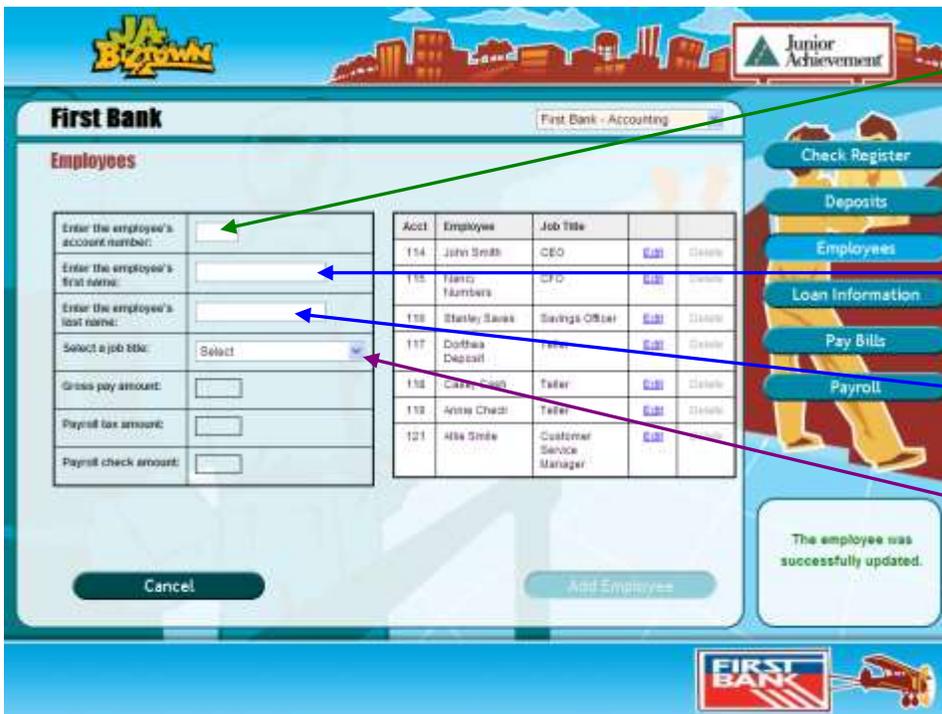


First Bank CFO

1. Enter Employee Names and Jobs

- Use the **Business Costs Sheet** from the **JA BizPrep** envelope.
- The opening screen on your computer should look like this. If it doesn't, please ask a JA staff member.



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.
- Click on **Add Employee**. If everything is OK, you will see this box in the lower right-hand corner of the screen.
- The screen above will return and show the information about the employee added.



Acct	Employee	Job Title		
999	John Smith	CEO	Edit	Delete

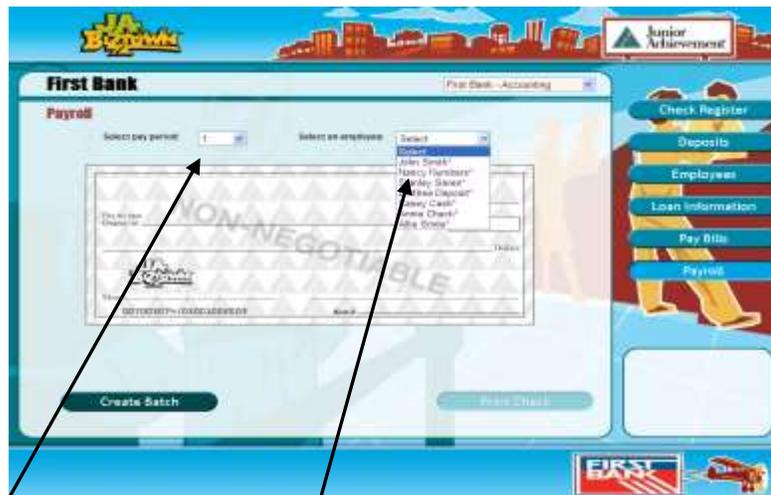
- If you made a mistake, click on **Edit** and start over for that employee.
- Add all employees, and then **turn to the next page** for payroll directions.

