

MYOB EXO Employer Services

Australian Edition

2015.01

Release Notes

Contents

Introduction	1
What's New in this Release?	1
Installation	2
Pre-Install Requirements.....	2
Installing MYOB EXO Employer Services	2
Check the Release.....	2
New Features	3
Tax Updates.....	3
Changes to Tax Tables	3
Changes to Fringe Benefit Tax	3
State Payroll Tax Changes.....	4
ETP Changes	5
Maximum Super Contribution Base	5
Self-Print Payment Summary v5.2.2.....	6
Paying Superannuation Contributions	6
Setup Options	6
Generating Export Files	7
Export Format ID Fields	9
Superannuation Upload Reports	12
Changes to Leave Entitlements	13
Enhancements to Registration	14
New Registration Window.....	14
Registration Notifications	16
Automatic Registration.....	16
Updates to the Custom Payslip	17
Distributing Reports	19

User Feedback	20
New Education Centre and Online Help	21
Default Standard Hours for Pay Frequencies	22
AccountRight Live General Ledger Export	23
Recalculate Standard Pay Utility	23
Fair Work Website Link	23
 Resolved Issues	 24
 Known Issues	 26
 Summary of Changes	 27

Introduction

What's New in this Release?

The 2015.01 release contains compliance updates for the 2015–2016 payroll year. This release can be installed prior to 1 July 2015; compliance changes are not activated in the product until the relevant date. The 2015.01 release adds new features to EXO Payroll, including major changes to leave entitlement management, the addition of new superannuation payment functions and updates to the custom payslip.

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

- The **Installation** section provides an overview of the installation process, including pre-installation requirements and post installation steps.
- The **New Features** section describes all new features introduced in this release.
- The **Resolved Issues** section describes all issues that have been addressed by this release.
- The **Known Issues** section details any issues in this release that have been identified as requiring attention.
- The **Summary of Changes** section provides a quick overview of the major changes in this release, and the actions that must be taken to implement them.

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

Installation

Pre-Install Requirements

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

Installing MYOB EXO Employer Services

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

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

Note: Check the Known Issues section on page 26 for any known installation issues.

Check the Release

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

Application	Version
MYOB EXO Employer Services	2015.01
MYOB EXO Payroll	2015.01
MYOB EXO Employee Information	2015.01
MYOB EXO Time and Attendance	2015.01
Runtime Files	09.00.0000.7423

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

New Features

Tax Updates

The compliance changes and features introduced in MYOB EXO Employer Services 2015.01 are listed below.

Change/Feature	See
Changes to Tax Tables	page 3
Changes to Fringe Benefit Tax	page 3
State Payroll Tax Changes	page 4

Changes to Tax Tables

This release includes the PAYG tax tables for the 2015–2016 payroll year, as well as the income thresholds and repayment rates that apply to the Higher Education Loan Programme (HELP) and Student Financial Supplement Scheme (SFSS) for the 2015–2016 payroll year.

MYOB EXO Payroll automatically applies the new rates and thresholds for pay periods that end on or after 1 July 2015.

Note: These updates include an increase in the reporting amount for lump sum E on payment summaries to \$1,200. This is the new minimum threshold when paying back pay for a period 12 months before the pay date, i.e. if this amount is over \$1,200, you would use an Allowance with the Payment Summary Type set to “Lump Sum Payment E”. If the amount is below \$1,200, the Payment Summary Type should be set to “None”.

Changes to Fringe Benefit Tax

Changes to Fringe Benefit Tax (FBT) came into effect on 1 April 2015. MYOB EXO Payroll has been updated to incorporate changes to FBT rates.

The fringe benefit gross-up rates for the 2015 – 2016 financial year are as follows:

Gross Up Rate Type	Old Rate	New Rate
Type 1: higher gross-up rate	2.0802	2.1463
Type 2: lower gross-up rate	1.8868	1.9608

MYOB EXO Payroll will automatically use these new rates for pays in the 2015 – 2016 financial year. Any reports that displays FBT will use the appropriate rates for the reporting period, and the Non-Cash Benefits window will display the updated rates for Non-Cash Benefits with the Payment Type set to “Fringe Benefit”.

State Payroll Tax Changes

The following state payroll tax rates and thresholds are used by MYOB EXO Payroll:

State	Financial Year	1 July – 31 Dec	1 Jan – 30 June	Annual wage threshold
ACT	current	6.85%	6.85%	\$1,850,000
	2015–2016	6.85%	6.85%	\$1,850,000
New South Wales	current	5.45%	5.45%	\$750,000
	2015–2016	TBA	TBA	TBA
Northern Territory	current	5.5%	5.5%	\$1,500,000
	2015–2016	5.5%	5.5%	\$1,500,000
Queensland	current	4.75%	4.75%	\$1,100,000
	2015–2016	TBA	TBA	TBA
South Australia	current	4.95%	4.95%	\$600,000
	2015–2016	TBA	TBA	TBA
Tasmania	current	6.1%	6.1%	\$1,250,000
	2015–2016	6.1%	6.1%	\$1,250,000
Victoria	current	4.85%	4.85%	\$550,000
	2015–2016	4.85%	4.85%	\$550,000
Western Australia	current	5.5%	5.5%	\$800,000
	2015–2016	5.5%	5.5%	\$800,000

Note: Some states are not due to release their budgets until after this release has been made available. Should any changes to state payroll taxes be announced following this release, MYOB will issue a service pack release to apply the changes.

ETP Changes

Employment Termination Payment (ETP) threshold amounts have changed as follows for the 2015–2016 financial year:

Amount	Old Value	New Value
ETP Cap	\$185,000	\$195,000
Base limit	\$9,514	\$9,780
Completed years service	\$4,758	\$4,891

New companies created in the 2015–2016 financial year will be given these values by default. For existing companies, you must edit the values on the Payroll Setup window at Payment setup > Termination Payments:

The screenshot shows the 'Setup Payroll' window with the 'Termination Payments' section selected in the left-hand menu. The 'Termination Payments' section is expanded, showing the following settings:

- ETP Cap: 195000
- Redundancy / Early Retirement:
 - Base limit: 9780
 - Completed years service: 4891

At the bottom of the window, there are buttons for 'Save : F10' and 'Exit : Esc'. The 'List view' radio button is selected at the bottom left.

