Project Master Data Information Sheet – Sponsored Research (ZF403)

Via User Menu: Financials → Financial Master Data (or Grant Manager Reporting) → Project Master Data Information Sheet – Sponsored Research

Note: This transaction displays a printer friendly sheet of the master data for the customer defined fields that are displayed in the Project Definition for a project.

On the ZF403: Project Master Data Information Sheet – Sponsored Research screen, enter selection fields per below:

Note: For any of the fields outlined below, use the single field, range of fields, or Multiple Selection button as needed.

1. To select by **project**, enter one or more 7 digit WBS Elements (Project numbers) in the **Project** field.

2. To select all the projects associated with a **parent code**, enter one or more 7 digit WBS Elements (Project numbers) for the parent code in the **Parent** field.
3. To select all projects associated with a **primary Principal Investigator (PI)**, enter the **Duke Unique ID (DUID)** for the PI in the **Person Responsible (PI#1)** field.

   *Note: If needed, use the ✉️ Drop-down button for this field to search for the DUID for a PI per steps outlined in the previous sections.*

4. To select all projects associated with a **BFR Code (Org. Unit)**, enter the desired **top or lower level BFR code (10 digits)** in the **first BFR Code** field (**DO NOT ENTER A RANGE**).

5. To select all projects **established on a certain date or within a range of dates** by the Office of Sponsored Programs, enter the date or range of dates in the **Created on date** field.

6. To select all projects **created by a certain User ID**, enter the **SAP User ID** of the person in the Office of Sponsored Programs who created the projects in the **Created by** field.

7. To choose the look or view for the sheet(s), click on the radio button beside one of these options:
   - **Summary Report** = a more summarized report with less fields of information displayed.
   - **Detailed Report** = a more detailed report with more fields of information displayed.

   *Note: Refer to the **Display Project & Customer Fields** section of this Guide for the description of all the fields shown on the Summary and Detailed Reports.*

8. To execute the sheet(s) when ready, click on the ✉️ Execute button.
9. Review the fields of information shown for the project or projects selected.

   **Note:** The amount of data displayed on the sheet depends on whether you selected the Summary or Detailed view. Refer to the Display Project & Customer Fields section of this Guide for all the field descriptions shown on both views.

10. To scroll through the sheets if more than one project is selected, use these buttons on the toolbar at the top:

    - **First Page (Ctrl+Page up)** to scroll to the top cover page.
    - **Previous Page (Page up)** to scroll to the previous page.
    - **Next Page (Page down)** to scroll to the next page
    - **Last Page (Ctrl+Page down)** to scroll to the last page.

11. To print the sheet(s) as needed, refer to the instructions in the Printing a Report section of this Guide.