Transactions > Sales Quotation

You can enter the *Sales Quotation* voucher if your organisation receives Sales Quotation and makes adjustments against the same. In other words, if the organisation implements a pre-Sales cycle in which Sales is adjusted against quotation and the quotation needs to be tracked then you can enter the details using this voucher.

To create, modify, or delete a *Sales Quotation* voucher, the *Transactions* menu provides the *Sales Quotations* option. To use the option, click *Transactions > Sales Quotation*.

- On clicking the *Sales Quotation* option, three options are displayed. The options are:

❖ Job Work

- ➢ **Unit Cost** (This option Includes the Unit cost of plate, printing, paper, Fabrication etc.)
- ➢ **Job Work Unit Cost** (This option Includes the Job work Unit cost of plate, printing, Fabrication etc.)
- ➢ **Job Work** (This option Includes the Job work cost of plate, printing, Fabrication etc. in detailed)
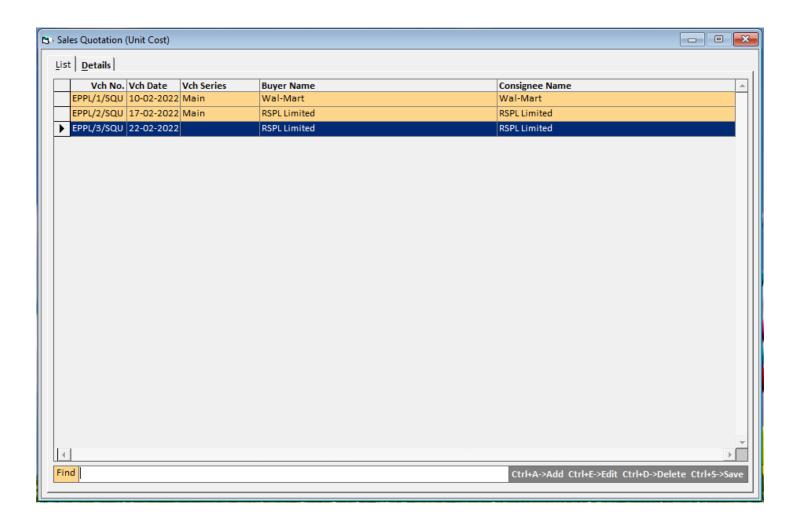
❖ Supply Inward

👉 Let' Start Unit Cost

📋 Unit Cost

- o **List**

List Tab option allows you to View a list of all the *Sales Quotation* vouchers of your company. On clicking the *List* tab, a *List of Sales Quotation Vouchers* appears.
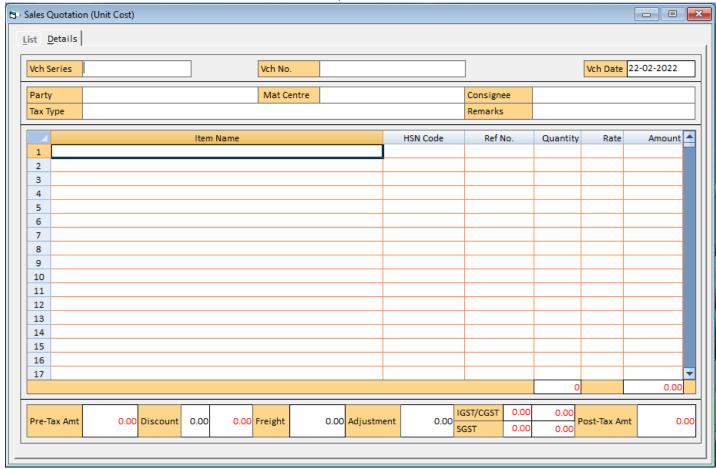
List Sales Quotation Unit Cost

✓ **Add (CTRL+A)**

o On clicking the Add Button, an *Add Sales Quotation* window appears. Given here is a screenshot of the *Sales Quotation* window.

o **Details**

Details Tab option allows you to View a list of all details of the *Sales Quotation* vouchers of your company. On clicking the *Detail* tab, a *Detail of Sales Quotation Vouchers* appears.

Add Sales Quotation Unit Cost

In This window there are various data fields and grids. The data fields and grids are:

- Series
- Vch. No.
- Date
- Party
- Mat. Centre
- Consignee
- Tax Type
- Remark
- Item Details

- HSN CODE
- Ref. No.
- Quantity
- Rate
- Discount
- Freight
- Adjustment

Series

On pressing the *Space* key, Select the series from the list that is displayed in this data field. The list of series depends on the configuration settings.

Vch. No.

Depending on the settings. You can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in *Voucher Configuration*, specify the voucher number.

Date

Specify the date of the Sales Quotation.

Party

On pressing the *Space* key, Select the party/account to be affected in the *Sales Quotation* voucher. You can select the party/account from the list that is displayed in the data field. In the list, the accounts that fall under the groups, Sundry Debtors, Sundry Creditors, Cash-in-Hand and Bank Accounts are displayed. On pressing the *Enter* key after selecting the party, selected in *Party* data field.

Mat. Centre

On pressing the *Space* key, Select the Material Centre from where the goods will be moved for Sales. You can select the Material Centre from the list that is displayed in the data field.

Consignee

On pressing the *Space* key, Select the Consignee from where the goods will be moved for Sales. You can select the Consignee from the list that is displayed in the data field.

Tax Type

On pressing the *Space* key, Specify the tax type of the Sales Quotation.

Remark

Specify the Remarks for the Sales Quotation transaction. You can specify a Remarks with maximum of 94 characters. On pressing the *Enter* key after specifying the Remarks, a *Notes* window appears. This window appears if you have enabled the *Maintain Notes with Inventory Voucher* option, Enter notes for the voucher in this data field and click the *Ok* button.
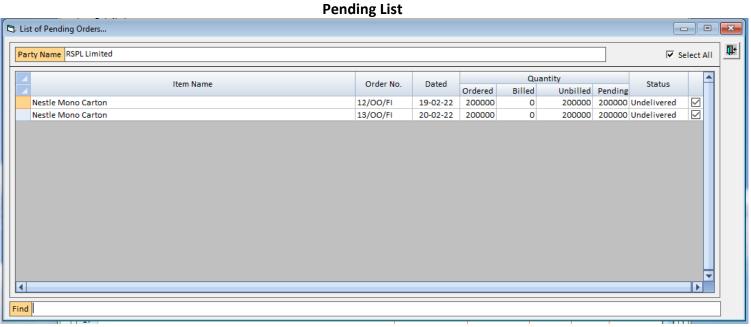
Item Details

In the Item Details grid, the data fields are:

- Item
- HSN CODE
- Ref No.
- Quantity
- Rate (Rs.)
- Amount (Rs.)

