

QUICKBOOKS – LINKTOPIA SETUP 101

AS EASY AS 1, 2, 3

SETUP BUILDTOPIA (ACCT > SETUP):

1

1. Package: Select QuickBooks
2. Open PO Format: Leave as 'Do Not Export'
3. Approved PO Format: Select 'QB A 007'
4. Void PO Format: Leave as 'Do Not Export'
5. Accounts Payable Account Name: Enter your accounts payable account number
6. Work-In-Progress Account Name: Enter your WIP account number

The screenshot shows the 'Linktopia Settings' page for QuickBooks. The page has a navigation bar with 'Home | Reports | Admin | Data Library | Acct | Messages | Help | My Profile | Log Out' and a welcome message 'Welcome Wendi Pannel'. Below the navigation bar are tabs for 'New Export', 'Re-Export', 'Log', and 'Setup'. The 'Export Formats' section contains dropdown menus for 'Package' (Quickbooks), 'Open PO Format' (Do Not Export), 'Approved PO Format' (QB A 007), and 'Void PO Format' (Do Not Export). There are three checkboxes: 'Check here if you need to use a pay date in your exports.', 'Check here if you would like to use your option codes as activity codes.', and 'Check here if you would like to export each project in separate files.' An arrow points to the first checkbox with the text 'Leave these blank for default QuickBooks setup.' The 'QuickBooks Settings' section has input fields for 'Accounts Payable Account Name' (2110), 'Work-In-Progress Account Name' (1430), and 'Purchase Order Account Name' (N/A). At the bottom right are 'Save', 'Reset', and 'Cancel' buttons.

FAQ

- Why don't we export open or void POs, or enter a Purchase Order Account Name?
We are exporting approved POs that will be imported into QuickBooks as bills ready for payment.

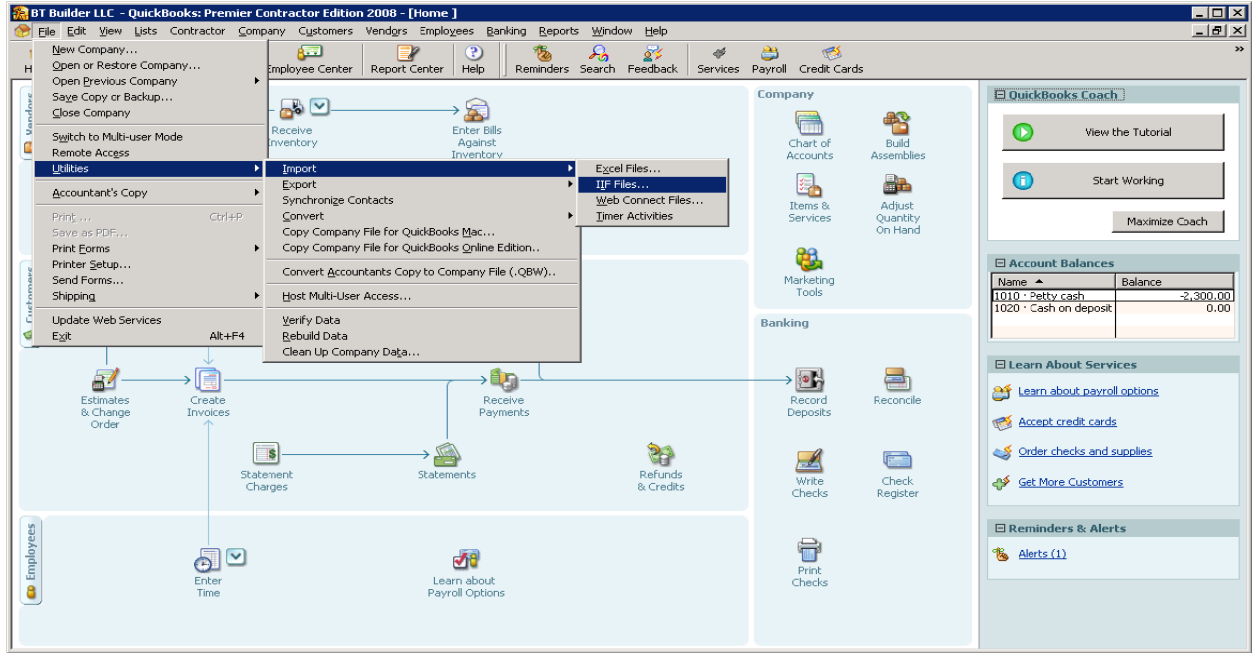
SETUP THE QUICKBOOKS ACCOUNT:



These are the six concepts you need to know about QuickBooks to complete setup.

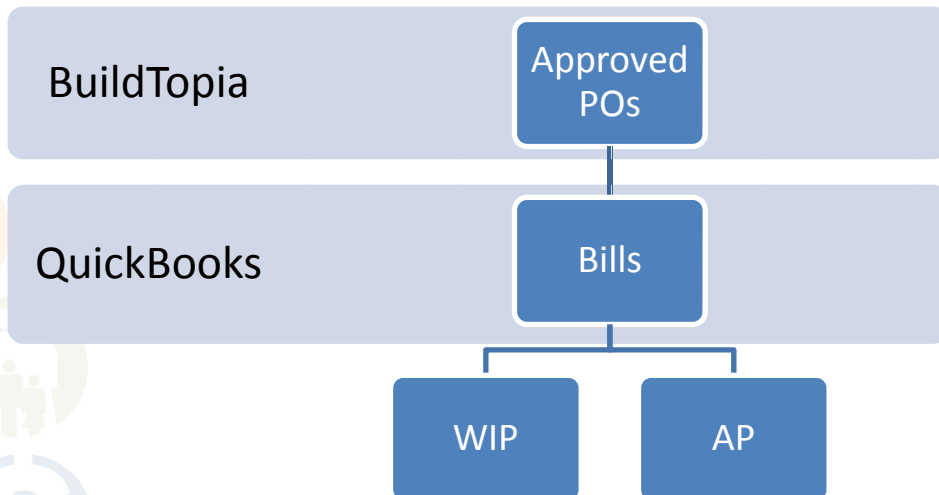
1. **Intuit Interchange Files (IIF)** – This is a file format created by Intuit for data transfer for their products. IIF files can be used for the initial setup of QuickBooks to upload data as well as importing BuildTopia data. A step by step guide of creating an IIF file is in Addendum A.

To upload an IIF file into QuickBooks go the 'File' menu, then to 'Utilities,' then to 'Import,' then to IIF files.



