
OPENGOV QUARTERLY REPORT TRAINING

PRESENTED BY:

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VERONICA SCHORNACK, BUSINESS IMPROVEMENT & PERFORMANCE OFFICE

BERNALILLO COUNTY



WE'RE MORE THAN YOU THINK



AGENDA

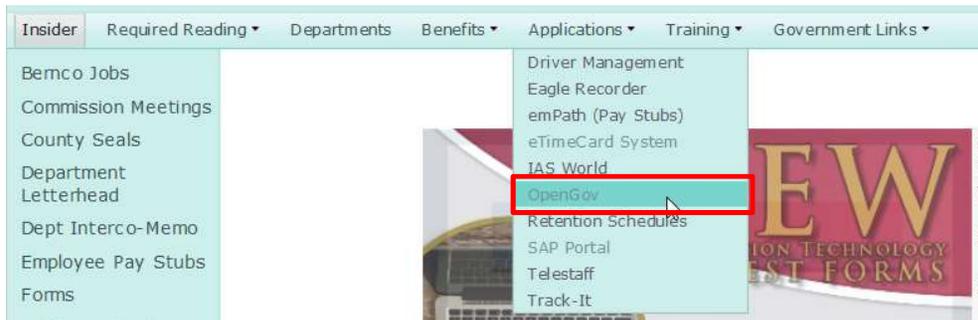
- OpenGov Login
- Customize Homepage
- Dashboard Navigation
- Stories Navigation
- Quarterly Report Navigation
- Position Report Navigation

OPENGOV OVERVIEW

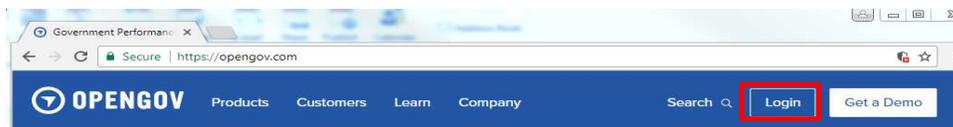
- Cloud based software
 - Available on any computer with login
- Build reports using data from any system that extracts to excel
 - Data must be 'machine readable'
- Analyze financial and non-financial data through easy-to-understand, interactive graphs
- Utilize reports for public/transparent or internal use
- Create Stories to add context to data using graphs, pictures, text, videos, or embedded documents

OPENGOV LOGIN

- To access OpenGov, navigate from BC Insider -> Applications -> OpenGov:



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



- To directly access OpenGov Reports, click the link below
 - OpenGov Reports (login required): <https://controlpanel.opengov.com>

OPENGOV LOGIN CONT.

- Login using Bernco email address
- If you need your password reset, click on 'Forgot your password?'
- For additional help logging in or requesting new user access contact Business Improvement & Performance Office, contact information on the last slide



Email

mzuniga@bernco.gov

Password

●●●●●●●●

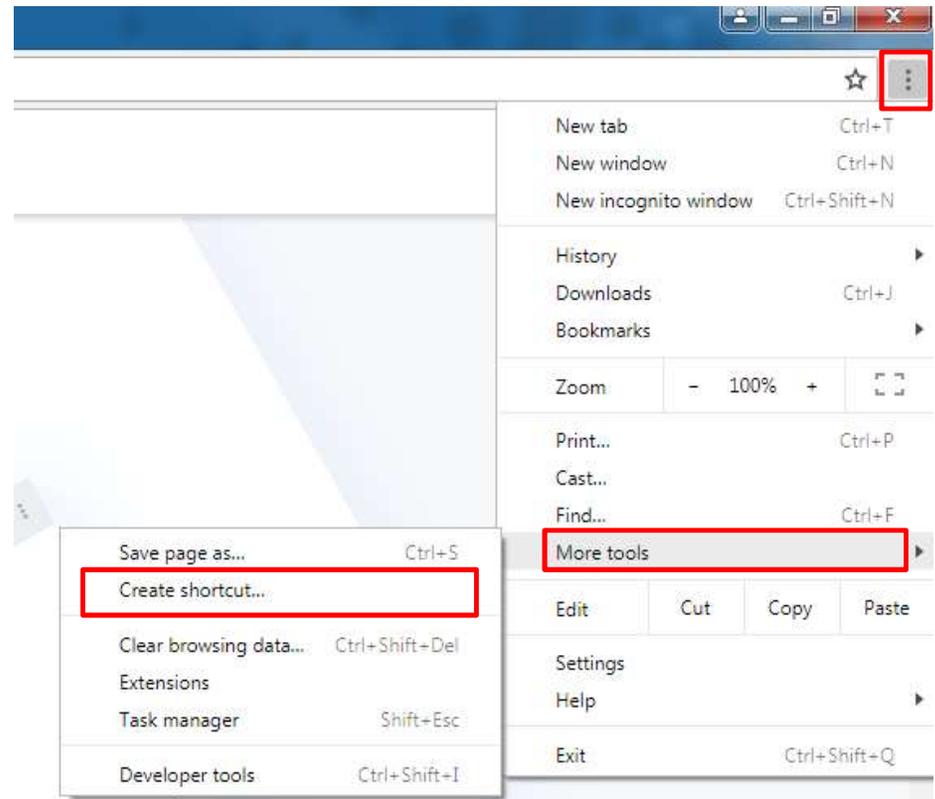
Remember me

Sign in

[Forgot your password?](#)

GOOGLE CHROME SHORTCUT

- Always use Google Chrome to launch OpenGov
- Download Google Chrome to computer
 - <https://www.google.com/chrome/>
- Add OpenGov as an icon on your computer desktop
 - Navigate to OpenGov Login and follow the screen shot



REPORT TRANSPARENCY

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 tile 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

OPENGOV HOMEPAGE

- Navigate between Reports, Dashboards, and Stories
 - OpenGov always defaults to Reports

