# **VENTURES**<sup>+</sup>



Generating PPP 1502 Reports

# Two Different Reports



#### 1. Monthly PPP 1502 Report (Month End)

- Due on the 15th of each month
- Contains month-end PPP loan status information from prior month
- Includes Funded PPP loans (SBA Loan Number and SBA Approval Date needs to be entered.
   Ventures automatically enters these dates if you used Ventures to submit to ETRAN)

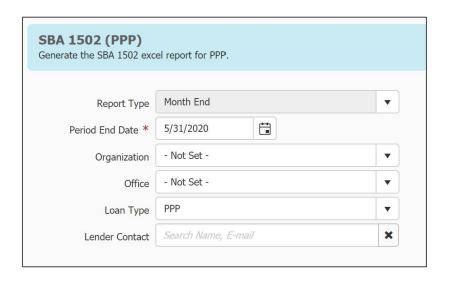
#### 10 calendar days after disbursement Report (Funded Last 10 Days)

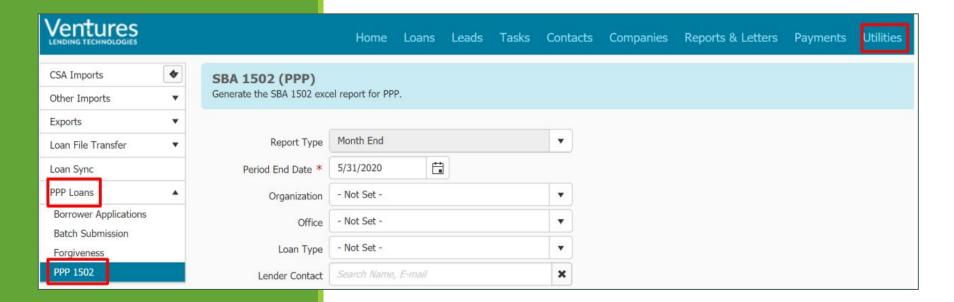
- Due within 10 calendar days of disbursement for PPP loan
- Contains Funded PPP loans from date entered plus the 9 previous days

Please Note: We *highly recommend* changing your loans that were cancelled (*approved by the SBA*, *but then cancelled*) to a **Cancelled Status** in Ventures (General Menu > General Tab) in order to have your cancelled loans omitted from the monthly 1502 report, otherwise you will need to remove them after report generation.

### STEP 1: RUN REPORT

- Go to Utilities > PPP Loans > PPP 1502
- Select Report Type you want to run
  - -Month End
  - -Funded Last 10 Days

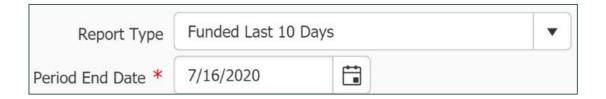




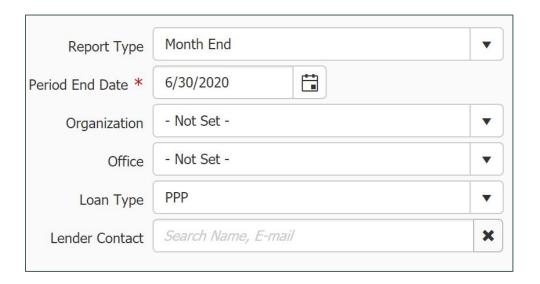
#### RUN REPORT cont

- Enter Period End Date
   you want to run report
   thru
- Select PPP as your Loan
   Type and any additional data points, if needed
- Click on Generate button

**Funded Last 10 Days:** From the date selected in the Period End Date field, the report will capture loans that were funded on that day and 9 days prior. In the example below, loans on the report would have a funded date of 7/7/2020-7/16/2020



**Month End:** Enter the last day of the month you want to capture in your Monthly PPP 1502 Report (Month End).



## STEP 2: CONFIRM INFORMATION ON REPORT

- Remove any cancelled or voluntarily terminated and repaid loans in your 1502 reports, if applicable
- Confirm all information is accurate and correct

## STEP 3: SUBMIT REPORT

#### **3** ways to submit the PPP 1502 Report:

- Email to <u>1502@colsonservices.com</u>
- Preferred Submission:
   Upload via 1502 Dashboard e-File by going to <a href="https://colsonservices.bnymellon.com/">https://colsonservices.bnymellon.com/</a> and logging into the 1502 Dashboard
- Deliver the 1502 spreadsheet via Secure File Transfer Protocol (SFTP) – Requires additional enrollment. Lenders should email SFTPaccess@colsonservices.com for additional instructions



# **Contacting Support**



WEB HELP (UPPER RIGHT-HAND CORNER OF YOUR VENTURES SITE)



KB ARTICLES & VIDEOS VIA VENTURES.HAPPYFOX.CO M (ACCOUNT MUST BE CREATED)



EMAIL SUPPORT@VENTURESGO.COM



TOLL FREE 877-284-5706



CHAT WITH US