MYOB Exo Employer Services

Australian Edition

2016.04

Release Notes

myob

Contents

Introduction

What's New in this Release?

The 2016.04 release introduces the ability to archive companies, as well as updates to the Pay List window and various reports.

The purpose of this document is to provide essential information on the installation and use of this release:

- The **Installation** section provides an overview of the installation process, including pre-installation requirements and post installation steps.

- The **New Features** section describes all new features introduced in this release.

- The **Resolved Issues** section describes all issues that have been addressed by this release.

- The **Known Issues** section details any issues in this release that have been identified as requiring attention.

Need assistance? If you have any questions or you need assistance with installing this update, please contact your MYOB Accredited Business Partner. Alternatively, the answers to most common installation issues can be found on the MYOB Enterprise Knowledgebase at http://myobexo.custhelp.com/.

Installation

Pre-Install Requirements

Requirements for PCs running Exo Employer Services components are detailed in the Minimum System Requirements document, available on the [MYOB website](#).

Installing Exo Employer Services

Information on installing and upgrading MYOB Exo Employer Services is maintained on the MYOB Enterprise Knowledgebase. See the following articles:

- [Upgrading MYOB Exo Employer Services Online](#)
- [Upgrading MYOB Exo Employer Services Manually (Australia)](#)
- [How do I run Network.exe?](#)

Note: Check the Known Issues section on page 15 for any known installation issues.

Check the Release

After the installation is complete, the version numbers of all MYOB Exo Employer Services applications should be as follows:

Application	Version
MYOB Exo Employer Services	2016.04
MYOB Exo Payroll	2016.04
MYOB Exo Employee Information	2016.04
MYOB Exo Time and Attendance	2016.04
Runtime Files	09.00.0000.7423

To check that this release installed successfully, check that the versions displayed on the About window (**Help menu > About**) match the versions listed here.
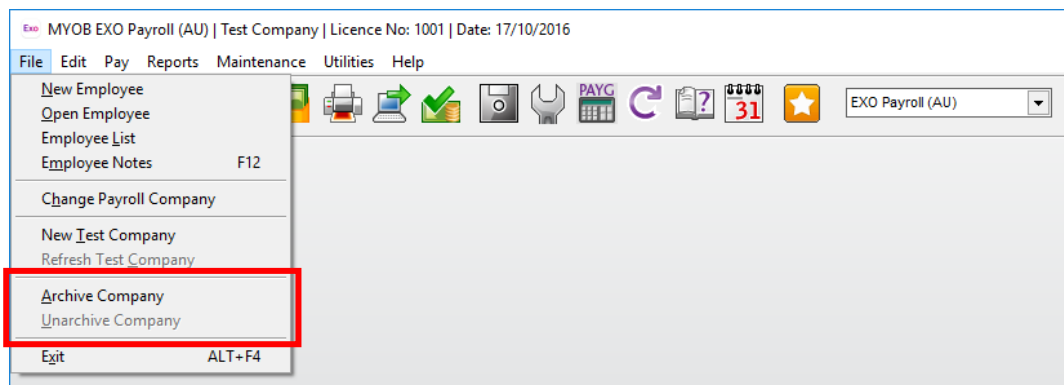
New Features

Archiving Companies

This release adds the ability to archive companies. Archived companies are read-only for all users, but do not count towards your licensing limits. To archive a company, log in to a company and select the **Archive Company** option from the File menu of Exo Payroll:

Archived companies can be restored by selecting the **Unarchive Company** menu option. (Access to both of these new options is controlled by the User Security settings.)

New List Window Columns

Two new columns have been added to the Pay Details window that is opened from the Pay List: **Non-taxable Allowances** and **Post-tax Deductions**.

Also, when Exo Time and Attendance is installed, a new **Time and Attendance** column is available on the Employee List. This column contains "Yes" or "No", to indicate if employees have been added to the Exo Time and Attendance system.

None of these new columns are displayed by default—they can be turned on using the **Show/Hide Columns** button ( ).

