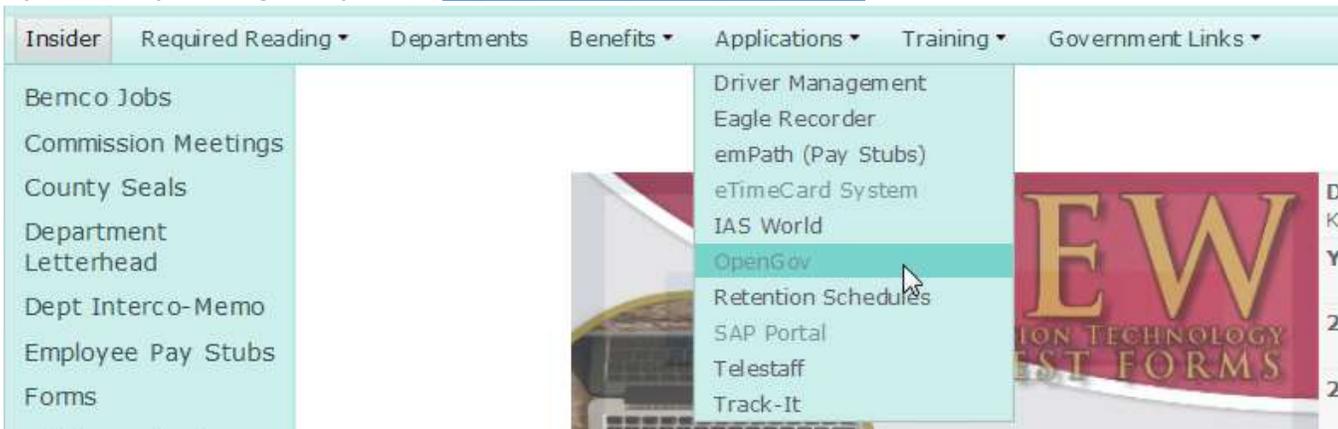
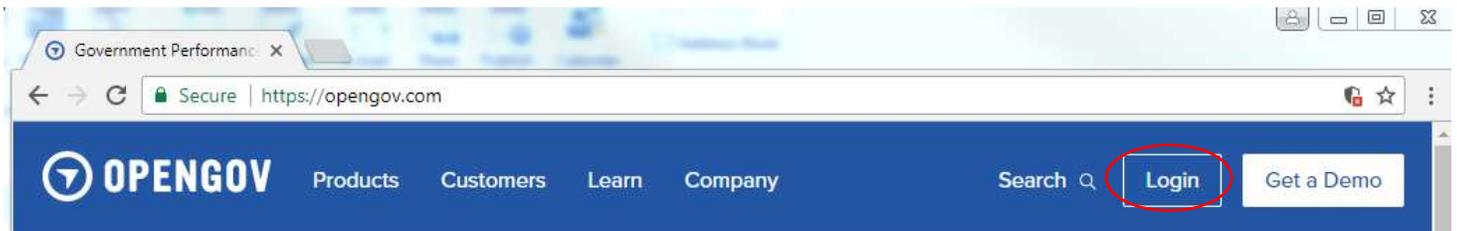


Section 1: OpenGov Homepage

To access OpenGov, click on the link below or you can access it from the BC Insider -> Applications -> OpenGov:
OpenGov Reports (log in required): <https://controlpanel.opengov.com>



OpenGov can be accessed from anywhere since it is internet based. Go to <https://opengov.com/> and click Login in the top right hand corner.



Login using your email address. If you need your password reset, click on 'Forgot your password?'. If you need access or help logging in contact Business Improvement & Performance Office.

NOTE: Sometimes OpenGov emails are sent to spam/junk files. If you do not get an email from OpenGov in 5 minutes check Junk E-mail in Outlook.

A screenshot of the OpenGov login form. The form is white with a blue header containing the OpenGov logo. It has two input fields: 'Email' with the value 'mzuniga@bermco.gov' and 'Password' with a masked password of ten dots. Below the password field is a checkbox for 'Remember me' which is unchecked. At the bottom of the form is a blue 'Sign in' button and a link for 'Forgot your password?'.

Report: Blue tiles on OpenGov home page. Each report on the homepage contains visualizations and summary tables to illustrate the data. Reports can be built using any machine readable data from excel.

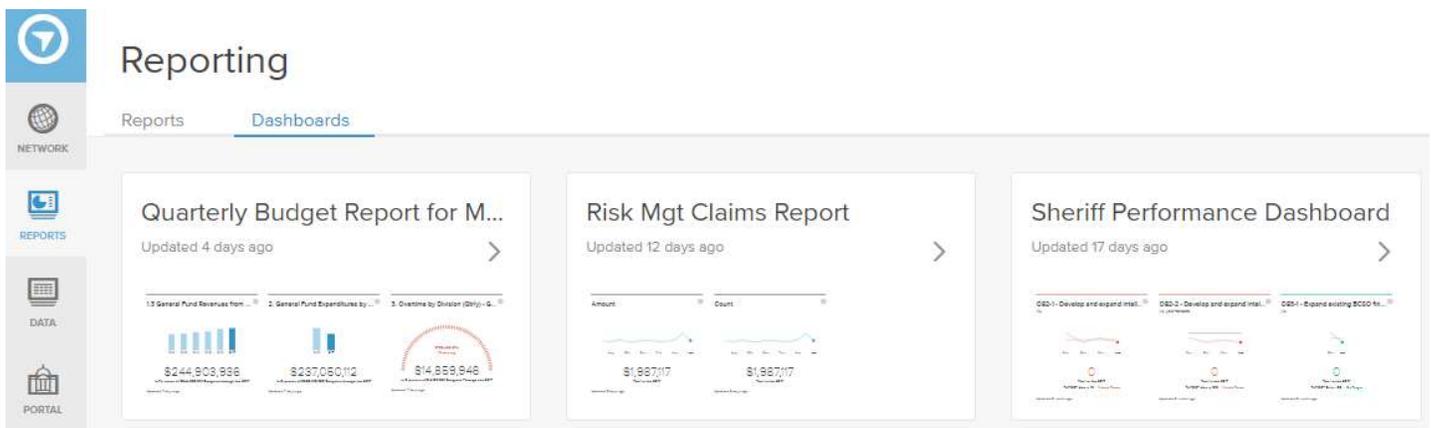


Report Privacy: Each report has an icon in the bottom right hand corner that shows the privacy setting. Reports have 4 privacy options: Transparent, Network, Organization, Private.

