

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

Creating invoices (including duplicating invoices)

In the “Invoices” section, you can create, edit, and send new invoices.

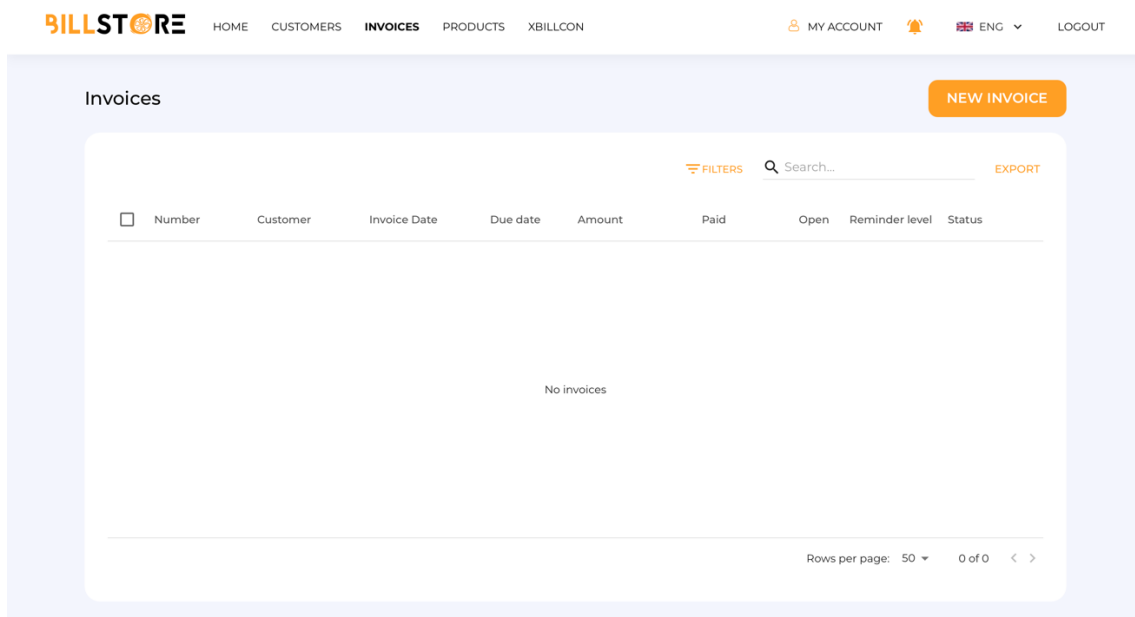
Create a new invoice

Follow these steps to create a new invoice.

1. Open the invoice section

Click “Invoices” in the top navigation menu.

There you will find an overview of all created invoices.



2. Open the invoice section

Click “Invoices” in the top navigation menu.

There you will find an overview of all created invoices.

3. Enter invoice information

Enter the basic invoice information:

- Select or create a customer
- Choose document type
- Select invoice date
- Optionally add a reference number

Additionally, you can:

- Change payment terms
- Change invoice language
- Add or modify additional notes
- Enter service date or service period

4. Add a message (optional)

The message fields (greeting, closing, additional notes) are prefilled with standard system texts.

These texts can be adjusted individually for each invoice or centrally in the settings.

You can find the settings under:

My Profile → Invoice Settings

More information can be found in the chapter:
“General Invoice Settings”

BILLSTORE HOME CUSTOMERS **INVOICES** PRODUCTS XBILLCON MY ACCOUNT ENG LOGOUT

New invoice Unsaved changes SAVE AS DRAFT PREVIEW

Service Period
 05/24/20: - 05/24/20:
 Message (0/3000)
 Sehr geehrte Damen und Herren, ich erlaube mir folgende Posten in Rechnung zu stellen.

Table Body ^
 #1 Product ^
 Select your product
 Select your product
 Description

Musterunternehmen | Musterstr. 11 | 12345 Musterstadt
 Kundennummer:
 Leistungszeitraum: 24. 05. 2026 - 24. 05. 2026
 Rechnungsdatum: 24. 05. 2026
Rechnung R-2026-XXXXX
 Sehr geehrte Damen und Herren, ich erlaube mir folgende Posten in Rechnung zu stellen.

