



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. **Before** the Pledge of Allegiance, the Geologist will go to the Distribution & Delivery Center with the \$5.00 check to purchase supplies.
2. After entering the Loan Amount from the **Business Cost Sheet**, the CFO should print a \$5.00 check to the Distribution & Delivery Center for supplies, then enter the employee information and print payroll checks for Pay Period 1 and Pay Period 2.
3. Other checks to pay bills should be printed **only** after the CFO receives an invoice and the payment should be checked off the **Accounts Payable Checklist**.
4. Planet Earth will borrow money from the Bank. The CEO will take the **Loan Application** and **Promissory Note** to the Bank after the National Anthem.
5. When the CFO takes a business deposit to the Bank, the deposit will consist of a business deposit ticket and the multiple checks making up the total deposit
6. Instruct employees to follow all equipment and safety directions carefully. Ask for assistance from the JA BizTown staff, if anything is unclear or not working. **DO NOT TRY TO FIX IT YOURSELF!**
7. Only trained employees should use the sales computer and adding machine. The adding machine will be used to generate a receipt for **ALL DEBIT CARD** purchases. The receipt will be given to the CFO as proof of the sale and should be entered as a deposit and attached to the deposit ticket, just like the checks.
8. When the first order (start up order) of supplies are brought back from the Distribution & Delivery Center, Sales Managers should divide the number of scarce items into three groups and place them in the correct plastic container for each color break.
9. During the business start up time, the Sales Managers and CEO should review the **Merchandise Catalogue** and determine the additional items that the Planet Earth will be selling today. Review the directions in the front of the Catalogue to help assist the students.



Volunteer Manual Planet Earth

(continued)

10. As students begin to **price products**, give guidance and reminders through the following pricing techniques:
 - a. Know the amount of money needed, with interest, to pay off the bank loan.
 - b. Divide the loan amount by the total number of products to get an average price.
 - c. Set prices. Nothing should be priced under \$2.00. (except for raffle)
 - d. The total of all item prices must be enough to pay off the loan.
 - e. Do not open for business until pricing is completed.
 - f. Do not allow students to lower prices at anytime, without your approval. Check with a *JA BizTown* staff member first.
11. As the students price products, have the CEO write the prices on the **laminated Pricing Worksheet** and calculate the total possible income. Compare the total possible income with the loan amount. Be certain prices are high enough to pay off the bank loan. Be patient, as most sales will take place during the second set of breaks, later in the day.
12. Sales Managers should display their items attractively and put a price tag near each group of items to be sold.
13. Encourage students to use creative promotions, to draw customers into their business.
14. When the Sales Manager goes on break, if another Sales Manager is not available, the CEO should take over to assist customers.
15. Assist the Environmental Scientist, as needed, with their recycling experiment. Remind them to be very careful and follow all safety rules.
16. Assist the Geologist, as needed, creating the jewelry pieces found on their “dig”.
17. Once the jewelry pieces are completed, they should complete the Mineral Questionnaire.
18. At the end of the day, be certain that all unsold merchandise, student Simulation Folders and Volunteer Manuals remain in the business.



Facilitator Directions

START-UP TIME

(45 minutes)

Start-Up Time lasts a total of 45 minutes. This Start-Up time involves:

- **First 10-15 minutes is uninterrupted time for Staff Meeting #1.** This meeting allows time for the discussion listed below and time for students to read their own Job Simulation Folders.
- At the conclusion of this uninterrupted time, the Pledge of Allegiance signals that those students whose jobs take them out into *JA BizTown* may begin to perform their tasks. (Note: the only student who will be allowed to leave the business before the Pledge of Allegiance is the Designer. This person will go to the Distribution & Delivery Center with a \$5.00 check from the CFO to purchase supplies.)
- All employees 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 sit in front of their business for the Opening Town Meeting.

Staff Meeting #1

Gather your employees around you. Spend about 10 minutes to complete the following:

Introduce yourself and meet the business employees.

Ask the CEO to hand out each employee's name tag and personal checkbook, 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.

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.



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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
Geologist, Environmental Scientist	\$8.25	\$8.08
Sales Manager	\$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.

Have the CFO begin working as soon as possible. Check with the CFO to be sure he/she has printed a \$5.00 check for business supplies and 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 and signed 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.

