

# MYOB EXO BUSINESS WHITE PAPER

# MYOB EXO Payroll Integration with MYOB EXO Business



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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.)

Post General Led	ger Infor	mation to MYC	B EXO Busi	ness		X
Date	Pay	Frequency	Туре	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		$\square$	
19 September 2010	4	Weekly	Normal		$\square$	
26 September 2010	5	Weekly	Normal		$\square$	
						-
Dptions	Show F	Posted Batches		🔓 Post	📑 Exit	

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

EXO BUSINESS MYOB ENTERPRISE SOLUTIONS				
Username: Password:	ExoAdmin			
Connect to:	<exo_demo></exo_demo>		~	
		ок	Cancel	
				MYOB

- 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.

۲	EX	O Business Config Datab	ase Update			
	MY	EXO BUSINESS OR ENTERPRISE SOLUTIONS			MYC	B
	Sele	ect the modules you wish to	o update from	the list and	click the Update butto	n.
	Mo	dules to be updated				
		Module	Current Version	New Version	Min Core Version	
	<b>~</b>	EXO Payroll Integration	0.0.0.0	7.4.0.0	7.4.0.0	
	Pro	aress Report				

- 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.

📕 MYOB EXO Business Config - Demo Mode						
File Account Help						•
: Ft. 🔿 Company 🕟 Essentia	l 쪎 Admin 潮 System ঝ Pr	rofiles ==	Forms 😤 Si	taff 🛛 🔭 Utilities		
Company Details	Add   Save × Canc Parent Company Name: Moto Company Name: Moto	el <b>opa</b> rtz.co.nz	unch Update	<u>abī</u> C <u>h</u> ange Name	e <u>abĭ</u> C <u>h</u> ange Parent Name	»
	Core versions:					
	Module	Version	Max Users	Registration Key	Online Licencing Status	
	EXO Business	7.4.0.0	4	0		
	EXO Management Report	7.4.0.0	0			
	EXO Finance	7.4.0.0	0			
	EXO Clarity Report Designer	7.4.0.0	0			
	Add-on versions: Module	Version	Max Users	Registration Key	Online Licencing Status	
	EXO Retail Manager	7.3.0.0	1	0		
	EXO POS	7.4.0.0	1	0		
	EXO Job Costing	7.4.0.0	0	0		
	EXO Time and Attendance	7.4.0.0	0	0		
	EXO Fixed Assets	7.4.0.0	0	0		
	EXO ExoTrack	0.0.0.0	0	-		
	EXO Business Config	7.4.0.0	0	0		
	EXO Distribution Advantage	7.4.0.0	0	0		
	EXO Payroll Integration	7.4.0.0	0	0		
	EXO ClientConnect	7.4.0.0	0	0		
	EXO Intercompany Source	7.4.0.0	0	0		
	EXO Serviceable Units	7.4.0.0	2	0		
	EXO Sales Analysis Matrix	7.4.0.0	0			~
Motopartz.co.nz	Demo ExoAdmin					

# 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

ဦး- 🛛 🖾 Company 🛛 🔀 Essential	🛐 <u>A</u> dmin	🗊 System	92 Prof	iles 😑 Form	s 🐔 Staff	🔆 Utilities
<ul> <li>Business Essentials</li> <li>Implementation Notes</li> <li>General Settings</li> <li>General Ledger</li> <li>GL Control Accounts</li> <li>Financial Year</li> <li>Analysis Codes</li> <li>Current Period</li> <li>Tax Rates</li> <li>Company</li> <li>EXO Job Costing</li> </ul>	GL Account of Number of di Enable multip Enable sub-ac Example: 00 GL Stock Int	Cancel Code Structur igits for GL: le branches: ccounts: -00000-00 egration	e ☑ [ ☑ [	5 2 2 dic stock	<ul> <li>Perpetual :</li> </ul>	stock
					-	

#### 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.

MYOB EXO Business Confi	g - Demo Mode	
File Account Help		0
🗄 ្ពុំដូ 🗌 🚮 Company 🛛 🐴 Essential	🖼 Admin 😼 System 🔞 Profiles 📑 Forms 🕰 Staff 🔆 Utilities	
Company Sesential      Implementation Notes     General Settings     General Settings     General Ledger     G. Control Accounts     Financial Year     Analysis Codes     Current Period     Tax Rates     Company     EXO Job Costing	Save       Cancel         GL Account Code Structure         Number of digits for GL:       5         Enable multiple branches:       2         Enable multiple branches:       2         Enable sub-accounts:       2         Example:       0-00000-00         GL Stock Integration       2         Stock system:       Periodic stock         Other       Paranch no. for balance sheet:         Branch no. for balance sheet:       1. WELLINGTON         Chart of Accounts       Industry classification:         Industry classification:       Business type:         Assets       Current Assets         4000 CURRENT BANK ACCOUNT       4050 US BANK ACCOUNT         4100 DEBTORS CONTROL       4150 DEPOSITS RECEIVED         4175 DEBTORS RETENTION ACCOUNT       4200 STOCK ON HAND         4250 WORK IN PROGRESS       Fixed Assets         6000 VEHICLES       6050 LAND & BUILDINGS         6100 OFECE FOLIMEMENT       5000 VEHICLES         6050 LAND & BUILDINGS       6050 LAND & BUILDINGS         6100 OFECE FOLIMEMENT       5000 VEHICLES	Summarise Postings From Debtors to GL Assets to GL Import
	6150 COMPUTER EQUIPMENT 6200 ACCUMULATED DEPRECIATION	
	Other Non-Current Assets	<u> </u>
Motopartz.co.nz	Demo ExoAdmin	