QB Figure 1: Import IIF File

2. **Chart of Accounts** – A chart of accounts provides the organizing framework for budgeting, recording, and reporting on all financial transactions. For BuildTopia's purposes all we are really concerned about is the Work-In-Process (WIP) account and the Accounts Payable (AP) account.



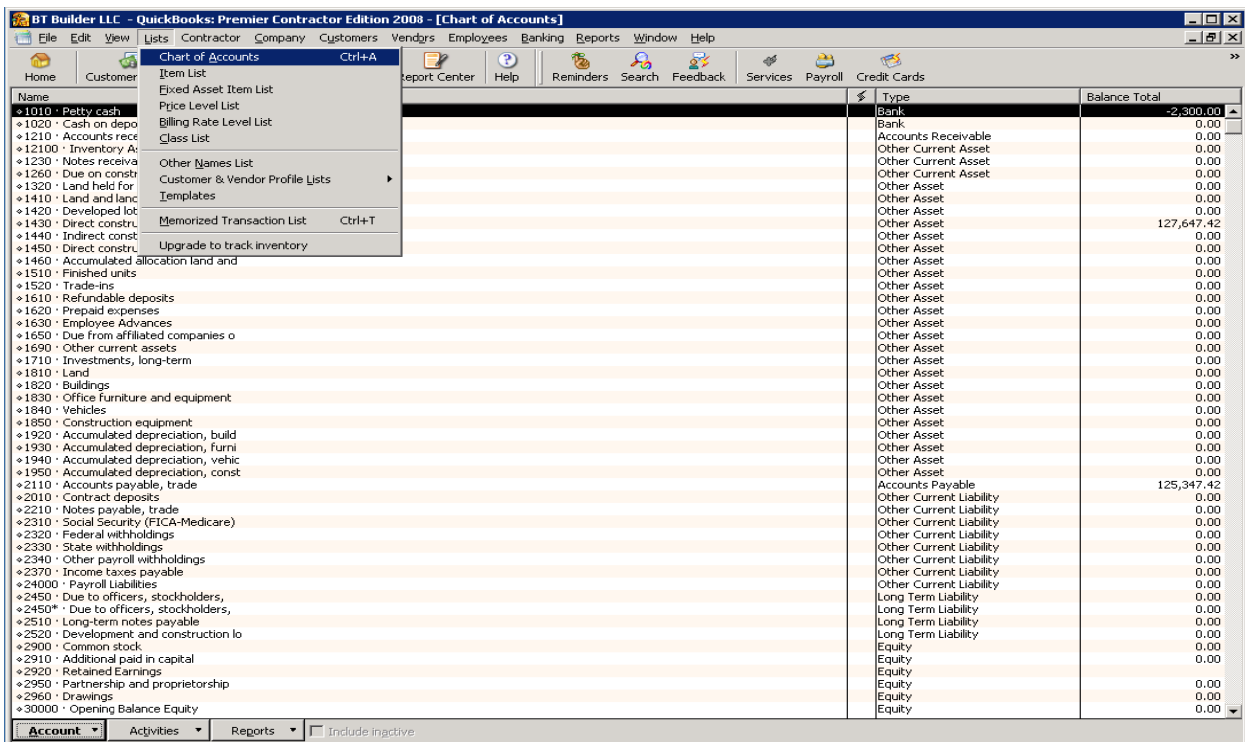
– If this is the first time QuickBooks is being set up a chart of accounts needs to be created. With most QuickBooks versions a default chart of accounts can be created during the setup wizard process. We prefer to upload the NAHB chart of accounts which is available in excel format on their website

(http://www.nahb.org/fileUpload_details.aspx?contentID=25679) and can be converted to an IIF file.

– If QuickBooks is already in use there will be a chart of accounts. In this case it is recommended to ensure that;

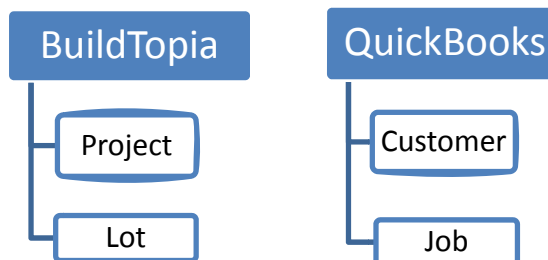
1. The chart of accounts use account numbers as well as account names.
2. These two accounts setup correctly –Accounts Payable & Work-In-Progress (may also be called 'Direct Construction Costs').

In QuickBooks the Chart of Accounts can be seen by clicking on the 'Lists' menu, then "Chart of Accounts."



