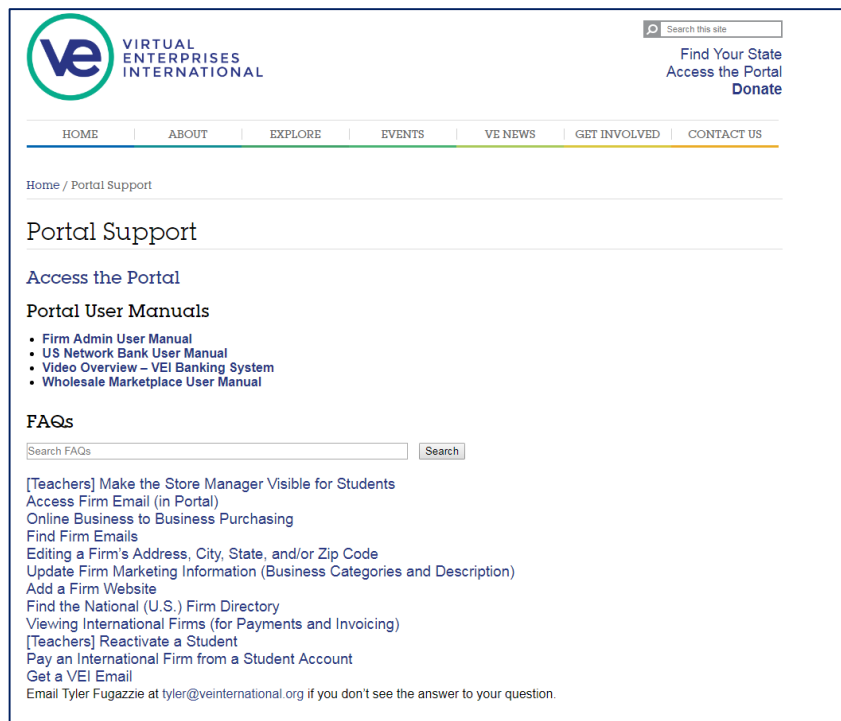
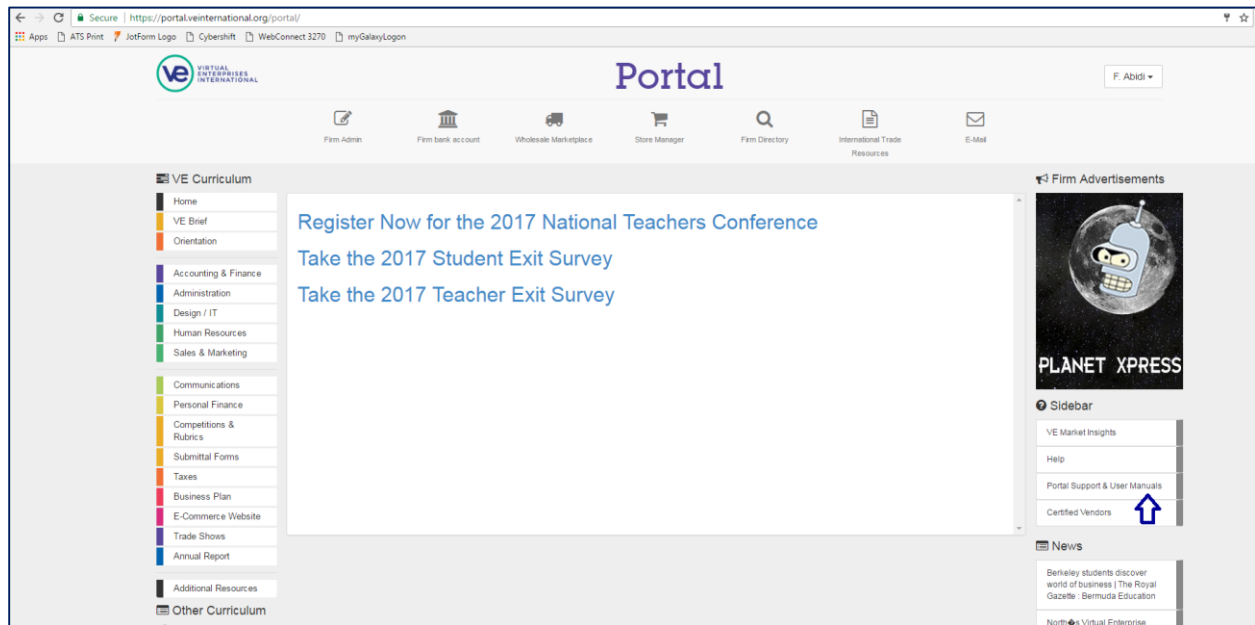
