

Out of Balance Correction

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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.


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