

How do I link documents or files relating to stock items in Triumph Accounting?

You can link any type of file to a Triumph master file, Debtors, Creditors, Inventory and Job Costing.

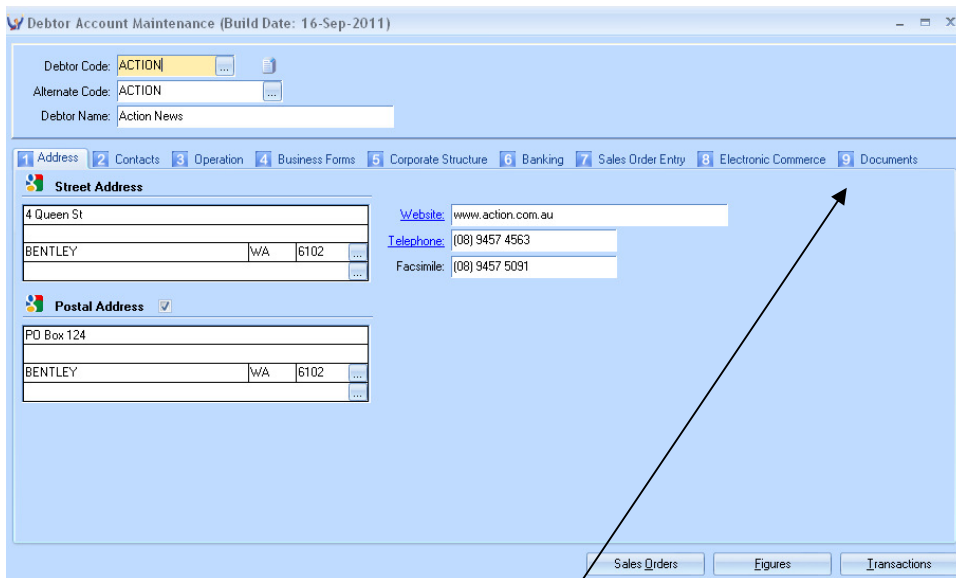
However if you wish to open a file via the Triumph Document Link function you must have the associated file type program on your system to be able to open it.

Examples

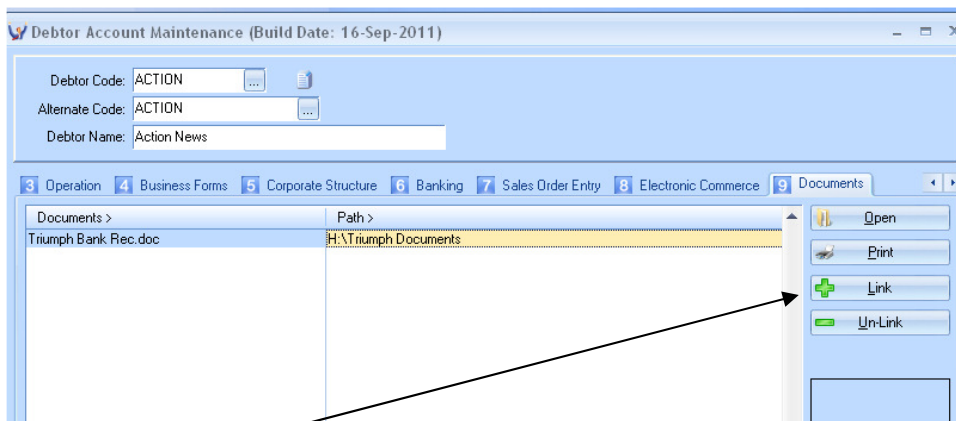
Linking files to Debtor Master Files

Menu Selection:

Debtors – File Maintenance/Enquiry – Debtor Account Maintenance (DFA)