There are Two ways for *Sales Quotation* item selection.

First option is displayed pressing F11 Key. This option showing you pending Against Cost Estimation:

Pending List

After Check/Uncheck of Check Box Press the Exit/Process Button, by default, all data field is displayed in this data Grid. You can change this value as per your requirement without affecting any other data field.

☞ You can use the Find box to search the pending items if pending list is too large.

☞ You can also use select all check box to select all item in single check.

Pending List

List of Pending Orders...

Party Name	RSPL Limited								Select All

| Item Name | Order No. | Dated | Quantity | | | | Status | |
			Ordered	Billed	Unbilled	Pending		
Nestle Mono Carton	12/OO/FI	19-02-22	200000	0	200000	200000	Undelivered	☑
Nestle Mono Carton	13/OO/FI	20-02-22	200000	0	200000	200000	Undelivered	☑

Find

Exit

Second option is manual. IN This option select the all-data fields by pressing space bar manually:

Item
On pressing the *Space* key, Select the item for the Sales Quotation from the list that is displayed in the data field.

HSN CODE
On pressing the *Space* key, Select the HSN CODE for the Sales Quotation Item from the list that is displayed in the data field.

Ref NO.
Only, on pressing the *F11* key, Select the Ref. for the Sales Quotation from the list that is displayed in the data field.
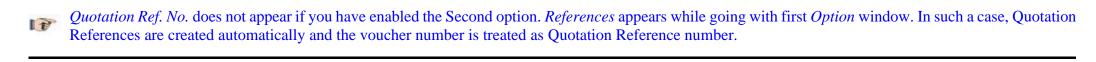
Quantity
Enter the quantity of the item for the Sales Quotation.

Rate
Enter the Rate of the item for the Sales Quotation.

Amount (Rs.)
By default, the amount calculated based on the value in the @ data field is displayed in this data field. You can change this value as per your requirement without affecting any other data field.

☞ *Quotation Ref. No.* does not appear if you have enabled the Second option. *References* appears while going with first *Option* window. In such a case, Quotation References are created automatically and the voucher number is treated as Quotation Reference number.

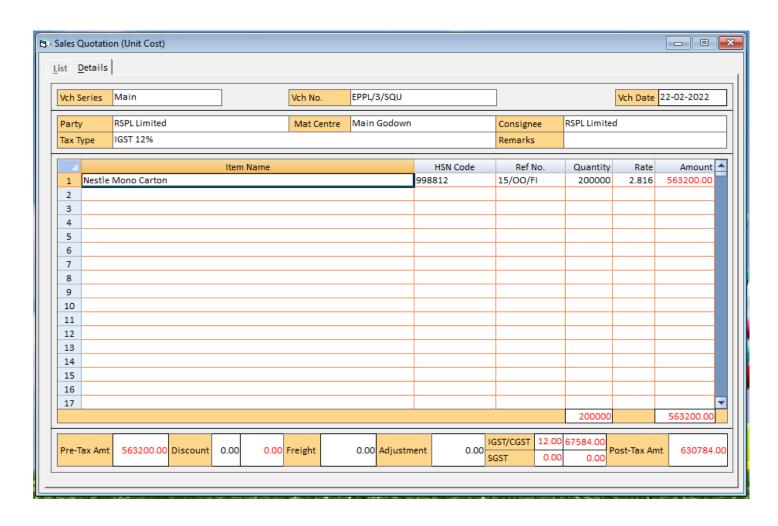☞ You can adjust the Sales Quotation at the time of entering *Sales* Order, *Material Issued to Party - Sales Challan* or *Sales* voucher.

✓ **Edit (CTRL+E)**

o On clicking the Edit Button, an *Edit Sales Quotation* window appears. Given here is a screenshot of the *Sales Quotation* window.
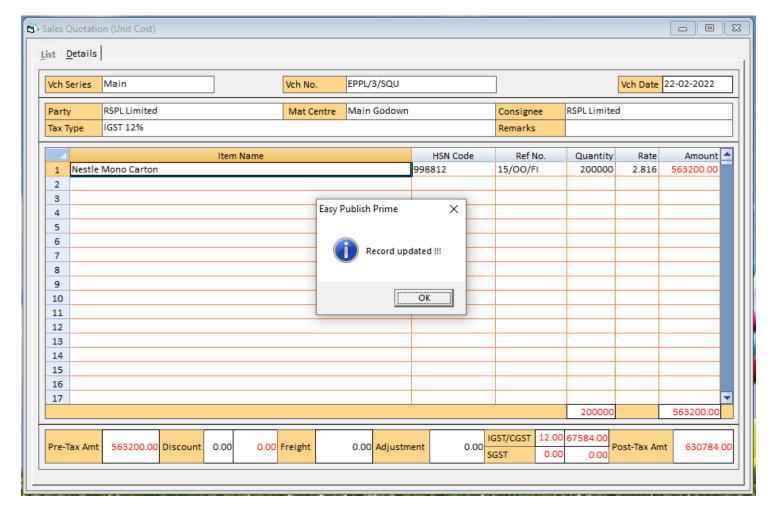
☞ You can Edit the Exiting Sales Quotation in this option.

Edit Sales Quotation Unit Cost

Sales Quotation (Unit Cost)

	Item Name	HSN Code	Ref No.	Quantity	Rate	Amount
1	Nestle Mono Carton	998812	15/OO/FI	200000	2.816	563200.00

Vch Series: Main | Vch No.: EPPL/3/SQU | Vch Date: 22-02-2022

Party: RSPL Limited | Mat Centre: Main Godown | Consignee: RSPL Limited

Tax Type: IGST 12% | Remarks:

Pre-Tax Amt 563200.00 Discount 0.00 0.00 Freight 0.00 Adjustment 0.00 IGST/CGST 12.00 67584.00 SGST 0.00 0.00 Post-Tax Amt 630784.00

✓ **Save (CTRL+S)**

o   On clicking the Save Button, a *Save Sales Quotation* window appears. Given here is a screenshot of the *Sales Quotation* window.

