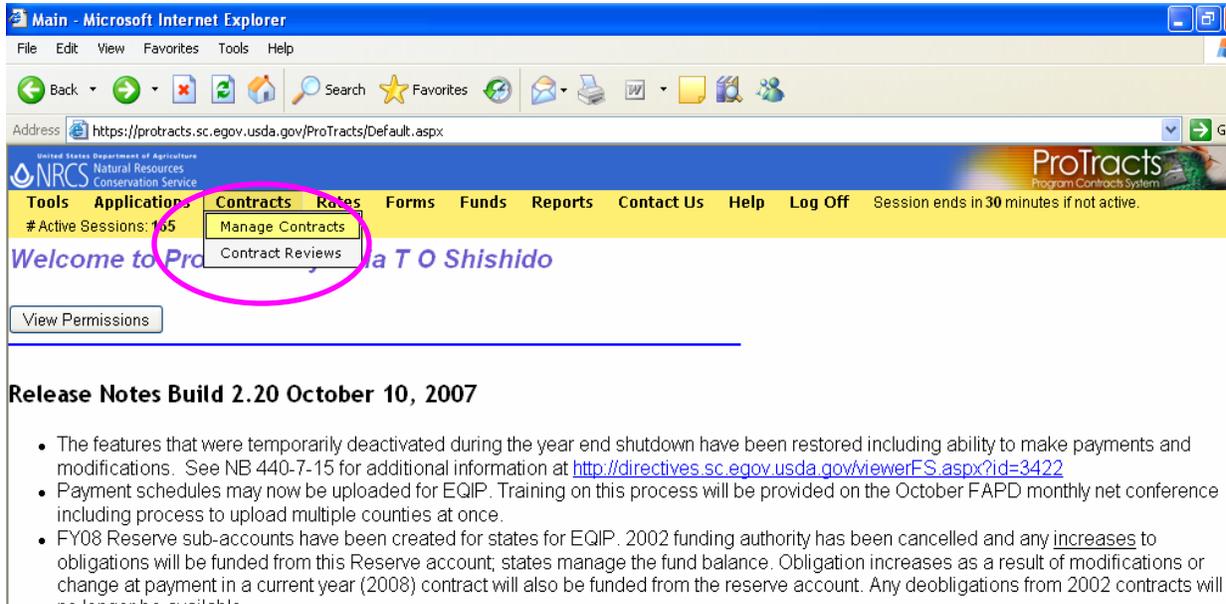


# ProTracts – Hints & Tips

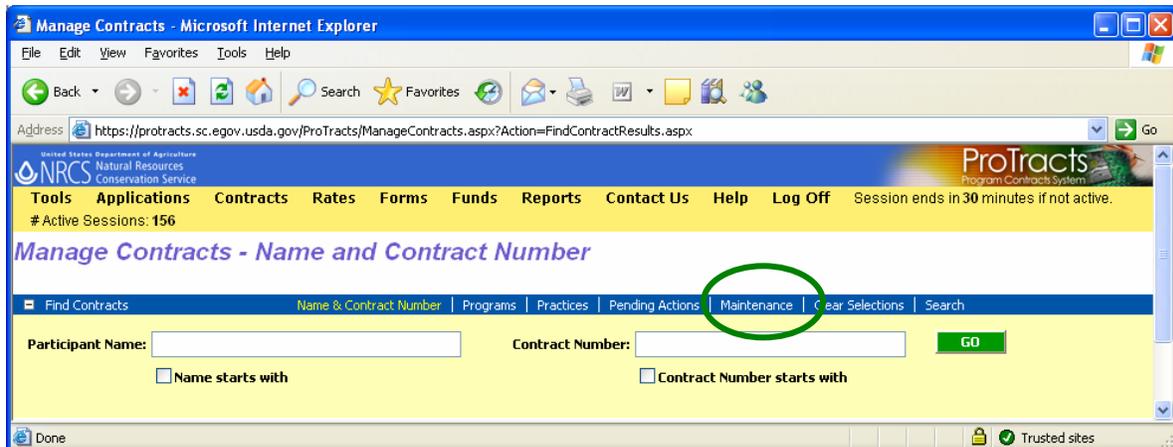
## 5. Creating An Excel Report for Active Contracts Expiring In a Calendar Year

Listed below are step-by-step instructions to create an MS Excel report for active contracts expiring in a calendar year.

