

Contract Training Report

The contract training report will give a list of all contract at a specific campus along with all budget, expense and commitment information.

Navigate to: Reporting Tools>Query>Query Viewer

You will see the following screen:



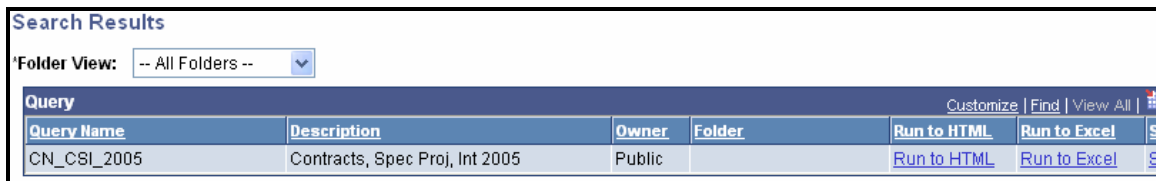
Query Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with

[Advanced Search](#)

Enter CN_CSI_2005 and click Search.

The following screen will be displayed:

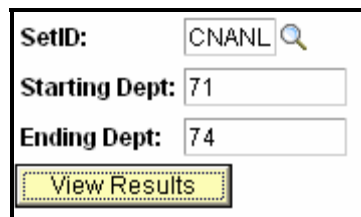


Search Results
Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel
CN_CSI_2005	Contracts, Spec Proj, Int 2005	Public		Run to HTML	Run to Excel

Click “Run to Excel” to have the results of the query exported to Excel. You will be prompted for three pieces of information:

1. SET ID: **CNANL**
2. STARTING DEPT: the starting dept is the starting campus code you wish to retrieve information for
3. ENDING DEPT: the ending dept is the ending campus code you wish to retrieve information for



SetID: CNANL

Starting Dept: 71

Ending Dept: 74

In the above example, contract information will be displayed for campuses 71 to 74.

Click View Results. Excel will open with the results of your query.