

# Change PO Number

## Process

### Pick Ticket/Z Slip

The process for changing the Z Pick Ticket PO number:

- When closing the Pick Ticket in the SF2 screen from Invoicing will have a new field for the New Po Number

					Pick Tickets to Invoice
Customer	005610	DESERT CARDLOCK FUEL			
Payment	A Account		New PO Number	XXXXXX	
	Customer #	Reference	Ticket	Trans	Value
1		XYZ-ABC	26812	1	128.49
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
really change XYZ-ABC?				Y	

- If you enter a different PO number you will receive the question to “really change [original PO number]? You will need to answer the question with Y or N, the default being Y
- You will then be prompted “really invoice [original PO number]?”
- The PO number will be changed on all associated pick tickets

## Invoice

To change the Customer Purchaser Order number on an invoice

- In the invoice screen recall the invoice using F3 then keying in the invoice number

- Select the Change option using “C”
  - Press Enter through Payment Method, Invoice Discount, Freight
  - Make Necessary changes to the PO Number and press enter
  - Press Accept (F1) to complete the change.
  - A Modified reprint appear if the parameters are configured to print Modified Invoices
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