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



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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: *Have we created attractive displays to advertise our products?*

ASK: *Do our products seem to be priced properly to attract customers?*

ASK: *Are we using good sales technique to persuade customers to buy?*

ASK: *Is each one of us doing our job?*

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.



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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 business.
- 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.

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.



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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!!!



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** (found in the yellow job folders in your business, as well as in the back of this manual). Please refer to those instructions to help guide the citizens further.

During Business Set-up:

All Employees

- Reading the information in their yellow Job Simulation folder

CEO

- Taking out **Business Costs Sheet** and giving it to the CFO
- Signing the \$5 Distribution & Delivery Center check after the CFO prints it
- Completing the **Opening Town Meeting Speech** and practicing with the adult volunteer
- After Pledge of Allegiance, taking **Loan Application** and **Promissory Note** to the Bank CEO
- Signing all payroll checks when CFO is done printing them
- Distributing **Bank Debit Cards** to each employee after the Bank Tellers deliver them

CFO

- Entering loan amount
- Printing \$5 Distribution & Delivery Center check
- Entering Payroll information
- Printing Payroll checks for Pay Period #1 and Pay Period #2

Geologist(s)

- Taking the \$5 check to the Distribution & Delivery Center for supplies
- Reviewing descriptions of the products that will be found on their "dig"
- After all items have been found, beginning product production following the **Assembly Directions** provided

Environmental Scientist

- Review safety and experiment directions
- Begin recycling experiment and then producing the necklace products that will be created from the recycled Styrofoam cups.

Sales Manager(s)

- Using the **Merchandise Catalogue** and determining what additional supplies to order from the Distribution & Delivery Center.
- Working with CEO and Adult Volunteer to set prices for products, using the **Pricing Worksheet**
- Dividing scarce items into separate containers for each break color
- Preparing an attractive display case.
- Learning how to use the point of sale computer and the adding machine (for DEBIT card purchases only).



At some point in the day:

CEO

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

During First Break Rotation: (lunch)

CEO

- Reviewing the **Instructions for Ordering Supplies**
- Substituting for Sales Manager when needed
- 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, taking checks and Debit Card receipts and Deposit ticket to Bank CEO (*can enter 8 checks into the computer at a time. Do not just enter one check for a business Deposit*)

Geologist(s)

- Continuing to produce items for sale using the **Assembly Directions** provided
- Assisting other employees as needed.

Environmental Scientist

- Continue recycling experiment until all cups have been recycled and necklaces made.
- Give the completed necklaces to a JA Staff person.

Sales Manager(s)

- Assisting customers with purchasing items
- Answering customer questions about products
- Following computer and adding machine directions to for entering customer sales in the computer and printing a DEBIT card receipt for the CFO.
- Letting the CEO know if more materials need to be ordered from the Distribution Center

During Second Break Rotation: (shopping)

CEO

- Determining if more inventory is needed and following the **Instructions for Ordering Supplies** (*Orders cannot total more than \$5 for the rest of the day, which is the amount budgeted on the Business Costs Sheet.*)
- Substituting for Sales Manager when needed
- Supervising employees to be certain that break schedules are followed and everyone is doing his/her job



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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 DEBIT card receipts attached to a Deposit ticket to Bank CEO (*can enter 8 checks into the computer at a time. Do not just enter one check for a business Deposit*)
- Filling in for the CEO when he/she goes on break

Geologist(s)

- Continuing to produce items for sale using the **Assembly Directions** provided
- Assisting other employees as needed.

Sales Manager(s)

- Assisting customers with purchasing items
- Answering customer questions about products
- Letting the CEO know if more materials need to be ordered from the Distribution & Delivery Center
- Following computer and adding machine directions for entering customer sales in the computer

End of Day (Business Clean Up):

All Employees

- Assisting with clean-up as needed

CFO

- Making final business deposit ticket and taking it to the Bank CEO
- Printing **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 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.

Reminder: All unsold merchandise or supplies should remain in the display case or on the work tables.



