

PPP Stimulus

Last update – July 13th, 2020

Overview

The PPP Stimulus software application's purpose is to assist those users who received a Paycheck Protection Program (aka PPP) loan to do the following:

- Document qualified expenses and payroll
- Generate supporting documents required for the loan forgiveness application
- Generate a loan forgiveness application

The Small Business Administration (aka SBA) has released a Loan Forgiveness Application (Form 3508) with accompanying instructions. The loan forgiveness application needs to be completed and submitted to your bank or lending institution within ten months from the time your covered period ends. The covered period begins when the loan proceeds are disbursed to you and ends either eight weeks or twenty-four weeks later depending on your choice, but not later than December 31, 2020.

If your PPP loan is forgiven, then the loan does not have to be paid back. The portion forgiven is based on the amount of the loan proceeds used to pay compensation to your employees as well as qualified expenses paid during the covered period. There are also three loan reduction calculations that may reduce the amount of your loan that is forgiven.

Before using the PPP Stimulus application, we assume that you have read the SBA's instructions for the Loan Forgiveness Application and reviewed the Loan Forgiveness Application itself.

There are a number of issues that are often overlooked regarding the PPP.

1. While there are only two relatively simple forms that need to be submitted for loan forgiveness, the supporting data necessary to complete those forms can be very difficult to obtain. The PPP Stimulus program will assist you in organizing the supporting data, and once you have entered or imported the necessary data, the program will make the necessary calculations and accumulations in order to generate the two forms and the supporting schedules.
2. There are three items that can reduce the amount of your loan forgiveness; the amount of compensation paid, the number of employees or full-time equivalents, and reduced wages paid during the covered period compared to the first quarter of 2020. All of these items are calculated by PPP Stimulus program based on the data entered.
3. The instructions for the Loan Forgiveness Application explain that there is a Table 1 and 2 that need to be created, and the totals from these tables is then included on PPP Schedule A, one of the two required forms that need to be submitted to your bank or lending institution. However, the data for these tables consists of payroll information for each employee paid during your covered period. This data can be quite extensive based on the number of employees on your company's payroll. The program provides some unique and time-saving features if this data has to be manually entered, but we have also included import options for both employees and payroll data that you may already have in an Excel spreadsheet.
4. Even though the SBA has implied that only entities that have received loans in excess of \$2 million may be more closely scrutinized, there is no guarantee that your company will not be subject to audit in the future.
5. The data entered in PPP Stimulus and the supporting documentation needs to be maintained for six years following the date the loan is forgiven or repaid. Since you up to ten years to repay an

unforgiven loan, using PPP Stimulus will ensure that the data will be easily accessible should you be subject to an audit now or in the future.

6. Finally, seeking the assistance of a professional accountant may be the best way to ensure that your company has complied with the instructions and guidance provided. The instructions and calculations needed to complete the loan forgiveness documentation can be quite complicated.

Getting Started

We recommend the following procedure be followed to enter data into the PPP Stimulus application. This will ensure that the data is entered in the most efficient manner. In some cases, we recommend importing data rather than manually entering it because of the volume of data that is required to be entered. Our import process is simple and straight-forward and can be imported as long as the data is in an Excel spreadsheet.

Client Information

After creating your data file, you will need to complete the Client Information screen. This contains data about your company, who your PPP loan was received from, information about your payroll, etc.

Employees

After completing the Client Information, the next thing to enter is employee data. There is not an extensive amount of employee data that needs to be entered in order to create the necessary forms and make the appropriate calculations.

Employee data can be imported into PPP Stimulus and if you have a number of employees, for example, more than 50, you may want to consider importing this data. A spreadsheet template is included that will allow you to import employee information.

Paychecks

After employees have been entered, the next step is to add the pay checks paid to all employees during the covered period. Before entering or importing pay checks, you first need to create the Pay Periods during the covered period that compensation was paid to your employees.

A spreadsheet template is included that will allow you to import paycheck information.

