



AP Billing Extract

Understanding your Billing Extract

View detailed manifest data, reconcile invoices and more with the AP Billing Extract.

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 Australia Post



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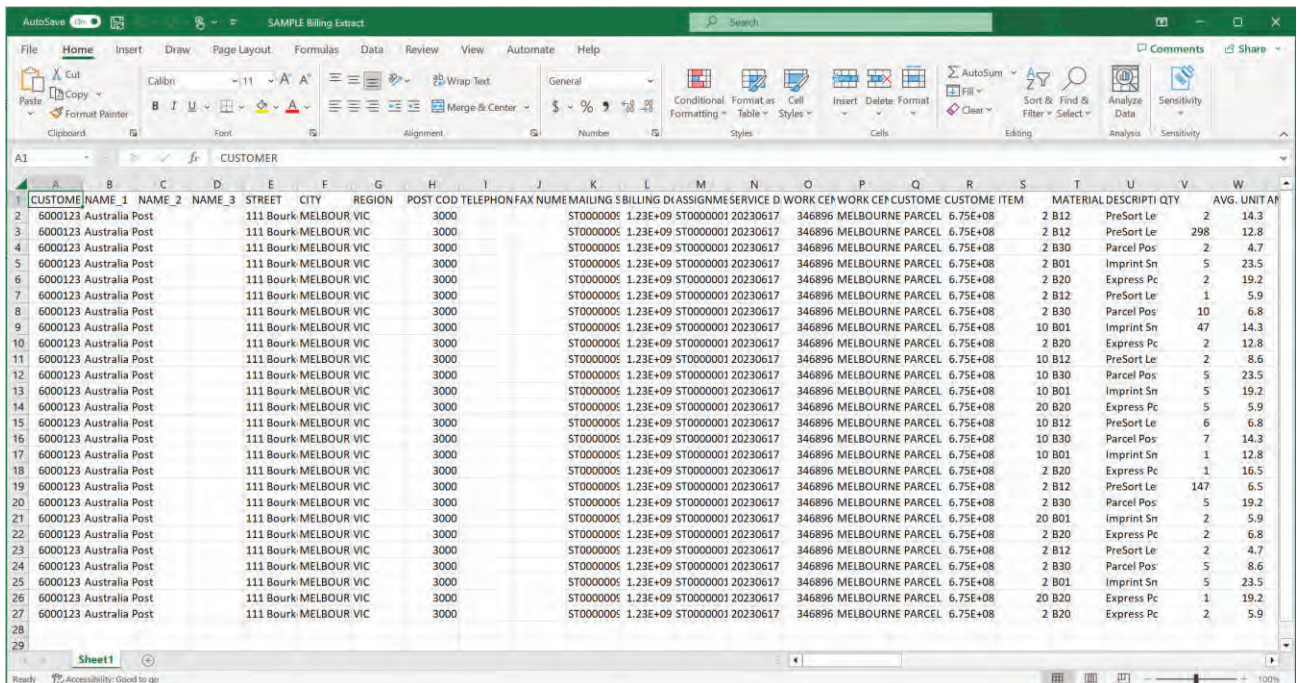
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Overview

This document provides you with a guide on how to access and utilise your AP Billing Extract.

What is the AP Billing Extract?

The AP Billing Extract is a downloadable CSV report that captures manifest data for each transaction over a billing period. The Billing Extract provides you with detailed information on an article level, and is a tool that can help you reconcile your Australia Post Consolidated Tax Invoice (CTI).



