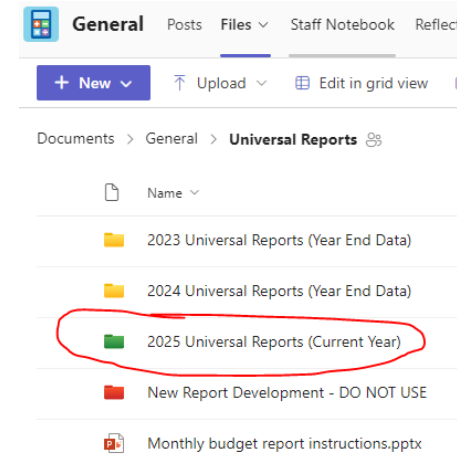
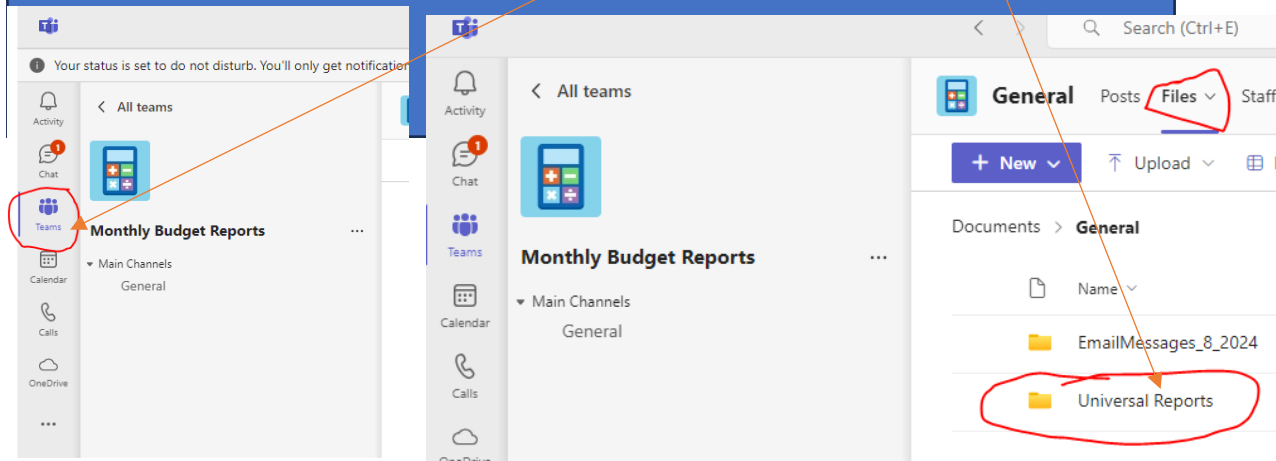
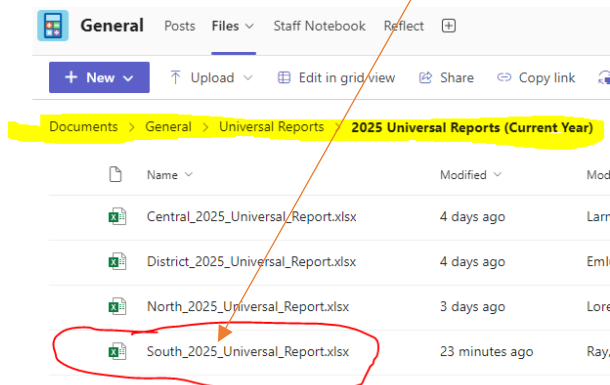


Where to find Universal Report

- Navigate to teams and select team Monthly Budget Reports .
- Once you are inside Monthly Budget Reports Select the Universal Reports folder and then 2025 Universal Report (Current Year)



- Once you are inside 2025 Universal Report (Current Year) then select the South or other respective campus report and open as read only
- Please see the link Hyperlink below as well. If you are not a current user you will be prompted to ask for access. If for some reason you are not prompted please send your request to George Ray - George.Ray@Seattlecolleges.org



Link to Universal Report.
[2025 Universal Reports \(Current Year\)](#)

This budget report is pulled from ctcLink – you can retrieve the same information from ctcLink yourself. The report is for your convenience and is current as of the date indicated. The top section of the report lets you “slice and dice” the data; you determine what you want to see. The bottom section displays your results.

