



# Delete Quotes

## User Guide

### **Important Notice**

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# TaiRox Delete Quotes

## Summary

Delete Quotes eliminates the time-consuming steps involved in deleting old or complete Order Entry quotes from the Sage 300 ERP (Accpac) Order Entry module.

In many business situations, once a certain period of time has passed, the quotes have expired and will never become active orders, or those quotes that have become active orders can be removed. Deleting quotes can be a time-consuming task because each quote has to be called up in Order Entry and deleted individually.

## Overview

TaiRox Delete Quotes selects Order Entry quotes with the exact mechanisms used by core modules when printing reports. After selection, the selected quotes can be “cherry-picked” for deletion. Pressing a Process button completes the operation in one-step.

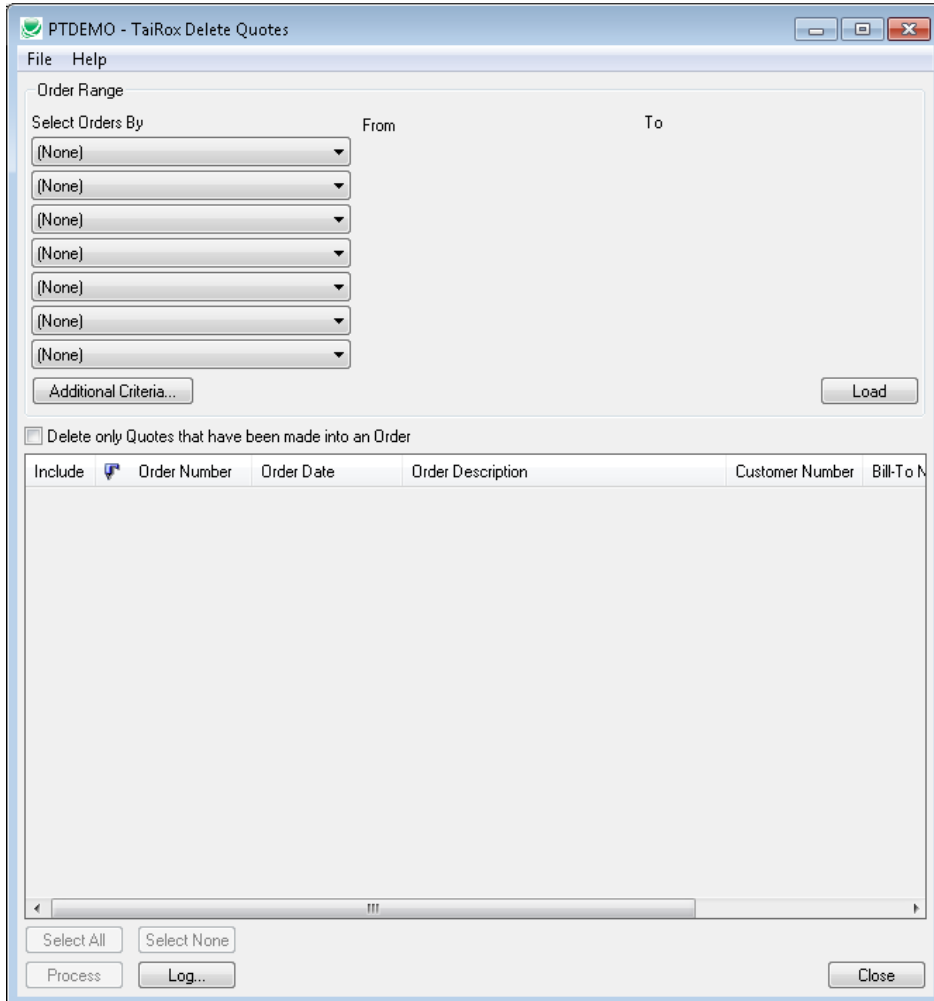
## Running Delete Quotes

Once installed, the program can be run from the Windows menu or from an icon added to the Sage 300 ERP desktop.

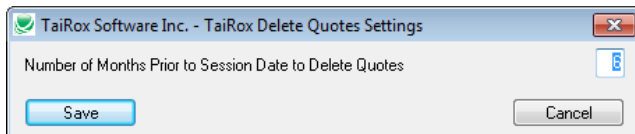
# TaiRox Delete Quotes

## Running Delete Quotes (continued)

Launching the program will present a screen that allows you to select quotes for deletion using various ranges, in a style identical to that used by core modules. A checkbox controls selection of only those Quotes that have been turned into orders.



