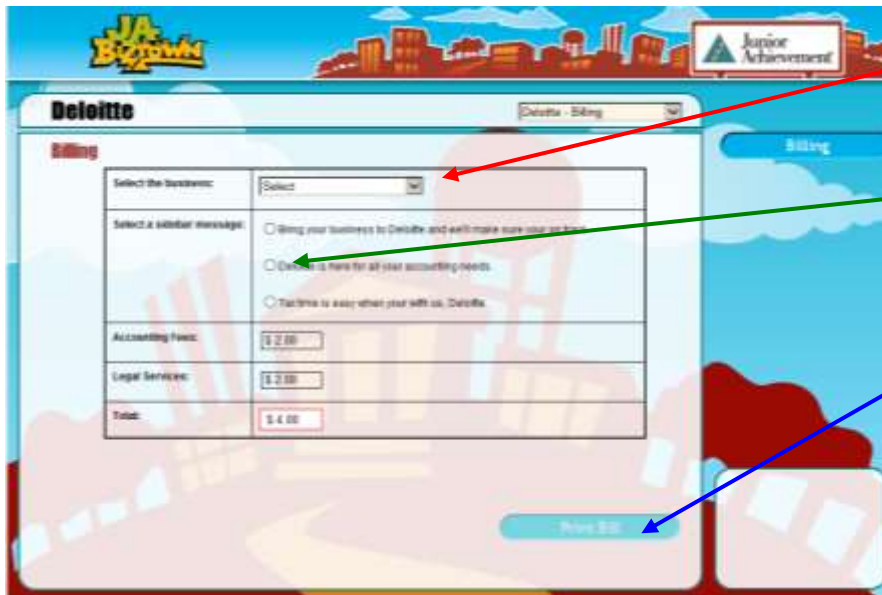


Professional Offices CPA

Today you will prepare invoices (bills) for accounting and legal services provided by the Professional Offices to JA BizTown businesses. You will also conduct business audits to inform businesses about their financial health.

DURING BUSINESS START-UP, COMPLETE THE FOLLOWING

1. Remain in your business until after the Opening Town Meeting.
2. Start printing invoices (bills) for accounting and legal services. Use the **CPA Bill Payment Checklist** on your desk and your computer to complete a Professional Offices bill for each business listed on the checklist. Your computer screen should look like this. Ask for help from a JA staff member if it is different.
- 3.



Select the business to be billed from the scroll-down menu.

Click on one of the buttons for a message to be printed on the bill.

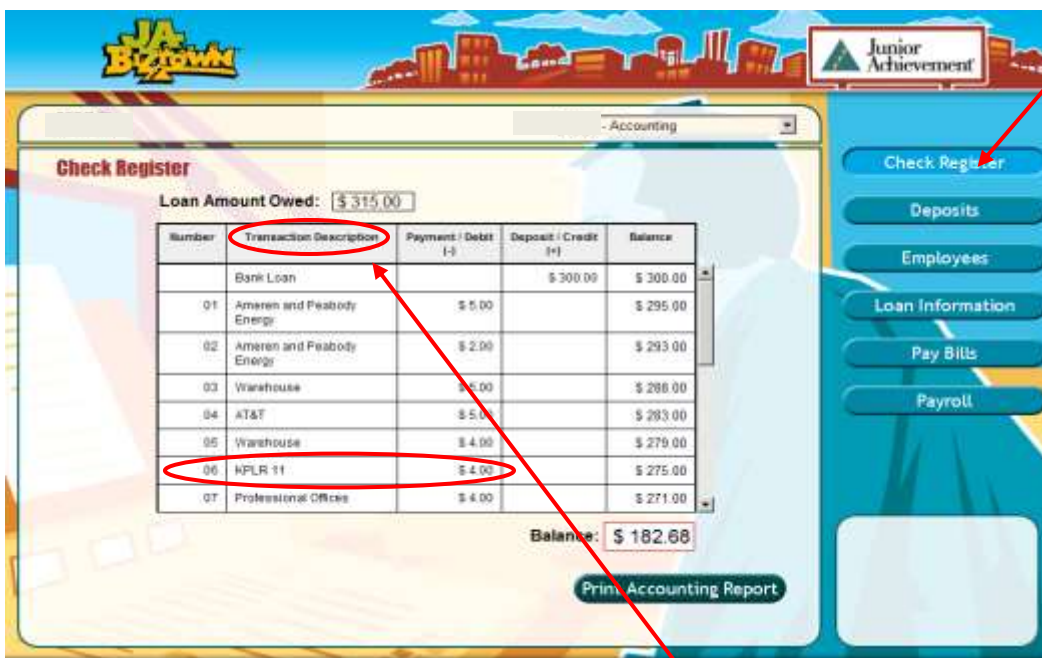
Click on **Print Bill**.

Print invoices for the following businesses. You will deliver them after the Opening Town Meeting.

- | | |
|---|--|
| <ul style="list-style-type: none"> ○ AT&T ○ Biz Mart ○ City Hall ○ First Bank ○ JA University ○ KJAR ○ KPLR 11 ○ Mastercard | <ul style="list-style-type: none"> ○ Monsanto ○ Print Shop ○ Purina ○ Smokehouse Market ○ STL JA Wellness Center ○ Tech Mahindra ○ Utilities ○ Warehouse |
|---|--|

DURING THE REST OF THE DAY, COMPLETE THE FOLLOWING.