Changes to Child Support Deductions

From 1 January 2017, the Child Support Protected Earnings Amount (PEA) changed as follows:

Frequency	Amount
Weekly	$358.05
Fortnightly	$716.10
Monthly	$1,556.88

Any new Child Support Deductions created after the installation of this release will contain these values as defaults. MYOB Exo Payroll does not automatically update these amounts in existing Deductions, however; you must edit them on the Deductions Maintenance window for each Child Support Deduction (if you have not done so already):

The PEA amounts must be updated as shown for the first pay after 1 January 2017.
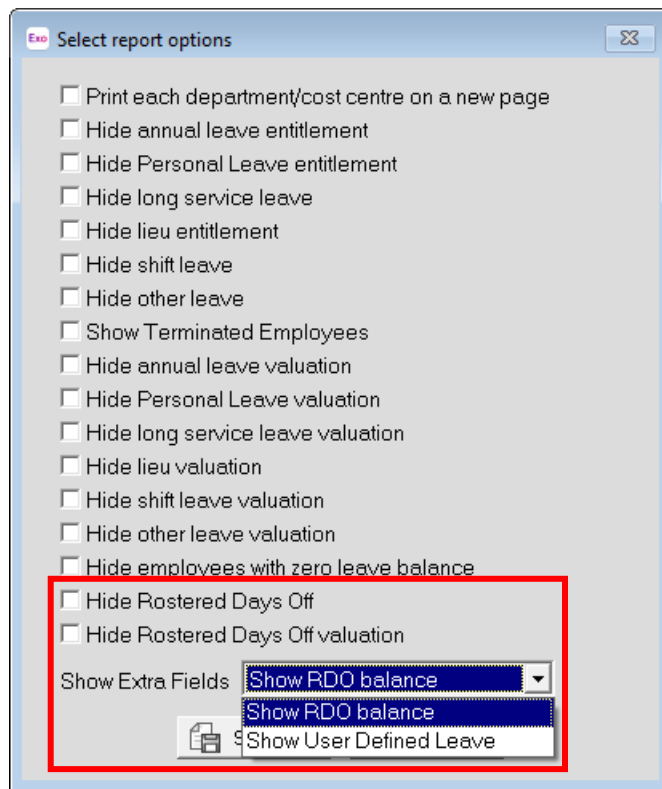
Report Updates

Updates to the Custom Payslip

To improve readability, some values in the summary section of the Custom Payslip have been reorganised and totals are displayed in boldface.

> **Note:** If you have made changes to the existing A4 and/or A5 templates, you will need to reset them and re-apply your customisations to enable the new features introduced in this release.

### Updates to the Leave Balances Report

New options for showing or hiding Rostered Days Off have been added to the Leave Balances Report:

The **Show Extra Fields** dropdown lets you replace the Rostered Days Off column of the report with information on User-Defined Leave.

Updates to the Pay Sheet

New options have been added to the Pay Sheet report for displaying employer superannuation or Non-Cash Benefit amounts:
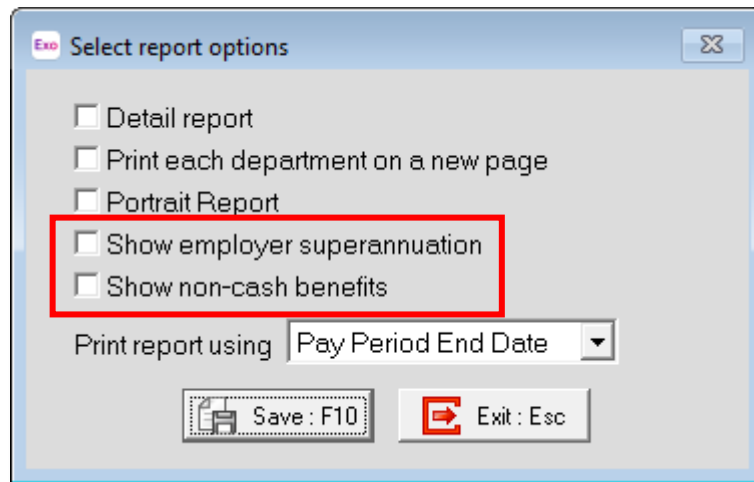
Exporting to Excel

