

iSolved: CARES Paycheck Protection Program Report

To get the payroll data needed to complete the Payroll Protection Program (PPP) loan application, follow these steps:

1. From within iSolved, go to:

Reporting > Client Reports > Search "CARES" and hit filter.

For the date range, you have a few options:

- **In general:** borrowers can calculate their aggregate payroll costs using data either from the previous 12 months or from calendar year 2019, for example: 04/07/2019 - 04/07/2020.
- **For seasonal businesses:** the applicant may use average monthly payroll for the period between February 15, 2019, or March 1, 2019, and June 30, 2019.
- **For applicants that were not in business from February 15, 2019 - June 30, 2019:** use the average monthly payroll costs for the period January 1, 2020 through February 29, 2020.

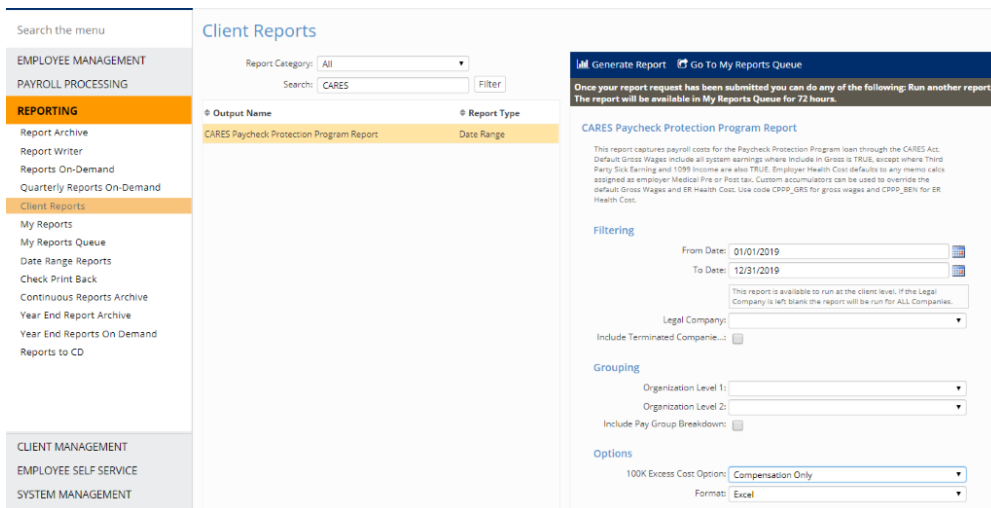
2. Under Options, for the Over 100K Excess, you will want to choose "Compensation Only."

Here's why: The CARES Act excludes from the definition of payroll costs any employee compensation in excess of an annual salary of \$100,000.

Does this exclusion apply to all employee benefits of monetary value?

No, exclusion of compensation in excess of \$100,000 annually applies only to cash compensation, not to non-cash benefits, including:

- Employer contributions to defined benefit or defined contribution retirement plans.
- Payment for the provision of employee benefits consisting of group health care coverage, including insurance premiums.
- Payment of state and local taxes assessed on compensation of employees.




The screenshot displays the iSolved Client Reports interface. On the left is a navigation menu with categories: EMPLOYEE MANAGEMENT, PAYROLL PROCESSING, REPORTING (highlighted), and CLIENT MANAGEMENT. Under REPORTING, options include Report Archive, Report Writer, Reports On-Demand, Quarterly Reports On-Demand, Client Reports (highlighted), My Reports, My Reports Queue, Date Range Reports, Check Print Back, Continuous Reports Archive, Year End Report Archive, Year End Reports On Demand, and Reports to CD. The main area is titled 'Client Reports' and shows a search for 'CARES' with a filter button. Below the search, there's a table with columns 'Output Name' and 'Report Type'. The first row is 'CARES Paycheck Protection Program Report' with 'Date Range' as the report type. To the right, a 'Generate Report' button is visible, along with a message: 'Once your report request has been submitted you can do any of the following: Run another report, go to My Reports Queue. The report will be available in My Reports Queue for 72 hours.' Below this, the 'CARES Paycheck Protection Program Report' details are shown, including a description of the report's purpose and a 'Filtering' section with fields for 'From Date' (01/01/2019) and 'To Date' (12/31/2019). There's also a 'Legal Company' dropdown and an 'Include Terminated Companies' checkbox. The 'Grouping' section has 'Organization Level 1' and 'Organization Level 2' dropdowns, and an 'Include Pay Group Breakdown' checkbox. The 'Options' section shows '100K Excess Cost Option' set to 'Compensation Only' and 'Format' set to 'Excel'.

