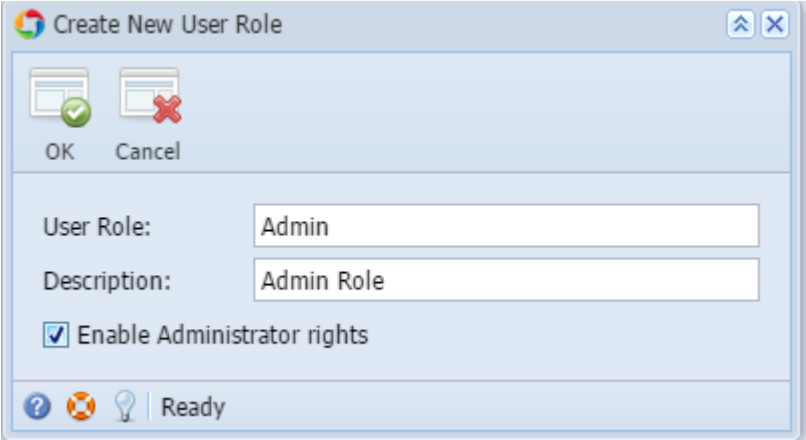
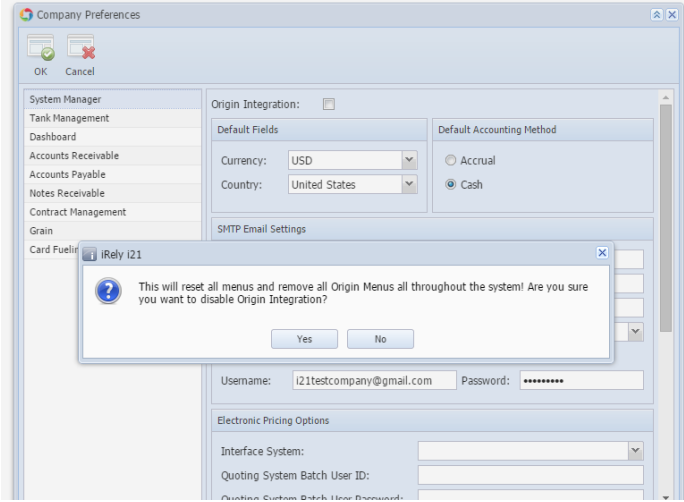


SM Usability

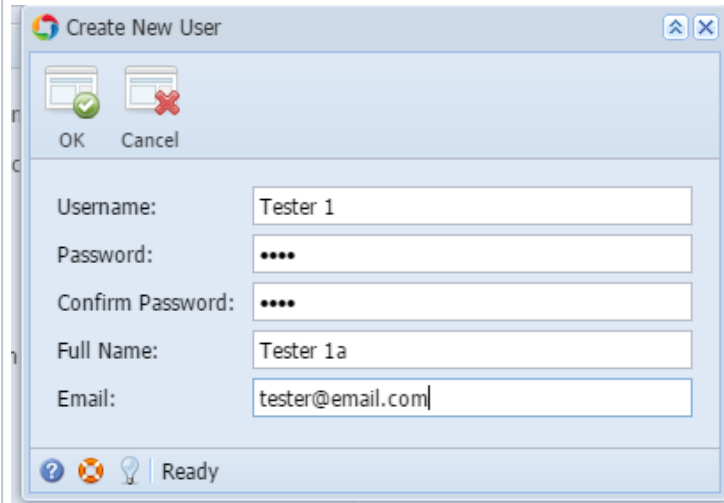
Module	Description	How To
System Manager	1. Create Admin User Role	<p>Go to System Manager menu > User Roles</p> <p>Click New button</p> <p>Enter Role details</p> <p>Tick the check box to create an Admin role</p> <p>Click OK toolbar button when done</p> 
	2. Create Non Origin User	<p>Go to System Manager menu > Company Preferences</p> <p>Turn off Origin Conversion then click Ok toolbar button</p> 
		Go to System Manager menu > User Security

