



Accessing the Incentives Report

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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.

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		- 🚞 Enrollments
REPORTS		C VP
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DISCOVERY		Excel Reports by Level

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

Reports in Folder "Shared Reports > Budget > VP"		
Name		
Capital Request		
Change Request		
Incentives		
SPIF Request		
Telephone Detail		

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.

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