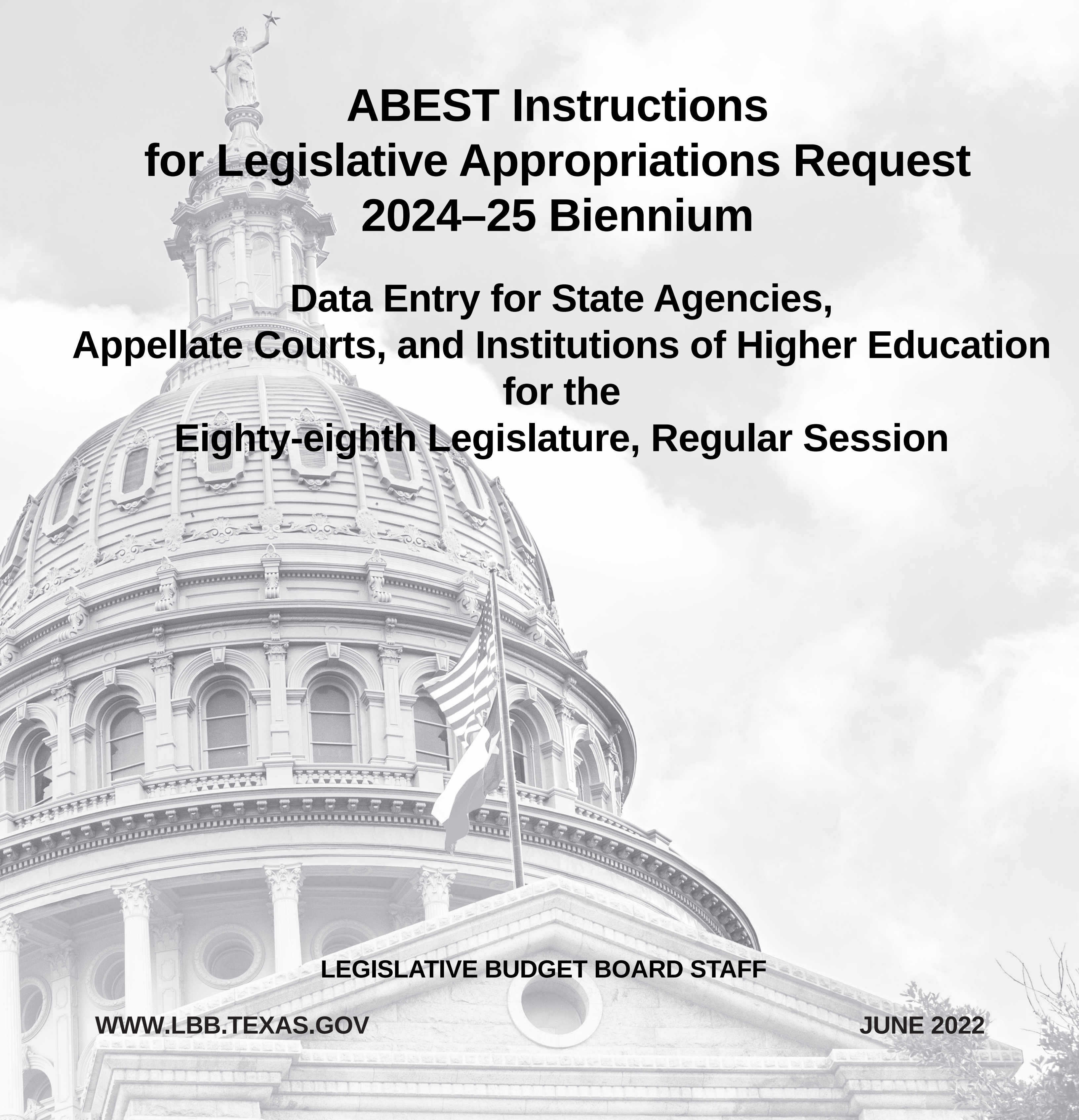
LEGISLATIVE BUDGET BOARD



ABEST Instructions for Legislative Appropriations Request 2024–25 Biennium

Data Entry for State Agencies, Appellate Courts, and Institutions of Higher Education for the Eighty-eighth Legislature, Regular Session

LEGISLATIVE BUDGET BOARD STAFF

WWW.LBB.TEXAS.GOV

JUNE 2022

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DOCUMENT CONVENTIONS

This document uses the following symbolic conventions:

Caution: This symbol warns you of the possible loss of data.

Important: This symbol indicates information you need to know.

Tip: This symbol indicates information that may be useful.

GETTING STARTED

The agency submissions portion of the Automated Budget and Evaluation System of Texas (ABEST) is a web-based application. The Legislative Budget Board (LBB) uses ABEST to track agency requests for appropriations through the stages of the legislative appropriations process and agency performance through the biennial budget cycle.

Before state agencies, appellate courts, and institutions of higher education (all are referred to as "agencies" in these instructions) can begin entering data for the Legislative Appropriations Request (LAR) for the 88th Legislative Regular Session (88-R), the agency's Base Reconciliation must be completed in ABEST. Your LBB analyst will notify you when to begin entering LAR data.

Actual expenditures for fiscal year 2021, estimated expenditures for fiscal year 2022, and budgeted expenditures for fiscal year 2023 are pre-loaded in ABEST on the LAR **Summary of Requests** menu (submenus for **MOFs** and **FTEs)**. These figures were data entered into ABEST during the Base Reconciliation phase for 88-R.

Your agency may have modified its strategic plan and you have started or completed the process of defining the agency's measures in ABEST for 88-R. The LAR data entry screens for 88-R will reflect these changes in the agency's budget structure (goals, objectives, strategies, and measures).

IMPORTANT

You can simultaneously work in ABEST on the agency's **Strategic Plan/Measure Definitions** business process as well as the LAR business process for the upcoming biennium. However, you will not be able to set the agency's LAR **Status** in ABEST to **COMPLETE** until the agency's performance measure definitions for 88-R are completed in ABEST.

If you have a question about what data to enter for the LAR, read the *2024–25 Legislative Appropriations Request Detailed Instructions*. From the LBB website (www.lbb.texas.gov), click **AGENCIES PORTAL**, and under **DATA ENTRY APPLICATIONS** select **INSTRUCTIONS** and click **Legislative Appropriations Request (LAR) Instructions**.

If you do not find the answer, contact your agency's assigned LBB analyst. Visit the LBB website at www.lbb.texas.gov to determine the LBB analyst assigned to your agency. Select **ABOUT LBB→Staff→Analyst Assignments** from the home page**.** You will find the LBB analyst's name for your agency listed in the document.

You may also browse the LBB's **Frequently Asked Questions** and answers. Click **AGENCIES PORTAL** from the LBB website. Under **GENERAL INFORMATION,** click **Frequently Asked Questions (FAQ)**, or go to: www.lbb.texas.gov/FAQ.aspx .

If you have a problem with the ABEST application that you cannot resolve using these data entry instructions, call the LBB Help Desk at 512-463-3167 or email the Help Desk (refer to the *HELP* and *HELP DESK CONTACT INFORMATION* sections of these instructions).

The recommended approach and resources for entering the LAR data into ABEST are:

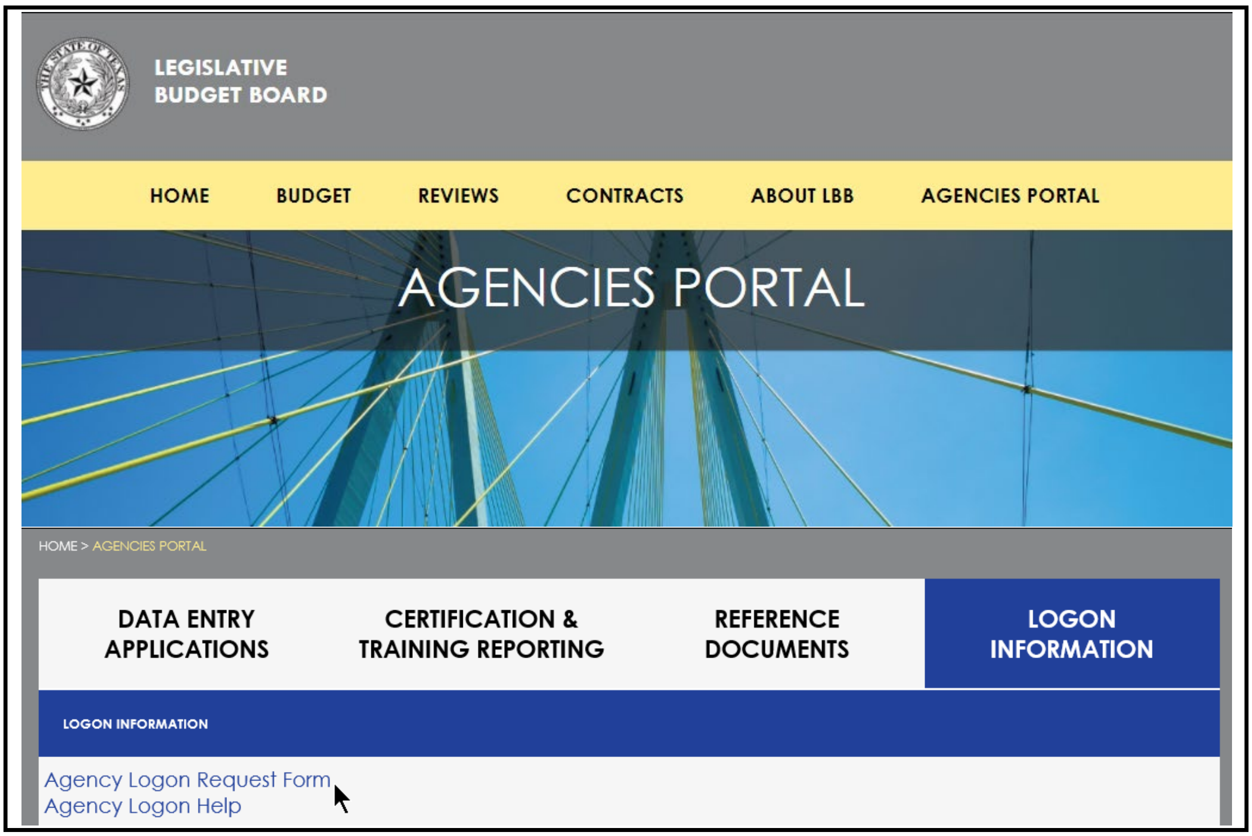
- Read *2024–25 Legislative Appropriations Request Detailed Instructions* (hereafter called the *Detailed Instructions*) for information about LAR data, submission requirements, and deadlines. Also, if you are reporting for an institution of higher education (IHE), appellate court, or judicial branch agency, you have additional, supplemental policy instructions and examples on the LBB's webpage.

- Familiarize yourself with these *ABEST Instructions* for all data entry. Also, IHEs, appellate courts, and judicial branch agencies have additional, supplemental ABEST data entry instructions on the LBB's webpage.
- Change your agency **Status** from **EMPTY** to **INCOMPLETE**, and enter the data in the order listed in these instructions. Specifically, enter strategy requests before capital budget requests and supporting information. The order is important because ABEST rolls some entered data into other data entry screens/grids.
- Clear any closing edits, change the agency **Status** to **COMPLETE**, and submit and print reports.

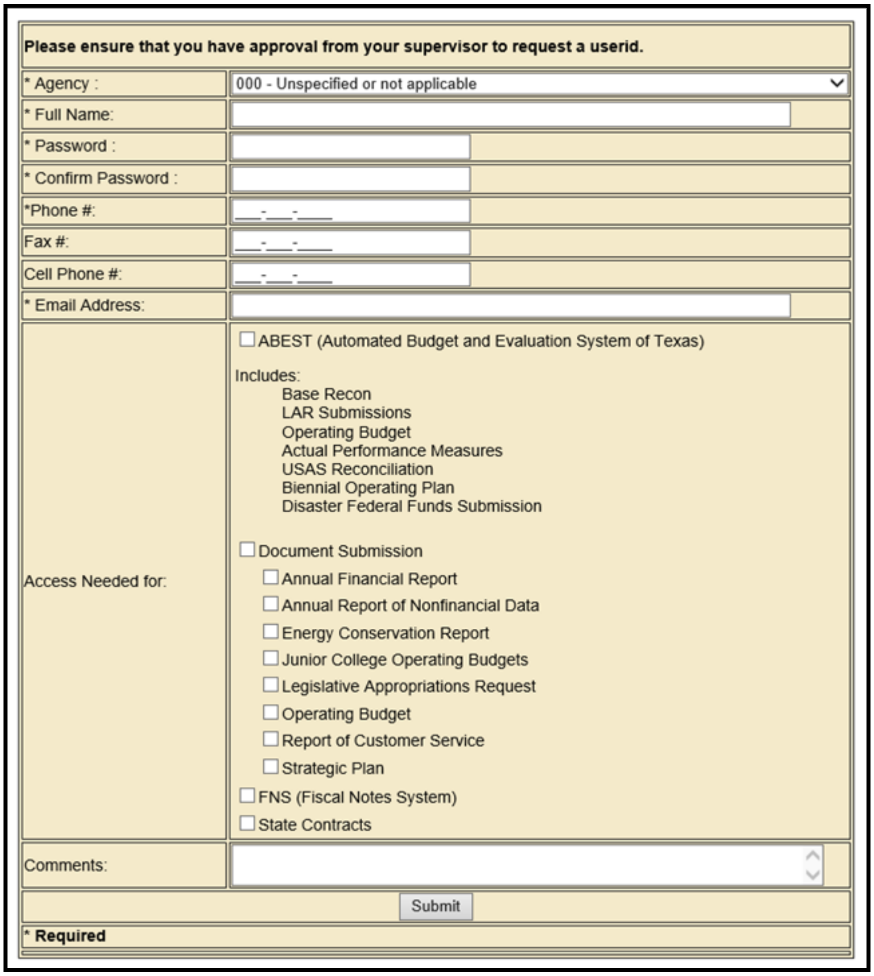
ACCESSING ABEST

The following steps should be completed to request a user ID and password for ABEST. If you have forgotten your user ID or password, refer to the *LOGGING IN* section of these instructions.

To request a user ID, click **AGENCIES PORTAL** from the LBB website (www.lbb.texas.gov). Under **LOGON INFORMATION**, click **Agency Logon Request Form** (as shown below).



Fill out the **Logon Request Form**, as shown in the following graphic. When complete, scroll down and click **Submit**. You should receive an email asking you to confirm the logon request. You must respond to the email; otherwise, your request will not be processed. If you do not receive a confirmation email, call the LBB Help Desk at 512-463-3167. The LBB will email you a user ID and password for ABEST within one business day.



Please ensure that you have approval from your supervisor to request a userid.

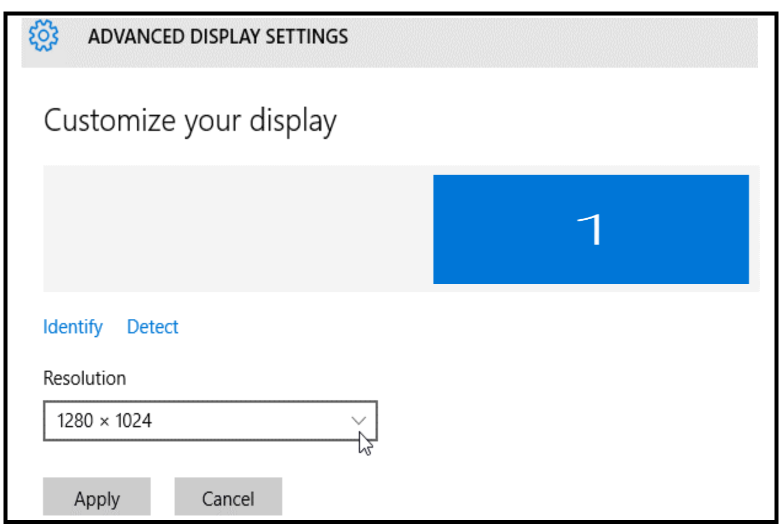
* Agency :	000 - Unspecified or not applicable
* Full Name:	
* Password :	
* Confirm Password :	
*Phone #:	___-___-____
Fax #:	___-___-____
Cell Phone #:	___-___-____
* Email Address:	
Access Needed for:	☐ ABEST (Automated Budget and Evaluation System of Texas) Includes: Base Recon LAR Submissions Operating Budget Actual Performance Measures USAS Reconciliation Biennial Operating Plan Disaster Federal Funds Submission ☐ Document Submission ☐ Annual Financial Report ☐ Annual Report of Nonfinancial Data ☐ Energy Conservation Report ☐ Junior College Operating Budgets ☐ Legislative Appropriations Request ☐ Operating Budget ☐ Report of Customer Service ☐ Strategic Plan ☐ FNS (Fiscal Notes System) ☐ State Contracts
Comments:	

Submit

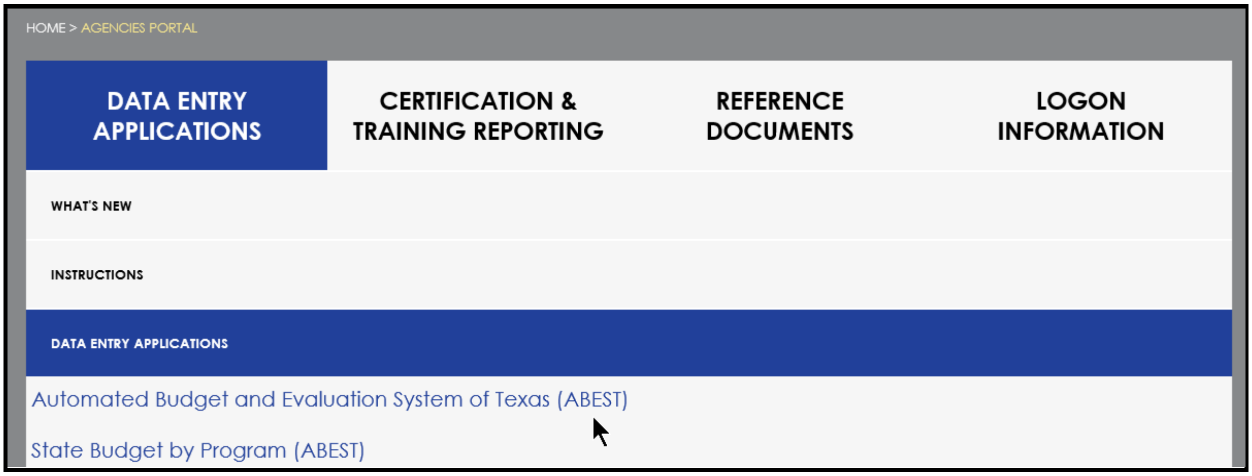
*** Required**

LOGGING IN

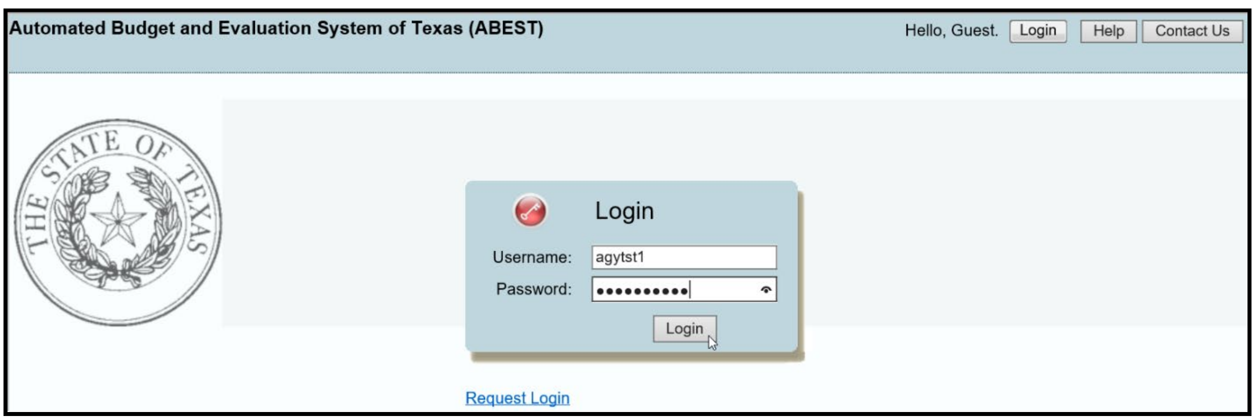
Google Chrome can be used for ABEST data entry. Other browsers (e.g., Firefox, Safari, Microsoft Edge, etc.) will not work consistently and can create problems in the application. The recommended screen resolution is 1280 x 1024, as shown below.



From the LBB website (www.lbb.texas.gov), click AGENCIES PORTAL. Under DATA ENTRY APPLICATIONS, click on Automated Budget and Evaluation System of Texas (ABEST) as shown below.



Enter your username and password and click **Login**, as shown below.



IMPORTANT

If you already have a user ID and have forgotten the user ID or password, or if your user ID or password does not work, do one of the following:

- Under Logon Information on the LBB's website (www.lbb.texas.gov), click **Agency Logon Help.** Enter your user ID or email address and click **Remember Me.**
- Call the LBB Help Desk at 512-463-3167.

TIP

You can also access the **Logon Request Form** by clicking the **Request Login** hyperlink shown in the above graphic.

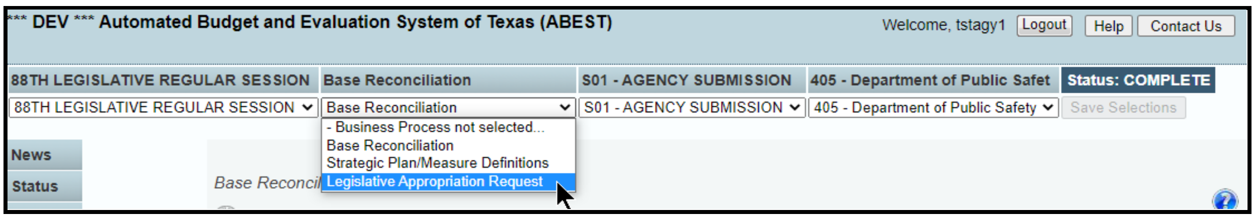
PROFILE SELECTION AND CONFIRMATION

Upon successfully logging into ABEST, two rows of information with drop-down menu boxes will appear near the top of the screen. The first row is the "user profile confirmation bar" and the second row is the "user profile selection bar." Options selected on the "user profile selection bar" determine the menu layout for a particular business process in ABEST (e.g., Operating Budget, Base Reconciliation, Strategic Plan/Measure Definitions, etc.). The user needs to set their profile by selecting the correct session, business process, stage and agency using the drop-down menu boxes and by saving these selections. The saved selections will appear in the "user profile confirmation bar."

IMPORTANT

Before you can set your user profile for LAR data entry, you must first complete your agency's Base Reconciliation in ABEST and have it approved by the LBB. Your LBB analyst will notify you when LAR data entry is available for your agency.

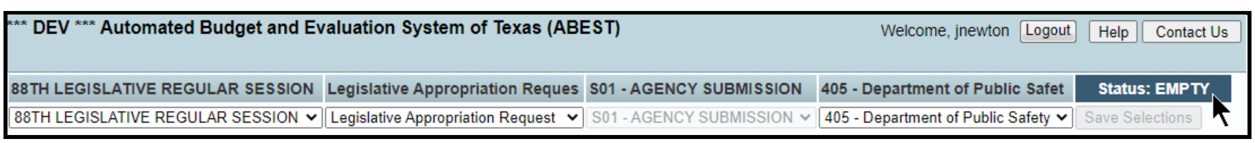
To set your user profile for the business process addressed in these *ABEST Instructions*, complete the following steps. From the available drop-down menu boxes, select **88TH LEGISLATIVE REGULAR SESSION**, **Legislative Appropriation Request**, **S01 – AGENCY SUBMISSION**, and your agency. Click **Save Selections** to update your profile, as shown below.



IMPORTANT

Many of the screenshot examples used throughout these *ABEST Instructions* include a notation (*****DEV*****) in the upper left corner of the graphic. This notation (*****DEV*****) will not appear on your ABEST screens because it only displays in the test version of ABEST which was used to create the screenshot examples.

The options you selected on your "user profile selection bar" will display on the "user profile confirmation bar", as shown below. The agency **Status** associated with these settings is also included on that bar, as shown in the below example (designated as **EMPTY**). The agency **Status** is explained in the below "**IMPORTANT**" box and in more detail later in the *CHANGING AGENCY STATUS TO INCOMPLETE* section of these instructions.



IMPORTANT

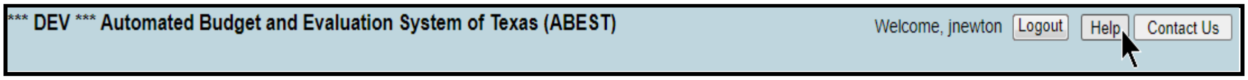
Before you enter data into ABEST, verify that you are in the correct session, business process, and agency. Note that you will not be able to access the menus if the agency's **Status** is set to **RESTRICTED** or **LOCKED** (**Status** is located at the right top portion of the "user profile confirmation bar"). The LBB uses these specific statuses to indicate that work is in progress. Other agencies will appear in your agency drop-down menu box when their **Status** is set to **COMPLETE** in ABEST. If the current profile settings (they appear on the same row as the agency **Status)** are not correct, click in the drop-down menu boxes to select the appropriate settings and click **Save Selections.**

NEWS SCREEN

The ABEST **News** screen (shown in the following graphic) provides important information and often conveys details about upcoming deadlines. ABEST may direct you to this screen if this is your first time to log in or if the **News** screen has been updated.

HELP

You can view this user instructions manual online or get help based on your screen location. Click the **Help** button to view the entire user manual, as shown below.



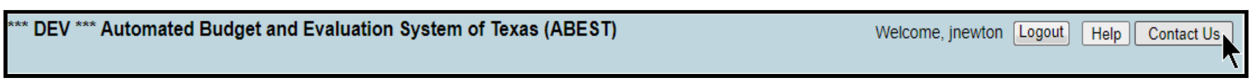
IMPORTANT

If you are not logged into ABEST or have timed out of ABEST and you click the **Help** button, an overview of ABEST will display instead of the user manual. To view the user manual, log into ABEST and click the **Help** button again.

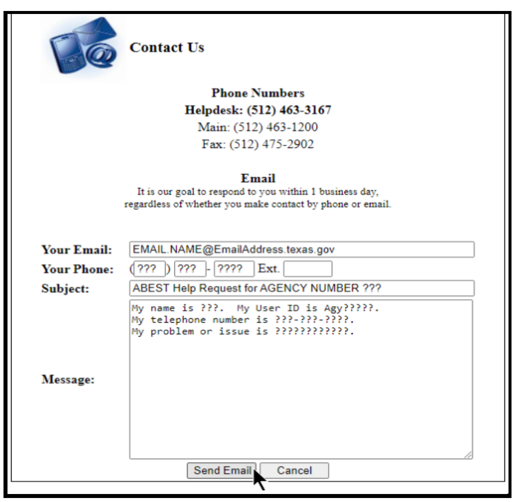
Click the **Help icon** (shown below) to get detailed information about the screen you are using. The user manual opens and links to the information based on your screen location. The **Help icon** is available on every ABEST screen.

HELP DESK CONTACT INFORMATION

Contact the LBB Help Desk by clicking on **Contact Us**, as shown below.



After clicking on the **Contact Us** button, the window in the following graphic will display. Enter your message and click **Send Email**.



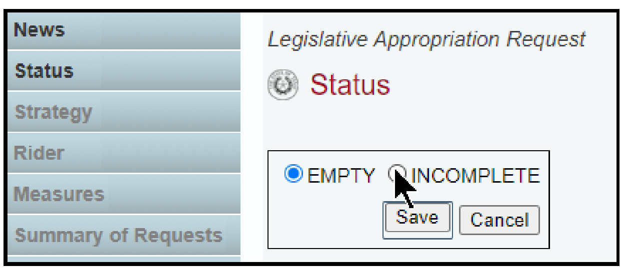
The LBB Help Desk will respond to email inquiries as soon as possible; however, it can take as long as the end of the next business day in some cases. You can also contact the LBB by calling the Help Desk at 512-463-3167. Be prepared to leave a message when calling the Help Desk. Your call goes directly to voicemail at all times. A typical call back response from the Help Desk is within 30 minutes.

CHANGING AGENCY STATUS TO INCOMPLETE

After your agency's Base Reconciliation is completed in ABEST and you have selected the appropriate profile settings, you can start entering the LAR data into ABEST. To begin data entry, complete the following steps.

Click the **Status** menu, as shown below.

Select the **INCOMPLETE** radio button and click **Save**.



IMPORTANT

ABEST will not allow you to enter data until you set the agency **Status** to **INCOMPLETE**. As you enter data, closing edits will appear on the **Status** screen. You must clear the edits before you can change your agency **Status** to **COMPLETE** and submit your LAR electronically. Refer to the CHANGING AGENCY STATUS TO COMPLETE section of these instructions. Although the LAR submission is electronic, you will use the **Reports** menu to print hard copies of the LAR reports.

CAUTION

When your agency's LBB analyst approves the agency's Base Reconciliation submission, your agency will receive an email indicating the agency's limits (targets) for General Revenue Funds and General Revenue-Dedicated Funds requests for the upcoming biennium. If your agency does not receive an email, contact your agency's assigned LBB analyst. You can begin work on the LAR in ABEST but cannot complete the LAR until these limits (targets) are entered into ABEST by the LBB staff. Your agency will need to ensure that its total LAR GR/GR-D request for the upcoming biennium is within the agency's limits (targets) for General Revenue Funds and General Revenue-Dedicated Funds. ABEST DOES PROVIDE A LAR CLOSING EDIT FOR THIS ISSUE. Your agency's limits (targets) display on the ABEST report titled ***General Revenue (GR) & General Revenue Dedicated (GR-D) Baseline*** that can be found on the **Reports** menu under **Budget Requests** reports.

DATA ENTRY CONSIDERATIONS

Refer to the following reference table for information on various data entry considerations.

DATA ENTRY REFERENCE

TEXT LIMITATIONS	ENTERING DATA	SAVING DATA
• You may copy text from a word processing application and paste it into ABEST, but you should review it and correct formatting problems if necessary. Bulleted lists may not copy properly. Avoid outline styles that combine numbers and bullets. • Numeric fields allow 12 digits maximum. Enter only whole dollar amounts, not decimal places. You do not need to enter commas in numeric fields.	• Click in the data cell and enter the data. • Press the **Tab** key to move across to the next cell. • At the end of a row, manually click the cursor in a cell on a new row to enter more data. • You can expand some multi-line text fields by double clicking in the field. Use the **Enter** key to start a new line of text in a multi-line text field. Click the cursor outside the field or press the **Tab** key to move out of the field. Save your work by clicking **Save**. Each expandable multi-line text field provides a character counter and identifies the character limit for that field. • In any active data entry cell for numbers, use the built-in calculator by double-clicking in it. After making a calculation and clicking the "**=**" button, click **Send to Grid**. The calculated number transfers to the cell.	• Save data by pressing **Enter** on your keyboard or by clicking **Save** on the screen. • Use the gray section to add new information to a corresponding grid and click **Save**.
COLOR CONVENTIONS	**IF THE EXPLORER STATUS BAR DOES NOT APPEAR**	**NAVIGATION**
• Unsaved numbers appear blue in color. Saved numbers are black. • Grayed out data cells are "read only" and cannot be changed on the grid you are working on. Those cells were entered previously by your agency on a different grid or by LBB/ABEST.	• Open the **Tools** menu in Internet Explorer and choose **Internet options**. Click the **Security** tab and select **Trusted Sites**. Click the **Sites button** and enter: ***.lbb.texas.gov**.	• To move to the top of a long screen, click the **Top** hyperlink at the bottom of the screen. • To move to the bottom of a long screen, click the **Bottom** hyperlink.

DATA ENTRY CAUTIONS AND IMPORTANT INFORMATION

CAUTION

You will lose data if ABEST is inactive for 30 minutes or more. Always click "**Save"** if you leave your computer for more than a few minutes. If ABEST becomes inactive, you must close and reopen your internet browser and log back in. Any unsaved data must be re-entered.

CAUTION

If an ABEST screen has multiple grids for data entry and each individual grid has its own respective "**Save**" button, you will lose data if you move to another grid without saving first. Save your work frequently by clicking "**Save**". Any unsaved data must be re-entered.

CAUTION

If an ABEST screen has multiple grids for data entry and the screen only has one "**Save**" button for that screen, ABEST allows you to click "**Save**" one time on that screen with multiple grids. You can click "**Save**" after entering data for each grid on the screen or you can enter data for all the grids and click "**Save**" one time. Use the method that works best for you to ensure that your data is saved before moving on to another menu or screen.

IMPORTANT

Read the **News** screen when ABEST directs you to it. It often conveys important information regarding changes and upcoming deadlines.

The ABEST LAR reports are listed below along with the corresponding ABEST data entry menus and submenus.

ABEST DATA ENTRY MENUS AND SUBMENUS FOR ABEST REPORTS

ABEST REPORTS BY TYPE AND PART NUMBER/TITLE	ABEST DATA ENTRY MENU/SUBMENU
LAR Report	
Administrator's Statement	Supporting Information/Administrative Statement
Mission Statement	Supporting Information/Mission
Strategy Justification	Supporting Information/Strategy Justification
Strategy External/Internal Factors	Supporting Information/Strategy External/Internal Factors
Summaries of Request	
Budget Overview – Biennial Amounts	Strategy/Budgeting; Strategy/CFDAs; Strategy/FTEs; Exceptional Items/Strategy Related Detail
2.A. Summary of Base Request by Strategy	Strategy/Budgeting; Strategy/FTEs
2.B. Summary of Base Request by Method of Finance	Summary of Requests/MOFs; Summary of Requests/FTEs
2.C. Summary of Base Request by Object of Expense	Strategy/Budgeting
2.C.1. Operating Costs Detail – Base Request*	Supporting Information/Operating Costs Detail
2.D. Summary of Base Request Objective Outcomes	Measures/Outcomes
2.E. Summary of Exceptional Items Request	Exceptional Items/Descriptions Exceptional Items/Strategy Related Details
2.F. Summary of Total Request by Strategy	Strategy/Budgeting; Exceptional Items/Strategy Related Details

ABEST DATA ENTRY MENUS AND SUBMENUS FOR ABEST REPORTS	
ABEST REPORTS BY TYPE AND PART NUMBER/TITLE	**ABEST DATA ENTRY MENU/SUBMENU**
2.G. Summary of Total Request Objective Outcomes	Measures/Outcomes Measures/Impact on Outcomes
3.A. Strategy Request	Strategy/Budgeting; Strategy/CFDAs Strategy/FTEs Measures/Outcomes Measures/Strategy Related Supporting Information/Strategy Justifications ("Service Categories" information that is reflected on the 3.A. Strategy Request report is entered into ABEST by the agency during the "*Finalizing Budget Structures and Defining Measures*" phase of the ABEST Strategic Plan process.)
3.C. Rider Appropriations and Unexpended Balances Request	Rider/Descriptions Rider/Amounts
Request for Exceptional Items	
4.A. Exceptional Item Request Schedule	Exceptional Items/Descriptions Exceptional Items/Strategy Related Details
4.B. Exceptional Items Strategy Allocation Schedule	Exceptional Items/Strategy Related Details
4.C. Exceptional Items Strategy Request	Strategy/Budgeting; Strategy/FTEs; Exceptional Items/Strategy Related Details
Capital Budget Supporting Schedules**	
5.A. Capital Budget Project Schedule	Capital Projects/Financing; Capital Projects/Strategy Allocation; Capital Projects/Rider Financing
5.B. Capital Budget Project Information	Capital Projects/Information
5.C. Capital Budget Allocation to Strategies (Baseline)	Capital Projects/Strategy Allocation: Capital Projects/Rider Allocation
5.D. Capital Budget Operating and Maintenance Expenses	Capital Projects/Operating & Maintenance
5.E. Capital Budget Project - OOE and MOF Detail by Strategy	Capital Projects/Strategy Allocation: Capital Projects/Rider Allocation
Capital Budget Project Schedule - Exceptional	Capital Projects/Financing; Capital Projects/Strategy Allocation
Capital Budget Allocation to Strategies by Project - Exceptional	Capital Projects/Strategy Allocation
Supporting Schedules	
6.A. Historically Underutilized Business Supporting Schedule	Supporting Information/Historically Underutilized Business (HUB)
6.C. Federal Funds Supporting Schedule***	Supporting Information/Federal Funds/Supporting Schedule

ABEST DATA ENTRY MENUS AND SUBMENUS FOR ABEST REPORTS	
ABEST REPORTS BY TYPE AND PART NUMBER/TITLE	**ABEST DATA ENTRY MENU/SUBMENU**
6.D. Federal Funds Tracking Schedule***	Supporting Information/Federal Funds/Tracking Schedule
6.E. Estimated Revenue Collections Supporting Schedule****	Supporting Information/Estimated Revenue Collections Schedule
6.F.a. Advisory Committee Supporting Schedule – Part A 6.F.b. Advisory Committee Supporting Schedule – Part B	Supporting Information/Advisory Committee Supporting Information/Advisory Committee - Meetings/Strategies/Expenses/MOFs
6.K. Part A Budgetary Impacts Related to Recently Enacted State Legislation Schedule 6.K. Part B Summary of Costs Related to Recently Enacted State Legislation	Supporting Information/Budgetary Impacts Related to Recently Enacted State Legislation (BIRRESL)/Descriptions; Supporting Information/BIRRESL/IT Components; Supporting Information/BIRRESL/Contract Details; Supporting Information/BIRRESL/Strategy Related Details; Supporting Information/BIRRESL/CFDAs; Supporting Information/BIRRESL/Outcomes
7.A. Indirect Administrative and Support Costs*****	Supporting Information/Indirect Administration
7.B. Direct Administrative and Support Costs*****	Supporting Information/Direct Administration

*applies only to appellate courts and judicial branch agencies

**reports not required for appellate courts or institutions of higher education

***report not required for institutions of higher education

****report not required for institutions of higher education unless requested by staff of the LBB or Governor's Office

*****applies only to agencies as requested by staff of the LBB or Governor's Office

******applies only to institutions of higher education

STRATEGY DETAIL

Begin the LAR process by entering the total funding requested for each strategy. Enter data for each strategy listed in the agency's LBB-approved budget structure, which includes:

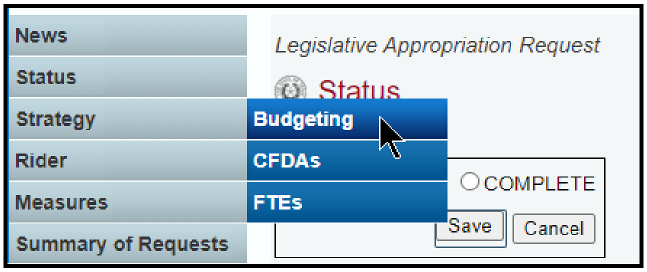
- objects of expense (OOEs),
- methods of finance (MOFs) which includes applicable Catalog of Federal Domestic Assistance numbers (CFDAs), and
- full-time-equivalent (FTEs) positions.

The OOE and MOF data for each strategy must balance; you cannot complete the LAR until each strategy has its financing and expenditures balanced.

Also, you will enter applicable OOEs, MOFs, and FTEs information on other ABEST screens later in the LAR data entry process. To avoid repetition of these instructions, hyperlink section references (denoted in blue, underlined text) will refer you to these initial data entry procedures under the **Strategy** menu. You must use the relevant ABEST submenu depending on where you are in the data entry process, but the basic steps are identical.

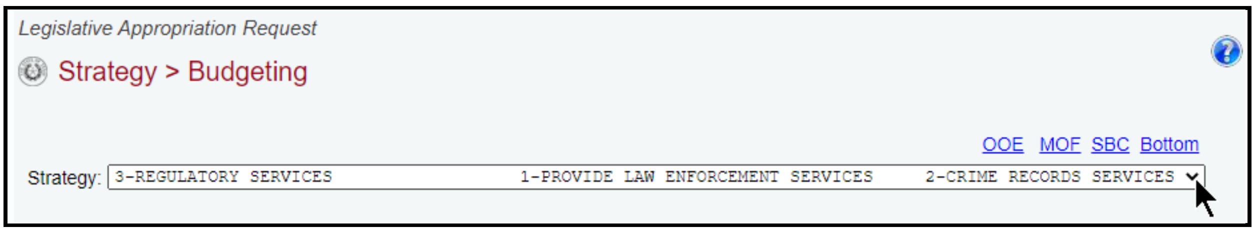
BUDGETING

Click the **Strategy** menu and **Budgeting** submenu (as shown below) to enter the OOEs, MOFs and CFDAs for each strategy.



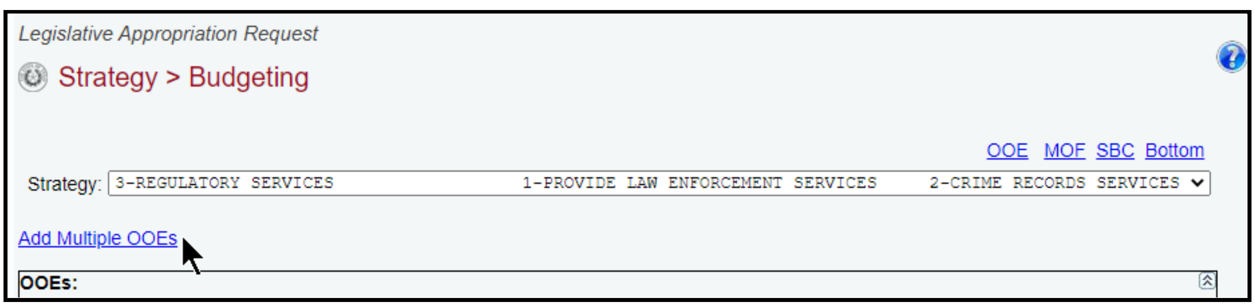
OBJECT OF EXPENSE (OOES)

The agency's first Goal, Objective, and Strategy (GOS) loads into the **Strategy** drop-down menu box. To change the GOS, select a different **Strategy** from the drop-down menu box.

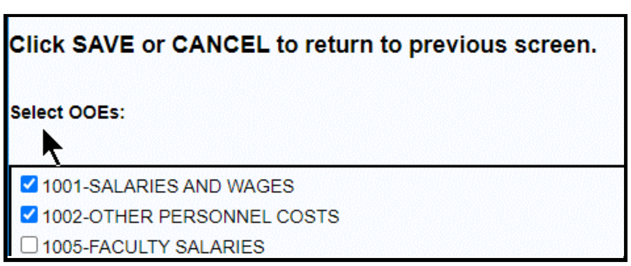


After you select a GOS, you can add multiple OOEs to the **OOEs** grid or you can add each OOE separately along with the corresponding fiscal year dollar amounts.

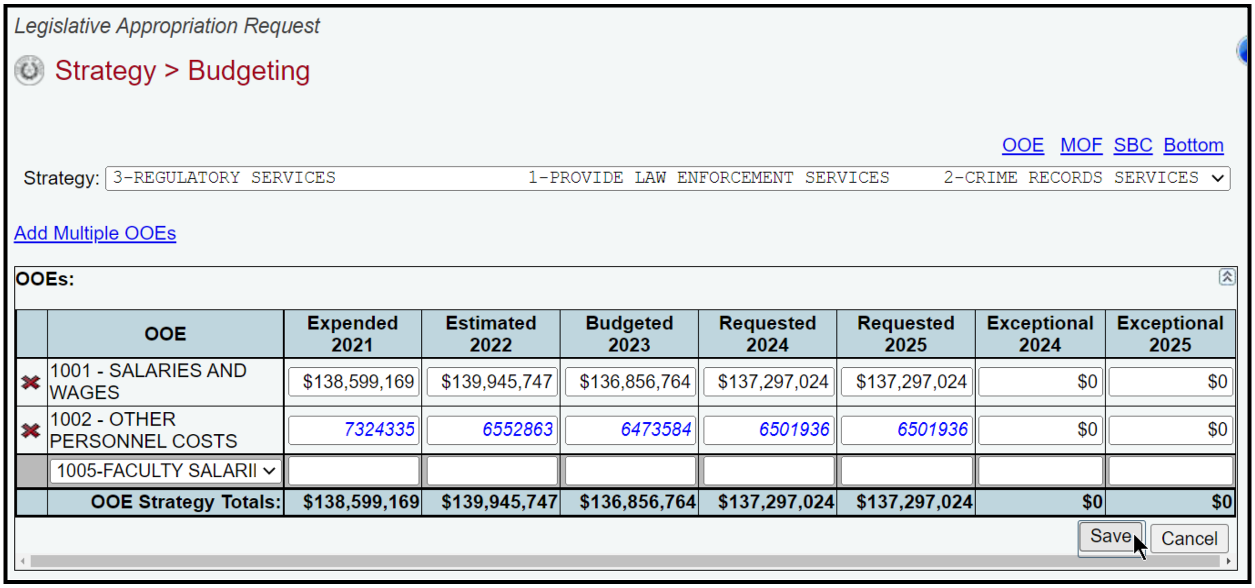
Adding Multiple OOEs – Click the **Add Multiple OOEs** hyperlink to add multiple OOEs for the selected GOS (**Strategy**).



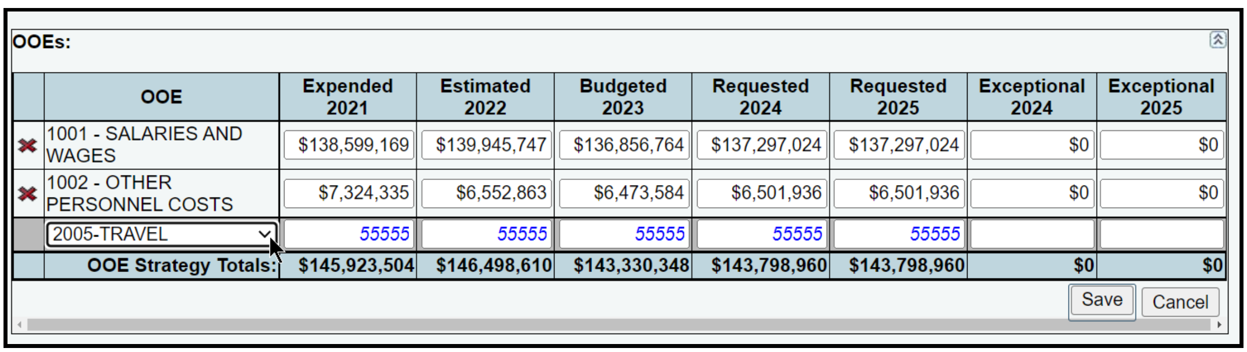
Select the appropriate **OOEs** for the selected strategy and click **Save** (example shown below).



The selected OOEs display in the **OOEs** grid, as shown in the below example. Enter the dollar amounts for each fiscal year and click **Save**.

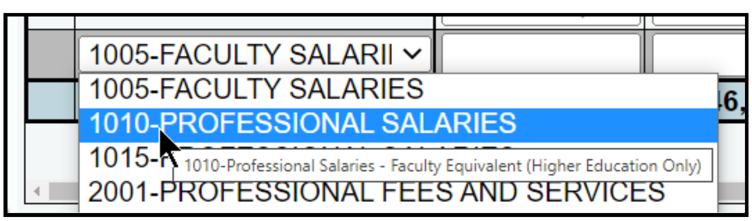


Adding A Single OOE **–** Use the gray section to add a single OOE. As shown in the below example, select an OOE from the drop-down menu box, enter the dollar amounts associated with each fiscal year and click **Save**. The system will not save the data unless you have entered at least one fiscal year amount for each selected OOE.



