

User Guide

Smart Bills - Reece

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SMART BILLS - REECE

MYOB AccountRight Live can improve the efficiency of managing your payable tasks by using a number of cloud features that can speed up your data entry, improve your processes and create a paperless business. This process includes the ability to automatically create suppliers' invoices from the pdf file or link the pdf copies of the invoices to invoices previously created in MYOB AccountRight.

Invoices can be emailed or added to the MYOB In Tray, Smart Bills uses optical character recognition (OCR) to grab key details from bills and invoices, which reduces the time business owners spend on data entry, whilst keeping their paperwork online.

REECE SMART BILLS

Reece online account customers can now link their account directly to MYOB AccountRight Live. This allows Reece invoices to feed directly into the MYOB In Tray providing a faster and more accurate recognition and automation.

Important Information



- An Active Reece Trade online account is required;
- Once connected MYOB will exclusively retrieve new invoices not previous ones;
- Reece Invoice details are read by the OCR line by line;
- Reece must first be created as a Supplier Card, include ABN and default expense account



Security Policies

- Access to the Purchases Command Centre is required;
- This feature is exclusively available to MYOB AccountRight Live files hosted on the cloud;

Frequently Asked Questions



I have more than one Reece account can link them all?

Yes, you can link multiple Reece accounts to the same MYOB AccountRight Live file, however you cannot link the same Reece account to multiple MYOB Company Files.

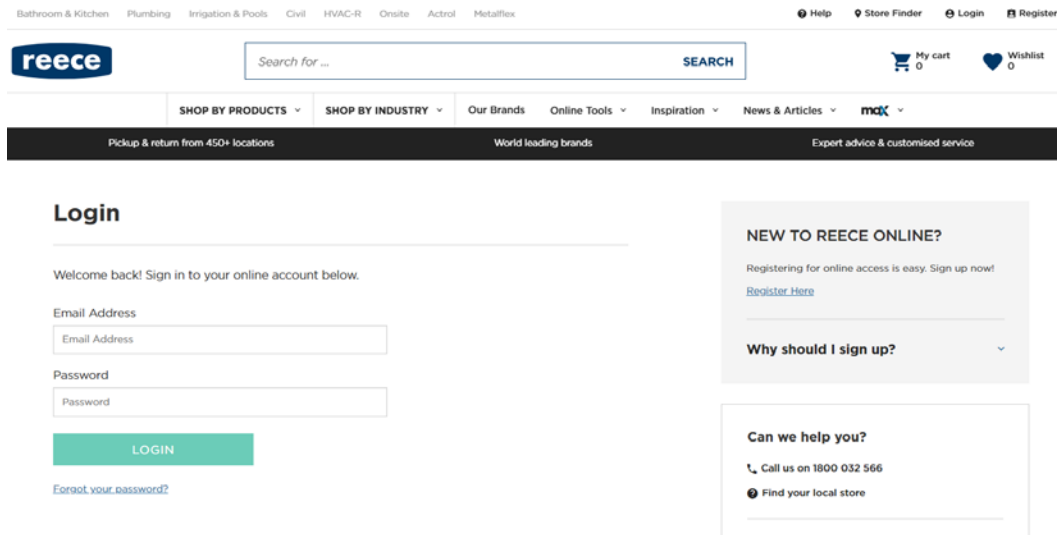
Can I attach more than one document to the same purchase transaction?

No, you can only attach one document per purchase transaction.

