

# E-Bill

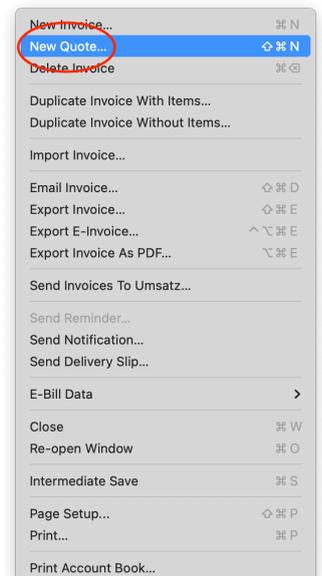
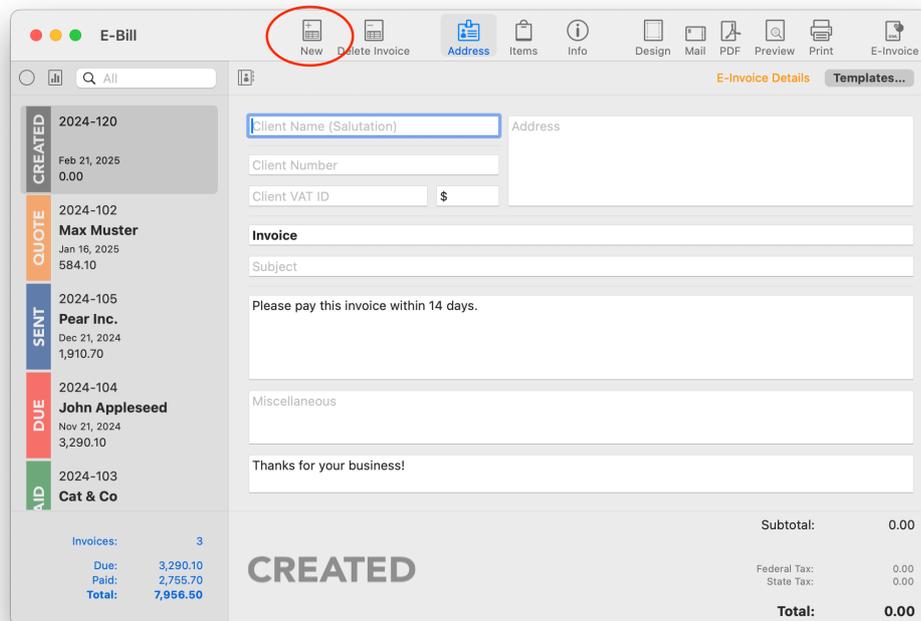
Invoicing made painless and fun

→ [E-Bill Website](#)



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## MANUAL PART A - THE QUICK INTRODUCTION



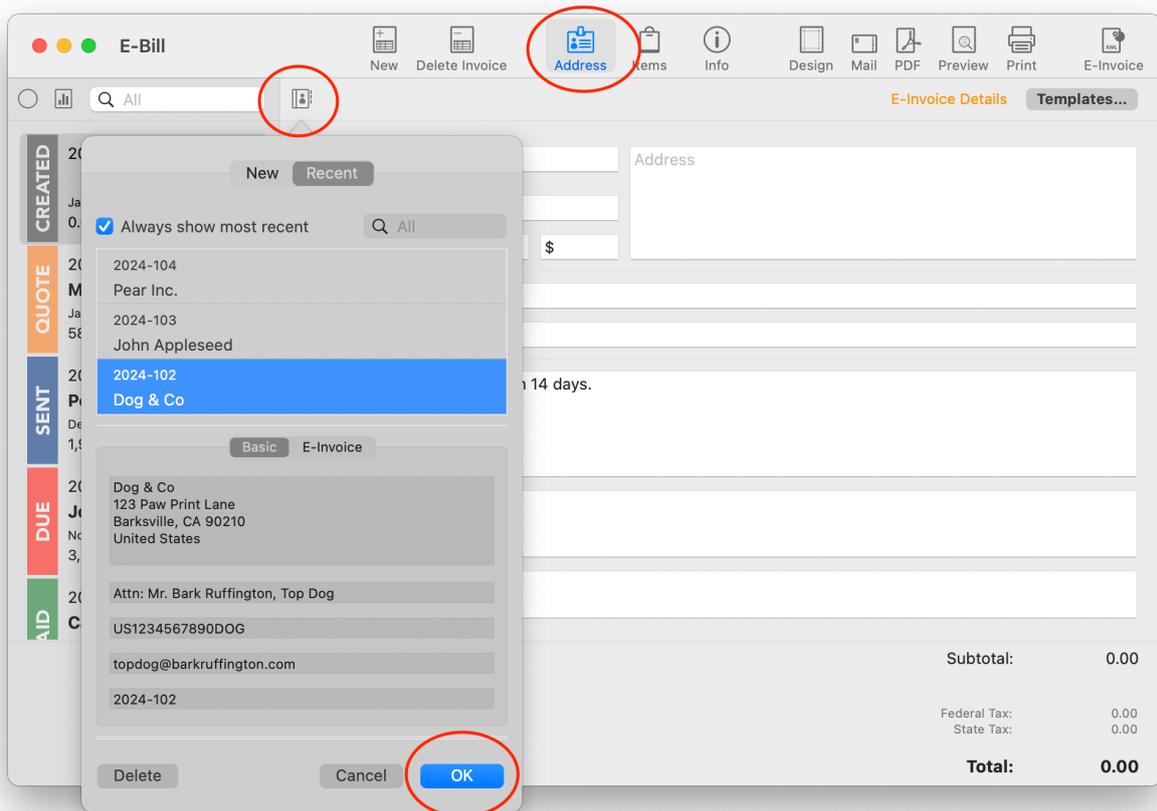
### How to create a new invoice

> Menu > File > New Invoice...