Click **New** button

Enter User details

Click **OK** toolbar button when done

Click **Save** on User Security screen

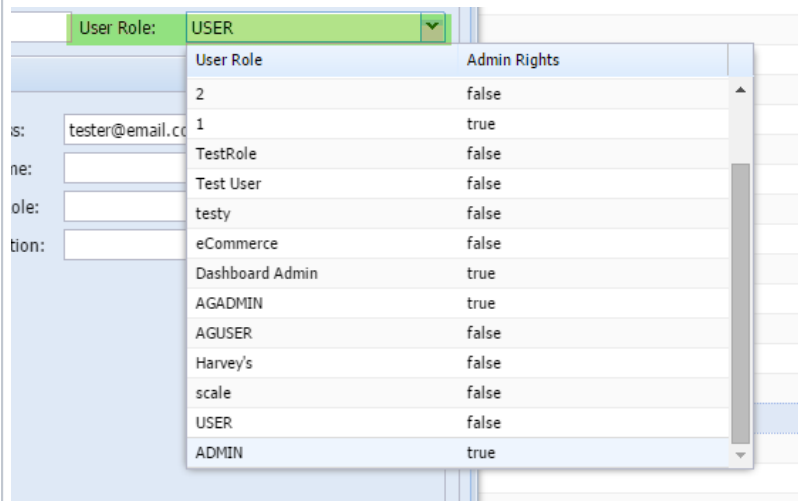


A screenshot of a 'Create New User' dialog box. It has a title bar with a maximize and close button. Below the title bar are 'OK' and 'Cancel' buttons. The dialog contains five text input fields: 'Username' with 'Tester 1', 'Password' with four dots, 'Confirm Password' with four dots, 'Full Name' with 'Tester 1a', and 'Email' with 'tester@email.com'. At the bottom left are three icons (help, lifebuoy, lightbulb) and the word 'Ready'.

2a. Assign the created user role to new user

While record create from step 2 is still open, click the User Role dropdown

Select the role from the list



A screenshot showing a 'User Role' dropdown menu. The dropdown is open, displaying a list of roles and their corresponding 'Admin Rights'. The roles listed are: 2 (false), 1 (true), TestRole (false), Test User (false), testy (false), eCommerce (false), Dashboard Admin (true), AGADMIN (true), AGUSER (false), Harvey's (false), scale (false), USER (false), and ADMIN (true). The 'ADMIN' role is highlighted at the bottom of the list.

User Role	Admin Rights
2	false
1	true
TestRole	false
Test User	false
testy	false
eCommerce	false
Dashboard Admin	true
AGADMIN	true
AGUSER	false
Harvey's	false
scale	false
USER	false
ADMIN	true

Record will be automatically saved

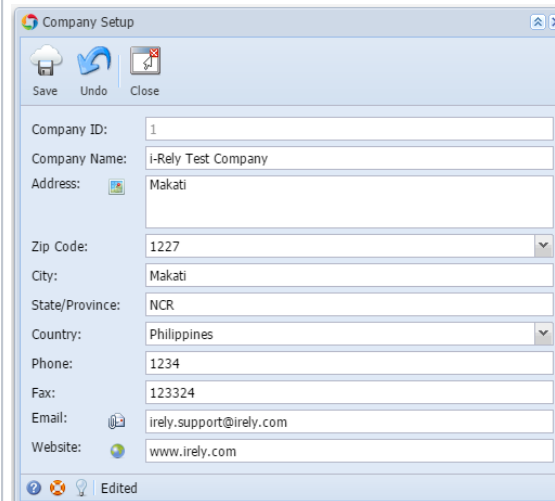
3. Change the Company Setup

Go to System Manager menu > **Company Setup**

To be able to change company name, make sure origin integration is disabled on Company Preferences

Enter Necessary details

Click Save toolbar button

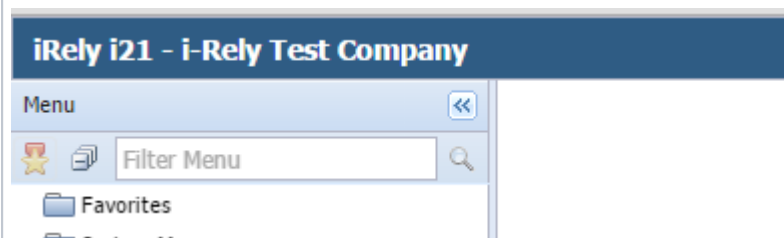


The 'Company Setup' dialog box contains the following fields and values:

Field	Value
Company ID	1
Company Name	i-Rely Test Company
Address	Makati
Zip Code	1227
City	Makati
State/Province	NCR
Country	Philippines
Phone	1234
Fax	123324
Email	irely.support@irely.com
Website	www.irely.com

Toolbar: Save, Undo, Close. Status bar: Edited.

Reload i21 for changes to take effect

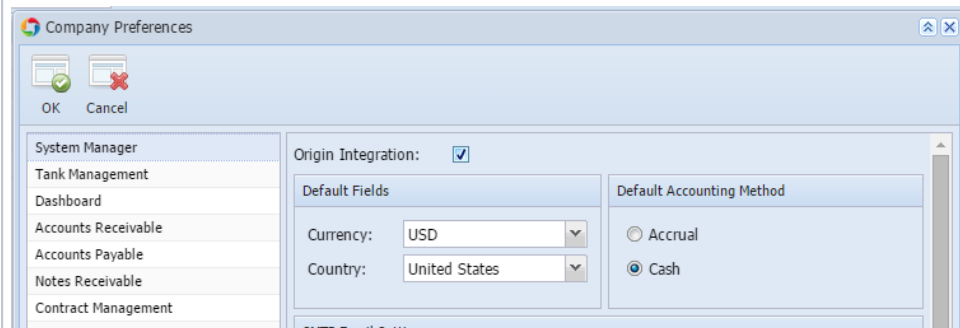


4. Enable Origin Integration

Go to System Manager menu > **Company Preferences**

Tick the Origin Integration checkbox

Click **Ok** toolbar button



The 'Company Preferences' dialog box shows the following settings:

Section	Field	Value
System Manager	Origin Integration	<input checked="" type="checkbox"/>
	Default Fields	
Default Fields	Currency	USD
	Country	United States
Default Accounting Method	Accrual	<input type="radio"/>
	Cash	<input checked="" type="radio"/>

Toolbar: OK, Cancel. Status bar: OK.

