



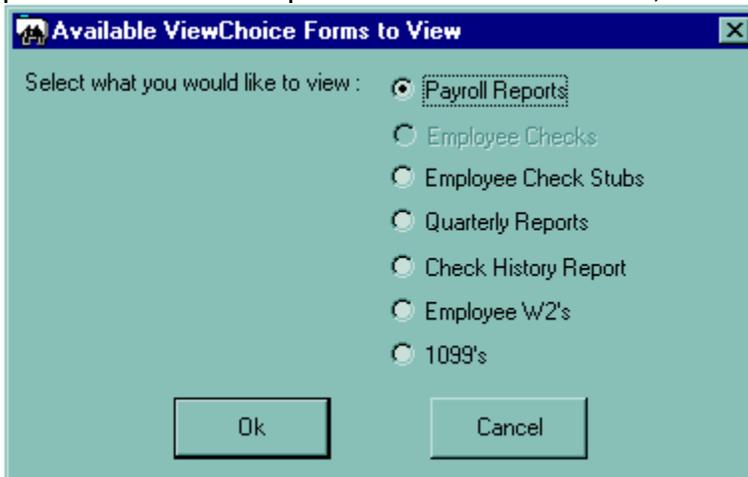
# ViewChoice+ - Payroll Document Viewer

## Operating Instructions

1. After downloading and installing the ViewChoice PCL document viewer, your payroll reports, check stubs and optional live checks to print will be emailed to you each pay cycle inside a encrypted zip file that cannot be opened outside of this viewer.
2. To install a shortcut icon for ViewChoice on your desktop, using MS Explorer, go to the **C:\ProgramFiles\Viewchoice\Paiview.exe** and right click on this file to select 'Create Shortcut on the Desktop'.
3. You may also open the installed version of ViewChoice by double clicking on the email file attachment that the data center has sent with your payroll. This file will have the extension of **.#VC** and when clicked it will '**Autostart**' ViewChoice when you select the '**Open File**' option.
4. Or do a 'Save File to' option and save the file to the C:\ProgramFiles\Viewchoice\ folder, then open ViewChoice as per the desktop icon you built in # 2. Or via the 'START' 'RUN' commands select the path, click on the **PAIVIEW.EXE**, click '**OPEN**', then '**OK**'.
5. With ViewChoice+ PCL file Viewer, password security has been added and will be required each time the program is accesses. Only one password and one level of security is allowed. Your either in or your out!



6. When starting ViewChoice, you will be presented with a selection box to choose between Payroll Reports, Check Stubs, Quarterly Returns, Check History Reports, Employee W-2's and 1099's. Click on the report group you wish to view/print, then 'OK'. To return to this selection menu, choose from the upper left pulldown menu and pick 'Select What to View', first option.



7. 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.

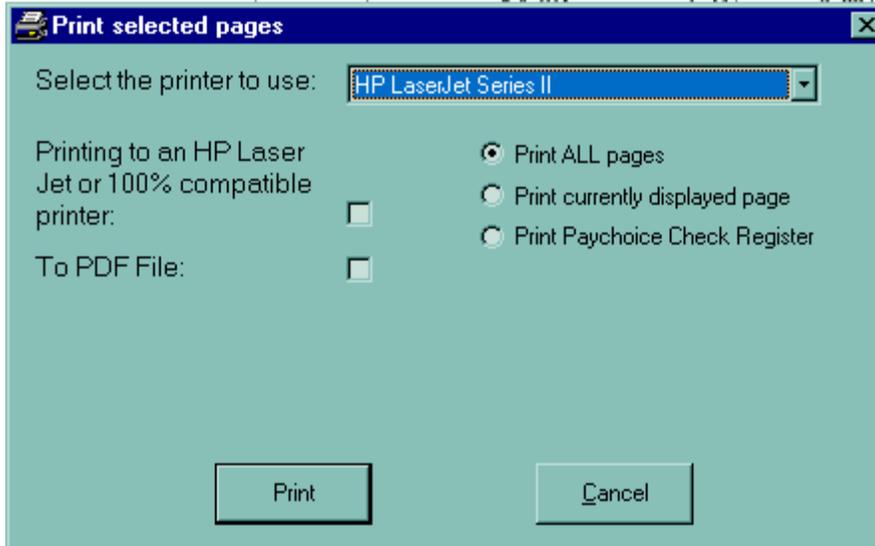
**NAVIGATE:**



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

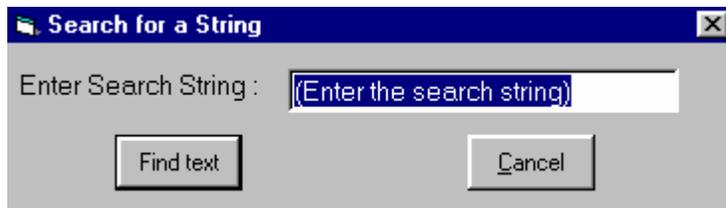
**PRINT:**





The printer button allows you to print the current page, current report or all pages (reports). In addition to selecting any printer available to your PC, you may also print to an Adobe Acrobat file. This will allow you to email a report page or entire report to another person in your office or your accountant.  
.PDF export files are stored in '*Program Files\ViewChoice\PDFFiles*'

### **SEARCH:**



The binocular button allows you to search for any employee, report name or text string.

