

# PPP Loan processing in RFMS

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888-215-8665



# Overview of PPP Program



Applications for forgivable government loans started on April 3, 2020



Companies under 500 employees are eligible



Apply with your bank or SBA loan lender

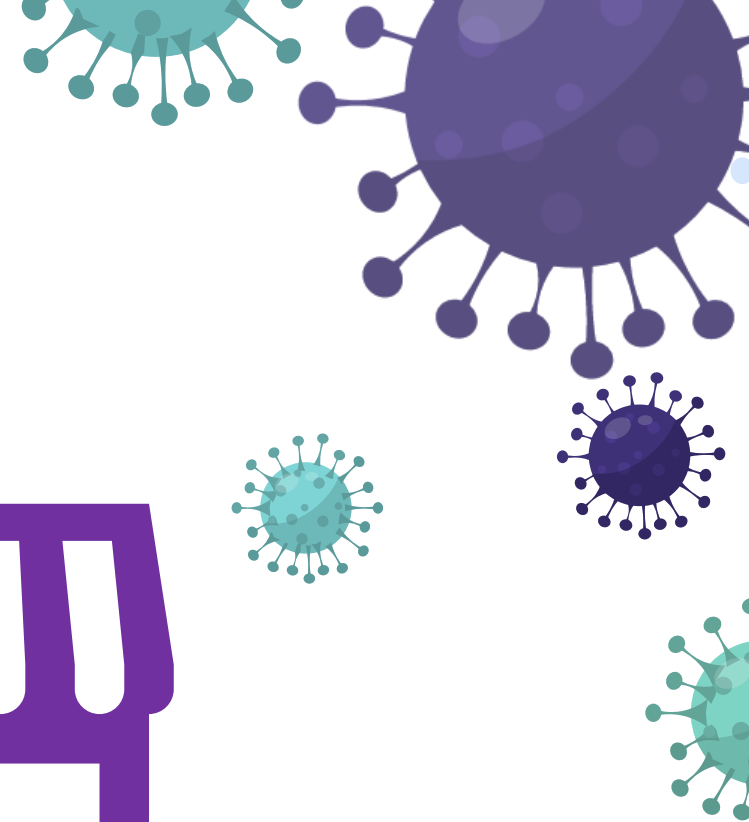
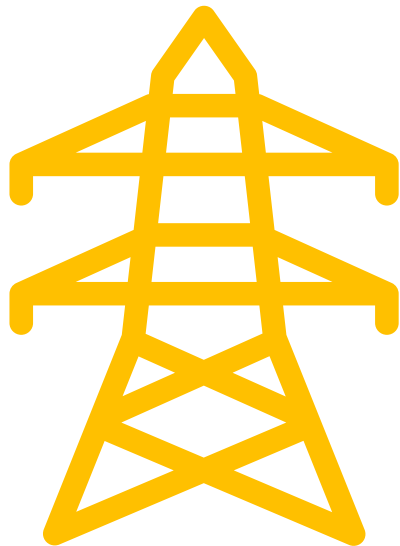
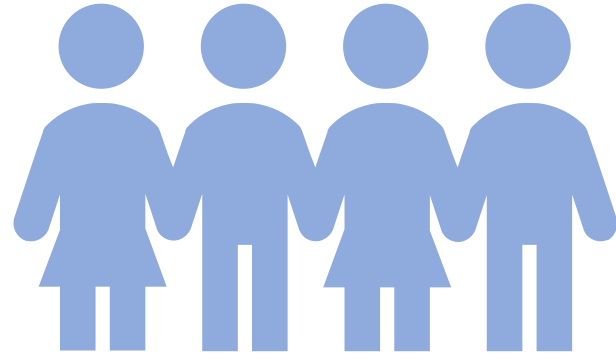


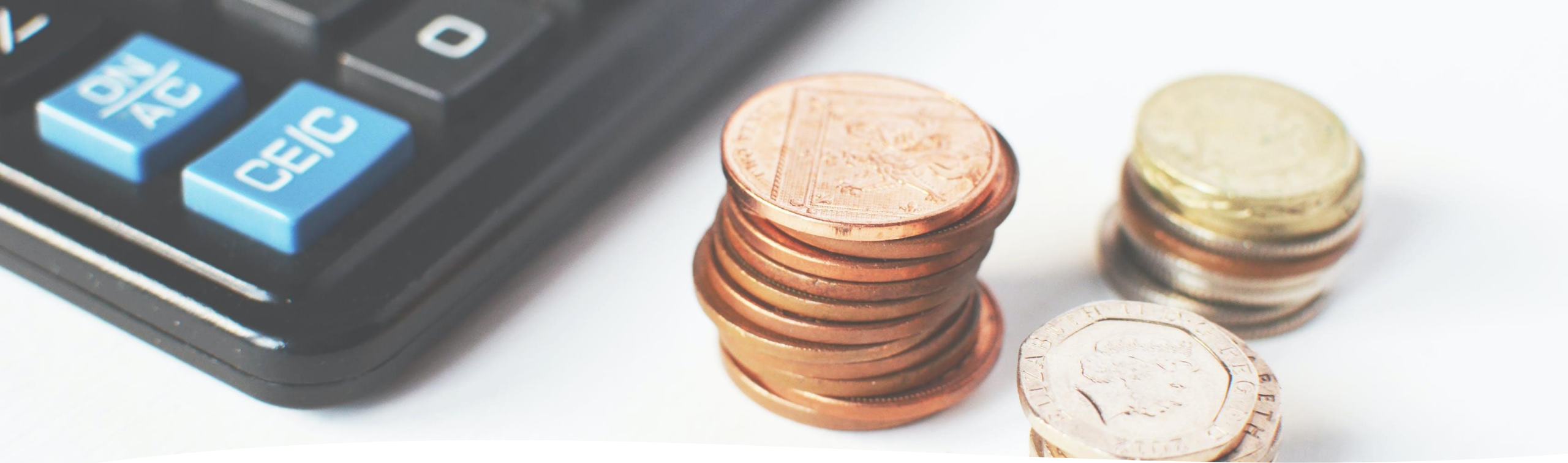
Read all the details at <https://home.treasury.gov/system/files/136/PPP--Fact-Sheet.pdf>

# What can I use the loan funds for?

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- Payroll costs, including benefits
- Interest on mortgage obligations, incurred before February 15, 2020
- Rent, under lease agreements in force before February 15, 2020
- Utilities, for which service began before February 15, 2020





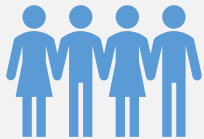
## What classifies as payroll costs?

- Salary, wages, commissions, or tips (capped at \$100,000 on an annualized basis for each employee)
- Employee benefits
  - Vacation
  - Parental/family/medical/sick leave
  - Separation/dismissal payments
  - Group health care costs
  - Retirement benefits
- State and local taxes assessed on compensation

# How much of the loan will be forgiven?

- You will owe money when your loan is due if you use the loan amount for anything other than payroll costs, mortgage interest, rent, and utilities payments over the 8 weeks after getting the loan.
- You must also maintain staff and payroll
  - Number of Staff must be maintained
  - Level of Payroll: Your loan forgiveness will also be reduced if you decrease salaries and wages by more than 25% for any employee that made less than \$100,000 annualized in 2019.
  - Re-Hiring: You have until June 30, 2020 to restore your full-time employment and salary levels for any changes made between February 15, 2020 and April 26, 2020.

# Today's Goals



How do I setup my PPP loan leave in RFMS?



