Running CARES Payroll Protection Report

This report can be used to help in calculating the Payroll Protection Program and SBA Loan values which helps support the direct incentive for small businesses to keep their workers on the payroll.

**Important:** Please audit this information as the information in iSolved is specific to what you are tracking in the system. For example, if you have information outside of iSolved relevant to your payroll costs, you may need to manually update the report results.

**Reporting > Client Reports**

Step 1: In the Search box under Client Reports enter the name of the report: **CARES Paycheck Protection Program Report** and click filter.

Step 2: Enter the past 12 months date range: i.e. 4/1/2019 – 3/31/2020

Step 3: You may run for individual Legal Companies or leave blank to run for all companies in the Legal Company drop-down.

Step 3: Choose Generate Report.

Step 4: Go to My Reports Queue.

![Image of Client Reports interface](image-url)
Step 5:  Click View Report

**Report results**
The Report will provide you Employee Counts, Total Costs – 12 months, Average Costs – 12 months, and an estimated Loan Amount.

There are additional tabs in the Excel Report to review. It will include detailed information on Employee and Earnings.