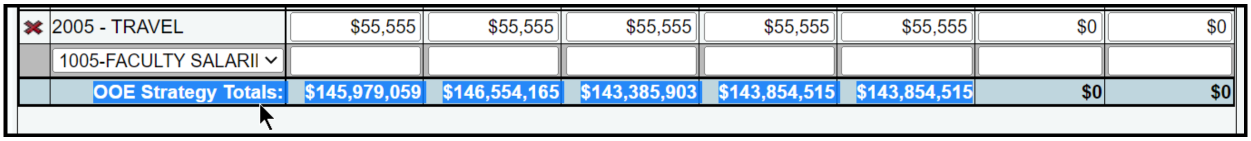
TIP

Click in the drop-down menu box and hover the cursor over individual OOE names to show details (as shown in the following example) related to the OOEs listed in the drop-down menu box.



Repeat the previous steps to add as many OOEs as needed to the **OOEs** grid.

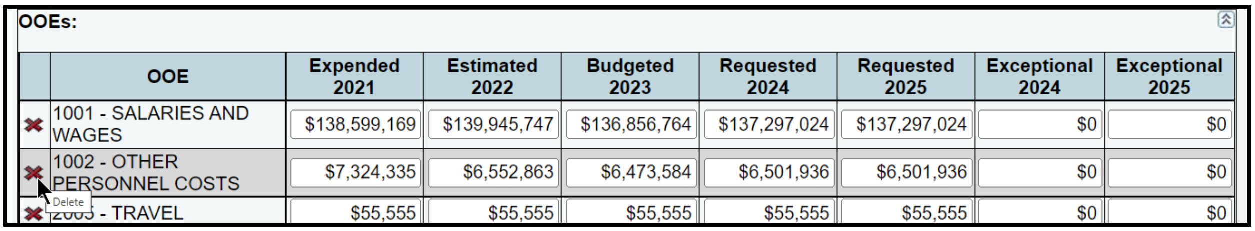
Revising OOE Data **–** Select the GOS from the **Strategy** drop-down menu box, revise any dollar amounts associated with the OOE and click **Save**. As you save the data, notice that the OOE total fields update at the bottom of the grid.

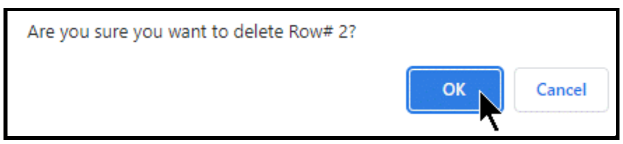


IMPORTANT

You *cannot* modify the selected OOE code once the item has been saved. To change the OOE code, delete the existing row and re-add the information.

Deleting OOE Data **–** Save any unsaved data first and then click the red '**x**' to the left of the OOE to delete a row of data, as shown below. Click **OK** in the pop-up window to confirm.





Review the following navigation options (hyperlinks). These options will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen.

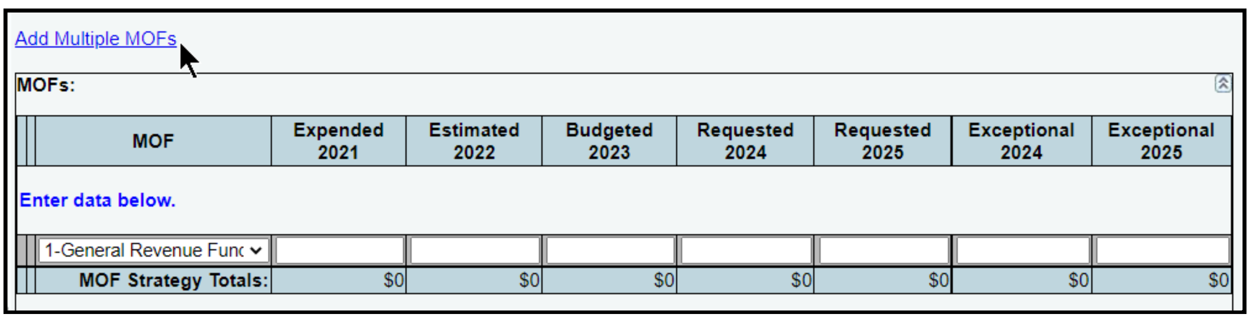
NAVIGATION OPTIONS REFERENCE	
OOE	Hyperlink directs you to the top portion of the screen and displays the **OOEs** you have entered for the selected strategy.
MOF	Hyperlink directs you to the middle portion of the screen and displays the **MOFs** you have entered for the selected strategy.
SBC	Hyperlink directs you to the bottom portion of the screen and displays the **Strategy Biennial Change (SBC)** data you have entered for the selected strategy.
Top and **Bottom**	Hyperlink positions the cursor at the top or bottom of the screen.
Double Arrow (top right of each grid)	Use this toggle switch (**Double Arrow)** to collapse or expand a particular grid. It will enable you to view the details above or below a particular grid (as shown below).

METHODS OF FINANCE (MOFS)

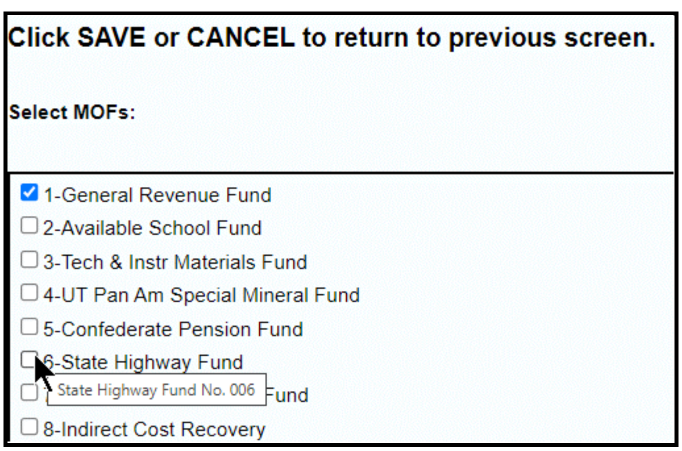
Scroll down to the **MOFs** grid or click the **MOF** hyperlink at the top of the screen, as shown below. The hyperlink will take you to the **MOFs** grid near the middle of the screen.

For the selected strategy, you can add multiple MOFs to the **MOFs** grid or you can add each MOF separately along with the corresponding dollar amounts.

Adding Multiple MOFs **–** Click the **Add Multiple MOFs** hyperlink (as shown below) to add multiple MOFs for the selected strategy.



Select the appropriate **MOFs** and click **Save**, as shown in the following example.



IMPORTANT

Federally funded MOFs are defined at the CFDA level. Select the applicable federally funded MOF(s) from the "**Select MOFs**" list and click **Save**. ABEST will save the federally funded MOF(s) and add zero dollar amounts for each fiscal year. Refer to the *CFDAs* section of these instructions on how to enter dollar amounts by CFDA.

The selected **MOFs** display in the **MOFs** grid, as shown in the below example. Enter the dollar amounts for each fiscal year and click **Save**. Refer to the *CFDAs* section of these instructions on how to enter dollar amounts by **CFDA** for federally funded **MOFs**.

MOFs:

MOF	Expended 2021	Estimated 2022	Budgeted 2023	Requested 2024	Requested 2025	Exceptional 2024	Exceptional 2025
1 - General Revenue Fund	$120,000,000	$121,111,111	$122,000,000	$122,000,000	$122,000,000	$0	$0
6 - State Highway Fund	$11,000,000	$12,000,000	$13,000,000	$13,000,000	$13,000,000	$0	$0
555 - Federal Funds	$0	$0	$0	$0	$0	$0	$0
2-Available School Fund							
MOF Strategy Totals:	**$131,000,000**	**$133,111,111**	**$135,000,000**	**$135,000,000**	**$135,000,000**	**$0**	**$0**

Adding A Single MOF – Use the gray section to add a single MOF (as shown below). Select an **MOF** from the drop-down menu box, enter the dollar amounts associated with each fiscal year, and click **Save**. The system will not save the data unless you have entered at least one fiscal year amount for the selected MOF.

MOFs:

MOF	Expended 2021	Estimated 2022	Budgeted 2023	Requested 2024	Requested 2025	Exceptional 2024	Exceptional 2025
1 - General Revenue Fund	$120,000,000	$121,111,111	$122,000,000	$122,000,000	$122,000,000	$0	$0
6 - State Highway Fund	$11,000,000	$12,000,000	$13,000,000	$13,000,000	$13,000,000	$0	$0
555 - Federal Funds	$0	$0	$0	$0	$0	$0	$0
666-Appropriated Receip	*999999*	*1000000*	*1100000*	*1200000*	*1200000*		
MOF Strategy Totals:	**$131,000,000**	**$133,111,111**	**$135,000,000**	**$135,000,000**	**$135,000,000**	**$0**	**$0**

Save Cancel

TIP

Click in the drop-down menu box and hover the cursor over individual MOF names to show details related to the MOFs listed in the drop-down menu box.

Repeat the previous steps to add as many MOFs as needed to the **MOFs** grid.

Revising MOF Data – Select the GOS from the **Strategy** drop-down menu box, revise any dollar amounts associated with the MOF and click **Save**. As you save the data, notice that the **MOF Strategy Totals** fields update at the bottom of the **MOFs** grid.

IMPORTANT

You *cannot* modify the selected **MOF** code once the **MOF** item is saved. To change the **MOF** code, delete the existing **MOF** row and re-add the information.

Deleting MOF Data – Save any unsaved data first and then click the red '**x**' to the left of the **MOF** to delete a row of data, as shown in the following example. Click **OK** in the pop-up window to confirm.

MOFs:

		MOF	Expended 2021	Estimated 2022	Budgeted 2023	Requested 2024	Requested 2025	Exceptional 2024	Exceptional 2025
✖		1 - General Revenue Fund	$120,000,000	$121,111,111	$122,000,000	$122,000,000	$122,000,000	$0	$0
✖		6 - State Highway Fund	$11,000,000	$12,000,000	$13,000,000	$13,000,000	$13,000,000	$0	$0
✖		555 - Federal Funds	$0	$0	$0	$0	$0	$0	$0
✖		666 - Appropriated Receipts	$999,999	$1,000,000	$1,100,000	$1,200,000	$1,200,000	$0	$0
Delete		Available School Fund							
		MOF Strategy Totals:	$131,999,999	$134,111,111	$136,100,000	$136,200,000	$136,200,000	$0	$0

Are you sure you want to delete Row# 4?

OK Cancel

IMPORTANT

After completing your data entry for all OOEs and MOFs, review the **OOE/MOF Difference** for each strategy (as shown in the below example). This total must be zero for each fiscal year listed. You cannot set your agency's LAR **Status** to **COMPLETE** until each strategy has its financing (MOFs) and expenditures (OOEs) in balance. Note the imbalance for the **OOE/MOF Difference** in the example shown below. Any differences will appear as a closing edit and will prevent you from submitting the LAR. You can clear these edits by examining the amounts you entered for the OOEs and MOFs. You can also clear the closing edits at the end of the LAR data entry process. Refer to the Closing Edits and Warnings section of these instructions.

OOE MOF SBC Bottom

Strategy: 3-REGULATORY SERVICES 1-PROVIDE LAW ENFORCEMENT SERVICES 2-CRIME RECORDS SERVICES

Add Multiple OOEs

OOEs:

	OOE	Expended 2021	Estimated 2022	Budgeted 2023	Requested 2024	Requested 2025	Exceptional 2024	Exceptional 2025
✖	1001 - SALARIES AND WAGES	$138,599,169	$139,945,747	$136,856,764	$137,297,024	$137,297,024	$0	$0
✖	2005 - TRAVEL	$55,555	$55,555	$55,555	$55,555	$55,555	$0	$0
	1002-OTHER PERSONN							
	OOE Strategy Totals:	$138,654,724	$140,001,302	$136,912,319	$137,352,579	$137,352,579	$0	$0

Add Multiple MOFs

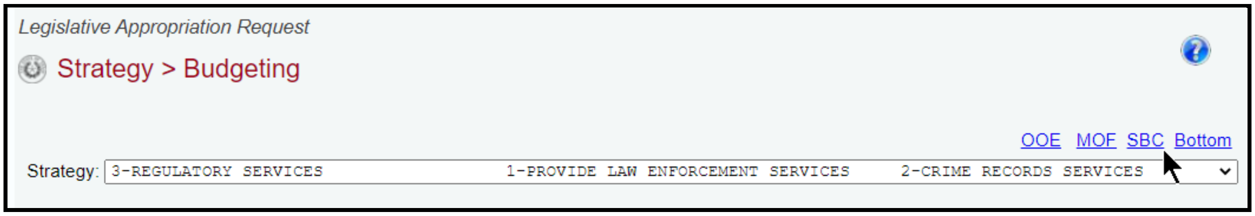
MOFs:

		MOF	Expended 2021	Estimated 2022	Budgeted 2023	Requested 2024	Requested 2025	Exceptional 2024	Exceptional 2025
✖		1 - General Revenue Fund	$120,000,000	$121,111,111	$122,000,000	$122,000,000	$122,000,000	$0	$0
✖		6 - State Highway Fund	$11,000,000	$12,000,000	$13,000,000	$13,000,000	$13,000,000	$0	$0
✖		555 - Federal Funds	$0	$0	$0	$0	$0	$0	$0
		2-Available School Fund							
		MOF Strategy Totals:	$131,000,000	$133,111,111	$135,000,000	$135,000,000	$135,000,000	$0	$0
		OOE / MOF Difference:	$7,654,724	$6,890,191	$1,912,319	$2,352,579	$2,352,579	$0	$0

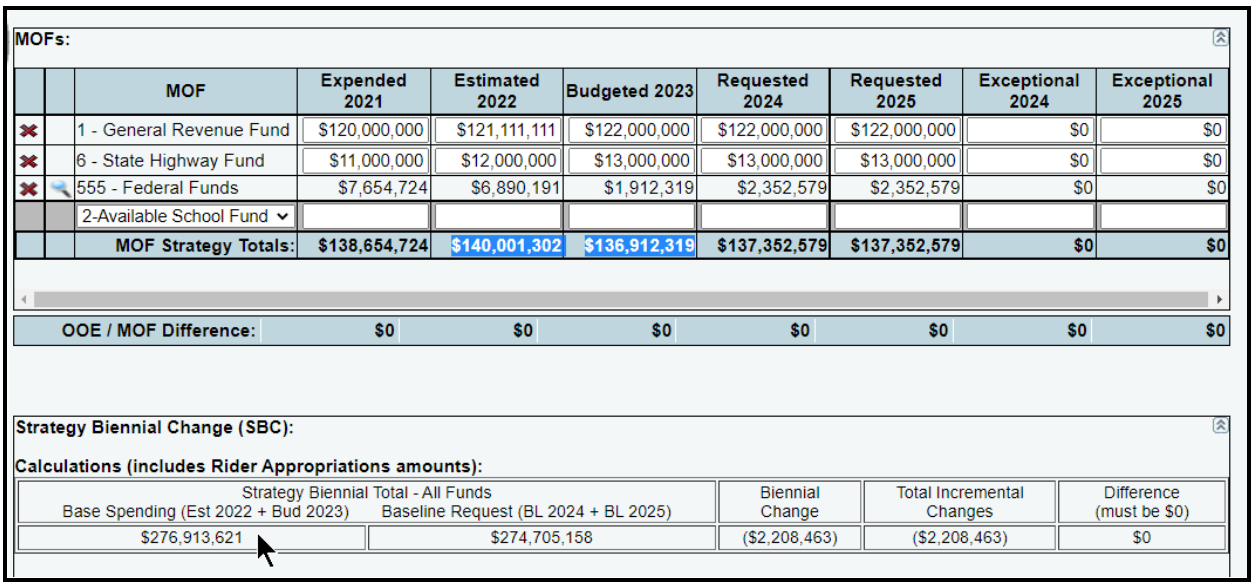
STRATEGY BIENNIAL CHANGE (SBC)

This section requires agencies to report detailed information describing the increase or decrease between the agency's 2022–23 base spending amounts as compared to the 2024–25 baseline funding request for each strategy. Refer to the *Detailed Instructions* for further guidance.

Scroll down to the **Strategy Biennial Change (SBC)** grid or click the **SBC** hyperlink at the top of the screen, as shown below. The hyperlink will take you to the **Strategy Biennial Change (SBC)** grid at the bottom of the screen.



The details displayed in the top portion of the **Strategy Biennial Change (SBC)** grid (shown in the below example) are calculations based on the information entered in the **MOFs** grid.



MOFs:

MOF	Expended 2021	Estimated 2022	Budgeted 2023	Requested 2024	Requested 2025	Exceptional 2024	Exceptional 2025
1 - General Revenue Fund	$120,000,000	$121,111,111	$122,000,000	$122,000,000	$122,000,000	$0	$0
6 - State Highway Fund	$11,000,000	$12,000,000	$13,000,000	$13,000,000	$13,000,000	$0	$0
555 - Federal Funds	$7,654,724	$6,890,191	$1,912,319	$2,352,579	$2,352,579	$0	$0
2-Available School Fund							
MOF Strategy Totals:	$138,654,724	$140,001,302	$136,912,319	$137,352,579	$137,352,579	$0	$0

OOE / MOF Difference:	$0	$0	$0	$0	$0	$0	$0

Strategy Biennial Change (SBC):

Calculations (includes Rider Appropriations amounts):

Strategy Biennial Total - All Funds: Base Spending (Est 2022 + Bud 2023)	Strategy Biennial Total - All Funds: Baseline Request (BL 2024 + BL 2025)	Biennial Change	Total Incremental Changes	Difference (must be $0)
$276,913,621	$274,705,158	($2,208,463)	($2,208,463)	$0

IMPORTANT

Calculations used in the **Strategy Biennial Change (SBC)** grid include rider appropriation amounts that are applicable (if any) to the selected strategy.

In the **Strategy Biennial Change (SBC)** grid, enter an **Amount** and the corresponding **Explanation(s) of Amount** (as shown in the following example), and click **Save**. The character limit is 200 for the **Explanation(s) of Amount** text field, and a warning displays when entered data exceeds the field limit. Each entered biennial dollar **Amount** (incremental increases or decreases in All Funds) should represent an item or issue that contributes to and helps explain the total **Biennial Change** dollar amount. Each of the corresponding **Explanation(s) of Amount** must identify the specific MOFs that make up the All Funds **Amount** and any related FTEs that are increased or decreased (as shown in the following example).

MOFs:

		MOF	Expended 2021	Estimated 2022	Budgeted 2023	Requested 2024	Requested 2025	Exceptional 2024	Exceptional 2025
x		1 - General Revenue Fund	$120,000,000	$121,111,111	$122,000,000	$122,000,000	$122,000,000	$0	$0
x		6 - State Highway Fund	$11,000,000	$12,000,000	$13,000,000	$13,000,000	$13,000,000	$0	$0
x		555 - Federal Funds	$7,654,724	$6,890,191	$1,912,319	$2,352,579	$2,352,579	$0	$0
		2-Available School Fund							
		MOF Strategy Totals:	$138,654,724	$140,001,302	$136,912,319	$137,352,579	$137,352,579	$0	$0

OOE / MOF Difference:	$0	$0	$0	$0	$0	$0	$0

Strategy Biennial Change (SBC):

Calculations (includes Rider Appropriations amounts):

Strategy Biennial Total - All Funds Base Spending (Est 2022 + Bud 2023)	Baseline Request (BL 2024 + BL 2025)	Biennial Change	Total Incremental Changes	Difference (must be $0)
$276,913,621	$274,705,158	($2,208,463)	($2,208,463)	$0

Explanation(s):

		Seq	Amount	Explanation(s) of Amount (must specify MOFs and FTEs)
x	↓	1	$888,889	$888,889 of the ($2,208,463) net biennial change is due to reason XYZ. GR Fund 001 increased by $888,889 from FY2022-23 to FY2024-25. Related GR-funded FTEs increased by 12.
x	↑	2	($3,097,352)	($3,097,352) of the ($2,208,463) net biennial change is due to reason ABC. The ($3,097,352) consists of a $1,000,000 Fund 006 increase and a $4,097,352 Federal Funds decrease. FTEs...
			($2,208,463)	Total Incremental Changes

OOE MOF SBC Top

IMPORTANT

In the **Strategy Biennial Change (SBC)** grid, the calculations for the **Total Incremental Changes** and **Difference (must be $0)** fields will update each time you enter items and click **Save**. For each of the agency's strategies, the **Difference (must be $0)** field must ultimately equal zero and you must have at least one entry in the **Explanation(s) of Amount** field before you can set your agency **Status** to **COMPLETE**. If your **Biennial Change** field is zero for a given strategy and there are no changes in need of explanation, then enter a comment such as: "*No change requested from the Base Spending amount to the Baseline Request amount.*" If your agency's **Biennial Change** field is a net zero for a given strategy, you could have a situation where the need for an explanation does exist, such as offsetting MOF swaps are requested or other offsetting budget actions are anticipated.

To delete a row of entered **Explanation(s)** data in the **Strategy Biennial Change (SBC)** grid, save any unsaved data first and then click the red '**x**' in the leftmost column. Click **OK** in the pop-up window to confirm.

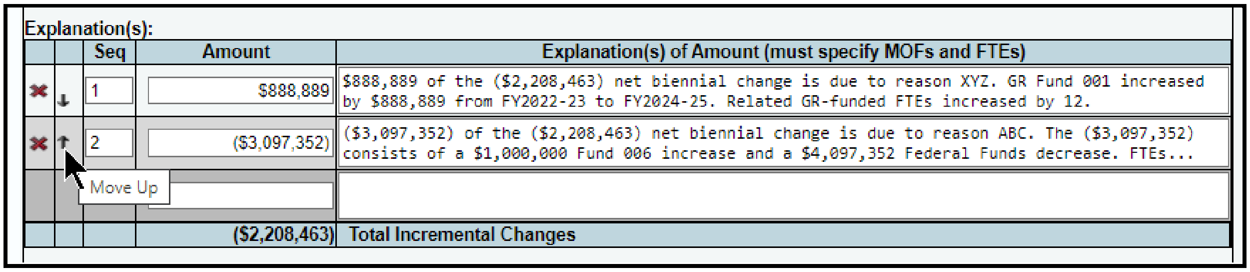
Explanation(s):

		Seq	Amount	Explanation(s) of Amount (must specify MOFs and FTEs)
x	↓	1	$888,889	$888,889 of the ($2,208,463) net biennial change is due to reason XYZ. GR Fund 001 increased by $888,889 from FY2022-23 to FY2024-25. Related GR-funded FTEs increased by 12.
x	Delete		($3,097,352)	($3,097,352) of the ($2,208,463) net biennial change is due to reason ABC. The ($3,097,352) consists of a $1,000,000 Fund 006 increase and a $4,097,352 Federal Funds decrease. FTEs...

Are you sure you want to delete Row# 1?

OK Cancel

To change the sequencing of the entered items, you can either change the numbers in the **Seq** column or click on the up/down arrows in the second column, and click **Save**.



Explanation(s):

		Seq	Amount	Explanation(s) of Amount (must specify MOFs and FTEs)
		1	$888,889	$888,889 of the ($2,208,463) net biennial change is due to reason XYZ. GR Fund 001 increased by $888,889 from FY2022-23 to FY2024-25. Related GR-funded FTEs increased by 12.
		2	($3,097,352)	($3,097,352) of the ($2,208,463) net biennial change is due to reason ABC. The ($3,097,352) consists of a $1,000,000 Fund 006 increase and a $4,097,352 Federal Funds decrease. FTEs...
		Move Up		
			($2,208,463)	Total Incremental Changes

CFDAS

Federally funded MOFs can be added from the **Strategy→Budgeting** menu/submenu or from the **Strategy→CFDAs** menu/submenu. Select the option that works best for you.

- Use the **Strategy→Budgeting** menu/submenu if you want to add CFDAs while you add federally funded MOFs. Refer to the *BUDGETING SUBMENU* section of these instructions for details.
- Use the **Strategy→CFDAs** menu/submenu if you want to navigate directly to the **Strategy > CFDAs** data entry screen to add your federally funded MOFs and CFDAs. Refer to the *CFDAs SUBMENU* section of these instructions for details.

TIP

You can navigate to the **Strategy > CFDAs** data entry screen by clicking the **Strategy→Budgeting** menu/submenu and then the magnifying glass displayed to the left of a federally funded MOF or you can go directly to the **Strategy > CFDAs** data entry screen by clicking the **Strategy→CFDAs** menu/submenu.

IMPORTANT

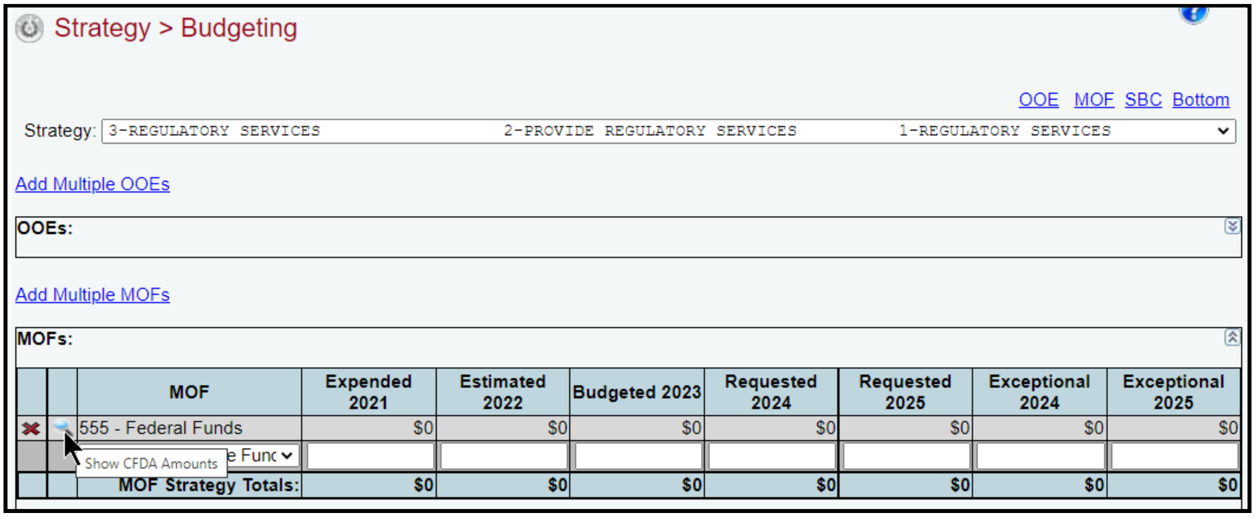
If a CFDA number cannot be found in ABEST, send an email to CFDA@lbb.texas.gov and provide the following information:

- Contact Information (name and phone number of requestor);
- Agency code and agency name;
- CFDA number;
- Program name for the CFDA number you are requesting; and
- Notice of grant award or other documentation that demonstrates you have received Federal Funds along with its intended use. For example, a sub-recipient who is under contract with a primary recipient of a grant award will need to provide a copy of the contract or agreement that they received from the primary recipient.

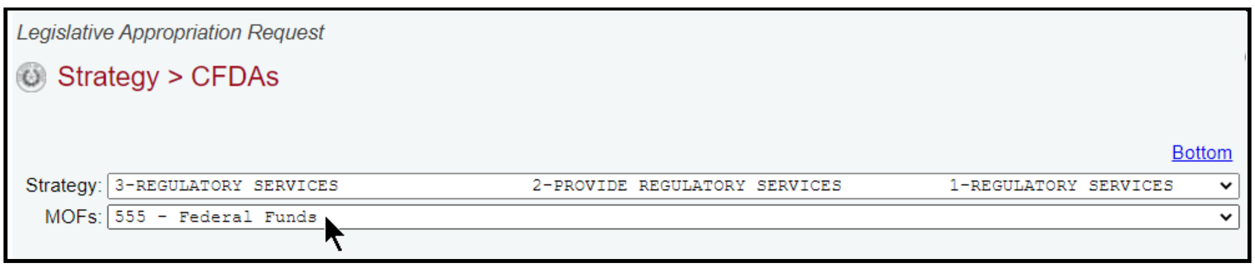
BUDGETING SUBMENU

Use the **Strategy→Budgeting** menu/submenu if you want to add federally funded **MOFs** along with your other **MOFs**. Complete the steps mentioned previously in the ***METHODS OF FINANCE (MOFs)*** section to add your federally funded **MOFs**.

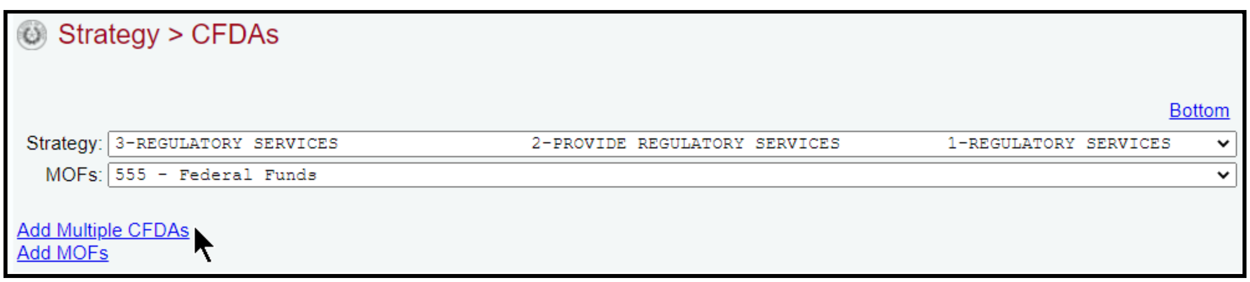
To enter dollar amounts at the CFDA level, click the **magnifying glass** located to the left of a federally funded **MOF** code (shown below). You will be directed to the **Strategy > CFDAs** screen.



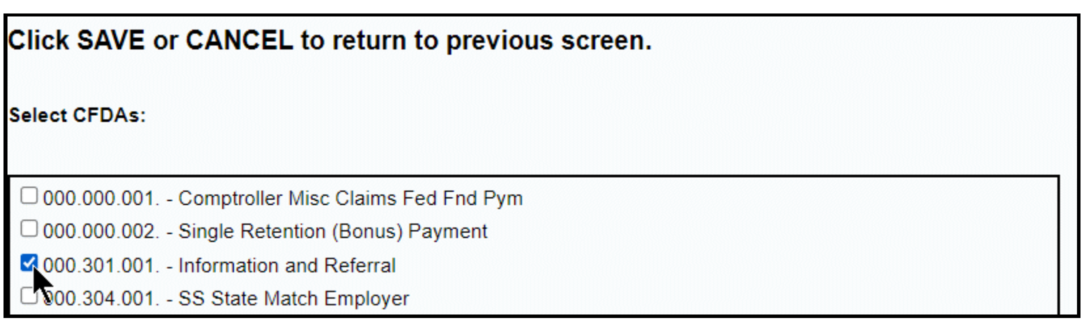
At the top of the **Strategy > CFDAs** screen, you will see the **Strategy** and federally funded **MOF** code that you selected are loaded in the drop-down menu boxes (as shown below).



Adding Multiple CFDAs **–** Click the **Add Multiple CFDAs** hyperlink to add multiple CFDAs for the selected **Strategy** and **MOF**, as shown below.



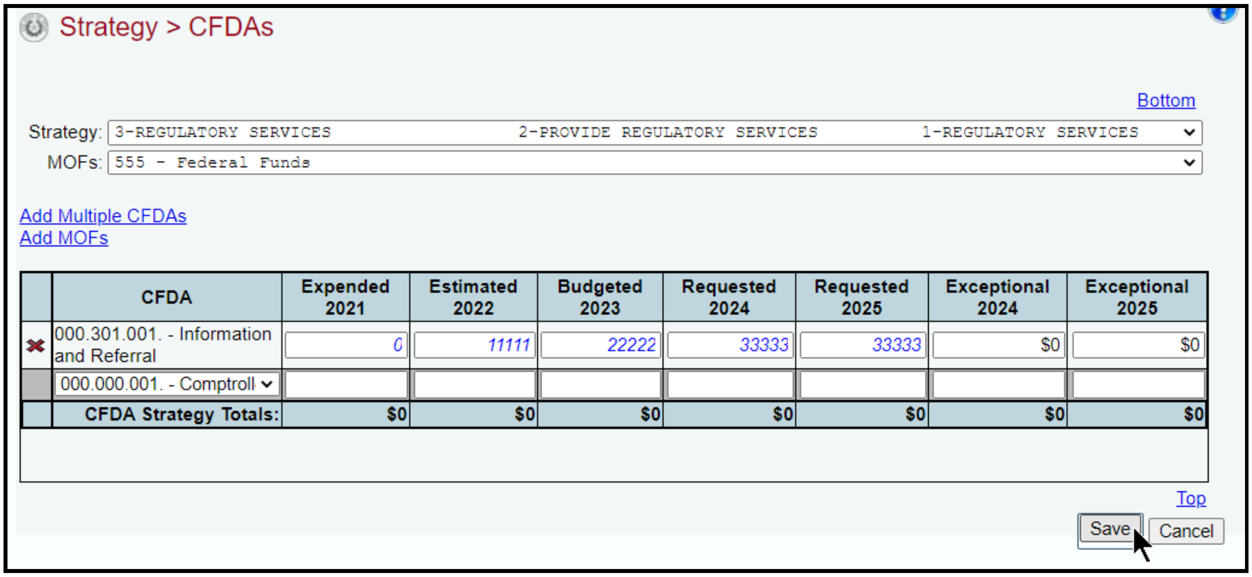
Select the appropriate **CFDAs** and click **Save**, as shown below.



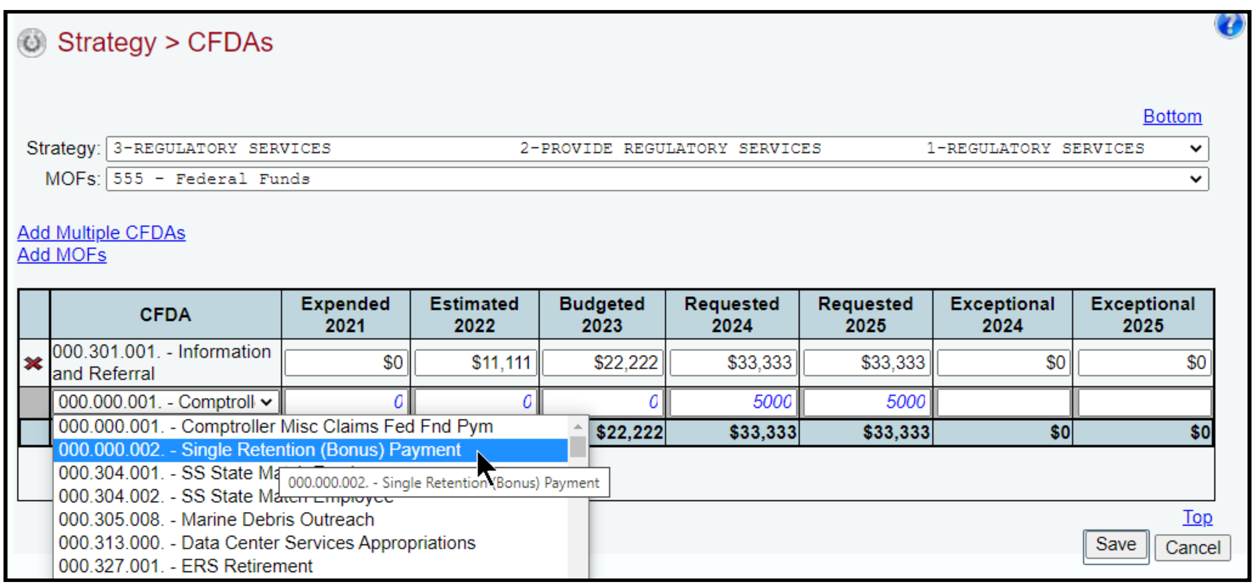
TIP

The nine-digit CFDA codes display leading zeroes. For example, to add CFDA 16-922, select 016-922-000 from the CFDA listing.

The selected CFDAs display in the grid, as shown in the below example. Enter the dollar amounts for each fiscal year and click **Save**.

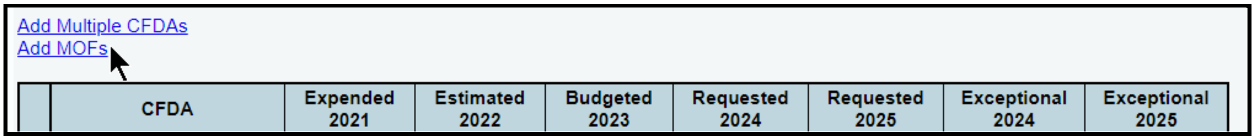


Adding A Single CFDA **–** Use the gray section to add a **CFDA** for the strategy and **MOF** listed. Select the **CFDA** from the drop-down list (as shown below), enter the dollar amounts associated with each fiscal year and click **Save**. The system will not save the data unless you have entered at least one fiscal year amount for the selected **CFDA**.

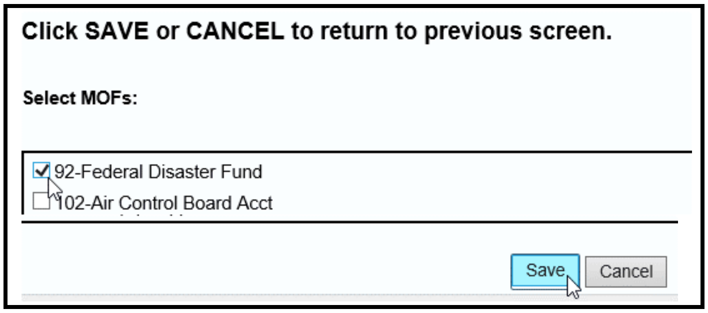


Repeat the previous steps to add as many **CFDAs** as needed.

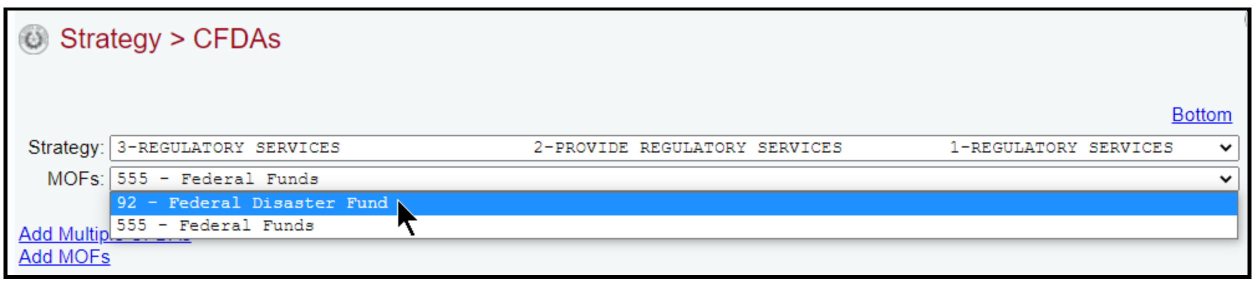
To add additional federally funded MOFs from the **Strategy > CFDAs** screen, click **Add MOFs** (as shown below).



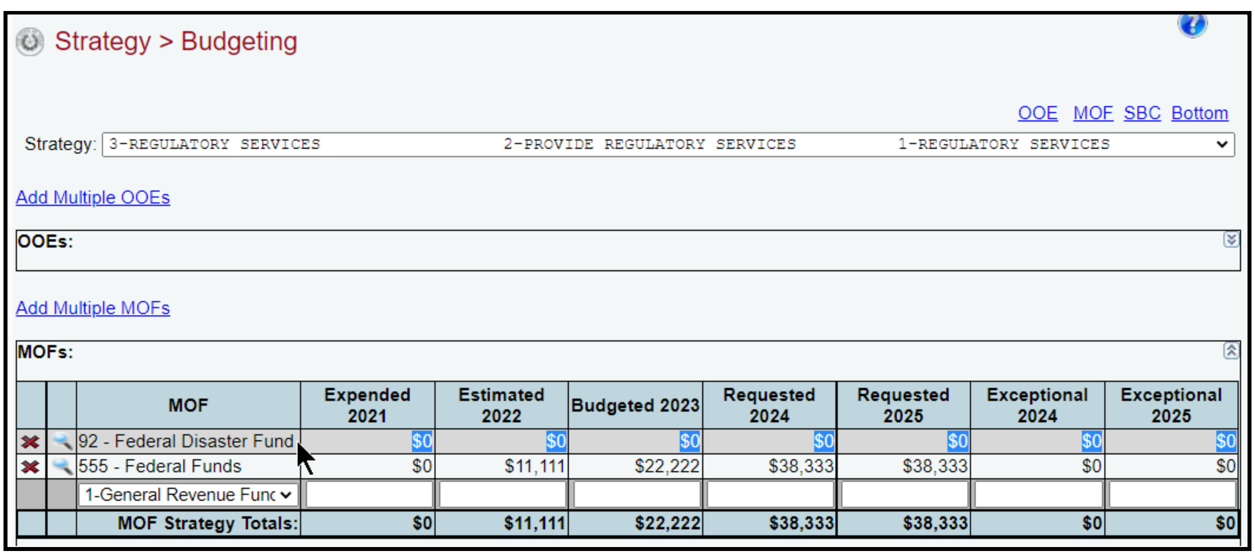
Select the appropriate **MOFs** and click **Save**, as shown below.



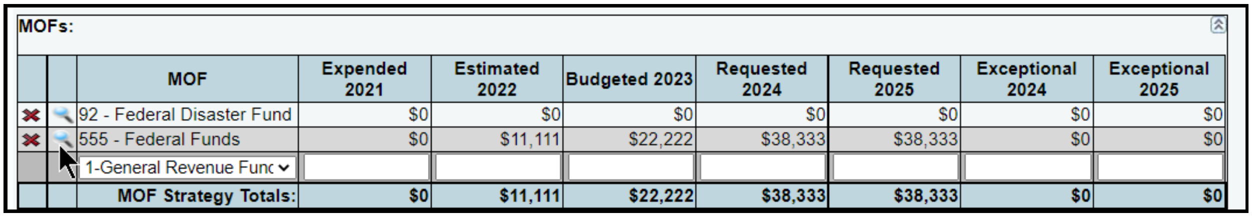
The selected MOFs load into the **MOFs** drop-down menu box for the **Strategy**, as shown below.



Select the **Strategy→Budgeting** menu/submenu to return to the OOE and MOF detail by strategy on the **Strategy > Budgeting** screen. Then select the desired **Strategy**. The CFDA detail rolls up for the corresponding **MOF** and the CFDA amounts are not editable from the **MOFs** grid.



Revising CFDA Data – Click the **magnifying glass** next to the federally funded **MOF** to update the CFDA entries for the corresponding **MOF**. Select the appropriate **CFDA**, revise any dollar amounts associated with the **CFDA** and click **Save**.



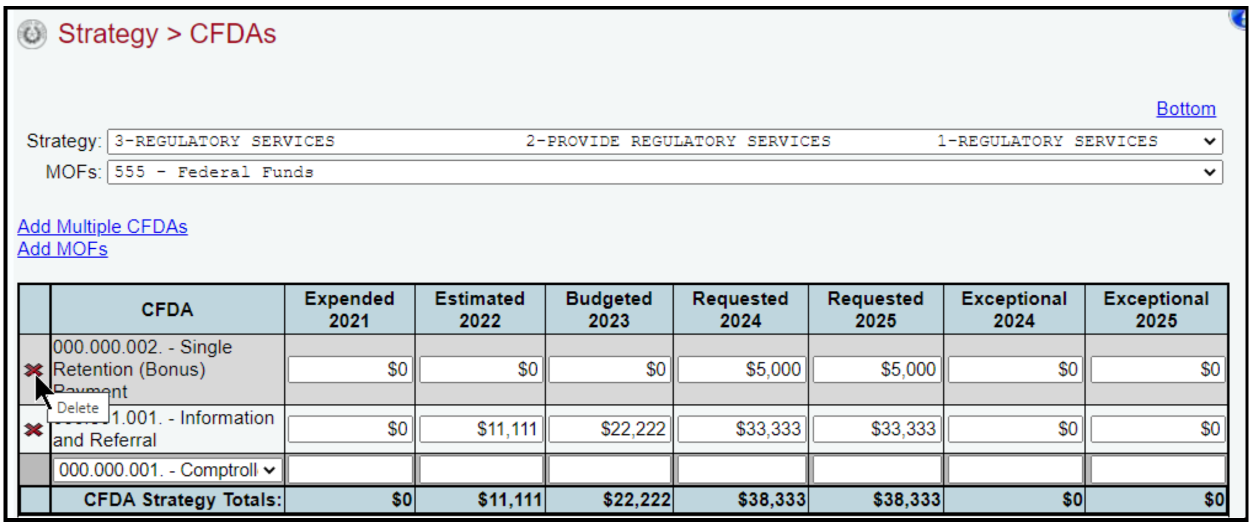
MOFs:

		MOF	Expended 2021	Estimated 2022	Budgeted 2023	Requested 2024	Requested 2025	Exceptional 2024	Exceptional 2025
		92 - Federal Disaster Fund	$0	$0	$0	$0	$0	$0	$0
		555 - Federal Funds	$0	$11,111	$22,222	$38,333	$38,333	$0	$0
		1-General Revenue Func							
		MOF Strategy Totals:	$0	$11,111	$22,222	$38,333	$38,333	$0	$0

IMPORTANT

You *cannot* modify the selected **CFDA** code once the item is saved. To modify this field, delete the applicable existing CFDA row of data (as described below) and re-add the information.

Deleting CFDA Data – Save any unsaved data first and then click the **magnifying glass** next to the federally funded **MOF** which will direct you to the **CFDA** grid. As shown below, click the red '**x**' to the left of the **CFDA** to delete a row of data. Then click **OK** to confirm your request.