Maximum Super Contribution Base

For employers who enforce the maximum earnings base for super guarantee contributions, the maximum super base quarterly amount has increased to \$50,810 for the 2015–16 financial year. Update the **Maximum Earnings Base** property to this amount on the Superannuation Maintenance window for all superannuations where the **Contribution Type** is "SG". Any new Superannuations created in the 2015–16 financial year will have their **Maximum Earnings Base** set to the new amount by default.

Self-Print Payment Summary v5.2.2

MYOB EXO Employer Services complies with the ATO payment summary specification (v5.2.2) for the 2015–2016 payroll year reporting period and onwards. This version adds a privacy statement to the footer section of printed payment summaries.

Paying Superannuation Contributions

This release adds the ability to produce a superannuation contribution export file for submission to a superannuation clearing house service.

Setup Options

A new Superannuation Setup section has been added to the Company Setup window to record details about your organisation that are required by the superannuation contribution export file.

Note: The existing Superannuation sub-section has also been moved here from the Other Setup section and renamed to Superannuation Guarantee.

The Clearing House Service sub-section contains details of the superannuation clearing house service you want to use:

The screenshot shows the 'Setup Payroll' window. On the left is a sidebar with the following options: Company setup, Employee defaults setup, General ledger setup, Leave management setup, Other setup, Payment setup, Superannuation setup, Superannuation Guarantee, Clearing House Service, SuperStream Sender, and SuperStream Payer. The 'Clearing House Service' option is selected. The main window is titled 'Superannuation Clearing House Service' and contains three sections:

- Service Details:**
 - ☒ Use MYOB Super Portal
 - ☐ Use other Superannuation Clearing House service
 - Service Name: MYOB Super Portal
 - Service website URL: <http://help.myob.com.au/exo/superportal.htm>
 - Employer ID: (empty field)
- Contribution File Settings:**
 - Default layout: SuperStream Alternative File Format
 - Default output location: C:\PAYROL~1\Superannuation Export\
 - ☒ Include Headers ☐ Include negative values
- Other Settings:**
 - Pay Superannuation based on: Physical Pay Date
 - Pay Superannuation start date: 01/04/2015

At the bottom of the window are buttons for 'Save : F10' and 'Exit : Esc', along with 'List view' and 'Tree view' radio buttons.

By default, the system is set up to use the MYOB Super Portal; to use a different portal, select **Use other Superannuation Clearing House service** and enter the details of the service in the fields below.

Note: Information on SuperStream and the MYOB Super Portal is available [on the MYOB website](#).

New Features

The system can export contribution details in the following formats:

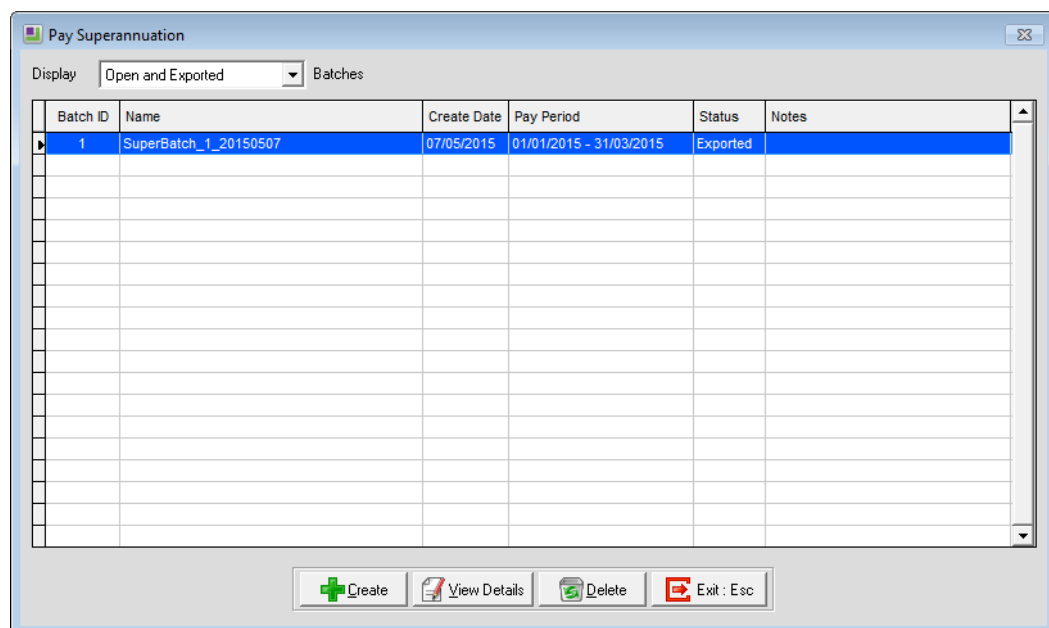
- SuperStream Alternative File Format – this option exports data in the Alternative File Format specified by the SuperStream standard, for submission to a SuperStream certified product.
- QuickSuper – this option exports data in the format used by the QuickSuper SMSF Gateway.
- SuperChoice – this option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

Note: While QuickSuper and SuperChoice allow employees to make contributions to a spouse, this option is not supported by the Pay Superannuation function or the superannuation export reports (see page 12).

Note: When using the Pay Superannuation function, the **Superannuation Deductions** option in the Superannuation Guarantee section should always be set to **Include in Superannuation Transfer**. If it is set to **Include in Direct Credit Transfer**, superannuation deductions may be processed twice.

Generating Export Files

Superannuation export files are generated using the new Pay Superannuation function, which is available from the Pay menu. Superannuation contribution records are grouped into batches. The Pay Superannuation window displays the details of all superannuation batches that have been produced in the past:



Click **Create** to create a new batch or select an existing batch and click **View Details** to view it.