Report Icon	Report Type	Report Description
	Transparent	Reports are available to the public through Bernco.gov, the direct link is: https://bernalillocountynm.opengov.com/transparency#
	Network	Reports are available to OpenGov Customers through the “Network” tab on the left hand corner of the screen. OpenGov customers can share and view each other’s reports to compare data or view unique reports. All users with a login can utilize the Network tab.
	Organization	Reports are available to all users with an OpenGov login. If a blue report icon is on your homepage you can review the data
	Private	Reports can be created and set private to include individual users. Only users who are invited will see the report on the homepage

Section 1.1: Department Dashboard

Department Dashboard: Houses at-a-glance data from multiple Reports within OpenGov. Dashboards are the launching point for users to get a quick, high-level view of multiple pieces of information, from budget vs actuals to purchase orders to positions. Dashboards should be the starting point each time you log in to OpenGov.

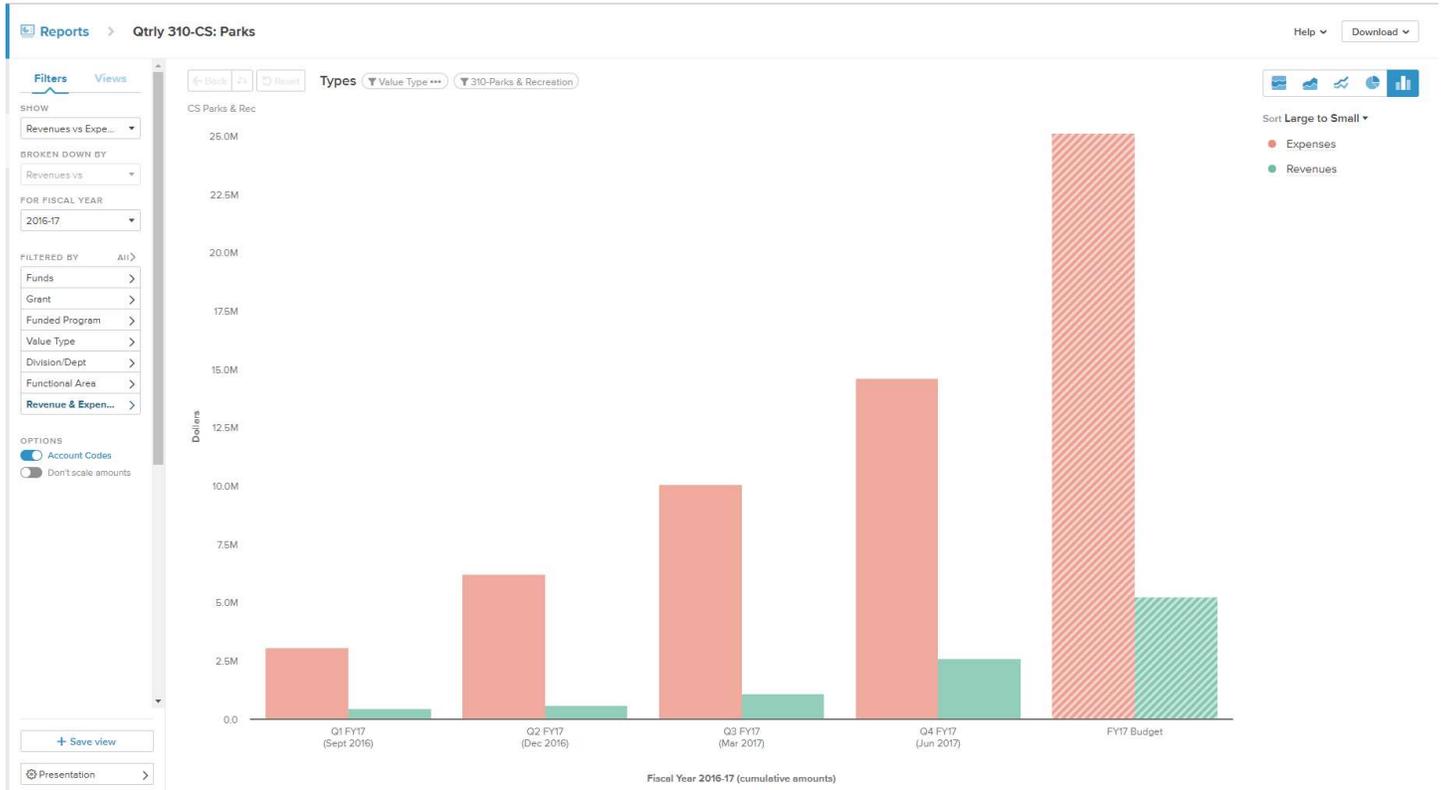


All the reports needed for the Quarterly Budget Hearings are available through the dashboard per department.

Section 2: Quarterly Budget Report Navigation

Default View: Each Quarterly Budget Report opens to a Revenues vs Expense view. This view shows departmental operating revenue and expenses based on the business area grouping, projects and grants. For example, Parks 310 this report contains all 310* cost centers.

NOTE: For revenue sources outside of your departmental business area, there is a separate report in OpenGov. This report contains impact fees, property taxes, investments, etc.

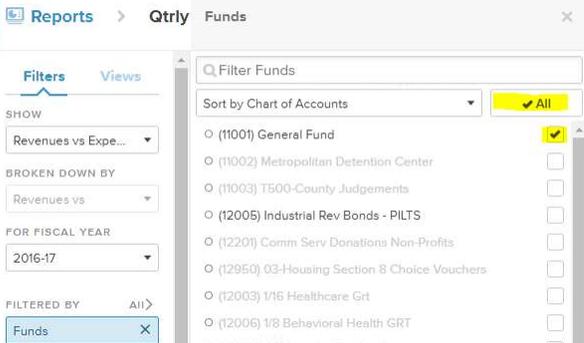
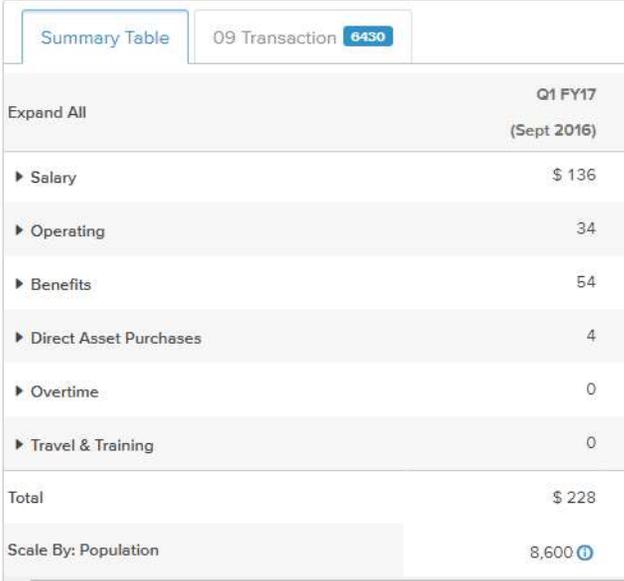


Section 2.1: Filter Panel

Filter Panel: Contains 5 sections used to filter, hide, and break down data for flexibility and versatility throughout the report. Data can be visualized at a high level or drilled down to the Commitment Item level.

