

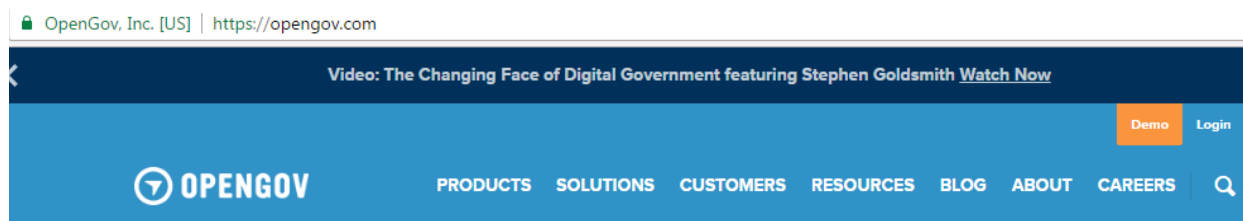
Options for Reconciling/Verifying Uploaded Files

*Note: Only a Production environment is available for processing files

1. Password Protect Site 1
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4. Upload directly to live site.....N/A

Password Protect Site

In order to control when the public can view your site, login to your OpenGov.com site:



Then click on the “Reports” tab on the left side of the screen and then the OpenBooks report:

A screenshot of the OpenGov Reports dashboard. The left sidebar contains navigation icons for NETWORK, REPORTS (highlighted with a yellow box), DATA, PORTAL, and SETTINGS. The main content area has a "Reports" header and a search bar. Below the search bar, there is a "Welcome to Reports!" message and a description of the reports section. To the right, there is a table of report data, with the "OpenBooks" report highlighted by a yellow box. The table shows various financial figures, and the "OpenBooks" report is noted as being updated on May 28, 2019. At the bottom, there is a section for "REPORT TEMPLATES" with a description of report templates as examples of popular reports.

Then click “Settings” located on the bottom left:

REPORTS

DATA

PORTAL

SETTINGS

HELP

AC

Reports > OpenBooks

FiltersViews

Changing filters will update visualization automatically.

SHOW

AMOUNT (\$)

BROKEN DOWN BY

ORGANIZATION LEVEL 1

FILTERED BY

Filters1 >

Columns>

Aggregates>

AMOUNTS

Incremental

TOTAL FOR ALL YEARS

\$820,704,215.57

+ Save view

CONFIGURE REPORT

Settings>

Get default state

Home: OpenBooks.az.gov

Updated On 28 May, 2019

Search in table

BackReset

Broken down by

ORGANIZATION LEVEL 1

= EX x

Visualization

Year	Amount (M)
2013-14	~125
2014-15	~12

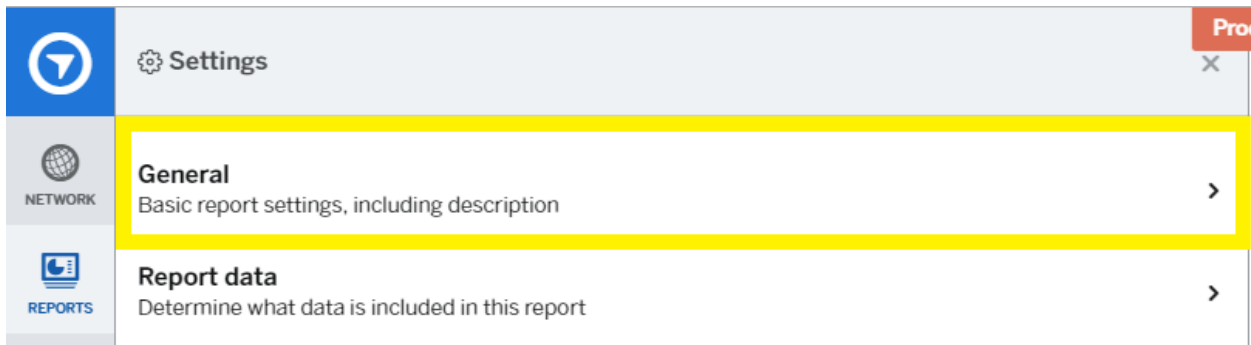
Data

Records

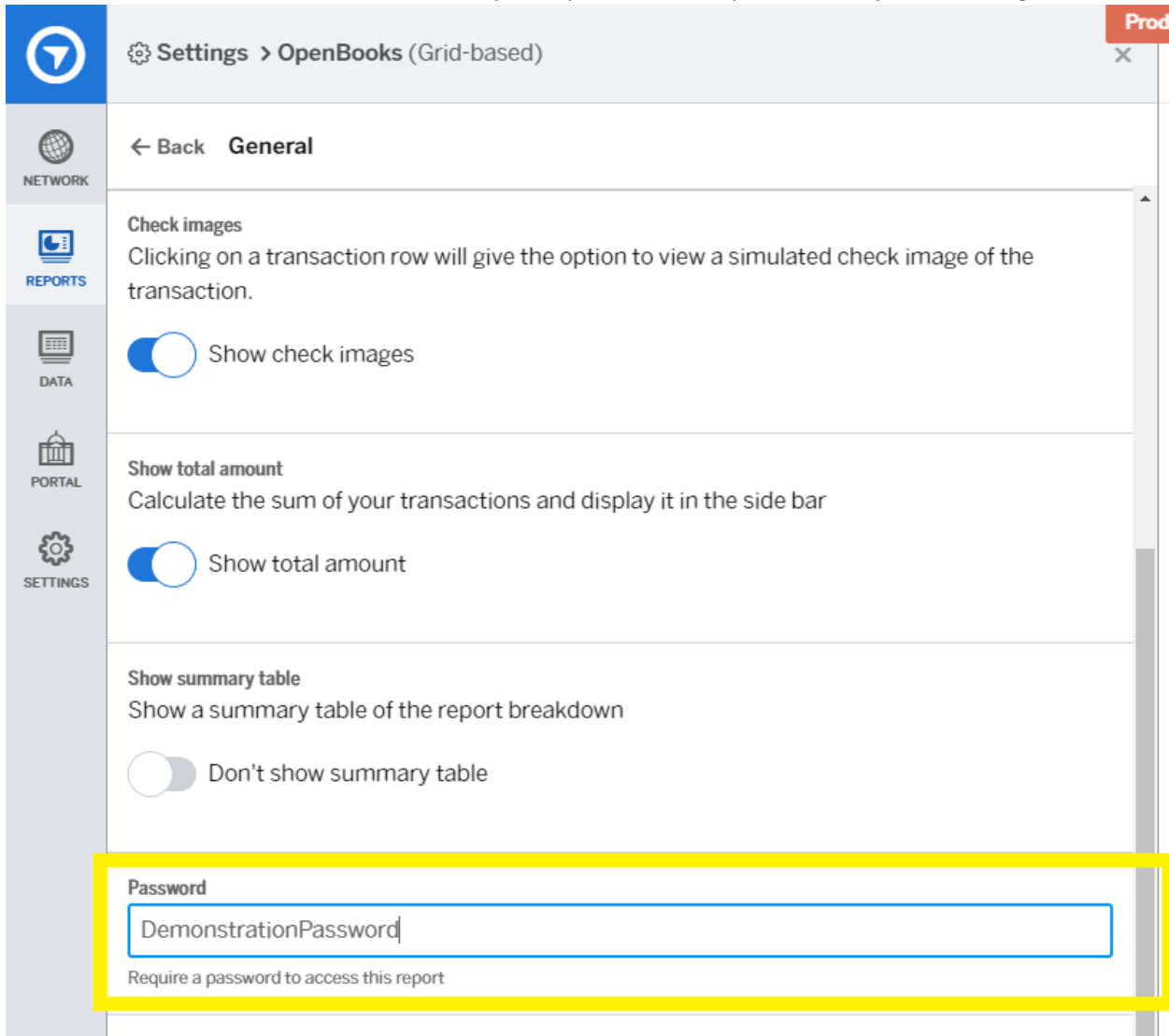
CATEGORY LEVEL 1 NAME	AMOUNT (\$)	OF
Contractual Services	392.18	No