How to link your reece account with myob accountright live

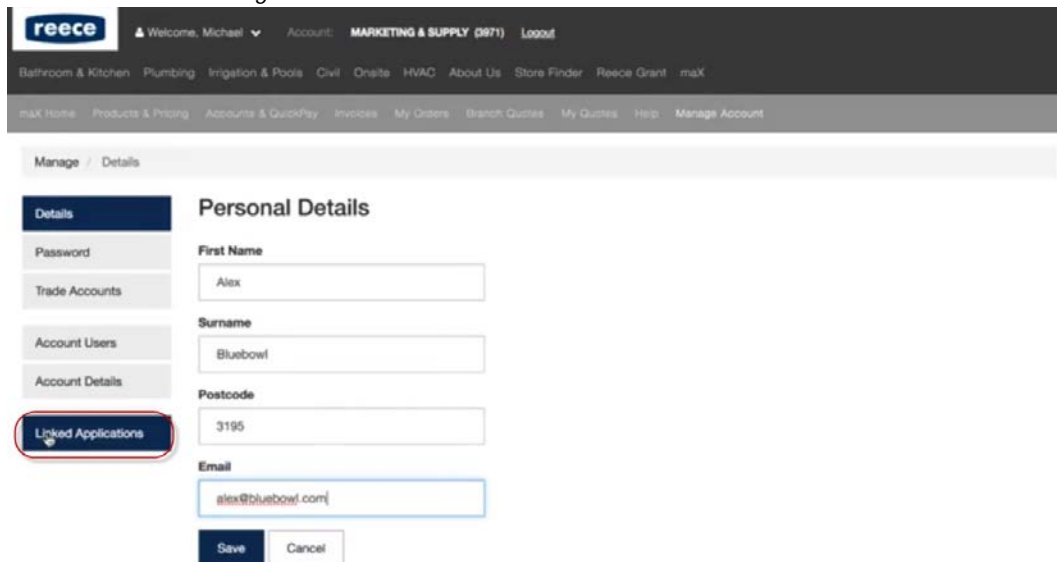
1. On your web browser, go to the Reece website at: <https://www.reece.com.au/>
2. Log In with your username and password

➔ *The Reece Website*



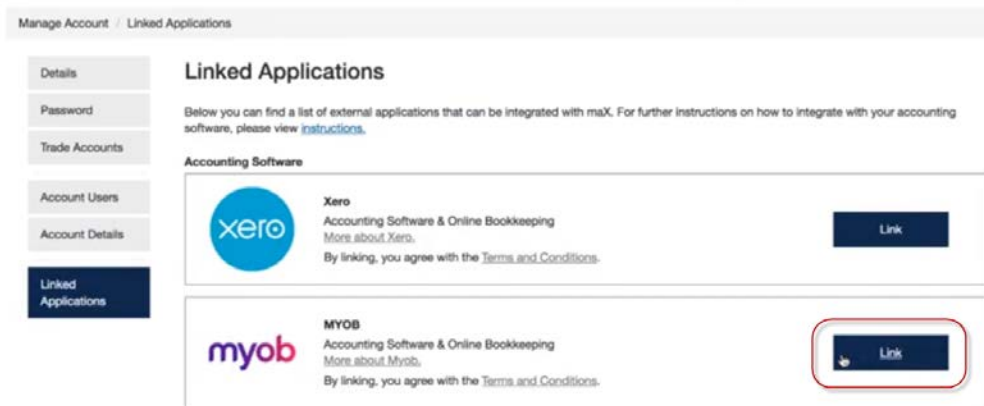
3. Log in using your account details
4. From the [My Account] Tab, click on [Manage Account]

➔ *The Reece Account Page*



5. Click on [Linked Applications]

→ The Linked Applications screen opens



Manage Account / Linked Applications

Details
Password
Trade Accounts
Account Users
Account Details
Linked Applications

Linked Applications

Below you can find a list of external applications that can be integrated with maX. For further instructions on how to integrate with your accounting software, please view [instructions](#).

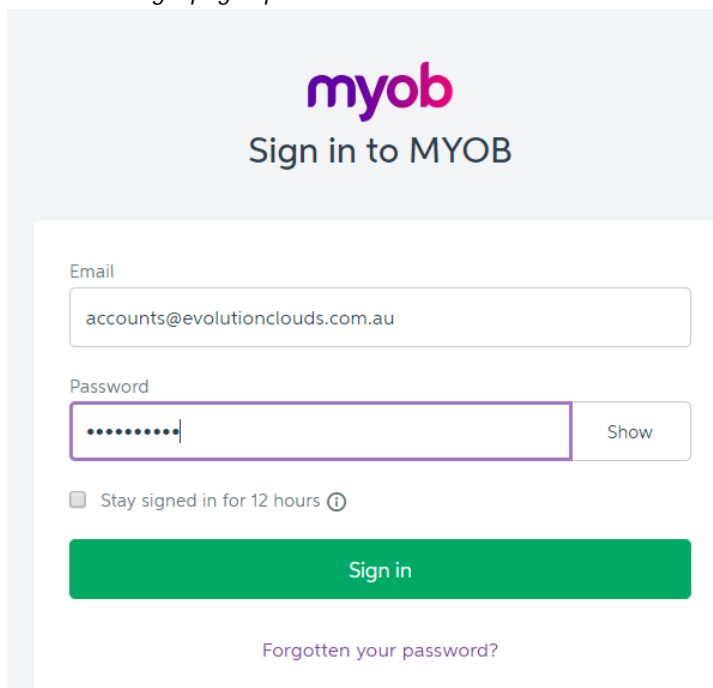
Accounting Software

Xero
Accounting Software & Online Bookkeeping
More about Xero.
By linking, you agree with the [Terms and Conditions](#).

