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Welcome to Transparency Florida!

The Florida Legislature created the Transparency Florida initiative to provide the public with access to information about state government spending.

The Florida Constitution requires the Legislature to pass a balanced budget to authorize state spending for each fiscal year (July 1-June 30). Most spending decisions are within a bill called the General Appropriations Act (GAA), although appropriations may be included in other bills. Additionally, in order to consider necessary spending decisions outside the Legislature's annual session in Tallahassee, state laws also provide for the GAA to be amended through a budget amendment process.

Transparency Florida is designed to give citizens information about how taxpayer dollars are allocated by the Legislature, how those allocations are amended and spent by state agencies, and what goods and services the state is purchasing from private companies.

This Website will be updated nightly. The goal is to increase fiscal accountability in state spending, providing citizens with a useful tool to oversee how their tax dollars are being managed and spent.
Let's Get Started

To access the Transparency Florida website, use the following website address (url):

www.TransparencyFlorida.gov

This address will bring you to the Transparency Florida home page.

Transparency Florida Home Page

System Requirements

Transparency Florida is best viewed in Internet Explorer 11.0 with a screen resolution of 1024 X 768 pixels and a color quality of 16 bit or higher. You will also need Adobe Acrobat Reader to view PDF files.
Home Page

The Home Page contains the navigational menu as well as graphical buttons that allow you to navigate to the various pages of the website.

Navigational Menu

The navigational menu appears at the top of each page throughout the system.

<table>
<thead>
<tr>
<th>Navigation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>The Home menu takes you back to the Home page of Transparency Florida. Access to all 9 graphical buttons is found here.</td>
</tr>
<tr>
<td>Operating Budget</td>
<td>The Operating Budget menu navigates you to the graphical buttons for General Public, Budget Analysts, Interactive Bill, and State Positions.</td>
</tr>
<tr>
<td>Reports</td>
<td>The Reports menu navigates you to various reports grouped by the following categories: Operating Budget, Appropriation/Disbursements, Reversion, Fund Balance, and Ten-Year History.</td>
</tr>
<tr>
<td>Quick Facts</td>
<td>The Quick Facts menu navigates you to the following types of budget information: Amendments, Back of Bill Appropriations, Budget Issues, Supplemental Appropriations, and Vetoes.</td>
</tr>
<tr>
<td>Search</td>
<td>The Search menu navigates to the Search page where you can search by Bill, Budget Issues, Object, or Vendor.</td>
</tr>
<tr>
<td>Site Information</td>
<td>This menu provides several different opportunities to learn about the Transparency Florida website, including the Training Overview (manual), Agency Contact List, a Glossary, and Frequently Asked Questions.</td>
</tr>
<tr>
<td>Links</td>
<td>This menu contains additional State Budget links (Fiscal Analysis in Brief, Long-Range Financial Outlook 3 Year Plan, Florida’s Checkbook, etc.) and School District links (Summary Budget reports, Annual Financial reports, etc.).</td>
</tr>
</tbody>
</table>
**Graphical Buttons**
The graphical buttons on the Home Page may also be used to navigate to different areas of the Transparency Florida website. The type of data displayed for each button is described below each image. Click on the appropriate image or the corresponding **Click Here** button to navigate to that area.

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**General Tips and Navigation**
Transparency Florida acts like any other website – items that are hyperlinked can be clicked on to open a PDF, open a new window of information, or navigate to another area of the website. You will also see dropdown menus or pick lists with which you are probably already familiar.

Throughout the Transparency Florida website, there are several items and symbols that appear on most of the pages you view. These items are explained in this section.
**Breadcrumbs**
Breadcrumbs are a navigation tool that provides a hyperlinked “trail” showing how you got to the page currently being displayed. Breadcrumbs appear at the top of the page beneath the menu tabs. Click on any of the hyperlinks to return to that page.

**Fiscal Year Selection**
On many pages, you will have the option to change the fiscal year of the information being displayed. To change the fiscal year, click on the down arrow in the Fiscal Year dropdown box and choose the desired Fiscal Year to display. Click **Update** to refresh the information displayed.

**Print**
Click this button to open a new window and display a printable version of the page. The Print dialog box will appear. Click the **Print** button to print the page.

**Export**
Click this button to download the information in the grid into an Excel file.

Other navigational items specific to individual pages are explained in this guide as they appear on the various pages.
Operating Budget

The Operating Budget page allows you select how you want to view the data. Click on one of the four graphical buttons or the corresponding **Click Here** button for the view you want. The type of data displayed for each button is described beside each image.

---

**Operating Budget - Navigation Buttons**

The four hyperlinks under the page heading also navigate to the Operating Budget pages.

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**Hyperlinks**
Operating Budget - General Public

The General Public view is displayed when clicking on the General Public graphical button from the Home page, or from the Operating Budget page. The total budget and amount spent to date for each agency displays in the General Public view.

Agency Descriptions

The first column contains an ‘Agency Descriptions’ icon that will link you to the Government Program Summaries (GPS) website maintained by the Office of Program Policy Analysis and Government Accountability. This website provides general information about the selected agency, including their purpose and mission.

![General Public View](image-url)
Agency Hyperlinks
To view the operating budget for a particular agency, click the hyperlink for the agency you wish to view.

Operating Budget & Spending - Statewide

Agency Dropdown List
Another option for viewing an agency’s operating budget is by using the dropdown boxes at the top of the page. The first dropdown allows you to select a specific agency or return to the statewide view. Select the agency you wish to view and click Update.

Agency for Health Care Administration

Programs and Services
The second dropdown allows you to view details for a particular program or service by selecting the program and clicking Update or by clicking on the hyperlink in the list box under the selected Agency.

The example for the Agency for Health Care Administration displays all programs under the Agency. Select the Children’s Special Health Care and click Update.
The following page displays a summary of the operating budget and current spending for the program selected.

### Operating Budget by General Public – Agency for Healthcare – Children’s Special Health Care

<table>
<thead>
<tr>
<th>Appropriation Category</th>
<th>Operating Budget</th>
<th>Amount Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Medical Services Network</td>
<td>105,466,750</td>
<td>58,365,264</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>4,398,024</td>
<td>500,600</td>
</tr>
<tr>
<td>Florida Healthy Kids Administration</td>
<td>15,743,072</td>
<td>4,647,173</td>
</tr>
<tr>
<td>Florida Healthy Kids Corporation</td>
<td>212,582,413</td>
<td>53,782,870</td>
</tr>
<tr>
<td>Florida Healthy Kids Corporation Dental Services</td>
<td>27,323,762</td>
<td>8,608,606</td>
</tr>
<tr>
<td>Medikids</td>
<td>52,178,556</td>
<td>17,534,562</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>417,791,567</strong></td>
<td><strong>133,467,006</strong></td>
</tr>
</tbody>
</table>

### Operating Budget – Budget Analyst

The Budget Analyst view is displayed when clicking on the Budget Analyst graphical button from the Home page, or from the Operating Budget page. This view provides a more detailed look at the operating budget, including original appropriations, vetoes, budget amendments and other transactions that impact agency budgets.

### Show/Hide Codes

Another option in the Budget Analyst view is the ability to display the LASPBS codes tied to the operating budget data. The **Show Codes** and **Hide Codes** buttons work as a toggle to display and hide the codes.
Budget Analyst – Agency Format

The Budget Analyst – Agency Format view is similar to the General Public view although more detailed information is displayed. Click on the ‘Department of Elder Affairs’ hyperlink and select the program for ‘Consumer Advocate Services’. The following page will display:

Taking a Closer Look

In some cases, you may also see a row of red asterisks which indicates an additional authorization was established through other means than a line item in the original GAA. The word Veto in red indicates a portion or all of an appropriation was vetoed by the Governor. You can click on the hyperlinked dollar amount for further details.
Salary Rate/Positions

The first row on this page displays the Salary Rate and Positions information for the service. Clicking on the Salary Rate hyperlink displays the following Salary Rate report:

Agency Format – Salary Rate

To close this report, click the last active breadcrumb.

Clicking on the Positions hyperlink displays the following Positions Detail report:

Operating Budget in Agency Format – Positions Detail

To close this report, click the last active breadcrumb.
The next line(s) contain summary information for each remaining Line Item for the service, broken into General Revenue and Trust Funds columns. If you want to see additional information about a line item, click on any of the hyperlinks to display the Operating Budget/Ledger Format page for that line item. Using our example, let’s click on the hyperlink associated with line item 413.