Save Sales Quotation Unit Cost

- Printer - If you want the Print of *Sales Quotation* vouchers, click the **Printer** button.

Printer

- Printer - If you want Preview the *Sales Quotation* vouchers, click the **Preview** button.
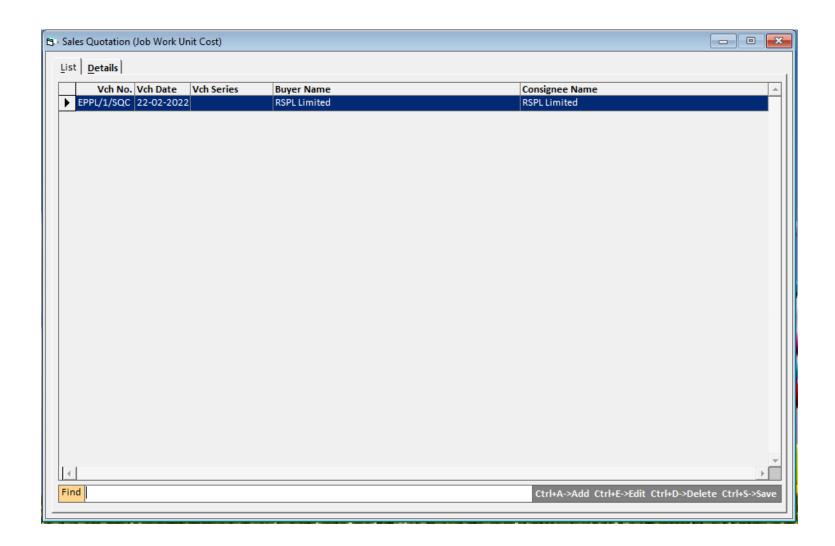

Preview

📄 Job work Unit Cost

- o **List**

List Tab option allows you to View a list of all the *Sales Quotation* vouchers of your company. On clicking the *List* tab, a *List of Sales Quotation Vouchers* appears.

List Sales Quotation Job Work Unit Cost

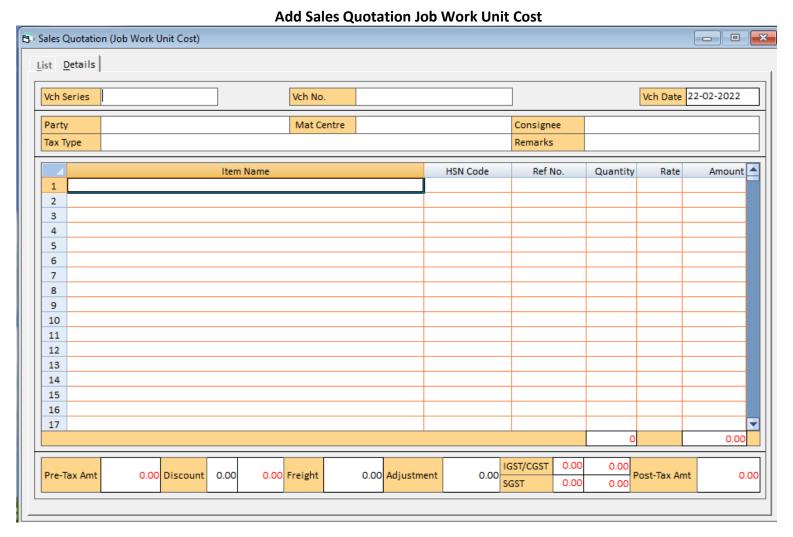✓ **Add (CTRL+A)**

Company   Masters   Transactions   Display   Reports   Utilities   Help

o On clicking the Add Button, an *Add Sales Quotation* window appears. Given here is a screenshot of the *Sales Quotation* window.

    o **Details**

Details Tab option allows you to View a list of all details of the *Sales Quotation* vouchers of your company. On clicking the *Detail* tab, a *Detail of Sales Quotation Vouchers* appears.

Add Sales Quotation Job Work Unit Cost

In This window there are various data fields and grids. The data fields and grids are:

- Series
- Vch. No.
- Date
- Party
- Mat. Centre

- Consignee
- Tax Type
- Remark
- Item Details
- HSN CODE
- Ref. No.
- Quantity
- Rate
- Discount
- Freight
- Adjustment

Series

On pressing the *Space* key, Select the series from the list that is displayed in this data field. The list of series depends on the configuration settings.

Vch. No.

Depending on the settings. You can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in *Voucher Configuration*, specify the voucher number.

Date

Specify the date of the Sales Quotation.

Party

On pressing the *Space* key, Select the party/account to be affected in the *Sales Quotation* voucher. You can select the party/account from the list that is displayed in the data field. In the list, the accounts that fall under the groups, Sundry Debtors, Sundry Creditors, Cash-in-Hand and Bank Accounts are displayed. On pressing the *Enter* key after selecting the party, selected in *Party* data field.

Mat. Centre

On pressing the *Space* key, Select the Material Centre from where the goods will be moved for Sales. You can select the Material Centre from the list that is displayed in the data field.

Consignee

On pressing the *Space* key, Select the Consignee from where the goods will be moved for Sales. You can select the Consignee from the list that is displayed in the data field.

Tax Type

On pressing the *Space* key, Specify the tax type of the Sales Quotation.

Remark

Specify the Remarks for the Sales Quotation transaction. You can specify a Remarks with maximum of 94 characters. On pressing the *Enter* key after specifying the Remarks, a *Notes* window appears. This window appears if you have enabled the *Maintain Notes with Inventory Voucher* option, Enter notes for the voucher in this data field and click the *Ok* button.

Item Details

In the Item Details grid, the data fields are:

- Item

- HSN CODE
- Ref No.
- Quantity
- Rate (Rs.)
- Amount (Rs.)

There are Two ways for *Sales Quotation* item selection.

