

How To Add Company Locations

1. From **Common Info** menu, click **Company Locations**
2. From **Search Company Locations** screen click **New** toolbar button
3. Enter necessary details on the **Detail** tab. **Location Name** and **Type** fields are required.

Company Location - 0001-Fort Wayne

New Save Search Delete Undo Duplicate Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Locations Purchase Logistics Contract Management Manufacturing POS Draw

Location Name: 0001-Fort Wayne

Type: Warehouse

Location Number: 001

Search Address: Enter address to search...

Address: 4242 Flagstaff Cove

City: Fort Wayne State: IN

Zip/Postal: 46815 Country: United States

Phone: 800.433.5724 Fax:

Email: irelysupport@irely.com

Website: http://www.irely.com

Latitude: 41.119945 Longitude: -85.02701

Licensed: ☒

Active: ☒

Internal Notes: Sample Location

Approvals

Require Approval For	Approver List	Voucher
<input type="checkbox"/>	irelyadmin	<input type="checkbox"/>

- a. If Origin Integration is enabled, Location Number field is disabled
 - b. If Origin Integration is disabled, Location Number field accepts up to 3 numeric characters
 - c. When a **Zip/Postal** is selected, **State/Province**, **City**, and **Country** will automatically be filled out.
4. Select necessary options on **Setup** tab

Company Location - 0001-Fort Wayne

New Save Search Delete Undo Duplicate Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Locations Purchase Logistics Contract Management Manufacturing POS Draw

Use Location Address: Yes

Skip Salesman Default: Yes

Skip Terms Default: ☒

Order Type Default: Invoice

Print Cash Receipts: Yes

Print Cash Tendered: ☒

Sales Tax by Location: Yes

Deliver/Pickup Default: Deliver

Tax Group: Checkoff

Override Patronage: ☒

Host Location: ☐

Track MFT Activity: ☐

Out of Stock Warning: No

Lot Overdrawn Warning: Yes

Default Carrier:

Order Section 2 Required: ☐

Print on PO: Packages

Mixer Size: 300

Override Mixer Size: ☐

Even Batches: ☐

Default Custom Blend: ☐

Agroguide Interface: ☐

5. Setup the necessary General Ledger Accounts on **GL Accounts** tab. **Cash Account** field is required

Company Location - 0001-Fort Wayne

New Save Search Delete Undo Duplicate Close

Detail Setup **GL Accounts** Sales Grain Point of Sale Pricing Cash Deposit Sub Locations Purchase Logistics Contract Management Manufacturing POS Draw

Location	0001	Credit Card Fee	10001-0003-000
Bank Account	Three Rivers Federal Credit Union - 253624539656	Sales Account	47000-0001-005
AR Account	12013-0001-004	Purchase Discount	10001-0003-000
AP Account	20013-0001-004	Interest Account	10001-0007-000
Vendor Prepaid	21001-0000-000	Withhold Account	10001-0007-000
Customer Prepaid	29999-0001-000	Undeposited Funds	10500-0000-000
Service Charges	10001-0004-000	Deferred Payable	
Sales Discounts	10001-0003-000	Petty Cash	10001-0003-000
Cash Over/Short	10001-0000-000	Deferred Revenue	26550-0000-001
Write Off	16020-0001-000	Deferred Payable Interest	42000-0000-007
Commission Expense	10003-0007-000		

1 of 1 Refresh

6. Select necessary details on **Sales** tab

Company Location - 0001-Fort Wayne

New Save Search Delete Undo Duplicate Close

Detail Setup **GL Accounts** **Sales** Grain Point of Sale Pricing Cash Deposit Sub Locations Purchase Logistics Contract Management Manufacturing POS Draw

Invoice Type: Plain full page Printer

Pick Ticket Type: Scale Tops Printer

Print on Invoice: Package Print Contract Balance ☒

John Deere Merch

Invoice Comments: Sample line 1

Options

☒ Use Order# for Invoice# ☒ Override Order/Invoice No

☒ Print Invoice Med Tags ☐ Print Pick Ticket Med Tags ☐ Send to Energy Trac

Credit Card Processing

Enable Credit Card Processing ☒

Merchant Id: 117609002

Merchant Password: *****

1 of 1 Refresh

7. Select necessary details on **Grain** tab

Company Location - 0001-Fort Wayne

New Save Search Delete Undo Duplicate Close

Detail Setup **GL Accounts** **Sales** **Grain** Point of Sale Pricing Cash Deposit Sub Locations Purchase Logistics Contract Management Manufacturing POS Draw

Discount Schedule Type

Location Discount

Location Storage

Market Zone

Last Ticket: A01

Direct Ship Location ☒

Scale Installed ☒

Default Scale ID: AA00

Active ☒

1 of 1 Refresh

8. Select necessary details on **Point of Sale** tab

Company Location - 0001-Fort Wayne

New Save Search Delete Undo Duplicate Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Locations Purchase Logistics Contract Management Manufacturing POS Draw

Using Cash Drawer ☒

Cash Drawer Device ID A01

Print Register Tape ☒

Use UPC on Orders ☒

Use UPC on Physical ☒

Use UPC on Purchase Orders ☒

UPC Search Sequence Item Code

Bar Code Printer Name A02

1 of 1 Refresh

9. Enter the Price descriptions on **Pricing** tab.

Company Location - 0001-Fort Wayne

New Save Search Delete Undo Duplicate Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Locations Purchase Logistics Contract Management Manufacturing POS Draw

Price Descriptions

X Remove Up Down Default Export View Filter (F3)

Name	Level
<input type="checkbox"/> Retail	1
<input type="checkbox"/> Price 1	1
<input type="checkbox"/> Wholesale	2
<input type="checkbox"/> Price 2	2
<input type="checkbox"/> Reseller	3
<input type="checkbox"/> Price 3	3
<input type="checkbox"/>	0

1 of 1 Refresh

10. Select necessary details on **Cash Deposit** tab

Company Location - 0001-Fort Wayne

New Save Search Delete Undo Duplicate Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Locations Purchase Logistics Contract Management Manufacturing POS Draw

Over and Short Entries ☒

Over and Short Account 10001-0000-000

Automatic Cash Deposit Entries ☒

1 of 1 Refresh

11. Add details on **Sub Location** tab

Company Location - 0001-Fort Wayne

NewSaveSearchDeleteUndoDuplicateClose

DetailSetupGL AccountsSalesGrainPoint of SalePricingCash DepositSub LocationsPurchaseLogisticsContract ManagementManufacturingPOS Draw

Storage Locations

X RemoveExportViewFilter (F3)

