# Payroll Report Guide for the ERTC

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The IRS requires a Detailed Payroll Report for all qualifying quarters (generally 2020 through 2021). When submitting the payroll report, please ensure that it has the following: check date, employee name, gross wages, and the file may be split up by month or quarter. Please do not include any social security numbers, nor any other personal information.

**Important**

Correct documents must be uploaded for us to accurately and efficiently claim your credit. Please ensure your upload contains all of the information outlined below. Providing inaccurate or incomplete documentation will lead to a significant delay and/or a reduction of your credit amount.

A detailed payroll report outlines all payments, deductions, contributions and taxes for each employee for each paycheck during your ERTC eligibility period. We use this information to maximize the ERTC funds we are able to claim for you. To maximize your credit, make sure your report includes terminated employees.

Your report must contain:

- Employee Name
- Check Date
- Gross Wages for each check

## Sample payroll report:

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| Employee Name | Check Date | Gross Wages |
|---|---|---|
| Sarah Bowers | 3/13/2020 | $1,250 |
| Christopher Nelson | 3/13/2020 | $1,500 |
| Joel Galvan | 3/13/2020 | $1,150 |
| Sam Fry | 3/13/2020 | $900 |
| Sarah Bowers | 4/1/2020 | $1,250 |
| Christopher Nelson | 4/1/2020 | $1,500 |
| Joel Galvan | 4/1/2020 | $1,150 |
| Sam Fry | 4/1/2020 | $900 |

# Payroll Report Instructions

See below for instructions on how to pull the exact payroll report we need for these providers:

- Quickbooks Online
- Quickbooks Desktop
- Gusto
- Paychex
- Run ADP
- Patriot
- Thomson Reuters - Accounting CS

**HOW TO DOWNLOAD THE CORRECT PAYROLL DATA FROM QUICKBOOKS ONLINE**

Log into your Quickbooks Online account.

1. Navigate to “Reports” & click on “Reports”

2. Scroll down to the “Payroll” section at the bottom of the page

3. Select “Payroll Details”

4. Under “Date Range” select "Custom"

    a. Enter the date range 3/13/2020 - 12/31/2021

5. On the right of the screen select "Customize"

6. Under “Employee” select "All Employees"

7. Click “Run Report”

8. At the top right of the screen click “Share” and select “Export to Excel”

9. Save the excel file as an **Excel Workbook** named “Business Name_Date Range”

**HOW TO DOWNLOAD THE CORRECT PAYROLL DATA FROM QUICKBOOKS DESKTOP**

Log into your Quickbooks desktop software.

1. Navigate to the "Reports" tab in the top menu bar

2. Go down to "Employees & Payroll"

3. Select “Payroll Transaction Detail" report

4. Under “Date Range” select "Custom"

    a. Enter the date range 3/13/2020 - 12/31/2021

5. Select "All Employees"

6. At the top of the report window select the dropdown arrow next to "Excel" and choose "Create New Worksheet"

7. Save the excel file as an **Excel Workbook** named “Business Name_Date Range”

**HOW TO DOWNLOAD THE CORRECT PAYROLL DATA FROM GUSTO**

Log into your Gusto payroll account:

1. Navigate to “Reports” on the left panel

2. Select the report named “Payroll Journal Builder”

3. Under "Step 1: Columns" select the following and deselect any not on this list:

    a. Payroll type

    b. Check date

    c. Employee last name

    d. Employee first name

    e. Gross earnings

4. Scroll down to "Step 2: Filters" select "Between" and enter the date range 3/13/2020 - 12/31/2021

5. Under "Step 3: Format" select "CSV"

6. Select "Run Report"

7. Save the excel file as an **Excel Workbook** named “Business Name_Date Range”

**HOW TO DOWNLOAD THE CORRECT PAYROLL DATA FROM PAYCHEX**

Log into your Paychex payroll account:

1. Navigate to “Reports”

2. Select "Payroll Journal"

3. Enter the date range 3/13/2020 - 12/31/2021

4. Select all employees and make sure the report gives employee totals

5. Download spreadsheet

6. Save the excel file as an **Excel Workbook** named “Business Name _Date Range”

**HOW TO DOWNLOAD THE CORRECT PAYROLL DATA FROM ADP**

Log into your ADP RUN payroll account:

1. Click “Reports” in the menu bar

2. On the next "Reports Home" page select “Payroll Summary”

**Note:** ADP reports are by year, so you will need to run a report both for 2020 and 2021

3. Under "From": Choose pay date on or before 3/13/2020 & "To": 12/31/2020

4. Name: select “All”

5. Click "Refresh" to update the report with the criteria selected

5. Select "Export to Excel" at the top of the report

6. Save the excel file as an **Excel Workbook** named “Business Name_Date Range”. If possible, please place all reports within the same Excel Workbook.

7. Repeat starting at #3 with the date range: 1/1/2021 - 12/31/2021.

PATRIOT

**HOW TO DOWNLOAD THE CORRECT PAYROLL DATA FROM PATRIOT**

Log into your Patriot payroll account:

1. Navigate to “Reports” on the left panel

2. Under the heading “Payroll Reports” select “Payroll Details”

3. Enter the date range 3/13/2020 - 12/31/2021

4. Under “Employees” select "Check all"

5. Under “Source” select "Check all"

6. Under Group By: Select "Check"

7. Run the report

8. Select “Download Spreadsheet”

9. Save the excel file as an **Excel Workbook** named “Business Name_Date Range”



THOMSON REUTERS

**HOW TO DOWNLOAD THE CORRECT PAYROLL DATA FROM ACCOUNTING CS**

1. Navigate to “Print Reports” on the left panel

2. Select the "Payroll Journal - Detailed" report

3. Under "Date" enter the date range 3/13/2020 - 12/31/2021

4. Under “Sections to Include" make sure to deselect "Direct Deposit Distributions" so no employee direct deposit information is included in the report.

5. Click "Print Selected" in the lower right of the screen

6. In the "Print" window, deselect "Output to printer" and instead select "Output to file" at the bottom of the window and make sure the file type is set to "Microsoft Excel"

7. Select "Open file when complete" and click "OK"

8. Save the excel file as an **Excel Workbook** named “Business Name_Date Range”