**BRT Provisioners – Procedure  
Visa Processing (Barb Thompson)**

* Print Visa Statements from Online Banking Monthly (9th of each month)
* Gather Receipts from hanging folder and the folder in Visa’s files (behind Amanda).   
  *\*\*\*May need to chase individuals for missing receipts*
* Write GL codes and allocation (if applicable) on receipts and statement
* If something is charged on a credit card for another division, make a copy of the receipt OR make up a hand-written bill (from receipt book) to the other division, and give it to the controller for that division to include in their intercompany for that month. For the hand-written bills, put the carbon copy with the Visa bill.

**Barb’s Visa (Vendor Code = VBT100)**

* Adagio/AP/Invoices
* Enter Invoices for each line/charge on the credit card allocating to the GL code written on statement/receipt (**EXCEPT FOR FEDEX – THOSE INVOICES ARE ENTERED ALREADY UNDER FED100)**  
  *\*\*\*Reference = name of store/business being paid*
* Post Invoices

**Dummy Check for Vendor VBT100**

* Adagio/AP/Checks
* Select the Bank = VISABT (Visa – Barb) & OK
* Enter Vendor = VBT100
* (check box) Print Check
* Change Date to the day the money leaves the bank (Automatic Payment date from Visa Statement)
* Bank (DOS) = 1.0000
* Vendor (CAD) = 1.0000 (CP – Canadian $ Purchase)
* Double Click blue line of the invoices to be paid and click OK (all from the statement being paid)
* Once all invoices to be paid are selected (Check Amount should equal what is to be paid), then click OK
* Highlight the Check and click “Print”
* Change Specification to “new spec laser”  
  Next Check, use any number in teens (10-19) as check # doesn’t matter if the number has been used before
* Click Print
* Print Alignment Check = no
* Printed Correctly = Yes (once confirmed it is correct), Additional Form = No, Clear Advise = Yes
* Close / Post / Post Only / OK

**Dummy Check for Vendor FED100**

* Adagio/AP/Checks
* Select the Bank = VISABT (Visa – Barb) & OK
* Enter Vendor = FED100
* (check box) Print Check
* Change Date to the day the money leaves the bank (Automatic Payment date from Visa Statement)
* Bank (DOS) = 1.0000
* Vendor (CAD) = 1.0000 (CP – Canadian $ Purchase))
* Double Click blue line of the invoices to be paid and click OK (all from the statement being paid)
* Once all invoices to be paid are selected (Check Amount should equal what is to be paid), then click OK
* Highlight the Check and click “Print”
* Change Specification to “new spec laser”
* Next Check, use any number in teens (10-19) as check # doesn’t matter if the number has been used before
* Click Print
* Print Alignment Check = no
* Printed Correctly = Yes (once confirmed it is correct), Additional Form = No, Clear Advise = Yes
* Close / Post / Post Only / OK
* Post / Post Only

Dummy Checks tell Adagio that that an invoice has been paid, when it has already been paid by Automatic Withdrawal

After Printing & Posting dummy cheques in AP module:

* Adagio / GL / Retrieve
* Click Retrieve button
* Post & OK

**Posting Automatic Payment**

* Adagio / Ledger / Batch or Next Year (when year end not closed for the previous FY)
* Click “NEW” & OK
* Change period (to the payment due date)
* Double Click on the Blue Line
* G/L = 3
* Date = date automatic payment scheduled to come out on
* Description = Barb’s Visa – CAD + month/year
* Account = CREDIT account 1030 (Full Amount)
* Account = DEBIT account 1100-TRA (Full Amount) \*\*this is clearing account, this clears the amounts posted by the dummy cheques
* Close / Close / Post

**To Check Month is Fully Reconciled**

* Go to View
* Scroll to or “Find” account 1100-TRA
* Confirm balance is zero, if not this means that a charge has not been posted through AP subledger