

Identifying Sponsored Invoices and Outstanding Receivables

GMAS serves as the system of record for sponsored receivables and their associated invoices that are submitted to sponsors by OSP Research Finance. The following content can assist GMAS Department Administrators with locating sponsored invoices and identifying the payment status of any related receivables. Generally, OSP Research Finance begins accounts receivable collections once a receivable is 90-days past due and may request support from the Department Administrator once a receivable is over 180-days past due.

Prerequisites

Sponsored Overview

GMAS Basics Training

Locating Sponsored Invoices

As part of the deliverable process, a copy of every approved sponsored invoice is saved in GMAS to each project's Financial Deliverable's document repository. To locate a sponsored invoice, begin by navigating to a project's Segment Homepage. Then use the left side menu to navigate to the Financial Deliverables section. The list of scheduled Financial Deliverables for the project will be displayed by due date and the period covered by the deliverable.

1. Use the "Status" column to identify the submitted deliverables.
2. For invoices (see the full list of all [GMAS Financial Deliverable Types](#) on the OSP website), the "Inv. amt." is listed
3. The "Receivable" status identifies if the invoice is Outstanding or Paid. Clicking the status will navigate to the Receivables screen.
4. Using the far-right "+/-" column for each deliverable or the "Open all" or "Close all" links, the full list of the uploaded documents will be expanded or contracted.
5. When opened, submitted invoices are identified by the Category "Deliverable". A copy of the invoice can be downloaded by clicking the file name.

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The screenshot shows the 'Financial deliverables' interface. At the top, there is a breadcrumb '01-Development of ... > Financial deliverables' and a 'Create financial deliverables' button. Below this is the 'Financial award information' section with an 'Edit' button. The main area contains a table of deliverables with columns: Due date, Accts, Type, Status, Final, Period, Inv. no., Inv. amt., Receivable, and Comments. Two rows are expanded to show a 'Filename' table with columns: Filename, Category, Size, Uploaded by, and Date. Callouts are as follows:

- 1**: All invoices with a status of "Submitted" will have a copy of the approved invoice in the doc repository. (Points to the 'Submitted' status in the first row.)
- 2**: The "Inv. amt." is listed. (Points to the '\$49,608.65' in the 'Inv. amt.' column of the first row.)
- 3**: The "Receivable" status identifies if the invoice is Outstanding or Paid. Clicking the status will navigate to the Receivables screen. (Points to the 'Paid' status in the first row.)
- 4**: Clicking the "+/-" will expand/contract the repository to view all documents, as will the "Open all" or "Close all" options at the right. (Points to the expand/collapse icons in the first row.)
- 5**: Documents categorized as "Deliverable" are the approved versions submitted to sponsor. Click on the file name to open/save a document. (Points to the filename 'INVOICE_..._01.pdf' in the expanded view.)

Identifying Outstanding Receivables

Once an invoice has been submitted to the sponsor, the associated receivable is recorded in GMAS. Using the previous screenshot of the list of scheduled Financial Deliverables, the "Receivable" column can provide a quick status of the receivables by categorizing them as "Paid" or "Outstanding". The amount that was invoiced is also available in the "Inv. amt" column.

To view a summary of all the receivables for a project, begin by navigating to a project's Segment Homepage. Then use the left side menu to navigate to the Receivables section. The list of scheduled receivables for the project will be displayed.

1. A summary of the payments in GMAS and the GL is included at the top of the screen, which includes rows for:
 - a. Total amount due – the cumulative receivable amount in GMAS (the total of the "Amount due" column from the receivable list)
 - b. Total applied – the amount of the payments that have been recorded
 - c. Total balance – the difference of the "Total amount due" less the "Total applied" (a – b)

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- i. Income posted – the cumulative income recorded in the GL
- ii. Total applied less income – the variance of the recorded GMAS payment and the GL income (b – i = iii)

Note: The most common reason for the variance is funds in the NG range (250000-2999999). For NG funds, OSP receives the payment, creates a receipt for the payment and applies the receipt to the receivable (typically nets the receivable balance to zero). However, funds in the NG range must be routed to Alumni Development Services (ADS) so they can be recorded as a pledge. Once recorded, ADS will post the income to the sponsored fund, thus reconciling GMAS to the GL.

2. In the receivable detail section, each row represents a separate receivable that was scheduled and details the following information:
 - a. Receivable – unique identifier for each receivable scheduled in GMAS
 - b. Expected date – when the payment should be made by the sponsor
 - c. Amount due – the amount of the invoice (or the scheduled payment)
 - d. Applied amount – the amount that has been paid by the sponsor
 - e. Balance due – the amount owed by the sponsor (the amount due less the applied amount)

To obtain more information about the receivable, additional data is available:

- f. Comments – the status of the receivable is recorded here by OSP based on collection attempts
- g. Use the +/- to expand/collapse the receipt information – receipts are created by OSP to record the payment information
- h. If a receivable has a payment applied, the receipt information will be listed below the receivable

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Receivables

Info
Create receivable

1 Paid 2

Outstanding and balance due 2

Total receivables 4

b Total applied \$59,650.15

c Total balance \$25,273.03

a Total amount due \$84,923.18

i Income posted \$59,650.15

ii Total applied less income \$0

a Receivable	b Expected date	Grp	Inv. date	Inv no.	Payment period	c Amt. due	d Applied	e Balance	Status	f	g												
5745323	Mar 18, 2023	01	Feb 16, 2023	151268-0	Jun 17, 2022 - Jan 31, 2023	\$49,608.65	\$49,608.65	\$0	Paid	f	g												
<table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Receipt no.</th> <th style="width: 15%;">Payment method</th> <th style="width: 20%;">Receipt reference</th> <th style="width: 15%;">Date issued</th> <th style="width: 15%;">Receipt amount</th> <th style="width: 20%;">Applied</th> </tr> </thead> <tbody> <tr> <td>h 5751328</td> <td>Check</td> <td>Lb 04.03 Ck#6589915</td> <td>Mar 29, 2023</td> <td>\$217,883.23</td> <td>\$49,608.65</td> </tr> </tbody> </table>												Receipt no.	Payment method	Receipt reference	Date issued	Receipt amount	Applied	h 5751328	Check	Lb 04.03 Ck#6589915	Mar 29, 2023	\$217,883.23	\$49,608.65
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h 5751328	Check	Lb 04.03 Ck#6589915	Mar 29, 2023	\$217,883.23	\$49,608.65																		
5748359	Apr 9, 2023	01	Mar 10, 2023	151268-0	Feb 1, 2023 - Feb 28, 2023	\$10,041.50	\$10,041.50	\$0	Paid	f	g												
5752538	May 11, 2023	01	Apr 11, 2023	151268-0	Mar 1, 2023 - Mar 31, 2023	\$14,595.51	\$0	\$14,595.51	Outstan...	f	g												
5756058	Jun 10, 2023	01	May 11, 2023	151268-0	Apr 1, 2023 - Apr 30, 2023	\$10,677.52	\$0	\$10,677.52	Outstan...	f	g												

For any questions related to sponsored payments, please contact the ospcashteam@harvard.edu.

For any questions related to outstanding invoices, please contact the OSP Financial Analyst (GMAS Central Financial Administrator).