



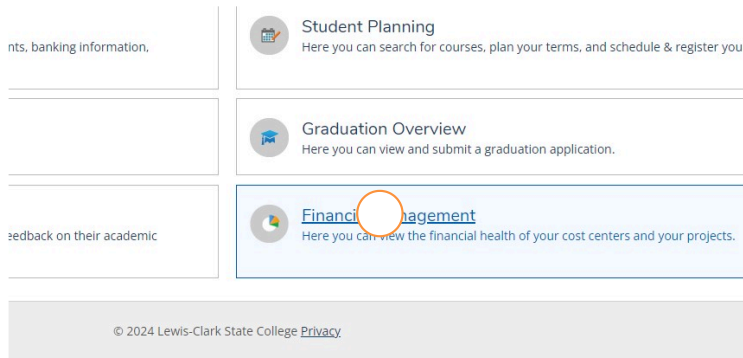
Finance Query - Support Funds Balances

Cindy Patterson | 15 steps | 3 minutes

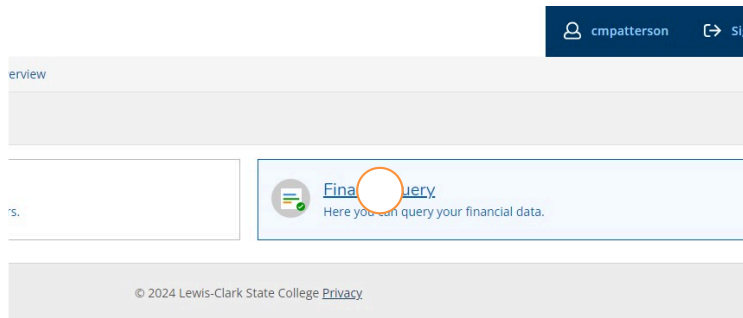


1 Navigate to <https://warriorwebss.lcsc.edu/Student?hideProxyDialog=false>

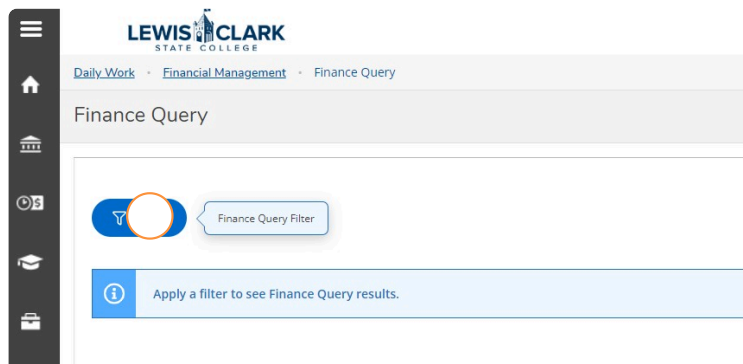
2 Click "Financial Management"



3 Click "Finance Query"



4 Click "Filter"



5 Click "Cost.center"

The screenshot shows a vertical sidebar on the left with a search icon. The main content area is titled "Select a criteria" with a dropdown arrow. Below this is a blue button labeled "Set Default Criteria". A list of criteria follows: "Fund", "Function", "Cost.center" (highlighted with an orange circle), "Object", "Project", and "Include Active Accounts with No Activity".

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

The screenshot shows the "Cost.center" dropdown menu expanded. The input field contains the text "Cost.center value or range" and is highlighted with an orange circle. An information icon (i) is visible to the right of the input field. Other criteria like "Fund", "Function", "Object", "Project", and "Include Active Accounts with No Activity" are visible below.

7 Type cost center (six digits) here

8 Click "Object"

The screenshot shows the "Object" dropdown menu expanded. The input field contains the number "903108" and is highlighted with an orange circle. An information icon (i) is visible to the right of the input field. Other criteria like "Fund", "Function", "Cost.center", "Project", and "Include Active Accounts with No Activity" are visible below.

9 Click the "Object value or range" field.

The screenshot shows the top portion of the "Object" dropdown menu, with the "Fund" criterion visible below the input field.

Cost.center
903108

Object
Value or range

Project

10 Type "54110,55000,56000 enter "

11 Click "Apply Filter"

Object value or range
54110 x 55000 x 56000 x

Project

Include Active Accounts with No Activity

Sort Options

Apply Filter

Reset Filter Save Criteria

12 Click "Save Criteria"

Object
54110 x 55000 x 56000 x

Project

Include Active Accounts with No Activity

Sort Options

Apply Filter

Reset Filter Save Criteria

13 Click the "Name" field.

Function

Cost.center
903108 x

Object
54110 x 55000 x 56000 x

Project

Include Active Accounts with No Activity

Grand Total \$3,998

Save as a Selection Criteria

Save as a new criteria
 Overwrite the current criteria: (Not Selected)

Name*
name

Cancel Save

14 Name your report

15 Click "Save"

Save as a new criteria

Overwrite the current criteria: (Not Selected)

ne *

13108 - Support Funds Balances

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Cancel