A new output option is available for all reports that support the "CSV Output" option. The "Excel Export" option outputs the report to a Microsoft Excel file in the .XLSX format:
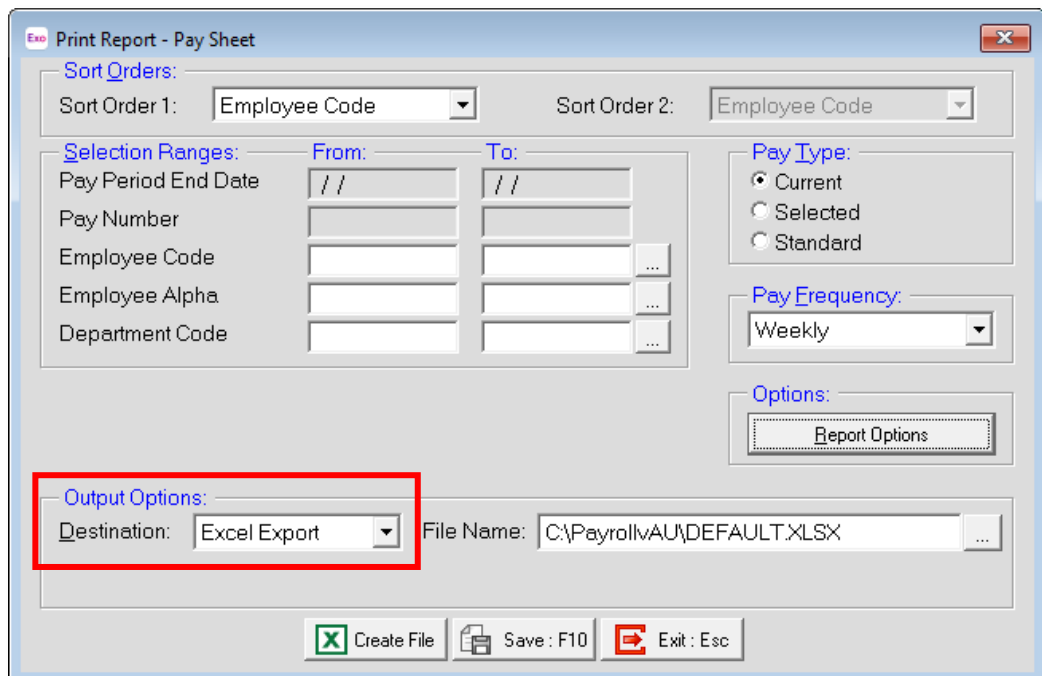
Note: Excel must be installed on your PC; if it is not detected, the "Excel Export" option will not be available.

When exporting to Excel, you can choose and order the columns to be exported in the same way that you can when exporting to a CSV file:
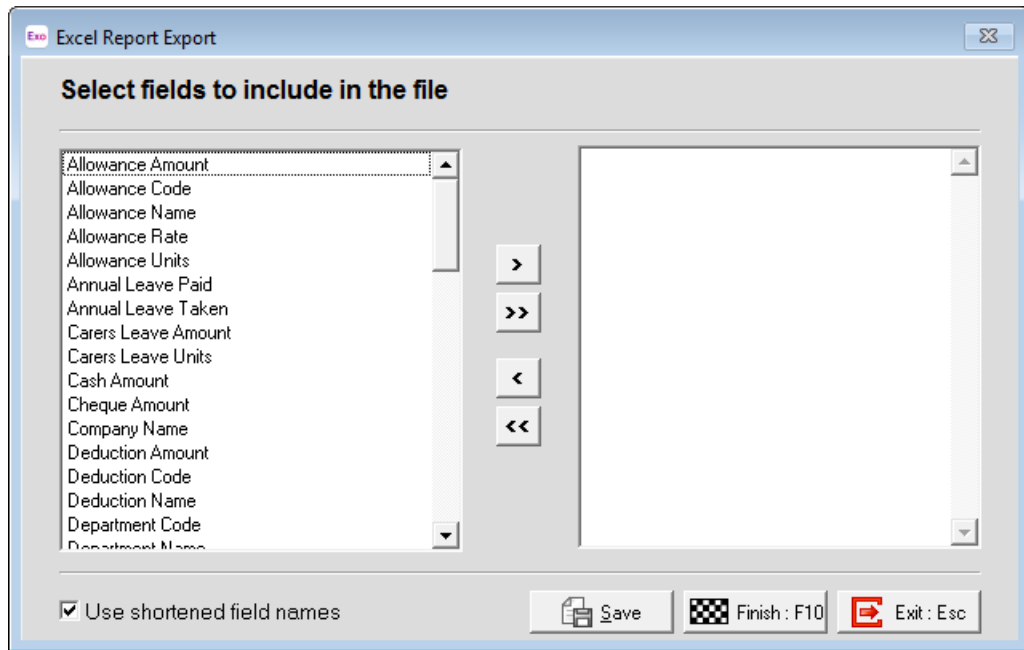
Custom List Views

