



# Financial Data Portal

## Frequently Asked Questions

### **What is the new Financial Data Portal?**

The Financial Data Portal is a platform that transforms complex financial information into interactive graphs and charts that provide citizens an easier way to see how taxpayer money is collected and spent.

### **Are there instructions on how to use the Financial Data Portal?**

Yes. At the top right of each of the Reports views there is a Help dropdown button. Click on the *How To* dropdown to see instructions on how to explore the financial data.

### **What type of data can I see in the Financial Data Portal?**

There are three types of reports to view: *Annual Reports* provides a look at full year historical receipt and expenditure data going back to 2009, along with the current year's data through the most recent month-end. *Current Year-To-Date* provides the current year's most recent month-end revised budget vs. actual data along with the actual month-end data for all previous months in the current year, as well as actual month-end data for all years back to 2009. *Quarterly Year-To-Date* provides quarter-end data for the most recent quarter-end with a comparison to the same quarter-end in all years back to 2009. Any quarter-end can be selected to be displayed and the will show a comparison to the same quarter-end back to 2009.

### **What kind of financial data are of interest to most people?**

When you first select one of the report views you will see a list of many of the most desired financial data views on the left side of the page in the "Views" tab. Look through the list for what you might like to see and click on that view. This will take you directly to the corresponding graph and table with the financial information you selected.

### **If I want to see different financial data, how do I select the data I want to see?**

To focus on specific data – like a fund, department, revenue or expense type, or any combination thereof – look at the menu on the left side panel and click on "Filters." In the *SHOW* dropdown you can select revenues, expenses, or both. The *BROKEN DOWN BY* dropdown allows you to specify how you want the data displayed in the graphs and tables. You can break the data down by funds, departments, or revenue/expense type.

### **Can I select more than fund or departments?**

Yes. Use the *FILTERED BY* choices 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.

### **How do I see the actual numbers within the graph?**

If the dollar amounts are not displayed within the graphs just 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.

### **Can I see the data in a different graph?**

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.

**Can I save the data I'm looking at?**

Yes. Use the 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 a .csv spreadsheet and .png image formats. Additionally, you can copy and paste the url at the top of the page you are viewing.

**How do I learn more about governmental accounting?**

Use the Help menu on the top right corner to navigate to the “Multi-fund Accounting 101” primer to learn more about governmental fund accounting.

**I have a question or comment about the data I viewed. How do I send a message to my city?**

Use the Help menu at the top right corner to navigate to the “Contact” option to send a message with your question.