

Budget Modification Details Instructions

Purpose

- To create and prioritize budget modifications. The budget modification process, based on a percentage of current new appropriations after certain base adjustments, is used by the Governor and the Legislature in assessing priorities related to agency budget requests (also see Budget Modification General Instructions).

Getting Started

In the left-margin menu, under **Modifications**, click **"Mod. Details"**.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency** and **Version** from the options that have been assigned to you (see Time Saver Tip #1).

Create a New Budget Modification

1. Select "=== New ===" from the **Modification** drop-down menu.
 - The system will enter NEW mode. While in NEW mode, you must enter the Modification Title before you can continue.

2. Enter a **Modification Title** for the modification and click **Save**.

3. Continuing on the modification's Narrative tab, begin to enter narrative information. The Modification Details narrative contains five tabs. See the Narrative Content section below for content guidelines on each tab.

- The narrative tab currently selected appears in the **information bar**.
- Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited edit window. The limited edit window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
- All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when **Refresh** or **Save** are clicked.

- The **General Description** and **Rationale** tabs contain two edit windows. The **Impact**, **Statutory Change**, and **Implementation Costs** tabs offer just one, unlimited edit window.

Start-Up TIP

If any of the drop-down menus fail to show expected choices, you may need to have your **Security** settings adjusted.

Contact your NBRRS Agency Administrator or the State Budget Division for assistance.

Time-Saver TIP #1

Set default options to avoid repetitive selections of **Agency** and **Version**.

Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

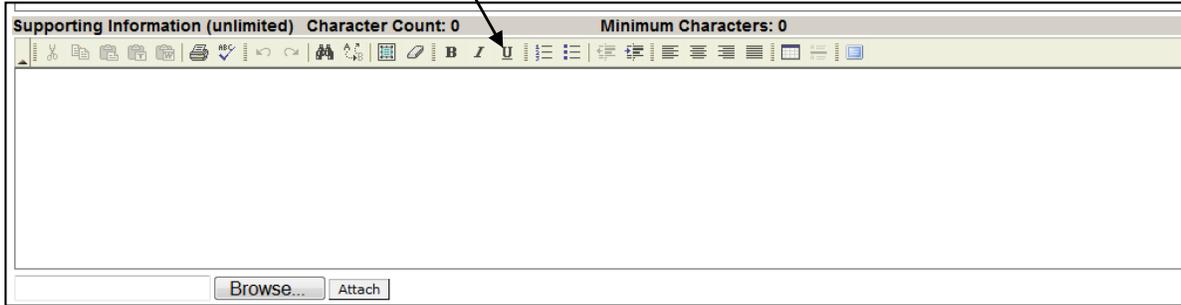
Save

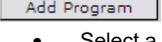
Formatting TIP

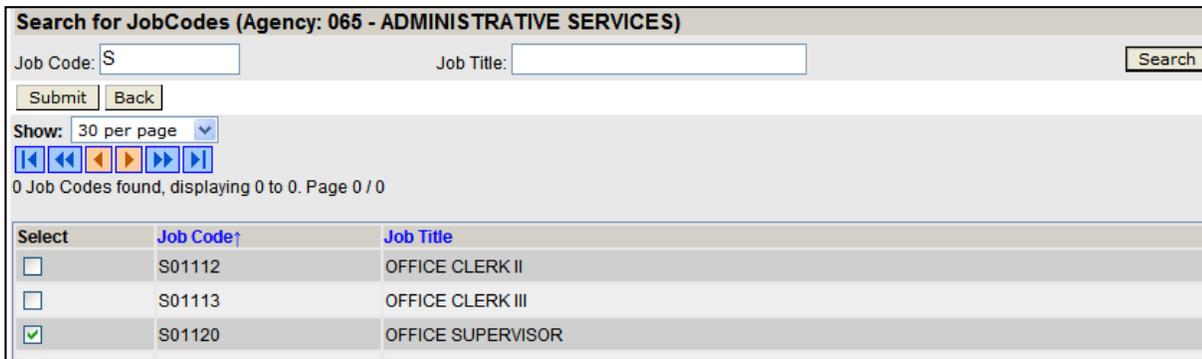
Avoid the use of **hard returns** when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

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- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, scroll your mouse over the icon for a description of that feature. The  (i.e., **Maximize the Editor Size**) button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features (i.e., pressing the Control key and the V key at the same time) or by using the   buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking .
- **Attach supporting files** (e.g., organizational chart graphics, picture files, etc.) by clicking the  button to locate the desired file and then clicking the  button.



