



Invoice Templates and Debtor Statements Guide

MYOB AO

Version 2012 +





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MYOB AO Invoice Template Guide 2012+

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Introduction

This guide is designed to help you to choose an invoice template and to makes small changes to it to meet your practice requirements.

If you would prefer MYOB to customise your invoice templates or debtors statements, please contact your Client Manager to discuss the chargeable services available.

Invoice Templates Available

On the DVD in the following location

MYOB AO\Software\Additional Templates

Templates

The install will automatically copy the master invoice templates to the location on your server/workstation.

Refer to page 12 “Find your invoice templates” for the location.

Additional templates similar to Classic

Also on the DVD is additional template similar to the template available in MYOB Accountants Office Classic system.

They are found in the following directory on the DVD.

MYOB AO\Software\Additional Templates

If you choose to use any of these additional templates, you will need to copy the template of choice to the location of your invoice templates (Refer to page 12 “Find your invoice templates” for the location).

Hint: The names of the template document are down the bottom of each example.

Master templates

Example Invoice Paragraph Totals Arial

This template displays the remittance advice on the 1st page if the invoice is only 1 page. If the invoice goes over to the 2nd page then the remittance advice displays on the last page.

This is the template automatically linked via Maintenance > Maintenance Map > Document Styles. Document Styles is where the template can be changed.

Example Invoice Total Only Arial

This template displays the remittance advice on the 1st page if the invoice is only 1 page. If the invoice goes over to the 2nd page then the remittance advice displays on the last page.

This template is also automatically linked via Maintenance > Maintenance Map > Document Styles.

Example Invoice Framed footer Version 1 Arial

This template displays the remittance advice on the 1st page if the invoice is only 1 page. If the invoice goes over to the 2nd page then the remittance advice displays on the last page.

This template includes credit card facility in detail.

Example Invoice Itemised Arial

This template displays the remittance advice on the 1st page if the invoice is only 1 page. If the invoice goes over to the 2nd page then the remittance advice displays on the last page.

This template is designed to separate individual timesheet and disbursement entries for all transactions.

Example M-Powered Invoice Arial 10

This template displays the remittance advice on the 1st page if the invoice is only 1 page. If the invoice goes over to the 2nd page then the remittance advice displays on the last page.

This template can only be used if you have MYOB M-Powered Services and needs to be approved by MYOB, via Support before using.

Additional Invoice Templates

These are found on the DVD in the following directory:

MYOB AO\Software\AdditionalTemplates

Copy the templates to the location of where you master templates have been loaded.

Refer to page 12 “Find your invoice templates” for the location.

No Credit Card option

These templates are based on those in Classic AO.

ExampleAUSClassicParagraphTotalsFirstPageRemittance – Arial

This template always displays the remittance advice on the 1st page even when the invoice goes over to the 2nd page.

ExampleAUSClassicParagraphTotalsFirstPageRemittance – TimesNewRoman

This template always displays the remittance advice on the 1st page even when the invoice goes over to the 2nd page.

ExampleAUSClassicParagraphTotalsLastPageRemittance – Arial

This template displays the remittance advice on the 1st page if the invoice is only 1 page. If the invoice goes over to the 2nd page then the remittance advice displays on the last page.

ExampleAUSClassicParagraphTotalsLastPageRemittance – TimesNewRoman

This template displays the remittance advice on the 1st page if the invoice is only 1 page. If the invoice goes over to the 2nd page then the remittance advice displays on the last page.

Credit Card option

These templates are based on those in Classic AO.

ExampleAUSParagraphTotalsCreditCardFirstPageRemittance- Arial

This template always displays the remittance advice on the 1st page even when the invoice goes over to the 2nd page.

ExampleAUSParagraphTotalsCreditCardFirstPageRemittance – TimesNewRoman

This template always displays the remittance advice on the 1st page even when the invoice goes over to the 2nd page.

ExampleAUSParagraphTotalsCreditCardLastPageRemittance – Arial

This template displays the remittance advice on the 1st page if the invoice is only 1 page. If the invoice goes over to the 2nd page then the remittance advice displays on the last page.

ExampleAUSParagraphTotalsCreditCardLastPageRemittance - TimesNewRoman

This template displays the remittance advice on the 1st page if the invoice is only 1 page. If the invoice goes over to the 2nd page then the remittance advice displays on the last page.

How to modify your invoice templates

MYOB AO provides you with several example billing templates that can be customised to suit your practice using Microsoft Word.


To modify your templates in Microsoft Word you need to:

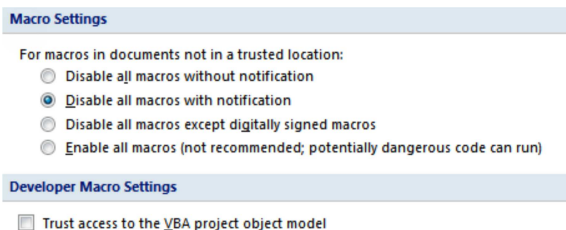
- Check macro security settings in Microsoft Word
- Find your invoice templates

Editing an invoice template

Check macro security settings in Microsoft Word

Some of the functions you use while editing your billing templates have been included as macros in Microsoft Word. You must allow these macros to run so you can update your templates.

1. Open **Microsoft Word**.
2. Click  (or click File in word 2010)
3. Click **Word Options**. (or Options in 2010)
4. Click **Trust Center**.
5. Click **Trust Center Settings**.
6. Click **Macro Settings**.
7. Ensure that **Disable all macros with notification** is selected.



Note: This is the default setting. A security alert asks you if you want to allow any macros to run before they are run. This way, you can choose when to enable those macros on a case by case basis.

8. Click **OK** to save the macro settings
9. Click **OK** to close the Trust Centre.
10. Close Microsoft Word.

Find your invoice templates

1. In MYOB AO, select **Maintenance > Maintenance Map** from the menu.
2. Click **Documents** in the Task bar.
3. Click **Document Styles**. The list of templates is displayed.