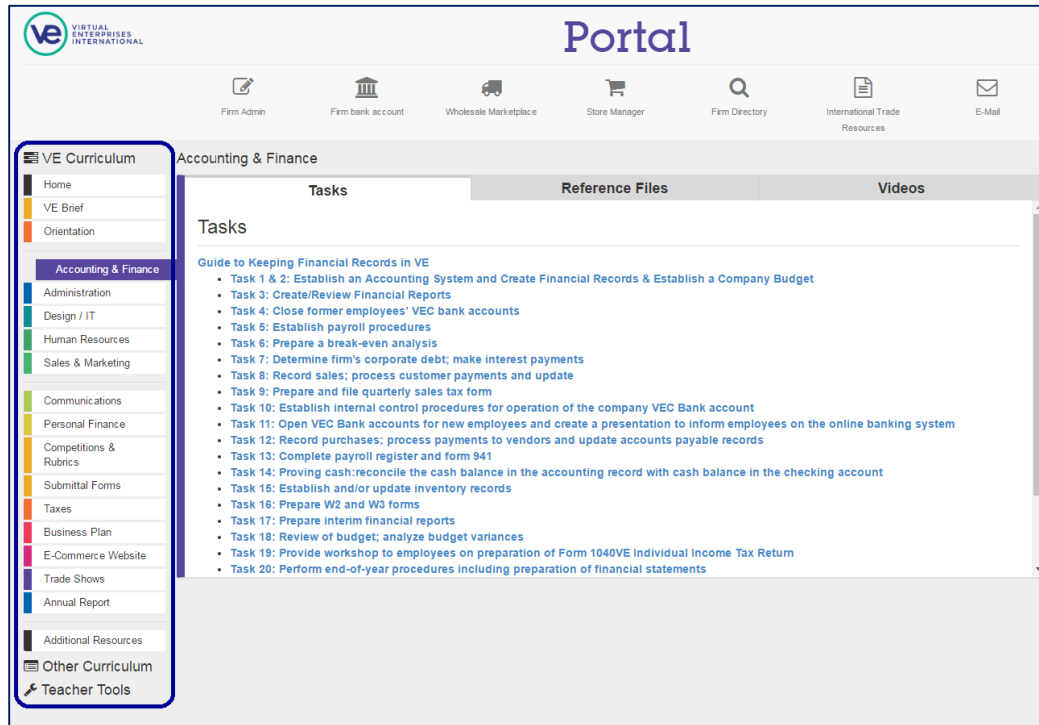