4. Click  to commit the narrative entered to the database.
5. Select the modification's **Financial** tab to provide detailed financial information for the modification by Job Code, Object Code and Fund Type.
 
6. Begin adding Modification Detail (Programs) to the Modification. This can be done using two methods:
 - 1) To manually add Program level detail, continue with Step 7.
 - 2) To copy **Issue Detail** financial data from an Issue, skip to the "Copy Financial Details from an Existing Issue" section of this instruction.
7. Click  to add Program Modification Detail.
 - Select a Program to be added.
8. To add Job Codes, either enter a known Job Code and click the  button; or click the  button to search by Job Code or Job Title.
 - On the search screen, the **Job Code** field will search for codes that begin with what is entered while the **Job Title** field will search for the characters contained in the Title. Click on **Search**.



- You may select multiple Job Codes from the search results. Click **Submit** to return to the previous screen with the selected Job Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning a Job Code.

CAUTION: You must click  whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

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Modification Summary
Modification Data
 Program: 509 - BUDGET DIVISION

Permanent Salaries

Job Code:

Job Code	Job Title	FY18 FTE	FY18 Salary	FY19 FTE	FY19 Salary	Delete
A07011	IT APPL DEVELOPER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
Totals		0.00	\$0	0.00	\$0	

Time-Saver TIP #2
 To copy data from the **FY18** column to the **FY19** column, use the **Copy FY18 to FY19** button.

Caution: This will overwrite any amounts already entered in **FY17**.

- Job Codes added unnecessarily can be deleted by clicking the button

- Enter FTE and Salary amounts for the Job Code(s) added for the currently selected program. Amounts entered are relative to the base year.
 - Note that negative numbers may NOT be entered.
 - If an FTE amount is entered, than a Salary amount is required.
 - Note that common salary-related Object Codes are added automatically if a Job Code is added.
 - Click to copy numbers entered in the 1st year of the modification to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.
- Click to commit the data entered to the database. The FY18 and FY19 salary totals will be automatically inserted into the 511100 Object Code.
- To add Object Codes, either enter a known **Object Code** and click the button; or click the button to search by Job Code or Job Title.
 - On the search screen, the **Object Code** field will search for codes that begin with what is entered while the **Object Description** field will search for the characters contained in the description. Click on **Search**.
 - Use the Major Account drop-down to limit the search results.

Search for Object Codes (Agency: 065 - ADMINISTRATIVE SERVICES Program: 509 - BUDGET DIVISION)

Object Code: Object Description: Major Account:

Select	Object Code	Object Description
<input type="checkbox"/>	521100	POSTAGE EXPENSE
<input type="checkbox"/>	521200	COM EXPENSE - VOICE/DATA
<input type="checkbox"/>	521290	COM EXPENSE - VOICE/DATA
<input type="checkbox"/>	521291	COM EXPENSE - VOICE/DATA
<input type="checkbox"/>	521300	FREIGHT EXPENSE
<input type="checkbox"/>	521400	DATA PROCESSING EXPENSE

- You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Object Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning an Object Code.
- Object Codes added unnecessarily can be deleted by clicking the button.

Objects

Object Code:

Object Code	Description	FY18 Amount	FY19 Amount	Delete
511100	PERMANENT SALARIES-WAGES	168,000	168,000	
515100	RETIREMENT PLANS EXPENSE	7,500	7,500	<input type="button" value="Delete"/>
515200	FICA EXPENSE	8,100	8,100	<input type="button" value="Delete"/>
515400	LIFE & ACCIDENT INS EXP	75	75	<input type="button" value="Delete"/>
515500	HEALTH INSURANCE EXPENSE	42,000	42,000	<input type="button" value="Delete"/>
516300	EMPLOYEE ASSISTANCE PRO	24,000	12,000	<input type="button" value="Delete"/>
Totals		\$249,675	\$237,675	

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12. Enter amounts in the Object Code(s) added for the currently selected program. Amounts entered are relative to the base year.
 - Note that negative numbers may NOT be entered.
 - Note that you may not delete the Object Code 511100. This Object Code will appear as long as Job Code(s) are shown under the Permanent Salaries section.
 - Click to copy numbers entered in the 1st year of the request to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.
13. Click to commit the data entered to the database.
14. Enter **Funding** amounts for both the **FY18 Funding** and **FY19 Funding** columns. **NOTE:** Modifications must have an ongoing impact. In other words, the funding impact may not be one-time only.
 - Funding amounts must be entered separately for Operations and Government Aid.
 - The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
 - The system requires that Operations and Government Aid object totals balance to Operations and Government Aid Funding before the budget request can be submitted
 - There are five Fund Types: General Fund, Cash Fund, Federal Fund, Revolving Fund, and Other Fund (if Other Fund is used the Modification narrative should explain the funding source).

