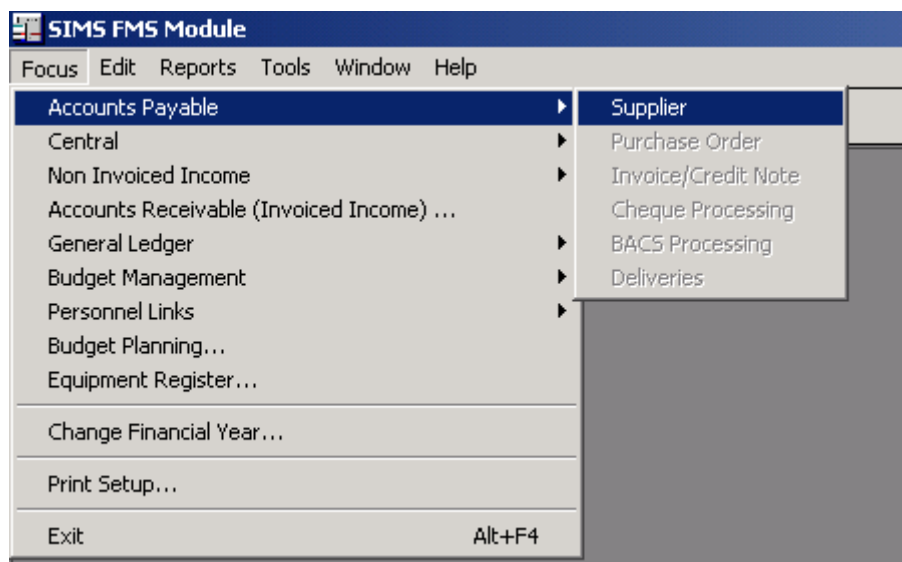


Instructions for installing the
HBS 2022/23 Catalogue
Into FMS 6x

To update an electronic catalogue used within the SIMS FMS (Accounting system for Windows) Module you should proceed as follows:

Load FMS6, entering a valid username and password, the user must have the appropriate rights to import a catalogue file.

Expand the drop down menu entitled Focus, highlight Accounts Payable from the list and move the mouse across to select Supplier.



Choose HBS from the scrollable list of suppliers. Move the mouse over the 3rd tab, of Supplier Details, called Catalogue, now select Import Catalogue.

Make sure the path is correct and the supplier upgrade disk is in the floppy disk drive. Click Select.