https://controlpanel.opengov.com

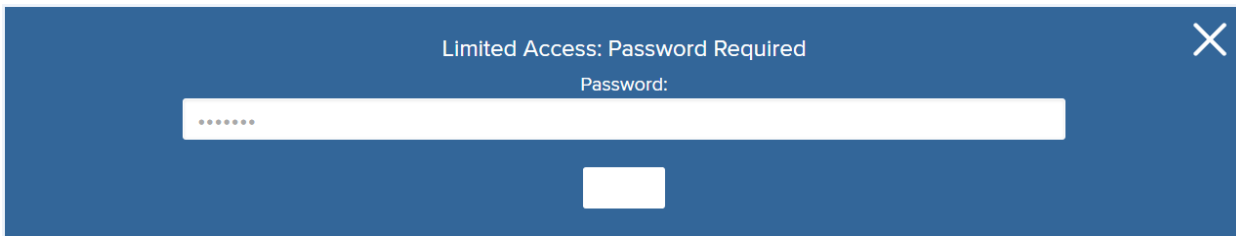
Then click on "General":



For the site to not be made available to the public please enter a password of your choosing and click the save button:

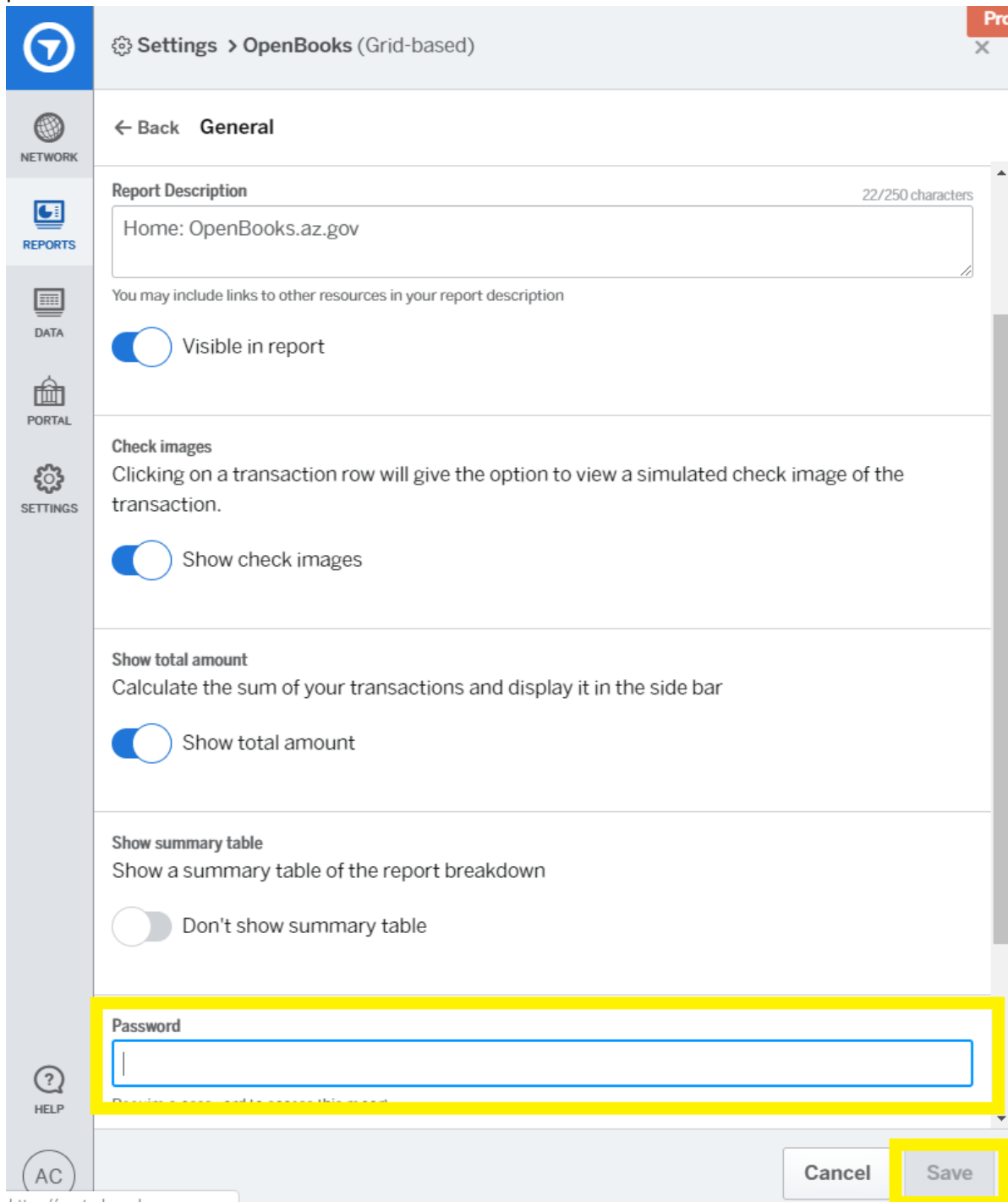


If the public attempts to go to your site well the password is set, they will see the following:



A blue dialog box with a white 'X' in the top right corner. The title is "Limited Access: Password Required". Below the title is a label "Password:" followed by a white text input field containing seven dots. At the bottom center is a white rectangular button.

