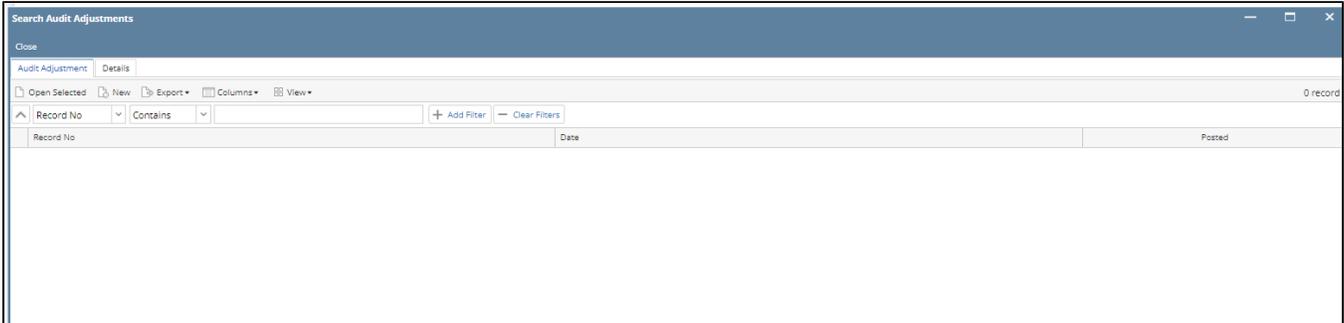


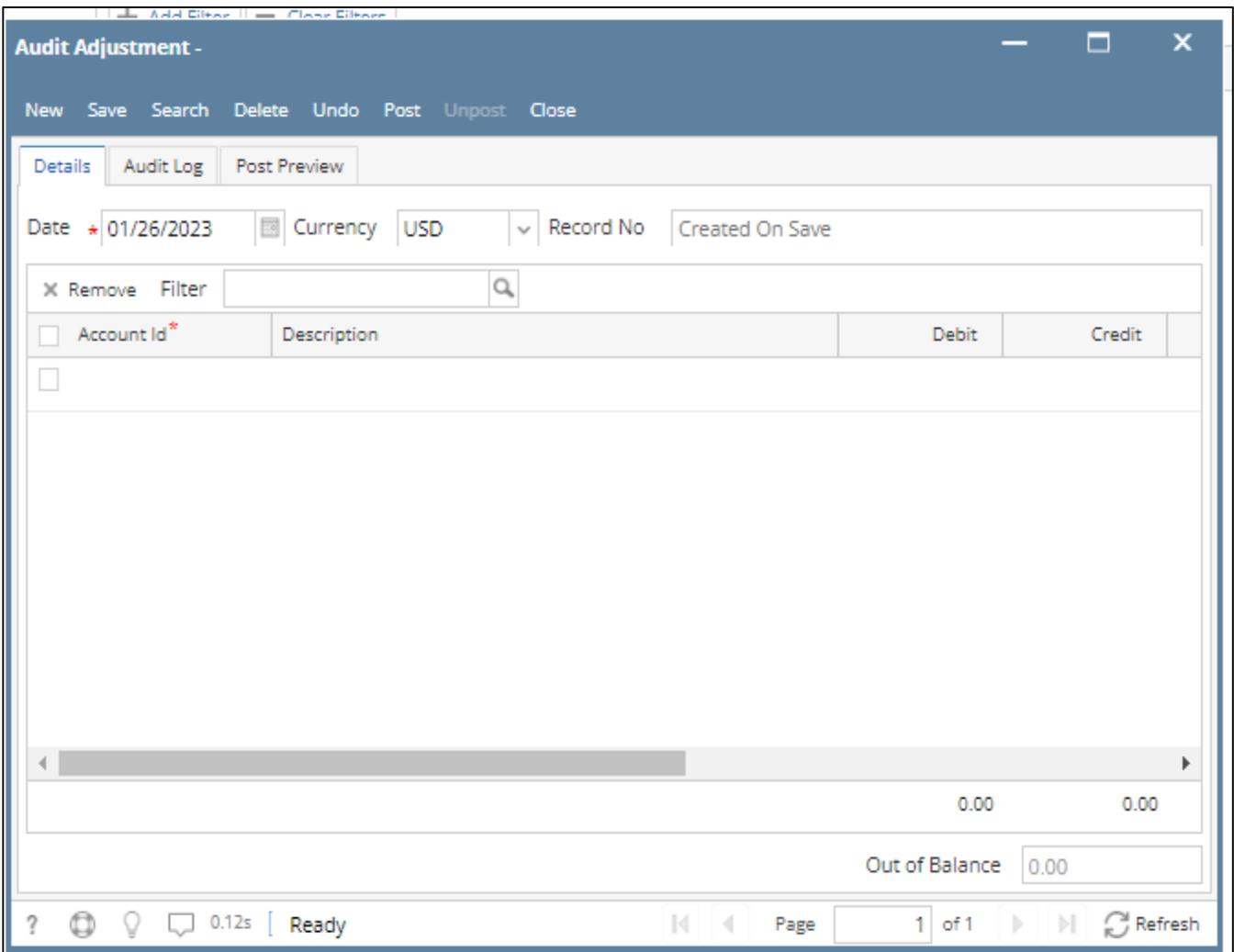
How To Create New Audit Adjustment

Here are the steps on how to create a new Audit Adjustment:

1. From General Ledger > Activities > Click **Audit Adjustment** menu. **Search Audit Adjustment** screen will open.



2. Click **New** toolbar button to open the blank Audit Adjustment screen.



- a. **Date** defaults to today's date. To change the date, click on the combo box button to open the mini calendar and select date. Press the TAB key to move your cursor to the next field.
 - b. The **Currency** field is automatically filled in with the default Currency set in the **Company Preference**. To change it for a specific Audit Adjustment entry, click combo box button and select different currency from the combo box list.
2. Click the empty row of the grid to start adding details.
- a. Add **Account Id** by clicking the combo box button. Select account id from the combo box list.
 - b. **Description** field will be automatically filled in with the account's description of the selected Account Id.
 - c. Enter a **Debit** or a **Credit** amount.
 - d. Enter **Debit Unit** or a **Credit Unit**. (If needed)
 - e. **Document, Reference** and **Comment** fields are optional fields. You can either enter values in these fields or you can leave it blank. But in case you enter values on the previous row, succeeding rows will copy its values.

The screenshot shows the 'Audit Adjustment' window with the following details:

- Date:** 01/26/2023
- Currency:** USD
- Record No:** Created On Save

Account Id*	Description	Debit	Credit	Debit Units	Credit Units	Document	Reference	Comment
<input type="checkbox"/> 10001-0000-001	Wells Fargo - Payroll - Home office - Grains	1,000.00000	0.00000	500.00000	0.0000	DOC121	REF024552	
<input type="checkbox"/> 10001-0001-002	Wells Fargo - Payroll - Fort Wayne - Chemicals	0.00000	1,000.00000	0.0000	0.0000	DOC142	REF011111	
		1,000.00	1,000.00	500.00000	0.0000			

Out of Balance: 0.00

Note: The transaction has to be balanced.

3. Click **Save button**. This will be automatically creating a new **Record No.**



You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See [How To Post Audit Adjustments](#))