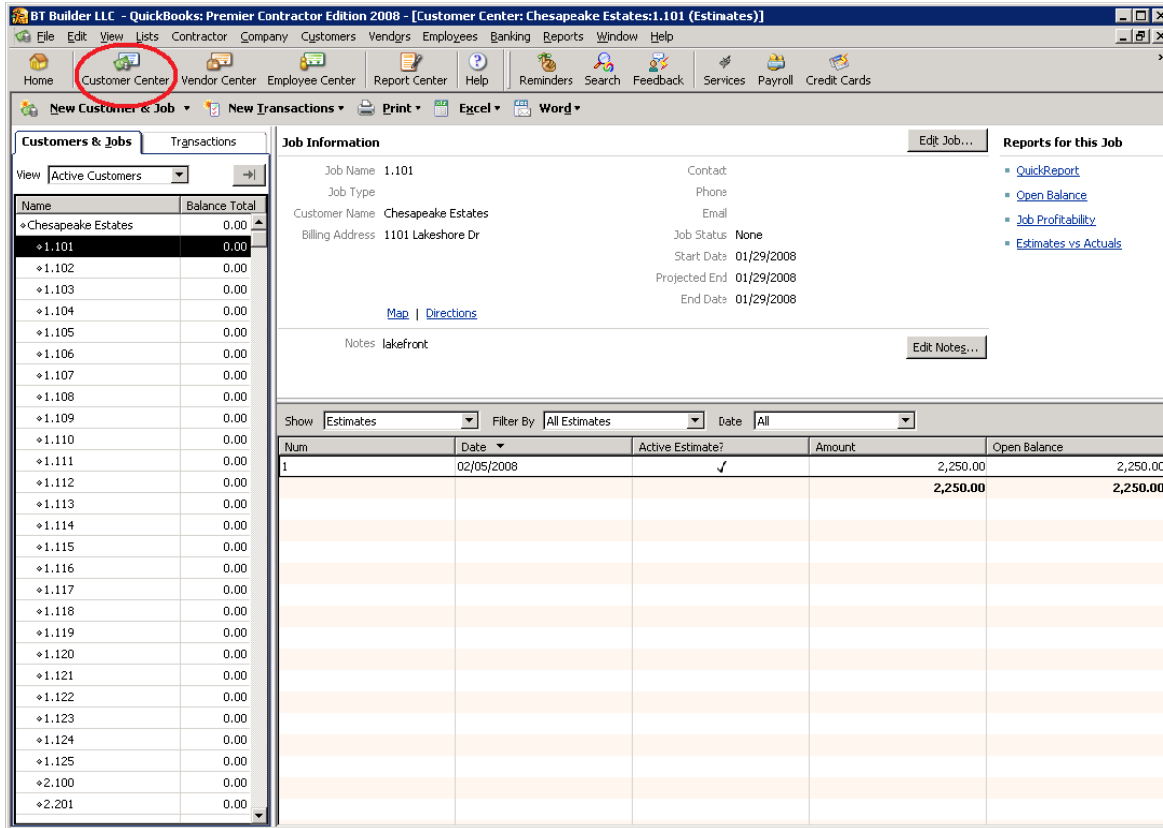
QB Figure 2: Chart of Accounts

3. **Customer:Jobs** –The typical configuration is to have one level of reporting, so the Customer:Job would translate to Project:Lot (e.g. Chesapeake Estates:1.101) in BuildTopia, and we use the **lot accounting code**. We can get a list of the lots out of BuildTopia via an on-demand report created from the 'Lot Information' data set that would include the project name, lot number, lot accounting code. Other information such as the lot address can be included on the report as well. The report can then be exported, changed to an IIF file and imported into QuickBooks.



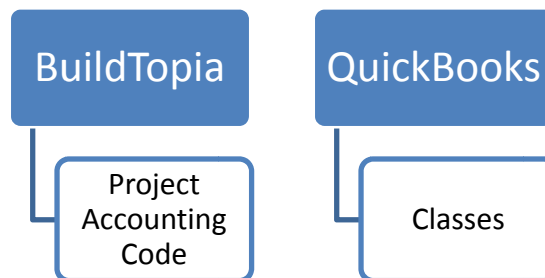
QuickBooks does support a two level hierarchy of job reporting. Some builders may choose to setup buildings, sections, or blocks as Customers in QuickBooks, and individual lots as Jobs within those customers. This configuration is suggested for advanced QuickBooks users due to the complexity of reporting with this setup.

In QuickBooks the list of imported Customer:Jobs can be seen by clicking on the 'Customer Center' button.

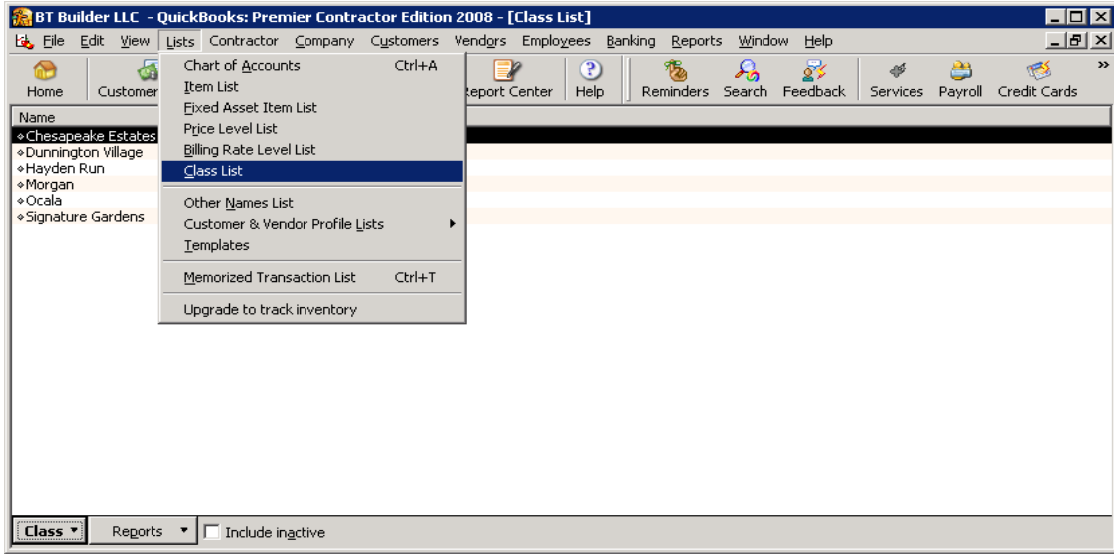


QB Figure 3: Customer:Jobs

4. **Classes** – In QuickBooks, classes give users a way to classify transactions. They can be used to classify income and expenses by department, business office or location, separate properties e.t.c. We choose to synchronize the QuickBooks classes with BuildTopia projects, and use the **project accounting code** as the list of classes.



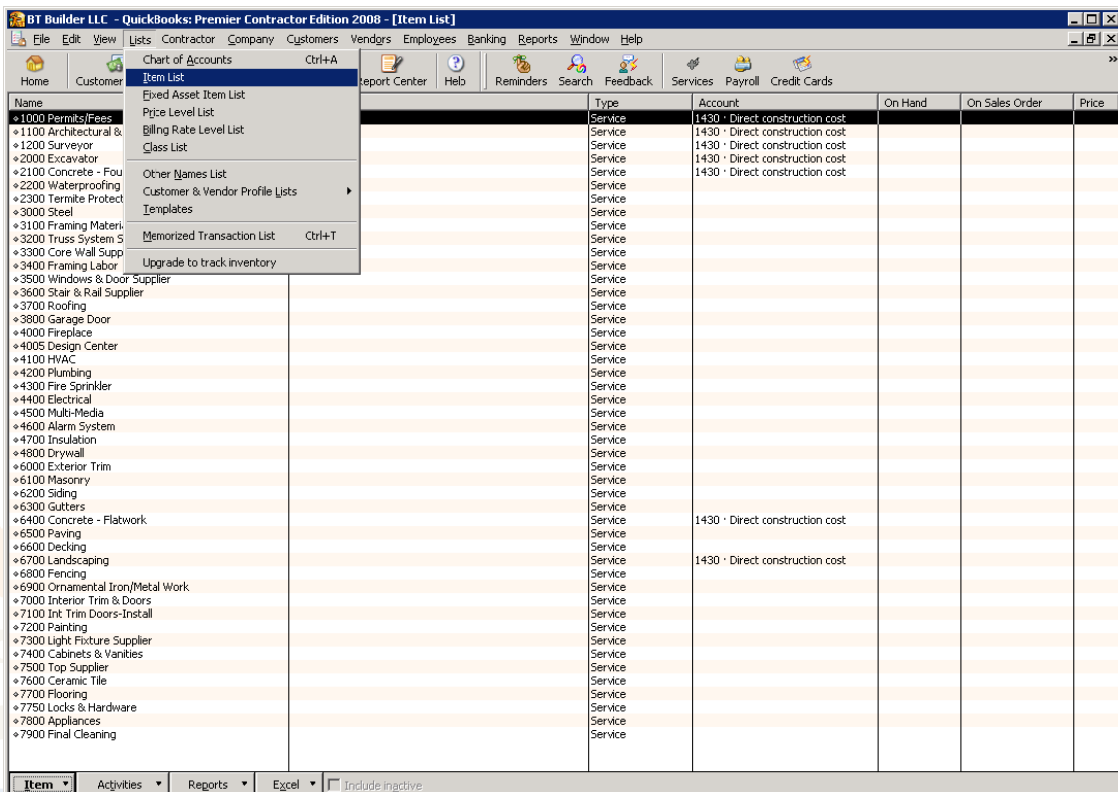
These can be uploaded via an IIF file, or manually entered by going to the 'Lists' menu, choosing the 'Class' list, clicking on the 'Class' button at the bottom of the list and then clicking on the 'New.'



