



# Out of Balance Correction



# Table of Contents

**Out of Balance Correction** ..... 1



# Out of Balance Correction

## **Finance > Utilities > Out of Balance Correction**

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.



## Back Cover