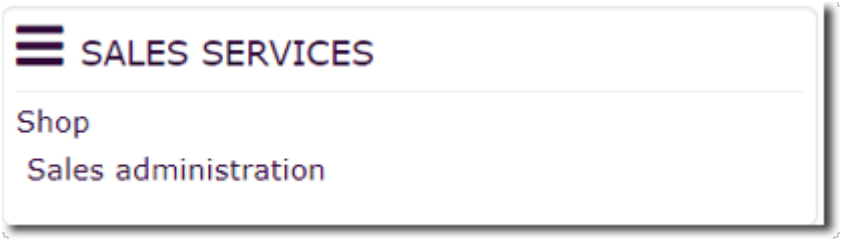
Back Office : Configuration and implementation of a commercial offer

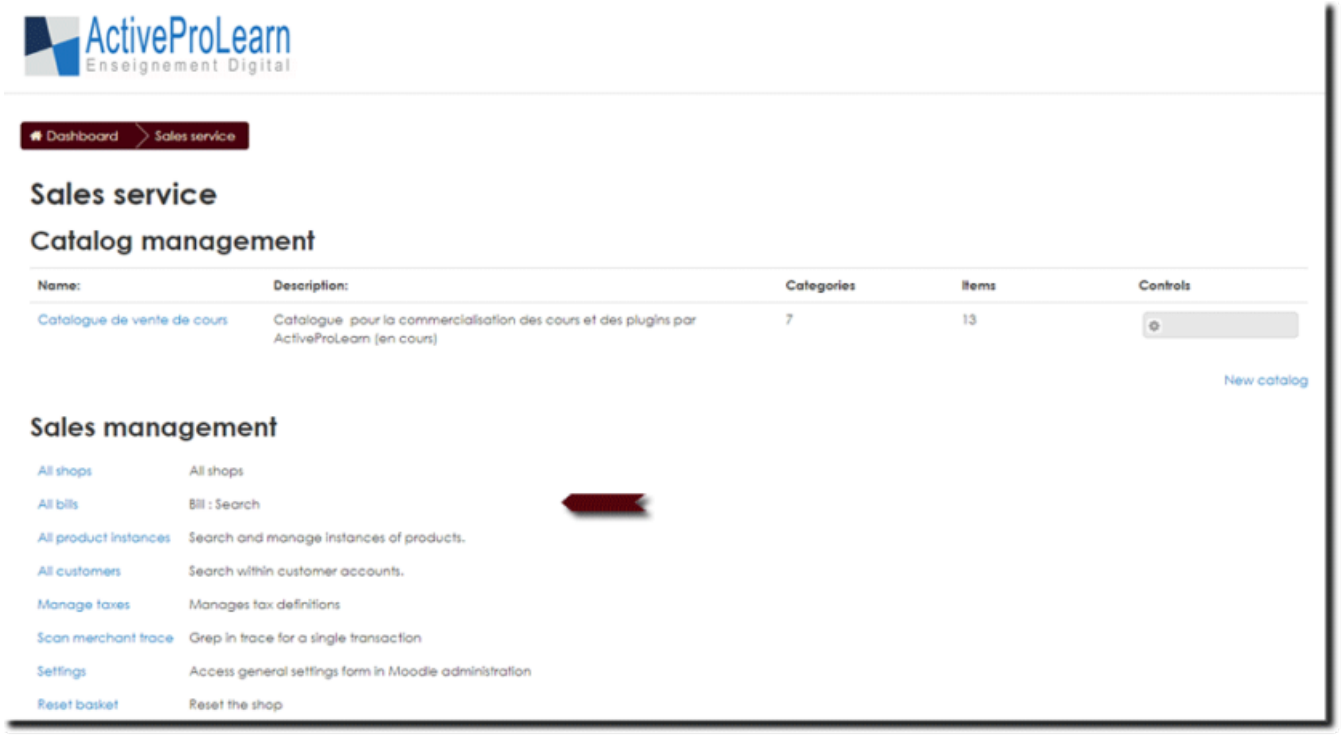
Modify a bill status

Access

Follow link **“Sales administration”** in block Sales services (plugin Shop Access)

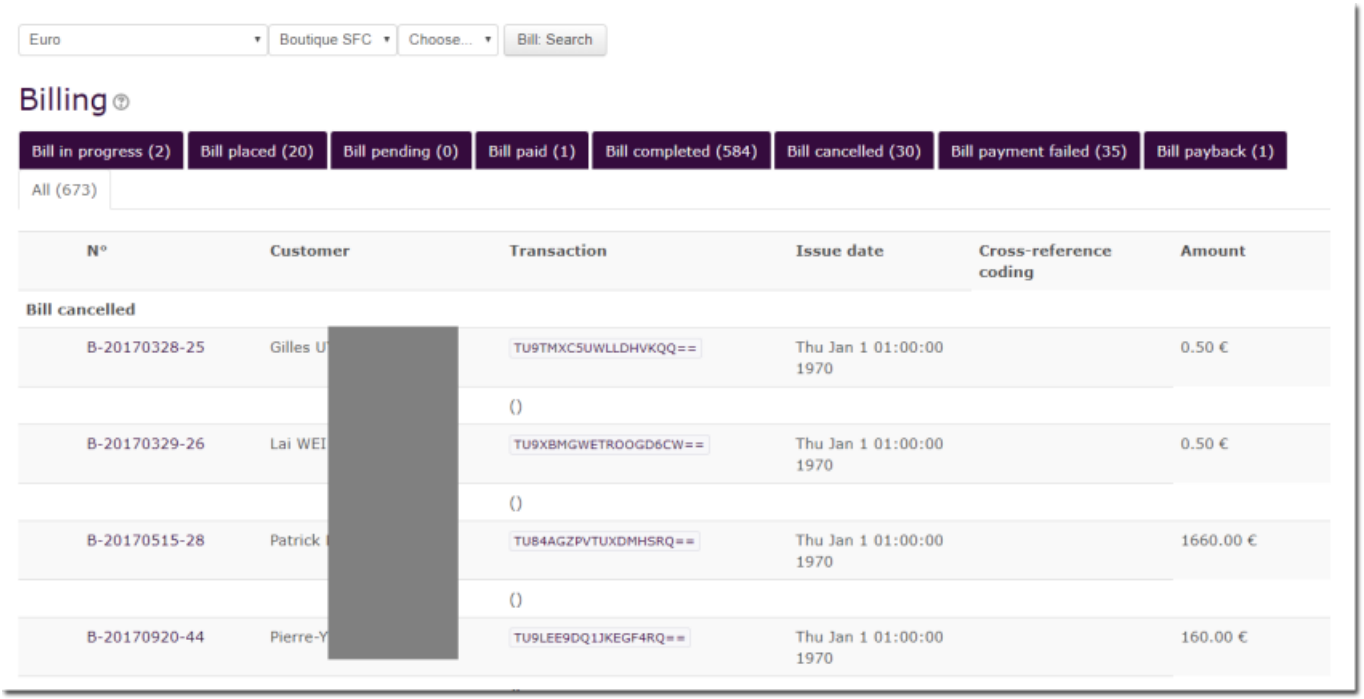


Follow link **“all bills”** on page Sales services section Sales management.



Modify a bill status

- 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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