Pos.	Beschreibung	Menge	Einheit	USt.	Einzelpreis	Gesamtpreis
1.		0		0%	0,00 €	0,00 €
						Netto 0,00 €
						Gesamtpreis 0,00 €

Es handelt sich um eine steuerfreie Lieferung/Leistung gemäß §4 Nr. 2-8 UStG.
 Bitte überweisen Sie den Betrag innerhalb der nächsten auf das unten genannte Konto unter der Angabe der Rechnungsnummer.
 Vielen Dank für ihr Vertrauen.
 Mit freundlichen Grüßen
 Musterunternehmen
 Es handelt sich um eine steuerfreie Lieferung/Leistung.

5. Add invoice items

Add the required products or services.

Each item can either be entered manually or selected if previously created in the product management section (→ see tutorial: Product Management).

For each item you can specify:

- Description
- Quantity
- Unit
- Tax rate
- Net price

Additional items can be added via “Add Product”.

BILLSTORE HOME CUSTOMERS **INVOICES** PRODUCTS XBILLCON MY ACCOUNT ENG LOGOUT

New invoice Unsaved changes SAVE AS DRAFT PREVIEW

Table Body ^
 #1 Product ^
 Select your product
 Select your product
 Description

Quantity Unit Tax Net Price

ADD PRODUCT

Musterunternehmen | Musterstr. 11 | 12345 Musterstadt
 Kundennummer:
 Leistungszeitraum: 24. 05. 2026 - 24. 05. 2026
 Rechnungsdatum: 24. 05. 2026
Rechnung R-2026-XXXXX
 Sehr geehrte Damen und Herren, ich erlaube mir folgende Posten in Rechnung zu stellen.

Pos.	Beschreibung	Menge	Einheit	USt.	Einzelpreis	Gesamtpreis
1.		0		0%	0,00 €	0,00 €
						Netto 0,00 €
						Gesamtpreis 0,00 €

Es handelt sich um eine steuerfreie Lieferung/Leistung gemäß §4 Nr. 2-8 UStG.
 Bitte überweisen Sie den Betrag innerhalb der nächsten auf das unten genannte Konto unter der Angabe der Rechnungsnummer.
 Vielen Dank für ihr Vertrauen.
 Mit freundlichen Grüßen
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 Es handelt sich um eine steuerfreie Lieferung/Leistung.

6. Add additional texts (optional)

You can add or modify additional text blocks, e.g.:

- Payment instructions
- Discounts or cash discounts
- Legal notices

The screenshot shows the BILLSTORE web interface for creating a new invoice. The top navigation bar includes 'HOME', 'CUSTOMERS', 'INVOICES', 'PRODUCTS', 'XBILLCON', 'MY ACCOUNT', 'ENG', and 'LOGOUT'. The main area is titled 'New invoice' with a 'Unsaved changes' indicator. There are two buttons: 'SAVE AS DRAFT' and 'PREVIEW'. The left panel, titled 'Text', contains three sections: 'Message 54' with a text box containing 'Es handelt sich um eine steuerfreie Lieferung/Leistung gemäß §4 Nr. 2-8 UStG.', 'Payment Methods' with a text box containing 'Bitte überweisen Sie den Betrag innerhalb der nächsten {{zahlungsfrist}} auf das unten genannte Konto unter der Angabe der Rechnungsnummer.', and 'Additional text 1' with a text box containing 'Vielen Dank für Ihr Vertrauen. Mit freundlichen Grüßen'. The right panel shows a preview of the invoice. It includes customer information (Kundennummer: 11123456789, Leistungszeitraum: 24.05.2026 - 24.05.2026), invoice details (Rechnung R-2026-XXXXX, Rechnungsdatum: 24.05.2026), and a table with columns: Pos., Beschreibung, Menge, Einheit, USt., Einzelpreis, Gesamtpreis. The table shows one item with a total price of 0.00 €. Below the table, there is a note about tax-free delivery and a thank you message.