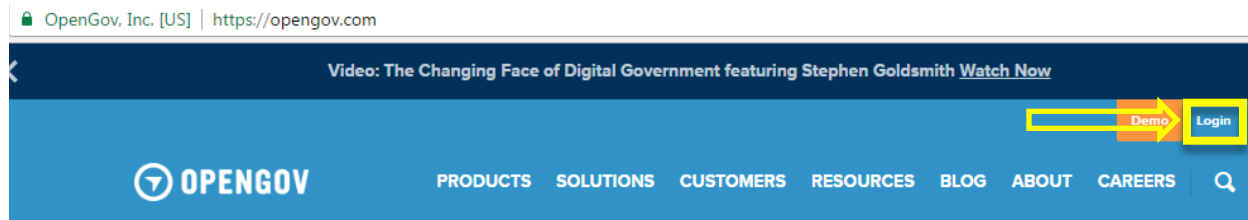
When you are ready to make the site available to the public again follow the steps above but this time remove the password and click the save button:



The screenshot shows the "Settings > OpenBooks (Grid-based)" interface. The left sidebar contains icons for NETWORK, REPORTS, DATA, PORTAL, SETTINGS, and HELP. The main content area is titled "General" and includes a "Back" link. It features several settings sections: "Report Description" with a text area containing "Home: OpenBooks.az.gov" and a character count of 22/250; "Visible in report" with a toggle switch; "Check images" with a description and a toggle switch; "Show total amount" with a description and a toggle switch; and "Show summary table" with a description and a toggle switch. At the bottom, a "Password" text input field is highlighted with a yellow border. Below the input field are "Cancel" and "Save" buttons, with the "Save" button also highlighted by a yellow border.

Upload A File

In order to upload a file to the OpenGov.com site, login to your OpenGov.com site:



Then click on the “Data” tab on the left side of the screen:

Reports

SEARCH:

Search for reports

Welcome to Reports!

This is where the reports you create are stored. Explore these example report templates to see what you can create with OpenGov, then download the template to make your own. When you're ready to add a report, click on **Create Report** in the upper right hand corner.

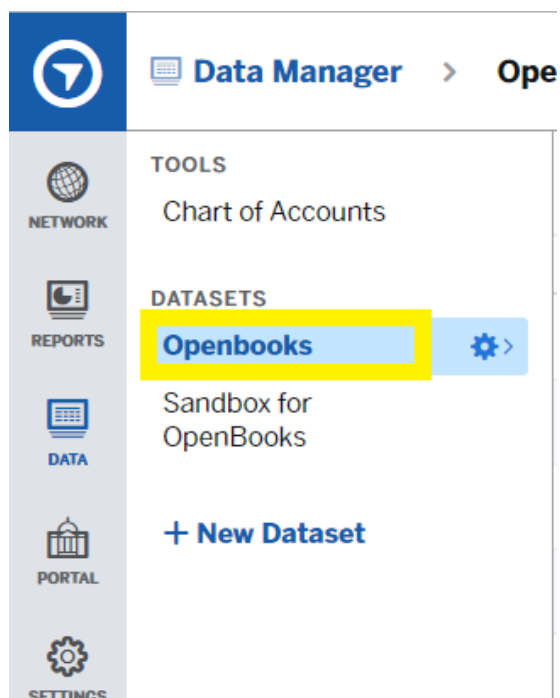
8,147	\$869	\$4,263	\$2,167	\$8,416
4,472	\$816	\$1,144	\$3,162	\$12,516
4,543	\$8,416	\$2,815	\$1,729	\$6,286
\$517	\$12,516	\$2,471	\$329	\$1,941
\$319	\$6,286	\$16,461	\$7,281	\$1,549
1,549	\$21,153	\$6,723	\$1,941	\$2,815

OpenBooks
Updated May 28, 2019

▼ **REPORT TEMPLATES**

Report Templates are **examples** of the most popular reports being created by other governments on OpenGov.

Next, go into your Datasets section and click on “Openbooks”:

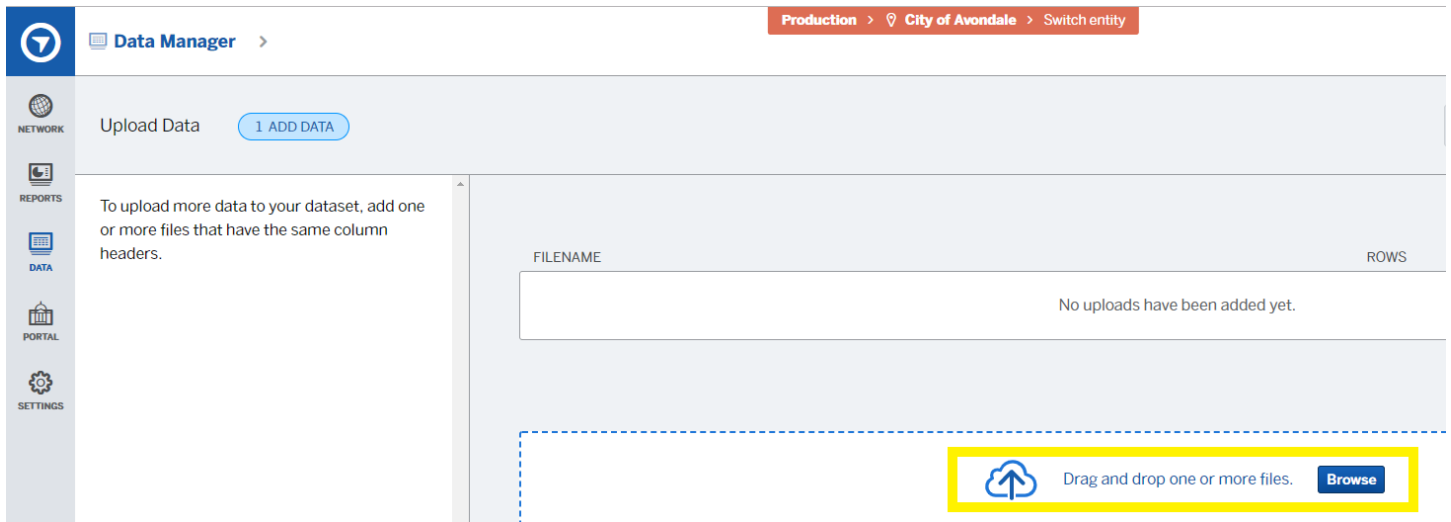


This will bring up all of the files that have been uploaded to this dataset:

