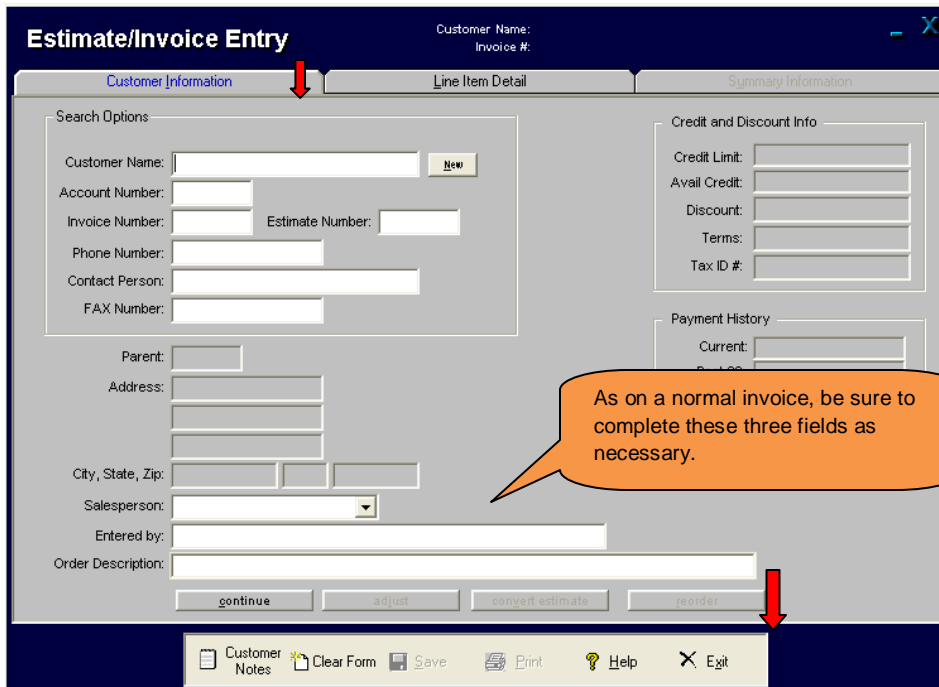


Cloning an Invoice

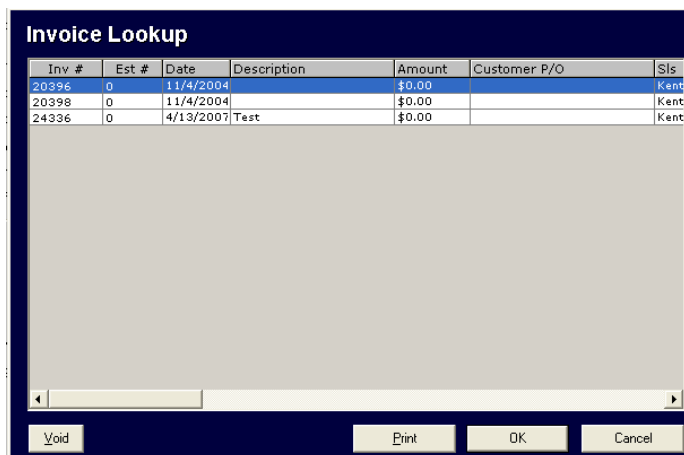
From the **ADVANTAGE** main screen, select **Order Processing** then **Estimates and Invoices**.



- Using the **customer information** tab, search for and select the customer you need:

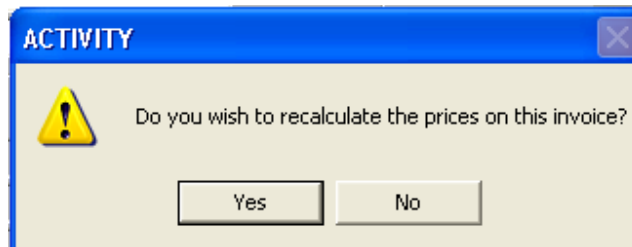


- You can ignore any pop-up messages about the customer by clicking “no”.
- Once you select a customer, click on **Reorder** at the bottom of the **customer information** tab. Having a customer selected will cause the **reorder** button to not be grayed out.
- Clicking **reorder** will bring up a list of invoices. Click on the one you want to clone and click **OK**.