In both cases, the Pay Superannuation Batch Details window appears:

Pay Superannuation Batch Details

Batch Details
 Batch ID: 1 Create Date: 07/05/2015
 Description: SuperBatch_1_20150507 Notes
 Period: Previous quarter
 Pay Period End Date From: 01/01/2015 To: 31/03/2015

Filters
 Pay Number: From: To:
 Employee Code: From: To:
 Employer / Employee: All
 Superannuation Type: All
 Superannuation Provider: All
 Clear Filters

Summary
 Superannuation Amount: 8,677.25
 Employer Contribution: 4,477.25
 Employee Contribution: 4,200.00
 Number of Employees: 12
 Number of Funds: 4

☒ Select All

Select	Pay No.	Pay Period End Date	Employee Code	Employee Name	Employer/Employee	Type	Provider Name	Fund ID	Amount
<input checked="" type="checkbox"/>	2	08/03/2015	1	Wallace, Edward James	Employer	SG	Wallace Private Insurance	123456	95.00
<input checked="" type="checkbox"/>	3	15/03/2015	1	Wallace, Edward James	Employer	SG	Wallace Private Insurance	123456	95.00
<input checked="" type="checkbox"/>	4	22/03/2015	1	Wallace, Edward James	Employer	SG	Wallace Private Insurance	123456	95.00
<input checked="" type="checkbox"/>	5	29/03/2015	1	Wallace, Edward James	Employer	SG	Wallace Private Insurance	123456	95.00
<input checked="" type="checkbox"/>	2	08/03/2015	1	Wallace, Edward James	Employee	SS	Wallace Private Insurance	123456	200.00
<input checked="" type="checkbox"/>	3	15/03/2015	1	Wallace, Edward James	Employee	SS	Wallace Private Insurance	123456	200.00
<input checked="" type="checkbox"/>	4	22/03/2015	1	Wallace, Edward James	Employee	SS	Wallace Private Insurance	123456	200.00
<input checked="" type="checkbox"/>	5	29/03/2015	1	Wallace, Edward James	Employee	SS	Wallace Private Insurance	123456	200.00
<input checked="" type="checkbox"/>	3	15/03/2015	2	Andrews, Thomas Harley	Employer	SG	AMP Super	456789	52.80
<input checked="" type="checkbox"/>	4	22/03/2015	2	Andrews, Thomas Harley	Employer	SG	AMP Super	456789	34.20
<input checked="" type="checkbox"/>	5	29/03/2015	2	Andrews, Thomas Harley	Employer	SG	AMP Super	456789	34.20
<input checked="" type="checkbox"/>	3	15/03/2015	3	Houghton, Jannet Faye	Employer	SG	IOOF Superannuation Fund	987654	86.64
<input checked="" type="checkbox"/>	4	22/03/2015	3	Houghton, Jannet Faye	Employer	SG	IOOF Superannuation Fund	987654	45.60
<input checked="" type="checkbox"/>	5	29/03/2015	3	Houghton, Jannet Faye	Employer	SG	IOOF Superannuation Fund	987654	45.60
<input checked="" type="checkbox"/>	2	08/03/2015	3	Houghton, Jannet Faye	Employee	SS	IOOF Superannuation Fund	987654	50.00
<input checked="" type="checkbox"/>	3	15/03/2015	3	Houghton, Jannet Faye	Employee	SS	IOOF Superannuation Fund	987654	50.00
<input checked="" type="checkbox"/>	4	22/03/2015	3	Houghton, Jannet Faye	Employee	SS	IOOF Superannuation Fund	987654	50.00
<input checked="" type="checkbox"/>	5	29/03/2015	3	Houghton, Jannet Faye	Employee	SS	IOOF Superannuation Fund	987654	50.00
<input checked="" type="checkbox"/>	2	08/03/2015	4	Smith, Sandra Olive	Employer	SG	Industry Fund Superannuation	147852	142.50

Save Batch Print Copy Exit : Esc

You can use the filters on this window to select the range of superannuation contributions that you want to export. The **Print** dropdown at the bottom of the window offers a selection of reports that break down the details of the selected contributions in the following ways:

- 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 use these reports to review the selected contributions before creating an export file.

Once you have filtered the list of contributions as required, clicking **Save** creates the batch and prompts you to create an export file. (You can re-open the batch and export it later.) If you chose to create the export file, it will be written to the location specified in the Clearing House Service sub-section of the Setup Payroll window (see page 6). You are then given the option of opening the file location and/or opening a web browser to the clearing house service URL specified in the Clearing House Service sub-section.

Export Format ID Fields

The superannuation contribution export file identifies each record using the following details:

- a Fund ID, which identifies the superannuation fund that the employee in the record belongs to;
- a Member ID, which is the ID number that the employee has with that fund—records are consolidated by this ID number in the exported files.

The Fund ID is taken from the Superannuation Provider Maintenance window:

- The QuickSuper format uses the **Unique Superannuation ID** field.
- The SuperStream AFF format uses the **Unique Superannuation ID** field, unless the provider is a Self-managed superannuation fund (SMSF), in which case it uses the **Provider ABN**.
- The SuperChoice format uses the **Unique Superannuation ID** field, but also allows you to specify an optional Superannuation Product Identification Number (SPIN) and ABN.

Superannuation Provider Maintenance

Provider Details:

Provider Code: 2

Provider Name: AMP Super

Provider ABN: [Red Box]

Account: AMP

Contact Name: Louise McCormack

Provider Website: www.ampsuper.com.au

BSB Number: 443 - 998

Account Number: 000948487

Account Name:

Address: P.O. Box 445 Mascot NSW

Phone Number: (02) 8753 3887

SPIN: 39987

Sender ID Type: ABN

Sender ID Code: 123456789

Other Details:

Employer Membership Number / FEN: P-M3987

Payment Method: BPAY

Payment/Customer Reference Number:

BPAY Biller Code:

Unique Superannuation ID: USI Not applicable

Electronic Service Address: smsdata@low

Find : F9 Save : F10 Cancel Delete : F6 Exit : Esc

Note: To enter an ABN for SuperChoice, set the **Sender ID Type** to “ABN”, then enter the ABN into the **Sender ID Code** field.

For all formats, the Member ID is taken from the **Fund Member ID** field on the superannuation pay item in the employee's Standard Pay:

The screenshot shows two overlapping windows from the MYOB software. The background window is 'Employee Maintenance' with tabs for Employee Details, Leave Entitlements, Other, User Defined, Notes, and Standard Pay. The 'Employee Details' tab is active, showing Employee ID 8 and Name 'Hillary, Matthew Martin'. A sidebar on the left lists various employee-related functions, with 'Superannuation' highlighted. The foreground window is 'Superannuation Edit' for Employee 8. It contains fields for Name ('Industry Fund Super'), Calculation Method ('Fixed Dollar Amount'), Superannuation Type ('Employee Superannuation'), Superannuation Provider ('Industry Fund Superannuation'), Contribution Type ('SS'), Amount ('500.00'), Fund Member ID ('27878401'), and Cost Centre ('2040'). The 'Fund Member ID' field is highlighted with a red rectangular box. At the bottom of the 'Superannuation Edit' window are buttons for Find (F9), Save (F10), and Exit (Esc).

