

## 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.

[illegible]

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.

TABLE 10-12									
Key to the Interpretation of the Data in Table 10-12									
Year	198	199	2000	2001	2002-2007	2008	2009-2010	11-2010	2011
1980-1989	10	1990-1	2	20	2002-2	2010-1	2011	2012	2013
1990-1999	10	2000-1	2	20	2002-2	2010-1	2011	2012	2013
2000-2009	10	2010-1	2	20	2002-2	2010-1	2011	2012	2013
2010-2019	10	2010-1	2	20	2002-2	2010-1	2011	2012	2013

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](#)