CUSTOMER	NAME_1	NAME_2	NAME_3	STREET	CITY	REGION	POST COD	TELEPHONE	FAX	NUM	MAILING	BILLING	D	ASSIGN	ME	SERVICE	D	WORK	CEN	WORK	CEN	CUSTOME	CUSTOME	ITEM	MATERIAL	DESCRIP	QTY	AVG. UNIT AM
6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST00000001	20230617				346896	MELBOURNE	PARCEL	6.75E+08		2	B12	PreSort Le	2	14.3	
6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST00000001	20230617				346896	MELBOURNE	PARCEL	6.75E+08		2	B12	PreSort Le	298	12.8	
6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST00000001	20230617				346896	MELBOURNE	PARCEL	6.75E+08		2	B30	Parcel Pos	2	4.7	
6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST00000001	20230617				346896	MELBOURNE	PARCEL	6.75E+08		2	B01	Imprint Sn	5	23.5	
6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST00000001	20230617				346896	MELBOURNE	PARCEL	6.75E+08		2	B20	Express Pc	2	19.2	
6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST00000001	20230617				346896	MELBOURNE	PARCEL	6.75E+08		2	B12	PreSort Le	1	5.9	
6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST00000001	20230617				346896	MELBOURNE	PARCEL	6.75E+08		2	B30	Parcel Pos	10	6.8	
6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST00000001	20230617				346896	MELBOURNE	PARCEL	6.75E+08		10	B01	Imprint Sn	47	14.3	
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6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST00000001	20230617				346896	MELBOURNE	PARCEL	6.75E+08		10	B30	Parcel Pos	5	23.5	
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6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST00000001	20230617				346896	MELBOURNE	PARCEL	6.75E+08		20	B20	Express Pc	5	5.9	
6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST00000001	20230617				346896	MELBOURNE	PARCEL	6.75E+08		10	B12	PreSort Le	6	6.8	
6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST00000001	20230617				346896	MELBOURNE	PARCEL	6.75E+08		10	B30	Parcel Pos	7	14.3	
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6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST00000001	20230617				346896	MELBOURNE	PARCEL	6.75E+08		2	B12	PreSort Le	147	6.5	
6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST00000001	20230617				346896	MELBOURNE	PARCEL	6.75E+08		2	B30	Parcel Pos	5	19.2	
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The Billing Extract is available on the **Invoices** tab within the *My Business Account* application, accessible via the *Merchant Portal*.

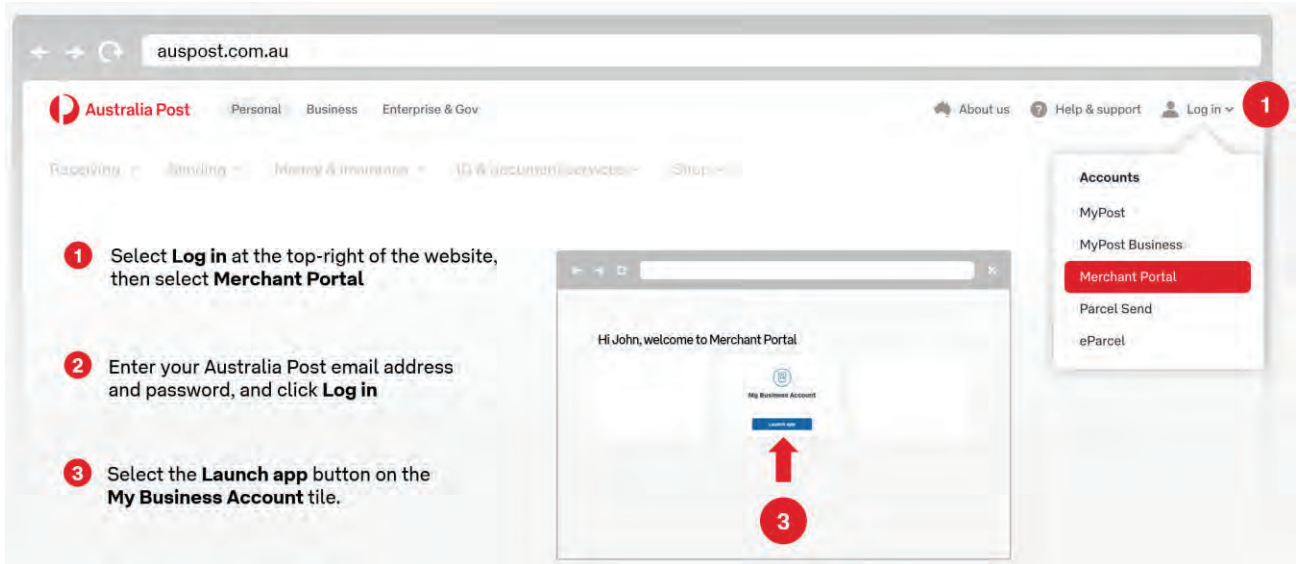
The extract contains data on each transaction listed within a billing period for each CTI, and is usually made available for you to generate and download **1 working day after** your invoice is generated.