**ZOOM-IN/OUT:**

The magnifying glasses +/- allows you to drill up or down to enlarge or reduce the print image.

Process Date - 06/29/2000

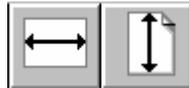
Psychosis Check Register											
EMPLID	EMPL	EMPL	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.
001234	0001	0001	1500.00	80.00	1580.00	1580.00	1580.00	1580.00	1580.00	1580.00	1580.00
TOTALS			1500.00	80.00	1580.00	1580.00	1580.00	1580.00	1580.00	1580.00	1580.00
001235	0002	0002	1500.00	80.00	1580.00	1580.00	1580.00	1580.00	1580.00	1580.00	1580.00
TOTALS			1500.00	80.00	1580.00	1580.00	1580.00	1580.00	1580.00	1580.00	1580.00
001236	0003	0003	1500.00	80.00	1580.00	1580.00	1580.00	1580.00	1580.00	1580.00	1580.00
TOTALS			1500.00	80.00	1580.00	1580.00	1580.00	1580.00	1580.00	1580.00	1580.00



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

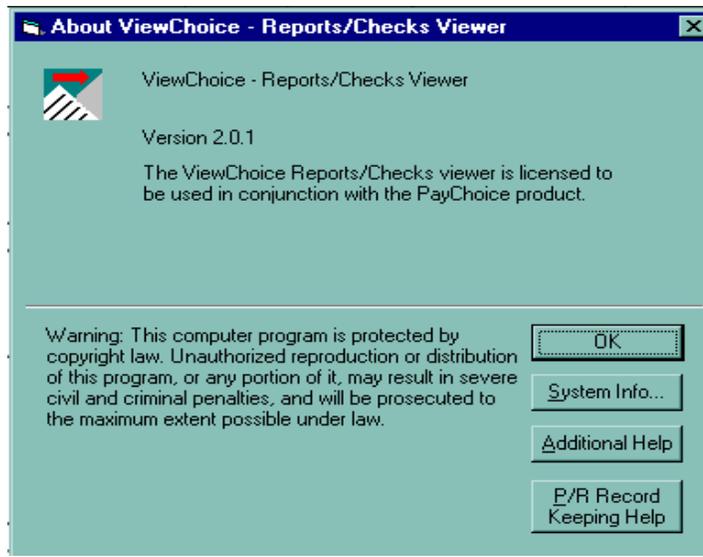
**PAGE ORIENTATION:**

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



**PROGRAM HELP:**





The question mark icon will display the program help. From there you may select:

**OK – Return to Program**

**System Info – Give you technical specifications on this PC workstation.**

**Additional Help – View this document as HTML help in your internet browser.**

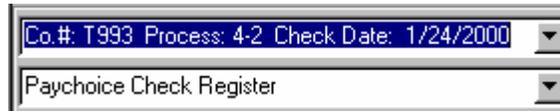
**Payroll Record keeping Help – Displays a .PDF document on record keeping guidelines including a chart of all state regulations.**

## **EXIT THE PROGRAM**

And the little door button exits you from the program.

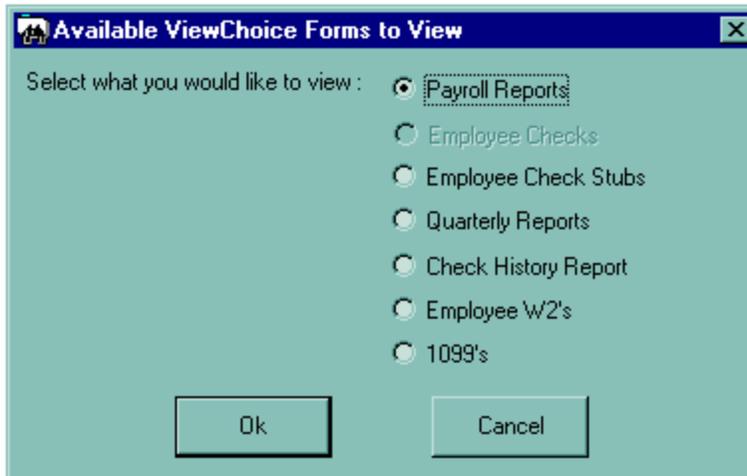


8. Looking at the two pull down lists in the upper left corner of the window, you will see that the top list reflects the report group for each payroll or quarterly process. Clicking on the first entry in the top list will pop up the selection window to choose another report group. Clicking on any other payroll or quarter process will populate the second (bottom) pull down list.



