

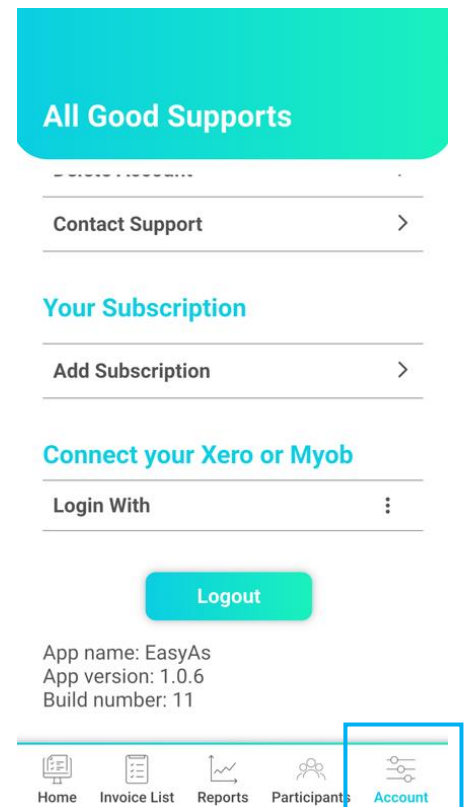


♥ Integrate EasyAs Invoicing to Xero or MYOB Accounting Software ♥

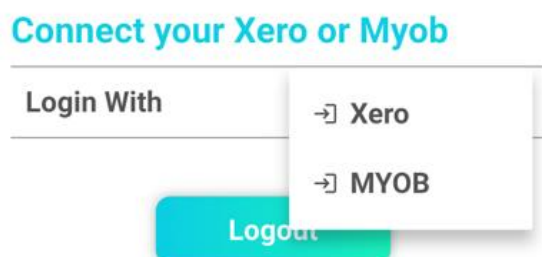
Welcome to EasyAs Invoicing!

Follow this step-by-step guide to integrate your paid EasyAs Invoicing upgraded subscription to Xero or MYOB.

