



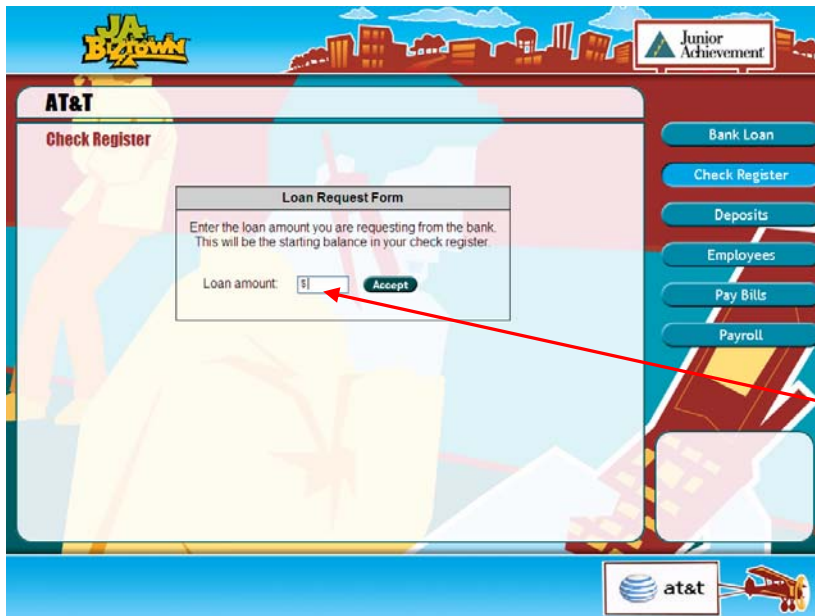
Bank CFO

Using the computer at your desk, you will print payroll checks and checks to pay bills. The CEO will sign all checks. If the CEO is not available, you may sign them yourself.

Remain in your business until the Opening Town Meeting to help with business start-up. Your business needs everyone's help before it opens.

1. Opening Your Business Account

- Ask the CEO for the **Business Costs Sheet** found in the JA BizPrep envelope.
- The opening screen on your computer should look like this. If it doesn't, please find a JA staff member.



JA BizTown™ BizPrep
AG Edwards Business Costs Sheet

Student Name	Account #	Salary	Periods	Salary
CEO		\$0.00	X 2 =	
CFO		\$800	X 2 =	
Financial Consultant 1		\$800	X 2 =	
Financial Consultant 2		\$800	X 2 =	
Financial Consultant 3		\$800	X 2 =	
Financial Consultant 4		\$800	X 2 =	
Total of All Salaries				\$

Category	Amount	Amount
Advertising	\$4 to St. Louis Post-Dispatch, \$4 to KJAB Radio, \$4 to CW11	\$12.00
Taxes	\$5.00 to City Hall (property taxes)	\$5.00
Health Care	\$2 to St. Louis Children's Hospital	\$2.00
Professional Services	\$2 to Deloitte (accounting), \$2 to Bryan Cave (legal services), and \$2 to American Family Insurance (insurance)	\$6.00
Rent	\$5 to Realty Office	\$5.00
Supplies	\$5 to Warehouse	\$5.00
Philanthropy	\$2 to Justice Achievement (nonprofit organization)	\$2.00
Utilities	\$5 to Amwest and Pubody Energy (electric), \$5 to AT&T (phone), and \$2 to Amwest and Pubody Energy (water)	\$12.00
Recycling	\$2 to City Hall	\$2.00
Total Operating Costs		\$
Total Business Costs (Salaries plus Operating Costs)		\$

- The Bank will not need to borrow money. The Bank has \$3,000 to start the day.
- In the box next to **Loan amount** on the computer, enter **\$3,000** (instead of your "Total Business Costs"). Click on the **Accept** button.
- If you entered a wrong number and clicked on **Accept**, then find a JA staff member to make any necessary change.
- Do **NOT** click on the **Print Accounting Report** button – you will do that later.
- Turn the page for instructions on your next step.