7. Save draft or preview invoice

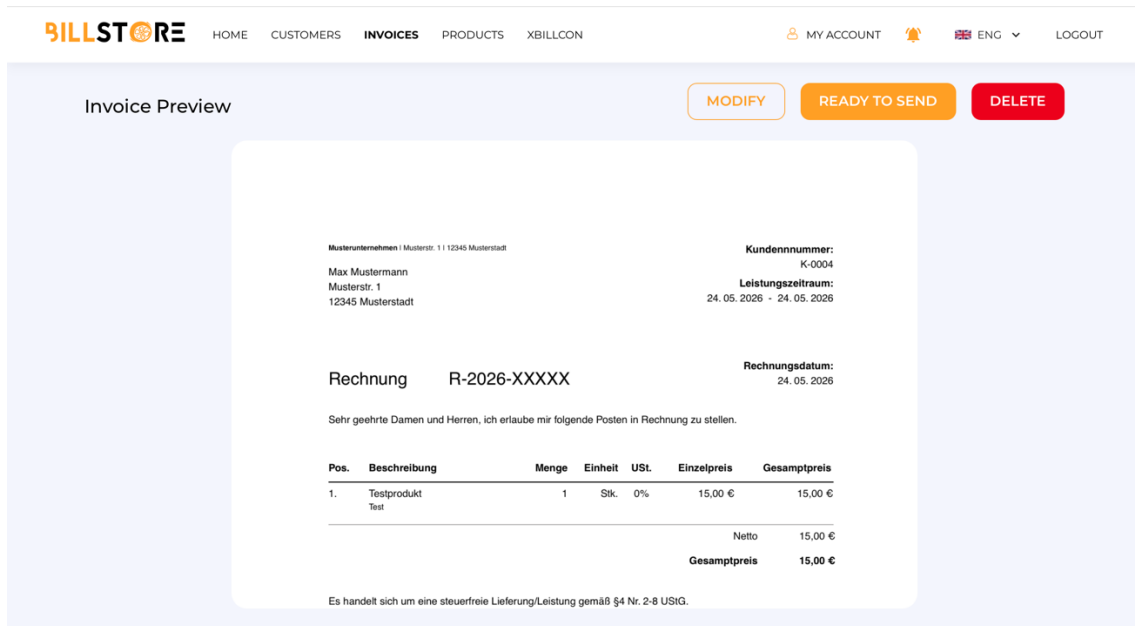
You can save invoices as drafts at any time:

- “Save Draft” → continue editing later
- “Preview” → review finished invoice

8. Review invoice

In the preview, you can check all information.