5. Change the Starting Number and Prefix of a transaction type

Go to System Manager menu > **Starting Numbers**

Select the transaction type and change the starting number from the Number column

Click **Ok** toolbar button

The screenshot shows the 'Starting Numbers' dialog box with a list of modules on the left and a table of transaction types on the right. The 'Vendor Prepayment' row is selected, and its starting number '12' is highlighted with a red box.

Transaction Type	Prefix	Number	Preview
Module: Accounts Payable			
Bill Batch	SB-	93950	SB-93950
Payable	PB-	29318	PB-29318
Bill	BL-	91215	BL-91215
Vendor Prepayment	Vp-	12	Vp-12
Purchase Order	PO-	8	PO-8
Module: Accounts Receivable			
Sales Order	SO-	2	SO-2
Receivable Payments	RCV-	1367	RCV-1367

Edit the Prefix then Click OK

The screenshot shows the 'Starting Numbers' dialog box with the same list of modules and transaction types. The 'Vendor Prepayment' row is selected, and its prefix 'Vp-' is highlighted with a red box.

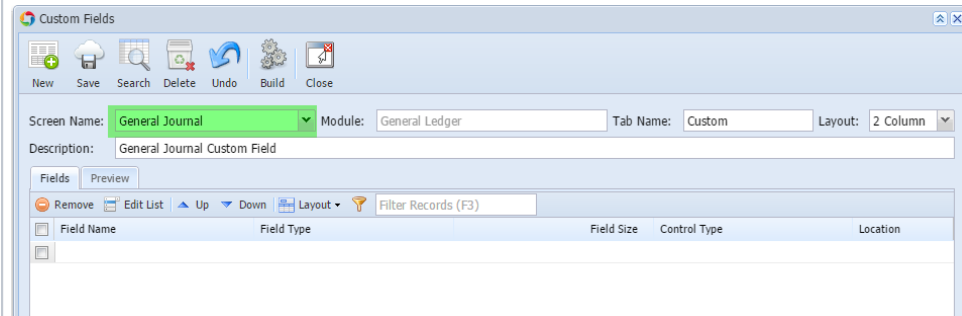
Transaction Type	Prefix	Number	Preview
Module: Accounts Payable			
Bill Batch	SB-	93950	SB-93950
Payable	PB-	29318	PB-29318
Bill	BL-	91215	BL-91215
Vendor Prepayment	Vp-	12	Vp-12
Purchase Order	PO-	8	PO-8
Module: Accounts Receivable			
Sales Order	SO-	2	SO-2
Receivable Payments	RCV-	1367	RCV-1367

6. Create Custom fields

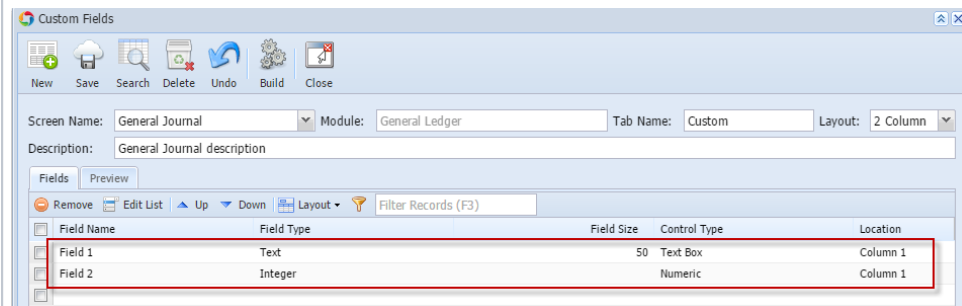
Go to System Manager menu > **Custom Fields**

Click **New** button

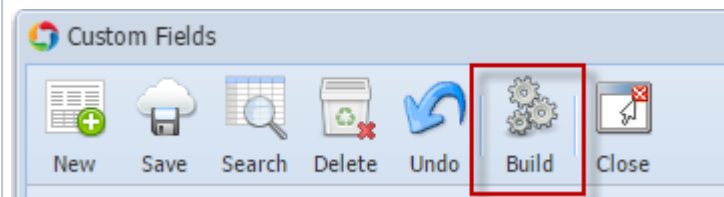
Select the Screen from the Screen Name combo box



Add the custom fields on the grid:



Click **Build** button to apply the custom fields to the modules

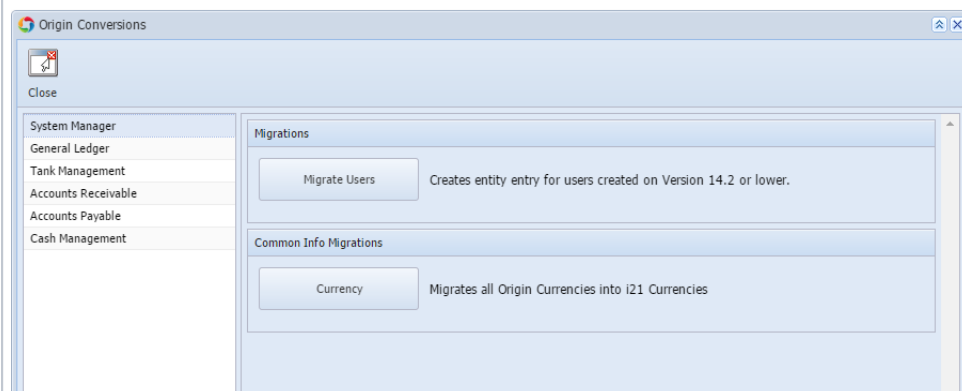


7. Migrate Users and Currency from 14.2 and lower version

Go to System Manager menu > Utilities > **Origin Conversions**

Click **Migrate Users** to migrate users from 14.2 and lower

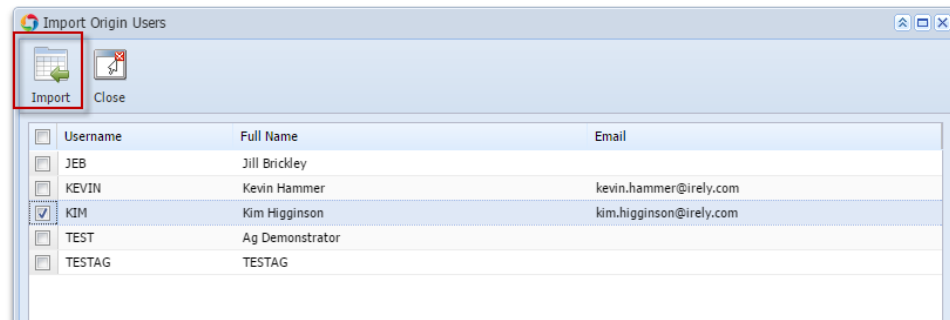
Click **Currency** button to migrate all origin currencies



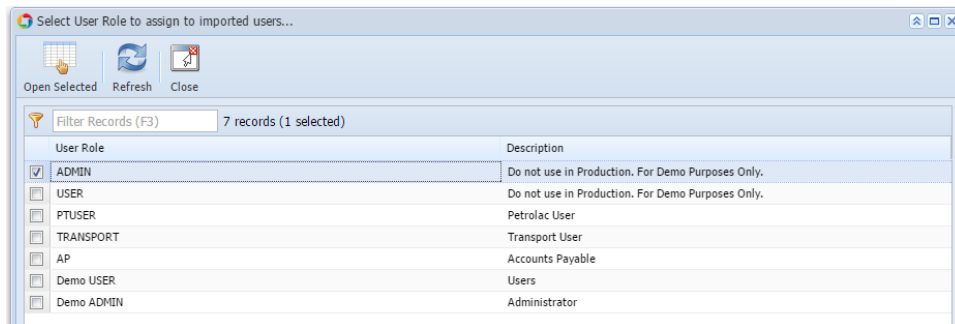
8. Import
Origin Users

Go to System Manager menu > Utilities > **Import Origin Users**

Select a user/s then click **Import** button



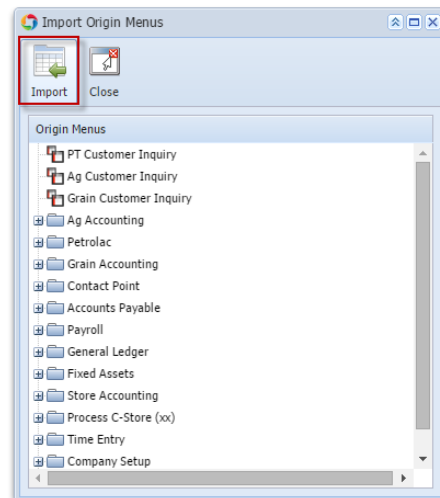
Select a user role to assign the imported user/s then click **Open Selected**



