



Volunteer Manual

Distribution & Delivery Center

Helpful Hints

Thank you for volunteering to assist the students at *JA BizTown*. The job you have today is very important. Please read and use the helpful hints listed below as you work with this business. If you have any questions or concerns, please ask a *JA BizTown* staff member.

1. After entering the Loan Amount from the **Business Cost Sheet**, the CFO should enter the employee information and print payroll checks for Pay Period 1 & Pay Period 2.
2. Other checks to pay bills should be printed **after** the CFO receives an invoice and envelope. The payment should be checked off the **Accounts Payable Checklist**. (**purple sheet**)
3. All invoices (bills) are delivered by hand, and the payments are **returned** by using the self address envelope provided with the invoice. When ready to mail, the CFO should place it in the brown UPS mailbox in town square.
4. The Distribution & Delivery Center will take out a loan from the Bank. The CEO will take the **Loan Application** and **Promissory Note** to the Bank after the Pledge of Allegiance.
5. Representatives from each business will be coming to the Distribution & Delivery Center during your 45-minute business start-up time to purchase their first order of supplies. (This is one task businesses are allowed to do before the Pledge of Allegiance.) Please have employees take care of these customers immediately. You will conduct Staff Meeting #1 a little later in the morning once your customer rush is over.
6. There are three areas for supplies in the Distribution & Delivery Center.
 - a. **Customers' Supplies** – This area stores pre-packed containers which hold the items for each business' first order of supplies. These are the containers Stock Managers should give to business representatives early in the day in return for a \$5 payment. There should be one container for each business in *JA BizTown*.
 - b. **Distribution & Delivery Center Supplies** – This area stores the individual supplies used to prepare the Customers' Supplies containers for the next day's customers. This area is also used for filling customer re-orders. When businesses re-order supplies, Stock Managers will refer to the **Supplies Order Notebook** (on the counter) and pull items for their orders from these shelves. **STOCK MANAGERS SHOULD NOT FILL ORDERS FOR ITEMS NOT LISTED ON THE ORDER FORM.**
 - c. **Business Forms** – This area houses the forms that are used to prepare the Customers' Supplies containers for the next day. This shelf contains multiple slots, one for each business. The Stock Managers should put the forms into the envelopes provided in the empty containers.

(continued)



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7. Remember that Order amounts are based on individual unit prices multiplied by the quantity ordered. The total amount of a Business' Order cannot be more than \$5. Make sure the Stock Manager(s) are checking each Order Form to be certain unit prices are accurate and calculations are correct before filling the order.
8. If the Distribution & Delivery Center receives an Order of supplies for an item that is NOT scarce and there is not enough of the item on the Distribution & Delivery Center Supplies shelves to fill the order, send an employee to find a *JA BizTown* staff person to re-stock your shelves.
9. The Distribution & Delivery Center does not sell supplies to individual citizens. Remind the Distribution & Delivery Center employees that they are only to fill business orders and accept business checks **only**.
10. The Package Handlers are responsible for collecting mail from the Brown box, sorting mail and then delivering mail and packages to customers.
11. The CEO will print the **Distribution & Delivery Center Inventory Sheets** and give them to the Stock Managers for filling the next day's orders. As Customers' Supply containers are replenished, employees should place a **Distribution & Delivery Center Inventory Sheet** in each container.
12. When the CFO takes a business deposit to the Bank, the deposit will consist of a business deposit ticket **stapled** to the multiple checks making up the total deposit. A deposit slip can have up to 8 checks listed on it.
13. As businesses place orders, the stock managers will check to make sure the order form has been filled out correctly, the payment check is the correct amount and then places the items in an empty brown box, seal the box with the packaging tape provided, place the order for in the box, fill out a Package Form, put it in the clear envelope on the box and give the box to the Package Handler to deliver the box to the business appropriate business.
14. Assist Stock Managers by rechecking their work to be certain supply containers, and additional orders are filled properly.
15. During **YELLOW SHOPPING BREAK**, if the stock managers have completed checking the supply containers, they should complete the **Final Inventory Sheet**.
16. Stock managers will deliver shopping bags to each business at the end of the **GREEN SHOPPING BREAK**.
17. At the end of the day, be certain that all student Simulation Folders and Volunteer Manuals remain in the business.



