

# Managing Paystubs Generated for Clients

If you're an accounting professional who prepares payroll for clients, the new e-mail paystub feature, which is designed to e-mail a paystub to each employee at the employee's own e-mail address, won't work for you. Instead, you can create a single file containing all the paystubs, and e-mail that file to your client.

The file you create is saved on your hard drive instead of being printed or e-mailed automatically from QuickBooks. It's a good idea to create a subfolder for payroll stubs in the folder you use to house the client's files. Then, if something untoward happens at the client's office, you can re-send the file.

The instructions in this document cover using a PDF file or a TIFF file for the paystubs. The file is sent to your client as an attachment, which means the sensitive information is not sent across the Internet as plain text within the e-mail message. However, it's best to take extra security measures to secure the attachment. You might be able to accomplish that with a PDF file; or, see the section "File Security" in this document.

## Using a PDF Printer

You can install a PDF printer on your computer and print all the paystubs to a PDF file. There are numerous PDF printers available that you can download from their creators. Some are free (none of them are expensive). Search the Internet for the phrase "pdf converters" to find a PDF printer that suits your needs. It's best to find a PDF converter that is capable of password-protecting the file, because the contents of the file include highly sensitive information.

When you're ready to print the paystubs, use the following steps:

1. Select the PDF printer in the Print dialog.
2. Select the folder in which to save the file.
3. Name the file with an appropriate filename, such as *<ClientName>Payroll<Date>*.
4. Assign a password to the document (assuming your PDF converter has that feature). Be sure to call the client and reveal the password.

The resulting PDF file prints each paystub on a separate page. E-mail the PDF file to your client, who can distribute the stubs to employees. Your client must have a PDF reader, which is available from [www.adobe.com](http://www.adobe.com) at no cost.

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**NOTE:** Unfortunately, although QuickBooks installs a PDF printer driver, it's not available to you in the Print dialog.

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# Using the Microsoft Office Document Image Writer

If you have Microsoft Office 2003 or 2007 installed, you can use the Microsoft Office Document Image Writer to print the paystubs as a graphic file.

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**NOTE:** *In Office 2007, this printer is not installed by default. You can rerun the Office setup program, using the customized installation feature, to install it.*

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Your clients do not need MS Office to open the resulting file, because it's sent as a TIFF (Tagged Image File Format) graphic image that can be opened in any version of Windows. The file that's saved has a separate page for each paystub.

To use the Microsoft Office Document Image Writer, print the paystubs using the following steps:

1. In the Print dialog, select the Microsoft Office Document Image Writer
2. Choose Page Oriented, Single Sheets as the printer type.
3. Click Options and make the following changes:
  - In the Advanced settings, select TIFF as the file type and Superfine as the resolution setting (in Office 2007 you may see the option MDI Format, which is Microsoft Document Imaging Format, a variant of TIFF).
  - Select the folder in which you want to save the file.
4. Press Print to print your paystubs to a file.
5. Name the file appropriately, such as *<ClientName>Payroll<Date>*.

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**WARNING:** *If you see a printer named Microsoft XPS Document Writer on the printer list, don't confuse it with the Office Document Image Writer. It does not produce a graphic file. Don't use this printer for this task.*

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## File Security

The file you send your client is filled with sensitive information, and it's best to make sure the contents cannot fall into the wrong hands.

- If you use a PDF converter with the ability to password-protect the file, and you're sure only the appropriate person at the client's site has the password, it's safe to e-mail the file.
- You cannot password protect the file produced by the Microsoft Office Document Image Writer.

If you aren't using a password protected PDF file converter, following are some suggestions for securing the information in the paystubs file.

Create a zipped file that is password-protected, and send that file to your client (call the client to reveal the password, don't put it into the text message). Password-protection for a Zip file is

available in programs such as WinZip, it is not available in the built-in compression (zip) function that comes with Windows.

If you have a website you probably have server-based storage available. Create password-protected folders for client files and upload the paystub files so your clients can download them. Notify your clients of their folder names and passwords (don't use the message text in your e-mail to divulge the password). Direct downloading from an ftp server to a client computer is secure because it doesn't travel through the Internet the way e-mail does.