

# Back Office : Configuration and implementation of a commercial offer

## Lettering

### Invoice lettering

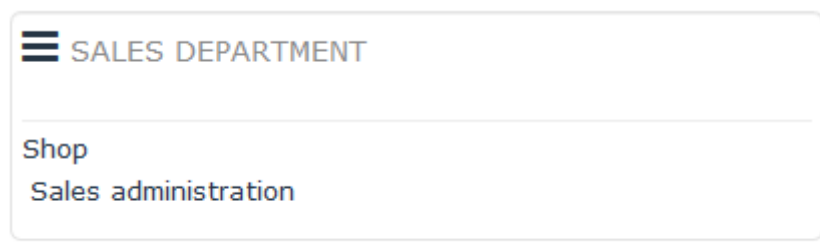
Invoice lettering records the correspondence between the store's online invoices and external billing software.

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 using block Sales department

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



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	<input type="text"/>

[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

In the list of finished invoices **(COMPLETE)** :

- Click on the relevant invoice number in the list to view the invoice
- In the box at the right 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==  
**Code règlement :**  
95271922-  
20170601163528-000020

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

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

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