

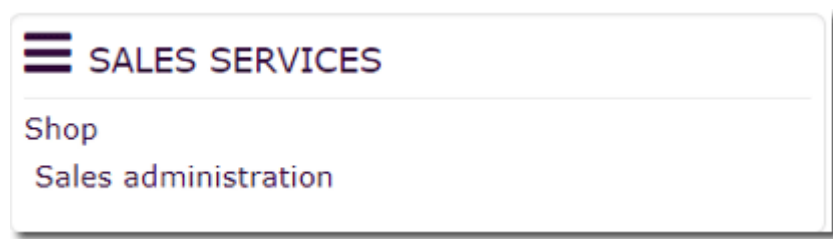
Back Office : Configuration and implementation of a commercial offer

Invoice Status

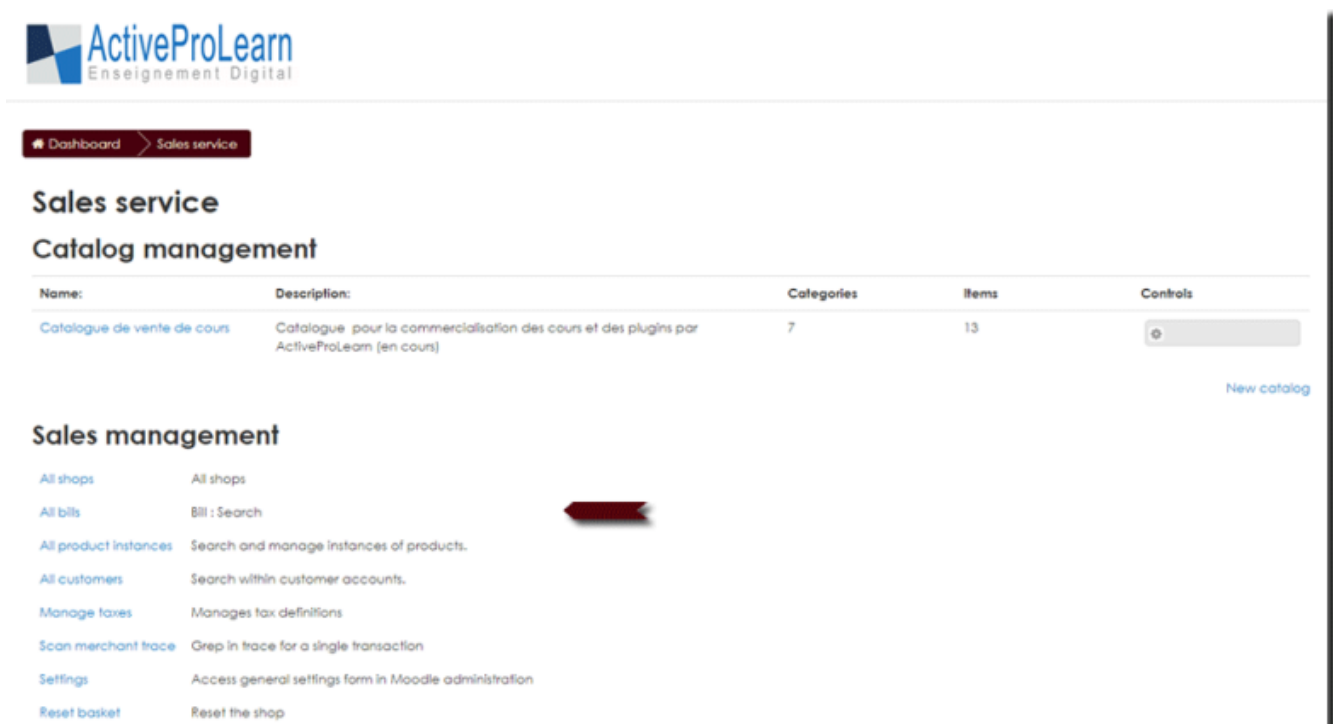
Edit an invoice status

Access

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



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



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

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	TU9TMXCSUWLLDHVKQ==		0.50 €
		()		
B-20170329-26	Lai WEI	TU9XBHGWETROOG06CW==		0.50 €
		()		
B-20170515-28	Patrick BALKANY	TUB4AGZPVTLUXDMHSRQ==		1660.00 €
		()		
B-20170731-35	Patrice DVERINE	TUB1QUXWBLVZ1FEAW==		80.00 €
		()		
B-20170920-44	Pierre-Yves BUSSELIER	TU9LEE9DQ1JKEGF4RQ==		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

Revenir à l'état	Aller à l'état
<ul style="list-style-type: none">• A solder• Réalisée par anticipation• Payée	(FIN DE TRANSACTION)

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