### How to create a new quote

> Menu > File > New Quote...

Hint: You can also use the toolbar buttons



## How to add an customer/address to the invoice

Select the Address View

> Menu > View > Address

Click on the 'Add Address' button

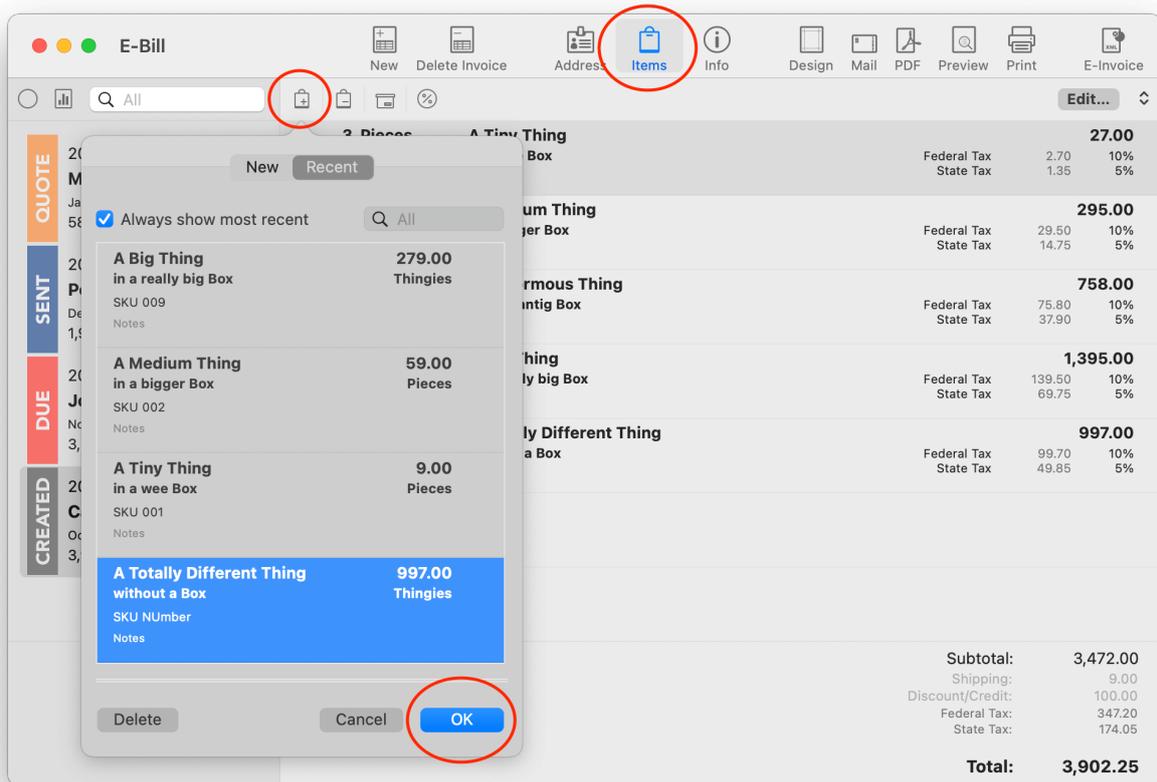
Either:

