

BILLSTORE

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

Dataexport

With the "EXPORT" function, you can download or print customer, invoice, and product overviews.

Export customer and product overviews

Customer and product data can be exported as complete lists.

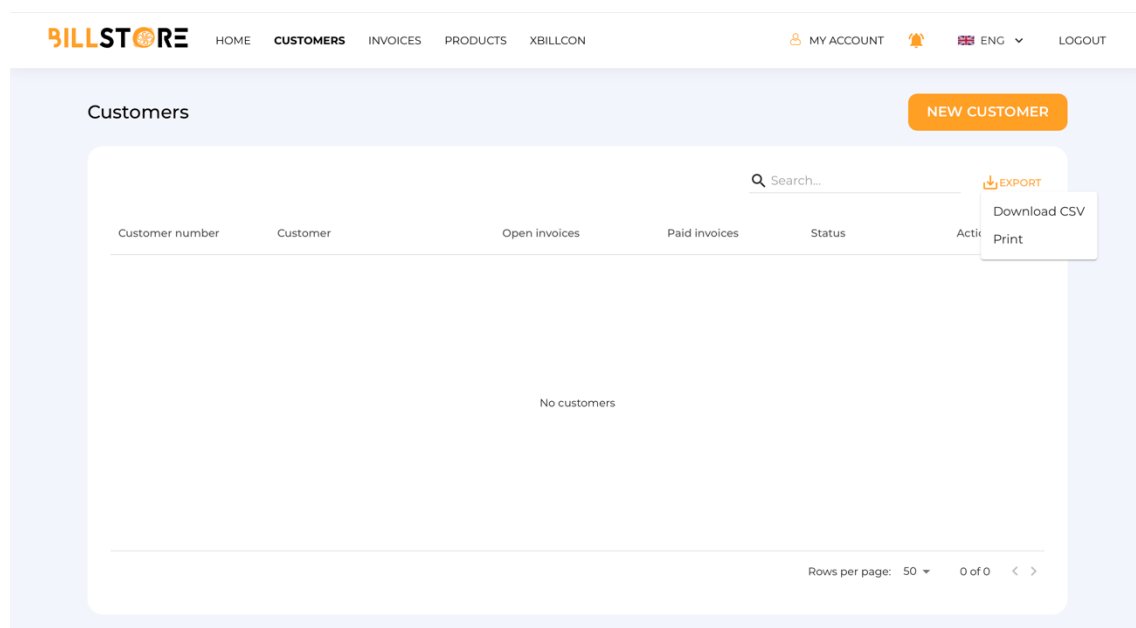
The following options are available:

- Download as CSV file
- Print overview

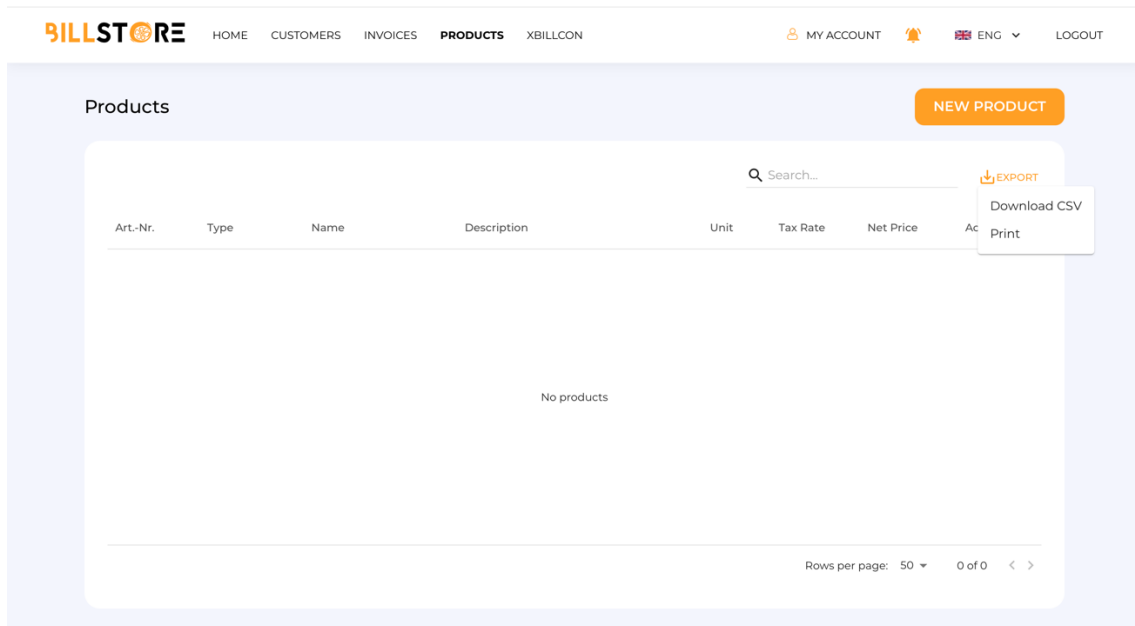
Navigate to the respective section:

- Customers
- Products

Then click "EXPORT" and choose the desired action.



