

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

Payment reconciliation

With payment reconciliation, you can assign received payments to an invoice and update the outstanding balance accordingly.

Record a payment for an invoice

Follow these steps to record a payment.

1. Select an open invoice

Open the desired outstanding invoice in the “Invoices” section.

2. Select “Add Payment”

Click “Add Payment” to record a payment.

The screenshot displays the BillStore interface for invoice R-2026-00010. At the top, there is a navigation bar with the BillStore logo and menu items: HOME, CUSTOMERS, INVOICES, PRODUCTS, XBILLCON, MY ACCOUNT, ENG, and LOGOUT. Below the navigation bar, the invoice ID R-2026-00010 is shown, along with buttons for ADD PAYMENT, XML, PDF, and MORE ACTIONS. The main content area is divided into two columns. The left column contains two sections: Payment History and Invoice History. The Payment History section shows a table with columns for Status, Date, Payment Method, and Amount (15,00 €). Below the table, it indicates 'Amount open: 15,00 €'. The Invoice History section shows a table with columns for Status, Date, and Delivery method. The right column displays the invoice details, including the customer information (Musterunternehmen | Musterstr. 1 | 12345 Musterstadt), the invoice number (R-2026-00010), and the invoice date (24.05.2026). Below the details, there is a table with columns for Pos., Beschreibung, Menge, Einheit, USt., Einzelpreis, and Gesamtpreis. The table contains one row for 'Testprodukt' with a quantity of 1 and a total price of 15,00 €. The bottom of the page shows the net price (15,00 €) and the total price (15,00 €).

3. Choose payment method

Select the appropriate payment method:

- Cash
- Bank transfer
- Discount

- Other

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

R-2026-00010

Add Payment For Invoice No. R-2026-00010

Payment Method

Please select the payment method

- Cash
- Bank Transfer
- Discount
- Others

15,00 €

Paid Amount Take open amount

CANCEL CONFIRM PAYMENT

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

Einzelpreis	Gesamtpreis
15,00 €	15,00 €
Netto	15,00 €
Gesamtpreis	15,00 €

4. Set payment date

Enter the date on which the payment was made.

5. Review invoice amount

The invoice amount or outstanding balance will be displayed automatically.

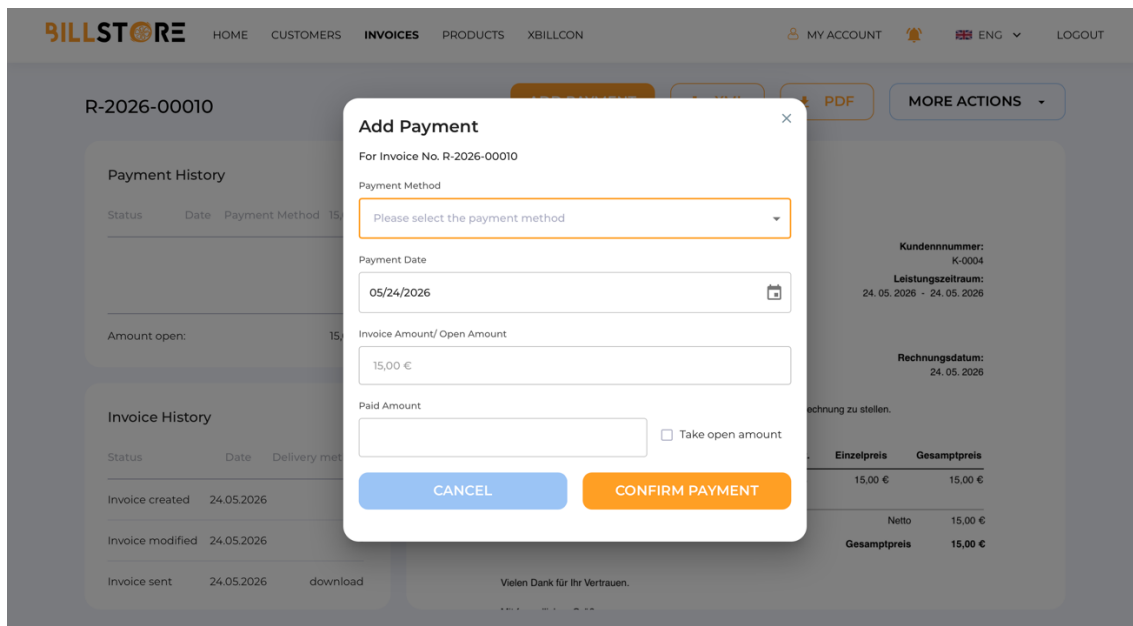
6. Accept or adjust payment amount

You can:

- Apply the full outstanding amount
- Or enter a partial payment amount

7. Confirm payment

Click "Confirm Payment" to complete the process.



Result of payment reconciliation

- The payment will be assigned to the invoice
- The invoice status will be updated automatically

Full payment:

The invoice will be marked as "Paid" in the invoice overview.

Partial payment:

The invoice will be marked as "Partially Paid."

The remaining balance can be added at any time by clicking "Add Payment" again and recording the additional payment as described above.

Special case: Credit notes

If a credit note has been created:

- It will be sent to the customer
- The original invoice amount will be reduced accordingly

Afterwards, only the remaining or outstanding balance will be displayed in the invoice overview.

Note:

Currently, payment reconciliation in BillStore is performed manually.

With an upcoming software update, it will be possible to connect your bank account and perform payment reconciliation automatically.