JA BizTown™ Jobs
Planet Earth Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs all business payroll and expense checks. 3. Signs Rental Agreement for business space. 4. Works with employees to determine pricing of products. 5. Prepares and gives speech at Opening Town Meeting. 6. Fills in for the CFO when he/she is on break. 7. Supervises employees and oversees business operations. 8. Assists with all business duties as needed. 	<p style="text-align: center;">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 style="text-align: center;">ENVIRONMENTAL SCIENTIST</p> <ol style="list-style-type: none"> 1. Review the research investigation experiment on recycling. 2. Become familiar with the materials that will be used. 3. Read all safety requirements. 4. Perform recycling experiment. 5. Record observations. 6. Create molds from recycled product to sell for retail. 7. Assist Sales Managers, as needed. 	<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Using the Merchandise Catalogue determine additional items to order. 2. Works with CEO to set prices of products. 3. Sets up attractive display area. 4. Greets customers and assists them with sales. 5. Accepts payment for purchased items, verifies payment in the computer and gives payment to CFO for deposit.
<p style="text-align: center;">GEOLOGIST</p> <ol style="list-style-type: none"> 1. Review the information sheet about the different types of rocks, stones and gems that are found within the earth's service. 2. Perform "dig" to determine what is found. 3. Create items to be sold for retail from the "treasures" that were discovered. 4. Work with CEO to determine pricing. 5. Assist Sales Managers, as needed. 	

JA BizTown™

Planet Earth CEO

You are responsible for the smooth operation of this Manufacturing and Retail business that serves *JA BizTown* consumers. Your business has some products that need to be manufactured by your employees; others may already be manufactured and ready for sale. Making good purchasing decisions, pricing correctly and making quality products in a timely manner are essential to your business' success. Make sure all employees are familiar with their responsibilities and focused on their tasks.

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. Call a meeting of the Sales Manager(s), Environmental Scientist(s) and Geologist(s).
 - a. Discuss production methods and assignments, and review the sample products on display in the product assembly area.
 - b. After you have received your initial order of your business' scarce items, use the **Distribution & Delivery Center Inventory Sheet** from the bin, begin to set prices for your scarce products. Remember, these items cannot be reordered. Separate these items into the 3 plastic tubs for the afternoon shopping breaks.
 - c. Review the **Merchandise Catalogue** and the **Ordering Supplies Instructions** to learn how your business will obtain additional supplies today. Your business cannot rely on selling scarce items alone. You **will** need to order additional supplies.
 - d. **During the Business Start Up time**, use the merchandise catalogue to determine the additional items your business feels the citizens of JA BizTown would be interested in purchasing. Keep in mind; you will want to offer a variety of items at a variety of prices.
 - e. Fill out an order form from the front pocket of the Merchandise Catalogue.
 - f. Have one of the Sales Managers take the order form and a check in the amount of the order to the Distribution & Delivery Center to receive these additional products.
 - g. Use the Merchandise Catalogue's suggested retail price and the laminated **Pricing Worksheet** to help assist you in setting prices and calculating the potential income.
 - h. Discuss the importance of using the Sales computer carefully and correctly.
 - i. Your business accepts checks and DEBIT cards for purchases. Make sure that the sales managers understand that the adding machine will need to be used for ALL Debit card sales. The customer should sign the bottom of the receipt with their account number, and give the receipt to the CFO for a deposit.
4. 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.
5. Following the Pledge of Allegiance, take your **Loan Application** and **Promissory Note** to the Bank CEO to apply for your business loan.
6. Sign all business checks after they are printed by the CFO.

(continued)

(Planet Earth CEO continued)

7. Complete the **CEO Speech Guidelines** and practice your presentation with your volunteer facilitator. You will give the speech at the Opening Town Meeting.
8. Sign the **Rental Agreement** when the Realty Leasing Agent brings it to your business.
9. Allow the Non-Profit Director to place a container for individual contributions in your business. Give him/her your **Philanthropy Pledge Sheet**. Encourage your employees to contribute. 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.
10. Give the Attorney the **Case #1 Clue Envelope** when he/she comes to collect it.
11. Meet with the Energy Scientist representative when he/she comes to talk with you about ways your business can conserve energy.
12. Substitute for the Sales Manager(s) when he/she is on break.
13. Supervise your staff to be certain that schedules are followed, that everyone does his/her job, and works together as a team.
14. As the CEO, if your own work is caught up, you should always help your business wherever it is needed most.
15. Assist with business clean up at the end of the day.