Portal Exploration and Scavenger Hunt

Portal Support & User Manuals



Curriculum

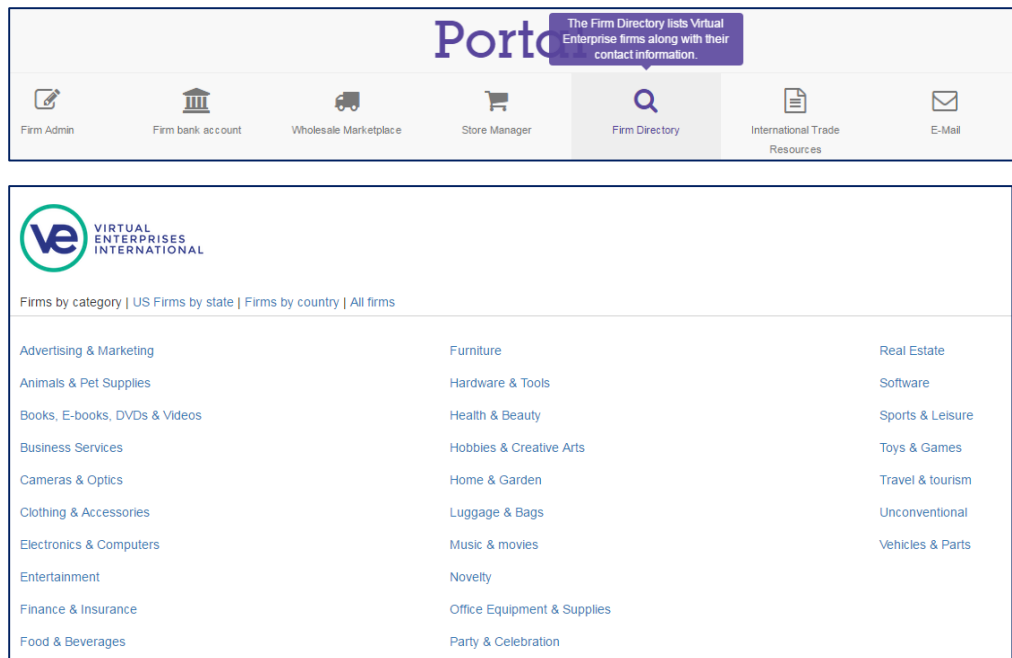


The screenshot shows the 'Portal' interface with a navigation menu on the left and a main content area. The 'Accounting & Finance' section is selected in the menu. The main content area displays a list of tasks under the heading 'Guide to Keeping Financial Records in VE'.

Tasks

- Task 1 & 2: Establish an Accounting System and Create Financial Records & Establish a Company Budget
- Task 3: Create/Review Financial Reports
- Task 4: Close former employees' VEC bank accounts
- Task 5: Establish payroll procedures
- Task 6: Prepare a break-even analysis
- Task 7: Determine firm's corporate debt; make interest payments
- Task 8: Record sales; process customer payments and update
- Task 9: Prepare and file quarterly sales tax form
- Task 10: Establish internal control procedures for operation of the company VEC Bank account
- Task 11: Open VEC Bank accounts for new employees and create a presentation to inform employees on the online banking system
- Task 12: Record purchases; process payments to vendors and update accounts payable records
- Task 13: Complete payroll register and form 941
- Task 14: Proving cash; reconcile the cash balance in the accounting record with cash balance in the checking account
- Task 15: Establish and/or update inventory records
- Task 16: Prepare W2 and W3 forms
- Task 17: Prepare interim financial reports
- Task 18: Review of budget; analyze budget variances
- Task 19: Provide workshop to employees on preparation of Form 1040VE Individual Income Tax Return
- Task 20: Perform end-of-year procedures including preparation of financial statements

Firm Directory



The screenshot shows the 'Portal' interface with a navigation menu on the left and a main content area. The 'Firm Directory' section is selected in the menu. A callout box explains that the Firm Directory lists Virtual Enterprise firms along with their contact information. The main content area displays a list of firms categorized by industry.

Firm Directory

The Firm Directory lists Virtual Enterprise firms along with their contact information.


Firms by category | US Firms by state | Firms by country | All firms


Advertising & Marketing	Furniture	Real Estate
Animals & Pet Supplies	Hardware & Tools	Software
Books, E-books, DVDs & Videos	Health & Beauty	Sports & Leisure
Business Services	Hobbies & Creative Arts	Toys & Games
Cameras & Optics	Home & Garden	Travel & tourism
Clothing & Accessories	Luggage & Bags	Unconventional
Electronics & Computers	Music & movies	Vehicles & Parts
Entertainment	Novelty	
Finance & Insurance	Office Equipment & Supplies	
Food & Beverages	Party & Celebration	


Firm Admin


Edit student information, enter daily attendance, workshop registration, update firms information, etc. etc.


