



BUSINESS CONSULTING

TRIUMPH ACCOUNTING

E-COMMERCE USER NOTES

You can now:-

- > Check your current transactions
- > Reprint an invoice
- Print your statement
- View your account history
- > Purchase stationery and ink cartridge

MORE BUSINESS SUPPORT THAN YOU EXPECT.



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 www.caman.com.au

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Introduction

You can now access your account on line to check your outstanding balances, reprint an invoice or statement or even look at your account history using Triumph Accounting's E-Commerce module.

To check out this application, log on to the following website:-

http://triumphweb.caman.com.au

This screen will appear:



Select - Triumph – Customer Area and the following screen will appear.



To access this site enter your debtor code and password. To find this code either contact CA Management Services or check on any Tax Invoice you have received from CA Management Services. Your Debtor Account Code is your Company Code and your Web Access Code is your Password.

The following screen appears

ACCOUNT

Details

This screen allows you to see your current financial information.

🕂 Triumph A	ccou	nting	, On	line	-Ac	tion 1	Vews								
								A	ccount	Product	s Orde	rs	Shoppi	ng Bas	sket
ACCOUNT	∢ ↓ First Pi	(E rior Find	► Next	▶ Last	R Save	X Clear	X Delete							Print	🛒 Logon
Details Transactions Print Statement Purchase History Purchasing Officers Change Password					AC Act 188 BEI	count TION :ion Ne 3 Latro NTLEY	ws be Terrac WA 6102	e	- Balanc To I 120 [90 [60 [30 [Cur Fu	es Date Days Days Days Days Days Trent Uture	\$7,489.2 \$5,289.5 \$0.0 \$0.0 \$6,270.0 -\$4,070.3 \$0.0	21 34 10 10 33 10			<u> </u>
					-Pu	rchase Perioc \$18 st Tra	es d Todate 1.718.51 nsactions _ast Invoi _ast Recei	ce [Year To \$18,718. Jumber	date 51 Date 2004/03/16	Last Ye \$0.00 Amoui \$29.67 \$657.00	ar nt			

Transactions

This displays a list of your current transactions. It defaults to all transactions, but a selection of records can be obtained by using the "Enquiry Filter" at the bottom of the page.

Triumph A	ccoun	iting Online	-Action	News	Account	Products	Orders	Sho	nning Ba	sket
ACCOUNT	↓ ↓ First Prio	■ ▶ ▶ or Find Next Last	Save Clear	X Delete	Account	Trouters	Oracio	Olio	Print	Logon
Details	Curr	ent Transacti	ons-All Da	tes						
Transactions	Туре	Our Reference	Your Ref	erence	Date	Due Date	A	mount	Outstan	iding
Drint Statement	INV	I1046	1205		31-Jul-2003	31-Aug-2003	3 \$1	.00.64	\$10	0.64
Print Statement	INV	I1052	443		30-Aug-2003	30-Sep-2003	\$9,4	82.00	\$3,13	6.50
Purchase History	INV	I1053	3456		30-Sep-2003	31-Oct-2003	3 \$4,0	052.40	\$2,05	2.40
Purchasing Officers	REC	R1018	CASH		3-Feb-2004	3-Feb-2004	-4	60.00	-\$6	0.00
Change Password	INV	I1054			12-Feb-2004	31-Mar-2004	4 \$6,4	00.00	\$6,40	0.00
	REC	R1025	CHEQUE		19-Feb-2004	19-Feb-2004	⊦ – 1	70.00	-\$7	0.00
	INV	I1055			16-Mar-2004	30-Apr-2004	. 4	29.67	\$2	9.67
	REC	R1015			16-Mar-2004	16-Mar-2004	+ -\$1	.00.00	-\$10	0.00
	REC	R1013			31-Mar-2004	31-Mar-2004	+ -\$11,0	00.00	-\$4,00	0.00
	Close	ed Transactio	ns-All Date	es						
	Туре	Our Reference	Your F	eference	Date	Due Date	A A	mount	Outstan	iding
	CRN	N1004	×		30-Oct-2003	30-Oct-20	03 -\$1,3	845.50	\$	0.00
	Enqu	iry Filter								

The "Enquiry Filter" offers limited control over which transactions are selected by criteria such as date ranges and whether or not the transactions are closed or pending.