▼ Funding		Enter Data In Percentages <input type="checkbox"/> <input type="button" value="Change"/>			
Operations Funding					
Fund Type	Total	FY18 % FY18 Funding		FY19 % FY19 Funding	
General Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cash Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Federal Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revolving Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Operations Funding	\$0	0.00	\$0	0.00	\$0
Government Aid Funding					
Fund Type	Total	FY18 % FY18 Funding		FY19 % FY19 Funding	
General Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cash Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Federal Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revolving Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Aid Funding	\$0	0.00	\$0	0.00	\$0
Total Funding					
Fund Type	Total	FY18 % FY18 Funding		FY19 % FY19 Funding	
General Fund	\$0	0	0	0	0
Cash Fund	\$0	0	0	0	0
Federal Fund	\$0	0	0	0	0
Revolving Fund	\$0	0	0	0	0
Other Fund	\$0	0	0	0	0
Total	\$0	0.00	\$0	0.00	\$0
PSL Amount	\$336,000	\$168,000		\$168,000	

- Funding may be entered by two methods, *Whole Dollar* or *Percentage*.
 - To change methods, check the box to enter data in percentages then click .
 - Un-checking the box and clicking returns the system to the *Whole Dollar* entry method.
- i. *Whole Dollar* method
 - Enter amounts, by fund type, for each year.
 - Be sure to determine the amounts to be entered for Operations and Government Aid.
 - System will calculate totals and variance when or are clicked.
 - **NOTE:** System will only save dollar amounts, not percentages.
- ii. *Percentage* Method
 - Enter percentage amount, by fund type, for **FY18** and **FY19**.
 - If you enter amounts exceeding 100%, you will need to resolve the variance.
 - The system will calculate, based upon the respective object codes, the dollar amounts for both the Operations and Government Aid Funding sections.
 - Upon or , the system will calculate a dollar amount based upon the percentage. You may need to correct the effect of rounding using the *Whole Dollar* method
 - **NOTE:** System will only save dollar amounts, not percentages.

Budget Modification Details Instructions

- Click **Save** to commit the data entered to the database and check for Variances.
 - Variances do not need to be resolved in order to save. However all Variances must be resolved before your budget request can be submitted.

Variance	Total	FY18	FY19
Total Objects	\$487,350	249,675	237,675
Total Funding	\$0	0	0
Variance	\$487,350	249,675	237,675

- The system will calculate the variance for **FY18** and **FY19**. Any variance will be highlighted with *red shading*.
- Use of the Percentage funding method may produce a variance due to rounding. To correct, use the *Whole Dollar* method.

- Click **View Mode** to exit Edit Mode. While in View Mode you may switch to a different Modification to continue entering your budget modifications or change to a different screen from the left-margin menu.

Copy Financial Details from an Existing "Issue"

- Select the Modification you wish to update from the **Modification** dropdown or create a new Modification as outlined above.
- Click **Edit** to begin editing the Modification.
- Select the **Financial** tab.
- Click **Copy Issue Data >** to copy financial details from an existing Issue request.
 - When clicked, you will receive a warning indicating that all existing data in the Modification will be deleted. Click OK to continue or Cancel to stop the copy.



- A listing of all Issues available to the user will be shown
- Click **BACK** to return to the previous screen without selecting an Issue to copy.
- Click on the **Issue Name** to look up the Issue in the **Issue Details** screen.

Modification Summary			<< Back
Issue Name	Issue Type	Action	
Upgrade of Budget Request System	Agency Issue	Copy	
Maintenance on Budget Request System	Agency Issue	Copy	

- Click **COPY** to copy the Job Code and Object Code amounts entered in the Issue.
 - Subprogram detail will be rolled up to the Program level.
 - No narrative will be copied.
 - Funding will not be copied.
 - Negative numbers will be copied. However, negative numbers are not allowed in Modifications so you will not be able Save until all negative numbers are removed.
 - The name of the Issue Copied will be shown. Clicking on that name will take you to the Issue Details.