The Employee List and Pay Details windows all feature a new **Custom Views** section, which lets you save the current filtering settings and column layout as a reusable view. Custom views can be private, i.e. only available to the logged in user, or public, which means that once saved they are available for all users.


The Custom Views section includes the following controls:

- Dropdown of all available views
- Create View button
- Save View button
- Load View button
- Auto-size Columns button
- Show/Hide Columns button

Changes to the Login Screen

The login screen has been updated for the addition of the ability to archive companies. As with test companies, archived companies are hidden by default on the login screen. If any test or archived companies exist, a new **Display** dropdown is available, which you can use to filter the list of companies:
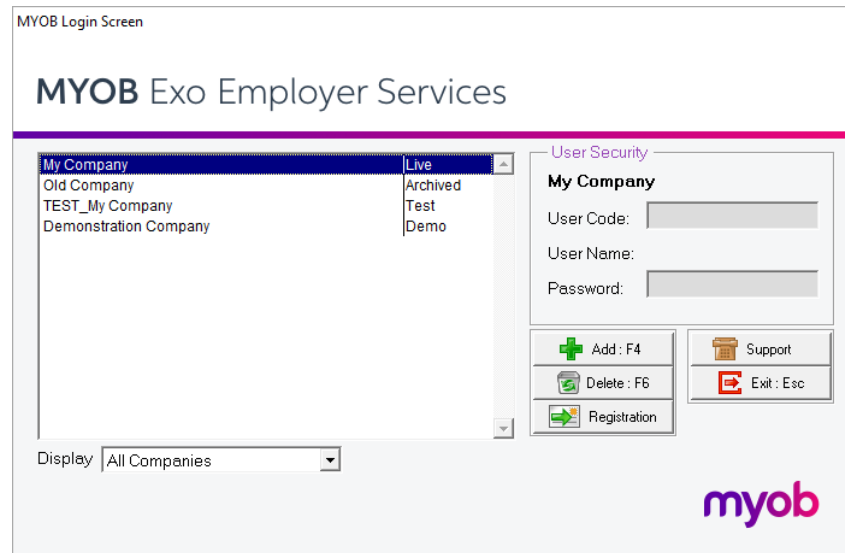
The login screen has also been widened to include a new column that shows the status of each company.

Hours Paid History Excel Export

If Microsoft Excel is installed on your PC, then on the Edit Hours/Days Paid History window, the **Copy** button is replaced with an **Excel** button. Clicking this button exports the data on the window to a Microsoft Excel file in the .XLSX format.
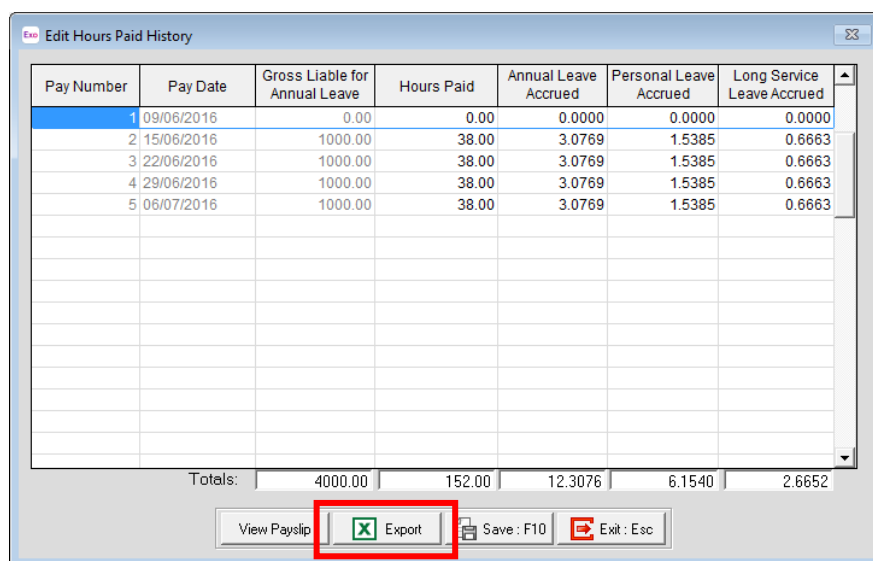
Changes to Resetting Pays

