# The City of Muscatine, IA & OpenGov: Navigating Your Reports

OpenGov Muscatine can be accessed from the homepage of the City of Muscatine's website (muscatineiowa.gov) by choosing the OpenGov Muscatine button under the rotating picture on the homepage.

There are four types of financial reports in OpenGov. Additional department statistical information will be added as it is available. The four report types are in the upper left corner under the City logo.

1. Annual Financial Report: Operating Funds (excluding Capital Projects)

This report shows historical totals by fiscal year from 2011/2012 - the most current month closed. Each bar on the graph represents a different year of data. The bars that have a solid gradient represent actual data whereas the shaded bars represent budget data.
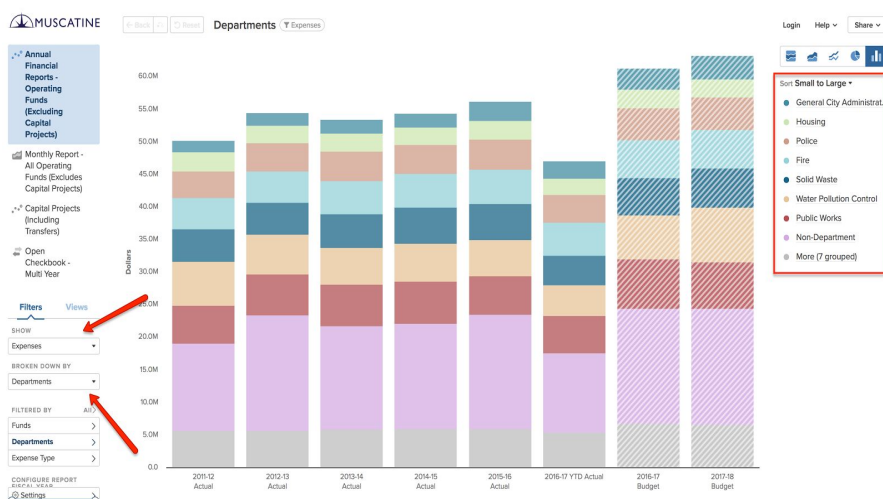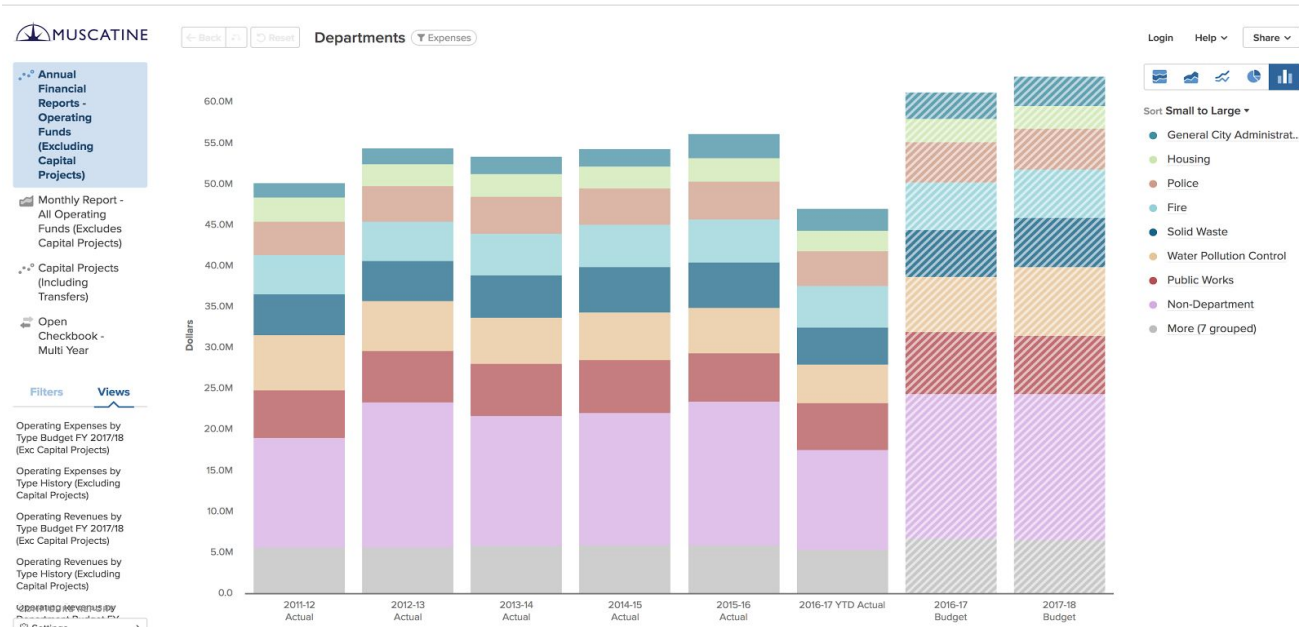
Every OpenGov report has a **Filter Panel** that allows you to compare expenses and revenues. Also, you can use the filter panel to view expenses or revenues across different departments or by specific account types.

