EBW Billing: User Manual

Invoices, quotes, credit notes, order confirmations and delivery notes in the Joomla backend · Version 7.4.2 · HikaShop integration 7.0.5 · 24 November 2026

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1. What is EBW Billing?

EBW Billing writes invoices, quotes and credit notes right inside the Joomla backend. It is meant for trades businesses, service providers and shop owners who want their documents where their website already lives.

The tool follows German invoicing rules (UStG, GoBD) and German VAT. It issues documents in German or English.

Three principles run through the whole tool:

- **Draft first, then finalise.** A new document starts as a draft that you can change freely. Only when you finalise it does it get its number, the PDF is archived, and from then on it can no longer be changed. This is what the German GoBD rules require.
- **Correcting means cancelling.** A finalised invoice is never changed or deleted. If it is wrong, you issue a credit note and then a new invoice.
- **Everything is logged.** Every change goes into the history: who, when, what, with the values before and after.

Invoices to companies automatically get an **e-invoice** (ZUGFeRD) when you finalise them, invoices to German public authorities an **XRechnung** on request. See section 10.

2. Getting started

Installation

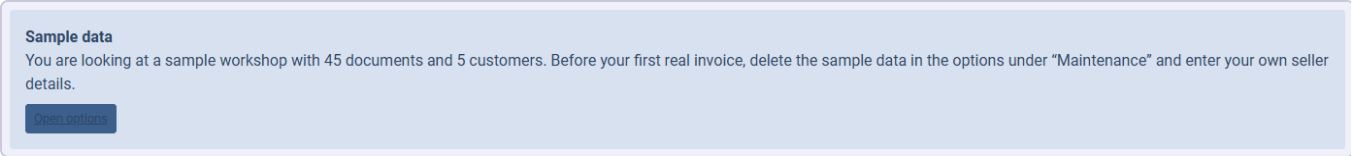
1. In the backend open **System** → **Install Extensions** and upload `pkg_ebw_billing_v7.x.x.zip`.
2. Open **Components** → **EBW Billing**.

Requirements: Joomla 6, PHP 8.2 or later with the extensions dom, mbstring and gd. On Joomla 5 the installation stops with a notice.

Sample data

The first time you open the component after a fresh installation, EBW Billing creates sample data: a **sample workshop** ("Musterwerkstatt") with five customers, five products and about 45 documents from the last twelve months. They include paid, open and overdue invoices, a part payment, a credit note, quotes in every stage and invoices to the Czech Republic (reverse charge) and the United Kingdom (export). This takes about 15 to 20 seconds. The sample data is in German, as the tool's main market is Germany.

As long as sample data is present, the overview shows this notice:

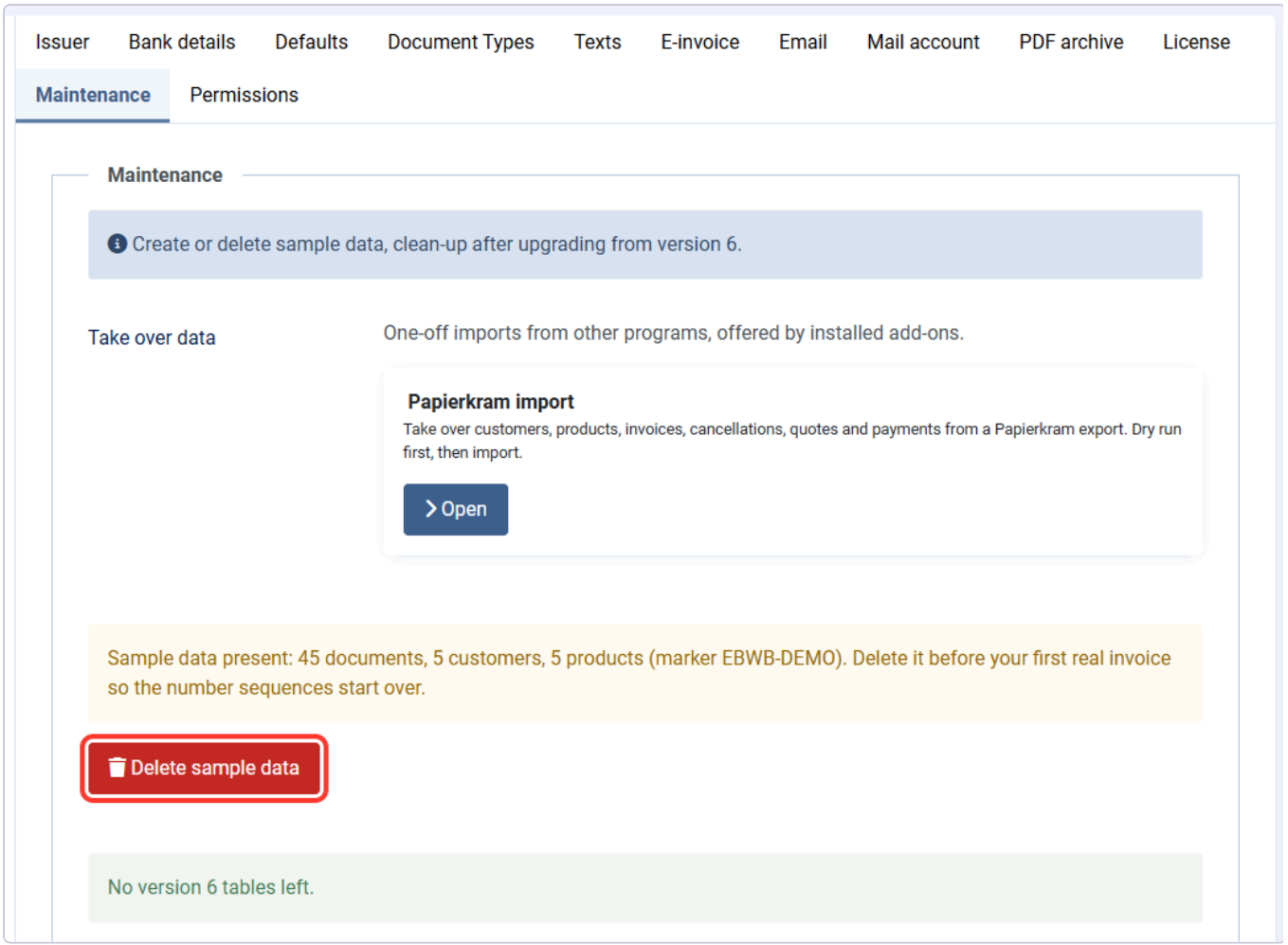


If the options were still empty, the tool fills in sample issuer details ("Musterwerkstatt GmbH", sample bank). Otherwise no document could be finalised.

Deleting the sample data

Delete the sample data before your first real invoice. The number sequences then start again at 1.

1. On the overview, click **Options** at the top right.
2. Choose the **Maintenance** tab.
3. Click **Delete sample data** and confirm.



Only the sample documents with their PDFs and e-invoices, their payments, the sample customers and the sample products are deleted. Your own customers and documents stay. The sample issuer details in the options are cleared unless you have changed them in the meantime. If you have already finalised a document of your own, the number sequences continue instead of starting over. The message after deleting tells you so.

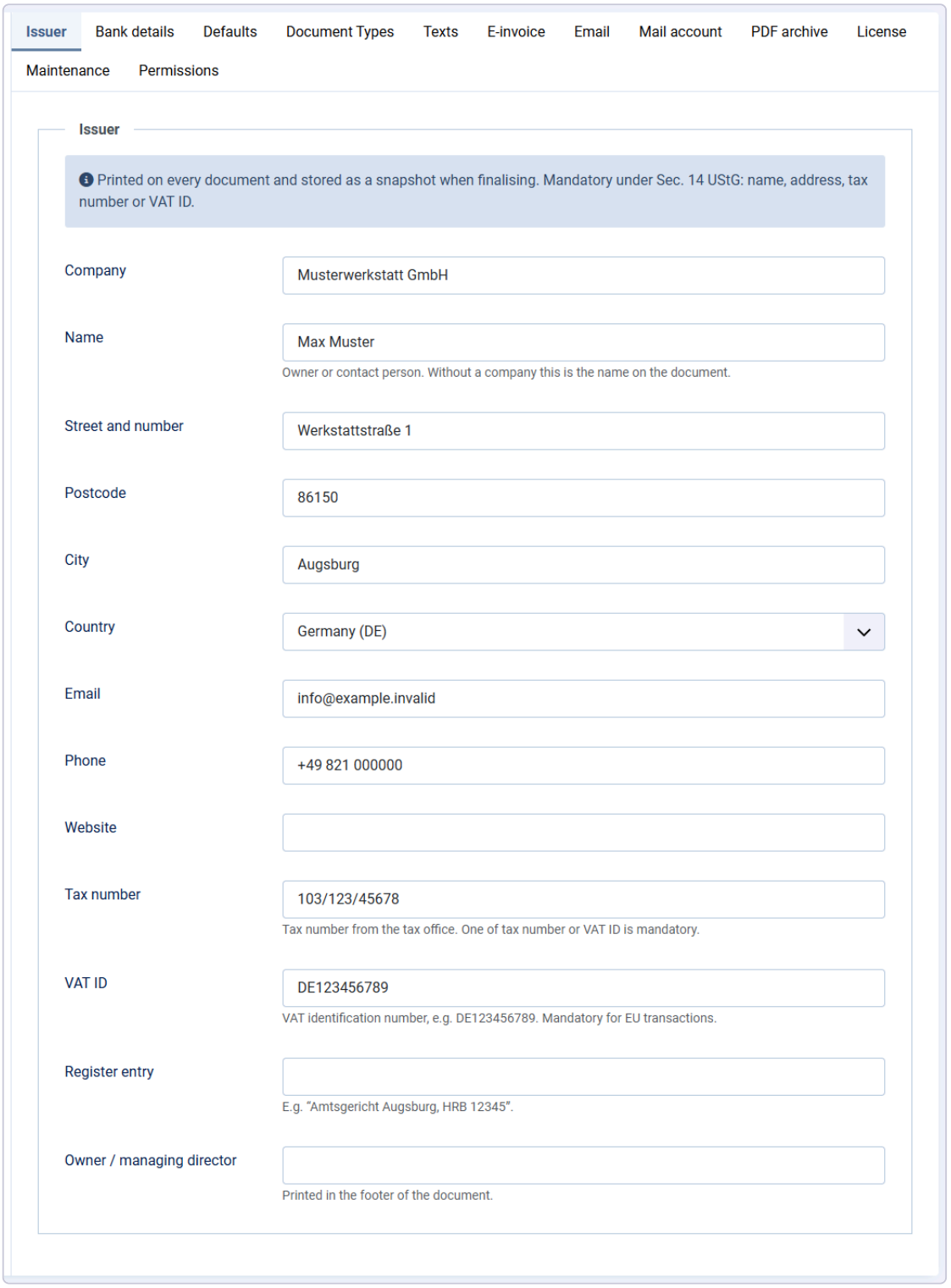
The same tab lets you create the sample data again later, for example for a demonstration.

Filling in the options

The options (**Options** button at the top right) hold the details that appear on every document:

Tab	What it contains
Issuer	company, name, address, contact, tax number and VAT ID, register entry, owner
Bank details	account holder, IBAN, BIC, bank
Defaults	tax mode (e.g. small business), gross or net prices, payment terms, quote validity, customer number pattern
Texts	introduction and closing text per document type, note for paid invoices
E-invoice	whether company customers get an e-invoice automatically
Email	subject and text for sending, blind copy, HTML mails with signature

Tab	What it contains
PDF archive	folder for finalised PDFs. The design is in the “Document Design” menu (section 13).
Maintenance	create or delete sample data, clean-up after upgrading from version 6
Permissions	who may do what (section 14)

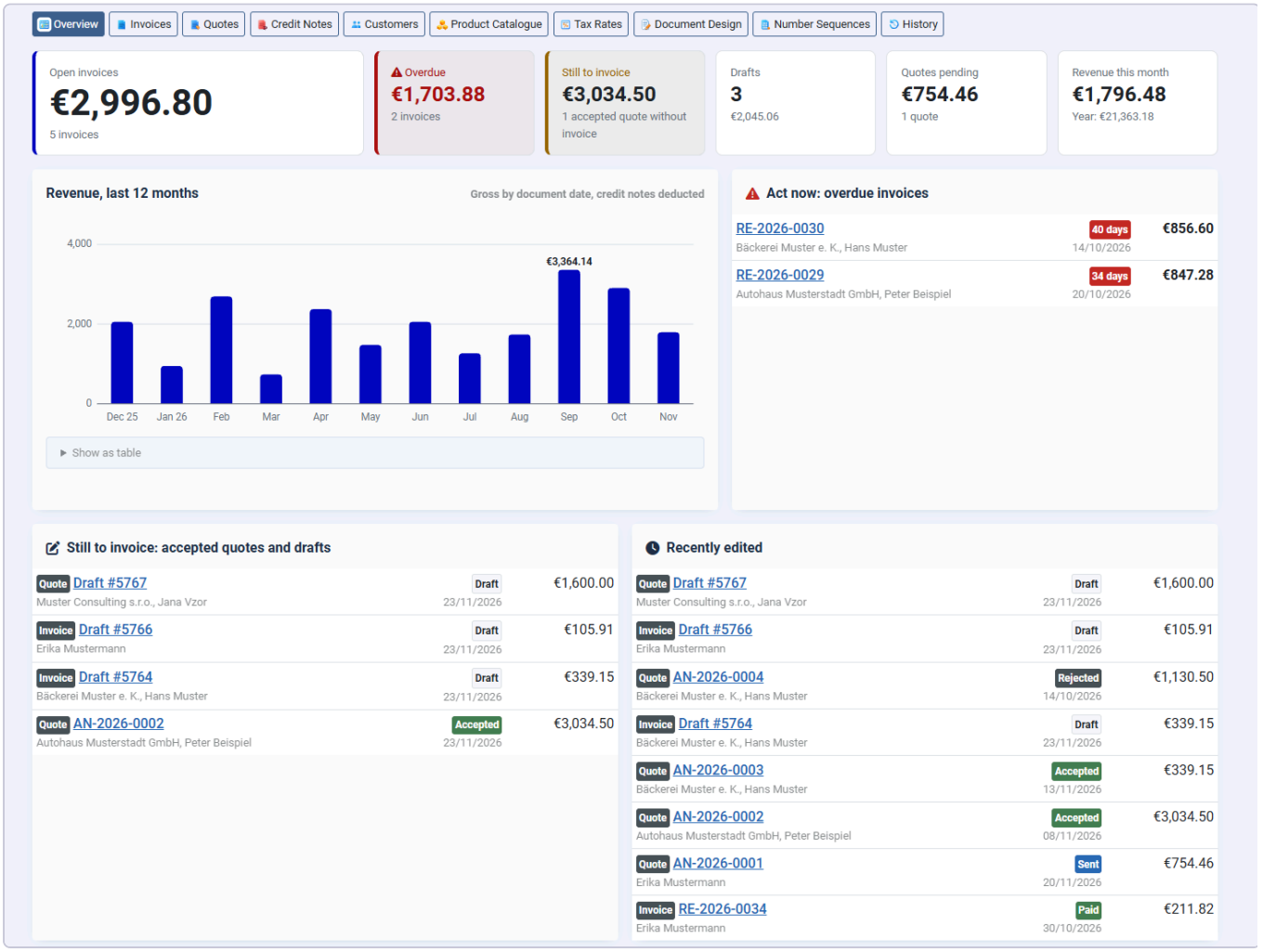


German law (Sec. 14 UStG) requires name, address and a tax number **or** a VAT ID. If one of them is missing, the overview says so at the top, and no document can be finalised.

When finalising, EBW Billing stores a copy of the issuer details in the document. If your address changes later, old invoices stay correct.

3. The overview

The overview is the start page. It shows at a glance where money is outstanding and what still needs doing.



- **Open invoices**: everything finalised and not yet fully paid.
- **Overdue**: open invoices past their due date.
- **Still to invoice**: accepted quotes that have no invoice yet.
- **Drafts** and **Quotes pending** (sent, no answer yet).
- **Revenue** this month and this year, gross by document date, with credit notes deducted.

Below follow the revenue of the last twelve months as bars ("Show as table" gives the figures), the overdue invoices with the number of days, the list "Still to invoice" and the recently edited documents. Every tile and every row leads to the matching list or document with one click.

A click on a bar in the chart "Revenue, last 12 months" opens the invoice list of that month, with **Date from** and **Date to** already filled in. The same works for the month in the table under "Show as table".

The button bar underneath takes you to the other areas: Invoices, Quotes, Credit Notes, Customers, Product Catalogue, Tax Rates, Document Design, Number Sequences and History, and with the document types switched on also Order Confirmations and Delivery Notes. Each area has its own icon, which also appears in the page title.

Quick link in the backend header

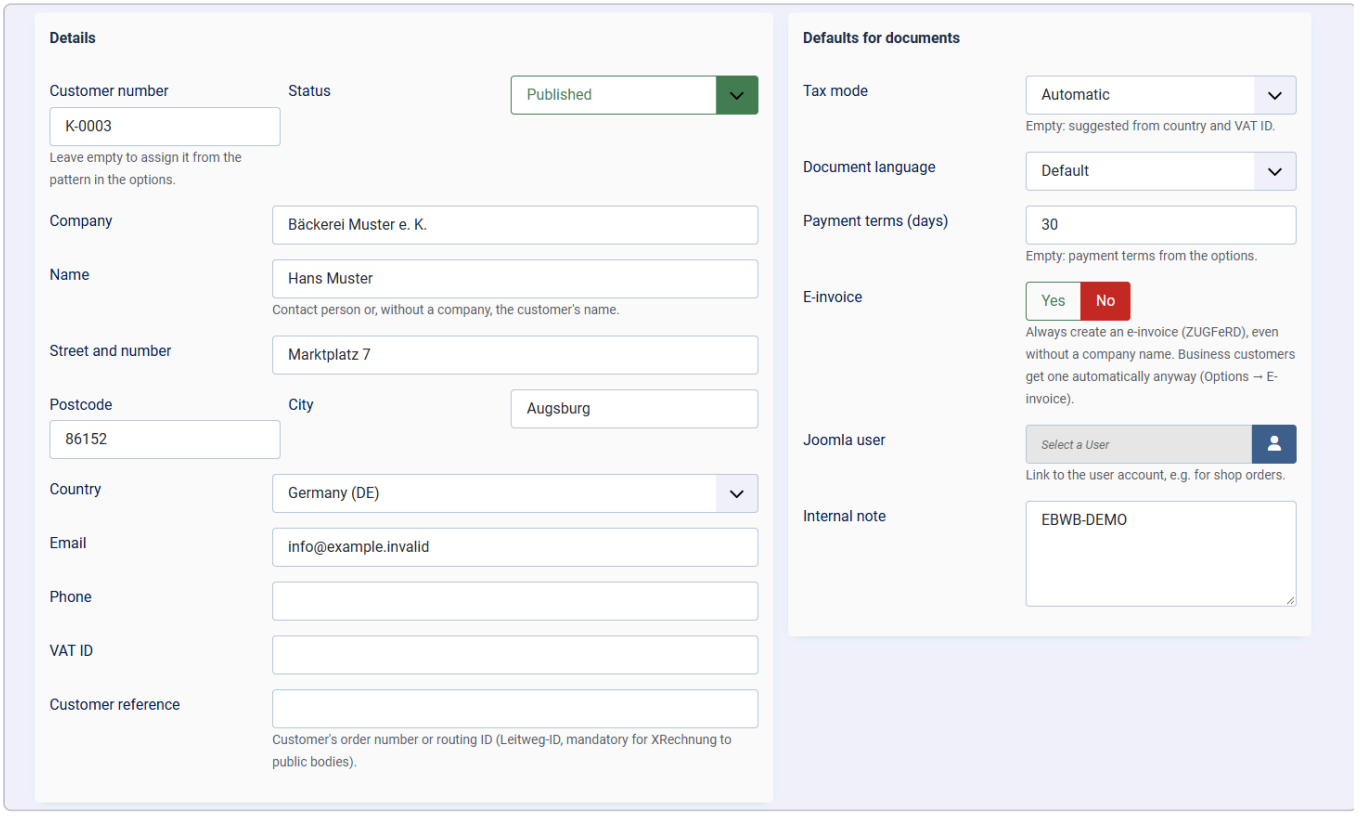
From every backend page you reach the overview with one click: a green button "EBW Billing Overview" sits in the dark header at the top. Only users who may open EBW Billing see it. When the header gets crowded (narrow window, many other buttons), it shows just its icon.

