

# Yolo County



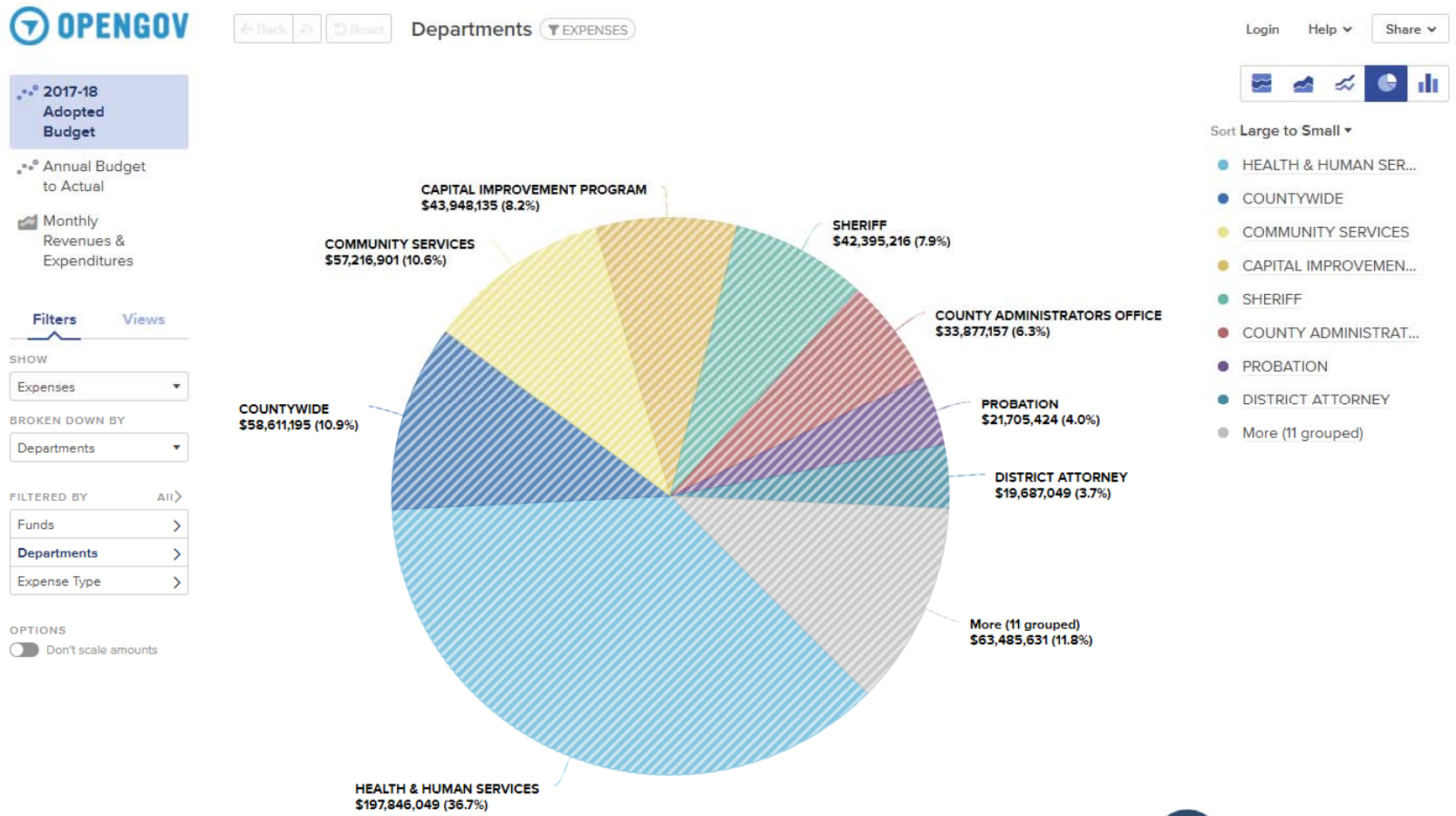
# Yolo County

## Fiscal & Budget Transparency Tool

### User Guide

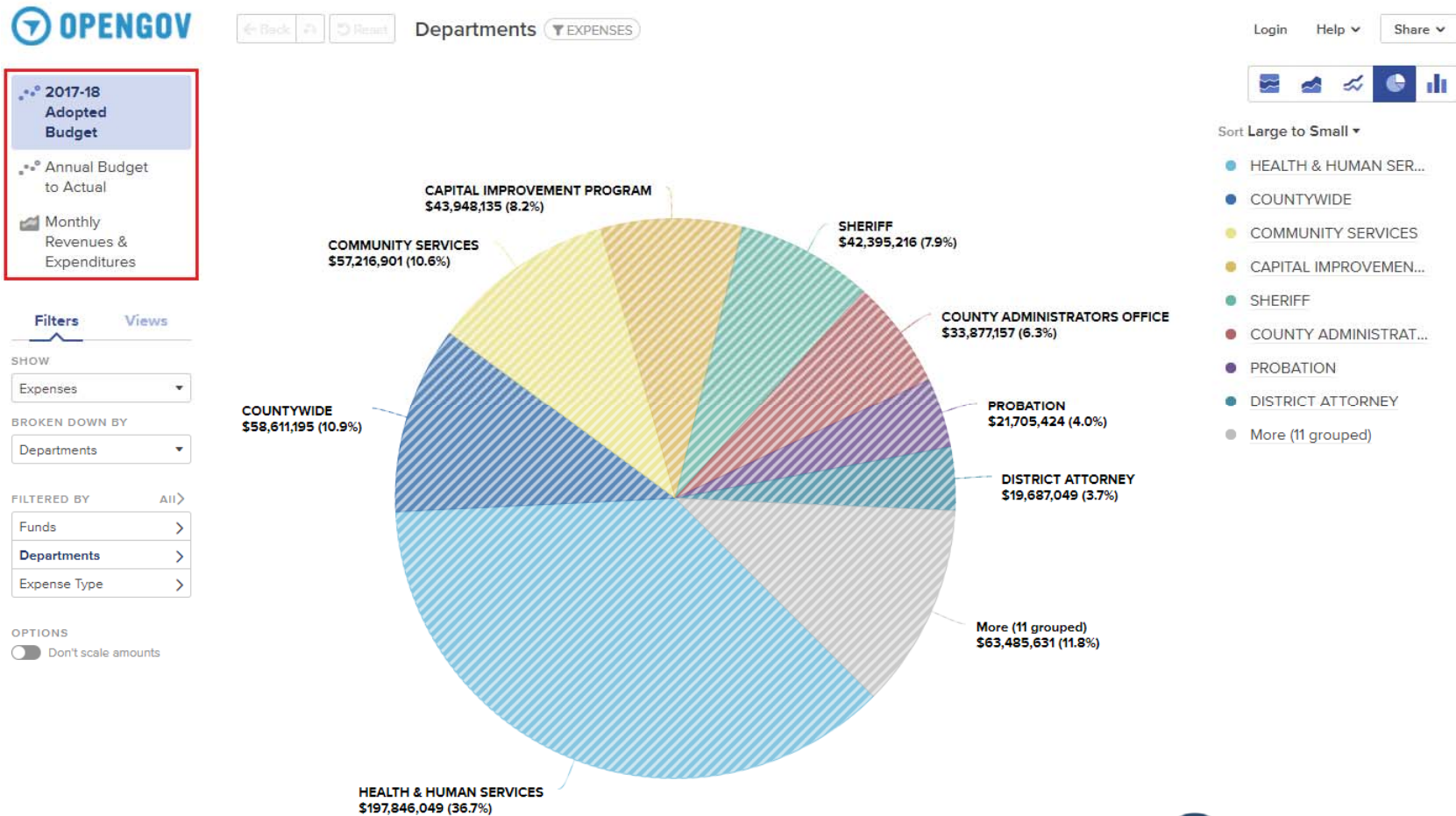
# Yolo County Fiscal & Budget Transparency Tool: User Guide

Yolo County Fiscal & Budget Transparency Tool allows you to access complete financial data in easy-to-understand charts and graphs, in just a few clicks.



