



## NOTES

## 4 SET-UP STEP 4

## ENTER THE 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

IMPORTANT NOTE: Once a credit card number is entered into QuickBooks, when you close the program, you might get a Customer Credit Card Protection screen the next time you open QuickBooks. If so, click "Disable Protection"; and then click Yes on the "Disable Sensitive Data Protection".



## Initial Customers:

Customer Name:	In-Home Educating, Inc.	Kiley, Emma	St. Louis Community Schools	Gaines, Jonathan
Opening Balance	\$1,500.00	\$100.00	\$1,000	\$350.00
Company Name:	In-Home Educating, Inc.		St. Louis Community Schools	
First Name:		Emma		Jonathan
Last Name:		Kiley		Gaines
Main Phone:	314-555-7765	314-555-3001	314-555-2213	314-555-0910
Address:	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
Credit Limit:	\$15,000.00	\$500	\$5,000	\$350
Payment Terms:	Net 30	2% 10, Net 30	2% 10, Net 30	Net 30
Preferred Delivery:	Mail	Mail	Mail	Mail
Preferred Payment:		Check	Visa	Check
Credit Card #:			4111-1111-1111-1111	
Exp Date:			06/20XX+2	
Name on Card:			STL Community Schools	
Address:			355 Main Street	
Zip:			63101	
Tax Code:	Тах	Tax	Non	Tax
Tax Item:	State Tax	State Tax	State Tax	State Tax
Resale ID:			12-3456789	



Compare your Customer List with the report titled **Customer List – Step 4**. You will need to adjust which columns are visible and their widths. (You might want to Memorize this report to make it easier to access later.)