



ViewChoice - Payroll Document Viewer

Operating Instructions

Download the ViewChoice Viewer:

- ✓ Go to www.viewchoice.com website
- ✓ Click on **DOWNLOADS** in the **LEFT** column
- ✓ Click on **ViewChoice Install 2.5.2**
- ✓ Choose **OPEN...OK...RUN from Current Location...OK...YES...NEXT...YES...NEXT...FINISH**

1. The ViewChoice icon (at the top of this page) will automatically be placed on your desktop. You will then be asked to create a password (minimum of 6 characters ~ case sensitive). Every time you access the program it will prompt you for a password. (**There will be no data to view until you open the separate email attachment with the reports once you go live**).



2. Then you will be presented with a selection box to choose between Payroll Reports & Employee Check Stubs. (**Although Quarterly Reports, Check History, W2s & 1099s are not available via email, they are available at year-end on 1 CD that includes your ENTIRE year of payroll reports and checks ~ a great archival tool!**) Click on the report group you wish to view/print, then 'OK'.

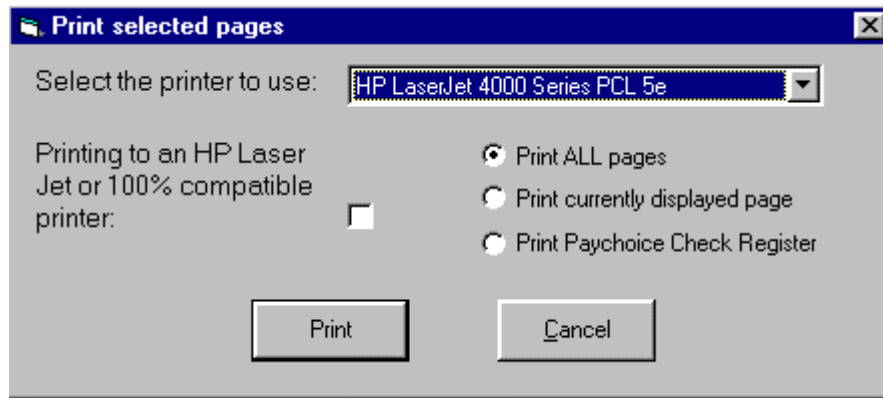
EMPLOYEE NAME	ARRANGES	CURRENT	CURRENT	YTD	TAXES	CURRENT	YTD	DEDUCTIONS	CURRENT	YTD	CHECK #
REGULAR	401.00	15,000.00	400.00	15,000.00	REGULAR	11.18	401.00	15,000.00	400.00	15,000.00	400
TOTALS	401.00	15,000.00	400.00	15,000.00	TOTALS	11.18	401.00	15,000.00	400.00	15,000.00	400
REGULAR	12.00	15,000.00	12.00	15,000.00	REGULAR	11.18	12.00	15,000.00	12.00	15,000.00	471
TOTALS	12.00	15,000.00	12.00	15,000.00	TOTALS	11.18	12.00	15,000.00	12.00	15,000.00	471
REGULAR	500.00	500.00	500.00	500.00	REGULAR	31.00	500.00	500.00	500.00	500.00	1112
TOTALS	500.00	500.00	500.00	500.00	TOTALS	31.00	500.00	500.00	500.00	500.00	1112
REGULAR	35.00	12,000.00	35.00	12,000.00	REGULAR	29.14	35.00	12,000.00	35.00	12,000.00	1113
TOTALS	35.00	12,000.00	35.00	12,000.00	TOTALS	29.14	35.00	12,000.00	35.00	12,000.00	1113

3. **Each pay period** you will receive an with all the reports and check stubs attached in one file. Simply double-click on the attachment, choose OPEN (not SAVE) and the file will unzip and the ViewChoice program will automatically begin with the password prompt. The new file will be saved with the prior payroll files giving you complete access to ALL your payrolls. (If you choose SAVE then you have to assign a new file name each payroll).

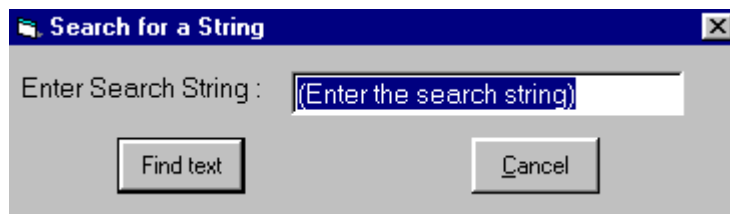
- To familiarize yourself with the functions of this program, place your cursor over each icon at the screen top and read the 'tool tips' notes.



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



The printer button allows you to print ALL Pages, Current Page, or a Specific Report (most used).