First option is displayed pressing F11 Key. This option showing you pending Against Cost Estimation:

Pending List

After Check/Uncheck of Check Box Press the Exit/Process Button, by default, all data field is displayed in this data Grid. You can change this value as per your requirement without affecting any other data field.

☞ You can use the Find box to search the pending items if pending list is too large.

☞ You can also use select all check box to select all item in single check.

Pending List

Second option is manual. IN This option select the all-data fields by pressing space bar manually:

Item
On pressing the *Space* key, Select the item for the Sales Quotation from the list that is displayed in the data field.

HSN CODE
On pressing the *Space* key, Select the HSN CODE for the Sales Quotation Item from the list that is displayed in the data field.

Ref NO.
Only, on pressing the *F11* key, Select the Ref. for the Sales Quotation from the list that is displayed in the data field.

Quantity
Enter the quantity of the item for the Sales Quotation.

Rate
Enter the Rate of the item for the Sales Quotation.

Amount (Rs.)
By default, the amount calculated based on the value in the @ data field is displayed in this data field. You can change this value as per your requirement without affecting any other data field.

☞ *Quotation Ref. No.* does not appear if you have enabled the Second option. *References* appears while going with first *Option* window. In such a case, Quotation References are created automatically and the voucher number is treated as Quotation Reference number.

☞ You can adjust the Sales Quotation at the time of entering *Sales* Order, *Material Issued to Party - Sales Challan* or *Sales* voucher.

✓ **Edit (CTRL+E)**

Company Masters Transactions Display Reports Utilities Help

o On clicking the Edit Button, an *Edit Sales Quotation* window appears. Given here is a screenshot of the *Sales Quotation* window.

☞ You can Edit the Exiting Sales Quotation in this option.

Edit Sales Quotation Job Work Unit Cost

✓ Save (CTRL+S)

o On clicking the Save Button, a *Save Sales Quotation* window appears. Given here is a screenshot of the *Sales Quotation* window.

Save Sales Quotation Job Work Unit Cost

- Printer - If you want the Print of *Sales Quotation* vouchers, click the **Printer** button.

- Printer - If you want Preview the *Sales Quotation* vouchers, click the **Preview** button.
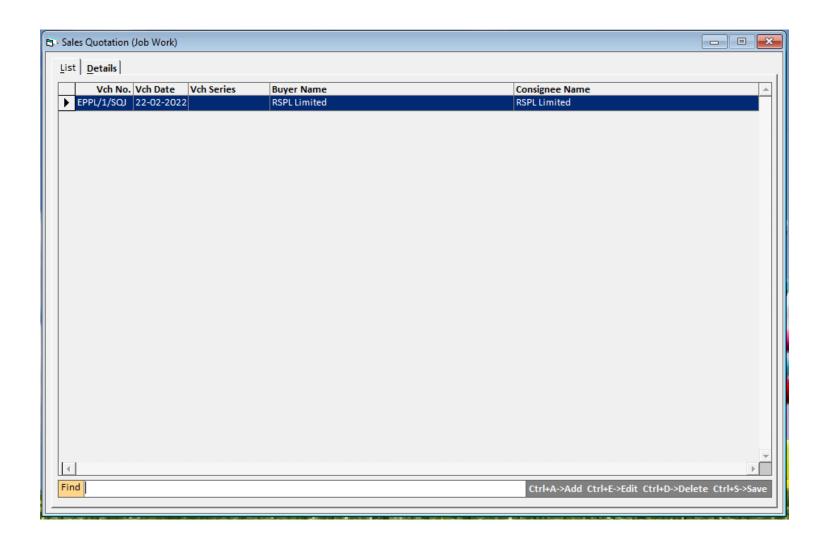
Preview

📄 **Job work**

- **List**

List Tab option allows you to View a list of all the *Sales Quotation* vouchers of your company. On clicking the *List* tab, a *List of Sales Quotation Vouchers* appears.
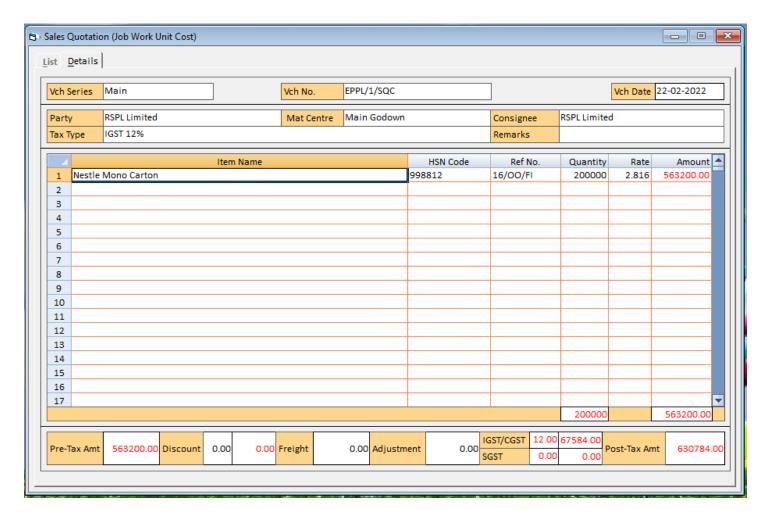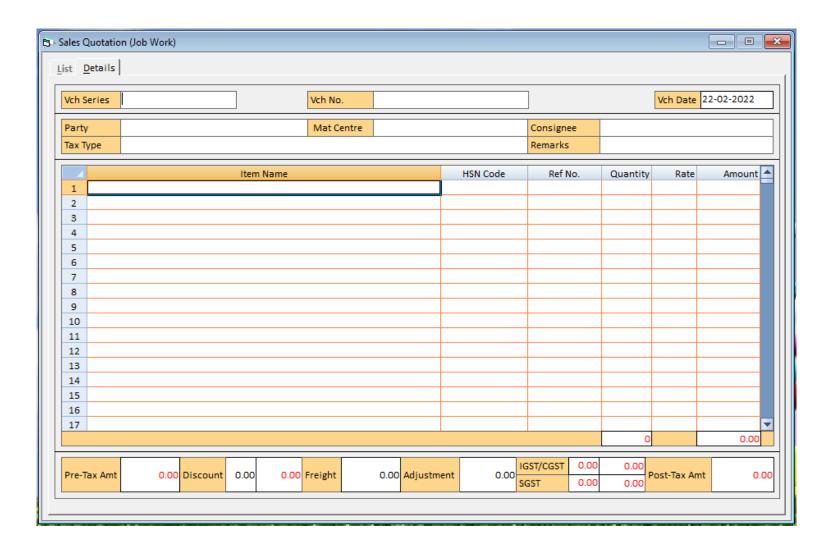
List Sales Quotation Job Work
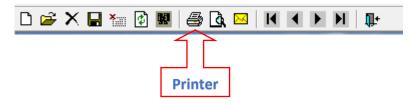
✓ Add (CTRL+A)

o   On clicking the Add Button, an *Add Sales Quotation* window appears. Given here is a screenshot of the *Sales Quotation* window.