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Facilitator Directions

START-UP TIME

(45 minutes)

Start-up Time lasts a total of 45 minutes with the time until the Pledge of Allegiance being uninterrupted in all of the other *JA BizTown* businesses. This is not true for the Distribution & Delivery Center. Customers will be coming to the Distribution & Delivery Center to purchase business supplies very soon after reporting to their place of employment.

Introduce yourself and meet the business employees.

Ask the CEO to hand out each employee's name tag, which are located in the white BizPrep Envelope they brought from school.

Ask students to introduce themselves and state their job title. Using the **Break Schedule Chart** on the shop bulletin board, give each employee the correct colored dot (red, yellow or green) to place on their name tag.

Preparing for the Morning "Rush"

After the introductions, quickly prepare the Distribution & Delivery Center to receive customers by:

- Showing the CFO to his/her desk and asking him/her to begin reading their Simulation Directions,
- Assisting the CEO and Stock Manager(s) to find their work areas,
- Familiarizing the CEO and the Stock Manager(s) with the "Customers' Supplies" shelves,
- Reminding them that they will be accepting a \$5 check from each business for their supplies,
- Assisting them to distribute Customer Supplies and collect \$5 payment checks until all *JA BizTown* businesses have been served.

After the Morning "Rush"

- Conduct Staff Meeting #1.
- After the Staff Meeting, all employees will remain in their business to continue with Start-Up tasks unless their job requires them to leave.
- At the conclusion of the 45 minutes, a *JA BizTown* staff member will request all employees to leave their business to go to the Opening Town Meeting.



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Staff Meeting #1

Gather your employees around you. Ask the CEO to hand out each employee's personal checkbook, which are located in the BizPrep Envelope, which they brought from school. Spend about 7 to 10 minutes to complete the following:

Assist students to prepare their checkbooks for the first trip to the Bank:

Ask students to open their checkbooks. Review their deposit ticket, \$1.50 check payable to the Bank for their savings account, and the entries written in the check register. There is no money in their account until they actually deposit the check.

The first deposit ticket should show their net pay (see chart below) and \$2.00 cash back. The amount of the net deposit (net pay minus \$2.00 cash back) should be written on the first line of their check register.

Use this chart to confirm each employee's net pay.

Job Title	Gross Pay	Net Pay
CEO	\$9.00	\$8.82
CFO	\$8.50	\$8.33
Stock Manager, Package Handler	\$8.00	\$7.84

If these steps have not been completed at school, help the student complete these tasks now. (Refer to the "Check It Out" Poster on the bulletin board.)

Advise employees that they will receive a Debit card from the Bank this morning. When it is time for their break, they will need to deposit their paycheck and receive their cash back before going to lunch.

Ask the employees to get their yellow **Job Simulation Folder** from the wall pocket and begin reading the information to become familiar with their job responsibilities.

Check with the CFO to be sure he/she has begun entering the employee names and payroll information into the computer. Payroll checks for Pay Period #1 and Pay Period #2 should be printed, signed and placed in the black payroll folder before the Opening Town Meeting.

All employees should begin working, but remind them that they may not leave the business until after the Pledge of Allegiance.



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Opening Town Meeting

JA BizTown staff will instruct students to sit in front of their business for this meeting. Please remind students to be seated quickly and quietly.

Break Rotation #1

Students are divided into three groups and will rotate to take breaks. While one group is at break, the other two groups are to continue working. Remind students to check in with their boss (the CEO) before leaving for break or work-related duties. Also, remind students going to break that they must go to the Bank to deposit their paychecks, open their savings accounts and eat lunch, before doing other activities.

Staff Meeting # 2

(10 minutes at the conclusion of Break Rotation #1)

Have the students meet with you in a group and **bring their checkbooks and pencils**. Please use the entire 10 minutes and these pointers to assure that you complete all necessary tasks.

Prepare for the second and final break:

Ask students to open their checkbooks and complete a new deposit ticket. (Be sure each student has not asked for more than \$2.00 in cash. Be sure students enter the net deposit, which is the bottom number on the deposit ticket, in their checkbook register. Have them add to get a new balance. Refer to the "Check It Out" Poster on the bulletin board.)

Check each employee's check register to make sure he/she has opened their savings account. Any checks he/she wrote while on break should also be entered and subtracted from their balance.

Remind employees that this is their last chance to go shopping. Remind them to spend their money wisely...but to be sure to spend it, since they can't take it with them. Be sure each employee knows how much money they have available.