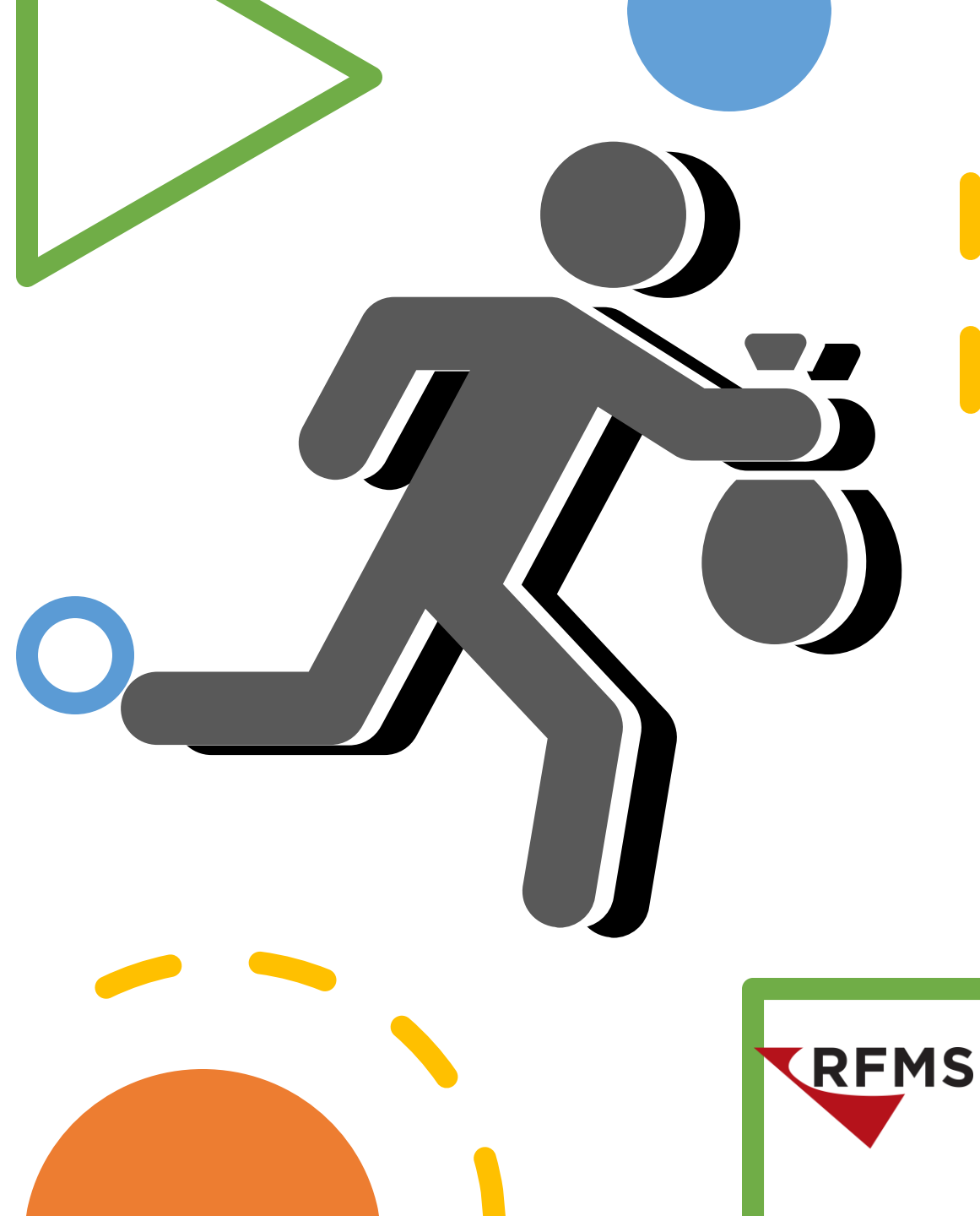
How do I process payments using PPP money?



How does My Company calculate PPP loan balance and repayment?

Before you begin

**Contact your  
accountant to find  
preferred method for  
processing PPP in  
RFMS**



# 3 Options for PPP in RFMS

## Option A

Requires a new (physical) checking account from bank with only PPP funds and a new RFMS Bank Register

## Option B

Requires a new RFMS Bank Register (but not a new account or checks from your bank)

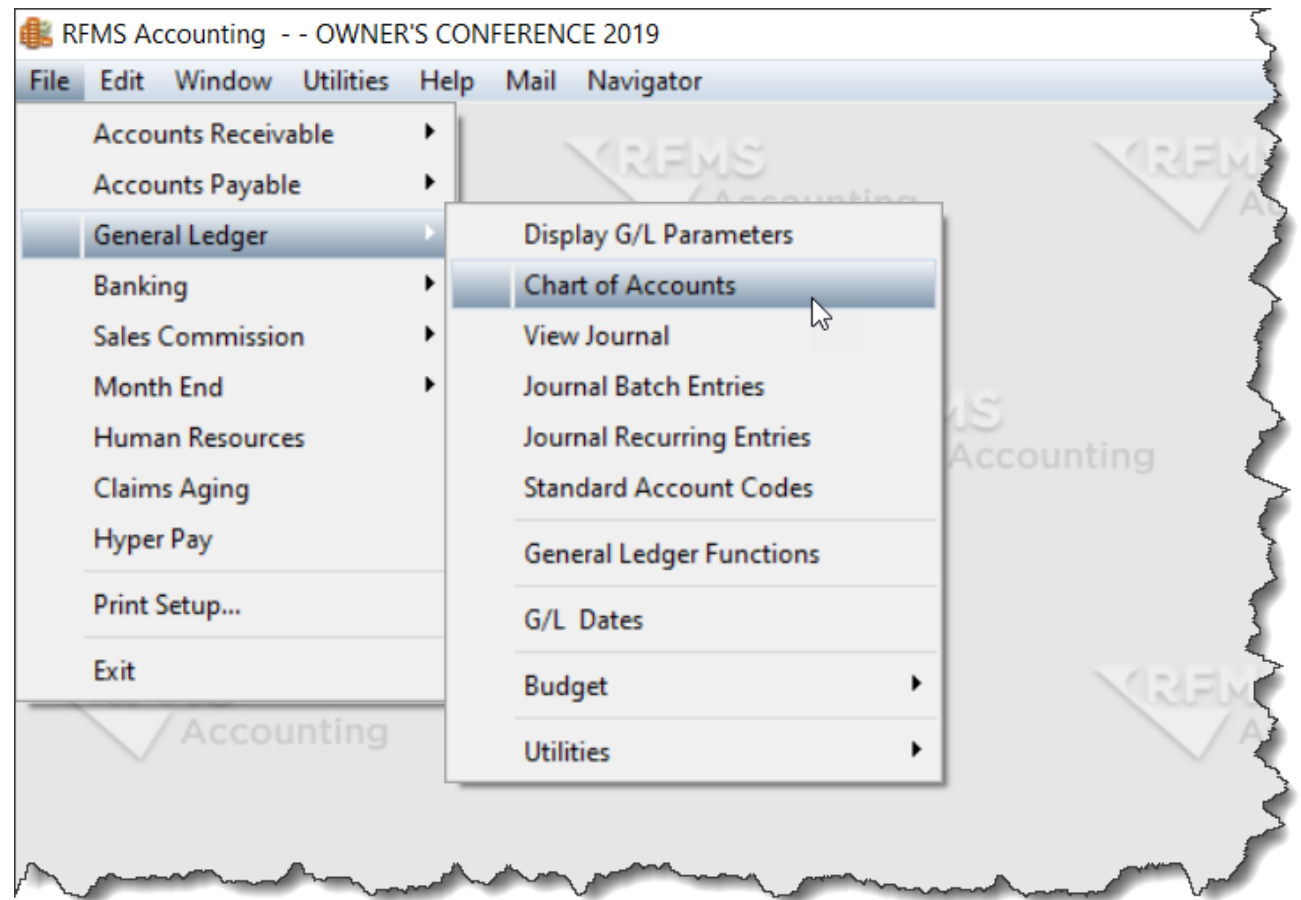
## Option C

To be used if PPP funds have already been deposited into existing checking account without creating a new bank account with the bank or within RFMS.

