



# OpenGov

## Navigator

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# REPORTING

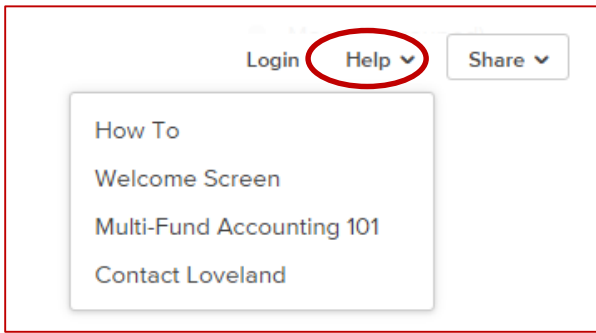
Our **Annual - Completed Years** Report is displayed by default when accessing our OpenGov site. Other types of reports are available, and instructions for working with these reports will follow.

Currently, there are 4 basic reports set up on the City of Loveland OpenGov site; the scope and purpose of each is fully described in the table below.

Report	Purpose	Source	Data available	Date Range
<b>SUMMARY REPORTS</b>				
<b>Annual – Completed Years</b>	Compares totals of selected data across a range of years	General Ledger	Totals of Revenues or Expenses, across all or select Funds, Departments, Programs or Types (no transactional detail).	2010 to 2015
<b>Year-to-Date – by Month</b>	Compares totals, year-to-date, of a selected month across a range of years	General Ledger	Totals of Revenues or Expenditures, across all or select Funds, Departments, Programs or Types (no transactional detail).	2010 to Current
<b>Budget History</b>	Compares Amended Budgets across a range of years	Budget	Totals of Amended Budgets, for Revenues or Expenses, across all or select Funds, Department Programs or Types (no transactional detail)	2010 to Current
<b>TRANSACTION REPORTS</b>				
<b>Check Register</b>	Detail of invoices (vendor payments) processed via Accounts Payable	Accounts Payable	Check number; Check date; Payee name; Amount, Item description, Fund, Department, Division & Object names.	11/2011 to Current
<b>Purchasing Card Transactions</b>	Detail of items purchased using PCards	PCard Transaction download	PCard transaction number; Purchase date; Assigned user; Merchant name; Amount; Transaction description; Fund, Department, Division & Object names.	10/2013 to Current

(Please note that the reports available are likely to evolve over time, and new reports may be added in the future.)

