

# Economis Student Manual (Grades 6-12)

Welcome to Economis!

Economis is designed to imitate the “real world” economy. This manual will get you started with the basics of how to use Economis. However, if you have a question about how something works in the “real world”, like stocks, you will need to ask your teacher – this manual is not intended to be an explanation of real world finances.

## 1. Logging in to Economis

To log in to Economis, enter [www.myeconomis.com](http://www.myeconomis.com) in your web browser’s address bar and press “Enter”. The following screen will appear:



Enter your username and password in the fields and click on “Login”. A staff person will tell you your username and initial password (this can be changed – see section on “Help & Support”). The main menu screen will then appear:



### Online Shopping

Online shopping allows you to use your credits towards the purchase of different items offered by your organization.

### Online Finances

Online Finances allows you to view and modify your different credit accounts.

### Help & Support

Offers support forums for technical assistance and a tool to change your password.

## 2. Online Finances

Click on “Online Finances” in the blue bar near the top of the screen (the very first time you will be required to accept a User Agreement – read it and click on the “Accept Terms” box). The “Online Finances Home” screen will appear:

Online Shopping Online Finances Help

Online Finances Home Checking Account Savings Account Transfer Credits  
My Credit Card My Stock Portfolio

### Bank Accounts

Account Name	Account Number	Account Type	Today's Beginning Balance	Available Balance
My Checking Account	1657557444	Basic Checking Account	\$0.00	\$1,946.16
My Savings Account	2385555891	Basic Savings Account	\$0.00	\$0.00

### Stock Portfolio

	# of Stocks	# of Shares	Total Cost	Total Current Value
View My Portfolio	1	1	\$53.84	\$53.56

### Certificates of Deposit [Purchase a C.D.]

Dates	Time/Rate	Purchase Value	Maturation Value
No Active Certificates of Deposit			

Net Worth  
\$1,999.72

*Note: Your screen may not have the sections named “Stock Portfolio” and/or “Certificates of Deposit” if your program has decided not to offer those.*

This “Online Finances Home” screen shows your different accounts and how many “credits” you have in each. *Note: Throughout this manual, the term “credits” refers to the name of the currency that is used. Your program may use a different name, such as “Blings” or “Blue Ridge Bucks”.* The “Net Worth” at the bottom shows the total value of all of your accounts.

### Checking Account

You can see details of your Checking Account by clicking on either the blue “Checking Account” button near the top, or “My Checking Account” under Bank Accounts. The following screen will appear:

[Online Finances Home](#)[Checking Account](#)[Savings Account](#)[My Stock Portfolio](#)

### My Checking Account

Showing transactions from    to    

Date	Type	Payee	Debit	Credit	Running Balance
04/12/2007	 Credit	Certificate of Deposit Sale		\$1,890.10	\$4,591.19
04/12/2007	 Debit	Online Shopping Purchase	\$4,270.00		\$321.19
04/12/2007	 Credit	Transfer from My Savings Account		\$18.03	\$339.22
04/14/2007	 Credit	Payroll Direct Deposit		\$332.86	\$672.08
04/16/2007	 Credit	Certificate of Deposit Sale		\$1,091.74	\$1,763.82
04/18/2007	 Debit	All Product P.O.S. Terminal Purchase	\$160.13		\$1,603.69
04/19/2007	 Debit	All Product P.O.S. Terminal Purchase	\$320.25		\$1,283.44
04/21/2007	 Credit	Payroll Direct Deposit		\$256.87	\$1,540.31
<b>Current Available Balance</b>					<b>\$1,540.31</b>

The screen will show all transactions in your checking account during the last two weeks. You can look up older transactions by changing the dates in the fields near the top.

Every transaction will be either 1) a credit, which is an addition, or deposit, to your account, or 2) a debit, which is a subtraction, or withdrawal, from your account. This is shown under Type.

Under Payee is a short, general description of the transaction, such as a payroll deposit, a transfer to or from another account, a purchase, etc. These will be explained in more detail later on.

The Running Balance column shows you how much you had in your account after each transaction. The Current Available Balance at the bottom shows you how much you have *right now* – this is how much you have to either make purchases or transfer to other accounts.

