MYOB EXO BUSINESS WHITE PAPER
MYOB EXO Payroll Integration with MYOB EXO Business

EXO
BUSINESS

MYOB ENTERPRISE SOLUTIONS

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Installation

Minimum Requirements

The following outlines the minimum requirements of MYOB EXO Payroll and MYOB EXO Business to install the Integration functionality.

The integration between MYOB EXO Payroll and MYOB EXO Business is supported on the following versions of the products:

- New Zealand MYOB EXO Payroll has the integration functionality built in as the standard install from EXO Payroll version 2009.08 and onwards.

- Australia MYOB EXO Payroll has the integration functionality built in as the standard install from EXO Payroll version 2008.18 and onwards.

- MYOB EXO Business v6.193 or later.

The installation also requires EXOOEMLIB.DLL registered and installed as an option in MYOB EXO Business – Installed by default in new databases and Demonstration databases, but may need to be added to the configuration of databases being upgraded from versions earlier than 6.193.

Version 7.3.0.0 of EXOOEMLIB.dll is required. This version is supplied with New Zealand MYOB EXO Payroll version 2010.01 and onwards.

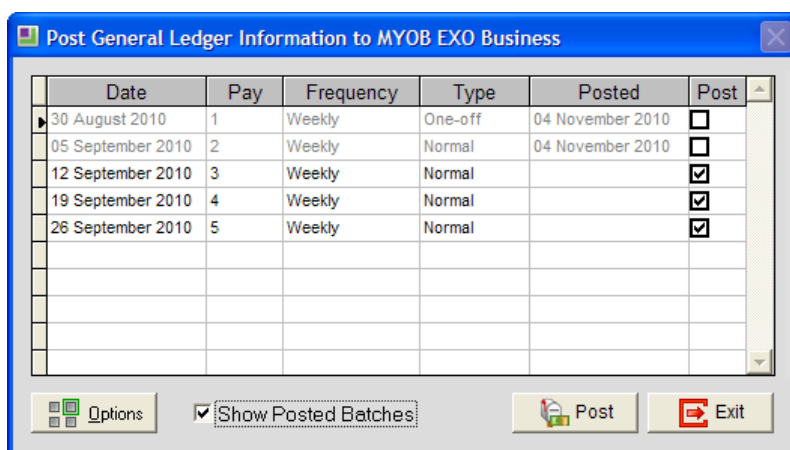## Installing the EXO Business Software OEM Development Kit

This procedure only occurs after the first time of installation. Thereafter the **Post** button resumes its normal function.

> **Note:** *The latest version of the EXO Business Software OEM Development Kit is delivered with EXO Payroll Australia version 2008.18 and onwards and EXO Payroll New Zealand version 2010.01 and onwards*

When the Post to EXO Business utility is run for the first time, it initialises the installation of the EXO Business Software OEM Development Kit.

To run the Post to EXO Business utility:

1. Select Post to EXO Business from the Reports menu.

2. Select any date for posting and click the **Post** button. (The selected pay will not be posted during this operation.)

Date	Pay	Frequency	Type	Posted	Post
30 August 2010	1	Weekly	One-off	04 November 2010	☐
05 September 2010	2	Weekly	Normal	04 November 2010	☐
12 September 2010	3	Weekly	Normal		☑
19 September 2010	4	Weekly	Normal		☑
26 September 2010	5	Weekly	Normal		☑

3. An EXO Business login window opens – enter your username and password, select the database for connection and click **OK** to continue.
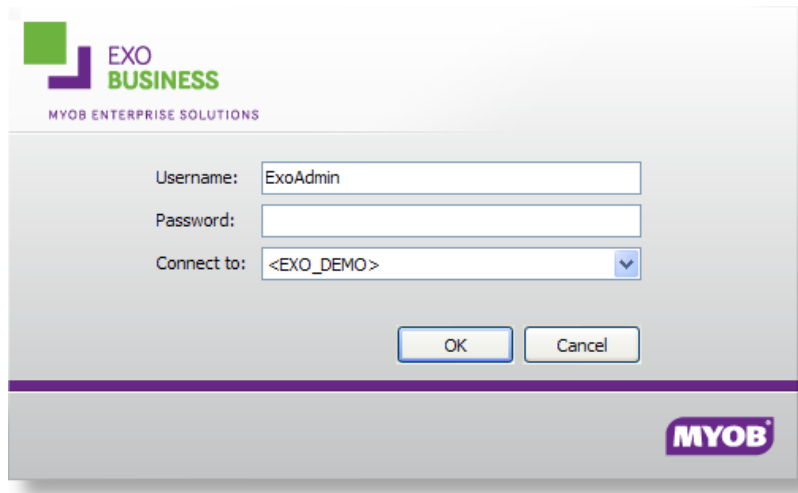

4. When prompted, click **Yes** to add the EXO Payroll Integration module.

5. Accept the license agreement and click **Continue**.

6. A confirmation dialog opens, confirming that the module has been added to your configuration, you now need to run EXO Business Config to initialise the database. Click **OK** to continue.

7. Open EXO Business Config and log in as normal.

8. You will be immediately prompted to select modules for updating—the EXO Payroll Integration module should be selected by default. Click **Update** to continue.
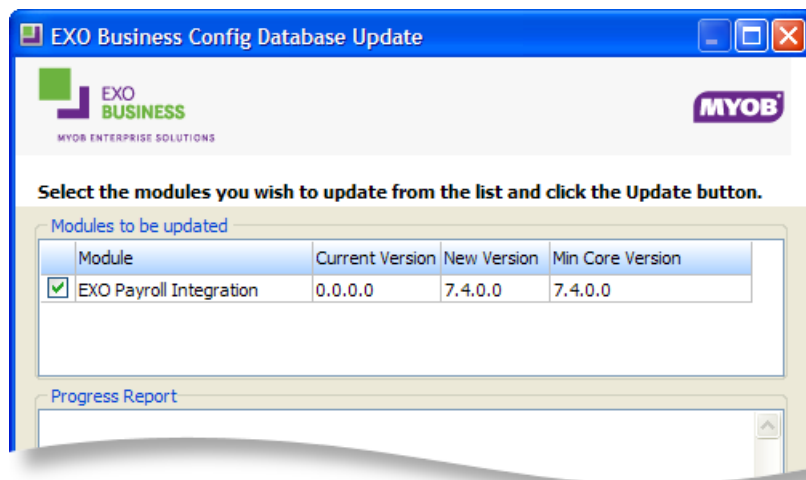
9. On completion of the update, click **Close**.

10. A dialog opens informing you that changes cannot take effect until you restart EXO Config. Click **OK** to close EXO Config.

11. Restart EXO Config and click **Yes** to perform a verification operation.

12. Click on the Company tab, and verify that EXO Payroll Integration appears in the list of modules.
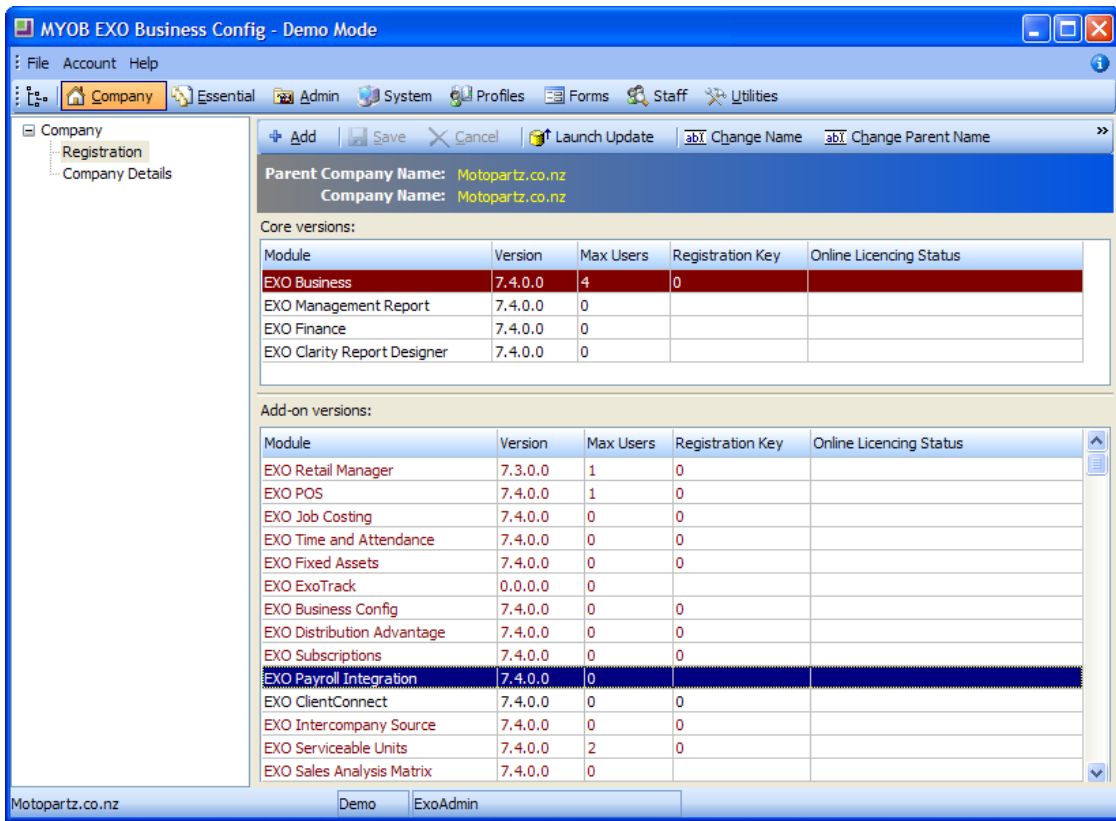
Setting up Payroll Integration

Set up matching GL accounts

Before you can post your first integrated pay run, you need to set up matching control accounts in MYOB EXO Business and MYOB EXO Payroll.