🔀 Triumph A	eco	unt	ing	Or	ıline	e-Ac	tion 1	News						
									Accoun	t	Products	Orders	Shopping B	asket
ACCOUNT	 ◀ First	♦ Prior	Find	► Next	► Last	🔚 Save	💥 Clear	X Delete					An Print	<u>K</u> Logon
Details Transactions Print Statement								Repo	rt Order © As © De	sce esc	ending cending			
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		C Last Month C Date Range Starting From Date												
		Restrict Transactions To © Outstanding Transactions © Closed Transactions © All Transactions												
									Submit					

It is possible to get the details of a particular transaction by clicking on the "reference number" of one of the transaction lines in the report. For example:

🕂 Triumph Ao	ecour	iting Online	e-Action	News						
					Account	Products	Orders	Sho	pping Ba	sket
ACCOUNT	◀ ◀ First Pri	ior Find Next Last	Save Clea	r Delete		·			int	🌋 Logon
Details	Curr	ent Transacti	ons-All Da	ates						
Transactions	Туре	Our Reference	Your Re	ference	Date	Due Date	A	mount	Outstand	ding
Print Statement	INV	I1046	1205		31-Jul-2003	31-Aug-200	з \$1	100.64	\$100).64
Purchase History	IN∀	I1052	443		30-Aug-2003	30-Sep-200	3 \$9,4	182.00	\$3,136	5.50
Purchasing Officers	INV	I1053	3456		30-Sep-2003	31-Oct-200	3 \$4,0)52.40	\$2,052	2.40
Change Password	REC	R1018	CASH		3-Feb-2004	3-Feb-2004	+ -\$	60.00	-\$60	0.00
change r assword		A1054	CUEOUE		12-Feb-2004	31-Mar-200	4 \$6,4	100.00	\$6,4UL	0.00
	REC N	R1025	CHEQUE		19-Feb-2004	19-Feb-200	4 -¥	20.67	-\$/L #00	1.00
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	Ø RN	N1004	×		30-Oct-2003	30-Oct-20	003 -\$1,3	345.50	\$C	0.00
	Enqu	uiry Filter								

Click on the line you want.

The following screen will appear.

፳ Triumph Ao	ccounting Online-Action N	ews							
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ACCOUNT	◀ ◀ 〓 ▶ ▶ 🖬 💥 First Prior Find Next Last Save Clear	X Delete			·			int	🖍 Logon
	Transaction Details								
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Purchase History	orde Description		04	Duine	Discount	T - · ·	A		
Purchasing Officers	Code Description 0692 Endeavour Ruled Office Pads - A4		400.00	\$8.97	tount \$0.00	tax \$0.00	\$3.588.00	Pick	_
Change Password	0693 Endeavour Ruled Office Pads - A5		45.00	\$9.99	\$0.00	\$0.00	\$449.55	Pick	-
	7909 PENCIL SHARPENER		15.00	\$0.99	\$0.00	\$0.00	\$14.85	Pick	
	Previous Print						Re	peat Pic	k All

You have the option to print a copy of an invoice from this screen. Select "print" button and follow the prompts.

Paper Layer Spratures Bookmanns	ty //0/20 / ritumpin coro uning to 201 Seve a Copy 🚔 🗎 🖗 DEM Suite 24, 85 Colin Action News 188 Latrobe BENTLEY V	IZUOL/preview.pdf. Alerosoft Internet	Explorer ○ ○ 120% OMPANY uts@democompany: +444-4444 6102	• • • •	TRU Acco Taking Barin TAX INVOL 11052	CE
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	30/08/2002 ACTION 44	3 457-4563	457-5091	APC	WAM	1 of 1
	Line Code Des	cription	Quantity	Price	Discount GST	Amount
	1 0692 End	leavour Raled Office Pads - A4	500.00	8.97	0.00	4,485.00
	2 0693 End	leavour Ruled Office Pads - A5	300.00	9.99	0.00	2,997.00
	3 NONSTOCK OV	ERTYPE PADS WITH YOUR LOGO	\$00.00	2.50	0.00	2,000.00
	◆ 8.26 x 11.68 in <	14 4	1 of 1 💿 🕅	0 0		Diterret