The following page will display:

[Image of Operating Budget - Line Item 413 Detail Page]
This page displays the detailed information for the line item. In this example, $126,361 was appropriated and a total of $63,180 was released in the General Appropriations Act. So far, $32,176.95 has been disbursed for this line item (fund).

At the detail level for the line item, a hyperlink to another report called the Organizational Schedule of Allotment Balances is available.

This is a report that agencies create and maintain to manage their budget and spending at an organizational level. This report is broken down by organization and displays the Allotment (what the agency can spend on an Object) and Expenditures and Encumbrances (what the agency has already or will spend on an Object.)

The above example shows the Allotment Balance Detail for Expenses from the General Revenue Fund. You may select an organization title to view Expenditures and Encumbrances by Object.
Budget Analyst – Ledger Format
The Ledger Format displays operating budget transactions impacting appropriations, releases, and disbursements at the statewide, program, service and line item levels.

Additional Ledger Format Options
The Operating Budget – Agency/Ledger Format page has the following additional options available:

Agency Dropdown List
The agency dropdown list provides another option to access the agency and/or programs/services within an agency.
**Fund Selections**

You can choose to view the operating budget by viewing all funds (both General Revenue and Trust Funds), or you can view just General Revenue or just trust funds. Click the desired choice and click **Update** to redisplay the chosen fund information. *The default selection is All Funds.*

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**What's the Difference between General Revenue and Trust Funds?**

*General Revenue* is state revenue that is undesignated and can be appropriated by the Legislature for any government purpose.

*Trust Funds* are state accounts established by law from which dollars are used to fund specific services as authorized by law. Money from these accounts can only be spent for specified purposes.
The columns shaded in blue make up the Appropriations and Approved Budget. The three columns, broken out by General Revenue and trust funds, included in this section are explained as follows:

**Appropriations**

This amount reflects every line item appropriation in the General Appropriations Act and adjustments for vetoes, supplemental appropriations, contingencies that failed, and any subsequently approved budget amendments.

**Unbudgeted Reserve**

Amounts that are being held in reserve until the agency takes an action (like submitting a report or plan). Lump sums are automatically put in reserve because the agency cannot spend from them. Phased-in positions or projects may also be put in reserve. A budget amendment is required to move something from reserve.

**Approved Budget**

The amount available to the agency for spending. It is calculated by subtracting the unbudgeted reserve from the appropriation.

All items that have been posted to the Appropriations and Approved Budget section for the chosen fiscal year are displayed. Using the scroll bar on the right, you can view the individual items that make up this section. Items that are highlighted and underlined are hyperlinks. You can click on hyperlinked items to view PDF documents (for Budget Amendments), or to navigate to other areas of Transparency Florida for more detailed information.
Releases, Approved Budget Unreleased (Yellow)

The columns shaded in yellow make up the Releases. The two columns that are included in this section are explained as follows:

**Releases**

The amount of approved budget released to the agency for spending. The Florida Statutes Section 216.92 provides current policy for releasing General Revenue, Trust Funds and Fixed Capital Outlay. The Governor’s Office of Policy and Budget distributes an Annual Release Plan to the agencies with specifics on how money will be released.

**Approved Budget Unreleased**

This is the remaining amount to be released. It is calculated by subtracting the releases column from the approved budget column. This only applies at the summarized level.

All items that have been posted as Releases for the chosen fiscal year are displayed. Using the scroll bar on the right, you can view the individual items that make up this section. Items that are highlighted and underlined are hyperlinks. You can click on hyperlinked items to view PDF documents (for Budget Amendments), or to navigate to other areas of Transparency Florida for more detailed information.
Disbursements (Green)

The columns shaded in green make up the Disbursements. This column is explained as follows:

**Disbursements** The portions of the released budget that have actually been spent or disbursed by the agency, broken out by disbursements for Operational or Fixed Capital Outlay appropriations. Disbursements for Operational appropriations are viewed by month, while disbursements for Fixed Capital Outlay appropriations are viewed by Fiscal Year.
**View Disbursements by Object**

To view disbursements by object, click on the hyperlink **View Disbursements by Object**.