Note: If employees do not have member IDs set up, you will have to enter them before exporting data. When exporting data or running reports over a historical period, the system will use the **Fund Member ID** in the Standard Pay to populate all pays in the reporting period where the **Superannuation Provider** was the same.

SuperStream (Alternative File Format)

The following new fields have been added to the Superannuation Provider window to record details specific to the Alternative File Format for SuperStream:

- Provider ABN
- Account name
- Payment/Customer Reference number
- BPAY biller code

New Features

The new SuperStream Sender and SuperStream Payer sub-sections of the Setup Payroll window contain contact details that must be included in SuperStream output files:

The screenshot shows the 'Setup Payroll' window with the 'SuperStream alternative file format - Sender details' sub-section selected. The left-hand menu lists various setup options, with 'SuperStream Sender' highlighted. The main area contains fields for 'ABN:', 'Organisation name:', and 'Contact person's details:' (Surname, First name, Other name, Email address, Phone number). A 'Copy Company Details' button is located above the ABN field. At the bottom, there are 'Save : F10' and 'Exit : Esc' buttons.

The screenshot shows the 'Setup Payroll' window with the 'SuperStream alternate file format - Payer details' sub-section selected. The left-hand menu lists various setup options, with 'SuperStream Payer' highlighted. The main area contains fields for 'ABN:', 'Organisation name:', and 'Bank account details:' (BSB Number, Account number, Account name). A 'Copy Company Details' button is located above the ABN field. At the bottom, there are 'Save : F10' and 'Exit : Esc' buttons.

QuickSuper

In some cases an Employer ID may also be required for the QuickSuper format—this is the ID number that QuickSuper assigns to the company.

If QuickSuper requires that you supply an Employer ID number, this detail can be entered into the **Employer ID** field on the Clearing House Service sub-section of the Payroll Setup window (see page 6).

Superannuation Upload Reports

Two superannuation upload reports are available on the Financial tab of the Select Report window:

- Superannuation Contributions
- Superannuation Employees

Initially introduced in the 2014.04 release, these reports produce CSV files that can be used to upload employee details or employee contributions to an external superannuation management system. They can be used as an alternative to using the Pay Superannuation function.

Note: If you want to add an employee to your external superannuation management system without uploading contributions for them, you will need to use the Superannuation Employees report to add them.

Selecting one of these reports opens a window where you can select the employees to upload and the format of the upload file:

The **Output Options** dropdown for these reports now contains the following options:

- CSV Output – this is the standard output format used by other EXO Employer Services reports, which allows the user to select the fields to output and the order they should be in.
- QuickSuper – this option exports data in the format used by the QuickSuper SMSF Gateway.
- SuperChoice – this option exports data 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 **QS Employer ID** field lets you enter the Employer ID that is required by QuickSuper. The report uses this field for the Employer ID, not the field on the Clearing House Service sub-section of the Payroll Setup window (see page 6).

Log Files

If the Superannuation Contributions report encounters any export errors when it is run, it creates a log file in the directory that the report is exported to. Log files are text files with the same name as the export file, with the date and time of the export appended, i.e. **<exportfilename>_Errors_<datetime>.txt**. Each log file contains a count of the number of records processed, and details of any records that were missing any mandatory fields.

Changes to Leave Entitlements

This release contains significant changes to how employee's leave entitlements are managed in EXO Payroll, making the system more powerful and more flexible. These changes include:

- New setup options for setting default leave groups and specifying how leave accruals should behave.
- New maintenance windows for leave groups, which are now optional and act as templates for employees' leave entitlements.
- A new Leave Entitlements tab on the Employee maintenance window, with redesigned interfaces for viewing and entering employees' entitlements.
- A new utility for entering adjustments to employees' year-to-date leave entitlements.

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. After upgrading to EXO Employer Services 2015.01, leave functionality remains as it was in previous versions; the new functionality must be activated manually.

If you would like to learn more about the new leave entitlement features and how to activate them, contact your Business Partner.

Enhancements to Registration

This release introduces changes to registration functionality that make the registration process simpler and easier to understand.

New Registration Window

The Registration window has been updated to show more information:

MYOB Registration Details

Company Contact Details

Company Name: Demonstration Company
 Licence Number: 1001 Client ID:
 Postal Address:
 Site Address: Level 7, 89 York Street, Sydney, NSW 2000
 Contact: Edward Wallace
 Phone: 180054321 Fax: 1800004587
 Email: ed@demonstrationcompany.com.au
 Industry:

Registration Contact Details

Contact: MYOB Australia Pty Ltd
 Email: exo.services.au@myob.com
 Phone: 1800 836 226
 Fax: 1800 004 587
 Website: www.myob.com.au/enterprise

Products

Product Name	Install Date	Expiry Date	Type	Licensed Users	Licensed Staff	Max Staff	Exceeded	Status
EXO Employee Information	20/06/2014	20/07/2014	DEMO	1	100	0	No	Registration OK.
EXO Payroll (AU)	20/06/2014	20/07/2014	DEMO	1	100	0	No	Registration OK.
EXO Time and Attendance	20/06/2014	20/07/2014	DEMO	1	100	0	No	Registration OK.

History Register Delete

Register Online Email Print : F9 Save : F10 Exit : Esc

The window now shows editable contact details for the payroll company and read-only contact details to use for registration enquiries.

Licence limits and status information are displayed for all installed modules in the table below. As in previous versions, double-clicking on a module, or selecting it and clicking **Register**, opens the window for entering registration details manually. Clicking the **Register Online** button attempts to retrieve and apply updated registration details for all modules via the Internet, as in previous versions.

New Features

Clicking the new **History** button opens a new window showing the selected module's licensing history, including current staff levels for all companies and the pay history for all companies over the licensing period:

The screenshot shows the 'MYOB Product History' window. It has two tabs: 'Summary' and 'Details'. The 'Summary' tab is active, showing fields for Current Period, Product, Expiry Date, Registration Type, Licensed Staff, Max Staff Count, Exceeded, and Expiry Status. The 'Details' tab is also visible, showing filters for Period, Company, and Frequency, and two tables of data.

Summary Tab:

Current Period: 04/12/2014 - 03/12/2015
Product: EXO Payroll (AU)
Expiry Date: 04/12/2015
Registration Type: LIVE
Licensed Staff: 10
Max Staff Count: 10
Exceeded: No
Expiry Status: Registration OK.