Expenses and Vendors

After employees and pay checks have been entered, you may determine that it is not necessary to enter any expenses if your pay checks equal or exceed your PPP loan. Since your PPP loan is based on 2.5 months of your 2019 payroll and if you choose the 24 week time-period as your covered period, it is probable that you will not need to enter any additional expenses to have your loan completely forgiven. If you do need to enter expenses, you can add any vendors and expenses for which you are using the stimulus loan.

Client Information Review

After you have entered the employees, pay checks and expenses (if necessary), you will want to review the data entered in the Client Information screen, in particular, the Payroll section to ensure that it is correct and up-to-date.

You are then ready to print the loan forgiveness application and other reports.

The following sections will provide guidance on loan forgiveness reductions and data entry / importing for the Client Information, Employees, Paychecks, Vendors and Expenses. In addition, it will cover the various reports that can be printed as well as all other options in the program.

Loan Forgiveness Reductions

There are three factors that may reduce the amount of loan forgiveness you are entitled to. This includes the following:

- FTE Safe Harbor of which there are 3 different safe harbors.
- Compensation paid to your employees during the covered period that is less than 60% of the covered payroll plus expenses.
- Wages paid to employees during the covered period was less than 75% of the amount paid in the first quarter of 2020.

Instructions for Client Information Data Entry

The Client Information screen consists of 6 sections:

Company Information - Enter data about the company that obtained the PPP loan.

Bank Information - Enter data about the lending institution.

Loan Information - Enter data about the loan.

Payroll Information - Enter data about the payroll, full-time equivalents, safe harbor selections, and information required for PPP Schedule A Table 1 and 2 if maintained externally.

Documents Folder - Shows the location of the documents folder where externally linked files are maintained.

Report Options - Enter a memo that will be printed at the top of each report, except for Loan Forgiveness reports.

Company Information

Company Code - This 4-character code is used to name the folder where documents linked to your expenses will be saved. For example:

If you entered A001, then the folder will be named A001_DOCUMENTS. It will be created in the subfolder where your data file is located.

Company Name - Enter the company name.

Trade Name - Enter your company's trade name.

Entity - Select the correct entity type from the list provided,

Tax ID - Enter the company's tax id.

Contact - Enter the company contact.

Address, City, State, Zip - Enter company address, city, state and zip code.

Phone and Extension - Enter contact phone number and extension (if applicable).

Email - Enter email address here

EIDL (Economic Injury Disaster Loan) App No - If the company received an EIDL advance, enter the EIDL application number.

EIDL Advance - Enter the EIDL advance amount, if any, received by the company.

Click the link below to find more information regarding the EIDL (Economic Injury Disaster Loan):

<https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/economic-injury-disaster-loan>

Bank Information

Bank Name - Enter your bank name.

Contact - Enter the name of the company's bank contact.

Address, City, State, Zip - Enter the bank address, city, state and zip code.

Phone and Extension - Enter the bank contact's phone number and extension (if applicable).

Email - Enter the bank's email address.

Loan Information

Loan No - Enter the loan number for the loan given by your Lender.

SBA Loan No - Enter the SBA loan number given by the SBA.

Loan Amount - Enter the amount of the loan and check the corresponding box if loan exceeds \$2 million.

Start Date - Date the loan was disbursed to your company also referred to as the loan disbursement date.

End Date – By default, this will be calculated 8 weeks after the loan start date. However, if you elect 24 weeks for the covered period, then it will be calculated 24 weeks after the loan start date.

Elect 24 week covered period - This checkbox will extend the normal 8 week period to 24 weeks. You can only elect an 8-week covered period if your loan proceeds were received before June 5, 2020.

Use Alternate Period Dates for Payroll Costs? - This checkbox will allow you to use alternative period dates that more accurately coincide with your company's payroll.

Alternative Start Date - For administrative convenience, Borrowers with a biweekly, or more frequent, payroll schedule may elect to calculate eligible payroll costs using the eight-week (56-day) or 24-week (168-day) period that begins on the first day of their first pay period following their PPP Loan Disbursement Date.

