

City Hall 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 #14**. A teacher will be at the cart if you need assistance.

2. Enter Loan Information



On the left side of your computer screen, click the **Business Loan and Loan Repayment** tab. Enter the loan information for your business. This is located on the **Business Cost Sheet** in your BizPrep packet. 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** button 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**.
- Have the Mayor sign the bottom of the checks.
- Place the signed checks in your black payroll folder until the JA BizTown staff tells you to hand them out to your employees.
- 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 several forms today (**Accounts Payable, Grant Application, Business Planning Budget, Accounts Receivable and Account Reconciliation Form**). 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 keep track of each bill you pay and the amount you paid. This will ensure that all bills have been paid.**

5. Business Planning Budget







The Bank needs to know that your business can pay back your loan.

- Open the red PDF Expert app on your iPad and tap on the **Business Planning Budget** form.
- Fill in the **blank** lines on the budget form.
- When you are done, walk your iPad over to the Commercial Lending Officer at the Bank for their signature. Do not forget to bring the iPad back with you.

6. Pay Bills (Accounts Payable)





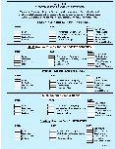
When you receive an email for a bill, you need to pay the bill. Select **Accounts Payable** on the left-hand side of your **computer screen**.

- The bill is an eBILL (electronic bill). 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.

7. Collect Payment (Accounts Receivable)



All electronic payments that are “incoming” are displayed by selecting the **Accounts Receivable** tab on the left side of the screen. Follow the directions on your screen.

- When you receive payments from other businesses, tap on the PDF Expert app  on your iPad. 
- Then tap on the **Blue Checklist for Payments Received**. 
- Check off which business has paid your business and for what bill.

8. Make Loan Payments/Deposits



Make loan payments once your business starts to receive income.

- To make a loan payment, go to the **Business Loan and Loan Repayment** screen on your computer. The amount available for a loan payment is on the screen. Enter that amount and click on the **PAY** button. **Check on this often and at the end of the day!**
- This screen will also tell you your **Total Amount Due** on your loan. It is located midway down your screen on the right-hand side.

9. Check Register






Your **Check Register** will show you every employee you have paid, every business invoice/bill paid, who has paid your business, and loan repayments. The register will also have a “**Repay Business Loan**” button which will take you to the Business Loan and Loan Repayment screen to make a loan payment.

10. 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 2nd 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.

- a. Hand out the Direct Deposit Earnings Statements to your employees for Payroll #2.
- b. 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. 

11. POS Deposits






Set up your POS to make a one-time cash deposit for the cash donations in the non-profit donation containers. This deposit will be done during the green shopping break. Follow the instructions below.

- a. Click on **POS Setup** on the left side of your computer screen.
- b. Click **START**
- c. Under Product Name, type **Dollar Bills** then enter the price of \$1.00 and click “+”
- d. Select Product Name, type **Quarters** then enter the price of \$0.25 and click “+”
- e. Once you have the money from the Non-Profit Director, click on **Sales** on the left side of your computer screen. You will now need to add the quantity of dollar bills and quarters.
- f. Select **Dollar Bills** then enter the Quantity.
- g. Select **Quarters** then enter Quantity.
- h. After both items have been entered, click **CASH** under the Payment Method.
- i. It will tell you to take the money from the customer, click **OK**.
- j. It will say “Payment Successfully Made”, click **OK**. Now **EXIT** out of POS.
- k. Click on the **Check Register** tab and click **PROCESS POS DEPOSITS** and click **OK** continue.
- l. You will now click **PRINT** to create a deposit slip. After printed, “X” out of the deposit slip print screen.
- m. Take the deposit slip and all the cash to the bank. The deposit will go into the City Hall account.

12. Account Reconciliation Form



To show the Bank whether you made a profit today, you will complete a form during the final green shopping break.

- a. Tap on the **Business Account Reconciliation** icon on your iPad.
- b. In order to complete the form, refer to your **Business Loan and Repayment tab** on your computer  and the **Purple Accounts Payable Checklist** on your PDF Expert app  for totals that are highlighted in yellow. 
- c. When you submit the form, it will go to the Commercial Lending Officer at the bank.

13. 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.

14. Clean Up

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

Make all final Loan Payments and Deposits at the end of the day!!