Create a new address by hand

Select one from your contacts

Select a recently used address

Hint: You can edit and delete recently used addresses at any time



## How to add items to the invoice

Select the Items View

> Menu > View > Items

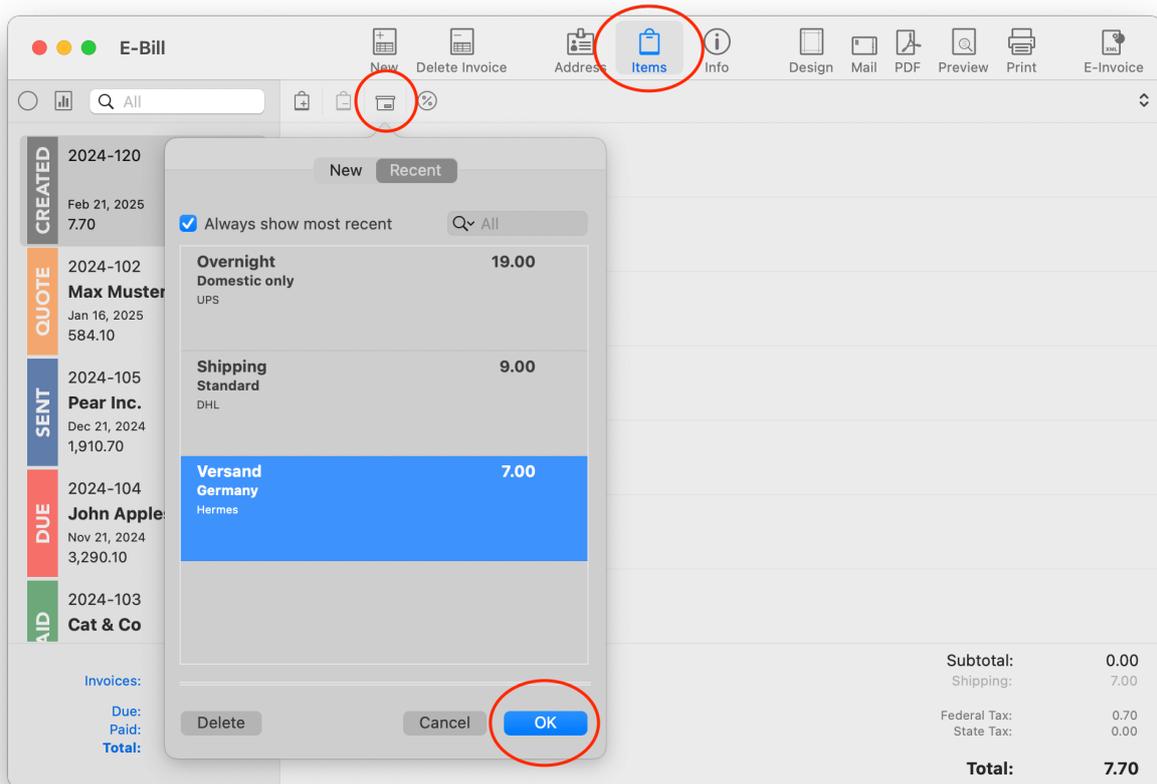
Click on the 'Add Item' button

Either:

Create a new item by hand

Select a recently used item

Hint: You can edit and delete recently used items at any time,  
newly created items will be automatically added to the recently used items



## How to add shipping costs to the invoice

Select the Items View

> Menu > View > Items

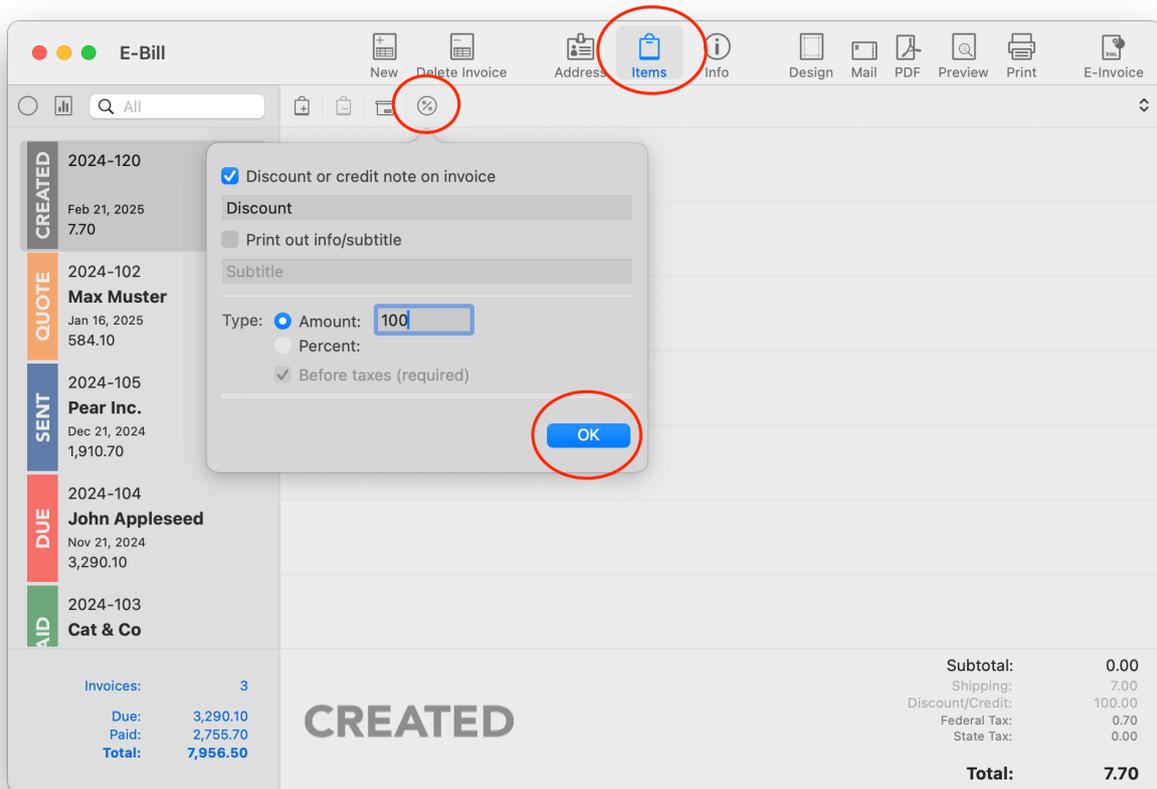
Click on the 'Add Shipping Cost' button

Either:

Create a new shipping cost by hand

Select a recently used shipping cost

Hint: You can edit and delete recently used shipping costs at any time, newly created shipping costs will be automatically added to the recently used shipping costs