For example, if the Borrower received its PPP loan proceeds on Monday, April 20, and the first day of its first pay period following its PPP loan disbursement is Sunday, April 26, the first day of the Alternative Payroll Covered Period is April 26 and the last day of the Alternative Payroll Covered Period is Saturday, June 20. Borrowers who elect to use the Alternative Payroll Covered

Period must apply the Alternative Payroll Covered Period wherever there is a reference in this application to “the Covered Period or the Alternative Payroll Covered Period.” However, Borrowers must apply the Covered Period (not the Alternative Payroll Covered Period) wherever there is a reference in this application to “the Covered Period” only.

Alternative End Date – This date will be automatically calculated based on the number of weeks in the covered period.

Payroll Information

Payroll Frequency - Choose the payroll frequency from the options in the list.

Use SIMPLIFIED Method to calculate FTE’s? - If unchecked, FTE calculations use the standard method (Hours Worked / 40) to determine full-time equivalents. If checked, the simplified method assigns a 1.0 for employees who work 40 hours or more per week and 0.5 for employees who work fewer than 40 hours.

Re-calculate FTE’s - This button will calculate FTE’s when you switch between the Simplified method or the Standard method for all paychecks and employees currently in your data file.

When Adding Employees, auto-enter 40 hours - Check this box to auto-enter 40 hours for the field “Average hours worked – First Quarter of 2020” when entering salaried employees.

FTE Loan Start - Enter the number of FTE (Full Time Equivalent) employees on the date the loan proceeds were received.

FTE Loan End - Enter the number of FTE (Full Time Equivalent) employees on date the loan forgiveness application was submitted.

FTE Safe Harbors – Any FTE Safe Harbor selection will eliminate any reduction to the loan forgiveness amount based on FTEs. The explanation for the Safe Harbors that are available can be found in the PPP Loan Forgiveness application instructions.

Select 1 of the 4 options below:

Option 1 - No reduction in employees and average paid hours. If you have not reduced the number of employees or the average paid hours of your employees between January 1, 2020 and the end of the covered period, then you qualify for this safe harbor.

NOTE – Since this safe harbor states that there was no reduction in the number of employees, the number of FTE’s entered for the END of the covered period would normally be equal to or greater than the number of FTE’s entered for the BEGINNING of the covered period.

Option 2 - Safe Harbor 1.

The Borrower is exempt from the reduction in loan forgiveness based on a reduction in FTE employees if the Borrower, in good faith, is able to document that it was unable to operate between February 15, 2020, and the end of the Covered Period at the same level of business activity as before February 15, 2020, due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020, by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, related to the maintenance of standards for sanitation, social distancing, or any other worker or customer safety requirement related to COVID-19.

Option 3 - Safe Harbor 2.

The Borrower is exempt from the reduction in loan forgiveness based on a reduction in FTE employees described above if both of the following conditions are met: (a) the Borrower reduced its FTE employee levels in the period beginning February 15, 2020, and ending April 26, 2020; and (b) the Borrower then restored its FTE employee levels by no later than December 31, 2020 to its FTE employee levels in the Borrower's pay period that included February 15, 2020.

FTE Reduction Safe Harbor 2 - Calculation:

Step 1 - Enter the borrower's total average FTE between February 15, 2020 and April 26, 2020. The same method that is used to calculate Average FTE in the PPP Schedule A Worksheet Tables according to the instructions.

Step 2 - Enter the borrower's total FTE in the Borrower's pay period inclusive of February 15, 2020. Follow the same method that was used in step 1.

If the entry for step 2 is greater than step 1, proceed to step 4. Otherwise, the FTE Reduction Safe Harbor is not applicable and the Borrower must complete line 13 of PPP Schedule A by dividing line 12 by line 11 of that schedule

Step 4 - Enter the borrower's total FTE as of December 31, 2020 or date of forgiveness application, whichever is earlier.

If the entry for step 4 is greater than or equal to step 2, enter 1.0 on line 13 of PPP Schedule A; the FTE Reduction Safe Harbor has been satisfied. Otherwise, the FTE Reduction Safe Harbor does not apply and the Borrower must complete line 13 of PPP Schedule A by dividing line 12 by line 11 of that schedule.