Description	Enabled	Word Template	Type
	<input type="checkbox"/>		Client Bill
Adjustment Note	<input checked="" type="checkbox"/>	C:\MYOB\AO\AOSQL\Billing Templates\Arial 10\Example Adjustment Note Arial.dot	Adjustment
Credit Note	<input checked="" type="checkbox"/>	C:\MYOB\AO\AOSQL\Billing Templates\Arial 10\Example Credit Note Arial.dot	Client Bill
Invoice - with paragraph totals	<input checked="" type="checkbox"/>	C:\MYOB\AO\AOSQL\Billing Templates\Arial 10\Example Invoice Paragraph Totals Arial.dot	Client Bill
Invoice - total only	<input checked="" type="checkbox"/>	C:\MYOB\AO\AOSQL\Billing Templates\Arial 10\Example Invoice Total Only Arial.dot	Client Bill
M-Powered Invoice	<input checked="" type="checkbox"/>	C:\MYOB\AO\AOSQL\Billing Templates\Arial 10\Example M-Powered Invoice Arial 10.dot	Client Bill
Receipt	<input checked="" type="checkbox"/>	C:\MYOB\AO\AOSQL\Billing Templates\Arial 10\Example Tax Receipt Arial.dot	Client Receipt

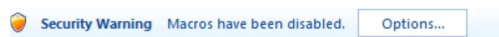
4. Write down the location of the Word Templates with a Type of **Client Bill**.

Editing an invoice template

1. Using Windows Explorer, navigate to the location of the template.
2. Right click on the template, and select **Open**.

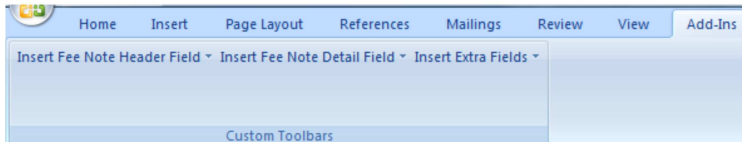
Note: Never double click a template to edit it. If you do, a new document based on the template will be opened instead of the template.

3. When the template opens, a security warning appears at the top of the document.



4. Click **Options** and select **Enable this content**.
5. Edit the template to make any required changes.

6. To add in additional fields that display information from MYOB AO:
 - a. Place the cursor in the template where you want the field added.
 - b. Click **Add-Ins**. The Add-Ins tab opens displaying the **Custom Toolbars**.



- c. Click on the buttons in the Custom Toolbar to open a drop down list of fields you can add to your document.
 - d. Select a field from the drop down list to add it. The field is added to your template at the location.
7. Save the template and close Microsoft Word.

Once the template has been saved, any new draft bills (that have not been previewed) will use the modified template.

Hints and tips for editing templates

We suggest you have 2 invoice templates, one with paragraph totals and one with totals only. As the only difference between these two templates styles is the LineAmount field. The best option is to customise the paragraph template first and save it. Then open it again, remove the LineAmount field and Save As the totals only template. By doing this you don't have to fully customise two invoices.

The paragraph total template is designed to show the client a total for each paragraph of text. The total only template is designed to show the client a total of the invoice only but not broken down between different paragraphs. Most practices work between the 2 different templates depending on what they choose to display to each individual client.

Refer to section **Editing an invoice template** on how to correctly open your template to modify it.

The header part of the invoice

The screenshot displays the header section of an invoice in MYOB software. It is divided into several distinct areas:

- Top Header:** A rounded rectangle containing the practice name "Example Accountants", address "P.O. Box 1234 Sydney NSW 2000", and contact details "Phone: 02-2223356" and "Fax: 02-4344748".
- Left Side Fields:** A rounded rectangle containing fields for "BillToPersonText", "BillToCompanyText", "Address1", "Address2", "Address3", and "Town County PostCode".
- Right Side Fields:** A rounded rectangle containing fields for "InvoiceDate", "Tax Invoice No" (with "BillNo" highlighted in yellow), "GST No" (084-629-537), "Client ID" (with "ClientCode" highlighted in yellow), and "Page" (1).
- Invoice Title:** The text "TAX INVOICE" is centered below the field boxes.
- Table Header:** A grey bar at the bottom contains the column headers "DESCRIPTION" and "AMOUNT".

Points to note

- All the details are surrounded by objects to give you the box around each area of information.
- The practice name, address and phone details are formatted using tabs and are surrounded by an object to give it the rectangle box. To change these details, double click to edit the header and over-type the Example Accountants information with your practice details. If you have to lengthen the object you can click on it and drag it out in the same way as with a text box.
- Your company logo can also be added to the header section. To do this select **Insert > Picture**, select the logo file and re-size it to fit.
- In the screenshot above, the text highlighted in yellow background are fields that are pulled from information in the MYOB AO database.

- The colour in the object for the Description and Amount is grey. If you want to change to a colour, you need to do the following:
 - select the object by clicking on the top line outlining the shape
 - right click and select **Format Autoshape**
 - then select the **Colour and Lines** tab
 - In the Fill drop down select the desired **Colour** or you can select No colour.
- The header on the template will be on each page of the invoice. To confirm this go down to the returns after GrossAmount and put a page break in. You will now be on page 2 where you will see what the header of the invoice will look like if it goes over 1 page.

Backspace or delete the page break entered and save your template. Don't leave the page break in the template as this will produce bills of at least 2 pages long.

The middle part of the invoice

LineText		LineAmount
Total Fees	→	NetTotal
Plus GST	→	TaxTotal
TOTAL DUE	→	GrossAmount

Points to note

- The **Line Text** and **LineAmount** fields are in a table. These must stay in a table and must be kept linked to style "All". If you don't edit this area then you won't have to worry about the style.
- You can resize the table but you cannot have more lines within the table.
- The fields for NetTotal, TaxTotal and GrossAmount must be outside a table.
- The text identifying these fields (Total Fees, Plus GST, Total Due) can be changed to suit your practice.