#### 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.

📕 General Ledger Mainten	ance	$\boxtimes$
General Ledger Code:	9800-00	
Description:	Wages Expense	
Find: F9	Save : F10 🗱 Cancel 🔂 Delete : F6	📑 Exit : Esc

#### 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.

Setup Payroll				×
Company setup	Account codes			
Employee defaults setup General ledger setup	Use general ledger analys Suspense	<sup>iis</sup> Payments	Provision	Track Provision*
Account codes	PAYG: 9900-20	Direct credit: 9800-10	Annual Leave: 9400-10	
	WorkCover: 9900-70	Cash: 9800-10	Personal Leave: 9400-20	V
	Superannuation(employer): 9700-00	Cheque: 9800-10	Long Service Leave: 9400-50	<b>V</b>
	Non-cash benefit: 9900-10	Rounding: 9800-10		
	* Note: Accruals to the Leav based leave groups. have no leave group	e Provision accounts will only Where employees are set to assigned, leave will be expe	be maintained for employees be either 'Calendar' based leav nsed directly.	s with 'Hourly' ve groups or
Leave management setup Other setup Raymont setup		🔒 Save : F10 💽	Exit : Esc	
List view     C Tree view				

#### 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.

📕 Payroll Setup			×
	Setup Page 1	Setup Page 2	
Payment	Special Options Setup		×
Round: None Cash Priority: Cheque Priority: Number Notes Minimum: 0 Maximum: 10 Special Options	Rapid Load Pay     Do not copy wages from S     Import time transactions     Format     OBF File O ASCII File     Do not copy wages for Ra     Cannot change Current Pe     4 or 5 weeks salary in mor     Allow wage descriptions tt     No warning when pay cas     Multiple Wage Hourly Rat     Do not copy wages for EP     Attendance employees     Use EXO Employee Mess     Account Setup     Use Payroll Giving	<ul> <li>□ General Ledger Analysis Setup</li> <li>✓ Use General Ledger Analysis</li> <li>&gt; General Ledger Account Codes</li> <li>Net Pay by Direct Credit:</li> <li>Net Pay by Cash:</li> <li>Net Pay by Cheque:</li> <li>PA.Y.E.:</li> <li>Rounding:</li> <li>KiwiSaver - employee:</li> <li>KiwiSaver - net employer:</li> <li>KiwiSaver - ESCT:</li> <li>KiwiSaver - ETC (Debit):</li> <li>Superannuation - ETC (Debit):</li> <li>Superannuation - ETC (Credit):</li> </ul>	103         101         102         301         104         306         603         603         603         701         702         702         702         702         Exit: Esc

#### 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).

Deduction Maintenance	
Code:	6
Name:	Union Fees
Calculation Method: Amount:	Post-Tex     Fixed Dollar Amount     5.00     Global     Loading
Type:	Normal C Child Support C PAYG
Protected Pay %:	Make a Part Deduction
Cost Centre: Payment Summary Type:	2080 NSWUNION FEES
	Union/Professional association fees
Pay Deduction by Consolidate	ed Direct Credit
BSB Number Account	Reference
Prev : F7 Next : F8	🔍 Find : F9 🛛 📫 Add : F4 🛛 🗑 Delete : F6 📄 Exit : Esc

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.

Deduction Maintenance	X
Code:	6
Name:	
	Post-Tax Deduction Global
Calculation Method:	Fixed Dollar Amount
Amount	
Type:	Normal
General Ledger Code:	
Protected Pay Amount:	
Protected Pay %:	
	Make a part deduction
Pay deduction by consolic	dated direct credit
Bank Branch Account	Suffix Reference Code Particulars
Prev : F7	lext: F8 Kind: F9 Ea Save: F10 K Cancel Ext: Esc

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).

