**How to Archive quotes in ACS**

1. Open ACS
2. Go to Job Quoting>Quote Entry/Maintenance

Graphical user interface, text, application, email

Description automatically generated

1. Enter your quote # in the top left box & mark the “Inactive” checkbox

Graphical user interface, application

Description automatically generated

This will make it so that your quote no longer pulls on the CRM report for open quotes.

However you can reuse this quote later without having to remake it.

This is the benefit of making a quote inactive.