- Use “Edit” to make adjustments
- Use “Delete” to remove the invoice



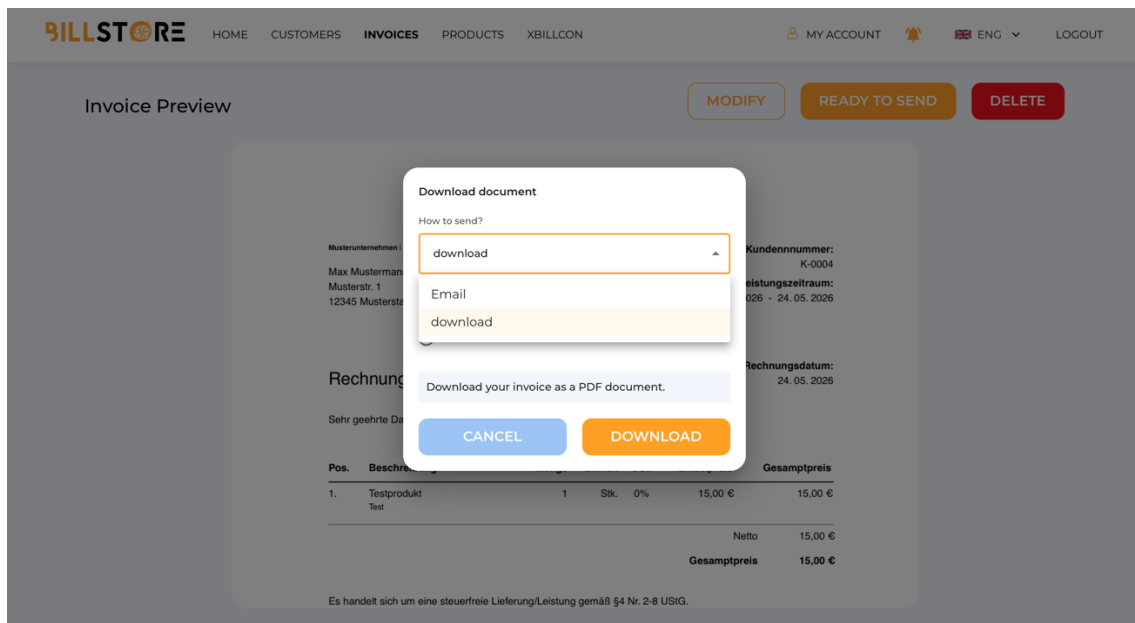
9. Approve invoice for sending

Click "Ready to Send" to start the sending process.

10. Send or download invoice

Choose how the invoice should be delivered:

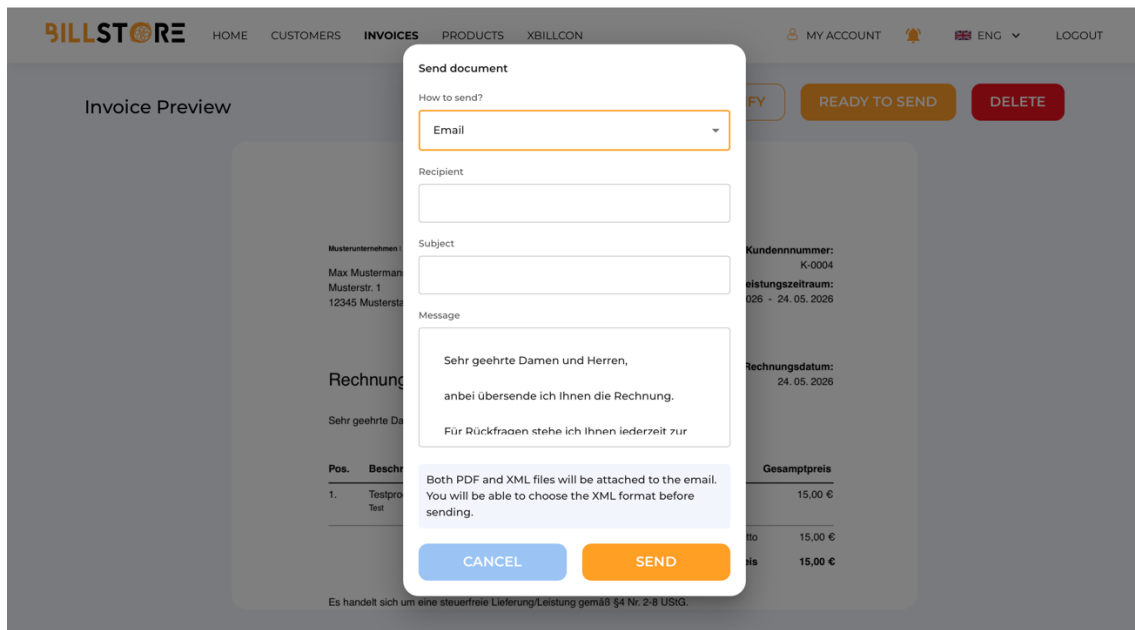
- Send via E-Mail
- Download as file



For E-Mail delivery, enter:

- Recipient
- Subject
- Message

The invoice will be sent as a PDF and additionally as an e-invoice (XML).

