



5 SET-UP STEP 5

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

Vendor and Company Name:	Educational Materials, Inc	Writing Products, LLC	Office Supplies For You
Opening Balance	\$1,000.00	\$500.00	\$800.00
Main Phone:	469-555-2500	816-555-5555	314-555-3104
Fax Phone:	469-555-2501	816-555-5500	---
Address:	25011 Industrial Book Lane Dallas, TX 75001	9721 Business Street Kansas City, MO 64030	2220 Truman Blvd. St. Louis, MO 63104
Credit Limit:	\$25,000.00	\$5,000.00	\$1,500.00
Payment Terms:	2% 10, Net 30	2% 10, Net 30	2% 10, Net 30

Vendor and Company Name:	MO Dept of Revenue – Sales Tax	First Founded Bank of Missouri
Main Phone:	573-555-2149	314-555-0001
Fax Phone:	573-555-7941	314-555-0002
Address:	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 5**. 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.)