The GL code format is specified in MYOB EXO Business *Config>Essential>General Ledger*, as illustrated below. Currently for integration purposes, the General ledger Account code structure must have both multiple branches and sub-accounts enabled. As branches and sub-accounts are being used, the GL code format is:
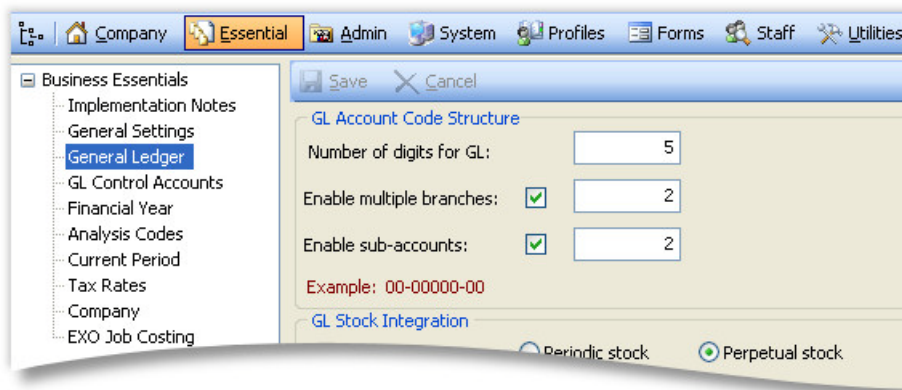
branch – account – subaccount

Figure 1: GL code format

Ensure that the following GL Account Code Structure settings are enabled:

- Enable multiple branches
- Enable sub-accounts

To set up the payroll control accounts in MYOB EXO Business:

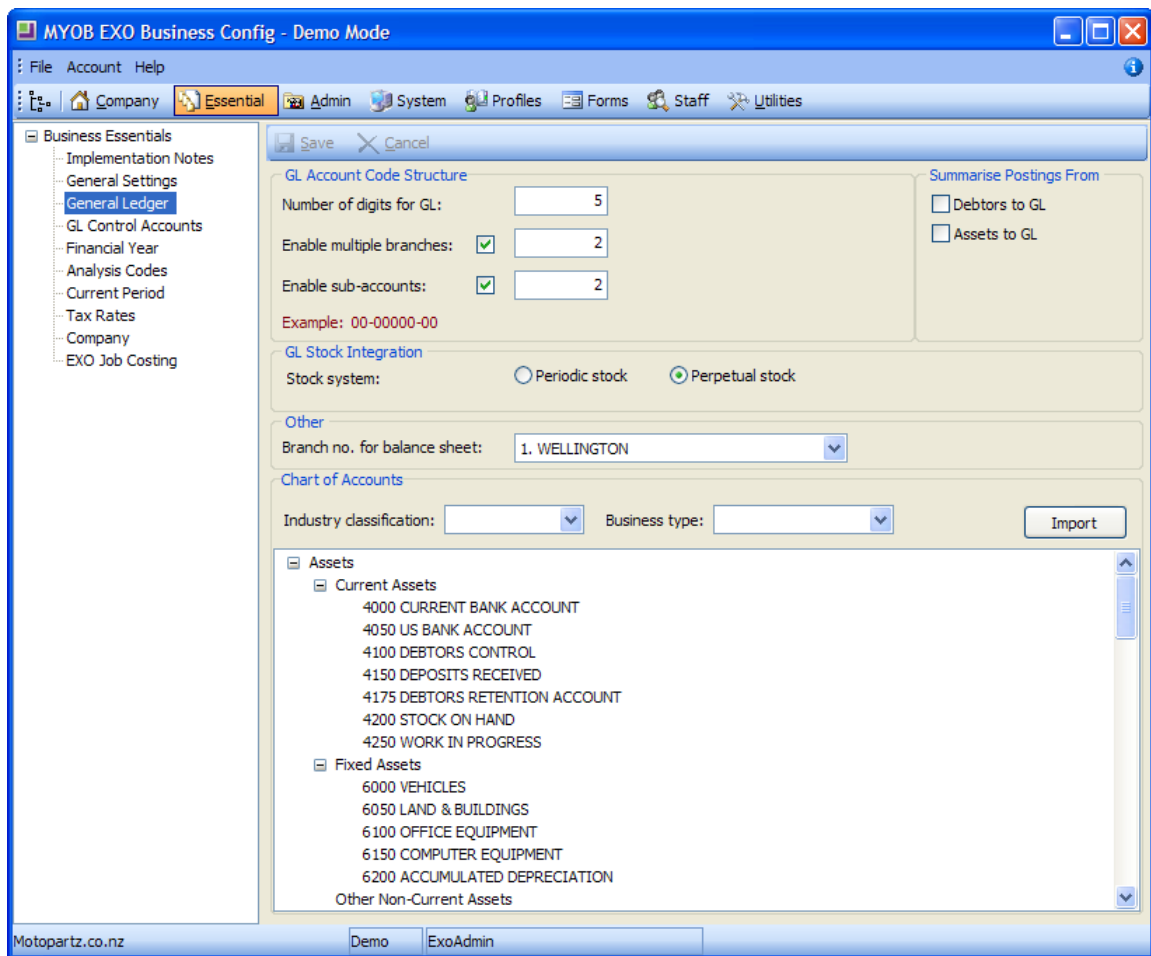1. In MYOB EXO Business Config, click on Essential, and then General Ledger.

Figure 2: MYOB EXO Business Config – GL Setup

2. In EXO Business, create the required GL Accounts for Payroll Activities. To add a new Account, right click on the GL Account tree and select **New Account**. A GL account window will appear allowing details to be entered.

3. Go to the GL Analysis Setup (NZ) / Account Codes (AU) window (see "Assign GL accounts" on page 8 for details on getting to these windows).

4. Ensure that the Payroll GL account numbers in MYOB EXO Business match the ones defined in EXO Payroll.

5. If any changes were necessary, save them now.

Setting up your MYOB EXO Payroll GL accounts

For existing codes in EXO Payroll, create new codes with same account names as current in the Maintenance > General Ledger window, then in Setup Payroll GL accounts, assign the new GL accounts.

Set up GL accounts

In MYOB EXO Payroll, go to the **Maintenance** menu and choose **General Ledger**.

- For Australia the **General Ledger Maintenance** window opens. Enter a new **General Ledger Code** or click **Find** to edit an existing GL account.

- For New Zealand, the **Select General Ledger** window opens. Click **Add** to create a new GL account, or highlight an existing one and click **Select** to edit it.
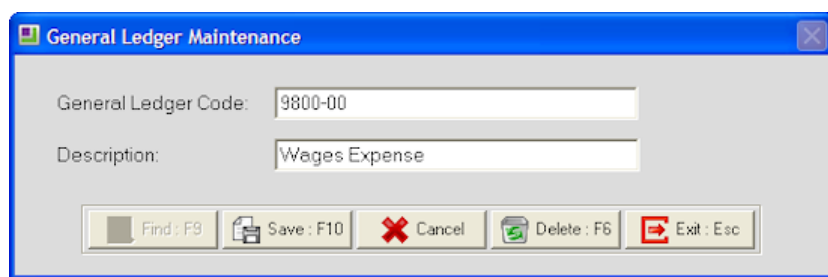

Figure 3: Select General Ledger window

Set up any GL accounts you intend to use here.

Assign GL accounts

Once you have set up your GL codes, you need to assign them to the GL accounts that are used by MYOB EXO Payroll.

For the Australian Version (figure 4):

1. Go to the **Utilities** menu and choose **Setup Payroll**. The Payroll Setup window is displayed.

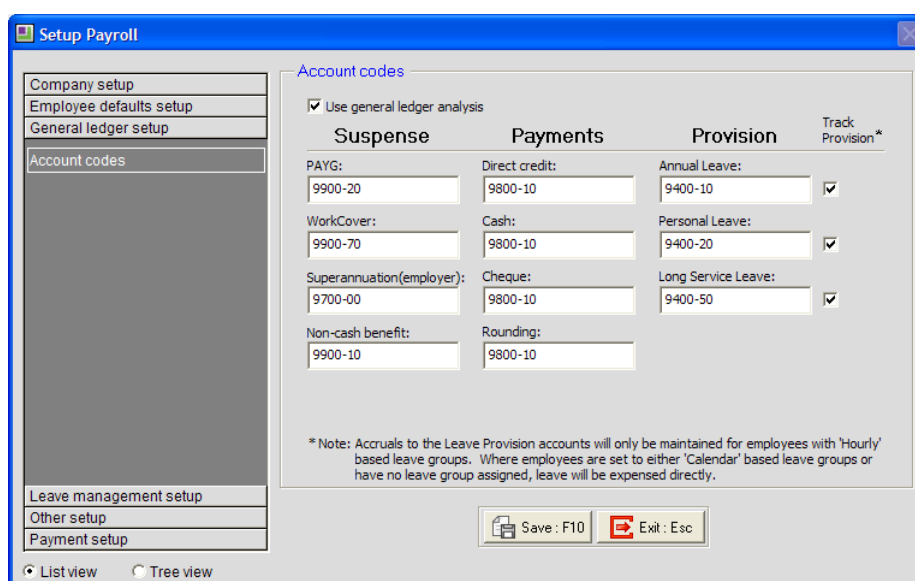2. Select **General ledger setup > Account codes**.

