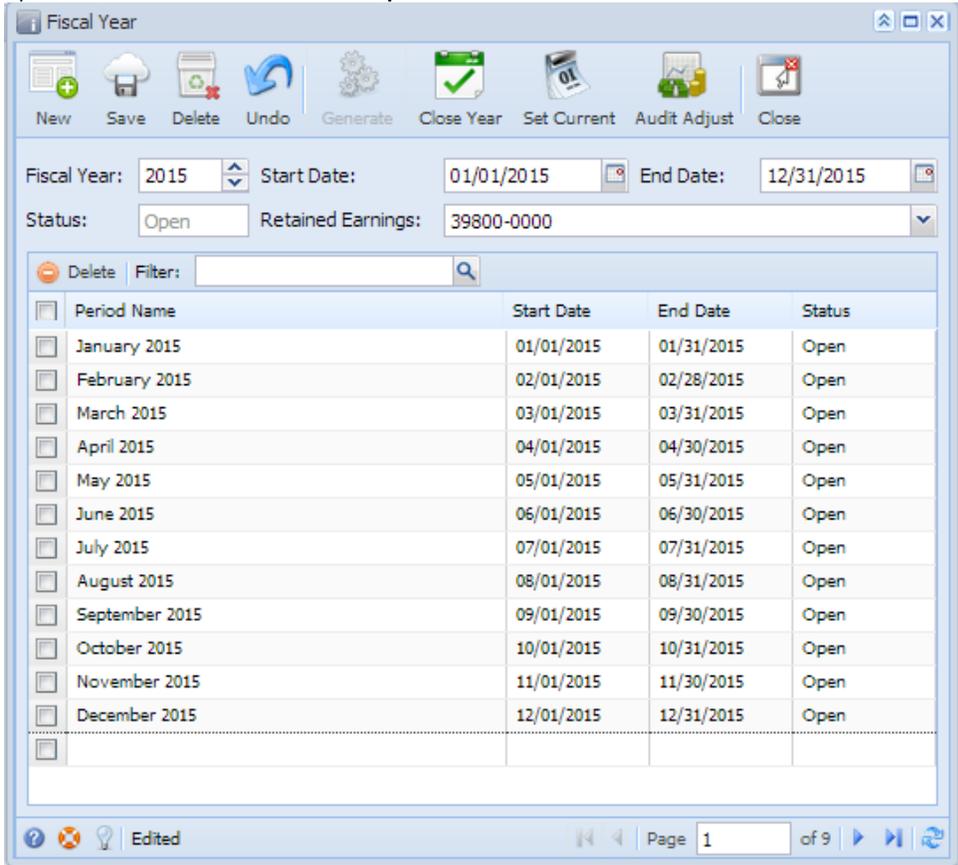


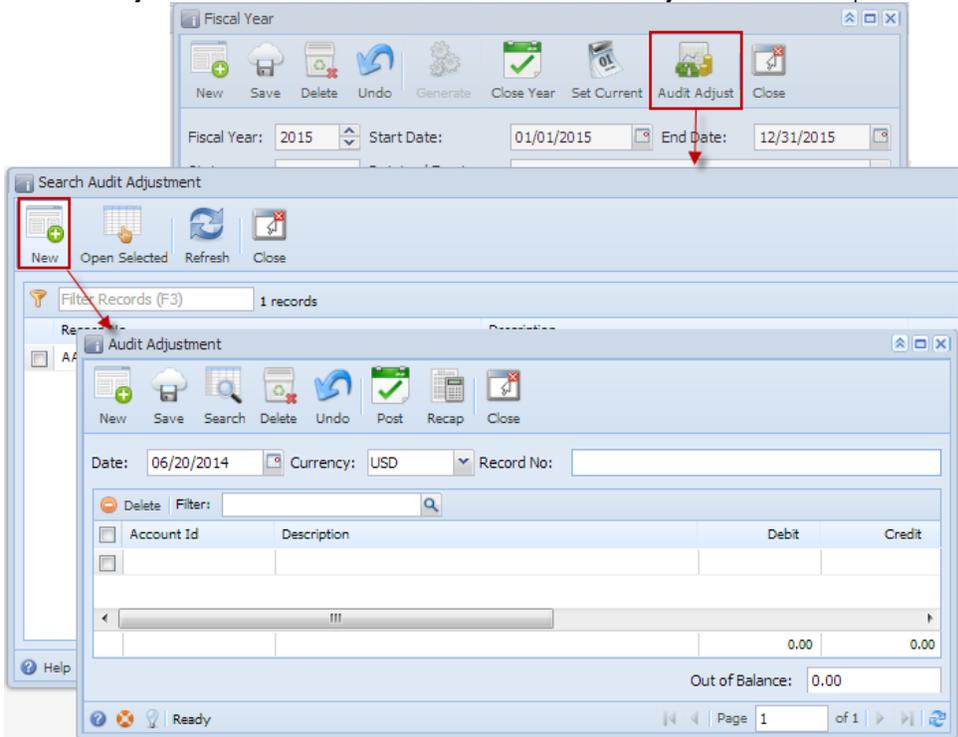
Audit Adjustment Before Fiscal Year is Closed

