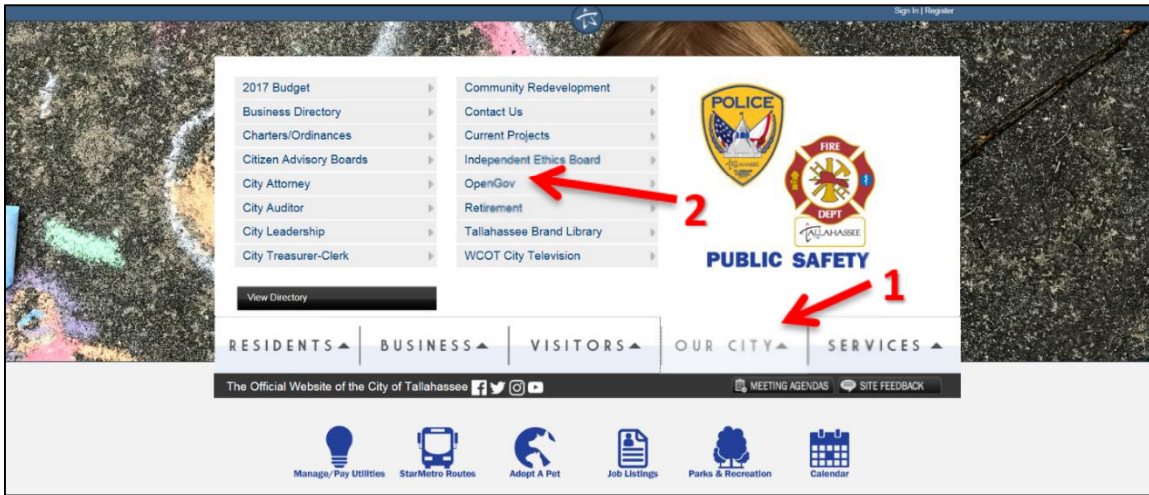




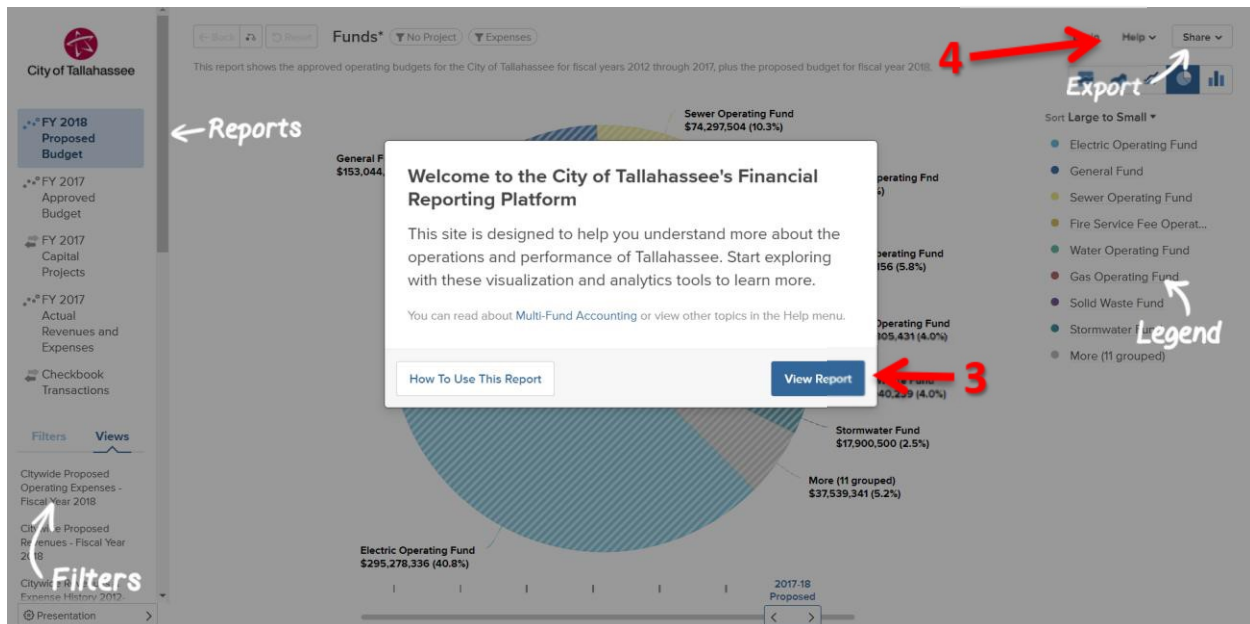
## Accessing Your City's Budget with OpenGov

