

How can I provide Payroll reporting for the CARES Act (H.R. 748)?

Products

Sage 300 CRE

Country

North America

Description

H.R. 748

CARES Act for Small Businesses

CARES Act

Disclaimer

Support

Sage Customer Support does not provide assistance for issues related to third party products or enhancements, hardware, report customizations, state or federal tax-related questions, or specific accounting questions. Please contact your Sage business partner, network administrator, or accountant for assistance. Please review this document for additional information on the scope of Sage Customer Support Services.

Cause

The **CARES Act** provides important debt **relief** provisions for **small businesses** carrying existing SBA loans that are impacted by the Coronavirus. Under this new program, SBA will pay all principal, interest and fees for six months on existing loans within 30 days of the law's enactment.

The Small Business Administration Loan Application Requires certain Payroll Reports.

Resolution

The Loan application process requires specific Payroll reports.

For your 2019 IRS Quarterly 940, 941 or 944 Payroll Tax reports, use your **Aatrix Saved reports** to provide these documents. They can be saved as a PDF or printed. If you are required to provide 2019 W2's use your Aatrix Saved Reports to reprint or save the file to a PDF. Article # 38483 contains instructions for accessing your saved Aatrix reports.

For Gross wages for each employee, including officer(s) if paid W2 Wages, there are several report options available.

1. Check Activity Report (Reports/Pay Period Processing/Check Activity).
2. Employee Earnings by Check Date (attached to this article and also on kb# 29395) Accumulates all Earnings.
3. Check Activity Inquiry.

For PTO, Vacation Pay and Family Medical Leave Pay for Each Employee use the following reports. (Reports in attachments).

1. Employee Earnings by Check Date. Accumulates all Earnings within a specific Check Date range.
2. Vacation by Date Range. Enter the specific Pay id to see your totals within a specific Check Date Range.

For State and Local taxes assessed on each Employee's earnings use the Subject to by Date range.

This report is found under Reports/Tax Preparation/Subject to by Date range.

1. Choose your transaction file (most likely current).
2. Enter your check date range.
3. Select Employee level taxes.

This report will include Gross pay, Federal, State and Local Level taxes. It will include the Taxable, Subject to and Tax amount. This report can also be saved to an XLS workbook or PDF.

For Fringe amounts for a specific date range:

1. Fringe Register (Reports/Registers/Fringe Register) Note: this report cannot be conditioned by Fringe ID
2. Fringes by Credit Account (Reports/Reconciliation/Fringes by Credit Account) Note: This report can be conditioned by Fringe ID

For a report that includes Regular Hours, Regular Pay, Overtime Hours, Overtime Pay, Other Pay, Gross Pay, Employee Taxes, Misc Deductions, Net Pay, Employer Taxes and Fringes, download the attached PR Check Totals report and add it to your reports in Payroll using report manager. The report includes a count of the number of employees in the Report Totals. Note: This report does not break out the information by Pay ID, Tax ID, Fringe ID or Deduction ID

NOTE: For additional assistance customizing reports and/or creating documents please contact your Consultant or Business Partner.

Want to add a report to your application reports menu? See KB 18601 How do I add a report to my Reports Menu in most Modules?

Related resources

Can I report my vacation pay balances by check date?

How do I reprint a federal or state tax form (using Aatrix eFile and Reporting)

Is there a report that gives me earnings and hours by employee and pay ID for a check date range?

Additional information

Additional information and resources can be found here:

<https://www.congress.gov/bill/116th-congress/house-bill/748?q=%7B%22search%22%3A%5B%22H.R.+748%22%5D%7D&s=5&r=1> (<https://www.congress.gov/bill/116th-congress/house-bill/748?q=%7B%22search%22%3A%5B%22H.R.+748%22%5D%7D&s=5&r=1>)

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Category

Reporting

Attachments

pr_emp_erngs_totals_ck_date.rpt (.)

pr_vacation_by_date_range.rpt (.)

PR Check Totals Report.rpt (.)

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