# Yolo County Fiscal & Budget Transparency Tool: User Guide

To begin, select from the available reports listed in the top left corner.



# Yolo County Fiscal & Budget Transparency Tool: User Guide

Click on any of the **Saved Views** to see different views or answers to some frequently asked questions.



Departments EXPENSES

Login Help Share

2017-18 Adopted Budget

Annual Budget to Actual

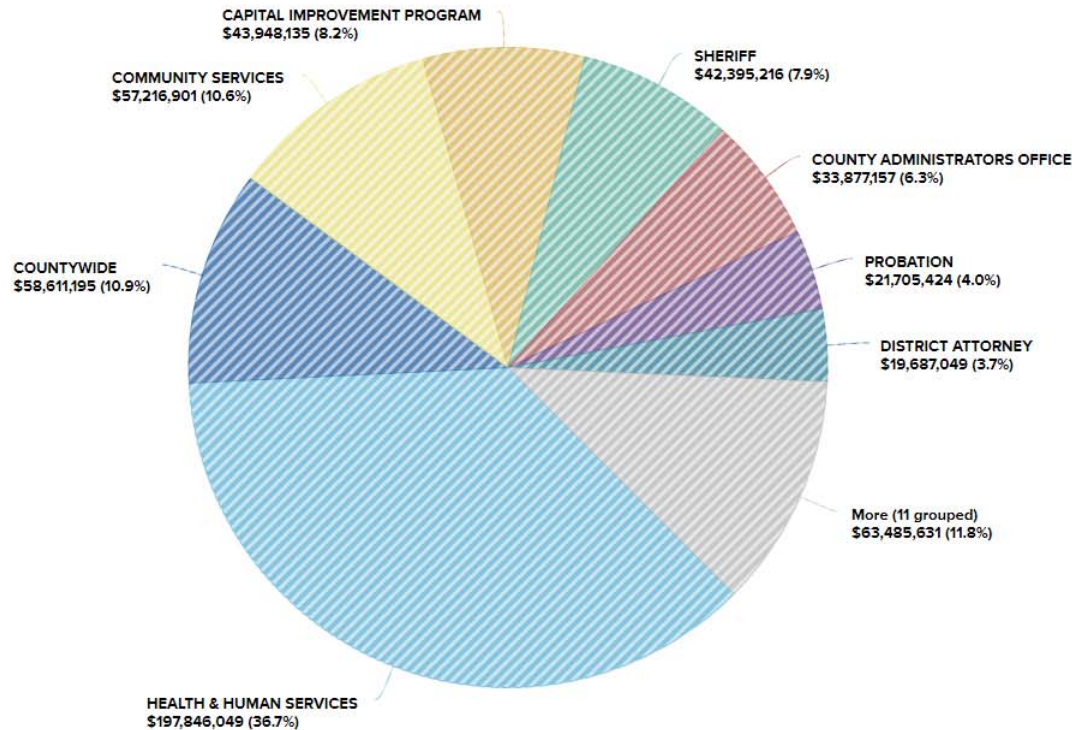
Monthly Revenues & Expenditures

**Filters** **Views**

What are the sources of County funding?

What are the County's general purpose revenues?

How does does the County spend its money?

