

Understanding your MYOB Invoice

1

Invoice

BILL TO

[Redacted]

2

Account details

Account Name: [Redacted]
Client ID: [Redacted]
Subscription ID: [Redacted]

Invoice Details

Invoice Number: [Redacted]
Issue Date: [Redacted]
Billing Period: [Redacted]
Due Date: [Redacted]

Payment will be automatically debited on the due date using your preferred payment method.

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Account Summary

Opening Balance: [Redacted]
Payment Received: [Redacted]
Credit Applied: [Redacted]

Overdue

This Invoice: [Redacted]

Total Amount Due: [Redacted]

Total GST Included: [Redacted]

4

[Redacted]

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How to pay

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Online payment

[Redacted]

Reference No: [Redacted]

BPAY

Bill code: [Redacted]
Reference code: [Redacted]

Telephone & Internet Banking - BPAY

[Redacted]

More info: [Redacted]

EFT

Electronic Funds Transfer

[Redacted]

Account Name: [Redacted]
Bank: [Redacted]
BSB: [Redacted]
Account info: [Redacted]
Reference: [Redacted]

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Bill to

This is the Billing or Primary/Billing contact on this MYOB account and the billing address

Account Details

Here you'll find your account name, Client ID (CID) and the serial number of the primary MYOB subscription on this account

It also shows the invoice number and key dates related to this invoice

Account Summary

This shows your opening and closing balances with any payments or credits that have been applied since the last invoice

If you have a direct debit, we'll automatically deduct this amount on the due date

Personalised Message

If we have any important messages related to your MYOB account such as overdue notifications, you'll see them here

How to pay

We offer many convenient ways to pay

We recommend setting up a direct debit to take the hassle out of paying and ensure payments are received on time

The new billing format will begin rolling out to all customers from December 2025 into early 2026

Understanding your MYOB Invoice

Summary of Charges

Product	Unit Price (inc GST)	Qty	Amount (inc GST)
		1	
		1	
		2	

Total including GST:
GST Amount:

Parent Charges Breakdown

Product	Unit Price (inc GST)	Qty	Amount (inc GST)
		1	
		1	
		1	
		1	
		1	
		5	

Total including GST:
GST Amount:

Parent Child Breakdown: Melbourne Office

Product	Unit Price (inc GST)	Qty	Amount (inc GST)
		1	
		1	
		1	
		1	
		5	

Total including GST:
GST Amount:

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Summary of Charges

This shows an overview of your primary practice charges and practice charges for other branches/practices plus client subscriptions that you pay for

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Parent Charges Breakdown

These are charges for your individual practice solutions

Each module is shown separately with any associated charges or discounts listed below them

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Parent Child Breakdown

Here you'll find charges for MYOB solutions for any other branches/practices you pay for

Each module is shown separately with any associated charges or discounts listed below them.

Understanding your MYOB Invoice

Client Subscription Charges Breakdown

Business Name	Subscription ID	Agreement Start	Amount (inc GST)

Subtotal including GST
GST Amount:

Payments Received

Payment Date	Payment Method	Amount (inc GST)

Total including GST:
GST Amount:

Credit Applied

Credit Date	Reason	Amount (inc GST)

Total including GST:
GST Amount:

Client Subscriptions

This shows a list of any client subscriptions you pay for, including their unique subscription ID, agreement start date and the total client subscription charges due this billing period

Payments Received

Any payments you have made during this billing period will be listed here

Credits Applied

Any credits that have been applied to your account during this billing period will show here

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