1. Visit the City of Tallahassee's website at [www.Talgov.com](http://www.Talgov.com).
2. Click on "Our City" in the banner (1)\* and select "OpenGov" (2):

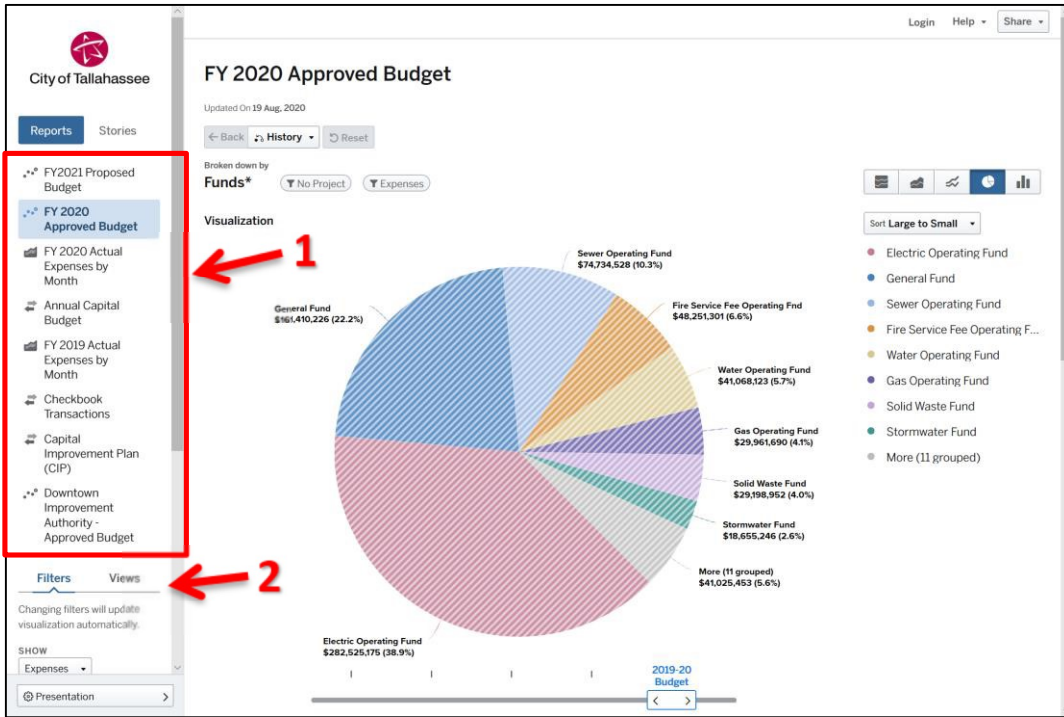


\*From a mobile device, you will click the menu icon to the top right of the screen: 