## How to add a discount/credit note to the invoice

Select the Items View

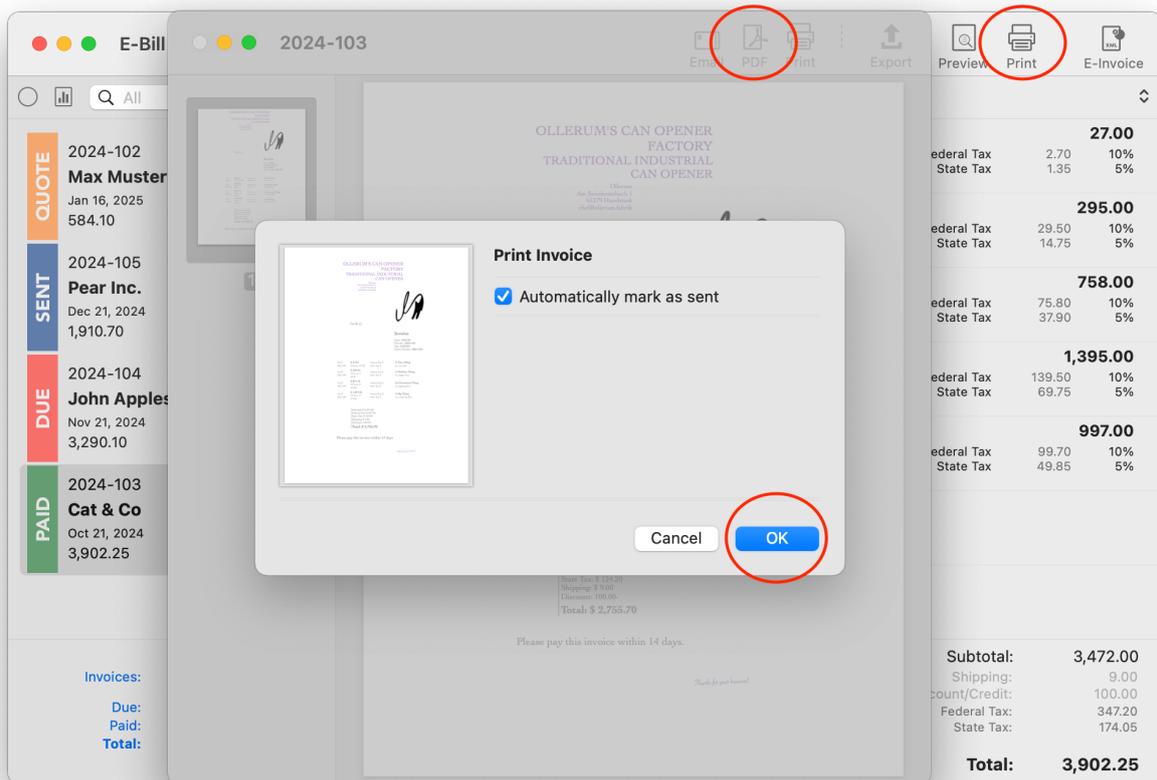
> Menu > View > Items

Click on the 'Add Discount' button

Select discount type

Provide discount amount

Hint: E-Invoices require the discount to be calculated before taxes



## How to preview an invoice

> Menu > View > Preview

## How to print an invoice

> Menu > File > Print...

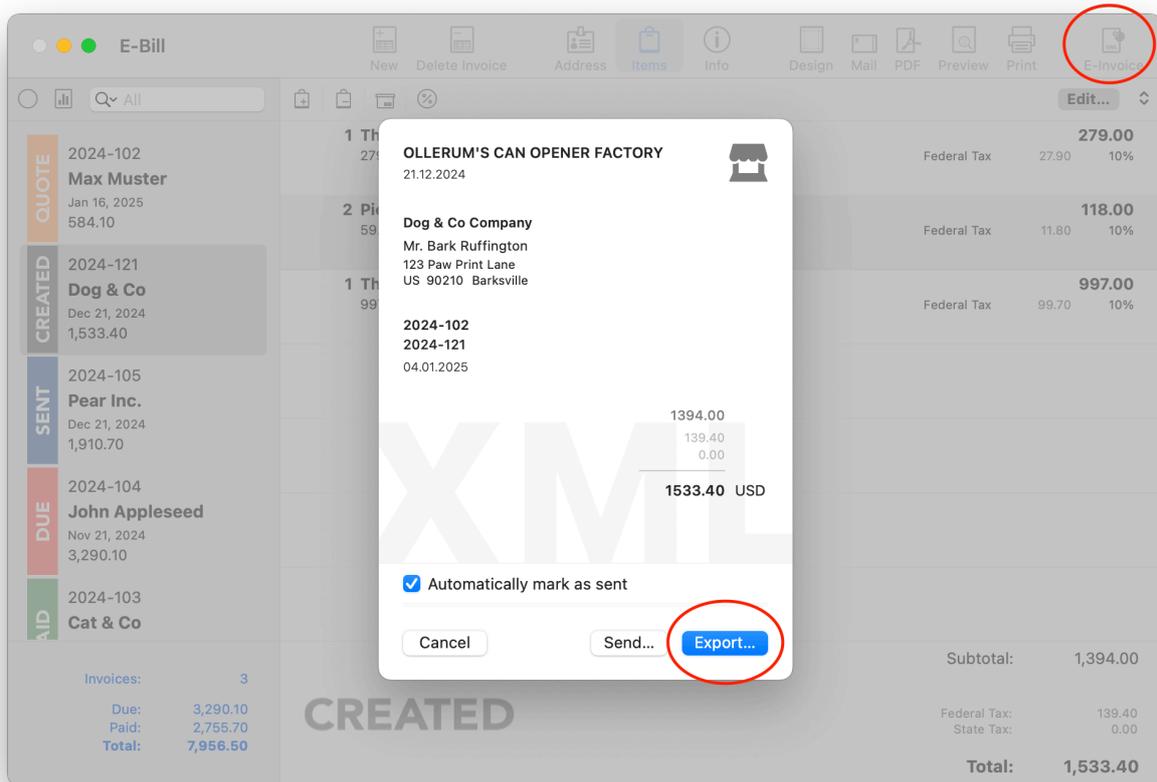
## How to send an invoice as email attachment

> Menu > File > Email Invoice...