Figure 4: AU EXO Payroll

For the New Zealand version (figure 5):

1. Go to the Utilities menu and choose **Setup Payroll**. The Payroll Setup window appears.

2. On Setup Page 2, click the **Special Options Setup** button. The Special Options Setup window appears.

3. Click the **General Ledger Setup** button. The General Ledger Analysis Setup window appears.

4. Check the **Use General Ledger Analysis** checkbox, and enter the GL codes you want to use for each pay category. Note that you can only enter GL codes here that you have already set up in the General Ledger Maintenance window.
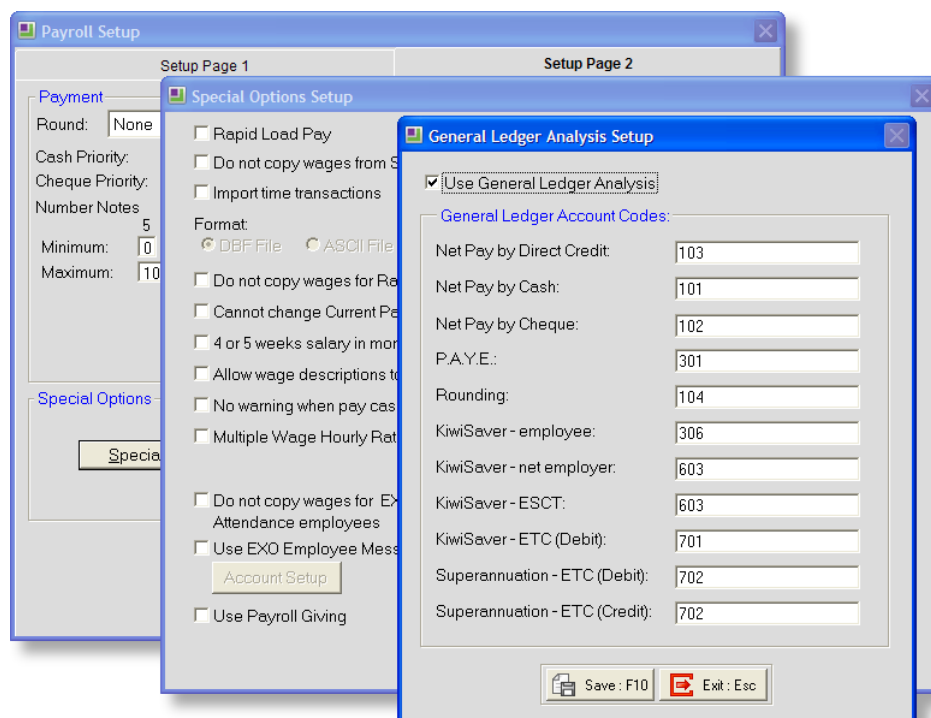
5. Click **Save** and then **Exit**.

Figure 5: NZ EXO Payroll

Set up Deductions GL codes

If you are posting Deductions to a separate GL code:

For the Australian Version:

1. Go to the **Maintenance** window and choose **Deductions**.

2. **Double-click** the required Deduction, or add a new one. The **Deduction Maintenance** window opens (figure 6).
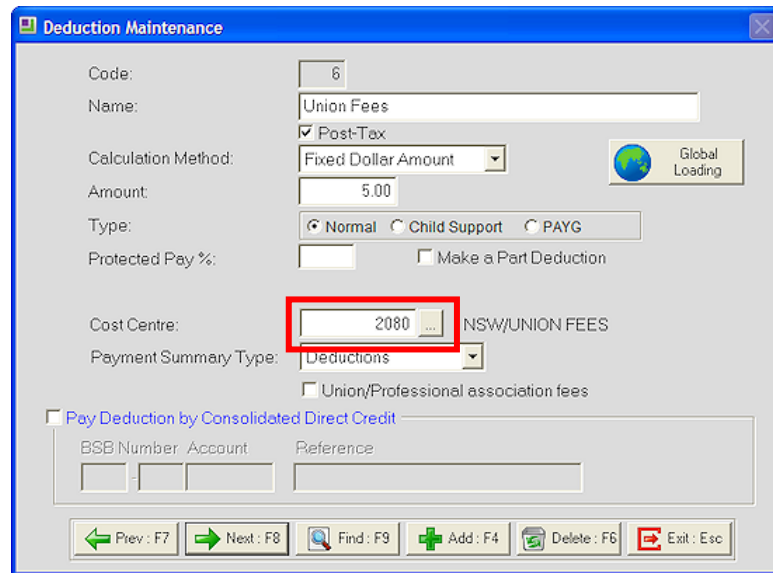
Figure 6: The Deduction Maintenance window (Australia)

3. Select/enter the **Cost Centre** code, ensuring that these are attached to the correct GL account code (see "Set up Cost Centres GL Codes" on page 12).

4. Click **Save.**

For the New Zealand Version :

1. Go to the **Maintenance** window and choose **Deductions**.

2. Enter the GL code in the **General Ledger Code** field, ensuring you have already set up the GL code correctly.

Figure 7: The Deduction Maintenance window (New Zealand)

Set up Allowances GL codes

If you are posting Deductions to a separate GL code:

For the Australian Version:

1. Go to the **Maintenance** window and choose **Allowances**.

2. **Double-click** the required Allowance, or add a new one. The **Allowance Maintenance** window opens (figure 8).

3. Select/enter the Cost Centre code, ensuring that it is attached to the correct GL account code (see "Set up Cost Centres GL Codes" on page 12)..

4. Click **Save.**

For the New Zealand Version :

1. Go to the **Maintenance** window and choose **Deductions**.

2. Enter the GL code in the **General Ledger Code** field, ensuring you have already set up the GL code correctly.
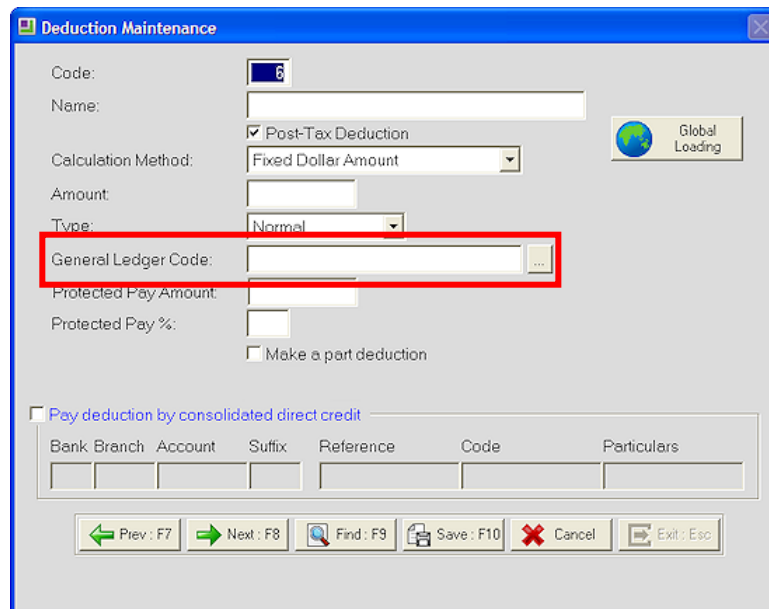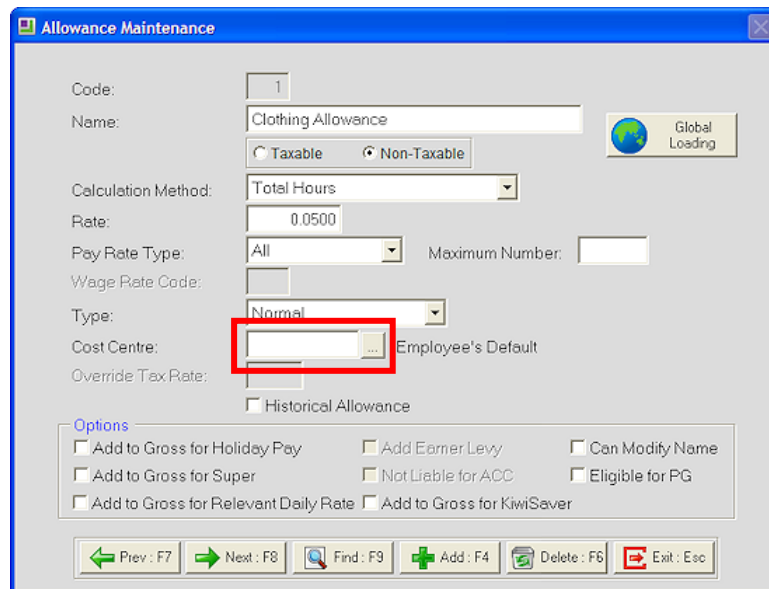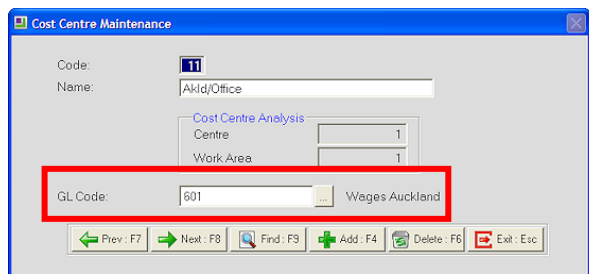
3. Select/enter the Cost Centre code, ensuring that it is attached to the correct GL account code (see "Set up Cost Centres GL Codes" on page 12)..
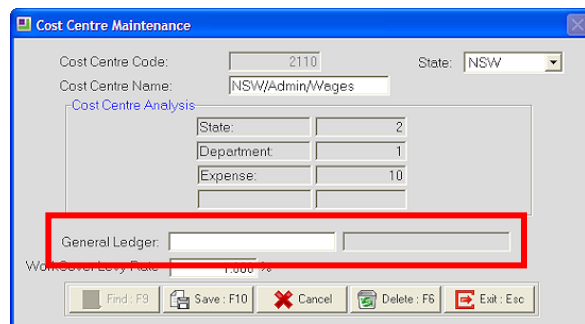
4. Click **Save.**