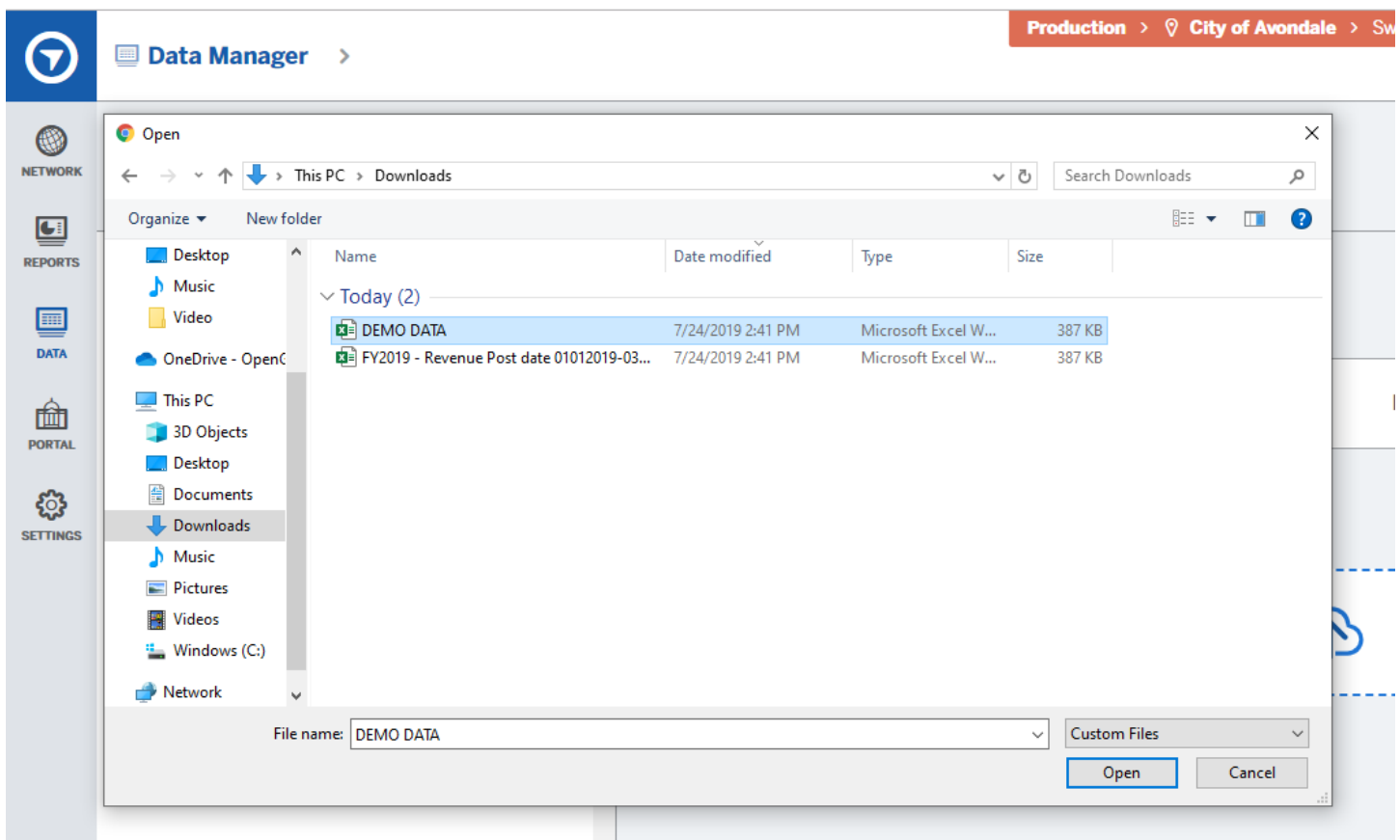
The screenshot shows the 'Openbooks' dataset page. At the top, there's a breadcrumb trail: 'Production > City of Avondale > Switch entity'. Below this, there's a 'Source files' button. A yellow arrow points from this button to the 'Upload files' button in the top right corner. The main area contains a table of uploaded files.

Name	Status	Files	Updated	File Id
FY2019 - Revenue Post dat...	✓ Added	Show files	05-28-2019, 09:03 pm EDT	a30ba7c6-397d-4539-b169-a10c6a5ec0b0
FY2019 - Expenditure Post...	✓ Added	Show files	05-28-2019, 09:03 pm EDT	7e7c572e-000f-4242-ae5-463947d263d5
FY2018 - Expenditure Post...	✓ Added	Show files	02-19-2019, 07:06 pm EST	5f910900-6799-405d-93cb-4d70cd43d83a
FY2018 - Revenue Post dat...	✓ Added	Show files	02-19-2019, 07:06 pm EST	bee48b16-157b-476d-849b-9d0375246131
FY2019 - Expenditure Post...	✓ Added	Show files	02-19-2019, 07:05 pm EST	4ebf00c0-619d-4bda-bcf3-b6ee44a4edab

Now you can upload your new file by clicking on the “Upload Files” button on the upper right side of the screen, and simply dragging your new files into the upload section:



or selecting the *Browse* button and selecting your file from a list:



You will get a screen like this while it is uploading:

Production > City of Avondale > Switch entity

Upload Data

1 ADD DATA

0 rows

0 files ready

FILENAME

ROWS

SIZE

STATUS

DEMO DATA.xlsx

384 of 387 kB

0 rows

0 files ready

Drag and drop one or more files.

Browse

After the file is uploaded properly, it will have a green check and show as “Ready” under the Status column:

Production > City of Avondale > Switch entity

Upload Data

1 ADD DATA

2,381 rows

1 file ready

FILENAME

ROWS

SIZE

STATUS

DEMO DATA.xlsx

2,381 rows

387 kB

Ready

2,381 rows

1 file ready

Drag and drop one or more files.

Browse

Now you can return to the “Reports” tab on the left side of the screen and reconcile your data:

The screenshot shows the 'Reports' tab selected in the left sidebar. The main content area is titled 'Filters' and 'Views'. A message states: 'Changing filters will update visualization automatically.' Below this, there are three sections: 'SHOW' with a dropdown set to 'AMOUNT (\$)', 'BROKEN DOWN BY' with a dropdown set to 'ORGANIZATION LEVEL 1', and 'FILTERED BY' with a list containing 'Filters 1 >', 'Columns >', and 'Aggregates >'. At the bottom, there is an 'AMOUNTS' section with a dropdown set to 'Incremental'.



Add in the filters for the data that you uploaded and validate your totals:

This screenshot shows the 'Reports' tab with a 'Filters' modal open. The modal has a 'Clear' button at the top. Below it is a search bar labeled 'SEARCH ACROSS ALL DATA' with the placeholder 'Search in table'. There are two filter rules added: 'TRANSACTION TYPE IS equal to' with the value 'EX', and 'FISCAL YEAR IS equal to' with the value '2018'. Both filter rules are highlighted with yellow boxes. Below the filter rules is a dropdown menu labeled 'Add New Filter'. At the bottom of the modal is a large blue 'Apply' button. In the background, the 'Filters' tab is still visible, and the 'Filters' item in the 'FILTERED BY' list is highlighted with a yellow box. The 'TOTAL FOR ALL YEARS' is displayed as '\$820,704,215.57'.

