

# MYOB Exo Payroll

User Guide

2019.01

**myob**



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# Introduction

## MYOB Exo Payroll - Australian Edition

As a leading supplier of computerised Payroll Systems, MYOB talks to businesses of every size and type, every day of the week about payroll management.

With on-going tax and legislation changes there is an increased burden in preparing pays, tracking annual leave and sick leave, and keeping all the necessary records required by the government.

**MYOB Exo Payroll** is capable of handling a wide variety of types and sizes of payroll from a single payroll company to several payrolls for multiple companies, all within the same program.

MYOB Exo Payroll has been designed with people in mind. We know from experience gained in helping over 4500 companies implement payroll management systems, that people who prepare payrolls aren't necessarily computer literate, but they are used to, and skilled in, preparing payrolls by other methods.

With MYOB Exo Payroll, the processing of pays each week is quick and simple, freeing you or your staff up to do more.

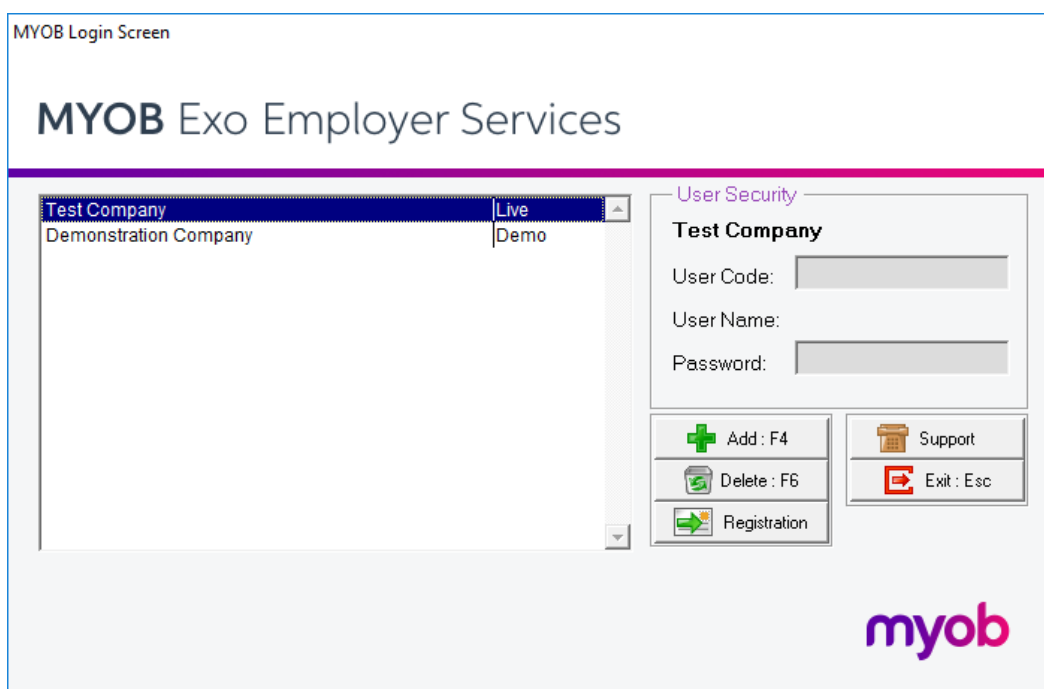
## Getting Started with MYOB Exo Payroll

Before you get underway with setting up your MYOB Exo Payroll, we suggest that you take the time to familiarise yourself with the general structure and philosophies of the system.

This is best handled by working your way around the Demonstration Company that is installed with the package. This will help you learn how to move through the windows and understand better, the information needed to set up your own Payroll Company.

Start the Payroll Software by double-clicking on the Exo Employer Services icon on your desktop or click the Windows Start button and choose the program from Programs > MYOB Exo Employer Services.

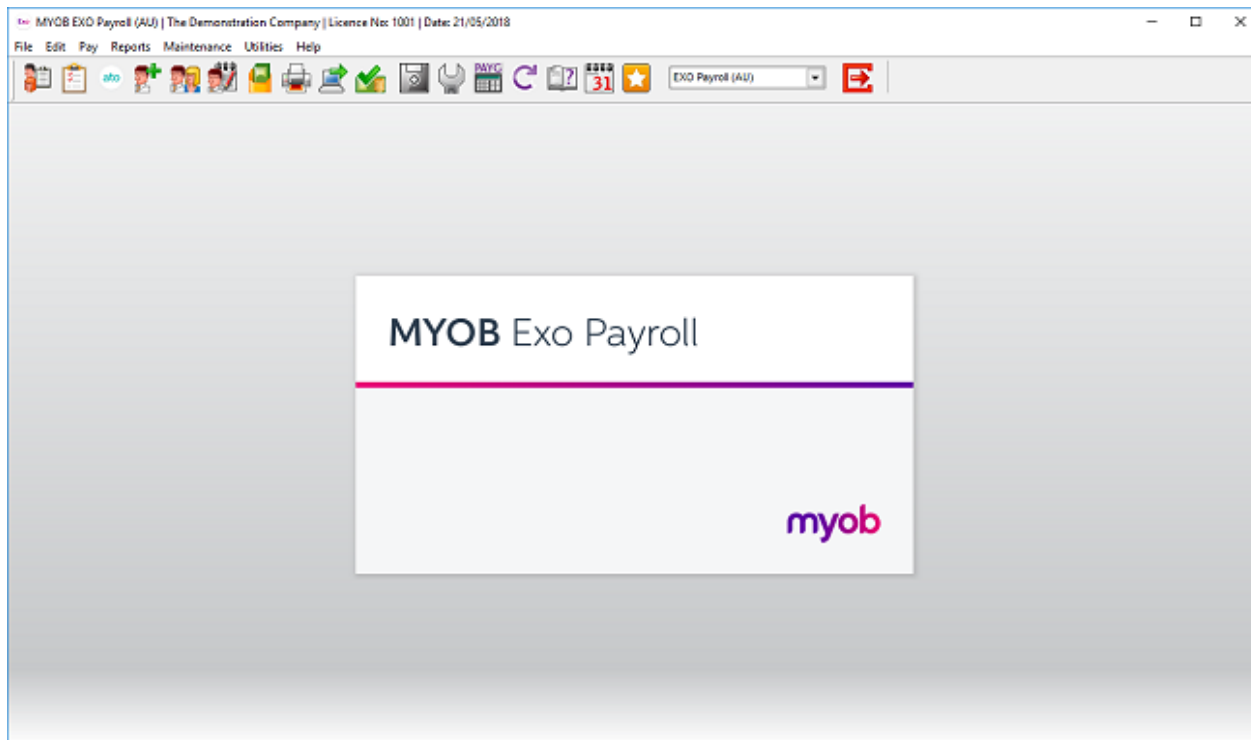
The first thing you will see is the MYOB Login Screen with the Demonstration Company in the list of payrolls. Exo Payroll is a multi-company system (you can have unlimited additional payroll companies). Once you add your own Payroll Company, its name will appear in this list.



The Demonstration Company line will be highlighted. To open a company, either select a company and press enter or double-click on it. You must enter the logon details of a user account that has been set up in the Exo Payroll system.

**NOTE:** The Demonstration Company has a default user called Admin. This user has the User Code “A” and the Password “Admin”

After logging in, you are presented with the main window:



The main window includes the following interface features:

- All functions are available from the main menus (see page 2).
- Important functions can be accessed by clicking on the icons on the main Toolbar (see page 9). Hovering the mouse pointer over these icons (without clicking) will display tool tips, which indicate what part of the payroll they access.
- Keyboard shortcuts are available for common operations.

Once you are familiar with the interface, you can begin to perform the main functions of the Exo Payroll system:

- Setting up the details of your company (see page 19)
- Running a pay (see page 119)
- Printing reports (see page 184)
- Maintenance functions

## The Menus

The following menus are available in the main Exo Payroll interface:

### File Menu

Menu Item	Description
<b>New Employee</b>	This is used to add a new employee (see page 81) to the Payroll.
<b>Open Employee</b>	This is used to access an existing employee (see page 81) to perform any masterfile changes.
<b>Employee List</b>	Opens a filterable list of all employee records (see page 213). You can add, view and edit employees, and access other employee-related functions.
<b>Employee Notes</b>	This takes you to the selected employee's personnel notes (see page 97) window. This window can also be accessed by pressing the F12 key.
<b>Change Payroll Company</b>	Allows you to log out of the Payroll you are in and access another Payroll Company if you are running multiple Payrolls.
<b>New Test Company</b>	Create a test company based on this company. Test companies have restricted functionality, but do not count towards your licensing limits, so you can use them to test out configuration changes without affecting the original company.
<b>Refresh Test Company</b>	Load the latest data from the original company into the test company, overwriting any changes you have made to the test company.
<b>Archive Company</b>	Archive this company. Archived companies are read-only for all users, but do not count towards your licensing limits.
<b>Unarchive Company</b>	Restore an archived company to "Live" status (which means it will once again count towards your licensing limits.)
<b>Exit</b>	Takes you out of the application and returns you to the desktop.

### Edit Menu

Menu Item	Description
<b>Undo</b>	Cancel the last operation and revert back to the previous status.
<b>Redo</b>	Reapply the last operation at the current cursor position.
<b>Cut</b>	Move the currently selected text into the Windows clipboard.
<b>Copy</b>	Copy the currently selected text into the Windows clipboard.
<b>Paste</b>	Copy the contents of the Windows clipboard to the cursor position.

**Clear** Delete the contents of the entire field, at the cursor position.

**Select All** Select the contents of the entire field, at the cursor position.

## Pay Menu

Menu Item	Description
<b>Current Pay</b>	This is where the pay is processed each pay period (see page 120) as part of the Pay Cycle. This is an alternative path to the Pay Cycle for accessing the Payroll function.
<b>One-Off Pay</b>	Allows you to run “manual” pays (see page 166) at any time outside the normal pay cycle. This can be used for corrections, terminations, special pays etc.
<b>Pay List</b>	Opens a filterable list of all pays recorded in the system (see page 213). You can view individual pays, and access reports and functions relating to pays.
<b>Direct Credit Transfer</b>	From here you can create Direct Credit files (see page 158), in order to initiate the electronic banking of your employees pay components. For example, wages, allowance, leave, and deductions.
<b>Superannuation Transfer</b>	Allows you to create Direct Credit files (see page 169), in order to initiate the electronic banking of payments to superannuation providers. For example, Employer Contributions, and salary sacrificed into superannuation funds.
<b>Single Touch Payroll</b>	<p>Sub-menu containing the following items that relate to sending pay information to the ATO via Single Touch Payroll:</p> <ul style="list-style-type: none"> <li>• <b>Submissions</b> - Allows you to submit pay data to the ATO (see page 161), view the details of submissions and check on their statuses.</li> <li>• <b>Update</b> - Allows you to update the STP data for all employees outside of the Pay Cycle (see page 280).</li> <li>• <b>Finalisation</b> - Allows you to send year-end finalisation declarations for one or all employees (see page 279).</li> <li>• <b>Zero Year to Date</b> - Allows you to zero employees’ year-to-date totals (see page 280) when transitioning from Exo Payroll to a new payroll system during the financial year.</li> <li>• <b>Validation Check</b> - Runs a check on the STP data and configuration settings and reports any validation errors found.</li> </ul>
<b>Pay Superannuation</b>	Allows you to pay superannuation contributions to a superannuation clearing house service (see page 171).

<b>Import Time Transactions</b>	This menu item is only enabled if you are importing times (see page 174) from an outside source or Add-on such as MYOB Exo Time and Attendance.
<b>Rapid Load Pay</b>	This menu item is only enabled if the <b>Rapid Load Pay</b> option has been enabled (see page 35) in the Payroll Setup. It allows you to load hours, leave and allowances in batch form (see page 176) for quick entry.
<b>Exo Remote</b>	If you have the Exo Remote add-on, this will allow you to send employee data to a different computer (see page 180) for remote data entry.
<b>Mystaffinfo</b>	This add-on application is used to enhance and modernise your payroll operation (see page 180) by publishing and retrieving content online.
<b>Update</b>	This is where the pay is updated (see page 160) each pay period as part of the Pay Cycle. This is an alternative path to the Pay Cycle for accessing the Payroll function.

## Reports Menu

Menu Item	Description
<b>Print Report</b>	This opens the list of available reports (see page 187).
<b>Report Runs</b>	This is where you are able to set up groups of reports (see page 209) for printing in batches.
<b>Report Views</b>	This provides access to the Employee List (see page 213), Pay List (see page 213) and Leave Balance List (see page 216) windows.
<b>Consolidated Reports</b>	This is useful if you want total amounts over more than one Payroll company (see page 217).
<b>Clarity Report Writer</b>	This utility enables you to create your own customised reports.
<b>Export General Ledger</b>	This is for exporting journalised pay amount (see page 217)s for the current/one off pay to your accounting software.
<b>Post to Exo Business</b>	This function allows you to integrate with the MYOB Exo Business product by posting pay runs to EXO Business (see page 230).

## Maintenance Menu

**TIP:** The Maintenance menu can be accessed in three different ways: via the menu, by clicking the **toolbar icon (see page 9)**, or by pressing F2 at any time.

Menu Item	Description
<b>Allowances</b>	Allows you to make additional payments to employees (see page 57) that are not hourly or salary payments. Examples of an allowance would be Meal Money, Shift Allowance etc.
<b>Deductions</b>	Allows you to deduct money from an employee's pay (see page 71). Examples of deductions would be Child Support, Union Fees etc.
<b>Departments</b>	Allow you to allocate your employees to different departments (see page 77) thereby giving you the ability to analyse your payroll costs over those departments.
<b>Costing</b>	Sub-menu containing the following items: <ul style="list-style-type: none"> <li>• <b>Cost Centre Structure Names</b> - Allows you to enter names (see page 231) for the various parts of the cost centre structure.</li> <li>• <b>Cost Centres</b> - Allows you to allocate Payroll costs (see page 78) to different areas of your business.</li> </ul>
<b>Non-Cash Benefits</b>	Allows to you add extra items to an Employee's salary package (see page 68) such as fringe benefits, salary sacrifice and employer super contributions, without affecting the employee's gross pay
<b>Superannuations</b>	Allows you to set up superannuation calculations (see page 232) for Employer Contributions, Salary Sacrifice Contributions and Employee Contributions.
<b>General Ledger</b>	Allows you to create the necessary codes (see page 236) to either produce a Payroll general ledger listing or even interface directly to your general ledger.
<b>Note Types</b>	Allows you to set up personnel notes (see page 236) that can be categorised by codes and then printed in report format.
<b>Groups</b>	Sub-menu containing the following items: <ul style="list-style-type: none"> <li>• <b>Annual Leave Groups</b> - Allows you to set up group rules for handling Annual Leave conditions based on the awards and state legislation applicable to your business.</li> <li>• <b>Personal Leave Groups</b> - Allows you to set up group rules for handling Personal Leave conditions based on the awards and state legislation applicable to your business.</li> </ul>

- **Long Service Leave Groups** - Allows you to set up group rules for handling Long Service Leave conditions based on the awards and state legislation applicable to your business.

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<b>Superannuation Providers</b>	Allows you to add and edit contact details for all of the superannuation providers (see page 64) and funds that are used by your employees. For any given fund you can specify the bank to account to which all related superannuation contributions will be direct credited.
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<b>Single Touch Payroll</b>	Sub-menu containing the following items relating to Single Touch Payroll (see page 276): <ul style="list-style-type: none"> <li>• <b>Allowance Categories</b> - Allows you to create and edit the categories (see page 243) that must be assigned to Allowances for STP.</li> </ul>
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## Utilities Menu

Menu Item	Description
<b>PAYG Calculator</b>	This is a powerful utility that allows you to calculate PAYG (see page 245) on any amount at any time. While the Payroll calculates PAYG as part of the pay process, there are times when you may need to do a one-off calculation.
<b>Leave Planner</b>	This is for forward planning of annual leave, shifts and rosters (see page 246) and is contained within a calendar interface.
<b>Awards and Pay Classes</b>	This utility lets you set up awards and pay classes (see page 251), and then apply them to employees, updating their Standard Pays.
<b>Leave Entitlement Adjustment</b>	This utility allows you to enter adjustments to employees' year-to-date leave entitlements (see page 255).
<b>Edit Tax Scale for Working Holiday Makers</b>	This utility lets you update historic pays for users on the Working Holiday Makers tax scale (see page 256).
<b>Backup</b>	Allows you to backup your data at any time to either floppy disks or your hard drive.
<b>Restore</b>	This is used when you need to restore a backup due to hardware failure or corruption.
<b>File Reindex</b>	This is a file repair utility.
<b>Recalculate Standard Pays</b>	Recalculates all employees' Standard Pays, which may be useful when the new financial year's tax tables come into effect on 1 July. Run this utility if incorrect PAYG amounts are appearing when reporting on Standard Pays.

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<b>Setup Exo Payroll</b>	This contains the company's details and several control settings, such as your hourly rate structure etc. This option is also available from the Payroll Setup Cycle (see page 21).
<b>User Security</b>	This is where you would set up the various users who will have access to the Payroll and allocates what rights they have. MYOB Exo Payroll is a multi-user system.
<b>Delete Old Information</b>	This is where you can clear out old pay and costing data (see page 257) to conserve disk space and memory. This also has the added benefit of speeding up access times on older computers.
<b>Backup Options</b>	This allows you to configure settings that affect backups of your data.

## Help Menu

Menu Item	Description
<b>Help</b>	Opens the online Help. Help can also be accessed anywhere in the program by pressing F1.
<b>MYOB Education Centre</b>	Opens a web browser to the MYOB Exo Employer Services Education Centre, which contains Release Notes, User Guides, Help videos and other product information.
<b>What's New in this Release</b>	Opens a window showing the major features in the latest release, with a short overview video and links to PDF Release Notes.
<b>Online Knowledgebase</b>	Opens a web browser to the MYOB Enterprise Knowledgebase web site.
<b>ATO Employer Essentials</b>	Opens a web browser to the Employer essentials section of the ATO website. This portal provides useful links to assist employers in meeting their Commonwealth tax and superannuation obligations.
<b>ATO ETP Guidelines</b>	Opens a web browser to the ATO website, showing guidelines on calculating Employment Termination Payments.
<b>Fair Work Website</b>	Opens a web browser to the Fair Work Ombudsman website, which provides information and advice about your workplace rights and obligations.
<b>Setup Cycle</b>	This is used to access the Setup Cycle (see page 19) when initially setting up a company.
<b>Pay Cycle</b>	This is used to access the Pay Cycle (see page 119) when running a pay.









<b>Show Reminders</b>	Displays all employee notes (see page 97) with Reminder dates up to today's date that have not yet been marked as completed.
<b>Upgrade Software</b>	This is a tool with which you can upgrade your current version of MYOB software (see page 181), providing you have the most recently available MYOB CD.
<b>Upgrade Software Online</b>	This function accesses the Internet to upgrade your current version of MYOB software online (see page 183).
<b>Migration Tool</b>	Starts a wizard that lets you migrate data into Exo Payroll (see page 12) from MYOB PowerPay or MYOB AccountRight Premier.
<b>About</b>	This window contains support information such as the current version, install location and licence holder. Press F11 at any time to view the About window independently of the menu.













## Special Menu

If any additional modules have been added to the Exo Payroll system, a Special menu becomes available. This menu has one option: **Special Applications**. Selecting this option opens a window that lets you open any available special modules.

## The Toolbar

The following icons are available in the toolbar of the main Exo Payroll interface:

Icon	Function	Description
	Employee List	Opens a filterable list of all employee records (see page 213). You can add, view and edit employees, and access other employee-related functions.
	Pay List	Opens a filterable list of all pays recorded in the system (see page 213). You can view individual pays, and access reports and functions relating to pays.
	Single Touch Payroll	Opens a list of Single Touch Payroll submissions (see page 161), where you can submit data to the ATO, check the status of submissions or view their details.
	New Employee	This is used to add a new employee (see page 81) to the payroll.
	Edit Employee	This is used to access an existing employee (see page 81) to perform any masterfile changes.
	Notes	Will take you to the selected employee's personnel notes window (see page 97). This window can also be accessed via the F12 key.

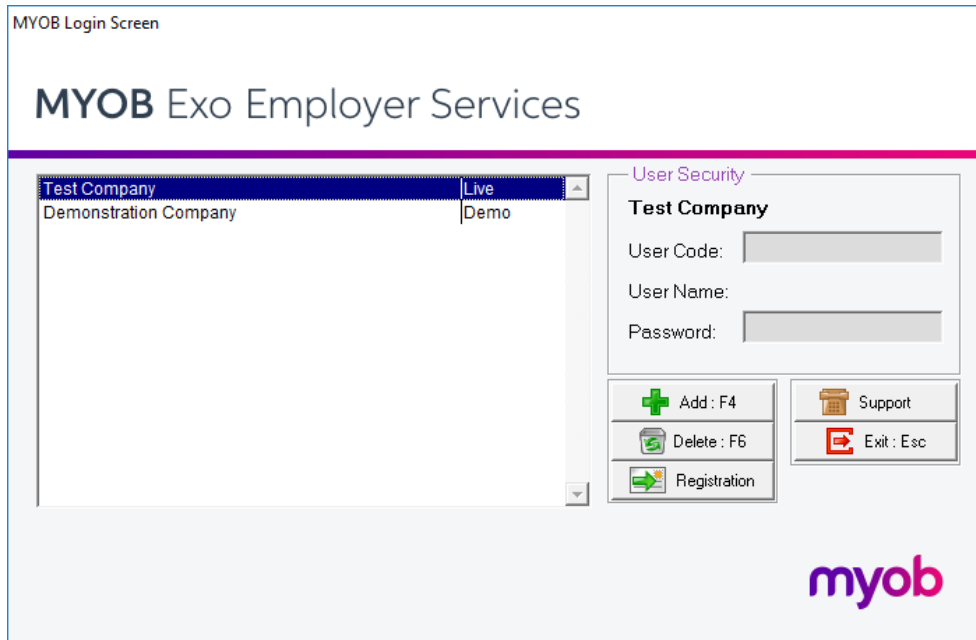
	Current Pay	This is where the pay is processed (see page 120) each pay period, as part of the Pay Cycle.
	Print Reports	Takes you to the list of available reports (see page 187).
	Direct Credit Transfer	Allows you to create Direct Credit files (see page 158) for electronic banking.
	Update Pay	This is where the pay is updated (see page 160) each pay period, as part of the Pay Cycle.
	Backup	This is a facility to archive a copy of your data files, in the case of needing to Restore/Rollback to them at some point.
	Maintenance	This is the menu where you set up your Allowances, Deductions, Non Cash Benefits, Superannuations, Departments, Cost Centres, General Ledger Codes, Annual Leave Groups and Note Types. This menu can be accessed three ways: via the drop down menu, toolbar icon or by pressing F2 at any time.
	The PAYG Calculator	This is a small utility (see page 245) that allows you to calculate PAYG and/or Student Loan on any amount at any time. While the Payroll calculates PAYG as part of the pay process, there are times when you may need to do a one-off calculation.
	The Pay Cycle	This is used to access the Pay Cycle (see page 119) when running a pay. The Pay Cycle can be selected from the Toolbar or the Help Menu.
	Help	Opens the Online Help.
	Diary	Opens the Diary, which is a form of a daily planner, giving you a place to enter comments on any given day, for Payroll company-related tasks, appointments and reminders.
	Show Items	Opens a window showing all available toolbar icons, where you can choose which icons to display and which to hide.
	Exit	Takes you out of Exo Payroll and returns you to the Windows desktop. You will be asked if you want to back up the database before exiting.

# Setting up MYOB Exo Payroll

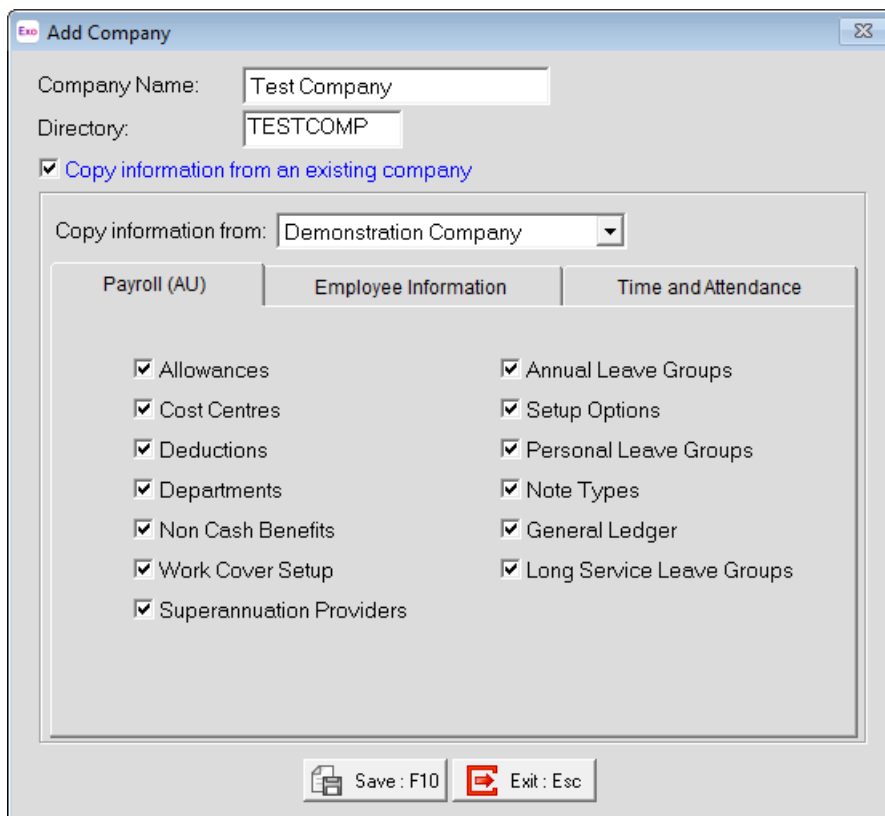
## Adding a Payroll Company

MYOB Exo Payroll can have unlimited “live” payrolls in the same program, in addition to the Demonstration Company.

After opening Exo Payroll, the first thing you see is the MYOB Login Screen.



To add a company, click the **Add** button or press F4. The following window appears:



**Company Name** Enter the name for the new company. This is the name that will appear in the list of payrolls. You may want to add “Wages” or “Salaries” or the name, to show who the new payroll is for.

**Directory** The default directory name is automatically generated, based on the first few characters of the company name you enter.

**Copy information from an existing company** This option allows you to copy the basic setup data from another company. This is useful where you have split the Wages and Salaries payrolls into two payrolls, both of which follow similar payroll practices. Tick the box and select the closest matching company from the **Copy Information From** list. If in doubt, choose the Demonstration Company. You will then be able to specify which areas of the other payroll you want to copy by ticking the appropriate boxes below.

Once the procedure is complete, click **Save** or press F10 and you will be taken to your new company.

Once in the new company you will be presented with the Payroll Setup Cycle window (see page 19). This window steps you through the process of configuring the various essential settings.

## Deleting Payroll Companies

If you want to delete a company for any reason, select the company on the Login Screen and click **Delete** or press F6. You are then asked to confirm that you want to delete this company. Click **No** to cancel, or click **Yes** to proceed. You must enter the administrator password for the company, then take a backup of the company before it is deleted.

## Migrating Data from Other Payroll Systems

Payroll data can be migrated to MYOB Exo Payroll from the MYOB PowerPay and MYOB AccountRight Premier systems. Migration is a two-step process:

1. The data is exported from the source system
2. The data is imported into Exo Payroll using the Migration Wizard.

### Exporting Data for Migration

#### MYOB PowerPay

Exo Payroll supports migration from MYOB PowerPay version 8.5 and later. To export data from PowerPay:

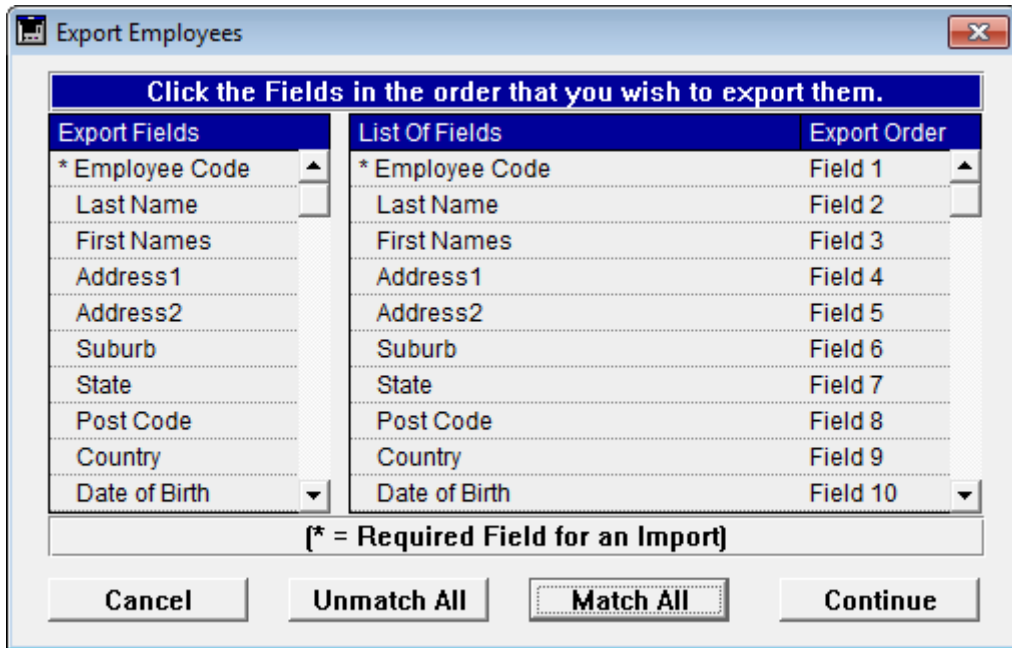
1. Select **Export Data...** from the File menu. This opens the Export Parameters window.

The screenshot shows the 'Export Parameters' dialog box with the following settings:

- Export Items:** Type of Export: **Employees**
- Export File Format:**  Tab-delimited  **Comma-separated**
- First Record is:**  **Header Record**  Data Record
- Current Employees Only**
- All** From Employee Code: **BART** To Employee Code: **WALL**
- Year To Date** From Date: **00/00/00** To Date: **00/00/00**

2. Select **Employees** for the Type of Export.
3. Select **Comma-separated** for the Export File Format.
4. Select **Header Record** for the First Record.

- Use the fields on the bottom half of the window to specify which employees you want to export, then click **Continue**.



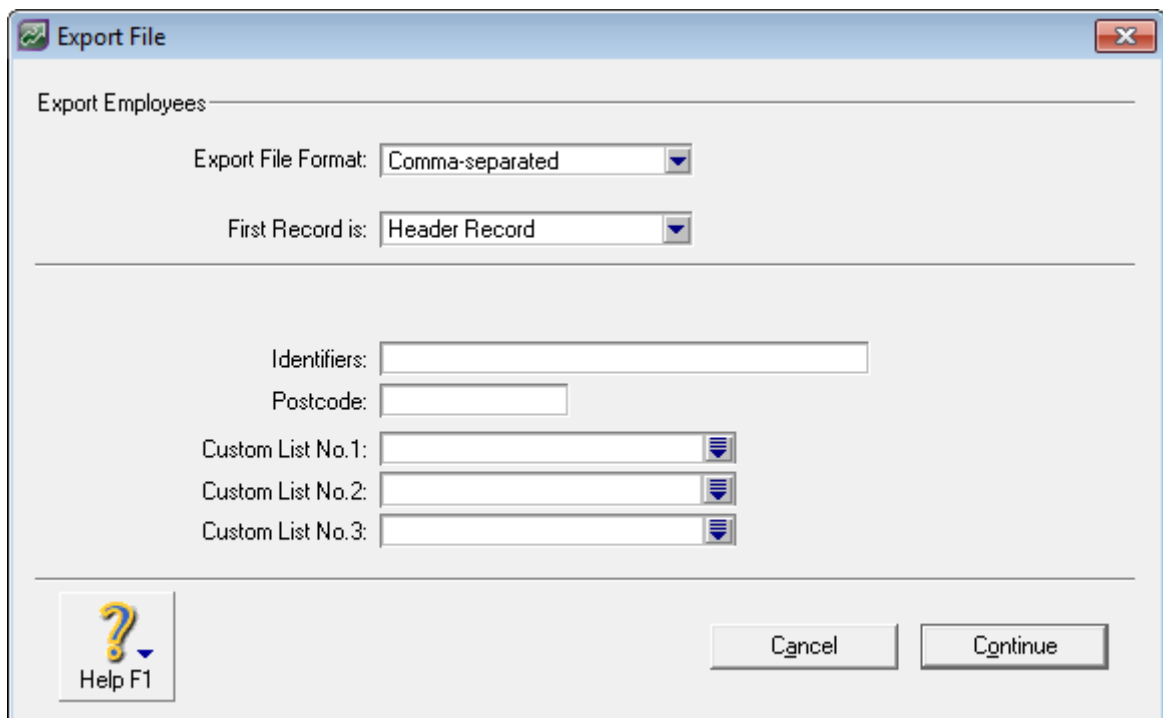
- On the Export Employees window, click **Match All**. Click **Continue**.
- Enter a name for the export file then click **Save**.

The export file is saved to the location you selected.

### MYOB AccountRight Premier

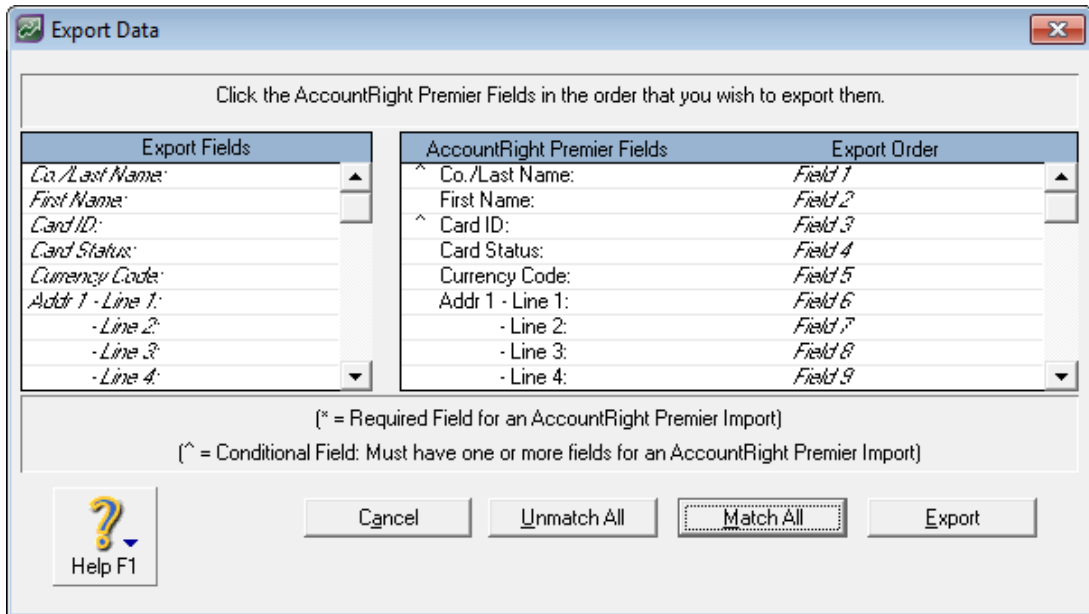
Exo Payroll supports migration from MYOB AccountRight Premier versions 10 and later. To export data from AccountRight:

- Select **Export Data > Cards > Employee Cards** from the File menu. This opens the Export File window.



## MYOB EXO Payroll

2. Select **Comma-separated** for the Export File Format.
3. Select **Header Record** for the First Record.
4. Use the fields on the bottom half of the window to specify which employees you want to export (or leave them blank), then click **Continue**.



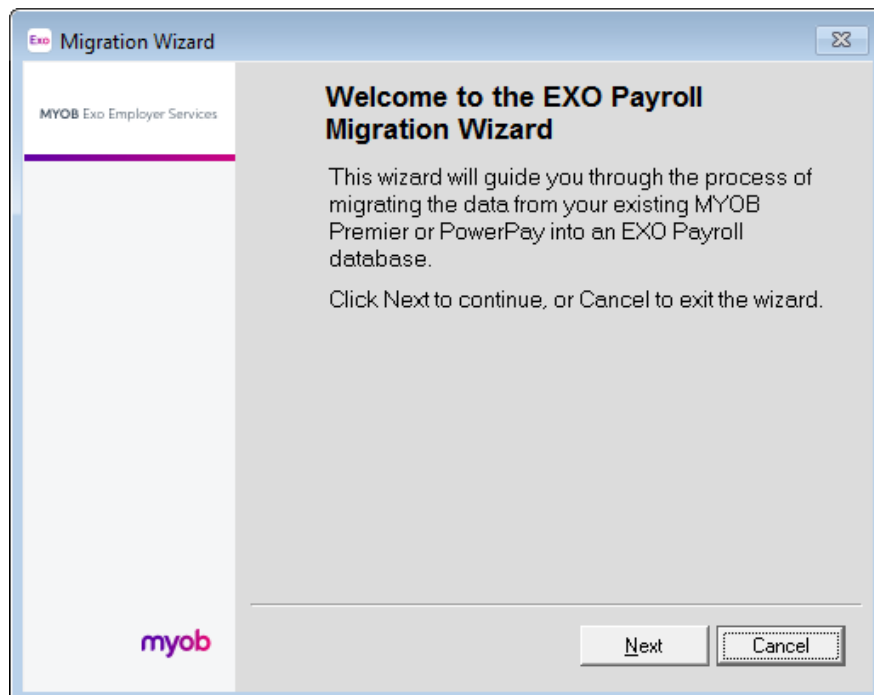
5. On the Export Data window, click **Match All**. Click **Export**.
6. Enter a name for the export file then click **Save**.

The export file is saved to the location you selected.

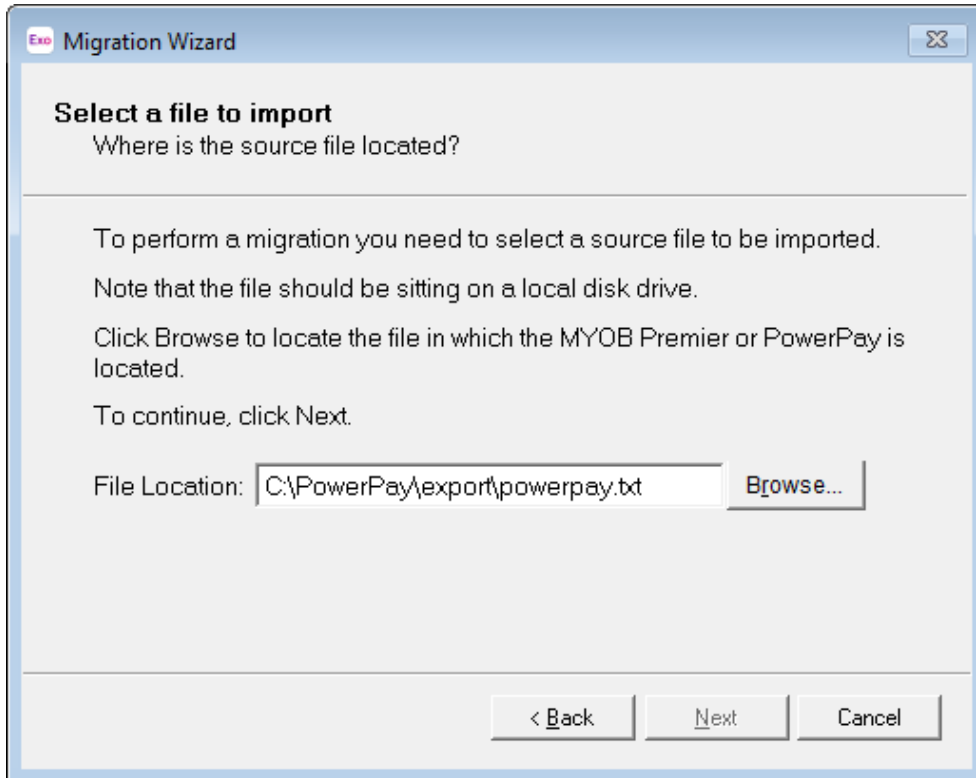
## Importing Data into Exo Payroll

Open the Migration Wizard by selecting **Migration Tool** from the Help menu.

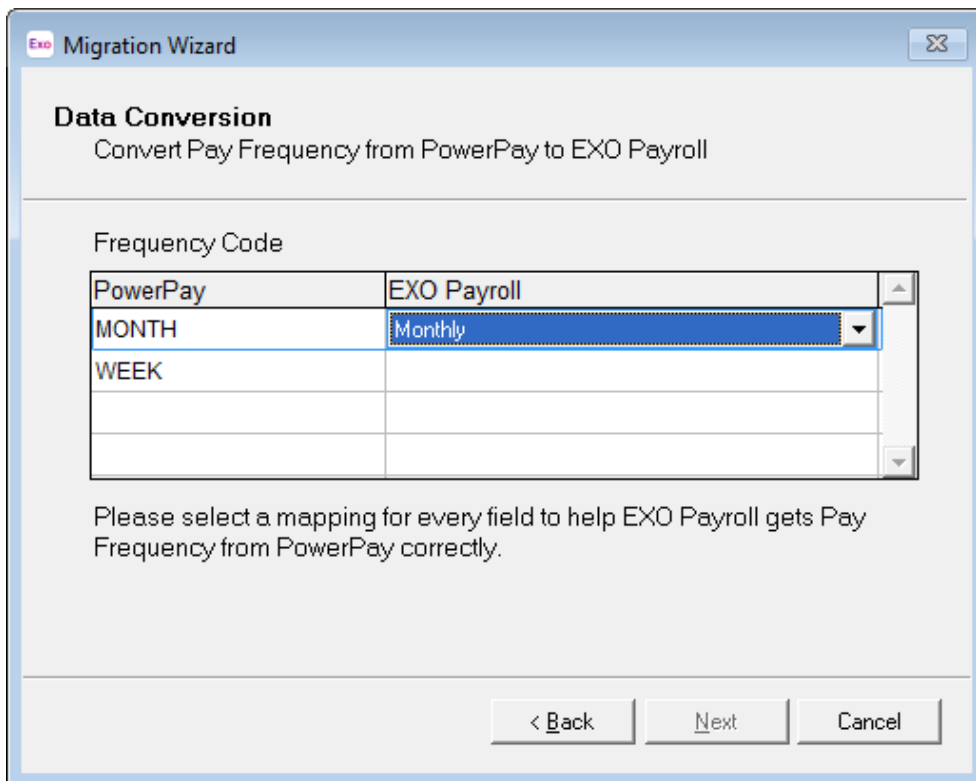
1. Click **Next** on the Welcome window.



- Click **Browse** to specify the location of the file you exported, then click **Next**.



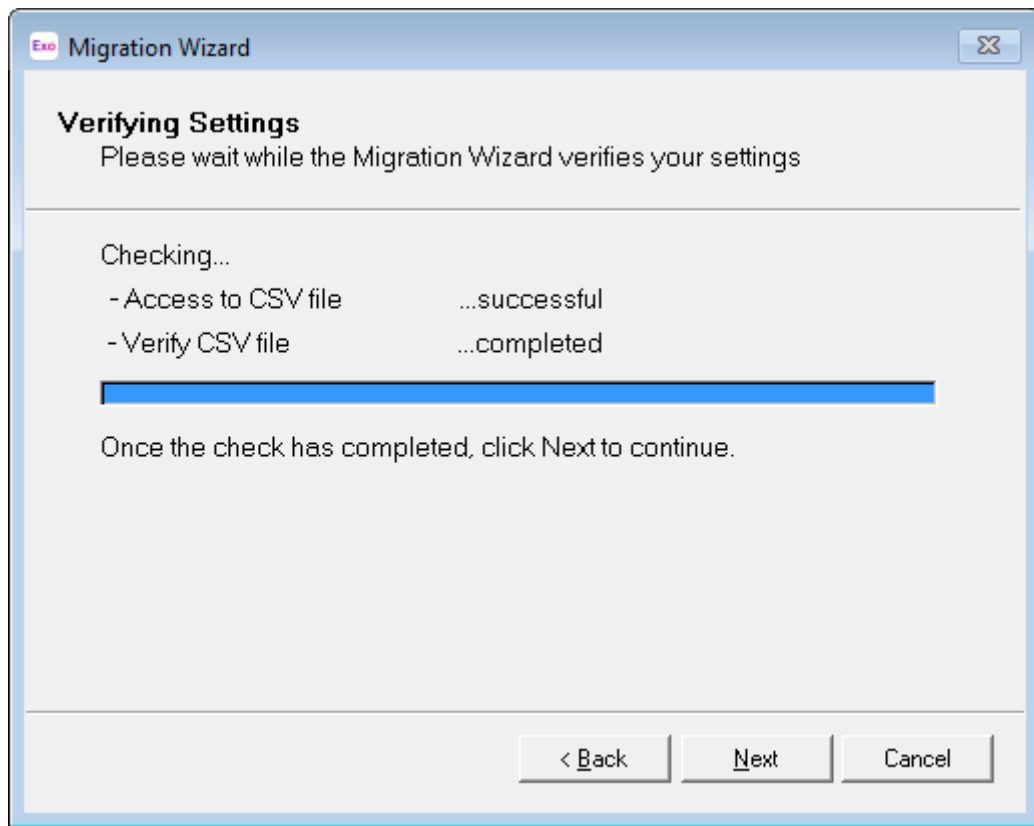
- If you are migrating data from MYOB PowerPay, you must map the PowerPay Pay Frequencies in the export file to Exo Payroll Pay Frequencies. For each frequency Code listed, select a Pay Frequency (Weekly, Fortnightly, Bi-monthly, 4 weekly or Monthly). Click **Next** once all Pay Frequencies have been mapped.



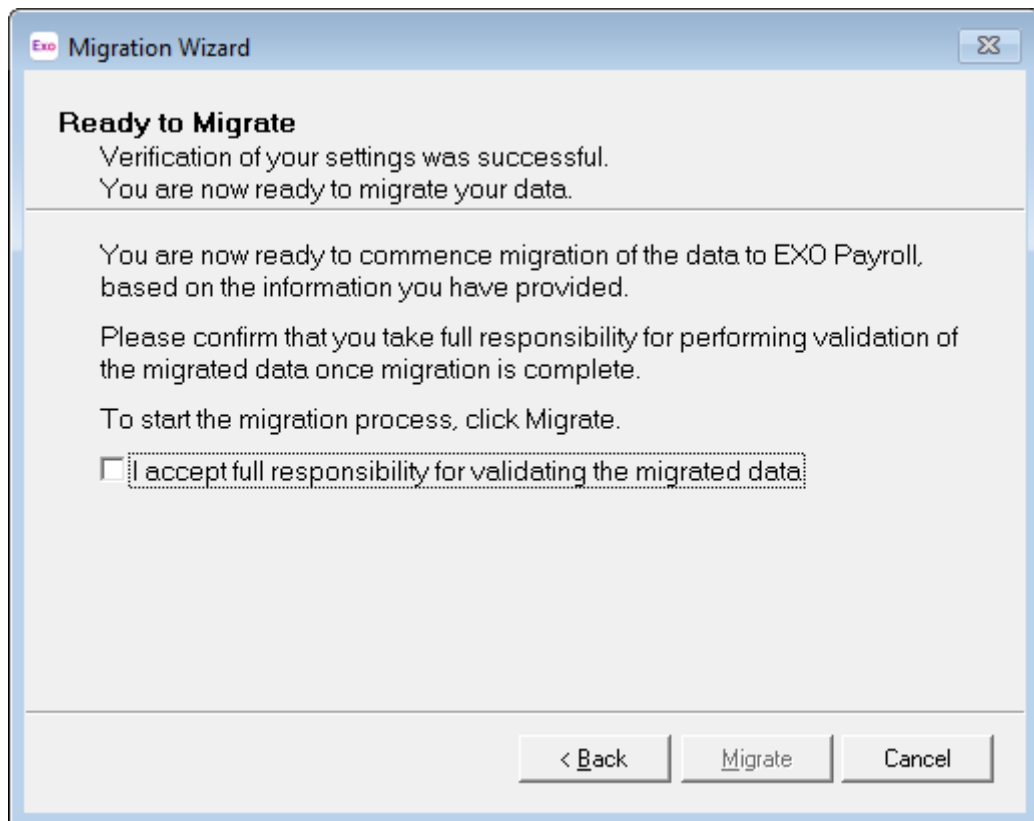
- At this point you must back up your company file before proceeding.



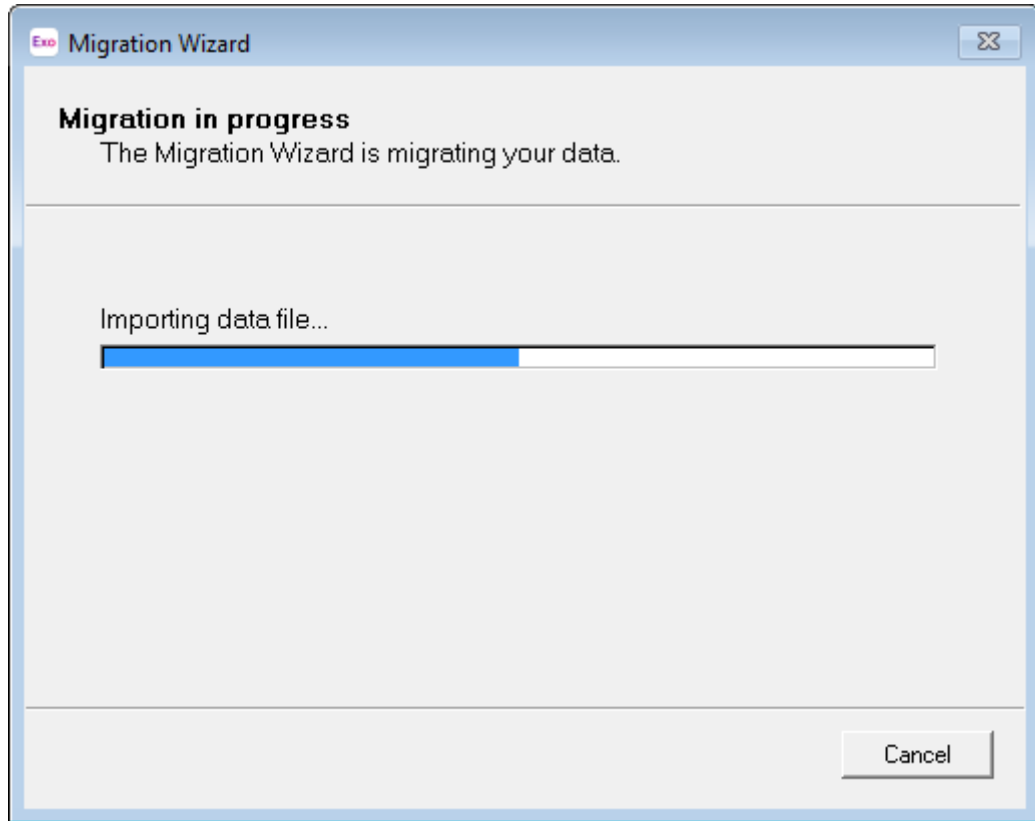
5. The Migration Tool checks that it can read the file successfully. If the checks all succeed, click **Next** to continue.



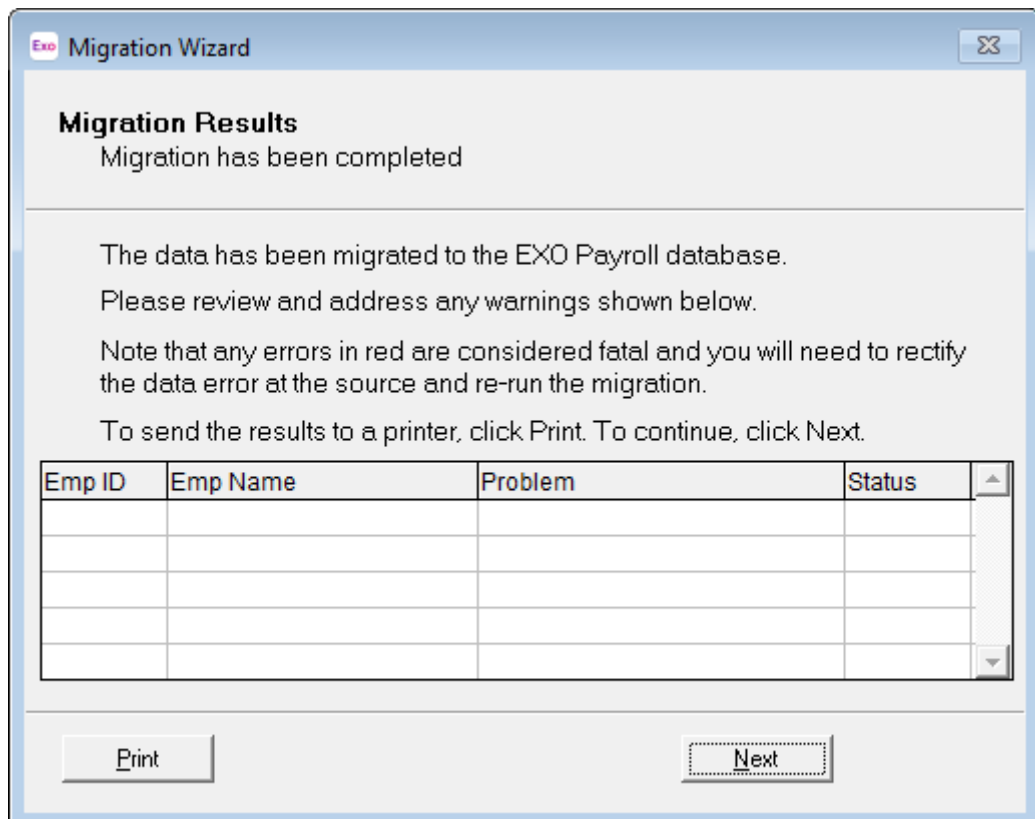
6. Tick the **I accept full responsibility...** box, then click **Migrate** to begin the migration operation.



- The progress of the migration is displayed.

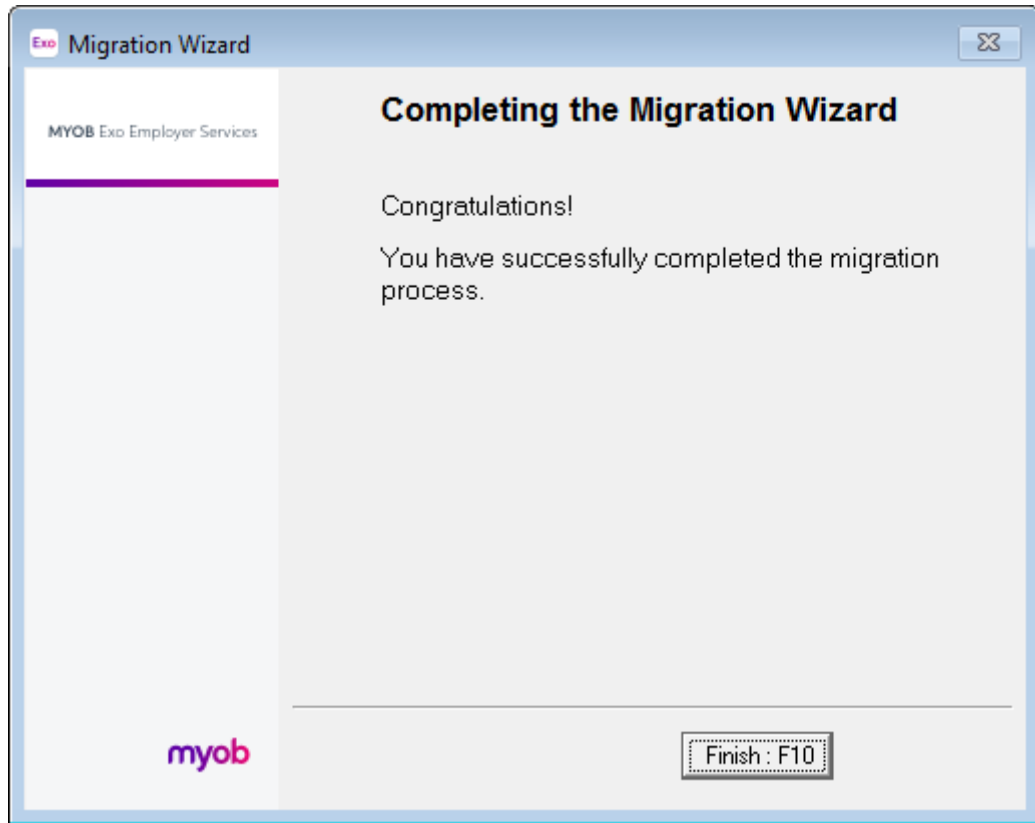


- The results of the migration are displayed. Click **Print** to print a copy of the migration log. If any fatal errors were encountered, exit the Migration Tool and correct the problems that caused them. If the migration succeeded, click **Next** to continue.



MYOB EXO Payroll

9. The migration is now complete. Click **Finish** to exit the Migration Wizard and return to Exo Payroll.



## Setting up MYOB Exo Payroll

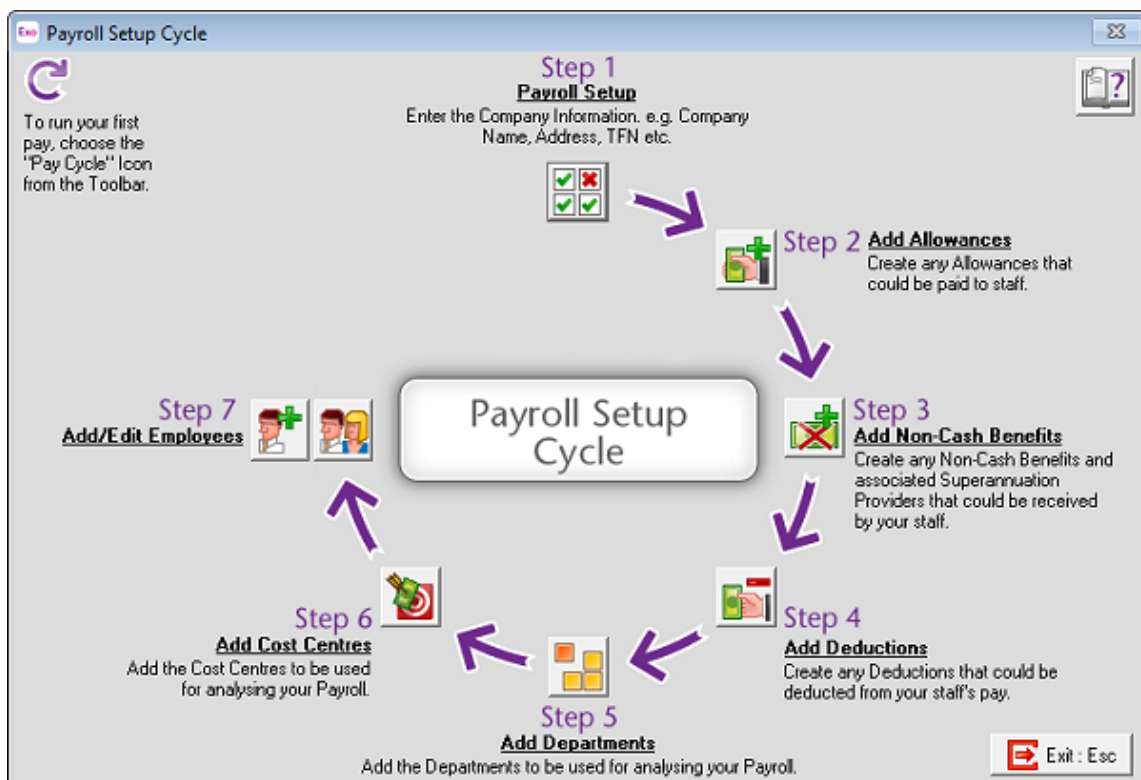
Before you can enter any employee information and commence the preparation of your payroll, it is necessary to set up the payroll to handle your company's unique requirements. This requires not only setting the structure for your payroll(s), but also entering historical information, such as Gross Year to Date totals, annual leave entitlements etc.

Although some of this preparation may be handled by MYOB in the course of the installation and training, it is necessary for you, the user, to have an overview so that you may be better equipped to successfully understand your payroll system.

### The Exo Payroll Setup Cycle

The Setup Cycle steps you through the process of setting up the various masterfiles that will be called on when pays are run. These masterfiles define the types of payments your staff may be eligible for during a pay.

The Setup Cycle opens automatically the first time you open a newly created company. From then on, the cycle can be accessed by selecting **Setup Cycle** from the Help menu.



Click on each of the steps in turn to perform all of the necessary operations for setting up your company.

- Step One: Payroll Setup (see page 21)
- Step Two: Add Allowances (see page 57)
- Step Three: Add Non Cash Benefits (see page 64)
- Step Four: Add Deductions (see page 71)
- Step Five: Add Departments (see page 77)
- Step Six: Add Cost Centres (see page 78)
- Step Seven: Add/Edit Employees (see page 81)

**TIP:** The steps covered in this Cycle can also be performed by selecting the appropriate option from the **Maintenance menu**.

## Step One: Payroll Setup



The Payroll Setup window contains the main company details such as Address, ABN, multipliers for Pay Rates, and costing structure. Select Step One from the Payroll Setup Cycle (see page 19) and the following window appears:

**Setup Payroll**

**Company setup**

- Email connection
- Employer details**
- Reminder notes

**Employer details**

Name:

ABN / WPN:

Address:

Suburb:  City:

State:  Postcode:  Country:

**Fringe Benefits Tax**

Employer Exempt from FBT

**Payroll Tax Setup for NSW**

Annual Threshold: **\$750,000.00**  Override

Payroll Tax Rate: **5.450%**  Override

List view  Tree view

You can select either a List view or a Tree view for this window.

**Setup Payroll**

- [-] Company setup
  - [-] Email connection
  - [-] Employer details**
  - [-] Reminder notes
- [-] Employee defaults setup
- [-] General ledger setup
- [-] Leave management setup
- [-] Other setup
- [-] Payment setup
- [-] Single Touch Payroll setup
- [-] Superannuation setup

**Employer details**

Name:

ABN / WPN:

Address:

Suburb:  City:

State:  Postcode:  Country:

**Fringe Benefits Tax**

Employer Exempt from FBT

**Payroll Tax Setup for NSW**

Annual Threshold: **\$750,000.00**  Override

Payroll Tax Rate: **5.45%**  Override

List view  Tree view

**TIP:** You can also access the Payroll Setup window by selecting **Setup Exo Payroll** from the Utilities menu.

The Payroll Setup window is divided into the following sections:

- Company setup (see page 22)
- Employee defaults setup (see page 25)
- General ledger setup (see page 29)
- Leave management setup
- Other setup (see page 35)
- Payment setup (see page 41)
- Single Touch Payroll setup (see page 48)
- Superannuation setup (see page 52)

Once you have configured all of the necessary settings in each section, click **Save** or press F10 to close the Payroll setup window and return to the Setup Cycle.

## Company Setup

The Company Setup section of the Setup Payroll window (see page 21) is where you specify details about your company as a whole. Company details are divided across three sub-sections:

- Email connection (see page 22)
- Employer details (see page 23)
- Reminder notes (see page 24)

### Email connection

MYOB Exo Payroll has the ability to send payslips to employees electronically as PDF files. Providing that a significant number of your employees have access to their own computers and email accounts, and are not paid by cash, this may offer some long term financial savings in Payroll administration costs, as there is no expenditure or stocktaking involved for printers, payslip paper, ink cartridges, envelopes, postage, etc. Payslips are password-protected so that only the intended employee can read the file. The Email connection sub-section is where you specify the email details for your company.

**NOTE:** Employees' email addresses are entered in the **Other tab (see page 93)** of the Employee Maintenance window.

**SMTP Server** To use the payslip emailing function you must have access to a Simple Mail Transfer Protocol (SMTP) Server. If your company has a Local Area Network (LAN), it is probable that it will have an internal SMTP server, as provided by your Network Administrator.

**SMTP Port** Specify the number of the port to send emails on. Consult your mail service provider or IT department for information on which port to use. This may depend on whether you want to use TLS or SSL encryption (see below).

**User Name** For an internal mail server (such as Exchange Server) this will be the User ID as configured for the user account in the Mail program. For ISP-hosted mail account this is the account name. This field is optional - if you leave this field blank, emails will be sent anonymously.

**Password** This is the password for your mail account. Tick **Show Password** to show the characters of the password; if this option is not ticked, the password will be masked with asterisks. You do not need to enter a password if the **User Name** field is blank.

**Use SSL/TLS** Tick this box to secure emails using TLS or SSL encryption, if the SMTP server supports them. SSL takes precedence over TLS; if both are available, SSL encryption will be used.

**Sender Name** Enter the name of the person responsible for sending the payslips (normally the pay clerk).

**Sender's Email Address** Enter the email address of the person responsible for sending the payslips (normally the pay clerk).

**Message** Enter a short note to the employee, which will appear in the body of the email.

### Employer details

The address and contact details here identify the business entity for which this payroll company has been created, and will appear on the PAYG Payment Summary report (see page 191).

**Name** Enter the company name, or optionally its trading name. It is common to have two payroll companies with separate login codes and access rights for each - one for salaried employees, and the other for waged employees. The company name always appears on the title bar of the main application window, indicating which payroll company you are currently logged into.

**ABN/WPN** The company’s unique Australian Business Number or Withholding Payer Number, as provided by the Australian Tax Office.

**Address** This is usually the company’s Post Office Box Number, or optionally a street name and number.

**Suburb** The locality at which correspondence will be received.

**City** The town/city/region at which correspondence will be received.

**State** Select from the list of Australian States.

**Postcode** The postal code pertaining to the company’s address.

**Country** If the company is located outside of Australia, i.e. if the **State** is set to “OTH”, enter the country in this field.

**Employer Exempt from FBT** Certain organisations such as charities and public hospitals are exempt from Fringe Benefits Tax (FBT). Tick this option if your organisation is exempt from FBT.

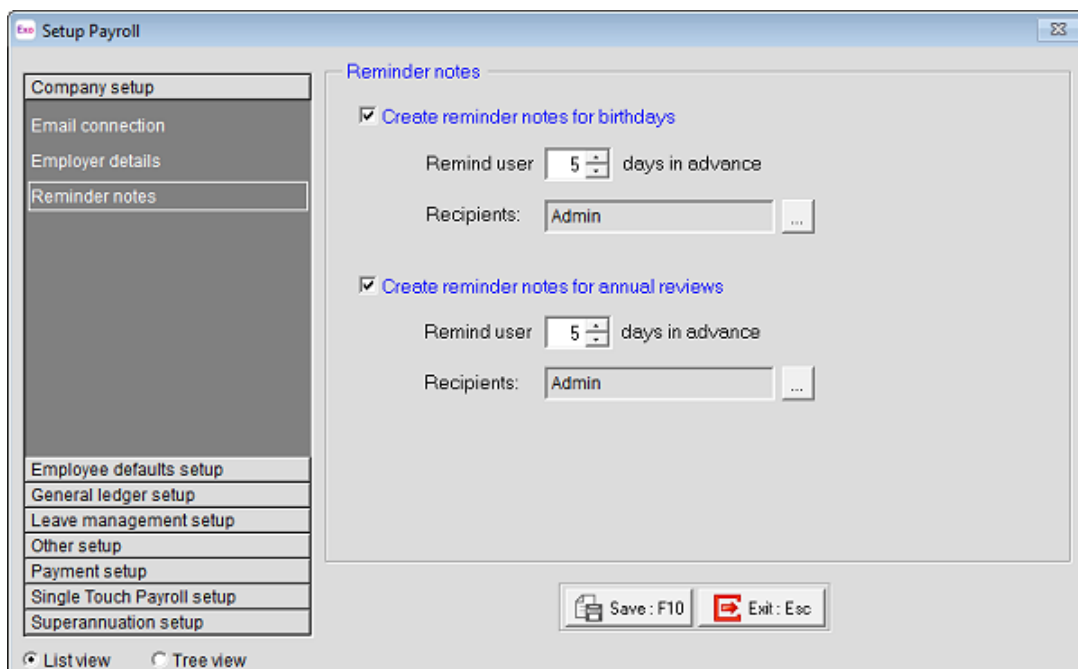
**NOTE:** When an organisation is exempt from FBT, it is still possible for employees to perform duties that are FBT-exempt and some that are not. An option on the Non-Cash Benefits window in [Standard Pays \(see page 109\)](#) and [Current Pays \(see page 128\)](#) lets you mark individual benefits as exempt or non-exempt.

**Fringe Benefits Exempt from FBT by Default** This option is available if the company is exempt from FBT. Change this setting and click **Save** to update the **Exempt from Fringe Benefits Tax (FBT)** setting of all Fringe Benefit-type Non-Cash Benefits (see page 109).

**Payroll Tax Setup** This section displays the payroll tax rate and threshold for the company’s state. If necessary, you can override these values by ticking one or both of the **Override** boxes and entering new values.

**Reminder notes**

Most reminder notes are entered manually (see page 97) for each employee. However, some reminder notes can be automatically generated. Two common events that occur at regular intervals are birthdays and annual reviews. Setting advance warnings of these events can result in more preparation time. For example, one evening to purchase a birthday gift, or one week to complete an annual review.






### Create reminder notes for birthdays

This option tells the system to automatically generate a reminder note in the Show Reminders window when an employee is due to have a birthday.


**Remind user x days in advance** Generates the note earlier, for prior warning. For example, set this value to 1 to receive the reminder 1 day before the birthday.

**Recipients** Click the  button in order to nominate specific users only. Automatic reminder notes for birthdays will only be seen by these users.

### Create reminder notes for annual reviews

This option tells the system to automatically generate a reminder note in the Show Reminders window when an employee is due to have a performance review.

**Remind user x days in advance** Generates the note earlier, for prior warning. For example, set this value to 1 to receive the reminder 1 day before the review.

**Recipients** Click the  button in order to nominate specific users only. Automatic reminder notes for annual reviews will only be seen by these users.

**NOTE:** When the Current Pay is updated, the system will run an internal check to see if any employees are entitled to receive a note in the future. Appropriate notes will then appear in the Show Reminders window, either as an advance notification or as a notification on the day.

## Employee Defaults Setup

The Employee Defaults Setup section of the Setup Payroll window (see page 21) enables you to set common defaults that are representative of a typical employee of your company. Whenever you add a new employee into the system, the employee's details will default to these values, which leaves you with the task of editing only for variations.

Employee default settings are divided across three sub-sections:

- Standard settings (see page 25)
- Tax classification (see page 27)
- WorkCover rates (see page 27)
- Leave groups (see page 29)

## Standard settings

Standard settings encompass the most common employment details.

**Default employee order** When viewing the employee masterfile or pay windows, employees can be listed in alphabetical or numeric staff code order. Click on the order that you want to use as your default.

**Pay frequency** Choose a default pay frequency for new employee records.


**Gender** Choose a default gender for new employee records.


**Hours** Choose a default hours for new employee records.

**Remuneration type** Choose a default remuneration type for new employee records.

**Allow overtime** This field applies to salaried employees, and only appears when “Salary” is selected for the Remuneration type. Tick this box if you would like to be possible to pay salaried employees additional waged hours.

**Term** Choose a default term for new employee records.

**WorkCover** Specify a default WorkCover code for newly added employees. The WorkCover code and rate is used when calculating the amount to pay on the WorkCover report (see page 189). If you do not know the appropriate code, click the  button for a list of available codes.

**Superannuation** Select the default superannuation contribution (see page 232) that should automatically be added to new employees. If you do not know the appropriate code, click the  button for a list of the available codes.

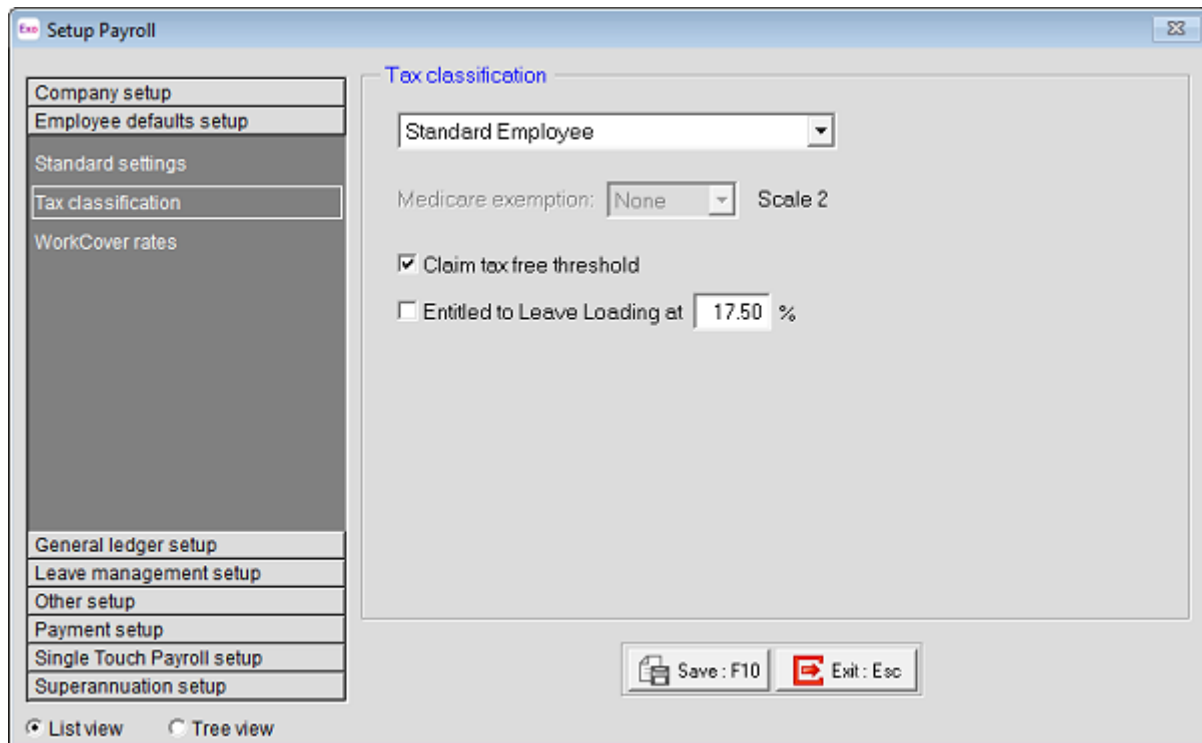
**Standard hours per day** Enter a default standard hours per day value to be assigned to new employee records.

**Standard hours per pay** Enter default standard hours per pay values for each pay frequency. For new employees, the value for their pay frequency will be entered on the Hours Paid section of their Standard Pay (see page 117). If you change an employee’s pay frequency, you will be given the option of updating their standard hours to the value for the new frequency.

**Report Distribution** These options determine the default report distribution (see page 207) settings for employees, i.e. whether reports should be distributed to them by email, print, and/or MyStaffInfo. You can change an individual employee's report distribution settings on the Other tab of the Employee Maintenance window (see page 93).

### Tax classification

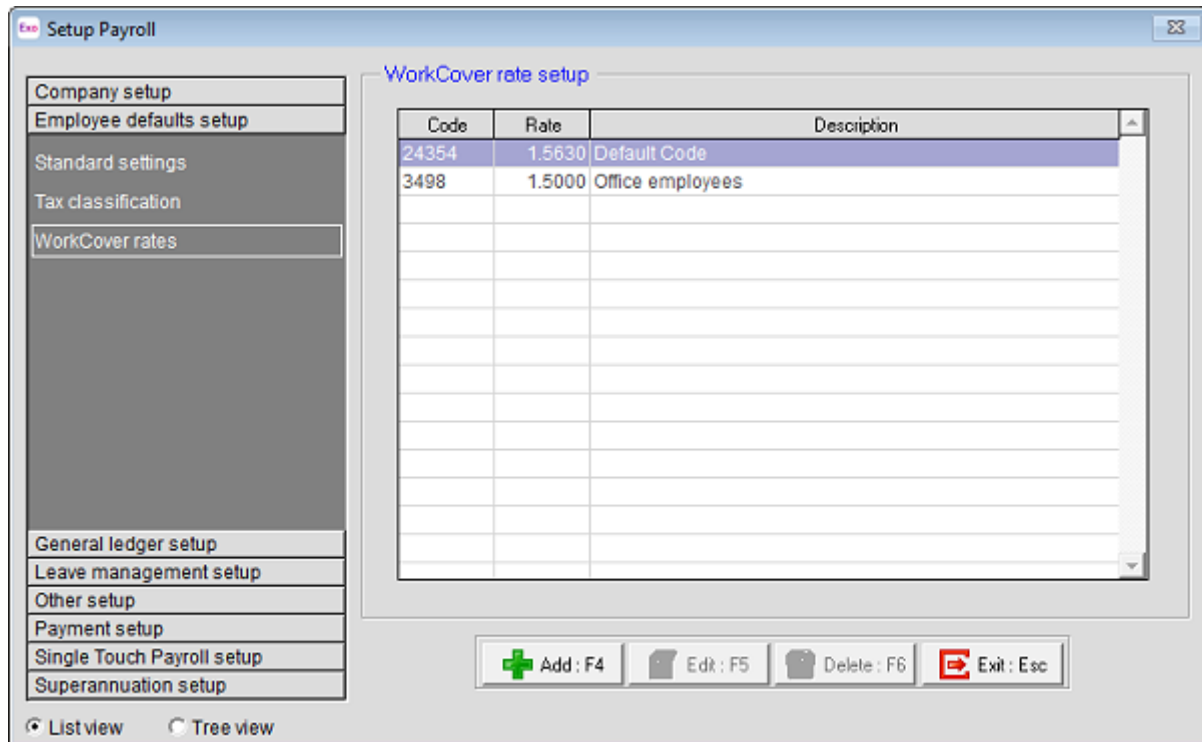
Here you can specify the most common Tax Scale that is applicable to this company. Generally this will be Scale 2, as shown below:



**Claim Tax Free Threshold** The tax-free threshold is the amount of income that an employee can earn each year that is not taxed (currently, the first \$18,200 of the employee's annual income). It is intended for employees who are Australian residents (for tax purposes).

## WorkCover rates

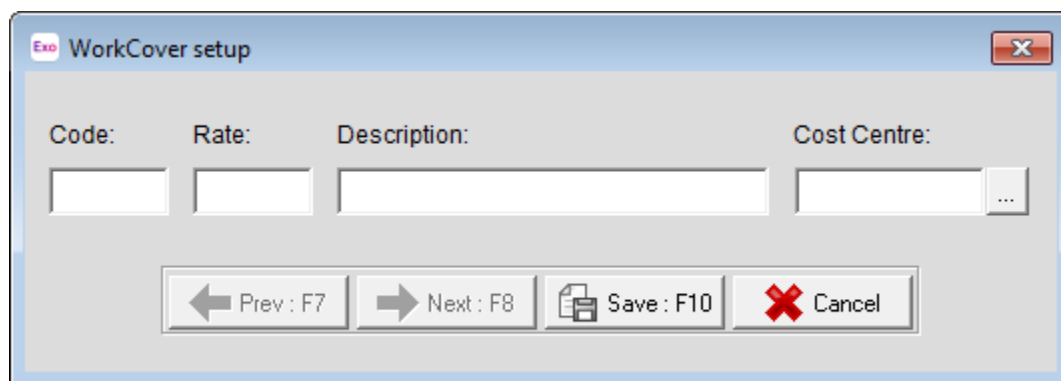
The WorkCover rate is used to calculate an amount of WorkCover levy, payable by the employer. The levy amount is based on a fixed percentage of the total employee's earnings that are liable for the levy. A payroll company may employ multiple rates of WorkCover. A WorkCover code is allocated to the employee on the Employee Details tab (see page 82) of the Employee Maintenance window. The employee's liable earnings and corresponding rate are then collated on the WorkCover report.



You can add an unlimited number of WorkCover codes.

### Adding Codes

Click on the **Add** button in order to add a new code & rate.



**Code** The levy code as provided to you by the WorkCover Corporation.

**Rate** The employee's earnings liable for WorkCover will be multiplied by this rate in order to arrive at a levy amount to pay.

**Description** A meaningful term of reference for this levy code.

**Cost Centre** Entering a Cost Centre here means that the levy accrual for this Code is placed against a specific Cost Centre in payroll reports. This overrides the default behaviour of the reports, which is to place the levy accrual against the employee's default Cost Centre. In other words, you should leave this value at blank/zero if you want reports to assume the default behaviour.

### Editing Codes

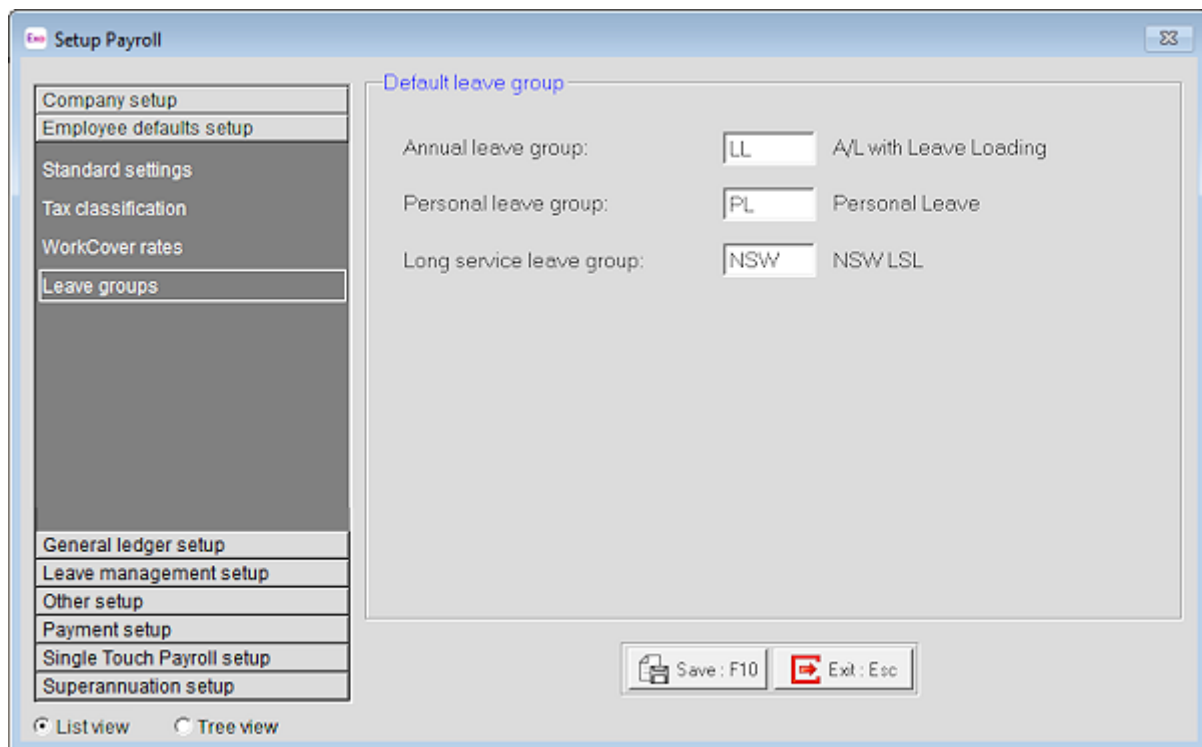
Click the **Edit** button in order to alter an existing code/rate. Having made the appropriate changes, click **Save** or press F10 to return to the WorkCover Rate Lookup window.

### Deleting Codes

Click the **Delete** button in order to alter an existing code/rate. If a code has already been used by an employee, you will be unable to delete it until their code is changed.

### Leave Groups

This section lets you set default leave groups for Annual Leave, Personal Leave and Long Service Leave. New employees will be assigned to these groups automatically.



**NOTE:** This section is only available if the new, enhanced leave entitlement management system has been activated. If you would like to learn more about the new leave entitlement features and how to activate them, contact your Business Partner.

## General Ledger Setup

MYOB Exo Payroll has the ability to analyse your payroll costs to a range of user-defined General Ledger codes. The resulting reports (see page 187) can be previewed, printed out, or exported electronically to many common accounting applications. The General Ledger Setup section of the Setup Payroll window (see page 21) enables you to set up these codes.

The screenshot shows the 'Setup Payroll' window with the 'General ledger setup' section selected. The 'Account codes' section is active, showing a table of account codes for various payroll categories. A checkbox for 'Use general ledger analysis' is checked. The table has columns for 'Suspense', 'Payments', 'Provision', and 'Track Provision\*'. The 'Track Provision\*' column contains checkmarks for 'Annual Leave', 'Personal Leave', and 'Long Service Leave'. A note at the bottom explains that accruals to leave provision accounts are only maintained for 'Hourly' based leave groups. At the bottom of the window are 'Save : F10' and 'Exit : Esc' buttons.

Suspense	Payments	Provision	Track Provision*
PAYG: 9900-20	Direct credit: 9800-10	Annual Leave: 9400-10	<input checked="" type="checkbox"/>
WorkCover: 9900-70	Cash: 9800-10	Personal Leave: 9400-20	<input checked="" type="checkbox"/>
Superannuation(employer): 9700-00	Cheque: 9800-10	Long Service Leave: 9400-50	<input checked="" type="checkbox"/>
Non-cash benefit: 9900-10	Rounding: 9800-10		

\* Note: Accruals to the Leave Provision accounts will only be maintained for employees with 'Hourly' based leave groups. Where employees are set to either 'Calendar' based leave groups or have no leave group assigned, leave will be expensed directly.

**NOTE:** General Ledger codes can be alphanumeric and can be up to 20 characters long.

### Account code setup

**Use general ledger analysis** In a basic payroll setup, transactions are attached to Cost Centres, allowing you to group your payroll costs by Cost Centre code on the Costing Analysis and Costing Summary reports (see page 187). This is primarily for financial/budgeting purposes.

Enabling General Ledger analysis takes this process one step further by attaching General Ledger codes to Cost Centres, allowing you to group your payroll costs by General Ledger code by way of the General Ledger reports (see page 187). This is primarily for accounting purposes - the total amounts per General Ledger become entries into the General Ledger at the end of the accounting period.

Expense accounts can be created when Cost Centres are created, during Step Six of the Payroll Setup Cycle (see page 78). At this stage the primary concern is creating Clearing accounts, in order to offset the forthcoming expense accounts, and thereby balance the accounting equation.

## Suspense

**PAYG** Pay As You Go withholding is a levy on the employee's taxable income. The purpose of the PAYG system is to simplify the payment and collection of taxes and to collect income and other taxes closer to the point in time when the income is earned or payment made. Under PAYG, business entities are required to report all tax liabilities to the ATO on a single form at regular intervals. The PAYG provisions cover items such as payments of income tax by businesses and superannuation funds (called PAYG instalments) and tax withheld from salary and wages, ETPs, pensions and annuities, payments in respect of non-cash benefits, and amounts withheld from payments to entities that do not quote a tax file number or an Australian Business Number (collectively PAYG withholdings).

**WorkCover** The WorkCover levy calculated on employee earnings, paid to WorkCover insurance.

**Superannuation (non-cash)** The employer superannuation contribution (superannuation guarantee).

**Non-cash benefit** Non-Cash Benefits paid to employees, e.g. Fringe Benefits.

## Payments

**Net pay by Direct credit** The employee's after-tax earnings, paid into their bank account by the employer.

**Net pay by Cash** The employee's after-tax earnings, paid as cash-in-hand by the employer.

**Net pay by Cheque** The employee's after-tax earnings, paid as a cheque, made out to the employee, or cheque bearer.

**Rounding** Rounding occurs when:

- dollars and cents are added to the net pay, as the net pay needs to be rounded up to the nearest rounding increment.
- dollars and cents are withheld from the net pay, as the net pay needs to be rounded down to the nearest rounding increment.

## Provisions

**Annual Leave** The Annual Leave accrued each pay period.

**Personal Leave** The Personal Leave accrued each pay period.

**Long Service Leave** The Long Service Leave accrued each pay period.

Each leave type has a **Track Provisions** check box next to it. Ticking these boxes means that the necessary GL journals are generated when leave of the corresponding type is taken by an employee.

**NOTE:** Accruals to the Leave provision accounts will only be maintained for employees whose Leave Groups use the "Hours" method. If employees are set to the "Calendar" method, or if they have no Leave Group assigned, leave will be expensed directly.

## Leave Management Setup

The Leave Management Setup section of the Setup Payroll window (see page 21) covers all types of leave, and deals with costing implications, units of measurement, entitlement dates, accrual calculations, and many other aspects which should be considered carefully before pays are run. Leave settings are divided across the following sub-sections:

- Annual leave (see page 32)
- Personal leave (see page 33)
- Long service leave (see page 34)
- Unpaid leave (see page 34)

**NOTE:** This topic describes the standard leave entitlement management functions. MYOB Exo Payroll includes a new, enhanced **leave entitlement management system**. Updating to the new leave entitlement management system is a major process and cannot be reversed; for this reason, the new system is not active by default. If you would like to learn more about the new leave entitlement features and how to activate them, contact your Business Partner.

### Annual leave

**NOTE:** Actual annual leave information is set up on the **Leave Entitlements tab** of the Employee Maintenance window.

**Use company anniversary date as annual leave entitlement date** If you use an entitlement date based on the employee's start date, leave this box blank; otherwise tick the box and enter a date representing when the next global rollover/annual leave payout will occur across your company.

**Leave loading tax-free threshold** In some states the first \$320 of leave loading (paid to employees) in the financial year is not liable for PAYG; enter such an amount here if this rule applies to your company. You will also need to turn on the Entitled to Leave Loading at... % (see page 92) option for any employees to whom this applies.

**NOTE:** This setting only applies to pay periods prior to the 2012-2013 financial year; for periods after 1 July 2012, this setting is not used.

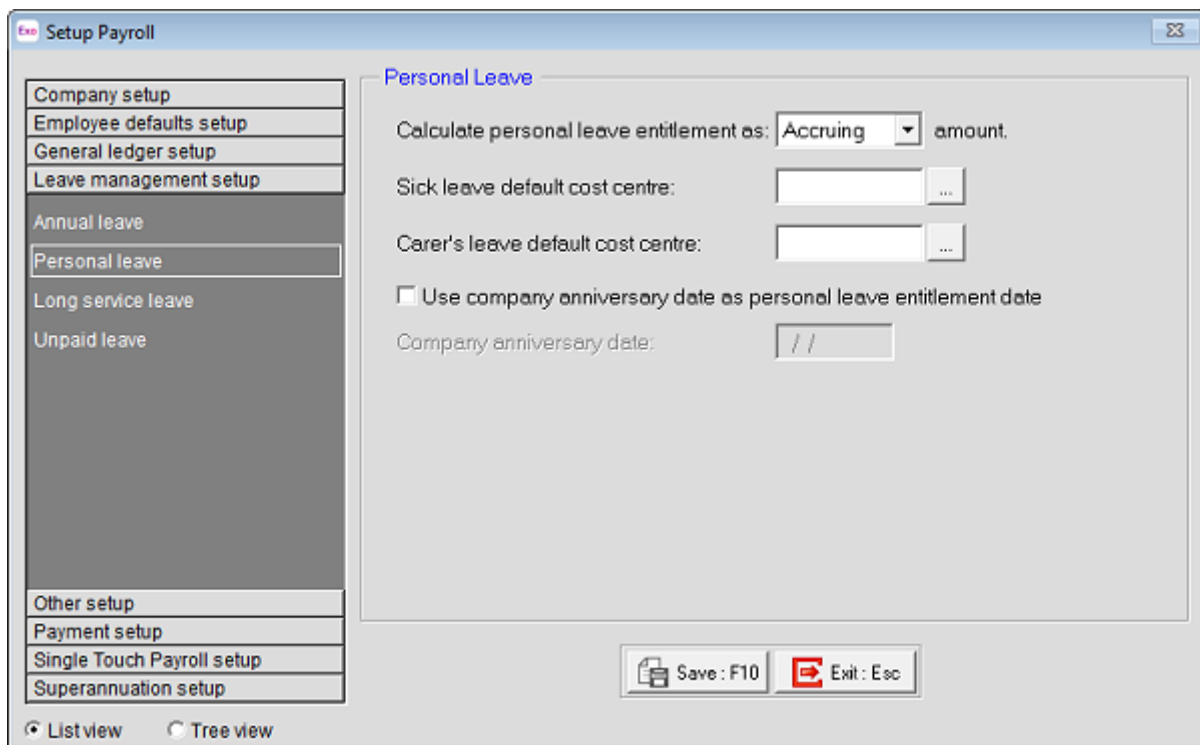


**Annual leave default cost centre** Usually, this field would be left blank, meaning that the costing for this payment defaults to the employee’s default Cost Centre code. However, you may want to cost all payments of this leave type to a specific Cost Centre and in turn a specific General Ledger code, so that this type of payment appears as a discrete expenditure item on the General Ledger report, and is not allocated to an employee or department as such. If that is the case, enter a global Cost Centre here in order to cost all payments of this leave type to one Cost Centre.

