

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:

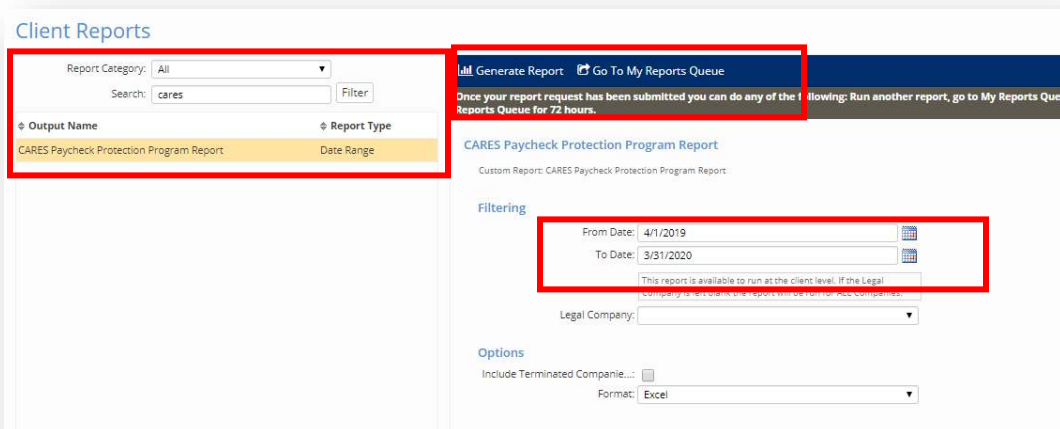
CARES Paycheck Protection Program Report and click filter.

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.



The screenshot shows the 'Client Reports' interface. On the left, a search box contains 'cares' and a 'Filter' button. Below it, a table lists the report: 'CARES Paycheck Protection Program Report' with a 'Date Range' report type. On the right, the 'Generate Report' button is highlighted. A red box highlights the 'Filtering' section where 'From Date' is '4/1/2019' and 'To Date' is '3/31/2020'. Below this, the 'Legal Company' dropdown is visible. At the bottom, the 'Options' section shows 'Include Terminated Companies' as an unchecked checkbox and 'Format' set to 'Excel'.

Step 5: Click View Report

My Reports Queue

Client ID	Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date	View Report
1422	CARES Paycheck Protection Program Report	GENERATED	4/9/2020 8:19:12 AM	4/9/2020 8:19:23 AM	4/9/2020 8:19:56 AM	4/9/2020 8:19:56 AM	View Report
1422	CARES Paycheck Protection Program Report	GENERATED	4/9/2020 8:19:07 AM	4/9/2020 8:19:32 AM	4/9/2020 8:14:04 AM	4/9/2020 8:14:04 AM	View Report

Report results

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

Client: 1234 Sample Company
Date Range: 4/1/2019 to 3/31/2020

Company Code	Company Name	EIN	Current Active EE	Active EE's As Of 3/31/2020	Avg EE Active Count	Avg EE Paid Count	12 Month Total Cost	Average Monthly Cost	Estimated Loan Amount
1234	Sample Loan Amount	8675309	59	58	61.67	64.17	\$5,256,107.83	\$438,008.99	\$1,095,022.46
Report Total:			59	58	61.67	64.17	\$5,256,107.83	\$438,008.99	\$1,095,022.46

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

Summary	Employee Details	Earnings Details
----------------	------------------	------------------