

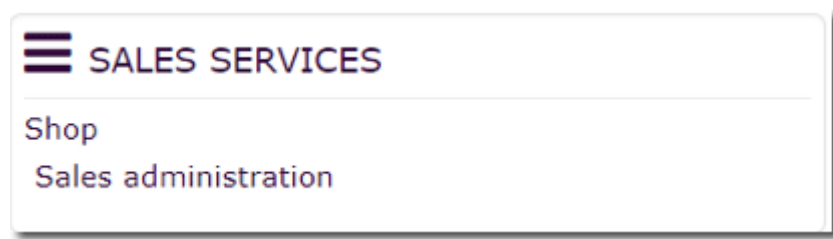
Back Office : Configuration and implementation of a commercial offer

Invoice Status

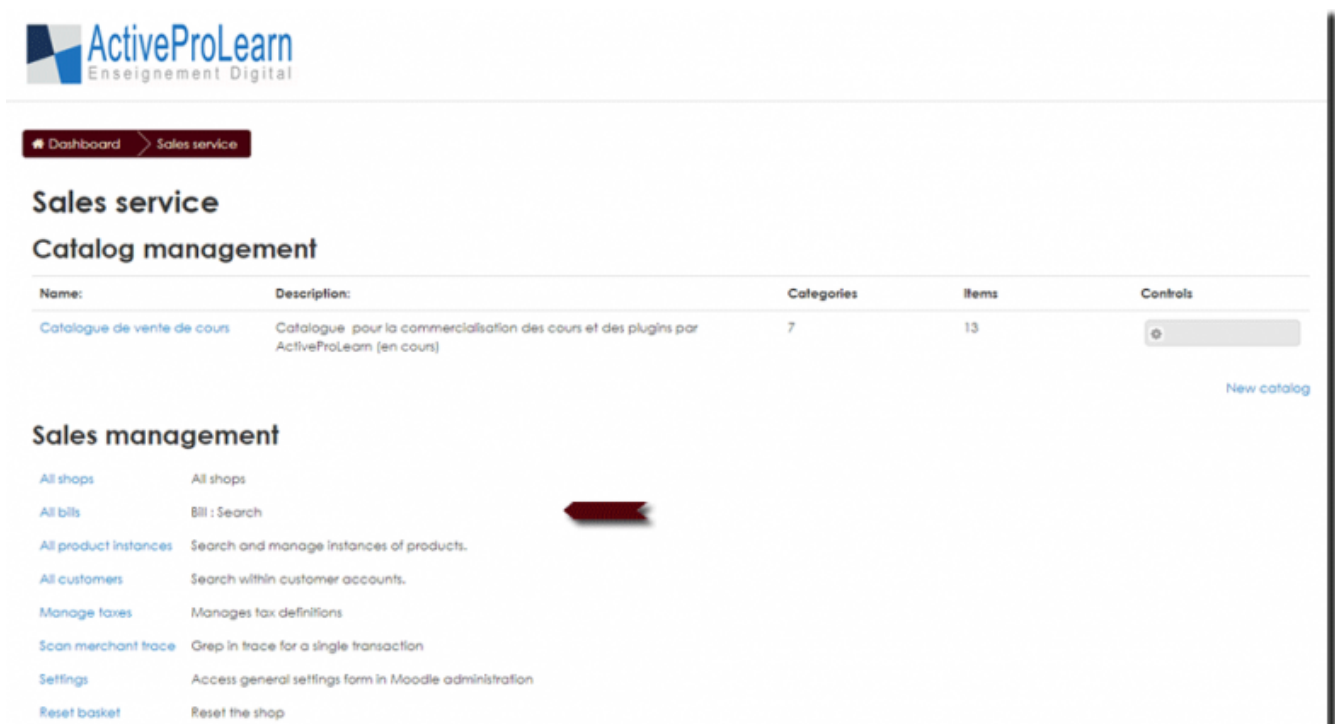
Edit an invoice status

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

- 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	TUB4AGZPVTLXDMHSRQ== ()		1660.00 €
B-20170731-35	Patrice DVERINE	TU81QXWBLBVZ1FEAW== ()		80.00 €
B-20170920-44	Pierre-Yves BUSSELIER	TU5LEE9DQ1JKEGF4RQ==		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

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