

Save time, money and resources with **VIEWCHOICE!**[®]



The ultimate in reporting convenience: Paperless records.

Eliminate filing cabinets and endless mounds of paper payroll reports with ViewChoice!

ViewChoice offers ultimate convenience at your fingertips. ViewChoice is a CD-based reporting module that contains a copy of every payroll report, check stub, W-2, 1099, earning record and payroll tax return processed for the period selected—monthly, quarterly, or annually. You can receive a CD that contains a complete historical copy of all payrolls for that period.

Regardless of the size of your payroll, ViewChoice offers many conveniences. Even if you manage payroll for more than one organization, you can switch from one company to another with a click of the mouse. You can also search and sort your records by company, employee, or report type—making it easy to find the information you need, when you need it. You can even specify a certain date range to provide employee check history for a designated timeframe. Create PDF (portable document format) files of any payroll report or check stub and send them instantly to employees, accountants, tax authorities, and others who may need payroll information immediately. Best of all, there is no difficult setup or training needed to receive payroll reports or checks on a compact disc—even for your very next payroll.

For more information, contact our office today!

Employee Name	From	To	Check #	Net Pay	FICA	Local	State	Fed	Other	Total
John Doe	01/01/01	01/31/01	1001	1000.00	100.00	50.00	25.00	125.00		1380.00
Jane Smith	01/01/01	01/31/01	1002	1200.00	120.00	60.00	30.00	150.00		1560.00
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ViewChoice is an excellent archiving tool so you can quickly and easily access employee information at any time. Overall benefits of ViewChoice include:

- A complete history of all payroll received for the last year (quarter or month)
- Replaces paper reports and eliminate extensive paper storage
- Backup copy in case hardcopy reports are unavailable
- Reprint W-2s, live checks, vouchers or reports right away and in your office
- Annual from-to check history is available for any period, for any employee
- Export information from ViewChoice to a PDF file
- Send a copy to your accountant or auditor at year end