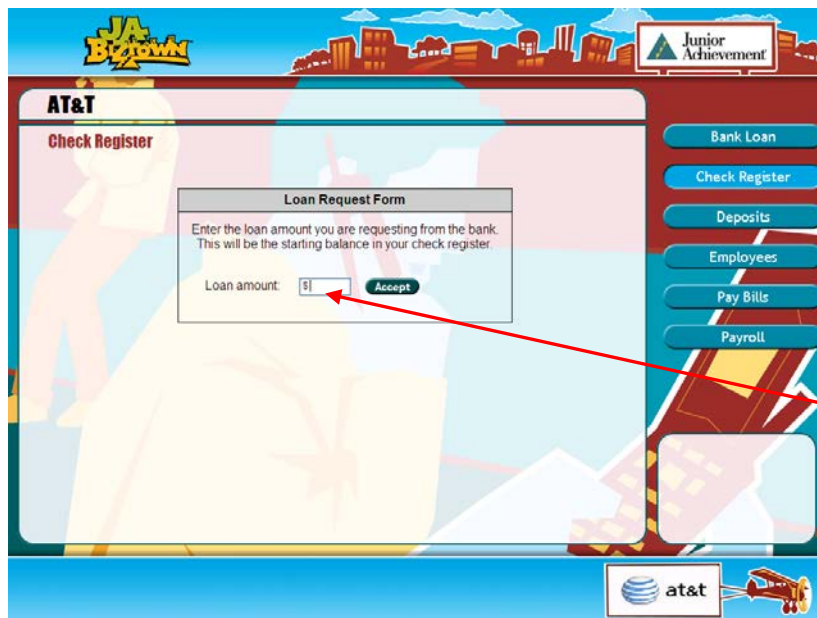
Planet Earth CFO

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		\$850	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				\$

OPERATING COSTS			
Advertising	\$4 to St. Louis Post-Dispatch, \$4 to KSLR 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 Junior Achievement (nonprofit organization)	\$2.00	
Utilities	\$5 to American and Pubbody Energy (electric), \$5 to AT&T (phone), and \$2 to American and Pubbody 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 & Delivery Center

- 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

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

AT&T 000
103 Revenue Row
JA BizTown, MO 63005
October 22, 2007

PAY TO THE ORDER OF Warehouse \$

Memo: Supplies

007005074+05001002003

Cancel Reprint Checks Print Check

at&t

Select **Distribution & Delivery 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.

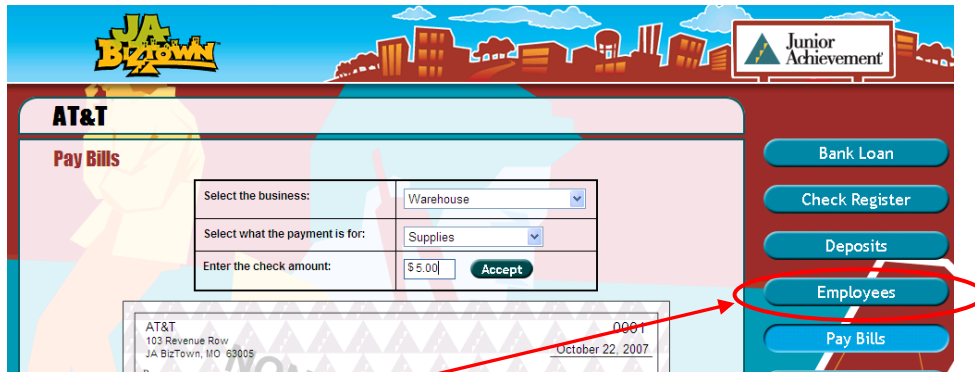
Click on **Accept** to complete the check. Then click on **Print Check**.

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 & Delivery Center**.

- Put a checkmark beside **Distribution & Delivery 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: 'Enter the employee's account number:', 'Enter the employee's first name:', 'Enter the employee's last name:', 'Select a job title:' (with a dropdown menu), 'Gross pay amount:', 'Payroll tax amount:', and 'Payroll check amount:'. In the center, there is a table with columns '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 right side, there is a vertical menu with 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:' (showing a list of names: Susan Stanton, Robert Carlton, Jane Doe, John Smith). Below these is a check form with fields for 'Pay to the Order of', 'Amount', and 'Memo'. The check is marked 'NON-NEGOTIABLE'. At the bottom, there are two buttons: 'Create Batch' and 'Print Check'. Arrows point from the 'Select pay period' dropdown to the '1' and from the 'Select an employee' dropdown to 'John Smith'.

