

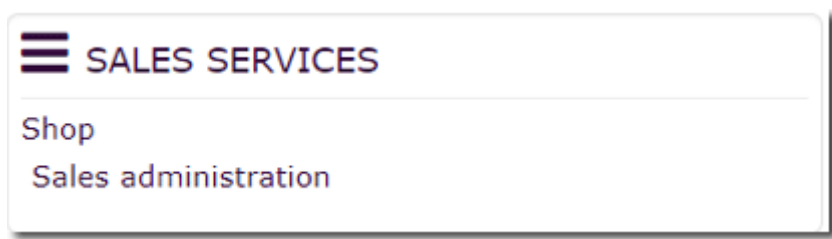
Back Office : Configuration and implementation of a commercial offer

Invoice Status

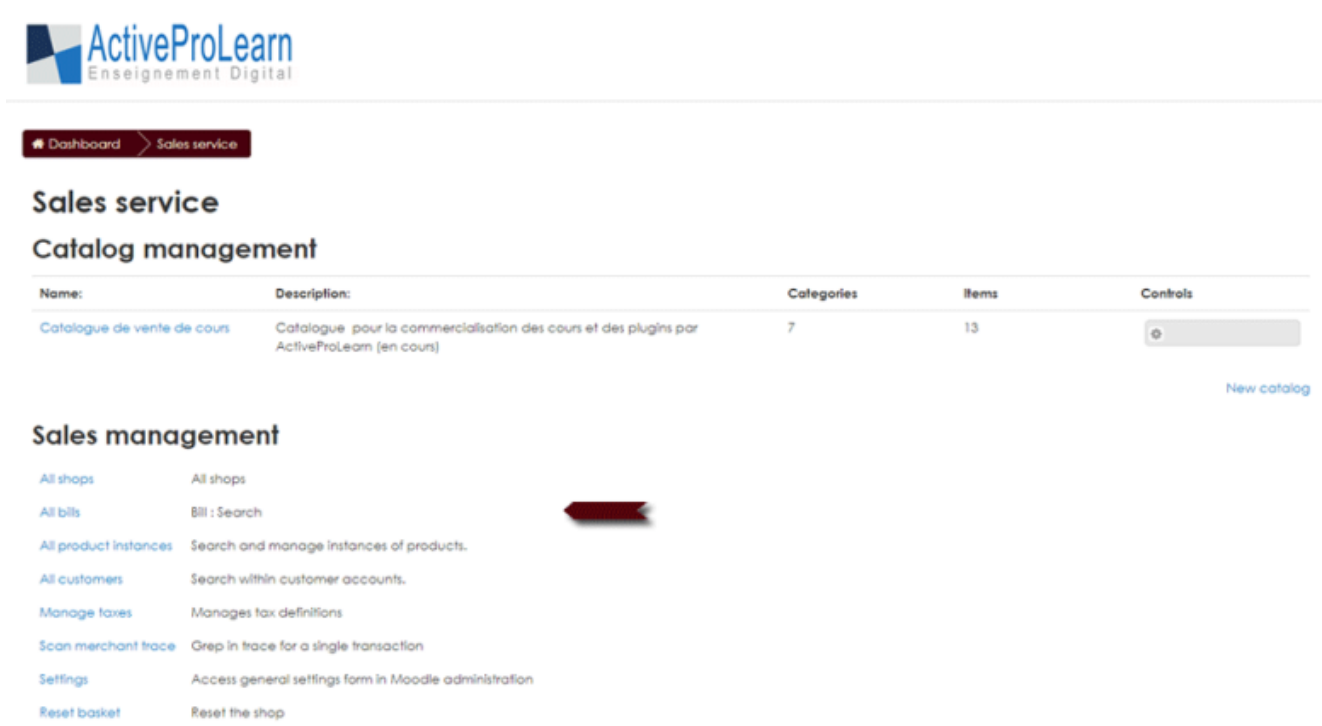
Edit an invoice status

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-2017032825 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
Bill placed				
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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