Option 4 - If you do not qualify for FTE Safe Harbors, choose this option and enter the following:

FTE Period 1 - Enter average full-time equivalent employees 2-15-2019 to 6-30-2019.

FTE Period 2 - Enter average full-time equivalent employees 1-01-2020 to 2-29-2020.

Enter amounts if you maintained Table 1 and Table 2 yourself - Check this box if you maintained your own Table 1 and Table 2 and enter the following table totals in the fields shown here. When this box is checked, the data entered in these fields will be used to generate the Loan Forgiveness application instead of any data entered for paychecks or data entered in the employee screen.

Table 1 - Box 1 - Wages Covered Period

Table 1 - Box 2 - Average FTE's

Table 1 - Box 3 - Salary/Wage Reduction

Table 2 - Box 4 - Wages Covered Period

Table 2 - Box 5 - Average FTE's

Documents Folder

This section shows the location of linked documents. If you wish to move your data file to a new location and you have linked documents to expense items that you entered, then you should also copy the folder (shown here) and its contents to the same location as your data file.

Once you have safely moved the data file and your documents folder and determined that all files are in their new location, you should be able to remove the data file and documents folder from the prior location.

Report Options

Default Report Memo - This entry will be automatically printed on supported reports.

Instructions for Employees Data Entry

Clicking the Employees icon will display a listing with all employees currently in the file.

The Details tab shows the detail for the employee selected in the listing. Employee detail can also be selected by double-clicking on an employee in the list.

The following employee detail can be entered manually or imported from an Excel spreadsheet using the Import Employees option.

Employee No. - Enter employee number up to 15 alpha-numeric characters.

Last 4 SSN - Enter last 4 of employee's Social Security Number.

Termination Date - Enter employee's termination date if no longer employed.

Last Name - Enter employee's last name.

First, Middle - Enter employee's first name and middle initial.

Owner or self-employed individual - Check this box to indicate employee is an owner or self-employed.

2019 Wages - If the person is an owner or individual, enter 2.5-month equivalent of their applicable compensation in 2019. If this amount is not entered, no wages to owners will be used for loan forgiveness because the cap is the lesser of the 2019 wages or the capped amounts provided in the loan forgiveness application. The 24-week cap is \$ 20,833 and the 8-week cap is \$ 15,385.

Employee earned over \$100,000 in 2019 - Check this box to indicate employee earned more than \$100,000 in 2019.

Employee is paid by the hour - Check this box to indicate that the employee is an hourly employee.

Employee qualifies as an FTE exception - Check this box if the employee was terminated before or during the covered period.

FTE Reduction Exceptions: Indicate the FTE of (1) any positions for which the Borrower made a good-faith, written offer to rehire an individual who was an employee on February 15, 2020 and the Borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020; (2) any positions for which the Borrower made a good-faith, written offer to

restore any reduction in hours, at the same salary or wages, during the Covered Period or the Alternative Covered Period and the employee rejected the offer, and (3) any employees who during the Covered Period or the Alternative Payroll Covered Period (a) were fired for cause, (b) voluntarily resigned, or (c) voluntarily requested and received a reduction of their hours. In all of these cases, include these FTEs on this line only if the position was not filled by a new employee. Any FTE reductions in these cases do not reduce the Borrower's loan forgiveness.

Note that if the employee is an FTE Exception and the average number of hours is filled out in Step 3c., the program will divide the hours worked by 40, or use the Simplified Method if elected in the Client Information, to determine the FTE for this employee. The FTE calculation for this employee will be applied to the entire covered period.

If the checkbox is marked that the employee's position was filled by a new employee, then no FTE Exception will be included in the FTE calculations for the covered period.

If the Hourly Employee checkbox is NOT checked, enter the following:

Step 1b - Enter average annual salary between January 1, 2020 and March 31, 2020.

Step 3c - Enter the average number of hours worked per week between January 1, 2020 and March 31, 2020.

