Creating a General Master Agreement (GMA)

Division of Finance

quick reference guide

Introduction

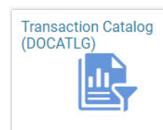
General Master Agreements **(GMA)** are used to make payments directly against a statewide contract (for all agencies) and has no limits on the amounts.

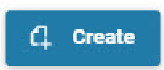
- Must reference a Master Agreement (contract).
  - At least one line must reference the MA. Other lines can be non-referencing.
  - Master Agreement must be unlimited and available to all departments.
- Cannot reference a purchase order.
- Does not include commodity information.

Creating a GMA

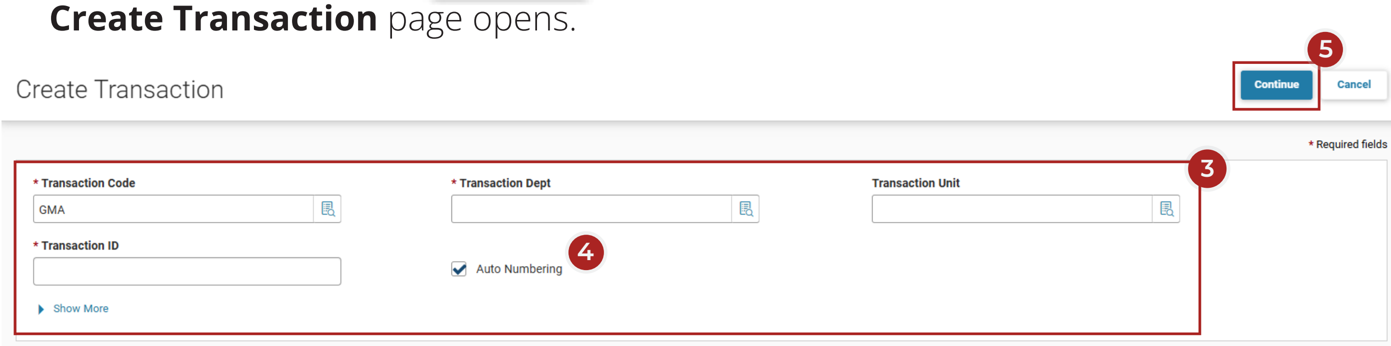
Enter Contract into Vantage Financial

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



2. Click the **Create** button 

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



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 

in upper right corner. The draft of the GMA transaction is created.

Vantage Financial will open the GMA in edit mode.

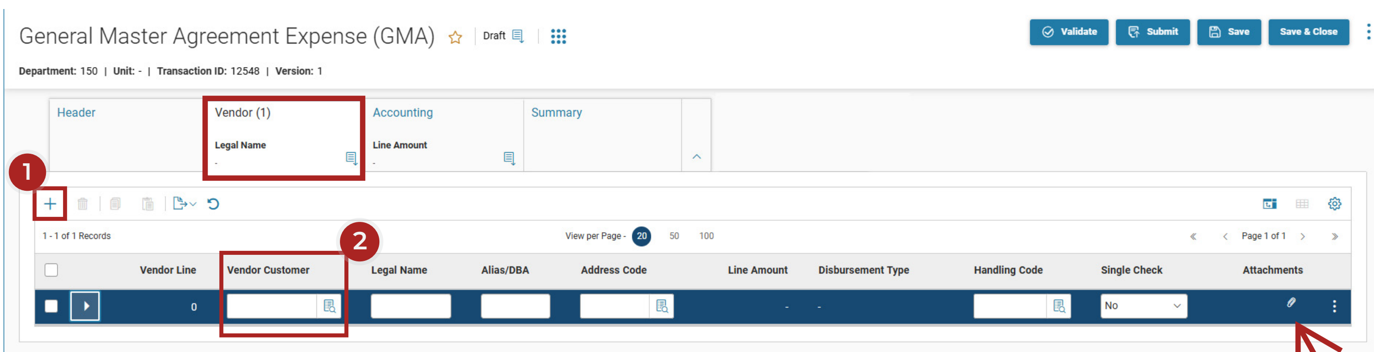
Like a GAX, the GMA is a simple transaction with only the Header, Vendor, and Accounting tabs. Data is shown in the Summary tab to aid in approvals. The Header is where you can see transaction totals, opened and closed amounts, payment, and vendor invoice information. No fields in the header tab are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