Option A: Setting up  
PPP Loan in RFMS as a  
new physical bank  
account

Step 1 – Add 3 new account  
codes

Accounting → File → General  
Ledger → Chart of Accounts



Option A: Setting up  
PPP Loan in RFMS as a  
new physical bank  
account

Click Green + → Enter new accounts.

Asset: PPP Bank Account

Liability: PPP Loan

Expense: PPP Expense/Gift

You can name the account anything  
you wish, does not need to match  
what we show here.

The screenshot shows the RFMS Accounting interface for 'OWNER'S CONFERENCE 2019'. The 'Chart of Accounts' window is open, displaying a list of accounts. A red arrow points from the 'Add' (+) icon in the toolbar to a 'Record Will Be Added' dialog box. The dialog box contains the following information:

Account Code	Account Name	Account Type
7100	MEALS & ENTERTAINMENT	Expense Account
7150	OFFICE EXPENSE	Expense Account
7200	PAYROLL TAX EXPENSE	Expense Account
7250	PENALTIES AND FINES EXPENSE	Expense Account
7300	POSTAGE AND SHIPPING	Expense Account
7310	PRODUCT SAMPLES	Expense Account
7350	RENT OR LEASE EXPENSE	Expense Account
7400	REPAIRS & MAINTENANCE, OFFICE	Expense Account
7500	REPAIRS & MAINTENANCE, VEHICLE	Expense Account
7550	SOFTWARE SUPPORT FEE	Expense Account
7600	SALARIES AND WAGES-MANAGEMENT	Expense Account
7650	SALARIES AND WAGES-STAFF	Expense Account
7700	SUPPLIES EXPENSE	Expense Account
7750	TAXES-OTHER	Expense Account
7800	TELEPHONE EXPENSE	Expense Account

The 'Record Will Be Added' dialog box shows:

- Account Code: 1500
- Account Name: PPP Loan
- Inactive

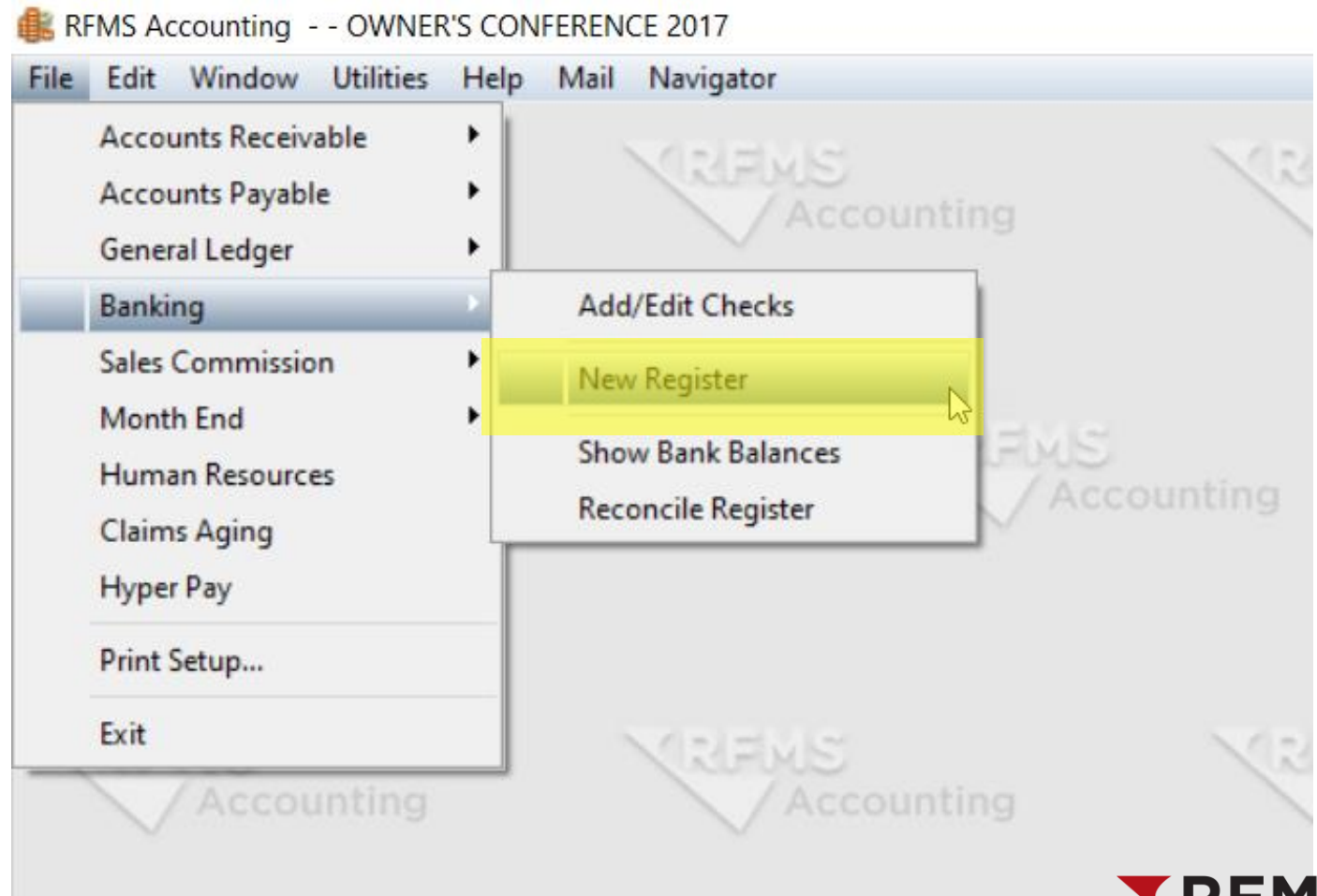
An 'OK' button is visible at the bottom right of the dialog box.

Option A: Setting up  
PPP Loan in RFMS as a  
new physical bank  
account

Step 2 – Add a new Checking  
Register

Accounting → File → Banking  
→ New Register

Choose the account code you  
created in step 1 (asset  
account)



Option A: Setting up  
PPP Loan in RFMS as a  
new physical bank  
account

Step 3 – Post a "Not for sales  
income" deposit in the PPP  
bank account. Code to PPP  
Loan.

RFMS Accounting -- OWNER'S CONFERENCE 2017

File Edit Window Utilities Help Mail Navigator

Search Check #

Check. #	Date	Payee	Supplier	Check Amt.	Deposit
000023	03/21/17			4,503.00	
000024	03/21/17			2,500.00	
000025	03/21/17			190,185.06	
000026	03/24/17			950.74	
000027	03/24/17			604.21	
000028	03/24/17			9,075.23	
000029	03/24/17			367.72	
000030	03/24/17			673.19	
000031	03/24/17			747.99	
000032	03/24/17			367.72	
000033	03/24/17			987.92	
000034	03/24/17	TILLMAN, GRAHAM	TILLMAN, GRAHAM	367.72	
Dep	04/30/18	DEPOSIT (S00009)	Receipt 6 To 11 (0001) (001)		7,
000035	07/31/18	CAIN, RUBY	CAIN, RUBY	2,727.35	

Deposit Info

Deposit Date: 04/29/20 F8

Deposit Amount: 100,000.00

Deposit Number: SYSGEN F8

Deposit For Sales Income

Description: PPP Loan

Print Receipt Recap OK Cancel

Option A: Setting up  
PPP Loan in RFMS as a  
new physical bank  
account

Step 4 - When writing  
checks applicable for the  
PPP Loan use the new  
checks and PPP Bank  
Register in RFMS.

