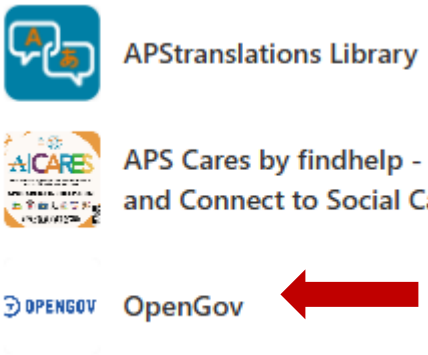
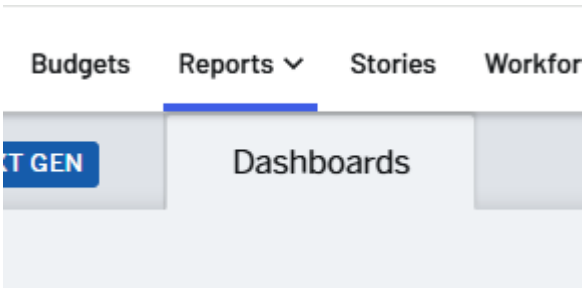
How To: Use OpenGov Dashboards to Understand Your Budget (for Departments)

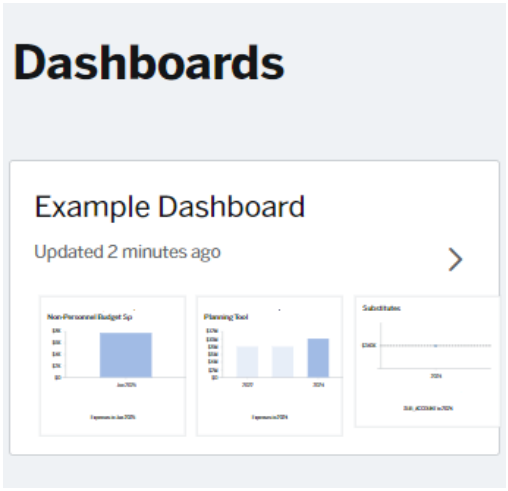


Navigate to the APS Employee Portal and click OpenGov to be logged on with Single Sign-On. If you did not receive an OpenGov account invitation, fill out the OpenGov Access Request Form.

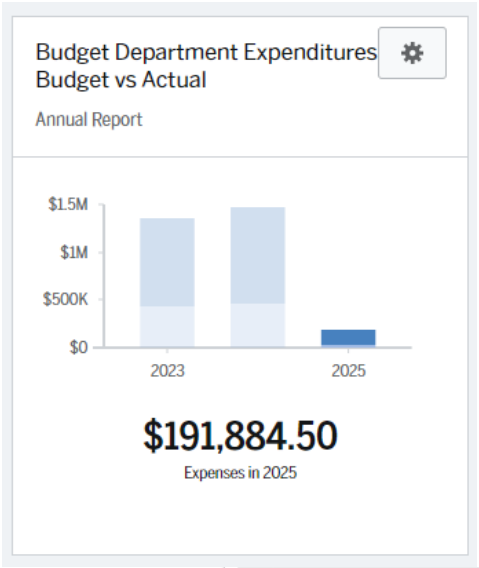
If landing on the "My Profile" page, click the dropdown and click "Reporting and Transparency."



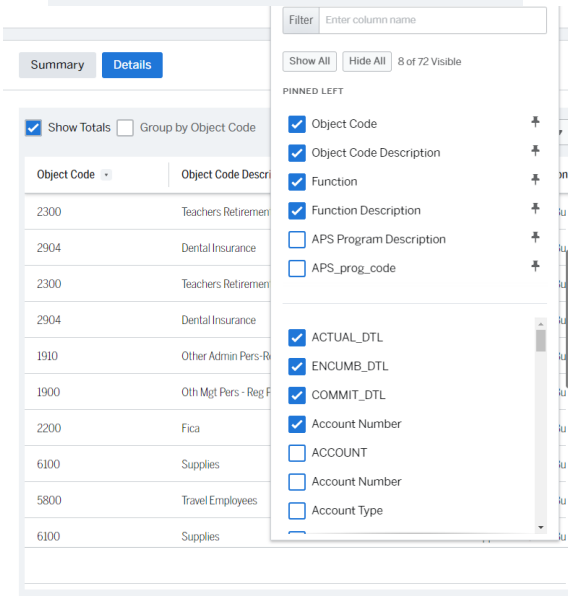
If you clicked on the link directly to your dashboards in the monthly email, you should automatically see your dashboard(s) on the dashboard page. If you don't see a dashboard, click on the "Reports" tab in the top menu (if needed), then "Dashboards" in the dropdown.

