

SALES

QUOTES - DELETE QUOTE

Ribbon Access: Sales > Quotes



- 1. The *Sales Quotes* listing screen will display.
- 2. Select the *Site* the quote was created for.
 - The example has *Durban* selected.
- 3. Ensure that the *Status* is set to *New Quote*.
- 4. Click on the *row* of the quote you wish to *remove*.
- 5. Click on *Delete*.

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Short cut key: *Right click* to display the *All groups* menu list. Click on *Delete*.



Quotes - Delete Quote

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	QuoteReference	e CustomerCode	CustomerName	QuoteDescription	QuoteValue	Currency	ExchangeRate	TaxRate	QuoteDa 🔺	SalesmanName	Comments	QuoteStatus	Status
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	QT0000280	BIL0001	Billys Barn	7896	0.00	ZAR	1.00	15.00	24/01/2020	Bianca Du Toit		N	Α
	QT0000281	BEA001	Bearing and Shoe	1234	0.00	ZAR	1.00	15.00	30/01/2020	Bianca Du Toit		N	Α
	QT0000295	APP0001	Apple Juice Inc	123789_CloneQ	17,500.47	ZAR	1.00	15.00	27/05/2020	Bianca Du Toit		N	Α
	QT0000292	BIG0001	Big Bargains	AB01_SalesStudio	241,500.00	ZAR	1.00	15.00	27/05/2020	Abigail Milne		N	Α
	QT0000293	HOP001	Hope Works (Pty) Ltd	AB01_CloneQu	15,377.10	ZAR	1.00	15.00	27/05/2020	Bianca Du Toit		N	Α
	QT0000294	HOP001	Hope Works (Pty) Ltd	AB02	15,003.35	ZAR	1.00	15.00	27/05/2020	Bianca Du Toit		N	Α
	QT0000298	HOP001	Hope Works (Pty) Ltd	AB014	15,392.35	ZAR	1.00	15.00	03/06/2020	Bianca Du Toit	Quote doned,	N	Α
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	QT0000296 🖊	HOP001	Hope Works (Pty) Ltd	AB012	15,855.41	ZAR	1.00	15.00	03/06/2020	Bianca Du Toit	Quote doned	N	Α
	QT0000297	HOP001	Hope Works (Pty) Ltd	AB13	15,825.45	ZAR	1.00	15.00	03/06/2020	Bianca Du Toit	Cloned quote	N	Α
	QT0000200	HOP001	Hope Works (Pty) Ltd	AB017	259,864.04	ZAR	1.00	15.00	03/06/2020	Bianca Du Toit	Cloned a quot	N	Α
	QT0000301	HOP001	Hope Works (Pty) Ltd	Test Marc	242,921.94	ZAR	1.00	15.00	10/07/2020	Bianca Du Toit	Text	N	Α
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Ľ	QT0000303	HOP001	Hope Works (Pty) Ltd	Copy of Test M	1,104.00	ZAR	1.00	15.00	10/07/2020	Abigail Milne		N	Α
١	QT0000307	BIG0001	Big Bargains	this is from BPO	621.00	ZAR	1.00	15.00	13/07/2020	Abigail Milne		N	Α
	QT0000310	DER001	Derton / Technologies	Test Matt03	299.54	ZAR	1.00	15.00	13/07/2020	Abigail Milne		N	Α
	QT0000309	HOT0001	Hot Pink	Test Matt02	2,150.50	ZAR	1.00	15.00	13/07/2020	Abigail Milne		N	Α
	QT0000306	SWE0001	Sweets	Test Default Ite	2,794.50	ZAR	1.00	15.00	13/07/2020	Abigail Milne		N	Α
	QT0000311	KIN0001	King Copiers	KC001	12,075.00	ZAR	1.00	15.00	14/07/2020	Abigail Milne	Test link to BP	N	Α
	QT0000312	BIG0001	Big Bargains	BB001	6,100.89	ZAR	1.00	15.00	14/07/2020	Abigail Milne		N	Α
	QT0000313	BIT001	Bits and Bytes	CloneQuote-AB02	17,677.10	ZAR	1.00	15.00	15/07/2020	Abigail Milne	AB02 quote d	N	Α
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- 6. When you receive the *Confirm delete quote* message to confirm;
 - Are you sure you want to delete this quote?
- 7. Click on Yes.



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	QT0000280	BIL0001	Billys Barn	7896	0.00	ZAR	1.00	15.00	24/01/2020	Bianca Du Toit		N	Α
	QT0000281	BEA001	Bearing and Shoe	1234	0.00	ZAR	1.00	15.00	30/01/2020	Bianca Du Toit		N	Α
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	QT0000293	HOP001	Hope Works (Pty) Ltd	AB01_CloneQu	15,377.10	ZAR	1.00	15.00	27/05/2020	Bianca Du Toit		N	Α
	QT0000294	HOP001	Hope Works (Pty) Ltd	AB02	15,003.35	ZAR.	1.00	15.00	27/05/2020	Bianca Du Toit		N	Α
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	QT0000296	HOP001	Hope Works (Pty) Ltd	ABO			150	p	03/06/2020	Bianca Du Toit	Quote cloned	N	Α
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	QT0000300	HOP001	Hope Works (Pty) Ltd	ABO			acrete this que	p	03/06/2020	Bianca Du Toit	Cloned a quot	N	Α
	QT0000301	HOP001	Hope Works (Pty) Ltd	Test				p	10/07/2020	Bianca Du Toit	Text	N	Α
	QT0000302	HOP001	Hope Works (Pty) Ltd	Test		Ver	NI-	Þ	10/07/2020	Abigail Milne		N	Α
	QT0000303	HOP001	Hope Works (Pty) Ltd	Сор		<u>y</u> es	<u>N</u> o	þ	10/07/2020	Abigail Milne		N	Α
•	QT0000307	BIG0001	Big Bargains	this is from BPO	621.00	ZAR	1.00	15.00	13/07/2020	Abigail Milne		N	Α
	QT0000310	DER001	Derton / Technologies	Test Matt03	299.54	ZAR	1.00	15.00	13/07/2020	Abigail Milne		N	Α
	QT0000309	HOT0001	Hot Pink	Test Matt02	2,150.50	ZAR	1.00	15.00	13/07/2020	Abigail Milne		N	Α
	QT0000306	SWE0001	Sweets	Test Default Ite	2,794.50	ZAR	1.00	15.00	13/07/2020	Abigail Milne		N	Α
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	QT0000312	BIG0001	Big Bargains	BB001	6,100.89	ZAR	1.00	15.00	14/07/2020	Abigail Milne		N	Α
	QT0000313	BIT001	Bits and Bytes	CloneQuote-AB02	17,677.10	ZAR	1.00	15.00	15/07/2020	Abigail Milne	AB02 quote d	N	Α
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The *Sales Quotes* listing screen will be updated and the sales quote that has been *deleted* will no longer be listed.

Related Topics

• Print a Sales Quote

MNU.062.008