

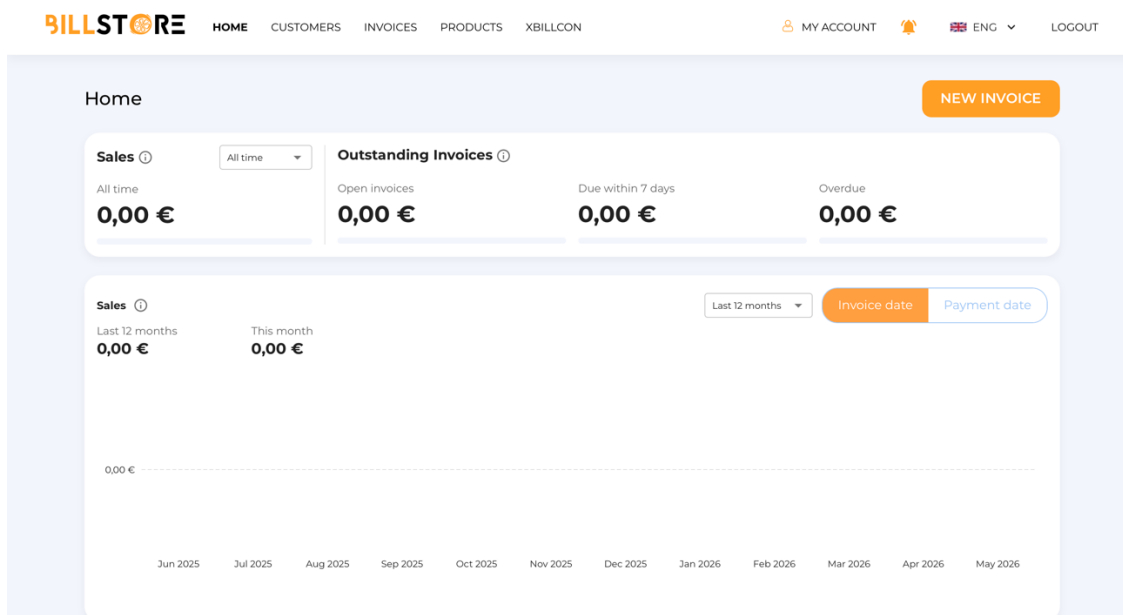
BILLSTORE

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

Dashboard

The dashboard provides a central overview of your most important business metrics and activities.

After logging in, you will be taken directly to the dashboard overview.



Dashboard functions

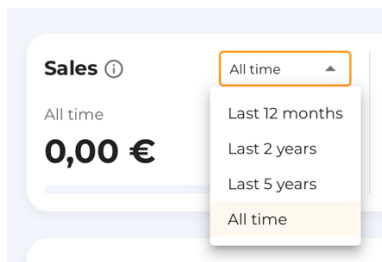
1. Sales

The metric in the “Sales” section shows the total amount of all invoices issued to customers – regardless of whether they have already been paid or not.

Select time period

You can choose the following periods for the revenue display:

- Last 12 months
- Last 2 years
- Last 5 years
- All time



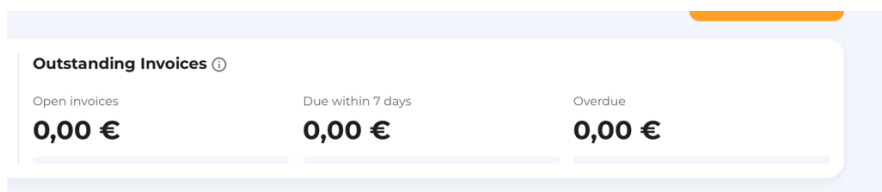
2. Outstanding Invoices

The “Outstanding Invoices” section shows the total amount of all currently unpaid invoices.

Additionally, you receive an overview of:

- Open invoices
- Invoices due within the next 7 days
- Overdue invoices

This allows you to keep track of outstanding receivables and upcoming payments at any time.



3. Sales

The metric in the “Sales” section shows the total invoiced revenue for the selected period.

Display options

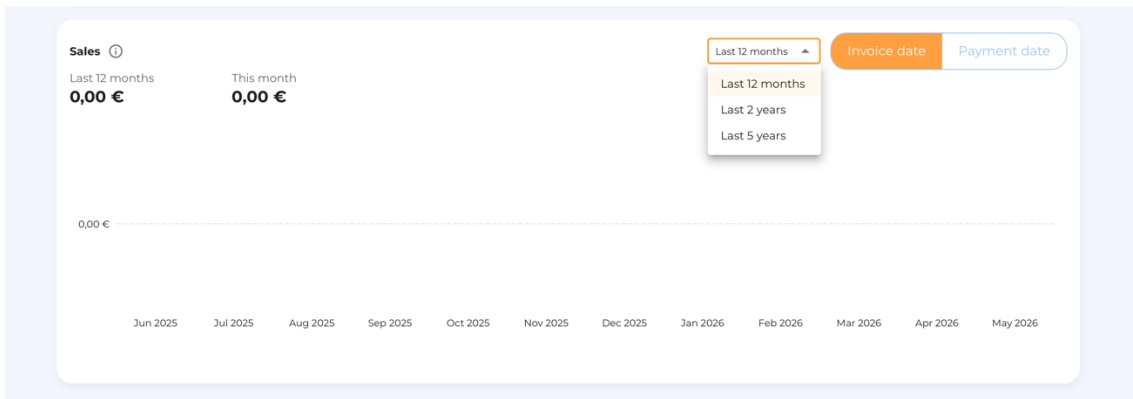
You can choose whether the analysis is based on:

- Invoice date → Revenue is evaluated according to the invoice creation date
- Payment date → Revenue is evaluated according to the actual payment receipt date

Select time period

The following periods are available:

- Last 12 months
- Last 2 years
- Last 5 years



4. Top Customers

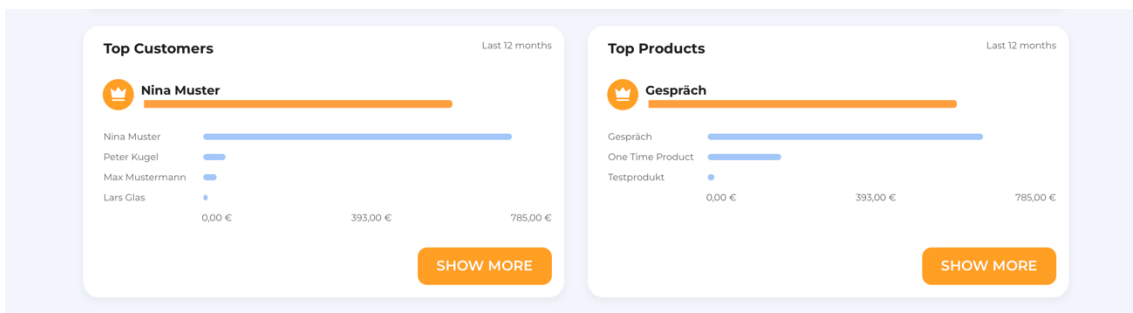
The “Top Customers” section displays your highest-revenue customers from the last 12 months.

By clicking “Show more”, you will be taken directly to the customer overview.

5. Top Products

The “Top Products” section displays the best-selling products or services from the last 12 months.

By clicking “Show more”, you will be taken directly to the product overview.



Note:

The dashboard data is updated automatically and is based on your created invoices, assigned payments, and products.