## How to export an invoice as a PDF file

> Menu > File > Export Invoice As PDF...

Hint: You can also use the toolbar buttons  
Invoices/Quotes will be printed/created/sent with the selected design  
You can change/edit the design(s) at any time in the E-Bill Settings



## How to edit E-Invoice details

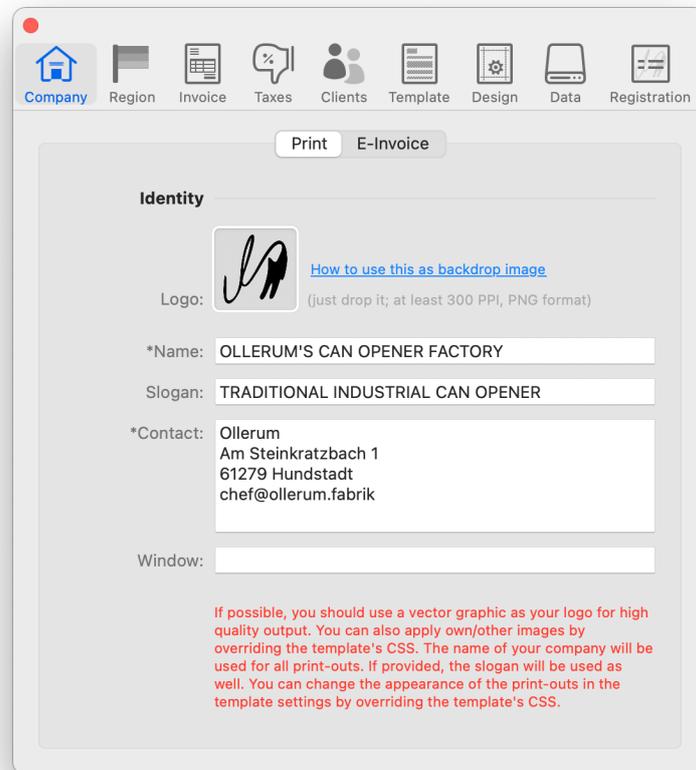
> Menu > View > E-Invoice Details

## How to export an invoice as an E-Invoice file

> Menu > File > Export E-Invoice ...

Hint: Information regarding E-Invoices and their requirements can be found [here](#)

# MANUAL PART B - THE SETTINGS



## The company details

Open the Settings

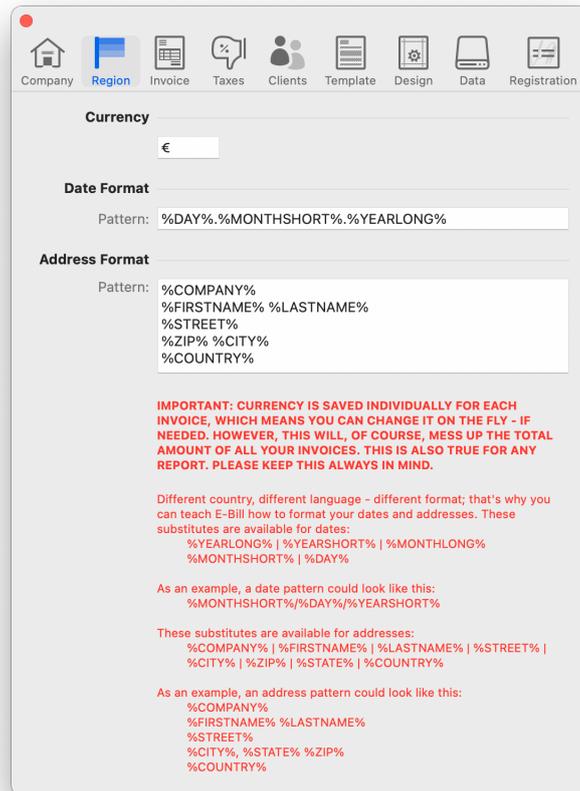
> **Menu** > **Bill** > **Settings...**

Select the 'Company' tab

**IMPORTANT: THE SELECTED DESIGN MUST SUPPORT THE DIFFERENT FIELDS**

Hint: This information will be used for all print-outs  
You can change the appearance of print-outs by editing the design

Hint: Information regarding E-Invoices and their requirements can be found here



## Formatting dates and addresses

Open the Settings

> Menu > Bill > Settings...

Select the 'Region' tab

Provide formatting pattern fitting your needs

Hint: You can change the format for each invoice/quote on the fly

Company Region Invoice **Taxes** Clients Template Design Data Registration

**Tax 1**

I'm subject to VAT/sales tax

Title:  Rate:

**Tax 2**

I'm subject to an additional tax

Compounded

Title:  Rate:

**Tax 3**

I'm subject to a third tax

Compounded

Title:  Rate:

Show tax amounts for single items

NOTE: FOR INFO PURPOSES ONLY! AMOUNTS MAY DIFFER!

Not every country requires the tax amount to be shown for single items; often the opposite is the case. Rounded tax amounts may also differ from the total tax amount. In most countries only(!) the total tax amount is required and binding.

Taxes are applied to individual items and saved individually for each invoice as well, so they can be changed at any time without altering old invoices. You can also en/disable them individually for invoices or single items within invoices.

Should you be subject to an additional tax, you need to specify if it is calculated on the subtotal plus the total of other taxes or on the net amount.