Step 2a - Enter the annual salary as of February 15, 2020

Step 2c - Enter the average annual salary as of the earlier of December 31, 2020 or the date this application is submitted.

Step 2b - Enter the average annual salary between February 15, 2020 and April 26, 2020.

If the Hourly Employee checkbox IS checked, enter the following:

Step 1b - Enter hourly wage between January 1, 2020 and March 31, 2020.

Step 3c - Enter the average number of hours worked per week between January 1, 2020 and March 31, 2020.

Step 2a - Enter the hourly wage as of February 15, 2020

Step 2c - Enter the hourly wage as of the earlier of December 31, 2020 or the date this application is submitted.

Step 2b - Enter the hourly wage between February 15, 2020 and April 26, 2020.

Terminated Date (if applicable) - Enter Termination Date for employees terminated DURING the covered period and this field will determine whether employees should be imported on the Paychecks Screen and which periods they belong in.

Importing Employees

To assist in the import process, an Excel spreadsheet template is provided. The template can be found in the SampleData folder which is located in the default data folder. (You can determine the default data

folder by going to the Preferences screen (Edit menu, Preferences) and selecting the Data Folder section.) The template file name is: sample_employees_import_template.xlsx

Click the Import button on the Employees screen to import employee data.

Fields can be mapped by clicking the column name then selecting the column selector to change the mapping and then clicking "assign" to choose the field.

After selecting the data via the folder icon to the right of the first box, click "Yes" to retrieve the data.

The program will then show the column headings and data for the spreadsheet so the fields can be properly mapped.

Settings can be saved by clicking Save Import Settings after the fields are mapped.

Employees can be deleted by checking the box to delete all employees before importing if they aren't assigned any paychecks.

You can choose the "Re-Import Data from Excel File" option if you have an Excel file selected that you have saved changes to that aren't updated on the screen.

NOTE – Any employees in your import spreadsheet with a termination date prior to the beginning or end of your covered period, or alternate payroll covered period, will NOT be imported since they should not be included in the FTE calculations or other payroll data.

The following fields can be imported into the Employee database:

Employee number (Alpha-numeric, must be in Column A)

SSN Last 4 (Numeric) (only last 4 digits will be imported even if the full SSN is included)

Last Name (Character)

First Name and Middle (Character)

Owner (T or F)

Owner 2019 Wages (Numeric) (If applicable)

Wages Over \$ 100,000 in 2019 (T or F)

Hourly Employee (T or F)

Employee Qualifies as FTE Exception? (T or F)

Employee Qualified for FTE Exception Was Replaced? (T or F)

Step 1b (Numeric) (see previous section)

Step 3c (Numeric) (see previous section)

Step 2a (Numeric) (see previous section)

Step 2c (Numeric) (see previous section)

Step 2b (Numeric) (see previous section)

Terminated Date (Date, if applicable)

Paychecks

This screen is designed to create pay periods for entering employee paychecks. Employee paychecks can be added to each pay period that is entered by either importing from an Excel spreadsheet or adding employee paychecks manually.

To add a new pay period, click the "Add Pay Period" button, select the date of the pay period and then click "Save" to save that pay period. Note, employee paychecks can be imported from this screen once a pay period has been selected and saved.

To delete a pay period, select the pay period from the list and then click the "Delete Pay Period" button and then confirm to delete the period and any corresponding employee paychecks, if entered.

To change an existing pay period, double-click the date to edit and then save once the correct date is entered.

The following additional options are available on the Paychecks screen:

Add Paycheck - Allows you to enter pay information for employees manually. You can enter paychecks for employees by employee number or use the lookup option to display the list of employees. Select the employee and enter the amount of the paycheck and the hours worked. Click "Save" to save the employee paycheck or click the tab button to move on to the next employee's pay information. The "Auto Edit" options can be turned on to make data entry go faster. The choices are to turn it on for all employees (salaried and hourly) or for just hourly employees.