Remittance Advice

This is a framed footer.

Retain this portion for your records -- mail remittance advice with payment.
Payment Terms: 14 days from date of Invoice

REMITTANCE ADVICE

From: BillToCompanyText Client Code: ClientCode	Invoice Number	BillNo
Payments may be made by Cheque or online to: Example Accountants Limited BSB No: 734 221 Account No: 553917 Please quote Invoice Number.	Amount Due	GrossAmount
	Amount Paid	
	Due Date	DueDate

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There are 2 different invoices for each example.

- Remittance Advice to appear on 1st page; or
- Remittance Advice to appear on the last page if the invoice goes over 1 page.

For example, if you select the template

ExampleAUSClassicParagraphTotalsFirstPageRemittance – Arial, and the invoice goes over 1 page, the footer still displays on the first page.

If you select the template ExampleAUSClassicParagraphTotalsLastPageRemittance – Arial and the invoice goes over 1 page the Remittance Advice displays on last page.

If you decide to use the templates that default in your system on install then the Remittance Advice will display on the last page. This can be changed by moving the Lock on the Frame footer.

The remittance advice can be changed to suit your practice.

Points to note

The database fields highlighted in yellow in the screen shot within the footer must be within a text box within the table or object or tabbed outside a table.

Tips for editing items

Inserting Shapes

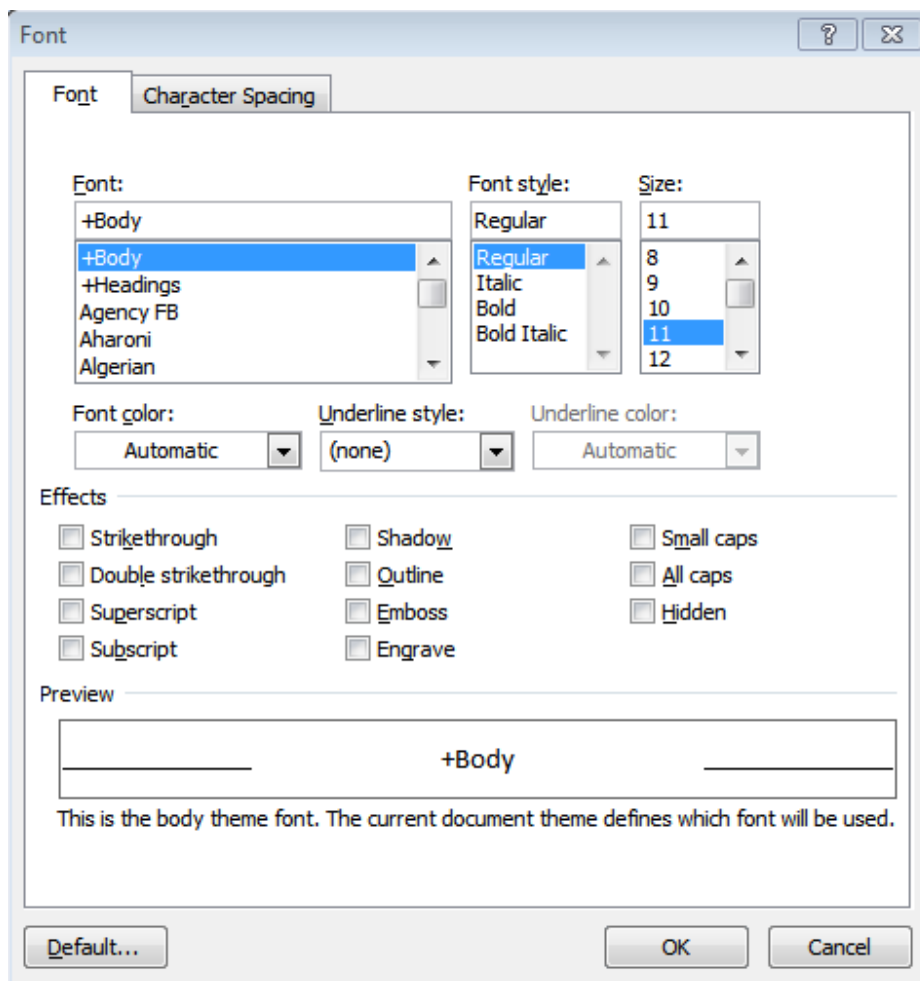


1. Select Insert from tool bar
2. Then select the drop down under Shapes
3. Select the Round Rectangle shape.
4. Draw your shape

To change the curve of the corners you will notice a little yellow diamond on the top left corner of the shape. Adjust this by dragging the yellow triangle to make the corners curve.

To change the font colour of your text

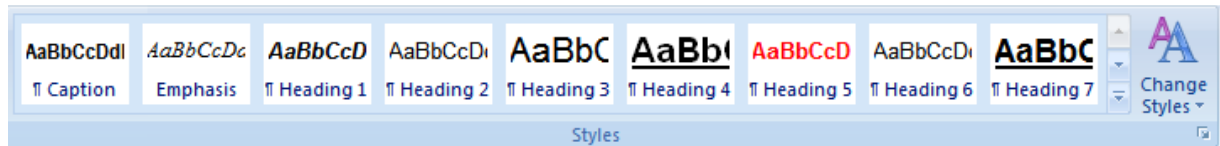
Highlight the text and select the Right hand corner on the Font area



To change the font to something other than Arial or Times New Roman

To do this, change the styles within the template.