This page displays the **Disbursements by Summary Object**. To view more details for a particular Summary Object, click the hyperlink for that object to open a detailed page.

For example, let’s say you wanted to know more about what was spent on equipment rental. Click on the hyperlink for “**EQUIPMENT RENTAL**” from the Object list. The following page will display:
This page is the Disbursements by Detail Object. Select a hyperlink (Operational Amount or Fixed Capital Outlay Amount) to the right of an Object Title to view a list of vendors.

The disbursement amounts are initially displayed for all disbursements made year to date. You can also view disbursements made within a given month. Click the down arrow to the right of Month dropdown box, select a month and click Update. This option is only available on the Disbursements by Vendor Page.
To view more information about a particular disbursement, click the hyperlink for the desired vendor. The following page will display:

![View Payments by Vendor – Operational Page](image)

This page shows the actual payments (checks) that were paid to that vendor. If you need additional information, the statewide document number and agency name can be used to contact the appropriate agency for more information.

**View Budget Issues (for a Specific Agency)**

If you select a specific agency on the Ledger Format tab, a link is provided on the Appropriation amount of the original General Appropriations Act (GAA). Click the hyperlink to view the budget issue details.

![Operating budget – Ledger Format tab - Department of Environmental Protection](image)
This page displays the individual issues that make up the total hyperlinked amount shown in the Appropriations and Approved Ledger section. You can see each budget issue, the funding sources for that issue, and the amounts provided in the General Appropriations Act (GAA).
Operating Budget – Interactive Bill Format

The Interactive Bill format is another way to view the operating budget. This view shows all the line items and text language that was in the original GAA and is displayed when clicking on the Interactive Bill graphical button from the Home page, or from the Operating Budget page.

The first page of the current year’s operating budget in bill format is displayed, along with a Bill Index dropdown selection and a Line Item search field.

Click the down arrow next to the Bill Index to navigate to a particular section or agency and click the Update button. In the example below, we selected the Department of Education, Vocational Rehabilitation under Section 2. The following page will display:
Navigating the Bill Format View

The first set of Line Item numbers or text language for the section, agency, or program/service chosen will be displayed. From here, the following navigational options are available:

- **Bill Index**: A dropdown list of Bill Sections, Agencies, and Program and Services within each section and Back of the Bill sections.
  - ![Previous](<image-url>) This link will take you to the first page of the bill.
  - ![Previous](<image-url>) This link will take you to the previous page of the bill.
  - ![Next](<image-url>) This link will take you to the next page of the bill.
  - ![Next](<image-url>) This link will take you to the last page of the bill.

- **Line Item**: Enter the desired Line Item in the input box and click the **Update** button to refresh the information displayed.
Click on any of the hyperlinked dollar amounts (circled in green in the example above) to view the detail information about that line item in the color coded ledger format.

You can also view position information from the bill as well. Click on the hyperlinked number next to positions (circled in red in the example above) to view position information as follows:
To view the Salary Rate Information, click the hyperlinked number next to Salary Rate (circled in blue in the previous example) to view salary rate information as follows:
Operating Budget – State Positions

The Operating Budget State Positions page is displayed when clicking on the State Positions graphical button from the Home page, or from the Operating Budget page.

Operating Budget - State Positions Page - Statewide

This page lists each agency, with the following position information broken out as follows:

**Fixed**
The total number of positions appropriated by the Legislature.

**Excess**
Positions are entered in this column when an agency has obtained approval, after a public hearing, to exceed the number of positions fixed by the legislature. These positions are in excess of the number fixed or authorized by the legislature (in the GAA or supplemental appropriations).

**Total**
The total number of Fixed and Excess Positions.

**Reserve**
Positions not authorized for use by the agency. These positions are being held in reserve until they are released to the agency for their use.
**Authorized**  Positions included in an approved budget.

**Established**  Authorized positions that have been classified in the state personnel systems (People First or the State Board of Education). This is a function of the agency.

**Filled**  Positions that are currently occupied.

**Vacant**  Positions that are currently vacant.

**Agency Dropdown List**
The agency dropdown option is provided to view the position data by program/services within the selected agency.

