



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)

🖌 Debtor Account Maintenance (Build Date: 16-Sep-2011) 🛛 💦 🗕 🗉	×
Debtor Code: ACTION	
Alternate Code: ACTION	
Debtor Name: Action News	
🖉 åddrære 🔟 Caulaula 🔟 Causaulau Farra 🗖 Causaula Shuakura 💭 Daulina 🔽 Salas Ordar Salm. 🖸 Flashanin Causaura 🕠 Daumanda	
Address [2] Contacts [5] Operation [2] Business Forms [5] Corporate structure [5] Banking [2] Sales Urder Entry [5] Electronic Commerce [5] Documents	
4 Queen St Website: www.action.com.au	
BENTLEY WA 6102 III Telephone: 108) 9457 4563	
Facsimile: (08) 9457 5091	
• Postal Address •	
P0 Box 124	
BENTLEY IVA 16102	
Sales Orders Eigures Iransaction	s

Select the Debtor, the select TAB 9 – Documents





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Navigate to the path for the required document or file

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Open File

The file is now linked to the Master file \backslash

🕼 Debtor Account Maintenance (B	uild Date: 16-Sep-2011)		
Debtor Code: ACTION Alternate Code: ACTION			
Address Contacts Operation	on 🚺 Business Forms 🕤 Corporate Structure	6 Banking 🔽 Sales Order Entry 👔	8 Electronic Commerce 9 Documents
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			Link
			📼 Un-Link

To remove the link

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



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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)

🕼 Creditor Account Maintenance	e (Build Date: 16-Sep-2011)		- = X
Creditor Code: CITMAN Alternate Code: CITY MANAG Creditor Name: City Management Pr	 Julie - Constant -		
Address 2 Contacts 3 Oper-	ation 🛛 🔄 Business Forms 📑 Corporate Structu	ure 🚺 EFT Payments 🔽 Documents	
Documents >	Path >		Open 2 Print Link Un Link

Linking files to Invenory 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

Y Stock Item Mainter Stock Code: Alternate Code: Description:	ance (Build Date: 16-Sep-2011) 0692 PADS Endeavour Ruled Office Pads - A4	Conference and Conference and Sonical Ford Outback Providers
Stock Type:	Accountable Category: N/A	Address Mi
Manufacturer:	ES Stock Group: 01 Image Name: 0	1692.jpg
Operation Prici Documents >	ng 3 Suppliers 4 Bar Codes 5 Documents 6 Electronic Commerce 7 Alternate Stock Path >	A Dpen
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		Link
		📼 <u>U</u> n-Link



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Linking files to Job Costing Master Files

Menu Selection:

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

Process using the Documents Tab (TAB 6)

😾 Job Maintenan	ce (Build Date: 16-Sep-20	11)	_ = ×
Job No.: Alternate Code: Description: Debtor Code:	J1001) IDHE / TBS IDEAL HOMES EXHIBITION / PROCOM	Copy BS01 Proton Computers	Internal Quoted
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			Link
			📼 Un-Link

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)

Debtor Account Maintenance (Build Date: 16-Sep-2011) – 📼	x
Debtor Code: ACTION ACTION Alternate Code: ACTION Debtor Name: Action News	
Address 2 Contacts 3 Operation 2 Business Forms 5 Corporate Structure 6 Banking 7 Sales Order Entry 8 Electronic Commerce 9 Documents Street Address 4 Queen St BENTLEY WA 6102	
Postal Address V PO Box 124 BENTLEY WA 6102	



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Open the Master file Documents Tab

🕼 Debtor Account Mair	itenance (Build Date: 16-Sep-2011) – 🗖	>
Debtor Code: ACTION Alternate Code: ACTION Debtor Name: Action N	lews	
3 Operation 4 Busines	ss Forms 🔓 Corporate Structure 💪 Banking 🏹 Sales Order Entry 🚯 Electronic Commerce 🧕 Documents 🔹	•
Documents >	Path > 🔺 🚺 Open	
Triumph Bank Rec.doc	H:\Triumph Documents	5
	📲 Link	
		5
4		
	Sales Orders Figures Iransactions	

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.

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

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😡 Debtor Account Maintenance (Build Da	te: 16-Ssp-2011) _ = = ×
Debtor Code: ACTION Alternate Code: ACTION Debtor Name: Action News	
Address 2 Contacts 3 Operation 4	Business Forms 🥫 Corporate Structure 🙃 Banking 🏹 Sales Order Entry 🖪 Electronic Commerce 🤋 Documents
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