Set up Cost Centres GL Codes

If you are posting Cost Centres to separate GL codes, go to the **Maintenance** menu and select **Cost Centres** for NZ or **Maintenance > Costing > Cost centres** for AU. The **Select Cost Centre** window opens.

Double-click on a cost centre and enter the required GL code in the **GL Code field**, ensuring you have already set up the GL code… Repeat this step for each Cost Centre you want to post to a GL account.

New Zealand   Australia

Figure 10: Cost centre maintenance

Set up Matching Employee Records

Each employee in MYOB EXO Payroll has a unique code. This code needs to be entered and assigned to the staff member within MYOB EXO Business. The Employee ID (Payroll) field has been created in MYOB EXO Business to aide this relationship.

1. In MYOB EXO Business Config, click on **Staff**, and then **Staff** under Profile **Assignment** in the Staff tree on the left.

2. From the list of employee records that is displayed, **double-click** on an employee, and then click on the **Authority** tab.

3. In the **Employee ID (Payroll)** field, enter the MYOB EXO Payroll employee code.
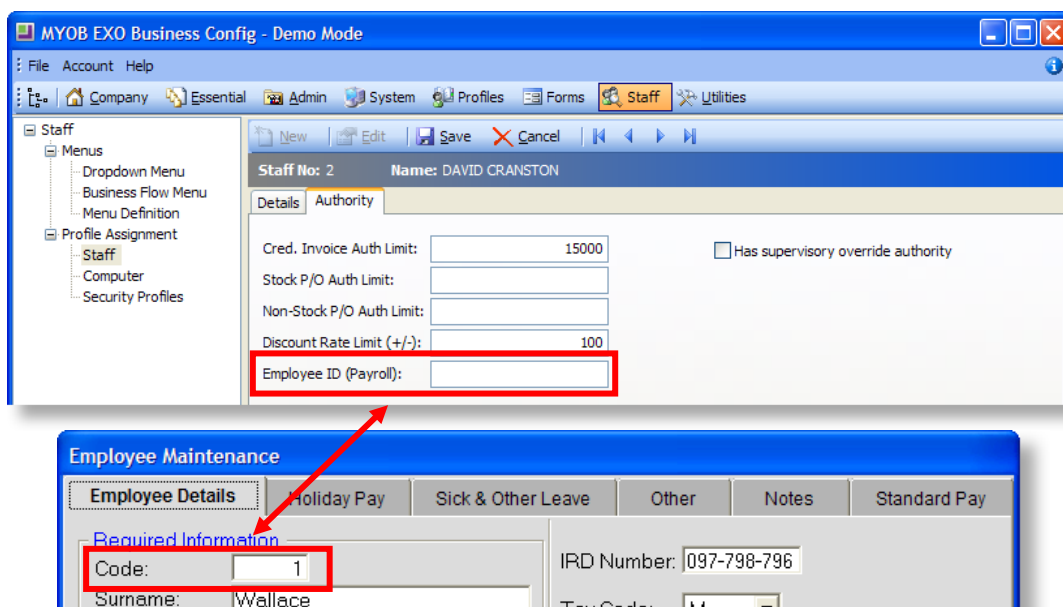
Figure 11: Set up matching employee records

Note: The **Employee ID (Payroll)** field is separate from the **Payroll Employee Code** field on the Details tab, which is used when integrating with Job Costing (see page 20).

4. Click **Save**.

Note: The Employees report in EXO Payroll shows the employee name & code. To print this report, from the Reports menu select **Print Reports > Employees > Employees**.
Having a printed version in hand can be easier than tabbing between screens.

Posting Payroll Financials to MYOB EXO Business

Once you have finalised a pay run, you can then post it to MYOB EXO Business.

1. To post a pay run to MYOB EXO Business, click *Reports > Post to EXO Business*.

2. The Post General Ledger Information to **MYOB EXO Business** window opens. This window lists all un-posted pay runs. Previously posted pay runs are hidden by default; tick the **Show Posted Batches** option to display them.

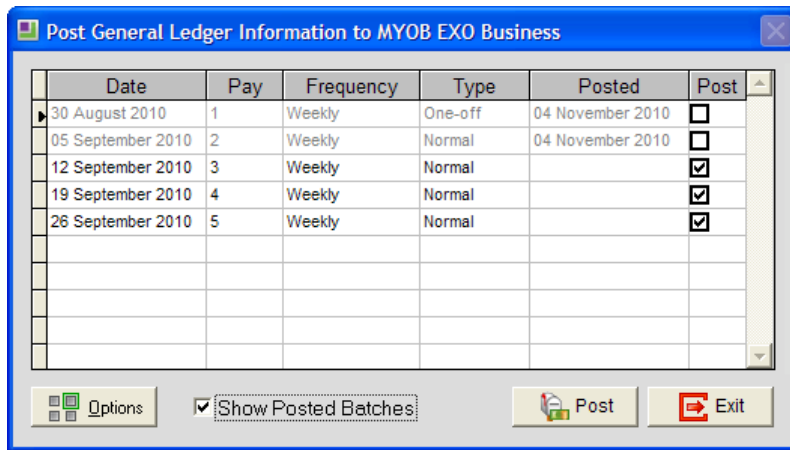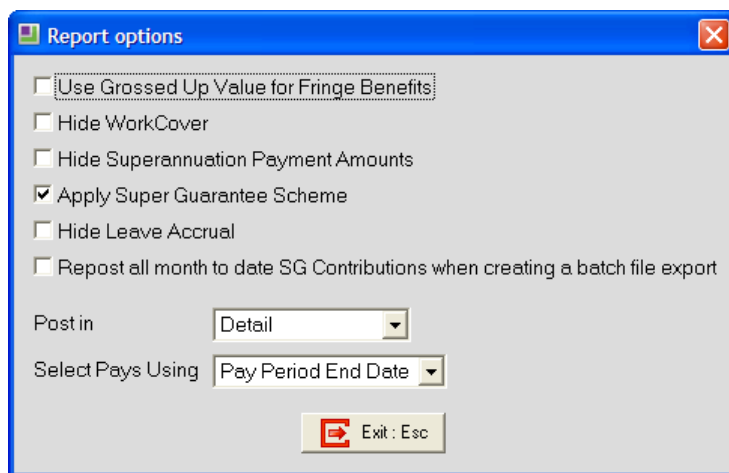
3. Tick the checkbox in the Post column of each pay run you want to post to MYOB EXO Business, then click **Post**.

   For Australia there is an **Options** button to configure file output options:

   Use Grossed Up Value for Fringe Benefits: checking this option will allow any transacted Fringe Benefit amounts to be multiplied by the applicable fringe benefit type rate (as set within the Non-Cash Benefit setup) in order to arrive at a grossed-up value, and hence this value will be used in posting;

   Hide WorkCover: checking this option will exclude WorkCover amounts from factoring into the totals, and hence this amount will not be posted;

   Hide Superannuation Payment Amounts: checking this option will exclude superannuation contributions from factoring into the totals, and hence this amount will not be posted;

   Apply Super Guarantee scheme: checking this option will enforce the lower threshold limit for the Super Guarantee scheme ($450/month). For example, if an employee earns less than $450 in a month, the employer has no obligation to make a contribution to the scheme - the

contribution will be $0 for the employee in question. Apply this option will exclude the posting of any amounts that do not meet this threshold;

Hide Leave Accrual: checking this option will exclude any leave accrued amounts from factoring into the totals, and hence this amount will not be posted;

Repost all month to date SG Contributions when creating a batch file export: If selected, all MTD payments are reported; otherwise only unposted payments are reported. Behaviour is also affected by the Apply Super Guarantee Scheme setting.

