



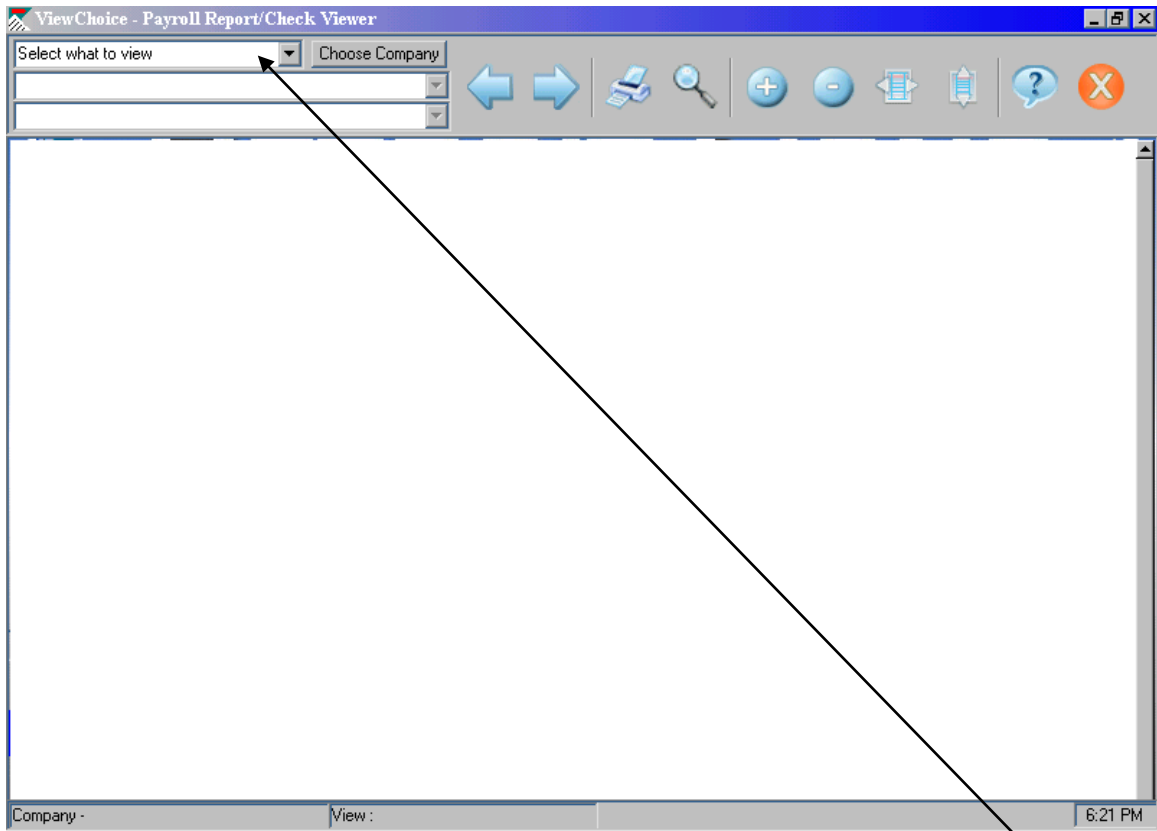
ViewChoice - Payroll Document Viewer

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.



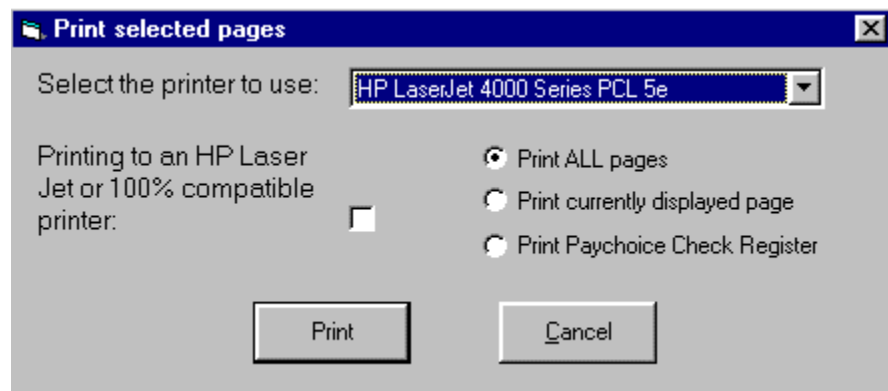
3. When receiving the files via email, save the attachments to where the viewer is stored (example- c:\program files\ViewChoice)



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.

