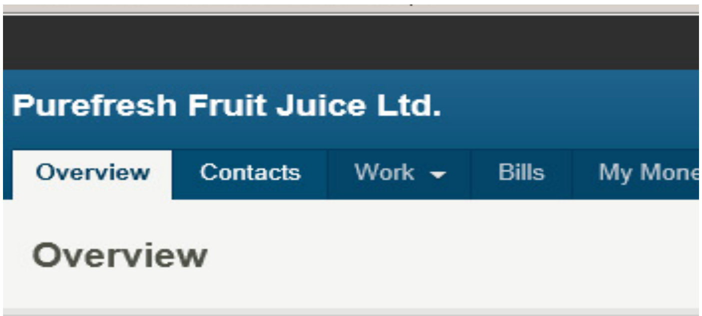
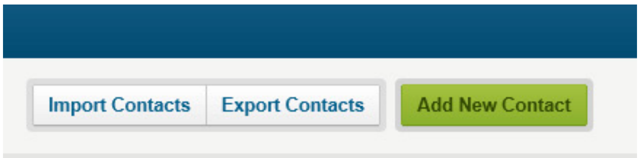
Genie Accountancy
Knowledge, Experience, Support

How to create a contact

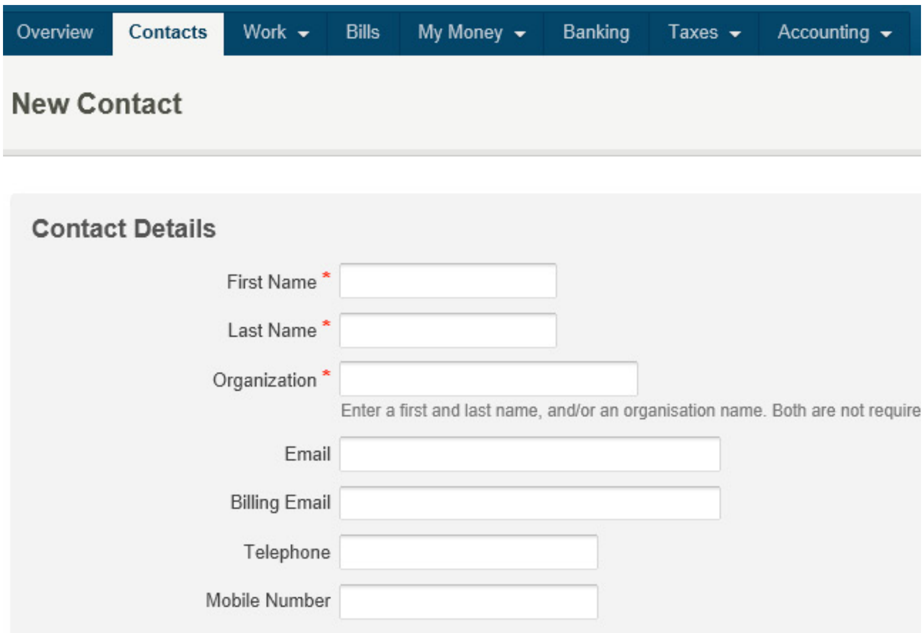
1. On the top of your screen, click on Contacts



2. At the top right hand corner, you will find a bright green button "Add New Contract" click on this

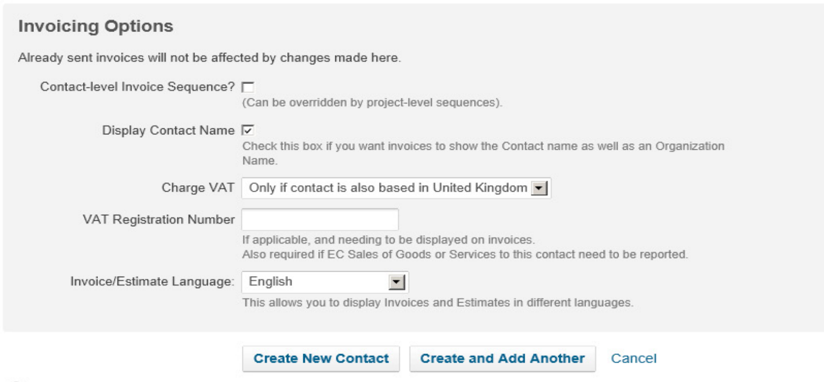


3. Complete all of the contact details for your new contract.



4. Add in the invoice address for your contact to allow invoices to be emailed from the system

5. Add in your contacts VAT number if known and click on create new contact.



Tips:
Adding a contact will allow you to easily email your invoices direct to your client/agency. If you need to create more than one contact click on Create and Add Another.