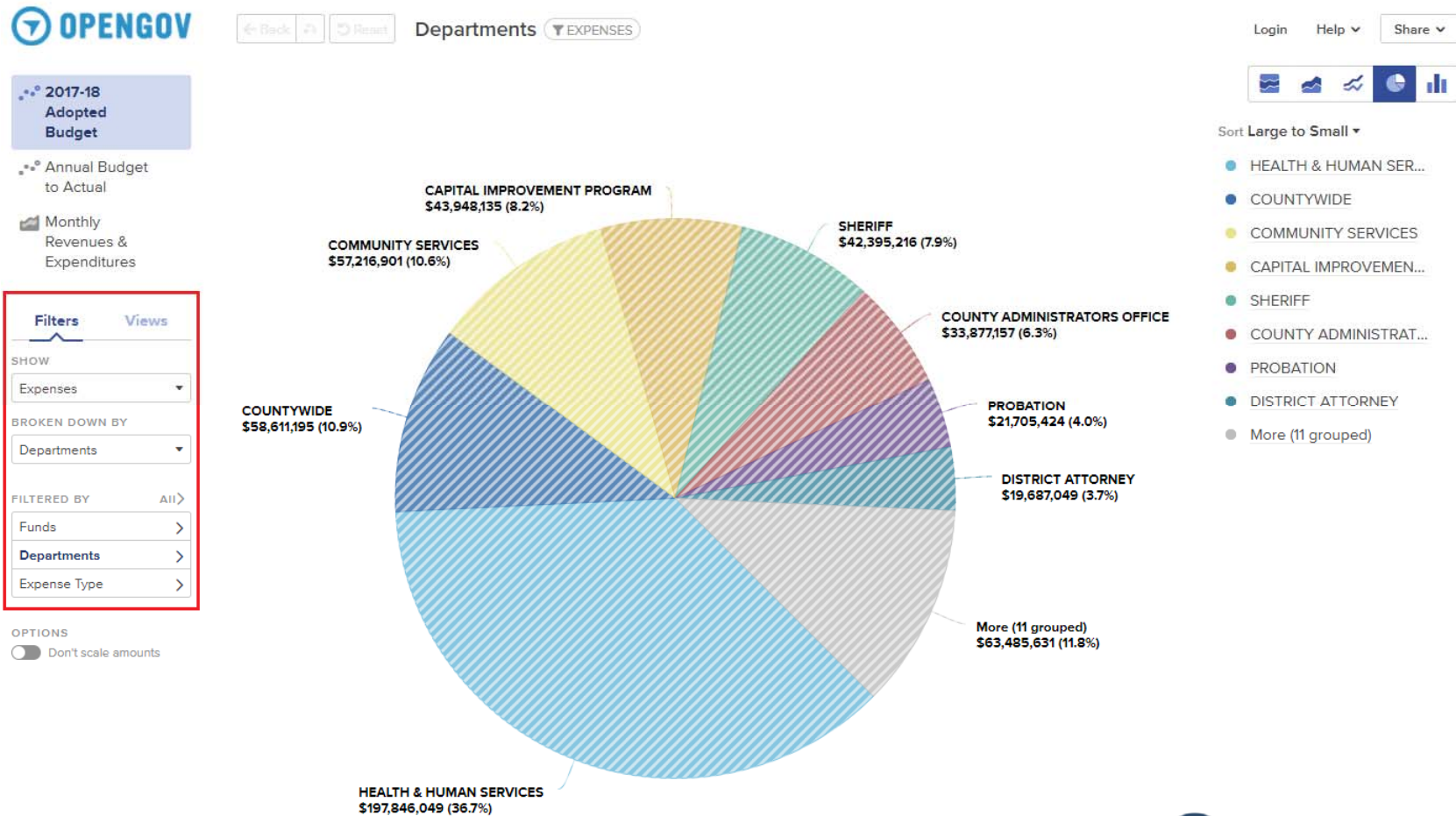


Sort Large to Small

- HEALTH & HUMAN SER...
- COUNTYWIDE
- COMMUNITY SERVICES
- CAPITAL IMPROVEMEN...
- SHERIFF
- COUNTY ADMINISTRAT...
- PROBATION
- DISTRICT ATTORNEY
- More (11 grouped)

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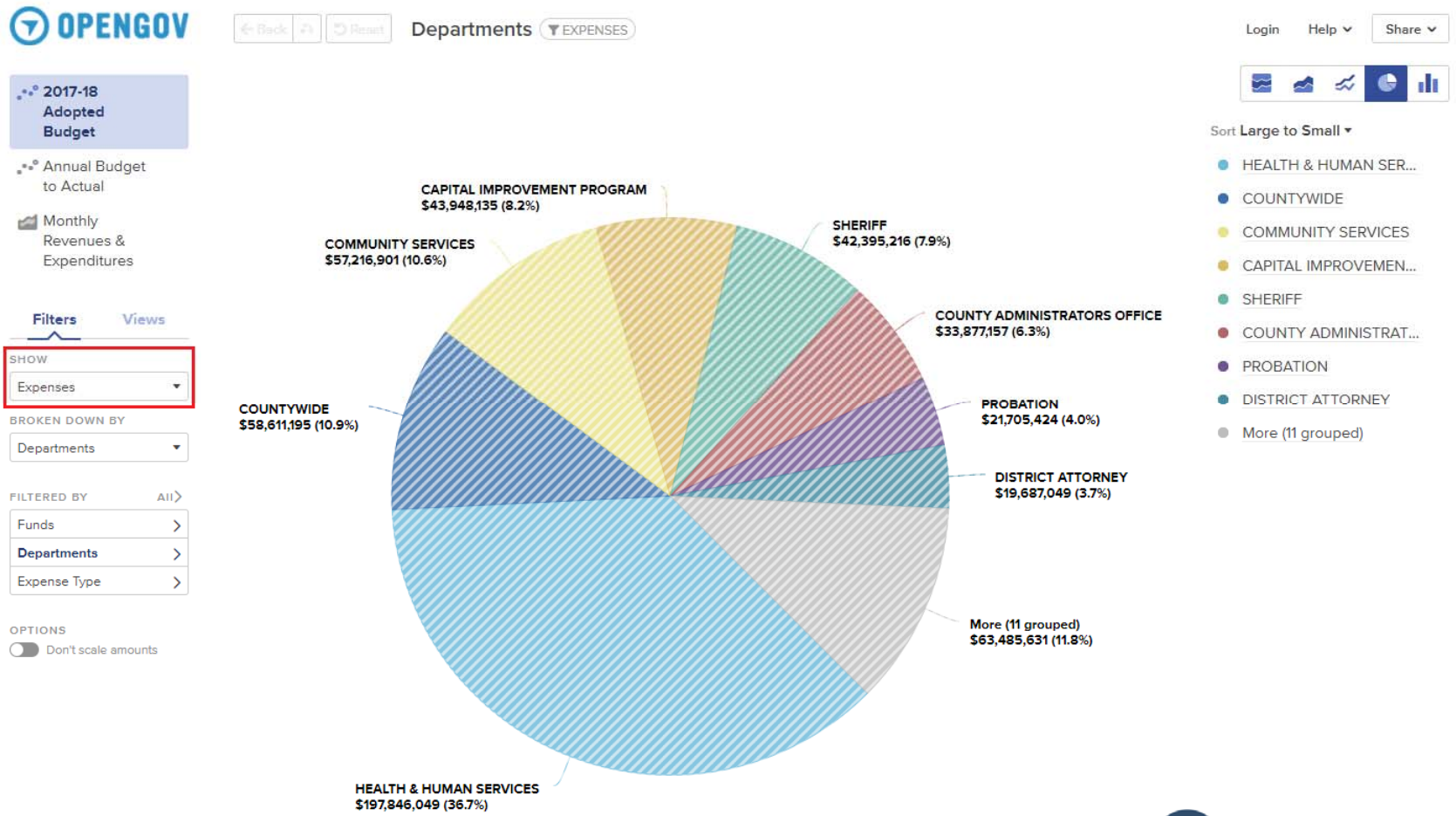
Use the various **Filters** on the left panel to build the view you want and understand the data in different ways.





