



OpenGov Budget User Guide: Colorado Department of Transportation

Updated Summer
2022



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Overview

This guide is a go-to document for OpenGov Budget users. It provides step-by-step instructions and background on how to navigate OpenGov Budget Builder.

OpenGov Budget Builder allows you to develop your budget request through a cloud-based tool meaning you can access it anywhere, any time and are not restricted to VPN requirements.

Glossary of Terms

Budget Instance: Grouping of Budget Proposals

Proposal: A subset of expenses and revenues, commonly used as the equivalent of a department, division, or project's budget.

Worksheet: A collection of relevant account strings within a proposal (budget category, cost center, amount). You may have separate worksheets for cost centers and pools.

Line Items: Unique combination of chart of account segments or account strings. Includes the option to adjust budget amount and include notes on each line.

Itemizations: Method to break down each budget amount on a line item and provide notes.

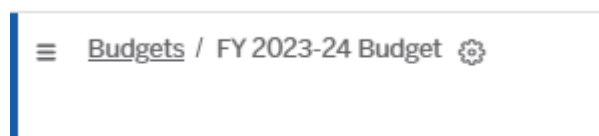
Base budget: The annual data file used as the starting point for budget adjustments.

Getting Started

Every user will receive an email to access the proposals that are shared with them. Users can access these proposals from that email or by going to OpenGov Budget Builder directly. Users should save <https://controlpanel.opengov.com> to their desktop for easy access.

Once you're in OpenGov, click the Budgets button on the left panel to navigate to the Budget Builder application. When you first go to Budgets you will come to the homepage which shows a graphical visualization of data, a budget summary of revenues and expenditures, and a full list of your proposals.

You will be working in the budget instance named **FY 2023-24 Budget**. This budget will be open for changes starting September 1, 2022.





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In OpenGov, a budget instance is made up of a number of budget proposals. Each proposal has one or more worksheets that house the individual line items of the budget. Worksheets are where you enter in adjustments from the base, or starting point. For FY 2023-24, the starting point is the amount that was entered and approved in OpenGov for FY 2023-24 during the FY 2022-23 budget development cycle.

All users were granted either 'edit' or 'view only' access to their budget proposal(s). You will not be able to see or edit proposals for other divisions or offices, although you may be able to see worksheets for other offices or units within a proposal (depending on how the proposal was set up).

The Budget Team has also set up Phases so you can track the progress of the budget. These are visible in the left-hand summary panel on the budget homepage. The phases are:

- In Progress
- Under Review
- Approved

Budget Summary	
Balance	
Adjustments include all approved amounts	
Base Revenues	\$2,123,547,214
Adjustments	\$0
Revenues	\$2,123,547,214
Base Expenses	\$2,123,547,219
Adjustments	\$0
Expenses	\$2,123,547,219
Deficit	\$5

Phase

- 1 In Progress
- 2 Under Review
- 3 Approved



Anatomy of a Proposal

Proposal Details Tab

Click into your proposal from the list below the visualization. When you open your proposal, you will be taken to a tab called Proposal Details. You can use the Proposal Details tab to provide an explanation on which adjustments you are making and why, and add supporting documentation as necessary.

Proposal Details | Expenses | Revenues | Activity

Division of Accounting and Finance Edit

Priority: | Frequency: | Type:

Background

B I U

Analysis

B I U

Recommendation

B I U

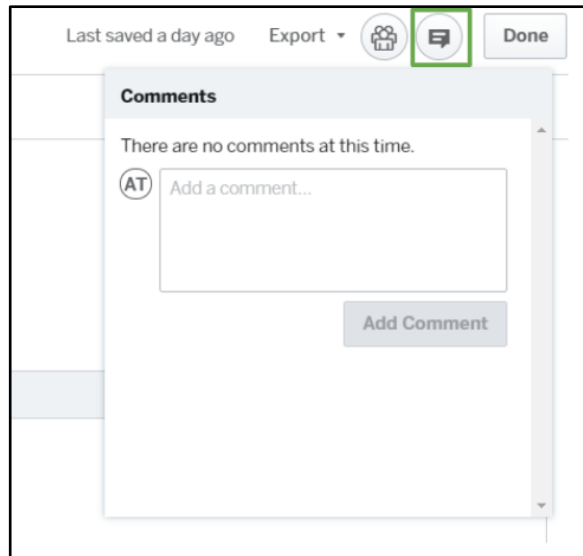
Supporting Documents

Support your proposal narrative with file attachments.

