

# 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	FY24 Amount	FY25 Amount	Delete
Continue Aid to Cities	5,000	5,000	
Continue updating budget system	0	0	
Maintenance on Budget Request System	5,000	5,000	
<b>Total</b>	<b>\$10,000</b>	<b>\$10,000</b>	

### 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**