Edit Paycheck - To edit an employee's paycheck, highlight the employee in the list and then click the "Edit Paycheck" button (or double-click on the employee in the listing). Once the appropriate changes are made, click "Save" to save the employee's paycheck information.

Delete Paycheck - To delete a paycheck for an employee, highlight the employee in the list and then click "Delete Paycheck" Click "Yes" to confirm and delete the employee paycheck.

Import Paychecks - To import paychecks, click the "Import Paychecks" option. There following two options are available for importing:

1. **Import employees only** - This option will import all employees currently in your employee file. The employee paycheck information can then be edited for each employee in the file. All paychecks can be removed prior to import by selecting the "Delete all paychecks..." option.
2. **Import from an Excel spreadsheet** - This option will allow you to select an Excel spreadsheet to import paycheck data for your employees. Employee paycheck information is imported by the employee's employee number. First, select the file for the import and then choose the field mapping for your spreadsheet import by identifying the column of the employee number, amount paid, and hours worked. Identify the number of heading rows in your spreadsheet and whether to pad employee numbers with leading zeros if necessary. You can also delete all paychecks for the pay period by checking the corresponding box before performing the import. Once all of the selections are made, click the "Import" button to import the employee paychecks. Settings can also be saved by clicking the "Save Import Settings" button.

For your convenience, a spreadsheet template for the paycheck import is included.

The following fields can be imported into the Paycheck database:

Employee Number - (Alpha-numeric, required)

Amount – (numeric)

Hours – (numeric)

Print Paychecks - This option allows you to print paychecks for a given date range.

Close - This option closes the Employee Paychecks screen and returns you to the Home screen.

Expenses

Clicking the Expenses button displays a listing of all expenses entered. The Details button will show you the detail of each expense listed. The following options are available:

Add - Adds a new expense item. Choose the vendor from the list shown or add a new vendor if necessary. Enter the expense type from the list, a reference number, the date paid, the amount paid and any additional notes. You can optionally link an invoice, receipt or other reference documentation.

You should add documents (PDF, JPG, DOCX, XLS, or XLSX) files to your documents folder before entering the expense item that will be linked to that document. When entering the expense item, it will automatically link it if it finds a document with one of the previously mentioned extensions. You can then use the Open button to view, copy, or print the document using the application associated with the type of document selected and your operating system.

Edit - Allows you to edit the details of any expense listed. Once complete, click “Save” to save the changes.

Previous - Displays the previous expense.

Next - Displays the next expense.

Delete - Deletes an expense.

Print - Prints a listing of expenses entered. Listings can be printed for all or a specific expense type and a date range can also be specified.

Close - Closes the Expense screen and returns you to the Home screen.

Vendors

The Vendors button displays a list of all vendors currently entered in the program and allows you to enter new vendors or edit existing ones. Choosing a default expense type for the vendor will expedite entering expenses since the default expense type will be selected when selecting that vendor during the entry of expenses.

Expense types are predefined based on the reporting requirements for the Loan Forgiveness application.

The following options are available in the Vendors screen:

Add - Add a new vendor by entering a name for the vendor, an expense type and any additional notes. Click the "Save" button once the vendor information has been entered.

Edit - Edit an existing vendor using this option. Once the information has been changed for the vendor, click the "Save" button to save the changes.

Previous - Displays the previous vendor.

Next - Displays the next vendor.

Delete - Deletes a vendor.

Print - Prints a listing of vendors entered.

Close - Returns you to the Home screen.

Reports

Selecting the Print option will display a list of reports that can be printed in PPP Stimulus. From this screen you can select one or more reports to print, preview or save as a PDF file. To display the printer dialog when printing, click the box "Show dialog when printing". If unchecked, the program prints to your default printer. The entire report listing can be displayed by clicking "Expand All". To clear any checkboxes for reports that are currently selected, click "Clear All".

The General Reports are basic listings for expenses, paychecks, employees and vendors that have been added in the program.

The Loan Forgiveness Reports are the Small Business Association (SBA) reports and schedules necessary to submit to your banker that display how much, if any, of your company's loan will be forgiven.

