

How To Post Audit Adjustments

Posting via Audit Adjustment

Here are the steps on how to post via the Audit Adjustment screen:

1. After creating an Audit Adjustment (see [How To Create New Audit Adjustment](#)), and the **Out of Balance** field is zero, click **Post** toolbar button.
2. Once an audit adjustment is posted, **Posted** will be shown in the **Status Bar** and all toolbar buttons and other editable fields will now be disabled.

Posting via Recap screen

Here are the steps on how to post via Recap screen:

1. After creating an Audit Adjustment (see [How To Create New Audit Adjustment](#)), and the **Out of Balance** field is zero, click **Recap** toolbar button to open Recap screen.
2. Click **Post** toolbar button. Posting process will start.
3. Recap screen will close automatically. **Posted** will now be shown in the **Status Bar** and all toolbar buttons and other editable fields will now be disabled.