*If the bank register  
balance is depleted,  
your loan funds are  
also depleted.*

Check Writing Information

Checking Account 1401 PPP LOAN ACCOUNT

Check Date 04/29/20 F8

Starting Check # 1 Last Check Used = 0

Printer CutePDF Writer (redirected 2)

Single Payee F8

Remittance Printer Brother MFC-6490CW Printer (redir)

Remittance Copies 1  Check Run  Online

Print Hardcopy Of Emailed Remittance

This check may be dated between 01/01/80 and 04/30/20

OK Cancel

Option A: Setting up  
PPP Loan in RFMS as a  
new physical bank  
account

Step 5 - When loan period has  
ended, post journal entry for  
entire full amount of all checks  
posted in PPP bank register

Accounting > File > General  
Ledger > Journal Batch Entries

Debit PPP Loan  
Credit PPP Expense

The screenshot shows the RFMS Accounting software interface. The top menu bar includes File, Edit, Window, Utilities, Help, Mail, and Navigator. The 'File' menu is open, showing options like Accounts Receivable, Accounts Payable, General Ledger, Banking, Sales Commission, Month End, Human Resources, Claims Aging, Hyper Pay, Print Setup..., and Exit. The 'General Ledger' menu is further expanded to show options like Display G/L Parameters, Chart of Accounts, View Journal, Journal Batch Entries (highlighted), Journal Recurring Entries, Standard Account Codes, General Ledger Functions, G/L Dates, Budget, and Utilities. Below the menu, the 'Journal Batch' window is open, showing a toolbar with a yellow highlight on the 'New' icon (a green plus sign). The window contains fields for 'Entered Order', 'Act. Code/Sub Code Order', 'Transaction Date' (with a dropdown and 'F8' key), and 'Reversal Date' (with a dropdown and 'F8' key). Below these fields is a table with columns for Group, Account, Account Name, Sub, Debit, Credit, and Description.

Group	Account	Account Name	Sub	Debit	Credit	Description
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## Option A: Setting up PPP Loan in RFMS as a new physical bank account

### Step 6 –

If a balance exists in the PPP register, you may be required to repay the balance of the loan.

If that is the case, write a check for the remaining funds and code it to the PPP Loan.

This will leave the both PPP Bank Asset and the PPP Liability with a zero balance.

The PPP Expense/Gift account should reflect a credit balance. This will reflect all monies used from the loan.



# 3 Options for PPP in RFMS

## Option A

Requires a new (physical) checking account from bank with only PPP funds and a new RFMS Bank Register

## Option B

Requires a new RFMS Bank Register (but not a new account or checks from your bank)

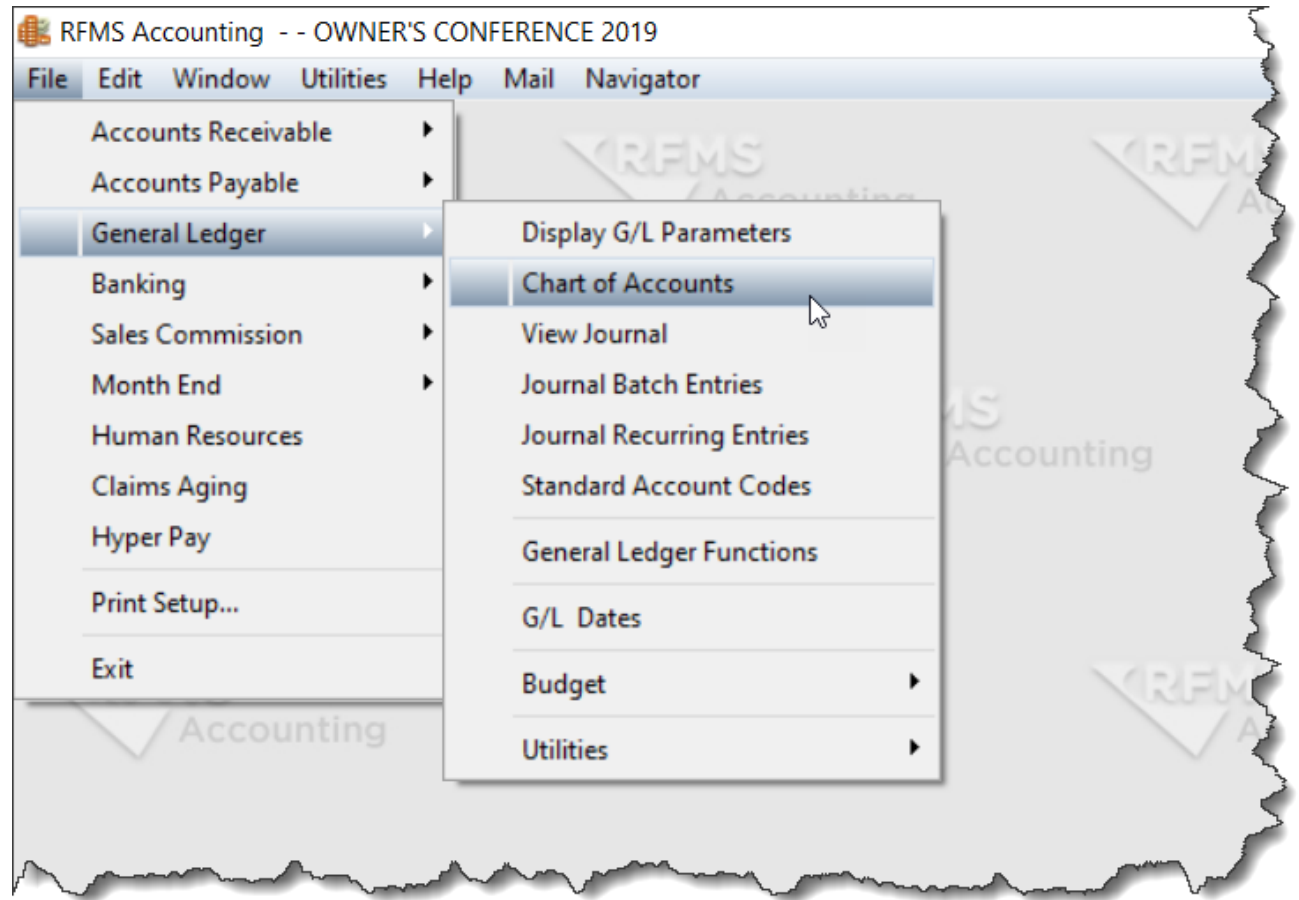
## Option C

To be used if PPP funds have already been deposited into existing checking account without creating a new bank account with the bank or within RFMS.

Option B: Requires a new RFMS Bank Register (but not a new account or checks from your bank)

Step 1 – Add 2 new account codes

Accounting → File → General Ledger → Chart of Accounts



Option B: Requires a new RFMS Bank Register (but not a new account or checks from your bank)

Click Green + → Enter new accounts.

Liability: PPP Loan

Expense: PPP Expense/Gift

You can name the account anything you wish, does not need to match what we show here.

