

# 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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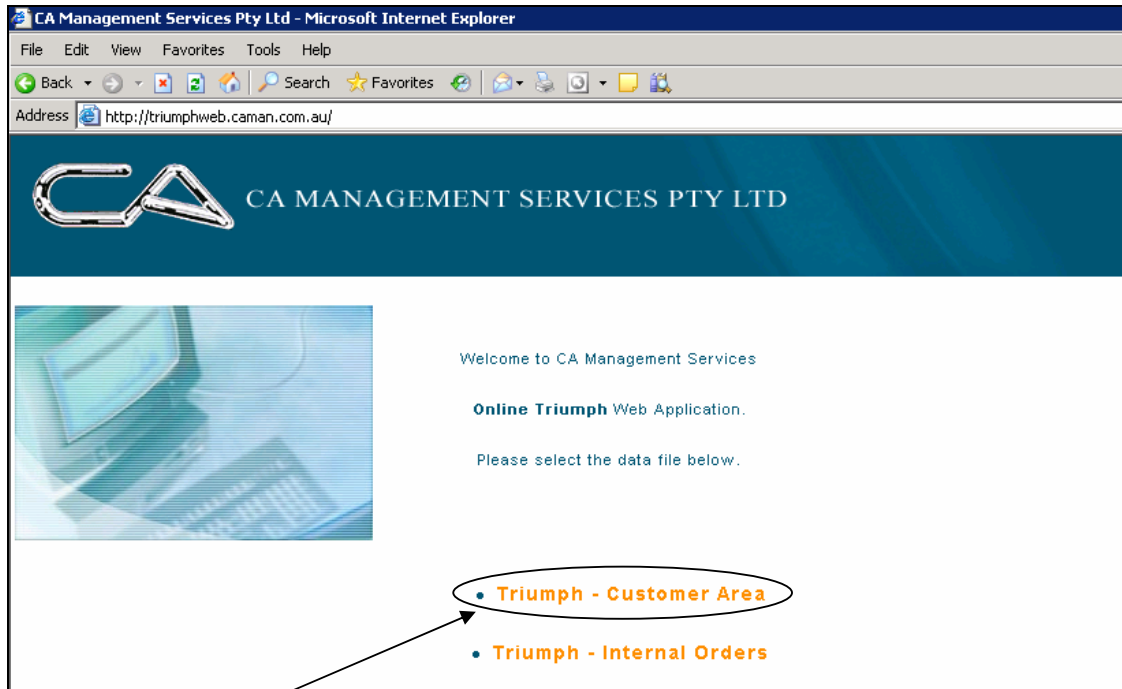
## Introduction

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.

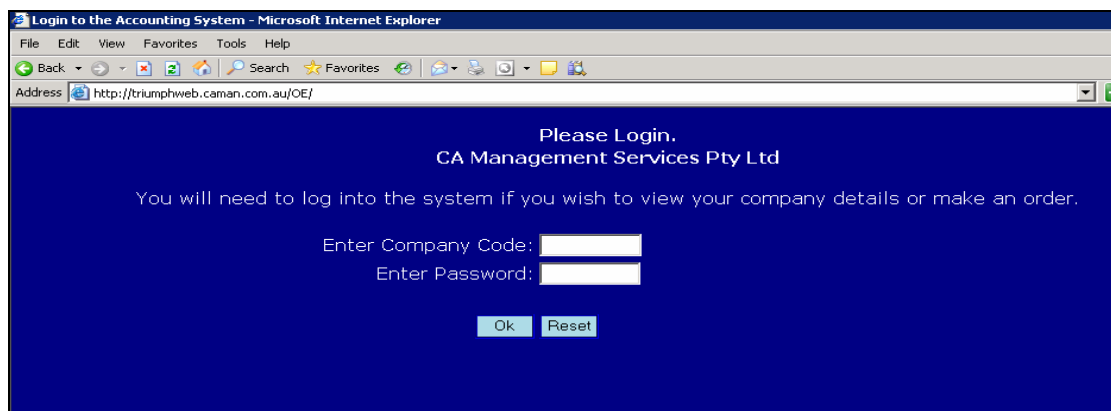
To check out this application, log on to the following website:-

<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.

The screenshot shows the 'ACCOUNT' details page. The header includes the Triumph Accounting Online-Action News logo and navigation tabs for Account, Products, Orders, and Shopping Basket. A left sidebar lists options: Transactions, Print Statement, Purchase History, Purchasing Officers, and Change Password. The main content area is divided into sections: Account (ACTION, Action News, 188 Latrobe Terrace, BENTLEY WA 6102), Balances (To Date: \$7,489.21, 120 Days: \$5,289.54, 90 Days: \$0.00, 60 Days: \$0.00, 30 Days: \$6,270.00, Current: -\$4,070.33, Future: \$0.00), Purchases (Period Todate: \$18,718.51, Year Todate: \$18,718.51, Last Year: \$0.00), and Last Transactions (Last Invoice: 2004/03/16, \$29.67; Last Receipt: 2004/03/31, \$657.00).

