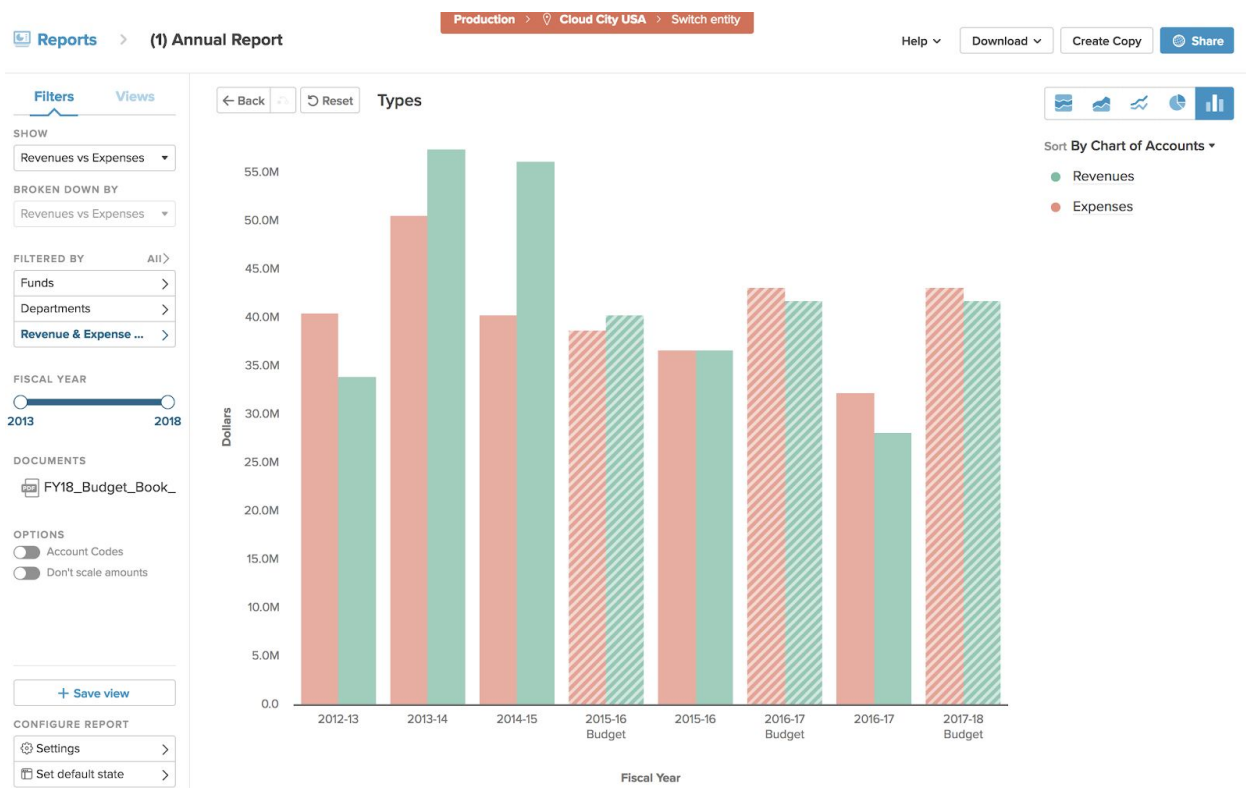


# OpenGov: Navigating your Reports

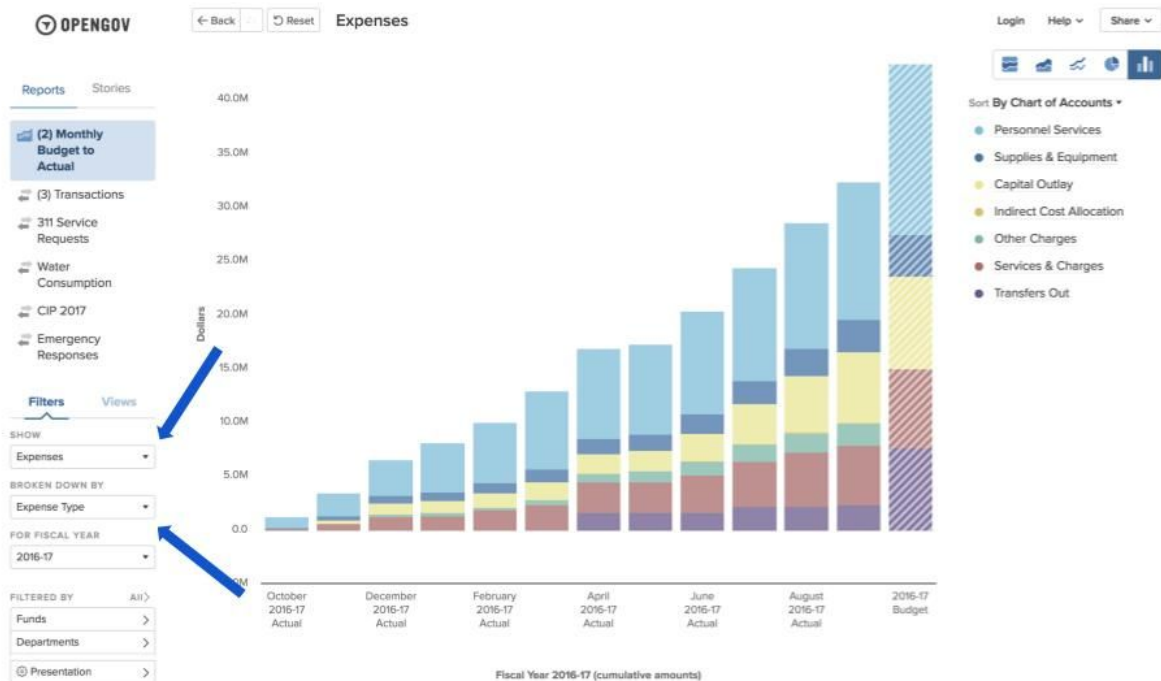
There are four types of financial reports in OpenGov. Additional department statistical information will be added as it is available. The four report types are in the upper left corner under the City logo.

## 1. Annual Financial Report

This report shows historical totals by fiscal year from 2012 - the most current month closed. Each bar on the graph represents a different year of data. The bars that have a solid gradient represent actual data whereas the shaded bars represent budget data. Use the fiscal year bar slider to show additional years of data.



# OpenGov: Navigating your Reports



Every OpenGov report has a **Filter Panel** that allows you to compare expenses and revenues. Also, you can use the filter panel to view expenses or revenues across different departments or by specific account types.

**Use the “Show” and “Broken Down By” filters to view the financial data in different ways.** You can click into the graph or use the legend on the right to isolate a specific department or account type. There are also several pre-selected views in each report type.

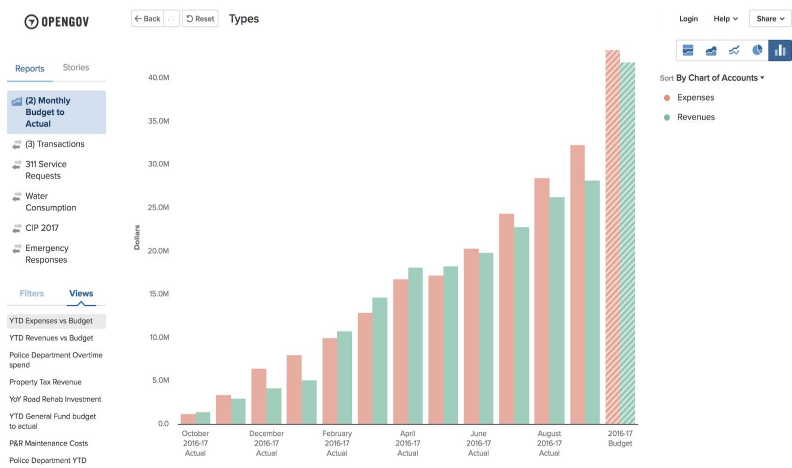
