



## ViewChoice Reporting

ViewChoice is an archiving module that collects a copy of every payroll report, check stub, W-2, 1099, earning record and payroll tax return processed for the period selected — pay date, quarterly, or annually.

### ViewChoice Reporting includes:

- △ Convenient, downloadable payroll reports and check images
- △ Easy access to pay stubs, reports, labor distribution and payroll registers. Quarter end reports are also available
- △ All reports normally available to you in the Payroll module; download in PDF format, save, or print these reports
- △ Replaces paper reports and eliminate extensive paper storage
- △ Reprint W-2s, 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 any time

Contact us today to find out how ViewChoice Reporting can benefit your organization.

**Toll-free:** 800.279.9916 extension 555

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