**Pay period valuation method** If you want to value your Annual Leave based on the 4/52 (4-week) equivalent rule, it is recommended that this option be turned on. This will fix the Days Paid accumulator to 5 for each pay week, as derived from the Standard Pay, resulting in 260 days accumulated at the end of the holiday pay year. The employee’s total holiday entitlement will then become 20/260 at the end of the holiday pay year – in other words the equivalent of 4/52.

### Personal leave

These options govern the personal leave allocation that is given, should an employee’s situation require a paid absence from work.



**NOTE:** Actual personal leave information is set up on the **Leave Entitlements tab** of the Employee Maintenance window.

**Calculate personal leave entitlement as** Select one of the following options:

- **Accruing amount** - the entitlement increases as time goes by. For example, if your annual entitlement is 80 hours, at the six-month point your accrual entitlement will be 40 hours.
- **Lump Sum amount** - employees only get the entitlement when the entitlement date is reached, in other words they cannot take leave in advance of the entitlement date. For example, if your annual entitlement is 80 hours, at the six-month point your outstanding entitlement will be 0 hours. After twelve months your entitlement will be 80 hours.

**Sick leave default cost centre** Usually, this field would be left blank, meaning that the costing for this payment defaults to the employee's default Cost Centre code. However, you may want to cost all payments of this leave type to a specific Cost Centre and in turn a specific General Ledger code, so that this type of payment appears as a discrete expenditure item on the general ledger report, and is not allocated to an employee or department as such. If that is the case, enter a global Cost Centre here in order to cost all payments of this leave type to one Cost Centre code.

**Carer's leave default cost centre** Usually, this field would be left blank, meaning that the costing for this payment defaults to the employee's default Cost Centre code. However, you may want to cost all payments of this leave type to a specific Cost Centre and in turn a specific General Ledger code, so that this type of payment appears as a discrete expenditure item on the general ledger report, and is not allocated to an employee or department as such. If that is the case, enter a global Cost Centre here in order to cost all payments of this leave type to one Cost Centre code.

**Use company anniversary date as personal leave entitlement date** If you use an entitlement date based on the employee's start date, leave this box blank; otherwise enter a date representing when the next global rollover/personal leave entitlement will occur across your company.

### Long service leave

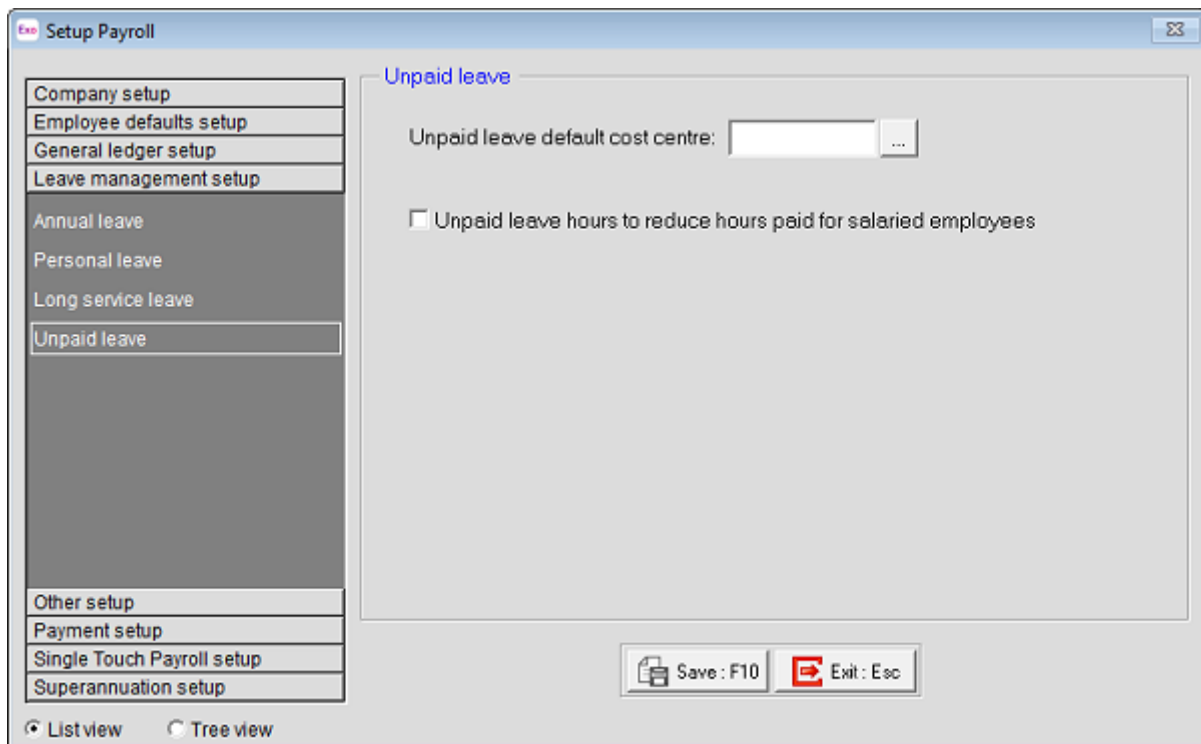
These options govern the leave that is allocated as a reward for extended, continuous length of service to an employer, over several years.

**NOTE:** Actual long service leave information is set up on the **Leave Entitlements tab** of the Employee Maintenance window.

**Long service leave default cost centre** Usually, this field would be left blank, meaning that the costing for this payment defaults to the employee's default cost centre code. However, you may want to cost all payments of this leave type to a specific cost centre and in turn a specific general ledger code, so that this type of payment appears as a discrete expenditure item on the general ledger report, and is not allocated to an employee or department as such. If that is the case, enter a global Cost Centre here in order to cost all payments of this leave type to one Cost Centre code.

## Unpaid leave

This section governs unpaid leave taken by employees.



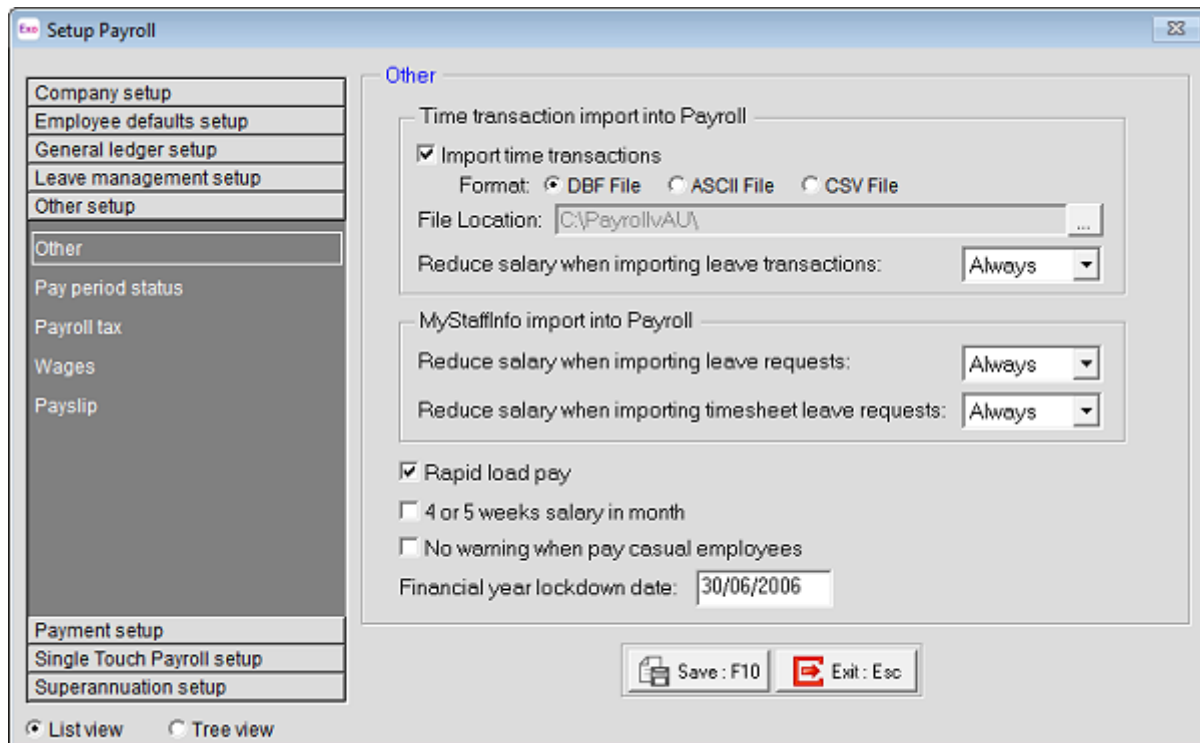
**Unpaid leave default cost centre** Enter a global Cost Centre to which all payments of this leave type will be costed. If this value is left at zero, the payments will instead be costed each employee's default Cost Centre.

**Unpaid leave hours to reduce hours paid for salaried employees** If this option is ticked, then when salaried employees take Unpaid Leave, their Hour Paid will be reduced accordingly.

## Other Setup

The Other Setup section of the Setup Payroll window (see page 21) contains additional settings that affect the operation of MYOB Exo Payroll. There are also options to enable certain advanced features, which would otherwise remain concealed. Settings are divided across the following sub-sections:

- Other (see page 36)
- Pay period status (see page 38)
- Payroll tax (see page 38)
- Wages (see page 40)
- Payslip (see page 41)



### Other

**Import time transactions** Selecting this option allows you to import a time attendance file (see page 174) from an outside time and attendance software program. This program, such as MYOB Exo Time and Attendance or MYOB Exo Business, combined with an electronic time clock creates a file that then loads all employee hours and what allowances they are entitled to for that pay period.

If this options is selected, you must specify the format of the import file that will be created by the time and attendance program - choose between DBF, ASCII and CSV formats.

**NOTE:** If you are going to import time transactions from MYOB Exo Business, this option must be enabled, and the CSV format must be selected.

**File Location** If the **Import time transactions** option is selected, you must specify the location where the import files are stored.

**NOTE:** Import files can also be placed in the root install directory (usually **C:\Payrollv**).

**Reduce salary when importing leave transactions** Specify how the system should behave with regard to reducing salary (see page 131) when importing leave via the import time transactions function:

- Always reduce salary.
- Never reduce salary.
- Display a prompt to the user, asking if they want to reduce salary.

**MyStaffInfo import into Payroll** These properties are only available if the MYOB MyStaffInfo product (see page 180) is installed. When importing leave requests from MyStaffInfo, specify how the system should behave with regard to reducing salary (see page 131):

- Always reduce salary.
- Never reduce salary.
- Display a prompt to the user, asking if they want to reduce salary.

Two properties are available: one to specify behaviour for imported leave requests, and one for imported timesheet leave requests, i.e. timesheet transactions where the Type is "Leave".

**Rapid Load Pay** Selecting this option enables the Rapid Load Pay (see page 176) module in the Pay menu. Rapid loading is a method of entering pay period details that vary pay-period-by-pay-period. It allows for speed loading of transactions that go into making up employees' pay rather than copying the standard pay into the current pay.

**4 or 5 weeks salary in month** Selecting this option will enable you to pay salaried employees as a 4 or 5 week month. When you create a monthly pay with this option selected, the Create Pay window (see page 120) will ask you how many weeks are in this pay month.

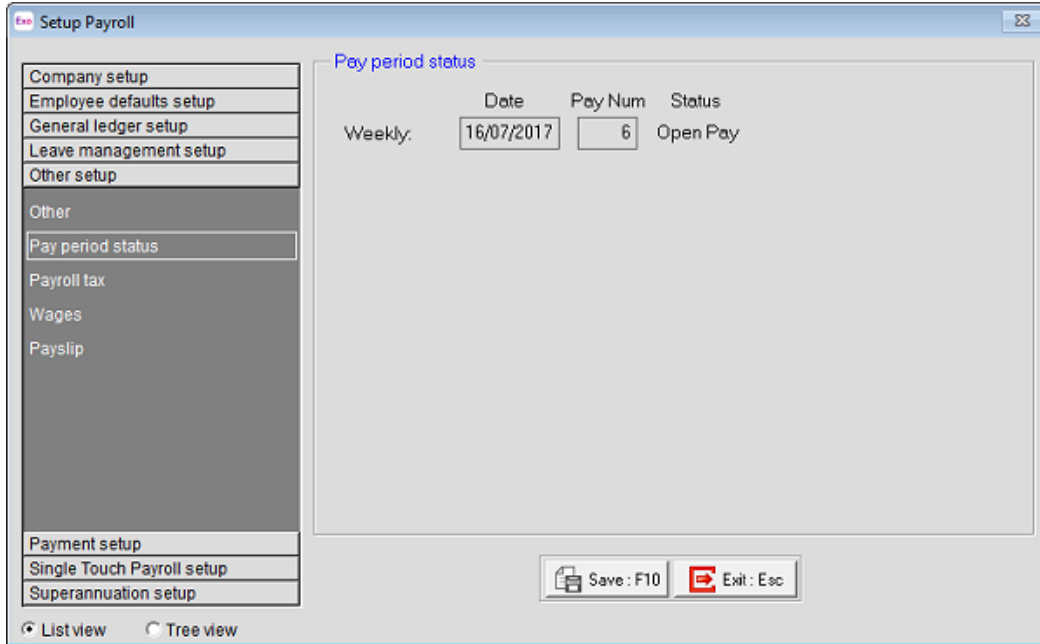
If you use this option, when you load the standard pay for monthly salaried employees you must divide their annual salary by 52, and enter this amount (the Payroll will multiply this amount by either 4 or 5, as per your specifications). You should also never alter the tax rate, as the Payroll calculates it correctly and if you make any changes you are in danger of understating an employee's yearly earnings, so that the employee would be underpaying their PAYG for the year.

**No warning when pay casual employees** When paying a casual employee, Exo Payroll shows a warning message stating that the employee is a casual employee and asking you to confirm that you want to pay them this pay period. This warning can become unnecessary if you are paying casual employees regularly or paying a large number of casuals. Selecting this option means that this warning message no longer appears.

**Financial year lockdown date** To prevent users from creating pays in previous financial years, either by mistake or deliberately, you can enter a date in this field. The system will not allow you to create any pays prior to this date.

### Pay period status

The fields in this sub-section are automatically derived from payroll activity. This involves current pay period dates for all of your pay frequencies, and their corresponding pay numbers. Every time you open a new pay period it is given a new number, starting at 1 and increasing. This window also shows if the pay period is still open or has been updated.

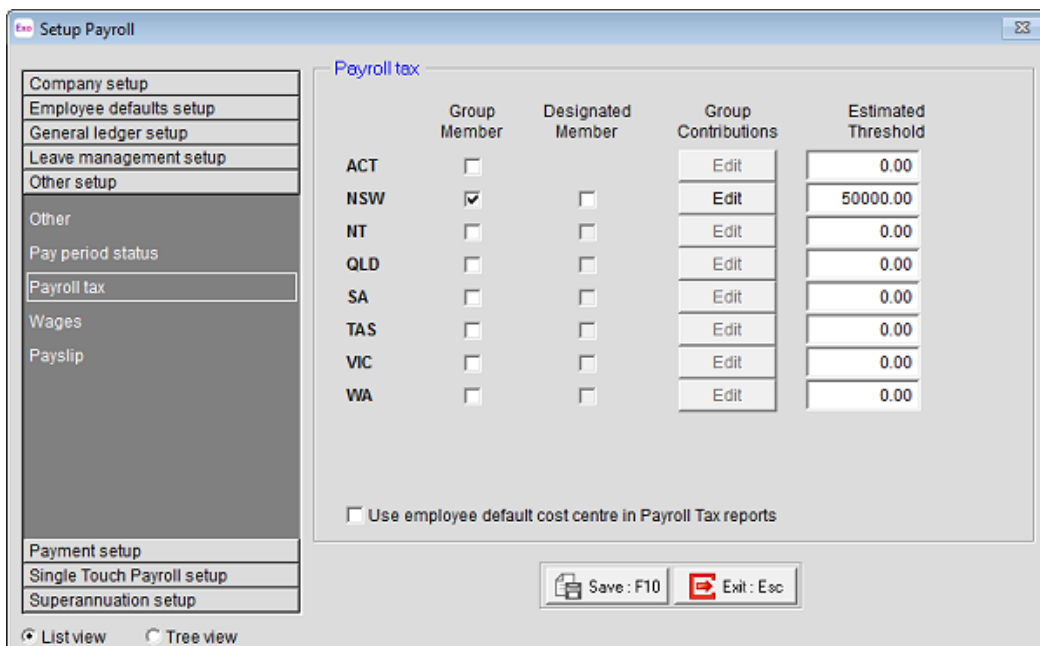


You are unable to match pay numbers to pay weeks, as this is unnecessary when you are able to report on any given date period and for any given pay number.

### Payroll tax

Payroll tax is a tax charged by the State Government, calculated on the payroll size of a business.

**NOTE:** Exo Payroll is programmed with the latest rates and thresholds for each state. If necessary, you can override the rate and threshold on the **Employer details (see page 23)** section of the Setup Payroll window.



**Group Member** If the company is a member of a Payroll Tax Group, you need to set up the contributions paid in each state. Tick the option for each state in which there is a group member.

**Designated Member** If this company is the designated member, tick the option(s) for the state(s) in which the company is the designated member.

**Group Contributions** In order for the system to correctly calculate the group payroll tax, you must enter the group contributions for each group member every month. Click the **Edit** button. The following window appears:

The screenshot shows a software window titled "EXO Payroll Tax Group Contributions - NSW". At the top, there are three dropdown menus for "State:", "Year:", and "Month:". Below these are two text input fields: "State Wages:" and "Interstate Wages:", both containing the value "0.00". The main area of the window is a table with four columns: "Year", "Month", "State Wages", and "Interstate Wages". The table is currently empty. At the bottom of the window, there is a row of six buttons: a green plus sign followed by "Add", a pencil icon followed by "Edit", a floppy disk icon followed by "Save", a red X icon followed by "Cancel", a trash can icon followed by "Delete", and a red square with a white arrow followed by "Exit".

The grid lists all the group contributions have you entered into the system. To enter a new contribution:

1. Click the **Add** button.
2. The **State** field will default to the state for which you are entering group contributions.
3. In the **Year** field, select the year for which you are entering group contributions.
4. From the **Month** dropdown list, select the month for which you are entering group contributions.
5. In the **State Wages** field, enter the total wages paid by other group members in the same state. You should exclude contributions paid by this company in the state as the system will automatically calculated it from the pays entered into the system.
6. In the **Interstate Wages** field, enter the total wages paid by group members in other states.
7. Click the **Save** button.

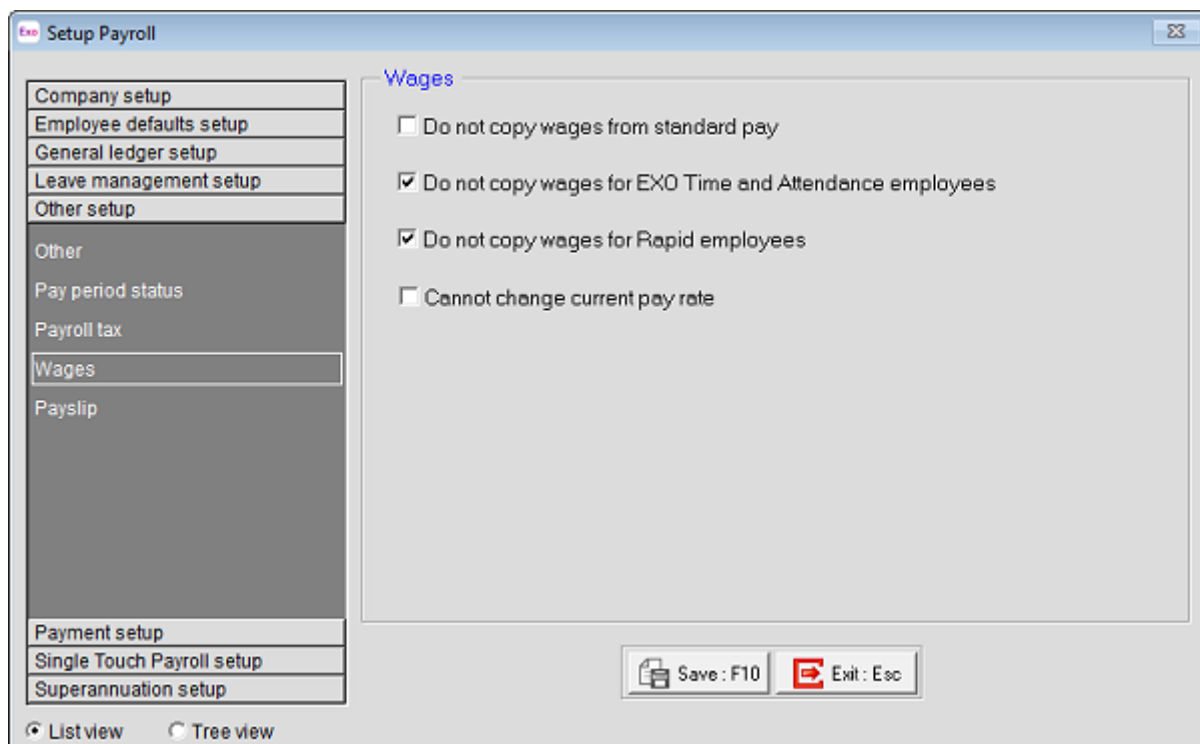
You must repeat these steps every month to enter the group contributions. The system requires this information to correctly calculate group payroll tax.

**Estimated Threshold** Payroll tax applies to companies earning above an annual wage threshold, which differs by state. Exo Payroll stores the current thresholds for all states and applies them when generating Payroll Tax reports. You can use these fields to override the threshold for each state if necessary; the overridden threshold will be used on Payroll Tax reports. If the Estimated Threshold is set to 0.00, the default threshold will be used.

**Use employee default cost centre in Payroll Tax reports** If this option is ticked, the Payroll Tax reports (see page 191) will determine the state that earnings apply to by using the Cost Centre (see page 78) of the related employee. If it is not ticked, the reports will use the Cost Centre on the earnings themselves.

## Wages

Wages are paid to non-salaried employees, at a set rate per hour, multiplied by the Pay Rate Multiplier that is defined in the Payment Setup (see page 41) section.



**Do not copy wages from standard pay** Selecting this option means that when you create the Current Pay (see page 120), the wage lines in an employee's Standard Pay (see page 99) will not be copied into the Current Pay. (Everything else will, just not the contents of the Wages window (see page 100).) This is to ensure that you do not double up wage/hours information from the Standard Pay with wages from some outside source such as MYOB Remote or Timesheet.

**Do not copy wages for Exo Time and Attendance employees** Selecting this option means that when you create the Current Pay (see page 120), the wage lines in an employee's Standard Pay (see page 99) will not be copied into the Current Pay if they have been tagged as a Time and Attendance employee. (Everything else will, just not the contents of the Wages tab (see page 100).) This is only to be switched on if you are entering current pay information via MYOB Exo Time and Attendance. It is to ensure that you do not double up wage/hours information with what may be in the employee's Standard Pay.

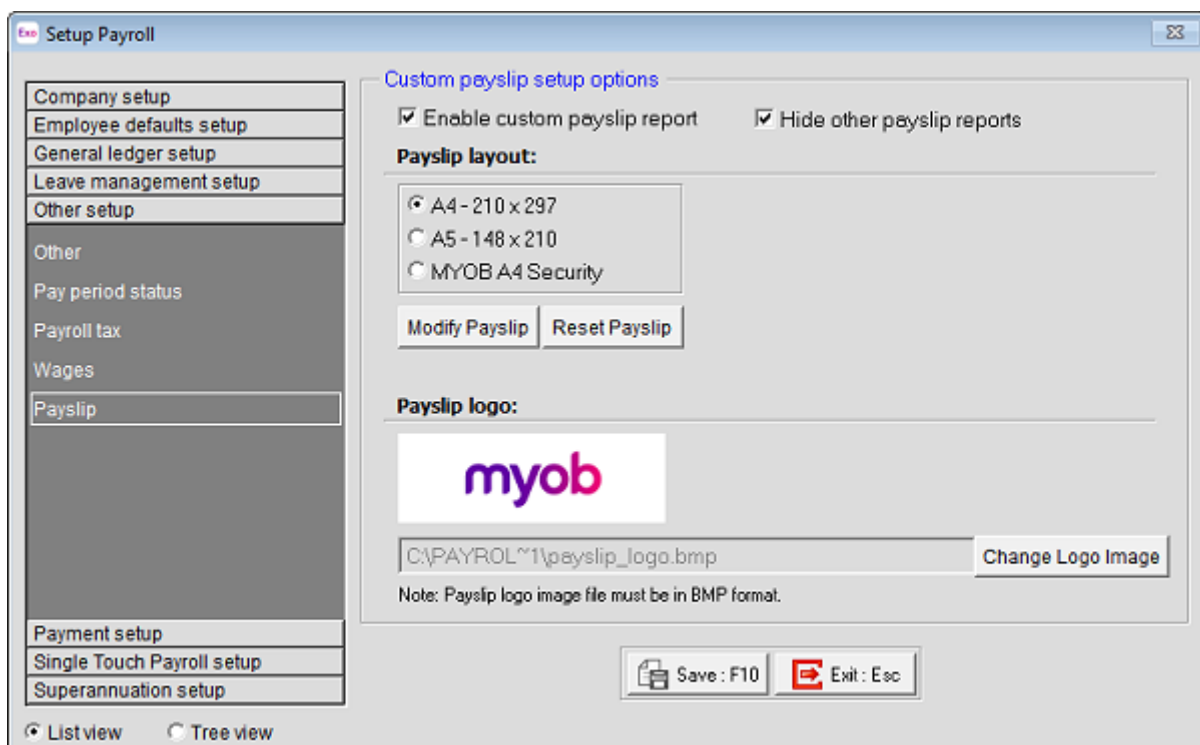


**Do not copy wages for Rapid employees** Selecting this option means that when you create the Current Pay (see page 120), the wage lines in an employee’s Standard Pay (see page 99) will not be copied into the Current Pay. (Everything else will, just not the contents of the Wages window (see page 100).) This should only be selected if you are entering current pay information via Rapid Loading (see page 176) or an electronic time clock. It is to ensure that you do not double up wage/hours information with what may be in the employee’s Standard Pay.

**Cannot change current pay rate** Selecting this option means that after creating your Current Pay, you are unable to change an employee’s hourly rate when editing that Current Pay. This is to be used as a safeguard against an error being made in a Current Pay and someone accidentally changing an employee’s hourly rate and processing the pay without noticing the error has been made. If there may be a reason to change an hourly rate while you are doing a Current Pay then leave this option off.

### Payslip

This section lets you enable, set up and edit the custom payslip (see page 205).



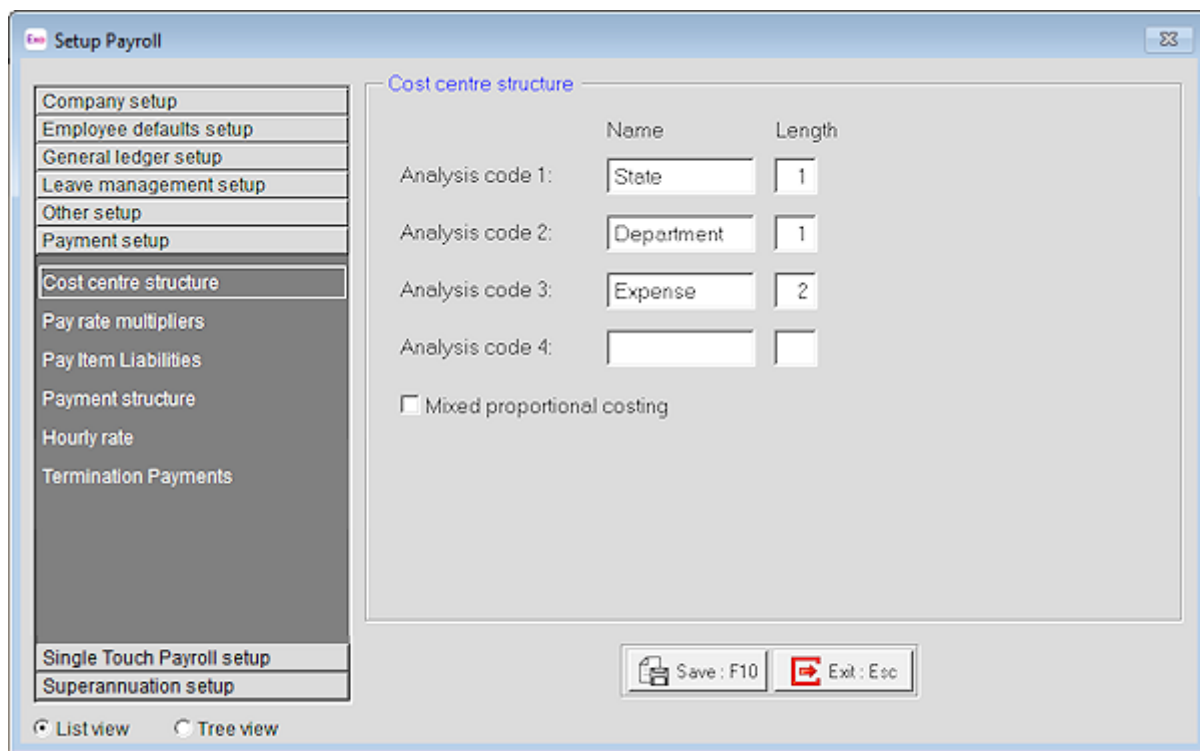
## Payment Setup

The Payment Setup section of the Setup Payroll window (see page 21) enables you to define how the payroll expenditure is paid and costed. Settings are divided across the following sub-sections:

- Cost centre structure (see page 42)
- Pay rate multipliers (see page 43)
- Pay item liabilities (see page 46)
- Payment structure (see page 46)
- Hourly rate (see page 47)
- Termination payments (see page 48)

### Cost centre structure

This section determines the overall structure of the field sizes and number of sub-groups for Cost Centres generally - it is not for setting up the Cost Centres themselves (this is done in Step Six of the Payroll Setup Cycle (see page 78)). The Cost Centre structure is based on a 12-digit number broken down into separate levels. The 12-digit number can be divided into up to 4 separate levels with any number of digits in each level, as long as the total number of digits does not exceed 12.



For example, the total cost centre number of 12 digits could be set up as:

Code	Name	Length
<b>Code 1</b>	Area	2 digits (Up to 99 different)
<b>Code 2</b>	Lab type	3 digits (Up to 999 different)
<b>Code 3</b>	Job type	3 digits (Up to 999 different)
<b>Code 4</b>	Job no.	4 digits (Up to 9999 different)

## MYOB EXO Payroll

For this 12-digit number the code/level breaks would look like this:

99 / 999 / 999 / 9999

So the number 100010505645 could mean this when broken down into its particular levels:

**10** / 001 / 050 / 5645 meaning Area code 10 = Sydney

10 / **001** / 050 / 5645 meaning Lab type 001 = Microbiology

10 / 001 / **050** / 5645 meaning Job type 050 = Cosmetics

10 / 001 / 050 / **5645** meaning Job no 5645 = J/N 5645

**TIP:** You can **set up names (see page 231)** for the supported codes in each part of the structure by selecting **Costing > Cost Centre Structure Names** from the Maintenance menu. This is how you specify that Area code 10 stands for Sydney and Lab type 001 stands for Microbiology, etc.

A cost centre can be as complex or as simple as required - it all depends on your particular analysis needs. If you have any further questions, call the MYOB Employer Services Support Team for advice.

To set up the structure for your company's cost centres, type in the description for a code, then type in the length of the number (in digits). Repeat for all four codes.

**Mixed proportional costing** Selecting this option activates the ability to have both proportional costing and direct costing in the same pay. With direct costing, a value is directed straight to a Cost Centre; however, with proportional costing, the values are valued to Cost Centres by either a percentage or the number of hours worked.

Payments that would otherwise be proportionally costed can be direct costed in the transaction itself, by ticking the relevant **Direct Cost** checkbox(es) on an employee's Leave Entitlements tab.

If mixed proportional costing is switched off (the default) then any cost valued to a Cost Centre directly is overridden by any proportional costing that has been set up for the individual employee. With mixed proportional costing switched on, any values costed to Cost Centres directly are costed to the appropriate Cost Centres, and the balance value is then proportionally costed by either percentages or by hours worked. You should only turn on mixed proportional costing if you are really sure it is appropriate. If your company has no special requirements regarding mixed proportional costing then leave this option off.

### **Pay rate multipliers**

The dollar value obtained from a wage line equates to:

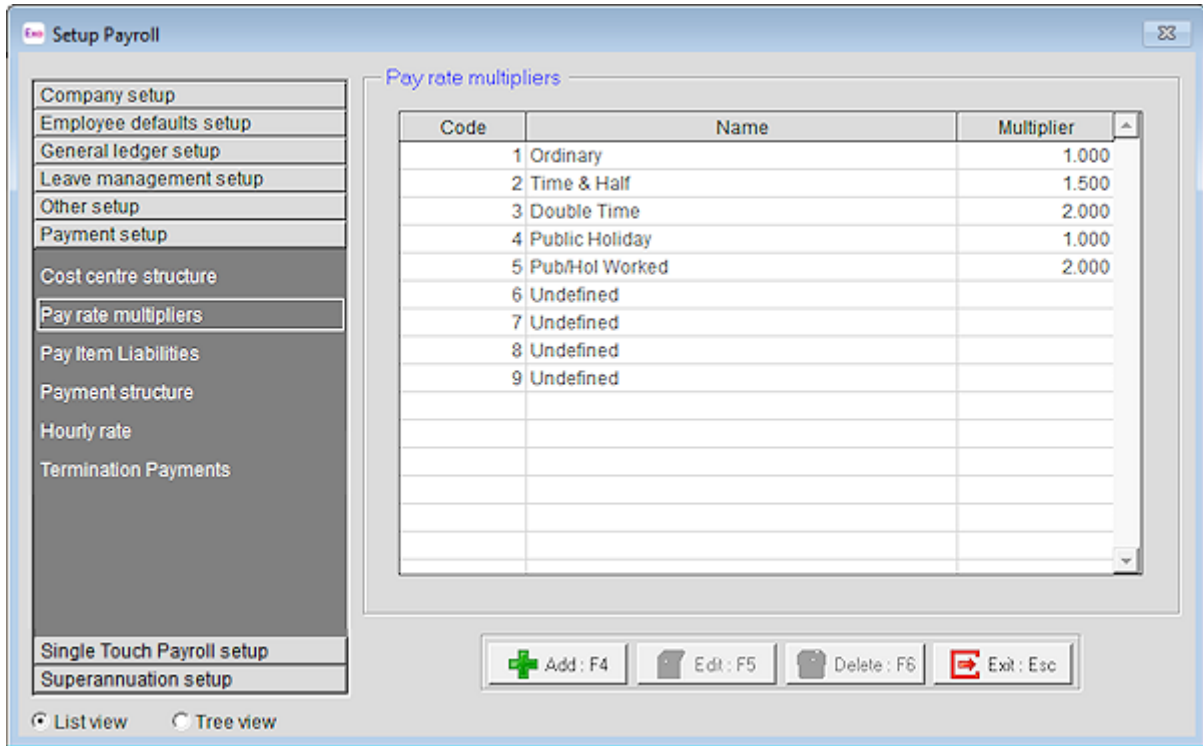
**employee's hours × the employee's hourly rate × the Pay Rate Multiplier**

For example, where an employee is paid \$15 per hour:

37.5 Ordinary hours at an Ordinary Pay Rate =  $37.50 \times (15.00 \times 1.00) = 37.50 \times 15 = \$562.50$

3.5 Overtime hours at a Time & Half Rate =  $3.50 \times (15.00 \times 1.50) = 3.5 \times \$22.50 = \$78.75$

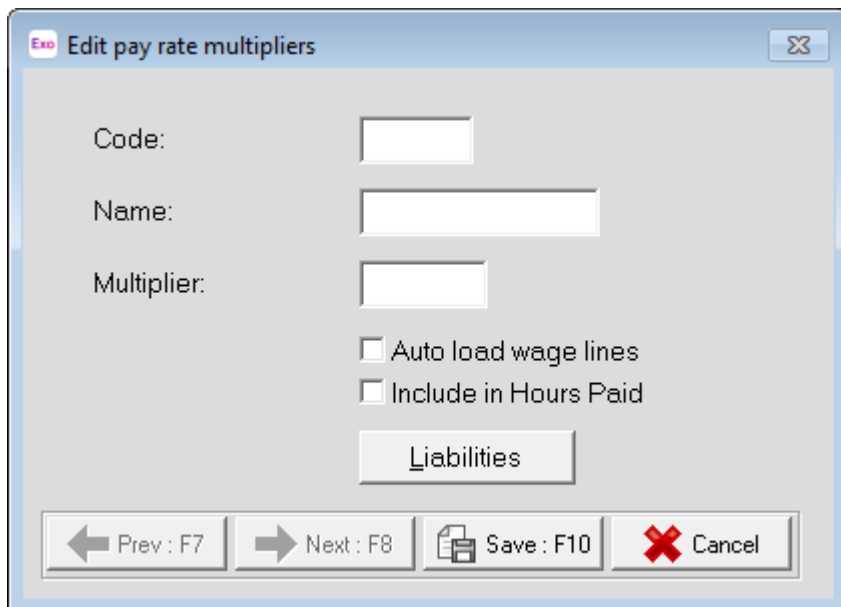
An employee may have up to nine hourly wage rates (see page 105). A wage rate can be combined with any multiplier. You may define an unlimited number of multipliers.



The standard hourly rate should be considered as having a multiplier of 1. In most cases the default multipliers will be sufficient:

Name	Multiplier
Ordinary	1.00
Time & Half	1.50
Double Time	2.00

You can add an unlimited number of Pay rate multipliers. Click on the **Add** button in order to add a new code and rate.



**Code** Enter the new code, or enter the code of any existing undefined multiplier.

**Name** Enter a descriptive name for this pay rate multiplier, e.g. Night Shift.

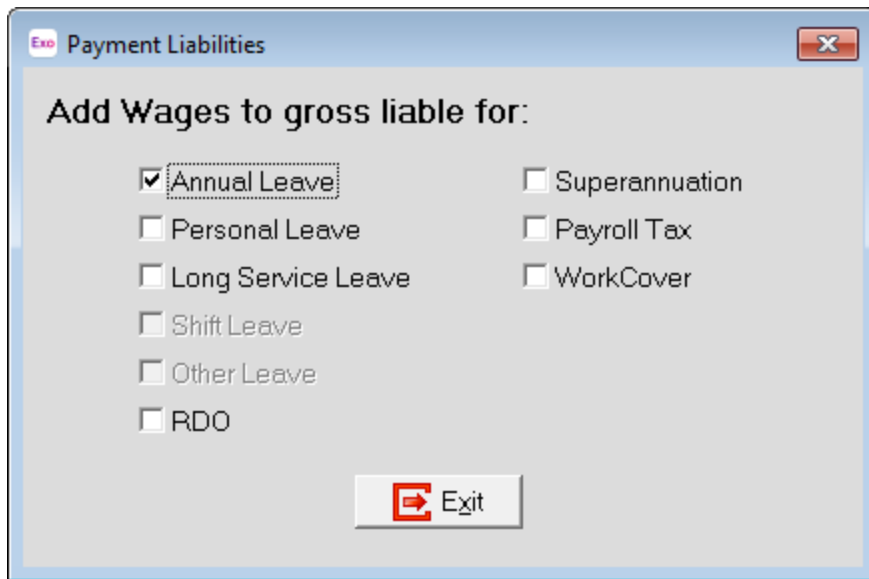
**Multiplier** Enter the number by which the employee's hourly rate is to multiplied, 1 for Ordinary, 2 for Double, 3 for Triple, etc.

**Auto load wage lines** To ensure that all new waged employees have a pay rate multiplier loaded in their Standard Pay, these can be auto loaded. If this option is enabled, it will automatically place the appropriate wage line in the Wages window (see page 100) of employees' Standard Pay. It will not allot any hours, only the ability to pay an employee this pay rate multiplier. This will save time when entering an employee's Standard Pay as you will have no need to load wage lines manually. It will also load the same lines into a waged employee's Wages window when entering a One-Off Pay (see page 166).

**NOTE:** The auto load option does not affect the Wage windows for employees who have already been added. It will only apply to employees who are added after auto load is enabled.

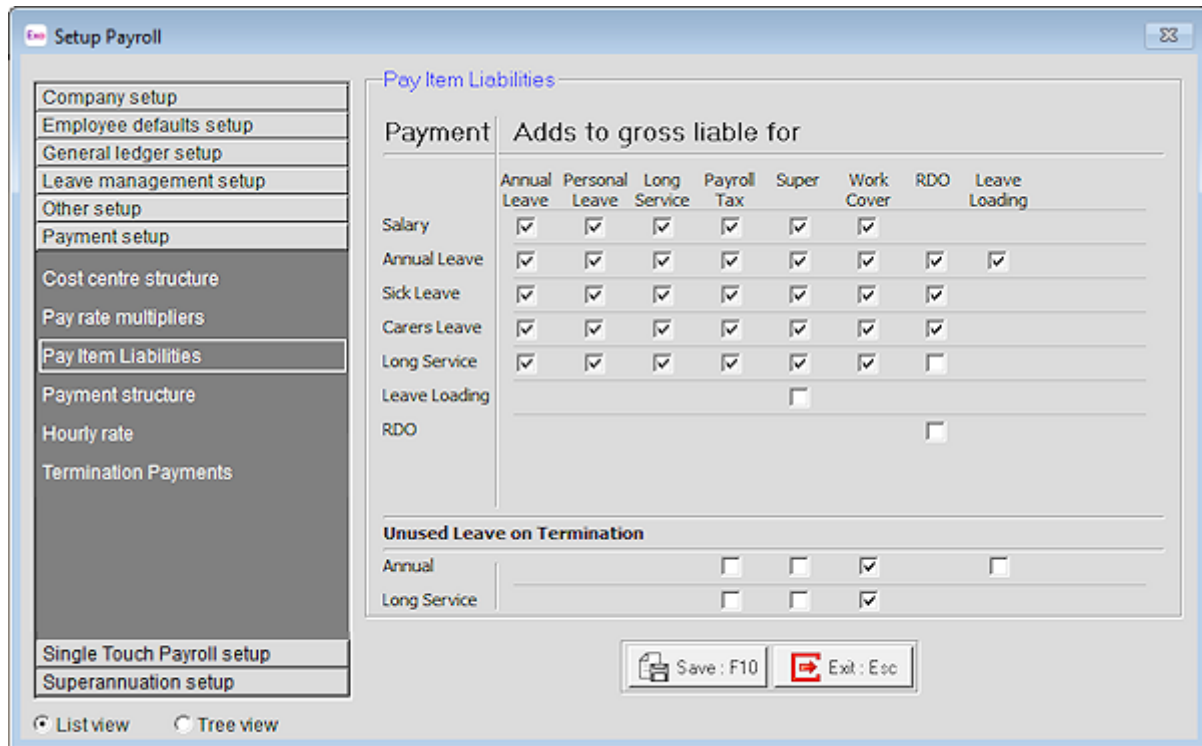
**Include in Hours Paid** If the system is set up to accrue leave based on the employee's actual hours of work, you must specify the hours that should be taken into account for this calculation. By selecting this option, any hours paid against this pay rate multiplier will be included in the calculation.

**Liabilities** Certain pay rate multipliers have an effect on other payment items, e.g. hours paid at ordinary time rates are liable for Superannuation, whereas hours paid at overtime rates are not. Clicking this button opens a window that lets you select the pay items this pay rate multiplier is liable for.



### Pay item liabilities

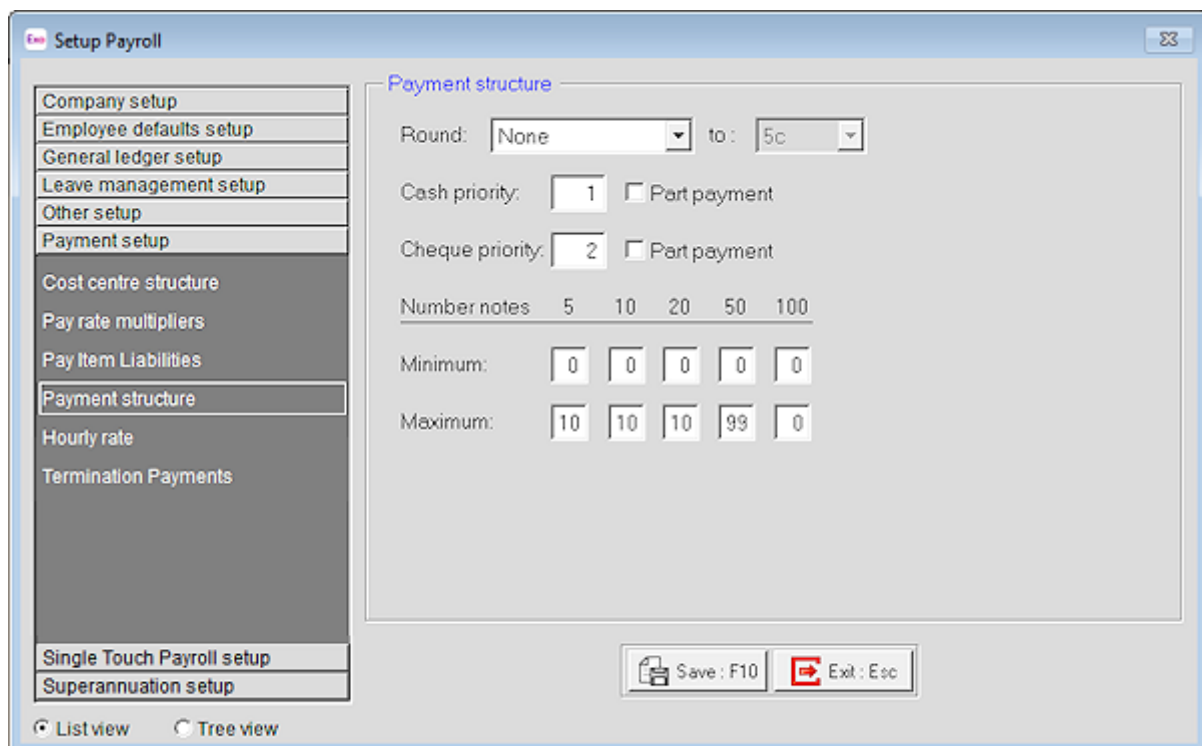
Certain pay items have an effect on other payment items, e.g. Salaries and Annual Leave are liable for Superannuation, WorkCover levies and Payroll Tax, whereas Leave Loading paid on termination is not liable for Superannuation.



This sub-section lets you select the pay items that each payment is liable for.

### Payment structure

This sub-section deals with rounding conditions and bank-note distribution.



**Round** Rounding of pays is an option that is generally used only if you pay employees in whole or part by cash. In these cases, you may want to set a rounding rule, to be applied to the employees' net pay calculation. Select one of the following:

- **None** - If pay rounding is set to None, the Payroll will automatically round cash pays only, to the nearest 5c. Pay rounding is tracked on the Other tab (see page 95) of the Edit Employee window.
- **All Pays** - round all of the pays: cash, cheque, and direct credits.
- **Cash Pays** - round the cash portion of the pays only.

The Priority options relate to the values that are paid out when the employee does not work their regular hours during the pay period.

**Cash Priority** Setting this value to 1 will result in fixed dollar cash payments being paid out in preference to cheque payments (with a value of 2 or greater), if there are insufficient funds to meet both fixed dollar payments. Ticking the **Part Payment** box will result in fixed dollar cash payments being partially paid out if the sufficient funds are enough to pay out only part of the fixed dollar amount.

**Cheque Priority** Setting this value to 1 will result in fixed dollar cheque payments being paid out in preference to cash payments (with a value of 2 or greater), if there are insufficient funds to meet both fixed dollar payments. Ticking the **Part Payment** box will result in fixed dollar cheque payments being partially paid out if the sufficient funds are enough to pay out only part of the fixed dollar amount.

If you select "All Pays" or "Cash Pays", you must specify a rounding increment. You can round to the nearest 5c, \$1, \$2, or \$5.

If you pay cash, you are able to select the **Minimum** and **Maximum** of each dollar denomination from \$5 to \$100. If, for example, you want at least 2 \$5 dollar bills, 3 \$50 dollar bills and no \$100 dollar bills in every pay, enter 2 in the \$5 dollar column of the Minimum line, 3 in the \$50 dollar column of the Maximum line, and a 0 in the \$100 dollar column of the Maximum line.

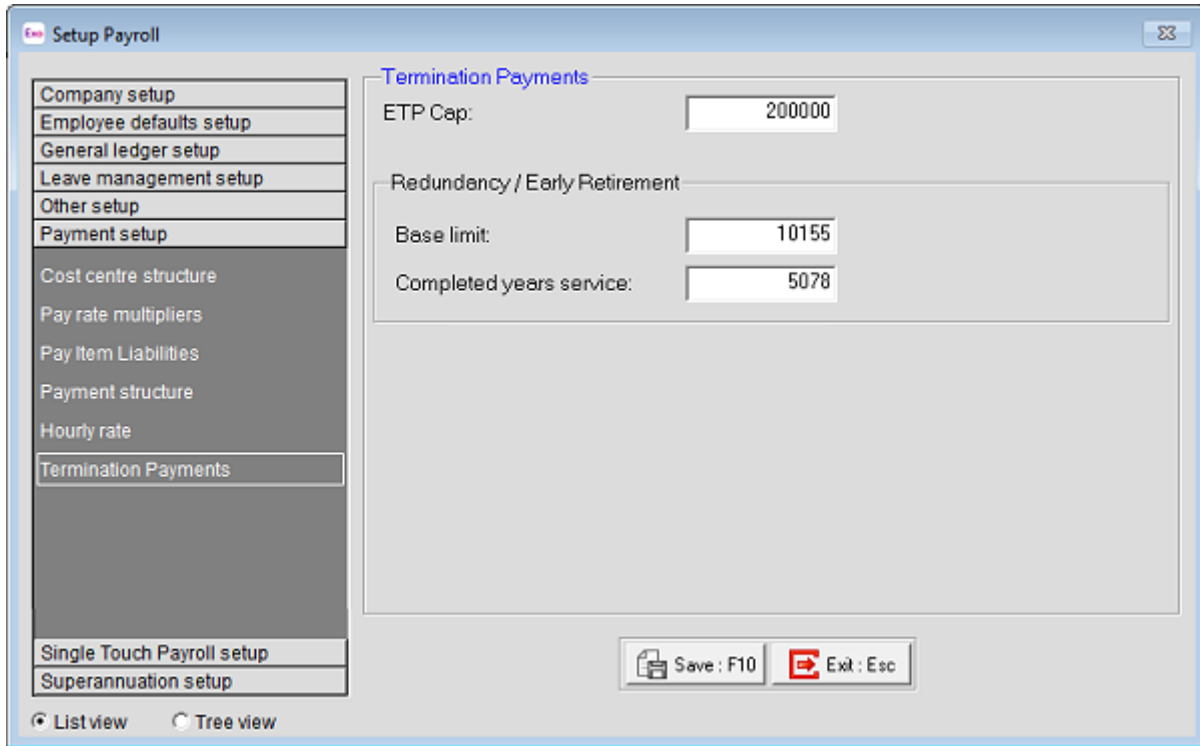
## Hourly rate

The screenshot shows the 'Setup Payroll' window with the 'Hourly rate description' tab selected. The sidebar on the left lists various setup options, with 'Hourly rate' highlighted. The main content area is titled 'Hourly rate description' and features a checked checkbox for 'Multiple wage hourly rates'. Below this, there are nine input fields, each labeled 'Rate 1' through 'Rate 9'. At the bottom of the window, there are two buttons: 'Save : F10' and 'Exit : Esc'. The window also has 'List view' and 'Tree view' radio buttons at the bottom left.

**Multiple wage hourly rates** Selecting this option allows you to define up to nine different Hourly Rates (see page 105) for any individual employee. If this option is not selected, employees can only have a single hourly rate defined.

Enter names for each of the Hourly Rates defined in the system, as they will appear on the Add/Edit Wage window (see page 101). By default, rates are named “Rate 1”, “Rate 2”, etc - this sub-section allows you to give them more user-friendly names.

### Termination payments



The values on this tab are used to calculate the tax free limit for employee termination payments (ETPs) on the Termination Wizard (see page 149).

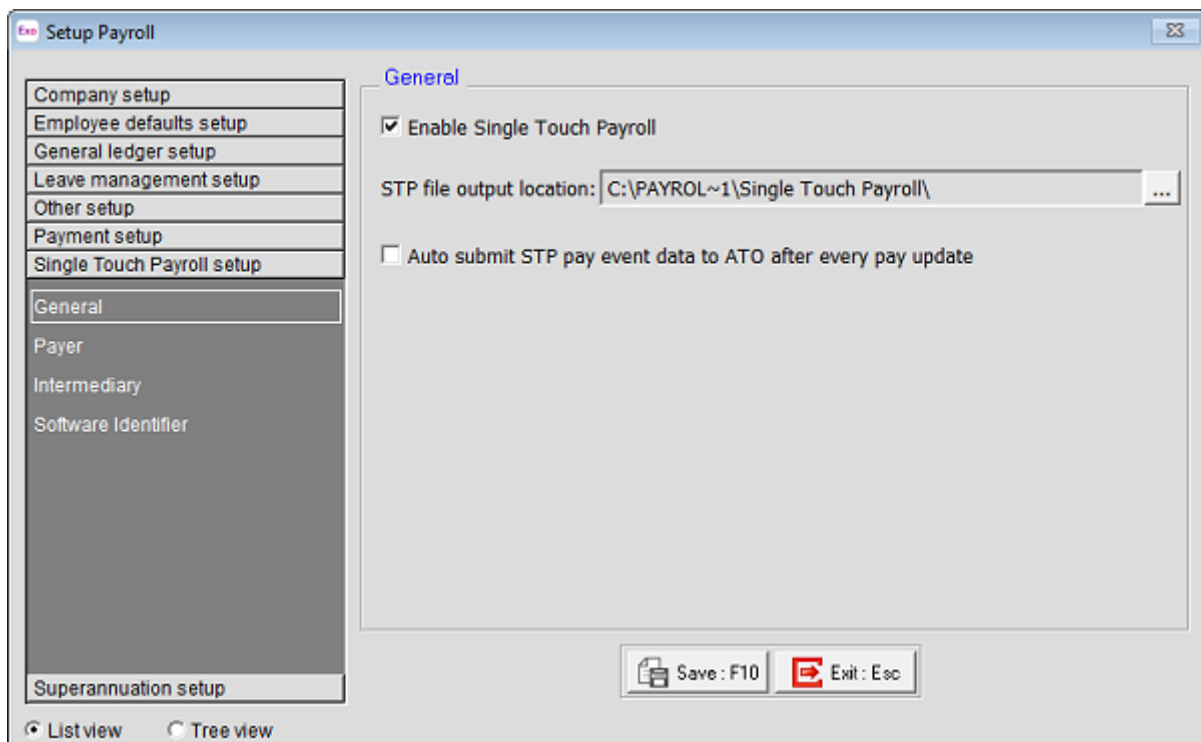


## Single Touch Payroll Setup

The Single Touch Payroll Setup section of the Setup Payroll window (see page 21) lets you set up the system for sending pay run data to the ATO (see page 276). Settings are divided across the following sub-sections:

- General (see page 49)
- Payer (see page 49)
- Intermediary (see page 50)
- Software Identifier (see page 51)

### General



**Enable Single Touch Payroll** Tick this box to enable the Single Touch Payroll system.

**NOTE:** This enables the Single Touch Payroll features in Exo Payroll, but before you can submit information to the ATO via STP you must complete all configuration on the other sub-sections and **authorise MYOB to make submissions on your behalf (see page 276)**.

**STP file output location** Specify the location where Single Touch Payroll output files should be created.

**NOTE:** STP files will be backed up as part of a company backup if they are output to the default location. If you change this location from its default, STP files will not be included in backups - you must ensure that they are backed up independently.

**Auto submit STP pay event data to ATO after every pay update** If this option is ticked, the STP submission process will be triggered each time a pay is updated. If it is not ticked, you must manually submit pay data using the Single Touch Payroll window (see page 161).

## Payer

This screen is where you enter details of your organisation, which will be included in the information sent to the ATO via Single Touch Payroll.

**Use Company Details** Clicking this button copies the **ABN**, **Organisation Name** and address details from the Employer details screen in the Company Setup section (see page 23).

**NOTE:** Because there is not a one-to-one correspondence between the address details on the Employer details screen and those on this screen, you should check the details after clicking **Use Company Details**, and amend them as necessary.

**ABN / WPN** Enter your company's Australian Business Number and/or Withholding Payer Number (for organisations who have PAYG withholding obligations but do not have an ABN). You must enter either an ABN or a WPN, but you do not need to enter both.

**BMS Identifier** This is a unique identifier the Business Management System software you are using.

**Organisation Name** The legal name or registered business name of your organisation.

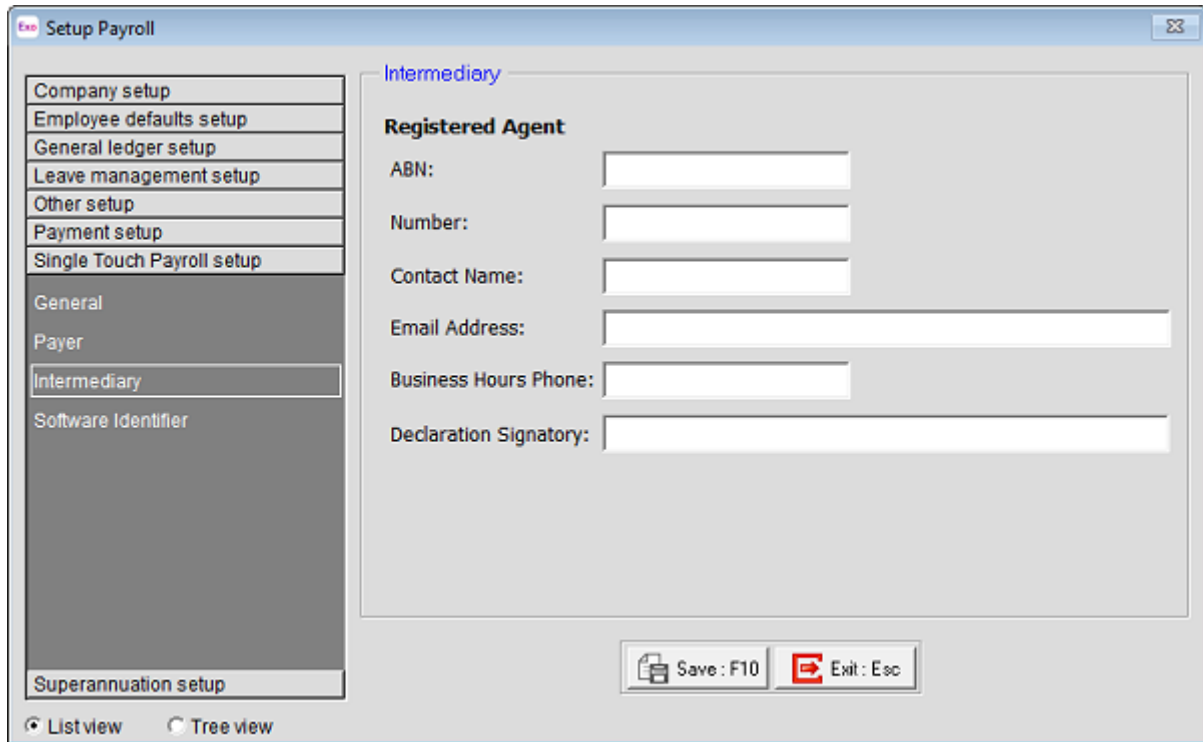
**Branch Code** If your organisation has been assigned a branch code by the ATO, enter it here; otherwise enter 1.

**Contact Person** Enter the name of your organisation's representative or contact for correspondence regarding Single Touch Payroll. The phone, email and address fields below this field should contain the contact details to be used for correspondence regarding Single Touch Payroll.

**NOTE:** Normally, the **Country** field is read-only and set to "Australia". If the **State/Territory** field is set to "OTH", the **Country** field becomes editable.

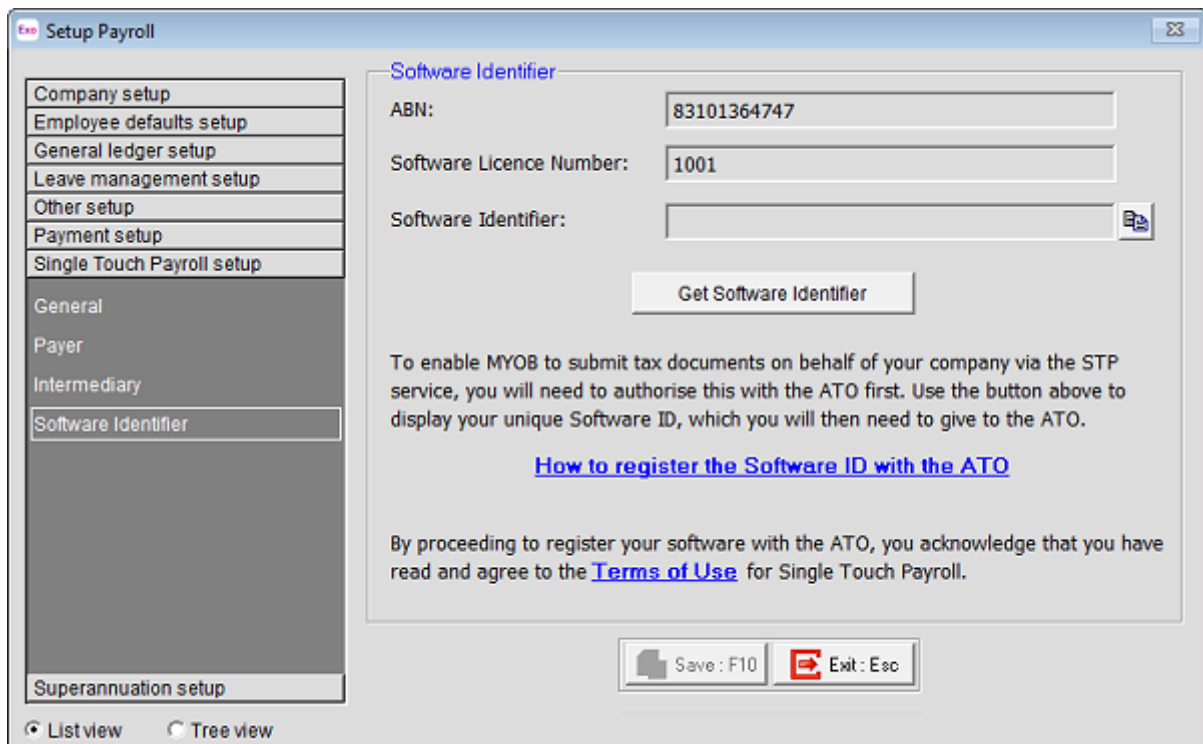
### Intermediary

This screen contains optional settings that apply if your organisation uses an intermediary, e.g. a tax agency who files on your behalf. If you use an intermediary, enter their details here.




### Software Identifier

You must authorise MYOB to submit your pay run data to the ATO via Single Touch Payroll - to do this, you will need to supply a software ID. This screen lets you retrieve your ID using an online service.



**ABN** This detail is taken from the Payer sub-section (see page 49).

**Software Licence Number** Your licence number with MYOB. This is visible on the Registration screen, which you can view by clicking **Registration** on the login screen (see page 1).

**Software Identifier** This is the ID number that must be supplied to the ATO when authorising MYOB to submit your pay run data via STP. Click the  button to copy the ID number to the clipboard.

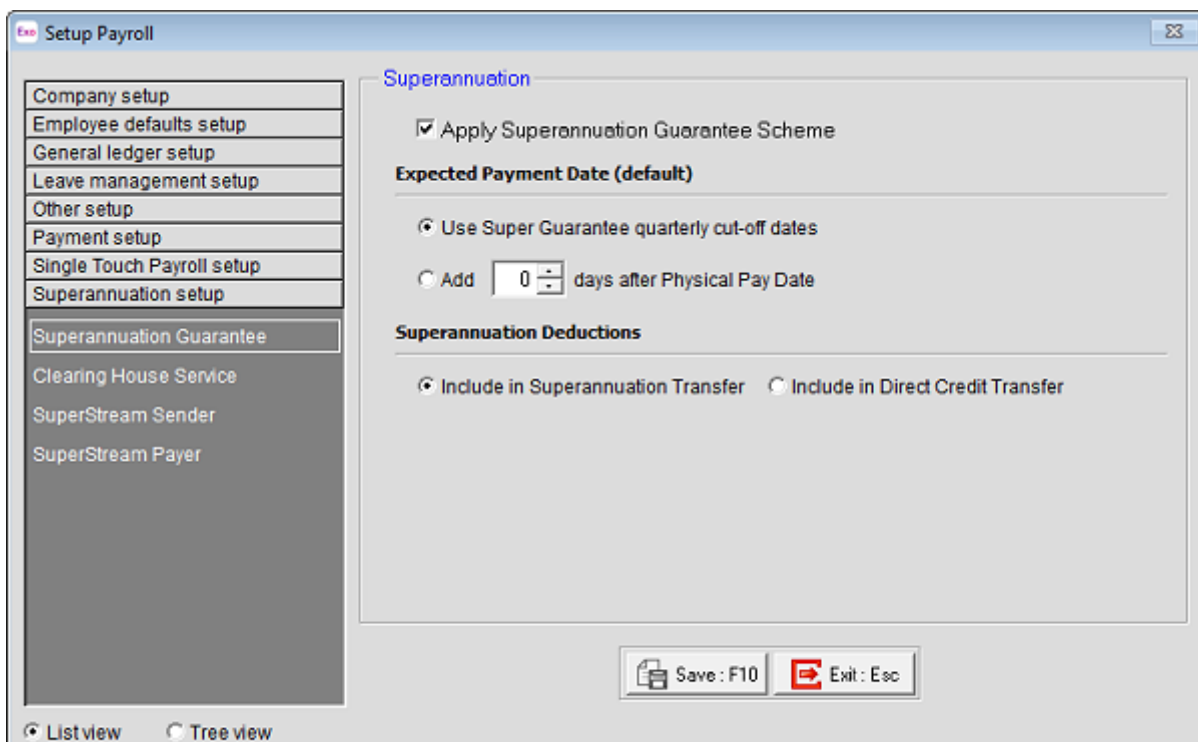
**Get Software Identifier** Click this button to retrieve your software ID from the online service. The ID will appear in the **Software Identifier** field - if an ID cannot be retrieved, an error message will appear instead. Once you have your software ID, you must contact the ATO and authorise MYOB to submit data on your behalf (see page 276).

## Superannuation Setup

The Superannuation Setup section of the Setup Payroll window (see page 21) contains details relating to employees' superannuation payments, including details that must be supplied when uploading employee details or employee contributions to the SuperStream superannuation management system. Settings are divided across the following sub-sections:

- Superannuation Guarantee (see page 52)
- Clearing House Service (see page 53)
- SuperStream Sender (see page 55)
- SuperStream Payer (see page 56)

### Superannuation Guarantee



The screenshot shows the 'Setup Payroll' window with the 'Superannuation' section selected in the left-hand menu. The main area displays the following settings:

- Apply Superannuation Guarantee Scheme
- Expected Payment Date (default)**
  - Use Super Guarantee quarterly cut-off dates
  - Add  days after Physical Pay Date
- Superannuation Deductions**
  - Include in Superannuation Transfer
  - Include in Direct Credit Transfer

At the bottom of the window, there are buttons for 'Save : F10' and 'Exit : Esc'. The window also has 'List view' and 'Tree view' options at the bottom left.

**Apply superannuation guarantee scheme** Selecting this option applies the Superannuation Guarantee Scheme threshold for all reports. This means that employees who have earned less than the threshold for the month are not eligible for employer superannuation.

**NOTE:** This option only applies to whole months - if you are printing reports for an incomplete month, the Superannuation Guarantee Scheme threshold is not applied, regardless of whether this option is selected or not.

**NOTE:** The Superannuation Guarantee Scheme threshold is determined by the **Minimum Earnings Base** set for each Superannuation on the **Superannuation maintenance window** (see page 232). The default is \$450.

**Expected Payment Date (default)** Employers are required to report an expected payment date for superannuation contributions on an employees' payslips. This date is specified when creating a Current or One-Off Pay; the settings here determines the default date that will be presented. If **Use Super Guarantee quarterly cut-off dates** is selected, the default date will be the cut-off date for the current quarter:

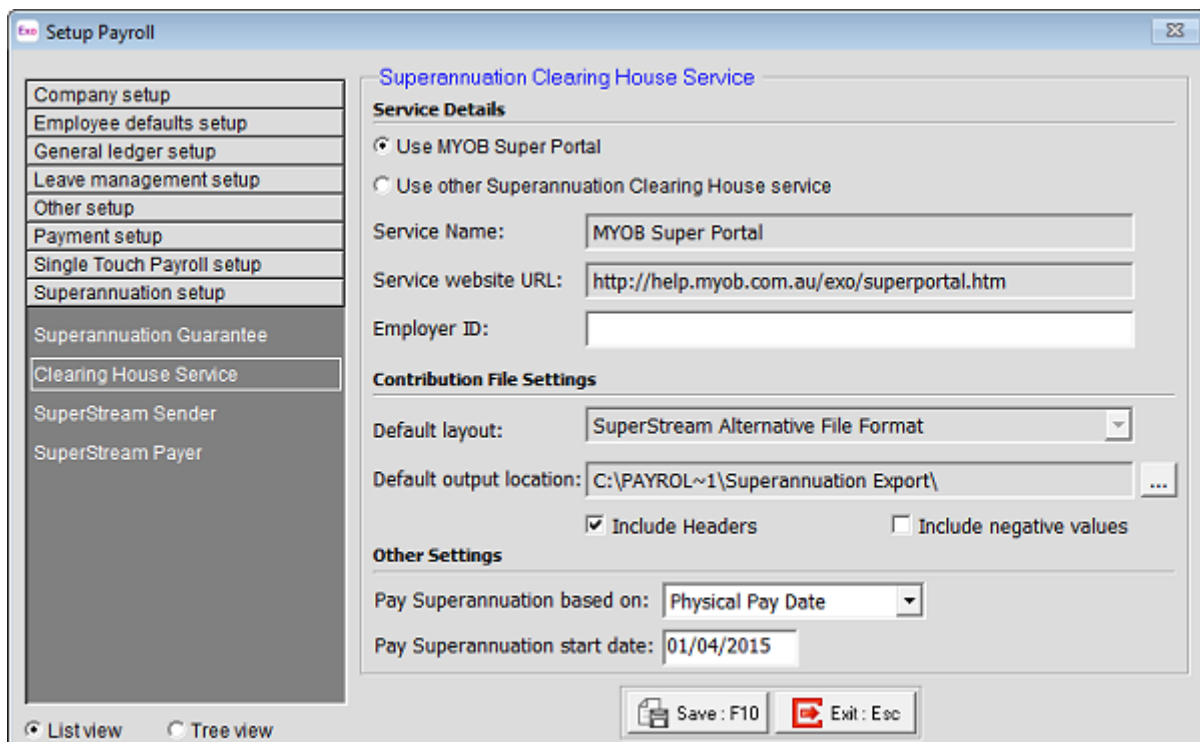
- For the quarter 1 January - 31 March, the date is 28 April
- For the quarter 1 April - 30 June, the date is 28 July
- For the quarter 1 July - 30 September, the date is 28 October
- For the quarter 1 October - 31 December, the date is 28 January

If **Add X days after Physical Pay Date** is selected, the default date will be calculated by adding the specified number of days to whatever date is entered for the Physical Pay Date. Enter a number of days between 0 and 28.

**Superannuation Deductions** Select whether superannuation deductions should be included in the Superannuation Transfer (see page 169) or the Direct Credit Transfer (see page 158).

**NOTE:** If you are using the **Pay Superannuation function** (see page 171), you should always select **Include in Superannuation Transfer**; otherwise superannuation deductions may be processed twice.

### Clearing House Service



## Service Details

This section contains the details of the superannuation clearing house service that you will use to process superannuation contributions. By default, Exo Payroll uses the MYOB Super Portal service; if you want to use a different service, select **Use other Superannuation Clearing House service** and enter the service's details below.

**NOTE:** For information on signing up for MYOB Super Portal, go to [the MYOB website](#).

**Service Name** Enter the name of the clearing house service you want to use.

**Service website URL** Enter the URL of the clearing house's website.

**Employer ID** When using the QuickSuper service, it may be necessary to specify an employer ID number for your company - this will have been assigned by QuickSuper.

## Contribution File Settings

**Default layout** This option is enabled when **Use other Superannuation Clearing House service** is selected. Select the layout of the output file. You can choose from layouts for the following services:

- SuperStream Alternative File Format - export data in the Alternative File Format specified by the SuperStream standard, for submission to a SuperStream certified product.
- QuickSuper - export data in the format used by the QuickSuper SMSF Gateway.
- SuperChoice - export data in the format used by the SuperChoice superannuation contribution exchange service.

**Default output location** Select where the file containing superannuation contribution details will be saved.

**Include Headers** Tick this box to include header lines in exported files. Some clearing house services require headers, but some support files without headers.

**Include negative values** Tick this box if superannuation records with negative values should be included in export files. The SuperStream standard does not support negative values, but other clearing house services might.

## Other Settings

**Pay Superannuation based on** Specify whether the Pay Superannuation function (see page 171) will select pays based on the Pay Period End Date or the Physical Pay Date.

**Pay Superannuation start date** Select the start date that the Pay Superannuation function (see page 171) will use when selecting pays to include in a batch.

## SuperStream Sender

Setup Payroll

SuperStream alternative file format - Sender details

Use Company Details

ABN:

Organisation name:

**Contact person's details:**

Surname:

First name:

Other name:

Email address:

Phone number:

List view Tree view

Save: F10 Exit: Esc

**Use Company Details** Clicking this button copies the **ABN** and **Organisation name** from the Employer details screen in the Company Setup section (see page 23).

**ABN** The company's unique Australian Business Number, as provided by the Australian Tax Office.

**Organisation name** The name of the company sending the SuperStream details.

### Contact person's details

Enter the name, email address and phone number of your organisation's contact person for superannuation matters.

## SuperStream Payer

The screenshot shows the 'Setup Payroll' window with the following elements:

- Window Title:** Setup Payroll
- Sidebar (Left):**
  - Company setup
  - Employee defaults setup
  - General ledger setup
  - Leave management setup
  - Other setup
  - Payment setup
  - Single Touch Payroll setup
  - Superannuation setup
  - Superannuation Guarantee
  - Cleaning House Service
  - SuperStream Sender
  - SuperStream Payer (selected)
- Main Area Title:** SuperStream alternative file format - Payer details
- Buttons:**
  - Use Company Details
  - Save: F10
  - Exit: Esc
- Input Fields:**
  - ABN: [Text Box]
  - Organisation name: [Text Box]
  - Bank account details:**
    - BSB Number: [Text Box]
    - Account number: [Text Box]
    - Account name: [Text Box]
- View Options:** List view (selected), Tree view

**Use Company Details** Clicking this button copies the **ABN**, **Organisation name** and **Account name** from the Employer details screen in the Company Setup section (see page 23).

**ABN** The company's unique Australian Business Number, as provided by the Australian Tax Office.

**Organisation name** The name of the company sending the SuperStream details.

### Bank account details

Enter the details of the bank account that superannuation contributions will be debited from.



## Step Two: Add Allowances

### Adding Allowances



The Add Allowances window lets you add and edit the allowances to be used when setting up your Employees. MYOB Exo Payroll comes with several default allowances that you can edit to make them appropriate to your specific situation, as well as creating new ones. You can also globally load allowances (see page 63) to all employees. Select Step Two from the Payroll Setup Cycle (see page 19) and the following window appears:

The screenshot shows the 'Allowance Maintenance' window with the following fields and options:

- Allowance Code:** 1
- Allowance Name:** Bonus  Can Modify Name
- PAYG:**  Taxable  Non-Taxable
- Calculation Method:** Fixed Dollar Amount
- Amount:** 0.0000
- Pay Rate Multiplier:** (empty)
- Wage Rate Code:** (empty)
- Type:** Bonus & Commissions & Similar Payments
- Cost Centre:** 2030 NSW/BONUS
- Maximum Number:** (empty)
- STP Reporting Type:** Show Separately PSAR Type: Work-related Expenses
- Single Touch Payroll Category:** 6 Other - Miscellaneous Allowances
- Historical Allowance
- Add to gross liable for:**
  - Superannuation
  - Payroll Tax
  - WorkCover
  - Annual Leave
  - Personal Leave
  - Long Service Leave
- Applies prior to FY 2012/2013:** Periods to tax over: (empty)
- Applies from FY 2012/2013:**
  - Additional payment relates to: a number of pay periods
  - Determine gross earnings from: this pay

Buttons at the bottom: Load, Find: F9, Save: F10, Cancel, Delete: F6, Exit: Esc.

**TIP:** The Maintenance menu, which also provides access to Allowance maintenance, can also be chosen at any time by pressing F2.

When you first enter the Allowance Maintenance window, all the fields are blank with the exception of the Allowance Code field. This allows you to either enter the code for a new allowance or enter the code of an existing allowance to edit it. You can also click **Find** or press F9 to select an existing allowance from a list.

**Allowance Code** Enter the code number you want to list this allowance as. This number can be up to 3 digits in length (1-999).

**Allowance Name** Enter the name of this allowance (up to 20 characters).

**Can Modify Name** Switching this option on gives you the ability to modify the name of an allowance for a particular employee. This means that when the allowance is paid to an employee, you are able to edit the allowance's name. The allowance will still be tracked and costed to the allowance number.

**PAYG** Select whether or not this new allowance is to be taxable by selecting either the "Taxable" or the "Non-Taxable" option.

**Calculation Method** Your allowances can be calculated using a number of methods. Choose from:

- **Fixed Dollar Amount** - This means that the allowance is to be a fixed sum, such as a Clothing Allowance of \$30.00 per week. If the amount is to be a varying amount depending on the employee, then choose this calculation type but do not enter in any amount in the next field e.g. a fixed dollar amount bonus allowance that is different for each employee and will be entered when running the pay.
- **% of Salary and Wage** - This means that the allowance will be calculated as a percentage of the total gross wage or salary that is being paid to an employee. e.g. an employee has a salary of \$500.00 gross and the allowance is set to pay 5%, then it will automatically pay \$25.00.
- **Total Hours** - This means that you set the rate to pay an employee and it will automatically calculate the allowance based on the total number of hours worked. e.g. an employee works 40 hours normal time and 5 hours overtime and his allowance is for tool money at .10c per hour then this will pay 45 hours x .10c.
- **Equivalent Hours** - This type is very similar to Total Hours but instead it uses the hours based on the pay rate used. For example, as above a tool money allowance is .10c per hour for a 40 normal hours, 5 overtime (time and a half) hours, then it will pay 47.5 hours x .10c, as  $5 \times 1.5 = 7.5$ .
- **Specific Hours** - This means that you enter the number of hours to pay this allowance.
- **Rated Units** - This means that you have either a payment or an item that is valued at a certain rate per time it is paid. When this allowance is paid, enter the number of units to pay, e.g. to set a plant cutting at 10c per plant then select this calculation method and set the rate at .10.
- **Hourly Rate** - This calculation type will use the hourly rate for an employee and pay the number of hours that you enter in for that pay period. This is the calculation method you would choose for Bereavement Leave etc. Remember when paying an allowance using this method that you need to enter in the pay rate type to be used, e.g. 1 for ordinary hourly rate, 2 for 1.5x the hourly rate.
- **% of Total Gross** - This method is a non-taxable method only. This will calculate an amount based on the total gross pay of the employee.
- **Motor Vehicle** - The motor vehicle/mileage method of calculating the allowance amount is the same as the Rated Units method; however the liability for Payroll tax is treated differently. For example, if in your state, the first 50c of a mileage allowance is not liable for payroll tax, set up the allowance as follows:

(Motor Vehicle) Rate: 00.75c

(Motor Vehicle) Rate Exempt from Payroll Tax: 00.535c

In effect this means that only 21.5c in the dollar will be subject to Payroll tax, rather than the full 75c per km.

## MYOB EXO Payroll

- **Accommodation** - Operates similarly to the Motor Vehicle method. The method of calculating the allowance amount is the same as the Rated Units method; however the liability for Payroll tax is treated differently. For example, if in your state, the first \$130 of one night's accommodation allowance is not liable for Payroll tax, set up the allowance as follows:

(Accommodation) Rate: \$200.00

(Accommodation) Rate Exempt from Payroll Tax: 130.00

In effect this means that only \$70 will be subject to Payroll tax, rather than the full \$200 per night.

**Amount/Rate/Percentage** Enter the amount or rate that the allowance you are creating is to use. Remember if the amounts or rates vary from employee to employee then leave this field blank and enter the particular amount or rate for the employee in their specific Standard Pay/Allowances window.

**Pay Rate Multiplier** If you are using the "% of Wage and Salary", "Total Hours", "Equivalent Hours" or "Hourly Rate" calculation methods, this field is used to determine the pay rate multiplier (see page 43) to use.

**Wage Rate Code** If you are using the "% of Wage and Salary" or "Hourly Rate" calculation methods and you have multiple hourly rates enabled (see page 47), you are able to specify which wage rate code this allowance will use in its calculations. If you do not enter anything into this field when it is accessible Exo Payroll will calculate using the default of wage rate code 1.

**Type** Select the type of allowance. Choose from:

- **Normal** - This is the default used for most Allowances.
- **Reimbursement** - This is only to be used for non-taxable reimbursements where you are paying back an employee for expenses they incurred on behalf of the business.
- **Withholding Payments** - Select this option if you are using the Allowance to pay the GST component to Contractors.
- **Back payment & lump sum arrears** - A back payment or lump sum arrears is a retrospective payment made to an employee, which is determined on the difference between what an employee was paid and the amount he or she should have been paid. Payments could be related if the employee was not paid in full for hours work or for overtime, and could also include the applying of a pay rise to previous periods.
- **Bonus & commissions & similar payments** - A bonus is usually made to an employee in recognition of performance or services and may be calculated as a percentage of the proceeds from a particular business transaction. These payments may not necessarily be related to a particular period of work.  
Commissions are typically payments made as recognition of performance or service, and may be calculated as a percentage of the proceeds from a particular transaction or series of transactions.  
A payment will be treated as similar to a bonus if it is an amount of a one-off nature which does not relate to work performed in a particular period. Examples include a once only payment made to an employee as compensation for a changed work location, an amount paid as a sign-on bonus to a worker entering a workplace agreement or a one-off allowance.
- **Other additional payments** - These are one-off payments that are unlikely to occur again or do not specifically relate to a particular pay period.
- **Paid Parental Leave** - This is for Allowances that are used to pay an employee Paid Parental Leave (see page 259).

- **ETP** - This type is only available for Non-Taxable Allowances. It is intended for Employment Termination Payments (ETPs), as it allows certain liabilities to be set. Allowances of this type are excluded from the Individual Non-Business Payment Summary.

**NOTE:** The ATO specifies two calculation methods for calculating withholding on back payments, lump sum arrears, bonus and similar payments, commissions and other additional payments: Method A and Method B. MYOB Exo Payroll uses Method A, which calculates withholding by apportioning additional payments made in the current pay period over the number of pay periods in a year, and applying that average amount to the gross earnings in the current pay period.

**Cost Centre** The Cost Centre for each Allowance will automatically default to the employee's own default Cost Centre (see page 82), which is the one you place against an employee when you add them to the Payroll. If you want to cost an allowance to a different Cost Centre, type in the Cost Centre number that you want this allowance to be costed to. Remember that this will override any employees' default Cost Centre.

**Maximum Number** To give better control over the payment of certain allowances, the Maximum Number feature sets the maximum number of times that the allowance is permitted to be paid in one entry. If you set this number, then any time you try to pay more than the allowed maximum an error box will appear. This means that if you set the maximum number for meal money to 7, you would not be able to pay more than seven meal moneys at one time.

**Payment Summary Type** Certain payments are paid as an allowance, so they can be tracked separately from the Gross Payments section on the Payment Summary. The type that you set here affects if and where the allowance will show on the PAYG Payment Summary. Choose from:

- **None** - Some payments belong in the Gross field of the Payment Summary Allowance Type along with the normal wages and salary. They include Allowances to compensate for specific working conditions and payments for special qualifications or extended hours. For example, normal home to work transport expenses, annual leave or bonuses, amounts paid for unused long service leave, unused annual leave and other leave related payments that have accrued after 17 August 1993, except if the amount was paid because the payee ceased employment under an approved early retirement scheme, invalidity or bona fide redundancy (see notes on Lump Sum Payments below).  
This does not include amounts that are shown separately as CDEP salary or wages, Allowances, Lump sum payments, return to work payments or amounts shown at the "Other income" field.  
To completely exclude a payment from the PAYG Payment Summary, set the Allowance to "Non-Taxable" and set the Allowance Type to "None".
- **Work Related Expenses** - Such as tool allowances and motor vehicle allowances, including car expense payments on a cents per kilometre basis.
- **CDEP Salary or Wages** - This is the amount of salary or wages you have paid to the payee from a Community Development Employment Project wages grant.
- **Lump Sum Payment A** - Unused long service leave that has accrued after 15 August 1978, but before the 18th of August 1993. Unused annual leave and other leave related payments that accrued before 18 August 1993. Unused long service leave, unused annual leave and other leave related payments that have accrued after 15 August 1978 if the amount was paid because the payee ceased employment under an approved early retirement scheme, because of invalidity or because of a bona fide redundancy.
- **Lump Sum Payment B** - Amounts paid for unused long service leave that have accrued before 16 August 1978.
- **Lump Sum Payment D** - The tax free component of a bona fide redundancy payment or an approved early retirement scheme payment.

## MYOB EXO Payroll

- **Lump Sum Payment E** - Amounts paid for back payment of salary and wages, which have accrued more than 12 months ago. Also, any return to work payments.
- **Exempt Foreign Emp Income** - The Allowance is Exempt Foreign Employment Income (EFEI), which is non-taxable, but is reported via Single Touch Payroll. Information on what sorts of foreign income are exempt is available at the ATO website.
- **Other Income** - Any amounts that are exempt income and/or foreign source salary and wage income. These amounts should not be included in the Gross payments on the Payment Summary Allowance Type.

**NOTE:** The “Other Income” payment summary type has been phased out - for the 09/10 financial year and later, any Allowances set to “Other Income” will be treated as if they were set to “None”. To keep your records tidy, you may want to change any “Other Income” Allowances to “None”; however, this should not be done until **after** you have generated the Individual Non-Business payment summaries and/or PSAR file for the 2008/09 year.

**STP Reporting Type** This replaces the **Payment Summary Type** dropdown when Single Touch Payroll (see page 276) is enabled. Choose from:

- **Include in Gross Payments** - The Allowance will be included in employees’ gross income amounts. Equivalent to the “None” Payment Summary type.
- **Show Separately** - Equivalent to the “Work Related Expenses” Payment Summary type. When this option is selected, amounts for the Allowance will not be included in gross income, but will be broken out into categories (see page 243). Specify the category for this Allowance using the Single Touch Payroll Category field.
- **CDEP Payments** - Equivalent to the “CDEP Salary or Wages” Payment Summary type.
- **Lump Sum Payment A** - Equivalent to the “Lump Sum Payment A” Payment Summary type.
- **Lump Sum Payment B** - Equivalent to the “Lump Sum Payment B” Payment Summary type.
- **Lump Sum Payment D** - Equivalent to the “Lump Sum Payment D” Payment Summary type.
- **Lump Sum Payment E** - Equivalent to the “Lump Sum Payment E” Payment Summary type.
- **Non Reportable** - Equivalent to the “Other Payments” Payment Summary type.
- **Exempt Foreign Employment Income** - Equivalent to the “Exempt Foreign Emp Income” Payment Summary type.

**NOTE:** The Payment Summary equivalent of the selected type is displayed next to the **STP Reporting Type** dropdown.

**Single Touch Payroll Category** When “Show Separately” is selected for the **STP Reporting Type**, you must specify the category that the Allowance should be reported under when sending pay information to the ATO. Categories can be added and edited on the Allowance Categories window (see page 243).

**Override Tax Rate** A taxable allowance will automatically be added to an employee’s gross pay and taxed as such. If you want this allowance to be taxed at a different tax rate, type in the tax rate (as a percentage) that you want this allowance to be taxed at.

**NOTE:** For Allowances where the Type is set to “Bonus & commissions & similar payments”, this field only applies to pays prior to the 2012 - 2013 financial year.

**Rate Exempt for Payroll Tax** When the **Calculation Method** is set to “Motor Vehicle” or “Accommodation”, enter the amount of the allowance that is not subject to Payroll tax. (See the description of the **Calculation Method** property for setup examples.)

**Historical Allowance** Over a long period of time, you may find that some allowance codes are no longer required. To avoid having to scroll through long lists of unnecessary codes, you can hide obsolete codes from the code lookup screens by marking the codes as historical. You cannot mark an allowance as historical if it is currently included in employees' Standard or Current Pays. You may reverse the historical setting at any time, making the code current again.

**NOTE:** There is an exception to the rule above: you can mark an allowance as historical if the only employees it is associated with are terminated employees; however if a terminated employee is reinstated, any historical records associated with them will be reactivated, i.e. the **Historical Allowance** option will become disabled.

**Withholding Tax Rate** When the **Type** is set to "Withholding Payment", enter the rate at which GST is calculated.

**Include in Hours Paid** When the **Calculation Method** is set to "Rated Units" or "Hourly Rate", selecting this option adds the allowance units to the total hours paid, which has an effect on leave or RDO calculations.

### Add to gross liable for

Certain Allowances have an effect on other payment items, e.g. shift allowances are liable for Superannuation, whereas reimbursements are not. The options in this section let you select which of the following pay items this Allowance is liable for:

- Superannuation
- Payroll Tax
- WorkCover
- Annual Leave
- Personal Leave
- Long Service Leave

**NOTE:** When "ETP" is selected for the **Type**, only the **Superannuation, Payroll Tax** and **WorkCover** options are available.

### Properties that apply prior to the 2012 - 2013 financial year

**Periods to Tax Over** When the **Type** is set to "Bonus & commissions & similar payments", enter the number of periods over which the bonus should be taxed. Because this value may differ every time you pay the bonus, this field should usually be left blank. This will allow you to change it when you pay the Bonus to the employee.

### Properties that apply to the 2012 - 2013 financial year and later

The following properties are available when the **Type** is set to "Back payment and lump sum arrears", "Bonus & commissions & similar payments" or "Other additional payments". They apply only to pays in the 2012 - 2013 financial year and later.

**Additional payment relates to** Select whether this Allowance payment relates to a single pay period or a number of pay periods.