MgrID	Mgr Name	Dept	Dept Desc	Fund	Account	Acct Desc
101023083	Hasegawa,Betsy A	73100	ADVISING	001	5000003	Benefits
	Hiatt,Cody S	73300	COUNSELING	146	5010003	Contracted Services
	Irey,Sayumi	73700	ENROLLMENT SERVICES	148	5030003	Goods & Routine Services
	Johnson,Daniel Edward	75100	ORG 4A14 - CR EXAM...	149	5050003	Other Expenses
	Johnson,Vanessa Renae	75300	REGISTRATION	241	5081004	Salaries and Wages
	Knappenberger,Jesse	75500	RUNNING START			
	Kolovrat,Rose Anne	75650	STUDENT ASSESSMENT...			
	Nelson-Jeffrey,Angelina O.	75800	TRANSCRIPTS			
	Nguyen,Hiep Nghia	79930	TUTORING CENTER			

Slicing and dicing the data



When all of the boxes are highlighted in blue all budgets for the College are shown and totaled.

To see all of the budgets make sure the filters in every column are cleared by clicking in the upper right corner. If you see the symbol with the red X as shown on the right, it means the filter has not been cleared. Click on the symbol when you see it to clear the filter.



MgrID	Mgr Name	Dept	Dept Descr	Fund	Account	Acct Descr
101017318	Bonney,Curtis W	13300	1% INNOVATION FEE	001	5000003	Benefits
101021399	Bordner,Leanna Rose	40070	529 PLANS - ALL	08A	5010003	Capital Expenses
101021657	Brown,Aimee E	50000	ABE BASIC SKILLS	146	5020003	Contracted Services
101021895	Burns,Albert W	50070	ACCOUNTING PROGRAM...	148	5030003	Debt Expenditures
101022619	Conrad,Star B	50083	ACCREDITATION	149	5040003	Goods & Routine ...
101022752	Cooley,Jesse D	50095	ADMISSIONS/REGISTRATL...	24J	5050003	Grants, Sc...
101022842	Crawford,Chemene L	50097	ADULT BASIC...	522	5060003	Other Expenses
101023034	Cromp,Kathleen Ann	50300	ADULT FAMILY HOME...	524	5080004	Salaries and Wages
101023069	Dittmar,Leann Y	50320	ADVISING	528	5081004	Travel

Last Updated: 11/1/2022

Click on the name of the budget manager to see all the budgets belonging to that budget manager. To select multiple managers, hold down the CTL key and click on the people whose budgets you want to see.

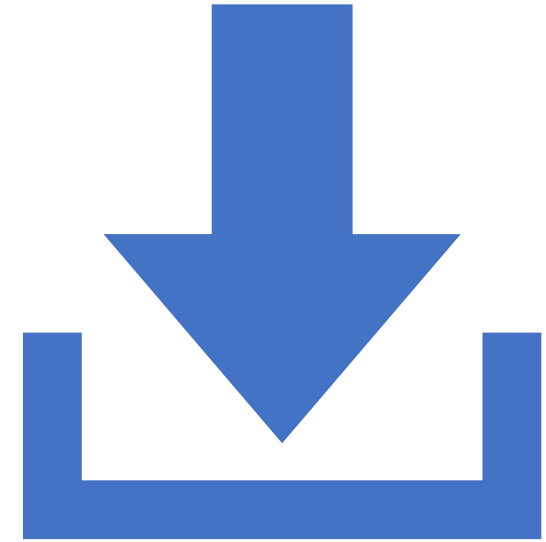
By clicking/selecting on the filters for Department, Fund and Account you can narrow your budget information as much as you'd like. You can filter by number or description,, it does not matter.