The screenshot shows the RFMS Accounting software interface. The main window is titled "Chart of Accounts" and displays a list of accounts. A red arrow points from the "Green +" icon in the toolbar to a "Record Will Be Added" dialog box. The dialog box contains the following information:

Account Code	Account Name	Inactive
1500	PPP Loan	<input type="checkbox"/>

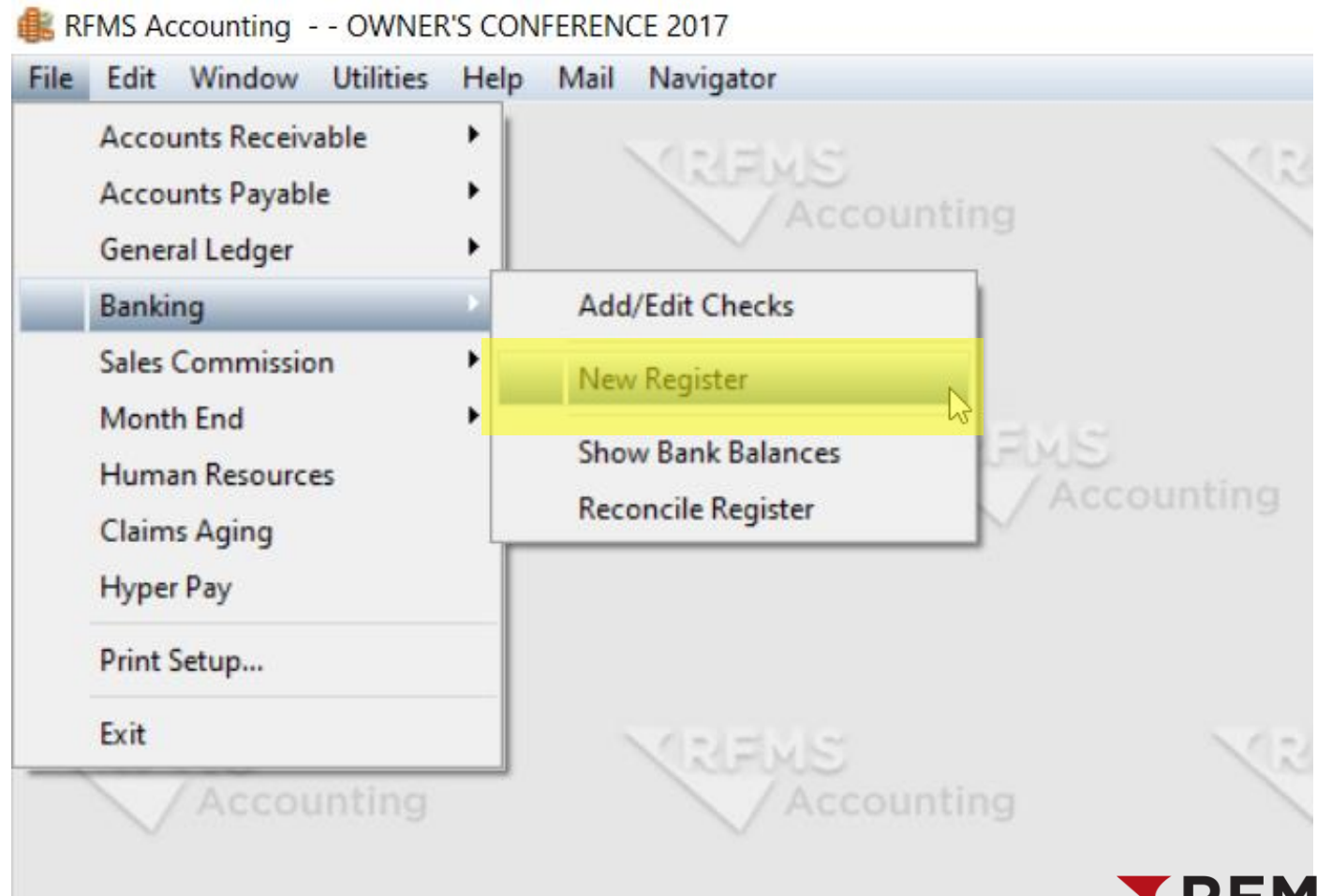
The background window shows a list of accounts with the following columns: Account Code, Account Name, and Account Type. The account 7600, "SALARIES AND WAGES-MANAGEMENT", is highlighted in blue.

Option B: Requires a new RFMS Bank Register (but not a new account or checks from your bank)

Step 2 – Add a new Checking Register for the Liability account

Accounting → File → Banking → New Register

Choose the account code you created in step 1 (liability account)



Option B: Requires a new RFMS Bank Register (but not a new account or checks from your bank)

### Step 3 – Post 2

“Not for sales income” deposits

- Operating Bank Register
- PPP Liability Register

Both deposits are coded to PPP Loan Account Code

The screenshot shows the RFMS Accounting software interface. A 'Deposit Info' dialog box is open, displaying the following fields:

- Deposit Date: 04/29/20 (dropdown menu)
- Deposit Amount: 100,000.00
- Deposit Number: SYSGEN (dropdown menu)
- Deposit For Sales Income (checkbox)
- Description: PPP Loan

Buttons at the bottom of the dialog include 'Print Receipt Recap', 'OK', and 'Cancel'. The background shows a table of checks with columns for Check #, Date, Payee, Supplier, Check Amt., and Deposit.

Check. #	Date	Payee	Supplier	Check Amt.	Deposit
000023	03/21/17			4,503.00	
000024	03/21/17			2,500.00	
000025	03/21/17			190,185.06	
000026	03/24/17			950.74	
000027	03/24/17			604.21	
000028	03/24/17			9,075.23	
000029	03/24/17			367.72	
000030	03/24/17			673.19	
000031	03/24/17			747.99	
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Dep	04/30/18	DEPOSIT (S00009)	Receipt 6 To 11 (0001) (001)		7,
000035	07/31/18	CAIN, RUBY	CAIN, RUBY	2,727.35	

Option B: Requires a new RFMS Bank Register (but not a new account or checks from your bank)

- Step 4 – After writing checks, you will need to record the PPP expenses
- Create bank charge for the sum of the applicable checks written. When RFMS prompts for the account code for the bank charge, use the PPP Loan account code.

Make sure these bank charges have CLEAR descriptions, using notes, if necessary. Examples include: Checks 1233-1264 Sub Payroll, Check 1283 Rent, etc.

RFMS Accounting -- OWNER'S CONFERENCE 2017

File Edit Window Utilities Help Mail Navigator

REGULAR CHECKING ACCOUNT

1

Search Check #

Bank Charge

2

BANK CHARGE

Description EMPLOYEE PAYROLL 4-20-20

Date 04/29/20 F8

Amount 23,032.00

Mark Reconciled

OK Cancel

Supplier	Check Amt.	Deposit Amt.	Balance	Reconcile Date
DEPARTMENT OF TREASURY	4,503.00		1,653,889.14	
RAHUL KARADI	2,500.00		1,651,389.14	
SHAW INDUSTRIES INC	190,185.06		1,461,204.08	
BLACK, OWEN	950.74		1,460,253.34	
BUCHANAN, ELVIS	604.21		1,459,649.13	
CHURCH, JESSE	9,075.23		1,450,573.90	
SCOTT, LAM	267.73		1,449,306.17	