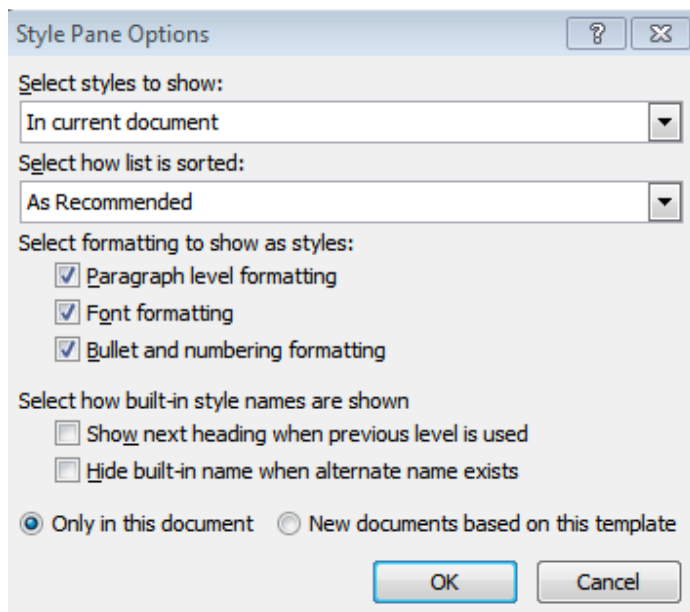
From the home tab select the arrow in the bottom right-hand corner.



A list of the styles is displayed.

To see a list of styles used within that template, select **Options** from the list of styles found in the bottom right-hand corner.

The **Style Pane Options** screen displays.



In the drop down for **Select styles to show**, select *in current document* as above.

You will need to change the styles. The most important styles to change are Normal and any style starting with All.

Debtor Statements Available

These statements are available by default in **Reports > Debtors > Debtor statements.**

Debtors Statements Basic Remittance Full Ageing

This statements has full ageing up to 180 days

Debtors Statements Basic Remittance Overdue and Current Ageing

This statements has current and overdue ageing only

Debtor Statements Credit Card Remittance Full Ageing

This statements has full ageing up to 180 days

Debtors Statements Credit Card Remittance Overdue and Current Ageing

This statements has current and overdue ageing only

Additional Statement Layouts on installation DVD

These statements include text boxes to make it easier for you to edit them and add your practice details.

These are found on the DVD in the directory called MYOB AO\Software\AdditionalTemplates

Hint: The description of the statement is down the bottom of each example.

Please refer to the next page for instructions explaining how to import these statement layouts into MYOB AO.

Example Debtors Statements Basic Remittance Overdue and Current Ageing

Example Debtors Statements Credit Card Remittance Overdue and Current Ageing

Example Debtor Statements Basic Remittance with Full Ageing

Example Debtor Statements Credit Card Remittance Full Ageing

Importing a debtor statement

1. Copy the debtors statement rpt file to the same directory where your invoice templates resides.
2. Click the **Reports** button drop down and select **Report Import & Export**.
The **Reports Export & Import** tab opens.
3. Select a **reporting** area by clicking **[+]** next to **Client** and then selecting **Client and Contact Addresses**.
The **Import** button becomes available.

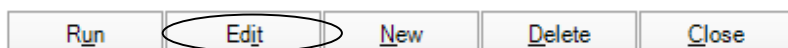
Note: It is **not** necessary to select the exact category of the **report** you are **importing** as the **import** process ensures that the **report** loads to the correct sub **reporting** area.

4. Click the **Import** button.
A window opens prompting you to browse to the location of the **report** to be **imported**.
5. Browse to the location, highlight the **report** and click **Open**.
You are then prompted to select the template to be applied to this particular **report**.
Select **Portrait**.
6. Highlight the template and click **OK**.
A message appears **Import successful**.
7. Click **OK**.

How to modify the debtors statement

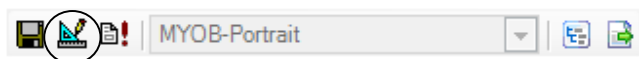
Debtor statements are found in **Reports > Debtors > Debtor statements**.

First thing to do is to **edit** the debtors statement of choice and to **save** down as your Practice Statement. To do this highlight the statement and select **Edit** found bottom right hand side.



Now save the template by selecting the **save** button and give it a name of your Practice.

Now open up your saved template by select **edit** like above. To make changes to your Practice Template this has to be done via "Designer". When you are in the edit screen select the **Edit Layout** button is second from the left in the top left-hand corner.



Full instructions are available via the Online learning to help you edit your **debtor statement** layouts. To access this online learning please follow kb article 34828.

Note: If wanting to use any of the additional example statements off the DVD and you have to import them first.

Note: The Edit Layout option is available in MYOB AO for 6 weeks after installation. After 6 weeks the button becomes hidden. Should you need to edit **debtor statements** or reports after the initial 6 week period, please contact MYOB Support.

Hints and tips for editing statement

Full instructions are available via the Online learning to help you edit your **debtor statement** layouts. To access this online learning please follow kb article 34828.

Below are basic instructions on what you need to change in your statement. If the information below is too basic then please refer to the online learning for more comprehensive instructions.

Statement Page Header

Example Accountants Limited					
PO Box 1111			Phone: 02 1111 2213		
SYDNEY NSW 2000			Fax: 02 1111 2214		

This information is within text boxes. To edit the text, click on the relevant text box and change the text found on the bottom right hand side under the area called **Data** – the field is called **Text**. You will need to do this for each field in the Page header

WordWrap		True
Data		
ClassName		Normal
CountNullValues		False
DataField		
HyperLink		
Tag		
Text		Example Accountants Limited
Design		
(Name)		TextBox10
Layout		
Location		0.063, 2.813 in
Size		2.188, 0.188 in
Summary		
DistinctField		
SummaryFunc		Sum

Payment terms

According to our record, the total outstanding balance stated above was still due at the date given. We would be grateful if you could settle this account promptly. Our terms are strictly 7 days. If you have already sent payment to clear this balance, subsequent to the statement date, then kindly disregard this statement.

This is a text box with the above information typed into it. Like above by clicking on the text box then go to the **Text** area under **Data**. Just move your cursor along the line till you get to the 7 days and change to your payment terms or edit the whole text line to suit your practice.

