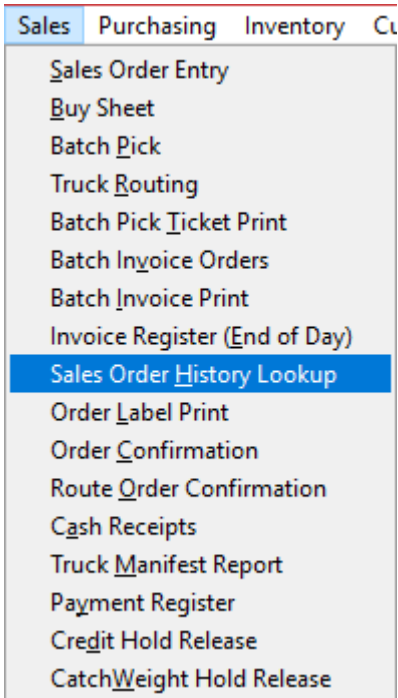
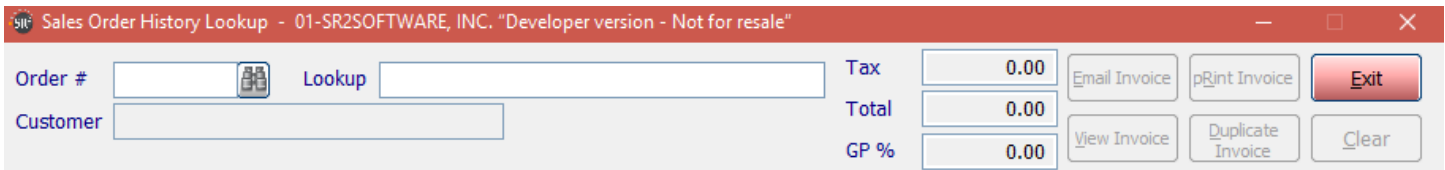


Creating a Duplicate Sales Order for a customer

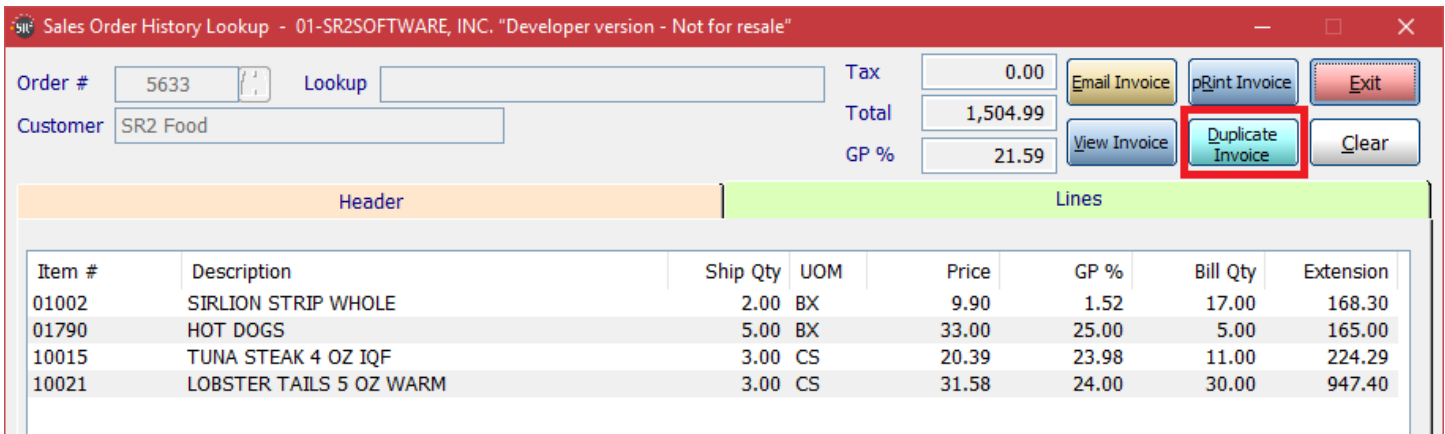
When you have a customer who wants to order the same items from a previous order, you now have the ability to do this by duplicating that order.



From the **Sales** menu select **Sales Order History Lookup**



Type the order number of the order you want to duplicate or click the lookup button and choose the order.



Once the order loads, click the **Lines** tab and double check that the items are the correct ones.

Click **Duplicate Invoice**

The system will duplicate the sales order with the next available sales order number.

To view the sales order open the sales order entry screen. The new invoice will be at the bottom of all the open orders.