2. Write a Check to Distribution

- Click on **Pay Bills**.

AT&T

Check Register

Loan Amount Owed: \$ 210.00

Number	Transaction Description	Payment / Debit (-)	Deposit / Credit (+)	Balance
	Bank Loan		\$ 200.00	\$ 200.00

Balance: \$ 200.00

Print Accounting Report

Bank Loan
Check Register
Deposits
Employees
Pay Bills
Payroll

at&t

- After you click on **Pay Bills**, you will see the screen below. Complete these steps,

AT&T

Pay Bills

Select the business: Warehouse

Select what the payment is for: Supplies

Enter the check amount: \$ 5.00 **Accept**

AT&T 0001
103 Revenue Row
JA BizTown, MO 63005
October 22, 2007

PAY TO THE ORDER OF Warehouse \$ _____ Dollars

Memo: Supplies

007005074+05001002003 Acct.#

Cancel Reprint Checks **Print Check**

Bank Loan
Check Register
Deposits
Employees
Pay Bills
Payroll

at&t

Select Distribution Center as the business to receive the check.

Select Supplies to show what the check is for.

Enter 5.00 for the amount of the check.

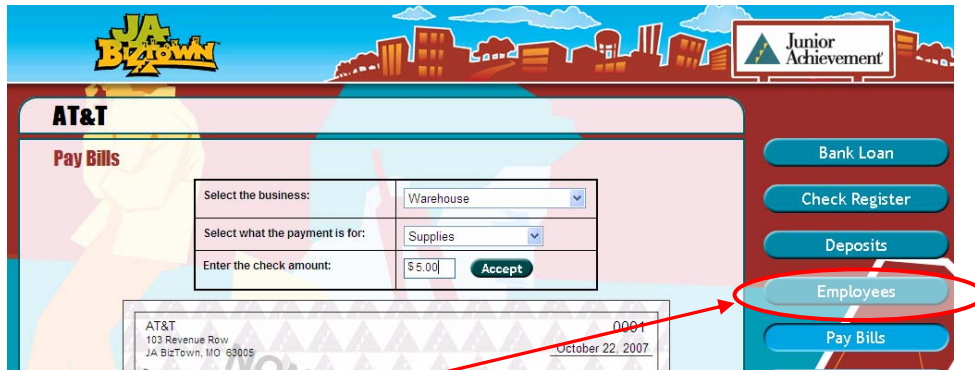
Click on Accept to complete the check. Then click on Print Check.

Remove & throw away the bottom part of the check

Have the CEO sign the check and give it to the employee who goes to the Distribution Center.

- Put a checkmark beside Distribution Center on the purple **Accounts Payable Checklist**.
- Turn to the next page to learn about payroll.

3. Enter Employee Names and Jobs



● Click on the **Employees** button, and you will see the screen above.

● Using the **Business Costs Sheet**, complete the steps below.

Enter the employee's account number found on the Business Costs Sheet.

Enter the first name like this: John.

Enter the last name like this: Smith.

Click on the down arrow to click on the employee's job title.

● The salary and tax amounts appear on the screen! Be sure that the salary on the computer matches the **Business Costs Sheet**.

● Click on **Add Employee**, then click on **OK** if all is correct, and the following box will appear on the screen.

Acct	Employee	Job Title		
999	John Smith	CEO	Edit	Delete

● If you made a mistake, click on **Cancel** and start over for that employee.

● Add all employees, and then turn to the next page for payroll directions.

4. Print Payroll Checks

- Now that employees have been entered. Click on the **Payroll** button.

The screenshot shows the 'AT&T Employees' management interface. On the left, there are input fields for employee details: account number, first name, last name, job title (a dropdown menu), gross pay amount, payroll tax amount, and payroll check amount. On the right, there is a table of employees with columns for 'Acct', 'Employee', 'Job Title', 'Edit', and 'Delete'. The 'Payroll' button in the right-hand sidebar is circled in red.

