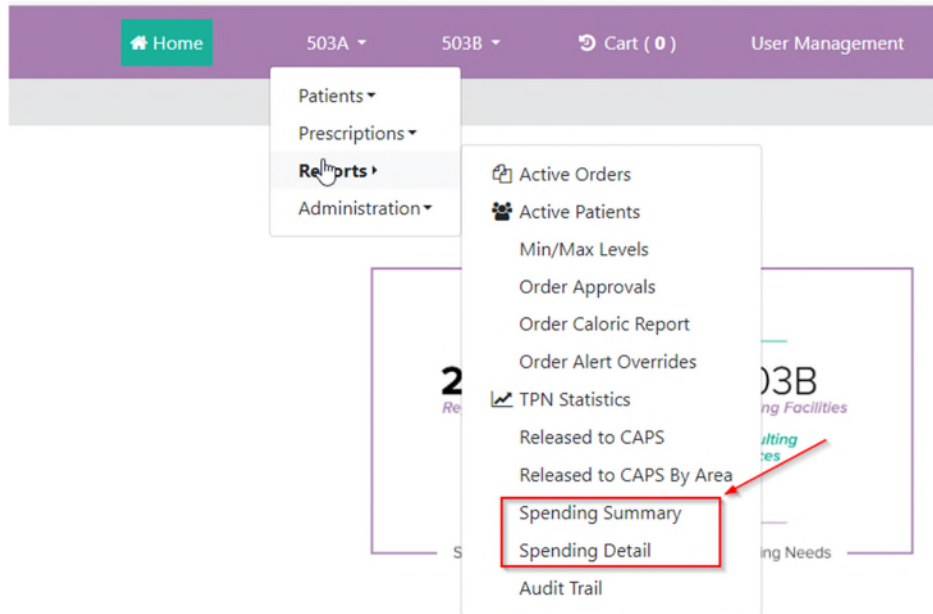


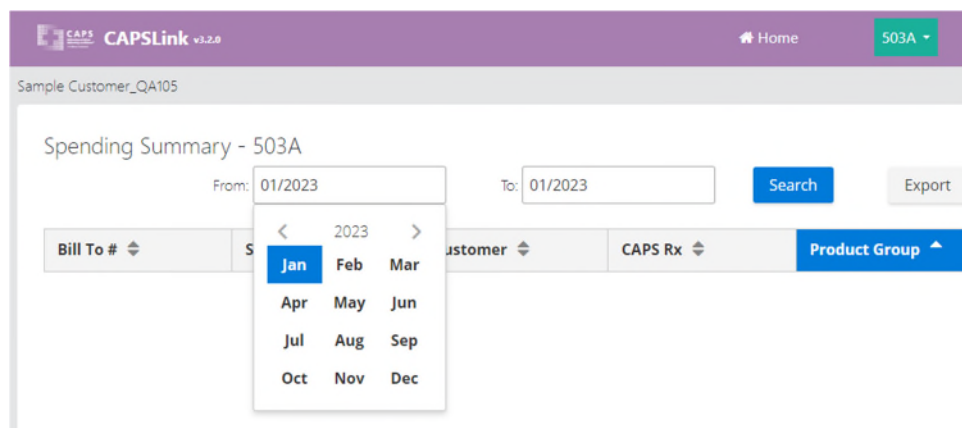
## Accessing Spending Reports from CAPSLink


- Log onto CAPSLink
- In tool bar area - place the cursor over **503A** or **503B** - then use the drop down to select **Reports**.



Two report types are available:

1. Spending Summary (summary report for the selected timeline)
  2. Spending detail (more detailed report for the selected timeline)
- Select the report type that you want.
  - Once the Reports page opens – click on the “FROM and TO” boxes. A calendar will appear to select a date range by month. If you want the data from a single month then enter that month in both fields
  - Click **Search** for the Report to show on the CAPSLink screen



- Clicking the **Export** button will create an Excel file you can download.
- You can sort the data in the Reports by clicking the up and down arrows . Though exporting to an Excel file allows you more options.