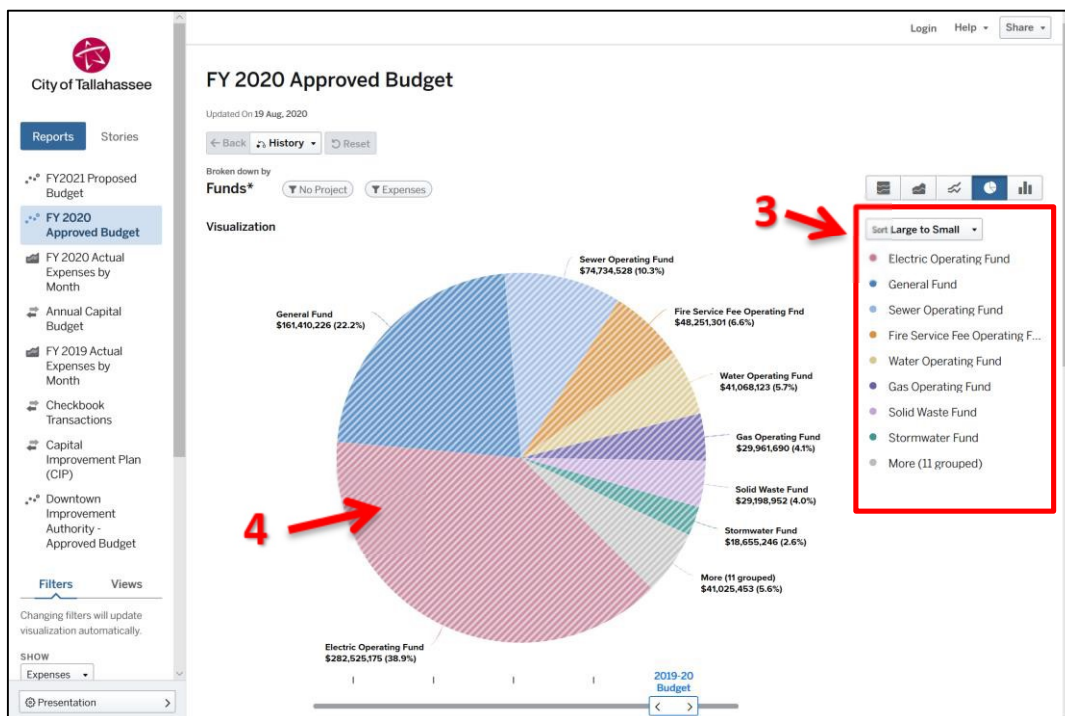
3. Upon your first visit you will be greeted by this helpful guide. You may explore the tutorials or proceed to the data by clicking "View Report" (3). You can access the tutorials at any time in the "Help" section (4).



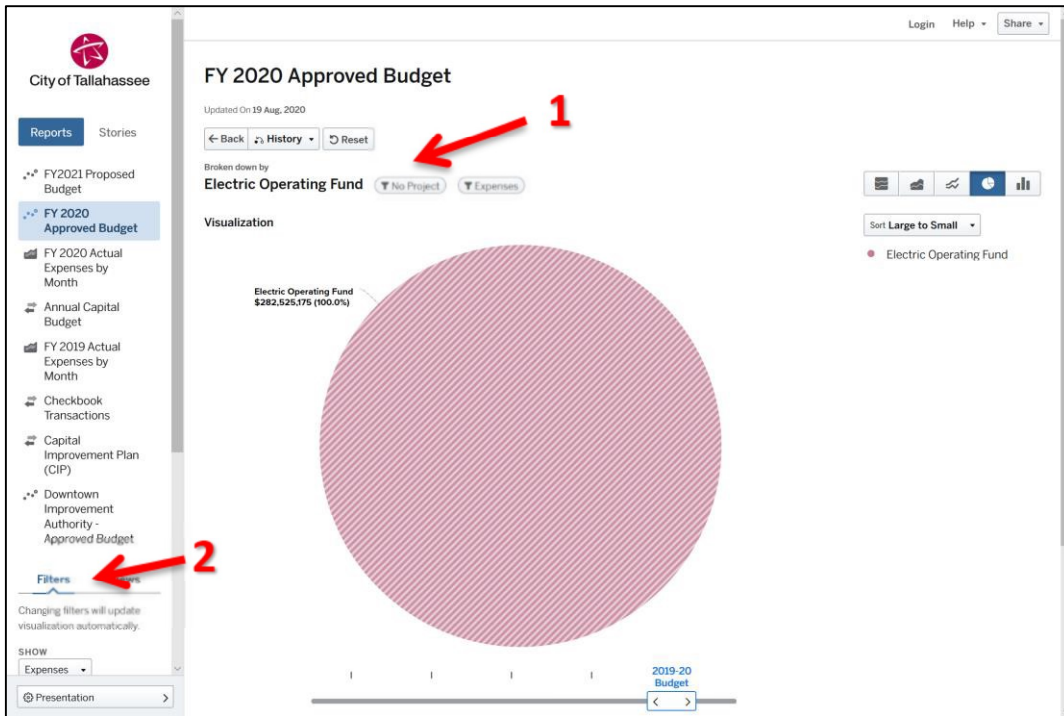
- In the left column you may select between the Operating Budget, Capital Projects, Actual Revenues and Expenses, and Checkbook Transactions (1). You may also explore a variety of preset views that represent common inquiries (2).



