



Correct out-of-balances

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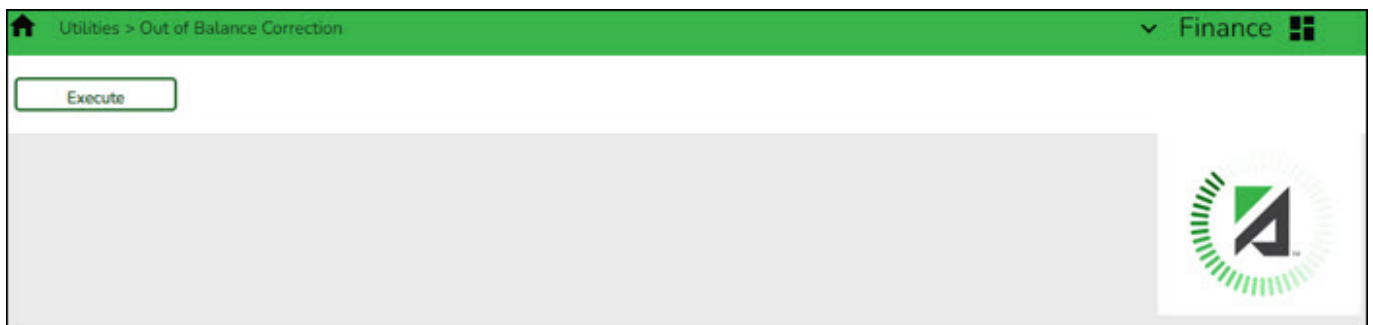
Log on to file ID C.

[Finance > Utilities > Out of Balance Correction](#)

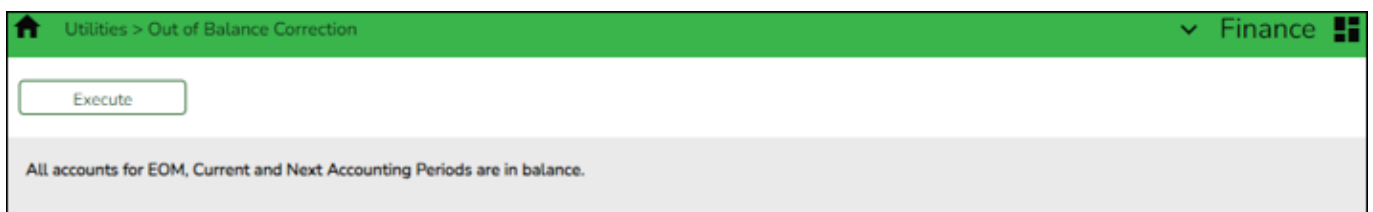
After the opening balances have been posted in file ID C, correct any out-of-balance occurrences. If there are no out-of-balance occurrences, continue to the next step.

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


The ASCENDER processing 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.





If all accounts are in balance, the following message is displayed: All accounts for EOM, Current and Next Accounting Periods are in balance.



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.](#)

Utilities > Out of Balance Correction Finance 

File ID: C

Print  Last 

Date Run: Batch Process Balance Error Listing **Program:** FIN1600
Cnty Dist: SD **Page:** 1 of 1
Report Type: AC **File ID:** C

Account Balances
Calculated Balances
Variance

| Fnd-Fnc-Obj,So-Org-Prgr | Description | Est Rev/ Approp | Encum | Rizd Rev/ Expenditures | Balance |
|---------------------------|-----------------------|--------------------|-------|---------------------------|-----------|
| 199-11-6141.00-107-511000 | ** TRANS DO NOT EQUAL | -27,848.00 | 0.00 | 26,748.02 | -1,099.98 |
| | | -27,848.00 | 0.00 | 26,813.63 | -1,034.37 |
| | | 0.00 | 0.00 | -65.61 | -65.61 |

End of Report

- Click **Process** to balance the accounts.
- Click **Cancel** to cancel the process.

A message is displayed indicating that the process was completed successfully.