Reports will always be defaulted

Click here to open Stories

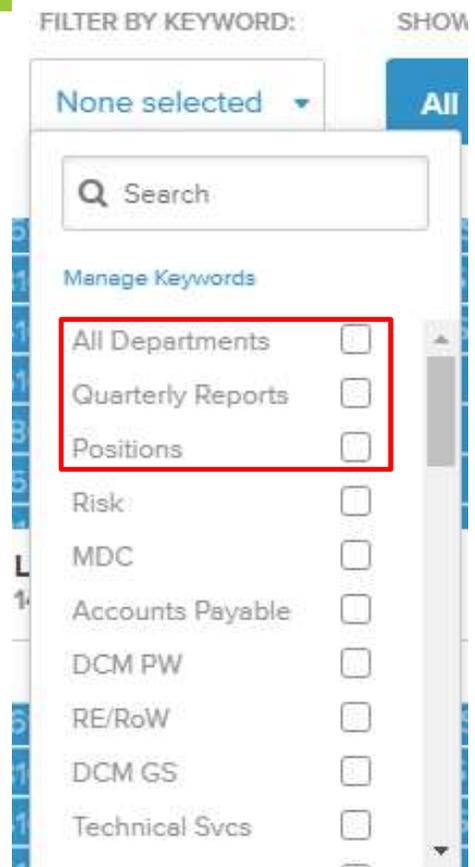
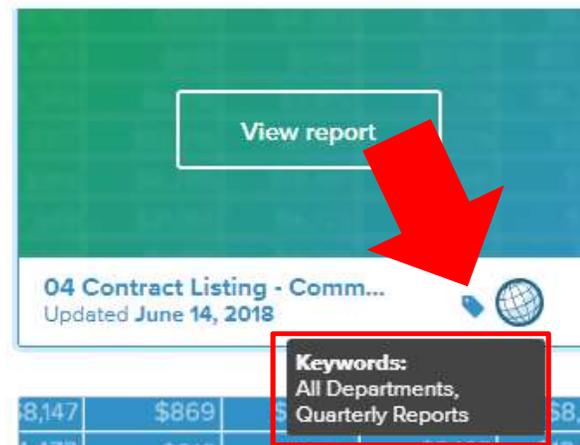
The screenshot shows the OpenGov Reporting interface. On the left is a vertical navigation menu with icons for NETWORK, REPORTS, DATA, PORTAL, STORIES, and SETTINGS. The main content area is titled 'Reporting' and has two tabs: 'Reports' (selected) and 'Dashboards'. Below the tabs is a search bar labeled 'SEARCH:' with the placeholder text 'Search for reports'. The main area displays three blue report tiles. The first tile is '01 Budget vs Actuals' (Updated December 7, 2017) with a bar chart. The second tile is '02 Position Counts' (Updated March 26, 2018) with a data table. The third tile is '03 Tax Dollars at Work' (Updated December 20, 2017) with a pie chart. Annotations include a green arrow pointing to the 'Reports' tab with the text 'Click here to open Dashboards', a green arrow pointing to the 'REPORTS' menu item with the text 'Reports will always be defaulted', a green arrow pointing to the 'STORIES' menu item with the text 'Click here to open Stories', and a green bracket on the right side of the report tiles with the text 'Each blue tile is a Report'.

Click here to open Dashboards

Each blue tile is a Report

OPENGOV HOMEPAGE CONT.

- Customize homepage to show frequently used reports by setting Filters by Keyword
- Click the checkboxes that apply to reports you want to see based on job duties, interests, department needs, etc.
- OpenGov remembers selection after you log out



OPENGOV FUNCTIONALITY

Report

- Detailed drillable graphs
- Break down or 'slice' data by different categories (i.e., name, division, department, etc.)
- Custom Filters
- Saved Views
- Summary table/detailed dataset

Dashboard

- Simple graphs created from Saved Views built in Reports
- Click to drill to Saved View in Report
- Combine multiple Saved Views from different Reports

Story

- Simple graphs created from Saved View built in Reports
- Add context and narrative to graphs/data
- Combine multiple Saved Views from different Reports

WHAT ARE DASHBOARDS?

- Simplified, high-level view of Report data
- Contains data from multiple Reports: budget vs actuals, positions, purchase order details, contract listing, invoice aging, and travel data
- Easy to print for meetings or management
- Clicking on the graph directly links to the Report
- Graphs/Saved Views are department specific for easy navigation

DASHBOARDS

Reporting

Reports **Dashboards**

Qtrly PS: Fire&Rescue 430
Updated 3 days ago

Qtrly CS: Senior and Social Services ...
Updated 9 days ago

Qtrly CS: ABC School 390
Updated 6 months ago

07 Quarterly Budget
Updated 8 months ago

Use ctrl+f to search for department name or business area



Graphs relate to SavedView in Report, click to see Report

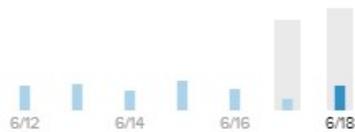
WHAT ARE STORIES?

- Simplified, high-level view of Report data
- Contains data from multiple Reports: budget vs actuals, positions, purchase order details, contract listing, invoice aging, and travel data
- Ability to add context/narrative to the data/graphs
- Easily communicate with budget analyst by providing questions/answers directly in the Story

STORIES - EXPENSES

5. EXPENSES Actuals All (Yrly - Cumulative)

Quarter-to-date yearly view of actual expenditures all funds



\$18,663,885.85

In Expenses of \$78,097,449.12 Budgeted through Jun 2018

6. EXP Actuals CC GF (Qtrly-Cumulative)

Quarterly view of General Fund Cost Center expenditures



\$3,952,101.47

In Expenses of \$4,016,128.66 Budgeted Through Jun 2018

6a. EXP Actuals IO GF (Qtrly Cumulative)

Quarterly view of General Fund Internal Order expenditures



\$2,279,779.28

In Expenses of \$2,955,978.56 Budgeted Through Jun 2018

Click on link to look at view and answer the question from the budget analyst

6a. EXP Actuals – Internal Orders: Click on [link](#) to answer the questions below

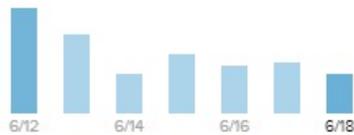
Quarter	Budget Questions	Department Response
Quarter 1		
Quarter 2		
Quarter 3		
Quarter 4		

Answer questions from budget analyst directly in Story

STORIES - REVENUES

3. REVENUES (Yrly - Cumulative)

Quarter-to-date yearly view of revenue all funds



\$4,410,504

In Revenues of \$44,054,616.62 Budgeted through Jun 2018

4. REV by CI (Qtrly - Cumulative)

Quarterly view of revenue by Commitment Item



\$4,410,504

In Revenues of \$44,054,616.62 Budgeted Through Jun 2018

4s-1 Tech Svc: Impact Fee Drainage

Quarter-to-date view of Impact Fee Drainage revenue



\$156,872.68

In Revenues of \$143,984 Budgeted Through Jun 2018

Additional revenue views: depts that collect revenue outside of their business areas/cost centers

STORIES – REVENUES CONT.