How to access the AP Billing Extract

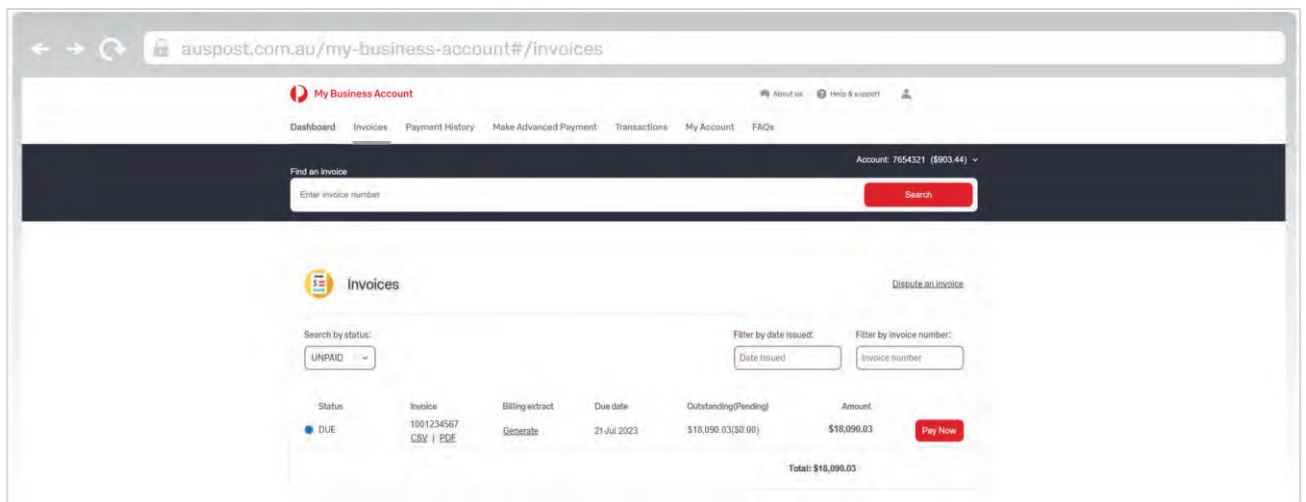
Downloading the Billing Extract

1. Log in to *My Business Account* via [Merchant Portal](#).

* If you are a **Licensed Post Office (LPO) user**, navigate to the [Business Credit Account page](#) and login via the **‘Log in to your My Business Account’** button under the **‘Manage your account online’** section.




2. Navigate to the **Invoices** tab and locate the invoice you wish to generate the billing extract for. If you want to search for a specific invoice, enter the invoice number into the **‘Find an invoice’** search bar and hit the red **Search** button.



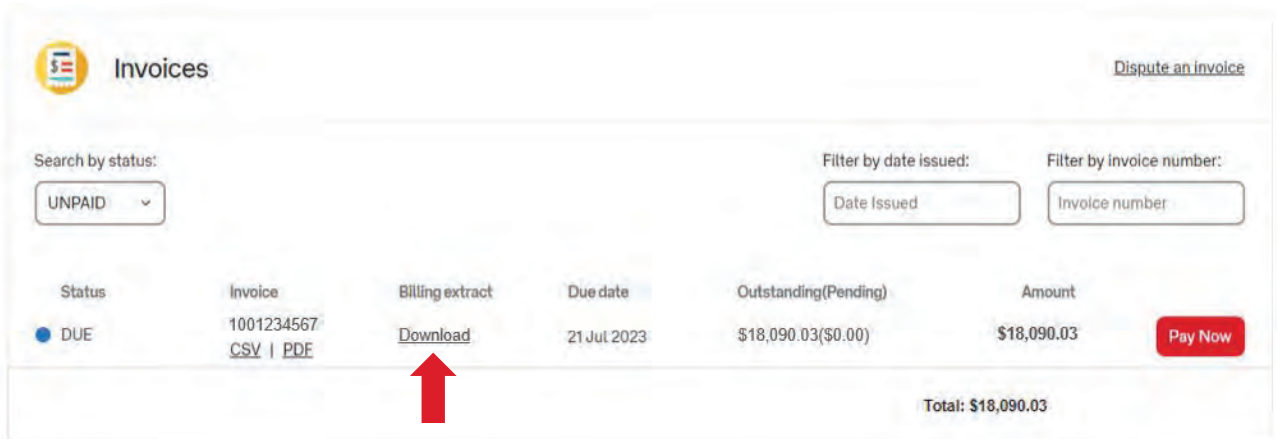
How to access the AP Billing Extract

3. Click on **Generate** under the **Billing Extract** column. The Generate link should now be updated to **Generating** and you should see a banner at the top of the page to notify that your billing extract is being generated.

