



Understanding the CARES SBA Average Monthly Payroll Report

The CARES SBA Average Monthly Payroll Report provides the sum of documented payroll costs, which is a requirement of the Paycheck Protection Program.

Steps:

- My Company → **Reports & BI**
- **Report Library**
- Select Parameters and Export

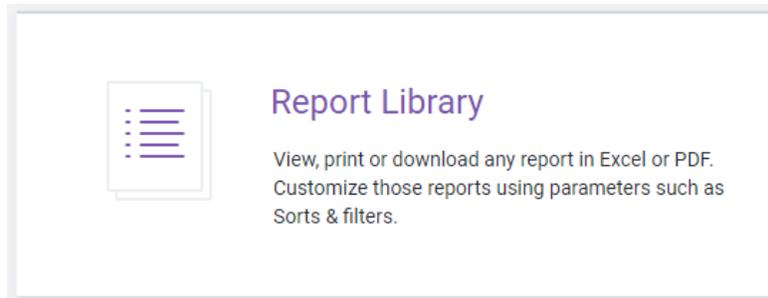
Step 1 –

From the company dashboard, click **Reports & BI** under MY COMPANY on the left-hand side.

The screenshot shows the VIVENTIUM user interface. At the top, there is a dark header with the VIVENTIUM logo on the left, the company name '988AA-001 - Test Co. - Alexa...' in the center, and a search bar on the right. Below the header is a light gray sidebar with a 'MY COMPANY' section. The sidebar menu items are: Dashboard, Documents, Employees, Requests (with a red badge '16'), Calendar, Payroll, **Reports & BI** (highlighted with a purple box), and Analytics. The main content area displays 'Good afternoon, HR' and 'Upcoming' notifications. There are two notification cards: one for 'REMINDERS' titled 'United Health - Bronze'20 Eligibility Date' with a bell icon and 'Added to Meredith Grey', and another for 'TASKS' (with a red badge '1') titled 'Driver's License Expiration Date' with a bell icon. The date 'Jan 01, 2020' is visible next to the first reminder.

Step 2 –

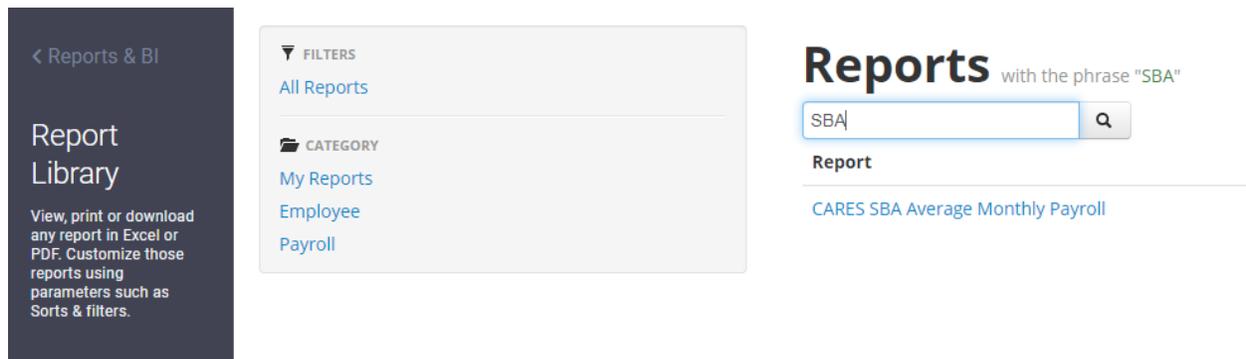
Next, select **Report Library**.



Step 3 –

Utilize the search box at the top of the page to find the “CARES SBA Average Monthly Payroll” Report.

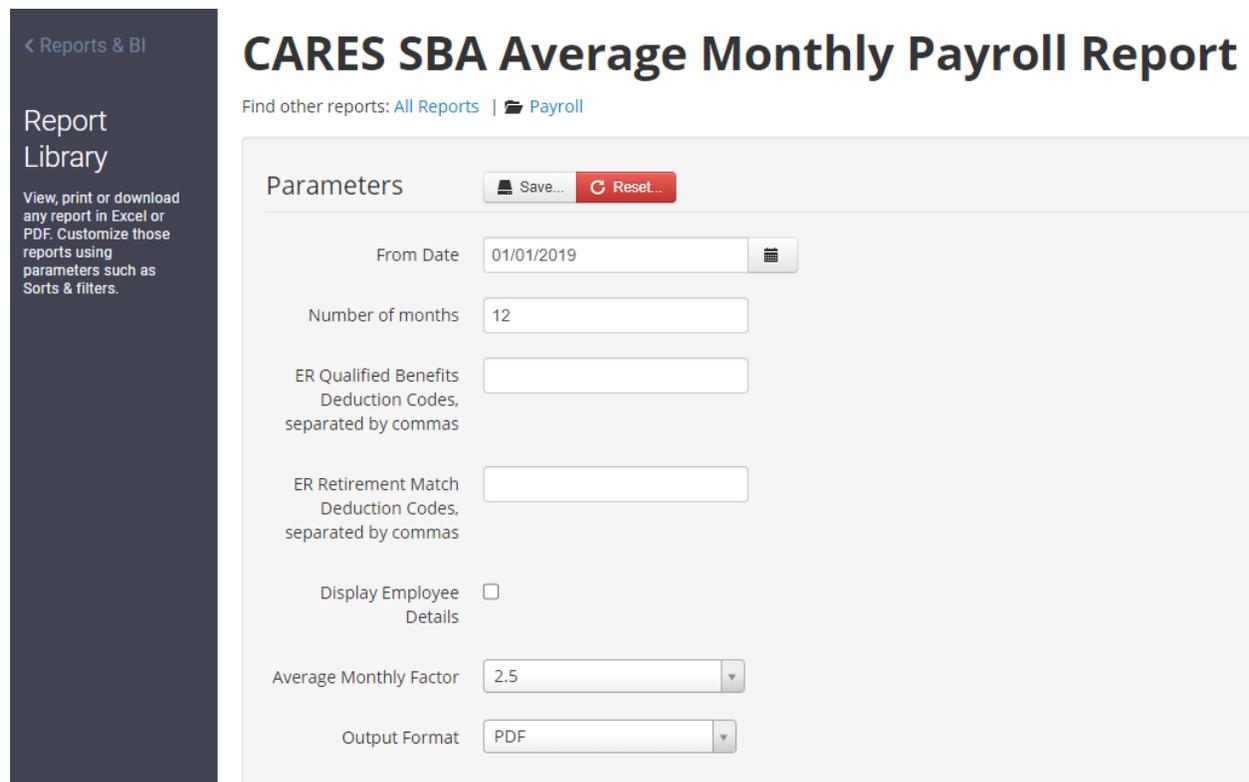
Important Note: For security purposes, this report only supports single division companies. There is a different report that must be used if your company has multiple divisions. This is something that can be obtained by reaching out to your Dedicated Client Service Team. Standard verification procedures will apply.



