



EXO Employer Services factsheet

MYOB EXO Payroll

A powerful and simple payroll solution for businesses of all sizes - across any industry. Using the right payroll system can save your business time and money.

MYOB is making business life easier with a comprehensive range of payroll products and services designed to streamline your operations.



Key Features

MYOB EXO Payroll makes maintaining and processing payroll faster and easier. Regular updates ensure legislation conformity.

The software includes numerous features to simplify payroll processes:

- Simple processing using our unique Step-by-Step Cycle for Payroll
- Unlimited, flexible processing and reporting for allowances
- Deductions, cost centres, department, employee note types and General ledger codes
- Customised security through individual user/password combinations, so you can allow or deny access to any part of the system.

Key Benefits

- A flexible solution to suit your company's needs now and in the future
- Simple step-by-step processing
- Produces detailed and summary reports
- Integrate with other MYOB applications such as MYOB EXO Employee Information, MYOB EXO Time and Attendance and MYOB EXO Remote Timesheets.

Flexibility

- Unlimited, flexible processing and reporting of allowances, deductions, cost centres, departments, employee note types, General Ledger codes
- 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, ad-hoc pays that do not always fit with the normal pay period
- Integrates with all banking systems
- Prioritise deductions or direct credits to handle levies or claims on employees' wages
- Powerful reminder functionality for employee notes, diary notes, birthdays, reviews and more
- Ability to have multiple payroll companies – multiple payroll users
- Maintain a central repository for all of your employee services information
- MYOB EXO Payroll seamlessly integrates with other MYOB applications such as MYOB EXO Employee Information, MYOB EXO Time and Attendance and MYOB EXO Remote Timesheets.

Simple Processing

- Simple step by step setup guide to systematically set up your MYOB EXO Payroll to match your needs
- MYOB EXO Payroll Pay Cycle steps you through your pay process
- Step by step Termination wizard to guide you easily through the employee termination process
- Year to date loading wizard to easily load 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
- For auditing and reporting a full history is kept of past transactions
- 52 Reports - generating a variety of outputs such as printer, screen, PDF, MYOB EXO MyStaffInfo online 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

- Set up security access to meet your needs
- Assign definable access rights to individual users
- Backup & Restore - inbuilt facilities to secure your payroll information and roll it back to a previous date if needed.

Efficiency

- Rapid Load data entry screen
- Keyboard driven with function for power users
- Tax and legislation compliance – upgrades automatically couriered to you when needed
- 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 in accordance with the Holidays Act
- While processing your payroll, MYOB EXO Payroll automatically tracks Annual Leave, Personal leave and keeps your employee records up to date.

Suitability

- For large and small businesses in any industry
- Powerful and simple management tool
- Modify changes to your employee's regular pay
- Load your current pay from your regular pay to make pay-specific changes
- Print your payslips and other supporting reports
- Create your banking files and accounting files if required
- Free up time and save money
- Processing by exception design philosophy
- Use payroll to say thank you to your employees for their work.

Minimum System Requirements

Minimum

- P2 300Mhz
- 64MB RAM
- CD-ROM Drive
- 200MB Free Disk Space
- Windows 98

Recommended

- P4 1Ghz
- 128MB RAM
- CD-ROM Drive
- 500MB Free Disk Space
- Windows 2000 or later

More Information

To find out more about MYOB EXO Payroll please call **1300 555 110**, email esinfo.au@myob.com to arrange a suitable call-back time or visit www.myob.com.au/enterprise .