## How to Duplicate Sales Order

- 1. Open the Sales Order record to be duplicated. If you have not created the order yet, refer to How to Create Standard Sales Order.
- 2. Click the **Duplicate button**. If the sales order is not yet saved, it will be saved automatically.

2	Sales	Order	- ABC Re	seller										
	New	Save	Search	Delete	Undo	Print	Blend	Pick Ticket	Pick List	Ship	Invoice	Duplicate	Recurring	Close
	Deta	ils Ir	nstruction	s Payn	nents (0)	Atta	chments	(0) Audit	Log (1)	Comme	nts (0)	Approval (0)		

The new Sales Order will be shown automatically. Note that on the new Sales Order, the Date will default to the system date and the Comments' value will be appended with **DUP:** <original Order No>.

_	Search Delete Undo Print				Recurring close			
Details	Instructions Payments (0) Att	achments (0) Au	dit Log (4) Commen	nts (0) Approval (0)				
Type:	Standard v Recurring	: Bill To:	ABC Reseller	✓ PO Number:	PO#05	Order No:	SO-169	
Customer	ABC Reseller	✓ Ship To:	ABC Reseller	✓ BOL No:	BOL#05	Split:		~
Date:	6/30/2016	Ordered By:	irelyadmin	✓ Status:	Open	✓ Salesperson:	Jared Smith	~
Due Date:	7/30/2016	🔲 Ship Via:	UPS	✓ Freight Term:	Pickup	✓ Currency:	USD 🗸	
Location:	0001 - Fort Wayne	✓ Terms:	5% 5, Net 30	~		Comments:	Standard SO DUP: SO-168	~

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Sale	s O	)rder -	ABC Res	seller								
Nev	w	Save	Search	Delete	Undo	Print	Pick Ticket	Ship	Invoice	Duplicate	Customer	Close
De	etail	s In	structions	s Payn	ients (0)	Atta	chments (0)	Audit	Log (1)	Comments	(0)	

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Sales Order	- ABC Reseller										^ 🗆 X
New Save	Search Delete Undo Print Pic	Ticket Ship	Invoice Duplicate Custom	er Close							
Details I	nstructions Payments (0) Attachme	nts (0) Aud	t Log (0) Comments (0)								
Type:	Standard v Recurring	Bill To:	ABC Reseller	√ Ordere	By:	irelyadmin	~	Order No:	SO-76		
Customer:	ABC Reseller	✓ Ship To:	ABC Reseller	∽ PO Nur	ber:	PO#05		Salesperson:	Jared Smitl	/ Status: C	pen 🗸
Date:	04/19/2016 🗐 Due: 05/19/2010	🗐 Ship Via:	UPS	✓ BOL No		BOL#05		Split:		/ Currency:	USD ~
Location:	0001 - Fort Wayne	✓ Terms:	5% 5, Net 30	∽ Freight	ferm:	Deliver	~	Comments:	Sample Sales	Order <mark>. DUP</mark>	SO-75 ~
+ Insert	Q. Open 🗙 Remove 🗒 Add Reci	e 🛛 🏢 Get Pr	evious Details 🔠 Layout	C Filter R	cords (F	3)					
_ It	em No Contract No	ontract Se De	scription	UOM	Ship	ped Orde	ered Disco	ount Tax	Price	Total	Tax Group

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Sales (	Drder	- ABC Re:	seller							
New	Save	Search	Delete	Undo	Print	Ship	Invoic	e Duplicate	Customer	Close
Detai	ils P	ayments (	0) Atta	chments	s (0)	Audit L	og (0)	Comments (0	)	

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Sales Order - ABC Reseller												~ 🗆 ×
New Save Search Delete Unde	o Print Ship Inv	voice Du	uplicate Customer Close									
Details Payments (0) Attachmer	nts (0) Audit Log (0	)) Com	ments (0)									
Type: Standard	✓ Recurring: B	iill To:	ABC Reseller	~	Ordered By:	irelyad	min	v Ord	er No:	50-48		
Customer: ABC Reseller	~ S	hip To:	ABC Reseller	~	PO Number:			Sale	sperson:	Mike Moria 🗸	Status: O	pen v
Date: 01/21/2016 🗐 Due:	01/26/2016 🗐 S	hip Via:	Truck	$\sim$	BOL No:			Split	: [	~	Currency:	USD 🗸
Location: 0001 - Fort Wayne	~ T	erms:	5% 5 Net 30	$\sim$	Freight Term			~ Con	iments:	Sample Quote	DUP: SO-4	7 ~
+ Insert Q, Open X Remove	🗄 Add Recipe 📋	Get Pre	evious Details 🔠 Layout	Q,	Filter Record	s (F3)						
Item No	Contrac Contra	c Des	scription		UOM S	hipped	Ordered	Discou	Tax	Price	Total	Tax Gro
+ 87G		87 (	Unleaded Gasoline		Gallon	0.00	100.00	0.00%	14.80	1.850000	185.00	IN SST
H [		sam	nple misc item			0.00	1.00	0.00%	0.00	10.500000	10.50	
H						0.00	0.00	0.00%	0.00	0.000000	0.00	

