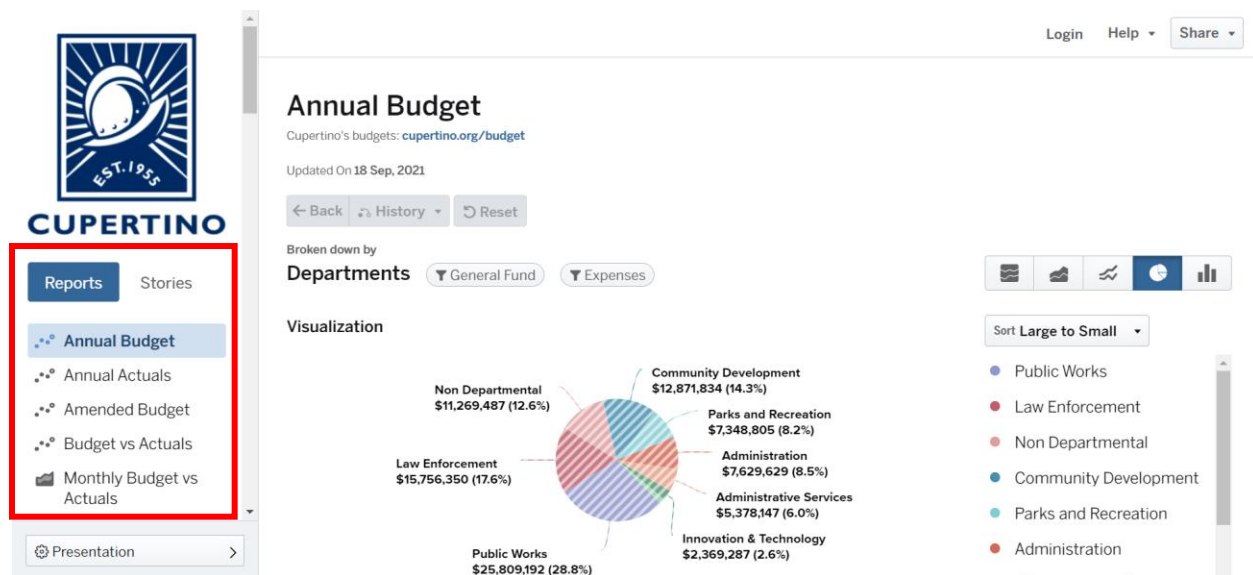


# OpenGov: Navigating Reports and Stories

[OpenGov](#) is the City of Cupertino's financial transparency platform. It allows you to explore the City's current and historical financial data so you can see what is most interesting to you. You can drill down to a specific account or scale up to the big picture.

## Reports

In the panel on the left, you'll see a list of reports. On the top left of a report, you'll see the title of the current report.



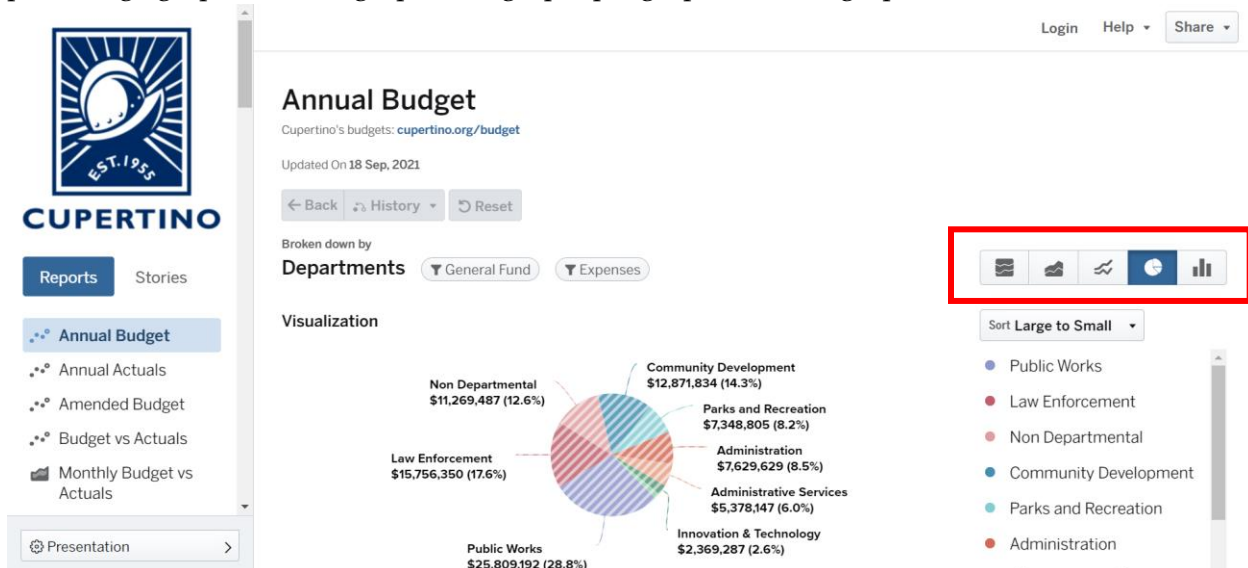
Important reports are described below:

