



Payroll Network, Inc.

ViewChoice Reports & Information

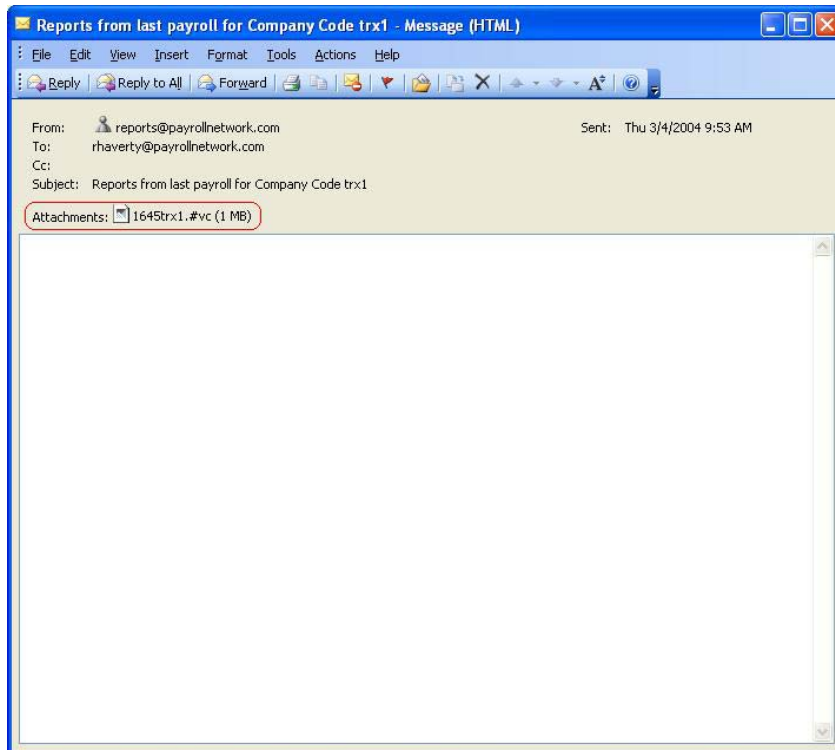
This document contains information on how to use the ViewChoice viewer program that allows you to open encrypted payroll files that are sent to you electronically.

Contact Nicholas Holcomb at 301.770.5134 with any questions.

ViewChoice is a program that must be used to view payroll report files that are sent to you electronically (this service is known as Payroll In A Flash). If you do not have ViewChoice installed on your computer, please see the companion document titled ViewChoice Installation.

Once you are setup with Payroll In A Flash, you will automatically receive report files by email when we have completed the payroll processing. The email will include an attachment with your payroll information. This attachment is a unique file for several reasons: 1) it is encrypted and can only be viewed with ViewChoice, for your security, 2) the file is actually an archive or zipped collection of data, which is auto-extracted to the ViewChoice installation directory (generally c:\program files\viewchoice), and 3) it cannot be renamed. However, you shouldn't let these technical details intimidate you – ViewChoice is simple and straightforward to use.

When you receive your Payroll In A Flash, the email will look something like this:



Note the attachment has the name 1645XXXX.#VC, where the XXXX is replaced with your four digit Payroll Network company code. Remember, this name cannot be changed. If you use an email program that renames the file at all (MSN Hotmail is known to switch the name to 1645XXX._VC for example) the file will not open. You will have to save the attachment to your computer separately and rename it in this case.

However, if you use a standard email program such as Outlook, you can just double-click the attachment to open the file. The attachment will open into ViewChoice. Use the menus on the top left to navigate through the various reports:

ViewChoice - Payroll Report/Check Viewer

Payroll Report | Choose Company

Co.#: TRX1 Process: 13 Check Date: 6/20/2003

Cash Analysis

Master Personnel Report
 Quarterly Journal Summary Report
 Month To Date Report
 Year To Date Report
 Vacation and Sick Accrual Rpt
 Payroll Timesheet
Cash Analysis
 Delivery Page

TRX1 ESBI

Cash Analysis Report

Dear Client, Last Pay of Quarter
 Your payroll was processed on OCT 22,2003 with the Checks Dated for JUN 20,2003 . Please Find the Following Enclosed.

Report:	# of Pages	Report:	# of Pages
Payroll Checks	4	Vouchers	2
PAYROLL CHECK REGISTER	2	Check Reconciliation Report	1
ACH - Direct Deposit Report	1	Department Summary Report	2
Employee Department Analysis Report	1	General Ledger Report	1
Tax Liability Report	2	Workers Compensation Summary	2
Current Deduction Report	1	Master Personnel Report	6
Quarterly Journal Summary Report	1	Month To Date Report	1
Year To Date Report	1	Payroll Timesheet	2

Reg Hrs : 408.00	D/T Hrs : 24.00	Oth Hrs : 80.00	#EEsPaid: 6	#NotPaid:	# Vendor:	# Checks: 4	#Voucher: 2
#NewHire:	#Changes:	#Manuals:	# VOIDS :	# Active: 6	#InActiv:	# Terms :	SB ID# : 1645

Check Totals:

Your Bank Name	Bank T/R ABA #	CHK# From-To	Bank Account #
SOMERSET VALLEY BANK	021210044	1096 - 1099	999999999
Total Net Pay (Before Div 99 & Adj):		\$6184.33	
Total All Payroll Checks:		\$6184.33	

Company : TRX1-ESBI | View : Payroll Reports

For more information, click on the Help button:



Select Additional Help for a complete ViewChoice guide.