Post in Summary or Detail: allows for either posting of transactions in either summary or detailed format.

4. The MYOB EXO Business login window is displayed. Enter your MYOB EXO Business login details and click **OK**.

5. If you have not followed the relevant configuration steps, and do not have the appropriate MYOB EXO Business features installed you will receive the error message below and your pay run cannot be posted.
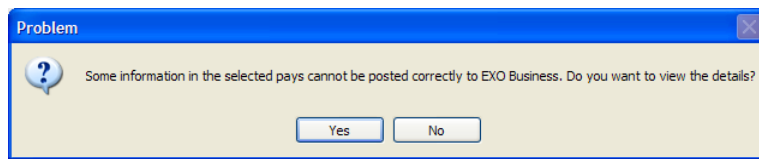
Click **Yes** to view or print out a report of the posting errors.
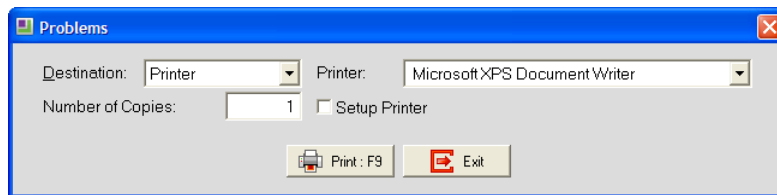
The following is a sample of the report that is produced:
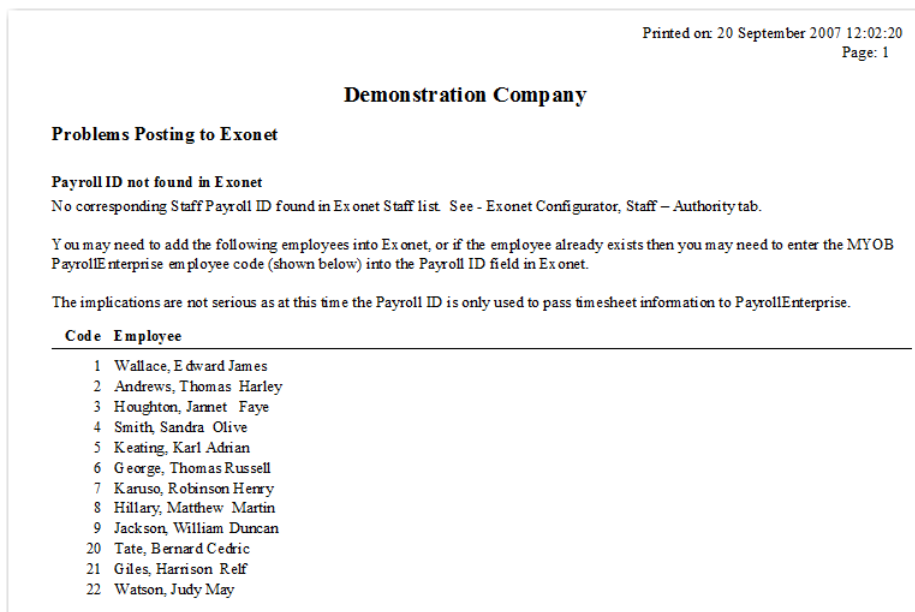
General Ledger Account not found in Exonet

The following transactions relate to general ledger accounts that do not currently exist in Exonet. If you continue to post these transactions they will be posted to suspended General Ledger Journal batch for editing and later posting.

Code	Employee	Description	General Ledger	Date	Amount
1	Wallace, Edward James	Direct Credit	103	05/09/2007	-474.77
		Wages: Ordinary	601	05/09/2007	600.00
		PAYE	301	05/09/2007	-122.23
		Social Club	302	05/09/2007	-3.00
2	Andrews, Thomas Harley	PAYE	301	05/09/2007	-68.95
		Clothing Allowance	601	05/09/2007	2.00
		Wages: Ordinary	601	05/09/2007	360.00
		Direct Credit	103	05/09/2007	-243.05
		Cash	101	05/09/2007	-50.00
3	Houghton, Jannet Faye	Social Club	302	05/09/2007	-3.00
		Direct Credit	103	05/09/2007	-381.41
		PAYE	301	05/09/2007	-95.59
		Wages: Ordinary	601	05/09/2007	480.00
4	Smith, Sandra Olive	Cheque	102	05/09/2007	-568.13
		Social Club	302	05/09/2007	-3.00
		Wages: Ordinary	602	05/09/2007	720.00
		PAYE	301	05/09/2007	-148.87
5	Keating, Karl Adrian	Union Fees	304	05/09/2007	-1.50
		PAYE	301	05/09/2007	-86.71
		Wages: Ordinary	601	05/09/2007	440.00
		Clothing Allowance	601	05/09/2007	2.00
		Direct Credit	103	05/09/2007	-353.79
6	George, Thomas Russell	Wages: Ordinary	602	05/09/2007	560.00
		Child Support	303	05/09/2007	-25.00

Demonstration Company

Problems Posting to Exonet

Code	Employee	Description	General Ledger	Date	Amount
		Direct Credit	103	05/09/2007	-421.65
		PAYE	301	05/09/2007	-113.35
7	Karuso, Robinson Henry	Direct Credit	103	05/09/2007	-331.91
		Cash	101	05/09/2007	-50.00
		Social Club	302	05/09/2007	-3.00
		Union Fees	304	05/09/2007	-1.50
		Wages: Ordinary	601	05/09/2007	480.00
		Clothing Allowance	601	05/09/2007	2.00
		PAYE	301	05/09/2007	-95.59
8	Hillary, Matthew Martin	PAYE	301	05/09/2007	-122.23
		Social Club	302	05/09/2007	-3.00
		Bonus	602	05/09/2007	0.30
		Wages: Ordinary	602	05/09/2007	600.00
		Southern Cross	305	05/09/2007	-12.00
		Direct Credit	103	05/09/2007	-463.07
9	Jackson, William Duncan	Direct Credit	103	05/09/2007	-479.77
		Clothing Allowance	601	05/09/2007	2.00
		Wages: Ordinary	601	05/09/2007	600.00
		PAYE	301	05/09/2007	-122.23
20	Tate, Bernard Cedric	PAYE	301	05/09/2007	-148.87
		Direct Credit	103	05/09/2007	-571.13
		Salary	601	05/09/2007	720.00
21	Giles, Harrison Relf	Direct Credit	103	05/09/2007	-625.06
		Salary	602	05/09/2007	800.00
		PAYE	301	05/09/2007	-174.94
22	Watson, Judy May	PAYE	301	05/09/2007	-139.99
		Social Club	302	05/09/2007	-3.00
		Direct Credit	103	05/09/2007	-537.01
		Salary	602	05/09/2007	680.00

—— End of Report ——

Review the report, and when you are ready to continue to post the pay run, click **Yes**.

Review the Pay Run Posting

The pay run is posted into a suspended batch in MYOB EXO Business. This means any errors can be trapped before they are posted into the General Ledger accounts. You can add any additional notes to the payroll. You can also change the financial period if required.

1. In MYOB EXO Business, go to the **Transactions** menu and choose **General Ledger** and then **GL Transactions**.

2. To review the pay run financial journal entry set in MYOB EXO Business you proceed to General Ledger Transaction option on the MYOB EXO Business Menu.

3. Click **Open** and choose **Load Suspended Batch**. The Suspended Batches window is displayed.
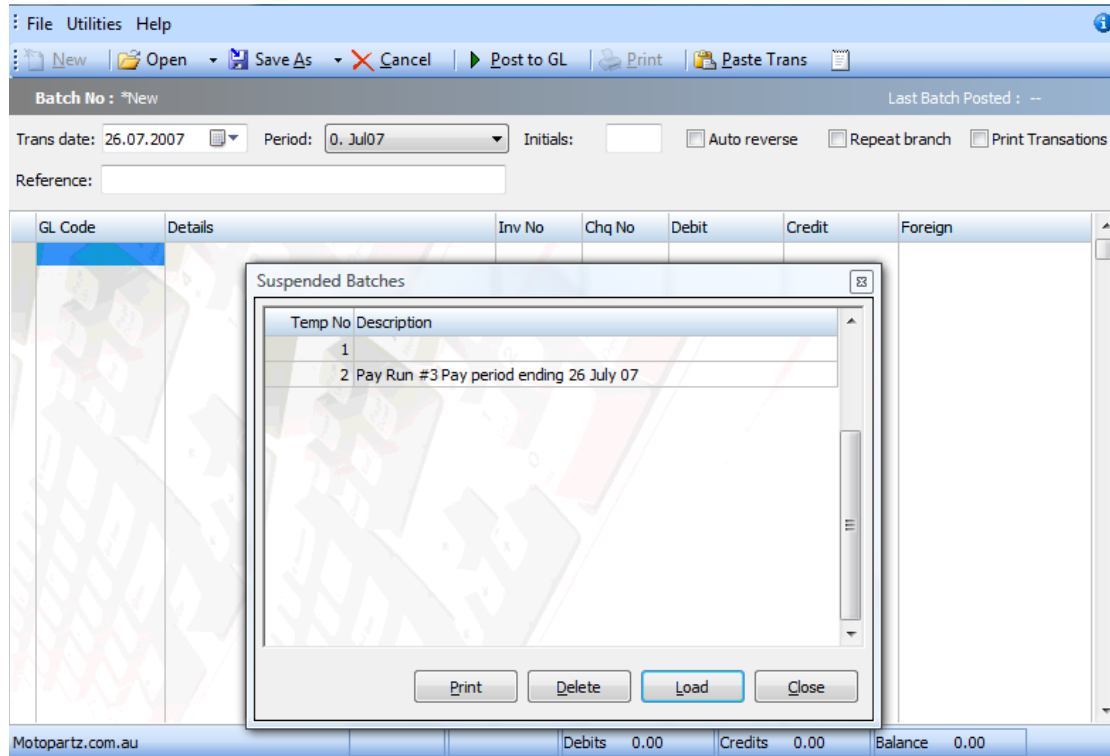