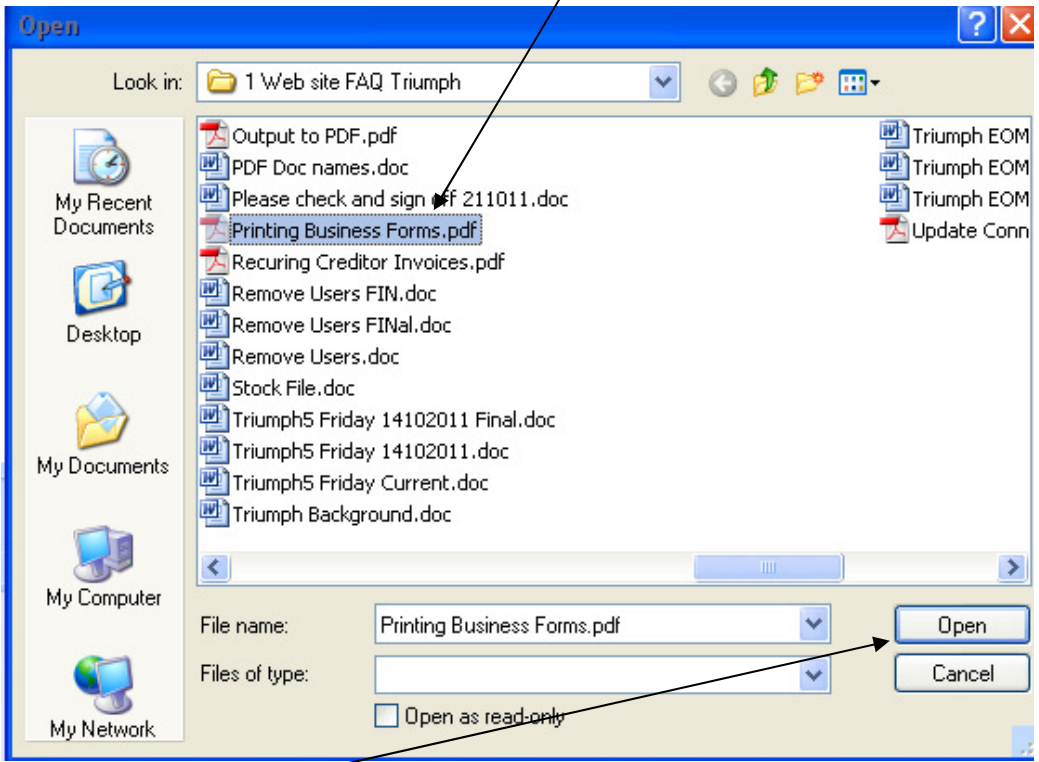


Select the Debtor, the select TAB 9 – Documents



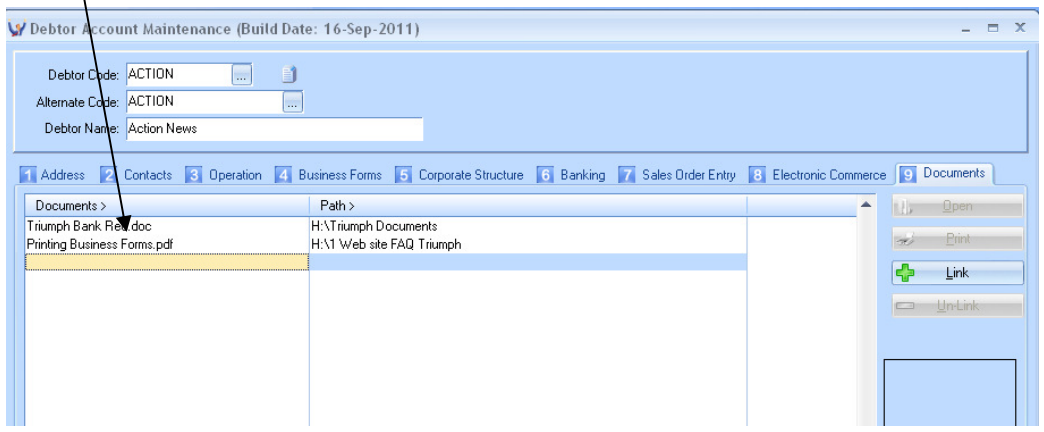
Select Link Button

Navigate to the path for the required document or file



Open File

The file is now linked to the Master file



To remove the link

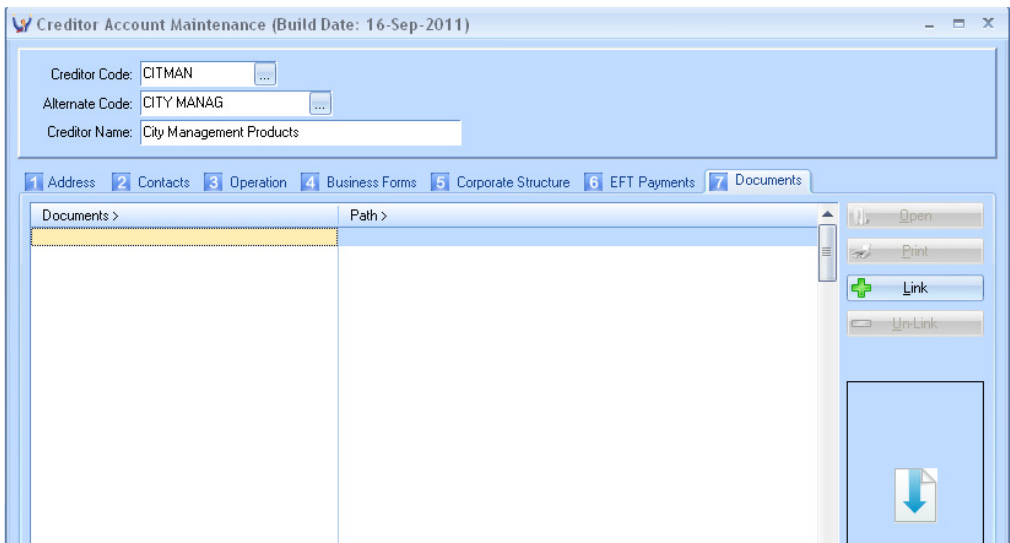
Select (highlight) the file to “unlink” select the Un-Link button

Linking files to Creditor Master Files

