

## Sherpa Reports

- **100 - Overview** – shows base budget reductions and/or cost increases broken out between general fund (recurring and non-recurring), dedicated, federal, and other. There is also a total position column.
  - There are different tabs across the top which breakdown the report by general and dedicated state funds and federal/other funds.
- **120 - Agency Adjustment Rollup (BY)** - shows your budget by account code
- **121 – Agency Adjustment Rollup (CY)** – shows your budget by account code
- **130 – Agency Adjustment – Allotment, classification, ID (BY)** – shows your budget adjustments broken out by classification type or by allotment code (depending on the tab at the top of the report you select). It will also show the following: sunset year; expenditures broken out between payroll and operations; revenues broken out between state, dedicated, federal, and other; total positions.
- **131 – Agency Adjustment – Allotment, classification, ID (CY)** – shows your budget adjustments broken out by classification type or by allotment code (depending on the tab at the top of the report you select). It will also show the following: sunset year; expenditures broken out between payroll and operations; revenues broken out between state, dedicated, federal, and other; total positions.
- **140 Base Request Detail (BY & CY)** – shows a three-year (Actual, Estimated, and Requested) look broken out by account code and revenues. In Estimated year there is a column for total adjustments broken out by account code and revenues. In Requested year there is a base adjustment column and cost increase column broken out by account code and revenues.
  - There are different tabs across the top which breakdown the report by agency total and by allotment codes.
- **150 Cost Increase and Base Reductions** – shows a list of cost increases and/or base reductions broken out by state, dedicated, federal, and other revenues. There is also a total position column.
  - This report includes the long description.
- **160 Adjustment Detail (BY & CY)** – shows adjustments broken down by account code and revenues.
  - Includes form numbers
- **180 Transmittal Letter** – Official letter to letter to be submitted to Budget Office with budget requests.

### Key:

- **BY: Budget Year** – the year we are working towards. This year is FY2026
- **CY: Current Year** – the year we are working in. This year is FY2025