The button comes with the plugin "System - EBW Billing Quick Link", which is installed with EBW Billing and switched on the first time. If you do not want it, disable the plugin under System › Plugins. EBW Billing keeps working as before, and later updates do not switch the plugin back on.

4. Customers and products

Customers

Under **Customers** you enter each customer once. When writing an invoice you just pick them, and the address is copied in.

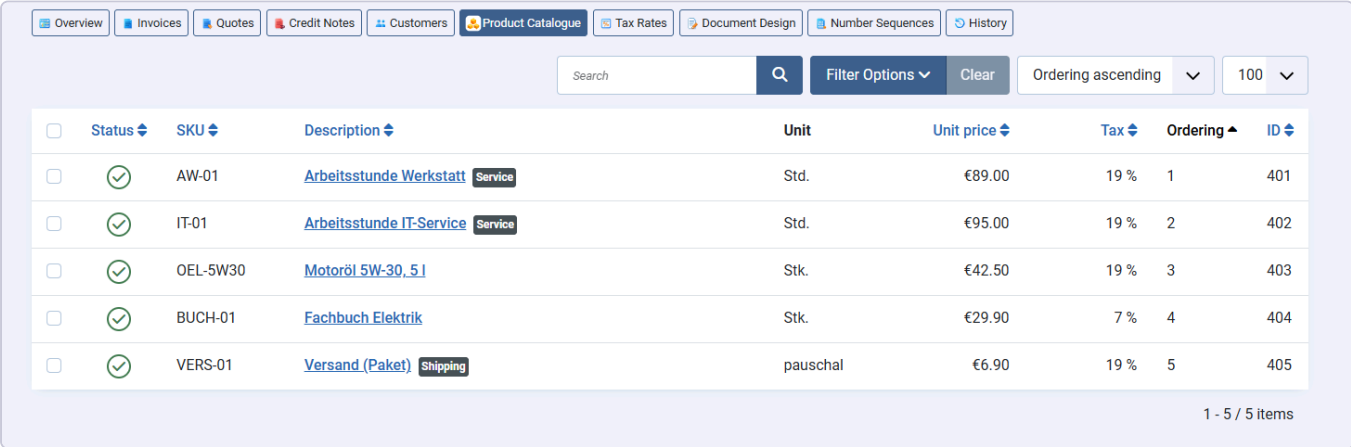


- The **customer number** is assigned from the pattern in the options (default `K-0001`) if you leave the field empty.
- **Defaults for documents** set tax mode, document language and payment terms per customer. Empty means the default from the options; the tax mode is suggested from country and VAT ID.
- **E-invoice**: Yes if this customer should always get an e-invoice, even without a company name.
- **Customer reference**: e.g. the customer's order number or, for German authorities, the Leitweg-ID. It is copied into every new document.

The document keeps a **copy** of the address. If you change the customer later, old documents stay as they were.

Product catalogue

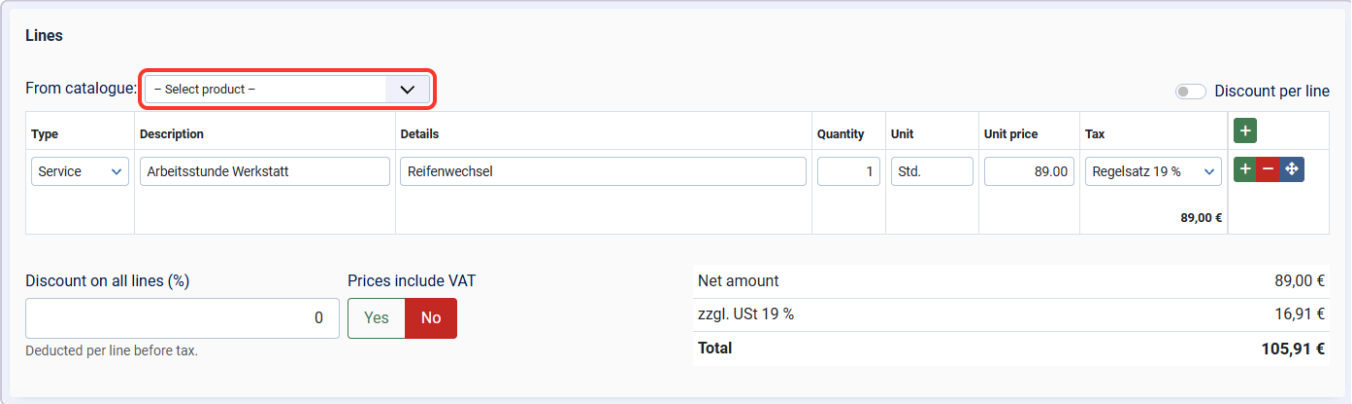
The **Product Catalogue** holds services and goods you charge often, with item number, unit, price and tax rate.



In a document, **From catalogue** adds a product as a new line. You can then change it freely.

5. Writing an invoice

1. On the overview, click **New Invoice**.
2. On the right under **Recipient**, choose the **Customer**. Address, email, VAT ID and customer number are copied in.
3. On the left, check the **Document date** and the **Service date**. The service date is mandatory on German invoices. For a period, also fill in **Service until**. The **Subject** is optional, for example "Service of lift in hall 2". It appears in the PDF below the title or in the info line and in the e-mail as placeholder `{subject}`.
4. **Due date** is calculated from the document date and the payment terms. You can overwrite it.
5. Enter the work under **Lines**, either with **From catalogue** or by hand.
6. **Save**. The document is now a draft.



Each line has:

Field	Meaning
Type	Goods, Service, Shipping, Discount or Text line. A text line appears on the document without an amount, e.g. as a heading.
Description, **Details**	The description is printed in bold, the details in small print below. Both fields grow with the text, so you always see all of it.
Quantity, **Unit**, **Unit price**	Decimal numbers are entered as usual, e.g. `1.5` and `89.00`.
Discount %	discount for this line only. The column is hidden until you switch on **Discount per line** above the table. Billing remembers the choice per user in this browser. If a line has a discount, the column is always shown.
Tax	tax rate of the line, e.g. 19 % or 7 %

+ adds a line, **−** removes it, the four-way arrow moves it. Net, tax per rate and total update immediately.

On a tablet or in a narrow window each line is shown as a block of its own: type and description at the top, the details below, then quantity, unit, price and tax, each with its label.

Below the table:

- **Discount on all lines (%)** reduces every line before tax is calculated.

- **Prices include VAT**: Yes if you enter gross prices, as is usual for consumers and shops. The tax is then calculated out of the price.

Tax mode

On the right under **Tax and currency** you find the **Tax mode**:

Mode	When
Standard	VAT is shown, the normal case
Small business (Sec. 19 UStG)	no VAT, with the required note
Reverse charge (Sec. 13b UStG)	services to a business in another EU country
Intra-Community supply	goods to a business in another EU country
VAT-exempt export (Sec. 6 UStG)	delivery to a country outside the EU

When you switch, the tool fills the **Tax note on the document** with the required text, which you can adjust. If the mode does not fit the customer, for example reverse charge without a VAT ID, a yellow notice appears.

Texts and language

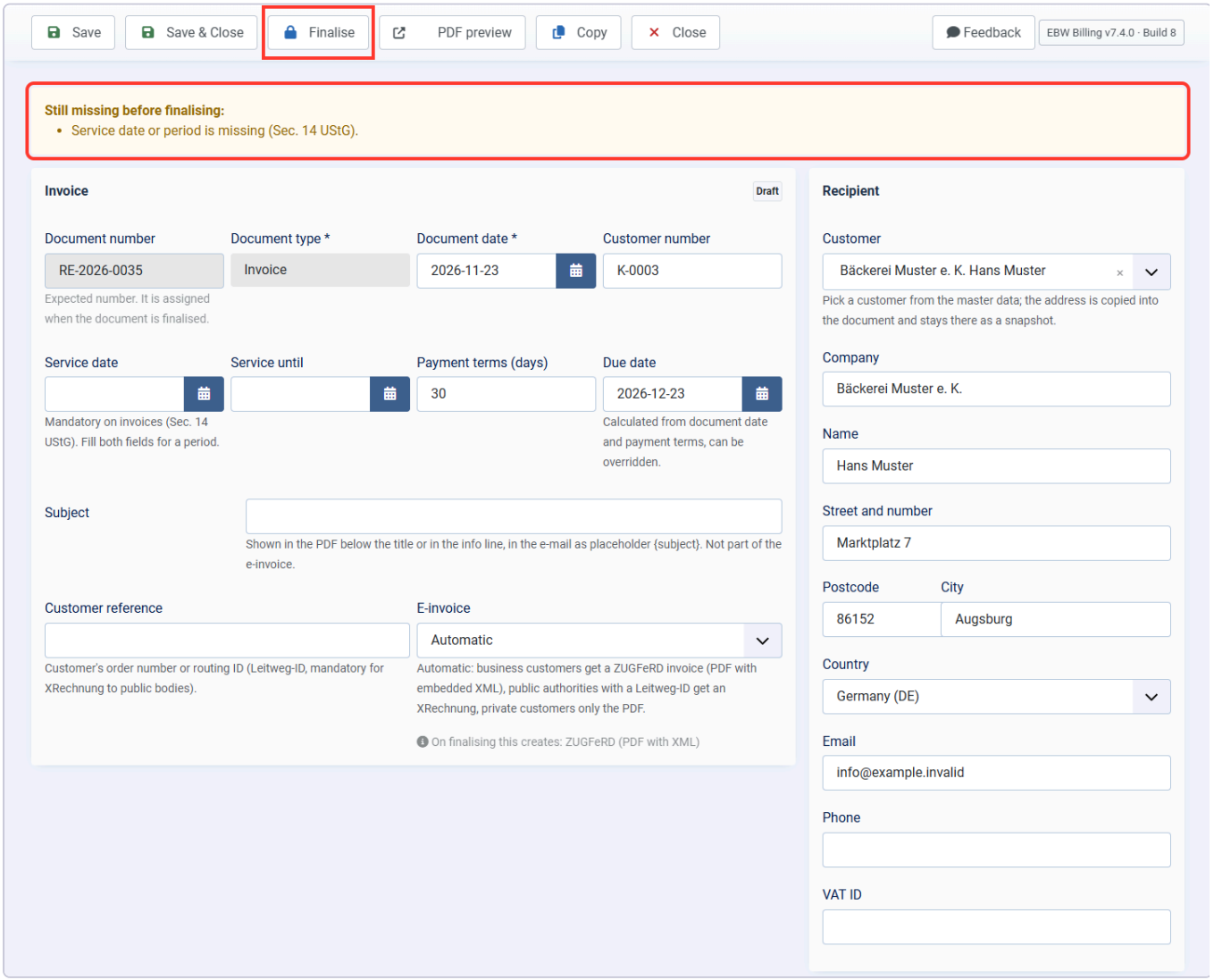
Under **Texts** you find the introduction and closing text. They come from the options and can be changed per document. With the placeholders `{intro}` and `{closing}` you can also put them into the email (section 7). Placeholders like `{due_date}` are filled in when the PDF is created. The **Internal note** does not appear on the document.

The **Document language** (German or English) sets the language and number format of the PDF, e.g. `1.356,60 €` or `€1,356.60`.

PDF preview shows the draft as a PDF with a “DRAFT” watermark. It lies light and translucent behind the text, everything stays readable. In long documents the header row of the item table moves to the next page together with the first item, so it never stands alone at the bottom of a page.

6. Finalising

When everything is right, click **Finalise** and confirm.

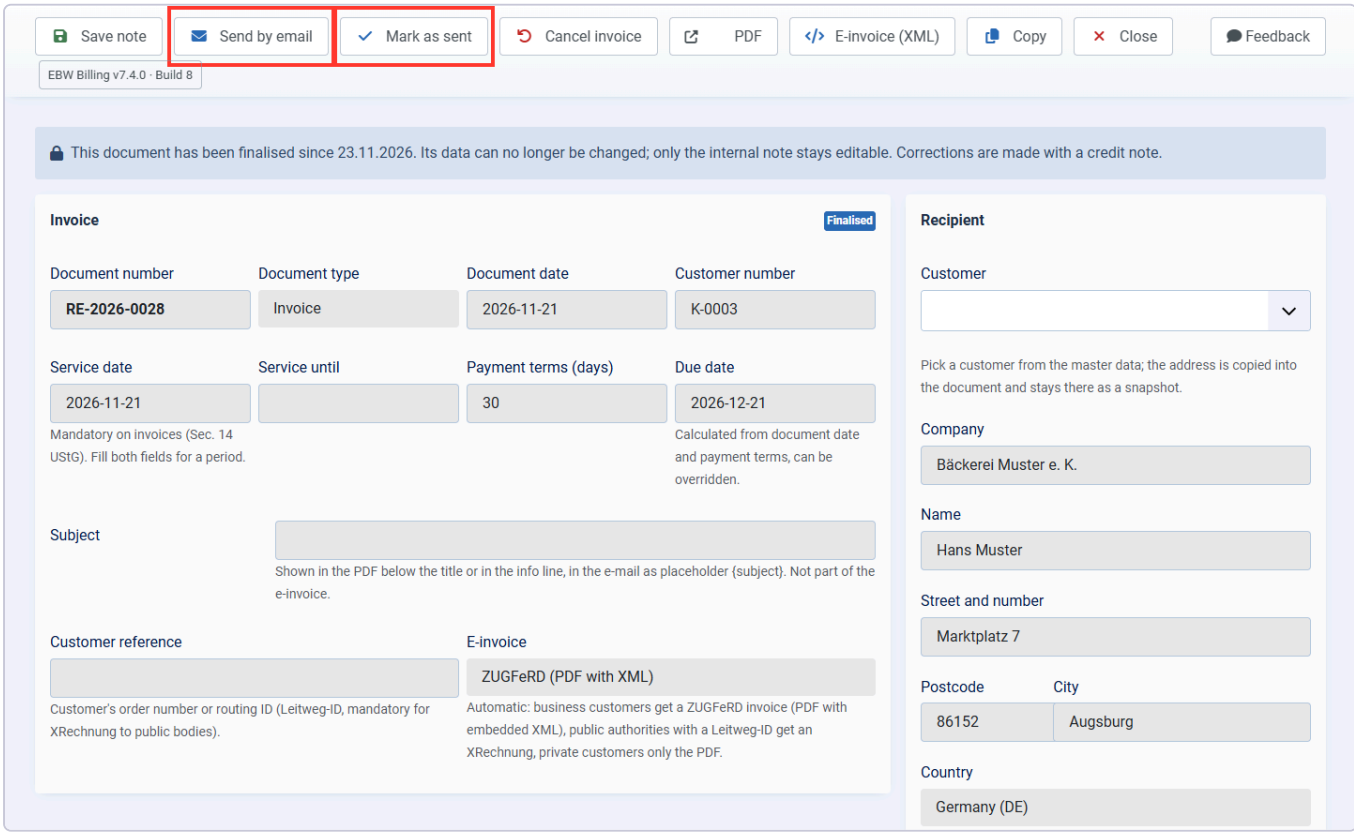


If a mandatory detail is missing, the yellow box at the top says **Still missing before finalising**, in the picture the service date. As long as anything is listed there, the tool refuses to finalise.

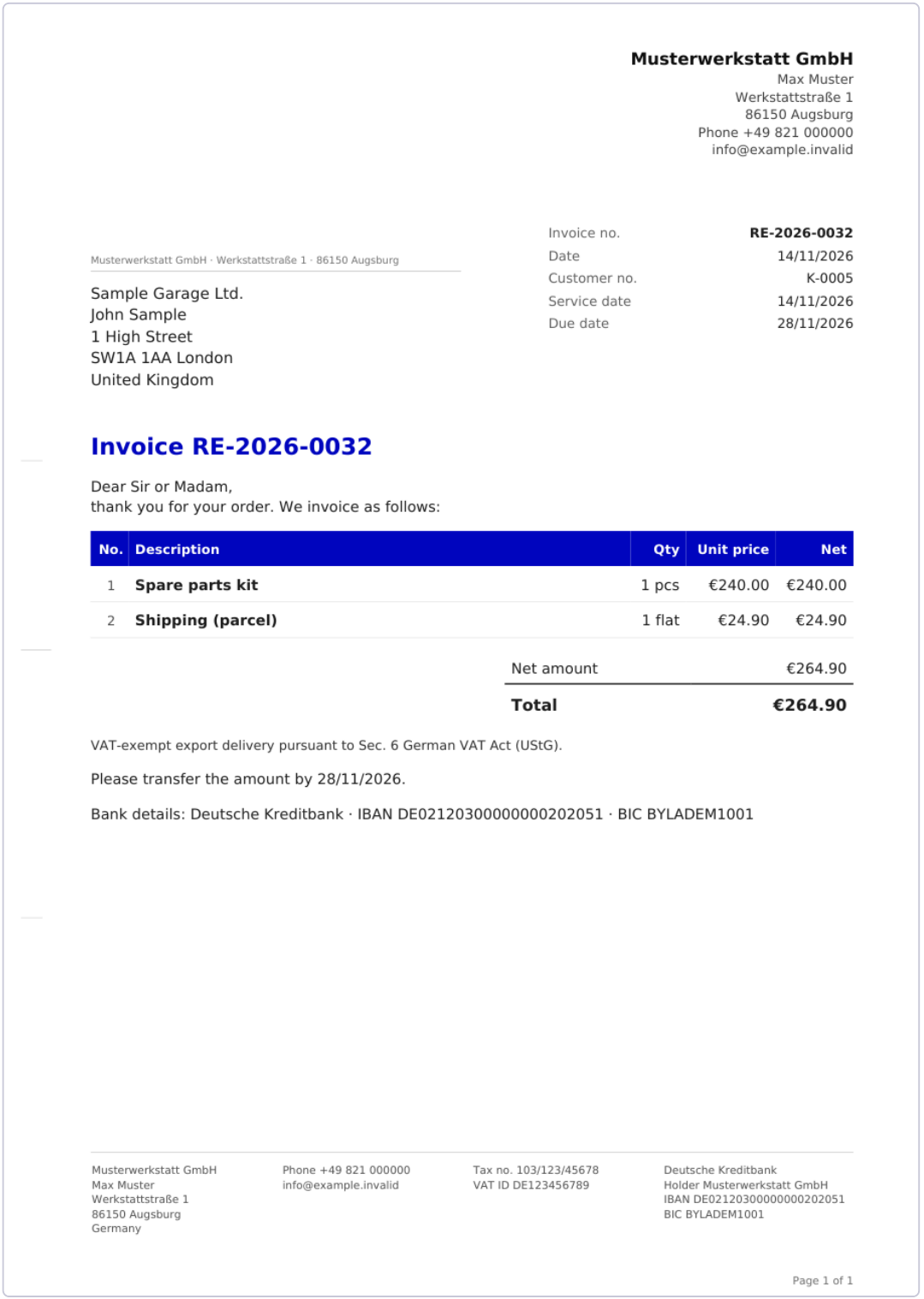
Finalising does three things:

1. The document gets its **number** from the number sequence, consecutive and without gaps.
2. The **PDF** is created and archived, for company customers with an embedded e-invoice.
3. The document is **locked**.

