

# 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 on your local machine. It is **not** located on the server.)

## 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.

## Adding Suppliers

- If they are providing material or supplies, simply add them as a supplier.
- If they are providing outside processing, you also need to add them as a **Location** and as a **Work Center**. (Both are necessary to create BOMs.)

## Help Forum

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

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