Use the "Show" and "Broken Down By" filters to view the financial data in different ways. You can click into the graph or use the legend on the right to isolate a specific department or account type. There are also several pre-selected views in each report type.

Every OpenGov report also has a Summary Table of data. This summary table sits below the graph and contains the raw data that is driving the numbers seen in the graph. You can expand the different sections of the table to see exact totals.

Expand All	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 YTD Actual	2016-17 Budget	2017-18 Budget
▸ Convention and Visitors Bureau	$ 0	$ 39,518	$ 74,835	$ 83,597	$ 80,365	$ 77,774	$ 115,300	$ 123,400
▸ Trust and Agency	128,008	108,163	146,786	173,624	227,737	250,468	316,200	146,800
▸ Art Center	309,280	322,747	315,086	305,843	320,851	292,059	331,300	342,100
▸ Community Development	773,025	826,498	782,350	915,587	869,792	791,860	995,520	981,500
▸ Finance	945,636	906,556	1,045,180	1,032,191	1,084,838	992,438	1,181,795	1,218,600
▸ Library	1,068,674	1,067,680	1,066,960	1,096,615	1,093,918	946,912	1,137,300	1,141,700
▸ Parks and Recreation	2,511,578	2,458,855	2,495,171	2,368,254	2,369,964	2,128,322	2,796,700	2,707,100
▸ General City Administration	1,774,090	1,882,497	2,098,883	2,065,374	3,038,721	2,699,029	3,239,325	3,494,305
▸ Housing	2,939,718	2,748,703	2,715,507	2,667,158	2,797,856	2,468,566	2,885,590	2,764,910
▸ Police	4,079,641	4,273,376	4,582,986	4,497,820	4,619,964	4,282,466	4,835,800	4,988,400
▸ Fire	4,823,016	4,787,363	5,099,132	5,169,578	5,274,604	5,003,251	5,830,500	5,970,700
▸ Solid Waste	4,995,080	4,943,304	5,128,007	5,509,578	5,589,856	4,540,839	5,717,200	5,966,500
▸ Water Pollution Control	6,703,896	6,063,926	5,658,137	5,802,194	5,532,027	4,685,641	6,760,190	8,432,398
▸ Public Works	5,883,110	6,323,788	6,389,608	6,447,593	5,870,739	5,780,261	7,624,200	7,103,200
▸ Non-Department	13,341,401	17,716,913	15,839,093	16,233,319	17,526,683	12,152,827	17,573,090	17,800,556
Total	$ 50,276,152	$ 54,469,888	$ 53,437,720	$ 54,368,325	$ 56,297,914	$ 47,092,714	$ 61,340,010	$ 63,182,169

## 2. Monthly Report - All Operating Funds (Excluding Capital Projects):

This report shows actual data broken down by month. Also included in this report is the annual budget information. In a monthly report, you have the option to show data in both cumulative and incremental amounts. Additionally, you can view the data month-over-month or year-over-year.
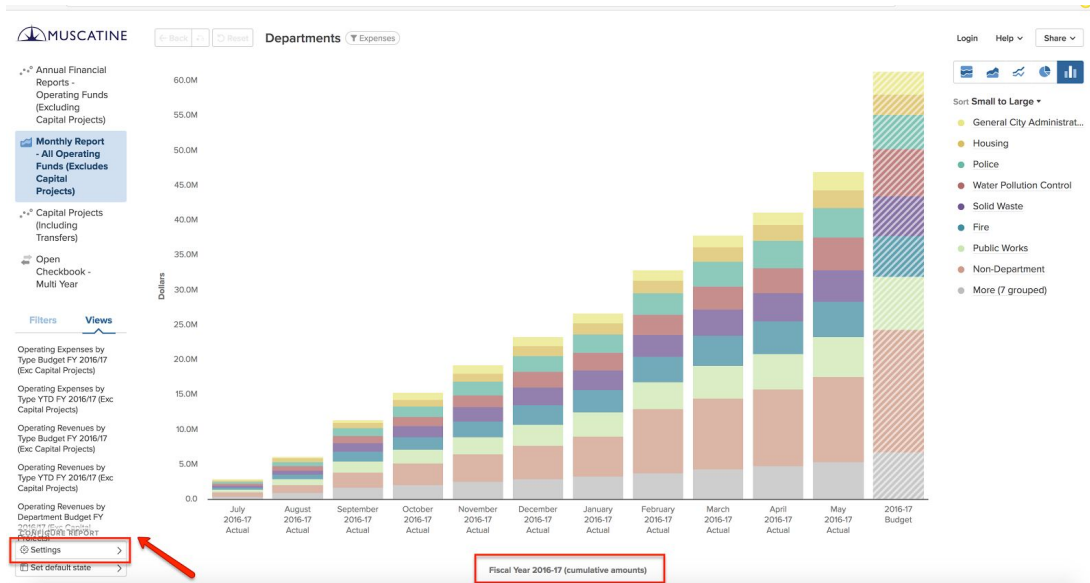
To switch between viewing the data as month over month vs. year over year, click into **Settings** then navigate to **Monthly Report Options.** From here, you can also view the data in cumulative amounts or incremental amounts.