- Complete revenue questions for each source of revenue

4a. REV CONST. PERMITS: Click on link to answer	
From where does the revenue come?	 Link to each source of revenue
How much do we charge?	
When was the last fee increase? Why?	
How much do surrounding government entities charge?	
Authority:	

- Each quarter, answer if revenue is over/under budget and if revenue is higher than the previous year
- Budget will ask additional questions if needed

Quarter	Analyst Questions
Quarter 1	Will the program be under- or over-budget? Why?
	Is revenue higher or lower than last year? Why?
Quarter 2	Will the program be under- or over-budget? Why?
	Is revenue higher or lower than last year? Why?
Quarter 3	Will the program be under- or over-budget? Why?
	Is revenue higher or lower than last year? Why?

STORIES - OVERTIME

- New overtime question layout
- Complete questions for all overtime expenses

If you have any Overtime expenses for the quarter answer the questions below:				
Variance	Quarter 1	Quarter 2	Quarter 3	Quarter 4
In Budget	75% to 100% available	50% to 100% available	25% to 100% available	0% to 100% available
Over Budget	Less than 75% available	Less than 50% available	Less than 25% available	Less than 0% available

8. EXP Overtime (Qtrly - Cumulative) & 8a. EXP Overtime (Yrly - Cumulative): Click on link to answer the questions below					
Quarter	Are vacancies impacting OT? (Y/N)	Is FMLA impacting OT? (Y/N)	Will you exceed FY budget? (Y/N)	Explain the overtime expenses in detail (i.e., vacancies, FMLA, other circumstances)	If you are over budget explain why and what steps need to be taken to bring you back into budget.
Quarter 1					
Quarter 2					
Quarter 3					
Quarter 4					

STORIES – POSITIONS

- New positions questions
- Shows filled and vacant positions against budget positions (target line)

FTE/Term: answer how many vacants, where vacants are in process, if position count is wrong explain variance

A1. PUBLIC WORKS: Technical Services - Positions Qtrly FTE: Click on link to answer the questions below			
To view Vacant Positions by job title for FTEs, click on the Bi-Weekly - Vacant link below and filter by Position Type: FR			
Quarter	How many vacant FTEs?	Will the positions get posted next quarter? (Y/N)	Explain vacancies (i.e., where are vacancies in the hiring process? posted, interviewing, reclass, comp analysis, etc.) If the position count does not match the report explain the variance
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			

Temp PT/FT: answer how many temps and explain how positions are used

A3. FI: PUBLIC WORKS: Technical Services - Positions Qtrly Full Time (FT) Temp: Click on link to answer the questions below		
Quarter	How many FT Temp positions?	How are temp positions being used?
Quarter 1		
Quarter 2		
Quarter 3		
Quarter 4		

STORIES – NEEDS LIST/ISSUE AND FOLLOW UP

- Track issues and follow up items for each quarter
- Keep department updates for needs list
 - Budget has master list of all department needs

Issues & Follow Up

Quarter	Issue/Follow-Up Item	Due Date	Status	Owner	Notes

Departmental Needs Listing

Dept	Action Item Title	One Time	Recurring	Priority	Detail

STORIES – ADDITIONAL GRAPHS

- Department specific views for Contracts, Purchase Orders, Invoices, Travel, and Bi-Weekly Position Counts
- Click on link below each graph to see detailed department view in report
- See link for training powerpoint on each report:
<http://www.bernco.gov/finance/opengov-training.aspx>

E1. Positions Bi-Weekly All - Technical Svcs

Filled and vacant positions snapshot and estimates annualized salary and benefits



Bi-weekly report contains detailed listing of departments vacant and filled positions organized by title...report has 2 views per dept:

- Vacant & Filled
- Vacant Only

E2. Positions Bi-Weekly Vacant - Technical Svcs

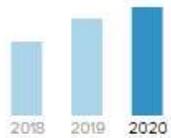
Vacant positions snapshot and estimates annualized salary and benefits



STORIES – ADDITIONAL GRAPHS CONT.

B. FY19 Approved Contracts - Technical Svcs

Contracts approved by Commission as a part of annual budget approval

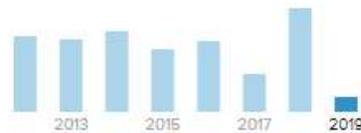


\$4,155,352.27
Total in 2020



C. POs by Vendor - Technical Svcs

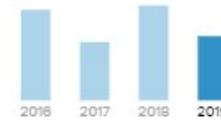
Detailed listing of all Open & Closed Purchase Orders



\$3,571,639.12
Total in 2019

D. Travel - Technical Services

Approved Travel Request Forms (TRF) for department

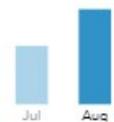


\$5,696.87
Total in 2019



F. Invoice Aging - Technical Services

Invoices paid by department



116
Total in Aug 2018

QUARTERLY REPORTS - NAVIGATION

1. Saved Views: prebuilt views for frequently asked questions or common searches
2. Filter Panel: apply custom filters such as, date ranges, greater than/less than, key words, include/exclude data
3. Data Table: view summary data by Broken Down By selection or line item detail (i.e., spreadsheet view)
4. Graph: drill to data by clicking on the graph or legend

QUARTERLY REPORTS - NAVIGATION

Saved Views: pre-filtered views of data/graph



Filters: customize data/graph to view specific information



QUARTERLY REPORTS – SAVED VIEWS

- Created by report administrators
- List of common or favorite views, like a bookmark
 - Good starting point before you apply filters

☰ 1. REV vs EXP (Qtrly - Cumulative)

☰ 2. REV vs EXP (Yrly - Cumulative)

☰ 3. REVENUES (Yrly - Cumulative)

☰ 4. REV by CI (Qtrly - Cumulative)

☰ 5. EXPENSES Actuals All (Yrly - Cumulative)

☰ 6. EXP Actuals CC GF (Qtrly-Cumulative)

☰ 6a. EXP Actuals IO GF (Qtrly Cumulative)

☰ 6b. EXP Actuals Non GF (Qtrly - Cumulative)

☰ 6c. EXP Actuals Project All (Qtrly - Cumulative)

☰ 7. EXP Actuals CC Only by CI (Qtrly - Cumulative)

☰ 8. EXP Overtime (Qtrly - Cumulative)

☰ 8a. EXP Overtime (Yrly - Cumulative)

☰ 9. EXP Actuals, POs, PCs All (Qtrly - Cumulative)

☰ 10. Vacancy Savings (Qtrly - Cumulative) 511898

QUARTERLY REPORTS – SHOW

- Select revenues, expenses, or revenues vs expenses
- Expense type (GL accounts) change based on selections

SHOW

Expenses

Revenues

**Revenues vs
Expenses**

QUARTERLY REPORTS – BROKEN DOWN BY

- ‘Slice’ data by chart of account elements
 - Fund
 - Grant
 - Funded Program (Internal Order)
 - Value Type
 - Division/Dept (Cost Centers)
 - Functional Area
 - Expense Type (GL Acct)
- Legend and Summary table change when Broken Down By is selected

BROKEN DOWN BY

Funds
Grant
Funded Program
Value Type
Division/Dept
Functional Area
Expense Type

QUARTERLY REPORTS – BROKEN DOWN BY CONT.