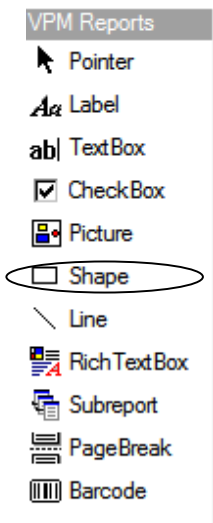
Remittance Advice

Remittance Advice			
Please detach and return with payment			
Client Name:	Mailing Name	Amount Due:	outstandingsalesinv
Client Code:	ClientCode	Amount Enclosed:	
Example Accountants Limited		For Direct Deposits:	
PO Box 1111		BSB No: 013 222	
Sydney NSW 2000		Account No: 353011111	

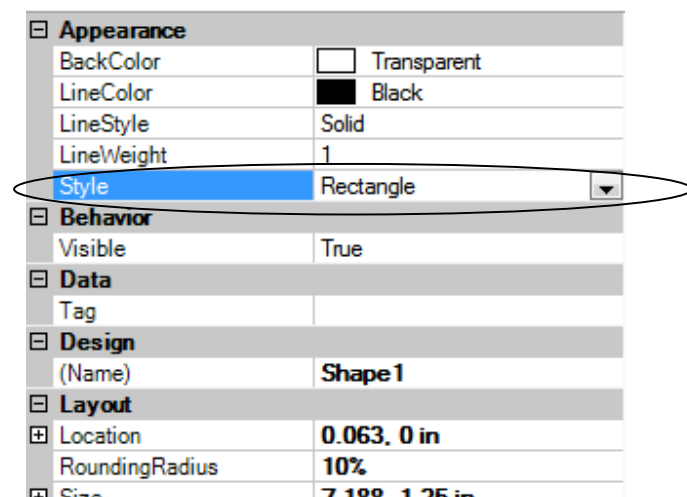
In this area you will want to change your practice name, address details and direct deposit information. Again each area is within text boxes, which you would click on each individual one and edit the text on the right hand side under the **Data** area called **Text**.

More advanced formatting – Using shapes

If you are wanting to box each area like your invoice layout, you will need to modify all details first then use the Shape feature to draw your shape. (This could not be put into a master as once the shape is used the details behind the shape cannot be edited. That is why you need to change all details first before using the shape feature).



Then on the right hand side under the **Appearance** area you need to change the **style** if required.



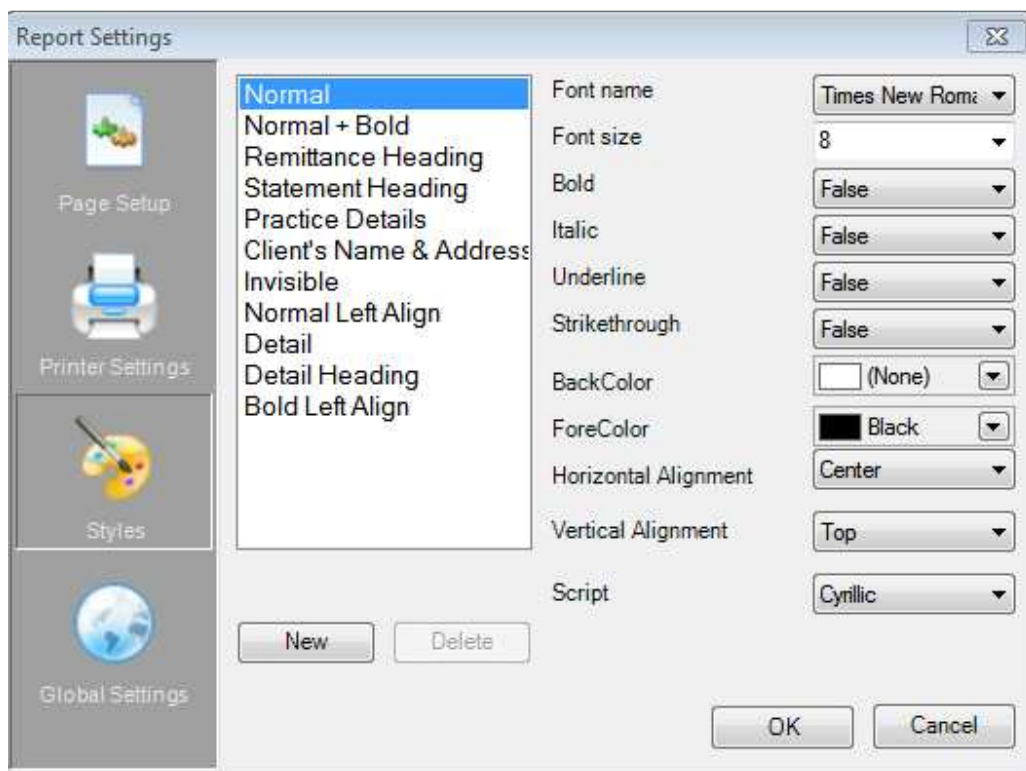
To change the font to something other than Arial or Times New Roman

Within the **Edit layout screen** (Designer), select **Page setup** from the Task Bar.

When the report settings screen displays, select **Styles** and the screen will display like below.

Now you need to change each **Font Name** under each style.

Okay this screen when finished.



