

Take your business to the next level

MYOB EXO Employer Services 2015.1

Registration Process



PLATINUM PARTNER

Momentum Software Solutions

Support@momentumss.com.au

Momentum provide Support for all MYOB EXO Business and Employer Services modules

Level 5, Ocean Central, 2 Ocean Street, Maroochydore, 4558

🖀 +617 5479 1877 📮 +617 5345 5267



Registration Process: MYOB EXO Employer Services

In each installation of MYOB EXO Employer Services software there are files that contain the relevant licencing information so that the software can function appropriately.

The software needs to be re-registered (re-licenced) each year. This process occurs automatically since the release of EXO Employer Services 2015.1.

NOTE: Your registration will be expired once the payment date of a pay run exceeds the renewal date of your licence. There is no grace period once a pay exceeds the renewal date.

For Automatic Registration to work smoothly

The following will need to be in place:

- 1. Your Company Contact Details up to date
- 2. Registration Contact Details set to Momentum Software Services
- 3. No Test Databases on the login screen.
- 4. Renewal paid 1 month before expiry date

Automatic Registration

Thirty days before a site's licence is due to expire (the expiry date), 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 and no further action required.

MYOB Login	Screen	States and a state	
MYOS EN	EXO EMPLOYER SERVICES		
LIVICO	T		
MYOB EX	O automatic Regist	ration successful	×
<u>^</u>	MYOB EXO autor the coming year.	matic Registration ha	s been successfully completed for
			Registration
			MYOB



If the attempt fails, an error message will appear. For example, if the Annual Licence Fee is unpaid, you will be asked to ensure payment has been made, and the system will continue to check on subsequent days and automatically register the software.

In other cases, when the error message appears a copy of the registration report will be automatically emailed to Momentum Support. We will follow up with you via phone or email* to complete the registration process.

The system will re-try 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.

*Note: Your network must allow traffic on port 587 for the system to be able to send the registration report via email. This relates to security settings on your network and requires the Company IT support to check or assist with any issues.

To check your registration status, select Registration from the Company Selection window. You will see the currently installed modules, and the registration status for each.

MYOB EXO Employe	er Services regis	ation -							83
Company Contact Details						- Registration Contact Details			
Company Name:	Demonstration Company					Contact:	Momentu	m Software Services	
Licence Number:	1001 Cli					Email:	accounts	@momentumss.com.au	
Postal Address:						Phone:	61 7 5479	1877	-
						Fax	61 7 5345	5267	- 1
Site Address:	Site Address: Level 7, 89 York Street, Sydney,NSW 2000					Website:		nentumss.com.au	-1
Contact:	Edward Wa	ace				rrobone.j			
Phone:	180054321 Fax			1800004587					
Email:	Email: ed@demonstrationcompany.com.au								
Industry:	Industry:								
Draducta									
Product Name	Install	ate Expiry Date	Type	Licensed Users	Licensed Staff	Max Staff	Exceeded	Expiry Status	
EXO Payroll (AU)	11/06/2	015 11/07/2015	DEMO	1	100	167	Yes	3 days remaining	
EXO Employee Info	mation 11/06/2	015 11/07/2015	DEMO	1	100	86	No	3 days remaining	- III
EXO Time and Atter	ndance 11/06/2	015 11/07/2015	DEMO	1	100	0 0	No	3 days remaining	
									-
			-						-
						·			
							0	History Register Delete	
			1				-		
	F	egister <u>O</u> nline		Email 📄	View : F9	Save:F1	0 💽 E	xit : Esc	

Company Contact Details

This section displays contact information for your company. Before you send registration information to Momentum please update your contact details if they have changed, so that we can stay on touch with you. The contact person is particularly important to us, as it is the most likely to change.



Registration Contact Details

This section displays your Exo Partner Details. If it does not say Momentum Support Services, please contact us and we will assist you with updating this information. This is now very important for the smooth renewal of your registration.

We will send you a file (contact.ini) that will need to be saved to you payroll root directory. Instructions will also be included at the time.

History Button

On the Registration page 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.

