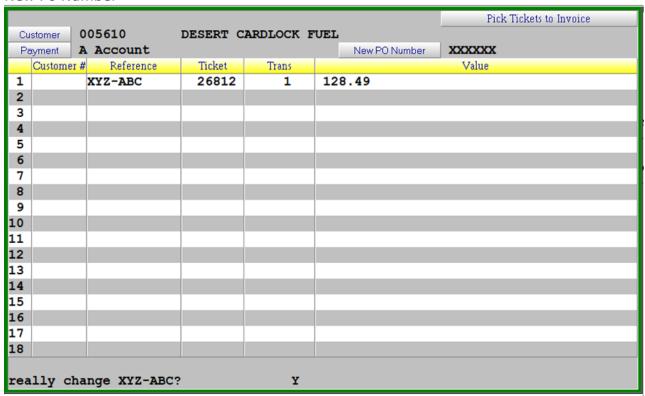# Change PO on Pick Ticket

Process

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

- 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

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Revision #1
Created 19 May 2022 22:15:50 by Jim
Updated 19 May 2022 22:16:32 by Jim