Finalising cannot be undone. Afterwards only the internal note can be changed. A mistake is corrected with a credit note (section 8).



The finished PDF, here with document language English:



Musterwerkstatt GmbH
Max Muster
Werkstattstraße 1
86150 Augsburg
Phone +49 821 000000
info@example.invalid

Musterwerkstatt GmbH · Werkstattstraße 1 · 86150 Augsburg

Sample Garage Ltd.
John Sample
1 High Street
SW1A 1AA London
United Kingdom

Invoice no.	**RE-2026-0032**
Date	14/11/2026
Customer no.	K-0005
Service date	14/11/2026
Due date	28/11/2026

Invoice RE-2026-0032

Dear Sir or Madam,
thank you for your order. We invoice as follows:

No.	Description	Qty	Unit price	Net
1	**Spare parts kit**	1 pcs	€240.00	€240.00
2	**Shipping (parcel)**	1 flat	€24.90	€24.90

Net amount	€264.90
Total	**€264.90**

VAT-exempt export delivery pursuant to Sec. 6 German VAT Act (UStG).

Please transfer the amount by 28/11/2026.

Bank details: Deutsche Kreditbank · IBAN DE02120300000000202051 · BIC BYLADEM1001

Musterwerkstatt GmbH
Max Muster
Werkstattstraße 1
86150 Augsburg
Germany

Phone +49 821 000000
info@example.invalid

Tax no. 103/123/45678
VAT ID DE123456789

Deutsche Kreditbank
Holder Musterwerkstatt GmbH
IBAN DE02120300000000202051
BIC BYLADEM1001

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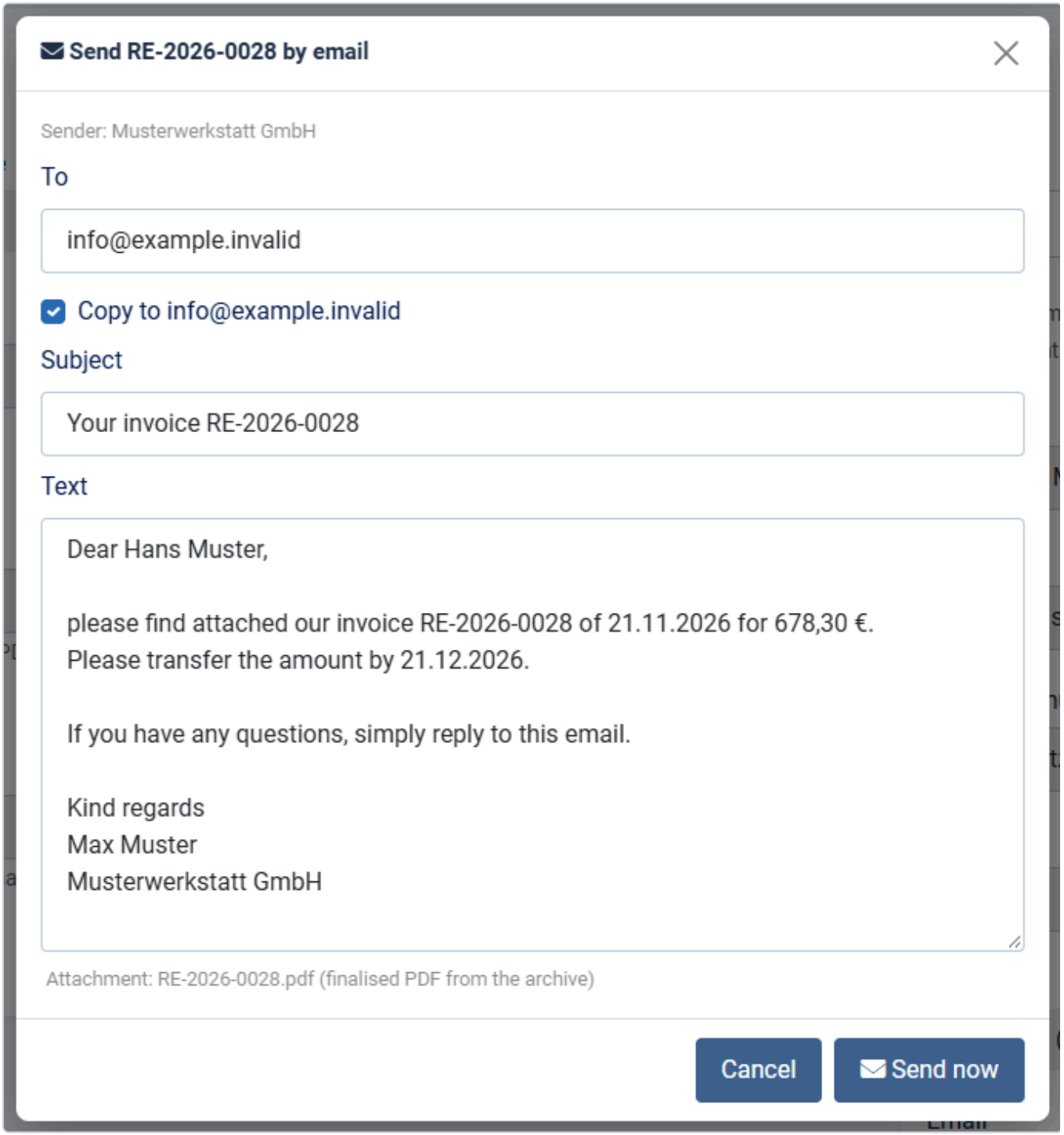
The **PDF** button is available in every finalised document and in the list. It always returns the archived PDF, never a newly generated version.

7. Sending and payments

Sending by email

1. In the finalised document, click **Send by email**.
2. Check recipient, subject and text. The defaults come from the options ("Email" tab).
3. Click **Send now**.



The PDF from the archive is always attached, for an XRechnung also the XML file. Replies from the customer go to the issuer's email address. A blind copy goes to the address from the options; you can untick it in the dialog. Mail is sent through the account in Joomla's Global Configuration. If no mail arrives, check the mail

settings there under **Server**. To send documents from an address of your own, for example invoice@your-company.com, set up a mail account (next section).

After sending, the document's status is **Sent**. If you send the PDF another way (post, your own mail program), click **Mark as sent** instead.

The salutation. The placeholder `{customer_name}` takes the recipient's name. If it starts with an addition such as “z.Hd.”, “zu Händen”, “c/o” or “Attn.”, the mail leaves it out: “c/o John Sample” becomes “Dear John Sample”. The document and the customer record keep the addition. If no name is entered, the mail uses the company. Without name and company, the mail uses the neutral salutation “Dear Sir or Madam”.

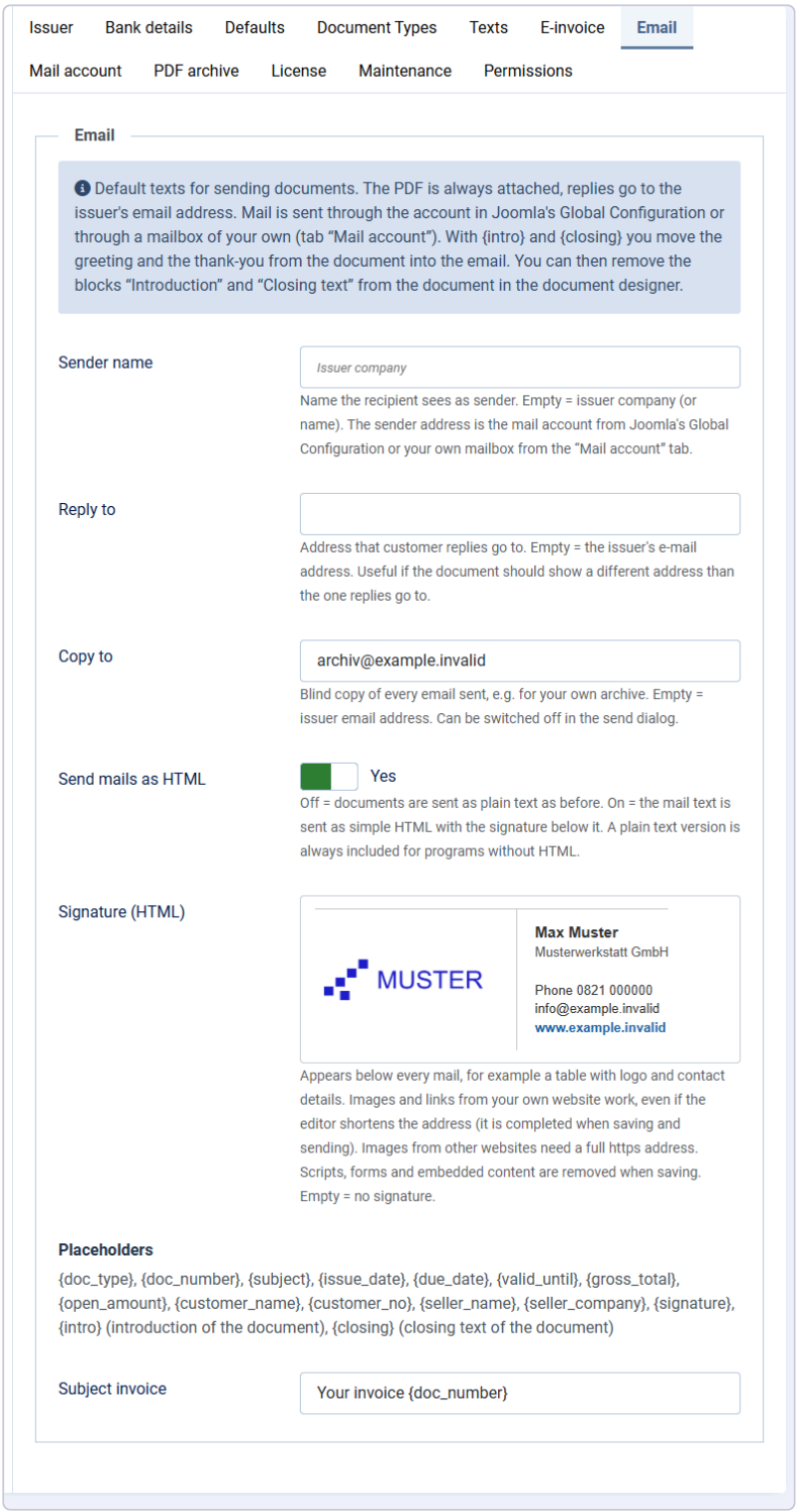
Introduction and closing text in the mail. A personal greeting and a thank-you often belong in the email rather than on the invoice. The placeholders `{intro}` and `{closing}` put the document's introduction and closing text into the subject or text of the mail, for example:

```
Dear {customer_name},

{intro}

please find attached our invoice {doc_number}.
{closing}

Kind regards
```

Placeholders inside these texts, such as `{due_date}`, are filled in as on the PDF. If a text is empty, its line is left out of the mail. So that the texts do not appear twice, remove the blocks **Introduction** and **Closing text** from the page in the document designer (section 13). The invoice is then a plain accounting document, and the personal words are in the mail. Whatever is not on the PDF is not in the e-invoice either (section 10).

HTML mails with signature

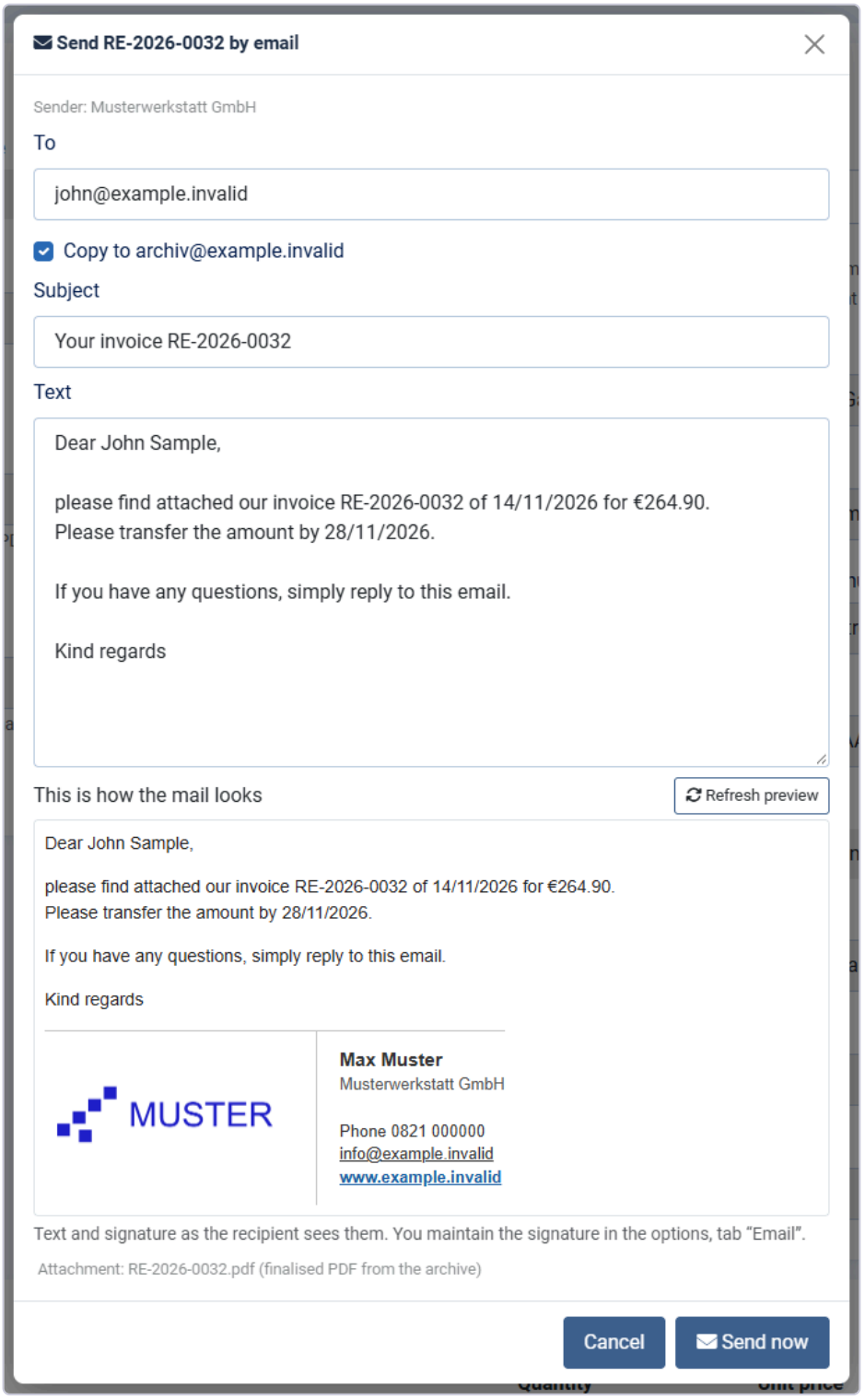
By default, documents are sent as plain text. If you want your signature with logo and contact details below every mail, switch on **Send mails as HTML** in the options, tab **Email**. The field **Signature (HTML)** appears below.



- **Inserting the signature:** Ideally in the editor's code view, for example a table with the logo on the left and contact details on the right. Images and links from your own website work, even if the editor shortens the address. Billing completes it when saving and when sending. Images from other websites need a full https address.

- **Images that are too large:** If an image is set wider than the table cell it sits in, Billing sets it to the width of the cell, and the height follows. An image outside a cell is at most 600 pixels wide. This way the logo looks the same in every mail program.
- **Security:** Billing removes scripts, forms and embedded content when saving.
- **Mail text:** You keep maintaining the text as plain text with placeholders. When sending, it becomes a simple HTML mail, web and email addresses become clickable, and the signature appears below. You can then take the placeholder `{signature}` (your name and company as text) out of the mail text, otherwise your name appears twice.
- **Plain text version:** Every HTML mail also contains a plain text version with the signature as text, for mail programs without HTML.
- **Filing:** If Billing files sent mails in your mailbox (next section), the mail stored there is exactly the one the customer receives.

In the send dialog, **This is how the mail looks** below the text shows the mail as the recipient sees it, with the signature. The preview follows every change in the text field, **Refresh preview** draws it again.



If you switch **Send mails as HTML** off again, everything goes out as plain text as before. The signature stays saved.

Your own mail account for sending

In the options, tab **Mail account**, you enter a mailbox of your own. Documents are then sent from that address, and if you like, every sent mail with its attachment is stored in the Sent folder of that mailbox, so you also see it in your mail program. Without an entry everything stays as before.

Sending (SMTP)

Field	What goes in
SMTP server, port, encryption	your mail provider tells you; common are port 465 with SSL/TLS or 587 with STARTTLS
User, password	the login of the mailbox
Sender address	empty = the user. Many providers only accept the address of the mailbox that is logged in.

The name the recipient sees is set on the “E-mail” tab under **Sender name**. The same tab has **Reply to**: the address customer replies go to. Empty means the issuer's e-mail address, so the document can show a different address than the one replies go to.

Keep sent documents in the mailbox (IMAP)

Switch on **Store sent mails** and enter the IMAP server, port, encryption and the **Sent folder**. Usually the login is the same as for sending; otherwise switch off **Same login as for sending** and enter a separate one.

Test connection

The button logs in at the mail server with the values from the form without sending a mail. It also checks whether the folder exists. If it does not, the test lists the existing folders and suggests the matching one. Do not forget to **Save** afterwards.

The password

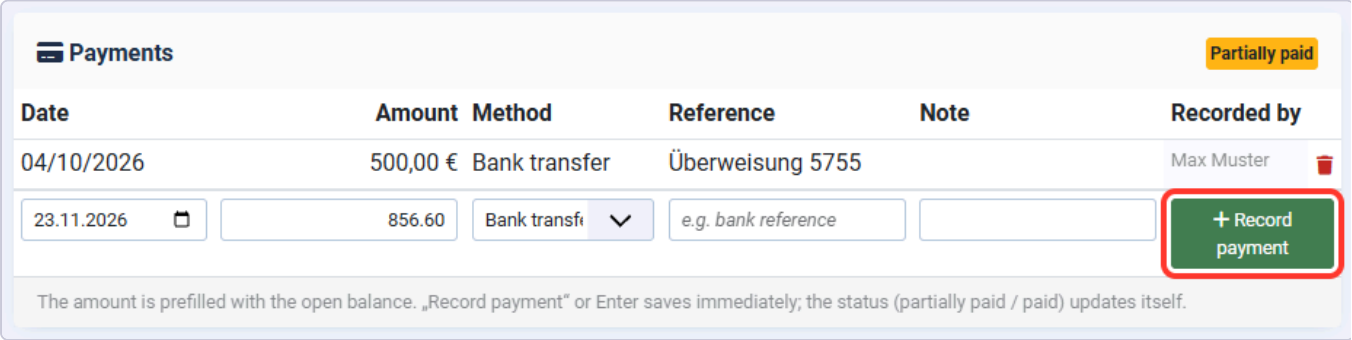
It is stored encrypted and never shown again, not in the history either. The field is empty when you open the options. Leave it empty and the stored password stays, however often you save the options later. Tick **Delete the stored password** to remove it. If you move the website to another server and Joomla gets a new configuration, enter the password again.

