ViewChoice - Payroll Document Viewer

Operating Instructions

Download the ViewChoice Viewer:
- ✓ Go to http://www.pai-payroll.com/support/viewchoice.asp website
- ✓ Click on *DOWNLOADS* in the **LEFT column**
- ✓ Click on *ViewChoice Install 2.5.2*
- ✓ Choose *OPEN…OK…RUN from Current Location…OK…YES…NEXT…YES…NEXT…FINISH*

1. The ViewChoice icon (at the top of this page) will automatically be placed on your desktop. You will then be asked to create a password (minimum of 6 characters ~ case sensitive). Every time you access the program it will prompt you for a password. (There will be no data to view until you open the separate email attachment with the reports once you go live).

2. Then you will be presented with a selection box to choose between Payroll Reports & Employee Check Stubs. *(Although Quarterly Reports, Check History, W2s & 1099s are not available via email, they are available at year-end on 1 CD that includes your ENTIRE year of payroll reports and checks ~ a great archival tool!)* Click on the report group you wish to view/print, then 'OK'.

3. **Each pay period** you will receive an with all the reports and check stubs attached in one file. Simply double-click on the attachment, choose OPEN (not SAVE) and the file will unzip and the ViewChoice program will automatically begin with the password prompt. The new file will be saved with the prior payroll files giving you complete access to ALL your payrolls. (If you choose SAVE then you have to assign a new file name each payroll).
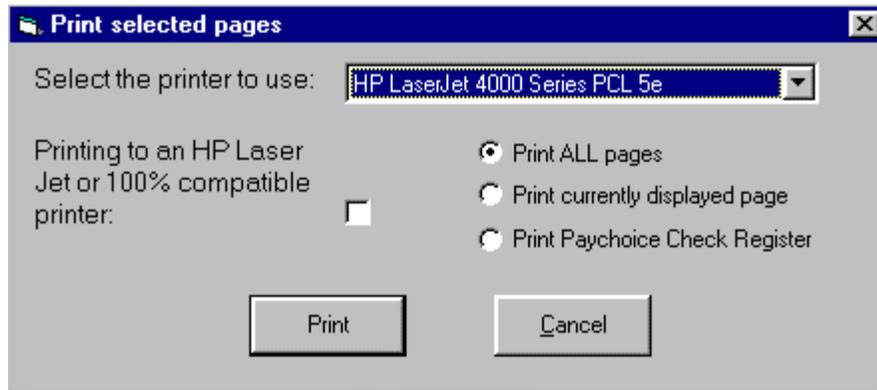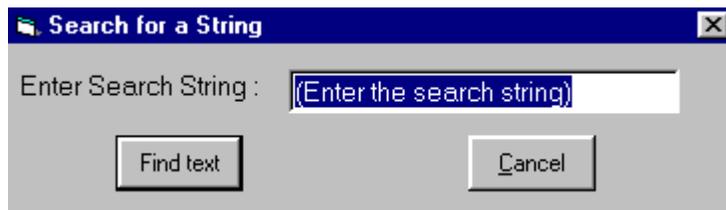
4. To familiarize yourself with the functions of this program, place your cursor over each icon at the screen top and read the 'tool tips' notes.

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

The printer button allows you to print ALL Pages, Current Page, or a Specific Report (most used).

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

The +/- buttons allow you to drill up or down to enlarge or reduce the print image.

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

The 'X' button exits you from the program.

5. 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 any payroll period. Clicking on the first entry in the top list will pop-up the selection window to choose another type of report. **Having the arrow down puts the most recent payroll at the top of your list.**

6. The second pull down list displays the Client ID#, process#, and check date. The Quarterlies, Check History, W2s and 1099s will list the quarter and/or year.

7. The third pull down list shows each report or employee check/voucher detail that was printed in a specific payroll period. Clicking on this entry will pop-up the selection window to select any report/check/return that will instantly display that item in the view window.

8. The **Payroll Check Stub** is a screen print of the employee's pay stub. This feature can be reprinted as many times as you would like. *This is a great tool for employees who do not keep check stubs but suddenly need one for mortgage applications, etc*.