Sweep Payment Report

A "Sweep Report" has been added to BriteCore for agency use. This report is run using a target date range and displays a detailed schedule of sweep payments by agency code and sweep date. Agents and agencies can run the report in order to reconcile bank statements and/or confirm uploads.

To retrieve a Sweep Report:

1. Go to *Payments* module.
2. Scroll to the bottom of the page to "Retrieve a Sweep Report for Date Range" (see below).
3. Enter a target date into the date range fields and click 'Go'.
4. Once downloading is complete, the sweep report will be available for view in .xls format.

5. Open the Microsoft Excel sheet
6. Click "Enable Editing" at the top
7. Click on the "Sweep Payments" tab at the very bottom of the spreadsheet (see below)