

# Appropriation Report Filter Instructions

## Filter Instructions

There are multiple ways to dig down into the Appropriations Report.

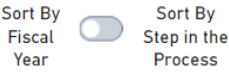
You can choose to either sort the entire Appropriations Report by Fiscal Year or by the Step in the Process (*Base Budget, Agency Adjustments, Governor’s Adjustments, and Legislative Adjustments*).

You can also filter for specific agencies, functions of government, step in the process, or short descriptions. For each of these items, there are drop down categories to choose from. Click on the down arrow and the drop-down list will appear. To apply the filter, click “Apply all filters” on the far-right side of the page at the top.

Finally, if you aren’t sure which agency an item is located within, you can use the Search box to search the entire Appropriations Report.

**Note:** To select multiple options within a dropdown filter, hold the Ctrl key down as you click the boxes you wish to select.

More detailed instructions are listed below:

Title	Description
 <b>Sort By Fiscal Year</b>	<p>This function allows the user to sort the Appropriations Report by the “Fiscal Year.”</p> <p>The state fiscal year (FY) is a 12-month period starting on July 1 and ending on June 30 of the following year. It is used for state accounting and appropriations. The fiscal year is named for the year in which it ends. On the other hand, the federal fiscal year (FFY) runs from October 1 through September 30 of the following year. The state fiscal year runs from July 1 to the following June 30 and is numbered for the calendar year in which it ends. The Fiscal Years reflected in the Appropriations Reports include the following:</p> <ul style="list-style-type: none"><li>• <b>FY 2024:</b> Runs from July 1, 2023, to June 30, 2024.</li><li>• <b>FY 2025:</b> Runs from July 1, 2024, to June 30, 2025.</li><li>• <b>FY 2025:</b> Runs from July 1, 2025, to June 30, 2026.</li></ul>

### Sorting Instructions:

To sort, click “Sort By Fiscal Year.”

### **Sort By Step in the Process**

This function allows the user to sort the Appropriations Report by the “Step in the Process,” the stages or steps in the budget cycle to approve a state agency's budget.

The steps in the process for the 2024 Session are as follows:

# Appropriation Report Filter Instructions

Title

Description

- **Base Budget:** The amount approved by the Legislature for current FY or the amount the agency is requesting without major changes for the next FY. Reappropriations are a part of the “Base Budget” and refer to unspent funds carried forward from one fiscal year to the next, when funding is appropriated in one year but available for expenditure in the next.
- **Agency Adjustments:** Major changes made by the agency to the base budget, including budget supplementals and enhancements.
- **Governor’s Adjustments:** Contains the Governor’s budget recommendations, budget amendments, and vetoes. The budget recommendations are the Governor’s suggestions to the Legislature for the current and upcoming budget years. The budget amendments are changes to the Governor’s initial budget recommendation for the current year and the upcoming year. The Governor has the constitutional authority to disapprove bills passed by the Legislature. The line-item veto is the Governor’s authority to disapprove any specific item of appropriation while approving the rest of the appropriations bill. The Governor must veto bills within 10 days after they are sent from the legislature, or they automatically become law regardless of when they were presented.
- **Legislative Adjustments:** Changes made by the Legislature to the Governor’s budget recommendations, including modifications to the proposed budget and veto overrides.

## Sorting Instructions:

To sort, click “Sort By Step in the Process.”

## Filter by agency

Filter by agency:

All



The “Filter by agency” function allows the user to customize the agency(s) they see in the Appropriations Report.

KSA [46-224](#) defines "State agency" as the “legislature, legislators, legislative committees and councils and all executive departments, institutions, offices, officers, commissions, boards and authorities of the state, but does not include municipalities and other political subdivisions.”

## Filter Instructions:

To change the “Filter by agency,” click on the down arrow and the drop-down list will appear.

To apply the filter, click the “Apply all filters.”

*To select multiple agencies, hold the Ctrl key down as you click the agencies.*

# Appropriation Report Filter Instructions

## Title

## Description

### Filter by **short description**

Filter by short description:

The “Filter by short description” function allows the user to view the Appropriations Report by the selected “short description.” The “short description” is a high-level summary of the budget item. The same “short description” can appear in multiple agencies. *For example, you can filter for all short descriptions including salaries to show all reported salary adjustment.*

#### **Filter Instructions:**

To change the “Filter by short description,” click on the down arrow and the drop-down list will appear.

To apply the filter, click the “Apply all filters.”

*To select multiple short descriptions, hold the Ctrl key down as you click the “short descriptions.”*

### Filter by **function of government**

Filter by function of government:

The “Filter by function of government” function allows the user to view the Appropriations Report by the selected “function of government” or “Statewide Adjustments.”

The “function of government” is the classifications for groups of similar agencies that reflect the basic purposes of state government. The “functions of government” include:

- Agriculture and Natural Resources;
- Education;
- General Government;
- Human Services;
- Highways and Other Transportation; and
- Public Safety.

"Statewide adjustments" refer to budgetary changes affecting multiple agencies or the entire state government.

#### **Filter Instructions:**

To change the “Filter by function of government,” click on the down arrow and the drop-down list will appear.

To apply the filter, click the “Apply all filters.”

*To select multiple functions of government, hold the Ctrl key down as you click the “function of government” or “Statewide Adjustments.”*

# Appropriation Report Filter Instructions

Title	Description
<p>Filter by <b>step in the process</b></p> <p>Filter by step in the process:</p> <div data-bbox="160 302 505 348" style="border: 1px solid #ccc; padding: 2px; display: inline-block;">All <span style="float: right;">▼</span></div>	<p>The “Filter by step in the process” function allows the user to view the Appropriations Report by the selected “step in the process.”</p> <ul style="list-style-type: none"><li>• <b>Base Budget:</b> The amount approved by the Legislature for current FY or the amount the agency is requesting without major changes for the next FY. It is based on the approved budget for the current year but adjusted to remove one-time expenses. The approved budget is the budget for a fiscal year that has been passed by the Legislature and signed into law by the Governor without major changes. Reappropriations are a part of the “Base Budget” and refer to unspent funds carried forward from one fiscal year to the next, when funding is appropriated in one year but available for expenditure in the next.</li><li>• <b>Agency Adjustments:</b> Major changes made by the agency to the base budget, including budget supplementals and enhancements.</li><li>• <b>Governor’s Adjustments:</b> Contains the Governor’s budget recommendations, budget amendments, and vetoes. The budget recommendations are the Governor’s suggestions to the Legislature for the current and upcoming budget. The budget amendments are changes to the Governor’s initial budget recommendation for the current year and the upcoming year. The Governor has the constitutional authority to disapprove bills passed by the Legislature. The line-item veto is the Governor’s authority to disapprove any specific item of appropriation while approving the rest of the appropriations bill. The Governor must veto bills within 10 days after they are sent from the legislature, or they automatically become law regardless of when they were presented.</li><li>• <b>Legislative Adjustments:</b> Changes made by the Legislature to the Governor’s budget recommendations, including modifications to the proposed budget and veto overrides.</li></ul>

### **Filter Instructions:**

To change the “Filter by step in the process,” click on the down arrow and the drop-down list will appear.

To apply the filter, click the “Apply all filters.”

*To select multiple steps in the process, hold the Ctrl key down as you click the “step in the process.”*