QB Figure 4: Classes

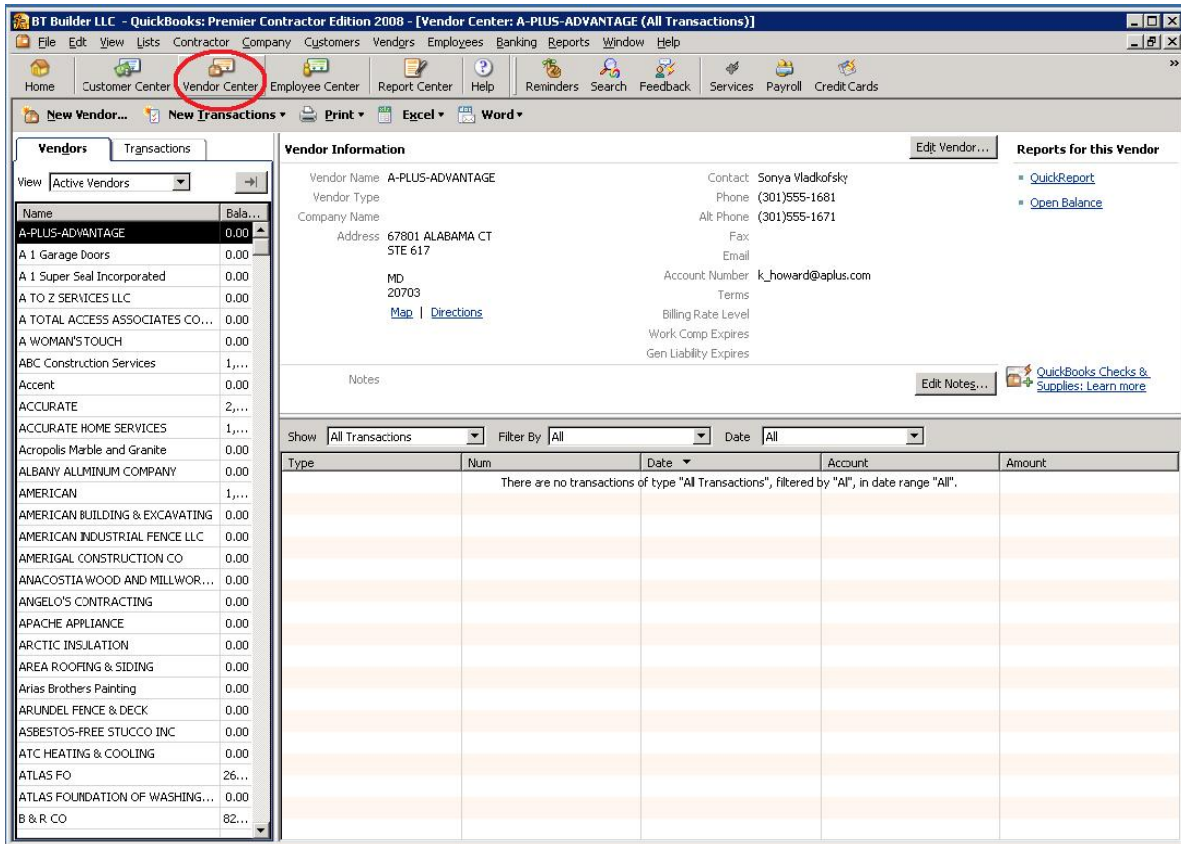
- Items** – These are defined as the building blocks of a company in QuickBooks, and represent things that you buy, sell, and/or resell in your business. These translate to BuildTopia cost codes, and we specifically use **cost code accounting code**. We can get a list of the codes out of BuildTopia via an on-demand report created from the 'Cost Code Information' data set showing the 'Cost Code Number' and the 'Accounting Code 1' fields. The report can then be exported, changed to an IIF file and imported into QuickBooks.

In QuickBooks the list of items can be seen by clicking on the 'Lists' menu, then 'Items.'



QB Figure 5: Items

- Vendors** – These translate to BuildTopia Trade Partners (TP), and we use the **vendor accounting code**. We can get a list of the Trade Partners out of BuildTopia via an on-demand report created from the ‘Trade Partner Contact Information’ data set. It is important to note that the TP’s vendor accounting code is what will show as the vendor name in QuickBooks. Other information such as the TP’s address and contact information can be included on the report as well. The report can then be exported, changed to an IIF file and imported into QuickBooks. In QuickBooks the list of imported Vendors can be seen by clicking on the ‘Vendor Center’ button.



QB Figure 6: Vendors

EXPORT AND IMPORT BUILDTOPIA FILE**3**

Approved purchase orders exported from BuildTopia are imported as bills ready for payment. The LinkTopia export process generates an IIF file ready for import into QuickBooks. Once the setup steps above have been completed correctly the information from imported bills will post correctly to the Accounts Payable account, Work-In-Progress account, Customer:Job account, and vendor account using the item number/cost code accounting code on the purchase order. Below are step by step directions on how to export POs from BuildTopia, and how to import them into QuickBooks.

