

Elementary Schools

Schoolbooks

Deposit Corrections

Use this procedure to record corrections to deposits you have already recorded in SchoolBooks.

Deposit Corrections are originated by the bank and typically come to your attention when you receive the bank statement after month end. Because it affects your Checking Account balance, it must be recorded as of the date it occurred.

Note: Deposit Corrections should be rare. If all the steps delineated in the “Money Received” and “Bank Deposits” procedures are followed precisely, there should never be a difference between the receipt transactions recorded in SchoolBooks (and listed on the deposit slip) and the amount of the deposit received by the bank. Differences must be investigated, as they could indicate money is being misappropriated after it has been received and recorded.

When to Record

Banks will issue a Deposit Correction notice indicating the date of the deposit being corrected and the amount of the correction. It can either increase or decrease the amount of the reported deposit (from the deposit slip).

It is recommended that all Deposit Corrections be recorded in one “batch” so that the Adjustment Journal which is printed at the end of the process will include only Deposit Corrections.

Recording in SchoolBooks

1. Click the “Adjustment Entry” button or make this selection from the “Entry” drop-down menu. The “Adjustment Entry Wizard” window opens.
2. On the “Adjustment Type” screen, select “Enter New Adjustment” and press “Next”.
3. On the next window, select the correct Bank Code – it should default to your checking account name and GL account number.
4. Use the drop-down arrow to select the Adjustment Type. Select “Deposit Correction” and click on “Next”.
5. The next window will be specific to the Deposit Correction Adjustment Type. Complete the fields on the screen.
 - The Date should be the transaction date as shown on the bank statement.
 - Enter the amount with the appropriate sign – put a negative sign (-) in front of the amount if the Deposit Correction reduced the checking account balance. No sign is necessary if the Deposit Correction increased the checking account balance.
 - The GL Account Number field shows the default GL account number for this Adjustment Type; the GL account name will be displayed. If this is not the correct GL account number to be charged, click on the magnifying glass to access the GL Account Lookup, and select the correct account. For Deposit Corrections,

Elementary Schools
Schoolbooks
Deposit Corrections

the GL Account Number should be the activity account associated with the deposit correction (i.e., the account which should have received more or less money). If the correct activity account cannot be determined, use the Principal's Discretionary Fund.

When all fields are completed, select "Next".

6. The next window will display all the details of the adjustment. The only editable field is the "Purpose" field. Edit as necessary. Click on "Accept" to accept the Adjustment Entry. You will be returned to a new "Adjustment Entry Wizard" window (see step 2 above).
7. Repeat steps 2-6 for all Deposit Corrections that are to be recorded at this time.
8. Once all Deposit Correction adjustments have been entered, you should be at the main "Adjustment Entry Wizard" window. Click "Cancel".
9. You will be asked, "Do you want to print the Adjustment Journal?" Click "Yes".
10. At the next window click "Print" and wait for the journal to print. It will print (and assign permanent Adjustment Numbers) in transaction date order.
11. The next window asks "Did the Adjustment Journal print OK, and is the data correct?" If the journal looks okay (printed cleanly, data is correct), click "Yes".
12. The next window asks "Do you want to UPDATE the Adjustment Journal?" Click "Yes".
13. A small window appears indicating "Update Complete".
14. Make a notation on the Adjustment Journal that it has been posted/updated, and file it in your monthly transactions/reports file.

Hint: The adjustment entries will not post until you: 1) print an Adjustment Journal and 2) answer "Yes" to update the journal.

PROCESS COMPLETE