**RESOURCES:** At the upper right corner of every screen, a “Help” dropdown menu is available.



**How To** provides very basic information about working with OpenGov

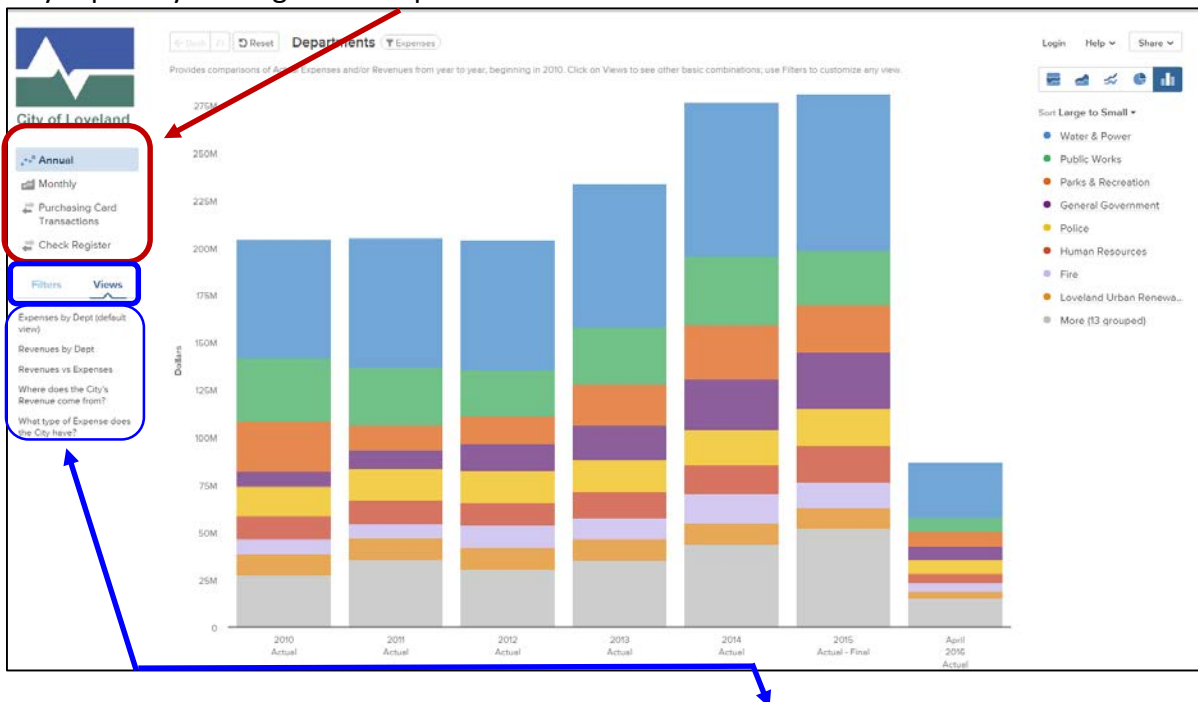
**Multi-Fund Accounting 101** may be VERY helpful when learning about Governmental Finances

**Contact Loveland** provides a way for users to provide feedback and ask questions

**REPORT BASICS:**

The section below the City’s logo at left is actually a menu bar.

Select any report by clicking on the report title.



Below the report titles, notice the terms “Filters” and “Views”. “Views” for any report chosen are simply pre-set report configurations for popular inquiries, and are listed at the bottom of the menu bar. Views are based upon the same data used in the report selected, and are simply for user convenience.


As you will see in the instructions that follow, the OpenGov platform is interactive and quite flexible, allowing users to further customize any Report or View for their use, using Filters to select desired data.

Notice that below every graph, there is a dynamically updated table of the numeric data represented above.

Expand All	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual - Final
▶ No division code	\$ 165,559,710	\$ 177,782,061	\$ 165,950,197	\$ 170,054,107	\$ 195,655,404	\$ 206,024,550
▶ Public Works	10,295,611	7,315,229	7,791,445	21,098,912	23,234,519	23,368,102
▶ Parks & Recreation	7,655,783	10,567,277	11,925,558	12,984,369	14,346,061	16,296,668
▶ Loveland Urban Renewal Authority	11,115,104	11,082,701	11,304,566	11,151,275	11,275,969	11,084,850
▶ Fire	1,316,250	1,637,138	10,422,175	9,791,471	10,768,695	12,011,288

## **CUSTOMIZING Annual, Year-to-Date & Budget History Reports:**

The layout and options for these three types of reports are very similar to each other.

- OpenGov reports are fully interactive!
- Move the mouse pointer over the graph & legend areas to display amounts and percentage comparisons.
- Click on a line in the Legend, or an arrow  in the data table, to display, graph and drill into selected data. Hint: The mouse pointer will change to a “hand” when positioned on interactive data.
- Change the **Filter** options to the left of the graph, using the dropdowns.
  - Show Revenues, Expenses, or a combination of the two
  - Choose data by Fund Type (see Terminology at the end of these instructions)
  - Choose data by Department or Program (an organizational designation within a Department)
  - Choose data by either Expense Type (such as Supplies) or Revenue Type (such as Charges for Services)
  - Changing Filters, of course, alters the data graphed. Those changes will also be reflected in the legend and data table below.
- Select the year (or range of years) displayed by using the Fiscal Year slider bar.
- Change the Type of graph by clicking the various boxes with graph icons, above the legend.
  - In addition to the Stacked-type graph shown by default, data may be represented using Percentage, Line, Bar graphs and Pie charts.
  - **See page 4 for examples.** (Note: Pie charts can only display a single year, as opposed to multiple years.)

