

Reporting for Second Round of PPP Loan

Go to REPORTING, Step1 – Type PPP Payroll in Title, Step 2 – Click Search
Step 3 – Click on PPP PayrollCost (highlighted in blue below)

Home Documents ESS Employee HR **REPORTING** Payroll Company Time & Attendance System

STANDARD REPORTS Report Writer Saved Company Reports My Reports My Completed Reports

Category Title Report Type Search

Sub Category Tag Report ID Show All

REPORT TITLE	DESCRIPTION	REP
PPP PayrollCost - 8 week - Employee Detail	For clients that will be using the 8 week forgiveness period, this...	Cor
PPP PayrollCost		Cor
PPP PayrollCost - EmployeeDetail	Payment Protection Program Report - Employee Detail. 6/18/20 Upda...	Cor

Step 1, Put a check mark in Override Dates

Step 2, Put either 1/1/2019 or the day that is 12 months before the application date in the Custom Begin Date

Step 3 – Put either 12/31/2019 or the date of the application in the Custom End Date

Step 4 – Scroll down to bottom and click Run Report

STANDARD REPORTS

Report Writer

Saved Company Reports

My Reports

My Complete

Crystal Report - PPP PayrollCost

Date Selection

Date Selection Most Recent Payroll Process

Rolling Days

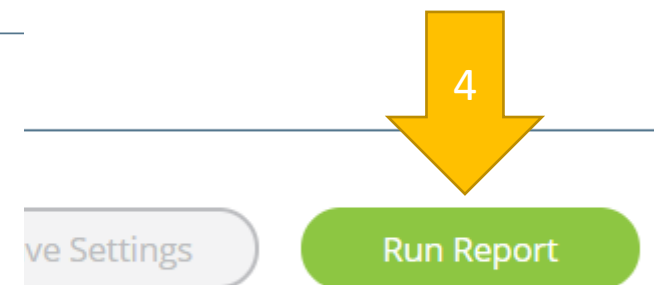
Override Dates ← 1

Begin Date

End Date

Custom Begin Date 01/01/2019 ← 2

Custom End Date 12/31/2019 ← 3



The report will generate that shows the total payroll cost by check date with a total for all check dates within the chosen period. The total payroll cost shown would then be divided by 12 to determine the average monthly payroll cost

SAMPLE CORPORATION (12345)

PPP Payroll Cost: 1/1/2019-12/31/2019

PPP Loan Report: PPP Payroll Cost Prepared by: Payality Inc. On Behalf of: SAMPLE CORPORATION (12345) Print Date: 12/28/2020

CheckDt	Earnings	State/Local ER Tax	401K Employer	CVDRReg	CVDCARE	CVDFMLA	Total Payroll Cost
09-20-2019	\$3,817.00	\$56.29	\$0.00	\$0.00	\$0.00	\$0.00	\$3,873.29
09-27-2019	\$3,835.00	\$63.22	\$0.00	\$0.00	\$0.00	\$0.00	\$3,898.22
10-04-2019	\$3,673.00	\$55.76	\$0.00	\$0.00	\$0.00	\$0.00	\$3,728.76
10-11-2019	\$4,279.00	\$89.54	\$0.00	\$0.00	\$0.00	\$0.00	\$4,368.54
10-18-2019	\$4,101.00	\$73.80	\$0.00	\$0.00	\$0.00	\$0.00	\$4,174.80
10-25-2019	\$4,081.50	\$73.80	\$0.00	\$0.00	\$0.00	\$0.00	\$4,155.30
11-01-2019	\$4,173.00	\$76.75	\$0.00	\$0.00	\$0.00	\$0.00	\$4,249.75
11-08-2019	\$4,005.00	\$76.75	\$0.00	\$0.00	\$0.00	\$0.00	\$4,081.75
11-15-2019	\$4,198.00	\$81.18	\$0.00	\$0.00	\$0.00	\$0.00	\$4,279.18
11-22-2019	\$4,138.00	\$78.72	\$0.00	\$0.00	\$0.00	\$0.00	\$4,216.72
11-29-2019	\$3,960.00	\$77.70	\$0.00	\$0.00	\$0.00	\$0.00	\$4,037.70
12-06-2019	\$3,403.00	\$38.38	\$0.00	\$0.00	\$0.00	\$0.00	\$3,441.38
12-13-2019	\$3,880.00	\$36.16	\$0.00	\$0.00	\$0.00	\$0.00	\$3,916.16
12-20-2019	\$3,721.00	\$26.57	\$0.00	\$0.00	\$0.00	\$0.00	\$3,747.57
12-27-2019	\$6,969.29	\$159.09	\$0.00	\$0.00	\$0.00	\$0.00	\$7,128.38
Totals:	\$160,113.23	\$3,942.36	\$0.00	\$0.00	\$0.00	\$0.00	\$164,055.59