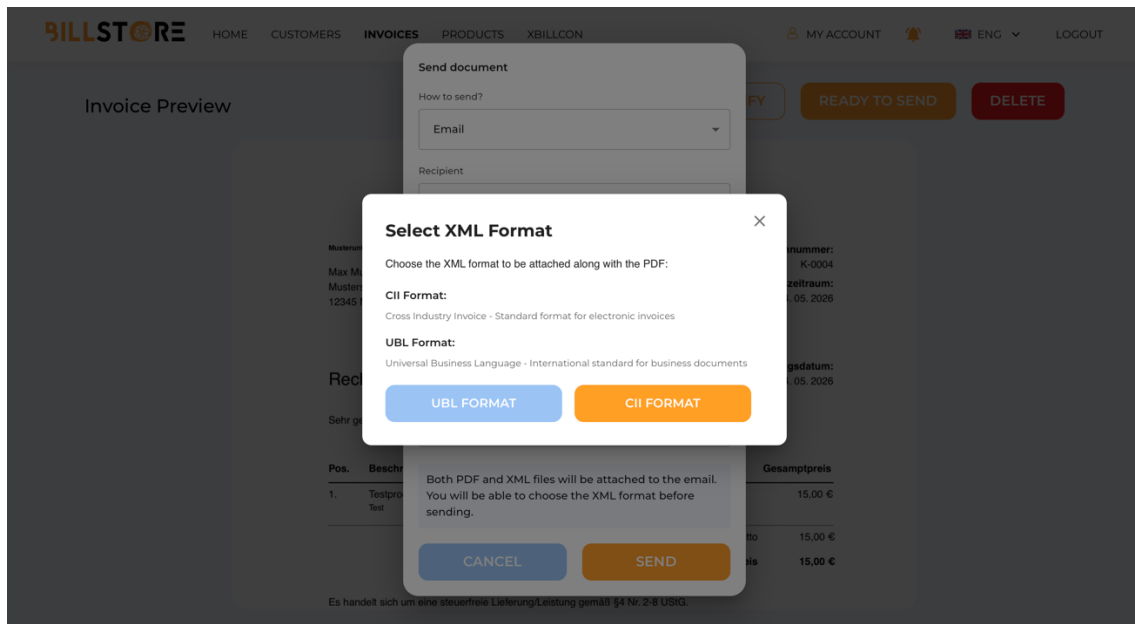


11. Select e-invoice format

BillStore can generate e-invoices in two formats.

Before sending, select the desired format:

- XML – CII format → standard for electronic invoices
- XML – UBL format → international standard



12. View invoice status

After sending, you can view the invoice status:

- Invoice number

- Current status
- Outstanding amount

Assigned payments are documented in the invoice history.

More information can be found in the chapter:

“Payment Reconciliation”

The screenshot shows the 'Invoices' page in the BILLSTORE interface. At the top, there is a navigation bar with 'BILLSTORE' logo and menu items: HOME, CUSTOMERS, INVOICES, PRODUCTS, XBILLCON. On the right, there are links for MY ACCOUNT, a notification bell, language settings (ENG), and LOGOUT. Below the navigation, the 'Invoices' section has a 'NEW INVOICE' button. The main content is a table with columns: Number, Customer, Invoice Date, Due date, Amount, Paid, Open, Reminder level, and Status. The table contains 8 rows of invoice data. At the bottom right of the table, there is a pagination control showing 'Rows per page: 50' and '10 of 10'.

<input type="checkbox"/>	Number	Customer	Invoice Date	Due date	Amount	Paid	Open	Reminder level	Status
<input type="checkbox"/>	R-2026-00001	Peter Kugel	07.05.2026	07.05.2026	50,00 €	50,00 €	0,00 €		Paid
<input type="checkbox"/>	R-2026-00002	Nina Muster	07.05.2026	07.05.2026	550,00 €	0,00 €	555,00 €	M1	Not Paid
<input type="checkbox"/>	R-2026-00003	Nina Muster	07.05.2026	14.05.2026	10,00 €	0,00 €	0,00 €		Cancelled
<input type="checkbox"/>	R-2026-00004	Peter Kugel	07.05.2026	17.05.2026	10,00 €	10,00 €	-10,00 €		Paid
<input type="checkbox"/>	R-2026-00005	Nina Muster	07.05.2026	07.05.2026	100,00 €	0,00 €	100,00 €		Not Paid
<input type="checkbox"/>	R-2026-00006	Nina Muster	09.05.2026	16.05.2026	20,00 €	20,00 €	0,00 €		Paid
<input type="checkbox"/>	R-2026-00007	Lars Glas	09.05.2026	09.05.2026	20,00 €	5,00 €	5,00 €		Partly Paid

13. Additional invoice actions

Using “Add Payment”, incoming payments can be recorded manually.

Invoices can be downloaded anytime as PDF or XML.

