

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

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

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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

General Ledger

Credit Card Recon

Purchasing

Sales

Payroll

Notes Receivable

Grain

Contract Management

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

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Contract Management

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Card Fueling

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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: Reporting Currency Description

Environment Type: GBP United Kingdom Pounds

PHP Philippines Peso

JPY Japan Yen

USD US Dollar

SMTP Email Settings

From Email: i21 USD US Dollar

From Name: iRe CAD Canadian Dollar

SMTP Server: sm AUD Australian Dollar

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

Sales

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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

Sales

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Card Fueling

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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: 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)

i21 Demo Setup Company(Source)

Search...

Logout

Test

i21 Demo Setup Company(Source) (Test Company)

Search...

Logout

Month End

i21 Demo Setup Company(Source) (Month End)

Search...

Logout

Other

i21 Demo Setup Company(Source) (Non-Production)

Search...

Logout

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

Tank Management

Sales

Purchasing

Help Desk

Notes Receivable

Contract Management

Payroll

Risk Management

Grain

Logistics

Card Fueling

Transports

Motor Fuel Tax Forms

Patronage

CRM

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

From Name: i21

SMTP Server: sm

SMTP Port: 58

☒ Requires Authentication

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

Test Recipient: Send Test Mail

Company Setup

Ready

Company Configuration

OK Cancel

System Manager

Tank Management

Sales

Purchasing

Help Desk

Notes Receivable

Contract Management

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Risk Management

Grain

Logistics

Card Fueling

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Motor Fuel Tax Forms

Patronage

CRM

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

From Name: i21

SMTP Server: sm

SMTP Port: 58

☒ Requires Authentication

Username: i21 Password: *****

Test Recipient: Send Test Mail

Company Setup

Ready

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

The image shows the 'Company Configuration' dialog box with the 'System Manager' tab selected. The 'Country' dropdown menu is open, displaying a list of countries including Afghanistan, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antigua and Barbuda, and Argentina. The 'Default Fields' section shows 'Functional Currency' as USD, 'Reporting Currency' as PHP, and 'Country' as Philippines. The 'Default Accounting Method' section shows 'Accrual' and 'Cash' options, with 'Cash' selected. The 'SMTP Email Settings' section shows 'From Email' as i21, 'From Name' as i21, 'SMTP Server' as sm, 'SMTP Port' as 58, and 'Requires Authentication' checked. The 'Username' is i21 and 'Test Recipient' is empty. The 'Company Setup' button is at the bottom.

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

The image 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 'Default Fields' section shows 'Functional Currency' as USD, 'Reporting Currency' as PHP, and 'Country' as Philippines. The 'Default Accounting Method' section shows 'Accrual' and 'Cash' options, with 'Cash' selected. The 'SMTP Email Settings' section shows 'From Email' as i21, 'From Name' as i21, 'SMTP Server' as sm, 'SMTP Port' as 587, 'Encrypted Connection' as TLS, and 'Requires Authentication' checked. The 'Username' is i21testcompany@gmail.co and 'Password' is masked with dots. The 'Test Recipient' is empty and there is a 'Send Test Mail' button. The 'Company Setup' button is at the bottom.

Environment type colors:

Production (Default)

The image shows a screenshot of the application header bar with four environment types listed: 'Production (Default)' (blue), 'Test' (red), 'Month End' (green), and 'Other' (light blue). Each entry has a search bar, a refresh icon, a help icon, a settings icon, 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 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

☐ Cash

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 bar and a search bar. The 'Production (Default)' environment is highlighted in blue. The other environments are 'Test' (pink), 'Month End' (green), and 'Other' (light blue).

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: USD

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

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:

Default Accounting Method

Accrual

Cash

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

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:

Default Accounting Method

Accrual

Cash

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

The screenshot shows the 'Company Preferences' dialog box. On the left is the 'System Manager' panel with a list of modules: Tank Management, Dashboard, Accounts Receivable, Accounts Payable, Notes Receivable, Contract Management, Grain, and Card Fueling. The main area is divided into sections: 'Origin Integration' (checked), 'Default Fields' (Currency: PHP, Country: dropdown), 'Default Accounting Method' (Accrual), 'SMTP Email Settings' (From Email: JPY, From Name: USD, SMTP Server: CAD, SMTP Port: 587, Encrypted Connection: TLS), 'Requires Authentication' (checked), and 'Electronic Pricing Options' (Interface System: dropdown, Quoting System Batch User ID: text box, Quoting System Batch User Password: text box). The 'Country' dropdown menu is open, showing a list of countries and currencies: TST, GBP (United Kingdom Pounds), PHP (Philippines Peso), JPY (Japan Yen), USD (US Dollar), CAD (Canadian Dollar), and AUD (Australian Dollar). A mouse cursor is pointing at the 'PHP' option.

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

This screenshot is similar to the previous one, but the 'Country' dropdown menu is open, showing a list of countries: Qatar, Puerto Rico, Portugal, Poland, Philippines, Peru, Paraguay, Papua New Guinea, Panama, Palau, Pakistan, Oman, and Norway. A mouse cursor is pointing at the 'Philippines' option. The 'Currency' dropdown is still set to 'PHP'.

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

The 'Company Preferences' dialog box is shown with the 'Settings' panel selected. The 'Currency' dropdown menu is open, displaying a list of currencies. A mouse cursor is hovering over 'PHP'.

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

The 'Company Preferences' dialog box is shown with the 'Settings' panel selected. The 'Country' dropdown menu is open, displaying a list of countries. A mouse cursor is hovering over 'Philippines'.

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

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