



Export Statement to PDF or Excel

SAP Sales Cloud | Job Aid

Accessing SAP Sales Cloud

Step 1

Action	Screen
<p>To export the statement to PDF, Excel or CSV click the “Export” button.</p>	<p>The screenshot shows the SAP Incentive Management Reports interface. A table lists various reports such as 'Agent Summary Payment Base Commission' and 'Monthly Commission Statement'. The 'Monthly Commission Statement' report for 'Pan/C December 2023' is highlighted with a red box. To the right, an export dialog box is open, showing file format options: 'Microsoft Excel (XLSX) Data-Only' (selected), 'Microsoft Excel (XLS) Data-Only', and 'Microsoft Word (DOCX) Data-Only'. The 'Export' button is also visible.</p>
<p>You can choose to export the entire statement or a specific page range.</p>	
<p>For optimal viewing of the report data, it is recommended that you export to a PDF.</p>	
<p>To manipulate the data, it is recommended that you export to Excel.</p>	

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