Create Sandbox

If your entity would prefer to upload data to a “SandBox”, in order to validate the data before uploading to production, simply follow the steps below:

The easiest way to setup a “Sandbox” dataset is to first download one of the files in your Openbooks dataset:


DATASETS	Name	Status	Uploaded
Openbooks 	 Eloy.xlsx	Processed	02-06-2017, 07:26 am MST

When you hover over the right-hand side of the uploaded column, a download cloud will appear. From here, you can download the original file. After the file has finished downloading, open the file and delete all of the data from the file except for the headers and one line of data (you may want to change the amount from this line because this line and amount will always be in the reconciliation):


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Record Number	Fiscal Year	Entity Name	Fund 1 Name	Fund 2 Name	Fund 3 Name	Fund 4 Name	Organization	Organization	Organization	Organization	Organization	Organization	Organization	Organization	Organization	Organization	Transaction	Category
2	1	2013	CITY OF EL GENERAL	NULL	NULL	NULL	CITY OF EL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	RV	TAXES	A
3	2	2013	CITY OF EL GENERAL	NULL	NULL	NULL	CITY OF EL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	RV	LICENSE A	E
4	3	2013	CITY OF EL GENERAL	NULL	NULL	NULL	CITY OF EL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	RV	LICENSE A	P
5	4	2013	CITY OF EL GENERAL	NULL	NULL	NULL	CITY OF EL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	RV	LICENSE A	E

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Record Number	Fiscal Year	Entity Name	Fund 1 Name	Fund 2 Name	Fund 3 Name	Fund 4 Name	Organization	Organization	Organization	Organization	Organization	Organization	Organization	Organization	Organization	Organization	Transaction	Category
2	1	2013	CITY OF EL GENERAL	NULL	NULL	NULL	CITY OF EL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	RV	TAXES	
3																			
4																			
5																			


Save this new file and then go back to the Data tab in OpenGov:




REPORTS



DATA




PORTAL



SETTINGS

General Ledger LEGACY

DATASETS

Openbooks 

+ New Dataset

Click “+ New Dataset” and name your sandbox. You may want to include “Sandbox” in the name. Then the system will prompt you to set up your dataset:

TOOLS

Chart of Accounts

General Ledger LEGACY

DATASETS


Openbooks

Sandbox ⚙

+ New Dataset

Set up Sandbox dataset

Upload the first file of your dataset here. Future uploads should have the **same column names and order** as this first file.



Drag files here to upload or [click here to select](#)

CSV, XLSX

Simply drag and drop your new file into this dataset to create the table:

TOOLS

Chart of Accounts

General Ledger LEGACY

DATASETS

Openbooks


Sandbox ⌂ >

+ New Dataset

Explore

Source files

Q Search

Name	Status	Uploaded
 Eloy Sandbox.xlsx	Processing	08-22-2017, 09:33 am MST

Then you need to identify your data:

Identify your data

Select the appropriate column for each data type. [See here for tips on how to properly format your file.](#)

Date Format

Transaction Date (mm/dd/yyyy)

Transaction Date

Q Select data

Amount

Q Select data

Eloy Sandbox.xlsx > Eloy

Record Number	Fiscal Year	Entity Name
1	2013	CITY OF ELOY

Identify your data

Select the appropriate column for each data type. [See here for tips on how to properly format your file.](#)

Date Format

Transaction Date (mm/dd/yyyy)

Transaction Date

Q Select data

Columns in this sheet:

Record Number

Fiscal Year

Entity Name

Fund 1 Name

Fund 2 Name

Fund 3 Name

Fund 4 Name

Organization Level 1 Name

Eloy S

Category Level
JLL

Identify your data

Select the appropriate column for each data type. [See here for tips on how to properly format your file.](#)

Date Format

Transaction Date (mm/dd/yyyy)

Transaction Date

Posting Date

Amount

Amount

Eloy Sandbox.xlsx > Eloy

Entity Name	Contract Number	Position Title	Hourly Rate
	NULL	NULL	

Your data may be named differently, so pay careful attention to this process. Next, select your column types:

Select column types

Our grid-based reports provide powerful ways to search and filter columns. First, we need to know the types of the columns.

Amount

Number

Record Number

Number

Fiscal Year

Number

Entity Name

Text

Fund 1 Name

Text

Fund 2 Name

Text

Eloy Sandbox.xlsx > Eloy

Entity Name	Contract Number	Position Title
	NULL	NULL

Once the system is done processing, it will show as processed. Then you can check your totals by clicking on the “Explore” tab:

TOOLS

Chart of Accounts

General Ledger

DATASETS

Openbooks

Sandbox

+ New Dataset

Explore

Source files

10.0

Total Amount

1

Row Count

Record Number

Fiscal Year

Entity Name

Fund 1 Name

Fund 2 Name

Fund 3 Name

Fund 4 Name

Organization Level 1 Name

Organization Level 2 Name

Organization Level 3 Name

Organization Level 4 Name

Organization Level 5 Name

Organ

1

2013

CITY OF ELOY

GENERAL FUND

NULL

NULL

NULL

CITY OF ELOY

NULL

NULL

NULL

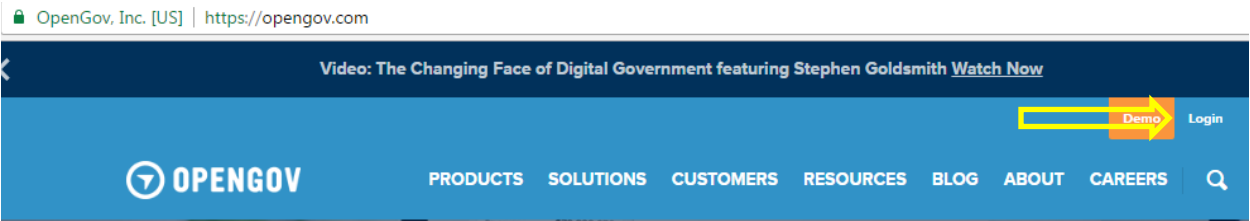
NULL

NULL

These are the important numbers to remember, as you will always need to remove this from your total when you upload new files in order to verify and match your data.

Now you are able to upload data to your Sandbox.