Menu Selection:

Creditors – File Maintenance/Enquiry – Creditor Account Maintenance (CFA)

The process is identical to linking files for Debtor (except that the Document Tab is TAB 7)

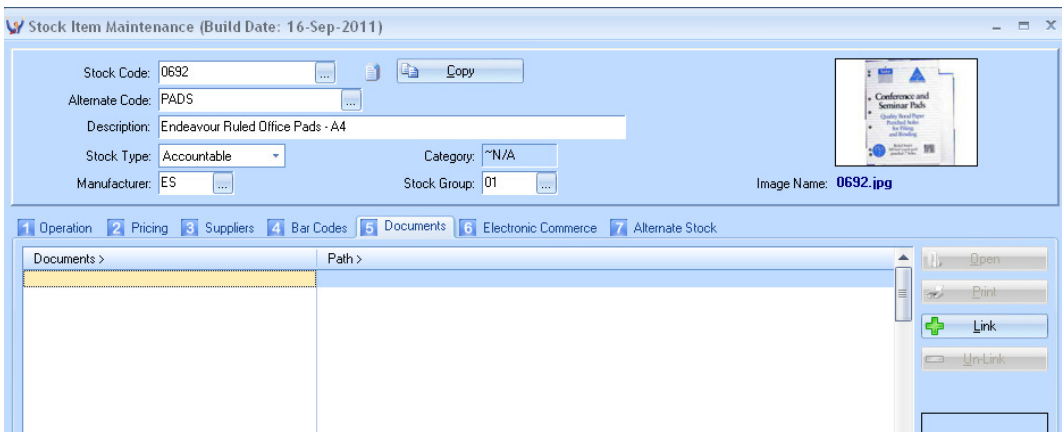


Linking files to Inventory Master Files

Menu Selection

Inventory – File Maintenance/Enquiry – Stock Item Maintenance (IFA)

Select TAB 5 (Documents) and link files to a stock item the same as with Debtors and Creditors

