Restaurant 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 #40**. 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 can be found 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** 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.

 a. 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.**

 b. Have the CEO sign the bottom of the checks.

 c. Place the signed checks in your black payroll folder until the JA BizTown staff tells you to hand them out to your employees.

 d. Fill out the **Direct Deposit Earnings Statements** in your black payroll folder pocket. Fill out one 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, and Account Reconciliation**). 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:

 a. Tap on the **RED PDF Expert app** on your iPad.

 b. Then, tap on the Purple **Accounts Payable Checklist.**

 c. **Check off that you have printed the First Period Payroll checks.**

 d. 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.**

 e. **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. Grant Application

Tap on the **Grant Application Form** icon on your iPad and answer the questions. (**A Grant** is a sum of money given by a government or other organization for a particular purpose).

    a. Your business should request a **$50 grant.** This is a grant request for assistance to help pay off your loan.

    b. Once you submit the form, it goes to the Non-Profit Director at City Hall. They will deliver an award letter to you in person, if approved. They will deposit the money into your account during the yellow shopping break. It will appear in your check register on the computer as a "**subsidy**" payment.

6. Business Planning Budget

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

    a. Open the red PDF Expert app on your iPad and tap on the **Business Planning Budget** form.

    b. Fill in the **blank** lines on the budget form.

    c. 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.

7. 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.

    a. The bill is an eBILL (electronic bill). Pay it on your computer by clicking **Pay Bill**.

    b. 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.

    c. Check emails on your computer throughout the day (at the top right corner of your screen) to make sure you have paid all bills.

8. POS Deposits (Point of Sale)

Make a cash deposit for restaurant sales **after each shopping break**:

    a. Select the **POS Setup** tab 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. Under Product Name, type **Quarters**. Then enter the price of **$.25** and click +.

    e. Under Product Name, type **Adult Purchases**. Enter the price of **$2.00** and click +.

    f. Select the **Sales** tab on the left side of the screen.

    g. You will now add the quantity of Dollar Bills, Quarters and Adult Purchases received.

    h. Select Dollar Bills, then enter **Quantity**.

    i. Select Quarters, then enter **Quantity**.

    j. Select Adult Purchases, then enter **Quantity**.

    k. After all three items have been entered, click **CASH** under the **Payment Method**.

    l. It will tell you to take the money from the customer. Click **OK**.

    m. It will say "Payment successfully made", click **OK**.

    n. Select **EXIT** out of POS.

o. Select the **Check Register** tab on the left side of the screen and click **PROCESS POS DEPOSITS**. Then click **OK**.
p. You will now select the **Print** button to create a deposit slip. After printed, **X** out of the deposit slip print screen.
q. Take the deposit slip, blue adult purchase paper, and all cash collected to the Bank. **Use the People's Bank bag to bring your deposit to the Bank.** The deposit will go into the restaurant account.
r. Repeat this process for the second and third deposits, and so on.

9. Make Loan Payments/Deposits

Make loan payments once your business starts to receive income.
a. To make a loan payment, select the **Business Loan and Loan Repayment** tab on the left-hand side of the screen. The amount available for a loan payment is on the screen. 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!**
b. This screen will also tell you your **Total Amount Due** on your loan. It is located midway down on your screen on the right-hand side.

10. 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, every business paid, and your business and loan repayments. The register will also have a **Repay Business Loan** button you can click on to take you to the **Business Loan and Loan Repayment** screen to make a loan payment.

11. 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.

12. Account Reconciliation Form

To show the Bank if 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!!