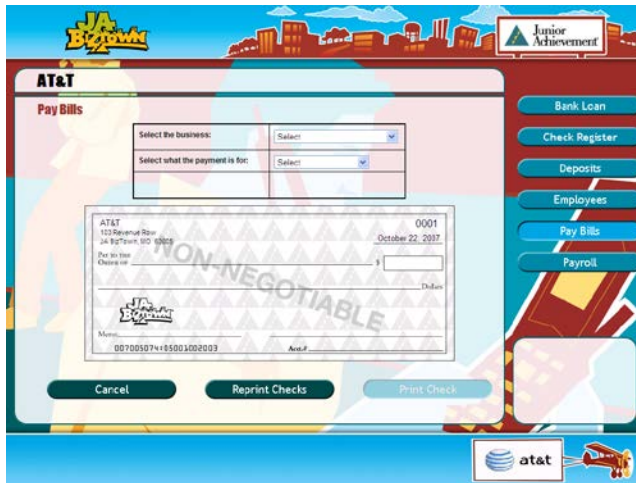
- Select pay period 1** and **select an employee**. The check will be filled out automatically.
- Click on **Print Check**. Continue by selecting each employee's name until all payroll checks have been printed for all employees.
- Put a checkmark next to First Pay Period on the purple **Accounts Payable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

- Print checks to pay bills **ONLY** when you receive an invoice. Print the check and place it in the return envelope that was provided with the invoice (postage is already on the envelope) along with the bottom portion of the invoice. Mail the envelope back to the business by placing it in the Brown box 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 purchases 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](#)
[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.

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).

The screenshot displays the AT&T Check Register interface. At the top, there is a "Loan Amount Owed" field with a value of \$190.00. Below this is a table with the following data:

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

Below the table, the "Balance:" field shows \$ 200.00. A "Print Accounting Report" button is located at the bottom of the table area. On the right side of the interface, there is a vertical menu with buttons for "Bank Loan", "Check Register", "Deposits", "Employees", "Pay Bills", and "Payroll". The AT&T logo is visible at the bottom right of the interface.

- 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!**

Planet Earth Environmental Scientist

You are responsible for producing products that will be sold by your business to consumers in *JA BizTown*. A quality product is important. The product you will be making today is an example of **recycling**. Recycling refers to taking one product and turning it into another. You will perform an experiment using a Styrofoam cup and acetone. You are recycling the Styrofoam cup and making a necklace which will be sold in Planet Earth to make money for your business. Remember to pace yourself to assure that products are completed in a timely manner.

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. Review the directions and safety rules for the products you will be producing today.
3. Attend any meetings called by the CEO.
4. When performing the experiment, be very careful and follow ALL the safety directions. You should wear safety glasses.
5. To begin the experiment, do the following:
 - a. Carefully follow the **Experiment Directions** as you recycle the cup.
 - b. Place one teaspoon of acetone into the beaker.
 - c. Place the Styrofoam cup into the beaker. It will begin to disintegrate.
 - d. Stir the cup until it has completely disintegrated. It should have a sticky consistency.
 - e. Pour off the remaining acetone into another beaker.
 - f. Place the sticky, disintegrated Styrofoam onto the wax paper.
 - g. Form into whatever shape or item you would like to try and create. This is your time to be creative.
 - h. Once formed, place the necklace loop into the top of the recycled necklace, and lay on the wax paper.
 - i. To decorate, place a "rhinestone" in the center.
 - j. Repeat all the above steps until all the cups have been recycled into your necklace creations.
6. Take pride in your work! Clean up work area when you have finished assembling the products.
7. The CEO or other Environmental Scientist will substitute for you when you are on break.
8. If you have completed all the items, help with sales and marketing to promote and increase sales for your business.
9. Assist with business clean-up at the end of the day.

JA BizTown™

Planet Earth Sales Manager

You are responsible for greeting and assisting customers, receiving all checks and printing DEBIT card receipts for items purchased at your business. Remember to always be friendly and courteous to customers.

