



Out of Balance Correction

Table of Contents

Out of Balance Correction	i
Out of Balance Correction	1

Out of Balance Correction

Finance > Utilities > Out of Balance Correction

This page is used to view and correct any accounts in the end-of-month (EOM), current, and next accounting periods that are out-of-balance.

The TxEIS spinning logo is displayed upon accessing the page indicating that the program is searching for any out-of-balance accounts in the EOM, current, and next accounting periods.

Perform out-of-balance inquiry or correction:

If all accounts are in balance, the following message is displayed: All accounts for EOM, Current and Next Accounting Periods are in balance. You can click **Execute** to perform the out-of-balance inquiry again.

If any out-of-balance accounts exist for **YC, AC, AA**, the [FIN1600 - Batch Process Balance Error Listing Report](#) is displayed with a list of the accounts.

- [Review the report](#).
- Click **Process** to balance the accounts. A message is displayed indicating that the process was successful.
- Click **Cancel** to cancel the process.