Supported filetypes: .pdf, .doc, .docx, .zip, .txt, .csv, .xls, .xlsx, .jpeg, .jpg, .png, .gif, .bmp



Add comments using the comment icon to drive a user's attention to a certain aspect of the proposal.



Clicking on the Expenses tab will take you to a list of worksheets within the proposal.

Proposal Details **Expenses** Revenues Activity

> VISUALIZATION
Expenses Select a worksheet below to view details and/or make adjustments

Name	Base Amount
Worksheet Totals	\$ 38,103,144
Business Services Branch	6,076,443
Business Technology Office	1,867,064
Center for Accounting	4,802,621
Chief Financial Officer	760,229
DAF Misc (leave payouts and HPTE)	8,132,477
Debt Service	4,090,480
Office of Financial Management and Budget	3,512,931
State Infrastructure Bank	0
Statewide Common Policies	7,382,174
Strategic Program Office	1,478,727



Decision Items

If you are submitting decision items for approval, you must complete the following:

- 1) Attach a completed decision item [form](#) for each decision item
- 2) Enter the total dollar amount you are requesting for the Decision Item as an itemization on the relevant “Funds Center” and “Account Name” row
- 3) Write “Decision Item” in the Account Description field all the way at right hand side of the budget line

ACCOUNT DETAILS <		Change	Total Change %	Proposed	Account Description	Actions
		\$0	0%	\$517,711		
Rent	400-00000-000-00000-0...	0	0%	1,000	Description	+
Supplies General	400-00000-000-00000-0...	0	0%	2,500	Description	+
Itemization					Decision Item	+

Making Adjustments in Your Worksheet

Once you select your worksheet, you will see the budget lines for the fund centers (cost centers and pools) within that worksheet. This is where you make adjustments to your base budget and enter decision item requests.

Adjustments		Position Requests			FY22 REQUEST ADJUSTMENTS <		
ACCOUNT DETAILS <	FUND	FUNDS CENTER	OBJECT	LEDGER TYPE	BASE	ADJUSTMENT INPUT	PROPOSED
					\$2,163,625	0	\$2,163,625
IT Hardware / Equip & Maint	STATE HIGHWAY FUND 400	Office of Financial Management &	IT Hardware / Equip & Maint BUD	Expenses	0	0	0
Local Government	STATE HIGHWAY FUND 400	Office of Financial Management &	Local Government BUD0000037	Expenses	0	0	0
Mail, Shipping	STATE HIGHWAY FUND 400	Office of Financial Management &	Mail, Shipping BUD0000038	Expenses	0	0	0
Membership/Dues	STATE HIGHWAY FUND 400	Office of Financial Management &	Membership/Dues BUD0000040	Expenses	2,440	0	2,440
Official Functions	STATE HIGHWAY FUND 400	Office of Financial Management &	Official Functions BUD0000043	Expenses	0	0	0
Personal/Professional Services	STATE HIGHWAY FUND 400	Office of Financial Management &	Personal/Professional Services B	Expenses	0	0	0
Phones, Internet etc	STATE HIGHWAY FUND 400	Office of Financial Management &	Phones, Internet etc BUD000004	Expenses	4,200	0	4,200



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Base Budget

The budget lines are organized by funds center and the base budget for each funds center is broken down into [budget and expenditure categories](#). The amount in each category is based on the FY 2023-24 amount as entered into OpenGov during the FY 2022-23 budget cycle. If you have any questions about the budget categories included or if you need to add a line item to add a new category that is not in the worksheet, please contact OFMB.

Adjustments

You may adjust the base amount in each budget line to more accurately reflect your planned expenditures for FY 2023-24. You have a few options for how to make these adjustments:

- The **Amount** option adds to the base number (or reduces the base number if you enter a “-“ sign in front of the amount to make it negative).
- The **Percent** option increases the base number by a percentage (or reduces the base number if you include a “-“ sign in front of the percentage).
- The **Zero** option zeroes out the base number so that your proposed amount is zero.
- The **Replace** option totally replaces the base number with a new proposed number that you enter in.

