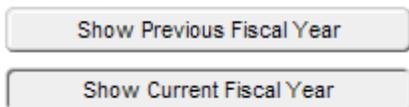


How to Use Open Financial Information – Easy as 1...2..3!

Step 1: Select "Open Financial Information" to see current financial transactions. Once in Open Financial Information", you can switch between Current Fiscal Year and Prior Fiscal Year Transactions by clicking the toggle button in the upper right corner of the site.



Step 2: The highest level of organization is The City of Winston-Salem. Major operational areas within the City are typically called "Funds" (i.e. General Fund) Large organizations within funds are called "Departments". Smaller organizations within departments are called "Divisions" or "Offices".

In Open Financial Information you can drill down in the information by clicking on the "plus" sign beside the department name:

| FUND DESCRIPTION | ANNUAL BUDGET | ACTUAL SPENT | PURCHASE ORDERS | TOTAL COMMITTED | PERCENT COMMITTED | REMAINING BUDGET |
|---|------------------|-----------------|-----------------|-----------------|-------------------|------------------|
| <input type="text"/> T X ? | | | | | | |
| <input checked="" type="checkbox"/> General Fund | \$160,010,399.37 | \$91,992,997.95 | \$3,910,277.18 | \$95,903,275.13 | 59.94% | \$64,107,124.24 |
| <input checked="" type="checkbox"/> Solid Waste Disposal Fund | \$9,432,060.14 | \$4,571,343.29 | \$2,618,184.45 | \$7,189,527.74 | 76.22% | \$2,242,532.40 |
| <input checked="" type="checkbox"/> Water & Sewer Funds | \$43,099,789.23 | \$33,704,036.08 | \$2,802,853.78 | \$36,506,889.86 | 84.70% | \$6,592,899.37 |
| <input checked="" type="checkbox"/> Parkino Operations Fund | \$1,596,433.00 | \$1,372,419.04 | \$42,801.77 | \$1,415,220.81 | 88.65% | \$181,212.19 |

In this example, the annual budget, actual spent, and amount committed for the whole General Fund is displayed.

Step 3: You can display more information for a department by clicking the "plus" signs beside each item to display department, division, expenditure categories, line items, vendor and check or transaction information. Close a selection by clicking the "minus" sign. Items without a "plus" have no drilldown information available.

| DEPARTMENT | ANNUAL BUDGET | ACTUAL SPENT | UNPAID PURCHASE ORDERS | TOTAL COMMITTED | PERCENT COMMITTED | REMAINING BUDGET |
|--|----------------|----------------|------------------------|-----------------|-------------------|------------------|
| <input type="text"/> T X ? | | | | | | |
| <input checked="" type="checkbox"/> Stormwater Management Fund | \$5,317,417.92 | \$2,606,713.65 | \$341,287.55 | \$2,948,001.20 | 55.44% | \$2,369,416.72 |
| <input type="text"/> T X ? | | | | | | |
| <input checked="" type="checkbox"/> Administration | \$2,056,329.03 | \$1,052,463.99 | \$13,519.03 | \$1,065,983.02 | 51.84% | \$990,346.01 |
| <input checked="" type="checkbox"/> Water Quality Monitoring | \$914,135.78 | \$383,876.05 | \$154,545.40 | \$538,421.45 | 58.90% | \$375,714.33 |
| <input type="text"/> T X ? | | | | | | |
| <input checked="" type="checkbox"/> Other Printing Services | \$810.00 | \$1,738.00 | \$0.00 | \$1,738.00 | 214.57% | -\$928.00 |
| <input type="text"/> T X ? | | | | | | |
| Salaries & Wages | \$327,900.00 | \$171,854.40 | \$0.00 | \$171,854.40 | 52.41% | \$156,045.60 |
| Long Distance | \$220.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$220.00 |
| Telephone Equipment Maintenance | \$220.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$220.00 |
| Cellular Expenses | \$1,250.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,250.00 |
| <input checked="" type="checkbox"/> Other Printing Services | \$810.00 | \$1,738.00 | \$0.00 | \$1,738.00 | 214.57% | -\$928.00 |
| <input type="text"/> T X ? | | | | | | |
| NAME | MEMO/COMMENT | AMOUNT | REFERENCE NUMBER | DATE | | |
| WILLIAMS PRINTING INC | 75151 | \$1,738.00 | CK41 80000326 | 01/01/2011 | | |
| Postage Mailing Shipping Couri | \$200.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$200.00 |

You can print the page using your web browser's print function.