Journal Distribution

SC	Account Code	Sub	Amount	Comment
"2"	1401	00	23,032.00	

Change Detail

4

Store "2" F8

Account Code 1401 F8

Sub Code 00 F8

Amount 23,032.00

Comment

3

PPP LOAN ACCOUNT

OK Cancel

5

OK Cancel

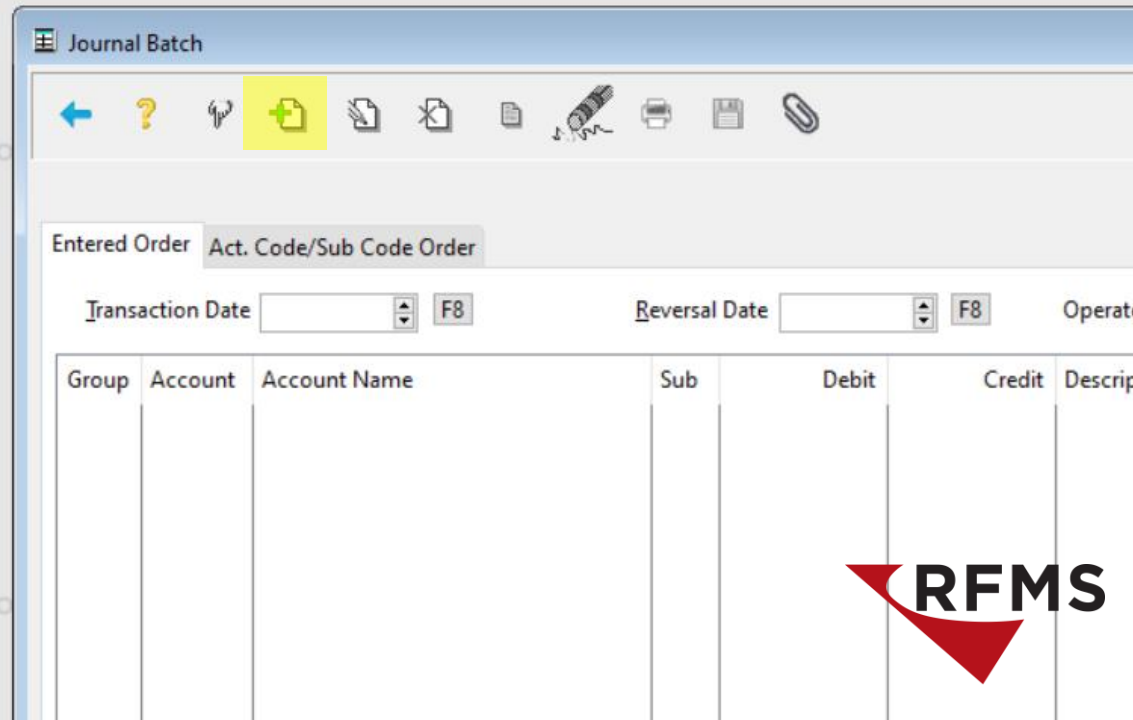
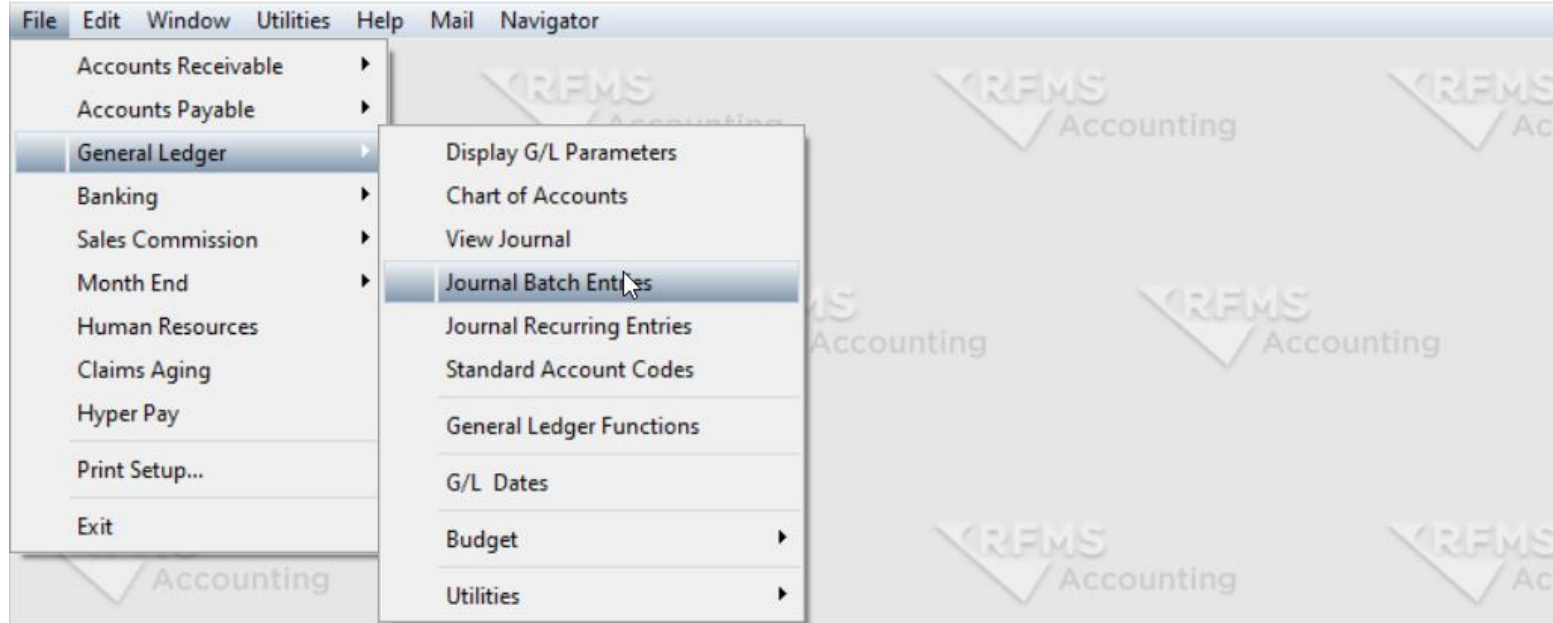
SC	Account Code	Sub	Amount	Comment
000039	01/28/20	GOODMAN, BRUNO	GOODMAN, BRUNO	C 1,914.80
000040	01/28/20	BELL, IVANA	BELL, IVANA	5,967.25

Option B: Requires a new RFMS Bank Register (but not a new account or checks from your bank)

Step 5 -When loan period has ended, post journal entry for entire full amount of all bank charges posted in PPP bank register (Accounting > File > General Ledger > Journal Batch Entries).

Debit PPP Loan

Credit PPP Expense/Gift



Option B: Requires a new RFMS Bank Register (but not a new account or checks from your bank)

Step 6 –

- If a balance exists in the PPP register, you may be required to repay the balance of the loan. If that is the case, write a check for the remaining funds from the operating account and code it to the PPP Loan.
- As performed with previous check runs, post bank charge as outlined in step 5, and confirm the ending balance of the PPP Loan register is zero.



