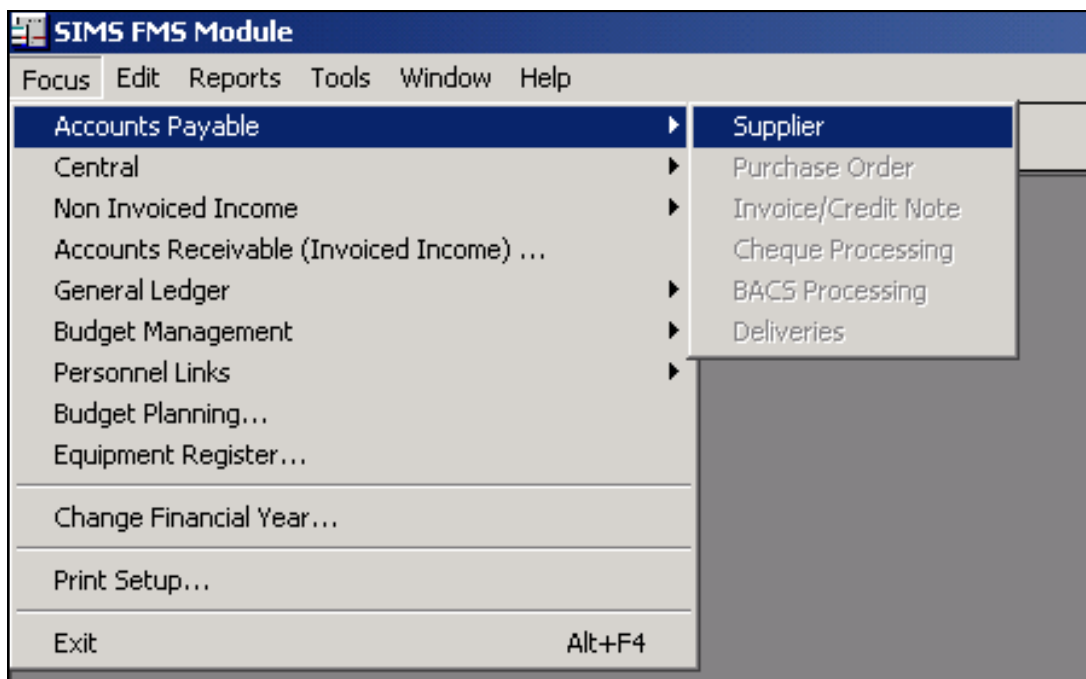


SIMS Schools System FMS 6x Catalogue Update Utility

Instructions for installing the CMP 2013 Catalogue Into FMS 6x

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

- 1) Load FMS6, entering a valid username and password - the user must have the appropriate rights to import a catalogue file.
- 2) Expand the drop down menu entitled 'Focus', highlight 'Accounts Payable' from the list and move the mouse across to select 'Supplier'.



3) Choose 'Office Depot' from the scrollable list of suppliers. Move the mouse over the 3rd tab, of Supplier Details, called Catalogue. Now select 'Import Catalogue'.

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

Should you experience any difficulties during this process, please contact the Churchmarketplace team on 020 7931 6092 or email coord@churchmarketplace.org.uk