BROKEN DOWN BY
Expense

- Salary
- Overtime
- Benefits
- Non-Payroll
- Travel & Training
- Direct Asset Purchases

Click on legend or graph to drill into next layer

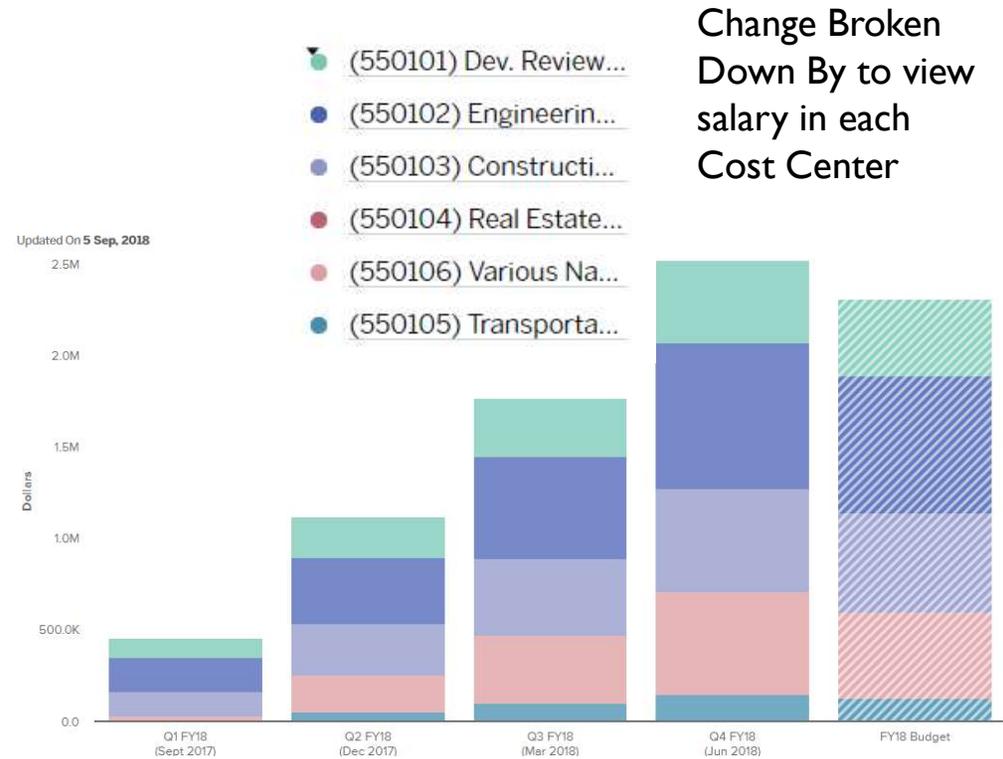
Updated On 5 Sep, 2018



To open next layer without drilling, click on the arrow in the legend to expand section

Expand All	Q1 FY18 (Sept 2017)
▶ Salary	\$ 456,148
▶ Overtime	308
▶ Benefits	212,111
▶ Non-Payroll	401,069
▶ Travel & Training	0
▶ Direct Asset Purchases	0
Total	\$ 1,069,637

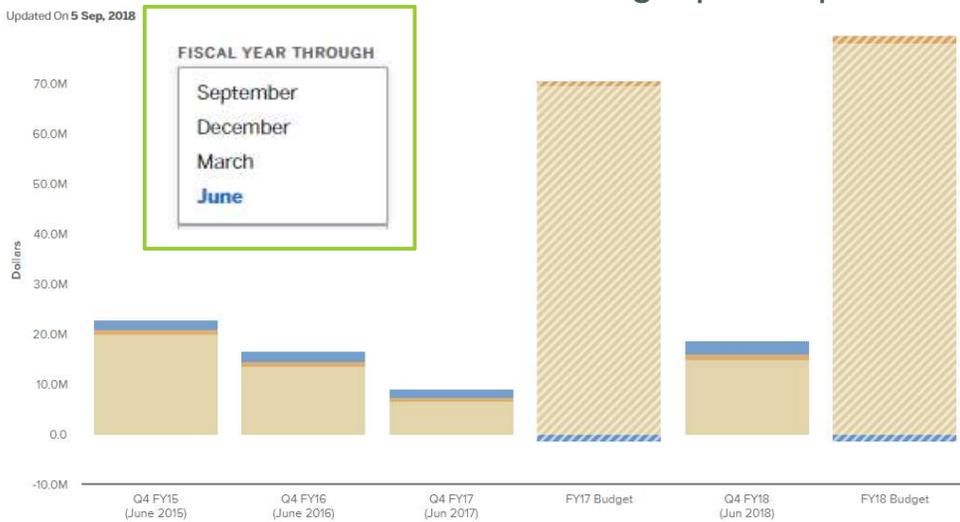
QUARTERLY REPORTS – BROKEN DOWN BY CONT.