1. Open ProTracts
2. Click on **Contracts**
3. Click on **Manage Contracts**

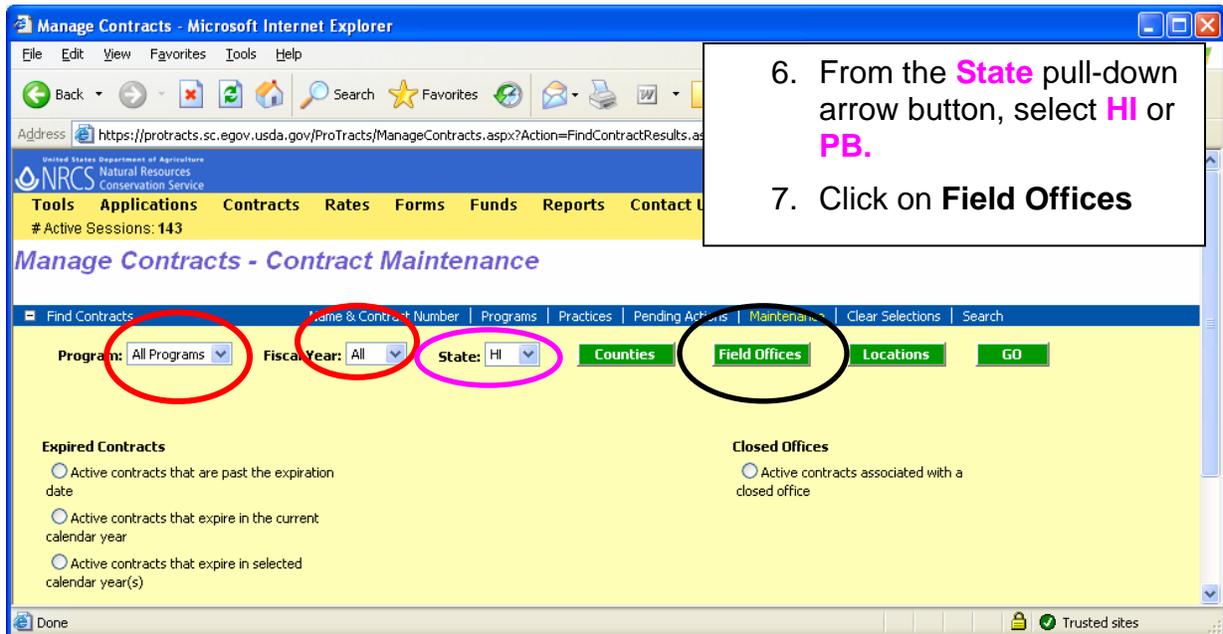


4. Click on **Maintenance**



5. Creating An Excel Report for Active Contracts Expiring In a Calendar Year

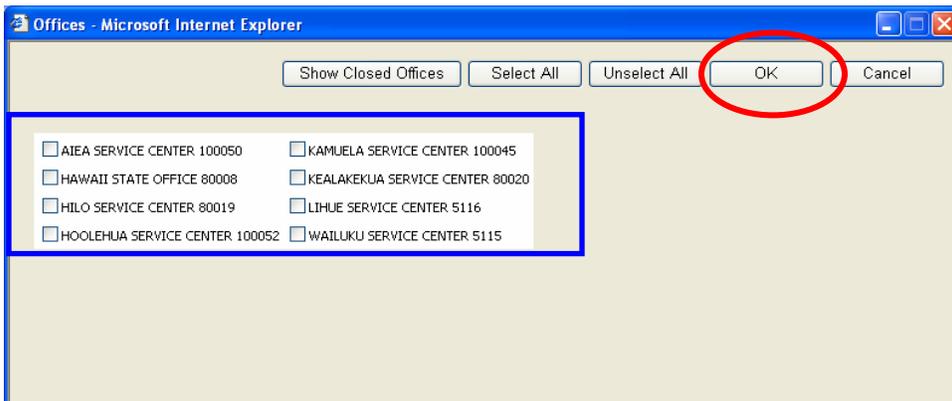
5. Maintain defaults for **Programs** & **Fiscal Years**



