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)

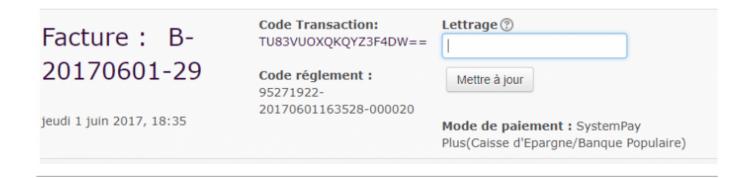


Follow link "all bills" on page Sales services section Sales management.



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



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