

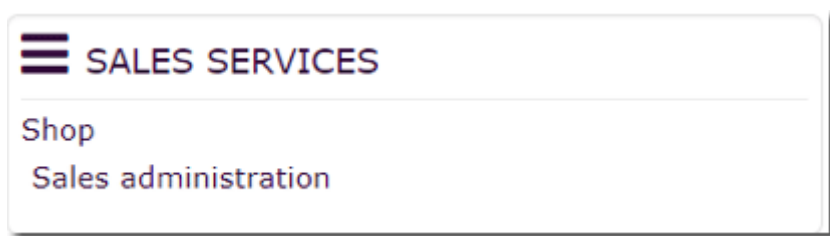


Back Office : Configuration and implementation of a commercial offer

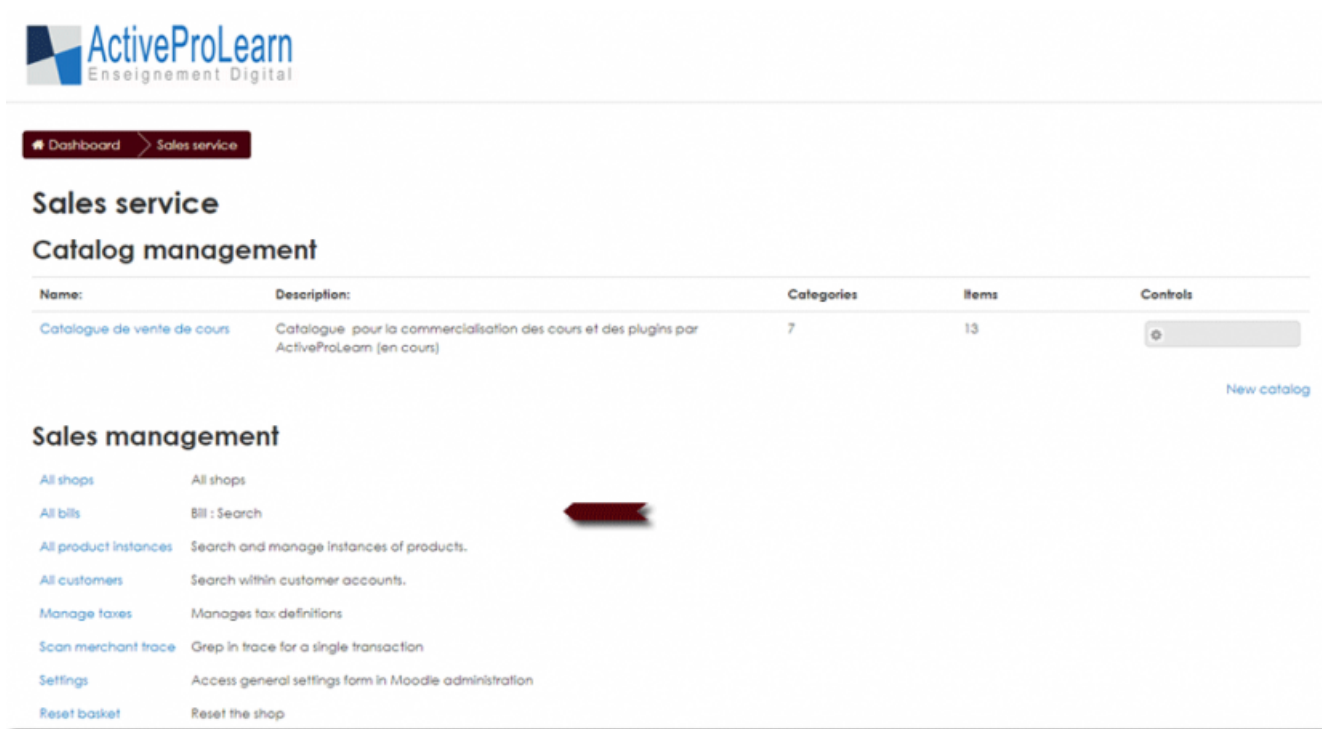
Modify a bill status

Access

Follow link **“Sales administration”** in block [Sales services \(plugin Shop Access\)](#)



Follow link **“all bills”** on page Sales services section Sales management.



Modify a bill status

- Click on the relevant bill number in the list to view it. In this example B-2017038-25 for the first of the list.

Euro Boutique SFC Choose... Bill: Search

Billing

Bill in progress (2) Bill placed (20) Bill pending (0) Bill paid (1) Bill completed (584) Bill cancelled (30) Bill payment failed (35) Bill payback (1)

All (673)

| N° | Customer | Transaction | Issue date | Cross-reference coding | Amount |
|-----------------------|----------|-----------------------------|-------------------------|------------------------|-----------|
| Bill cancelled | | | | | |
| B-20170328-25 | Gilles U | TU9TMXC5UWLLDHVKQ== () | Thu Jan 1 01:00:00 1970 | | 0.50 € |
| B-20170329-26 | Lai WEI | TU9XBMGWETROOGD6CW== () | Thu Jan 1 01:00:00 1970 | | 0.50 € |
| B-20170515-28 | Patrick | TU84AGZPVTUXDMHSRQ== () | Thu Jan 1 01:00:00 1970 | | 1660.00 € |
| B-20170920-44 | Pierre-Y | TU9LEE9DQ1JKEGF4RQ== | Thu Jan 1 01:00:00 1970 | | 160.00 € |

- Expand the “Bill Statuses” menu at the bottom of the document to see the possible options: For exemple, “Back to Status” and “Go to Status”. (On work = in progress on the illustration)
- Choose the action to be taken, the possible options depend on the state at the time you operate for the relevant bill.

For more information on bill status see [concept of order and bill statuses](#)

Bill statuses Current status: Unconfirmed

| | |
|--|--|
| Back to: | Go to: |
| <ul style="list-style-type: none">• On work (internal) | <ul style="list-style-type: none">• Cancelled• Pending• Produced by anticipation• Payed out |

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