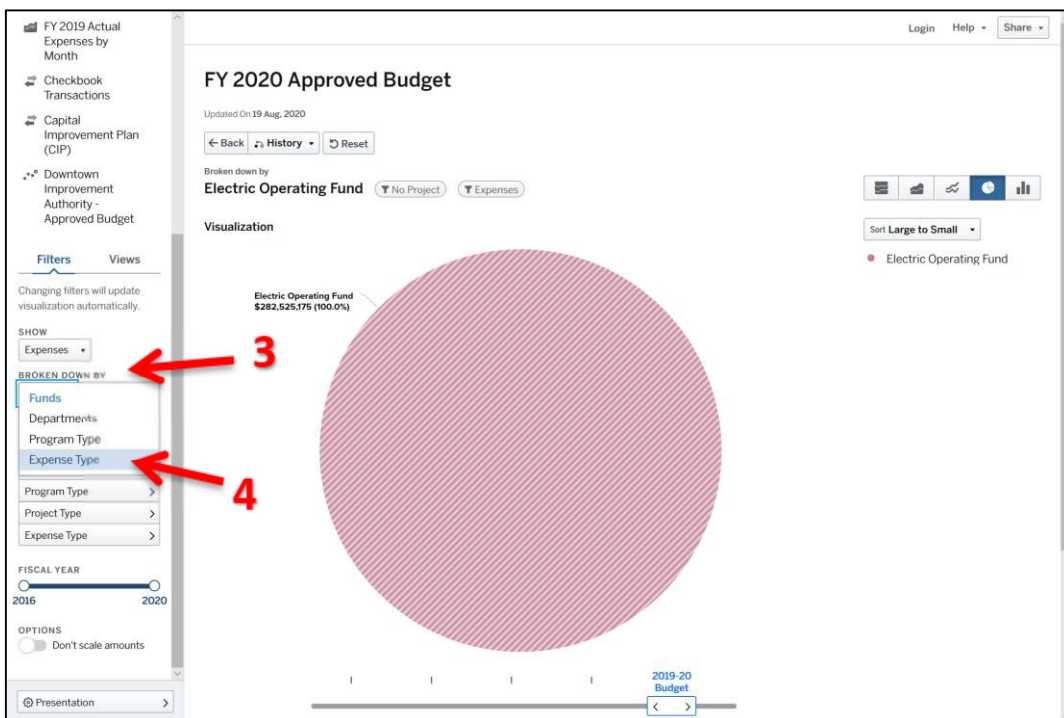
- You can quickly select any Operating Fund by clicking directly on the graph or by selecting the appropriate fund on the right side of the screen (3). For the purpose of this tutorial we will explore the Hopkins Power Generating Station's operating budget, which is located in the Electric Utility Fund (4):



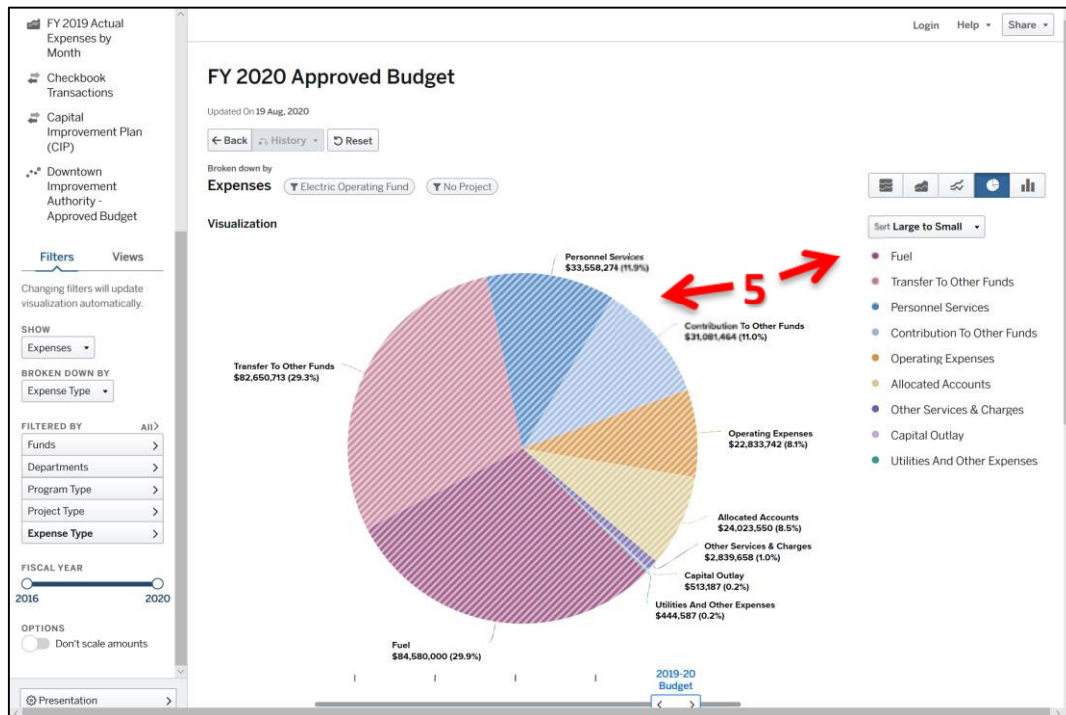
6. Across the top of the page you will notice that we are now looking at the Electric Fund’s total expense budget (1). To see more detail, navigate to the “Filters” section to the left of the screen (2). All your selections can easily be made from here:



7. Under the Filters section, you will notice that the current view is broken down by “Funds” in the “Broken Down By” section (3), which does not provide much detail when examining a single fund. In the dropdown menu, change the selection to “Expense Type” (4). You will now see all the different types of expenses that are outlined in the Electric Fund’s budget:



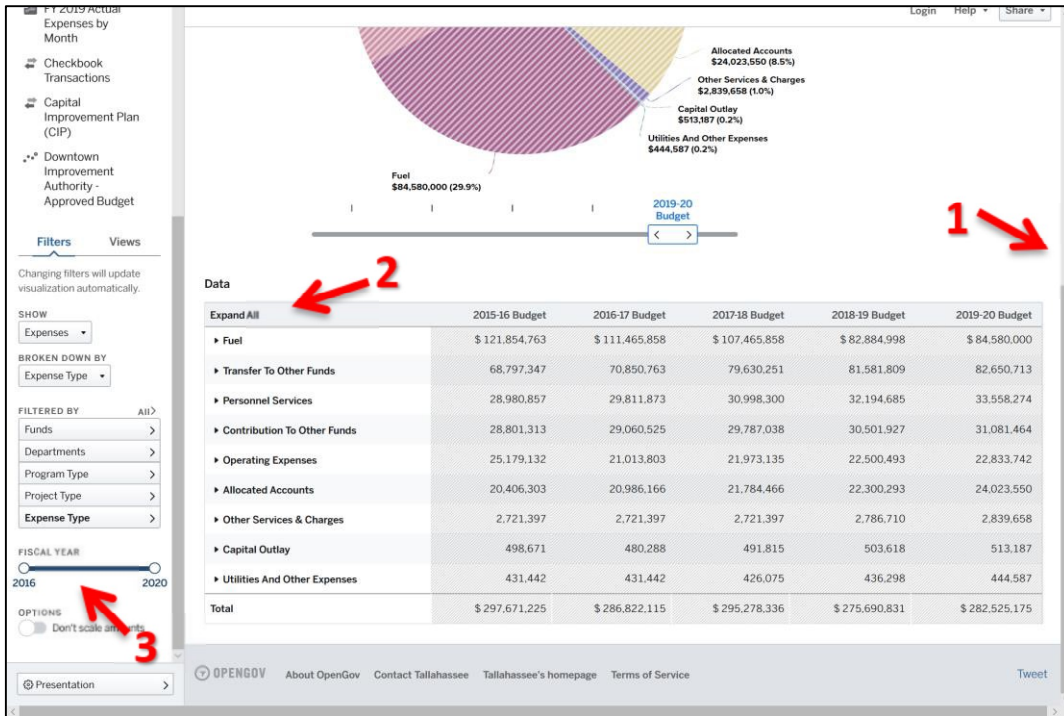
8. You can now see all the different expense types associated with the Electric Utility’s budget. You can drill deeper into any category by clicking on the graph or the list to the right of the screen (5).



9. To explore other departments, expand the “Funds” and “Departments” menus in the “Filtered By” section (1). Be aware of the fund(s) you have selected when exploring departments. If you are not sure what fund to select, simply select “All” (2). Clicking “All” again will clear all fields. Scroll through the Departments list to find the checkbox for any department (3). Close the “Filters” and “Departments” dialogue boxes by clicking the “x” (4).