Strategy > CFDAs

Bottom

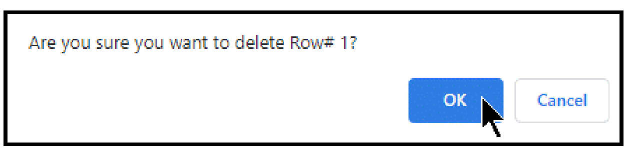
Strategy: 3-REGULATORY SERVICES 2-PROVIDE REGULATORY SERVICES 1-REGULATORY SERVICES

MOFs: 555 - Federal Funds

Add Multiple CFDAs

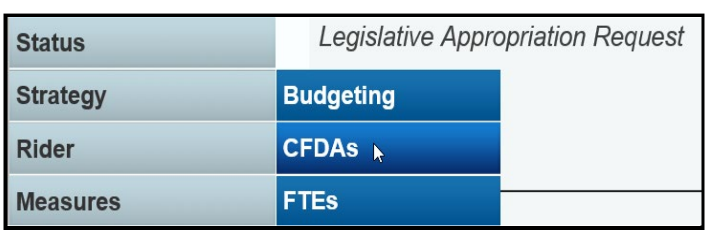
Add MOFs

	CFDA	Expended 2021	Estimated 2022	Budgeted 2023	Requested 2024	Requested 2025	Exceptional 2024	Exceptional 2025
	000.000.002. - Single Retention (Bonus) Payment	$0	$0	$0	$5,000	$5,000	$0	$0
	Delete 1.001. - Information and Referral	$0	$11,111	$22,222	$33,333	$33,333	$0	$0
	000.000.001. - Comptroll							
	CFDA Strategy Totals:	$0	$11,111	$22,222	$38,333	$38,333	$0	$0

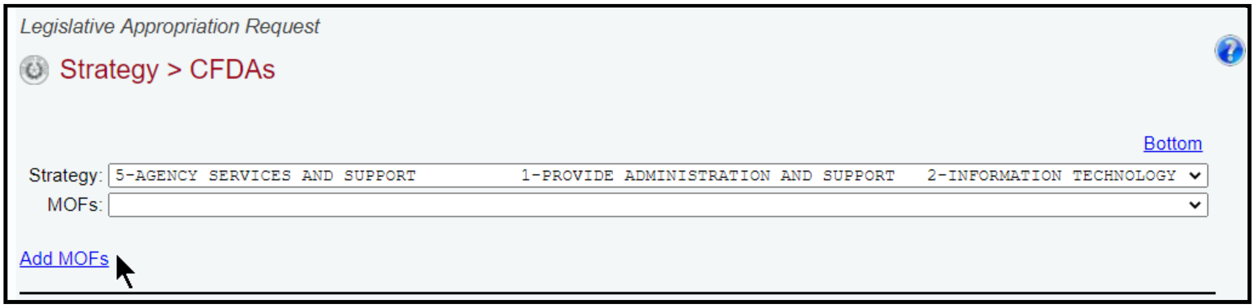


CFDAS SUBMENU

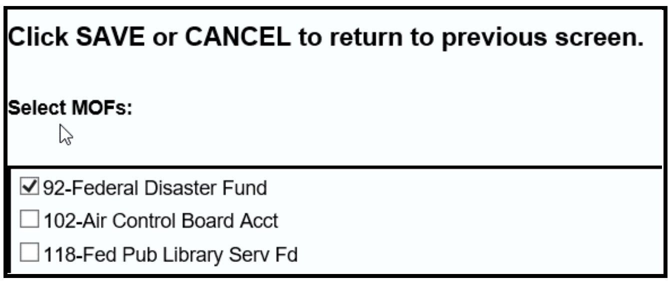
Use the **Strategy→CFDAs** menu/submenu to add federally funded MOFs and CFDAs.



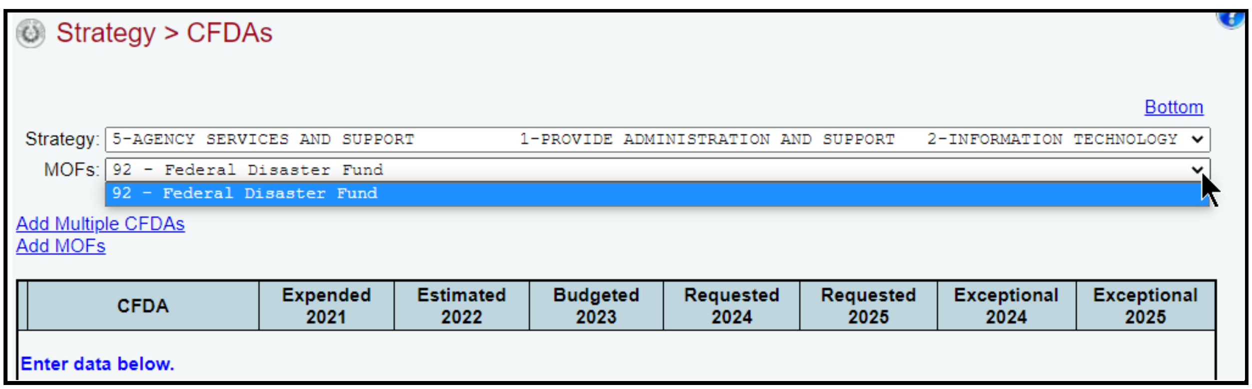
The agency's first GOS loads into the **Strategy** drop-down menu box. The **MOFs** drop-down box will be empty unless a federally funded MOF was added previously during your data entry on the **Strategy→Budgeting** menu/submenu. To change the GOS, select a different item from the **Strategy** drop-down menu box. To add a new MOF, click **Add MOFs**, as shown below.



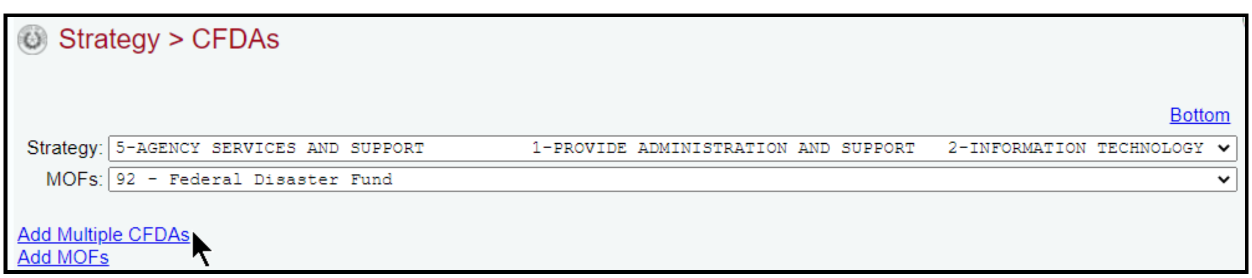
Select the appropriate **MOFs** and click **Save**, as shown below.



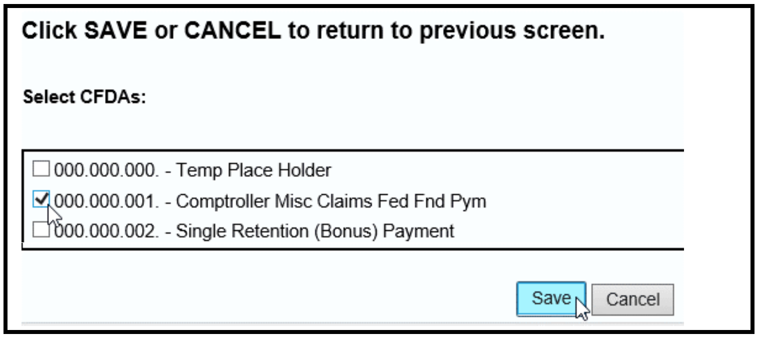
The selected MOFs load into the **MOFs** drop-down menu box for the selected **Strategy**.



Select a MOF from the **MOFs** drop-down menu box, then click **Add Multiple CFDAs** to choose the CFDAs associated with the selected strategy and MOF.



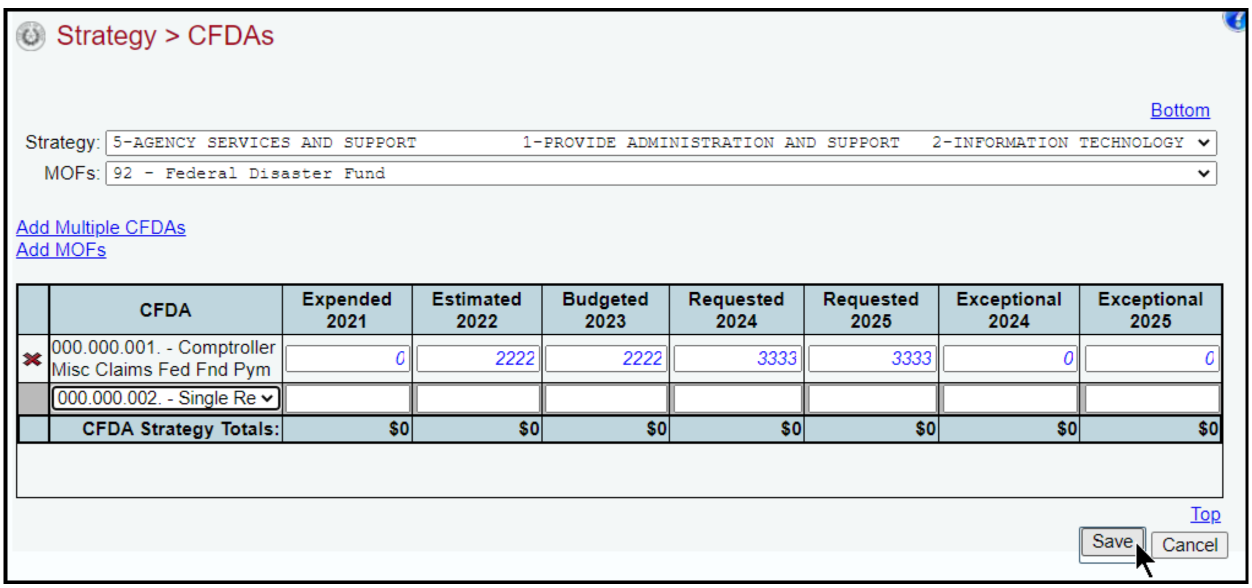
Select the appropriate **CFDAs** and click **Save**, as shown below.



TIP

The nine-digit CFDA codes display leading zeroes. For example, to add CFDA 16-555, select 016-555-000 from the CFDA listing.

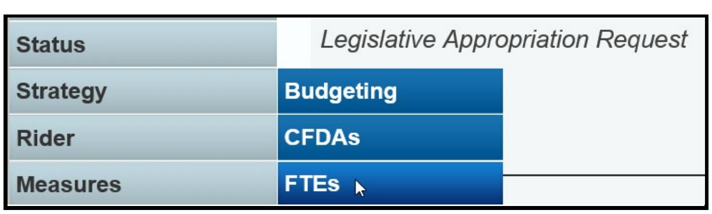
The selected CFDAs load into the **CFDA** grid, as shown below. Enter the dollar amounts for each fiscal year and click **Save**.



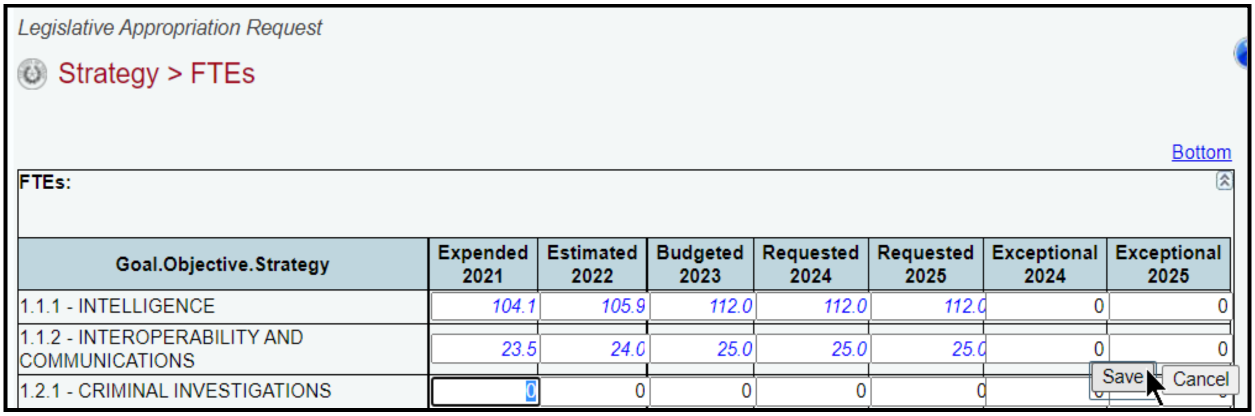
Add, delete, and revise individual CFDAs, just as you did earlier for the strategy. Refer to the strategy *OOEs* and *MOFs* sections of these instructions for data entry details.

FULL-TIME-EQUIVALENTS (FTES)

Click the **Strategy** menu and **FTEs** submenu to enter the FTEs for each strategy, as shown below.



Enter the FTE numbers associated with each GOS, and click **Save** (shown below). As you save the data, the **FTE Strategy Totals** at the bottom of the **FTEs** grid will update.



Goal.Objective.Strategy	Expended 2021	Estimated 2022	Budgeted 2023	Requested 2024	Requested 2025	Exceptional 2024	Exceptional 2025
1.1.1 - INTELLIGENCE	104.1	105.9	112.0	112.0	112.0	0	0
1.1.2 - INTEROPERABILITY AND COMMUNICATIONS	23.5	24.0	25.0	25.0	25.0	0	0
1.2.1 - CRIMINAL INVESTIGATIONS	0	0	0	0	0	[illegible]	[illegible]

After you enter the OOE, MOF, CFDA, and FTE data for each strategy and the OOEs and MOFs are in balance for each strategy, your work on the **Strategy** menu is complete.

RIDER APPROPRIATIONS DETAIL

The ABEST rider portion of the LAR should include appropriations historically made to your agency by riders (including appropriation riders in your agency bill pattern, in applicable end-of-article special provisions, and in Article IX, General Provisions). It should also include new rider appropriations requests for the upcoming biennium (all new rider appropriations requests in ABEST should begin with code 701).

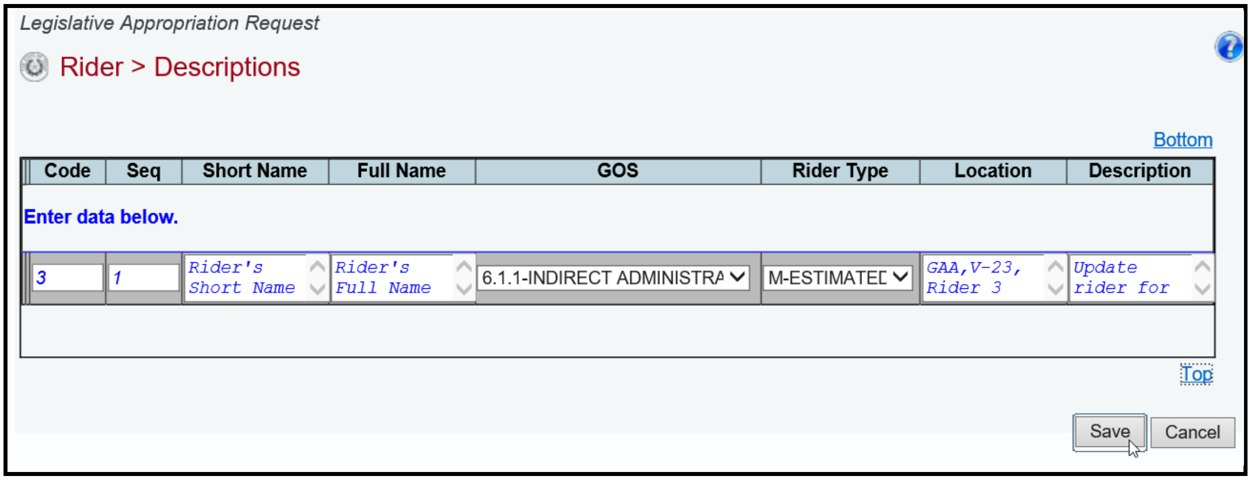
Rider appropriations detail data entry should only request appropriations in addition to the amounts included in the strategies. No riders should be included here that direct your agency to spend funds already appropriated in strategies or for exceptional items. Since rider appropriations are included in strategies for history years, the rider detail you add for those history fiscal years is informational only (i.e., will not result in double-counting the dollar amounts included in the strategies). Refer to the *Detailed Instructions* for *PART 3.C. RIDER APPROPRIATIONS AND UNEXPENDED BALANCES REQUEST* for more information.

Rider appropriations detail is not copied forward in ABEST from the 87th legislative session to the 88th legislative session. All appropriation rider descriptions/amounts must be entered for the upcoming biennium.

RIDER APPROPRIATIONS DESCRIPTIONS

Click the **Rider** menu and **Descriptions** submenu (shown below) to create the rider appropriations.

Adding Rider Appropriations Descriptions **–** Enter in the grid the **Code**, **Seq** (Sequence), **Short Name**, **Full Name**, **GOS**, **Rider Type**, **Location**, **Description**, and click **Save** (shown in below example).



Enter the rider detail (as shown in the above grid) based on the criteria listed in the following table labeled **Rider Appropriations Detail Criteria**.

RIDER APPROPRIATIONS DETAIL CRITERIA	
Code	Enter the rider number found in the current appropriations bill for existing appropriation riders. Begin with code 701 for new appropriation riders.
Seq (Sequence)	Enter the sequence number associated with the appropriation rider. You may have more than one GOS that is affected by a given appropriation rider. Use the same rider code, but increase the sequence number by one for each GOS added.
Short Name	Double click in the field to enter the **Short Name** for the appropriation rider. The character limit is 35 (a character counter is provided in the text field).
Full Name	Double click in the field to enter the **Full Name** for the appropriation rider. The character limit is 70 (a character counter is provided in the text field).
GOS	Click in the drop-down menu box to select the goal, objective and strategy associated with the appropriation rider.
Rider Type	Click in the drop-down menu box to select the appropriate **Rider Type** (e.g., Estimated, Sum Certain, or Unexpended Balance).
Location	Double click in the field to enter the location in the current appropriations bill. The character limit is 70 (a character counter is provided in the field). For a new appropriation rider request, type in the text field: "*New rider requested*."
Description	Double click in the field to enter a description of the appropriation rider. The character limit is 2,000 (a character counter is provided in the text field).

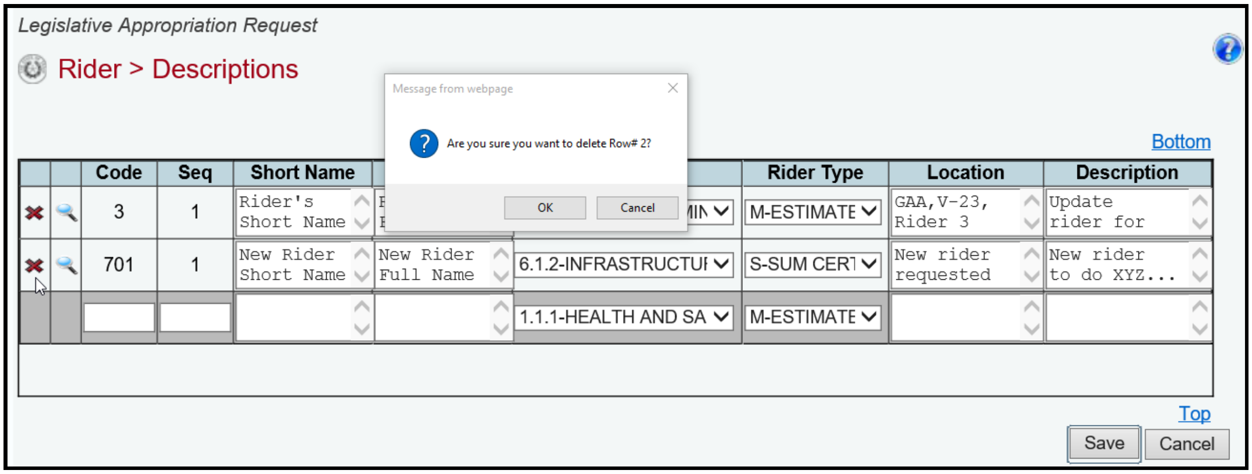
TIP

You can expand some multi-line text fields by double clicking in the field. Use your keyboard's **Enter** key to start a new line of text in a multi-line text field. Within a multi-line field, click **OK** or **Cancel** to move out of the field. Save your work by clicking **Save**. Each expandable multi-line text field provides a character counter and identifies the character limit for that field.

Repeat the previous steps to add additional appropriation riders.

IMPORTANT

You *cannot* modify the **Code** or **Seq** from the **Rider > Descriptions** screen. To modify these fields, delete the existing row of rider data by clicking on the red "**x**" to the left of the **Code** and click **OK** to confirm your deletion request (as shown in the below example), then re-add the rider description information. If you delete a rider description, all the data associated with the rider (including all entered dollar amounts) is deleted.



Add, delete, and revise appropriation rider entries, just as you did earlier for the strategy. Refer to the strategy *MOFs* section of these instructions for data entry details.

RIDER AMOUNTS

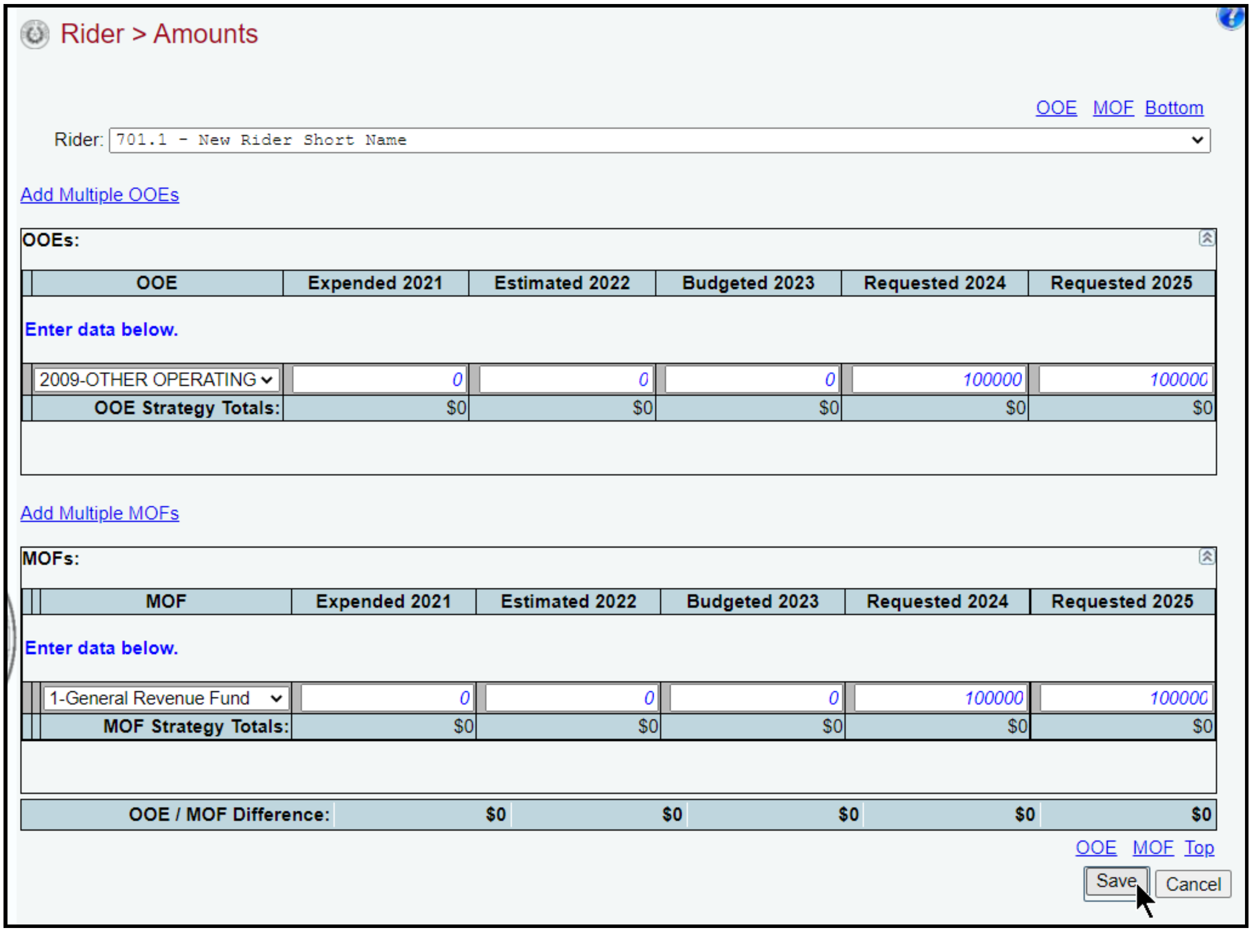
Click the **Rider** menu and the **Amounts** submenu (shown below) to enter the dollar amounts associated with each rider appropriations description.

TIP

You can also move to the rider amounts by clicking on the magnifying glass on the **Rider > Descriptions** grid.

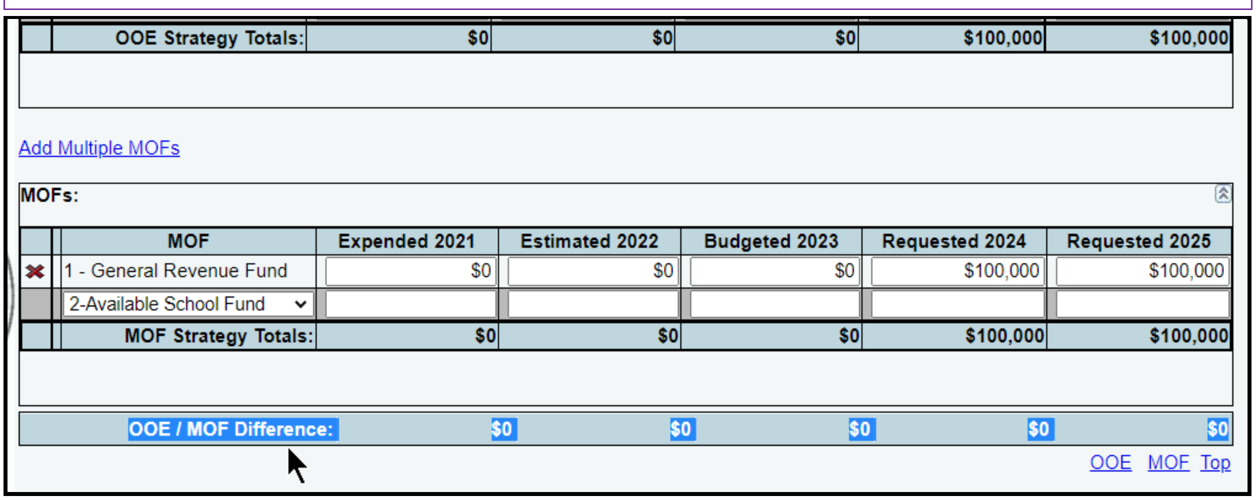
The agency's first appropriation rider displays in the **Rider** drop-down menu box. To change the rider, select a different **Rider** from the drop-down menu box, as shown below.

Add the OOEs and MOFs for each appropriation rider, just as you did earlier for the strategy. Refer to the strategy *OOEs* and *MOFs* sections of these instructions for data entry details.



IMPORTANT

Review the **OOE/MOF Difference** for each rider appropriation (example shown below). This total should be zero for each fiscal year listed. You cannot complete the LAR until each rider appropriation has its financing (**MOFs**) and expenditures (**OOEs**) in balance.



PERFORMANCE MEASURES

The LAR process requires your agency to project its performance using outcome, output, explanatory, and efficiency measures from the agency's updated strategic plan. Your agency has begun or completed entry of the performance measure definitions in ABEST as part of the strategic planning process. Now you will enter values for the measures approved for your agency for 88-R. The data entry is for actual performance in fiscal year 2021, expected performance for fiscal year 2022, and projected performance for fiscal years 2023, 2024, and 2025.

IMPORTANT

For the LAR, you must enter values for *all* measures, both key and non-key. Key measures are those referenced in the General Appropriations Act (GAA). Non-key performance measures are not referenced in the GAA, but are reported on in the agency's operating budget and LAR.

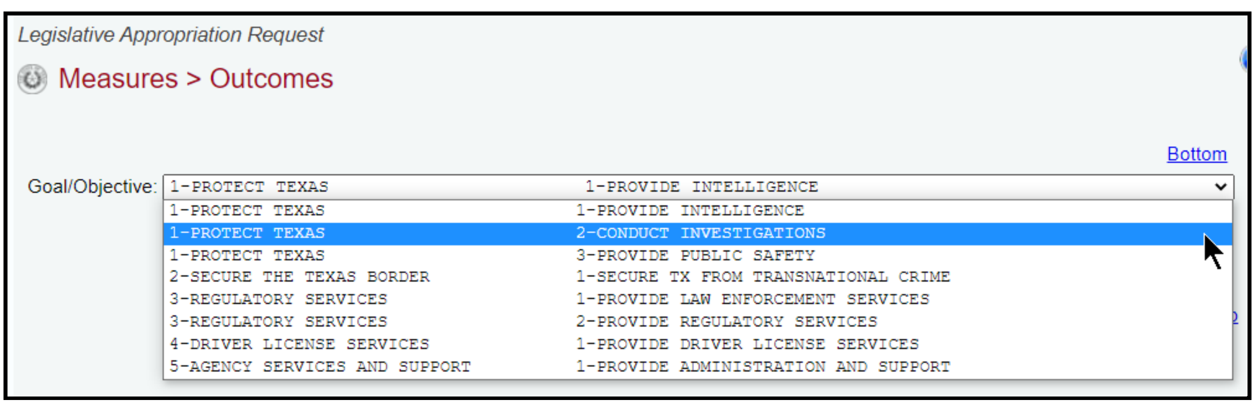
TIP

The *Detailed Instructions* indicate that historical data must be maintained and available for any performance measures that are changed during the strategic planning and budgeting structure process to allow for comparison of performance between fiscal years. For an approved new measure for the upcoming 2024–25 biennium, an agency may have to report a historical value for what would have occurred if the measure had existed in the previous fiscal year(s). Obtain further direction, as needed, from your agency's assigned LBB analyst.

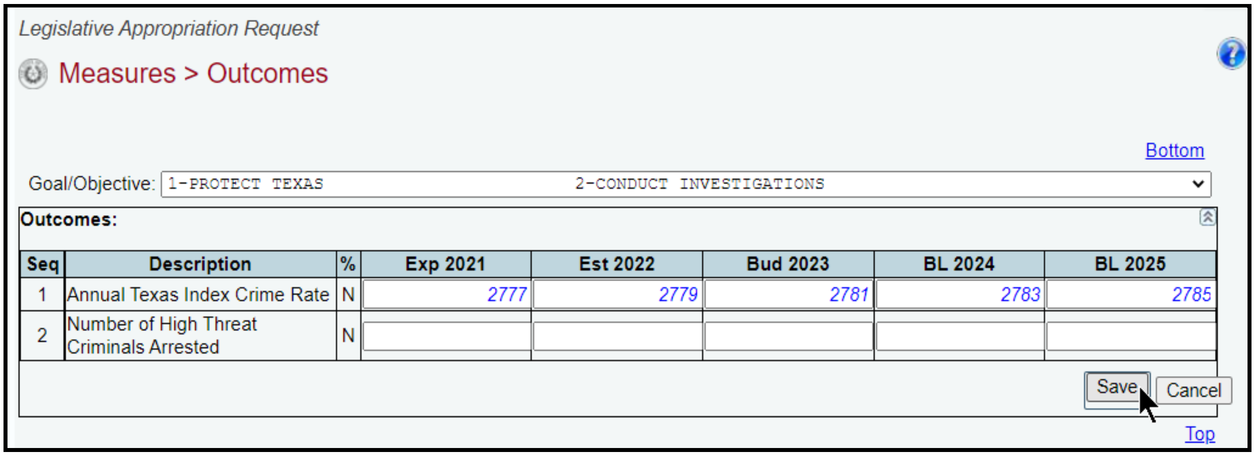
OUTCOME MEASURES

Click the **Measures** menu and the **Outcomes** submenu, as shown below.

The agency's first goal and objective (GO) displays in the **Goal/Objective** drop-down menu box. To change the GO, select a different GO from the drop-down menu box, as shown below.



Adding Outcome Amounts – Enter the amounts for each fiscal year listed (as shown in the following example) and click **Save**. The system will not save the data unless you have entered at least one fiscal year amount for the outcome listed. Repeat for each outcome.



IMPORTANT

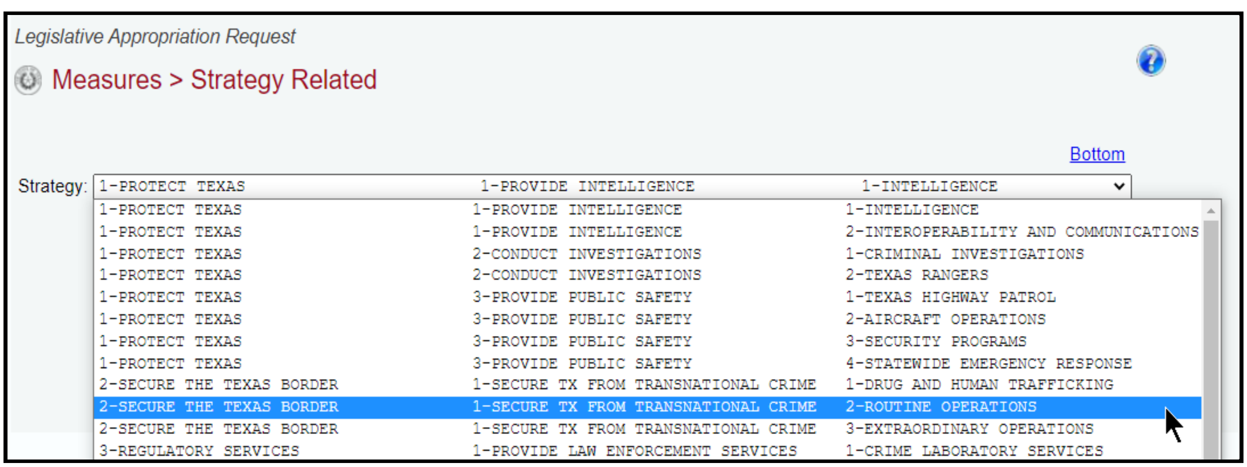
Refer to the *EXCEPTIONAL ITEMS IMPACT ON OUTCOMES* section of these instructions to enter data for exceptional items that relate to outcomes.

Revising Outcome Amounts **–** Select the GO from the **Goal/Objective** drop-down menu box. Revise any fiscal year amounts associated with the selected outcome and click **Save**.

OUTPUT, EXPLANATORY, AND EFFICIENCY MEASURES

Click the **Measures** menu and the **Strategy Related** submenu, as shown below.

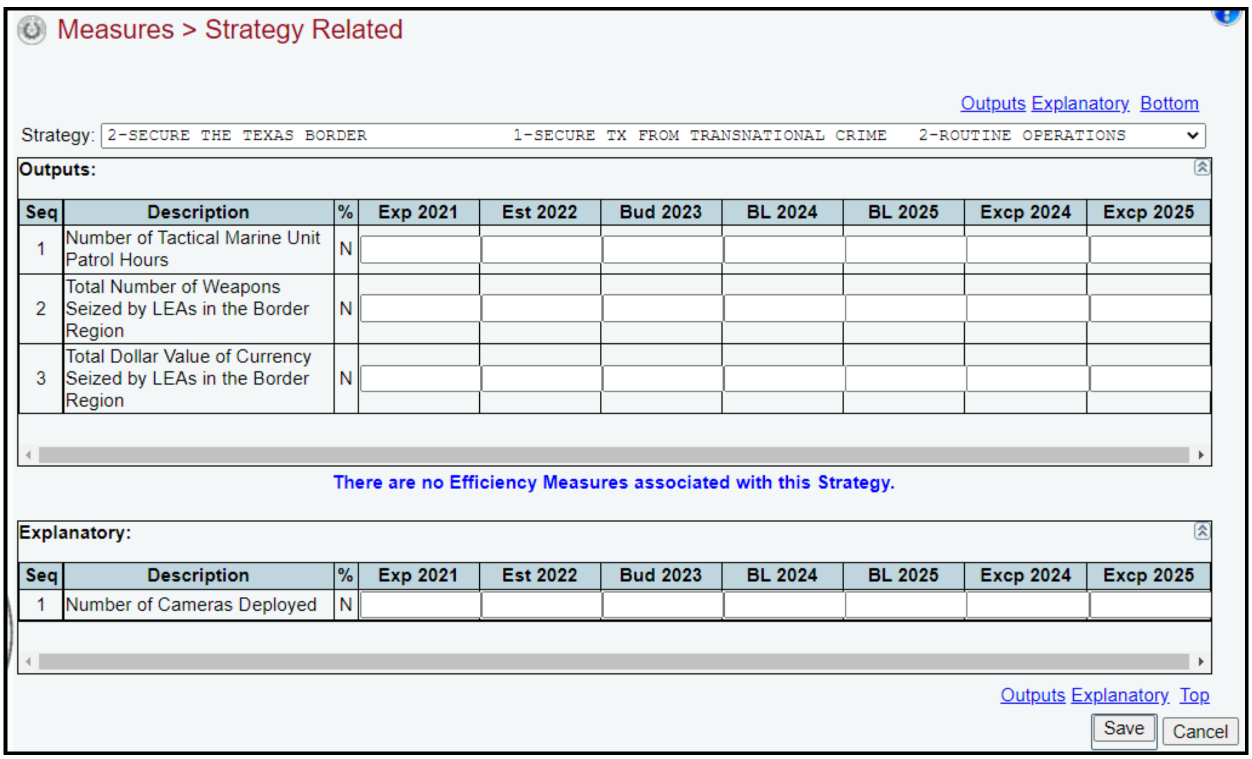
The agency's first GOS displays in the **Strategy** drop-down menu box. To change the GOS, select a different **Strategy** from the drop-down menu box, as shown in the below example.



Review the following navigation options (hyperlinks). These options will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen.

NAVIGATION OPTIONS REFERENCE	
Outputs	Hyperlink (shown in the following example) directs you to the top portion of the screen (first grid) and displays the output measures for the selected strategy.
Efficiency	Hyperlink directs you to the middle portion of the screen (second grid) and displays the efficiency measures for the selected strategy.
Explanatory	Hyperlink directs you to the bottom portion of the screen (third grid) and displays the explanatory measures for the selected strategy.
Top and **Bottom**	Hyperlink positions the cursor at the top or bottom of the screen.
Double Arrow (top right of each grid)	Use this toggle switch (**Double Arrow**) to collapse or expand a particular grid. It will enable you to view the details above or below a particular grid.

In these instructions, output measures are used as the primary example of working with strategy related measures. Working with explanatory and efficiency measures is a similar process. In the example below, notice that the grids for outputs and explanatory measures include columns for entering values for exceptional items (**Excp**). Also note in the below example that this selected strategy does not have any efficiency measures.


Measures > Strategy Related

Outputs Explanatory Bottom

Strategy: 2-SECURE THE TEXAS BORDER 1-SECURE TX FROM TRANSNATIONAL CRIME 2-ROUTINE OPERATIONS

Outputs:

Seq	Description	%	Exp 2021	Est 2022	Bud 2023	BL 2024	BL 2025	Excp 2024	Excp 2025
1	Number of Tactical Marine Unit Patrol Hours	N							
2	Total Number of Weapons Seized by LEAs in the Border Region	N							
3	Total Dollar Value of Currency Seized by LEAs in the Border Region	N							

There are no Efficiency Measures associated with this Strategy.

Explanatory:

Seq	Description	%	Exp 2021	Est 2022	Bud 2023	BL 2024	BL 2025	Excp 2024	Excp 2025
1	Number of Cameras Deployed	N							

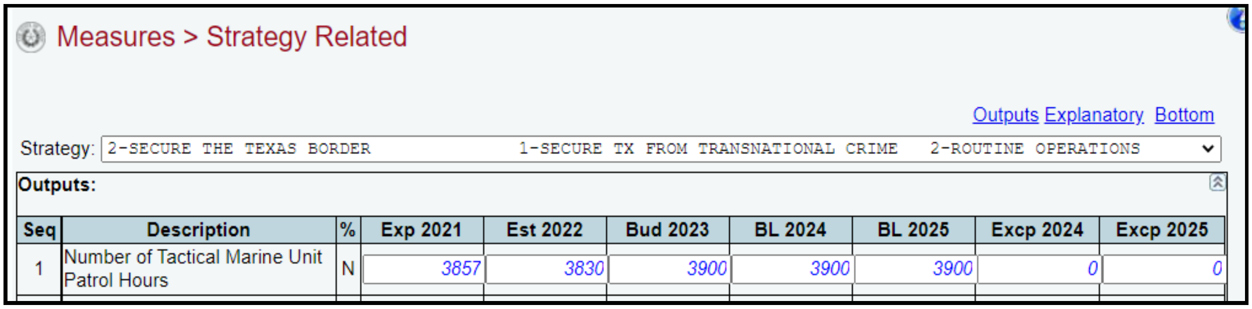
Outputs Explanatory Top

Save Cancel

When entering values in the exceptional items columns (**Excp**) for output measures, the data should be *incremental*, indicating only the quantity associated with the impact made by the exceptional item (for example, if the base measurement amount is 100 and the exceptional item increases it to 110, enter 10).

For efficiency and explanatory measures, consider the data as *cumulative* when entering values in the exceptional items columns. In those cases, you should consider the base measurement and how that amount is affected by the exceptional item (for example, if the base measurement amount is $248 and the exceptional item increases it to $260, enter $260).

Adding Output Amounts **–** In the **Outputs** grid (example shown below), enter the amounts for each fiscal year listed and click **Save**. The system will not save the data unless you have entered at least one fiscal year amount for the output listed. Repeat the steps for each strategy and all applicable measure types (output, efficiency, and explanatory).

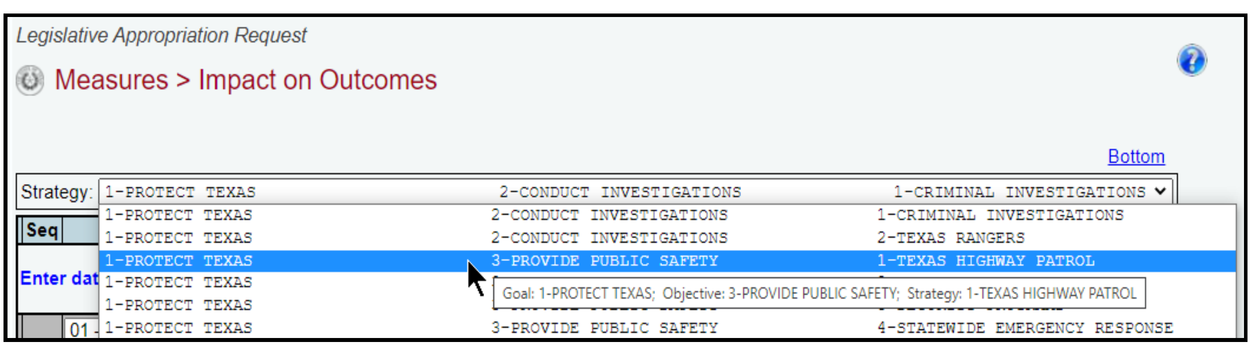


Revising Output Amounts **–** Select the GOS from the **Strategy** drop-down menu box. Revise any amounts associated with the selected output and click **Save**.

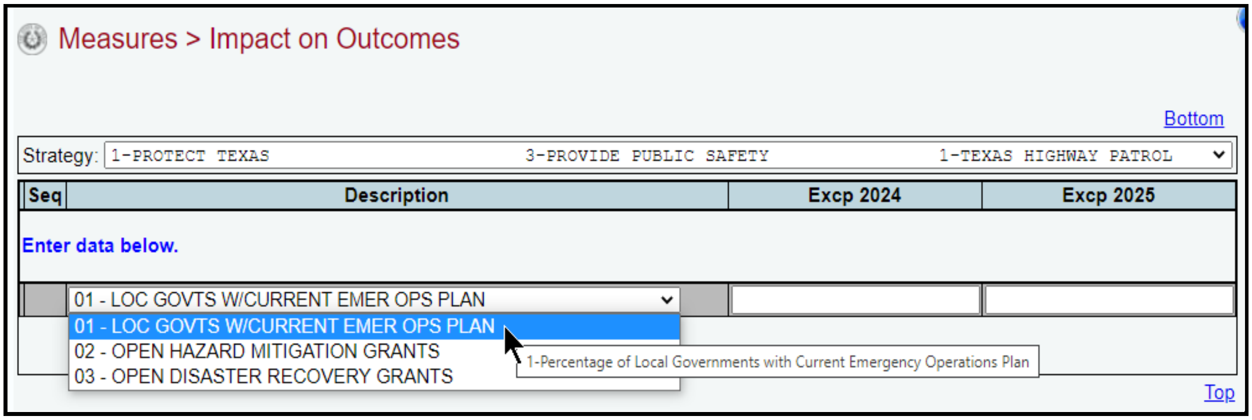
EXCEPTIONAL ITEMS IMPACT ON OUTCOMES

ABEST allows you to describe how the exceptional item dollars (that are requested in the LAR at the strategy level) will affect the agency's outcomes. Click the **Measures** menu and the **Impact on Outcomes** submenu, as shown below.

The agency's first GO that has an outcome measure will display in the **Strategy** drop-down menu box. All strategies related to a given GO that has an outcome measure will be included in the drop-down menu box. To change the GO, select a different **Strategy** from the drop-menu down box.



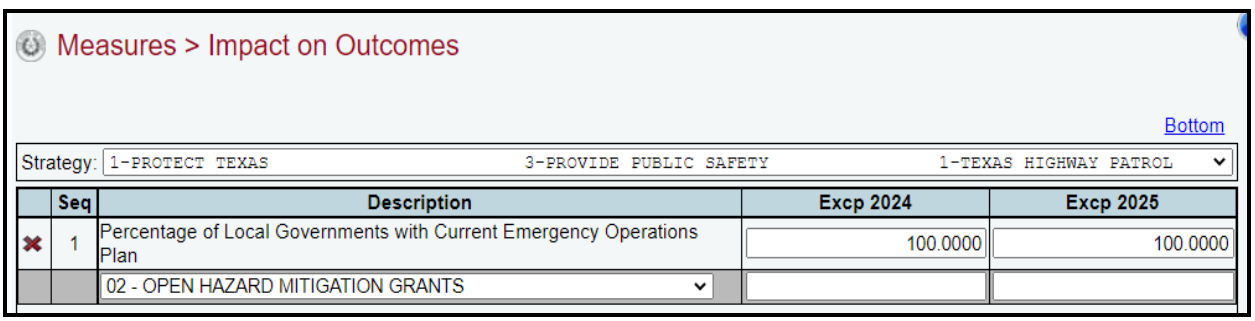
Adding Outcome Data **–** After selecting the desired **Strategy** from the drop-down menu box, select the appropriate outcome from the drop-down list that is located under **Description** (as shown below), and hover the cursor over the **Description** short name to display the full outcome name. Enter the amounts for each fiscal year listed, and click **Save**. The system will not save the data unless you have entered at least one fiscal year amount for the selected outcome.



IMPORTANT

The exceptional items data for outcomes should be the *cumulative* effect, taking into account the base level strategy request. For example, if a base level funding request is projected to result in an outcome measure of 95% and the related exceptional item (if funded) increases that outcome measure to 100%, then enter 100% for the applicable fiscal year.

The outcome **Description** (full name) will display on the screen after the data is saved (as shown in the below example).



Repeat this step for each strategy and outcome that would be impacted by your agency's requested exceptional items.

Revising Outcome Amounts **–** Select the GO from the **Strategy** drop-down menu box. Revise any amounts associated with the selected outcome and click **Save**.

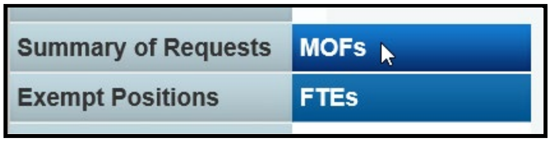
SUMMARY OF REQUESTS

The MOF Summary your agency entered during Base Reconciliation has been copied forward to your agency's LAR and those numbers will be reflected on the LAR **Summary of Requests→ MOFs** menu/submenu. For your agency's LAR, you will need to review the historical data for **Expended**

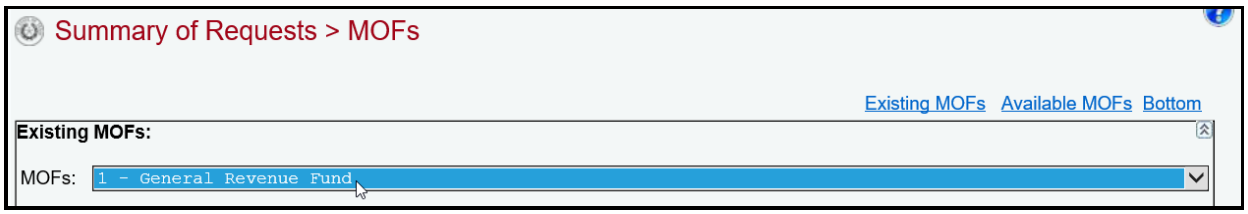
2021, **Estimated 2022**, and **Budgeted 2023** (that was previously entered by your agency during the Base Reconciliation phase), and enter data for the baseline request years (**BL 2024** and **BL 2025**).