Details Tab:

Period: Current 04/12/2014 - 03/12/2015 Frequency: ALL
Company: ALL

Company Name	Data Folder	Weekly	Fortnightly	Bimonthly	4 Weekly	Monthly	Total
Bacon Breads	Comp1	0	0	0	0	6	6
Larry's Long Haul	Comp2	0	0	0	0	4	4

Company Name	Data Folder	Frequency	Pay Number	Pay Type	Period End Date	Staff Count
Bacon Breads	Comp1	Monthly	171	One-Off	25/05/2015	6
Larry's Long Haul	Comp2	Monthly	354	One-Off	02/06/2015	4

Buttons: Copy, Print : F9, Exit : Esc

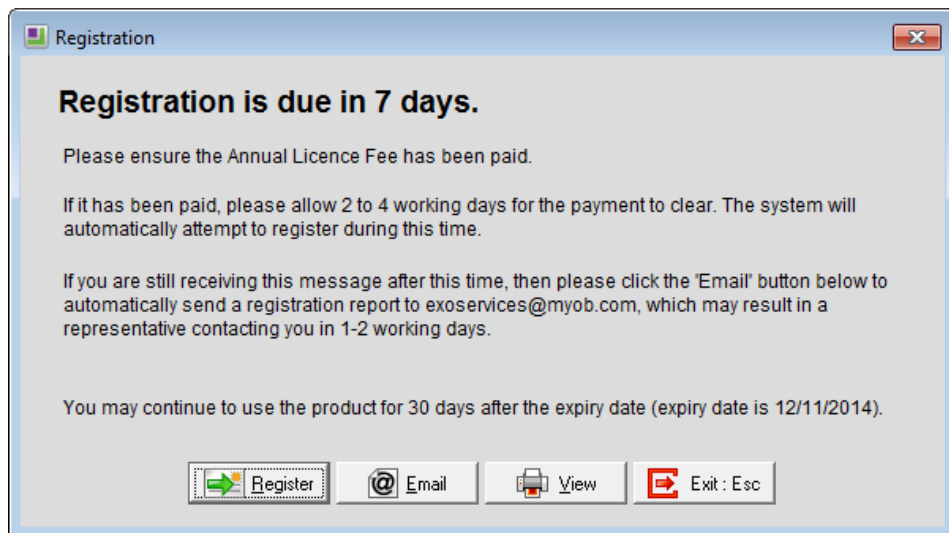
Registration Notifications

Notification messages regarding licensing, e.g. if the licence is due to expire or if licence limits have been exceeded, are now displayed in the main title bar:



Clicking on a notification message opens the new Registration window.

Most registration messages that are displayed to the user have been re-written to make it easier for users to understand the issue and any actions that may be required of them:



Automatic Registration

Thirty days before a site's licence is due to expire, the system will automatically attempt to retrieve registration details via the Internet when a user first logs in. (This is the same process that occurs when a user clicks the **Register Online** button on the registration window.)

If the attempt is successful, i.e. if your Annual Licence Fee has been paid and processed by MYOB, a message will be displayed to the user. If the attempt fails, an error message may appear, depending on the nature of the error. The system may also automatically send a copy of the registration report to MYOB via email; the error message window will say if this is the case. (The registration report can be viewed and/or printed by clicking the **View** button on the Registration window.)

Note: Your network must allow traffic on port 587 for the system to be able to send the registration report via email.

If the attempt to register the system automatically fails, the system will try again weekly. If the system has still not been registered fourteen days before the licence is due to expire, automatic registration will then be attempted every two days.

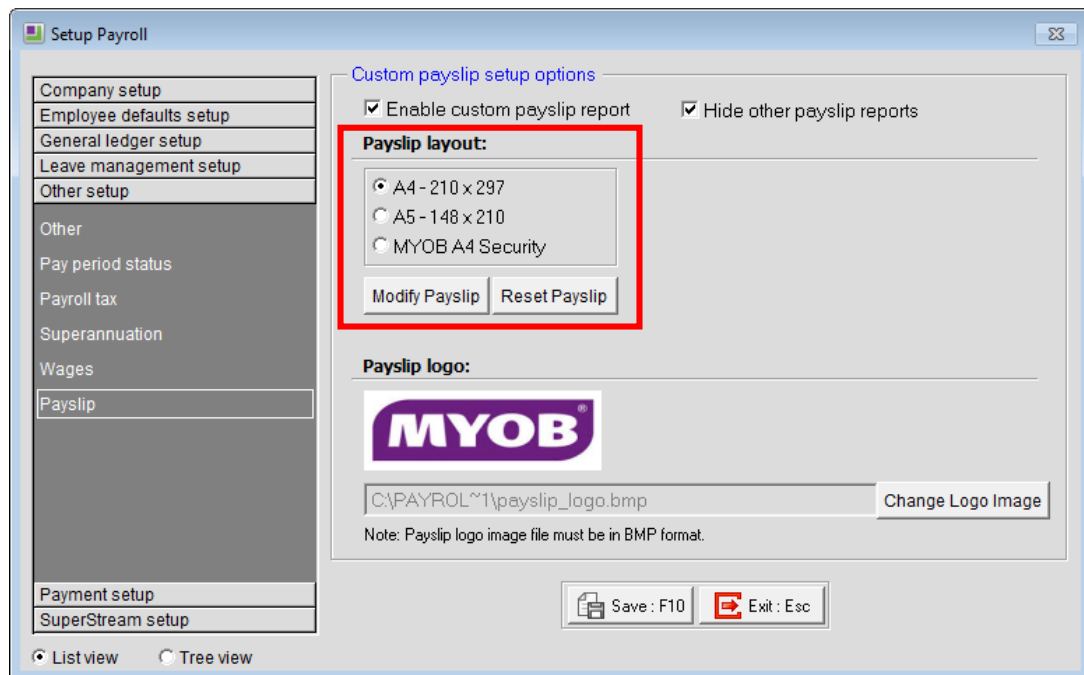
Updates to the Custom Payslip

This release adds options to the custom payslip report. You can now set up three different custom payslips in the following layouts:

- A4 (210mm x 297mm)
- A5 (148mm x 210mm)
- MYOB A4 Security

Note: If you have made changes to the existing A4 layout, you will need to reset it and re-apply your customisations to enable the new features introduced in this release. The new report options (see page 18) will not be applied to payslips that were customised prior to upgrading to this release.

