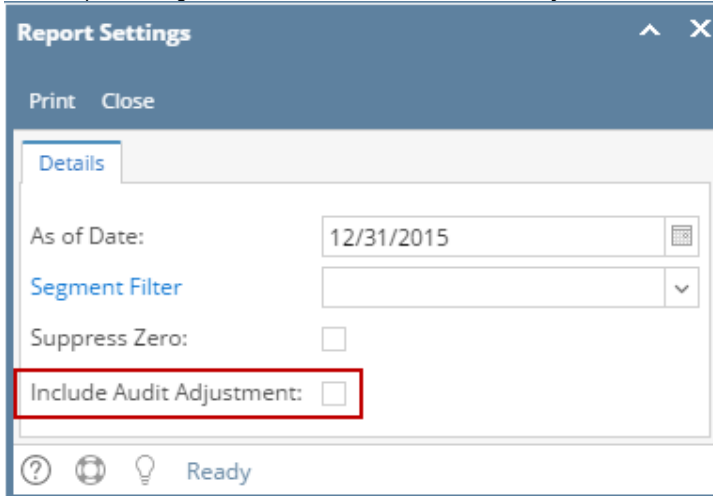


How Include Audit Adjustment works

The Include Audit Adjustment option helps you configure whether or not to include audit adjustments on reports. See [Audit Adjustments](#) to give you idea where this is created from and what it is used for. The following will illustrate what will happen to the report when this option is turned on or off.

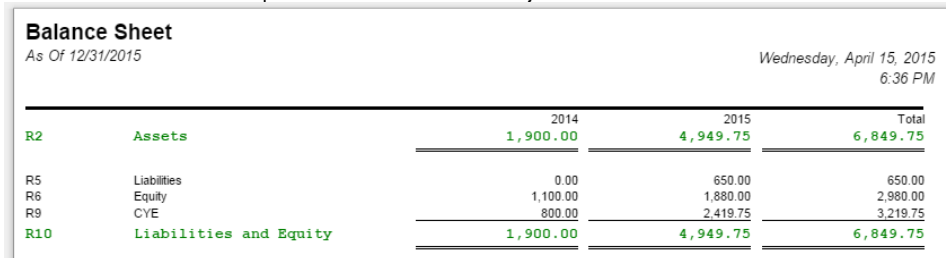
Turn Off Include Audit Adjustment

1. In the Report Settings screen, do not check **Include Audit Adjustment checkbox**.



The screenshot shows the 'Report Settings' dialog box. The 'Details' tab is selected. The 'As of Date' is set to 12/31/2015. The 'Segment Filter' is empty. The 'Suppress Zero' checkbox is unchecked. The 'Include Audit Adjustment' checkbox is also unchecked and is highlighted with a red rectangle. The status bar at the bottom shows 'Ready'.

2. Click **Print toolbar** button.
3. The numbers shown in the report will NOT include Audit Adjustment transactions.

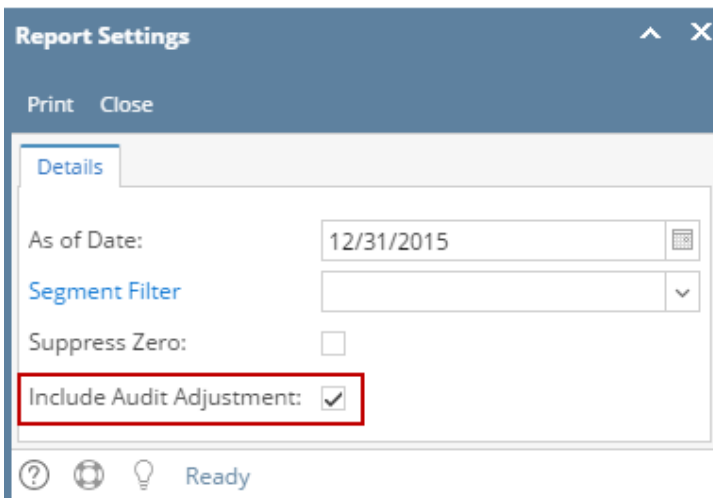


The screenshot shows a 'Balance Sheet' report for 'As Of 12/31/2015'. The report is dated 'Wednesday, April 15, 2015 6:36 PM'. The table below shows the balance sheet data:

	2014	2015	Total
R2 Assets	1,900.00	4,949.75	6,849.75
R5 Liabilities	0.00	650.00	650.00
R6 Equity	1,100.00	1,880.00	2,980.00
R9 CYE	800.00	2,419.75	3,219.75
R10 Liabilities and Equity	1,900.00	4,949.75	6,849.75

Turn On Suppress Zero

1. Print a report where **Report Setting screen** is configured to show. See [How to open Report Settings screen](#) on how to turn on this option.
2. In the Report Settings screen, check **Include Audit Adjustment checkbox**.



The screenshot shows the 'Report Settings' dialog box. The 'Details' tab is selected. The 'As of Date' is set to 12/31/2015. The 'Segment Filter' is empty. The 'Suppress Zero' checkbox is unchecked. The 'Include Audit Adjustment' checkbox is checked and is highlighted with a red rectangle. The status bar at the bottom shows 'Ready'.

3. Click **Print toolbar** button.

4. The numbers shown in the report will include Audit Adjustment transactions. Compare this report from the above report where Include Audit Adjustment is unchecked, the difference is the Audit Adjustment transactions.

Balance Sheet		As Of 12/31/2015			Wednesday, April 15, 2015 6:39 PM		
		2014	2015	Total			
R2	Assets	1,900.00	4,849.75	6,749.75			
R5	Liabilities	0.00	650.00	650.00			
R6	Equity	1,100.00	1,880.00	2,980.00			
R9	CYE	800.00	2,319.75	3,119.75			
R10	Liabilities and Equity	1,900.00	4,849.75	6,749.75			

The Include Audit Adjustment option helps you configure whether or not to include audit adjustments on reports. See [Audit Adjustments](#) to give you idea where this is created from and what it is used for. The following will illustrate what will happen to the report when this option is turned on or off.

Turn Off Include Audit Adjustment

- a. In the Report Settings screen, do not check **Include Audit Adjustment** checkbox.

Report Settings

Print Close

As of Date: 12/31/2015

Segment Filter: [Dropdown]

Suppress Zero: ☐

Include Audit Adjustment: ☐

- b. Click **Print toolbar** button.
- c. The numbers shown in the report will NOT include Audit Adjustment transactions.

Balance Sheet		As Of 12/31/2015			Wednesday, April 15, 2015 6:36 PM		
		2014	2015	Total			
R2	Assets	1,900.00	4,949.75	6,849.75			
R5	Liabilities	0.00	650.00	650.00			
R6	Equity	1,100.00	1,880.00	2,980.00			
R9	CYE	800.00	2,419.75	3,219.75			
R10	Liabilities and Equity	1,900.00	4,949.75	6,849.75			

Turn On Suppress Zero

- a. Print a report where **Report Setting screen** is configured to show. See [How to open Report Settings screen](#) on how to turn on this option.
- b. In the Report Settings screen, check **Include Audit Adjustment** checkbox.

Report Settings

Print Close

As of Date: 12/31/2015

Segment Filter: ...

Suppress Zero: ☐

Include Audit Adjustment: ☒

- c. Click **Print toolbar** button.
- d. The numbers shown in the report will include Audit Adjustment transactions. Compare this report from the above report where Include Audit Adjustment is unchecked, the difference is the Audit Adjustment transactions.

Balance Sheet

As Of 12/31/2015 Wednesday, April 15, 2015
6:39 PM

		2014	2015	Total
R2	Assets	1,900.00	4,849.75	6,749.75
R5	Liabilities	0.00	650.00	650.00
R6	Equity	1,100.00	1,880.00	2,980.00
R9	CYE	800.00	2,319.75	3,119.75
R10	Liabilities and Equity	1,900.00	4,849.75	6,749.75