

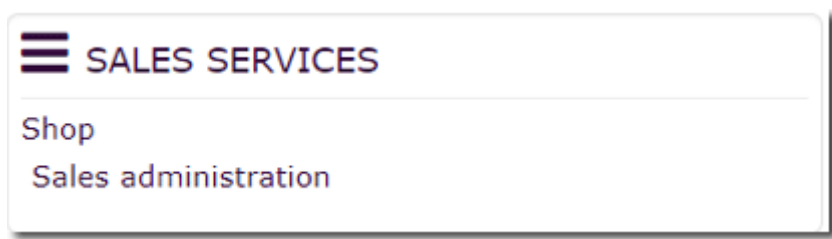
# Back Office : Configuration and implementation of a commercial offer

## 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.

Euro  Boutique SFC  Choose...  Bill: Search

#### Billing

Bill in progress (2) Bill placed (20) Bill pending (0) Bill paid (1) Bill completed (584) Bill cancelled (30) Bill payment failed (35) Bill payback (1)

All (673)

N°	Customer	Transaction	Issue date	Cross-reference coding	Amount
<b>Bill cancelled</b>					
B-20170328-25	Gilles U	TU9TMXC5UWLLDHVKQ==	Thu Jan 1 01:00:00 1970		0.50 €
		()			
B-20170329-26	Lai WEI	TU9XBMGWETROGD6CW==	Thu Jan 1 01:00:00 1970		0.50 €
		()			
B-20170515-28	Patrick	TUB4AGZPVTUXDMHSRQ==	Thu Jan 1 01:00:00 1970		1660.00 €
		()			
B-20170920-44	Pierre-Y	TU9LEE9DQ1JKEGF4RQ==	Thu Jan 1 01:00:00 1970		160.00 €

### 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
<b>Bill placed</b>				
B-20170328-25	Gilles UYTTERHOEVEN	TU9TMCXSUWLLDHVKQ== ( )		0.50 €
B-20170329-26	Lai WEI	TU5XBHGWETROOG6CW== ( )		0.50 €
B-20170515-28	Patrick BALKANY	TU84AGZPVTLXDMHSRQ== ( )		1660.00 €
B-20170731-35	Patrice DVERINE	TU81QUXWBLBVZ1FEAW== ( )		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><b>Revenir à l'état</b></p> <ul style="list-style-type: none"> <li>• A solder</li> <li>• Réalisée par anticipation</li> <li>• Payée</li> </ul>	<p><b>Aller à l'état</b></p> <p style="text-align: center;"><b>(FIN DE TRANSACTION)</b></p>
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