1. **Exporting from BuildTopia** – There has been some frustration expressed about our export tool, but it is actually very easy to use once you get the hang of it. The important thing to remember is that if you include something on your export make sure it is on the include tab, and only use the check boxes to move items from one tab to another.
 - a) Click on the ‘Acct’ link to access LinkTopia
 - b) Select a project or ‘All Projects’
 - c) Enter any other filtering criteria on the ‘Basic Filtering’ screen
 - d) A list of lots is shown on the include tab. These lots are as a result of the project filter, and any filters entered on the ‘Basic Filtering’ screen. If the list is acceptable click ‘Next.’ If you want to exclude POs from a few lots, check their boxes, and click ‘Exclude Selected.’ If you want to export POs from a few lots only, and ignore most of the lots on the list, check the boxes of the lots you want, then click ‘Inverse Selection’
 - e) On the next screen a list of Trade Partners is shown on the include tab. These are the Trade Partners on the POs available as a result of the project filter, any filters entered on the ‘Basic Filtering’ page, and any lot filters done on the ‘Lot Selection’ page. If the list is acceptable click ‘Next.’ If you want to exclude POs from a few of the TPs, check their boxes, and click ‘Exclude Selected.’ If you want to export POs from only a few TPs, and ignore POs for most of the TPs on the list, check the boxes of the TPs you want, then click ‘Inverse Selection’
 - f) On the next screen a list of the POs is shown on the include tab. These are the POs available as a result of the project filter, any filters entered on the ‘Basic Filtering’ page, any lot filters done on the ‘Lot Selection’ page, and any TP filters done on the ‘Trade Partner Selection’ screen. If the list is acceptable click ‘Next.’ If you want to exclude a few POs, check their boxes, and click ‘Exclude Selected.’ If you want to export only a few POs and ignore most of the POs on the list, check the boxes of the POs you want, then click ‘Inverse Selection’
 - g) Click ‘Next’ to see a preview of the export, or click on ‘Run Export.’ Run export produces an excel file and you will be prompted to Open or Save. Select Save and save the file to your desktop.
2. **Importing into QuickBooks** – To upload an IIF file into QuickBooks go to the ‘File’ menu, then to ‘Utilities,’ then to ‘Import,’ then to IIF files.
3. **Reviewing the imported data in QuickBooks** – One way of easily reviewing imported data is to look at account balances in QuickBooks. The screen shot below shows the bills for a Vendor that were imported from BuildTopia. This can be done by going to the Vendor Center and clicking on the name of the specific Vendor.

Vendor Information

Vendor Name: ABC Construction Services
 Vendor Type: [Blank]
 Company Name: [Blank]
 Address: 1125 Glen Mill Way
 VA 20854
[Map](#) | [Directions](#)

Contact: Barry Max
 Phone: [Blank]
 Alt Phone: (240)456-5464
 Fax: [Blank]
 Email: [Blank]
 Account Number: [Blank]
 Terms: [Blank]
 Billing Rate Level: [Blank]
 Work Comp Expires: [Blank]
 Gen Liability Expires: [Blank]

Notes: [Blank]

Reports for this Vendor

- [QuickReport](#)
- [Open Balance](#)

Transactions

Show: All Transactions | Filter By: All | Date: All

Type	Num	Date	Account	Amount
Purchase Order	1	02/06/2008	90100 · Purchase Orders	-1,250.00
Bill		02/06/2008	2110 · Accounts payable, trade	-1,250.00
Purchase Order	2	02/06/2008	90100 · Purchase Orders	-500.00
Bill		02/06/2008	2110 · Accounts payable, trade	0.00
Bill		02/06/2008	2110 · Accounts payable, trade	-250.00
Bill Pmt - Check		02/06/2008	1010 · Petty cash	-250.00
Bill		02/06/2008	2110 · Accounts payable, trade	-250.00

QB Figure 7: Vendors and Bills

We can also verify data by running reports within QuickBooks:

- Job Profitability Detail (Job):** Go to the Customer Center and click on a specific job, then click on the 'Job Profitability' link. When the report comes up Click on the 'Modify Report' button, go to the 'Filters' tab, click on 'Account' in the 'Current Filter Choices' box and click on the 'Removed Selected Filter Report'.

BT Builder LLC - QuickBooks: Premier Contractor Edition 2008 - [Customer Center: Chesapeake Estates:1.101 (Estimates)]

File Edit View Lists Contractor Company Customers Vendors Employees Banking Reports Window Help

Home Customer Center Vendor Center Employee Center Report Center Help Reminders Search Feedback Services Payroll Credit Cards

New Customer & Job New Transactions Print Excel Word

Customers & Jobs Transactions

View Active Customers

Name	Balance Total
Chesapeake Estates	0.00
1.101	0.00
1.102	0.00
1.103	0.00
1.104	0.00
1.105	0.00
1.106	0.00
1.107	0.00
1.108	0.00
1.109	0.00
1.110	0.00
1.111	0.00
1.112	0.00
1.113	0.00
1.114	0.00
1.115	0.00
1.116	0.00
1.117	0.00
1.118	0.00
1.119	0.00
1.120	0.00
1.121	0.00
1.122	0.00
1.123	0.00
1.124	0.00
1.125	0.00
2.100	0.00
2.201	0.00

Job Information Edit Job...

Job Name 1.101 Contact
 Job Type Job Type Phone
 Customer Name Chesapeake Est... Email
 Billing Address 1101 Lakeshore Dr Job Status None
 Start Date 01/29/2008
 Projected End 01/29/2008
 End Date 01/29/2008

Map | Directions

Notes lakefront Edit Notes...

Reports for this Job

- QuickReport
- Open Balance
- Job Profitability**
- Estimates vs Actuals

Show Estimates Filter By All Estimates Date All

Num	Date	Active Estimate?	Amount	Open Balance
1	02/05/2008	✓	2,250.00	2,250.00
			2,250.00	2,250.00

BT Builder LLC - QuickBooks: Premier Contractor Edition 2008 - [Job Profitability Detail for Chesapeake Estates:1.101]

File Edit View Lists Contractor Company Customers Vendors Employees Banking Reports Window Help

Home Customer Center Vendor Center Employee Center Report Center Help Reminders Search Feedback Services Payroll Credit Cards

Modify Report... Memorize... Print... E-mail Export... Hide Header Collapse Refresh

Dates All From To Columns Total only

5:11 PM
07/08/08

Modify Report: Job Profitability Detail for Chesapeake Estates:1.101

Display Filters Header/Footer Fonts & Numbers

Choose Filter

Filter	Account
Account	All income/expense accounts
Amount	
Date	
Item	
Memo	
Name	
Number	
TransactionType	All accounts

Include split detail?
 No
 Yes
 For detail accounts matching

Account Filter

Choose the types of accounts or a specific account from the drop-down list. Indicate whether or not you want split detail to appear in the report (Balance Sheet accounts only).

