

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

## Modify a bill status

## Access

Follow link "Sales administration" in block Sales services (plugin Shop Access)

Shop	
Sales administration	

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

🕈 Dashboard 🔷 Sak	es service				
Sales servi	ice				
Catalog ma	inager	nent			
Name:		Description:	Categories	ltems	Controls
Catalogue de vente de cours		s Catalogue pour la commercialisation des cours et des plugins par ActiveProLearn (en cours)	7	13	0
					New catalo
Sales mana	geme	nt			
Sales mana All shops	gemei All shops	nt			
All shops	All shops Bill : Search				
All shops All bills	All shops Bill : Search Search and	-			
All shops All bills All product instances	All shops Bill : Search Search and Search with	d manage instances of products.			
All shops All bills All product instances All customers	All shops Bill : Search Search and Search with Manages t	d manage instances of products.			
All bills All product instances All customers Manage taxes	All shops Bill : Search Search with Manages t Grep in tra	d manage instances of products. hin customer accounts. ax definitions			

## Modify a bill status

Last update: 2024/05/14 local\_retained:shop:setup:invoicestatus https://docsen.activeprolearn.com/doku.php?id=local\_retained:shop:setup:invoicestatus 15:38

• Click on the relevant bill number in the list to view it. In this example B-2017038-25 for the first of the list.

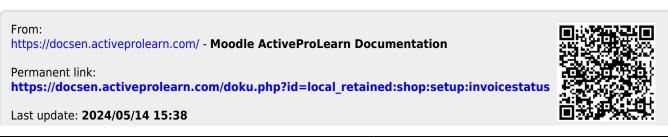
in progress (2)	Bill placed (20)	Bill pending (0)	Bill paid (1)	Bill completed (584)	Bill cancelled (30)	Bill payment failed (35)	Bill payback (1)
l (673)							
N°	Custom	er	Transactio	on	Issue date	Cross-reference coding	Amount
ill cancelled							
B-20170328-25	Gilles U		TU9TMXC5U	WLLDHVKQQ==	Thu Jan 1 01:00:0 1970	D	0.50 €
			0				
B-20170329-26	i Lai WEI		TU9XBMGW	ETROOGD6CW==	Thu Jan 1 01:00:0 1970	D	0.50 €
			0				
B-20170515-28	Patrick I		TU84AGZPV	TUXDMHSRQ==	Thu Jan 1 01:00:0 1970	0	1660.00€
			0				
B-20170920-44	Pierre-Y		TU9LEE9DQ1JKEGF4RQ== Thu Jan 1 01:00:00 1970			160.00 €	

- Expand the "Bill Statuses" menu at the bottom of the document to see the possible options: For exemple, "Back to Status" and "Go to Status". (On work = in progress on the illustration)
- Choose the action to be taken, the possible options depend on the state at the time you operate for the relevant bill.

For more information on bill status see concept of order and bill statuses

Bill statuses	Current status: Unconfirmed
Back to:	Go to:
• On work (internal)	<ul> <li>Cancelled</li> <li>Pending</li> <li>Produced by anticipation</li> <li>Payed out</li> </ul>

Back to Configuration and implementation of a commercial offer - Back to Local Shop component - Back to catalogue



3/3