MgrID	Mgr Name	Dept	Dept Descr	Fund	Account	Acct Descr
101025450	Bonney,Curtis W	50450	GUIDED PATHWAY	001	5000003	Benefits
	Bordner,Leanna Rose	50451	Guided Pathways (WEIA)	146	5010003	Contracted Services
	Brown,Aimee E	50455	SEATTLE JOBS INITIVS	24J	5030003	Goods & Routine Services
	Burns,Albert W				5050003	Other Expenses
	Conrad,Star B				5080004	Salaries and Wages
	Cooley,Jesse D				5081004	Travel
	Crawford,Chemene L					
	Cromp,Kathleen Ann					
	Dittmar,Leann Y					

How to slice and dice

Recommendation

- Download the report you want to view. You can view the report online but there may be problems with responsiveness if many people are accessing your College's budget report at the same time.



Reading your budget report

Figures are current as of this date – which in this case means the second October payroll is not included

Last Updated: 11/1/2022

Expenses are listed separately by Fund and totaled by Department

What you are authorized to spend

What you've spent so far

What you've committed to spend (unspent PO's)

What you have left to spend after accounting for committed funds

Name	Dept	Dept Descr	Fund	Approp.	Class	Account	Descr	22-23 Budget	YTD Expense	Encumbrance	Budget Balance	Sum of % Budget Remaining			
Brown, Aimee E	50451	Guided Pathways (WEIA)	001	101	062	5000003	Salaries and Wages	\$505,267.00	\$51,931.70	\$0.00	\$453,335.30	89.7%			
						5010003	Benefits	\$200,000.00	\$28,862.53	\$0.00	\$171,137.47	85.6%			
						5030003	Goods & Routine Services	\$150,000.00	\$0.00	\$0.00	\$150,000.00	100.0%			
						5050003	Contracted Services	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.0%			
						5081004	Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!			
						062 Total		\$905,267.00	\$80,794.23	\$0.00	\$824,472.77	91.1%			
						101 Total		\$905,267.00	\$80,794.23	\$0.00	\$824,472.77	91.1%			
						001 Total		\$905,267.00	\$80,794.23	\$0.00	\$824,472.77	91.1%			
						24J	071	062	5000003	Salaries and Wages	\$0.00	\$1,819.64	\$0.00	(\$1,819.64)	#DIV/0!
									5010003	Benefits	\$0.00	\$515.84	\$0.00	(\$515.84)	#DIV/0!
									5030003	Goods & Routine Services	\$0.00	\$19,350.24	\$21,368.98	(\$40,719.22)	#DIV/0!
									5050003	Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
									5081004	Other Expenses	\$0.00	\$9,044.44	\$0.00	(\$9,044.44)	#DIV/0!
						062 Total		\$0.00	\$30,730.16	\$21,368.98	(\$52,099.14)	#DIV/0!			
						071 Total		\$0.00	\$30,730.16	\$21,368.98	(\$52,099.14)	#DIV/0!			
						24J Total		\$0.00	\$30,730.16	\$21,368.98	(\$52,099.14)	#DIV/0!			
						50451 Total		\$905,267.00	\$111,524.39	\$21,368.98	\$772,373.63	85.3%			
Brown, Aimee E Total								\$905,267.00	\$111,524.39	\$21,368.98	\$772,373.63	85.3%			
Grand Total								\$905,267.00	\$111,524.39	\$21,368.98	\$772,373.63	85.3%			

Got issues?

- If your budget seems incorrect verify your understanding with your supervisor, then contact the appropriate business office staff person for your college and make them aware of the problem.

You could submit a help desk ticket through:

<https://helpdesk.seattlecolleges.edu>

Someone will be assigned to your request and respond.