

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.

From:

<https://toy-robot-toy.click/dokuwiki/> - **01101011 Wiki**

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Last update: **2019/02/10 01:09**

