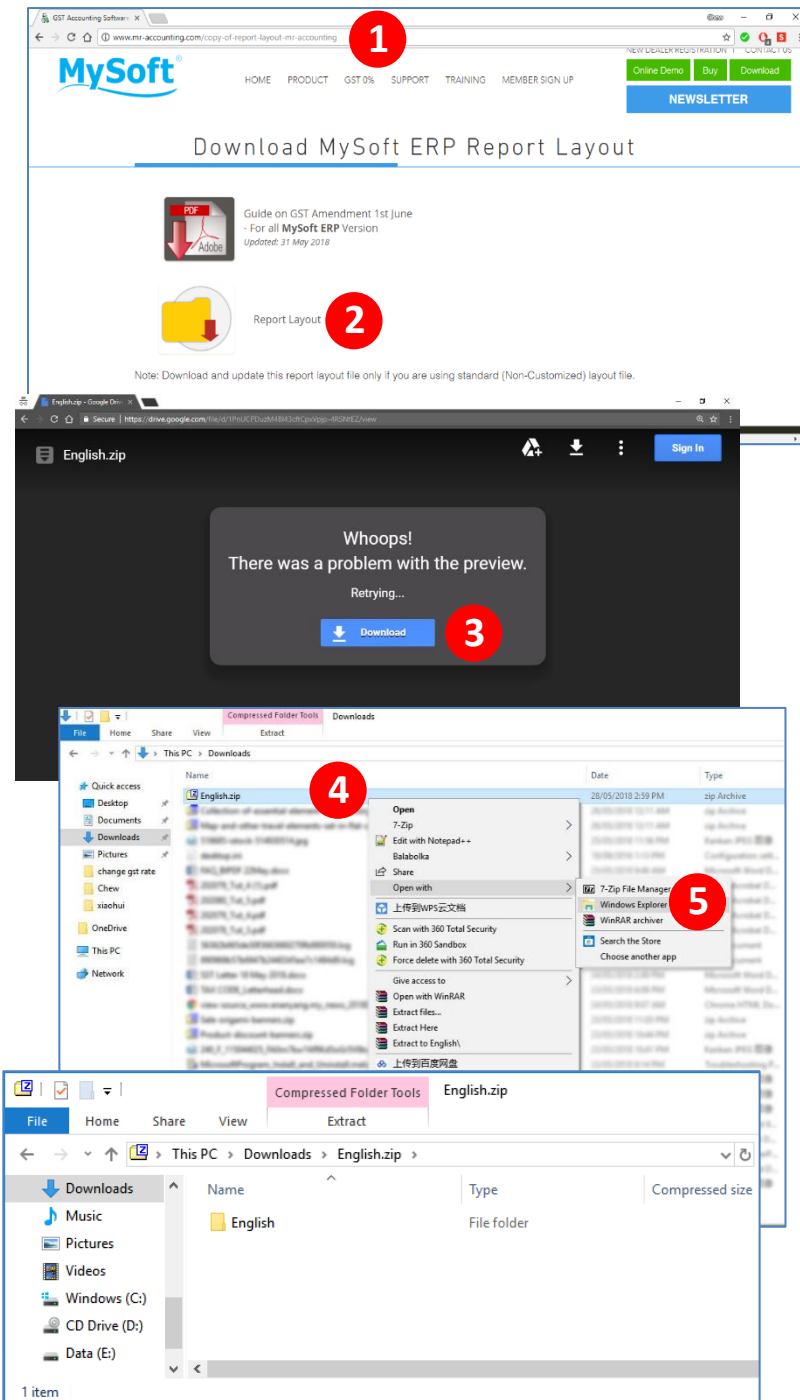


How to Update the Report Layout File – MySoft ERP

Step 1: Download and Open New Layout File

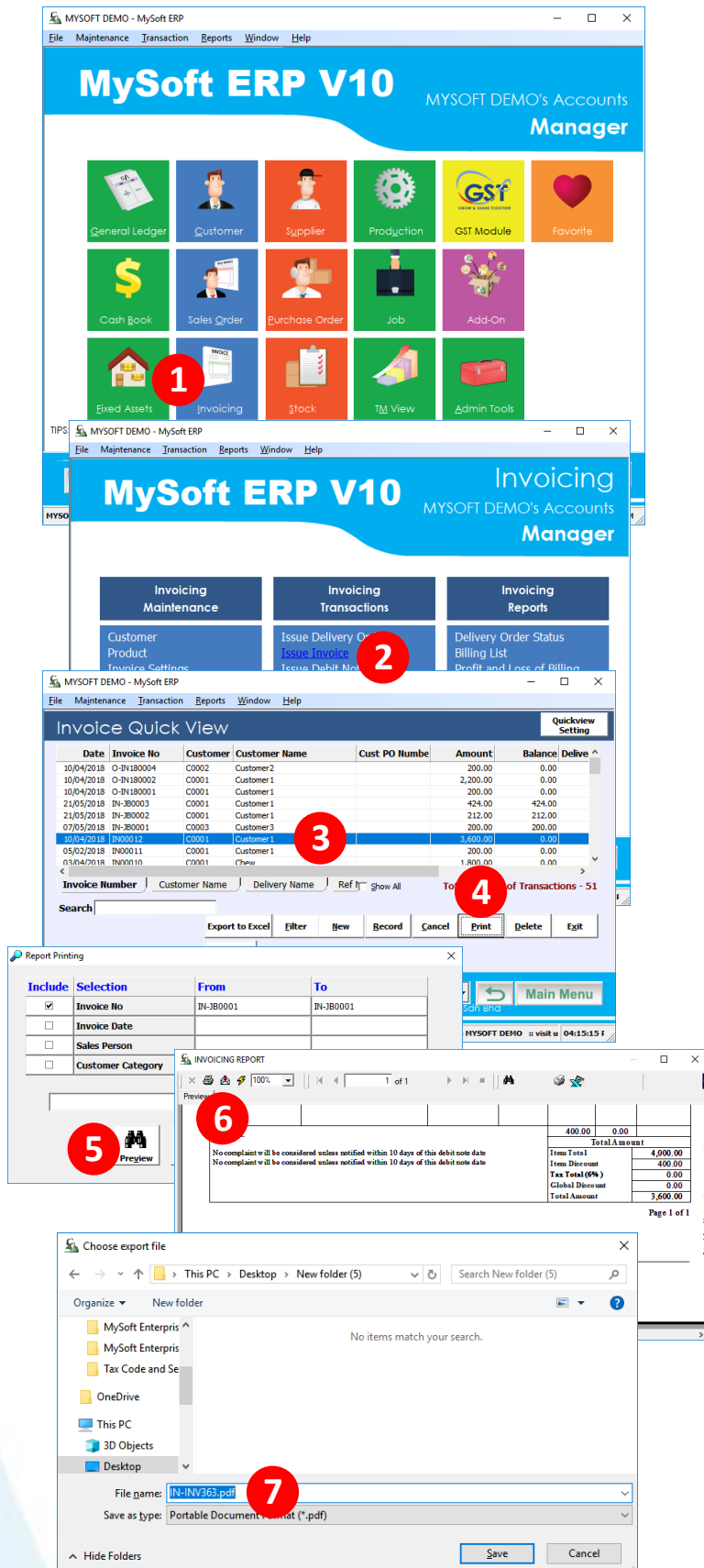


1. Go to <http://www.mr-accounting.com/copy-of-report-layout-mr-accounting>
2. Click **Report Layout** to download file
3. Click **Download**
4. After download is finished, **Right Click Downloaded File (English.zip)**
5. Click **Open with Windows Explorer**

* For Win XP, kindly use other software (eg. 7-zip) to unzip first.

How to Update the Report Layout File – MySoft ERP

Step 2: Find the Layout File That Need to Change



1. Go to the **Invoicing Module**

2. Click **Issue Invoice**

3. Select **any entry**

4. Click **Print**

5. Click **Preview**

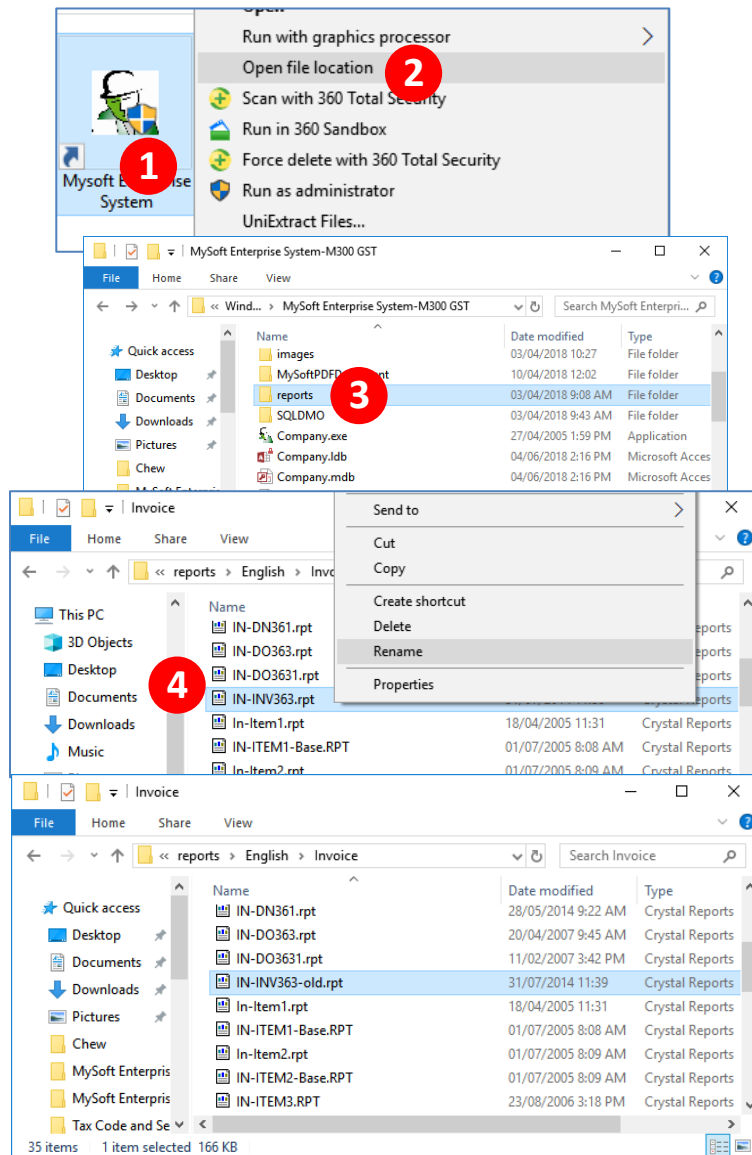
6. Click the **Export Icon**



7. The **Layout File Name** will show in the save export file window.

How to Update the Report Layout File – MySoft ERP

Step 3: Find the Layout File and Backup In The Report Folder



1. Go to desktop, **Right Click MySoft ERP Icon**

2. Click **Open File Location** (Usually locate at C:\MySoft Enterprise System-M300 GST)

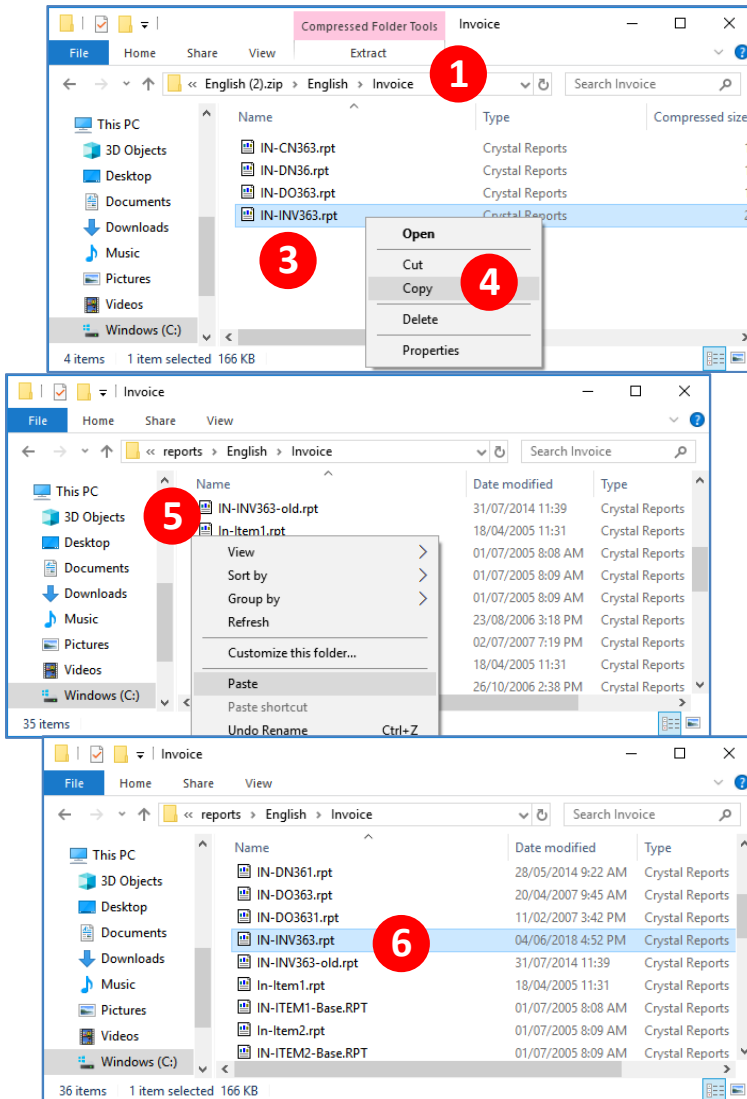
3. Click into **reports** folder and look for the **file name** you found in **Step 2**

Module	Folder
Invoice	Invoice
Delivery Order	Invoice
Credit Note	Invoice
Debit Note	Invoice
Purchase Order	POP
Sales Order	SOP
Sales Quotation	SOP

4. Once you found the file, **rename** it to add **"-old"** behind.

How to Update the Report Layout File – MySoft ERP

Step 4: Copy and Paste the Downloaded Layout File



1. Go back to the **downloaded layout file**
2. Look for the **layout file** with the name you found in **Step 2**
3. Right Click the **layout file** and **Copy** (Ctrl+c)
4. Go back to the **folder** you open in **Step 3** (The place you rename the report)
5. Right Click **empty place** and **Paste** (Ctrl +v)
6. You have done updating the selected report file.

****Repeat the steps above for other layout file if needed.***

****Standard layout file only include:***

- Invoice
- Delivery Order
- Credit Note
- Debit Note
- Purchase Order
- Sales Order
- Sales Quotation