Add Sales Quotation Job Work

In This window there are various data fields and grids. The data fields and grids are:

- Series
- Vch. No.
- Date
- Party
- Mat. Centre
- Consignee
- Tax Type
- Remark

- Item Details
- HSN CODE
- Ref. No.
- Quantity
- Rate
- Discount
- Freight
- Adjustment

Series

On pressing the *Space* key, Select the series from the list that is displayed in this data field. The list of series depends on the configuration settings.

Vch. No.

Depending on the settings. You can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in *Voucher Configuration*, specify the voucher number.

Date

Specify the date of the Sales Quotation.

Party

On pressing the *Space* key, Select the party/account to be affected in the *Sales Quotation* voucher. You can select the party/account from the list that is displayed in the data field. In the list, the accounts that fall under the groups, Sundry Debtors, Sundry Creditors, Cash-in-Hand and Bank Accounts are displayed. On pressing the *Enter* key after selecting the party, selected in *Party* data field.

Mat. Centre

On pressing the *Space* key, Select the Material Centre from where the goods will be moved for Sales. You can select the Material Centre from the list that is displayed in the data field.

Consignee

On pressing the *Space* key, Select the Consignee from where the goods will be moved for Sales. You can select the Consignee from the list that is displayed in the data field.

Tax Type

On pressing the *Space* key, Specify the tax type of the Sales Quotation.

Remarks

Specify the Remarks for the Sales Quotation transaction. You can specify a Remarks with maximum of 94 characters. On pressing the *Enter* key after specifying the Remarks, a *Notes* window appears. This window appears if you have enabled the *Maintain Notes with Inventory Voucher* option, Enter notes for the voucher in this data field and click the *Ok* button.

Item Details

In the Item Details grid, the data fields are:

- Item
- HSN CODE
- Ref No.
- Quantity
- Rate (Rs.)

- Amount (Rs.)

There are Two ways for *Sales Quotation* item selection.

First option is displayed pressing F11 Key. This option showing you pending Against Cost Estimation:

Pending List

After Check/Uncheck of Check Box Press the Exit/Process Button, by default, all data field is displayed in this data Grid. You can change this value as per your requirement without affecting any other data field.

☞ You can use the Find box to search the pending items if pending list is too large.

☞ You can also use select all check box to select all item in single check.

Pending List

List of Pending Orders...

Party Name: RSPL Limited ☑ Select All

| Item Name | Order No. | Dated | Quantity | | | | Status | |
			Ordered	Billed	Unbilled	Pending		
Nestle Mono Carton_Mono Carton_BOPP Gloss	15/OO/MO	22-02-22	200000	0	200000	200000	Undelivered	☑
Nestle Mono Carton_Mono Carton_Die Cutting Charges	15/OO/MO	22-02-22	200000	0	200000	200000	Undelivered	☑
Nestle Mono Carton_Mono Carton_Die Making Charges	15/OO/MO	22-02-22	1	0	1	1	Undelivered	☑
Nestle Mono Carton_Mono Carton_Packing & Forwarding	15/OO/MO	22-02-22	200000	0	200000	200000	Undelivered	☑
Nestle Mono Carton_Mono Carton_Pasting Charges	15/OO/MO	22-02-22	200000	0	200000	200000	Undelivered	☑
Nestle Mono Carton_Mono Carton_Printing	15/OO/ME	22-02-22	200000	0	200000	200000	Undelivered	☑

Find |

Second option is manual. IN This option select the all-data fields by pressing space bar manually:

Item
On pressing the *Space* key, Select the item for the Sales Quotation from the list that is displayed in the data field.

HSN CODE
On pressing the *Space* key, Select the HSN CODE for the Sales Quotation Item from the list that is displayed in the data field.

Ref NO.
Only, on pressing the *F11* key, Select the Ref. for the Sales Quotation from the list that is displayed in the data field.

Quantity
Enter the quantity of the item for the Sales Quotation.

Rate
Enter the Rate of the item for the Sales Quotation.

Amount (Rs.)
By default, the amount calculated based on the value in the @ data field is displayed in this data field. You can change this value as per your requirement without affecting any other data field.

☞ *Quotation Ref. No.* does not appear if you have enabled the Second option. *References* appears while going with first *Option* window. In such a case, Quotation References are created automatically and the voucher number is treated as Quotation Reference number.

☞ You can adjust the Sales Quotation at the time of entering *Sales* Order, *Material Issued to Party - Sales Challan* or *Sales* voucher.
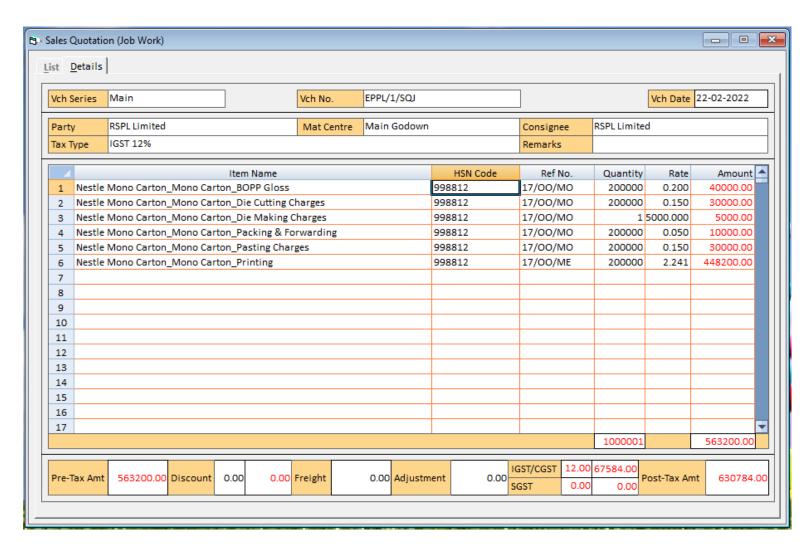
✓ **Edit (CTRL+E)**

o On clicking the Edit Button, an *Edit Sales Quotation* window appears. Given here is a screenshot of the *Sales Quotation* window.

