



Correct out-of-balances

Table of Contents

Correct out-of-balances i

Correct out-of-balances

Log on to file ID 4.

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

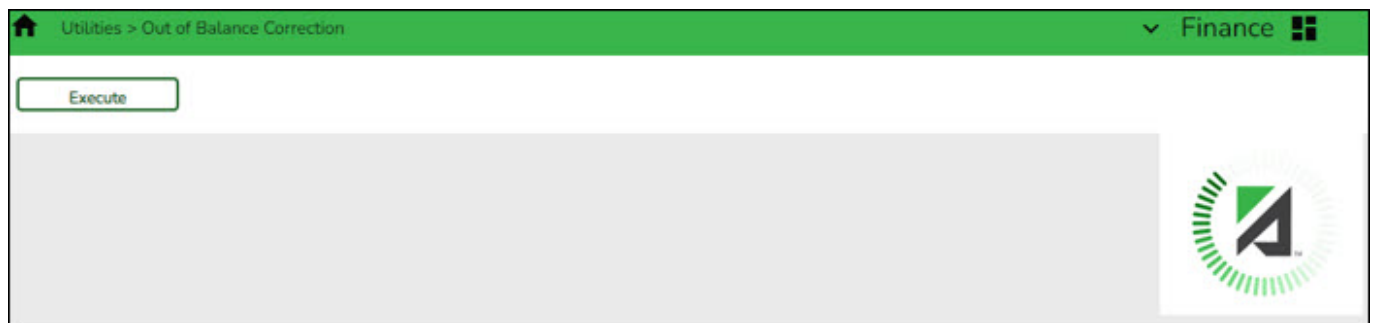
After the opening balances have been posted in file ID 4, correct any out-of-balance occurrences. If there are no out-of-balance occurrences, continue to the next step.

This utility is designed to locate out-of-balance accounts in the End-of-Month (EOM), current, and next accounting periods.

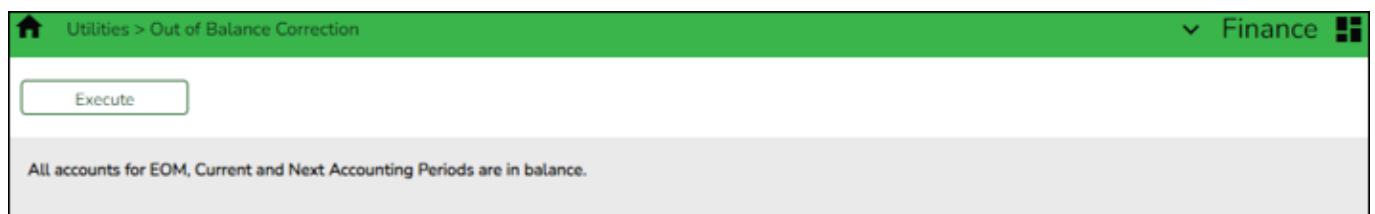
If out-of-balance accounts exist, the [FIN1600 - Batch Process Balance Error Listing Report](#) is displayed with a list of the accounts. These out-of-balance situations may have been inadvertently caused by the system (e.g., missed transactions in the End-of-Month (EOM)). After processing the utility, the totals are recalculated and corrected in the general ledger.

IMPORTANT: The utility will not correct a true out-of-balance entry where a Fund Total is displayed in the General Ledger; those still need to be submitted for correction.


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

Date Run:
Cnty Dist:
Report Type: AC
Batch Process Balance Error Listing
SD
As of: August
Program: FIN1600
Page: 1 of 1
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 recalculate the totals and correct out-of-balances in the general ledger.
- Click **Cancel** to cancel the process.

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