If time allows, discuss the day so far by asking the following questions:

- ASK: *Are we courteous to all of our customers?*
- ASK: *Has the CEO printed the Inventory Sheets for tomorrow's supply orders?*
- ASK: *Are we making progress with packing tomorrow's supply containers?*
- ASK: *Are we processing supply re-orders properly?*
- ASK: *Is each one of us doing our job?*



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Break Rotation #2

Students are divided into three groups and will rotate to take breaks. While one group is at break, the other two groups are to continue working. Remind students to check in with their boss (the CEO) before leaving for break or work-related duties. Also remind students going to break that they must go to the Bank to deposit their paychecks before going shopping.

Businesses are officially closed when Green Shopping Break is over.

Closing Staff Meeting and Clean-Up (20 minutes)

Have the students bring their checkbooks and pencils to again meet with you in a group. Remember, this is the final business staff meeting of the day. The time allotted for this Closing Staff Meeting and Clean-Up period is 20 minutes. All business activity is over, and it is time to reflect on the day.

Reflection

- Review with the students what they felt went well and what they believe they could have done better as a business team.
- Ask the students to share some of the things that they learned today, both as part of the business team and individually.
- Ask students to name some of the challenges they had today and what solutions they found successful.

Clean-Up – Have all employees do the following:

- All unsold merchandise must remain in the Distribution Center.
- Put all materials and supplies back in the original location.
- Pick-up everything on the floor.
- Check to make sure **all** student job folders and Volunteer Manuals are returned.
- **Do not** turn off the computers.
- Teachers may be interested in taking completed business paperwork back to school for follow-up, especially student checkbooks. Collect these items and place them in the Biz Prep Envelope. Give this envelope to a teacher.

Money Collection

- Collect **all** *JA BizTown* coins, dollar bills, and any other *JA BizTown* re-usable student materials from students and adults. Give them to a *JA BizTown* staff member or to a Bank employee when he/she come to collect them.



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Closing Town Meeting

Have students wait in their business until the announcement for the Closing Town Meeting. *JA BizTown* staff will instruct students to sit in front of their shop for this meeting. Please remind students to be seated quickly and quietly.

Dismissal

As you leave, please return the Facilitator Comment Form to the JA BizTown staff or leave it on the counter in your business.

Thank you for your assistance today. We couldn't have managed without you!!!



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On-Task Checklist for Volunteers

*This check list is to help guide you throughout the day. A more detailed description of each item will be on the Citizen's **Detailed Job Instructions**. Please refer to those instructions to help guide the citizens further.

During Business Set-up:

CEO

- Greeting customers who have come to purchase supplies and giving the \$5 check to the CFO
- After Pledge of Allegiance, taking **Loan Application** and **Promissory Note** to the Bank CEO
- Completing the **Opening Town Meeting Speech** and practicing with the adult volunteer
- Signing Payroll checks when CFO is done printing them
- Distributing **Bank Debit Card** to each employee after the Bank Tellers deliver them

CFO

- Entering Loan Amount first in computer
- Entering Payroll information
- Printing Payroll checks for Pay Period #1 and Pay Period #2
- Making Business Deposits on computer and taking checks and Deposit Ticket to Bank CEO, after the Pledge of Allegiance (*Can enter 8 checks into the computer at a time. Do not just enter one check for a business deposit.*)
- Using the **Payments Received Checklist** to keep track of which businesses have paid their bills

Stock Manager(s)

- Greeting customers who have come to purchase supplies and accept their \$5 check (*if the CEO has not already done so*)
- Getting the correct container of supplies from the shelves marked "**Customer's Supplies**" and giving it to the customer

Package Handler(s)

- Counting and stamping friendly letters (give the bundle of stamped letters to a JA Staff Member)
- Receiving instructions on how to collect, process, sort and deliver mail from a Staff Member
- Collecting mail from the Brown box, processing and delivering it on schedule

After the morning "Customer Rush"

All Employees

- Participating in the **First Staff Meeting** with the adult volunteer
- Reading the information in their blue **Job Simulation** folder



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At some point in the day:

CEO

- Signing the Rental Agreement when Leasing Agent brings it
- Having the Philanthropy Pledge Sheet, Newspaper Ad, TV Ad, and Radio Ad ready when someone from that business comes to collect them

During First Break Rotation: (Lunch)

