



7 SET-UP STEP 7

ENTER THE QUINCY BOOKSTORE VENDORS

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

Initial Vendors

<i>Vendor and Company Name:</i>	Educational Materials, Inc	Writing Products, LLC	Office Supplies For You
<i>Opening Balance</i>	\$1,000.00	\$500.00	\$800.00
<i>Main Phone:</i>	469-555-2500	816-555-5555	314-555-3104
<i>Fax Phone:</i>	469-555-2501	816-555-5500	---
<i>Address:</i>	25011 Industrial Book Lane Dallas, TX 75001	9721 Business Street Kansas City, MO 64030	2220 Truman Blvd. St. Louis, MO 63104
<i>Payment Terms:</i>	2% 10, Net 30	2% 10, Net 30	2% 10, Net 30

<i>Vendor and Company Name:</i>	MO Dept of Revenue	First Founded Bank of Missouri
<i>Main Phone:</i>	573-555-2149	314-555-0001
<i>Fax Phone:</i>	573-555-7941	314-555-0002
<i>Address:</i>	1051 Capital Building Dr. Jefferson City, MO 63505	145 First Avenue St. Louis, MO 63101



CHECK YOUR WORK

Compare your Vendor List with the report titled **Vendor List – Step 7**. Add/remove columns as needed to display the appropriate information. You might want to memorize this report to make it easier to access later.