Between the Date and the Type you will see a small picture, or icon, that represents the general description of the transaction. For example, a blue rectangle represents a payroll deposit. You can click on some icons to see more details about a particular transaction (which will appear in a new “window”). Details are available for payroll deposits and product purchases.

#### Payroll Deposit

Any credits that you earn for clocking in and out of activities and/or meeting a goal are deposited into your checking account on a weekly basis (most likely a weekend day) in a form similar to a real world paycheck.

Using the Checking Account shown above, you could view a payroll deposit by clicking on the blue rectangle for the 04/14/2007 payroll direct deposit. This will bring up a new window showing the following:



## Savings Account

You can see details of your Savings Account by either clicking on “My Savings Account” on your “Online Finances Home” screen, or the blue “Savings Account” button at the top of the screen. The following screen will appear:

Date	Type	Payee	Debit	Credit	Running Balance
01/16/2007	Debit	Transfer to My Checking Account	\$30.77		\$0.00
01/31/2007	Credit	Transfer from My Checking Account		\$72.66	\$72.66
02/01/2007	Credit	Savings Interest for January 2007		\$0.05	\$72.71
03/01/2007	Credit	Savings Interest for February 2007		\$0.20	\$72.91
03/02/2007	Debit	Transfer to My Checking Account	\$72.91		\$0.00
03/19/2007	Credit	Transfer from My Checking Account		\$18.00	\$18.00
04/01/2007	Credit	Savings Interest for March 2007		\$0.03	\$18.03
04/12/2007	Debit	Transfer to My Checking Account	\$18.03		\$0.00
<b>Current Available Balance</b>					<b>\$0.00</b>

This screen is set up the same way as the checking account screen.

There are two main differences between a savings account and a checking account:

1. You cannot make purchases from your savings account.
2. A savings account earns interest, but a checking account does not. The interest earned appears as a credit at the beginning of each month, based on how much was in your savings account the previous month. So in the savings account shown above, interest was credited to the account on Feb. 1<sup>st</sup>, Mar. 1<sup>st</sup>, and Apr. 1<sup>st</sup>.

Since you earn interest on any credits you have in your savings account, it makes sense to keep credits there. When you want to make a purchase, you can transfer the necessary amount out of your savings account into your checking account, and then make the purchase (remember you can only make purchases out of your checking account). Also, keep in mind that the more credits you have in your savings account, the more interest you will earn. So if you're saving your credits in order to make a “big” purchase in the future, it is wise to transfer your credits to your savings account each week. Then when you have saved enough to make the purchase, you can transfer that amount back to your checking account.

### Transferring credits between accounts

To transfer credits from one account to another, go to your “Online Finances Home” page and click on the blue “Transfer Credits” button near the top. The following screen will appear:

Transfer Credits	
From Account:	Select An Account <input type="button" value="v"/>
To Account:	Select An Account <input type="button" value="v"/>
Amount:	<input type="text"/> ,00
<input type="button" value="Transfer Credits &gt;&gt;"/>	

Use the drop-down menus to select the account the credits are taken out of (“From Account”) and the account they are being moved to (“To Account”). Then enter the amount in the next field and click on the “Transfer Credits” button. A message like the following will appear:

System Message
\$5.00 was transferred from <b>My Savings Account</b> to <b>My Checking Account</b>

*Note: If you put in an amount greater than what you have in that account, you will receive an error message asking you to change the amount.*

**Stocks**

You can see details of your stock portfolio (a fancy word that basically means “collection”) by clicking on “View My Portfolio” under “Stock Portfolio” on your “Online Finances Home” screen, or clicking on the blue “My Stock Portfolio” button at the top of the screen. The following screen will appear:

Stock Lookup
Symbol: <input type="text"/>
<input type="button" value="Lookup Stock Price &gt;&gt;"/>
Powered by <b>YAHOO!</b> Finance

[Click Here to find a company's symbol.](#)  
[Click Here to research Companies and their Stock Prices.](#)