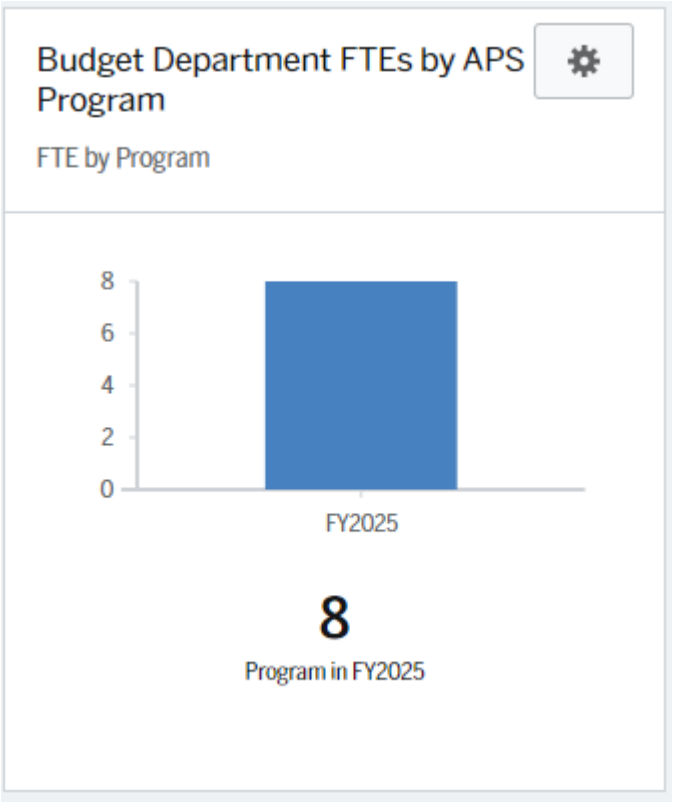


Click on your dashboard to open it. You will see individual report/tiles for different types of budget information. Bookmark your dashboard(s) so you can check them often.



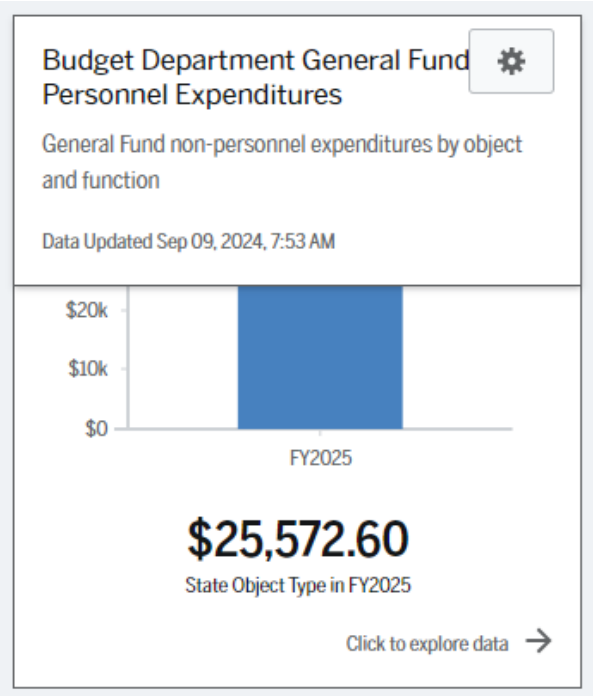
This report/tile shows the current fiscal year budget vs. actuals as well as prior fiscal years. Click the report/tile for a detailed visualization and table broken down by personnel/non-personnel and by function. Hidden columns in the table such as object descriptions can be added by clicking “Manage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





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.