Official Functions	STATE HIGHWAY FUND 400	Office of Financial Management &	Official Functions BUD0000043	Expenses	0	<input type="text"/>	\$	0
Personal/Professional Ser	STATE HIGHWAY FUND 400	Office of Financial Management &	Personal/Professional Services B	Expenses	0	<input type="text"/>	\$ Amount	
Phones, Internet etc	STATE HIGHWAY FUND 400	Office of Financial Management &	Phones, Internet etc BUD000004	Expenses	4,200	<input type="text"/>	% Percent	
Printing and Repro Svc	STATE HIGHWAY FUND 400	Office of Financial Management &	Printing and Repro Svc BUD00000	Expenses	0	<input type="text"/>	Ø Zero	
							X Replace	

Please use the Zero option to zero out a budget line rather than entering the negative of the base amount to zero it out. The base amount may have decimal places that don't appear in the Base or Proposed columns so the only way to clear the full amount is to use the Zero option. For example if your base shows \$1,150, the amount may really be \$1,150.25, so entering a (-\$1,150) to zero out the line will leave \$0.25.

Itemizing Entries

Clicking the plus sign on the right-hand side of the budget line item allows you to add itemized entries. You can use this functionality if you want to provide more detail on the amount requested. For example, within the Office Supplies line item, users might show amount detail for chairs, desks, and pens. The values in the individual line item entries roll up to the parent account, but the additional detail can be helpful for providing transparency on some multipurpose expenditures.



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Business Services Branch

Search [] Reset Amounts Select Line Items Done

ACCOUNT DETAILS				2021 BUDGET ADJUSTMENTS			PLACEHOLDER ADJUSTMENTS		
Account Name	Account Code	Object	Ledger Type	Base	Adjustment	%	Proposed	Adjustment	%
				\$6,076,643	0	-47%	\$3,482,986	0	0%
Software License / Soft	400-00000-000-00000-0...	Software License / Software Maint	Expenses	4,500	-4,500	200%	-4,500	0	100%
Itemization					-4,500			0	

As mentioned above, decision items should be itemized in the worksheets, with the decision item title entered into the account description field.

You can add as many itemizations as you like. Each one you add will be summed in the adjustment box automatically which will result in your proposed amount on the right. You will be able to tell if a line item has itemizations by the small black triangle to the left of the line item title.

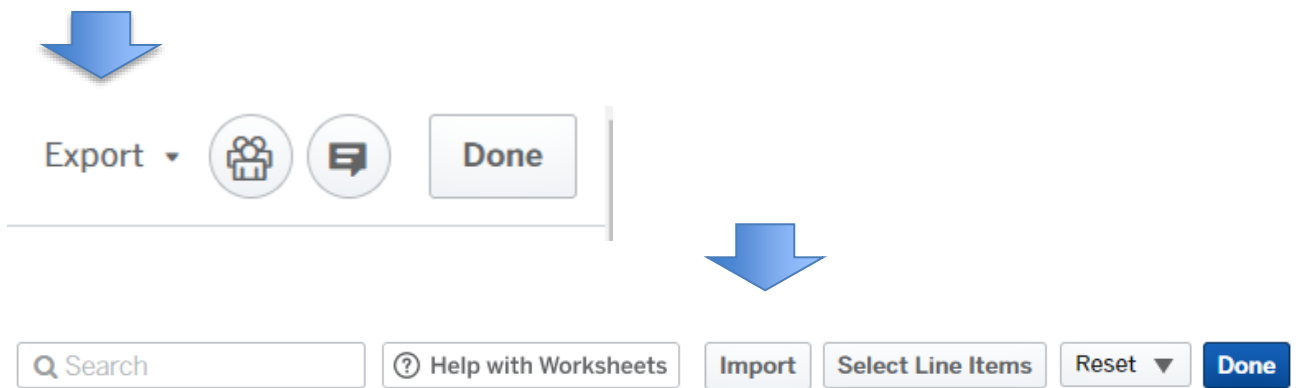
As you enter your information, the Budget application is auto-saving every 2 seconds. You can see when it was last saved in the upper right-hand corner.

Use the budget summary on the left-hand side to see how you are faring as you make entries, or collapse these as you work.

Importing and Exporting Budget Lines

OpenGov allows users to import or export the budget lines in your worksheets. If you would like to export the worksheet into Excel, you can click Export in the upper right corner, and Export Spreadsheet (XLSX). This is a helpful way to double-check your final OpenGov entries.

If you would like to make adjustments to your budget in Excel and then import the data back into OpenGov, you can either 1) export the data first so you have a template, or 2) download an excel template. When you're ready to import the data to Excel, you can select Import and drag and drop, or select a file to import the data back into your worksheet.





✕

Import Worksheet Data

- 1** **Download Excel Template**

Imports follow a specific format. Download the template to get started.

