



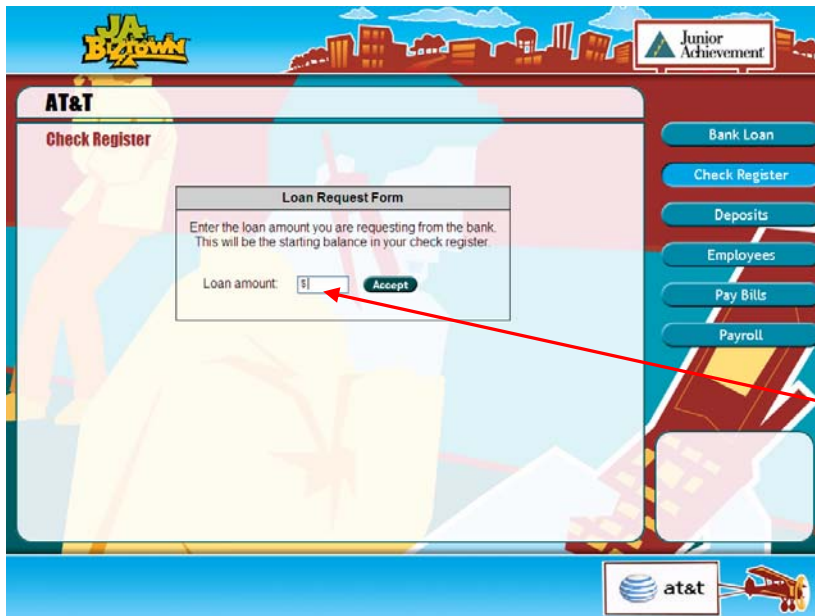
Post Office CFO

Using the computer at your desk, you will print payroll checks and checks to pay bills. You will also deposit business income in the Bank. 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. Submit a Loan Request

- 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		\$8.00	X 2 =	
Financial Consultant 1		\$8.00	X 2 =	
Financial Consultant 2		\$8.00	X 2 =	
Financial Consultant 3		\$8.00	X 2 =	
Financial Consultant 4		\$8.00	X 2 =	
Total of All Salaries				\$

OPERATING COSTS			
Advertising	\$4 to St. Louis Post-Dispatch, \$4 to KJAB Radio, \$4 to CWI1	\$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 Ameren and Pubody Energy (electric), \$5 to AT&T (phone), and \$2 to Ameren and Pubody Energy (water)	\$12.00	
Recycling	\$2 to City Hall	\$2.00	
Total Operating Costs			\$
Total Business Costs (Salaries plus Operating Costs)			\$

- In the box next to **Loan amount** on the computer, enter the amount of **Total Business Costs**, found in the box at the bottom of the **Business Costs Sheet**.
- Look at the amount you entered. If it is correct, 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

Junior Achievement

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

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

AT&T

Junior Achievement

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

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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.

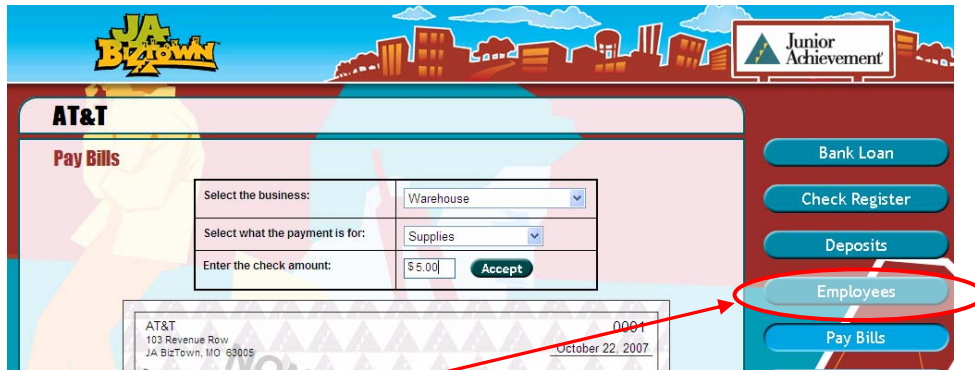
Click on Accept to complete the check. Then click on Print Check.

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', and 'Job Title'. The table contains the following data:

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

On the far right, a vertical sidebar contains several buttons: 'Bank Loan', 'Check Register', 'Deposits', 'Employees', 'Pay Bills', and 'Payroll'. The 'Payroll' button is circled in red.

