



Correct out-of-balances

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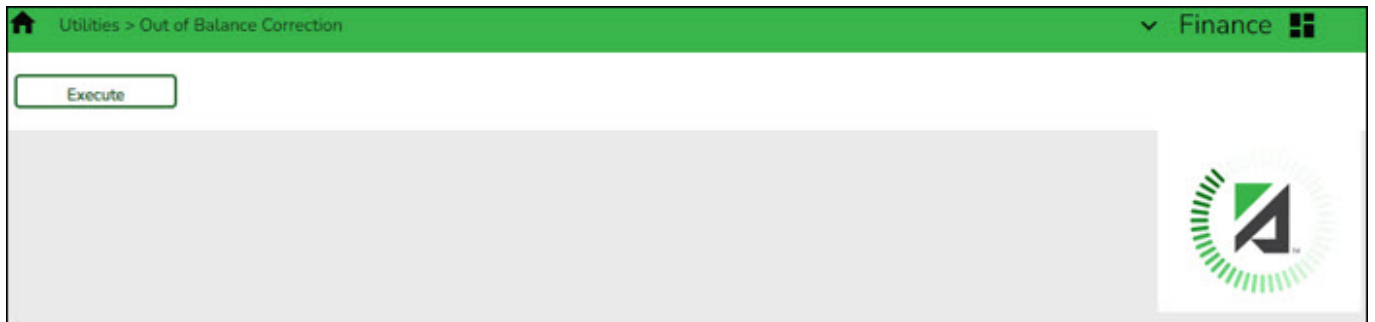
Log on to file ID C.

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

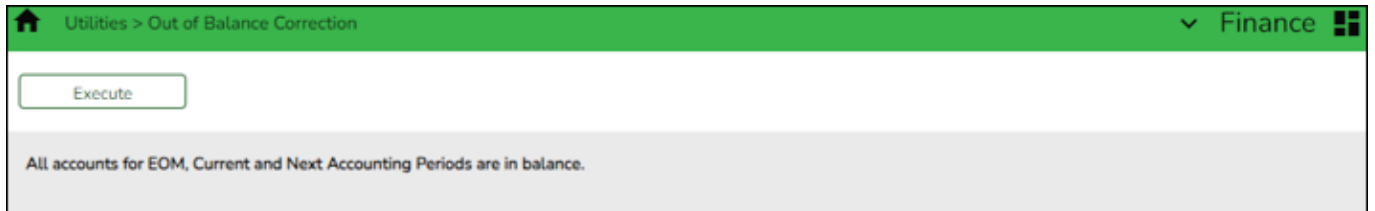
After the opening balances have been posted in file ID C, correct any out-of-balance occurrences.

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

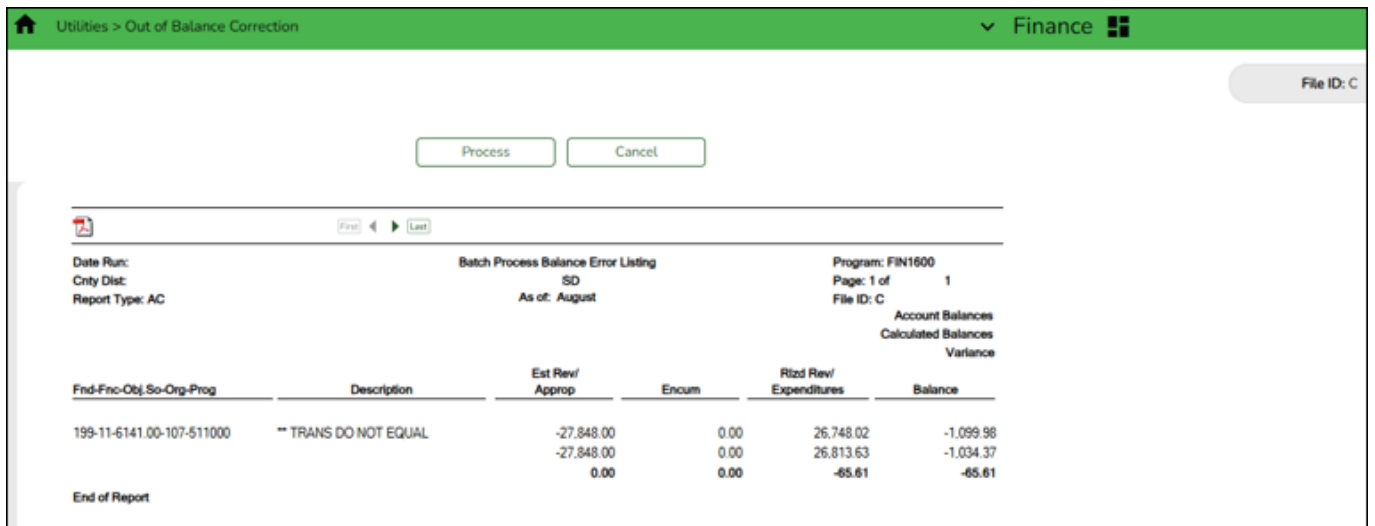
The ASCENDER processing logo is displayed upon accessing the page indicating that the program is searching for any out-of-balance accounts in the EOM, current, and next accounting periods.



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.](#)



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

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