

# MISys

## To change Crystal report used for purchase orders:

1. Go to Purchasing » Print/Send Orders
2. In the "Definition File" box, select the MIPOH001C.RPT file. (This is located in the "reports" folder in the MISys client folder in the Program Files folder.)

## To change decimal places on purchase orders:

1. Navigate to Accounting » Currency Services » Currency Codes
2. Double click the currency you are using.
3. Adjust "Decimal Places" as necessary.

## Help Forum

The MISys help forum is [here](#). You can read through the knowledgebase articles or submit a ticket.

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