Tell me more...

Current Filter Choices

Filter	Set to
Account	All income/expense acco...
Name	Chesapeake Estates:1....
Posting Status	Either

Remove Selected Filter

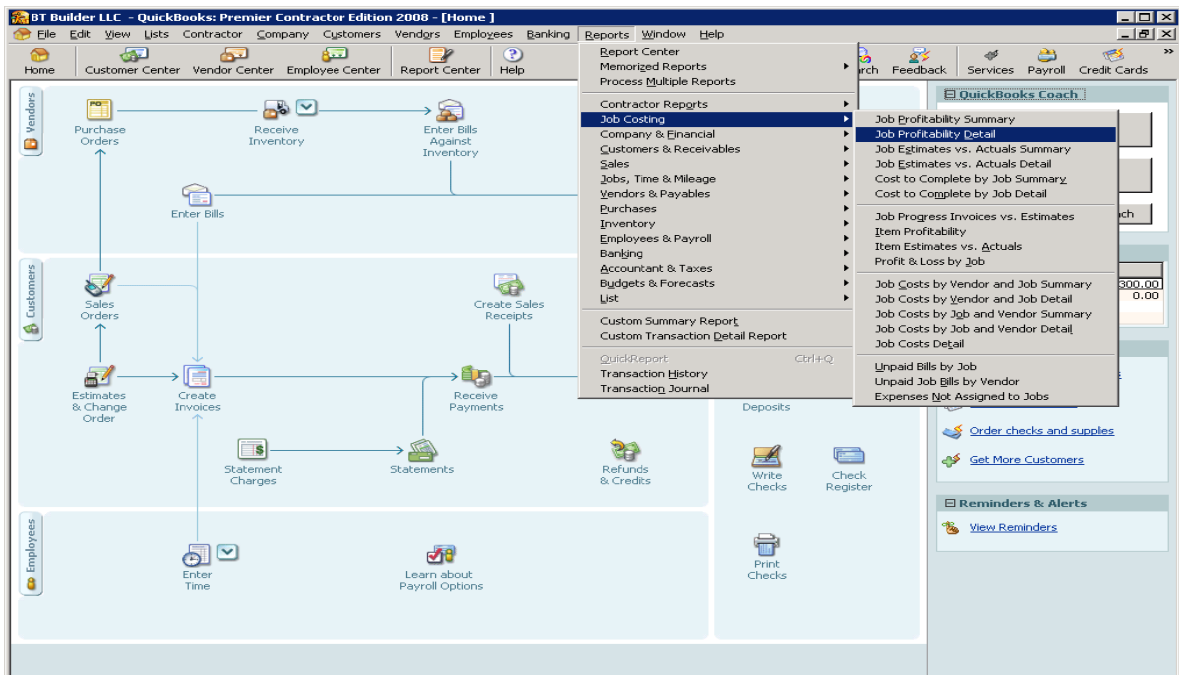
Revert

OK Cancel Help

BT Builder LLC			
Job Profitability Detail for Chesapeake Estates:1.101			
All Transactions			
	Act. Cost	Act. Revenue	(\$ Diff.
Service			
2000 Excavator	500.00	0.00	-500.00
6400 Concrete - Flatwork	600.00	0.00	-600.00
6700 Landscaping	650.00	0.00	-650.00
Total Service	<u>1,750.00</u>	<u>0.00</u>	<u>-1,750.00</u>
TOTAL	<u>1,750.00</u>	<u>0.00</u>	<u>-1,750.00</u>

QB Figure 8-10: Job Profitability Detail (Job) reports

- b) *Job Profitability Detail (Customer)*: Go to the Reports > Job Profitability Reports > Job Profitability Detail, then select the customer. When the report comes up Click on the 'Modify Report' button, go to the 'Filters' tab, click on 'Account' in the 'Current Filter Choices' box and click on the 'Removed Selected Filter Report'.



BT Builder LLC
Job Profitability Detail for Chesapeake Estates
 All Transactions

Service	Act. Cost	Act. Revenue	(\$ Diff.)
1000 Permits/Fees	6,150.00	0.00	-6,150.00
1200 Surveyor	544.00	0.00	-544.00
2000 Excavator	1,500.00	0.00	-1,500.00
2100 Concrete - Foundation	26,955.67	0.00	-26,955.67
3100 Framing Materials Supplier	82,572.75	0.00	-82,572.75
3500 Windows & Door Supplier	2,100.00	0.00	-2,100.00
3700 Roofing	6,000.00	0.00	-6,000.00
4400 Electrical	125.00	0.00	-125.00
6400 Concrete - Flatwork	1,050.00	0.00	-1,050.00
6700 Landscaping	650.00	0.00	-650.00
Total Service	<u>127,647.42</u>	<u>0.00</u>	<u>-127,647.42</u>
TOTAL	<u>127,647.42</u>	<u>0.00</u>	<u>-127,647.42</u>

QB Figure 11-12: Job Profitability Detail (Customer) reports

ADDITIONAL RESOURCES

- BT QuickBooks Accounting User Guide on the HelpSystem (in the user guides section)
- QuickBooks IIF Import Kit, available on the QuickBooks website. Search for 'IIF Import Kit' (http://support.quickbooks.intuit.com/support/pages/inproducthelp/core/qb2k8/contentpackage/core/iif/info_iif_reference.html)

APPENDIX A: CREATING IIF FILES

Creating IIF files only involves two steps;

- Create an excel file according the QuickBooks Specified format for that type of data
- Save the data as a .iif file.