Filter Dropdown Menu	Filter Types	Filter Description
<p>SHOW</p> <ul style="list-style-type: none"> Expenses Revenues Revenues vs Expenses 	<p>Show</p>	<p>Change graph/data to show Revenues only, Expenses only, or Revenues vs Expenses.</p> <p>Switching between the Show options will change the sections in the Filtered By section from Revenue Type (only shows revenue Commitment Items), Expense Type (only shows expense Commitment Items), or Revenue & Expense Types (shows revenues and expense Commitment Items)</p>

Filter Dropdown Menu	Filter Types	Filter Description
<p>BROKEN DOWN BY</p> <ul style="list-style-type: none"> Funds Grant Funded Program Value Type Division/Dept Functional Area Expense Type 	<p>Broken Down By</p>	<p>Section is used to “slice” Expense or Revenue data by chart of account segments. For example, slicing a pie chart by “Division/Dept” will show each section within a department.</p> <p>NOTE: When viewing Revenues vs Expenses in the Show section, the Broken Down by section CANNOT be used to slice the data by any chart of account segments. To slice the data by chart of accounts, select Expenses or Revenues then break down the data by one of the chart of accounts elements.</p>
<p>FISCAL YEAR THROUGH</p> <ul style="list-style-type: none"> September December <p>FOR FISCAL YEAR</p> <ul style="list-style-type: none"> 2016-17 2015-16 	<p>Fiscal Year Through/For Fiscal Year</p>	<p>Fiscal Year Through: Shows quarterly data for multiple fiscal years on x-axis, views can be shown as incremental or cumulative to analyze trends</p>  <p style="text-align: center;">Q2 FY15 (Dec 2014) Q2 FY16 (Dec 2015) Q2 FY17 (Dec 2016)</p> <p>For Fiscal Year: Shows four quarters for the current fiscal year on the x-axis, views can be shown as incremental or cumulative for quarterly spend or year-to-date data</p>  <p style="text-align: center;">Q1 FY17 (Sept 2016) Q2 FY17 (Dec 2016) Q3 FY17 (Mar 2017)</p>
<p>FILTERED BY All ></p> <ul style="list-style-type: none"> Funds > Grant > Funded Program > Value Type > Division/Dept > Functional Area > Revenue & Expen... > 	<p>Filtered By</p>	<p>Each section opens to a list where individual account items can be checked on and off. This section is used to identify specific account like funds, funded programs/IOs, department sections, or commitment items.</p> <p>For example, if you want to look at General Fund, click and open the menu to deselect all funds <input type="checkbox"/> All , then check on <input checked="" type="checkbox"/> General Fund, see below.</p>

Filter Dropdown Menu	Filter Types	Filter Description
		
<p>FISCAL YEAR</p> 	Fiscal Year	<p>Slide bar for fiscal year only shows when data is being viewed in a yearly view, where there are multiple fiscal years on the x-axis. See Fiscal Year Through in the section above.</p>
<p>OPTIONS</p> <p><input checked="" type="checkbox"/> Account Codes</p> <p><input type="checkbox"/> Don't scale amounts</p>	Options	<p>Account Codes: All reports default to show Account Codes, this populates 11001 for General Fund or 220110 for Business Improvement & Performance Office. Each account item in the Filtered By section will show the account codes.</p> <p>Scale Per Capita: To display dollar amounts as per capita by calculating the dollar value by the County's population.</p>  <p>NOTE: This setting is only active for the current session, and won't be included in the default state.</p>

Section 2.2: Report Settings

Presentation: Allows users to change reporting options from cumulative to incremental, adjust account codes, and display data per capita. Presentation is located at the bottom left hand corner of the screen

