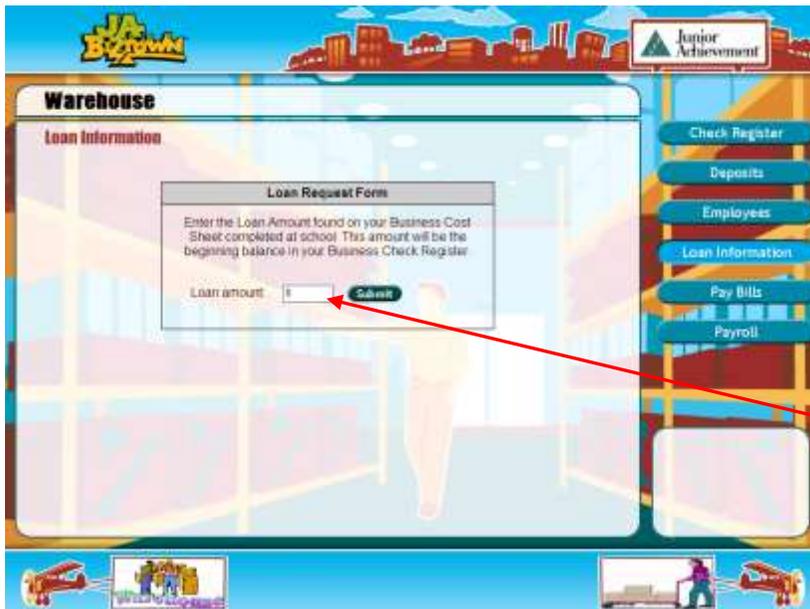


Warehouse CFO

1. Submit a Loan Request

- Use 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.



Student Name	Amount	Money	Notes	Money	PAID
CEO	400	80.00	0 2 + 3		
CFO	400	80.00	0 2 + 3		
Stock Manager 1	400	80.00	0 2 + 3		
Stock Manager 2	400	80.00	0 2 + 3		
Stock Manager 3	400	80.00	0 2 + 3		
Web Designer 1	400	80.00	0 2 + 3		
Web Designer 2	400	80.00	0 2 + 3		
Total of all salaries				2,400	

OPERATING COSTS	Price	PAID
APAC		\$1.00
City Hall	Property Taxes/Community Aids	\$8.00
Doctors	Accounting/Legal Fees	\$4.00
FLM/Real	Advertising	\$4.00
FLM/IT	Advertising	\$4.00
Professional Offices	Administrative	\$4.00
Professional Offices	Legal/Ins./Compliance/Div.	\$1.00
SP, JA Business Center	Health Care	\$2.00
TRIP SERVICES	Web Page Maintenance	\$2.00
Utilities	Salaries	\$8.00
Water	Water/Paving	\$4.00
Total Operating Costs		50.00

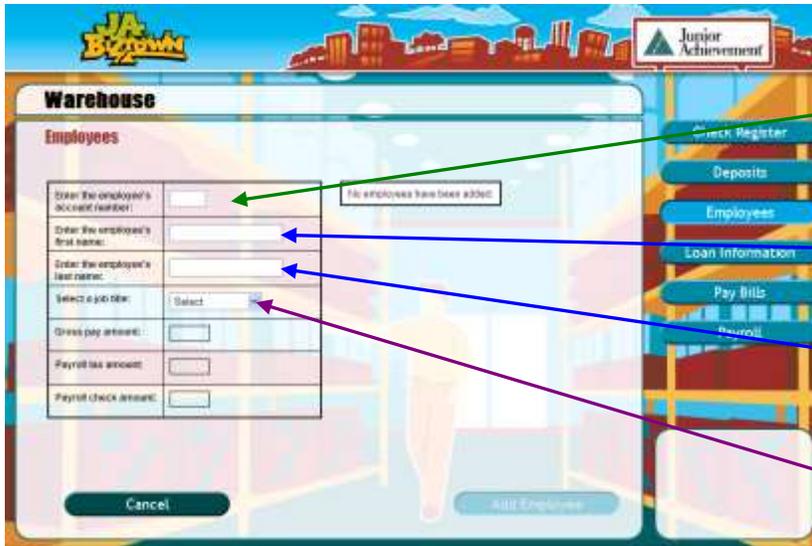
Total Business Costs (includes your Operating Costs)

