# 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)

SALES SERVICES	
Shop Sales administration	

Follow link "all bills" on page Sales services section Sales management.

Active	ProLea	it al			
# Dashboard 📏 Sak	es service				
Sales servi	ice				
Catalog mo	nager	nent			
Name:		Description:	Categories	Items	Controls
Catalogue de vente o	de cours	Catalogue pour la commercialisation des cours et des plugins par ActiveProLeam (en cours)	7	13	0
					New catalog
Sales mana	gemei	nt			
All shops	All shops				
All bills	Bill:Search				
All product instances	Search and	d manage instances of products.			
All customers	Search within customer accounts.				
Manage taxes	Manages fax definitions				
Scan merchant trace	Grep in trace for a single transaction				
Settings	Access general settings form in Moodle administration				
Reset basket	Reset the sl	hop			

\* Click on the relevant invoice number in the list to view it. In this example B-2017032825 for the first of the list.

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			9 - 19 - 19 - 19 - 19 - 19 - 19 - 19 -	
Euro * Cho	oose * Choose *			
Billing ®				
Bill working (0) Bill placed (21)	Pending bill (0) Bill soldout (2) Bill fi	hished (186) Bill cancelled (2) Bill paymen	t failed (4) Bill payback (0) All (215)	
N°	Customer	Transaction	Lettering	Amount
Bill placed				
B-20170328-25	Gilles UYTTERHOEVEN	TU9TMXCSUWLLDHVKQQ==		0.50 €
		0		
B-20170329-26	Lai WEI	TU9XBMGWETROOGD6CW==		0.50 €
		0		
B-20170515-28	Patrick BALKANY	TU84AGZPVTUXDMHSRQ==		1660.00 €
		0		
B-20170731-35	Patrice DVERINE	TU81QUXWBLBVZ1FEAW==		80.00 €
		0		
B-20170920-44	Pierre-Yves BUSSELIER	TU9LEE9DQ13KEGF4RQ==		160.00 €

- Expand the "Billing States" menu at the bottom of the document to see the possible options: "Return to Status" and "Go to Status".
- Choose the action to be taken, the possible options depend on the state at the time you operate for the relevant invoice.

Etats de facture		Etat actuel: Réalisée
Revenir à l'état	Aller à l'état	
<ul> <li>A solder</li> <li>Réalisée par anticipation</li> <li>Payée</li> </ul>	(FIN DE TRANSACTION)	

## Back to Configuration and implementation of a commercial offer - Back to Local Shop component - Back to catalogue



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