I Allowance Maintenance	
Allowance Code:	3
Allowance Name:	Clothing Allowance
	PAYG © Taxable C Non-Taxable
Calculation Method:	Fixed Dollar Amount
Amount	5.0000
Pay Rate Multiplier:	
Wage Rate Code:	
Туре:	Normal
Cost Centre:	Employee's Default
Override Tax Rate:	
Maximum Number:	
Payment Summary Type:	None
	🗂 Include in Hours Paid
	Liabilities
Find : F3	Save : F10 🗶 Cancel 🔂 Delete : F6 💽 Exit : Esc

Figure 8: The Allowance Maintenance window (Australia)

- 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.

Allowance Maintenance		$\mathbf{X}$
Code: Name:	Clothing Allowance     Global	
Calculation Method:	C Taxable C Non-Taxable	
Rate: Pay Rate Type: Wage Rate Code:	All Maximum Number:	
Type: Cost Centre: Override Tax Rate:	Normal Employee's Default	
	F Historical Allowance	
Options Add to Gross for Ho Add to Gross for Su Add to Gross for Re	liday Pay     F Add Earner Levy     F Can Modify Name       per     F Not Liable for ACC     F Eligible for PG       levant Daily Rate     F Add to Gross for KiwiSaver	
Prev : F7 🔿 N	lext : F8 🔍 Find : F9 📫 Add : F4 🕝 Delete : F6 💽 Exit : Esc	

Figure 9: The Deduction Maintenance window (New Zealand)

- 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.

Cost Centre Maintenance	Cost Centre Maintenance
Code: AkddOffice Cost Centre Analysis Centre Work Area I GL Code: 601 Wages Auckland	Cost Centre Code: 2110 State: NSW V Cost Centre Name: NSW/Admin/Wages Cost Centre Analysis State: 2 Department 1 Expense: 10
Add: F4 😰 Delete : F6 💽 Ext : Esc	General Ledger: Wo <del>nderer Ledg</del> Find: Find

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.

MYOB EXO Business Conf	; - Demo Mode					
E File Account Help						
📴 🖌 🙆 Company 🖏 Essential 📾 Admin 🧊 System 🚱 Profiles 🖃 Forms 😰 Staff 📯 Utilities						
Staff	🐚 New 🛛 🚰 Edit 🔰 🛃 Save 🛛 🗙 Cancel 👘	4 4 4 4				
Dropdown Menu	Staff No: 2 Name: DAVID CRANSTON					
Business Flow Menu Menu Definition	Details Authority					
Profile Assignment	Cred. Invoice Auth Limit: 15000	Has supervisory override author	ity			
- Computer	Stock P/O Auth Limit:	]				
Security Profiles	Non-Stock P/O Auth Limit:					
	Discount Rate Limit (+/-): 100					
	Employee ID (Payroll):					
	7					
Employee Maintena	nce					
Employee Details	Holiday Pay Sick & Other Leave	Other Notes Standar	rd Pay			
Bequired Information     IRD Number: 097-798-796       Code:     1       Sumame:     Wallace						

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.

2	Post General Ledger Information to MYOB EXO Business						
[	Date	Pay	Frequency	Туре	Posted	Post	<u>^</u>
	▶ 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		$\square$	
	19 September 2010	4	Weekly	Normal		$\square$	
	26 September 2010	5	Weekly	Normal		$\square$	
							-
	Dptions	Show F	Posted Batches		Post	📑 Exit	

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:

🖳 Report options 🛛 🔀
Use Grossed Up Value for Fringe Benefits
T Hide WorkCover
☐ Hide Superannuation Payment Amounts
Apply Super Guarantee Scheme
T Hide Leave Accrual
$\square$ Repost all month to date SG Contributions when creating a batch file export
Post in Detail 💽
Select Pays Using Pay Period End Date 💌
Exit : Esc

**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

14

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.

Problem	
2	Some information in the selected pays cannot be posted correctly to EXO Business. Do you want to view the details?
	Yes No

Click **Yes** to view or print out a report of the posting errors.

Problems		X
Destination: Printer	Printer: Microsoft XPS Document Writer	•
Number of Copies:	1 Setup Printer	
	Exit	

The following is a sample of the report that is produced:

	Printed on: 20 September 2007 12:02:20 Page: 1
	Demonstration Company
roble	ms Posting to Exonet
ayroll	ID not found in Exonet
o corre	sponding Staff Payroll ID found in Exonet Staff list. See - Exonet Configurator, Staff – Authority tab.
ayrollE	nterprise em ployee code (shown below) into the Payroll ID field in Ex onet.
ayrollE	nterprise en ployee code (shown below) into the Payroll ID field in Exonet.
he imp	lications are not serious as at this time the Payroll ID is only used to pass timesheet information to PayrollEnterprise.
ayrollE	nterprise em ployee code (shown below) into the Payroll ID field in Exonet.
he imp	lications are not serious as at this time the Payroll ID is only used to pass timesheet information to PayrollEnterprise.
Cod e	<b>Employee</b>
ayrollE	nterprise em ployee code (shown below) into the Payroll ID field in Exonet.
he imp	lications are not serious as at this time the Payroll ID is only used to pass timesheet information to PayrollEnterprise.
Cod e	<b>Employee</b>
1	Wallace, E dward James
ayrollE	nterprise em ployee code (shown below) into the Payroll ID field in Exonet.
he imp	lications are not serious as at this time the Payroll ID is only used to pass timesheet information to PayrollEnterprise.
Cod e	<b>Employee</b>
1	Wallace, E dward James
2	Andrews, Thomas Harley
ayrollE	nterprise em ployee code (shown below) into the Payroll ID field in Exonet.
he imp	lications are not serious as at this time the Payroll ID is only used to pass timesheet information to PayrollEnterprise.
Cod e	<b>Employee</b>
1	Wallace, E dward James
2	Andrews, Thomas Harley
3	Houghton, Jannet Faye
ayrollE	nterprise em ployee code (shown below) into the Payroll ID field in Ex onet.
he imp	lications are not serious as at this time the Payroll ID is only used to pass timesheet information to PayrollEnterprise.
Cod e	<b>Employee</b>
1	Wallace, E dward James
2	Andrews, Thomas Harley
3	Houghton, Jannet Faye
4	Smith, Sandra Olive
ayrollE	nterprise em ployee code (shown below) into the Payroll ID field in Ex onet.
he imp	lications are not serious as at this time the Payroll ID is only used to pass timesheet information to PayrollEnterprise.
Cod e	<b>Employee</b>
1	Wallace, E dward James
2	Andrews, Thomas Harley
3	Houghton, Jannet Faye
4	Smith, Sandra Olive
5	Keating, Karl Adrian
ayrollE	nterprise em ployee code (shown below) into the Payroll ID field in Ex onet.
The imp	lications are not serious as at this time the Payroll ID is only used to pass timesheet information to PayrollEnterprise.
Cod e	<b>Employee</b>
1	Wallace, E dward James
2	Andrews, Thomas Harley
3	Houghton, Jannet Faye
4	Smith, Sandra Olive
5	Keating, Karl Adrian
6	George, Thomas Russell
ayrollE he imp Cod e 1 2 3 4 5 6 7 7	nterprise em ployee code (shown below) into the Payroll ID field in Ex onet. Lications are not serious as at this time the Payroll ID is only used to pass timesheet information to PayrollEnterprise. <b>Employee</b> Wallace, E dward James Andrews, Thomas Harley Houghton, Jannet Faye Smith, Sandra Olive Keating, Karl Adrian George, Thomas Russell Karuso, Robinson Henry
ayrollE	nterprise em ployee code (shown below) into the Payroll ID field in Ex onet.
he imp	Lications are not serious as at this time the Payroll ID is only used to pass timesheet information to PayrollEnterprise.
Code	Employee
1	Wallace, E dward James
2	Andrews, Thomas Harley
3	Houghton, Jannet Faye
4	Smith, Sandra Olive
5	Keating, Karl Adrian
6	George, Thomas Russell
7	Karuso, Robinson Herry
8	Hillary, Matthew Martin
ayrollE	nterprise em ployee code (shown below) into the Payroll ID field in Ex onet.
he imp	lications are not serious as at this time the Payroll ID is only used to pass timesheet information to PayrollEnterprise.
Cod e	Employee
1	Wallace, E dward James
2	Andrews, Thomas Harley
3	Houghton, Jannet Faye
4	Smith, Sandra Olive
5	Keating, Karl Adrian
6	George, Thomas Russell
7	Karuso, Robinson Henry
8	Hillary, Matthew Martin
9	Jackson, William Duncan
ayrollE	nterprise em ployee code (shown below) into the Payroll ID field in Ex onet.
The imp	lications are not serious as at this time the Payroll ID is only used to pass timesheet information to PayrollEnterprise.
Cod e	<b>Employee</b>
1	Wallace, E dward James
2	Andrews, Thomas Harley
3	Houghton, Jannet Faye
4	Smith, Sandra Olive
5	Keating, Karl Adrian
6	George, Thomas Russell
7	Karuso, Robinson Henry
8	Hillary, Mathew Martin
9	Jackson, William Duncan
20	Tate, Bernard Cedric
ayrollE	nterprise employee code (shown below) into the Payroll ID field in Ex onet.
The imp	iications are not serious as at this time the Payroll ID is only used to pass timesheet information to PayrollEnterprise.
Cod e	<b>Employee</b>
1	Wallace, E dward James
2	Andrews, Thomas Harley
3	Houghton, Jannet Faye
4	Smith, Sandra Olive
5	Keating, Karl Adrian
6	George, Thomas Russell
7	Karuso, Robinson Henry
8	Hillary, Matthew Martin
9	Jackson, William Duncan
20	Tate, Bernard Cedric
21	Giles, Harrison Relf