MYOB
Accounting Software & Online Bookkeeping
More about Myob.
By linking, you agree with the [Terms and Conditions](#).

6. Click on [Link] next to the MYOB Panel

→ The MYOB login page opens



myob
Sign in to MYOB

Email
accounts@evolutionclouds.com.au

Password
..... Show

Stay signed in for 12 hours ⓘ

Sign in

[Forgotten your password?](#)

7. Log in to MYOB using your my.myob account

8. Select the correct business and click on [Finish]

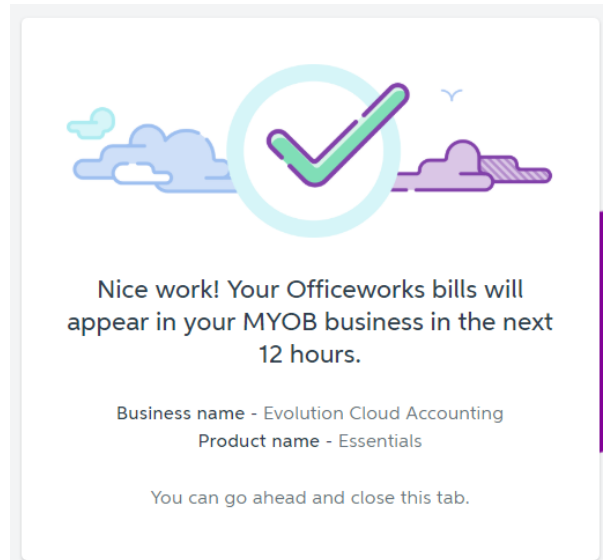


Please choose which business you would like your supplier feed(s) to go into

- AccountRight Live
- Clift Key & Associates Pty Ltd
AccountRight Live
- Eastview Commercial Pty Limited
AccountRight Live

Finish

→ A confirmation message is displayed



Nice work! Your Officeworks bills will appear in your MYOB business in the next 12 hours.

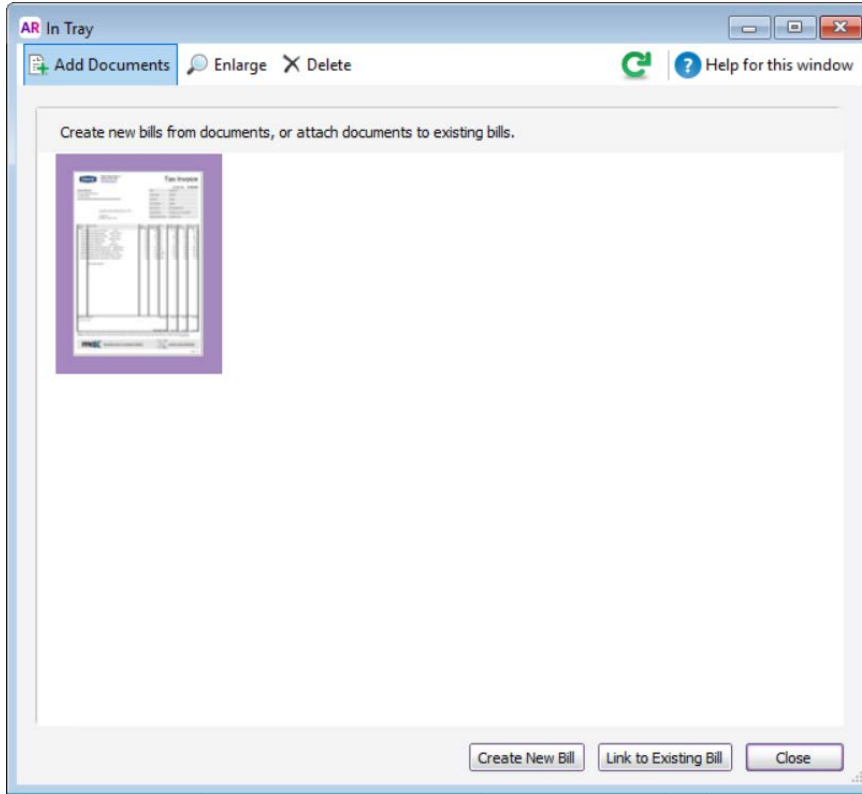
Business name - Evolution Cloud Accounting
Product name - Essentials

You can go ahead and close this tab.