9. Import
Origin Menus

Go to System Manager menu > Utilities > **Import Origin Menus**

Click **Import** button



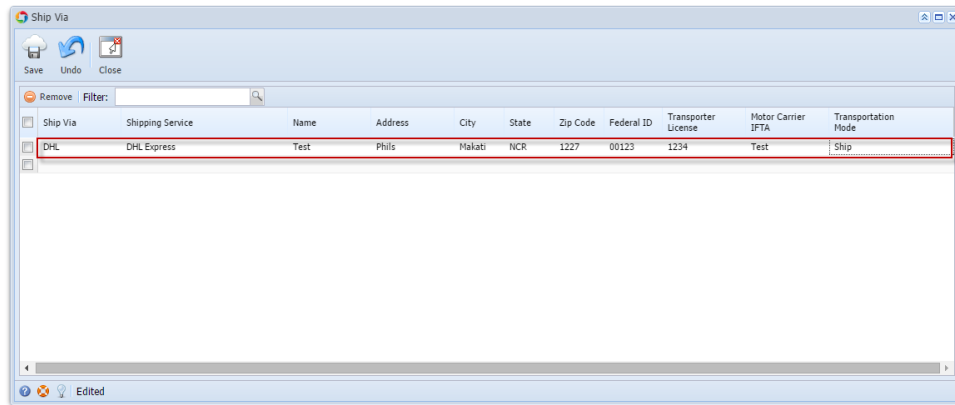
10. Setup
Ship Via

Go to Common Info menu > **Ship Via**

Input necessary details:

- **Ship Via**
- **Shipping Service**
- **Name**
- **Address**
- **City**
- **State**
- **Zip Code**
- **Federal ID**
- **Transporter License**
- **Motor Carrier IFTA**
- **Transportation Mode**

Click **Save**



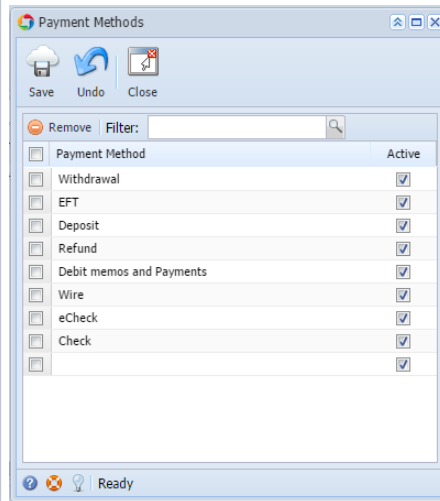
The screenshot shows a window titled "Ship Via" with a toolbar containing "Save", "Undo", and "Close" buttons. Below the toolbar is a "Filter:" input field. The main area contains a table with the following columns: "Ship Via", "Shipping Service", "Name", "Address", "City", "State", "Zip Code", "Federal ID", "Transporter License", "Motor Carrier IFTA", and "Transportation Mode". A single row is visible, highlighted with a red border, containing the following data: "DHL", "DHL Express", "Test", "Phils", "Makati", "NCR", "1227", "00123", "1234", "Test", and "Ship". At the bottom of the window, there is a status bar with a question mark icon, a lightbulb icon, and the text "Edited".

11. Setup the
Payment
Method

Go to Common Info menu > **Payment Methods**

Input the **Payment Method**

Click **Save**



The screenshot shows a window titled "Payment Methods" with a toolbar containing "Save", "Undo", and "Close" buttons. Below the toolbar is a "Filter:" input field. The main area contains a table with the following columns: "Payment Method" and "Active". The table lists the following payment methods, all of which are active (checked): "Withdrawal", "EFT", "Deposit", "Refund", "Debit memos and Payments", "Wire", "eCheck", and "Check". At the bottom of the window, there is a status bar with a question mark icon, a lightbulb icon, and the text "Ready".

12. Setup the
Terms

Go to Common Info menu > **Terms**

Setup the **Standard Terms**

Input the necessary details:

- **Terms**
- **Origin Terms Code**
- **Discount for Early Payment**
- **Discount Days**
- **Balance Due**
- **APR for Late Payment**
- **Allow EFT on Invoices**
- **Active**

Click **Save**

The screenshot shows the 'Terms' window with the 'Standard' tab selected. The table lists the following terms:

Terms	Origin Terms Code	Discount for Early Payment	Discount Days	Balance Due	APR for Late Payment	Allow EFT on Invoices	Active
<input type="checkbox"/> Due on Receipt	None	0.00%	0	0	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> NET 30	None-2	0.00%	0	30	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2/10 Net 30	None-1	2.00%	10	30	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		0.00%	0	0	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Setup the **Date Driven Terms**

Input the necessary details:

- **Terms**
- **Origin Terms Code**
- **Discount for Early Payment**
- **Discount Days**
- **Day of Month Due**
- **Due Next Month**
- **APR for Late Payment**
- **Allow EFT on Invoices**
- **Active**

Click **Save**

The screenshot shows the 'Terms' window with the 'Date Driven' tab selected. The table lists the following terms:

Terms	Origin Terms Code	Discount for Early Payment	Discount Day	Day of Month Due	Due Next Month	APR for Late Payment	Allow EFT on Invoices	Active
<input type="checkbox"/> NET 30 - None-63	None-63	0.00%	30	25	0	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		0.00%	0	0	0	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Setup the **Specific Date Terms**

Input the necessary details:

- **Terms**
- **Origin Terms Code**
- **Discount Date**
- **Discount for Early Payment**
- **Due Date**
- **APR for Late Payment**
- **Allow EFT on Invoices**
- **Active**

