

# Sage 300

US Payroll

Parameters for Customizing Printed  
Forms

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# Documentation:Print Formats for US Payroll Forms

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From Sage 300 ERP Development Partner Wiki

## Contents

- 1 Default Check Forms
- 2 941 Forms
- 3 General Information
- 4 Information You Can Include on Payroll Checks
- 5 Fields Available for Payroll Checks and 941s
  - 5.1 Payroll Check Header Information (Table UPPCKH)
  - 5.2 Payroll Check Detail Information (Table UPPCKD)
  - 5.3 Bank Check Register Information (Table BKREG)
  - 5.4 941 Information (Table UTI941)
- 6 Report Parameters and Formula Fields
  - 6.1 Check Report Parameters
  - 6.2 941 Report Parameters

## 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<br>-2=not printed<br>-1=advice not printed<br>1=alignment<br>2=void<br>3=outstanding<br>7=non-negotiable<br>8=continuation<br>9=printed<br>10=posting error |                     |
| CHKTYPE    | 2      |  |                     |



|            |     |   |                      |
|------------|-----|---|----------------------|
|            |     | Check Type<br>1=Check<br>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<br>1=multiply<br>2=divide<br>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<br>5658=english<br>7092=french<br>5845=spanish<br>738=australian<br>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                                      |                     |
| SUMOFCALC  | 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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