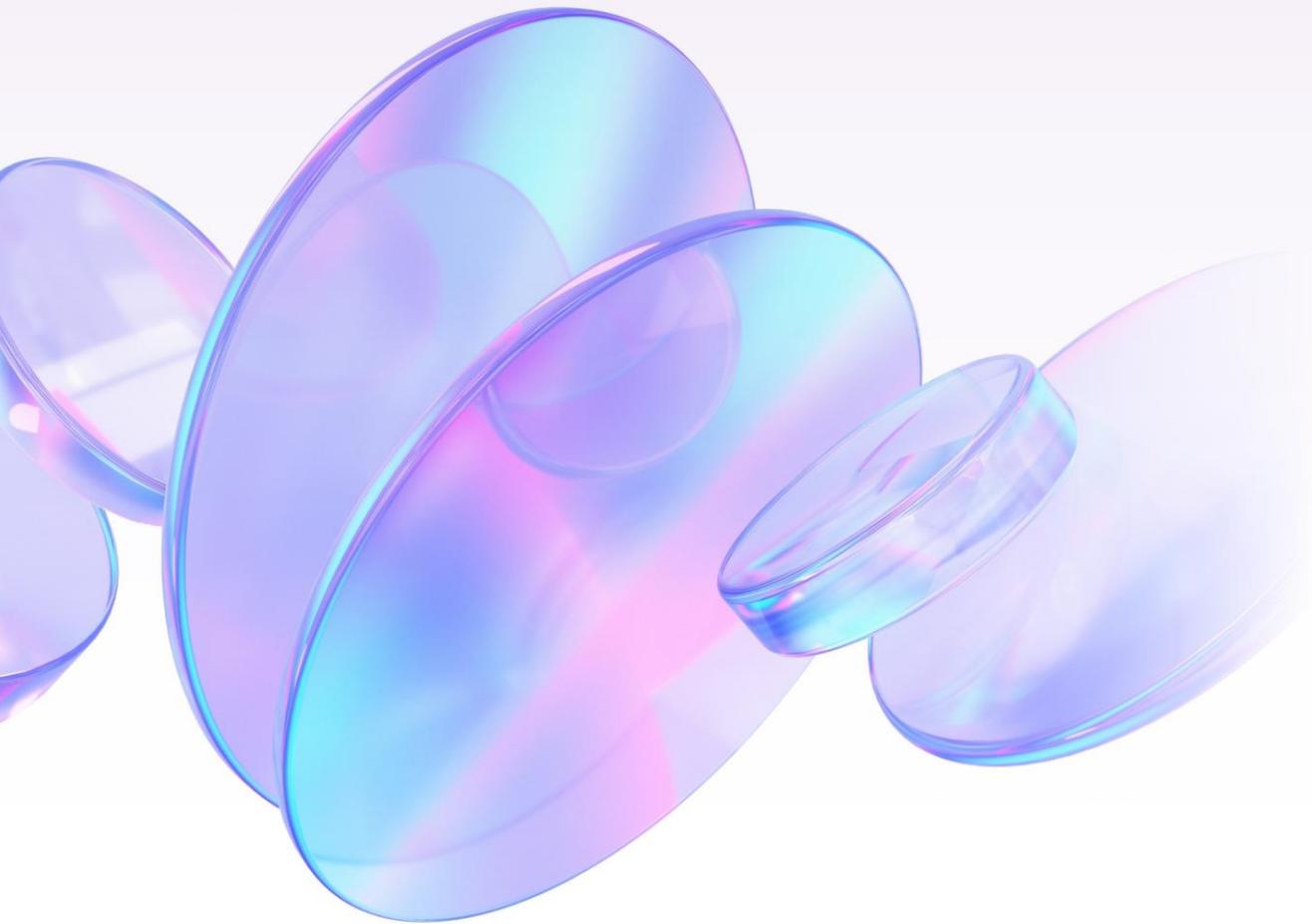




PARTNER CENTER EARNINGS REPORTS

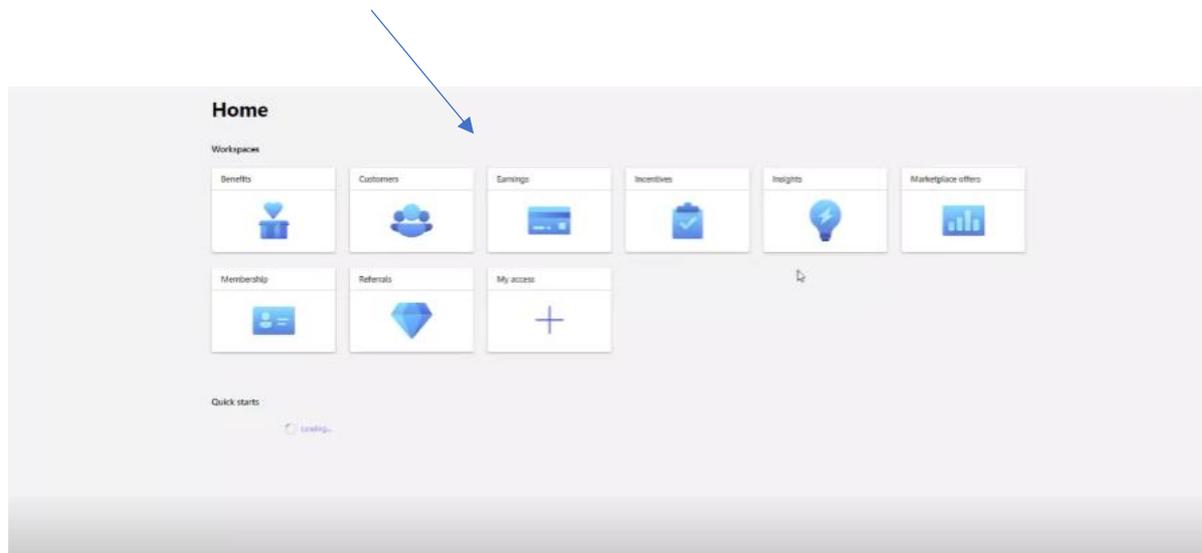


How to run Earnings Reports- Understanding Payments

Step 1: Sign in to Partner Center

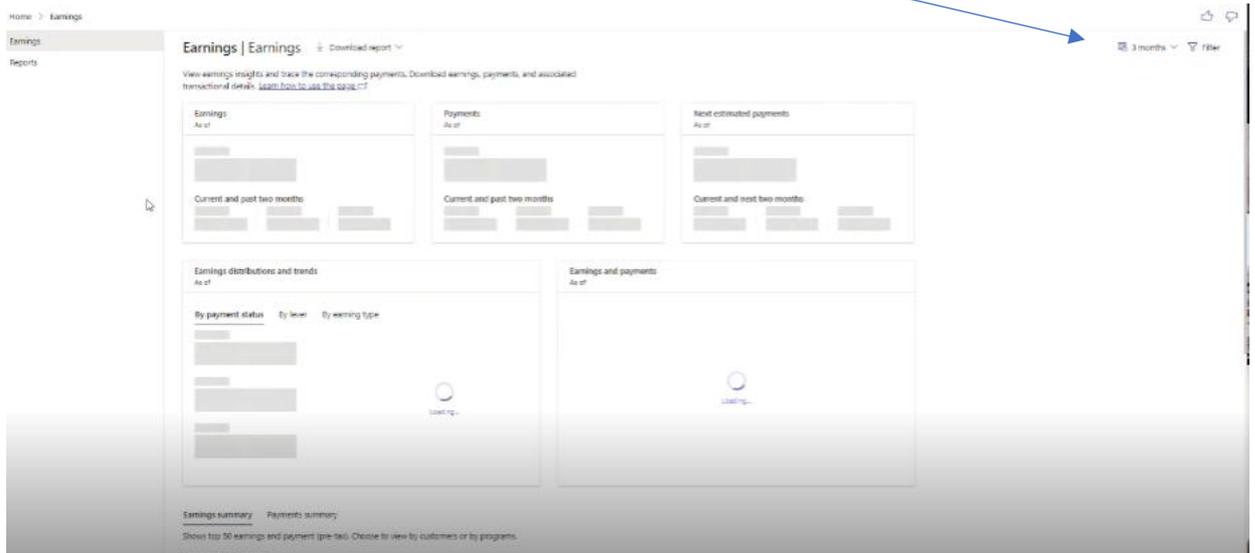
- Go to: <https://partner.microsoft.com>
- Sign in with your **work account** (you'll need Incentives Admin or Global Admin permissions).

Step 2: Navigate to the Earning Tile

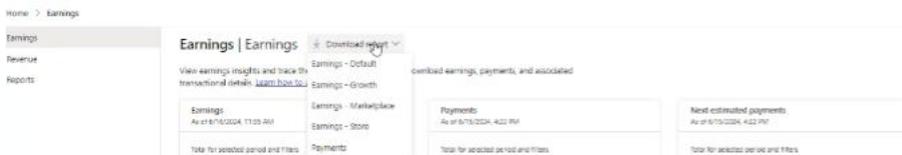


Step 3: Filter by Program and Time Period

- Set your **reporting period**: choose a month, quarter, or custom date range depending on what you need.



- Once the time period and has been selected click the Downloads “Default” report this will download the file with all your earnings. This report will break it down line by line and is the most useful



- Choose your preferred file format (**.CSV or Excel**).