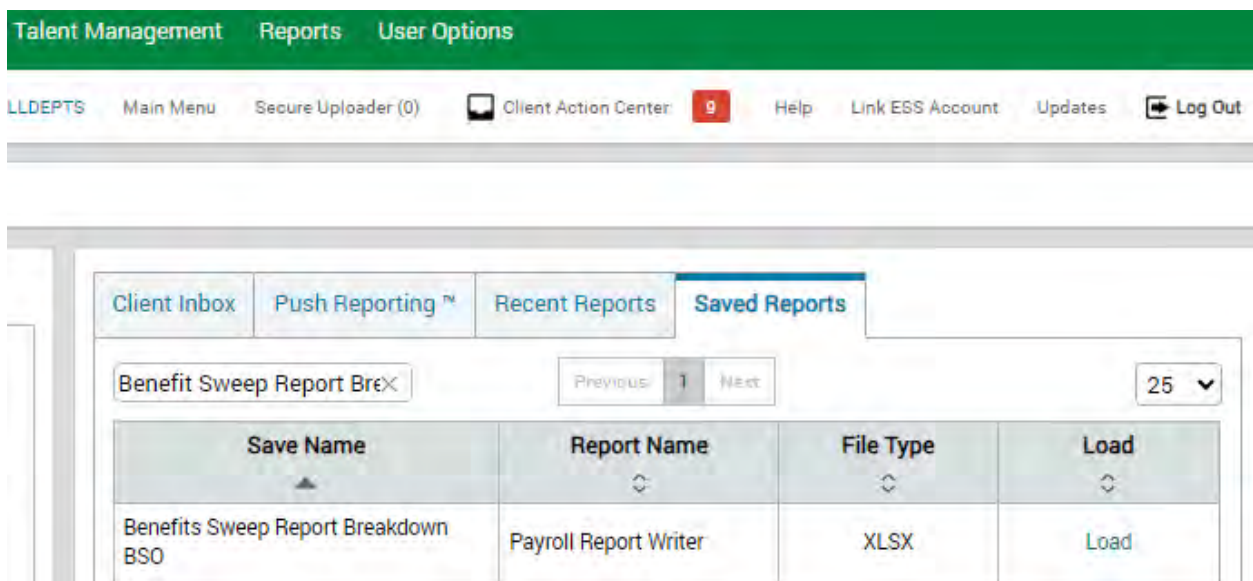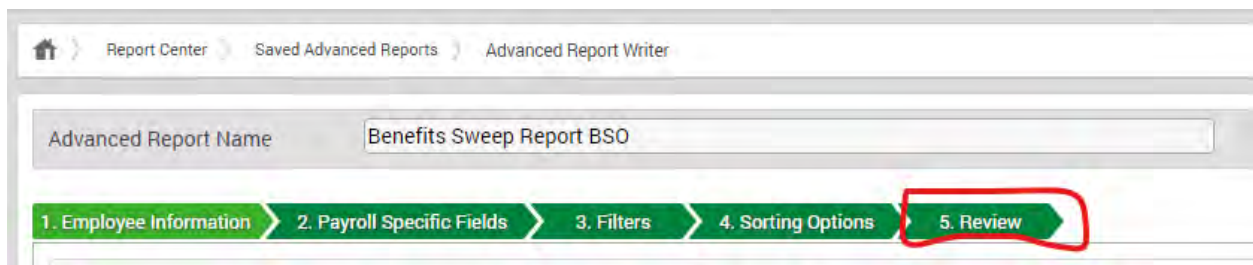# Benefits Sweep Report Breakdown BSO

These instructions detail how to properly run the Benefits Sweep Report Breakdown in Paycom. It is currently named "Benefits Sweep Report Breakdown BSO"
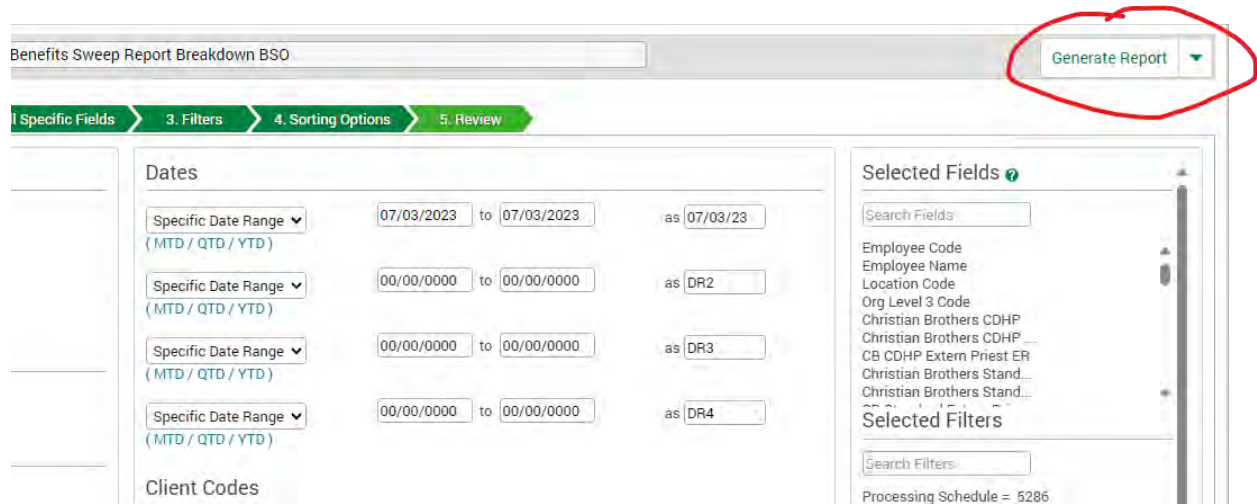
1. Log into your client profile in Paycom.com
2. Once logged in, click on **Reports**
3. Select **Saved Reports**
4. In the **Search** bar, enter *Benefits Sweep Report Breakdown BSO*
   a. If you have employees who work in multiple locations, you will also need to run *Benefits Sweep Report ML BSO*. Both reports will run at the same way
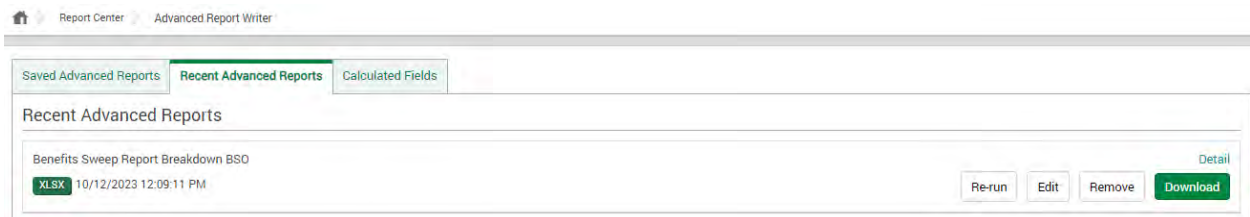5. Select **Load** to run the report

6. Select **5. Review**

7. In the first row of date filters, enter the pay date that you want to run in both the from and to field
   a. You only need to add dates to the first row
8. In the **as** field, enter how you would like the column named.
   a. The best practice is to just name it with the date you are running.
9. Select **Generate Report**

10. Once the report is done generating, select download.

11. The report should be in your downloads folder.