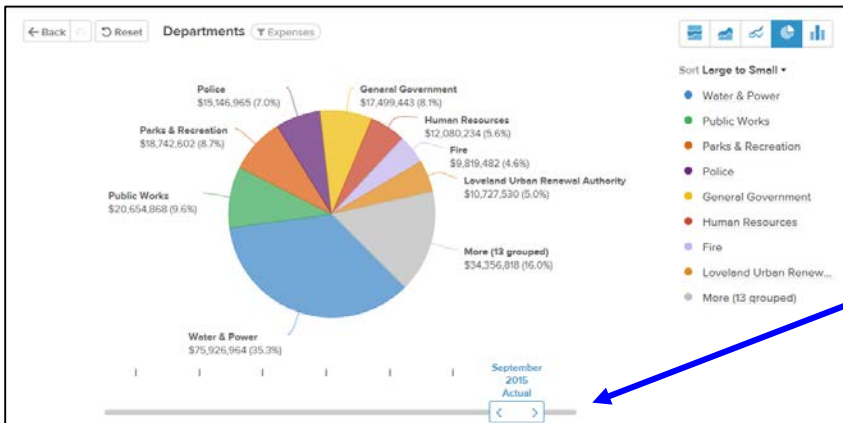
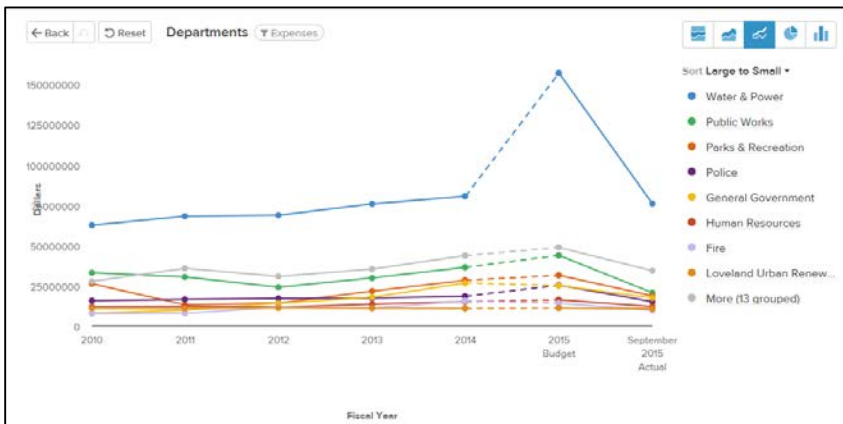
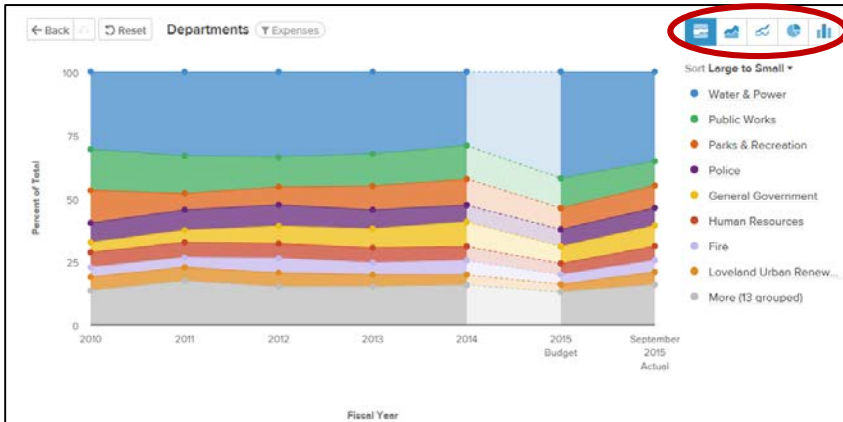
**Filters & other options as currently selected are always noted above the graph, to the right of the Reset button.**