To Print a Statement

Select 'print statement'

/	/										
🕂 Triumph A	ccoui	nting Onlir	ie-Ac	tion 1	Vews						
· /						Account	Products	Orders	Sho	pping Ba	sket
ACCOUNT	↓ ↓ First Pri	I ■ ▶ ▶ ior Find Next Last	L Save	💥 Clear	X Delete		·			int	🖍 Logon
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Print Statement	INV	I1046	12	205		31-Jul-2003	31-Aug-2003	\$1	00.64	\$100	D.64
Burchase History	INV	I1052	44	13		30-Aug-2003	30-Sep-2003	\$9,4	82.00	\$3,136	6.50
Purchase History	INV	I1053	34	156		30-Sep-2003	31-Oct-2003	\$4,0	52.40	\$2,052	2.40
Purchasing Officers	REC	R1018	C/	ASH		3-Feb-2004	3-Feb-2004	-\$	60.00	-\$60	0.00
Change Password	INV	I1054				12-Feb-2004	31-Mar-2004	\$6,4	00.00	\$6,400	0.00
	REC	R1025	Cł	HEQUE		19-Feb-2004	19-Feb-2004	-\$	70.00	-\$70	0.00
	INV	I1055				16-Mar-2004	30-Apr-2004	\$	29.67	\$29	9.67
	REC	R1015				16-Mar-2004	16-Mar-2004	-\$1	00.00	-\$100	0.00
	REC	R1013				31-Mar-2004	31-Mar-2004	-\$11,0	00.00	-\$4,000	0.00
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	Туре	Our Reference		Your Re	ference	Date	Due Date	Ar	nount	Outstan	ding
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	Enqu	uiry Filter									

This simply generates the Debtor's Statement for the customer as you would see in Triumph Accounting. As with the invoice, you can print it out from the browser if desired.

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4		Period End (1)	ACTION Editropos	Proce 457-4580 Break	Per 407-5001 Original/ Applied Amenar	Page 1 of 1 Our conding Amount	Actosar ACTION Balarsas	Nume Action 74 Decemb	Den .	Page 1 of 1 Over-souting Amesonr	-
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Account History

You can use this option to display a list of transactions made. Essentially it lists all transactions made by you, most recent first. See below.

							Account	t Pro	ducts	Orders	Shopp	oing Ba	sket
ACCOUNT	 ◀ ◀ First Prior	Find N	▶ ▶ Iext Last	R Save) Clear	X Delete						🖨 Print	<u> </u> K Logon
Details	Purc	nase F	listory										
Transactions	Code	Invoic	e Dat	e I	Descriptio	n		Qty	Price (Discount Tax	Amount		
Print Statement	0692	I1055	16-Mar	-2004	Endeavou	r Ruled Offi	ce Pads - A4	1.00	\$8.97	\$0.00 \$0.70	\$9.67	Pick	
Purchase History	KASCA	4I1054	12-Feb	-2004	KAS A3 C	DLLATOR		1.00 \$6	5,400.00	\$0.00 \$0.00 \$	6,400.00	Pick	
Purchasing Officers	0692	I1053	30-Sep	-2003	Endeavou	r Ruled Offi	ce Pads - A4	400.00	\$8.97	\$0.00 \$0.00 \$	3,588.00	Pick	
Change Password	0693	I1053	30-Sep	-2003	Endeavou	r Ruled Offi	ce Pads - A5	45.00	\$9.99	\$0.00 \$0.00	\$449.55	Pick	
	7909	I1053	30-Sep	-2003	PENCIL SH	ARPENER		15.00	\$0.99	\$0.00 \$0.00	\$14.85	Pick	
	0692	I1052	30-Aug	-2003	Endeavou	r Ruled Offi	ce Pads - A4	500.00	\$8.97	\$0.00 \$0.00 \$	4,485.00	Pick	
	0693	I1052	30-Aug	-2003	Endeavou	r Ruled Offi	ce Pads - A5	300.00	\$9.99	\$0.00 \$0.00 \$	2,997.00	Pick	

Purchasing Stationery and Ink Cartridges

You can also purchase your stationery via Triumph Accounting.

