



## Accounts

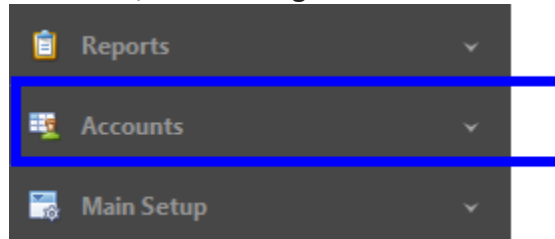
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## 1. Introduction

The following guide details the process of entering the **Suppliers** and **Customers'** information. To access this feature, click on **Accounts**, in the Navigation Bar.



## 2. Suppliers

This section demonstrates the process to add, edit, and delete suppliers. There are two types of suppliers:

- Hymax: for purchasing Products and Sundries.
- Others: for purchasing Sundries.

### a. Add Supplier

- Click on Suppliers.
- In the Menu bar, click on Add.



- Enter the supplier's information in the *Supplier entry's* popup.

Contact Name	Peter Sims		
Contact Number	9656335447	Company Name	CBSM
Website	www.cbsm.com	Email Address	peter@cbsm.fr
Phone Numbers (multiple allowed)	965362224	Fax	965365444
P.O. Box	159	Zip Code	128
Country	France	Region	Paris
City	Paris	Tax Number	111-558-224



iv. Click Save and Close to close the popup window upon saving.

b. Edit/Delete Supplier

To Edit or Delete a supplier, choose the supplier, then one of the below options:



c. Export

You can export the list of suppliers as a file to your PC using the export button.



### 3. Customers

This section allows adding, editing, and deleting suppliers. A customer can be assigned to a Job.

a. Add Customer

- i. Click on Customers.
- ii. In the Menu bar, click on Add.





- iii. Enter the customer's information in the *Customer entry's* popup.

The screenshot shows a 'Customer entry' window with a toolbar at the top containing 'Exit', 'Save', and 'Save and Close' buttons. Below the toolbar is a form with various fields for customer information. The fields are organized into two columns. The left column includes: Contact Name, Manager, Website, Phone Numbers (multiple allowed), Fax, Zip Code, State, Address line 1, P.O. Box, Model, Policy Number, Year, Insurance Name, and Insurance Contact Name. The right column includes: Company Name, Email Address, Owner, City, Country, Address line 2, Manufacturer, License Plate, Vin Number, Custom Identifier, Insurance Address, and Insurance Contact Number. The form is populated with the following data:

Field	Value
Contact Name	John
Manager	Kevin
Company Name	DCS
Website	www.johncm4.com
Email Address	john_33@gmail.com
Phone Numbers (multiple allowed)	9613554798
Fax	9619554123
Owner	John
Zip Code	158
City	Ghazir
State	Keserwan
Country	Lebanon
Address line 1	Main Street
Address line 2	Red Zone
P.O. Box	444-63
Manufacturer	Kia
Model	Rio
License Plate	112593
Policy Number	55563203
Vin Number	7789
Year	2014
Custom Identifier	123
Insurance Name	MSP INSURANCE
Insurance Address	Jounieh
Insurance Contact Name	Sam James
Insurance Contact Number	9613556412

- iv. Click on Save.

- b. Edit/Delete Customer



- c. Export

You can always export the list of customers as a file using the export button.





#### **4. Contact information**

For more information or comments, please do not hesitate to contact our Software support team by email at [support.it@hymax.biz](mailto:support.it@hymax.biz)

Or by phone at +961 9 925 990

We are available from 8:00AM (GMT) to 8:00PM (GMT).