Accounts

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1. Introduction

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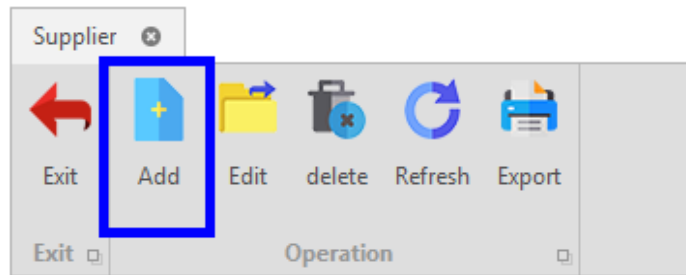To access this feature, click on **Accounts**, in the Navigation Bar.
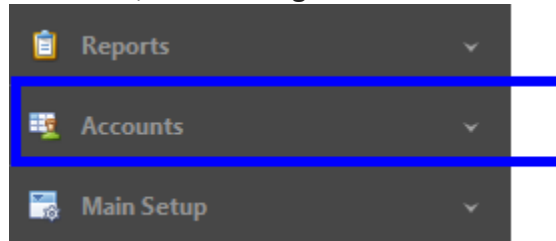
2. Suppliers

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

- General Paint: for purchasing Products and Sundries.
- Others: for purchasing Sundries.

    a.   Add Supplier

    i.   Click on Suppliers.

    ii.   In the Menu bar, click on Add.

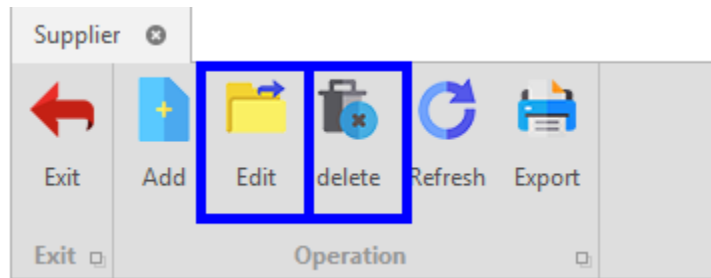   iii.   Enter the supplier's information in the *Supplier entry*'s popup.

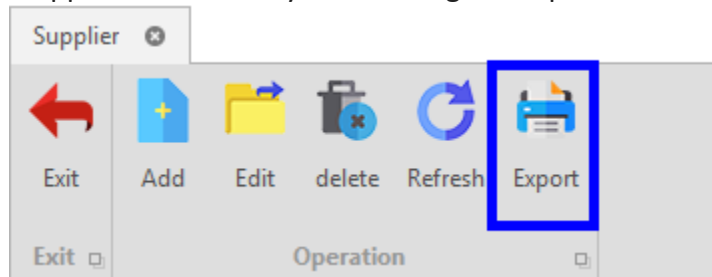iv.   Click Save and Close to close the popup window upon saving.

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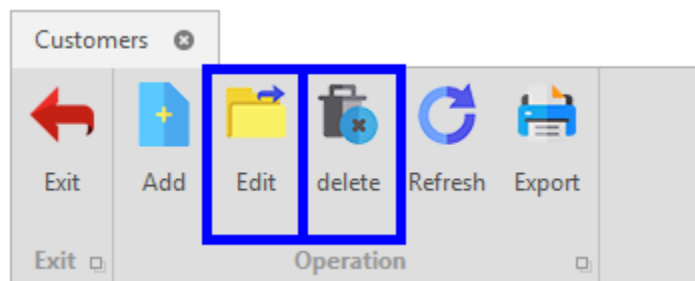
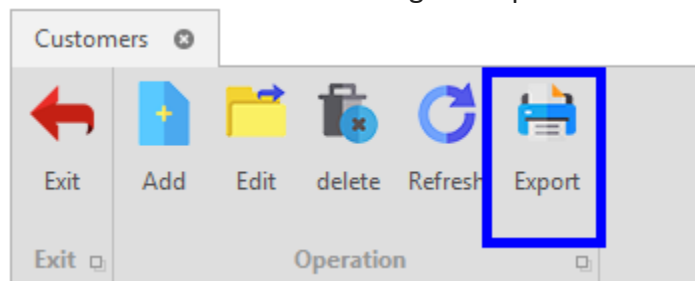iii.   Enter the customer's information in the *Customer entry*'s popup.

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 the General Paint Software support team by email at support.it@generalpaint.biz
Or by phone at +961 9 925 990
We are available from 8:00AM (GMT) to 8:00PM (GMT).