Back Office : Configuration and implementation of a commercial offer
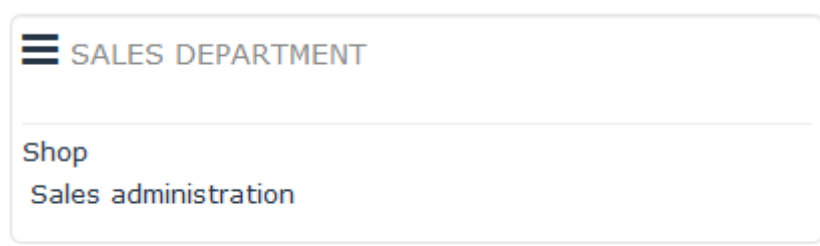
Lettering

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".

In the list of completed bills :

- Click on the relevant bills number in the list to view the invoice
- In the box at the right top of the bill, enter your lettering
- Click on the "Update" button

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