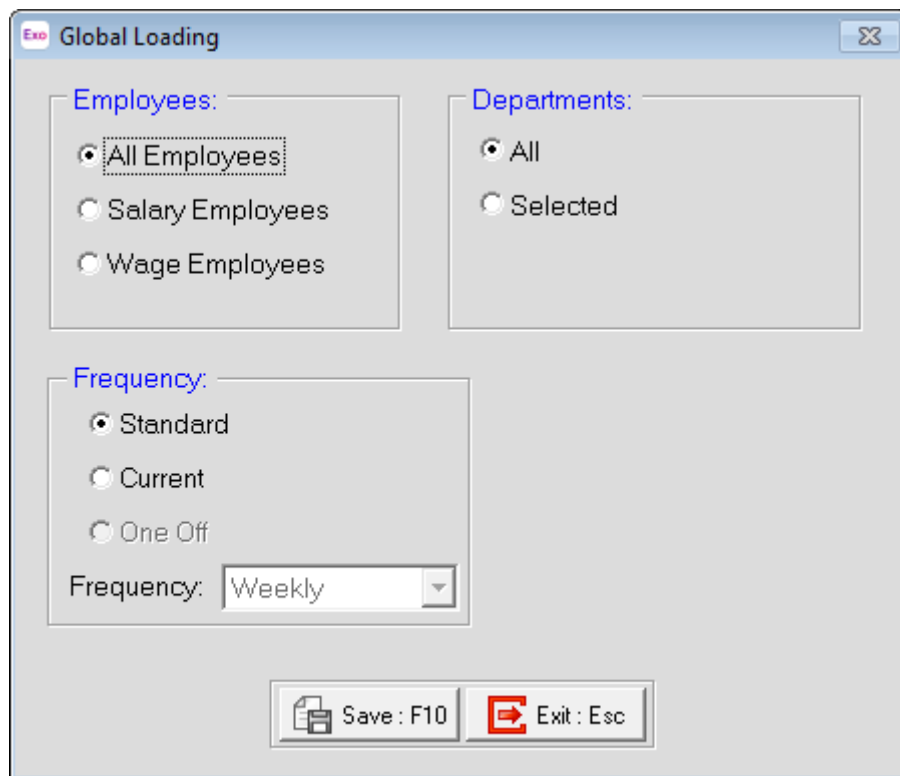
**Determine gross earnings from** This property is available when the **Additional payment relates to** property is set to "a number of pay periods". In this case, specify how the gross earnings should be calculated for taxation. Choose from:

- this pay - gross earnings are determined from the gross earnings (salary/wages, taxable allowances, additional payments) in the Current or One Off Pay.
- average gross taxable YTD - gross earnings are determined by averaging the gross taxable earning for the financial year to date over the number of pays received.

## Loading Allowances

The **Load** button on the Allowances Maintenance window (see page 57) activates the Global Loading function, which gives you the ability to load an allowance into the Standard or Current Pay of all employees, or a selected group of employees. For example, at Christmas you want to pay your 150 waged employees a \$50.00 bonus. Instead of loading this bonus 150 times, you are able to do it by selecting the employees and the type of pay required and initiating a global load to them all at one time.

**NOTE:** Video Help is available for this topic on the [Exo Employer Services Education Centre](#).



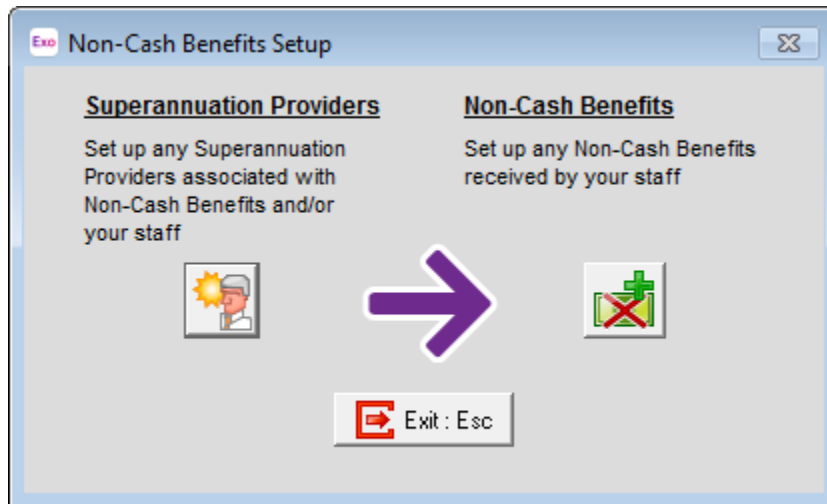
To globally load a particular allowance to a group of employees:

1. Choose the pay type for the employee range. You can choose all employees, salaried employees or waged employees.
2. Choose the departments required. You can choose either all departments or a particular department. For a selected department, type in the number of the department in the field that appears.
3. Select the type of pay that this allowance is to be loaded into: the employees' Standard Pay (see page 99), the Current Pay (see page 120) or a One-Off Pay (see page 166). If a Current Pay is chosen, the pay frequency must also be selected.
4. Once all the selections are as required for this global load, press F10 or click **Save**. This will load the allowance in to the Allowances window according to your choices. To cancel the global load, press esc or click **Exit**.

## Step Three: Add Non-Cash Benefits



The Non-Cash Benefits Setup window allows you to add and track extra items that belong in an Employee's salary package such as fringe benefits or salary sacrifice (other than to superannuation), without affecting the employee's gross pay. Select Step Three from the Payroll Setup Cycle (see page 19) and the following window appears:



The setup process has two stages:

- Superannuation Providers (see page 64)
- Non-Cash Benefits (see page 68)

Once you have made additions and alterations to each window as necessary, click **Exit** or press ESC to return to the Setup Cycle.



## Superannuation Providers

The Superannuation Providers section of the Non-Cash Benefits window (see page 64) allows you to specify who will be providing any superannuation schemes (in the form of Non-Cash Benefits).

**TIP:** The Maintenance menu, which provides access to Superannuation Provider maintenance, can also be chosen at any time by pressing F2.

When you first enter this window all the fields are blank with the exception of the **Provider Code** field. This allows you to either enter the code for a new superannuation provider or enter the code of an existing provider to edit it.

Once you have made your additions or alterations, click **Save** or press F10 to save, then press ESC or click **Exit** to return to the Non-Cash Benefits Setup window.

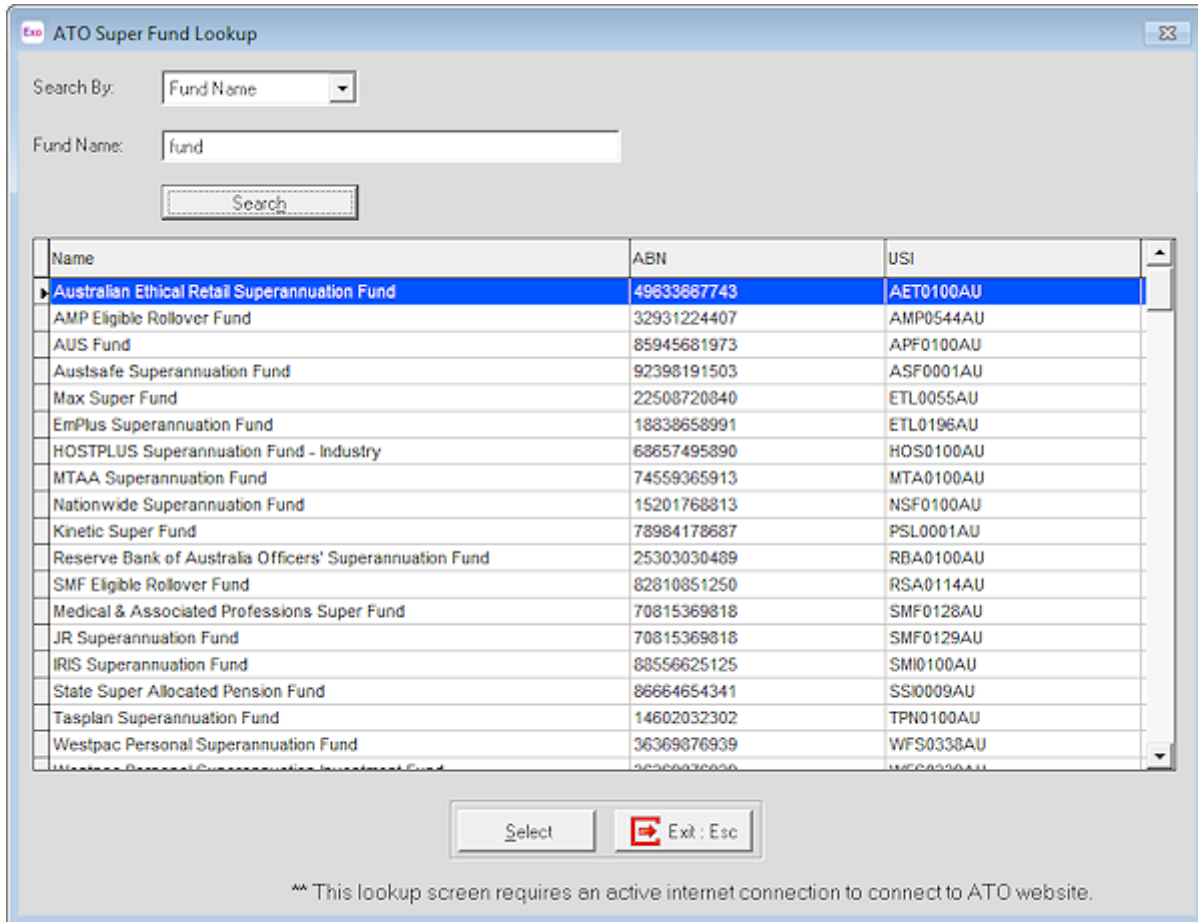
### Provider Details

**Code** A unique numeric code for this provider.

**Fund Type** Select the type of superannuation fund:

- APRA - regulated superannuation funds supervised by the Australian Prudential Regulation Authority (APRA).
- SMSF - self-managed superannuation funds supervised by the Australian Taxation Office (ATO).
- Other - select this option is you are not sure what type of fund the superannuation provider is, or if you want to access all fields.

The type you select determines which fields are available for editing. Selecting “Other” makes all fields available. The **ATO Super Fund Lookup** button opens a window where you can search for APRA funds:



Name	ABN	USI
Australian Ethical Retail Superannuation Fund	49833887743	AET0100AU
AMP Eligible Rollover Fund	32931224407	AMP0544AU
AUS Fund	85945681973	APF0100AU
Austsafe Superannuation Fund	92398191503	ASF0001AU
Max Super Fund	22508720840	ETL0055AU
EmPlus Superannuation Fund	18838658991	ETL0196AU
HOSTPLUS Superannuation Fund - Industry	68657495890	HOS0100AU
MTAA Superannuation Fund	74559365913	MTA0100AU
Nationwide Superannuation Fund	15201768813	NSF0100AU
Kinetic Super Fund	78984178687	PSL0001AU
Reserve Bank of Australia Officers' Superannuation Fund	25303030489	RBA0100AU
SMF Eligible Rollover Fund	82810851250	RSA0114AU
Medical & Associated Professions Super Fund	70815369818	SMF0128AU
JR Superannuation Fund	70815369818	SMF0129AU
IRIS Superannuation Fund	88556625125	SMI0100AU
State Super Allocated Pension Fund	86664654341	SSI0009AU
Tasplan Superannuation Fund	14602032302	TPN0100AU
Westpac Personal Superannuation Fund	36369876939	WFS0338AU

Select a property to search by, then enter search terms and click **Search** to return a list of matching funds. Click on a fund and click **Select** - this will populate the **Registered Name**, **Fund Name**, **ABN** and **Unique Superannuation ID** fields automatically.

**NOTE:** An internet connection is required to use the lookup window.

**Registered Name** The name of the provider of the fund/account.

**Fund Name** The name of the fund/account.

**ABN** The Australian Business Number of the superannuation provider company, which can be used to identify the fund when paying superannuation contributions to a clearing house service (see page 171) using the SuperStream Alternative File Format.

### Required for APRA funds

**Unique Superannuation ID** A Unique Superannuation Identifier (USI) is required for superannuation funds that are regulated by the Australian Prudential Regulation Authority (APRA) and can be used to identify the fund when paying superannuation contributions to a clearing house service (see page 171). Enter the USI for the provider, if it has one.


**Employer Membership Number / FEN** Your company's membership number for the superannuation provider.

## Required for SMSF funds

**BSB Number** The Bank, State and Branch portions of the provider's bank account number.

**Account Number** The account portion of the provider's bank account number.

**Account Name** The name on the provider's bank account.

**Electronic Service Address** Self-managed superannuation fund (SMSF) trustees are required to receive both electronic messages and payment when employers make contributions using the SuperStream data and payment standard. Enter the electronic service address (alias) used to receive data messages relating to employer contributions, or click the  button to select an address from a list of services retrieved from the MYOB Super Portal.

**NOTE:** An internet connection is required to retrieve the list of addresses.

## Contact Details

**Account** The Account Holder's name – in other words the name on the account that your company holds with this superannuation provider.

**Contact Name** The name of your company's contact person at the superannuation provider.

**Provider Website** The superannuation provider's website.

**Address** The mailing address of the Superannuation Provider.

**Phone Number** The telephone contact number of the Superannuation Provider.

## Other Details

**Payment Method** Specify how payments are made to this provider. Choose from:

- BPAY
- Cheque
- DirectCredit
- DirectDebit
- EFT
- Other

You can also enter a new payment method into this field and it will be saved to the list so that it can be used for other providers.

**Payment/Customer Reference Number** Enter a reference number for reconciliation by the receiving fund.

**BPAY Biller Code** If the **Payment Method** is set to "BPAY", enter the provider's BPAY biller code.

**SPIN** Superannuation Product Identification Numbers are a standard method of identification for superannuation products and are recognised by Treasury, Australian Taxation Office (ATO), Australian Securities and Investments Commission (ASIC) and the Australian Prudential Regulation Authority (APRA). They can be used to identify the fund when paying superannuation contributions to a clearing house service (see page 171).

You can find a list of Superannuation Product Identification Numbers on the APIR systems website:

<http://www.apir.com.au/public/spinDirectory.jsp>

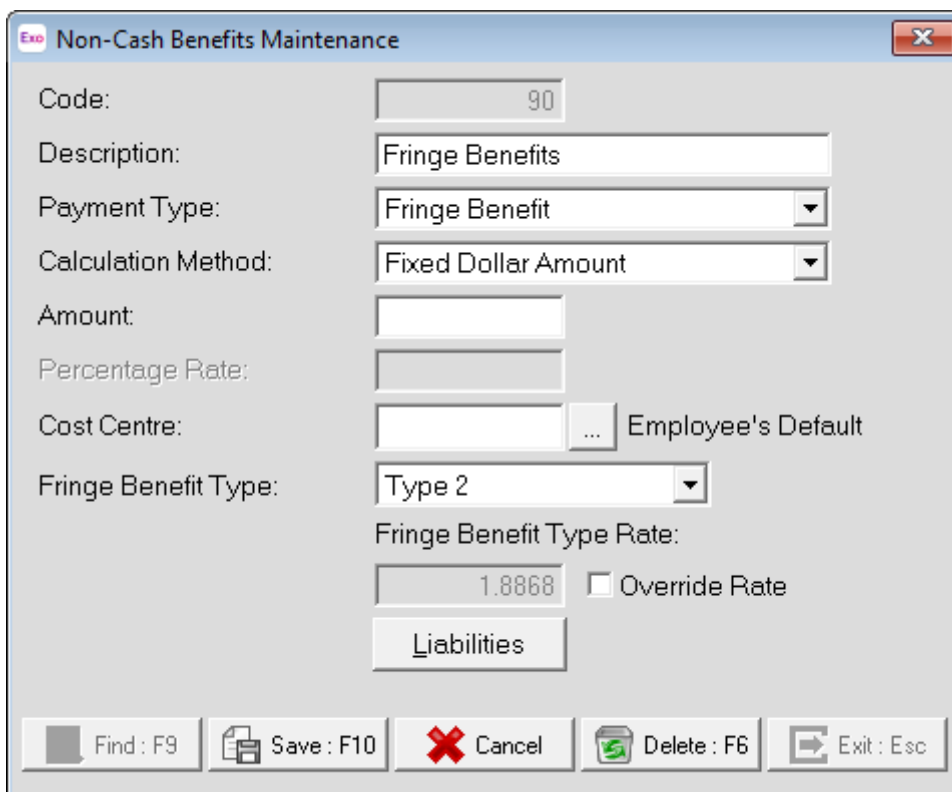
**Sender ID Type** This is to indicate which form of Sender Identifier the provider requires. MYOB cannot assist you with this - only the fund provider can supply this information. Choose from:

- **N/A** - Not Applicable (this is the default)
- **ABN** - The organisation's Australian Business Number, which can be used to identify the fund when paying superannuation contributions to a clearing house service (see page 171) using the SuperChoice format.
- **EID** - An Employer Identifier allocated by a Super fund
- **INT** - The account number of an intermediary (e.g. Agent) allocated by a super fund

**Sender ID Code** The Sender Identifier establishes your company as the initiator of all superannuation payments that are made by direct credit. The format of this code will be directly dependant on the type of identifier chosen above. For example, if the ID Type is "ABN" then the ID Code will be your company's Australian Business Number, as stored on the Company Setup section (see page 23) of the Payroll Setup window.

## Non-Cash Benefits

The Non-Cash Benefits section of the Non-Cash Benefits window (see page 64) allows to you add extra items to an Employee's salary package such as fringe benefits, salary sacrifice and employer super contributions, without affecting the employee's net pay (cash remuneration).



**TIP:** The Maintenance menu, which provides access to Non Cash Benefit maintenance, can also be chosen at any time by pressing F2.

When you first enter the this window all the fields are blank with the exception of the Code field. This allows you to either enter the code for a new Non-Cash Benefit record or enter the code of an existing record to edit it.

**Code** Enter an unused Non-Cash Benefit Code to add a new record.

**Description** Enter a name for this Non-Cash Benefit.

**Payment Type** Select the type of payment. Choose from:

- **Fringe Benefit** - such as a cellular telephone, pager, fuel card, etc.
- **Salary Sacrifice - Other** - if the employee is sacrificing part of their salary in exchange for some generic type of non-cash/fringe benefit, not involving Superannuation, select this option.

**Calculation Method** Select how benefits will be calculated. Choose from:

- **Fixed Dollar Amount** - Select this method and enter a dollar amount for how much the Non-Cash Benefit is worth.
- **% of Gross Pay** - Select this method in order to value the Non-Cash Benefit as a percentage of the gross pay.

**Amount** Enter a standard dollar amount that will be inserted into the pay whenever this Non-Cash Benefit is applied. Leaving the Amount at zero lets you assign the dollar amount at the time of payment for individual employees.

If the amount is for a Fringe Benefit, enter the taxable value of the benefit, prior to any Gross Up calculation (see the **Fringe Benefit Type** setting below for details on how the system will automatically Gross Up fringe benefits for reporting on the PAYG Payment Summary and Payroll Tax reports).

**Percentage Rate** Value the Non-Cash benefit as a proportion of the gross pay.

**Cost Centre** The Cost Centre for each non-cash benefit will automatically default to the employee's own default Cost Centre which is the one you place against an employee when you add them to the payroll. If you want to cost a non-cash benefit to a different Cost Centre, type in the Cost Centre number that you want this Non-Cash Benefit to be costed to. Remember that this will override any employees' default Cost Centre.

**Fringe Benefit Type** The setting for Fringe Benefit Type is only available for Non-Cash Benefits which are Fringe Benefits, and has a Fringe Benefit Tax implication. For Fringe Benefits, only the pre-Grossed Up value (exclusive of fringe benefit tax) is entered into the Amount field.

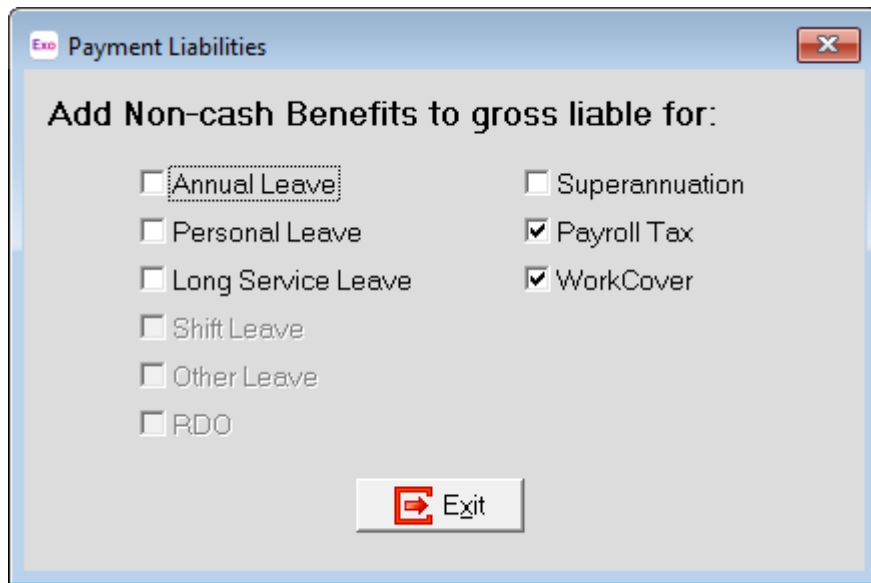
In the situation of an FBT-inclusive value being required on a report, the transacted amount will be multiplied by either a **Type 1** or **Type 2** rate, in order to arrive at a grossed-up value.

In the situation of an FBT-exclusive value being required on a report, the transacted amount will be displayed on the report.

- **Type 1** - If the employer is entitled to an input tax credit for this fringe benefit under the GST legislation, the fringe benefit is classed as a "type 1" benefit, and is grossed up by 2.0802 for FBT purposes.
- **Type 2** - If the employer is not entitled to an input tax credit for this fringe benefit under the GST legislation, the fringe benefit is classed as a "type 2" benefit, and is grossed up by 1.8868 for FBT purposes.

**Override Rate** If you want to calculate the FBT at a different rate, you can select this option and enter a different rate.

**Liabilities** Certain Non-Cash Benefits have an effect on other payment items, e.g. salary sacrifices other than Superannuation may be liable for Superannuation. Clicking this button opens a window that lets you select the pay items this allowance is liable for.



Once you have made your additions or alterations, click **Save** or press F10 to save, then press ESC to return to the Non Cash Benefits Setup window.

## Step Four: Add Deductions

### Adding Deductions



The Deductions Maintenance window lets you create new deductions or alter existing ones. You can also globally load deductions (see page 74) to all employees or a selection of them. Select Step Four from the Payroll Setup Cycle (see page 19) and the following window appears:

Code	Name	Amount
4	Child Support	
5	Staff Loans	
6	Union Fees	5.0000
7	Social Club	5.0000
9	Pay Advance	
10	Extra Tax	
99	Tax on ETP	

Show historical deductions

+ Add : F4    ✓ Select    ↵ Exit : Esc

**TIP:** The **Maintenance menu**, which provides access to Deduction maintenance, can also be chosen at any time by pressing F2.

Select a deduction and click **Select** to edit it, or press F4 or click the **Add** button to create a new deduction.

The screenshot shows the 'Deduction Maintenance' dialog box. The fields are as follows:

- Code:** 6
- Name:** Union Fees
- Post-Tax:**
- Calculation Method:** Fixed Dollar Amount
- Amount:** 5.00
- Type:**  Normal  Child Support  PAYG
- Protected Pay %:**   Make a Part Deduction
- Cost Centre:** 2080 NSW/UNION FEES
- Payment Summary Type:** Deductions
- Union/Professional association fees
- Historical Deduction
- Pay Deduction by Consolidated Direct Credit
  - BSB Number:
  - Account:
  - Reference:

Navigation buttons at the bottom:

**Code** Enter the code/number for this deduction. This number can be up to 3 digits in length (1-999).

**Name** Enter the name you want to call this deduction (up to 20 characters).

**Post-Tax** The default is to make a new deduction a post-tax deduction (after tax). If you want to make this deduction a pre-tax deduction, de-select this option.

**Calculation Method** Every deduction must have a calculation method that it will use when calculating deductions. This method can be one of the following:

- **Fixed Dollar Amount** - This means that the deduction is to be a fixed sum, such as a social club deduction of \$3.00 per week. If the amount is to be a varying amount depending on the employee, then choose this calculation type and do not enter in any amount in the next field.
- **% of Gross Pay** - This means that the deduction amount is based on a percentage of the employee's gross pay. This deduction calculation method is used for deductions like superannuation.
- **Reducing Balance** - This calculation method is for any deduction that is based on an amount of money that is to be deducted in portions from an employee's pay every time they are paid, e.g. staff loans where an amount was borrowed and the employee is to pay



that sum back in instalments. The actual amount that is to be reduced is loaded for the particular employee in the employees' Standard Pay (see page 99) window.

**Amount/Rate/Percentage** Enter the amount, rate or percentage that the deduction you are creating is to use. If the amount, rate or percentage will vary from employee to employee, leave this field blank and type in the particular amount, rate or percentage for the employee in the Standard Pay > Deductions (see page 107) window.

**Type** Each deduction has its own type. Most deductions are of the normal type but some must be listed as a differing type as they have to be tracked for reporting. Choose from:

- **Normal** - Use this type for most deductions. Only if a deduction matches the criteria below do you need to change the type from Normal.
- **Child Support** - If the deduction you are creating is for the purposes of deducting Child Support, then you must choose this type, as this will flag the dollar amount to appear as child support for reporting purposes.
- **PAYG** - This deduction type is used for making extra PAYG payments, in addition to the PAYG automatically calculated by the system. The extra money will be added to the regular PAYG to form the Total Tax Withheld field of the PAYG Payment Summary.

**Protected Earnings Amount** If "Child Support" is selected as the Type, you can specify thresholds of protected earnings for multiple pay frequencies (**Per Week, Per Fortnight** and **Per Month**). The Protected Earnings Amount (PEA) is an amount that must be left after tax and child support is deducted, to ensure that all of an employee's wages are not deducted for child support payments. Where making the full deduction would take the employee's pay under the PEA, the deduction is reduced to an amount that will leave the PEA.

**NOTE:** The PEA is updated at the start of every year. Go to <http://www.csa.gov.au/employers/pea.php> to find out the current PEA. You will need to visit this page every year to ensure that the PEA values for all of your "Child Support" Deductions are up to date.

**Protected Pay %** Tells the system not to make the deduction if the gross pay after the deduction would result in the employee receiving less than the specified percentage of their usual gross. This is for situations where the employee works irregular hours and may not be financially prepared for a large deduction to be made.

**Make a Part Deduction** If you have chosen to protect a portion of employees' pay, you may also want to say that if an employee does not earn enough gross pay to ensure that the full deduction is being deducted, at least deduct some of it. Select this option to do so.

**Cost Centre** The Cost Centre for each deduction will automatically default to the employee's own default Cost Centre, which is the one you place against an employee when you add them to the payroll. If you want to cost a deduction to a different Cost Centre, type in the Cost Centre number that you want this deduction to be costed to. Remember that this will override any employee's default Cost Centre.

**Payment Summary Type** Select an option for how the Deduction will appear on the PAYG Payment Summary.

- **None** - Select this option for Deductions that are not required to appear on the PAYG Payment Summary.
- **Deductions** - Select this option for Deductions that are required to appear on the PAYG Payment Summary, e.g. Union Fees.
- **Workplace Giving (DGR)** - Select this option for pre-tax deductions to charity donations.

**NOTE:** “Workplace Giving (DGR)” Deductions should be set up as pre-tax Deductions, i.e. the **Post-Tax** option should be unticked, if you do not want the Deduction to affect the Gross Income in reports.

**STP Reporting Type** This replaces the **Payment Summary Type** dropdown when Single Touch Payroll (see page 276) is enabled. Select the reporting category for this Deduction:

- **Non Reportable** - equivalent to the “None” Payment Summary type.
- **Fees** - equivalent to the “Deductions” Payment Summary type.
- **Workplace Giving** - equivalent to the “Workplace Giving (DGR)” Payment Summary type.

**NOTE:** The Payment Summary equivalent of the selected type is displayed next to the **STP Reporting Type** dropdown.

**Union/Professional association fees** This option is only available when the **Payment Summary Type** is set to “Deductions”. Tick this option if the Deduction represents fees for a union or professional association, so that it can be reported as such in the PSAR file.

**Historical Deduction** Over a long period of time, you may find that some deduction codes are no longer required. To avoid having to scroll through long lists of unnecessary codes, you can hide obsolete codes from the code lookup screens by marking them as historical. You cannot mark a deduction as historical if it is currently included in employees’ Standard or Current Pays. You may reverse the historical setting at any time, making the code current again.

**NOTE:** There is an exception to the rule above: you can mark a deduction as historical if the only employees it is associated with are terminated employees; however if a terminated employee is reinstated, any historical records associated with them will be reactivated, i.e. the **Historical Deduction** option will become disabled.

**Pay Deduction by Consolidated Direct Credit** This is used to redirect funds from multiple deductions across many employees to a single bank account, e.g. a social club deduction. This option is not available if the deduction is for Employee Super, and the superannuation provider for the deduction has a bank account number stored; in this situation, all funds will be direct credited to the superannuation provider’s bank account.

Tick this box to enter an appropriate bank account. This will be processed during the Direct Credit Transfer (see page 158), along with other wage & salary payments.

## Global Loading Deductions

Global loading gives you the ability to transact a deduction for several employees at once, at any time - even after the pay has been created and the Standard Pay information has been copied to the Current Pay.

**NOTE:** Video Help is available for this topic on the [Exo Employer Services Education Centre](#).

Click on the **Global Loading** button on the Deduction Maintenance window (see page 71) to load the selected deduction for a selection of employees. The following window appears:

Global Load Wizard

Global Load Deduction: 6 Union Fees

Please enter the details for this Deduction. This Deduction will be loaded onto each selected employee.

Calculation Method: Fixed Dollar Amount

Amount: 5.00

Pay by Direct Credit

BSB Number	Account	Reference	Bank Code	Bank Particulars

← Prev : F7    → Next : F8    Exit : Esc

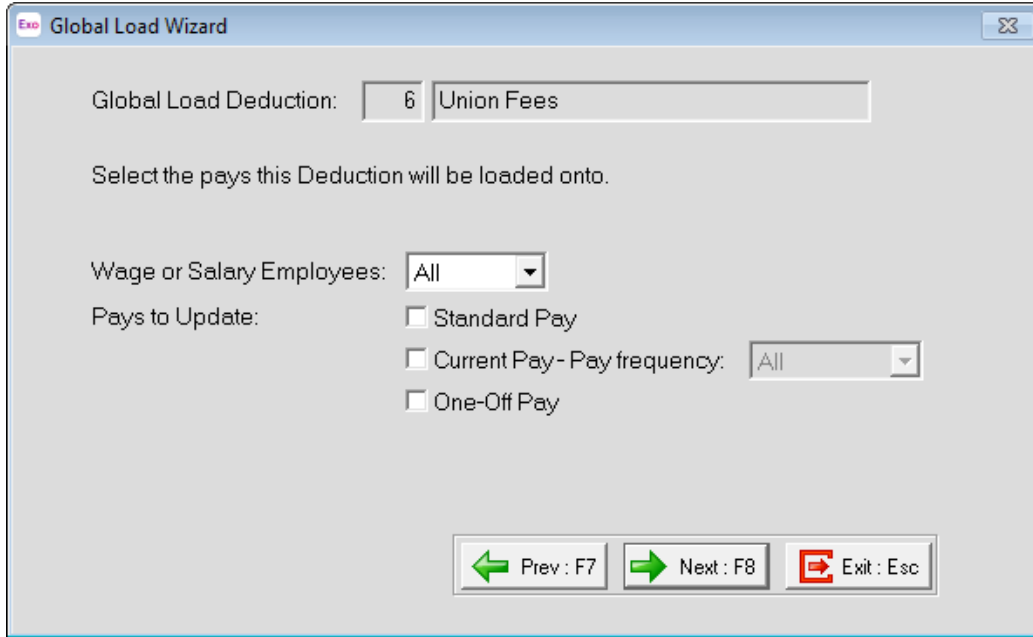
**Global Load Deduction** This is the name and code of the deduction that you have selected for global loading.

**Calculation Method** This is a rule that governs how the deduction is to be allocated. It is sourced from the deduction that you have selected for global loading. Various calculation methods will require you to enter either a rate or full dollar amount to pay. Subsequently, the appropriate Rate and Amount fields will enable/disable once your deduction calculation method has been set.

**Rate** If the rate field is blank and disabled, no percentage rate is applicable to this deduction. If the rate field is populated and disabled, the percentage rate has already been set in the deduction masterfile. If you want to apply a different rate, you must use a different deduction code. If the rate field is blank and enabled, enter the percentage rate that you would like to deduct for this Global Load.

**Amount** If the amount field is blank and disabled, no fixed amount is applicable to this deduction. If the amount field is populated and disabled, the amount has already been set in the deduction masterfile. If you want to apply a different amount, you must use a different deduction code. If the amount field is blank and enabled, enter the fixed dollar amount that you would like to deduct for this Global Load.

Click the **Next** button or press F8 to continue. The following window appears:

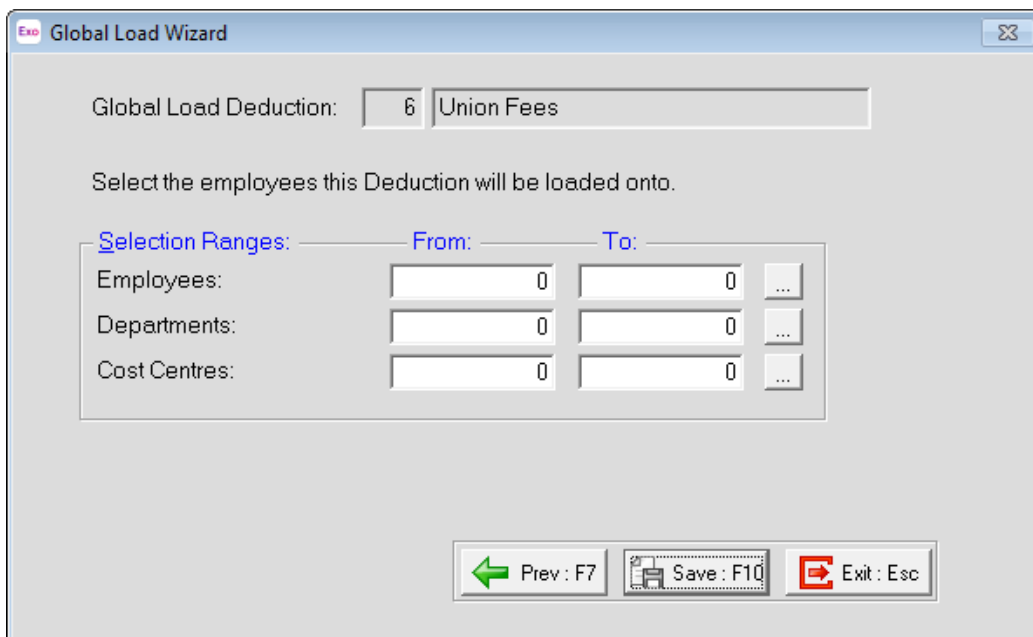



**Wage or Salary Employees** Select which employees to update; either all of your employees or a subset by wage/salary classification.

**Pays to Update** Select which pays to update. Choose from:


- **Standard Pay** - Select this option if you want to make this deduction a permanent transaction that will be taken out repeatedly, every time a Current Pay is created.
- **Current Pay** - Select this option if you want to transact this deduction only for the Current Pay period. Note that the deduction will be deducted from the Current Pay's wages/salary, under this scenario.
- **One-Off Pay** - Select this option if you want to transact this deduction only for the One-Off Pay (see page 166) period. This is not a common operation.

Click on the **Next** button or press F8 to continue. The following window appears:



**Employees** Leave blank to load for all employees. Enter codes in the **From** and **To** fields to load for a range of employees. Click the  button to load for selected individuals.

**Departments** Leave blank to load for all departments. Enter codes in the **From** and **To** fields to load for a range of departments. Click the  button to load for selected departments.

**Cost Centres** Leave blank to load for all cost centres. Enter codes in the **From** and **To** fields to load for a range of cost centres. Click the  button to load for selected Cost Centres.

Click **Save** or press F10 to continue. A confirmation message appears. Click the **OK** button to return to the Deduction Maintenance window.

## Step Five: Add Departments



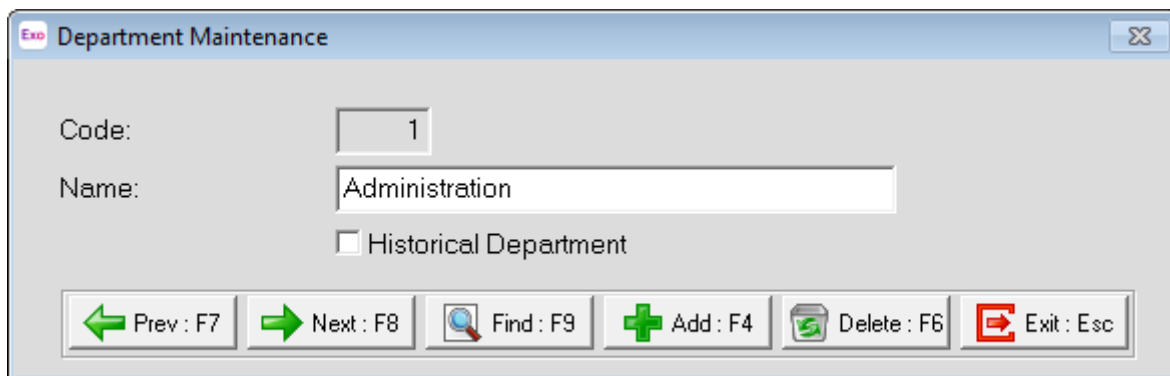
The Department Maintenance window allows you to set up the departments for your company. A department can be one of two things. If your Payroll Company is to be used to pay people from other physical locations, then make your departments match the number of the locations you are going to be paying. For example, if a company has three branches in three locations and they are all going to be paid using the same Payroll Company, the departments should match the three branches.

The second case is if the Payroll Company is for one site only. In this case the departments should be the departments within this one site. For example, if a single location company has three departments: Sales, Admin, and Production, the departments should match these.

Select Step Five from the Payroll Setup Cycle (see page 19) to open a window where you can select the deduction to edit.

**TIP:** The Maintenance menu, which provides access to Department maintenance, can also be chosen at any time by pressing F2.

Press F9 or click **Find** to select an existing department and edit it, or press F4 or click the **Add** button to create a new department.



**Department Code** Enter a number, of up to 4 digits, that you want to use for the department's numeric code.

**Department Name** Enter a name for this department, up to a maximum of 20 characters.

**Historical Department** Over a long period of time, you may find that some department codes are no longer required. To avoid having to scroll through long lists of unnecessary codes, you can hide obsolete codes from the code lookup screens by marking them as historical. You cannot mark a department as historical if it is currently assigned to an employee. You can reverse the historical setting at any time, making the code current again.

**NOTE:** There is an exception to the rule above: you can mark a department as historical if the only employees it is associated with are terminated employees; however if a terminated employee is reinstated, any historical records associated with them will be reactivated, i.e. the **Historical Department** option will become disabled.

Once you have made all necessary additions or alterations, click **Save** or press F10 to continue adding further departments, then click **Exit** or press ESC to return to the Payroll Setup Cycle.

## Step Six: Add Cost Centres



This is where you enter any Cost Centre numbers & descriptions of these Cost Centre numbers. You may also attach General ledger codes to these Cost Centres if you have the Use General Ledger option switched on. The Cost Centres that you create must match the structure you created in the **Cost Centre Structure** section during Step One.

**NOTE:** Once you have created any Cost Centres that an employees' pay or pay items may be costed to you now need to create any General Ledger codes that you have not already added when attaching them to the Cost Centres. This is done on the **General Ledger Setup section (see page 29)** of the Payroll Setup window.

Select Step Six from the Payroll Setup Cycle (see page 19) and the following window appears:

Code	Name	GL Code	GL Name
1		NULL.	NULL.
2020	NSW/LSL	9600-00	Long Service Leave
2030	NSW/BONUS	9500-00	Bonus
2040	NSW/EMPLOYEE SUPER	9700-10	Employee Super
2041	NSW/EMPLOYER SUPER	9700-20	Employer Super
2050	NSW/CHILD SUPPORT	9900-30	Child Support
2060	NSW/WORKCOVER	9900-70	WorkCover
2070	NSW/SOCIAL CLUB	9900-60	Social Club
2080	NSW/UNION FEES	9900-50	Union Fees
2090	NSW/STAFF ACCOUNTS	9900-40	Staff Accounts
2110	NSW/Admin/Wages	9800-00	Wages Expense
2210	NSW/Accounts/Wages	9800-00	Wages Expense
2310	NSW/Wareh/Wages	9800-00	Wages Expense
2410	NSW/Support/Wages	9800-00	Wages Expense
2510	NWS/Sales/Wages	9800-00	Wages Expense

Show historical cost centres

**TIP:** The **Maintenance menu**, which provides access to Cost Centre maintenance, can also be opened at any time by pressing F2.

Select a Cost Centre and click **Select** to edit it, or press F4 or click the **Add** button to create a new Cost Centre.

**Cost Centre Code** Enter the code for this Cost Centre, up to 12 digits in length. Remember to follow the structure that you created on the Payment Setup section (see page 41) of the Setup Payroll window.

**Cost Centre Name** If Cost Centre Structure Names (see page 231) have been set up, the Cost Centre Name is auto-generated from the Cost Centre Structure Names assigned to the various sections of the Cost Centre Code. If no Cost Centre Structure Names are defined for the code you entered, you can enter a new name up to twenty characters long.

**State** The State for this Cost Centre is relevant to Payroll Tax. In other words, any payments that are costed to this Cost Centre also belong to the attached State, in terms of Payroll Tax Liability. Select from:

- ACT - Australian Capital Territories
- NSW - New South Wales
- NT - Northern Territory
- QLD - Queensland
- SA - South Australia
- TAS - Tasmania
- VIC - Victoria
- WA - Western Australia

Example 1: An employer pays wages only in New South Wales - the employer would set up all of the Cost Centres as NSW and print the NSW Payroll Tax report.

Example 2: In the next year an employer moves operations to Queensland. Most of the staff are now paid from the new branch office, although some workers have remained in NSW to fulfil contracts. You could cost all normal wages to NSW and all activity involving the remaining Queensland operations to NSW. Print the Queensland Payroll Tax report - this will declare amounts costed to NSW as Interstate wages.

**Cost Centre Analysis** This section shows you a breakdown of the code you have just entered according to the structure you created on the Payment Setup section (see page 41) of the Setup Payroll window. This is where you can see if the Cost Centre number or structure needs altering.

**General Ledger** If the **Use General Ledger Analysis** option was turned on in the General Ledger (see page 29) section of the Setup Payroll window, a General Ledger code must be allocated to each Cost Centre. Enter the General Ledger code to attach to this Cost Centre. If the code you entered does not exist, you will be prompted to create a new code.

**WorkCover Levy Rate** If you are using your Cost Centres for job costing, or cost allocation, your employees may work in different areas or working environments. These areas may have different WorkCover Levies associated with them. Whenever an employee's time is allocated to this cost centre, the system can calculate the associated WorkCover Levies. To make use of this functionality, enter the rate at which the WorkCover Levy should be calculated for time costed to this cost centre.

**Historical Cost Centre** Over a long period of time, you may find that some cost centre codes are no longer required. To avoid having to scroll through long lists of unnecessary codes, you can hide obsolete codes from the code lookup screens by marking them as historical. You cannot mark a cost centre as historical if it is currently included in employees' Standard or Current Pays. You may reverse the historical setting at any time, making the code current again.

**NOTE:** There is an exception to the rule above: you can mark a cost center as historical if the only employees it is associated with are terminated employees; however if a terminated employee is reinstated, any historical records associated with them will be reactivated, i.e. the **Historical Cost Centre** option will become disabled.



## Step Seven: Add/Edit Employees

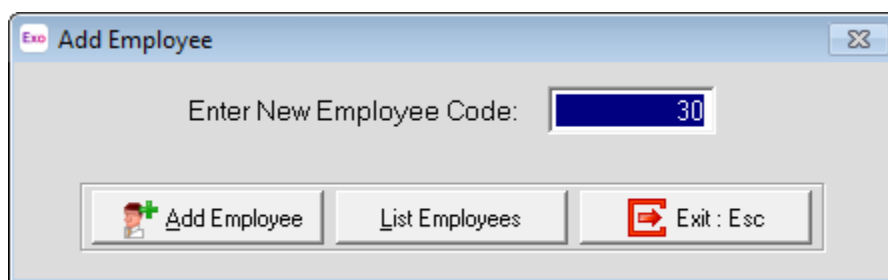
### Adding and Editing Employees



Having set up your Allowances, Deductions, Departments, Cost Centres, etc, it is now time to add your Employees. This area is also known as the employee masterfile, because it handles identification, contact details, tax status, employment status, leave balances, personnel notes, bank accounts and a standard pay record.

#### *Adding a New Employee*

Select the Add Employee icon in Step Seven of the Payroll Setup Cycle (see page 19) and the Add Employee window appears.



A new employee ID number is automatically generated by the system. The ID defaults to the next number in sequence (starting from 1) but this can be overridden by typing in the number you require and pressing ENTER twice or clicking the **Add** button. (To see a list of those employees already added click **List Employees**.) The Employee Maintenance window appears, starting on the Employee Details (see page 82) tab.

**NOTE:** If you have the Exo Employee Information module installed and candidates have been added, a **Candidates** button is available on the Add Employee window. Click this button to select a candidate to convert to a full employee record. (The candidate's details are copied to a new employee record - the original candidate record is not deleted.)

#### *Editing an Employee*



Select the Edit Employee icon in Step Seven of the Payroll Setup Cycle (see page 19) and the following window appears:

Enter the Employee Code for the employee you want to edit and press ENTER, or click **Find** to select the employee from a list. The Employee Maintenance window for the selected employee appears, starting on the Employee Details (see page 82) tab.

#### *Employee Details*

The Employee Maintenance window is used to edit details for new and existing employees. Employee details are divided across the following tabs:

- Employee Details (see page 82)
- Leave Entitlements
- Other (see page 93)
- User Defined (see page 96)
- Notes (see page 97)
- Standard Pay (see page 99)

## Employee Details Tab

The Employee Details tab of the Employee Maintenance window contains basic identification and remuneration information about the employee.

**Employee Maintenance**

Employee Details | Leave Entitlements | Other | User Defined | Notes | Standard Pay

**Required Information**

Code: 1  
 Surname: Wallace  
 First Names: Edward James  
 Alpha Code: WALLACE  
 Start Date: 23/09/1999 Service: 17.8  
 Cost Centre: 2210 NSW/Accounts  
 Department: 2 Accounts  
 Pay Frequency: Weekly  
 Payslip Name: James Wallace  
 Address Line 1: 134 March Road  
 Address Line 2:  
 Suburb: Richmond  
 State: NSW Post Code: 3130  
 Country: Australia  
 Telephone: (02) 9223 9978  
 Mobile: 026-889-6557  
 Occupation: Accounts Clerk  
 Apprentice

**Tax Classification**

TFN: 256345634 FTB: 5634  
 Standard Employee  
 Medicare Exemption: None Scale 2  
 Claim Tax Free Threshold  
 Earnings are Not Liable for Payroll Tax  
 WorkCover: 3498 Use WorkCover rate  
 Male Full-time  
 Wage Permanent  
 Standard Hours: 38.00 per pay 7.60 per day  
 Birth Date: 11/12/1966 Age: 50.6  
 Due Back Date: //  
 Annual Review: //

Prev: F7 Next: F8 Find: F9 Save: F10 Delete: F6 Exit: Esc

### Required Information

When adding a new employee you will note that the only tab available is Employee Details. This is due to the fact that there are details required on this tab before you can continue. This data is in the box headed Required Information.

**Code** The Employee Code is automatically entered here when the employee is added.

**Reinstate** If the employee’s employment has been terminated, a **Reinstate** button is available next to the **Code** field. If you need to reinstate an employee who has been terminated, click this button. The following window appears:

**Exo Terminate/Re-instate Employee**

Employee: 29 Wall, Melanie Jane  
 Employee is currently: TERMINATED - On 02/02/2012  
 Re-instate Date: 03/04/2012  
 Reinstate Exit: Esc

Enter the Reinstatement Date and press ENTER. You will be asked to confirm that you want to proceed.

**Surname** Enter the employees' surname/family name.

**First Names** Enter the employees' first name(s).


**Alpha Code** Exo Payroll uses Alpha Codes for sorting and listing employees. The first 8 letters of the employee's surname is used as a sort code and this is shown here automatically. This alpha code must be unique. If a message appears that says "Alpha Code cannot be empty and must be unique" or "invalid input", it means that this Alpha Code is already in use, probably for an employee with the same surname. To correct this, change the Alpha Code to something else, e.g. by making the last character of the Alpha Code the employee's first initial.

**Start Date** This date is important, as it can also determine the default Annual Leave and Sick Pay Annual Entitlement dates. Enter the employees' actual commencement date with the company. The employee's years of service are displayed next to the start date. This value is calculated as the system date minus the Start Date.

**Cost Centre** This field shows the Cost Centre that the employee belongs to. This Cost Centre is chosen from the Cost Centres that were set up during Step Six: Add Cost Centres (see page 78). The Cost Centre chosen for each employee acts as their default Cost Centre (which can be overridden).

**TIP:** Remember that if you have not created the Cost Centre that you need for any employee at this stage, you can press F2 to open the Maintenance window. Choose Cost Centres to create the Cost Centre without having to exit from the employee file.

**Department** Each employee must belong to a department. This department is chosen from the departments that were set up during Step Five: Add Departments (see page 77). The department chosen for each employee acts as a grouping for reports or as a way of allocating costs.

Enter the code for the department you want to use. If you do not know the code for the department you want to select for an employee, click the  button to choose one.

**TIP:** If you have not created the department that you need for any employee at this stage, you can press F2 to open the Maintenance window. Choose Departments to create the department without having to exit from the employee file.

Once all of the above fields have been completed, the other tabs on the Employee Maintenance window become available, as well as with the remaining sections of the Employee Details tab.

### **Optional Information**

**Pay Frequency** Select the required Pay Frequency. Choose from:

- Weekly
- Fortnightly
- Bi-monthly
- 4 weekly
- Monthly

**NOTE:** If you change an employee's pay frequency, you will be prompted to update their **Standard Hours** value and the value on the **Hours Paid section of their Standard Pay (see page 117)**. If you choose to do this, these values will be updated to the value specified for the new pay frequency on the **Employee Defaults Setup section of the Setup Payroll window (see page 25)**.

**Payslip Name** When printing a Payslip, the payroll will print the employee's surname, then the employee's first names. If you want a different name to appear on the Payslip, enter here what you would like to appear on the Payslip. Remember to include a surname, because what goes in here is all that prints on the Payslip.

**Address Line 1** Enter the employee's street name and number.

**Address Line 2** Enter the remainder of the employees address if Address Line 1 is not sufficient to store the entire address.

**Suburb** Enter the employee's city/suburb.

**State** Select the state in which the employee resides. If the employee resides outside of Australia, select "OTH".

**Post Code** Enter the postal code pertaining to the state of residence.

**Country** If the employee resides outside of Australia, enter their country of residence in this field. This field is disabled by default; it is only enabled when Other ("OTH") is selected for the State.

**Telephone** Enter the employee's telephone number. This field is optional, but filling it in means that you are able to print a telephone list report.

**Mobile** Enter the employee's mobile phone number.

**Occupation** Enter the employee's occupation so that it will appear on the Employees report (see page 188).

**Apprentice** Select this option if the employee is an Apprentice. Once selected, an **Apprentice Details** button will appear. Clicking this button opens the following window:

Year	Date Started
Year 1:	03/04/2012
Year 2:	//
Year 3:	//
Year 4:	//
Completed:	//

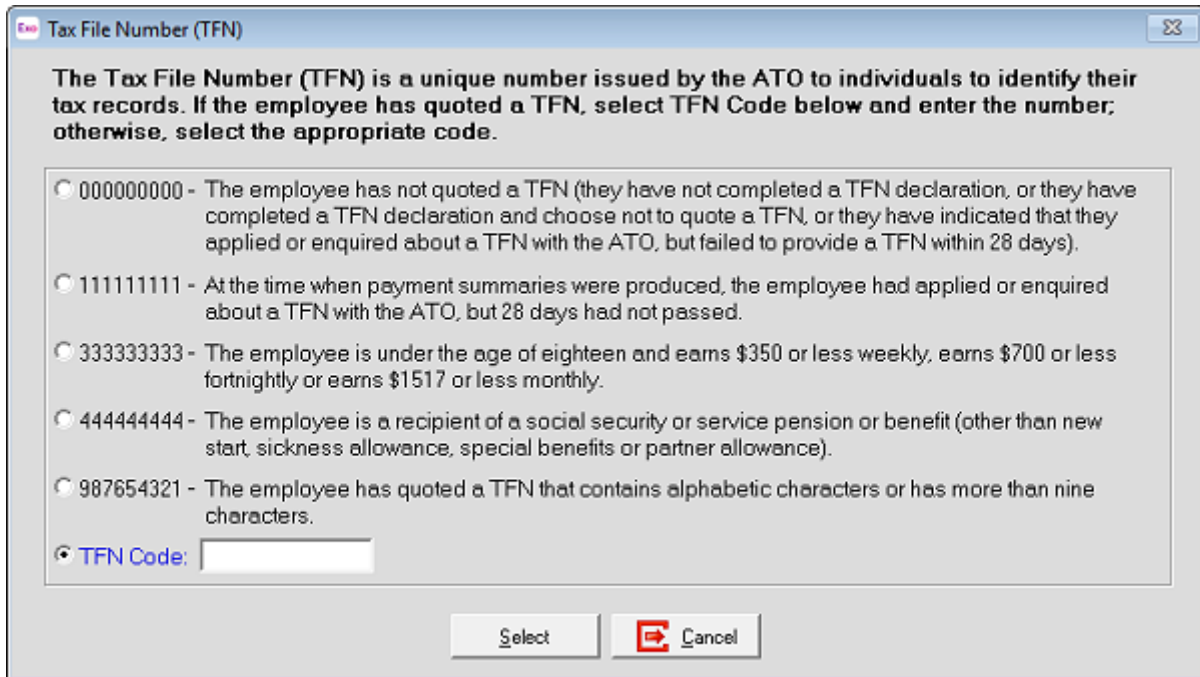
**Apprentice Hours Accrued** Enter the accumulated hours from commencement of the apprenticeship.

**Year 1 – 4** If a year has been completed, enter the completion date here. As pays go by, more apprentice hours will be accumulated. You will need to update the dates in this window whenever an employee has completed the equivalent of a satisfactory working year. You could add a forward-dated note in the Diary (CTRL+D) to assist with this.

### Tax classification

**TFN/ABN** Enter the employee’s Tax File Number (Full-time or Part-time employees) or Australian Business Number (Contractors). TFNs and ABNs both contain a hidden computation to ensure that they are valid. If this validity check fails, then either the wrong number has been typed in or an incorrect number has been given. If an invalid number is entered the error message “The number you have entered is invalid” appears. We recommend obtaining a printed statement if any dispute arises.

An information button is available next to this field. Clicking this button opens a window that provides information about possible TFN codes:



**FTB** This is a placeholder for the Family Tax Benefit rebate amount that is applied each pay period. The payroll will take a percentage of this rebate out of the PAYG each period - the percentage rate that the payroll applies is dependent on the employee’s pay frequency.

For example, a standard weekly employee on Scale 1 paid \$400 normally would have \$114 withheld each pay as PAYG. In the FTB field enter the Annual Rebate value, e.g. \$100. The FTB would be calculated as:

$$\$100 \times 0.019 \text{ (1/52nd of the annual rebate)} = \$1.90$$

Rounded to the nearest dollar this becomes \$2. PAYG is now adjusted by \$2 becoming \$112.

Annual rebates for other frequencies would be multiplied as follows:

Frequency	Multiplication
Fortnightly	\$100 x 0.0380
Bi-monthly	\$100 x 0.0415
4 weekly	\$100 x 0.0760
Monthly	\$100 x 0.0830

**Tax Scale** There are several different scales, which are arrived at by the employee having answered the questions in the employee declaration form.

For Example:

- Scale 1: Standard Employee with tax free threshold not claimed
- Scale 2: Standard Employee with tax free threshold claimed
- Scale 3: Non-resident with TFN
- Scale 4: Standard Employee without TFN, alternatively a non resident without TFN
- Scale 5: Standard Employee with full Medicare exemption
- Scale 6: Standard Employee with half Medicare exemption
- Withholding Variation: Take tax as percentage of earnings at the rate you specify
- Working Holiday Maker

If the employee is on a student loan repayment scheme, the “Standard Employee” option is extended to cover:

- Standard Employee with HELP
- Standard Employee with SFSS
- Standard Employee with HELP and SFSS
- Standard Employee with Student Loan


**NOTE:** As of 1 July 2019, the “Standard Employee with Student Loan” option replaces the HELP and SFSS options. “Standard Employee with Student Loan” functions the same as the older HELP and SFSS scales, so there is no immediate need to update any existing employees who use the HELP and SFSS scales, but new employees with student loans should be set to the “Standard Employee with Student Loan” option.

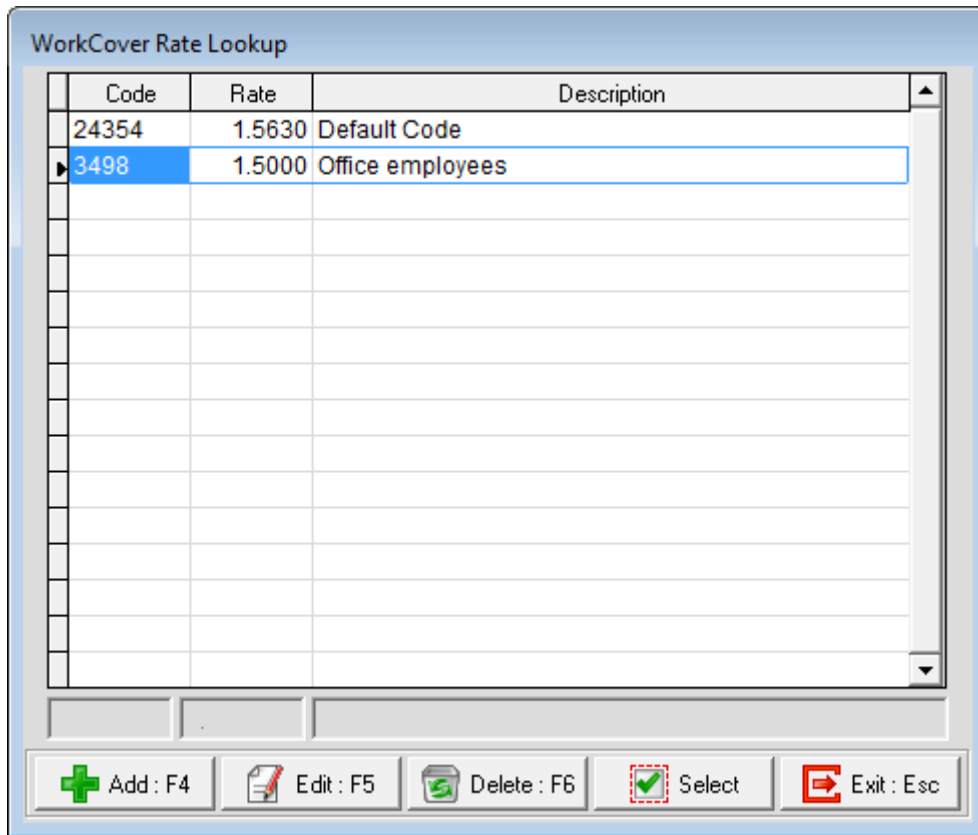
The system will automatically calculate PAYG on the fly using in-built coefficients supplied by the ATO.

**Tax Rate %** If the Employee is on the Withholding Variation, enter the percentage rate you want to tax this employee at, e.g. 20.00 for 20%.

**Claim Tax Free Threshold** The tax-free threshold is the amount of income that an employee can earn each year that is not taxed (currently, the first \$18,200 of the employee’s annual income). It is intended for employees who are Australian residents (for tax purposes).

**Earnings are Not Liable for Payroll Tax** Some earnings incur no Payroll Tax, for example wages paid within religious organisations. There are many rulings on this, which are state-dependent.

**WorkCover** This field shows the WorkCover code that the system will use when calculating the amount to pay when printing the WorkCover report. The  button is used to add, edit, select or delete WorkCover codes and their applicable rates. Clicking this button displays the lookup window:



Select a code by double-clicking on one or highlighting one and clicking **Select**. Codes can be added or edited by clicking the appropriate buttons (remember to click **Save** when done). You can have as many WorkCover Rates as you like. If a rate is currently assigned to by a staff member, then you will be unable to delete it until their rate is changed.

**Use WorkCover rate** By selecting this option, the system will calculate the WorkCover Levies based on the rate set up against the WorkCover Code assigned to this employee. If you have set up WorkCover Levy Rates in your Cost Centre Maintenance, those rates will be ignored for this employee. The system will not calculate your WorkCover Levies based on the Cost Centres assigned to the employee's time.

**Employment Type** These choices show details about the status of the employee as a person and as an employee. Choose from:

Detail	Options
<b>Gender</b>	Male or Female
<b>Hours</b>	Full-time, Part time or Contractor
<b>Remuneration</b>	Wage or Salary
<b>Term</b>	Permanent, Casual or Temporary

**Trade Labour Content** If you are hiring a Contractor, enter the Trade Labour Content (the percentage of gross taxable earnings liable for Payroll Tax).

**Standard Hours** These fields specify the hourly values for the employee, which affect pay calculations. The following values must be entered:

- **per pay** - This field specifies the hours per pay period for employees for any pay frequency: weekly, fortnightly, bi-monthly or monthly. The salary or wages that you enter for an employee's Standard Pay must stand for a number of hours, e.g. Weekly = 38 hours, Monthly = 173.33 hours. For new employees, this field defaults to the appropriate value from the Employee Defaults Setup section of the Setup Payroll window (see page 25).
- **per day** - This field specifies the number of hours that the employee would normally work in a day.

**Allow Overtime** This option is available if the employee is a salaried employee. Select it if you would like to pay them additional waged hours. (Waged employees are always allowed overtime by virtue of being waged employees.)

**Birth Date** This field shows the employee's birthday, which the software uses to calculate the employee's age.

**Due Back Date** This field shows the date the employee is due back from vacation. This will tell the system not to copy across their Standard Pay into the Current Pay until this date is reached. This date is usually automatically entered from the Leave Entitlements tab, but it can also be maintained from this location.

**Annual Review** This is a memo-only field to record the date of the annual review of wages or salary if applicable. It only appears on the Employees report (see page 188).

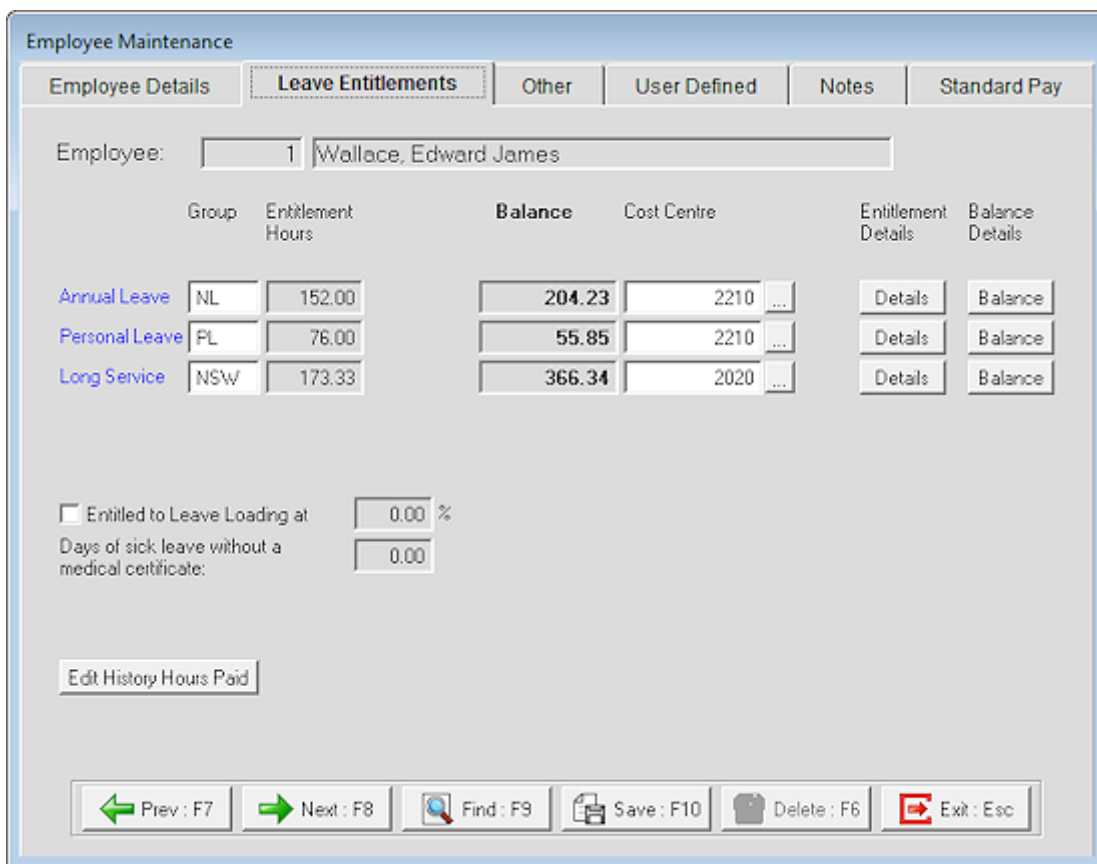


## Leave Entitlements Tab

The Leave Entitlements tab of the Employee Maintenance window (see page 81) contains the employee’s entitlement to Annual Leave, Personal Leave, and Long Service Leave. While it is not necessary to load the data in this window before you start paying your staff, it is recommended. All future activity on this particular window will be handled automatically by the program, although a number of the fields can be maintained manually to override information. This allows the fields to be changed if the leave data is incorrect. Some figures on this window (showing in a grey background) are computer-calculated as a result of the entries made elsewhere.

**NOTE:** These figures are separate and different from the Tax year figures.

**NOTE:** This topic describes the standard leave entitlement management functions. MYOB Exo Payroll includes a new, enhanced **leave entitlement management system**. Updating to the new leave entitlement management system is a major process and cannot be reversed; for this reason, the new system is not active by default. If you would like to learn more about the new leave entitlement features and how to activate them, contact your Business Partner.



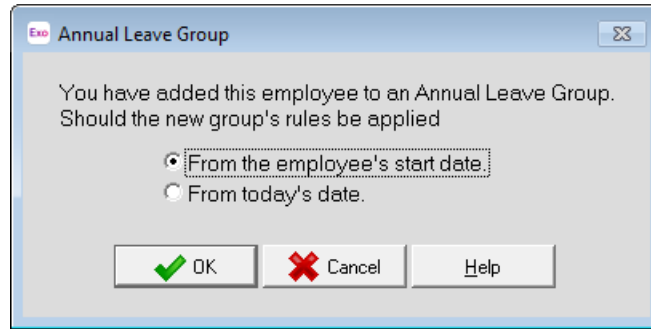
### Annual/Personal/Long Service Leave

These three lines let you set up this employee’s leave entitlements. The following properties are available for each leave type.

**NOTE:** Personal Leave includes Sick Leave and Carer’s Leave.

**Group** You can attach a Leave Group code to each employee for each leave type (Annual (see page 238), Personal (see page 240) or Long Service (see page 241)). Note that it is not compulsory to assign a group - you can still enter the appropriate rules manually. However, groups are a more efficient method of assigning awards to specific employees.

To attach a Leave Group, type in the group code. If you do not know the code number, leave the field blank and press ENTER to open a pop-up list to select one. Once you have entered or selected a code, a message appears, offering two options:



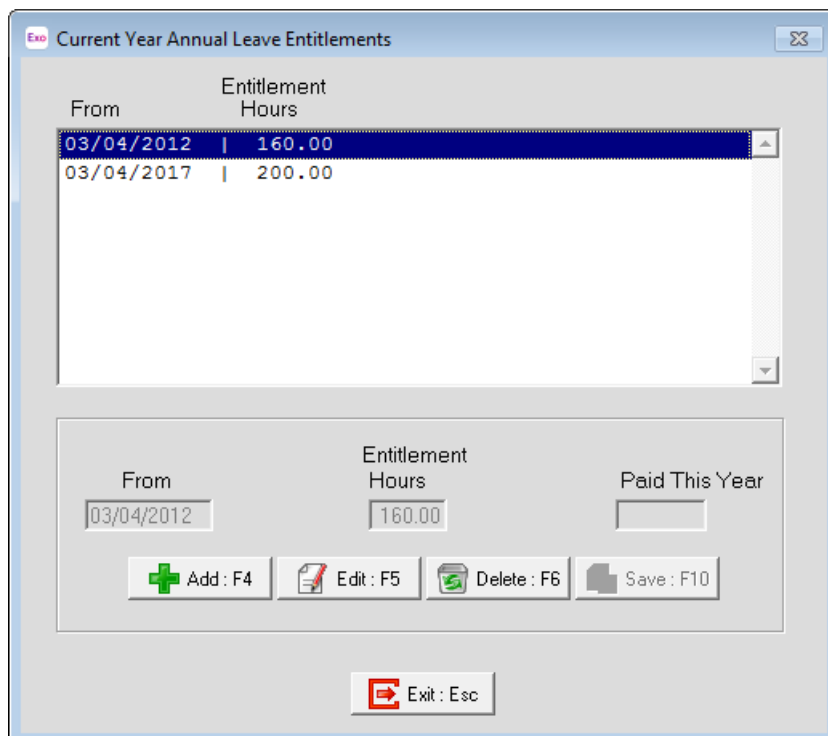
- From the employee's start date** - This assumes that the rule is being set up for the first time for this employee. The system will look at how many months service the employee has attended and determine the appropriate number of entitlement hours for this year from the group rule. The system will insert a value in the START line of the Group Entitlement Changes window.
- From today's date** - This assumes that there is an existing rule and that it needs to be replaced with a new rule, because of a change in work situation. The system will add a new line in the Group Entitlement Changes, and preserve the old line(s). At the end of the year, the system will pro-rata each rule against the period of time for which that rule applied.

**Balance** The value in this field is calculated as follows:

Carry Over + Year-To-Date.

**Cost Centre** If you use a specific Cost Centre for annual leave, this can be entered here and will be the default when paying the leave.

**Entitlement Details** To review the currently established group rule, click the **Details** button here to open the following window:



## MYOB EXO Payroll

If you have attached a Leave Group to the employee, the appropriate leave rule will be written to this window.

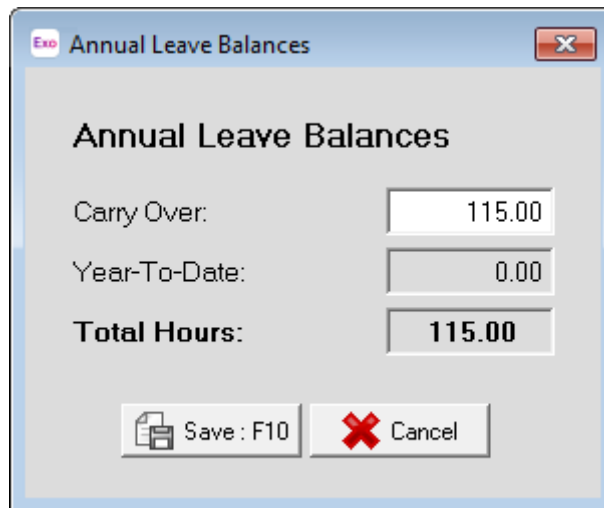
This window shows the leave accumulation history of the employee and also enables editing of this information.

Select a line, then edit the Entitlement Hours to change or set the employee's initial annual entitlement (in hours). A change made here will override the group rule for the current year and for the current employee. When the annual leave year rolls over, the rule will revert back to the group rule.

**Entitlement Units** Enter the number of units that the employee is to receive on their next entitlement date. If you are using Annual Leave Groups and the employee has been allocated to one then this field is not available, as the value will be derived from the group rule.

**Balance Details** When completing your initial system setup, you invariably have existing employees with leave balances to transfer to Exo Payroll. To enter these balances, click the **Balance** button here.

### Annual Leave Balances

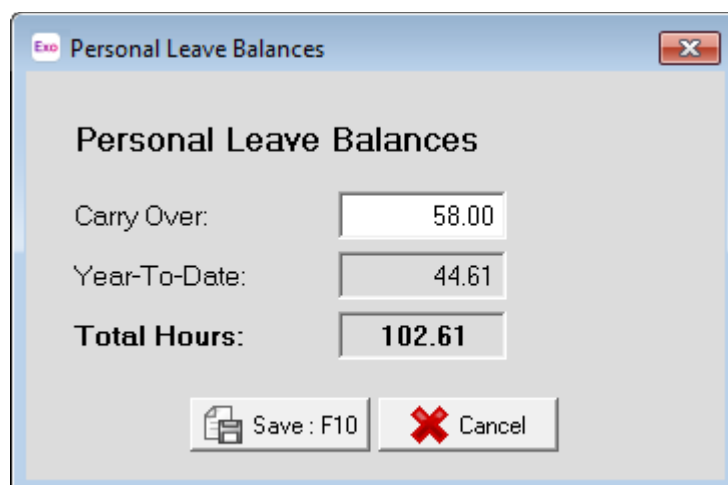


Annual Leave Balances

Carry Over:	115.00
Year-To-Date:	0.00
<b>Total Hours:</b>	<b>115.00</b>

Save : F10 Cancel

### Personal Leave Balances



Personal Leave Balances

Carry Over:	58.00
Year-To-Date:	44.61
<b>Total Hours:</b>	<b>102.61</b>

Save : F10 Cancel

## Long Service Leave Balances

Long Service Leave Balances	
Pre 16 August 1978:	0.00
16 August 1978 to 17 August 1993:	145.89
Post 17 August 1993:	
Carry Over:	218.78
Current Accrual:	0.00
Less Accrued Taken:	86.00
<b>Total Hours:</b>	<b>278.67</b>
Current Period:	25/08/2011 to 23/08/2016

Save : F10    Cancel

**Carry Over** This is the balance you are carrying over from previous entitlement years.

**Pre 16 August 1978** Long Service Leave only. Accruals prior to 16 August 1976 that have not yet been taken by the employee. If you are new to this system it is important to load any entitlements still owing, from your previous records.

**16 August 1978 to 17 August 1993** Long Service Leave only. Accruals between 16 August 1976 and 17 August 1993 that have not yet been taken by the employee. If you are new to this system it is important to load any entitlements still owing from your previous records.

**Post 17 August 1993** Long Service Leave only. Accruals after 17 August 1993 have not yet been taken by the employee. If you are new to this system it is important to load any entitlements still owing, from your previous records.

**Carry Over** This is the balance carried over from previous entitlement years.

**Current Accrual** Hours amassed since the start of the accrual period, to which the employee will be entitled upon the next rollover. This field is automatically calculated by the Payroll.

**Less Accrued Taken** Hours of leave paid in advance.

**Total Hours** This is the total hours the employee is entitled to. When transferring balances from your previous payroll system, you will most likely need to adjust the **Total Hours**. Do this by entering a positive value to increase or a negative value to decrease it in the **Carry Over** field.

**Entitlement Date** Long Service Leave only. This is the date on which the employee becomes eligible for Long Service Leave. This field is read-only if the employee belongs to a Long Service Leave group; it can only be edited if the employee does not belong to a group.

Click **Save** to commit the change or **Cancel** to discard the change.

### Other Settings

**Edit History Hours Paid** Because leave is accrued on the employee’s actual hours, it is important that the hours recorded for each pay are correct. If you found that you have made a mistake in a previous pay, you can correct it in this window.

Pay Number	Pay Date	Gross Liab for Annual Leave	Hours Paid	Annual Leave Accrued	Personal Leave Accrued	Long Service Leave Accrued
1	26/03/2018	0.00	0.00	0.0000	0.0000	0.0000
2	01/04/2018	1000.00	38.00	3.0769	1.5385	0.6663
3	08/04/2018	1000.00	38.00	3.0769	1.5385	0.6663
4	15/04/2018	1000.00	38.00	3.0769	1.5385	0.6663
5	22/04/2018	1000.00	38.00	3.0769	1.5385	0.6663
6	29/04/2018	1000.00	38.00	2.9231	1.4615	0.6663
Totals:		5000.00	190.00	15.2307	7.6155	3.3315

To correct hours paid:

1. Locate the pay with the wrong number of hours paid.
2. Overwrite the value in the Hour Paid field with the correct number of hours.
3. Click on the Save button or press **F10**.

**NOTE:** You can click **Copy** to copy all data on the window to the clipboard, so that it can be pasted into an external application, such as a spreadsheet. If Microsoft Excel is installed, the **Copy** button is replaced by an **Export** button, which outputs the data to a Microsoft Excel file in the .XLSX format.

**Entitled to Leave Loading at** Most permanent employees are entitled to a leave loading. This is an extra percentage of the annual leave payment, paid in surplus to the leave payment itself, in order to offset the expected loss of overtime/incentives that the employee will experience while they are away from work. If the employee has been awarded leave loading, enter the percentage rate here, e.g. 17.50 for 17.5%. When paying outstanding annual leave, the value of the annual leave taken will be increased by the percentage stated in this window. If the employee belongs to an Annual Leave Group, this field is disabled, and displays the percentage set for the group.

**Days of sick leave without medical certificate** This is a placeholder for the number of sick days taken by the employee, for which the payroll clerk did not sight a medical certificate. This figure is loaded into the Leave Management (see page 130) section of the Current Pay window, during the pay run.

## Other Tab

The Other tab of the Employee Maintenance window contains additional information about the employee.

**Employee Maintenance**

Employee Details | Leave Entitlements | **Other** | User Defined | Notes | Standard Pay

Employee: 1 Wallace, Edward James

**Email**  
 Email address: edward@demonstration.com.au  
 Password: EDWARD

**Report Distribution**  
 Email  Print  MyStaffInfo

**Rostered Days Off**  
 Track RDO's for this employee  
 Accrue 0.0000 hours for each hour worked  
 Cap accrual to 40.00 hours per pay  
 Value hours at an average pay rate  
 Available hours 0.00

**Other**  
 Pay rounding carried forward: 0.00  
 Rapid Employee  
 EXO Time and Attendance Employee

**Unpaid Leave**  
 Cost Centre: 2210

**Time in Lieu**  
 Time in Lieu Hours: 0.00

← Prev: F7   → Next: F8   🔍 Find: F9   💾 Save: F10   🗑️ Delete: F6   🚪 Exit: Esc

### Email

**Email Address** Enter the employee's email address. Payslips generated by the Payslip - PDF Email report (see page 187) will be forwarded to this address. This is an alternative to handing the employee a paper slip or mailing payslips via post.

**Password** The emailed payslips will be in PDF format (employees will require Adobe's Acrobat Reader in order to read them - MYOB cannot assist you with the Adobe install process). Payslips can be password-protected so that only the intended recipient can open the file in the Acrobat Reader.

### Report Distribution

Tick the **Email**, **Print** and/or **MyStaffInfo** boxes to determine how payslips should be distributed to this employee when using the Distribution function (see page 207).

## Rostered Days Off

**NOTE:** This section is disabled for salaried employees if the **Allow OverTime** option on the **Employee Details tab (see page 82)** is unticked.

**Track RDO's for this Employee** If the employee is to accrue a Rostered Day Off each month, turn this option on.

**Accrue ... hours for each hour worked** This is a multiplier that, once applied, will take a percentage of the hours worked as an RDO accrual and remove the percentage of hours worked from the pay to future storage (the **Available Hours** field) for application in a future pay.

Example:

An employee normally works 40 hours. Set the RDO rate to 0.05.

$40 \times 0.05 = 2$  hours RDO accrual per pay period.

2 hours would go into the RDO accrual, on each pay.

**Cap accrual to ... hours per pay** This sets a limit on the number of hours on which the RDO rate can apply. For instance, if the RDO rate is 0.05, setting a limit of 40 hours will ensure that the employee cannot accrue more than 2 hours per weekly pay. Fortnightly employees may have a limit of 80 hours; monthly employees may have a limit of 160 hours.

**Value hours at ... pay rate** Select the Hourly rate (see page 47) to value RDO hours at. The combo box contains all available rates, as well as the option "an average". When this option is selected, the rate will be calculated by averaging the rate of all pay items on the Wages screen (see page 124) that are liable for RDO and that have Hours greater than 0.

**Available hours** RDO's will be stored to an accrual field each time a pay is run. When the employee takes an RDO, the accrued units will reduce accordingly. The RDO is paid from the Leave Management section of the Current Pay.

## Other

**Pay rounding Carried Forward** Exo Payroll records this amount automatically, but the figure can be maintained manually if changes are required. The figure shown in this field is changed every time a pay period is updated.

When a pay rounding is required, the system will scan this area and try to incorporate this amount into the pay. If it cannot use the full amount, it will adjust to suit. Remember that if rounding was turned on and then off, there will probably be figures remaining here and they should be zeroed out and the amounts paid to each employee as required.

When setting up an employee for the first time:

- If the employee has no Pay rounding carried forward when the payroll is being set up, leave this field blank and the system will start accruing pay rounding automatically.
- If an employee has Pay rounding when the Payroll is being set up, enter the amount of pay rounding the employee has, so the system can try to incorporate this amount into the pay when an employee is being paid. This amount can be changed/alterd at any time.

**Rapid Employee/Exo Time and Attendance Employee** If you have purchased the MYOB Exo Time and Attendance system or you are using the MYOB Rapid Data entry system, these fields will be available to use. This field allows you to define whether an employee is on the Exo Time and Attendance or Rapid System and as such, their wage hour's information will be imported into the Payroll via MYOB Time and Attendance or posted from Rapid. It also notifies Exo Time and Attendance which of your employees are using the TimeClock.

## Unpaid Leave

**Cost Centre** If you use a specific Cost Centre for each employee's Unpaid Leave, this can be entered here and it will be the default when this employee take Unpaid Leave.

## Time in Lieu

**Time in Lieu Hours** Whenever a lieu day is worked or taken, the figures remaining after the pay period are updated and transferred here to be stored. If an employee works on a public holiday and is owed a day in lieu, this is paid in the current pay and the number of days/hours can then be tracked.

## User Defined Tab

The User Defined tab of the Employee Maintenance window contains extra generic fields that may be used to customise your data. You can rename some of the "User Defined" fields, and add information specific to your company's storage requirements.

The screenshot shows the 'Employee Maintenance' window with the 'User Defined' tab selected. The 'Employee' field contains '1' and 'Wallace, Edward James'. Below this, the 'User Defined Fields' section is visible. It contains several rows of fields, each with a checkbox and a label 'User Defined'. The first two rows have checkboxes that are not checked and values '//' in the adjacent field. The fifth row has a value of '0.00'. The sixth row is empty. At the bottom of the window, there is a navigation bar with buttons for 'Prev: F7', 'Next: F8', 'Find: F9', 'Save: F10', 'Delete: F6', and 'Exit: Esc'.

With User Defined Fields you can extend the power of the Exo Payroll storage system to record items of interest that are not otherwise covered elsewhere, by turning on the "show user defined fields" option in the Employees report (see page 188).

The following types of User Defined Field are available:

- **Logical** - Place a tick in the box to turn on a logical field.
- **Date** - Enter a date in the format dd/mm/yyyy.
- **Text** - Enter a short comment here.
- **Memo** - Enter a long comment or description here. It can run over several lines.



## MYOB EXO Payroll

To give a meaningful name to a field, double-click on the “User Defined” name; this will make the caption editable.

**NOTE:** The names you enter for the User Defined fields apply to all employees, but the information you enter for the fields’ values is specific to the employee you are currently editing. For example, if you change one of the text fields to “Middle Name”, then this field will be called “Middle Name” for all employees; however, the actual contents of the field is entered separately for each employee.

## Notes Tab

The Notes tab of the Employee Maintenance window enables you to make or edit personnel notes on any employee.

Automatic entries are made when:

- The base hourly rate changes
- Salary changes
- Employee’s default cost centre changes
- Days/hours of annual leave or sick pay are paid
- Dollar amounts of annual leave or sick pay are paid
- An employee is terminated or reinstated
- The employee’s tax scale changes

You can enter general Notes at any time. These notes can also be printed out in the Employees Report at any time.

Notes can be entered or edited from the Notes tab of the Employee masterfile window, by selecting **Employee Notes** from the File menu or by pressing F12 anywhere in the program.

Employee Maintenance

Employee Details | Leave Entitlements | Other | User Defined | **Notes** | Standard Pay

Employee: 1 Wallace, Edward James

Date	Type	Entered By	Note	Remind Me
12/02/2012	H		Annual Leave Entitlement changed from 160 Hours to 160 Hours on 17 May 2007	//
11/02/2012	H		Annual Leave Entitlement changed from 160 Hours to 160 Hours on 16 May 2007	//
11/02/2012	H		Annual Leave Entitlement changed from 0 Hours to 160 Hours on 16 May 2007	//

← Prev : F7   → Next : F8   🔍 Find : F9   💾 Save : F10   + Add : F4   🚪 Exit : Esc


From the Notes Tab, click on the **Add** button or press F4 to add a Note. The following window appears.

**Date** This defaults to the current date. This would normally be left unchanged.

**Entered By** This field displays the User who entered the note originally.

**Note type** Select one of the note types set up on the Note Types window. In some cases a Default note will be automatically entered by the system, such as when an employee takes Annual Leave. These default notes can still be edited at a later stage.

**Reminder Date** Here you can enter a date to turn this note into a Reminder note. Reminder Notes pop up on the Show Reminders window when you log in to Exo Payroll. When the date is removed, the note will no longer appear as a reminder.

**Recipients** If this note is to be a Reminder Note, select one or more recipients for the note. Click the  button for a selection.

All users are listed on the left; all recipients of the reminder are listed on the right. You can click on users and drag them from one list to the other.

> Moves the selected user to the list of recipients.

>> Moves all users to the list of recipients.

< Moves the selected user from the list of recipients back to the main list.

<< Moves all users from the list of recipients back to the main list.

To edit an existing note, select the note and double-click it, or click **Edit**. This opens the same window used to add notes, allowing you to edit the note's details.

Click on the **Save** button or press F10 to save when you are finished editing.

## Standard Pay

One of the major advantages of a computerised Payroll is that it is not necessary to re-enter static information each time the Payroll is processed. Each employee has a *Standard Pay* which represents their default payroll information including usual hours worked, pay rates, salary, allowances to be paid, deductions from the pay, PAYG, how the net pay is to be paid (direct credit, cash or cheque), etc.

Employees' Standard Pays are set up on the Standard Pay tab of the Employee Maintenance window.

The screenshot shows the 'Employee Maintenance' window with the 'Standard Pay' tab selected. The employee name is 'Wallace, Edward James'. The 'Standard Pay' section displays the following data:

Wages:	25.0000	1000.00
Salary:		0.00
Allowance Taxable:		0.00
Deduction Pre-Tax:		200.00
Leave:		0.00
<b>Gross Taxable:</b>		<b>800.00</b>
PAYG: <input type="checkbox"/> Override		113.00
Allowance Non-Tax:		0.00
Deduction Post-Tax:		8.00
Rounding:		0.00
<b>Net Pay:</b>		<b>679.00</b>

Hours Paid: 38.00

Navigation buttons at the bottom: Prev: F7, Next: F8, Find: F9, Save: F10, Reset, Exit: Esc.

The right side of the Standard Pay tab shows the results of all the entries as dollar values. This enables you to quickly see the actual standard pay in a similar format to a Payslip.

The following buttons are available on the left of the tab:

- Wages (see page 100) - This is where the employee's standard or default wage hours are entered. These contain as much detail as practical to make running the current pay as quick and easy as possible. This option is only enabled if the employee has been setup as Waged in the Employee Details tab (see page 82).
- Allowances (see page 102) - This is where the employee's standard or default allowances are entered. These contain as much detail as practical to make running the current pay as quick and easy as possible.
- Hourly Rate(s) (see page 105) - This is where the employee's standard hourly rate is entered or maintained. This option is only enabled if the employee has been setup as Waged on the Employee Details tab (see page 82).
- Salary (see page 106) - This is where the employee's salary for their matching pay frequency is entered. This option is only enabled if the employee has been setup as Salaried on the Employee Details tab (see page 82).

- Deductions (see page 107) - This is where any deductions that are to be taken out of the employee's pay on a regular basis are entered.
- Non Cash Benefits (see page 109) - This allows to you add extra items to the employee's salary package such as fringe benefits and salary sacrifice other than superannuation, without affecting the employee's gross pay.
- Superannuation (see page 111) - This is where you set the applicable superannuation contributions for the employee. These contributions can be made up of Employer Contributions, Salary Sacrifice Contributions and Employee Contributions.
- **Leave Management** - This button is not available for the Standard Pay; you can only view an employee's leave when running a pay (see page 120).
- Costing (see page 113) - If you want to proportionally cost an employee's wages or salary by hours or by percentages to different Cost Centres, this is where it is switched on at both the employee level and setup.
- PAYG (see page 114) - If left unaltered, the computer will automatically calculate the PAYG payable on the employees' gross taxable amount, based on the tax code selected in the Employee Details Tab. If required, you do have the ability to override the PAYG with your own amounts.
- How Paid (see page 114) - This is where you set up the way an employee's net pay is to be handled. You can set up payment by direct credit, cash or by cheque or a combination of these.
- Hours Paid (see page 117) - For the purposes of the Standard pay the number shown in this field is the number of hours that the standard pay represents. This is primarily used to value leave payments at the standard daily rate.
- Default Payslip Note (see page 117) - This is a specific note for the employee, which will appear on that employee's payslip only. This note will be carried forward to each Current Pay, when the pay is created.



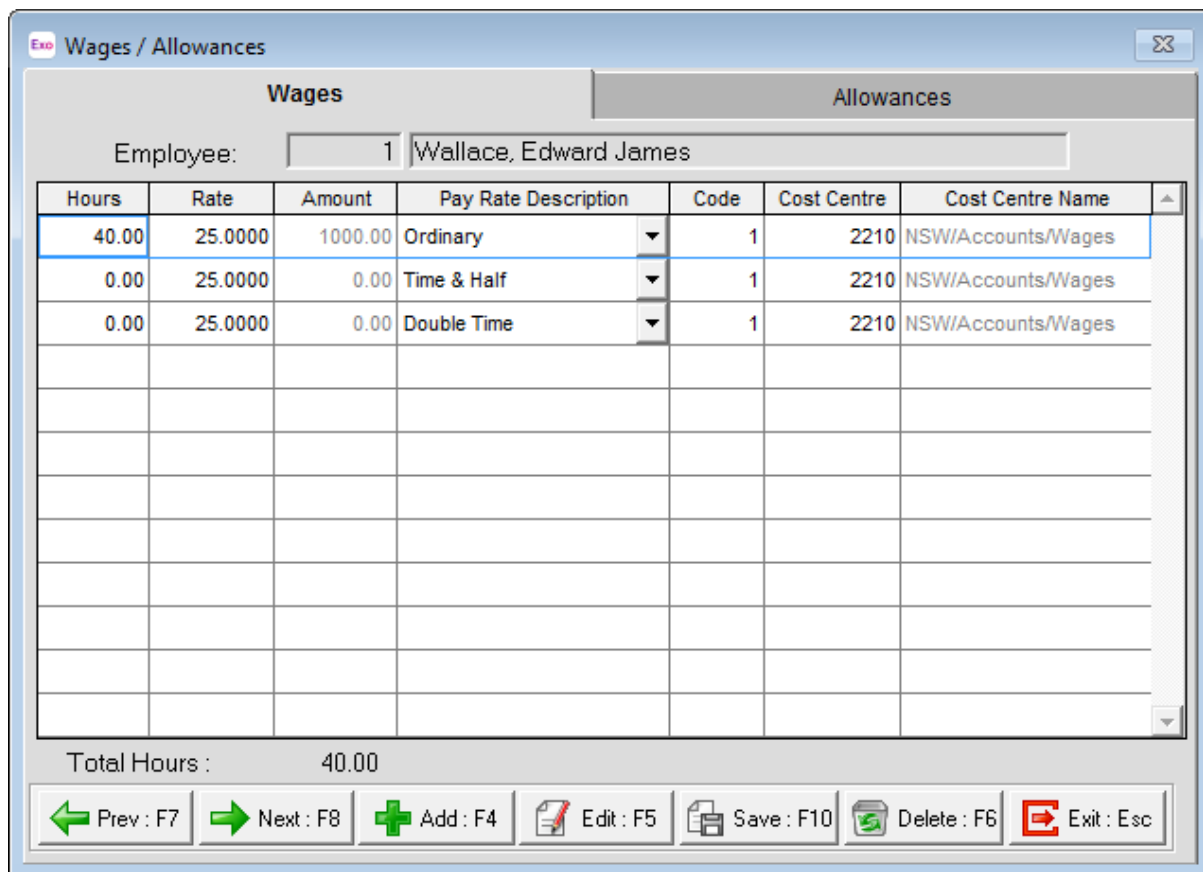
You can click the  button to generate a preview payslip showing the employee's Standard Pay.