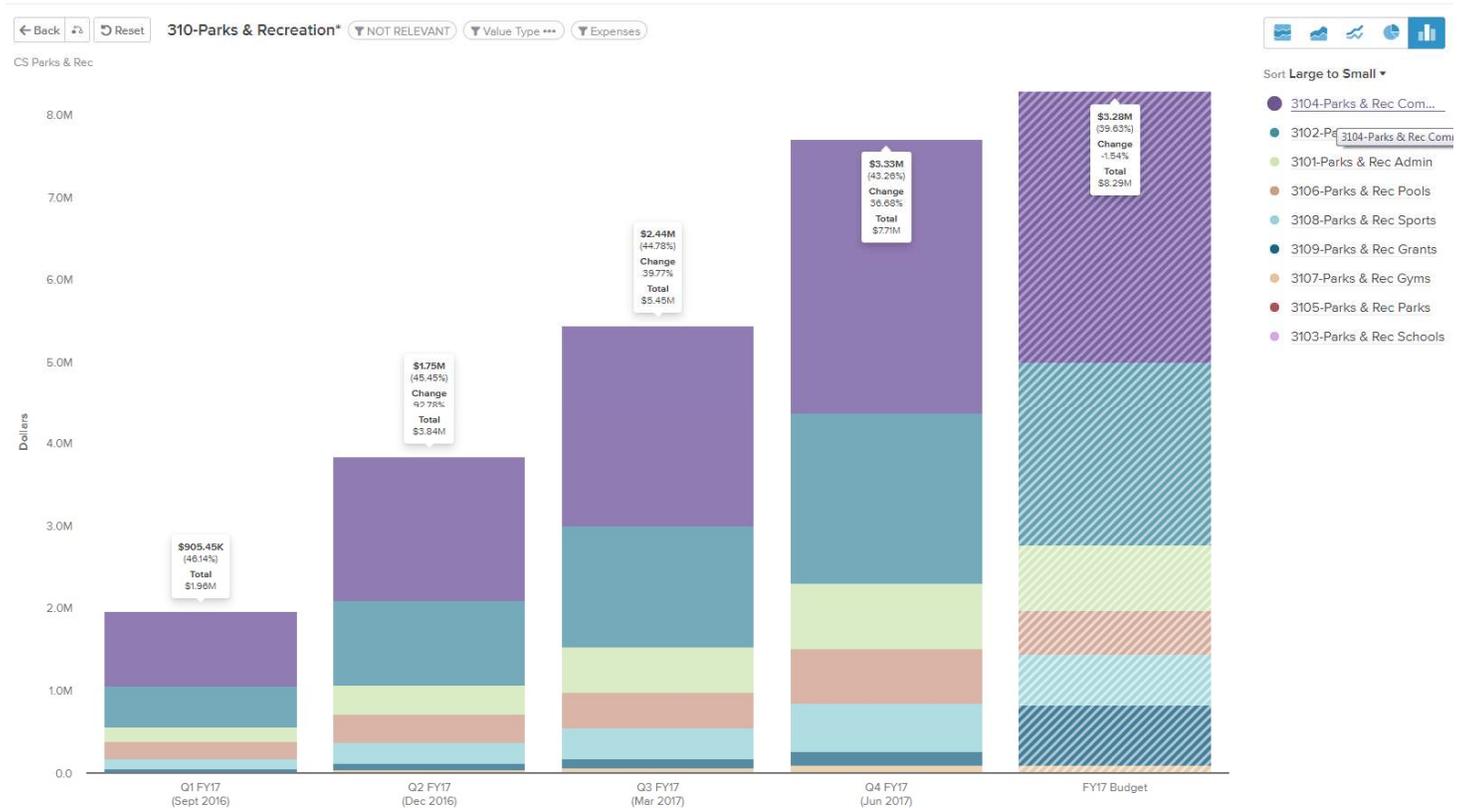


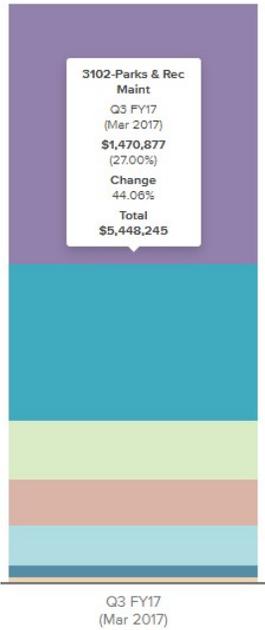
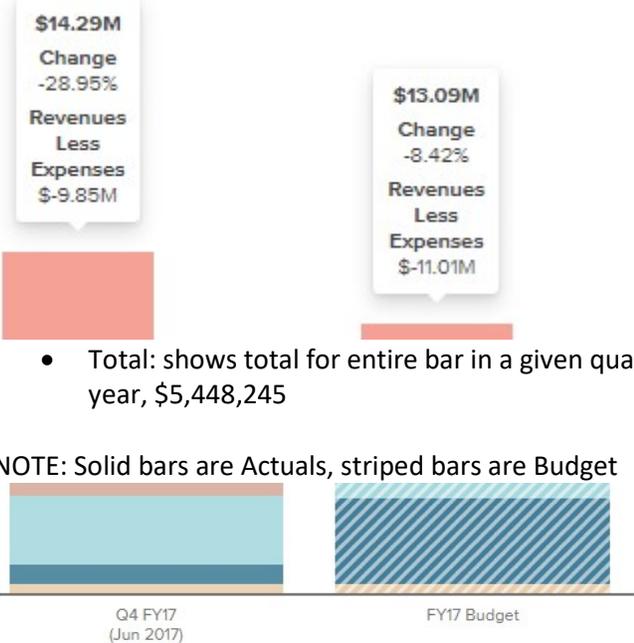
Settings Display	Settings Options	Settings Description
<p>Monthly report options Fine-tune how monthly data is displayed</p>	<p>Monthly Report Options</p>	<p>Data Representation: Changes the x-axis from years to month/quarters, see Fiscal Year Through/For Fiscal Year in Quarterly Budget Report Navigation for visualization.</p> <p>Data Representation Show your expenses/revenues trends within a fiscal year or across many years.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Year over year Displays years on the x-axis</p> <p>Month over month Displays months on the x-axis</p> </div> <p>Amounts: Data can be shown as Cumulative or Incremental</p> <ul style="list-style-type: none"> • Cumulative: data is shown as year-to-date, each quarter adds the previous quarter to the total. For example: Q1=Q1, Q2=Q1+Q2, Q3= Q1+Q2+Q3, Q4= Q1+Q2+Q3+Q4 • Incremental: data is shown by actuals incurred in that time period. For example, Q1 shows actuals for Q1 data, Q2 shows actuals for Q2data, Q3 shows actuals for Q3 data, and Q4 shows actuals for Q4 data. <ul style="list-style-type: none"> ○ NOTE: In this view, budget is shown as an annualized number and does not prorate by ¼ or 25% <p>Amounts Select how you want your amounts displayed in your report.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Cumulative Data in the report completes the sentence "through the month of ..."</p> <p>Incremental Data in the report completes the sentence "in the month of ..."</p> </div> <p>Budget Proration: This option should only be viewed when looking at monthly, incremental data. Since these graphs are quarterly the Budget Proration does not apply. If the option is enabled, it will divide the budget by 1/12</p> <p>Budget Proration Proration adjusts budget amounts linearly (divided by 1/12) based on the current point within the fiscal year.</p> <p><input type="checkbox"/> Proration disabled Proration is disabled when viewing cumulative amounts in a single fiscal year.</p> <p>NOTE: All views in Qtrly Budget Reports are Cumulative because the incremental views show the annual fiscal year budget</p>

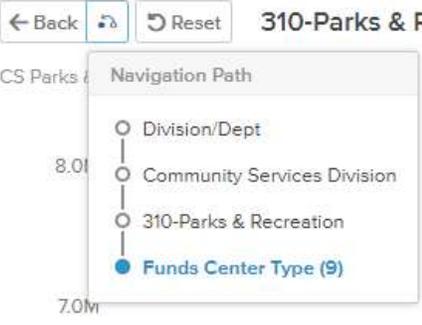
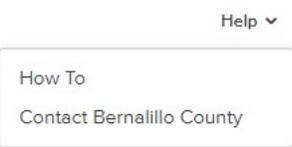
Settings Display	Settings Options	Settings Description
Presentation Control display of account codes and per capita scaling	Presentation Options	Presentation: Shows Account Codes and Scale Per Capita, these are the same selections above, see Options in Quarterly Budget Report Navigation Account codes Governments use Chart of Account codes to track and classify spending in their accounting systems. Toggle this feature to include account codes in the report presentation. <input checked="" type="checkbox"/> Show account codes Scale Per Capita This setting will be active only for this session, and won't be included in your default state. Display dollar amounts as per capita. To calculate amount shown, we will divide any dollar value by your population (Toggle and view the table below to see population by year). <input type="checkbox"/> Don't scale amounts

Section 2.3: Report Visualization

Report Visualization: Allows users to visualize data based on the selected filters. Each time the filters are changed the graph updates. The graph can be drilled into by clicking directly on the visualization or legend to get to more detailed data.