C od e	Employee	Description	General Ledger	Date	Amoun
1	Wallace, E dward 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	UnionFees	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

		Printed	l on: 20 September 2007	12:03:46 Page: 2				
	Demonstration Company							
Problems Posting to Exonet								
	Direct Credit	103	05/09/2007	-421.6				
	PAYE	301	05/09/2007	-113.3				
7 Karuso, Robinson Henry	Direct Credit Cash Social Club Union Fees Wages: Ordinary Clothing Allowance PAVF	103 101 302 304 601 601 301	05/09/2007 05/09/2007 05/09/2007 05/09/2007 05/09/2007 05/09/2007 05/09/2007	-331.9 -50.0 -3.0 -1.5 480.0 2.0				
8 Hillary, Matthew Martin	PAYE	301	05/09/2007	-122.2				
	Social Club	302	05/09/2007	-3.0				
	Bonus	602	05/09/2007	0.3				
	Wages: Ordinary	602	05/09/2007	600.0				
	Southern Cross	305	05/09/2007	-12.0				
	Direct Credit	103	05/09/2007	-463.0				
9 Jackson, William Duncan	Direct Credit	103	05/09/2007	-479.7				
	Clothing Allowance	601	05/09/2007	2.0				
	Wages: Ordinary	601	05/09/2007	600.0				
	PAYE	301	05/09/2007	-122.2				
20 Tate, Bernard Cedric	PAYE	301	05/09/2007	-148.8				
	Direct Credit	103	05/09/2007	-571.1				
	Salary	601	05/09/2007	720.0				
21 Giles, Harrison Relf	Direct Credit	103	05/09/2007	-625.0				
	Salary	602	05/09/2007	800.0				
	PAYE	301	05/09/2007	-174.9				
22 Watson, Judy May	PAYE	301	05/09/2007	-139.9				
	Social Club	302	05/09/2007	-3.0				
	Direct Credit	103	05/09/2007	-537.0				
	Salary	602	05/09/2007	680.0				
	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.

File Utilities Help							0
🎦 New 🛛 📴 Open 🕞 🚽	Save <u>A</u> s 🕞 🗙 <u>C</u> ancel 🔰 🕨	<u>P</u> ost to GL	🗟 <u>P</u> rint	<u> P</u> aste T	rans 🕎		
Batch No: *New						Last Batch Po	osted :
Trans date: 26.07.2007	Period: 0. Jul07	<ul> <li>Initials:</li> </ul>		Auto reve	rse 📃 Repe	at branch	Print Transations
Reference:							
GL Code Details		Inv No	Chq No	Debit	Credit	Foreign	*
	Suspended Batches				B		
	Temp No Description				•		
	1		1 1 1 1 1 1				
	2 Pay Run #3 Pay pe	erioa enaing 20	5 July 07	<del>/ /</del>			
	J-5-8-1						
R N S A N					=		
					-		
	Print	Dele	ete 🗌	Load	Close		-
Motopartz.com.au		De	bits 0.00	Credits	0.00 Ba	alance 0.0	0

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.

File Utilities H	lelp							0
: 🎦 New 🛛 😂	Open 🛛 👻 🛃 Sav	ve <u>A</u> s 🛛 🕶 🗙 <u>C</u> ancel	Post to GL	🛛 鼬 <u>P</u> rint	🔁 <u>P</u> aste Tra	ns 🗒		
Batch No: 2						Li	ast Batch	Posted :
Trans date: 26.07	Irans date: 26.07.2007 🔲 🔻 Period: 0. Julo7 💌 Initials: 🗌 Auto reverse 🗌 Repeat branch 🗍 Print Transations							
Reference: Pay R	un #4 Pay period er	nding 26th July 2007						
GL Code	Details		Inv No	Chq No	Debit C	redit	Foreign	*
00-4000-00 00-4000-00	Direct Credit Direct Credit	New Narrative				479.77		
00-4000-00 00-4000-00	Direct Credit Direct Credit	Enter narrative abou	t this pay			625.06 537.01		
00-4000-00	Cash Cash					50.00		
00-4000-00	Cheque					664.17		
00-5600-00	PAYE					270.70		
00-5600-00	PAYE					68.95		
00-5600-00	PAYE					95.59		
00-5600-00	PAYE					196.83		
00-5600-00	PAYE			OK	Cancel	86.71		
00-5600-00	PAYE					113.35		
00-5600-00	PAYE		-	_	_	95.59		
00-5600-00	PAYE					122.23		
00-5600-00	PAYE					122.23		
00-5600-00	PAYE					148.87		
00-5600-00	PAYE					174.94		
00-5600-00	PAYE					139.99		-
		1 1 1						
Enter and post a b Suspend a batch v	oatch of General Leo with the "Save Susp	dger transactions. ended" option and, when	ready to post, load	d with the "O	pen Suspended" op	tion.		*
Save a recurring b	atch with the "Save	e Recurring" option and, w	henever want to p	ost again, re	load with the "Ope	n Recurring" opt	tion.	Ψ.