 You can download the billing extract for Invoice 1001234567 after it has completed generating.

Depending on the size of your invoice, it may take up to several minutes for the extract to be generated.

4. Click on **Download** once the extract has completed generating.



Status	Invoice	Billing extract	Due date	Outstanding(Pending)	Amount	
DUE	1001234567 CSV PDF	Download	21 Jul 2023	\$18,090.03(\$0.00)	\$18,090.03	Pay Now
					Total: \$18,090.03	

Your AP Billing Extract for the corresponding Invoice will now be downloaded in **CSV format** in the form of a **Zipped File** to your local downloads folder. If the report generation is interrupted and a **Retry** link is shown in its place, click on **Retry** to attempt the process again.

Availability of the Extract

The extract will be available to download for **5 days** and is accessible to all *My Business Account* users from your organisation linked to the same billing account.

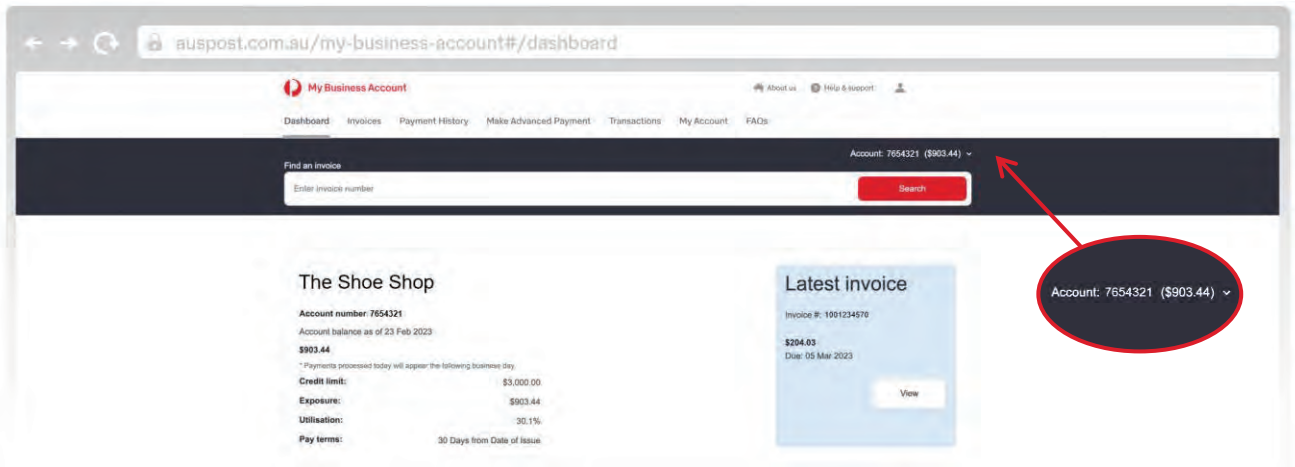
Once the **Download** link has expired, the Billing Extract will need to be generated again using the same steps above.

