



Single Account Balance Using Finance Query

CindyPatterson | 9 steps | 54seconds

Lcsc

1 Navigate to <https://warriorwebss.lcsc.edu/Student?hideProxyDialog=false>

2 Click "Financial Management"

statements, banking information,



Student Planning

Here you can search for courses, plan your terms, and schedule 8 sections.



Graduation Overview

Here you can view and submit a graduation application.



Financial Management

Here you can view the financial health of your cost centers and yo

nce & feedback on their academic



Overview

nters.

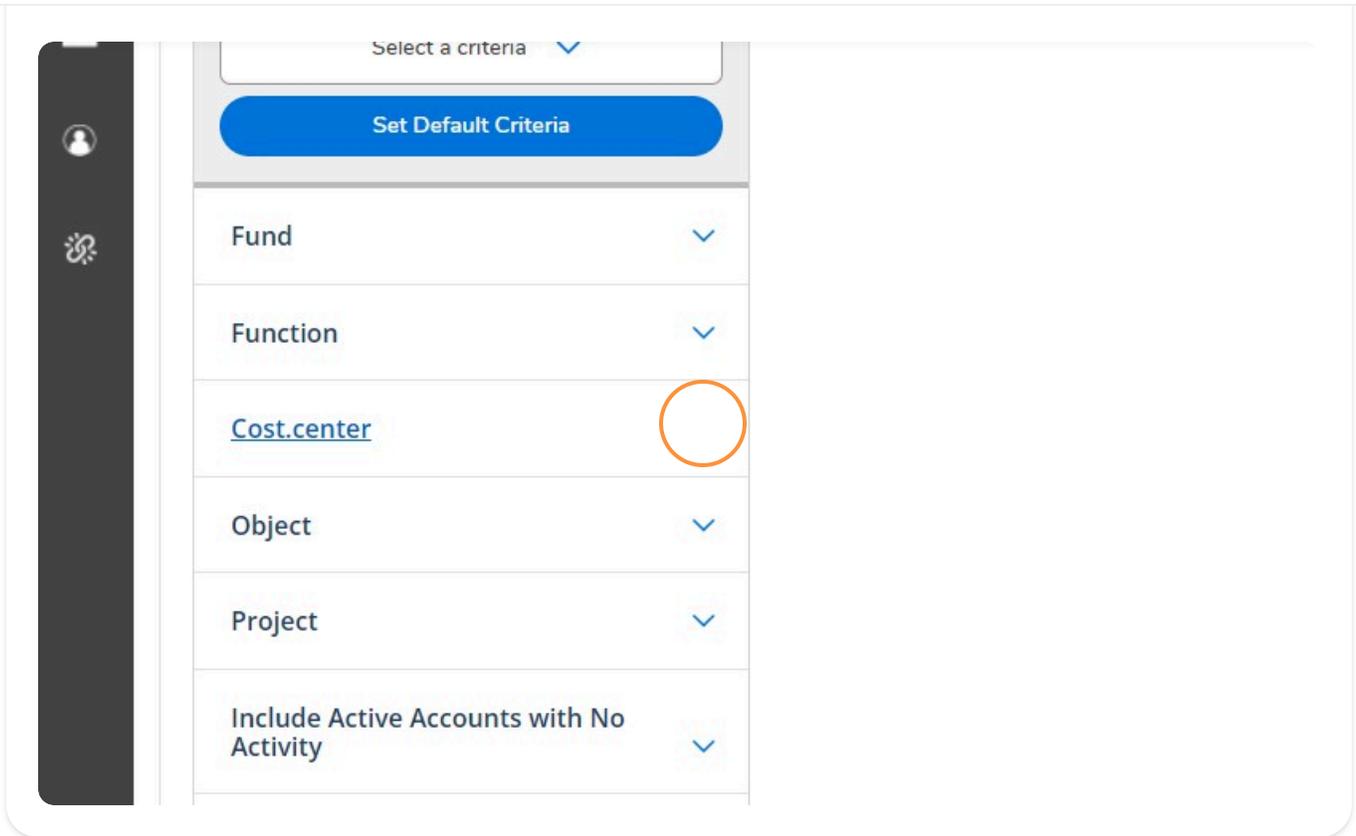


[Finance Query](#)

Here you can query your financial data.

4 Click "Filter"

The screenshot shows the Lewis-Clark State College interface. At the top, the college logo is displayed. Below it, a breadcrumb trail reads "Daily Work > Financial Management > Finance Query". The main heading is "Finance Query". In the center, there is a blue button labeled "Filter" which is circled in orange. To its right is a light blue callout box labeled "Finance Query Filter". Below these elements is a light blue information banner that says "Apply a filter to see Finance Query results." On the left side, there is a dark vertical sidebar with icons for home, college, clock, graduation cap, briefcase, and user profile. On the bottom right, there are icons for a smiley face and a plus sign.



6 Click the "Cost.center value or range" field.



Function ▼

Cost.center ▲

Cost value or range i

Object ▼

Project ▼

Include Active Accounts with No Activity ▼

7 Enter the 6 digit cost center in this field.

8 Click "Apply Filter"

Object ▼

Project ▼

Include Active Accounts with No Activity ▼

Sort Options ▼

Apply Filter

Reset Filter Save Criteria



- 9 Click the down arrow by any "U", which is the umbrella, to see the details. Otherwise, scroll to the bottom right hand corner to see the remaining account balance.

The screenshot displays two panels. The left panel, titled "Saved Selection Criteria", includes a search box with "Select a criteria" and a dropdown arrow, a blue "Set Default Criteria" button, and several filter categories: "Fund", "Function", "Cost.center", "Object", and "Project", each with a dropdown arrow. The "Cost.center" filter is active, showing "906102" with a close button. The right panel, titled "GL Account", lists several accounts with their descriptions. The entry "10-10-906102-55000" is highlighted in blue and has a small "U" icon next to it, which is circled in orange. Other entries include "10-10-906102-54100", "10-10-906102-54110", "10-10-906102-54200", "10-10-906102-55241", "10-10-906102-55285", and "10-10-906102-55570".

GL Account	Description
10-10-906102-54100	Background Checks : Salary Budget Umbrella
10-10-906102-54110	Background Checks : I.H. Budget Umbrella
10-10-906102-54200	Background Checks : Fringe Budget Umbrella
10-10-906102-55000	Background Checks : O.E. Budget Umbrella
10-10-906102-55241	Background Checks : Technology Services
10-10-906102-55285	Background Checks : Software Subscriptions > \$5k
10-10-906102-55570	

