

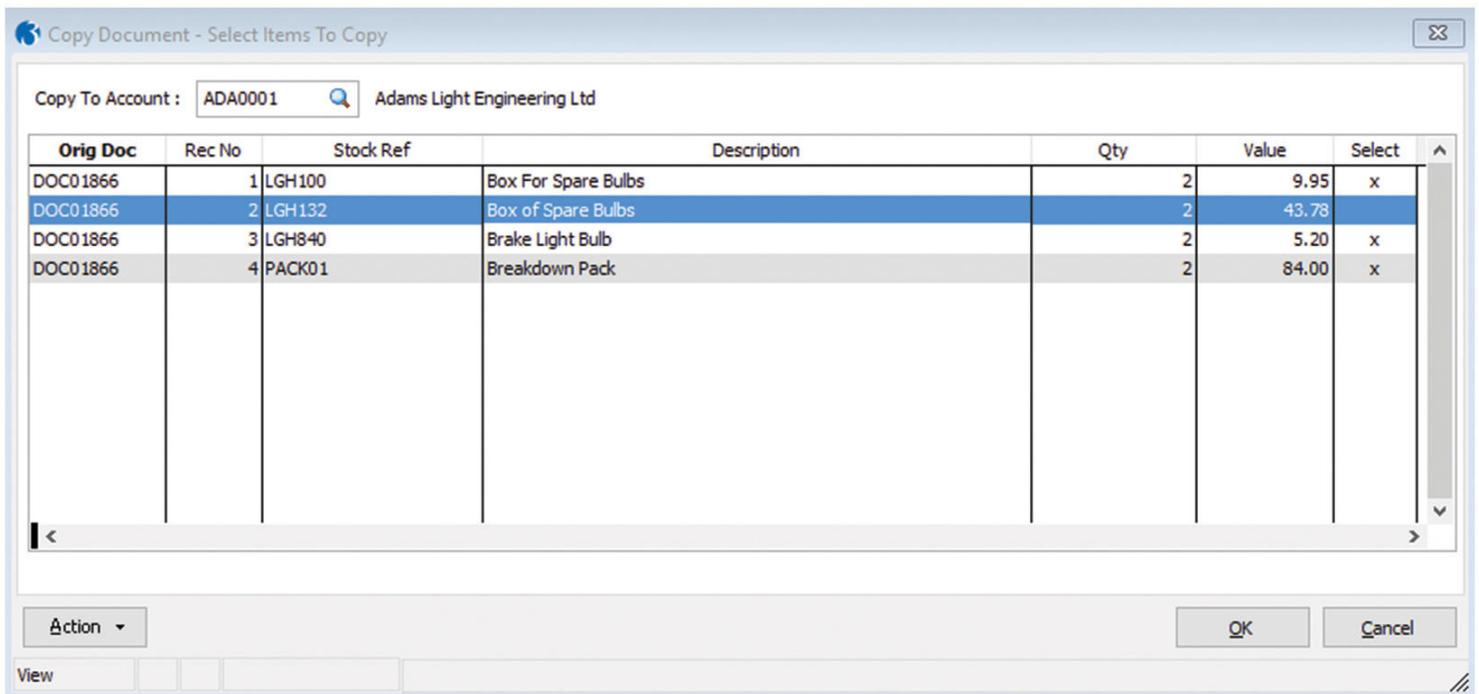
SOP Copy Document Application

Quickly Copy Sales Documents

The Opera 3 SOP Copy Document Application allows all or part of an existing document to be copied to a new document either on the same or another sales account.

Integrated with the Opera 3 SOP and Invoicing Applications the SOP Copy Document process is accessed from the main processing form's Action menu and displays a grid with details of the selected document. It is possible to select which lines to copy and the account the new document will be created against.

Once the required lines and account have been selected a new document will be created on the specified account. The new document is automatically selected in the processing form and can be progressed through the stages as normal.



Copy Document - Select Items To Copy

Copy To Account : ADA0001 Adams Light Engineering Ltd

Orig Doc	Rec No	Stock Ref	Description	Qty	Value	Select
DOC01866	1	LGH100	Box For Spare Bulbs	2	9.95	x
DOC01866	2	LGH132	Box of Spare Bulbs	2	43.78	x
DOC01866	3	LGH840	Brake Light Bulb	2	5.20	x
DOC01866	4	PACK01	Breakdown Pack	2	84.00	x

Action

View

Key Features

Integrated with the standard Opera 3 SOP and Invoicing Applications

Quickly create a new document based on an existing document

Create the new document on a different account if necessary

Select which lines to copy to the new document