

# 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.
  - i. To see specific amounts, you will need to look at the **Modifications Details**.

### Open a Modification for Viewing or Editing

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

Modification Name	FY22 Amount	FY23 Amount	Delete
Continue Aid to Cities	100	100	
Continue updating budget system	20,000	20,000	
Maintenance on Budget Request System	20,000	20,000	
<b>Total</b>	<b>\$40,100</b>	<b>\$40,100</b>	

### Delete a Modification

1. 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**