



FIN1600 - Batch Process Balance Error Listing

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The report displays a list of the accounts whose transactions added to the beginning balance do not equal the ending balance. It is recommended that this listing be run frequently (daily/weekly). Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Notes:

- The report displays out-of-balance funds. If all funds are balanced, the report displays headers only.
- When selecting report options, the following three combinations are suggested:
 - Year-to-Date (Y) and Accounting Period Current (C)
 - Year-to-Date, Current and Next (A); and Accounting Period Current (C)
 - Year-to-Date, Current and Next (A); and All Accounting Period (A)
- There are three lines of amounts that are printed for each out-of-balance account code error:
 - Account Balance - This indicates the ending amounts in the general ledger for the selected account.
 - Calculated Balance - This indicates the value the program calculates that the ending amounts should be.
 - Variance - This indicates the amounts by which the account is out of balance.
- The report header includes a **Report Type** field (e.g., Report Type: A/A) that is a summary of the report parameters that were chosen when the report was run.
 - The first letter represents the **Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)** report parameter.
 - The second letter represents the **Accounting Period Current (C), All (A)** report parameter.

Parameter	Parameter Description
Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)	C - Include the current reporting month on the report. Y - Include the year-to-date transactions on the report. A - Include the year-to-date transactions (current and next year) on the report. This is a required field.
Accounting Period Current (C), All (A)	C - Include the current year accounting period on the report. A - Include all accounting periods on the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click  to search for funds/years. Otherwise, leave blank to use all fund numbers.

[Generate the report.](#)