

# MYOB EXO Payroll Module Australian Version

A powerful and simple payroll solution for larger, more complex businesses in a wide range of industries.

The core module in the EXO Employer Services Suite. MYOB EXO Payroll is a powerful stand-alone payroll management solution for larger businesses, with a wide range of flexible processing and reporting functions and the ability to export general ledger information and interact with the electronic banking system.

As well as processing up to 1,000 staff pays per session, EXO Payroll allocates the relevant taxes and accrues leave, sickness and other entitlements, with the ability to plan for and manage the effect of leave on overall staffing and productivity levels. Staff costs and trends are easily tracked, with over 40 standard reports available, including audits. Thankfully, there's no need to roll-over at the end of the financial year, and previous financial year data is easily retrievable if required

## Key features and benefits

- Unique step-by-step payroll cycle which guides the operator through the process
- Unlimited, flexible processing and reporting for allowances, deductions, cost centres, departments, employee note types and general ledger codes
- Customised security through individual user/password combinations, with the ability to allow or deny access to any part of the system
- Download updates via the internet.
- Simple step-by-step processing
- Integrates with other MYOB EXO modules such as EXO Employee Information, MyStaffInfo and EXO Time and Attendance to create an entire HR Management Solution
- Online updates provide fast, easy access to 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 hourly rates
- One-off pays (adjustment pays) for commissions, terminations and ad-hoc pays that don't always fit with standard pay periods
- Integrates with all banking systems
- Can prioritise deductions or directs credits to handle levies or claims on employees' wages
- Powerful reminder functionality for employee notes, diary notes, birthdays, reviews and more
- Can have multiple payroll companies and multiple users
- Central repository for your entire employee services information.

### Simple Processing

- Simple step-by-step guide sets up MYOB EXO Payroll to match your needs
- MYOB EXO Payroll Pay Cycle steps you through your pay process
- Step-by-step Termination Wizard guides you easily through the employee termination 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

### Comprehensive Reporting

- Extensive reporting 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, and CSV
- Report runs allow you to set up your favourite reports and report settings to print all your reports at the push of one button
- Consolidated Reporting – get one trial balance for more than one company
- A broad range of reporting options, filtering conditions, sorting and summarising
- Comprehensive audit reporting.

### Security

- Security access is easily set up to meet individual needs
- Individual users can be set up with definable access rights
- Backup and Restore – inbuilt facilities that secure your payroll information and roll it back to a previous date, if required.

### Efficiency

- Rapid Load data entry screen
- Keyboard-driven with function keys for power users
- Tax and legislation compliance – upgrades are available via down load
- No need for year-end rollover
- Fully operational demonstration company
- TFN and bank account number validation
- Leave processing
- Extensive and flexible leave processing and 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 holiday entitlement, sick leave and keeps your employee records up to date.

# EXO EMPLOYER SERVICES FACTSHEET

## Additional modules to enhance your business

If you are interested in a more flexible business management solution for your larger, more complex business and have some very specific industry requirements, we can help.

MYOB Enterprise Solutions contains a series of additional modules that can be purchased and integrated to form a complete business management solution.

Additional Modules available in the EXO Employer Services Suite to enhance your business system include:

- MYOB EXO Payroll
- MYOB EXO Time and Attendance
- MYOB EXO Timesheet
- MYOB EXO Employee Information
- MYOB EXO Timeclocks
- MYOB MyStaffInfo
- MYOB EXO Health and Safety\*
- MYOB EXO Assist\*
- MYOB EXO Business (ERP)

## More information

To find out more or to organise a demonstration of MYOB EXO Payroll and Employer Services, please contact MYOB Enterprise Solutions on the details below:

\*Available in New Zealand only.



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