Graph Display	Graph Types	Graph Description
 <p>Q3 FY17 (Mar 2017)</p>	<p>Hover Box</p>	<p>Data can be reviewed by hovering over each slice in the stacked bar graph. Each section provides several pieces of information to tell a story with the data.</p> <ul style="list-style-type: none"> Title: Chart of Accounts name for department section, 3102-Parks & Rec Maint Date: Includes date of the bar that is being hovered over, date should match x-axis to show quarter/fiscal year and calendar month/year, Q3 FY17 (Mar 2017) Individual Bar Value: Displays dollar amount and percent of total bar, \$1,470,877 (27.00%) Change: Displays the percentage change of the Individual Bar Value from quarter to quarter or year to year, 44.06% <ul style="list-style-type: none"> NOTE: Percentage change is especially helpful when looking at the difference between fiscal years The negative change means the expenses decreased from the prior fiscal year  <ul style="list-style-type: none"> Total: shows total for entire bar in a given quarter or year, \$5,448,245 <p>NOTE: Solid bars are Actuals, striped bars are Budget</p>
<p>310-Parks & Recreation*</p> <p> <input type="button" value="NOT RELEVANT"/> <input type="button" value="Value Type ***"/> <input type="button" value="Expenses"/> </p>	<p>Graph Title</p>	<p>The graph title changes based on the filters. This is helpful if you are trying to figure out at a glance what is being filtered and where to look in the Filters section if you need to make changes.</p>
<p> <input type="button" value="Back"/> <input type="button" value="Reset"/> </p>	<p>Navigation</p>	<p>Back: Takes graph back one view. This is helpful if you have not clicked in the graph too many times.</p> <p>Navigation Path : Shows what was clicked on to get to the current view, the Navigation Path shows that the graph has been drilled on by cost center</p>

Graph Display	Graph Types	Graph Description
		 <p>Reset: Takes graph back to the default state, helpful if you have clicked through too many views or filter and cannot find your way back</p>
<p>Sort Large to Small ▾</p> <ul style="list-style-type: none"> ● 3104-Parks & Rec Com... ● 3102-Parks & Rec Maint ● 3101-Parks & Rec Admin ● 3106-Parks & Rec Pools ● 3108-Parks & Rec Sports ● 3109-Parks & Rec Grants ● 3107-Parks & Rec Gyms ● 3105-Parks & Rec Parks ● 3103-Parks & Rec Schools 	<p>Legend</p>	<p>Legend: Updates as users drill through the graph or update filters</p> <p>Sort: Data in the graph can be sorted by several options, this is useful for categories, like Funded Program, that have a lot of zero '0' values. Sorting by Large to Small ensures the data you are interested in is available at the top of your graph</p> 
	<p>Graph Style</p>	<p>Graph visualizations can be changed at any time. Users can switch from bar to pie to line to get the visualization that best describes the data. Use the link below to find out more information about each graph type and when to use it: https://opengov.zendesk.com/hc/en-us/articles/205003564-Graph-Types</p>
<p>Help ▾ Download ▾</p>	<p>Help/Download</p>	<p>Help: Provides a generic “How To” for OpenGov report navigation and “Contact Bernalillo County” which sends a message through the system to the Administrators (BIPO).</p>  <p>NOTE: The best way to contact BIPO for questions about OpenGov is through email or phone. The “Contact Bernalillo County” button DOES NOT email BIPO directly so it could go missed</p> <p>Download: Allows users to download the graph visualization or table as a picture, can be used for PowerPoint presentation or handout. Spreadsheet allows users to download the data into excel.</p>

Section 2.4: Summary Table

Summary Table: Provides detailed data based on the graph above. The Summary Table can expand and collapse based on the how much information the user wants to visualize. The Summary Table links to the 09 Transaction report which shows detailed line item information, similar to drilling in an A&E.

Summary Table		09 Transaction		0985			
Expand All	Q1 FY17 (Sept 2016)	Q2 FY17 (Dec 2016)	Q3 FY17 (Mar 2017)	Q4 FY17 (Jun 2017)	FY17 Budget	2016-17 Variance	2016-17 Variance
▶ 3104-Parks & Rec Comm Ctr	\$ 905,455	\$ 1,745,494	\$ 2,439,690	\$ 3,334,505	\$ 3,283,088	-51,417	-1.57%
▶ 3102-Parks & Rec Maint	498,767	1,021,046	1,470,877	2,070,426	2,226,301	155,875	7.00%
▶ 3101-Parks & Rec Admin	167,734	357,185	555,867	787,580	793,593	6,013	0.76%
▶ 3106-Parks & Rec Pools	219,174	336,168	429,055	666,338	534,011	-132,327	-24.78%
▶ 3108-Parks & Rec Sports	120,012	256,564	376,832	583,535	623,193	39,658	6.36%
▶ 3109-Parks & Rec Grants	27,294	76,523	107,664	165,498	727,557	562,059	77.25%
▶ 3107-Parks & Rec Gyms	23,082	45,834	65,466	96,687	90,201	-6,486	-7.19%
▶ 3105-Parks & Rec Parks	1,090	2,008	2,795	3,728	7,218	3,490	48.35%
▶ 3103-Parks & Rec Schools	0	0	0	0	0	0	0.00%
Total	\$ 1,962,609	\$ 3,840,823	\$ 5,448,245	\$ 7,708,296	\$ 8,285,161	576,866	6.96%