If something does not work

- If sending fails, the document stays unsent and the message quotes the mail server's answer.
- If the mail has gone out but storing it in the mailbox fails, the document counts as sent. You get a warning, and the document history says “not stored” with the reason.
- If an SMTP server is entered but user or password is missing, the tool does not send. It does not silently fall back to Joomla's mail account, so that no invoice leaves with the wrong sender.

Recording payments

Every finalised invoice has a **Payments** card.

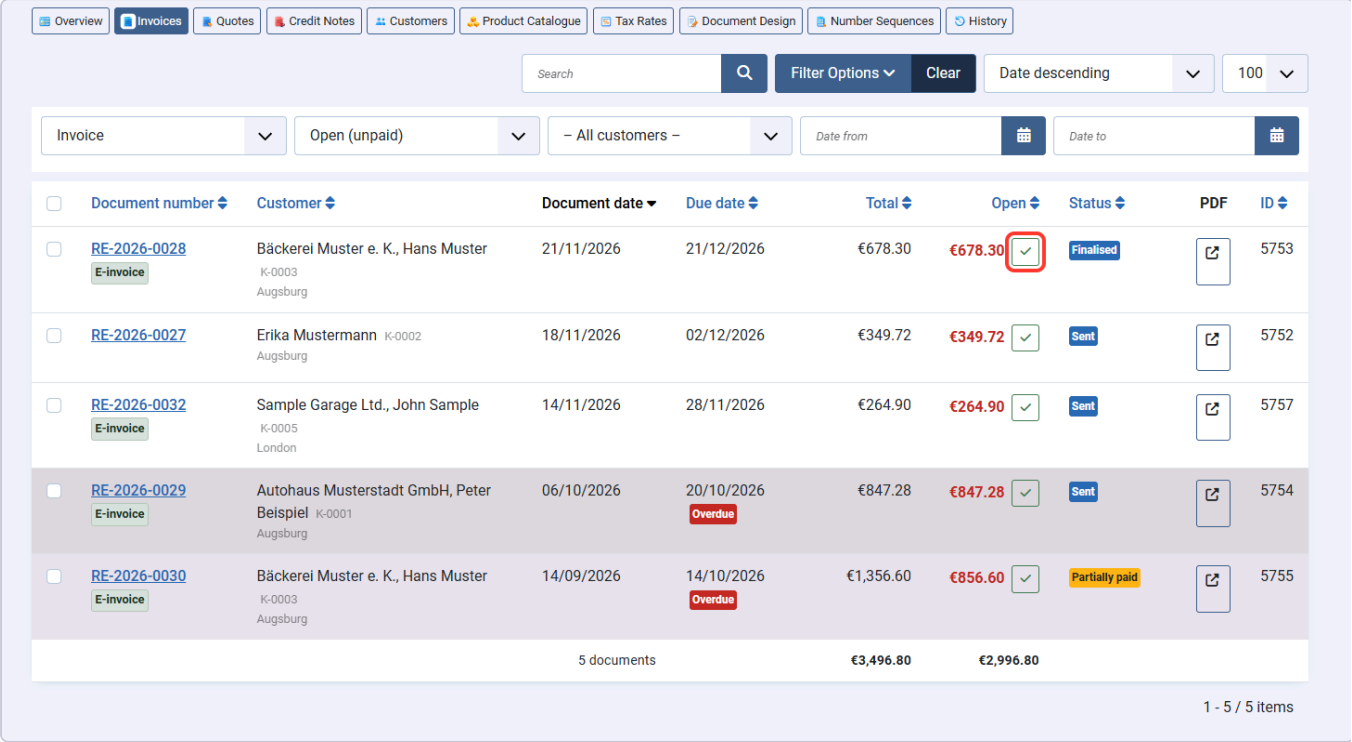


1. The amount is pre-filled with the open balance. For a part payment, change it.
2. Enter date, payment method and reference (e.g. the transfer reference).
3. Click **Record payment** or press Enter.

It is saved at once. The status sets itself: **Partially paid** while a balance is open, otherwise **Paid**. To delete a payment recorded by mistake, use the bin icon in its row. The history keeps the entry.

Quicker: the tick in the list

When a transfer for the full amount comes in, the invoice list is quicker. Choose the filter **Open (unpaid)** there and click the tick next to the open amount. After a confirmation the tool books the balance as a bank transfer with today's date.

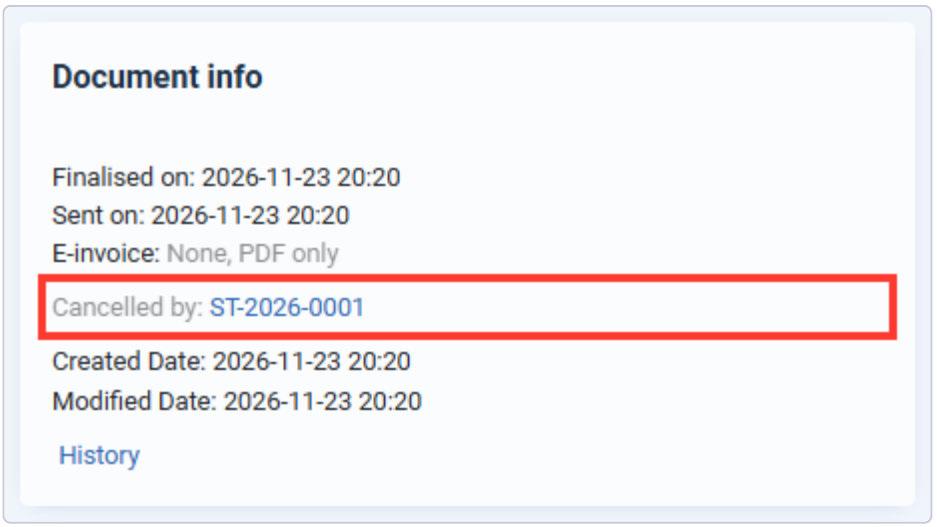


8. Cancelling an invoice

To cancel a wrong or obsolete invoice:

1. Open the invoice and click **Cancel invoice**.
2. Confirm the question.

The tool immediately finalises a **credit note** with negative amounts and its own number (default `ST-2026-0001`). The original invoice stays unchanged and gets the status **Cancelled**. Both documents refer to each other under **Document info**.



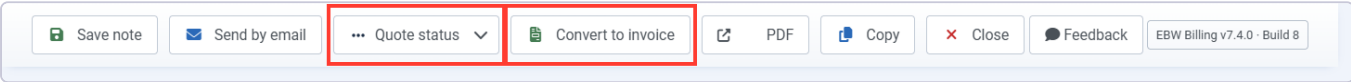
A cancellation cannot be undone. If the invoice has already been paid, the tool reminds you. Refunding the customer is up to you.

For the correct invoice, open the cancelled one and click **Copy**. This creates a new draft with all lines, which you correct and finalise.

9. Quotes

You write a quote just like an invoice, with **New Quote**. Instead of payment terms it has a **Valid until** date, the default is in the options. It needs no service date.

After finalising, a quote has two buttons:



- **Quote status**: Accepted, Rejected or Expired. Accepted quotes without an invoice appear on the overview under "Still to invoice". Imported quotes (for example from Papierkram) are not listed there, because the link to the invoice is missing. **Keep as to be invoiced** and **No longer to be invoiced** switch this per quote.
- **Convert to invoice**: creates an invoice draft with all lines and sets the quote to "accepted". The quote itself stays unchanged.

In the new invoice draft, fill in the **Service date**, then finalise it. Each quote can have at most one invoice.

A finalised quote can no longer be changed. For a changed quote, create a new one with **Copy** and set the old one to "Rejected" if needed.

Order confirmation and delivery note (from 7.4)

If you do more than write quotes and invoices, for example deliver goods or work through larger orders in parts, you can switch on two more document types: the **order confirmation** and the **delivery note**. Both are switched off by default. As long as they are off, EBW Billing looks exactly as before.

Switching them on

Open the **Options** and the tab **Document Types**. There are two switches:

- **Order confirmations**: a quote becomes an order confirmation, which in turn becomes delivery notes and invoices, also in parts.
- **Delivery notes**: delivery notes without prices, created from an order confirmation or on their own.

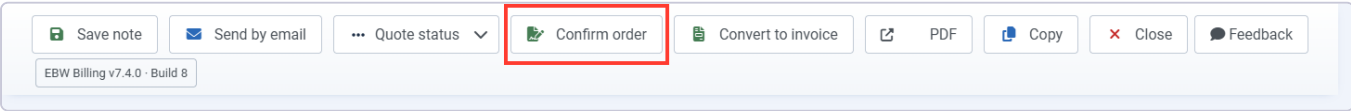


When switched on, the menu shows the lists **Order Confirmations** and **Delivery Notes**, the number sequences `AB-2026-0001` and `LS-2026-0001` appear, the document design offers both types, and the overview shows the tile **Open orders**. Under **Texts** and **Email** you find the default texts for both types.

If you switch a type off again later, existing documents stay stored. The switch then shows how many there are. They only disappear from the menu and lists and remain reachable through the **document chain** on the quote or the invoice.

From quote to order confirmation

A finalised quote has the button **Confirm order**. It creates an order confirmation as a draft with all items and sets the quote to “accepted”.



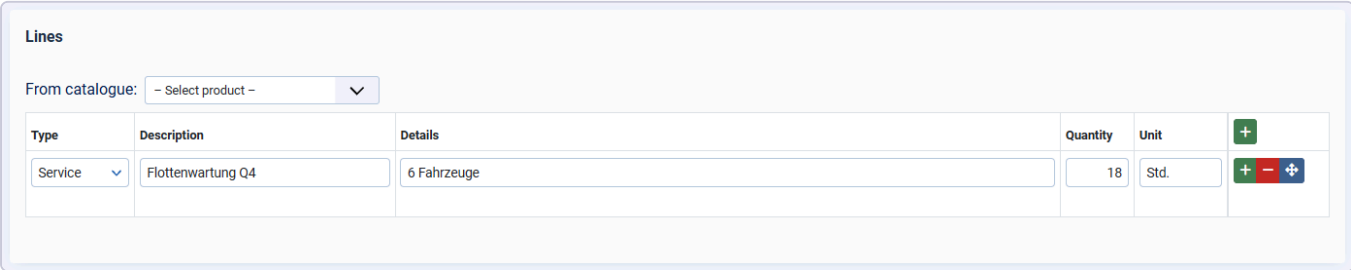
The order confirmation has prices and totals like a quote, but no payment term and no e-invoice. A delivery date is optional. Check the draft and finalise it. It then gets a number like `AB-2026-0001` and can be sent by email.

You can also create an order confirmation without a quote: in the list **Order Confirmations**, click **New Order Confirmation**.

Once a quote has an order confirmation, delivery notes and invoices are created from the order confirmation. **Convert to invoice** is then no longer offered on the quote, so nothing is invoiced twice.

Delivery note, also in parts

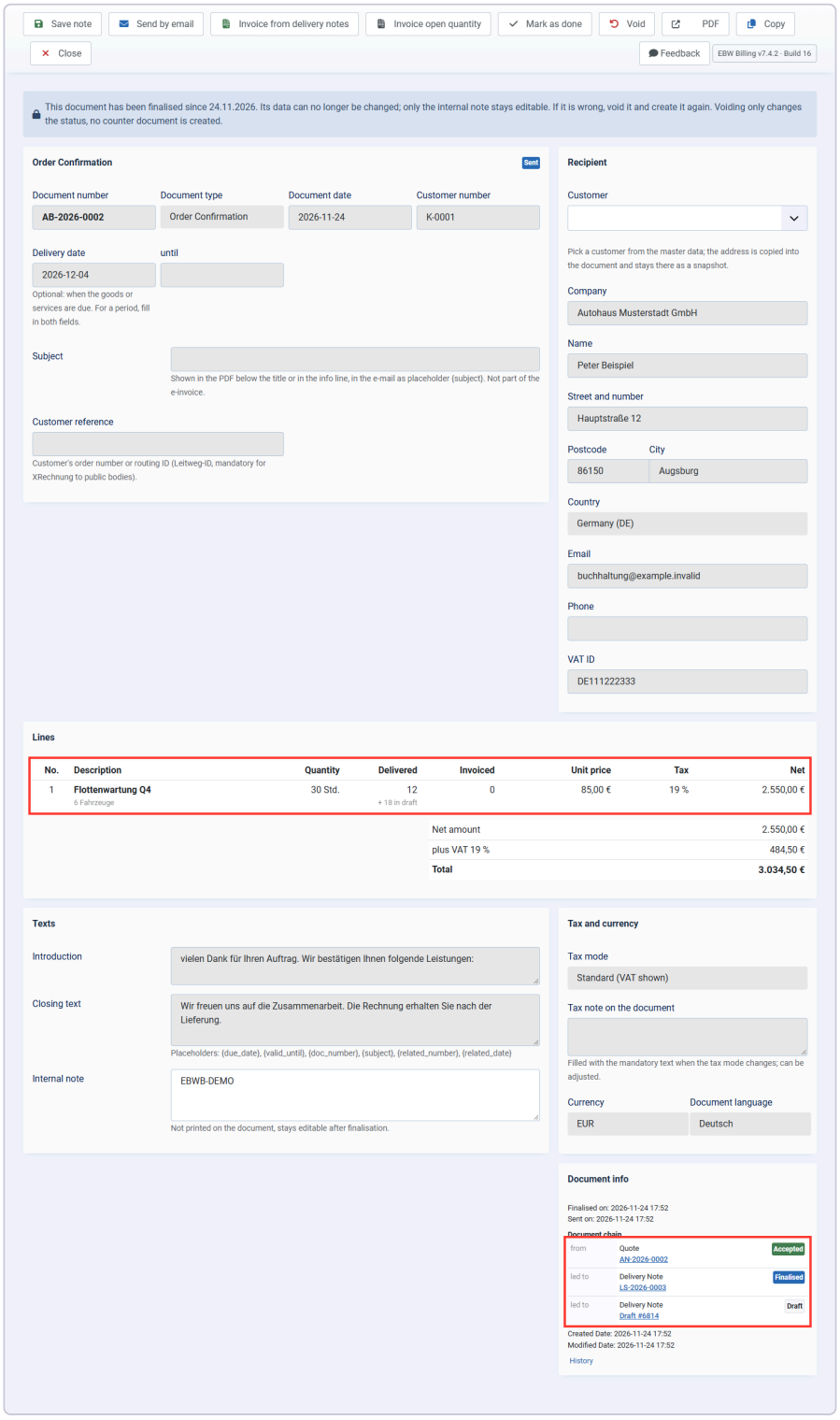
On the finalised order confirmation, **Create delivery note** creates a delivery note draft with everything not yet delivered. If you deliver only part of it, change the quantities in the draft. Remove items that are not part of this delivery.



The delivery note shows no prices and no totals, not in the PDF either. The prices are kept in the background so that the later invoice can use them. The **delivery date** is today; you can change it.

The next **Create delivery note** suggests only the rest. If you deliver more than ordered, you see a notice. Nothing is blocked.

The order confirmation shows for each item how much is **delivered** and how much is **invoiced**. Quantities from drafts appear in small print below.

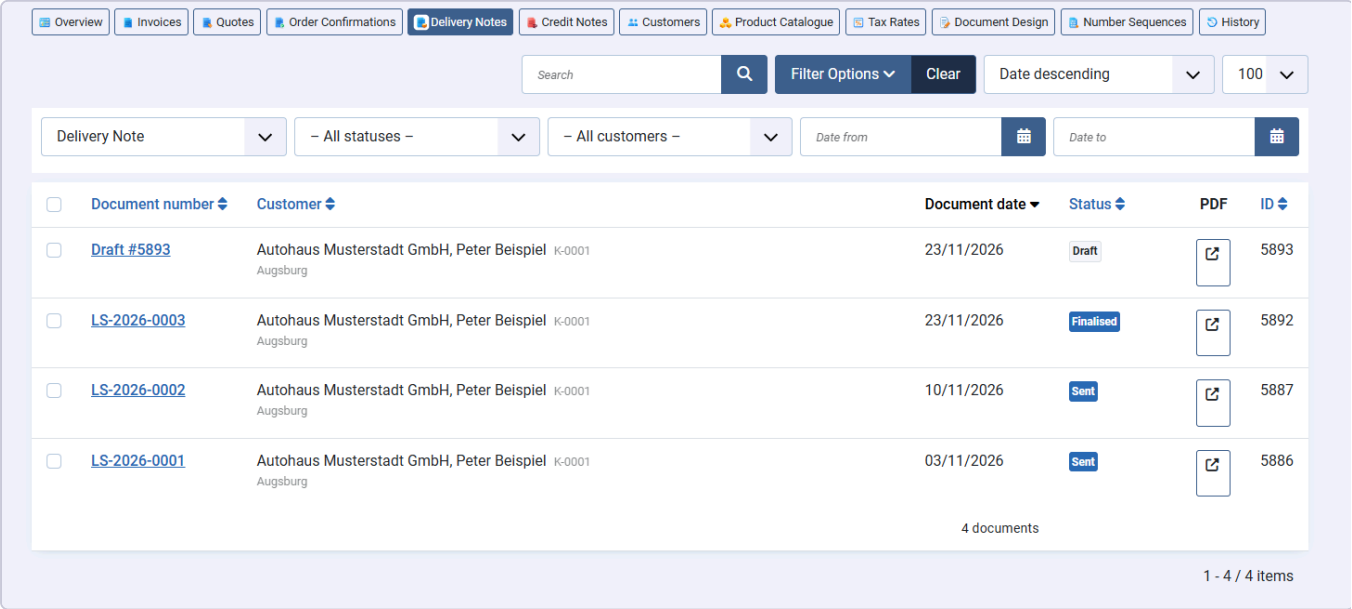


Invoice from delivery notes

Finalised delivery notes become an invoice:

- on the delivery note with **Invoice from delivery notes**,
- on the order confirmation with **Invoice from delivery notes**: all finalised delivery notes of this order in one invoice,

- in the list **Delivery Notes**: tick several delivery notes of the same customer and click **Invoice selected**.



The invoice takes the prices from the order confirmation. With several delivery notes, a line “Delivery note LS-… of …” precedes their items. The service date is the delivery date, with several deliveries the period from the first to the last.

It also works without a delivery note: **Invoice open quantity** on the order confirmation creates an invoice for everything not yet invoiced. For a partial invoice, change the quantities in the draft. You then enter the service date yourself.

Done and cancelled

When everything is delivered and invoiced, EBW Billing marks the order confirmation as done by itself. This happens as soon as you finalise the last delivery note or the last invoice. Billing then suggests nothing more from it. Only finalised invoices count as invoiced, drafts do not.

What has to be delivered depends on the type of the item:

- **Goods** (type “Goods”) must be delivered and invoiced as long as delivery notes are switched on. With prepayment, the order therefore stays open until the delivery note is finalised.
- **Services, shipping and discounts** need no delivery note. For them, “invoiced” is enough. If a service does appear on a delivery note, it must be delivered in full as well.
- If delivery notes are switched off, only “invoiced” counts.

If you later cancel a delivery note or an invoice of this chain, quantities are open again. The order confirmation then reopens by itself.

You can also close an order confirmation early with **Mark as done**, for example when the rest is no longer needed. **Reopen** undoes this. An order confirmation you reopened yourself only closes again by itself once the quantities change.