**There is no “wrong” way to view the data; and selecting different options will not affect other users.**

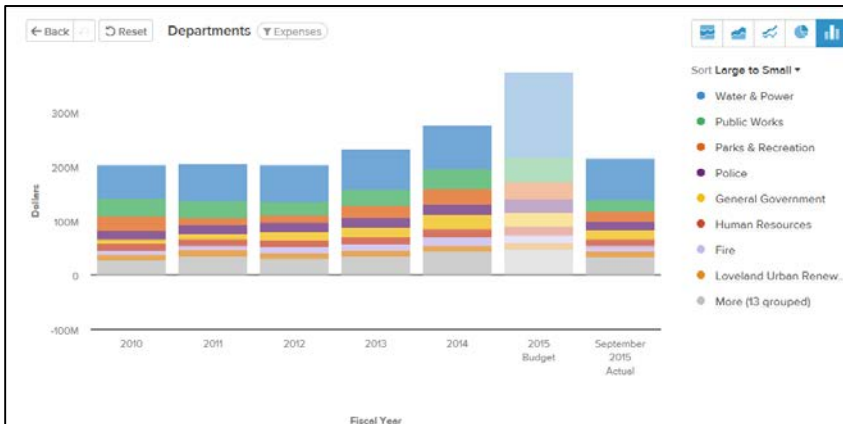
Feel free to explore the options to find configurations most meaningful and useful for YOU.

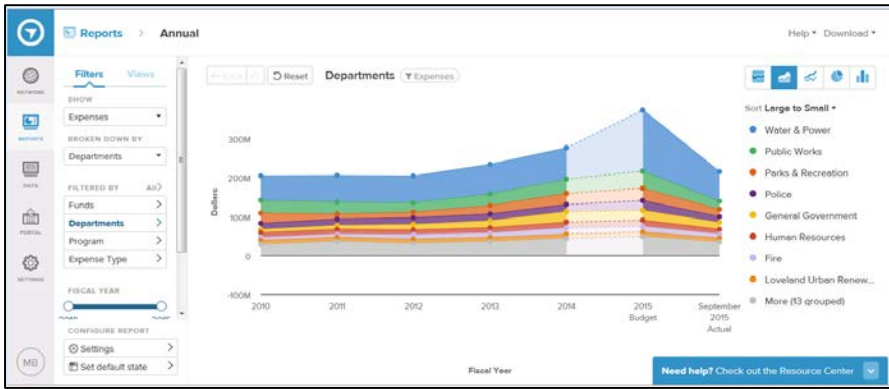
**WANT TO START OVER?** To scrap any changes made and return to the default settings, click the Reset button, just above the graph on the left. Also, the adjacent Back button will undo a SINGLE unwanted change.

**GRAPH/CHART TYPES:** change/select by clicking on graph icons



Pie graphs can display only one year at a time; select a year by using the slider bar below the graph.





**STACKED CHART** category breakdown by amount and percentage (linear format)

**Transactional data** can also be displayed graphically; the additional formats below, as well as Pie and Bar charts, are available while viewing the Check Register and Purchasing Card Transaction reports.



**HORIZONTAL STACKED CHART** category breakdown by amount and percentage (linear format)

These chart types can display only one year at a time; select a year by using the slider bar below the graph.



**TREEMAP** category breakdown by amount and percentage (block format)

## EXPLORING TRANSACTION REPORTS:

**Check Register & Purchasing Card Transaction** reports provide details of individual transactions from our Accounts Payable (AP) and PCard systems, respectively. The layout and options for these two types of reports are very similar to each other.

- Transaction reports no pre-set Views, so ONLY the Filter options (as seen in the Annual & Year-to-Date reports) are displayed in the Menu Bar.
- The Check Register report, by default, is displayed without a graph. However, Users can see graphs for this data by choosing “Visualizations” from the Menu Bar under Filter options.
- The Purchasing Card Transaction report includes a graph showing Department usage, by dollars and percentages. Different types of graphs can be selected by clicking the graph icon at upper right.