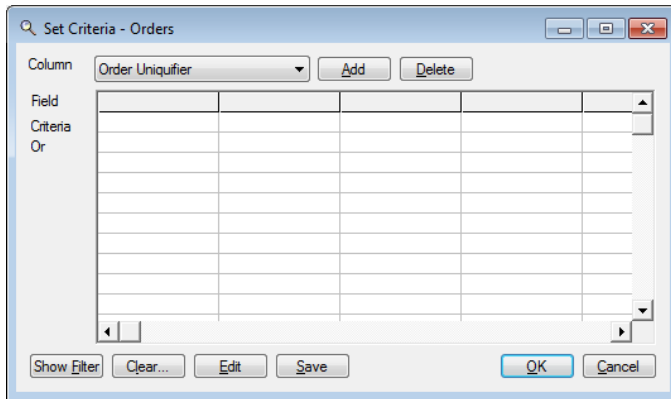
When a range of Quote Dates is used, the default values are controlled by settings accessed through the File menu:



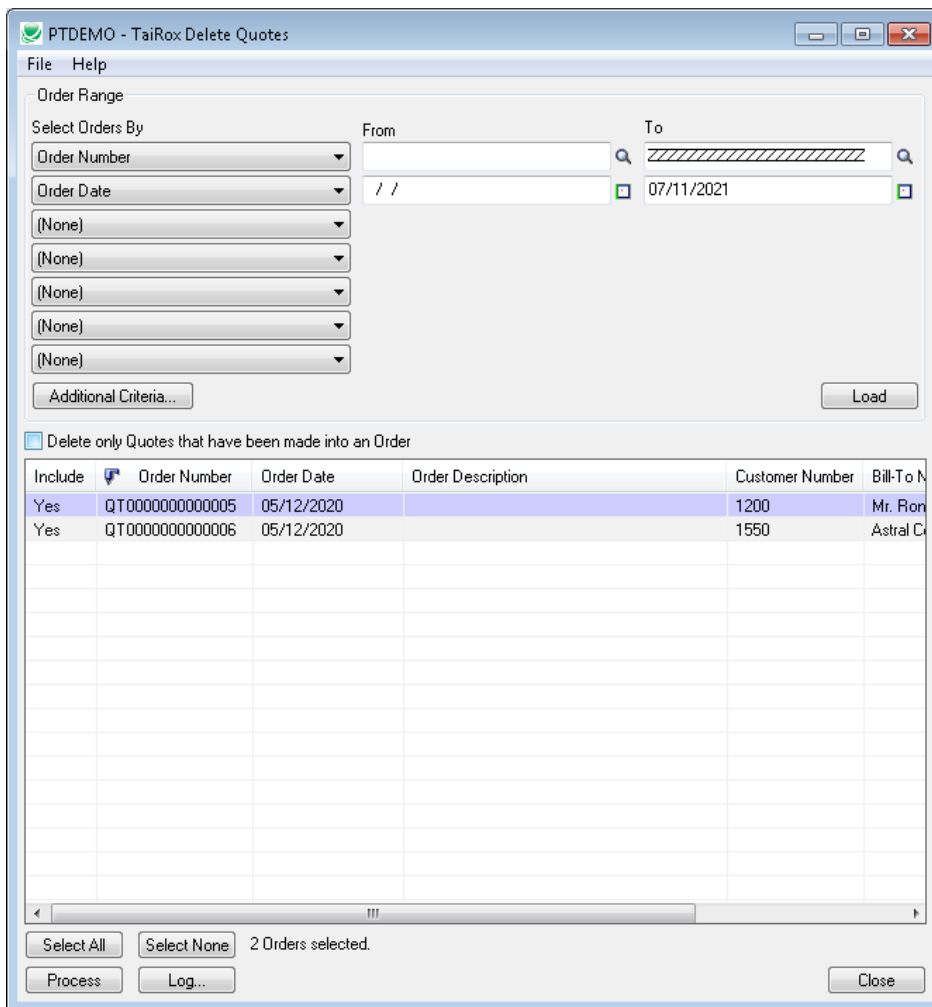
# TaiRox Delete Quotes

## Running Delete Quotes (continued)

Additional criteria can be used for more sophisticated selections:



When the Load button is pressed quotes that match the selection criteria will be displayed, with full drill-down support:



The selected quotes can be selected / de-selected on an individual basis (“cherry-picked”). The Process button will now delete the selected quotes.