

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.

The screenshot shows the top of the 'Sales Order - ABC Reseller' window. The title bar is blue with the text 'Sales Order - ABC Reseller'. Below the title bar is a menu bar with buttons: New, Save, Search, Delete, Undo, Print, Blend, Pick Ticket, Pick List, Ship, Invoice, Duplicate (highlighted in orange), Recurring, and Close. Below the menu bar is a tab bar with tabs: Details (selected), Instructions, Payments (0), Attachments (0), Audit Log (1), Comments (0), and 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>**.

The screenshot shows the 'Sales Order - ABC Reseller' window with the 'Details' tab selected. The form contains the following fields: Type: Standard, Recurring: ☐, Bill To: ABC Reseller, Ordered By: irelyadmin, Order No: SO-169, Customer: ABC Reseller, Ship To: ABC Reseller, PO Number: PO#05, BOL No: BOL#05, Split: ☐, Date: 6/30/2016, Due Date: 7/30/2016, Ship Via: UPS, Status: Open, Salesperson: Jared Smith, Location: 0001 - Fort Wayne, Terms: 5% 5, Net 30, Freight Term: Pickup, Currency: USD, and Comments: Standard SO DUP: SO-168.

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The screenshot shows the 'Sales Order - ABC Reseller' window with the 'Details' tab selected. The form contains the following fields: Type: Standard, Recurring: ☐, Bill To: ABC Reseller, Ordered By: irelyadmin, Order No: SO-76, Customer: ABC Reseller, Ship To: ABC Reseller, PO Number: PO#05, Salesperson: Jared Smitl, Status: Open, Date: 04/19/2016, Due: 05/19/2016, Ship Via: UPS, BOL No: BOL#05, Split: ☐, Currency: USD, Location: 0001 - Fort Wayne, Terms: 5% 5, Net 30, Freight Term: Deliver, and Comments: Sample Sales Order DUP: SO-75. Below the form is a table with columns: Item No, Contract No, Contract Seq, Description, UOM, Shipped, Ordered, Discount, Tax, Price, Total, and Tax Group.

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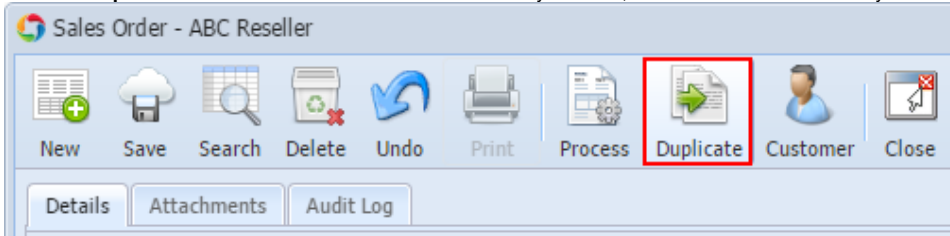
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The screenshot shows the 'Sales Order - ABC Reseller' window with the 'Details' tab selected. The form contains the following fields: Type: Standard, Recurring: ☐, Bill To: ABC Reseller, Ordered By: irelyadmin, Order No: SO-48, Customer: ABC Reseller, Ship To: ABC Reseller, PO Number: , Salesperson: Mike Morie, Status: Open, Date: 01/21/2016, Due: 01/26/2016, Ship Via: Truck, BOL No: , Split: ☐, Currency: USD, Location: 0001 - Fort Wayne, Terms: 5% 5 Net 30, Freight Term: , and Comments: Sample Quote DUP: SO-47. Below the form is a table with columns: Item No, Contract No, Contract Seq, Description, UOM, Shipped, Ordered, Discount, Tax, Price, Total, and Tax Group.

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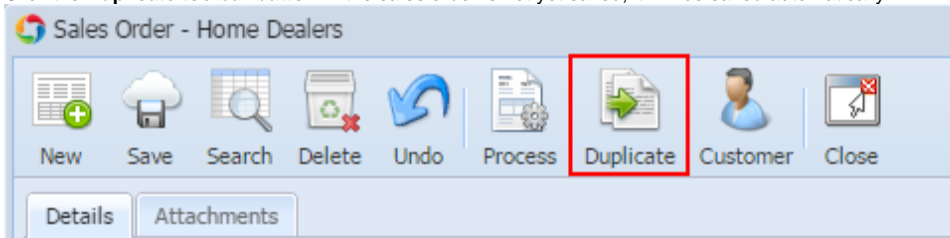
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Item No	Contract...	Description	UOM	Shipped	Ordered	Discoun...	Tax	Price	Total	Tax Group
87G		87 Unleaded Gasoline	Gallon	0.00	100.00	0.00	12.95	1.850000	185.00	IN SST
		sample misc item		0.00	5.00	0.00	0.00	4.160000	20.80	
				0.00	0.00	0.00	0.00	0.000000	0.00	

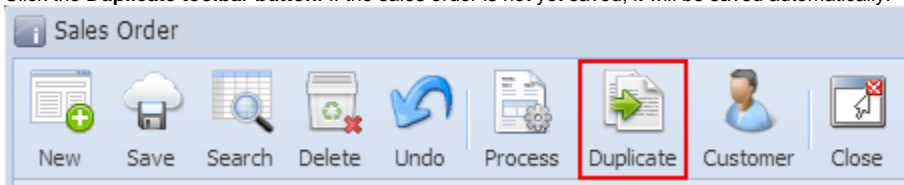
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Item No	Description	UOM	Ordered	Shipped	Discoun...	Tax	Price	Total
Other Charge	other charge	Hour	2.00	0.00	2.00	0.00	21.55	42.24
	sample miscellaneous item		3.00	0.00	0.00	0.00	15.00	45.00

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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: <original Order No>**.

Sales Order

New Save Search Delete Undo Process Duplicate Customer Close

Details Payments History Item History Attachments

Order Type: Order Customer: 1000000001 Location: 01 Date: 02/25/2015 Currency: USD Order Status: Pending Order No: SO-2

Bill To: US
Attn: Carla Brown
18 Central St.
Edison, OH, 43320

Ship To: PH
Attn: Amaya Castro
Paseo de Roxas St.
Makati, NCR, 1227

Sales Rep: W/H PO Number: PO11

Ship Via: UPS Ground Ordered By:

Terms: 5% 5 NET 30 BOL No:

Comments: This is test sales order. DUP: SO-1 Due Date: 03/27/2015 Split: