

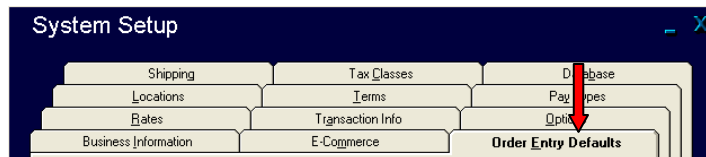
Decimal Points

ADVANTAGE lets you decide whether or not you wish to use decimal points (.) in your database. To change whether or not you are using decimal points, follow the instructions below.

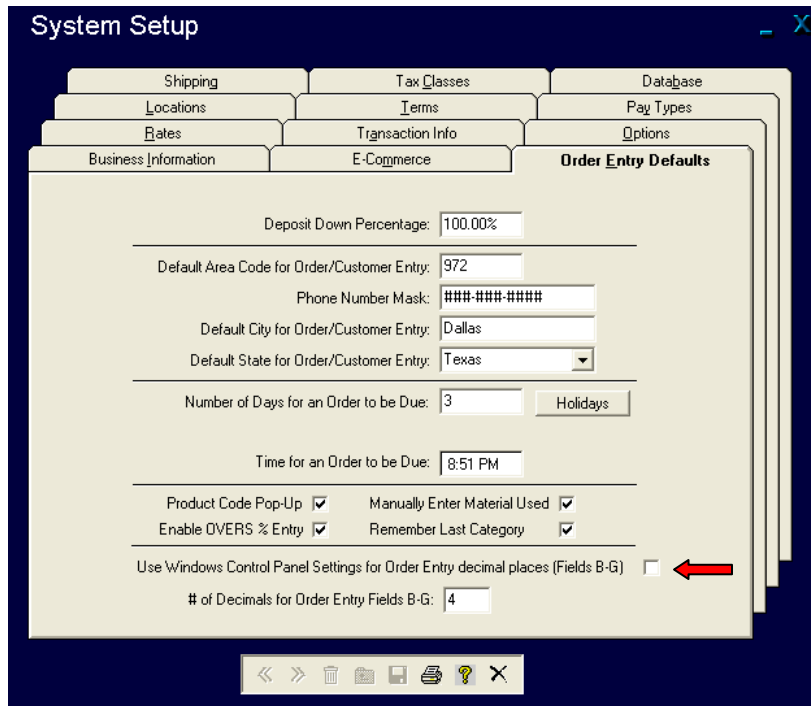
- From the **ADVANTAGE** main menu, click on **System** then **System Setup**:



- Select the **Order Entry Defaults** tab:




- ✚ **ADVANTAGE** displays the **Order Entry Defaults** screen:



The screenshot shows the 'System Setup' window with the 'Order Entry Defaults' tab selected. The window contains the following fields and options:

- Shipping, Tax Classes, Database, Locations, Terms, Pay Types, Rates, Transaction Info, Options, Business Information, E-Commerce, and **Order Entry Defaults** (selected).
- Deposit Down Percentage: 100.00%
- Default Area Code for Order/Customer Entry: 972
- Phone Number Mask: ###-###-####
- Default City for Order/Customer Entry: Dallas
- Default State for Order/Customer Entry: Texas
- Number of Days for an Order to be Due: 3 (with a 'Holidays' button)
- Time for an Order to be Due: 8:51 PM
- Product Code Pop-Up:
- Manually Enter Material Used:
- Enable OVERS % Entry:
- Remember Last Category:
- Use Windows Control Panel Settings for Order Entry decimal places (Fields B-G): (indicated by a red arrow)
- # of Decimals for Order Entry Fields B-G: 4

At the bottom of the window is a toolbar with icons for navigation, save, and help.

- ✚ If you **want** to use decimal points, make sure this box is **unchecked**. If you **do not want** to use decimal points, make sure this box is **checked**.
- ✚ Click on the  **Save** icon to save your changes.