### **Standard Pay - Wages**

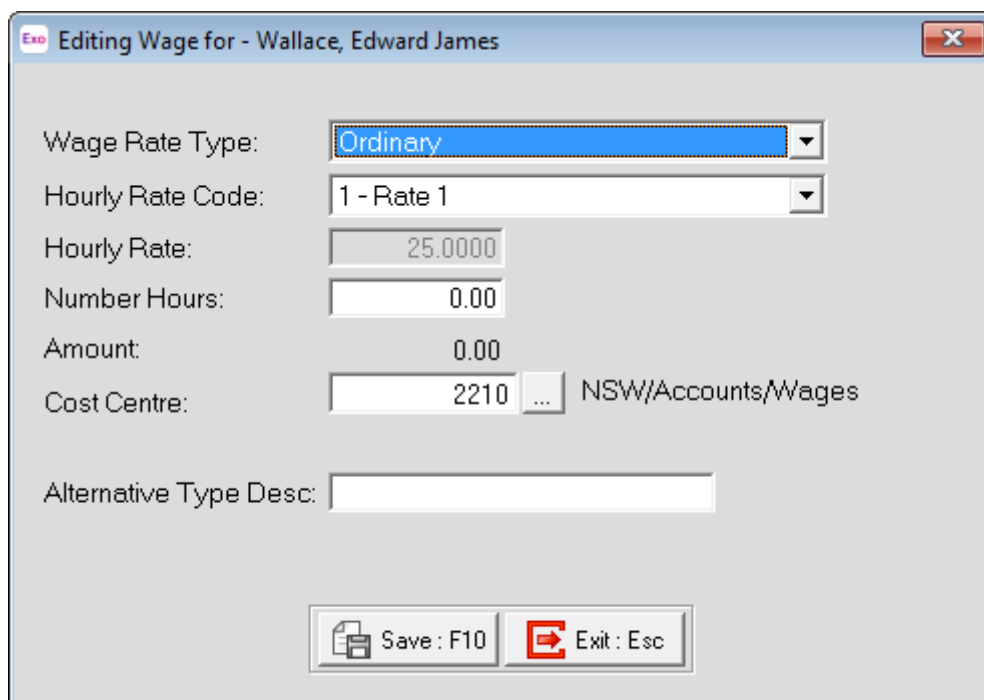
Clicking the **Wages** button on the Standard Pay (see page 99) tab open this window, where an employee's wage information is entered. It shows the standard number of hours the employee works for their selected pay frequency. If the employee works a varying number of hours or is a casual/part time employee this can be left as zero in the Standard Pay and the hours can be entered on a pay period by pay period basis. Standard Pay also displays the hourly rate, the amount (if a number of hours are entered), the pay rate type (as per the Payroll Setup window) and the pay rate description.

If no hours are entered here in the Standard Pay, then every time that a pay is created, the employees' hours to be paid will have to be entered. We recommend that you enter at least the employees' base hours, as this speeds up the Payroll processing on pay day, as the standard pay is copied and becomes the current pay. Therefore on pay day you will only need to alter the hours if they vary from the standard pay.

If the **Auto load wage lines** option was selected during Step One: Payroll Setup (see page 43), then the pay rate types that were selected then will appear here. No hours are listed beside each line, just the ability to be paid that pay rate type.



To alter the details of any wages line, click on a field for the line concerned and enter the new details. Alternatively, double-click the line or highlight it and press F5/click **Edit**. This opens a window that allows you to enter new details or change existing details. (The same window is used for adding new wage lines.)



**Wage Rate Type** Choose the pay rate type you want to allocate. These are listed from the types created in the Payment setup section (see page 43) of the Payroll Setup window. They show the rate type number, the description and the multiplier of the hourly rate. This window defaults to Pay Rate Type 1.

**Hourly Rate Code** Where you are using multiple Hourly Rates (enabled or disabled in the Other section (see page 40) of the Payroll Setup window) this field represents the code or number of the rate that is being used.

**Hourly Rate** Where multiple Hourly rates are used, this field is read-only and shows the rate specified for the selected Hourly Rate Code.

If multiple Hourly Rates are not used, this field shows the employee's base hourly rate. It defaults to the hourly rate entered in the Hourly Rate window (see page 105). It can be changed at any time. To change the hourly rate, enter the new rate over the top of the old. The Base Rate is used for each Rate Type i.e. if the employee's Hourly Rate is \$10.00 per hour then this shows up against each line that was applicable.

Rates used for overtime always display the base rate, as the system will multiply this by the Rate factor as set up in the Payment setup section (see page 43) of the Payroll Setup window. Note that if the hourly rate is changed after a pay period has been opened the new hourly rate will not take effect until the next pay period is opened.

**Number Hours** For the purposes of the Standard Pay, the number of hours line is where you type the number of hours for each pay rate type the employee would get for an average pay period. The reason for doing this is so that when a pay period is created, for most pay periods you will only need to enter the Wages window if there are changes to be made, e.g. if an employee normally works a 40 hour week, but they can occasionally work overtime at 1.5 times the hourly rate. In this case, load 40 hours for ordinary time and leave the overtime hours field blank.

**Amount** This is an automatically calculated field that is the result of the Hourly Rate multiplied by the Number Hours.

**Cost Centre** Use this field to enter the cost centre number if it is different from the employee's default cost centre.

**Cost Centre Name** This is the Cost Centre Name or Description for this Cost Centre.

**Alternative Type Desc** In this field you can enter an alternative description to be used instead of the Pay Rate Description. This is useful when you want to differentiate different hours paid at the same pay rate multiplier, e.g. overtime paid during the week vs. overtime paid on Saturday.

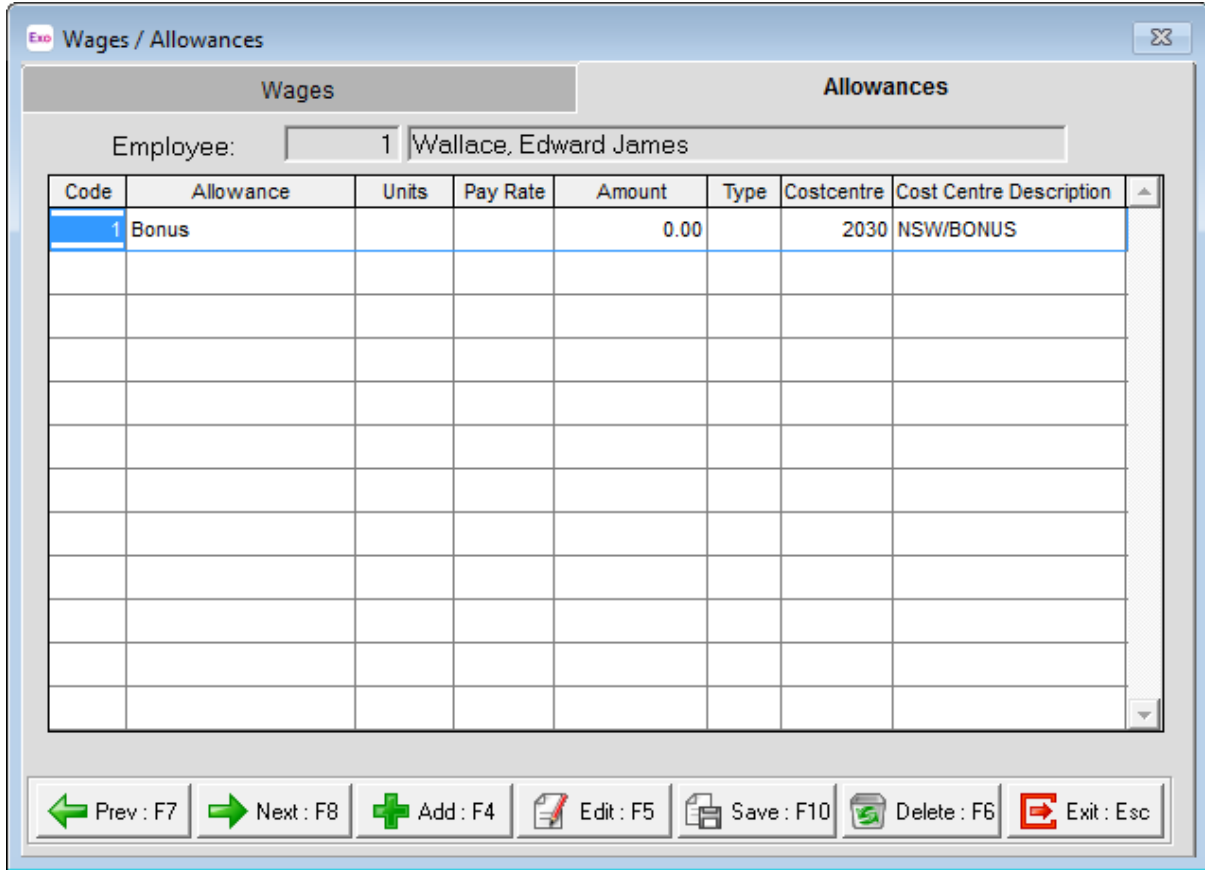
Once you have entered all the required information, click **Save** or press F10 to save and return to the Wages window.

If further standard hours are to be loaded or edited for this employee repeat the above process for each new or existing wage line.

### Standard Pay - Allowances

This is where all of the employee's standard pay allowances are entered, both taxable and non-taxable. Allowances entered here do not have to have quantities giving dollar values. These quantities can be added in the Current Pay, so allowances entered here can signify just the ability to be paid an allowance thus saving you time when doing a Current Pay.

To add an allowance for an employee click on **Allowances** button in the Standard Pay (see page 99) tab. This opens the Allowances window.

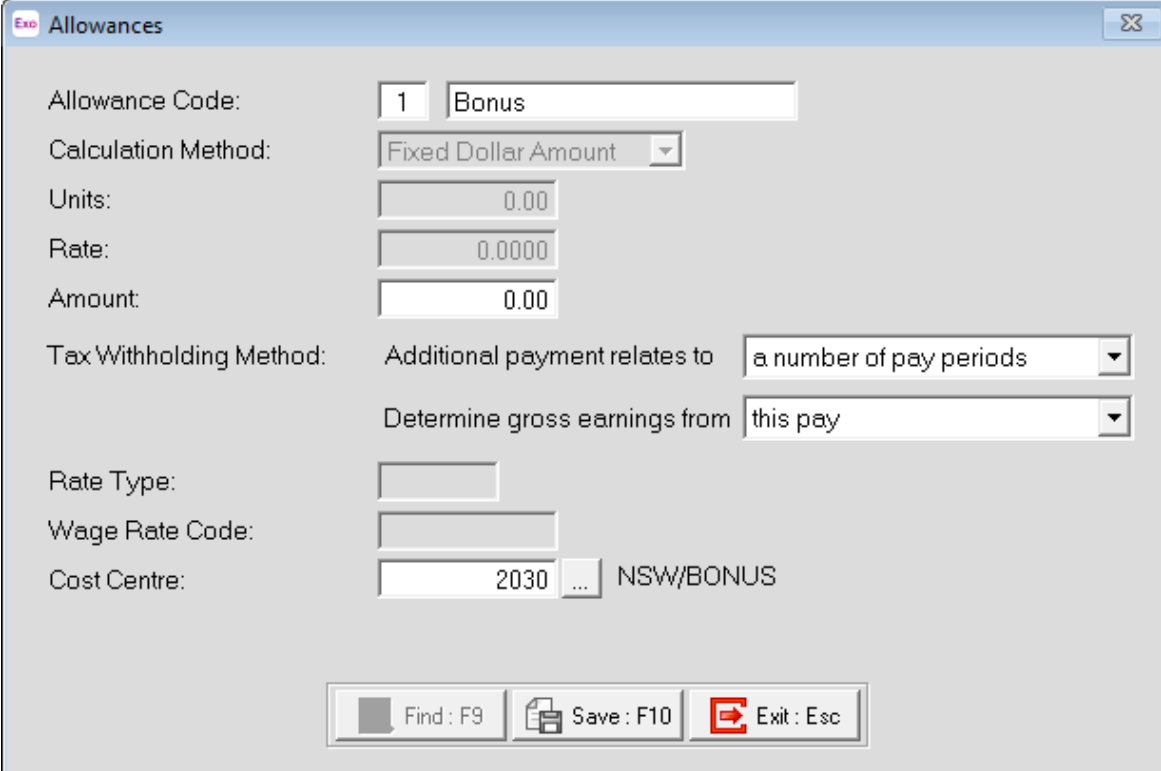


This window is where an employee's standard allowances are entered. It displays the allowance code, the description, the units quantity, the rate, the amount and the type.

If no allowances are entered here in the Standard Pay, then every time a pay is created, the employees' allowances to be paid will have to be entered. We recommend that you enter at least the employees' basic allowances or allowances they could receive from time to time, as this speeds up Payroll processing on pay day, as the Standard Pay is copied and becomes the Current Pay (see page 120). Therefore on pay day you will only need to alter the allowances if they vary from the Standard Pay.

To alter the allowance contained in any wage line, double click on the line concerned and edit the required units/rate or highlight the line concerned and press F5.

To manually add new allowances, press the F4 key or click **Add**.



The screenshot shows the 'Allowances' dialog box with the following fields and values:

- Allowance Code: 1 Bonus
- Calculation Method: Fixed Dollar Amount
- Units: 0.00
- Rate: 0.0000
- Amount: 0.00
- Tax Withholding Method: Additional payment relates to: a number of pay periods; Determine gross earnings from: this pay
- Rate Type: (empty)
- Wage Rate Code: (empty)
- Cost Centre: 2030 NSW/BONUS

Buttons at the bottom: Find : F9, Save : F10, Exit : Esc

**Allowance Code** If you know the code for the allowance you want to add, enter the code in the Allowance code field and press the Enter key. If you do not know the allowance code or an allowance code is entered that does not exist, press F9 or click **Find** and a list of available codes will appear. Select the code you require from the list.

**TIP:** If you want to set up a completely new allowance or alter the structure of an existing allowance, press F2 to open the **Maintenance menu**. Choose **Allowances** to create the allowance without having to exit from the employee file.

**Calculation Method** This shows the method of calculation for this particular allowance, as set up in Step Two: Add Allowances (see page 57).

**Units** Enter the number of units (number of times) that you would like this allowance to be paid. You can leave the number of units blank so that there is no amount to be carried in to the Current Pay - you can then enter the number of units while processing the Current Pay. This field is not available for allowances that are calculated automatically on the number of hours an employee works.

**Rate** Enter the rate this allowance is to be paid at if there is not a default rate. This can be used as a fixed amount or a rate per unit.

**Amount** Enter the amount to be paid for this allowance.

**Additional payment relates to** Select whether this Allowance payment relates to a single pay period or a number of pay periods.



**Determine gross earnings from** This property is available when the **Additional payment relates to** property is set to “a number of pay periods”. In this case, specify how the gross earnings should be calculated for taxation. Choose from:

- this pay - gross earnings are determined from the gross earnings (salary/wages, taxable allowances, additional payments) in the Current or One Off Pay.
- average gross taxable YTD - gross earnings are determined by averaging the gross taxable earning for the financial year to date over the number of pays received.

**Rate Type** This property is only available if the calculation method is an Hourly Rate. Enter which pay rate type you want to use, based on the types set up on the Payment setup section (see page 43) of the Payroll Setup window. Normally 1 means ordinary time, 2 means a form of overtime etc. Leaving this field blank will mean the Ordinary Hourly Rate is used.

**Wage Rate Code** Where you are using Multiple Hourly Rates this field represents the number of the rate that is being used.

**Cost Centre** Use this field to enter a Cost Centre number if you want to specify a Cost Centre different from the employee’s default Cost Centre.

Once you have completed this window click **Save** or press F10 to save and return to the Allowances window. If further allowances are to be loaded for this employee, click **Add** or press F4 and repeat the process until all the allowances have been entered.

### Standard Pay - Hourly Rates

Clicking the **Hourly Rates** (or **Hourly Rate**) button on the left of the Standard Pay tab opens a window where you can enter the employee’s normal hourly rates. The Exo Payroll system uses this base rate for both ordinary and when multiplying penal or overtime rates.

If the **Multiple wage hourly rates** option is enabled in the Payment setup (see page 41) section of the Payroll Setup window, the Hourly Wages Rates window lets you specified a value for up to nine hourly rates. The default hourly rate is selected on the Wages (see page 100) window.

Rate	Value
Standard Rate	14.0000
Special Rate	25.0000
Rate 3	0.0000
Rate 4	0.0000
Rate 5	0.0000
Rate 6	0.0000
Rate 7	0.0000
Rate 8	0.0000
Rate 9	0.0000

If **Multiple wage hourly rates** is disabled, the Hourly Wage Rates window lets you specify the employee's hourly rate directly.

Click the **Save** button or press F10 to save.

**NOTE:** Normally, the rates on this window become read-only if an **award and pay class** (see [page 251](#)) have been applied to the employee. However, you can use the **Do not overwrite standard pay Hourly Rates when Pay Class rate is zero** option on the pay class to make some rates read-only and others editable.

### Standard Pay - Salary

If the employee is classed as a salaried employee, the **Salary** button will be available on the left of the Standard Pay (see page 99) tab. Clicking this button opens the Salary window:

To enter an employee's salary, enter either their Annual or Pay Period Salary in the appropriate field. The alternate field is calculated automatically. This can be changed at any time. Note that the effective Hourly Rate will also be shown - this is derived from the salary per pay period divided by the hours.

Once the salary has been entered, click **Save** or press F10 to save the salary amount and return to the Standard Pay window.

### Standard Pay - Deductions

The Deductions window lets you load deductions in one-by-one to complete the deductions required for the employee's Standard Pay. To enter standard pay deductions, select the **Deductions** button from the Standard Pay (see page 99) tab. The Deductions window is then shown.

Code	Deduction Name	Usual Amt	Actual Amt	Bank	Branch	Account	Bank Ref	Balance
4	Child Support	3.00	3.00					0.00
6	Union Fees	5.00	5.00					0.00

**TIP:** If you want to set up a new deduction or alter the structure of an existing deduction, you can press F2 to open the **Maintenance window**. Choose **Deductions** to create the deduction without having to exit from the employee file.

To add a new Deduction click the **Add** button or press F4, and the following window will appear:

The screenshot shows the 'Exo Deductions' window with the following data:

- Deduction Code: 4 Child Support
- Rate: 0.0000
- Amount: 3.00
- Reducing Balance: (empty)
- Protected Earnings Amount: 354.45
- Cost Centre: 2050 NSW/CHILD SUPPORT
- Direct Credit:
  - BSB Number: 000 - 000
  - Account: 000000000
  - (0 if not paid by DC)
  - Reference: (empty)

Buttons at the bottom: Find: F9, Save: F10, Exit: Esc

**Deduction Code** If you know the code for the deduction you want to enter against an employee, enter the code and press ENTER to continue. If the deduction code entered does not exist, a list of available codes will appear. Select the code required then click on it or press ENTER. You can also press F9 or click **Find** for the list of codes.

**Rate** If the deduction has a fixed rate it will appear here.

**Amount** This field is only available if there is a dollar value to be entered for this deduction. If a deduction is required, enter the amount to be deducted.

**Reducing Balance** This field will be enabled if the deduction has been set up as a Reducing Balance type deduction then. Enter the opening or remaining balance here. If this field is left empty then the deduction will not come out. The deduction will reduce this amount each pay period until it gets to zero, at which time it will stop deducting.

**Protected Earnings Amount** If this deduction is for child support, the appropriate protected earnings amount will be drawn from the deductions masterfile.

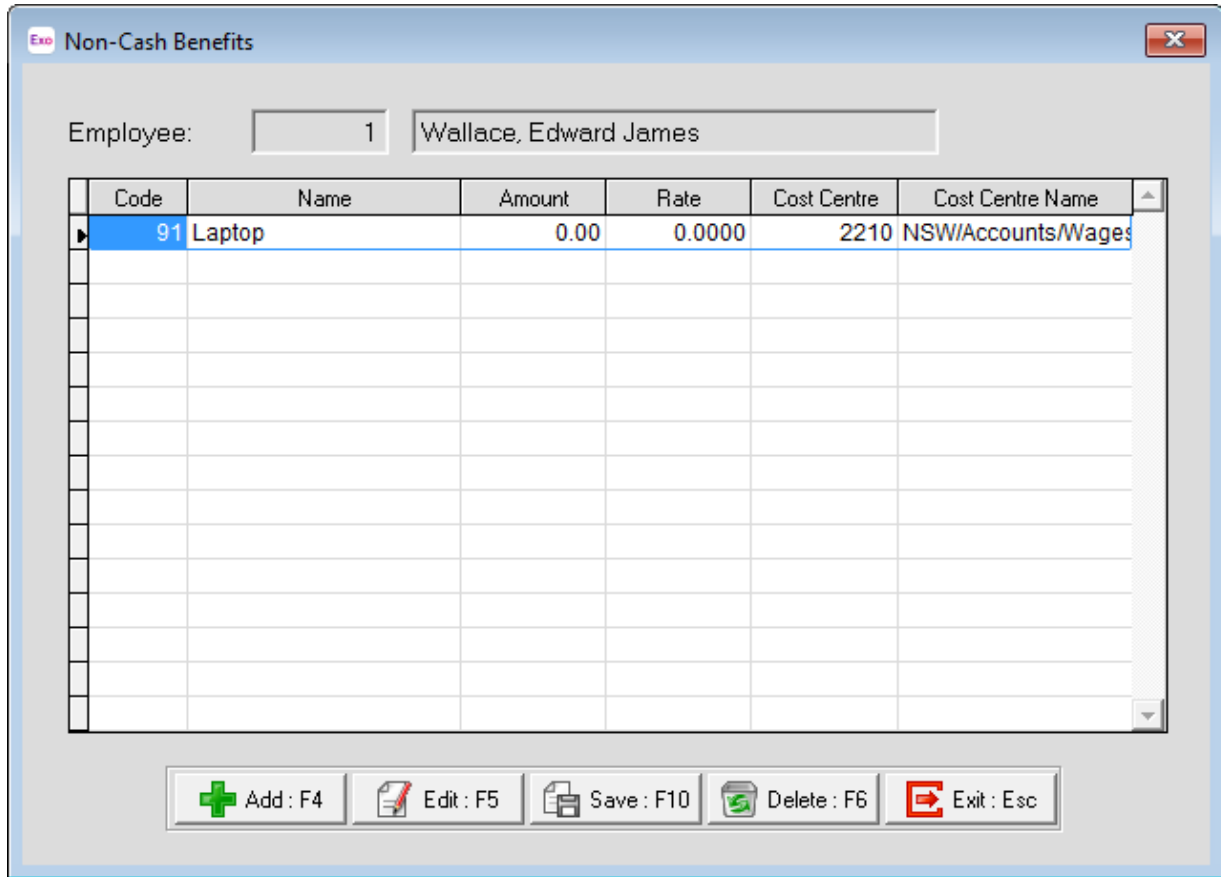
**Cost Centre** Use this field to enter the Cost Centre number if it is different from the employee's default Cost Centre. If you have entered a Cost Centre in the deductions masterfile, that Cost Centre will be the default and cannot be changed in this window.

**Direct Credit** If this deduction is to be direct credited to a bank account on behalf of the employee, enter the account number here.

Once you have completed this window click **Save** or press F10 to save and return to the Deductions window. If further deductions are to be loaded for this employee, click **Add** or press F4 and repeat the process until all the deductions have been entered.

### Standard Pay - Non-Cash Benefits

Non-Cash Benefits are loaded in one-by-one to complete the benefits required for the employee's total salary package per pay period. To enter standard pay deductions select the **Non-Cash Benefits** button on the left of the Standard Pay (see page 99) tab.



**TIP:** If you want to set up a completely new benefit or alter the structure of an existing benefit, you can press F2 to open the **Maintenance window**. Choose Non-Cash Benefits to create the deduction without having to exit from the employee file.

To add a new benefit click on the **Add** button or press F4. The following window appears:

The screenshot shows the 'Non-Cash Benefits' window with the following data:

Employee:	1	Wallace, Edward James
Code:	90	
Description:	Fringe Benefits	
Payment Type:	Fringe Benefit	
Fund Number:		
Calculation Method:	Fixed Dollar Amount	
Amount:	0.00	
Percentage Rate:	0.0000	
Cost Centre:	2210	NSW/Accounts/Wages

At the bottom of the window, there are three buttons: **Find : F9**, **Save : F10**, and **Exit : Esc**.

Most of the details on this window cannot be edited, as they are derived from the Non-Cash Benefits masterfile.

**Code** If you know the code for the benefit you want to enter against an employee, enter the code and press ENTER to continue. If the benefit code entered does not exist, a list of available codes will appear. Select the code required then click on it or press ENTER. You can also press F9 or click **Find** for the list of codes.

**Description** The name derived from the Non-Cash Benefit masterfile.

**Payment Type** The type of payment derived from the Non-Cash Benefit masterfile.

**Calculation Method** The transaction calculation method derived from the Non-Cash Benefit masterfile.

**Amount** This field is only available if there is a dollar value to be entered for this benefit. Enter the amount to be deducted and then press ENTER to continue. This field will only be able to be edited if there has been no amount setup in the Non-Cash Benefits masterfile.

If the amount is for a Fringe Benefit, enter the taxable value of the benefit, prior to any FBT or GST-related Gross Up calculation.

**Percentage Rate** If the benefit has a fixed rate it will appear here.

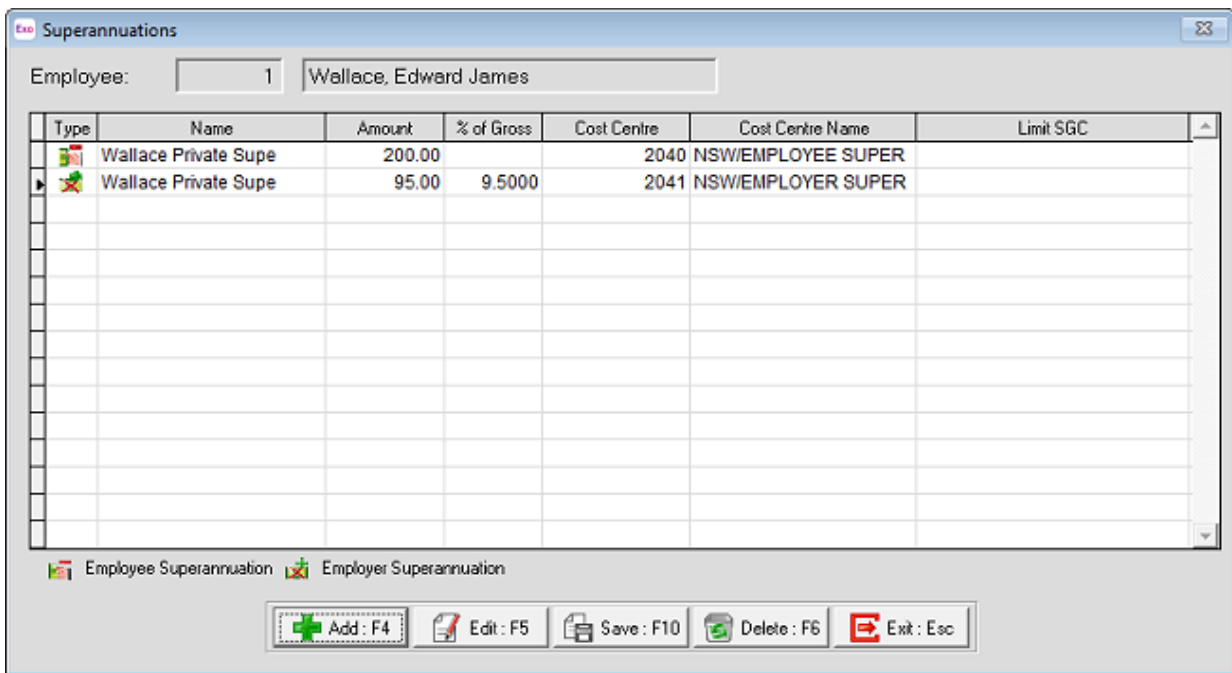
**Cost Centre** Use this field to enter the Cost Centre number if it is different from the employee's default Cost Centre.

**Exempt from Fringe Benefits Tax (FBT)** This option is available for Fringe Benefits, if the company is exempt from FBT (as determined by the options on the Employer details section of the Setup Payroll window (see page 23)). When an employer is exempt from FBT, it is still possible for employees for an employee to perform some duties that are exempt from Fringe Benefits Tax, and some duties that are not. You can edit this option to control whether or not individual Fringe Benefits are exempt from FBT.

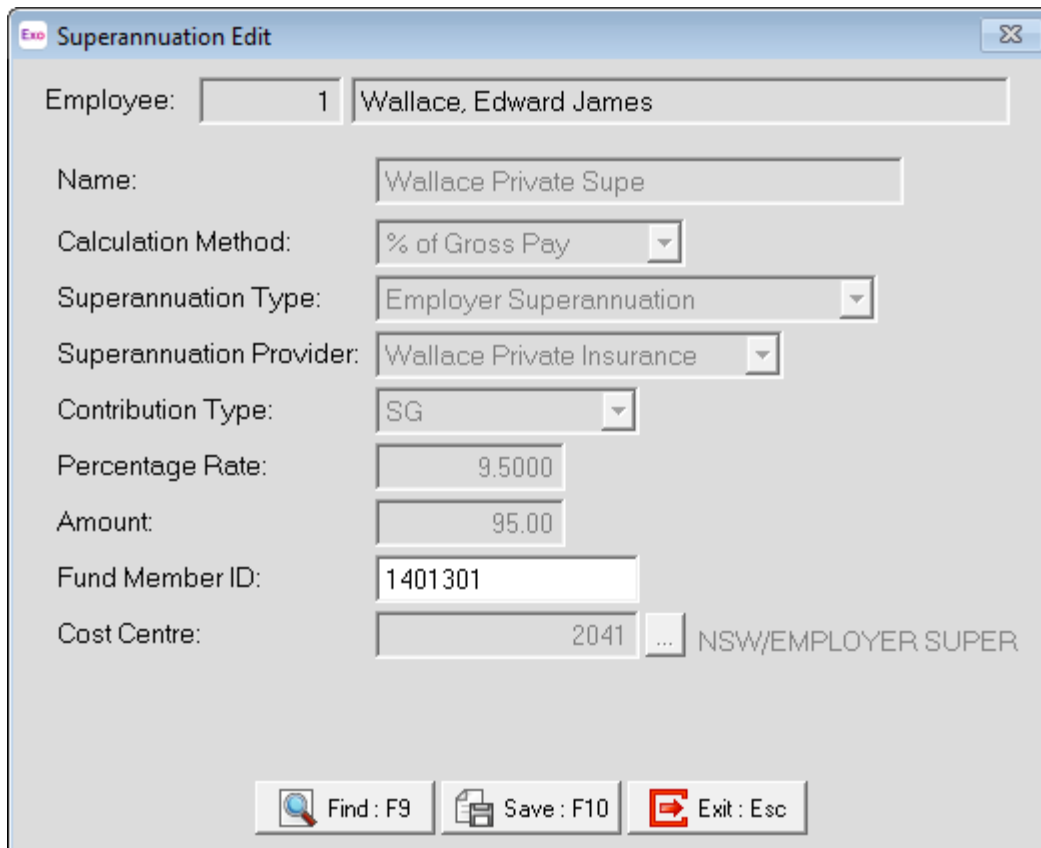
Once you have completed this window click **Save** or press F10 to save and return to the Non-Cash Benefits window. If further deductions are to be loaded for this employee, click **Add** or press F4 and repeat the process until all the deductions have been entered.

**Standard Pay - Superannuation**

To add superannuation contributions for an employee click on **Superannuations** button in the Standard Pay (see page 99) tab. This opens the Superannuations window.



To add a new Superannuation contribution, click the **Add** button or press F4. A list of all contributions (see page 232) set up in the Superannuations masterfile will appear. Select the contribution you want to add to this employee.



The screenshot shows the 'Superannuation Edit' window with the following data:

Employee:	1	Wallace, Edward James
Name:	Wallace Private Supe	
Calculation Method:	% of Gross Pay	
Superannuation Type:	Employer Superannuation	
Superannuation Provider:	Wallace Private Insurance	
Contribution Type:	SG	
Percentage Rate:	9.5000	
Amount:	95.00	
Fund Member ID:	1401301	
Cost Centre:	2041	NSW/EMPLOYER SUPER

Buttons at the bottom: Find : F9, Save : F10, Exit : Esc

Most details on this window cannot be edited, as they are derived from the Superannuations masterfile.

**Name** The name derived from the Superannuations masterfile.

**Superannuation Type** The superannuation type is derived from the Superannuations masterfile.

**Calculation Method** The calculation method is derived from the Superannuations masterfile.

**Payment Type** The payment type is derived from the Superannuations masterfile.

**Superannuation Provider** The superannuation provider is derived from the Superannuations masterfile.

**Contribution Type** The contribution type is derived from the Superannuations masterfile.

**Percentage Rate** If the Calculation Method is set to percentage of Gross Pay, you are required to enter the rate at which the contribution should be calculated. If a default rate is entered in the Superannuations masterfile, it will be used here.

**Amount** If the Calculation Method is set to Fixed, you are required to enter the amount of the contribution. If a default amount is entered in the Superannuations masterfile, it will be used here.

**Fund Member ID** This is the Superannuation Fund Number for this employee. This number is used to identify the employee when paying superannuation contributions to a clearing house service (see page 171).

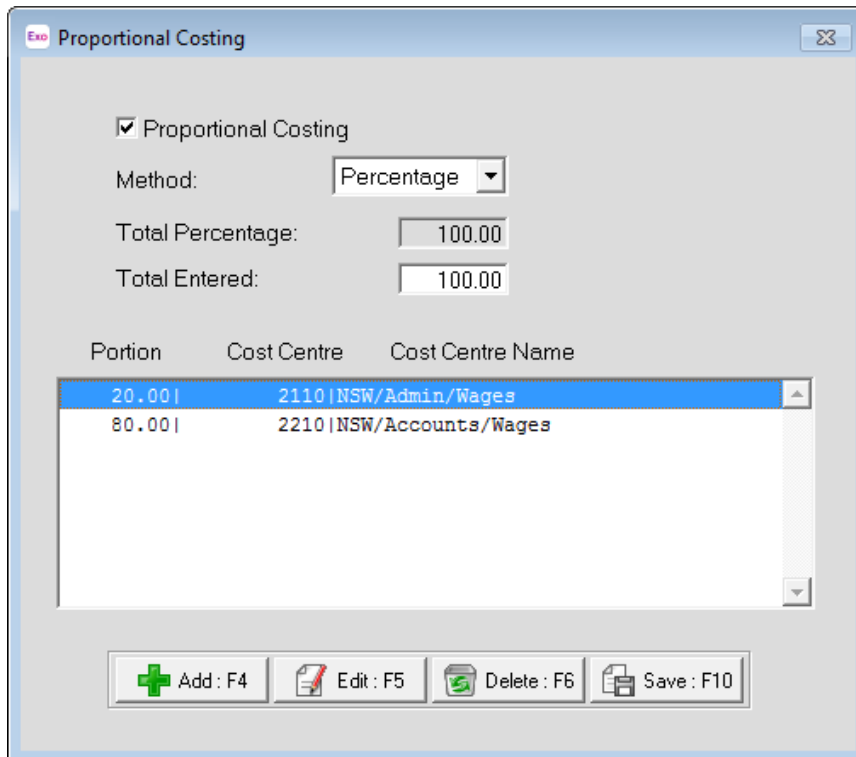
**Cost Centre** Use this field to enter the Cost Centre number if it is different from the employee's default Cost Centre. If a Cost Centre has been entered in the Superannuation masterfile, it will be the default and cannot be changed in this window.

Once all the details have been added click **Save** or press F10 to save this employee's superannuation contribution and return to the Standard Pay tab.



### Standard Pay - Costing

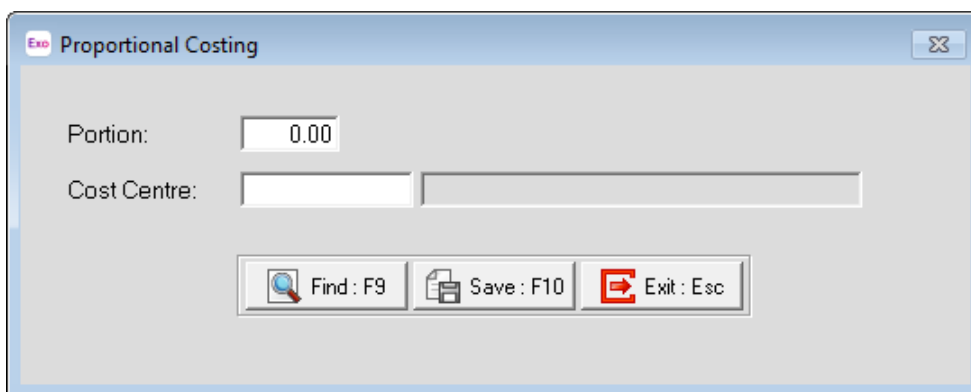
If you want to proportionally cost an employee's wages or salary by hours or by percentages to different Cost Centres, click the **Costing** button on the left of the Standard Pay (see page 99) tab to open the Costing window:



This is used only where a wage or salary is allocated to specific Cost Centres proportionally, either by hours or a percentage. This is normally done in the case of salaried employees, e.g. an employee is on a weekly salary of \$500.00 and you want 25% of that to be costed to Admin, 25% to be costed to Accounts and the remaining 50% to be costed to Marketing.

To turn on Proportional Costing, tick the check box at the top of the window.

Press F4 or click **Add** to add a Cost Centre and its proportion.



In the Proportional Costing window that appears enter the proportion (as a percentage) and the Cost Centre. Continue to add Cost Centres and proportions as required.

**NOTE:** The portions must add up to 100 in total for the Percentage method and to the Total Hours for the Hours method.

When you have completed this process, click **Save** or press F10 to save this and return to the Standard Pay tab.

## Standard Pay - PAYG

There is a provision in the Standard Pay to override the PAYG calculated by Exo Payroll to meet any special needs of the employee. This function is not normally used.

Click the **PAYG** button on the left of the Standard Pay (see page 99) tab to open the PAYG window:

The screenshot shows a dialog box titled "Exo PAYG". It has a close button in the top right corner. The main area contains the following elements:

- Override PAYG
- Adjust by Last Pay
- Total PAYG Deduction:
- Includes Student Loan Repayment:
- At the bottom, there are two buttons: "Save : F10" and "Exit : Esc".

**Override PAYG** Click this checkbox to turn the override on.

**Adjust by Last Pay** This option is only available in a One-Off Pay (see page 166). If this option is disabled (the default setting), the One-Off gross taxable earnings will be taxed according to the appropriate tax tables for that employee's tax code and pay frequency.

If this option is enabled, the gross taxable earnings for the last 2 pays (inclusive of the One-Off Pay and previous Current Pay) are combined. Then, Exo Payroll ascertains the correct amount of PAYG on the combined gross earnings. The combined PAYG is then subtracted from the current pay PAYG, with the remainder of PAYG to pay being declared as the One-Off Pay PAYG.

You would enable this option if you are doing a correction for a previous current pay period, usually in the case of an underpayment, and you want the one off pay earnings taxed as if it were paid in the last current pay.

**Total PAYG Deduction** Enter the amount to deduct. This field is only available if you selected the **Override PAYG** option.

**Includes Student Loan Repayment** If the employee is on a student loan repayment scheme, you can also enter a student loan repayment amount when the **Override PAYG** option is selected.

Click **Save** or press F10 to save and return to the Standard Pay window.

### Standard Pay - How Paid

The How Paid window is used to set up how you are going to deal with an employee's net pay - by Direct Credit, Cash or Cheque. Each of these options is covered on this window. Click **How Paid** on the left of the Standard Pay (see page 99) tab to open the How Paid window:

### Paying by Direct Credit

**Direct Credit** Select "Yes" to set up an employee to get paid by Direct Credit, then click **Add/Edit Direct Credits** to add one or more direct credits for the employee:

Usual Amount	Actual Amount	Reference	Pri	Bal	BSB Number	Account
679.00	679.00	1   Y   000   738				1000093290

Click **Add** or press F4 to add a new direct credit entry, or select an existing entry and click **Edit** or press F5 to edit it. For each entry you add or edit, you must fill in the fields as follows:

**BSB Number** Type in the employee's Bank State and Branch portions of the employee's bank account number.

**Account** Type in the Account portion of the employee's bank account number.

**Reference** A reference is a description for this direct credit. E.g. Wages, Salary or Rent. Type in the reference name required.

**Priority** Each new Direct Credit is given a priority starting from 1, going up to 99. If you want to alter this from the default priority given, type in the priority number you want this direct credit to have.

**Pay option** Choose from one of the following options:

- **Pay Fixed Amount** - If this line is for an actual required amount, select this option and then enter the required amount in the field below.
- **Pay Balance Of Pay** - Select this option if this is the last line for the employee's residual balance or the employee has all their net pay credited to one Bank account.
- **Allow Part Payment** - If you want to enable a part payment into this Bank account, select this option and then enter the required amount in the field below.

**Required Amount** If this direct credit entry stands for either the entire employee's net pay or the remaining balance of the employee's net pay then this field is disabled and the amount will be displayed; otherwise enter the amount to credit.

Having entered the required details click **Save** or press F10 to save the direct credit entry and return to the Direct Credits of Pay window. You can continue to add new direct credit entries as necessary.

When you have completed this process, click **Save** or press F10 to save and return to the How Paid window.

## Paying by Cash or Cheque

**Pay Cash** If the employee is to have some or all of their pay in cash, enter the details here. If it is to be a set amount, select “Yes” and enter the Cash Amount. If the Balance is to be paid in Cash select “Balance”.

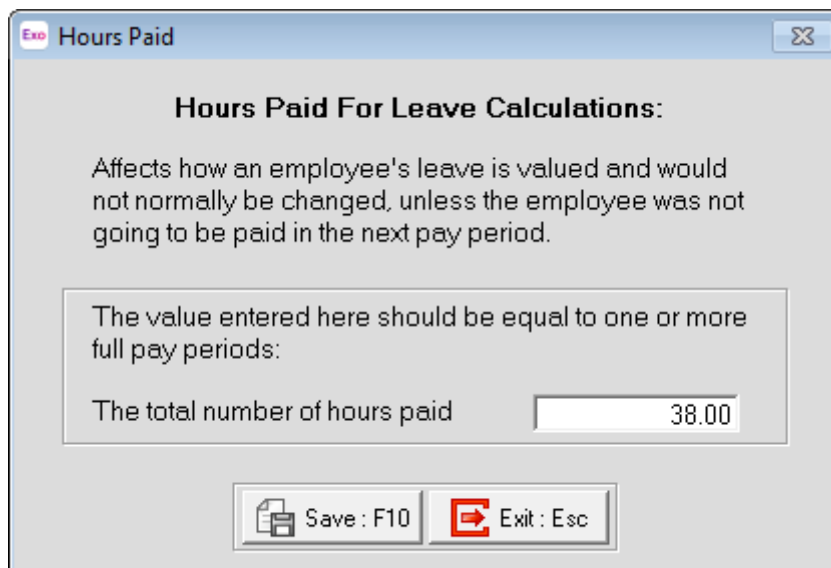
The Cash Analysis section shows the denominations to be paid to the employee, based on the options select on the Payment setup (see page 46) section of the Payroll Setup window.

**Pay Cheque** If the employee is to have some or all of their pay by cheque, enter the details here. If it is to be a set amount, select “Yes” and enter the Cheque Amount. If the Balance is to be paid in Cash select “Balance”.

Once you have set up all pay options, click **Save** or press F10 to save and return to the Standard Pay tab.

## Standard Pay - Hours Paid

Clicking the **Hours Paid** button on the left of the Standard Pay (see page 99) tab opens the Hours Paid window.



This field is used for showing the number of ordinary days/hours that this pay stands for. It is not normally changed. It is used for valuing many types of leave including annual leave via the standard daily rate calculation, which sums from the Standard Pay, the standard contracted wages and allowances liable for annual leave, and divides by the ordinary days paid over that period.

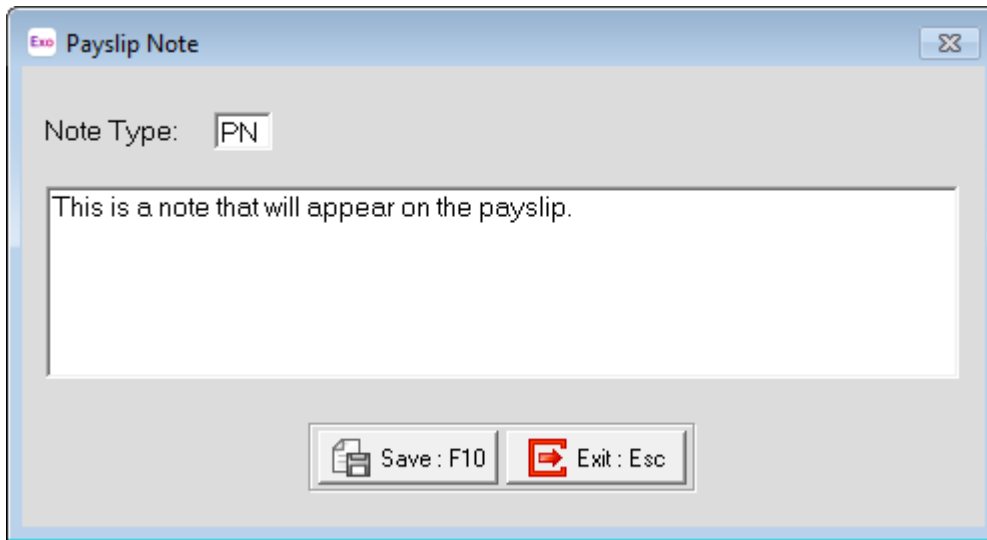
For the purposes of the Standard Pay, the number shown in this field is the number of hours that the standard pay represents, e.g. 38 hours wages plus allowances stands for 5 days pay, so Days Paid is 5. If you are paying Annual Leave by the day, or 38 hours wages plus allowances stands for 38 hours pay, so Hours Paid is 38 if you are paying Annual Leave by the hour.

This field will default to a number based on the employee’s pay frequency and the defaults entered in the Employee Defaults Setup section of the Setup Payroll window (see page 25).

Enter the number of days that this employee’s pay represents (or the new default). Click **Save** or press F10 to save and exit back to the Standard Pay tab.

### Standard Pay - Default Payslip Note

Click here to add an individual note on this employee's payslip. This note will be for this employee only and will be added to their payslip every pay, unless it is overridden in the Current Pay (see page 149).



**TIP:** Notes for all employees can be added when [printing the Payslip report \(see page 184\)](#).

### Other Optional Setup Functions

Depending on which options you chose in the Payroll Setup (see page 21) window, there are a number of other areas that may need to be set up. These can be found on the Maintenance Menu:

- Adding Superannuation Contributions (see page 232)
- Adding General Ledger Codes (see page 236)
- Adding Note Types (see page 236)
- Adding Annual Leave Groups (see page 238)
- Adding Personal Leave Groups (see page 240)
- Adding Long Service Leave Groups (see page 241)

# Running a Pay

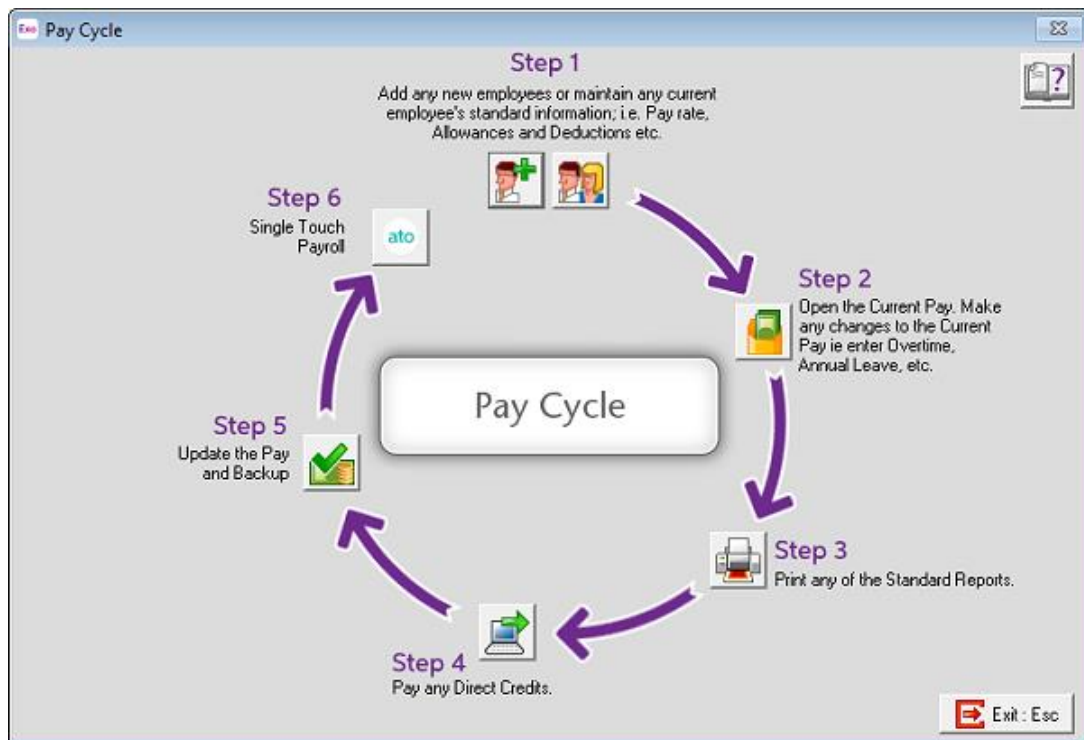
## How to Run a Pay



There are several ways to run a pay with MYOB Exo Payroll. For new users we recommend you use the easiest method: the MYOB Pay Cycle, which steps you through the simple five-step pay process.

In all MYOB systems, when you open, run, or create a new pay period, the Standard Pay (see page 99) or default pay setup for each employee is copied over and becomes what we term the Current Pay (see page 120). This means that where your employees' pay for this pay period is the same as their Standard Pay, you do not need to do anything, as they are paid automatically. In case of an employee whose pay is different this period e.g. they have overtime or annual leave, these exceptions are all you need to enter. This method of processing payroll significantly reduces the time it takes to run the payroll each pay period.

Click the Pay Cycle button on the toolbar or select **Pay Cycle** from the Help menu. This opens the Pay Cycle window:



Click on each of the steps in turn to perform all of the necessary operations for running a pay.

- Step One: Add/Edit Employees (see page 120)
- Step Two: Current Pay (see page 120)
- Step Three: Print Reports (see page 156)
- Step Four: Direct Credit Transfer (see page 158)
- Step Five: Update Pay (see page 160)
- Step Six: Single Touch Payroll (see page 161)

**TIP:** An alternative method, and one you may use when you become more familiar with Exo Payroll, is to access the various steps via the **menu (see page 2)** or **toolbar (see page 9)**.

## Step One: Add/Edit Employees

### Add/Edit Employees



The first step in the Pay Cycle is to add any new employees if you have not already done so, or edit the masterfiles of any existing employees as necessary, e.g. make permanent changes to their pay rate, etc.

See Setup Cycle Step Seven: Add/Edit Employees (see page 81) for details on adding and editing employees.

## Step Two: Current Pay

### Current Pay



When running a pay, you open a new pay period - the *Current Pay* - and make any changes for that specific period e.g. enter overtime, add any one-off allowances, enter annual leave or sick leave taken etc.

Select Step Two from the Pay Cycle (see page 119) and the following window appears:

**TIP:** You can also edit the Current Pay by selecting **Current Pay** from the Pay menu or clicking the Current Pay button on the Toolbar.

Select the **Pay Frequency** you want to run and, if this is your first pay, enter the **Pay Period Start Date** and **Pay Period End Date** (representative of the accounting period that this pay falls into) and the **Physical Payment Date** (representative of when the employees receive their pay). The Physical Payment Date should be the date on which the bulk of your employees get paid, i.e. the date the money is transferred out of the company wages account.



## MYOB EXO Payroll

Specify the **SG Expected Payment Date**, which is the date that employees can expect their Superannuation Guarantee (SG) contributions to be paid by. This date will be displayed to employees on their payslips. It cannot be earlier than the Physical Payment date, and cannot be later than the SG cut-off date for the current quarter. The cut-off dates for each quarter are:

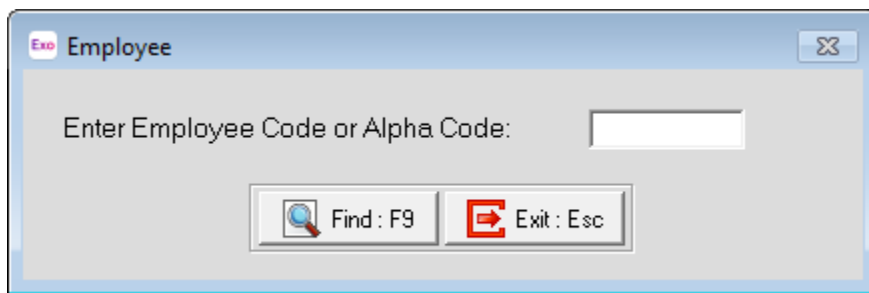
- For the quarter 1 January - 31 March, the date is 28 April
- For the quarter 1 April - 30 June, the date is 28 July
- For the quarter 1 July - 30 September, the date is 28 October
- For the quarter 1 October - 31 December, the date is 28 January

Once the first pay has been set up, the pay dates will roll over automatically when you update the Pay (see page 160). If you ever need to change your Pay Period End Date you can do so, but only if the Current Pay has not been created.

Having entered the date, click the **Create New Pay** button. You will be asked to confirm that you want to create the new pay. Click **Yes**.

**NOTE:** Once a Pay is created, the Edit Pay button becomes available, allowing you to go back and make changes to the pay at any time.

You will be presented with the Staff selection window. Enter the Employee Code (see page 82) or Alpha Code (see page 82) of the first employee whose pay you want to edit.



The Current Pay window appears, showing the Current Pay for the selected employee. All of the information in the employee's Current Pay defaults to the values specified in their Standard Pay (see page 99). You can edit this information as required. Exo Payroll dynamically calculates the pays as data is entered, so you see the results immediately.

**NOTE:** Under normal circumstances you would not need to go into every window for every employee. Usually, the most that is necessary is to edit the **Wages window (see page 124)** to enter any overtime. If there are no changes that need to be made to an employee this pay period, their pay is automatically created based on the Standard Pay.

The column of buttons down the left of the window is used to edit various aspects of an Employee's Current Pay. You cannot edit the fields on the right.

Employee: 1 Wallace, Edward James

Wages	Wages:	25.0000	1000.00
Allowances	Salary:		0.00
Hourly Rates	Allowance Taxable:		0.00
Salary	Deduction Pre-Tax:		200.00
Deductions	Leave:		0.00
Non-Cash Benefits	<b>Gross Taxable:</b>		<b>800.00</b>
Superannuation	PAYG: <input type="checkbox"/> Override		113.00
Leave Management	Allowance Non-Tax:		0.00
Costing	Deduction Post-Tax:		8.00
PAYG	Rounding:		0.00
How Paid	<b>Net Pay:</b>		<b>679.00</b>
Hours Paid			
Payslip Note			
Termination Wizard			

Hours Paid: 38.00

Prev : F7   Next : F8   Find : F9   Save : F10   Reset   Exit : Esc

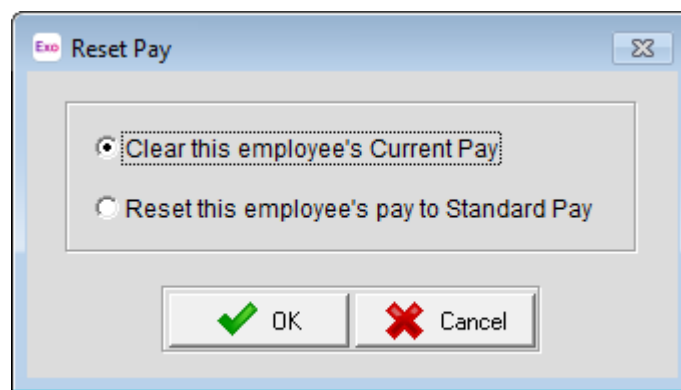
The following buttons are available on the left of the window:

- Wages (see page 124) - This is where the employee's wage hours for the Current Pay are entered. This option is only enabled if the employee has been setup as Waged in the Employee Details tab (see page 82) of the Employee Maintenance window.
- Allowances (see page 124) - This is where allowances for the Current Period are entered.
- Hourly Rates (see page 125) - This is where the employee's hourly rates are entered or maintained. This option is only enabled if the employee has been setup as Waged in the Employee Details tab (see page 82) of the Employee Maintenance window.
- Salary (see page 126) - This is where the employee's salary for their matching pay frequency is entered. This option is only enabled if the employee has been setup as Salaried in the Employee Details tab (see page 82) of the Employee Maintenance window.
- Deductions (see page 127) - This is where any deductions that are to be taken out of the employee's pay for the Current Pay are entered.
- Non Cash Benefits (see page 128) - This allows to you add extra items to the employee's salary package such as fringe benefits and salary sacrifice other than superannuation, without affecting the employee's gross pay.
- Superannuation (see page 129) - This is where you set the applicable superannuation contributions for the employee. These contributions can be made up of Employer Contributions, Salary Sacrifice Contributions and Employee Contributions.
- Leave Management (see page 130) - This is where you pay the employee leave for the Current Pay period.

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- Costing (see page 146) - If you want to proportionally cost an employee's wages or salary by hours or by percentages to different Cost Centres then this is where it is switched on at both the employee level and setup.
- PAYG (see page 147) - If left unaltered, the computer will automatically calculate the PAYG payable on the employees' gross taxable amount, based on the tax code selected in the Employee Details Tab. If required, you do have the ability to override the PAYG with your own amounts.
- How Paid (see page 148) - This is where you set up the way an employee's net pay is to be handled for the Current Pay. You can set up payment by direct credit, cash or by cheque or a combination of these.
- Hours Paid (see page 149) - This shows the number of hours that the Current Pay represents.
- Payslip Note (see page 149) - This is a specific note for the currently selected employee, which will appear on the employee's current payslip.
- Termination Wizard (see page 149) - This starts a wizard that determines the final pay for an employee whose employment has been terminated this period.



A **Reset** button is available at the bottom of the Current Pay window. Clicking this button opens the following window:



Select an option and click **OK** to either clear all pay information for the employee, or reset the information to their Standard Pay.

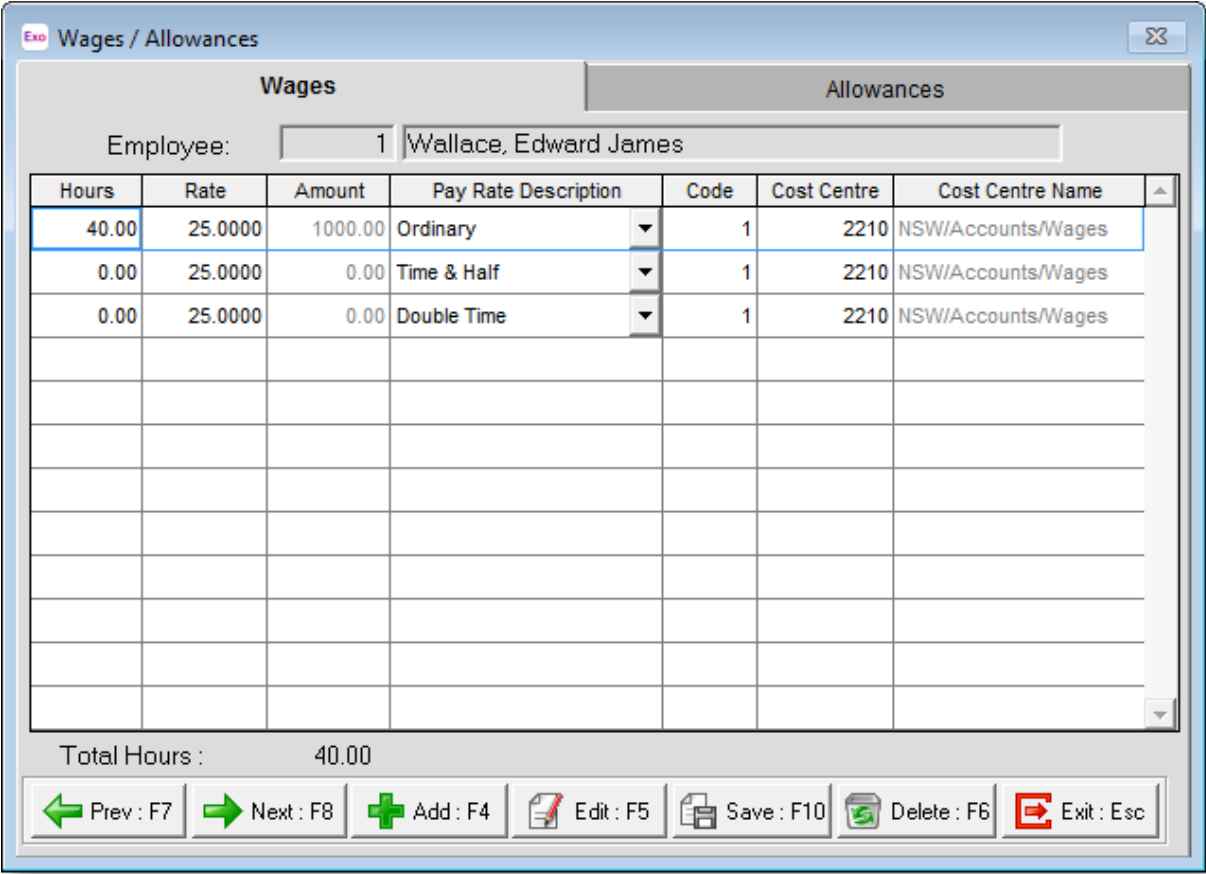
### ***View Employee Details***

Two buttons are available for viewing additional information about the employee.

Button	Description
	This button generates a preview of the employee's payslip for this pay.
	This button opens the Employee Maintenance screen (see page 82) in a read-only capacity. This is handy for referencing an employee's personal details, which you may need to know about before processing the employee's pay.

### Current Pay - Wages

Selecting the **Wages** button on the Current Pay window (see page 120) opens the Wages window. Only wage lines with a value will print out on Payslips. If wage lines have been set up in the Standard Pay (see page 100) they will have been copied over. Here you can change the hours if they are different from the default. You can also change the Rate Type and/or Cost Centre.

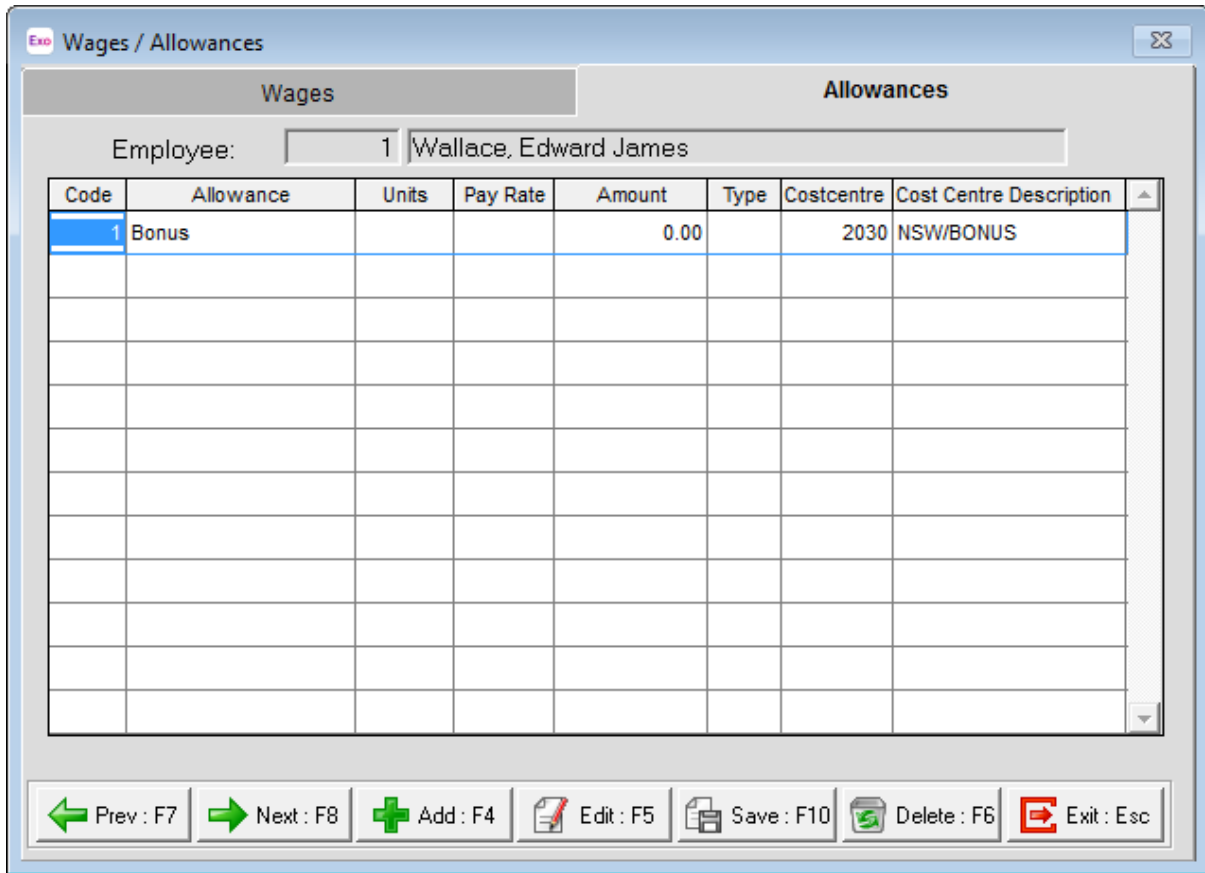


If you want to add a new Wage line click **Add** or press F4 and follow the same steps you performed when setting up the Standard Pay (see page 100).

When you have entered the hours, click **Save** or press F10 to save your changes and return to the Current Pay window, or press the PAGE DOWN key to move to the Allowances tab (see page 124).

## Current Pay - Allowances

Selecting the **Allowances** button on the Current Pay window (see page 120) or clicking the Allowances tab on the Wages/Allowances window opens the Allowances window. Only allowances with a value will print out on a Payslip.



To edit an Allowance, double-click on the Allowance to display the Allowances window.

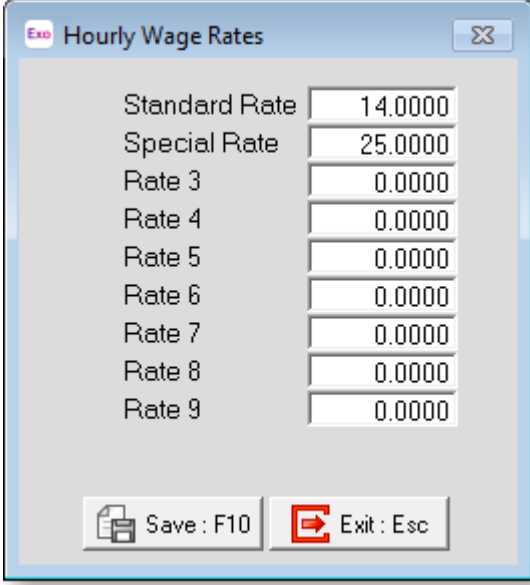
To add an Allowance, click the **Add** button or press F4. The Allowances window is displayed. You can then add an Allowance just as you did in the Standard Pay (see page 102).

When you have changed or added the required Allowances, click **Save** or press F10 to save this window and return to the Current Pay window.

## Current Pay - Hourly Rates

Employees' hourly rates are generally set up as a default in the Standard Pay (see page 105). However, if necessary, they can be changed by clicking the **Hourly Rates** (or **Hourly Rate**) button on the Current Pay window (see page 120) to open this window.

If the **Multiple wage hourly rates** option is enabled in the Payment setup (see page 41) section of the Payroll Setup window, the Hourly Wages Rates window lets you specify a value for up to nine hourly rates. The hourly rate to use for this pay is selected on the Wages (see page 100) window.

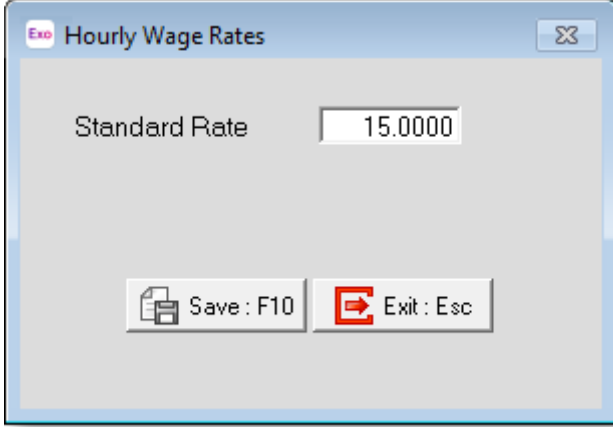


The screenshot shows the 'Hourly Wage Rates' window with the following data:

Rate	Value
Standard Rate	14.0000
Special Rate	25.0000
Rate 3	0.0000
Rate 4	0.0000
Rate 5	0.0000
Rate 6	0.0000
Rate 7	0.0000
Rate 8	0.0000
Rate 9	0.0000

Buttons: Save : F10, Exit : Esc

If **Multiple wage hourly rates** is disabled, the Hourly Wage Rates window lets you specify the employee's hourly rate directly.



The screenshot shows the 'Hourly Wage Rates' window with the following data:

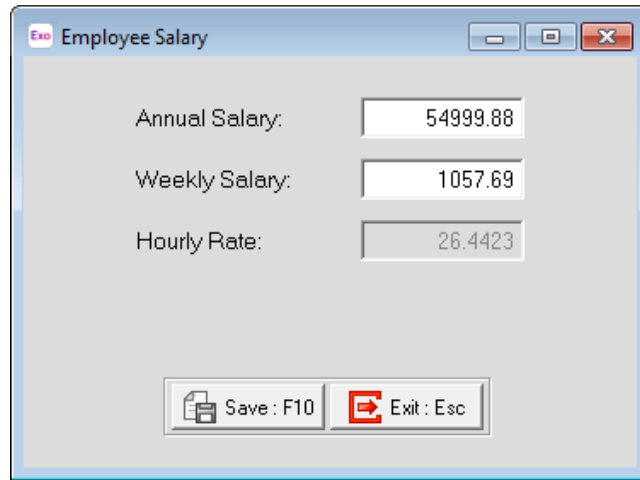
Rate	Value
Standard Rate	15.0000

Buttons: Save : F10, Exit : Esc

Click the **Save** button or press F10 to save.

## Current Pay - Salary

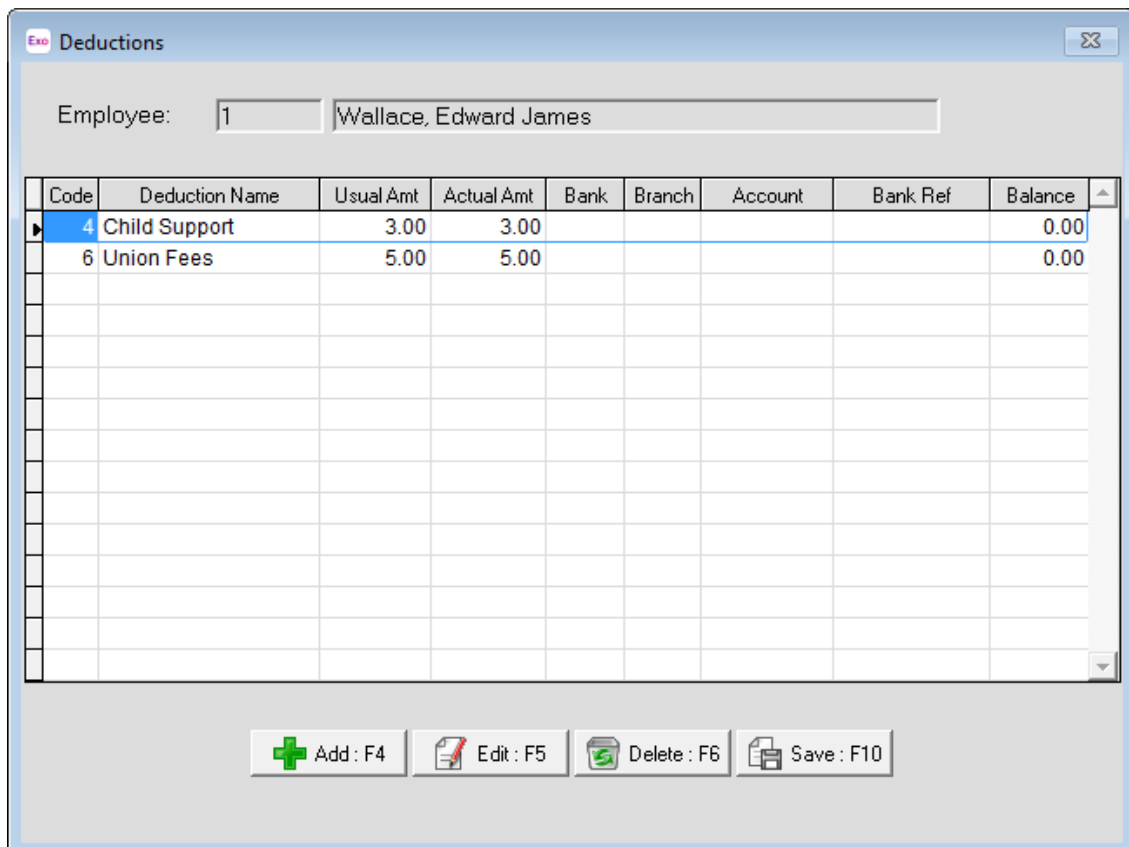
Employees' salaries are generally set up as a default in the Standard Pay (see page 106). However, if necessary, they can be changed by clicking the Salary button on the Current Pay window (see page 120) to open this window.



Make any necessary changes, then press F10 or click **Save** to save your changes and return to the Current Pay window.

## Current Pay - Deductions

Only deductions with a value or amount will print out on the employee's Payslip. You can edit deductions by clicking the **Deductions** button on the Current Pay window (see page 120) if needed, but this is not normally done, as deductions tend to be fairly static. In most cases the defaults set up in the Standard Pay (see page 107) will not need to be altered.



## Current Pay - Non-Cash Benefits

Clicking the **Non-Cash Benefits** button on the Current Pay window (see page 120) opens this window.

The screenshot shows the 'Non-Cash Benefits' window for employee 'Wallace, Edward James'. It contains a table with the following data:

Code	Name	Amount	Rate	Cost Centre	Cost Centre Name
91	Laptop	0.00	0.0000	2210	NSW/Accounts/Wages

At the bottom of the window, there are five buttons: Add : F4, Edit : F5, Save : F10, Delete : F6, and Exit : Esc.

To edit a benefit for the employee's Current Pay, double-click on the benefit or select it and click **Edit**.

To add a benefit to the employee's Current Pay, click on the **Add** button or press F4.

The screenshot shows the 'Non-Cash Benefits' window in edit mode for employee 'Wallace, Edward James'. The fields are as follows:

- Employee: 1 Wallace, Edward James
- Code: 90
- Description: Fringe Benefits
- Payment Type: Fringe Benefit
- Calculation Method: Fixed Dollar Amount
- Amount: 0.00
- Percentage Rate: 0.0000
- Cost Centre: 2210 NSW/Accounts/Wages
- Exempt from Fringe Benefits Tax (FBT)

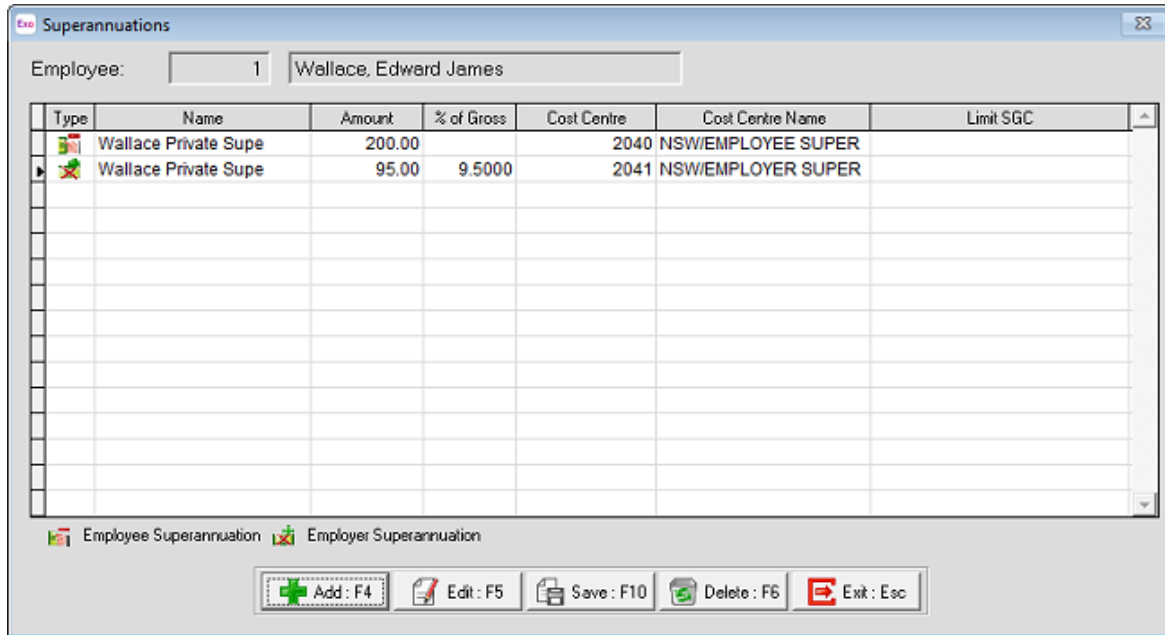
At the bottom, there are three buttons: Find : F9, Save : F10, and Exit : Esc.

Benefits are added and edited as they were in the Standard Pay (see page 109).



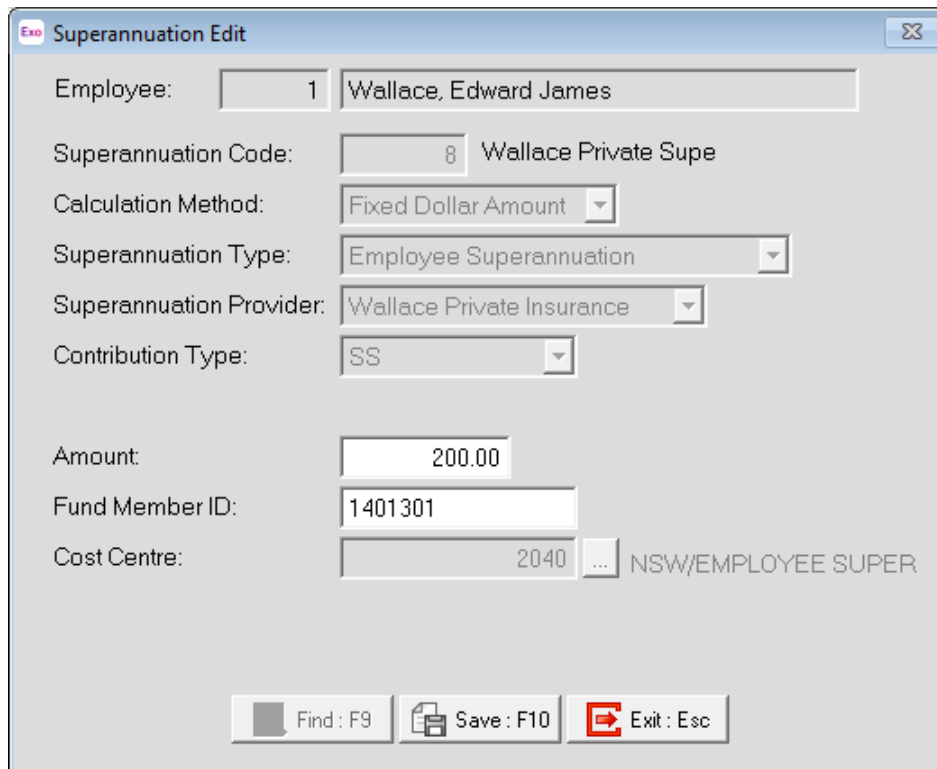
## Current Pay - Superannuations

Clicking the **Superannuations** button on the Current Pay window (see page 120) opens this window.



To edit a superannuation contribution for the employee's Current Pay, double-click on the benefit or select it and click **Edit**.

To add a superannuation contribution to the employee's Current Pay, click on the **Add** button or Press F4 and a list of the Superannuation contributions (see page 232) will appear. Double-click on the superannuation you want to add. You can then enter any required information in the same way as in the Standard Pay (see page 111).



**NOTE:** In a Current Pay when the employee's pay first goes over the Superannuation Guarantee threshold, the **Amount** field on the Superannuations list may not be the same as the **Amount** in the Superannuation Edit window. This is because the Superannuations list includes the amounts for the previous pays, while the Superannuation Edit window contains the superannuation for the Current Pay only. When the amount on the Superannuation Edit window is edited, this edited amount will be added with the employer superannuation for the previous pays.

## Leave Management

### Current Pay - Leave Management

The **Leave Management** button the Current Pay window (see page 120) opens the Leave Management window. This window is for paying all types of leave, plus any full Rostered Days Off that the employee has accrued. Note that the system will suggest a dollar value of leave for waged employees but will not suggest a value for salaried employees. Whatever you pay out will be reduced from the available leave once the Current Pay has been updated.

### Current Pay Leave Summary

The Leave Management function is for paying all types of leave. The default view of the Leave Management window is the Leave Summary.

Employee: 1 Wallace, Edward James

**Current Pay Leave Summary**

	Units	Amount	Cost Centre
<b>Annual Leave</b>			
Hours To Reduce:	0.00	0.00	2210
<b>Sick Leave</b>			
Hours To Reduce:	0.00	0.00	2210
<b>Carers Leave</b>			
Hours To Reduce:	0.00	0.00	2210
<b>Long Service</b>			
Hours To Reduce:	0.00	0.00	2020
<b>Lieu Time</b>			
Hours Worked:	0.00		
Hours To Reduce:	0.00		
<b>Unpaid Leave</b>			
Hours Taken:	0.00		2210

Save : F10    Exit : Esc

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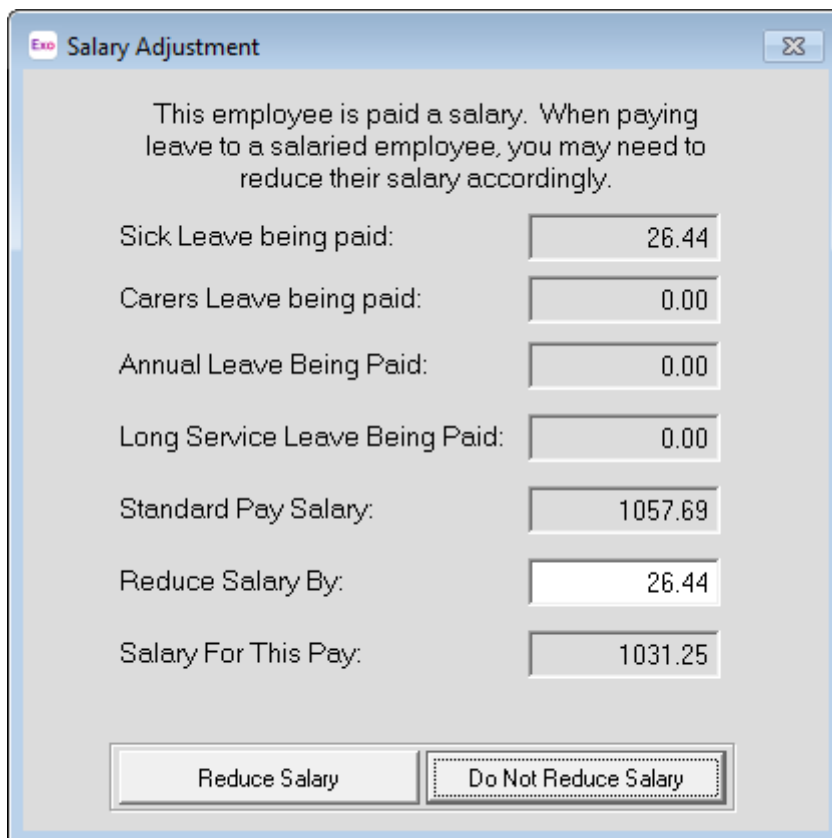
This view provides a breakdown of the total leave amount. It shows the units paid, dollars and Cost Centre for each transaction type. To change the view to any given leave type, simply click on one of the buttons on the left. This shows the outstanding entitlements and options for paying out the leave type of your choice.

- Annual Leave (see page 131)
- Sick Leave (see page 134)
- Carer's Leave (see page 136)
- Long Service Leave (see page 138)
- Lieu Time (see page 140)
- RDO (see page 142)
- Unpaid Leave (see page 144)

Clicking the **Summary** button returns to the Leave Summary view.

### Salary Adjustment

For salaried employees, Exo Payroll will automatically reduce the salary after you add a Sick or Annual Leave amount. You are asked to confirm this:



The dialog box titled "Salary Adjustment" contains the following text and fields:

This employee is paid a salary. When paying leave to a salaried employee, you may need to reduce their salary accordingly.

Sick Leave being paid:	26.44
Carers Leave being paid:	0.00
Annual Leave Being Paid:	0.00
Long Service Leave Being Paid:	0.00
Standard Pay Salary:	1057.69
Reduce Salary By:	26.44
Salary For This Pay:	1031.25

At the bottom, there are two buttons: "Reduce Salary" and "Do Not Reduce Salary".

The employee's salary is normally reduced if Sick or Annual Leave is in the same pay period.

## Current Pay - Annual Leave

Click the **Annual Leave** button on the Leave Management (see page 130) window to pay an employee Annual Leave.

The screenshot shows the 'Leave Management' window for employee Edward James Wallace. The 'Annual Leave' section is active, showing the following details:

Annual Leave payment method:	
<input checked="" type="radio"/> Relates to current period	<input type="radio"/> Cashed Out
Annual Leave details:	
Total Hours Entitlement:	126.69
Accrual from this pay:	2.92
<b>Balance:</b>	<b>129.61</b>
Hours To Reduce:	0.00 <span style="float: right;">Dates Taken</span>
Annual Leave Amount:	0.00 <input type="checkbox"/> Override
Leave Loading Amount:	0.00 % <input type="checkbox"/> Override
<b>Total amount:</b>	<b>0.00</b>
Leave Loading withholding:	
Determine gross earnings from:	this pay <input type="text" value="0.00"/>
PAYG amount (excl Student Loan):	0.00 <input type="checkbox"/> Override
Student Loan amount:	0.00
<b>Total withholding amount:</b> (included in PAYG)	<b>0.00</b>
Tax Annual Leave Pay:	<input checked="" type="radio"/> With Other Pay <input type="radio"/> Separately
Number Of Periods To Tax Over:	1
Date due back from holiday:	//
Cost Centre:	2210

Buttons at the bottom: Extra Allowances/Deductions, Annual Leave Note, Save : F10, Exit : Esc.

There are a number of accruals on this window to pay from.

**Annual Leave payment method** Select “Relates to current period” if the Annual Leave payment is for leave being taken in the Current Pay or “Cashed Out” if the payment is a cash out (or “pay out”) of untaken Annual Leave.

### Annual Leave Details

**Total Hours Entitlement** This field shows the total number of Annual Leave hours that the employee is entitled to take.

**Accrual from this pay** The number of Annual Leave hours accrued in this pay.

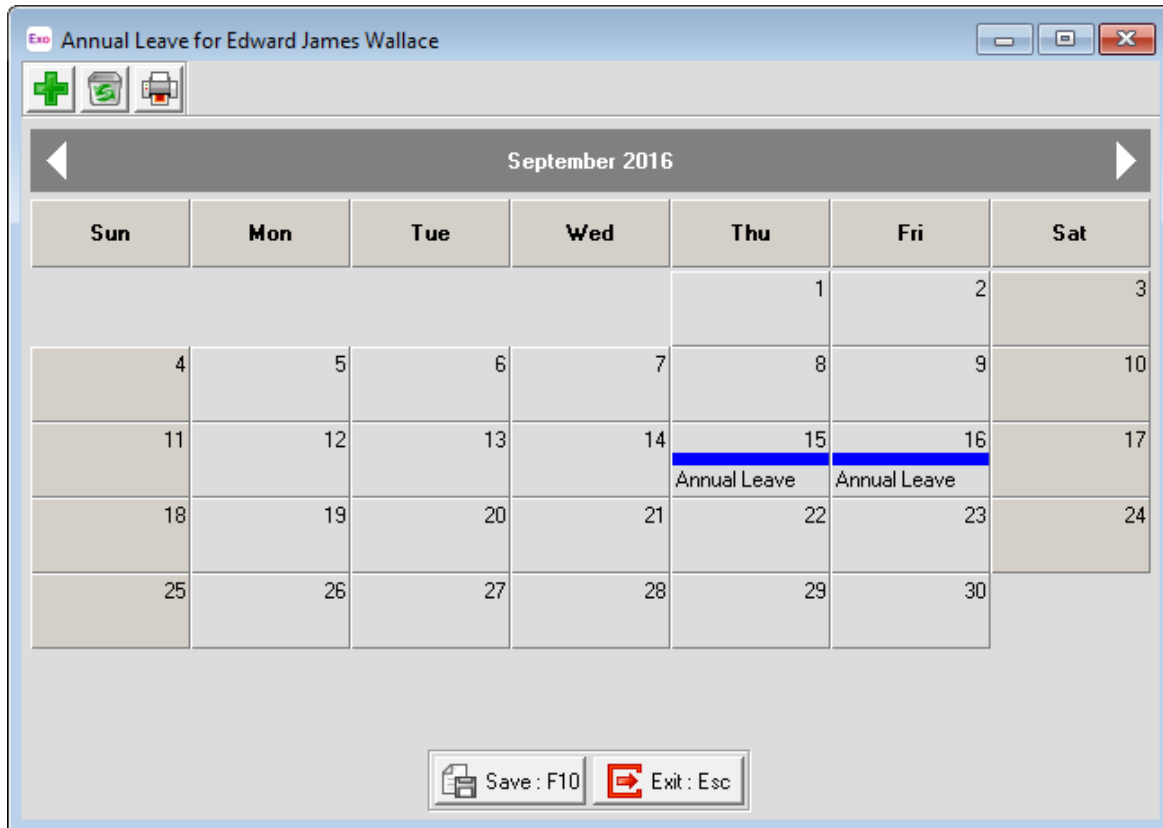
**Balance** The employee’s total entitlement including this pay. This is calculated as Total Hours Entitlement + Accrual from this pay.

**Hours To Reduce** Enter the number of hours of Annual Leave the employee is taking. An amount will be generated for you based on the employee’s standard hourly rate (standard pay gross paid/hours paid).

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If the hours to be paid exceed the **Total Hours Entitlement**, a warning message is displayed, and you will be asked if you want to pay an advance. Choosing **Yes** means that the Total Hours Entitlement will carry forward a negative balance. As the Days Accrued This Year total builds up each pay period this negative balance will reduce.

**Dates Taken** Clicking on the Dates Taken button brings up a calendar where you specify which calendar days were taken:



To colour a cell, click on the appropriate day. To print the calendar month for the current employee, click on the Printer icon from the toolbar at top left. Click **Save** or press F10 to save your changes and return to the Annual Leave window.

**Annual Leave Amount** This field shows the dollar value of annual leave that the employee is going to be paid. You can override this value by ticking the **Override** box and entering a new amount.

**Leave Loading Amount** If the employee qualifies for leave loading, this field appears, showing the leave loading rate and the dollar value of leave loading that the employee is going to be paid. You can override this value by ticking the **Override** box and entering a new amount.

**Total Amount** This field is calculated automatically. If the employee is entitled to Leave Loading, this amount will include the leave loading component.

## Leave Loading Withholding

This section is enabled if “Cashed Out” is selected for the **Annual Leave payment method** property.

