

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

## Cancel an invoice

With the “Cancel Invoice” function, you can completely invalidate an invoice that has already been sent.

The entire invoice amount will be cancelled.

### 1. Select “Invoice Cancellation”

In the relevant invoice, open the “More Actions” menu and select “Invoice Cancellation”.

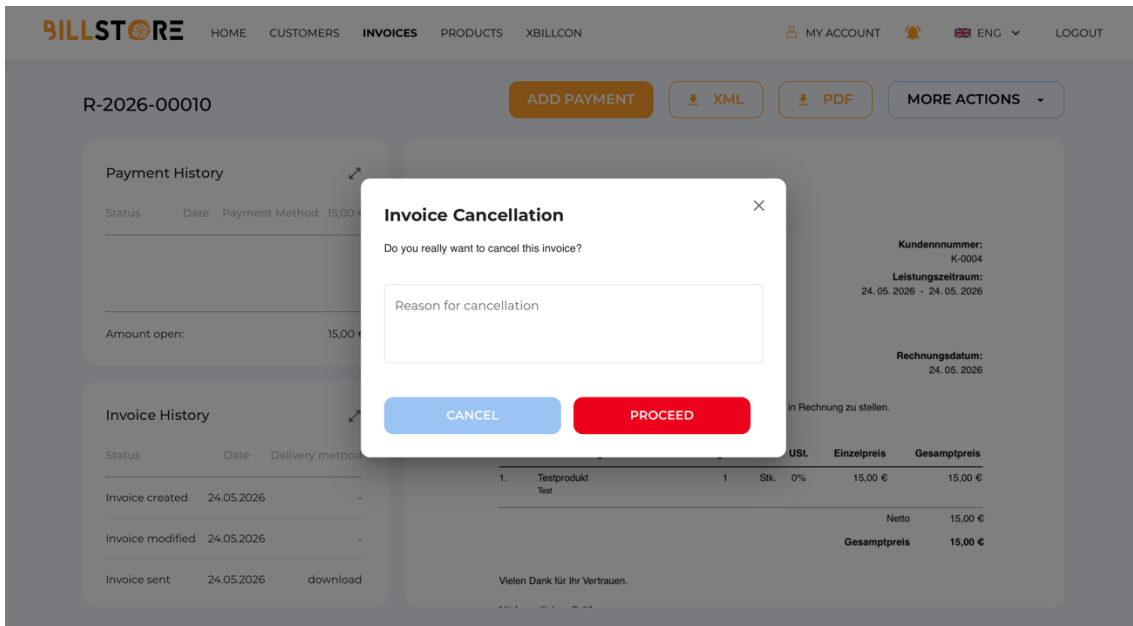
The screenshot shows the BillStore interface for invoice R-2026-00010. The top navigation bar includes the BillStore logo, HOME, CUSTOMERS, INVOICES, PRODUCTS, XBILLCON, MY ACCOUNT, ENG, and LOGOUT. The main content area features a sidebar with 'Payment History' and 'Invoice History' sections. The central part displays the invoice details, including the customer information (Musterunternehmen | Musterstr. 1 | 12345 Musterstadt, Max. Mustermann, Musterstr. 1, 12345 Musterstadt) and the invoice number (R-2026-00010). The 'MORE ACTIONS' menu is open, showing options: Send again, Duplicate invoice, Create Reminder, Create Credit Note, and Invoice Cancellation (highlighted). The invoice table shows one item: Testprodukt (1 unit, 15.00 €). The total price is 15.00 €.

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

### 2. Enter a reason (optional)

Optionally enter a reason for the cancellation.

This note is only visible to you and will not be printed on the invoice.



### 3. Confirm cancellation

Confirm the process.  
The invoice will be fully cancelled:

- It loses its validity
- It can no longer be used or edited
- It will be marked as “Cancelled” in the invoice overview

#### Notes:

- Invoices that have already been paid can also be cancelled.
- A cancellation cannot be undone.