**Positions Detail**
Click on a Program or Service title hyperlink to view more detailed position data.
Reports
The Reports menu displays five report categories: Operating Budget, Appropriation/Disbursement, Reversion, Fund Balance, and Ten-Year History. A brief description of each report is provided below.

Operating Budget Reports
There are 3 Operating Budget reports that provide totals by expenditure type, funding source or program area.

<table>
<thead>
<tr>
<th>Operating Budget Reports</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Budget by Expenditure Type</strong></td>
<td>This report provides the total Operating Budget and Disbursements by the following Expenditure Types: General Operations, Medicaid/TANF, Aid to Local Governments, Fixed Capital Outlay, DOT Work Program, Debt Service, and Pension Benefits/Claims.</td>
</tr>
<tr>
<td><strong>Operating Budget by Fund Source</strong></td>
<td>This report provides the total Operating Budget by the following Fund Sources: General Revenue, Tobacco Settlement Trust Fund, Education Enhancement Trust Fund, and all other Trust Funds.</td>
</tr>
<tr>
<td><strong>Operating Budget by Program Area</strong></td>
<td>This report provides the total Operating Budget and Disbursements by the following Program Areas: Education, Human Services, Criminal Justice and Corrections, Natural Resources/Environment/Growth Management/Transportation, General Government, and Judicial Branch. The option to view this report by General Revenue Fund, Trust Funds, or All funds is also available.</td>
</tr>
</tbody>
</table>

Appropriation/Disbursement Reports
The Appropriation/Disbursement reports provide details of Operational and Fixed Capital Outlay Budget and Disbursements for a selected appropriation year. Users can select to compare fiscal years to provide additional information.

<table>
<thead>
<tr>
<th>Appropriation/Disbursement Reports</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compare Appropriations Report</strong></td>
<td>This report provides a comparison of operational appropriations for two fiscal years by Agency and/or Category.</td>
</tr>
<tr>
<td><strong>Compare Appropriations to Disbursements Report</strong></td>
<td>This report provides operational appropriations compared to the disbursements made within one fiscal year by Agency and/or Category. The appropriations and disbursements are reported and graphed by month.</td>
</tr>
</tbody>
</table>
**Compare Disbursements Report**
This report provides a comparison of operational disbursements for two fiscal years by Agency, Category, and/or Object. The disbursements are reported and graphed by month.

**Disbursements by Line Item Report**
This report provides a view of disbursements for a specific appropriation line item made within an appropriations bill of the fiscal year selected. The report provides the type of service, material or charge received, the vendor, and if desired the payment date and statewide document number for each disbursement.

**Fixed Capital Outlay Report**
This report provides Fixed Capital Outlay appropriations and disbursements by Category and or Agency. Options to view Categories for multiple years within a specific Agency and to display the Itemization of Expenditure are provided. Links to the Operating Budget, Ledger Format page or a graph of disbursements by fiscal year are also available.

**Schedule of Allotment Balances**
This report provides allotments, expenditures and encumbrances as maintained by agencies to manage their budget and spending at an organizational level.

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**Reversion Reports**
The Reversion reports provide details for the annual Operating Budget reverted by each State Agency for the selected fiscal year.

<table>
<thead>
<tr>
<th>Reversion Reports</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Reversions Report</strong></td>
<td>This report provides a view of operational reversions by fiscal year. The original appropriation, budget amendment total, total operational budget, disbursements, reversion amount and percentage of total operational budget reverted are displayed.</td>
</tr>
<tr>
<td><strong>Compare Reversions Report</strong></td>
<td>This report provides a comparison of operational reversions by fiscal year. The reversion amount and percentage of reversions/total appropriations are displayed for each fiscal year.</td>
</tr>
<tr>
<td><strong>Fixed Capital Outlay Activity Report</strong></td>
<td>This report provides an Agency view of fixed capital outlay appropriations, reversions, and outstanding disbursements by fiscal year (which includes prior appropriation years). Each fixed capital outlay category (project) is reported in the year it was appropriated.</td>
</tr>
</tbody>
</table>
The Fund Balance reports provide the cash balance and disbursements for the General Revenue Fund or each State Trust Fund.

