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



Navigate to the <u>APS Employee Portal</u>, 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 <u>OpenGov</u> <u>Access Request Form</u>.

⑦ OPENGOV | My Profile ∽



Budgets Reports ✓ Stories Workfor

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



will see individual report/tiles for different types of budget information. Bookmark your report so you can check it often.

Click on your dashboard to open it. You

Example Elementary School General Fund Non-Personnel Budget S Current Year General Fund Non-Personnel Budget v. Actuals by

Data Updated Sep 09, 2024, 7:53 AM

Account

6/2025



This report/tile shows the year-to-date non-personnel actuals as a percentage of the annual non-personnel budget. You can click the report/tile for a detailed comparison of the actuals and budget by function.



This report/tile shows the current fiscal year budget vs. actuals by function as well as prior fiscal years.



Summary	Details
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Fund 💽	School Name 🔹	Filter Enter column name
100	Dunbar Elementary	Show All Hide All 13 of 72 Visible
150	Dunbar Elementary	Location_code
100	Dunbar Elementary	NAME New Level
150	Dunbar Elementary	Object Category (Ex)
150	Dunbar Elementary	Object Code
150	Dunbar Elementary	Object Code Description
100	Dunbar Elementary	Object Type Object Type (Ex)
150	Dunbar Elementary Sc	theol 150120055581021 1000

This report/tile shows year to date nonpersonnel budget, actuals, and encumbered, and committed funds similar to a GL298 A. It is up to date to the previous day. Click the report/tile and scroll down to view a detailed table. Hidden columns such as object descriptions can be added by clicking "Manage Columns" in the upper righthand corner of the table and clicking the checkbox next to the column name.



This report/tile is for an encumbrance report similar to the GL 289 B. Data is updated weekly. Click the report/tile for a detailed table.

Example Elementary School Substitutes

Remainingbalancefor Substitutes Data Updated Sep 09, 2024, 7:53 AM



This report/tile shows remaining budget for substitute teachers for this fiscal year.