8. Click on box for appropriate field office

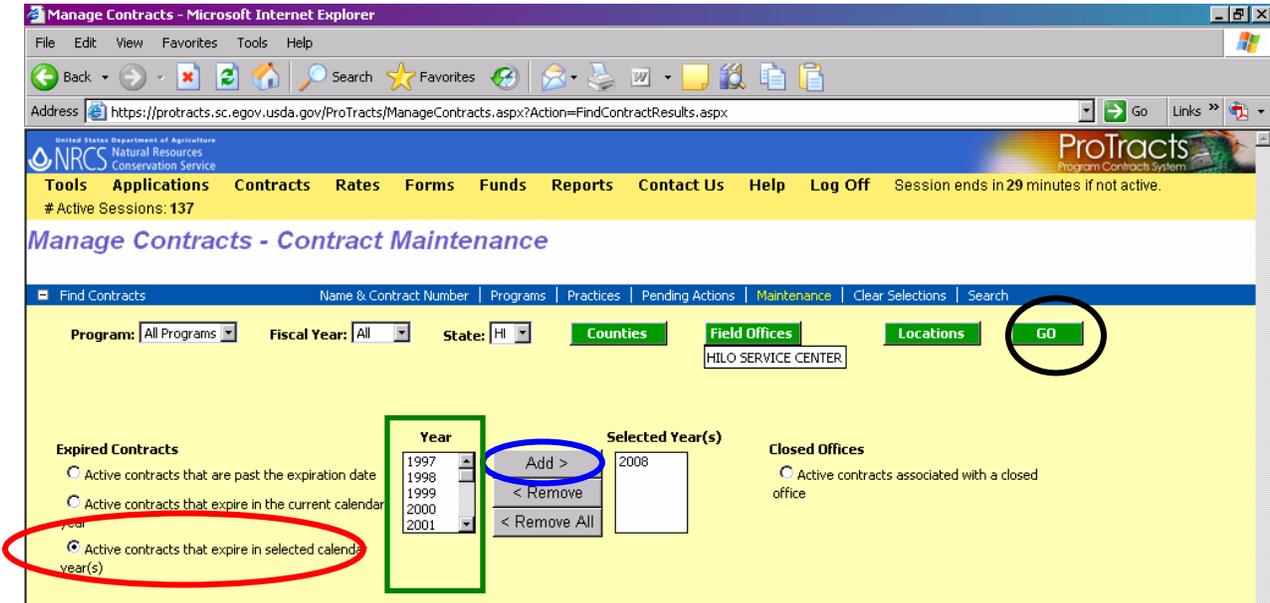
9. Click on **OK**

10. Wait for processing to complete

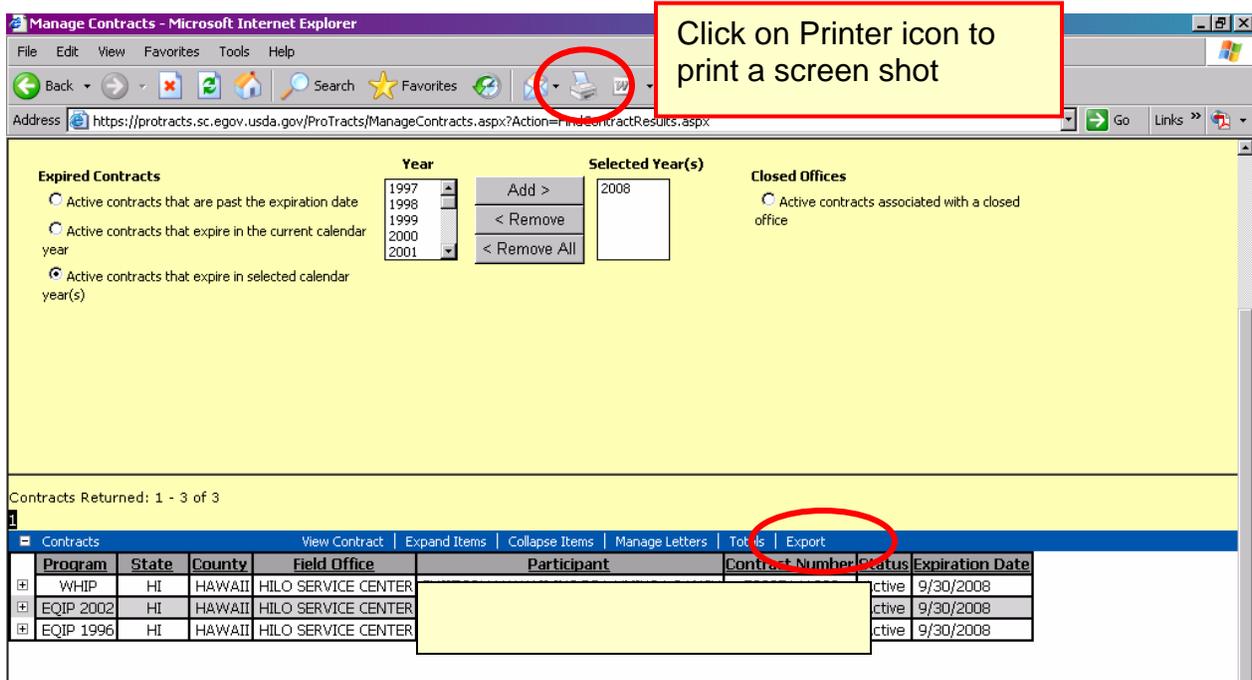


5. Creating An Excel Report for Active Contracts Expiring In a Calendar Year

11. Under “**Expired Contracts**”, select “**Active contracts that expire in selected calendar year(s)**”.
12. Under “**Year**”, select **2008**
13. Click on **Add** button to add to Selected Year List
14. Wait for processing to complete
15. Click on **GO**



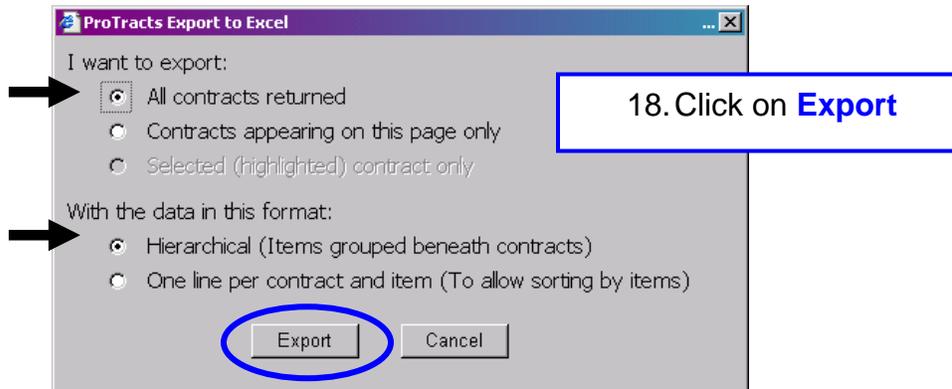