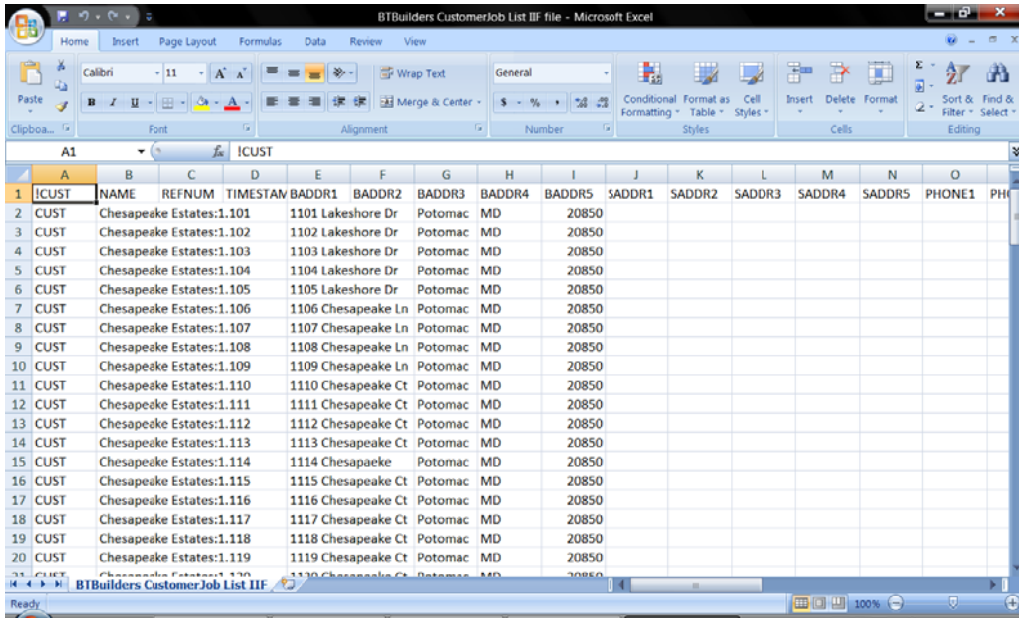
QuickBooks provides specific details on how to format files for import into QuickBooks. These are the details we need to know for the data that is needed for this setup.

1. **Chart of Accounts** – The following column headers are needed on the excel spreadsheet in this order: !ACCNT, NAME, ACCNTYPE, OBAMOUNT, DESC, ACCNUM, SCD, EXTRA. The IIF file for NAHB Chart of Accounts is in the document library in the BT Builder account as ‘NAHB Chart of Accounts (IIF).’ This is how the excel file looks;

!ACCNT	NAME	ACCNTYPE	OBAMOUNT	DESC	ACCNUM	SCD	EXTRA
1	ACCNT	Petty cash	BANK		1010		
2	ACCNT	Cash on deposit	BANK		1020		
3	ACCNT	Accounts receivable, trade	AR		1210		
4	ACCNT	Notes receivable, trade	OASSET		1230		
5	ACCNT	Due on construction and development loans	OASSET		1260		
6	ACCNT	Land held for development	OASSET		1320		
7	ACCNT	Land and land development cost	OASSET		1410		
8	ACCNT	Developed lots	OASSET		1420		
9	ACCNT	Direct construction cost	OASSET		1430		
10	ACCNT	Indirect construction cost	OASSET		1440		
11	ACCNT	Direct construction cost - remodeling	OASSET		1450		
12	ACCNT	Accumulated allocation land and land development costs	OASSET		1460		
13	ACCNT	Finished units	OASSET		1510		
14	ACCNT	Trade-ins	OASSET		1520		
15	ACCNT	Refundable deposits	OASSET		1610		
16	ACCNT	Prepaid expenses	OASSET		1620		
17	ACCNT	Employee Advances	OASSET		1630		
18	ACCNT	Due from affiliated companies or subsidiaries, long-term	OASSET		1650		
19	ACCNT	Other current assets	OASSET		1690		
20	ACCNT	Investments, long-term	OASSET		1710		
21	ACCNT	Land	OASSET		1810		
22	ACCNT	Buildings	OASSET		1820		
23	ACCNT	Office furniture and equipment	OASSET		1830		
24	ACCNT						

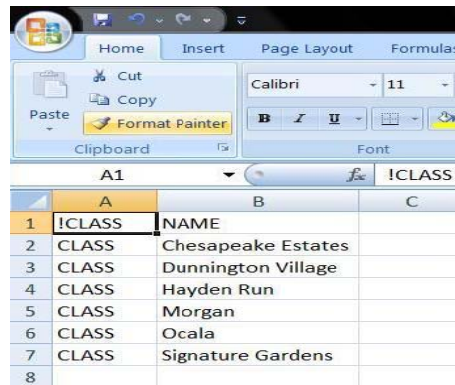
QB Figure 1: Chart of Accounts

2. **Customer:Jobs** – The IIF file for Customers has many columns, but only 2 columns need to be filled to get the basic information of BuildTopia lots into QuickBooks as Customer:Jobs. These fields are: !CUST (always CUST), and NAME (lot accounting code). The fields can be filled from data directly from an on-demand report, such as the ‘Chesapeake Estates Lot list’ report in BT Builder. The IIF file for the Chesapeake Estate lots is in the document library in the BT Builder account as ‘Chesapeake Customer:Job list file (IIF).’ This is how the excel file looks;



QB Figure 2: Customer:Jobs

3. **Classes** – Only two columns are needed for the class list IIF file: !CLASS (always CLASS), and NAME (project accounting code). . The IIF file for the BT Builder projects is in the document library as ‘Class list file (IIF).’ This is how the excel file looks;



QB Figure 3: Classes

4. **Items** – The IIF file for items has many columns, but only 3 columns need to be filled to get the basic information about BuildTopia cost codes into QuickBooks as items. These fields are: !ITEM (always ITEM), NAME (cost code accounting code), and ACCNTYPE (always SERV). The fields can be filled from data directly from an on-demand report, such as the ‘Cost Code list’ report in BT Builder. The IIF file for the BT Builder cost codes is in the document library as ‘Item list file (IIF).’ This is how the excel file looks;

A	B	C	D	E	F	G	H	I	J	K	L	M	
1	INVITEM	NAME	REFNUM	TIMESTAMP	INVITEMTYPE	DESC	PURCHASEDESC	ACCNT	ASSETACCT	COGSACCT	PRICE	COST	TAXABLE
2	INVITEM	1000 Permits/Fees			SERV			Direct construction cost					
3	INVITEM	1100 Architectural & Engineerin			SERV			Direct construction cost					
4	INVITEM	1200 Surveyor			SERV			Direct construction cost					
5	INVITEM	2000 Excavator			SERV			Direct construction cost					
6	INVITEM	2100 Concrete - Foundation			SERV			Direct construction cost					
7	INVITEM	2200 Waterproofing			SERV			Direct construction cost					
8	INVITEM	2300 Termite Protection			SERV			Direct construction cost					
9	INVITEM	3000 Steel			SERV			Direct construction cost					
10	INVITEM	3100 Framing Materials Supplier			SERV			Direct construction cost					
11	INVITEM	3200 Truss System Supplier			SERV			Direct construction cost					
12	INVITEM	3300 Core Wall Supplier			SERV			Direct construction cost					
13	INVITEM	3400 Framing Labor			SERV			Direct construction cost					
14	INVITEM	3500 Windows & Door Supplier			SERV			Direct construction cost					
15	INVITEM	3600 Stair & Rail Supplier			SERV			Direct construction cost					
16	INVITEM	3700 Roofing			SERV			Direct construction cost					
17	INVITEM	3800 Garage Door			SERV			Direct construction cost					
18	INVITEM	4000 Fireplace			SERV			Direct construction cost					
19	INVITEM	4005 Design Center			SERV			Direct construction cost					
20	INVITEM	4100 HVAC			SERV			Direct construction cost					
21	INVITEM	4200 Plumbing			SERV			Direct construction cost					
22	INVITEM	4300 Fire Sprinkler			SERV			Direct construction cost					
23	INVITEM	4400 Electrical			SERV			Direct construction cost					
24	INVITEM	4500 Multi-Media			SERV			Direct construction cost					
25	INVITEM	4600 Alarm System			SERV			Direct construction cost					