<input type="checkbox"/> Sub Locations	Description	Vendor	Classification	External	New Lot Bin	Audit Bin
<input type="checkbox"/>	Processing Plant	Processing Plant	Inventory	<input type="checkbox"/>		
<input type="checkbox"/>	FG Station	FG Station	Inventory	<input type="checkbox"/>		
<input type="checkbox"/>	Production Line	Production Line	WIP	<input type="checkbox"/>		
<input type="checkbox"/>	Stellhorn	Stellhorn	Inventory	<input type="checkbox"/>		
<input type="checkbox"/>	Blending	Blending Area	WIP	<input type="checkbox"/>		
<input type="checkbox"/>	Raw Station	Raw Material Station	Inventory	<input type="checkbox"/>		
<input type="checkbox"/>	Packaging	Packaging Area	WIP	<input type="checkbox"/>		
<input type="checkbox"/>	WIP Station	WIP Station	Inventory	<input type="checkbox"/>		
<input type="checkbox"/>	Bulk Produce	Bulk Produce	WIP	<input type="checkbox"/>		
<input type="checkbox"/>	Storage House	Storage HouseAdept	Inventory	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Medication Bin	Medication Bin	Inventory	<input type="checkbox"/>		
<input type="checkbox"/>	Vollers Hamburg G...	Vollers Hamburg G...	Inventory	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Molenbergnatie NV	Molenbergnatie NVMolenbergnatie NV	Inventory	<input checked="" type="checkbox"/>		

Categories

X Remove

☐ Category

3.12sReady

1 of 1Refresh

12. Add the Withhold Percentage if necessary on **Purchase** tab

Company Location - 0001-Fort Wayne

NewSaveSearchDeleteUndoDuplicateClose

DetailSetupGL AccountsSalesGrainPoint of SalePricingCash DepositSub LocationsPurchaseLogisticsContract ManagementManufacturingPOS Draw

Withhold Percent

100%

Company Name

iRely LLC

Print Sign Off

iRely LLC

3.12sEdited

1 of 1Refresh

13. Add necessary details on **Logistics** tab

Company Location - 0001-Fort Wayne

NewSaveSearchDeleteUndoDuplicateClose

DetailSetupGL AccountsSalesGrainPoint of SalePricingCash DepositSub LocationsPurchaseLogisticsContract ManagementManufacturingPOS Draw

Company Name

iRely LLC

Print Sign Off

iRely LLC

3.12sEdited

1 of 1Refresh

14. Add necessary details on **Contract Management** tab

Company Location - 0001-Fort Wayne

New Save Search Delete Undo Duplicate Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Locations Purchase Logistics **Contract Management** Manufacturing POS Drawers

Company Name iRely LLC

Print Sign Off iRely LLC

1 of 1 Refresh

15. Add necessary details on **Manufacturing** tab

Company Location - 0001-Fort Wayne

New Save Search Delete Undo Duplicate Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Locations Purchase Logistics Contract Management **Manufacturing** POS Drawers

Allowable Pick Day Range 0

Allow Create SKU Container ☒

Allow Move Assigned Task ☒

Allow Put Away Unit Types ☐

Auto Comments Update ☒

Auto Comments Update ☐

Average Density A02

Bag Marks Pattern 023

Blend Production Dock Door Unit Production Storage

Blend Production Staging Unit Blend Floor

Blend Affordability Check ☐

Create Outbound Order on Blendsheet Release ☐

Create Load Tasks ☐

Create Put Away Task ☐

Default Carrier

Default Terms

Default Pallet Tag Reprint on Positive Release ☐

1 of 1 Refresh

16. Add necessary details on **POS Drawers** tab

Company Location - 0001-Fort Wayne

New Save Search Delete Undo Duplicate Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Storage Location Purchase Logistics Contract Management Manufacturing **POS Drawers**

Freight Term FOB

POS Drawer

+ Insert X Remove Export View Filter (F3)

<input type="checkbox"/> POS Drawer*	Allow Multiple User
<input type="checkbox"/> Drawer 1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 Refresh

17. Click **Save** toolbar button to save the record

- From **Common Info** folder, click **Company Locations**
 - If there are existing records, **Search Company Locations** screen will open
 - If there is no existing record, the new **Company Locations** screen will open
- From **Search Company Locations** screen click **New** toolbar button
- Enter necessary details on the **Detail** tab. **Location Name** and **Type** fields are required.

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (3)

Location Name: 0000 - Home Office

Type: Office

Location Number: 009

Address: 344 New Albany R

Zip/Postal: 08057 City: Moorestown

State/Province: NJ Country: United States

Phone: 1.888.561.5017 Fax: 898-989-99

Email: testemail@test.com

Website: http://www.irely.com

Latitude: 63.323232 Longitude: 12.323232

Active: ☒

Internal Notes: Test Location

Approvals

+ Insert X Delete Layout Filter Records (F3)

Require Approval For Approver List

☐ Sales Order iRely Admin

☐

Page 1 of 1

- If Origin Integration is enabled, Location Number field is disabled
 - If Origin Integration is disabled, Location Number field accepts up to 3 numeric characters
 - When a **Zip/Postal** is selected, **State/Province**, **City**, and **Country** will automatically be filled out.
- Select necessary options on **Setup** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (3)

Use Location Address: Yes

Skip Salesman Default: Yes

Skip Terms Default: ☒

Order Type Default: Invoice

Print Cash Receipts: Yes

Print Cash Tendered: ☒

Sales Tax by Location: Yes

Deliver/Pickup Default: Deliver

Tax Group: IN

Override Patronage: ☒

Out of Stock Warning: Yes

Lot Overdrawn Warning: Yes

Default Carrier: 0000000005

Order Section 2 Required: ☒

Print on PO: Packages

Mixer Size: 30.00

Override Mixer Size: ☒

Even Batches: ☒

Default Custom Blend: ☒

Agroguide Interface: ☒

Page 1 of 1

5. Setup the necessary General Ledger Accounts on **GL Accounts** tab. **Cash Account** field is required

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup **GL Accounts** Sales Grain Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (3)

Location:	0000	Sales Account:	10000-0000-000
Cash Account:	10000-0000-000	Cost of Goods:	50000-0000-000
Deposit Account:	10000-0000-000	Inventory:	16000-0000-000
AR Account:	12000-0000-000	Write Off Sold:	16020-0000-000
AP Account:	20000-0000-000	Revalue Sold:	16030-0000-000
Vendor Prepaid:	21001-0000-000	Auto Variance:	16010-0000-000
Customer Prepaid:		A/P Clearing:	21000-0000-000
Freight AP Account:	10000-0000-000	Inventory In-Transit:	16050-0000-000
Freight Expenses:	10000-0000-000	Discount Account:	10000-0000-000
Freight Income:	10000-0000-000	Interest Account:	10000-0000-000
Service Charges:	10000-0005-000	Withhold Account:	10000-0000-000
Sales Discounts:	10000-0000-000	Undeposited Funds:	10500-0000-000
Cash Over/Short:	10000-0000-000	Prepaid Account:	10000-0000-000
Write Off:	10000-0000-000	Deferred Payable:	
Credit Card Fee:	10000-0000-000		

Edited Page 1 of 1

6. Select necessary details on **Sales** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup **GL Accounts** **Sales** Grain Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (3)

Invoice Type:	Plain full page	Printer:	
Pick Ticket Type:	Pick Ticket	Printer:	
Last Order No:	001	Last Invoice No:	001
Print on Invoice:	Package	Print Contract Balance:	<input checked="" type="checkbox"/>
John Deere Merch:	55999010		
Invoice Comments:	This is a Test Invoice Comment		

Options

<input checked="" type="checkbox"/> Use Order# for Invoice#	<input checked="" type="checkbox"/> Override Order/Invoice No	
<input checked="" type="checkbox"/> Print Invoice Med Tags	<input checked="" type="checkbox"/> Print Pick Ticket Med Tags	<input checked="" type="checkbox"/> Send to Energy Trac

