

#### division of **Finance**

# 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 site.
  - Click COGNOS Finet reports.





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

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

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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.)

Division	Select all Deselect all
Division:	
	Recommended to Not select a Division, unless the master agreement is configured for only specified divisions.
Select all Desele	<u>ect all</u>
Master Agreement:	1
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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.

	Active Contracts?	
8		Select all Deselect all
9. Click <b>Fir</b> of the co	<b>hish</b> in the bottom left corner orner of the screen.	You cannot search on BC * Indicates Required information Cancel Finish
10. You ca a. Vie • ( s b. Ret • C c. Do • C	n: w the report in this screen Click the <b>Top</b> , <b>Page up</b> , <b>Page dowr</b> screen. turn to the previous screen lick the Run link ( wnload the report lick the Select a format link ( <b>HTML</b>	<b>n</b> , or <b>Bottom</b> buttons at the bottom of the
11. In the t Report	top left corner you will see the name.	REPORT ID: MA02D

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.

PRC De

PRC Posting Date Invoice No Invoice Line No Division PRC Amount

DO Transaction ID

FY PRC Transaction ID

MA No