MYOB Product Histo	ry							
Summary								
Current Period:	31/12/2014 -	30/12/2015						
Product:	EX0 Payroll	(AU)			_			
Expiry Date:	31/12/2015							
Registration Type:	LIVE							
Licensed Staff:	110							
Max Staff Count:	3							
Exceeded:	No							
Expiry Status:	Registration	OK.			_			
Period:	Current	→ 31/12/	2014 - 30/1	2/2015	F	requency:	A	LL 💌
Company:	ALL			-				
Company Name		Data Folder	Weekly	Fortnightly	Bimonthly	4 Weekly	Monthly	Total A
Acme Clothing Ptv Lte							-	
A ama Clathing Dhy I to	1	EPPROCES	0	0	0	0		0 0
Acme Clothing Pty Lto	1	EPPROCES EPSETUP	3	0	0	0		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
Acme Clothing Pty Lto	1	EPPROCES EPSETUP Data Folder	0 3 Frequency	0 0 Pay Number	0 0 Pay Type	0 0 Period End D	ate	0 0 0 0 0 3 Staff Count
Acme Clothing Pty Ltd Company Name Acme Clothing Pty Ltd	3 3 3	EPPROCES EPSETUP Data Folder EPPROCES	0 3 Frequency Weekly	0 0 Pay Number 15	0 0 Pay Type One-Off	0 0 Period End D 31/03/2015	ate	0 0 3 Staff Count A
Acme Clothing Pty Ltd Company Name Acme Clothing Pty Ltd Acme Clothing Pty Ltd	3 3 3	EPPROCES EPSETUP Data Folder EPPROCES EPSETUP	0 3 Frequency Weekly Weekly	0 0 Pay Number 15 4	0 0 Pay Type One-Off One-Off	0 0 Period End D 31/03/2015 30/06/2015	ate	0 0 0 0 3 Staff Count ▲ 0 3
Acme Clothing Pty Ltd Company Name Acme Clothing Pty Ltd Acme Clothing Pty Ltd	3	EPPROCES EPSETUP Data Folder EPPROCES EPSETUP	0 3 Frequency Weekly Weekly	0 0 Pay Number 15 4	0 0 Pay Type One-Off One-Off	0 0 9 9 9 0 1/03/2015 3 0/06/2015	ate	0 0 0 0 3 Staff Count • 0 3
Acme Clothing Pty Ltd	3 5 1 1	EPPROCES EPSETUP Data Folder EPPROCES EPSETUP	0 3 Frequency Weekly Weekly	0 0 Pay Number 15 4	0 0 Pay Type One-Off One-Off	0 0 0 31/03/2015 30/06/2015	ate	0 0 0 0 3 Staff Count ▲ 0 3
Acme Clothing Pty Ltd	3 3 9 9	EPPROCES EPSETUP Data Folder EPPROCES EPSETUP	0 3 Frequency Weekly Weekly	Pay Number 15 4	0 0 Pay Type One-Off One-Off	0 0 9 9 9 1/03/2015 30/06/2015	ate	Staff Count
Acme Clothing Pty Ltd	3 3 9 9	EPPROCES EPSETUP Data Folder EPPROCES EPSETUP	0 3 Frequency Weekly Weekly	0 0 Pay Number 15 4	0 0 Pay Type One-Off One-Off	0 0 Period End D 31/03/2015 30/06/2015	ate	Staff Count
Acme Clothing Pty Ltd	3 3 3 3	EPPROCES EPSETUP Data Folder EPPROCES EPSETUP	0 3 Frequency Weekly Weekly	0 0 Pay Number 15 4	0 0 Pay Type One-Off One-Off	0 0 Period End D 31/03/2015 30/06/2015	ate	Staff Count
Acme Clothing Pty Ltd		EPPROCES EPSETUP Data Folder EPPROCES EPSETUP	0 3 Frequency Weekly Weekly	0 0 Pay Number 15 4 	0 0 Pay Type One-Off One-Off	0 0 0 31/03/2015 30/06/2015	ate	Staff Count

This page will assist you with identifying the reason for Licence Exceeded messages. As related to the maximum number of employees you have processed during the year across all your entities.