Under “More Actions”, the following functions are available:

- Resend invoice
- Duplicate invoice
- Create reminder
- Create credit note
- Cancel invoice

BILLSTORE HOME CUSTOMERS INVOICES PRODUCTS XBILLCON MY ACCOUNT ENG LOGOUT

R-2026-00010 **ADD PAYMENT** XML PDF **MORE ACTIONS**

Payment History

Status	Date	Payment Method	15,00 €

Amount open: 15,00 €

Invoice History

Status	Date	Delivery method
Invoice created	24.05.2026	-
Invoice modified	24.05.2026	-
Invoice sent	24.05.2026	download

Musterunternehmen | Musterstr. 1 | 12345 Musterstadt
 Max Mustermann
 Musterstr. 1
 12345 Musterstadt

Kundennummer: K-0004
Leistungszeitraum: 24.05.2026 - 24.05.2026

Rechnung R-2026-00010
Rechnungsdatum: 24.05.2026

Sehr geehrte Damen und Herren, ich erlaube mir folgende Posten in Rechnung zu stellen.

Pos.	Beschreibung	Menge	Einheit	USt.	Einzelpreis	Gesamtpreis
1.	Testprodukt Test	1	Stk.	0%	15,00 €	15,00 €
Netto						15,00 €
Gesamtpreis						15,00 €

Es handelt sich um eine steuerfreie Lieferung/Leistung gemäß §4 Nr. 2-8 UStG.

Resend invoices

1. Open additional actions

Select "More Actions" for the desired invoice.

BILLSTORE HOME CUSTOMERS INVOICES PRODUCTS XBILLCON MY ACCOUNT ENG LOGOUT

R-2026-00010 **ADD PAYMENT** XML PDF **MORE ACTIONS**

Payment History

Status	Date	Payment Method	15,00 €

Amount open: 15,00 €

Invoice History

Status	Date	Delivery method
Invoice created	24.05.2026	-
Invoice modified	24.05.2026	-
Invoice sent	24.05.2026	download

Musterunternehmen | Musterstr. 1 | 12345 Musterstadt
 Max Mustermann
 Musterstr. 1
 12345 Musterstadt

Kunde: K-0004
Leistungszeitraum: 24.05.2026 - 24.05.2026

Rechnung R-2026-00010
Rechnungsdatum: 24.05.2026

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1.	Testprodukt Test	1	Stk.	0%	15,00 €	15,00 €
Netto						15,00 €
Gesamtpreis						15,00 €

Es handelt sich um eine steuerfreie Lieferung/Leistung gemäß §4 Nr. 2-8 UStG.

MORE ACTIONS dropdown menu:

- Send again
- Duplicate invoice
- Create Reminder
- Create Credit Note
- Invoice Cancellation

2. Select "Send again"

Click "Send again" to send the invoice again.