3. Generate Report and then go to My Reports Queue.

A	B	C	D	E	F	G	H	I	J	K
1	Client: STEPHY Stephanie Young Test Company									
2	Date Range: 1/1/2019 to 12/31/2019									
3	Company Code	Company Name	EW	Current Active EE Count	Active EE's As Of 12/31/2019	Avg EE Active Count	Avg EE Paid Count	12 Month Total Cost	Average Monthly Cost	Estimated Loan Amount
4	P/TEST	Predecessor Wage Test Company	5555555555	1	1	1.0	0.00	\$0.00	\$0.00	Jan 2019 Total Cost
5	STEPHY	Stephanie Young Test Company	445246515	31	31	22.4	8.33	\$65,936.08	\$7,161.34	\$17,903.35
6	Report Total:			32	32	23.4	8.33	\$65,936.08	\$7,161.34	\$17,903.35
7										\$4,096.44

The section for average EE Paid Count (Column G) is what you will use to populate the number of employees on this application.

The average monthly costs (Column I) is what you will use to populate the average monthly payroll.



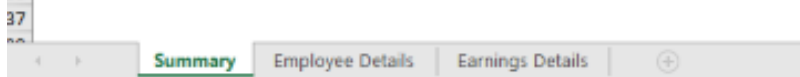
**Paycheck Protection Program
Borrower Application Form**

OMB Control No.: 3245-0407
 Expiration Date: 09/30/2020

Check One: <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corp <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> Independent contractor <input type="checkbox"/> Eligible self-employed individual <input type="checkbox"/> 501(c)(3) nonprofit <input type="checkbox"/> 501(c)(19) veterans organization <input type="checkbox"/> Tribal business (sec. 31(b)(2)(C) of Small Business Act) <input type="checkbox"/> Other		DBA or Tradename if Applicable 	
Business Legal Name 			
Business Address 		Business TIN (EIN, SSN) 	Business Phone () -
		Primary Contact 	Email Address

Average Monthly Payroll:	\$ Column I info here	x 2.5 + EIDL, Net of Advance (if Applicable) Equals Loan Request:	\$	Number of Employees: Column G info here
Purpose of the loan (select more than one): <input type="checkbox"/> Payroll <input type="checkbox"/> Lease / Mortgage Interest <input type="checkbox"/> Utilities <input type="checkbox"/> Other (explain): _____				

You'll see three tabs at the bottom of the CARES PPP Report:



1. **Summary:** This will give you an average EE (employees) paid count as well as average monthly costs:

Average EE Paid Count

Borrowers may use their average employment over the same time periods to determine their number of employees, for the purposes of applying an employee-based size standard. Alternatively, borrowers may elect to use SBA's usual calculation: the average number of employees per pay period in the 12 completed calendar months prior to the date of the loan application, or – if the business has not been operational for 12 months - the average number of employees for each of the pay periods that the business has been operational.

Average Monthly Costs

(Gross + ER state/local taxes + ER health expenses + ER retirement)

Under the act, payroll costs are calculated on a gross basis without regard to (i.e., not including subtractions or additions based on) federal taxes imposed or withheld, such as the employee's and employer's share of Federal Insurance Contributions Act (FICA) and income taxes required to be withheld from employees. As a result, payroll costs are not reduced by taxes imposed on an employee and required to be withheld by the employer, but payroll costs do not include the employer's share of payroll tax.

Example: An employee who earned \$4,000 per month in gross wages, from which \$500 in federal taxes was withheld, would count as \$4,000 in payroll costs. The employee would receive \$3,500 and \$500 would be paid to the federal government. However, the employer-side federal payroll taxes imposed on the \$4,000 in wages are excluded from payroll costs under the statute.

2. **Employee Details:** Details behind each employee
3. **Earnings Details:** Breakdown of which earnings are included to get to gross
4. **If your bank is requesting 941s/940, you can find these by going to Quarterly Reports on Demand.** Please note that your 940 will be included in the Q4 2019 package.