The new **Payslip layout** option on the Payslip setup screen lets you specify which layout to edit when you click the **Modify Payslip** or **Reset Payslip** button:



New Features

When printing the Payslip Custom report, you can specify which of the layouts to use when printing and/or emailing the payslip on the report options window. This release also adds a wide variety of options from the standard payslip report to the custom payslip options, allowing you to tailor the information that will be displayed on the custom payslip at the time of printing.

Select report options

- ☒ Print Summary Slip
- ☒ Show Company Name
- ☒ Show Address
- ☒ Show Hourly Rate
- ☒ Show Annual Leave Entitlement
- ☒ Show Personal Leave entitlement
- ☒ Show Lieu Entitlement
- ☒ Show Long Service Leave Entitlement
- ☒ Show direct credit information
- ☒ Show Rostered Days Off
- ☒ Show Year to Date Totals
- ☒ Show YTD Superannuation
- ☒ Show MTD for Super Guarantee Scheme
- ☐ Only print for pays that have been changed

Calculate YTD Totals using the pay period end date

Print report using pay period end date

Wage lines Detail

Print payslip layout A4 - 210 x 297

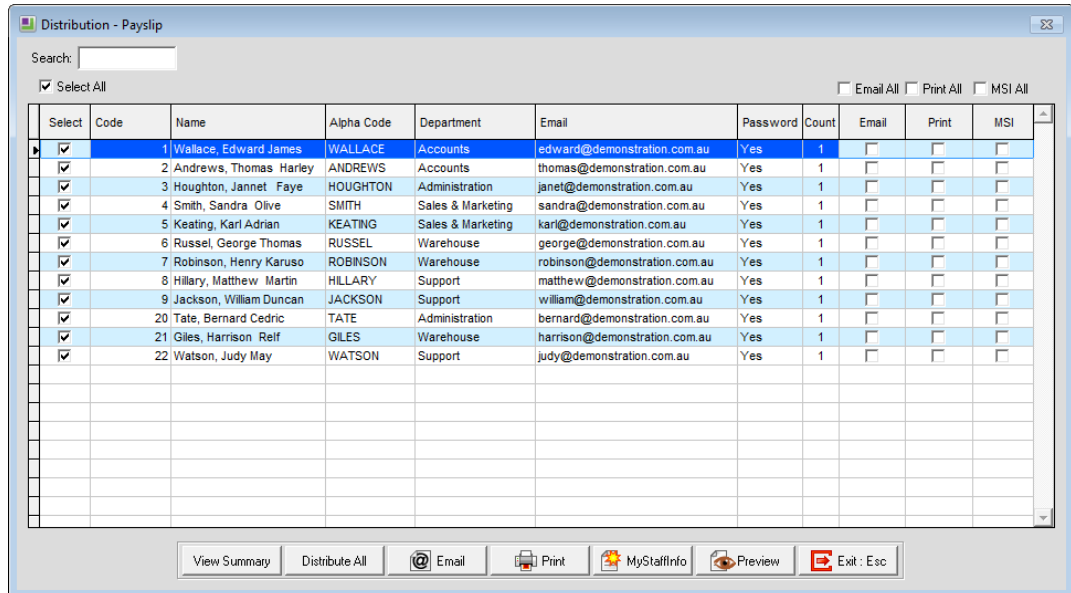
Email payslip layout A4 - 210 x 297

Save : F10 Exit : Esc

This release also adds Apprentice Hours to the default custom payslip template.

Distributing Reports

Several reports have a new **Destination** option on the Print Report window: Distribution. When this option is selected and the **Distribute** button is clicked, a new Distribution window appears:



The Distribution window is available for the following reports:

- Payslip Custom
- Business and Personal Services
- Employment Termination Payment
- Individual Non Business
- Amended BPS
- Amended ETP
- Amended INB

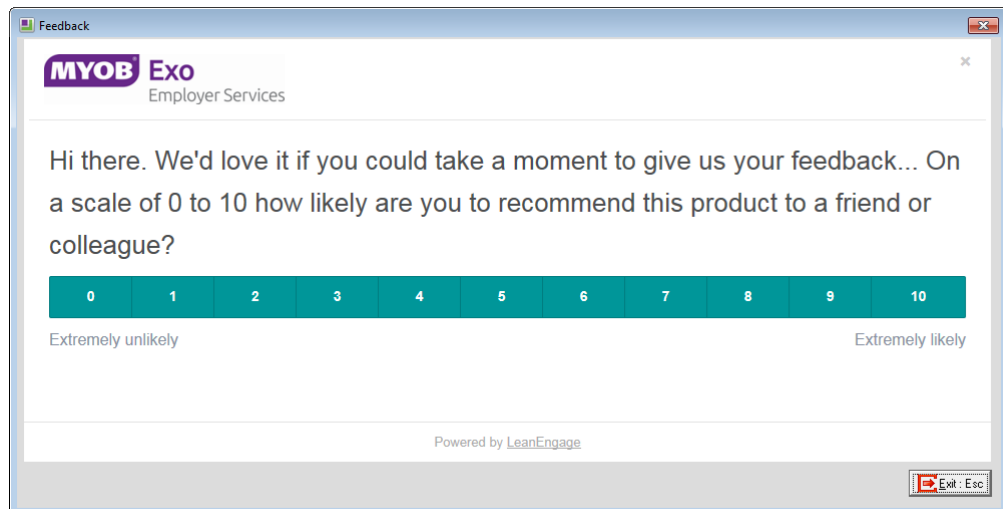
On this window you can select to print reports, send them by email, upload them to MyStaffInfo, or any combination of the three and then distribute all of them in a single operation.

Note: New **Report Distribution** options are available on the Other tab of the Employee maintenance window to set the default settings of the **Email**, **Print** and **MyStaffInfo** boxes for each employee.

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.