Click **Save**

Terms	Origin Terms Code	Discount Date	Discount for Early Payment	Due Date	APR for Late Payment	Allow EFT on Invoices	Active
December	03	05/25/2015	3.00%	05/27/2015	2.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		06/10/2015	0.00%	06/10/2015	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

13. Create a Company Location

Go to Common Info menu > **Company Locations**

Click **New** button

Setup the necessary items on each tab

Enter necessary details on the **Detail** tab

Location Name: iRely Type: Office

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

Zip/Postal: 1227 City: Makati

State/Province: NCR Country: Philippines

Phone: 987 Fax: 5455

Email: irely@irely.com

Website: www.irely.com

Internal Notes: Test Only

Enter necessary details on the **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: ☒

Edited Page 1 of 1

Setup the GL Accounts in this 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

Edited Page 1 of 1

Setup the 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: ad Last Invoice No: asd

Print on Invoice: Package Print Contract Balance: ☒

John Deere Merch:

Invoice Comments: Test 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

Setup the Grain tab

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: AG1

Last Ticket: 002

Direct Ship Location: ☒

Scale Installed: ☒

Default Scale ID: 789

Active: ☒

Edited Page 1 of 1

Setup the **Point of Sale** tab

Company Locations

New Save Search Delete Undo Close

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

Using Cash Drawer: ☒

Cash Drawer Device ID: 21

Print Register Tape: ☒

Use UPC on Orders: ☒

Use UPC on Physical: ☒

Use UPC on Purchase Orders: ☒

UPC Search Sequence: UPC Code

Bar Code Printer Name: 65

Edited Page 1 of 1

Setup the **Pricing** tab

Company Locations

New Save Search Delete Undo Close

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

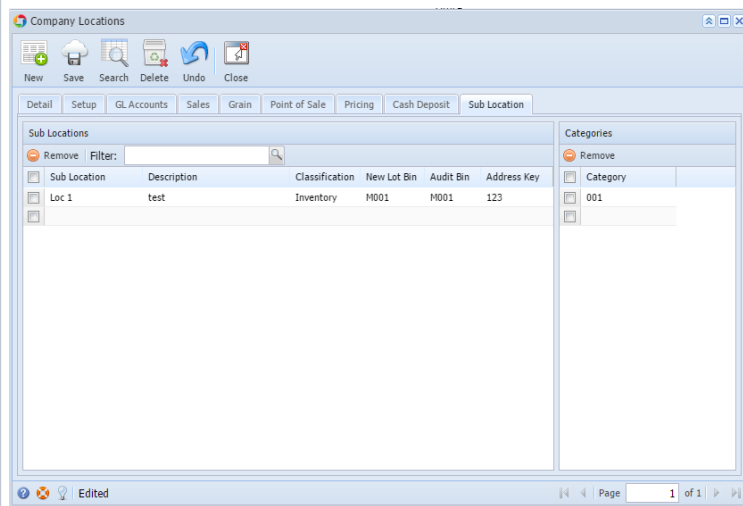
Price Descriptions

Remove Up Down Layout Filter Records (F3)

Name	Level
<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"/> Price 6	6
<input type="checkbox"/> Price 7	7

Edited Page 1 of 1

Setup the **Sub-Location** tab



Click Save when done

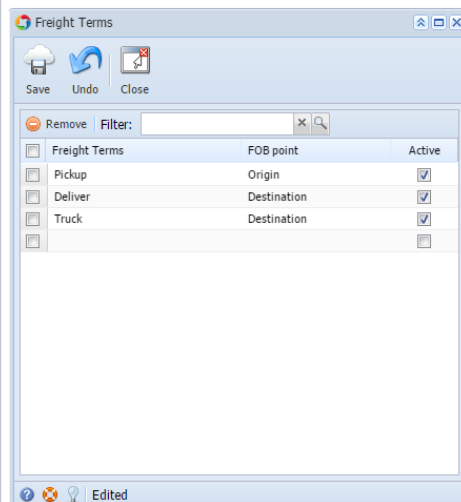
14. Create a Freight Term

Go to Common Info menu > **Freight Terms**

Enter a **Freight Term** and Select an **FOB Point**

Tick the **Active** checkbox

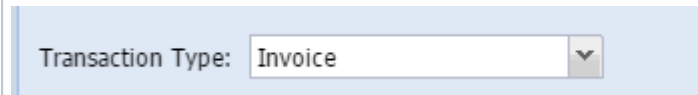
Click **Save**



15. Process a recurring transaction

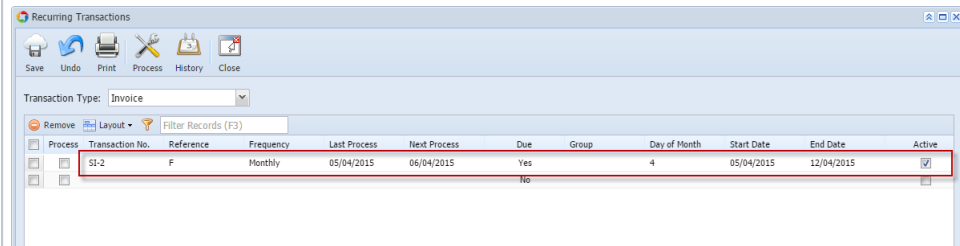
Go to Common Info menu > **Recurring Transactions**