Example invoice & debtor statement layouts

TAX INVOICE

Clearview Pty Ltd
GPO Box 821
SYDNEY NSW 2000

Invoice Date
21 February 2013

Invoice No.
2926

Client Code
CLEAR

To our Professional Fees and Charges in attending to the following :-

Preparation of financial statements for the year ended 30th June, 2012	140.00
Preparation of Income tax returns for the year ended 30th June, 2012.	76.60
	<hr/>
Our Fee Total	216.60
Plus: GST	21.66
TOTAL FEE	<hr/> \$ 238.26 <hr/>

Remittance Advice - Please return with your payment

Payment required within Fourteen (14) Days from date of Invoice

Invoice Due Date - 07 March 2013

Please forward cheques to:

Example & Associates
PO Box 1044
SYDNEY NSW 2000

Credit Card: Amex/Mastercard/Visa (Please circle)

Card No:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Expires: ____ / ____

For Direct Deposit:

BSB: 111-222
Account No: 99999-888888

Name on Card: _____

Signature: _____

Client Code: CLEAR

Invoice No: 2926

Amount Due: \$ 238.26

Amount Paid: \$ _____

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TAX INVOICE

Clearview Pty Ltd
GPO Box 821
SYDNEY NSW 2000

Invoice Date
21 February 2013

Invoice No.
2926

Client Code
CLEAR

To our Professional Fees and Charges in attending to the following :-

Preparation of financial statements for the year ended 30th June, 2012

Preparation of Income tax returns for the year ended 30th June, 2012.

Our Fee Total
Plus: GST

216.60
21.66

TOTAL FEE

\$ 238.26



Remittance Advice - Please return with your payment

Payment required within Fourteen (14) Days from date of Invoice

Invoice Due Date - 07 March 2013

Please forward cheques to:

Example & Associates
PO Box 1044
SYDNEY NSW 2000

Credit Card: Amex/Mastercard/Visa (Please circle)

Card No:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expires: ____ / ____

For Direct Deposit:

BSB: 111-222
Account No: 99999-888888

Name on Card: _____

Signature: _____

Client Code: CLEAR

Invoice No: 2926

Amount Due: \$ 238.26

Amount Paid: \$ _____

Liability limited by a scheme approved under Professional Standards Legislation

TAX INVOICE

Clearview Pty Ltd
GPO Box 821
SYDNEY NSW 2000

Invoice Date
21 February 2013

Invoice No.
2928

Client Code
CLEAR

To our Professional Fees and Charges in attending to the following :-




Preparation of financial statements for the year ended 30th June, 2012	800.00
Preparation of Income tax returns for the year ended 30th June, 2012.	210.80
	<hr/>
Our Fee Total	1,010.80
Plus: GST	101.08
TOTAL FEE	<hr/> \$1,111.88 <hr/>

Remittance Advice - Please return with your payment
Payment required within Fourteen (14) Days from date of Invoice
Invoice Due Date - 07 March 2013

Clearview Pty Ltd

Client Code: CLEAR
Payment of: \$1,111.88
Invoice Date: 21 February 2013
Invoice No: 2928

Please find enclosed a cheque for:
Or Debit my:

	Card No.: <input type="text"/>
	Expiry Date: <input type="text"/> / <input type="text"/> Amount: \$ <input type="text"/>
	Name of Cardholder: <input type="text"/>
	Signature of Cardholder: <input type="text"/>

Direct Credit Details : BSB 11 2222 ACC 99999999
Liability limited by a scheme approved under Professional Standards Legislation

TAX INVOICE

Clearview Pty Ltd
GPO Box 821
SYDNEY NSW 2000

Invoice Date
21 February 2013

Invoice No.
2929

Client Code
CLEAR

To our Professional Fees and Charges in attending to the following :-

Time:

Preparation of Income tax returns for the year ended 30th June, 2012.	31.45	314.53
Preparation of financial statements for the year ended 30th June, 2012	50.00	500.00

Total fee as per accounts	81.45	814.53
---------------------------	-------	--------

Total amount due including tax		<u><u>\$ 895.98</u></u>
--------------------------------	--	-------------------------

Add: GST

\$ 814.53
81.45

TOTAL AMOUNT DUE INCLUDING GST

<u><u>\$ 895.98</u></u>

Liability limited by a scheme approved under Professional Standards Legislation

TAX INVOICE

Clearview Pty Ltd
GPO Box 821
SYDNEY NSW 2000

Invoice Date
21 February 2013

Invoice No.
2927

Client Code
CLEAR

To our Professional Fees and Charges in attending to the following :-

Preparation of financial statements for the year ended 30th June, 2012	500.00
Preparation of Income tax returns for the year ended 30th June, 2012.	330.30
Our Fee Total	830.30
Plus: GST	83.03
TOTAL FEE	\$ 913.33

How to Pay Client Code: **CLEAR** Invoice No : **2927**

Amount Due: **\$ 913.33**

Powered by **MYOB**



by credit card

To pay via MasterCard or VISA

by **INTERNET**: myob.com.au/ezybillpay

by **PHONE**: 1300 855 558

Minimum payment \$10.00. Maximum payment \$10,000.

Quote Ref: **2000268929275**



Billers Code: 716597
Ref: 2000268929275

Contact your financial institution to make this payment from your bank account (excluding credit cards). Minimum payment \$10.00.

The following biller name will appear in your bank Statement – **MYOB Pay Services**



by mail

Detach this section and mail your cheque to:

Bob's Accounting Company

Postal Address Line 1

Postal Address Line 2

Postal Address Line 3



in person

Present this invoice at any Post Office to make a payment via cash or EFTPOS. Cheque payments not accepted.

Minimum payment \$10.00. Maximum payment \$10,000



*749 2000268929275

Example Accountants

P O Box 1234
Sydney NSW 2000

Phone: 02 2223356
Fax: 02 4344748

Clearview Pty Ltd
GPO Box 821
SYDNEY NSW 2000

21 February 2013

Tax Invoice No: 2926

GST No: 084-629-537

Client ID: CLEAR

Page: 1

TAX INVOICE

DESCRIPTION	AMOUNT
Preparation of financial statements for the year ended 30th June, 2012	140.00
Preparation of Income tax returns for the year ended 30th June, 2012.	76.60
Total Fees	216.60
Plus GST	21.66
TOTAL DUE	\$ 238.26

Retain this portion for your records – mail remittance advice with payment.
Payment Terms – 14 days from date of Invoice

REMITTANCE ADVICE

From: Clearview Pty Ltd
Client Code: CLEAR

Payments may be made by Cheque or online to:
Example Accountants Limited
BSB No: 734 221 Account No: 553917
Please quote Invoice Number.

