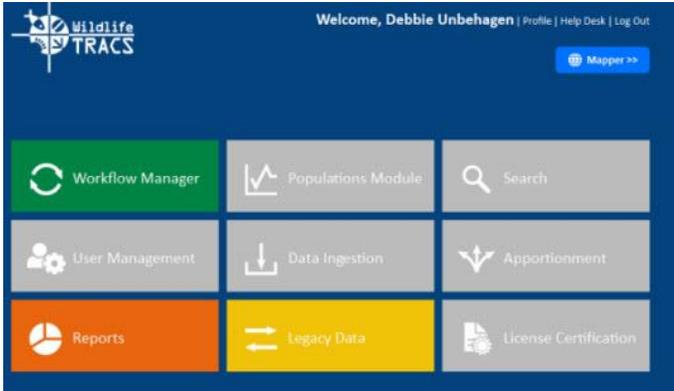
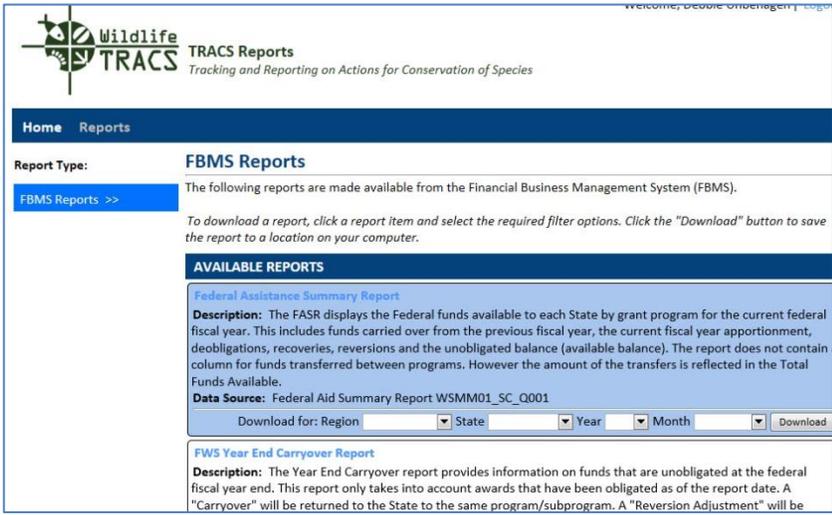


# TRACS Quick Reference Guide

Lesson 21 Accessing FBMS Reports in TRACS	
Step	Action
1	<p>Reports from the Financial and Business Management System (FBMS) are available in TRACS through the Reports button on the Dashboard. Click the <b>Reports</b> button.</p> 
2	<p>Select the report you want to access under Available Reports. Note: Full descriptions of the reports can be found on the KMS in the <a href="#">Guidance FAQs FBMS Reports chapter</a>.</p>
3	<p>In the <b>Download For</b> section, select the criteria from the drop down boxes and click <b>Download</b>. The report will download as an Excel spreadsheet (with grant programs by tab).</p> 
4	<p>Click the <b>Home</b> tab in the upper left to return to the Dashboard or click <b>Logout</b> in the upper right.</p>