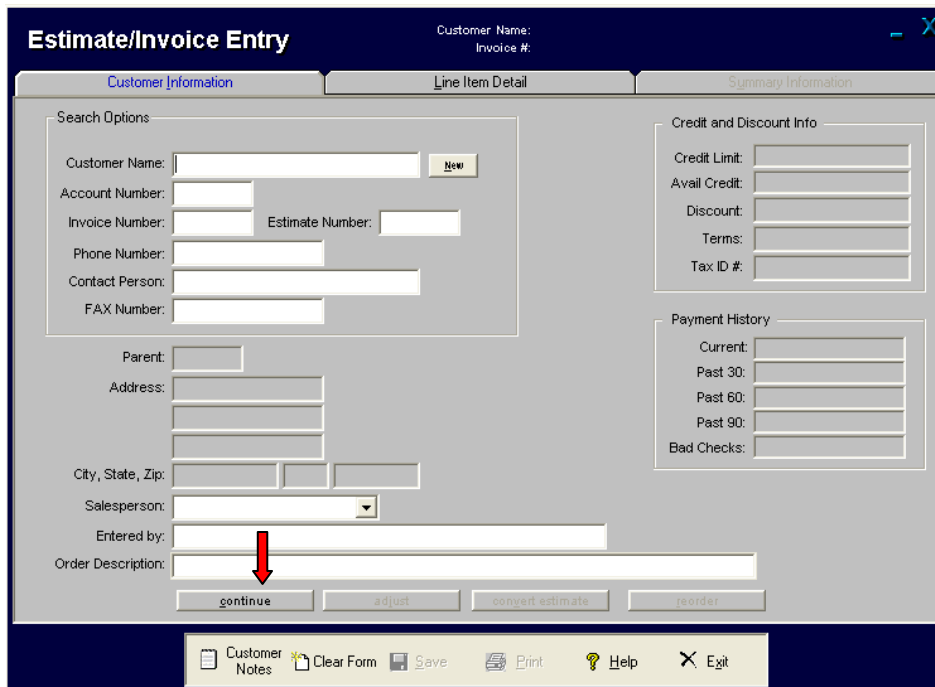
Inv #	Est #	Date	Description	Amount	Customer P/O	Sls
20396	0	11/4/2004		\$0.00		Kent
20398	0	11/4/2004		\$0.00		Kent
24336	0	4/13/2007	Test	\$0.00		Kent

+ **ADVANTAGE** will display the following prompt:

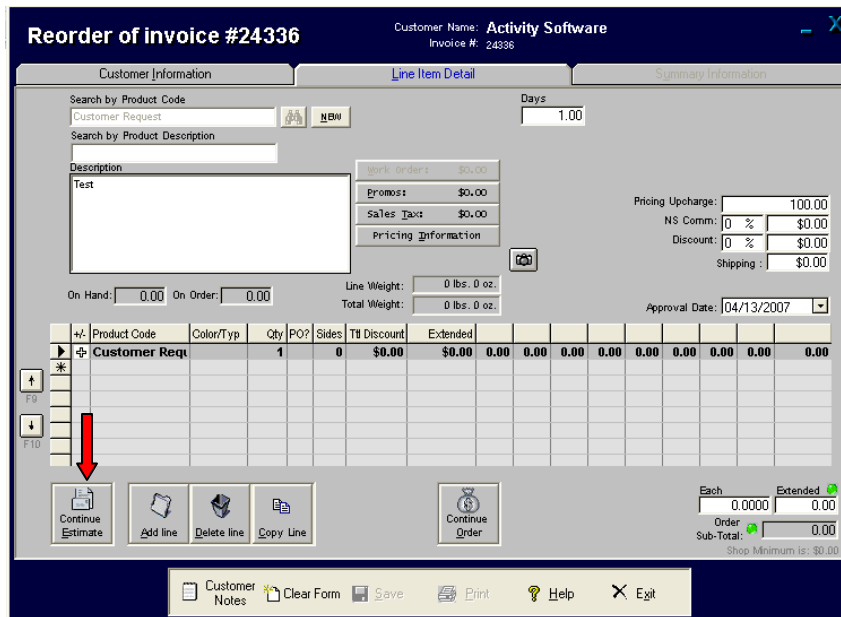


+ Clicking **Yes** will recalculate the prices, making adjustments for any price changes since the creation of the original invoice. Clicking **No** will leave the prices exactly as they are on the original invoice.

+ Click **Continue**:



- You can now make changes to the reorder as desired. Once you are finished, click **continue estimate**.



Reorder of invoice #24336 Customer Name: Activity Software Invoice #: 24336

Customer Information Line Item Detail Summary Information

Search by Product Code Customer Request Days 1.00

Search by Product Description

Description: Test

Work Order: \$0.00 Promos: \$0.00 Sales Tax: \$0.00 Pricing Information

On Hand: 0.00 On Order: 0.00 Line Weight: 0 lbs. 0 oz. Total Weight: 0 lbs. 0 oz. Pricing Upcharge: 100.00 NS Comm: 0 % \$0.00 Discount: 0 % \$0.00 Shipping: \$0.00

Approval Date: 04/13/2007

Product Code	Color/Typ	Qty	PO?	Sides	Ttl Discount	Extended									
Customer Req		1		0	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Each: 0.0000 Extended: 0.00 Order Sub-Total: 0.00 Shop Minimum is: \$0.00

Continue Estimate Add line Delete line Copy Line Continue Order

Customer Notes Clear Form Save Print Help Exit

- Once you have entered in and verified all of the information, click **save** to save the changes. You can also print the reorder here using the **print** button.