☞ You can Edit the Exiting Sales Quotation in this option.

Edit Sales Quotation Job Work

Sales Quotation (Job Work)

List Details

| Vch Series | Main | | Vch No. | EPPL/1/SQJ | | Vch Date | 22-02-2022 |

| Party | RSPL Limited | | Mat Centre | Main Godown | | Consignee | RSPL Limited |
| Tax Type | IGST 12% | | | | | Remarks | |

	Item Name	HSN Code	Ref No.	Quantity	Rate	Amount
1	Nestle Mono Carton_Mono Carton_BOPP Gloss	998812	17/OO/MO	200000	0.200	40000.00
2	Nestle Mono Carton_Mono Carton_Die Cutting Charges	998812	17/OO/MO	200000	0.150	30000.00
3	Nestle Mono Carton_Mono Carton_Die Making Charges	998812	17/OO/MO	1	5000.000	5000.00
4	Nestle Mono Carton_Mono Carton_Packing & Forwarding	998812	17/OO/MO	200000	0.050	10000.00
5	Nestle Mono Carton_Mono Carton_Pasting Charges	998812	17/OO/MO	200000	0.150	30000.00
6	Nestle Mono Carton_Mono Carton_Printing	998812	17/OO/ME	200000	2.241	448200.00
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
				1000001		563200.00

| Pre-Tax Amt | 563200.00 | Discount | 0.00 | 0.00 | Freight | 0.00 | Adjustment | 0.00 | IGST/CGST | 12.00 | 67584.00 | Post-Tax Amt | 630784.00 |
| | | | | | | | | | SGST | 0.00 | 0.00 | | |

✓ **Save (CTRL+S)**

o On clicking the Save Button, a *Save Sales Quotation* window appears. Given here is a screenshot of the *Sales Quotation* window.

Save Sales Quotation Job Work

- Printer - If you want the Print of *Sales Quotation* vouchers, click the **Printer** button.

Printer

- Printer - If you want Preview the *Sales Quotation* vouchers, click the **Preview** button.

Preview

📄 **Supply Inward**
o **List**

List Tab option allows you to View a list of all the *Sales Quotation* vouchers of your company. On clicking the *List* tab, a *List of Sales Quotation Vouchers* appears.
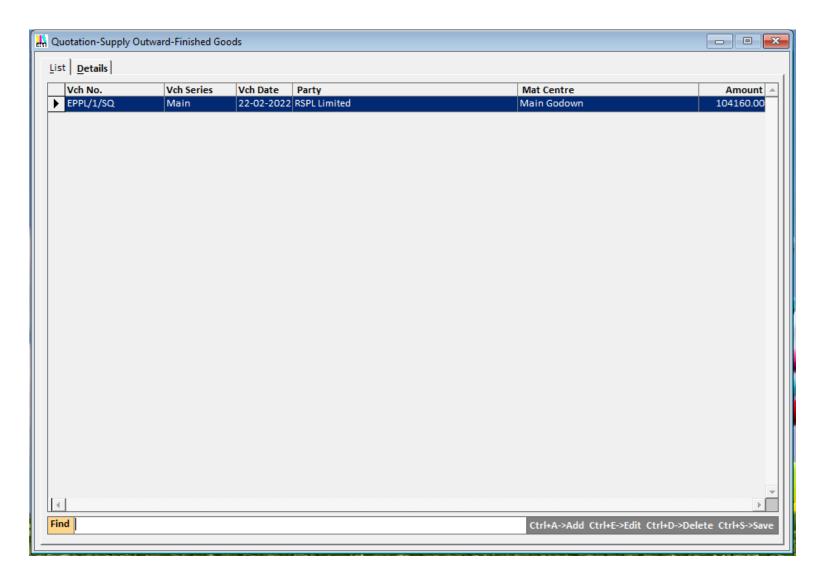
List Sales Quotation Supply Outward

✓ **Add (CTRL+A)**

o On clicking the Add Button, an *Add Sales Quotation* window appears. Given here is a screenshot of the *Sales Quotation* window.

o **Details**

Details Tab option allows you to View a list of all details of the *Sales Quotation* vouchers of your company. On clicking the *Detail* tab, a *Detail of Sales Quotation Vouchers* appears.
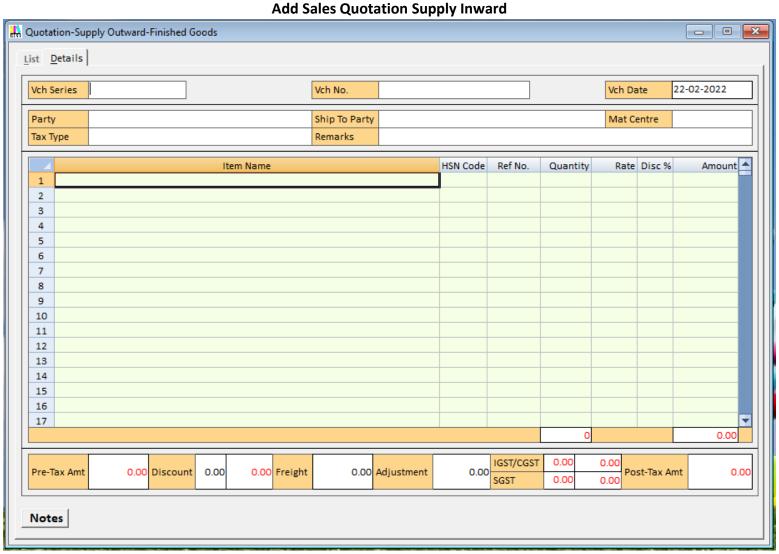
Add Sales Quotation Supply Inward

In This window there are various data fields and grids. The data fields and grids are:

- Series
- Vch. No.
- Date
- Party

- Consignee
- Mat. Centre
- Tax Type
- Remark
- Item Details
- HSN CODE
- Ref. No.
- Quantity
- Rate
- Discount (Item-wise)
- Amount
- Flat Discount
- Freight
- Adjustment

Series

On pressing the *Space* key, Select the series from the list that is displayed in this data field. The list of series depends on the configuration settings.