1. When all bills are ready, deliver them to the CFO at the businesses above and remind them to mail with other Professional Offices payments.
2. Use your **CPA Bill Payment Checklist** to keep track of bills **printed**, bills **delivered**, and payments **collected**.
3. After you have delivered all bills, you will conduct a **Payment Audit** for the JA BizTown businesses. Using your **CPA Audit Spreadsheet**, go to a business, and ask the CFO to go to the Check Register on the computer by clicking on the **Check Register** button.

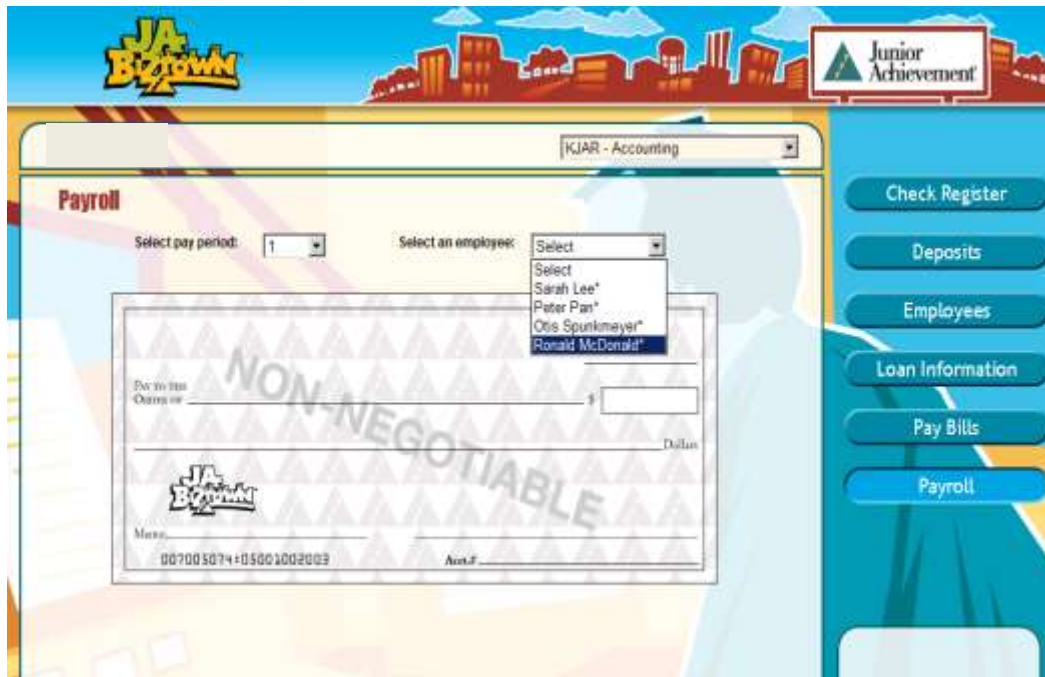


4. Looking at your Spreadsheet and the Transaction Description column, determine whom the business has paid. Make sure the business payment and the check amount match up and are correct. For example, this company paid KPLR 11 \$4.00 which is correct. Check off the payment under the correct business and payment amount on your spreadsheet.

Continue until all the business payments are checked off. Shaded columns should not be checked off because the businesses do not pay those businesses.

	Two pay-rolls	AT&T	City Hall	Deloitte	KJAR Radio	KPLR 11	Master-card	Print Shop	Professional Offices	Professional Offices	Purina	St. Louis Children's Hospital	Tech Mahindra	Utilities	Utilities	Warehouse
Businesses/ Payments	1 & 2	Phone \$5.00	Property Taxes/ Com. Arts \$5.00	Accounting/ Legal Fees \$4.00	Ad \$4.00	Ad \$4.00	Process Debit Payment \$4.00	Printing \$2.00	Rent/ Insurance \$10.00	United Way Charitable Giving \$1.00	Pet Checkup \$4.00	Health Care \$2.00	Web Page \$2.00	Electric \$5.00	Water/ Recycling \$4.00	Supplies \$5.00
AT&T						<input checked="" type="checkbox"/>										
Bull-A-Bear Workshop																
City Hall																

- To determine if payroll has been printed, ask the CFO to go to Payroll. Go to the drop down menu next to Select pay Period and click on 1. Go to the drop down menu next to Select an employee. All employee names should have a * next to them. If they do, check the Two Payrolls on the spreadsheet.



Collect the \$4.00 payment from the CFO while you're there!



- Review your findings with the CFO. Remind them to pay any bills they have not paid. If they have made the same payment more than once or made a wrong payment, tell the CFO to see a JA BizTown Staff member to fix the error. Thank the CFO for his/her time and move on to the next business. Audit as many businesses as you can.

OTHER TASKS DURING THE DAY

- Make sure that you have collected the \$4.00 payment from all businesses, using your **CPA Bill Payment Checklist**. Be sure to give the checks to the CFO.
- Assist with business clean-up at the end of the day. Put all paper into the **blue** recycle bin.

Congratulations on a job well done!