



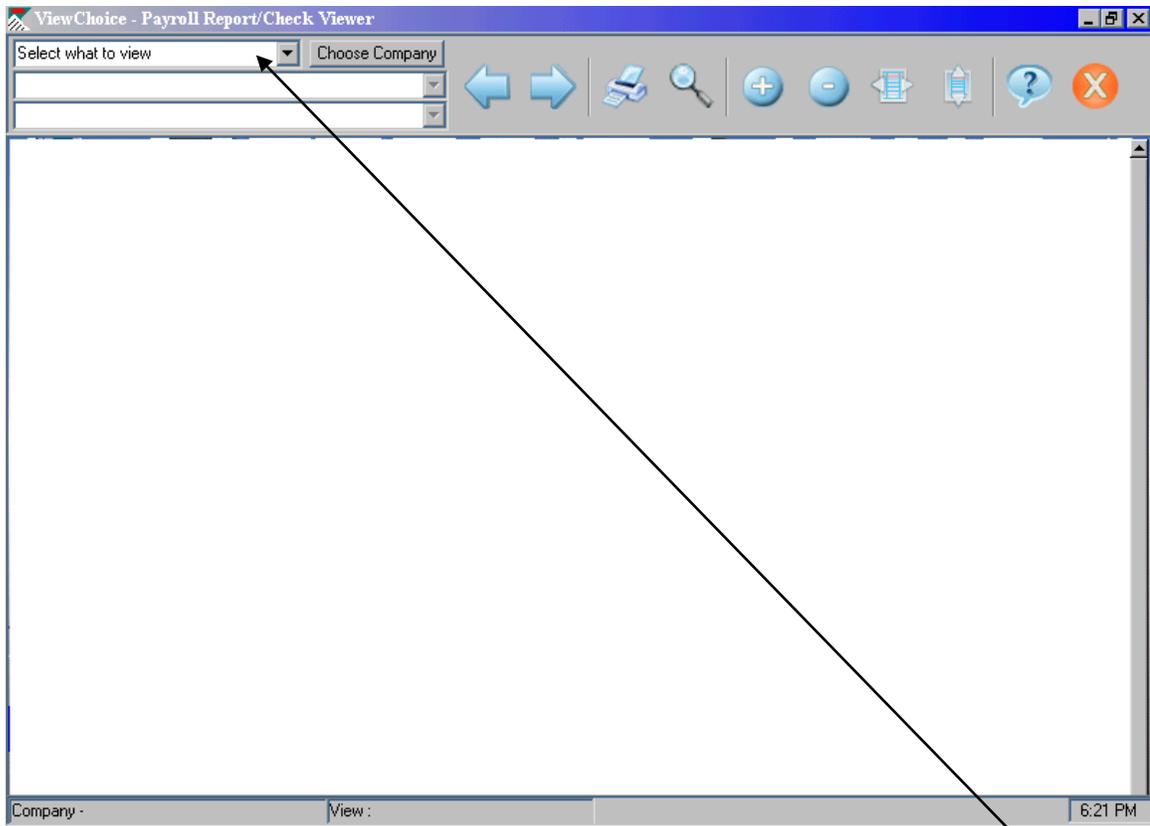
ViewChoice - Payroll Document Viewer

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.



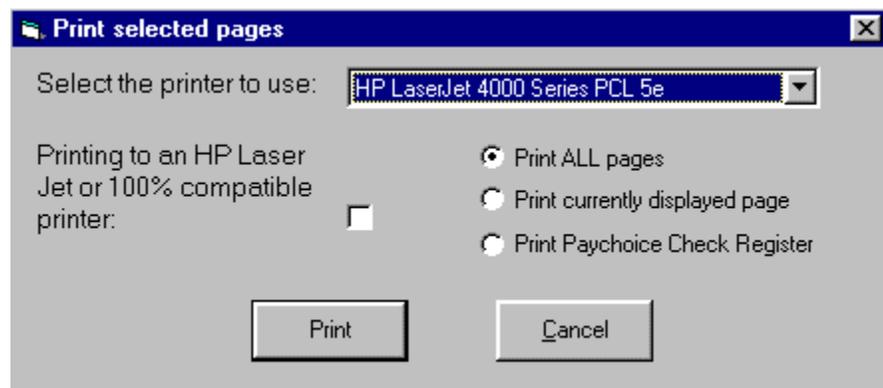
3. When receiving the files via email, save the attachments to where the viewer is stored (example- c:\program files\ViewChoice)



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.

