# How to void Quotes

## Void quote through Quote Generation screen

You can void the confirmed quotes through Quote Generation screen. Here it will void the confirmed quotes based on selection criteria. Using this void button you can void multiple Quotes.

Example below shows void quote by entering customer .

#### Existing records :

Transport Quotes			
Process Open Print Refresh Report -			
Transport Quotes Details			
H View Q Filter (F3) 30 record(s)			
Quote Number	Customer Name	Quote Date	Quote Status
TRQ-1	All U Need Kwik-Stop	9/8/2015 14:17:00	Sent
TRQ-2	All U Need Kwik-Stop	9/9/2015 15:11:00	Void
TRQ-3	All U Need Kwik-Stop	3/22/2016 15:52:00	Confirmed
TRQ-4	All U Need Kwik-Stop	3/30/2016 15:57:00	Confirmed
TRQ-5	All U Need Kwik-Stop	8/4/2016 09:40:29	Confirmed
TRQ-6	All U Need Kwik-Stop	8/4/2016 13:03:00	Confirmed
TRQ-13	Apple Spice Sales	10/10/2016 13:01:35	Void
TRQ-14	Brown Brother Farms	10/11/2016 17:09:36	Void
TRQ-17	Brown Brother Farms	11/29/2016 13:33:53	UnConfirmed
TRQ-22	Brown Brother Farms	11/29/2016 13:57:11	UnConfirmed
TRQ-28	ABC Trucking	12/5/2016 13:25:22	UnConfirmed
TRQ-32	Brown Brother Farms	12/5/2016 13:46:08	UnConfirmed
TRQ-33	ABC Trucking	12/5/2016 14:00:07	UnConfirmed
TRQ-34	Brown Brother Farms	12/5/2016 14:02:15	Sent
TRQ-36	Brown Brother Farms	12/15/2016 13:49:59	Sent
TRQ-37	Apple Spice Sales	12/15/2016 14:13:21	UnConfirmed
TRQ-38	Brown Brother Farms	12/15/2016 14:13:21	Sent
TRQ-39	ABC Trucking	12/15/2016 14:13:21	Confirmed

Select a as many Unconfirmed customers by checking the checkbox and click on Void button

Quot	e Generation		~ >	¢
Void	Close			
Ger	erate Confirm	Void		
	Quote Number	Customer	Quote Date	
~	TRQ-1	All U Need Kwik-Stop	9/8/2015	
	TRQ-34	Brown Brother Farms	12/5/2016	
	TRQ-36	Brown Brother Farms	12/15/2016	
	TRQ-38	Brown Brother Farms	12/15/2016	
	TRQ-42	Brown Brother Farms	12/28/2016	
	TRQ-46	Brown Brother Farms	12/28/2016	
?	[	eady		

Quote status changed from confirmed to void for customer(s)

Through Quote Generation void button only confirmed quotes will change to void status

## Void Quote through Quote screen

Any quote can be changed to status void through Quote screen. Either through void button or by selecting void value from status drop down.

fransport Quote	s - TRQ-56																	~ 🗆 3
New Save Ref	iresh Delete Undo Confirm Void	Send Qu	iotes	Print Quo	ote Clos	e												
Details Audit	Log (0)																	
Quote Info			×R	emove	Filter			×	🗄 View	Filter	(F3)							K N K N
Status	Confirmed	~		Ship To	Item	Fuel Supj	Supply P	Rack Pric	Deviatior	Temp/Ac	Freight	Price	Tax Grou	Tax Amo	Price wit	Margin	Order Qt	Ext Profit
Quote No	UnConfirmed			Chicago	TR Ite	Marat	Muncie	1.2500	1.0000	0.0000	0.0000	2.2500	Tax Gr	0.2300	2.4800	1.0000	1	1.0000
Quote Date	Confirmed			Chicago	TR Ite	Marat	Muncie	1.3500	2.0000	0.0000	0.0000	3.3500	Tax Gr	0.3400	3.6900	2.0000	1	2.0000
Effective Date	Sent Void			0							0.0000				0.0000			0.0000
Customer Info																		
Customer	ABC Trucking	~																
Address: 🛇	1739 Belmont																	

If selecting from drop down, then you need to click on save .

