

# Issue Summary Instructions

## Purpose

- To provide the user with a listing of all the **Issues** for the agency in a summarized manner and by the type of the Issue.

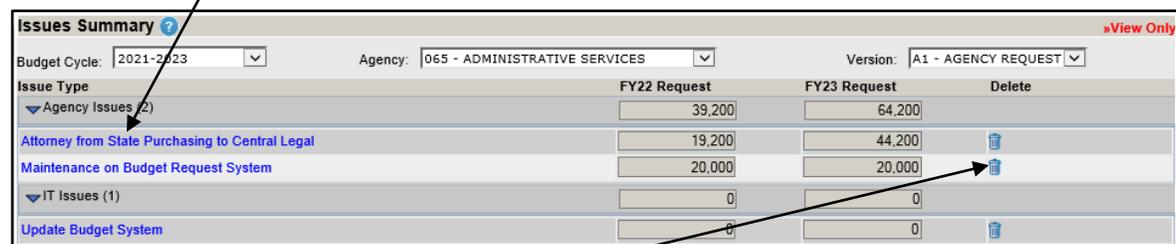
## Getting Started

In the left-margin menu, under **Issues**, click “**Issue 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 margin).
- Screen will be grouped by **Issue Type** and sorted by the **Issue Name**.
- Amounts shown for Request years are a total of object codes entered, not funding. To see funding, you will need to select a specific Issue (see below).
- Clicking on  will expand a specific **Issue Type**.

### Open an Issue for Viewing or Editing

1. Selecting the **Issue Name** will open the **Issue** in the **Issue Details** screen.
  - See instructions for Issue Details.



Issue Type	FY22 Request	FY23 Request	Delete
Agency Issues (2)	39,200	64,200	
Attorney from State Purchasing to Central Legal	19,200	44,200	
Maintenance on Budget Request System	20,000	20,000	
IT Issues (1)	0	0	
Update Budget System	0	0	

### Delete an Issue

1. Clicking the  button (only a user with the Agency Administrator role will see the button) will delete the entire Issue. 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

