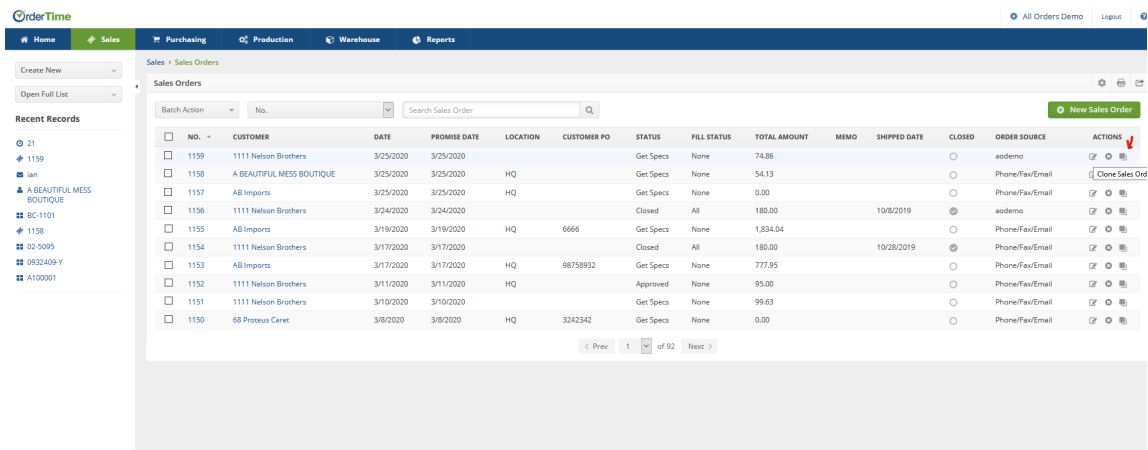


Duplicating a Sales Order

Last Modified on 03/25/2020 2:57 pm EDT

On your Sales Order list, check the far-right hand side.



The screenshot shows the OrderTime web interface for Sales Orders. The main table lists sales orders with columns for NO., CUSTOMER, DATE, PROMISE DATE, LOCATION, CUSTOMER PO, STATUS, FILL STATUS, TOTAL AMOUNT, MEMO, SHIPPED DATE, CLOSED, ORDER SOURCE, and ACTIONS. The ACTIONS column contains icons for various actions, including a 'Clone Sales Order' button (represented by a document icon with a plus sign) next to order number 1158. A 'Recent Records' sidebar is visible on the left, and a 'New Sales Order' button is at the top right of the table area.

NO.	CUSTOMER	DATE	PROMISE DATE	LOCATION	CUSTOMER PO	STATUS	FILL STATUS	TOTAL AMOUNT	MEMO	SHIPPED DATE	CLOSED	ORDER SOURCE	ACTIONS
1159	1111 Nelson Brothers	3/25/2020	3/25/2020			Get Specs	None	74.86			<input type="radio"/>	ademo	[Clone Sales Order]
1158	A BEAUTIFUL MESS BOUTIQUE	3/25/2020	3/25/2020	HQ		Get Specs	None	54.13			<input type="radio"/>	Phone/Fax/Email	[Clone Sales Order]
1157	AB Imports	3/25/2020	3/25/2020	HQ		Get Specs	None	0.00			<input type="radio"/>	Phone/Fax/Email	[Clone Sales Order]
1156	1111 Nelson Brothers	3/24/2020	3/24/2020			Closed	All	180.00		10/8/2019	<input checked="" type="radio"/>	ademo	[Clone Sales Order]
1155	AB Imports	3/19/2020	3/19/2020	HQ	6666	Get Specs	None	1,834.04			<input type="radio"/>	Phone/Fax/Email	[Clone Sales Order]
1154	1111 Nelson Brothers	3/17/2020	3/17/2020			Closed	All	180.00		10/28/2019	<input checked="" type="radio"/>	Phone/Fax/Email	[Clone Sales Order]
1153	AB Imports	3/17/2020	3/17/2020	HQ	9878932	Get Specs	None	777.95			<input type="radio"/>	Phone/Fax/Email	[Clone Sales Order]
1152	1111 Nelson Brothers	3/11/2020	3/11/2020	HQ		Approved	None	95.00			<input type="radio"/>	Phone/Fax/Email	[Clone Sales Order]
1151	1111 Nelson Brothers	3/10/2020	3/10/2020			Get Specs	None	99.63			<input type="radio"/>	Phone/Fax/Email	[Clone Sales Order]
1150	88 Proteus Caret	3/8/2020	3/8/2020	HQ	3242342	Get Specs	None	0.00			<input type="radio"/>	Phone/Fax/Email	[Clone Sales Order]

Clicking that little box within a box icon will clone the Sales Order. It will have a new SO Number, but you can change anything else.

This is helpful for customers that order the same thing every time. Or you can change the customer if you have multiple customers buying the same allotment regularly!