Invoice Number	2926
Amount Due	\$ 238.26
Amount Paid	
Due Date	07 March

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Template Name = ExampleAUSClassicParagraphTotalsFirstPageRemittance - - Choose between Arial or Times New Roman version

Example Accountants

P O Box 1234
Sydney NSW 2000

Phone: 02 2223356
Fax: 02 4344748

Clearview Pty Ltd
GPO Box 821
SYDNEY NSW 2000

21 February 2013

Tax Invoice No: 2927

GST No: 084-629-537

Client ID: CLEAR

Page: 1

TAX INVOICE

DESCRIPTION	AMOUNT
Preparation of financial statements for the year ended 30th June, 2012	500.00
Preparation of Income tax returns for the year ended 30th June, 2012.	330.30
Total Fees	830.30
Plus GST	83.03
TOTAL DUE	\$ 913.33

Retain this portion for your records – mail remittance advice with payment.
Payment Terms – 14 days from date of Invoice

REMITTANCE ADVICE

From: Clearview Pty Ltd
Client Code: CLEAR

Payments may be made by Cheque or online to:
Example Accountants Limited
BSB No: 734 221 Account No: 553917
Please quote Invoice Number.

Invoice Number	2927
Amount Due	\$ 913.33
Amount Paid	
Due Date	07 March

Liability limited by a scheme approved under Professional Standards Legislation

Example Accountants

P O Box 1234
Sydney NSW 2000

Phone: 02 2223356
Fax: 02 4344748

Clearview Pty Ltd
GPO Box 821
SYDNEY NSW 2000

21 February 2013

Tax Invoice No: 2928
GST No: 084-629-537
Client ID: CLEAR
Page: 1

TAX INVOICE

DESCRIPTION	AMOUNT
Preparation of financial statements for the year ended 30th June, 2012	800.00
Preparation of Income tax returns for the year ended 30th June, 2012.	210.80
Total Fees	1,010.80
Plus GST	101.08
TOTAL DUE	\$1,111.88

Retain this portion for your records – mail remittance advice with payment.
Payment Terms – 14 days from date of Invoice

From: Clearview Pty Ltd
Client Code: CLEAR

by phone or fax

Call <PHONE NO> or Fax <FAX NO> and quote your client code and credit card details.

Invoice Number

2928

by electronic funds transfer

Payment may be made by EFT direct to our bank account

BSB: 105 111 Account: 011122220

When making EFT payments please include your Invoice Number in the transaction reference.

by credit card



Amount Due

\$1,111.88

by mail

Detach this section and mail with your Credit Card Details or Cheque made payable to:

Example Accountants
PO Box 1234
Sydney NSW 2000



Cardholder Name: _____

Expiry Date: ____ / ____

Signature: _____

Amount Paid

Due Date

07 March

Example Accountants

P O Box 1234
Sydney NSW 2000

Phone: 02 2223356
Fax: 02 4344748

Clearview Pty Ltd
GPO Box 821
SYDNEY NSW 2000

21 February 2013

Tax Invoice No: 2929
GST No: 084-629-537
Client ID: CLEAR
Page: 1

TAX INVOICE

DESCRIPTION	AMOUNT
Preparation of Income tax returns for the year ended 30th June, 2012.	314.53
Preparation of financial statements for the year ended 30th June, 2012	500.00
Total Fees	814.53
Plus GST	81.45
TOTAL DUE	\$ 895.98

Retain this portion for your records – mail remittance advice with payment.
Payment Terms – 14 days from date of Invoice

From: Clearview Pty Ltd
Client Code: CLEAR

by phone or fax

Call <PHONE NO> or Fax <FAX NO> and quote your client code and credit card details.

Invoice Number

2929

by electronic funds transfer

Payment may be made by EFT direct to our bank account

BSB: 105 111 Account: 011122220

When making EFT payments please include your Invoice Number in the transaction reference.

by credit card



Amount Due

\$ 895.98

by mail

Detach this section and mail with your Credit Card Details or Cheque made payable to:

Example Accountants
PO Box 1234
Sydney NSW 2000

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cardholder Name: _____

Expiry Date: ____ / ____

Signature: _____

Amount Paid

--

Due Date

07 March

Liability limited by a scheme approved under Professional Standards Legislation

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Example Accountants

PO Box 1234
SYDNEY NSW 2000

Clearview Pty Ltd
GPO Box 821
SYDNEY NSW 2000

STATEMENT

Client Code CLEAR

Statement Date: To 28/02/2013

Date	Reference	Debit	Credit	Outstanding	Running Balance
21/02/2013	Invoice 2926	238.26	0.00	238.26	238.26
21/02/2013	Invoice 2927	913.33	0.00	913.33	1,151.59
21/02/2013	Invoice 2928	1,111.88	0.00	1,111.88	2,263.47
21/02/2013	Invoice 2929	895.98	0.00	895.98	3,159.45

Amount Due: **\$3,159.45**

151+ Days	121-150 Days	91-120 Days	61-90 Days	31-60 Days	0-30 Days
0.00	0.00	0.00	0.00	0.00	3,159.45

According to our record, the total outstanding balance stated above was still due at the date given. We would be grateful if you could settle this account promptly. Our terms are strictly 14 days. If you have already sent payment to clear this balance, subsequent to the statement date, then kindly disregard this statement.