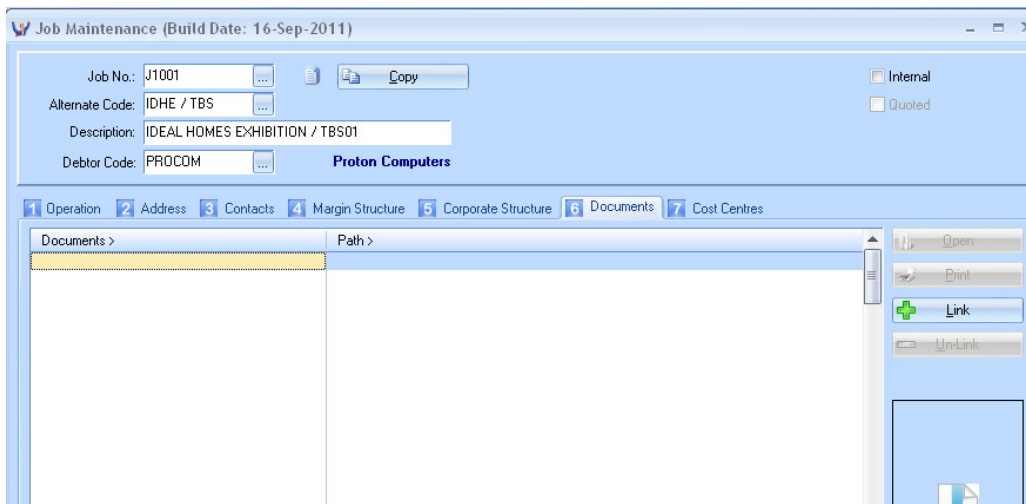


Linking files to Job Costing Master Files

Menu Selection:

Job Costing – File Maintenance/Enquiry – Job Maintenance (JFJ)

Process using the Documents Tab (TAB 6)



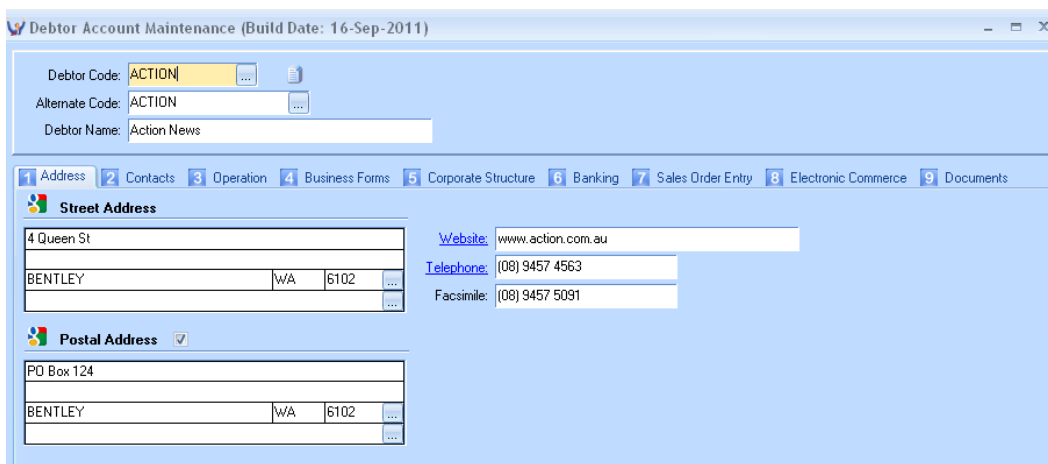
Linking multiple files to a Master File at one time

You can add a group of files to a master file at one time by using the drop box under the “LINK” buttons.