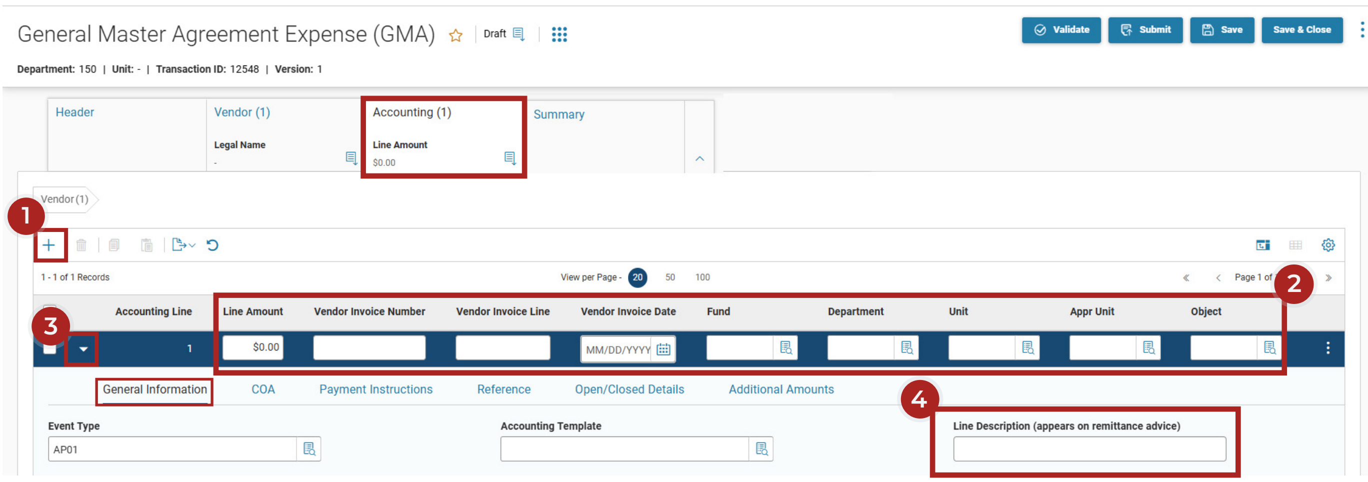
1. Click on the insert line + button to add an accounting line.

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.

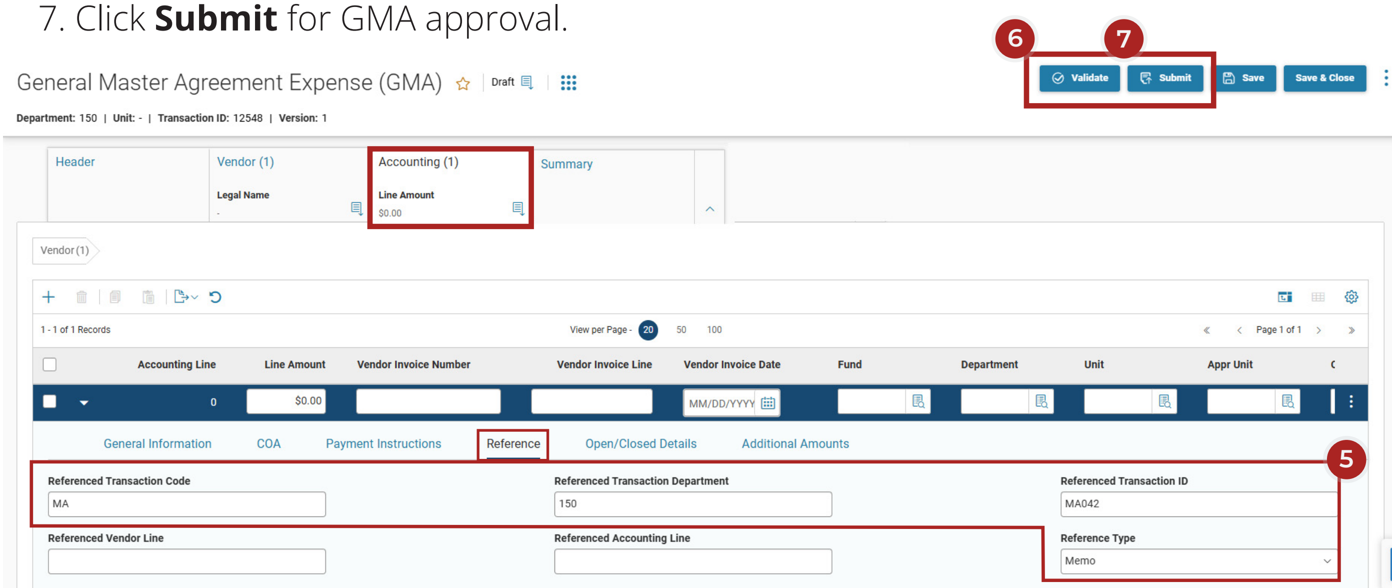
4. Enter the **Line Description**.



