Sage 300

Canadian Payroll

Parameters for Customizing Printed Forms

Documentation:Print Formats for Canadian Payroll Forms

From Sage 300 ERP Development Partner Wiki

Contents

Default Check Forms

Payroll provides the following report definition files for printing different cheque forms:

- **CPCHECK1.RPT** produces an 8½- by 11-inch laser printer form. It prints the cheque itself on the top of the form. The remittance advice is on the bottom two-thirds of the form, including column labels, lines separating columns, and payroll data. Maximum number of advice lines is 36.

- **CPCHECK2.RPT** is designed to print on preprinted 8½- by 11-inch dot-matrix or laser printer forms. It prints continuous form cheques with the cheque on the top of the form and the advice on the bottom two-thirds of the form. This dot-matrix report definition is designed to use Windows' 10-pitch Generic/Text Only printer driver. Maximum number of advice lines is 30.

- **CPCHECK3.RPT** is also designed to print on preprinted 8½- by 11-inch dot-matrix or laser printer forms. Some of its text alignment may differ slightly from CPCHECK2.RPT. It also prints continuous form cheques with the cheque on the top of the form and the advice on the bottom two-thirds of the form. This dot-matrix report definition is designed to use Windows' 10-pitch Generic/Text Only printer driver. Maximum number of advice lines is 31.

- **CPCHECK4.RPT** produces an 8½- by 11-inch laser printer form. It prints the cheque itself on the top of the form. The remittance advice is repeated twice on the bottom two-thirds of the form, including column labels, lines separating columns, and payroll data. Maximum number of advice lines is 12.

- **CPCHK1A.RPT** produces an 8½- by 11-inch laser printer form for ANSI-Compatible checks. It prints the cheque itself on the top of the form. The remittance advice is on the bottom two-thirds of the form, including column labels, lines separating columns, and payroll data. Maximum number of advice lines is 36.

- **CPCHK3A.RPT** is also designed to print on preprinted 8½- by 11-inch dot-matrix or laser printer forms for ANSI-Compatible checks. Some of its text alignment may differ slightly from CPCHECK2.RPT. It also prints continuous form cheques with the cheque on the top of the form and the advice on the bottom two-thirds of the form. This dot-matrix report definition is designed to use Windows' 10-pitch Generic/Text Only printer driver. Maximum number of advice lines is 31.

- **CPCHK4A.RPT** produces an 8½- by 11-inch laser printer form for ANSI-Compatible checks. It prints the cheque itself on the top of the form. The remittance advice is repeated twice on the bottom two-thirds of the form, including column labels, lines separating columns, and payroll data. Maximum number of advice lines is 12.

Checks are recorded in the Bank Services module according to the total advice details and number of Advice Lines Per Page entered in the Bank's Check Stocks tab. If the number of Advice Lines Per Page is less than or equal to the Maximum Advice Lines, the default forms will print advices capable of containing Advice Lines Per Page details. If the number of Advice Lines Per Page is greater than the Maximum Advice Lines, the default forms will print advices capable of containing Maximum Advice Lines details. In the latter case, Bank Services would record a different number of checks than were printed when the advice details is between the Maximum Advice Lines and Advice Lines Per Page details.

It is recommended that the number of Advice Lines Per Page entered in the Bank's Check Stocks tab never exceed the Maximum Advice Lines set in the Check Form.

General Information

This document lists the information you can include when developing formats to print cheques. For each field, the list includes the code that identifies the field, the maximum number of characters in the field, and a description of the field.

For information on using Crystal Reports for your Payroll program, refer to the online document, "Customizing Printed Forms with Crystal Reports."

Information You Can Include on Payroll Cheques

The types of information you can print on your payroll cheques include:

- cheque number
- cheque date
- company name
- company address
- messages
- employee name

- employee address
- employee SIN
- employee number
- total current and YTD earnings
- total current deductions
- total current taxes
- total current taxable benefits
- YTD earnings subject to tax
- current and YTD net pay
- total hours for the period (if available)

The following information is also available on the cheque for each earning/deduction:

- Earning/deduction short description
- Earning/deduction type
- Earning/deduction hours
- The Rate, Percent, or Amount used in calculating the earning/deduction
- The Pieces/Base upon which the earning/deduction is calculated
- The amount of the earning/deduction
- The YTD amount of the earning/deduction
- The balance remaining for each accrual and the balance due for each deduction set up to repay an advance

Fields Available for Payroll Cheques

The following tables list the database fields available for payroll cheques.

Payroll Cheque Header Information (Table CPPCKH)

Field Name	Length	Description
SORTCODE	10	Sort Code
LASTNAME	20	Employee Last Name
FIRSTNAME	15	Employee First Name
MIDDLENAME	15	Employee Middle Name
ADDRESS1	60	Employee Address 1
ADDRESS2	60	Employee Address 2
ADDRESS3	60	Employee Address 3
ADDRESS4	60	Employee Address 4
CITY	30	City
STATE	30	Province
ZIP	20	Postal Code