Portal



Firm Admin



Firm bank account


Wholesale Marketplace



Store Manager


Firm Directory


International Trade Resources


E-Mail

VEI Firm Admin - Gotham Enterprises (PF Code US01031) F. Abdi




Students

View: Active | Deactivated
Download student list |

Name	Reports	Username Last login	Edit	Deactivate	Reset password	Password
Michael Abadie	Bank account Attendance	michael.abadie.031 Jan. 29, 2015, 10:45 a.m.	<input type="button" value="Edit"/>	<input type="button" value="Deactivate"/>	<input type="button" value="Reset"/>	<input type="button" value="Show"/>
Fatima Abdi	Bank account Attendance	fatima.abdi.031 July 5, 2016, 11:52 a.m.	<input type="button" value="Edit"/>	<input type="button" value="Deactivate"/>	<input type="button" value="Reset"/>	<input type="button" value="Show"/>
Victor Allaham	Bank account Attendance	victor.allaham.031 Feb. 12, 2015, 11:27 a.m.	<input type="button" value="Edit"/>	<input type="button" value="Deactivate"/>	<input type="button" value="Reset"/>	<input type="button" value="Show"/>
Alleen Almanzar	Bank account Attendance	alleen.almanzar.031 Dec. 2, 2016, 2:34 p.m.	<input type="button" value="Edit"/>	<input type="button" value="Deactivate"/>	<input type="button" value="Reset"/>	<input type="button" value="Show"/>
Morris Ashear	Bank account Attendance	morris.ashear.031 Feb. 5, 2015, 11:20 a.m.	<input type="button" value="Edit"/>	<input type="button" value="Deactivate"/>	<input type="button" value="Reset"/>	<input type="button" value="Show"/>
Alsha Ba	Bank account Attendance	alsha.ba.031 March 31, 2017, 1:09 p.m.	<input type="button" value="Edit"/>	<input type="button" value="Deactivate"/>	<input type="button" value="Reset"/>	<input type="button" value="Show"/>

Add a student


VEI Firm Admin - Gotham Enterprises (PF Code US01031) F. Abdi



Students

View: Active | Deactivated
Download student list |

VEI Firm Admin - Gotham Enterprises (PF Code US01031)



Students > Add

Students

- Attendance
- Attendance report
- Firm profile
- Marketing info
- Event Registration
- Trade Fair Registration

First name *

Last name *

Gender * Male Female

Student ID *

Email

Department
Sales, Purchasing, etc.

Access to firm bank account

Access to wholesale marketplace

Access to firm marketing info

Access to store manager

Take attendance

Canvas user id

Address

City

State

Zip code

Add student permissions

VEI Firm Admin - Gotham Enterprises (PF Code US01031)



Students

- Attendance
- Attendance report
- Firm profile
- Marketing info
- Event Registration
- Trade Fair Registration


Students > Pascale Civil Louis

First name:	Pascale
Last name:	Civil Louis
Gender:	Female
Student ID:	GOTHAM1
Email:	
Department:	EVERYTHING
Access to firm bank account:	Yes
Access to Wholesale Marketplace:	Yes
Access to firm marketing info:	Yes
Access to Store manager:	No
Take attendance:	Yes
Canvas user ID:	
Address:	122 Amsterdam Avenue
City:	New York
State:	NY
Zip code:	10023
Phone:	
Date of birth:	
Grade level:	Adult
Low income:	No
Special education:	No
English second language:	No
Pregnant/parent:	No
Displaced homemaker:	No
Remarks:	

←

Take attendance

VEI Firm Admin - Gotham Enterprises (PF Code US01031)



Students

- Attendance**
- Attendance report
- Firm profile
- Marketing info
- Event Registration
- Trade Fair Registration

Attendance

View: Active | Deactivated

Date	Edit	Deactivate
Monday Dec 8, 2014	✎	✖
Monday Sept. 8, 2014	✎	✖

Page 1/1: First | Previous | Next | Last

VEI Firm Admin - Gotham Enterprises (PF Code US01031)

