

How To: Use OpenGov Dashboards to Understand Your Budget (for Departments)



APS Graphs



Expense & Travel Management (*CHROME Recommended)

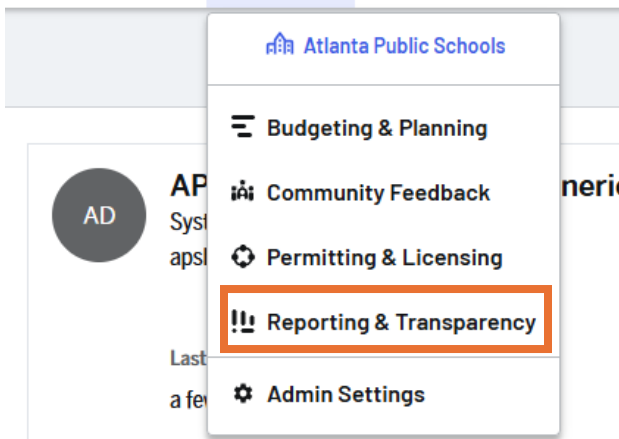


OpenGov

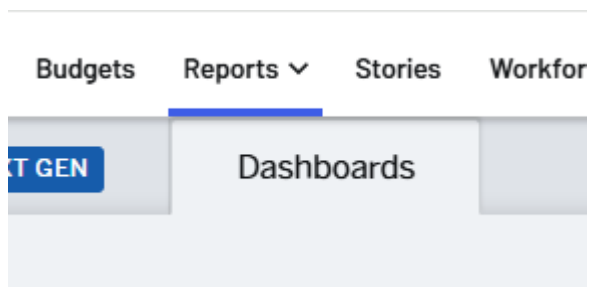
Navigate to the [APS Employee Portal](#), scroll to the bottom and click OpenGov to be logged on with Single Sign-On. If you did not receive an OpenGov account invitation, fill out the [OpenGov Access Request Form](#).



My Profile ▾



If landing on the “My Profile” page, click the dropdown and click “Reporting and Transparency.”



If you clicked on the link directly to your dashboards in the monthly email, you should automatically see your dashboard(s) on the dashboard page. If you don't see a dashboard, click on the “Reports” tab in the top menu (if needed), then “Dashboards” in the dropdown.

Dashboards

Example Dashboard

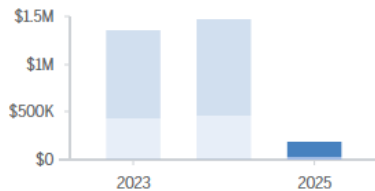
Updated 2 minutes ago



Budget Department Expenditures Budget vs Actual



Annual Report



\$191,884.50

Expenses in 2025

Click on your dashboard to open it. You will see individual report/tiles for different types of budget information. Bookmark your dashboard(s) so you can check them often.

This report/tile shows the current fiscal year budget vs. actuals as well as prior fiscal years. Click the report/tile for a detailed visualization and table broken down by personnel/non-personnel and by function. Hidden columns in the table such as object descriptions can be added by clicking “Manage Columns” in the upper right-hand corner of the table and clicking the checkbox next to the column name.

Summary		Details	
<input checked="" type="checkbox"/> Show Totals <input type="checkbox"/> Group by Object Code			
Object Code	Object Code Description		
2300	Teachers Retirement		
2904	Dental Insurance		
2300	Teachers Retirement		
2904	Dental Insurance		
1910	Other Admin Pers-R		
1900	Oth Mgt Pers - Reg F		
2200	Fica		
6100	Supplies		
5800	Travel Employees		
6100	Supplies		

Filter

Enter column name

Show All Hide All 8 of 72 Visible

PINNED LEFT

☒ Object Code

☒ Object Code Description

☒ Function

☒ Function Description

☐ APS Program Description

☐ APS_prog_code

☒ ACTUAL_DTL

☒ ENCUMB_DTL

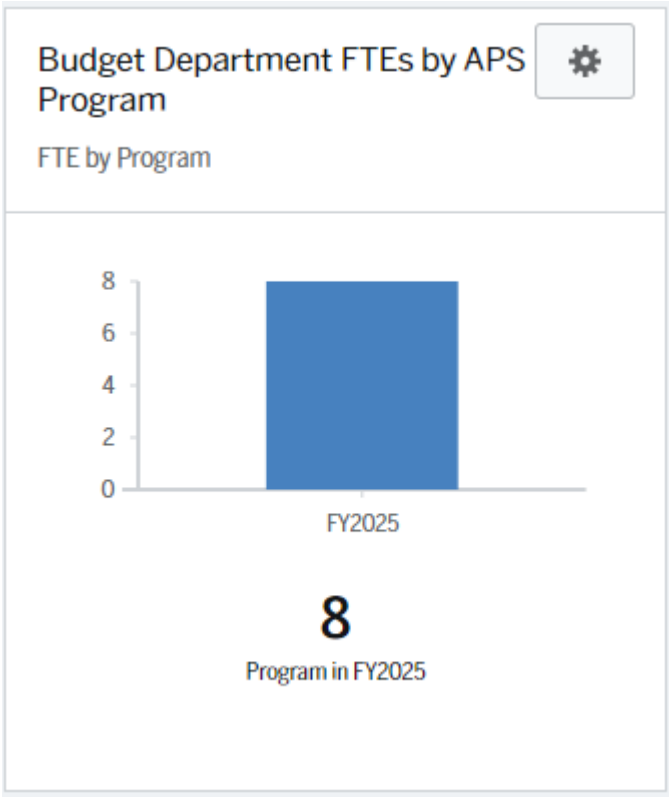
☒ COMMIT_DTL

☒ Account Number

☐ ACCOUNT

☐ Account Number

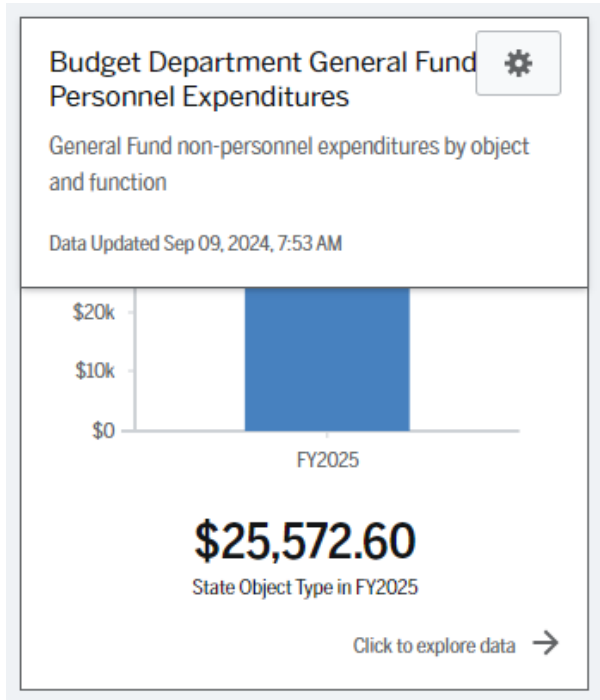
☐ Account Type



This report/tile shows the number of FTEs for the program from the FY25 Approved budget.



This report/tile shows currently encumbered and committed funds for the current and prior fiscal year.



This report/tile shows non-personnel expenditures by object and function. Click the report/tile for a more detailed visualization and table.