

Budget Modification Summary Instructions

Purpose

- To provide a listing of all the **Budget Modifications** created by the agency.

Getting Started

In the left-margin menu, under **Modifications**, click “**Mod. Summary**”.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency** and **Version** from the options that have been assigned to you (see Time-Saver Tip on the right).
- Screen will list all Modifications entered, sorted by **Name**.
- Amounts shown for Request years are a total of object codes entered
- Funding totals are broken down by fund type.
 - To see specific amounts, you will need to look at the **Modifications Details**.

Open a Modification for Viewing or Editing

- Select the **Modification Name** to open the **Modification** in the **Modifications Details** screen.
 - See instructions for entering and updating the Modifications Details.

Modification Name	FY18 Amount	FY19 Amount	Delete
Continue Aid to Cities	10,000	10,000	
Continue updating budget system	380,000	430,000	
Maintenance on Budget Request System	249,675	237,675	
Total	\$639,675	\$677,675	

Delete a Modification

- Clicking the button (by an Agency Administrator only) will delete the entire Modification. Click on OK to confirm the deletion.

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

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