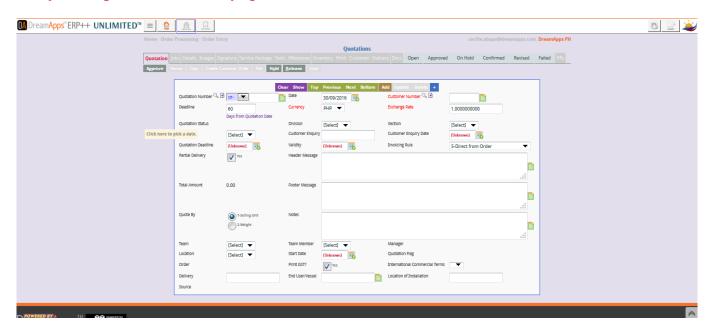# Quotations

- A formal statement setting out the estimated cost for a particular job or service

Sample image for Quotation page

Steps for making Quotation

1. Choose Customer, Fill in necessary Fields.
2. Click **Add**
3. Go to **Details** and select the Item, Click **Add**
   - After adding the Item, Price and details will automatically display.
   - Fill in necessary details.
   - To Edit necessary details like price, discounts etc.,change price, discounts, etc. then Click**Update***) - Go back to Quotation Tab to **Approve** ===Create Costumer Order=== - Customer Order created (Click the Number) - Approve ===Invoice=== - Invoiced Number created (Click Invoice number) - Post - It is important for GL Interface.*