

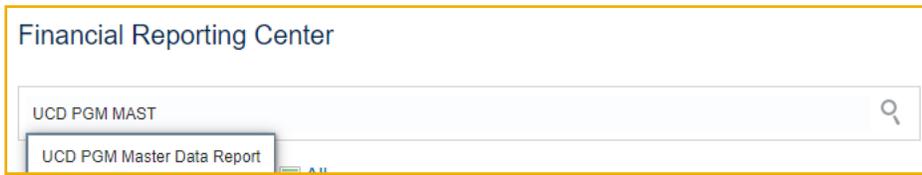
PPM TASK: RUNNING THE MASTER DATA REPORT

Use this help guide to run the UCD PGM Master Data Report for Sponsored Projects in Oracle

NAVIGATION:

Oracle Home Page > Financial Reporting Center >

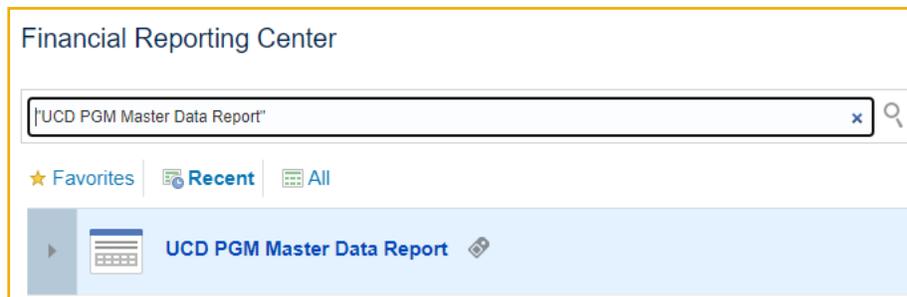
Step	Action
1.	When you navigate to the Financial Reporting Center , type UCD PGM Master Data Report in the Search Parameters box.



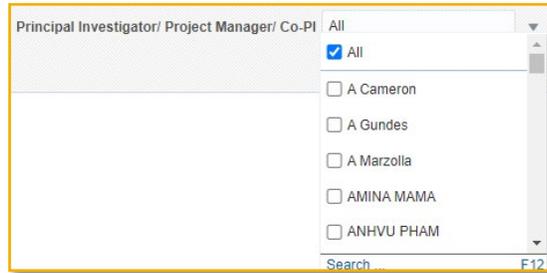
Step	Action
2.	Make sure you have selected the All button to search all reports.



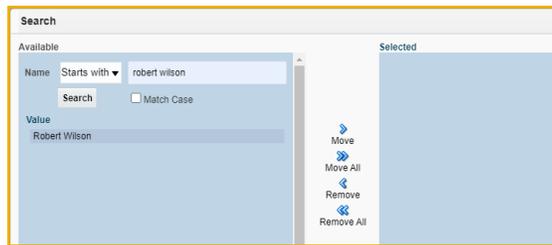
Step	Action
3.	Select the UCD PGM Master Data Report link in the search results.



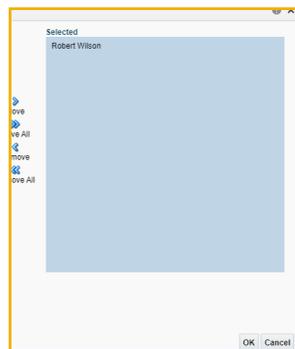
Step	Action
4.	In the search field for Principal Investigator/Project Manager/Co-PI , select the drop-down arrow to reveal the search window and select Search .



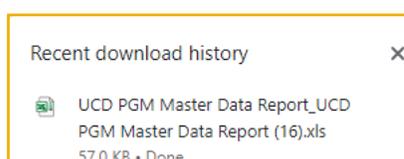
Step	Action
5.	In the Search Sub Menu type the First and Last Name of the person and select Search to see a list of results.
6.	Select the name of the PI in the Value box and select Move to move the name to the Selected box.



Step	Action
7.	Once the PI name is in the Selected box press OK .



Step	Action
8.	You can filter by additional criteria such as Award Organization, Primary Sponsor and Award Start and End dates by searching for those values.
9.	When all criteria are selected, click on the Apply button. The results will export to an Excel Spreadsheet.



Step	Action
10.	Open the Excel spreadsheet to view the report. End of Procedure.

Award Name	Award Number	Award Status	Award Description
CSA 22 23 County Support for 4 H Position KL29F16	KL29F16	Expired	CSA 22 23 County Support for 4 H Position
Tulelake Basin Wheat Variety Development KL70D57	KL70D57	Expired	Tulelake Basin Wheat Variety Development
2023 MULTI STATE WEED RESEARCH IN MINT KL70F19	KL70F19	Active	2023 MULTI STATE WEED RESEARCH IN MINT
Evaluation of bulb rot pathogens of garlic and onion with an emphasis on Fusarium	KL70F59	Active	Evaluation of bulb rot pathogens of garlic and onion with an emphasis on Fusarium
Emergency Maggot Control Options in the face of Spinosad shortage	KL70F62	Active	Emergency Maggot Control Options in the face of Spinosad shortage
NuCicer Research Project MTA and Trial Agreement Forms KL76F14	KL76F14	Active	NuCicer Research Project MTA and Trial Agreement Forms
Potato Variety Development in Tulelake 2021 KL78D20	KL78D20	Expired	Potato Variety Development in Tulelake 2021
Genomics for Mint Breeding KL80A88	KL80A88	Active	Genomics for Mint Breeding
Potato Breeding and Cultivar Development in the Southwest 2021 2023	KL84D68	Active	Potato Breeding and Cultivar Development in the Southwest 2021 2023
EVALUATION OF ONION SEED TREATMENTS FOR MANAGEMENT OF MAGGOTS	KL85C23	Expired	EVALUATION OF ONION SEED TREATMENTS FOR MANAGEMENT OF MAGGOTS