This release introduces changes designed to avoid accidentally clearing an employee's pay. After clicking the **Reset** button on the Current Pay window, the default option is now to reset the pay to the employee's Standard Pay. If the option to clear the employee's pay is selected, a warning message now appears before the pay can be cleared.

Rebranding

The MYOB Exo Employer Services suite of products has been rebranded with an all new look and feel:
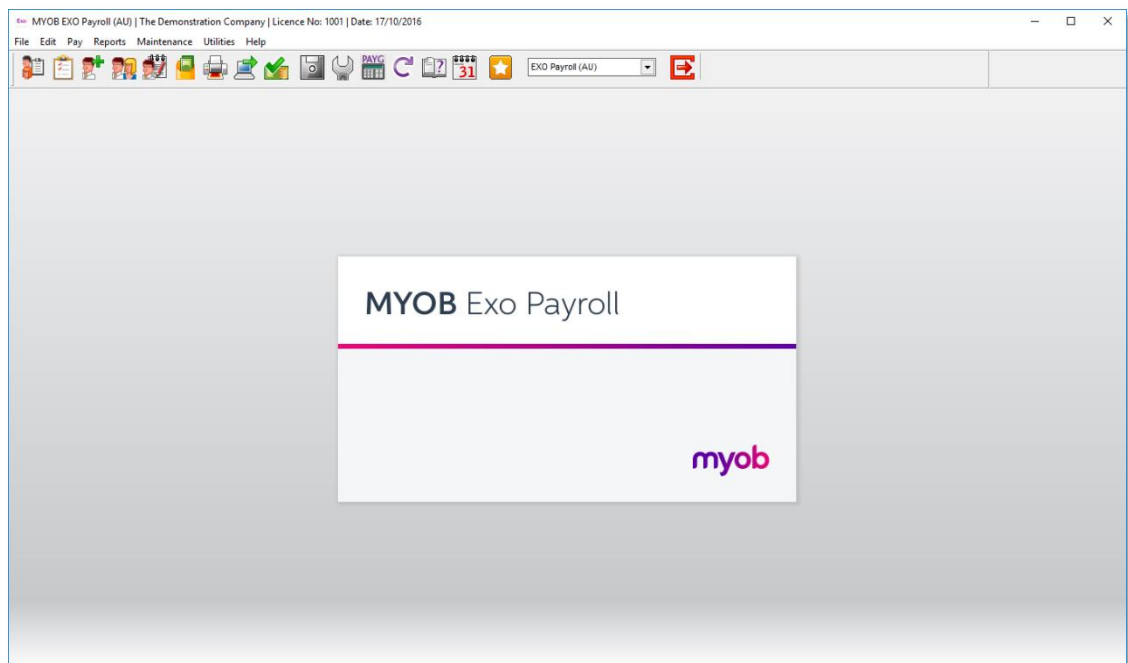
This rebranding includes graphical updates to the interface and documentation, and a new product icon.

