

Quotation Form

.A Quotation form is used to create quotes that you can print and re-insert into an invoice on demand

To access a quotation form from the list **General - Templates - Quotation**

To create a new template we go to the **New** button

:The following window appears as in the picture

Material	Unit	Qty.	Price	Total	Notes
10102 - hard disk 500Gb	piece	1	350	350	
10103 - ram 8Gb	piece	1	250	250	
10104 - Motherboard	piece	1	750	750	
10105 - Graphic card	piece	1	500	500	
10106 - Processor Intel I7	piece	1	450	450	
10107 - Computer Cases	piece	1	175	175	
		6		2,475	

Note: If some fields didn't appear to you, such as the discount, for example, use right click .by the mouse and choose the properties then you can show or hide the columns

.In the Name field: We write the name of the templete

.Account name: the name of the customer if it already exists, or use the account: cash customer

Leave the warehouse field blank if you want to use Invoice warehouse when selling

.Notes field: Insert customer name or notes to display the price

.Inactive option: to not display this templete in invoices

From the invoice table below, add the required materials to templete, with the ability to amend prices .and quantities or discount as desired

The screenshot displays the CS ERP Quotation application. The main window shows a list of materials with columns for Material, Unit, Qty., Price, Discount, Total price, Total, Total before tax, and Tax 1. The materials listed are:

Material	Unit	Qty.	Price	Discount	Total price	Total	Total before tax	Tax 1
10102 - hard disk 500Gb	piece	1	350		367.5	350	350	5
10103 - ram 8Gb	piece							
10104 - Motherboard	piece							
10105 - Graphic card	piece							
10106 - Processor Intel i7	piece							
10107 - Computer Cases	piece							

A 'Select a form' dialog box is open, showing a table with columns for Name, Date, and Element. The table contains one entry:

Name	Date	Element
international company	18-02-2021	CLIENT NO.1

The dialog box also shows a 'CLIENT NO.1' label and a 'Balance' of 1,000. The main window includes a 'Tools' menu with options like Template, Double, File Import, and Bill Import. The 'Payments' section shows 'CASH PAYMENT' and a 'Cancel' button.



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