Figure 12: Load Suspended Batch

4. Select the pay run batch you want to upload and click **Load**. The batch is displayed. To add a narrative for this pay run, click the **Add Narrative** button.
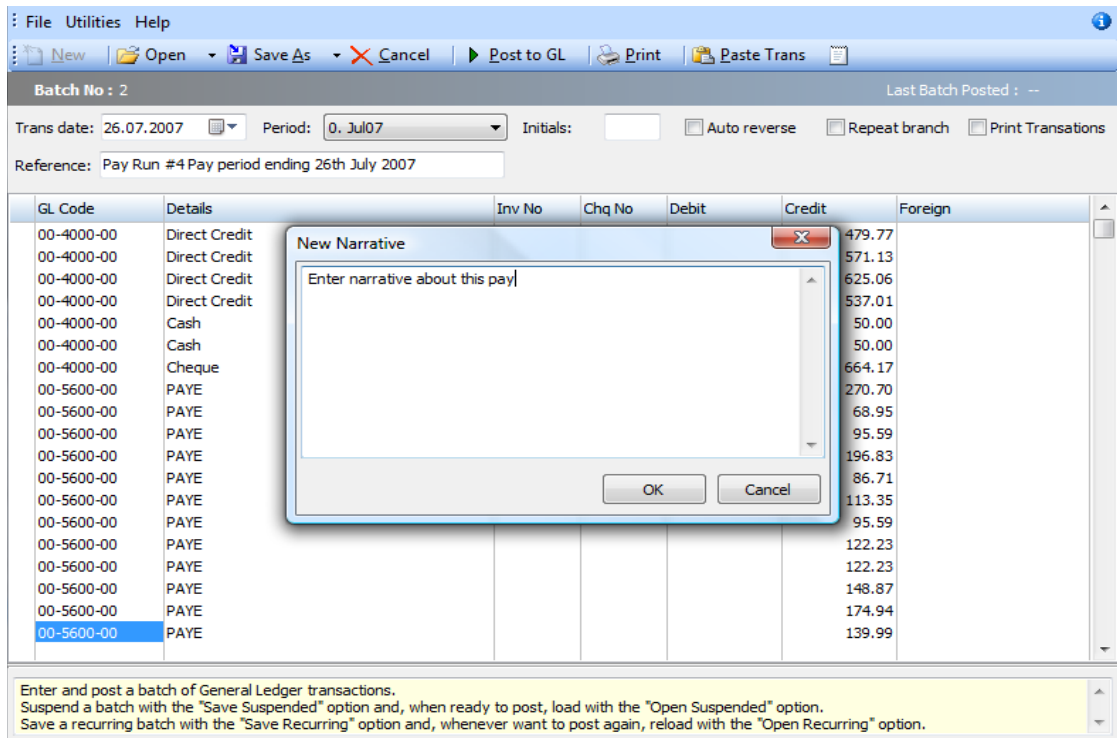
Figure 13: Add Narrative

5.   Click ▶ **Post to GL**.

Once posted, full history details can be reviewed in the posted batch. It's even possible to reverse the batch at this late stage.
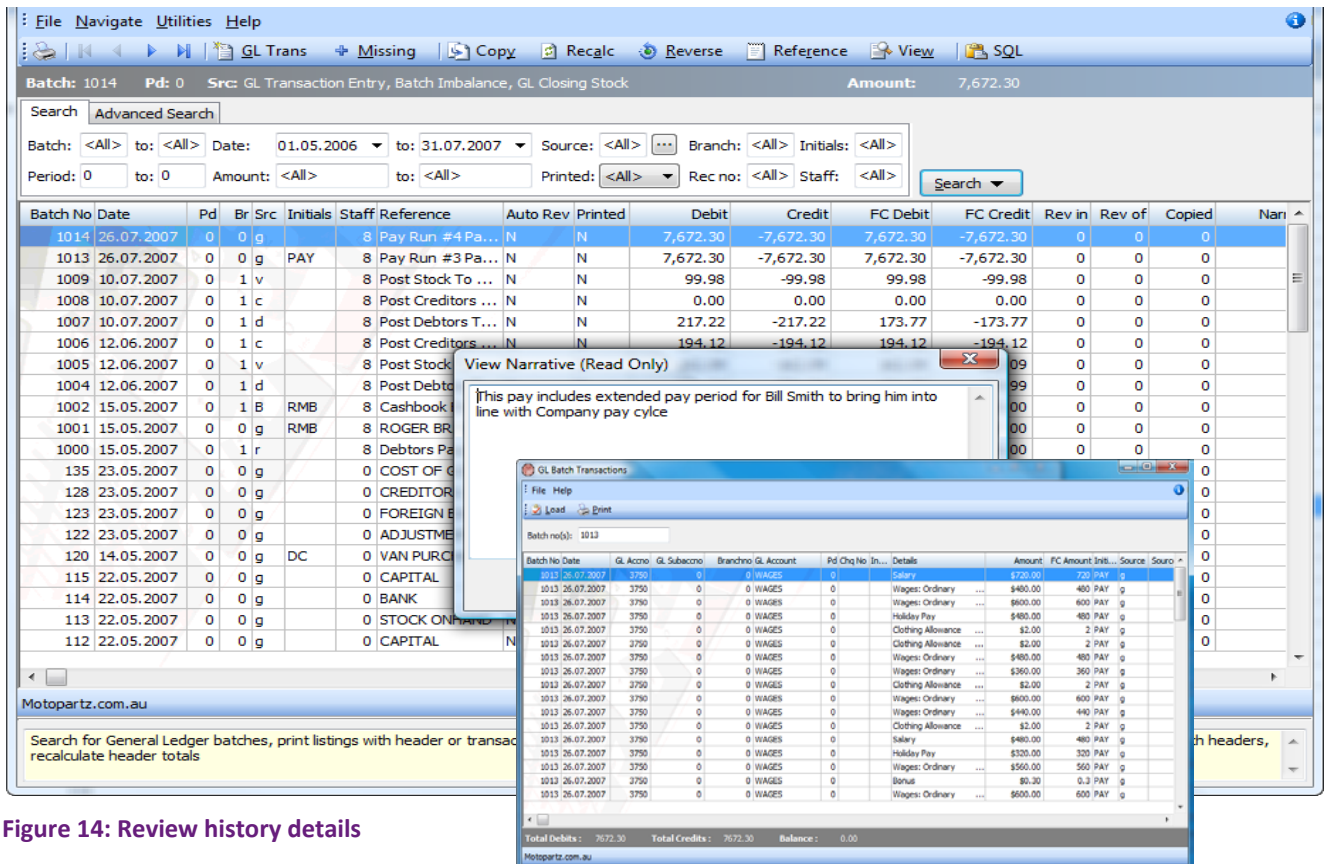

Figure 14: Review history details

MYOB EXO Business Job Costing Integration

The MYOB EXO Business Job Costing module has the ability to record timesheet data against a specific job. This data can be exported into MYOB EXO Payroll.

EXO Business Settings

Setting up Company Profile Settings

To enable the EXO Payroll integration features, the following Company profile settings must be configured in EXO Business:

- **PayrollEnterprise export location** – this must be set to the root directory of the EXO Payroll installation, e.g. C:\Payrollv.

- **PayrollEnterprise Database Location** – this must be set to the database directory of the EXO Payroll installation, e.g. C:\Payrollv\DATABASE.