The following Loan Forgiveness Reports are available:

PPP Loan Forgiveness Calculation Form and PPP Schedule A - This is a two-part report that will be submitted to your bank or lending institution.

PPP Loan Forgiveness Application Form 3850EZ – If your company meets the specific requirements to print this Loan Forgiveness Application, A link for the instructions for the EZ form is located on the Home screen.

Unless you select the option in the Client Information and enter your own totals for Table 1 and Table 2, all calculations required for the loan forgiveness application will be based on the data entered for employees, paychecks, and elsewhere throughout PPP Stimulus.

PPP Schedule A Worksheet, Table 1 - The totals from this report are included on the PPP Schedule A to determine if there is a reduction in the loan forgiveness based on a wage reduction or FTE amounts.

Employees included in Table 1 received compensation at an annualized rate of less than or equal to \$ 100,000 for all pay periods included in 2019. Wages included for each employee is capped at \$ 15,385 for an 8-week covered period, and \$ 46,154 for a 24-week covered period.

PPP Schedule A Worksheet, Table 2 - The totals from this report are included on the PPP Schedule A to determine if there is a reduction in the loan forgiveness based on FTE amounts.

Employees included in Table 2 received compensation at an annualized rate of more than \$ 100,000 for any pay period in 2019. Wages included for each employee is capped at \$ 15,385 for an 8-week covered period, and \$ 46,154 for a 24-week covered period.

Table 1 – Hourly / Salary Wage Reduction - This report calculates the hourly / salary wage reduction amounts that are included on the PPP Schedule A Worksheet, Table 1. This calculation will be used to determine whether the loan forgiveness amount must be reduced due to a statutory requirement concerning reductions in employee salary and wages.

Clicking the “Report Settings” button will allow you to change any of the settings for any report selected.

Backup / Restore

Selecting this option will allow you to make a backup copy of your data file.

The name of the backup file will depend on whether you are using the single-client or multi-client version of PPP Stimulus. The naming convention for backup files will be explained on the Backup screen.

If you need to restore a backup file, use the Restore Backup button on the Backup screen. This will display a list of all backups found in the BACKUPS folder located in your default data folder.

Update

This option will check the Pro-Ware website to determine if there is an update available for the program. You can install the update immediately or postpone the update until a more convenient time. Installing the latest update is always recommended.

Calculator

Clicking the Calculator icon will display a calculator for use when entering information in the program.

Help

Selecting the Help option displays the entire help file. The Help file is provided as a PDF and can be printed using your associated

Quit

Clicking this icon closes the program.

Preferences

The Preferences screen allows you to configure PPP Stimulus to your liking. You can access the Preferences screen by selecting the Edit menu, then Preferences.

Feedback

If you need support or have questions, you can submit a Feedback request using the Feedback option in the Help menu.

Activate

In order to Activate your Demo version, select the Activate option from the Help menu. You will need the activation information provided in the email sent to you after purchasing PPP Stimulus. You should retain this email in case you need to re-install PPP Stimulus.

Demo Limitations

When you initially install PPP Stimulus, you will be in demo mode. When in Demo mode, PPP Stimulus will operate for 30 days from the date you install it, at which time, you will need to enter an activation code or the program will stop to function. The activation code will be provided to you via email after you place your order for PPP Stimulus.

The limitations of demo mode are as follows:

- All reports printed with the Demo version will be watermarked with the word "Demo Copy".
- You cannot create a new data file.
- You will only be able to access the Sample Data file provided with PPP Stimulus. You can make whatever changes you want and print any and all reports; however, the data will not be saved. When you select the Sample Data file again, it will contain the original data.

Single Client vs Multi-Client Differences

The Single Client version allows you to maintain only ONE company's data file. The data file is identified based on the Federal ID number you enter when activating the software. If you create a new data file or access a data file provide to you by someone else, the Federal ID number will be changed to the one you enter during activation.

There is no way to modify the Federal ID number after activation, so be sure to enter the correct one at that time.

The Multi-Client version allows you to maintain an unlimited number of company data files.

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