User Feedback

EXO Employer Services now includes functionality for requesting user feedback. Feedback requests will be infrequent—no more than once every six months—and may involve asking you to rate the product you're using and provide any feedback on it:



Feedback

MYOB EXO
Employer Services

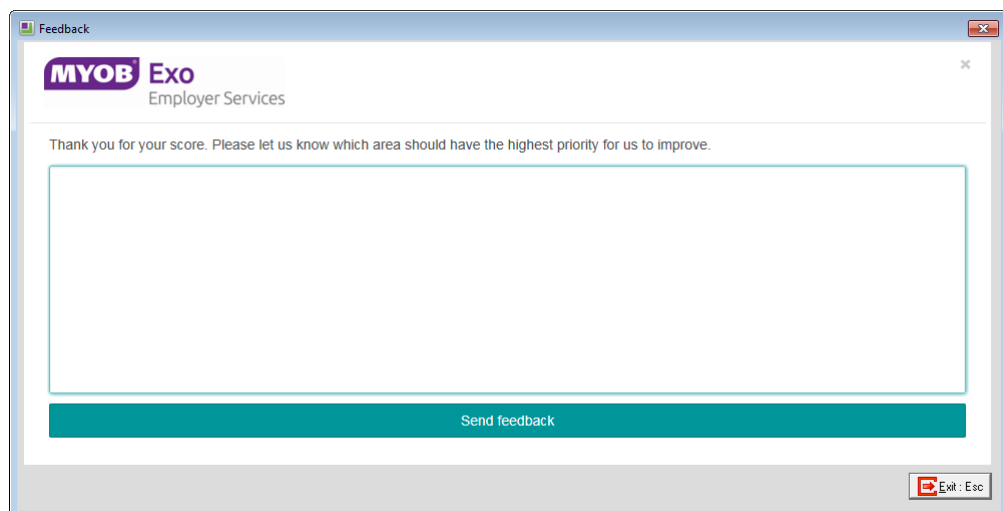
Hi there. We'd love it if you could take a moment to give us your feedback... On a scale of 0 to 10 how likely are you to recommend this product to a friend or colleague?

0 1 2 3 4 5 6 7 8 9 10

Extremely unlikely Extremely likely

Powered by [LeanEngage](#)

Exit : Esc



Feedback

MYOB EXO
Employer Services

Thank you for your score. Please let us know which area should have the highest priority for us to improve.

Send feedback

Exit : Esc

MYOB is committed to delivering exceptional value. The feedback that you provide allows us to improve EXO Employer Services to your requirements.

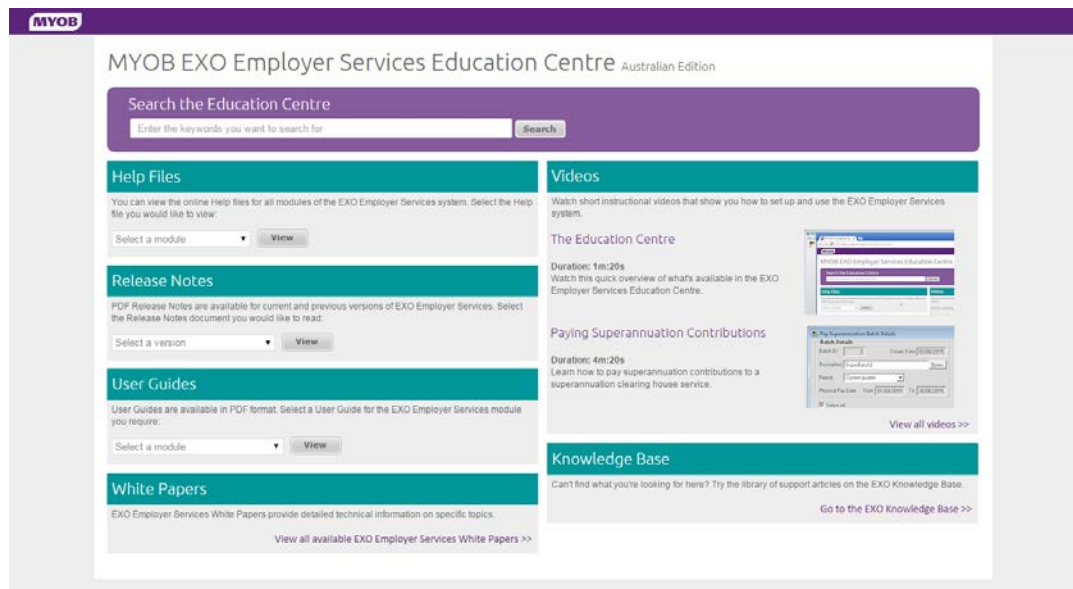
New Education Centre and Online Help

This release introduces the EXO Employer Services Education Centre, a website that provides a central point of access to all EXO Employer Services documentation. This includes:

- EXO Employer Services Help files and User Guides
- Release Notes for the current and previous releases
- Detailed white papers
- A growing library of instructional videos

A search function is available, which searches all available documentation for the search terms entered. Search results can be filtered to show only one type of documentation, e.g. only Help pages or only Release Notes.

The Education Centre can also be accessed in any web browser at http://help.myob.com.au/exo/index_esau.htm. The new **MYOB Education Centre** option in the Help menu opens the Education Centre in your default web browser.



All EXO Employer Services products now link to the online version of their Help files. Context-sensitive Help has been added to all products; pressing F1 on any screen opens the Help topic for that screen.

Default Standard Hours for Pay Frequencies

New **Standard hours per pay** fields are available in the Standard Settings section of the Setup Payroll window:

The screenshot shows the 'Setup Payroll' window with the 'Standard settings' section selected in the left-hand menu. The 'Standard hours per pay' section is highlighted with a red box. It contains the following fields and values:

Pay Frequency	Standard Hours per Pay
Weekly	38.00
Fortnightly	76.00
Bi-Monthly	82.33
4 Weekly	152.00
Monthly	164.67

Other settings visible in the window include: Default employee order (Numeric), Pay frequency (Weekly), Gender (Male), Hours (Full-time), Remuneration type (Wage), Term (Permanent), WorkCover (3498), Superannuation (3), and Standard hours per day (7.60).

When a new employee is created, the value specified for their pay frequency will be applied to their Standard Hours and to the Hours Paid section of their Standard Pay by default.

If an employee's pay frequency is updated, the system now asks the user if they want to update the employee's standard hours:

The screenshot shows a 'Pay Frequency' dialog box with a warning icon. The text inside reads:

Pay Frequency has been changed to Fortnightly.
Do you want to update Standard Hours to 76?