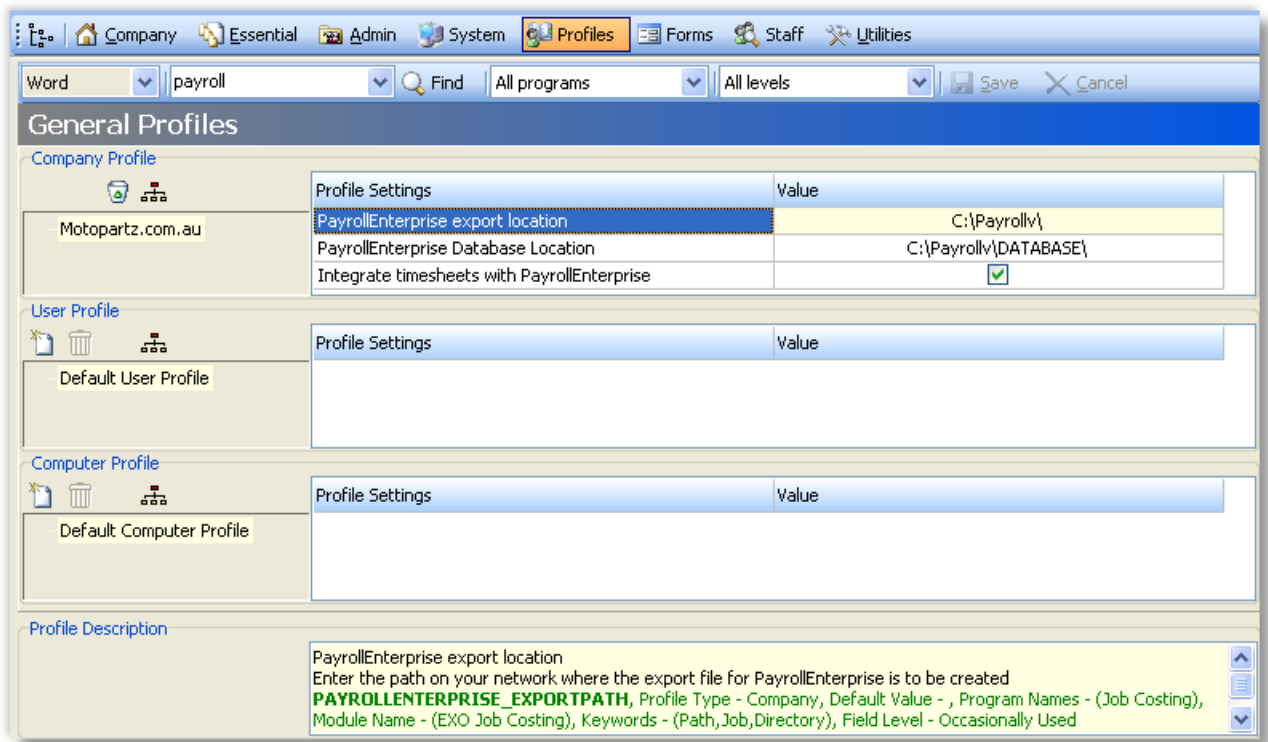- **Integrate timesheets with PayrollEnterprise** – this setting must be ticked

Figure 15: EXO Config Company Profile settings for Payroll Job Costing integration

In addition, the FoxPro ODBC driver must be installed on the EXO Business server. Normally this driver is installed automatically by the Installation Wizard; if the wizard wasn't used to install EXO business, the driver must be installed manually. The driver is available on the EXO Business CD.

Adding 'Post Timesheet to Payroll' Menu Item

A new drop down menu item must be created so that posting of timesheet information to EXO Payroll can be accessed.

In EXO Business Config at **Staff > Menus > Dropdown Menu**, select "EXO Job Costing" from the **Program** field. Double-click on the required user profile to add the new menu item.

Type "Post" ❶ in the **Procedures** filter field to filter the list to contain procedures with "Post" in their description. From the list, drag ❷ 'Post TimeSheets to Payroll' to the required menu location. Typically, this is added to the Utilities menu. Click **Save** ❸. The new ability to call **Post TimeSheets to Payroll** has now been added to the menu.
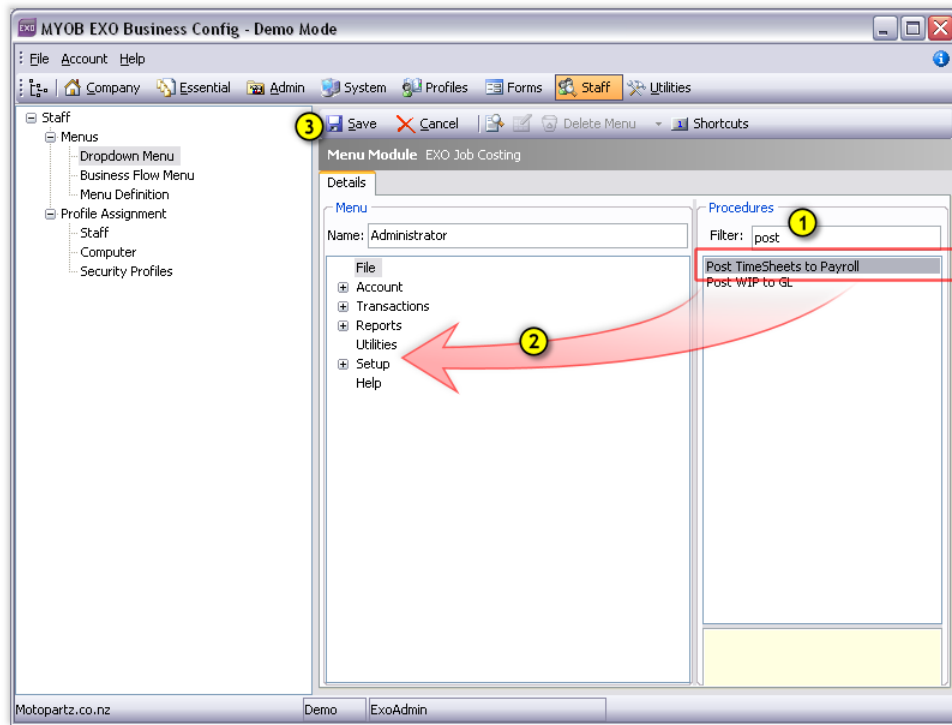

Figure 16: Adding a procedure to the menu

Staff Profile Settings

Ensure that all staff members who will have timesheet data recorded against them are set up in both the EXO Business and EXO Payroll systems.

Ensure all EXO Business staff members have their EXO Payroll **Employee Code** entered into their **Payroll Employee Code** field. This property, located on the Details tab in the **Staff > Users** section of the EXO Business Configuration Assistant, links the staff member to their corresponding employee entry in the EXO Payroll system.

> **Note:** The **Payroll Employee Code** field only becomes visible when the Company profile settings are enabled for Payroll Integration. This field is separate from the **Employee ID (Payroll)** field that is used when posting GL transactions from EXO Payroll to EXO Business.
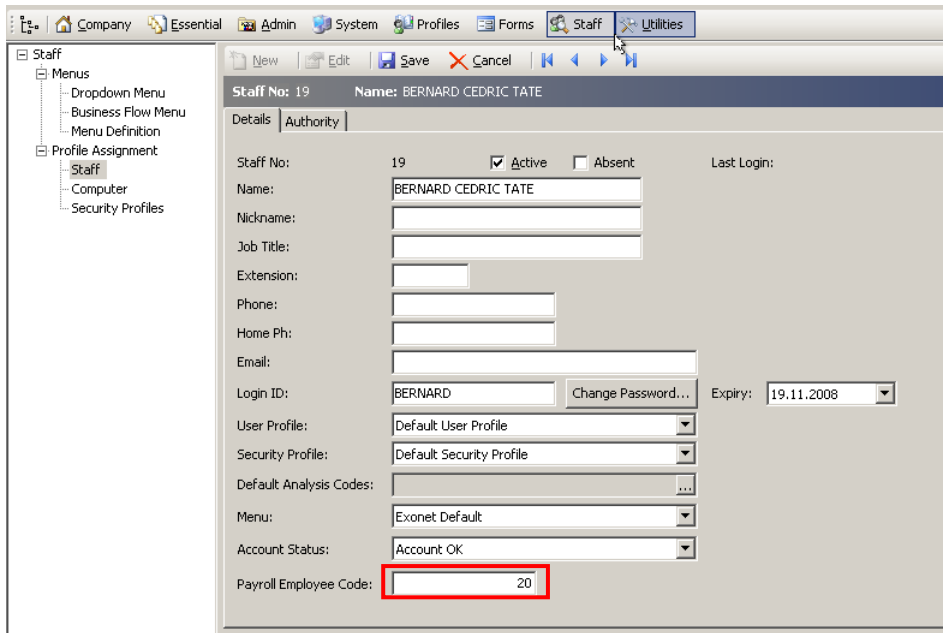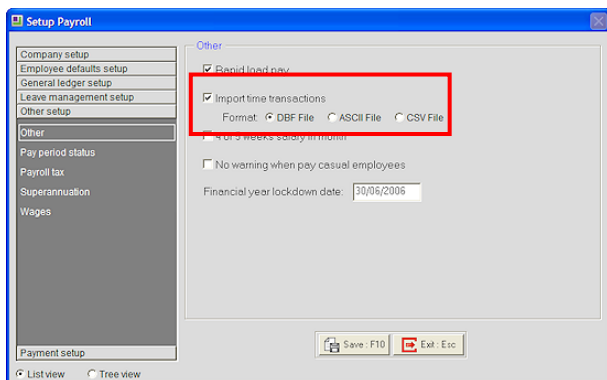
Figure 17: Staff Payroll Employee Code setting for Job costing integration
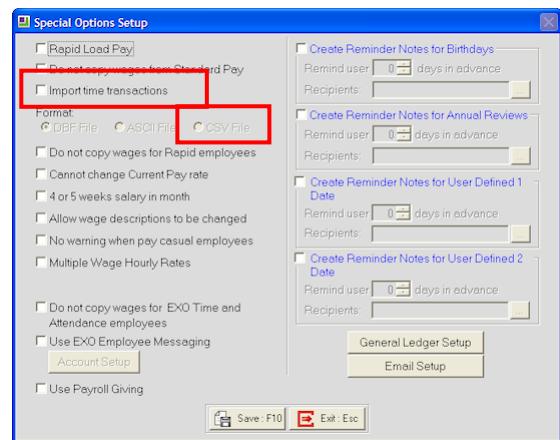
EXO Payroll Settings

In EXO Payroll, two settings must be enabled. These are accessed through the Setup Payroll function.

