



# MA02D - Master Agreement Detail Report - Expenditures quick reference guide

## Introduction

The **MA02D report** shows detailed spending activity tied to a **Master Agreement**—which is just another way of saying formal contracts established with a vendor. This report helps you see:

- **Which vendor(s)** have been paid under the contract,
- **How much** your agency (or others) has spent,
- **What payments** were made, and
- **What purchase orders or encumbrances** are tied to the contract.

### Key Columns explained:

- **MA** – This is the Master Agreement (contract number). All the spending in the report is tied back to this agreement.
- **PRC** – Stands for Commodity Based Payment Request. These are the actual payments made under the contract.
- **DO** – This stands for Delivery Order, but think of it as the purchase order or encumbrance—in other words, it shows the budget set aside for the contract.

### Why use this report?

- To **track spending** under a specific contract.
- To **see who's using the contract** and how much they're spending.
- To help with **contract renewals, amendments, or closeout**.
- To make sure your agency's purchases are **correctly linked to the contract**.

You can run the report for a specific contract number to get a full picture of what's been spent and what's still committed but unpaid.

## Instructions

1. Open Cognos
  - Go to the **Data Warehouse** link on the [finance.utah.gov](http://finance.utah.gov) site.
  - Click **COGNOS Finet reports**.

### COGNOS Business Intelligence

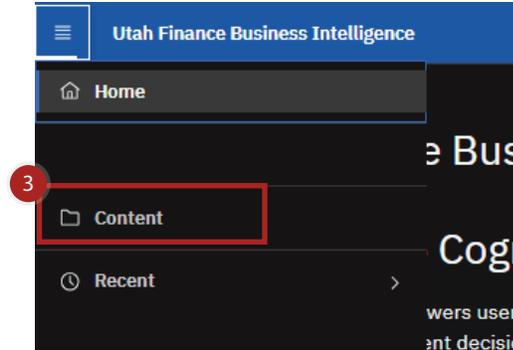
COGNOS Business Intelligence provides access to hundreds of custom Vantage Financial reports, along with many other complex reports designed to assist state agencies reconciliation, balancing and forecasting, providing accurate validated results.

1. [COGNOS Finet reports](#)
- [Old Data Warehouse \(1995-2006\)](#)
- [Cognos help documents](#)

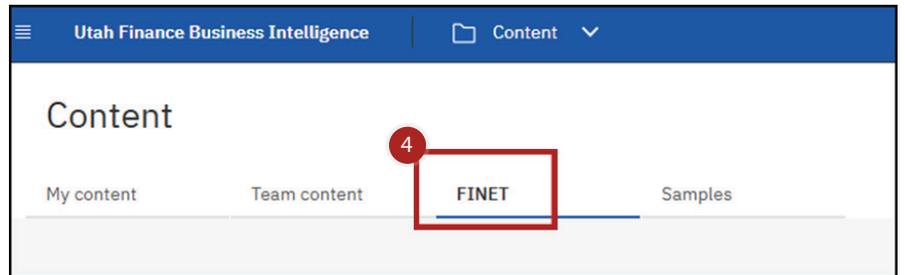
2. Click on the hamburger navigation (three bars top left)



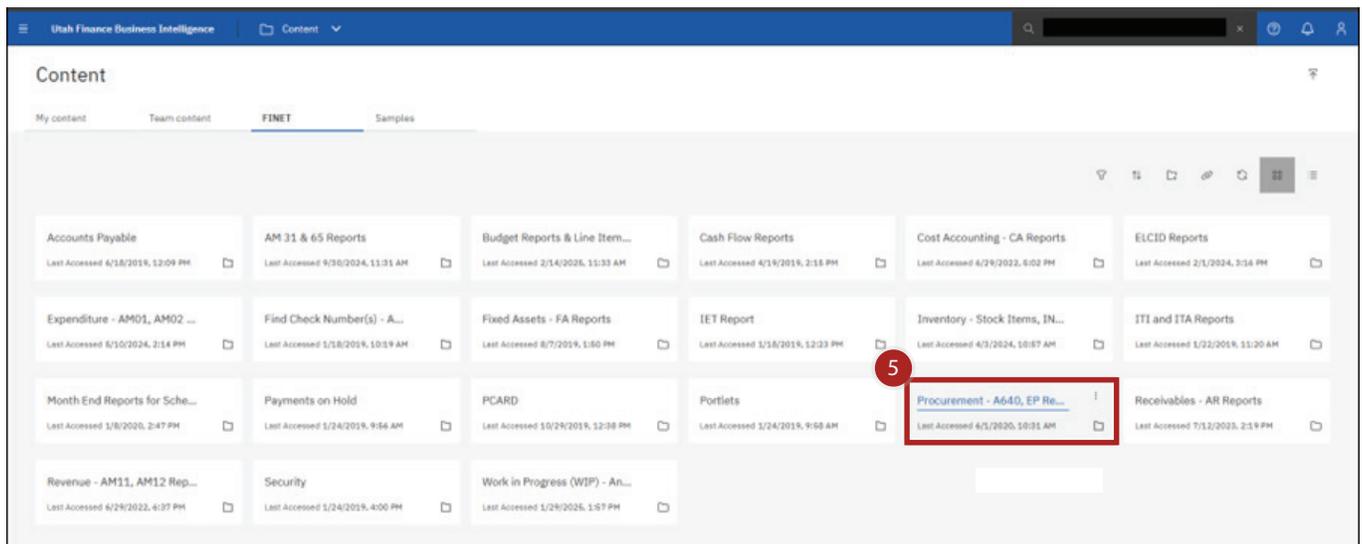
3. Click **Content**.



