Activity Sheet: All About Vendors

**Activity #1**

*Practice adding a new vendor*

1. From the Home Screen, click on **Vendors**
2. In the Vendor Center, click on **New Vendor** in the toolbar and select **New Vendor**
3. In the New Vendor window that appears, enter the following information in the **Address** tab:
   1. Type **The Agency** in the **Customer Name** field and the **Company Name** field
   2. In the **Billed From** box, type:

**350 South St.**

**Elgin, IL 60123**

* 1. **Copy** the address over to the **Ship To** box

1. Click on the **Payment Settings** tab and enter the following information:
   1. Use the drop-down menu next to **Payment Terms** to select **Net 30**
   2. Type **1000.00** in the **Credit Limit** field
2. Click on the **Account Settings** tab and enter the following information:
   1. Use the drop-down menu next to select **Dues/Subscriptions**
3. Click **Ok** to add the new vendor to the list

**Activity #2**

*Practice entering a bill*

1. In the **Vendor** area on the Home Screen, click on **Enter Bills**
2. In the **Enter Bills** window that appears, enter the following information:
   1. Use the drop-down menu next to **Vendor** to select **Computer Services by DJ**
   2. Leave the date to the default
   3. In the **Reference Number** box, type **305**
   4. In the **Amount** field, type **$85.00**
   5. Leave the Bill Due date to the default
   6. In the **Memo** field, type **Account #258987**
3. Click in the first line in the **Expenses** column
   1. Use the drop-down menu to select **Computer Repairs**
4. Click **Save & Close**

**Activity #3**

*Practice paying a bill*

1. In the **Vendor** area on the Home Screen, click on **Pay Bills**
2. In the **Pay Bills** window that appears, enter the following information:
   1. From the table, select **Computer Services by DJ**
   2. Select **Check** as the **Payment Method**
   3. Let the **Date** default
3. Click **Pay Selected Bills**
4. Click on **Done**

**Activity #4**

*Practice writing a check*

1. In the **Banking** area on the Home Screen, click on **Write Checks**
2. In the **Write Checks** window that appears, enter the following information:
   1. Let the **Number** and **Date** fields default
3. Using the drop-down menu next to Pay to the Order of box, select **Metal Works**
4. In the **Dollar** field, type **52.75**
5. Using the drop-down menu in Account under the Expenses tab, select **Job Materials**
6. Click **Save and Close**