

Out of Balance Report (GAP)

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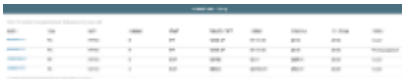
You can view the Out of Balance Report either by clicking the **Out of Balance Report** link at the top right of the My Appointments page, or by clicking Reports in the menu bar.

The report will display in a grid.



The screenshot shows a web application interface with a search bar at the top left containing 'MIT ID# 123456789' and a 'Search' button. Below the search bar is a table with columns for MIT ID, Name, Appointment Date, Appointment Time, Appointment Type, Appointment Status, Appointment Location, Appointment Amount, Appointment Balance, Appointment Overfunding, Appointment Underfunding, and Appointment Total. The table contains several rows of data, with the first row highlighted in blue. The MIT ID column is the first column, followed by Name, Appointment Date, Appointment Time, Appointment Type, Appointment Status, Appointment Location, Appointment Amount, Appointment Balance, Appointment Overfunding, Appointment Underfunding, and Appointment Total.

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.



The screenshot shows a table with columns for MIT ID, Name, Appointment Date, Appointment Time, Appointment Type, Appointment Status, Appointment Location, Appointment Amount, Appointment Balance, Appointment Overfunding, Appointment Underfunding, and Appointment Total. The table contains several rows of data, with the first row highlighted in blue. The MIT ID column is the first column, followed by Name, Appointment Date, Appointment Time, Appointment Type, Appointment Status, Appointment Location, Appointment Amount, Appointment Balance, Appointment Overfunding, Appointment Underfunding, and Appointment Total.

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](#).

Back to [GAP Main Page](#)