# 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.
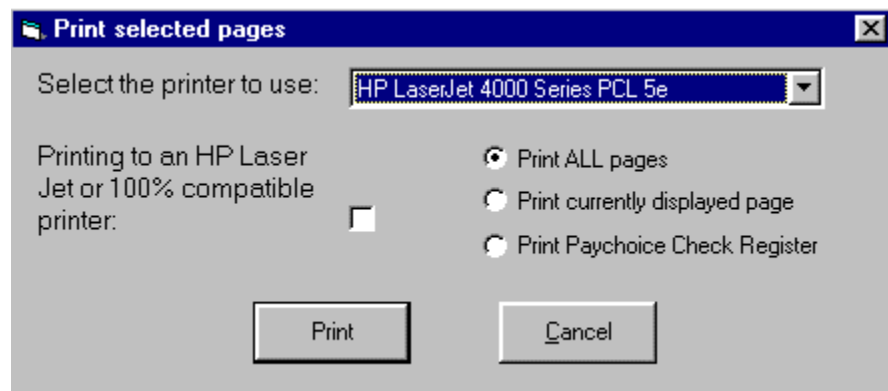


3. When receiving the files via email, save the attachments to where the viewer is stored (example- c:\program files\ViewChoice)
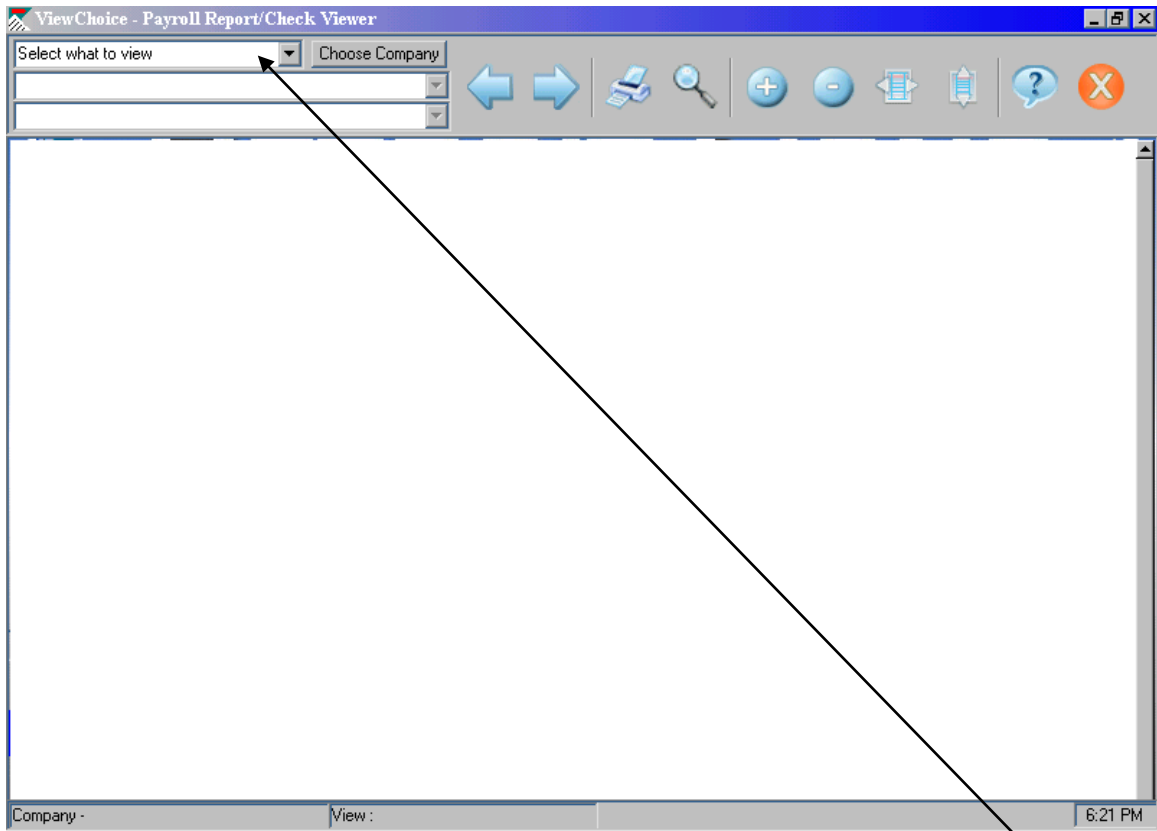
4. When double clicking on the attachment, you will be presented with a **select what to view** pull down to choose between Payroll Reports, Payroll Checks *(optional)*, Check Stubs, Quarterly Reports, Check History, W2s & 1099s*.* If you have multiple companies, you can choose the company by pressing 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.
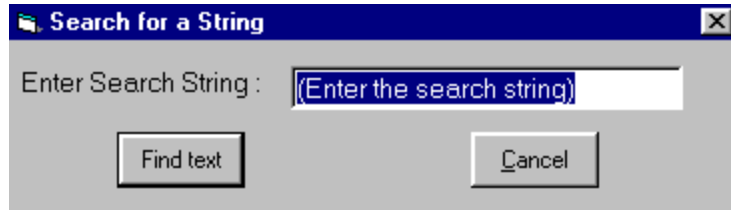


**The large blue arrows will move you forward and backwards through the currently displayed report.**

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

**Search for a String**

Enter Search String : (Enter the search string)

Find text          Cancel

**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 | 167.09 |

**The +/- buttons allow you to drill up or down to enlarge or reduce the print image.**
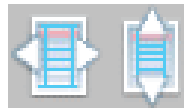
**The vertical and horizontal arrows allow you're to toggle between a max width view and max height.**

**And the X button exits you from the program.**

6. 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.



7. 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.

8. 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.

9. 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.



*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 then 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}.