Co. #: T993 Process: 4-2 Check Date: 1/24/2000  
Paychoice Check Register

Select this to go to another report group...

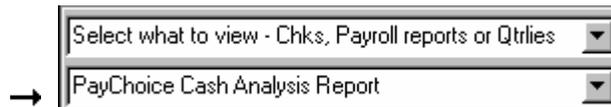


Available ViewChoice Forms to View

Select what you would like to view :

- Payroll Reports
- Employee Checks
- Employee Check Stubs
- Quarterly Reports
- Check History Report
- Employee W2's
- 1099's

Ok Cancel



Select what to view - Chks, Payroll reports or Qtries  
PayChoice Cash Analysis Report



ViewChoice - Payroll Report/Check Viewer

Co.#: T993 Quarter: 1 Year: 2000  
Federal 941 Qtrly Return

T993

Form **941**  
(Rev. January 1999)  
Department of the Treasury  
Internal Revenue Service

**Employer's Quarterly Federal Tax Return**  
▶ See separate instructions for information on completing this return.  
Please type or print.

Enter state code for state in which deposits were made ONLY if different from state in address to the right (see page 2 of instructions).

Name, Trade name, if any  
**AJAX COMPANY, INC.**

Address and ZIP code  
**WHOLESALE WAREHOUSES  
20 HENRY AVE.  
WALNUT CREEK, CA 95486**

Date quarter ended  
**3/31/2000**

EIN  
**94-2484353**

OMB No. 1545-0029

T  
FF  
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FP  
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If address is different from prior return, check here. . . . .

IRS Use

1	1	1	1	1	1	1	1	1	2	3	3	3	3	3	3	3	4	4	4	5	5	5
6	7	8	8	8	8	8	8	8	8	9	9	9	9	9	9	9	10	10	10	10	10	10

If you do not have to file returns in the future, check here. . . . .  and enter date final wages paid . . . . . ▶

If you are a seasonal employer, see **Seasonal employers** on page 1 of the instructions and check here. . . . . ▶

1	Number of employees in the pay period that includes March 12th. . . . . ▶	1	71
2	Total wages and tips, plus other compensation. . . . .	2	381,952.63
3	Total income tax withheld from wages, tips, and sick pay. . . . .	3	47,639.45
4	Adjustment of withheld income tax for preceding quarters of calendar year. . . . .	4	0.00
5	Adjusted total of income tax withheld (line 3 as adjusted by line 4 -- see instructions). . . . .	5	47,639.45
6	Taxable social security wages. . . . .	6a	398,114.50
	Taxable social security wage rate. . . . .	6b	12.4% (.124)
	Taxable social security tax. . . . .	6c	0.00
	Taxable Medicare wages. . . . .	7a	398,114.50
	Taxable Medicare wage rate. . . . .	7b	1.45% (.0145)
	Taxable Medicare tax. . . . .	7c	5.77

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ViewChoice - Payroll Report/Check Viewer

Co.#: T993 Process: 4-2 Check Date: 1/24/2000  
00000535 - BALDWIN, ALAN

Employer Fed ID <b>5021</b>	Employer Name <b>WHOLESALE WAREHOUSES</b>	Employee Name <b>ALAN BALDWIN</b>
Co.# <b>T993</b>	Dept. <b>01</b>	Emp.# <b>0010</b>
Check Date <b>JAN 11, 2000</b>	Check Date <b>JAN 17, 2000</b>	Check Date <b>JAN 24, 2000</b>
Check No. <b>S 00</b>	Check No. <b>S 00</b>	Check No. <b>S 00</b>
Check No. <b>0000535</b>	Check No. <b>*****1127.23</b>	

EMER CONT : Mary Baldwin  
EMER PHONE: (209)877-6611  
EMER PHON2: (324)624-7634  
SUPERVISOR: Joe Blank

Mon 010700: In0815am Out0530pm 8.75	EMER CONT : Mary Baldwin
Tue 010800: In0730am Out0400pm 8.50	EMER PHONE: (209)877-6611
Wed 010900: In0900am Out0500pm 7.00	EMER PHON2: (324)624-7634
Thu 011000: In0800am Out0630pm 9.50	SUPERVISOR: Joe Blank
Fri 011100: In0900am Out0500pm 7.00	
Sat 011200: In1000am Out1230pm 3.00	
Sun 011300: .....0.00	
Total WK1: >>Total Hrs Worked 43.75	

EARNINGS		TAXES		DEDUCTIONS		YEAR TO DATE	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
SALARY	1500.00	FICA	89.59	CAFE 5	55.00	GROSS	1940.00
		MEDFICA	20.95	IRA	25.00	FICA	110.05
		CA DIS.	7.23	SAVINGS	100.00	MEDFICA	25.74
				XMASCLB	75.00	DISAB.	8.88
				VAC IN	4.00	CAFE 5	165.00
						IRA	25.00

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