#### 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.

GL Trans           ach:         1014         Pd:         0         Src:         GL Transact           arch         Advanced Search	Missing Copy on Entry, Batch Imbalance, Gl to: 31.07.2007      to: <all> </all>	Closing Stock Source: <all: <all<="" printed:="" th=""><th><ul> <li><u>Reverse</u></li> <li><u>Branch</u>:</li> </ul></th><th>Refe<u>r</u>ence</th><th>e 🔒 Vie<u>w</u> Amount:</th><th>7,672.30</th><th></th><th></th><th></th></all:>	<ul> <li><u>Reverse</u></li> <li><u>Branch</u>:</li> </ul>	Refe <u>r</u> ence	e 🔒 Vie <u>w</u> Amount:	7,672.30			
tch:     1014     Pd:     0     Src:     GL     Transact       arch     Advanced Search	on Entry, Batch Imbalance, Gl 2006 V to: 31.07.2007 V to: <all></all>	Closing Stock Source: <all< td=""><td>&gt; Branch:</td><td></td><td>Amount:</td><td>7,672.30</td><td></td><td></td><td></td></all<>	> Branch:		Amount:	7,672.30			
Advanced Search           tch:         All>         to:         All>         Date:         01.05.           riod:         0         to:         0         Amount:         All>           tch No Date         Pd         Br Src         Initia           1014         26.07.2007         0         0         g           1013         26.07.2007         0         0         g         PAY	2006 ▼ to: 31.07.2007 ▼ to: <all></all>	Source: <all:< td=""><td>&gt; 🚥 Branch:</td><td>calls - m t</td><td></td><td>7,072.00</td><td></td><td></td><td></td></all:<>	> 🚥 Branch:	calls - m t		7,072.00			
Advanced Search         Olicity           tch: <all>         Date:         01.05.           riod:         0         to:         0         Amount:         <all>           tch No Date         Pd         Br Src         Initia           1014         26.07.2007         0         0         g           1013         26.07.2007         0         0         g         PAY</all></all>	2006 ▼ to: 31.07.2007 ▼ to: <all></all>	Source: <all< td=""><td>&gt; \cdots Branch:</td><td></td><td></td><td></td><td></td><td></td><td></td></all<>	> \cdots Branch:						
tch: <all>         Date:         01.05.           riod:         0         to:         0         Amount:         <all>           tch No Date         Pd         Br Src         Initia           1014         26.07.2007         0         0         0           1013         26.07.2007         0         0         g         PAY</all></all>	2006 ▼ to: 31.07.2007 ▼ to: <all></all>	Source: <all< td=""><td>&gt; \cdots Branch</td><td>Alls Provid</td><td></td><td></td><td></td><td></td><td></td></all<>	> \cdots Branch	Alls Provid					
riod: 0 to: 0 Amount: <all> tch No Date Pd Br Src Initia 1014 26.07.2007 0 0 g 1013 26.07.2007 0 0 g PAY</all>	to: <all></all>	Printed:		<ali> Initials</ali>	; <all></all>				
tch No Date         Pd         Br Src         Initia           1014         26.07.2007         0         0         g           1013         26.07.2007         0         0         g			- Posto						
tch No         Date         Pd         Br         Src         Initia           1014         26.07.2007         0         0         g         9           1013         26.07.2007         0         0         g         PAY			Kecho.	Stall? Stall:		arch 🔻			
1014         26.07.2007         0         0         g           1013         26.07.2007         0         0         g         PAY	s Staff Reference Aut	o Rev Printed	Debit	Credit	FC Debit	FC Credit	Rev in Rev o	of Copie	d Narı
1013 26.07.2007 0 0 g PAY	8 Pay Run #4 Pa N								b
	8 Pay Run #3 Pa N	N	7,672.30	-7,672.30	7,672.30	-7,672.30	0 0	) (	)
1009 10.07.2007 0 1 v	8 Post Stock To N	N	99.98	-99.98	99.98	-99.98	0 0	) (	)
1008 10.07.2007 0 1 c	8 Post Creditors N	N	0.00	0.00	0.00	0.00	0 0	) (	)
1007 10.07.2007 0 1 d	8 Post Debtors T N	N	217.22	-217.22	173.77	-173.77	0 0	) (	0
1006 12.06.2007 0 1 c	8 Post Creditors N	N	194.12	-194.12	194.12	-194.12	0 0	) (	5
1005 12.06.2007 0 1 v	8 Post Stock View Nar	rative (Read (	Only)			X 09	0 0	) (	3
1004 12.06.2007 0 1 d	8 Post Debto					99	0 0	) (	)
1002 15.05.2007 0 1 B BMB	8 Cashbook	includes exten	ided pay period	for Bill Smith to	bring him into	^ 00	0 0		
1001 15 05 2007 0 0 g RMB	8 ROCER BR	Company pay	cyice			00	0 0		2
1000 15:05:2007 0 1 r	8 Debtors Pa					00	0 0		·
125 22 05 2007 0 0 0		GI Ratch Transactions							
133 23.03.2007 0 0 g		File Meln							-
128 23.05.2007 0 0 g		Coad Se Print							-
123 23.05.2007 0 0 g	U POREIGNE								, 
122 23.05.2007 0 0 g	0 ADJUSTME	Satch no(s): 1013							)
120 14.05.2007 0 0 g DC	0 VAN PURCI	latch No Date GL A	cono GL Subacono Branc	hno GL Account Pd C	Ing No In Details	Amour	nt FC Amount Init Source	ce Souro ^	)
115 22.05.2007 0 0 g	0 CAPITAL	1013 26.07.2007 3	750 0 1750 0	0 WAGES 0	Salary Wages: Ordinary	\$720.0 \$480.0	0 720 PAY 0 0 460 PAY 0		)
114 22.05.2007 0 0 g	0 BANK	1013 26.07.2007 3	1750 0	0 WAGES 0	Wages: Ordnary	\$600.0	0 600 PAY g		)
113 22.05.2007 0 0 g	0 STOCK ON HAIND	1013 26.07.2007 3 1013 26.07.2007 3	1750 0 1750 0	0 WAGES 0	Holiday Pay Clothing Allowang	\$480.0 se \$2.0	0 480 PAY g 0 2 PAY g		)
112 22.05.2007 0 0 g	0 CAPITAL N	1013 26.07.2007 3	1750 0	0 WAGES 0	Clothing Allowand	ce \$2.0	0 2 PAY 9	(	)
		1013 26.07.2007 3	1750 0	0 WAGES 0	Wages: Ordinary Wages: Ordinary	\$480.0	0 480 PAY g		
		1013 26.07.2007 3	1750 0	0 WAGES 0	Clothing Allowand	ce \$2.0	0 2 PAY 0		•
opartz.com.au		1013 26.07.2007 3	1750 0	0 WAGES 0	Wages: Ordnary	\$600.0	0 600 PAY g	- 1	
		1013 26.07.2007 3	1750 0	0 WAGES 0	Clothing Allowance	ce \$2.0	0 2 PAY 0		
arch for General Ledger batches, print lis	tings with header or transac	1013 26.07.2007 3	1750 0	0 WAGES 0	Salary	\$480.0	0 480 PAY g	h	headers,
calculate header totals		1013 26.07.2007 3	1750 0	0 WAGES 0	Holiday Pay	\$320.0	0 320 PAY g	- II.	
		1013 26.07.2007 3	1750 0	0 WAGES 0	Bonus	\$560.0 \$0.3	0 0.3 PAY 0		
		1013 26.07.2007 3	1750 0	0 WAGES 0	Wages: Ordinary	\$600.0	0 600 PAY g		