- Annual Budget
  - Shows the Adopted Budget by fiscal year.
- Annual Actuals
  - Shows actual data by fiscal year.
- Amended Budget
  - Shows development of the budget from Adopted Budget to Amended Budget due to carryovers, encumbrances, and amendments.
- Budget vs Actuals
  - Shows budget to actual data. Shaded bars represent budget data and solid bars represent actual data.
- Monthly Budget vs Actuals
  - Shows actual data broken down by month. Also included is the annual budget.
- Staffing
  - Shows budgeted positions by fiscal year.

## Visualization

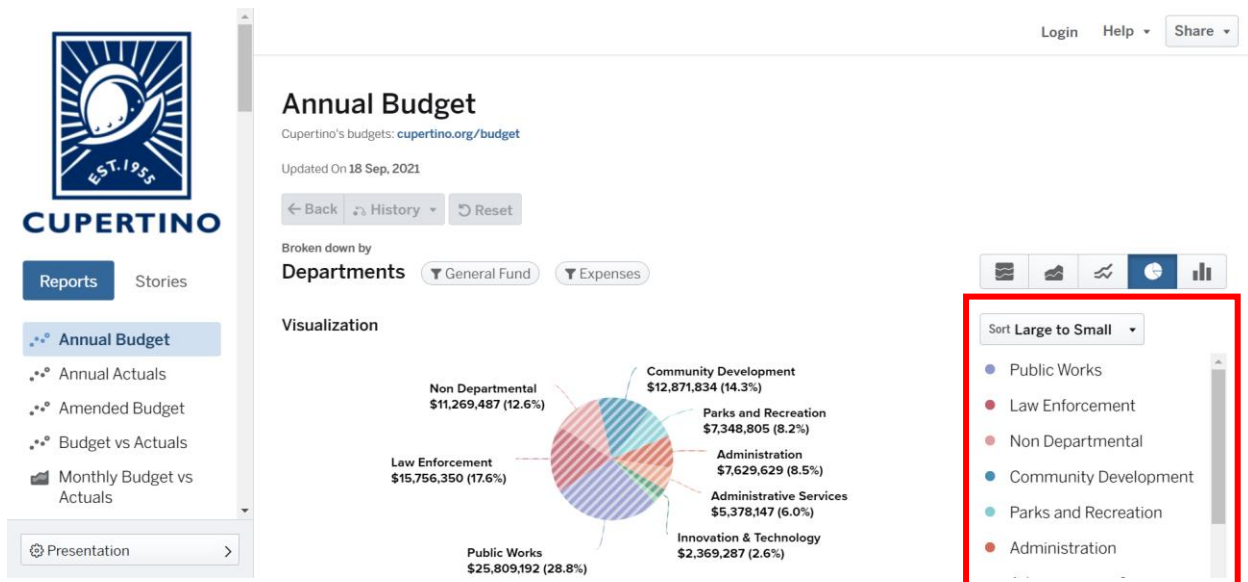
Each report has a visualization.

On the top right of the visualization, you can switch between graph types. The options include percentage graph, stacked graph, line graph, pie graph, and bar graph.

