

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

#### Overview

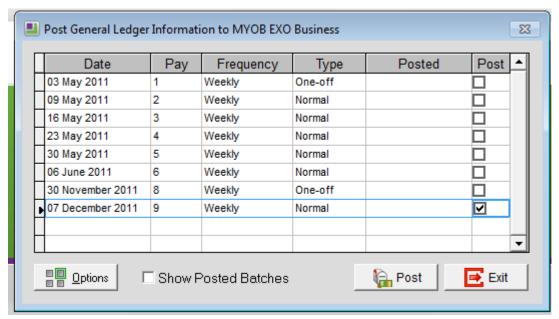
This hint demonstrates how to post General Ledger journals from Employer Services to EXO Business.

## 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.



## 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.