



## **Correct out-of-balances**



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## Correct out-of-balances

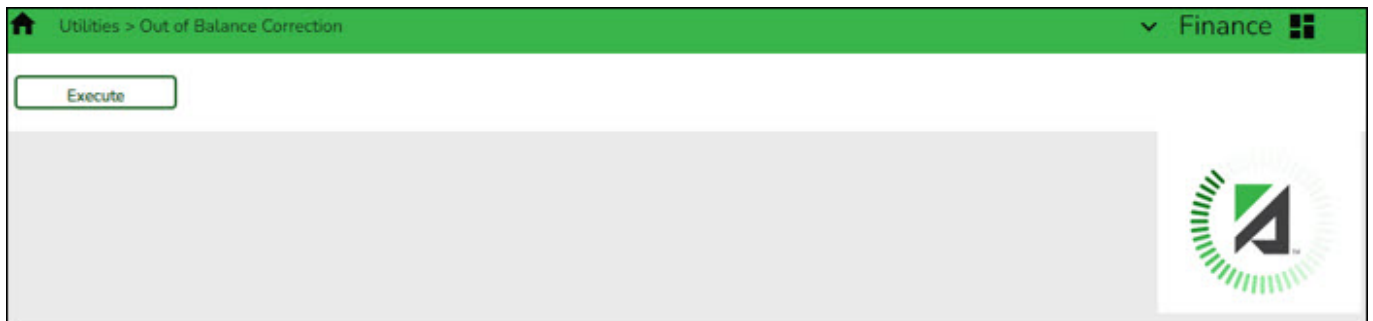
### Log on to file ID C.

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

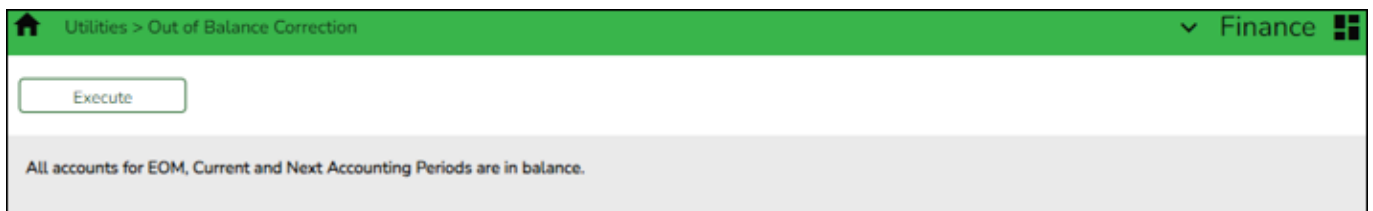
In the new current file ID, correct any out-of-balance occurrences. If there are no out-of-balance occurrences, continue to the next step.

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.](#)

Utilities > Out of Balance Correction Finance 

File ID: C

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Date Run: **Batch Process Balance Error Listing** **Program: FIN1600**  
Cnty Dist: SD **Page: 1 of 1**  
Report Type: AC As of: August **File ID: C**

Account Balances  
Calculated Balances  
Variance

| Fnd-Fnc-Obj/So-Org-Prgr   | Description           | Est Rev/<br>Approp | Encum | Rizd Rev/<br>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 balance the accounts.
- Click **Cancel** to cancel the process.

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



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