

# Sage 300

US Payroll

Parameters for Customizing Printed  
Forms

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# Documentation:Print Formats for US Payroll Forms

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## Default Check Forms

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

- **UPCHECK1.RPT** produces an 8½- by 11-inch laser printer form. It prints the check 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.
- **UPCHECK2.RPT** is designed to print on preprinted 8½- by 11-inch dot-matrix printer and laser forms. It prints continuous form checks with the check 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 42.
- **UPCHECK4.RPT** produces an 8½- by 11-inch laser printer form. It prints the check 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.
- **UPCHK1A.RPT** produces an 8½- by 11-inch laser printer form for ANSI-Compatible checks. It prints the check 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.

- **UPCHK2A.RPT** is designed to print on preprinted 8½- by 11-inch dot-matrix printer and laser forms for ANSI-Compatible checks. It prints continuous form checks with the check 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 42.
- **UPCHK4A.RPT** produces an 8½- by 11-inch laser printer form for ANSI-Compatible checks. It prints the check 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.

## 941 Forms

**Note:** This section does **not** apply to US Payroll 7.x and later.

Payroll provides three report definition file options for 941 forms, two for laser printers and one for dot-matrix:

- **UT941L.RPT** prints the complete 941 form and your data on plain paper. The report definition includes the subreport **UT941L0.RPT**, which prints the heading of the form, and the subreports, **UT941L1.RPT**, **UT941L2.RPT**, and **UT941L3.RPT** which print the Schedule B portion of Form 941. This IRS-approved 941 is designed for printing on a laser or graphics-quality dot-matrix printer and can be submitted to the government.
- **UT941.RPT** prints your 941 data only, allowing you to print on preprinted 941 laser forms. This version of the 941 uses the subreport, **UT941L1.RPT**, for Schedule B.
- **UT941DOT.RPT** for dot-matrix printers using Windows' 10-pitch generic text font is a report definition that provides 941 information on plain paper for you to transcribe onto your Form 941. **UT941L0.RPT** is the subreport that prints the heading of the form and **UT941L1.RPT**, **UT941L2.RPT**, and **UT941L3.RPT** are the subreports for Schedule B.

## General Information

This document lists the information you can include when developing formats to print checks or 941s. 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."

**Note:** 941 print forms are *only* available in US Payroll 5.6 and 6.0.

## Information You Can Include on Payroll Checks

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

- check number
- check date
- company name
- company address
- messages
- employee name
- employee address
- employee SSN
- employee number
- total current and YTD earnings
- total current deductions
- total current taxes
- 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 check 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 Checks and 941s

The following tables list the database fields available for payroll checks and 941s.

**Note:** 941 print forms are *only* available in US Payroll 5.6 and 6.0.

## Payroll Check Header Information (Table UPPCKH)

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	State
ZIP	20	Zip/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
VACUSED	10	Current Vacation Used
VACUSEDY	10	YTD Vacation Used
VACLEFT	10	Vacation Left
SICKUSED	10	Current Sick Used
SICKUSEDY	10	YTD Sick Used
SICKLEFT	10	Sick Left
COMPUSED	10	Current Comp. Used
COMPUSEDY	10	YTD Comp. Used
COMPLEFT	10	Comp. Left
TOTHOURLS	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 Check Detail Information (Table UPPCKD)

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
DISTRNAME	15	Distribution Description	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	Check Number	
STATUS	2	Check 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		



		Check Type 1=Check 2=EFT	
CHKFORM	6	Check Stock Code	
PAYEENAME	60	Payee Name	
VENDORNAME	60	Vendor Name	
REFERENCE	60	Check Reference	
COMMENT	60	Check Description	
POSTED	5	Date Check Printed	
CHKDATE	5	Check Date	
ISSUED	10	Check Amount	
SISSUED	10	Check 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

## 941 Information (Table UTI941)

**Note:** This section does **not** apply to US Payroll 7.x and later.

Field Name	Length	Description	Version Information
YEAR941	2	Year	
QUARTER941	2	Quarter	
STATUS	2	Status	
NUMOFEMPS	2	Number of Employees	
TTLWAGES	10	Earnings subject to FIT	
TTLTAXWH	10	Total FIT Tax Withheld	
INCTAXADJ	10	Adjusted FIT withheld for preceding quarters of calendar year	
ADJINTXWH	10	Adjusted total of FIT withheld	
SSWAGES	10	Earnings subject to Soc. Sec.	
SSTAX	10	Tax on Soc. Sec. Wages	
SSTIPS	10	Tips subject to Soc. Sec.	
SSTAXONTIP	10	Tax on Soc. Sec. Tips	
MEDWAGES	10	Earnings subject to Medicare	
MEDTAX	10	Tax on Medicare Earnings	
SUMOF CALC	10	Total Soc. Sec. and Medicare Tax	
SUBJECTTO	2	Wages are not subject to SS/Med	
SICKPAY	10	Sick Pay	
FRACTIONS	10	Fractions	
OTHER	10	Earnings	
SSMEDADJ	10	Adjustment of Soc. Sec. and Med	
ADJUSTED	10	Adjusted Total of Soc. Sec. and Medicare Taxes	
TTLTAX	10	Total Taxes	
TTLADVEIC	10	Advance EIC payments	
NETTAXES	10	Net Taxes	
TTLDEPOSIT	10	Deposits for Quarter	
BALANCEDUE	10	Balance Due	
OVERPAYMNT	10	Overpayment	