# 3 Options for PPP in RFMS

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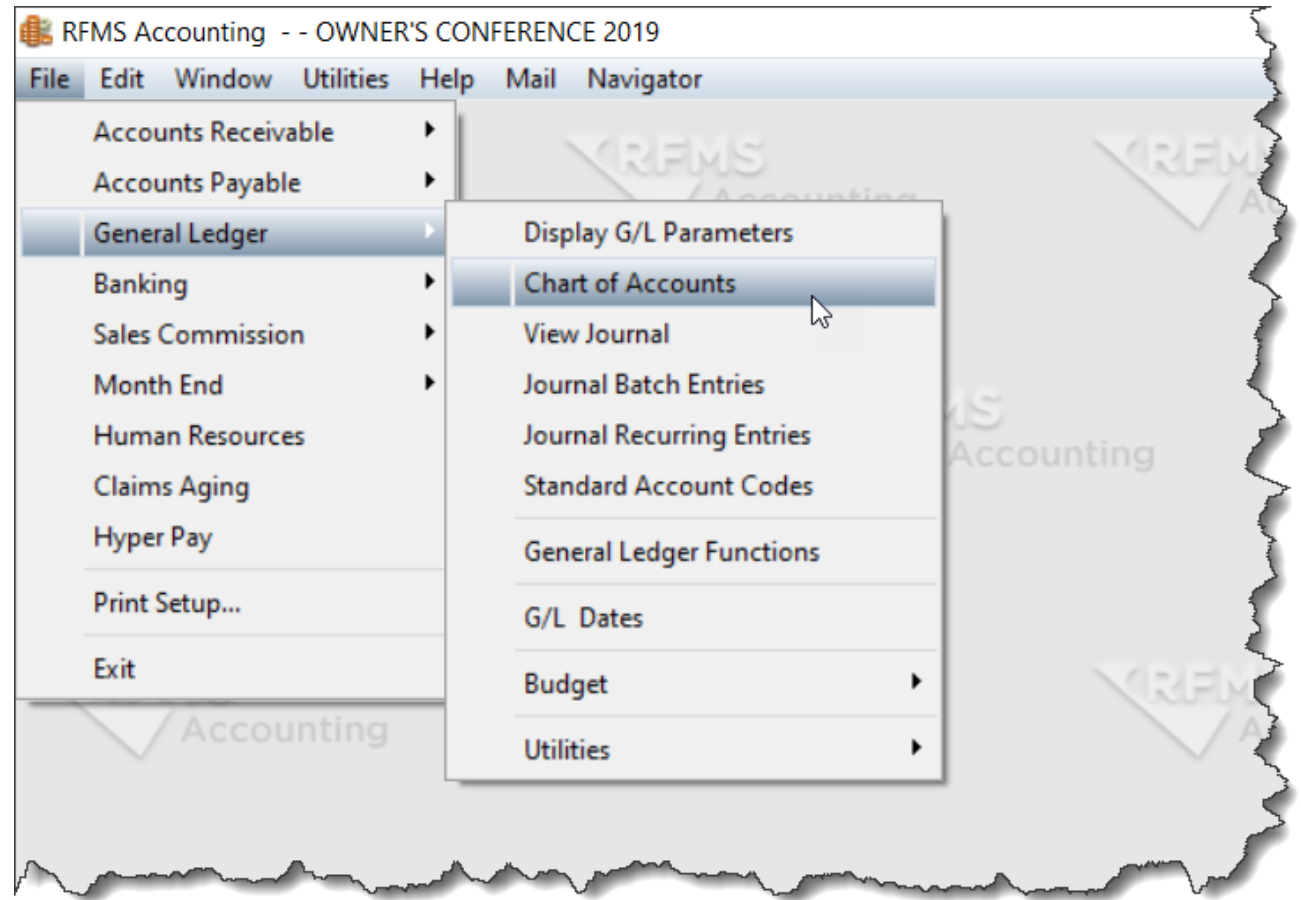
## Option C

To be used if PPP funds have already been deposited into existing checking account without creating a new bank account with the bank or within RFMS.

Option C: PPP funds have already been deposited into existing checking account without creating a new bank account with the bank or within RFMS.

Step 1 – Add 2 new account codes

Accounting → File → General Ledger → Chart of Accounts



Option C: PPP funds have already been deposited into existing checking account without creating a new bank account with the bank or within RFMS.

Click Green + → Enter new accounts.

Liability: PPP Loan

Expense: PPP Expense/Gift

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Account Code	Account Name	Inactive
1500	PPP Loan	<input type="checkbox"/>

The main window also shows a list of existing accounts:

Account Code	Account Name	Account Type
7100	MEALS & ENTERTAINMENT	Expense Account
7150	OFFICE EXPENSE	Expense Account
7200	PAYROLL TAX EXPENSE	Expense Account
7250	PENALTIES AND FINES EXPENSE	Expense Account
7300	POSTAGE AND SHIPPING	Expense Account
7310	PRODUCT SAMPLES	Expense Account
7350	RENT OR LEASE EXPENSE	Expense Account
7400	REPAIRS & MAINTENANCE, OFFICE	Expense Account
7500	REPAIRS & MAINTENANCE, VEHICLE	Expense Account
7550	SOFTWARE SUPPORT FEE	Expense Account
7600	SALARIES AND WAGES-MANAGEMENT	Expense Account
7650	SALARIES AND WAGES-STAFF	Expense Account
7700	SUPPLIES EXPENSE	Expense Account
7750	TAXES-OTHER	Expense Account
7800	TELEPHONE EXPENSE	Expense Account

Option C: PPP funds have already been deposited into existing checking account without creating a new bank account with the bank or within RFMS.

- Step 3 - When cutting payroll checks/posting payables applicable for the PPP Loan

Add/Edit Payable

Supplier: POWER AND LIGHT Invoice #: 5151  
Trans Date: 04/29/20 Invoice Date: 04/29/20 F8

Days Until Due: 0 Status:   
Due Date: 04/29/20 F8 Date Paid:   
Discountable: 475.54 Check #:   
Non Discountable: 0.00 Checking Acct.:   
Invoice Total: 475.54 Proj. Disc. Amount: 0.00  
Disc Rate: 0.0000% Proj. Check Amount: 475.54

SC	Account Code	Sub	Amount	Comment	A/P Detail

Add Detail

Store	Account Code	Sub Code	Amount	Comment
"2" F8	F8	00 F8	475.54	PPP LOAN ACCOUNT

