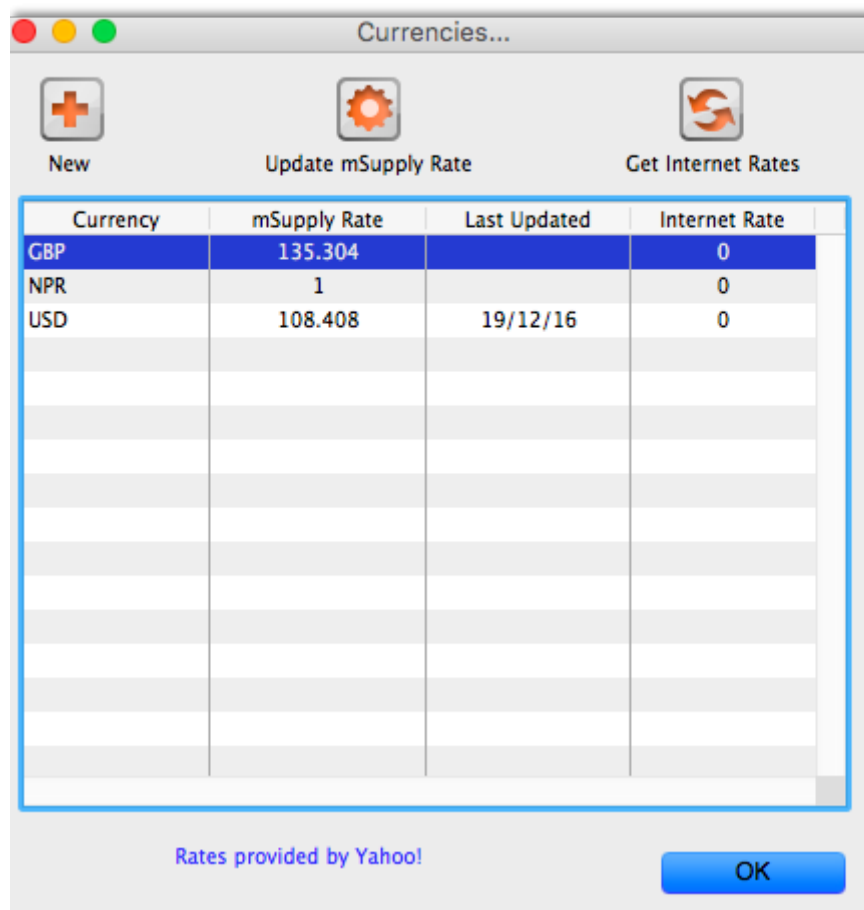


71.74 N.Rs. to US \$1. Enter 71.74 in the *Rate* field.

- Click on the *OK* button.

Repeat the above for British pounds - assume that the rate is 116.36.

Once you have completed this, the Currencies window should look like this:



We're now ready to proceed.

To enter a quotation:

1. Choose *Items>Show items*
2. Type *Amox* then press *Enter*
3. Double-click the *Amoxycillin 250mg caps* entry on the list
4. The item view window, on the left, has vertical content list (General, Usage, Quotes). Click the *Quotes* line.
5. Click the *New Quote* button.
6. Note that the item is entered for us. We need to choose a supplier and enter their price details.
7. Enter *Arb* in the supplier field and press *Tab*. *Arbuckle distribution* is automatically chosen. They have quoted in US dollars, so choose *USD* from the currency menu.
8. Their price is US \$3.50 per 100 capsules, so enter 3.5 in the price field and 100 in the pack size field.
9. Click *OK* to save the entry
10. Now click *new quote* again and enter the following details:

Previous: [3.09. Enter outgoing goods \(customer invoices\)](#) | | Next: [3.11. Working with lists](#)

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