Edited Page 1 of 1

7. Select necessary details on **Grain** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales **Grain** Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (3)

Discount Schedule Type:

Location Discount:

Location Storage:

Market Zone:

Last Ticket:

Direct Ship Location: ☒

Scale Installed: ☒

Default Scale ID:

Active: ☒

Page 1 of 1

8. Select necessary details on **Point of Sale** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain **Point of Sale** Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (3)

Using Cash Drawer: ☒

Cash Drawer Device ID:

Print Register Tape: ☒

Use UPC on Orders: ☒

Use UPC on Physical: ☒

Use UPC on Purchase Orders: ☒

UPC Search Sequence:

Bar Code Printer Name:

Page 1 of 1

9. Enter the Price descriptions on **Pricing** tab.

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale **Pricing** Cash Deposit Sub Location Purchase Manufacturing Audit Log (3)

Price Descriptions

X Remove ▲ Up ▼ Down Layout Filter Records (F3)

<input type="checkbox"/> Name	Level ▲
<input type="checkbox"/> Initial	1
<input type="checkbox"/> Intermediate	2
<input type="checkbox"/> Advanced	3
<input type="checkbox"/>	

Page 1 of 1

10. Select necessary details on **Cash Deposit** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing **Cash Deposit** Sub Location Purchase Manufacturing Audit Log (3)

Over and Short Entries: ☒

Over and Short Account:

Automatic Cash Deposit Entries: ☒

Page 1 of 1

11. Add details on **Sub Location** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (3)

Sub Locations

X Remove Filter:

<input type="checkbox"/> Sub Location	Description	Classification	External	New Lot Bin	Audit Bin
<input checked="" type="checkbox"/> Sub Loc	loc 1	Inventory	<input checked="" type="checkbox"/>	Production Stor...	RM Storage
<input type="checkbox"/>			<input type="checkbox"/>		

Categories

X Remove

<input type="checkbox"/> Category
<input checked="" type="checkbox"/> DDSL
<input type="checkbox"/>

Edited

Page 1 of 1

12. Add the Withhold Percentage if necessary on **Purchase** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (3)

Withhold Percent:

Edited

Page 1 of 1

13. Add necessary details on **Manufacturing** tab

The screenshot shows the 'Company Location - 0000 - Home Office' window with the 'Manufacturing' tab selected. The window has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. Below the menu bar is a tab bar with 'Detail', 'Setup', 'GL Accounts', 'Sales', 'Grain', 'Point of Sale', 'Pricing', 'Cash Deposit', 'Sub Location', 'Purchase', 'Manufacturing', and 'Audit Log (3)'. The 'Manufacturing' tab contains the following fields:

- Allowable Pick Day Range: 2
- Allow Create SKU Container: ☒
- Allow Move Assigned Task: ☒
- Allow Put Away Unit Types: ☒
- Auto Comments Update: ☒
- Auto Comments Update: ☒
- Average Density: Test
- Bag Marks Pattern: Test
- Blend Production Dock Door Unit: RM Storage
- Blend Production Staging Unit: Production Storage
- Blend Affordability Check: ☒
- Create Outbound Order on Blendsheet Release: ☒
- Create Load Tasks: ☒
- Create Put Away Task: ☒
- Default Carrier: Apple Spice Sales

The bottom of the window shows a status bar with a question mark, a globe icon, a lightbulb icon, an envelope icon, and the text 'Edited'. On the right side of the status bar, there is a page indicator 'Page 1 of 1'.

14. Click **Save** toolbar button to save the record

- From **Common Info** folder, click **Company Locations**
 1. If there are existing records, **Search Company Locations** screen will open
 2. If there is no existing record, the new **Company Locations** screen will open
- From **Search Company Locations** screen click **New** toolbar button
- Enter necessary details on the **Detail** tab. **Location Name** and **Type** fields are required.

The screenshot shows the 'Company Location - 0000 - Home Office' window with the 'Detail' tab selected. The window has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. Below the menu bar is a tab bar with 'Detail', 'Setup', 'GL Accounts', 'Sales', 'Grain', 'Point of Sale', 'Pricing', 'Cash Deposit', 'Sub Location', 'Purchase', 'Manufacturing', and 'Audit Log (3)'. The 'Detail' tab contains the following fields:

- Location Name: 0000 - Home Office
- Type: Office
- Location Number: 010
- Address: 344 New Albany R
- Zip/Postal: 08057
- City: Moorestown
- State/Province: NJ
- Country: United States
- Phone: 1.888.561.5017
- Fax:
- Email: home@irely.com
- Website: http://www.home.com
- Internal Notes: Test Location Only.
- Active: ☒

The bottom of the window shows a status bar with a question mark, a globe icon, a lightbulb icon, an envelope icon, and the text 'Edited'. On the right side of the status bar, there is a page indicator 'Page 1 of 1'.

1. If Origin Integration is enabled, Location Number field is disabled
2. If Origin Integration is disabled, Location Number field accepts up to 3 numeric characters
3. When a **Zip/Postal** is selected, **State/Province**, **City**, and **Country** will automatically be filled out.

- Select necessary options on **Setup** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail **Setup** GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (3)

Use Location Address:	Yes	Out of Stock Warning:	Yes
Skip Salesman Default:	No	Lot Overdrawn Warning:	No
Skip Terms Default:	<input checked="" type="checkbox"/>	Default Carrier:	0000000005
Order Type Default:	Invoice	Order Section 2 Required:	<input checked="" type="checkbox"/>
Print Cash Receipts:	Register Tape	Print on PO:	Packages
Print Cash Tendered:	<input checked="" type="checkbox"/>	Mixer Size:	30.00
Sales Tax by Location:	Yes	Override Mixer Size:	<input checked="" type="checkbox"/>
Deliver/Pickup Default:	Deliver	Even Batches:	<input checked="" type="checkbox"/>
Tax Group:	IN SST	Default Custom Blend:	<input checked="" type="checkbox"/>
Override Patronage:	<input checked="" type="checkbox"/>	Agroguide Interface:	<input checked="" type="checkbox"/>

Edited Page 1 of 1

- Setup the necessary General Ledger Accounts on **GL Accounts** tab. **Cash Account** field is required

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail **Setup** **GL Accounts** Sales Grain Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (3)

Location:	0000	Credit Card Fee:	10002-0000-000
Cash Account:	10001-0000-000	Sales Account:	10001-0003-000
Deposit Account:	10005-0000-000	Cost of Goods:	50000-0001-100
AR Account:	12000-0000-000	Inventory:	16000-0001-005
AP Account:	20000-0000-000	Write Off Sold:	16020-0004-000
Vendor Prepaid:	21001-0000-000	Revalue Sold:	16030-0001-000
Customer Prepaid:	99004-0001-001	Auto Variance:	16010-0001-000
Freight AP Account:	10005-0000-000	A/P Clearing:	21000-0001-000
Freight Expenses:	10718-0000-001	Inventory In-Transit:	16050-0003-000
Freight Income:	10718-0001-000	Discount Account:	55000-0000-000
Service Charges:	10718-0000-100	Interest Account:	72000-0000-000
Sales Discounts:	10718-0000-005	Withhold Account:	10001-0002-000
Cash Over/Short:	10718-0001-005	Undeposited Funds:	10500-0001-000
Write Off:	10500-0003-000	Prepaid Account:	10001-0000-000