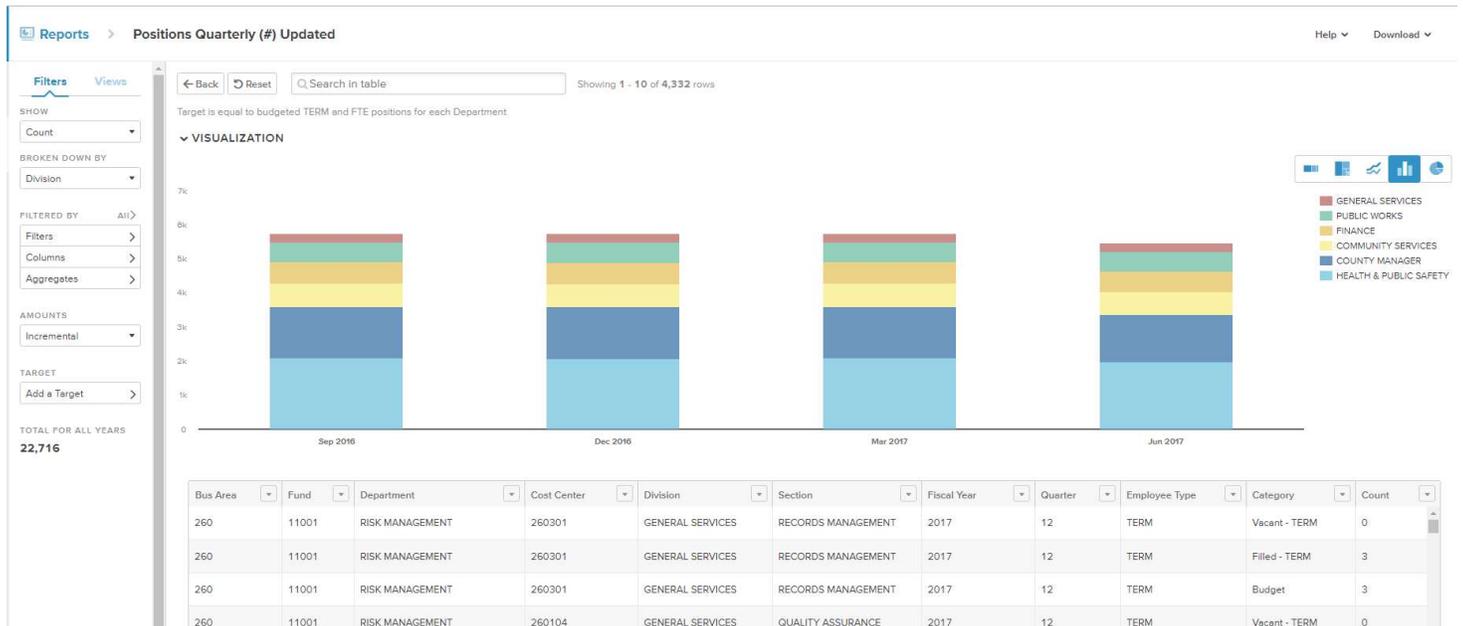
Summary Table Display	Table Sections	Summary Table Description												
Collapse All ▼ 3104-Parks & Rec Comm Ctr (310405) Paradise Hills Community Center (310406) Raymond G. Sanchez Community Center (310404) Mountain View Community Center	Account Description	<p>The 1st column in the Summary Table is the Account Description that matches the Legend in the graph. This section can be expanded and collapsed based on the information you want to display. This can be helpful if you want to expand a section to see what's the next level down.</p> <p>Expanding the section shows the subtotal and break down of the sections below:</p> <table border="1"> <thead> <tr> <th>Collapse All</th> <th>Q1 FY17 (Sept 2016)</th> <th>Q2 FY17 (Dec 2016)</th> </tr> </thead> <tbody> <tr> <td>▼ 3104-Parks & Rec Comm Ctr</td> <td>\$ 905,455</td> <td>\$ 1,745,494</td> </tr> <tr> <td> (310405) Paradise Hills Community Center</td> <td>154,216</td> <td>282,142</td> </tr> <tr> <td> (310406) Raymond G. Sanchez Community Center</td> <td>127,306</td> <td>222,294</td> </tr> </tbody> </table>	Collapse All	Q1 FY17 (Sept 2016)	Q2 FY17 (Dec 2016)	▼ 3104-Parks & Rec Comm Ctr	\$ 905,455	\$ 1,745,494	(310405) Paradise Hills Community Center	154,216	282,142	(310406) Raymond G. Sanchez Community Center	127,306	222,294
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155,875	7.00%																																																						
6,013	0.76%																																																						
Collapse All	Q4 FY17 (Jun 2017)	FY17 Budget	2016-17 Variance	2016-17 Variance																																																			
▼ 3101-Parks & Rec Admin	787,580	793,593	6,013	0.76%																																																			
(310101) Administration	652,789	643,931	-8,858	-1.38%																																																			
(310103) Arts Program and Projects	119,791	134,662	14,871	11.04%																																																			
(310102) Ditch/Wtr Safety Task Force	15,000	15,000	0	0.00%																																																			
(310104) Parks & Recreation PILT funding	0	0	0	0.00%																																																			
	09 Transactions	<p>Transactions: Data updates based on the views and filters. Only the transactions that make up the graph/summary table are visible. Data is shown in a line item view similar to drilling in an A&E.</p> <p>NOTE: The full report is available on the OpenGov Homepage</p>																																																					

Section 3: Positions Quarterly Navigation

Positions Quarterly: There are 3 reports related to position in OpenGov: FTE, Term, and Temp. Each report has the same functionality and saved views. Use the Department Dashboard to look at all position totals at once or drill into each report from the dashboard tile.

NOTE: The functionality such as filters, views, visualization, and data table are similar, but NOT identical between the Quarterly Budget Reports and Positions Quarterly reports.



Section 3.1: Filters Panel

Filter Panel: Contains 6 sections used to filter, hide, and break down data for flexibility and versatility throughout the report.

Filter Dropdown Menu	Filter Types	Filter Description
<p>SHOW</p> <p>Count</p>	Show	<p>Select different options in Show drop down menu to calculate totals using different columns in the data table. For example, if the data table has a dollar amount column and count column switch between columns using Show to aggregate off of counts and dollars.</p> <p>NOTE: The Positions Quarterly report only has one column to aggregate data, Travel and Invoice Aging are examples of reports with multiple columns to aggregate.</p>
<p>BROKEN DOWN BY</p> <p>Bus Area</p> <p>Department</p> <p>Category</p> <p>Cost Center</p> <p>Section</p> <p>Division</p> <p>Employee Type</p> <p>Fund</p>	Broken Down By	<p>Section is used to “slice” data by any column in data table. Broken Down By will change between reports based on uploaded data. For example, Department is selected in Broken Down By bar graph is sliced by departments.</p>

