

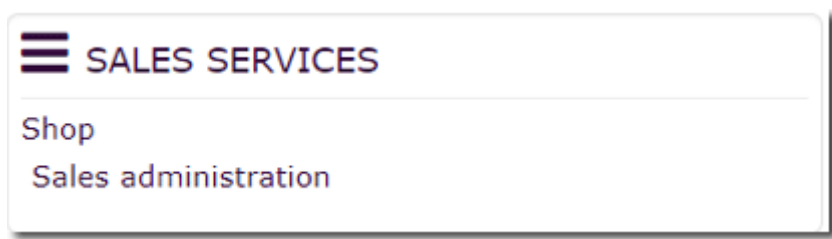
# Back Office : Configuration and implementation of a commercial offer

## Invoice Status

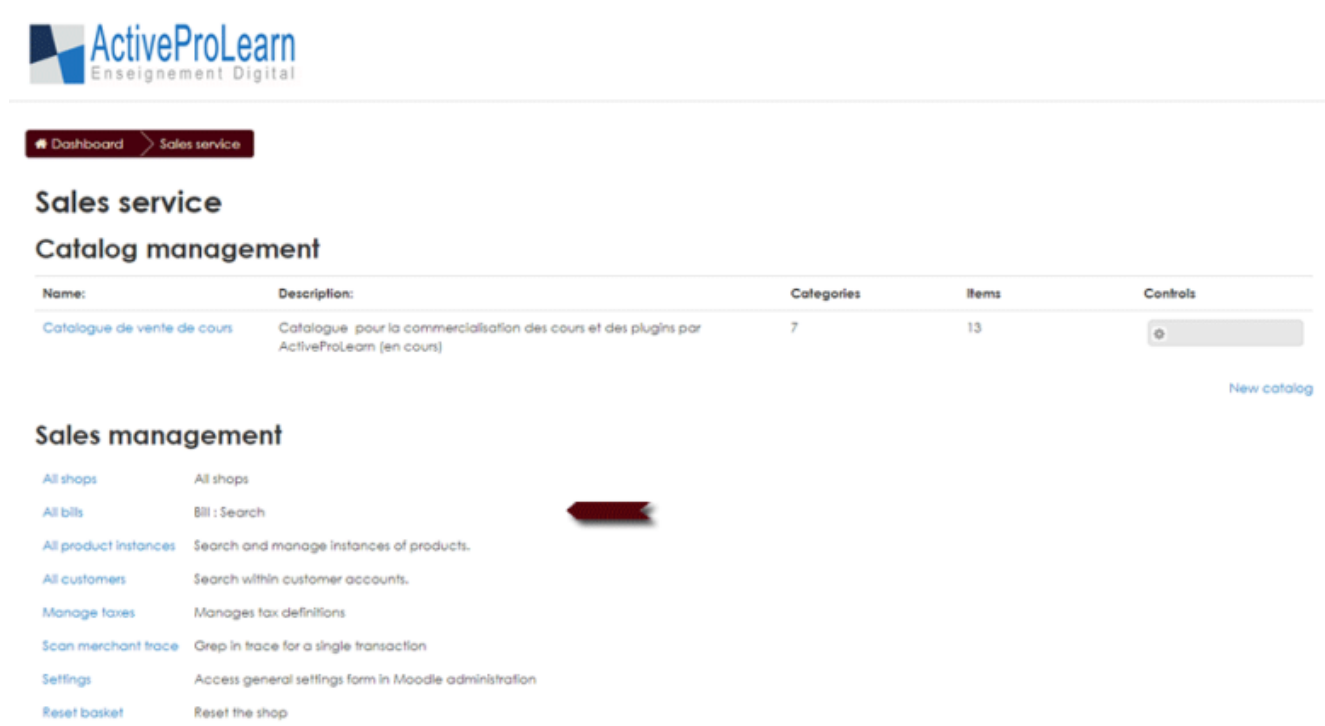
### Edit an invoice status

#### Access

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



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



\* 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 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)

N°	Customer	Transaction	Lettering	Amount
<b>Bill placed</b>				
B-20170328-25	Gilles UYTTERHOEVEN	TU9TMCXSUWLLDHVKQ== ( )		0.50 €
B-20170329-26	Lai WEI	TU5XBHGWETROOG6CW== ( )		0.50 €
B-20170515-28	Patrick BALKANY	TU84AGZPVYUXDMHSRQ== ( )		1660.00 €
B-20170731-35	Patrice DVERINE	TU81QUXWBLBVZ1FEAW== ( )		80.00 €
B-20170920-44	Pierre-Yves BUSSELIER	TU5LEE9DQ1JKEGF4RQ==		160.00 €

- 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



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