



What is an Invoice?

An invoice is a legal business document issued to a customer that shows:

- What goods or services were provided
- The price of each item
- Tax (GST) charged
- Total amount payable
- Payment terms

👉 In MYOB, invoices help you track sales, customer balances, and GST automatically.



Why Creating Invoice in MYOB is Important ?

Creating invoices in MYOB allows you to:

- ✓ Record sales accurately
- ✓ Automatically calculate GST
- ✓ Track unpaid & paid invoices
- ✓ Generate sales reports
- ✓ Maintain proper accounting records

This ensures compliance and better financial control.



Types of Sales Invoices in MYOB ?

You can create different types of invoices depending on business needs:

- Item Invoice
 - Used when selling products
 - Tracks inventory & stock levels
- Service Invoice
 - Used for services (consulting, labor, fees)
 - No stock tracking

- Professional Invoice
 - Used by professionals (CA, consultants)
 - Includes detailed descriptions

⚠ Common Mistakes to Avoid ?

- ✗ Selecting wrong customer
- ✗ Applying incorrect GST code
- ✗ Wrong invoice date
- ✗ Forgetting to save invoice
- ✗ Editing recorded invoice without adjustment



Steps to Create an Invoice in MYOB ?

1 Open Myob

Open your MYOB company file

2 Go to Sales

Click on the Sales

3 Go to Invoice

Click On Invoice

4 Create Invoice

Click on Create Invoice button

5 Choose Customer

Choose existing Customer Name or add a new one.

6 Select Invoice Type

Choose Item or Service invoice (as applicable).

7 Add Items / Services

Enter items or services with description and price.

8 Apply GST / Tax Code

Ensure the correct GST tax code is selected.

9 Check Invoice Details

Verify date, invoice number, totals, and GST amount.

10 Save Invoice

Click Save to record the invoice.