



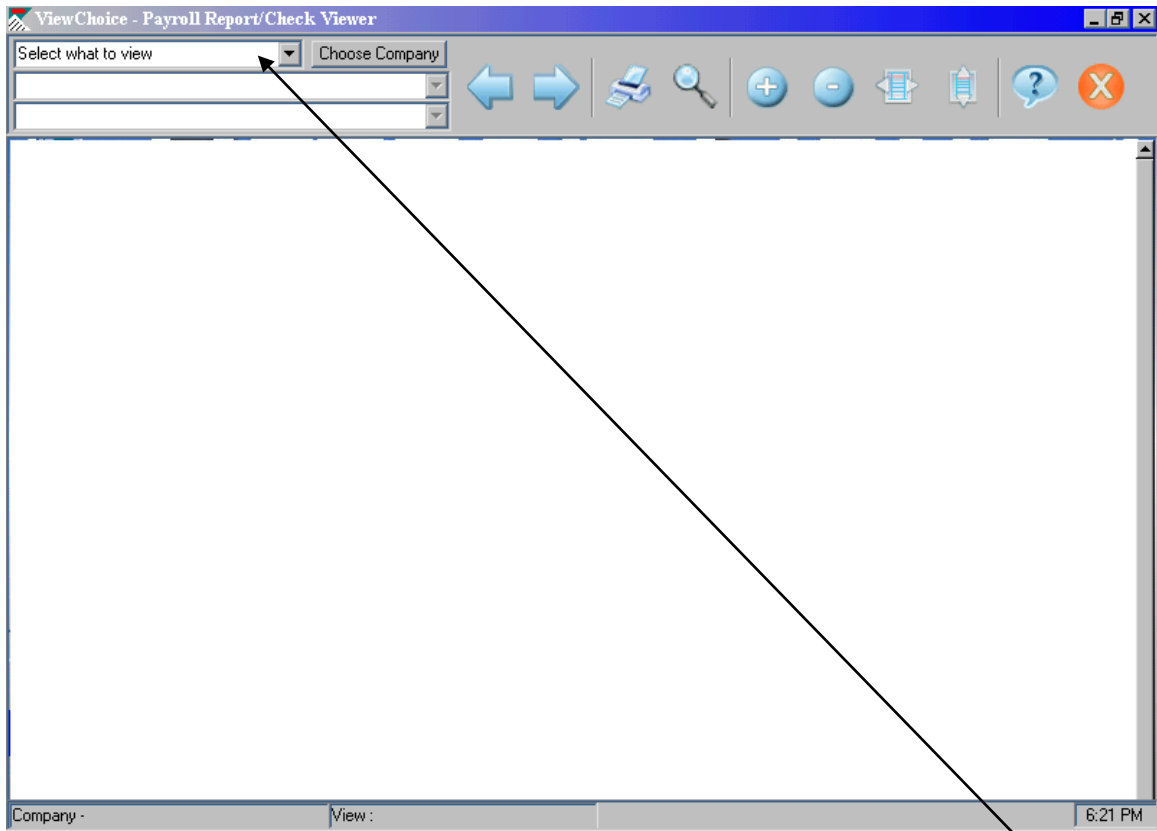
# ViewChoice - Payroll Document Viewer

## Operating Instructions

1. Install the following programs: ViewChoice.exe, then VC252U.exe to your C:\program files subdirectory. (You can save this viewer to any location on your pc). This will create a folder called ViewChoice.
2. When you double click on the Viewer icon, and it will then prompt you for a password, the password must be at least 6 characters.



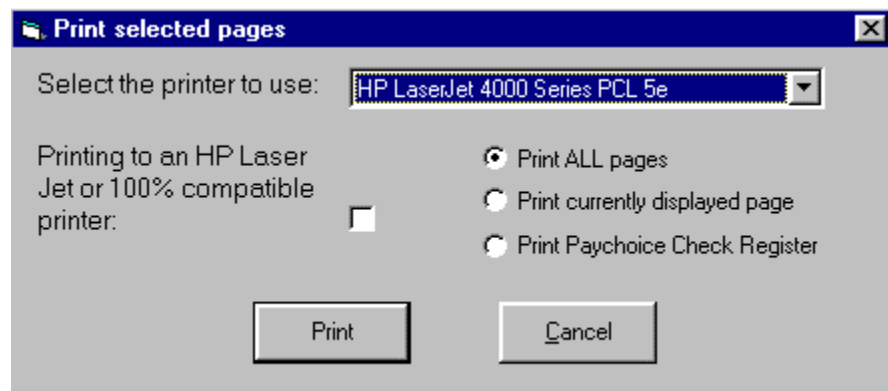
3. When receiving the files via email, save the attachments to where the viewer is stored (example- c:\program files\ViewChoice)



4. When double clicking on the attachment, you will be presented with a **select what to view** pull down to choose between Payroll Reports, Payroll Checks (*optional*), Check Stubs, Quarterly Reports, Check History, W2s & 1099s. If you have multiple companies, you can choose the company by pressing the **choose company** button
5. To familiarize yourself with the functions of this program, place your cursor over each icon at the screen top and read the 'tool tips' notes.