**Every OpenGov report also has a Summary Table of data.** This summary table sits below the graph and contains the raw data that is driving the numbers seen in the graph. You can expand the different sections of the table to see exact totals.

Collaps All	2016 Actual	2016 Actual	2018 Budget v3	2018 Budgetv4	2018 Budget v7	2018 Budget Intro
Personnel	\$ 17,835,672	\$ 19,089,978	\$ 22,129,100	\$ 22,133,548	\$ 21,419,110	\$ 21,419,110
Salary	12,434,230	13,259,934	14,329,328	14,332,520	13,852,945	13,852,945
Health & Dental	1,948,718	2,163,170	3,784,815	3,784,815	3,592,830	3,592,830
PEBP	1,905,371	2,010,539	2,087,282	2,085,508	2,081,935	2,081,935
FICA & Medicare	907,309	969,673	1,076,740	1,078,770	1,059,735	1,059,735
401a Match	351,510	387,456	485,660	485,660	474,770	474,770
Workers' Comp	288,532	299,206	365,275	365,275	356,895	356,895
Services	11,529,736	16,332,133	16,115,709	16,034,729	14,945,041	14,945,041
Capital	20,896,438	28,072,974	8,414,770	8,247,770	9,847,770	9,847,770
Debt	3,855,971	24,029,774	6,080,479	6,080,479	6,361,313	6,580,479
Transfer	10,954,032	20,550,523	0	0	0	0
Operating	871,127	1,045,311	1,566,130	1,499,830	1,453,690	1,453,690