Select a **transaction type** from combo box



Transaction Type: Invoice

Select a **Transaction No.** on the grid



Transaction No.	Reference	Frequency	Last Process	Next Process	Due	Group	Day of Month	Start Date	End Date	Active
SI-2	F	Monthly	05/04/2015	06/04/2015	Yes	No	4	05/04/2015	12/04/2015	<input checked="" type="checkbox"/>

If the transaction is already due, tick the checkbox under **Process** column

Click **Process** toolbar button to process the transactions

If a transaction is not yet due but you wish to process, you will just have to confirm processing it.

16. Create a Tax Class

Go to Common Info menu > **Tax Class**

Input **Tax Class** name

Click **Save**

17. Create a Tax Code

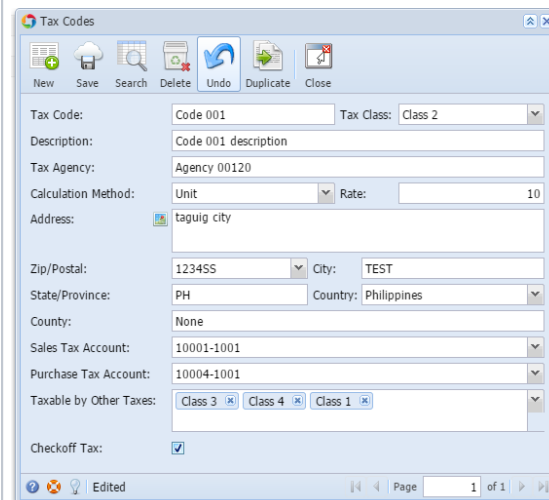
Go to Common Info menu > **Tax Codes**

Click **New** button

Input necessary details:

- **Tax Code**
- **Tax Class** (required)
- **Description**
- **Tax Agency**
- **Calculation Method**
- **Rate**
- **Address**
- **Country** (required)
- **County**
- **Sales Tax Account** (GL accounts under Sales Tax Account Category)
- **Purchase Tax Account** (GL accounts under Purchase Tax Account Category)
- **Taxable by other Taxes** (from Tax Class)
- **Checkoff Tax**

Click **Save**



Tax Code: Code 001 Tax Class: Class 2

Description: Code 001 description

Tax Agency: Agency 00120

Calculation Method: Unit Rate: 10

Address: taguig city

Zip/Postal: 123455 City: TEST

State/Province: PH Country: Philippines

County: None

Sales Tax Account: 10001-1001

Purchase Tax Account: 10004-1001

Taxable by Other Taxes: Class 3 Class 4 Class 1

Checkoff Tax: ☒

18. Create a Tax Group

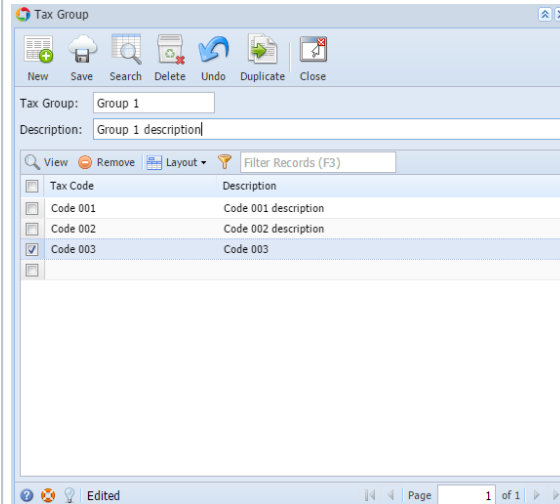
Go to Common Info menu > **Tax Groups**

Click **New** button

Input necessary details:

- **Tax Group Name**
- **Group Description**
- Select the **Tax Codes** included in the group

Click **Save**



The screenshot shows the 'Tax Group' window with the following details:

- Buttons:** New, Save, Search, Delete, Undo, Duplicate, Close.
- Tax Group:** Group 1
- Description:** Group 1 description
- Table:**

Tax Code	Description
<input type="checkbox"/> Code 001	Code 001 description
<input type="checkbox"/> Code 002	Code 002 description
<input checked="" type="checkbox"/> Code 003	Code 003

19. Create a Tax Group Master

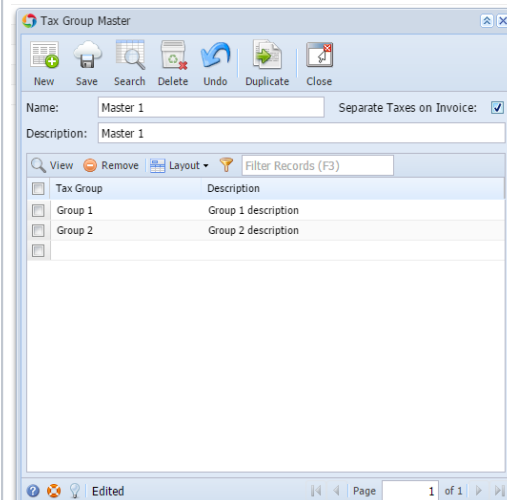
Go to Common Info menu > **Tax Group Masters**