APLYOVRPAY	2	Apply Overpayment to next 941	
CALC941	2	Calculate the 941	
MEDPCNT	9	Medicare Tax Percent	
SSPCNT	9	Soc. Sec. Tax Percent	
TTLMONTH1	10	Total Liability - Month 1	
TTLMONTH2	10	Total Liability - Month 2	
TTLMONTH3	10	Total Liability - Month 3	
TTLQUARTER	10	Total Liability - Quarter	
TTLMONTH1A	10	Total Liability - Month 1	
TTLMONTH2A	10	Total Liability - Month 2	
TTLMONTH3A	10	Total Liability - Month 3	
TTLQUARTRA	10	Total Liability - Quarter	
MNTH1DAY01	10	Liability - Month 1, Day 1	
MNTH1DAY02	10	Liability - Month 1, Day 2	
MNTH1DAY03	10	Liability - Month 1, Day 3	
MNTH1DAY04	10	Liability - Month 1, Day 4	
MNTH1DAY05	10	Liability - Month 1, Day 5	
MNTH1DAY06	10	Liability - Month 1, Day 6	
MNTH1DAY07	10	Liability - Month 1, Day 7	
MNTH1DAY08	10	Liability - Month 1, Day 8	
MNTH1DAY09	10	Liability - Month 1, Day 9	
MNTH1DAY10	10	Liability - Month 1, Day 10	
MNTH1DAY11	10	Liability - Month 1, Day 11	
MNTH1DAY12	10	Liability - Month 1, Day 12	
MNTH1DAY13	10	Liability - Month 1, Day 13	
MNTH1DAY14	10	Liability - Month 1, Day 14	
MNTH1DAY15	10	Liability - Month 1, Day 15	
MNTH1DAY16	10	Liability - Month 1, Day 16	
MNTH1DAY17	10	Liability - Month 1, Day 17	
MNTH1DAY18	10	Liability - Month 1, Day 18	
MNTH1DAY19	10	Liability - Month 1, Day 19	
MNTH1DAY20	10	Liability - Month 1, Day 20	
MNTH1DAY21	10	Liability - Month 1, Day 21	
MNTH1DAY22	10	Liability - Month 1, Day 22	

MNTH1DAY23	10	Liability - Month 1, Day 23	
MNTH1DAY24	10	Liability - Month 1, Day 24	
MNTH1DAY25	10	Liability - Month 1, Day 25	
MNTH1DAY26	10	Liability - Month 1, Day 26	
MNTH1DAY27	10	Liability - Month 1, Day 27	
MNTH1DAY28	10	Liability - Month 1, Day 28	
MNTH1DAY29	10	Liability - Month 1, Day 29	
MNTH1DAY30	10	Liability - Month 1, Day 30	
MNTH1DAY31	10	Liability - Month 1, Day 31	
MNTH2DAY01	10	Liability - Month 2, Day 1	
MNTH2DAY02	10	Liability - Month 2, Day 2	
MNTH2DAY03	10	Liability - Month 2, Day 3	
MNTH2DAY04	10	Liability - Month 2, Day 4	
MNTH2DAY05	10	Liability - Month 2, Day 5	
MNTH2DAY06	10	Liability - Month 2, Day 6	
MNTH2DAY07	10	Liability - Month 2, Day 7	
MNTH2DAY08	10	Liability - Month 2, Day 8	
MNTH2DAY09	10	Liability - Month 2, Day 9	
MNTH2DAY10	10	Liability - Month 2, Day 10	
MNTH2DAY11	10	Liability - Month 2, Day 11	
MNTH2DAY12	10	Liability - Month 2, Day 12	
MNTH2DAY13	10	Liability - Month 2, Day 13	
MNTH2DAY14	10	Liability - Month 2, Day 14	
MNTH2DAY15	10	Liability - Month 2, Day 15	
MNTH2DAY16	10	Liability - Month 2, Day 16	
MNTH2DAY17	10	Liability - Month 2, Day 17	
MNTH2DAY18	10	Liability - Month 2, Day 18	
MNTH2DAY19	10	Liability - Month 2, Day 19	
MNTH2DAY20	10	Liability - Month 2, Day 20	
MNTH2DAY21	10	Liability - Month 2, Day 21	
MNTH2DAY22	10	Liability - Month 2, Day 22	
MNTH2DAY23	10	Liability - Month 2, Day 23	
MNTH2DAY24	10	Liability - Month 2, Day 24	
MNTH2DAY25	10	Liability - Month 2, Day 25	

