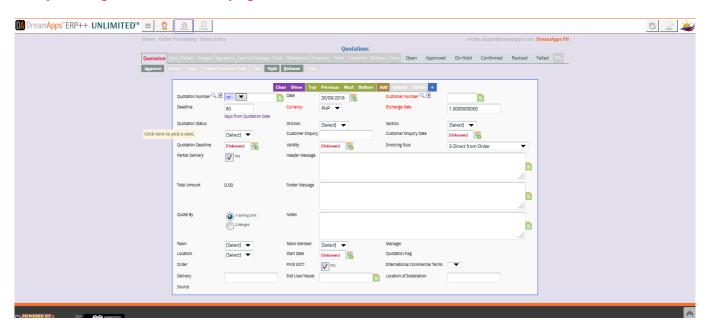
2019/02/18 10:29 1/1 Quotations

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 - Create Invoice Number * Invoiced Number created (Click Invoice number) - Post - It is important for GL Interface.