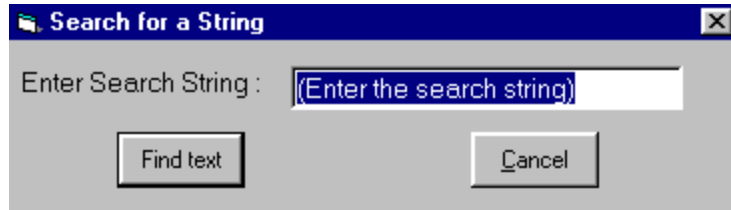


The large blue arrows will move you forward and backwards through the currently displayed report.





The printer button allows you to print the current page, report or all pages.



The magnifying glass button allows you to search for any employee, report name or text string.

0	120.00	2940.00	FICA	51.46
		1.00	MEDFICA	12.04
		1150.00	CA DIS.	4.15
			FED WTH	85.13
			CA	68.33
0	120.00	4091.00		221.11
0			FICA	167.00

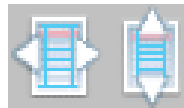
Process Date - 06/26/2008

Psychic Check Register

EMPLOYEE	DATE	AMOUNT	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
000001	06/26/08	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00
000002	06/26/08	700.00	700.00	700.00	700.00	700.00	700.00	700.00
000003	06/26/08	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00
000004	06/26/08	800.00	800.00	800.00	800.00	800.00	800.00	800.00
000005	06/26/08	600.00	600.00	600.00	600.00	600.00	600.00	600.00
000006	06/26/08	400.00	400.00	400.00	400.00	400.00	400.00	400.00
000007	06/26/08	200.00	200.00	200.00	200.00	200.00	200.00	200.00
000008	06/26/08	100.00	100.00	100.00	100.00	100.00	100.00	100.00
000009	06/26/08	50.00	50.00	50.00	50.00	50.00	50.00	50.00
000010	06/26/08	25.00	25.00	25.00	25.00	25.00	25.00	25.00
000011	06/26/08	12.50	12.50	12.50	12.50	12.50	12.50	12.50
000012	06/26/08	6.25	6.25	6.25	6.25	6.25	6.25	6.25
000013	06/26/08	3.12	3.12	3.12	3.12	3.12	3.12	3.12
000014	06/26/08	1.56	1.56	1.56	1.56	1.56	1.56	1.56
000015	06/26/08	0.78	0.78	0.78	0.78	0.78	0.78	0.78
000016	06/26/08	0.39	0.39	0.39	0.39	0.39	0.39	0.39
000017	06/26/08	0.19	0.19	0.19	0.19	0.19	0.19	0.19
000018	06/26/08	0.09	0.09	0.09	0.09	0.09	0.09	0.09
000019	06/26/08	0.05	0.05	0.05	0.05	0.05	0.05	0.05
000020	06/26/08	0.02	0.02	0.02	0.02	0.02	0.02	0.02
000021	06/26/08	0.01	0.01	0.01	0.01	0.01	0.01	0.01
000022	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000023	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000024	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000025	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000026	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000027	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000028	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000029	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000030	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000031	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000032	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000033	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000034	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000035	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000036	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000037	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000038	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000039	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000040	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000041	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000042	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000043	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000044	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000045	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000046	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000047	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000048	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000049	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000050	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000051	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000052	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000053	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000054	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000055	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000056	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000057	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000058	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000059	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000060	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000061	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000062	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000063	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000064	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000065	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000066	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000067	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000068	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000069	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000070	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000071	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000072	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000073	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000074	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000075	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000076	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000077	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000078	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000079	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000080	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000081	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000082	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000083	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000084	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000085	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000086	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000087	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000088	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000089	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000090	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000091	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000092	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000093	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000094	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000095	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000096	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000097	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000098	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000099	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000100	06/26/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00



The +/- buttons allow you to drill up or down to enlarge or reduce the print image.



The vertical and horizontal arrows allow you're to toggle between a max width view and max height.



And the X button exits you from the program.

- Looking at the three pull down lists in the upper left corner of the window, you will see that the top list reflects the report group for each payroll. Clicking on the first pull down in the top list will pop up the selection window to choose another report group.

