

Elementary Schools  
**Schoolbooks**  
Interest Income

Use this procedure to record Interest Income earned on bank accounts (checking, savings, and money market) and the WCSD Investment Account.

Interest Income amounts are originated by the bank and typically come to your attention when you receive the statement after month end (or quarter end in the case of the WCSD Investment Account). Because they affect a cash account balance, they must be recorded as of the date they occurred.

**When to Record**

Record Interest Income after you receive the account statements for the month or quarter, but before you reconcile that account statement. It is recommended that the interest income for each account be recorded in a separate “batch” (i.e., follow the steps below to completion for each interest income entry).

**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 will default to your checking account name and GL account number; you will need to change it for your other cash accounts.
4. Use the drop-down arrow to select the Adjustment Type. Select “Interest Income” and click on “Next”.
5. The next window will be specific to the Interest Income Adjustment Type. Complete the fields on the screen.
  - The Date should be the transaction date as shown on the account statement. Enter the amount without any signs, as the Adjustment Type dictates whether the adjustment increases or decreases the cash 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 receive the income, click on the magnifying glass to access the GL account Lookup, and select the correct account.

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

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Adjustment Entry. You will be returned to a new “Adjustment Entry Wizard” window (see step 2 above).

7. Click “Cancel”.
8. You will be asked, “Do you want to print the Adjustment Journal?” Click “Yes”.
9. 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.
10. 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”.
11. The next window asks “Do you want to UPDATE the Adjustment Journal?” Click “Yes”.
12. A small window appears indicating “Update Complete”.
13. 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