QUARTERLY REPORTS – FISCAL YEAR/QUARTERLY VIEWS

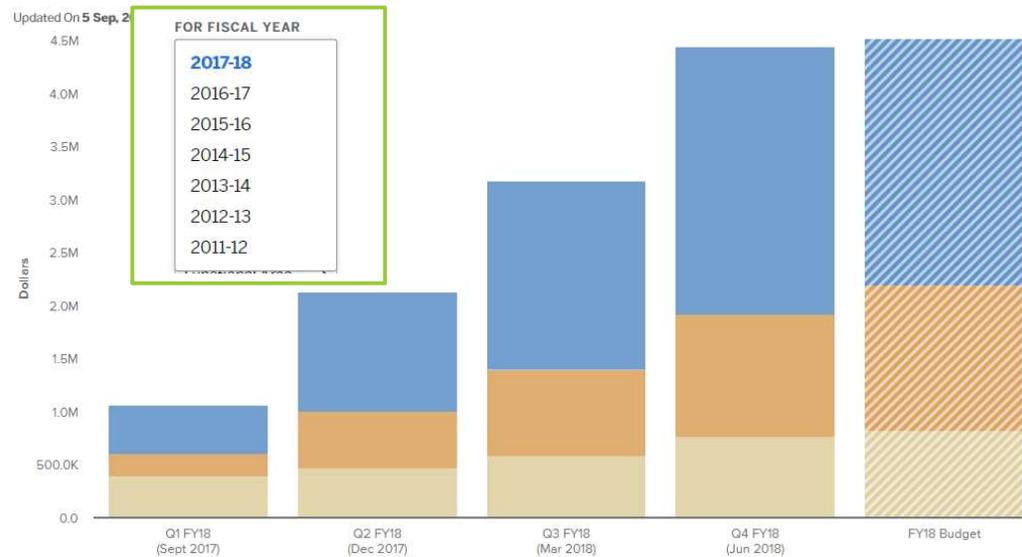
Yearly View

- View multiple fiscal years and through quarter
- Select month to view data through specific quarter



Quarterly View

- View single fiscal year and all 4 quarter
- Select single fiscal year at a time



QUARTERLY REPORTS - FILTERS

- Apply filter to chart of account elements
- Check on/off specific items

Ex. Funds

Filter Funds

Sort A → Z All

- ▼ 11-General Fund
 - (11005) 1/16 Public Safety GRT- Sub Fund of GF
 - (11001) General Fund
 - (11002) Metropolitan Detention Center
 - (11006) Sheriff Dept. Confidential Transactions
- ▶ 11A-General Fund Sub Funds
- ▶ 12-Special Revenue Funds

Outlined Check: some account elements are checked off in filter section

Check on/off account elements by clicking the check box

Black: has actuals and/or budget

Ex. Cost Centers

- ▼ Public Works Division
 - ▼ 550-Technical Services
 - ▶ 550-Technical Svcs Grants
 - ▼ 550-Technical Svcs Operating
 - (550105) Transportation and Planning section
 - (550103) Construction Section
 - (550101) Dev. Review Program Section
 - (550102) Engineering Section
 - (550107) Natural Resources 1/8 Environ Service GRT
 - (550104) Real Estate / Right of Way
 - (550106) Various Natural Resource Programs
 - ▶ Technical Services Projects

Black Check: all account elements are on in filter section

Gray: Does not have actual or budget

QUARTERLY REPORTS – SUMMARY TABLE

- Shows data by the selection from the Broken Down By
 - Adds data by cumulative totals
 - Columns are shown by quarter or fiscal year
 - Click on titles to expand sections

Each quarter is added to the next
 $Q4 = Q1 + Q2 + Q3 + Q4$

Expand All	Q1 FY18 (Sept 2017)	Q2 FY18 (Dec 2017)	Q3 FY18 (Mar 2018)	Q4 FY18 (Jun 2018)	FY18 Budget	2017-18 Variance ⓘ	2017-18 Variance ⓘ
▶ Salary	\$ 456,148	\$ 1,120,065	\$ 1,771,908	\$ 2,519,572	\$ 2,311,826	-207,745	-8.99%
▶ Overtime	308	1,009	1,009	2,053	1,260	-793	-62.93%
▶ Benefits	212,111	532,716	812,211	1,153,671	1,372,315	218,643	15.93%
▶ Non-Payroll	401,069	475,315	582,886	761,770	810,460	48,690	6.01%
▶ Travel & Training	0	0	0	0	9,800	9,800	100.00%
▶ Direct Asset Purchases	0	0	9,475	9,475	9,475	0	
Total	\$ 1,069,637	\$ 2,129,105	\$ 3,177,490	\$ 4,446,541	\$ 4,515,137	68,595	

Variance is the difference between Budget minus Actuals

QUARTERLY REPORTS – TRANSACTIONS TABLE

- Enter text, date, or number to search the entire dataset, searches all columns

Showing 1,000

Search in table

Ref Doc Numbe	Document Dat	Text	Amount (\$)	Y	or Name	Entered by	Doc T
5000245307	2018-06-15					MARODRIGUE	GR
3000039423					ALBUQUERQ...	ARROMERO	
2500040739	2018-06-13					JPMONTANO	PY
5000245305	2018-05-31				ALBUQUERQ...	MARODRIGUE	GR
5000244616	2018-05-10				SMART USE L...	MARODRIGUE	GR
5000244642	2018-05-22				DESERT PLA...	MARODRIGUE	GR
3000039828		Toner ...	(393.84)	201814	SANDIA OFFI...	MARODRIGUE	

Click on arrow to search each column

QUARTERLY REPORTS – GRAPH

- Click on legend or graph to drill
- Switch between graph types
- Change Sort Order

Change graph type



Sort By Chart of Accounts

- (512110) Overtime
- (512130) Holiday Ove.

Click to drill

Updated On 5 Sep, 2018

Dollars
2.0K
1.8K
1.5K
1.3K
1.0K
750.0
500.0
0.0

Hover on legend to see dollar amount and percent change from bar to bar

\$308
(100.00%)
Total
\$308

\$735
(72.83%)
Change
138.61%
Total
\$1,009

\$735
(72.83%)
Change
0.00%
Total
\$1,009

\$1,779
(86.64%)
Change
141.99%
Total
\$2,053

\$1,260
(100.00%)
Change
-29.16%
Total
\$1,260

Q1 FY18
(Sept 2017)

Q2 FY18
(Dec 2017)

Q3 FY18
(Mar 2018)

Q4 FY18
(Jun 2018)

FY18 Budget

POSITION REPORTS

- There are 3 position count reports for the quarterly budget process:
 - FTE
 - Term
 - Temp (Full-time and Part-time)

POSITION REPORTS – SHOW

- Select numerical column to sum/total data
- Totals can include counts or dollar amounts
 - # of employees
 - Total cost of trip (\$)
 - Airfare (\$)

