

MYOB Exo Business



Accountant's Assistant module

Manage your accounting processes accurately and efficiently while reducing costly errors.

MYOB Exo Business Accountant's Assistant has been specifically designed to guide you through your accounts. At the heart of the MYOB Exo Accountant's Assistant is a set of comprehensive and customisable accounting process flows and corresponding checklists. It brings together all the system functions your accountant needs into a single, easy to navigate interface.

Reliability derived from structured, customisable checklists

MYOB Exo Accountant's Assistant provides access to the main features of MYOB Exo Finance through a set of customisable checklists. The extensive set of checklists are designed to keep you on top of important accounting processes. Each checklist displays a structured list of items with simple instructions for each user to follow as part of the accounting process.

These checklists can be tailored to your individual process requirements so you can be confident that tasks are completed as required and in compliance with relevant tax laws. With MYOB Exo Accountant's Assistant checklists, the users within your business are prompted to follow the same processes each time, giving you peace of mind and certainty that activity is streamlined and consistent.

Business checklists that can be customised

The MYOB Exo Accountant's Assistant comes pre-configured with checklists for End of Period, End of Year and Tax Return Processing. While each checklist has been pre-configured to represent MYOB best practices, you can create new or modified checklists to suit your individual business needs.

Process efficiency gains

The checklists offer a visual representation of where you are in a process at any point in time, displaying which processes are completed, which require further review, and those not yet finished. This creates significant process efficiencies making it easier to complete end-of-period processing. When finalised, the checklist is automatically updated, guiding you to the next step in the process. This rigor negates the costly effects of a process which has not been followed correctly.

Key features and benefits

- + Easy to use payroll cycle which guides the operator through the process
- + Unlimited, flexible processing and reporting for allowances, deductions, cost centres, departments, employee note types, Superannuation / KiwiSaver* and General Ledger codes
- + Customised security and user access, with the ability to restrict accessibility to any part of the system
- + Downloadable updates via the internet
- + Full integration with MYOB Exo Employee Information, MyStaffInfo and Exo Time and Attendance to create an entire HR management solution
- + Central repository for all your staff information
- + Customised reporting with custom report writer.

Get up to speed fast with minimal training

There's no need for your accountant to learn how to navigate MYOB Exo Finance. Exo Accountant's Assistant helps them get up to speed faster to offer the immediate benefits of more efficient end-of-period processing at minimal cost.

A true, one stop shop for accountants

Have your financial information available in one place with common accounting procedures presented in an easy to follow checklist format, saving time in navigating multiple menus and reports.

Financial visibility

Take comfort in knowing you and your accountant can always review your financial matters with ease, thanks to a broad range of dashboards and reports for instant visibility.

Financial review

A comprehensive range of financial reports are available so you can check the financial health of your business at any time. All reports can be customised, and the standard export function can package your General Ledger transactions into a single file and if required import back into MYOB Accountants Office.

Systems integrity

To ensure that the MYOB Exo Business system is always balanced, Exo Accountant's Assistant provides a set of integrity checks against the MYOB Exo Business database and ledgers.

This includes a Ledger Reconciliation dashboard which can be used for status updates of individual ledgers, plus transactional data verification and various exception reports. Green and red indicators represent results at a glance to identify any issues with reconciliation. It allows you to drill right down at a transactional level to determine where the variance is.

Extensive, established partner network

The Exo Suite of products are implemented and supported by our expert MYOB Partner Network across Australia and New Zealand. We provide educated advice regarding the entire range of MYOB Exo Business and Employer Services Solutions and work with you to design a solution that meets the unique needs of your business.

An integrated business solution from MYOB

A range of additional modules are available and can be adopted and tailored to your business. With the assistance of an MYOB Exo Partner, we can build a comprehensive business management system tailored specifically for your business requirements.

Need Payroll or HRM software too?

Exo Employer Services supports you with all aspects of human resources management within your business regardless of where your staff are located.

For more information on Exo Employer Services visit myob.com/exo

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