

Understanding your MYOB Invoice

Invoice

BILL TO

1 [Redacted]

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

2 [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.

3 [Redacted]

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

Overdue [Redacted]

This Invoice: [Redacted]

Total Amount Due: [Redacted]

Total GST Included: [Redacted]

4 [Redacted]

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How to pay

5 [Redacted]

Online payment

BPAY

Biller code: [Redacted]
Reference code: [Redacted]

Telephone & Internet Banking - BPAY

Reference No: [Redacted]

More Info: [Redacted]

EFT

Electronic Funds Transfer

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

1 **Bill to**
This is the Billing or Primary/Billing contact on this MYOB account and the billing address

2 **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

3 **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

4 **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

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

Understanding your MYOB Invoice

Summary of Charges

Product	Unit Price (inc GST)	Qty	Amount (inc GST)
		1	
		1	
		2	
Total including GST:			
GST Amount:			

6

Parent Charges Breakdown

Product	Unit Price (inc GST)	Qty	Amount (inc GST)
		1	
		1	
		1	
•		1	
•		1	
		5	
Total including GST:			
GST Amount:			

7

Parent Child Breakdown: Melbourne Office

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

7

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

8

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)

9

Subtotal including GST:
GST Amount:

Payments Received

Payment Date	Payment Method	Amount (inc GST)

10

Total including GST:
GST Amount:

Credit Applied

Credit Date	Reason	Amount (inc GST)

11

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

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Payments Received

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

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Credits Applied

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

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