Registration information is also now available on the Main screen at the top and if clicked, will take the user immediately to the Registration page.

MYOB EXO Payroll (AU) The Demonstration Company Licence No: 1001 Date: 08/07/2015	
File Edit Pay Reports Maintenance Utilities Help Special	
🛃 🗱 🚰 🖨 🚔 🌠 🍆 🔄 🖓 🎬 C' 💷 📆 Exo Payrol (AU) 💽 💽	DEMO - Registration status: 3 days remaining Staff licence exceeded by 67.



How to Update the Registration Contact Details

You will need to have received an email with a file attachment from us.

- 1. Go to your desktop and right click on your Exo Employer Services icon.
- 2. Select Properties.
- 3. Look at the path in the Start in: box, this is the location of your Payroll directory and will be where you will need to save the contact.ini file.

EXO Employer	Services Properties	×			
Security	Details	Previous Versions			
General Shortcut Compatibility					
EX	O Employer Services				
raiger (jpo.	phoduoin				
Target location:	Payrollv				
Target:	C:\Payrollv\Comacc.EX	KE			
Shortcut key: Run:	None Normal window				
Tiuri.					
Comment:					
Open File Lo	Change loo	Advanced			
	ОК	Cancel Apply			

- 4. In your email, go to the attachment.
- 5. Right click on the file.
- 6. Select Save (or Save As).
- 7. Browse for your Payroll directory as per Start in:
- 8. Click save.
- 9. Allow any over-writes.
- 10. Restart payroll and from the login page, click Register.
- 11. You will now see Momentum's contact details on the right hand side.



Registering Products

The Products grid displays all products installed including those the client is licensed to use, along with their installation dates, licence expiry dates, licence limits and registration statuses. The Type column displays the current registration status:

DEMO - a demonstration site NEW - a new client that has recently purchased the software LIVE - shows products the client is licensed to use

You can select a product and click the History button to show historical registration information for that product, including the number of employees at each pay frequency and details of each pay recorded during the licensing period.

There are now 3 methods to register your software:

Automatic Registration

When your renewal has been paid. Details at the start of this document.

Online Registration

Clicking the Register Online button attempts to register all products in one operation by using your Internet connection to query your MYOB account status and send new registration codes directly to your software, rather than having to enter one.

If the online registration process is successful, your product registration will be set forward another year - the Expiry Date will refresh when the operation is complete.

Manual Registration

If you aren't able to use an Internet connection, or if the online registration attempt fails, you can generate a report containing your registration details and send it to Momentum yourself, then enter the new details manually for each product once they're sent back to you. Click Email to generate a copy of this report and immediately send it to Momentum via email, or click View to view and print a copy, and then send it to Momentum by mail or fax.

We will send you the registration files that will need to be saved to you Payroll root directory. Instructions will also be forwarded at the time.



Manual Registration Instructions

- 1. Go to your desktop and right click on your EXO Employer Services icon.
- 2. Select Properties.
- 3. Look at the path in the Start in: box, this is the location of your Payroll directory and will be where you will need to save the registration files.

EXO Employer Se	rvices Properties						
Security	Details Previous Versions						
General	Shortcut Compatibility						
EXO I	EXO Employer Services						
Target type: Ap	plication						
Target location: Pa	yrollv						
Target:	\Payrollv\Comacc.EXE						
Start in: C: Shortcut key: N	\Payrollv\ one						
Run: N	ormal window 🔻						
Comment:							
Open File Locat	tion Change Icon Advanced						
	OK Cancel Apply						

- 4. In your email, go to the attachments.
- 5. Right click on the file.
- 6. Select Save or Save As. (Depending on your email software you may have the option to Save all Attachments) Use what is available to you.
- 7. Browse for your Payroll directory as per Start in:
- 8. Click save.
- 9. Allow any over-writes.

Note: if using Save or Save as you will have to repeat these steps for each file that has been attached.

- 10. Restart payroll and from the login page, click Register.
- 11. Check your expiry date is now next year.

Delete Test Databases

With the introduction of the automated registration and licence verification, it is no longer possible to keep copies of your entities for testing purposes on the login screen.