Edited Page 1 of 1

- Select necessary details on **Sales** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts **Sales** Grain Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (4)

Invoice Type: Plain half page Printer:
Pick Ticket Type: Mix Sheet Printer:
Last Order No: 001 Last Invoice No: 100
Print on Invoice: Item Print Contract Balance: ☒
John Deere Merch: 55999010
Invoice Comments: Test

Options

☒ Use Order# for Invoice# ☒ Override Order/Invoice No
☒ Print Invoice Med Tags ☒ Print Pick Ticket Med Tags ☒ Send to Energy Trac

? ? ? ? Edited Page 1 of 1

- Select necessary details on **Grain** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales **Grain** Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (2)

Discount Schedule Type:
Location Discount:
Location Storage:
Market Zone: MZ
Last Ticket: 10021
Direct Ship Location: ☒
Scale Installed: ☒
Default Scale ID: 1002
Active: ☒

? ? ? ? Edited Page 1 of 1

- Select necessary details on **Point of Sale** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain **Point of Sale** Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (3)

Using Cash Drawer: ☒

Cash Drawer Device ID:

Print Register Tape: ☒

Use UPC on Orders: ☒

Use UPC on Physical: ☒

Use UPC on Purchase Orders: ☒

UPC Search Sequence:

Bar Code Printer Name:

Page 1 of 1

- Enter the Price descriptions on **Pricing** tab.

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale **Pricing** Cash Deposit Sub Location Purchase Manufacturing Audit Log (3)

Price Descriptions

X Remove ▲ Up ▼ Down Layout Filter Records (F3)

<input type="checkbox"/> Name	Level ▲
<input type="checkbox"/> Price 1	1
<input type="checkbox"/> Price 2	2
<input type="checkbox"/> Price 3	3
<input type="checkbox"/> Price 4	4
<input type="checkbox"/> Price 5	5
<input type="checkbox"/>	

Page 1 of 1

- Select necessary details on **Cash Deposit** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing **Cash Deposit** Sub Location Purchase Manufacturing Audit Log (3)

Over and Short Entries: ☒

Over and Short Account:

Automatic Cash Deposit Entries: ☒

Page 1 of 1

- Add details on **Sub Location** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit **Sub Location** Purchase Manufacturing Audit Log (3)

Sub Locations

X Remove Filter:

<input type="checkbox"/> Sub Location	Description	Classification	External	New Lot Bin	Audit Bin
<input checked="" type="checkbox"/> Loc 1	Test location 1	Inventory	<input checked="" type="checkbox"/>	RM Storage	RM Storage
<input type="checkbox"/>			<input type="checkbox"/>		

Categories

X Remove

☐ Category

Page 1 of 1

- Add the Withhold Percentage if necessary on **Purchase** tab

The screenshot shows the 'Company Location - 0000 - Home Office' window with the 'Purchase' tab selected. The 'Withhold Percent' field is set to 30%. The window includes a toolbar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close' buttons. The bottom status bar shows 'Page 1 of 1'.

- Add necessary details on **Manufacturing** tab

The screenshot shows the 'Company Location - 0000 - Home Office' window with the 'Manufacturing' tab selected. The following fields are visible and filled out: 'Allowable Pick Day Range' (10), 'Allow Create SKU Container' (checked), 'Allow Move Assigned Task' (checked), 'Allow Put Away Unit Types' (checked), 'Auto Comments Update' (checked), 'Average Density' (110), 'Bag Marks Pattern' (Test), 'Blend Production Dock Door Unit' (RM Storage), 'Blend Production Staging Unit' (Production Storage), 'Blend Affordability Check' (checked), 'Create Outbound Order on Blendsheet Release' (checked), 'Create Load Tasks' (checked), 'Create Put Away Task' (checked), and 'Default Carrier' (Archer Daniels Midland). The window includes a toolbar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close' buttons. The bottom status bar shows 'Page 1 of 1'.

- Click **Save** toolbar button to save the record

1. From **Common Info** folder, click **Company Locations**
 - a. If there are existing records, **Search Company Locations** screen will open
 - b. If there is no existing record, the new **Company Locations** screen will open
2. From **Search Company Locations** screen click **New** toolbar button

3. Enter necessary details on the **Detail** tab. **Location Name** and **Type** fields are required.

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (0)

Location Name: 0000 - Home Office Type: Office

Address: 123 New Albany R

Zip/Postal: 08057 City: Moorestown

State/Province: NJ Country: United States

Phone: 1.888.561.5017 Fax: 26532654

Email: test@test.com

Website: http://www.irely.com

Internal Notes: Test Internal Notes Only!

Active: ☒

Edited Page 1 of 1

4. When a **Zip/Postal** is selected, **State/Province**, **City**, and **Country** will automatically be filled out.
Select necessary options on **Setup** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (0)

Use Location Address: Yes Out of Stock Warning: No

Skip Salesman Default: Yes Lot Overdrawn Warning: No

Skip Terms Default: ☒ Default Carrier: 0000000005

Order Type Default: Order Order Section 2 Required: ☒

Print Cash Receipts: Yes Print on PO: Packages

Print Cash Tendered: ☒ Mixer Size: 100.00

Sales Tax by Location: No Override Mixer Size: ☒

Deliver/Pickup Default: Pickup Even Batches: ☒

Tax Group: IN SST Default Custom Blend: ☒

Override Patronage: ☒ Agroguide Interface: ☒

Edited Page 1 of 1

5. Setup the necessary General Ledger Accounts on **GL Accounts** tab. **Cash Account** field is required

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup **GL Accounts** Sales Grain Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (1)

Location:	0000	Credit Card Fee:	10005-0000-000
Cash Account:	10002-0000-000	Sales Account:	10005-0000-000
Deposit Account:	10005-0000-000	Cost of Goods:	50000-0001-100
AR Account:	12000-0000-000	Inventory:	16000-0002-000
AP Account:	20000-0000-000	Write Off Sold:	16020-0002-000
Vendor Prepaid:	21001-0000-000	Revalue Sold:	16030-0000-000
Customer Prepaid:	10032-0000-000	Auto Negative:	16010-0002-000
Freight AP Account:	10001-0000-000	A/P Clearing:	21000-0002-000
Freight Expenses:	10000-0000-000	Inventory In-Transit:	16050-0001-000
Freight Income:	10001-0001-000	Discount Account:	55000-0000-000
Service Charges:	10003-0000-000	Interest Account:	72000-0000-000
Sales Discounts:	10500-0001-000	Withhold Account:	10001-0004-000
Cash Over/Short:	10500-0000-000	Undeposited Funds:	10500-0000-000
Write Off:	10500-0002-000	Prepaid Account:	10001-0001-000

Edited Page 1 of 1

6. Select necessary details on **Sales** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts **Sales** Grain Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (2)

Invoice Type: Plain half page Printer:

Pick Ticket Type: Pick Ticket Printer:

Last Order No: 1002 Last Invoice No: 1003

Print on Invoice: Item Print Contract Balance: ☒

John Deere Merch:

Invoice Comments:

Options

☒ Use Order# for Invoice# ☒ Override Order/Invoice No

☒ Print Invoice Med Tags ☒ Print Pick Ticket Med Tags ☒ Send to Energy Trac

Edited Page 1 of 1

7. Select necessary details on **Grain** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales **Grain** Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (2)

Discount Schedule Type:

Location Discount:

Location Storage:

Market Zone: MZ

Last Ticket: 10021

Direct Ship Location: ☒

Scale Installed: ☒

Default Scale ID: 1002

Active: ☒

Page 1 of 1

8. Select necessary details on **Point of Sale** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain **Point of Sale** Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (3)

Using Cash Drawer: ☒

Cash Drawer Device ID: Test1

Print Register Tape: ☒

Use UPC on Orders: ☒

Use UPC on Physical: ☒

Use UPC on Purchase Orders: ☒

UPC Search Sequence:

Bar Code Printer Name: 11121

Page 1 of 1

9. Enter the Price descriptions on **Pricing** tab.

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale **Pricing** Cash Deposit Sub Location Purchase Manufacturing Audit Log (3)

Price Descriptions

X Remove ▲ Up ▼ Down Layout Filter Records (F3)

<input type="checkbox"/> Name	Level ▲
<input type="checkbox"/> Price 1	1
<input type="checkbox"/> Price 2	2
<input type="checkbox"/> Price 3	3
<input type="checkbox"/> Price 4	4
<input type="checkbox"/> Price 5	5
<input type="checkbox"/>	

Page 1 of 1

10. Select necessary details on **Cash Deposit** tab

Company Location - 0000 - Home Office

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing **Cash Deposit** Sub Location Purchase Manufacturing Audit Log (3)

Over and Short Entries: ☒

Over and Short Account:

Automatic Cash Deposit Entries: ☒

Page 1 of 1

11. Add details on **Sub Location** tab

Company Location - 0000 - Home Office

New

Save

Search

Delete

Undo

Close

Detail

Setup

GL Accounts

Sales

Grain

Point of Sale

Pricing

Cash Deposit

Sub Location

Purchase

Manufacturing

Audit Log (3)

Sub Locations

X Remove

Filter:

<input type="checkbox"/> Sub Location	Description	Classification	External	New Lot Bin	Audit Bin
<input checked="" type="checkbox"/> Loc 1	Test location 1	Inventory	<input checked="" type="checkbox"/>	RM Storage	RM Storage
<input type="checkbox"/>			<input type="checkbox"/>		

Categories

X Remove

☐ Category

☐

1 of 1

12. Add the Withhold Percentage if necessary on **Purchase tab**

Company Location - 0000 - Home Office

New

Save

Search

Delete

Undo

Close

Detail

Setup

GL Accounts

Sales

Grain

Point of Sale

Pricing

Cash Deposit

Sub Location

Purchase

Manufacturing

Audit Log (4)

Withhold Percent:

30%

?

Edited

Page

1

of 1

13. Add necessary details on **Manufacturing** tab

The screenshot shows the 'Company Location - 0000 - Home Office' window with the 'Manufacturing' tab selected. The window has a toolbar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. Below the toolbar are tabs for 'Detail', 'Setup', 'GL Accounts', 'Sales', 'Grain', 'Point of Sale', 'Pricing', 'Cash Deposit', 'Sub Location', 'Purchase', 'Manufacturing', and 'Audit Log (4)'. The 'Manufacturing' tab contains the following fields:

- Allowable Pick Day Range: 10
- Allow Create SKU Container: ☒
- Allow Move Assigned Task: ☒
- Allow Put Away Unit Types: ☒
- Auto Comments Update: ☒
- Average Density: 110
- Bag Marks Pattern: Test
- Blend Production Dock Door Unit: RM Storage
- Blend Production Staging Unit: Production Storage
- Blend Affordability Check: ☒
- Create Outbound Order on Blendsheet Release: ☒
- Create Load Tasks: ☒
- Create Put Away Task: ☒
- Default Carrier: Archer Daniels Midland

The bottom status bar shows 'Page 1 of 1'.

14. Click **Save** toolbar button to save the record

- From **Common Info** folder, click **Company Locations**
 - If there are existing records, **Search Company Locations** screen will open
 - If there is no existing record, the new **Company Locations** screen will open
- From **Search Company Locations** screen click **New** toolbar button
- Enter necessary details on the **Detail** tab

The screenshot shows the 'Company Location - iRely Makati' window with the 'Detail' tab selected. The window has a toolbar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. Below the toolbar are tabs for 'Detail', 'Setup', 'GL Accounts', 'Sales', 'Grain', 'Point of Sale', 'Pricing', 'Cash Deposit', 'Sub Location', and 'Purchase'. The 'Detail' tab contains the following fields:

- Location Name: iRely Makati
- Type: Office
- Address: 26F Tower 2 The Enterprise Center, 6766 Ayala Avenue corner Paseo de Roxas St., Makati City
- Zip/Postal: 1227
- City: Makati
- State/Province: NCR
- Country: Philippines
- Phone: 1324-466-455
- Fax: 134-7954-45
- Email: irely@irelytest.com
- Website: http://www.irely.com
- Internal Notes: Test Internal Notes
- Active: ☒

The bottom status bar shows 'Page 1 of 1'.

i When a **Zip/Postal** is selected, **State/Province**, **City**, and **Country** will automatically be filled out.

4. Select necessary options on **Setup** tab

Company Location - iRelly Makati

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location Purchase

Use Location Address: No Override Patronage: ☒

Skip Salesman Default: Yes Out of Stock Warning: Yes

Skip Terms Default: ☒ Lot Overdrawn Warning: Not Allowed

Order Type Default: Invoice Default Carrier: 0000000003

Print Cash Receipts: Yes Order Section 2 Required: ☒

Print Cash Tendered: ☒ Print on PO: Packages

Sales Tax by Location: Yes Mixer Size: 30.00

Deliver/Pickup Default: Pickup Override Mixer Size: ☒

Tax State: MO Even Batches: ☒

Tax Authority ID 1: VAN Default Custom Blend: ☒

Tax Authority ID 2: ALL Agroguide Interface: ☒

Edited Page 1 of 1

5. Setup the necessary General Ledger Accounts on **GL Accounts** tab

Company Location - iRelly Makati

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location Purchase

Location: 1004 Write Off: 10160-9001

Cash Account: 10100-0000 Credit Card Fee: 10100-0000

Deposit Account: 10100-0000 Sales Account: 10120-0000

AR Account: 10100-0000 Cost of Goods: 50110-1001

AP Account: 26003-0000 Inventory: 12020-1001

Sales Adv Account: 10130-0000 Write Off Sold: 10001-1006

Purchase Adv Account: 10100-0000 Revalue Sold: 40002-1006

Freight AP Account: 10102-0000 Auto Negative: 50004-1006

Freight Expenses: 10160-9004 A/P Clearing: 10003-1006

Freight Income: 10160-9005 Inventory In-Transit: 50006-1006

Service Charges: 10160-9015 Discount Account: 10005-0000

Sales Discounts: 11060-3015 Interest Account: 10120-0000

Cash Over/Short: 11140-0000 Withhold Account: 10005-0000

Edited Page 1 of 1

6. Select necessary details on **Sales** tab

Company Location - iRelly Makati

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location Purchase

Invoice Type: Plain full page Printer:

Pick Ticket Type: Scale Tops Printer:

Last Order No: 1002 Last Invoice No:

Print on Invoice: Item Print Contract Balance: ☐

John Deere Merch:

Invoice Comments: This is a Test Invoice Comment.
Thank you!