CEO

- Using the Inventory Computer, printing the **Distribution & Delivery Center Inventory Sheets** and giving them to the Stock Manager(s)
- Filling out an **Invoice** for each business that owes a Packing and Handling Fee, using the **CEO Supply Fees Payment Checklist**
- Using the envelopes provided, creating a self addressed envelope to be delivered with the invoices. (Postage is already on the envelopes)
- Delivering invoices/envelopes to each business CFO listed on the **CEO Supply Fees Payment Checklist**
- Helping other employees in business if they need assistance

CFO

- Making Business Deposits on computer and taking checks and Deposit ticket to Bank CEO (*can enter 8 deposits into the computer at a time. Do not just enter one check for a Business Deposit*)
- Using the **Payments Received Checklist** to keep track of which businesses have paid their supply invoice and their packing and handling invoice
- Printing checks to pay bills only as bills come due. (*Bills are due when the CFO receives an invoice.*)
- Using the **CFO Accounts Payable Checklist** to keep track of which bills have been paid
- Filling-in for CEO when CEO goes to break.

Stock Manager(s)

- Getting the **Distribution & Delivery Center Inventory Sheets**, from the CEO
- Beginning to fill supply containers for the next business day using supplies from the shelves marked “**Distribution Center Supplies**” and “**Business Forms**”

Package Handler(s)

- Checking the Brown Box throughout the day
- Picking up, sorting and delivering mail and packages
- Assisting the Stock Managers when needed



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During Second Break Rotation: (shopping)

CEO

- Delivering any remaining invoices for “Packing and Handling Fees”
- Helping other employees in business if they need assistance
- Supervising employees to be certain that break schedules are followed and everyone is doing his/her job

CFO

- Printing checks to pay bills only as bills come due. (*Bills are due when the CFO receives an invoice.*)
- Using the **CFO Accounts Payable Checklist** to keep track of which bills have been paid
- Making Business Deposits on computer and taking checks and Deposit ticket to Bank CEO (*can enter 8 deposits into the computer at a time. Do not just enter one check for a Business Deposit*)
- Using the **Payments Received Checklist** to keep track of which businesses have paid their supply invoice and their packing and handling invoice
- Filling-in for Bank CEO when CEO went to break.

Stock Manager(s)

- Greeting customers who are placing supply re-orders and accepting their **Supplies Order Form** and business check.
- Making sure that the check for the additional supplies is made out for the correct amount and giving the check to the CFO
- Filling the supply order and marking the amount on the **Stock Manager Order Checklist**
- Completing the Daily Final Inventory Sheet
- Visiting other businesses to replenish business checks to earn additional income for the Distribution Center
- Handing out plastic bags to each business (one for each employee) during the GREEN Shopping Break

Package Handler(s)

- Checking the Brown Box throughout the day
- Collecting, sorting and delivering mail and packages
- Assisting the Stock Managers when needed

Adult Volunteer Facilitator(s)

- Checking the Stock Managers’ work to assure that supply containers for the next business day have been properly filled (matching the container contents to the **Inventory Sheet**)



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End of Day (Business Clean Up):

All Employees

- Assisting with clean-up as needed

CFO

- Making a final business deposit on the computer and taking the checks and deposit ticket to the Bank CEO, if needed
- Printing the **Business Accounting Report** and placing it in BizPrep Envelope.

Adult Volunteer Facilitator(s)

- Gathering all of the paperwork and checkbooks for the day and placing them in the BizPrep Envelope to be returned to school.
- Checking to make sure students are **NOT** taking home any JA BizTown money or coins.
- Assuring that citizens take home the products they bought while on their breaks.
- Filling out a Volunteer evaluation when a JA BizTown Staff Member brings one by. Return it to a Staff Member or leave it on a counter in your business.



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Job Descriptions

<p>CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Signs all business payroll and expense checks.4. Makes business operational decisions.5. Prepares and gives speech at the Opening Town Meeting.6. Assists with all business duties when employees are on break.7. Works with employees to assure correct packing of supplies.8. Prints Distribution & Delivery Center Inventory Sheets.9. Completes invoices for Packing and handling fees.	<p>CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll information.2. Prints and distributes employee payroll checks.3. Prints and mails business expense checks.4. Keeps all records of business expenses and payments.5. Makes business deposits at Bank.6. Signs business checks if CEO is not available.
<p>STOCK MANAGER</p> <ol style="list-style-type: none">1. Accepts payment for materials being purchased by businesses.2. Distributes materials to businesses after receiving payment.3. Packs customers supply containers for next day's business operations.4. Assists with the delivery of materials, if needed.	<p>PACKAGE HANDLER</p> <ol style="list-style-type: none">1. Collects mail from central UPS box.2. Sorts letters and "cancels" postage stamps.3. Delivers processed mail to businesses and individuals in <i>JA BizTown</i>.4. Delivers packages to appropriate businsses5. Assists stock mangers as needed