My Portfolio						
Symbol	Shares	Current Price	Current Value	Total Cost	Profit/Loss	
MSFT	5	\$28.97	\$144.85	\$150.35	- \$5.50	<input type="button" value="Sell &gt;&gt;"/>
WMT	5	\$48.74	\$243.70	\$232.60	+ \$11.10	<input type="button" value="Sell &gt;&gt;"/>

This student owns 5 shares of Microsoft stock and 5 shares of Wal-Mart stock. The “My Portfolio” section shows the current price of the stocks and the current value (number of shares times current price). The total cost shows what the stocks cost at the time they were purchased. In this example, the Microsoft stock cost 150.35 when purchased, which works out to 30.07 per share (150.35 divided by 5). The last column shows the profit or loss you’ve made since purchasing the stock.

### Purchasing a stock

If you want to purchase a stock, you first need to look up the current price in the “Stock Lookup” box on your “Stock Portfolio” screen. To do this you need to know what is called the “symbol” of the stock. In the example above “MSFT” is the symbol for Microsoft and “WMT” is the symbol for Wal-Mart – you can see that the symbol is basically an abbreviation of the company name. If you don’t know the symbol of a stock, use the “Click Here to find a company’s symbol” and a new window will open asking you to type in the name of the company. The webpage will then list various symbols that may match the company you are looking for. Then enter the symbol in the “Stock Lookup” box and click on the “Lookup Stock Price” button. Using GM as an example, the following screen will appear:

**This Quote will expire after 04/25/2007 04:58:55 pm\***

Stock Lookup::GM	
<b>Symbol:</b>	GM
<b>Company:</b>	GEN MOTORS
<b>Price:</b>	§31.07
<b>Open:</b>	§30.88
<b>Change:</b>	§0.30
<b>Today's High:</b>	§31.13
<b>Today's Low:</b>	§30.67
If you would like to track this stock through your portfolio, please check the button below.	
<input type="button" value="Place Watch &gt;&gt;"/>	

Purchase Shares			
Quantity	Symbol	Price	Subtotal
<input type="text" value="0"/>	GM	§31.07	§0.00
<b>Purchase Fee:</b>			<b>§0.00</b>
<b>Total:</b>			<b>§0.00</b>
<input type="button" value="Purchase Stock &gt;&gt;"/>			

The quote (or current price) is only good for five minutes. That is because the price of a stock is constantly changing. If you wait more than five minutes to make a decision to buy a stock, you will have to get a new quote.

If you want to track the price of a stock, but not actually buy any shares, click on the “Place Watch” button. The stock will be added to your portfolio as a stock that is being watched.

If you want to purchase the stock, enter the number of shares in the “Quantity” field of the “Purchase Shares” box, and the subtotal amount will then show the total price of the stock purchase. Clicking on the “Purchase Stock” button will then show the following screen:

Stock Purchase			
Quantity	Symbol	Price	Subtotal
5	GM	§31.07	§155.35
			<b>Fee*: §10.00</b>
			<b>Total: §165.35</b>
<b>You have successfully made the purchase shown above.</b>			
<i>* = Fee shows up as a seperate debit.</i>			

Notice that in this example, there is a fee of 10.00 credits for this stock purchase. Your program may or may not have this fee for stock purchases and sales. The fee represents the cost of having a person (called a “broker”) buy or sell the stock. It is the same amount, regardless of how many shares are bought or sold. So buy stocks in larger quantities, if possible, rather than a share or two at a time.

### Selling a stock

To sell a stock, go to the “My Stock Portfolio” page and click on the “Sell” button next to the stock you wish to sell. The following screen will appear:

**This Quote will expire after 04/25/2007 05:18:27 pm\***

Current Stock Information :: GM	
<b>Symbol:</b>	GM
<b>Company:</b>	GEN MOTORS
<b>Price:</b>	§31.07
<b>Open:</b>	§30.88
<b>Change:</b>	+ §0.30
<b>High:</b>	§31.13
<b>Low:</b>	§30.67

My Shares of GM			
Shares Owned	Purchase Price	Change per Share	Shares to Sell
10	§20.03	+ §11.04	<input type="text" value="0"/>
7	§20.35	+ §10.72	<input type="text" value="0"/>
5	§31.07	§0.00	<input type="text" value="0"/>
Calculated Profit/Loss:			<b>§0.00</b>

Just like buying a stock, the current price (or quote) will only be good for five minutes.