### Fund Balance Reports

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Revenue – Cash Balance</strong></td>
<td>This report provides the cash balance, cash receipts, and cash disbursements for the General Revenue Fund. An option to view monthly activity and the net changes is provided. In this report, the disbursements are accounted for in the fiscal year in which they are spent regardless of the fiscal year the expenditure was appropriated.</td>
</tr>
<tr>
<td><strong>Trust Fund Cash and Investment Balance</strong></td>
<td>This report provides the cash/investment balance in the State Treasury for a specific trust fund within an agency. The Undisbursed Appropriations (includes nonoperating appropriations) are provided for informational purposes for the current fiscal year.</td>
</tr>
</tbody>
</table>

The ten-year history report can generate the appropriations history data for a statewide summary report or by individual agency.

### Ten Year History of Appropriations Report

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ten-Year History of Appropriation Reports</strong></td>
<td>This link provides a publication of documents and reports of legislative appropriations and positions for the past ten years. A Table of Contents page is provided with links to each document or report.</td>
</tr>
</tbody>
</table>
Selection Options
Several of the reports have Selection Options that allow you to customize your report to show only what you’re interested in. Read “Taking a Closer Look” below for more information on making selections.

---

**Compare Disbursements Report – Selection Options**

**Comparison Fiscal Year:** This dropdown selection allows the user to select a comparison fiscal year. It can be left blank to report only the Fiscal Year selected with no comparison. This option is only available on the ‘Compare Disbursements Report’ and ‘Compare Appropriations Report’.

**Agency:** This dropdown selection allows the user to select a specific agency, program or service within an agency, or statewide. This list is dynamic based on the Category, Fund, and/or Object selected. The default is STATEWIDE.

**Category:** This dropdown selection allows the user to select a summary category, detail category, or all categories. This list is dynamic based on the Agency, Fund, and/or Object selected. The default is ALL OPERATIONAL CATEGORIES or ALL FIXED CAPITAL OUTLAY CATEGORIES.

---

**Fixed Capital Outlay Report – Selection Options**

**Fiscal Year:** This dropdown selection allows the user to select a comparison fiscal year. It can be left blank to report only the Fiscal Year selected with no comparison. This option is only available on the ‘Compare Disbursements Report’ and ‘Compare Appropriations Report’.

The following selection options are used to determine **what data to select** on the report:

**Agency:** This dropdown selection allows the user to select a specific agency, program or service within an agency, or statewide. This list is dynamic based on the Category, Fund, and/or Object selected. The default is STATEWIDE.

**Category:** This dropdown selection allows the user to select a summary category, detail category, or all categories. This list is dynamic based on the Agency, Fund, and/or Object selected. The default is ALL OPERATIONAL CATEGORIES or ALL FIXED CAPITAL OUTLAY CATEGORIES.
**Fund:** This dropdown selection allows the user to select a Fund Type (either General Revenue or Trust Funds), detail fund, or all funds. This list is dynamic based on the Agency, Category, and/or Object selected. The default is ALL FUNDS.

**Object:** This dropdown selection allows the user to select a summary object, detail object, or all objects. This list is dynamic based on the Agency, Category, and/or Fund selected. This option is only available on the ‘Compare Disbursements Report’. The default is ALL OBJECTS.

**IOE:** This dropdown selection allows the user to select an Itemization of Expenditure (IOE), or all IOE’s. This list is dynamic based on the Agency, Category, and/or Fund selected. This option is only available on the ‘Fixed Capital Outlay Report’. The default is ALL ITEMIZATION OF EXPENDITURES.

The following display options are used to determine how to display the data selected on the report:

**Display Option:** This dropdown selection allows the user to determine what to display as the first column of the report.

For example: When the Display option selected is ‘Categories’, then the report will be by Category and the first report column will list Category titles.

**All Years:** This checkbox allows the user to display (checked) all fiscal years for the Fixed Capital Outlay (FCO) appropriations and disbursements. If the option is not checked, then only the FCO appropriations and disbursements for the Fiscal Year selected will be reported. This option is only available on the ‘Fixed Capital Outlay Report’.

**Display IOE:** This checkbox allows the user to select and display (checked) the Itemization of Expenditure (IOE) on the report or not display (unchecked) the IOE on the report. This option is only available on the ‘Fixed Capital Outlay Report’.

