

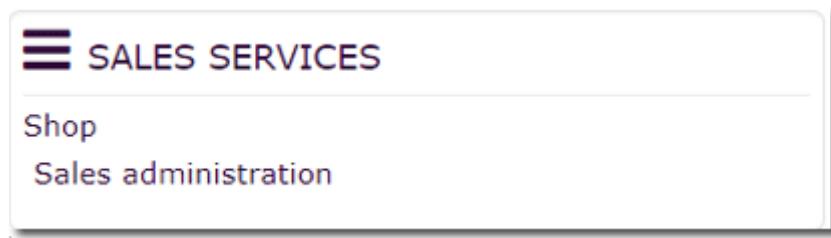
# Back Office : Configuration and implementation of a commercial offer

## 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 shows the ActiveProLearn Sales service interface. At the top, there's a logo for "ActiveProLearn Enseignement Digital". Below it, a breadcrumb navigation shows "Dashboard > Sales service".

**Catalog management**

Name:	Description:	Categories	Items	Controls
Catalogue de vente de cours	Catalogue pour la commercialisation des cours et des plugins par ActiveProLearn (en cours)	7	13	

[New catalog](#)

**Sales management**

All shops	All shops
All bills	<a href="#">Bill : Search</a>
All product instances	Search and manage instances of products.
All customers	Search within customer accounts.
Manage taxes	Manages tax definitions
Scan merchant trace	Grep in trace for a single transaction
Settings	Access general settings form in Moodle administration
Reset basket	Reset the shop

### Modifier un état de facture

- Cliquez sur le numéro de facture réalisée concernée dans la liste pour la visualiser. Dans cet exemple B-2017-04-27 pour la première de la liste.

\* 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 			
<a href="#">Bill working (0)</a> <a href="#">Bill placed (21)</a> <a href="#">Pending bill (0)</a> <a href="#">Bill soldout (2)</a> <a href="#">Bill finished (186)</a> <a href="#">Bill cancelled (2)</a> <a href="#">Bill payment failed (4)</a> <a href="#">Bill payback (0)</a> All (215)			
N°	Customer	Transaction	Lettering
Bill placed			
B-20170328-25	Gilles UYTTERHOEVEN	TU9TMXCSUWLLDHVKQQ== ( )	0.50 €
B-20170329-26	Lai WEI	TUSKBMGWEIROGD6CW== ( )	0.50 €
B-20170515-28	Patrick BALKANY	TUB4AGZPVUXDMHSRQ== ( )	1660.00 €
B-20170731-35	Patrice DVERINE	TUB1QUXWBLBVZ1FEAW== ( )	80.00 €
B-20170920-44	Pierre-Yves BUSSELIER	TUBLEE9DQ1JKEGF4RQ== ( )	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.

For more information on invoice status see [Concept de Commande/Facture](#)

 Etats de facture	Etat actuel: Réalisée
<a href="#">Revenir à l'état</a>	<a href="#">Aller à l'état</a>
<ul style="list-style-type: none"><li>A solder</li><li>Réalisée par anticipation</li><li>Payée</li></ul>	<b>(FIN DE TRANSACTION)</b>

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