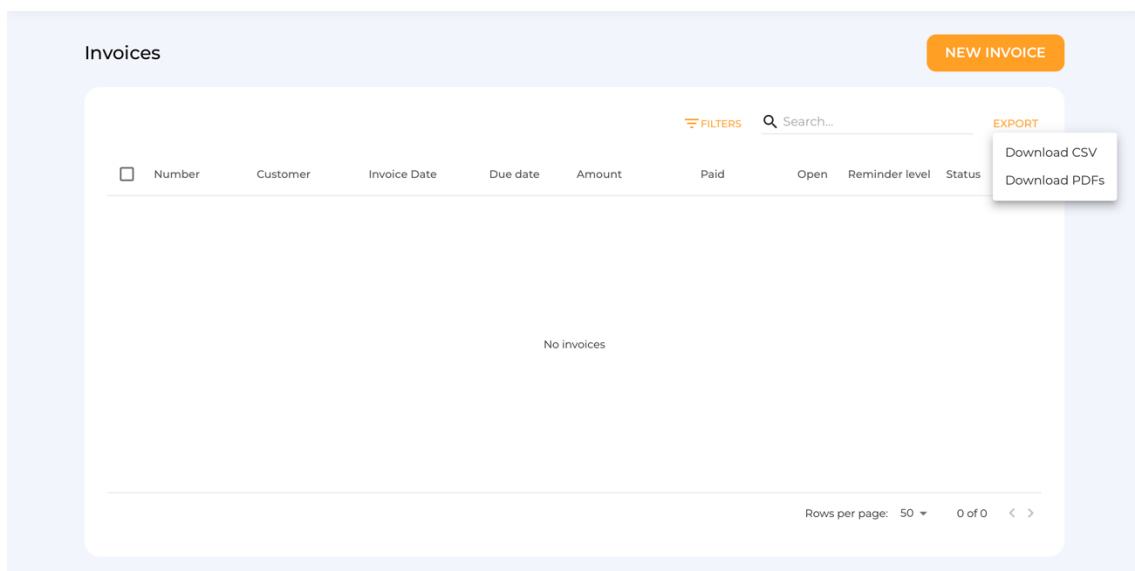
The screenshot shows the BillStore web interface. At the top, there is a navigation bar with the BillStore logo and menu items: HOME, CUSTOMERS, INVOICES, PRODUCTS, XBILLCON. On the right side of the navigation bar, there are links for MY ACCOUNT, a notification bell, language selection (ENG), and LOGOUT. The main content area is titled "Customers" and features a "NEW CUSTOMER" button in the top right corner. Below the title, there is a search bar labeled "Search...". A table with the following columns is visible: "Customer number", "Customer", "Open invoices", "Paid invoices", "Status", and "Acti". The table is currently empty, displaying "No customers". An "EXPORT" button is located in the top right corner of the table area, which has opened a dropdown menu with two options: "Download CSV" and "Print". At the bottom of the table area, there is a pagination control showing "Rows per page: 50" and "0 of 0".



Export invoice overview

The invoice overview can be exported in the following formats:

- CSV file
- PDF file



You can specifically select individual or multiple invoices from the overview:

1. Activate the checkbox next to the desired invoice.
2. Multiple invoices can be selected at the same time.
3. Then click "EXPORT" to download the selected invoices.

Invoices

NEW INVOICE

FILTERS EXPORT

<input type="checkbox"/>	Number	Customer	Invoice Date	Due date	Amount	Paid	Open	Reminder level	Status
<input checked="" type="checkbox"/>	R-2026-00001	Peter Kugel	07.05.2026	07.05.2026	50,00 €	50,00 €	0,00 €		Paid
<input checked="" 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

2 rows selected Rows per page: 50 10 of 10 < >

Export complete invoice list

If you want to export all invoices from the overview:

1. Click the checkbox next to the “Number” column header.
2. This will automatically select all invoices in the current list.
3. Then click “EXPORT” to download the selected invoices.

Invoices

NEW INVOICE

FILTERS EXPORT

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

10 rows selected Rows per page: 50 10 of 10 < >

Filter invoices

Before exporting, invoices can be filtered using the filter function.

The following filters are available:

- Customer
- Status
- Reminder level

- Invoice date

For example, you can export only:

- Open invoices
- Invoices for a specific customer
- Invoices within a specific period

Note:

Exported files can be used for:

- Archiving
- Accounting
- Further processing
- Printing