Vch. No.

Depending on the settings. You can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in *Voucher Configuration*, specify the voucher number.

Date

Specify the date of the Sales Quotation.

Party

On pressing the *Space* key, Select the party/account to be affected in the *Sales Quotation* voucher. You can select the party/account from the list that is displayed in the data field. In the list, the accounts that fall under the groups, Sundry Debtors, Sundry Creditors, Cash-in-Hand and Bank Accounts are displayed. On pressing the *Enter* key after selecting the party, selected in *Party* data field.

Mat. Centre

On pressing the *Space* key, Select the Material Centre from where the goods will be moved for Sales. You can select the Material Centre from the list that is displayed in the data field.

Tax Type

On pressing the *Space* key, Specify the tax type of the Sales Quotation.

Remarks

Specify the Remarks for the Sales Quotation transaction. You can specify a Remarks with maximum of 94 characters. On pressing the *Enter* key after specifying the Remarks, a *Notes* window appears. This window appears if you have enabled the *Maintain Notes with Inventory Voucher* option, Enter notes for the voucher in this data field and click the *Ok* button.

Item Details

In the Item Details grid, the data fields are:

- Item
- HSN CODE
- Ref No.
- Quantity
- Rate (Rs.)
- Amount (Rs.)

There are Two ways for *Sales Quotation* item selection.

First option is displayed pressing Space Key. This option showing you Stock List of selected Material Centre:
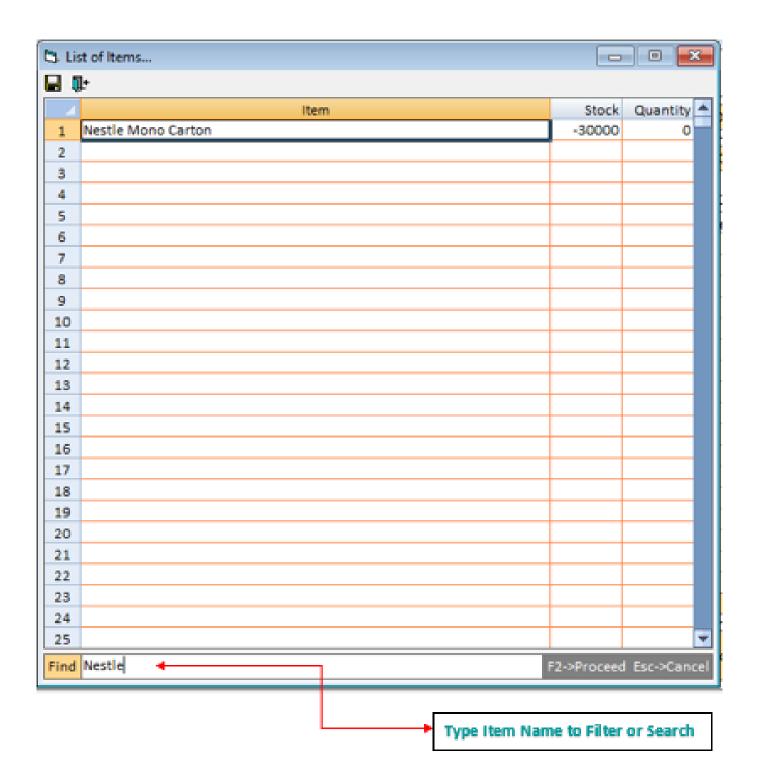
Stock List

List of Items...

	Item	Stock	Quantity
1	ABC	0	0
2	Citronella Garden Sticks - (15 mm x 15.5") - 4 Pc pack	-10000	0
3	Cloudtail labels	0	0
4	Gala Black Mono Cartons	0	0
5	HL-Incense Sticks 30 Pc Nag Champa	0	0
6	HL-Incense Sticks 30 Pc Spiritual	0	0
7	Multi Mono Cartons	0	0
8	Nestle Mono Carton	-30000	4000
9	Testing _ monocartons	0	0
10	Venus Soap 100gX4 Mono Carton	19000	0
11	Wal-Mart-MM-AF 50 G-Jasmine	0	0
12	Wal-Mart-MM-AF 50 G-Lavendar	0	0
13	Wal-Mart-MM-AF 50 G-Outer	0	0
14	Wal-Mart-MM-AF 50 G-Rose	0	0
15	Wal-Mart-MM-AF 50 G-Sandal	0	0
16	WM - RFPL - Ash Catcher 6 Pc	0	0
17	WM - RFPL - Ash Catcher 6 Pc (D)	0	0
18	WM-Incense Stick 30 Pc - Nag Champa	0	0
19	WM-MM-Soap Bars	0	0
20			
21			
22			
23			
24			
25			

Proceed

Cancel

Find | | F2->Proceed Esc->Cancel

☞ You can use the F2 ->Proceed Esc ->Cancel.

Enter the quantity of the item for the Sales Quotation in Quantity Column. Press the **F2** Key to **Proceed** or **ESC** Key to **Cancel**, by default, all data field is displayed in this data Grid. You can change this value as per your requirement without affecting any other data field.

☞ You can use the Find box to search the Items, Enter the Item Name in Find box.

Stock List

	Item	Stock	Quantity
1	Nestle Mono Carton	-30000	0
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

List of Items...

Find Nestle   F2->Proceed Esc->Cancel

Type Item Name to Filter or Search

Second option is manual one to one Item Selection. IN This option select the Item one by one data fields by pressing F3 Key:

Item

On pressing the *F3* key, Select the item for the Sales Quotation from the list that is displayed in the data Grid.

