

# Bank CFO

## 1. Get iPad From the Cart



You will be using two devices today, your computer and an iPad. Go to the iPad cart to pick up **iPad #2**. A teacher will be at the cart if you need assistance.

## 2. Enter Loan Information



On the left side of the computer screen, click on the **Business Loan and Loan Repayment** tab. Enter the loan information for your business. This is located on the **Business Cost Sheet**. Follow the steps and directions carefully, then click **Submit** at the bottom of the page. This will send your loan information to the Bank CEO.

## 3. Generate Payroll







Click on the **Payroll** tab on the left side of your computer screen. Then click on **Add Student** and enter the required information from your Business Cost Sheet. Click the **SAVE** button at the top of your screen. Enter and **SAVE** each employee from your business.

- Once all of the employees have been added, click on the **Process Payroll/Print Payroll Checks** at the bottom of your screen. When asked if you want to generate payroll, click **OK**.
- You or the CEO must sign the bottom of the payroll checks.
- Place the signed checks in your black payroll folder. The Payroll checks will be used by JA Staff to train the Tellers.
- Fill out the **Direct Deposit Earnings Statements** in your black payroll folder pocket. Fill one out for each employee to hand out **after Staff Meeting #2**. Keep them in your black payroll folder until that time.

## 4. Accounts Payable Checklist





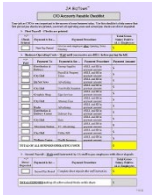
You will be using your iPad to complete the **Purple Accounts Payable checklist**. After you have completed your payroll #1 by printing the employee checks, filled out a Direct Deposit Earning Statement for each employee for payroll #2, and have placed them in your black payroll folder:

- Tap on the **RED PDF Expert app** on your iPad. 
- Then, tap on the **Purple Accounts Payable Checklist**. 
- Check off that you have printed the First Period Payroll checks.** 
- Look at the payroll screen on your computer.  **Calculate the total amount paid to your business employees and place the amount in the yellow box on the checklist.**
- When you pay a bill, use this form to check off each bill you pay and the amount you paid. This will ensure that all bills have been paid.**

## 5. Pay Bills (Accounts Payable)

When you receive an email for a bill, you need to pay the bill. Select **Accounts Payable** on the left-hand side of your computer screen.

- The bill is an eBILL (electronic). Pay it on your computer by clicking **Pay Bill**.
- Once you have paid a bill, tap the red PDF Expert app  on your iPad, then tap on the **Purple Accounts Payable Checklist**. Check off which bill you have paid and type the amount of the bill.
- Check emails on your computer  throughout the day (at the top right corner of your screen) to make sure you have paid all bills.




## 6. Check Register

When you select the **Check Register** tab on the left-hand side of the screen, you will see every employee you have paid, and every business invoice/bill paid.

## 7. Second Payroll

The second payroll deposit should not be triggered until you are directed to do so by the **JA BizTown Staff**. These directions will be given to you at the 2<sup>nd</sup> staff meeting.

Once the JA BizTown staff tells you to do so, go to the **Payroll** tab and click **Process Payroll/Direct Deposit**. Click **OK** when indicated.

- Hand out the Direct Deposit Earnings Statements to your employees for Payroll #2.
  - When you are done directly depositing the checks:
    - Tap on the red **PDF Expert** app on your iPad.
    - Then, tap on the purple **Accounts Payable Checklist**.
    - Check off that you have Direct Deposited the Second Period Payroll checks.
-  ➤ Enter the amount paid to the employees. You will find this amount on the **Payroll** tab on the computer.



## 8. Savings Officer

When the Savings Officer goes on their lunch break, please take their place. Have them train you during the yellow break.

## 9. Clear Forms

Follow the directions on the next page to **clear forms in the PDF Expert app on the iPad**. Take your iPad and give it to the teacher stationed at the iPad carts.

## 10. Clean Up

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