16. A list of contracts is generated and appears at the bottom of the screen



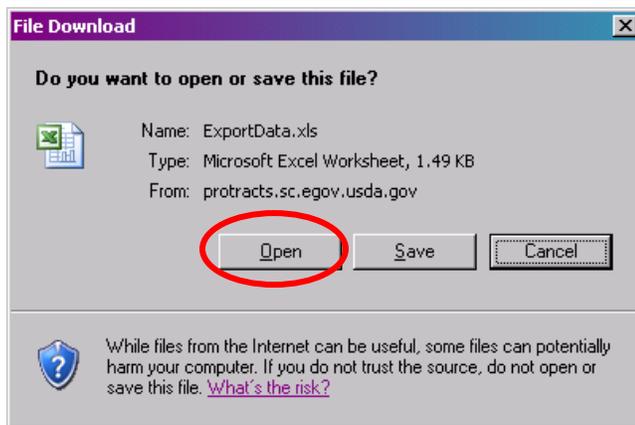
5. Creating An Excel Report for Active Contracts Expiring In a Calendar Year

17. To export to Excel, use the two default selections:

- a. **All contracts returned**
- b. **Hierarchical (Items grouped beneath contracts)**



19. Click **Open**



20. **IMMEDIATELY** click **File/Save As**

- a. Rename and save in appropriate folder. Be sure to save with **.xls** extension
- b. Adjust columns and rows as necessary. Include the date the report was created