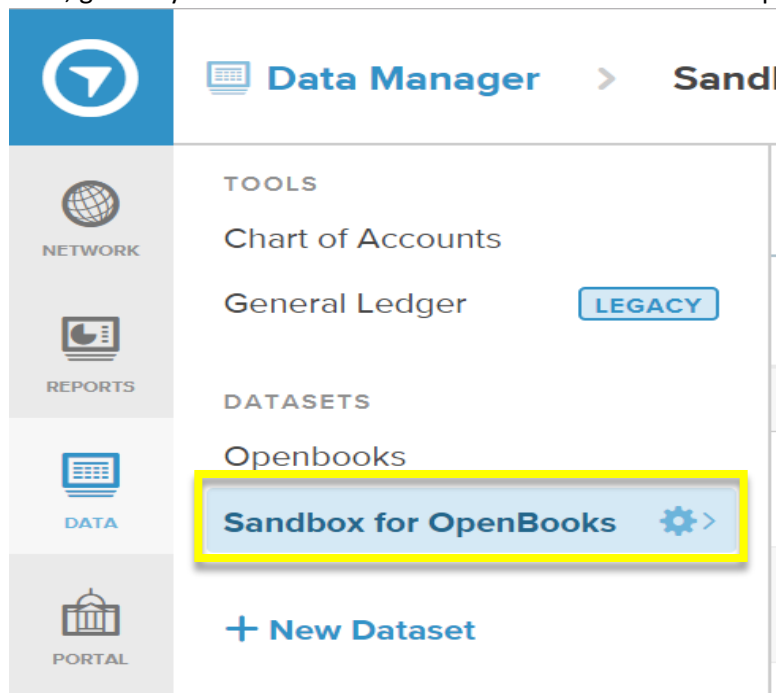
In order to upload a test file to the OpenGov.com site, login to your OpenGov.com site:



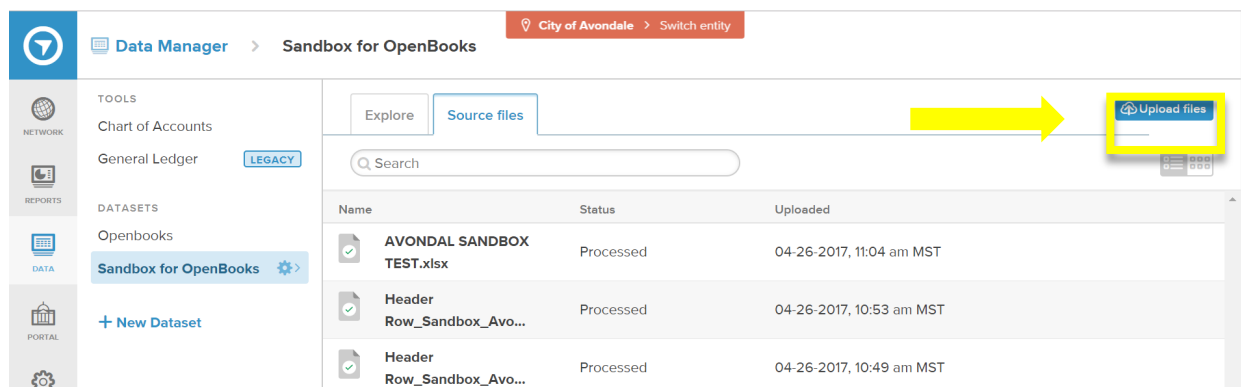
Then click on the “Data” tab on the left side of the screen:



Next, go into your Datasets section and click on “Sandbox for Openbooks”:

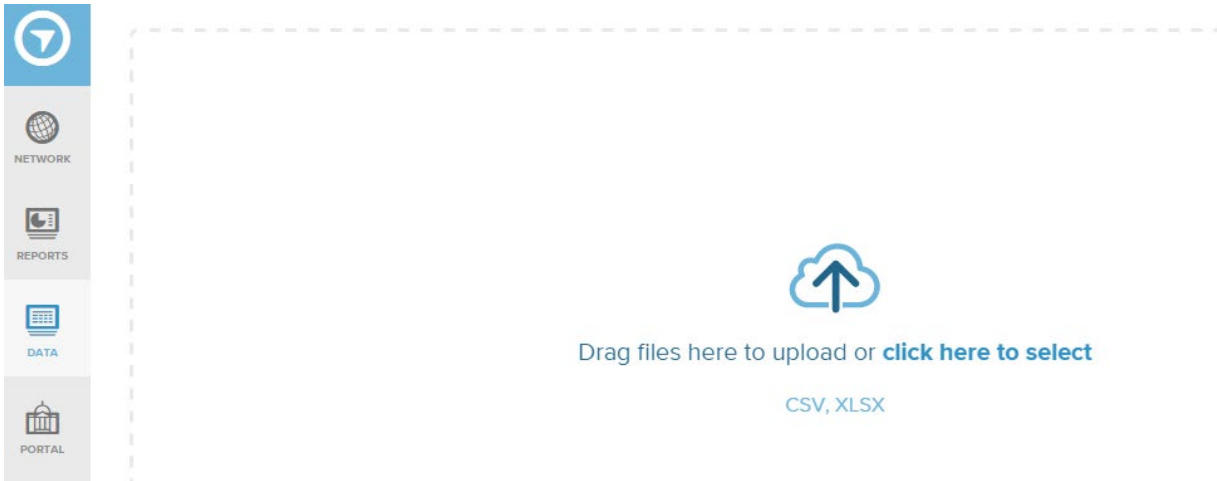


This will bring up all the files that have been uploaded to this dataset:



(Note: If this will be your first file you are uploading to the Sandbox you will not see any files listed in this section)

Now you can upload your new file by clicking on the “Upload Files” button on the upper right side of the screen, and simply drag your new files into the upload section:



You will get a screen that looks like this while it is uploading:

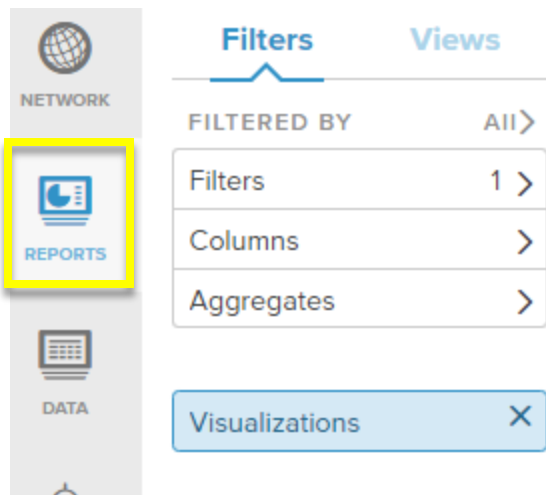
A screenshot of the 'Data Manager' interface for 'City of Avondale'. The breadcrumb trail shows 'Data Manager > Sandbox for OpenBooks'. The left sidebar lists 'TOOLS' (Chart of Accounts, General Ledger), 'DATASETS' (Openbooks, 'Sandbox for OpenBooks' selected), and '+ New Dataset'. The main panel has tabs for 'Explore' and 'Source files', with an 'Upload files' button. A search bar is present. Below is a table with columns 'Name', 'Status', and 'Uploaded'.