Download
- 2** **Import Excel Template**

Upload completed template below. All descriptions and proposed amounts will be replaced.

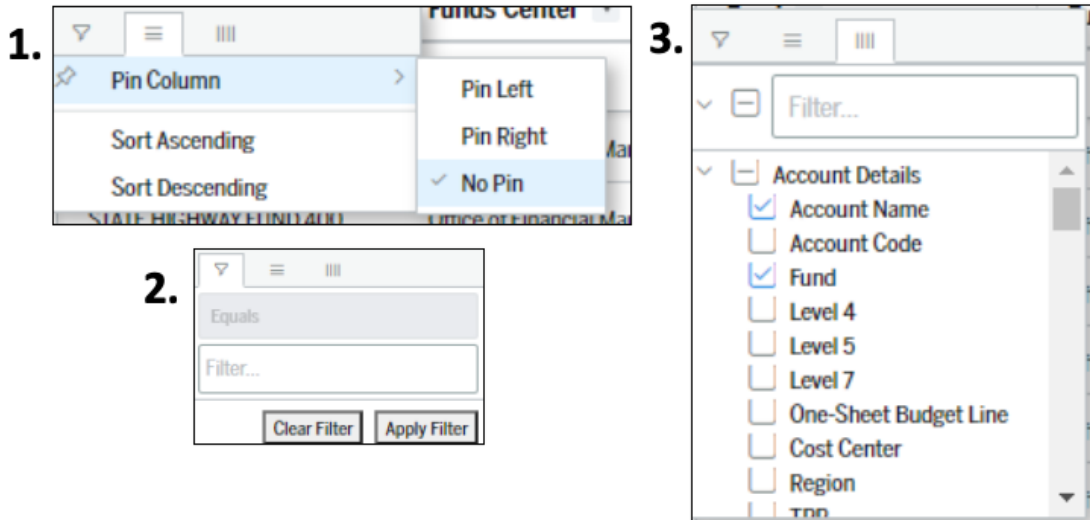
Close

Drag and drop or

Select File



Customizing Worksheet View

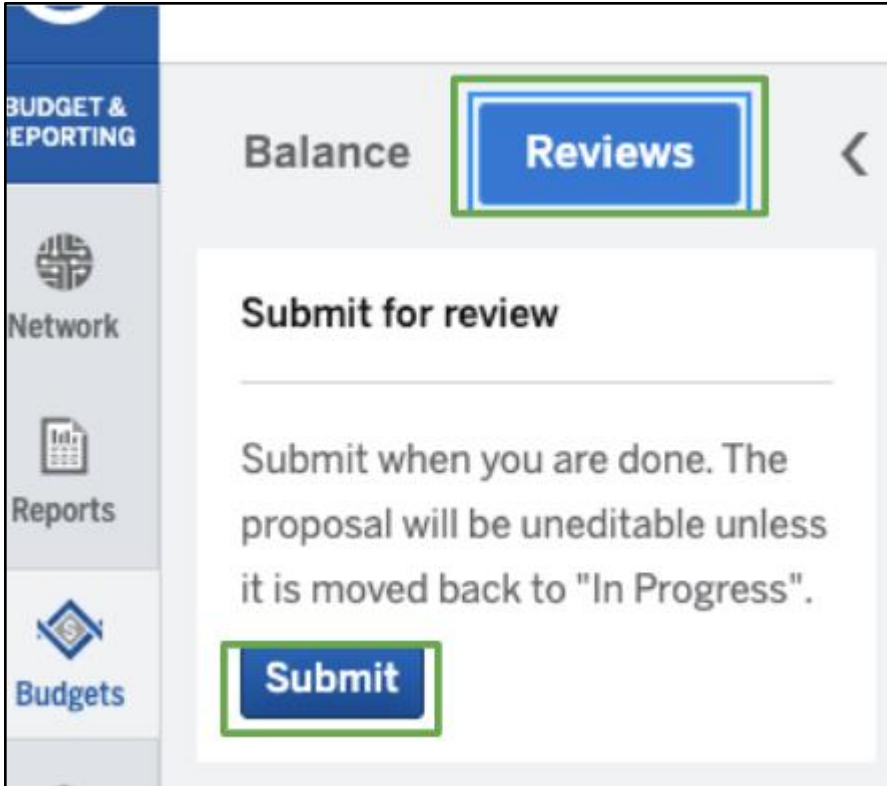


You can customize the Worksheet View by clicking on any of the column headers to get to the Worksheet display menu.

