

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 – monthly, 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. You can download in PDF format, save, or print these reports.
- Replaces paper reports and eliminate extensive paper storage
- 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



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