

How to Set the Default Fields

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** menu then click **Company Configuration**
3. On **System Manager** panel, type the currency or select a value on the **Functional Currency** and **Reporting Currency** combo boxes
4. Type the country on the **Country** combo box or select from the list
5. Select an **Environment Type** to change the header color depending in the environment of app
 - a. Environment type colors:

Production

iRely LLC Demo Environment

Test

iRely LLC Demo Environment (Test Company)

Month End

iRely LLC Demo Environment (Month End)

Other

iRely LLC Demo Environment (Non-Production)

6. Select a **Currency Decimals** from **0 - 6**. This will configure all decimals in the system. If the currency decimal value is 4 then all screen will show up to 4 decimals, unless this setup is overridden.
7. Select a default **Terms**, this will be the default term for vendor entities created from a different entity.
8. Select the **Report Date Format**, all dates in the report viewer/screen will show on the selected format, unless overridden
 - a. MM/dd/yyyy - this is the default value
 - b. M/d/yyyy
 - c. M/d/yy
 - d. MM/dd/yy
 - e. yy/MM/dd
 - f. yyyy/MM/dd
 - g. dd/MM/yyyy
9. Select the **Report Number Format**, all numbers in the report viewer/screen will show on the selected format, unless overridden
 - a. 1,234,567.89 - this is the default value
 - b. 1.234.567,89
10. Click **Save** button to implement the setup
11. Or click the **Done** button to save and close the screen

Company Configuration

Done Save Close

Multi-Company

System Manager

General Ledger

Credit Card Recon

Inventory

Purchasing

Sales

Payroll

Notes Receivable

Ticket Management

Contract Management

Risk Management

System Manager Keyboard Shortcuts Audit Log Attachment

Details Pricing Level Multi Currency Logo Setup

Origin Integration ☐ Source System Summit

Default Values

Functional Currency USD

Reporting Currency USD

Country United States

Environment Type Production

Currency Decimals 3

Terms Net 30

Report Date Format MM/dd/yyyy

Report Number Format 1,234,567.89

Default Accounting Method

☒ Accrual

☐ Cash

i Saved currency and country will be used as defaults on all modules.

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3. On **System Manager** panel, type the currency or select a value on the **Functional Currency** and **Reporting Currency** combo boxes

Company Configuration

OK Cancel

System Manager

General Ledger

Credit Card Recon

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Risk Management

Logistics

Tank Management

Card Fueling

CRM

Help Desk

Transports

Motor Fuel Tax Forms

System Manager

Keyboard Shortcuts

Audit Log (34)

Attachment (1)

Origin Integration: ☐ Source System: Summit

Default Fields

Functional Currency: PHP

Reporting Currency: GBP

Country: United Kingdom Pounds

Environment Type: PHP Philippines Peso

JPY Japan Yen

USD US Dollar

SMTP Email Settings

From Email: i21 CAD Canadian Dollar

From Name: iRe AUD Australian Dollar

SMTP Server: smtp.gmail.com

SMTP Port: 587 Encrypted Connection: TLS

☒ Requires Authentication

Username: i21testcompany@gmail.co Password:

Test Recipient: Send Test Mail

Company Setup

Company Configuration

OK Cancel

System Manager

General Ledger

Credit Card Recon

Purchasing

Sales

Payroll

Notes Receivable

Grain

Contract Management

Risk Management

Logistics

Tank Management

Card Fueling

CRM

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Keyboard Shortcuts

Audit Log (34)

Attachment (1)

Origin Integration: ☐ Source System: Summit

Default Fields

Functional Currency: PHP

Reporting Currency: USD

Country: United Kingdom Pounds

Environment Type: PHP Philippines Peso

JPY Japan Yen

USD US Dollar

SMTP Email Settings

From Email: i21 USD Canadian Dollar

From Name: iRe CAD Australian Dollar

SMTP Server: sm

SMTP Port: 587 Encrypted Connection: TLS

☒ Requires Authentication

Username: i21testcompany@gmail.co Password:

Test Recipient: Send Test Mail

Company Setup

4. Type the country on the **Country** combo box or select from the list

Company Configuration

OK Cancel

System Manager

General Ledger

Credit Card Recon

Purchasing

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Help Desk

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System Manager

Keyboard Shortcuts

Audit Log (34)

Attachment (1)