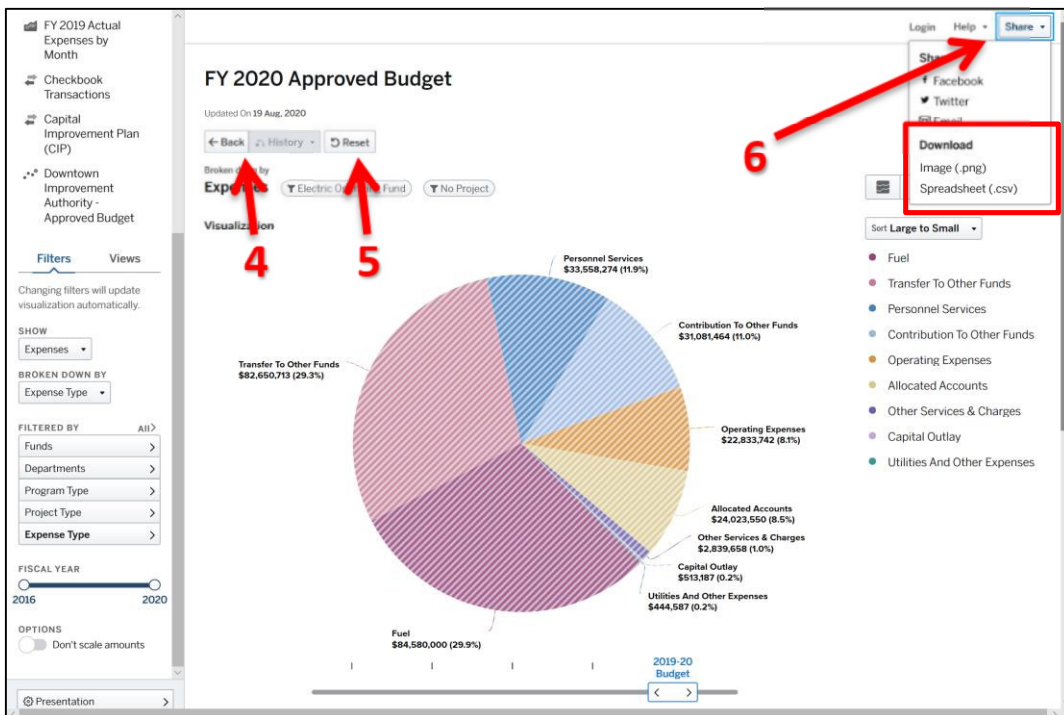
The screenshot shows the 'Filtered By' section of the dashboard. A red arrow labeled '1' points to the 'Filtered By' dropdown menu. A red arrow labeled '2' points to the 'Filter Funds' search box. A red arrow labeled '3' points to a checkbox in the 'Departments' list. A red arrow labeled '4' points to the 'x' icon in the top right corner of the 'Departments' dialog box. The 'Funds' list includes 'Operating Funds' and 'Electric Operating Fund'. The 'Departments' list includes 'Administration & Prof Services', 'Charter & Executive Services', 'Citizens Services', 'Communications', 'Community Engagement & PS', 'DIA Operations', 'Develop & Transportation Serv', 'Development Services & Economic Vitality', 'Human Resources & Workforce Dev', 'No Department', 'Non-COT Agencies', 'Technology & Innovations', 'Utility Services', and 'Elec. Util. (Street Lighting in Gen Fund)'. The 'Elec. Util. (Street Lighting in Gen Fund)' department is expanded, showing sub-departments like 'Electric - Ch Corn', 'Electric - Dist. Operations', 'Electric - Hopkins', 'Electric - Management', 'Electric - Power Engineering', 'Electric - Production Mgmt', 'Electric - Purdom', 'Electric - Solar', 'Electric - Street Lighting', 'Electric - System Compliance', and 'Electric - System Control'.

10. To view the selected data in numerical format, scroll down to the table at the bottom of the page (1). You can view details within each expense type by clicking “Expand All” (2). Increase or decrease the Fiscal Years displayed in the table by adjusting the slider in the Filters section (3):



11. You can navigate back at any time using the “Back” button (4). To restore the display to its original default view, click “Reset” (5). To export your data, click “Share” (6). You can download:

- An Image (.png) – This will give you a picture of the graph shown on the screen.
- A Spreadsheet (.csv) – This will download the displayed data into an Excel Spreadsheet.
- You may also share the data via email or social media.