METHOD OF FINANCE (MOFS)

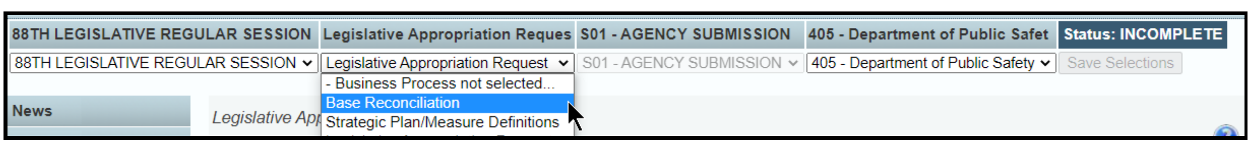
Click the **Summary of Requests** menu and the **MOFs** submenu, as shown below.



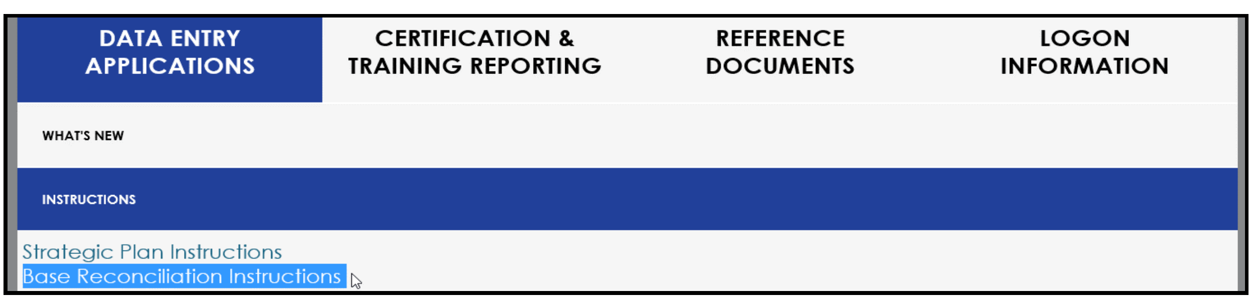
The **Summary of Requests > MOFs** screen displays. The first MOF code used in your agency's Base Reconciliation displays on the screen in the **Existing MOFs** grid, as shown below.



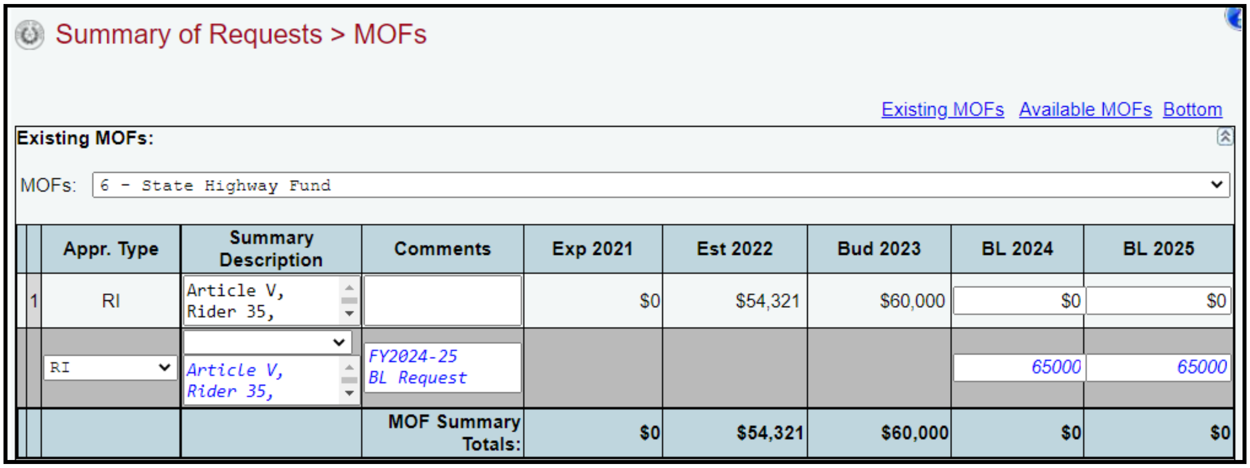
Reviewing/Revising Historical Data – For the listed MOF, review the historical data for **Expended (Exp) 2021**, **Estimated (Est) 2022**, and **Budgeted (Bud) 2023** that was previously entered by your agency during the Base Reconciliation phase. Contact your agency's assigned LBB analyst if you need to make any changes to the historical dollar amounts or appropriation types (**Appr. Type**). The LBB analyst will notify you when the historical data is available for revision in ABEST. To make the changes (after your agency's historical data is made available), first update your user profile selection. As shown below, from the drop-down menu boxes, select **88TH LEGISLATIVE REGULAR SESSION, Base Reconciliation**, **S01-AGENCY SUBMISSION,** and your agency. Click **Save Selections** to update your user profile.



If you have a question about data entry when revising your historical data for the LAR, read the applicable Base Reconciliation Instructions by going to the LBB website (www.lbb.texas.gov), then click **AGENCIES PORTAL**, and under **DATA ENTRY APPLICATIONS** select **INSTRUCTIONS** and click **Base Reconciliation Instructions** (as shown below).



Adding Appropriation Types for Existing MOFs – On the LAR **Summary of Requests > MOFs** screen, use the gray section at the bottom of the **Existing MOFs** grid to add additional appropriation types (**Appr. Type**) for the selected MOF. Click in the drop-down menu box and hover the cursor over the **Appr. Type** abbreviations to show the full names listed in the drop-down menu box. Enter data in the appropriate fields (as shown in the below example), and click **Save**.



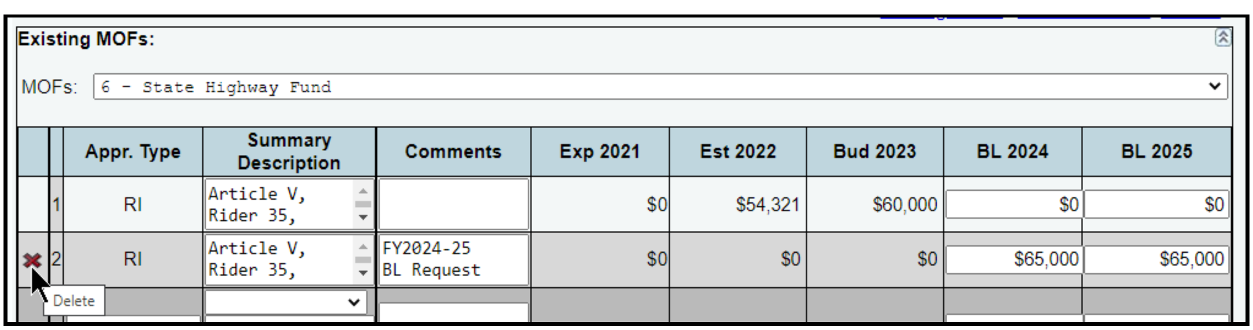
TIP

In the **Existing MOFs** grid, you can expand the **Summary Description** and **Comments** fields by double clicking in the cell. The character limits are 150 and 2,500 respectively. Use your keyboard's **Enter** key to start a new line of text in the text field. Within the text field, click **OK** or **Cancel** to move out of the text field. Save your work by clicking **Save**. Each of those text fields provides a character counter and identifies the character limit.

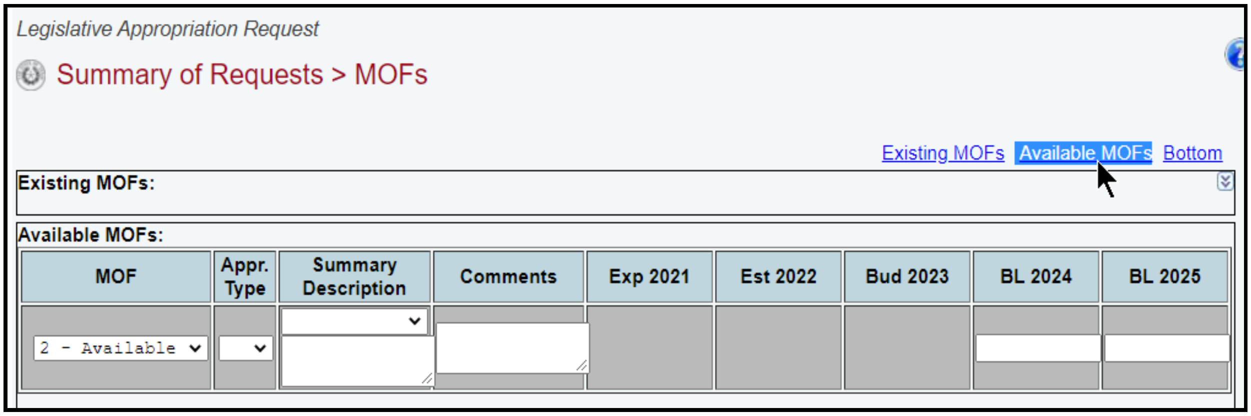
IMPORTANT

Some appropriation types (**Appr. Type**) have a drop-down list of standard descriptions. Select a standard description or enter a unique description. To enter a unique description, double click in the white space above the drop-down menu box and begin typing. If a standard description applies to the selected appropriation type, use it rather than entering your own description. Using a standard description helps LBB analysts gather information on the impact across all agencies of certain provisions in the General Appropriations Act and other legislation.

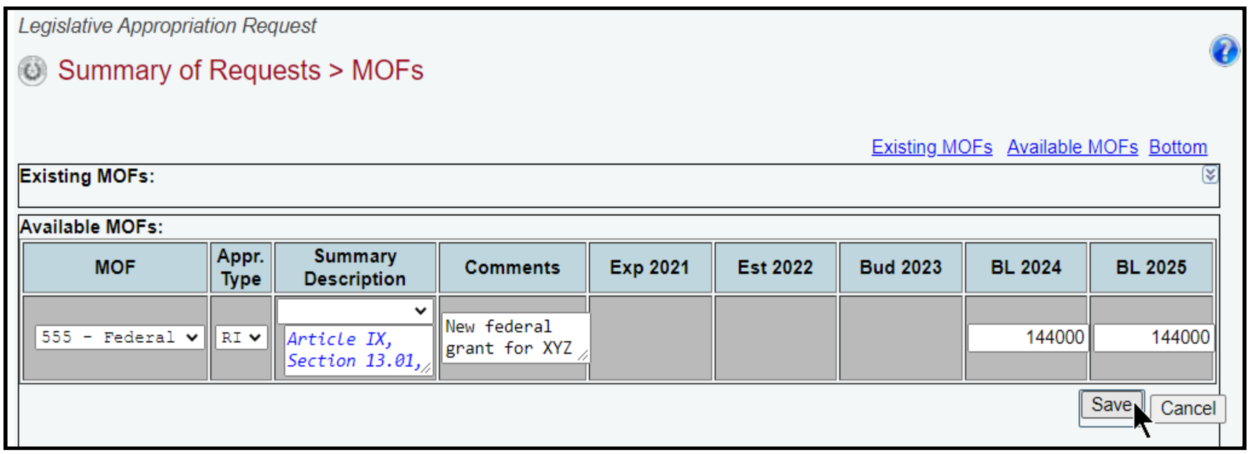
Revising or Deleting BL 2024 and BL 2025 Data – You can modify your entries for the fields labeled **Summary Description**, **Comments**, **BL 2024**, and **BL 2025**, but you cannot modify the **Appr. Type** field from the **Existing MOFs** grid. To change an **Appr. Type**, delete the existing row of data by clicking on the red "**x**" to the left of the **Appr. Type** (shown below) and click **OK** to confirm your deletion request, then re-add the new appropriation type information. If you delete an **Appr. Type**, data associated with that row (including all entered dollar amounts) is deleted. Also, you cannot delete a row of information in the **Existing MOFs** grid if it contains historical data (**Exp 2021**, **Est 2022**, or **Bud 2023** – refer to the *Reviewing/Revising Historical Data* section of these instructions for guidance).



Adding New MOFs for BL 2024 and BL 2025 Requests **–** Click the **Available MOFs** hyperlink at the top of the screen (as shown below) or scroll down to the **Available MOFs** grid.



The **MOF** drop-down list in the **Available MOFs** grid includes all the MOFs that have not been used in your agency's **Summary of Request**. Select a **MOF**, **Appr. Type,** and **Summary Description** from each of the drop-down lists. Enter **Comments** and the dollar amounts for each baseline request year and click **Save** (as shown below).



TIP

In the **Available MOFs** grid, you can expand the **Summary Description** and **Comments** fields by double clicking in the cell. The character limits are 150 and 2,500 respectively. Use your keyboard's **Enter** key to start a new line of text in the text field. Within the text field, click **OK** or **Cancel** to move out of the text field. Save your work by clicking **Save**. Each of those text fields provides a character counter and identifies the character limit.

IMPORTANT

Some appropriation types (**Appr. Type**) have a drop-down list of standard descriptions. Select a standard description or enter a unique description. To enter a unique description, double click in the white space above the drop-down menu box and begin typing. If a standard description applies to the selected appropriation type, use it rather than entering your own description. Using a standard description helps LBB analysts gather information on the impact across all agencies of certain provisions in the General Appropriations Act and other legislation.

IMPORTANT

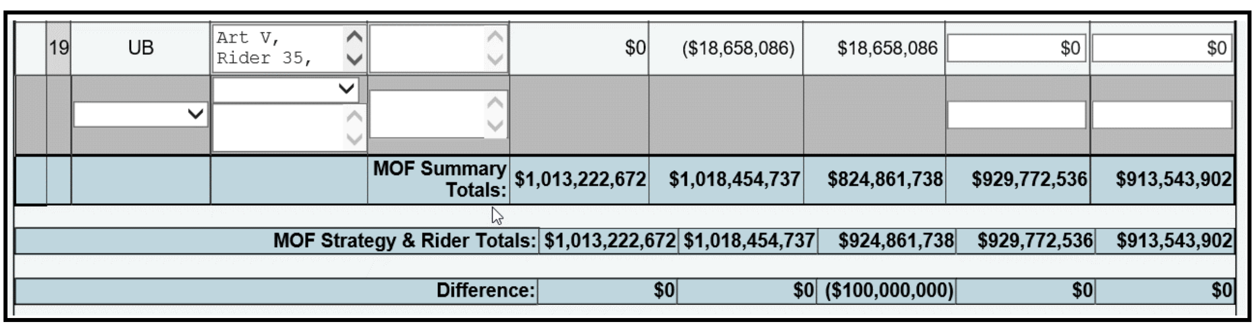
Each MOF you add has its own data entry screen with appropriation types and descriptions. You may add as many appropriation types and descriptions as needed for each MOF.

Review and revise (as needed) the data for each MOF listed in the **Existing MOFs** grid drop-down menu box (as shown below).

As you move to and from the **Existing MOFs** grid and **Available MOFs** grid, keep in mind the following navigation options (hyperlinks) that will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen.

NAVIGATION OPTIONS REFERENCE	
Available MOFs	Hyperlink directs you to the **Available MOFs** grid. Use this grid to add new **MOFs** to your agency's summary of request.
Existing MOFs	Hyperlink directs you to the **Existing MOFs** grid. Use this grid to add new appropriation types **(Appr. Type)** to an existing MOF in your agency's summary of request. Click in the **Appr. Type** drop-down menu box and hover the cursor over the **Appr. Type** abbreviations to show the full names listed in the drop-down menu box.
Top and **Bottom**	Hyperlink positions the cursor at the top or bottom of the screen.

As you enter data in the **Existing MOFs** grid, notice that the **MOF Summary Totals** update (shown in the below example). The **MOF Strategy & Rider Totals** include data from the strategies for the historical years (**Exp 2021**, **Est 2022**, and **Bud 2023**) and strategies plus riders for the baseline request years (**BL 2024** and **BL 2025**).



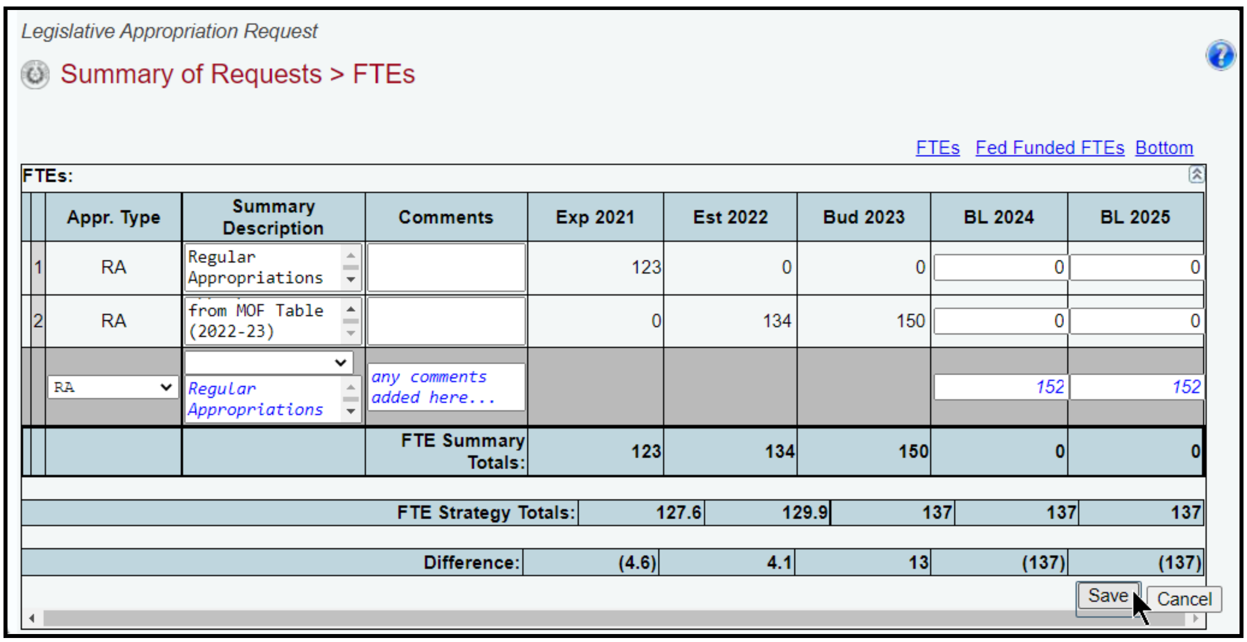
IMPORTANT

The **MOF Summary Totals** and the **MOF Strategy & Rider Totals** must match for each fiscal year to balance. A difference other than zero for any fiscal year results in a closing edit.

FULL-TIME-EQUIVALENTS (FTES)

To enter a summary of FTE data for the LAR, click the **Summary Requests** menu and the **FTEs** submenu, as shown below.

Revising FTEs **–** On the **Summary of Requests > FTEs** screen, review the historical data that was entered by your agency during the Base Reconciliation phase. Also, enter the FTE amounts for each baseline (**BL**) request year (as shown in the below example) and click **Save**.

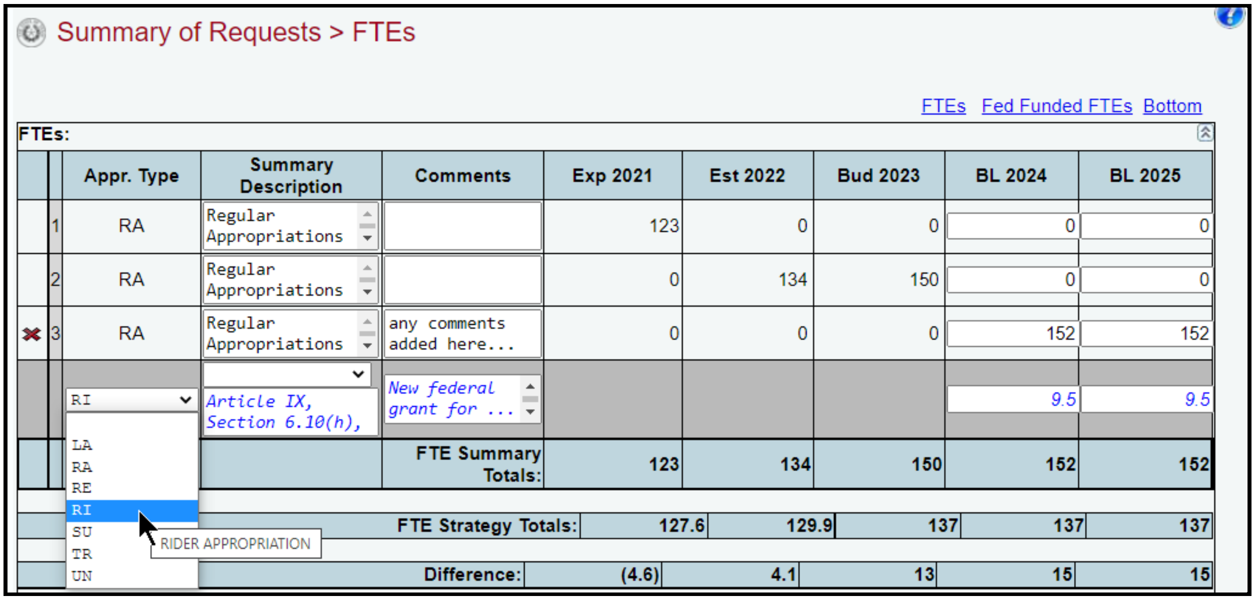


IMPORTANT

You cannot delete data for the historical fiscal years that was entered by your agency during the Base Reconciliation phase. To modify the data for the historical fiscal years, refer to the *Reviewing/Revising Historical Data* section of these instructions.

You cannot modify the appropriation type **(Appr. Type)** from the Summary of Requests > FTEs screen. To change an appropriation type (for baseline [**BL**] request years only and does not include historical years data), delete the existing row and re-add the new appropriation type.

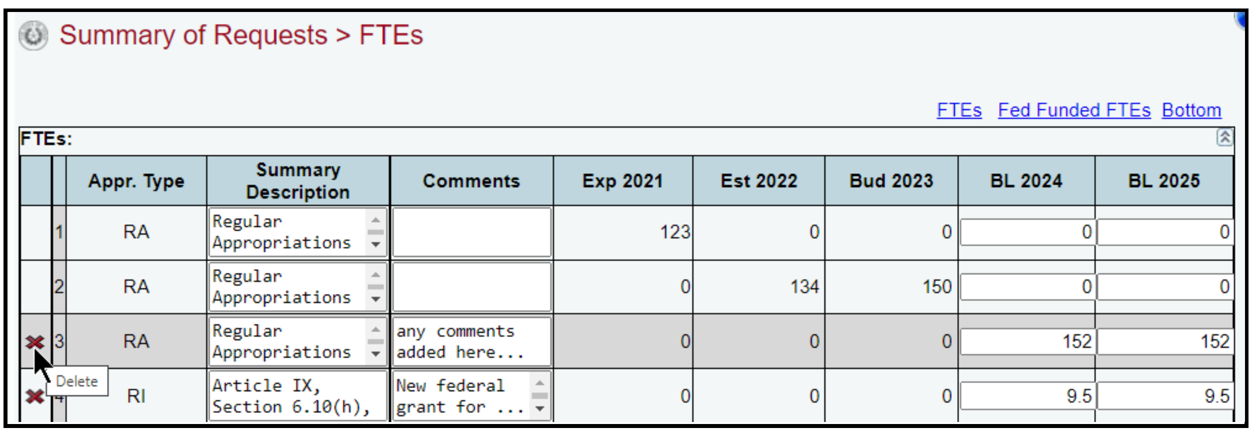
Adding Appropriation Types for FTEs Summary **–** Use the gray section at the bottom of the **FTEs** grid to add additional appropriation types **(Appr. Type)**. Click in the **(Appr. Type)** drop-down menu box and hover the cursor over the **Appr. Type** abbreviations to show the full names listed in the drop-down menu box. Enter data in the appropriate fields and click **Save**, as shown in the following example.



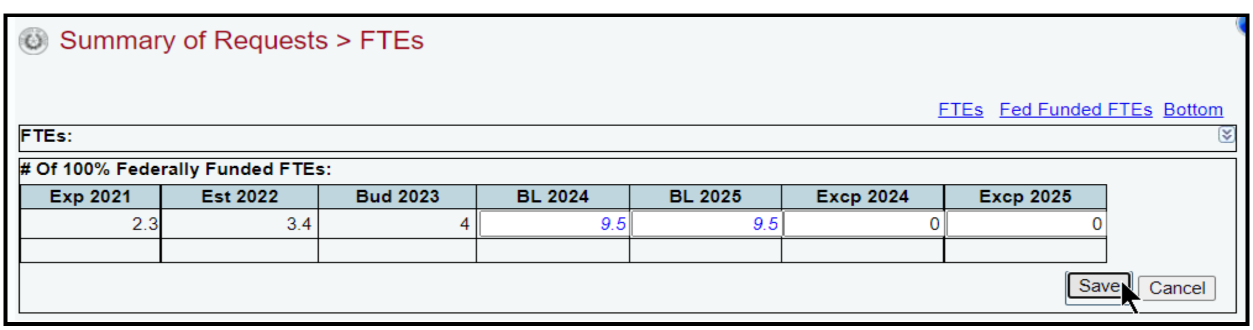
IMPORTANT

To balance, the **FTE Summary Totals** and the **FTE Strategy Totals** should display identical numbers for each fiscal year. A difference other than zero for any fiscal year results in a closing edit for the LAR.

Deleting Appropriation Types **–** Save any unsaved data first, and then click the red '**x**' to the left of the **Appr. Type** (shown below) to delete an **Appr. Type**. Click **OK** in the confirmation window.



Enter the **Number (#) Of 100% Federally Funded FTEs** in the bottom grid and click **Save,** as shown in the below example.



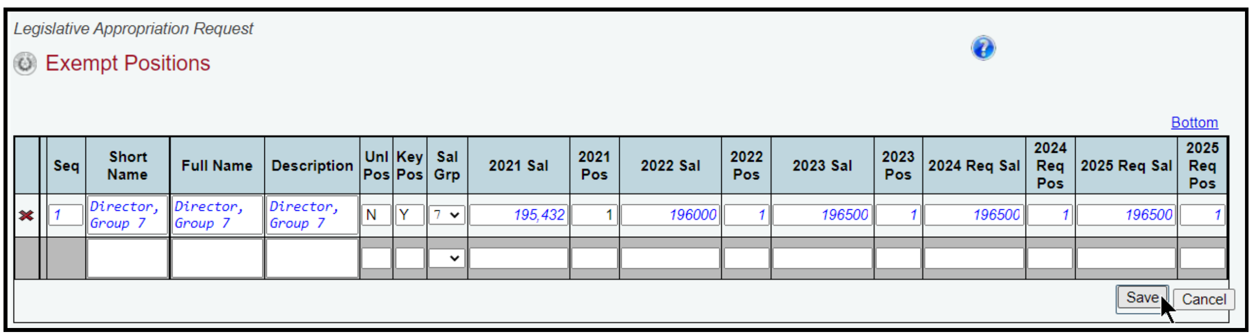
EXEMPT POSITIONS

Exempt positions from the previous session have been copied forward in ABEST. Click the **Exempt Positions** menu, as shown below.

IMPORTANT

Any changes to exempt positions should be addressed in the LAR's Administrator's Statement. Refer to the <u>*Administrator's Statement*</u> section of these instructions for details.

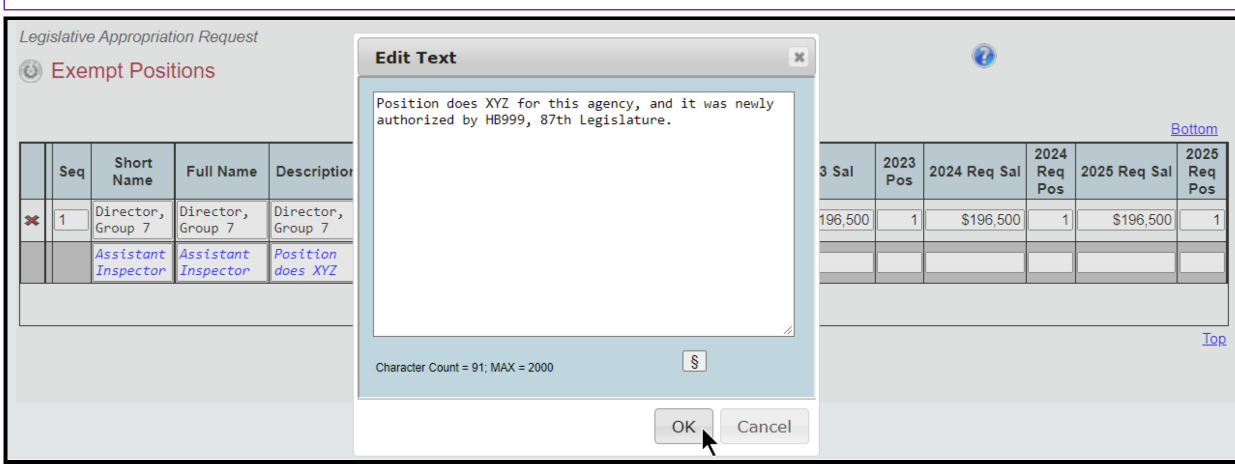
Revising Exempt Positions **–** Review the data copied forward to the **Exempt Positions** screen, make any necessary changes (as shown below), and click **Save**.



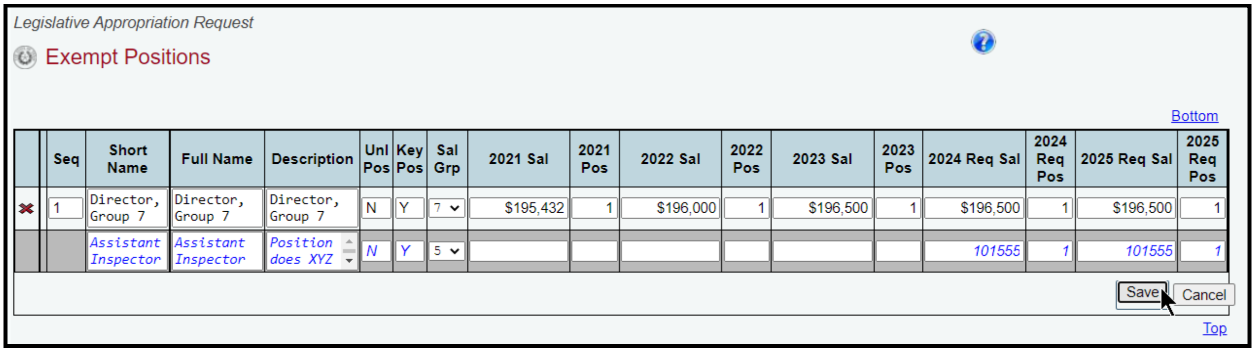
Adding New Exempt Positions **–** Use the gray section at the bottom of the **Exempt Positions** grid to add exempt positions. You may use up to 35 characters for the **Short Name**, 200 characters for the **Full Name**, and 2000 characters for the **Description** fields.

TIP

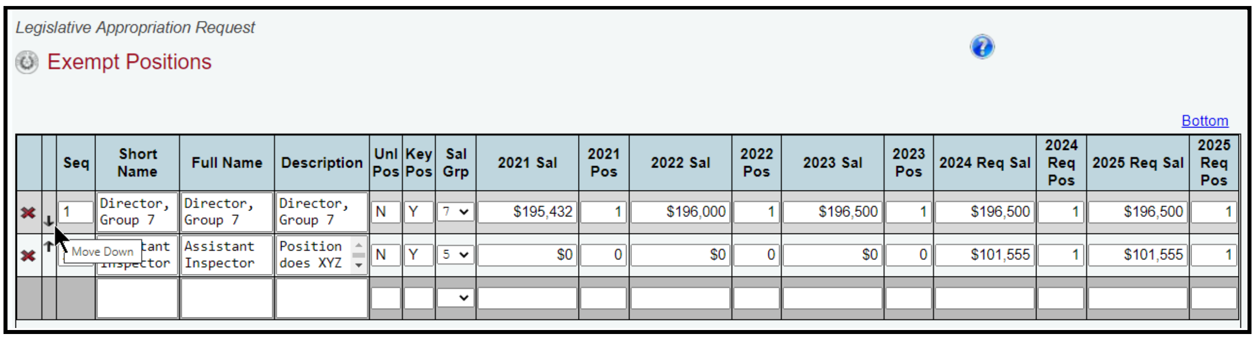
You can expand the multi-line text fields by double clicking in the field. Use your keyboard's **Enter** key to start a new line of text in a multi-line text field. Within a multi-line field, click **OK** or **Cancel** to move out of the field. Save your work by clicking **Save**. Each expandable multi-line text field provides a character counter and identifies the character limit.



Enter whether the new position is unlimited (**Unl Pos**) and key (**Key Pos**) in the agency (you can only enter **N** for "no" or **Y** for "yes" for these two fields). Select the salary group (**Sal Grp)** from the drop-down menu box, enter the requested salary (**Sal**) amounts and number of positions (**Pos**) being requested for each fiscal year (as shown in the below example), and click **Save**.

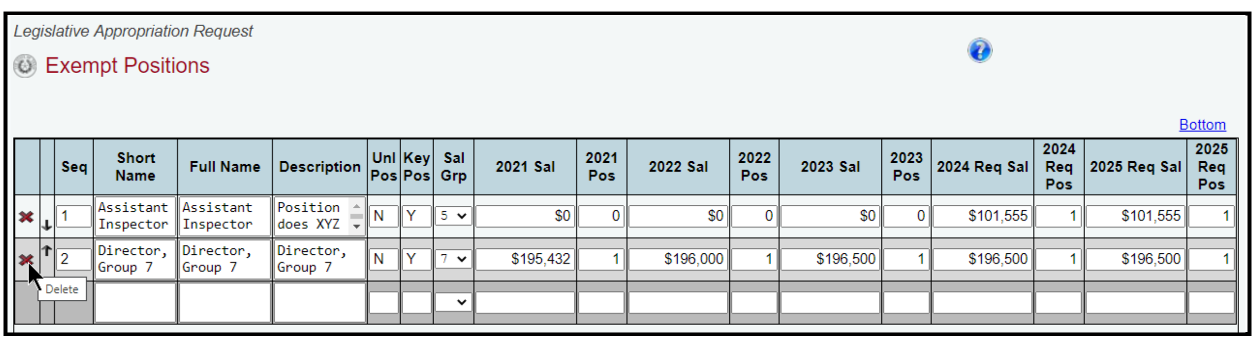


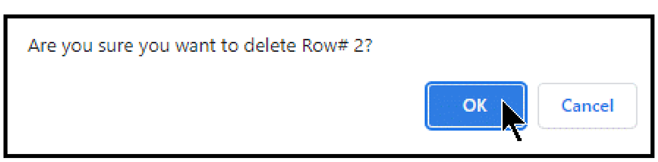
Resequencing Positions **–** To resequence the exempt positions, either click the ↑↓ arrows (as shown below) or change the numbers in the sequence (**Seq)** field.



Repeat the previous steps to add additional exempt positions.

Deleting Exempt Positions **–** Save any unsaved data first, and then click the red '**x**' in the leftmost column (shown below). Click **OK** in the confirmation window.





EXCEPTIONAL ITEMS

Agencies may request funding above the base level in their LARs. These requests are referred to as "exceptional items". Each exceptional item request should identify the enhanced services or increased effectiveness of agency operations that would result from receiving the request.

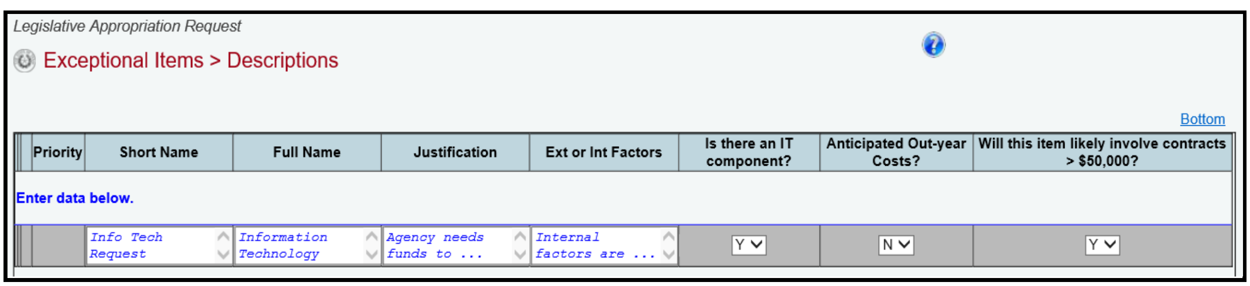
IMPORTANT

For institutions of higher education (IHEs), IHEs must also complete ABEST data entry for LAR Schedule 9 for every requested exceptional item that is an IHE non-formula support item.

DESCRIPTIONS

Click the **Exceptional Items** menu and the **Descriptions** submenu, as shown below.

As shown below, add each exceptional item by entering a **Short Name**, **Full Name**, **Justification**, and an explanation of related external or internal factors (**Ext or Int Factors)**. Select "**Y**" (Yes) or "**N**" (No) for "**Is there an IT component?**", "**Anticipated Out-year Costs?**", and "**Will this item likely involve contracts > $50,000?**" (each of the three questions apply to all aspects of each exceptional item), and click **Save**.



IMPORTANT

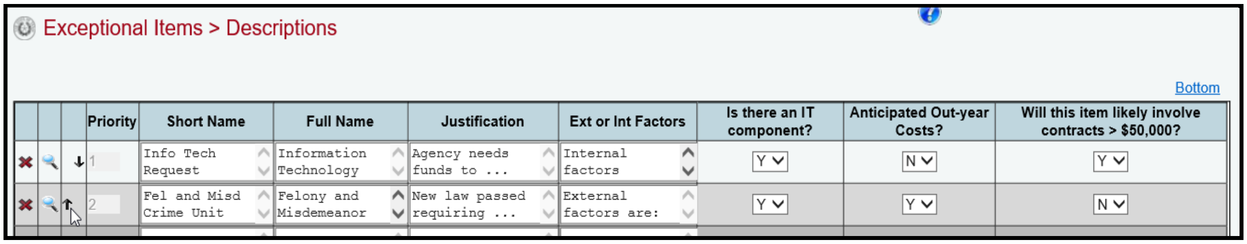
A pop-up dialog box will display indicating additional data entry requirements if "**Y**" is selected on any of the three questions that have drop-down menu boxes. If a dialog box displays, click **OK** and refer to the *IT Component Details* or *Anticipated Out-year Costs/Contracting Details* sections of these instructions for details on the additional data entry.

You may use up to 35 characters for the **Short Name**, 210 characters for the **Full Name**, and 2000 characters for the **Justification** and **Ext or Int Factors** text fields.

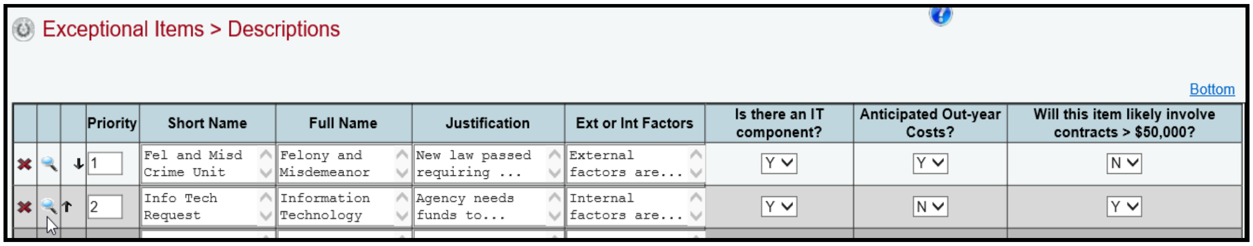
TIP

You can expand the multi-line text fields by double clicking in the field. Use your keyboard's **Enter** key to start a new line of text in a multi-line text field. Within a multi-line field, click **OK** or **Cancel** to move out of the field. Save your work by clicking **Save**. Each expandable multi-line text field provides a character counter and identifies the character limit.

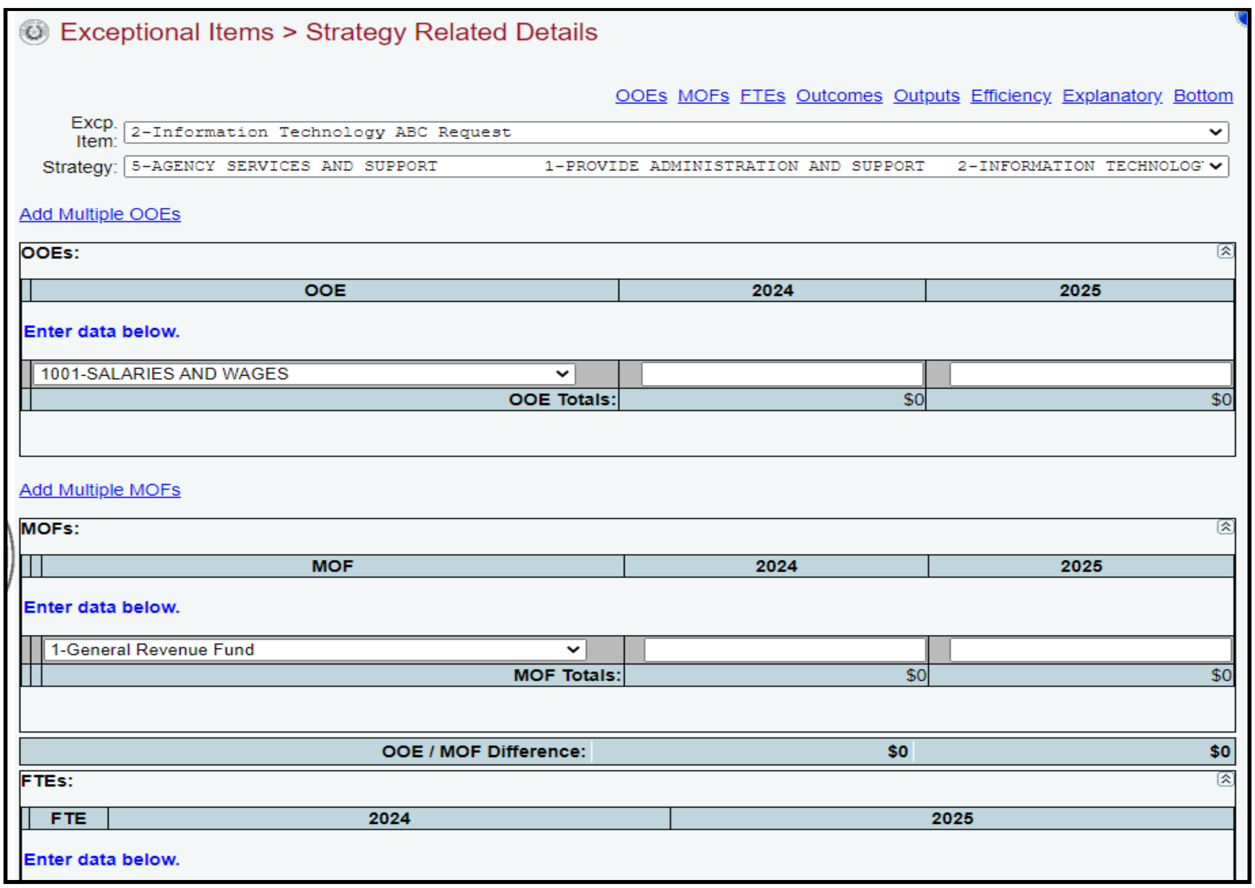
ABEST will automatically enter a **Priority** for each exceptional item added. To resequence the priority, click the ↑↓ arrows (as shown below).



Clicking on the **magnifying glass** (to the left of the **Priority** field) will take you to the **Exceptional Items > Strategy Related Details** screen.

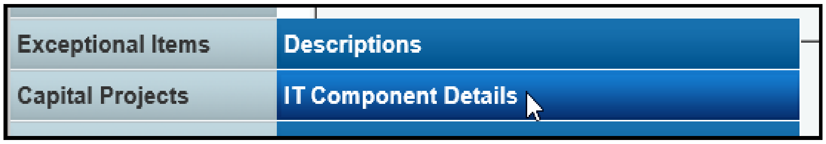


The **Exceptional Items > Strategy Related Details** screen is where you will enter related data on MOFs, OOEs, and FTEs.



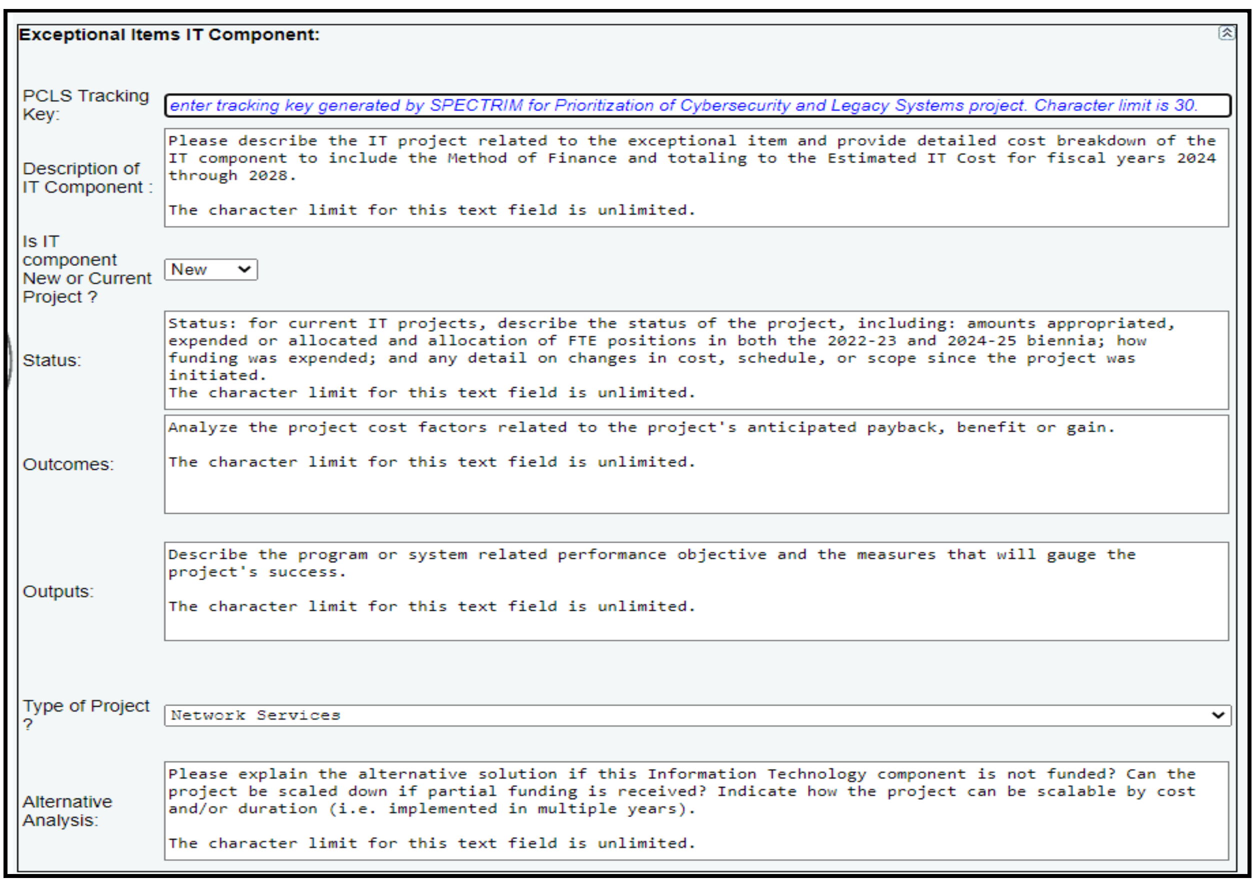
IT COMPONENT DETAILS

You are required to enter **IT Component Details** if you answered "**Y**" (Yes) to "**Is there an IT component?**" on the **Exceptional Items > Descriptions** screen. Skip this section if "**N**" (No) was selected for every exceptional item regarding the IT component question. To enter **IT Component Details**, click the **Exceptional Items** menu and the **IT Component Details** submenu.