## Taxes

Open the Settings

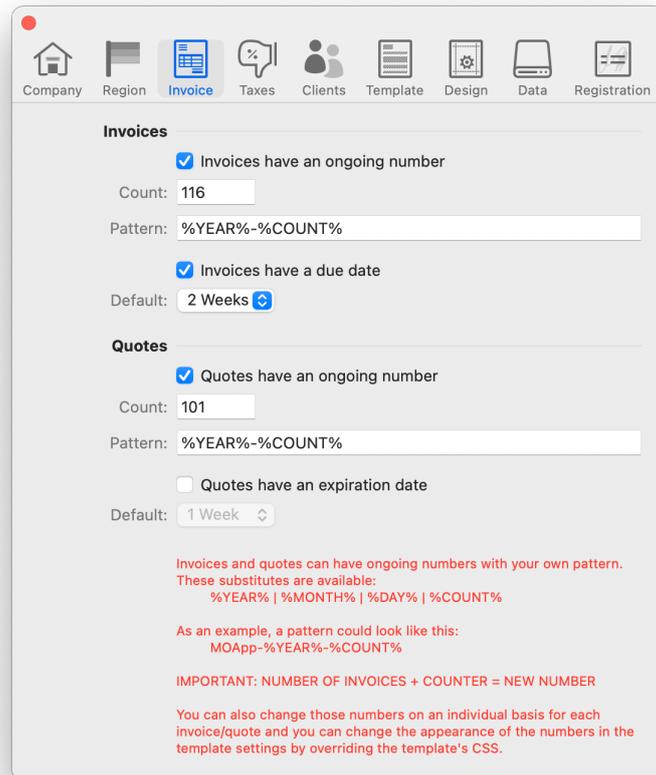
> Menu > Bill > Settings...

Select the 'Tax' tab

Taxes are applied to individual items

Taxes are saved individually for each invoice

Hint: Additional taxes can be compounded, taxes can be en/disabled individually for invoices/single



## Invoice numbering and due dates

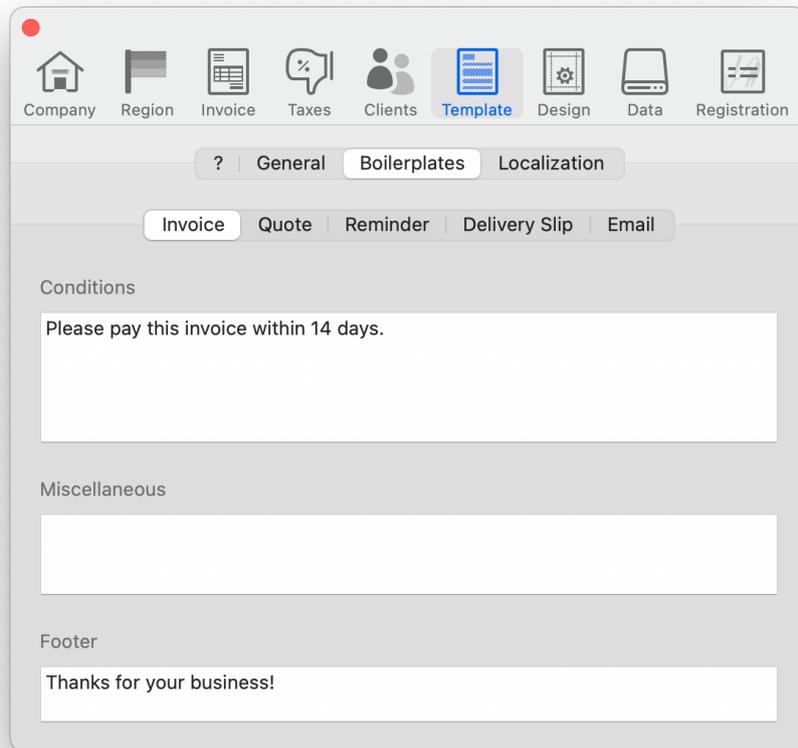
Open the Settings

> Menu > Bill > Settings...

Select the 'Invoice' tab

Invoices and quotes can have ongoing numbers with your own pattern  
Provide the pattern fitting your needs

Hint: You can change those numbers on an individual basis for each invoice/quote



## Boilerplates

Open the Settings

> [Menu](#) > [Bill](#) > [Settings...](#)

