



Accessing the Incentives Report

September 7, 2018

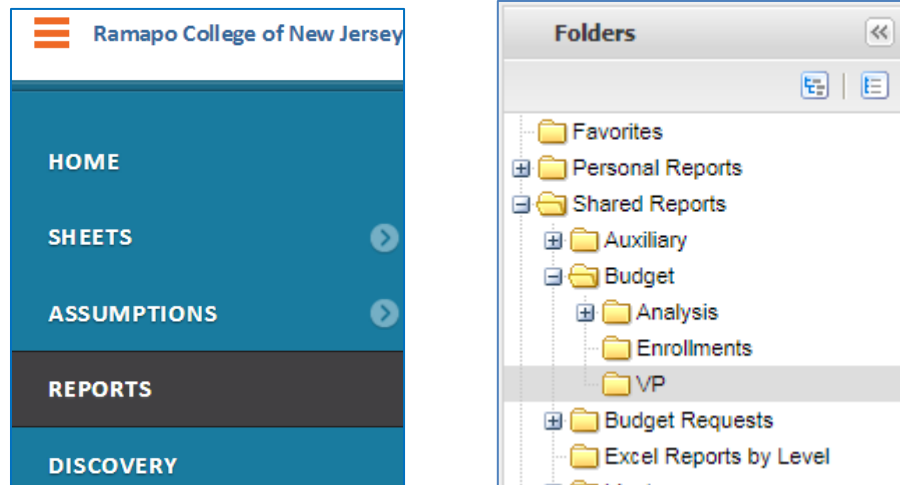
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Accessing the Incentives Report:

- 1.) To view the report, select Reports from the Navigation panel, and then go to Shared Reports > Budget > VP.



- 2.) Click on the link to the report titled "Incentives."



- 3.) At the bottom of the report, there is a drop down menu titled "Page Size." Click it and select 1000. This is to ensure you are viewing all the data of the report.

