# SALES

QUOTES – ACCEPTED

**Ribbon** Select **Sales > Quotes**

- The **Sales Quotes** listing screen will be displayed.

- Select the **Site** where the quote was created.
  - The example has **KwaZulu-Natal** selected.
- Sales Quotes can only be *Accepted* in the New Quote status.
  - Ensure the **Status** is set to **New Quote**.
- Select the **row** of the Quote you wish to convert to accepted.
- Click on **Accepted**.

  Short cut key: Right click on the selected **row** in the data grid to display the **All Groups** menu list. Click on **Accepted**.
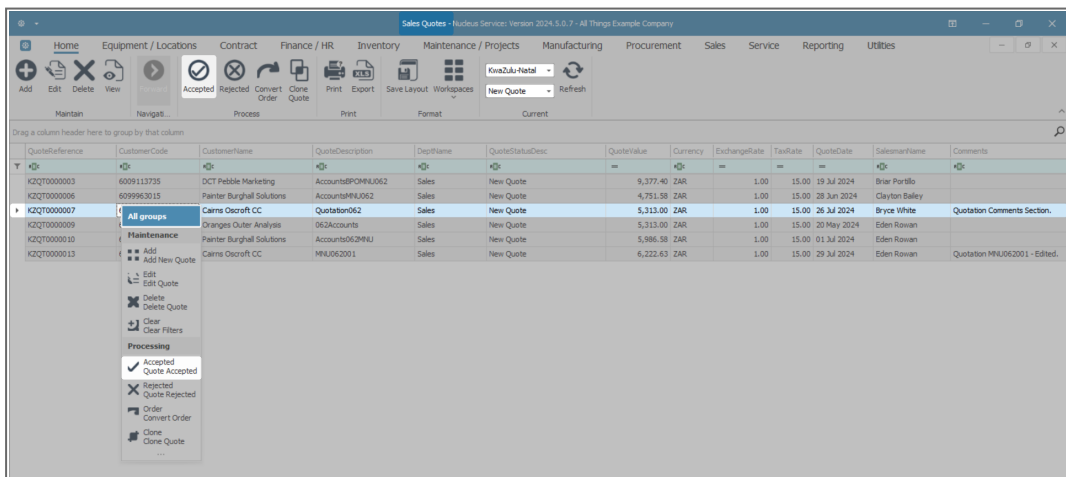
- When you receive the **Input Validation** message to confirm -
  - **Are you sure you want to update this quote, no. KZQT[ ] to be Accepted? Answer 'Yes' to mark it as Accepted.**
- Click on **Yes**, <u>if you are certain about your selection</u>.
  - Clicking on **No** will ignore the request and leave the Quote in the New Quote status.
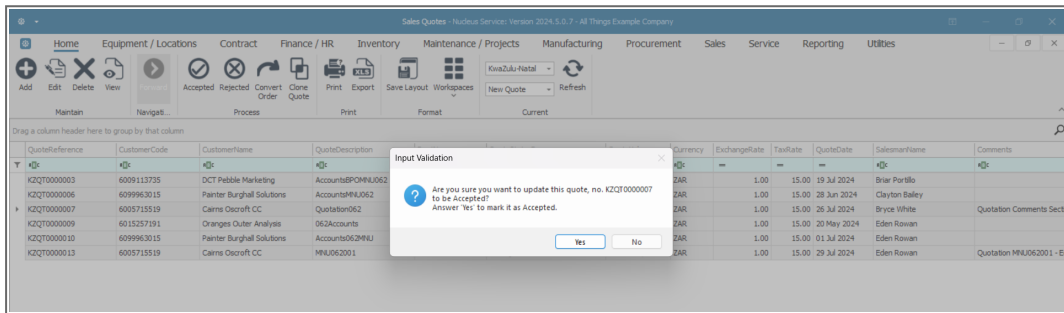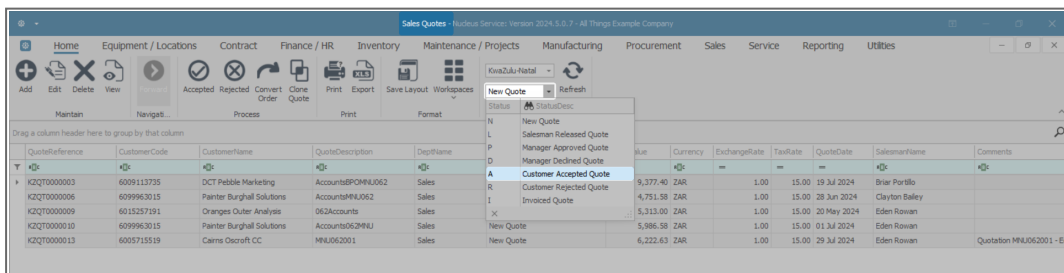

VIEW QUOTE IN ACCEPTED STATUS

- You will return to the **Sales Quotes** listing screen.

> ✏️ **Note** that the quote that has been Accepted will no longer be available in the **New Quote** Status list.
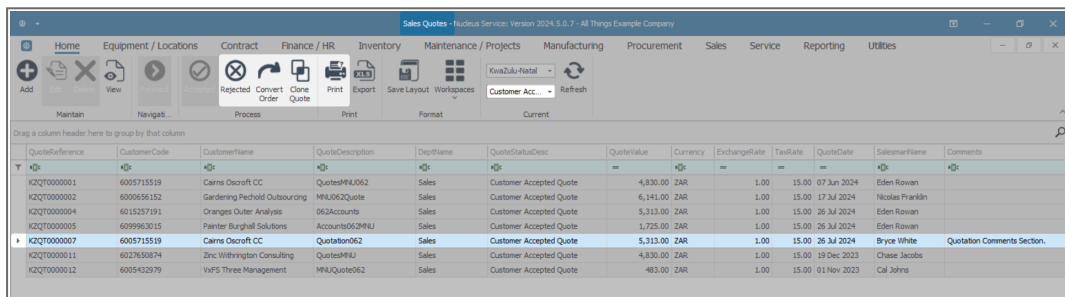
- Change the **Status** by clicking on the **drop-down arrow** to display the Status drop-down list.
- Click on **Customer Accepted Quote**.

- The **Sales Quotes** listing screen will be filtered using the **Customer Accepted**Status selection.

PROCESS ACTION BUTTONS

- From this screen you can choose to:

    - [Reject](#) the Quote.
    - [Convert to Order](#).
    - [Clone Quote](#).
    - [Print a Quote](#).

Related Topics

- [Add Quote](#)
- [Edit Quote](#)
- [Delete Quote](#)
- [View Quote](#)
- [Accept and Reject a Quote](#)
- [Print and Export a Sales Quote](#)
- [Forward Navigation](#)
- [Apply Project Methodology](#)
- [Clone a Quote](#)
- [Export a Quote](#)
- [Generate a Sales Order](#)
- [Creating a Quote from a Call](#)
- [Creating a Quote from a Project](#)
- [Link Quote Items to a Work Order](#)

- [CRM Basics - Quotes](#)
- [View Quote in CRM](#)
- [Add new Quote in Sales Studio](#)

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