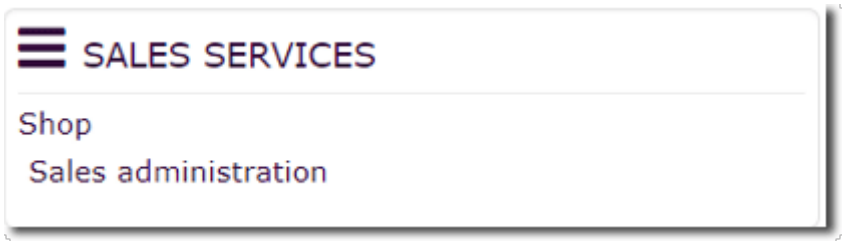
# Back Office : Configuration and implementation of a commercial offer

# Invoice Status

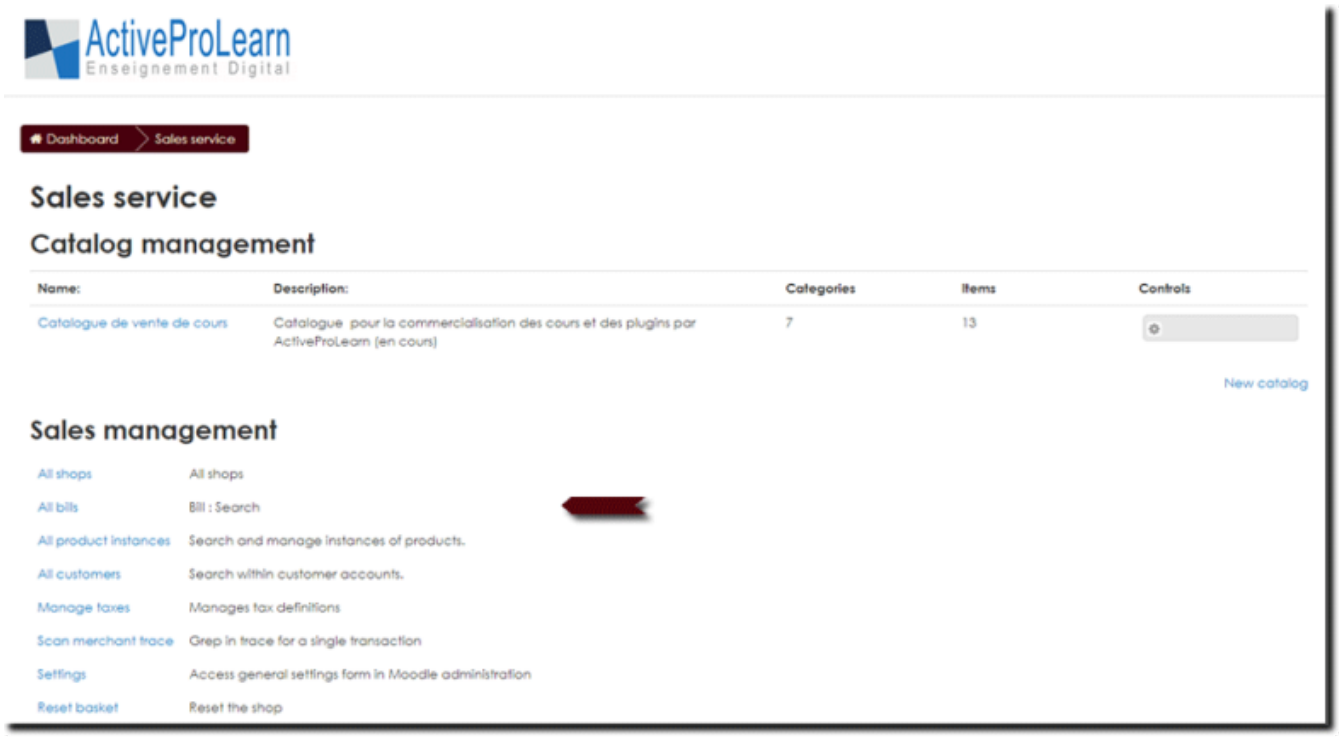
## Edit an invoice status

### Access

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



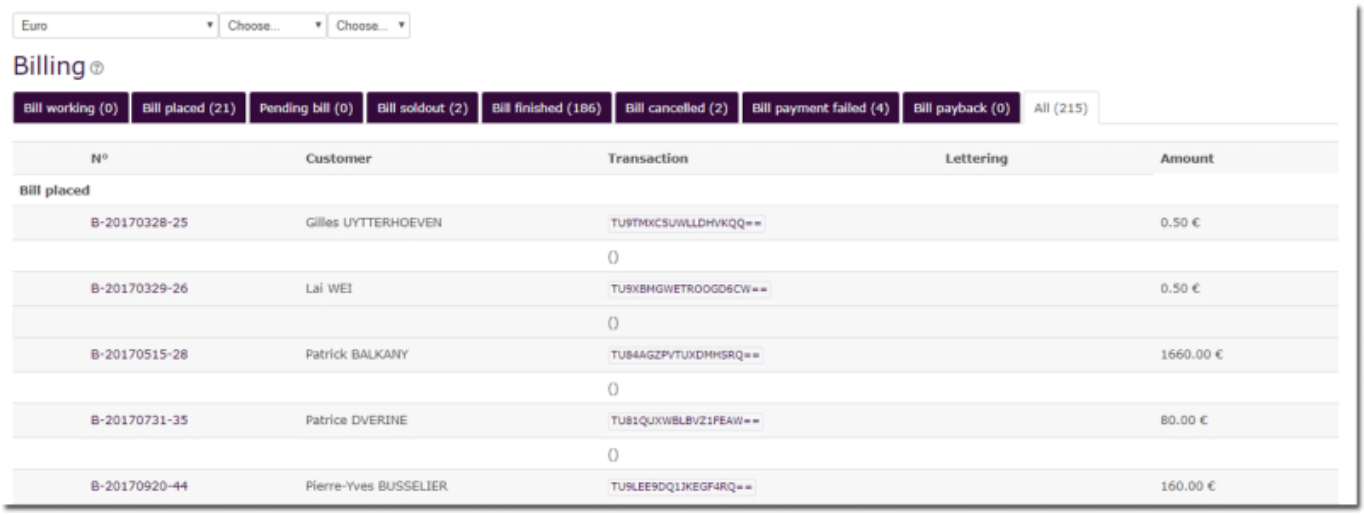

Follow link **“all bills”** on page Sales services section Sales management.




## 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.




- 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




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