

VENTURES⁺



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)

2. 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.



Important

STEP 1: RUN REPORT

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

SBA 1502 (PPP)
Generate the SBA 1502 excel report for PPP.

Report Type

Month End

▼

Period End Date *

5/31/2020

Organization

- Not Set -

▼

Office

- Not Set -

▼

Loan Type

PPP

▼

Lender Contact

Search Name, E-mail

✕

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Batch Submission
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PPP 1502

SBA 1502 (PPP)
Generate the SBA 1502 excel report for PPP.

Report Type

Month End

▼

Period End Date *

5/31/2020

Organization

- Not Set -

▼

Office

- Not Set -

▼

Loan Type

- Not Set -

▼

Lender Contact


Search Name, E-mail

✕


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

Report Type	Funded Last 10 Days	▼
Period End Date *	7/16/2020	

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

Report Type	Month End	▼
Period End Date *	6/30/2020	
Organization	- Not Set -	▼
Office	- Not Set -	▼
Loan Type	PPP	▼
Lender Contact	<i>Search Name, E-mail</i>	✕

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 1502@colsonservices.com
- ***Preferred Submission:***
Upload via 1502 Dashboard e-File by going to <https://colsonservices.bnymellon.com/> 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
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CREATED)



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