In the example above, this student has bought GM stock three different times (and therefore at three different prices). He therefore could sell all three “lines” of stock (10 + 7 + 5 = 22 shares), or just parts of one or more lines. The sale price will be the price as it appears just below the company name (in this case, 31.07 credits each). Enter the number of shares in the “Shares to Sell” field(s), as shown next:

This Quote will expire after 04/25/2007 05:18:27 pm\*

Current Stock Information :: GM	
<b>Symbol:</b>	GM
<b>Company:</b>	GEN MOTORS
<b>Price:</b>	§31.07
<b>Open:</b>	§30.88
<b>Change:</b>	+ §0.30
<b>High:</b>	§31.13
<b>Low:</b>	§30.67

My Shares of GM			
Shares Owned	Purchase Price	Change per Share	Shares to Sell
10	§20.03	+ §11.04	<input type="text" value="10"/>
7	§20.35	+ §10.72	<input type="text" value="7"/>
5	§31.07	§0.00	<input type="text" value="0"/>
Calculated Profit/Loss:			<b>§185.44</b>
<b>Stock Sale Amount:</b>		<b>§528.19</b>	
<b>Sell Fee:</b>		<b>§10.00</b>	
<b>Total:</b>		<b>§518.19</b>	

Sell GM
If you are satisfied with the information above, press the "Sell Shares >>" button below.
<b>Note: Once you press the button below, the select amount of shares will be sold and you cannot undo the sale.</b>
<input type="button" value="Sell Shares &gt;&gt;"/>

The “Calculated Profit/Loss” amount shows whether you made a profit or loss on this stock (based on the purchase and sale prices). In the example above, the student will make a profit of 11.04 credits per share on the first line of 10 shares, and a profit of 10.72 credits per share on the second line of 7 shares, for a total profit of 185.44 credits.

The actual sale amount is shown on the “Stock Sale Amount” line – in this case, 528.19 credits. This amount will show up in the student’s checking account as a stock sale. But just like purchasing stocks, there may be a fee charged to sell; in this case, it is 10.00 credits. This will show up as a separate debit in the checking account. So the “Total” amount “made” on the sale is 518.19 credits (the stock sale amount minus the fee). *Note: Be sure you really want to sell the stock as shown, because once you click the button to make the sale, it can’t be undone.*

Clicking on the “Sell Shares” button will show the following screen:

Sell GM		
Shares Sold		
Shares Sold	Sell Price	Sell Amount
17	§31.07	§528.19
Sale Fee*:		§10.00
Total:		§518.19
<p><b>You have successfully made the sale shown above.</b></p> <p><i>* = Fee shows up as a seperate debit.</i></p>		

## Certificates of Deposit (CDs)

A Certificate of Deposit (or CD for short) is something you can buy that will make more interest for you than your savings account. However, you won't get that interest until a certain date is reached, called a "maturation date". This date may be 30, 60 or 90 days (and perhaps even longer) from the date you bought the CD – the longer the time, the higher the interest rate the CD will pay. So if you're saving your credits to buy something "big" and you know it will take a few months to save enough, you should buy a CD so that you can earn more interest than you would by leaving those credits in your savings account.

On your "Online Finances Home" page, the CD section will look like this:

### Certificates of Deposit [\[Purchase a C.D.\]](#)

	Dates	Time/Rate	Purchase Value	Maturation Value
<a href="#">Sell</a>	10/20/2005 to 11/19/2005	30 Days/5.50%	§100.00	§105.50
<a href="#">View</a>	01/26/2007 to 07/25/2007	180 Days/12.00%	§500.00	§529.59

If a CD has already reached its maturation date, a "Sell" option will appear on the left. Clicking on that will show this:

View your Certificate of Deposit	
Purchase Amount	<b>§100.00</b>
Purchase Date	<b>10/20/2005</b>
Interest Rate	<b>5.50%</b>
Maturation Amount	<b>§105.50</b>
Maturation Date	<b>11/19/2005</b>
Days until Maturation	<b>Mature!</b>
<b>Congratulations</b>	
Your Certificate of Deposit has reached maturation. You can now transfer the amount of your CD plus your interest earned back into your checking account.	
Transfer <b>§105.50</b> back into your bank account.	
<input type="button" value="Transfer &gt;&gt;"/>	

This CD is mature, meaning it is ready to be “cashed out” and transferred back into your checking account by clicking on the “Transfer” button. In the example above, the CD earned this student 5.50 credits – he bought the CD for 100.00 credits and sold it for 105.50 credits.

