Budget Modification Summary Instructions

Purpose

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

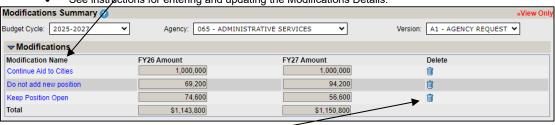
In the left-margin menu, under Modifications, click "Mod. Summary".

- 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
- 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.



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 dropdown 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 repetitive selections of Agency and