2. Print Payroll Checks

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



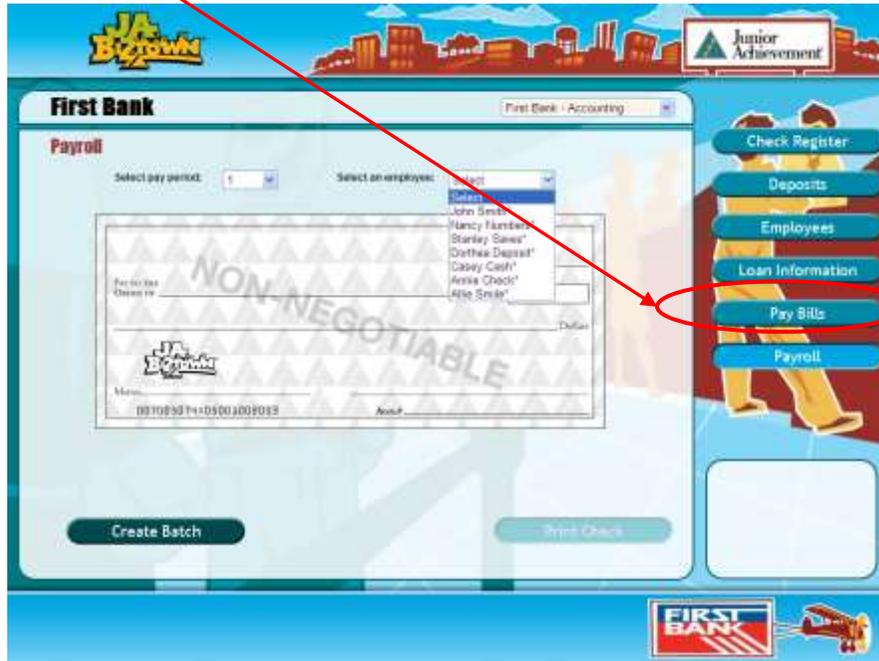
- The following screen will appear.



- **Select pay period 1 and select an employee.** Check will be completed automatically.
- Click on **Print Check**. Continue by selecting each employee's name until all payroll checks have been printed for all employees. The CEO signs, cuts and distributes.
- Write a checkmark under pay column 1 on the **Business Costs Sheet**.
- **Print payroll checks for Pay Period 2. Follow the same process that you used for Pay Period 1.**
- Write a checkmark under pay column 2 on the **Business Costs Sheet** and give checks to CEO for processing.

3. Pay Bills (Invoices)

- Click on **Pay Bills**.



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



Select **Warehouse** 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**.

Have the CEO sign the check and give it to the Warehouse employee when they come to collect payment.

- Put a checkmark next to Warehouse on the **Business Costs Sheet**.
- Turn to the next page for more on paying bills.



3. Pay Bills (Invoices)

- Follow the instructions that you used for writing a check to the Warehouse 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 the check will print.
- Use the **Business Costs Sheet**, placing a checkmark next to bills that have been paid.

- You must **wait for the IRS Agent** to bring an invoice for the **exact tax** bill before you can print the check. The check is payable to IRS and select Payroll Taxes for the payment subject.
- Address an envelope for “**STL JA Wellness Center**” and another for “**Professional Offices**”. Place the invoice and signed check into the envelope for St. Louis Children’s. The envelope for Professional Offices will contain the checks for Rent/Insurance, United Way Charitable Giving, and Deloitte – Accounting/Legal Fees. Put in the mailbox on the wall in front of the Warehouse.
- Place all other printed business checks in red folder. When invoices are received from the businesses, attach the printed check to the invoice. An employee from the business will come and pick up the check. **DO NOT DELIVER these checks.**
- **Turn to the next page** to see how to assist the CEO with approving business deposits.

4. Approve Business Deposits

- When you are finished paying all bills, help the CEO approve deposits.



On the title bar, scroll down to Business Loans, and follow the directions below.

- Select the business making the deposit, then select the number of the deposit.



This screen shows that Mastercard is making a deposit.

Click on Accept Deposit.

Continue this process until ALL deposits for ALL businesses have been accepted.

- After you have accepted a deposit, it will no longer appear in the Select box.

Congratulations on a job well done!