Origin Integration: ☐ Source System: Summit

Default Fields

Functional Currency: PHP

Reporting Currency: USD

Country: United States

Environment Type: Country

Default Accounting Method

Accrual

Cash

SMTP Email Settings

From Email: i21 United States

From Name: iRe United Kingdom

SMTP Server: sm United Arab Emirates

SMTP Port: 58 Ukraine

☒ Requires Authentication

Username: i21testcompany@gmail.co Password:

Test Recipient: Send Test Mail

Company Setup

5. Select an **Environment Type** to change the header color depending in the environment of app

Company Configuration

OK Cancel

System Manager

General Ledger

Credit Card Recon

Purchasing

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System Manager

Keyboard Shortcuts

Audit Log (34)

Attachment (1)

Origin Integration: ☐ Source System: Summit

Default Fields

Functional Currency: PHP

Reporting Currency: USD

Country: United States

Environment Type: Production

Default Accounting Method

Accrual

Cash

SMTP Email Settings

From Email: i21 Test

From Name: iRe Month End

SMTP Server: sm Other

SMTP Port: 58

☒ Requires Authentication

Username: i21testcompany@gmail.co Password:

Test Recipient: Send Test Mail

Company Setup

Environment type colors:

Production (Default)

Test

Month End

Other

6. Click **Ok** button to implement the setup

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Company Configuration**
3. On **System Manager** panel, type the currency or select a value on the **Functional Currency** and **Reporting Currency** combo boxes

Company Configuration

OK Cancel

System Manager

System Manager Keyboard Shortcuts Audit Log (138) Attachment (10)

Origin Integration: ☒ Source System: Summit

Default Fields

Functional Currency: USD

Reporting Currency: Functional Currency

Country: AUD

Environment Type: CAD

Default Accounting Method

☐ Accrual

SMTP Email Settings

From Email: i21 PHP

From Name: i21 SSS

SMTP Server: sm TST

SMTP Port: 58 USD

☒ Requires Authentication

Username: i21testcompany@gmail.com Password: www

Test Recipient: Send Test Mail

Company Setup

Ready

Company Configuration

OK Cancel

System Manager

System Manager Keyboard Shortcuts Audit Log (138) Attachment (10)

Origin Integration: ☒ Source System: Summit

Default Fields

Functional Currency: USD

Reporting Currency: PHP

Country: Reporting Currency

Environment Type: AUD

Default Accounting Method

☐ Accrual

☒ Cash

SMTP Email Settings

From Email: i21 JPY

From Name: i21 PHP

SMTP Server: sm SSS

SMTP Port: 58 TST

☒ Requires Authentication

Username: i21 VVV

Test Recipient: Send Test Mail

Company Setup

Ready

4. Type the country on the **Country** combo box or select from the list

The screenshot shows the 'Company Configuration' dialog box with the 'System Manager' tab selected. The 'Country' dropdown menu is open, displaying a list of countries. The 'Country' field is currently set to 'Philippines'. Other visible fields include 'Functional Currency' (USD), 'Reporting Currency' (PHP), 'Source System' (Summit), and 'Default Accounting Method' (Cash).

5. Select an **Environment Type** to change the header color depending in the environment of app

The screenshot shows the 'Company Configuration' dialog box with the 'System Manager' tab selected. The 'Environment Type' dropdown menu is open, displaying a list of environment types. The 'Environment Type' field is currently set to 'Production'. Other visible fields include 'Functional Currency' (USD), 'Reporting Currency' (PHP), 'Source System' (Summit), and 'Default Accounting Method' (Cash).

Environment type colors:

Production (Default)

The screenshot shows the application header bar with four environment types listed, each with a corresponding color and a search bar:

- Production (Default)** (Blue header)
- Test** (Red header)
- Month End** (Green header)
- Other** (Light Blue header)

6. Click **Ok** button to implement the setup

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Company Configuration**
3. On **System Manager** panel, type the currency or select a value on the **Functional Currency** and **Reporting Currency** combo boxes

Company Configuration

OK Cancel

System Manager | Audit Log (1) | Attachment (0)

Origin Integration: ☒ Source System: Summit

Default Fields

Functional Currency: **PHP**

Reporting Currency: Functional Currency

Country: **PHP**

Environment Type: JPY

SMTP Email Settings

From Email: autosupport@irely.com

From Name: iRelly Demo

SMTP Server: smtp.outlook.com

SMTP Port: 587 Encrypted Connection: TLS

☒ Requires Authentication

Username: autosupport@irely.com Password: *****

Default Accounting Method

☒ Accrual

Company Setup

Edited

Company Configuration

OK Cancel

System Manager | Audit Log (1) | Attachment (0)

