



How Do You Delete An Unused Sales Quotation?

Summary

Occasionally, a sales quotation is created and not used. Below will explain how to delete any unused quotations from

How - To

You can "cancel" Sales Quotations by right-clicking on the header part of the sales quotation (anywhere in the light blue or light grey area) and selecting "cancel". This will mark the status of the Sales Quotation as "cancelled" and retire it.

You can also "close" the Sales Quotation the same way if you have copied some of the items over to a Sales Order, Delivery or A/R Invoice, to retire the remaining items on the original Sales Quotation.