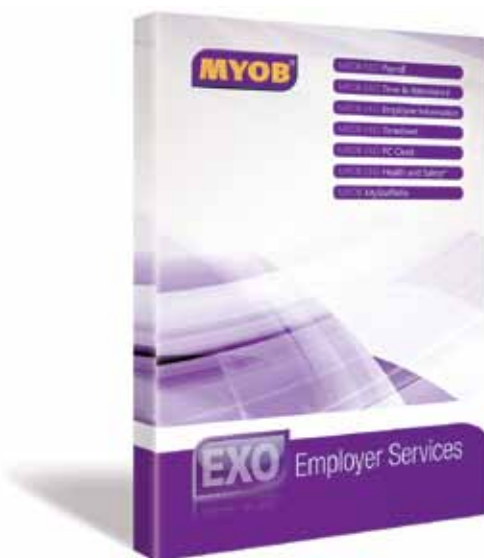




MYOB EXO Payroll

A powerful and simple payroll solution for businesses of all sizes – across any industry.

Using the right payroll system can save your business time and money. That's why MYOB EXO Payroll is designed to make maintaining and processing payroll as fast and easy as possible. Regular updates ensure you keep up with new legislation, so the risk of costly errors is reduced. You can also track labour costs, analyse trends and create detailed management reports – all from your own PC.



Key features

- Regular updates to ensure peace of mind that your payroll processes stay compliant
- Unique step-by-step payroll cycle which guides the operator through the process
- Unlimited, flexible processing and reporting for allowances, deductions, cost centres, departments, employee note types, KiwiSaver and general ledger codes
- Customised security through individual user/password combinations, with the ability to allow or deny access to any part of the system
- Download releases and updates via the internet.

Key Benefits

- A flexible solution to suit your company's needs now and in the future
- Simple step-by-step processing
- Produces detailed and summary reports
- Integrates with other MYOB EXO applications such as Employee Information, Health and Safety, Time and Attendance, Remote Timesheets and MyStaffInfo
- Online updates provide fast, easy access to information
- Makes payroll and employee information an efficient cost centre.

Flexibility

- Unlimited, flexible processing and reporting
- Multi-level cost centre analysis with unlimited costing per employee
- General ledger exporting to most accounting systems
- Employees can be set up with multiple wage hourly rates
- One-off pays (adjustment pays) for commissions, terminations and ad-hoc pays that don't always fit with standard pay periods
- Integrates with all banking systems
- Can prioritise deductions or directs credits to handle levies or claims on employees' wages
- Powerful reminder functionality for employee notes, diary notes, birthdays, reviews and more
- Can have multiple payroll companies and multiple users
- Central repository for all of your employee services information.

Simple Processing

- Simple step-by-step guide sets up MYOB EXO Payroll to match your needs
- Unique Payroll Pay Cycle steps you through your pay process
- Step-by-step Termination Wizard guides you easily through the employee termination process
- Year to date Loading Wizard easily loads your pay history from your old system
- Audit reporting by exception clearly and easily shows variations between current pay, standard pay and last pay
- Fringe Benefit Tax Wizard reports if you are paying too much FBT.



EXO Employer Services factsheet

Comprehensive Reporting

- Extensive reporting on all areas of your payroll
- Full history of past transactions for auditing and reporting purposes
- Reports generated in a variety of outputs including printer, screen, PDF, MyStaffInfo, CSV, Dot matrix speed printing and email
- Report runs allow you to set up your favourite reports and report settings to print all your reports at the push of one button
- Consolidated Reporting - get one trial balance or IRD report for more than one company
- A broad range of reporting options, filtering conditions, sorting and summarising
- Comprehensive audit reporting.

Security

- Security access is easily set up to meet individual needs
- Individual users can be set up with definable access rights
- Backup and Restore - inbuilt facilities that secure your payroll information and roll it back to a previous date, if required.

Efficiency

- Rapid Load data entry screen
- Keyboard-driven with function for power users
- Tax and legislation compliance – upgrades are automatically couriered to you if necessary
- No need for year-end rollover
- Fully operational demonstration company
- IRD and bank account number validation
- Leave processing
- Extensive and flexible leave processing and options
- Leave management summary screen for each employee
- Plan your company's upcoming leave
- MYOB EXO Payroll automatically accrues leave and handles leave payments in accordance with the Holidays Act
- Automatically tracks holiday entitlement, sick leave and keeps your employee records up to date.

Suitability

- For any size company or industry
- Powerful and simple management tool
- Modify changes to your employee's regular pay
- Create your banking files and accounting files if required
- Processing by exception design philosophy.

System Requirements

Minimum system requirements for PCs running MYOB EXO Employer Services components are detailed below.

The performance of the MYOB EXO Employer Services system is not assured if these requirements are not met. Similarly, performance cannot be assured if the EXO Employer Services system is installed on a PC that is already under load from other processes.

Workstation Requirements

Any PC running the MYOB EXO Employer Services application modules should meet the following minimum requirements:

- Windows 2000 Service Pack 3 or later, Windows XP, Windows Server 2003, Windows Vista
- Intel Pentium® 800MHz processor (or equivalent)
- 512MB RAM
- Minimum 1GB hard disk space available
- CD-ROM Drive
- 16-bit colour, 1024x768 screen resolution

Other Requirements

Certain features of MYOB EXO Employer Services require one or more of the following:

- Internet access
- TCP/IP networking
- Serial port (required for some features in EXO Time and Attendance)
- Microsoft Internet Explorer 6.0 or later
- Adobe® Acrobat Reader

More Information

To find out more or to purchase MYOB EXO Payroll:

Call 0800 MYOB EXO (0800 696 239)

Visit myob.co.nz/exo

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