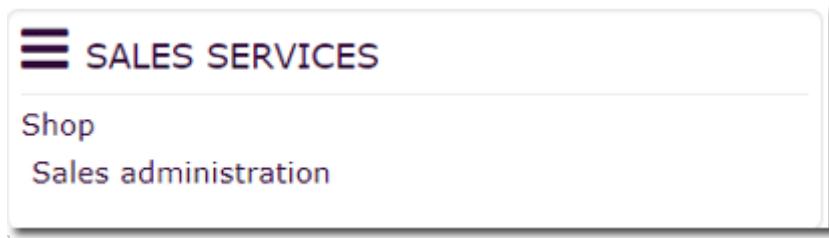


Back Office : Configuration and implementation of a commercial offer

Modify a bill 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 Moodle ActiveProLearn interface under the Sales service. In the Catalog management section, there is one catalog named "Catalogue de vente de cours" with 7 categories and 13 items. A "New catalog" button is visible. In the Sales management section, there is a list of links including "All shops", "All bills", "All product instances", "All customers", "Manage taxes", "Scan merchant trace", "Settings", and "Reset basket".

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	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
Bill cancelled					
B-20170328-25	Gilles U	TU9TMXC5UWLLDHVKQQ==	Thu Jan 1 01:00:00 1970		0.50 €
		()			
B-20170329-26	Lai WEI	TU9XBMGWEIROOGD6CW==	Thu Jan 1 01:00:00 1970		0.50 €
		()			
B-20170515-28	Patrick I	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 €

- 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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