

Understanding your MYOB Invoice

Tax Invoice

myob

BILL TO

1

Account Details

Account Name:
Client ID:
Subscription ID:

2

Invoice Details

Invoice Number:
Issue Date:
Billing Period:

Due Date:

Account Summary

Opening Balance:
Payment Received:
Credit Applied:

Overdue:

This Invoice:
Online Payments Settlement:

Total Amount Due:

Total GST Included:

3

4

Summary of Charges

Product	Unit Price (Inc GST)	Qty	Amount (Inc GST)
MYOB Business Pro-Base Subscription - AU			
MYOB Business Pro-Base Subscription - AU			
Premium Inventory - AU			
Business Payroll Usage			
→			
→			
Online Payment Transaction Fees			

Total Including GST:

GST

INDICATIVE ONLY - DESIGN MAY CHANGE

1

Bill to

This shows the Primary/Billing contact on the 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

We'll automatically deduct the total amount due on the due date using your saved payment method

4

Personalised Message

If we have any important messages related to your MYOB account - you'll see them here

5

Summary of Charges

This shows an overview of this months charges listed in sections, including where applicable:

- base subscription
- any promotions applied
- payroll charges per employee paid within the past calendar month
- Other MYOB services in use, such as Premium Inventory or Online Payments