

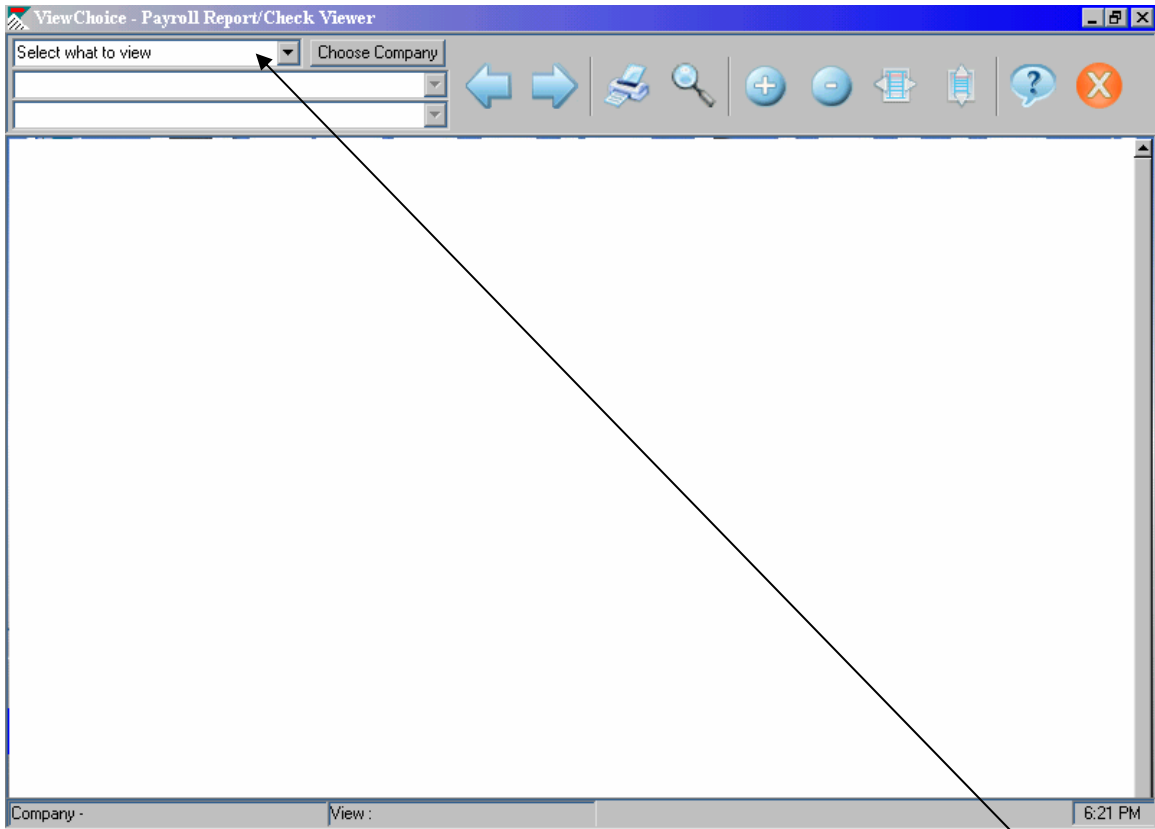
# ViewChoice - Payroll Document Viewer

## Operating Instructions

1. Go to the [www.payrolldoneright.com](http://www.payrolldoneright.com) website, click on Product and Services, then ViewChoice, then click on where it says Download ViewChoice now. You can save it to "My Documents".
2. After the download is complete go to the "My Documents" folder and double click on viewchoice.exe. This will install ViewChoice.
3. The ViewChoice icon should now be on your desktop. 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. (first time in you will be required to enter a password and verify it.)



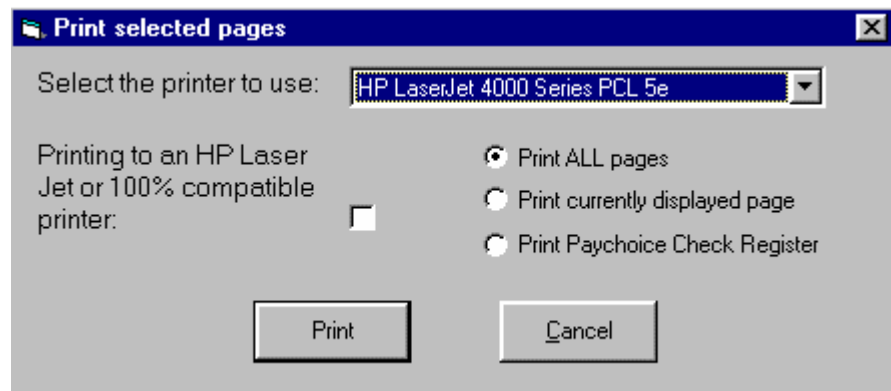
4. After each payroll is processed you should receive an email with an attachment that contains your reports and check stubs. You can click on the attachment and elect to open or save. (If you save the attachment, you will need to go to the location where you saved it, then double click on that file.) Most users simply open the attachment. Opening the attachment will do two things; 1) decrypts and uncompresses the reports and stubs and places them into the ViewChoice program. 2) Starts ViewChoice.



5. You will be presented with a **select what to view** pull down to choose between Payroll Reports, Payroll Checks (*optional*), Check Stubs. If you have multiple companies, you can choose the company by pressing the **choose company** button.
6. 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.







