

## Creating a GMA Document

These instructions assume that you have the contract number. If you need the contract number, please utilize the State of Utah Best Value Cooperative Contracts Search found at <http://purchasing.utah.gov/statecontractdirectory/>

- 1) Go to the Document Catalog in FINET and click "Create"
- 2) Enter the following information:
  - a. Code: GMA
  - b. Dept: 020
  - c. ID: your district's normal ADNT prefix (i.e. 18PS)
- 3) Check the "Auto Numbering" box and click "Create"
- 4) Create the GMA
  - a. Header section
    - i. Enter Period and Fiscal Year and attach backup documentation to this section
  - b. Vendor section
    - i. Enter Vendor Number --**YOU MAY NEED TO GET THIS INFORMATION FROM THE CONTRACT ON THE STATE PURCHASING WEBSITE TO ENSURE A MATCH BETWEEN THE VENDOR NUMBER AND CONTRACT—**
    - ii. Press enter to populate the rest of the fields based upon vendor number.
    - iii. Verify the correct address.
    - iv. Change disbursement options if requested on Disbursement Options tab.
  - c. Accounting Section
    - i. Click Insert New Line
    - ii. General Information tab
      1. Enter in the line description, amount, invoice number, invoice line, and invoice date.
    - iii. Reference tab
      1. Ref Doc Code: MA
      2. Ref Doc Dept: 100
      3. Ref Doc ID: Full contract number (i.e. Office Depot contract is MA142)
      4. Ref Type: Memo
    - iv. Fund Accounting tab
      1. Enter in fund, department, unit, appropriation unit, and object code.
  - d. Validate the document.
  - e. Submit the document.