Acct	Employee	Job Title	Edit	Delete
990	Susan Stanton	Sales Associate	Edit	Delete
992	Robert Carlton	Installation Specialist	Edit	Delete
993	Jane Doe	CFO	Edit	Delete
999	John Smith	CEO	Edit	Delete

- The following screen will appear.

The screenshot shows the 'AT&T Payroll' screen. It features a 'Select pay period' dropdown menu set to '1' and a 'Select an employee' dropdown menu that is open, displaying a list of employees: Susan Stanton, Robert Carlton, Jane Doe, and John Smith. Below these dropdowns is a check form with fields for 'Pay to the Order of', 'Amount', and 'Memo'. The check form is overlaid with a large 'NON-NEGOTIABLE' watermark. At the bottom of the screen, there are 'Create Batch' and 'Print Check' buttons.

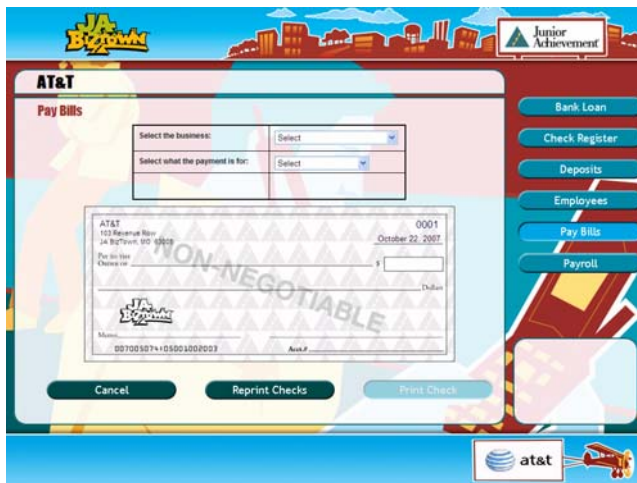
- Select pay period 1** and **select an employee**. The check will be filled out automatically.
- Click on **Print Check**. Continue by selecting each employee's name until all payroll checks have been printed for all employees.
- Put a checkmark next to First Pay Period on the purple **Accounts Payable Checklist**,
- Have the CEO sign all of these payroll checks. Do not detach the pay stub. Place all checks in the black **Payroll Folder** (in the pocket labeled Payroll #1).
- Go to the next page for more instructions on payroll.

4. Print Payroll Checks (continued)

- Print payroll checks for Pay Period 2. Follow the same process that you used for Pay Period 1.
- Write a checkmark next to Second Pay Period on the **Accounts Payable Checklist**
- Be sure all payroll checks are printed **before** the Opening Town Meeting.
- Put all completed payroll checks in the **Payroll Folder**. The CEO will distribute the checks for Pay Period #1 right after the Opening Town Meeting.
- The CEO will distribute payroll checks for Pay Period #2 after all the lunch breaks are over, during the 2nd staff meeting.

5. Pay Bills (Invoices)

- Sometimes you will see the word “invoices.” This is another word for “bills.”
- Follow the instructions that you used in section 2, “**Write a Check Distribution**” to complete the rest of your bills.



- Select the business to be paid.
- Select the word to describe what the check is for.
- Enter the amount to be paid and click “**Print Check**”.
- Use the **CFO Accounts Payable Checklist**, placing a checkmark next to bills that you have paid.

- Write checks to pay bills **ONLY** when you receive an invoice. If the invoice comes in the mail, print the check and place it in the return envelope (postage is already on the envelope). Mail the envelope back to the business by placing it in the big mailbox in Town Square.

6. Final Step

- At the end of the day, put 3 pieces of plain paper into your printer and click on **Check Register**.
- Print the **Accounting Report** for your business.
- Put the report into the JA BizPrep envelope to be taken back to school.
- This report will show if your business successfully repaid its loan and if it earned a profit.
- Assist with business clean-up.

**Congratulations on a job well
done!**