

**BV PURGE: WHAT TO CHECK ON FRIDAY'S PAYCYCLE:**

- ✓ GO TO QUARTERLY PURGE BV REPORT
- ✓ PUT IN THE DATE OF THE FRIDAY YOU WANT TO GO THROUGH PAYCYCLE
- ✓ PRINT UP REPORT (TO CROSS REFERENCE WITH DETAILED SALES)
- ✓ THEN GO TO DETAILED SALES REPORT
- ✓ PUT IN 1<sup>ST</sup> DAY OF PAYCYCLE YOU ARE IN AND GETTING PAID ON
- ✓ CROSS REFERENCE LOOKING FOR SAME NAMES ON PURGE BV REPORT
- ✓ IF THE NAMES ON PURGE BV REPORT SHOW UP ON DETAILED SALES WITH ORDERS BEFORE THE PURGE DATE, THEN THE BV AMOUNTS SHOWN ON DETAILED SALES REPORT WILL AFFECT YOU ON THAT PAYCYCLE.
- ✓ IF NONE OF THE NAMES ON THE BV PURGE REPORT SHOW UP ON THE DETAILED SALES REPORT, THEN YOU DON'T HAVE TO WORRY AND THEIR PURGE WILL NOT AFFECT YOU.