



Creating a General Master Agreement (GMA)

quick reference guide

Introduction

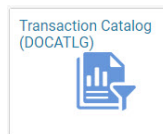
General Master Agreements (**GMA**) are used to make payments directly against a statewide contract (for all agencies) and has no limits on the amounts.

- Must reference a Master Agreement (contract).
 - At least one line must reference the MA. Other lines can be non-referencing.
 - Master Agreement must be unlimited and available to all departments.
- Cannot reference a purchase order.
- Does not include commodity information.

Creating a GMA

Enter Contract into Vantage Financial

1. From the home page, click on the **Transaction Catalog** quick link.



2. Click the **Create** button  **Create** in the upper-right corner. The **Create Transaction** page opens.

Create Transaction



* Required fields

* Transaction Code GMA 	* Transaction Dept 	Transaction Unit 
* Transaction ID 	☒ Auto Numbering 	

[Show More](#)

3. Enter the following:

- **Transaction Code:** GMA
- **Transaction Department:** The department number for which this MA is being created (3-digit code).
- **Transaction Unit:** required by some departments and optional for others
- **Transaction ID:** Prefix for transaction number. It may start with the last two digits of the current fiscal year.

4. Click the **Auto Numbering** checkbox.

5. Click **Continue** button  **Continue** in upper right corner. The draft of the GMA transaction is created.

Vantage Financial will open the GMA in edit mode.

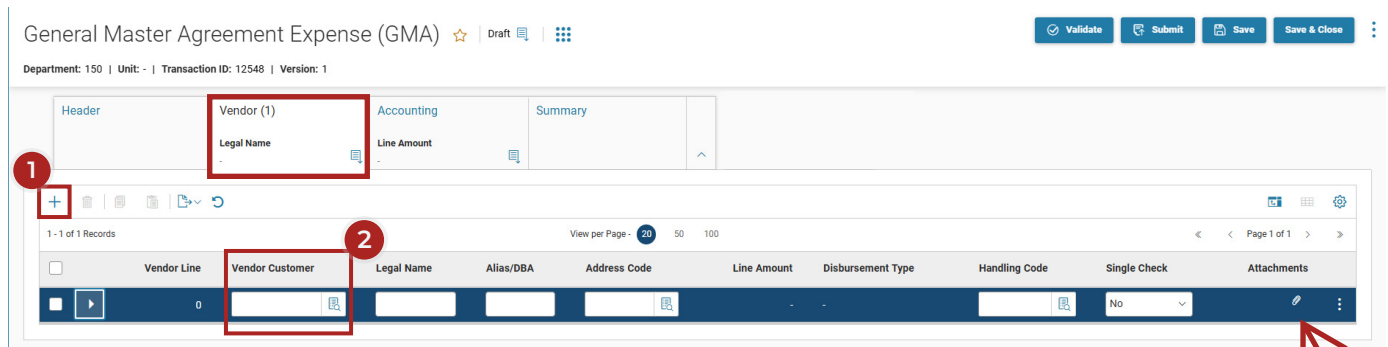
Like a GAX, the GMA is a simple transaction with only the Header, Vendor, and Accounting tabs. Data is shown in the Summary tab to aid in approvals. The Header is where you can see transaction totals, opened and closed amounts, payment, and vendor invoice information. No fields in the header tab are required.

Vendor tab

We are identifying who we are paying for the goods or services.

1. Click on the insert line  button to add a vendor.
2. Enter in the **Vendor Customer** number in the field. If unsure, use the pick-list. 
You can also copy and paste the number from the Master Agreement you are referencing.

All other fields will populate if you leave the line and return or click **Save** or **Validate** the transaction.



Accounting tab

We are identifying the contract, goods or services, and the amounts and accounting codes as on the payable transactions.

1. Click on the insert line  button to add an accounting line.
2. Enter the following:
 - **Line Amount**
 - **Vendor Invoice Number**
 - **Vendor Invoice Line**
 - **Vendor Invoice Date**
 - **Fund**
 - **Department**
 - **Unit**
 - **Appr Unit**
 - **Object**

** Click the **attachment icon**  to attach backup documents for the GMA.

3. **Expand** the line. ▶

4. Enter the **Line Description**.

General Master Agreement Expense (GMA) ☆ Draft

Department: 150 | Unit: - | Transaction ID: 12548 | Version: 1

Header Vendor (1) Accounting (1) Summary

Legal Name Line Amount \$0.00

Vendor (1)

1 - 1 of 1 Records View per Page 20 50 100 Page 1 of 1

Accounting Line	Line Amount	Vendor Invoice Number	Vendor Invoice Line	Vendor Invoice Date	Fund	Department	Unit	Appr Unit	Object
1	\$0.00			MM/DD/YYYY					

General Information COA Payment Instructions Reference Open/Closed Details Additional Amounts

Event Type AP01 Accounting Template

Line Description (appears on remittance advice)

You are referencing a contract on a GMA. You are not actually reducing the commodity amount on the contract. Remember, this is a no-limit contract.

5. On the **Reference** sub-tab, enter the following:

- **Reference Transaction Code:** MA
- **Reference Transaction Department**
- **Reference Transaction ID.** The referenced vendor and referenced accounting line are not necessary since we will not be encumbering the contract.
- Change the **Reference Type** to 'Memo.'

6. **Validate** to make sure there are no errors.

7. Click **Submit** for GMA approval.

General Master Agreement Expense (GMA) ☆ Draft

Department: 150 | Unit: - | Transaction ID: 12548 | Version: 1

Header Vendor (1) Accounting (1) Summary

Legal Name Line Amount \$0.00

Vendor (1)

1 - 1 of 1 Records View per Page 20 50 100 Page 1 of 1

Accounting Line	Line Amount	Vendor Invoice Number	Vendor Invoice Line	Vendor Invoice Date	Fund	Department	Unit	Appr Unit	Object
0	\$0.00			MM/DD/YYYY					

General Information COA Payment Instructions Reference Open/Closed Details Additional Amounts

Referenced Transaction Code MA

Referenced Transaction Department 150

Referenced Transaction ID MA042

Referenced Vendor Line

Referenced Accounting Line

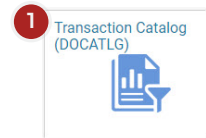
Reference Type Memo

Validate Submit Save Save & Close

Discarding a GMA

1. From the home page, click on the **Transaction Catalog**.

Search for the transaction you want to discard.
Click **Search** to return results.



Financial Transaction ☆

← Back Create ⋮

Search

Transaction Code

GMA

Transaction Dept

Transaction Unit

Transaction ID

Transaction Phase

Draft

Transaction Status

Transaction Actual Amount

Show More

Search

Reset

2. From the results, if the transaction is in **Draft** phase, click the **3-dot menu** to the right and select "**Discard/Cancel**" under the "Primary Actions" section.

Grid Actions

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	Transaction Code	Transaction Dept	Transaction Unit	Transaction Actual Amount	Transaction ID	Transaction Phase	Transaction Status	Created by	Transaction Description	Transaction Function
☐	GMA	020	-	\$0.00	2520	Draft	Held			
☐	GMA	080	-	\$0.00		Draft	Held			
☐	GMA	080	-	\$0.00		Draft	Rejected			
☐	GMA	080	-	\$645.00		Draft	Held			

Discard/Cancel

Validate

Submit

Bypass Approval

Copy

Primary Actions

Other Actions

The transaction should disappear from the existing search results.