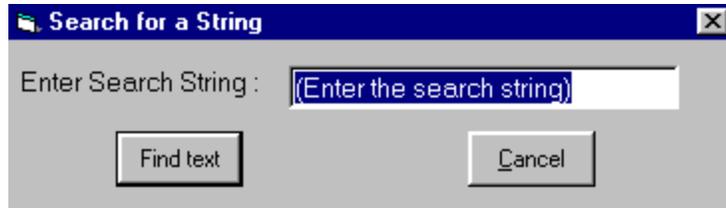


The large blue arrows will move you forward and backwards through the currently displayed report.





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

Paychex Check Register

EMPLOYEE	DATE	AMOUNT	TYPE	DEBIT	CREDIT	BALANCE
000001	06/26/08	1500.00	REGULAR	1500.00		1500.00
000001	06/26/08	1500.00	REGULAR	1500.00		3000.00
000001	06/26/08	1500.00	REGULAR	1500.00		4500.00
000001	06/26/08	1500.00	REGULAR	1500.00		6000.00
000001	06/26/08	1500.00	REGULAR	1500.00		7500.00
000001	06/26/08	1500.00	REGULAR	1500.00		9000.00
000001	06/26/08	1500.00	REGULAR	1500.00		10500.00
000001	06/26/08	1500.00	REGULAR	1500.00		12000.00
000001	06/26/08	1500.00	REGULAR	1500.00		13500.00
000001	06/26/08	1500.00	REGULAR	1500.00		15000.00
000001	06/26/08	1500.00	REGULAR	1500.00		16500.00
000001	06/26/08	1500.00	REGULAR	1500.00		18000.00
000001	06/26/08	1500.00	REGULAR	1500.00		19500.00
000001	06/26/08	1500.00	REGULAR	1500.00		21000.00
000001	06/26/08	1500.00	REGULAR	1500.00		22500.00
000001	06/26/08	1500.00	REGULAR	1500.00		24000.00
000001	06/26/08	1500.00	REGULAR	1500.00		25500.00
000001	06/26/08	1500.00	REGULAR	1500.00		27000.00
000001	06/26/08	1500.00	REGULAR	1500.00		28500.00
000001	06/26/08	1500.00	REGULAR	1500.00		30000.00
000001	06/26/08	1500.00	REGULAR	1500.00		31500.00
000001	06/26/08	1500.00	REGULAR	1500.00		33000.00
000001	06/26/08	1500.00	REGULAR	1500.00		34500.00
000001	06/26/08	1500.00	REGULAR	1500.00		36000.00
000001	06/26/08	1500.00	REGULAR	1500.00		37500.00
000001	06/26/08	1500.00	REGULAR	1500.00		39000.00
000001	06/26/08	1500.00	REGULAR	1500.00		40500.00
000001	06/26/08	1500.00	REGULAR	1500.00		42000.00
000001	06/26/08	1500.00	REGULAR	1500.00		43500.00
000001	06/26/08	1500.00	REGULAR	1500.00		45000.00
000001	06/26/08	1500.00	REGULAR	1500.00		46500.00
000001	06/26/08	1500.00	REGULAR	1500.00		48000.00
000001	06/26/08	1500.00	REGULAR	1500.00		49500.00
000001	06/26/08	1500.00	REGULAR	1500.00		51000.00
000001	06/26/08	1500.00	REGULAR	1500.00		52500.00
000001	06/26/08	1500.00	REGULAR	1500.00		54000.00
000001	06/26/08	1500.00	REGULAR	1500.00		55500.00
000001	06/26/08	1500.00	REGULAR	1500.00		57000.00
000001	06/26/08	1500.00	REGULAR	1500.00		58500.00
000001	06/26/08	1500.00	REGULAR	1500.00		60000.00
000001	06/26/08	1500.00	REGULAR	1500.00		61500.00
000001	06/26/08	1500.00	REGULAR	1500.00		63000.00
000001	06/26/08	1500.00	REGULAR	1500.00		64500.00
000001	06/26/08	1500.00	REGULAR	1500.00		66000.00
000001	06/26/08	1500.00	REGULAR	1500.00		67500.00
000001	06/26/08	1500.00	REGULAR	1500.00		69000.00
000001	06/26/08	1500.00	REGULAR	1500.00		70500.00
000001	06/26/08	1500.00	REGULAR	1500.00		72000.00
000001	06/26/08	1500.00	REGULAR	1500.00		73500.00
000001	06/26/08	1500.00	REGULAR	1500.00		75000.00
000001	06/26/08	1500.00	REGULAR	1500.00		76500.00
000001	06/26/08	1500.00	REGULAR	1500.00		78000.00
000001	06/26/08	1500.00	REGULAR	1500.00		79500.00