Registration Updates

This release includes updates to the user interface that make the process of registering products easier to understand. The registration messages that appear in the title bar have been re-written to make them clearer, and a **How To Register – FAQ** link has been added to the Registration window:
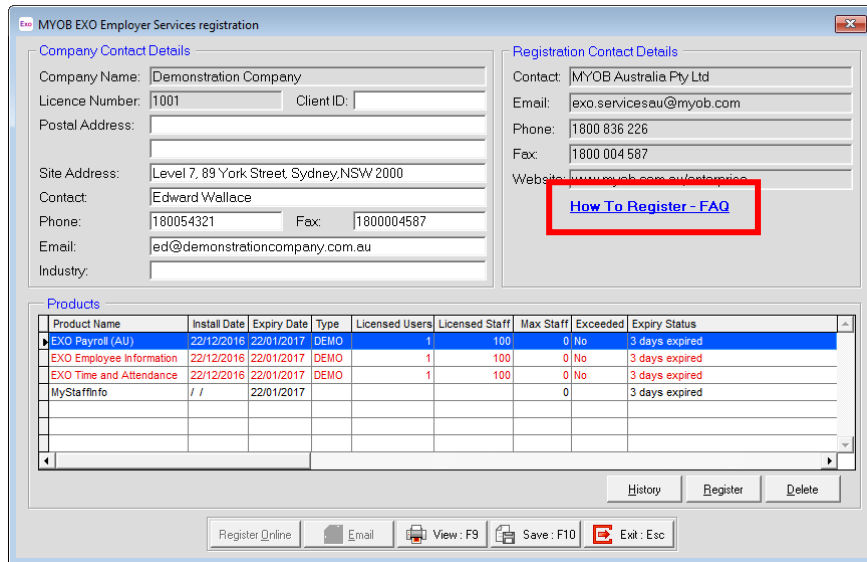

Clicking this link opens a web browser and links to an article on the Exo Knowledge Base that contains more information on registering Exo Employer Services products.

Search on Lookup Windows

The Cost Centre and Department lookup windows now include search boxes, which allow you to locate records quickly in companies that have a large number of Cost Centres or Departments. The Cost Centre lookup window also includes new columns that show the General Ledger codes assigned to each Cost Centre.
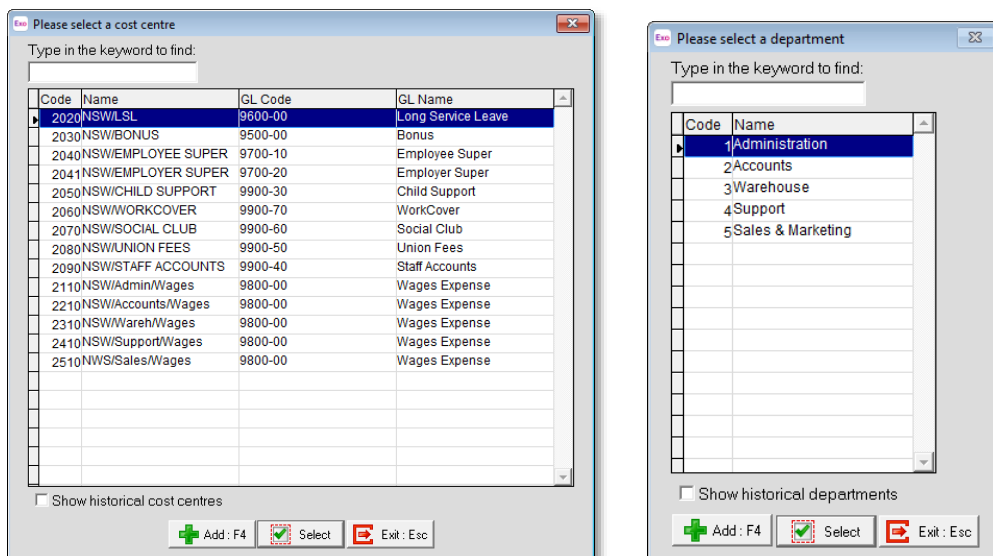
Resolved Issues

The following issues have been addressed in this release:

Problem Record	Service Request	Description
19735006501	19684004361	This release adds options to the Pay Sheet report—see page 6.
122990690946	121882134891	This release adds options relating to Rostered Days Off to the Leave Balances report—see page 5.
137014170610	137879139709 137666605974 137601563213 137601436051 137319257743 137272734634 137266136496 137264870323 137252238715 137240291997 137232496590 137230245131 137229336366 137195131699 137190613558 137155576670 137107521064 137106232509 137106232332 137105322516 137092854529 137087901362 137084224006 137079666366 137079302985 137073423487 137068378870 137068378391 137065847446 137054887698 137042669165 137038807314 137015377689 137015377264 137015377224 137015377184 137015377174 137015377087 137014170670 137014170639 137014170628 137014170571	When attempting to produce PDFs from Exo Employer Services, the error message "OLE error code 0x8007007e: The specified module could not be found." appeared on PCs that had been recently upgraded to Windows 10. This has been resolved; this release includes an updated version of the MYOB PDF Converter, which is compatible with Windows 10. **Note:** Installing Exo Employer Services locally will update the MYOB PDF Converter on the local PC—you must run **Network.exe** to reinstall the MYOB PDF Converter on all networked PCs.