Options

☒ Use Order# for Invoice# ☒ Override Order/Invoice No

☒ Print Invoice Med Tags ☒ Print Pick Ticket Med Tags ☒ Send to Energy Trac

Edited Page 1 of 1

7. Select necessary details on **Grain** tab

The screenshot shows the 'Grain' tab selected in the 'Company Location - iRelly Makati' window. The window has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. Below the menu bar are tabs for 'Detail', 'Setup', 'GL Accounts', 'Sales', 'Grain', 'Point of Sale', 'Pricing', 'Cash Deposit', 'Sub Location', and 'Purchase'. The 'Grain' tab is active, displaying the following fields:

- Discount Schedule Type: [Dropdown]
- Location Discount: [Dropdown]
- Location Storage: [Dropdown]
- Market Zone: 004 [Dropdown]
- Last Ticket: Test 01 [Text]
- Direct Ship Location: ☒
- Scale Installed: ☒
- Default Scale ID: Test [Text]
- Active: ☒

The status bar at the bottom indicates 'Page 1 of 1'.

8. Select necessary details on **Point of Sale** tab

The screenshot shows the 'Point of Sale' tab selected in the 'Company Location - iRelly Makati' window. The window has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. Below the menu bar are tabs for 'Detail', 'Setup', 'GL Accounts', 'Sales', 'Grain', 'Point of Sale', 'Pricing', 'Cash Deposit', 'Sub Location', and 'Purchase'. The 'Point of Sale' tab is active, displaying the following fields:

- Using Cash Drawer: ☒
- Cash Drawer Device ID: 102323 [Text]
- Print Register Tape: ☒
- Use UPC on Orders: ☒
- Use UPC on Physical: ☒
- Use UPC on Purchase Orders: ☒
- UPC Search Sequence: GTIN Code [Dropdown]
- Bar Code Printer Name: 3215 [Text]

The status bar at the bottom indicates 'Page 1 of 1'.

9. Enter the Price descriptions on **Pricing** tab.

The screenshot shows the 'Pricing' tab selected in the 'Company Location - iRelly Makati' window. The window has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. Below the menu bar are tabs for 'Detail', 'Setup', 'GL Accounts', 'Sales', 'Grain', 'Point of Sale', 'Pricing', 'Cash Deposit', 'Sub Location', and 'Purchase'. The 'Pricing' tab is active, displaying the 'Price Descriptions' section. This section includes a table with columns 'Name' and 'Level'.

Name	Level
Price 1	1
Price 2	2
Price 3	3
Price 4	4
Price 5	5

The status bar at the bottom indicates 'Page 1 of 1'.

10. Select necessary details on **Cash Deposit** tab

Company Location - iRelay Makati

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing **Cash Deposit** Sub Location Purchase

Over and Short Entries: ☒

Over and Short Account:

Automatic Cash Deposit Entries: ☒

Edited Page 1 of 1

11. Add details on **Sub Location** tab

Company Location - iRelay Makati

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit **Sub Location** Purchase

Sub Locations

Remove Filter:

<input type="checkbox"/>	Sub Location	Description	Classification	External	New Lot Bin	Audit Bin
<input type="checkbox"/>	Office 2	Office 2 Sub Location	Inventory	<input checked="" type="checkbox"/>	M001	M001
<input type="checkbox"/>				<input type="checkbox"/>		

Categories

Remove

<input type="checkbox"/>	Category
<input type="checkbox"/>	All
<input type="checkbox"/>	

Edited Page 1 of 1

12. Add the Withhold Percentage if necessary on **Purchase** tab

Company Location - iRelay Makati

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location **Purchase**

Withhold Percent:

Edited Page 1 of 1

13. Click **Save** toolbar button to save the record

- From **Common Info** folder, click **Company Locations**
 - If there are existing records, **Search Company Locations** screen will open
 - If there is no existing record, the new **Company Locations** screen will open
- From **Search Company Locations** screen click **New** toolbar button
- Enter necessary details on the **Detail** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location

Location Name: iRely Type: Office

Address: Makati City

Zip/Postal: 1227 City: Makati

State/Province: NC Country: Philippines

Phone: 987 Fax: 5455

Email: irely@irely.com

Website: www.irely.com

Internal Notes: Test Company Locations

Ready Page 1 of 1

i When a **Zip/Postal** is selected, **State/Province**, **City**, and **Country** will automatically be filled out.

- Select necessary options on **Setup** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location

Use Location Address: Yes Override Patronage: ☒

Skip Salesman Default: No Out of Stock Warning: Yes

Skip Terms Default: ☒ Lot Overdrawn Warning: Yes

Order Type Default: Cash Sale Default Carrier: 0000000001

Print Cash Receipts: Register Tape Order Section 2 Required: ☒

Print Cash Tendered: ☒ Print on PO: Packages

Sales Tax by Location: Yes Mixer Size: 3

Deliver/Pickup Default: Pickup Override Mixer Size: ☒

Tax State: MO Even Batches: ☒

Tax Authority ID 1: WIL Default Custom Blend: ☒

Tax Authority ID 2: Agroguide Interface: ☒

Location Active: ☒

Ready Page 1 of 1

5. Setup the necessary General Ledger Accounts on **GL Accounts** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup **GL Accounts** Sales Grain Point of Sale Pricing Cash Deposit Sub Location

Location:	1002	Cash Over/Short:	10100-0000
Cash Account:	10100-0000	Write Off:	11240-0000
Deposit Account:	99005-1003	Credit Card Fee:	10208-0000
AR Account:	71805-5008	Sales Account:	11150-9002
AP Account:	99006-1002	Cost of Goods:	99007-1005
Sales Adv Account:	11000-0000	Inventory:	12010-1001
Purchase Adv Account:	10140-0000	Write Off Sold:	99011-1006
Freight AP Account:	11320-0000	Revalue Sold:	99013-1099
Freight Expenses:	11030-0000	Auto Negative:	99014-1002
Freight Income:	11500-0000	A/P Clearing:	27020-0000
Service Charges:	12020-1005	Inventory In-Transit:	99015-1004
Sales Discounts:	12010-1006		

Ready Page 1 of 1

6. Select necessary details on **Sales** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts **Sales** Grain Point of Sale Pricing Cash Deposit Sub Location

Invoice Type:	Plain full page	Printer:	
Pick Ticket Type:	Mix Sheet	Printer:	
Last Order No:	123	Last Invoice No:	123
Print on Invoice:	Package	Print Contract Balance:	<input checked="" type="checkbox"/>
John Deere Merch:			
Invoice Comments:	Test 1234		