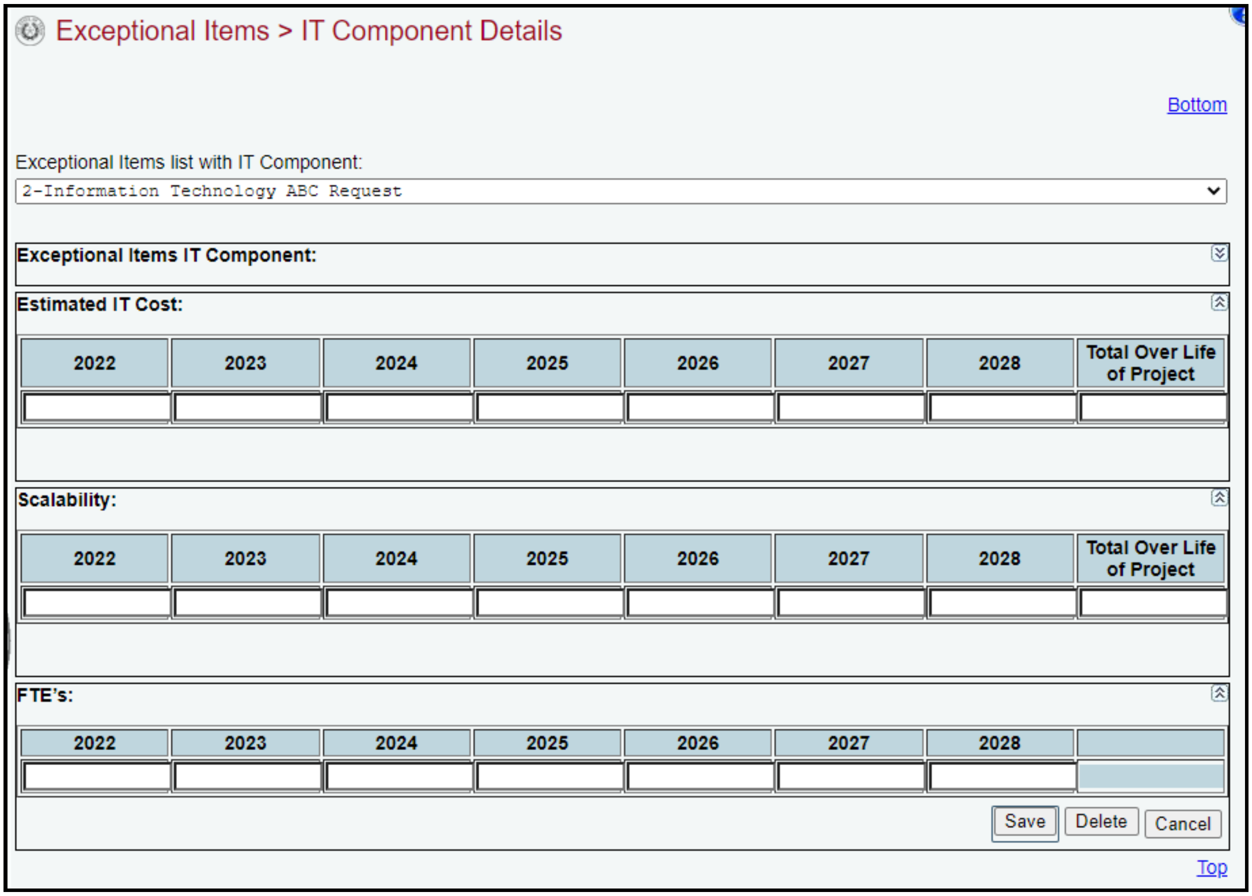


Select an **Exceptional Item** from the drop-down menu box, as shown below.

On the **Exceptional Items > IT Component Details** screen, enter data in the grid labeled **Exceptional Items IT Component**. The data needed for each text field is explained generally in the example below, and refer to the *Detailed Instructions* for additional information.



On the **Exceptional Items > IT Component Details** screen, enter data in the three grids (shown in the following graphic) labeled **Estimated IT Cost**, **Scalability**, and **FTE's,** and click **Save.** Refer to the *Detailed Instructions* for additional information.

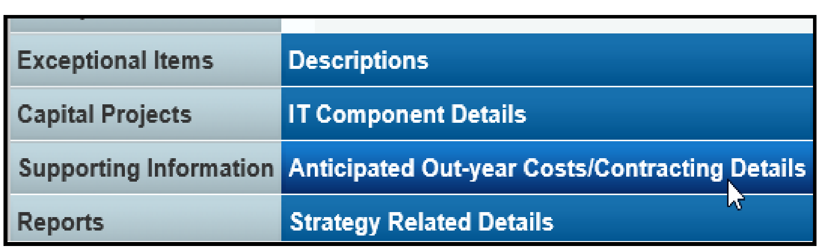


CAUTION

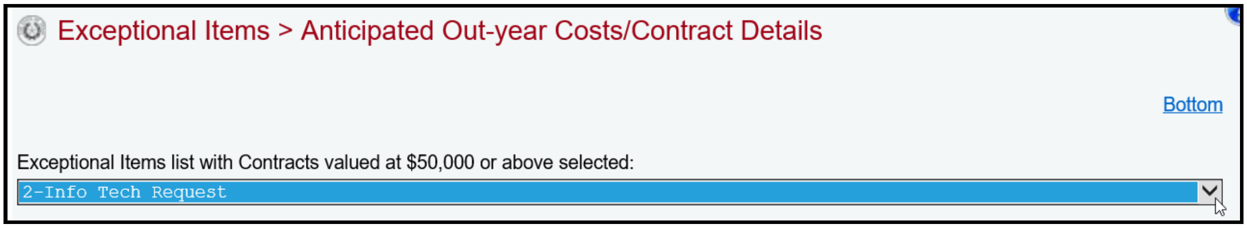
If an ABEST screen has multiple grids for data entry and the screen only has one "**Save**" button for that screen, ABEST allows you to click "**Save**" one time on that screen with multiple grids. You can click "**Save**" after entering data for each grid on the screen or you can enter data for all the grids and click "**Save**" one time.

ANTICIPATED OUT-YEAR COSTS/CONTRACTING DETAILS

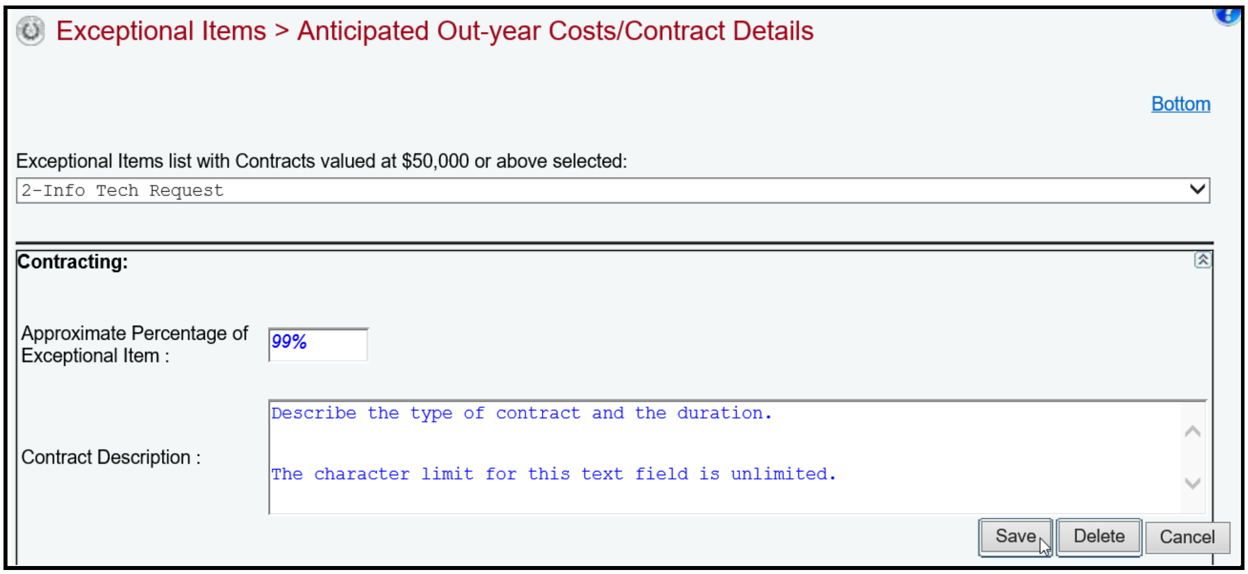
Enter details here if you answered "**Y**" (Yes) to "**Anticipated Out-year Costs?**" and/or "**Will this item likely involve contracts > $50,000?**" on the **Exceptional Items > Descriptions** screen (both questions apply to all aspects of each exceptional item). Skip this section if "**N**" (No) was selected for every exceptional item regarding the two questions. To enter details, select the **Exceptional Items** menu and the **Anticipated Out-year Costs/Contracting Details** submenu, as shown below.



Select an **Exceptional Item** from the drop-down menu box, as shown below.



Enter data in each field in the **Contracting** grid, and click **Save** (as shown in the following example). The character limit for the text field is unlimited.



IMPORTANT

If you answered "**N**" (No) to "**Anticipated Out-year Costs?**" or "**Will this item likely involve contracts > $50,000?**" on the **Exceptional Items > Descriptions** screen, the **Contracting** grid will not appear on the **Exceptional Items > Anticipated Out-year Costs/Contract Details** screen.

STRATEGY RELATED DETAILS

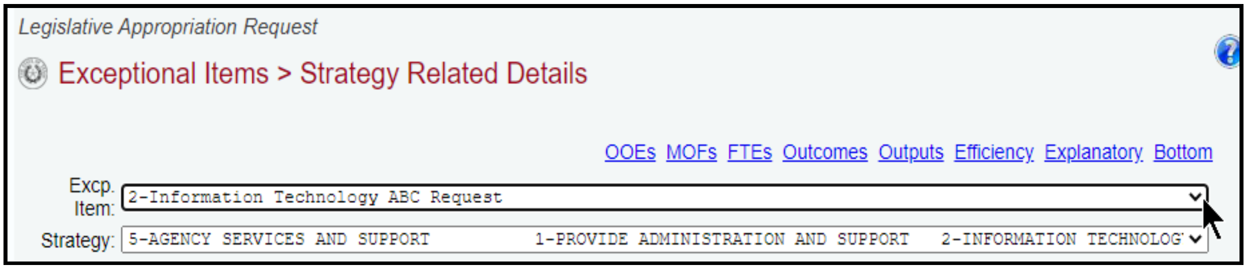
The Exceptional Items > Strategy Related Details screen allows you to:

- identify how an exceptional item's funding is allocated among strategies; and
- indicate how an exceptional item affects agency performance measures.

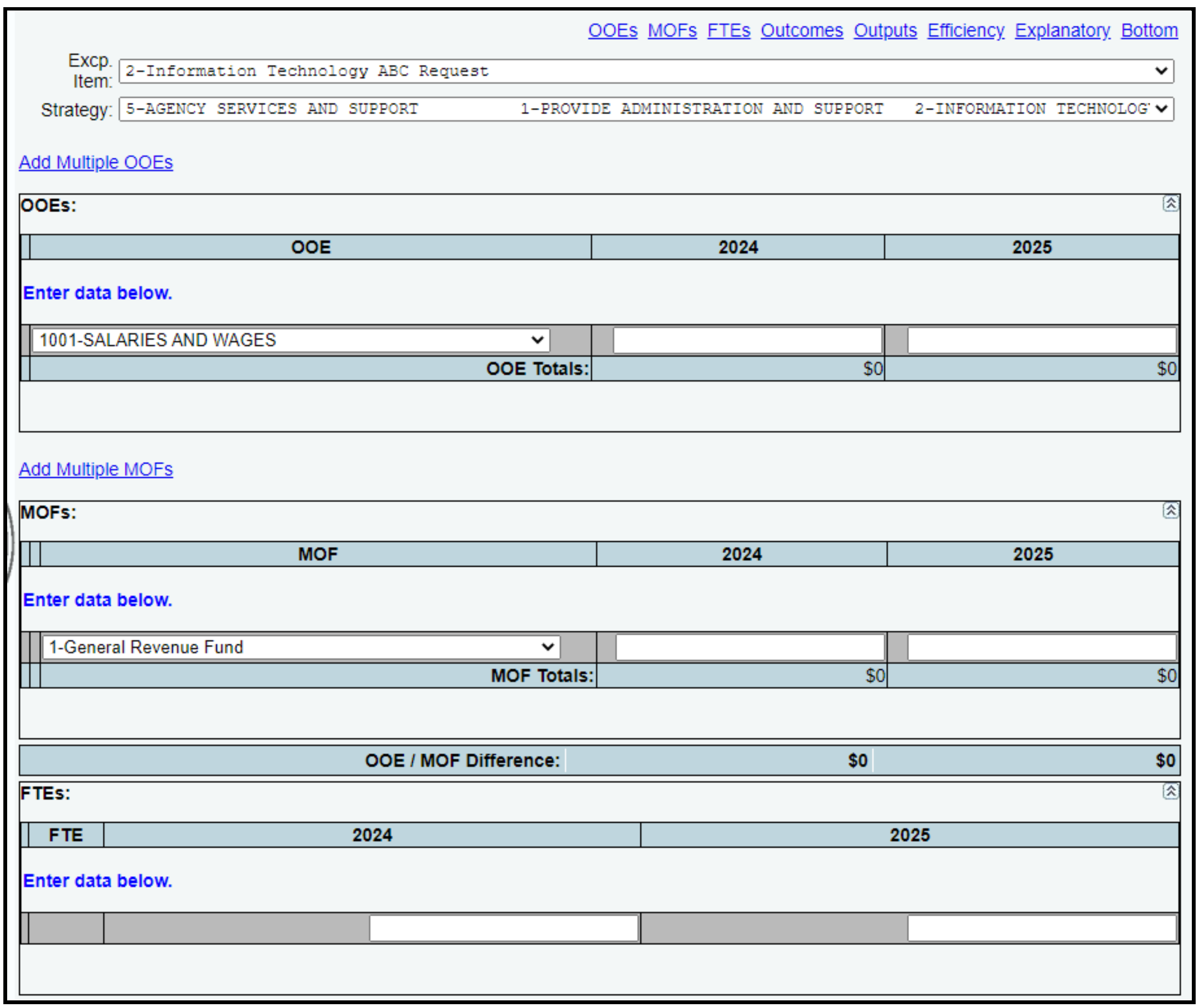
To begin entering strategy related details for each of your exceptional items, click the **Exceptional Items** menu and the **Strategy Related Details** submenu, as shown below.

IMPACT ON STRATEGY RELATED FUNDING AND FTES

The agency's first exceptional item (**Excp. Item**) and first GOS (**Strategy**) load into the drop-down menu boxes at the top of the screen. To change these, select an existing exceptional item from the first drop-down menu box (**Excp. Item**), and select a GOS (**Strategy)** from the second drop-down menu box (as shown in the following example).



Enter the exceptional item information for each affected strategy by either clicking on the applicable hyperlink (**OOEs**, **MOFs**, or **FTEs**) at the top of the screen, or you can scroll down to the grids for **OOEs**, **MOFs**, and **FTEs**.



Enter the OOEs, MOFs, and FTEs data for the exceptional item, just as you did earlier for the strategy. Refer to the strategy OOEs, MOFs, CFDAs, and FTEs sections of these instructions for data entry details. The data you enter here should apply *only* to a specific exceptional item.

IMPORTANT

Entered dollar amounts and FTEs should be incremental, reflecting quantities associated with the exceptional item only.

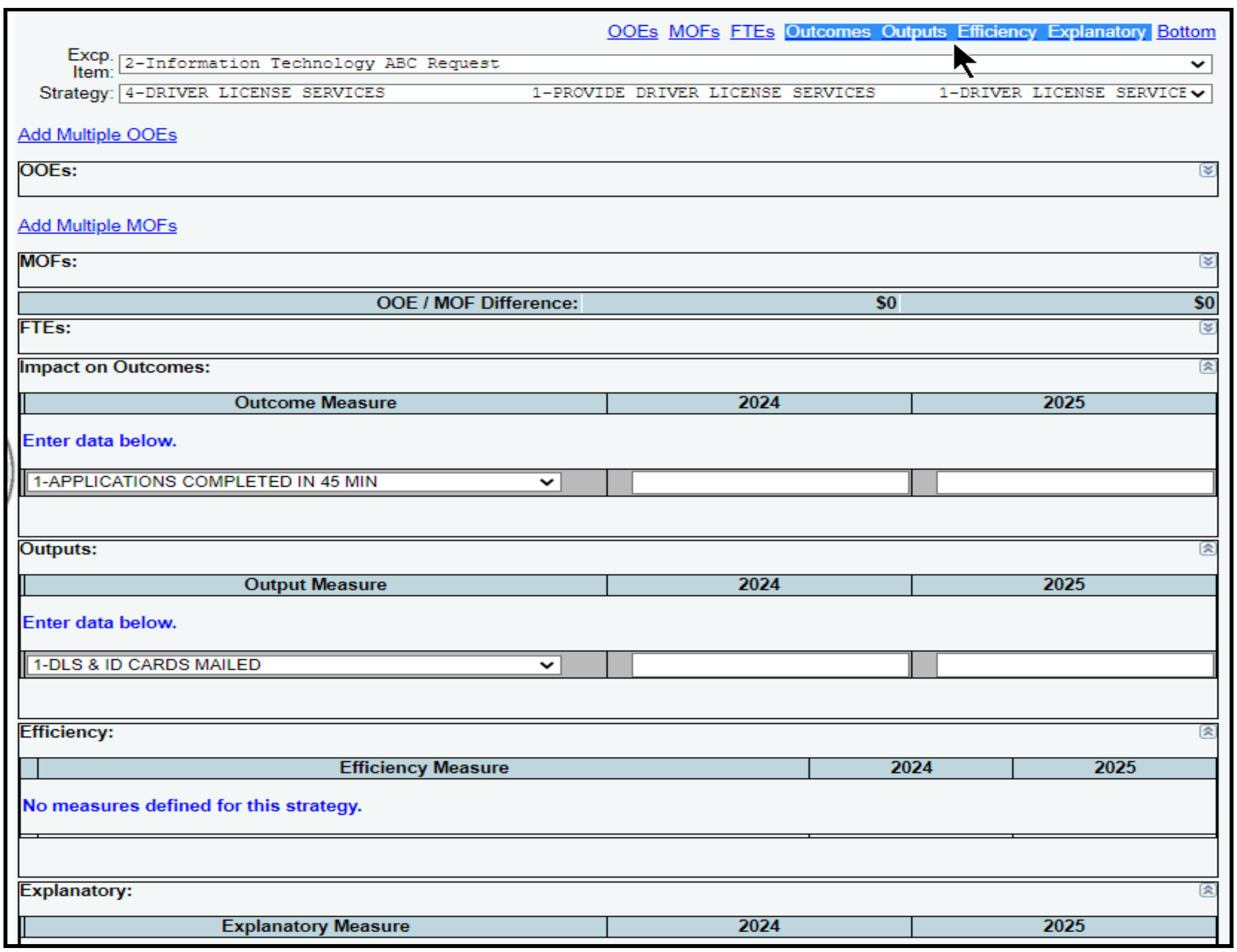
Funding for an exceptional item may link to one or multiple strategies.

IMPORTANT

Strategy allocations and the FTEs associated with an exceptional item (exceptional item amounts that were entered under the **Strategy→Budgeting** menu/submenu) must equal the dollar amounts and FTEs requested for the exceptional item under the **Exceptional Items→Strategy Related Details** menu/submenu. If these amounts are not balanced, closing edits appear on the agency's **Status** screen.

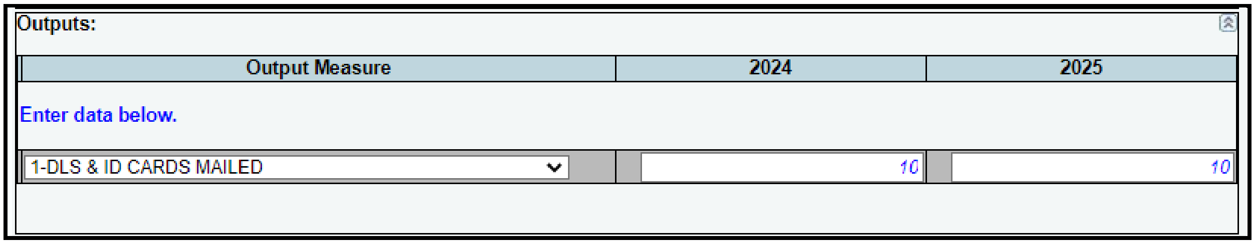
IMPACT ON STRATEGY RELATED PERFORMANCE MEASURES

Enter the exceptional item information for each affected measure by either clicking on the applicable measure hyperlink at the top of the screen (as shown in the below example), or you can scroll down to the grids for **Impact on Outcomes**, **Outputs**, **Efficiency**, and **Explanatory**. The entered values identify how the exceptional item would affect measures if the exceptional item request is funded.

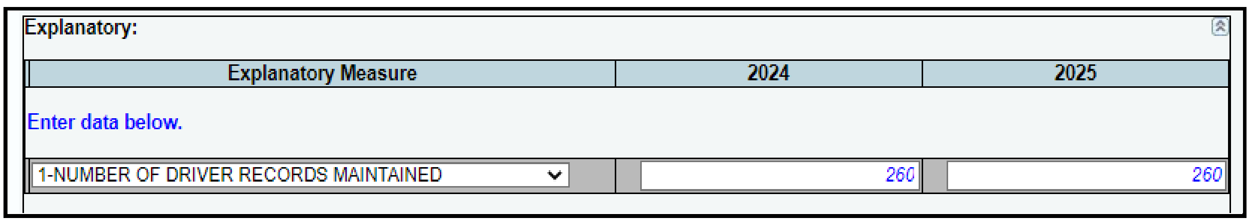


Review, as needed, the outcomes and strategy level data you previously entered under the **Measures** menu. The measures related data you enter on the **Exceptional Items > Strategy Related Details** screen should apply *only* to a specific exceptional item.

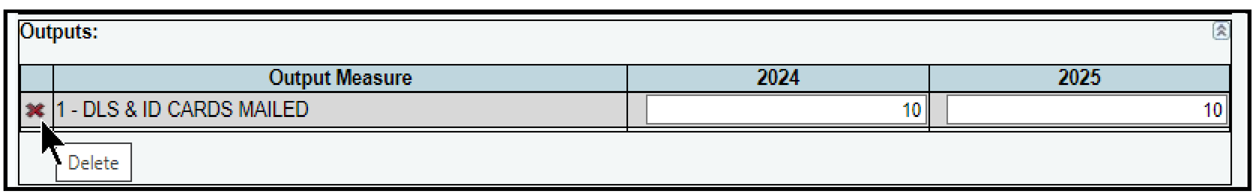
The value entered for an exceptional item's impact on output measures should be *incremental*, indicating only the quantity associated with the exceptional item. For example, if the base measurement amount is 100 and the exceptional item increases it to 110, enter 10 (as shown in the below example).

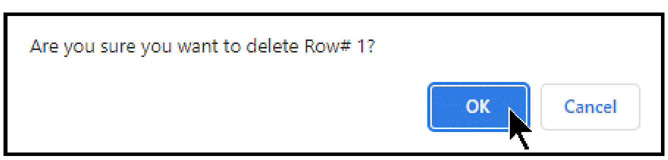


The value entered for an exceptional item's impact on efficiency, explanatory, and outcome measures should be the *cumulative* effect, which takes the base measurement amount into account. For example, if the base is 248 and the exceptional item increases it to 260, enter 260 (as shown in the below example).



To delete any performance measures data, save any unsaved data first, and then click the red '**x**' in the leftmost column (shown below). Click **OK** in the confirmation window.





CAPITAL BUDGETS

For agencies required to enter data for the **Capital Budget Project Schedule** (refer to the *Detailed Instructions* for guidance), enter data on the **Strategy→Budgeting** menu/submenu *before* entering capital budget data; otherwise, the **Capital Projects > Strategy Allocation** screen will not have any strategies listed. Review the illustration on the next page and adhere to the listed rules when entering data. You can avoid closing edits for your capital budget by complying with the following information.

ILLUSTRATION: Rules for Working with Capital Projects in ABEST:

Rule 1: Each OOE and MOF in strategy recommendations must have at least enough money to equal the sum of all projects allocated to that strategy/OOE and MOF combination. It's okay to have more.

Proj. Seq.	Project Name	Project Category
1	Computer Network	5005 Acquisition of Information Technology
2	Roof Repairs	5003 Repair/Rehab of Building

Strategy Recommendations

	Code	Strategy	2024	2025
OOE	1002	01-01-01	$100,000	$100,000
	2009		25,000	25,000
	5000		$100,000	$100,000
MOF	1		75,000	75,000
	666		150,000	150,000
OOE	5000	02-01-01	$150,000	$115,000
MOF	1		150,000	150,000

Step 2: Capital Project Financing ⟸ Step 3: Capital Project Strategy Allocation

Capital Projects Financing
Project 1—Computer Network (ID 1234)

Capital MOF/TOF

MOF	TOF	2024	2025
1	CA—Current Approp.	$120,000	$120,000
666	CA—Current Approp.	130,000	130,000
Total		$250,000	$250,000

Informational MOF/TOF

MOF	TOF	2024	2025
1	CA—Current Approp.	$25,000	$25,000
Total		$25,000	$25,000

Rule 2: For each project, the total in Capital Projects Strategy Allocation (OOE) must equal the total in Capital Projects Financing (MOF) for capital and informational costs.

Capital Projects Financing
Project 2—Roof Repairs

Capital MOF/TOF

MOF	TOF	2024	2025
1	GO—Gen. Obligation Bonds	$50,000	$50,000
Total		$50,000	$50,000

Rule 3: For each project, the MOF total in Capital Projects Financing (MOF) must equal the total in Capital Projects Strategy Allocation (MOF) for capital and informational costs.

Capital Projects Strategy Allocation
Project 1—Computer Network (ID 1234)

Capital Allocations

Strategy	OOE	2024	2025
01-01-01	1002	$100,000	$100,000
01-01-01	5000	$75,000	75,000
02-01-01	5000	$75,000	75,000
Total		$250,000	$250,000

Rule 2

Strategy	MOF	2024	2025
01-01-01	1	$45,000	$75,000
01-01-01	666	130,000	75,000
02-01-01	1	$75,000	$75,000
Total		$250,000	$250,000

Informational Allocations

Strategy	OOE	2024	2025
01-01-10	2009	$25,000	$25,000
Total		$25,000	$25,000

Rule 2

Strategy	MOF	2024	2025
01-01-01	1	$25,000	$25,000
Total		$25,000	$25,000

Capital Projects Strategy Allocations
Project 2—Roof Repairs

Capital Allocations

Strategy	OOE	2024	2025
01-01-01	5000	$25,000	$25,000
02-01-01	5000	25,000	25,000
Total		$50,000	$50,000

Strategy	MOF	2024	2025
01-01-01	1	$25,000	$25,000
02-01-01	1	25,000	25,000
Total		$50,000	$50,000

Rule 3

PROJECTS LIST

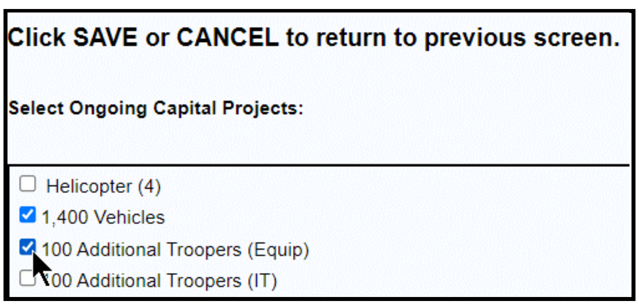
Click the **Capital Projects** menu and the **Projects List** submenu to create a capital project, as shown below.

ONGOING CAPITAL PROJECTS

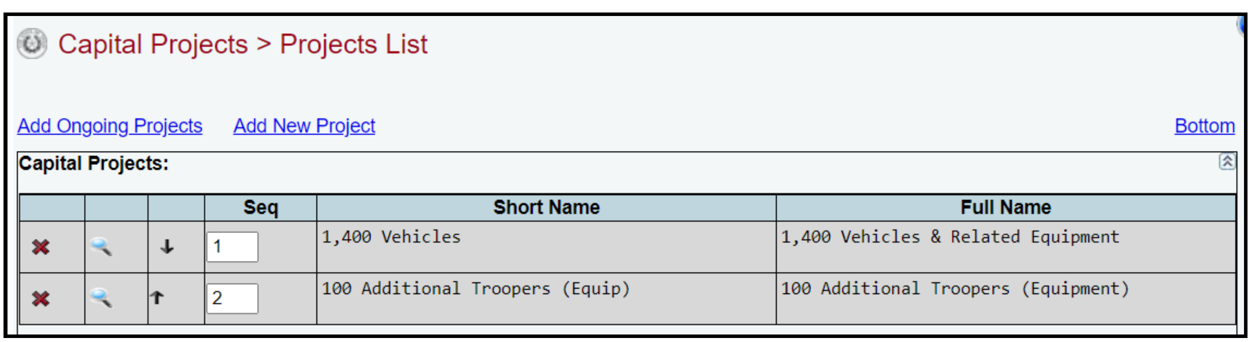
ABEST defines an "ongoing" capital project as a project your agency has used in the past.

Adding Ongoing Projects – To add an ongoing capital project, click the **Add Ongoing Projects** hyperlink as shown below.

The screen lists all **Ongoing Capital Projects** for your agency. Review the ongoing projects for accuracy, select the appropriate projects (as shown in the below example), and click **Save**.



The selected ongoing projects display on the **Capital Projects** grid, as shown below.

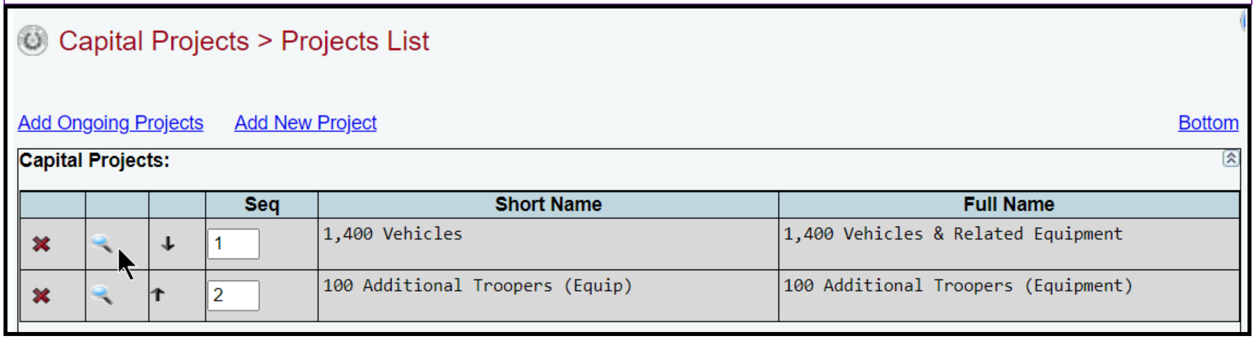


IMPORTANT

The sequence (**Seq**) field links projects in your agency's Biennial Operating Plan (BOP) submission to capital budget projects in categories 5005, 7000, 8000, 9000, and 9500. The BOP submission compares to the capital budget request using the **Seq** to link projects.

TIP

You cannot modify the project **Short Name** or **Full Name** from the **Capital Projects > Projects List** screen. To edit the project names, click on the **magnifying glass** for the desired project (see below example). The icon directs you to the **Capital Projects > Projects Detail** screen where you can update these fields.



Review the navigation options (hyperlinks) below.

NAVIGATION OPTIONS REFERENCE	
Double Arrow (top right of Capital Projects grid)	Use this toggle switch (**Double Arrow**) to collapse/expand a particular grid. It will enable you to view the details above/below a particular grid.
Add Ongoing Projects	Hyperlink allows you to add multiple ongoing projects that your agency has used in the past.
Add New Project	Hyperlink allows you to add new projects that your agency has requested for the first time. The link directs you to the **Capital Projects > Projects Detail** screen. You can also access this **Capital Projects > Projects Detail** screen by clicking the magnifying glass on **Capital Projects > Projects List** screen or by clicking the **Capital Projects→Projects Detail** menu/submenu.
Magnifying glass	Icon directs you to the **Capital Projects > Projects Detail** screen.
↑↓	Click on the up or down arrow to resequence your agency's capital projects.
Top and **Bottom**	Hyperlink positions the cursor at the top or bottom of the screen.

NEW CAPITAL PROJECTS

ABEST defines a capital project as *new* when an agency requests funding for the first time.

Adding New Projects – To add a new capital project from the **Capital Projects > Projects List** screen, click the **Add New Project** hyperlink, as shown below. The hyperlink will direct you to the **Capital Projects > Projects Detail** screen. For more information, refer to the *Projects Detail* section of these instructions.

TIP

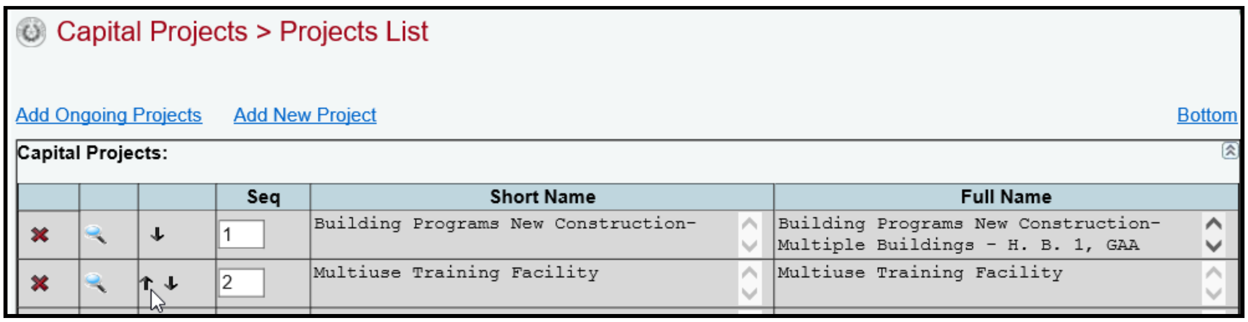
You can add a new project by clicking the **Add New Project** hyperlink on the **Capital Projects > Projects List** screen or you can click the **Capital Projects** menu and the **Capital Projects Detail** submenu. Either option will direct you to the **Capital Projects > Projects Detail** screen.

Repeat the previous steps to add as many projects as necessary.

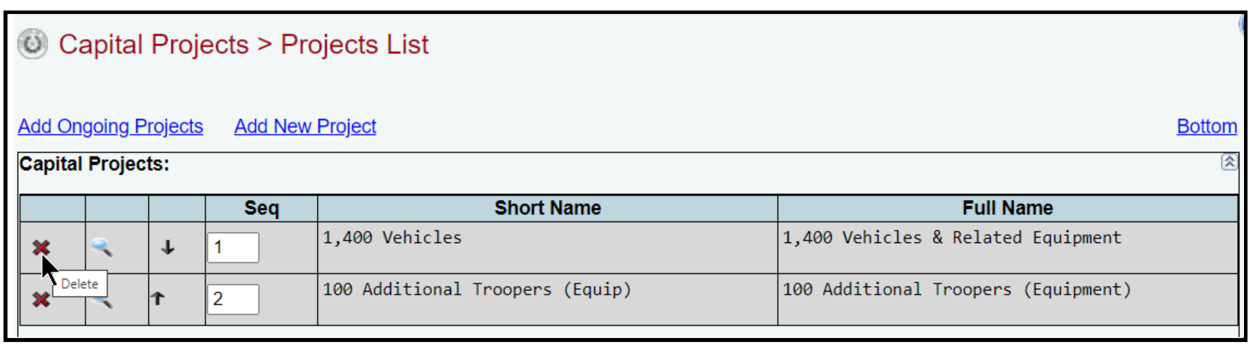
RESEQUENCING AND DELETING PROJECTS

You can resequence or delete capital projects from the **Capital Projects** grid. ABEST lists projects in the order they are added.

Resequencing Projects **–** As shown in the below example, click the ↑↓ arrows to resequence the capital projects. Sequence 2 moves to sequence 1 by clicking the up arrow.

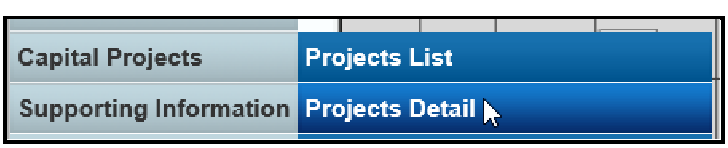


Deleting Projects **–** Delete a project by clicking the red '**x**' in the leftmost position on the **Capital Projects** list grid. Click **OK** to confirm your request.

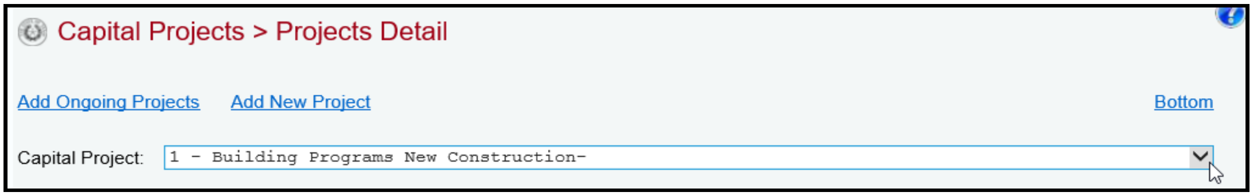


PROJECTS DETAIL

To access the **Capital Projects > Projects Detail** screen, click the **Capital Projects** menu and the **Projects Detail** submenu, as shown below. You will also be directed to the **Capital Projects > Projects Detail** screen if you clicked on the **Add New Project** hyperlink while on the **Capital Projects > Projects List** screen.



When you click the **Capital Projects** menu and the **Projects Detail** submenu, the **Capital Projects > Projects Detail** screen appears, as shown below. The first capital project displays in the **Capital Project** drop-down menu box. To select a different project, click in the **Capital Project** drop-down menu box.

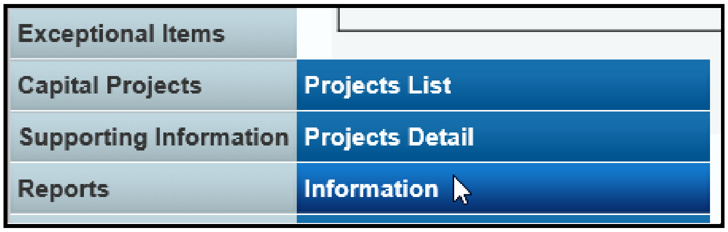


If you were directed to the **Capital Projects > Projects Detail** screen after clicking on the **Add New Project** hyperlink located on the **Capital Projects > Projects List** screen, you will see the following screen.

For each **Capital Project (**on either of the **Capital Projects > Projects Detail** screens previously described), enter the project detail, and click **Save**. The character limits for each text field are noted in the below example, and a warning displays when entered data exceeds the field limit. Refer to the *Detailed Instructions* for further guidance on the information required for each data field.

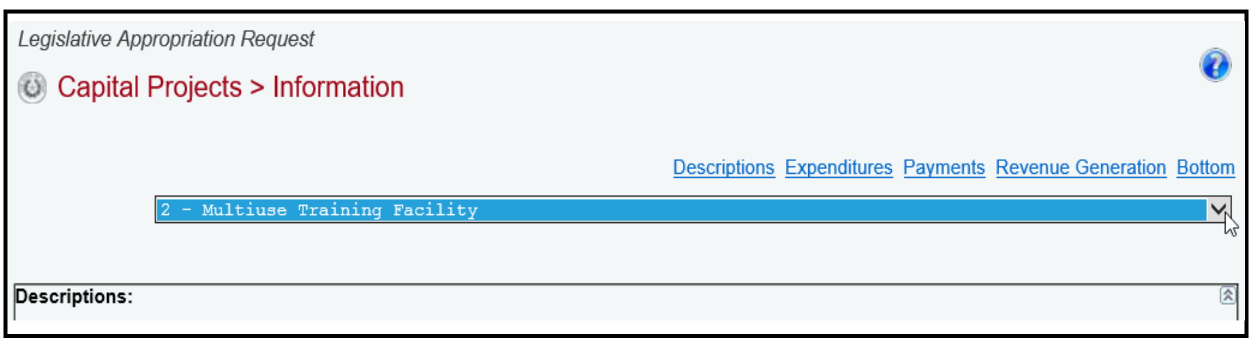
INFORMATION

You will enter descriptive information about each capital project on the **Capital Projects > Information** screen. Refer to the *Detailed Instructions* for guidance on the information required for each input field. Click the **Capital Projects** menu and the **Information** submenu, as shown in the following graphic.



Near the top of the **Capital Projects > Information** screen are hyperlinks (shown in the following example) that will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen. You can also scroll down to each grid for **Descriptions**, **Additional Capital Expenditure Amounts Required**, **Estimated/Actual Debt Obligation Payments,** or **Revenue Generation/Cost Savings**.

The agency's first project displays in the capital project drop-down menu box. To change the project, select a different capital project from the drop-down menu box, as shown in the below example.

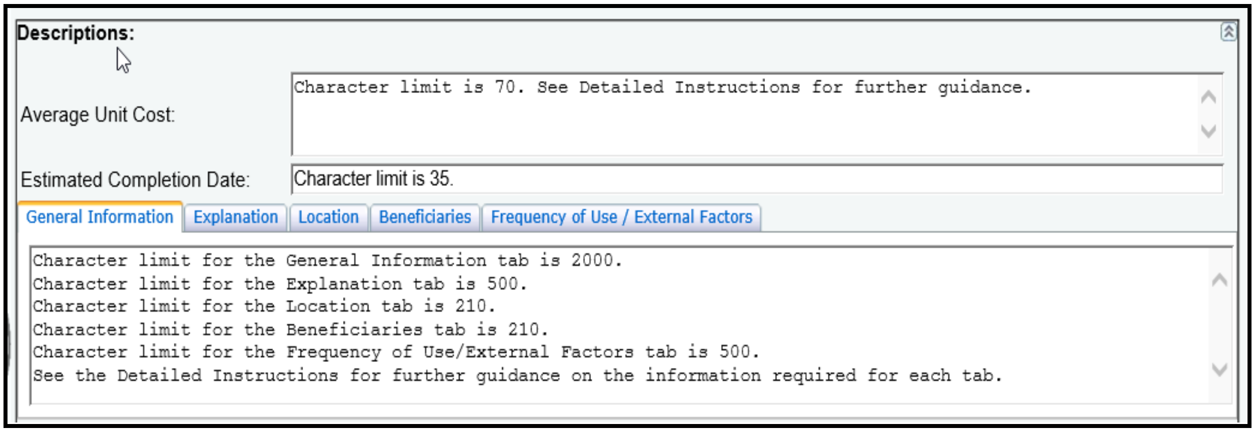


IMPORTANT

Enter data in the grids for **Descriptions**, **Additional Capital Expenditure Amounts Required**, and **Estimated/Actual Debt Obligation Payments** before clicking the **Save** button. Data will not be saved and error messages will display if information is not entered for these three grids. Also, if applicable to the selected project, enter data in the fourth grid which is labeled **Revenue Generation/Cost Savings**. ABEST data entry instructions on these four grids are provided in the next sections of these instructions.

DESCRIPTIONS

For the selected capital project, enter information in the Descriptions grid for the Average Unit Cost, Estimated Completion Date, General Information, Explanation, Location, Beneficiaries, and Frequency of Use/External Factors. The character limit for each input text field is noted in the following example, and a warning displays when entered data exceeds the text field limit.


Descriptions:

Average Unit Cost: Character limit is 70. See Detailed Instructions for further guidance.

Estimated Completion Date: Character limit is 35.

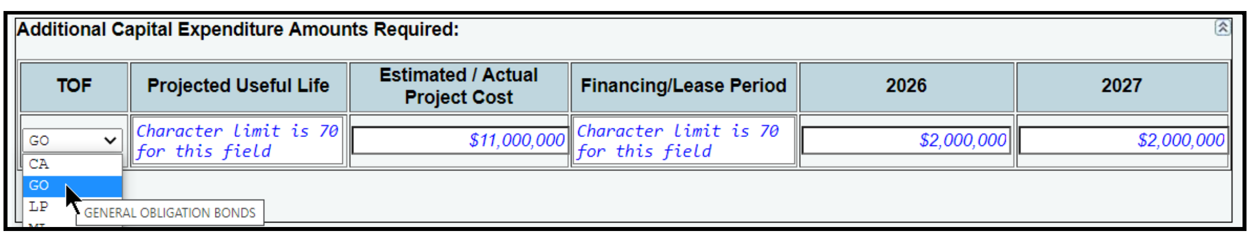
General Information | Explanation | Location | Beneficiaries | Frequency of Use / External Factors

Character limit for the General Information tab is 2000.
Character limit for the Explanation tab is 500.
Character limit for the Location tab is 210.
Character limit for the Beneficiaries tab is 210.
Character limit for the Frequency of Use/External Factors tab is 500.
See the Detailed Instructions for further guidance on the information required for each tab.

ADDITIONAL EXPENDITURES

For the selected capital project, enter information in the second grid labeled **Additional Capital Expenditure Amounts Required**. Select a type of financing (**TOF)** from the drop-down menu box (as shown below) and enter data in the remaining fields.

If the proposed type of financing is the Master Lease Purchase Program (**ML**), lease-purchase (**LP**: Non-MLPP), general obligation bonds (**GO**) or revenue bonds (**RB**), enter expenditures amounts and applicable text (character limit is 70 for each text field, and double click in the text box to bring up a character counter). If a text field is not applicable, enter N/A, and refer to the *Detailed Instructions* for additional guidance.