How to access the AP Billing Extract

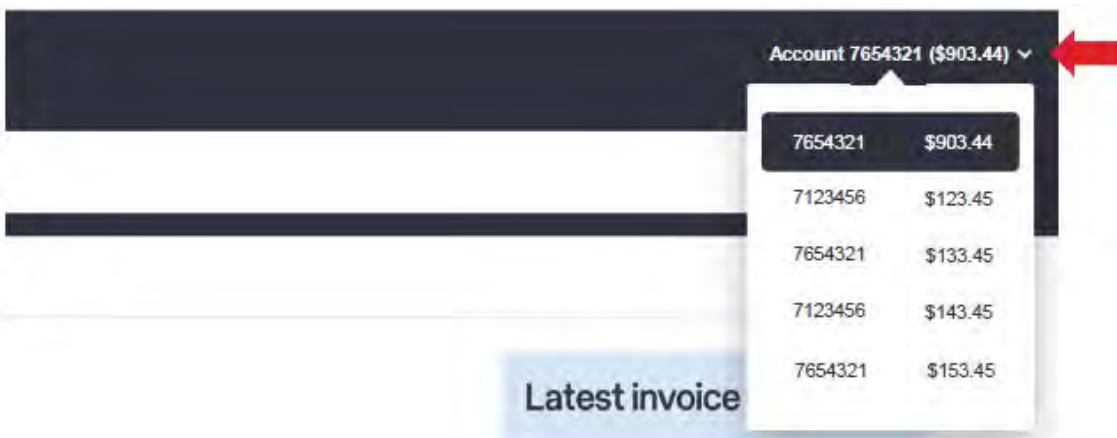
Switching between Billing Accounts

My Business Account allows users to be linked to multiple Billing Accounts tagged to the same organisation. To simultaneously generate the AP Billing Extract across your various billing accounts, follow these steps.

1. Locate the **Account** dropdown above the **Find an invoice** search bar. This dropdown is available on all tabs within *My Business Account* and helps you identify which billing account you are currently viewing.



2. Click the dropdown arrow to view the list of billing accounts and select as required.



As it may take several minutes to complete the generation of a Billing Extract, you can switch between billing accounts to simultaneously generate the extracts and save some time.

Once the extracts have finished generating, you can switch back to the associated billing accounts to download the extracts.

While extracts can be simultaneously generated across multiple billing accounts linked to each *My Business Account* login, you can only generate **one extract at any one time per billing account**.

What's in the AP Billing Extract

Using the Billing Extract

Your AP Billing Extract can be used to reconcile your Australia Post Consolidated Tax Invoice (CTI) of the same billing period.

In the extract, each line represents an individual transaction. In-depth manifest details of each transaction, like shipment details, services, costs and more, are broken down into columns.

A1	CUSTOMER																										
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
1	CUSTOMER	NAME_1	NAME_2	NAME_3	STREET	CITY	REGION	POST COD	TELEPHONE	FAX	NUM	MAILING S	BILLING D	ASSIGNME	SERVICE D	WORK CEN	WORK CEN	CUSTOME	CUSTOME	ITEM	MATERIAL	DESCRIPTI	QTY	AVG. UNIT	AM		
2	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B12	PreSort Le	2	14.3			
3	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B12	PreSort Le	298	12.8			
4	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B30	Parcel Pos	2	4.7			
5	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B01	Imprint Sn	5	23.5			
6	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B20	Express Pc	2	19.2			
7	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B12	PreSort Le	1	5.9			
8	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B30	Parcel Pos	10	6.8			
9	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		10 B01	Imprint Sn	47	14.3			
10	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B20	Express Pc	2	12.8			
11	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		10 B12	PreSort Le	2	8.6			
12	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		10 B30	Parcel Pos	5	23.5			
13	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		10 B01	Imprint Sn	5	19.2			
14	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		20 B20	Express Pc	5	5.9			
15	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		10 B12	PreSort Le	6	6.8			
16	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		10 B30	Parcel Pos	7	14.3			
17	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		10 B01	Imprint Sn	1	12.8			
18	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B20	Express Pc	1	16.5			
19	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B12	PreSort Le	147	6.5			
20	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B30	Parcel Pos	5	19.2			
21	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		20 B01	Imprint Sn	2	5.9			
22	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B20	Express Pc	2	6.8			
23	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B12	PreSort Le	2	4.7			
24	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B30	Parcel Pos	5	8.6			
25	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B01	Imprint Sn	5	23.5			
26	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		20 B20	Express Pc	1	19.2			
27	6000123	Australia Post			111 Bourk	MELBOUR VIC		3000				ST000000	1.23E+09	ST000000	20230617	346896	MELBOURNE	PARCEL	6.75E+08		2 B20	Express Pc	2	5.9			

To assist you with understanding the extract, a glossary that shows each column's description is provided on [Page 11](#).

What's in the AP Billing Extract

Reconciling your Consolidated Tax Invoice

The below table provides a quick reference to help you identify the where you can find corresponding information between the extract and your Consolidated Tax Invoice (CTI).

