

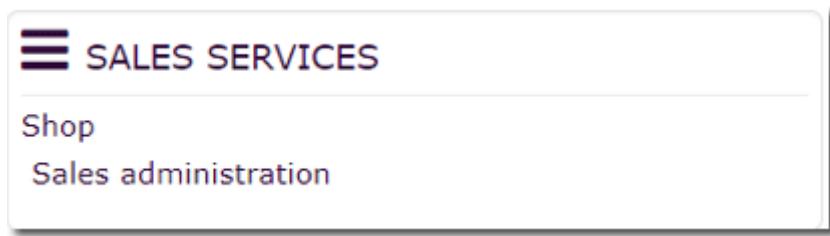
Back Office : Configuration and implementation of a commercial offer

Invoice Status

Edit an invoice status

Access

Follow link “**Sales administration**” dans le bloc Sales services (plugin Shop Access)



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

The screenshot displays the "Sales service" section of the ActiveProLearn platform. At the top, there's a header with the ActiveProLearn logo and a "Dashboard" button. Below the header, the "Sales service" title is shown, followed by a "Catalog management" section. This section lists a single catalog entry: "Catalogue de vente de cours" (Description: Catalogue pour la commercialisation des cours et des plugins par ActiveProLearn (en cours)). It shows 7 categories and 13 items. A "New catalog" button is located at the bottom right of this section. Below the catalog management, the "Sales management" section is visible, containing various links such as "All shops", "All bills", "All product instances", "All customers", "Manage taxes", "Scan merchant trace", "Settings", and "Reset basket".

* Click on the relevant invoice number in the list to view it. In this example B-2017-04-27 for the first of the list.

Euro

Boutique SF

Facturation

Factures en travail (0)	Factures placées (10)	Commandes a réaliser (0)	Factures Payées (1)
Factures réalisées (139)	Factures annulées (2)	Factures en échec paiement (4)	Avoirs clients (0)
Toutes (156)			

N°	Label	Transaction	Montant
Factures réalisées			
B-2017-04-27	Boutique SF	TU84WWWD0ZHRZVNFKNG==	250.00 €
	(		
B-2017-06-29	Boutique SF	TU83VUOXQKQYZ3F4DW==	250.00 €
	(		
B-2017-06-30	Boutique SF	TU91CJHXCZQWEMDKQQ==	80.00 €
	(		
B-2017-06-31	Boutique SF	TU9WSFR3RVBZCTZLQQ==	80.00 €
	(		
B-2017-06-32	Boutique SF	TU8XUFKVZM15WFJVNG==	80.00 €
	(		
B-2017-07-33	Boutique SF	TU9TRKTQUTJMY0Y3SQ==	80.00 €

- Expand the “Invoice States” menu at the bottom of the document to see the possible options: “Return to Status” and “Go to Status”
- Choose the action to operate



Euro  Choose...  Choose... 

Billing

Bill working (0)	Bill placed (21)	Pending bill (0)	Bill soldout (2)	Bill finished (186)	Bill cancelled (2)	Bill payment failed (4)	Bill payback (0)	All (215)
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N°	Customer	Transaction	Lettering	Amount
Bill placed				
B-20170328-25	Gilles UYTTERHOEVEN	TU9TMXCSUWLLDHVKQQ==		0.50 €
	(			
B-20170329-26	Lai WEI	TU9XBMGWEIROGD6CW==		0.50 €
	(			
B-20170515-28	Patrick BALKANY	TU84AGZPVTUXDMHSRQ==		1660.00 €
	(			
B-20170731-35	Patrice DVERINE	TU81QUXWBLVZ1PEAW==		80.00 €
	(			
B-20170920-44	Pierre-Yves BUSSELIER	TU9LEE9DQ1JKEGF4RQ==		160.00 €

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From:

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<https://docsen.activeprolearn.com/doku.php?id=local:shop:setup:invoicestatus&rev=1511536966>

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