1. The horizontal lines icon allows you to pin the column you selected or sort the information in that column.
2. The funnel icon allows you to apply filters for the column you selected.
3. The vertical lines icon allows you to select which columns to display in the worksheet. Check the column name to display it and uncheck the column name to hide it.

Submitting your Proposal

To submit your proposal, navigate to the Reviews tab on the left-hand summary table. If you have previously collapsed the summary panel, you will need to expand it again by clicking the bar on the left.



When a user clicks submit - this moves the whole proposal from “In Progress” to “Under Review.” Therefore, **only the appointing authority for each budget proposal should submit the proposal once they’ve confirmed that all worksheets are complete. This signifies that the appointing authority has reviewed and approved the full budget proposal.**

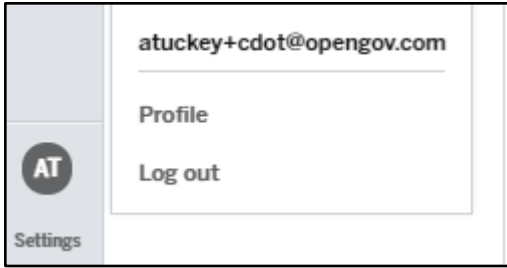
Should a change be needed, the Budget Team will move the proposal status back to “In Progress” with a note of what needs to be changed. The note will be visible on the review panel. Users will not be able to make changes to a proposal while the proposal status is “Under Review”, but can still view their information.

Communication

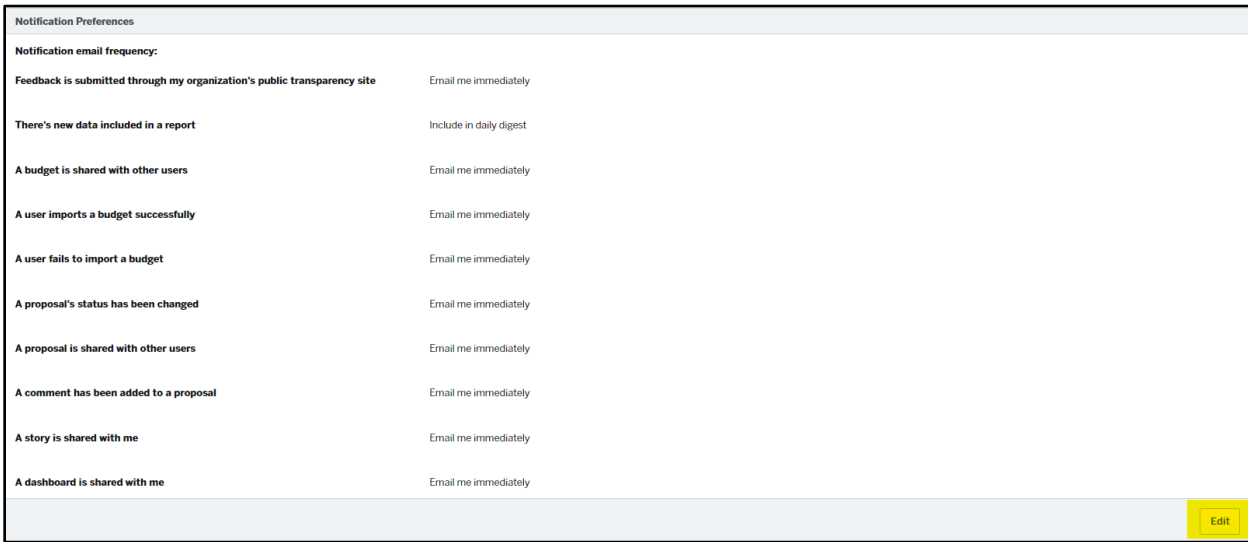
When you become a user in OpenGov, the email settings default to sending you an email every time someone makes a comment or the status changes on a proposal you have been added to. To not receive emails, or to only receive a daily digest of notifications, you can change your email settings by clicking your initials in the bottom left corner of the menu bar and selecting “Profile”.



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In the Notification Preference panel, you can see your current notification settings. To change them, select “Edit” in the bottom right corner of the Notification Preferences panel.



OFMB Points of Contact

If you have any budget related questions, please direct those to Cassie Rutter, Patrick Girten, Katie Carlson (Wagnon), Celeste Kopperl or Eli Caekaert in OFMB.