QB Figure 4: Items

- Vendors** – The IIF file for vendors also has many columns, but allows us to upload a lot of vendor detail directly from an on demand report such as the ‘Trade Partner List’ report in BT Builder. . The IIF file for the BT Builder Trade Partners is in the document library as ‘Vendor list file (IIF).’ This is how the excel file looks;

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	IVEND	NAME	TIMESTAMP	REFNUM	PRINTAS	ADDR1	ADDR2	ADDR3	ADDR4	ADDR5	VTYPE	CONT1	PHONE1	PHONE2	FAXNUM	EMAIL	NOTE	TAXID
2	VEND	A 1 Garage Doors				4317 Buckeystown Pk	BuildTpcia	MD		21704		Michael W (301)555-5	(301)555-5	(301)555-7	sales@a1garagedoors.com			
3	VEND	A 1 Super Seal Incorporated				5811 Allen Suite 120	BuildTpcia	MD		21162		Bob Martin (410)555-5	(410)555-5	(410)555-5	sales@a1superseal.com			
4	VEND	A TO Z SERVICES LLC				3701 E Baltimore St	BuildTpcia	MD		21224		Louis Broc (410)555-2	(410)555-2	(410)555-2906				
5	VEND	A TOTAL ACCESS ASSOCIATES COMPANY				854 Lincoln ave	BuildTpcia	PA		19380		Debbie Mc (800)555-5	(800)555-5666		sales@ATOTALACCESSASSOC			
6	VEND	A WOMAN'S TOUCH				72117 DALIA DR	BuildTpcia	MD		21228		Honorla dr (410)555-1	(410)555-1	(410)555-2	aggie1987@verizon.net			
7	VEND	A-PLUS-ADVANTAGE				67801 ALA STE 617	BuildTpcia	MD		20703		Sonya Vlac (301)555-1	(301)555-1	(301)555-1	howard@aplus.com			
8	VEND	ABC Construction Services				1175 Glen Mill Way	BuildTpcia	VA		20854		Barry Max (240)456-5	(240)456-5464					
9	VEND	Accent				561 main st	Mobile	AL		78945		test test (303)999-0	(303)999-0990					
10	VEND	ACCURATE HOME SERVICES				1010 CHAF 26-D	BuildTpcia	VA		22526		Summer Bi (540)555-5	(540)555-5	(540)555-5	olddoc@accuratehome.com			
11	VEND	Acropolis Marble and Granite				50THF Boulevard	BuildTpcia	MO		63005		Jim Hugh: (636)555-4	(636)555-4	(636)555-4	acropmarbl@aol.com			
12	VEND	ALBANY ALUMINUM COMPANY				105 Flint Ave	BuildTpcia	GA		31701		Shelly Grex (229)555-5	(229)555-9816		sgreen@ALBANYALUMINU			
13	VEND	AMERICAN BUILDING & EXCAVATING				1307 MITCHELLVILLE	BuildTpcia	WV		26003		Tater Bacc (304)555-4	(304)555-4	(304)555-4	ajoumani@americanbuild&			
14	VEND	AMERICAN INDUSTRIAL FENCE LLC				1637 Old Morgantow	BuildTpcia	MD		21520		Davis Bell (301)555-3	(301)555-3145		DavidBell@AMERICANINDU			
15	VEND	AMERICAL CONSTRUCTION CO				2357 HASSELRIDGE D	BuildTpcia	WV		31755		Assia Djbai (285)555-5	(285)555-5	(285)555-5	eberman@americal.com			
16	VEND	ANACOSTIA WOOD AND MILLWORK CO				6537 CRAIN HWY	BuildTpcia	MD		20639		Barb Peytc (301)555-4	(301)555-4	(301)555-4	gcarducci@anacostiawood			
17	VEND	ANGELO'S CONTRACTING				4411 S BU: BLDG 5	BuildTpcia	VA		22047		Vasily Dide (703)555-5	(703)555-5	(703)555-5	angelo@angeloscontractin			
18	VEND	APACHE APPLIANCE				4216 NORTHGATE PL	BuildTpcia	TN		37294		Liva Baddy (800)555-5	(301)555-5	(240)555-5	jat@nashvilletonesetter.c			
19	VEND	ARCTIC INSULATION				6715 WINTER PARK D	BuildTpcia	DC		20045		Josie Diktr (202)555-5	(202)555-5	(202)555-5	george_saint@arctcinsulat			
20	VEND	AREA ROOFING & SIDING				3750 W D ST	BuildTpcia	MD		20849		Vina Barke (800)555-5	(240)555-5	(240)555-2:21				
21	VEND	Arias Brothers Painting				1452 Swimming lane	McLea	AL		22101		Dan Arias (703)356-5	(703)356-3877		process222@msn.com			
22	VEND	ARUNDEL FENCE & DECK				1600 Sinclair Ln	BuildTpcia	MD		21108		Joe Blow (410)555-5	(410)555-0613		joeblow@arundelfence.com			
23	VEND	ASBESTOS-FREE STUCCO INC				52131 FAIRFAX DR	BuildTpcia	VA		22056		Samara W (703)555-2	(703)555-2	(703)555-2	kiyuko@asbestosfreestucco			
24	VEND	ATC HEATING & COOLING				19023 LEATHERBARK	BuildTpcia	MD		20886		Michael Gr (301)555-7	(240)399-5	(301)755-5	atc@heatandcool.com			
25	VEND	ATC HEATING & COOLING				19023 LEATHERBARK	BuildTpcia	MD		20886		Larry Smilt (301)555-7	(240)399-5	(301)755-5	atr@heatandcool.com			

QB Figure 4: Vendors