How to Use the County of Kern’s Financial Transparency Portal

To focus on specific data such as a fund, department, expense type, or any combination, use the menu on the left side panel. The “By” drop-down allows you to specify which breakdown you want the graphs and table rows to represent on the graph. You can analyze the expense and revenues data by fund, department, project or type.

1. You'll notice the title of the Report you are viewing in the top left corner.
2. Click on Saved on the left-hand side to view a list of common or favorite views on each report.
3. Select Filter to display key menus.
4. You can use the Show drop-down to select the data that is of most interest to you.
5. Use the Broken Down By drop-down to specify the category you would like the data organized by in your chart or graph.
6. Select the Filtered By option to view the data filters. These filters will allow you to select exactly which data you want to include, or exclude, from your graph or chart.
7. Use the Search function within each filter to find exactly what you are looking for.
8. For multiple years of data, a Fiscal Year slider will be present below the Filtered By menu. Move the sliders to choose the fiscal year(s) of data you would like to see.
9. There are five different types of visual representations of the data:
    - A stacked percentage graph to see percentage changes over time.
    - A stacked line graph to visualize overall trends over time.
    - A line graph overlaying each trend over time.
    - A pie chart to view percentage breakdowns by year. To view data for other years, move the slider below the pie chart.
    - A bar chart comparing trends and percentage breakdowns over time.
10. Below any chart or graph, you can view a Table detailing the financial information in the visualization above.
11. Use the Help drop-down in the top right corner to:
    - View a short How-To Guide with tips on navigating the platform.
    - Recall the Welcome Screen.
    - View a short Budget 101 primer with basic information on multi-fund accounting.
    - Contact the administrators of the account.
12. Use the Share drop-down in the top right corner to:
    - Share your customized graph or chart through social media.
    - Send a link to your customized graph or chart through email.
13. Use the Download drop-down in the top right corner to:
    - Download an image of the graph or table as a .png file.
    - Download a spreadsheet as a .csv file

For your convenience, direct links are provided on the upper left hand of the Reports Menu under the “Views” heading. The links will take you to a direct report of frequently requested data.

You can also use the Transparency Tool Help Menu for further explanations.