---

**Taking a Closer Look**

Several of the reports have Selection Options where you can customize the parameters of your report. Things you must remember about making your selections:

1. **You must click Update after each option you select.**
2. **The option you select in one dropdown list will determine what appears in the dropdown lists below it.** For example, if you select “Agency for Health Care Administration” and then click **Update**, the Category dropdown list will only include categories applicable to the Agency for Health Care.
3. **The Display option determines how the information is displayed.**
Example Report: Compare Appropriations to Disbursements
The following example demonstrates how to customize a report using selections on the Report Options tab.

Select ‘Agency for Persons with Disabilities’ from the Agency dropdown box and then click Update to populate the dropdown box for the applicable programs and services.

The Category dropdown will be populated with only those appropriation categories applicable to the Agency for Persons with Disabilities. Select an appropriation category and then click Update.

From the Funds dropdown, select a fund type: All Funds, General Revenue, or Trust Funds. If you select Trust Funds and click Update, the dropdown box below Funds will be populated with all applicable funds that apply to the selected agency. If you wish to narrow the report down to a particular fund, select the fund and click Update.
For this particular report, the data will be displayed in two different formats. The top section lists the total year-to-date appropriations and disbursements for the agency. This section can be exported to Excel by clicking the **Export** button.

![Export](image)

The bottom section lists the actual dollar amounts for appropriations and disbursements by month. This section can be exported to Excel by clicking the **Export** button.

![Report](image)

To view the Year-To-Date report by appropriation category, using the **Display option** dropdown box at the top of the Report Options tab, select Categories and click **Update**.

![Report Options](image)

The report will redisplay with the year-to-date appropriations and disbursements totals by category for the agency.

![Export](image)
**Quick Facts**

The Quick Facts menu allows you to view specific types of budget information from a central location. There are five types of budget information available: Amendments, Back of Bill, Budget Issues, Supplemental Appropriations, and Vetoes. Click the graphical button or the corresponding **Click Here** button for the view you want. The type of data displayed is described beside each image.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendments</td>
<td>Approved amendments made to the original operating budget are listed by budget amendment number. Details about each amendment can be displayed by selecting the Budget Amendment hyperlink.</td>
</tr>
<tr>
<td>Back of Bill Appropriations</td>
<td>Appropriations made starting with Section 8 in the back of the General Appropriations Act are listed in this option. Section number, description and the amount of the appropriation are included in the report. A link to the Laws of Florida is provided for additional information.</td>
</tr>
<tr>
<td>Budget Issues</td>
<td>Budget issues are individual items used as building blocks to explain the need for an appropriation within the General Appropriations Act. Filters are provided to narrow the result set.</td>
</tr>
<tr>
<td>Supplemental Appropriations</td>
<td>Appropriations made outside of the General Appropriations Act are listed along with the bill number, description and the amount of the appropriation. A hyperlink to the specific chapter in the Laws of Florida is provided for a complete description.</td>
</tr>
<tr>
<td>Vetoes</td>
<td>Items in the General Appropriations Act or in substantive bills vetoed by the governor. A line item or Section number is provided along with a description and amount for each item vetoed.</td>
</tr>
</tbody>
</table>
Amendments
This selection displays a list of the approved budget amendments for the fiscal year selected. To view the details for a budget amendment, click on the Budget Amendment hyperlink.

Back of Bill
This selection displays appropriations made in Sections in the back of the General Appropriations Act. To view the details of a particular appropriation, click the associated Laws of Florida hyperlink and scroll to that Section number.

Budget Issues
This selection displays a list of Summary and Detail budget issues related to the line item appropriations of the General Appropriations Act. To view the issues for a particular agency, select the agency from the dropdown box and click Update. This will populate the Issue and Fund type dropdown boxes so you can further filter the list.

Supplemental Appropriations
This selection displays appropriations made in substantive bills (not in the General Appropriations Act). To view the details of a particular supplemental appropriation, click the associated Laws of Florida hyperlink.

Vetoes
This selection displays vetoes made in the General Appropriations Act and substantive bills. To view the details of a particular vetoed item, click the associated Laws of Florida hyperlink and scroll to that Line Item/Section.
Search

The Search menu allows you to search the website by Bill Format, Budget Issues, Object or Vendor. Click one of the graphical buttons or the corresponding **Click Here** button for the type of budget information you want to search.

