

# How to get Distribution in Business

Exchange City staff will be visiting all the shops periodically throughout the day. Please be patient and wait for them to arrive.

Students have not worked with the computer software or paperwork prior to their Exchange City visit. Please be patient with them as they use and learn the materials.

Remind employees that the Distribution's goal for today is to pay off the loan. All will need to work together to accomplish this goal.

The Accountant has important work to do keeping up with bills and loan deposits. It is a big help to them if you can assist with organizing their desk.

Also, organizing incoming and completed Distribution Center Ordering Forms helps the Product Managers.

## Starting the Day

- Gather employees around the bulletin board and introduce yourself. Let them know you are here as a guide and to give advice but ultimately, this is their company. They must work together to make it a success.
- Take nametags out of the packet the school has brought with it and make sure all employees wear them. On the bulletin board you will find colored stickers (dots). These should be affixed to the nametags after determining which employees receive which color. To determine this, look at the schedule for the day attached to the bulletin board, go down to where the dots are adhered and follow across to see which positions the dots correspond with.
- Read aloud the job responsibilities of each employee from the sheet attached to the bulletin board.

## Job Responsibilities

Owner(s)

- Take the Loan Application to the bank for approval by the Bank President. When the loan contract is received from the Bank President, it can be displayed on the bulletin board.
- Take sign design and white board (hanging from mailbox) to the Sign Shop.
- Complete Morning Presentation Guide in preparation for town meeting. Mention products and prices.

- Take advertisements to the Newspaper and Broadcasting Center and web page text to the Technology Shop.
- As retail shop owners (Wellness, Nature, International, Sports, Sign and Snack) deliver their first “Distribution Center Ordering Form,” collect the form and hand it to Product Managers.
- Let Owner and Product Managers know that retail shop Owners can only purchase materials that are listed under “Additional Items” for that particular shop.
- Let Owner and Product Managers know that some items are “scarce” items and may be expected to run out. Retail shops have been told this and have been given the suggestion to place higher prices on these items.
- Assist and manage other employees as needed.

#### Product Manager(s)

- Instruct Product Manager(s) that they will need to work closely together all day to meet the demands of the customers.
- Let them know they can start filling the “Start Up Orders” for the other businesses by consulting the clip boards hanging on the sides of the shelves and filling up the buckets on top of the shelves. Buckets and shelves are labeled for each business that will need supplies. After the order is filled, Product Managers should deliver the bucket to the shop. Buckets need to be brought back to have on hand for filling additional orders.
- Before delivering the order, get a Bill from the Accountant of Distribution to carry over and deliver to the Accountant of the business receiving supplies. Check with your Accountant to make sure the other business hasn’t paid already.
- Let them know they can turn over the sheet on the clipboards to see a list of materials and prices for additional items ordered.
- **Only the adult volunteer is allowed behind the curtain into the back room to fetch supplies.**
- Production Managers should attempt to fill orders quickly and accurately. After they have completed the order they should place the Ordering Forms in a pile for completed orders. To prevent confusion over incoming and completed orders, volunteer should assist with organization.

## Accountant

- Distribution is the landlord of the city. They charge every business in town for rent. Accountant can start this process by taking a bunch of Bills (found next to computer) and filling them out – top and bottom – for \$10 for rent to each business. After filling them all out, Accountant should take them over to the Post Office to be mailed. The Post Office will charge Distribution for this service. All other Bills should be hand delivered to Accountants of other businesses.
- Have Accountant begin computer accounting using the “Computer Accounting Sheet”. They should enter “Beginning Balance” in the first screen and **save it**. (The Beginning Balance is the amount they have been granted for a loan, not the amount with interest.) They should click on the next tab for “Payroll” and enter the total net pay for all employees for the day and **save it**. Let Accountant know they cannot write checks until they have been approved for a loan.
- Accountants should not write checks to other companies until they receive a bill from that company. When writing a check, make sure Accountant **saves it** then prints it, otherwise the check will not print.
- When sending a check to another business, write check, save and print. Cut off bottom portion of Bill, make sure it is filled out properly and hand deliver the check and Bill stub to the accountant of the business to which it is directed. Save top portion of Bill for your records. Accountants should check off the businesses they have already paid on the “Accountant’s Checklist” found on their desk.
- As money comes in to the business, the Accountant should keep it in one pile. The blue forms on the desk entitled “Loan Payment Coupon” are then used to deposit this money. Accountant should fill out what the business owes minus the amount of the deposit and do the math to get the amount they will then owe. Take blue form and all the money to the Bank President for deposit. Keep stub for own records. When the deposit is made, it will appear on the “Loan Status” page on the Distribution’s computer. The Accountant does not enter this money from their own computer.

