

# Help Guide

OpenGov allows you to explore budget and historical finances in a simple graphical user interface.

- The title of each Report (Annual; Current Year; Check Register) is in the top left corner. You can use the filters to see the data that is of most interest to you.
  - Click on Saved on the left-hand side to view a list of common or favorite views on each report.
  - Select **Filters** to display key menus.
  - You can use the **Show** drop-down option to select the data that is of most interest to you.
  - Use the **Broken Down By** drop-down option to specify the category (Funds; Functions; Activity; Departments; Grants) you would like the data organized by in your chart or graph
  - Select the **Filtered By** option to view the data filters. These filters will allow you to select exactly which data you want to include, or exclude, from your graph or chart.
  - Use the **Search** function within each filter to find exactly what you are looking for.
  - When multiple years of data exist, a **fiscal year slider** will be present below the Filtered By menu. Move the sliders to choose the fiscal year(s) of data you would like to see.
  - There are five different types of visual representations of the data:
    - A stacked percentage graph to see percentage changes over time.
    - A stacked line graph to visualize overall trends over time.
    - A line graph overlaying each trend over time.
    - A pie chart to view percentage breakdowns by year. To view data for other years, move the slider below the pie chart.
    - A bar chart comparing trends and percentage breakdowns over time.
- You can change your view by type at any point by simply selecting the different type of representation. The data will automatically convert. These functions are on the top right.
- Below any chart or graph, you can view a **Table** detailing the financial information.
  - Use the Help drop-down in the top right corner to:
    - View a short How-To-Guide with tips on navigating the platform.
    - Recall the Welcome Screen.
    - View a short Multi-Fund Accounting 101 primer with basic information on multi-fund accounting.
    - Contact the administrators of the account.
  - Use the Download drop-down in the top right corner to:
    - Download an image of the graph or table as a .png file
    - Download a spreadsheet as a .csv or .xlsx file.

For additional information on OpenGov and to access education materials, please visit [www.opengov.com/resources](http://www.opengov.com/resources).