JA BizTown™

Distribution & Delivery Center CEO

You are responsible for the smooth operation of the Distribution & Delivery Center. Many customers will be visiting your business during the day to purchase supplies for their business operations. Assure all employees are familiar with their responsibilities and are courteous to the business representatives. The Distribution & Delivery Center will also deliver all mail and packages to the businesses. Make sure these are done in a timely manner since businesses need these items to operate.

1. Remain in your business until after the Pledge of Allegiance to help with business start-up. Your business needs everyone's help before it opens.
2. You should have brought your completed **BizPrep Booklet** from school. Give the **Business Costs Sheet** to the CFO. Keep the other pages until someone from the other businesses comes to collect them.
3. Assist Stock Managers and Package Handlers as customers visit the Distribution & Delivery Center to purchase their business supplies for today. Assure that payment checks are for the correct amount. Remind the Stock Managers and Package Handler(s) that they should take the supply containers only from the shelves marked "**Today's Supply Orders**".
4. After the Pledge of Allegiance, take your **Loan Application** and **Promissory Note** to the Bank CEO to obtain your loan.
5. The Bank Tellers will bring **Bank Debit Cards** for each of the employees in your business. Accept these **Debit Cards**, distribute one to each employee and ask them to complete the back of the card before going to the Bank for the first paycheck deposit.
6. Sign all business checks after they have been printed by the CFO.
7. Complete the **CEO Speech Guideline** and practice your presentation with your Volunteer Facilitator. You will give the speech at the Opening Town Meeting.
8. After today's supply orders have been picked up by the business, use the computer at your workstation and follow the on-screen directions as you print a **Distribution & Delivery Center Inventory Sheet** for every *JA BizTown* business.
9. Give these **Distribution & Delivery Center Inventory Sheets** to the Stock Manager(s) to use for packing "**Tomorrow's Supplies Containers**" for tomorrow's business customers.
10. Review the **Stock Manager Merchandise Checklist** with the Stock Manager(s). Make sure that they understand the importance of completing the form and keeping track of the business customer's reorders. Remind the Stock Manager(s) that businesses cannot go over \$5.00 for the additional orders that they place. **This does NOT include the start up supplies.**
11. Sign the **Rental Agreement** when the Leasing Agent brings it to your business.

(Distribution & Delivery Center CEO continued)

12. Allow the Non-Profit Director to place a container for individual contributions in your business. When asked, give him/her your **Philanthropy Pledge Sheet**. Encourage your employees to contribute to the containers. The Non-Profit Director will return later in the day for the container. Remember, this container is for **your** employees to use when making a donation, if they wish to do so.
13. Using the **Supply Fees Payment Checklist**, complete an **invoice for Packing and Handling Fees** for each *JA BizTown* business on the list. Mark an “X” in the correct column after completing each invoice. Place the completed invoices in the green “**Completed Invoices and Envelopes**” folder.
14. Locate the Distribution & Delivery Center address stamp and ink pad. Using the (7) envelopes provided, stamp the center of each envelope with your business address. Postage is already on the envelope. Put the completed envelopes in the green “**Completed Invoices and Envelopes**” folder.
15. With your volunteer facilitator’s assistance, practice approaching business CFO’s to give them the invoice and an envelope for the payment for their Packaging and Handling Fees. Practice speaking to them politely and be sure to tell them exactly why you are visiting and how they should return the payment. Thank them for their assistance.
16. Begin to deliver the completed invoices/envelopes to the CFO’s. Mark an “X” in the correct column after delivering the payment.
17. After the “Tomorrow’s Supply Order Containers” have been filled, make sure your Stock Managers are completing their other jobs, such as completing the **Final Inventory Sheet**, and (during the last green afternoon shopping break) delivering plastic shopping bags. Your business is paid for this service and it is an important part of your business income.
18. Meet with the Energy Scientist when he/she comes to talk with you about ways your business can conserve energy.
19. Substitute for the Stock Manager(s) and/or Package Handler (s) when he/she is on break, if needed.
20. Supervise your staff to be certain that schedules are followed, that everyone does his/her job, and works together as a team.
21. As the CEO, if your own work is caught up, you should always help your business wherever it is needed most.
22. Assist with business clean-up at the end of the day.