Options

<input checked="" type="checkbox"/> Use Order# for Invoice#	<input checked="" type="checkbox"/> Override Order/Invoice No
<input checked="" type="checkbox"/> Print Invoice Med Tags	<input checked="" type="checkbox"/> Print Pick Ticket Med Tags
	<input checked="" type="checkbox"/> Send to Energy Trac

Ready Page 1 of 1

7. Select necessary details on **Grain** tab

The screenshot shows the 'Company Locations' window with the 'Grain' tab selected. The window has a title bar 'Company Locations' and standard window controls. Below the title bar is a toolbar with icons for New, Save, Search, Delete, Undo, and Close. A tab bar contains 'Detail', 'Setup', 'GL Accounts', 'Sales', 'Grain', 'Point of Sale', 'Pricing', 'Cash Deposit', and 'Sub Location'. The 'Grain' tab is active, displaying the following fields:

- Discount Schedule Type: [Dropdown menu]
- Location Discount: [Dropdown menu]
- Location Storage: [Dropdown menu]
- Market Zone: AG1 [Dropdown menu]
- Last Ticket: 002 [Text field]
- Direct Ship Location: ☒
- Scale Installed: ☒
- Default Scale ID: 789 [Text field]
- Active: ☒

The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

8. Select necessary details on **Point of Sale** tab

The screenshot shows the 'Company Locations' window with the 'Point of Sale' tab selected. The window has a title bar 'Company Locations' and standard window controls. Below the title bar is a toolbar with icons for New, Save, Search, Delete, Undo, and Close. A tab bar contains 'Detail', 'Setup', 'GL Accounts', 'Sales', 'Grain', 'Point of Sale', 'Pricing', 'Cash Deposit', and 'Sub Location'. The 'Point of Sale' tab is active, displaying the following fields:

- Using Cash Drawer: ☒
- Cash Drawer Device ID: 21 [Text field]
- Print Register Tape: ☒
- Use UPC on Orders: ☒
- Use UPC on Physical: ☒
- Use UPC on Purchase Orders: ☒
- UPC Search Sequence: UPC Code [Dropdown menu]
- Bar Code Printer Name: 65 [Text field]

The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

9. Enter the Price descriptions on **Pricing** tab.

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale **Pricing** Cash Deposit Sub Location

Price Descriptions

Remove Up Down Layout Filter Records (F3)

Name	Level
Price 1	1
Price 2	2
Price 3	3
Price 4	4
Price 5	5
Price 6	6
Price 7	7

Ready Page 1 of 1

10. Select necessary details on **Cash Deposit** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing **Cash Deposit** Sub Location

Over and Short Entries: ☒

Over and Short Account:

Automatic Cash Deposit Entries: ☒

Ready Page 1 of 1

11. Add details on **Sub Location** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location

Sub Locations

Remove Filter:

Sub Location	Description	Classification	New Lot Bin	Audit Bin	Address Key	
<input checked="" type="checkbox"/>	Loc 1	test	Inventory	M001	M001	123
<input type="checkbox"/>						

Categories

Remove

Category
<input type="checkbox"/> 001
<input type="checkbox"/>

Ready Page 1 of 1

12. Click **Save** toolbar button to save the record

1. From **Common Info** folder, double click **Company Locations**
 - a. If there are existing records, **Search Company Locations** screen will open
 - b. If there is no existing record, the new **Company Locations** screen will open
2. From **Search Company Locations** screen click **New** toolbar button
3. Enter necessary details on the **Detail** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location

Location Name: Makati Type: Office

Address: 26F Tower 2 The Enterprise Center, 6766 Ayala Avenue corner Paseo de Roxas St., Makati City 1200

Zip/Postal: 1227 City: Makati

State/Province: NCR Country: Philippines

Phone: 123456 Fax: 789546

Email: test@irely.com

Website: www.irely.com

Internal Notes: Test Location Only

Saved Page 1 of 1

When a **Zip/Postal** is selected, **State/Province**, **City**, and **Country** will automatically be filled out.

4. Select necessary options on **Setup** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location

Use Location Address: Yes Override Patronage: ☒

Skip Salesman Default: No Out of Stock Warning: Yes

Skip Terms Default: ☒ Lot Overdrawn Warning: No

Order Type Default: Invoice Default Carrier: AGPLUS

Print Cash Receipts: Yes Order Section 2 Required: ☒

Print Cash Tendered: ☒ Print on PO: Packages

Sales Tax by Location: Yes Mixer Size: 10

Deliver/Pickup Default: Deliver Override Mixer Size: ☒

Tax State: MO Even Batches: ☒

Tax Authority ID 1: WIL Default Custom Blend: ☒

Tax Authority ID 2: Agroguide Interface: ☒

Location Active: ☒

Page 1 of 1

5. Setup the necessary General Ledger Accounts on **GL Accounts** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location

Location: 1001 Cash Over/Short: 10130-0000

Cash Account: 10120-0000 Write Off: 10170-0000

Deposit Account: 10160-9002 Credit Card Fee: 12330-3002

AR Account: 10150-0000 Sales Account: 11500-0000

AP Account: 99003-1002 Cost of Goods: 60140-3002

Sales Adv Account: 10140-0000 Inventory: 99001-1001

Purchase Adv Account: 12020-1006 Write Off Sold: 60140-3005

Freight AP Account: 11150-9001 Revalue Sold: 60230-1002

Freight Expenses: 12030-1001 Auto Negative: 60200-2004

Freight Income: 12340-3015 A/P Clearing: 99003-1002

Service Charges: 12400-4005 Inventory In-Transit: 99002-1002

Sales Discounts: 13900-0000

Page 1 of 1

6. Select necessary details on **Sales** tab

The screenshot shows the 'Company Locations' window with the 'Sales' tab selected. The window has a title bar with standard window controls. Below the title bar is a toolbar with icons for New, Save, Search, Delete, Undo, and Close. The 'Sales' tab is active, showing fields for Invoice Type (Plain full page), Pick Ticket Type (Mix Sheet), Last Order No (2), Print on Invoice (Package), John Deere Merch, and Invoice Comments (Test). There are also fields for Printer, Last Invoice No (2), and Print Contract Balance. An 'Options' section at the bottom contains checkboxes for 'Use Order# for Invoice#', 'Override Order/Invoice No', 'Print Invoice Med Tags', 'Print Pick Ticket Med Tags', and 'Send to Energy Trac'. The status bar at the bottom indicates 'Saved' and 'Page 1 of 1'.

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts **Sales** Grain Point of Sale Pricing Cash Deposit Sub Location

Invoice Type: Plain full page Printer:
Pick Ticket Type: Mix Sheet Printer:
Last Order No: 2 Last Invoice No: 2
Print on Invoice: Package Print Contract Balance:
John Deere Merch:
Invoice Comments: Test

Options

☒ Use Order# for Invoice# ☒ Override Order/Invoice No
☒ Print Invoice Med Tags ☒ Print Pick Ticket Med Tags ☒ Send to Energy Trac

Page 1 of 1

7. Select necessary details on **Grain** tab

The screenshot shows the 'Company Locations' window with the 'Grain' tab selected. The window has the same title bar and toolbar as the previous screenshot. The 'Grain' tab is active, showing fields for Discount Schedule Type, Location Discount, Location Storage, Market Zone (AG2), Last Ticket (12), Direct Ship Location (checked), Scale Installed (checked), Default Scale ID (123), and Active (checked). The status bar at the bottom indicates 'Saved' and 'Page 1 of 1'.