### 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.

The screenshot shows the 'Transactions' page. The header is the same as the previous screen. The left sidebar lists: Details, Transactions, Print Statement, Purchase History, Purchasing Officers, and Change Password. The main content area displays two tables: 'Current Transactions-All Dates' and 'Closed Transactions-All Dates'. Below the tables is an 'Enquiry Filter' button, which is circled in red with an arrow pointing to it.

Type	Our Reference	Your Reference	Date	Due Date	Amount	Outstanding
INV	I1046	1205	31-Jul-2003	31-Aug-2003	\$100.64	\$100.64
INV	I1052	443	30-Aug-2003	30-Sep-2003	\$9,482.00	\$3,136.50
INV	I1053	3456	30-Sep-2003	31-Oct-2003	\$4,052.40	\$2,052.40
REC	R1018	CASH	3-Feb-2004	3-Feb-2004	-\$60.00	-\$60.00
INV	I1054		12-Feb-2004	31-Mar-2004	\$6,400.00	\$6,400.00
REC	R1025	CHEQUE	19-Feb-2004	19-Feb-2004	-\$70.00	-\$70.00
INV	I1055		16-Mar-2004	30-Apr-2004	\$29.67	\$29.67
REC	R1015		16-Mar-2004	16-Mar-2004	-\$100.00	-\$100.00
REC	R1013		31-Mar-2004	31-Mar-2004	-\$11,000.00	-\$4,000.00

Type	Our Reference	Your Reference	Date	Due Date	Amount	Outstanding
CRN	N1004	X	30-Oct-2003	30-Oct-2003	-\$1,345.50	\$0.00

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 Accounting Online-Action News

Account Products Orders Shopping Basket

ACCOUNT

Details  
**Transactions**  
 Print Statement  
 Purchase History  
 Purchasing Officers  
 Change Password

Report Order  Ascending  
 Descending

Restrict Dates To  All Dates  
 This Month  
 Last Month  
 Date Range

Starting From Date    
 Stopping At Date

Restrict Transactions To  Outstanding Transactions  
 Closed Transactions  
 All Transactions

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 Accounting Online-Action News

Account Products Orders Shopping Basket

ACCOUNT

Details  
**Transactions**  
 Print Statement  
 Purchase History  
 Purchasing Officers  
 Change Password

Current Transactions-All Dates

Type	Our Reference	Your Reference	Date	Due Date	Amount	Outstanding
INV	I1046	1205	31-Jul-2003	31-Aug-2003	\$100.64	\$100.64
INV	I1052	443	30-Aug-2003	30-Sep-2003	\$9,482.00	\$3,136.50
INV	I1053	3456	30-Sep-2003	31-Oct-2003	\$4,052.40	\$2,052.40
REC	R1018	CASH	3-Feb-2004	3-Feb-2004	-\$60.00	-\$60.00
INV	I1054		12-Feb-2004	31-Mar-2004	\$6,400.00	\$6,400.00
REC	R1025	CHEQUE	19-Feb-2004	19-Feb-2004	-\$70.00	-\$70.00
INV	I1055		16-Mar-2004	30-Apr-2004	\$29.67	\$29.67
REC	R1015		16-Mar-2004	16-Mar-2004	-\$100.00	-\$100.00
REC	R1013		31-Mar-2004	31-Mar-2004	-\$11,000.00	-\$4,000.00

Closed Transactions-All Dates

Type	Our Reference	Your Reference	Date	Due Date	Amount	Outstanding
GRN	N1004	X	30-Oct-2003	30-Oct-2003	-\$1,345.50	\$0.00

Click on the line you want.

The following screen will appear.

**Triumph Accounting Online-Action News**

Account Products Orders Shopping Basket

ACCOUNT

Details  
**Transactions**  
 Print Statement  
 Purchase History  
 Purchasing Officers  
 Change Password

Transaction Details

Our Reference	Your Reference	Date	Due Date	Amount	Outstanding
11053	3456	30-Sep-2003	31-Oct-2003	\$4,052.40	\$2,052.40

Code	Description	Qty	Price	Discount	Tax	Amount		
0692	Endeavour Ruled Office Pads - A4	400.00	\$8.97	\$0.00	\$0.00	\$3,588.00	Pick	<input type="checkbox"/>
0693	Endeavour Ruled Office Pads - A5	45.00	\$9.99	\$0.00	\$0.00	\$449.55	Pick	<input type="checkbox"/>
7909	PENCIL SHARPENER	15.00	\$0.99	\$0.00	\$0.00	\$14.85	Pick	<input type="checkbox"/>