3. Capital Projects (Including Transfers)

This report shows totals for Capital Projects from fiscal year 2011/2012 - the most current month closed. A **Capital Project**s fund is used to account for the acquisition, construction, or improvements to major facilities, infrastructure, or equipment. Infrastructure improvements include improvements to streets, sewers, and airport facilities. In the view below, you can see Capital Projects expenses broken out by department.
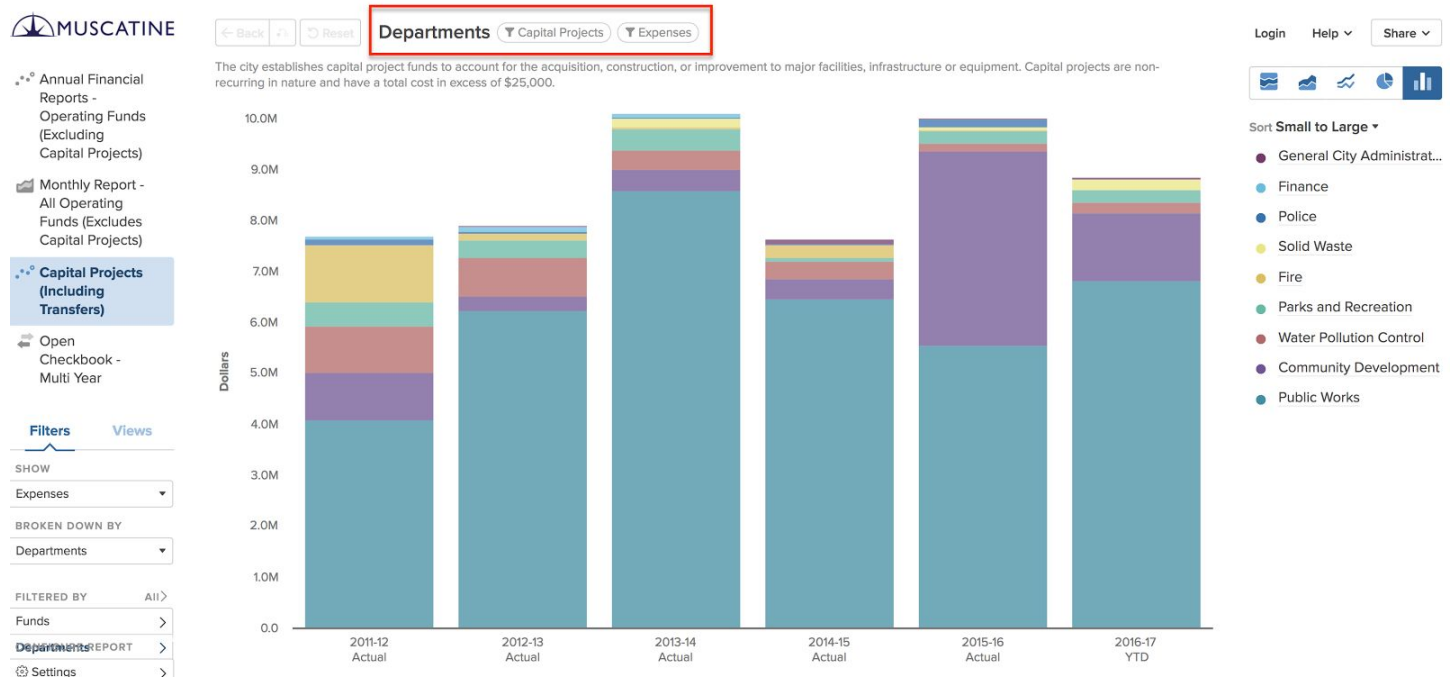