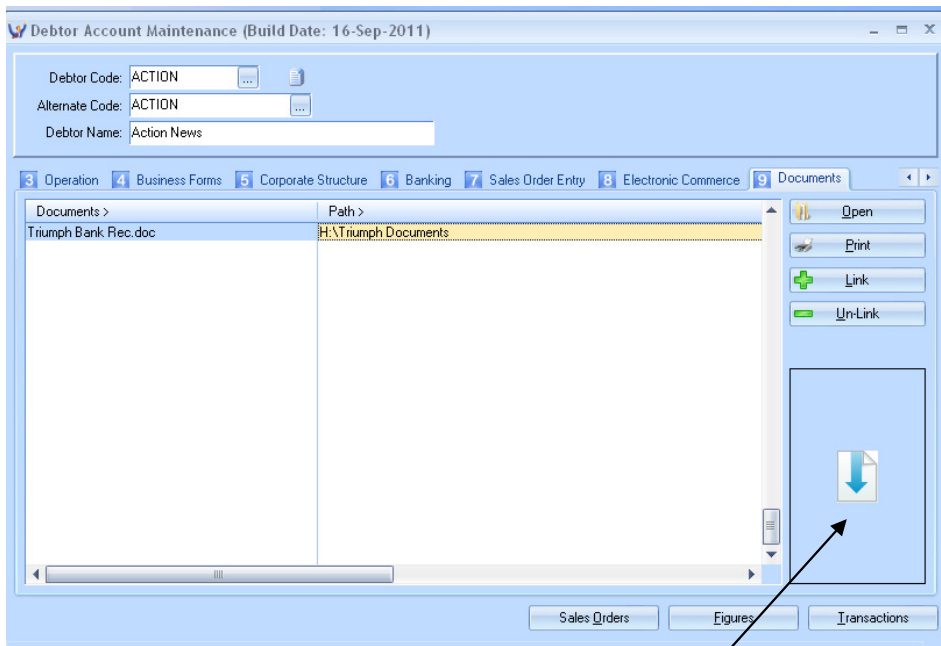
Example

Menu Selection:

Debtors – File Maintenance/Enquiry – Debtor Account Maintenance (DFA)