LOAN AMOUNT \$

- Enter the amount of **Total Business Costs** in the box on the **Business Costs Sheet** next to **Loan amount** on the computer.
- If the amount has been entered correctly, click on the **Submit** button.
- If you entered a wrong number and clicked on **Submit**, then find a JA staff member to make any necessary change.
- **Turn the page** for instructions on your next step.

2. Enter Employee Names and Jobs

- After you submit the Loan Request, the following screen will appear.
- Using the **Business Costs Sheet**, complete the steps below.



The screenshot shows the 'Employees' form in the Warehouse application. The form includes fields for:

- Enter the employee's account number (with a green arrow pointing to it from the text box on the right)
- Enter the employee's first name (with a blue arrow pointing to it from the text box on the right)
- Enter the employee's last name (with a blue arrow pointing to it from the text box on the right)
- Select a job title (with a purple arrow pointing to the dropdown arrow from the text box on the right)
- Gross pay amount
- Payroll tax amount
- Payroll check amount

 A 'Cancel' button is at the bottom left, and an 'Add Employee' button is at the bottom right. A sidebar on the right contains buttons for 'Check Register', 'Deposits', 'Employee', 'Loan Information', 'Pay Bills', and 'Payroll'.

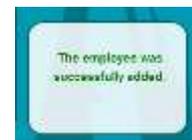
Enter the employee's account number found on the Business Costs Sheet.

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 will 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 revise that employee information.
- 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 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.

4. Pay Bills (Invoices)

- Click on **Pay Bills**.



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



Select the business to receive the check.

Select the category that shows what the check is for. (This can be found on your Business Costs Sheet)

Enter 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 employee who comes to collect payment.

- Put a checkmark next to the business that you paid on the **Business Costs Sheet**.
- Turn to the next page for more on paying bills.

4. Pay Bills (Invoices)

- Follow the instructions that you used for writing the previous check to complete the rest of your bills.



The screenshot shows the 'Warehouse Pay Bills' interface. At the top, there's a 'Warehouse' header with a 'Junior Achievement' logo. Below the header, there's a 'Pay Bills' section with a form. The form has three fields: 'Select the business:' with a dropdown menu showing 'Armen and Peabody Energy', 'Select what the payment is for:' with a dropdown menu showing 'Supplies', and 'Enter the check amount:' with a text box containing '\$4.00' and an 'Accept' button. Below the form is a preview of a check. The check is dated 'September 21, 2008' and is payable to 'Armen and Peabody Energy'. The amount is '\$4.00'. The check is marked 'NON-NEGOTIABLE'. At the bottom of the interface, there are buttons for 'Cancel', 'Reprint Checks', and 'Print Check'. On the right side, there's a vertical menu with buttons for 'Check Register', 'Deposits', 'Employees', 'Loan Information', 'Pay Bills', and 'Payroll'.