SHOW 

BUS AREA

COST CENTER

OF EMPLOY

FISCAL YEAR

FUND

QUARTER

POSITION REPORTS – BROKEN DOWN BY

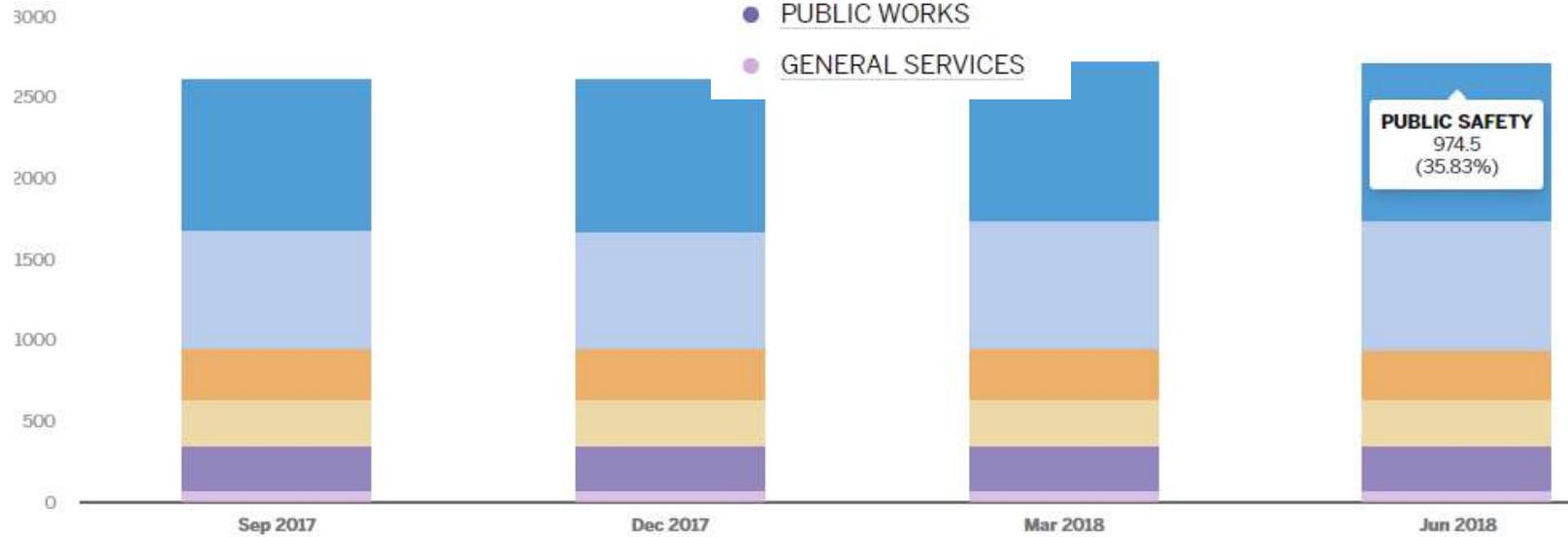
- 'Slice' data by categories
 - Department
 - Division
 - Section
 - Category

BROKEN DOWN BY 

- DEPARTMENT
- CATEGORY
- SECTION
- DIVISION**
- EMPLOYEE TYPE

Sort **Large to Small** ▾

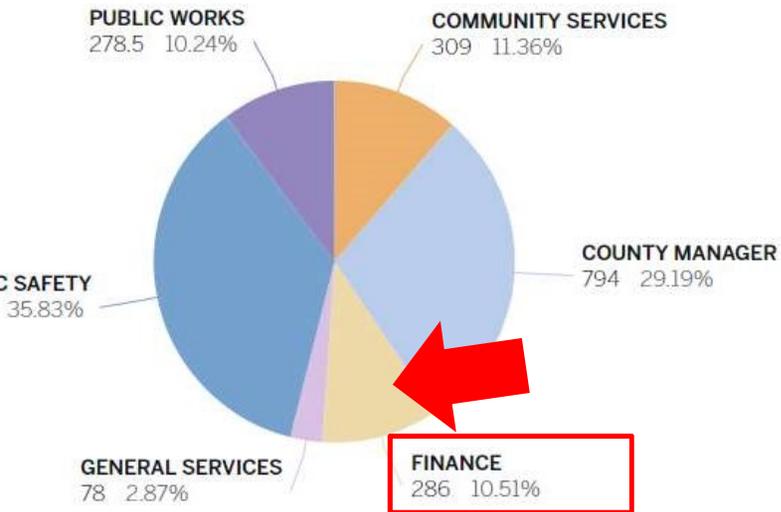
- PUBLIC SAFETY**
- COUNTY MANAGER
- COMMUNITY SERVI...
- FINANCE
- PUBLIC WORKS
- GENERAL SERVICES



Click on slice to drill into a single division - Finance

BROKEN DOWN BY 

Division 



You are only looking at costs associated with Finance Division

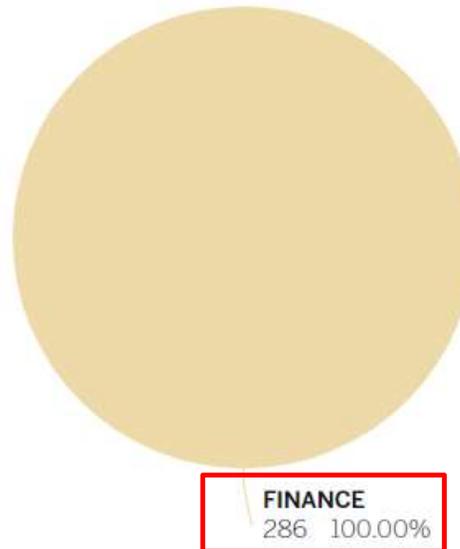
BROKEN DOWN BY 

Division 

DRILLDOWN

DIVISION IS EQUAL TO

FINANCE



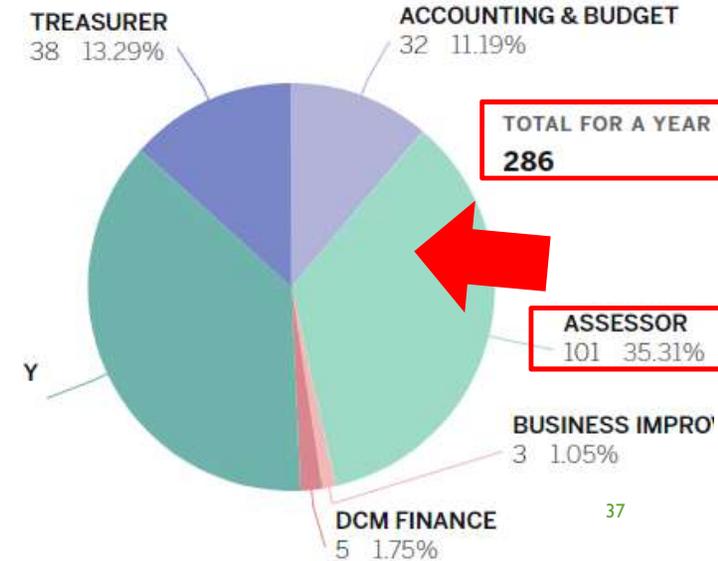
Change Broken Down By to see the pie slice by Department – click Assessor

