



## Back Office : Configuration and implementation of a commercial offer

### Lettering

#### Bill lettering

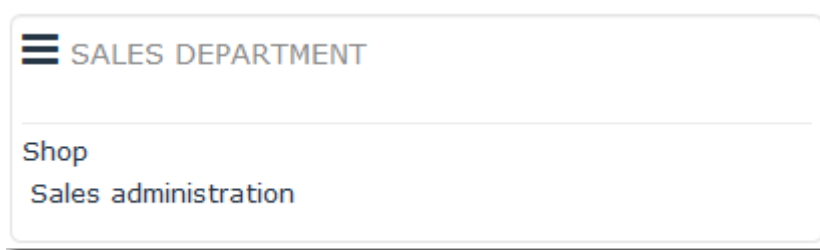
Bill lettering records the correspondence between the store's online invoices and external billing software.

According to legislation, legal obligations require the numbering of bills. The Moodle Online Store records bills online for the only Moodle sales activity. It is essential to be able to make the correspondence between the online transactions and the bills “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                         |
|---|--|------------|-------|----------------------------------|
| <a href="#">Catalogue de vente de cours</a> | Catalogue pour la commercialisation des cours et des plugins par ActiveProLearn (en cours) | 7          | 13    | <input type="button" value="⊕"/> |

[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 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

**Bill: B-20170920-44**

Transaction ID:  
TU9LEE9DQ1JKEGF4RQ==

Cross-reference coding ⓘ

Wednesday, 20 September 2017, 11:49 AM

Method of payment: systemPay Plus(Caisse d'Epargne/Banque Populaire)

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Last update: **2024/04/04 15:50**

