

Out of Balance Correction

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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.

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.

❑ 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 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.


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