

# PPP Loan - Documentation Support



Instructions for generating the following reports in the Engage Manager Portal:

- Payroll Check Journal Report
- Quarterly Tax Summary
- Benefits Billing Detail Report
- Payroll Retirement Contributions Report
- Employee Hours by Month

To find these reports, simply type the report name into the Search bar and select the option listed under **Report Suggestions**

**Payroll Check Journal Report:** This report provides a grand total of all payroll related items by Employee: Payments, deductions, and employer contributions (Engage fees, benefits, and taxes).

1.) Complete the report screen data fields as highlighted below and click Run at the bottom.

The report Type can be changed to "Detail" if you wish to see each individual voucher by Employee.

2.) Select **Actions** to print, or PDF the report, or XLS to export to Excel

Sort-By Criteria	Pay Description	Hours / Units	Pay Rate	Amount	Deduction Description	Amount	Contribution Description	Amount
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**Quarterly Tax Summary:** This report provides totals by year and quarter.

- This data can be found by going to *Client|View*

- Once the data loads, right-click and select **PRINT**.

**Benefits Billing Detail Report:** This report provides only Benefits related information in the event a separate report is needed. This data also can be found on the *Payroll Check Journal Report*

- Complete the report screen data fields as highlighted below and click **Run** at the bottom.

HR / Report / Benefits Billing Detail Report Client: (1113) Zany Zippers

Benefits Billing Detail Report

**Selection Parameters**  
 Pay Date On Or After: 01/01/2019  
 Pay Date On Or Before: 01/01/2020

**Sort / Other Parameters**  
 Sort Criteria: By Pay Date Report  
 Use 'XLS' Format:

**Report Filters**

Employee ID	Employee Name
> X	

Department	Department Name
> X	

Benefit Plan	Plan Description
> X	

Division	Division Name
> X	

Location	Location Name
> X	

Run Close

**Payroll Retirement Contributions Report:** Generate this report if a separate report showing Retirement is needed. This data also can be found on the *Payroll Check Journal Report*.

- Complete the report screen data fields as highlighted below and click **Run** at the bottom.

Payroll / Report / Payroll Retirement Contributions Report Client: (1113) Zany Zippers

Payroll Retirement Contributions Report

**Selection Parameters**  
 Payroll Number:   
 - OR - Enter a Pay Date Range:   
 Start Date: 04/01/2019  
 End Date: 04/01/2020

**Sort Parameters**  
 Primary Sort: -- Select --  
 Secondary Sort: -- Select --  
 Tertiary Sort: -- Select --  
 Detail Sort: Employee Name

**Report Parameters**  
 Report Type: Summary Only  
 Sort on Sort Parameters Descriptions:   
 Page Break on Primary Sort:   
 Suppress Pay Group in Header:

**Other Parameters**  
 Employee Unique ID: Employee ID

**Report Filters**  
 Status Class: -- Select --  
 Type Class: -- Select --

Department	Department Name
> X	

Project	Description
> X	



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**Employee Hours by Month Report:** This report will assist in determining the number of employees paid in a specific year and month.

- Complete the report screen data fields as highlighted below and click Run at the bottom.

Payroll / Report / Employee Hours By Month Report

### Employee Hours By Month Report

**Selection Parameters**

Year

Month No.

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**Report Filters**

+ Employee ID		Employee Name
>	x	<input type="text"/>

  

+ Division		Division Name
>	x	<input type="text"/>

  

+ Department		Department Name
>	x	<input type="text"/>

  

+ Location		Location Name
>	x	<input type="text"/>