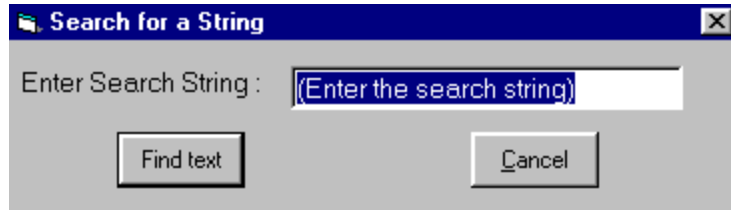


The large blue arrows will move you forward and backwards through the currently displayed report.





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

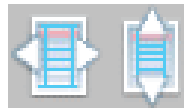
Process Date - 08/26/2008

Psychic Check Register

EMPLOYEE	DATE	AMOUNT	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
000001	08/26/08	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00
000002	08/26/08	700.00	700.00	700.00	700.00	700.00	700.00
000003	08/26/08	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00
000004	08/26/08	800.00	800.00	800.00	800.00	800.00	800.00
000005	08/26/08	600.00	600.00	600.00	600.00	600.00	600.00
000006	08/26/08	400.00	400.00	400.00	400.00	400.00	400.00
000007	08/26/08	200.00	200.00	200.00	200.00	200.00	200.00
000008	08/26/08	100.00	100.00	100.00	100.00	100.00	100.00
000009	08/26/08	50.00	50.00	50.00	50.00	50.00	50.00
000010	08/26/08	25.00	25.00	25.00	25.00	25.00	25.00
000011	08/26/08	12.50	12.50	12.50	12.50	12.50	12.50
000012	08/26/08	6.25	6.25	6.25	6.25	6.25	6.25
000013	08/26/08	3.12	3.12	3.12	3.12	3.12	3.12
000014	08/26/08	1.56	1.56	1.56	1.56	1.56	1.56
000015	08/26/08	0.78	0.78	0.78	0.78	0.78	0.78
000016	08/26/08	0.39	0.39	0.39	0.39	0.39	0.39
000017	08/26/08	0.19	0.19	0.19	0.19	0.19	0.19
000018	08/26/08	0.09	0.09	0.09	0.09	0.09	0.09
000019	08/26/08	0.05	0.05	0.05	0.05	0.05	0.05
000020	08/26/08	0.02	0.02	0.02	0.02	0.02	0.02
000021	08/26/08	0.01	0.01	0.01	0.01	0.01	0.01
000022	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000023	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000024	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000025	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000026	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000027	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000028	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000029	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000030	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000031	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000032	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000033	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000034	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000035	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000036	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000037	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000038	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000039	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000040	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000041	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000042	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000043	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000044	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000045	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000046	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000047	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000048	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000049	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000050	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000051	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000052	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000053	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000054	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000055	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000056	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000057	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000058	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000059	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000060	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000061	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000062	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000063	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000064	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000065	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000066	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000067	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000068	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000069	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000070	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000071	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000072	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000073	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000074	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000075	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000076	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000077	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000078	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000079	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000080	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000081	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000082	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000083	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000084	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000085	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000086	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000087	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000088	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000089	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000090	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000091	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000092	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000093	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000094	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000095	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000096	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000097	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000098	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000099	08/26/08	0.00	0.00	0.00	0.00	0.00	0.00
000100	08/26/08	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		Y T D		TAXES		CURRENT		Y T D		DEDUCTIONS		CHECK #
			AMOUNT	RATE	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
			TOTALS			12514.00		15014.00		4976.99	5595.28						7537.01
EMPLOYEE, MR. 1099 448-59-9898	0006	SO SO	1099SS			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. 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	CHRG	295.80		
		MEDICAL	22.50	FICA	274.75		
		FED WTR	174.84	MEDICAL	51.40		
		ST	49.50	FED WTR	429.33		
				STATE	121.50		
TOTAL	\$ 1945.00	TOTAL \$	326.34	TOTAL \$	0.00		*****1206.21

DRC INC.
1070 MANHATTEN AVENUE
HOBOKEN, NJ 08074

THE BANK OF NEW YORK
333 BROADWAY, 15TH FLOOR
NEW YORK, NY 10038

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

PAY TO THE ORDER OF: MARSHALL R. DILLON
50 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	1946.00	FICA	85.79			GROSS	2045.80
		PREFICA	22.80			FICA	719.79
		FED MTR	176.08			PREFICA	86.80
		KS	40.55			FED MTR	639.33
						STATE	121.96
GROSS PAY \$ 1946.00		TOTAL \$ 336.79		TOTAL \$ 0.00			

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}.