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🇊 Sales	Order -	ABC Res	eller						
	P	Q	0	5				2	<b>F</b>
New	Save	Search	Delete	Undo	Print	Process	Duplicate	Customer	Close
Details	s Atta	chments	Audit	Log					

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🗊 Sales Ord	er - ABC Reseller													≈ □	×
New Sav		ndo Print	Process E	Duplicate Customer Close											
Details	Attachments Audit Log														
Type:	Standard 👻	Recurring:	Bill To:	ABC Reseller	~	Ordered By:	irelyadmin		~	Order No:	SO-5				
Customer:	0001005066	~	Ship To:	ABC Reseller	٧	PO Number:	PO#04			Salesperson:	0001	005049 💙	Status: Op	en 👻	-
Date:	01/21/2016 🖸 Due:	01/21/20:	Ship Via:	Truck	~	BOL No:	BOL#04			Split:		*	Currency:	USD 🜱	-
Location:	0001 - Fort Wayne	~	Terms:	Due on Receipt	۷	Freight Term:	Truck		~	Comments:	Samp	le sales orde	r <mark>. DUP: SO-</mark>	4 ~	]
🔇 Insert	🔍 View 🤤 Remove 🛛	Get Previous	Details 🔒	Layout - 🍞 Filter Records (I	F3)										
🔳 I	tem No	Contract	Contract	Description		UOM	Shipped	Ordered	Disc	oun T	ax	Price	Total	Tax Group	,
+ 🖻 8	17G			87 Unleaded Gasoline		Gallon	0.00	100.00		0.00 1	2.95	1.850000	185.00	IN SST	
+				sample misc item			0.00	5.00		0.00	0.00	4.160000	20.80		
+							0.00	0.00		0.00	0.00	0.000000	0.00		

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🇊 Sales	Order -	Home D	ealers					
New		Search	Delete	S Undo	Process	Duplicate	Customer	Close
Details	Save Atta	chments	Delete	Undo	PIOCESS	Dupilcate	Customer	Close

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Sales Order - Horne D	ediels									
New Save Search		kicate Customer Close								
Details Attachments										
Customer:	Location:	Date:	C	Currency:	BOL No:	Order Sta	tus:		Order No:	
HOMEDEALER	✓ 1000-Location A	♥ 06/30/2015		USD 👻		Open		v	SO-2	
Bill To: US	Y Ship To:	US	~							
US	US	1.01		Salesperso	n: JAS		Y PO Numbe	r: I	PO32156	
18 Central St. Edison, OH, 43320	18 Centra Edison, G	al St. DH, 43320		Ship Via:	UPS Grou	nd	Y Terms:		Due 28th of th	e Month 🍾
				Ordered By	: AGADMIN		Y Due Date:		06/28/2015	E
Comments: This is a s	sample Sales Order. DUP: SO-1			Freight Te	ms:		Y Split:			
Insert Q View 6	🕽 Remove 🛛 🚟 Layout 🗸 🌱 🛛	ilter Records (E3)	_							
Item No	Description	(10)		UOM	Ordered	Shipped Di	scoun	Tax	Price	Total
Other Charge	other charge			Hour	2.00	0.00	2.00	0.00	21.55	42.24
	sample miscellaneo	us item			3.00	0.00	0.00	0.00	15.00	45.00

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🔄 Sales	Order							·
-	P	Q	0	5			2	ß
New	Save	Search	Delete	Undo	Process	Duplicate	Customer	Close

The new Sales Order will be shown automatically. Note that on the new Invoice, the Date will default to the system date and the Comments' value will be appended with **DUP:** 
 coriginal Order No>.

👔 Sales Order	-			
	ccess Duplicate Customer Close			
Details Payments History Item History	Attachments			
Order Type: Customer:	Location:	Date:	Currency: Order Status:	Order No:
Order   100000001	▶ 01	▼ 02/25/2015 🖪	USD 💙 Pending	▼ S0-2
Bill To:	Ship To:			
US Attn: Carla Brown	PH Attn: Amava Castro	Sales Rep:	WIH YO	Number: PO11
18 Central St. Edison, OH, 43320	Paseo de Roxas St. Makati, NCR, 1227	Ship Via:	UPS Ground 💙 Ord	lered By: 👻
Labor, 01, 13520	Planady Hony 1227	Terms:	5% 5 NET 30 Y BO	No:
Comments: This is test sales order. DUP: 5	<del>0-1</del>	Due Date:	03/27/2015 🖸 Spli	t: 💉