

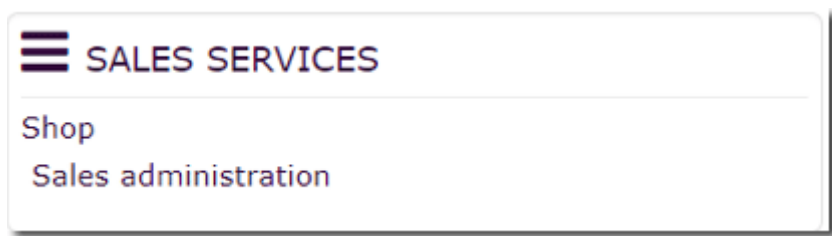


Back Office : Configuration and implementation of a commercial offer

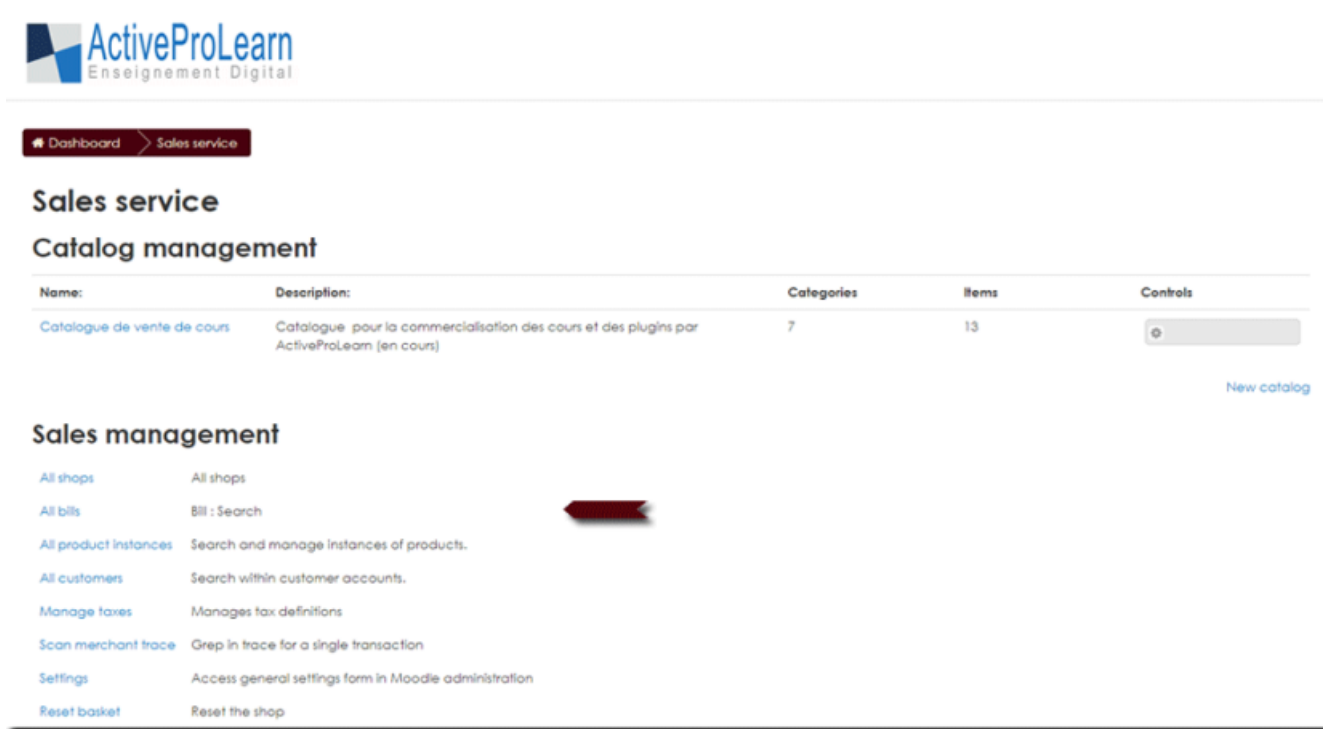
Modify a bill status

Access

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



Follow link **“all bills”** on page Sales services section Sales management.



Modify a bill status

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

Euro Boutique SFC Choose... Bill: Search

Billing

Bill 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)

All (673)

N°	Customer	Transaction	Issue date	Cross-reference coding	Amount
Bill cancelled					
B-20170328-25	Gilles U	TU9TMXC5UWLLDHVKQ== ()	Thu Jan 1 01:00:00 1970		0.50 €
B-20170329-26	Lai WEI	TU9XBMGWETROOGD6CW== ()	Thu Jan 1 01:00:00 1970		0.50 €
B-20170515-28	Patrick	TUB4AGZPVTUXDMHSRQ== ()	Thu Jan 1 01:00:00 1970		1660.00 €
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 example, “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:

- On work (internal)

Go to:

- Cancelled
- Pending
- Produced by anticipation
- Payed out

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