



## Closed Sales Quotations Can Be Copied Forever

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Created a sales quotation last month, copied to a sales order and delivered the goods. The sales quotation is closed, it's a new month and you have to do it all over again... Not anymore! SAP Business One enables you to skip the first step, save effort, and maintain your company database size. You can define whether closed sales quotations can be copied to target documents.

In Administration > System Initialization > Document Settings > Per Document tab, select "Sales Quotation" and then select the checkbox "Allow Copying Closed Quotations to Target Doc."

A screenshot of the SAP 'Document Settings' dialog box. The window title is 'Document Settings' and it has standard window controls (minimize, maximize, close). There are three tabs: 'General', 'Per Document', and 'EJ Documents'. The 'Per Document' tab is selected. Inside the dialog, there is a 'Document' dropdown menu set to 'Sales Quotation'. Below this, there are two checkboxes: 'Include Tax in Quotation' (checked) and 'Allow Copying Closed Quotations to Target Doc.' (unchecked). The second checkbox is highlighted with a purple rectangular border. Below these are radio buttons for 'When Duplicated Customer Reference No. Occurs': 'Without Warning' (selected), 'Warning Only', and 'Block Release / Receipt'. At the bottom, there is another checked checkbox: 'Allow Copying Customer Reference No. to Target Doc.'. At the very bottom of the dialog are 'Update' and 'Cancel' buttons.

Now whenever you display a sales quotation with status “Closed” the “Copy To” button is enabled, letting you copy the closed sales quotation to target document of your choice, as many times as required.

Available in SAP Business One, version for SAP HANA and SAP Business One.

This tip and all the other tips are available in:

[http://scn.sap.com/blogs/b1\\_tip\\_of\\_the\\_week/2016/02/17/sap-business-one-tips-are-one-click-away](http://scn.sap.com/blogs/b1_tip_of_the_week/2016/02/17/sap-business-one-tips-are-one-click-away)



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Hello Ari & thanks for your Tips.  
Is there a way that you know to bulk closure of old sales quotation that no more relevant?  
I have more then 20,000.

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