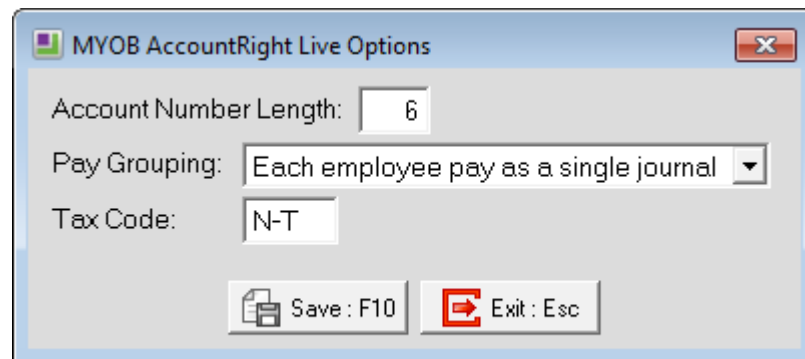
There are two buttons at the bottom: 'Yes' and 'No'.

If the user clicks **Yes**, the **Standard Hours** field will be updated automatically.

Note: Regardless of what the user selects here, the **Cap accrual to ... hours per day** field under Rostered Days Off on the Other tab will always be updated to match the new pay frequency. Depending on your setup, the system may update the **Hours Paid** in the employee's Standard Pay automatically, or you may be prompted to review and edit the **Hours Paid** yourself.

AccountRight Live General Ledger Export

The General Ledger Exporter utility now supports MYOB AccountRight Live. An “MYOB AccountRight Live” option is now available in the **Select Export Type** dropdown. The MYOB AccountRight Live export type supports the same options as the existing MYOB Premier type:



Recalculate Standard Pay Utility

A new Recalculate Standard Pays utility is available under the Utilities menu. This utility recalculates all employees' Standard Pays as at the current date, which may be useful when the new financial year's tax tables come into effect on 1 July.

If your system date has just passed 1 July and you want to run reports based on the Standard Pay, running this utility will ensure the continued accuracy of your Standard Pay PAYG values, which remain independent of open Current/One Off Pays.

Fair Work Website Link

A link to the Fair Work Ombudsman website (www.fairwork.gov.au) has been added to the Help menu. The Fair Work website provides information and advice about your workplace rights and obligations.

Resolved Issues

The following issues have been addressed in this release:

Problem Record	Service Request	Description
112844597947	112819739581 112809374451 112545863941 112437907361	An error message appeared when trying to email payslips, if the SMTP settings on the Email Connection section of the Setup Payroll window hadn't been configured. This has been resolved; errors no longer occur when emailing payslips, and a warning message now appears when opening the Payslip – Emailing Wizard if SMTP settings haven't been configured.
12795649979 18511052244	12637420647 16510633722	When using the Post to EXO Business function, any pays that had a zero balance would not be posted, and would remain in the list of pays to be posted after the export function was run. This has been resolved.
111197192433	114962795281 113356249891 110829793571	The General Ledger Exporter utility did not support MYOB AccountRight Live. This has been resolved—see page 22.
110645931073 110248691731	112963622691 19336686911	In EXO Employee Information, changing to a different employee record when adding a Performance Review Plan caused the plan to be assigned to other employees as well. This has been resolved.
11644045630	18559383601 11638025665	The new report distribution function (see page 19) provides the ability to distribute Payment Summary reports via email.
111482201300	111434913291	If an Allowance had its Can Modify Name option enabled and was added to multiple Standard Pays with different names, when the Allowance amount was edited in a Current Pay, it reverted to its original name. This has been resolved.
115067209212	114983721721	After adding an employee in EXO Payroll, when the employee was opened in EXO Employee Information, their address was copied to both the Postal Address and the Residential Address; it should only be copied to the Postal Address. This has been resolved.
111568677396	111233362901	When reversing wages, if the amount was greater than -\$9999.99, incorrect rounding would be applied. This has been resolved.

Resolved Issues

113244205828	113033251401	When generating an Employment Termination Payment containing both a Redundancy payment and a payment in Lieu of Notice, the Redundancy payment would be incorrectly rounded. This has been resolved.
115068354452	114735908651	Printing reports with the Pay Type set to Standard sometimes displayed incorrect PAYG amounts. This has been addressed by the addition of a new Recalculate Standard Pays utility (see page 23). Running this utility recalculates all Standard Pays to ensure that PAYG amounts will be correct.
113529268355	113413847367	If the system was set up to send birthday and/or annual review reminders to multiple users, reminders were only shown to the user who was logged in when the reminder was generated. This has been resolved.
117271080913	117185829371	When processing a Redundancy payment, the years of service was calculated on the pay date of either the pay or the payment, whichever comes last, instead of the termination date. This has been resolved.
117278426789	117205590811	When an employee cashed out Annual Leave, the hours cashed out was incorrectly added to the Hours Paid on which leave is accrued, resulting in the employee accruing leave on the hours being cashed out. This has been resolved.
19427710546	-	Reversing a pay caused the RDO field to be duplicated multiple times. This has been resolved.
110783101160	-	Reinstalling EXO Employer Services into the same folder could cause the installer to hang. This has been resolved.
-	-	Leave carry over amounts were not updated correctly when updating a pay in a previous anniversary year/period. This has been resolved.
-	-	This release includes optimisations to the upgrade process, which should result in faster upgrades and prevent upgrades from hanging, especially on sites with large numbers of users and sites where MyStaffInfo is also installed.

Known Issues

The following Known Issues have been identified in this release.

Error 2066 in a networked environment

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

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

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

Summary of Changes

Below is a quick overview of the changes addressed by this release and what actions are needed to implement them.

Rate and Threshold Changes

- The new rates and thresholds for PAYG, Fringe Benefit Tax, HELP and SFSS will be applied automatically by MYOB EXO Payroll for pay periods that end on or after 1 July 2015.

Superannuation Guarantee Changes

- Open the Superannuation Maintenance window and update the **Maximum Earnings Base** property to \$50,810 for all superannuation types

SuperStream

- Enter the details of the superannuation clearing house service that your organisation uses on the new Superannuation Setup > Clearing House Service section of the Setup Payroll window.
- Enter sender and payer details on the SuperStream Sender and SuperStream payer sections of the Setup Payroll window.
- Enter the required details for all superannuation providers on the Superannuation Provider Maintenance window.
- Enter employees' Fund Member ID for the superannuations on the their Standard Pay

Custom Payslips

- If you want to use the new payslip layouts, set them up in the Other Setup > Payslip section of the Setup Payroll window.
- If you have previously customised the existing A4 layout, you must reset it and re-apply your customisations to take advantage of the new features.
- Configure the new settings on the Report Options window for the Payslip Custom report, including the **Print payslip layout** and **Email payslip layout** settings, which specify which layout to use.