# 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.

្តំ ក្នុំ៖ 🛛 🚮 Company 🛛 🖏 Essential	🖼 Admin 🧊 System 🕺 Profiles 🖃 Forms 🐔	Staff 🔆 Utilities			
Word 🗸 payroll	🗸 📿 Find 🛛 All programs 💽 🗐 All lev	rels 💌 🔛 Save 🔀 Cancel			
General Profiles					
Company Profile					
a 🗟 🚠	Profile Settings	Value			
Motopartz.com.au	PayrollEnterprise export location	C:\Payrollv\			
	PayrollEnterprise Database Location	C:\Payrollv\DATABASE\			
	Integrate timesheets with PayrollEnterprise	$\checkmark$			
User Profile					
1) m .a.	Profile Settings	Value			
Default User Profile					
Computer Profile					
1 m 🚠	Profile Settings	Value			
Default Computer Profile					
Profile Description					
PayrollEnterprise export location Enter the path on your network where the export file for PayrollEnterprise is to be created <b>PAYROLLENTERPRISE_EXPORTPATH</b> , Profile Type - Company, Default Value - , Program Names - (Job Costing), Module Name - (EXO Job Costing), Keywords - (Path, Job, Directory), Field Level - Occasionally Used					

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

🔤 MYOB EXO Business Config - Demo M	o de		
Eile Account Help			0
🗄 🖧 🖸 🖓 Company 🦓 Essential 🛛 🗃 Admin	😏 System 🕺 Profiles 📑 Forms 🔣 Staff 🔆 Utilities		
Staff Menus Dopdown Menu Business Flow Menu Nenu Definition Profile Assignment Staff Computer Security Profiles	Save Cancel R Concel Menu Module EXO Job Costing Details Menu Name: Administrator File Account Transactions Reports Utilities C Setup Help	Shortcuts Procedures Filter: post Post TimeSheets to Payroll Post WIP to GL	
Motopartz.co.nz D	emo ExoAdmin		

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.



