

Welcome to the BillStore Help Center.
Here you will find all the guides you need to get started quickly and easily.

Default invoice settings

For greater convenience and efficiency, we recommend reviewing and customizing the system-wide default invoice settings.

These default settings are automatically applied to all your invoices but can still be adjusted individually within each invoice draft.

You can find the invoice settings under “My Account”.

The screenshot shows the 'Invoice Settings' page in the BillStore interface. The top navigation bar includes 'BILLSTORE', 'HOME', 'CUSTOMERS', 'INVOICES', 'PRODUCTS', 'XBILLCON', 'MY ACCOUNT', 'ENG', and 'LOGOUT'. The left sidebar has 'Company details', 'Invoice settings', and 'My plan'. The main content area is titled 'Invoice Settings' and contains the following settings:

- Invoice Language: German
- Tax Rate: 19%
- Service Date: On Off
- Location: On Off
- Reference Number: On Off
- Discount: On Off
- Message (ger): Sehr geehrte Damen und Herren, ich erlaube mir folgende Posten in Rechnung zu stellen.
- Message (eng): Dear customer, please find hereafter the invoice for my services as agreed.

A large orange 'SAVE' button is located at the bottom of the settings area.

Customize settings

In this section, you have the following options:

1. Invoice language

Choose the preferred language for your invoices:

- German
- English

2. VAT rate

Set the default VAT rate for your invoices:

- 0% - if you operate under the small business regulation according to §19 UStG or mainly provide VAT-exempt services
- 7% - reduced VAT rate (e.g. for certain goods and services such as books, food, or cultural services)
- 19% - standard VAT rate for most goods and services in Germany

Note:

The applicable VAT rate depends on your business activity and legal regulations. If in doubt, please contact your tax advisor or local tax office.

3. Additional invoice information

You can define which information should appear on your invoices:

- Show/hide service period
- Location
- Reference number
- Cash discount (Skonto)

Enable or disable the respective options as needed.

4. Message templates

Predefined templates in German and English are already available for your invoices.

These templates can be customized at any time to fit your individual needs.

The following text templates are available:

- Message for §19 UStG (small business regulation)
- Message for §4 UStG (VAT-exempt transactions)
- Message for §13b UStG (e.g. reverse charge for construction or cleaning services)
- Message for §25a UStG (margin taxation)
- Payment method
- Cash discount notice
- Message for credit notes
- Additional text for credit notes
- Message for reminders
- Additional text for reminders

The content saved in the invoice settings is automatically applied to your invoices, credit notes, and reminders.

5. Save changes

After adjusting your settings, click "Save" to apply the changes.

All settings will automatically be applied to future invoices.