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.'

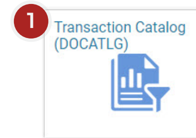
6. **Validate** to make sure there are no errors.
7. Click **Submit** for GMA approval.

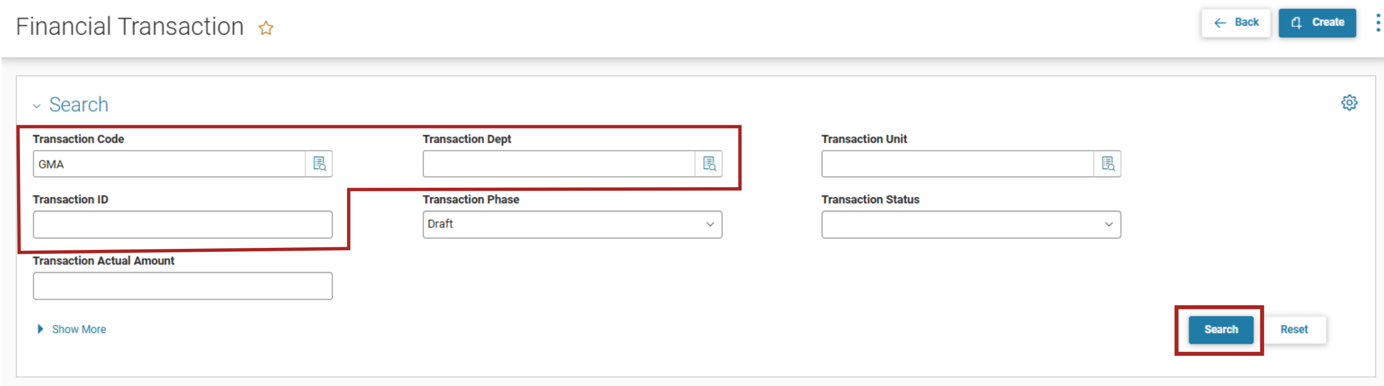


Discarding a GMA

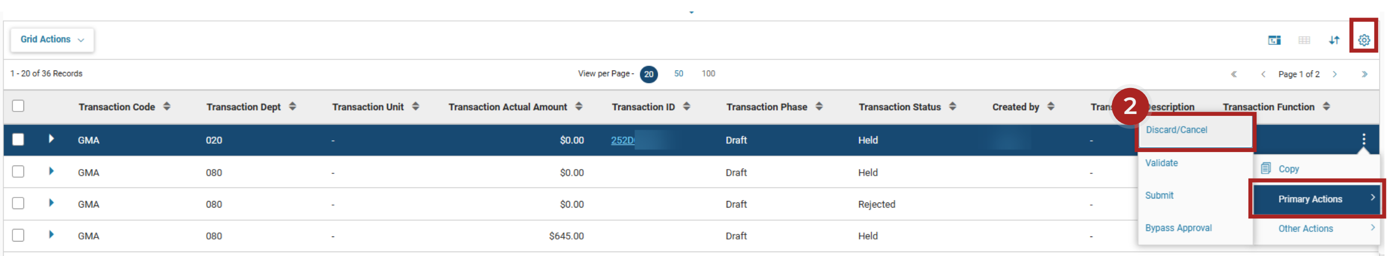
1. From the home page, click on the **Transaction Catalog**.

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





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.



The transaction should disappear from the existing search results.