

## 1.6 Customer Import (Contacts)



## 1.7 Suppliers Import (Contacts)



# 1. Bookkeeping Module Continued

### Navigation: Bookkeeping > Contacts > Customers

To Add a new Customer, you need to click on +Customers button and you may also Import or Export the Customers using the Import/Export button.

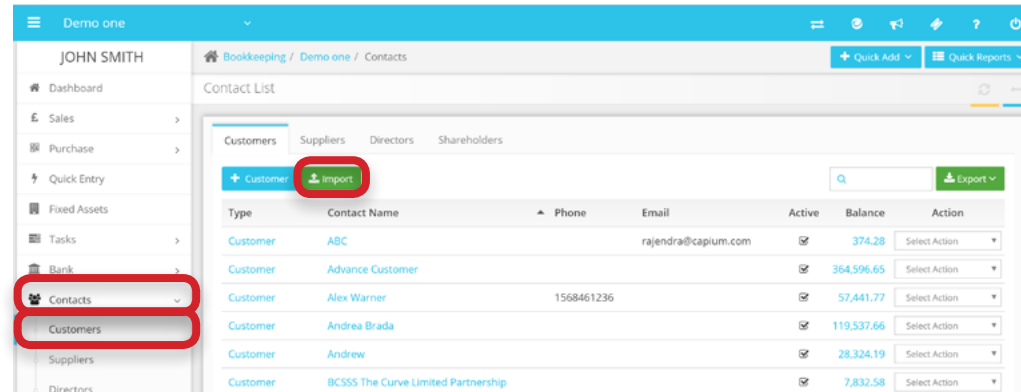


Table with 7 columns: Type, Contact Name, Phone, Email, Active, Balance, Action. The table lists several customers, including ABC, Advance Customer, Alex Warner, Andrea Brada, Andrew, and BCSS The Curve Limited Partnership.

Type	Contact Name	Phone	Email	Active	Balance	Action
Customer	ABC		rajendra@capium.com	<input checked="" type="checkbox"/>	374.28	Select Action
Customer	Advance Customer			<input checked="" type="checkbox"/>	364,596.65	Select Action
Customer	Alex Warner	1568461236		<input checked="" type="checkbox"/>	57,441.77	Select Action
Customer	Andrea Brada			<input checked="" type="checkbox"/>	119,537.66	Select Action
Customer	Andrew			<input checked="" type="checkbox"/>	28,324.19	Select Action
Customer	BCSS The Curve Limited Partnership			<input checked="" type="checkbox"/>	7,832.58	Select Action

### Navigation: Bookkeeping > Contacts > Suppliers

To Add a new Supplier, you need to click on +Suppliers button and you may also Import or Export the Suppliers using the Import/Export button.

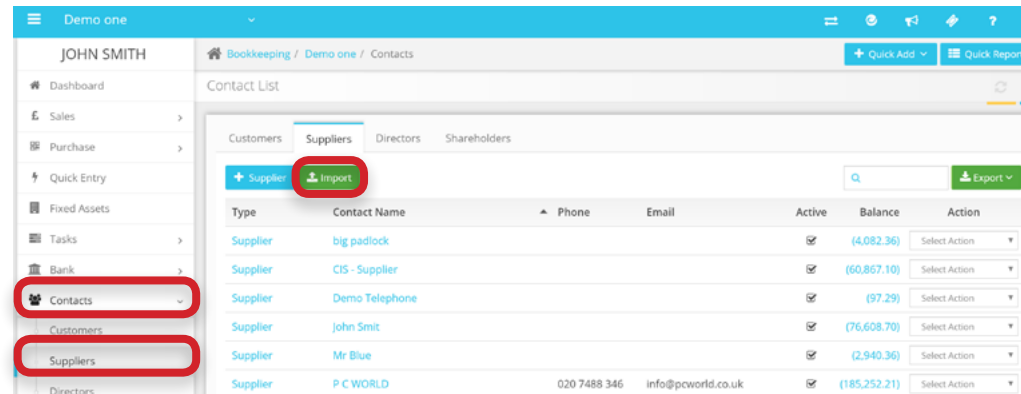


Table with 7 columns: Type, Contact Name, Phone, Email, Active, Balance, Action. The table lists several suppliers, including big padlock, CIS - Supplier, Demo Telephone, John Smit, Mr Blue, and P C WORLD.

Type	Contact Name	Phone	Email	Active	Balance	Action
Supplier	big padlock			<input checked="" type="checkbox"/>	(4,082.36)	Select Action
Supplier	CIS - Supplier			<input checked="" type="checkbox"/>	(60,867.10)	Select Action
Supplier	Demo Telephone			<input checked="" type="checkbox"/>	(97.29)	Select Action
Supplier	John Smit			<input checked="" type="checkbox"/>	(76,608.70)	Select Action
Supplier	Mr Blue			<input checked="" type="checkbox"/>	(2,940.36)	Select Action
Supplier	P C WORLD	020 7488 346	info@pcworld.co.uk	<input checked="" type="checkbox"/>	(185,252.21)	Select Action