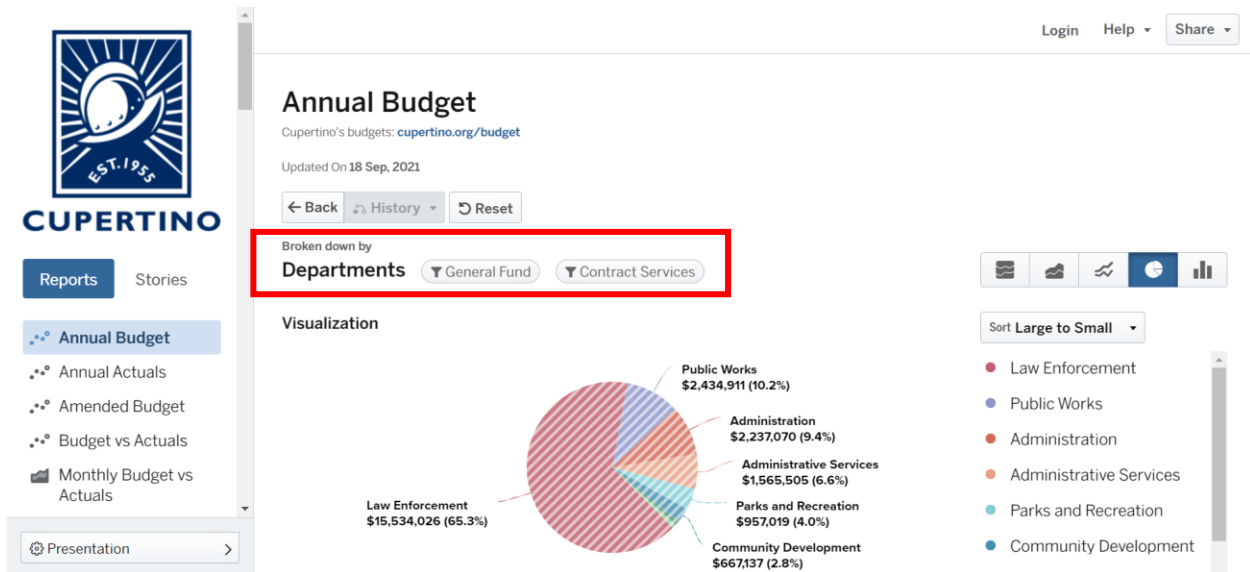


## Legend

Each visualization has a legend on the right. Click on a category to filter the visualization.



At the top of the visualization, you can see how the report is broken down and filtered. For example, the report below is broken down by Departments and is filtered to General Fund and Contract Services. Click on the filters to see more or make changes.



## Data

Below the visualization, each report has a data table. The data table contains the raw data behind the graph. Click on a category to drill down and see more detailed information.

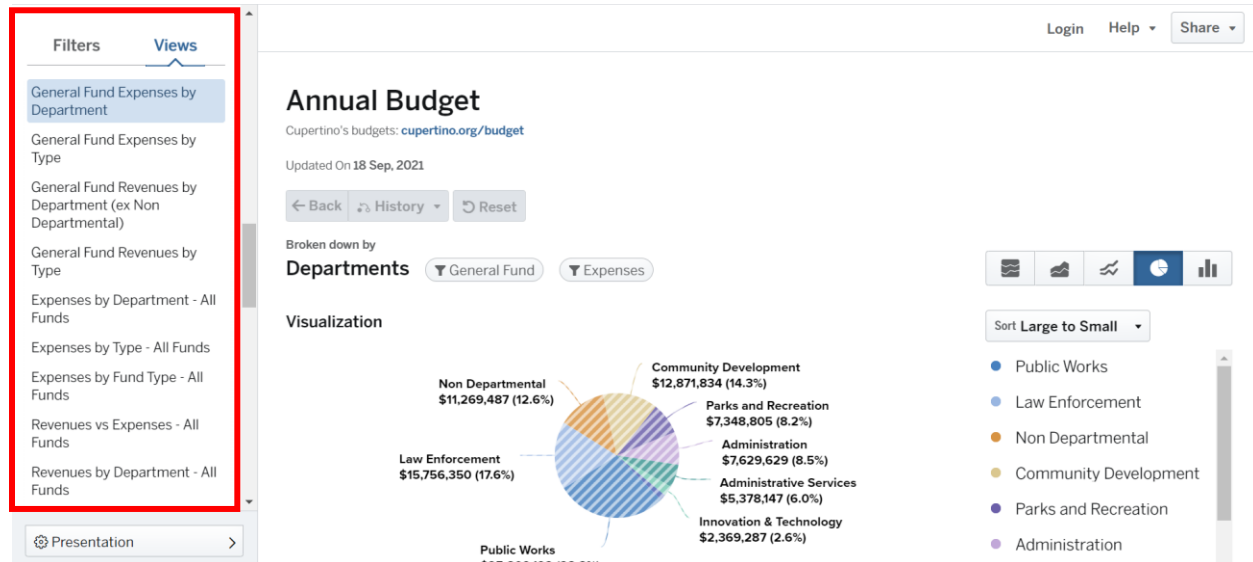
The data table is titled "Data" and shows the budget amounts for various departments over four years: 2015-16 Adopted Budget, 2016-17 Adopted Budget, 2017-18 Adopted Budget, and 2018-19 Adopted Budget. The table is filtered to General Fund and Contract Services. The departments and their respective amounts are:

	2015-16 Adopted Budget	2016-17 Adopted Budget	2017-18 Adopted Budget	2018-19 Adopted Budget
Public Works	\$ 16,427,167	\$ 19,343,167	\$ 19,335,776	\$ 19,095,725
Law Enforcement	10,994,684	11,884,384	12,344,307	12,988,353
Non Departmental	11,610,985	12,971,373	15,767,734	11,358,912
Community Development	13,371,463	10,273,323	7,519,292	8,332,883
Planning	6,920,993	5,625,620	3,395,284	3,826,263
Building	6,136,080	4,365,248	3,736,495	3,616,855
Community Development	274,390	240,545	345,677	786,755
Code Enforcement	0	0	0	0

Below the list of reports in the panel on the left, you'll see the Filters and Views.

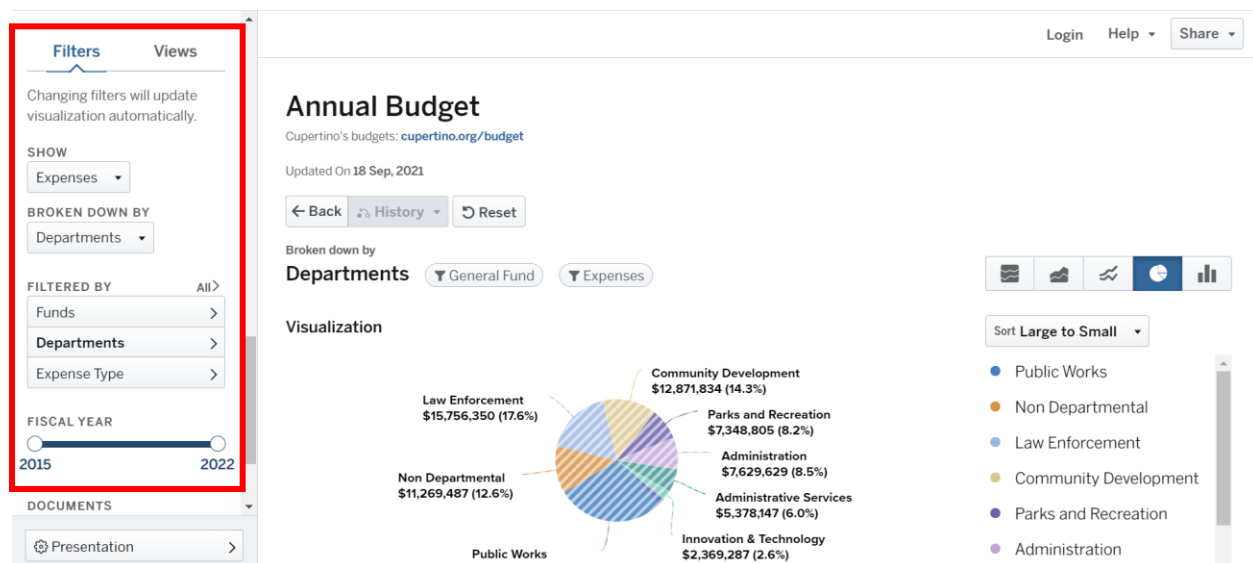
## Views

Saved views are built into reports to allow you to navigate the data easily. Saved views are like bookmarks. The City has created saved views based on common questions it has received.