Attendance > Add

Date *

Abadie, Michael Present Tardy Excused Absent

Abidi, Fatima Present Tardy Excused Absent

Allaham, Victor Present Tardy Excused Absent

Almanzar, Aileen Present Tardy Excused Absent

Update the firm profile

VEI Firm Admin - Gotham Enterprises (PF Code US01031)

Firm profile

General

Address: 122 Amsterdam Avenue
 City: New York
 State: NY
 Zip code: 10023
 Firm's email: gotham.ny@veinternational.org
 Skype name: -
 Phone: 212-769-2710
 Website: http://gothamny.wlx.com/home
 International trade: Yes
 Firm level: High School

Operating hours

Monday 8 a.m. - 5 p.m.
 Tuesday 8 a.m. - 5 p.m.
 Wednesday 8 a.m. - 5 p.m.
 Thursday 8 a.m. - 5 p.m.
 Friday 8 a.m. - 5 p.m.
 Time zone: (GMT -5:00) Eastern Time (US & Canada), Bogota, Lima

Languages

English
 German

Business partners

Register for trade show or event

VEI Firm Admin - Gotham Enterprises (PF Code US01031)

Event Registration

Event	When	Where
No events found		

Page 1/1: First | Previous | Next | Last

VEI Firm Admin - Gotham Enterprises (PF Code US01031)

Trade Fair Registration

Name	Location	Dates
No records found		

Page 1/1: First | Previous | Next | Last

US Network Bank

Make payments, e.g. payments to other firms and payroll, for your firm.

Portal

Firm Admin

Firm bank account


Wholesale Marketplace

Store Manager

Firm Directory

International Trade
Resources

E-Mail



US Network Bank

F. Abidi (Gotham Enterprises - PF Code US01031) | [Return to portal](#) | [Sign out](#)


- Account summary
- Account details
- Bill payment**
- Funds transfer
- Scheduled transactions
- Payees

Account summary

Account	Account no	Balance
Budget Checking	610314823	\$2,206,470.06

Page 1/1: [First](#) | [Previous](#) | [Next](#) | [Last](#)

Add a payee



US Network Bank

F. Abidi (Gotham Enterprises - PF Code US01031) | [Return to portal](#) | [Sign out](#)

- Account summary
- Account details
- Bill payment
- Funds transfer
- Scheduled transactions
- Payees**

Your Payees

A firm or employee must be listed here as a payee to be able to pay that firm or person. Click on the "Add payee" link below to add a firm or person as your payee.


[Add payee](#)

Payee's name	City	State	Country	Account no	Delete
10 Chefs N' A Gourmet Bundle	Boston	MA	USA	630022585	
Abraham Goldman (US01031)	Brooklyn	NY	USA	630200785	
Alleen Almanzar (US01031)	New York	NY	USA	630424454	
Alisha Ba (US01031)	New York	NY	USA	630447721	
Alan Frazai (US01031)	New York	NY	USA	630200769	
Amadeus Cooking	Wien		Austria	100041108	
Avant-garde Furnishings, Inc.	Brooklyn	NY	USA	610376292	
Berry Unlimited	Hawley	PA	USA	610441264	
Bremer Hanse-Kaffee GmbH	Bremen		Germany	21058274	
Brooklyn 's Sweet N Savory Catering	Brooklyn	NY	USA	610450182	
Chapman Enterprises	New York	NY	USA	610494686	
College Town Xperience	Pittsford	NY	USA	610226886	
CONFETTI PANFILO SERAFINI	SULMONA (AQ)		Italy	151552	
Cyber Shock	Oxford	NC	USA	610219995	
Daniel Esses (US01031)	New York	NY	USA	630202532	

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Make a payment



US Network Bank

F. Abidi (Gotham Enterprises - PF Code US01031) | [Return to portal](#) | [Sign out](#)

- Account summary
- Account details
- Bill payment**
- Funds transfer
- Scheduled transactions
- Payees

Bill payment

From account* Budget Checking - 610314823 ▼

To payee* ▼

Amount*

Currency* USD ▼

Description*


Process date*


Frequency* One time ▼


Max payments


Store Manager


Manage Buy Buttons and view Sales Transactions.