4. Open Checkbook - Multi Year

This report shows payments to vendors across all City funds from fiscal year 2014/2015 through the most recent month of the current fiscal year. Use the filter and aggregate menu or the Google-style search bar to filter the data by a specific date or vendor. Search for keywords by simply clicking on the term - one of the most popular ways to explore the data. To see data broken down by month, click into the fiscal year on the x-axis.
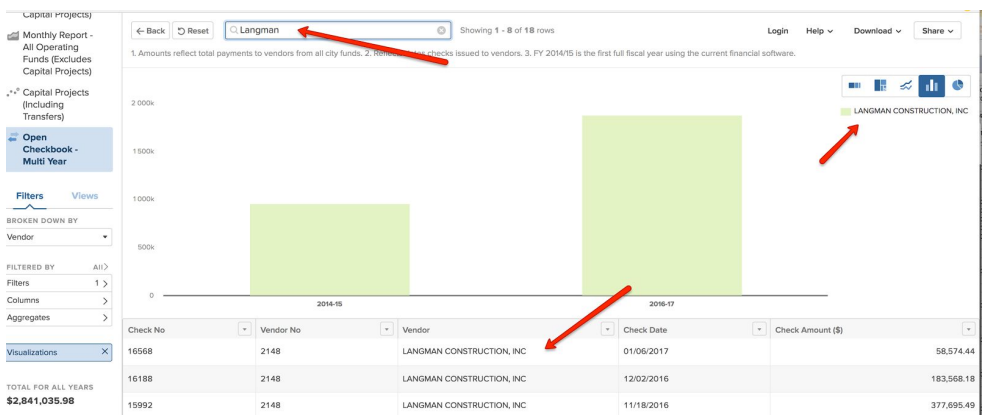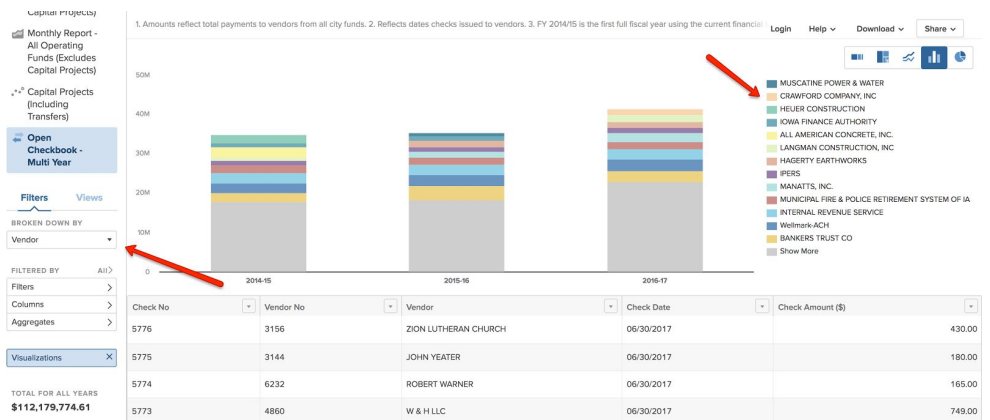
OpenGov Tips:

Saved Views
Saved views are built into reports to allow you to easily navigate the data in a report. Saved views are available on all reports and are located next to the filter panel.
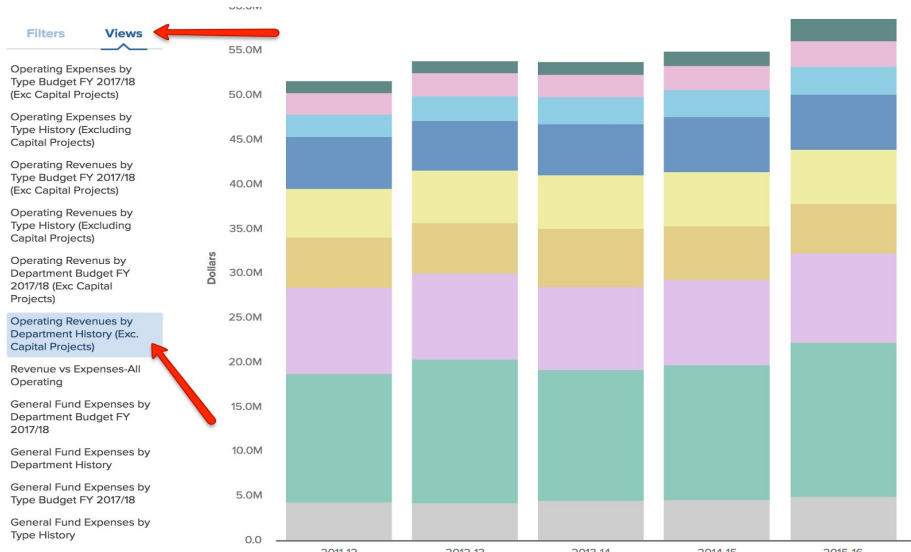
Download the Data!
You can download the graph or the table of data by navigating to the **Share** button in the top right-hand corner of any report. You can also share the link to a report here.

Switch Graph Types
You can switch between a bar graph, pie graph, line graph, stacked graph or percentage graph depending on your preference. The different graph type options are located in the top right of a report.

Back/Reset Button
The **Back** button allows you to return to the previous state of the report. You can continue to hit **Back** until you return to the default state of the report. The **Reset** button will return the report to the original, default state.