**\*Note\*-All money coming into the business is deposited against the loan. Money cannot be added to the business “Check Register” until the loan is paid off.**

## **Town Meeting/Morning Presentation**

Owner will stand and read the Morning Presentation Guide (or prewritten speech) to inform other citizens about the Distribution's goods and services. Owner should mention that their business is a wholesale business – selling to other businesses not to individuals.

### **Team Meeting I**

The volunteer leads this meeting. You should have employees sit or gather around you.

- Paychecks will soon be delivered. Make sure all students have a deposit slip filled out from the back of their checkbooks. They should subtract \$2 as they will be receiving that amount in cash from the bank.
- When Multi Service Center delivers checks, Owner should sign the front of each one and distribute to employees. Employees should endorse the back.
- Review break schedule. Who is going on break 1 (red), 2 (blue) and 3 (green)? Remind students that Exchange City staff will be announcing the breaks. They should pay attention to announcements.
- All money should be given to the Accountant.
- Accountant should catch up on bills if necessary and have a place on desk set aside for incoming money from sales.

### **Red, Blue and Green Lunch Breaks (announced by Exchange City staff)**

- You may attend lunch at any of the breaks. Please notify Exchange City staff when you are leaving.
- Citizens can only go to the bank and then lunch when their colored dot is announced.
- Employees should continue to focus on filling orders during all lunch breaks and afternoon breaks.
- Owner should assume Accountant's responsibilities when Accountant goes to lunch.
- Remind employees that money coming in should immediately go to the Accountant.
- Remind employees that they should remain in the shop for customers unless they are on break or conducting business at other businesses.

- Accountant should make loan deposits as money comes in. They do not need to fill out a blue coupon for every check. They should add a bunch together on a single coupon.

## **Team Meeting II**

The volunteer leads this meeting. You should have employees sit or gather around you.

- Paychecks will soon be delivered. Owners sign the front of the checks. Make sure all students have a deposit slip filled out from the back of their checkbooks. This time they will not receive \$2 back at the bank so they should simply deposit their entire check.
- Afternoon breaks will be the same as the lunch breaks. Employees should still be attentive to their responsibilities.
- Attention should be brought to the current status of the loan. (How much money has been paid back to the bank? How much money do we still need to reach our goal? Is this reachable with the prices that have been set? Did we collect rent from all the business?)
- Accountant should be told to go around and collect any outstanding rent.
- Encourage employees to spend their money when it is their scheduled break.

## **Red, Blue and Green Afternoon Breaks (announced by Exchange City staff)**

- Citizens can only go to the bank and break when their colored dot is announced.
- Afternoon breaks are the primary selling time period so continue to focus on producing quality goods and services during all breaks.
- Owner should assume Accountant's responsibilities when Accountant goes to lunch.
- Product Managers should continue to meet customers and fill orders.
- Remind employees that money coming in should immediately go to the Accountant.

- Remind employees that they should remain in the shop for customers unless they are on break or conducting business at other businesses.
- Accountant should make loan deposits as money comes in. They do not need to fill out a blue coupon for every check. They should add a bunch together on a single coupon.

### **Clean up (announced by Exchange City staff)**

The city is now closed. All buying of supplies should now cease. Accountants should take any more money to the bank for deposit. Owner should assist Accountant with organizing paperwork and money.

Product Managers should clean up all unused materials and throw away trash. They should make sure all materials are placed back in their correct buckets on the shelves.

### **Town Meeting/Wrap up**

Students will be gathered on “lawn”, awards are handed out, raffles are drawn, etc. Students are dismissed by a teacher.

Thank you SO MUCH for your help today. Exchange City would not run as smoothly if it weren't for volunteers like you.