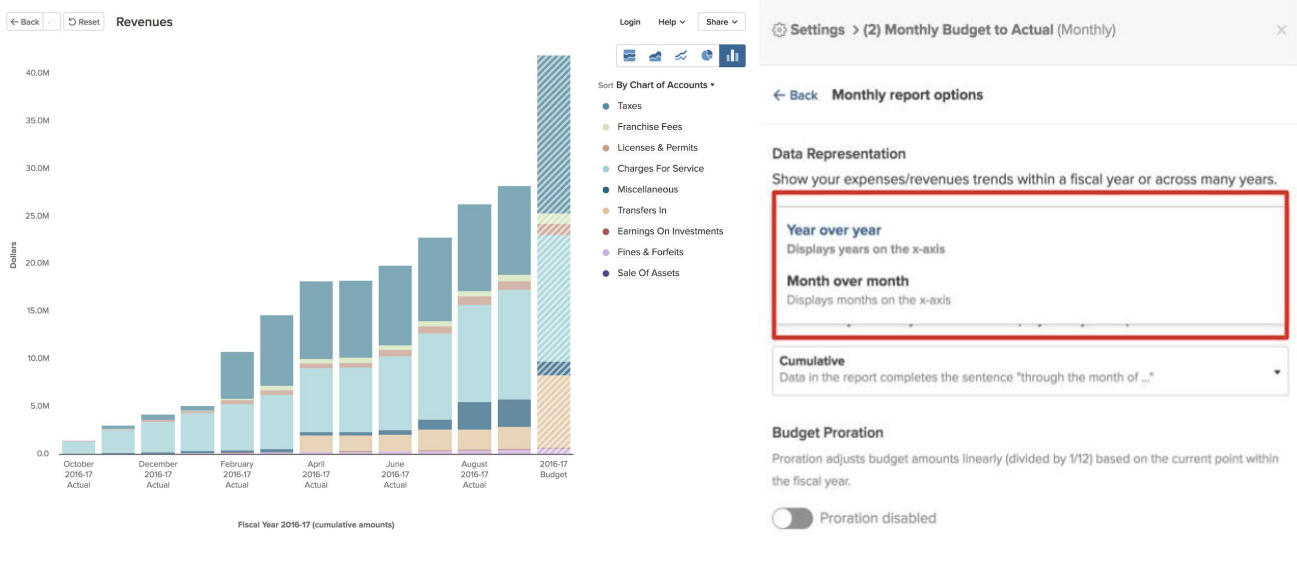
# OpenGov: Navigating your Reports

## 2. Monthly Revenue & Expenses

This report shows actual data broken down by month. Also included in this report is the annual budget information. In a monthly report, you have the option to show data in both cumulative and incremental amounts. Additionally, you can view the data month-over-month or year-over-year. Along the x-axis will be a description of how the data is being shown (cumulative vs. incremental)



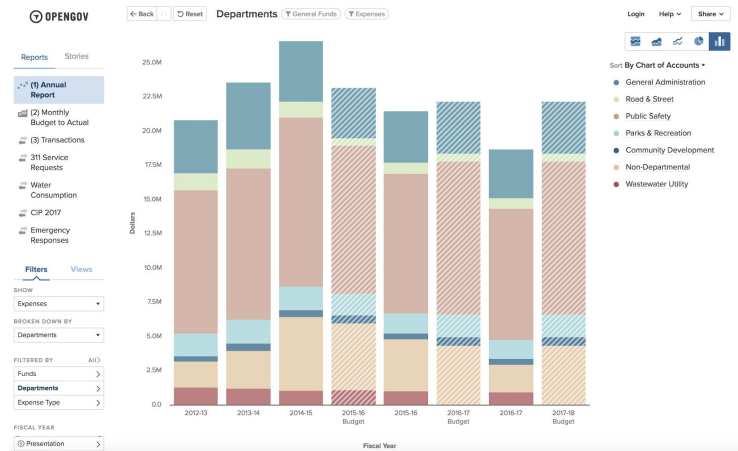
To switch between viewing the data as month over month vs. year over year, click into **Settings** then navigate to **Monthly Report Options**. From here, you can also view the data in cumulative amounts or incremental amounts.