HSN CODE

By default, HSN CODE displayed after Item Selection, Select the HSN CODE for the Sales Quotation Item from the list that is displayed in the data field if you have required changes.

Ref NO.

Only, on pressing the *F11* key, Select the Ref. for the Sales Quotation from the list that is displayed in the data field.

Quantity

Enter the quantity of the item for the Sales Quotation.

Rate

By default, Rate displayed after item selection Else Enter the Rate of the item for the Sales Quotation.
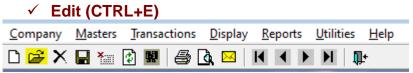
Amount (Rs.)

By default, the amount calculated based on the value in the @ data field is displayed in this data field. You can change this value as per your requirement without affecting any other data field.

☞ *Quotation Ref. No.* does not appear if you have enabled the Second option. *References* appears while going with first *Option* window. In such a case, Quotation References are created automatically and the voucher number is treated as Quotation Reference number.

☞ You can adjust the Sales Quotation at the time of entering *Sales* Order, *Material Issued to Party - Sales Challan* or *Sales* voucher.

✓ **Edit (CTRL+E)**

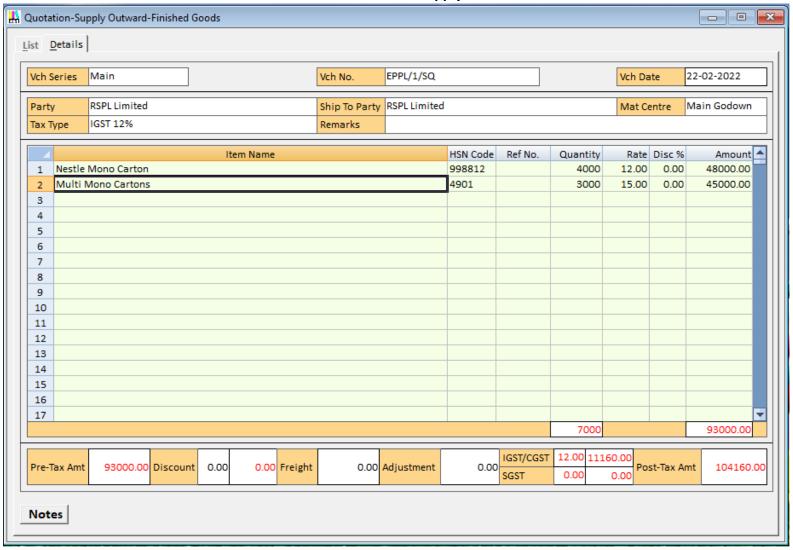Company   Masters   Transactions   Display   Reports   Utilities   Help

o   On clicking the Edit Button, an *Edit Sales Quotation* window appears. Given here is a screenshot of the *Sales Quotation* window.

☞ You can Edit the Exiting Sales Quotation in this option.

Edit Sales Quotation Supply Inward

Quotation-Supply Outward-Finished Goods

List | Details

Vch Series	Main		Vch No.	EPPL/1/SQ		Vch Date	22-02-2022

Party	RSPL Limited	Ship To Party	RSPL Limited	Mat Centre	Main Godown
Tax Type	IGST 12%	Remarks			

	Item Name	HSN Code	Ref No.	Quantity	Rate	Disc %	Amount
1	Nestle Mono Carton	998812		4000	12.00	0.00	48000.00
2	Multi Mono Cartons	4901		3000	15.00	0.00	45000.00
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17					7000		93000.00

Pre-Tax Amt	93000.00	Discount	0.00	0.00	Freight	0.00	Adjustment	0.00	IGST/CGST	12.00	11160.00	Post-Tax Amt	104160.00
									SGST	0.00	0.00		

Notes

✓ **Save (CTRL+S)**

Company   Masters   Transactions   Display   Reports   Utilities   Help
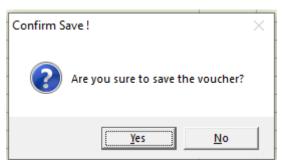
o On clicking the Save Button or Pressing CTRL+S Key, a *Transport Details* window appears. Given here is a screenshot of the *Transport Details* window. Enter the *Transport Details* data fields for the Sales Quotation.

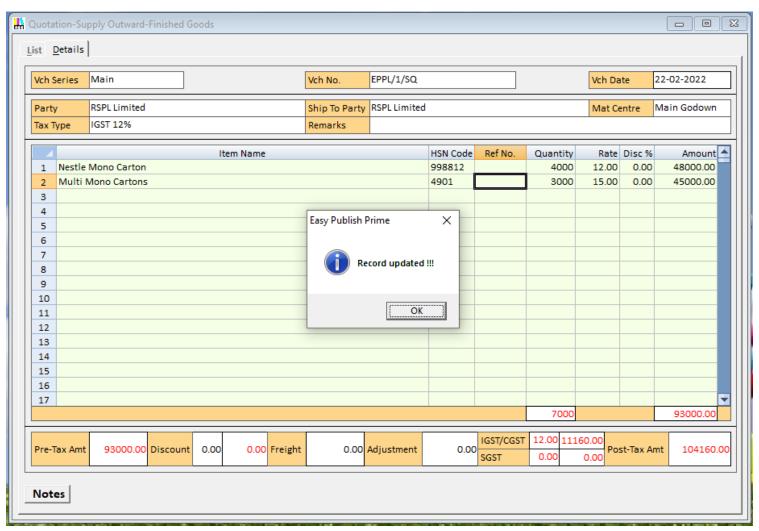In *Transport Details* window, the data fields are:

- Transport
- GR/RR No.
- GR/RR Date
- Vehicle No.
- Station
- e-Way Bill No.
- e-Way Bill Date

o On Pressing (CTRL+S), a *Save Sales Quotation* window appears. Given here is a screenshot of the *Sales Quotation* window.

Save Sales Quotation Supply Inward

- Printer - If you want the Print of *Sales Quotation* vouchers, click the **Printer** button.

Printer

- Printer - If you want Preview the *Sales Quotation* vouchers, click the **Preview** button.

Preview

See Also