To void an order confirmation or a delivery note with a mistake, click **Void**. Neither is an invoice, so no counter document is created. The document stays with the status “cancelled”, and its quantities no longer count. If a finalised invoice or delivery note is already attached, cancel that one first.

If you cancel an invoice that was created from delivery notes, the delivery notes stay unchanged. The quantities then count as “not yet invoiced” again, the order confirmation is open again, and you can create a new invoice.

The document chain

On the right of every document in such a chain, **Document chain** shows where it came from and what followed: quote, order confirmation, delivery notes, invoice and credit note. One click opens the document.

On the overview, order confirmations and delivery notes count neither as revenue nor as open amount. The tile **Open orders** only shows what is confirmed and not yet done.

10. E-invoices (ZUGFeRD and XRechnung)

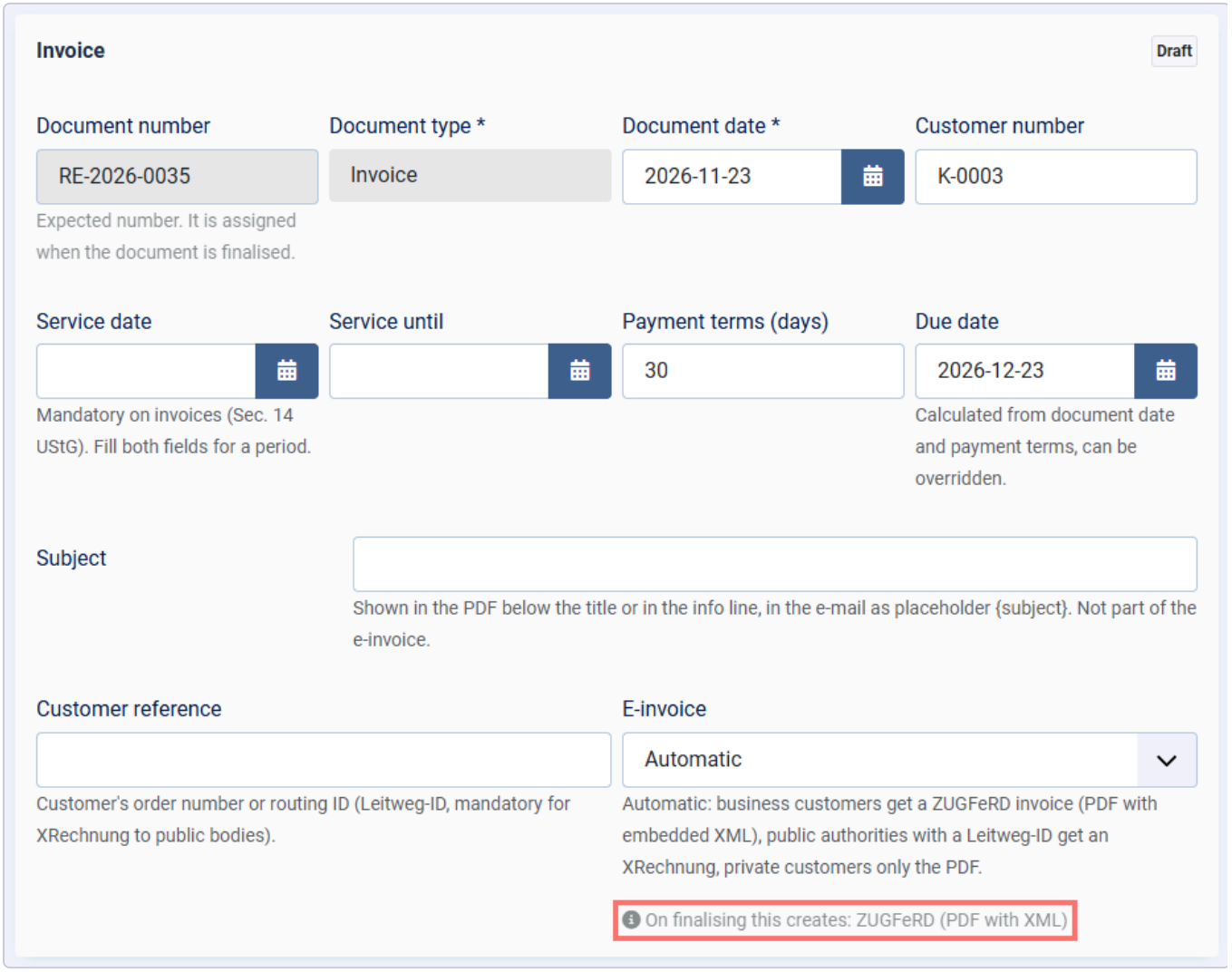
Since 2025, businesses in Germany must be able to receive e-invoices, and from 2027 or 2028 they must also send them. EBW Billing creates them itself when finalising, following the European standard EN 16931.

- **ZUGFeRD**: a normal PDF with an embedded XML file. The customer reads it like any invoice, their accounting software reads the data automatically. This is the default for company customers.
- **XRechnung**: a pure XML file for German public authorities. It needs the client's **Leitweg-ID** in the **Customer reference** field.

In the document, choose under **E-invoice**:

Setting	Result
Automatic (default)	companies and customers with a VAT ID get ZUGFeRD, documents with a Leitweg-ID an XRechnung, consumers only the PDF
ZUGFeRD	always PDF with XML
XRechnung	XML for public authorities
None, PDF only	no e-invoice

In a draft, a line below tells you what finalising will create:



The tool validates the e-invoice against the standard before finalising. If it is invalid, the document stays a draft and the message names the reason. For an XRechnung, the issuer's email and phone and the customer's email are also mandatory.

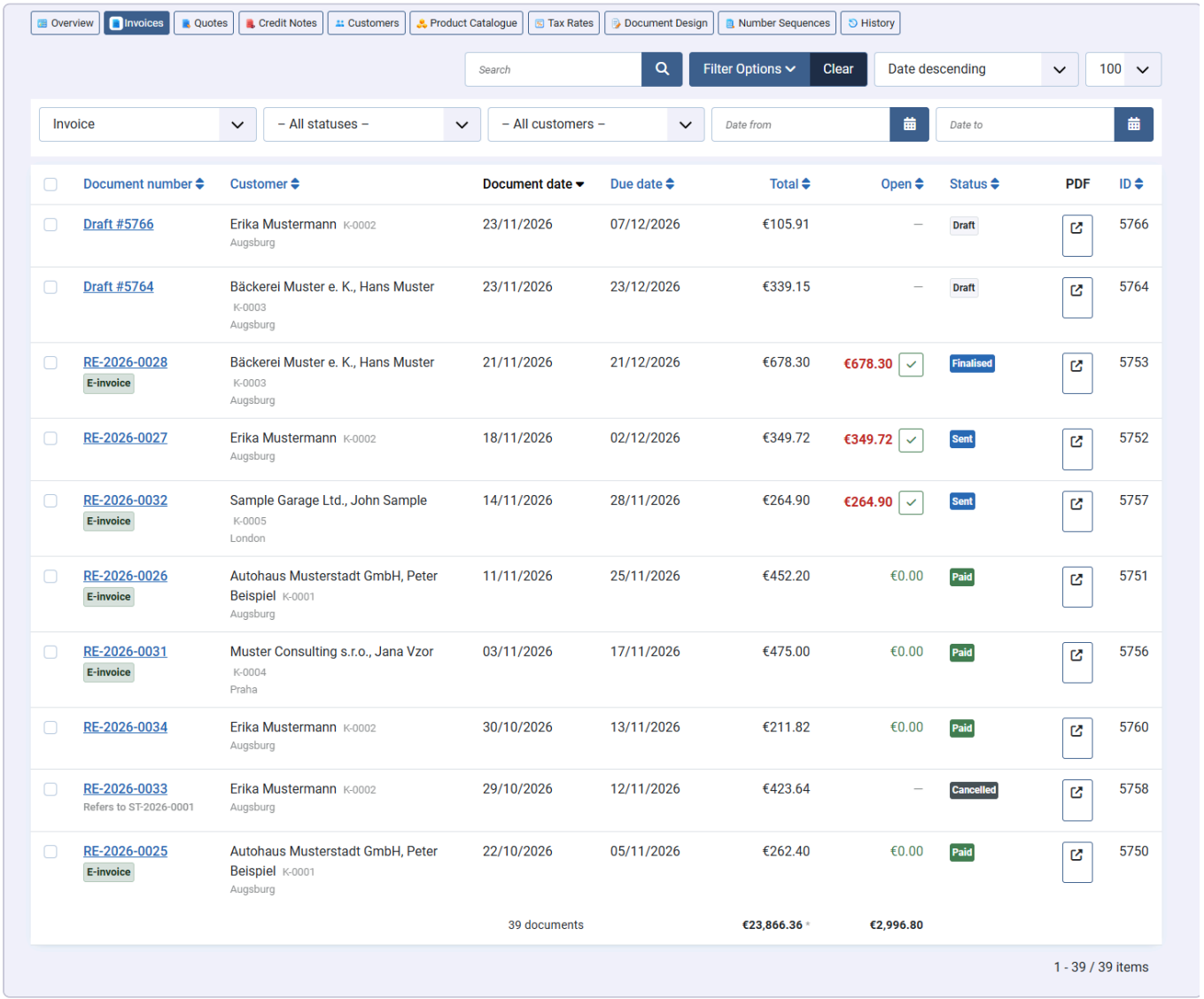
In finalised documents, the **E-invoice (XML)** button downloads the XML file. In the list, a green "E-invoice" marks the documents that have one.

The automatic setting for company customers can be switched off in the options under "E-invoice". Then only customers with the "E-invoice" switch turned on and documents with a Leitweg-ID get one.

The introduction and closing text are only in the e-invoice if the blocks **Introduction** and **Closing text** are on the page in the document's layout. If you have removed them in the document designer, for example because the texts go into the mail with `{intro}` and `{closing}` (section 7), neither the PDF nor the e-invoice contains them. The tax note is always in the e-invoice. This applies to documents finalised from version 7.4.2 on.

11. Finding documents

The lists **Invoices**, **Quotes** and **Credit Notes** show all documents of that type.



- **Search** finds number, company, name, customer number and reference. `id:12` jumps to the document with ID 12.
- **Filter Options**: document type, status (including "Open (unpaid)" and "Overdue"), customer and date range. When you browse the calendar of **Date from** and **Date to** month by month, it stays open; the list is filtered only when you pick a day.
- Click a column heading to sort.
- The bottom row shows the totals of the listed documents, total and open. Cancelled invoices are not included in the total, credit notes count negative. If the list contains cancelled invoices, an asterisk next to the total explains this when you point at it.

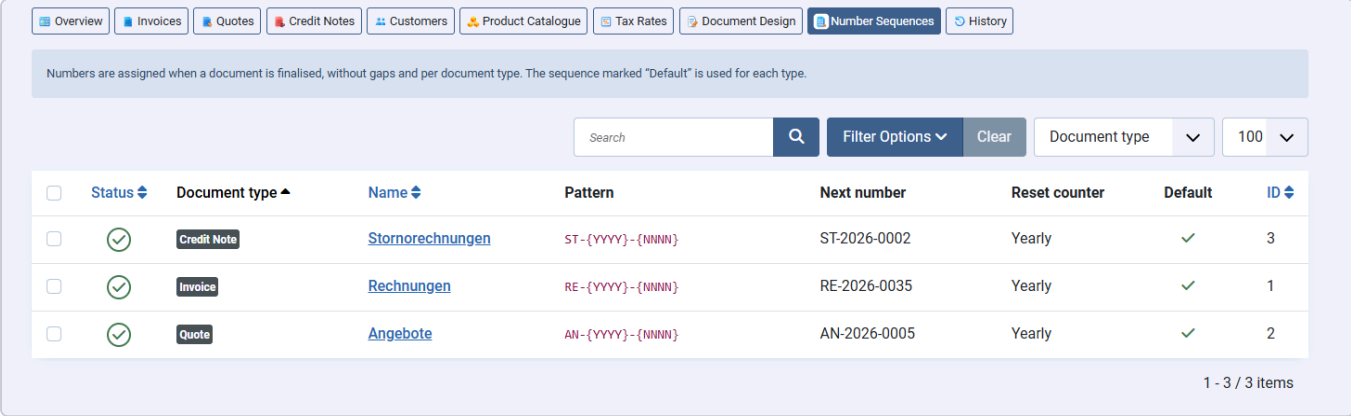
Overdue invoices have a reddish background. Cancelled ones are greyed out and struck through.

Copy creates new drafts from the selected documents. **Delete** works only for drafts, finalised documents are always kept.

12. Number sequences and tax rates

Number sequences

Number Sequences define what the numbers look like for each document type. The list shows the **Pattern** of each sequence, the **Next number** and, in the column **Reset counter**, how often the running number starts again (Never, Yearly, Monthly or Daily).



The **Pattern** uses placeholders: `{YYYY}` for the year, `{YY}` for the two-digit year, `{MM}` for the month and `{NNNN}` for the running number with as many digits as there are Ns. `RE-{YYYY}-{NNNN}` becomes `RE-2026-0001`.

There is also `{DD}` for the day. Day, month and year are taken from the document date. For credit notes there is `{ORIG}` as well, the number of the cancelled invoice: with the pattern `{ORIG}-S` the credit note for `RE-2026-0001` is called `RE-2026-0001-S`.

- **Reset counter**: never, yearly, monthly or daily. This is how often the running number starts at 1 again. The pattern must contain the matching date part, for monthly that is the year and `{MM}`. Otherwise the form rejects the sequence, because numbers would repeat.
- **Next running number**: applies to the current period. Only change it when you start, for example to continue your previous invoice numbers. A number that is already taken is skipped.

The document date decides. If you finalise an invoice dated October in November, it gets the next October number.

Pattern	Reset	Example
`RE-{YYYY}-{NNNN}`	yearly	`RE-2026-0001`
`RE {YYYY}-{MM}{DD}{NN}`	monthly	`RE 2026-100802` (8 October, second invoice in October)
`{ORIG}-S`	credit notes only	`RE 2026-100802-S`

Numbers are assigned only when finalising. Drafts use no number, and no gaps appear.

Customer numbers

New customers get their number from the **Customer number pattern** in the options. **Customer numbers from** sets the smallest running number: the pattern `{NNNN}` and the value 197 give the next new customer the number 0197. Numbers already taken are skipped.

Tax rates

This is where the valid tax rates are stored. If you issue quotes and invoices for other EU countries or for countries outside the EU, the tax rates for these countries must be stored here as well. The operator of the site is responsible for their correctness.

Invoices transferred from HikaShop.

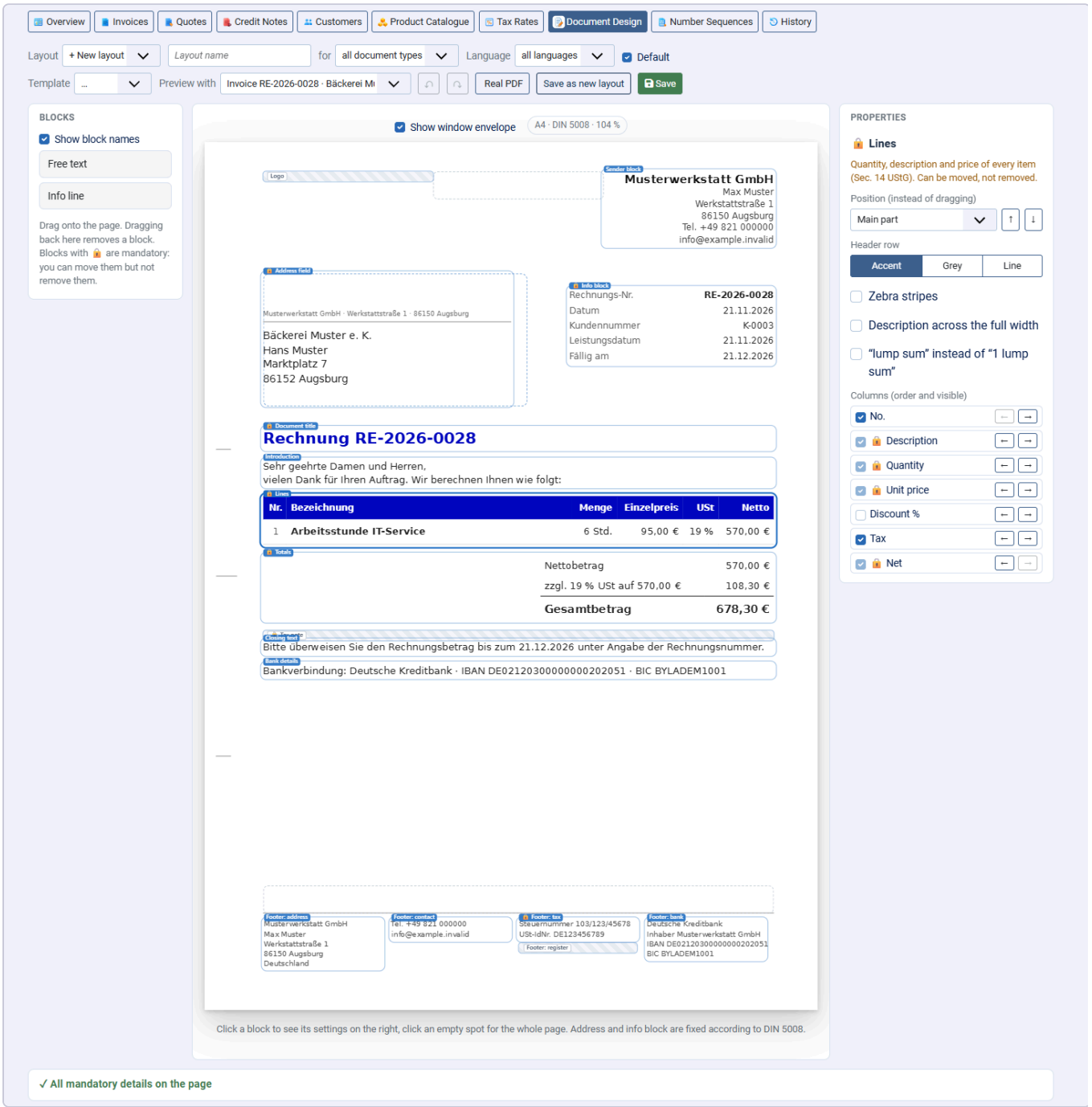
If the HikaShop integration is active, invoices are taken over with the country-specific tax rates as they are stored in HikaShop.

Example for Germany

Tax Rates lists 19 %, 7 % and 0 % with the tax category for the e-invoice (S = standard rate, Z = zero rate, E = exempt). The rate marked "Default" is preselected in new lines.

13. Document design

Document Design is where you shape how invoices, quotes and credit notes look as a PDF. Blocks are on the left, the page in the middle, settings on the right. The page in the middle is a real preview: this is how the PDF will look, with the same font, the same line spacing and the same line breaks. Since version 7.4, new PDFs are therefore set slightly tighter than older ones. PDFs that are already finalised stay as they are.



Above the list of blocks on the left, **Show block names** puts a small blue name tag on every block on the page, with 🔒 for mandatory details. This way you see at a glance which text belongs to which block. Billing remembers the choice in this browser. Empty blocks, such as a logo that has not been uploaded yet or the tax note with normal VAT, always show their name and take up no space on the page.

As long as you have not saved a layout, the “Classic” template applies, which looks like version 7.2.