 Cut along here

Remittance Advice

Please detach and return with payment

Client Name: Clearview Pty Ltd

Client Code: CLEAR

Amount Due: **\$3,159.45**

Amount Enclosed:

Example Accountants

PO Box 1234
SYDNEY NSW 2000

Example Accountants

PO Box 1234
SYDNEY NSW 2000

Clearview Pty Ltd
GPO Box 821
SYDNEY NSW 2000

STATEMENT

Client Code CLEAR

Statement Date: To 28/02/2013

Date	Reference	Debit	Credit	Outstanding	Running Balance
21/02/2013	Invoice 2926	238.26	0.00	238.26	238.26
21/02/2013	Invoice 2927	913.33	0.00	913.33	1,151.59
21/02/2013	Invoice 2928	1,111.88	0.00	1,111.88	2,263.47
21/02/2013	Invoice 2929	895.98	0.00	895.98	3,159.45

Overdue Amount	Current
0.00	3,159.45

Amount Due
\$3,159.45

According to our record, the total outstanding balance stated above was still due at the date given. We would be grateful if you could settle this account promptly. Our terms are strictly 14 days. If you have already sent payment to clear this balance, subsequent to the statement date, then kindly disregard this statement.

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Remittance Advice

Please detach and return with payment

Client Name: Clearview Pty Ltd
Client Code: CLEAR

Amount Due:

\$3,159.45

Amount Enclosed:

--

Example Accountants

PO Box 1234
SYDNEY NSW 2000

Example Accountants

PO Box 1234
 SYDNEY NSW 2000

Clearview Pty Ltd
 GPO Box 821
 SYDNEY NSW 2000

STATEMENT

Client Code CLEAR

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21/02/2013	Invoice 2927	913.33	0.00	913.33	1,151.59
21/02/2013	Invoice 2928	1,111.88	0.00	1,111.88	2,263.47
21/02/2013	Invoice 2929	895.98	0.00	895.98	3,159.45

Amount Due:	\$3,159.45
--------------------	-------------------

151+ Days	121-150 Days	91-120 Days	61-90 Days	31-60 Days	0-30 Days
0.00	0.00	0.00	0.00	0.00	3,159.45

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 Cut along here

Remittance Advice

Please detach and return with payment

Client Name: Clearview Pty Ltd

Client Code: CLEAR

Please find enclosed a cheque for :

Amount Due:

\$3,159.45

OR Debit my:

	Card No.: <input type="text"/>	Amount: \$ <input type="text"/>
	Expiry Date: <input type="text"/>	
	Name of Cardholder: <input type="text"/>	
	Signature of Cardholder: <input type="text"/>	

Direct Credit Details : BSB: 11 2222 A/C: 99999999

Example Accountants

PO Box 1234
SYDNEY NSW 2000

Clearview Pty Ltd
GPO Box 821
SYDNEY NSW 2000

STATEMENT

Client Code CLEAR


Statement Date: To 28/02/2013

Date	Reference	Debit	Credit	Outstanding	Running Balance
21/02/2013	Invoice 2926	238.26	0.00	238.26	238.26
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Overdue	Current
0.00	3,159.45

Amount Due:
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Remittance Advice

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Client Name: Clearview Pty Ltd



Client Code: CLEAR

Please find enclosed a cheque for :

Amount Due:

\$3,159.45

OR Debit my:

	Card No.: <input type="text"/>	Amount: \$ <input type="text"/>
	Expiry Date: <input type="text"/>	
	Name of Cardholder: <input type="text"/>	
	Signature of Cardholder: <input type="text"/>	

Direct Credit Details : BSB: 11 2222 A/C: 99999999

Example Accountants Limited

PO Box 1111
SYDNEY NSW 2000

Phone: 02 1111 2213
Fax: 02 1111 2214

Clearview Pty Ltd
GPO Box 821
SYDNEY NSW 2000

STATEMENT

Client Code CLEAR

Statement Date: To 28/02/2013

Date	Reference	Debit	Credit	Outstanding	Running Balance
21/02/2013	Invoice 2926	238.26	0.00	238.26	238.26
21/02/2013	Invoice 2927	913.33	0.00	913.33	1,151.59
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21/02/2013	Invoice 2929	895.98	0.00	895.98	3,159.45

Overdue Amount	Current
0.00	3,159.45

Amount Due
\$3,159.45

According to our record, the total outstanding balance stated above was still due at the date given. We would be grateful if you could settle this account promptly. Our terms are strictly 7 days. If you have already sent payment to clear this balance, subsequent to the statement date, then kindly disregard this statement.



Cut along here

Remittance Advice

Please detach and return with payment

Client Name: Clearview Pty Ltd

Amount Due: \$3,159.45

Client Code: CLEAR

Amount Enclosed:

Example Accountants Limited

For Direct Deposits:

PO Box 1111

BSB No: 013 222

Sydney NSW 2000

Account No: 3530 11111

Example Accountants Limited

PO Box 1111
SYDNEY NSW 2000

Phone: 02 1111 2213
Fax: 02 1111 2214

Clearview Pty Ltd
GPO Box 821
SYDNEY NSW 2000

STATEMENT

Client Code CLEAR

Statement Date: To 28/02/2013

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Overdue	Current
0.00	3,159.45

Amount Due:
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Cut along here

Remittance Advice

Please detach and return with payment

Client Name: Clearview Pty Ltd

Client Code: CLEAR

Please find enclosed a cheque for :

Amount Due: **\$3,159.45**

OR Debit my:

Card No.: / /

Expiry Date: / Amount: \$

Name of Cardholder:

Signature of Cardholder:



Direct Credit Details : BSB: 11 2222 A/C: 99999999

Example Accountants Limited

PO Box 1111
SYDNEY NSW 2000

Phone: 02 1111 2213
Fax: 02 1111 2214

Clearview Pty Ltd
GPO Box 821
SYDNEY NSW 2000

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21/02/2013	Invoice 2929	895.98	0.00	895.98	3,159.45

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Amount Enclosed:

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BSB No: 013 222

Sydney NSW 2000

Account No: 3530 11111

Example Accountants Limited

PO Box 1111
SYDNEY NSW 2000

Phone: 02 1111 2213
Fax: 02 1111 2214

Clearview Pty Ltd
GPO Box 821
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Amount Due: **\$3,159.45**

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Card No.: / /

Expiry Date: / Amount: \$

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Signature of Cardholder:

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