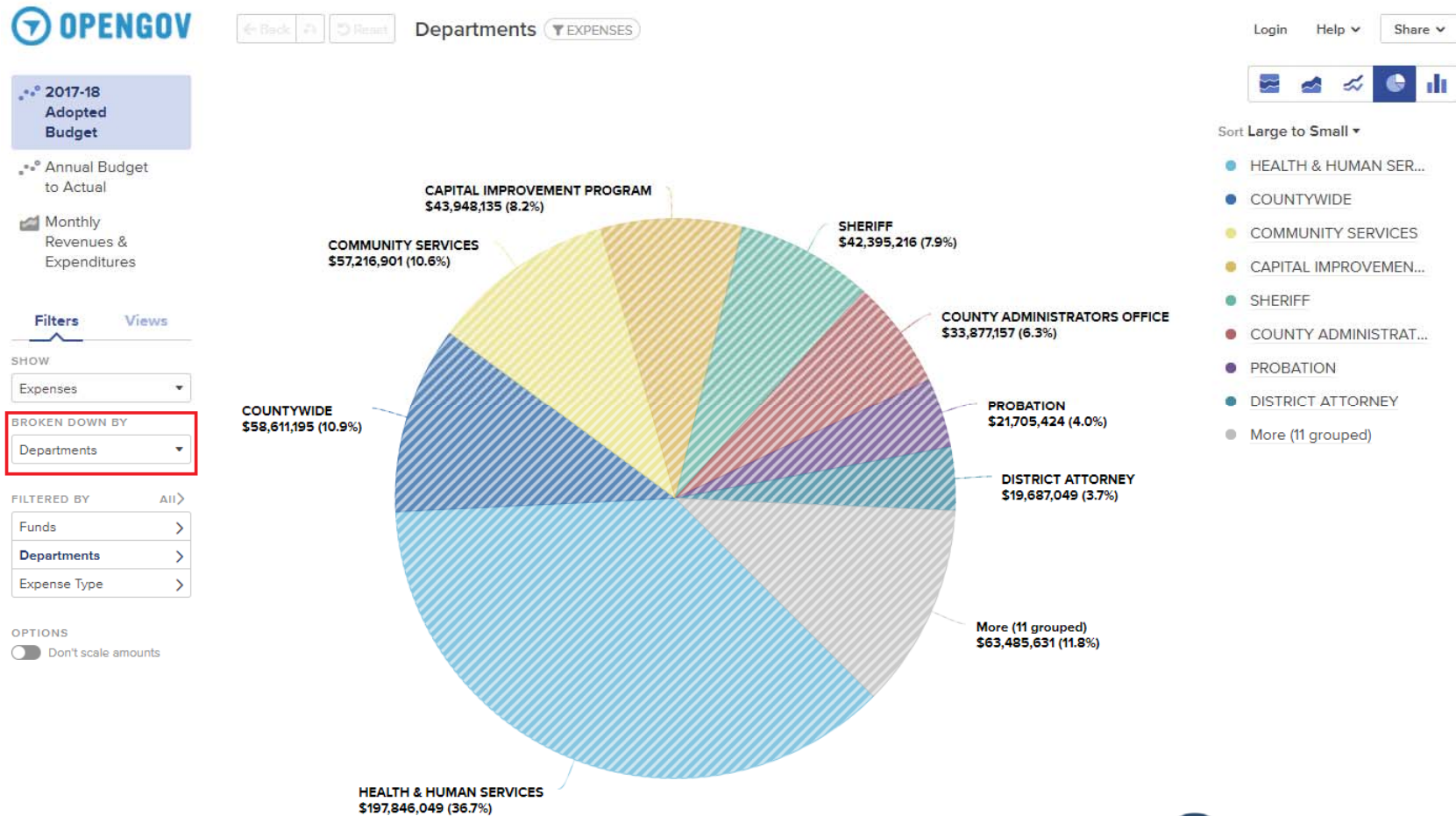
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The **Show** drop-down allows you to see the data that is of most interest to you. You can filter by expenses, revenues, or select both for comparison.



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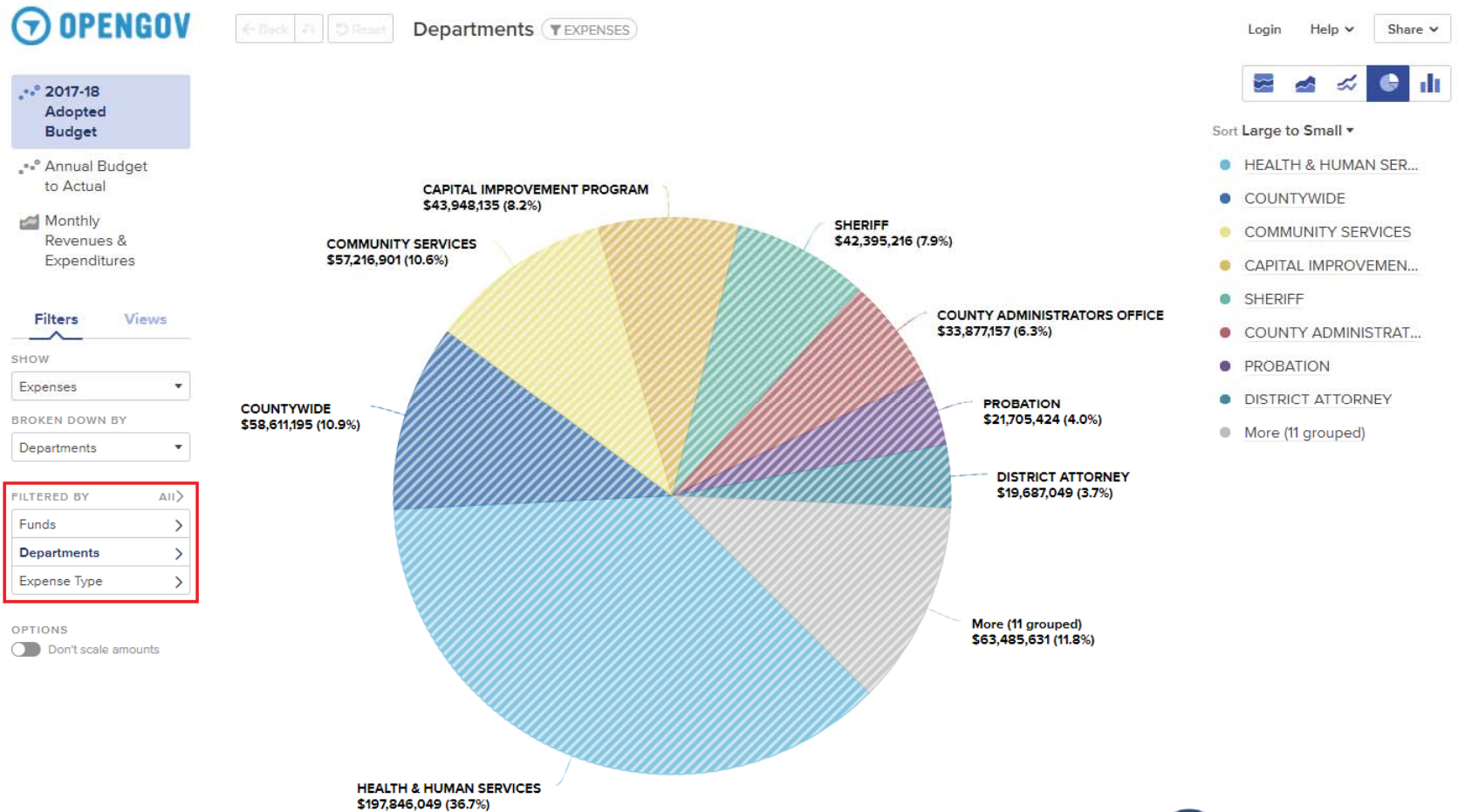
The **Broken Down By** drop-down allows you to specify the category you would like the data to be organized by in your view. You are able to select funds, departments, or type.





