


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.

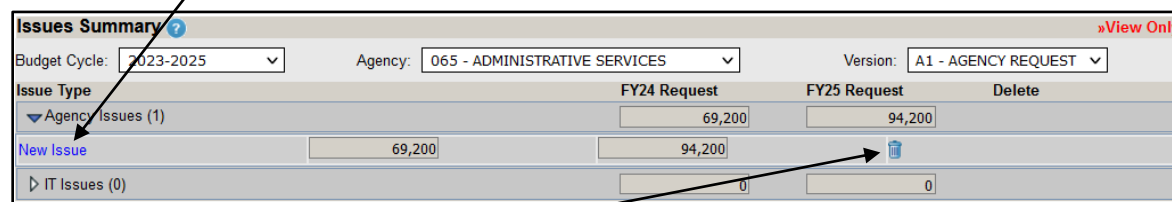
Getting Started


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	FY24 Request	FY25 Request	Delete
Agency Issues (1)	69,200	94,200	
New Issue	69,200	94,200	
IT Issues (0)	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