Select Products

🔀 Triumph A	ccount	ing O	nline	-Action N	lews				
						Account Product	ts Orders	Shopping Ba	sket
ACCOUNT	I ← First Prior	∎ ► Find Next	► Last	Save Clear	X Delete			🖨 Print	≇ Logon
Details Transactions Print Statement Purchase History Purchasing Officers Change Password				Action Ne Action Ne 188 Latro BENTLEY	ws be Terrace WA 6102	Balances To Date 120 Days 90 Days 60 Days 30 Days Current Future	\$7,489.21 \$5,289.54 \$0.00 \$0.00 \$6,270.00 -\$4,070.33 \$0.00		4
				- Purchase Period \$18 - Last Trar L	rodate 71851 nsactions ast Invoid	Year Todate \$18.718.51 Number Date e 2004/03/16 t 2004/03/31	Last Year \$0.00 Amount \$29.67 \$657.00		

This will bring you to the following screen

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									Account	Products	Orders	Shopping Ba	isket
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You can either type the code straight in or go to the drop down list to choose.

					/		
				Account Products	Orders	Shopping Bask	et
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Product Enquiry							
Product Listing	Code	Alternate Code	Group	Description			
	04170	TRIUMPH INVOICES 3 P	STAT	Triumph Invoices 3 Part (750			
	04171	TRIUMPH INVOICES 2 P	STAT	Triumph Invoices 2 Part (100	0)		
	04172	TRIUMPH STATEMENTS (STAT	Triumph Statements (1000)		ot Available.	
	04A4UNI	ATTACHE LASER INVOIC 🖌	STAT	Attache Laser Invoices (1000			
	1000	MULTI SYSTEM LASER I	STAT	Multi System Laser Invoices			
	1000P	MULTI SYSTEM LASER S	STAT	Multi System Laser Statemen	ts		
	1000R	MULTI SYSTEM LASER A	STAT	Multi System Laser Adjustme	nt Note		
	A1080	ATTACHE INV/PO 3 PAR	STAT	Attache Inv/PO 3 Part (750)			
	A1080-2	ATTACHE INV/PO 2 PAR	STAT	Attache Inv/PO 2 Part (1000)		
	A4000	ATTACHE LASER PAYSLI	STAT	Attache Laser Payslips (500)			
	APC/5	CONF. PAY ENVELOPES	STAT	Conf. Pay Envelopes Sealed	(1000)		1
	APE/5	CONF. PAY ENVELOPES	STAT	Conf. Pay Envelopes Unseale	d (1000)		
	APS/5	ATTACHE PAY SLIPS (2	STAT	Attache Pay Slips (2000)			
	ARA	ATTACHE REMITTANCE A	STAT	Attache Remittance Advices ((1000)		
	ARA-A4	A4 REMITTANCE ADVICE	STAT	A4 Remittance Advice			
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Click on the item you wish to purchase.

This screen will then appear.

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PRODUCTS	∢ First	♦ Prior	Find	► Next	► Last	📕 Save	Clear	X Delete				i 🖨 Print	🜋 Logon
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Tab through to 'pick' box and enter the quantity you require.

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								Account	Proc	lucts	Ord	ers	Shop	oping Ba	sket
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Product Enquiry Product Listing			Brie	f Desc	Code	1000 Multi Sv	vstem Laser l								
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When you have completed your selection go to shopping basket.

									Accou	nt	Products	Orders	; S	hopping Ba	isket
SHOPPING BASKET	∢ First	♦ Prior	Find	► Next	► Last	🔛 Save	💥 Clear	X Delete						int	🗶 Logon
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Once you are happy with your order – press confirm.

If you have any questions regarding anything mentioned above please do not hesitate to phone CA Management Services Support on 9470 9922 or log your query at www.caman.com.au/support