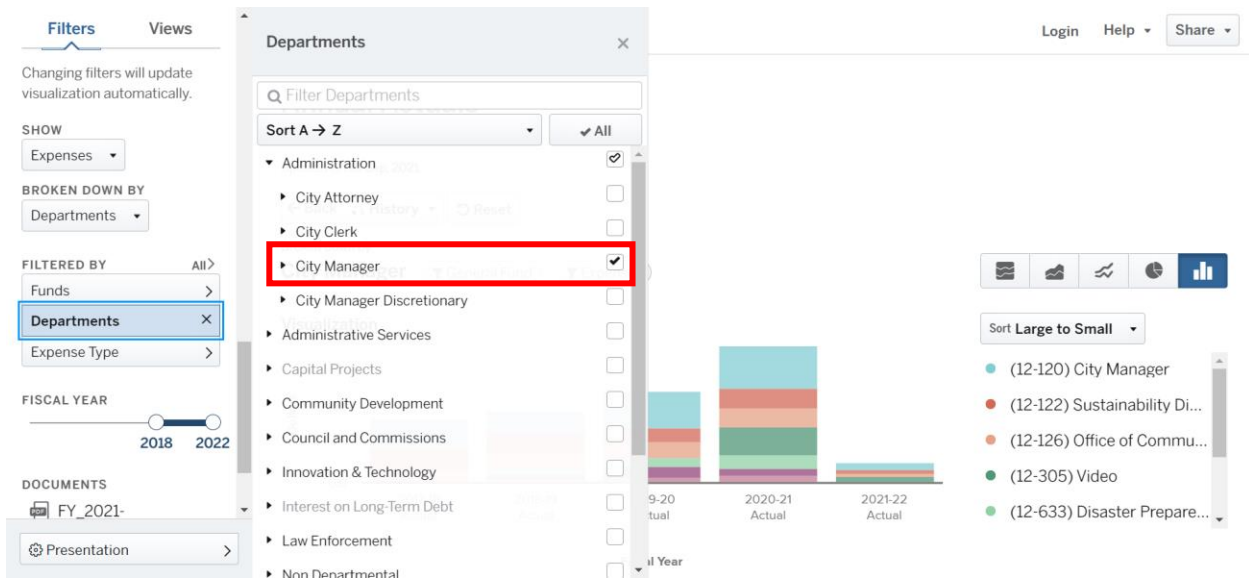
## Filters

If the saved views don't answer your question, you can customize the filters yourself. You can choose whether you want to show revenues or expenses, how you want to break down the data, and how you want to filter the data.



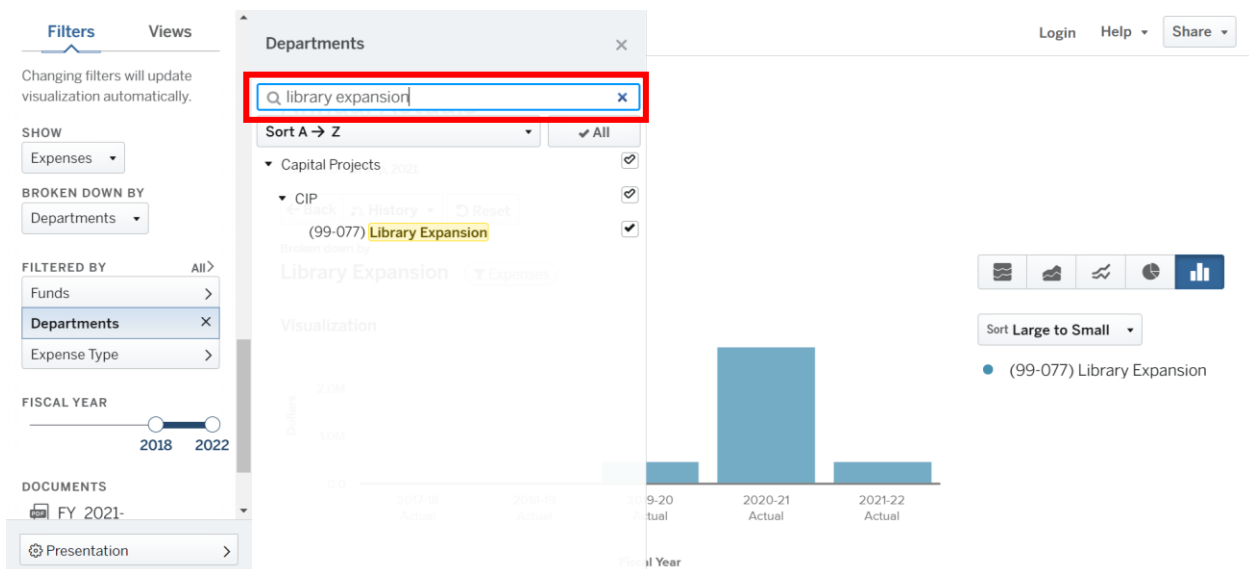
## Adding or Removing Filters

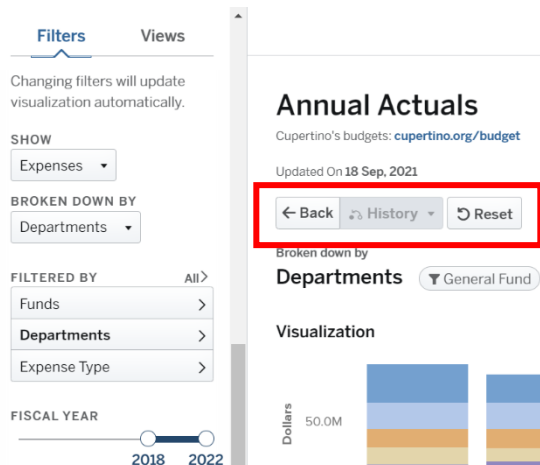
To add a fund, department, or revenue/expense type to the filter, check the box. To remove a fund, department, or revenue/expense type, uncheck the box. Click on a fund, department, or revenue/expense type to drill down to a lower level.