Moving blocks

- Drag a block with the mouse to another place: into the header (left, centre, right), the main part, above the footer or into one of the footer columns. A blue line shows where it will land. On a tablet, use your finger.
- Without a mouse: click the block, choose the area under **Position** on the right and change the order with ↑ ↓.
- Dragging a block back into the list on the left removes it from the page, for example the bank details in the main part when they are already in the footer.
- Blocks with 🔒 are mandatory under German law (Sec. 14 UStG): document title, lines, totals, tax note and tax number. You can move them but not remove them. One of sender block, footer address and sender line must stay.
- Address and info block are fixed according to DIN 5008 so the address fits a window envelope. The dashed line shows the window. Optional rows of the info block, such as the customer number, can be switched off.

Settings

- **Clicking a block** shows its settings, such as font size and alignment. For the lines you choose the header row (coloured, grey or a line), zebra stripes and the columns: order with ← →, show or hide “Discount %”. More on this under “The item table”. For **Footer: address**, **Show country** switches off the line with the country so the footer gets lower. For customers abroad the country is still shown, and the e-invoice always has it.
- **Clicking an empty spot** shows the whole page: accent colour, font, base size, number of footer columns, sender line, full letterhead on following pages, page number and fold marks.
- Upload your **logo** and **letterhead** there. The letterhead is an A4 PDF, for example from your printer. Page 1 goes under the first page of the document, a second page (continuation sheet) under all further pages. The preview shows a note for it, you see it in the real PDF.
- **Template** sets Classic, Modern, Trades or Info line as a starting point. Logo and letterhead stay.
- **Preview with** chooses the document you see the layout on. **Real PDF** opens it as a PDF with the layout not saved yet. Under **Drafts** you also find invoice and quote drafts. Build a draft that contains everything the design should show (subject, service date, long description, discount) and open it in a new tab with **Edit this draft**. The preview never finalises anything and shows your changes to the draft as soon as you return to the document design.
- Undo and redo with ↶ ↷ or Ctrl+Z and Ctrl+Y.

Lines, info line, title and tax column

- **Lines:** The page settings offer a line below the letterhead and one above the footer. Each can be switched on and off, in its own colour or the accent colour, from 0.3 to 3 pt wide. By default there is no header line and a thin grey footer line as before.
- **Info line:** The **Info line** block shows subject, number, customer, service period and date side by side across the page. Drag it into the main area, for example above the document title. While it is on the page, the info block next to the address is omitted. Choose which details appear, and in which order, as with the columns of the lines table. Mandatory details (🔒) always stay on.
- **Document title:** left, centred or right. The switch **Subject below the title** shows the document's subject as a line below the title. Switch it off if the info line already shows the subject.
- **Font:** DejaVu Sans, DejaVu Serif or Open Sans.

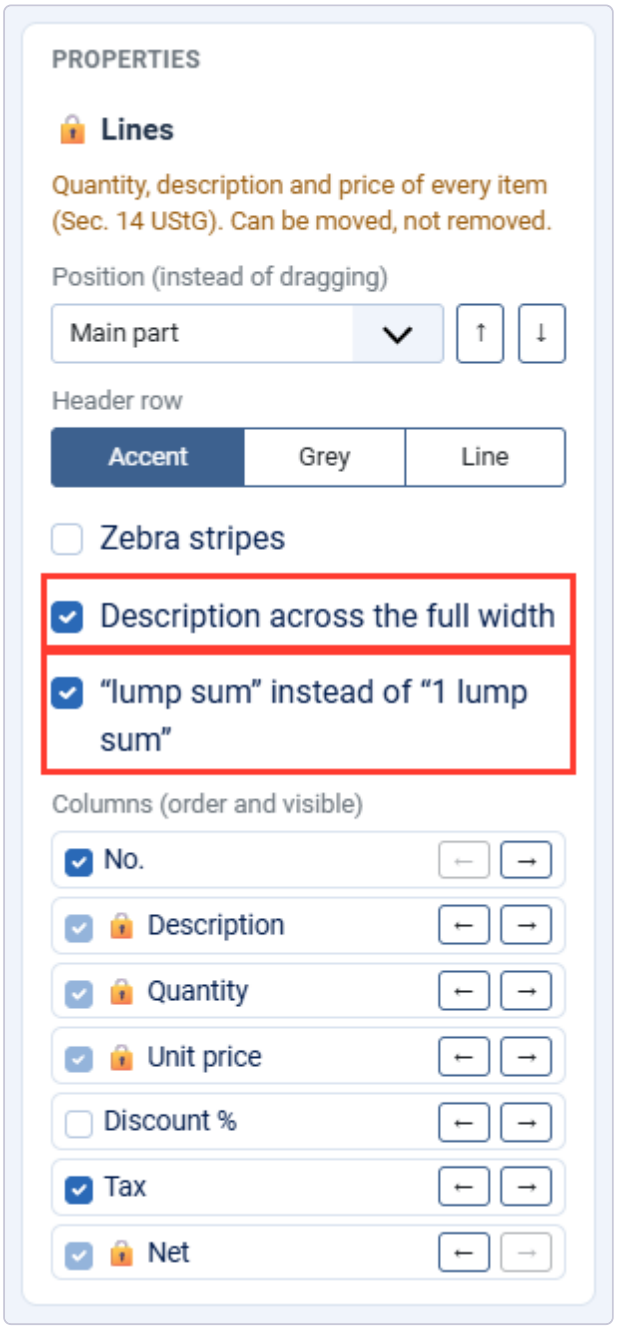
- **Tax column:** The "VAT" column of the lines table can be hidden. This only applies to documents with exactly one tax rate, which is then shown in the totals. If a document has several rates, the column still appears.
- **Template "Info line":** accent-coloured lines, info line instead of info block, title on the right, Open Sans and no tax column, in one click.

Saved layouts look exactly the same after the update to 7.3.15.

The item table

The columns for number, quantity, unit price, discount, tax and amount are only as wide as their longest entry. The description gets the remaining space. Numbers and amounts never wrap. The first column is called “No.”, the number is set small like the item description.

Two switches on the **Lines** block save more room. Both are off by default.



- **Description across the full width:** The long text of an item gets its own line below name, quantity and price and reaches to the right margin. Long descriptions need fewer lines this way.
- **“lump sum” instead of “1 lump sum”:** With quantity 1 and a lump-sum unit, the document shows only the unit. This only changes what the document shows. The e-invoice still carries quantity 1.

No.	Description	Qty	Unit price	VAT	Net
1	**Moving the website to a new server** Backup of the old site, setup of the new web space, transfer of the database and all files, adjustment of redirects and certificates. Final test of all forms.	lump sum	€480.00	19 %	€480.00
2	**Maintenance and updates** Update of the core and all extensions, check of the backup before and after, and a short report by email listing all changes.	3.5 hrs	€85.00	19 %	€297.50
3	**Editor training** Introduction for two employees to creating articles and adding images, with a short written guide.	2 hrs	€90.00	19 %	€180.00

Net amount	€957.50
plus 19 % VAT on €957.50	€181.93
Total	**€1,139.43**

The unit appears exactly as it is entered in the item, for example “lump sum”, “Lump sum” or “psch.”. Billing recognises “lump sum” and “flat rate” as lump-sum units, and the German “pauschal”, “Pauschale”, “psch.” and “pausch.”. A unit such as “flat” on its own is not recognised.

Saving and several layouts

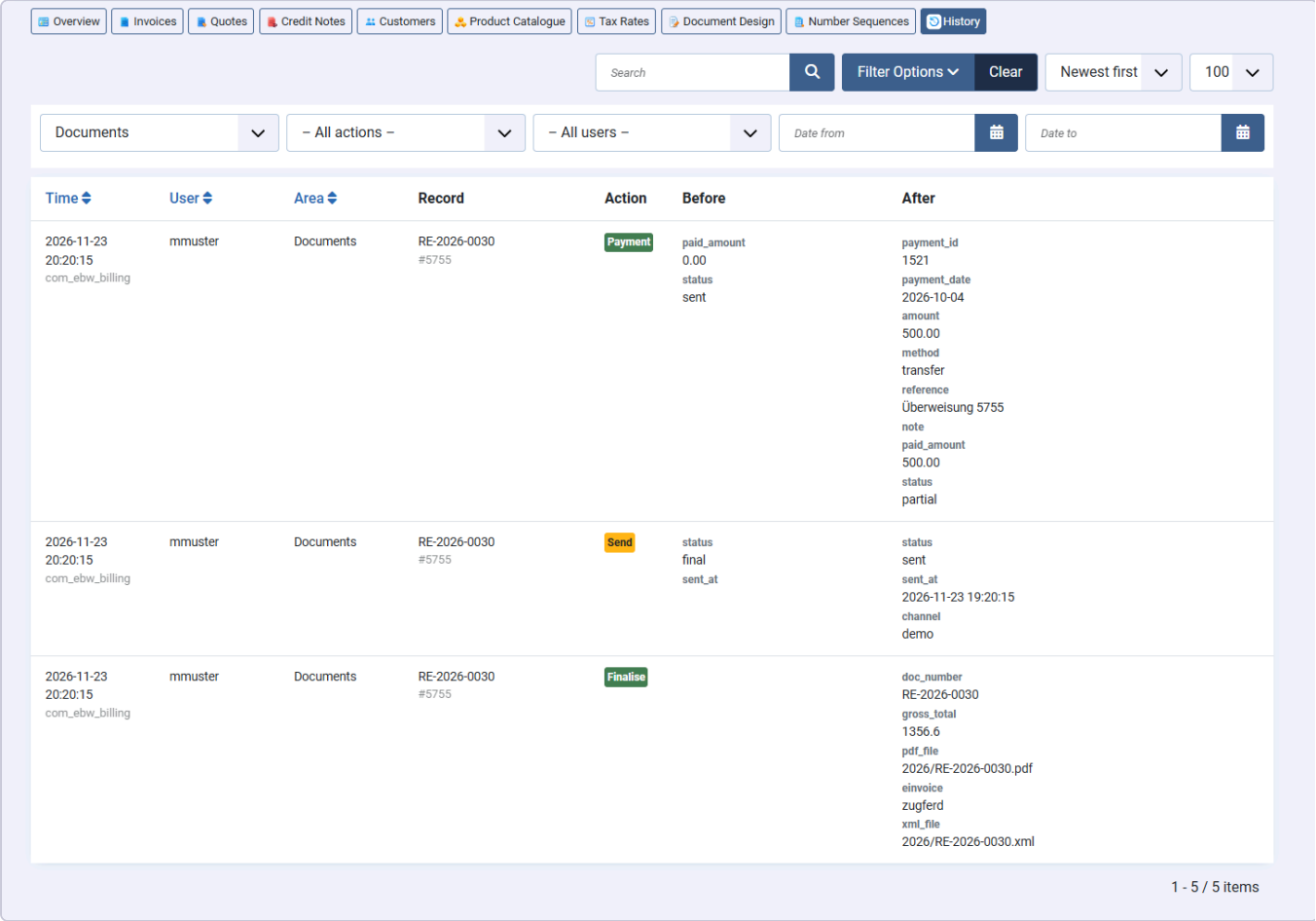
- **Save** applies the layout. It is used from the next finalised document on. PDFs that are already finalised stay as they are.
- A layout applies to all documents or only to one document type and language, for example a separate one for English invoices. EBW Billing takes the most specific matching layout, otherwise the one marked **Default**.
- **Save as new layout** makes a copy, **Delete** removes a layout.
- Saving only works when all mandatory details are on the page. The bar at the bottom names what is missing.

Who may change the document design is controlled by the **Edit document design** permission (section 14).

14. History and permissions

History

History lists every change to documents, lines, payments, customers, products, tax rates and number sequences. Each entry shows time, user, action and the changed values before and after.



In every document, the **History** link under "Document info" leads straight to its entries. **Export CSV** hands the filtered entries to your tax adviser, for example.

Who may do what?

In the options under **Permissions** you set per user group who may do what. Besides the usual Joomla permissions (create, edit, delete, options) there are seven of its own:

Permission	Allows
Finalise	finalising documents, making them permanent
Cancel	cancelling invoices
Payment	recording and deleting payments
Send	sending documents by email and marking them as sent
History	viewing and exporting the history

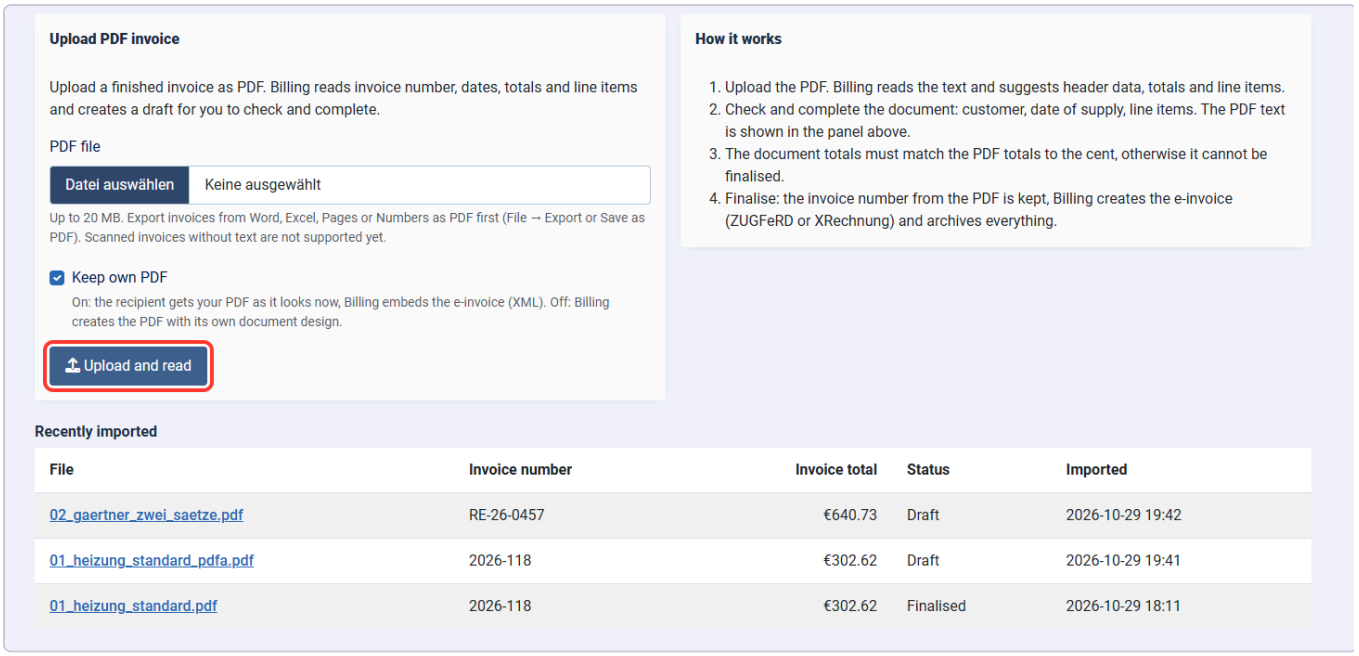
Permission	Allows
Edit document design	changing how documents look
Drafts via the API	creating drafts through the web services API and changing its own (section 21)

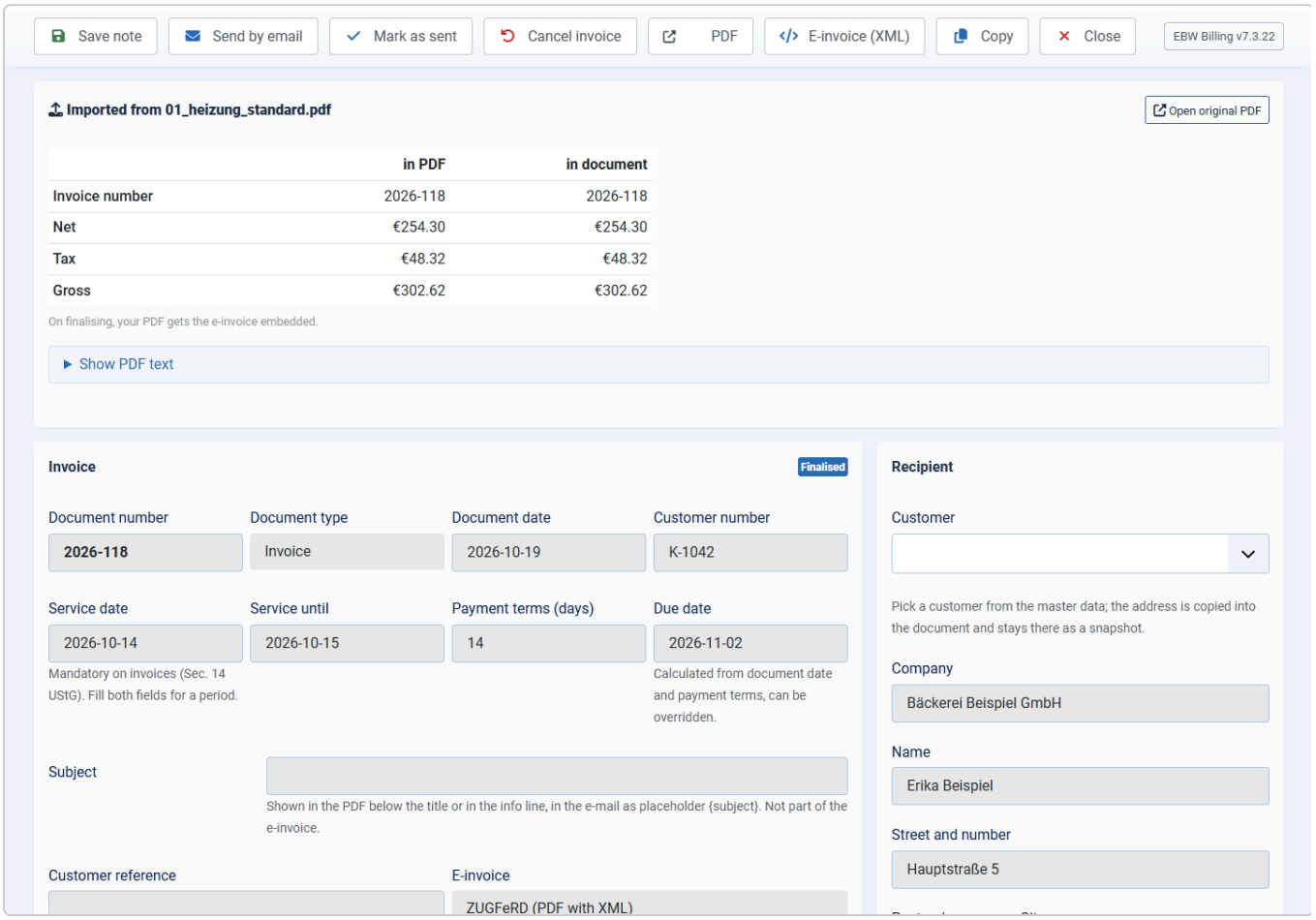
So an office assistant can write drafts and book payments, while finalising and cancelling stay with the boss.

15. Importing invoices (import assistant)

The import assistant is a separate plugin (`plg_ebwbilling_import`). It reads a finished PDF invoice, for example from Word or another invoicing program, and turns it into a finalised invoice with an e-invoice. No retyping.

1. Open **Invoices** → **Import invoice** and upload the PDF. "Keep own PDF" is preselected: the recipient gets your PDF in its usual look, Billing embeds the e-invoice in it.
2. Billing reads the invoice number, dates, totals, lines and recipient and opens a **draft**.
3. At the top of the draft is the **notice panel**: the values from the PDF next to the values in the document, what the recognition was not sure about, a link to the original PDF and the extracted text. Complete anything missing in the document as for any invoice.
4. **Finalise.** The invoice number from the PDF is kept, the number sequence does not count on.





