

How To Unpost Audit Adjustment

Unposting via Audit Adjustment

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

1. After posting an Audit Adjustment (see [How To Post Audit Adjustment](#)), click **Unpost** button from the toolbar.
2. Once the journal is unposted, **Posted** status is removed from the screen. All toolbar buttons and editable fields are again enabled.
3. You are now ready to make changes to your Audit Adjustment.

Unposting via Post preview tab

Here are the steps on how to unpost Audit Adjustments via Recap form:

1. After posting Audit Adjustment (see [How To Post Audit Adjustment](#)), click **Post preview** tab.
2. Click **Unpost** toolbar button to start the unposting process.
3. Recap screen will close automatically. **Posted** status is removed from the screen and all toolbar buttons and other editable fields will now be disabled.
4. You are now ready to make changes to your Audit Adjustment.