ViewChoice - Payroll Report/Check Viewer

Payroll Report Choose Company

Co.#: VCDM Process: 03 Check Date: 3/01/2002

Check Register

Process Date - JUL 10,2002

Check Register Page - 1

EMPLOYEE NAME DIV DEPT SOC-SEC.	NUM. FREQ	CLOCK M/S EX	EARNINGS		CURRENT		CURRENT		Y T D		TAXES		CURRENT		Y T D		DEDUCTIONS		CHECK #
			AMOUNT	RATE	HOURS	AMOUNT	HOURS	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	
DILLON, MARSHALL R 654-21-2235	0005	SO SO	SALARY			12514.00			15014.00		FICA MEDFICA FED WTH KS	775.87 181.45 3268.02 751.65	930.87 217.70 3588.81 857.90						125 7537.01
TOTALS					12514.00			15014.00			4976.99	5595.28							
EMPLOYEE, MR. 1099 448-59-9898	0006	SO SO	1099SS			1000.00			1000.00										126 1000.00
TOTALS					1000.00			1000.00											
FREHLEY, ROBERT 545-98-9900	0002	SO SO	SALARY			5999.00			17997.00		FICA MEDFICA FED WTH NJ NJ UNEM NJ DIS.	371.93 86.99 1283.44 228.86 25.50 30.00	1115.81 260.96 3850.32 686.58 76.49 89.99					127 3972.28	
TOTALS					5999.00			17997.00			2026.72	6080.15							
JONES, PETER 254-58-9630	0004	SO SO	SALARY			7500.00			22500.00		FICA MEDFICA FED WTH NJ NJ UNEM NJ DIS.	465.00 108.75 1733.74 331.67 31.88 37.50	1395.00 326.25 5201.22 995.01 95.63 112.50					128 4791.46	
TOTALS					7500.00			22500.00			2708.54	8125.61							
PETERSON, GENE 548-79-3545	0003	SO SO	SALARY			15000.00			45000.00		FICA MEDFICA FED WTH NJ NJ UNEM NJ DIS.	930.00 217.50 4138.12 856.67	2790.00 652.50 12414.36 2570.01					129 8857.71	
TOTALS					15000.00			45000.00			6142.29	18644.25							
SMYTH, PAUL 254-89-5700	0001	SO SO	SALARY			10000.00			30000.00		FICA MEDFICA FED WTH NJ NJ UNEM	620.00 145.00 2483.74 506.57 14.88	1860.00 435.00 7451.22 1520.01 99.88					130	

Company : VCDM-DRC INC. View : Payroll Reports 6:10 PM

- The second pull down list, displays the client ID#, process #, and check date. Check history, quarterlies, W2s & 1099s will display the client ID#, quarter number and/or year.
- The third pull down list displays each report or employee check/voucher detail that was printed with that payroll process and in the order it was printed. Dragging down and clicking on any report, check, return, W2 or 1099 it will instantly display that item in the view window.

ViewChoice - Payroll Report/Check Viewer

Employee Checks Choose Company

Co.#: VCDM Process: 02 Check Date: 2/05/2003

000000006 - Payroll Checks

EARNINGS		TAXES	DEDUCTIONS	YEAR TO DATE
SALARY	1945.00	FICA 81.50 MEDICAL 22.50 FED WTR 174.84 ST 49.50	GROUP 295.80 FICA 274.75 MEDICAL 51.40 FED WTR 429.33 STATE 121.50	
<b>TOTAL</b>	<b>\$ 1945.00</b>	<b>TOTAL \$ 336.79</b>	<b>TOTAL \$ 0.00</b>	*****1206.21

DRC INC.  
1070 MANHATTEN AVENUE  
HOBOKEN, NJ 08074

THE BANK OF NEW YORK  
333 BROADWAY, 11TH FLOOR  
NEW YORK, NY 10038

CHECK DATE: FEB 5, 2003 CHECK NO.: 0000201

PAY TO THE ORDER OF: MARSHALL R. DILLON  
80 MAIN STREET  
DODGE CITY, KS 67854

PAY THIS AMOUNT \*\*\*\*\*1206.21

Company : VCDM-DRC INC. View : Employee Checks 6:13 PM

- This Payroll Checks feature is optional, **once the checks have been printed, the file will automatically be deleted for security purposes.** In order to print the checks again, you will need to have PaySource send another email w/ the attachment.

10. The Payroll Check Stubs are a screen print of the employees pay stub, this feature can be reprinted as many times as you would like. Check Stubs do not get deleted.

ViewChoice - Payroll Report/Check Viewer

Employee Check Stub Choose Company

Co.#: VCDM Process: 02 Check Date: 2/05/2003

000000201 - DILLON, MARSHALL R

EARNINGS		TAXES		DEDUCTIONS		YEAR TO DATE	
SALARY	1945.00	FICA	85.79	GROSS	2045.80	FICA	719.79
		MEDICA	32.80	MEDICA	86.80	FED MTR	439.33
		FED MTR	176.08	STATE	121.96		
		ST	80.55				
<b>GROSS PAY</b>		<b>\$</b>	<b>1945.00</b>	<b>TOTAL \$</b>	<b>336.79</b>	<b>TOTAL \$</b>	<b>0.00</b>

Company : VCDM-DRC INC. View : Employee Chk Stubs 6:13 PM

***As you receive a new email of ViewChoice attachments from PaySource, they will not overwrite the existing files in your ViewChoice folder. You will be able to view all files that reside in that folder.***

**Problems opening .#VC email files.**

If you are using an email service other than Microsoft Outlook. We recommend that you save the .#VC file to the C:\Program Files\ViewChoice folder before opening the attachment. You may need to rename the file to its correct name, which is the service bureau id (3349), then YOUR company number (CCCC), and the extension of .#VC. {SSSSCCCC.#VC}.