## Accessing Budgeted Revenues

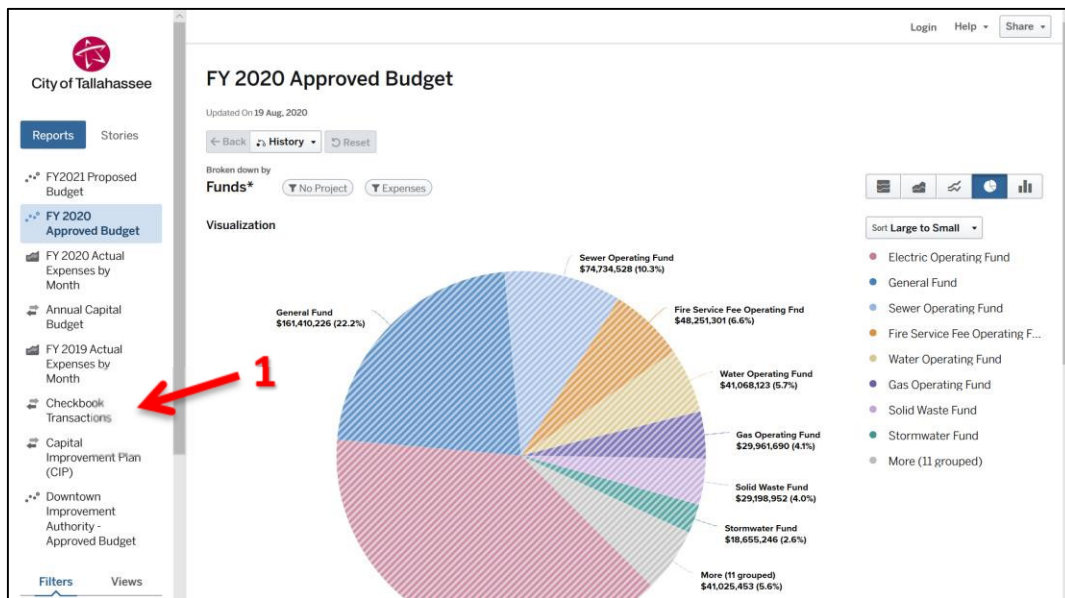
In this example the focus has been accessing the expense budget, but the same steps can be followed to review revenue:

1. Reset to the default view using the “Reset” button at the top of the screen.
2. Manipulate the filters to show Revenues instead of Expenses in the “Show” section and change the Broken Down By section view to “Revenue Type”.
3. Make sure you are mindful of the funds you have selected (for example GF Revenue is not broken down at the department level)

## Navigating Checkbook Transactions

At any time you can access a detailed ledger of all voucher and PCard transactions.

1. Click “Checkbook Transactions” to the left of the screen (1).



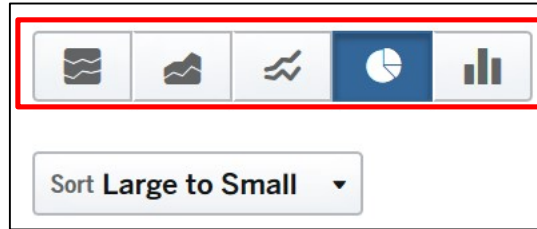
2. Search, sort or filter any category by clicking the drop-down icon at the top of any column (2).

Check #	Check Date	Check Amount (\$)	Vendor Name	Department Name	Object Code Description	Remarks
11490	09/01/2015	141.57	HOLIDAY INN EXPRE		Travel & Training	Travel chg for R. Series date...
11490	09/01/2015	141.57	HOLIDAY INN EXPRE		Travel & Training	Travel mtg w/stanley grp dat...
11490	09/02/2015	39.00	SHRED-IT TALLAHAS		Classified Supplies	Sherd It
11490	09/02/2015	(18.00)	Claim ADJ/SQ *MIKE		Travel & Training	Credit for erroneous charge f...
11490	09/03/2015	7.52	THE HOME DEPOT #		Classified Supplies	NONE
11490	09/03/2015	17.88	OFFICE DEPOT #266		Office Supplies	Office supplies
11490	09/03/2015	77.53	IRT IIS FINGERPRINT	STARMETRO - GENERAL T	Unclassified Contractual S	finger printing

A red arrow labeled '2' points to the dropdown menu icon in the 'Department Name' column header. The dropdown menu is open, showing a search box with the letter 'Q' and options for 'Sort Ascending', 'Sort Descending', and 'Hide Column'. There are 'Clear' and 'Okay' buttons at the bottom of the menu.

## Tips

- Please note that OpenGov works best with the Google Chrome Internet Browser.
- If you need assistance at any time, simply copy your current view's URL, click on "Help" in the upper-right corner of the page, and send the URL via the "Contact Tallahassee" link.
- Compare trends over time by changing the graph view in the top right corner of the page:



- Access OpenGov directly by visiting <https://tallahassee.fl.opengov.com/>
- View an online tutorial at <https://www.youtube.com/watch?v=olr-KwCk8kw>