	Jul 9, 2023 🗩 (0)			
5755946	Outstanding	252793	University of Chicago	\$4,477.50	Jun 10, 2023 🗩 (0)			
5755769	Outstanding	150813	Baylor College of Medicine	\$994.23	Jun 10, 2023 🗩 (0)			
5755998	Outstanding	111359	Regents of the University of California	\$1,425.82	Jun 10, 2023 🗩 (0)			

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.

Receivable list screen

Harvard GMA	AS Ser	arch	Q - Advanced	People	Organizatior	ns 🛛 🗞 Li	nks 🗸 🗍			4 🗸
Quantum Commo	nication Class	els he Tundan	uestal Figures Phy	nice (DCCFP)						
R SectionNews		Anticipated \$570,0 Obligated \$570,00		Sep 1	1, 2020 - Aug 31,	2023				
Receivables search >	Receivables									
Receivables							0	Info Cre	ate recei	vable
Paid 12 Outstanding and balance Total receivables 16	edue 4	Tota	al applied \$220,764.29 al balance \$167,916.87 al amount due \$388,681	1.16		Income posted Total applied les				
Receivable 🗢 Expected	date ‡ Grp ‡	Inv. date 🗘 🛛 In	nv no.≑ Payment peri	iod \$	Amt. Due ‡	Applied \$	Balano			Close a
Receivable \$ Expected 5651920 Mar 26, 20			34381- Sep 1, 2020 - J		Amt. Due \$	Applied ≑ \$68,818.89	Balan			Close a
		Feb 24, 2021 1: 0	34381- Sep 1, 2020 - J				\$0	ce \$ Statu	s \$	
5651920 Mar 26, 20	021 01	Feb 24, 2021 1: 0 Receip	34381- Sep 1, 2020 - J 1	Jan 31, 2021		\$68,818.89	\$0	ce 🗢 Statu Paid	s \$	
5651920 Mar 26, 20	Payment method Check	Feb 24, 2021 1: 0 Receip Lcbx 3 Mar 8, 2021 1:	34381- Sep 1, 2020 - J 1 pt reference	Jan 31, 2021 Date issued Mar 2, 2021		\$68,818.89 Receipt amou	\$0	ce \$ Statu Paid Applied	s \$	*
5651920 Mar 26, 20 • Receipt no. 5654213	Payment method Check	Feb 24, 2021 1:: 0 Receip Lcbx 3	34381- Sep 1, 2020 - J 1 pt reference /08 #10040261 34381- Feb 1, 2021 - F	Jan 31, 2021 Date issued Mar 2, 2021	\$68,818.89	\$68,818.89 Receipt amou \$80,495.29	\$0 int \$0	ce \$ Statu Paid Applied \$80,495.29	s ≎ (0)	¢ (
5651920 Mar 26, 20 4 Receipt no. 5654213 5653597 5653597 Apr 7, 202	Payment method Check	Feb 24, 2021 1: 0 Receip Lcbx 3 Mar 8, 2021 1: 0 Receip	34381- Sep 1, 2020 - J 1 pt reference /08 #10040261 34381- Feb 1, 2021 - F 2	Date issued Mar 2, 2021	\$68,818.89	\$68,818.89 Receipt amou \$80,495.29 \$5,530.53	\$0 int \$0	ce ♦ Statu Paid Applied \$80,495.29 Paid	s ≎ (0)	¢ (
5651920 Mar 26, 20 Receipt no. 5654213 5653597 Apr 7, 202 Receipt no. 100 model	D21 01 Payment method Check 01 01 Payment method Check Check	Feb 24, 2021 1: 0 Receip Lcbx 3 Mar 8, 2021 1: 0 Receip Lcbx 4	34381- Sep 1, 2020 - J 1 bt reference /08 #10040261 34381- Feb 1, 2021 - F 2 bt reference /19 #10041474 34381- Mar 1, 2021 - N	Jan 31, 2021 Date issued Mar 2, 2021 ieb 28, 2021 Date issued Apr 13, 2021	\$68,818.89	\$68,818.89 Receipt amou \$80,495.29 \$5,530.53 Receipt amou	\$0 int \$0	ce ¢ Statu Paid Applied \$80,495.29 Paid Edit	s ≎ (0)	\$ 5 \$

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.

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Receivable workflow

User Role(s): Central financial administrators Last Updated: 09/18/2023

- **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.

Receivable workflow User Role(s): Central financial administrators Last Updated: 09/18/2023

Create and edit receivables

Create receivable	×	Edit receivable 5755884	maj (rear maj offere actional	×
1 Account group	Select account group	Payment status	Paid	
2 Amount due		Account group	04-Account Group 4 👻	
		Amount due	\$2,747.55	
Payment method	Check	Payment method	Check -	
Payment period covered from		Payment period covered from	4/1/2023	
5 Payment period covered to		e : Payment period covered to	4/30/2023	
6 Expected payment date				
		Expected payment date	6/10/2023	
7 Comments	Optional	Comments		Optional
	Cancel Done		Cancel Done	

- 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.
- 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.