### Finding data of interest:

There are, of course, MANY transactions available. Fortunately, there are also multiple ways to SEARCH for specific items of interest and narrow down the number of records involved.

The first and most obvious method is to use the standard “search” box above the table, where ANY information can be entered. Using the search box means that ALL FIELDS IN THE REPORT will be searched and the list will be then filtered to include only the records which contain matching data.

- The drawback of this method is that the data searched for may exist in multiple fields; as a result, you may end up with a number of records that are not useful.

**Alternatively, SPECIFIC COLUMNS can be searched/filtered by clicking on the title/dropdown box of any header.** You may also use this method to filter multiple columns, further defining results.

Numeric and date columns offer slightly different search options than those containing text, as shown below. Both types can be sorted or hidden. Sorting may be used by itself or in conjunction with a column search. Click **Okay** to search by the options selected. Reset selected options by clicking **Clear**.

#### NUMERIC & DATE COLUMNS

The top two fields allow the user to search for **specific values** (enter the same value in both fields) **or values within a range** (between two different values).

(GL Allocation Amount column selected below.)

The screenshot shows a dropdown menu for the column 'GL Allocation Amount (\$)'. It features two input fields for range searching: the top one contains '≥ |' and the bottom one contains '≤'. Below these are three options: 'Sort Ascending' (with an upward arrow), 'Sort Descending' (with a downward arrow), and 'Hide Column' (with a circle icon). At the bottom are 'Clear' and 'Okay' buttons.

#### TEXT COLUMNS

There is a single field where any numbers or characters may be entered. Results will include those characters found ANYWHERE in the column searched.

The screenshot shows a dropdown menu for the column 'Name'. It features a single search input field with a magnifying glass icon and a vertical bar. Below this are three options: 'Sort Ascending' (with an upward arrow), 'Sort Descending' (with a downward arrow), and 'Hide Column' (with a circle icon). At the bottom are 'Clear' and 'Okay' buttons.

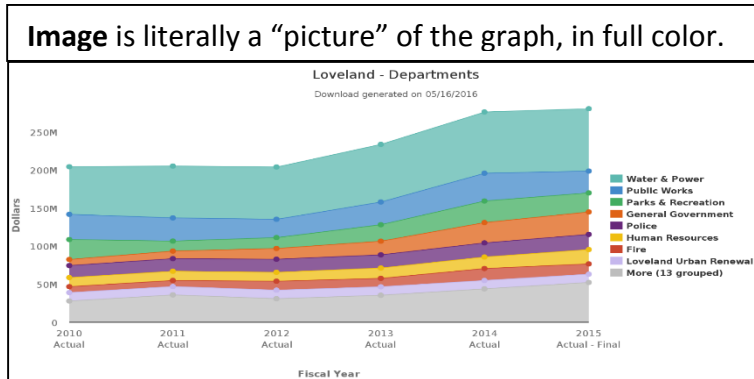
**DATA PORTABILITY & SHARING:**

Reports on a screen are useful, but the data can also be DOWNLOADED in various formats, as well as SHARED via social media.

Click on “Share” in the upper right of any Report. A dropdown menu of options appears.

Note – Summary reports have Sharing & Download options on a single dropdown. Transaction reports have two separate downloads, and allow additional filtering by Year.

Share data by selecting Facebook, Google, Twitter or email by selecting an option from the drop-down list.