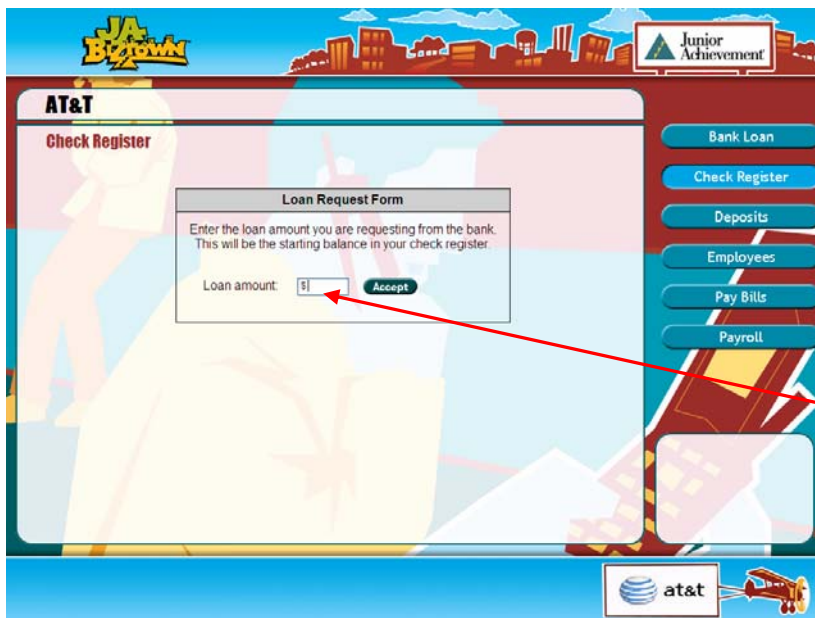
Distribution Center CFO

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 Bally Office	\$5.00
Supplies	\$5 to Warehouse	\$5.00
Philanthropy	\$2 to Justice Achievement (nonprofit organization)	\$2.00
Utilities	\$5 to Amesco and Pubody Energy (electric), \$5 to AT&T (phone), and \$2 to Amesco 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. Enter Employee Names and Jobs

AT&T
Pay Bills

Select the business: Warehouse

Select what the payment is for: Supplies

Enter the check amount: \$5.00 Accept

AT&T
103 Revenue Row
JA BizTown, MO 63005

0001
October 22, 2007

Bank Loan
Check Register
Deposits
Employees
Pay Bills

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

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

AT&T
Employees

Enter the employee's account number:

Enter the employee's first name:

Enter the employee's last name:

Select a job title: Select

Gross pay amount:

Payroll tax amount:

Payroll check amount:

No employees have been added.

Bank Loan
Check Register
Deposits
Employees
Pay Bills
Payroll

Cancel Add Employee

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.

3. 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, and a red arrow points to it from the text above.

- 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:' which is open, showing a list of employees: 'Select', 'Susan Stanton', 'Robert Carlton', 'Jane Doe', and 'John Smith'. Below these is a form for creating a check, including fields for 'Pay to the Order of', 'Amount', 'Memo', and 'Acct.#'. A large 'NON-NEGOTIABLE' watermark is overlaid on the check form. At the bottom, there are two buttons: 'Create Batch' and 'Print Check'. Two black arrows point from the text below to the 'Select pay period' dropdown and the 'Select an employee' dropdown.