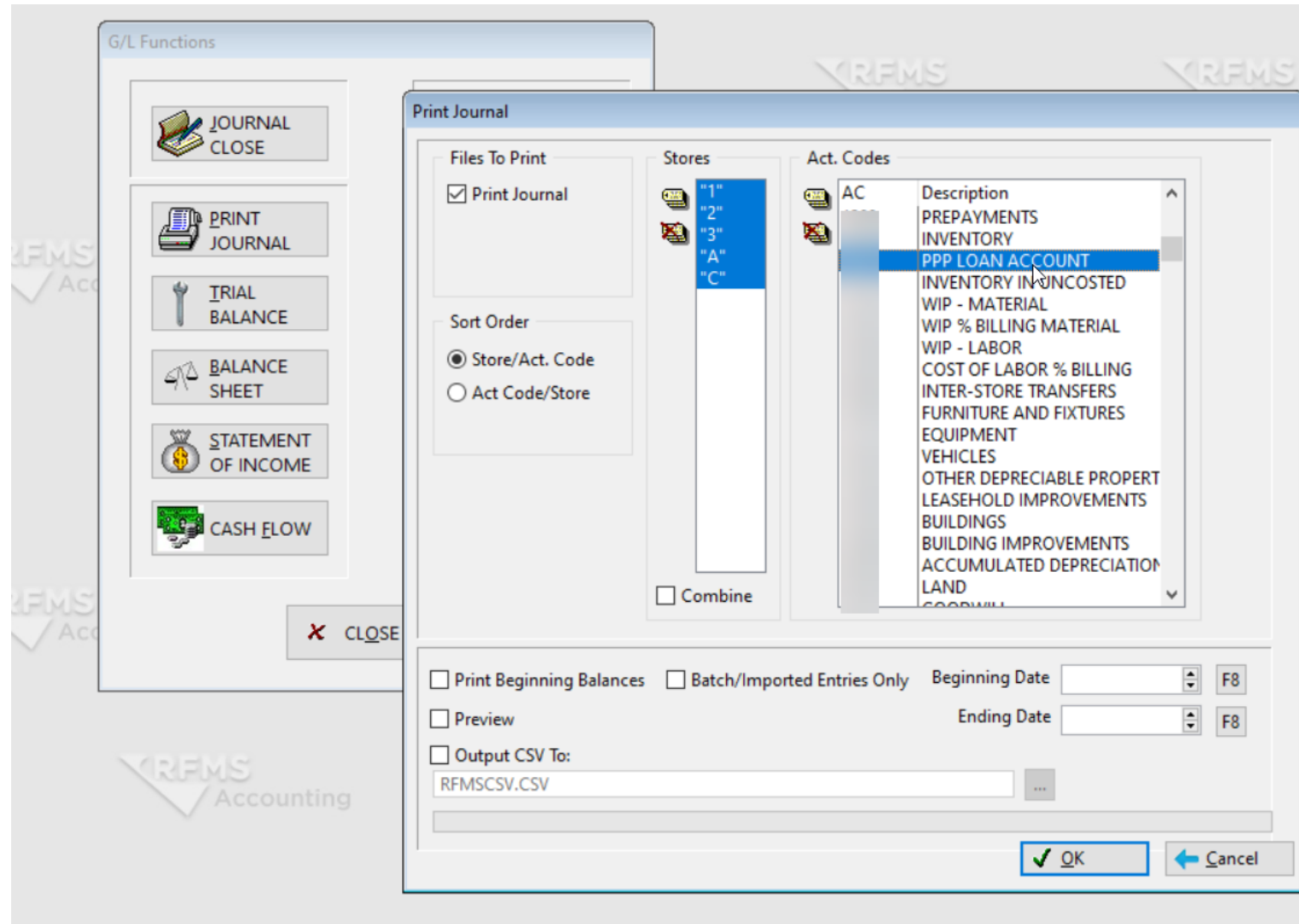
OK Cancel

OK Cancel

Option C: PPP funds have already been deposited into existing checking account without creating a new bank account with the bank or within RFMS.

Step 4 -When loan period has ended, print the journal for the PPP Loan account code  
Accounting > File > General Ledger > General Ledger Functions > Print Journal

Compare balance to loan amount.



Option C: PPP funds have already been deposited into existing checking account without creating a new bank account with the bank or within RFMS.

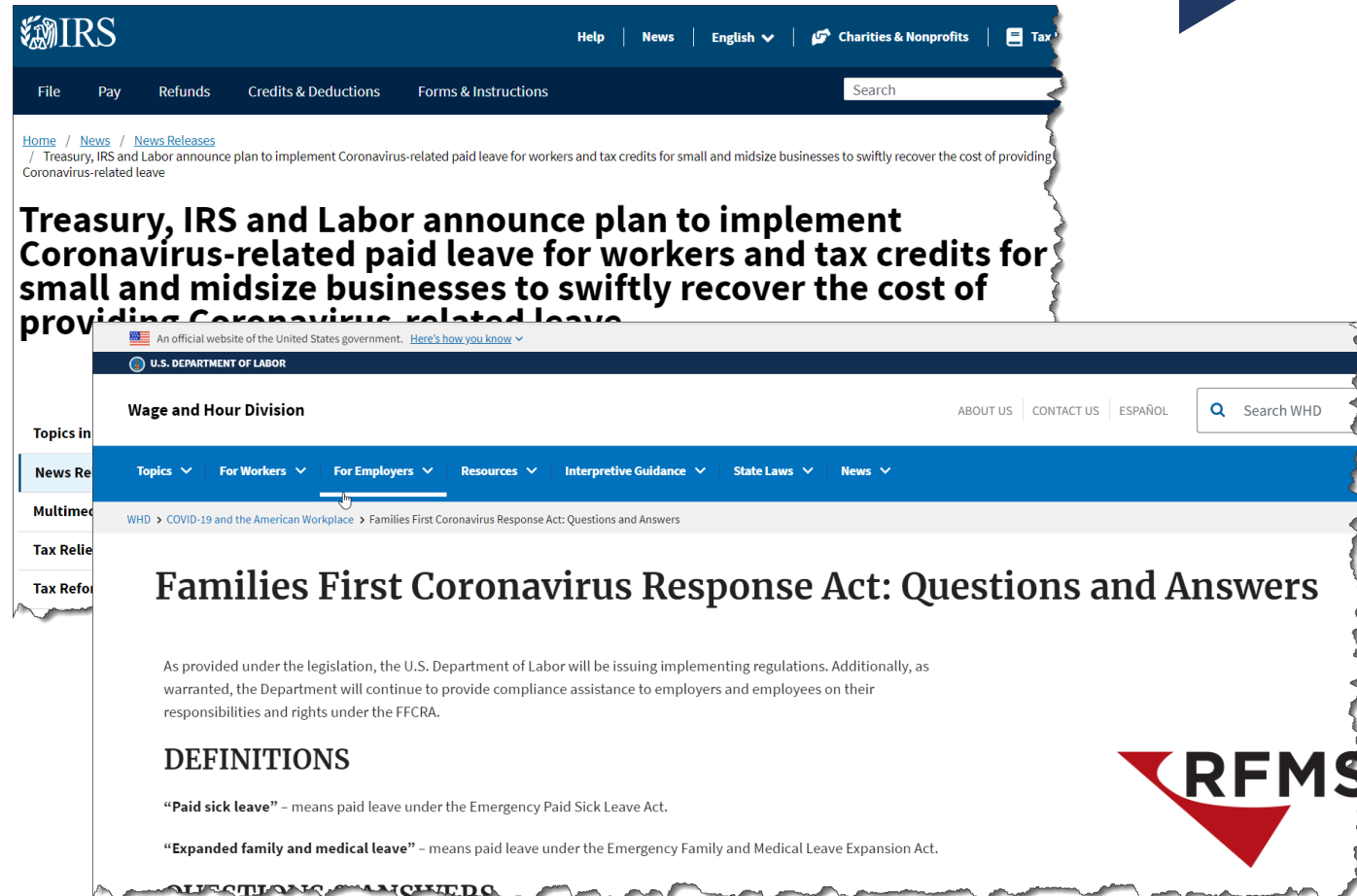
Step 5 –

- If balance exists, you may be required to repay the balance of the loan. If that is the case, write a check for the remaining funds and code it to the PPP Loan.
- Review the detail of the Journal printed in step 3 for reclassification.
  - Debit appropriate accounts codes for checks posted to PPE loan account code in this time period (payroll, rent, utilities).
  - Credit PPP Expense/Gift



# Where can I find more information?

- <https://rfmsinc.zendesk.com/hc/en-us/articles/360046710034-PPP-Loans-Setup-Tracking-options>
- <https://home.treasury.gov/system/files/136/PPP--Fact-Sheet.pdf>



The image shows two overlapping website screenshots. The top screenshot is from the IRS website, displaying a news release titled "Treasury, IRS and Labor announce plan to implement Coronavirus-related paid leave for workers and tax credits for small and midsize businesses to swiftly recover the cost of providing Coronavirus-related leave". The bottom screenshot is from the U.S. Department of Labor's Wage and Hour Division website, showing a page titled "Families First Coronavirus Response Act: Questions and Answers". The page includes a navigation menu with options like "For Workers", "For Employers", "Resources", and "Interpretive Guidance". The main content area contains introductory text and a "DEFINITIONS" section with definitions for "Paid sick leave" and "Expanded family and medical leave". The RFMS logo is visible in the bottom right corner of the screenshot.

Thank you for watching

