How to post GL journals from EXO Employer Services to EXO Business
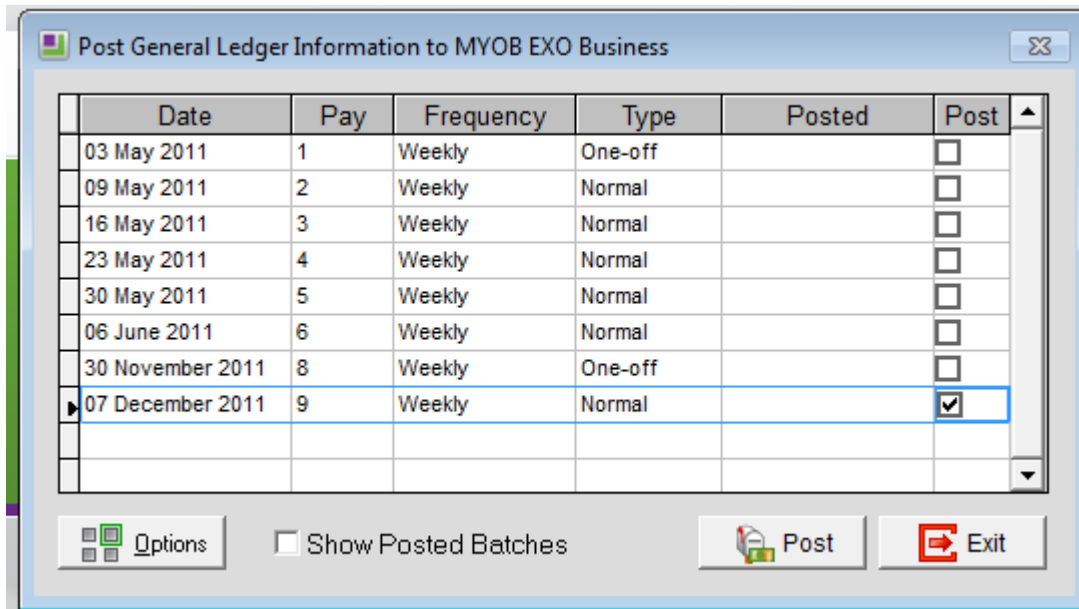
Overview

This hint demonstrates how to post General Ledger journals from Employer Services to EXO Business.

Step 1

After you have updated your pay, select Reports, Post to EXO business.

Step 2

The software will then bring up a pop up box showing any pay runs that have not been posted to the general ledger. Tick the pay run you want to post. Click on Post.

Date	Pay	Frequency	Type	Posted	Post
03 May 2011	1	Weekly	One-off		☐
09 May 2011	2	Weekly	Normal		☐
16 May 2011	3	Weekly	Normal		☐
23 May 2011	4	Weekly	Normal		☐
30 May 2011	5	Weekly	Normal		☐
06 June 2011	6	Weekly	Normal		☐
30 November 2011	8	Weekly	One-off		☐
07 December 2011	9	Weekly	Normal		☑

Step 3

Log into EXO Business, Click on the icon for General Ledger, then select Enter GL Journals.

Click on New, then Open, Load Suspended Batch, Select the Payroll Batch, and then click on Load.

To finish, click on Save.

The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.