



How to run PPP Forgiveness Payroll Reports for QuickBooks Online Payroll

To Run the Reports*

1. Log into QuickBooks Online
2. Select **Reports**, then choose **Standard**, then select **Payroll**.
3. In the **Payroll** section, select **Payroll Summary Report**. (**Note:** You may enter the name of the report - **Payroll Summary Report** - in the search box at the top of the Reports page to jump directly to the report.)
4. Select a **Date Range** from the drop-down. Remember, your dates ranges are:
 - a. 1/1/20 – 3/31/20
 - b. The pay period that includes 2/15/2020
 - c. 2/15/20 – 4/26/20
 - d. Your **Covered Period** – the 56 dayperiod that began on the day your loan was funded.
 - e. **Alternative Covered Period** – only available if you pay biweekly or weekly. This is 56 days beginning on the **first** payroll **after** your loan was funded.
5. You can run a report per location by selecting a specific location from the **Work Location** drop-down. The report displays information for all work locations by default. (**Note:** This drop-down only appears if you have multiple work locations.)
6. Select **Run Report**.
7. In the top right corner select **Export to Excel** from the **Share** dropdown menu.
8. Save the Excel file to your computer.

***Remember to run a report for each date range and save separately so you can complete all the necessary tables and computations.**

To Locate the Last 4 Digits of Employee Social Security Numbers

1. Select **Reports**, then choose **Standard**, then select **Payroll**.
2. In the **Payroll** section, select **Payroll Summary Report**
3. In the top right corner, select Export to Excel from the Share dropdown menu.
4. Open the download
5. Be careful as QBO has recently updated this report and it contains the ENTIRE social security number. Be sure to shred if printed.