



## Accounts

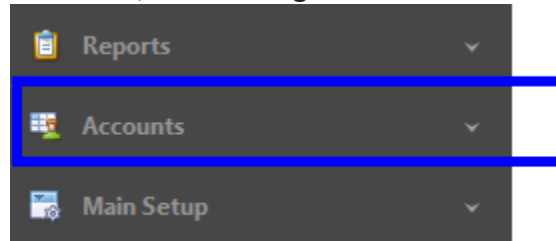
### Table of Contents:

1. Introduction .....	2
2. Suppliers .....	2
a. Add Supplier .....	2
b. Edit/Delete Supplier .....	3
c. Export .....	3
3. Customers .....	3
a. Add Customer .....	3
b. Edit/Delete Customer .....	4
c. Export .....	4
4. Contact information .....	5



## 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.



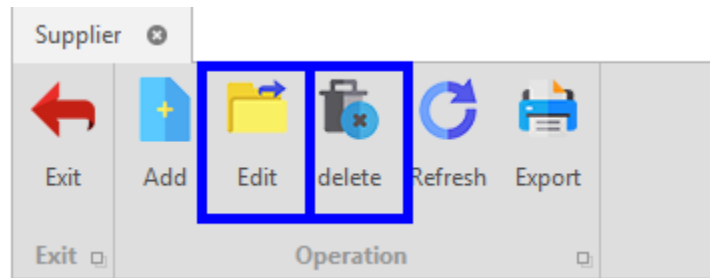
- Enter the supplier's information in the *Supplier entry's* popup.

Supplier entry			
Exit	Save	Save and Close	
Exit	Operation		
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	9653365444
PO. 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.

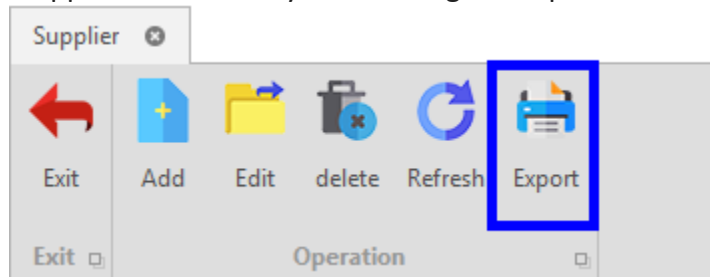
b. Edit/Delete Supplier

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.

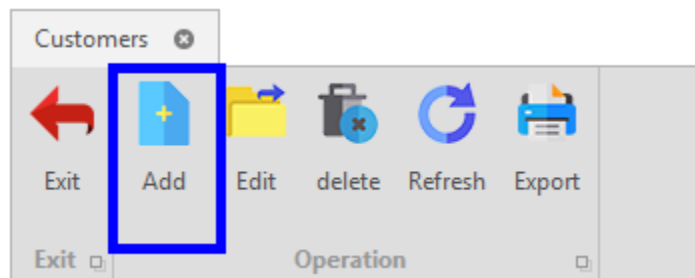


### 3. Customers

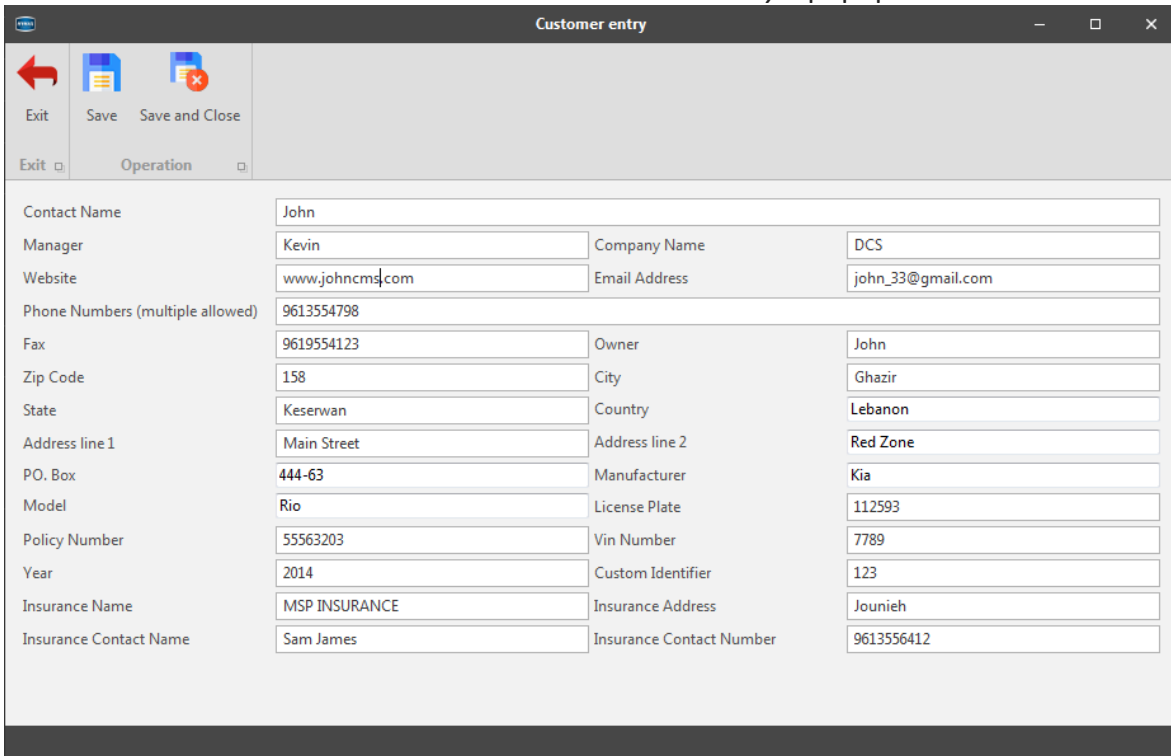
This section allows adding, editing, and deleting suppliers. A customer can be assigned to a Job.

a. Add Customer

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



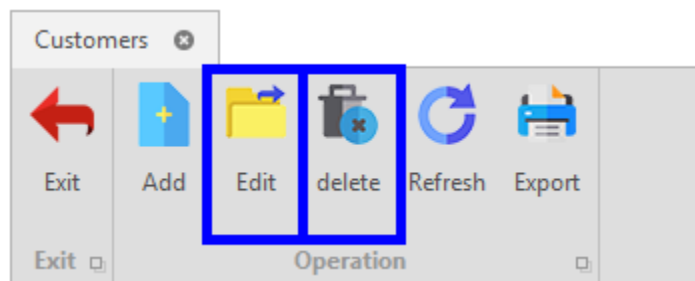
iii. Enter the customer's information in the *Customer entry's* popup.



Contact Name	John		
Manager	Kevin	Company Name	DCS
Website	www.johncm.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

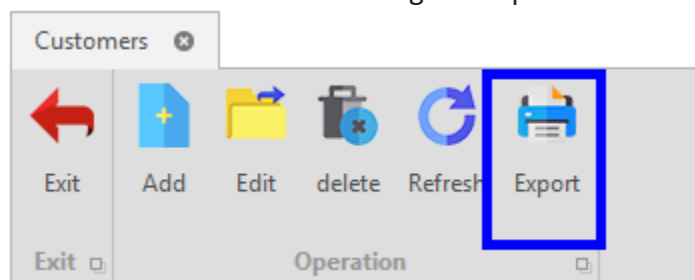
iv. Click on Save.

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).