

# Back Office : Configuration and implementation of a commercial offer

## Lettering

### Invoice lettering

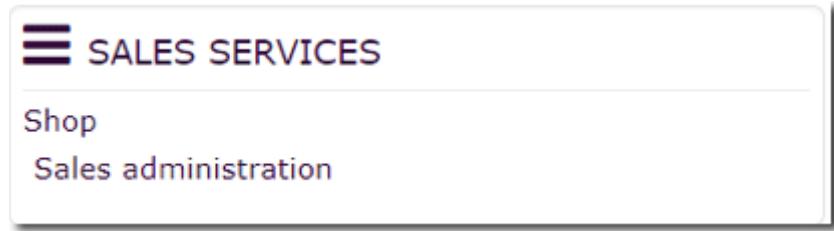
Invoice lettering records the correspondence between the store's online invoices and external billing software.

According to legislation, legal obligations require the numbering of invoices. The Moodle Online Store records invoices online for the only Moodle sales activity. It is essential to be able to make the correspondence between the online transactions and the invoices "officially" established in an accounting software.

Lettering can not accept several identical references, whatever the catalog used by the store.

### Access

Suivez le lien "**Sales administration**" dans le bloc [Sales services \(plugin Shop Access\)](#)



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



Dashboard > Sales service

## Sales service

### Catalog management

Name:	Description:	Categories	Items	Controls
Catalogue de vente de cours	Catalogue pour la commercialisation des cours et des plugins par ActiveProLearn (en cours)	7	13	

New catalog

### Sales management

All shops	All shops
All bills	Bill : Search
All product instances	Search and manage instances of products.
All customers	Search within customer accounts.
Manage taxes	Manages tax definitions
Scan merchant trace	Grep in trace for a single transaction
Settings	Access general settings form in Moodle administration
Reset basket	Reset the shop

Dans la liste des factures à état **COMPLETE** :

- Click on the relevant invoice number in the list to view it
- In the box at the top of the invoice, enter your lettering
- Click on the “Update” button

Facture : B-  
20170601-29

jeudi 1 juin 2017, 18:35

Code Transaction:  
TU83VUOXQKQYZ3F4DW==

Lettrage

|

Code règlement :  
95271922-  
20170601163528-000020

Mettre à jour

Mode de paiement : SystemPay  
Plus(Caisse d'Epargne/Banque Populaire)

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