

# Training Document

## How to Create an Order from a Quote



In this lesson you will learn about using the Accredo system.

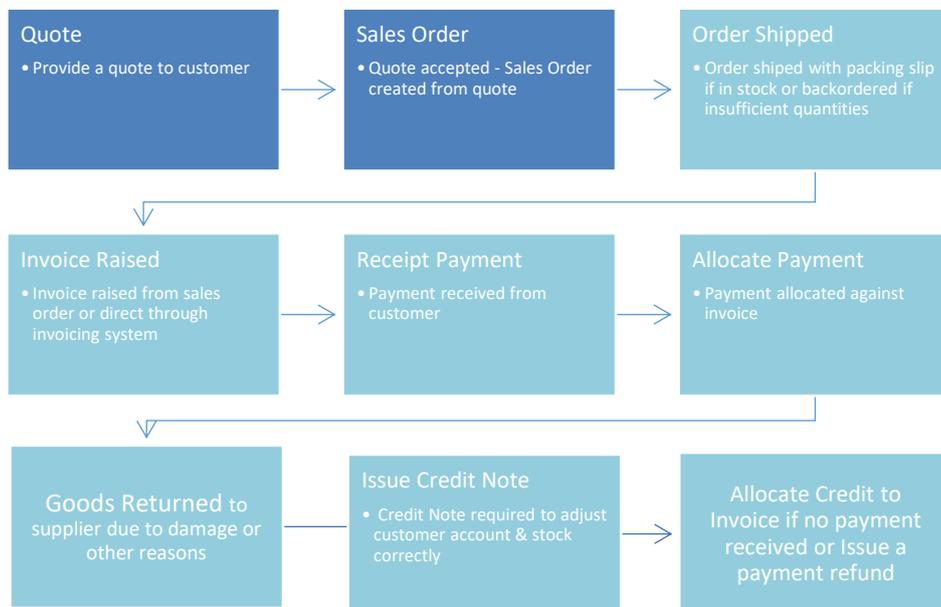
After completing this lesson you will be able to:

- Convert a Quote to an Order

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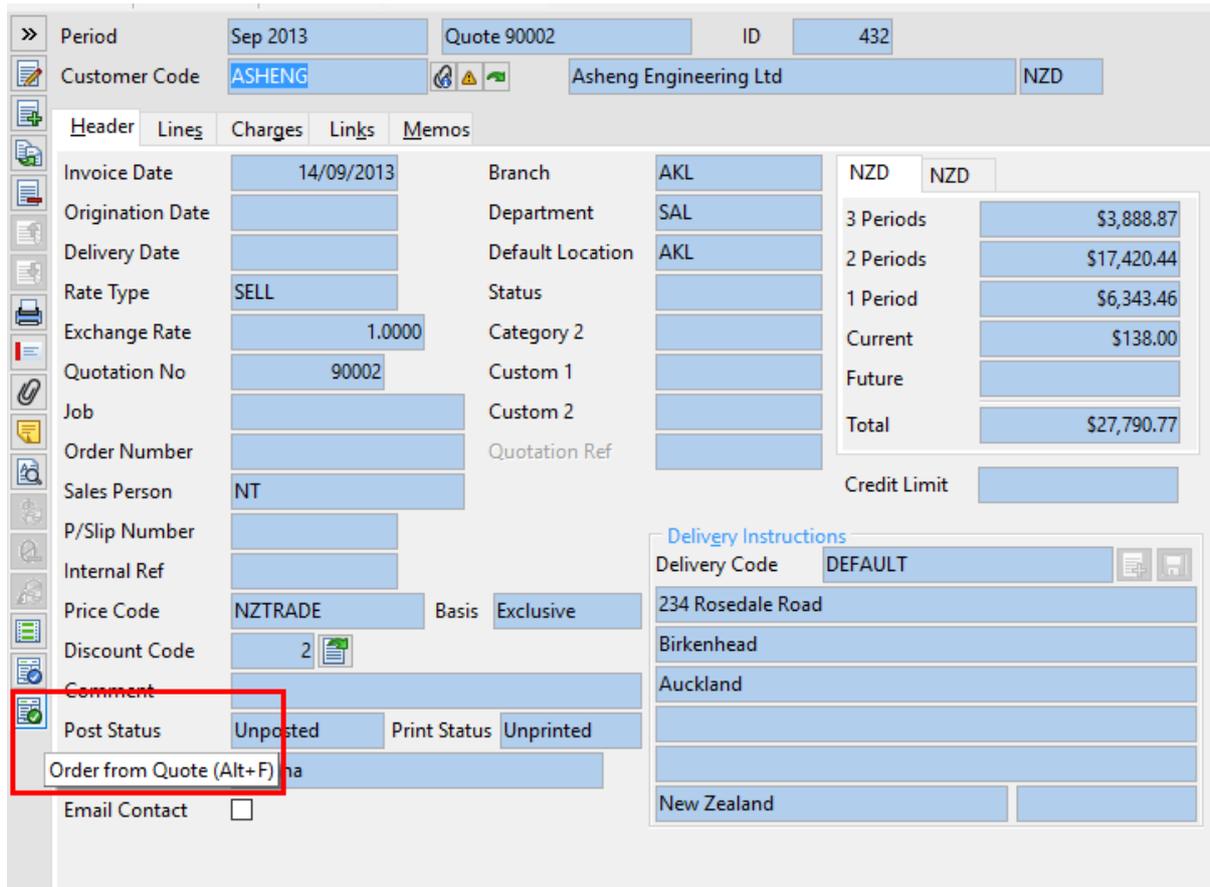
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## Process flow



# Converting Quotes to Orders

- To convert a quote to an invoice or an order you need to find the quote
- Maintain\Invoicing system\Invoice List – change the selection to quote and locate the required document and open it.
- Click on Order from Quote  (Alt + F)



The screenshot shows a software interface for managing quotes and orders. The main window displays the details of a quote for 'Asheng Engineering Ltd' with a quote number of 90002. The interface includes a header section with fields for Period (Sep 2013), Quote (90002), and ID (432). Below the header, there are tabs for Header, Lines, Charges, Links, and Memos. The main area is divided into several sections: a left sidebar with various icons, a central grid of fields for invoice details (e.g., Invoice Date: 14/09/2013, Branch: AKL, Department: SAL), a right-hand summary table, and a bottom section for delivery instructions. The 'Order from Quote (Alt+F)' button is highlighted with a red box.

Period	Quote	ID
Sep 2013	90002	432

Customer Code: ASHENG | Asheng Engineering Ltd | NZD

Invoice Date	Branch	NZD	NZD
14/09/2013	AKL	3 Periods	\$3,888.87
		2 Periods	\$17,420.44
		1 Period	\$6,343.46
		Current	\$138.00
		Future	
		Total	\$27,790.77

Delivery Instructions: Delivery Code: DEFAULT, 234 Rosedale Road, Birkenhead, Auckland, New Zealand

Order from Quote (Alt+F)

# Contact

For further information or for assistance with Accredo please do get in touch with us.

## *Offices*

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