**Determine gross earnings from** Specify how the gross earnings should be calculated for taxation. Choose from:

- this pay - gross earnings are determined from the gross earnings (salary/wages, taxable allowances, additional payments) in the Current or One Off Pay.
- av. gross YTD - gross earnings are determined by averaging the gross taxable earning for the financial year to date over the number of pays received.

**PAYG amount (excl Student Loan)** The amount of PAYG calculated for the pay. You can override this value by ticking the **Override** box and entering a new amount.

**Student Loan amount** The amount of Student Loan repayments calculated for the pay. You can override this value by ticking the **Override** box and entering a new amount.

**Total withholding amount** The total amount of withholding tax. This is the sum of the two fields above.

**Tax Annual Leave Pay** Select how the Holiday Pay should be taxed. Choose from:

- **With Other Pay** - This is the default and recommended option. If this option is selected, the Annual Leave Amount will be included with the normal pay as the Gross Taxable Earnings of one whole pay.
- **Separately** - If this option is selected, the Annual Leave will be treated as a separate pay to the normal pay.

**Number of periods to tax over** Enter the number of pay periods that you want to tax this pay over. The pay amount will be divided by the number you enter here and paid out over the equivalent number of pay periods. For example, if the pay amount is \$100, and 2 is entered here, \$50 will be paid out for the next two pay periods.

**NOTE:** This property is related to the **Tax Holiday Pay** property above. If “With Other Pay” is selected, and a number greater than 1 is entered here, the entire Gross Taxable Earnings for the pay will be divided by this number. If “Separately” is selected, and a number greater than 1 is entered here, only the Holiday Pay Amount is divided; the normal pay remains as a separate single pay, and is not divided at all.

**Date Due Back From Holiday** This field is used if an employee is going to be on holiday for an extended period of time (or at least for the next pay period).

**Cost Centre** This field is used if you want this Annual leave to be costed to a different Cost Centre other than the default Cost Centre specified in the Leave Management Setup section of the Payroll Setup window or the employee’s default Cost Centre.

**Extra Allowances/Deductions** This button is used if an employee is on holiday for an extended period of time and you want to pay extra allowances to those already entered or make any extra deductions from the Annual Leave.

**Annual Leave Note** This field allows you to make an addition to the Notes that are automatically recorded for the number of annual leave days taken.

### Current Pay - Sick Leave

Click the **Sick Leave** button on the Leave Management (see page 130) window to pay an employee Sick Leave.

The screenshot shows the 'Leave Management' window for employee 'Wallace, Edward James'. The 'Sick Leave' section is active, displaying the following fields and values:

Personal Leave Balance:	55.85	
Hours Sick Pay to Pay:	0.00	Dates Taken
Sick Pay Amount:	<input type="checkbox"/> Override	0.00
Cost Centre:	2210	
Days taken without medical certificate:	0.00	

Buttons for 'Annual Leave', 'Sick Leave', 'Carer's Leave', 'Long Service', 'Lieu Time', 'RDO', 'Unpaid Leave', and 'Summary' are visible on the left. At the bottom, there are 'Save : F10' and 'Exit : Esc' buttons, along with a 'Sick Pay Note' button.

**Personal Leave Balance** This field will show the Hours that an employee still has available to use.

**Hours Sick Pay To Pay** This field is used to type in the number of hours of sick pay that you want to pay an employee. If these are greater than that shown for the **Personal Leave Balance**, a warning will be displayed, and you will be asked if you want to pay an advance. If you click **Yes**, the amount is shown opposite Sick Pay Amount.

**Dates Taken** Clicking on the Dates Taken button brings up a calendar, from which you need to specify which calendar days the sick leave fell on.

The screenshot shows a window titled "Sick Pay for Edward James Wallace". At the top, there are icons for a plus sign, a trash can, and a printer. Below these is a calendar for "September 2016". The calendar grid is as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Sick Pay	21 Sick Pay	22	23	24
25	26	27	28	29	30	

At the bottom of the window, there are two buttons: "Save : F10" and "Exit : Esc".

To colour a cell, click on the appropriate day. Click **Save** or press F10 to save your changes and return to the Sick Pay window.

**Sick Pay Amount** This field shows the dollar value of sick pay that the employee is going to be paid. You can override this value by ticking the **Override** box and entering a new amount.

**Cost Centre** Although sick pay is automatically costed to the employee's default Cost Centre, this field allows you to cost the sick pay value to a different Cost Centre.

**Days taken without medical certificate** The number of days of Sick Leave taken by the employee, for which the payroll clerk sighted no medical certificate.

**Sick Pay Note** This field allows you to add more to the automatically created Sick pay note in the employee's Notes file.



### Current Pay - Carer's Leave

Click the **Carer's Leave** button on the Leave Management (see page 130) window to pay an employee Carer's Leave.

The screenshot shows the 'Leave Management' window for employee 'Wallace, Edward James'. On the left is a vertical menu with buttons for 'Annual Leave', 'Sick Leave', 'Carer's Leave' (highlighted), 'Long Service', 'Lieu Time', 'RDO', 'Unpaid Leave', and 'Summary'. The main area is titled 'Carer's Leave' and contains the following fields: 'Personal Leave Balance' (55.85), 'Hours Carer's Leave to pay:' (0.00) with a 'Dates Taken' button, 'Carer's Leave Amount' (0.00) with an 'Override' checkbox, and 'Cost Centre' (2210). A 'Carer's Leave Note' button is centered below these fields. At the bottom are 'Save : F10' and 'Exit : Esc' buttons.

**Personal Leave Balance** This field will show the Hours that an employee still has available to use.

**Hours Carer's Leave To Pay** This field is used to type in the number of hours of carer's leave that you want to pay an employee. If these are greater than that shown for the **Personal Leave Balance**, a warning will be displayed, and you will be asked if you want to pay an advance. If you click **Yes**, the amount is shown opposite Carer's Leave Amount.

**Dates Taken** Clicking on the Dates Taken button brings up a calendar, from which you need to specify which calendar days the carer's leave fell on.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Carers Leave	6 Carers Leave	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Save : F10    Exit : Esc

To colour a cell, click on the appropriate day. Click **Save** or press F10 to save your changes and return to the Carer's Pay window.

**Carer's Leave Amount** This field shows the dollar value of carer's leave that the employee is going to be paid. You can override this value by ticking the **Override** box and entering a new amount.

**Cost Centre** Although carer's leave is automatically costed to the employee's default Cost Centre, this field allows you to cost the carer's leave value to a different Cost Centre.

**Carer's Leave Note** This field allows you to add more to the automatically-created carer's leave note in the employee's Notes file.

### Current Pay - Long Service Leave

Click the **Long Service** button on the Leave Management (see page 130) window to pay an employee Long Service Leave.

The screenshot shows the 'Leave Management' window for employee 'Wallace, Edward James'. The 'Long Service' button is highlighted in the left-hand menu. The main area displays the following data:

Long Service Leave	
Pre August 1978:	0.00
16 August 1978 to 17 August 1993:	145.89
Post 17 August 1993:	
Carry Over:	218.78
Current Accrual:	2.67
Less Accrued Taken:	1.00
<b>Total Hours:</b>	<b>366.34</b>
Number of Hours to pay:	0.00
Long Service Amount:	0.00
Cost Centre:	2020

Additional fields include 'Dates Taken' (checkbox), 'Override' (checkbox), and 'Summary' (checkbox). At the bottom, there are buttons for 'Save : F10' and 'Exit : Esc'.

**Pre 16 August 1978** Accruals prior to 16 August 1976 that have not yet been taken by the employee. If you are new to this system it is important to load any entitlements still owing, from your previous records.

**16 August 1978 to 17 August 1993** Accruals between 16 August 1976 and 17 August 1993 that have not yet been taken by the employee. If you are new to this system it is important to load any entitlements still owing from your previous records.

**Post 17 August 1993** Accruals after 17 August 1993 have not yet been taken by the employee. If you are new to this system it is important to load any entitlements still owing, from your previous records.

**Carry Over** This is the balance carried over from previous entitlement years.

**Current Accrual** Hours amassed since the start of the accrual period, to which the employee will be entitled upon the next rollover. This field is automatically calculated by the Payroll.

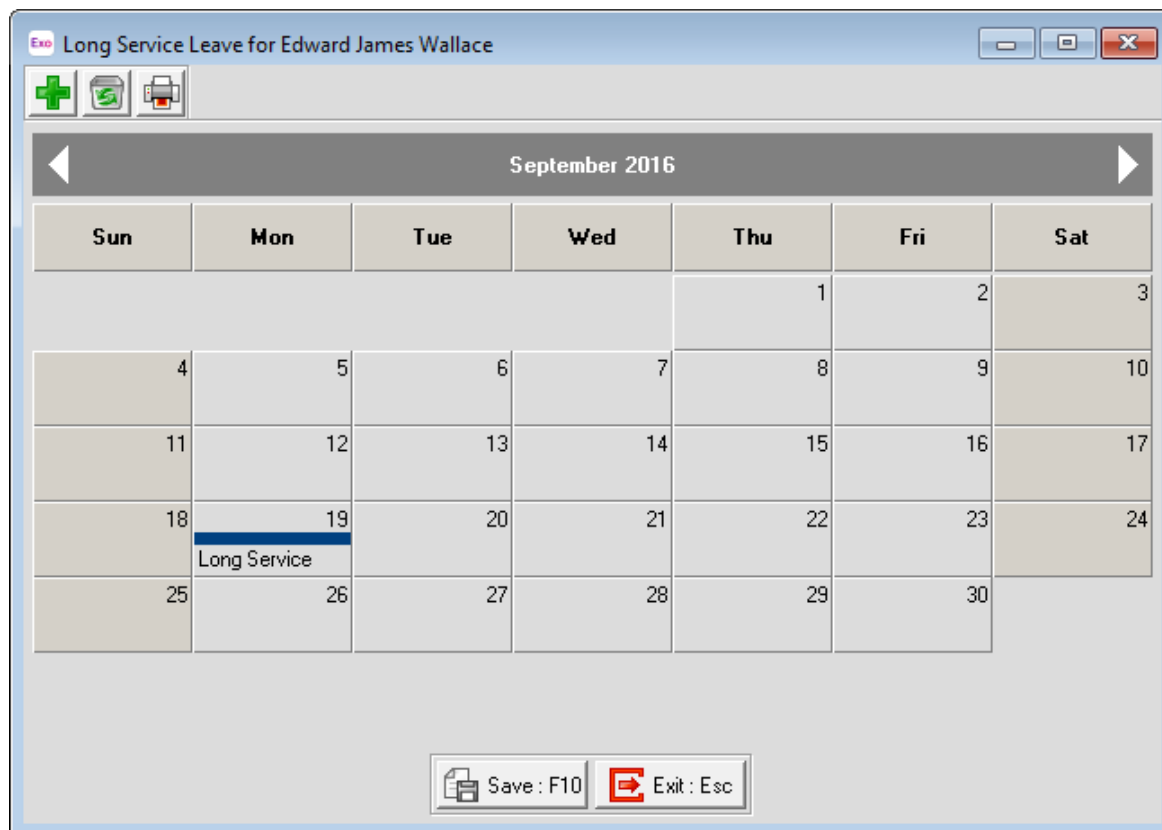
**Accrual from this Pay** Hours amassed in this pay.

**Less Accrued Taken** Hours of leave paid in advance.

**Total Hours** This is the total number of hours the employee is entitled to.

**Number of Hours to pay** This field is used to type in the number of hours of carer's leave that you want to pay an employee. If these are greater than that shown for the **Total** amount, a warning will be displayed, and you will be asked if you want to pay an advance. If you click **Yes**, the amount is shown opposite Long Service Amount.

**Dates Taken** Clicking on the Dates Taken button brings up a calendar, from which you need to specify which calendar days were taken:



To colour a cell, click on the appropriate day. Click **Save** or press F10 to save your changes, and return to the Long Service Leave window.

### Long Service Amount

This field shows the dollar value of long service leave that the employee is going to be paid. You can override this value by ticking the **Override** box and entering a new amount.

### Cost Centre

Although long service leave is automatically costed to the employee's default Cost Centre, this field allows you to cost the long service leave value to a different Cost Centre.

## Lieu Time

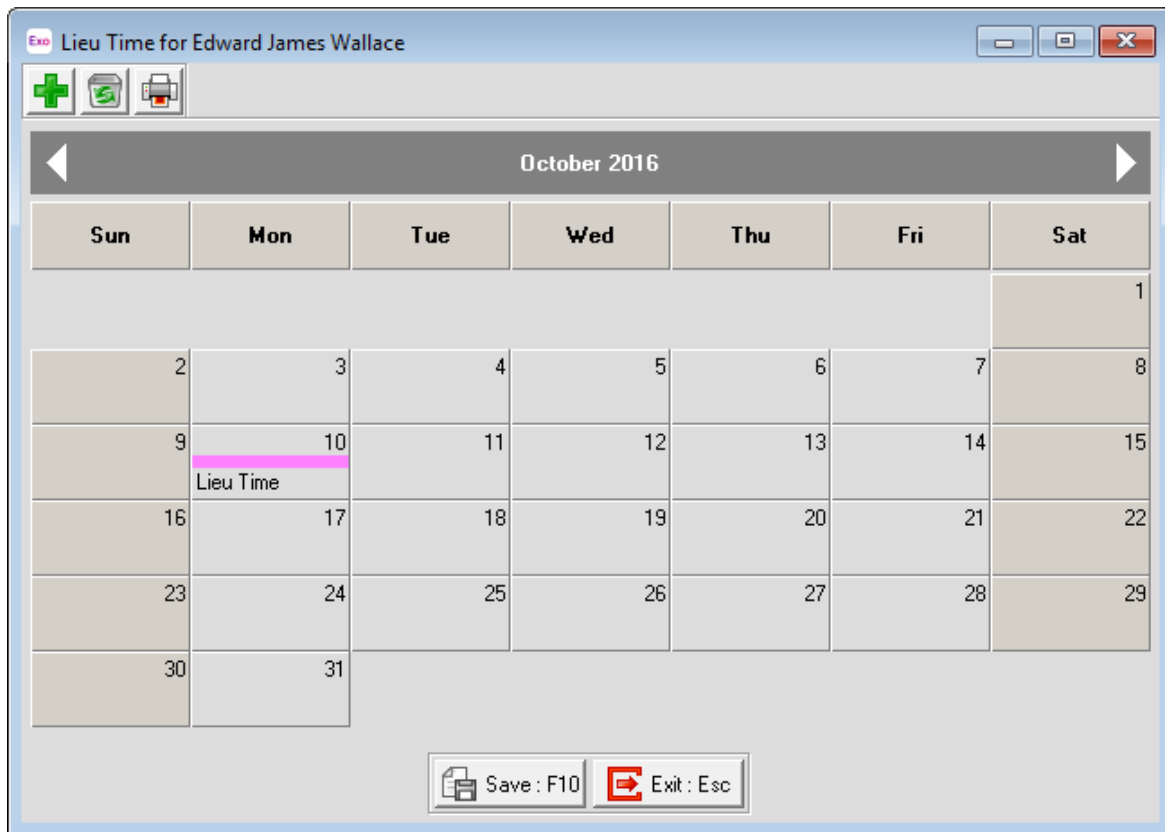
Click the **Lieu Time** button on the Leave Management (see page 130) window to access the Lieu Time window. This window contains a counter for lieu time, which you would increase if a person worked on a statutory holiday and decrease if an employee took a lieu day that they were owed. Statutory holidays are generally paid from the Wages window (see page 124).

The screenshot shows the 'Leave Management' window for employee 'Wallace, Edward James'. On the left is a vertical menu with buttons for 'Annual Leave', 'Sick Leave', 'Carer's Leave', 'Long Service', 'Lieu Time' (highlighted), 'RDO', 'Unpaid Leave', and 'Summary'. The main area is titled 'Lieu Time' and contains three input fields: 'Current Lieu Hours' (0.00), 'Hours Worked' (0.00), and 'Hours To Reduce' (0.00). A 'Dates Taken' button is positioned to the right of the 'Hours To Reduce' field. At the bottom, there are 'Save : F10' and 'Exit : Esc' buttons.

**Current Lieu Hours** The current balance of lieu hours owing to the employee from previous pay periods.

**Hours Worked** If there has been a statutory holiday in the current pay period on which the employee worked and should be owed a day in lieu, enter a value into this field.

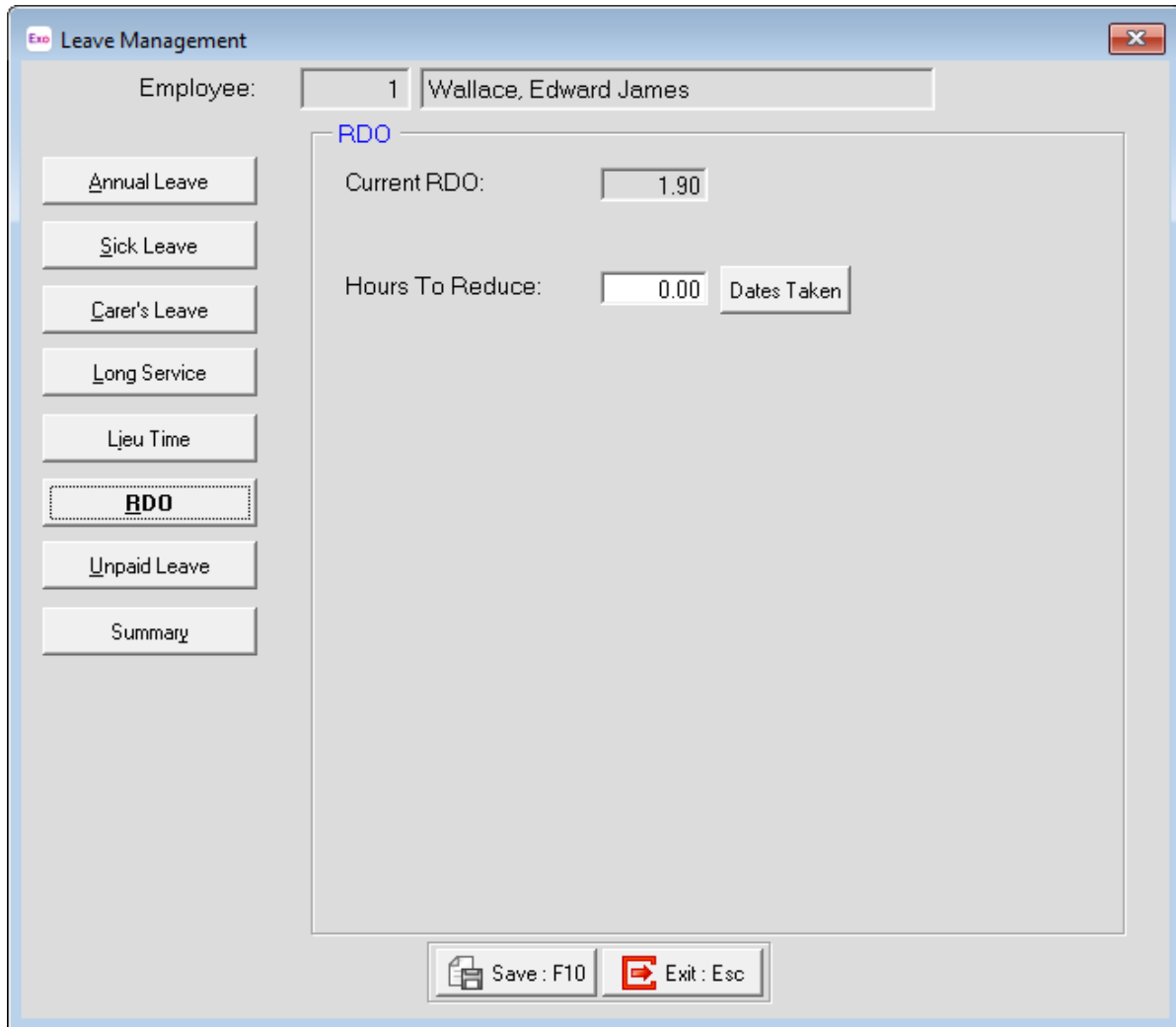
**Hours To Reduce** If the employee will be taking a Lieu Day (paid as wages) as opposed to being at work for a day, enter a value into this field. Also, you can click on the **Dates Taken** button, which brings up a calendar, from which you can specify which calendar days were taken:



To colour a cell, click on the appropriate day. Click **Save** or press F10 to save your changes and return to the Lieu Time window.

### Current Pay - RDO

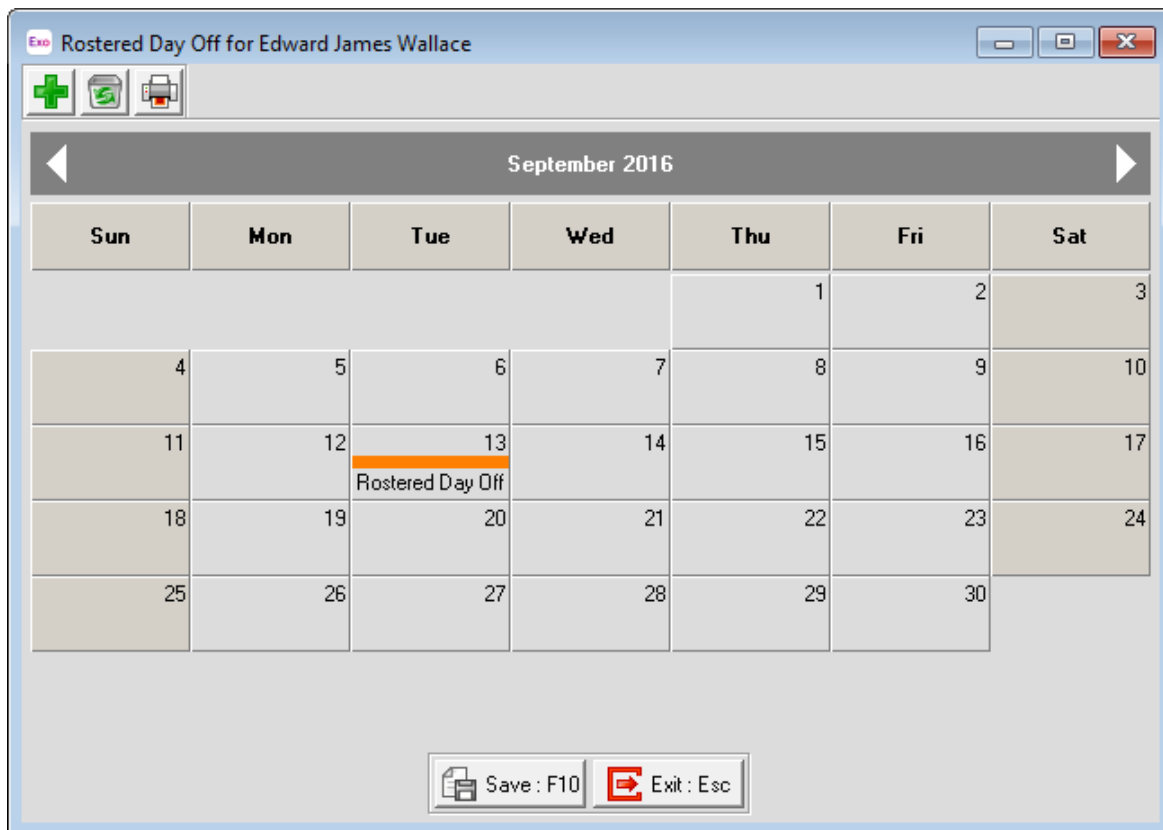
Click the **RDO** button on the Leave Management (see page 130) window to pay any Rostered Days Off (see page 95) that the employee has accrued.



**Current RDO** The employee's total hours Rostered Days Off entitlement.

**Hours To Reduce** Enter the number of hours to take.

**Dates Taken** Clicking on the Dates Taken button brings up a calendar, from which you need to specify which calendar days were taken:



To colour a cell, click on the appropriate day. Click **Save** or press F10 to save your changes and return to the RDO window.

When you click **Save** or press F10 to save from the RDO window, a wage line is inserted into the Wages window representing the specified hours of RDO paid, at the employee's current hourly rate.



### Current Pay - Unpaid Leave

Click the **Unpaid Leave** button on the Leave Management screen (see page 130) to record unpaid leave in an employee's Current Pay.

The screenshot shows the 'Leave Management' window with the following details:

- Employee: 1 Wallace, Edward James
- Unpaid Leave section:
  - Unpaid Hours: 0.00
  - Dates Taken: [Empty field]
  - Cost Centre: 2210
  - Unpaid Leave Note: [Empty text area]
- Navigation buttons on the left: Annual Leave, Sick Leave, Carer's Leave, Long Service, Lieu Time, RDO, **Unpaid Leave**, Summary
- Bottom buttons: Save : F10, Exit : Esc

**Unpaid Hours** Enter the number of hours unpaid leave the employee is taking.

**Dates Taken** Clicking this button opens a calendar where you specify which calendar days were taken:

The screenshot shows a window titled "Unpaid Leave for Edward James Wallace". The window contains a calendar for October 2016. The days of the week are listed as Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates 24 and 25 are highlighted in pink and labeled "Unpaid Leave". The window also features a toolbar with a plus sign, a trash icon, and a printer icon. At the bottom, there are buttons for "Save : F10" and "Exit : Esc".

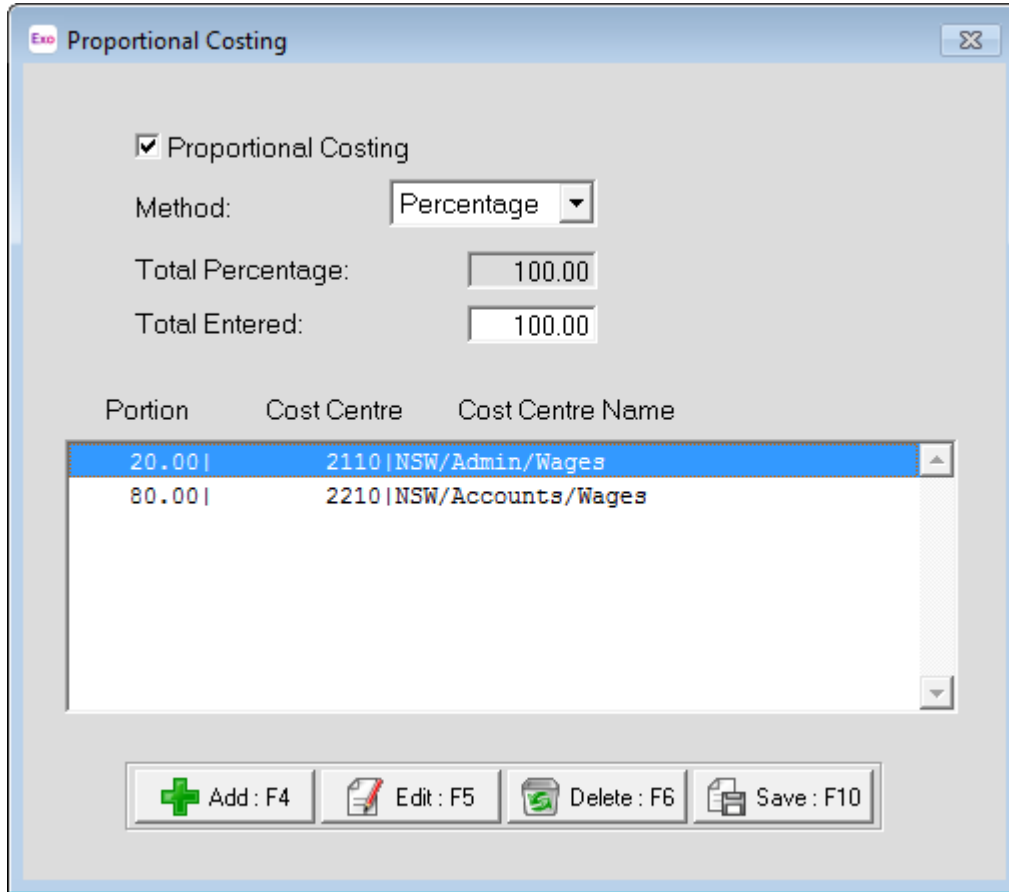
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Unpaid Leave	25 Unpaid Leave	26	27	28	29
30	31					

**Cost Centre** Although leave is automatically costed to the employee's default cost centre, this field allows you to cost the unpaid leave value to a different cost centre.

**Unpaid Leave Note** Click this button to enter a note relating the purpose or nature of the leave.

## Current Pay - Costing

Default costing is set up in the Standard Pay (see page 113). If you want to alter either the hours or percentage for this pay period, or if you want to change whether or not the employee's pay is proportionally costed this pay period, click the **Costing** button on the Current Pay window (see page 120) to open this window.



Proportional Costing

Method: Percentage

Total Percentage: 100.00

Total Entered: 100.00

Portion	Cost Centre	Cost Centre Name
20.00	2110   NSW/Admin/Wages	
80.00	2210   NSW/Accounts/Wages	

+ Add : F4    Edit : F5    Delete : F6    Save : F10

Make any necessary changes, then press F10 or click **Save** to save and return to the Current Pay window.

## Current Pay - PAYG

Click the **PAYG** button on the Current Pay window (see page 120) to open this window. These settings are not normally changed unless you want to change the Tax being paid in the Current Pay. To override the PAYG, click on the **Override PAYG** checkbox and then enter the amount of PAYG you want to deduct.

Click **Save** or press F10 to save your changes and return to the Current Pay window.

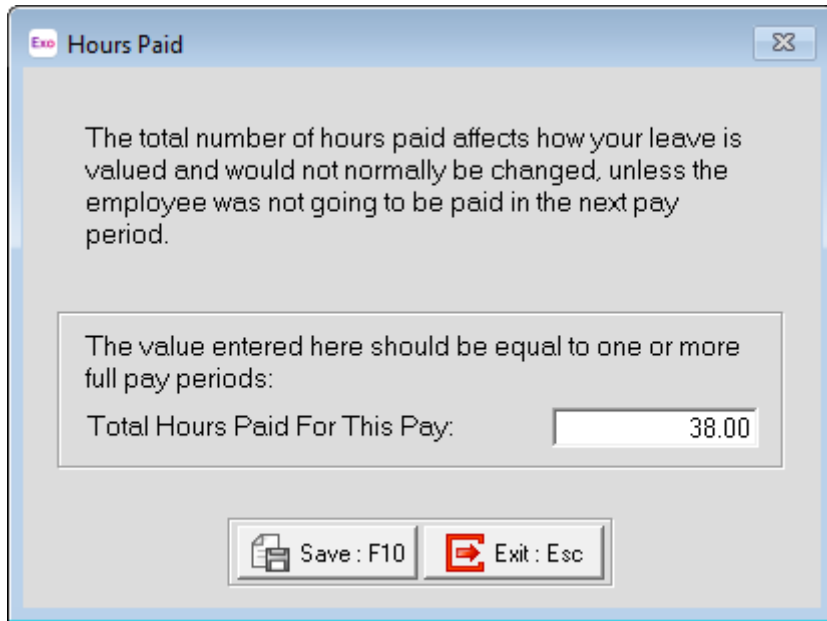
## Current Pay - How Paid

Clicking **How Paid** on the Current Pay window (see page 120) lets you edit how the Employee's net pay is to be paid. Normally this will have been setup in the Standard Pay (see page 114) and will not need to be changed.

Click **Save** or press F10 to save your changes and return to the Current Pay window.

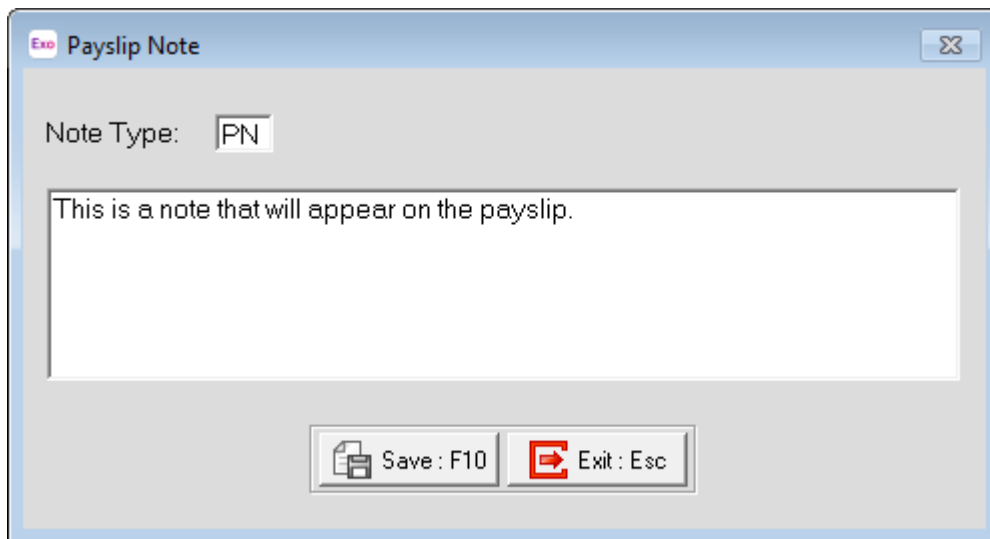
## Current Pay - Hours Paid

Clicking the **Hours Paid** button on the Current Pay window (see page 120) shows an accumulator, which applies to Annual Leave valuation and those Annual Leave Groups, Personal Leave Groups and Long Service Leave Groups that use the Hours-based method of accrual.



## Current Pay - Payslip Note

Click the **Payslip Note** button on the Current Pay window (see page 120) to add an individual note on this employee's Payslip for the Current Pay period. This note will be for this employee only.



**TIP:** Notes for all employees can be added when **printing the Payslip report (see page 184).**

## The Termination Wizard

The Termination Wizard provides a breakdown of the information that it has gathered in order to calculate the final termination amount.

This amounts to:

Leave outstanding from the previous entitlement periods

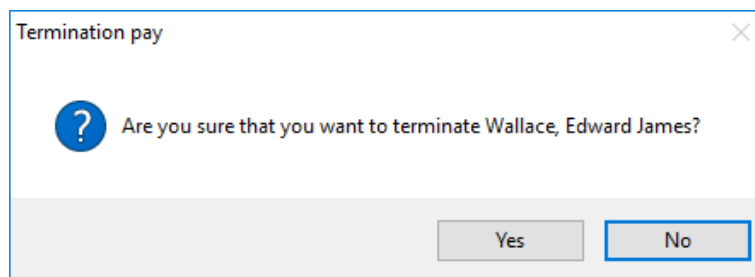
+

Leave accruals for the current entitlement period

-

Leave paid in advance of the next entitlement date

Click on the **Termination Wizard** button at the bottom left of the Current Pay window (see page 120) to begin. The following message appears:



Click **Yes** to proceed.

The Termination Wizard opens with the current balance of Annual Leave:

Termination details	
Termination Date:	30/09/2014
Terminated by:	A
Reason for termination:	Resignation
Annual Leave	
Total Hours Entitlement:	204.23
Accrual from this pay:	2.92
<b>Balance as at termination date:</b>	<b>207.15</b>
Hours Annual Leave paid:	207.15
Rate:	26.3158
Annual Leave Amount:	5451.32 <input type="checkbox"/> Override
Total Annual Leave Amount:	5451.32
Average pay (for marginal tax calculations):	1000.00

## **Termination Details**

**Termination Date** Enter the date the employee's employment ceases. The system will use this date to calculate the total leave the employee is entitled to on termination.

**Terminated by** Enter the name of the payroll person that is processing the termination pay.

**Reason for termination** Specify the reason for the termination. Choose from:

- **Resignation** - This is money paid as a result of a normal termination e.g. voluntary resignation.
- **Bona Fide Redundancy** - This is money paid to an employee who has been laid off, as his/her services are no longer required.
- **Approved Early Retirement** - This is money paid to an employee who is retiring early as part of an ATO-approved early retirement scheme.
- **Invalidity** - This is a payment on termination of employment, where the termination has occurred because of mental or physical incapacity. The incapacity does not necessarily have to be total incapacity—it may be incapacity for a particular occupation.
- **Other** - This category is used if none of the above are suitable, e.g. employment terminated due to wilful misconduct.

## **Annual Leave**

**Total Days/Hours Entitlement** This equates to hours outstanding + hours accrued in previous pays - hours paid in advance.

**Accrual from this pay** Hours amassed in this pay.

**Balance as at termination date** This equates to hours outstanding + hours accrued in previous pays + hours accrued this pay - hours paid in advance, and represents the balance of annual leave days/hours payable on termination.

**Days/Hours Annual Leave Paid** This defaults to the total entitlement.

**Rate** This is calculated at the employee's standard daily rate, i.e. from the standard pay, gross earnings liable for annual leave / hours paid.

**Annual Leave Amount** This is the amount of Annual Leave the employee will be paid on termination. You can change this amount by clicking on the **Override** button.

**Leave Loading Amount** If the employee qualifies for leave loading, this field appears, showing the amount of Leave Loading the employee will be paid on termination. You can change this amount by clicking on the **Override** button.

**Total Annual Leave Amount** This equates to the hours of annual leave taken multiplied by the rate.

In addition, if leave loading is payable on termination in accordance with the employee's award, an extra percentage will be applied:

- **For leave accrued after 17/08/1993, for a normal termination:** Payments that are made due to a resignation, and which involve unused annual leave and leave loading that accrued since 17 August 1993, will appear in the Gross Payments field of the Payment Summary. These will be taxed according to the employee's marginal tax rate.
- **For leave accrued after 17/08/1993, and the employee is terminating because of redundancy, retirement or invalidity:** Payments that are made due to redundancy/invalidity/early retirement and that relate to unused annual leave and leave loading, will be placed into the Lump Sum A field of the Payment Summary, and will be taxed at 31.5% (including Medicare levy).

**Average pay (for marginal calculations)** This equates to the gross earnings liable for annual leave, from the employee's standard pay. The marginal calculation takes the difference of the PAYG on the average pay and:

PAYG on (the average pay + (the termination payment factored down to one pay period)) and then factors the result up to an annualised figure.

Once these details are completed, click **Next** or press F8 to proceed to the next step.

### Long Service Leave

The next page of the Termination Wizard displays the current balance of Long Service Leave:

The screenshot shows the 'Termination Wizard' window for employee 'Wallace, Edward James'. The 'Long Service Leave' section displays the following data:

Category	Value
Pre 16 August 1978:	0.00
16 August 1978 to 17 August 1993:	145.89
Post 17 August 1993:	
Carry Over:	218.78
Current Accrual:	2.67
Accrual from this Pay:	0.67
Less Accrued Taken:	1.00
<b>Balance as at termination date:</b>	<b>367.01</b>
Number of Hours to pay:	367.01
Rate:	26.3158
Long Service Amount:	9658.16 <input type="checkbox"/> Override
Lump Sum Payment B:	0.00
Lump Sum Payment A:	3839.21
Gross Payments:	5818.95

At the bottom of the window, there are four buttons: Print (F9), Prev (F7), Next (F8), and Exit (Esc).

**Pre 16 August 1978** Accruals prior to 16 August 1976 that have not yet been taken by the employee. If you are new to this system it is important to load any entitlements still owing, from your previous records.

**16 August 1978 to 17 August 1993** Accruals between 16 August 1976 and 17 August 1993 that have not yet been taken by the employee. If you are new to this system it is important to load any entitlements still owing from your previous records.



**Post 17 August 1993** Accruals after 17 August 1993 have not yet been taken by the employee. If you are new to this system it is important to load any entitlements still owing, from your previous records.

**Carry Over** This is the balance carried over from previous entitlement years.

**Current Accrual** Hours amassed since the start of the accrual period, to which the employee will be entitled upon the next rollover. This field is automatically calculated by the Payroll.

**Accrual from this Pay** Hours amassed in this pay.

**Less Accrued Taken** Hours of leave paid in advance.

**Balance as at termination date** This equates to hours outstanding + hours accrued - hours paid in advance, and represents the balance of long service leave hours payable on termination.

**Number of hours to pay** This will default to the current balance. You may elect to alter this in order to match the value of Leave Outstanding, if the employee's award stipulates that only outstanding long service leave is payable on termination.

**Long Service Amount** This equates to the number of hours to pay multiplied by the rate.

**Lump Sum Payment B** (For leave accrued before 16/08/1978) There is specific tax treatment for long service leave that has accrued before 16 August 1978. If there are still untaken days that accrued before this cut-off date, enter an appropriate amount for those days into this field.

This part of the long service leave payout will in turn appear in the Lump Sum B section of the employee's PAYG Payment Summary. Only 5% of the amount entered here is actually classified as "assessable income". Therefore, the PAYG on this payment will equate to 5% of the amount taxed at the employee's marginal tax rate.

**Lump Sum Payment A** This applies to two cases:

- **For leave accrued between 16/08/1978 and 17/08/1993:** There is specific tax treatment for long service leave that has accrued between 16 August 1978 and 17 August 1993. If there are still untaken days that accrued between this period, enter an appropriate amount for those days into this field.

This part of the long service leave payout will in turn appear in the Lump Sum A section of the employee's PAYG Payment Summary. Therefore, the PAYG on this payment will be at a flat rate of 31.5% (including Medicare) of the amount entered here.

- **For leave accrued > 17/08/1993 and the employee is terminating only because of redundancy, retirement or invalidity:** The balance of the long service leave payout will be taxed at a flat rate for employees who are being terminated due to one of these reasons.

This part of the long service leave payout will in turn appear in the Lump Sum A section of the employee's PAYG Payment Summary. Therefore, the PAYG on this payment will be at a flat rate of 31.5% (including Medicare) of the amount entered here.

**Salary, Wages, Bonus etc** (For leave accrued > 17/08/1993, for a normal termination) The balance of the long service leave payout will be taxed at the employee's marginal tax rate, and will appear in the Gross Payments section of the employee's PAYG Payment Summary.

Once these details are completed, click **Next** or press F8 to proceed to the next step.

## Employment Termination Payment

This page holds the information necessary for termination payments. For taxable termination payments, see the ETP guidelines on the ATO website to work out the values and codes to enter on this page. (A link to this page is also available in the Help menu.)

**Termination Wizard**

Employee: 1 Wallace, Edward James

Date of payment: 07/05/2018

**Employment Termination Payment** **Note:** Refer to the ATO Guidelines in order to calculate ETP withholding.

Type of Payment: Genuine Redundancy

Include Payment in Lieu of Notice

Total Payment Amount:	0.00
- Payment Amount:	0.00
- Lieu of Notice:	0.00
Tax Free Limit:	96481.00
Amount Under Tax Free Limit:	0.00
Amount Over Tax Free Limit:	0.00
- Payment (Tax Free):	0.00
- Payment (Taxable):	0.00
- Lieu of Notice (Tax Free):	0.00
- Lieu of Notice (Taxable):	0.00

To access the ATO Guidelines on calculating the ETP withholding, please [click here](#).

Total Taxable Component:		Date of birth:	16/12/1967
- Payment Amount:		Employee start date:	27/09/2000
- Lieu of Notice:		Total Taxable Payments YTD:	73003.69
Tax free component:		(includes 16003.69 from this pay)	
- pre July 83 segment:		Financial year:	2018
- invalidity segment:		<b>Note:</b>	Results of ETP calculations from the online ATO Guidelines should be entered into the relevant fields here.
Total tax to withhold:			
- taxed at 17% or 32%:			
- taxed at 47%:			
ETP code:	Select	Select	
CAP:	Select	Select	

Print : F9   Prev : F7   Finish : F10   Exit : Esc

**NOTE:** The ATO requires that if more than one ETP code applies to a termination payment, a separate payment summary record must be made for each code. Two separate payment summary records can be specified on this page, each with a different **ETP Code**.

**Date of payment** Enter the last working day for this employee. This will default to the physical payment date of the current pay.

**Type of Payment** Select the type of termination payment. The payment type selected affects the properties below. Choose from:

- Other
- Genuine Redundancy
- Early Retirement Scheme
- Death Benefit - Dependant

**Include Payment in Lieu of Notice** Payments in lieu of notice are liable for superannuation. If this option is ticked, extra **Lieu of Notice** fields become available, allowing you to enter details of the Lieu in Notice portion of the termination payment separately. When the Employment Termination Payment is generated, Allowances will be created in the employee's pay with the type "TFT Lieu of Notice" and "ETP Lieu of Notice"; these Allowances can be made liable for Superannuation.

**Total Payment Amount** Enter the total amount of the termination payment. See How to complete the PAYG payment summary - employment termination payment form on the ATO website if you are not sure what to include in the termination payment amount.

**Tax Free Limit** This field displays the tax free limit on termination payments of the selected type. The **Amount Under Tax Free Limit** and **Amount Over Tax Free Limit** fields show how much of the **Total Payment Amount** falls under the limit and how much is above. For some termination payment types, only the amount over the limit is used in the ETP calculation.

**Total Taxable Component** Enter the ETP amount that has tax withheld from it. If the **Include Payment in Lieu of Notice** option is ticked, this amount is split into a **Payment Amount** and a **Lieu of Notice** amount.

**NOTE:** The Total Taxable Component is not liable for Superannuation Guarantee (SG). It can include amounts that relate to payment in lieu of unused Sick Leave, which fall outside the definition of Ordinary Time Earnings (OTE) - refer to [Superannuation Guarantee Ruling SGR 2009/2](#). The Ruling contains a table of examples as a general guide to the sort of payments commonly paid to employees during the course of employment. Under the heading "Termination Payments", the table shows that payment in lieu of notice are included as OTE for the purposes of SG. It should also be noted that in the Ruling, redundancy payments, ETP payments for sick leave in lieu of notice, lump sum annual leave, and lump sum pro rata long service leave payments on termination are not included in OTE for SG purposes. When splitting the Total Taxable Component (by ticking the **Include Payment in Lieu of Notice** option), take care to ensure that payments that are in lieu of notice are in the **Lieu of Notice** field (attracting SG), while values that are entered into the **Payment Amount** field are respecting OTE classifications in accordance with SGR2009/02, as SG will not be calculated on those payments.

**Tax Free component** Enter the ETP amount that does not have tax withheld from it. This is split into separate segments - the ATO website will tell you how much to put in each segment.

**Total tax to withhold** Enter the amount of tax to be withheld from the ETP. This is split into separate components - the ATO website will tell you how much to put in each component.

**ETP code** This code specifies the reason for the payment. The code must be unique to each column. Choose from:

- R - payment made due to retirement, redundancy, invalidity or compensation for personal injury, unfair dismissal, harassment or discrimination.
- O - payment for reason not covered by R, e.g. golden handshake, gratuity, payment in lieu of notice, payment for unused sick leave, payment for unused rostered days off.
- D - a death benefit ETP paid to a dependant of the deceased.
- N - a death benefit ETP paid to a non-dependant of the deceased.
- T - a death benefit ETP paid to a trustee of the deceased's estate.

**CAP** Choose the ETP cap that applies to the payment. Two options are available: the standard, indexed ETP cap and the non-indexed Whole of income cap. The ETP cap applies in most cases. The Whole of income cap applies to only records where the ETP Code is "O" - in these cases, use the lower of the existing ETP cap and the "whole of income" cap.

Click **Finish** or press F10 to complete the Termination Pay and return to the Current Pay window. The **Termination Wizard** button changes to **Undo Termination** for this employee.

You can click the **Undo Termination** button if you decide not to proceed with the employee's termination pay. You will be asked to confirm this. Click **Yes** to undo the termination process. Another message will appear, reminding you to zero all of the leave payments for the employee's pay.

**TIP:** Once the employee's termination is finalised, their Exo Payroll employee record remains. They can be reinstated by clicking the **Reinstate** button on the **Employee Management window** (see page 82).

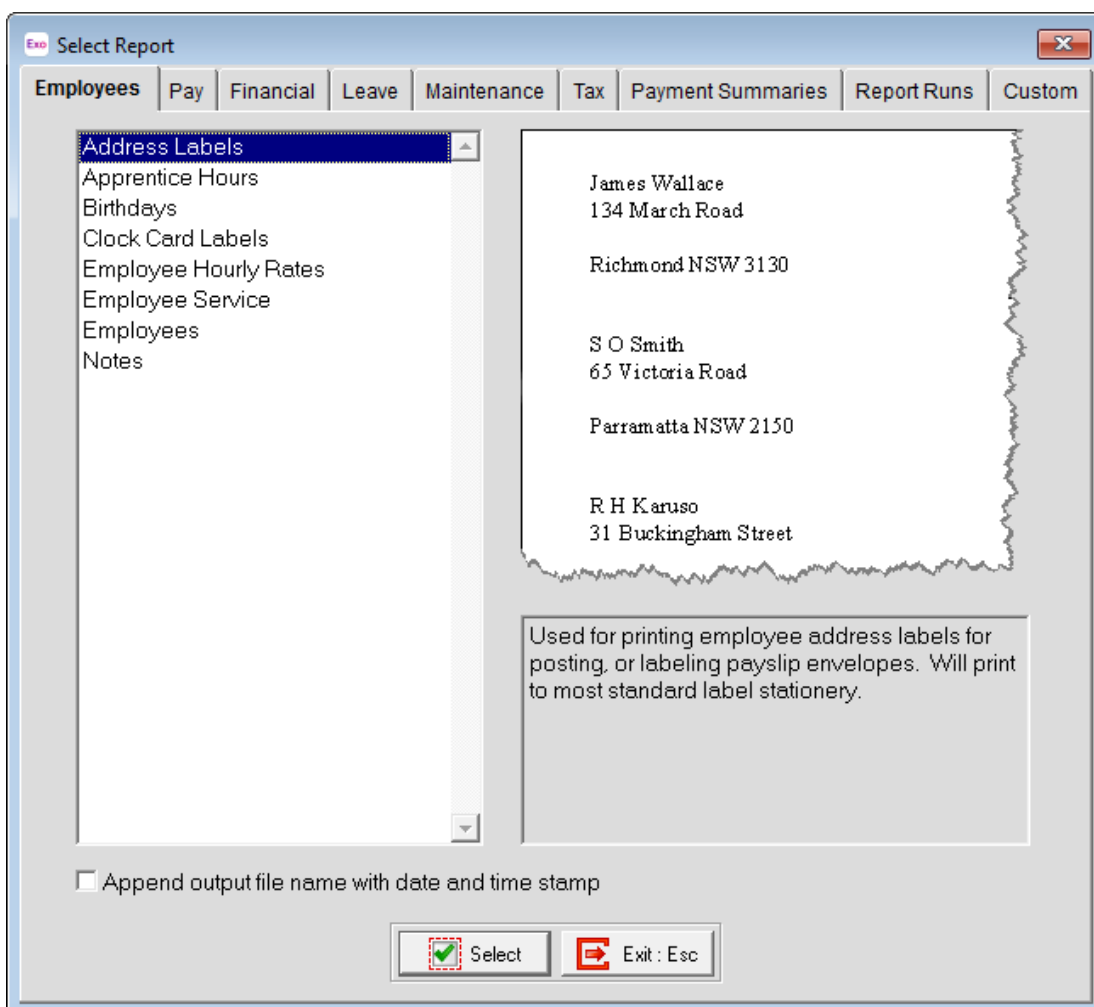
## Step Three: Print Reports

### Printing Reports



After editing the Current Pay (see page 120) as required, it may be useful to print the normal pay-period-based reports. In particular, the Pay Sheet report should be printed. This is the Payroll summary report that shows who has been paid and what they have been paid. This report should usually be printed before printing any others, in case there are errors or omissions that need to be corrected.

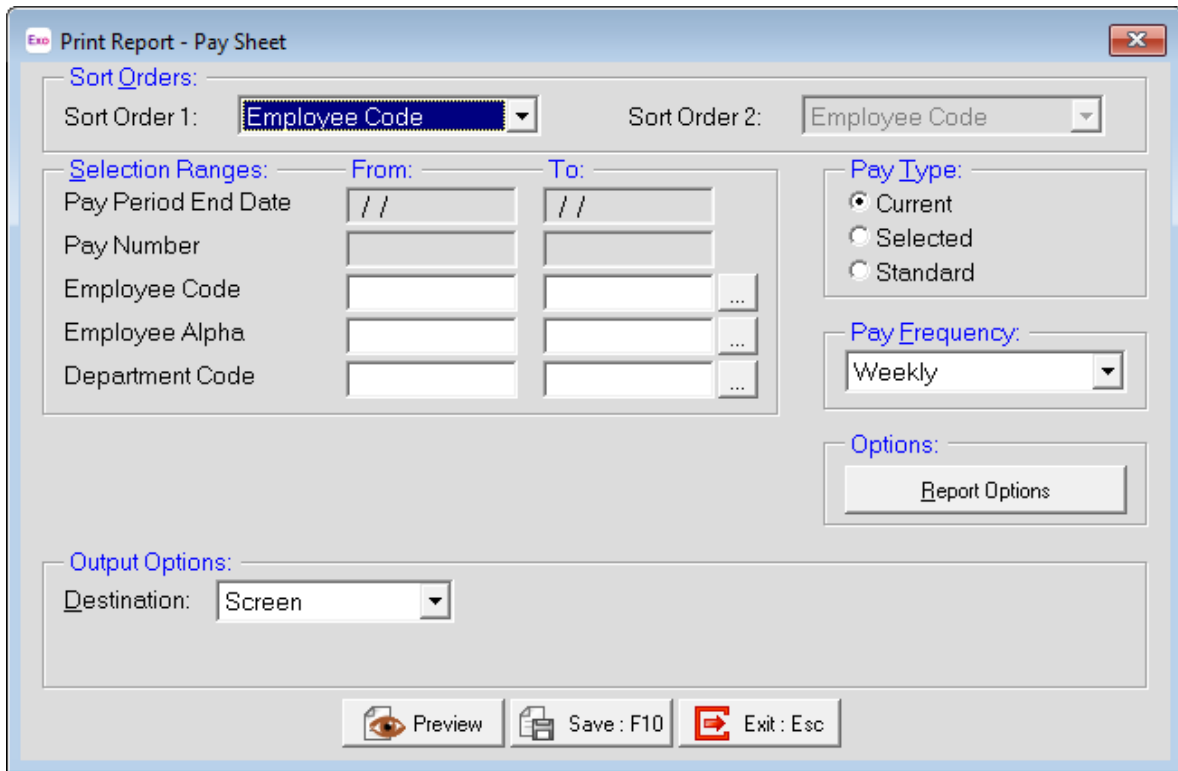
Select Step Three from the Pay Cycle (see page 119) and the following window appears:



**TIP:** Outside of the Pay Cycle, reports can be **printed** (see page 184) by selecting **Print Report** from the Reports menu.

## MYOB EXO Payroll

Select the Pay tab and then the Pay Sheet report and click **Select**.



**Print Report - Pay Sheet**

**Sort Orders:**  
Sort Order 1: Employee Code      Sort Order 2: Employee Code

**Selection Ranges:**

	From:	To:
Pay Period End Date	//	//
Pay Number		
Employee Code		...
Employee Alpha		...
Department Code		...

**Pay Type:**  
 Current  
 Selected  
 Standard

**Pay Frequency:**  
Weekly

**Options:**  
Report Options

**Output Options:**  
Destination: Screen

Preview      Save : F10      Exit : Esc

The report can be sent to a printer or previewed onscreen.

If you discover any errors in this report, you may need to go back into the Current Pay (see page 120) and correct the errors.

Once the Pay Sheet has been printed and reviewed, any other reports can be printed, including employees' Payslips.

## Step Four: Direct Credit Transfer

### Direct Credit Transfer



If you need to produce an electronic money transfer file for sending direct credits to your bank for distribution, you should do so before closing off the pay period.

Select Step Four from the Pay Cycle (see page 119) and the following window appears:

**TIP:** You can also create the Direct Transfer file by selecting **Direct Credit Transfer** from the Pay menu.

#### **Bank Setup**

**Bank Name** Select the name of the bank, which determines the format of the Direct Credit Transfer File. Most major banks are supported; if your bank not on the list and you want to use this facility, please contact MYOB for advice on how to do this.

**BSB Code** Enter your Bank-State-Branch number here.

**Account Number** Enter the unique account number for your account. Credit card accounts are not accepted.

**Name of Remitter** Enter your company name here – this is equivalent to a Remitter Name

**Payer Lodgement Reference** Extra information relating to the transaction, typically a reference code/number/name.

**Employee Lodgement Reference** Extra information for the employee relating to this transaction.

**Payment Due Date** Meaning the date on which the bank will be transmitting the money from the company account to the employee's accounts.

**APCA Number** A unique identifier supplied by your bank.

**User Name** The user name registered against the User ID supplied by your bank.

**Self-Balancing File** Some banks allow users to manually enter a self-balancing line in the ABA file before processing it. If your bank does not allow this, you will need to select this option.

**Prefix Accounts** Specify how to prefix account numbers that are less than nine digits long. Choose from:

- **With Zeros** - Employee and employer bank account numbers are prefixed with zeros to make the length nine characters long in the file.
- **With Blanks** - Employee and employer bank account numbers are prefixed with blanks to make the length nine characters long in the file.
- **With Zeros up to 6-digits** - Employee and employer bank account numbers are prefixed with zeros first if the length is less than six digits, then prefixed with blanks to make the length up to nine.

### ***Direct Credit Transfer File Name***

This is the name of the file that will be created. The recommended value is DC.ABA, however the filename can be changed at any time to suit any given bank's requirements. If you try to enter an incorrect name an error message will appear.

### ***Select Range***

By applying specific employee/department codes in the **From** and **To** fields, you can create a direct credit which specifically pays certain subsets of employees or employees within a department(s).

**Current Pay Period** You can only create a direct credit file for one pay of a certain frequency, at a time. Select from the following list of pay frequencies:

- Weekly
- Fortnightly
- Bi-Monthly
- 4 Weekly
- Monthly
- One-off

### ***Creating the Direct Credit Transfer File***

Click **Create File** to proceed with creation of the Direct Credit Transfer File. On each pay run, you will be asked if you want to print a Direct Credit Schedule report. Click **Yes** to preview the Direct Credit Schedule.

When the preview window closes, you may see another message, asking if you want to overwrite the Direct Credit file. This refers to the last file that Exo Payroll created (providing that you have run this process before). If the last file you created was for an already processed and updated pay, respond **Yes** to this question.

If you want to permanently change any given setting (with the exception of the Select Ranges) click on the **Save** button - the system will use the same settings for the next pay period's direct credits.

## Step Five: Update Pay

### Updating the Pay



To finalise a pay run, you must update or “close off” the pay period. The pay period should only be updated if all pays have been entered and all reports printed.

Select Step Five from the Pay Cycle and the following window appears:

**TIP:** You can also update the Pay by selecting **Update** from the Pay menu.

Select the pay frequency to update, then click **Update Pay**. A confirmation message will appear. Click **Yes** to proceed.

You are required to perform a backup before the pay is updated. Once the backup is complete, the update process is performed.

**NOTE:** After the pay is updated, pay data must be **submitted to the ATO using Single Touch Payroll (see page 161)** - this can happen automatically, or you can submit data manually from the Single Touch Payroll window.

Once the update is complete, the pay period can no longer be edited. When you next open the Current Pay (see page 120), you will need to create a new pay period. If you need to make any adjustments to employee’s pay after a period has been closed, you will need to use One-Off Pays (see page 166).



## Step Six: Single Touch Payroll

### Submitting Data via Single Touch Payroll



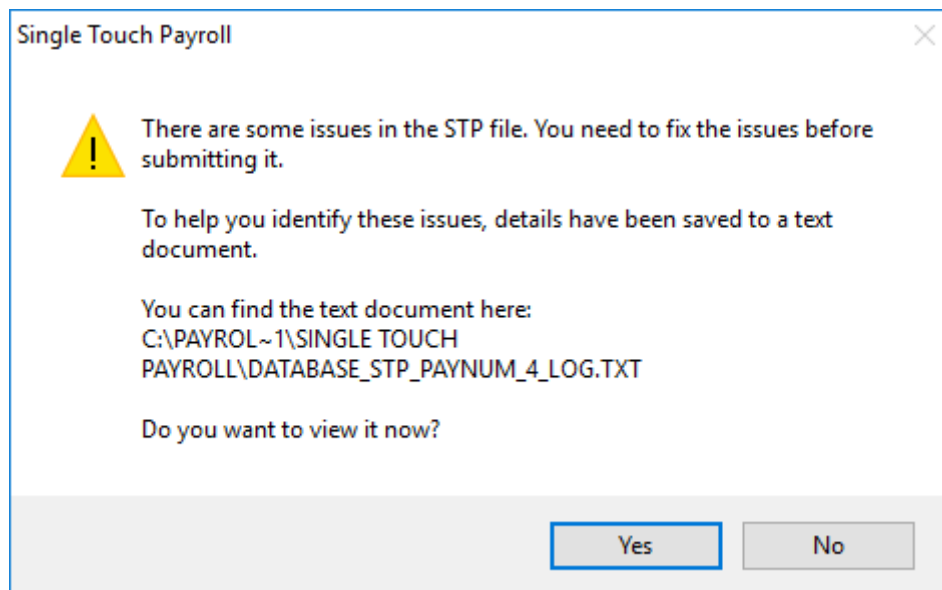
After a pay is updated (see page 160), pay data must be sent to the ATO electronically using Single Touch Payroll (STP). This can happen automatically, or you can send data manually.

**NOTE:** In addition to sending data for each pay run via STP, you must also send a finalisation declaration at the end of the financial year (see page 279). This is done by selecting **Single Touch Payroll > Finalisation** from the Pay menu.

#### Automatic Submission

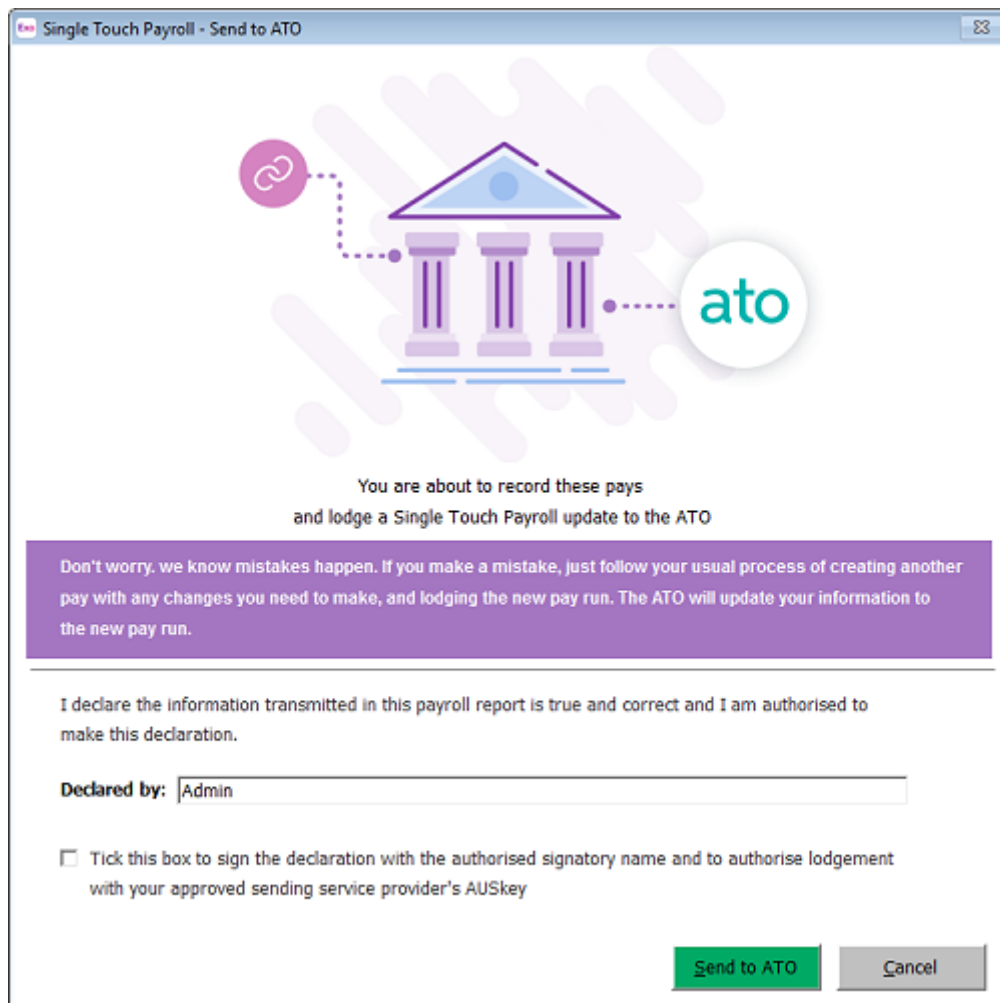
If the **Auto submit STP pay event data to ATO after every pay update** option on the Single Touch Payroll Setup > General section of the Setup Payroll window (see page 49) is ticked, data will be submitted automatically after the pay is updated.

Before being sent, the data is checked and an error message appears if any validation errors (e.g. missing information in one or more records in the data, missing information in the STP setup) are detected:



**NOTE:** You can check for validation errors at any time by selecting **Single Touch Payroll > Validation Check** from the Pay menu.

If no errors are detected, a declaration window appears:



Single Touch Payroll - Send to ATO

You are about to record these pays  
and lodge a Single Touch Payroll update to the ATO

Don't worry, we know mistakes happen. If you make a mistake, just follow your usual process of creating another pay with any changes you need to make, and lodging the new pay run. The ATO will update your information to the new pay run.

I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration.

Declared by:

Tick this box to sign the declaration with the authorised signatory name and to authorise lodgement with your approved sending service provider's AUSkey

Enter the name of the person responsible for submitting via Single Touch Payroll, tick the declaration check box, then click **Send to ATO** to submit the data.

If the submission is successful, a confirmation message appears and the STP submission's status is updated to "Pending". If any errors occur during the submission attempt, they will be displayed, and the batch's status will change to "Not Sent".


The status can be checked on the Single Touch Payroll window (see page 163).

**NOTE:** The status is also displayed on the [Pay List window \(see page 213\)](#).

### Manual Submission

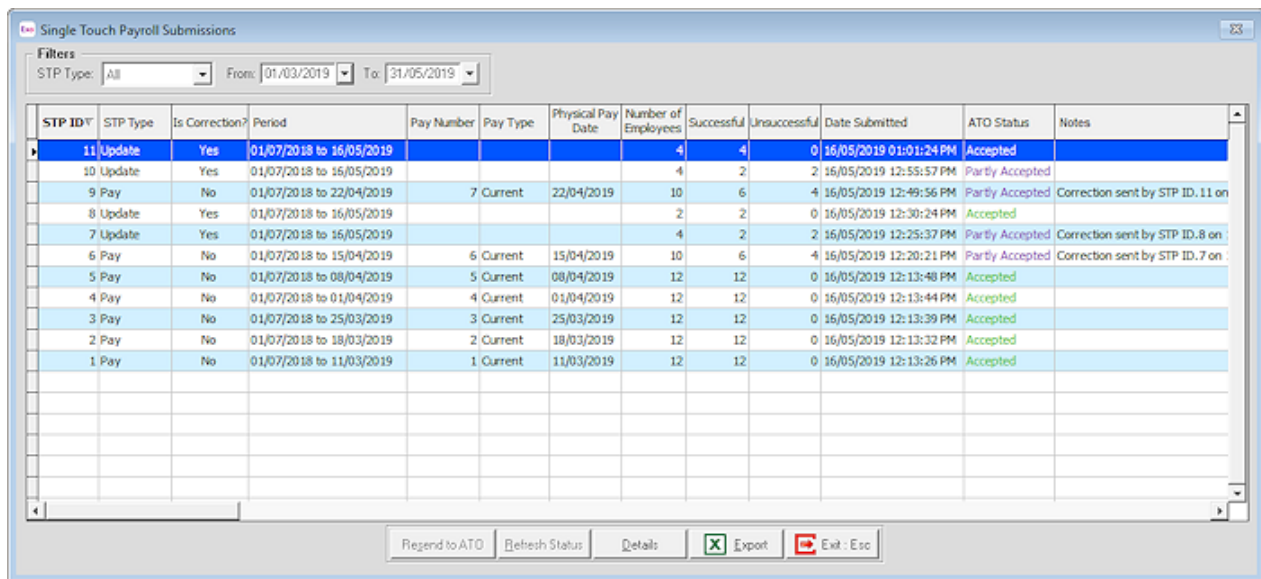
If the **Auto submit STP pay event data to ATO after every pay update** option is not ticked, you can submit via STP on the Single Touch Payroll Submissions window. (You can also use this window to view detailed information on all STP data, and check the status of submissions.)

Open the Single Touch Payroll Submissions window in one of the following ways:

- Select **Single Touch Payroll > Submissions** from the Pay menu.
- Click the  toolbar button.
- Select Step 6 on the Pay Cycle (see page 119).

## MYOB EXO Payroll

The Single Touch Payroll Submissions window displays all pays that the system has generated STP data for.



The screenshot shows the 'Single Touch Payroll Submissions' window. At the top, there are filters for 'STP Type' (set to 'All'), 'From' date (01/03/2019), and 'To' date (31/05/2019). Below the filters is a table with the following columns: STP ID, STP Type, Is Correction?, Period, Pay Number, Pay Type, Physical Pay Date, Number of Employees, Successful, Unsuccessful, Date Submitted, ATO Status, and Notes. The table contains 11 rows of data, with the first row highlighted in blue. At the bottom of the window, there are buttons for 'Resend to ATO', 'Refresh Status', 'Details', 'Export', and 'Exit : Esc'.

STP ID	STP Type	Is Correction?	Period	Pay Number	Pay Type	Physical Pay Date	Number of Employees	Successful	Unsuccessful	Date Submitted	ATO Status	Notes
11	Update	Yes	01/07/2018 to 16/05/2019				4	4	0	16/05/2019 01:01:24 PM	Accepted	
10	Update	Yes	01/07/2018 to 16/05/2019				4	2	2	16/05/2019 12:55:57 PM	Partly Accepted	
9	Pay	No	01/07/2018 to 22/04/2019	7	Current	22/04/2019	10	6	4	16/05/2019 12:49:56 PM	Partly Accepted	Correction sent by STP ID. 11 on
8	Update	Yes	01/07/2018 to 16/05/2019				2	2	0	16/05/2019 12:30:24 PM	Accepted	
7	Update	Yes	01/07/2018 to 16/05/2019				4	2	2	16/05/2019 12:25:37 PM	Partly Accepted	Correction sent by STP ID. 8 on
6	Pay	No	01/07/2018 to 15/04/2019	6	Current	15/04/2019	10	6	4	16/05/2019 12:20:21 PM	Partly Accepted	Correction sent by STP ID. 7 on
5	Pay	No	01/07/2018 to 08/04/2019	5	Current	08/04/2019	12	12	0	16/05/2019 12:13:48 PM	Accepted	
4	Pay	No	01/07/2018 to 01/04/2019	4	Current	01/04/2019	12	12	0	16/05/2019 12:13:44 PM	Accepted	
3	Pay	No	01/07/2018 to 25/03/2019	3	Current	25/03/2019	12	12	0	16/05/2019 12:13:39 PM	Accepted	
2	Pay	No	01/07/2018 to 18/03/2019	2	Current	18/03/2019	12	12	0	16/05/2019 12:13:32 PM	Accepted	
1	Pay	No	01/07/2018 to 11/03/2019	1	Current	11/03/2019	12	12	0	16/05/2019 12:13:26 PM	Accepted	

From this window, you can:

- Manually submit (or re-submit) STP data to the ATO (see page 163)
- View the details of an STP submission (see page 164)
- View and update the statuses of pending submissions (see page 163)
- Export the contents of the main grid to an Excel spreadsheet (see page 165)

## STP Statuses

The Single Touch Payroll Submissions window displays the status of all STP submissions, which can be one of:

- No status - no attempt has been made to submit the data to the ATO.
- Not Sent - an attempt to send the data to the ATO failed.
- Pending - the data has been successfully submitted to the ATO, but no response has been received yet.
- Accepted - the data has been submitted to the ATO, and an acceptance response has been received.
- Partly Accepted - some employee records in the submission were accepted by the ATO, but some were rejected.
- Not Accepted - the ATO has received the submission, but has rejected it as a whole due to errors in the company information.

Click the **Refresh Status** button to update the status of the selected submission.

**NOTE:** The status is also displayed on the [Pay List window \(see page 213\)](#).

## Manually Submitting STP Data

Where automatic submission has not been enabled, you can manually send STP data for a pay by selecting it on the Single Touch Payroll Submissions window (or the Pay List window) and clicking the **Send to ATO** button (or by double-clicking on it). As with an automatic submission (see page 161), the data is checked for errors, and you are required to tick a declaration before lodging the submission with the ATO. Once the data has been submitted, you can check the submission's status can be checked on the Single Touch Payroll Submissions window (see page 163).

## Re-submitting and Correcting STP Data

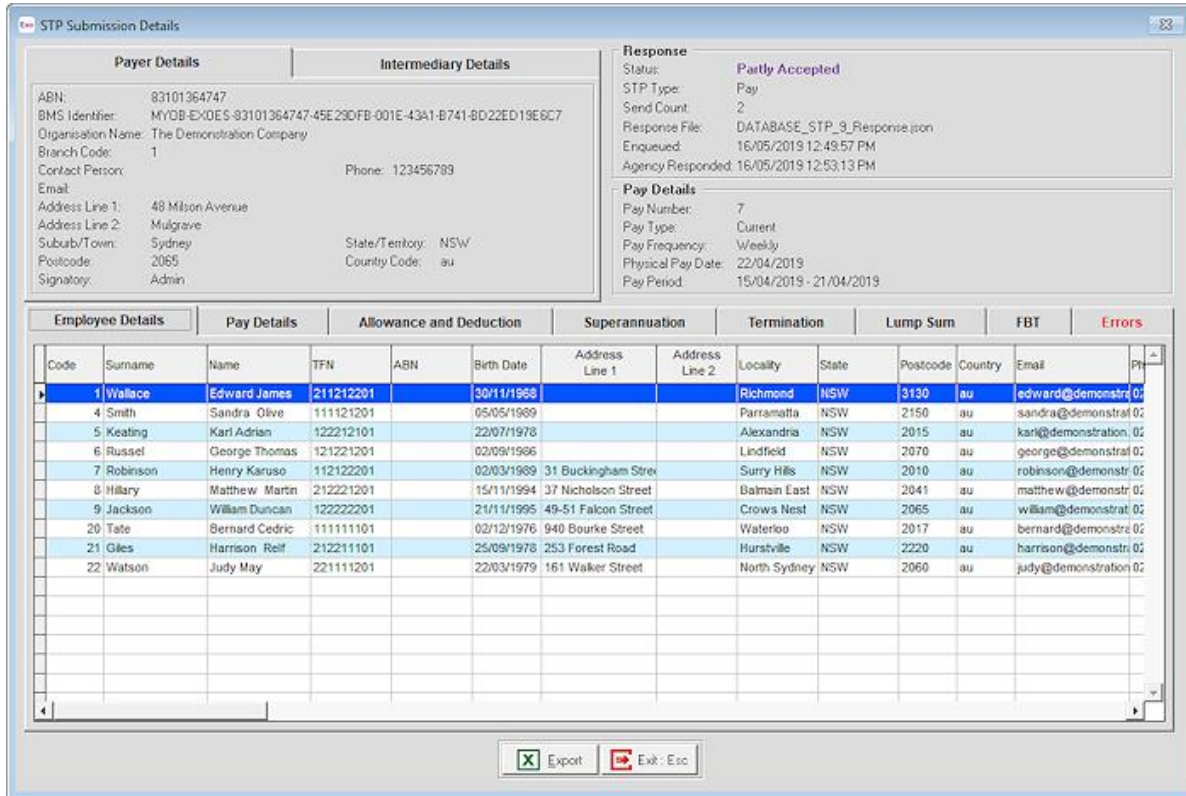
Once data for a pay has been submitted to the ATO, you can re-submit it if you need to make any corrections. The details of any errors that need correcting are displayed on the STP Submission Details window (see page 164). The **Send to ATO** button changes to **Resend to ATO** - clicking this button has different effects depending on the submission's status:

- If the status is "Pending", clicking **Resend to ATO** refreshes the submission's status. Pending submissions cannot be re-submitted until they have remained in the "Pending" state for 72 hours.
- If the status is "Accepted", you will be asked to confirm that you want to re-submit it. If you click Yes, the entire submission will be sent to the ATO again. The submission's status changes back to "Pending".
- If the status is "Not Accepted", this means that there are problems that affect the submission as a whole (usually problems with the company information included in the submission). Clicking **Resend to ATO** sends the entire submission again. The submission's status changes back to "Pending".
- If the status is "Partly Accepted", this means that the submission as a whole has been accepted, but one or more of the employee records included in the submission have been rejected. Clicking **Resend to ATO** creates a new submission containing only those records that were rejected in the original submission. The original submission's status stays at "Partly Accepted", and a note is added to its **Notes** column identifying the new submission that corrects it. The new submission's **STP Type** column displays "Update" and its **Is Correction?** column contains "Yes".

**NOTE:** You can re-send a correcting submission, creating another new submission that corrects the correction. This process can be repeated until all errors are corrected. At each point, only those employee records that still have errors will be included in the submission.

### STP Submission Details

To view detailed information on the STP data for a pay, select a pay on the Single Touch Payroll window and click **Details**. This opens the STP Submission Details window, which displays employer details the results of the submission attempt at the top of the window and details of each employee in the pay in a grid in the lower half of the window. Data in the lower grid is organised into tabs.



If the submission has the status “Not Accepted” or “Partly Accepted”, an extra Errors tab is available on the lower grid. This tab displays details of the error(s) that were found in the submission, which will need to be corrected before the submission can be re-sent. In addition, for submissions with the “Not Accepted” status, an **Email to Support** button becomes available next to the **Status** field in the Response section at the top right - clicking this button copies the response details into an email to MYOB Support.

### Exporting STP Information

Click the **Export** button on the Single Touch Payroll window to create an Excel document containing all of the details displayed on the window. The Excel document is a workbook containing the following tabs:

- Payer - contains the employer details from the top half of the window.
- Payee - contains the employee details from the grid in the bottom half of the window.
- Response Summary - contains details of the ATO’s response to the submission from the top right of the window.
- Pay Details - contains details of the originating pay run from the top right of the window.
- Response Detail - this tab only appears if the submission was rejected. It contains details of the error(s) that caused the submission to be rejected.

## Other Pay Activities

### One-Off Pay

Exo Payroll provides the flexibility to process a pay for a particular employee or a number of employees outside the normal pay run. These could be:

- Adjustments to previous pays, both overpays (negative One-Off Pays) and underpays for incorrect figures previously entered
- Special Pay Run, Perhaps Christmas Bonuses
- Termination Pay
- Any pay in which you do not want the pay to be taxed together with the normal gross earned for the pay period.
- Manual Payments, e.g. maternity leave or pay advances

Select **One-Off Pay** from the Pay menu. The following window appears:

The screenshot shows a dialog box titled "One-Off Payment" with the following fields and buttons:

- Pay Period:** Weekly (dropdown menu)
- Pay Period Start Date:** 15/05/2018
- Pay Period End Date:** 21/05/2018
- Physical Pay Date:** 21/05/2018
- SG Expected Payment Date:** 28/07/2018
- Copy Standard Pay:** No (dropdown menu)
- Pay Number of Pay:** 13
- Do not send to ATO
- Buttons: Make One-Off Pay, Calculate Pay, Print Paysheet, Print Reports, Direct Credit Transfer, Finish One-Off Pay, Backup, Delete One-Off Pay, Exit : Esc

**Pay Period** Select from the list of Pay frequencies. This value may only be altered prior to creating the One-Off Pay.

**Pay Period Start Date** This date represents the start date of the accounting period that encompasses payroll expenditure, primarily wages and salary earned by employees. This will default to today's date and may be altered prior to creating the One-Off Pay.

**Pay Period End Date** This date represents the end date of the accounting period that encompasses payroll expenditure, primarily wages and salary earned by employees. This will default to today's date and may be altered prior to creating the One-Off Pay.

**Physical Pay Date** This date represents the day on which employees are to receive their payment. The Physical Pay Date should not be in the past, and should be reflective of the date on which money will be transferred via direct credit. This will default to today's date and may be altered prior to creating the One-Off Pay.

**SG Expected Payment Date** A note is included on employees' payslips, informing them that their Superannuation Guarantee (SG) contributions will be paid on or before this date. It cannot be earlier than the Physical Payment date, and cannot be later than the SG cut-off date for the current quarter. The cut-off dates for each quarter are:

- For the quarter 1 January - 31 March, the date is 28 April
- For the quarter 1 April - 30 June, the date is 28 July
- For the quarter 1 July - 30 September, the date is 28 October
- For the quarter 1 October - 31 December, the date is 28 January

**Copy Standard Pay** This value defaults to "No", meaning that the employee's standard pay transactions will not be copied into the One-Off Pay. In this situation you would manually enter all transactions for the employee. If you want to allocate all standard pay transactions and make additional transactions, select "Yes". This value can be altered for each employee as they are brought into the One-Off Pay.

**Pay Number of Pay** The Pay Number is automatically generated by the system, and cannot be altered. If your pay history is missing a Pay Number, this indicates that a One-Off Pay was previously transacted and then deleted.

**Do not send to ATO** If this option is ticked, Single Touch Payroll data (see page 276) will not be generated and submitted for the One-Off Pay.

### ***Make One-Off Pay***

Click on the Make One-Off Pay button to proceed. A confirmation message appears. Click **Yes** to pay all permanent employees that are normally paid on this pay frequency into the One-off Pay now. Casual employees will have to be brought into the pay individually.

Once the One-Off Pay has been made, the other buttons on the One-Off Payment window become available.

### ***Calculate Pay***

To carry on and calculate some pay details in this One-Off Pay, click on the **Calculate Pay** button. This lets you bring in casual employees.

Enter the employee's code in the window that appears or press ENTER to list employees, then choose one.

The Payroll will then ask you if you want to pay the employee this pay period. Select **Yes** to proceed.

The One-Off Pay window will then be displayed for the chosen employee, where you can fill in any details as required.

Employee:	1	Wallace, Edward James
Wages:	25.0000	0.00
Salary:		0.00
Allowance Taxable:		0.00
Deduction Pre-Tax:		0.00
Leave:		0.00
<b>Gross Taxable:</b>		<b>0.00</b>
PAYG: <input type="checkbox"/> Override		0.00
Allowance Non-Tax:		0.00
Deduction Post-Tax:		0.00
Rounding:		0.00
<b>Net Pay:</b>		<b>0.00</b>
Hours Paid:	0.00	

Once all employees have been entered, click **Save** or press F10 to save any entered information.

You can exit the One-Off Pay, and it will remain open for you to either finish at a later time, or to add new employee that had not been entered at the time it was created. Selecting **One-Off Pay** from the Pay menu again will take you back to the One-Off Pay window where you may exit or access any of the other functions.

**NOTE:** You cannot start a new One-Off Pay until the current one has been finished or deleted.

### **Print Paysheet**

Click this button to print the Pay Sheet for this One-Off Pay only.

You will see the Pay Sheet Print Report window where you fill in the details and set up the options in the same way as you would when printing reports (see page 184). The only difference being that the pay number for this One-Off Pay has already been locked in, as this is a Current Pay and it needs to be differentiated from any other Current Pay for this frequency that may be open. Printing this report will allow you to check the details that have been entered and if any errors are discovered then you can go back into the Calculate Pay to amend these errors.

### **Print Other Reports**

Click this button if you want to print any other reports for this One-Off Pay.

The Select Report window appears, allowing you to choose any other reports that you may want to print, such as a Payslip for the employees. As above, the only difference is that the pay number for this One-Off Pay has already been locked in as this is a Current Pay and it needs to be differentiated from any other Current Pay for this frequency that may also be open.



### Direct Credit Transfer

This option allows you to create a Direct Credit Transfer file (see page 158), as you would when running the Current Pay.

### Finish One-Off Pay, Backup

If the One-Off Pay is correct and you want to update it and lock the figures into the pay history, click this button.

You will be asked to confirm this. Click **Yes** and the pay will follow the Update procedure (see page 160) as for running a Current pay. You will need to perform a backup before the One-Off Pay is processed. Select **Yes** for any confirmation messages that appear.

### Delete One-Off Pay

Click this button if you do not want to continue with this One-Off Pay and want to delete it completely.

You will be asked to confirm this. Click **Yes** and the pay will be deleted.

### Superannuation Transfer

If you need to produce an electronic money transfer file containing Employer Superannuation contributions to various Superannuation Providers, select **Superannuation Transfer** from the Pay menu.

**Superannuation transfer**

**Bank Setup**

Bank Name: ANZ Bank Payment Due Date: 30/11/2016

APCA Number:

BSB Code: 001 - 321 Account Number: 000012345

User Name:

Prefix Accounts: with Zeros up to 6-di

Self-Balancing File

Name of Remitter: The Training Company

Payer Lodgement Reference:

Employee Lodgement Reference: PAYROLL

**Direct Credit Transfer File Name:** DC.ABA

**Select Range**

Pay period end date: / From: / To: /

Super Provider: 0 0

Consolidate Employee Totals

Create File Save : F10 Exit : Esc

## Bank Setup

**Bank Name** Select the name of the bank, which determines the format of the Superannuation Transfer File. Most major banks are supported; if your bank is not on the list and you want to use this facility, please contact MYOB for advice on how this can be achieved.

**BSB Code** Enter your Bank-State-Branch number here.

**Account Number** Enter the unique account number for your account – credit card accounts are not accepted.

**Name of Remitter** Enter your company name here – this is equivalent to a Remitter Name

**Payer Lodgement Reference** Extra information relating to the transaction, typically a reference code/number/name.

**Employee Lodgement Reference** Extra information for the employee relating to this transaction.

**Payment Due Date** Meaning the date on which the bank will be transmitting the money from the company account to the employee's accounts.

**APCA Number** A unique identifier supplied by your bank.

**User Name** The user name registered against the User ID supplied by your bank.

**Prefix Accounts** Specify how to prefix account numbers that are less than nine digits long. Choose from:

- **With Zeros** - Employee and employer bank account numbers are prefixed with zeros to make the length nine characters long in the file.
- **With Blanks** - Employee and employer bank account numbers are prefixed with blanks to make the length nine characters long in the file.
- **With Zeros up to 6-digits** - Employee and employer bank account numbers are prefixed with zeros first if the length is less than six digits, then prefixed with blanks to make the length up to nine.

**Self-Balancing File** Some banks allow users to manually enter a self-balancing line in the ABA file before processing it. If your bank does not allow this, you will need to select this option.

## Direct Credit Transfer File Name

This is the name of the file that will be created. The recommended value is DC.ABA, however the filename can be changed to suit any given bank's requirements. If you try to enter an incorrect name an error message will appear.

## Select Range

**Select Pays Using** You may choose to date locate pays by their pay period end date (earnings method) or by their physical payment date (receipts method).

**Super Provider** You may choose to pay only into the funds that are within the specified range, as opposed to paying into all funds at once. By applying superannuation provider codes in the **From** and **To** range fields, you can create a direct credit for specific providers only. Alternatively, leave this selection range blank in order to pay into all superannuation funds at once.

**Consolidate Employee Totals** If this option is unselected, the transfer file may contain multiple lines for each employee, one for each pay period. For example, if the file is transferred quarterly, but an employee is paid weekly, there will be twelve lines for that employee. If the option is selected, the transfer file will always contain a single line with consolidated totals for each employee.

## Creating the Superannuation Transfer File

Click the **Create File** button to proceed with creation of the Superannuation File. On each pay run, you will be asked if you want to print a Superannuation Transfer report. Click **Yes** to preview the report.

When the preview window closes, you may see another message, asking if you want to overwrite the Superannuation file. This refers to the last file that Exo Payroll created (providing that you have run this process before). If the last file you created was for an already processed and updated pay, respond **Yes** to this question.

If you want to permanently change any given setting (with the exception of the Select Ranges) click on the **Save** button - the system will use the same settings for the next pay period's superannuation transfer.

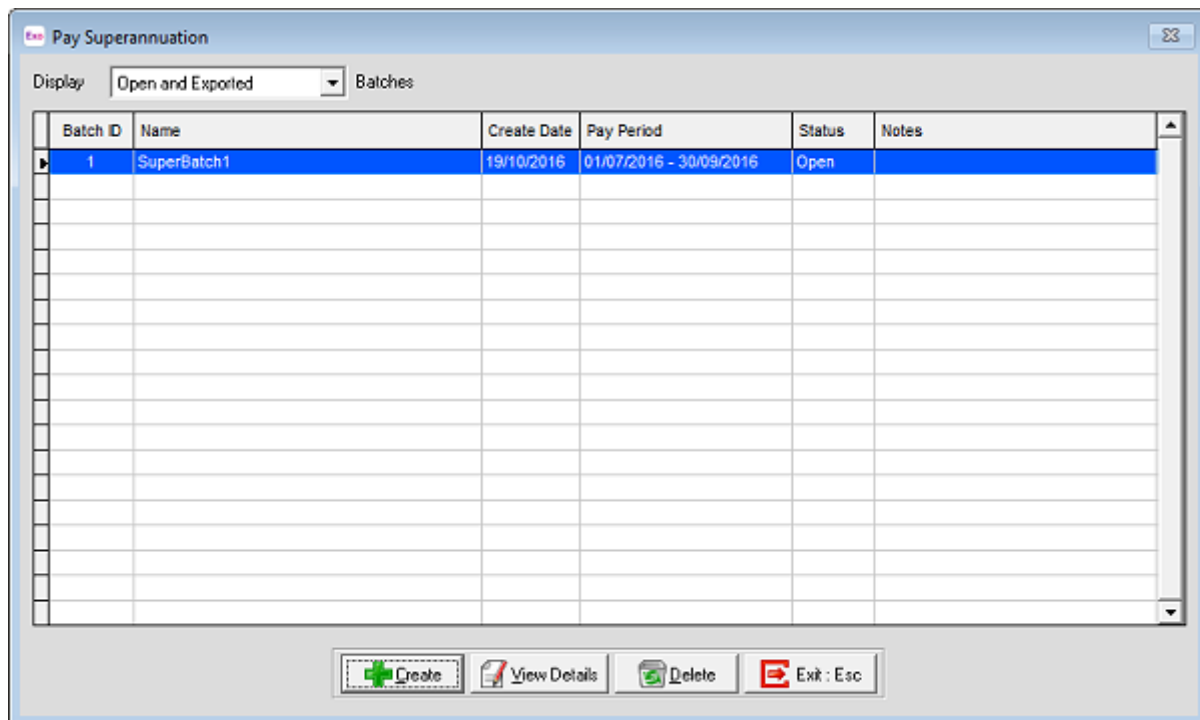
## Pay Superannuation

The Pay Superannuation function allows you to produce a superannuation export file for submission to a superannuation clearing house service. The details of the service that your organisation uses are set up on the Superannuation Setup section of the Setup Payroll window (see page 52).

**NOTE:** By default, the system is configured to use the MYOB Super Portal service. For information on signing up for MYOB Super Portal, go to [the MYOB website](#).

**NOTE:** Video Help is available for this topic on the [Exo Employer Services Education Centre](#).

To export superannuation files, select **Pay Superannuation** from the Pay menu. The Pay Superannuation window opens:



Superannuation contribution records are grouped into batches. The details of all superannuation batches that have been produced in the past are displayed.

## Creating and Editing Batches

Click **Create** to create a new batch or select an existing batch and click **View Details** to view and export it. In both cases, the Pay Superannuation Batch Details window appears:

Pay No.	Physical Pay Date	Employee Code	Employee Name	Employee/Employer	Type	Provider Name	Fund ID	Amount
4	01/09/2016	1	Wallace, Edward James	Employee	SS	Wallace Private Insurance	1401301	200.00
2	18/08/2016	1	Wallace, Edward James	Employee	SS	Wallace Private Insurance	1401301	200.00
5	08/09/2016	1	Wallace, Edward James	Employee	SS	Wallace Private Insurance	1401301	200.00
3	25/08/2016	1	Wallace, Edward James	Employee	SS	Wallace Private Insurance	1401301	200.00
4	01/09/2016	3	Houghton, Jannet Faye	Employee	SS	IDOF Superannuation Fund	301301	50.00
5	08/09/2016	3	Houghton, Jannet Faye	Employee	SS	IDOF Superannuation Fund	301301	50.00
3	25/08/2016	3	Houghton, Jannet Faye	Employee	SS	IDOF Superannuation Fund	301301	50.00
2	18/08/2016	3	Houghton, Jannet Faye	Employee	SS	IDOF Superannuation Fund	301301	50.00
3	25/08/2016	5	Keating, Karl Adrian	Employee	SS	AMP Super		150.00
5	08/09/2016	5	Keating, Karl Adrian	Employee	SS	AMP Super		150.00
4	01/09/2016	5	Keating, Karl Adrian	Employee	SS	AMP Super		150.00
2	18/08/2016	5	Keating, Karl Adrian	Employee	SS	AMP Super		150.00
4	01/09/2016	6	Russel, George Thomas	Employee	SS	IDOF Superannuation Fund	NEW	100.00
5	08/09/2016	6	Russel, George Thomas	Employee	SS	IDOF Superannuation Fund	NEW	100.00
2	18/08/2016	6	Russel, George Thomas	Employee	SS	IDOF Superannuation Fund	NEW	100.00
3	25/08/2016	6	Russel, George Thomas	Employee	SS	IDOF Superannuation Fund	NEW	100.00
5	08/09/2016	7	Robinson, Henry Karuso	Employee	SS	AMP Super		50.00
4	01/09/2016	7	Robinson, Henry Karuso	Employee	SS	AMP Super		50.00
2	18/08/2016	7	Robinson, Henry Karuso	Employee	SS	AMP Super		50.00

All superannuation contributions from the selected period appear in the main grid. The options for editing batches are detailed below.