Select the 'Template' tab

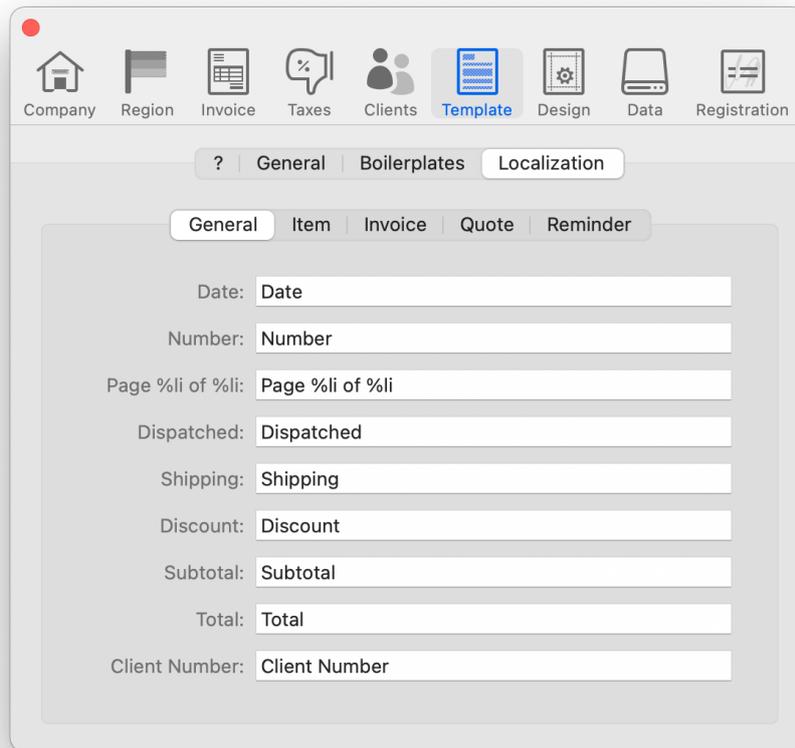
Select the 'Boilerplates' tab

Boilerplates are individually available for invoices, quotes, etc.

**Pro Tip: Boilerplates allow the use of basic HTML :-)**

**IMPORTANT: THE SELECTED DESIGN MUST SUPPORT THE DIFFERENT FIELDS**

Hint: You can change the appearance of print-outs by editing the design, boilerplates can be changed individually for every single invoice/quote on the fly



## Localization

Open the Settings

> [Menu](#) > [Bill](#) > [Settings...](#)

Select the 'Template' tab

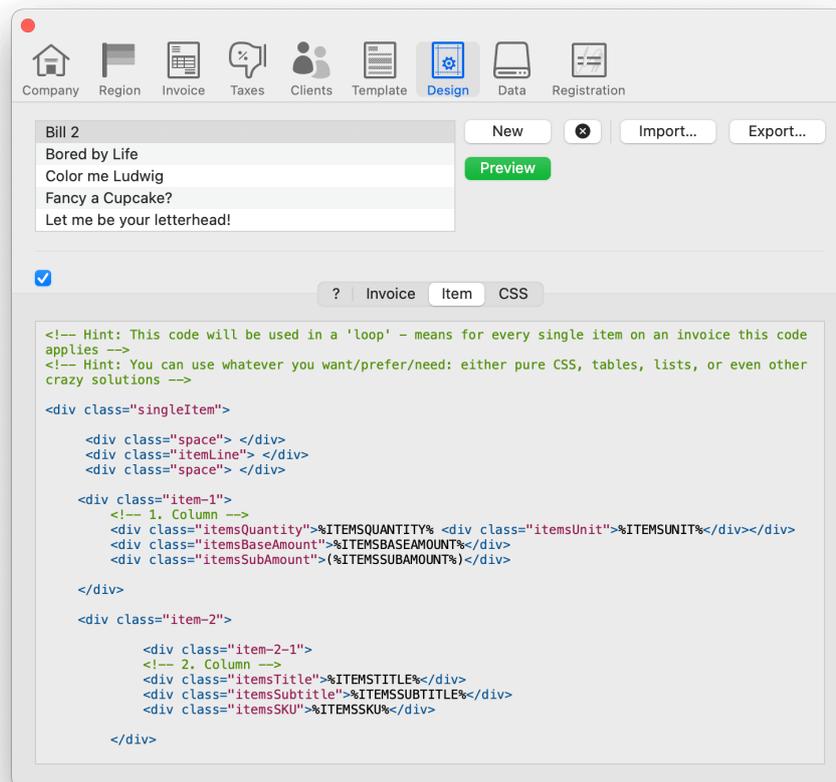
Select the 'Localization' tab

Use this to 'translate' your invoices into your language

You can also use this to just provide 'words' you prefer

This way, you can use Bill in any language possible, even though the GUI is in English

Hint: You can change the appearance of print-outs by editing the design



## Layout and Design

Open the Settings

> Menu > Bill > Settings...

Select the 'Design' tab

Use this to add and edit your designs

Select desired design

Designs specify how your print-outs will look

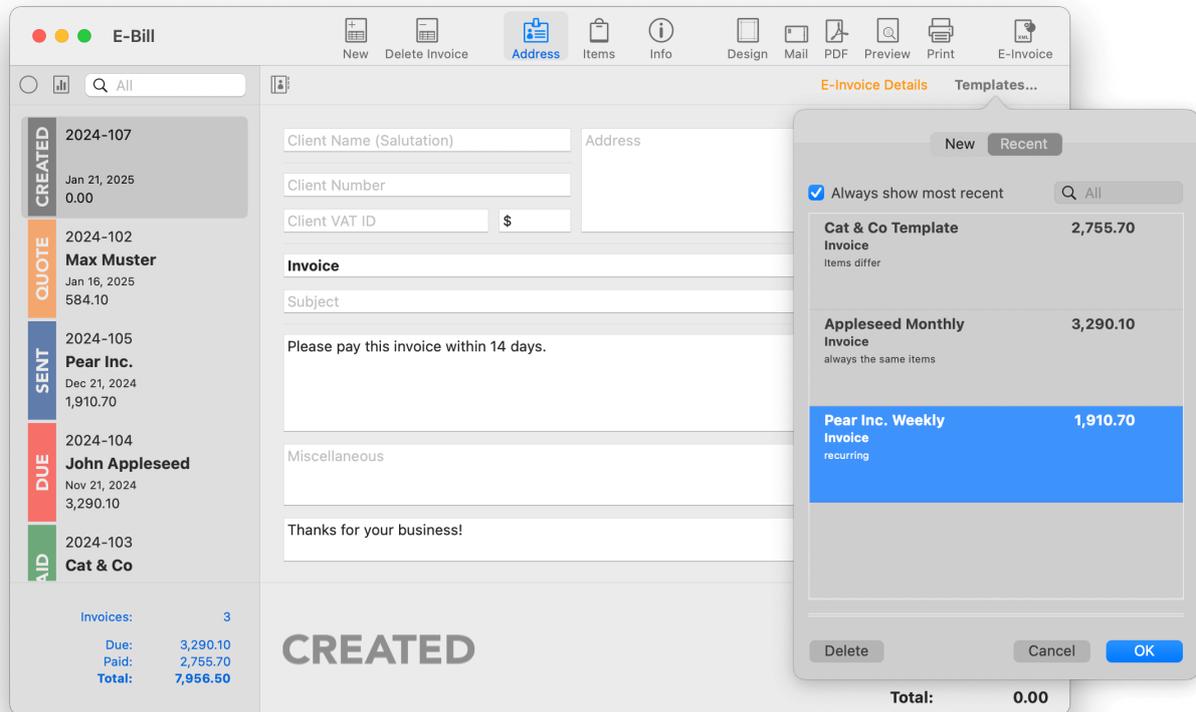
You can select and switch between designs in the main window

