

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



APS Graphs

Expense & Travel Management (*CHROME Recommended)



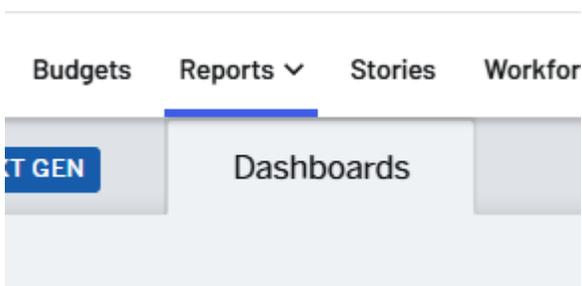
OpenGov



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](#).

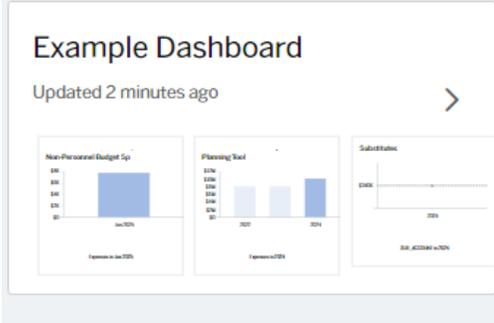


If landing on the “My Profile” page, click the dropdown and click “Reporting and Transparency.”



If you clicked on the link directly to your dashboard(s) 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

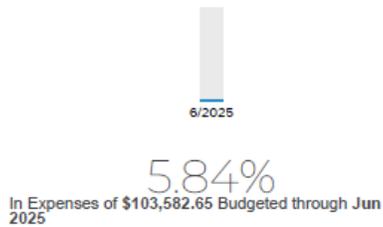


Click on your dashboard to open it. You will see individual report/tiles for different types of budget information. Bookmark your report so you can check it often.

Example Elementary School General Fund Non-Personnel Budget S

Current Year General Fund Non-Personnel Budget v. Actuals by Account

Data Updated Sep 09, 2024, 7:53 AM

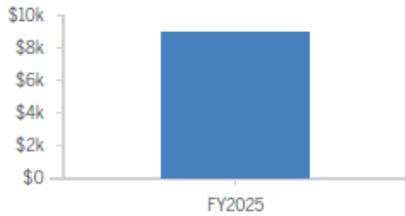


This report/tile shows the year-to-date non-personnel actuals as a percentage of the annual non-personnel budget. You can click the report/tile for a detailed comparison of the actuals and budget by function.

Example Elementary School Encumbrance Report

PurchaseOrder and P-Card Remaining Amount

Data Updated Sep 03, 2024, 9:32 AM



\$9,959.42

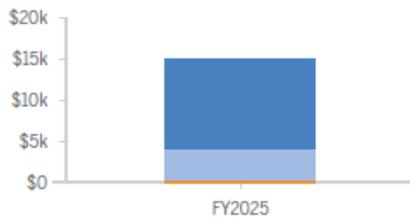
Encumbered in FY2025

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

Remaining balance for Substitutes

Data Updated Sep 09, 2024, 7:53 AM



\$14,999.22

SUB_ACCOUNT in FY2025

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