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

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



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



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 any payroll period. Clicking on the first entry in the top list will pop-up the selection window to choose another type of report. **Having the arrow down puts the most recent payroll at the top of your list.**

Process Date - FEB 22, 2005

Premier Payroll Check Register Page - 1

EMPLOYEE NAME DIV DEPT NUM. CLOCK SOC. SEC. FREQ M/S EX	EARNINGS CURRENT		CURRENT YTD		TAXES CURRENT		YTD		DEDUCTIONS CURRENT		YTD		CHECK # NET PAY
	HOURS	RATE	AMOUNT	HOURS	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT			
CASSIDY, DAVID 01 D100 0006 999-88-7777 YTD GROSS: 1096.50	REGULAR	24.50	17.0000	416.50	64.50	1096.50	FICA 25.82 MEDFICA 6.04 FED WTH 26.27 PA 12.79 PA0050 4.17 PA UNEM 0.38	67.96 15.90 91.15 33.67 10.97 0.99		CHILDSUP 25.00		50.00	63V 50.00
TOTALS		24.50		416.50	64.50	1096.50	75.47	220.66		25.00		50.00	316.03
DEV, SUSAN 01 D100 0004 505-66-4444 YTD GROSS: 1000.00	SALARY			500.00		1000.00	FICA 31.00 MEDFICA 7.25 FED WTH 15.00 PA 15.35 PA0050 5.00 PA UNEM 0.45	62.00 14.50 30.00 30.70 10.00 0.90		401 K 50.00 CO401 K M 25.00		100.00 50.00	1142 375.95
TOTALS				500.00		1000.00	74.05	148.10		50.00		100.00	
JONES, SHIRLEY 01 D100 0003 111-22-3333 YTD GROSS: 850.00	REGULAR DEMO \$	10.00 15.0000		150.00 50.00	50.00	750.00	FICA 12.40 MEDFICA 2.90 FED WTH 24.65 PA 6.14 PA UNEM 0.22	52.70 12.33 24.65 26.10 0.77		401 K 20.00 CO401 K M 0.60		85.00 2.55	1143 158.38
TOTALS		10.00		200.00	50.00	850.00	21.62	116.55		20.00		85.00	
PARTRIDGE, PATTY 01 D100 0007 444-55-6666 YTD GROSS: 800.00	REGULAR SICK	32.00 8.00	10.0000 10.0000	320.00 80.00	72.00	720.00	FICA 23.05 MEDFICA 5.39 FED WTH 41.23 PA 11.41 PA UNEM 0.36	46.09 10.78 82.46 22.82 0.72		CAFE 1 28.33		56.66	1144 290.23
TOTALS		40.00		400.00	80.00	800.00	81.44	162.87		28.33		56.66	
DEPARTMENT # D100 MUSIC CURRENT PAY TOTALS	REGULAR SICK SALARY DEMO \$	66.50 8.00		806.50 80.00 500.00 50.00			FICA 92.27 MEDFICA 21.58 FED WTH 82.50 STATE 45.69 LOCAL 1.37 UNEMPL 1.37	28.33 70.00 25.60 25.00		CAFE 1 28.33 401 K 70.00 CO401 K M 25.60 CHILDSUP 25.00		CHKS: 4	1140.59
TOTALS		74.50		1516.50			252.58	123.33		123.33			
KINCAID, REUBEN 01 D200 0005 333-22-1111 YTD GROSS: 867.50	REGULAR O/TIME BONUS				40.00	500.00	FICA 20.46 MEDFICA 4.79 FED WTH 30.03 PA 10.13	53.79 12.58 86.07 26.63		401 K 33.00 CO401 K M 0.99		86.75 2.60	64V 86.75
TOTALS					40.00	500.00	33.00	101.13		33.00		2.60	

Company: PART-PARTRIDGE MUSIC CO. View: Payroll Reports 12:44 PM

- The second pull down list displays the Client ID#, process#, and check date. The Quarterlies, Check History, W2s and 1099s will list the quarter and/or year.
- The third pull down list shows each report or employee check/voucher detail that was printed in a specific payroll period. Clicking on this entry will pop-up the selection window to select any report/check/return that will instantly display that item in the view window.
- The **Payroll Check Stub** is a screen print of the employee's pay stub. This feature can be reprinted as many times as you would like. **This is a great tool for employees who do not keep check stubs but suddenly need one for mortgage applications, etc.**

Employee Check Stub

Co.#: PART Process: 06 Check Date: 5/02/2003

00000063 - CASSIDY, DAVID

Print

0006	PARTRIDGE MUSIC CO.	DAVID CASSIDY
PART 01	D100	555 SONG LANE
APR 19, 2003	APR 25, 2003	ANYTOWN, PA 19555
	MAY 2, 2003	
		0000053
		199.50

Net Pay: 021200012 999887777 199.50 NET PAY

EARNINGS		TAXES		DEDUCTIONS		YEAR TO DATE	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
REGULAR	40.00	FICA	37.20	401 K	300.00	GROSS	2580.00
	15.0000	MEDFICA	8.70	CO401 K	9.00	FICA	159.96
	600.00	FED WTH	31.68			MEDFICA	37.41
		PA	16.80			FED WTH	130.62
		EASTPK	6.00			STATE	72.24
		PA UNEM	0.12			LOCAL	25.80
						UNEMPL	0.52
						401 K	1290.00
						CO401 K	38.70

Company: PART-PARTRIDGE MUSIC CO. View: Employee Chk Stubs 9:35 AM