Origin Integration: ☒ Source System: Summit

Default Fields

Functional Currency: PHP

Reporting Currency: **USD**

Country: Reporting Currency

Environment Type: GBP

SMTP Email Settings

From Email: autosupport@irely.com

From Name: iRelly Demo

SMTP Server: smtp.outlook.com

SMTP Port: 587 Encrypted Connection: TLS

☒ Requires Authentication

Username: autosupport@irely.com Password: *****

Default Accounting Method

☒ Accrual

☐ Cash

Company Setup

Edited

4. Type the country on the **Country** combo box or select from the list

The screenshot shows the 'Company Configuration' dialog box with the 'System Manager' tab selected. The 'Country' dropdown menu is open, displaying a list of countries including Philippines, Paraguay, Peru, Poland, Portugal, Puerto Rico, Qatar, Romania, Russia, Rwanda, Saudi Arabia, Senegal, and Singapore. The 'Philippines' option is highlighted. Other visible settings include 'Functional Currency' set to PHP, 'Reporting Currency' set to USD, and 'Default Accounting Method' set to Accrual.

5. Select an **Environment Type** to change the header color depending in the environment of app

The screenshot shows the 'Company Configuration' dialog box with the 'System Manager' tab selected. The 'Environment Type' dropdown menu is open, displaying a list of environment types including Production, Test, Month End, and Other. The 'Test' option is highlighted. Other visible settings include 'Functional Currency' set to PHP, 'Reporting Currency' set to USD, and 'Default Accounting Method' set to Accrual.

Environment type colors:

Production (Default)

The screenshot shows the application header with four environment types listed, each with a corresponding color-coded bar and a search bar. The environment types are: Production (Default) in blue, Test in pink, Month End in green, and Other in light blue. Each bar also contains a search bar and a 'Logout' button.

6. Click **Ok** button to implement the setup

1. Log in as **Admin user**

2. On user's menu panel, go to **System Manager** folder then click **Company Preferences**

3. On **System Manager** panel, type the currency or select a value on the **Functional Currency and Reporting Currency** combo boxes

Company Preferences

OK Cancel

System Manager
Tank Management
Sales
Help Desk
Inventory
Notes Receivable
Contract Management
Payroll
Risk Management
Grain
Transports

Origin Integration: ☒ Source System: Summit

Default Fields

Functional Currency: PHP

Reporting Currency: ☐ Accrual

Country:

Environment Type:

SMTP Email Settings

From Email: i21test

From Name: test company

SMTP Server: smtp.gmail.com

SMTP Port: 587 Encrypted Connection: TLS

☒ Requires Authentication

Username: i21testcompany@gmail.com Password: *****

Functional Currency	Description
GBP	United Kingdom Pounds
PHP	Philippines Peso
JPY	Japan Yen
USD	US Dollar
CAD	Canadian Dollar
AUD	Australian Dollar

Company Preferences

OK Cancel

System Manager
Tank Management
Sales
Help Desk
Inventory
Notes Receivable
Contract Management
Payroll
Risk Management
Grain
Transports

Origin Integration: ☒ Source System: Summit

Default Fields

Functional Currency: PHP

Reporting Currency: ☐ Cash

Country:

Environment Type:

SMTP Email Settings

From Email: i21test

From Name: test co

SMTP Server: smtp.gmail.com

SMTP Port: 587 Encrypted Connection: TLS

☒ Requires Authentication

Username: i21testcompany@gmail.com Password: *****

Reporting Currency	Description
GBP	United Kingdom Pounds
PHP	Philippines Peso
JPY	Japan Yen
USD	US Dollar
CAD	Canadian Dollar
AUD	Australian Dollar

4. Type the country on the **Country** combo box or select from the list

Company Preferences

System Manager

Tank Management

Sales

Help Desk

Inventory

Notes Receivable

Contract Management

Payroll

Risk Management

Grain

Transports

Origin Integration: ☒ Source System: Summit

Default Fields

Functional Currency: PHP

Reporting Currency: USD

Country: Philippines

Environment Type: Country

Default Accounting Method

☒ Accrual

☐ Cash

SMTP Email Settings

From Email: i21test

From Name: test co

SMTP Server: smtp.g

SMTP Port: 587

☒ Requires Authentication

Username: i21test

Electronic Pricing Options

Interface System:

Quoting System Batch User ID:

5. Select an **Environment Type** to change the header color depending in the environment of app

Company Preferences

System Manager

Tank Management

Sales

Help Desk

Inventory

Notes Receivable

Contract Management

Payroll

Risk Management

Grain

Transports

Origin Integration: ☒ Source System: Summit

Default Fields

Functional Currency: PHP

Reporting Currency: USD

Country: Philippines

Environment Type: Test

Default Accounting Method

☒ Accrual

☐ Cash

SMTP Email Settings

From Email: i21test

From Name: test co

SMTP Server: smtp.gmail.com

SMTP Port: 587

Encrypted Connection: TLS

☒ Requires Authentication

Username: i21testcompany@gmail.com

Password:

Environment type colors:

Production

iRely i21 - iRely Grain and Ag Co ADMIN Help

Test

iRely i21 - iRely Grain and Ag Co ADMIN Help

Month End

iRely i21 - iRely Grain and Ag Co ADMIN Help

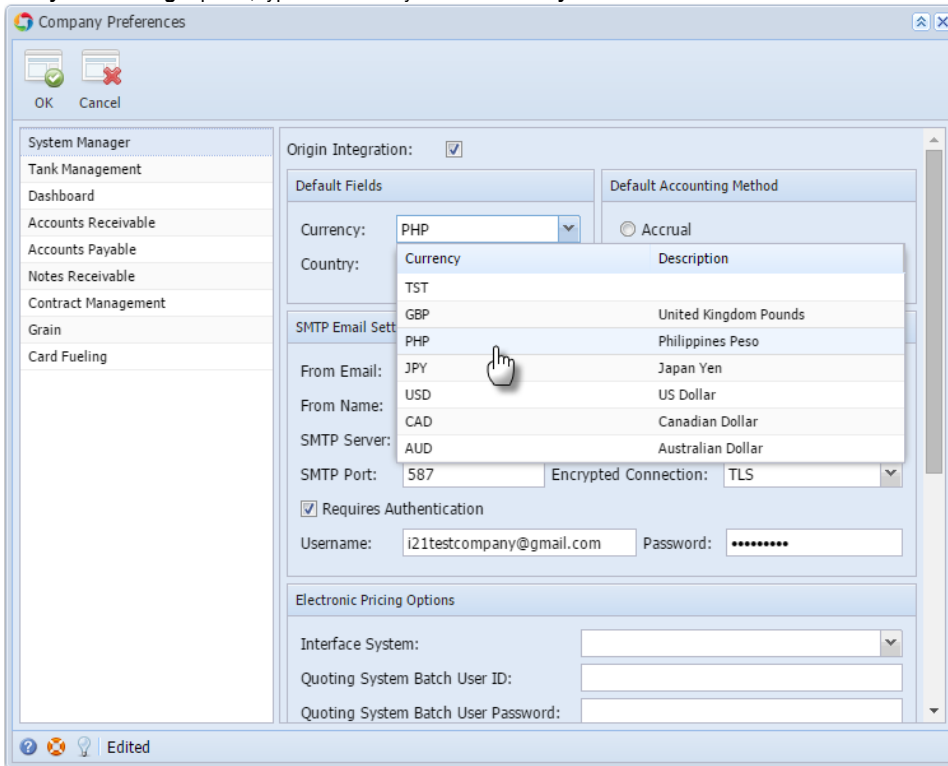
Other

iRely i21 - iRely Grain and Ag Co ADMIN Help

6. Click **Ok** toolbar button to implement the setup

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Company Preferences**

3. On **System Manager** panel, type the currency on the **Currency** combo box or select from the list



Company Preferences

System Manager

Origin Integration: ☒

Default Fields

Currency: PHP

Country: Currency

Currency	Description
TST	
GBP	United Kingdom Pounds
PHP	Philippines Peso
JPY	Japan Yen
USD	US Dollar
CAD	Canadian Dollar
AUD	Australian Dollar

SMTP Email Settings

From Email: JPY

From Name: USD

SMTP Server: CAD

SMTP Port: 587

Encrypted Connection: TLS

☒ Requires Authentication

Username: i21testcompany@gmail.com

Password:

Electronic Pricing Options

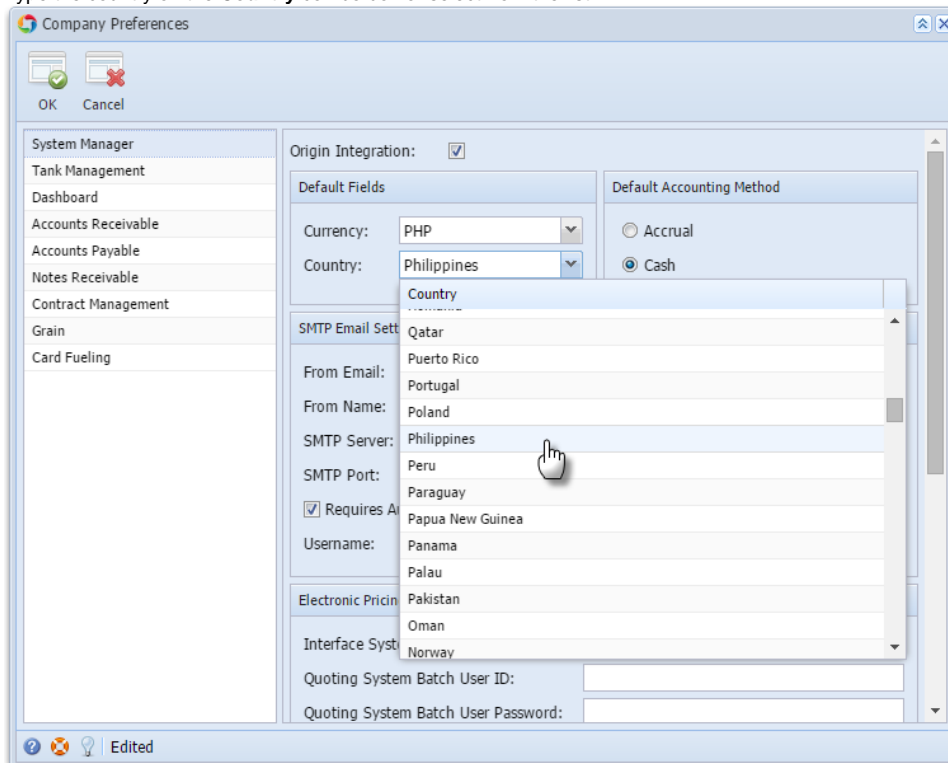
Interface System:

Quoting System Batch User ID:

Quoting System Batch User Password:

Edited

4. Type the country on the **Country** combo box or select from the list



Company Preferences

System Manager

Origin Integration: ☒

Default Fields

Currency: PHP

Country: Philippines

Country
Qatar
Puerto Rico
Portugal
Poland
Philippines
Peru
Paraguay
Papua New Guinea
Panama
Palau
Pakistan
Oman
Norway

SMTP Email Settings

From Email:

From Name:

SMTP Server: Philippines

SMTP Port:

☒ Requires Authentication

Username: Panama

Palau

Electronic Pricing Options

Interface System:

Quoting System Batch User ID:

Quoting System Batch User Password:

Edited

5. Click **Ok** toolbar button to save the setup

1. From **Admin** folder, double click **Company Preferences**

2. On **Settings** panel, select the Currency from **Currency** combo box

Company Preferences

OK Cancel

Options

Settings

Dashboard Option

Accounts Payable

Notes Receivable

Contract Management

Accounts Receivable

Tank Management

Origin Integration: ☒

Default Fields

Currency: PHP

Country: Filter Records

Default Accounting Method

☒ Accrual

☐ Cash

SMTP Email Settings

From Email: PHP

From Name: USD

SMTP Server: CAD

SMTP Port: AUD

☒ Requires Authentication

Username: 0 Password:

Currency	Description
GBP	United Kingdom Pounds
PHP	Philippines Peso
JPY	Japan Yen
USD	US Dollar
CAD	Canadian Dollar
AUD	Australian Dollar

3. Select the Country from **Country** combo box

Company Preferences

OK Cancel

Options

Settings

Dashboard Option

Accounts Payable

Notes Receivable

Contract Management

Accounts Receivable

Tank Management

Origin Integration: ☒

Default Fields

Currency: PHP

Country: Philippines

Default Accounting Method

☒ Accrual

☐ Cash

SMTP Email Settings

From Email: Spain

From Name: Singapore

SMTP Server: Puerto Rico

SMTP Port: Portugal

☒ Requires Authentication

Username: Peru

Country

Spain
Singapore
Puerto Rico
Portugal
Poland
Philippines
Peru
Paraguay
Papua New Guinea
Panama
Palau

4. Click **OK** toolbar button to save the setup