> Main Window > Toolbar > Design

You can create awesome designs for your quotes and invoices with just a little knowledge of HTML and CSS:

→ [The 'build your own design' Tutorial](#)

# MANUAL PART C - TIPS AND TRICKS



## Invoice Templates

> [Main Window](#) > [Address](#) > [Templates...](#)

Use this for recurring or duplicate invoices

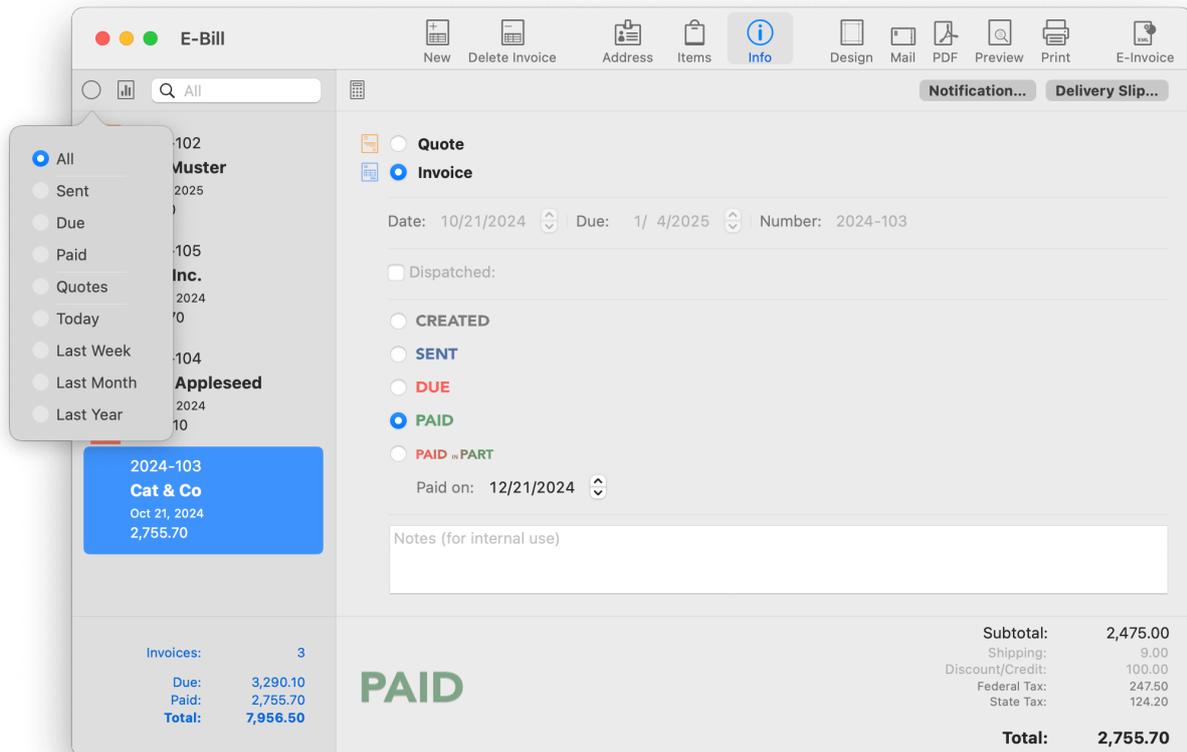
Hint: You can select which invoice parts should be part of the invoice template

## Report

> [Menu](#) > [View](#) > [Report](#)

The report is bound to the arranged invoices in E-Bill's main window. This means you can, for example, search for a client and therefore see the report just for this single client or you can pre-filter all your invoices to see a report only for overdue invoices.

Hint: You can edit a report's headline for your records



## Filter

> Menu > Edit > Find > Filter Invoices...

Use this if you just want to see all quotes, unpaid invoices, paid invoices, etc.

IMPORTANT: YOU NEED TO SELECT 'ALL' IF YOU WANT TO 'UNFILTER' YOUR LIBRARY

Hint: You can also use the 'Filter' button

## Reminder

> Menu > File > Send Reminder...

Use this if you want to send or print a reminder for an overdue invoice

Hint: You can also use the 'Reminder' button, the reminder feature is only available for overdue invoices, by default, E-Bill will pre-fill the fields with the boilerplates from the Settings