Now, narrow down the report by using these **Parameters:**

- From Date
- Number of Months
- ER Qualified Benefits Deduction Codes, separated by commas
- ER Retirement Match Deduction Codes, separated by commas
- Display Employee Details
- Average Monthly Factor – select an average monthly factor of 2.5 or 3.5
- Output Format

Example: If we wanted to pull the report for the entire calendar year of 2019, we would enter 01/01/2019 in the “From Date” field and 12 months in the “Number of Months” field. Please speak with your employment attorney or an SBA Participating Lender to help determine the timeframe you are required to report on.



After entering the desired parameters, select **Run Report** at the bottom of the page.



Once the report is open, company information, such as business legal name, business primary address, company code, division code, etc., will display at the top of the report. The following pieces of information are important to focus on:



- Average Monthly Payroll
- Potential SBA PPP Loan Amount

CARES SBA Average Monthly Payroll Report - 1/1/2019 thru 12/31/2019

Company Information

Business Legal Name **Central Perk Home Health Care Inc**
 DBA Or Trade Name **abcdefg**
 Business Primary Address **40 Rockefeller Plaza New York, NY 10112**
 Business EIN **231212124**
 CompanyCode/DivisionCode **CCCC-001**

Average Monthly Payroll (Total Cost / 12)	31,926.41
Potential SBA PPP loan amount* (Monthly Average x 2.5)	79,816.04

Gross Payroll	Capped Payroll	State /Local/SDI ER Taxes	ER Qualified Benefit Cost	ER Retirement Match	Total Cost
1,257,229.33	375,612.96	7,504.01	0.00	0.00	383,116.97

Underneath these two numbers, the amounts used to calculate the **Average Monthly Payroll** and **Potential SBA PPP loan amount** are displayed. Each of these amounts is for the previously selected timeframe.

The first number shown is the **Gross Payroll** for the timeframe selected, while the **Capped Payroll** takes into account any employee that was paid over \$100,000 and caps their salary at that maximum amount.

Gross Payroll	Capped Payroll
1,257,229.33	375,612.96

The **State/Local/SDI ER Taxes**, **ER Qualified Benefit Cost**, and **ER Retirement Match** are then added to the **Capped Payroll** amount to determine the **Total Cost**.

State /Local/SDI ER Taxes	ER Qualified Benefit Cost	ER Retirement Match	Total Cost
7,504.01	0.00	0.00	383,116.97

The **Total Cost** is then divided by the number of months chosen in the report parameters to determine the **Average Monthly Payroll**. To determine the **Potential SBA PPP loan amount**, multiply the **Average Monthly Payroll** by the average monthly factor (2.5 or 3.5) selected in the parameters.



If you selected the “Display Employee Details” parameter when building the report, the following details will be displayed for each employee:

- Gross and Capped Payroll
- State/Local/SDI ER Taxes
- ER Qualified Benefit Cost
- ER Retirement Match
- Total Cost

This additional information is not required to file the loan application.

Employee Number	First Name	Last Name	Departments	Gross Payroll	Capped Payroll	State/Local/SDI ER Taxes	ER Qualified Benefit Cost	ER Retirement Match	Total Cost
1005487	Phyllis	Anderson	500-Event Planner	1,998.00	1,998.00	81.92	0.00	0.00	2,079.92
1000030	Julia	Ballard	900-Food Preperation	1,322.00	1,322.00	14.35	0.00	0.00	1,336.35
1000100	Mark	Bates	300-Admissions	18,000.00	18,000.00	0.00	0.00	0.00	18,000.00
1000099	Cooper	Beasley	EX-Executive	9,000.00	9,000.00	369.00	0.00	0.00	9,369.00

If you have further questions related to the CARES SBA Loan or need further guidance completing your application, please reach out to your employment attorney or an SBA Participating Lender.

Still have questions? Contact your Dedicated Client Service Team, or email us:

North Star Clients – csnorthstar@viventium.com

Health Services Clients – cshhealth@viventium.com

Online Clients – csonline@viventium.com