 Firm Admin



 Firm bank account



 Wholesale Marketplace


Store Manager


 Firm Directory


 International Trade
Resources


 E-Mail


Store Manager
F. Abidi

Gotham Enterprises (US01031)

- Sales transactions
- Buy buttons
- Promotional codes
- Shipping rates
- Sales tax rates
- Settings
- Documentation

Sales transactions


These are the sales transactions made through your Buy buttons. Download sales transaction list (Excel)

Date from (mm/dd/yyyy) 04/06/2017 until (mm/dd/yyyy) 07/06/2017

Enter buyer's name, city, country or amount Search

Transaction no	Date (Central Time)	Buyer	Amount
191162	06/06/2017 09:32 AM	Racquel Leone (US011213) New York, NY 10011 USA	\$71.48
191010	05/05/2017 02:35 AM	Aaron Munkack (US021803) South Pasadena, CA 91030 USA	\$8.99
190624	05/31/2017 03:56 PM	Josh Hwang (US021803) South Pasadena, CA 91030 USA	\$17.55
190563	05/31/2017 01:45 PM	Dipti Roy (US01334) Jamaica, NY 11432 USA	\$8.99

Create a Buy Button


Store Manager
F. Abidi

Gotham Enterprises (US01031)

- Sales transactions
- Buy buttons
- Promotional codes
- Shipping rates
- Sales tax rates
- Settings
- Documentation

Buy buttons


Create new Buy buttons or manage existing Buy buttons here for items you are selling on your website.

Enter item name or item number Search

View: Active | Deactivated

Item name	Item number	Price	Deactivate
Bouncy Chair	844851	\$117.00	✖
Bronze Bundle	20	\$3306.00	✖
Conference Table	12	\$935.00	✖
Cubicles (set of 8)	13	\$4000.00	✖
Dell Laptop	8	\$514.00	✖

Link that can be copied into a website


Store Manager
F. Abidi

Gotham Enterprises (US01031)

- Sales transactions
- Buy buttons
- Promotional codes
- Shipping rates
- Sales tax rates
- Settings
- Documentation

Buy buttons / Bouncy Chair

These are the details of the item you are selling, for the Buy button:

Item name Bouncy Chair

Item number 844851

Item detail page URL

Price \$117.00

Last update Jan 9, 2017, 12:25 p.m. (CT) - F. Abidi

How to add this Buy button to your website

Add the Buy button for this item on your website by copy/pasting the HTML code below (option 1) or link your own widget to the Buy button (option 2). When customers click on the Buy button, they will be taken to their shopping cart. Here they can proceed to the checkout page or continue shopping.

Are you using Wix? In the Wix Website Editor, add a button and link the button to the URL of the Buy button (see option 2). This video tutorial shows you how: [How to Add a Buy button to Wix](#). Do not embed the HTML code of the Buy button in Wix using option 1. This method does not work in Wix for technical reasons.

Option 1 - Copy the following HTML code for the Buy button just as you would copy a text and then in your website admin, paste it in the item detail page:

```
<a href="https://portal.veinternational.org/buy/buttons/us01031/btn/bouncy-chair-844851?>button=buy</button></a>
```

Option 2 - If you only need the link to the Buy button because you are using your own widget, e.g. button, then copy the following URL (Web Address):

```
https://portal.veinternational.org/buy/buttons/us01031/btn/bouncy-chair-844851/
```

After adding the Buy button to your website, please make sure that the Buy button works by testing it. To test the Buy button: click on the Buy button just like a customer would. You should be taken to the Shopping Cart page.

Trouble-shooting a non-working Buy button ("Page not found" error message)

1. Check that the HTML code on your website is the same as the HTML code (option 1) displayed above, especially the string enclosed in double quotes after href. If you are using your own widget linked to the URL of the Buy button (option 2), verify that the link of your widget matches the URL of the Buy button.
2. Did you change the item name or item number? Then you need to copy/paste the new HTML code or URL again.