Modifications ?			>View Only
Budget Cycle:	2017-2019	Agency:	065 - ADMINISTRATIVE SERVICES
Version:	A1 - AGENCY VERSION		
Modification:	Continue updating budget system		
<input type="button" value="Edit"/> <input type="button" value="Delete"/>			
<input type="button" value="Narrative"/> <input checked="" type="button" value="Financial"/> <input type="button" value="Summary"/>			
Modification Summary		Issue Copied: Update Budget System	
Program	FY18 Amount	FY19 Amount	
509 - BUDGET DIVISION		\$380,000	\$430,000
Total		\$380,000	\$430,000

NOTE: Once copied, the source Issue and the Modification are not linked. If the source Issue changes, the Modification will not change, and vice versa. Consequently, it is highly recommended that entry of the Financial data for the source Issue be complete before copying.

- See Edit an Existing Budget Modification below to edit the Modification.

NOTE: The modification's **Summary** tab displays the Funding data in summary fashion, by year. No data entry is required on this screen.

Specific Modification Detail Instructions

Edit an Existing Budget Modification

1. Select the Modification you wish to update from **Modification** dropdown.
2. Click **Edit** to begin editing the Modification.
 - Select the **Narrative**, **Request** or **Summary** tab as needed.
 - **NOTE:** You can change the Title if necessary. Click **Save** after changing the title.
 - To load the modification financial data for a specific Program which was previously entered, click the “program link” under the Program column in the **Modification Request Summary** section of the modification’s **Request** tab.

Modifications ? »View Only

Budget Cycle: 2017-2019 Agency: 065 - ADMINISTRATIVE SERVICES Version: A1 - AGENCY VERSION

Modification: Continue updating budget system

Edit **Delete**

Narrative • **Financial** Summary

▼ **Modification Summary** **Issue Copied: Update Budget System**

Program↑	FY18 Amount	FY19 Amount
509 - BUDGET DIVISION		
	\$380,000	\$430,000
Total	\$380,000	\$430,000

- The currently selected Modification may be deleted by clicking the **Delete** button while the screen is in View Mode (also see the Modifications Summary screen).
- You may delete a Program from the issue in the **Modification Request Summary** section by clicking the button while in Edit Mode.
- Follow Steps 3-16 under Create a New Budget Modification above to continue editing the existing modification.

Set Budget Modification Priorities

1. From the **Modification Details** screen, select **ALL** from the Modification drop-down menu. The system will list all Modifications created by the agency – listed separately for Operations and Government Aid.

Modifications ? »View Only

Budget Cycle: 2017-2019 Agency: 065 - ADMINISTRATIVE SERVICES Version: A1 - AGENCY VERSION

Modification: **ALL**

Edit

Modification Priority (Priority should be numeric, it should not be blank)

Modifications (Operations)	Priority↑
Maintenance on Budget Request System	0
Continue updating budget system	0

Modifications (Govt. Aid)	Priority↑
Continue Aid to Cities	0

2. Click **Edit** to begin editing the Modification priorities for each of Operations and Government Aid, if applicable.
 - **Priority 1 is the very highest priority in addition to the 90% base level. In other words, it is the first function to be funded if appropriation is provided above the 90% level.**
 - All Modifications, for each of Operations and Government Aid, must have a unique priority number in sequential order beginning with 1 before an agency’s budget request can be submitted.

Specific Modification Detail Instructions

Modifications – Narrative Content

The Budget Modification narrative should provide a detailed description of the Modification including an analysis of the impacts and statutory changes necessary.

NOTE: Where possible, cross referencing to the Agency, Division, Program, and Issue Narratives is useful.

General Description - The agency should describe the Modification in detail. As an example, explain what changes would be necessary to existing activities if the Modification is not funded or what proposed Issue would not be implemented.

Rationale - The agency should describe the rationale, criteria or priority system used in determining the relative importance of the specific Modification to the base level. Explain why this activity or service was determined to be a low priority in relation to items left in the base level.

Impact - The agency should identify the quantitative and qualitative impacts of the Modification. The description should include:

- a. What services would be continued, adjusted or expanded, what client groups would be impacted, what effects would be felt by the general public, etc.
- b. What would happen if funding is not provided for the specific Modification? Cross-reference the Modification to the key performance indicators submitted by the agency and what, if any, impact there would be on these quantitative performance objectives in the event funding is not received for the Modification.
- c. Clearly indicate whether funding for the Modification matches other fund sources and include an estimate of the amount of other fund sources that may be lost or not received if the Modification is not funded. A reference to the Catalog of Federal Domestic Assistance (CFDA) number should be included in the case of federal funds.

Statutory Change - In some cases, a Modification may require statutory change. The agency should identify the relevant statutes and the changes necessary to implement the Modification.

Implementation Costs - The agency should identify estimated costs of implementation, if any, if the Modification is not funded. Such costs should include accumulated vacation payments, unemployment, operating expenses carried into the next fiscal year, etc.