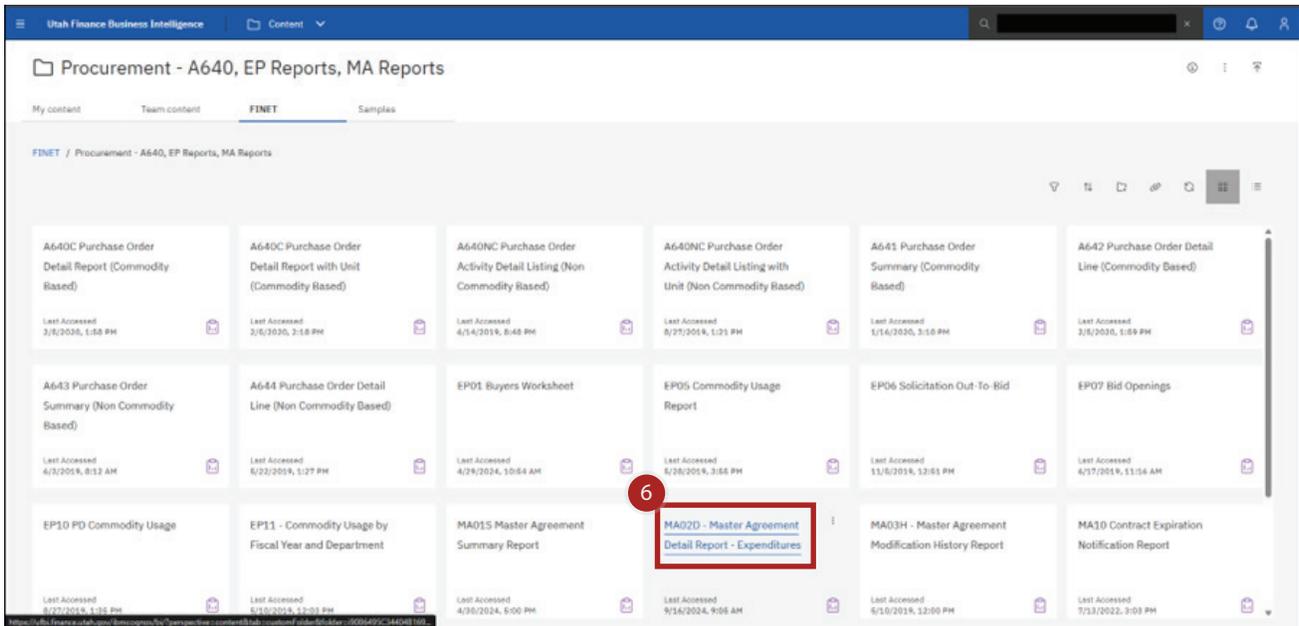
4. Click on **FINET**.



5. Select the folder **Procurement - A640, EP Reports, MA Reports** by clicking on the folder name.



6. Select the report **MA02D - Master Agreement Detail Report - Expenditures** by clicking on the report name.



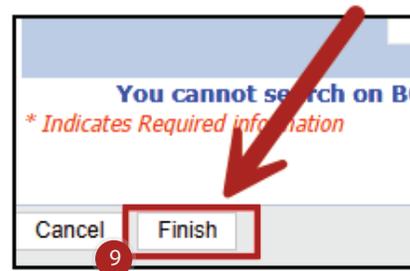
7. Use the drop-down menu to select the **Authorized Department** and select **Active**, **Inactive**, or **All Contracts**. (Unless the master agreement is configured for only specified division, we recommend that you do not select a division.)

The screenshot shows the configuration form for the report. The 'Authorized Department' dropdown menu is highlighted with a red box and a circled number 7. The 'Active Contracts?' section is empty. The 'Division' section is empty. The 'Master Agreement' section has three radio buttons: 'Active Contracts', 'Inactive Contracts', and 'All Contracts'. The 'All Contracts' radio button is selected. Below the 'Division' section, there is a note: 'Recommended to Not select a Division, unless the master agreement is configured for only specified divisions.' There are also 'Select all' and 'Deselect all' links for both the 'Active Contracts?' and 'Division' sections.

8. After making those selections, the **Active Contracts?** window will populate with contracts. You can **Select all**, **Deselect all**, or Click on the name of a contract. You can use the ctrl key to select more than one contract.



9. Click **Finish** in the bottom left corner of the corner of the screen.



10. You can:

- a. View the report in this screen
  - Click the **Top**, **Page up**, **Page down**, or **Bottom** buttons at the bottom of the screen.
- b. Return to the previous screen
  - Click the Run link (  )
- c. Download the report
  - Click the Select a format link (  )

11. In the top left corner you will see the Report name.



12. In the top center of the screen you will see the report heading and the three digit code associated with the authorized department you selected.

**State of Utah - FINET**  
**Master Agreement Detail Report - Expenditures**  
*Active Contracts for Authorized Department:*

13. The table will show the MA No, FY (Fiscal Year), PRC Transaction ID, PRC Description, PRC Posting Date, Invoice No, Invoice Line No, Division, PRC Amount, and DO Transaction ID.

Active Contracts for Authorized Department: 130									
MA No	FY	PRC Transaction ID	PRC Description	PRC Posting Date	Invoice No	Invoice Line No	Division	PRC Amount	DO Transaction ID