




Links

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Adding Links


- Click the  Links from the screen menu.
 - Click + to add a link.
 - Select the type of link from the dropdown menu:
 - SGA Window: A shortcut to the selected SGA window
 - Purchase Order: A PO number to which the current entry should be associated
 - Add links to many POs: Allows the user to select multiple PO numbers at once. A link to each selected PO will be added to the entry being edited
 - Journal Entry: A Journal Entry to which the current entry should be associated
 - Add links to many Journals: Allows the user to select multiple Journal entries at once. A link to each selected JE will be added to the entry being edited
 - Invoice: A Invoice to which the current entry should be associated
 - Add links to many Invoices: Allows the user to select multiple Invoices at once. A link to each selected Invoice will be added to the entry being edited
 - AP Payment Batch: A shortcut to the selected payment batch's Process Payment screen
 - Object: A shortcut to the selected Object's detail screen
 - Actuals/Budget Account: A shortcut to the selected GL account's Actuals/Budget entry screen
 - Custom URL: A shortcut to the specified web address
 - Task: A shortcut to the selected Task ID (available in future software release)
 - SGA Sales options (available in future software release)
 - Name the link.
 - Click "Save" to store the link.
 - Click "Save" to close the Links menu and retain all changes.
 - If a Link is added to a purchase order, journal entry, payment batch, or invoice the linked entry will have an inverse link created for two-way access.
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Editing Links

- Click the  Links from the screen menu.
 - Highlight the desired link.
 - Click .
 - Make desired changes.
 - Click "Save" to store the link.
 - Click "Save" to close the Links menu and retain all changes.
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Accessing Links

- Click the  Links from the screen menu.
- Highlight the desired link.

- Click  .
 - A new browser window will open displaying the linked item (purchase order detail, invoice detail, journal entry detail, payment batch payment processing screen, Object detail, Actuals/Budget entry, or Custom URL).
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