Column	Column Name	CTI Section	CTI Reference
AR	INVOICE NO	CTI – Page 1	Tax Invoice Number
AV	PAYER	CTI – Page 1	Account Number
AW	PAYER NAME	CTI – Page 1	Addressee name
U	DESCRIPTION	Supply this Period Tax Invoice	Description column
L	BILLING DOC	Statement	Transaction ID column
M	ASSIGNMENT NO.	Statement	Pricing Statement No./Job Name/Reference column
N	SERVICE DATE	Statement	Date column
O	WORK CENTRE	Statement	Total – ‘Work Centre Name’ – ‘ Work Centre ’
P	WORK CENTRE NAME	Statement	Total – ‘ Work Centre Name ’ – ‘Work Centre’
AB	INVOICE TOTAL	Statement	Amount (in. GST) column
AA	AMOUNT EXCL TAX	Statement	Amount (ex. GST) column

What's in the AP Billing Extract

Reading the Billing Extract

How can I see which parcels were charged a surcharge?

A non-zero value in the following columns in the extract indicates that the item included a surcharge.

Column No.	Column	Column Name	Description
33	AG	FUEL SURCHARGE %	Fuel Surcharge Amount (ex GST) for this article (line item)
35	AI	FUEL GST	Fuel GST (if applicable)
36	AJ	MHS FEE	Manual Handling Surcharge Amount (ex GST) for this article (line item)
38	AL	MHS GST	MHS GST (if applicable)
39	AM	SMC FEE	Security Management Charge Amount (ex GST) for this article (line item)
41	AO	SMC GST	SMC GST (if applicable)

Why are some fields in my extract blank?

Some fields are relevant for certain article types but not for others (e.g. parcels or letters), while some columns are indicative of functionality not currently in use.

Examples include:

Column No.	Column	Column Name	Relevance
11	K	MAILING STATEMENT NO.	Only relevant for letters.
17	Q	CUSTOMER REF	Only relevant for letters or financial adjustments.
25	Y	TAX CODE	No longer in use.
52	AZ	LODGEMENT DATE	Unpopulated field. Refer to Service Date column instead.
87	CI	CHARGE CODE	Only relevant for eParcel service parcels.
88	CJ	CHARGE ZONE	Only relevant for eParcel service parcels.
94	CP	UNMANIFESTED ARTICLE	Currently inactive and will be implemented at a later date.

What's in the AP Billing Extract

I previously received a similar report. What are the new fields in this extract?

New fields and information have been added to the extract to help you gain better visibility over your billing information. These are the columns that have been added or updated:

Column No.	Column	Column Name	Description
91	CM	SIGNATURE ON DELIVERY	Signature on Delivery Amount (ex GST)
92	CN	TRANSIT COVER	Transit Cover (ex GST)
93	CO	CAPTURE ID	Capture ID (ex GST)
94	CP	UNMANIFESTED ARTICLE	Unmanifested Article Charge (ex GST)
95	CQ	RETURN TO SENDER	Return to Sender Charge (ex GST)
96	CR	LODGEMENT ZONE	Lodgement Zone
97	CS	DESTINATION ZONE	Destination Zone
98	CT	CUST REF 3	Customer Reference 3 (from the consignment/shipment)
99	CU	WINE & ALCOHOL	Wine and Alcohol (ex GST)
100	CV	PEAK FEE	Peak Fee Amount (ex GST) for this article (line item)
101	CW	PEAK FEE DISCOUNT	Peak Fee Discount (if applicable)
102	CX	PEAK FEE GST	Peak Fee GST (if applicable)
103	CY	OVER MAX LIMITS FEE	Over Maximum Limits Fee Amount (ex GST) for this article (line item)
104	CZ	OVER MAX LIMITS FEE DISCOUNT	Over Maximum Limits Fee Discount (if applicable)
105	DA	OVER MAX LIMITS FEE GST	Over Maximum Limits Fee GST (if applicable)