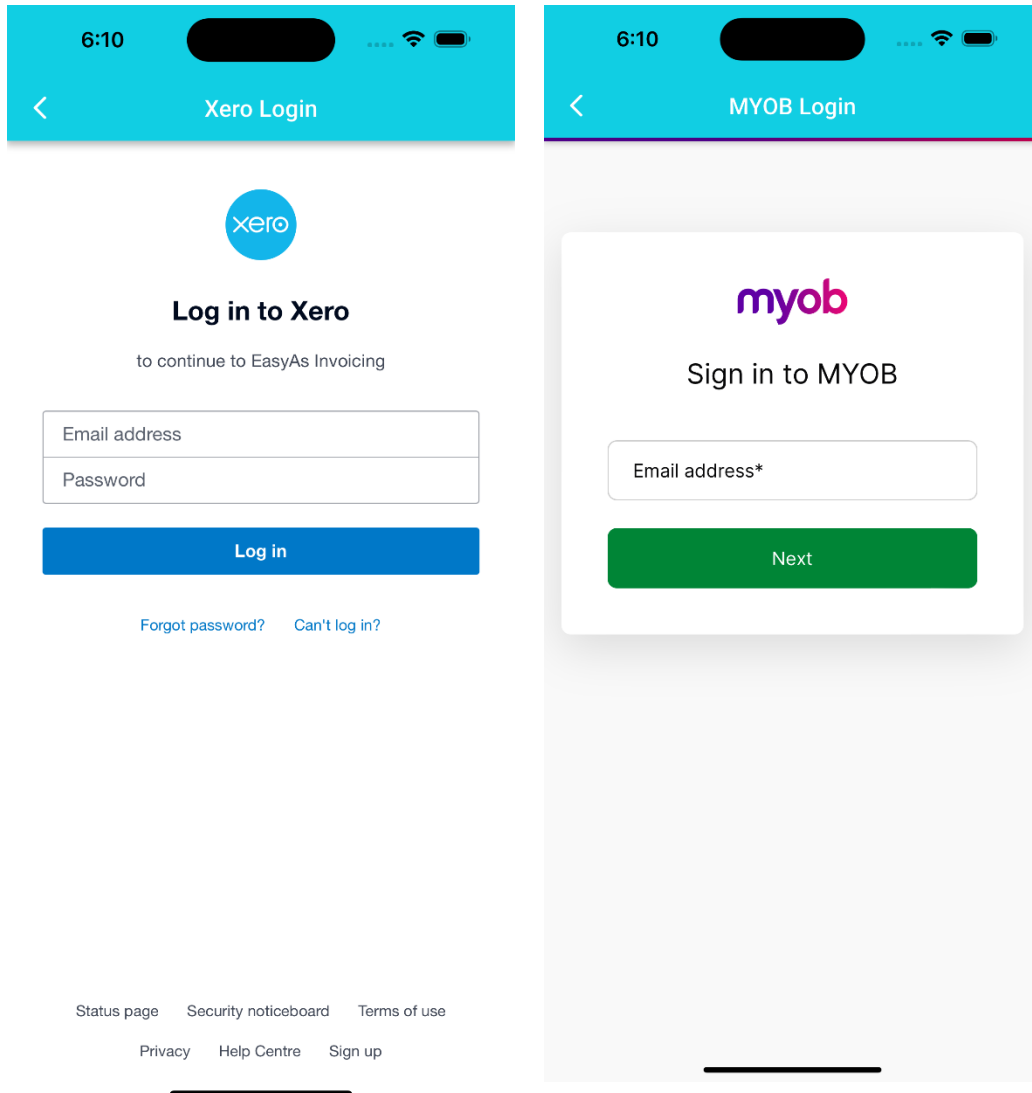
Step 1: Select the [Account](#) button (bottom right-hand corner of the app Home Screen)



Step 2: Select [Connect your Xero or MYOB](#) to integrate the programs & click the 'three-dots'  and you will see the drop down option to select either Xero or MYOB:



Step 3: select your chosen accounting program and log into the program:



Xero Login

Log in to Xero
to continue to EasyAs Invoicing

Email address

Password

Log in

[Forgot password?](#) [Can't log in?](#)

[Status page](#) [Security noticeboard](#) [Terms of use](#)
[Privacy](#) [Help Centre](#) [Sign up](#)

MYOB Login

myob

Sign in to MYOB

Email address*

Next

Step 4: Once successfully connected you will receive a message similar to this >>>





IMPORTANT THINGS TO NOTE ABOUT SOFTWARE INTEGRATION

- Invoice information will only be migrated into Xero or MYOB when an invoice status in EasyAs is updated to '**Sent**'. This means that the invoice has been Sent in EasyAs to the plan manager or participant for payment and at this point it will come across into your Xero or MYOB accounting records.
- If an invoice status is subsequently updated in EasyAs, this status will be updated in MYOB or Xero.
- It is very Important to remember that **any changes made to invoices in Xero or MYOB will NOT write back to EasyAs Invoicing**. The integration of information is only from EasyAs Invoicing into Xero or MYOB.

Please remember if you make any changes in Xero or MYOB to your invoices and you want this information updated in EasyAs, you will also need to manually amend your EasyAs invoice record.

One Way Integration - Flows from EasyAs App to Xero and Myob



An invoice is created in Xero when its sent through EasyAs App
If an invoice is then edited again in EasyAs its updated in Xero
If the invoice is updated in Xero it does not write back to EasyAs

An invoice is created in MYOB when its sent through EasyAs App
If an invoice is then edited again in EasyAs its updated in MYOB
If the invoice is updated in MYOB it does not write back to EasyAs

Please see the [Video links](#) provided in the [User Guide](#) for Xero and MYOB Integration for further information about how this works.