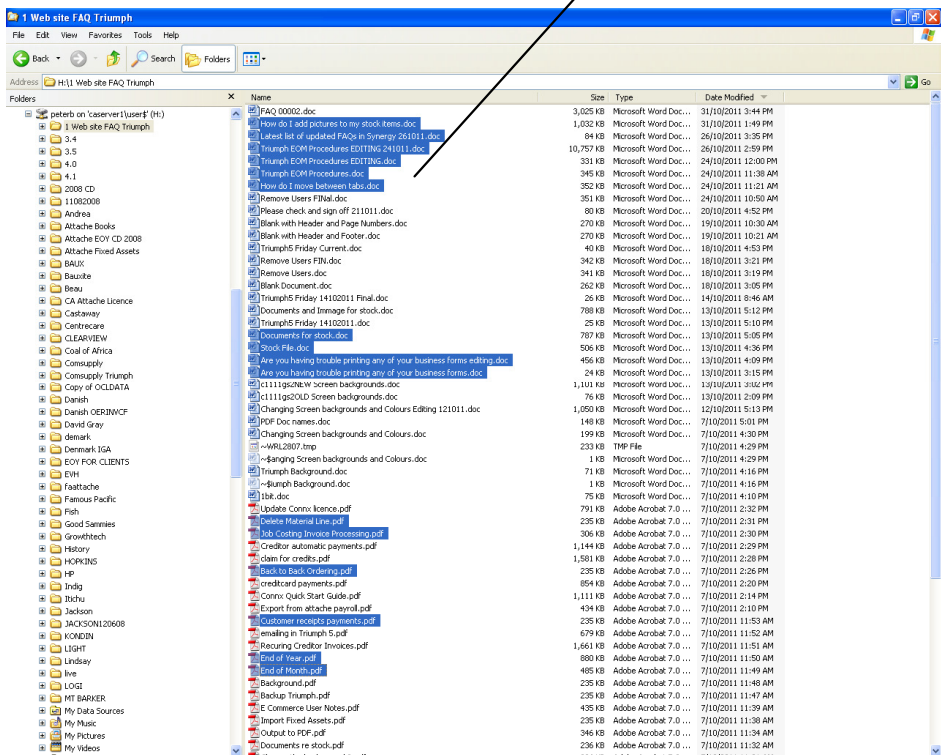


Open the Master file Documents Tab

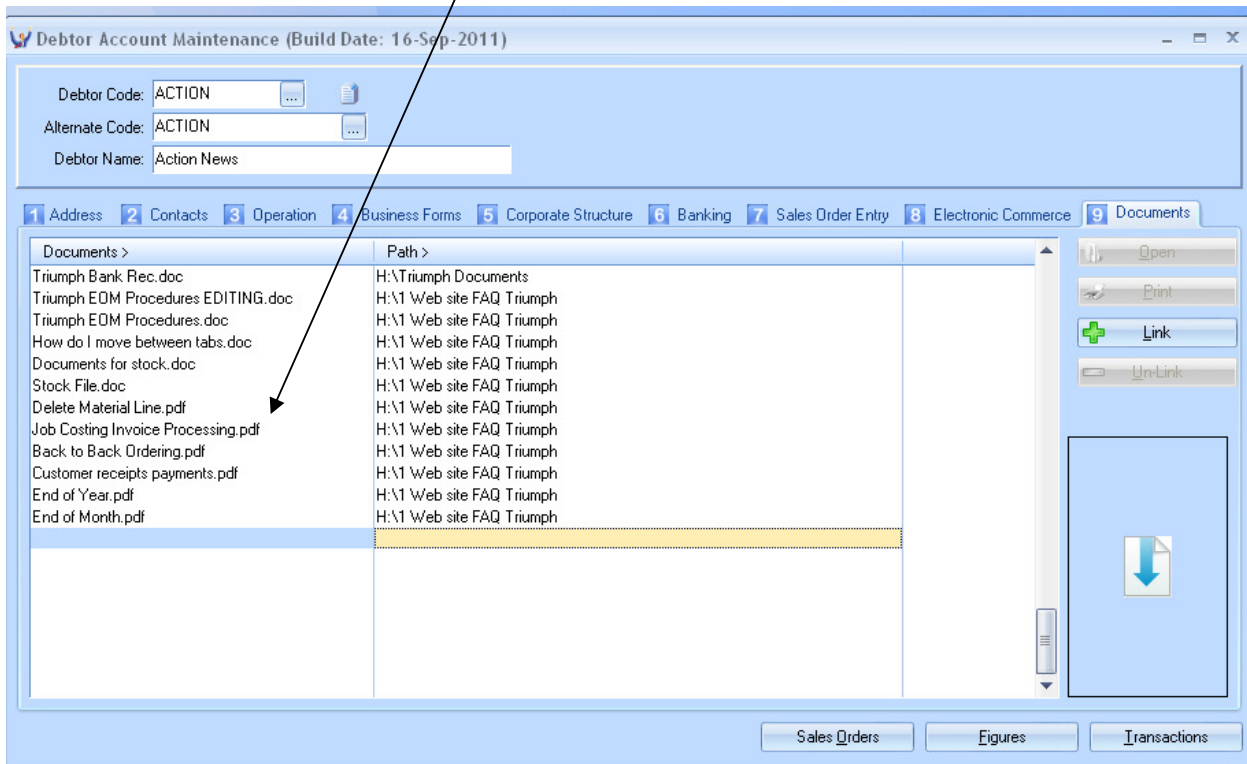


Open Windows Explorer and Highlight the group of files you wish to link.

Use your mouse to drag the files over the Multiple Link box.



This will link all the highlighted files to the master file in one process



DISCLAIMER

[Software, Documents and Services available on this website](#)

CA Management Services Pty Ltd and/or its respective suppliers make no representations about the suitability of the information contained in the documents and related graphics published on this server for any purpose. All such documents and related graphics are provided "as is" without warranty of any kind. CA Management Services Pty Ltd and/or its respective suppliers hereby disclaim all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for a particular purpose, title and non-infringement. In no event shall CA Management Services Pty Ltd and/or its respective suppliers be liable for any special, indirect or consequential damages whatsoever resulting from loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use or performance of information available from this server or failure to provide services, or information available from this server.

The documents and related graphics published on this server could include technical inaccuracies or typographical errors. Changes are periodically added to the information herein. CA Management Services Pty Ltd and/or its respective suppliers may make improvements and/or changes in the product(s) and/or the program(s) described herein at any time.

[Links to Third Party Sites](#)

The links in this area will let you leave CA Management Services Pty Ltd's site. The linked sites are not under the control of CA Management Services Pty Ltd and CA Management Services Pty Ltd is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. CA Management Services Pty Ltd is not responsible for webcasting or any other form of transmission received from any linked site. CA Management Services Pty Ltd is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by CA Management Services Pty Ltd of the site.

For further information please contact our office
CA Management Services
88 Burswood Road
BURSWOOD WA 6100
Telephone: 08 9470 9922