### Batch Details

This section displays identification details for the batch.

**Batch ID** This read-only field displays a unique ID number for the batch.

**Create Date** This read-only field displays the date that the batch was created on.

**Description** Enter a descriptive label for the batch. You can enter a longer description, including any additional details, by clicking the **Notes** button, which opens a small text entry window.

**Period** Select the period that superannuation contributions will be drawn from. You can choose from:

- The previous quarter
- The current quarter
- The previous month
- The current month
- A user-defined date range

**Status** When viewing an existing batch, this dropdown replaces the **Period** dropdown. It allows you to specify the batch's current status, which can be one of:

- Open
- Exported
- Uploaded

A batch's status can be set to "Exported" or "Uploaded" automatically when it is exported (see page 173).

**Date From ... To** This shows the date range that superannuation contributions are drawn from, depending on the **Period** selection. If the “User defined dates” option was chosen, you can enter dates directly into these fields. The date range will be based on either the Pay Period End Date or the Physical Pay Date, depending on what was selected for the **Pay Superannuation based on** setting on the Superannuation Setup section of the Setup Payroll window (see page 52).

## Filters

This section contains controls that let you filter the list of contributions displayed below. You can filter contributions by any combination of the following:

- You can enter a range of pay numbers
- You can enter a range of employee ID codes
- You can show only employee contributions or only employer contributions
- You can show only contributions of a specific type:
  - Compulsory Superannuation Guarantee contributions
  - Voluntary Salary Sacrifice contributions
- You can show only contributions to a specific Superannuation Provider

Click **Clear Filters** to restore all of the filter settings to their defaults.

**NOTE:** This section is not available when viewing a previously saved batch.

## Summary

This section displays the following read-only information about the list of contributions:

- The total amount of all displayed contributions, broken down into:
  - The total amount of employer contributions
  - The total amount of employee contributions
- The number of employees represented in the displayed contributions
- The number of superannuation funds represented in the displayed contributions

## Batch Reports

The **Reports** dropdown menu at the bottom of the Pay Superannuation Batch Details window lets you generate the following summary reports on the displayed contributions:

- Detailed by employee - shows detailed information on contributions, grouped by employee
- Detailed by provider and employee - shows detailed information on contributions, grouped first by superannuation provider, then by employee
- Summary by employee - shows total contribution amounts for each employee
- Summary by provider and employee - shows contribution totals for each superannuation provider, with the totals for each provider broken down by employee
- Summary by provider - shows total contribution amounts for each superannuation provider

You can generate these reports before or after saving the batch.

**NOTE:** The detailed reports include columns for **Spouse Contributions**, **Child Contributions** and **Other Third Party** - these cannot be populated at present. Support for these columns will be added in a future release.

## Exporting a Batch

Once you have filtered the list of contributions as required, you are ready to export a superannuation contribution CSV file.

**NOTE:** You can also copy the details of the grid to the clipboard by clicking the **Copy** button. This information can then be pasted manually into a spreadsheet.

To export a file:

1. Tick the boxes for all contributions you want to export (or tick **Select All**).
2. Click **Save** (or **Export** if you are exporting a previously saved batch).
3. A window appears asking if you want to export the batch. Click **Yes** to write the selected contributions to an export file at the **Default output location** entered on the Superannuation Setup section of the Setup Payroll window (see page 52).
4. A window appears asking if you want to open the file location. Click **Yes** to open Windows Explorer at the output directory.
5. A window appears asking if you want to upload the export file to the superannuation clearing house service. Click **Yes** to open a web browser to the **Service website URL** entered on the Superannuation Setup section of the Setup Payroll window (see page 52), where you will be able to select the export file and upload it to the service.
6. The Pay Superannuation Batch Details window closes and you are returned to the Pay Superannuation window.

## Import Time Transactions

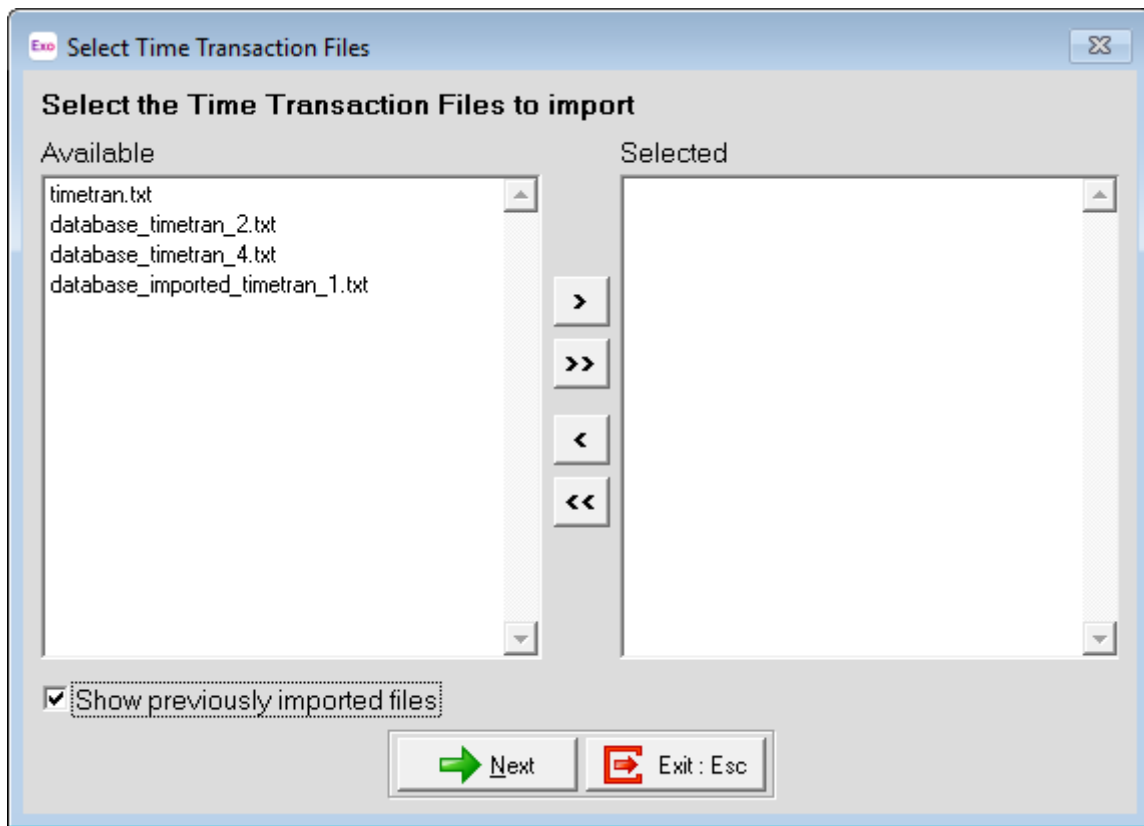
The **Import Time Transactions** menu item is used to import time transactions from other software, such as MYOB Exo Time and Attendance or MYOB Exo Business.

In order for this item to be available, the **Import time transactions** setting in the Other Setup (see page 35) section of the Setup Payroll window must be ticked, and the **File Location** must be specified.

The information to be imported can be stored in a DBF table, a CSV file or a TXT file. The information must be recorded in a specific format (see page 271). Import files must be copied to the specified **File Location**.

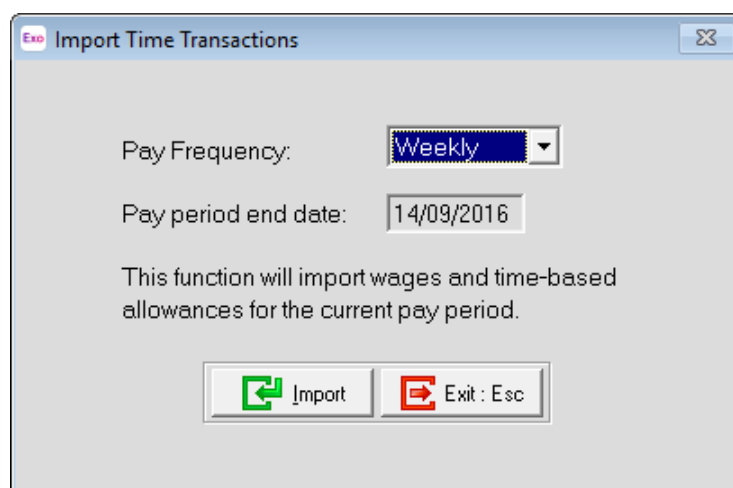
## MYOB EXO Payroll

If files are present in the **File Location** directory, selecting the **Import Time Transactions** menu item opens the Import Time Transactions window:



Tick the **Show previously imported files** option to include files that have already been imported in the Available list.

Click on available files and use the arrow buttons to select or de-select them, then click **Next** to proceed.



On the next window, select the pay frequency to update, then click **Import** to proceed with the import. You are prompted to make a backup of the database first. Once the backup is complete, the transactions are imported and you are given the option of printing a Time Transaction Import Audit report. Once the report has been printed or previewed, the pay is updated and the import is complete.

**NOTE:** Once imported, import files are renamed automatically to add “\_imported” to the file name, e.g. **mycompany\_imported\_timetran\_2.dbf**.

## Rapid Load Pay

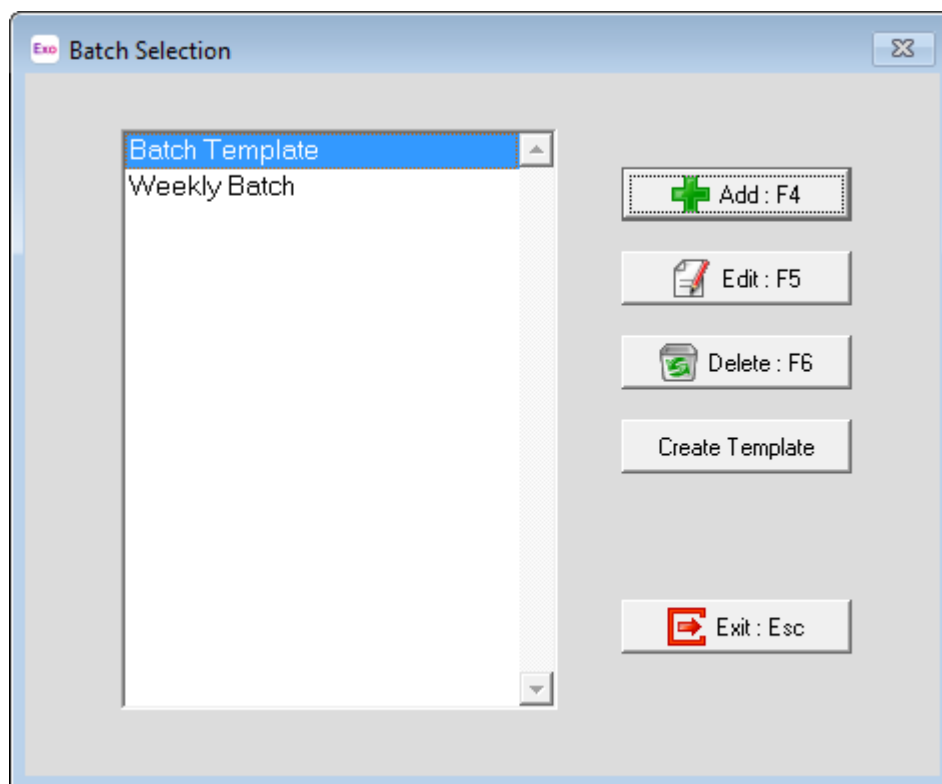
The Rapid Load Pay module is an alternative to batch loading, which allows you to enter employee hours, allowance and leave transactions in one window. All entries can be done using the numeric keypad.

Rapid is also useful for capturing Job Costing information. It is also possible to create batches without having to open a Current Pay first, so that batches can be pre-processed in advance while still being able to make changes to the Standard Pay.

### Accessing Rapid Load

Rapid Data Entry must have been activated from the Other Setup section (see page 35) of the Payroll Setup window before you can access the Rapid Menu.

Once Rapid Load Pay is enabled, the **Rapid Load Pay** option in the Pay menu becomes available. Selecting this option opens the Rapid Batch Selection window:

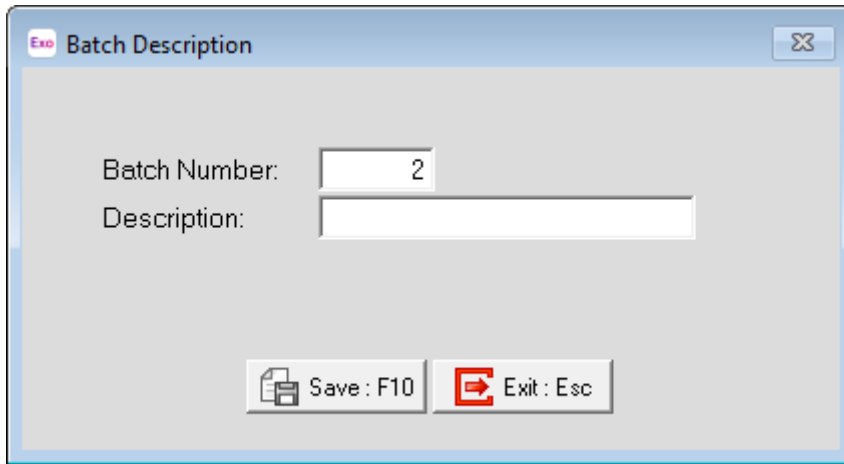


This window displays a list of the current unposted batches along with the Batch Template (which can be used as a Standard Batch much like the Standard Pay is used as the default in Payroll). At this stage you can either create a new batch or access an existing batch.



### Adding a Batch

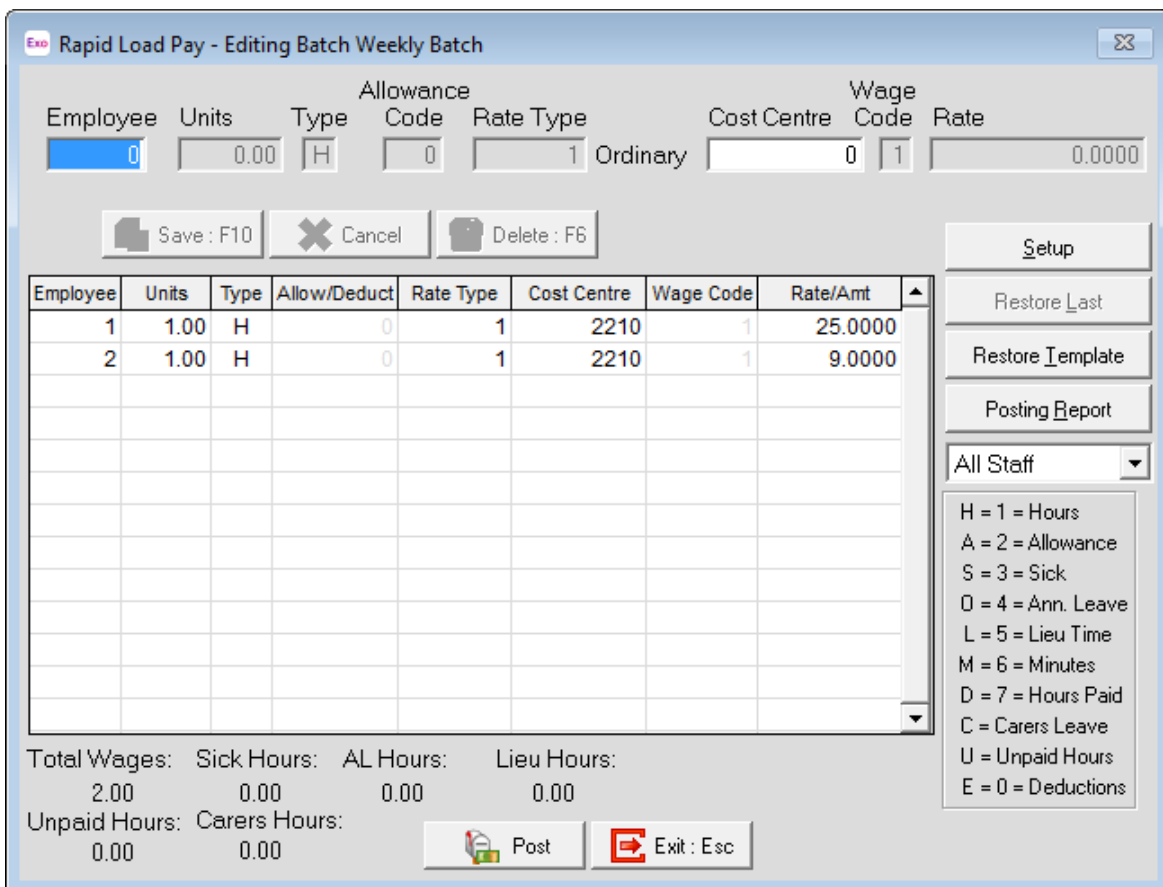
To add a batch, press F4 or click the **Add** button. You will be presented with the Batch Description window:



The batch number is automatically created by the system. Enter a name for the Batch, e.g. "Week Ending 01/05/09" or a name that will make it obvious to you what data/transactions the Batch contains. The name entered here is displayed on the Batch Selection window.

### The Rapid Data Entry Window

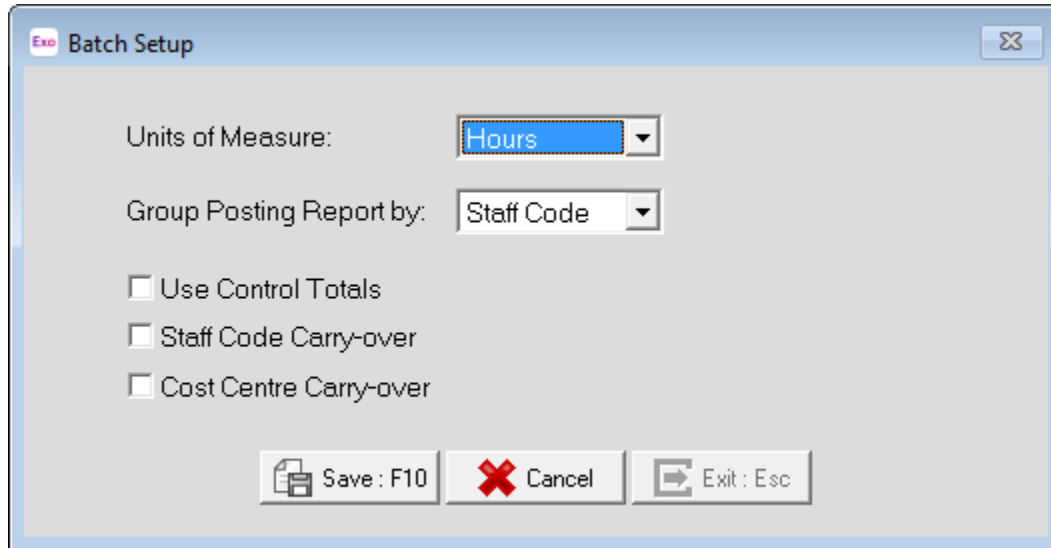
Select a batch on the Batch Selection window and click **Edit** or press F5. You will be presented with the following window:



## Rapid Load Pay Setup

Before you start using the MYOB Rapid Load Pay there are a couple of options you need to consider in the Batch Setup window. Select the **Setup** button on the right of the window.

This window allows you to change some basic settings that will make the use of the program easier for you.



**Units of Measure** Allows you to set the default unit of measure to Minutes or Hours. The default and most common is Hours.

**Group Posting Report by** This option allows you to decide the sort order for the Posting Report.

**Use Control Totals** In some cases it may be appropriate to compare your Batch transaction totals to a “Control Total” i.e. you may want to add the total hours off your timesheets and then compare these to your batch totals. If this is the case select this option with your mouse.

**Staff Code Carry-over** For those of you who are using Rapid for Timesheet or Job Costing data capture, this option means the Employee Code field in the data entry window will always default to the last Employee code entered.

**Cost Centre Carry-Over** For those of you who are using Rapid for Timesheet or Job Costing data capture, this option means the Cost Centre Code field in the data entry window will always default to the last Cost Centre code entered.

Click **Save** or press F10 to save your changes and return to the data entry window. You are now ready to start data entry.

## Data Entry

The data entry window contains two sections:

1. The data entry fields, where all transactions are added
2. The data grid, where entered transactions are displayed

**Employee Number** Enter the employee code of the person you want to start with. If you do not know the employee’s code, you can press F9 to bring up a list of employees and then select them from the list.

**NOTE:** You can only enter transactions for employees whose **Rapid Employee** option is ticked on **the Other tab of the Employee Maintenance window (see page 93)**.

**Units** Enter the number of units you want to pay, dependent upon the type selected.

**Type** The type of transaction that is being entered. Depending on whether you want to use the alpha or numeric section of your keyboard you can use either the number or letter below:

- H or 1 for Hours
- A or 2 for Allowances
- S or 3 for Sick Leave
- O or 4 for Annual Leave
- L or 5 for Lieu Time
- M or 6 for Minutes
- D or 7 for Days Paid
- C for Carer's Leave
- U for Unpaid Leave
- E or 0 for Deductions

**Allowance Code** If you are paying an allowance, enter in the corresponding allowance code here. If you do not know the Allowance code, you can press F9 to pop up a lookup list of Allowances and then select them from the list.

**Rate** This is the pay rate indicator that will be used i.e. 1 =ordinary, 2= time and a half etc. This is based on the Rate Types (see page 43) set up on the Payroll Setup window (see page 21).

**Type** Displays the name of the pay rate type being used.

**Cost Centre** Allows you to enter a cost centre code against the payment, leave as zero to use the employees default cost centre. If you do not know the Cost Centre code, you can press F9 to pop up a lookup list of Cost Centre and then select them from the list. This field would be used for the Job Numbers if you are doing Job Costing.

**Wage Code** Enter a code here for the Hourly Rate required if you are using multiple hourly rates.

**Rate** Allows you to enter an alternate pay rate for this transaction or leave as zero to use the employees default rate.

To move between fields you can use the ENTER or the TAB key. You do not need to move through all fields if you are not changing them i.e. you can just enter an Employee Code and some Hours if that is all that is needed.

**NOTE:** All fields are validated, i.e. you can only enter a valid Employee Code, Allowance, Cost Centre etc. If you want to see a list of any of these codes, press F9 at any time.

As you key and save transactions you will see them build in a list in the data grid section of the window.

## Editing Transactions

Once an item has been entered in the Transaction fields it can still be edited in the Data Grid section of the window. To do this, simply click on the line and tab to the field you want to change. You can then arrow to the line you want to edit.

## The Batch Template and Restore Template Button

If your staff are generally fairly static in the number of hours, allowances etc that they receive, you are able to set up a Template Batch, which is similar to the Standard Pay in payroll. This can then be used to create the basic data for your other batches.

This option provides you with a way of quickly creating batches where you only have a few small changes to make each pay period. Edit the Batch Template and enter any "standard" transactions i.e. 40 hours etc for each employee.

When it comes time to create a new batch you are able to copy your Template into the new batch by selecting the Restore Template button at the right of the data entry window.

## Restore Last

In some circumstances it may be necessary to restore a previously the last posted batch i.e. the posting file is corrupted in some way. This option restores the last set of posted data; if for example it was posted before some information was entered it could be brought back, changed and then posted to the payroll again.

**NOTE:** Selecting this option after having entered data into a batch will result in the loss of that data.

## Posting Report

Sends a report to the printer, which shows all the details of what will be posted to the payroll system.

## Staff Selection list

This option lets you determine how staff are displayed in the browse window. Choose from:

- **All staff** - Shows all staff to be posted
- **Specific staff** - Shows only the employee being worked on

**Post** Select this to save the details for the employee you are entering. You can also save a transaction by pressing F10 key or the + (plus) key.

## MYOB Exo Remote

If you have the MYOB Exo Remote add-on, the **Exo Remote** item in the Pay menu allows you to send employee data to a different computer for remote data entry. Exo Remote has its own Help file, which can be accessed by pressing F1 at any time.

## MYOB MyStaffInfo

The MYOB MyStaffInfo product expands the payroll operation onto a secure internet site: <https://www.mystaffinfo.com>

By releasing certain payroll-related information to employees and managers on-line, you can streamline the payroll process by:

- keeping all data in electronic form, hosted, supported and secured by MYOB
- having the employees maintain and input their own contact details, timesheets, and leave requests
- having the managers approve the payroll transactions
- having leave requests imported as reminder notes
- having timesheets imported directly into the current pay

Avoid disruptive phone calls and piles of paper - get your employees to submit their payroll queries using the in-built messaging system.

Contact the MYOB sales team today for a free presentation.

## Other Activities

### Upgrading

Several options are available to upgrade Exo Payroll from within the program itself.

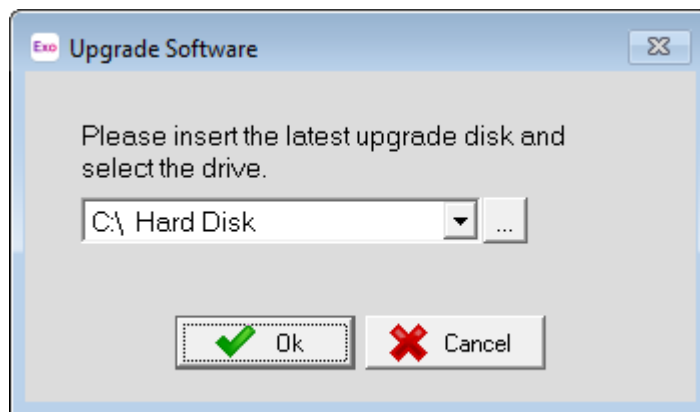
**Note:** If you are installing to a Network Location or onto a computer using Windows 2000/XP/2003 you must be logged onto the Network or Computer as a user with Administrator rights. If you are unsure contact your IT Administrator.

### Upgrading Software


You can upgrade your current version of MYOB software by selecting **Upgrade Software** from the Help menu.

**NOTE:** If several users are operating MYOB software across a network, they all must exit their MYOB software before you start the upgrade process.

Selecting this option opens the Upgrade Software window:

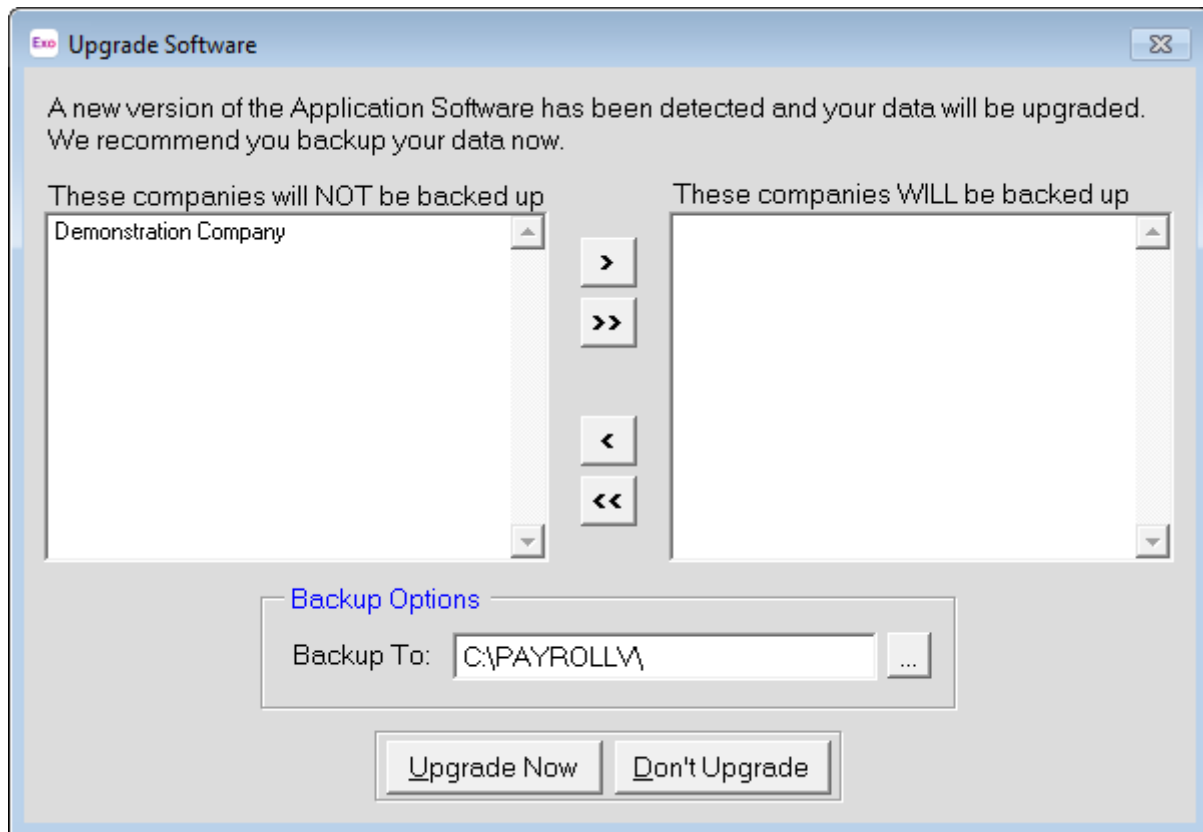


Either:

- Use the combo box to select the disk drive holding your MYOB CD.
- Click the  button to specify the location of the upgrade program (**install.exe**), which can be stored on a file server, and run from that location on the server.

Once you have selected the location of the upgrade, you will be exited from your MYOB software, for the upgrade process to begin. Follow all onscreen prompts to complete the upgrade of the Exo Payroll software. A restart may be required. After the restart, open Exo Payroll in the normal way. If a restart is not required, Exo Payroll is started automatically following the upgrade.

When you restart Exo Payroll, the upgrade process for your company files will begin automatically. The Upgrade Software window appears, prompting you to specify which companies you want to back up during the upgrade process.



Select which companies you want to back up and click the > button to move them to the list on the right. During the upgrade, a backup will be made for each company listed on the right of the window.

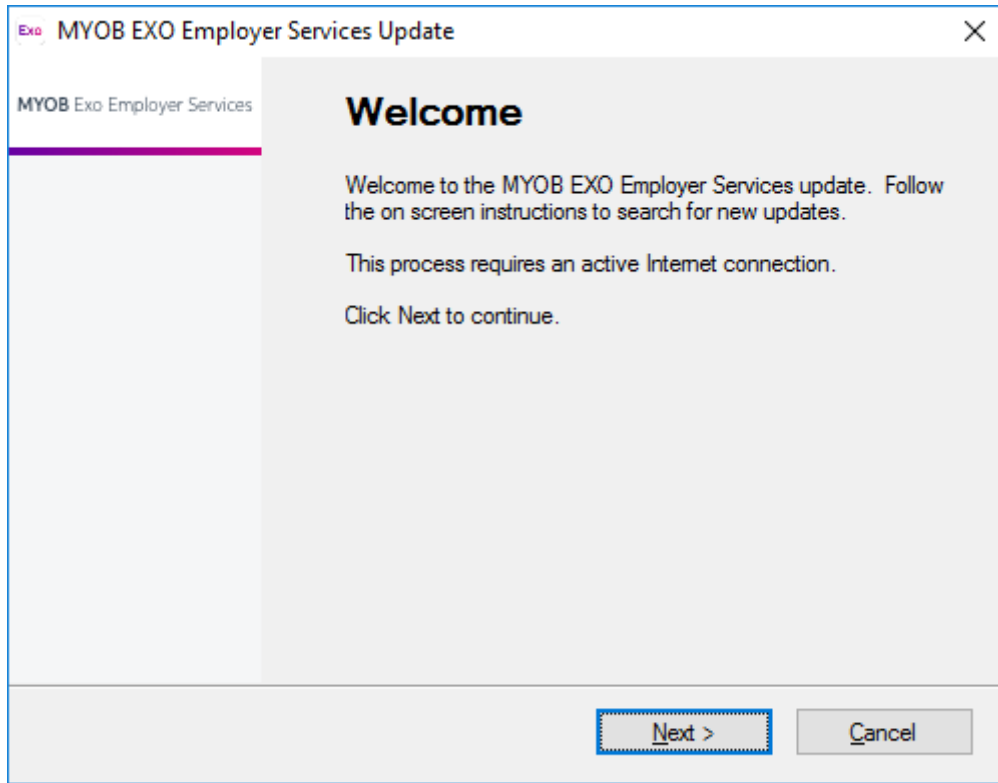
If you chose to back up your companies, the backup is performed before that company's data is upgraded. As each company is upgraded, the names of the files being upgraded are displayed in the top right corner of the window. **Do not interrupt this process. It may take several minutes.**

You may be prompted to "Convert 3.0 resource file to 6.0 format". Click **Yes**.

Once the upgrade process has finished, you will be returned to the company selection window. You can now continue using the software in the normal way.

## Upgrading Software Online

From within Exo Payroll you can check if any updates are available online, and if so, download and install them immediately. Select **Upgrade Software Online** from the Help menu. The following window is displayed:



Follow the onscreen instructions to update your software online.

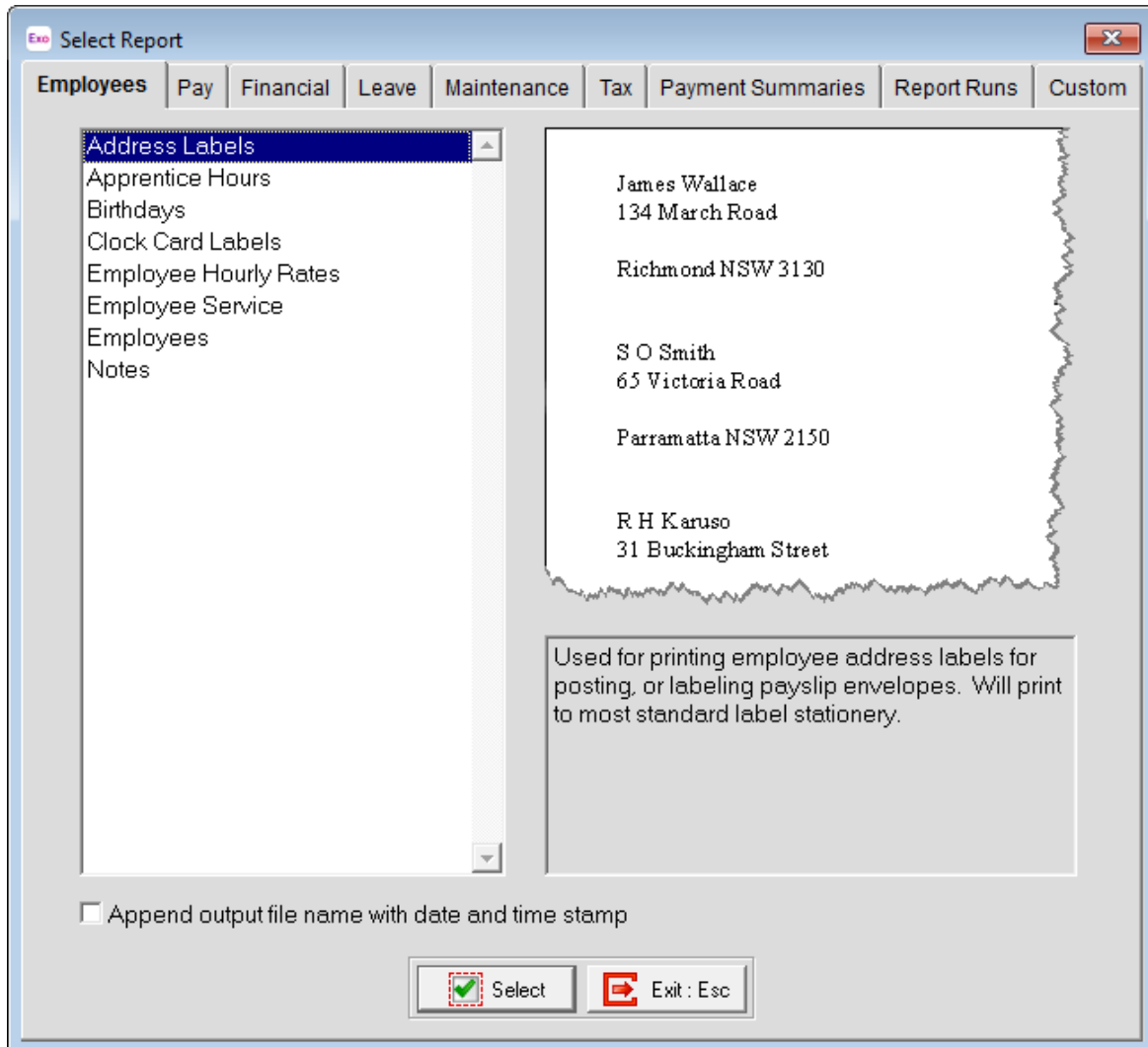
If you haven't updated your software for a while, a window will be displayed to remind you to check for updates when you exit out of the software.

## Reporting

### Printing Reports



Selecting **Print Reports** from the Reports menu or clicking the Print Reports button on the toolbar or Pay Cycle (see page 119) opens the Select Report window.



This window shows the list of reports (see page 187) you can print information from, arranged into tabs. This also shows you what each report is used for.

Ticking the **Append output file name with date and time stamp** option adds date and time information to the filenames of all report files you generate.



## MYOB EXO Payroll

Double-click on the report that you want to print or highlight it and click **Select**. This opens the Print Report options window:

The screenshot shows the 'Print Report - Payslip Custom' dialog box. It features several sections for configuring the print report:

- Sort Orders:** Sort Order 1 and Sort Order 2 are both set to 'Employee Code'.
- Selection Ranges:** A table with 'From' and 'To' columns for various fields: Pay Period Date, Employee Code, Employee Alpha, Department, Default Cost Centre, and Pay Number.
- Pay Type:** Radio buttons for 'Current' (selected), 'Selected', and 'Standard'.
- Pay Frequency:** A dropdown menu set to 'Weekly'.
- Additional Input:** Four text boxes labeled 'Note Line 1' through 'Note Line 4'.
- Details:** Four empty text boxes.
- Output Options:** 'Destination' is 'Printer', 'Printer' is 'Adobe PDF', and 'Number of Copies' is '1'. There is a 'Setup Printer' checkbox.
- Buttons:** 'Print', 'Save : F10', and 'Exit : Esc'.

Reports can be printed in a variety of ways, depending on the options selected here.

### Sort Orders

**Sort Order 1** If a choice of primary sort order is available for a particular report, the first choice will be highlighted. The options in the list differ depending on the report being printed, but can include:

- Employee Code
- Employee Alpha
- Department
- Cost Centre
- Allowance

**Sort Order 2** If a secondary sort order is available, the first choice will be highlighted. This means that the Sort Order 2 option will only be available if you have something other than Employee Code or Alpha highlighted in Sort Order 1, e.g. Department. The options in the list could include:

- Employee Code
- Employee Alpha
- Department

## Selection Ranges

**Pay Period Date** The **From:** and **To:** dates are only available if the pay frequency is other than the Current Pay Period. All Period reports (such as Pay Sheet, Payslips etc) will default to the Current Pay Frequency and as such do not require a date range.

If the window has defaulted to Current (for example) and you want to select a particular date range, go to the Pay Type section and click on **Selected**. The Cursor will then move to the Pay Period Date (From/To). Enter the from date (01/11/98 or 1998) and press Enter. Fill in the To date (30/11/98 or 1998) and press Enter.

The other choices under Selection Range would normally be left blank to ensure that all items in the range are included.

**Employee Code/Employee Alpha** Enter values here if you want a report for a particular employee or range of employees. These fields validate that you have entered a correct code. To look up a list of employee codes, enter zero here.

**Department** Enter values here if you want a report for a particular department or range of departments. These fields validate that you have entered a correct code. To look up a list of department codes, enter zero here.

**Default Cost Centre** Enter values here if you want a report for a particular Cost Centre or range of Cost Centres. These fields validate that you have entered a correct Cost Centre code. To look up a list of department codes, enter zero here.

**Pay Number** Each Pay Period is numbered. Enter values here if you want a report for a particular Pay Number.

## Pay Type

This determines the date\pay period to which the report relates. Select the type required. Choose from:

- Current - The Current Pay Period
- Selected - A selected date range
- Standard - The Standard Pay

## Pay Frequency

Select the desired pay frequency from:

- Weekly
- Fortnightly
- Bi-Monthly
- 4 Weekly
- Monthly
- Any - This option will provide a report on any frequency used within the period the report is called for. This option is only available if you select "Selected" or "Standard" for the Pay Type.

## Options

If the report has other options specific to that report, these can be accessed by clicking the **Report Options** button. Report-specific options are available for most reports on all tabs of the Select Report screen:

- Employees Tab (see page 192)
- Pay Tab (see page 193)
- Financial Tab (see page 198)
- Leave Tab (see page 201)
- Maintenance Tab (see page 203)
- Tax Tab (see page 204)
- Payment Summaries Tab (see page 204)

## Additional Input

These fields are only available on some reports, e.g. Payslips. They allow you to put in notes for the selected employee(s).

**NOTE:** These notes are not printed if the employee already has a **Payslip Note (see page 149)** specified in the Current Pay.

## Output Options

**Destination** Select where the report should be directed to. Choose from:

- Printer
- Screen
- File (PDF)
- CSV Output
- Excel Output (XLSX)
- MyStaffInfo, if the MYOB MyStaffInfo product (see page 180) is installed
- Distribution - this option lets you print, email and/or upload payslips to all or some employees in a single operation (see page 207).

**NOTE:** See the MyStaffInfo Help for information on sending reports and payslips to MyStaffInfo.

The custom payslip report (see page 205) offers an additional Email option, which emails the report to all employees who have an email address defined.

**Printer** This displays the name of the printer that you are printing to. Select the **Setup Print** option to display printing options before the report is printed; otherwise the report will be sent directly to the printer using the default options.

**File Name** This displays the name of the file that will be created when “File” or “CSV Output” are selected.

**Number of copies** The default number of copies is 1. Enter the number of copies you require.

## Available Reports

MYOB Exo Payroll has a comprehensive and ever-increasing selection of Reports, arranged into several categories. These categories appears as tabs on the Select Report window (see page 184).

The following tables list all available reports by the category that they appear in.

### Employees

Report	Description
Address Labels	Employee names in label form.
Apprentice Hours	List of Apprentices and Hours worked to-date.
Birthdays	List of employees' birthdays, start dates and ages.
Clock Card Labels	Prints out a list of labels to put on clock cards, showing the employee's code, name, department and cost centre.
Employee Hourly Rates	Listing of employees Hourly Rates.
Employee Service	Listing of period of service for each employee.
Employees	Full employee details report.
Notes	Full detailed Notes history.

### Pay

Report	Description
Allowance History	A detailed history report on any allowances paid.
Deduction History	A detailed history report on any deductions paid.
Direct Credit Schedule	Listing of Direct Credits by employee.
Exceptions	Highlights employees whose current pay is outside certain ranges.
Lost Production	Listing of hours lost due to non-productive time, i.e. sick or annual leave, for waged employees.
Non-Cash Benefits History	A detailed history report on any fringe benefits and salary sacrifice allocated.
Paid Parental Leave History	A detailed history report on all employees who received Paid Parental Leave during the specified period.
Pay Sheet	Detailed Pay Period report.

## MYOB EXO Payroll

Pay Summary	A full itemisation of all payroll expenditure, in either summary or detail form, with month-to-date and year-to-date totals.
Payment Analysis	A cash breakdown showing all payments made during a specified pay period to selected employees.
Payroll Input Form	Form used to collate Payroll data prior to punching.
Payslip	Employees Payslip, A4.
Payslip - PDF Email	Payslip used to generate small PDF files that can be emailed en masse to your employees.
Payslip Custom	Employee payslip that can be customised to suit your company's requirements (see page 205).
Superannuation History	This report shows the historical superannuation contributions transacted for each employee for a selected period.
Timesheet	Employee Timesheets.

## Financial

Report	Description
Budget	12-month forecast of Payroll costs based on today's standard pay setup.
Costing Analysis	Detailed costing report which groups expenditure, such as wages, allowances and leave, superannuation, WorkCover, payroll tax and increases in leave accruals.
General Ledger	General Ledger Journal listing for manual punching or interfacing, which groups expenditure, such as wages, allowances and leave, superannuation, WorkCover, payroll tax and increases in leave accrual.
Hours Analysis	Listing of hours worked by an employee by rate type.
Payroll Audit	Tracks the differences in the employees' gross pay, across the standard pay, last updated pay and current pay. Also displays audit notes recorded for various system events, if dates are specified for the <b>Audit Notes Between</b> fields.
Superannuation Contributions	Produces a CSV file for uploading employee superannuation contributions to external superannuation services.
Superannuation Employees	Produces a CSV file for uploading employee details to external superannuation services.

Superannuation Summary	Displays a breakdown of funds going into Superannuation schemes, with Employer Contribution vs. Employee Contribution vs. funds that are Salary Sacrificed into a scheme.
Superannuation Transfer	Lists all employer super contributions that will appear in the superannuation transfer (direct credit) file.
Trial Balance	A Summary of all Pay Details for any period i.e. YTD or MTD.
WorkCover	Detailing earnings liable for WorkCover and the rates applicable on those earnings.

## Leave

Report	Description
Annual Leave	The Annual leave liability to each employee as of the either the current open pay period or if the current pay is closed, the next current pay period to follow.
Days Taken	A log of the days on which leave was taken, within each pay period.
Leave Balances	Shows Annual leave, Sick, Long Service and Lieu liability, by unit but not in dollar values.
Leave Paid	Listing of Annual leave, Sick, Long Service and Lieu leave taken.
Leave - Dates Absent	A log of the days on which leave taken, on each calendar day.
Lieu Days/Hours	Lieu Day/Hour liability report.
Long Service Leave	Long Service Leave liability report.
Personal Leave	An extension of the Leave Paid report, the Personal leave report details the sick leave and carer's leave transacted for each pay period, along with number of days taken without a medical certificate, during that period.
Personal Leave Entitlement	The personal leave liability to each employee as of either the current open pay period or, if the current pay is closed, the next current pay period to follow.
Rostered Days Off Balances	Shows the current balance of accrued Rostered Days Off per employee.
Rostered Days Off History	Shows how many Rostered Days Off have been accrued and taken, per employee, over the supplied pay period date range.
Unpaid Leave	Listing of Unpaid Leave taken.

**Maintenance**

Report	Description
Allowances	Allowance masterfile listing.
Cost Centres	Listing of Cost Centres.
Deductions	Deduction masterfile listing.
Departments	Department masterfile listing.
Non-Cash Benefits	Non-Cash Benefits masterfile listing.
Superannuations	This report shows the configuration of all your superannuation contributions.
User Security	This report lists all the users that have access to the system and the areas they can access.

**Tax**

Report	Description
PAYG for BAS	Provides tax information for the Business Activity Statement.
Payroll Tax	There are eight Payroll Tax reports, one for each Australian State, which outline the Payroll tax to pay. Wages paid inside your State will be taxed according to the current Payroll Tax rate and thresholds for your State. The wages you pay to workers whose place of work is outside of your State will appear in the Interstate Wages column and will be taxed accordingly. Ensure your employees are costed to the correct Cost Centre and that your Cost Centres link to the correct States.

**Payment Summaries**

Report	Description
Amended BPS Amended ETP Amended INB Amended Electronic File	These reports allow you to submit amendments to Payment Summaries that have already been submitted to the ATO.
Business and Personal Services	An ATO Authorised PAYG Payment Summary for contractors, printed at year end. Can be generated to file for electronic filing.
Electronic File	The Electronic File Format for the Individual Non-Business Payment Summary, including ETP components (also called the Payment Summary Annual Report, or PSAR, file).

Employment Termination Payment	A breakdown of Eligible Termination Payments, as generated from the Termination Wizard (see page 149).
Individual Non-Business	An ATO Authorised PAYG Payment Summary for Individuals - Non Business, printed at year end. Can be generated to file for electronic filing.
Voluntary Payment	An ATO Authorised PAYG Payment Summary for contractors, printed at year end for periods prior to 1 July 2009. Can be generated to file for electronic filing.

**NOTE:** As of 1 July 2009, the Voluntary Payment summary is obsolete. This report will not generate any results if the **From Date** field is 01/07/2009 or later.

## Report Options

### *Employees Tab*

#### Address Labels

- Print payslip name - shows the payslip name as given in the Employee Maintenance window, as opposed to Surname, First Name.
- Show terminated employees - include ex-employees in the report.
- Label type - if you have Avery sticky labels you can select a label type here to pre-format the report to exact measurements.

#### Apprentice Hours

- Show terminated employees - include ex-employees in the report.

#### Birthdays

- Show average age - displays the average age of the selected group of employees at the bottom right.
- Hide employee age - hides the employee's age.

#### Clock Card Labels

- Print payslip name - shows the payslip name as given in the Employee Maintenance window, as opposed to Surname, First Name.
- Label type - if you have Avery sticky labels you can select a label type here to pre-format the report to exact measurements.

#### Employee Hourly Rates

- Print each department/cost centre on a new page - start a new page for each department/cost centre, when sorting by department/cost centre.
- Show All Employees - show all employees regardless of whether or not they are waged or salaried.
- Show Wages Employees - show only waged employees, exclude salaried employees.
- Show Salary Employees - show only salaried employees - will show the standard salary rather than an hourly rate.
- Report Layout - choose from Landscape or Portrait orientation.



## **Employee Service**

None.

## **Employees**

- Show terminated employees - include ex-employees in the report.
- Show telephone number - include the contact phone number and/or mobile number.
- Show address - include the contact address.
- Show employee details - include the occupation, employment, ACC and taxation status.
- Show leave entitlements - include contractual leave entitlement rules for these leave types as specified in the leave entitlements tabs of the Employee Maintenance window.
- Show notes - include the contents of the Notes tab for the specified employee.
- Show user defined fields – display the optional custom fields that are stored in the Other page tab of the Employee Maintenance window.
- Show Department/Cost Centre on a new page - start a new page for each department/cost centre, when sorting.
- Show only terminated employees - display only ex-employees in the report.

## **Notes**

None.

## **Pay Tab**

### **Allowance History**

- Detail report - if the report is for a selected date range, shows a date, total units and dollar amount of the allowance for each pay.
- Print each department/cost centre/allowance on a new page - start a new page for each department/cost centre/allowance, when sorting by department/cost centre/allowance code.
- Show zero allowances - choose whether to include allowances with an amount or zero.
- Select pay using - choose whether to report on pays based on their Pay Period End Date or Physical Pay Date.

### **Deduction History**

- Detail report - if the report is over a selected date range, shows a date and dollar amount of the deduction for each pay. Leave this option off for a summary report.
- Print each department/cost centre/deduction on a new page - start a new page for each department/cost centre/deduction, when sorting by department/cost centre/deduction code.
- Select pay using - choose whether to report on pays based on their Pay Period End Date or Physical Pay Date.

### **Direct Credit Schedule**

- Print each department/cost centre on a new page - start a new page for each department/cost centre, when sorting by department/cost centre.
- Show payer details - show your company's name, bank account and particulars in the report header.
- Orientation - choose from Landscape or Portrait orientation.

## Exceptions

- Detail report - if the report is over a selected date range, show a date and breakdown of each pay for each pay period
- Summary report - if the report is over a selected date range, show only totals from the pay periods that fall within the given date range.

## Lost Production

- Print each department/cost centre on a new page - starts a new page for each department/cost centre, when sorting by department/cost centre.

## Non-Cash Benefits History

- Non-cash benefit on a new page - starts printing at the top of a new page for each non-cash benefit.
- Print each department on a new page - starts a new page for each department.
- Detail report - if the report is over a selected date range, shows a date, total units and dollar amount of each benefit transaction in the pay.
- Summary report - if the report is over a selected date range, this report shows a sum for each occurrence of a new benefit in the pay.
- Select pay using - choose whether to report on pays based on their Pay Period End Date or Physical Pay Date.

## Paid Parental Leave History

- Detailed report - provide greater depth of information. Leave this option off to see a summarised view.
- Print each department/cost centre on a new page - start a new page for each department/cost centre, when sorting by department/cost centre.
- Show zero paid parental leave - Include employees who have zero paid parental leave recorded against them.

## Pay Sheet

- Detail report - provide greater depth of information, actual wage, allowance and deduction lines. Leave this option off to see a summarised view (totals only for wages allowances and deductions).
- Print each department on a new page - start a new page for each department.
- Portrait report - tick this option for Portrait orientation, untick it for Landscape view.
- Print report using - select whether to print the report by Pay Period End Date or Physical Pay Date.
- Show employer superannuation - tick this option to include employer superannuation amounts on the report.
- Show non-cash benefits - tick this option to include Non-Cash Benefit amounts on the report.

## Pay Summary

- Show Details - shows a line for each transaction including the units and dollar amount, plus a total line for each transaction type. Leave this option off in order to show just the total line for each transaction type.

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- Show Month and Year to Date - in addition to a column that shows figures for the actual date range being queried, the report can also show a column with figures that accumulate from the start of the month being queried, and a column with figures that accumulate from the start of the financial year being queried.
- WorkCover – Use Grossed up value for Fringe Benefits - factor in the applicable fringe benefit tax and/or GST input credits by multiplying the transacted Fringe Benefit amount by the relevant gross up rate, as derived from the Fringe Benefit Type setting in the Non Cash Benefits masterfile. The GST that is to be applied to the WorkCover levy itself is handled via a separate GST Rate (%) input field, on the Print Report window, for this report.
- Show individual Wages - shows the breakdown of each employee's wages.
- Show individual Allowances - shows a breakdown of each employee's allowances.
- Show individual Deductions - shows a breakdown of each employee's deductions.
- Show individual Non-Cash Benefits - shows a breakdown of each employee's non-cash benefits.
- Show individual Superannuations - shows a breakdown of each employee's superannuation contributions.
- Show terminated employees - select to include terminated employees in the report.
- Show only terminated employees - only employees who have been terminated will be included in the report.
- Print report using pay period end date - the report will show any pays with a pay period end date of 1 July and greater.
- Print report using physical pay date - the report will show any pays with a physical pay date of 1 July and greater.
- Show apprentices - select whether to report on all employees, on all employees except for apprentices or on apprentices only.

## Payment Analysis

- Print each department on a new page - start a new page for each department.
- Show all transactions - show transactions of all types: cash, cheque, and direct credit.
- Signature list only - so that employees can sign off their wages. Usually printed together with a normal payment analysis.
- Exclude direct credits details - don't show direct credits, just cash and cheque analysis.

## Payroll Input Form

None.

## Payslip

- Show Company Name - displays the company name at the top of each payslip, as provided in Payroll Setup window.
- Show Address - shows address as given in the Employee Maintenance window.
- Show Hourly Rate - an extra line apart from the wages lines, to indicate the employee's base hourly rate from the standard pay. If the employee is salaried, this option will print the employee's annual salary instead.
- Show Annual Leave Entitlement - displays the current annual leave entitlements inclusive of the current pay, assuming that the current pay is open.
- Show Personal Leave Entitlement - displays the current sick pay entitlements inclusive of the current pay, assuming that the current pay is open.
- Show Lieu Entitlement - displays the current lieu day entitlements inclusive of the current pay, assuming that the current pay is open.
- Show Long Service Leave Entitlement - displays the current long service entitlements inclusive of the current pay, assuming that the current pay is open.

- Show Year to Date Totals - displays current gross earnings, PAYG and student loan repayments for the tax year that the pay period falls into.
- Print Summary Slip - prints a separate sheet of totals for the pay at the end of the payslip run.
- Only print pays that have changed - hides the employee from the report if the current pay is identical to the standard pay.
- Show lines - show line separators between header and footer, for cosmetic enhancement.
- Show titles - show the titles usually pre-printed on the payslip paper.
- Show Direct Credit information - show the bank account numbers for any direct credits in the pay.
- Show Shift Leave Entitlement - displays the current shift leave entitlements inclusive of the current pay, assuming that the current pay is open.
- Show Other Leave Entitlement - displays the current other leave entitlements inclusive of the current pay, assuming that the current pay is open.
- Show Rostered Days Off - displays the current Rostered Days Off entitlements inclusive of the current pay, assuming that the current pay is open.
- Show MTD for Super Guarantee Scheme - displays a Month to Date total of employer superannuation.
- Show Year to Date Superannuation - displays a Year to Date total of employer and employee superannuation (the Show Year to Date Totals option must also be enabled).
- Wages lines in Detail - show individual wage lines as they appear in the current pay wages window, and a total for the wages lines at bottom.
- Wages lines in Summary - show only a total across all wages lines in the pay, rather than each line by units, rate and rate type.
- Top Margin Adjustment - used for the A4 security payslip; enables you to increase or decrease the top margin by 5mm either way. Useful if you want the payslip to start printing higher or lower on the page.
- Calculate YTD Totals - choose how to calculate Year to Date totals. Choose from:
  - using the pay period end date - the report will start the year to date accrual with pays which have a pay period end date of 1 July or greater. Matches Accounting reports such as the Trial Balance.
  - using the physical pay date - the report will start the year to date accrual with pays which have a physical payment day that falls on 1 July or greater. Matches Tax reports such as the PAYG Payment Summary.
- Print Report Using - you may elect to date pays by their pay period end date (earnings method), which matches Accounting reports such as the Trial Balance, or by their physical payment date (receipts method), which matches Tax reports such as the PAYG Payment Summary.

### Payslip - PDF Email

As for the Payslip report.

### Payslip Custom

**NOTE:** Custom payslip layouts are set up in the [Payslip section of the Setup Payroll window](#) (see page 41).

- Print Summary Slip - prints a separate sheet of totals for the pay at the end of the payslip run.
- Show Company Name - displays the company name at the top of each payslip, as provided in Payroll Setup window.
- Show Address - shows address as given in the Employee Maintenance window.

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- Show Hourly Rate - an extra line apart from the wages lines, to indicate the employee's base hourly rate from the standard pay. If the employee is salaried, this option will print the employee's annual salary instead.
- Show Annual Leave Entitlement - displays the current annual leave entitlements inclusive of the current pay, assuming that the current pay is open.
- Show Personal Leave Entitlement - displays the current sick pay entitlements inclusive of the current pay, assuming that the current pay is open.
- Show Lieu Entitlement - displays the current lieu day entitlements inclusive of the current pay, assuming that the current pay is open.
- Show Long Service Leave Entitlement - displays the current long service entitlements inclusive of the current pay, assuming that the current pay is open.
- Show Direct Credit information - show the bank account numbers for any direct credits in the pay.
- Show Rostered Days Off - displays the current Rostered Days Off entitlements inclusive of the current pay, assuming that the current pay is open.
- Show Year to Date Totals - displays current gross earnings, PAYG and student loan repayments for the tax year that the pay period falls into.
- Show YTD Superannuation - displays a Year to Date total of employer and employee superannuation (the Show Year to Date Totals option must also be enabled).
- Show MTD for Super Guarantee Scheme - displays a Month to Date total of employer superannuation.
- Only print pays that have changed - hides the employee from the report if the current pay is identical to the standard pay.
- Calculate YTD Totals and Print YTD Totals - choose how to calculate and display Year-to-Date totals. Choose from:
  - pay period end date - the report will start the Year-to-Date accrual with pays that have a Pay Period End Date of 1 July or later.
  - physical pay date - the report will start the Year-to-Date accrual with pays that have a Physical Payment Date of 1 July or later.
- Print report using - you may elect to date pays by their pay period end date (earnings method), which matches Accounting reports such as the Trial Balance, or by their physical payment date (receipts method), which matches Tax reports such as the PAYG Payment Summary.
- Wage lines - choose how to display employees' wage lines:
  - Detail - show individual wage lines as they appear in the current pay wages window, and a total for the wages lines at bottom.
  - Summary - show only a total across all wages lines in the pay, rather than each line by units, rate and rate type.
- Print payslip layout - Choose which custom payslip layout to use when printing payslips: A4, A5 or MYOB A4 Security.
- Email payslip layout - Choose which custom payslip layout to use when emailing payslips: A4, A5 or MYOB A4 Security.

### Superannuation History

- Show Department/Cost Centre on a new page - start a new page for each department/cost centre, when sorting by department or cost centre.
- Hide employee superannuation - tick to exclude employee contributions from the report.
- Hide employer superannuation - tick to exclude employer contributions from the report.
- Print report using - choose whether to report on pays based on their Pay Period End Date or Physical Pay Date.

## Timesheet

- Print each employee on a new page - allows you to print a timesheet for each employee on a separate page, rather than a generic timesheet for all employees.
- Start Day - allows you to specify which day of the week that the first Heading input field corresponds to, i.e. the start day of your roster.

## Financial Tab

### Budget

- Detail report - display a breakdown of how of each employee's wage lines, allowance lines and salary contribute to the projected annual earnings.
- Summary report - display only a total of wages, allowances and salary per employee, for the projected annual earnings.

### Costing Analysis

- Show detail - show each transaction in the pay, and how it accumulates towards the cost centre. Turn off to see only transaction totals per cost centre.
- Show wage hours - shows the actual hours worked alongside the wage line.
- Print each department on a new page - start a new page for each department.
- Show employee totals - use in combination with the Summary view to see totals per cost centre plus totals for employees within that cost centre, without having to see all the transaction details.
- Hide salary amounts - prevent salaries from factoring into the totals per cost centre and the grand total - useful when you only want to see wages expense.
- Hide wage hours - hide the hours paid as wages from the report.
- Hide allowance amounts - prevent allowances from factoring into the totals per cost centre and the grand total.
- Hide annual leave amounts - prevent annual leave from factoring into the totals per cost centre and the grand total.
- Hide personal leave amounts - prevent personal leave from factoring into the totals per cost centre and the grand total.
- Hide long service leave amounts - prevent long service leave from factoring into the totals per cost centre and the grand total.
- Hide shift leave amounts - prevent shift leave from factoring into the totals per cost centre and the grand total.
- Hide other leave amounts - prevent other leave from factoring into the totals per cost centre and the grand total.
- Hide deductions amounts - prevent deductions from factoring into the totals per cost centre and the grand total.
- Hide leave accruals - prevent leave accruals from factoring into the totals per cost centre and the grand total.
- Hide WorkCover - prevent WorkCover from factoring into the totals per cost centre and the grand total.
- Hide superannuation deduction amounts - prevent superannuation contributions from factoring into the totals per cost centre and the grand total.
- Hide non-cash benefits - prevent non-cash benefits from factoring into the totals per cost centre and the grand total.
- Use Grossed up value for Fringe Benefits - when calculating WorkCover levies on fringe benefits, use the grossed-up value of the fringe benefit.

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- Hide superannuation payment amounts - prevent superannuation contributions from factoring into the totals per cost centre and the grand total.
- Select Pays Using - you may elect to date locate pays by their Pay Period End Date (earnings method), which matches Accounting reports such as the Trial Balance, or by their Physical Payment Date (receipts method), which matches Tax reports such as the PAYG Payment Summary.

## General Ledger

- Show employee totals - shows total hours, debits and credits for each employee. Useful in the summary view when you want to see how the summarised total is spread over the employees without having to see each transaction. Useful in the detailed view when you want to see the total result of each employee's transaction. Not recommended when you are exporting the general file.
- Create a batch file - tells the system to output general ledger data to an accounting package such as ACCPAC 16-bit, DacEasy, Quantum-5, Cashbook, Global 3000, GECL General Ledger, or ASCII version 1. For other file formats such as ACCPAC 32-bit, Attache, Decfin, Greentree, NZA Gold, Sage, or Visual Cashbook, use the General Ledger Exporter (Reports menu->Export General Ledger).
- Hide Leave Accruals - hide accruals for annual leave, personal leave, long service leave and rostered days off from the report.
- Use Grossed Up value for Fringe Benefits - when calculating WorkCover levies on fringe benefits use the grossed-up value of the fringe benefit.
- Hide WorkCover - prevent WorkCover from factoring into the report.
- Hide superannuation payment amounts - prevent superannuation payment amounts from factoring into the report.
- Export all general ledger payments - always export all of the transactions in the pay.
- Export only payments not yet posted - when you create a GL file, the transactions in it are deemed to be 'posted' to the general ledger. Using this option avoids doubled-up postings, in that if there is a mistake in the GL file and you have to recreate it, only the transactions that are new to the second file will be posted, and the same accounts won't be processed twice.
- Export to accounting software - choose your file format here.
- Summary Report - Show only totals for the given sort order, e.g. totals per employee, totals per GL code, without showing the details of the transaction.
- Detail Report - Show each transactions in the pay and total them, for the given sort order, e.g. totals per employee and the breakdown of the pay for the employee, totals for the GL code, broken down into totals for the employee, and broken down further into each individual transaction.

## Hours Analysis

- Detail report - if the report is over a selected date range, show a date and breakdown of hours for each wage line in the employee's pay.
- Show Employee Totals - In the detail view you get a breakdown of hours by wage line for the employee, this option gives the sum of those wages lines, for the employee.
- Show Amount Analysis - shows a dollar value for the hours worked at the specified rate type for each employee.
- Show Premium Amounts - provides an analysis of the difference, or "premium" between ordinary dollars and overtime dollars.
- Print each department/cost centre on a new page - start a new page for each department/cost centre, when sorting by department/cost centre.
- Show terminated employees - include ex-employees in the report.

## Payroll Audit

- Ignore Casual Employees - casual employees can often create variances, because they are paid intermittently. Although the variances exist, they are often not the kind of variances you want to see—if so, turn this option on to eliminate casual variances.

## Superannuation Contributions/Employees

- Export to CSV using - specifies whether records should be exported using the Pay Period End Date or Physical Pay Date. Available for Superannuation Contributions only.
- Show terminated employees - include ex-employees in the report. Available for Superannuation Employees only.

The **Output Options** dropdown contains options specific to these reports:

- CSV Output - this is the standard output format used by other reports, which allows the user to select the fields to output and what order they should be in.
- QuickSuper - selecting this option exports employee details in the format used by the QuickSuper SMSF Gateway.
- SuperChoice - selecting this option exports employee details in the format used by the SuperChoice superannuation contribution exchange service.
- SuperStreamAFF - this option exports data in the Alternative File Format specified by the SuperStream standard, for submission to a SuperStream certified product.

The Print Report window also lets you enter a **QS Employer ID** number, which may be necessary when exporting to QuickSuper.

## Superannuation Summary

- Employer contributions only - hides the employee contributions from the report.
- Show terminated employees - include ex-employees in the report (recommended).
- One CSV file per provider - recommended when superannuation contributions will need to be forwarded to various superannuation providers, as opposed to just one provider. When the report destination is set to CSV, this option will tell the system to group transactions against each provider and then create a separate CSV file for each provider, with a naming convention of filename\_providername.csv.
- Show employee membership number - show the employee's superannuation fund membership number on the report.
- Print each provider on a new page - each superannuation provider will be displayed on a separate page. A grand total will be printed on the final (separate) page.
- Print Report Using - you may elect to date pays by their pay period end date (earnings method), which matches Accounting reports such as the Trial Balance, or by their physical payment date (receipts method), which matches Tax reports such as the PAYG Payment Summary.

## Superannuation Transfer

- Print each department/cost centre on a new page - start a new page for each department/cost centre, when sorting by department/cost centre.
- Show payer details - shows your company's name, bank account and particulars in the report header.
- Select Pays Using - you may elect to date locate pays by their pay period end date (earnings method), which matches Accounting reports such as the Trial Balance, or by their



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physical payment date (receipts method), which matches Tax reports such as the PAYG Payment Summary.

### **Trial Balance**

- Detail report - if the report is over a selected date range, shows a record for each pay for each employee rather than a total for all pays for each employee.
- Print Each Department on a new page - starts a new page for each department rather than a total for all pays for each employee.
- Orientation - choose from Landscape or Portrait orientation. The landscape version offers an extended breakdown of leave paid.

### **WorkCover**

- Show Employee Detail - displays a breakdown of how each employee has contributed to the final WorkCover value.
- Used Gross up value for Fringe Benefits - factor in the applicable fringe benefit tax and/or gist input credits by multiplying the transacted Fringe Benefit amount by the relevant gross up rate, as derived from the Fringe Benefit Type setting in the Non Cash Benefits masterfile.
- Select Pays Using - you may elect to locate pays by their pay period end date (earnings method), which matches Accounting reports such as the Trial Balance, or by their physical payment date (receipts method), which matches Tax reports such as the PAYG Payment Summary.

## **Leave Tab**

### **Annual Leave**

- Print each department/cost centre on a new page - start a new page for each department/cost centre, when sorting by department/cost centre.
- Hide staff with 0 balance - employees who do not currently have an annual leave entitlement will not show.

### **Days Taken**

- Print each department/cost centre on a new page - start a new page for each department/cost centre, when sorting by department/cost centre.

### **Leave Balances**

- Print each department/cost centre on a new page - start a new page for each department/cost centre, when sorting by department/cost centre.
- Hide annual leave entitlement - don't show currently outstanding annual leave.
- Hide sick entitlement - don't show currently outstanding sick pay.
- Hide long service entitlement - don't show currently outstanding long service leave.
- Hide lieu entitlement - don't show currently outstanding lieu time.
- Hide shift leave entitlement - don't show currently outstanding shift leave.
- Hide other leave entitlement - don't show currently outstanding other leave.
- Show Terminated Employees - includes ex-employees in the report
- Hide annual leave valuation - don't show the value of annual leave
- Hide sick leave valuation - don't show the value of sick leave.
- Hide long service leave valuation - don't show the value of long service leave.

- Hide lieu valuation - don't show the value of lieu time.
- Hide shift leave valuations - don't show the value of shift leave.
- Hide other leave valuations - don't show the value of other leave.
- Hide carer's leave - don't show the current outstanding carer's leave.
- Hide carer's leave valuation - don't show the value of carer's leave.
- Hide employees with zero leave balance - don't show employees with a zero leave balance.
- Hide Rostered Days Off - don't show the RDO Hours column.
- Hide Rostered Days Off valuation - don't show the RDO Value column.
- Show Extra Fields - by default, the report shows Rostered Days Off information; you can use this setting to show User-Defined Leave in place of Rostered Days Off.

### Leave Paid

- Print each department/cost centre on a new page - start a new page for each department/cost centre, when sorting by department/cost centre.
- Hide employees with no leave paid - show only the employees who were paid leave, within the given date range.
- Detail report - if the report is over a selected date range, show a date and total units of leave paid for each pay.
- Summary report - if the report is over a selected date range, show only the total units of leave paid across all pays within the given date range.

### Leave - Dates Absent

- Print each department/cost centre on a new page - start a new page for each department/cost centre, when sorting by department/cost centre.

### Lieu Days/Hours

- Show History - if the report is over a selected date range, show a date and the lieu time worked or taken for each pay.
- Print each department/cost centre on a new page - start a new page for each department/cost centre, when sorting by department/cost centre.

### Long Service Leave

- Print each department/cost centre on a new page - start a new page for each department/cost centre, when sorting by department/cost centre.
- Don't show staff with zero balance - employees who do not currently have a long service entitlement will not show.

### Personal Leave

- Print each department/cost centre on a new page - start a new page for each department/cost centre, when sorting by department/cost centre.
- Hide employees with no leave paid - prevent employees who were not paid sick leave or carer's leave from appearing on the report.
- Detail report - if the report is over a selected date range, this report shows a date and the total units of leave paid for each pay.
- Summary report - if the report is over a selected date range, this report shows only the total units of leave paid, it doesn't show individual transactions.

### **Personal Leave Entitlement**

- New page per Department - start a new page for each department code.
- Don't show staff with 0 balance - hide employees who have no personal leave outstanding.

### **Rostered Days Off Balances**

- Show terminated employees - includes ex-employees in the report (recommended).

### **Rostered Days Off History**

- Show terminated employees - include ex-employees in the report (recommended).
- Detail/Summary - in detail view, if the report is over a selected date range, show a date and number of hours accrued or taken for each pay, rather than just a summary of hours accrued and taken.

### **Unpaid Leave**

- Print each department/cost centre on a new page - start a new page for each department/cost centre, when sorting by department/cost centre.

## ***Report Options - Maintenance Tab***

### **Allowances**

- Show Payment Summary Allowance Type - display the type of earnings that each allowance is grouped under on the PAYG Payment Summary.
- Show STP Allowance Type - display the type of earnings that each allowance is grouped under in Single Touch Payroll data.

### **Cost Centres**

None.

### **Deductions**

- Show Payment Summary Deduction Type - display the category that each deduction is grouped under on the PAYG Payment Summary.
- Show STP Deduction Type - display each deduction's Single Touch Payroll reporting type.

### **Departments**

None.

### **Non-Cash Benefits**

- Orientation - choose from Landscape (recommended) or Portrait orientation.

## Superannuations

- Show Type – All - select to show all superannuation contributions set up in the Superannuations masterfile.
- Show Type – Deductions - select to show only superannuation contributions set up as deduction types (Salary Sacrifice or Employee Contributions) in the Superannuations masterfile.
- Show Type – Non-Cash benefits only - select to show only superannuation contributions set up as non-cash benefit types (Employer Contributions) in the Superannuations masterfile.

## User Security

None.

## Tax Tab

### PAYG for BAS

None.

## Payroll Tax

- Apply Rounding to Report Totals - Employers in New South Wales have the option to declare taxable values without cents (recommended).
- Select Pays Using - You may elect to date locate pays by their pay period end date (earnings method), which matches Accounting reports such as the Trial Balance, or by their physical payment date (receipts method), which matches Tax reports such as the PAYG Payment Summary.

## Payment Summaries Tab

### Amended BPS

- Print the summary on - choose from two different report layouts: Window Facing or Z-Fold.

### Amended ETP

- Print the summary on - choose from two different report layouts: Window Facing or Z-Fold.

### Amended INB

- Print the summary on - choose from two different report layouts: Window Facing or Z-Fold.

### Amended Electronic File

None.

## Business and Personal Services

- Print the summary on - choose from two different report layouts: Window Facing or Z-Fold.

### Electronic File

- Preview and Print Magnetic Media Form - select this option to print out a copy of the ATO Magnetic media information form once the Electronic file is generated.

### Employment Termination Payment

- Print the summary on - choose from two different report layouts: Window Facing or Z-Fold.

### Individual Non-Business

- Print the summary on - choose from two different report layouts: Window Facing or Z-Fold.

### Voluntary Payment

None.

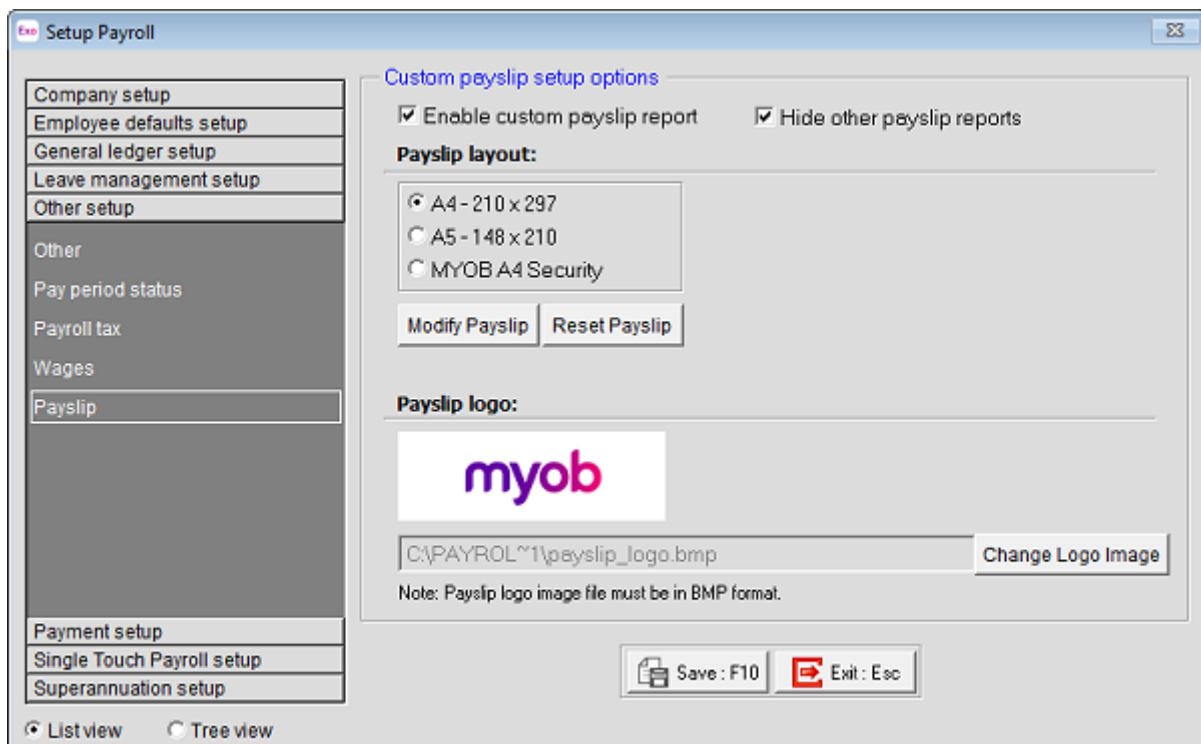
**NOTE:** As of 1 July 2009, the Voluntary Payment summary is obsolete. This report will not generate any results if the **From Date** field is 1 July 2009 or later.

## Custom Payslip

MYOB EXO Payroll includes a payslip report that can be fully customized to suit your company's needs.

### Setting up the Custom Payslip

Before the custom payslip can be used, it must be enabled and configured. Open the Payslip section of the Setup Payroll window (see page 41).



**Enable custom payslip report** Tick this option to enable the Payslip Custom report on the Pay tab of the Select Report window. To edit the custom payslip (see page 205), click the **Modify Custom Payslip** button. To restore the report to its default state, click the **Reset Custom Payslip** button.

**Hide other payslip reports** If the custom payslip has been enabled, you can tick this option to hide all other payslip reports on the Select Report window.

**Payslip layout** Exo Payroll allows you to set up and use three different custom reports in the following layouts:

- A4 (210mm x 297mm)
- A5 (148mm x 210mm)
- MYOB A4 Security

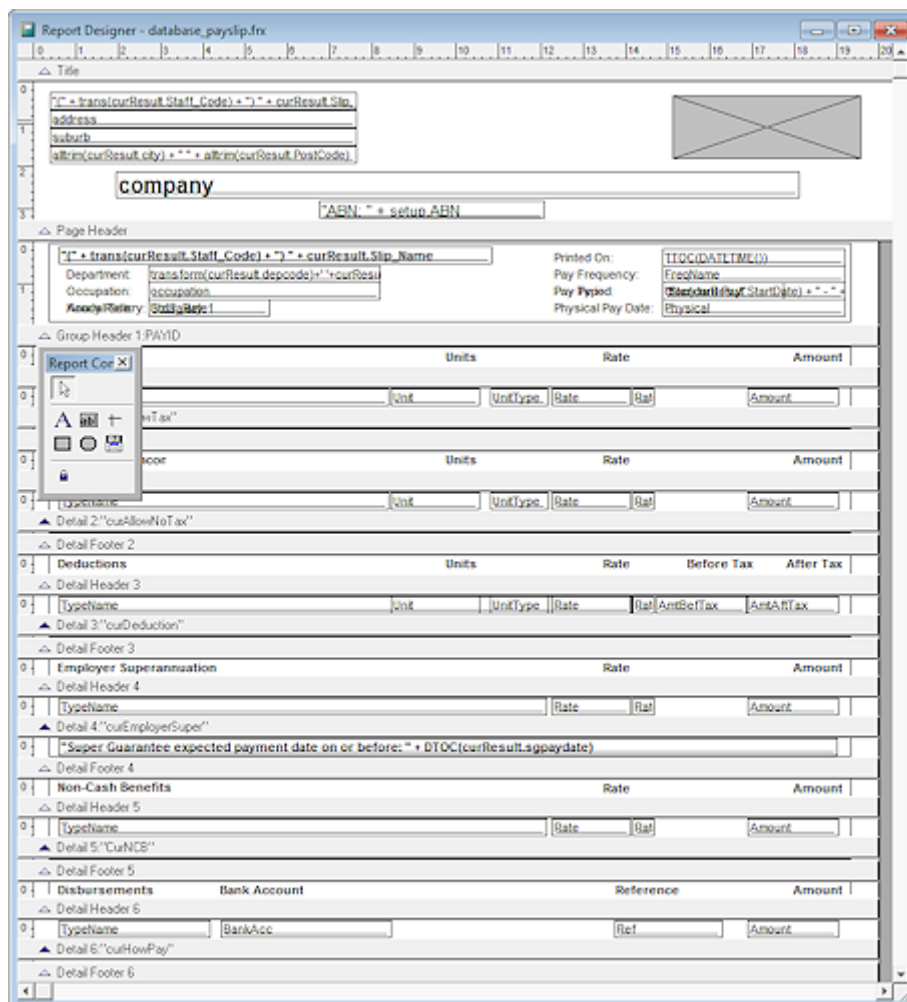
Select the layout format of the custom payslip to edit. You can specify which layout to use when printing or emailing reports as part of the report options for the Payslip Custom report (see page 193).

**Payslip logo** The custom payslip report displays a logo image at the top right of the report. By default, this displays the MYOB logo - you can replace this with your own company's logo by clicking Change Logo Image and specifying a new image.

**NOTE:** Logo images must be in BMP format. The image you select may be stretched or shrunk to fit the picture frame, depending on how the frame's properties have been set.

### Modifying the Custom Payslip







To edit the custom payslip, select the layout you want to edit and click the **Modify Custom Payslip** button on the Payslip Setup window. The Report Designer window opens:



Make any changes to the report - when you close it, you will be prompted to save. If you want to undo all of your customisations and restore the report to its default state, click the **Reset Custom Payslip** button on the Payslip Setup window.

You can edit the report in the following ways:

- To edit the report page size or setup, right-click on a blank area of the report and select Properties. The Report Page Setup window appears, which lets you edit the size and format of the report.
- To resize a section of the report, click on the section name and drag up or down.
- To resize a field or label, click on it and dragging the sizing controls at its corners and edges.
- To delete a field or label, click on it and press DELETE.
- To edit the properties of a field or label, double-click on it or right-click and select Properties. A window opens displaying properties relevant to the type of field or label.
- To add objects to the report, click one of the buttons on the floating Report Controls toolbar:

Button	Function
	Add a label
	Add a field
	Add a line
	Add a rectangle
	Add an oval
	Add an image

- Click on the appropriate button, then click and drag on the report to add the object and set its size. When adding an image, you must double-click on the image frame to bring up its properties window, where you can select the image file to display.

**NOTE:** The properties window for an image also contains options for how to resize the image if its dimensions aren't the same as the frame's.

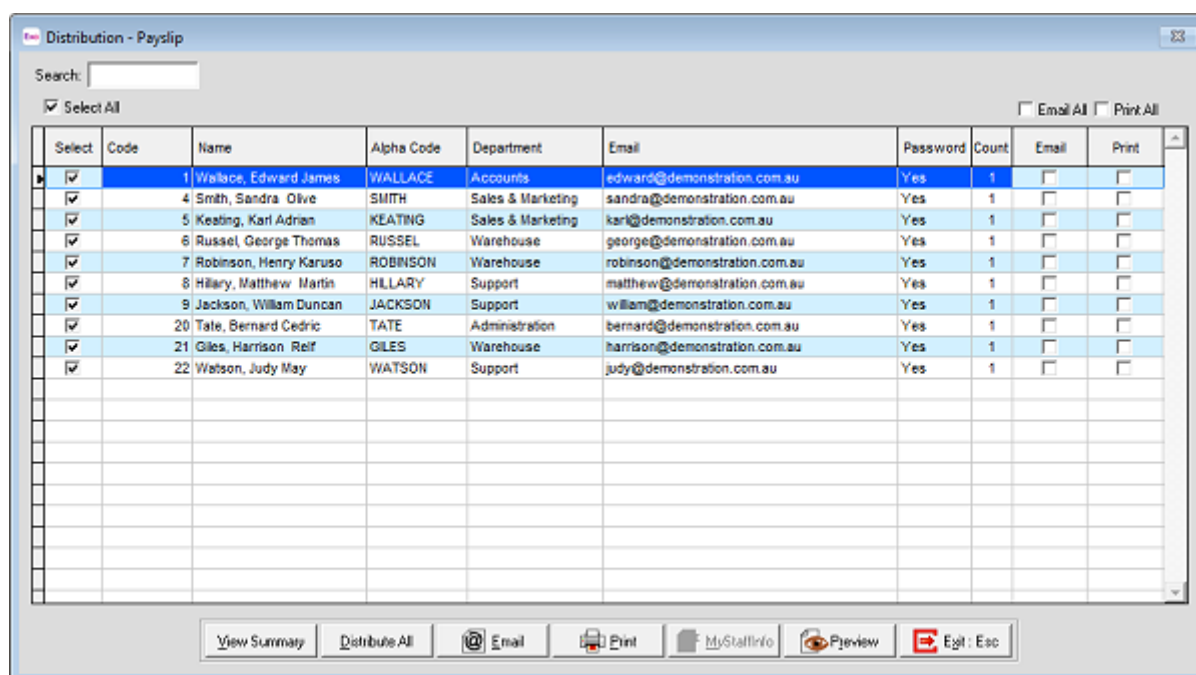
## Distributing Reports

When printing any of the following reports, an extra “Distribute” option is available in the **Destination** dropdown on the Print Report window (see page 184):

- Payslip Custom
- Business and Personal Services
- Employment Termination Payment
- Individual Non Business
- Amended BPS
- Amended ETP
- Amended INB

**NOTE:** Video Help is available for this topic on the [Exo Employer Services Education Centre](#).

Selecting the “Distribute” option and clicking the **Distribute** button opens the Distribution window:



From this window, you can print reports, send them by email, upload them to MyStaffInfo, or any combination of the three.

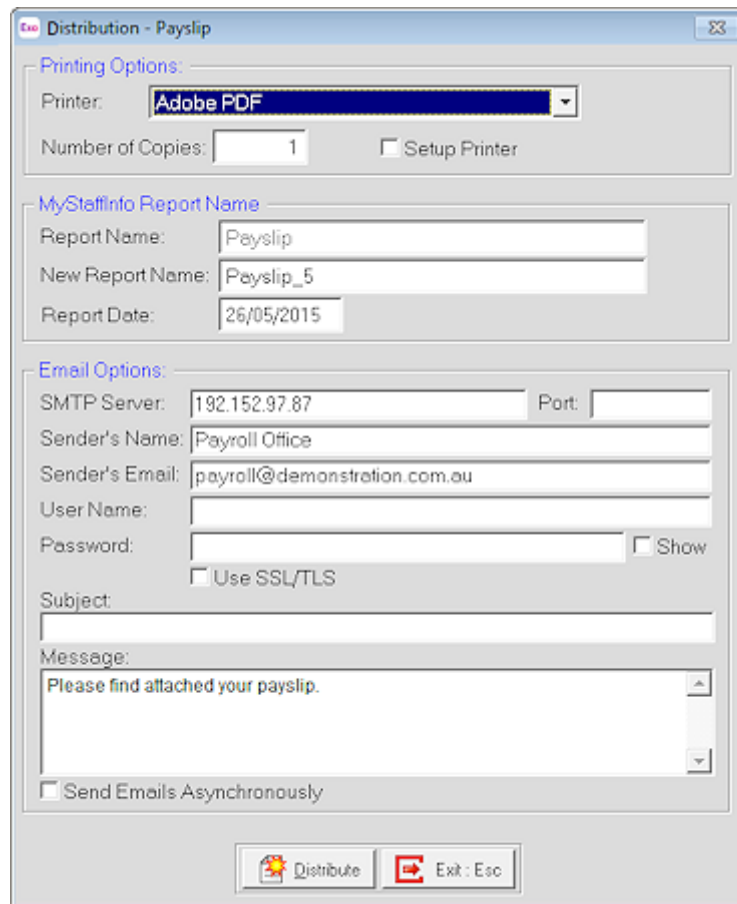
You can preview report information before distribution by clicking the **Preview** button, which displays the report for the selected employee. For the custom payslip, a **View Summary** button is also available - clicking this displays the Payslip Summary report.

To distribute reports:

1. Select the employees who you want to distribute the reports to by ticking the appropriate boxes in the **Select** column or by ticking **Select All**.
2. Select the destination(s) for the employees' reports:
  - a. To email the report to an employee, tick the appropriate box in the **Email** column, or tick **Email All** to select all employees.
  - b. To print the report for an employee, tick the appropriate box in the **Print** column, or tick **Print All** to select all employees.
  - c. To upload an employee's report to MyStaffInfo, tick the appropriate box in the **MSI** column, or tick **MSI All** to select all employees.
3. Distribute the reports by one or more methods:
  - a. To print reports for all selected employees who have the **Print** option ticked, click **Print**.
  - b. To email reports to all selected employees who have the **Email** option ticked, click **Email**.
  - c. To upload reports to MyStaffInfo for all selected employees who have the **MSI** option ticked, click **MSI**.
  - d. To send reports to all selected employees by all of the selected destinations in one operation, click **Distribute All**.



4. Enter the settings for the selected distribution method(s):



5. Click **Print**, **Email**, **MyStaffInfo** or **Distribute** (depending on the setup window).
6. A progress window appears. Click **Distribute** to begin the distribution. Progress is displayed as the reports are processed.
7. Once the operation is complete, you are given the option of printing a distribution report that displays the results of the distribution operation, including any errors that were encountered.

## Custom Reports

If you require specific items of information that are not readily available from the existing standard reports, you can ask MYOB to write and install a custom report for you.

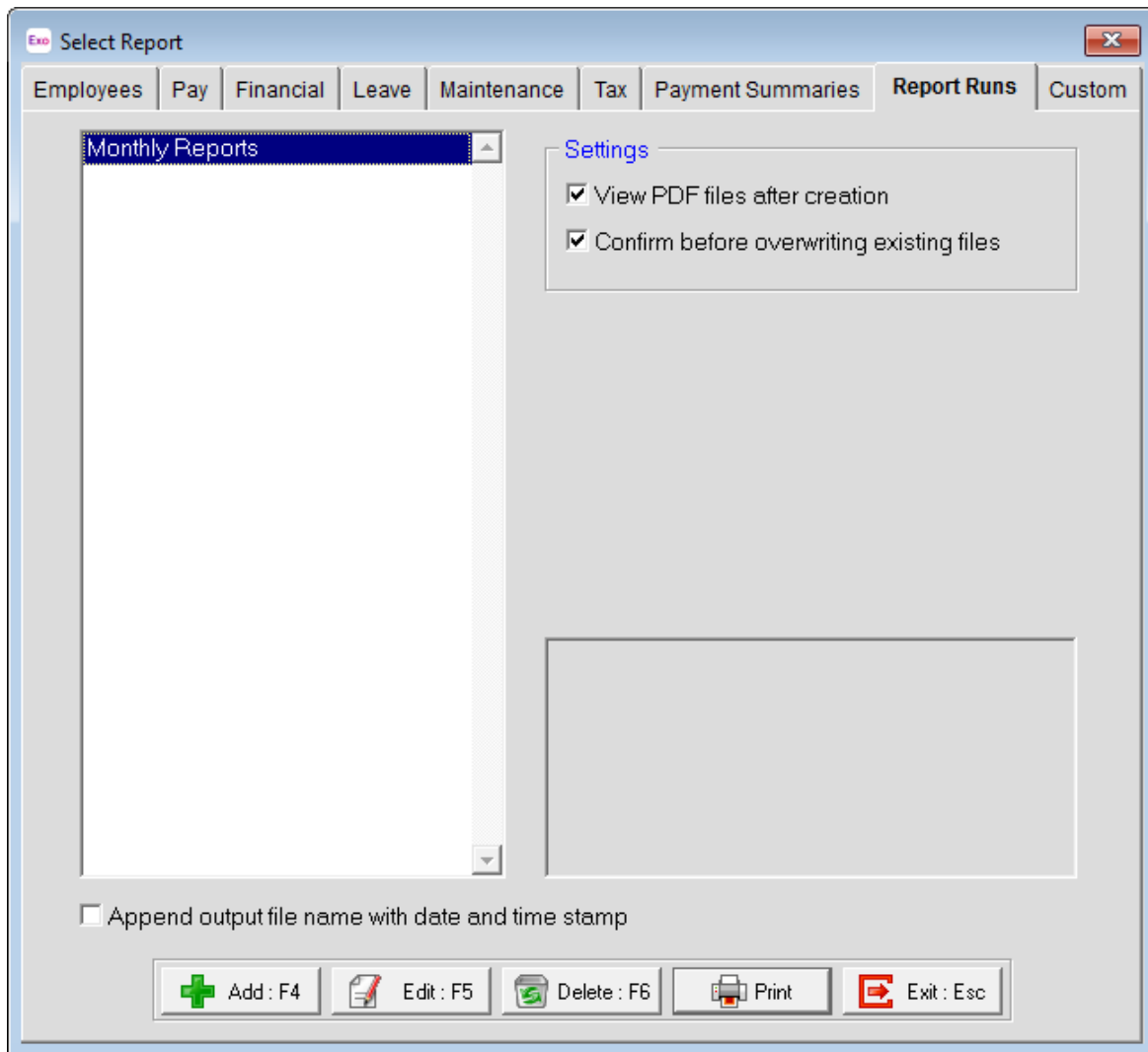
When a custom report is installed, a new tab containing the custom report becomes available on the Select Report window (see page 184). From here you can select the custom report and print it in the normal fashion.