Glossary

Column No.	Column	Column Name	Description
1	A	CUSTOMER	Customer Charge Account Number
2	B	NAME_1	Customer Name
3	C	NAME_2	Customer Trade Name
4	D	NAME_3	Customer Name 3 (Optional)
5	E	STREET	Customer Address
6	F	CITY	Customer Address
7	G	REGION	Customer Address
8	H	POST CODE	Customer Address
9	I	TELEPHONE	Customer Phone
10	J	FAX NUMBER	Customer Fax
11	K	MAILING STATEMENT NO.	Manifest Number or Mailing Statement Number
12	L	BILLING DOC	Billing Document
13	M	ASSIGNMENT NO.	Job Number
14	N	SERVICE DATE	Manifest Date
15	O	WORK CENTRE	Work Centre ID where the article was lodged
16	P	WORK CENTRE NAME	Work Centre Name
17	Q	CUSTOMER REF	Customer Reference (or Manifest number)
18	R	CUSTOMER REFDOC	Customer Reference Document
19	S	ITEM	Manifest Item number (Sequential order on how the articles were ordered on the manifest)
20	T	MATERIAL	Material Number
21	U	DESCRIPTION	Material Description
22	V	QTY	Quantity
23	W	AVG. UNIT PRICE	Formula (TAX AMT / QTY)
24	X	AMOUNT INCL TAX	Article Amount (incl Tax)
25	Y	TAX CODE	Internal SAP ERP code
26	Z	TAX AMOUNT	Article Tax amount
27	AA	AMOUNT EXCL TAX	Article Amount (excl Tax)
28	AB	INVOICE TOTAL	Article Amount (incl Tax)
29	AC	TOTAL QTY	Consignment/Shipment Quantity

Glossary

Column No.	Column	Column Name	Description
30	AD	BILLING CURRENCY	Currency of the Billing Document (from SAP ERP)
31	AE	EXCHANGE RATE	Exchange rate from Billing Currency to Local Currency
32	AF	LOCAL CURRENCY	Currency of the Billing Document (from SAP ERP)
33	AG	FUEL SURCHARGE %	Fuel Surcharge Amount (ex GST) for this article (line item)
34	AH	FUEL SURCHARGE DISC	Fuel Surcharge Discount (if applicable)
35	AI	FUEL GST	Fuel GST (if applicable)
36	AJ	MHS FEE	Manual Handling Surcharge Amount (ex GST) for this article (line item)
37	AK	MHS DISCOUNT	MHS Discount (if applicable)
38	AL	MHS GST	MHS GST (if applicable)
39	AM	SMC FEE	Security Management Charge Amount (ex GST) for this article (line item)
40	AN	SMC DISCOUNT	SMC Discount (if applicable)
41	AO	SMC GST	SMC GST (if applicable)
42	AP	INTL SURCHARGE	
43	AQ	INTL SURCHARGE MANIFEST	
44	AR	INVOICE NO	This is the Tax Invoice Number from the CTI
45	AS	BILLING DATE	Internal: Billing document date
46	AT	SALES ORDER	Internal: Sales Order Number
47	AU	SALES ORDER ITEM	Internal: Sales Order Item
48	AV	PAYER	Customer Parent Account to which the CTI is issued.
49	AW	PAYER NAME	Customer Parent Account Name.
50	AX	CONSIGNMENT ID	Consignment ID (also known as Shipment ID)
51	AY	ARTICLE ID	Article ID
52	AZ	LODGEMENT DATE	Date when the Manifest was created and lodged
53	BA	ACTUAL WEIGHT	Measured/scanned Weight of the Article
54	BB	ACTUAL UNIT	Measured/scanned Weight UOM
55	BC	ACTUAL LENGTH	Measured/scanned Length

Glossary

Column No.	Column	Column Name	Description
56	BD	ACTUAL WIDTH	Measured/scanned Width
57	BE	ACTUAL HEIGHT	Measured/scanned Height
58	BE	ACTUAL UNIT TYPE	Measured/scanned Dimensions UOM
59	BG	DECLARED WEIGHT	Declared Weight of the Article
60	BH	DECLARED UNIT	Declared Weight UOM
61	BI	DECLARED LENGTH	Declared Length
62	BJ	DECLARED WIDTH	Declared Width
63	BK	DECLARED HEIGHT	Declared Height
64	BL	DECLARED UNIT TYPE	Declared Dimensions UOM
65	BM	FROM NAME	Sender's Name
66	BN	FROM ADDRESS	Sender's Address
67	BO	FROM CITY	Sender's Address
68	BP	FROM STATE	Sender's Address
69	BQ	FROM POSTAL CODE	Sender's Address
70	BR	FROM EMAIL ADDRESS	Sender's email address
71	BS	TO NAME	Recipient's name
72	BT	TO ADDRESS	Recipient's address
73	BU	TO CITY	Recipient's address
74	BV	TO STATE	Recipient's address
75	BW	TO POSTAL CODE	Recipient's address
76	BX	TO EMAIL ADDRESS	Recipient's email address
77	BY	RECORD COUNT	Note: This is a static value of '1'
78	BZ	TOT AMOUNT EXCL TAX	Article amount (excl. tax)
79	CA	CUST REF 1	Customer Reference 1 (from the consignment/shipment)
80	CB	CUST REF 2	Customer Reference 2 (from the consignment/shipment)
81	CC	BILLED LENGTH	Dimension that was actually billed. Designed to give the customer an understanding if it was the Measured or Declared dimension that was billed.