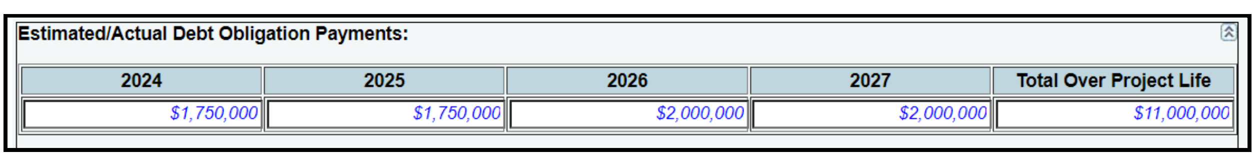

Additional Capital Expenditure Amounts Required:

TOF	Projected Useful Life	Estimated / Actual Project Cost	Financing/Lease Period	2026	2027
GO	*Character limit is 70 for this field*	*$11,000,000*	*Character limit is 70 for this field*	*$2,000,000*	*$2,000,000*

CA
GO
LP
GENERAL OBLIGATION BONDS

ESTIMATED/ACTUAL DEBT OBLIGATION PAYMENTS

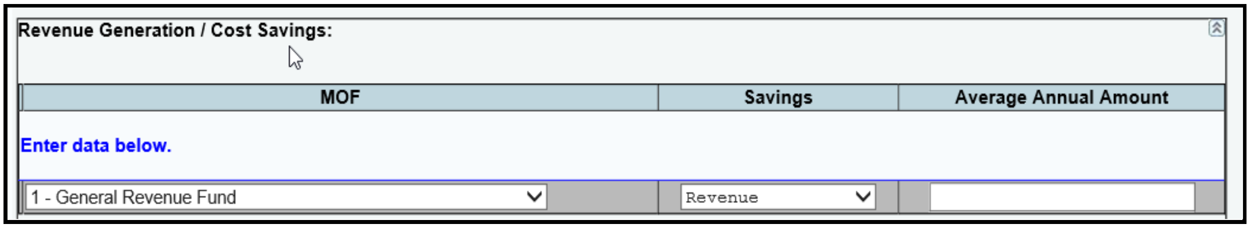
For the selected capital project, enter information in the third grid labeled **Estimated/Actual Debt Obligation Payments**, as shown below. Enter the data in the appropriate fields and click **Save,** and refer to the *Detailed Instructions* for additional guidance.


Estimated/Actual Debt Obligation Payments:

2024	2025	2026	2027	Total Over Project Life
$1,750,000	*$1,750,000*	*$2,000,000*	*$2,000,000*	*$11,000,000*

REVENUE GENERATION/COST SAVINGS

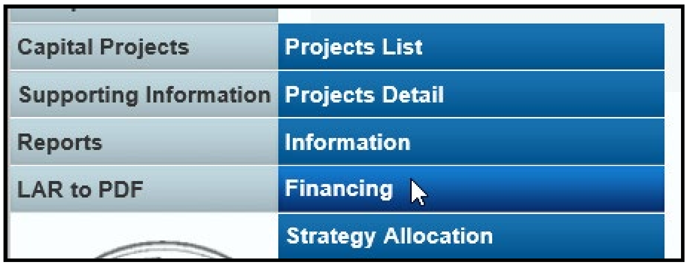
For the selected capital project, enter information (if applicable) in the fourth grid labeled **Revenue Generation/Cost Savings**. Select an **MOF** and **Savings** option (**Revenue Generation** or **Cost Savings**) from the drop-down menu boxes, enter data for the **Average Annual Amount**, and click **Save**. Refer to the *Detailed Instructions* for additional guidance.



After entering data in all four grids (including all tabs on the **Descriptions** grid) for each capital project, your work on the **Capital Projects > Information** screen is complete.

FINANCING

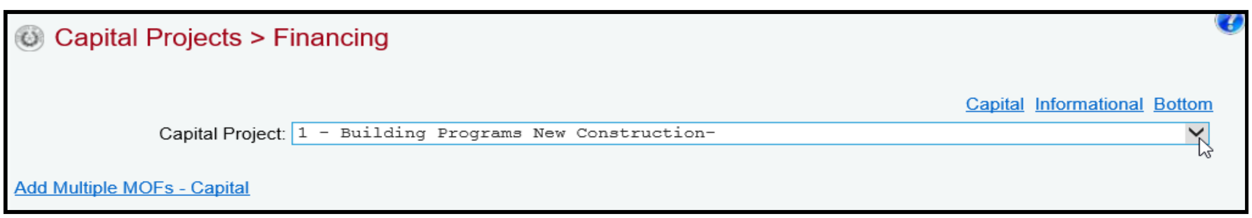
Click the **Capital Projects** menu and the **Financing** submenu to add MOFs and TOFs for each capital project. You will need to enter the required data here before moving to the **Strategy Allocation** submenu.



The **Capital Projects > Financing** screen displays two grids (**Capital** and **Informational**) for data entry. The **Capital** grid refers to expenses you would normally include in the capital budget, and the **Informational** grid refers to non-capital costs associated with the project. Refer to the *Detailed Instructions* for additional guidance.

Near the top of the **Capital Projects > Financing** screen are three hyperlinks (**Capital, Informational,** and **Bottom**) that will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen. You can also scroll down to the **Capital** or **Informational** grids.

The agency's first capital project loads into the **Capital Project** drop-down menu box. To change the project, select a different **Capital Project** from the drop-down menu box, as shown below.



Adding Single or Multiple MOFs – After you have selected a capital project, click the **Add Multiple MOFs - Capital** hyperlink to add single or multiple **MOFs** and types of financing (**TOFs**) to the project. Select the appropriate **MOF/TOF** combinations (example shown below) and click **Save**.

Click SAVE or CANCEL to return to previous screen.

Select Capital MOFs:

- ☐ 1 - General Revenue Fund : CA - CURRENT APPROPRIATIONS
- ☑ 1 - General Revenue Fund : GO - GENERAL OBLIGATION BONDS
- ☐ 1 - General Revenue Fund : LP - LEASE PURCHASE (NON-MLPP)

The selected item(s) load into the **Capital** grid on the **Capital Projects > Financing** screen. Enter the dollar amounts for each fiscal year, and click **Save**, as shown in the following example.

Add Multiple MOFs - Capital

Capital:

		MOF	TOF	Est 2022	Bud 2023	BL 2024	BL 2025	Excp 2024	Excp 2025
✖	1	1 - General Revenue Fund	GO	$0	$0	$250,000	$250,000	$100,000	$100,000
		MOF TOF Capital Totals:		**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

IMPORTANT

If you have exceptional items associated with a capital project, enter the exceptional amounts on the **Capital Projects > Financing** screen, as shown in the above example.

Entering Informational Expenses – To enter the informational expenses on the **Capital Projects > Financing** screen, click in the second grid or click the **Informational** hyperlink. Add the data just like you did for the capital expenses in the **Capital** grid.

Add Multiple MOFs - Informational

Informational:

		MOF	TOF	Est 2022	Bud 2023	BL 2024	BL 2025	Excp 2024	Excp 2025
Enter data below.									
		MOF TOF Informational Totals:		$0	$0	$0	$0	$0	$0

As you save the data, the **MOF TOF Capital Totals** fields at the bottom of each grid (**Capital** and **Informational**) will update (as shown below).

Capital:

		MOF	TOF	Est 2022	Bud 2023	BL 2024	BL 2025	Excp 2024	Excp 2025
✖	1	1 - General Revenue Fund	CA	$0	$0	$75,000	$75,000	$0	$0
✖	2	1 - General Revenue Fund	GO	$0	$0	$250,000	$250,000	$100,000	$100,000
		MOF TOF Capital Totals:		**$0**	**$0**	**$325,000**	**$325,000**	**$100,000**	**$100,000**

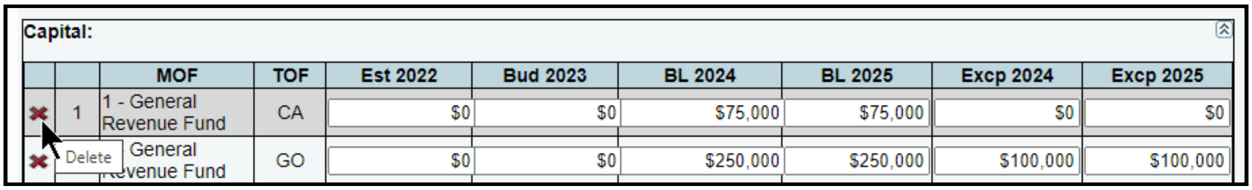
Repeat the previous steps to add as many **MOFs/TOFs** as needed. You may add more than one **TOF** for each **MOF**.

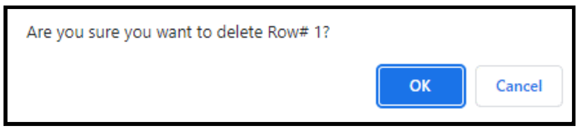
Revising MOF Data – Select the project from the **Capital Project** drop-down menu box. Revise any dollar amounts associated with the **MOF** and **TOF**, and click **Save**.

IMPORTANT

You cannot modify the **MOF** or **TOF** fields. To change the **MOF** or **TOF**, delete the existing row and re-enter the data with the appropriate codes.

Deleting MOF Data – Save any unsaved data first and then click the red 'x' in the leftmost column on the screen, as shown below. Click **OK** in the confirmation window.



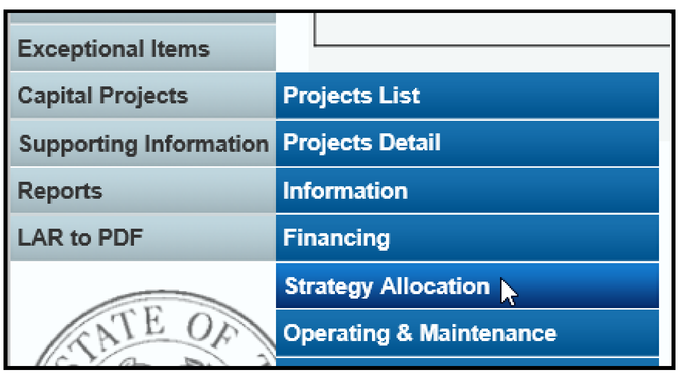


IMPORTANT

To minimize closing edits, the **MOF/TOF Totals** must equal the **Capital > Strategy Allocation** for each project (**Capital** and **Informational**).

STRATEGY ALLOCATION

As shown below, click the **Capital Projects** menu and the **Strategy Allocation** submenu to assign the strategies, OOEs, and MOFs for each capital project.



Near the top of the **Capital Projects > Strategy Allocation** screen are hyperlinks that will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen. You can also scroll down to each grid for **Capital OOE**, **Capital MOF**, **Informational OOE**, or **Informational MOF**.

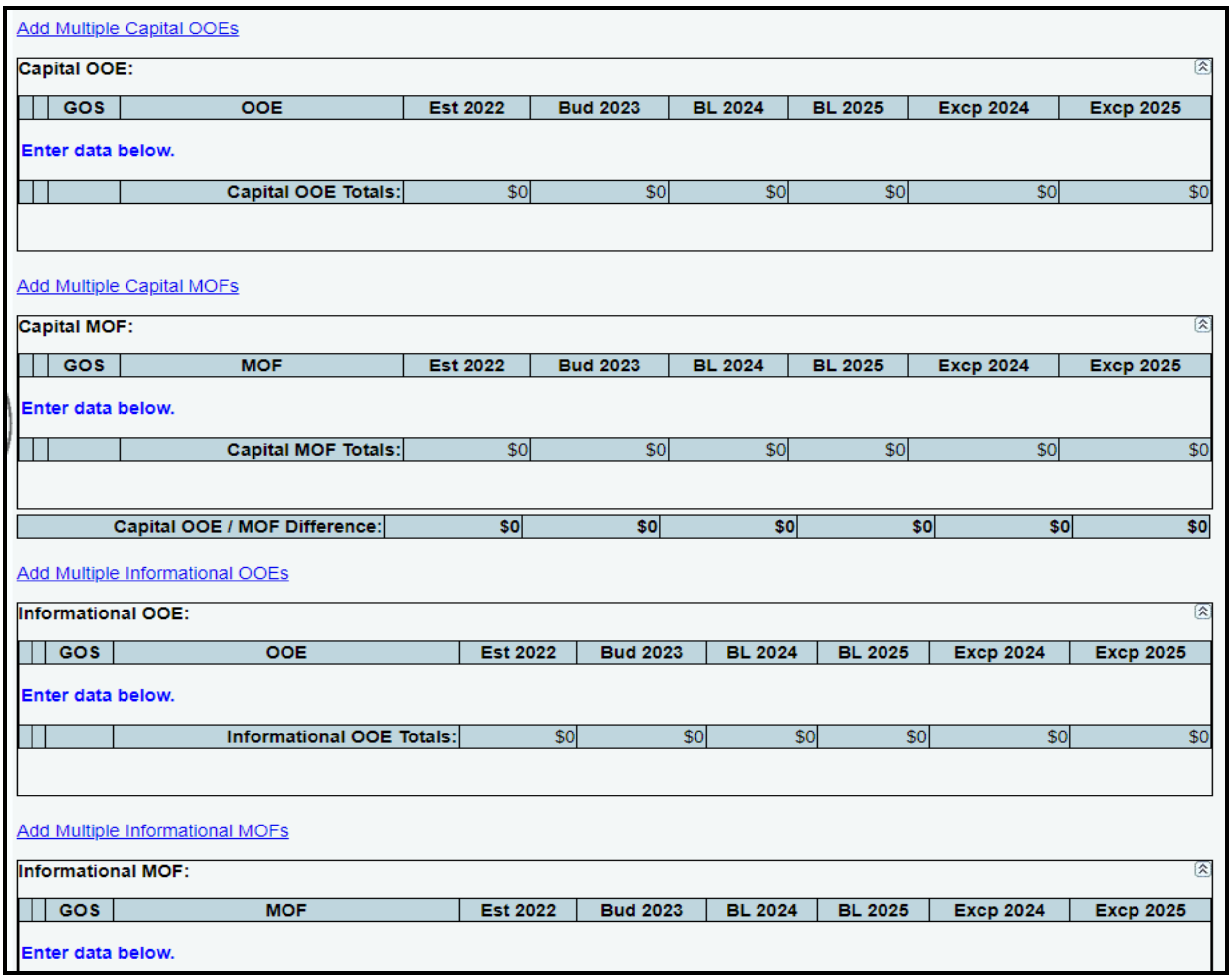
The agency's first capital project loads into the **Capital Project** drop-down menu box. To change the project, select a different **Capital Project** from the drop-down menu box, as shown below.

After selecting a **Capital Project**, enter the strategies (**GOS**), **OOEs**, and **MOFs** by capital project. The **Capital Projects > Strategy Allocation** data entry screen allows you to add **OOEs** and **MOFs**, just as you did earlier for the strategy. Refer to the strategy *OOEs* and *MOFs* sections of these instructions for data entry details.

IMPORTANT

If you have exceptional items associated with a capital project, enter the exceptional amounts on the **Capital Projects > Strategy Allocation** screen.

Select a GOS and an OOE or MOF code by clicking on the hyperlinks for Add Multiple Capital OOEs, Add Multiple Capital MOFs, Add Multiple Informational OOEs, or Add Multiple Informational MOFs. You cannot use capital OOE 5000 for Informational grid data.



Select the appropriate combination of **GOS** and **OOE/MOF** for each grid and click **Save**.

Click SAVE or CANCEL to return to previous screen.

Select Capital MOFs:

- [x] 3.1.2 - CRIME RECORDS SERVICES: 1 - General Revenue Fund
- [x] 3.1.2 - CRIME RECORDS SERVICES: 6 - State Highway Fund
- [ ] 3.1.2 - CRIME RECORDS SERVICES: 555 - Federal Funds

IMPORTANT

You cannot use capital OOE 5000 for **Informational** grid data.

Enter the dollar amounts associated with each selected **GOS** and **OOE/MOF** code and click **Save**, as shown in the below example.

Add Multiple Capital OOEs

Capital OOE:

		GOS	OOE	Est 2022	Bud 2023	BL 2024	BL 2025	Excp 2024	Excp 2025
✖	1	3.1.2 - CRIME RECORDS SERVICES	5000 - CAPITAL EXPENDITURES	$0	$0	$10,000,000	$10,000,000	$0	$0

Add Multiple Capital MOFs

Capital MOF:

		GOS	MOF	Est 2022	Bud 2023	BL 2024	BL 2025	Excp 2024	Excp 2025
✖	1	3.1.2 - CRIME RECORDS SERVICES	1 - General Revenue Fund	$0	$0	$6,000,000	$6,000,000	$0	$0
✖	2	3.1.2 - CRIME RECORDS SERVICES	6 - State Highway Fund	$0	$0	$4,000,000	$4,000,000	$0	$0

Capital OOE / MOF Difference:	$0	$0	$0	$0	$0	$0

Add Multiple Informational OOEs

Informational OOE:

		GOS	OOE	Est 2022	Bud 2023	BL 2024	BL 2025	Excp 2024	Excp 2025
✖	1	3.1.2 - CRIME RECORDS SERVICES	2001 - PROFESSIONAL FEES AND SERVICES	$0	$0	$50,000	$50,000	$0	$0
			Informational OOE Totals:	**$0**	**$0**	**$50,000**	**$50,000**	**$0**	**$0**

Add Multiple Informational MOFs

Informational MOF:

		GOS	MOF	Est 2022	Bud 2023	BL 2024	BL 2025	Excp 2024	Excp 2025
✖	1	3.1.2 - CRIME RECORDS SERVICES	6 - State Highway Fund	$0	$0	$50,000	$50,000	$0	$0
			Informational MOF Totals:	**$0**	**$0**	**$50,000**	**$50,000**	**$0**	**$0**

Informational OOE / MOF Difference:	$0	$0	$0	$0	$0	$0

IMPORTANT

Only those strategies for which you have entered **OOE/MOF** amounts in the **Strategy→Budgeting** menu/submenu can be selected for display on the **Capital Projects > Strategy Allocation** data entry screen. To allocate a capital project to a strategy that does not appear here, return to the **Strategy→Budgeting** menu/submenu, select the strategy, add the desired **OOE**(s) or **MOF**(s), and enter the data. Then return to this **Capital Projects > Strategy Allocation** screen.

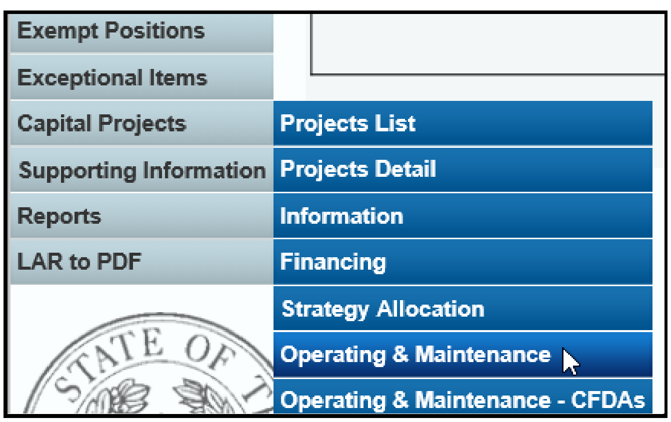
You have completed the **Capital Projects→Strategy Allocation** menu/submenu once you have entered the informational and capital costs by strategy, OOE, and MOF for each project.

To minimize closing edits, review the edit checks listed in the following table.

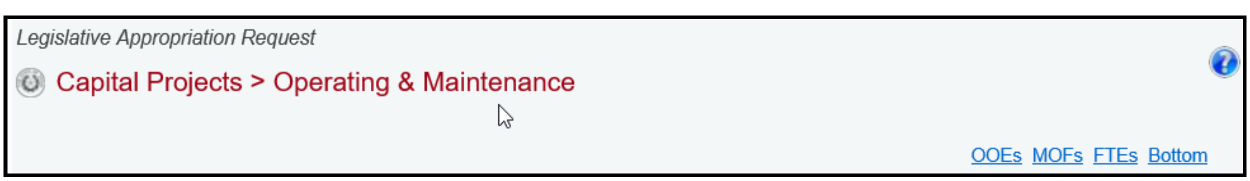
Rule 1 - There must be enough money in your agency's strategies (**Strategy→Budgeting** menu/submenu) to cover the sum of **all** strategy allocations to **all** projects (**Capital Budgets→Strategy Allocations** menu/submenu and **Capital Budgets→Financing** menu/submenu).
Rule 2 - For each project, the total in **Capital Projects Strategy Allocation** (OOE) must equal the total in **Capital Projects Financing** (MOF) for capital and informational costs.
Rule 3 - For each project, the MOF total in **Capital Projects > Financing** (MOF) must equal the total in **Capital Projects > Strategy Allocation** (MOF) for capital and informational costs.

CAPITAL PROJECT OPERATING AND MAINTENANCE EXPENSES

You must identify costs necessary to operate or maintain an asset or facility after it is in service. Click the **Capital Projects** menu and the **Operating & Maintenance** submenu, as shown below.



The **Capital Projects > Operating & Maintenance** data entry screen allows you to add OOEs, MOFs, CFDAs and FTEs, just as you did earlier for the strategy. Refer to the strategy *OOEs*, *MOFs*, *CFDAs*, and *FTEs* sections of these instructions for data entry details.

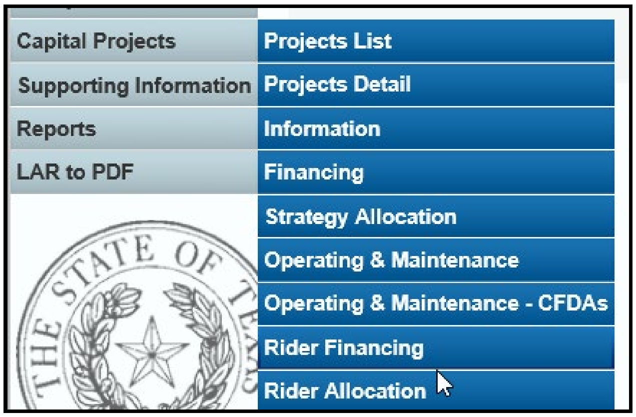


TIP

Click the **Capital Projects** menu and the **Projects Detail** submenu to add or revise the Operating Maintenance Justification if needed.

RIDER FINANCING AND RIDER ALLOCATIONS

As shown in the following graphic, click on the **Capital Projects** menu and the submenus for **Rider Financing** and **Rider Allocation** in order to access the data entry screens for **Capital Projects > Rider Financing** and **Capital Projects > Rider Allocation.**



The process for adding rider financing and rider allocations data for capital projects is similar to the details explained on the **Capital Projects→**Financing menu/submenu and **Capital Projects→** Strategy Allocation menu/submenu.

SUPPORTING INFORMATION

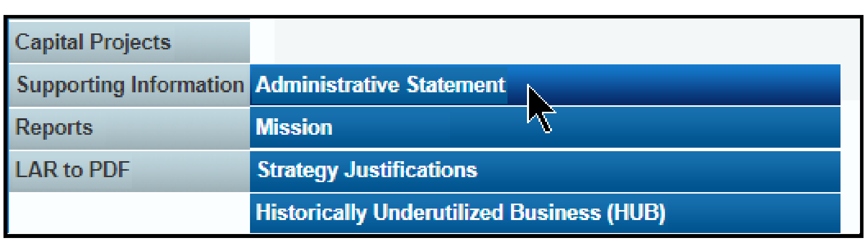
Agencies are required to enter LAR supporting information in addition to the information previously discussed. Refer to the *Detailed Instructions* to identify the supporting information that is required for your agency (e.g., state agencies, appellate courts, or institutions/agencies of higher education).

TIP

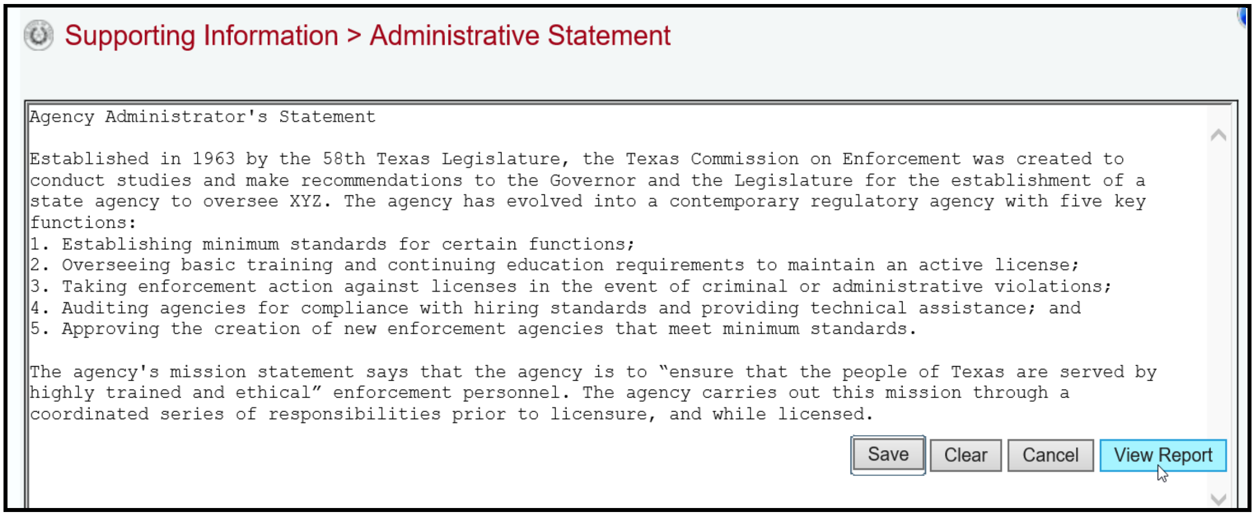
Typically, the LAR menus and submenus listed for your agency in ABEST are an indication of the supporting information that is required for your agency. Because there can be exceptions, contact your agency's assigned LBB analyst if you have any questions.

ADMINISTRATOR'S STATEMENT

Click the Supporting Information menu and Administrative Statement submenu.



Your agency's **Administrator's Statement** for 87-R has been copied forward to 88-R. Review the information, make any necessary changes, and click **Save**. You may enter up to 30,000 characters in the text field, and a warning displays when entered data exceeds the field limit. Click **View Report** (as shown below) to view/print the **Administrator's Statement**. The report is also available on the **Reports** menu.



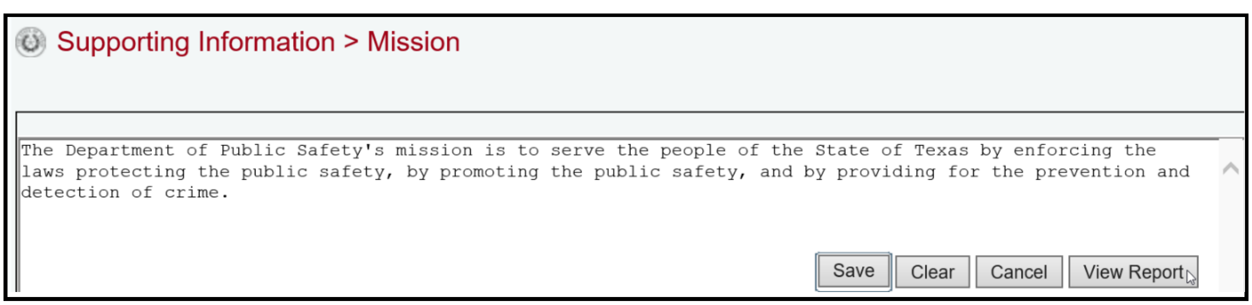
IMPORTANT

Formatting is not an option in the text field on the **Supporting Information > Administrative Statement** screen. Agencies may supplement the ABEST-entered **Administrative Statement** with a supplemental PDF that includes charts and figures (and other formatting), not to exceed four (4) pages. Refer to the LAR to PDF Generator section of these instructions for further details on how to add a supplemental PDF.

MISSION STATEMENT

Click the **Supporting Information** menu and the **Mission** submenu, as shown below.

The agency's **Mission Statement** for 87-R has been copied forward to 88-R. Review the information, make any necessary changes, and click **Save**. You may enter up to 2,000 characters in the **Mission Statement** text field, and a warning displays when entered data exceeds the field limit. Click **View Report** (as shown below) to view/print the **Mission Statement**. The report is also available on the **Reports** menu.

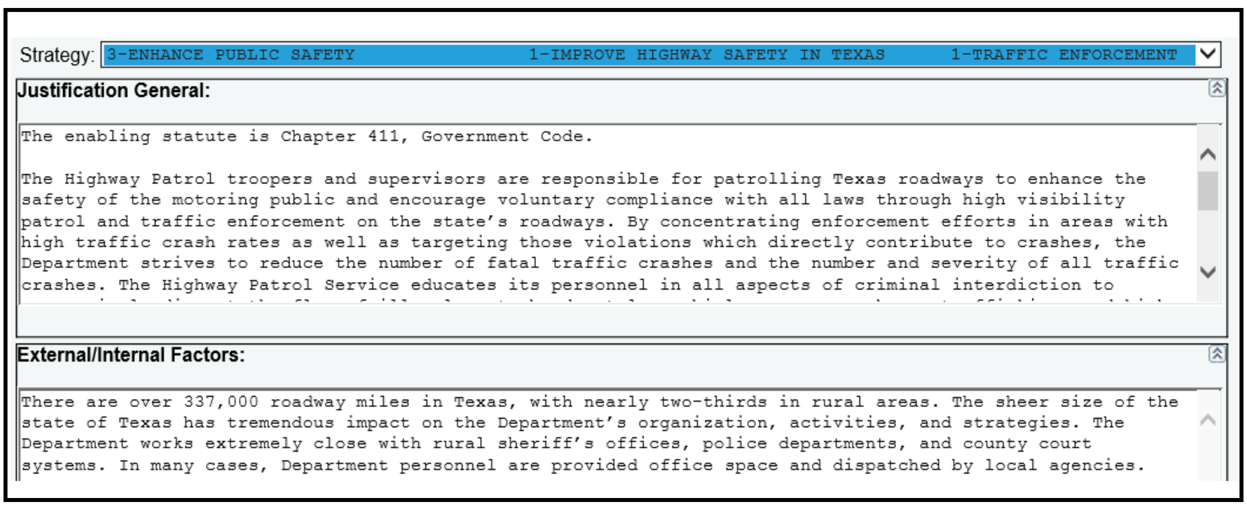


STRATEGY JUSTIFICATIONS

Each strategy must have a justification and external/internal factors assigned to it. The justification and external/internal factors are located on the same input screen. Click the **Supporting Information** menu and the **Strategy Justifications** submenu, as shown below.

The agency's first **Strategy** (GOS) displays in the **Strategy** drop-down menu box. To change the GOS, select a different **Strategy** from the drop-down menu box, as shown below.

Enter the **Justification General** and **External/Internal Factors** in the appropriate grids (as shown in the below example) and click **Save**. The character limit is 1,600 for each grid field, and a warning displays when entered data exceeds the field limit. Repeat the previous steps for each **Strategy** listed in the **Strategy** drop-down menu box.

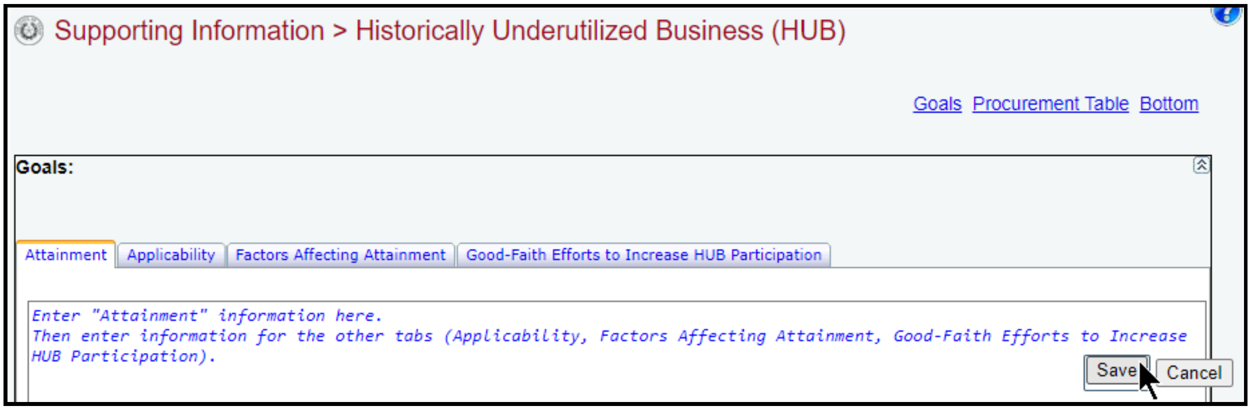


HISTORICALLY UNDERUTILIZED BUSINESSES (HUBS)

You will report Historically Underutilized Business (HUB) data for fiscal years 2020–21. Refer to the *Detailed Instructions* for more information. Click the **Supporting Information** menu and the **Historically Underutilized Business (HUB)** submenu.

GOALS

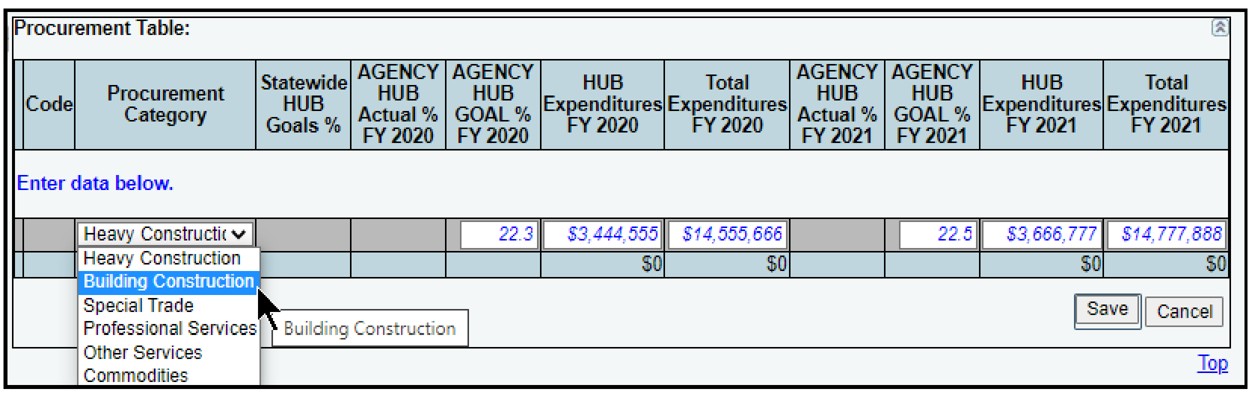
Click in the first grid labeled **Goals**. Note that the **Goals** grid has additional tabs, which require data entry (shown below). The character limit for each tab is 1,200 characters, and a warning displays when entered data exceeds the field limit. Enter data for each tab and click **Save**.



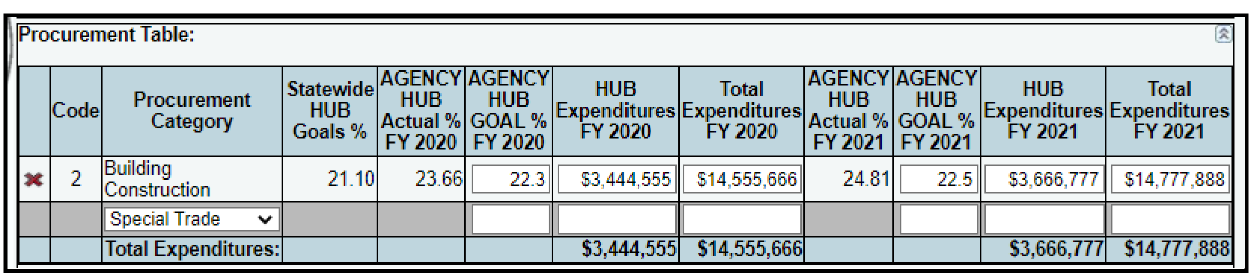
PROCUREMENT

Scroll down to the second grid labeled **Procurement Table**.

Adding HUB Categories **–** Use the gray section to add new HUB categories (shown below). Select a **Procurement Category** from the drop-down menu box, enter your agency's expenditures for the fiscal years indicated, and click **Save**.

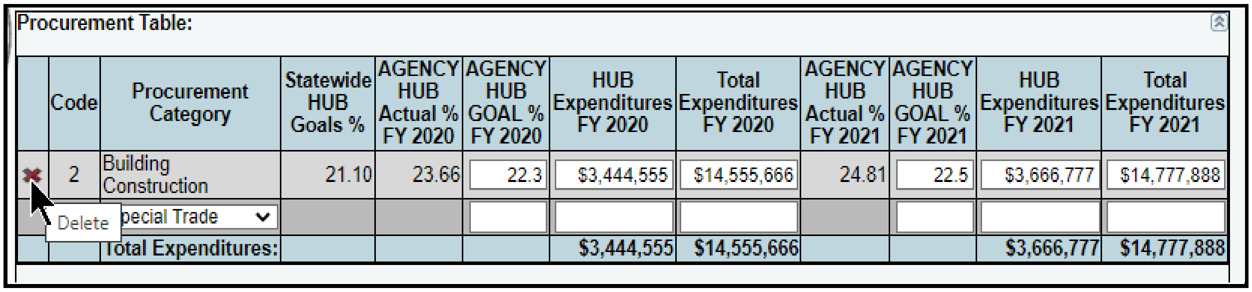


Notice that some fields cannot be edited. The **Statewide HUB Goals %** field contains the established statewide percentage that your agency should have tried to reach or exceed. As you save the data, ABEST calculates the percentage of total expenditures your agency spent on HUBs (**Actual % FY2020** and **Actual % FY2021**).


Procurement Table:

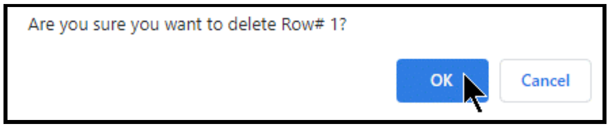
	Code	Procurement Category	Statewide HUB Goals %	AGENCY HUB Actual % FY 2020	AGENCY HUB GOAL % FY 2020	HUB Expenditures FY 2020	Total Expenditures FY 2020	AGENCY HUB Actual % FY 2021	AGENCY HUB GOAL % FY 2021	HUB Expenditures FY 2021	Total Expenditures FY 2021
✖	2	Building Construction	21.10	23.66	22.3	$3,444,555	$14,555,666	24.81	22.5	$3,666,777	$14,777,888
		Special Trade									
		Total Expenditures:				$3,444,555	$14,555,666			$3,666,777	$14,777,888

Deleting HUB Categories – Save any unsaved data first and then click the red '**x**' to the left of the **Code**. Click **OK** in the confirmation window, as shown below.



Procurement Table:

	Code	Procurement Category	Statewide HUB Goals %	AGENCY HUB Actual % FY 2020	AGENCY HUB GOAL % FY 2020	HUB Expenditures FY 2020	Total Expenditures FY 2020	AGENCY HUB Actual % FY 2021	AGENCY HUB GOAL % FY 2021	HUB Expenditures FY 2021	Total Expenditures FY 2021
x	2	Building Construction	21.10	23.66	22.3	$3,444,555	$14,555,666	24.81	22.5	$3,666,777	$14,777,888
Delete		pecial Trade									
		Total Expenditures:				$3,444,555	$14,555,666			$3,666,777	$14,777,888



FEDERAL FUNDS SUPPORTING SCHEDULE

The CFDA detail you entered on the **Strategy** menu populates some of the **Federal Funds Supporting Schedule**. If your agency expended more than $5.0 million in total Federal Funds in fiscal year 2021, you must identify expended amounts for fiscal year 2021, estimated expenditure amounts for fiscal year 2022, budgeted amounts for fiscal year 2023, and baseline requested amounts for fiscal years 2024–25 for the related employee benefits for each CFDA program. The employee benefits costs include Federal Funds and related state General Revenue Funds used as a match or maintenance of effort for employee benefits. Refer to the *Detailed Instructions* for further guidance.

IMPORTANT

If your agency expended or budgeted more than $5.0 million in Federal Funds in FY2021, FY2022, or FY2023, ABEST will display a "warning" on the closing edits screen to enter benefits data for Federal Funds (and related General Revenue Funds) on the **Supporting Information > Federal Funds Supporting Schedule** screen. If you have entered the required benefits data, you can ignore the "warning" because it is not a closing edit that will prevent LAR submission.

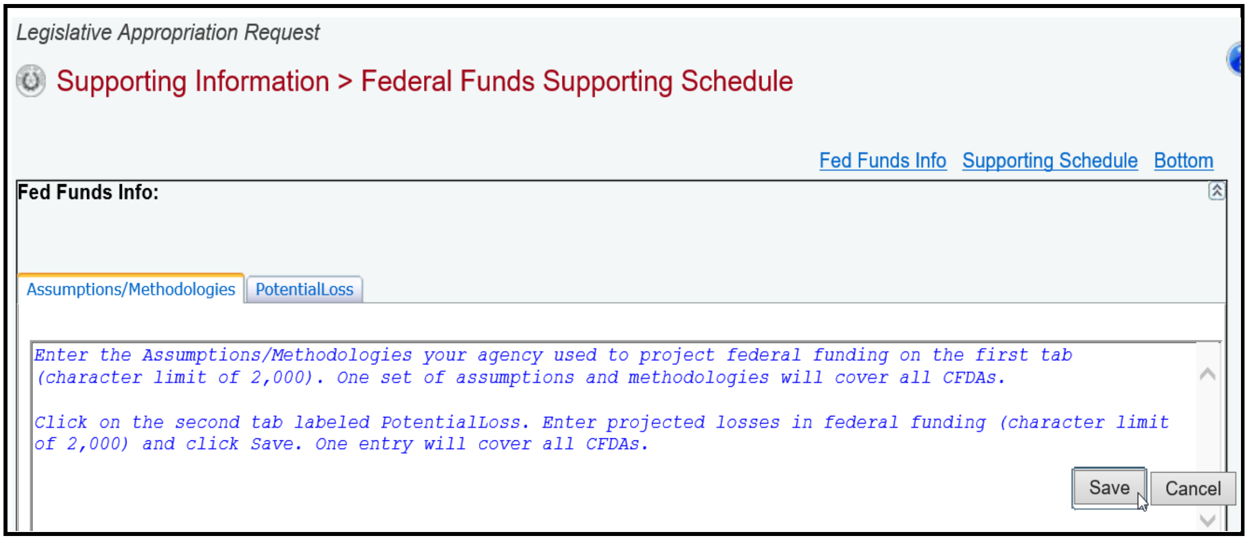
Click the Support Information menu and the Federal Funds Supporting Schedule submenu. The Supporting Information > Federal Funds Supporting Schedule screen will appear and display two grids for data entry (one labeled Fed Funds Info, one labeled Supporting Schedule).

TIP

Typically, the LAR menus and submenus listed for your agency in ABEST are an indication of the supporting information that is required for your agency. Because there can be exceptions, contact your LBB analyst if you have any questions.

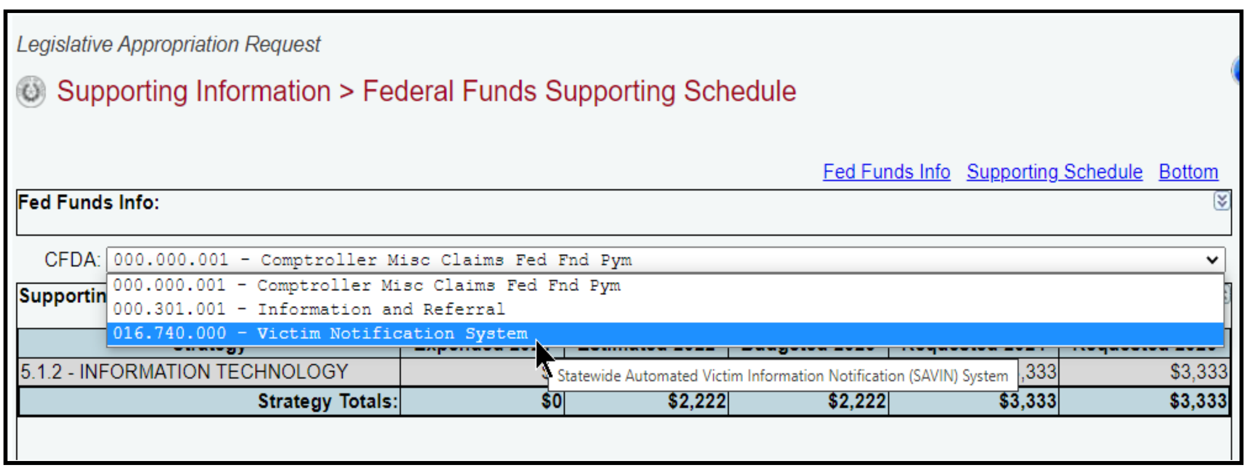
FEDERAL FUNDS INFORMATION

On the **Supporting Information > Federal Funds Supporting Schedule** screen, click in the first grid labeled **Fed Funds Info**. The grid has two tabs that require data entry, as shown in the below example. On the first tab, enter the **Assumptions/Methodologies** you used to project federal funding for fiscal years 2024–25 (the character limit is 2,000, and a warning displays when entered data exceeds the field limit). One set of assumptions and methodologies will cover all CFDAs. Click on the second tab labeled **PotentialLoss**. Enter projected losses in federal funding for fiscal years 2024–25 (character limit is 2,000) and click **Save**. One entry will cover all CFDAs.

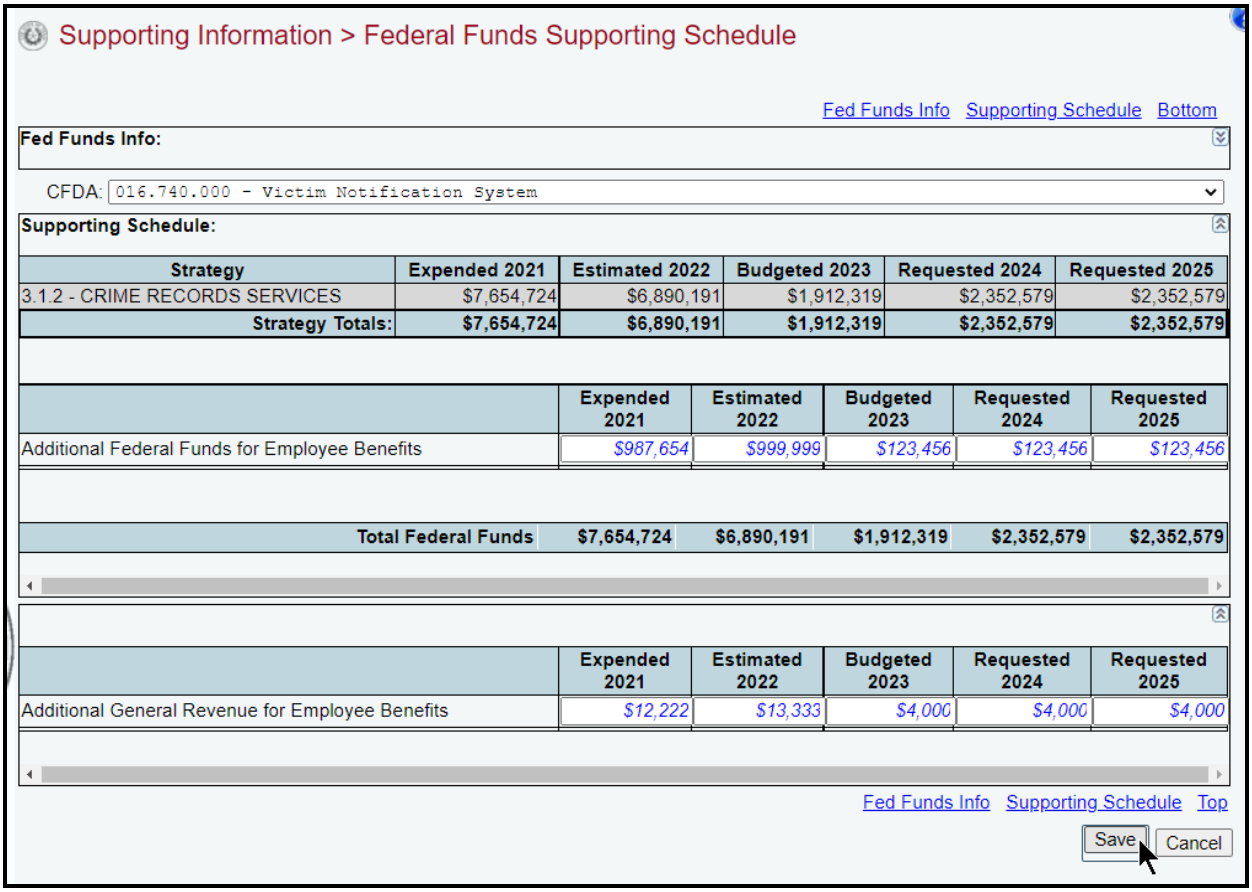


SUPPORTING SCHEDULE

Scroll down to the second grid labeled **Supporting Schedule**. A list of the CFDAs you previously entered on the **Strategy→Budgeting** menu/submenu appear in the CFDA drop-down menu box just above the **Supporting Schedule** grid. Select a **CFDA** from the drop-down menu box, as shown in the below example.