000001	06/26/08	1500.00	REGULAR	1500.00		81000.00
000001	06/26/08	1500.00	REGULAR	1500.00		82500.00
000001	06/26/08	1500.00	REGULAR	1500.00		84000.00
000001	06/26/08	1500.00	REGULAR	1500.00		85500.00
000001	06/26/08	1500.00	REGULAR	1500.00		87000.00
000001	06/26/08	1500.00	REGULAR	1500.00		88500.00
000001	06/26/08	1500.00	REGULAR	1500.00		90000.00
000001	06/26/08	1500.00	REGULAR	1500.00		91500.00
000001	06/26/08	1500.00	REGULAR	1500.00		93000.00
000001	06/26/08	1500.00	REGULAR	1500.00		94500.00
000001	06/26/08	1500.00	REGULAR	1500.00		96000.00
000001	06/26/08	1500.00	REGULAR	1500.00		97500.00
000001	06/26/08	1500.00	REGULAR	1500.00		99000.00
000001	06/26/08	1500.00	REGULAR	1500.00		100500.00
000001	06/26/08	1500.00	REGULAR	1500.00		102000.00
000001	06/26/08	1500.00	REGULAR	1500.00		103500.00
000001	06/26/08	1500.00	REGULAR	1500.00		105000.00
000001	06/26/08	1500.00	REGULAR	1500.00		106500.00
000001	06/26/08	1500.00	REGULAR	1500.00		108000.00
000001	06/26/08	1500.00	REGULAR	1500.00		109500.00
000001	06/26/08	1500.00	REGULAR	1500.00		111000.00
000001	06/26/08	1500.00	REGULAR	1500.00		112500.00
000001	06/26/08	1500.00	REGULAR	1500.00		114000.00
000001	06/26/08	1500.00	REGULAR	1500.00		115500.00
000001	06/26/08	1500.00	REGULAR	1500.00		117000.00
000001	06/26/08	1500.00	REGULAR	1500.00		118500.00
000001	06/26/08	1500.00	REGULAR	1500.00		120000.00
000001	06/26/08	1500.00	REGULAR	1500.00		121500.00
000001	06/26/08	1500.00	REGULAR	1500.00		123000.00
000001	06/26/08	1500.00	REGULAR	1500.00		124500.00
000001	06/26/08	1500.00	REGULAR	1500.00		126000.00
000001	06/26/08	1500.00	REGULAR	1500.00		127500.00
000001	06/26/08	1500.00	REGULAR	1500.00		129000.00
000001	06/26/08	1500.00	REGULAR	1500.00		130500.00
000001	06/26/08	1500.00	REGULAR	1500.00		132000.00
000001	06/26/08	1500.00	REGULAR	1500.00		133500.00
000001	06/26/08	1500.00	REGULAR	1500.00		135000.00
000001	06/26/08	1500.00	REGULAR	1500.00		136500.00
000001	06/26/08	1500.00	REGULAR	1500.00		138000.00
000001	06/26/08	1500.00	REGULAR	1500.00		139500.00
000001	06/26/08	1500.00	REGULAR	1500.00		141000.00
000001	06/26/08	1500.00	REGULAR	1500.00		142500.00
000001	06/26/08	1500.00	REGULAR	1500.00		144000.00
000001	06/26/08	1500.00	REGULAR	1500.00		145500.00
000001	06/26/08	1500.00	REGULAR	1500.00		147000.00
000001	06/26/08	1500.00	REGULAR	1500.00		148500.00
000001	06/26/08	1500.00	REGULAR	1500.00		150000.00



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 NUM. CLOCK SOC-SEC. FREQ M/S EX	EARNINGS	CURRENT HOURS RATE	CURRENT AMOUNT	Y T D HOURS AMOUNT	TAXES	CURRENT AMOUNT	Y T D AMOUNT	DEDUCTIONS		CHECK #
								CURRENT AMOUNT	Y T D 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	FED TAX	85.50	CHRG	295.80		
		MEDICAL	22.50	FICA	75.50		
		FED WTR	174.84	RETICN	51.40		
		ST	49.50	FED WTR	429.33		
				STATE	121.50		
TOTAL	\$ 1945.00	TOTAL \$	336.79	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	439.33
						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}.