Repeat Pick All

Previous Print

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

http://b7b.triumph-accounting.biz/11052/preview.pdf - Microsoft Internet Explorer

DEMONSTRATION COMPANY

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TRIUMPH Accounting  
 Taking Business to the Top

TAX INVOICE  
 11052

Action News  
 188 Latrobe Terrace  
 BENTLEY WA 6102

Date	Account	Order No.	Sales No.	Phone	Fax	Sales Person	Sales Area	Page
30/08/2002	ACTION	443		457-4563	457-5091	APC	WAM	1 of 1

Line	Code	Description	Quantity	Price	Discount	GST	Amount
1	0692	Endeavour Ruled Office Pads - A4	500.00	8.97		0.00	4,485.00
2	0693	Endeavour Ruled Office Pads - A5	300.00	9.99		0.00	2,997.00
3	NONSTOCK	OVERTYPE PADS WITH YOUR LOGO	800.00	2.50		0.00	2,000.00

8.25 x 11.68 in 1 of 1

## To Print a Statement

Select 'print statement' .....

The screenshot shows the Triumph Accounting Online interface. The top navigation bar includes 'Account', 'Products', 'Orders', and 'Shopping Basket'. The left-hand menu is expanded to 'ACCOUNT', with 'Transactions' selected and 'Print Statement' highlighted. The main content area displays two tables: 'Current Transactions-All Dates' and 'Closed Transactions-All Dates'.

Type	Our Reference	Your Reference	Date	Due Date	Amount	Outstanding
INV	I1046	1205	31-Jul-2003	31-Aug-2003	\$100.64	\$100.64
INV	I1052	443	30-Aug-2003	30-Sep-2003	\$9,482.00	\$3,136.50
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REC	R1025	CHEQUE	19-Feb-2004	19-Feb-2004	-\$70.00	-\$70.00
INV	I1055		16-Mar-2004	30-Apr-2004	\$29.67	\$29.67
REC	R1015		16-Mar-2004	16-Mar-2004	-\$100.00	-\$100.00
REC	R1013		31-Mar-2004	31-Mar-2004	-\$11,000.00	-\$4,000.00

Type	Our Reference	Your Reference	Date	Due Date	Amount	Outstanding
CRN	N1004	X	30-Oct-2003	30-Oct-2003	-\$1,345.50	\$0.00

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.

The screenshot shows a printed Debtor's Statement for Demonstration Company. The header includes the company name, ABN 11-323-486788, and contact information. The statement is dated 19-09-2003. It includes a 'REMITTANCE ADVICE' section and a table of transactions.

Period End	Account	Debit	Credit	Page	Account	Debit	Page
19-09-2003	ACT201	407-400	407-500	1 of 1	ACT201	ACT201	1 of 1

Line Item	Reference	Debit	Original Applied Account	Overriding Account	Reference	Debit	Overriding Account
1	01-07-2003	100.64	100.64	E1046	E1046	100.64	100.64
2	30-08-2003	9,482.00	9,482.00	E1052	E1052	9,482.00	9,482.00
3	30-09-2003	4,052.40	4,052.40	E1053	E1053	4,052.40	4,052.40
4	03-02-2004	-60.00	-60.00	R1018	R1018	-60.00	-60.00
5	12-02-2004	6,400.00	6,400.00	E1054	E1054	6,400.00	6,400.00
6	19-02-2004	-70.00	-70.00	R1025	R1025	-70.00	-70.00
7	16-03-2004	29.67	29.67	E1055	E1055	29.67	29.67
8	16-03-2004	-100.00	-100.00	R1015	R1015	-100.00	-100.00
9	31-03-2004	-11,000.00	-11,000.00	R1013	R1013	-11,000.00	-11,000.00
10	30-10-2003	-1,345.50	0.00	X3004	CRN	0.00	0.00

## 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.

**Triumph Accounting Online-Action News**

Account Products Orders Shopping Basket

ACCOUNT

First Prior Find Next Last Save Clear Delete Print Logon

**Purchase History**

Code	Invoice	Date	Description	Qty	Price	Discount	Tax	Amount	Pick
0692	I1055	16-Mar-2004	Endeavour Ruled Office Pads - A4	1.00	\$8.97	\$0.00	\$0.70	\$9.67	<input type="button" value="Pick"/>
KASCA411054	12-Feb-2004	KAS A3 COLLATOR	1.00	\$6,400.00	\$0.00	\$0.00	\$6,400.00	<input type="button" value="Pick"/>	
0692	I1053	30-Sep-2003	Endeavour Ruled Office Pads - A4	400.00	\$8.97	\$0.00	\$0.00	\$3,588.00	<input type="button" value="Pick"/>
0693	I1053	30-Sep-2003	Endeavour Ruled Office Pads - A5	45.00	\$9.99	\$0.00	\$0.00	\$449.55	<input type="button" value="Pick"/>
7909	I1053	30-Sep-2003	PENCIL SHARPENER	15.00	\$0.99	\$0.00	\$0.00	\$14.85	<input type="button" value="Pick"/>
0692	I1052	30-Aug-2003	Endeavour Ruled Office Pads - A4	500.00	\$8.97	\$0.00	\$0.00	\$4,485.00	<input type="button" value="Pick"/>
0693	I1052	30-Aug-2003	Endeavour Ruled Office Pads - A5	300.00	\$9.99	\$0.00	\$0.00	\$2,997.00	<input type="button" value="Pick"/>