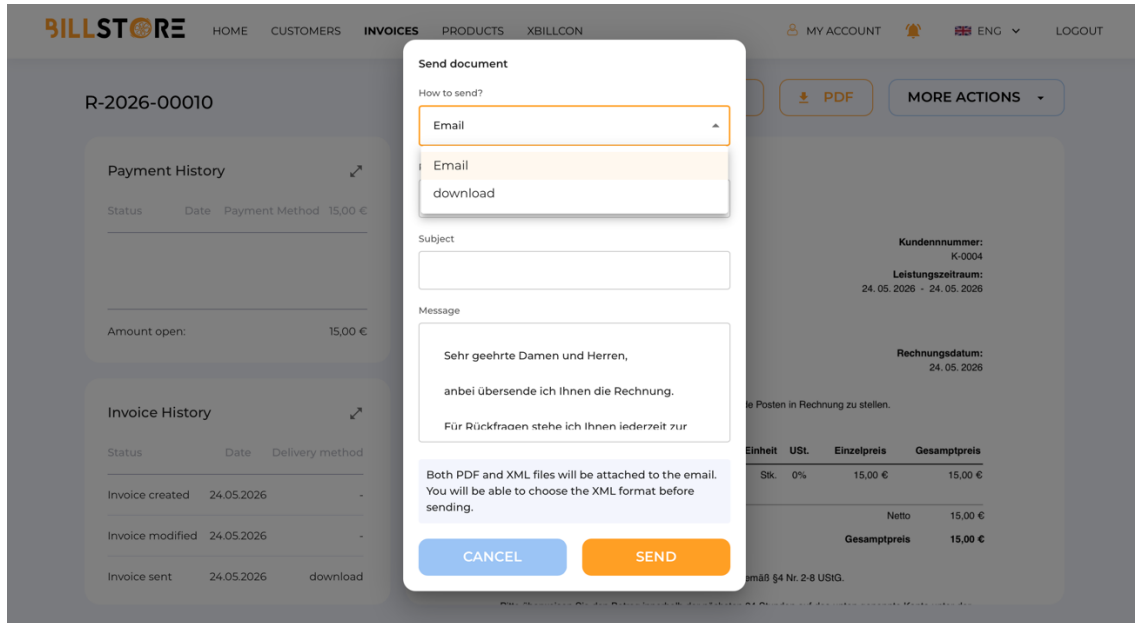
3. Send invoice

The invoice can be:

- Sent by email
- Downloaded as a file

The invoice will automatically be provided as PDF and additionally as an XML file.

The desired XML format can be selected before sending.



Duplicate invoice

This function can be used as a template for creating identical or similar invoices. The new invoice will be prefilled with the content of the original invoice. Simply change the necessary details and your new invoice is ready.

1. Select invoice

Choose the invoice you want to duplicate.

2. Select "Duplicate Invoice"

Click "More Actions" and choose "Duplicate Invoice."

BILLSTORE HOME CUSTOMERS **INVOICES** PRODUCTS XBILLCON MY ACCOUNT ENG LOGOUT

R-2026-00010 **ADD PAYMENT** XML PDF **MORE ACTIONS**

Payment History

Status	Date	Payment Method	15,00 €

Amount open: 15,00 €

Invoice History

Status	Date	Delivery method
Invoice created	24.05.2026	-
Invoice modified	24.05.2026	-
Invoice sent	24.05.2026	download

Musterunternehmen | Musterstr. 1 | 12345 Musterstadt

Max Mustermann
Musterstr. 1
12345 Musterstadt

Kunde: K-0004
Leistungszeitraum: 24.05.2026 - 24.05.2026
Rechnungsdatum: 24.05.2026

Rechnung R-2026-00010

Sehr geehrte Damen und Herren, ich erlaube mir folgende Posten in Rechnung zu stellen.

Pos.	Beschreibung	Menge	Einheit	USt.	Einzelpreis	Gesamtpreis
1.	Testprodukt Test	1	Stk.	0%	15,00 €	15,00 €
						Netto 15,00 €
						Gesamtpreis 15,00 €

Es handelt sich um eine steuerfreie Lieferung/Leistung gemäß §4 Nr. 2-8 UStG.

3. Edit invoice

A new invoice will be created based on the original invoice.

- All contents are copied
- The invoice receives its own invoice number

4. Make adjustments

Modify the data if necessary, save the invoice, and send it afterwards.

The duplicated invoice is treated like a regular invoice and can be reviewed, approved, and sent as usual.

BILLSTORE HOME CUSTOMERS **INVOICES** PRODUCTS XBILLCON MY ACCOUNT ENG LOGOUT

R-2026-00010 **ADD PAYMENT** XML PDF **MORE ACTIONS**

Payment History

Status	Date	Payment Method	15,00 €

Amount open: 15,00 €

Invoice History

Status	Date	Delivery method
Invoice created	24.05.2026	-
Invoice modified	24.05.2026	-
Invoice sent	24.05.2026	download

Kundennummer: K-0004
Leistungszeitraum: 24.05.2026 - 24.05.2026
Rechnungsdatum: 24.05.2026

Duplicate Invoice

Do you really want to duplicate this invoice?

CANCEL **DUPLICATE INVOICE**

Rechnung R-2026-00010

Sehr geehrte Damen und Herren, ich erlaube mir folgende Posten in Rechnung zu stellen.

Pos.	Beschreibung	Menge	Einheit	USt.	Einzelpreis	Gesamtpreis
1.	Testprodukt Test	1	Stk.	0%	15,00 €	15,00 €
						Netto 15,00 €
						Gesamtpreis 15,00 €

Es handelt sich um eine steuerfreie Lieferung/Leistung gemäß §4 Nr. 2-8 UStG.