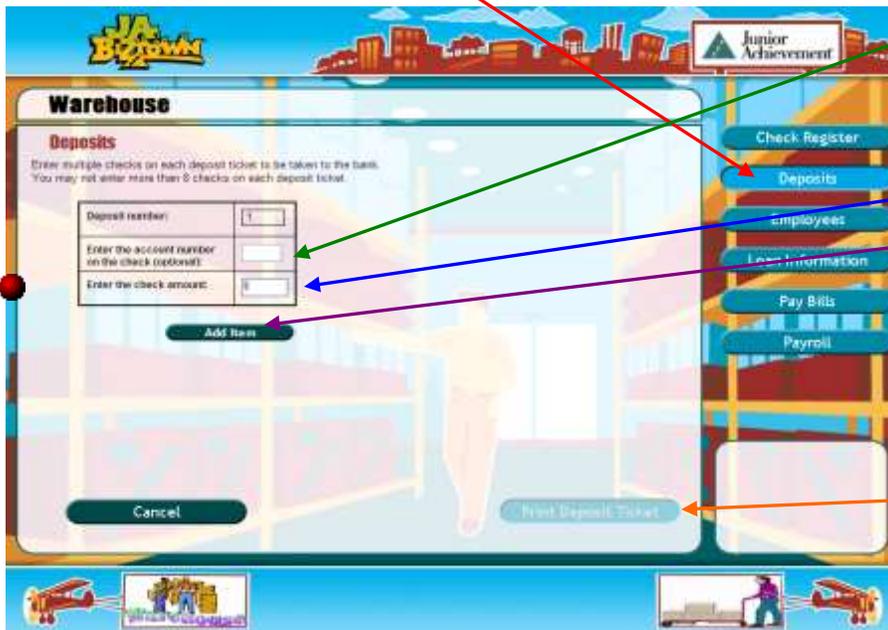
- Select the business to be paid.
- Select the word to describe what the check is for.
- Enter the amount to be paid and the check will print.
- Use the **Business Costs Sheet**, placing a checkmark next to bills that have been paid.

- 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 STL JA Wellness Center. 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** for instructions on how to make deposits for money that comes into your business.

5. Business Deposits

- During the day, you will receive checks from businesses for supplies and cash or coupons from sales of Candy Grams and stamps. The business checks and money are entered in the computer to make a deposit ticket.
- As you receive business checks, mark them off on the **Accounts Receivable Checklist** and enter them on a Deposit Ticket on the computer. **You do not have to endorse checks.**
- Click on the **Deposits** button, and this screen will appear. The first box tells you which deposit you are making.

Put more than one check in a deposit!



Enter account number on check. Use 9999 for cash or coupons.

Enter in cash, coupon or check amount.

Hit Add Item.

Hit Print Deposit Ticket when all checks or cash amount are entered or ticket is full.

- Enter each check and all cash or coupons transaction onto a deposit. **You may enter only 8 (eight) checks or cash/coupon amounts into a single deposit.**
- Click on **Print Deposit Ticket** when all checks, cash or coupon amounts are entered or ticket is full. Place the checks, cash, coupons and deposit ticket in the blue zippered envelope you received from the bank. Take the bag to the **First Bank Business Window, not to the tellers.**
- Repeat the procedure until all checks, coupons and cash you receive are deposited so that your business can pay off its loan and have some money left over for a profit.
- **Go to the next page** to learn about your check register.

6. Check Register and Loan Balance

- Because your business takes out a loan, use the following procedure to determine your current loan balance recorded by First 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).

Number	Transaction Description	Payment / Debit (-)	Deposit / Credit (+)	Balance
	Bank Loan		\$ 300.00	\$ 300.00
01	Loan Death	\$ 9.82		\$ 291.18
01	Business Income		\$ 20.00	\$ 311.18
	Business Income	\$ 20.00		\$ 291.18

- 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 Information**” 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.
- Deposits are marked **pending** until the First Bank CEO approves them in the bank’s records. The dollar amount is included in your check register balance regardless of pending status.

7. Final Step

- At the end of the day, click on **Check Register** to print the **Accounting Report** for your business. This report will show if your business successfully repaid its loan and if it earned a profit or had a loss.



- Complete the **Blue Business Report** in the back of this binder. **You will read the report at the Closing Town Hall Meeting.**
- Put the printed **Accounting Report** into the **JA BizPrep** envelope and give it to the CEO who is responsible for taking the **JA BizPrep** envelope back to school.

Congratulations on a job well done!