## Search

If you can't find what you're looking for, you can use the search bar. In the example below, we search for "library expansion" under Departments. We can then check/uncheck "All" and check "Library Expansion."





## Back Button

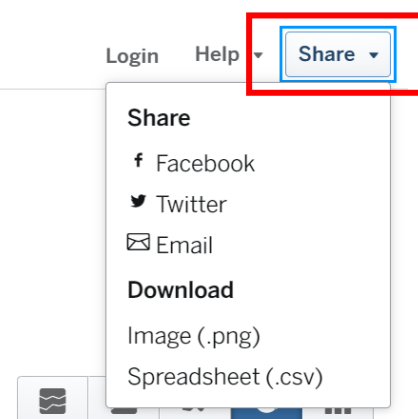
The Back button allows you to return to the previous state of the report.

## Reset Button

The Reset button returns the report to the original default state.

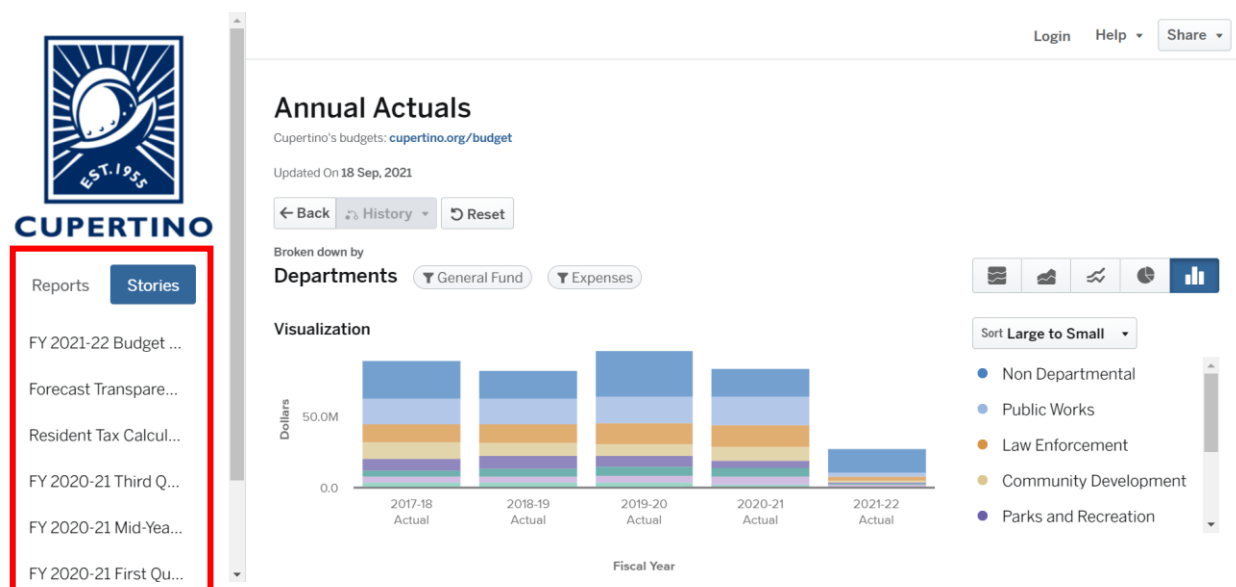
## Share

The Share button allows you to share the report via Facebook, Twitter, or Email. You can also download the visualization as a .png image or download the data as a .csv spreadsheet.



## Stories

In the panel on the left, you'll see a list of stories. Stories combine narrative with interactive charts. In a story, click on a graph to explore the linked report.



Below is a description of recent stories:

- Budget at a Glance
  - Brief overview of the City's budget.
- Quarterly Report
  - Update on the City's financial status at the end of each quarter.
- Forecast Transparency Tool
  - Allows residents to build their own forecast and gain a better understanding of the factors to consider and the decisions to be made.
- Resident Tax Calculator
  - Enables residents to estimate the amount of sales and property tax they contribute to the City, as well as how those revenues are spent.