The **Supporting Schedule** grid displays the strategies you identified previously that relate to the selected CFDA. Enter the **Additional Federal Funds for Employee Benefits** (not included in the strategy amounts). Then scroll down and enter **Additional General Revenue for Employee Benefits** used as a match or maintenance of effort for employee benefits, and click **Save** (as shown in the following example). Refer to the *Detailed Instructions* for further guidance on the information required.



Repeat the previous steps for each CFDA listed in the drop-down menu box on the **Supporting Information > Federal Funds Supporting Schedule** screen.

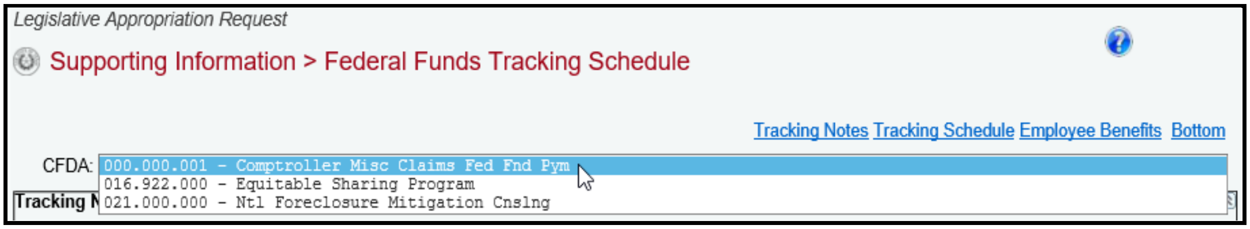
FEDERAL FUNDS TRACKING SCHEDULE

All agencies in receipt of Federal Funds for any grant award that equaled or exceeded $5.0 million in FY 2021, or upon request of the LBB or Governor's Office, are required to submit the **Federal Funds Tracking Schedule**.

Because the federal and state fiscal years do not begin on the same date, the LBB and Office of the Governor, Budget and Policy Division need specific data to track Federal Funds efficiently. Enter data in ABEST for specific CFDAs and tie it to the state's fiscal year. For the fiscal years 2024–25 LAR, you must supply CFDA data through state fiscal year 2025 on the **Federal Funds Tracking Schedule**. Include data for all historical federal fiscal years in which awarded Federal Funds are still remaining at the agency and that are available for expenditure by the agency. Refer to the *Detailed Instructions* for further guidance.

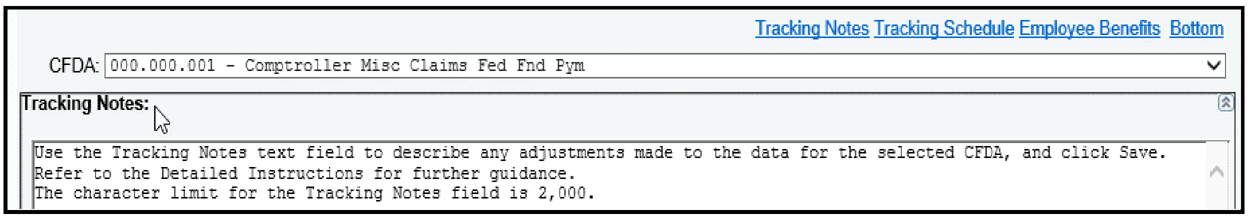
Click the **Supporting Information** menu and the **Federal Funds Tracking Schedule** submenu.

Select a **CFDA** from the drop-down list on the **Supporting Information > Federal Funds Tracking Schedule** screen, as shown in the following example.



TRACKING NOTES

Click in the first grid labeled **Tracking Notes**. Use the **Tracking Notes** text field to describe any adjustments made to the reported data for the selected CFDA, and click **Save**. Refer to the *Detailed Instructions* for further guidance. The character limit for the **Tracking Notes** field is 2,000, and a warning displays when entered data exceeds the field limit.



TRACKING SCHEDULE

Click in the second grid labeled **Tracking Schedule**. Review the following **Employee Benefits Payments Criteria** table.

Employee Benefits Payments Criteria	
Award Amount	Enter the total amount of Federal Funds awarded for the selected **CFDA** for each federal fiscal year (**FFY**).
Expended SFY	Enter the dollars actually expended for the selected **CFDA** for the state fiscal years (**SFY**).
Estimated SFY	Enter the estimated expenditures for the selected **CFDA** for the state fiscal years (**SFY**).
Budgeted SFY	Enter the amount budgeted for the selected **CFDA** for the state fiscal year (**SFY**).
Requested SFY	Enter the amount requested for the selected **CFDA** for the state fiscal year (**SFY**).
Remainder	The **Remainder** column displays the difference between the **Award Amount** and the total of all the **SFY** columns for each federal fiscal year (**FFY**).
Employee Benefits Payments	Enter only the benefit data for each state fiscal year (**SFY**). Refer to the *Detailed Instructions* for further guidance on the information required.

Adding Data **–** Use the drop-down menu box in the gray section of the **Tracking Schedule** grid to select the **FFY** (Federal Fiscal Year) in which the **Award Amount** was made, enter the dollar amounts associated with each state fiscal year (**SFY**), and click **Save**.

Legislative Appropriation Request

Supporting Information > Federal Funds Tracking Schedule

Tracking Notes Tracking Schedule Employee Benefits Bottom

CFDA: 000.000.001 - Comptroller Misc Claims Fed Fnd Pym

Tracking Notes:

Tracking Schedule:

	FFY	Award Amount	Expended SFY 2019	Expended SFY 2020	Expended SFY 2021	Estimated SFY 2022	Budgeted SFY 2023	Requested SFY 2024	Requested SFY 2025	Remainder
✖	2015	$5,000,000	$1,000,000	$0	$0	$0	$0	$0	$0	$4,000,000
✖	2016	$10,000,000	$2,000,000	$2,000,000	$0	$0	$0	$0	$0	$6,000,000
✖	2017	$15,000,000	$3,000,000	$3,000,000	$3,000,000	$0	$0	$0	$0	$6,000,000
✖	2018	$1,000,000	$200,000	$200,000	$200,000	$200,000	$200,000	$0	$0	$0
✖	2019	$2,000,000	$10,000	$398,000	$398,000	$398,000	$398,000	$398,000	$0	$0
✖	2020	$3,000,000	$0	$0	$600,000	$600,000	$600,000	$600,000	$600,000	$0
✖	2021	$4,000,000	$0	$0	$22,000	$795,600	$795,600	$795,600	$795,600	$795,600
✖	2022	$5,000,000	$0	$0	$0	$11,000	$997,800	$997,800	$997,800	$1,995,600
✖	2023	$6,000,000	$0	$0	$0	$0	$600,000	$1,200,000	$1,200,000	$3,000,000
✖	2024	$7,000,000	$0	$0	$0	$0	$0	$700,000	$1,400,000	$4,900,000
✖	2025	$8,000,000	$0	$0	$0	$0	$0	$0	$800,000	$7,200,000
	1999									
	Totals:	**$66,000,000**	**$6,210,000**	**$5,598,000**	**$4,220,000**	**$2,004,600**	**$3,591,400**	**$4,691,400**	**$5,793,400**	**$33,891,200**

IMPORTANT

The **Remainder** column displays the difference between the **Award Amount** and the total of all the **SFY** columns for each federal fiscal year (**FFY**). If a dollar amount appears in the **Remainder** column for any given **FFY** (as shown in the previous example), an explanation on each amount should be provided in the **Tracking Notes** text field if that amount is anything other than carry forward award balance (an example explanation: *"Regarding the $4.0 million in FFY 2015 that displays in the **Remainder** column, $3.0 million of it was expended by the agency in state fiscal years 2012–14 and $1.0 million of it was never issued by the federal government."*).

Revising Data **–** Click in the appropriate fields to modify the data and click **Save**.

IMPORTANT

You cannot modify the **FFY** field. To change the **FFY**, delete the existing row and re-add the desired year.

Deleting Data **–** Save any unsaved data first, and then click the red '**x**' to the left of the **FFY** (as shown below) to delete a row of data. Click **OK** in the confirmation window.

Tracking Schedule:

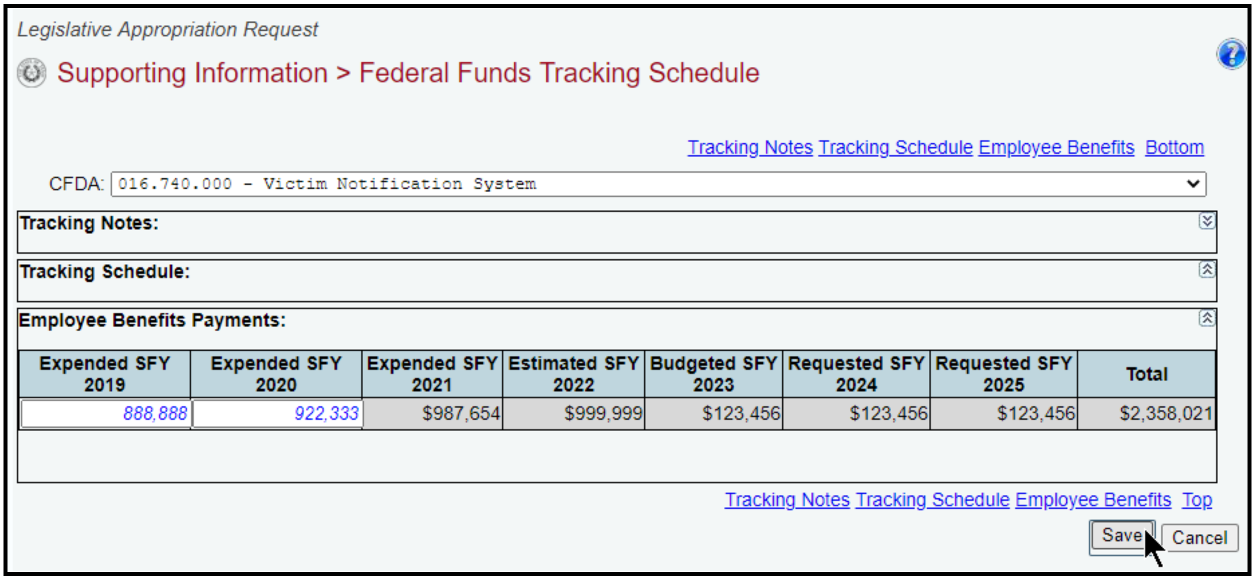
	FFY	Award Amount	Expended SFY 2019	Expended SFY 2020	Expended SFY 2021	Estimated SFY 2022	Budgeted SFY 2023	Requested SFY 2024	Requested SFY 2025	Remainder
✖	2015	$5,000,000	$1,000,000	$0	$0	$0	$0	$0	$0	$4,000,000
✖ Delete		$10,000,000	$2,000,000	$2,000,000	$0	$0	$0	$0	$0	$6,000,000
✖	2017	$15,000,000	$3,000,000	$3,000,000	$3,000,000	$0	$0	$0	$0	$6,000,000

Are you sure you want to delete Row# 1?

OK Cancel

EMPLOYEE BENEFITS PAYMENTS

Click the third grid labeled **Employee Benefits Payments** (as shown below). Enter *only* the Federal Funds benefit amounts for state fiscal years (**SFY**) 2019 and 2020 and click **Save**.



Repeat the previous steps for each of the agency's CFDAs, as needed.

ESTIMATED REVENUE COLLECTIONS SUPPORTING SCHEDULE

The following agencies are required to use the Estimated Revenue Collections Supporting Schedule.

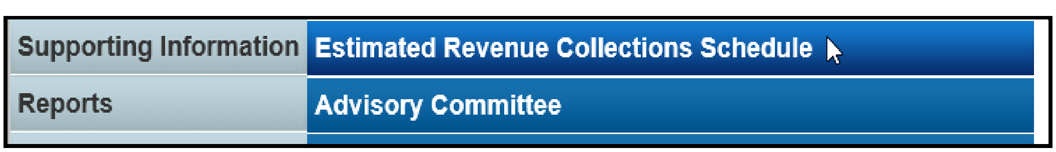
- Article II – Health and Human Services and Article VIII – Regulatory;
- agencies with an "Appropriations Limited to Revenue Collections" rider;
- agencies collecting revenues that are reported in the agency's **Summary of Base Request by Method of Finance** schedule (including riders); and
- agencies instructed by the LBB or the Office of the Governor, Budget and Policy Division.

If your agency needs to submit this schedule, refer to the *Detailed Instructions* for data requirement details.

IMPORTANT

Agencies affected by *Article IX, Section 13.10, Definition, Appropriation, Reporting and Audit of Earned Federal Funds*, of the 2022–23 General Appropriations Act should read the *Detailed Instructions* about reporting earned Federal Funds on this schedule.

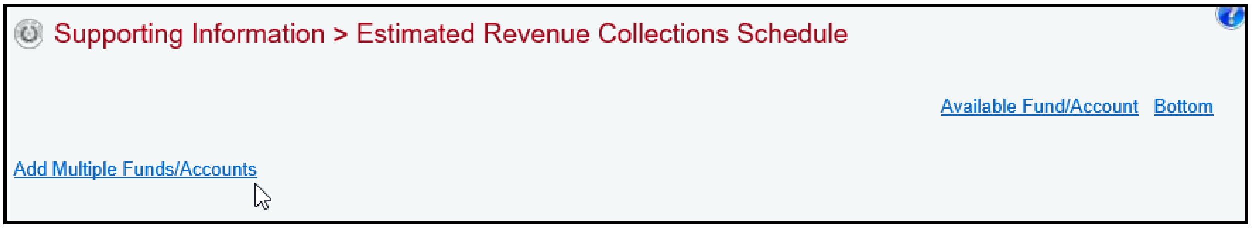
Click the Supporting Information menu and the Estimated Revenue Collections Schedule submenu, as shown below.



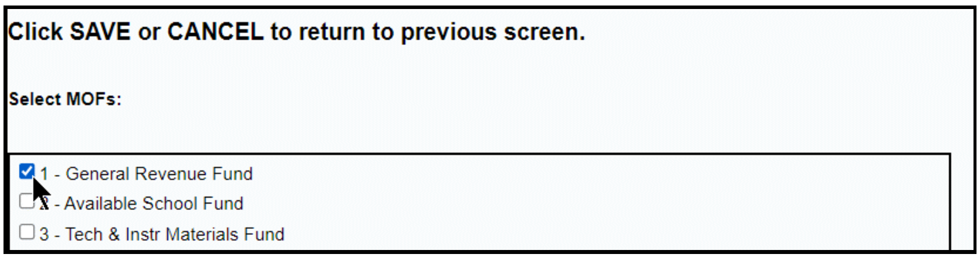
REVENUES

You can add multiple MOFs to the **Revenues** grid or you can add each MOF separately along with the corresponding dollar amounts.

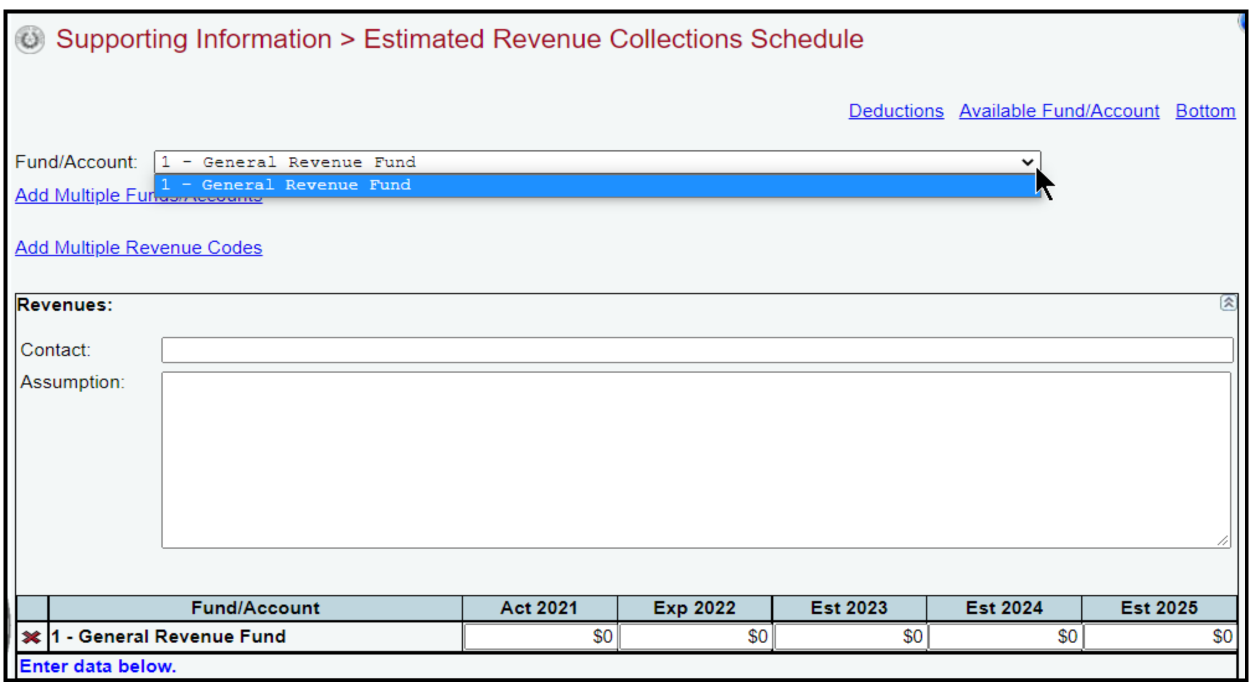
Adding Multiple MOFs – Click the **Add Multiple Funds/Accounts** hyperlink (as shown in the following graphic) to add multiple MOFs for your agency's **Estimated Revenue Collections Supporting Schedule**.



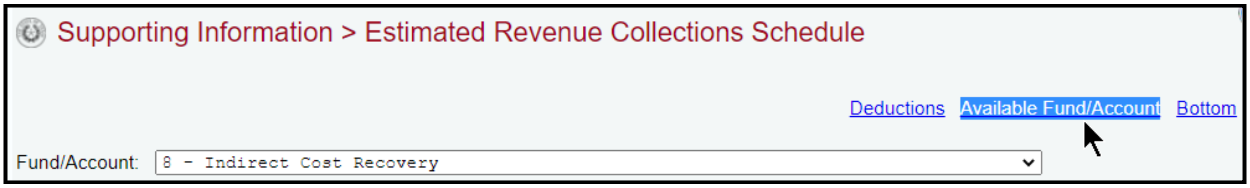
Select all the appropriate **MOFs** for your agency's **Estimated Revenue Collections Supporting Schedule** (as shown below), and click **Save**.



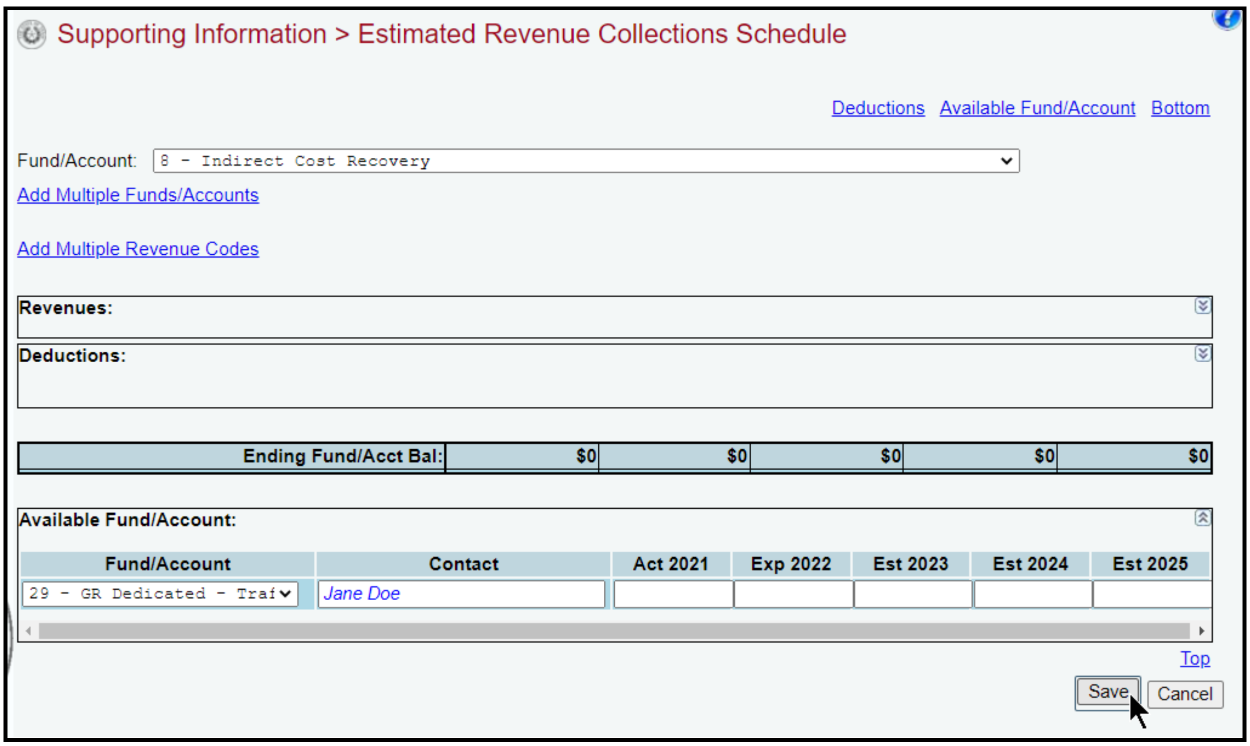
All the MOFs you select and save (as shown in the previous graphic) will load into the **Fund/Account** drop-down menu box (example shown below). When you click on a MOF from the **Fund/Account** drop-down menu box, it will display in the **Revenues** and **Fund/Account** grids.



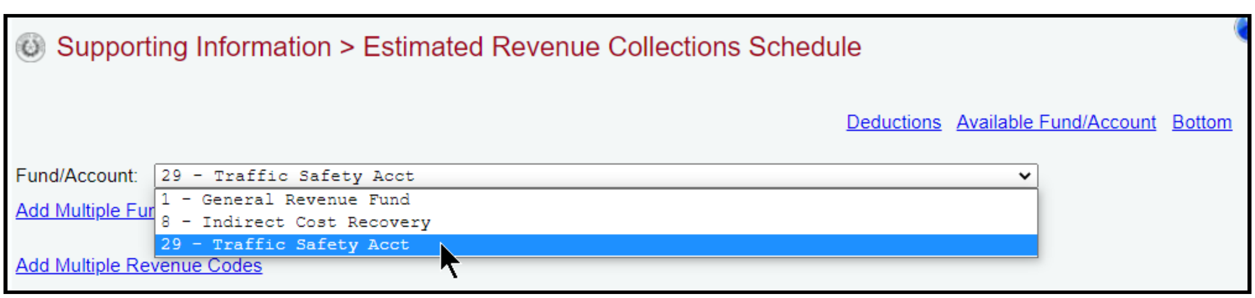
Adding a Single MOF – To add an available single MOF, click the **Available Fund/Account** hyperlink (as shown below). The **Available Fund/Account** hyperlink directs you to the bottom portion of the screen where the MOFs that have not been used can be accessed. You can also scroll down to the **Available Fund/Account** grid if you prefer.



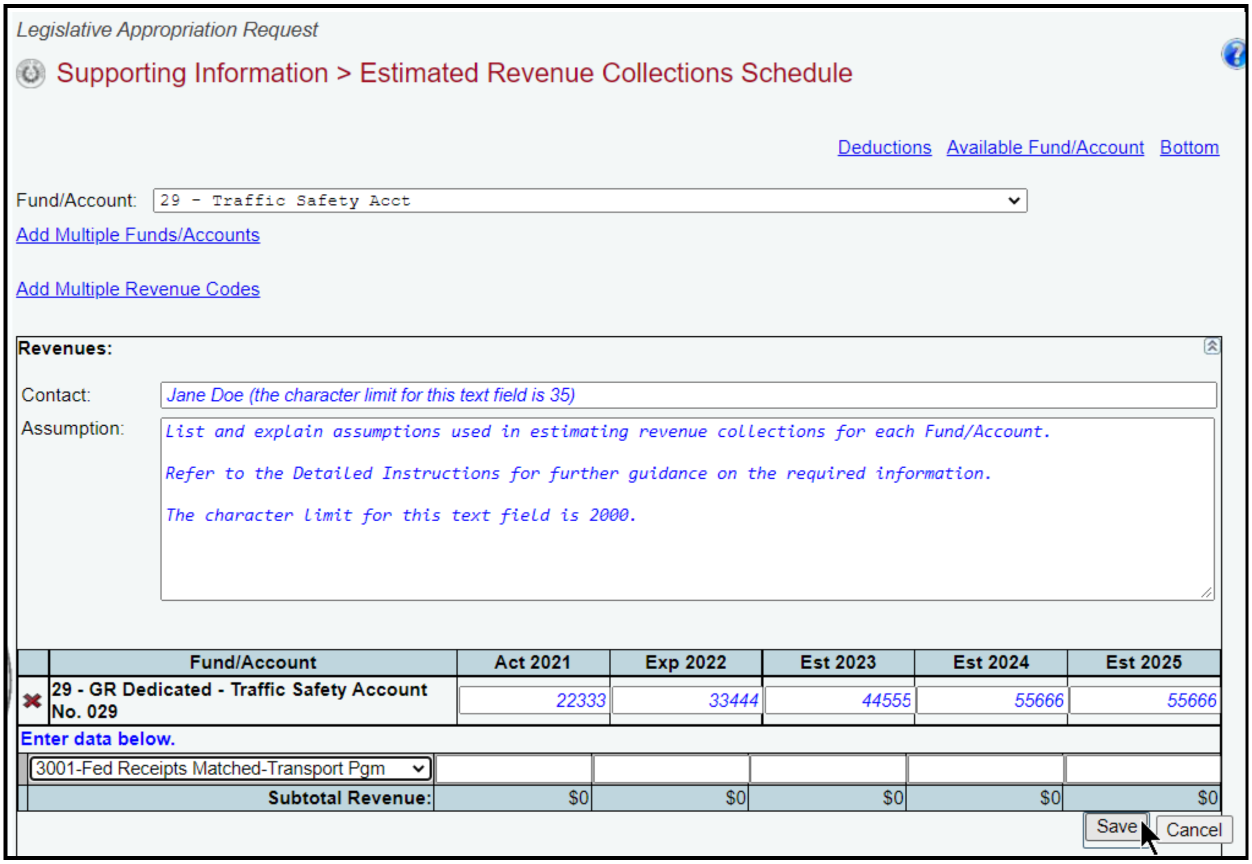
As shown below, select a MOF from the **Available Fund/Account** drop-down menu box and enter the name of the agency's **Contact** person for the selected **Fund/Account** (the character limit for the **Contact** field is 35, and a warning displays when entered data exceeds the field limit), and click **Save**. You can enter the fiscal year dollar amounts at this time or later, but at a minimum, the **Contact** name must be entered in order for the selected MOF to save.



The selected/saved MOF will load into the **Fund/Account** drop-down menu box, as shown below.

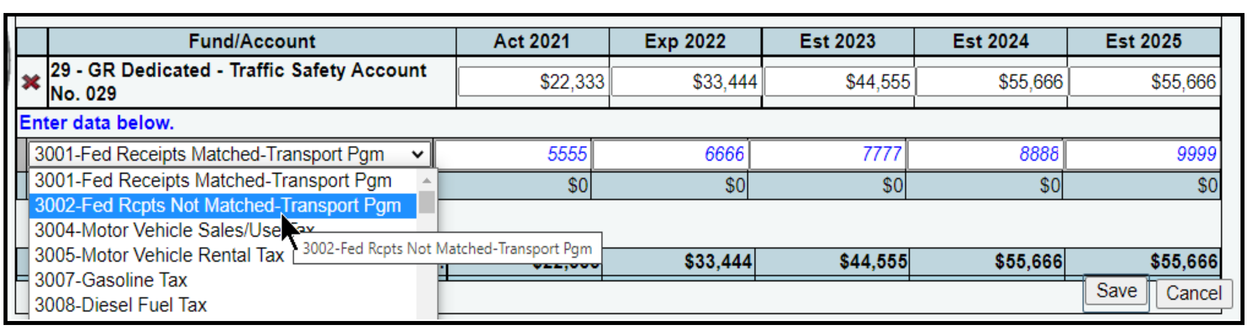


When you click on a MOF from the **Fund/Account** drop-down menu box, it will display in the **Revenues** and **Fund/Account** grids (shown below). Once the MOF is displayed, the remaining data fields can be completed or revised for that selected MOF. Complete all fields and click **Save**.



IMPORTANT
For each selected **Fund/Account** MOF, the entered dollars should represent the unencumbered beginning balances for each fiscal year.

Revenue Codes – For the selected MOF, enter its applicable revenue codes and the corresponding fiscal year amounts (example shown below), and click **Save**.

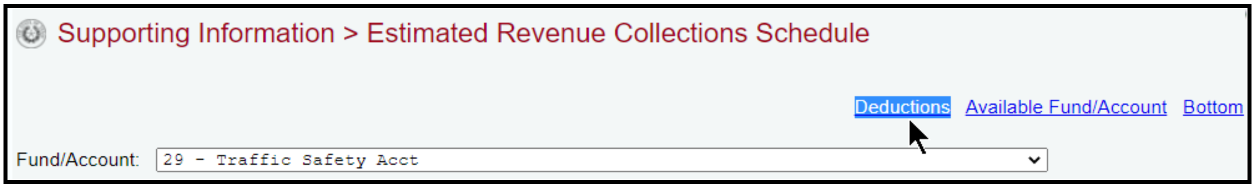


IMPORTANT
Estimated revenue code amounts may exceed amounts budgeted and/or appropriated, and should represent collections rather than appropriated amounts.

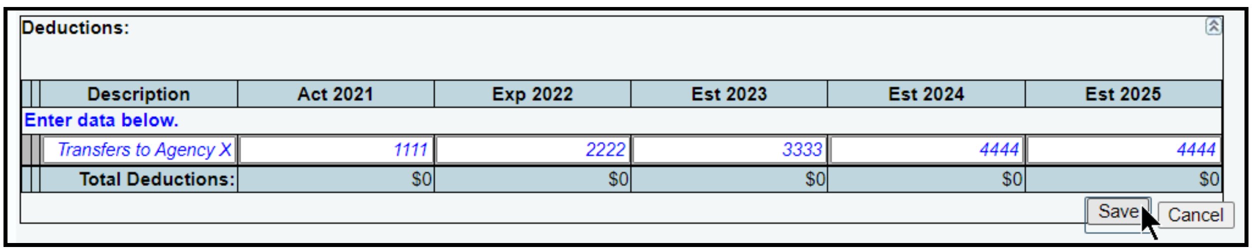
Repeat the previous steps to add all the revenue codes for each MOF listed in the **Fund/Account** drop-down menu box.

DEDUCTIONS

Click the **Deductions** hyperlink (as shown below) to add deductions data for the selected MOF, or scroll down to the **Deductions** grid.



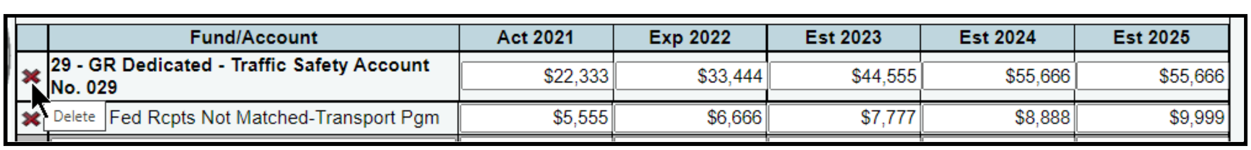
If there is **Deductions** data for a selected MOF, enter a **Description(s)** and the amounts for each fiscal year (as shown below), and click **Save**. The **Description** text you choose to enter is optional (refer to the *Detailed Instructions* for examples) and the character limit for the **Description** field is 70 (a warning displays when entered data exceeds the field limit). Enter the deductions as positive numbers (the entered dollar amounts will display as negative deductions on the generated ABEST report).

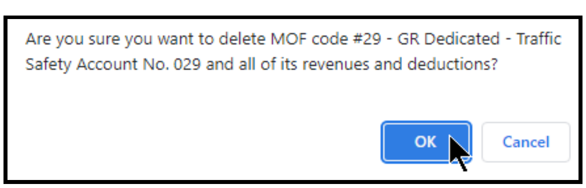


Repeat the previous steps to add all the deductions for each MOF listed in the MOFs drop-down menu box.

Revising Estimated Revenue Collections Schedule Data – Once MOFs are added, you can revise the detail (e.g., contact person, assumption(s), fiscal year dollars, revenues/deductions).

Deleting Estimated Revenue Collections Schedule Data – Save any unsaved data first, and then click the red '**x**' in the leftmost column of a grid to delete a row of data (as shown in the below example). If you delete a MOF that has existing revenue codes and/or deductions, all of the revenue codes and deductions associated with the MOF will be deleted. Click **OK** in the confirmation window.

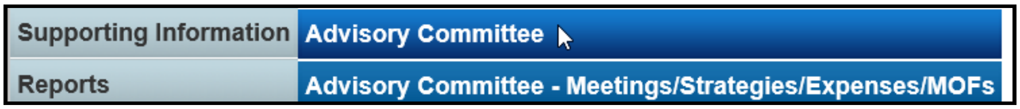




ADVISORY COMMITTEES

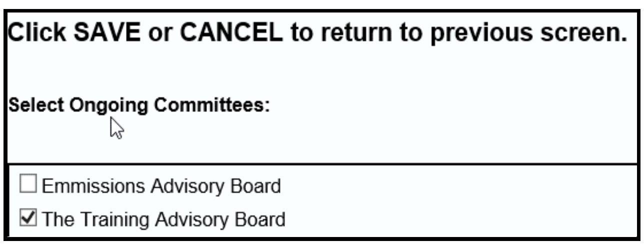
Agencies must request authority to reimburse the expenses of advisory committee members. You must also provide reasons why each committee should continue to exist and identify those that need to be consolidated or abolished. Refer to the *Detailed Instructions* for a definition of an advisory committee as well as guidance on the information requirements.

Click the **Supporting Information** menu and the **Advisory Committee** submenu to enter advisory committees information for your agency (as shown below).

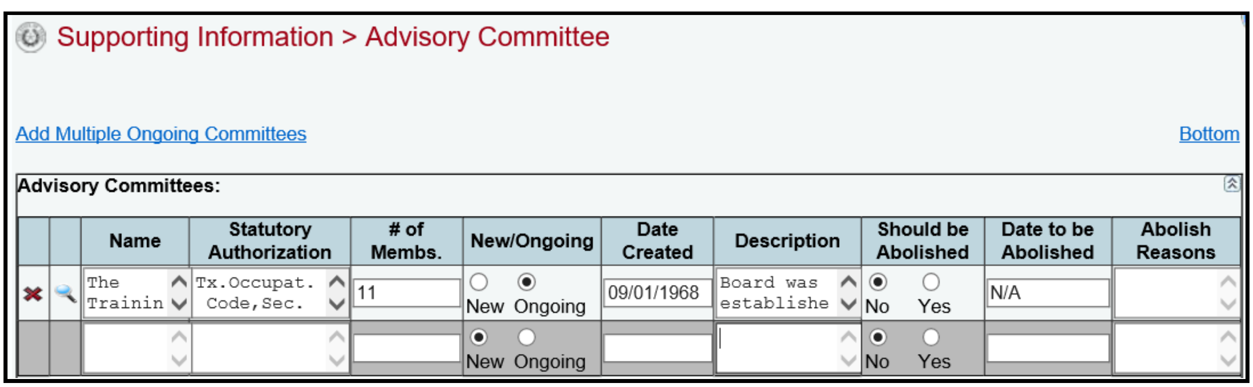


Adding Multiple Ongoing Committees – Click the **Add Multiple Ongoing Committees** hyperlink.

Select the appropriate ongoing committees (as shown below) and click **Save**.



As shown in the below example, the selected ongoing committees data loads in the **Advisory Committees** grid. Enter/revise the information as needed for each field (refer to the *Detailed Instructions* for further guidance), and click **Save**.



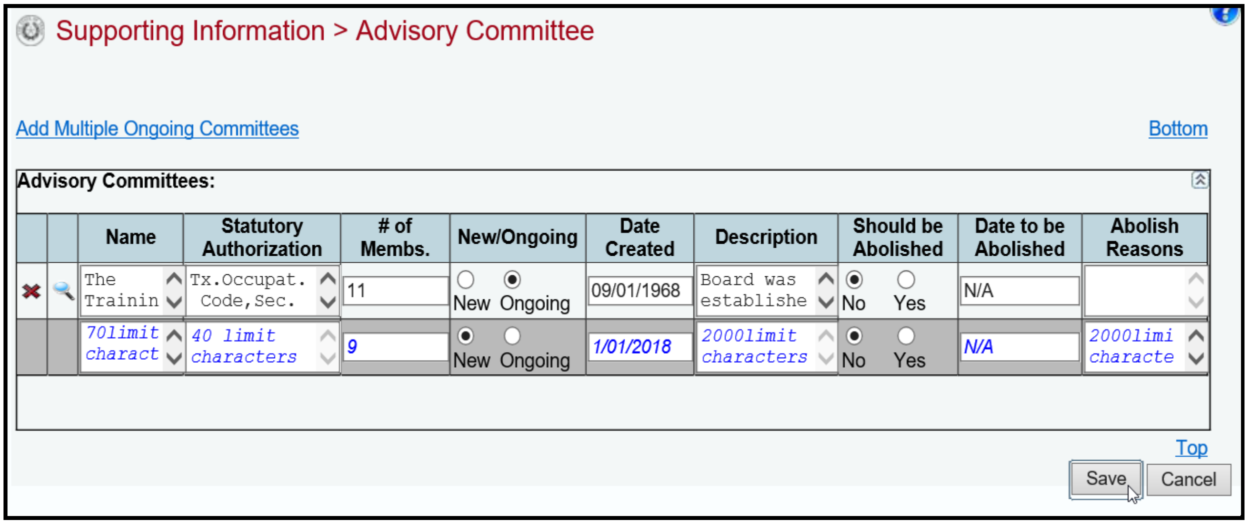
TIP

The text fields can be expanded by double clicking in the field (**Name**, **Statutory Authorization**, **Description**, **Abolish Reasons**). Use your keyboard's **Enter** key to start a new line of text in an expanded multi-line text field. Within a multi-line text field, click **OK** or **Cancel** to move out of the field. Save your work by clicking **Save**. Each multi-line text field provides a character counter and identifies the character limit for the selected field.

TIP

When you click in the fields for **Date Created** and **Date to be Abolished**, a calendar will pop-up and you can click on the date to be entered.

Adding a Single Committee – To add an advisory committee that is not currently listed in the agency's **Ongoing Committees** list (click the **Add Multiple Ongoing Committees** hyperlink to view the list), enter data into the gray section fields of the **Advisory Committees** grid (double click in the blank text boxes), and click **Save**. The character limits for each text box are noted in the below example.

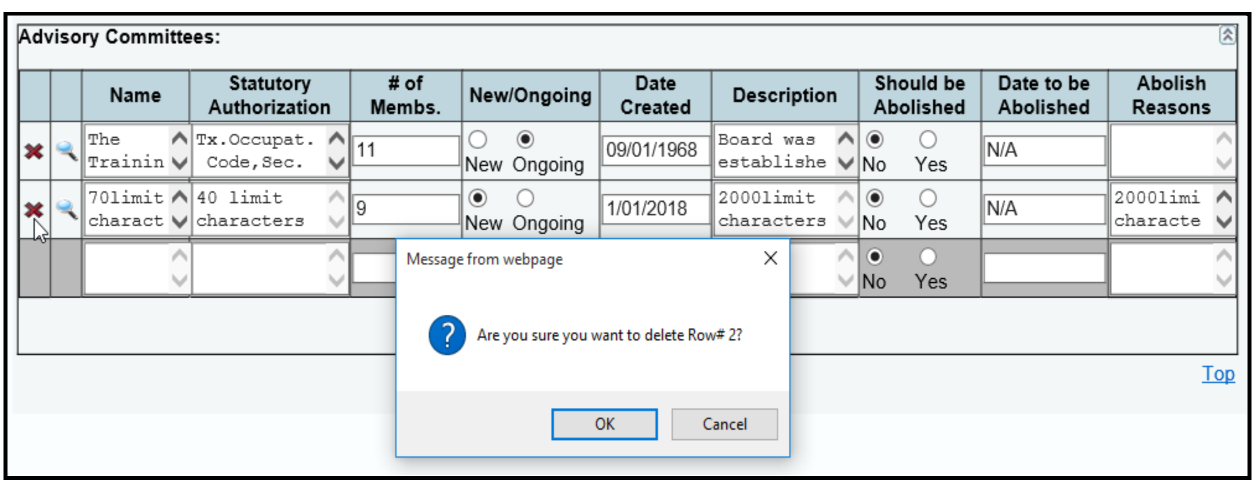


Revising Committees – Click in the appropriate fields on the **Advisory Committees** grid to modify the information and click **Save**.

TIP

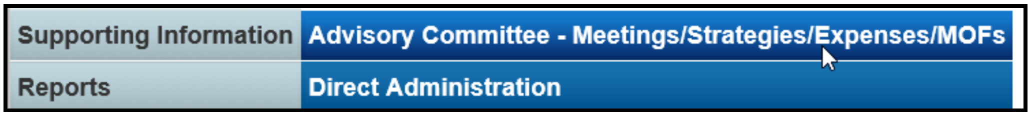
You can add or modify the related **Advisory Committee - Meetings/Strategies/Expenses/MOFs** details by clicking on the magnifying glass next to the **Name** field in the **Advisory Committees** grid.

Deleting Committees – Click the red 'x' in the leftmost position on the **Advisory Committees** grid, as shown below. Click **OK** in the confirmation window.

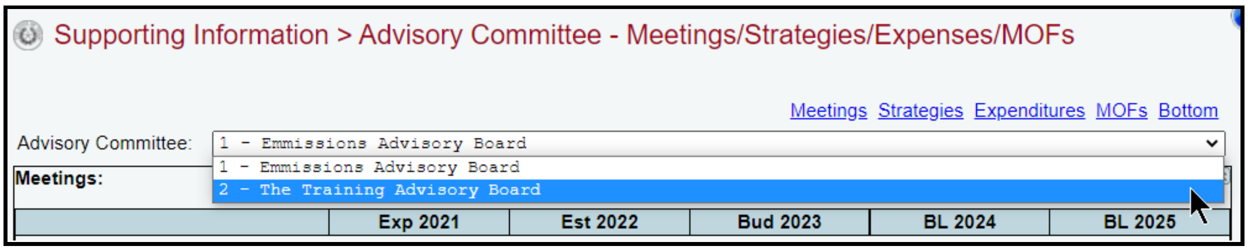


ADVISORY COMMITTEE DETAILS

As shown below, click the Supporting Information menu and the Advisory Committee - Meetings/Strategies/Expenses/MOFs submenu.

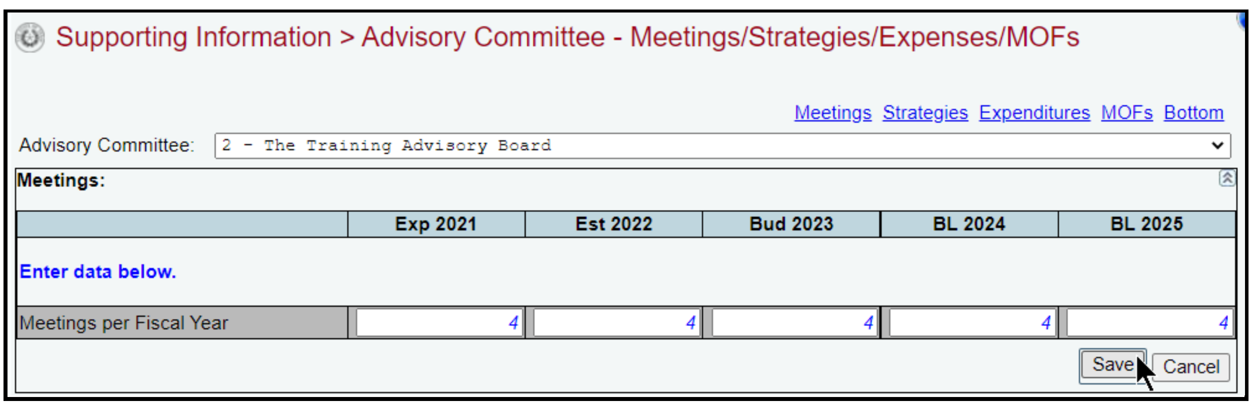


The agency's first advisory committee displays in the drop-down menu box. To change the committee, select a different **Advisory Committee** from the drop-down menu box, as shown below.



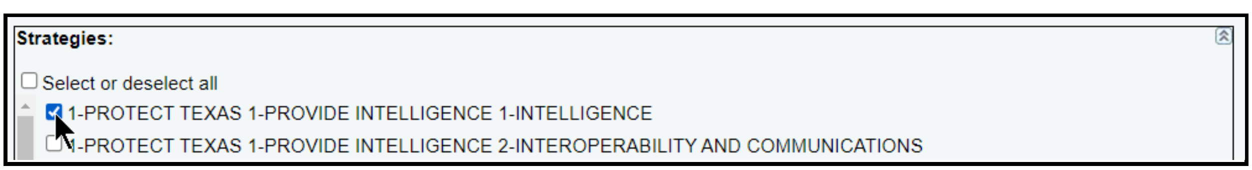
MEETINGS

Click in the first grid labeled **Meetings**, as shown below. Enter the number of meetings per fiscal year for each fiscal year listed and click **Save**.



STRATEGIES

Click in the second grid labeled **Strategies**. Select the strategy or strategies that relate to the committee (as shown in the below example) and click **Save**.



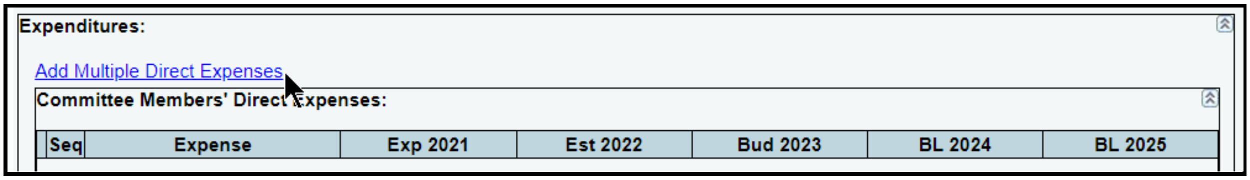
IMPORTANT

The Advisory Committee Supporting Schedule ~ Part A report will not display data unless at least one strategy is selected on the **Strategies** grid (example shown above).