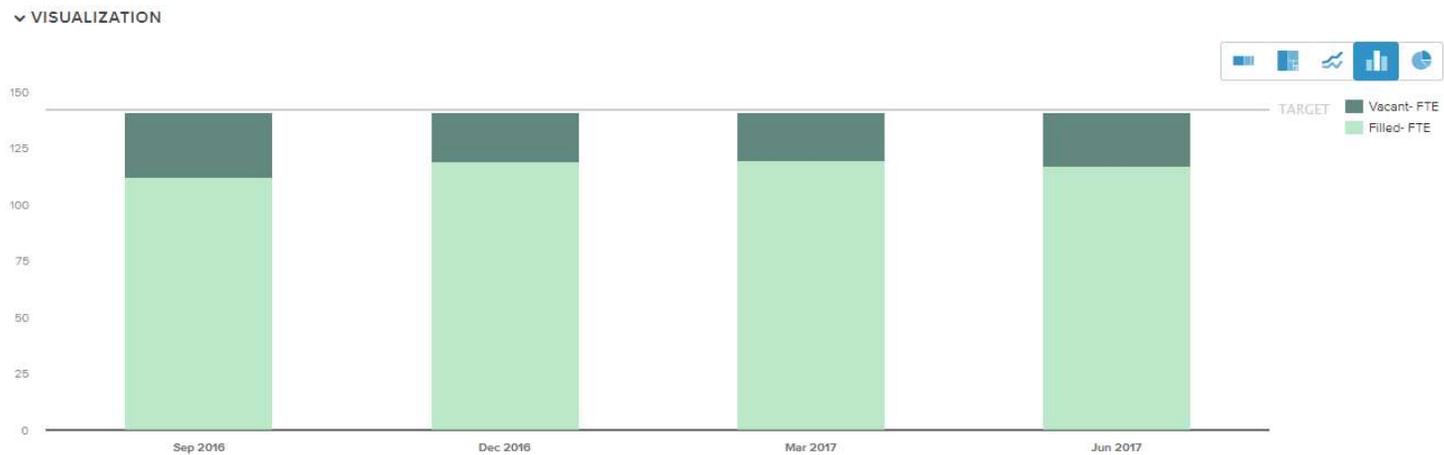
Filter Dropdown Menu	Filter Types	Filter Description
<p data-bbox="121 128 406 149">FILTERED BY All ></p> <div data-bbox="121 163 415 317"> <p data-bbox="134 176 402 201">Filters ></p> <p data-bbox="134 226 402 252">Columns ></p> <p data-bbox="134 277 402 302">Aggregates ></p> </div>	<p data-bbox="477 128 626 153">Filtered By</p>	<p data-bbox="652 128 1398 153">Filters: Select "Add New Filter" to choose a column to set filter</p> <div data-bbox="652 170 1484 254"> <p data-bbox="691 197 873 222">Add New Filter</p> </div> <p data-bbox="652 296 1511 394">Click "Department" to change which column to is being filtered and click "Equal to" to switch between filter types. Filter types include Contains, Equal to, Not, Blank, and Not Blank.</p> <div data-bbox="652 432 1284 974"> <p data-bbox="672 470 740 491">Filters</p> <p data-bbox="943 558 995 579">Clear</p> <p data-bbox="672 621 899 638">SEARCH ACROSS ALL DATA</p> <p data-bbox="680 663 818 684">Search in table</p> <p data-bbox="672 741 899 762">DEPARTMENT IS EQUAL TO</p> <p data-bbox="680 783 724 804">ysq</p> <p data-bbox="680 873 818 894">Add New Filter</p> <p data-bbox="943 940 995 961">Apply</p> </div> <p data-bbox="652 1024 1479 1123">NOTE: Only <u>one filter</u> can be applied to a column. For example, you CANNOT set two filters in the "Dept Name" column. It must be one or the other.</p> <div data-bbox="652 1167 1232 1514"> <p data-bbox="672 1182 867 1203">DEPT NAME IS EQUAL TO</p> <p data-bbox="680 1224 716 1245">YSC</p> <p data-bbox="672 1293 850 1314">DEPT NAME CONTAINS</p> <p data-bbox="680 1335 721 1356">MDC</p> <p data-bbox="680 1413 802 1434">Add New Filter</p> <p data-bbox="919 1480 971 1501">Apply</p> </div> <p data-bbox="652 1560 1390 1623">Columns: Click columns in data table on/off to simplify or hide additional data</p>

Filter Dropdown Menu	Filter Types	Filter Description						
		<div data-bbox="651 121 1273 764"> <p>Columns [X]</p> <p>Sort A-Z [v]</p> <ul style="list-style-type: none"> Bus Area <input checked="" type="checkbox"/> Category <input type="checkbox"/> Cost Center <input type="checkbox"/> Count <input checked="" type="checkbox"/> Department <input type="checkbox"/> Division <input checked="" type="checkbox"/> Employee Type <input checked="" type="checkbox"/> Fiscal Year <input checked="" type="checkbox"/> Fund <input checked="" type="checkbox"/> Quarter <input checked="" type="checkbox"/> Section <input checked="" type="checkbox"/> <p>Aggregates: Use section to Count, Average, Total, Max and Min columns in data table</p> </div> <div data-bbox="651 905 1341 1409"> <p>Aggregates [X]</p> <p>Department [v]</p> <p>Sort 9-0 [v]</p> <p>Show Total [v]</p> <p>Recalculate</p> <table border="1"> <tr> <td>COUNTY MANAGER MDC</td> <td>1,192.00</td> </tr> <tr> <td>SHERIFF'S DEPARTMENT</td> <td>888.00</td> </tr> <tr> <td>OHSEM</td> <td>513.00</td> </tr> </table> </div>	COUNTY MANAGER MDC	1,192.00	SHERIFF'S DEPARTMENT	888.00	OHSEM	513.00
COUNTY MANAGER MDC	1,192.00							
SHERIFF'S DEPARTMENT	888.00							
OHSEM	513.00							
<p>AMOUNTS</p> <div data-bbox="126 1486 431 1640"> <p>Incremental</p> <p>Cumulative</p> </div>	Amounts	<p>Amounts: Data can be shown as Cumulative or Incremental</p> <ul style="list-style-type: none"> Cumulative: Data is shown as year-to-date, each quarter adds the previous quarter to the total. For example: Q1=Q1, Q2=Q1+Q2, Q3= Q1+Q2+Q3, Q4= Q1+Q2+Q3+Q4 Incremental: data is shown by actuals incurred in that time period. For example, Q1 shows actuals for Q1 data, Q2 shows actuals for Q2data, Q3 shows actuals for Q3 data, and Q4 shows actuals for Q4 data. 						
<p>TARGET</p> <div data-bbox="126 1776 431 1829"> <p>Add a Target ></p> </div>	Target	<p>Target: Used to set target line for saved views. The Target shows in the Filters section. There are 3 target options Above, Below, and Between. <u>For the Position Quarterly reports, the Target is equal to the budget positions for the department.</u></p>						

Filter Dropdown Menu	Filter Types	Filter Description
		<p>TARGET</p> <p>Below 142 ></p> <p>● On Target</p> <p>NOTE: Only users with edit access can set targets or save views.</p>
<p>TOTAL FOR ALL YEARS</p> <p>22,716</p>	Totals	Adds data for fiscal years or months/quarter shown on the x-axis. Switch to a pie chart to see single year or month/quarter of data at a time.