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. M/S EX	CLOCK	EARNINGS	CURRENT		Y T D		TAXES	CURRENT		Y T D		DEDUCTIONS	CURRENT		Y T D		CHECK #
				HOURS	RATE	AMOUNT	HOURS		AMOUNT	AMOUNT	AMOUNT	AMOUNT		AMOUNT	AMOUNT	AMOUNT	NET PAY	
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
			TOTALS		12514.00		15014.00		4976.99	5595.28								7537.01
EMPLOYEE, MR. 1099 448-59-9896	0006	SO SO	1099\$		1000.00		1000.00											126
			TOTALS		1000.00		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
			TOTALS		5999.00		17997.00		2026.72	6080.15								3972.28
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
			TOTALS		7500.00		22500.00		2708.54	8125.61								4791.46
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
			TOTALS		15000.00		45000.00		6142.29	18644.25								8857.71
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.
- 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, or check stub, will 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

EMPLOYEE		EMPLOYER	
NAME	MARSHALL R. DILLON	NAME	DRC INC.
SSN	(554-21-2233)	ADDRESS	1979 MANHATTEN AVENUE
DOB	2,2000	CITY	HOBOKEN, NJ 08074
EMP	2,2000	EMP	5,2000

EARNINGS		TAXES		DEDUCTIONS		YEAR TO DATE	
SALARY	1345.00	FICA	85.29	SSRS	243.80		
		MEDICA	22.49	FICA	232.70		
		FED WTR	174.84	MEDICA	50.40		
		ST	49.99	FED WTR	426.10		
				STATE	121.56		
<b>TOTAL</b>	<b>\$ 1345.00</b>	<b>TOTAL \$</b>	<b>330.51</b>	<b>TOTAL \$</b>	<b>0.00</b>	8080264	*****1200.21

DRC INC.  
1979 MANHATTEN AVENUE  
HOBOKEN, NJ 08074

THE BANK OF NEW YORK  
333 BROADWAY 51, 50W  
NEW YORK, NY 10038

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

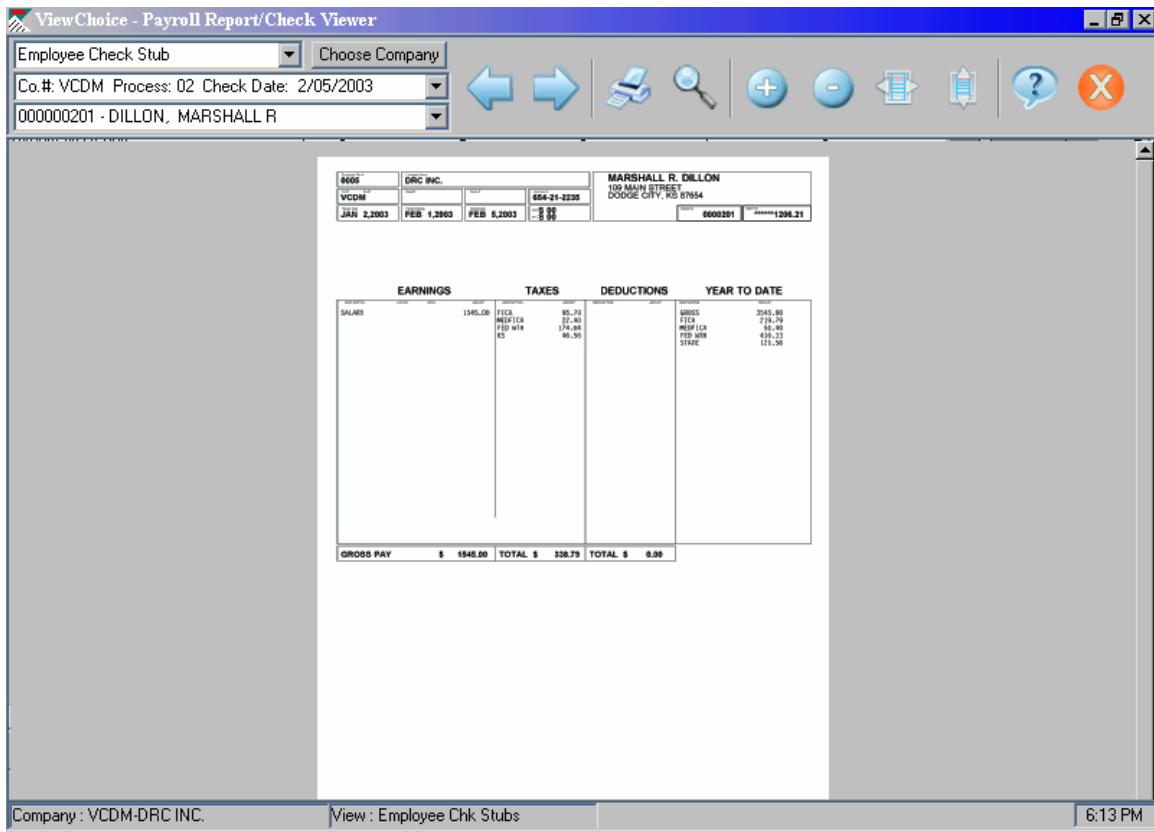
PAY TO THE ORDER OF: MARSHALL R. DILLON  
500 MAIN STREET  
DOUGLE CITY, MO 63054

PAY THIS AMOUNT \*\*\*\*\*[206.21]

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

10. 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 your service bureau send another email w/ the attachment.

11. 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.



***As you receive a new email of ViewChoice attachments from your service bureau, 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 experience problems opening the ViewChoice attachment (some email providers may rename the attachment), you should save the attachment. The attachment should be named "8246xxxx.#vc" where xxxx is the 4 character client id. Once it is saved with the proper name, you can