<table>
<thead>
<tr>
<th>Search</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bill</strong></td>
<td>Search all titles and text within the operating budget in the appropriations bill format. Enter a word or phrase and the search jumps to the first location in the appropriations bill where the word or phrase is found. Use the navigation buttons to browse to the next location where the word or phrase is found.</td>
</tr>
<tr>
<td><strong>Budget Issues</strong></td>
<td>Budget issues are the building blocks of the appropriations bill to identify and describe increases and/or decreases to the budget. Entering a word or phrase displays a list of budget issues with the text anywhere in the title. The results will also include the amount of each budget issue.</td>
</tr>
<tr>
<td><strong>Object</strong></td>
<td>Summary and detail objects describe items or services purchased by the State of Florida. Searching returns a list of summary or detail objects with the word or phrase in the title as well as the year-to-date amount spent. Note: If the search criteria are found in the summary title, all detail objects will be displayed.</td>
</tr>
<tr>
<td><strong>Vendor</strong></td>
<td>Florida makes payments to businesses throughout the state, country and internationally as well as local governments, state agencies and employees. To see payments to a particular vendor, enter at least the first character of the vendor name. The resulting list will show all vendors that match the criteria as well as the amount paid. Also included in the results is the vendor ID which allows the users to see all payments made to a vendor regardless of how the name is spelled.</td>
</tr>
</tbody>
</table>
**Bill Format**

The search on Bill Format looks for words or phrases anywhere in the title or text/proviso language used in the Bill.

Enter the text you want to search for and click **Search**.

For example: Enter the word ‘Manatee’ in the Text box and click the **Search** button. The first page is displayed where the word ‘Manatee’ is found. Press **Ctrl+F**, enter the word ‘Manatee’, and press the **Next** button.
Taking a Closer Look

The Search feature will only display the page where the search results are displayed. It does not highlight the search results. To highlight the search result, click Ctrl+F to open the Find field. The following field will appear at the top of the browser:

![Find field](image)

Type the first few letters of your search word(s) in the field and Internet Explorer will highlight the word for you. Click Next to view the next search result.

NOTE: If you are unsure of the results, click the Invalid Search Words hyperlink on the right to see if the text you are searching is valid or not.
**Budget Issues**
This search feature allows you to search for words anywhere in the budget issue titles associated with a line item that appears in the General Appropriations Act (GAA).

**Search Budget Issue**
For example: Enter the words ‘Medicaid’ in the Issue text box and click the **Search** button. A report will display by Agency for each Budget Issue with the words ‘Medicaid’ in the title. The Funding Source and amounts are also displayed.
Objects
This search feature allows you to search for any part of an object title that has disbursements for the Fiscal year selected. An object identifies the type of service, material, or other charge received or rendered.

**Search Object “Travel”**
For example: Enter the word ‘Travel’ in the Object text box and click the **Search** button.

Additionally, click on the Object List button. A predefined list of budget object terms displays. A report will display for each object title that includes the word ‘Travel’ and has disbursements for the selected year.
Search Vendor
This search feature allows you to search for disbursements by Vendor name or ID. Enter a search term and click **Search**.
Enter the letters ‘AT&T’ in the text box and click the **Search** button. A list of vendor names that begin with ‘AT&T’ will display.

Click on the vendor’s name to view a list of agencies that have made disbursements to that particular vendor. Click on the hyperlink for the agency to view payment information.

![Vendor Search Agency – Line Item](image1.png)

Select the disbursement amount to view the individual payments made to the vendor. The Payment Date and Statewide Document Number are provided for each payment.

![2015-16 Vendor Search - Warrants](image2.png)
Site Information

There are 4 graphical buttons found under the Site Information tab. Training Overview, Agency Contact List, Glossary and Frequently Asked Questions graphical buttons will navigate you to PDF documents published to the site.
Links
The Links page provides links to other budget and expenditure related websites and/or documents. Each link is grouped by Florida State Budget Links and Reports on Public School Districts followed by a description for each.
Questions and Feedback

We welcome your questions and feedback. Please contact by clicking the **Contact Us** link located in the footer of each page throughout the website.