Out of Balance Report (GAP)

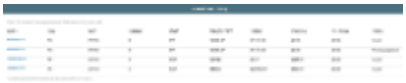
Out of Balance Report (GAP)

You can view the Out of Balance Report either by clicking the **Out of Balance Report** link at the top right of the My Appointments page, or by clicking Reports in the menu bar.

The report will display in a grid.



Only students who have been overfunded will be displayed on the report. The last three columns will show the amounts by which the student is overfunded for Tuition, Insurance, or the Student Life Fee. Click on the MIT ID at the beginning of a line to display the appointment history for that student. This will open in a separate window.



From there, you can click on an individual appointment to view and/or change it.

Exporting the Report

If you want to export the search results to a spreadsheet, see Exporting Reports.

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