

# MYOB EXO Employer Services Payroll module

A powerful, simple payroll solution for medium sized and larger businesses.

MYOB offers a suite of products called MYOB EXO Employer Services. Specifically designed for medium sized and larger businesses, the suite delivers a powerful payroll management solution with a wide range of flexible processing and reporting functions.

MYOB EXO Employer Services Payroll module enables you to export General Ledger information and interact with the electronic banking system and process many pays per session. MYOB EXO Payroll allocates relevant taxes and accrues leave, sickness and other entitlements. It's able to plan for and manage staff leave and its effect on overall staffing and productivity levels. Staff costs and trends are easily tracked with over 40 standard reports available, including audits. With EXO Payroll there is no need to roll-over at the end of the financial year which enables it's users to access previous year(s) information.

## Flexibility

- > Flexible processing and reporting multi-level cost centre analysis with unlimited costing per employee
- > General Ledger exporting to most accounting systems
- > Employees can be set up with multiple wage and hourly rates
- > One-off pays (adjustment pays) for commissions, terminations and ad-hoc pays that don't always fit with standard pay periods
- > Integration with banking systems
- > Prioritises deductions or direct credits to handle levies or claims on employees' wages
- > Powerful reminder functionality for employee notes, diary notes, birthdays, reviews and more
- > Multiple payroll companies and capability for many users.

## Key features and benefits

- > Easy to use payroll cycle which guides the operator through the process
- > Unlimited, flexible processing and reporting for allowances, deductions, cost centres, departments, employee note types, Superannuation / KiwiSaver\* and General Ledger codes
- > Customised security and user access, with the ability to restrict accessibility to any part of the system
- > Downloadable updates via the internet
- > Full integration with MYOB EXO Employee Information, MyStaffInfo and EXO Time and Attendance to create an entire HR management solution
- > Central repository for all your staff information
- > Customised reporting with Clarity report writer.

## Simple processing

- > Simple step-by-step guide sets up MYOB EXO Payroll to match your individual needs
- > MYOB EXO Payroll pay cycle guides you through your pay process
- > Year to date loading wizard easily loads your pay history from your old system
- > Audit reporting by exception clearly and easily shows variations between current pay, standard pay and last pay
- > The fringe benefit tax (FBT) wizard reports if you are paying too much FBT.

# MYOB EXO Employer Services Payroll module Fact Sheet

## Comprehensive reporting

- > Extensive reporting capability on all areas of your payroll
- > Full history of past transactions for auditing and reporting purposes
- > Reports generated in a variety of outputs including printer, screen, PDF, MyStaffInfo (EXO's employee self service module) and CSV
- > Report runs allow you to set up your favourite reports and create default settings to print all your reports at the push of one button
- > Consolidated reporting offers a combined trial balance for more than one company
- > A broad range of reporting options, filtering conditions, sorting and summarising features
- > Audit reporting
- > Customised reporting with clarity report writer ensures that an organisations reporting needs can be met.

## Security

- > Security access is easily set up to meet individual needs
- > Individual users can be set up with definable access rights
- > Inbuilt facilities can secure your payroll information and roll it back to a previous date using backup and restore

## Efficiency

- > Rapid load data entry screen
- > Keyboard-driven with function keys for power users
- > Tax and legislation compliance via downloadable upgrades
- > No need for year-end rollover
- > Fully operational demonstration company
- > ATO / IRD and bank account number validation
- > Extensive, flexible leave processing options
- > Leave management summary screen for each employee
- > Plan your company's upcoming leave with the leave planner
- > MYOB EXO Payroll automatically accrues leave and handles leave payments
- > Automatically tracks leave entitlements and keeps your records up to date.

## Extensive, established partner network

The EXO Suite of products are implemented and supported by our expert MYOB Partner Network across Australia and New Zealand. We provide educated advice regarding the entire range of MYOB EXO Business and Employer Services Solutions and work with you to design a solution that meets the unique needs of your business.

## An integrated business solution from MYOB

A range of additional modules are available and can be adopted and tailored to your business. With the assistance of an MYOB EXO Partner, we can build a comprehensive business management system tailored specifically for your business requirements.

For more information

If you want to discover how an integrated business management system can improve your business visit [myob.com.au/enterprise](http://myob.com.au/enterprise)  
[myob.co.nz/enterprise](http://myob.co.nz/enterprise)