



## 6 SET-UP STEP 6

### ENTER THE INITIAL QUINCY BOOKSTORE CUSTOMERS

- Use the following information to setup your *Customers* at the beginning of the practice set.
- ALL Opening Balances should be dated as of **11/30/20XX**

#### Initial Customers

<i>Customer Name:</i>	In-Home Educating, Inc.	Kiley, Emma	St. Louis Community Schools	Gaines, Jonathan
<i>Opening Balance</i>	\$1,500.00	\$100.00	\$1,000	\$350.00
<i>Company Name:</i>	In-Home Educating, Inc.	---	St. Louis Community Schools	---
<i>First Name:</i>	---	Emma	---	Jonathan
<i>Last Name:</i>	---	Kiley	---	Gaines
<i>Email:</i>	IHE@quincybookstore.com	EmmaK@quincybookstore.com	SLCS@quincybookstore.com	JonnyG@quincybookstore.com
<i>Main Phone:</i>	314-555-7765	314-555-3001	314-555-2213	314-555-0910
<i>Address:</i>	111 Riverside St. St. Louis, MO 63101	5342 Lystrom St. St. Louis, MO 63101	355 Main Street St. Louis, MO 63101	1201 Burly Drive St. Louis, MO 63101
<i>Payment Terms:</i>	Net 30	2% 10, Net 30	2% 10, Net 30	Net 30
<i>Preferred Payment:</i>	---	Check	Visa	Check
<i>Tax Code:</i>	Tax	Tax	Non	Tax
<i>Tax Item:</i>	State Tax	State Tax	State Tax	State Tax



### CHECK YOUR WORK

Compare your Customer List with the report titled **Customer List – Step 6**. Add/remove columns as needed to display the appropriate information. You might want to memorize this report to make it easier to access later