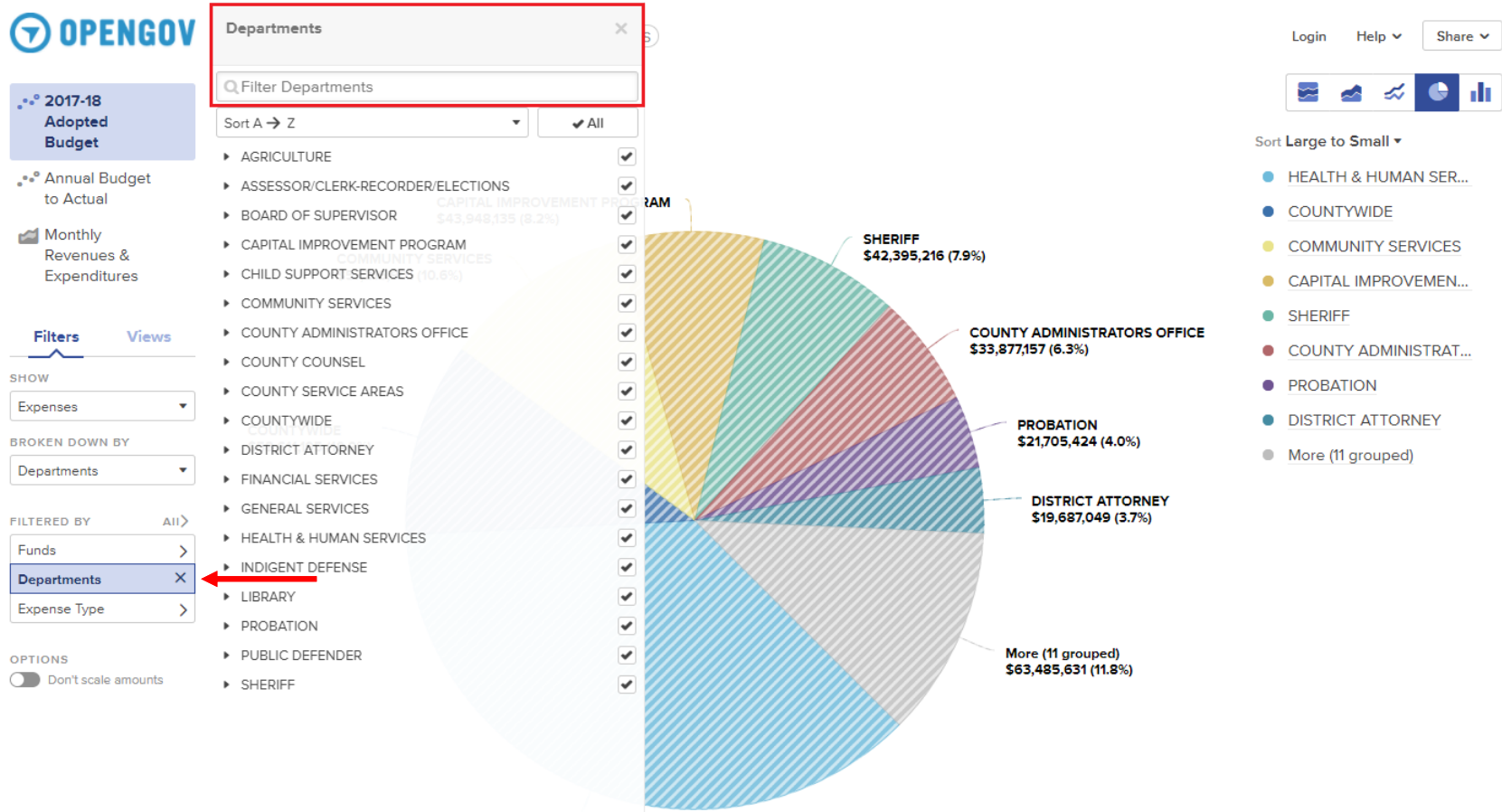
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Use the **Filtered By** option to view the data filters. These filters allow you to select exactly which data you want to include and exclude in your graph.



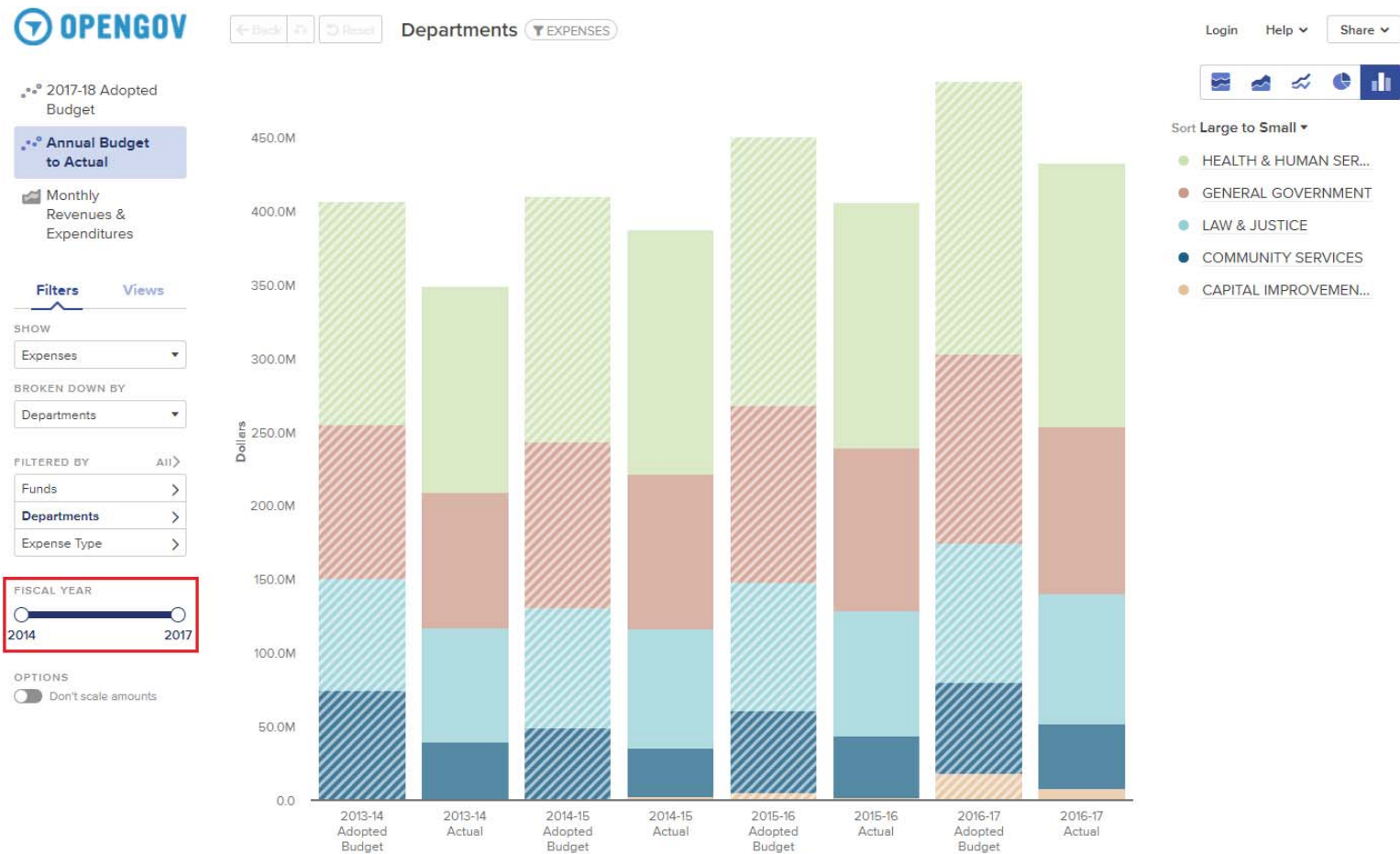
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Use the **Search** function within each filter to find something specific.