How to create a reece invoice in myob accountright

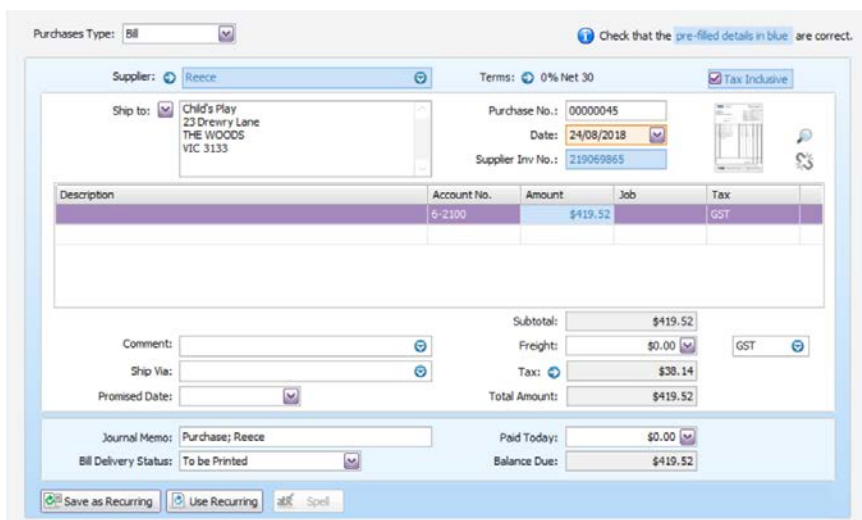
1. Once you make a purchase from the Reece site open MYOB AccountRight and click on Purchases → In Tray

→ The In Tray screen opens – showing the Reece invoice



2. Click on [Create New Bill]

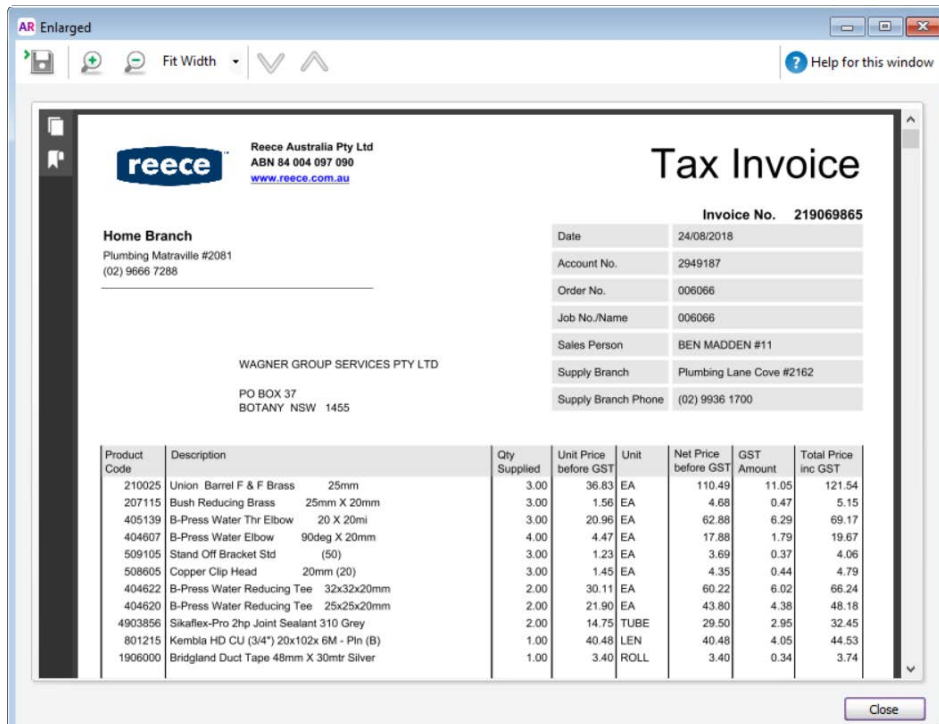
→ The Purchases screen opens populating the Reece Invoice details



Description	Account No.	Amount	Job	Tax
	6-2100	\$419.52		GST

3. To view the Invoice, click on the magnifying glass icon next to the invoice thumbnail

➔ *The supplier's pdf invoice opens on the screen*



4. Click on **[Close]**

5. Click on **[Record]**

➔ *The Supplier's invoice is recorded as a purchase in MYOB AccountRight*