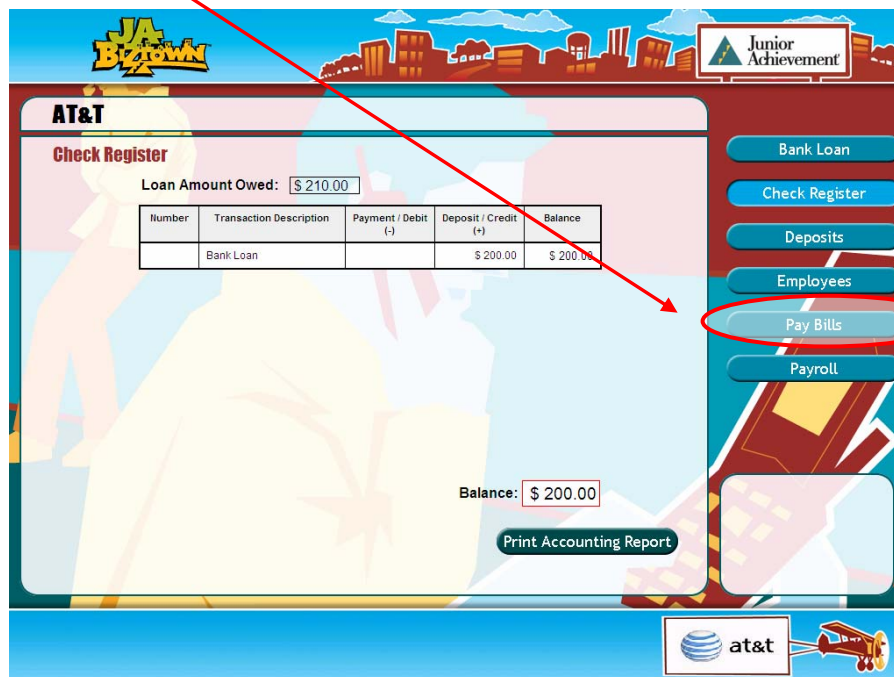
- Select pay period 1 and select an employee.** The check will be filled out automatically.
- Click on **Print Check**. Continue by selecting each employee's name until all payroll checks have been printed for all employees.
- Put a checkmark next to First Pay Period on the purple **Accounts Payable 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.

3. 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.

4. Pay Bills (Invoices)

- Sometimes you will see the word “invoices.” This is another word for “bills.”
- Click on **Pay Bills**.



- Turn to the next page for more instructions on paying bills.

4. Pay Bills (continued)

- 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 000
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

at&t

Select the business to be paid.

Select the word to describe what the check is for (**Advertising**, for example).

Enter the amount of the check to be paid (**\$4.00**, for example).

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

Remove & throw away the bottom part of the check.

- Put a checkmark beside Distribution Center on the purple **Accounts Payable Checklist**.
- 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 envelopes (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.

5. Business Deposits

- During the day, you will receive checks from business customers for supplies and other services.
- 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
Pay Bills
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.

6. 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 Junior Achievement

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.”

7. 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!**

JA BizTown™

Distribution & Delivery Center Stock Manager

You are responsible for helping to distribute Today's Supply Containers as business representatives come to the Distribution Center to purchase the startup supplies. You will fill the containers for tomorrow's Distribution Center businesses and package additional re-orders from various businesses. Work carefully and accurately.

1. Remain in the Distribution & Delivery Center until after the Pledge of Allegiance. Everyone's help is needed because you are very busy early in the day, filling the supply orders for each Town business.
2. The Package Handler or CEO will inform you what business customer is ready for their supplies. Take the plastic container of business supplies from the shelves marked "**Today's Customer's Supplies**" and give it to the business customer.
3. Continue the above procedure until all businesses have picked up their first order of supplies.
4. Ask the Distribution & Delivery Center CEO for the **Distribution & Delivery Center Inventory Sheets** that he/she printed. You will need these **Inventory Sheets** as you pack supplies for tomorrow's businesses.
5. Begin to pack the supply containers for tomorrow's businesses. Fill an empty supply container for each business with the items listed on the printed **Distribution & Delivery Center Inventory Sheet**. Carefully do the following:
 - a. Locate, on the shelves labeled "**Distribution & Delivery Center Supplies**", the supplies to be packed. Locate, in the storage area labeled "**Business Forms**", the forms to be packed.
 - b. Count and pack the correct supplies into the business supply container. Put the forms into the empty envelopes provided in the container. As you put an item into the container, put a checkmark beside that item on the **Inventory Sheet**.
 - c. Finally, place the **Distribution & Delivery Center Inventory Sheet** into the container, and store the container on the "**Customer's Supplies**" shelves ready to be distributed tomorrow.
6. Continue the above procedure until all business supply containers for tomorrow's businesses have been filled and stored.
7. Greet business representatives as they come to the Distribution & Delivery Center to place another order. Using the **Stock Manager Merchandise Checklist**, mark an "X" next to the business name that is placing the order and write in the amount of the order in the correct box.