Name	Status	Uploaded
AVONDAL SANDBOX TEST.xlsx	Processing	08-22-2017, 07:40 am MST
AVONDAL SANDBOX TEST.xlsx	Processed	04-26-2017, 11:04 am MST
Header Row_Sandbox_Avo...	Processed	04-26-2017, 10:53 am MST
Header Row_Sandbox_Avo...	Processed	04-26-2017, 10:49 am MST

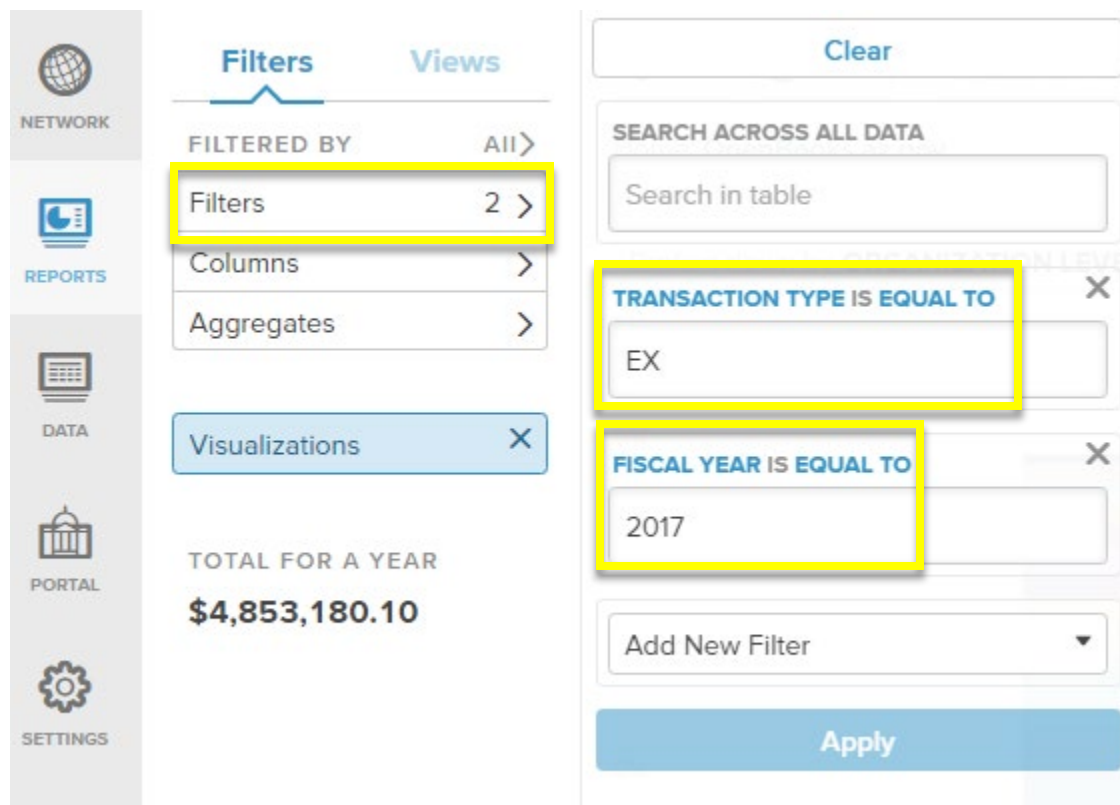
After the file is uploaded properly, it will have a green check and show as “Processed” under the Status column:

Name	Status	Uploaded
AVONDAL SANDBOX TEST.xlsx	Processed	08-22-2017, 07:40 am MST

Now you can return to the “Reports” tab on the left side of the screen and reconcile your data:



Add in the filters for the data that you uploaded and validate your totals:



Once you have verified your data is accurate in the SandBox, you can then upload the data to the production site by following the steps below:

First, click on the "Data" tab on the left side of the screen:



NETWORK



REPORTS



DATA



PORTAL



SETTINGS

Welcome to Reports!

This is where the reports you create are stored. Explore these example report templates to see what you can create with OpenGov, then download the template to make your own. When you're ready to add a report, click on **Create Report** in the upper right hand corner.

47	\$869	\$4,263	\$2,167	\$
72	\$816	\$1,144	\$3,162	\$1
43	\$8,416	\$2,815	\$1,729	\$6
617	\$12,516	\$2,471	\$329	\$
819	\$6,286	\$16,461	\$7,281	
49	\$21,153	\$6,723	\$1,941	
619	\$1,816	\$4,244	\$951	
43	\$8,416	\$4,195	\$129	\$

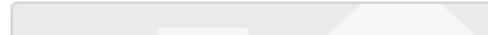
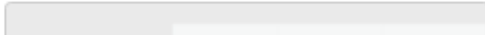
OpenBooks

Updated March 2, 2017



REPORT TEMPLATES

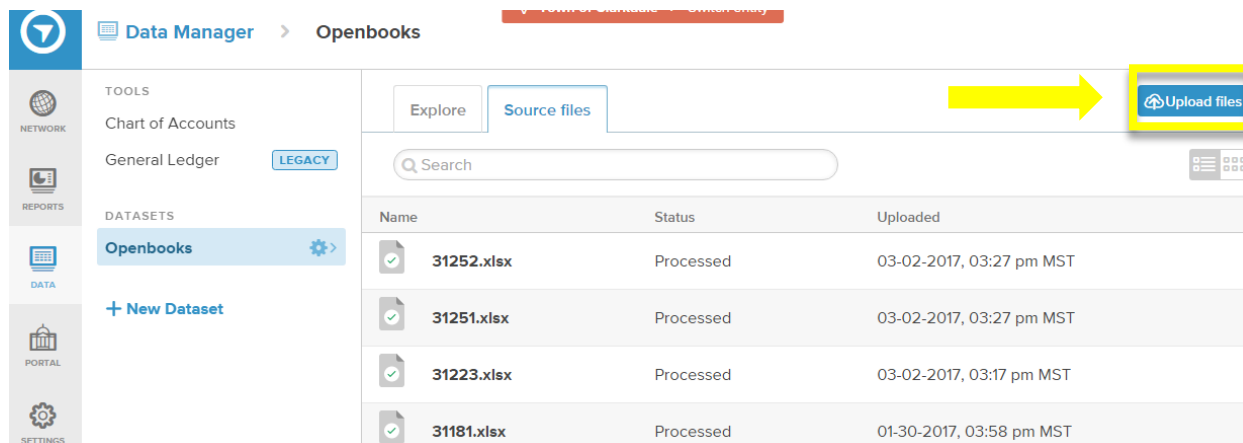
Report Templates are **examples** of the most popular reports being created by other govern step-by-step instructions to create the report for your organization.