**Table** is a “picture” of the data table below the graph.

Loveland - Departments						
Download generated on 05/16/2016						
Division	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual - Final
Water & Power	\$ 62,620,586	\$ 68,157,253	\$ 68,755,500	\$ 75,800,433	\$ 80,555,416	\$ 81,955,429
Public Works	33,121,379	30,468,243	24,077,568	29,876,418	36,484,804	28,686,846
Parks & Recreation	26,266,147	13,172,717	14,299,845	21,662,009	28,382,430	25,109,242
General Government	7,977,100	9,914,286	14,152,423	17,922,510	26,723,284	29,496,322

**Spreadsheet** option will download a file of the Table data in a format called “.csv”, which is short for Comma Separated Values. The spreadsheet will *open* in Excel, *looks just like* an Excel file and can be worked with in that way; records can be formatted, sorted, totaled, etc. (Saving the file in an Excel format is recommended.)

**NOTE:** Totals on downloaded spreadsheet files are fixed numbers, NOT formulas.

	A	B	C	D	E	F	G
1	Loveland						
2	Departments						
3	Download generated on 12/31/2015						
4							
5	Division	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual - Final
6	Water & Power	62,620,586	68,157,253	68,755,500	75,800,433	80,555,416	81,955,429
7	Public Works	33,121,379	30,468,243	24,077,568	29,876,418	36,484,804	28,686,846
8	Parks & Recreation	26,266,147	13,172,717	14,299,845	21,662,009	28,382,430	25,109,242



# TERMINOLOGY

## ACRONYMS

- CDBG – Community Development Block Grant
- GID – General Improvement District
- LURA – Loveland Urban Renewal Authority
- PEG – Public Education & Government
- SID – Special Improvement District

## FUND TYPES

There are basically three types of funds in governmental accounting; Governmental funds, Proprietary funds, and Fiduciary funds.

**Governmental** funds are often referred to as "source and use" funds. These are the funds through which most governmental functions typically are financed. The fund classes included in this type are general, special revenue, capital projects, debt service, and special assessment funds.

**Proprietary** funds are used to account for a government's ongoing organizations and activities which are similar to those often found in the private sector. The fund classes included in this type are enterprise and internal service funds.

**Fiduciary** funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, governments, and other funds. The fund classes included in this type are trust and agency funds.

## City of Loveland Funds, by Fund Type:

GOVERNMENTAL FUNDS		PROPRIETARY FUNDS		FIDUCIARY FUNDS	
Fund #		Fund #		Fund	
100	General Fund	300	Water Fund	700	Paid Fire Pension
105	City of Loveland Transit	301	Water SIF Fund	701	Volunteer Fire Pension
106	Economic Incentives	302	Raw Water Fund	702	Special Improvement #1 (SID)
107	Downtown Infrastructure	303	Water Debt Service Fund		
111	Rural Fire/School Fleet Chrgs	304	Water Bond Debt 2015		
120	Capital Fund	315	Wastewater Fund		
140	Perpetual Care	316	Wastewater SIF Fund		
200	Parks & Rec Improvement	317	Wastewater Debt Service Fund		
201	Conservation Trust	330	Power fund		
202	Larimer County Open Space	331	Power PIF		
203	Affordable Housing	332	Power Contra Expense Fund		
204	Community Development Block Grant (CDBG)	345	Stormwater fund		
205	Art in Public Places	346	Stormwater SIF Fund		
206	Lodging	360	Refuse		
207	Police Seizures & Forfeitures	375	Golf fund		
209	Loveland Fire Authority (SEE 604)	500	Fleet Replacement		
210	PEG Fee	501	Fleet Management		
211	Transportation	502	Risk & Insurance		
260	Parks Capital Expansion Fee	503	Employee Benefits		
261	Recreation Capital Expansion Fee	600	Airport		
262	Trails Capital Expansion Fee				
263	Open Lands Capital Expansion Fee				
264	Fire Protection Capital Expansion Fee				
265	Law Enforcement Capital Expansion Fee				
266	Library Capital Expansion Fee				
267	Museum Capital Expansion Fee				
268	General Government Capital Expansion Fee				
269	Streets Capital Expansion Fee				
280	Fiber Network				
601	Loveland/Larimer Building Authority				
602	General Improvement District #1				
603	Loveland Urban Renewal (LURA)				
604	Loveland Fire & Rescue Authority				