🕴 ្លែ៖ 🛛 🚮 Company 🛛 🖏 Essential	🙍 Admin 🛯 😼 System	🚰 Profiles 🛛 🔄 Forms 🔮	Staff 🔆 Utilities	
🖃 Staff	1 New   🚰 Edit	🚽 Save 🗙 Cancel 🛛 🕅	♦ ♦ ♦	
Dropdown Menu	Staff No: 19 Nam	e: BERNARD CEDRIC TATE		
Business Flow Menu Menu Definition	Details Authority			
Profile Assignment Staff	Staff No:	19 🔽 Active	Absent	Last Login:
Computer	Name:	BERNARD CEDRIC TATE		
Security Profiles	Nickname:			
	Job Title:			
	Extension:			
	Phone:			
	Home Ph:			
	Email:			
	Login ID:	BERNARD	Change Password	Expiry: 19.11.2008
	User Profile:	Default User Profile	•	
	Security Profile:	Default Security Profile	•	
	Default Analysis Codes:			
	Menu:	Exonet Default	•	
	Account Status:	Account OK	•	
	Payroll Employee Code:	20		

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".

Setup Payroll	Special Options Setup
Company setup     Other       Employee defaults setup     If Renicl load new       General ledges setup     If Import time transactions       Other setup     Format C DBF File C ASCII File C CSV File       Other setup     Format C DBF File C ASCII File C CSV File       Pay period status     F No verning when pay casual employees       Payroll tax     Financial year lockdown date: 30/06/2005       Wages     Financial year lockdown date: 30/06/2005	Create Reminder Notes for Bithdays     Create Reminder Notes for Bithdays     Pornet     ODEF File     Do not copy wages for Repid employees     Cannot change Current Pay rate     if 4 of 5 weeks salary in month     Allow wage descriptions to be changed     No warning when pay casual employees
Payment setup C List View C Tree View	<ul> <li>Multiple Wage Hourly Rates</li> <li>Do not copy wages for EXO Time and Attendance employees</li> <li>Use EXO Employee Messaging Account Setup</li> <li>Use Payroll Giving</li> <li>General Ledger Setup Email Setup</li> <li>Exe :F10</li> <li>Exe : Exe</li> </ul>

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 <b>Hours</b> 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.

In Job Details									
JOD Details									
File Navigate Utilities	Help								
New 🛛 1234 🛃 Sav	/e 🛛 🛃 Sa <u>v</u> e & Exit	$\times$ Cancel	🖨 Print	•   M = 4	🕨 🕅   🛧 🗟	🦻 🕴 🕞 Copy			
Job No: 15 - ROADV	VORTHY TEST					Acco	unt: 0. CASH SALE	s	Job Pro
Details Quote/Budget	Timesheets Costs F	urchases In	voice Analys	is Documer	ts History Notes	;			
Show Ready To Invoice	Work in Progress	Invoiced	Cancelled	Writter	o-off Ready 1	for Payroll	Posted to Payroll	Hide Kit Components	
Source Ref	Invoice Date	Line #	Schedule #	Allowance	Ready for Payroll	Payroll Hours	Pay Rate Multiplier	Wage Code	Cost Cer
		100	0	0	<ul> <li>Image: A set of the set of the</li></ul>	8.00		1	
		200	0	0	<ul> <li>Image: A set of the set of the</li></ul>	16.00		1	
		300	0	0		8.00		1	
		400	0	0		9.00		1	

*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:

Post Timesheet Inform	ation to Payro	II					
: File Help				<b>()</b>			
F The selected timesheet lines have been marked as being ready for posting to MYOB PayrollEnterprise. If you do not wish an item to be posted to payroll at this time, uncheck its check box. You will be able to re-post it later. Click OK to send the checked lines to PayrollEnterprise, or Cancel to return to your previous screen.							
Post Staff Name	Code	Payroll Hours Pay Rate	Wage Code	Cost Centre Job			
DAVID CRANSTON	LABOUR 15	16 1.5	1	11 TEST JOB			
BRIDGET FAIRWEATHER	LABOUR	8 1	1	11 TEST JOB			

#### 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.