Click **New** button

Input necessary details:

- **Tax Group Name**
- **Group Description**
- Tick **Separate on Invoices**
- Select the **Tax Codes** included in the group

Click **Save**



The screenshot shows the 'Tax Group Master' window with the following details:

- Buttons:** New, Save, Search, Delete, Undo, Duplicate, Close.
- Name:** Master 1
- Separate Taxes on Invoice:** ☒
- Description:** Master 1
- Table:**

Tax Group	Description
<input type="checkbox"/> Group 1	Group 1 description
<input type="checkbox"/> Group 2	Group 2 description

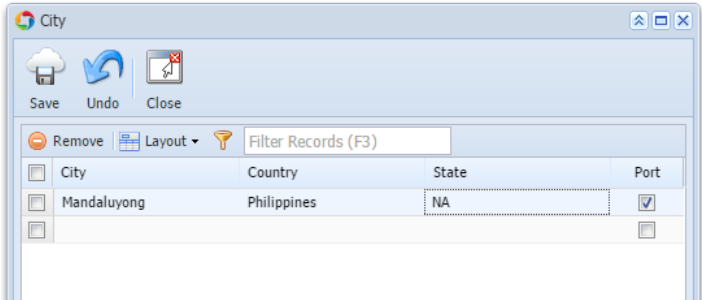
20. Create a City

Go to Common Info menu > **Cities**

Input necessary details:

- **City name**
- **Country**
- **State**
- **Port (yes/no)**

Click **Save**



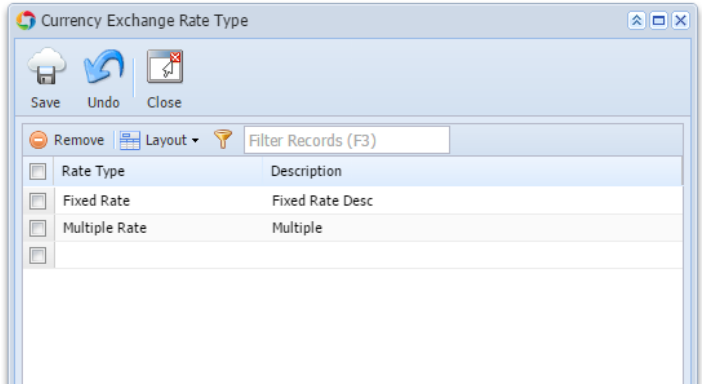
21. Create a Currency Exchange Rate Type

Go to Common Info menu > **Currency Exchange Rate Types**

Input necessary details:

- **Rate Type**
- **Description**

Click **Save**



22. Create a Currency Exchange Rate

Go to Common Info menu > **Currency Exchange Rates**

On the **Currency Panel** select a **From Currency** and **To Currency**

The screenshot shows the 'Currency Exchange Rates' window. The 'Currency' panel on the left has 'From Currency' and 'To Currency' columns. The 'From Currency' column contains 'CAD' and 'USD', and the 'To Currency' column contains 'PHP' and 'JPY'. The 'Exchange Rate Details' panel on the right is empty, with columns for 'Rate', 'Rate Type', and 'Effective Date'. The 'Currency' panel has a red border around the 'From Currency' and 'To Currency' columns.

Select pair from Currency column to enable Exchange rate details

Input necessary details:

- **Rate**
- **Rate Type** (from Currency Exchange Rate Type)
- **Effective Date**

Click **Save**

The screenshot shows the 'Currency Exchange Rates' window after saving. The 'Exchange Rate Details' panel now contains two entries. The 'From Currency' and 'To Currency' columns are still 'CAD' and 'USD' respectively. The 'Exchange Rate Details' panel has a red border around the 'Rate', 'Rate Type', and 'Effective Date' columns.

Rate	Rate Type	Effective Date
124.290000	Multiple Rate	06/08/2015
102.300000	Multiple Rate	06/24/2015

23. Batch Posting

Go to Common Info menu > **Batch Posting**

Select **Transactions to be posted**

Click **Post** toolbar button

The screenshot shows the 'Batch Posting Details' window. It displays a list of transactions with columns for 'Record No' and 'Description'. The 'Record No' column contains 'GJ-269' and 'GJ-273', and the 'Description' column contains 'Transaction successfully posted.' for both. The 'Batch Posting Details' window has a red border around the 'Record No' and 'Description' columns.

Record No	Description
GJ-269	Transaction successfully posted.
GJ-273	Transaction successfully posted.

Posted = 2 Failed = 0

24. Create an Approval List

Go to Common Info menu > **Approval List**

Click **New**

- Input name of **Approval List**
- Select the **approvers**
- Click **Save**