130420454403	140264938217 138671307178 138655917909 138654767641 138240804950 138240747027 137237366186 137137785640 137125165886 136690416384 135660968285 134527400379 134452301554 134444269348 133565882660 133563807734 131880295945 130600141761 130416456969 130352840560 130341340319 130149850730 130105346167 129304432943	The error message "Registration Checksum is incorrect" could appear when starting Exo Employer Services, if the details in the Company Contact Details section of the Registration window were blank. This has been resolved.
124843231466	135535042271 125383530911 124884559251 124811790611 124500274523 123094359111	In some circumstances, it was possible to overwrite an employee's pay frequency by navigating from an employee with a different frequency to that employee using the **Next** or **Prev** buttons on the Wages section of the Standard Pay in Employee Maintenance. The employee's pay frequency would not be changed on the Employee Maintenance window, but the wrong pay frequency would be recorded in any open pays that the employee was in, which could result in incorrect PAYG being calculated for the employee. This has been resolved.
126825666930	136676193462 132778141151 126804907239	The Trial Balance report incorrectly rounded large amounts (over $999,999.99). This has been resolved.
134900362637	134839826462	Leave notes were included on the Custom Payslip. This has been resolved; leave notes no longer appear on payslips.
134230045130	133924405019	When the Pay Summary report was printed with the **Show Details** option ticked, some Superannuation Pre-Tax items appeared in the Superannuations Post-Tax section. This has been resolved.
134445041187	133832770791	If two Allowances had the same name, only one of them would appear on the Pay Summary report when the **Show Details** option was selected, which could result in incorrect balances. This has been resolved.
135728255239	135728055366	Removing the Exo Payroll module from the Registration window caused errors when attempting to log in to other modules. This has been resolved.
122316371401	122194974286	Current leave accruals were not visible in One-Off Pays This has been resolved; a new **Accrual from this pay** field is available on the Annual Leave section of the Leave Management screen in Current and One-Off Pays.

135677276928	135661843841	In Exo Time and Attendance, if a user changed a time's Cost Centre while editing times on the Edit Times window, additional breaks could be created incorrectly. This has been resolved; it is no longer possible to change the **Cost Centre** field when editing a time using the fields at the bottom of the window. To change a time's Cost Centre, enter it directly into the **Costcentre** column at the top of the window:
140218779973	140218371778	Overridden leave rates were not displayed on the Custom Payslip. This has been resolved.
-	139193769551	In some cases, telephone numbers were truncated to "0" in the SAFF file (SuperStream). This has been resolved.

-	-	This release resolves the following EXO Payroll issues relating to Papua New Guinea:
		- When a payment for a deduction was included in the ABA file, it received an incorrect reference number. - The custom payslip did not display full 10-digit bank account numbers for PNG clients. - The **Account Number** field on the Superannuation Providers window now supports 10-digit account numbers.
-	-	In some cases, it was possible to delete a Cost Centre, even if it had been used in a pay. This has been resolved.
-	-	Exo Time and Attendance now recognises when Cost Centres have been marked as historical in Exo Payroll. Historical Cost Centres are hidden by default on lookup windows, so that users can avoid having to scroll through long lists of obsolete Cost Centres.

Known Issues

The following Known Issues have been identified in this release.

Error 2066 in a networked environment

The FoxPro error: "2066/Index file [filename].CDX is corrupt. Please rebuild it" can occur persistently on network systems that have a Server 2008 operating system with workstations running Windows Vista, Windows 7 or 2008 Terminal Server; or peer-to-peer networks where the server/workstation is running a Windows Vista or Windows 7 operating system, and one or more other workstations are also using a Windows Vista or Windows 7 operating system.

For information on this issue and suggested workarounds, see the following articles on the MYOB Enterprise Knowledgebase:

- [What to do when getting an Error 2066 message](#)
- [Consistent error 2066 in a networked environment](#)