Change customer on Job

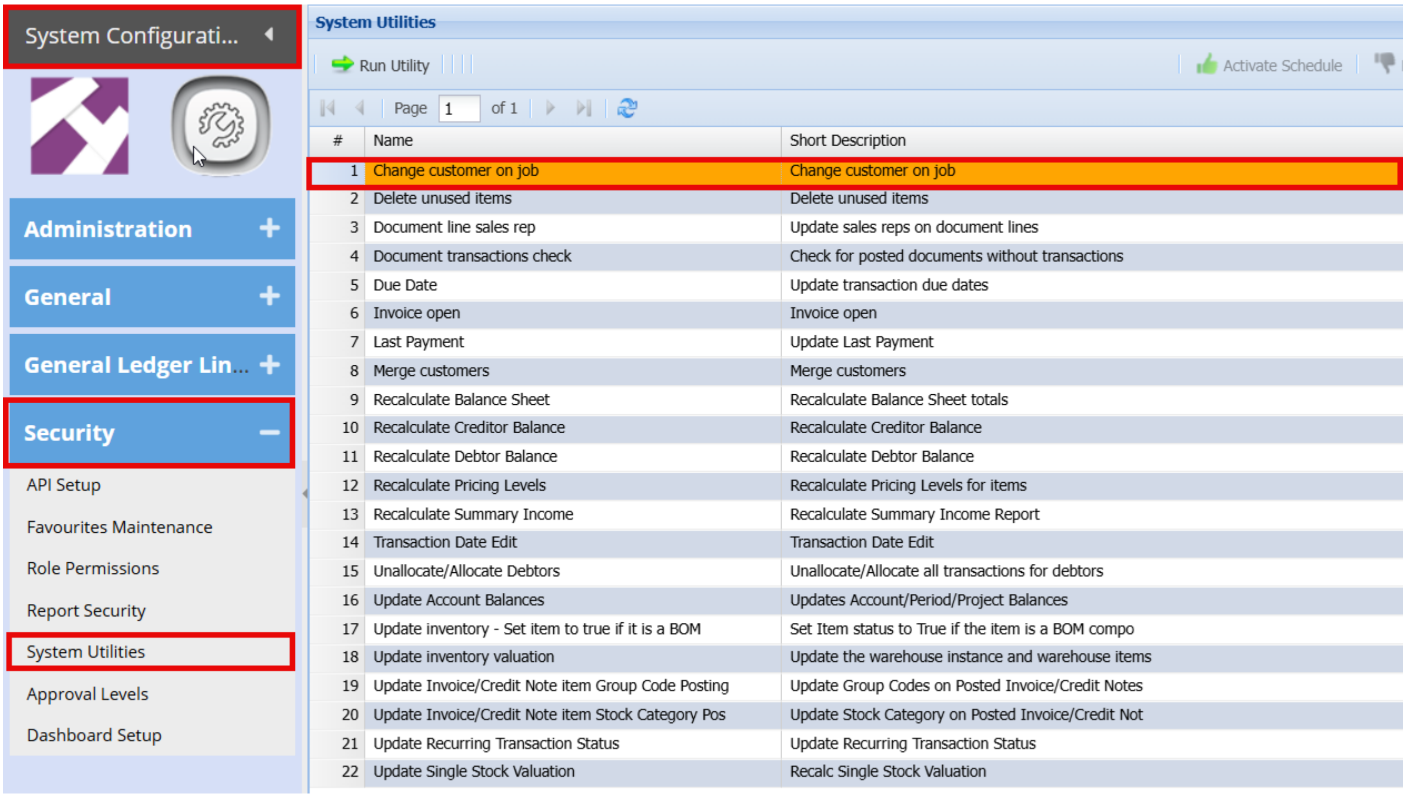
System Configuration > Security > System Utilities

The system provides a utility that allows you to **change the customer on an existing job**, provided certain conditions are met.

- The customer can **only be changed if NO invoices have been created or processed** against the job.
- If invoices exist, this utility will not be applicable.

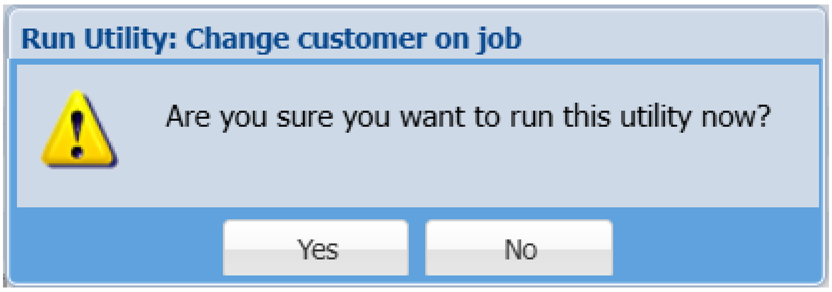
How to:

- Double click on the "**Change Customer on Job**" utility



You will get a prompt that to confirm you want to change the customer.