MNTH2DAY26	10	Liability - Month 2, Day 26	
MNTH2DAY27	10	Liability - Month 2, Day 27	
MNTH2DAY28	10	Liability - Month 2, Day 28	
MNTH2DAY29	10	Liability - Month 2, Day 29	
MNTH2DAY30	10	Liability - Month 2, Day 30	
MNTH2DAY31	10	Liability - Month 2, Day 31	
MNTH3DAY01	10	Liability - Month 3, Day 1	
MNTH3DAY02	10	Liability - Month 3, Day 2	
MNTH3DAY03	10	Liability - Month 3, Day 3	
MNTH3DAY04	10	Liability - Month 3, Day 4	
MNTH3DAY05	10	Liability - Month 3, Day 5	
MNTH3DAY06	10	Liability - Month 3, Day 6	
MNTH3DAY07	10	Liability - Month 3, Day 7	
MNTH3DAY08	10	Liability - Month 3, Day 8	
MNTH3DAY09	10	Liability - Month 3, Day 9	
MNTH3DAY10	10	Liability - Month 3, Day 10	
MNTH3DAY11	10	Liability - Month 3, Day 11	
MNTH3DAY12	10	Liability - Month 3, Day 12	
MNTH3DAY13	10	Liability - Month 3, Day 13	
MNTH3DAY14	10	Liability - Month 3, Day 14	
MNTH3DAY15	10	Liability - Month 3, Day 15	
MNTH3DAY16	10	Liability - Month 3, Day 16	
MNTH3DAY17	10	Liability - Month 3, Day 17	
MNTH3DAY18	10	Liability - Month 3, Day 18	
MNTH3DAY19	10	Liability - Month 3, Day 19	
MNTH3DAY20	10	Liability - Month 3, Day 20	
MNTH3DAY21	10	Liability - Month 3, Day 21	
MNTH3DAY22	10	Liability - Month 3, Day 22	
MNTH3DAY23	10	Liability - Month 3, Day 23	
MNTH3DAY24	10	Liability - Month 3, Day 24	
MNTH3DAY25	10	Liability - Month 3, Day 25	
MNTH3DAY26	10	Liability - Month 3, Day 26	
MNTH3DAY27	10	Liability - Month 3, Day 27	
MNTH3DAY28	10	Liability - Month 3, Day 28	

MNTH3DAY29	10	Liability - Month 3, Day 29	
MNTH3DAY30	10	Liability - Month 3, Day 30	
MNTH3DAY31	10	Liability - Month 3, Day 31	
STATDPCODE	2	State	
ADDRCHANGE	2	Changed Address	
NAME	60	Name	
TRADENAME	60	Trade Name	
ADDRESS1	60	Address 1	
ADDRESS2	60	Address 2	
ADDRESS3	60	Address 3	
ADDRESS4	60	Address 4	
CITY	30	City	
COUNTRY	30	Country	
STATE	30	State	
ZIP	20	Zip Code	
QRTEND	5	Date Quarter Ended	
EIN	20	Employee Identification Number	
NOFUTURE	2	Future Filing	
LASTDATE	5	Date of Final Filing	
SEASONAL	2	Seasonal Employer	
SEMIWKLY	2	Semiweekly Depositor	
MONTHLY	2	Monthly Depositor	
PRIORSSMED	10	Prior quarter's social security	Added in version 6.0
ADDFIT	10	Special additions to federal inc	Added in version 6.0
ADDSSMED	10	Special additions to social security and Medicare	Added in version 6.0
COBRAPMT	10	COBRA premium assistance payments	Added in version 6.0
NOFCOBRAS	4	Number of individuals provided COBRA premium assistance	Added in version 6.0
TDEPCOBRA	10	Add lines 11 and 12a	Added in version 6.0
HIRE1NUM	4	No. of 1st paid exempt employees	Added in version 6.0

HIREQNUM	4	No. of qtr paid exempt employees	Added in version 6.0
HIREQWAGE	10	Exempt wages/tips paid	Added in version 6.0
HIREPNUM	4	No.of Mar.19-31 paid exem. empls	Added in version 6.0
HIREPWAGE	10	Exempt wages/tips Mar.19-31	Added in version 6.0
HIREQTAX	10	Tax on exempt wage	Added in version 6.0
HIREPTAX	10	Tax on 19-31 exempt wage	Added in version 6.0
SSRPCNT	9	Employer Soc. Sec. Tax %	Added in version 6.0

## 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.

### Check Report Parameters

Field Name	Description
CMPNAME	Company Name
PATH	Database Path
EXT	File Extension (default=.DAT)
STARTSERIAL	Starting Serial Number (check number)
ENDSERIAL	Ending Serial Number (check number) (default=99999)
EXTPARAM1	Number of Currency Decimals (default=2)
EXTPARAM2	Print SSN
EXTPARAM3	Reserved
APPRUNNUM	Application Run Number (default=0)

## 941 Report Parameters

**Note:** This section does **not** apply to US Payroll 7.x and later.

Field Name	Description
CMPNAME	Company Name
PATH	File Extension (default=.DAT)
EXT	Database Path
YEAR	Year of Report
QUARTER	Quarter of Report

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