

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

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

**Quote Generation** ^ X

Void Close

Generate Confirm Void

| <input type="checkbox"/>            | Quote Number | Customer             | Quote Date |
|-------------------------------------|--------------|----------------------|------------|
| <input checked="" type="checkbox"/> | TRQ-1        | All U Need Kwik-Stop | 9/8/2015   |
| <input type="checkbox"/>            | TRQ-34       | Brown Brother Farms  | 12/5/2016  |
| <input type="checkbox"/>            | TRQ-36       | Brown Brother Farms  | 12/15/2016 |
| <input type="checkbox"/>            | TRQ-38       | Brown Brother Farms  | 12/15/2016 |
| <input type="checkbox"/>            | TRQ-42       | Brown Brother Farms  | 12/28/2016 |
| <input type="checkbox"/>            | TRQ-46       | Brown Brother Farms  | 12/28/2016 |

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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.

**Transport Quotes - TRQ-56**

New Save Refresh Delete Undo Confirm **Void** Send Quotes Print Quote Close

Details Audit Log (0)

**Quote Info**

Status: Confirmed  
 Quote No: UnConfirmed  
 Quote Date: Confirmed  
 Effective Date: Sent  
 Void

**Customer Info**

Customer: ABC Trucking  
 Address: 1739 Belmont

| Ship To                             | Item    | Fuel Supl | Supply P | Rack Pric | Deviation | Temp/Ac   | Freight   | Price     | Tax Grou  | Tax Amo   | Price wit | Margin    | Order Qt  | Ext Profit |
|-------------------------------------|---------|-----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| <input type="checkbox"/>            | Chicago | TR Ite... | Marat... | Muncie    | 1.2500... | 1.0000... | 0.0000... | 0.0000... | 2.2500... | Tax Gr... | 0.2300... | 2.4800... | 1.0000... | 1.0000...  |
| <input checked="" type="checkbox"/> | Chicago | TR Ite... | Marat... | Muncie    | 1.3500... | 2.0000... | 0.0000... | 0.0000... | 3.3500... | Tax Gr... | 0.3400... | 3.6900... | 2.0000... | 2.0000...  |
| <input type="checkbox"/>            |         |           |          |           | 0.0000... | 0.0000... | 0.0000... | 0.0000... |           | 0.0000... | 0.0000... | 0.0000... | 0         | 0.0000...  |

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                |                      |                     |              |  |
| Layout Filter Records (F3) 62 record(s) |                      |                     |              |  |
| Quote Number                            | Customer Name        | Quote Date          | Quote Status |  |
| <input type="checkbox"/> TRQ-3          | All U Need Kwik-Stop | 04/02/2016 01:23:00 | Confirmed    |  |
| <input type="checkbox"/> TRQ-4          | Brown Brother Farms  | 04/01/2016 02:19:00 | Void         |  |
| <input type="checkbox"/> TRQ-5          | Sherland Farms       | 04/02/2016 01:46:00 | Void         |  |
| <input type="checkbox"/> TRQ-6          | City of Fort Wayne   | 04/02/2016 02:09:00 | Void         |  |
| <input type="checkbox"/> TRQ-10         | All U Need Kwik-Stop | 04/13/2016 09:31:00 | Sent         |  |
| <input type="checkbox"/> TRQ-11         | All U Need Kwik-Stop | 04/14/2016 13:32:14 | Void         |  |
| <input type="checkbox"/> TRQ-14         | All U Need Kwik-Stop | 04/15/2016 08:21:00 | Confirmed    |  |
| <input type="checkbox"/> TRQ-20         | All U Need Kwik-Stop | 04/15/2016 08:55:00 | Confirmed    |  |
| <input type="checkbox"/> TRQ-21         | Galaxy Eyes          | 04/15/2016 09:06:00 | Confirmed    |  |
| <input type="checkbox"/> TRQ-22         | All U Need Kwik-Stop | 04/15/2016 13:37:53 | Void         |  |
| <input type="checkbox"/> TRQ-23         | Galaxy Eyes          | 04/15/2016 13:37:53 | Confirmed    |  |
| <input type="checkbox"/> TRQ-24         | All U Need Kwik-Stop | 04/29/2016 07:22:02 | UnConfirmed  |  |
| <input type="checkbox"/> TRQ-25         | Galaxy Eyes          | 04/29/2016 07:22:02 | UnConfirmed  |  |
| <input type="checkbox"/> TRQ-26         | All U Need Kwik-Stop | 04/29/2016 09:20:00 | UnConfirmed  |  |
| <input type="checkbox"/> TRQ-27         | All U Need Kwik-Stop | 04/29/2016 09:42:00 | UnConfirmed  |  |
| <input type="checkbox"/> TRQ-29         | All U Need Kwik-Stop | 04/29/2016 09:50:00 | UnConfirmed  |  |
| <input type="checkbox"/> TRQ-30         | Malyn Hernandez      | 04/29/2016 10:32:55 | UnConfirmed  |  |
| <input type="checkbox"/> TRQ-31         | All U Need Kwik-Stop | 05/02/2016 14:04:00 | UnConfirmed  |  |
| <input type="checkbox"/> 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

Quote Generation
^ X

Void
Close

Generate Confirm Void

| <input type="checkbox"/>            | Quote Number | Customer             | Quote Date |
|-------------------------------------|--------------|----------------------|------------|
| <input checked="" type="checkbox"/> | TRQ-10       | All U Need Kwik-Stop | 4/13/2016  |
| <input type="checkbox"/>            | TRQ-36       | Galaxy Eyes          | 5/16/2016  |
| <input type="checkbox"/>            | TRQ-113      | Apple Spice Sales    | 6/20/2016  |

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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.

Quotes
New Save Refresh Delete Undo Confirm Void Send Quotes Print Quote Create Order Order History Map Close

Details

Quote Info
Status: UnConfirmed
Quote No: UnConfirmed
Quote Date: Confirmed
Effective Date: Sent
Void

Customer Info
Customer: Jhon
Address: hellton town  
ertwww  
hyu

X Remove Filter:

| <input type="checkbox"/> | Ship To | Item | Fuel Su... | Supply ... | Rack Pr... | Deviati... | Temp/... | Freight  | Price    | Price w... | Margin   |
|--------------------------|---------|------|------------|------------|------------|------------|----------|----------|----------|------------|----------|
| <input type="checkbox"/> | locj1   | 1    | ABC        | loc6       | 5.600000   | 0.320000   | 2.000000 | 0.000000 | 7.920000 | 0.000000   | 2.320000 |
| <input type="checkbox"/> | locj2   | 1    | ABC        | loc6       | 2.000000   | 0.340000   | 3.400000 | 0.340000 | 5.740000 | 4.000000   | 3.740000 |
| <input type="checkbox"/> |         |      |            |            | 0.000000   | 0.000000   | 0.000000 | 0.000000 | 0.000000 | 0.000000   | 0.000000 |

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

If clicking on void button , will get save automatically.