# OpenGov: Navigating your Reports

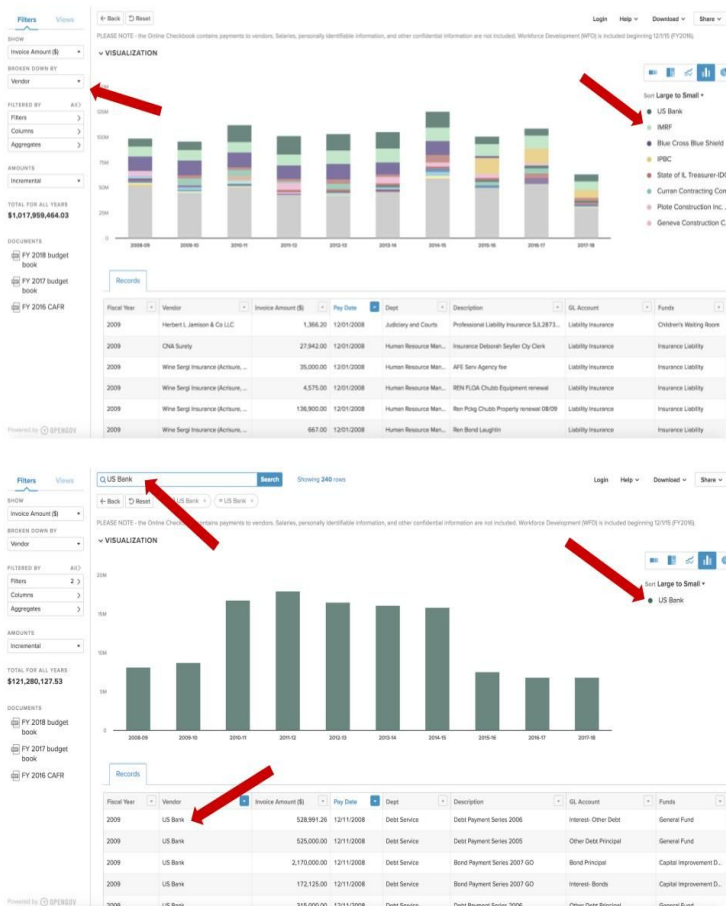
## 3. General Fund Expenses by Function

This report shows General Fund spending by top government functions. Displayed on this report is annual actual data from FY12-13. The report is setup to only display expense data for the General Fund. You can use the graph, legend or filter panel to drill into the department information further.



## 4. Transactions

This report shows the transactions from fiscal year year 2011/2012 through the most recent month of the current fiscal year. Use the filter and aggregate menu or the Google-style search bar to filter the data by a specific date or vendor. Search for keywords by simply clicking on the term - one of the most popular ways to explore the data. To see data broken down by month, click into the fiscal year on the x-axis.

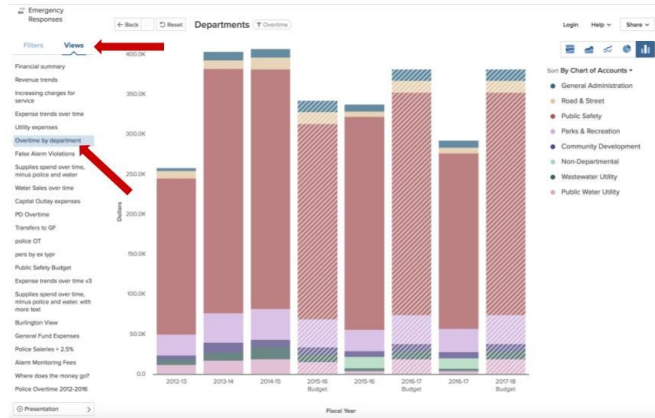


# OpenGov: Navigating your Reports

## OpenGov Tips:

### Saved Views

Saved views are built into reports to allow you to easily navigate the data in a report. Saved views are available on all reports and are located next to the filter panel.



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### Download the Data!

You can download the graph or the table of data by navigating to the **Share** button in the top right-hand corner of any report. You can also share the link to a report here.

### Switch Graph Types

You can switch between a bar graph, pie graph, line graph, stacked graph or percentage graph depending on your preference. The different graph type options are located in the top right of a report.

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**Filters** Views

SHOW

Expenses ▾

BROKEN DOWN BY

Expense Type ▾

FILTERED BY All >

Funds >

Departments >

Expense Type >

FISCAL YEAR

← Back
↺ Reset

Expen:

### Back/Reset Button

The **Back** button allows you to return to the previous state of the report. You can continue to hit **Back** until you return to the default state of the report. The **Reset** button will return the report to the original, default state.