BROKEN DOWN BY 

Department 

 Budget 

 FINANCE 



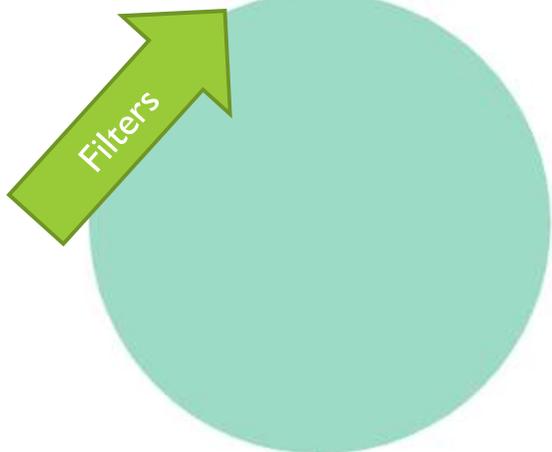
You are only looking at the Assessor's

BROKEN DOWN BY

Department

= FINANCE x

= ASSESSOR'S OFFICE x



ASSESSOR
101 100.00%

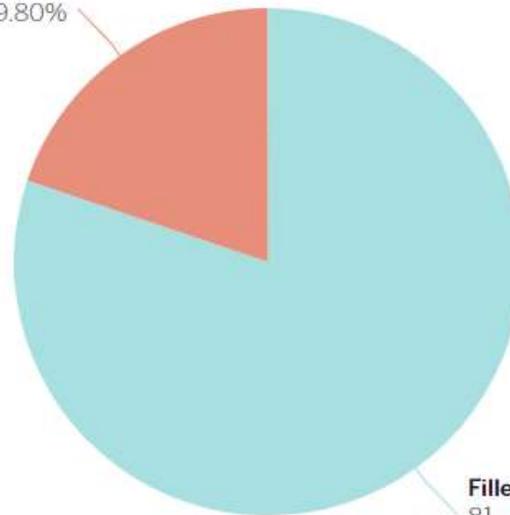
Slice the pie by changing Broken Down By Category

BROKEN DOWN BY

CATEGORY

TOTAL FOR A YEAR
101

Vacant - FTE
20 19.80%



Filled - FTE
81 80.20%

POSITION REPORTS – FILTER BY

- Filtered By: add new filter to analyze data

SEARCH ACROSS ALL DATA

Search in table

Add New Filter

Apply

- Select column to apply filter

OF EMPLOY

BUS AREA

CATEGORY

COST CENTER

DEPARTMENT

DIVISION

EMPLOYEE TYPE

- Select type of filter (i.e., contains, equal to, not equal)

equal to

not

at least

at most

blank

not blank

- Enter key word to filter by

COST CENTER IS EQUAL TO

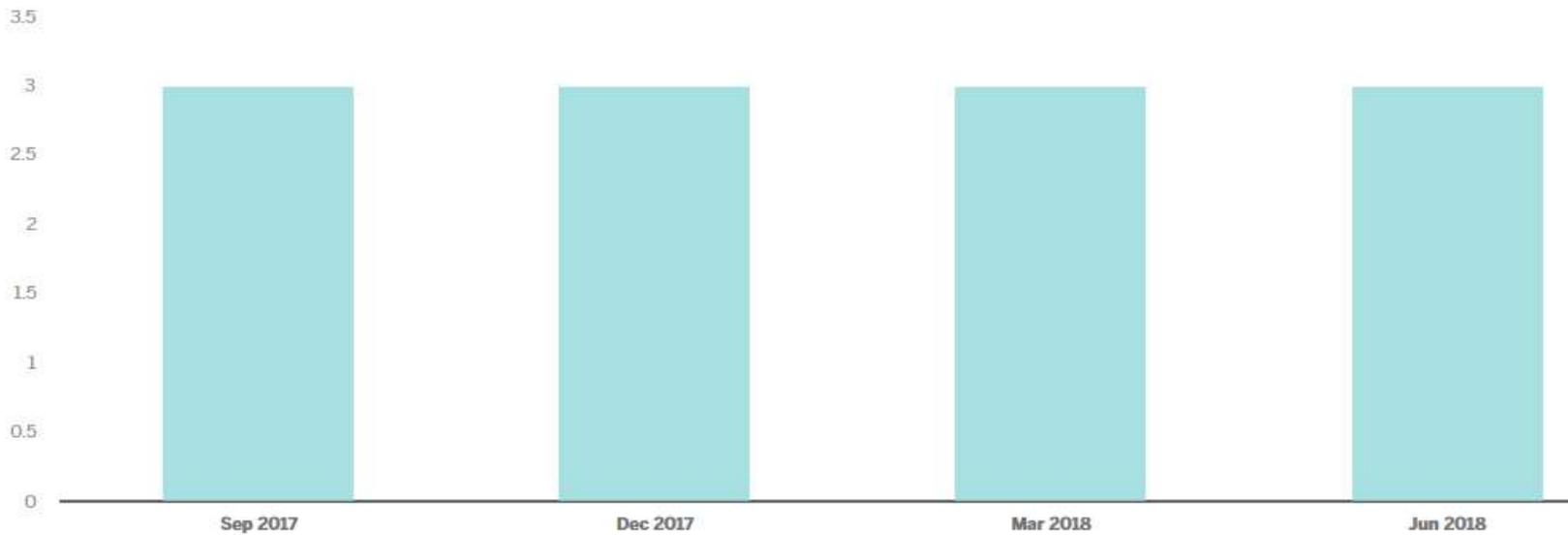
220110

POSITION REPORTS – FILTER BY CONT.