Here's how the posting of audit adjustment affects the General Ledger when created and posted before Fiscal Year is closed:

1. Open a **Fiscal Year** record that is still an 'Open Year'.

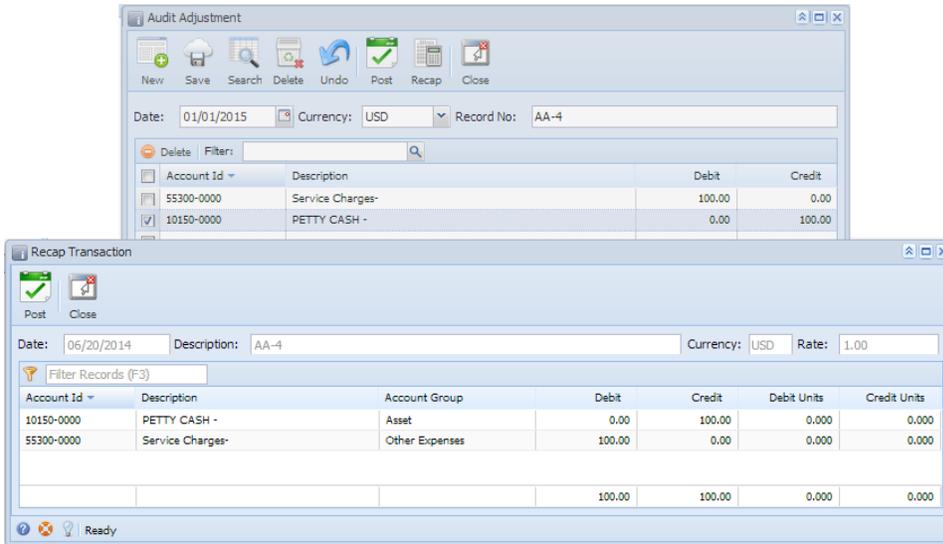


2. Click **Audit Adjust** toolbar button and click **New** from the **Search Audit Adjustment** screen to open a blank Audit Adjustment screen.

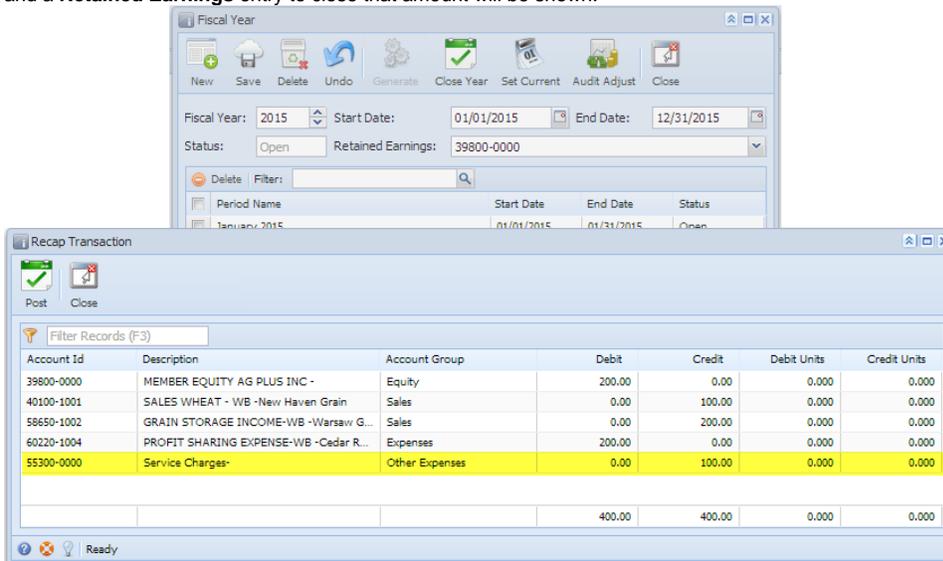


3. Create new **Audit Adjustment**.

- Once the transaction is balanced, Click **Recap** button to view the accounts affected by this transaction. Since Fiscal Year is not yet closed, there's no need to zero out nominal accounts.



- Click **Post** toolbar button on Recap Transaction or Audit Adjustment screen.
- Close Audit Adjustment screen.
- On Fiscal Year screen, click **Close Year** toolbar button to start the closing of the fiscal year.
- Recap Transaction** screen will open. An additional entry that zeroes out nominal accounts, including the ones used in the **Audit Adjustment**, and a **Retained Earnings** entry to close that amount will be shown.



- Click **Post** button to actually close year.