Before an imported document can be finalised, Billing checks:

- The **totals** (net, tax, gross) match the PDF to the cent.
- The **invoice number** is present and not yet used.
- The PDF contains **your VAT ID or tax number** from Options → Issuer. Otherwise the PDF comes from someone else and the e-invoice would carry wrong seller data.

Good to know: the same file cannot be imported twice. The original is kept in the archive with a checksum. Scanned invoices without text are not supported yet; save Word or Excel files as PDF first.

16. HikaShop integration

The HikaShop integration is a separate plugin (`plg_system_ebw_billing_hikashop`). It turns every shop order into a Billing invoice. Install EBW Billing first, then the plugin. It switches itself on.

Please note:

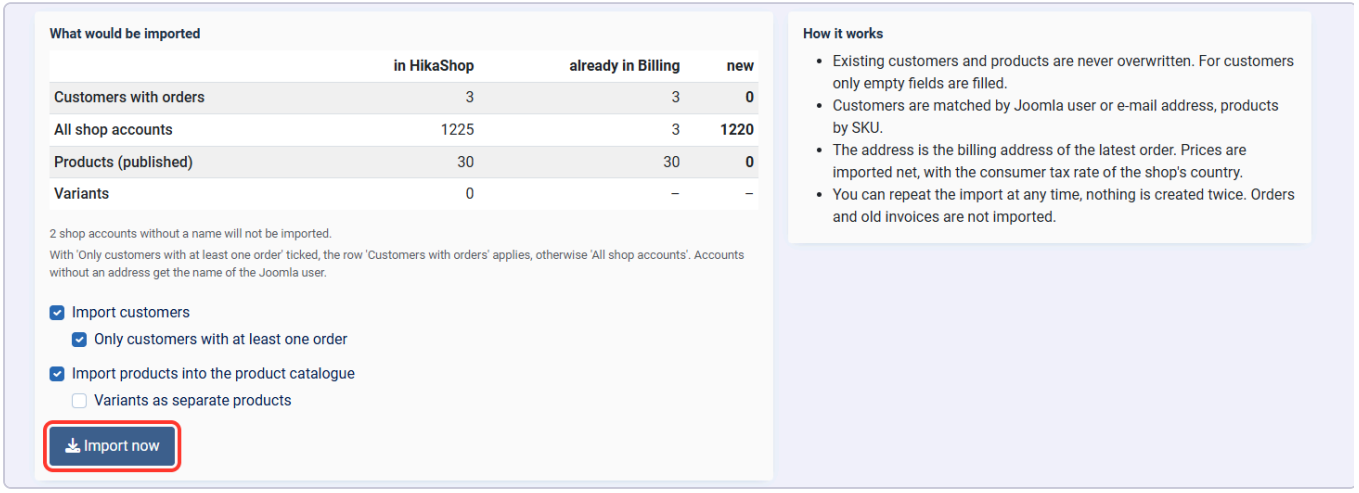
First create a complete backup of your Joomla site. After installing and fully configuring Billing as described before, create a demo customer in HikaShop. Run a complete order with this customer and test every single step. Only when all of it has worked is the invoicing software ready for real use.

As soon as the plugin is active, every order that moves into an invoice status becomes a finalised invoice. Before that, fill in the details under "Issuer" and "Bank details" in the options. Fill in Issuer and Bank details in the options beforehand.

Importing master data

Under **Customers** (or Product catalogue) → **Import from HikaShop** a page first shows only figures: customers with orders, products, variants and how many of them are already in Billing. **Import now** creates them.

- Existing customers and products are never overwritten; for customers only empty fields are filled.
- Customers are matched by Joomla user or e-mail address, products by SKU (products without SKU by name).
- The address is the billing address of the latest order. Prices are imported net with the tax rate from HikaShop.
- You can repeat the import at any time, nothing is created twice. Orders and old invoices are not imported.



Picking HikaShop customers and products in a document

You do not have to import everything beforehand. Type two or more letters in the **Customer** field or in **From catalogue** of a document, and matching HikaShop customers and products that are not yet in Billing are listed next to the Billing entries. They are marked **"· HikaShop"**.

When you pick one, Billing creates it right then as its own customer (with customer number) or product and enters it in the document. The same rules as for the import above apply: nothing is overwritten, nothing is created twice, an entry already imported is not listed again. The document always refers to the Billing customer or product, never to HikaShop. If you switch the integration off later, customers, products and documents stay as they are.

HikaShop accounts without an address and products without a price are not listed. To hide HikaShop entries, switch off **"Show HikaShop entries in the selection"** in the plugin options.

Order becomes invoice

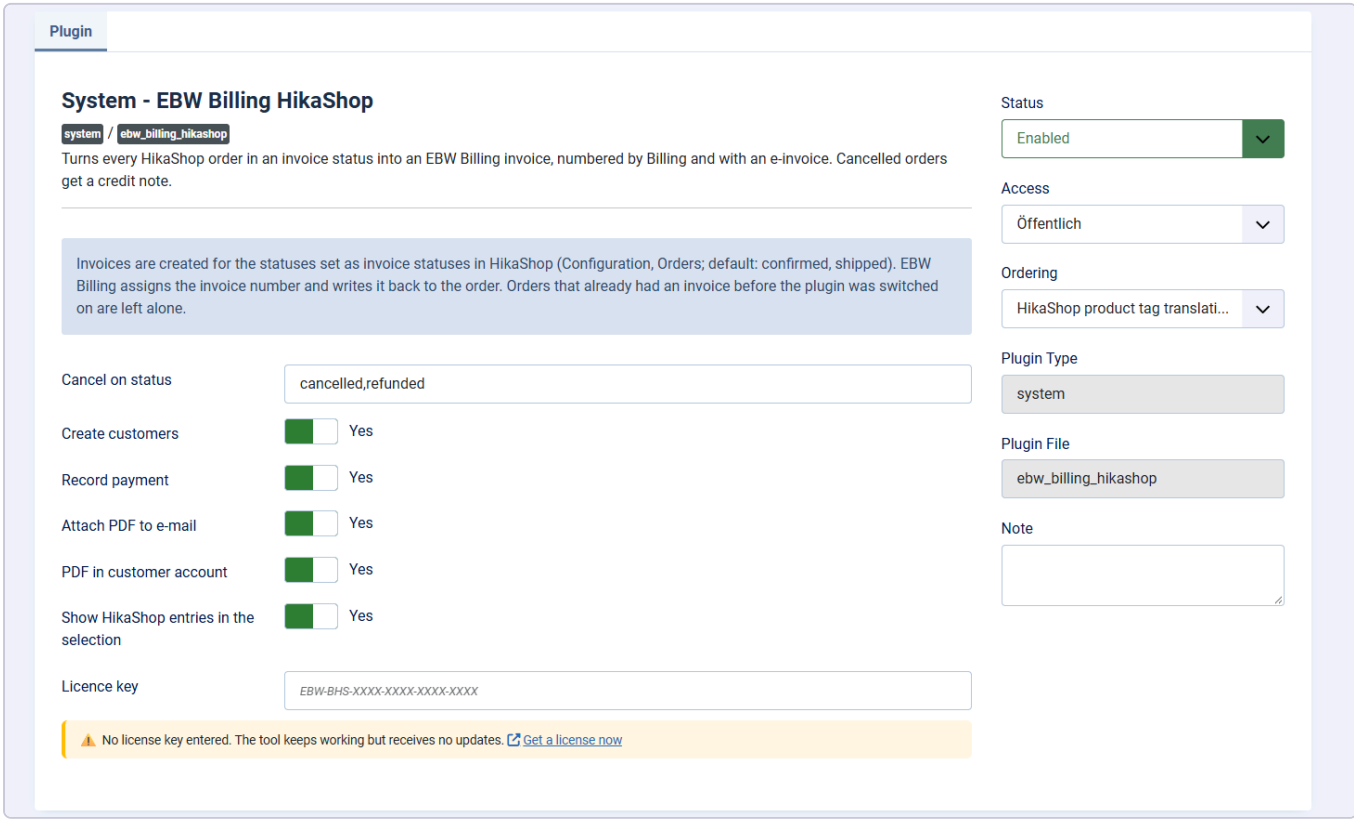
When an order moves into an invoice status (set in HikaShop under Configuration → Orders, default "confirmed" and "shipped"):

- Billing creates and finalises the invoice. Products, shipping, payment fee and coupon are separate lines.
- **Billing assigns the invoice number** and writes it to the order. HikaShop lists, e-mails and the customer account show this number.
- New buyers are created as customers.
- The payment is recorded right away, the invoice is marked as paid.
- The **status e-mail to the buyer** carries the invoice as PDF attachment.
- In the **customer account**, the Print invoice button opens the same PDF.
- Business customers get an e-invoice (ZUGFeRD), consumers the PDF.

When the order moves to "cancelled" or "refunded", a **credit note** is created and the next e-mail carries it as attachment.

If something does not fit, for example the total differs by a cent or a mandatory detail is missing, the invoice stays a **draft**. The document then shows what is missing and a link to the order. After correcting it, finalise it; the number goes to the order automatically. The shop is never held up.

Orders that already had an invoice before the plugin was switched on are left alone.



In the plugin **options** (Extensions → Plugins → "System - EBW Billing HikaShop") you set which statuses trigger a cancellation, whether customers are created and payments recorded, whether the PDF is attached to e-mails and shown in the customer account, and whether HikaShop entries are listed in the selection of a document.

17. VirtueMart integration

The VirtueMart integration is a separate plugin (`plg_system_ebw_billing_virtuemart`). It turns every shop order into a Billing invoice and works like the HikaShop integration (section 16). This section only covers what is different with VirtueMart.

VirtueMart and Joomla 6. EBW Billing 7 needs Joomla 6. VirtueMart 4 does not run there; for Joomla 6 there is so far only the beta of VirtueMart 5 (versions 4.9.x). The integration has been tested with beta 4.9.3. Please try it on a test copy first.

Moving up from EBW Billing 6. The VirtueMart plugin of Billing 6 has the same name and is replaced on installation. Billing 7 had switched it off, the new version switches itself on again. This needs EBW Billing 7.3.10 or later.

Taking over master data

Under **Customers** (or Product Catalogue) → **Import from VirtueMart**, the steps are the same as in section 16. Differences:

- Customers are the VirtueMart accounts with their billing address, plus **guest buyers** with the address of their latest order (once per e-mail address).
- Prices come as the VirtueMart base price (net) with the rate of the product's tax rule.
- **Child products** are taken over with the option "Variants as separate products". Without a price of their own, the price of the parent product applies.

An order becomes an invoice

VirtueMart decides when an invoice is created: **VirtueMart → Configuration → Orders → "Create invoice on"** (default "Confirmed"). When VirtueMart wants to create an invoice there, it asks the plugin for the number.

- Billing creates the invoice, finalises it and hands its number to VirtueMart. The VirtueMart invoice in the backend carries the same number.
- The **e-mails to the buyer** get the PDF from Billing. VirtueMart's own invoice PDF is replaced, the e-mail to you as the vendor stays as it is.
- In the **customer account** and for guest orders (order number and password) the invoice opens the PDF from Billing.
- On **"Cancelled"** or **"Refunded"** a credit note is created. On "Refunded" VirtueMart creates a refund invoice, it carries the number of the credit note.
- If an invoice stays a **draft**, the plugin removes the number VirtueMart would have assigned itself and attaches no invoice to the e-mail. After finalising by hand, the Billing number goes to VirtueMart.
- For EU business customers without VAT, the user field for the VAT ID (`tax_exemption_number`) must be published in VirtueMart.

In the plugin **options** (Extensions → Plugins → "System - EBW Billing VirtueMart"): cancellation statuses (default X, R), create customers, record payment, PDF attached to e-mails, PDF in the customer account, VirtueMart entries in the selection of a document, license key.

18. JoomShopping integration

The JoomShopping integration is a separate plugin (`plg_system_ebw_billing_joomshopping`) and works like the HikaShop integration (section 16). Tested with JoomShopping 5.10.0 on Joomla 6.2.

Taking over master data

Under **Customers** (or Product Catalogue) → **Import from JoomShopping**, the steps are the same as in section 16. Differences:

- Customers are the JoomShopping customer accounts, plus **guest buyers** with the address of their latest order (once per e-mail address).
- The item number is the JoomShopping product code. If you maintain gross prices in the JoomShopping backend, Billing converts them to net.
- **Variants** are the attribute combinations with their own product code and price.

An order becomes an invoice

You set when an invoice is created in the plugin options under **"Invoice at status"** (default C, O, S, F: confirmed, paid, shipped, complete). The first of these statuses writes the invoice, further ones do not trigger a second one.

- JoomShopping has no field of its own for an invoice number. The Billing number is written to the **history of the order** ("Invoice … (EBW Billing)").
- The invoice from Billing becomes the **PDF of the order**. JoomShopping shows it in the customer account if the PDF for customers is switched on in the JoomShopping options, and attaches it to its order e-mails. If JoomShopping creates its PDF anew, the plugin replaces it again.
- The **status e-mail** to the buyer also carries the invoice as a PDF.
- On **"Cancelled"** or **"Refunded"** (default X, R) a credit note is created; the customer account then holds the credit note.
- Billing reads the VAT ID from the JoomShopping field "Tax number" of the customer.

In the plugin **options** (Extensions → Plugins → "System - EBW Billing JoomShopping"): invoice at status, cancellation statuses, create customers, record payment, PDF attached to e-mails, PDF in the customer account, JoomShopping entries in the selection of a document, license key.

19. Switching from Papierkram (Papierkram import)

The Papierkram import is a separate plugin (`plg_ebwbilling_papierkram`). It takes over your customers, products, invoices, cancellation invoices, quotes and payments from Papierkram. Old documents keep their number and their original PDF. The number sequences in Billing continue unchanged afterwards.

What you need: in Papierkram, the export "Export, CSV und PDF" for each financial year. That is one ZIP file per year. Single CSV lists from the Papierkram interface may be added.

1. Open **Options → Maintenance → Take over data → Papierkram import** (or click **Open** next to the Papierkram import under **Add-ons**) and select all ZIP files at once. With Billing up to 7.3.14 the button **Papierkram import** is still in the invoice list. The page shows your server's limit for one upload. If the ZIP files are larger (the PDFs make them large), put them into the **drop folder** by FTP or SFTP; the page shows its full path (in the Joomla tmp folder, `ebw-papierkram-import`). Reload the page and tick the files there. Uploaded files and files from the folder can be mixed in one run. The folder cannot be reached from outside. After the import the report offers to delete the files there, because they contain customer data. Billing never deletes them without asking.
2. Four switches: - **Import customer numbers without prefix** (preselected): "Kd. 123" becomes "123". - **Complete the payment status from the invoice list** (preselected): see "Paid" below. - **Import drafts as Billing drafts**: drafts have no number in Papierkram. If unticked, they are skipped and counted in the report. If ticked, Billing reads the line items from the draft PDF, see "Drafts" below. - **Also import documents with a difference**: documents whose totals do not match to the cent, or for which no PDF was found, are skipped otherwise. If ticked, Billing takes the **totals of the original** for a difference, see below.
3. **Start dry run.** Nothing is created yet. The report shows: - what the export contains (invoice rows by type and status, quotes, customers, products, PDFs, incoming payments), - what the import will do: new, already in Billing, skipped with the reason, - the payments, with cash discounts separate from the real incoming payments, - for each document the amount in Papierkram next to the amount in Billing and every difference in cents, - PDFs that match no document, and documents without a PDF. Billing matches PDFs by the document number in the file name. For drafts only the date is available. If there are several drafts on one day, their PDFs stay unmatched and are listed in the report.
4. If the figures are right, **import**. Everything runs in one step. If something goes wrong, nothing is created. Afterwards Billing checks every new document against the Papierkram list once more.

What the old documents look like in Billing: they are finalised and carry the number from Papierkram. The PDF is the original from Papierkram; Billing creates no new PDF and no e-invoice. The export contains no individual lines, so each document has one summary line per VAT rate ("Services as per original document ..."). The details are in the PDF. At the top of the document you see the notice "Legacy document from Papierkram", the internal note holds the totals according to Papierkram.

- **Cancellation invoices** (number ending in "-S") are linked to the original invoice, which is set to "cancelled".
- **Paid:** what counts is the paid amount ("Bezahlt") in the invoice list. Incoming payments with an invoice number are imported one by one. Most incoming payments in Papierkram have no invoice number, though. They are not imported and never matched by amount or customer. Anything missing up to the paid amount is added as one summary payment on the last payment date. For a **cash discount**

(Skonto) a separate payment line "Skonto (Papierkram)" is added so the invoice counts as paid. The report counts all three kinds separately, so the total of the individually imported payments can still be compared with the bank account.
- **Unpaid** becomes "sent", part payments become "partially paid".
- **Foreign customers** without VAT: reverse charge within the EU, export otherwise.
- Quotes: accepted, sent or cancelled as in Papierkram.

Totals as in the original: sometimes Billing arrives at a different amount than Papierkram when it recalculates, for example because Papierkram rounds the VAT per line (a few cents) or because the original has a deduction after VAT. Without the tick at "Also import documents with a difference" such documents are skipped, and the dry run says how many. With the tick, Billing takes net, VAT and gross exactly as in Papierkram, so the document matches the PDF and a paid invoice does not stay open by a few cents. The report counts these documents and shows the difference per document; larger differences are clearly highlighted, check them against the PDF. On the document the difference is in the internal note and in the notice "Legacy document from Papierkram". If you already imported the other documents, a second run with the tick only adds the missing ones. If the line does not add up in Papierkram itself (net + VAT does not equal gross), the document is never imported. If you later cancel such a document in Billing, the cancellation invoice takes the totals of the original and offsets it exactly. Legacy documents have no service date (the export has none); the cancellation invoice then needs none either. Invoices of 0.00 € (common as helper invoices in Papierkram) count as settled and never appear as open or overdue.

Service date from the PDFs: the export has no service date. During the import Billing reads it from the original PDF if it is stated there unambiguously: "Leistungsdatum: 12.03.2026", a period ("01.10.2026 – 31.10.2026") or a month ("Oktober 2026", then the whole month). Entries like "KW 12" or two different dates count as not readable, the field stays empty. For documents imported earlier, the import page offers **Add the service date from the original PDFs**: first a dry run that reads the PDFs in portions and shows for which documents a date was found, then **write**. Only documents from Papierkram with an empty service date are changed; number, amounts, status and PDF stay unchanged, and each change is in the history. Cancellation drafts without a number are not imported, they have no original.

Drafts: a draft is work that is meant to go on, so Billing takes over the real line items here. The export does not contain them, but the draft PDF from Papierkram does. Billing reads the line item table (description, details, quantity, unit, unit price, discount, tax rate) and only takes it if it gives exactly the totals from the Papierkram list, to the cent. Otherwise the draft gets the summary line and the report lists it under "line items not safely readable" with the reason. If there are several drafts on the same day, Billing matches the PDFs by the total amount. Two drafts on the same day with the same amount stay without a PDF. On the draft, **Open the Papierkram PDF of this draft** shows the original for comparison.

Drafts with gross prices are also taken over with their real line items, even if Papierkram rounded net and VAT a few cents differently. The report lists them under "line items read, gross prices", and the draft keeps the totals of the Papierkram list. When you edit or finalise it, Billing recalculates: the gross amount stays the same, net and VAT may then differ by a few cents from the old split in Papierkram.