If clicking on void button , will get save automatically.

#### Void quote through Quote Generation screen

You can void the confirmed quotes through Quote Generation screen. Here it will void the confirmed quotes based on selection criteria. Using this void button you can void multiple Quotes.

Example below shows void quote by entering customer .

#### Existing records :

Transport Quotes			
Process Open Print Refresh Export Close			
Transport Quotes Details			
E Layout Q Filter Records (F3) 62 reco	rd(s)		
Quote Number	Customer Name	Quote Date	Quote Status
TRQ-3	All U Need Kwik-Stop	04/02/2016 01:23:00	Confirmed
TRQ-4	Brown Brother Farms	04/01/2016 02:19:00	Void
TRQ-5	Sherland Farms	04/02/2016 01:46:00	Void
TRQ-6	City of Fort Wayne	04/02/2016 02:09:00	Void
TRQ-10	All U Need Kwik-Stop	04/13/2016 09:31:00	Sent
TRQ-11	All U Need Kwik-Stop	04/14/2016 13:32:14	Void
TRQ-14	All U Need Kwik-Stop	04/15/2016 08:21:00	Confirmed
TRQ-20	All U Need Kwik-Stop	04/15/2016 08:55:00	Confirmed
TRQ-21	Galaxy Eyes	04/15/2016 09:06:00	Confirmed
TRQ-22	All U Need Kwik-Stop	04/15/2016 13:37:53	Void
TRQ-23	Galaxy Eyes	04/15/2016 13:37:53	Confirmed
TRQ-24	All U Need Kwik-Stop	04/29/2016 07:22:02	UnConfirmed
TRQ-25	Galaxy Eyes	04/29/2016 07:22:02	UnConfirmed
TRQ-26	All U Need Kwik-Stop	04/29/2016 09:20:00	UnConfirmed
TRQ-27	All U Need Kwik-Stop	04/29/2016 09:42:00	UnConfirmed
TRQ-29	All U Need Kwik-Stop	04/29/2016 09:50:00	UnConfirmed
TRQ-30	Malyn Hernandez	04/29/2016 10:32:55	UnConfirmed
TRQ-31	All U Need Kwik-Stop	05/02/2016 14:04:00	UnConfirmed
TRQ-33	All U Need Kwik-Stop	05/04/2016 15:58:00	Confirmed
			*

Select a as many Unconfirmed customers by checking the checkbox and click on Void button

Q	uote	e Generation			^	×
١	/oid	Close				
ſ	Gen	erate Confirm	Void			
		Quote Number	Customer	Quote Date		
	~	TRQ-10	All U Need Kwik-Stop	4/13/2016		
		TRQ-36	Galaxy Eyes	5/16/2016		
		TRQ-113	Apple Spice Sales	6/20/2016	•	•
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## Quote status changed from confirmed to void for customer(s)

(1) Through Quote Generation void button only confirmed quotes will change to void status

### Void Quote through Quote screen

Any quote can be changed to status void through Quote screen. Either through void button or by selecting void value from status drop down.

luotes														
New Save Ret	iresh Delete Undo Confirm Void Se				e <b>Creat</b> e	e Order Or	der History	Map Clo	se					
Details														
Quote Info			× Remo	ive F	ilter:		×	88 Layo	out Q	Filter Reco	ords (F3)			
Status:	UnConfirmed	ň	Ship	То	ltem	Fuel Su	Supply	Rack Pr	Deviati	Temp/	Freight	Price	Price w	Margin
Quote No:	UnConfirmed	C	locj		1	ABC	loc6	5.600000	0.320000	2.000000	0.000000	7.920000	0.000000	2.320000
	Confirmed		locj	2	1	ABC	loc6	2.000000	0.340000	3.400000	0.340000	5.740000	4.000000	3.740000
Quote Date:	Sent							0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
Effective Date:	Void													
Customer Info														
Customer:	Jhon	$\sim$												
Address:	hellton town ertwww hyu													

If selecting from drop down, then you need to click on save .

If clicking on void button , will get save automatically.