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. Work with the CEO and other employees to set prices for items to be sold during the day. **No item should sell for less than \$2.00.**
 - a. When the Geologist returns with "scarce" items from the Distribution & Delivery Center, use the Inventory Sheet in the plastic bin to price those items.
 - b. Divide your scarce inventory into 3 sets, assuring that any scarce items are evenly divided into the separate bins. This will assure that all citizens have an equal opportunity to purchase retail products no matter which shopping break they are assigned to.
 - c. Review the **Merchandise Catalogue** and begin to decide what additional items Planet Earth would like to sell. Follow the directions in the front of the Merchandise Catalogue.
 - d. Fill out an order form from the front pocket of the Catalogue and have the CEO sign the bottom of it.
 - e. Have the CFO print a check for the correct amount of the order and take the signed check to the Distribution & Delivery Center.
 - f. The Distribution & Delivery Center will deliver your additional supply orders once they have been pulled and packaged.
 - g. Price the items for sale and place them in the display case. Use the Merchandise Catalogue to help assist with the suggested retail prices.
 - h. Work through the pricing activity with the help of your Volunteer Facilitator using the laminated **Pricing Worksheet** to make sure your business will be able to pay off the business loan.
 - i. Set up your sales area. Display products attractively and be sure prices are clearly visible.
 - j. The Volunteer Facilitator or a *JA BizTown* staff member will help you learn the operation of the Sales computer and Adding machine. **Please wait until you receive instructions before using the computer and adding machine.**
3. Assist customers as they come in to purchase items
4. Planet Earth will accept both personal checks and DEBIT cards for purchases. For ALL debit card purchases, once it has been confirmed on the POS computer that the customer has sufficient funds, you must put the total amount in the adding machine and print a receipt. This is **ONLY** for debit card purchases.
5. Stay with your customers until they purchase their item(s) or leave the store. Show them where they can locate items for sale and answer any questions.

6. Accept payment for merchandise from the customers. Remember to follow computer directions carefully, as you enter sales into the computer. If the customer uses their DEBIT card, enter the amount into the adding machine, print a receipt and have the customer sign their name and account number on the bottom of the receipt and give the receipt to the CFO for deposit.
7. It is very important that this is done correctly. Be sure to place all checks and debit card receipts that are received in the box/container for the CFO.
8. Be courteous to all customers and maintain merchandise to assure attractive displays for customers.
9. Make sure to let the CEO know if additional orders need to be placed at the Distribution & Delivery Center. You do not want to run out of product.
10. The CEO or other Sales Manager will substitute for you when you are on break.
11. Assist with business clean-up at the end of the day.

JA BizTown™

Planet Earth Geologist

You are responsible for obtaining products that will be designed through items that you will discover by going on a “dig” in the planter box in your business. This is a simulation of what can be found within our earths surfaces. These items can be created into jewelry pieces, or sold as is. Keep in mind, a quality product is important.

1. Get the check for the Distribution& Delivery Center from the CEO. Take it to the Distribution& Delivery Center and purchase supplies for the Planet Earth. Bring the supplies back to your business.
2. When you return to your business, verify what you received from the Distribution & Delviery Center matches what is listed on the **Distribution & Delivery Center Inventory Sheet**.
3. 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.
4. Review the descriptions of the products you will be working with today.
5. Attend any meetings called by the CEO.
6. Determine the different items that may be found in the box when you go on your “dig”.
7. Begin your “dig”; be very careful not to get dirt on the carpet area. You will be asked to clean it up, if a mess is made.
8. Once you have found the total number of items in your box that the information indicates, determine what you want to do with these items. Think about how these items can make your business profit.
9. To begin product production, do the following:
 - a. Carefully follow the **Assembly Directions** as you assemble the product(s).
 - b. Place the assembled product in the display case.
 - c. Remember to do your best work. We must produce quality products.
 - d. Continue these steps until all products have been assembled.
10. Take pride in your work! Return all equipment to your work area when you have finished assembling the products. Make sure your work area is cleaned up.
11. After the items you found have been assembled, priced, and placed in the case, complete the Geology Questionnaire form using the **30 Specimen Mineral Kit and Study Guide**. Please be very careful and gentle with these minerals! Do NOT remove any of the numbers from the minerals!
12. If you have completed all the items, help with sales and marketing to promote and increase sales for your business.
13. Assist with business clean-up at the end of the day.