

BEST PRACTICE ACCOUNT SETTINGS: RECEIPT BANK WITH MYOB

How best to use Receipt Bank with MYOB AccountsRight Live

Below are our best practice recommendations for account setup. Make this checklist your own, and add to your workflow or training documentation.



Integration Settings

Reference	Setting	Suggestion
1	Default 'publish to' destination	Miscellaneous
2	Publish tax data	ON
3	Default tax rate	GST 10.00%
4	Default freight rate	FRE 0.00% GST Free
5	Use supplier tax rates	OFF
6	Automatic Publishing - Automatically publish ALL items	OFF
7	Automatic Publishing - Exceptions	Tick to exclude: Statement/remittance advice Atm withdrawal Delivery note Other

MYOB Settings

General MYOB Settings ▼

Current Integration MYOB (Change)

1 Default "publish to" destination Miscellaneous ▼

2 Tax Settings ▼

Publish tax data ON

3 Default tax rate GST (10.00%) Goods & Services ▼

4 Default tax rate FRE (0.00%) GST Free ▼

5 Use supplier tax rates OFF

6 Automatically publish ALL items OFF

Exceptions : ?

- Receipt
- ATM withdrawal
- Other
- Invoice
- Statement / remittance device
- Credit Note / Refund
- Delivery note
- Mileage

7



General Settings

Reference	Setting	Suggestion
8	Payment Status	Receipts = paid Invoice = Not paid, unless a payment method is present
9	Due dates for invoices	Most common for client's suppliers OR date client usually pays their bills
10	Auto-categorization	OFF
11	Obey supplier rules	ON
	Category display	Code and name
	Sort by	Name

Account Details

12	Mobile Permissions - User Restriction	ON (for each user - stops user publishing via mobile app)
13	Image Sharing	ON



System Settings

Payment Status
 Change the default payment status of your item ?

Receipts

Invoices

Credit notes

8

Due Dates for Invoices
 Configure the settings for assigning due dates to your invoices ?

Default to

How many days?

Net Amount
 Choose whether to show the net amount on downloadable CSVs?

Show net amount

9

Categorization
 Configure the settings that determine how Receipt Bank categorizes your items

Autocategorization

Obey supplier rules

Category display

Category sort

Archiving
 Your items will be moved to the archive after these actions

Published

Exported to CSV

Added to an ER

Exported to PDF

10

11

Account Information **Subscription**

Basic

CRN

Company Name

Base currency

Language

Mobile Permissions
 To allow a user to publish from the mobile app you can turn their restriction off

USER	RESTRICTION
User 1	<input type="checkbox" value="ON"/>
User 2	<input type="checkbox" value="ON"/>
User 2	<input type="checkbox" value="ON"/>

Image Sharing
 By turning image sharing on you are allowing your images to be available outside Receipt Bank

This feature allows you to include your images in other Receipt Bank features such as expense report PDFs and CSV exports. The image will only be available to those with the link or document.

Image Sharing

12

13

Maintain Lists -> Payment Methods

Reference	Setting	Suggestion
14	Payment Name	Set all payment methods used e.g. John persona e.g. Business Visa I
15	Reference	e.g. cash, or last 4 digits of card 0788
16	Autosync	Blank
17	Publish to	Spend Money
18	Linked to Bank Account	Link to Bank Account in MYOB

Payment methods

Payment Methods ▾

Here you can create and edit your list of payment methods.

Receipt Bank will create new payment methods by automatically extracting the last 4 digits of the payment card shown on any items. You can then edit these to personalise their names. You can also create new payment methods by adding a name and the 4 digit reference of the card it represents.

From this page you are able to link your payment methods to bank accounts in your integrated software. This is a great way to ease the reconciliation of your items with the transactions in your bank accounts.

<input type="checkbox"/>	NAME	REF (E.G. LAST 4 DIGITS)	AUTO-PUBLISH	PUBLISH TO	BANK ACCOUNT
<input type="checkbox"/>	e.g. Business Visa	e.g. 7644	<input type="checkbox"/>	Spend Money	Related MYOB Account <input type="checkbox"/>

N.B. Accounts with type 'Liability' (e.g. Director's Loan) must be published to Purchases as Paid (where possible)



For all support enquiries please contact:
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