## Report Runs

A report run is a way of grouping reports together to process several at a time. This saves the repetitive task of having to navigate to, set up, preview, and print the same reports for pay after pay, from the report selection window.

When a report is in a run, it can be customised permanently for that run. For example, you could have a "Payslip" run with a filter for printing only weekly pays, and another run with a filter for printing only monthly pays. A common scenario is to have an end-of-pay run, and end-of-period run, an end-of-month run, etc.

Report runs are set up and run from the Report Runs tab of the Select Report window (see page 184). Selecting **Report Runs** from the Reports menu opens the Select Report window with the Report Runs tab automatically selected:



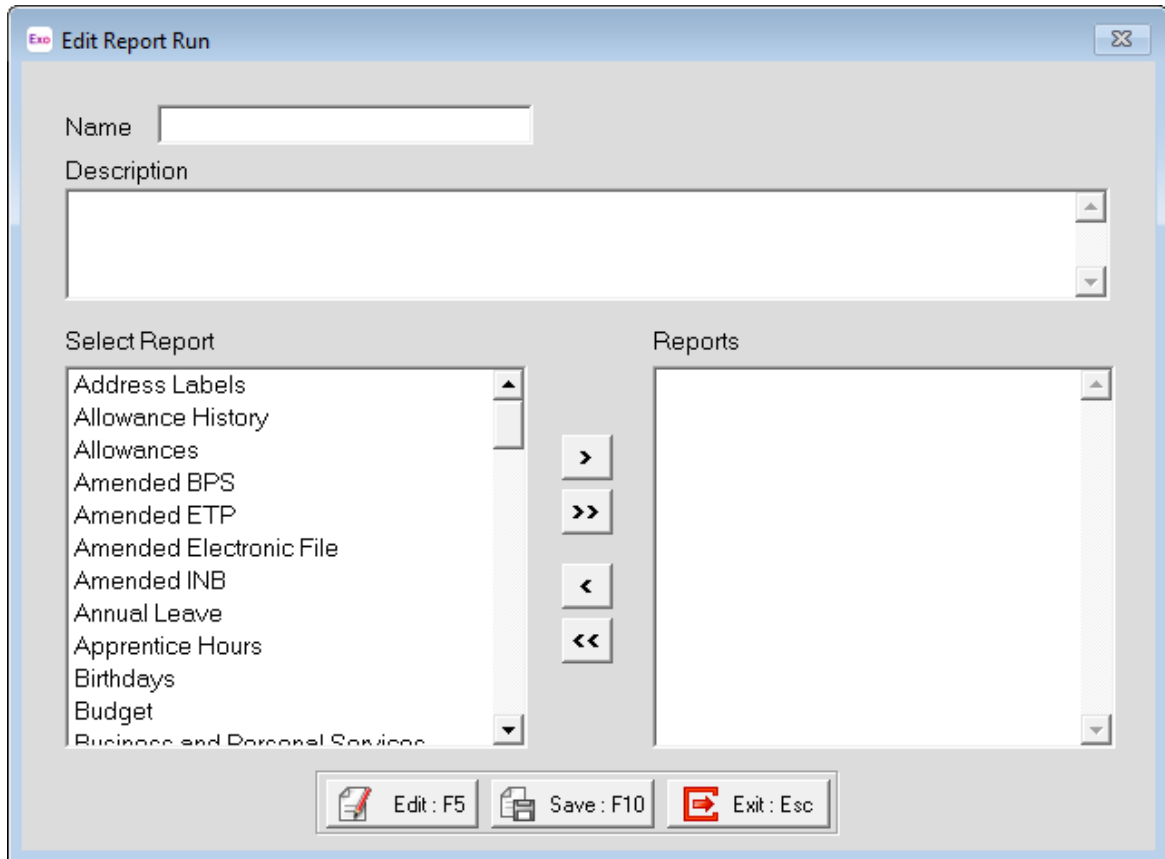
The following options are available on the Report Runs tab, which affect all reports generated from report runs:

- View PDF files after creation - if this option is ticked, PDF reports will be opened in your default PDF viewer application when they are created.
- Confirm before overwriting existing files - if this option is ticked, you will be asked for confirmation if any of the report files you are generating will overwrite an existing file. If it is not ticked, files will be overwritten automatically. This option is disabled if **Append output file name with date and time stamp** is ticked, as files will always be unique in this case.

## Adding Report Runs

To add a Report Run:

1. Click **Add** or press F4. The Edit Report Run window appears:



2. Enter a **Name** and **Description** for this report run.
3. From the **Select Report** window on the left, select any report for inclusion into the report run. Double-click on a report, or select the report and click the > button to move the selected report to the **Reports** window. Reports in the Reports window can be re-ordered by dragging them up and down.
4. Customise each report. You do not need to customise a report if the default settings suit you; however, it is a good idea to check how the current defaults. There are various options relating to the range of data, the type of pay, and the frequency of pays/employees.

To customise a report, double-click on a report in the reports window, or select the report, then click **Edit** or press F5. The Print Report window (see page 184) for that report appears.

Enter values into the selection ranges to print for specific departments/cost centres as necessary.

Set the report destination for each report.

**TIP:** This lets you send certain reports to go to certain printers. You can set all reports' destinations to "Screen" to preview each report before it goes to the printer.

You can set any number of options to do with what to show or what to hide on the report, choose between summary and detail view, or choose the page orientation.

5. Once you have finished customising the report, click **Save** or press F10 to permanently save your settings, then click on **Exit** or press ESC to return to the Edit Report Run window.

Click **Save** or press F10 to save the report run (and the reports in it) and return to the report run selection window, from which you can proceed to print the run.

### ***Editing Report Runs***

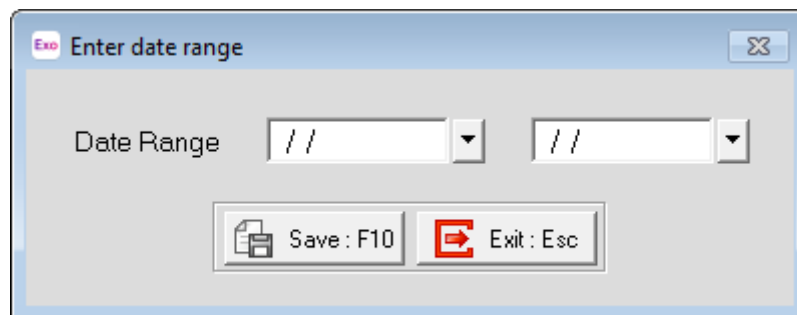
You can select an existing report run on the Report Runs tab and click **Edit** or press F5 to add, remove or edit the reports in that report run.

Clicking **Delete** or pressing F6 removes the currently selected run from the report run list.

### ***Printing Report Runs***

Click **Print** to print the currently selected report run. All of the reports in the run are printed in one sequence.

Some reports require a date range. If this is the case for any of the reports in the currently selected run, the following window will appear:



Enter the date ranges you want to report on, then click **Save** or press F10 to continue the run.

## Report Views

### Employee List



The Employee List window provides easy access to all employees in the system by displaying a filterable list of employee records, as well as action buttons that let you create, view, edit or report on employees. Open the Employee List by clicking the Employee List button on the main toolbar or selecting **Employee List** from the File menu.

#	Code	Name	Alpha Code	Start Date	Department	Cost Centre	Employment Status	Salary/ Wage	Pay Frequency	Annual Salary/Wage	Standard Hourly Rate	Hours Worked	Standard Gross Pay
1		Wallace, Edward James	WALLACE	20/07/1999	2 - Accounts	2210 - NSWAccounts/Wage	Permanent	Wage	Weekly	52000.00	25.0000	40.00	600.00
2		Andrews, Thomas Marie	ANDREWS	06/05/2004	2 - Accounts	2210 - NSWAccounts/Wage	Permanent	Wage	Weekly	11232.00	9.0000	24.00	216.00
3		Houghton, Jannet Faye	HOUGHTON	02/07/2014	1 - Administration	2110 - NSWAdmin/Wages	Casual	Wage	Weekly	0.00	12.0000	24.00	-50.00
4		Smith, Sandra Olive	SMITH	08/03/2009	5 - Sales & Marketing	2510 - NWS/Sales/Wages	Permanent	Salary	Weekly	78000.00	39.4737	38.00	1500.00
5		Keating, Karl Adrian	KEATING	15/06/2014	5 - Sales & Marketing	2510 - NWS/Sales/Wages	Permanent	Salary	Weekly	78000.00	39.4737	38.00	1350.00
6		Russel, George Thomas	RUSSEL	08/08/2015	3 - Warehouse	2310 - NSWWareh/Wages	Permanent	Wage	Weekly	17472.00	14.0000	24.00	241.00
7		Robinson, Henry Karuso	ROBINSON	06/07/2011	3 - Warehouse	2310 - NSWWareh/Wages	Permanent	Wage	Weekly	24960.00	12.0000	40.00	435.00
8		Hilary, Matthew Martin	HILLARY	03/09/2010	4 - Support	2410 - NSWSupport/Wages	Permanent	Wage	Weekly	72800.00	35.0000	40.00	900.00
9		Jackson, William Duncan	JACKSON	13/07/2014	4 - Support	2410 - NSWSupport/Wages	Permanent	Wage	Weekly	31200.00	15.0000	40.00	600.00
20		Tate, Bernard Cedric	TATE	30/11/2003	1 - Administration	2110 - NSWAdmin/Wages	Permanent	Salary	Weekly	54999.88	27.8339	38.00	1057.89
21		Giles, Harrison Reif	GILES	02/07/2014	3 - Warehouse	2310 - NSWWareh/Wages	Permanent	Salary	Weekly	100000.16	50.6074	38.00	1923.00
22		Watson, Judy May	WATSON	09/06/2012	4 - Support	2410 - NSWSupport/Wages	Permanent	Salary	Weekly	60000.20	30.3645	38.00	1153.85

### Available Functions

Use the dropdowns at the top of the window to filter the list. Click **Clear Filters** to reset all dropdowns to their defaults. The Show/Hide Column button ( ) lets you choose which list columns to display and which to hide, and the Custom Views section lets you save the current filtering settings and column layout as a reusable view.

Double-click on an employee, or select them and click the **Edit** button at the bottom of the window, to open the Employee Maintenance window (see page 81) for that employee.

Click the **Add** button to add a new employee (see page 81).

Click the **Delete** button to delete the currently selected employee.

Click the **Report** button to open the Select Report (see page 184) window.

Click the **View Pay History** button to display the View Hours Paid History window for the selected employee.

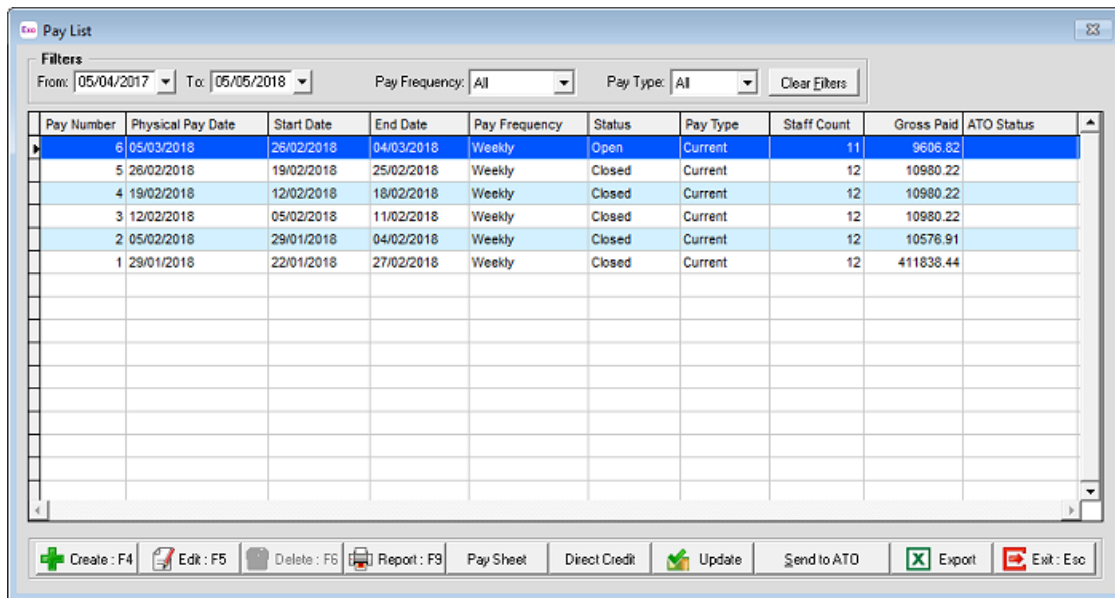
Click the **Copy** button to copy the list of employees to the clipboard, so that the data can be pasted into a spreadsheet or other third party application. If Microsoft Excel is installed, this button becomes **Export**, and exports the contents of the list to an Excel file. The **Export Option** dropdown controls whether to export all data, or only the data currently displayed on the list.

**NOTE:** All functions are available from the right-click menu as well.

## Pay List



The Pay List window provides easy access to all pays in the system by displaying a filterable list of pay records, as well as action buttons that let you create, view, edit or report on pays. Open the Pay List by clicking the Pay List button on the main toolbar or selecting **Pay List** from the Pay menu.



### Available Functions

Use the dropdowns at the top of the window to filter the list. Click **Clear Filters** to reset all dropdowns to their defaults.

**NOTE:** By default, only pays from the last 12 months are displayed - use the **From** and **To** date filters to show older pays.

Buttons at the bottom of the window provide easy access to common pay functions:

- Click the **Create** button to create a new pay (see page 120).
- Click the **View** button to view or edit the selected pay (see page 215).
- The **Report** button opens the standard Select Report window (see page 184) that contains all Exo Payroll reports.
- The **Pay Sheet** button opens the Pay Sheet report.
- The **Direct Credit** button opens the Direct Credit Transfer window (see page 158).
- The **Update** button lets you update the selected open pay (see page 160). (The button is disabled when a closed pay is selected.)
- The **Send to ATO** button lets you submit pay data to the ATO using Single Touch Payroll (see page 162). (Pays must be updated before the data can be sent.) This button changes for pays that have already been submitted:
  - For submissions in the “Pending” status, the button changes to **ATO Status**. Clicking this button updates the submission’s status.
  - For submissions in the “Accepted”, “Not Accepted” or “Not Sent” statuses, the button changes to **Resend to ATO**. Clicking this button generates a new submission for the pay.
- Click the **Export** button to export the contents of the list to a CSV or Excel file (if Microsoft Excel is installed).

**NOTE:** All functions are available from the right-click menu as well.

### Viewing and Editing Pays

Double-clicking on a pay (or selecting a pay and clicking the **View** or **Edit** button) opens the Pay Details window showing the details of that pay:

Code	Name	Alpha Code	Department	Cost Centre	Employment Status	Salary Wage	Hours Paid	Gross	Taxable Allowances	Pre-tax Deductions	Leave Amount	PAYG	Net
1	Wallace, Edward James	WALLACE	2 - Accounts	2210 - NSWAccounts/Wa	Permanent	Wage	38.00	800.00	0.00	200.00	0.00	113.00	679.00
2	Andrews, Thomas Harley	ANDREWS	2 - Accounts	2210 - NSWAccounts/Wa	Permanent	Wage	40.00	410.00	50.00	0.00	0.00	11.00	399.00
3	Houghton, Jannet Faye	HOUGHTON	1 - Administration	2110 - NSWAdmin/Wages	Casual	Wage	38.00	480.00	50.00	50.00	0.00	31.00	444.00
4	Smith, Sandra Olive	SMITH	5 - Sales & Marketing	2510 - NWS/Sales/Wages	Permanent	Salary	38.00	1500.00	0.00	0.00	0.00	356.00	1139.00
5	Keating, Karl Adrian	KEATING	5 - Sales & Marketing	2510 - NWS/Sales/Wages	Permanent	Salary	38.00	1350.00	0.00	150.00	0.00	304.00	1016.00
6	Russel, George Thomas	RUSSEL	3 - Warehouse	2310 - NSWWareh/Wages	Permanent	Wage	38.10	486.40	55.00	100.00	0.00	33.00	450.40
7	Robinson, Henry Karuso	ROBINSON	3 - Warehouse	2310 - NSWWareh/Wages	Permanent	Wage	38.00	412.20	5.00	50.00	0.00	11.00	396.20
8	Hilary, Matthew Martin	HILLARY	4 - Support	2410 - NSWSupport/Wage	Permanent	Wage	38.00	833.50	0.00	500.00	0.00	125.00	703.50
9	Jackson, William Duncan	JACKSON	4 - Support	2410 - NSWSupport/Wage	Permanent	Wage	38.00	571.50	0.00	0.00	0.00	53.00	513.50
20	Tate, Bernard Cedric	TATE	1 - Administration	2110 - NSWAdmin/Wages	Permanent	Salary	38.00	1057.69	0.00	0.00	0.00	202.00	850.69
21	Giles, Harrison Relf	GILES	3 - Warehouse	2310 - NSWWareh/Wages	Permanent	Salary	38.00	1923.08	0.00	0.00	0.00	513.00	1405.08
22	Watson, Judy May	WATSON	4 - Support	2410 - NSWSupport/Wage	Permanent	Salary	38.00	1153.85	0.00	0.00	0.00	236.00	912.85

The Pay Details section displays header information of the pay, while the main table displays the pay details of each employee in the pay. Use the dropdowns at the top of the window to filter the list. Click **Clear Filters** to reset all dropdowns to their defaults. The Show/Hide Column button ( ) lets you choose which list columns to display and which to hide, and the Custom Views section lets you save the current filtering settings and column layout as a reusable view.

For open pays, the **Edit** button can be used to edit an employee's pay, and the **Add** button can be used to add one or more employees to the pay - a selection window appears, showing all employees with the same frequency as the pay, and all Casual staff:

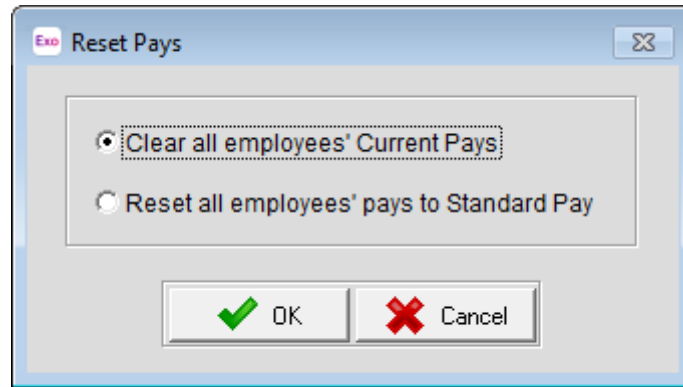
Select	Code	Alpha Code	Name	Department	Employee Status
<input type="checkbox"/>	2	ANDREWS	Andrews, Thomas Harley	2 - Accounts	1 - Permanent
<input type="checkbox"/>	3	HOUGHTON	Houghton, Jannet Faye	1 - Administration	2 - Casual
<input type="checkbox"/>	4	SMITH	Smith, Sandra Olive	5 - Sales & Marketing	1 - Permanent
<input type="checkbox"/>	5	KEATING	Keating, Karl Adrian	5 - Sales & Marketing	1 - Permanent
<input type="checkbox"/>	6	RUSSEL	Russel, George Thomas	3 - Warehouse	1 - Permanent
<input type="checkbox"/>	20	TATE	Tate, Bernard Cedric	1 - Administration	1 - Permanent
<input type="checkbox"/>	21	GILES	Giles, Harrison Relf	3 - Warehouse	1 - Permanent
<input type="checkbox"/>	22	WATSON	Watson, Judy May	4 - Support	1 - Permanent



Select one or more employees and click **Select** to add them to the pay. For One Off Pays, you are given the option of copying their Standard Pay into the One Off Pay.

Clicking the **Payslip** button opens a Custom Payslip report showing the pay details for the selected employee.

The **Reset All** button lets you clear or reset the pays of all listed employees (i.e. only those employees who match the current filter settings will be affected, which may not be all employees in the pay). You are asked to confirm the operation, and then select the operation to apply to the employees:



**Note:** While the **Reset All** button resets the pays of all employees in the list, the **Reset Pay** right-click menu option lets you reset the pay of the individual employee who was right-clicked on.

The **Copy** button copies the employees' pay details to the clipboard, so that the data can be pasted into a spreadsheet or other third party application. If Microsoft Excel is installed, this button becomes **Export**, and exports the contents of the list to an Excel file. The **Export Option** dropdown controls whether to export all data, or only the data currently displayed on the list.


### Leave Balance List

The Leave Balance list window provides easy access to leave information for all employees in the system. Open the Leave Balance list by selecting **Report Views > Leave Balance** from the Reports menu.

Code	Alpha Code	Surname	First Name	Department	Cost Centre	Annual Leave Balance	Annual Leave Value	Leave Loading Included	RDO Balance	RDO Rate	RDO Value Included	Personal Leave Balance	Personal Leave Value
1		WALLACE	Wallace Edward James	2 - Accounts	2210 - NSWAccount	126.69	3333.95	0.00	0.00	0.0000	0.00	55.85	1469.74
2		ANDREWS	Andrews Thomas Harley	2 - Accounts	2210 - NSWAccount	107.21	964.89	0.00	0.00	0.0000	0.00	53.61	482.49
3		HOUGHTON	Houghton Jannet Faye	1 - Administration	2110 - NSWAdmin/A	0.00	0.00	0.00	0.00	0.0000	0.00	0.00	0.00
4		SMITH	Smith Sandra Olive	5 - Sales & Marketing	2510 - MWS/Sales/M	11.69	461.45	0.00	0.00	0.0000	0.00	5.85	230.92
5		KEATING	Keating Karl Adrian	5 - Sales & Marketing	2510 - MWS/Sales/M	154.69	6106.19	0.00	0.00	0.0000	0.00	71.85	2036.19
6		RUSSEL	Russel George Thomas	3 - Warehouse	2310 - NSWWareh/	60.38	993.25	147.93	7.44	14.0000	104.16	29.69	415.66
7		ROBINSON	Robinson Henry Karuso	3 - Warehouse	2310 - NSWWareh/	140.69	2088.14	311.00	8.00	12.0000	96.00	70.85	894.95
8		HILLARY	Hillary Matthew Martin	4 - Support	2410 - NSWSupport	103.69	4468.69	668.53	8.00	35.0000	260.00	51.85	1910.26
9		JACKSON	Jackson William Duncan	4 - Support	2410 - NSWSupport	136.69	2535.97	377.70	8.00	15.0000	120.00	67.85	1071.32
20		TATE	Tate Bernard Cedric	1 - Administration	2110 - NSWAdmin/A	43.69	1216.05	0.00	0.00	0.0000	0.00	21.85	608.17
21		GLES	Glea Harrison Reif	3 - Warehouse	2310 - NSWWareh/	145.69	7372.99	0.00	0.00	0.0000	0.00	72.85	3688.75
22		WATSON	Watson Judy May	4 - Support	2410 - NSWSupport	117.69	3573.60	0.00	0.00	0.0000	0.00	58.85	1786.95



## Available Functions

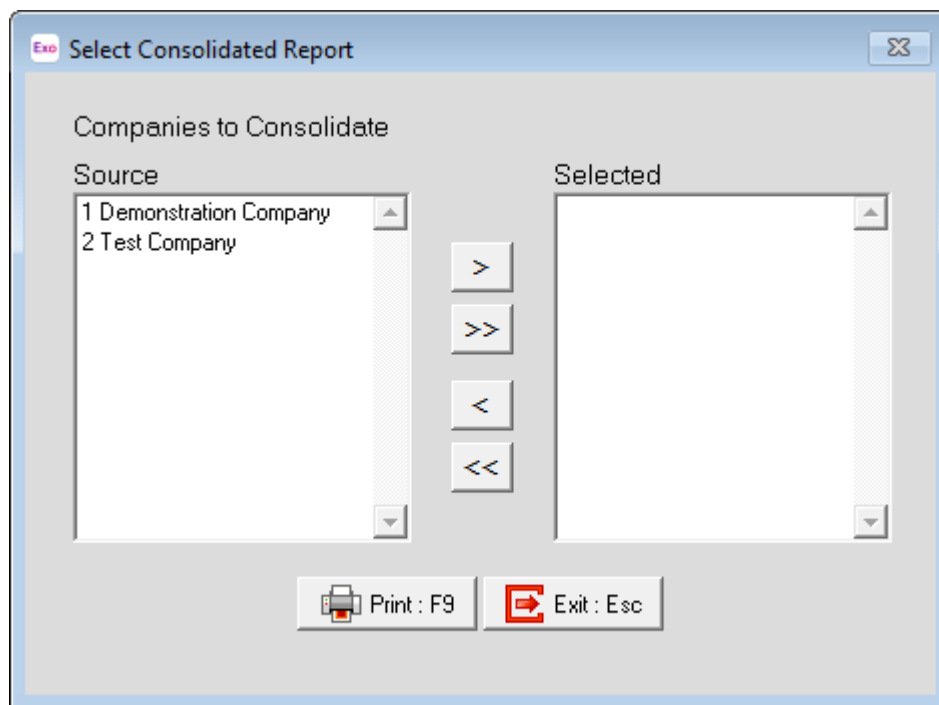
Use the dropdowns at the top of the window to filter the list. Click **Clear Filters** to reset all dropdowns to their defaults. The Show/Hide Column button (  ) lets you choose which list columns to display and which to hide, and the Custom Views section lets you save the current filtering settings and column layout as a reusable view.

Click the **Copy** button to copy the contents of the list to the clipboard. If Microsoft Excel is installed, this button is replaced with an **Export** button, which exports the contents of the list to an Excel file in the .XLSX format. The **Export Option** dropdown controls whether to export all data, or only the data currently displayed on the list.

## Consolidated Reports

Selecting **Consolidated Reports** from the Reports menu lets you consolidate multiple companies into a single report. Several consolidated reports are available for selection.

After selecting a report, you are presented with a list from which you can choose the companies to consolidate. Double-click on a company, or select it and click the > button to add it to the list of companies to consolidate. Each company is password protected via its Administration password.



Clicking **Print** or pressing F9 opens a window where you can set options for the consolidated report, including date ranges and destination printer. Click **Print** or press F9 on this window to generate the report.

**TIP:** All of the reports that are available as consolidated reports are also available as reports on individual companies from the Print Reports window.

## Export General Ledger

The General Ledger Exporter is a utility designed to take a General Ledger output file from MYOB Exo Payroll and export it to an external software package. The following software packages are supported at present:

- ACCPAC
- Accredo
- Arrow
- Attaché
- Axapta
- CBA
- CashManager
- Decfin
- EmPower
- Enprise SAP
- Finance One
- GreenTree
- MYOB AccountRight Live
- MYOB Cashbook Plus
- MYOB Standard File
- MYOB Exo Business
- MYOB v. 1.0 -3.0
- MYOB v. 4.0Midas
- Moneyworks
- NZAGOLD
- Navision
- Navision Dataport
- PSL
- Profax
- Quantum EE
- QuickBooks IIF Sage
- SAP
- SAP R/3 Format
- Solomon
- SunSystems
- Systime (Kerridge)
- SYSPRO
- Triumph
- User Defined

The “User Defined” format lets you choose the payroll fields to export. File formats supported by the User Defined format export are:

- Comma separated value file (CSV)
- dBase database file (DBF)
- Microsoft Excel file (XLS)
- Microsoft Access file (MDB)
- Tab separated value file (CSV)

### NOTES:

- All wages, allowances and leave should have a Cost Centre assigned to the transaction. That Cost Centre is in turn linked to a General Ledger code. Problems with the General Ledger export can sometimes be traced back to the Costing Analysis report.
- Deductions (except from Employer Superannuation) do not have a cost centre but do have a General Ledger code, and as such are in the General Ledger.
- For a detailed view of the transactions that make up the General Ledger Export file, use the General Ledger Report of the Financial tab of the Select Reports window (select **Print Reports** from the Reports menu) with the Detailed Report option turned on.

## Exporting the General Ledger

From the Reports menu select **Export General Ledger**. This exports a summary of General Ledger activity, in order of GL code. The following window appears:

In general, General Ledger output files are exported for the Current Pay period only. Keep in mind that the pay frequency should match your Current Pay. If you are running multiple frequencies, set the Pay Frequency to “Any”.

**Select Export Type** Choose the software package you would like to export the output file to.

**Options** Certain packages have extra setup requirements - these are covered in detail under Package-Specific Export Options (see page 220).

**Selection Ranges** Set the ranges for Employee Code/Alpha, Department, General Ledger, and Pay Number as required. It is most common for all transactions in the pay to be exported - in this case leave all ranges empty.

**Pay Type** It is most common to be exporting a General Ledger output file for the Current Pay period only; in this case, set the Pay Type to “Current Pay”. If you select “Selected”, you must also set the **Pay Period Date** and **Pay Number** fields.

**Pay Frequency** The pay frequency should match your Current Pay. If you are running multiple frequencies, e.g. weekly wages and monthly salaries, set the Pay Frequency to “Any”.

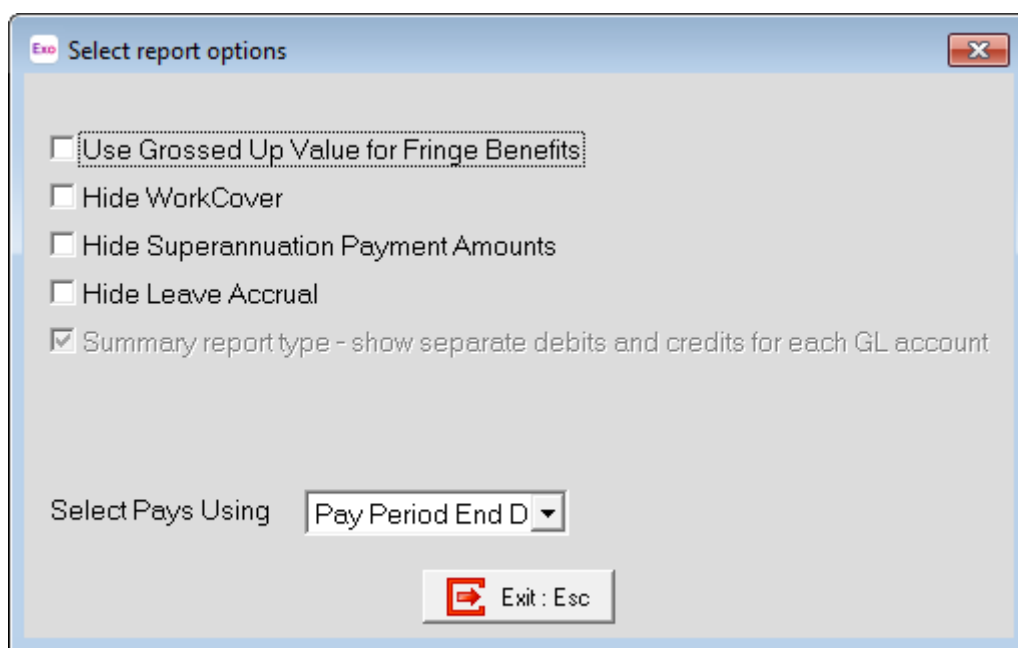
**Export Payments** Select which transactions to export. Choose from:

- **All General Ledger payments** - always export all of the transactions in the pay.
- **Only payments not yet posted** - when you create a GL file, the transactions in it are deemed to be “posted” to the General Ledger. Using this option avoids doubled-up postings, in that if there is a mistake in the GL file and you have to recreate it, only the transactions that are new to the second file will be posted, and the same accounts won’t be processed twice.

**Export File Name** Specify the name of the exported file by entering a drive letter, directory and filename. Alternatively enter just a filename to create the file in Exo Payroll’s installation directory.

### Report Options

Report options common to all software packages can be accessed by clicking the **Report Options** button.



**Use Grossed Up Value for Fringe Benefits** When calculating WorkCover levies on fringe benefits, use the grossed-up value of the fringe benefit.

**Hide WorkCover** Prevent WorkCover from factoring into the totals.

**Hide Superannuation Payment Amounts** Prevent superannuation contributions from factoring into the totals.

**Hide Leave Accrual** Prevent leave accrual from factoring into the totals.

**Summary report type** Select this option to export summary data instead of detailed data.

**Select Pays Using** Select whether to use the Pay Period End Date or Physical Pay Date when selecting pays to post.

## Package-Specific Export Options

The software packages listed below have extra setup options. When one of these packages is selected for the Export Type, the **Options** button becomes available at the top right of the General Ledger Exporter window. If there are no extra options, the **Options** button is disabled.

### ACCPAC

When ACCPAC is selected as the Export Type, the **File Format** option becomes available at the bottom right. Currently, this contains only one option: "Single CSV Format", which allows you to generate data in the comma-separated-value format that is acceptable to ACCPAC. This is essentially a plain text file, with comma delimiters.

### Accredo

**Details** Enter a comment to go along with this batch, and the month/financial period in which this posting falls.

**Source** This is a short code representing the software that the General Ledger entries originate from. Enter GL (for General Ledger).

**Period for Posting** Enter the month number for the accounting period being reported on, e.g. 1 for January, 12 for December.

The General Ledger Code Structure settings tell the Accredo software to break up the Payroll's General Ledger code into meaningful segments during the import process:

- **Length of Account Number** Enter the length of your General Ledger account numbers as they appear in your Profax Accredo software, e.g. 8.
- **Length of Branch Code** Enter the length of your company branch codes, e.g. 4.
- **Length of Department Code** Enter the length of your company department codes, e.g. 4.

An extra option is also available on the main General Ledger Exporter window under the **Select Export Type** option.

**Export File Type** Select the type of Accredo file to export. Choose from:

- **Accredo General Ledger Export** - This file format contains the debits, credits, and General Ledger codes that are collated into a batch in preparation for import into Accredo's General Ledger.
- **Accredo Times Export** - This file format contains the job codes and hours that are collated into a timesheet in preparation for import into Accredo's Job Costing function.

## CBA

**Company Code** Enter your two-digit company code.

**Branch** Enter your two-digit branch code.

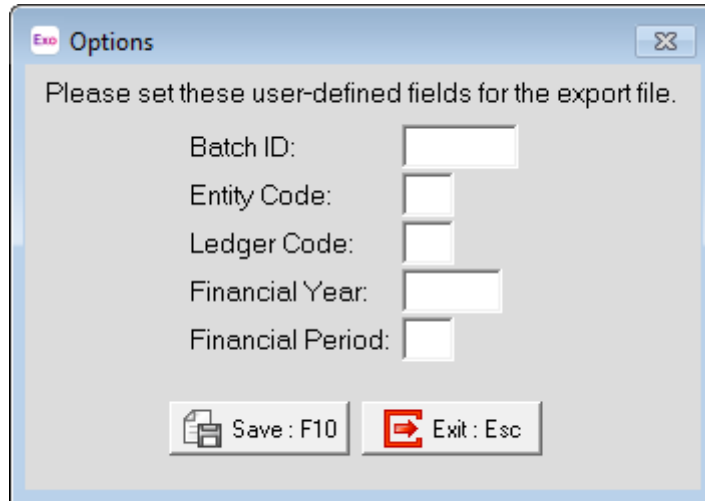
**Detail** Enter a comment to go along with this batch e.g. MYOB / Wages / Import.

## CashManager

When CashManager is selected as the Export Type, the **File Format** option becomes available at the bottom right. Choose a file format from the following options:

- **ASCII file** - This option exports data in a plain text file format, with comma delimiters
- **Standard dBase file** - This option exports data into a table which adheres to a generic format, stored in a dBase table.
- **Accomplish dBase file** - This option exports data into a table which adheres to Accomplish's proprietary format, stored in a dBase table.

**Decfin**



**Batch ID** Enter the batch ID relating to your company.

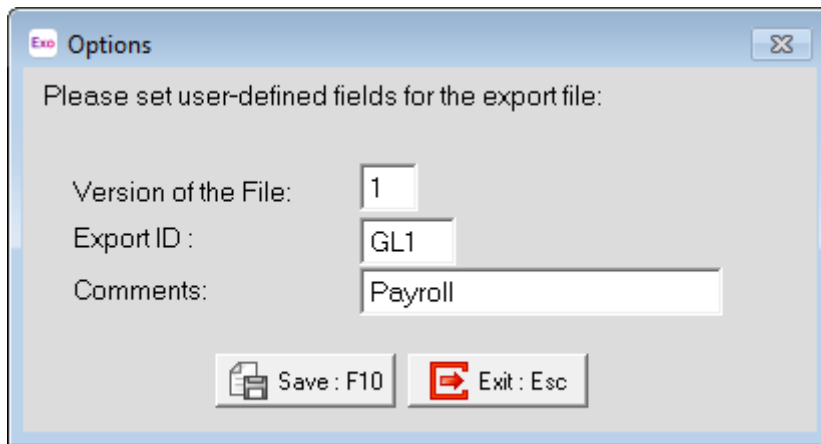
**Entity Code** Enter the entity code for import from Exo Payroll.

**Ledger Code** Enter the ledger code for import from Exo Payroll.

**Financial Year** Enter the year (four digits).

**Financial Period** Enter the month number for the accounting period being reported on, e.g. 1 for January, 12 for December.

**emPower**



**Version of the File** This value will default to “1” and should not be altered unless under advice from a MYOB consultant.

**Export ID** This is an internal reference code, denoting the nature of the file to be imported by emPower. This value will default to “GL1” and should not be altered unless under advice from a MYOB consultant.

**Comments** Enter the Company Name, or any other comments to show upon import.

## Greentree

Please set these user-defined fields for the export file.

Company Code:   Summary only.

Batch Number:   Show Cost Centres

Batch Description:

Document Description:

Match Payroll GL codes to Cash Analysis codes in the output file (where required for the Greentree system):

Payroll GL Code	Output "Cash Analysis"
9400-10	
9400-20	
9400-50	
9500-00	
9600-00	
9700-00	
9700-10	
9700-20	
9800-00	

Save : F10    Exit : Esc

**Company Code** An alphanumeric code can be entered in this field. It can be anything, but ideally should relate to your company.

**Batch Number** This is a numeric field only. Enter a batch number relating to your company - this will help you keep track of what batches you have created.

**Batch Description** An alphanumeric field for entering a brief description of what the batch represents.

**Document Description** Enter a 2-digit code that represents what this document is.

**Matching Codes** This table matches Greentree code(s) with Exo Payroll General Ledger codes, so that when the file is exported into the Greentree program it will be able to recognise the information. Enter information into the **Payroll GL Code** and **Output "Cash Analysis"** fields.

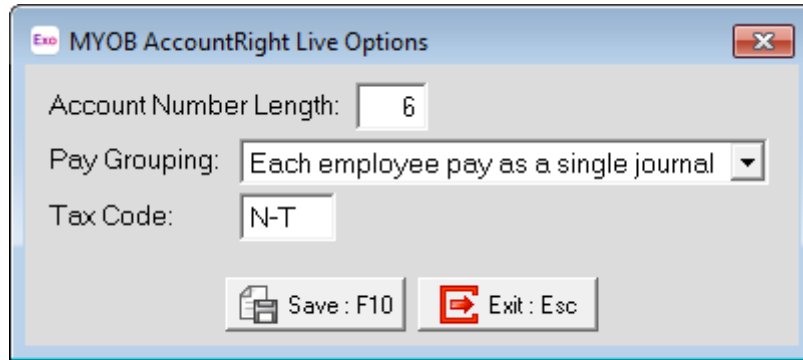
**Payroll GL Code** These are the General Ledger codes set up in Exo Payroll.

**Output "Cash Analysis"** This is the Greentree code equivalent to each Exo Payroll GL code.

**Summary Only** Ticking this option summarises what is generated in the output file and only shows the totals under each General Ledger code.



### MYOB AccountRight Live/Premier



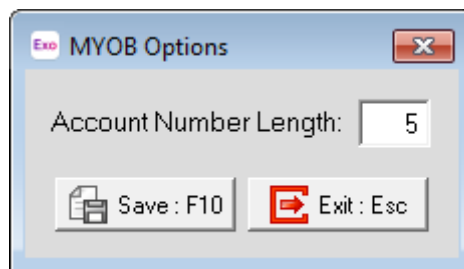
**Account Number Length** Specify the total number of characters that General Ledger account codes have. For example, the code 9400-10 has seven characters (the dash is included).

**Pay Grouping** Specify how pays should be grouped. Select from:

- Each employee pay as a single journal
- Each pay as a single journal

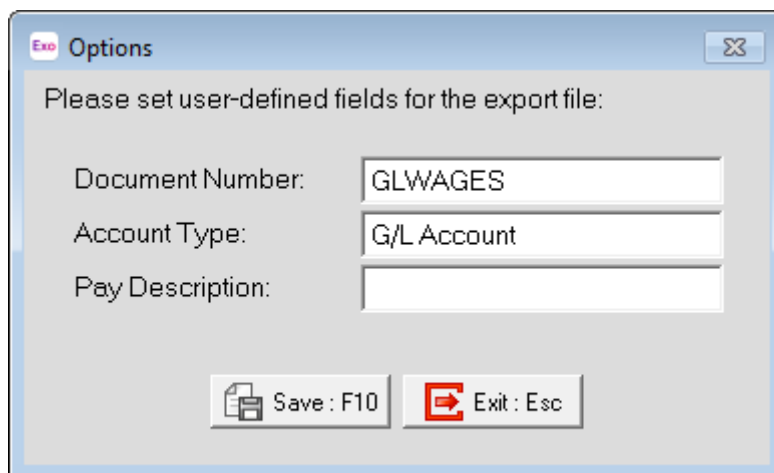
**Tax Code** Enter the tax code to use.

### MYOB v.1.0-3.0, MYOB 4.0



**Account Number Length** Specify the total number of characters that General Ledger account codes have. For example, the code 9400-10 has seven characters (the dash is included).

### Navision, Navision Dataport



**Document Number** This is a general description, which indicates the purpose of the file. Normally, the default of "ACCRV" is acceptable.

**Account Type** This is a general description, which indicates the type of account being affected. Normally, the default of “G/L Account” is acceptable.

**Pay Description** Enter a brief description of what the pay represents.

### Profax

**Details** Enter a comment to go along with this batch e.g. MYOB / Wages / Import.

**Period for Posting** Enter the month number for the accounting period being reported on, e.g. 1 for January, 12 for December.

### Quantum EE

**Journal Date** The date of processing of this batch of journal entries.

**Narration** Enter a comment/reference to go along with this batch e.g. MYOB / Wages / Import.

### SAP

**Batch ID** A unique identifier for this batch.

## MYOB EXO Payroll

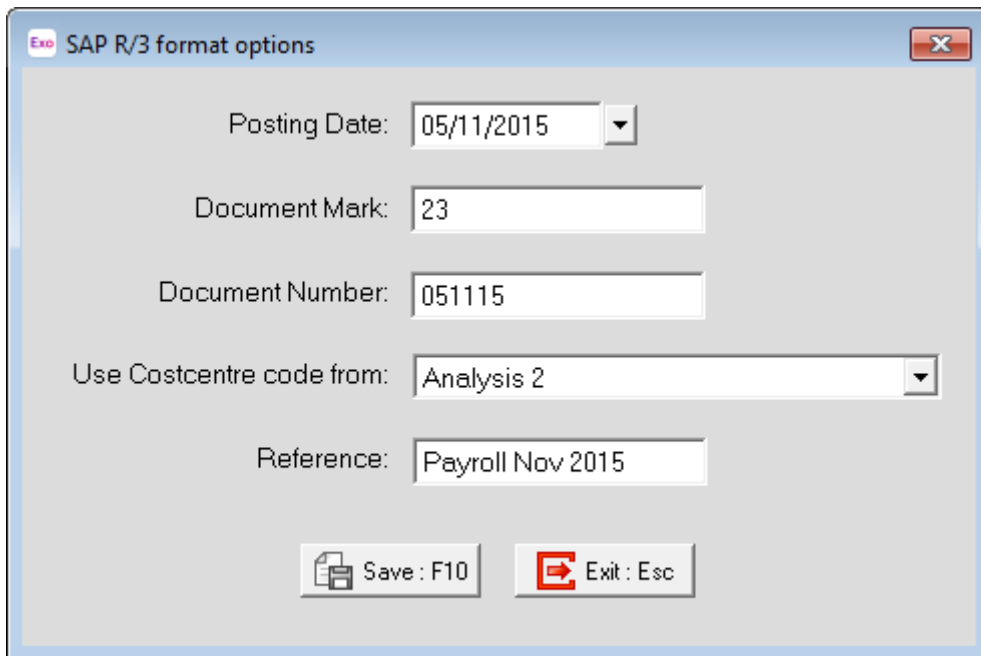
**AUD** Signifies the transaction currency, either Australian dollars (AUD) or New Zealand dollars (NZD).

**Transaction Type** Select “Debit” or “Credit”.

**Profit Centre** The SAP equivalent of a Exo Payroll Cost Centre.

**Reference** Enter a comment to go along with this batch.

### SAP R/3 Format



**Posting Date** Select the posting date to be recorded in the export files.

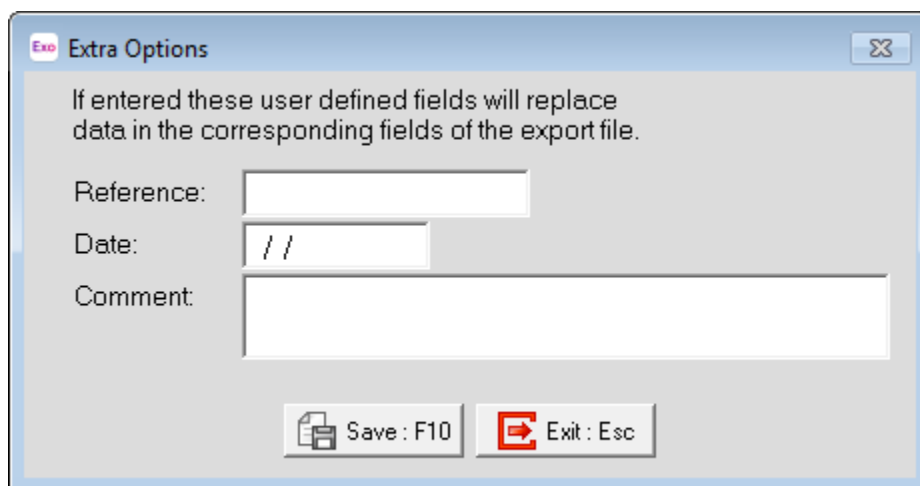
**Document Mark** This value should be left at the default of 23.

**Document Number** Enter an internal document number for the export files. This field defaults to a number based on the month of export.

**Use Costcentre code from** Select which segment of the Cost Centre Structure (see page 42) to use for Cost Centres in the export files.

**Reference** Enter descriptive text for the export file.

### SYSPRO



**Reference** Entering a reference code here overrides any identifier that may have been stored against the individual entry at transaction level with a global default code.

**Date** Entering a period end date here overrides any date that has been stored against the individual entry at transaction level.

**Comment** Entering a comment here overrides any comment that may have been stored against the individual entry at transaction level with a global default code.

### Solomon

When the Export Type is set to Solomon, extra options appear at the bottom of the window:

**File Format** Select the file format to export to. Choose from:

- Solomon V1.0
- Solomon V2.0.1432

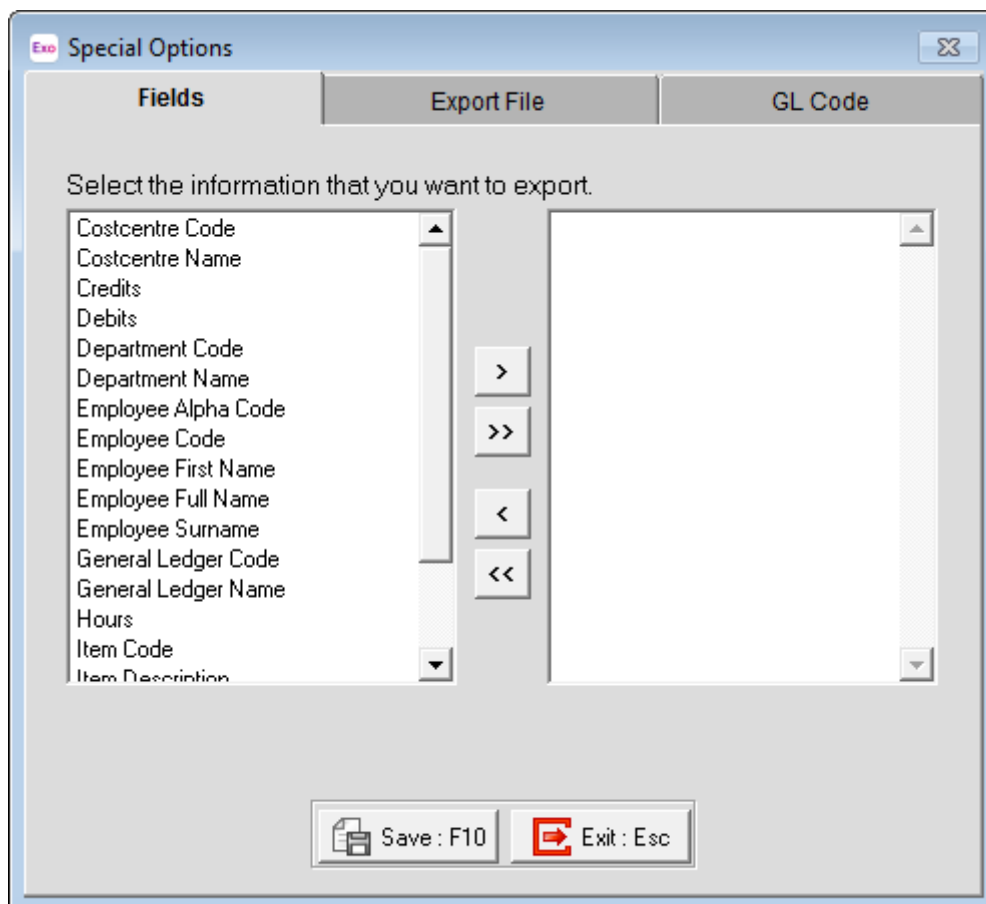
**Length of Account Number** 8-digit codes are in use. These are to be split in half: the first 4 digits are the account and the second 4 digits are the subaccount. Should default to 4.

### SunSystems

When the Export Type is set to SunSystems, an extra option appears at the bottom of the window:

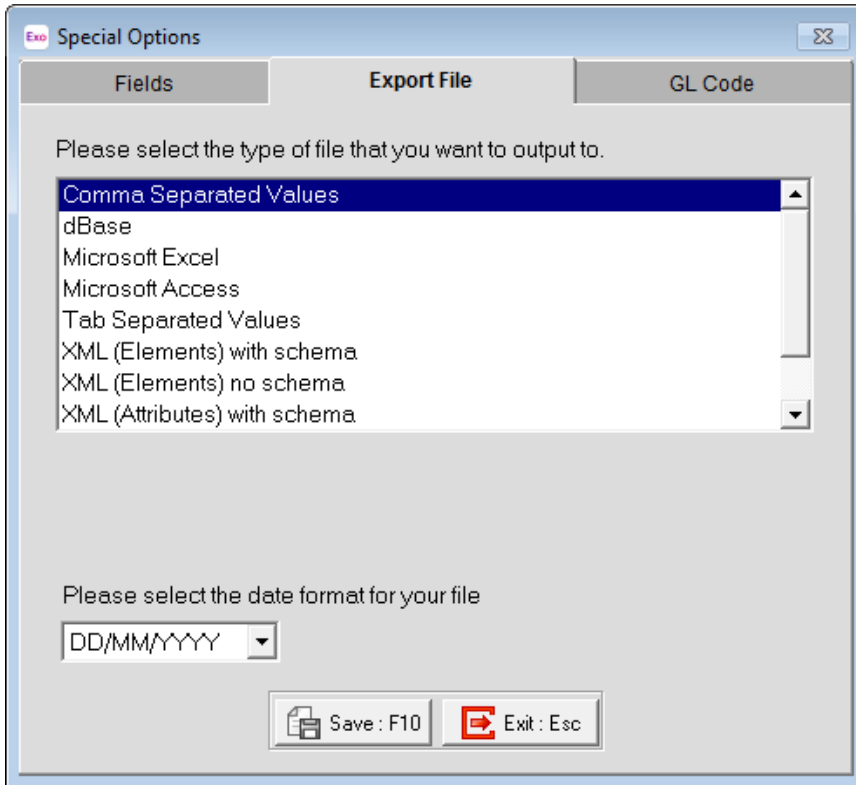
**Journal Type** This is a comment/reference, for the current batch of General Ledger entries. The default value is "SVPYI". You may need to alter this, if advised to by SunSystems.

### User Defined



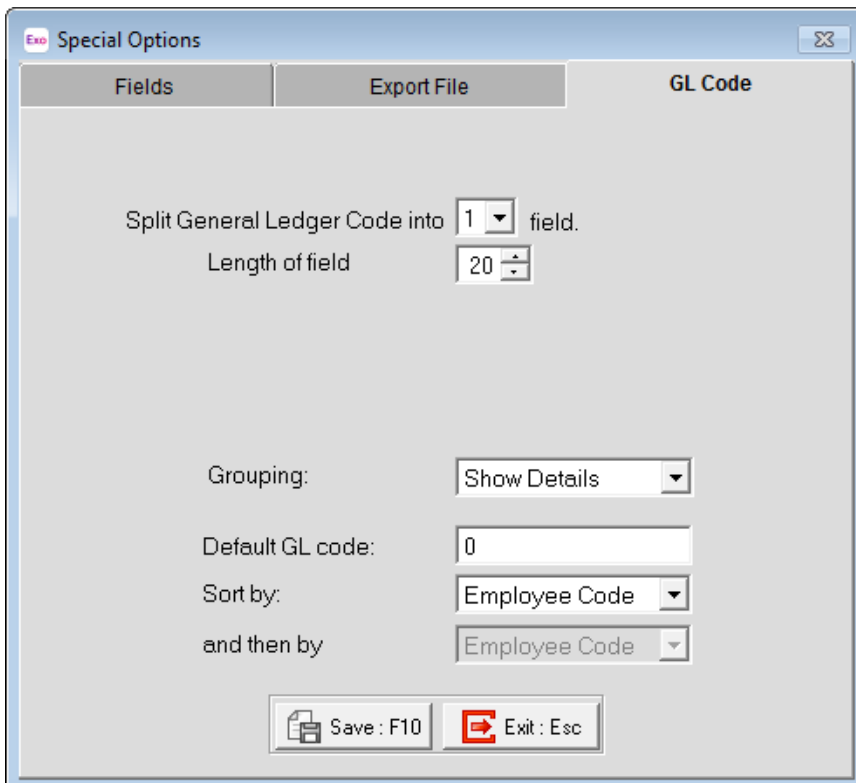
**Fields tab** Select the information you want to export by highlighting the fields and clicking the single arrow (>). If you want to see all the fields click on the double arrow (>>). To deselect the option(s) click on the single or double arrows (< or <<).

**Export File tab** Select the type of file you want to output.



**Date Format** If you are exporting the pay period date for the pay, take care to specify a date format which is acceptable to your General Ledger software, e.g. dd/mm/yyyy being 15/08/2002. Specifying the wrong date format can cause the import to fail.

**GL Code tab** This is the maintenance tab for setting up what the file is going to look like once it's exported.



**Split General Ledger Code** Some accounting systems require the code to be split into parts. Select how many parts to split the code into, from one to four.

**Length of field** Specify how long the field can be.

**Default GL Code** If no GL code is specified for a transaction, it will be journalised to this code.

**Sort Orders** Set primary and secondary sort orders - usually you would sort by GL code then employee code.

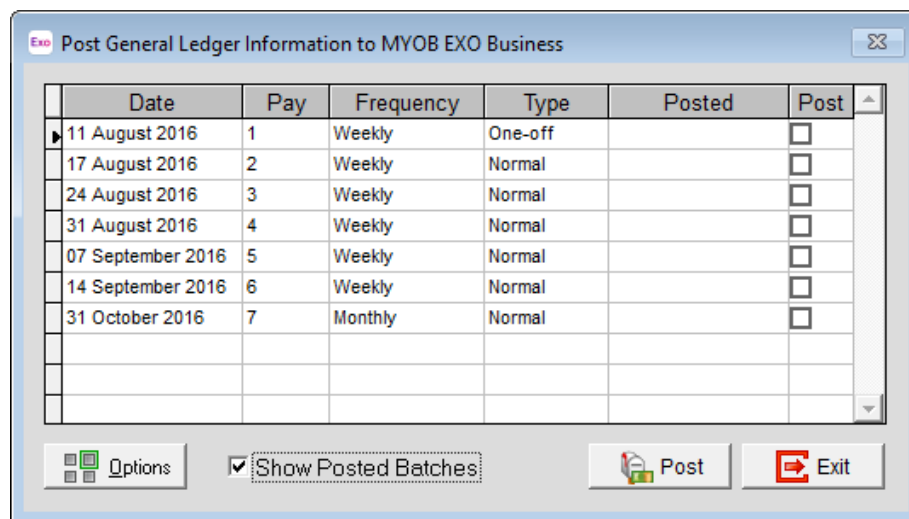
## Post to Exo Business

This function allows you to integrate with the MYOB Exo Business product by posting pay runs to Exo Business.

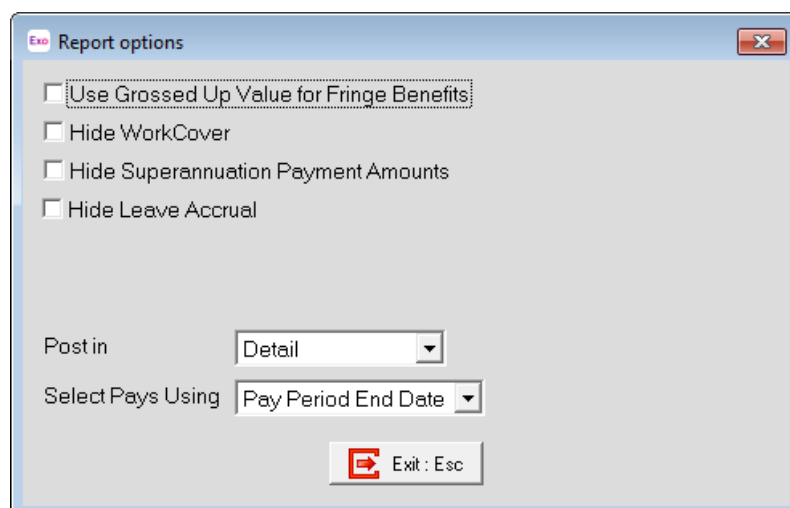
**NOTE:** Before using this function, you must ensure that both Exo Payroll and Exo Business have been set up for integration with each other. See the document "MYOB Exo Payroll integration with MYOB Exo Business" for full information on the required setup steps.

To post pay runs to MYOB Exo Business:

1. Select **Post to Exo Business** from the Reports menu and the following window appears:



2. By default, previously posted batches are hidden. Tick the **Show Posted Batches** option if you want to show previously posted batches.
3. Click the **Options** button to set any required options:



**Use Grossed Up Value for Fringe Benefits** When calculating WorkCover levies on fringe benefits, use the grossed-up value of the fringe benefit.

**Hide WorkCover** Prevent WorkCover from factoring into the totals.

**Hide Superannuation Payment Amounts** Prevent superannuation contributions from factoring into the totals.

**Hide Leave Accrual** Prevent leave accrual from factoring into the totals.

**Post in** Select whether to post in Detail or Summary.

**Select Pays Using** Select whether to use the Pay Period End Date or Physical Pay Date when selecting pays to post.

4. Tick the checkbox in the Post column of each pay run you want to post to MYOB Exo Business, then click **Post**.

**NOTE:** If the **Show Posted Batches** option is enabled, unticking it causes all previously posted batches to be unticked.

5. The MYOB Exo Business login window is displayed. Enter your MYOB Exo Business login details and click **OK**.

The details are posted to Exo Business. If there are any problems with the setup of Exo Payroll or Exo Business that prevent the posting of pay runs, an error message will appear, and you will be given the option of printing out a report that details the problems.

## Maintenance

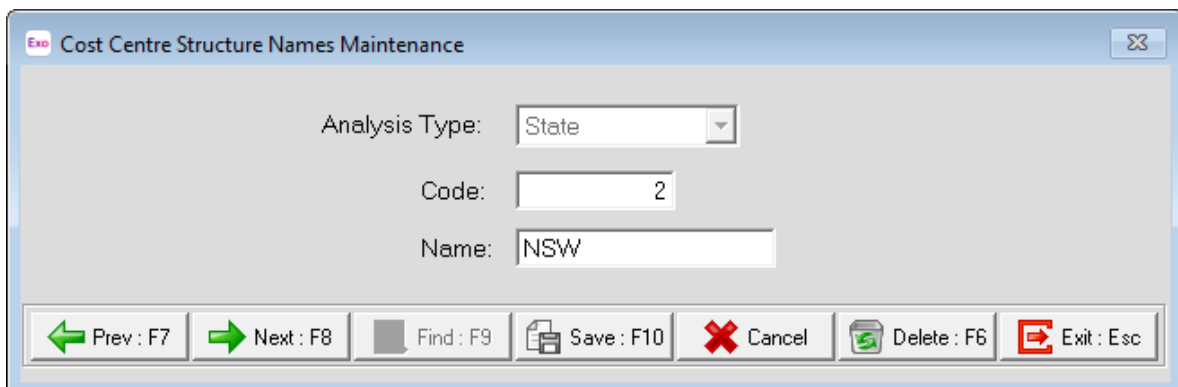
### Cost Centre Structure Names

Cost Centre codes must conform to the structure set up in the Payment Setup (see page 41) section of the Setup Payroll window. For example, the structure may be that the first digit of a Cost Centre code represents the State, the next digit represents the Department and the next two digits represent the Expense. The Cost Centre Structure Names window lets you assign names to the codes available in each section of the code structure. For example, in the State section, you may want the code 1 to represent "ACT", the code 2 to represent "NSW", the code 3 to represent "NT" and so on.

These names are used to auto-generate the Cost Centre Name when adding a new Cost Centre (see page 78).

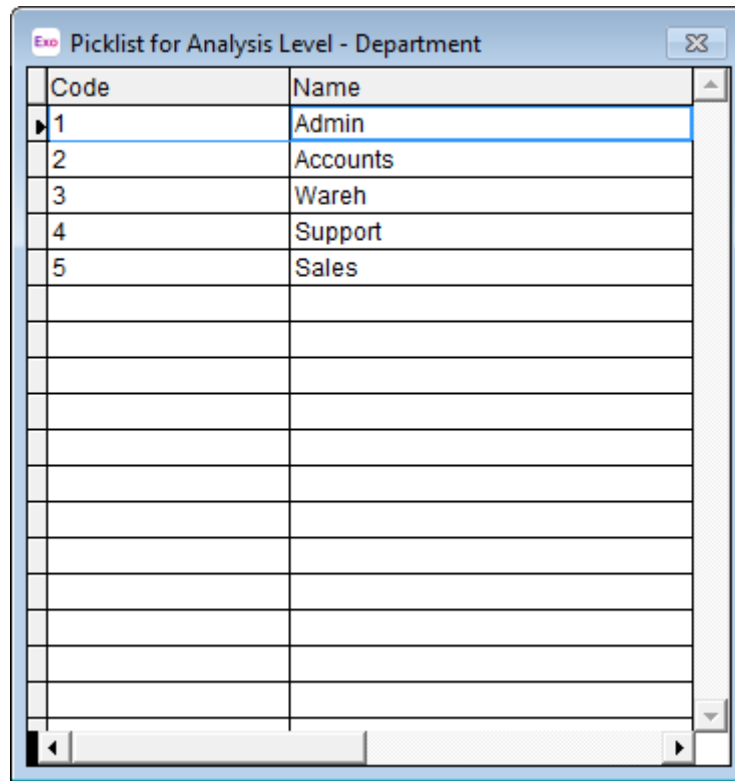
**NOTE:** Setting up new Cost Centre Structure Names (or changing existing ones) will rename any existing Cost Centres that use the codes they correspond to.

Open the Cost Centre Structure Names window by selecting **Costing > Cost Centre Structure Names** from the Maintenance menu.



To assign a name to a Cost Centre section code:

1. Select the Analysis Type, i.e. the section of the Cost Centre structure. These correspond to the Analysis Codes set up in the Payment Setup (see page 41) section of the Setup Payroll window.
2. Enter a code or click **Find** for a list of all codes defined for the selected Analysis Type:



Code	Name
1	Admin
2	Accounts
3	Wareh
4	Support
5	Sales

3. Enter/edit the name for the code.
4. Click **Save** or press F10.



## Superannuations

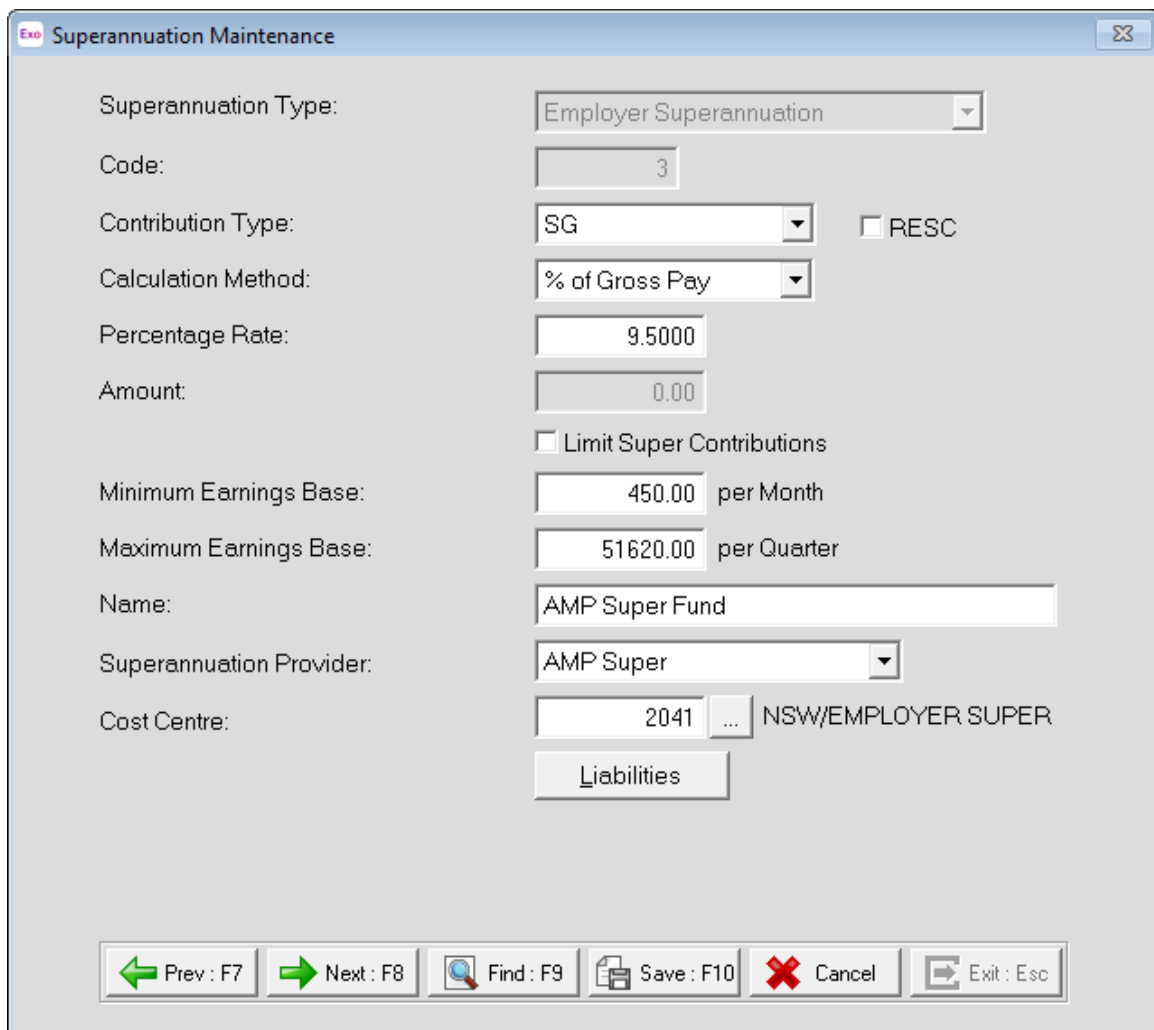
Select **Superannuations** from the Maintenance menu. This is where you can set up Superannuation contributions.

A window lists all of the superannuation contributions you have set up.

To edit one of them, click on it and click on the **Select** button or press ENTER.

To add a new contribution, click the **Add** button or press F4.

In both cases, the Superannuation maintenance window appears:



The screenshot shows the 'Superannuation Maintenance' window with the following details:

- Superannuation Type:** Employer Superannuation
- Code:** 3
- Contribution Type:** SG
- Calculation Method:** % of Gross Pay
- Percentage Rate:** 9.5000
- Amount:** 0.00
- Limit Super Contributions:**
- Minimum Earnings Base:** 450.00 per Month
- Maximum Earnings Base:** 51620.00 per Quarter
- Name:** AMP Super Fund
- Superannuation Provider:** AMP Super
- Cost Centre:** 2041 NSW/EMPLOYER SUPER
- Liabilities:**

Navigation bar at the bottom:

- ← Prev : F7
- Next : F8
- 🔍 Find : F9
- 💾 Save : F10
- ✖ Cancel
- 🚪 Exit : Esc

**Superannuation Type** For Employer Contributions, select “Employer Superannuation”; for Employee Contributions, select “Employee Superannuation”.

**Code** Enter the code number you want to list this Superannuation as. You can use up to a maximum of 3 digits (1 - 999). If the Superannuation Type is “Non-cash benefit”, use a number not assigned to another non-cash benefit. If the Superannuation Type is “Deduction”, use a number not assigned to another deduction.

**Contribution Type** The Contribution Type is an indicator that is relevant to all superannuation transactions. It is used by the superannuation provider to classify the various types of payment that they may receive. The list of available types differs depending on whether the **Superannuation Type** is “Employee Superannuation” or “Employer Superannuation”.

Code	Description
<b>Employee Superannuations</b>	
SS	Salary Sacrifice - Super contributions deducted from total employee package before tax. PAYG tax is calculated on the employee’s package net of salary sacrifice.
SV	Salary Sacrifice Voluntary - Many Defined Benefits Funds allow members to pay the basic contribution by salary sacrifice as well as make voluntary salary sacrifice contributions. PAYG tax is calculated on the employee’s package net of all salary sacrifice contributions.
SP	Spouse Contributions - Contributions made by employees on behalf of their spouses.
MR	Member Regular - Members may pay regular percentage of salary or fixed amount as a contribution. Used in cases where the member has to pay a percentage or amount nominated by the employer i.e. compulsory member contribution.
MV	Member Voluntary - Members may pay a voluntary percentage of salary or fixed amount as a contribution. Used in cases where the member is able to nominate the percentage or amount. For funds where a member regular contribution is paid members may also make additional voluntary contributions as well as the regular contributions. Used in cases where vesting may be dependent on member regular account (DB funds) or where employer matches member regular contributions but also allows member to contribute additional amounts.
MD	Member Deducted - For eligible members (who are either substantially self employed or not entitled to superannuation support from their employer) who wish to pay an amount of after tax salary as a contribution and claim the amount as an income tax deduction.
MP	Member Single Premium Account - Member lump sum contributions other than rollover.
<b>Employer Superannuations</b>	
SG	SG Contributions (Compulsory) - Legislated compulsory Superannuation Guarantee (SG) contributions.
EC	Employer Contributions - Contributions made by employers in excess of their statutory obligation. Used in funds where the Employer contribution percentage may exceed the SG contribution percentage and a separate account is required to show this.
EA	Employer Additional - Used in funds where the Employer contributions may be fully vested and an additional account is required if the additional employer contributions are not fully vested.

## MYOB EXO Payroll

PR Productivity Contributions (Award) - In cases where Productivity/Award contributions need to be identified separately rather than incorporated in SG (to show meeting Union obligations) they can be reported here (otherwise will be included in SG contributions).

---

RC Redundancy Contributions - Used for Redundancy funds. This is offered by certain Industry Funds.

---

EP Employer Single Premium Account - Employer lump sum contributions.

---

AP Additional Invalidity Premium - Used by Some Defined Benefit Funds.

---

DA Drug and Alcoholism Conts - Contributions into the Drug and Alcoholism rehabilitation foundation. This is offered by certain Industry Funds.

---

**RESC** Tick this box if the contribution is a Reportable Employer Superannuation Contributions (RESC). Employer Contributions you make for an employee are reportable where all of the following apply:

- your employee influenced the rate or amount of super you contribute for them
- the contributions are additional to the compulsory contributions you must make under any of the following:
  - super guarantee law
  - an industrial agreement
  - the trust deed or governing rules of a super fund
  - a federal, state or territory law.

Contributions you make that are not reportable employer superannuations contributions are any compulsory contributions that you must make for your employee.

**NOTE:** See [Reportable employer superannuation contributions](#) at the ATO's website for full information on what types of Employer Contributions are and are not reportable.

**Calculation Method** Select "Fixed Dollar Amount" if a set amount should be contributed to the superannuation fund. Select "% of Gross Pay" if the contribution should be calculated as a percentage of the employee's gross pay liable for superannuation.

**Percentage Rate** If the contribution is calculated as a percentage of the employee's gross earnings liable for superannuation, enter the rate in this field. If the rate varies, leave the rate as 0.00.

**Amount** If the contribution is a set amount, enter the amount in this field. If the amount varies, leave it as 0.00.

**Limit Superannuation Contributions** Ticking this box hides the **Minimum Earnings Base** and **Maximum Earnings Base** fields and displays the **Maximum Super Contributions Amount** field.

**Maximum Super Contributions Amount** This property applies to piece workers whose superannuation is calculated based on the value of hours worked. Enter the maximum contribution amount that each employee can receive per week (this will be multiplied according to employees' pay frequencies, e.g. the maximum amount for an employee who is paid fortnightly would be twice the amount you enter here).

**Minimum Earnings Base** This property is available for employer superannuations where the Contribution Type is set to “SG”. It specifies the Superannuation Guarantee threshold, meaning that employees who have earned less than this amount for the month are not eligible for employer superannuation. The default value is \$450, which should apply to most employees; if a different threshold is required, it can be edited here.

**Maximum Earnings Base** This property is available for employer superannuations where the Contribution Type is set to “SG”. It specifies the maximum limit on any individual employee’s earnings base for each quarter of any financial year. The employer does not have to provide the SGC contributions on the part of earnings above this limit.

**NOTE:** The SGC Maximum Earnings Base is only applied after 1 July 2011.

**Name** Enter a name for the superannuation contribution.

**Superannuation Provider** Select the superannuation provider to whom the contribution is paid. The providers available are sourced from the Superannuation Providers (see page 64) masterfile. Many superannuation contributions can be linked back to the same superannuation provider, to obtain a total for the “scheme” on the Superannuation Summary report.

**Cost Centre** The Cost Centre for each Superannuation Contribution will automatically default to the employee’s own default Cost Centre. If you want to cost the Superannuation Contribution to a different cost centre, enter the Cost Centre number that you want this superannuation contribution to be costed to. This will override any employees’ default Cost Centre.

**Liabilities** Superannuation contributions have an effect on other payment items, e.g. Salary Sacrifices to superannuation are included in Employer Contributions. This window gives you the flexibility to select the pay items this superannuation contribution is liable for.

## General Ledger

Select **General Ledger** from the Maintenance menu to open the General Ledger Maintenance window. This is where you enter any General Ledger codes and their descriptions.

**General Ledger Code** Enter the General Ledger account code. It can consist of letters, numbers, or any combination of the two.

**Description** Type in the name for this General Ledger account code, up to a maximum of 20 characters.

## Note Types

Exo Payroll automatically inserts notes into an employee's Notes file (see page 97) when certain conditions occur. Notes are inserted automatically into an employee's Notes file in situations such as:

- A Lieu Day is paid or taken (Type D)
- Annual Leave is paid (Type H)
- Other Leave is paid (Type OL)
- Long Service Leave is paid (Type L)
- An employees' salary is altered (Type P)
- An RDO is accrued or taken (Type RDO)
- Personal Leave is paid (Type S)
- Shift Leave is paid (Type SH)
- An employee is terminated or reinstated (Type T)
- An employees' hourly rate is altered (Type W)

These notes build up in the employee's Notes file creating a pay activity history that can be reported on at any time via the Notes report (see page 188). You can create your own Note Types and add them to the automatically created notes.

Select **Note Types** from the Maintenance menu to open the Note Types Maintenance window. Press F9 or click **Find** for a list of all Note Types. Press F4 or click **Add** to add a new Note Type:

The screenshot shows a software window titled "EXO Note Type Maintenance". It features a title bar with the EXO logo and a close button. The main area contains three input fields: "Note Type:" with the text "UNPAID", "Description:" with the text "Unpaid Leave", and "Default Note" which is an empty text area with a vertical scrollbar. At the bottom of the window is a toolbar with five buttons: "Find : F9" (with a magnifying glass icon), "Save : F10" (with a floppy disk icon), "Cancel" (with a red X icon), "Delete : F6" (with a trash can icon), and "Exit : Esc" (with a red arrow icon).

**Note Type** Enter the Note Type code that you want to use. It can be letters, numbers, or a combination of the two. Note Types are also case sensitive so you may choose between upper and lower case letters.

**Description** Enter a name to describe the Note Type.

**Default Note** Enter a default note or template to be added whenever a note of this type is created. Using a default note saves typing in the same information repeatedly and ensures conformity in notes added by users. The default note can be edited or added to if necessary.

## Annual Leave Groups

Selecting **Groups > Annual Leave Groups** from the Maintenance menu opens a window that allows you to set award-based rules and then place employees in their appropriate group/award. This grouping enables automatic roll-overs into an employee's next entitlement and also lets you split accumulating annual leave where the annual leave entitlement has changed over the course of an annual leave year.

**NOTE:** This topic describes the standard leave entitlement management functions. MYOB Exo Payroll includes a new, enhanced **leave entitlement management system**. Updating to the new leave entitlement management system is a major process and cannot be reversed; for this reason, the new system is not active by default. If you would like to learn more about the new leave entitlement features and how to activate them, contact your Business Partner.

You are able to define groups of annual leave that allow for different calculations. These groups are then attached to an employee at the individual employee level in the employee's masterfiles. This means that you could have an employee starting at 160 hours entitlement. After 72 months (6 years) service the employee's entitlement goes up to 200 hours.

These entitlements are automatically given to the employee on the appropriate service anniversaries.

If you have a company anniversary, you are also able to split the accumulation of annual leave over an annual leave pay year. This means that you are able to have a company anniversary of, for example, the 25th of December but an employee who starts in July. On the anniversary of the employee's 6th year of service they are now able to accumulate 160 hours pro-rata from the 25th of December through to July and 200 hours pro-rata from July through to December. Or you may have the normal method of an employee accumulating 200 hours based over the entire annual leave year.

Annual Leave Groups are added and edited using the following window:

Annual Leave Groups Maintenance

Group Code:

Description:

Leave Loading %:  Annual Leave Method:

Cap Accruals Full Time Hours Per Year:

	Months After Start Date	Annual Entitlement Hours
Initial Entitlement:		<input type="text" value="160.00"/>
Change 1:	<input type="text"/>	<input type="text"/>
Change 2:	<input type="text"/>	<input type="text"/>

Find : F9 Save : F10 Cancel Delete : F6 Exit : Esc

**Group Code** Enter the Group code number that you want to use.

**Description** Enter a name to label this Group code number.

**Annual Leave Method** Select from the following accrual methods:

- **Calendar** - This method accrues leave on the basis of days worked as they accumulate across a theoretical "calendar of pay periods". The calculation works by gauging the difference, in actual days of the week, between the employee's start date (or last anniversary date, if they have one) and the employee's pay period end date. The difference in days is proportioned against the number of days in one year (365 or 366 for a leap year), and is then multiplied by the annual entitlement hours in order to arrive at a year-to-date accrual.

For example, assume an entitlement of 160 hours. Having worked six months of a year, an employee will have accrued 80 hours. After having worked an entire year, the employee will have accrued the full 160 hours.

- **Hours** - Unlike the Calendar method, this method accrues leave based on the employee's actual hours of work.

If an employee is part time and does not work a set number of days per week, MYOB recommends the Hours method. This method applies the number of actual hours paid against a standard working year (usually 1976 hours), to find a proportion of the year worked. It then applies that same proportion against the full timer's standard yearly entitlement (usually 160 hours).

Examples:

Hours Paid = 1976 - Employee receives  $1976/1976 \times 160$  hours  
=  $1.000 \times 160$  hours  
= 160 entitled hours of holiday

Hours Paid = 1520 - Employee receives  $1520/1976 \times 160$  hours  
=  $0.769 \times 160$   
= 123.04 entitled hours of holiday

Hours Paid = 988 - Employee receives  $988/1976 \times 160$  hours  
=  $0.5 \times 160$   
= 80 entitled hours of holiday

**Leave Loading %** Enter the leave percentage rate of the award here, e.g. 17.50 for 17.5%. When paying outstanding annual leave, the value of the annual leave taken will be increased by the percentage stated in this window.

**Cap Accruals Per Pay Period** When using the Hours method, it is possible for employees to accrue more than their entitled leave if they work more than the **Standard Hours** set on the Employee Details tab (see page 85). Tick this option to prevent the employee from accruing more than their entitled leave.

**Full Time Hours Per Year** This field is only required for the Hours method. Specify the hours that the employee would theoretically be paid for if they were to work full-time for the whole year (this is usually 1976 hours). The system will ratio the actual hours paid against the full-time hours paid in order to calculate the proportion of the year worked and in turn hours to pay, at the end of the year.

**Initial Entitlement** The initial entitlement is what the employee will start with in terms of hours entitlement per year. For example, 160 hours means that on the next anniversary the employee will get 160 hours of annual leave. In effect if an employee starts on 01/01/2001, as of 01/01/2002 they will have 160 hours leave owing.

Enter an employee's initial entitlement in hours. You are then able to define the next two brackets the annual leave group will roll-over into.

**Change 1** You can schedule the entitlement to change due to the length of service e.g. after 18 months give 200 hours, means that on the 1st year's anniversary the employee gets 160 hours and on the 2nd and every other subsequent year's anniversary, the employee gets 200 hours per year.

**Change 2** The system allows for up to two rule changes for annual leave. Change 2 works in the same way as Change 1.

Enter the number of months after an employee's initial start date that the second change in their annual leave will take place, e.g. 5 years = 60 months, then enter the new annual entitlement in hours.

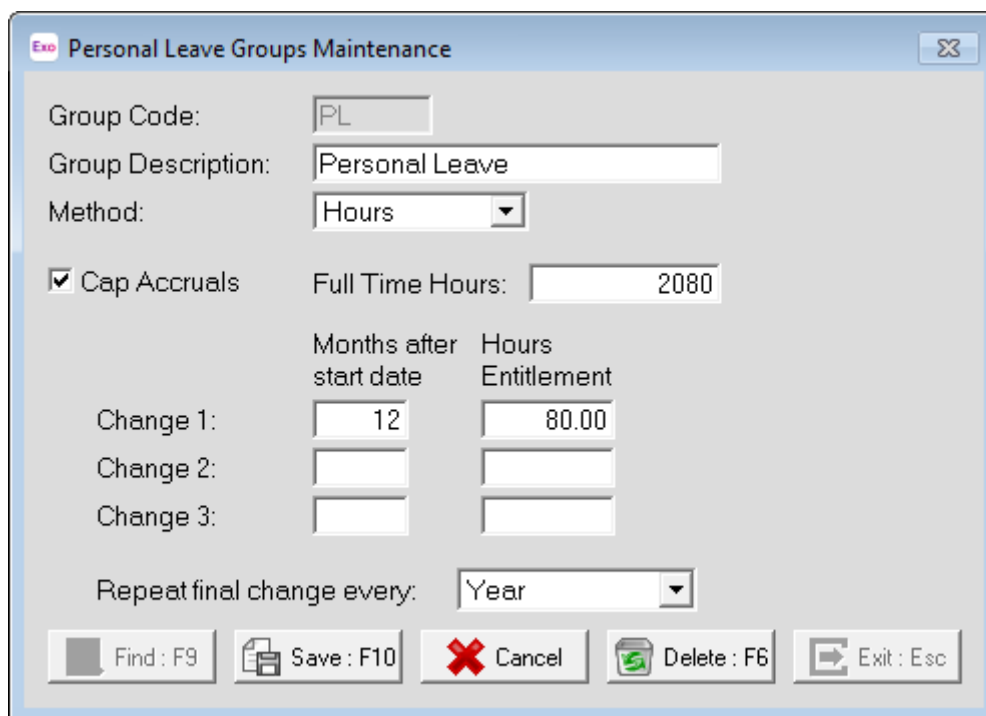
Once you have defined your annual leave group all that is required is to allot the appropriate group to the individual employee. This is done from the Leave Entitlements tab of the Employee Maintenance window.

## Personal Leave Groups

Selecting **Groups > Personal Leave Groups** from the Maintenance menu opens a window that allows you to create groups of personal pay rules for assignment to employees in the Employee Maintenance window. These entitlements are automatically given to the employee on the appropriate service anniversaries.

**NOTE:** This topic describes the standard leave entitlement management functions. MYOB Exo Payroll includes a new, enhanced **leave entitlement management system**. Updating to the new leave entitlement management system is a major process and cannot be reversed; for this reason, the new system is not active by default. If you would like to learn more about the new leave entitlement features and how to activate them, contact your Business Partner.

Personal Leave Groups are added and edited using the following window:



**Personal Leave Groups Maintenance**

Group Code:

Group Description:

Method:

Cap Accruals      Full Time Hours:

	Months after start date	Hours Entitlement
Change 1:	<input type="text" value="12"/>	<input type="text" value="80.00"/>
Change 2:	<input type="text"/>	<input type="text"/>
Change 3:	<input type="text"/>	<input type="text"/>

Repeat final change every:

Find : F9    Save : F10    Cancel    Delete : F6    Exit : Esc

**Group Code** Enter the Group code number that you want to use.

**Description** Enter the name you want to label this Group code number



**Method** Select one of the following accrual methods:

- **Calendar** - This method will average the employee's entitlement over a calendar year, accruing a set portion every pay period.
- **Hours** - Unlike the Calendar method, this method accrues leave based on the employee's actual hours of work. If an employee is part time and does not work a set number of days per week, MYOB recommends the Hours Based method.

**Full Time Hours Per Year** This field is only required for the Hours Based method. Here you would specify the hours that the employee would theoretically be paid for if they were to work full-time for the whole year (this is usually 2080 hours). The system will ratio the actual hours paid against the full-time hours paid in order to calculate the proportion of year worked and in turn hours to pay, at the end of the year.

**Cap Accruals** When using the Hours method, it is possible for employees to accrue more than their entitled leave if they work more than the standard hours. Select this option to prevent the employee from accruing more than their entitled leave.

**Change 1** You can schedule entitlements to take effect due to the length of service, e.g. after 0 months the employee would be entitled to 60 hours personal leave; this means new employees will immediately get 60 hours personal leave entitlement.

Enter the number of months after an employee's initial start date that the second change in their personal leave will take place, e.g. 60 months (5 years), then enter the new annual entitlement in hours.

**Change 2/Change 3** The system allows for up to three rule changes for personal leave. Change 2 and Change 3 work the same way as Change 1.

**Repeat final change every** If the actual number of hours' entitlement is to remain at a regular pattern, you may not need to use the Change 2 or 3 fields at all. Simply select a frequency on which the employee will regularly receive an entitlement, and the system will look at the last change rule and reapply it at regular intervals. Select an interval from:

- 1, 2, 3, or 4 weeks
- 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, or 11 months
- Year (i.e. repeat annually)

Once you have defined Personal Leave groups, all that is required is to allot the appropriate group to the individual employee. This is done from the Leave Entitlements tab of the Employee Maintenance window.

## Long Service Leave Groups

Selecting **Groups > Long Service Leave Groups** from the Maintenance menu opens a window that allows you to create groups of long service types. Employees can be placed in the appropriate group, so that these entitlements are automatically given to the employee after the appropriate length of service.

**NOTE:** This topic describes the standard leave entitlement management functions. MYOB Exo Payroll includes a new, enhanced **leave entitlement management system**. Updating to the new leave entitlement management system is a major process and cannot be reversed; for this reason, the new system is not active by default. If you would like to learn more about the new leave entitlement features and how to activate them, contact your Business Partner.

Long Service Leave Groups are added and edited using the following window:

Code: NSW

Name: NSWLSL

Method: Hours Full Time Hours Per Year: 2080

Cap Accruals

Entitlement Changes:

Months after start date	Number of Hours:
120	346.67
180	173.33
240	173.33
300	173.33
360	173.33

+ Add Edit Delete

Prev : F7 Next : F8 Find : F9 + Add : F4 Delete : F6 Exit : Esc

**Code** Enter the Group code number.

**Name** Enter a name for the this Group.

**Method** Select one of the following accrual methods:

- **Calendar** - This method accrues leave on the basis of days worked as they accumulate across a theoretical "calendar of pay periods". The calculation works by gauging the difference, in actual days of the week, between the employee's start date (or last anniversary date, if they have one) and the employee's pay period end date. The difference in days is proportioned against the number of days in the entitlement period - usually one year (365 or 366 for a leap year) - and is then multiplied by the entitlement hours (usually expressed as an annual value) in order to arrive at a year-to-date accrual.
- **Hours** - Unlike the Calendar method, this method accrues leave based on the employee's actual hours of work, using the formula:

$$\frac{(\text{Days in Period} \times \text{Hours Paid} \times \text{Entitlement Units})}{(\text{Days in this Year} \times \text{Full Time Hours per Year})}$$

If an employee is part time and does not work a set number of days per week, MYOB recommends the Hours method.

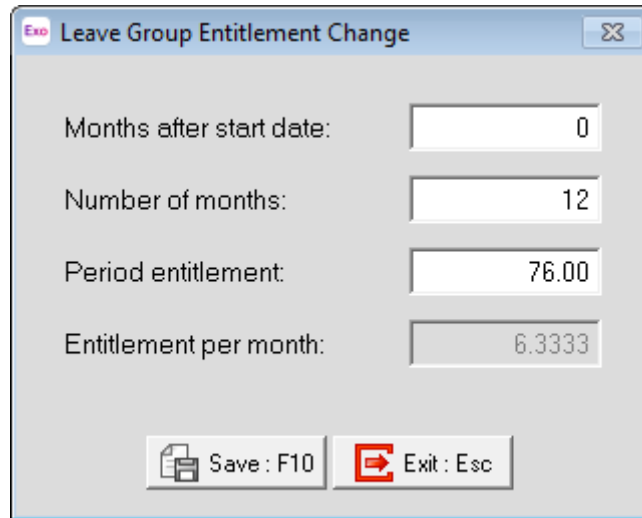
### Full Time Hours Per Year

This field is only required for the Hours method. Specify the hours that the employee would theoretically be paid for if they were to work full-time for the whole year (this is usually 1976 hours). The system will ratio the actual hours paid against the full-time hours paid in order to calculate the proportion of the year worked, and in turn the hours to pay at the end of the year.