## Purchasing Stationery and Ink Cartridges

You can also purchase your stationery via Triumph Accounting.

Select Products

**Triumph Accounting Online-Action News**

Account **Products** Orders Shopping Basket

ACCOUNT

First Prior Find Next Last Save Clear Delete Print Logon

**Details**

Transactions  
Print Statement  
Purchase History  
Purchasing Officers  
Change Password

**Account**  
ACTION  
Action News  
188 Latrobe Terrace  
BENTLEY WA 6102

**Balances**

To Date	\$7,489.21
120 Days	\$5,289.54
90 Days	\$0.00
60 Days	\$0.00
30 Days	\$6,270.00
Current	-\$4,070.33
Future	\$0.00

**Purchases**

Period Todate	Year Todate	Last Year
\$18,718.51	\$18,718.51	\$0.00

**Last Transactions**

	Number	Date	Amount
Last Invoice		2004/03/16	\$29.67
Last Receipt		2004/03/31	\$657.00

This will bring you to the following screen

Account Products Orders Shopping Basket

PRODUCTS

Product Enquiry  
Product Listing

Code

Brief Description

Alternate Code

Group Stationery

Your Price \$0.00 ea

Tax Rate 10.000%

Technical Document Not Available

Picture Not Available.

Location

Full Description:

You can either type the code straight in or go to the drop down list to choose.

Account Products Orders Shopping Basket

PRODUCTS

Product Enquiry  
Product Listing

Start Value

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 (1000)
04172	TRIUMPH STATEMENTS (	STAT	Triumph Statements (1000)
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 Statements
1000R	MULTI SYSTEM LASER A	STAT	Multi System Laser Adjustment 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 PAYSLEI	STAT	Attache Laser Payslips (500)
APC/5	CONF. PAY ENVELOPES	STAT	Conf. Pay Envelopes Sealed (1000)
APE/5	CONF. PAY ENVELOPES	STAT	Conf. Pay Envelopes Unsealed (1000)
APS/5	ATTACHE PAY SLIPS (2	STAT	Attache Pay Slips (2000)
ARA	ATTACHE REMITTANCE A	STAT	Attache Remittance Advices (1000)
ARA-44	44 REMITTANCE ADVICE	STAT	44 Remittance Advice

Picture Not Available.

Click on the item you wish to purchase.



This screen will then appear.

The screenshot shows the 'PRODUCTS' screen with a blue sidebar on the left containing 'Product Enquiry' and 'Product Listing'. The main area has a top navigation bar with 'Account', 'Products', 'Orders', and 'Shopping Basket'. Below this is a toolbar with icons for 'First', 'Prior', 'Find', 'Next', 'Last', 'Save', 'Clear', and 'Delete', along with 'Print' and 'Logon' buttons. The product details are as follows:

- Code: 1000
- Brief Description: Multi System Laser Invoices
- Alternate Code: MULTI SYSTEM LASEF
- Group: Stationery
- Your Price: \$32.73 rm
- Tax Rate: 10.000%
- Technical Document: 1000.jpg

At the bottom, there is a 'Full Description:' section with a 'Pick' button, a quantity input field containing '1', and the text '15 Available'. A 'Location' button is also present.

Tab through to 'pick' box and enter the quantity you require.

This screenshot is identical to the previous one, but an arrow points from the text above to the quantity input field in the 'Pick' section, which now contains the number '1'. The '15 Available' text is also visible.

When you have completed your selection go to shopping basket.

The screenshot shows the 'SHOPPING BASKET' screen. The sidebar on the left contains 'Current Basket', 'Confirm Basket', 'Basket Description', and 'Prior Baskets'. The main area has the same top navigation bar and toolbar. The basket items are displayed in a table:

Code	Description	Qty	Price	Amount	
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>			<input type="button" value="Add"/>
1000	Multi System Laser Invoices	<input type="text" value="1"/>	\$32.73	\$36.00	<input type="button" value="Delete"/>
				<b>Total</b>	<b>\$36.00</b>

At the bottom right, there are three buttons: 'Clear', 'Confirm', and 'Print'.

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](http://www.caman.com.au/support)**