If a CD has **not** reached its maturation date, a “View” option will appear to the left. Using the example from the previous page, clicking on that will show this:

View your Certificate of Deposit	
Purchase Amount	<b>§500.00</b>
Purchase Date	<b>01/26/2007</b>
Interest Rate	<b>12.00%</b>
Maturation Amount	<b>§529.59</b>
Maturation Date	<b>07/25/2007</b>
Days until Maturation	<b>90</b>
Your Certificate of Deposit has not yet reached maturation. If you would like to cancel your CD, you will be required to pay a penalty in the amount of <b>§36.99</b>	
Would you like to cancel your CD and transfer <b>§500.00</b> back into your bank account and pay a <b>§36.99</b> penalty fee?	
<input type="button" value="Yes"/> <input type="button" value="No"/>	

This CD has 90 more days left until it matures. If the student waits until July 25<sup>th</sup>, she will receive a total of 529.59 credits. However, if she wishes to cancel the CD now, she will have to pay a penalty of 36.99 credits. So canceling the CD early means she would only get 463.01 credits transferred into her checking account ( $500.00 - 36.99 = 463.01$ ). As you can see, while CDs offer a much higher interest rate (a good thing), there is also a substantial penalty for early withdrawal (a not-so-good thing).

On your “Online Finances Home” page, next to “Certificates of Deposit” is “Purchase a C.D.” Clicking on that will show the following:

Purchase a Certificate of Deposit (C.D.)				
Deposit Amount:		§	<input type="text"/>	.00
C.D.	Duration (In Days)	Interest Rate	Penalty	
<input checked="" type="radio"/>	30 Days	5.50%	15.00% of Total Interest	
<input type="radio"/>	60 Days	6.50%	15.00% of Total Interest	
<input type="radio"/>	90 Days	8.00%	Flat Fee of <b>§10.00</b>	
<input type="button" value="Purchase C.D. &gt;&gt;"/>				

This particular set up of Economis has three types of CDs available – yours may have more or less, with different durations, interest rates, and penalties. To purchase a CD, click on a button on the far left next to the type you want, and then enter an amount in the “Deposit Amount” field at the top. After doing this, clicking on the “Purchase C.D.” button at the bottom will show the following:

Confirm C.D. Purchase				
C.D.	Deposit Amount	Duration (In Days)	Interest Rate	Penalty
60 Days	\$500.00	60	6.50%	15.00% of Total Interest

If kept to the maturation date of **06/25/2007** you will receive an interest payment of **\$5.34**.  
 If sold before the maturation date, you will be charged the penalty seen above.

**Are you sure you would like to purchase this Certificate of Deposit?**




After seeing how much interest you will make, you can then make a final decision on buying the CD.

### 3. Online Shopping

To buy things with your credits, click on the “Online Shopping” button on the blue bar at the top of the screen. The following screen will appear:

Categories	Your Cart	Sub-Total
<a href="#">Apparel</a> <a href="#">Merchandise</a> <a href="#">Trips and Events</a>	You have <b>0</b> items in your cart.	<b>\$0.00</b> YFC Bucks

On the left are the different categories of merchandise available. Your program may have different categories. The middle section shows how many items you currently have in your “shopping cart”, and the right shows what the total amount of those items will cost (in whatever the name of the currency your program uses – in this example, it is “YFC Bucks”). Clicking on “Apparel” will show the following:

Apparel		
 <b>Campus Life Sweat Shirt (RED)</b> YFC Buck Price: \$100.00 Qty: <input type="text" value="1"/> <input type="button" value="Add to Cart &gt;&gt;"/>	 <b>City Life T-Shirt</b> <input type="checkbox"/> YFC Buck Price: \$100.00 OR <input type="checkbox"/> Cash Price: \$10.00 Qty: <input type="text" value="1"/> <input type="button" value="Add to Cart &gt;&gt;"/>	 <b>YFC Hat</b> YFC Buck Price: \$75.00 Qty: <input type="text" value="1"/> <input type="button" value="Add to Cart &gt;&gt;"/>




You can see that certain items are only available for credits (called “YFC Bucks” here), while others may also be available for real cash (the City Life T-Shirt for \$10.00). In this case, you need to decide if you want to buy it with credits or cash by selecting the appropriate button.

If you only want to buy one of an item, simply click on the “Add to Cart” button; if you want to purchase more, change the quantity in the “Qty:” field and then add it to your cart. Let’s say you wish

to purchase the City Life T-Shirt for 100.00 YFC Bucks (credits). The screen will be updated to show the following:

Categories	Your Cart	Sub-Total
Apparel Merchandise Trips and Events	You have <b>1</b> items in your cart.	<b>\$100.00</b> YFC Bucks
	<input type="button" value="Edit/View Cart"/>	<input type="button" value="Checkout"/>

Apparel		
 <p><b>Campus Life Sweat Shirt (RED)</b></p> <p>YFC Buck Price: \$100.00</p> <p>Qty: <input type="text" value="1"/></p> <input type="button" value="Add to Cart &gt;&gt;"/>	 <p><b>City Life T-Shirt</b></p> <p>YFC Buck Price: \$100.00 OR Cash Price: \$10.00</p> <p>Qty: <input type="text" value="1"/></p> <input type="button" value="Add to Cart &gt;&gt;"/>	 <p><b>YFC Hat</b></p> <p>YFC Buck Price: \$75.00</p> <p>Qty: <input type="text" value="1"/></p> <input type="button" value="Add to Cart &gt;&gt;"/>

The “Your Cart” section at the top has changed to now show one item that you plan to buy. If you change your mind and decide you don’t want it, you would click on “Edit/View Cart” and then click on the “Remove Item” button. If you do want it and are done shopping, you would click on the “Checkout” button. The screen will be updated to show the following:

Categories	Your Cart	Sub-Total
Apparel Merchandise Trips and Events	You have <b>1</b> items in your cart.	<b>\$100.00</b> YFC Bucks
	<input type="button" value="Edit/View Cart"/>	<input type="button" value="Checkout"/>

Item	Price	Qty	Subtotal
City Life T-Shirt	\$100.00	1	\$100.00
	YFC Buck Subtotal		<b>\$100.00</b>
	YFC Buck Tax		<b>\$7.25</b>
	YFC Buck Total		<b>\$107.25</b>

Please choose account type:

The bottom section shows the quantity and price of the item(s) you are buying, the sales tax amount, and a grand total amount (in this case, 107.25 YFC Bucks).

The drop-down menu next to “Please choose account type:” lets you choose how you will pay. In most cases, you will probably pay out of your bank account (meaning your checking account – remember, you can only make purchases from your checking account, not your savings account). To go ahead with your purchase, click on the “Process Order” button. The screen will be updated to show the following:

Categories
Apparel
Merchandise
Trips and Events

(If you would like to shop more, please click on the category links to the left.)

## Purchase Complete

Please visit Suzie Smith at the back door to retrieve your items and pay for any cash purchases.

Thank you.

This screen will explain what you need to do to pick up the item(s) you purchased.

## 4. Help & Support

If you have any problems with Economis, you can request help by moving the cursor over the “Help & Support” button on the blue bar at the top of the screen and then clicking on “Request Help” from the drop-down menu which appears. The following screen will appear:

Type in your problem in the box, and then click on the “Request Help” button. This will be sent to a staff person in your program, who will contact you to assist you with your problem within a day or two.

### Changing your password

You may want to change your password to something that is easier to remember for you. To do this, move the cursor over the “Help & Support” button and then click on “Change Your Password”. The following screen will appear:

You will need to enter your current password, and then the new password you want in both the “New Password” and “Confirm Password” fields. Then click on the “Save New Password” button.