**Cap Accruals** When using the Hours method, it is possible for employees to accrue more than their entitled leave if they work more than the standard hours. Select this option to prevent the employee from accruing more than their entitled leave.

**Entitlement Changes** When you are adding or editing a Group, you can add and edit the entitlement changes that apply to the Group. You can schedule entitlements to take effect due to length of service e.g. after 180 months give 520 hours, means that after 15 years service the employee gets 520 hours.

Click the **Add** button to add a new entitlement change, or select an existing change and click **Edit** to change its details.



Field	Value
Months after start date:	0
Number of months:	12
Period entitlement:	76.00
Entitlement per month:	6.3333

**Months after Start Date** Type in the number of months after an employee's start date that the first change in their Long Service Leave will take place.

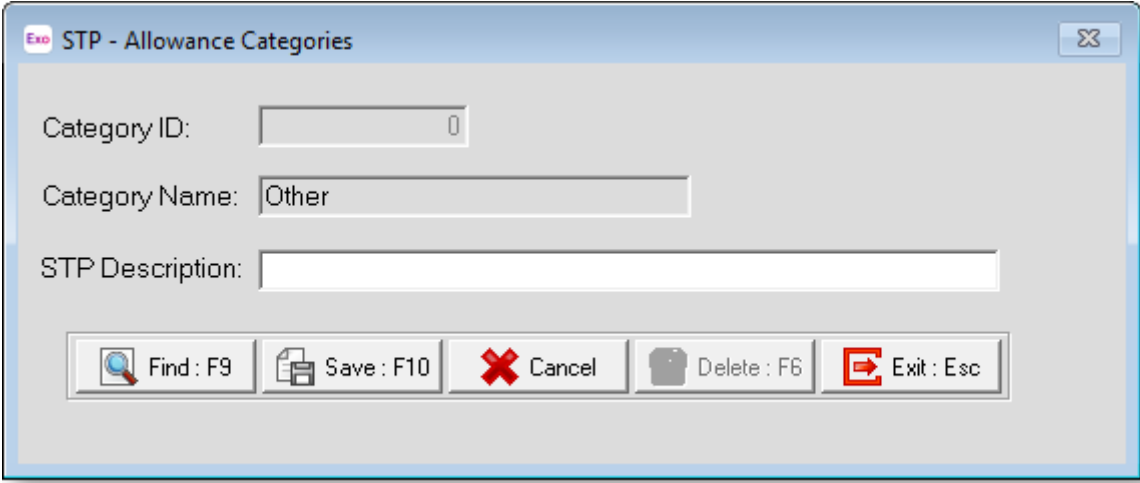
**Number of Hours** Type in the how many hours the employee is to receive on their entitlement date.

Once you have entered these details, click **Save** or press F10 to save the changes and return to the Long Service Leave Group Maintenance window.

Once you have defined Long Service Leave groups, all that is then required is to allot the appropriate group to the individual employee. This is done from the Leave Entitlements tab of the Employee Maintenance window.

## Allowance Categories

Select **Single Touch Payroll > Allowance Categories** from the Maintenance menu to open the Allowance Categories window. This window lets you set up categories for Allowances, which are required when submitting payroll details to the ATO (Single Touch Payroll (see page 276)).



The screenshot shows a window titled "STP - Allowance Categories". It has a title bar with a close button. The window contains three input fields: "Category ID" with the value "0", "Category Name" with the value "Other", and "STP Description" which is empty. At the bottom, there is a toolbar with five buttons: "Find : F9" (with a magnifying glass icon), "Save : F10" (with a floppy disk icon), "Cancel" (with a red X icon), "Delete : F6" (with a trash can icon), and "Exit : Esc" (with a red arrow icon).

To add a new category, enter its description and click **Save**. To edit an existing category, click **Find** to open a picklist of existing categories.

**NOTE:** Several pre-configured categories are installed with the system. These are the default categories specified by the ATO, and cannot be edited.

## Utilities

### PAYG Calculator



Exo Payroll includes a useful PAYG Calculator for calculating the Tax, Net Pay, Student Loan on any amount. This is selected from the Utilities menu or by clicking on the PAYG Calculator button on the toolbar.

A screenshot of the 'PAYG Calculator' dialog box. The window title is 'PAYG Calculator'. It features a 'Calculate as at' date field set to '03/04/2012'. Under the 'Tax Classification' section, there is a dropdown menu for 'Standard Employee', a 'Withholding Variation' field set to '0.00', a 'Medicare Exemption' dropdown set to 'None' with 'Scale 2' indicated to its right, and three checkboxes: 'Claim Tax Free Threshold' (checked), 'Leave Loading' (checked), and 'Flood Levy Applied' (unchecked). Below this, the 'Pay Frequency' is set to 'Weekly'. A summary table shows 'Gross Pay', 'HELP', 'SFSS', 'Tax Deductions', and 'Net Pay', all with a value of '0.00'. At the bottom, there is an 'Exit : Esc' button with a red arrow icon.

**Calculation As At** This will default to today's date, and therefore the calculator will use the current tax tables. If you want to use a previous tax rate, enter a date for that period and the system will re-calculate the PAYG for that period.

**Tax Classification** There are several different scales, which are arrived at by the employee having answered the questions in the Employee Declaration form.

For Example:

- Scale 1: standard employee with tax free threshold not claimed
- Scale 2: standard employee with tax free threshold claimed
- Scale 3: non resident with TFN
- Scale 4: standard employee without TFN, alternatively a non resident without TFN
- Scale 5: standard employee with full Medicare exemption
- Scale 6: standard employee with half Medicare exemption
- Special Tax Rate: take tax as a percentage of earnings at the rate you specify
- Working Holiday Maker

If the employee is on a student loan repayment scheme, the “Standard Employee” option is extended to cover:

- standard employee with HELP
- standard employee with SFSS
- standard employee with HELP and SFSS
- Standard Employee with Student Loan

**NOTE:** As of 1 July 2019, the “Standard Employee with Student Loan” option replaces the HELP and SFSS options. “Standard Employee with Student Loan” functions the same as the older HELP and SFSS scales, so there is no immediate need to update any existing employees who use the HELP and SFSS scales, but new employees with student loans should be set to the “Standard Employee with Student Loan” option.

The system automatically calculates PAYG using in-built coefficients supplied by the ATO.

**Withholding Variation** If the Employee is on a Withholding Variation, enter the % rate you want to tax this employee at, e.g. 20.00 for 20%.

**Medicare Exemption** If the employee is eligible for a Medicare exemption, select the type of exemption (Full or Half) here.

**Claim Tax Free Threshold** If the employee falls under the tax free threshold, tick this box.

**Leave Loading** Select whether or not leave loading applies. This option is only enabled when the **Calculate As At** date is prior to 1 July 2012.

**Flood Levy Applied** Select whether the 2011-2012 Flood Levy should be applied. This option is only enabled when the **Calculate As At** date is inside the 2011-2012 financial year.

**Pay Frequency** Select the employee’s pay frequency.

**Gross Pay** Enter the amount of Gross Pay and press ENTER. The PAYG and Net Pay are calculated automatically.

**HELP** This is a calculated value and will only appear if the Standard Employee with HELP/Non Resident with HELP option has been selected.

**SFSS** This is a calculated value and will only appear if the Standard Employee with SFSS/Non Resident with SFSS options has been selected.

**Student Loan** This is a calculated value and will only appear if the Standard Employee with Student Loan/Non Resident with Student Loan options has been selected.

**Tax Deductions** This is a calculated value showing the total PAYG deductions.

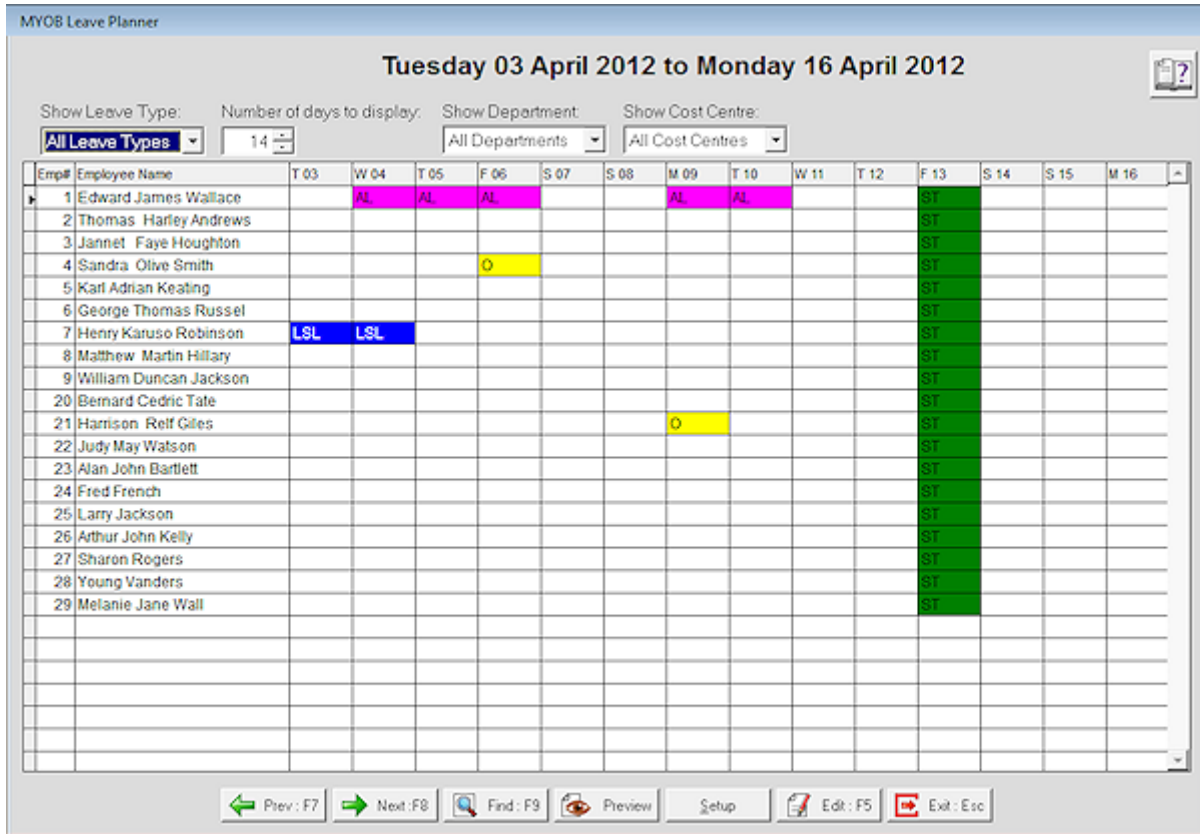
**Net Pay** If you want to find the Gross amount from a Net figure, enter it here and the Gross Pay and PAYG will be calculated.

## Leave Planner

The Leave Planner is a utility that allows you to plan and record your employees' leave to be taken.

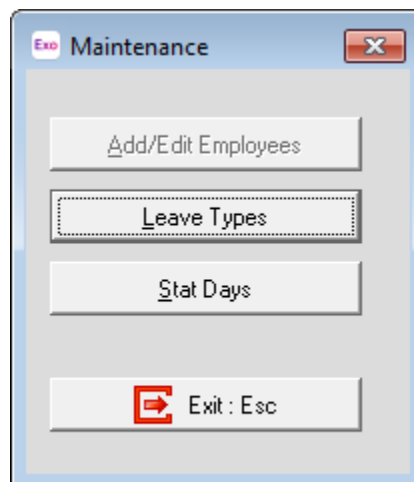
**NOTE:** Video Help is available for this topic on the [Exo Employer Services Education Centre](#).

Select the **Leave Planner** from the Utilities menu to open it.

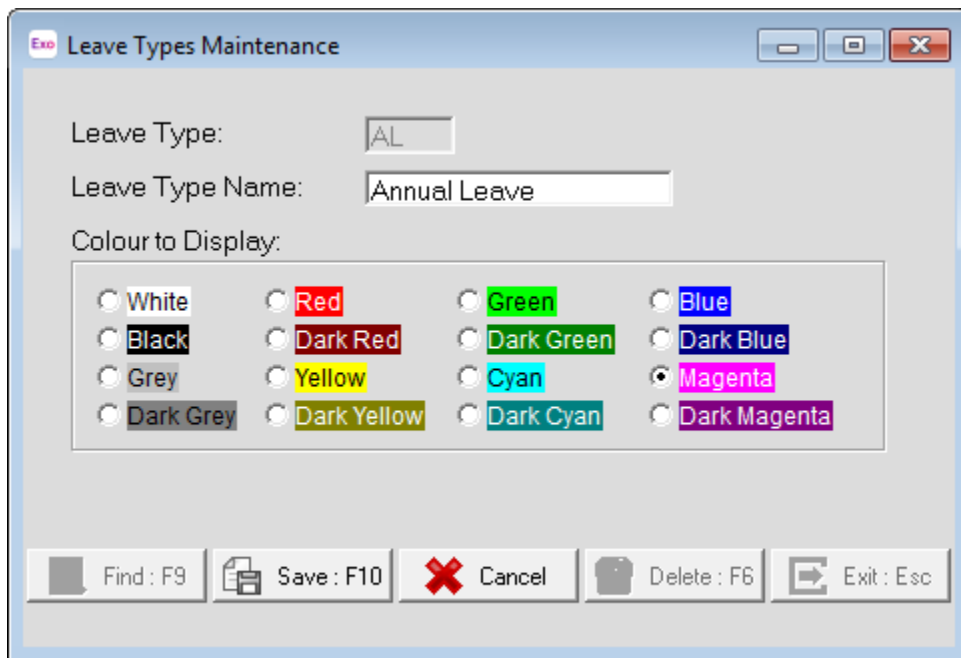


### Setting up the Leave Planner

Click the **Setup** button at the bottom of the window to set up the Leave Planner for initial use. This opens the Maintenance window:

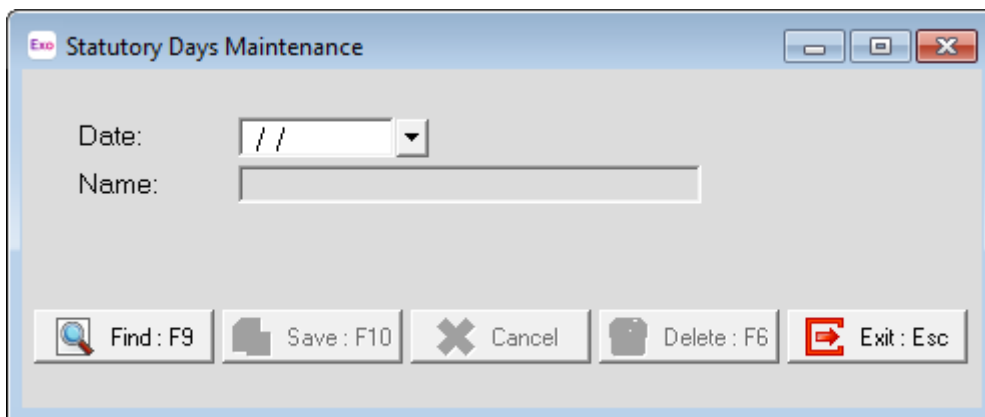


**Leave Types** Each leave type has a preset colour. You can change the colour for any leave type here. Selecting this option opens a new window:



Click **Find** to search for a Leave Type. Select the colour you want to assign to the chosen Leave type. When you are done, click **Save** or press F10 to return to the Maintenance window.

**Stat Days** A statutory holiday can be assigned for any given day to all employees at once. You need to periodically update your statutory holidays masterfile for regional observances. Selecting this option opens a new window:



To add a new statutory holiday and date, enter the date, then a description of the day. Click **Save** or press F10 to save the new day.

To renew the date for a nationally recognised statutory day, press F9 for a list of statutory days already in the system. Enter a new date for the chosen statutory day, then click **Save** or press F10.

Once you are finished setting up the options, click the Exit button on the Maintenance window or press ESC to return to the Leave Planner window.



## Using the Leave Planner

The Leave Planner makes it easier for pay clerks to judge their staffing levels and to plan in advance when employees may take annual leave, long service leave or statutory holidays.

The Leave Planner has two different views. Initially, you are presented with a grid showing the overall **Company view**. Selecting an employee takes you to the **Employee view**, which details a single employee's leave. You can perform all functions from either view.

### Company View

Emp#	Employee Name	T 03	W 04	T 05	F 06	S 07	S 08	M 09	T 10	W 11	T 12	F 13	S 14	S 15	M 16
1	Edward James Wallace		AL	AL	AL			AL	AL			ST			
2	Thomas Harley Andrews											ST			
3	Jannel Faye Houghton											ST			
4	Sandra Olive Smith				O							ST			
5	Karl Adrian Keating											ST			
6	George Thomas Russel											ST			
7	Henry Karuso Robinson	LSL	LSL									ST			
8	Matthew Martin Hillary											ST			
9	William Duncan Jackson											ST			
20	Bernard Cedric Tate											ST			
21	Harrison Relf Giles							O				ST			
22	Judy May Watson											ST			
23	Alan John Bartlett											ST			
24	Fred French											ST			
25	Larry Jackson											ST			
26	Arthur John Kelly											ST			
27	Sharon Rogers											ST			
28	Young Vanders											ST			
29	Melanie Jane Wall											ST			

A number of filters along the top of the window let you choose what to display.

**Show Leave Type** Choose from the list to see only annual leave, only long service, only lieu days etc.

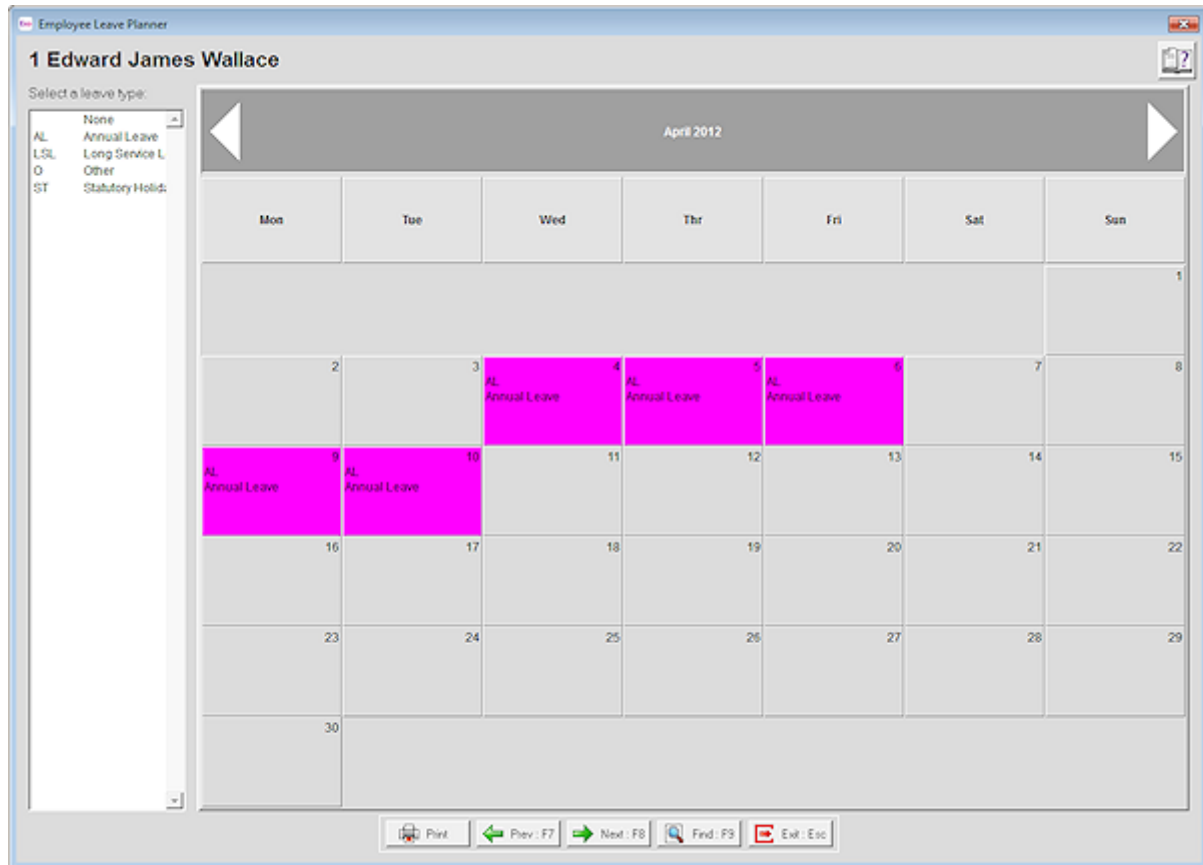
**Number of days to display** Narrow or widen the calendar scope of the grid, up to 250 days.

**Show Department** Choose from the list to see the leave only for a certain department. Departments are drawn from Payroll data.

**Show Cost Centre** Choose from the list to see the leave only for a certain Cost Centre. Cost Centres are drawn from Payroll data.

To assign a leave type, click on the cell that corresponds to the employee and day you want to assign leave to. Select a leave type from the list box that appears.

## Employee View



Click the white arrows on either side of the bar at the top of the window to navigate between months.

To assign leave for a day, select one of the leave types from the left of the window, then click on the appropriate date for the employee. The button will take on a new colour and description. To remove leave for a day, select "None" on the left, then click on a day that has leave assigned.

**Print** Lets you print out a Leave Schedule for the current employee.

## Printing the Leave Schedule Report

Selecting **Preview** from the Company view lets you print or preview the Leave Schedule report for the whole company.

**Print Leave Schedule for**

June 2018

08/06/2018 21/06/2018

**Ranges**

	From:	To:
Employee Code		
Employee Alpha		
Department		
Cost Centre		

**Printers**

Destination: Printer

Printer: Microsoft XPS Document Writer

Number of Copies: 1  Setup Printer

Print : F9    Exit : Esc

**Print Leave Schedule for** You can select an entire calendar month and year to print for, or alternatively you can specify an exact date range to report on.

**Ranges** You can enter **From** and **To** values for a range of payroll-related codes. This will narrow down your result set by filtering out any codes that do not fall within the range(s) you specify. Leave the ranges blank to report on all employees, departments, etc.

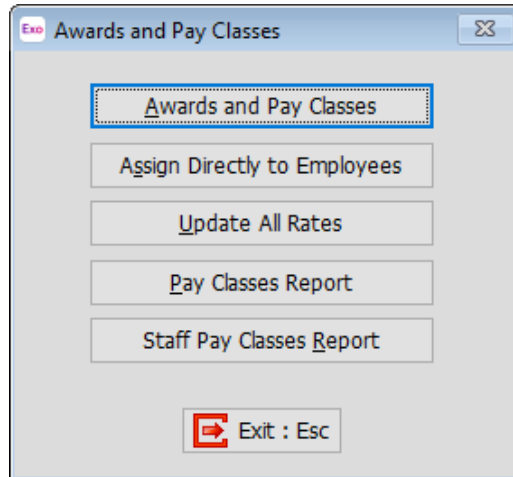
**Destination** Select a destination for the generated report. Choose from:

- **Printer** - This will sent the report directly to the specified printer. For several copies of the same report, adjust the **Number of Copies** field. Selecting the **Setup Printer** option will bring up the Windows Printer dialog when sending the print job.
- **Screen** - This will generate a print preview to the window, showing you what the final report will look like when printed.
- **Excel** - This will generate the report to a Microsoft Excel. You will need to specify a file name for the Excel spreadsheet in the File Name field.

## Awards and Pay Classes

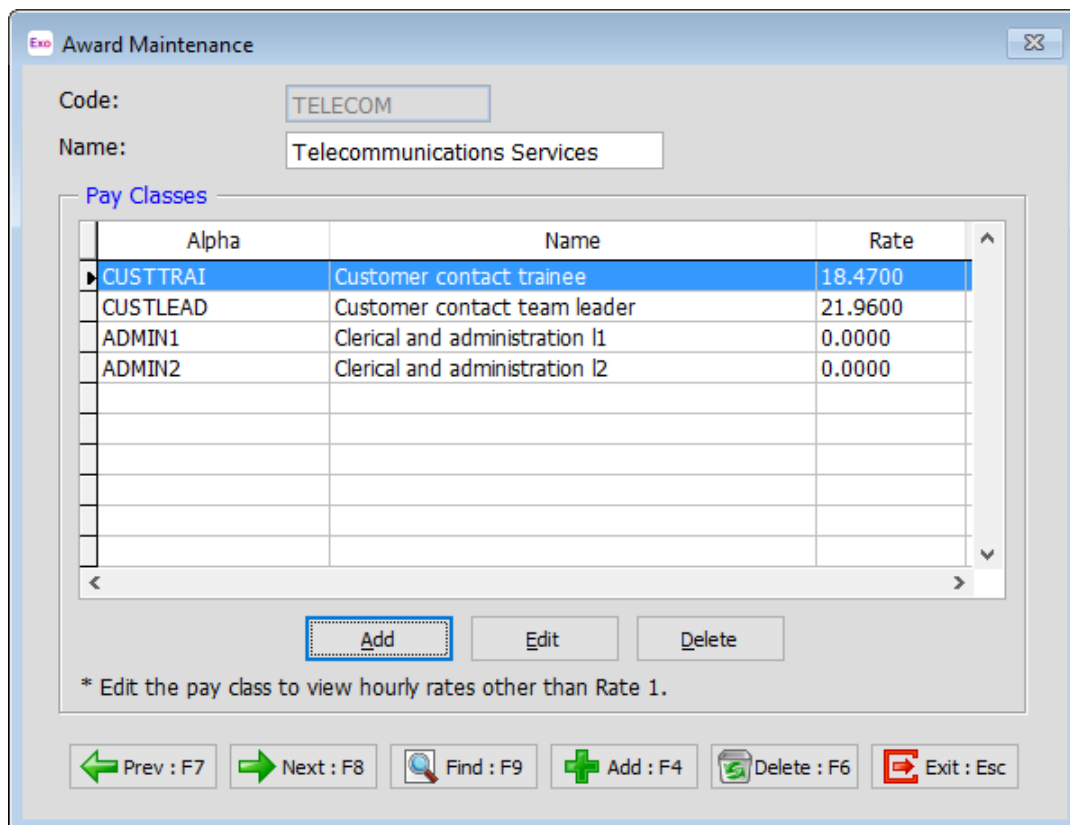
This utility lets you set up awards containing one or more pay classes, and then apply them to employees. Assigning an award and pay class to an employee updates the Hourly Rates in their Standard Pay (see page 105).

Select **Awards and Pay Classes** from the Utilities menu. The following window opens:



## Setting up Awards

Click the **Awards and Pay Classes** button on the main window to add and edit awards and pay classes. A picklist window appears - highlight an award and click **Select** to edit it, or click **Add** to add a new award. The Award Maintenance window appears:



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For new awards, enter an ID code and a name, then click **Save**. You can then add pay classes to the award by clicking the **Add** button in the Pay Classes section to open the Pay Class Maintenance window:

Award:	Telecommunications Services
Alpha:	CUSTLEAD
Name:	Customer contact team leader
Rate 1:	21.9600
Rate 2:	32.9400
Rate 3:	32.9400
Rate 4:	54.9000
Rate 5:	43.9200
Rate 6:	32.9400
Rate 7:	0.0000
Rate 8:	0.0000
Rate 9:	0.0000

Do not overwrite standard pay Hourly Rates when Pay Class rate is zero

Save : F10    Exit : Esc

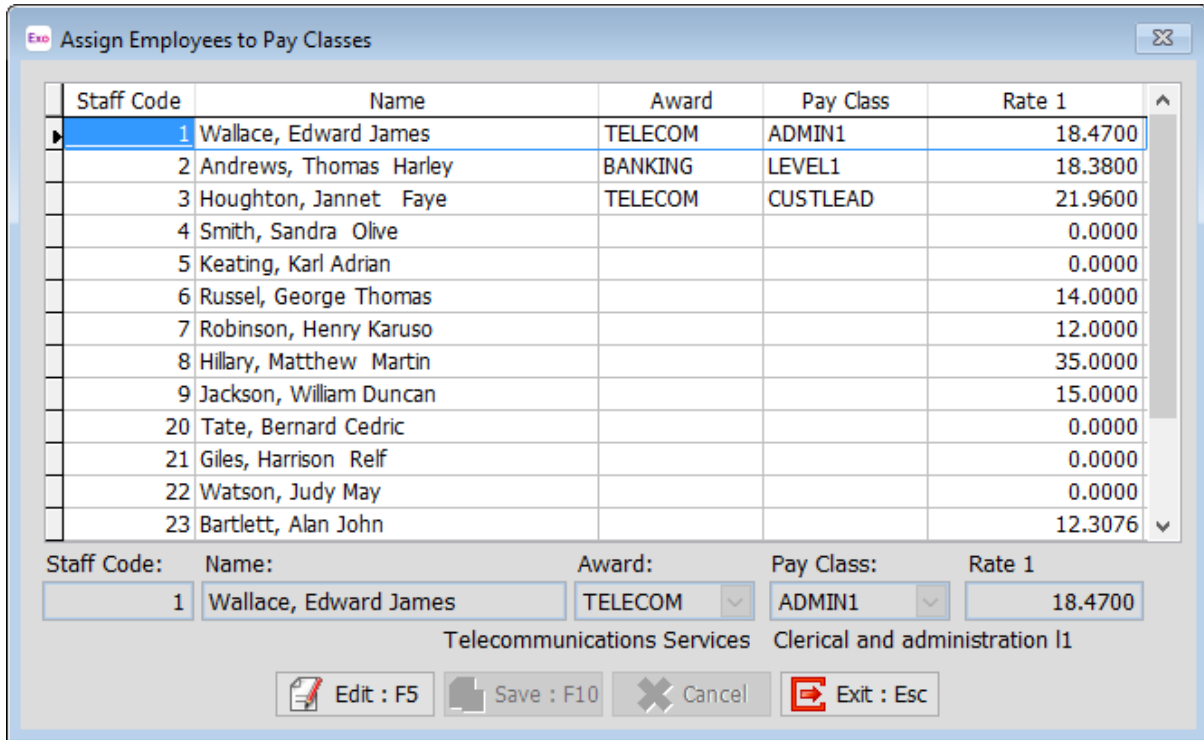
Enter an Alpha code and name for the pay class, then enter all rates for the class.

**Do not overwrite standard pay Hourly Rates when Pay Class rate is zero** If this option is ticked, then when applying the pay class to an employee, rates in the employee's Standard Pay will not be updated and will remain editable if the corresponding pay class rate is set to 0.0000. If the option is not ticked, then any rates set to 0.0000 in the pay class will be set to 0.0000 in the employee's Standard Pay and will be read-only. This can be useful in situations where employees in one pay class share a set of standard rates, but also have personal rates that can differ for each employee. By setting the rate that relates to employees' personal rates to 0.0000 and ticking this option, you can apply the pay class to employees without overwriting their personal rates.

Click **Save** to save the pay class and return to the Award Maintenance window.

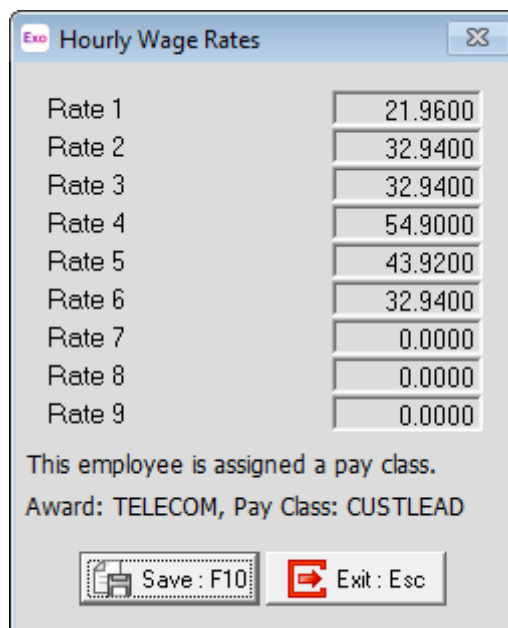
## Assigning Awards to Employees

Once you have set up awards and pay classes, click the **Assign Directly to Employees** button on the main window to assign existing awards to employees.



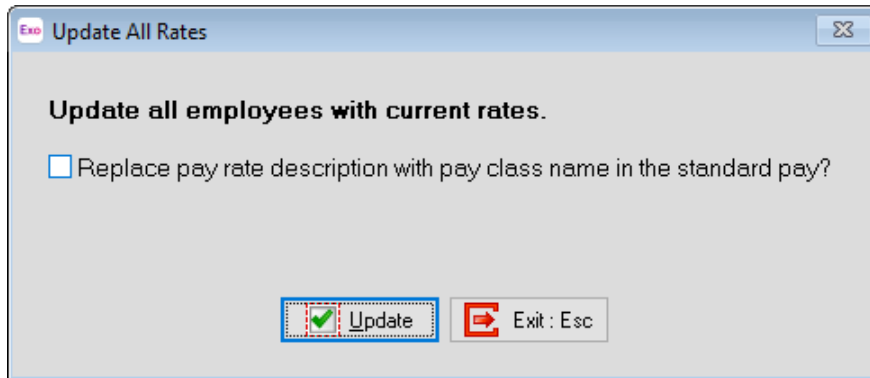
Select an employee and click **Edit** to enable the dropdowns at the bottom of the window. Select an award from the **Award** dropdown - this updates the **Pay Class** dropdown with the pay classes that have been set up for that award, so you can then select a class. Click **Save** to apply the award and pay class to an employee.

Assigning a pay class to an employee updates the Hourly Rates in their Standard Pay (see page 105) with the rates from the pay class. The Hourly Wage Rates window indicates when an employee's rates have been assigned via a pay class:



## Updating Pay Classes

If you make changes to any pay classes after they have been assigned to employees, click **Update All Rates** on the main window to update the rates of all employees who have been assigned an award and pay class.



Tick the check box if you want to update the Pay Rate Descriptions on the Wages section of employees' Standard Pays (see page 100) with the name of the pay class assigned to them, then click **OK**.

## Reports

Two reports are available from the main Awards and Pay Classes window:

- Click **Pay Classes Report** to print a report showing the details of all awards and pay classes. Only awards that are currently assigned to users are included in the report.
- Click **Staff Pay Classes Report** to print a report showing the details of all awards and pay classes, as well as the employees who have been assigned to each pay class. Only awards that are currently assigned to users are included in the report.

## Leave Entitlement Adjustment

This utility is for entering adjustments to employees' year-to-date leave entitlements.

**NOTE:** This utility is only available if the new, enhanced leave entitlement management system has been activated. If you would like to learn more about the new leave entitlement features and how to activate them, contact your Business Partner.

Code A	Surname	First Name	Start Date	End Date	Group	Leave Method	Accrued To Date	Annual Entitlement	Hours Paid	Adjusted Hours	Calculated Accrual	Adjusted Accrual	Actual Accrual	Carry Over	Accrued Taken	Balance
1	Wallace	Edward James	23/10/2014	22/10/2015	NL	Hours	1/1	152.00	152.00	0.00	11.69	77.54	89.23	115.00	0.00	204.23
2	Andrews	Thomas Harley	06/05/2014	05/08/2015	NL	Hours	1/1	152.00	93.75	0.00	7.21	70.16	77.37	100.00	0.00	177.37
3	Houghton	Jannet Faye	29/09/2014	28/09/2015	Calendar	07/07/2015		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	Smith	Sandra Olive	06/06/2014	05/06/2015	NL	Hours	1/1	152.00	152.00	0.00	11.69	140.31	152.00	0.00	0.00	152.00
5	Keating	Karl Adrian	12/09/2014	11/09/2015	NL	Hours	1/1	152.00	152.00	0.00	11.69	96.00	107.69	143.00	0.00	250.69
6	Russet	George Thomas	06/12/2014	05/12/2015	LL	Hours	1/1	152.00	96.00	0.00	7.38	38.57	45.95	53.00	0.00	90.95
7	Robinson	Henry Karuso	03/10/2014	02/10/2015	LL	Hours	1/1	152.00	152.00	0.00	11.69	86.77	98.46	129.00	0.00	227.46
8	Hilary	Matthew Martin	01/12/2014	30/11/2015	LL	Hours	1/1	152.00	152.00	0.00	11.69	62.16	73.85	92.00	0.00	165.85
9	Jackson	William Duncan	10/10/2014	09/10/2015	LL	Hours	1/1	152.00	152.00	0.00	11.69	83.69	95.38	125.00	0.00	220.38
20	Tate	Bernard Cedric	27/02/2015	26/02/2016	NL	Hours	1/1	152.00	152.00	0.00	11.69	22.16	33.85	32.00	0.00	65.85
21	Giles	Harrison Relf	28/09/2014	28/09/2015	NL	Hours	1/1	152.00	152.00	0.00	11.69	89.85	101.54	134.00	0.00	235.54
22	Watson	Judy May	07/11/2014	06/11/2015	NL	Hours	1/1	152.00	152.00	0.00	11.69	71.39	83.00	106.00	0.00	189.00

The utility displays the current YTD leave entitlements for all employees. Only the **Adjusted Hours**, **Adjusted Accrual** and **Carry Over** columns are editable - enter values into these columns to adjust employees' entitlements as necessary.

The **Copy** button at the bottom of the window copies all data from this window to the clipboard, so that it can be pasted directly into a spreadsheet.

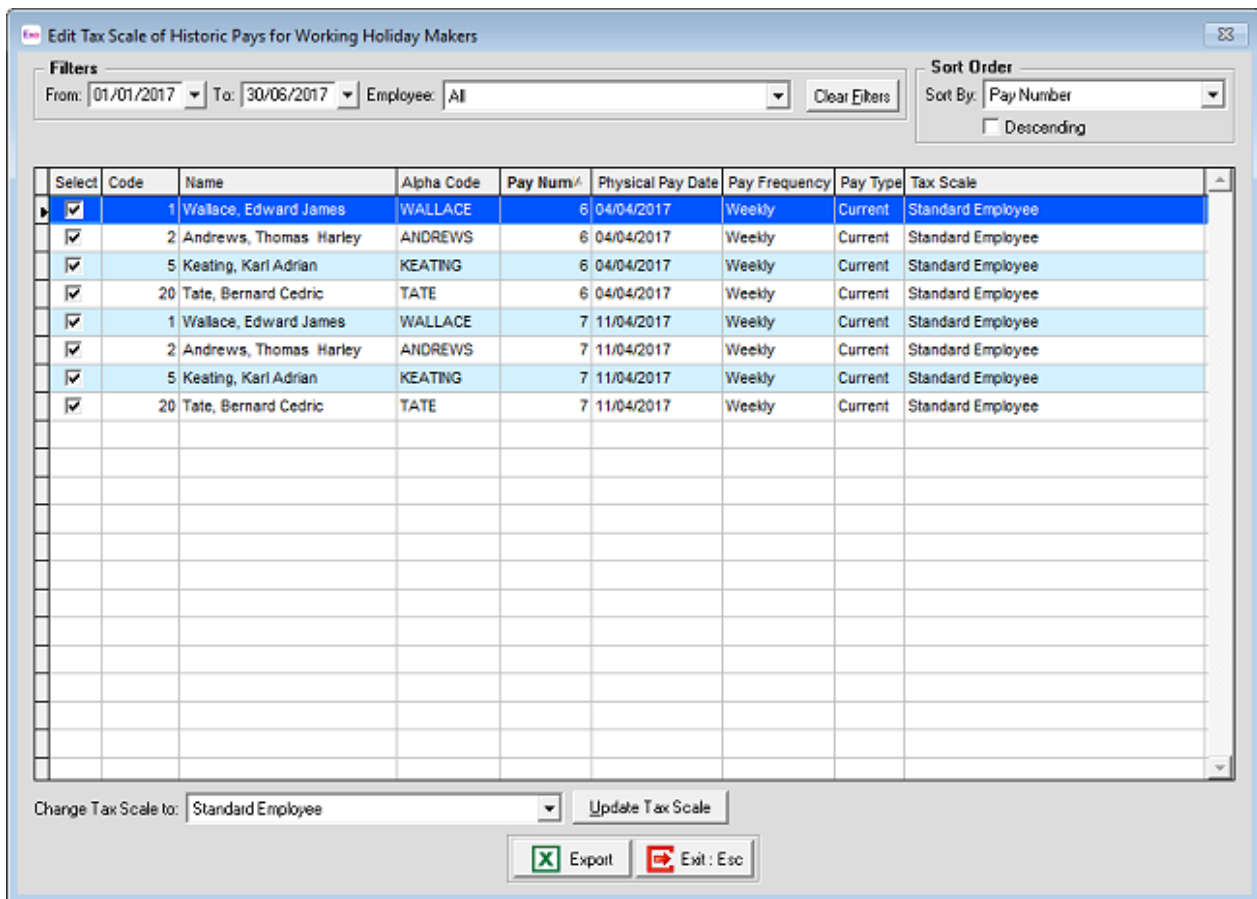
The **View History** button opens the View Hours Paid History window for the selected employee.

## Editing Tax Scales for Working Holiday Makers

A Working Holiday Makers (WHM) tax scale came into effect from 1 January 2017; however, it wasn't available in MYOB Exo Payroll until the 2017.01 compliance release in mid-2017, so employees could only be assigned the WHM tax scale for pays that were started after this version is installed. This utility lets you edit historical pays for employees who should have been using the WHM tax scale, so that you can retrospectively assign them the correct tax scale.

**NOTE:** See the [ATO website](#) for information on the requirements that must be met for an employee to qualify for the Working Holiday Makers tax scale.

Once you have assigned the WHM tax scale to all employees who should be using it, open the utility by selecting **Edit Tax Scale for Working Holiday Makers** from the Utilities menu:



The window displays all employees whose tax scale is currently set to "Working Holiday Maker" on the Employee Details tab of the Employee Maintenance window (see page 82), and all closed pays that those employees appear in during the selected date range. You can filter the window by narrowing the date range or selecting a specific employee to display.



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The **Tax Scale** column displays the tax scale that the employee was on in the historical pay. To update employees' tax scales:

1. Select the records that you want to update by ticking the relevant boxes in the **Select** column.
2. Select the tax scale that you want to change the employee(s) to from the dropdown at the bottom of the window.
3. Click **Update Tax Scale**.
4. You are asked to confirm the operation. Click **Yes** to update the pay records for all selected employees and pays with the new tax scale.

**NOTE:** You do not necessarily have to update all pays from 1 January 2017—select only those pays in which employees were using the WHM tax scale, e.g. if an employee did not qualify for the WHM tax scale until 1 March 2017, you only need to update pays between 1 March and the date when this version was installed.

## Delete Old Information

The **Delete Old Information** option in the Utilities menu is used for deleting old information and clearing out old terminated employees. Exo Payroll retains a minimum of two years' worth of historical information and one year of posted batches. You can only use this option after you have been running the Exo Payroll for two years. Only use this option if your hard drive space is at a premium or the size of the Exo Payroll database is affecting performance.

**NOTE:** The ATO requires that you retain at least seven years of payroll data - if you are deleting data more recent than seven years old, you should **archive the company (see page 2)** so that a copy of the older data is available for reporting purposes.

The screenshot shows a dialog box titled "Delete Old Information" with the following fields and options:

- Delete information for:** Payroll & Time and Attendance (dropdown menu)
- Delete terminated employees
- Delete Payroll information before date:** 10/06/2017
- Delete EXO Time and Attendance information before date:** 10/06/2018
- Delete clock transactions before date:** 10/03/2019
- Delete : F6** (button)
- Exit : Esc** (button)

**Delete information for** Select whether to delete information for the Exo Payroll module, the Time and Attendance module or both.

**Delete terminated employees** Select this option if you want to delete old terminated employees while you are deleting old information.

**Delete Payroll/Exo Time and Attendance information before date** The date in this field is two years before the current system date (one year for Exo Time and Attendance).

**Delete clock transactions before date** All imported time clock transactions before the selected date will be deleted.

Once all options are set, click **Delete**. You are required to perform a backup before deleting information.

**NOTE:** Once old records have been deleted, there is no way of recovering them from the company database. Make sure that your data has been backed up and/or archived before deleting old information.

# Troubleshooting

## Paid Parental Leave

The Paid Parental Leave (PPL) scheme is an entitlement for working parents of children born or adopted from 1 January 2011. The scheme provides government funded PPL at the National Minimum Wage for a maximum period of 18 weeks. Parental Leave Pay is taxable.

All working parents, including full-time, part-time, self-employed, casual, contract and seasonal employees, will be entitled to Parental Leave Pay, if they meet the eligibility criteria.

The scheme provides a maximum of 18 weeks government funded PPL paid at the National Minimum Wage.

From 1 July 2011, employers will be responsible for providing PPL to eligible long-term employees, for children born or adopted from 1 July 2011. (Employers are not responsible for providing PPL for children born or adopted between 1 January 2011 and 1 July 2011; it is paid to employees directly by the CentreLink agency.)

Paid Parental Leave is administered by the CentreLink government agency. See the following website for more information on the PPL scheme:

<https://www.humanservices.gov.au/organisations/business/services/centrelink/paid-parental-leave-scheme-employers>

## Setting up Paid Parental Leave

Paid Parental Leave is added to employees' pay as an Allowance. A default "Paid Parental Leave" Allowance is already set up for you, but you can modify this Allowance or create a new one if necessary.

If you do want to create a new Allowance for Paid Parental Leave, it should have the following properties:

- The Allowance should be set to **Taxable**.
- The **Calculation Method** should be set to "Fixed Dollar Amount".
- The **Type** should be set to "Paid Parental Leave".
- All liabilities on the Payment Liabilities window should be unticked.

**NOTE:** From 1 November 2018, Paid Parental Leave is liable for Long Service Leave in Victoria. If you are paying Parental Leave in Victoria, tick the **Long Service Leave** box in the liabilities section. If you are paying Parental Leave in Victoria and one or more other states, you will need to create two Allowances for Paid Parental Leave: one for Victoria, with the **Long Service Leave** box ticked; and one for all other states, with all liability boxes unticked.

## Paying Paid Parental Leave

Before creating the Current Pay, open the Employee Maintenance screen (see page 81) and add a Paid Parental Leave Allowance of the correct amount to the employee's Standard Pay.

### *Leave Accrual*

Paid Parental Leave is not liable for any sort of leave accrual. If an employee is on another sort of leave, e.g. Annual Leave, while also receiving Paid Parental Leave, they should accrue leave on that leave type only. The exception to this is Long Service Leave in Victoria - see the note above.

Multiple scenarios are possible, depending on the **Leave Method** selected for the employee's Leave Group, and whether or not they are taking leave at the same time as they are receiving Paid Parental Leave.

It is up to the organisation to ensure that leave accruals are handled correctly; recommended steps for each possible scenario are given below.

#### **Leave Method set to “Hours”, employee not taking leave**

1. Before creating the Current Pay, open the Employee Maintenance screen (see page 81) and add a Paid Parental Leave Allowance of the correct amount to the employee's Standard Pay.
2. Create the Current Pay for the employee's pay cycle.
3. Edit the employee's Current Pay so that their Gross Taxable equals \$0.
4. Set the Hours Paid (see page 149) to zero if any value other than zero is displayed.

No leave will accrue for this pay.

#### **Leave Method set to “Hours”, employee taking leave**

1. Before creating the Current Pay, open the Employee Maintenance screen (see page 81) and add a Paid Parental Leave Allowance of the correct amount to the employee's Standard Pay.
2. Create the Current Pay for the employee's pay cycle.
3. Edit the employee's Current Pay so that their wages/salary are \$0.
4. Enter the hours of non-PPL leave taken (see page 130). There is no need to reduce wages/salary (see page 131).
5. The system automatically calculates the Hours Paid (see page 149) based on the non-PPL leave taken.

Leave will accrue for this pay according to the hours paid.

#### **Leave Method set to “Calendar”, employee not taking leave**

1. Before creating the Current Pay, open the Employee Maintenance screen (see page 81) and edit the employee's Standard Pay:
  - Add a Paid Parental Leave Allowance of the correct amount.
  - Edit the employee's entitlement rules. Add an entitlement rule with the **From Date** equal to the date when the employee starts receiving parental leave pay and set the entitlement hours to 0 hours.
2. Create the Current Pay for the employee's pay cycle.
3. Edit the employee's Current Pay so that their wages/salary are \$0.

No leave will accrue for this pay.

#### **Leave Method set to “Calendar”, employee taking leave**

The “Calendar” method is not the recommended method of accruing leave, as it will not accrue leave on actual hours, but will average the employee's entitlement over the year, giving a standard accrual every pay period, regardless of the hours worked in each pay period.

Accruing leave only on non-PPL leave paid is not supported in this scenario; under this method employees can either receive their standard accrual for the period or none at all. This method does not support pro-rata accrual of leave.

## Superannuation Guarantee GL Journals

This topic provides an overview of the processes involved in generating Superannuation Guarantee (SG) General Ledger journals from MYOB Exo Payroll.

### Payroll Operation Processes

The generation and ongoing management of Superannuation Guarantee (SG) journals have been strictly based on the following payroll operation process:

1. Update the Standard Pay
2. Open the Current Pay
3. Print any Standard Reports
4. Pay any Direct Credits
5. Generate GL export files
6. Update the Current Pay

The system is designed to post SG journals for each pay run, as this updates an internal flag within the system to note that Superannuation Guarantee amounts have been generated and posted to a General Ledger file.

### Apply Superannuation Guarantee Scheme Global Settings

A global setting that enforces the use of the Superannuation Guarantee minimum liable earnings threshold is available at Superannuation Setup > Superannuation Guarantee in the Payroll Setup window (see page 52). Selecting this option activates the **Apply Superannuation Guarantee Scheme** option in all areas of the system, providing consistency within the Exo Payroll application.

The minimum monthly earnings threshold is set on a per-Superannuation basis by configuring the **Minimum Earnings Base** property on the Superannuation Maintenance window (see page 232). The default threshold is \$450 per month.

The maximum quarterly earnings threshold is set on a per-Superannuation basis by configuring the **Maximum Earnings Base** property on the Superannuation Maintenance window (see page 232). No maximum threshold is set by default.

### How the System Works

The calculation of the Superannuation Guarantee employer contribution for employees must take into consideration the employees' Gross liable earnings in order to be correct.

For each employee, MYOB Exo Payroll takes into account:

- The month-to-date earnings liability total, to check if it is equal to or greater than the Superannuation Guarantee minimum threshold (the default threshold is \$450 per month).
- The quarterly earnings liability total of each employee, to check if it is equal to or less than the Superannuation Guarantee maximum threshold (no maximum threshold is set by default).

If an employee's Gross earnings liability falls between the two thresholds, the necessary Superannuation Guarantee journals are generated for the employee. If the Gross earnings liability falls outside the thresholds, then no Superannuation Guarantee journals are generated for the employee.

## Calculation Date

Superannuation Guarantee contributions can be calculated according to the Pay Period End Date or the Physical Pay Date. Prior to the release of MYOB Exo Payroll 2011.04, all sites used the Pay Period End Date. As of Exo Payroll 2011.04, the following dates are used:

- New installations of Exo Payroll 2011.04 or later are set to use the Physical Pay Date.
- Existing installations prior to Exo Payroll 2011.04 use the Pay Period End Date.
- Existing installations that are upgraded to Exo Payroll 2011.04 or later continue to use the Pay Period End Date by default. For existing installations, a utility is available to change the system to use the Physical Pay Date and to recalculate historical SG amounts using the Physical Pay Date. Contact your Enterprise Solution Partner for more information.

In many cases, it will not make a difference whether the Pay Period End Date or the Physical Pay Date is used; however, there are some situations where it can affect the calculations.

For example, consider a scenario where pay is (physically) made on a Wednesday each week, but the pay period covers pay in advance for the Thursday and Friday:

	Physical Pay Date	Pay Period End Date
<b>Week 1</b>	03/08/11	05/08/11
<b>Week 2</b>	10/08/11	12/08/11
<b>Week 3</b>	17/08/11	19/08/11
<b>Week 4</b>	24/08/11	26/08/11
<b>Week 5</b>	31/08/11	02/09/11
<b>Week 6</b>	07/09/11	09/09/11
<b>Week 7</b>	14/09/11	16/09/11
<b>Week 8</b>	21/09/11	23/09/11
<b>Week 9</b>	28/09/11	30/09/11

Using the Physical Pay Date, August would include five weekly pays and September would include four weekly pays.

Using the Pay Period End Date, August would include four weekly pays and September would include five weekly pays.

## Example

The Demonstration Company has several employees, all of which belong to a weekly pay run. All employees of this company receive the standard Superannuation Guarantee employer contribution. The system uses the Physical Pay Date for SG contributions, and is configured to use the default SG threshold of \$450.

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Below are the standard pay details for the employees:

Employee	Standard Weekly Gross Pay
Sandra Smith	\$1500.00
George Russel	\$336.00
Thomas Andrews	\$216.00

**Week 1 Pay Run**

Pay Details	Date
Pay Period Start Date	25/09/2010
Pay Period End Date	01/10/2010
Physical Payment Date	02/10/2010

At the start of the month, only one employee, Sandra Smith, is immediately eligible for the Superannuation Guarantee employer contribution as her month to date earnings are above the \$450 threshold.

As month-to-date liable earnings for George Russel and Thomas Andrews are below the \$450 threshold, they are both not-eligible to receive the Superannuation Guarantee employer contribution at this stage.

**Generated SG Journals Week 1 Pay Run**

Employee	Current Pay Liabe Earnings	MTD Liabe Earnings	MTD SG Amount	Superannuation Journals Week 1		
				Journal. Ref	Expense	Payable
Sandra Smith	\$1500.00	\$1500.00	\$135.00	Pay 2/10/10	135.00	-135.00
George Russel	\$336.00	\$336.00	\$0.00	n/a	0.00	-0.00
Thomas Andrews	\$216.00	\$216.00	\$0.00	n/a	0.00	-0.00
<b>TOTAL</b>			<b>\$135.00</b>		<b>\$135.00</b>	<b>- \$135.00</b>

The above journals are reflected when printing the General Ledger report (see page 184).

Once all required reports and payslips have been processed, it is then advised to create the Direct Credit files and GL posting file.

### Week 2 Pay Run

Pay Details	Date
Pay Period Start Date	02/10/2010
Pay Period End Date	08/10/2010
Physical Payment Date	09/10/2010

This pay sees George Russel qualify for the SG employer contribution. The system automatically generates a current journal and a back-dated journal for the required SG amounts, in this case Week 2 & Week 1 respectively. Sandra Smith will continue to receive the SG contribution, while Thomas Andrews has still not reached the month-to-date \$450 threshold and hence does not receive any SG contribution amount.

### Generated SG Journals Week 2 Pay Run

Employee	Current Pay Liabile Earnings	MTD Liabile Earnings	MTD SG Amount	Superannuation Journals Week 2		
				Journal. Ref	Expense	Payable
Sandra Smith	\$1500.00	\$3000.00	\$270.00	Pay 9/10/10	135.00	-135.00
George Russel	\$336.00	\$672.00	\$60.48	Pay 9/10/10	60.48	-60.48
Thomas Andrews	\$216.00	\$432.00	\$0.00	n/a	0.00	-0.00
<b>TOTAL</b>			<b>\$330.48</b>		<b>\$195.48</b>	<b>- \$195.48</b>

The above journals are reflected when printing the General Ledger report (see page 184).

Once all required reports and payslips have been processed, it is then advised to create the Direct Credit files and GL posting file.

### Week 3 Pay Run

Pay Details	Date
Pay Period Start Date	09/10/2010
Pay Period End Date	15/10/2010
Physical Payment Date	16/10/2010

This pay sees Thomas Andrews qualify for the SG employer contribution. The system will automatically generate a journal for the current pay SG amounts and then create two back-dated journals for the required SG amounts for Week 1 and Week 2.



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Sandra Smith and George Russel will both continue to receive the SG contribution for the respective period.

**Generated SG Journals Week 3 Pay Run**

Employee	Current Pay Liabe Earnings	MTD Liabe Earnings	MTD SG Amount	Superannuation Journals Week 3		
				Journal. Ref	Expense	Payable
Sandra Smith	\$1500.00	\$4500.00	\$405.00	Pay 16/10/10	135.00	-135.00
George Russel	\$336.00	\$1008.00	\$90.72	Pay 16/10/10	30.24	-30.24
Thomas Andrews	\$216.00	\$648.00	\$58.32	Pay 16/10/10	58.32	-58.32
<b>TOTAL</b>			<b>\$554.04</b>		<b>\$223.56</b>	<b>- \$223.56</b>

The above journals are reflected when printing the General Ledger report (see page 184).

Once all required reports and payslips have been processed, it is then advised to create the Direct Credit files and GL posting file.

**Week 4 Pay Run**

Pay Details	Date
Pay Period Start Date	16/10/2010
Pay Period End Date	22/10/2010
Physical Payment Date	23/10/2010

This pay now sees all employees receive the SG amounts in the current pay; no back dated journals are required.

**Generated SG Journals Week 4 Pay Run**

Employee	Current Pay Liable Earnings	MTD Liable Earnings	MTD SG Amount	Superannuation Journals Week 4		
				Journal. Ref	Expense	Payable
Sandra Smith	\$1500.00	\$6000.00	\$540.00	Pay 23/10/10	135.00	-135.00
George Russel	\$336.00	\$1344.00	\$120.96	Pay 23/10/10	30.24	-30.24
Thomas Andrews	\$216.00	\$964.00	\$77.76	Pay 23/10/10	19.44	-19.44
<b>TOTAL</b>			<b>\$738.72</b>		<b>\$184.68</b>	<b>- \$184.68</b>

The above journals are reflected when printing the General Ledger report (see page 184).

Once all required reports and payslips have been processed, it is then advised to create the Direct Credit files and GL posting file.

**Week 5 Pay Run**

Pay Details	Date
Pay Period Start Date	23/10/2010
Pay Period End Date	29/10/2010
Physical Payment Date	30/10/2010

This pay sees all employees receive the SG amounts in the current pay; no back dated journals are required.

**Generated SG Journals Week 5 Pay Run**

Employee	Current Pay Liable Earnings	MTD Liable Earnings	MTD SG Amount	Superannuation Journals Week 5		
				Journal. Ref	Expense	Payable
Sandra Smith	\$1500.00	\$7500.00	\$675.00	Pay 30/10/10	135.00	-135.00
George Russel	\$336.00	\$1680.00	\$151.20	Pay 30/10/10	30.24	-30.24
Thomas Andrews	\$216.00	\$1080.00	\$97.20	Pay 30/10/10	19.44	-19.44
<b>TOTAL</b>			<b>\$923.40</b>		<b>\$184.68</b>	<b>- \$184.68</b>

The above journals are reflected when printing the General Ledger report (see page 184).

Once all required reports and payslips have been processed, it is then advised to create the Direct Credit files and GL posting file.

**Total Monthly Summary**

	Sandra Smith	George Russel	Thomas Andrews
	Current Pay Journal	Current Pay Journal	Current Pay Journal
Week 1	135	-	-
Week 2	135	60.48	-
Week 3	135	30.24	58.32
Week 4	135	30.24	19.44
Week 5	135	30.24	19.44
<b>Total Month SG Amount</b>	<b>675</b>	<b>151.20</b>	<b>97.20</b>
Total SG Employer Contribution amount: \$923.40			

## Payment Summaries

MYOB Exo Payroll allows you to produce the following Payment Summary reports for submission to the ATO:

- Business and Personal Services
- Employment Termination Payment
- Individual Non-Business
- Voluntary Payment

All payment summaries are printed out as reports - the Individual Non-Business summary can also be exported as an electronic file for electronic submission to the ATO. This file is sometimes referred to as a Payment Summary Annual Report or PSAR file (in the past it was also called the EMPDUPE file).

**NOTE:** As of 1 July 2009, the Voluntary Payment summary is obsolete. This report will not generate any results if the **From Date** field is 01/07/2009 or later.

## Setting up Payment Summaries

The system calculates the values that appear on payment summaries by drawing in all pay data related to payment summaries. To ensure that the correct amounts are reported in the right places, all records must be set up correctly as detailed below.

### Allowances

When setting up Allowances on the Allowance Maintenance window (see page 57), a **Payment Summary Type** must be selected for each Allowance to determine if and where it appears in payment summaries. Choose from one of the following types:

- **None** - Some payments belong in the Gross field of the Payment Summary Allowance Type along with the normal wages and salary. They include Allowances to compensate for specific working conditions and payments for special qualifications or extended hours. For example, normal home to work transport expenses, annual leave or bonuses, amounts paid for unused long service leave, unused annual leave and other leave related payments that have accrued after 17 August 1993, except if the amount was paid because the payee ceased employment under an approved early retirement scheme, invalidity or bona fide redundancy (see notes on Lump Sum Payments below).  
This does not include amounts that are shown separately as CDEP salary or wages, Allowances, Lump sum payments, return to work payments or amounts shown at the "Other income" field.  
To completely exclude a payment from the PAYG Payment Summary, set the Allowance to "Non-Taxable" and set the Allowance Type to "None".
- **Work Related Expenses** - Such as tool allowances and motor vehicle allowances, including car expense payments on a cents per kilometre basis.
- **CDEP Salary or Wages** - This is the amount of salary or wages you have paid to the payee from a Community Development Employment Project wages grant.
- **Lump Sum Payment A** - Unused long service leave that has accrued after 15 August 1978, but before the 18th of August 1993. Unused annual leave and other leave related payments that accrued before 18 August 1993. Unused long service leave, unused annual leave and other leave related payments that have accrued after 15 August 1978 if the amount was paid because the payee ceased employment under an approved early retirement scheme, because of invalidity or because of a bona fide redundancy.
- **Lump Sum Payment B** - Amounts paid for unused long service leave that have accrued before 16 August 1978.

- **Lump Sum Payment D** - The tax free component of a bona fide redundancy payment or an approved early retirement scheme payment.
- **Lump Sum Payment E** - Amounts paid for back payment of salary and wages, which have accrued more than 12 months ago. Also, any return to work payments.
- **Exempt Foreign Emp Income** - The Allowance is Exempt Foreign Employment Income (EFEI), which is non-taxable, but is reported on Payment Summaries and in the PSAR file. Information on what sorts of foreign income are exempt is available at the ATO website.
- **Other Income** - Any amounts that are exempt income and/or foreign source salary and wage income. These amounts should not be included in the Gross payments on the Payment Summary Allowance Type.

**NOTE:** The “Other Income” payment summary type has been phased out - for the 09/10 financial year and later, any Allowances set to “Other Income” will be treated as if they were set to “None”. To keep your records tidy, you may want to change any “Other Income” Allowances to “None”; however, this should not be done until **after** you have generated the Individual Non-Business payment summaries and/or PSAR file for the 2008/09 year.

## Deductions

When setting up Deductions on the Deduction Maintenance window (see page 71), a **Payment Summary Type** option must be selected for each Deduction to determine if and how they will appear on payment summaries. For each Deduction, choose from one of the following types:

- **None** - Select this option for Deductions that are not required to appear on the PAYG Payment Summary.
- **Deductions** - Select this option for Deductions that are required to appear on the PAYG Payment Summary, e.g. Union Fees.
- **Workplace Giving (DGR)** - Select this option for pre-tax deductions to charity donations.

**NOTE:** “Workplace Giving (DGR)” Deductions should be set up as pre-tax Deductions, i.e. the **Post-Tax** option should be unticked, if you do not want the Deduction to affect the Gross Income in reports.

## Non-Cash Benefits

Fringe Benefit Tax amounts are included in payment summaries. Fringe Benefits are set up as Non-Cash Benefits on the Non-Cash Benefits maintenance window (see page 68) - ensure that the **Payment Method** is set to “Fringe Benefit”.

## Superannuations

Amounts for reportable employer superannuation contributions (RESC) are included in payment summaries. On the Superannuation Maintenance window (see page 232), ensure that all reportable contributions have the **RESC** option ticked. Employer contributions you make for an employee are reportable where all of the following apply:

- your employee influenced the rate or amount of super you contribute for them
- the contributions are additional to the compulsory contributions you must make under any of the following:
  - super guarantee law
  - an industrial agreement
  - the trust deed or governing rules of a super fund
  - a federal, state or territory law.

Contributions you make that are not reportable employer superannuations contributions are any compulsory contributions that you must make for your employee.

**NOTE:** See [Reportable employer superannuation contributions](#) at the ATO’s website for full information on what types of employer contributions are and are not reportable.

## Employees

The Business and Personal Services payment summary contains information on contractors used by your company. Contractors are set up as employee records on the Employee Maintenance window (see page 81) - to mark an employee record as a contractor, select "Contractor" from the Full-time/Part-time/Contractor dropdown on the Employee Details tab (see page 82).

## Generating Payment Summaries

Payment Summaries are generated from the Payment Summaries tab of the Print Reports window (see page 184). As with other reports, you can specify ranges of records to include in a payment summary, e.g. if you want to generate an Individual Non-Business payment summary for a single employee or for a small group of employees.

**NOTE:** Ensure that all Current and One-Off pays are closed before generating payment summaries - some data in open pays may not appear on payment summaries.

When a payment summary report is run, the system draws in all relevant pay data from the included records to calculate the values that appear on the report.

**NOTE:** In addition to employee's wages/salary and the records mentioned above, some payment summary data is taken from the values that are entered in the [Termination Wizard \(see page 149\)](#) as part of the Current Pay process. In particular, the Employment Termination Payment summary is calculated based on the values entered into the Termination Wizard, and certain lump sum values from the wizard are included in the Individual Non-Business payment summary.

## Amending Payment Summaries

If you have submitted a payment summary that contained incorrect data, then once you have corrected the data in the Exo Payroll system, you can correct the payment summary by generating and submitting an amended payment summary. When amending a payment summary, you only need to submit the records that need to be corrected.

Amended versions of each payment summary report are available on the Payment Summaries tab of the Print Reports window. To generate an amended payment summary, select the "Amended" report that corresponds to the type of payment summary you need to amend, e.g. to generate an amendment to the Individual Non-Business payment summary, select "Amended INB". You can use the filtering options to select only those employees whose data has been updated.

## Troubleshooting

When generating payment summaries, the system performs several validation checks on your data to ensure that it is suitable for submission to the ATO. Common validation errors and their solutions are discussed below.

### **"Company invalid data found."**

If your company is based in Australia, you cannot select "OTH" as a state. Correct this on the Employer details section of the Company Setup screen (see page 23).

### **"Please enter Contact Name."**

### **"Please enter Contact Number."**

Details of the contact person for payment summary enquiries must be entered on the Print Report window (see page 184) when generating payment summaries.

### **"The Australian Business Number (ABN) provided is not valid."**

Correct this on the Employer details section of the Company Setup screen (see page 23).

## Special characters

Company Name, Company Address and Employee Name fields can only include characters like:  
a-z A-Z 0-9 ( ) space & / ' " - . @ # < >

Check the company details on the Employer details section of the Company Setup screen (see page 23). You can use the Employees Report to check all employees' address details for the presence of special characters.

### **"TFN details not found for employee."**

#### **"Birth date required."**

A Tax File Number (TFN) and a birth date must be entered on the Employee Details tab of the Employee Maintenance window (see page 82) for all employees who will be included in the PSAR. You can use the Employees Report to check all employee records and see which are missing details.

### **"Invalid address data found for employee."**

Address details must be entered on the Employee Details tab of the Employee Maintenance window (see page 82) for all employees who will be included in the PSAR. Ensure that the **Country** field is not blank and that the state is not "OTH".

### **"ABN details not found for contractor."**

An Australian Business Number (ABN) must be entered on the Employee Details tab of the Employee Maintenance window (see page 82) for all contractors who will be included in the PSAR.

### **"Invalid INB transaction data found for employee."**

#### **"Invalid ETP transaction data found for employee."**

An employee's income tax for the financial year cannot exceed their income for the financial year. Check the date ranges that were specified for the report. Check the Trial Balance report for the financial year, with the **Physical Pay Date** option turned on. Look for any transactions which sum to a negative or small grand total, including one-off or irregular pays. Query by pay period and check for out-of-order or out-of-range pay numbers or head counts.

## Time Transaction Import Format

The Import Time Transactions item in the Pay menu (see page 174) is used to import time transactions from non-MYOB software. Transactions can be imported from files in the DBF, CSV or TXT formats.

**NOTE:** The Import Time Transactions menu item must be enabled on the [Other Setup \(see page 35\)](#) section of the Setup Payroll window.

The following is a file specification for a transaction file from which Exo Payroll can import data from non-MYOB sources into the Current Pay. This file can potentially hold wages, allowances, deductions and all manner of paid leave transactions, along with job costing information where applicable.

The import file should contain all wages and time based allowances for the employees for the whole current pay period. The file must be named **TIMETRAN.DBF**, **TIMETRAN.CSV** or **TIMETRAN.TXT**, and must be copied to the root directory of the Exo Payroll installation (usually **C:\Payrollv**).

## Structure for the TIMETRAN.DBF Table

Field	Field Name	Type	Width	Decimals	Example
1	STAFF_CODE	Numeric	6	0	9
2	TYPE	Character	1		A
3	UNITS	Numeric	8	2	40.00
4	WAGE_TYPE	Numeric	6	0	1
5	ALLOW_CODE	Numeric	3	0	3
6	COSTCENTRE	Numeric	12	0	12
7	UNITS2	Numeric	8	2	40.00
8	WAGECODE	Numeric	1	0	1
9	RATE	Numeric	8	4	12.9975
10	DESCRIPT	Character	60		Alternate description
11	DAYSTAKEN	Memo	n/a		01/05/2008 02/05/2008 03/05/2008
12	SICK_NOMED	Numeric	6	2	16.00

**NOTE:** Dates in the DAYSTAKEN field are delimited by a carriage return and line feed (CR/LF).



### Structure for the TIMETRAN.CSV File

Field	Field Name	Type	Width	Decimals	Example
1	STAFF_CODE	Numeric	6	0	9
2	TYPE	Character	1		A
3	UNITS	Numeric	8	2	40.00
4	WAGE_TYPE	Numeric	6	0	1
5	ALLOW_CODE	Numeric	3	0	3
6	COSTCENTRE	Numeric	12	0	12
7	UNITS2	Numeric	8	2	40.00
8	WAGECODE	Numeric	1	0	1
9	DESCRIPT	Character	60		Alternate description
10	DAYSTAKEN	Character	n/a		01/05/2008 02/05/2008
11	RATE	Numeric	8	4	12.9975

**NOTE:** Dates in the DAYSTAKEN field are delimited by the | (pipe) character.

### Structure for the TIMETRAN.TXT File

Field	Field Name	Type	Width	Decimals	Example
1	STAFF_CODE	Numeric	6	0	9
2	TYPE	Character	1		A
3	UNITS	Numeric	8	2	40.00
4	WAGE_TYPE	Numeric	1	0	1
5	ALLOW_CODE	Numeric	3	0	3
6	COSTCENTRE	Numeric	12	0	12
7	UNITS2	Numeric	8	4	12.9975

## Field Formats and Codes

Field	Possible Values	Description
STAFF_CODE	1 to 9999999	Unique identifier for a specific employee. This must match the existing Code for the employee in Exo Payroll, as displayed on the Employee Maintenance screen (see page 82).
TYPE	H	Wage Hours - If a value is specified in the RATE field, this will be used as the hourly rate; otherwise the employee's default is used. Wage hours can have blank Cost Centres. If the COSTCENTRE field is blank, the import routine will apply the employee's default.
	A	Allowance - For Allowances already allocated an identifier. The identifier, which is the value in ALLOW_CODE, must already exist in Exo Payroll. Allowances require units, wage type, and optionally Cost Centres to be entered, and will ignore all subsequent fields except RATE. When importing Allowances, the wage type cannot be blank. If you are performing an import for Allowances, and are not requiring a wage type, set all values to "1". Optionally, you can enter a wage rate. If you require this, the RATE field must be populated, but UNITS2 and WAGECODE must be blank.
	S	Sick Leave - This is the total hours or days paid to this employee in this import period.
	O	Annual Leave - This is the sum of all hours or days paid as standard holidays for one employee in this import.
	D	Days/Hours Paid - Only one type D transaction per employee is allowed.
	E	Deduction - This is for Deductions already allocated an identifier. The identifier, which is the value in ALLOW_CODE, must already exist in Exo Payroll.
	L	Time in Lieu
	N	Long Service Leave
	R	Rostered Days Off - This is the number of hours to appear in the <b>Hours to Reduce</b> field on the RDO section of the Leave Management window.

MYOB EXO Payroll

	U	Unpaid Leave
UNITS	-9999.99 to 99999.99	The number of units for a transaction.
WAGE_TYPE	1 to 9 (TXT) 1 to 999,999 (CSV & DBF)	The code number of the Pay Rate Multiplier to use.
ALLOW_CODE	1 to 999	Unique identifier for an Allowance or Deduction. Must be left blank if the TYPE is not A or E. For these types, it must specify an existing code (cannot be used to create a new one).
COSTCENTRE		Unique identifier for the Cost Centre that the transaction is to be charged to. Only one Cost Centre can be assigned to a transaction; to apply multiple Cost Centres, use multiple transactions. If no Cost Centre is specified, the employee's default will be applied.
UNITS2	-9999.99 to 99999.99	The number of units to reduce this entitlement type by. For time in Lieu (type L), this is the number of hours worked.
WAGECODE	1 to 9	Unique identifier of the Hourly Rate to use. If multiple Hourly Rates are not used, set this to 1.
RATE	-9999.99 to 99999.99	The allowance rate for type A transactions, the amount to override a wage line payment for type H (if multiple hours rates are turned off), or the number of days to reduce entitlement for type S.
DESCRIPT	Text, up to 60 characters	A description for Allowances and wage lines.
DAYSTAKEN	Text, formatted dd/mm/yyyy	A list of dates that the employee accrued or extended leave on. In DBF files, dates are separated by a carriage return; in CSV files, dates are separated by the   (pipe) character.
SICK_NOMED	-99.99 to 999.99	Number of days Sick Leave taken by the employee, for which the payroll clerk sighted no medical certificate.

## Other Considerations for Importing

- Transaction units (excluding wages and allowances) must be summed where there is a common transaction type.
- A discrepancy report is available showing any invalid transactions. This must be printed directly after the import.
- Carer's Leave cannot be imported as part of this file.
- In the CSV format there is a maximum of 25 dates of the format dd/mm/yyyy or 30 of the format dd/mm/yy per line. This is a limitation of the format itself. If more dates are required, the DBF format will need to be used.

## Single Touch Payroll

Single Touch Payroll (STP) is an ATO requirement for reporting payroll data, which allows you to report to the ATO directly from your payroll software at the same time as you pay your employees. STP is required from 1 July 2018 for employers with 20 or more employees, and from 1 July 2019 for employers with 19 or fewer employees. Exo Payroll supports STP reporting, once the system has been set up to use it.

See the Single Touch Payroll section on the ATO website for more information.

## Setting up Exo Payroll for STP

Before pay data can be submitted with STP, Exo Payroll must be set up with the necessary details to communicate with the STP service and submit pay data. Setup is performed on the Single Touch Payroll Setup section of the Setup Payroll window (see page 48). This section has four sub-sections:

- **General** - This is where you enable Single Touch Payroll and choose whether to submit pay data automatically after updating pay, or manually.
- **Payer** - This section contains details of your company, which must be included in the information sent to the ATO.
- **Intermediary** - This section is optional. If your organisation uses an intermediary, e.g. a tax agency who files on your behalf, you can enter their details here. If you do not use an intermediary, there is no need to complete this section.
- **Software Identifier** - This section lets you retrieve a Software ID using an online service. This ID is required when authorising MYOB to submit your pay run data to the ATO (see below).

## Authorising MYOB with the ATO

As well as configuring the STP settings in Exo Payroll, you must also authorise MYOB to submit tax documents on behalf of your company via the STP service. On the Single Touch Payroll Setup > Software Identifier section of the Setup Payroll window (see page 51), click the **Get Software Identifier** button below to display your unique Software ID, which you will then need to supply to the ATO.

## MYOB EXO Payroll

There are two ways you can register the Software ID with the ATO:

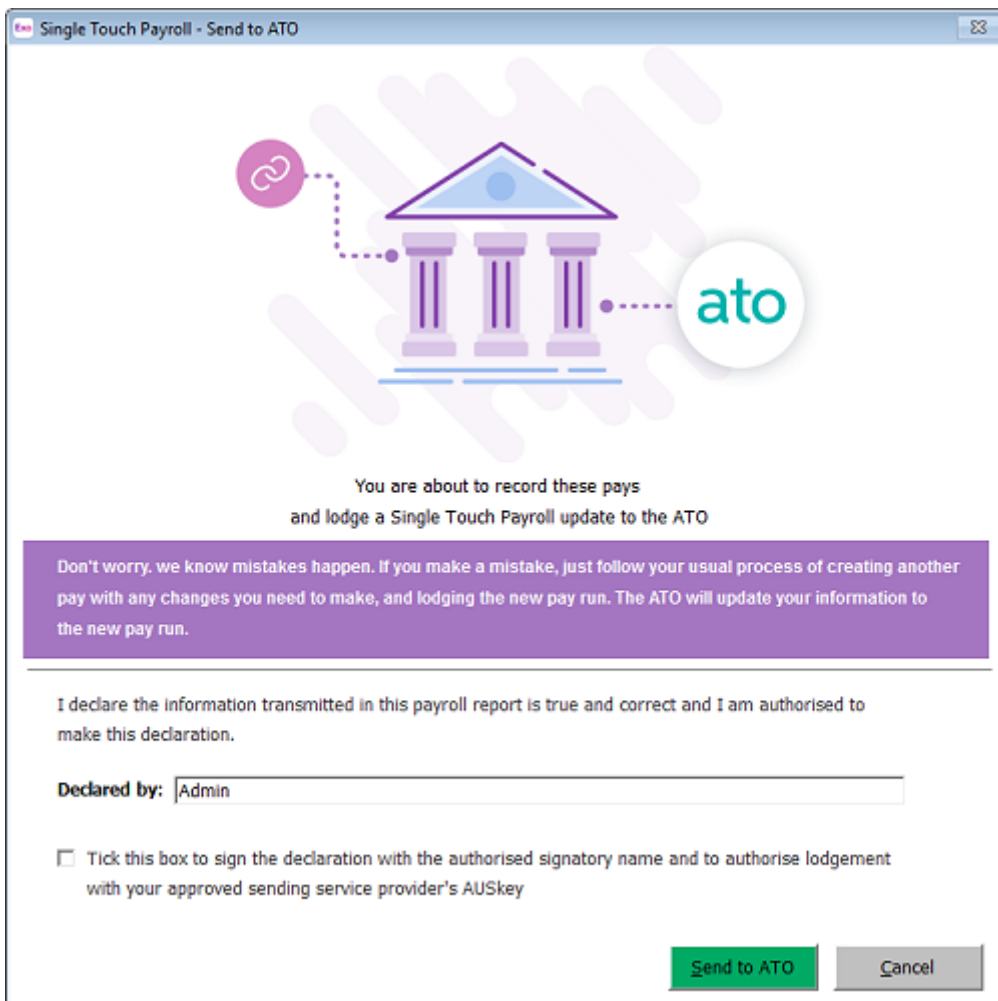
- By phone - call the ATO on 1300 852 232.
- Online:
  1. Log in to the ATO's Access Manager website (<https://am.ato.gov.au/>) and click **My hosted SBR software services** in the left-hand menu.
  2. Click **Notify the ATO of your hosted service**.
  3. Click the ABN link for MYOB AUSTRALIA PTY LTD.
  4. Paste or type your Software ID into the **Add Software IDs** field and click **Next**.
  5. Click **Save**.

## Submitting Pay Data via STP

If the **Auto submit STP pay event data to ATO after every pay update** option on the Single Touch Payroll Setup > General section of the Setup Payroll window (see page 49) is ticked, data will be submitted automatically after the pay is updated (see page 160).

If the **Auto submit STP pay event data to ATO after every pay update** option is not ticked, you can submit via STP on the Single Touch Payroll Submissions window (see page 162).

In both cases, you must accept a declaration message before submitting the data:



Single Touch Payroll - Send to ATO

You are about to record these pays  
and lodge a Single Touch Payroll update to the ATO

Don't worry. we know mistakes happen. If you make a mistake, just follow your usual process of creating another pay with any changes you need to make, and lodging the new pay run. The ATO will update your information to the new pay run.

I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration.

Declared by: Admin

Tick this box to sign the declaration with the authorised signatory name and to authorise lodgement with your approved sending service provider's AUSkey

Send to ATO Cancel

Enter the name of the person responsible for submitting via Single Touch Payroll, tick the declaration check box, then click **Send to ATO** to submit the data.

## Data Verification

Before STP data is submitted to the ATO, the data is checked and an error message appears if any validation errors are detected. The details of all errors are saved to a text file, which can be opened from the error message window. The most common errors involve missing information in one or more records in the data, or missing information in the STP setup (see page 276).

**NOTE:** You can run this validation at any time by selecting **Single Touch Payroll > Validation Check** from the Pay menu.

Once all errors have been corrected you can return to the Single Touch Payroll window and submit the data.

## Checking Submission Status

The Single Touch Payroll Submissions window displays the status of all STP submissions. Once a submission has been sent to the ATO, its status changed to “Pending” - click the **Refresh Status** button on the Single Touch Payroll Submissions window to update the statuses of all pending submissions.

## Re-submitting Data

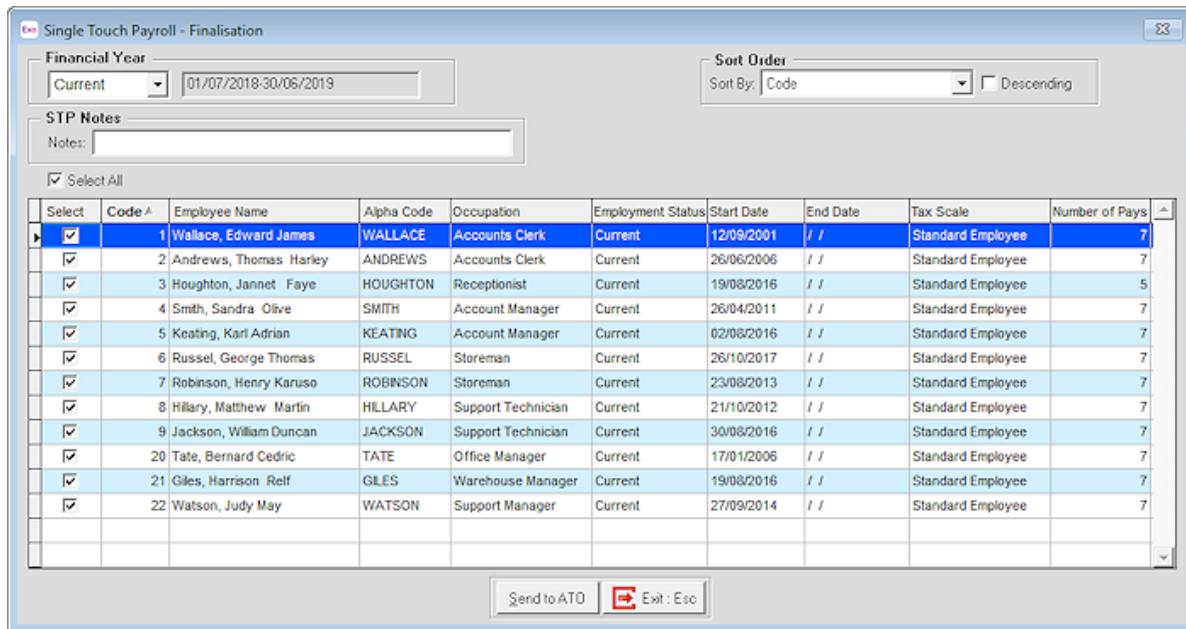
Once data for a pay has been submitted to the ATO, you can re-submit it if you need to make any corrections. The **Send to ATO** button changes to **Resend to ATO** - click this button to submit the data again. Any changes in the data will overwrite the data that was sent previously.

You can also re-submit data if the submission was rejected due to errors in the data. Once the errors have been corrected, click **Resend to ATO** to submit the corrections. This has different effects depending on the original submission’s status:

- If the status was “Not Accepted”, this means that there were problems that affected the submission as a whole (usually problems with the company information included in the submission). Clicking **Resend to ATO** sends the entire submission again. The submission’s status changes back to “Pending”.
- If the status was “Partly Accepted”, this means that the submission as a whole was accepted, but one or more of the employee records included in the submission were rejected. Clicking **Resend to ATO** creates a new submission containing only those records that were rejected in the original submission. The original submission’s status stays at “Partly Accepted”, and a note is added to its **Notes** column identifying the new submission that corrects it. The new submission’s **STP Type** column displays “Update” and its **Is Correction?** column contains “Yes”.

## Year-End Finalisation

At the end of each financial year, you must send a finalisation declaration for each employee. This supplies year-end totals of the STP data for each employee, and indicates that you have provided all of their information for the financial year through STP reporting. To send a finalisation declaration for some or all employees, select **Single Touch Payroll > Finalisation** from the Pay menu. This opens the Single Touch Payroll - Finalisation window:



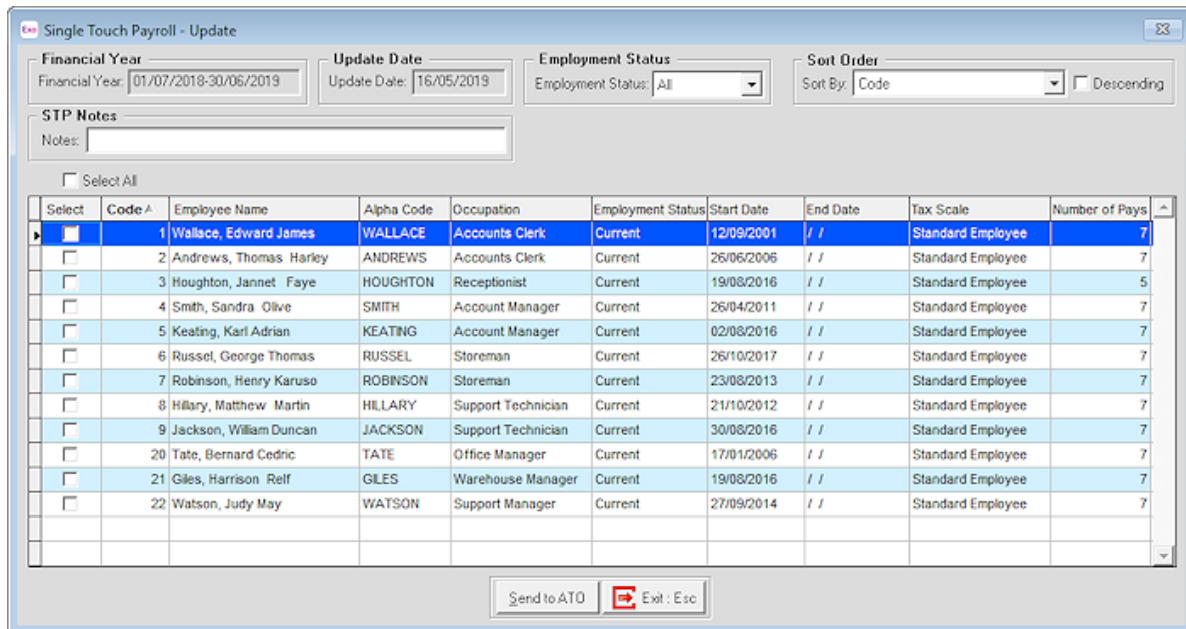
This window lists all employees with pays in the selected financial year, including employees who were terminated during the year. Use the check boxes to select the employees who you want to send finalisation declarations for (or click **Select All**), optionally enter a note into the **STP Notes** field, then click **Send to ATO**.

**NOTE:** You can create new finalisation declarations for the “Current” and “Previous” financial years only - for the years “Current minus 2” to “Current minus 5”, you can only update existing declarations. This means that if one of these earlier years does not already have a finalisation declaration, you cannot select it.

As with STP submissions for individual pay runs, you can also update finalisation declarations for one or more employees if you need to correct the data - just open the Single Touch Payroll - Finalisation window again after correcting the data and use it to send finalisation declarations for the affected employee(s). A finalisation with a higher STP Number (as seen on the Single Touch Payroll Submissions window) will supersede earlier finalisations for the same period, provided that you have selected your employees carefully.

## STP Data Update

Normally, employees' Single Touch Payroll data is updated during the pay run, when STP data for a pay is sent to the ATO. In some cases, it may be necessary to update employees' STP data outside of a pay run. To update STP data for some or all employees, select **Single Touch Payroll > Update** from the Pay menu. This opens the Single Touch Payroll - Update window:

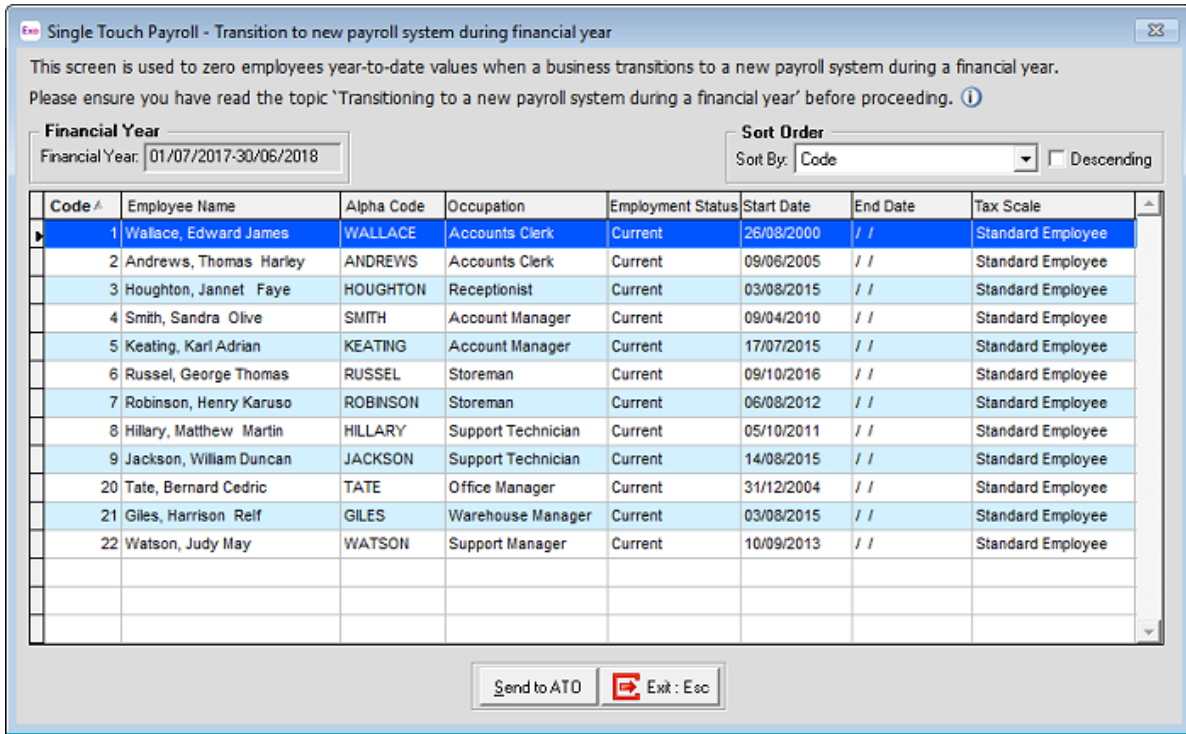


To update data, use the filters and check boxes to select the employees who you want to send STP updates for (or click **Select All**), optionally enter a note into the **STP Notes** field, then click **Send to ATO**.



## Transitioning to a New Payroll System During a Financial Year

If, after enabling Single Touch Payroll in Exo Payroll, your company is moving to another payroll system during the financial year, you must zero the STP year-to-date totals for all employees in Exo Payroll, to ensure that the same data is not submitted twice. To reset employees' year-to-date totals to zero, select **Single Touch Payroll > Zero Year to Date** from the Pay menu. This opens the following window:



Click **Send to ATO** to update the STP data for all employees, setting all year-to-date values to zero.

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