COUNTRY	30	Country
SSN	11	SSN/SIN
GLSEG1	15	G/L Segment One
GLSEG2	15	G/L Segment Two
GLSEG3	15	G/L Segment Three
GPAYCUR	10	Current Gross Pay
GPAYYTD	10	YTD Gross Pay
TOTEARNCUR	10	Current Total Earnings
TOTEARNYTD	10	YTD Total Earnings
TOTTAXCUR	10	Current Total Taxes
TOTTAXYTD	10	YTD Total Taxes
TOTDEDCUR	10	Current Total Deductions
TOTDEDYTD	10	YTD Total Deductions
TOTCBCUR	10	Current Total Cash Benefits
TOTCBYTD	10	YTD Total Cash Benefits
TOTNCCUR	10	Current Total Non-cash Benefits
TOTNCYTD	10	YTD Total Non-cash Benefits
TOTTBCUR	10	Total Taxable Benefits
TOTNTCUR	10	Total Non-taxable Benefits
FITYTD	10	YTD Wages Subject to FIT
NETPAYCUR	10	Current Net Pay
NETPAYYTD	10	YTD Net Pay
VACUSEDC	10	Current Vacation Used
VACUSEDY	10	YTD Vacation Used
VACLEFT	10	Vacation Left
SICKUSEDC	10	Current Sick Used
SICKUSEDY	10	YTD Sick Used
SICKLEFT	10	Sick Left
COMPUSEDC	10	Current Banked Time Used
COMPUSEDY	10	YTD Banked Time Used
COMPLEFT	10	Banked Time Left
TOTHOURS	10	Total Hours
TOTREGHRS	10	Total Regular Hours
TOTOHRS	10	Total Overtime Hours

COMPANYNAM	60	Company Name	
CADDRESS1	60	Company Address 1	
CADDRESS2	60	Company Address 2	
CADDRESS3	60	Company Address 3	
CADDRESS4	60	Company Address 4	
CCITY	30	Company City	
CSTATE	30	Company State	
CPOSTALC	20	Company Zip/Postal Code	
CCOUNTRY	30	Company Country	
PERSTART	5	Period Start Date	
PEREND	5	Period End Date	
PRPERIOD	2	Pay Period	
EMPLOYEE	12	Employee	

Payroll Cheque Detail Information (Table CPPCKD)

Field Name	Length	Description	Version Information
SORTCODE	10	Sort Code	
CATEGORY	2	Category	
EARNDED	6	Earning/Deduction/Tax Code/Employee EFT Bank Code	
LINETYPE	2	Line Type	
LINENO	2	Line Number	
SHORTDESC	15	Short Description	
HOURS	4	Number of Hours	
ECNTBASE	10	Base Amount	
RATEFMT	2	Rate Format	
RATE	9	Hourly Rate/Percent/Amount	
CURRAMT	10	Current Amount	
YTDAMT	10	YTD Amount	
BALANCE	10	Accrual Balance	
PCATEGORY	2	Printing Category	
PLINETYPE	2	Printing Line Type	
POOLEDTIPS	10	Pooled Tips	
DISTCODE	6	Distribution Code	Added in version 7.1

Bank Check Register Information (Table BKREG)

Field Name	Length	Description	Version Information
SRCEAPP	2	Source Application	
APPRUNNUM	10	Application Run Number	
BANK	8	Bank Code	
SORTCODE	10	Sort Code	
PAYEEID	12	Payee Code	
SERIAL	4	Serial Number	
CHECK	5	Cheque Number	
STATUS	2	Cheque Status -2=not printed -1=advice not printed 1=alignment 2=void 3=outstanding 7=non-negotiable 8=continuation 9=printed 10=posting error	
CHKTYPE	2	Cheque Type 1=Cheque 2=EFT	
CHKFORM	6	Cheque Stock Code	
PAYEENAME	60	Payee Name	
VENDORNAME	60	Vendor Name	
REFERENCE	60	Cheque Reference	
COMMENT	60	Cheque Description	
POSTED	5	Date Cheque Printed	
CHKDATE	5	Cheque Date	
ISSUED	10	Cheque Amount	
SISSUED	10	Cheque Source Amount	
RATETYPE	2	Rate Type	
SRCECURN	3	Source Currency	
RATEDATE	5	Rate Date	
RATE	8	Rate	

RATESPREAD	8	Rate Spread	
RATEOP	2	Rate Operation 1=multiply 2=divide 0=not specified	
EXTRA	102	Extra Application Data	
LANGUAGE	3	Language Code	
ADVICE	5	Advice Lines	
FSCYEAR	4	Fiscal Year	
FSCPERIOD	2	Fiscal Period	
LANGCODE	2	Language Code 5658=english 7092=french 5845=spanish 738=australian 15719=mexican	
SDECIMALS	2	Source Currency Decimals	
DDTYPE	2	Drilldown Type	
DDLINK	10	Drilldown Link	
PAYMCODE	12	Payment Code	
SRCEDOCNUM	22	Source Document	Added in version 7.0
CANREVINVC	2	Can Reverse Invoice	Added in version 7.0

Report Parameters and Formula Fields

Several pieces of information are passed to the reports through report parameters. These items may be standard pieces of information about your company - such as the company name - or they may be the data selection criteria you specified for printing the report. You can insert report parameter information into a report in the same way you include database field information. To view the report parameters, open the report in Crystal Reports and choose Parameter Field from the Insert menu.

Formula fields are fields that use other fields, arithmetic operators, and functions to format information or to compute values, such as a total or average of a column's values. You can insert the formula fields that come with the report, or you can create your own. To view the existing formula fields, open the report in Crystal Reports and choose Formula Field from the Insert menu.

Cheque Report Parameters

Field Name	Description
CMPNAME	Company Name
PATH	Database Path

EXT	File Extension (default=.DAT)
STARTSERIAL	Starting Serial Number (cheque number)
ENDSERIAL	Ending Serial Number (cheque number) (default=99999)
EXTPARAM1	Number of Currency Decimals (default=2)
EXTPARAM2	Print SIN
EXTPARAM3	Reserved
APPRUNNUM	Application Run Number (default=0)

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