- Report shows all Cost Centers EQUAL TO '220110'
- Any filter that's applied will show up under the search bar

Search in table Search

← Back ↺ Reset ≠ Budget × = 220110 ×



POSITION REPORTS – AMOUNTS

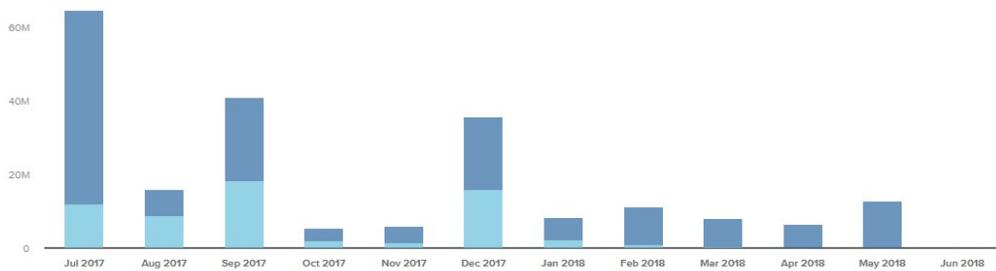
- Incremental - view data per period (total per month or year)

- Cumulative - view data year to date (adding all periods together)

AMOUNTS

Incremental

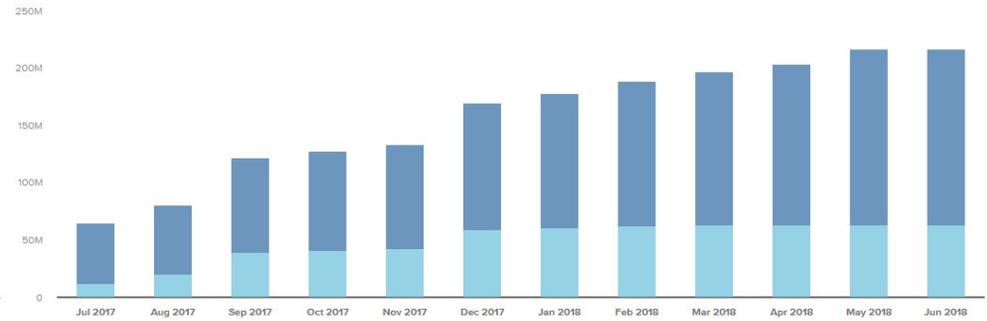
Cumulative



AMOUNTS

Incremental

Cumulative



POSITION REPORTS – SUMMARY TABLE

- Shows data by the selection from the Broken Down By
 - Adds data by incremental and cumulative totals
 - Columns are shown by month or fiscal year
 - Click on titles to drill to data

Click on a
division to drill



DIVISION	Sep 2017	Dec 2017	Mar 2018	Jun 2018	Total
PUBLIC SAFETY	941.5	950.5	986.5	974.5	3,853
COUNTY MANAGER	726	720	791	794	3,031
COMMUNITY SERVICES	319	318	315.5	309	1,261.5
FINANCE	282	285	286	286	1,139
PUBLIC WORKS	279.5	278.5	277.5	278.5	1,114
GENERAL SERVICES	78	77	78	78	311
Total	2,626	2,629	2,734.5	2,720	10,709.5

Adds data across all fiscal
years for a single division



Adds data across all
fiscals years and
divisions



Adds data for all divisions per fiscal year



POSITION REPORTS – DETAIL TABLE

- Shows line item information for dataset, 'spreadsheet view'
 - Add filters to any columns by clicking on arrow
 - Filters will change based on date, text, or numerical data within the column
 - Click on a single cell in the table to search

Text Search

Department

Sort Ascending

Sort Descending

Hide Column

Clear Okay

ASSESSOR'S OFFICE

ASSESSOR'S OFFICE

Numerical Search

Total Cost of Trip (\$)

≤ To

Sort Ascending

Sort Descending

Hide Column

Clear Okay

4,864.00

Date Search

Conf Start Date

Conf End Date

December 2018

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

14/

14/

0/

4/

4/

4/

4/

3/

Single Cell Search

2000 Threshold

Code of Conduct

Lodge

Search for Above \$1999.99

Above \$1999.99

Below \$2000.00

POSITION REPORTS – SEARCH BAR

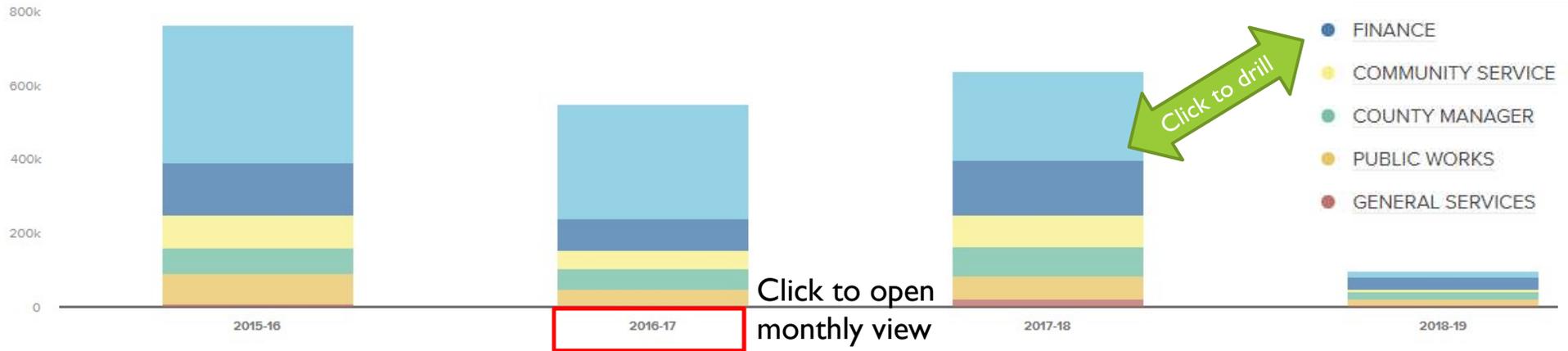
- Enter text, date, or number to search the entire dataset, searches all columns

BUS AREA ▾	FUND ▾	DEPARTMEN ▾	COST CENTEF ▾	DIVISION ▾	SECTION ▾	FISCA
220	11001	BUSINESS IM...	220110	FINANCE	BUSINESS...	
220	11001	BUSINESS IM...	220110	FINANCE	BUSINESS...	
220	11001	BUSINESS IM...	220110	FINANCE	BUSINESS...	
220	11001	BUSINESS IM...	220110	FINANCE	BUSINESS...	

POSITION REPORTS – GRAPH

- Click on legend or graph to drill
 - Drill to monthly view by clicking on fiscal year
- Switch between graph types
- Change Sort Order
- Open and close graph visualization to view data table

▼ VISUALIZATION



FUTURE REPORTS

- Do you have any reporting needs? What questions do you get asked the most?
 - Is there reports/data you review/share each month?
 - Do you have data you would like to share with the public?
 - Is there internal tracking you would like to share with your department at monthly staff meetings?
 - Do you have data in spreadsheets or systems?

CONTACT INFORMATION

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