

# Out of Balance Report (GAP)

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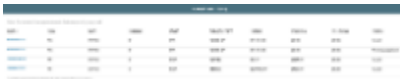
You can view the Out of Balance Report either by clicking the **Out of Balance Report** link at the top right of the My Appointments page, or by clicking Reports in the menu bar.

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 Location, Appointment Status, Appointment Type, Appointment Amount, Appointment Balance, Appointment Overfunded, Appointment Underfunded, Appointment Total, and Appointment Action. The table contains several rows of data, with the first row highlighted in blue. The first row shows MIT ID 123456789, Name John Doe, Appointment Date 10/1/2019, Appointment Time 10:00 AM, Appointment Location 100-1, Appointment Status Open, Appointment Type Tuition, Appointment Amount \$1,000.00, Appointment Balance \$1,000.00, Appointment Overfunded \$0.00, Appointment Underfunded \$0.00, Appointment Total \$1,000.00, and Appointment Action View/Change.

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 Location, Appointment Status, Appointment Type, Appointment Amount, Appointment Balance, Appointment Overfunded, Appointment Underfunded, Appointment Total, and Appointment Action. The table contains several rows of data, with the first row highlighted in blue. The first row shows MIT ID 123456789, Name John Doe, Appointment Date 10/1/2019, Appointment Time 10:00 AM, Appointment Location 100-1, Appointment Status Open, Appointment Type Tuition, Appointment Amount \$1,000.00, Appointment Balance \$1,000.00, Appointment Overfunded \$0.00, Appointment Underfunded \$0.00, Appointment Total \$1,000.00, and Appointment Action View/Change.

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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