To download Tax Returns

Step 1 - Click on DOCUMENTS

Step 2 - Click on TAX DOCUMENTS

Step 3 – Click on blue link of tax documents for the tax periods requested by your lender

The screenshot shows a web application interface with a top navigation bar containing links: Home, **DOCUMENTS**, ESS, Employee, HR, Reporting, Payroll, Company, Time & Attendance, and System. Below this is a sub-navigation bar with links: Documents Portal, My Documents, Payroll Documents, **TAX DOCUMENTS**, Notices, Miscellaneous, Accounting Documents, and HR Documents. A 'Tax Filter' section is visible, with options for 'By Year' (All Years, 2020, 2019), 'By Document' (All Types, Tax Form), and 'By File' (All Types, PDF). A table of tax documents is displayed with columns: LOCKED?, EDIT, TITLE, DESCRIPTION, TYPE, and EFFECTIVE. Three tax documents are listed, each with a blue link in the TITLE column. A yellow arrow labeled '1' points to 'DOCUMENTS', a yellow arrow labeled '2' points to 'TAX DOCUMENTS', and a yellow arrow labeled '3' points to the blue link '13958F 20200930 - Client (PDF)'.

LOCKED?	EDIT	» TITLE	» DESCRIPTION	» TYPE	» EFFECTIVE
		13958F 20200930 - Client (PDF)	Tax documents for the period ending 09/30/2020 for company 13958F.	Tax Form	09/30/2020
		13958F 20200630 - Client (PDF)	Tax documents for the period ending 06/30/2020 for company 13958F.	Tax Form	06/30/2020
		13958F 20200331 - Client (PDF)	Tax documents for the period ending 03/31/2020 for company 13958F.	Tax Form	03/31/2020

Full Time Equivalent (FTE) Employee Count

Go to REPORTING, Step1 – Type FTE in Title, Step 2 – Click Search
Step 3 – Click on PPP PayrollCost (highlighted in blue below)

Home Documents ESS Employee HR **REPORTING** Payroll Company Time & Attendance System

STANDARD REPORTS Report Writer Saved Company Reports My Reports My Completed Reports

Category Title Report Type Search

Sub Category Tag Report ID Show All

REPORT TITLE	DESCRIPTION	RE
PPP FTE Look Back Period Count		Co

Step 1, Put a check mark in Override Dates

Step 2, Put the beginning date requested by your lender in the Custom Begin Date

Step 3 – Put the end date requested by your lender in the Custom End Date

Step 4 – Scroll down to Output Format and Change to Microsoft Excel

Step 5 – Scroll down to bottom and Click Run Report

Crystal Report - PPP FTE Look Back Period Count

Date Selection

Date Selection Most Recent Payroll Proc

Rolling Days

Override Dates ← 1

Begin Date

End Date

Custom Begin Date 10/01/2020 ← 2

Custom End Date 12/31/2020 ← 3

Output Options

Output Format Microsoft Excel ← 4

Notify Me When Completed Report will open up in a new window and will display when complete.

Email Completed Report

Save Settings Run Report ← 5

Spreadsheet will generate that calculates each employee's FTE with the total FTE Count at the bottom(See number highlighted in yellow)

											Pay History: 10/1/2020-12/31/2020	
Employee Name	Employee ID	Owner/Highly Compensated	Compensation	Hours During Period	Hire Date	Term Date	Pay Frequency	Weeks Worked During Period	Average Hours Per Week	FTE		
Employee 1	2		\$2,912.00	224.00	9/1/2016		W	13	17.23	0.4		
Employee 2	6		\$6,695.00	515.00	12/18/2018		W	13	39.62	1.0		
Employee 3	21		\$7,284.27	461.87	7/29/2019		W	12	38.49	0.9		
Employee 4	25		\$6,384.00	456.00	8/23/2019		W	13	35.08	0.9		
Employee 5	29		\$4,381.00	335.00	12/16/2019		W	13	25.77	0.6		
Employee 6	33		\$4,736.18	361.14	12/19/2019		W	13	27.78	0.7		
Employee 7	34		\$9,590.00	529.00	12/16/2019		W	13	40.69	1.0		
Employee 8	35		\$6,760.00	520.00	1/10/2020		W	13	40.00	1.0		
Employee 9	40		\$5,916.00	445.64	7/30/2020		W	13	34.28	0.9		
Employee 10	41		\$10,284.09	400.00	7/31/2020	12/17/2020	W	10	40.00	0.8		
Employee 11	42		\$13,846.12	520.00	8/7/2020		W	13	40.00	1.0		
Employee 12	44		\$2,082.08	160.16	10/2/2020	12/17/2020	W	7	22.88	0.3		
Employee 13	45		\$2,080.00	112.00	12/4/2020		W	3	37.33	0.2		
			\$82,950.74							9.7		

PPP Loan Report: PPP FTE Look Back Period Count
Prepared by: Payality Inc.