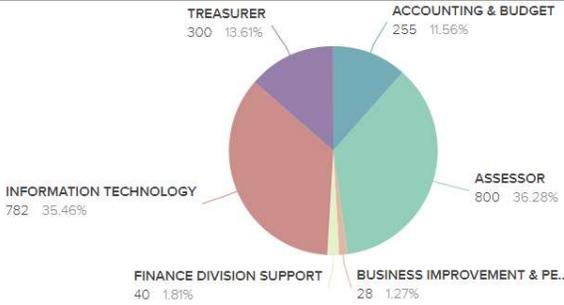
Section 3.2: Report Visualization

Report Visualization: Allows users to visualize data based on the selected filters. Each time the filters are changed the graph updates. The graph can be drilled into by clicking directly on the visualization or legend to get to more detailed data.



Graph Display	Graph Types	Graph Description
	Hover Box	<p>Data can be reviewed by hovering over each slice in the stacked bar graph. Each section provides several pieces for information to tell a story with the data.</p> <ul style="list-style-type: none"> Title: Shows each section in the column that is selected in the Broken Down By drop down menu and legend Individual Bar Value: Displays amount and percent of total bar, 117.5 (83.33%)
<p>▼ VISUALIZATION</p>	Visualization	Click Visualization to hide graph and expand the data table

Graph Display	Graph Types	Graph Description										
		<p>> VISUALIZATION</p> <table border="1" data-bbox="787 199 1502 323"> <thead> <tr> <th>FUND</th> <th>BUS AREA NAM</th> <th>COST CENTE</th> <th>DIV</th> <th>BU</th> </tr> </thead> <tbody> <tr> <td>11001</td> <td>PARKS & RECREA...</td> <td>310703</td> <td>COMMUNITY SERVL...</td> <td>310</td> </tr> </tbody> </table>	FUND	BUS AREA NAM	COST CENTE	DIV	BU	11001	PARKS & RECREA...	310703	COMMUNITY SERVL...	310
FUND	BUS AREA NAM	COST CENTE	DIV	BU								
11001	PARKS & RECREA...	310703	COMMUNITY SERVL...	310								
<p>← Back ↻ Reset</p>	<p>Navigation</p>	<p>Back: Takes graph back one view. This is helpful if you have not clicked in the graph too many times.</p> <p>Reset: Takes graph back to the default state, helpful if you have clicked through too many views or filter and cannot find your way back</p> <p>NOTE: Positions Quarterly does not have the Navigation Path because the data is not linked to chart of accounts</p>										
<ul style="list-style-type: none"> GENERAL SERVICES FINANCE PUBLIC WORKS COMMUNITY SERVICES COUNTY MANAGER HEALTH & PUBLIC SAFETY 	<p>Legend</p>	<p>Legend: Updates as users drill through the graph or change filters. This report is not linked to chart of accounts, between each click the Broken Down By section needs to be updated to filter the data and change the slices. See example below:</p> <ol style="list-style-type: none"> Select Division in Broken Down By <ul style="list-style-type: none"> Click Finance <ul style="list-style-type: none"> To see departments in Finance Division, change Broken Down By section to Department 										

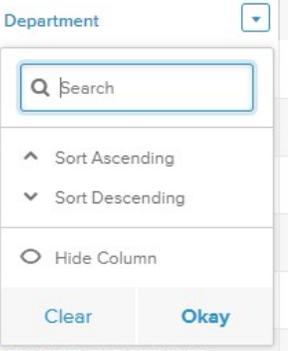
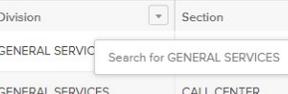
Graph Display	Graph Types	Graph Description
		
	Graph Style	<p>Graph visualizations can be changed at any time. Users can switch from bar to pie to line to get the visualization that best describes the data. Use the link below to find out more information about each graph type and when to use it:</p> <p>https://opengov.zendesk.com/hc/en-us/articles/205003564-Graph-Types</p>
<p>Help ▾</p> <p>Download ▾</p>	Help/Download	<p>Help: Provides a generic “How To” for OpenGov report navigation and “Contact Bernalillo County” which sends a message through the system to the Administrators (BIPO).</p>  <p>NOTE: The best way to contact BIPO for questions about OpenGov is through email or phone. The “Contact Bernalillo County” button DOES NOT email BIPO directly so it could go missed</p> <p>Download: Allows users to download a spreadsheet for all fiscal years in dataset or a single fiscal year</p> <p>Download Data</p> <p>Export the currently filtered view or select which file to download:</p> <p>Export Current View</p> <p> All fiscal years  508 KB</p> <p> FY 2017  508 KB</p> <p>NOTE: Download does not have the same functionality as the Quarterly Budget Hearing report, users cannot download the graph or data table as an image</p>

Section 3.2: Summary Table

Summary Table: Shows data from the uploaded file. The Summary Table allows users to search and filter directly in each column, similar to excel. This report has a different look because it does not link to chart of accounts.

NOTE: Data does not expand and collapse like the Quarterly Budget Hearing report.

Bus Area	Fund	Department	Cost Center	Division	Section	Fiscal Year	Quarter	Employee Type	Category	Count
620	11001	CONSTITUENT SERVL...	620103	GENERAL SERVICES	PRINTING & GRAPHICS	2017	12	FTE	Vacant- FTE	0
620	11001	CONSTITUENT SERVL...	620103	GENERAL SERVICES	PRINTING & GRAPHICS	2017	12	FTE	Filled- FTE	3
620	11001	CONSTITUENT SERVL...	620102	GENERAL SERVICES	INVENTORY	2017	12	FTE	Vacant- FTE	2
620	11001	CONSTITUENT SERVL...	620102	GENERAL SERVICES	INVENTORY	2017	12	FTE	Filled- FTE	9
620	11001	CONSTITUENT SERVL...	620101	GENERAL SERVICES	CALL CENTER	2017	12	FTE	Vacant- FTE	0
620	11001	CONSTITUENT SERVL...	620101	GENERAL SERVICES	CALL CENTER	2017	12	FTE	Filled- FTE	8

Summary Table Display	Table Sections	Summary Table Description
	Search/Sort	<p>Search: Click on the drop down arrow <input type="checkbox"/> to expand search section. Use Search section to find partial words or phrases in the column.</p> <p>Sort: Data can be sorted in ascending or descending order like excel</p> <p>Hide Columns: Temporarily hide columns in the table if there are too many columns. Click Back to undo or Reset to take the graph back to the default view to bring back the column</p>
	Search by Cell	Click on any cell in the data table to open the search feature. This allows users to search without having to type, eliminating spelling error or case sensitive searches