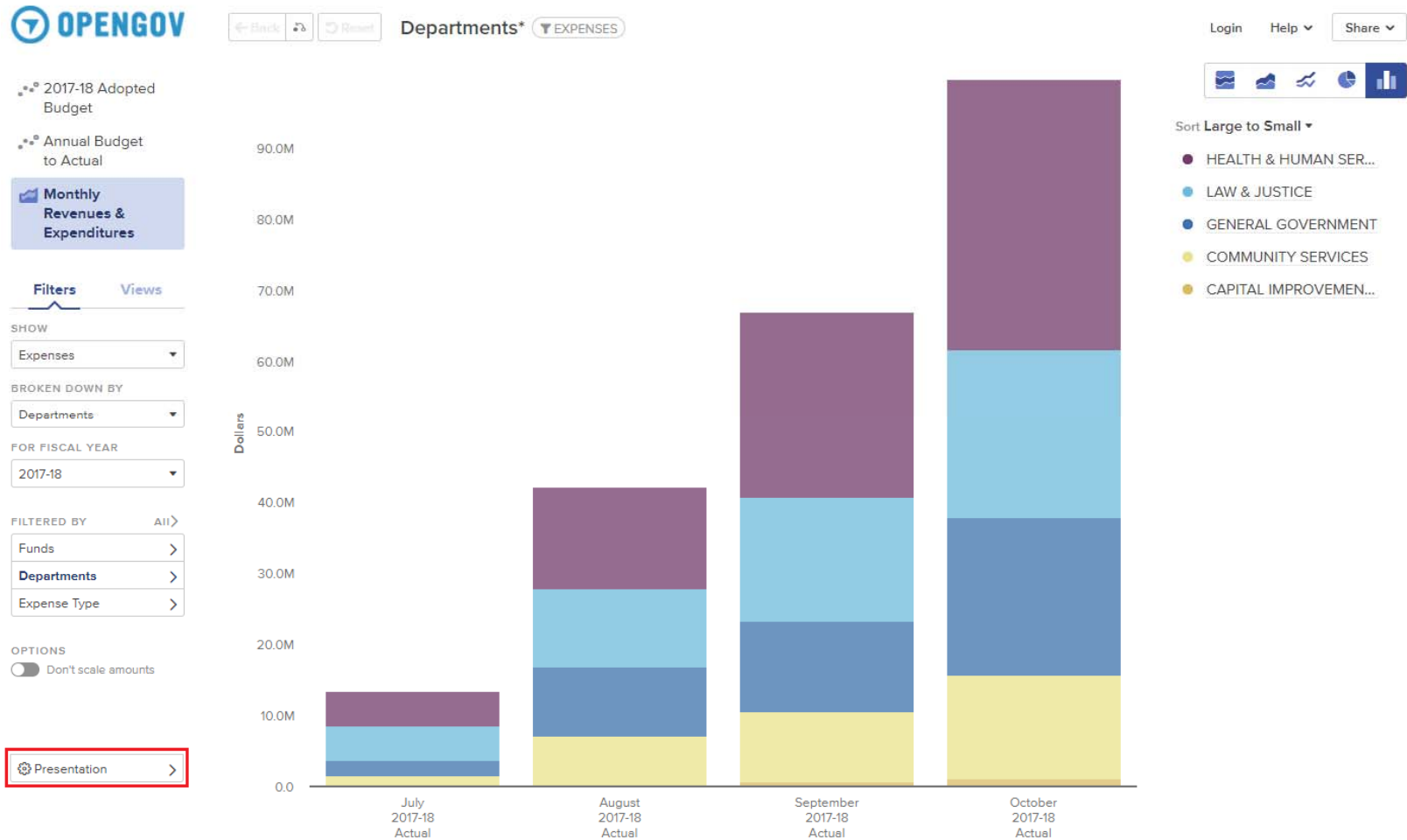
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In multi-year reports, the **Fiscal Year** slide bar allows you to select the range of years that you want to see.



# Yolo County Fiscal & Budget Transparency Tool: User Guide

Use the **Presentation** option to adjust how the data is displayed in Monthly reports.



# Yolo County Fiscal & Budget Transparency Tool: User Guide

After selecting **Presentation**, use the **Monthly Report options** to display data month-over-month or year-over-year. You can also change the amounts to display as cumulative or incremental.

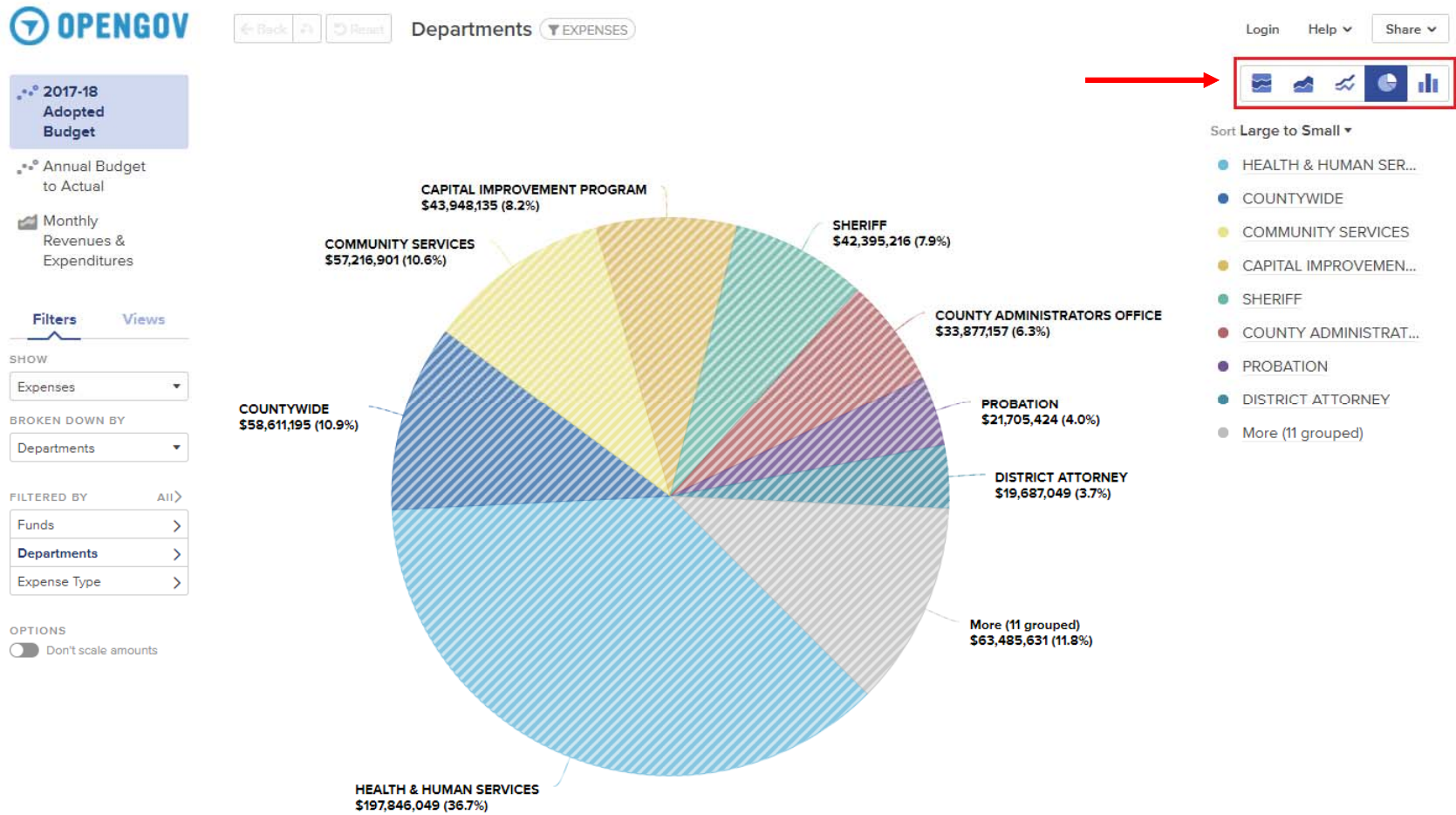
The screenshot displays the 'Monthly Revenues & Expenditures (Monthly)' settings page. A red box highlights the 'Monthly report options' section, which includes:

- Data Representation:** A dropdown menu set to 'Month over month' (Displays months on the x-axis).
- Amounts:** A dropdown menu set to 'Cumulative' (Data in the report completes the sentence "through the month of ...").
- Budget Proration:** A toggle switch labeled 'Proration disabled'.

To the right, a stacked bar chart shows data for August, September, and October 2017-18 Actual. The bars are composed of five categories: CAPITAL IMPROVEMEN... (yellow), GENERAL GOVERNMENT (blue), LAW & JUSTICE (light blue), HEALTH & HUMAN SER... (purple), and an unlabeled top segment (pinkish-purple). A legend on the right lists these categories. The chart also includes a 'Sort Large to Small' dropdown and a 'Share' button.

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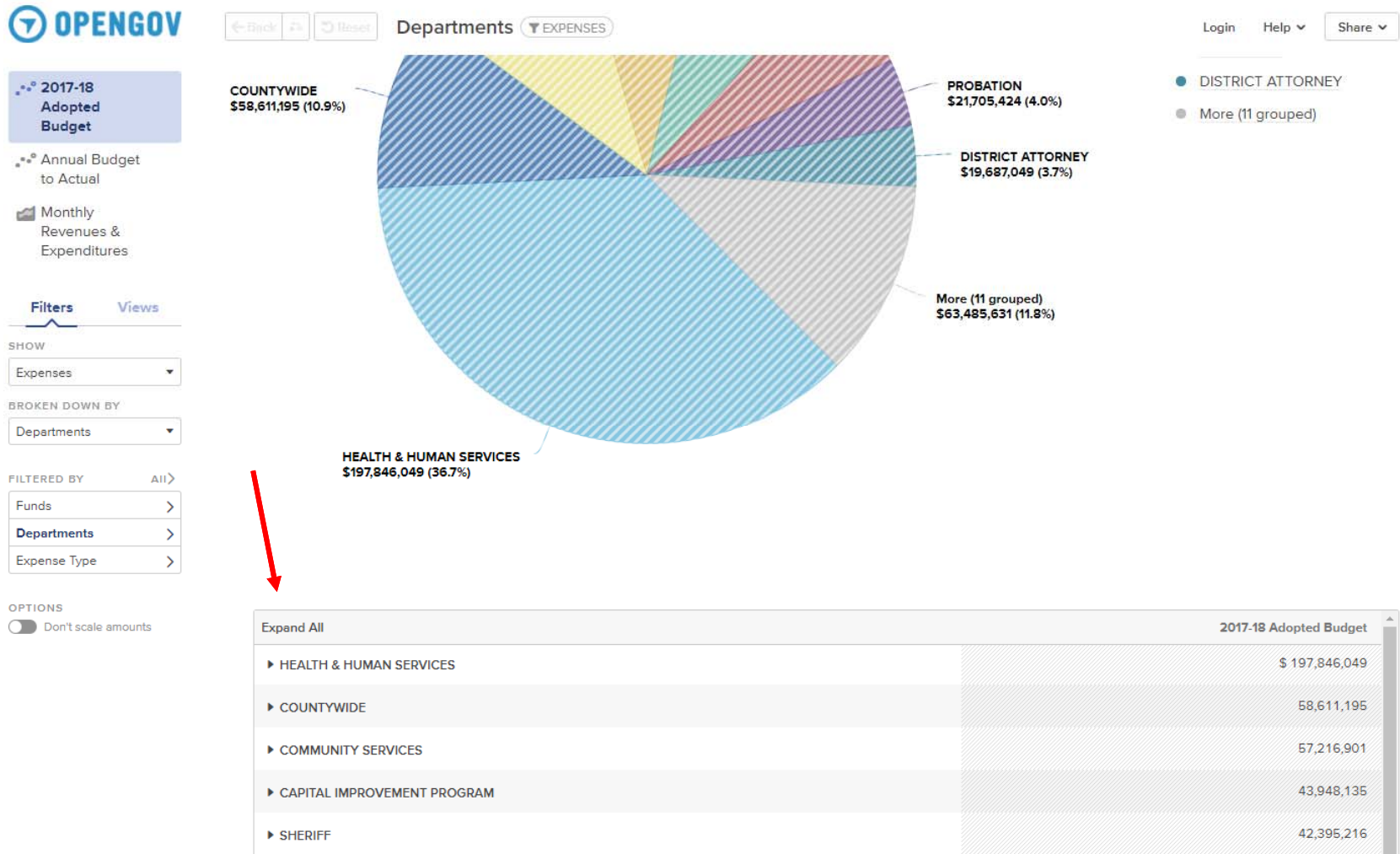
There are five different types of visual graphs you can view: Stacked percentage graph, Stacked line graph, Line graph, Pie chart and Bar chart





