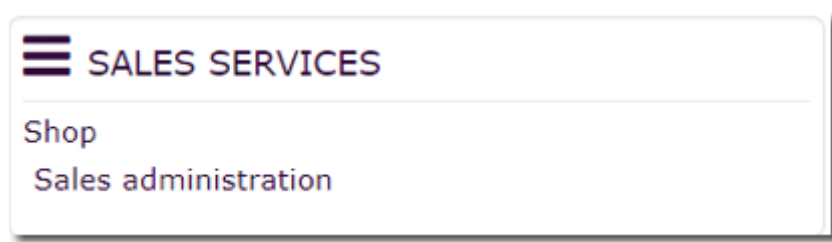


# Back Office : Configuration and implementation of a commercial offer

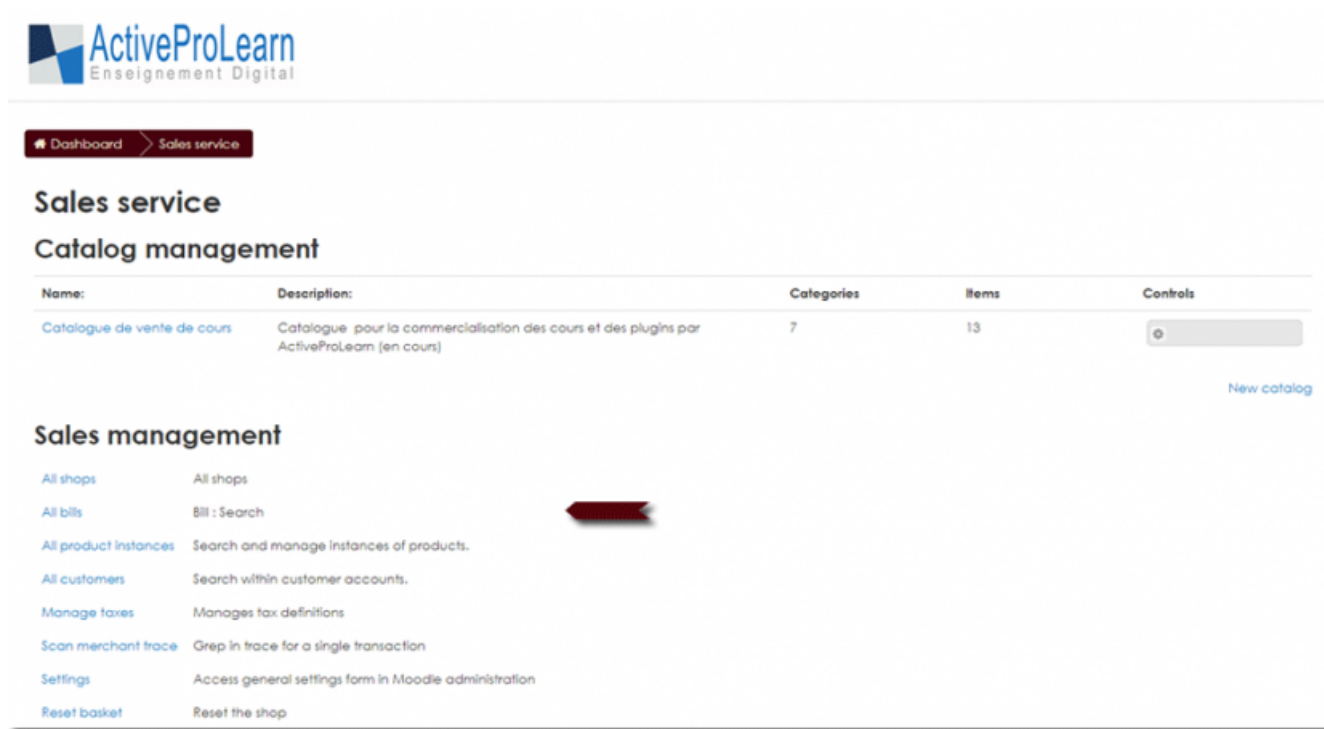
## Modify a bill status

### Access

Follow link **“Sales administration”** in block [Sales services \(plugin Shop Access\)](#)



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

A screenshot of the ActiveProLearn web application interface. The top left shows the 'ActiveProLearn Enseignement Digital' logo. Below it, a breadcrumb trail shows 'Dashboard' and 'Sales service'. The main heading is 'Sales service' followed by 'Catalog management'. Below this is a table with columns: Name, Description, Categories, Items, and Controls. The table contains one row for 'Catalogue de vente de cours'. To the right of the table is a 'New catalog' link. Below the table is the 'Sales management' section, which contains a list of links: 'All shops', 'All bills', 'All product instances', 'All customers', 'Manage taxes', 'Scan merchant trace', 'Settings', and 'Reset basket'. A red arrow points to the 'All bills' link.

## Modify a bill status

- Click on the relevant bill number in the list to view it. In this example B-2017038-25 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	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	TU84AGZPVTUXDMHSRQ== ( )	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 “Bill Statuses” menu at the bottom of the document to see the possible options: For example, “Back 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 bill.

For more information on bill status see [concept of order and bill statuses](#)

Bill statuses

Current status: Unconfirmed

Back to:

Go to:

- On work (internal)

- Cancelled
- Pending
- Produced by anticipation
- Payed out

[Back to Configuration and implementation of a commercial offer](#) - [Back to Local Shop component](#) - [Back to catalogue](#)

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