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts **Sales** **Grain** Point of Sale Pricing Cash Deposit Sub Location

Discount Schedule Type:
Location Discount:
Location Storage:
Market Zone: AG2
Last Ticket: 12
Direct Ship Location: ☒
Scale Installed: ☒
Default Scale ID: 123
Active: ☒

Page 1 of 1

8. Select necessary details on **Point of Sale** tab

The screenshot shows the 'Company Locations' window with the 'Point of Sale' tab selected. The window has a toolbar with icons for New, Save, Search, Delete, Undo, and Close. Below the toolbar are tabs for Detail, Setup, GL Accounts, Sales, Grain, Point of Sale, Pricing, Cash Deposit, and Sub Location. The 'Point of Sale' tab contains the following fields:

- Using Cash Drawer: ☒
- Cash Drawer Device ID: 13
- Print Register Tape: ☒
- Use UPC on Orders: ☒
- Use UPC on Physical: ☒
- Use UPC on Purchase Orders: ☒
- UPC Search Sequence: GTIN Code
- Bar Code Printer Name: Test234

The status bar at the bottom shows 'Saved' and 'Page 1 of 1'.

9. Enter the Price descriptions on **Pricing** tab.

The screenshot shows the 'Company Locations' window with the 'Pricing' tab selected. The window has a toolbar with icons for New, Save, Search, Delete, Undo, and Close. Below the toolbar are tabs for Detail, Setup, GL Accounts, Sales, Grain, Point of Sale, Pricing, Cash Deposit, and Sub Location. The 'Pricing' tab contains the 'Price Descriptions' section, which includes a table with the following data:

Name	Level
Price 1	1
Price 2	2
Price 3	3
Price 4	4
Price 5	5

The status bar at the bottom shows 'Saved' and 'Page 1 of 1'.

10. Select necessary details on **Cash Deposit** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing **Cash Deposit** Sub Location

Over and Short Entries: ☒

Over and Short Account:

Automatic Cash Deposit Entries: ☒

Page 1 of 1

11. Add details on **Sub Location** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit **Sub Location**

Sub Locations

Sub Location	Description	Classification	New Lot Bin	Audit Bin	Address Key
<input checked="" type="checkbox"/> Comembo	123	Inventory	Store 1	Store 2	123
<input type="checkbox"/> Pembo	345	WIP	Store 2	Store 1	1234
<input type="checkbox"/> Rembo	654sdf	Inventory	Store 2	Store 1	987
<input type="checkbox"/>					

Categories

Category
<input type="checkbox"/> 01
<input type="checkbox"/>

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12. Click **Save** toolbar button to save the record

- From **Common Info** folder, double click **Company Locations**
 - If there are existing records, **Search Company Locations** screen will open
 - If there is no existing record, the new **Company Locations** screen will open
- From **Search Company Locations** screen click **New** toolbar button

3. Enter necessary details on the **Detail** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit

Location Name: Warehouse Type: Warehouse

Address: United States

Zip/Postal: 43272 City: Columbus

State/Province: OH Country: United States

Phone: 123456 Fax: 789456

Email: testloc@email.com

Website: www.test.com

Internal Notes: Test Location Only

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When a **Zip/Postal** is selected, **State/Province**, **City**, and **Country** will automatically be filled out.

4. Select necessary options on **Setup** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit

Use Location Address: Yes Override Patronage: ☒

Skip Salesman Default: No Out of Stock Warning: Yes

Skip Terms Default: ☐ Lot Overdrawn Warning: Yes

Order Type Default: Order Default Carrier: AGPLUS

Print Cash Receipts: No Order Section 2 Required: ☒

Print Cash Tendered: ☒ Print on PO: Packages

Sales Tax by Location: Yes Mixer Size: 2

Deliver/Pickup Default: Deliver Override Mixer Size: ☒

Tax State: MO Even Batches: ☒

Tax Authority ID 1: WIL Default Custom Blend: ☒

Tax Authority ID 2: Agroguide Interface: ☒

Location Active: ☒

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5. Setup the necessary General Ledger Accounts on **GL Accounts** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup **GL Accounts** Sales Grain Point of Sale Pricing Cash Deposit

Profit Center:	92000-9099	Freight Income:	76543-2004
Cash Account:	85800-9099	Service Charges:	76540-2005
Deposit Account:	85400-9099	Sales Discounts:	76545-2005
AR Account:	85400-9008	Cash Over/Short:	80100-9008
AP Account:	85800-9099	Write Off:	71522-2005
Sales Adv Account:	81500-1006	Credit Card Fee:	85400-9005
Purchase Adv Account:	80610-9099	Sales Account:	80310-9006
Freight AP Account:	79903-3015	Cost of Goods:	80310-9008
Freight Expenses:	76252-2002	Inventory:	76536-2005

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6. Select necessary details on **Sales** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts **Sales** Grain Point of Sale Pricing Cash Deposit

Invoice Type:	Plain full page	Printer:	
Pick Ticket Type:	Pick Ticket	Printer:	
Last Order No:	0012	Last Invoice No:	0013
Print on Invoice:	Package	Print Contract Balance:	<input checked="" type="checkbox"/>
John Deere Merch:			
Invoice Comments:	Test sales		

Options

☒ Use Order# for Invoice# ☒ Override Order/Invoice No

☒ Print Invoice Med Tags ☒ Print Pick Ticket Med Tags ☒ Send to Energy Trac

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7. Select necessary details on **Grain** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales **Grain** Point of Sale Pricing Cash Deposit

Discount Schdule Type:

Location Discount:

Location Storage:

Market Zone: AG2

Last Ticket: 0012

Direct Ship Location: ☒

Scale Installed: ☒

Default Scale ID: 0013

Active: ☒

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8. Select necessary details on **Point of Sale** tab

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain **Point of Sale** Pricing Cash Deposit

Using Cash Drawer: ☒

Cash Drawer Device ID: Test

Print Register Tape: ☒

Use UPC on Orders: ☒

Use UPC on Physical: ☒

Use UPC on Purchase Orders: ☒

UPC Search Sequence: GTIN Code

Bar Code Printer Name: Test

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9. Enter the Price descriptions on **Pricing** tab.

The screenshot shows the 'Company Locations' window with the 'Pricing' tab selected. The 'Price Descriptions' section contains the following data:

Price Level	Value
Price Level 1:	1
Price Level 2:	2
Price Level 3:	3
Price Level 4:	4
Price Level 5:	5

The window also features a toolbar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close' buttons, and a status bar at the bottom indicating 'Page 1 of 1'.

10. Select necessary details on **Cash Deposit** tab

The screenshot shows the 'Company Locations' window with the 'Cash Deposit' tab selected. The 'Over and Short Entries' checkbox is checked, and the 'Automatic Cash Deposit Entries' checkbox is also checked. The 'Over and Short Account' dropdown menu is currently empty.

The window also features a toolbar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close' buttons, and a status bar at the bottom indicating 'Page 1 of 1'.

11. Click **Save** toolbar button to save the record