- Click "**Yes**"



- Select the **job number** you want to change
- Select the **New Customer**
- Click "**Change"**

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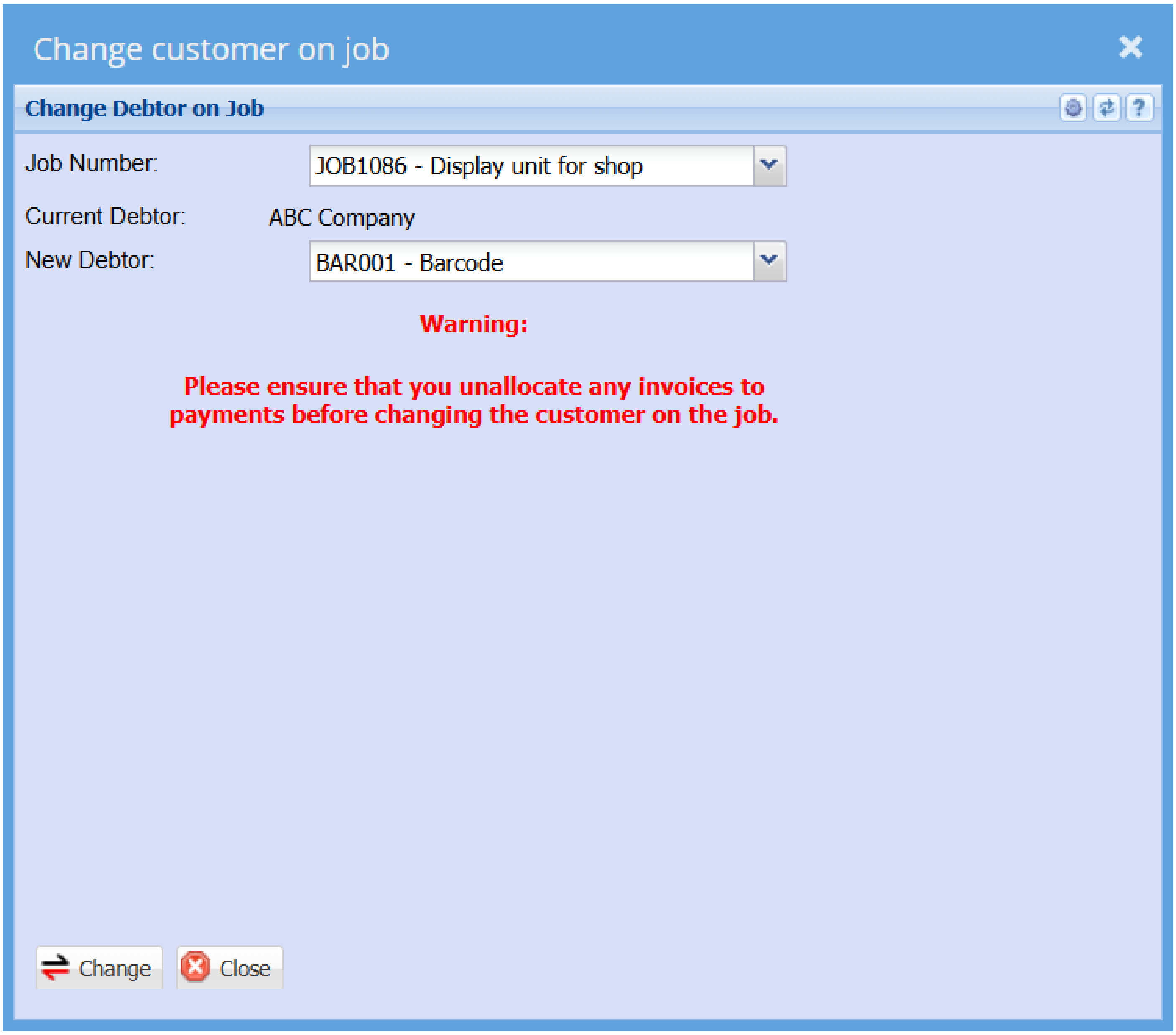
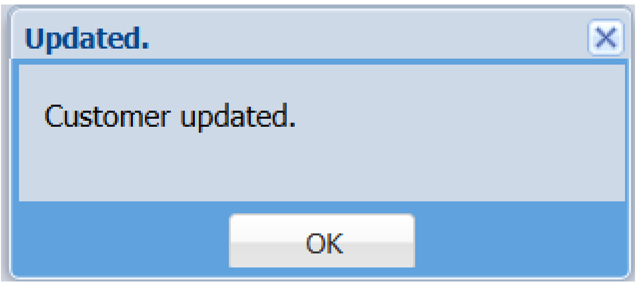


you will then get a pop up to say that the customer has been updated



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