Glossary

Column No.	Column	Column Name	Description
82	CD	BILLED WIDTH	Dimension that was actually billed. Designed to give the customer an understanding if it was the Measured or Declared dimension that was billed.
83	CE	BILLED HEIGHT	Dimension that was actually billed. Designed to give the customer an understanding if it was the Measured or Declared dimension that was billed.
84	CF	CUBIC WEIGHT	Cubic Weight that was used in deciding the Billed Weight.
85	CG	BILLED WEIGHT	Weight that was actually billed. Designed to give the customer an understanding if it was the Actual or Declared weight that was billed.
86	CH	INTERNATIONAL SURCHARGE RATE	
87	CI	CHARGE CODE	eParcel relevant only.
88	CJ	CHARGE ZONE	eParcel relevant only.
89	CK	ATO DESPATCH REFERENCE NUMBER	
90	CL	RECEIVING COUNTRY	
91	CM	SIGNATURE ON DELIVERY	Signature on Delivery Amount (ex GST)
92	CN	TRANSIT COVER	Transit Cover (ex GST)
93	CO	CAPTURE ID	Capture ID (ex GST)
94	CP	UNMANIFESTED ARTICLE	Unmanifested Article Charge (ex GST)
95	CQ	RETURN TO SENDER	Return to Sender Charge (ex GST)
96	CR	LODGEMENT ZONE	Lodgement Zone
97	CS	DESTINATION ZONE	Destination Zone
98	CT	CUST REF 3	Customer Reference 3 (from the consignment/shipment)
99	CU	WINE & ALCOHOL	Wine and Alcohol (ex GST)
100	CV	PEAK FEE	Peak Fee Amount (ex GST) for this article (line item)
101	CW	PEAK FEE DISCOUNT	Peak Fee Discount (if applicable)
102	CX	PEAK FEE GST	Peak Fee GST (if applicable)
103	CY	OVER MAX LIMITS FEE	Over Maximum Limits Fee Amount (ex GST) for this article (line item)

Glossary

Column No.	Column	Column Name	Description
104	CZ	OVER MAX LIMITS FEE DISCOUNT	Over Maximum Limits Fee Discount (if applicable)
105	DA	OVER MAX LIMITS FEE GST	Over Maximum Limits Fee GST (if applicable)

Help and Support

Help and Support

For any questions about your AP Billing Extract and Consolidated Tax Invoice, please contact your Credit Representative. You can locate the contact details of your Credit Representative at the bottom of the **Dashboard** tab in the *My Business Account application*.

Alternatively, you can find the contact details on your invoice.

The screenshot shows the 'My Business Account' dashboard for 'The Shoe Shop'. The account number is 7654321 with a balance of \$903.44 as of 23 Feb 2023. A 'Latest invoice' for \$204.03 is shown, due on 05 Mar 2023. An 'Invoice history' table lists four invoices with their respective dates and amounts. A red circle highlights the 'Contact details' section, which lists the credit representative as Jane Smith with her email and phone number.

Invoice	Issued date	Amount (inc GST)
1001234570	Issued on 03 Feb 2023	\$204.03
1001234569	Issued on 03 Nov 2022	\$-440.18
1001234568	Issued on 03 May 2022	\$0.00
1001234567	Issued on 03 Apr 2022	\$0.00

To enable *My Business Account* for your organisation, please contact your Account Manager.

* If you are a **Licensed Post Office (LPO) user**, contact your Credit Representative for *My Business Account* access.

Visit [Australia Post Help & Support](#) to read our frequently asked questions.



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