- The following screen will appear.

The screenshot shows the 'AT&T Payroll' screen. At the top, there are two dropdown menus: 'Select pay period' (set to '1') and 'Select an employee' (open, showing a list of names: Susan Stanton, Robert Carlton, Jane Doe, and John Smith). Below these is a form for creating a check, with fields for 'Pay to the Order of', 'Amount', and 'Memo'. The 'Memo' field contains the account number '00700507 : 05001002003'. At the bottom, there are two buttons: 'Create Batch' and 'Print Check'. The 'Print Check' button is highlighted with a red arrow.

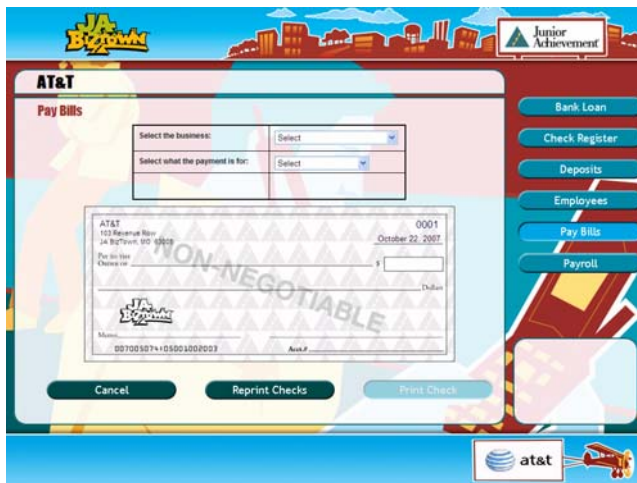
- Select pay period 1** and **select an employee**. The check will be filled out automatically.
- Click on **Print Check**. Continue by selecting each employee's name until all payroll checks have been printed for all employees.
- Put a checkmark next to First Pay Period on the purple **Accounts Payable 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.
- Turn to the next page for instructions on how to make bank deposits for money that comes into your business.

6. Business Deposits

- During the day, you will receive checks from customers for purchase of various retail products.
- Use the computer to record deposits and print deposit tickets. Click on the **Deposits** button, and the screen below will appear.

AT&T

Deposits
Maximum of 8 checks in a deposit.

Deposit number:	1
Enter the account number on the check (optional):	
Enter the check amount:	\$

Add Item

Cancel

Print Deposit Ticket

Bank Loan
Check Register
Deposits
Employees
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Payroll

at&t

- **The Deposit** number will fill in automatically (starting with **1**).
- Enter each check into a deposit. **You may enter only 8 (eight) checks into a single deposit.** Click on **Add Item** after you enter each check. If you have more than 8 checks, set the rest aside for the next deposit.
- Put 1 piece of plain paper into your printer and click on **Print Deposit Ticket**.
- Stamp the back of each check using the “For Deposit Only” stamp.
- Place the Deposit Ticket **on top** of the checks and staple them together.
- The screen above will appear, showing **Deposit number 2**. You are ready for your second deposit of checks if you receive more. Follow the procedure above for making an additional deposit.
- Place the deposit into your bank bag and take it to the Bank CEO.

7. Loan Balance

- Because your business takes out a loan, use the following procedure to determine your current loan balance recorded by The Bank.
- When you make a business bank deposit, the deposit is entered into the business check register. Click on the **Check Register** button and you will see the deposit (and any bills that you have paid).

AT&T

Check Register

Loan Amount Owed: \$ 190.00

Number	Transaction Description	Payment / Debit (-)	Deposit / Credit (+)	Balance
	Bank Loan		\$ 200.00	\$ 200.00
01	Business Income		\$ 20.00	\$ 220.00
	- Loan Payment	\$ 20.00		\$ 200.00

Balance: \$ 200.00

Print Accounting Report

at&t

- Note: an **automatic withdrawal** or **payment** of that deposit toward your business loan balance occurs. With each deposit you are repaying your business loan.
- Click on the **“Loan Balance”** button. You will see the business loan amount, interest, and a list of all payments (your deposits) entered.
- If your total deposits for the day are equal to or greater than the amount of your loan, you have successfully paid off your loan.
- Note: If a deposit is marked “pending,” the Bank CEO has not yet entered the deposit into the Bank’s records. Be sure that you take the printed deposit ticket and checks to the Bank to be entered and “approved.”

8. 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!**