

Budget Users Workshop

Agenda: 10.19.22

Introduction: Lela Cross, Director of Budget and Business Services

Matter of Protocol:

Meeting Recording:

Please be advised that this meeting will be recorded. If you are uncomfortable with being recorded, you are welcome to turn off your camera and forego any speaking, or you can decline to attend and review the recording after the meeting.

Item 1:

- **Running Queries:**
 - Budget Status Query
 - AP Query

Item 2:

- **Document Status:** *how do I find my...*
 - Requisition
 - Voucher
 - PO
 - Payment History
 - Approval Status
- **Q& A**
- **Contact:**
 - For general budget assistance, please contact the South Business Office email (southbusinessofc@seattlecolleges.edu).
 - For emergency assistance, please email Angel Nelson (angelina.nelson-jeffrey@seattlecolleges.edu)