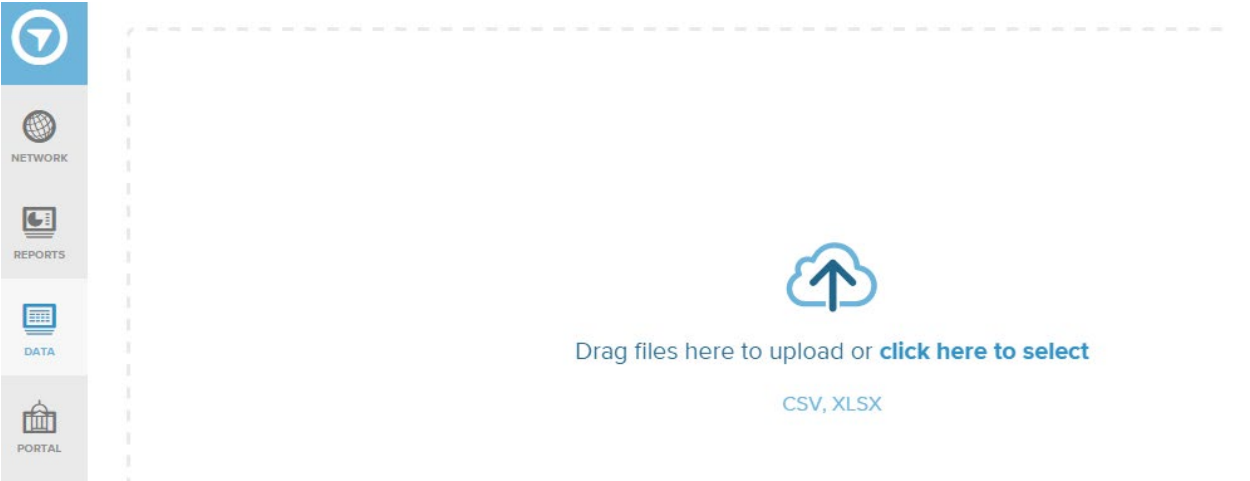
Next, go into your Datasets section and click on “Openbooks”:



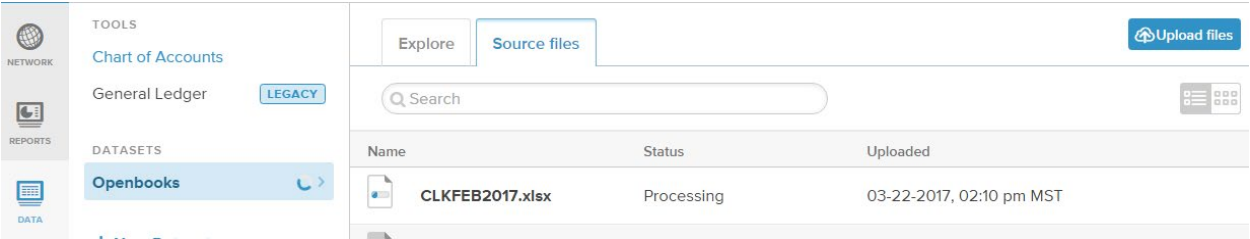
This will bring up all of the files that have been uploaded to this dataset:



Now you can upload your new file by clicking on the “Upload Files” button on the upper right side of the screen, and simply drag your new files into the upload section:



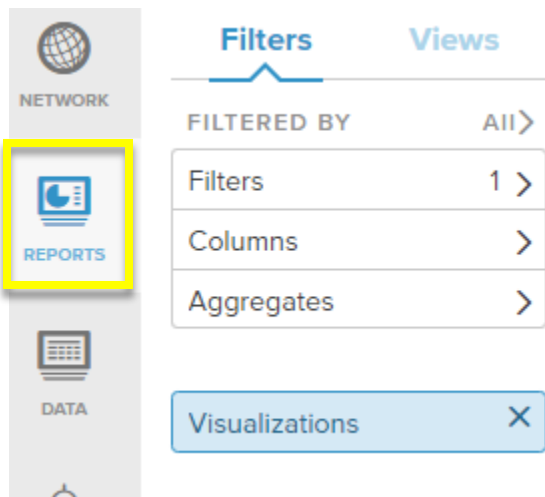
You will get a screen that looks like this while it is uploading:



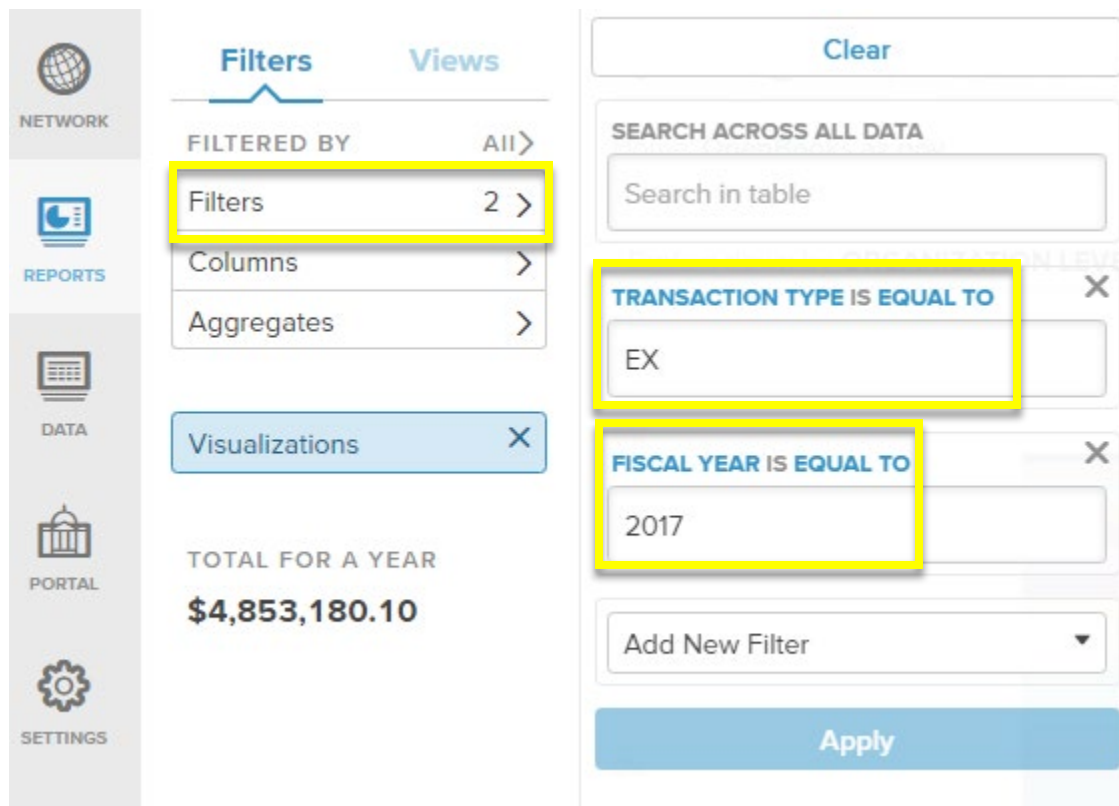
After the file is uploaded properly, it will have a green check and show as “Processed” under the Status column:

Name	Status	Uploaded
 CLKFEB2017.xlsx	Processed	03-22-2017, 02:10 pm MST
 31252.xlsx	Processed	03-02-2017, 03:27 pm MST

Now you can return to the “Reports” tab on the left side of the screen and reconcile your data:



Add in the filters for the data that you uploaded and validate your totals:



When finished, simply logout to exit.