For drafts already imported with the summary line, the import page offers **Add the line items of imported drafts from the PDFs**: first a dry run, then **write**. Only the summary line is replaced, and only for drafts that nobody has edited since the import; totals, customer and status stay the same. If there is no PDF in the archive for a draft, put the export ZIPs back into the drop folder; the page says for how many drafts this is needed. If reading fails for a draft, **Diagnosis** shows the structure of the table without any content (column titles, cell patterns, difference in cents). You can pass this text to support so the reading can be adjusted.

Line items of legacy documents: finalised legacy documents only have the summary line, the details are in the original PDF. So that you can see what you have already invoiced to whom without opening the PDF each time, the import page offers **Read the line items of legacy documents from the original PDFs**: first a dry run that reads the PDFs in portions, then **store**. The dry run counts per document type (invoices, credit notes, quotes) how many documents were read with matching totals, how many with a difference, which are not readable (with the reason and a **Diagnosis** without any content) and which have no PDF in the archive. Afterwards the notice "Legacy document from Papierkram" at the top of the document shows the table **Items as per original** with description, quantity and unit, unit price and amount, and above it the subject from the PDF. These are always shown in full. The longer details of an item are collapsed and open with **Details** below the description; if several items have details, **Expand all details** above the table opens and closes them all at once. Unit prices with three or four decimals are shown as in the original. The table counts as matching when its items add up to the net amount of the document; how the VAT is split across the rates (for example with a tax-exempt item) does not matter for this view. If the table does not add up exactly to the net amount of the document, it says "The totals of this table differ from the document, the PDF is authoritative". The search of the document list also finds legacy documents by these texts (description and details) and the subject.

The document itself stays unchanged: summary line, totals, status, subject, note and PDF; nothing appears in the history. The texts are kept separately from the document and are for viewing only. A second run replaces the stored line items per document, nothing is duplicated. After an update of the Papierkram import a new run is worthwhile: it then also reads tables that were marked as differing before.

Not imported: customer bank details, SEPA mandates, bank transactions, incoming receipts and time entries, even if they are in the ZIP. No e-mail is sent during the import.

- **VAT rates:** Billing first looks for the one rate that matches to the cent (19, 16, 7, 5 or 0 % and the rates from your tax rate table). Only if none matches does it split into two rates. These documents are listed as "VAT split calculated" in the report, because the split can never be certain from the totals alone. Check them against the PDF. If several splits are possible, the document is skipped.

Good to know: a second run with the same files does not create anything twice, not even customers without a customer number. Customers that already exist in Billing (same customer number) stay unchanged. The dry run shows them in a separate list "merged with an existing customer", so you can check beforehand that they really are the same. If a document number is already used in Billing, or a quote has the same number as an invoice, the document is skipped and named in the report.

If you later upload a newer export, the newer state wins for duplicate documents (time stamp in the ZIP name). Payments received since then are added to the Papierkram documents imported earlier. The documents themselves are not changed; if the export shows a different amount, the report says so. Documents you wrote in Billing yourself are never touched by the import. If you import drafts and a draft later got a number in Papierkram, it appears twice in Billing after a newer export. Delete the old draft in that case. Like all finalised documents, imported documents cannot be deleted, only cancelled. So take your time to check the dry run.

20. Add-ons

EBW Billing works in full without add-ons. Under **Add-ons** in the menu you see which extensions exist and what their state is on your site. The add-ons are sold separately in the EasyBayWeb shop.

Add-on	What for	Section
Import assistant: Everything to E-Invoice	Read an existing PDF invoice and issue it anew as an invoice with e-invoice	15
HikaShop connector	Invoices from HikaShop orders	16
VirtueMart connector	Invoices from VirtueMart orders	17
JoomShopping connector	Invoices from JoomShopping orders	18
Papierkram import	Take over customers, invoices, quotes and payments from Papierkram	19

The column **State on this site** shows one of four values per add-on:

- **Not installed:** The button **View in shop** opens the shop page in a new window. For the shop connectors it also says whether the matching shop is installed on your site.
- **Installed, switched off: Settings** takes you to the plugin, where you switch it on.
- **Outdated:** A plugin from EBW Billing 6. It does not work with Billing 7 and stays switched off.
- **Active:** with the installed version. **License in shop** takes you to the renewal. If the add-on has a page of its own (such as the Papierkram import), **Open** takes you there.

The buttons do not transfer any data of your site to the shop.

21. Draft API

From version 7.3.18, another program creates invoice and quote drafts in EBW Billing through the draft API, for example a script that collects your working hours from your calendar. You then check the draft in the backend, finalise it and send it like any other document.

The API deliberately does little:

- It **creates drafts** (invoice or quote) and **changes its own drafts** while they are drafts.
- It **reads** customers (by default only ID and customer number, see "Customer names" below), the product catalogue and the tax rates.
- It **never finalises**, sends, cancels or deletes anything, records no payments and changes no options. It does not hand out addresses, payment details or a list of all documents.
- It does not create customers. The customer must already exist in EBW Billing.

A draft created through the API is built exactly as in the backend: address, tax mode, language and payment terms come from the customer record, introduction, closing text and due date from the options, and EBW Billing calculates the amounts itself. The history names the API user. Under "Document info" the draft shows under **Source** that it came through the API ("api" and the user).

Setup

1. **Enable the plugin.** Under **System › Manage › Plugins** search for "EBW Billing" and enable **Web Services - EBW Billing**. It is disabled after installation. While it is disabled, the API does not exist. The same plugin has two options: **Give customer names to the API** (off by default, see below) and **New drafts per hour** (default 60, 0 = no limit). Whoever tries to create more new drafts in an hour gets a message and tries again later.
2. **Create a user group**, for example "EBW Automation" below "Registered" (**Users › Groups**).
3. **Grant permissions.** - **System › Global Configuration › Permissions**, group "EBW Automation": **Web Services Login** set to "Allowed". Backend login stays denied. - **EBW Billing › Options › Permissions**, group "EBW Automation": **Drafts via the API**, **Create** and **Edit** set to "Allowed". Leave everything else "Not Set" or "Denied", above all Finalise, Send, Cancel, Payment and Delete.
4. **Create a user**, for example `claude-automation`, only in the group "EBW Automation", with a long random password nobody needs.
5. **Allow tokens.** Under **System › Manage › Plugins › User - Joomla API Token** add the group "EBW Automation" to the allowed groups.
6. **Create the token.** Edit the user, tab **Joomla API Token**, reveal and copy the token. The token is a password: keep it in your password manager, never in a project file or an email.

Without the permission "Drafts via the API" every request is answered with "not allowed"; Super Users have it automatically. To make a stolen token useless, reset it in the user or block the user.

Customer names: by default the API hands out no company or personal names. It refers to customers only by ID and customer number, in every answer, including the draft itself. A search by customer number only confirms that the customer exists; there is no search by name (it ends with an error pointing to the switch). Reason: for private customers these would be personal names, and customer data should not go to another program such as an AI if it can be avoided. If you need names, switch on **Give customer names to the API** in the plugin **Web Services - EBW Billing**. Answers then contain the company or name, and customers can also be searched by company or name.

Important: a draft belongs to the user who created it. Another user can neither read nor change it through the API. In the backend you edit it as usual.

Two example calls

The address always starts with `https://your-site.com/api/index.php/v1/ebwbilling/`. Every request needs the headers `X-Joomla-Token: <token>` and `Accept: application/json`. Some firewalls (such as RSFirewall) block the program `curl` by its name, so set `-A` to another one.

Find a customer:

```
curl -A "EBW-Client" -H "Accept: application/json" -H "X-Joomla-Token: $TOKEN" \
  "https://your-site.com/api/index.php/v1/ebwbilling/customers?customer_no=K-0012"
```

Answer: `{"success":true,"data":[{"id":12,"customer_no":"K-0012"}]}` (with customer names switched on also `"label":"Sample Ltd"`)

Create an invoice draft:

```
curl -A "EBW-Client" -H "Accept: application/json" -H "Content-Type: application/json" \
  -H "X-Joomla-Token: $TOKEN" -X POST \
  "https://your-site.com/api/index.php/v1/ebwbilling/documents" \
  -d '{
    "doc_type": "invoice",
    "key": "calendar-2026-11-K-0012",
    "customer_no": "K-0012",
    "issue_date": "2026-11-30",
    "service_date_from": "2026-11-01",
    "service_date_to": "2026-11-30",
    "subject": "IT support November 2026",
    "items": [
      {"name": "Remote maintenance", "description": "Updates, backup checked",
       "quantity": 2.5, "unit": "h", "unit_price": 95, "tax_rate": 19},
      {"sku": "ANF-01", "quantity": 1}
    ]
  }'
```

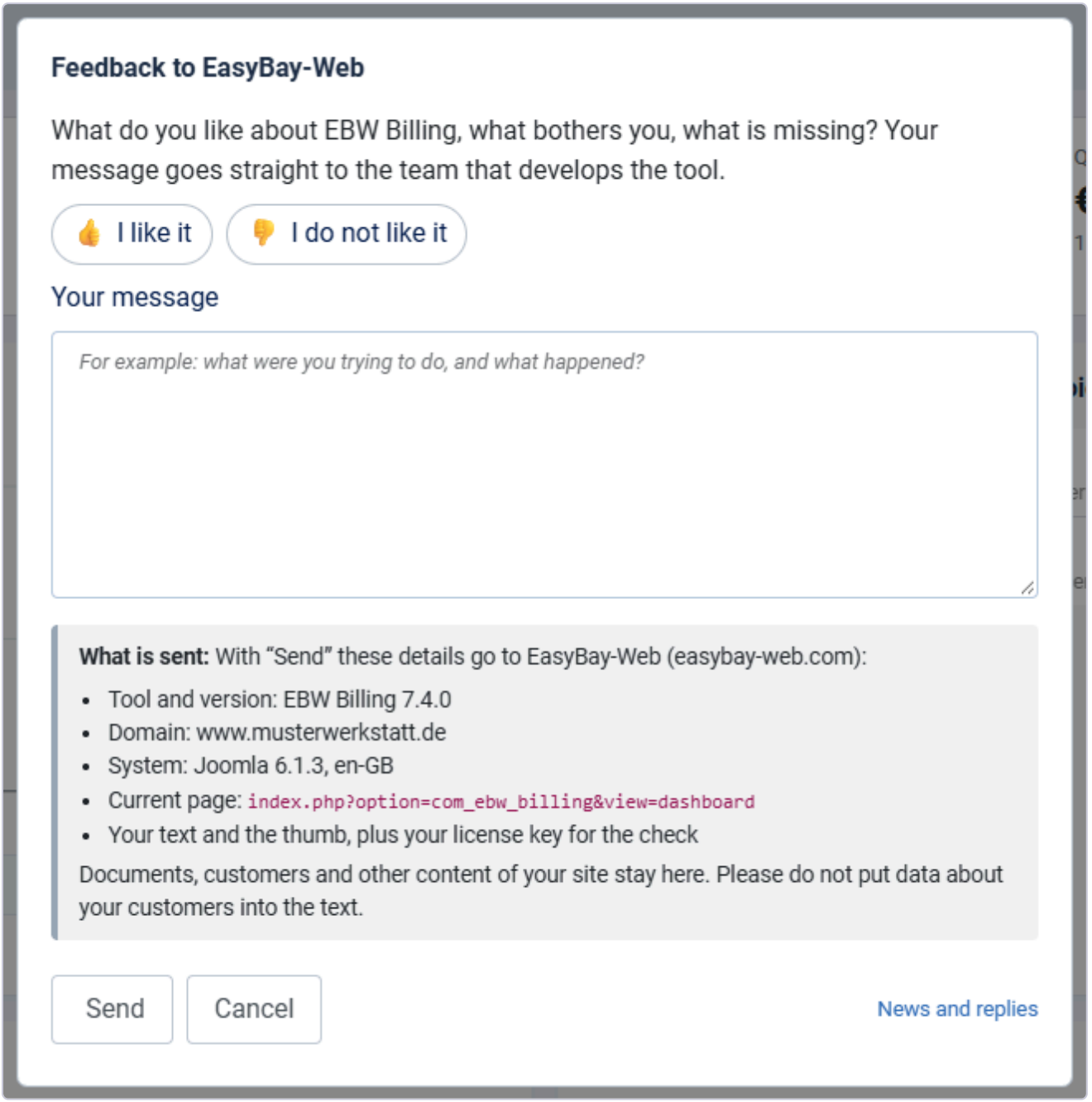
The answer contains the ID of the draft, the calculated totals and, under `backend_url`, the link to the draft in the backend. Sent a second time with the same `key`, no second draft is created; the API returns the existing one. Change your own draft with `PATCH` on `documents/<ID>`.

Write numbers with a decimal point (`2.5`) and dates as `YYYY-MM-DD`. Errors come with a reason and the field concerned, such as an unknown tax rate or a customer that does not exist. The full description of all fields is in `docs/ebwbilling-entwurfs-api.md`.

22. Feedback and “News and replies”

At the top of every page of EBW Billing you find the button **Feedback**. It writes straight to the team that develops the tool: what you like, what bothers you, what is missing.

1. Click **Feedback**. A small window opens.
2. Choose a thumb (**I like it** or **I do not like it**), write a text, or both. It helps to say what you were trying to do and what happened.
3. **Send**. The reply appears later under **News and replies**.

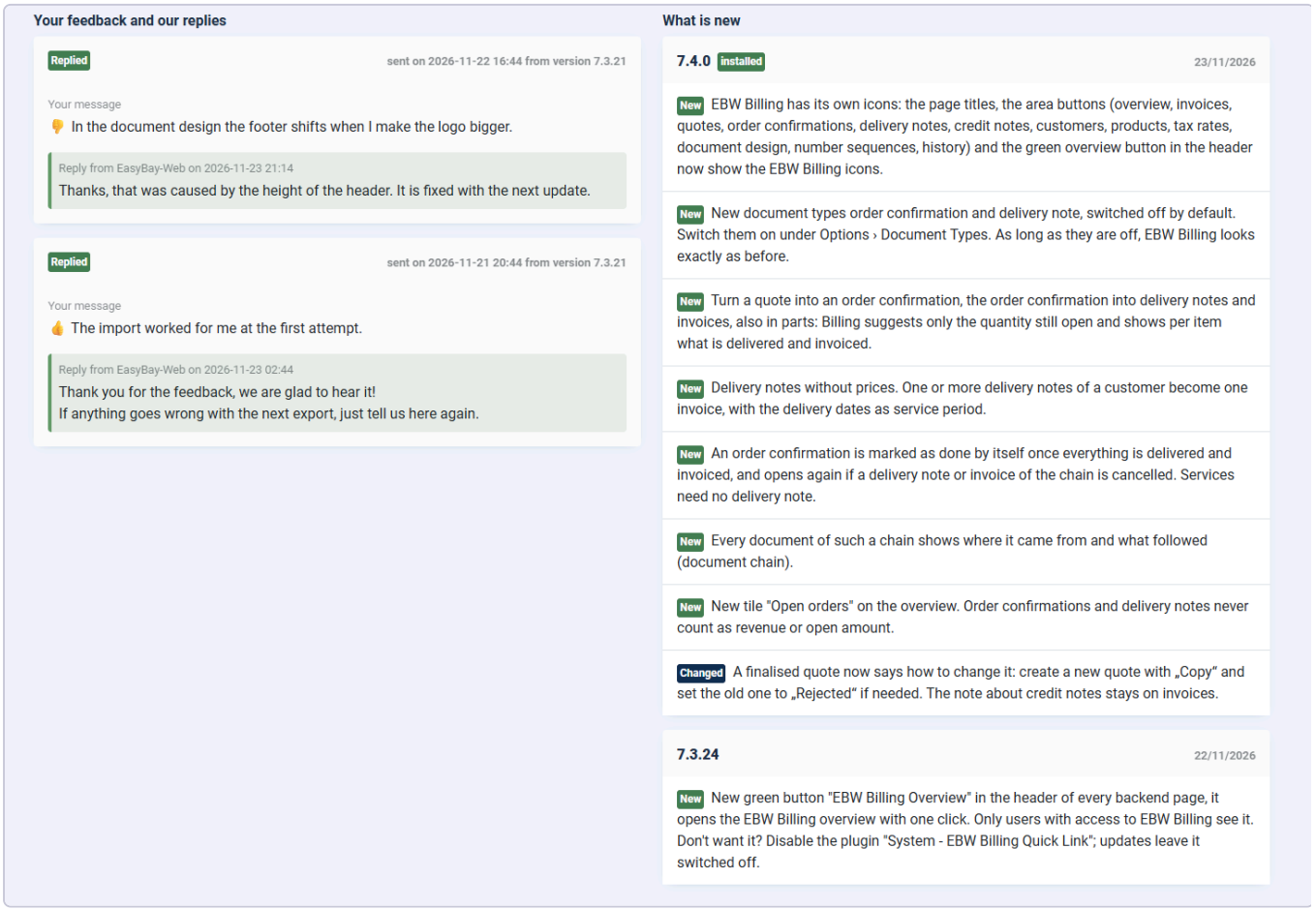


What is sent is listed in the window before you send: tool and version, the domain, the system (Joomla version and backend language), the page you are on, your text and the thumb, plus your license key for the check. Documents, customers and other content of your site stay with you. Please do not put data about your customers into the text.

Feedback needs an active license, and the domain must be registered for that license (you manage the domains at easybay-web.com/my-licenses). Without a license the window shows the way to the shop instead of the form. EBW Billing itself keeps working without a license.

News and replies in the menu shows two things:

- **Your feedback and our replies:** each feedback with date, version and status (Received, In progress, Replied, Done), with the reply from EasyBay-Web below. When a new reply has arrived, a hint with a link appears at the top of EBW Billing.
- **What is new:** the release notes of the last versions. It marks which version is installed on your site and which ones are newer.



The page fetches the data from the EasyBay-Web server when you open it. If the server cannot be reached, you see the data loaded last.

23. Uninstalling

Uninstalling keeps your documents. German law requires invoices to be kept for eight years, so EBW Billing does not delete them by itself.

What	On uninstalling
Documents, customers, products, number sequences, history	stay in the database
PDF archive of the finalised documents	is moved to `administrator/ebw_billing_archive`
Options (issuer, bank details, e-mail texts)	are lost

If you install EBW Billing again later, it finds documents and archive and takes over both. Sample data is not created in that case. You fill in the options again; a message after the installation reminds you.

Deleting the data for good

This cannot be undone. Back up the database and the PDF archive first if you still have to keep the documents.

1. Open the **Options** and there the tab **Maintenance**.
2. Switch on **Delete data on uninstall** and save.
3. Uninstall EBW Billing via **System › Manage › Extensions**.

After that, all tables of EBW Billing and the PDF archive are deleted.

24. Good to know

- **Archive**: PDFs and e-invoices are stored in the archive folder, by default `administrator/components/com_ebw_billing/archive`, sorted by year and protected against direct access. In the options (PDF archive) you can set a folder outside the website. **The archive folder belongs in your backup**, together with the database.
- **Retention**: German law requires invoices to be kept for eight years. That is why EBW Billing never deletes finalised documents.
- **Design**: logo, letterhead, colours and structure are set in Document Design (section 13). PDFs that are already finalised do not change.
- **Shop integration**: available for HikaShop, VirtueMart and JoomShopping, each as a separate plugin (sections 16 to 18).
- **Updates**: install new versions like any Joomla extension, via System → Update → Extensions or by uploading the new ZIP. Your documents and settings are kept. Without a licence key (Options → License) EBW Billing keeps working fully, only updates through Joomla are not available.

Questions or wishes? DERHAKE IT-Services info@derhake.de or EasyBayWeb info@easybay-web.de.

The pictures show the sample data "Musterwerkstatt" with invented names and addresses.