The **Import time transactions** option must be ticked.

The **Format** of the Time transaction file must be set to "CSV".

Australia   New Zealand

Figure 18: EXO Payroll settings for Timesheet import

Entering Payroll Information

New available properties

New properties are available on the Timesheet tab of the Job Details screen:

Property	Description
Ready for Payroll	A tick box indicating that the line item is ready to be posted to EXO Payroll. Once the line item has been posted, this property displays "P".
Payroll Hours	The number of hours to be sent to EXO Payroll. This value defaults to the value of the existing **Hours** column, but it can be changed to any value.
Pay Rate	The pay rate multiplier that applies to the overall amount, e.g. "Ordinary", "Time & Half". The available options are imported from EXO Payroll.
Wage Code	The wage code that represent's the employee's hourly rate. This value defaults to the employee's default Wage Code from EXO Payroll, but it can be edited.
Cost Centre	The cost centre related to the payroll expense. This value defaults to the employee's default cost centre from EXO Payroll, but it can be edited.
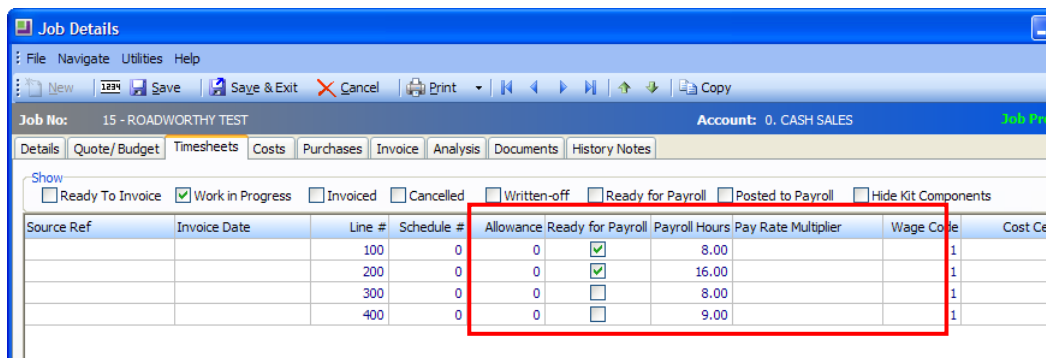
Note: If a timesheet line is set to "Ready to Invoice", its ***Ready for Payroll*** *property is ticked automatically. This property can be unticked manually if necessary*.

Exporting Timesheets

From the Utility menu, a **Post TimeSheets to Payroll** menu item is available to export the timesheet data in a format that can then be imported into EXO Payroll. Selecting this menu item opens the following window:
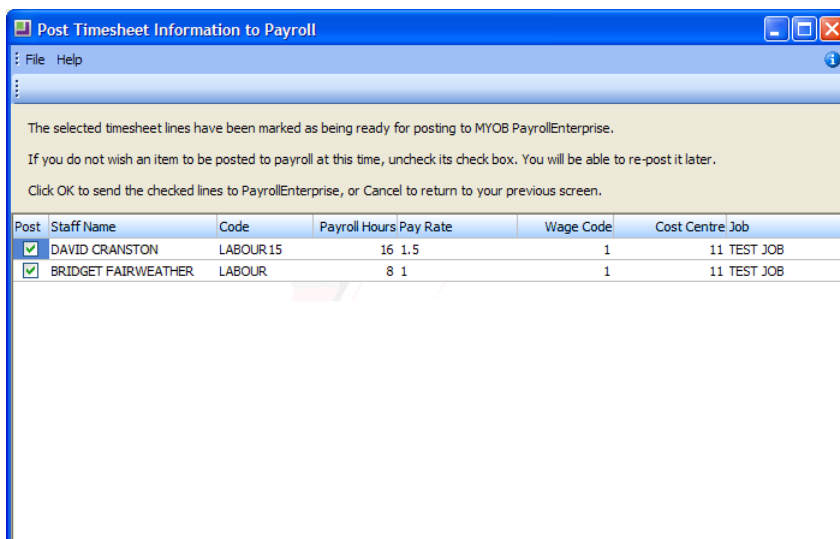

Figure 19: Post Timesheet Information to Payroll

This window displays all timesheet lines whose **Ready for Payroll** property is ticked. Lines can be unticked to remove them from the posting if necessary.

Clicking **OK** posts all selected timesheet lines to a CSV file in the location specified by the **EXO Payroll export location** Company profile setting. This file can then be imported into EXO Payroll using that program's **Import Time Transactions** function.

Importing Timesheets into EXO Payroll

Timesheet data is imported into EXO Payroll using the existing import functionality.

Select **Import Time Transactions** from the Pay menu of EXO Payroll and the timesheet data is automatically imported. A message will appear when Timesheet transaction has successfully been imported into EXO Payroll.

Note: When exporting Timesheet data to EXO Payroll, the export file created will overwrite existing time transaction files. When using other sources for time transactions (such as the EXO Time and Attendance module), this file creation will overwrite any outstanding files, which may then require re-exporting from the source program.
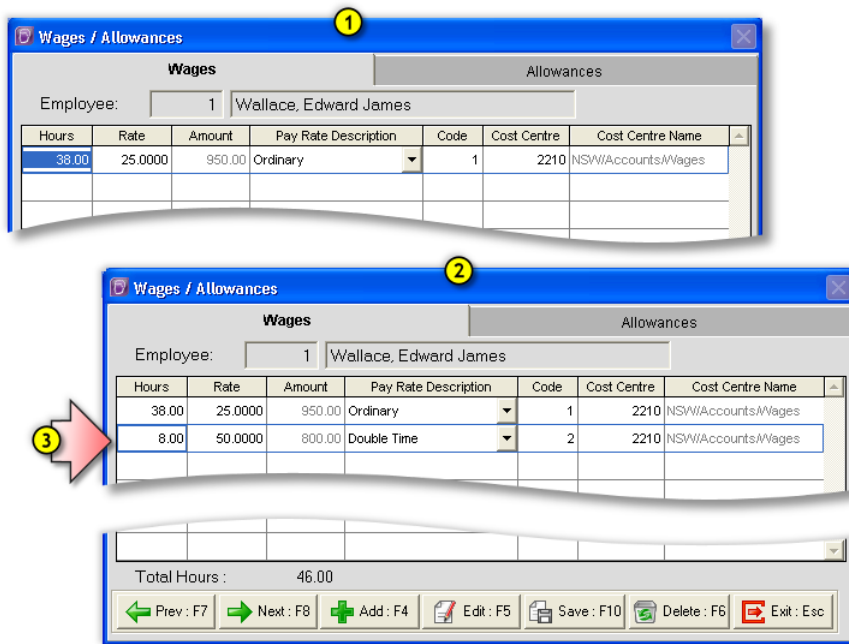
Figure 20: Importing Timesheets

If your employees are set up in the Standard Pay with regular hours (38 Normal) then the imported Job Time Transactions will be added to this. From the numbered sequence in the diagram above, it can be seen that a new line will be created within the line details, and not append to existing lines after the import.

Checklists

To ensure that all the mandatory steps have been completed, we recommend you go through the checklists below.

Installation Checklist

Minimum requirements verified? ☐

EXOOEMLIB.DLL registered and installed? ☐

Ran the Post to EXO Business utility? ☐

Payroll Integration Checklist

Checked GL account format in EXO Config? ☐

Checked GL Accounts are in EXO? ☐

Added GL Accounts in Payroll Setup Cycle and GL Maintenance? ☐

Set up deductions and cost centre GL Codes? ☐

Entered EXO Payroll ID against Staff in EXO Config? ☐

Job Costing Checklist

Confirmed all Cost Centres have valid GL Codes? ☐

Done a test post and printed out report if anything is not configured? ☐

Checked data in EXO Suspended GJ Journal? ☐

Troubleshooting

Q. Why do I get an Incorrect Security Code message when I try to Post?

A. You may have the wrong Library file installed, check your Windows System32 directory for Exo**OEM**lib.dll and ensure it is registered in Windows. Exo**COM**lib.dll is no longer used and needs to be removed and unregistered.

Q. Why did I get the message about the Payroll ID when it has been working until now?

A. Have you added a new employee? Each employee needs to be listed in the EXO Staff list with a valid Payroll ID.