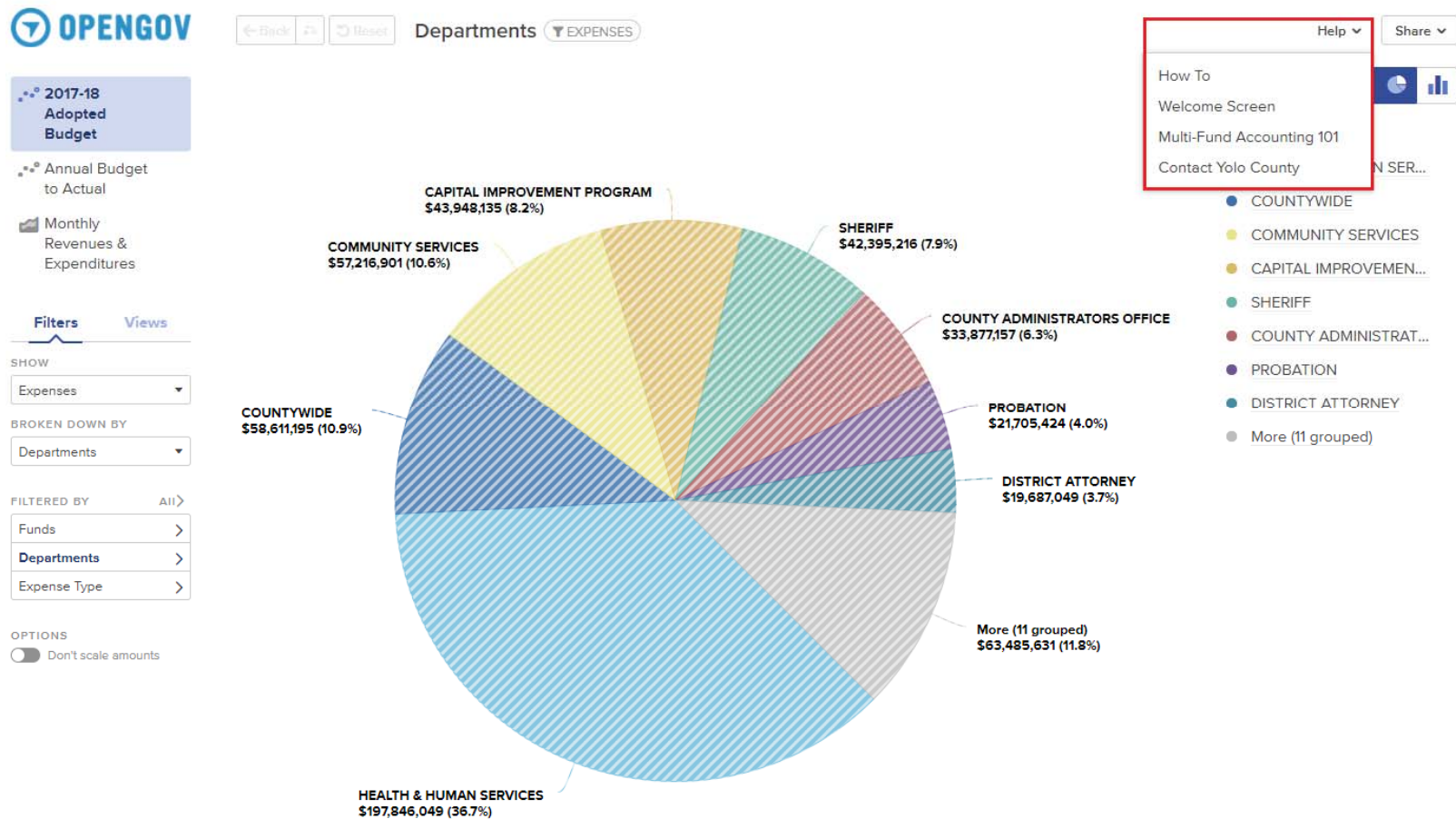
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By scrolling down the page you will find the accompanying **Data Table**.



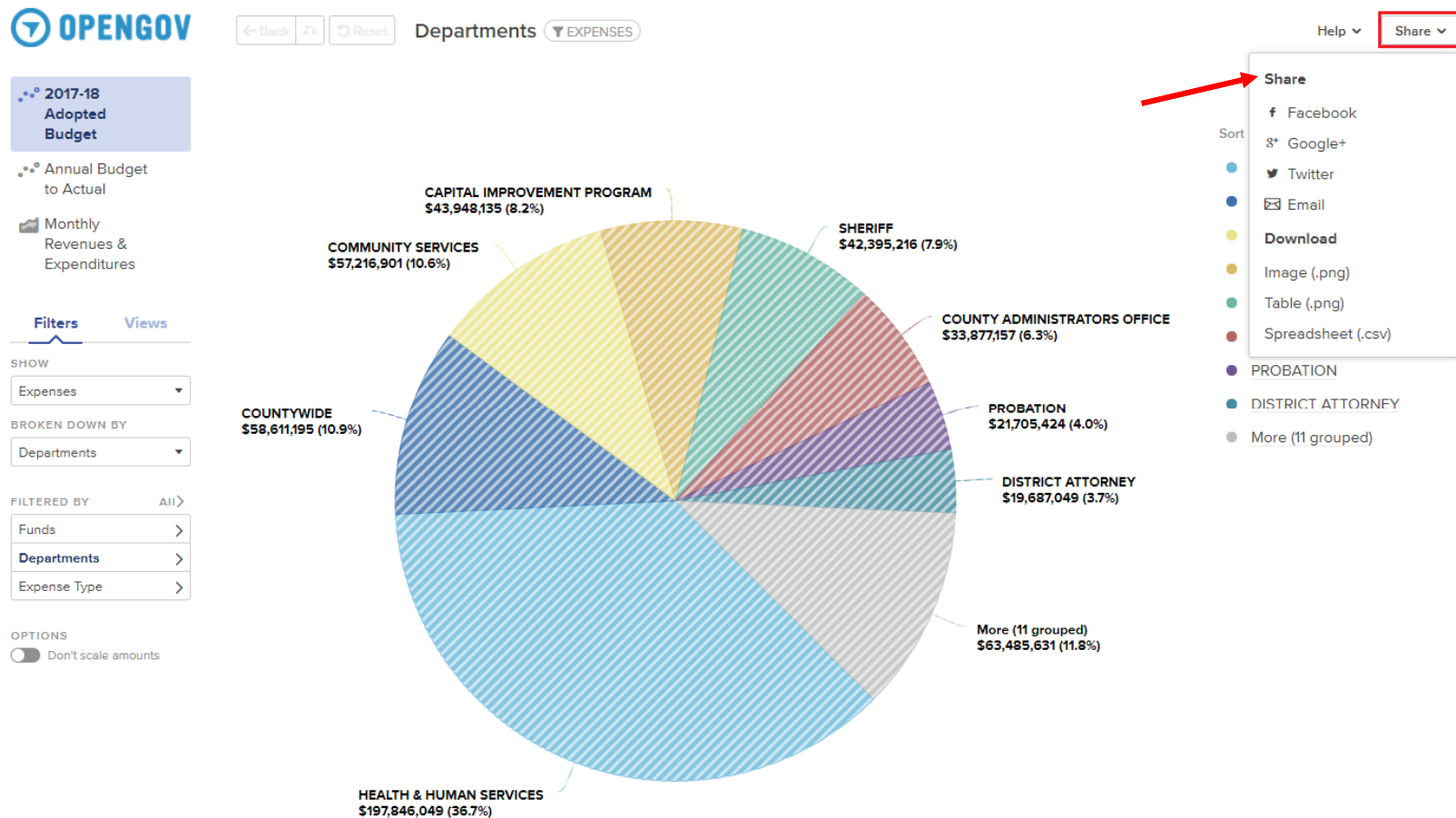
# Yolo County Fiscal & Budget Transparency Tool: User Guide

Use the help drop-down to either: view a short **How-To Guide** with further tips on navigating or **Contact** the administrators of our site to provide feedback and ask questions.



# Yolo County Fiscal & Budget Transparency Tool: User Guide

Use the **Share** drop-down to share your customized graph through social media or through email.



# Yolo County Fiscal & Budget Transparency Tool: User Guide

The **Share** drop-down also allows you to download the customized graph or table directly to your computer.