Wholesale Marketplace

Purchase products for resale. **Portal**

Firm Admin

Firm bank account

Wholesale Marketplace

Store Manager

Firm Directory

International Trade Resources

E-Mail


WholesaleMarketplace
F. Abidi (Gotham Enterprises - PF Code U501031) | [Cart](#) | [Return to portal](#) | [Sign out](#)

Browse by category:

- [electronics](#)
- [furniture](#)
- [inside of the Office](#)
- [in the office](#)
- [Office Supplies for Gotham's supplies](#)

Orders


Product manager

[Marketplace User Manual \(pdf\)](#)

Category electronics

Item	SKU#	Cost	Quantity	Add to cart
auto recyclers	01	\$210.00	<input type="text"/>	Add to cart
dell laptop	11	\$384.00	<input type="text"/>	Add to cart
desktop monitor	12	\$263.00	<input type="text"/>	Add to cart
desktop tower	14	\$351.00	<input type="text"/>	Add to cart
graphic tablet	23	\$55.00	<input type="text"/>	Add to cart
iMac	25	\$910.00	<input type="text"/>	Add to cart
keyboard	29	\$14.00	<input type="text"/>	Add to cart

Add a product


WholesaleMarketplace
F. Abidi (Gotham Enterprises - PF Code U501031) | [Cart](#) | [Return to portal](#) | [Sign out](#)

Browse by category:

- [electronics](#)
- [furniture](#)
- [inside of the Office](#)
- [in the office](#)
- [Office Supplies for Gotham's supplies](#)

Orders

Product manager

[Marketplace User Manual \(pdf\)](#)


Product manager

Enter the products here that you wish to purchase from the Wholesale Marketplace for resale.

[Add](#)

Category	Product name	SKU#	Cost	Edit	Delete
electronics	auto recyclers	01	\$210.00		
electronics	dell laptop	11	\$384.00		
electronics	desktop monitor	12	\$263.00		
electronics	desktop tower	14	\$351.00		
electronics	graphic tablet	23	\$55.00		
electronics	iMac	25	\$910.00		

Buy inventory


WholesaleMarketplace
F. Abidi (Gotham Enterprises - PF Code U501031) | [Cart](#) | [Return to portal](#) | [Sign out](#)

Browse by category:

- [electronics](#)
- [furniture](#)
- [inside of the Office](#)
- [in the office](#)
- [Office Supplies for Gotham's supplies](#)


Orders

Category electronics

Item	SKU#	Cost	Quantity	Add to cart
auto recyclers	01	\$210.00	Quantity <input type="text" value="1"/>	Add to cart
dell laptop	11	\$384.00	Quantity <input type="text" value="1"/>	Add to cart
desktop monitor	12	\$263.00	Quantity <input type="text" value="1"/>	Add to cart

F. Abidi (Gotham Enterprises - PF Code U501031) | [Cart \(3\)](#) | [Return to portal](#) | [Sign out](#)

WholesaleMarketplace


WholesaleMarketplace
F. Abidi (Gotham Enterprises - PF Code U501031) | [Cart \(3\)](#) | [Return to portal](#) | [Sign out](#)

Browse by category:

- [electronics](#)
- [furniture](#)
- [inside of the Office](#)
- [in the office](#)
- [Office Supplies for Gotham's supplies](#)

Orders

Product manager

[Marketplace User Manual \(pdf\)](#)

Cart

#	Item	SKU#	Cost	Quantity	Amount	Remove
1	auto recyclers	01	\$210.00	1 <input type="text"/> Update	\$210.00	Remove item
2	dell laptop	11	\$384.00	1 <input type="text"/> Update	\$384.00	Remove item
3	desktop monitor	12	\$263.00	1 <input type="text"/> Update	\$263.00	Remove item
Subtotal:					\$857.00	

Shipping method: Ground Shipping [Change rates](#)

[Checkout](#)