(Distribution & Delivery Center Stock Manager continued)

8. Ask the customer for the completed **Supplies Order Form** and check for payment. Use the **Order Price List** (in the Supplies Order Notebook) to verify that the unit costs and the payment amount are correct.
 - a. Each business is allowed to spend \$5.00 for supplies. (This is excluding the startup supplies.)
 - b. Each business may purchase only those items identified for their specific business on the **Order Price List**. They cannot buy items listed for other businesses (i.e. The Restaurant may not order supplies labeled for Planet Earth.)
 - c. If an item that a business received in their first order is not listed on the **Order Price List**, the item is a scarce item and the business cannot purchase more. The amount received in their first order is all that is available.

9. Let the customer know that you will begin to process the order and that the Package Handler will deliver the order to them once it has been processed. Then, do the following:
 - a. Get a brown packaging box from the bottom shelf labeled **“Packing boxes”**.
 - b. Place the **Supplies Order Form** on top of the ordered supplies in the brown packaging box, seal the box with the masking tape provided.
 - c. Complete a package label from the blue **package label folder**.
 - d. Give the packed and sealed box to the Package Handler for delivery.

10. During any “down time” make sure containers are straightened, product neat, teas are aligned in the cooler and the work area is neat and clean.

11. During the Yellow Shopping Break, complete the **Final Inventory Sheet**.

12. If time permits, take the containers labeled “Business Checks” and visit each business. Replenish the supply of checks in the CFO printers. Be careful to load the paper properly. (Endorsed lines face down and to the back of the printer) Your business will be paid for this service.

13. During the final **GREEN afternoon shopping break**, visit each business and give the CEO enough shopping bags for the employees in that business. Ask the CEO to give one shopping bag to each employee to take home their *JA BizTown* purchases. **If you do not explain the reason for the bags, the CEO will not know what to do with them.** Your business will be paid for this service.

14. Assist the Restaurant Beverage Manager for the items they need to re-stock the beverage cooler. There is **NO** charge for these items.

15. Assist with business clean-up at the end of the day.

JA BizTown™

Distribution & Delivery Center Package Handler

You are responsible for distributing Today's supply containers as business representatives come to the Distribution & Delivery Center to purchase the startup supplies. You are also responsible for the collection, sorting, and delivery of all mail and packages in *JA BizTown*. You will assist the Stock Manager(s) as needed. Remember to always be friendly and courteous to customers.

1. Remain in your business until after the Pledge of Allegiance to help with the business start-up. Your business needs everyone's help before it opens.
2. Greet business customers as they come to the Distribution & Delivery Center to purchase "Today's Business Supplies". Accept their \$5.00 business check for payment. Be certain each check is filled out properly (i.e., made out for the right amount, made payable to the Distribution & Delivery Center, signed and dated).
3. Ask the Stock Managers for the business' supplies container and give the container to the business customer. Continue the above procedure until all businesses have paid for and picked up their first order of supplies.
4. After all the containers have been picked up, **count** and **stamp**, with the black ink pad and JA logo stamp, the "Friendly Letters." (JA staff person will give these to you.)
5. Give the **stamped** "Friendly Letters" back to the JA staff person with the number of letters you stamped.
6. **Wait** for the JA staff person to train you on how to collect, sort and cancel the mail.
7. Pick-up mail from the Brown box located outside of the Distribution & Delivery Center.
 - a. When sorting mail, apply the **Cancelled** stamp (red star stamp) over the JA postage stamp located in the upper right hand corner.
 - b. Sort the mail by business and place the envelopes in the plastic bin in the appropriate divider.
 - c. When finished sorting, place the plastic bin in the top of the box on the delivery cart and begin delivering the mail to the appropriate business.
8. Deliver all mail by doing the following:
 - a. Place the mail and any packages onto the delivery cart and begin to deliver to each business.
 - b. Deliver addressed mail to the intended businesses, placing the letters or packages in the individual mailbox located either outside or inside each business.
 - c. If you cannot identify the sender, see a classroom teacher for help.
9. Check the Brown box every 20 minutes throughout the day and repeat steps 7-8 to process any new mail.

(Continued)

(Continued)

10. Accept all businesses packaged re-order boxes from the Stock Managers. Weigh each box, complete the Shipping and Delivery Log and deliver the box to the business indicated on the Shipping Document.
11. A JA Staff person will collect the log at the end of the day to reimburse the Distribution & Delivery Center for the Shipping and Delivery costs incurred.
12. Assist the Stock Managers with filing orders when time allows.
13. Assist with business clean-up at the end of the day.