PROCESS BANK DEPOSTS IN SYSTEM

STEP 1

Adagio Receivables – OPEN - Choose Provisioners File - OK.

Click on CASH- NEW-OK

Enter CUSTOMER CODE- ie. HAR150, PUR100 – hit the down arrow to check correct

F6 to search name of customer

Payment Method - Choose CND OR US

Enter CHEQUE # (top right corner of cheque)

Enter DATE – when cheque will be going to the bank (usually current date)

Payment- Enter the following:

-$$$

-options at bottom will appear (choose correct row- invoice # + $$$)

-Double click correct row- OK – OK- Repeat for multiple rows if required

- CLOSE screen - Repeat 4 all cheques.

- highlight row.

LISTING- PRINT

Tear bottom part of received cheque (if missing, photocopy cheque)

-Staple behind PRINTOUT for our records

FILE in DEPOSTS (current at front)

Stamp with correct account (match # with cheque book) -stamp on back of cheque(s)

REPEAT STEPS ~~IF YOU HAVE MULTIPLE~~ CHEQUES

CLOSE SCREEN & POST- CLICK YES

DSEPOSIT CHEQUE BOOK

STEP 2

Separate 3 sheets (with blue fold behind)

Fill out:

- -Todays DATE & INITALS
- -CUSTOMER NAME
- -CHEQUE #
- -AMOUNT $

REPEAT if necessary (multiple cheques)

Double check total (calculate 2X)

Write TOTAL in appropriate row(s) 3 columns

PLACE CHEQUES in Cheque book & have ready for Phil

RBC Royal Bank

DATE 17 7 17 INITIALS BT TELLER'S

	LIST OF CHEQUES		
Harbor Bait	4333	6410	88
Little Bay	2797	18928	00
Purseline	29169	201820	77

CHEQUES TOTAL	227159	65
CAN CASH TOTAL		
CAN CHEQUES TOTAL		

DETAILS	CASH
X 1	
X 5	
X 10	
X 20	
X 50	
X 100	
COIN	
US CASH TOTAL	
CHEQUES TOTAL	227159 65
RATE	
RATE	

B.R.Y. PROVISIONERS INC.

U.S. FUNDS

TOTAL # OF CHEQUES

$ 227159 65

Transit No. Institution No. Account No.

⑈01331⑈ ⑆03782⑉003⑆ 401⑉675⑉4⑈ 51

***NOTE- Final step in GL-deposit needs to transfer from HOLD ACCOUNT to BANK ACCOUNT

Sort order: Entry number
Selection: Batch number [706] to [706]
Options: Print home equivalent amounts

Entry No.	Customer No.	Customer Name	Check Number	Transaction Date	Description

Ba... number: 706 Created by BT on 7/23/2018 07:54 am Created by BT on 18/07/20 Last edited by BT on 18/07/23 Status: Open

1 SHA150 LITTLE BAY LOBSTER CO. 3071 18/07/20
Paym. : Acct. set: US Acct/Dept: 1040 Currency: US2 AV Rate: 1.0000000 Date: 11/05/01

Detail	Type	Doc. Number	Job No		Amount	Discount
1	IN	10303			25,446.96	0.00
2	IN	10304			18,928.00	0.00
				Total US2	44,374.96	0.00
				Total DOS	44,374.96	0.00

2 ONS150 ONSHORE SEAFOODS LTD 41 18/07/20
Paym. : Acct. set: US Acct/Dept: 1040 Currency: US2 AV Rate: 1.0000000 Date: 11/05/01

Detail	Type	Doc. Number	Job No		Amount	Discount
1	IN	10295			25,872.00	0.00
2	IN	10310			51,979.20	0.00
				Total US2	77,851.20	0.00
				Total DOS	77,851.20	0.00

		Source		Home	
Currency	Description	Amount	Discount	Amount	Discount
US2	US $ 2 decimals	**122,226.16**	**0.00**	**122,226.16**	**0.00**
				122,226.16	**0.00**

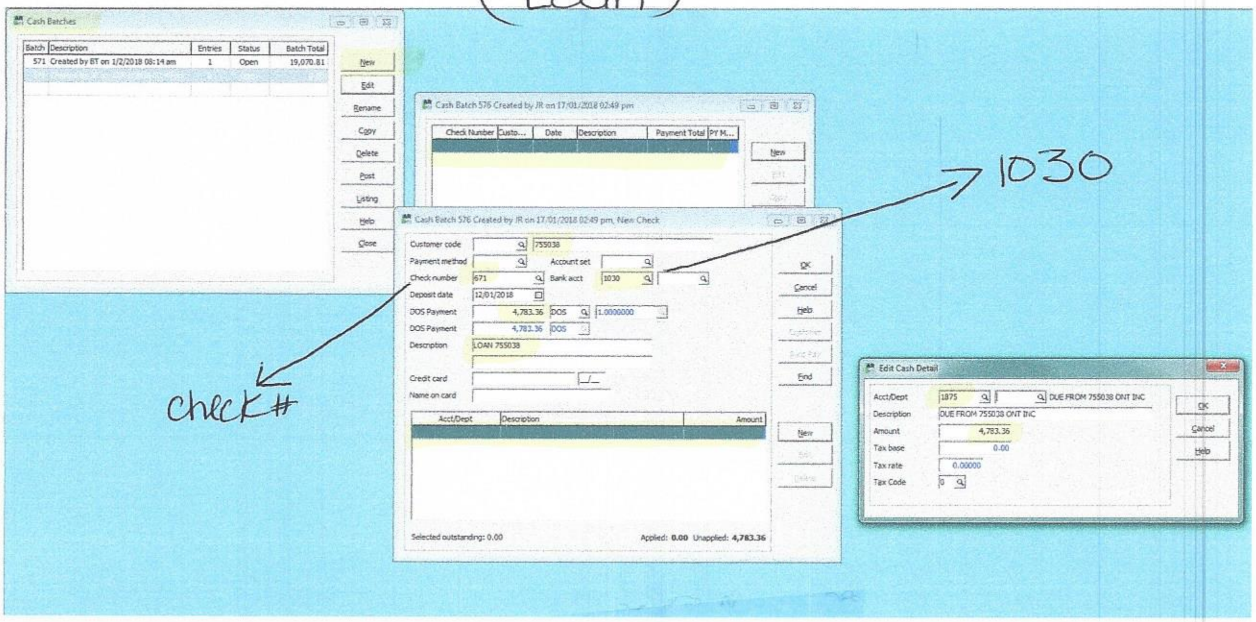
2 transactions printed.

Currency Summary

		Source		Home	
Currency	Description	Debit	Credit	Debit	Credit
US2	US $ 2 decimals	122,226.16	122,226.16	122,226.16	122,226.16
				122,226.16	122,226.16

A/R Batch Post - 755038 ONTARIO LTD.

(Loan)



There are more steps

- tax?
- steps afterwards
  - ask Barb

755038 ONTARIO LTD.
C/O B. BURRETT

CHEQUE 000671

Vendor: BRT100 Name: Bl

0671 Jan 12 2018

Description	Amount
LOAN DEC 17	1,196.34
LOAN JAN 18	1,196.34
LOAN NOV 17	1,194.34
LOAN OCT 17	1,196.34
Check Amount:	$4,783.36

POSTED