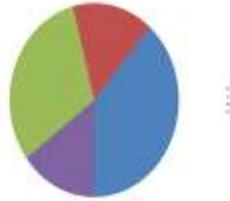


OpenRittman FINANCIAL PORTAL



There's nothing quite like being able to examine financial data by yourself by viewing charts and graphs or downloading the information into an Excel spreadsheet. That's why the City of Rittman has engaged with OpenGov to assist with providing the public and staff an interactive way to learn more about the City's finances. This resource is a part of the City of Rittman's ongoing effort to enhance transparency and public engagement in city government.

"We strive to be open and transparent about how we spend our resources. The more informed our residents are about what we do, the better off we are." – Pam Keener

What information can I find on the Open Finances Portal?

- [Current Year Revenues and Expenditures](#)
- [Year-by-Year Financial Comparisons](#)
- [Payment Register \("Checkbook"\)](#)

How do I access the information?

OpenGov allows you to explore the finances in a simple graphical user interface

How-To Guide:

OpenGov allows you to explore historical finances in a simple graphical user interface.

- You'll notice the title of the Report you are viewing in the top left corner.
- Click on Saved on the left-hand side to view a list of common or favorite views on each report.
- You can use the Show drop-down to select the data that is of most interest to you.
- Use the Search function within each filter to find exactly what you are looking for.
- You will see a Fiscal Year slider below the Filtered By menu. Move the sliders to choose the fiscal year(s) of data you would like to see.
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- There are five different types of visual representations of the data:
 - A stacked percentage graph to see percentage changes over time.
 - A stacked line graph to visualize overall trends over time.
 - A line graph overlaying each trend over time.
 - A pie chart to view percentage breakdowns by year. To view data for other years, move the slider below the pie chart.
 - A bar chart comparing trends and percentage breakdowns over time.
- Below any chart or graph, you can view a Table detailing the financial information in the chart above.
- Use the Help drop-down in the top right corner for additional help navigating the reports.
- Use the Download drop-down in the top right corner to download an image of the graph or table as a .png file. And/or spreadsheet as a .csv file.



Q: What is OpenGov?

A: OpenGov is a technology company based in Silicon Valley focused on building the most powerful financial intelligence and transparency platform ever created for governments. They are transforming how state and local governments analyze, share and compare their financial data.

Q: How do I select the data I want to see?

A: To focus on specific data — like a fund, department, expense type, or any combination — use the menu on the left side panel. The “Broken Down By” drop-down allows you to specify which breakdown you want the graphs and table rows to represent on the graph. You can analyze the expense and revenues data by fund, department, or type.

Q: Can I select more than fund or departments?

A: Yes. Use the Data Filter on the left side panel to make specific selections within the data. The Data Filter shows you the hierarchical relationships of Funds, Departments, and Account Types. You'll notice the title of the graph you are viewing on top along with the account type selector. You can use the filter to see the data of most interest to you.

Q: How do I see the actual numbers within the graph?

A: Hover over any area of the graph to see the actual or budgeted amounts for that period. Or, just scroll down to see a table with detailed information below the graph.

Q: Can I see the data in a different graph?

A: In the upper right hand corner, you will see options for the different graphs and tables. There are five graph types: an area graph, an area graph by percentage, a line graph, a pie graph, and a bar chart. Additionally, there is always a table view below any graph. The table allows you to zoom-in on the detailed financial data selected in the chart or graph above.

Q: Why are there sometimes spikes in one year?

A: In reviewing multiple years of data, you may see "spikes" in the individual years; this can be due to unexpected expenses, such as a hard winter, equipment failure, a capital project, or a specific event that required additional funds. You can drill-down into our OpenGov platform to learn more about where exactly those expense or revenues are categorized.

Q: Can I save the data I am looking at?

A: Yes, there are Share and Download buttons in the upper right corner. You can share any view on a social network or by email. There are also options to download the displayed data in .csv spreadsheet and .png image formats. Additionally, you can copy and paste the url at the top of the page you are viewing.

Q: How do I learn more about government accounting?

A: Use the Help menu on the top right corner to navigate to the "Budget 101" primer to learn more about multi-fund accounting.

Q: I have a question. How do I contact my organization?

A: Use the Help menu on the top right corner to navigate to the "Contact" option to send a message to your organization.