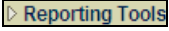

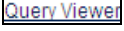


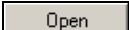



How to Run a Query-Contracts and Grants

1.	Click the Reporting Tools link. 
2.	Click the Query link. 
3.	Click the Query Viewer link. 
4.	Enter the desired information into the begins with field. Enter a valid value e.g. "FIU_GL_DEPT_PROJ_LOOKUP" .
5.	Click the Perform Search button. 
6.	Click an entry in the Run to Excel column. 
7.	Click the Open button. 
8.	Once you find the project information, click the "X" close Excel. 
9.	Congratulations. You have successfully learn how to run a Query. End of Procedure.