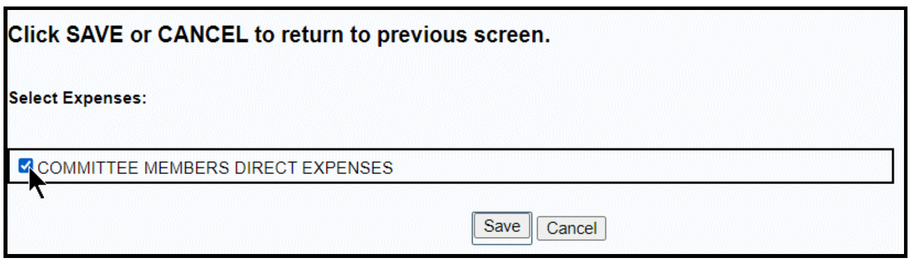
DIRECT EXPENSES

Click the **Expenditures** hyperlink or scroll down to the third grid labeled **Expenditures**.

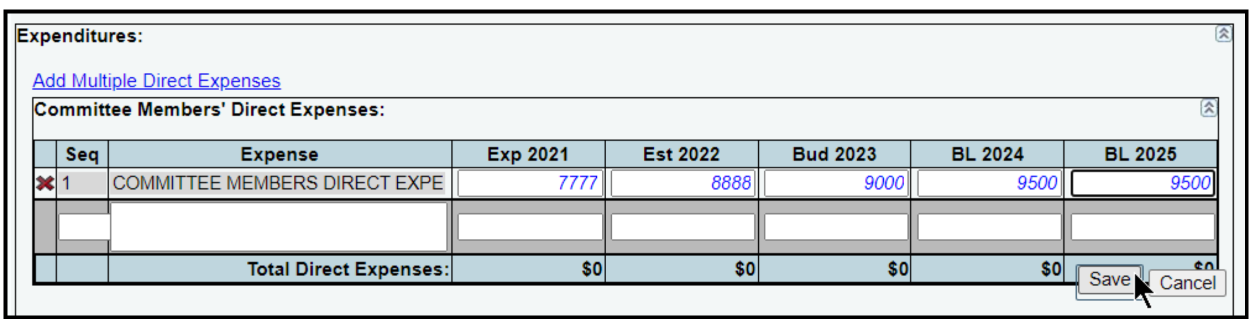
Adding Multiple Direct Expenses **–** Click the **Add Multiple Direct Expenses** hyperlink to add multiple categories for direct expenses, as shown below.



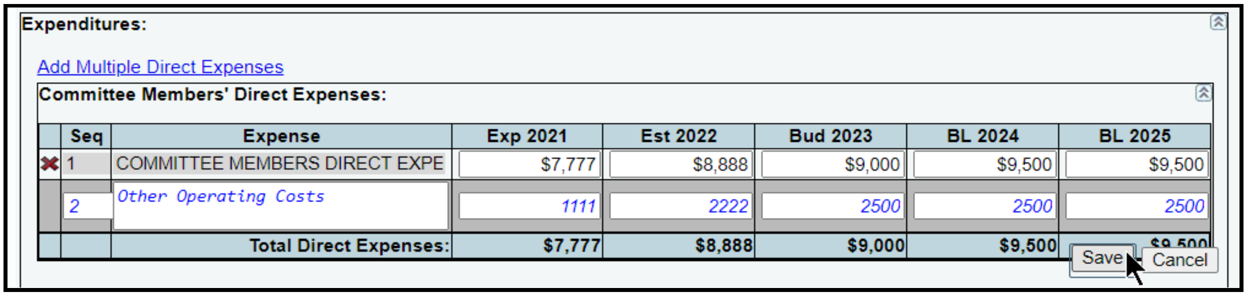
Select the appropriate expenses from the existing available categories (as shown below) and click **Save**.



The selected expense categories will load into the **Expenditures** grid. Enter the dollar amounts associated with each fiscal year and click **Save,** as shown below.



Adding a Single Direct Expense **–** To add a single direct expense that is not currently listed in the agency's existing expense categories list (click the **Add Multiple Direct Expenses** hyperlink to view the existing list), enter data into the gray section fields at the bottom of the **Committee Members' Direct Expenses** grid. Enter your sequence number (**Seq)** and the dollar amounts associated with each fiscal year, and click **Save** (as shown in the following example). The character limit for the **Expense** category/description field is 35, and a warning displays when entered data exceeds the field limit.

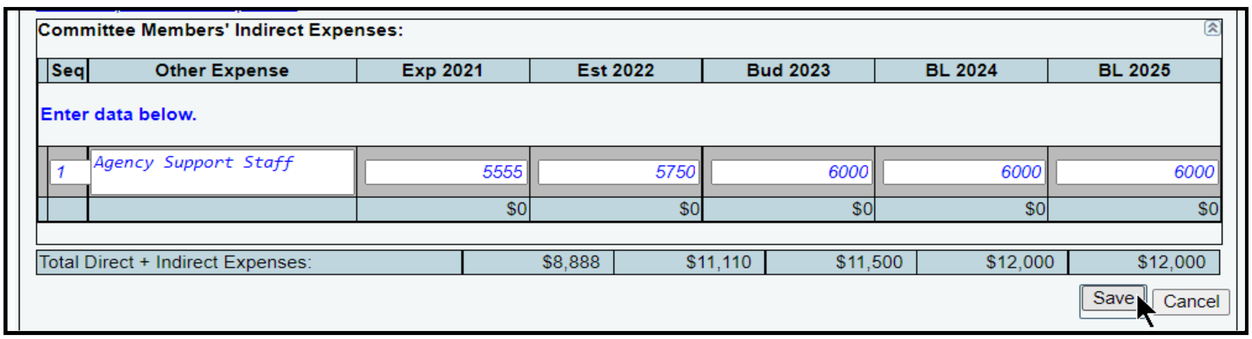


IMPORTANT

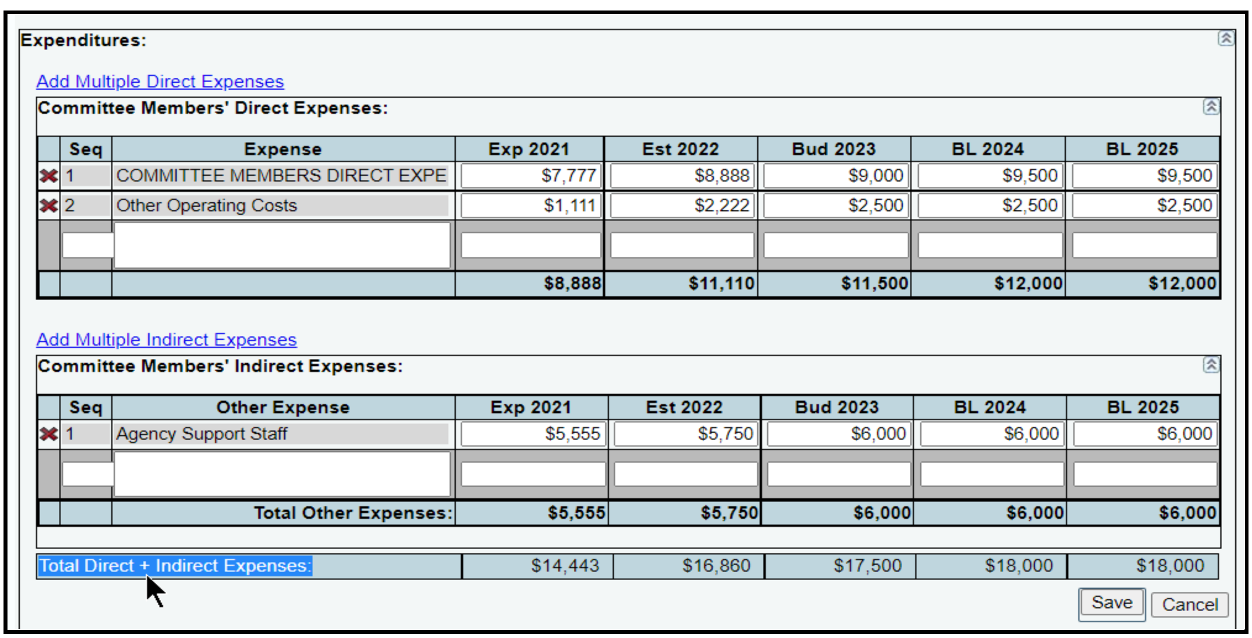
A sequence number (**Seq**) must be unique within the grid, and once entered and saved, a sequence number may not be changed for a given **Expense**. To change a sequence number for a specific **Expense**, click the red '**x**' in the leftmost column on the grid to delete the entire row of data, click **OK** in the confirmation window, and re-enter the **Expense** information.

INDIRECT EXPENSES

As shown below, enter supporting expenditures (e.g., cost of agency staff, etc.) in the grid labeled **Committee Members' Indirect Expenses** (similar to data entry for direct expenses).

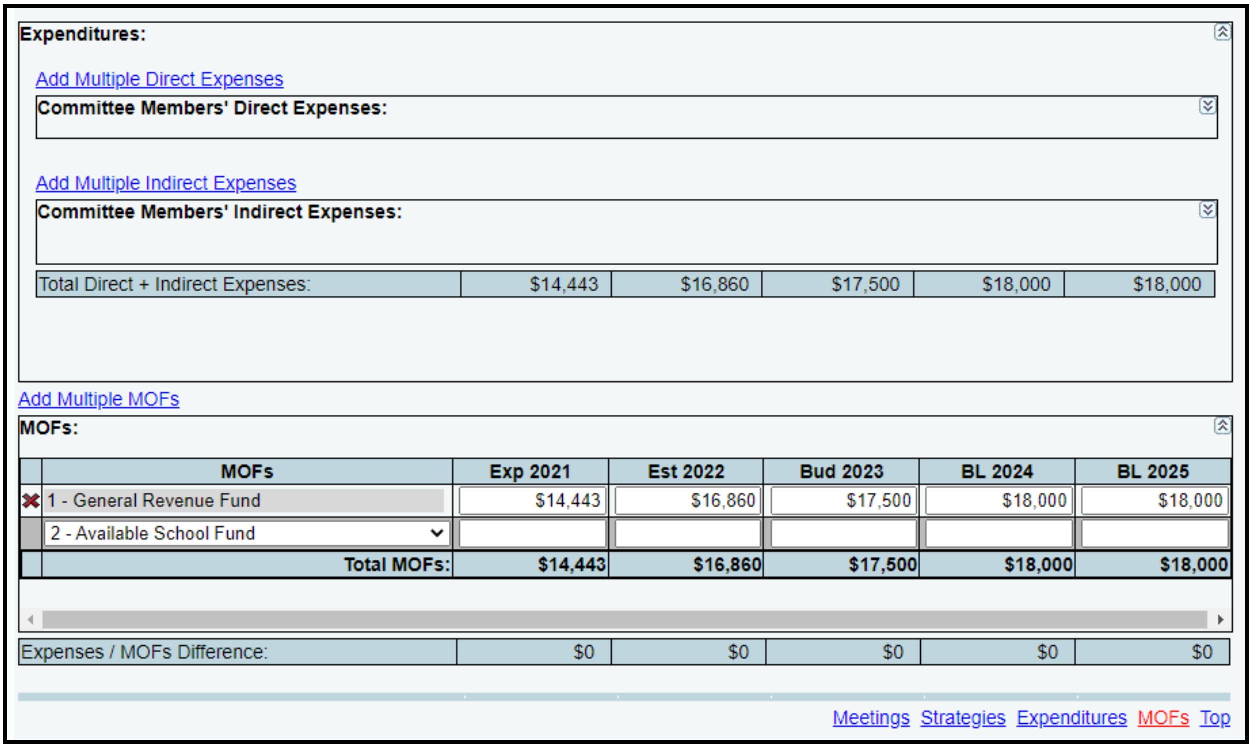


The **Total Direct + Indirect Expenses** will display at the bottom of the **Expenditures** grid.



METHOD OF FINANCE (MOFS)

To enter MOF data related to the expenditures for the selected advisory committee, click the **MOFs** hyperlink (at the top or bottom of the screen) or scroll down and click in the fourth grid labeled **MOFs**. Click the **Add Multiple MOFs** hyperlink to add multiple MOF codes or use the gray section (at the bottom of the **MOFs** grid) to add entries individually. An example is shown below.



IMPORTANT

Review the **Expenses/MOFs Difference** for each advisory committee. The total for each fiscal year should be zero. You cannot complete the LAR until each advisory committee has its expenses and MOFs in balance.

Repeat the previous steps for each advisory committee listed.

OPERATING COSTS DETAIL

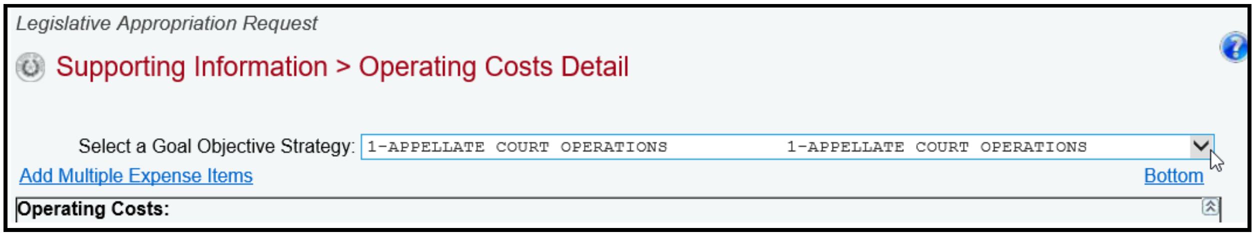
Appellate courts and judicial branch agencies must enter **Operating Costs Detail**. Skip this section if you are not an appellate court or judicial branch agency.

TIP

Typically, the LAR menus and submenus listed for your agency in ABEST are an indication of the supporting information that is required for your agency. Because there can be exceptions, contact your agency's assigned LBB analyst if you have any questions.

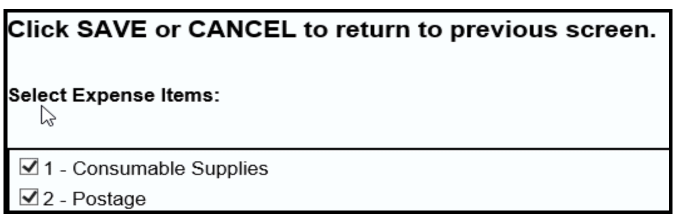
Click the **Supporting Information** menu and **Operating Costs Detail** submenu (shown below).

The court's/agency's first GOS displays in the **Select a Goal Objective Strategy** drop-down menu box. To change the GOS, select a different GOS from the drop-down menu box, as shown below.

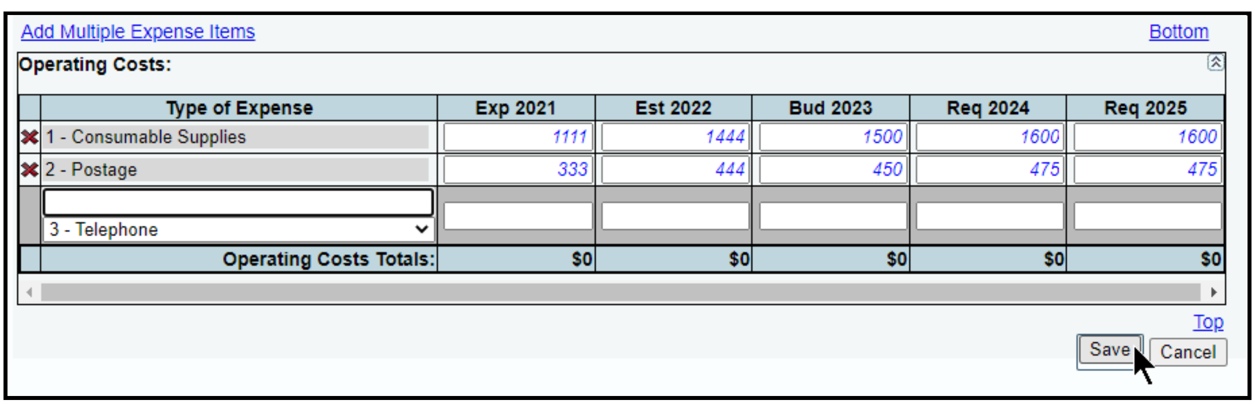


Adding Multiple Expense Items **–** After the desired GOS is selected, click the **Add Multiple Expense Items** hyperlink, as shown below.

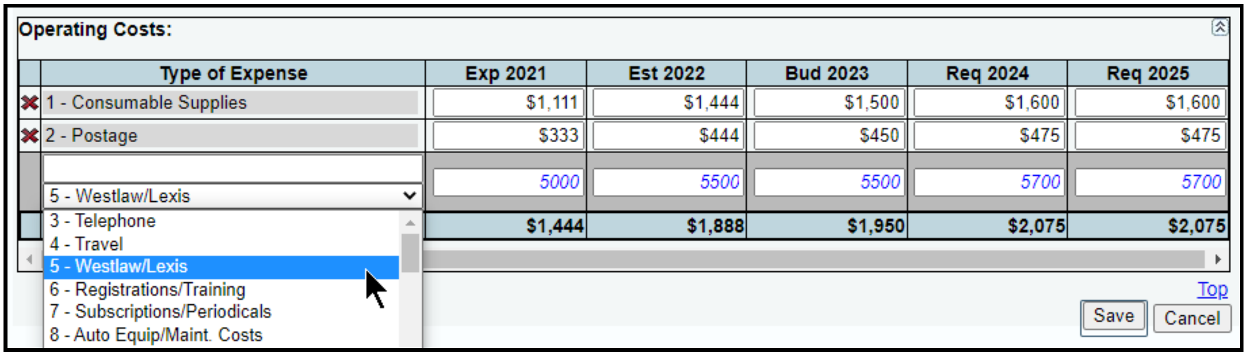
Select the appropriate **Expense Items** (as shown below) and click **Save**.



The selected expense items load into the **Operating Costs** grid, as shown in the below example. Enter the dollar amounts for each fiscal year and click **Save**.



Adding Individual Expense Items **–** Use the gray section at the bottom of the **Operating Costs** grid to add an individual expense. Select the **Type of Expense** from the drop-down menu box (as shown in the following example), enter the dollar amounts associated with each fiscal year and click **Save**. The system will not save the data unless you have entered at least one amount for the selected expense.

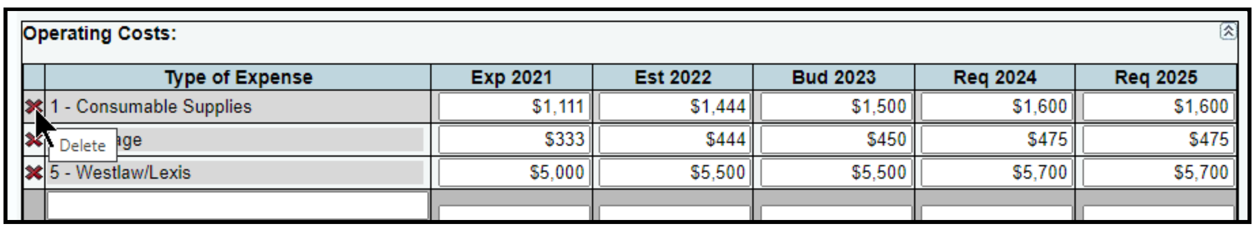


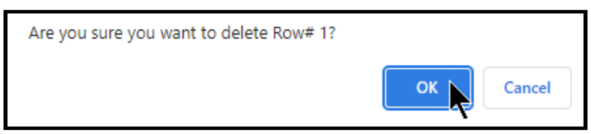
Revising Expense Data **–** Select the GOS from the **Select a Goal Objective Strategy** drop-down menu box, revise any dollar amounts associated with a **Type of Expense**, and click **Save**.

IMPORTANT

You *cannot* modify the selected **Type of Expense** name once the item has been saved. To change the **Type of Expense,** delete the existing row and re-add the information.

Deleting Expense Data **–** Save any unsaved data first and then click the red '**x**' to the left of the **Type of Expense**, as shown below. Click **OK** in the pop-up window to confirm.





Repeat the previous **Operating Costs Detail** steps for each GOS, as needed.

ADMINISTRATIVE AND SUPPORT COSTS – DIRECT AND INDIRECT

Four submenus on the **Supporting Information** menu allow data entry for administrative and support costs for agencies to complete if requested by the LBB or Governor's Office. The four submenus are **Direct Administration**, **Direct Administration – CFDAs**, **Indirect Administration**, and **Indirect Administration – CFDAs**.

As to *how* to enter the data (if required by the LBB or Governor's Office), the **Direct Administration** and **Direct Administration – CFDAs** submenus work identically as the **Indirect Administration**, and **Indirect Administration – CFDAs** submenus. These instructions will use the **Direct Administration** submenu to show how to enter the administrative and support cost data. To enter indirect costs data, click the **Indirect Administration** submenu and follow the same instructions below. For the different definitions of direct and indirect administrative costs and their respective data entry information requirements, refer to the *Detailed Instructions* for guidance.

Click the **Supporting Information** menu and **Direct Administration** submenu, as shown below.

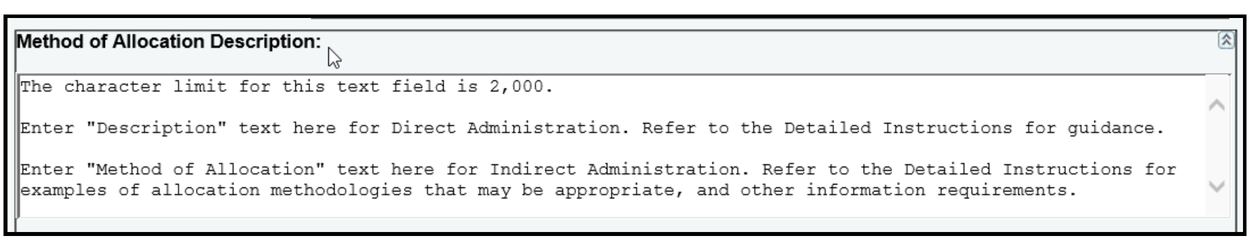
The agency's first GOS displays in the **Select a Goal Objective Strategy** drop-down menu box. To change the GOS, select a different GOS from the drop-down menu box, as shown below.

There are four different grids on the **Supporting Information > Direct Administration** screen. Review the following navigation options (hyperlinks) that will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen.

NAVIGATION OPTIONS REFERENCE	
Method of Allocation / Description	Hyperlink directs you to the first grid on the screen labeled **Method of Allocation Description.**
OOE	Hyperlink directs you to the second grid on the screen labeled **OOEs.**
MOFs	Hyperlink directs you to the third grid on the screen labeled **MOFs.** If you enter any federally funded MOF in this grid, an icon hyperlink (magnifying glass) will be made available which can direct you to the **Supporting Information > Direct Administration – CFDAs** screen to make it convenient for you to enter CFDA data.
FTEs	Hyperlink directs you to the fourth grid on the screen labeled **FTEs.**
Top and **Bottom**	Hyperlink positions the cursor at the top or bottom of the screen.
Double Arrow (top right of each grid)	Use this toggle switch (**Double Arrow**) to collapse or expand a particular grid. It will enable you to view the details above or below a particular grid.

METHOD OF ALLOCATION / DESCRIPTION

For direct administration costs, enter the description in the first grid labeled **Method of Allocation Description** (shown below) and click **Save**. For indirect administration costs, use this first grid to enter the method of allocation (refer to the *Detailed Instructions* for examples of allocation methodologies that may be appropriate).

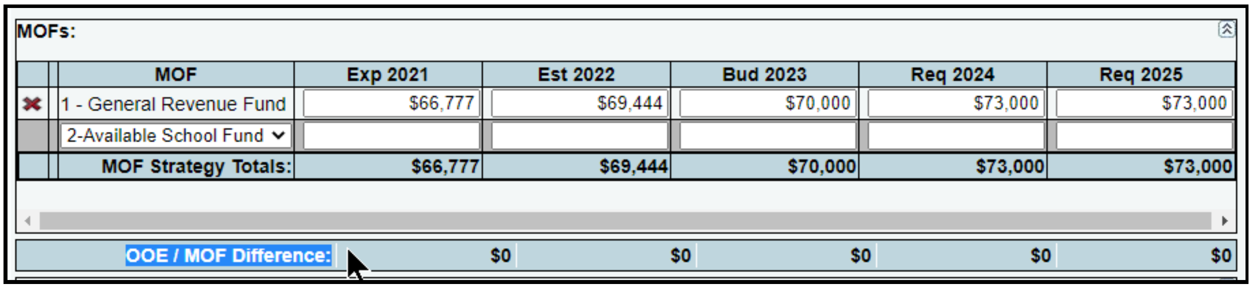


DATA FOR OOES, MOFS, FTES

The next three grids allow you to add OOEs, MOFs (including CFDAs), and FTEs, just as you did earlier for a strategy. Refer to the strategy *OOEs*, *MOFs*, *CFDAs*, and *FTEs* sections of these instructions for data entry details. After you enter the data for each applicable strategy *and* the OOEs and MOFs are in balance for each strategy, your work on the **Supporting Information > Direct Administration** screen is complete.

IMPORTANT

The **OOE/MOF Difference** totals must equal zero to avoid closing edits, as shown in the below example.



MOFs:

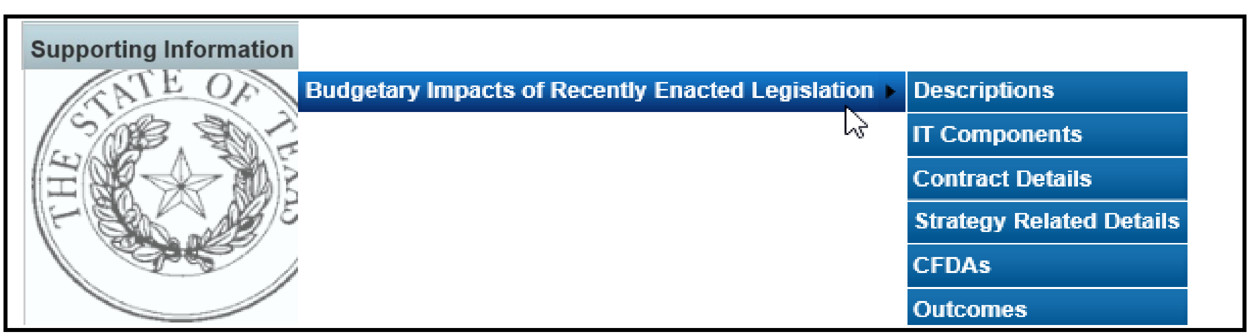
MOF	Exp 2021	Est 2022	Bud 2023	Req 2024	Req 2025
1 - General Revenue Fund	$66,777	$69,444	$70,000	$73,000	$73,000
2-Available School Fund					
MOF Strategy Totals:	$66,777	$69,444	$70,000	$73,000	$73,000
OOE / MOF Difference:	$0	$0	$0	$0	$0

Click the **Supporting Information** menu and the **Indirect Administration** submenu. Repeat the previous steps for indirect administration costs (if required by the LBB or Governor's Office).

BUDGETARY IMPACTS RELATED TO RECENTLY ENACTED STATE LEGISLATION SCHEDULE

The **Budgetary Impacts Related to Recently Enacted State Legislation Schedule** is a LAR supporting schedule that applies to all state agencies, judicial branch agencies/appellate courts, and institutions/agencies of higher education that are implementing or expanding programs because of recently enacted state legislation by the Eighty-seventh Legislature. Read the *Detailed Instructions* for information about the data required for this LAR supporting schedule.

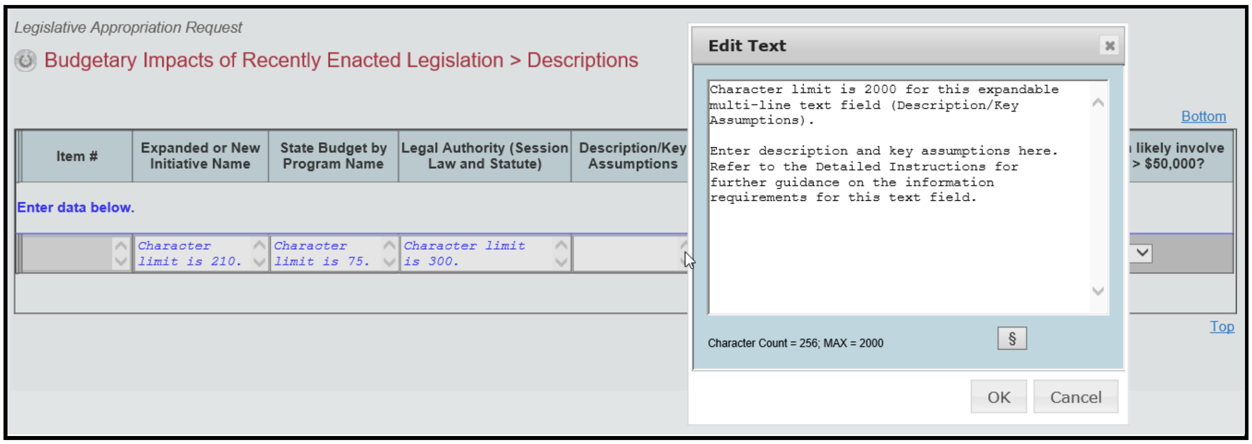
The data you enter into ABEST on six different screens produces two reports: **Schedule 6.K. Part A** and **Schedule 6.K. Part B** (for additional information refer to the GENERATING REPORTS section of these instructions). The six ABEST data entry screens are accessed by clicking on the **Supporting Information** menu, then the submenu items that are shown below.



DESCRIPTIONS

To access the first screen for data entry, click the Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions menu/submenus, as shown below.

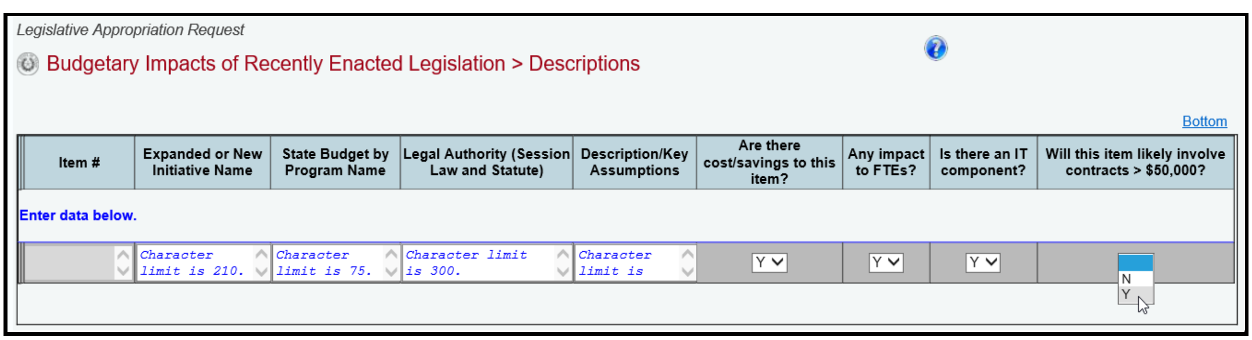
Four areas of information (shown below) must be entered for each expanded or new initiative that is implemented because of recently enacted state legislation by the Eighty-seventh Legislature: **Expanded or New Initiative Name**; **State Budget by Program Name**; **Legal Authority**; and **Description/Key Assumptions**.



TIP

As shown above, you can expand the multi-line text fields by double clicking in the field. Use your keyboard's **Enter** key to start a new line of text in a multi-line text field. Within a multi-line field, click **OK** or **Cancel** to move out of the field. Save your work by clicking **Save**. Each expandable multi-line text field provides a character counter and identifies the character limit for that field.

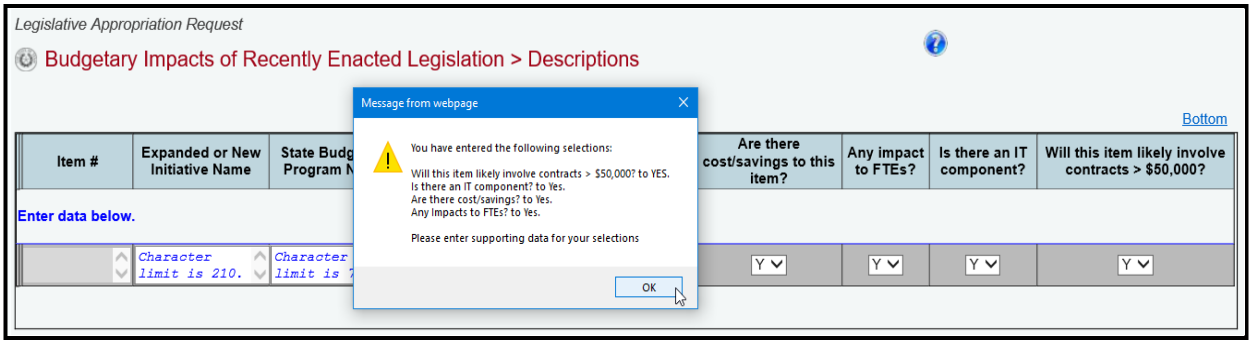
After making the informational text entries, four questions (shown below) need to be answered with a yes (**Y**) or no (**N**) for each entered **Expanded or New Initiative Name**, and click **Save**.



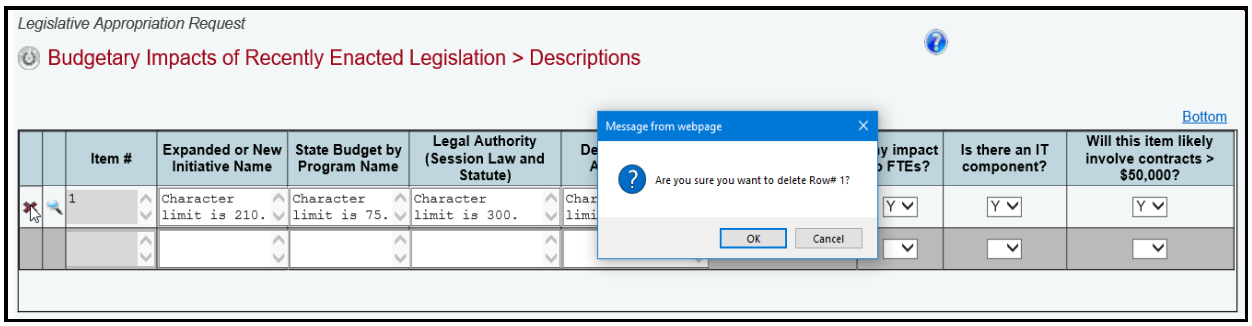
IMPORTANT

All four questions to the right of the **Description/Key Assumptions** column relate to the entire initiative you enter in **Expanded or New Initiative Name**.

If you select yes (**Y**) for any of the four questions in the **Descriptions** grid, when you click **Save** a caution window will display (shown below) that reminds you to enter the required supporting data for the item(s) in which yes (**Y**) was selected. If the required supporting data is not provided on the applicable submenu, a LAR closing edit will occur.



Deleting Data **–** Save any unsaved data first and then click the red '**x**' to the left of the magnifying glass to delete a row of data (as shown below). Click **OK** in the confirmation window.

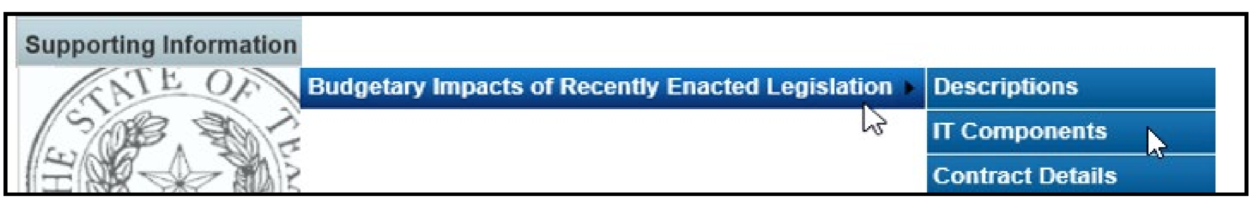


TIP

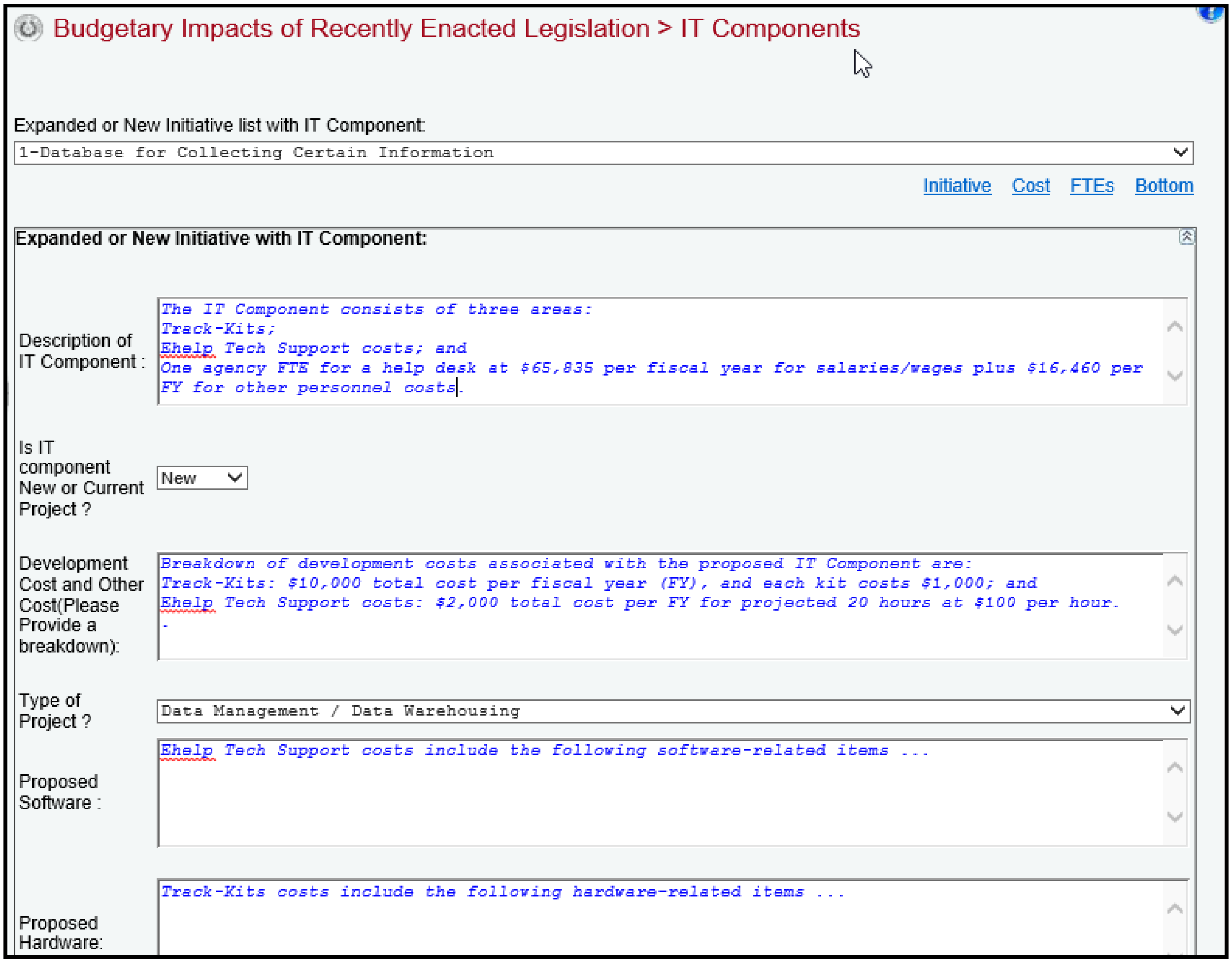
You can navigate to the **Budgetary Impacts of Recently Enacted Legislation > Strategy Related Details** data entry screen by clicking the magnifying glass displayed to the left of the **Item #** on the **Descriptions** grid.

IT COMPONENTS

If you entered an Expanded or New Initiative Name that has an information technology (IT) component, then click the Supporting Information→Budgetary Impacts of Recently Enacted Legislation→IT Components menu/submenus, as shown below.



As shown below, select the desired initiative from the drop-down menu box, and enter information in the various text fields (character limit for each text field is unlimited). Then, for the drop-down menu boxes for **Is IT component New or Current Project?** and **Type of Project?**, select the applicable category.



Budgetary Impacts of Recently Enacted Legislation > IT Components

Expanded or New Initiative list with IT Component:

1-Database for Collecting Certain Information

Initiative Cost FTEs Bottom

Expanded or New Initiative with IT Component:

Description of IT Component : The IT Component consists of three areas:
Track-Kits;
Ehelp Tech Support costs; and
One agency FTE for a help desk at $65,835 per fiscal year for salaries/wages plus $16,460 per FY for other personnel costs.

Is IT component New or Current Project ? New

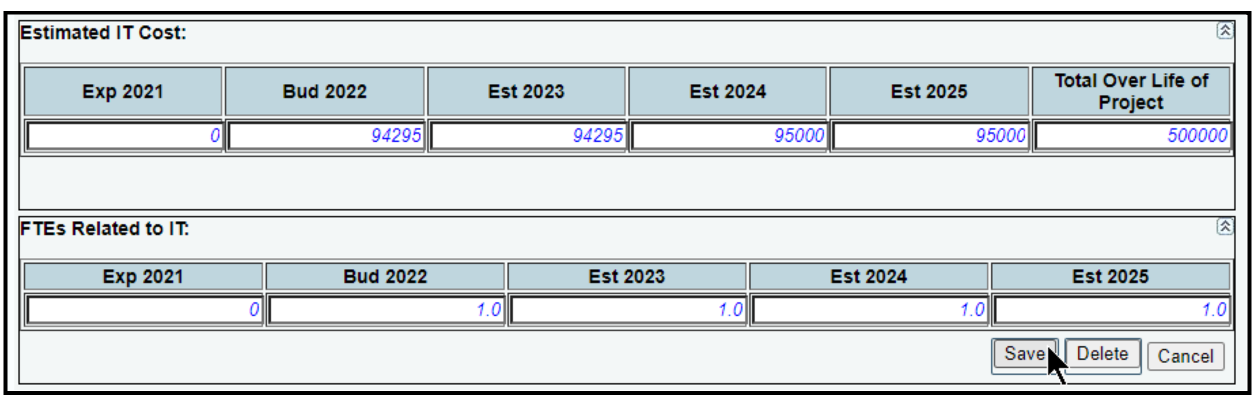
Development Cost and Other Cost(Please Provide a breakdown): Breakdown of development costs associated with the proposed IT Component are:
Track-Kits: $10,000 total cost per fiscal year (FY), and each kit costs $1,000; and
Ehelp Tech Support costs: $2,000 total cost per FY for projected 20 hours at $100 per hour.
-

Type of Project ? Data Management / Data Warehousing

Proposed Software : Ehelp Tech Support costs include the following software-related items ...

Proposed Hardware: Track-Kits costs include the following hardware-related items ...

The remainder of the **Budgetary Impacts of Recently Enacted Legislation** > **IT Components** screen is shown below. For each fiscal year, enter the **Estimated IT Cost** dollars and the number of **FTEs Related to IT**. Regarding the dollar amount entered for **Total Over Life of Project**, that amount must be equal to or exceed the sum of the fiscal years. Then click **Save**.



Estimated IT Cost:

Exp 2021	Bud 2022	Est 2023	Est 2024	Est 2025	Total Over Life of Project
0	94295	94295	95000	95000	500000

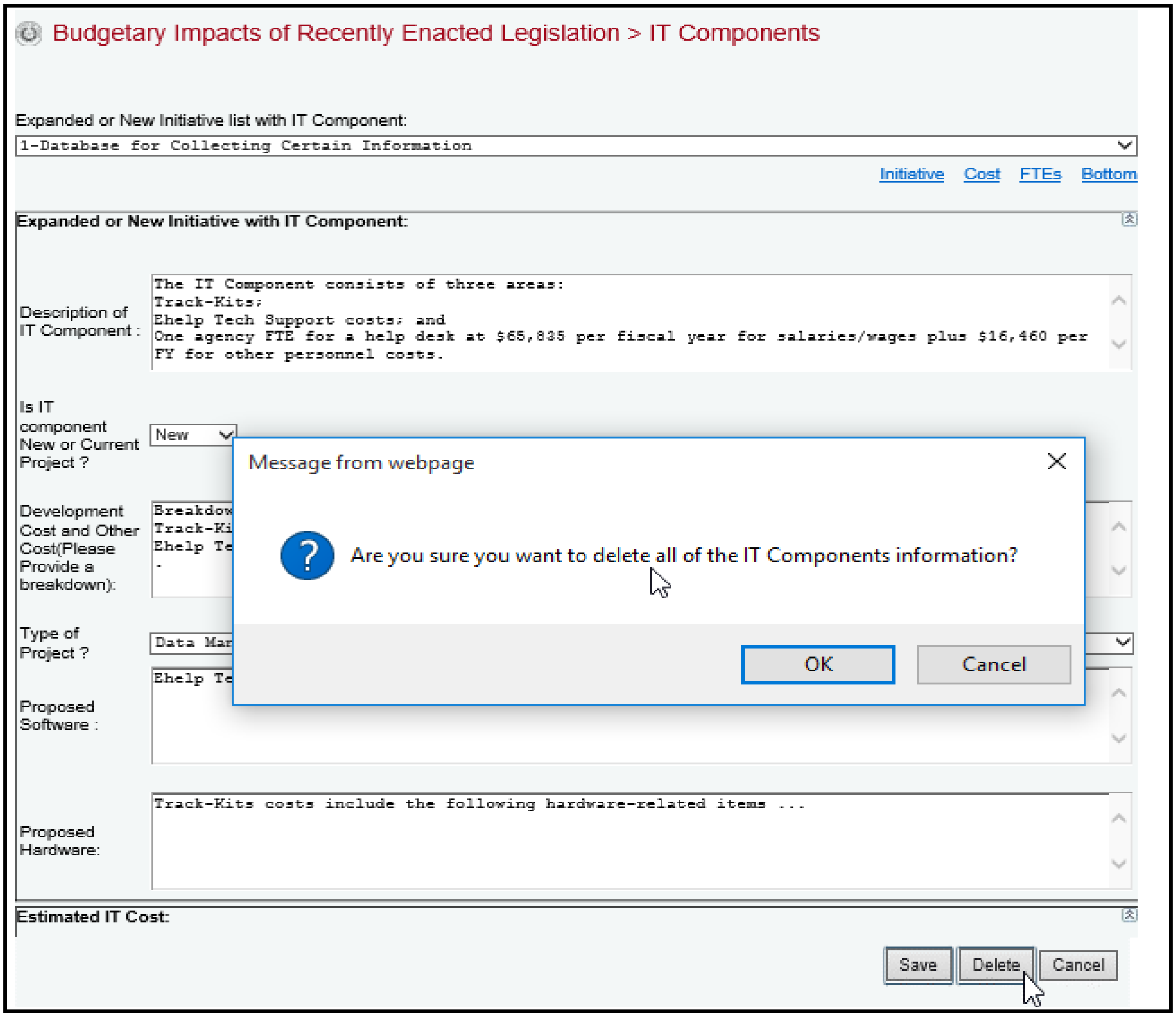
FTEs Related to IT:

Exp 2021	Bud 2022	Est 2023	Est 2024	Est 2025
0	1.0	1.0	1.0	1.0

Save Delete Cancel

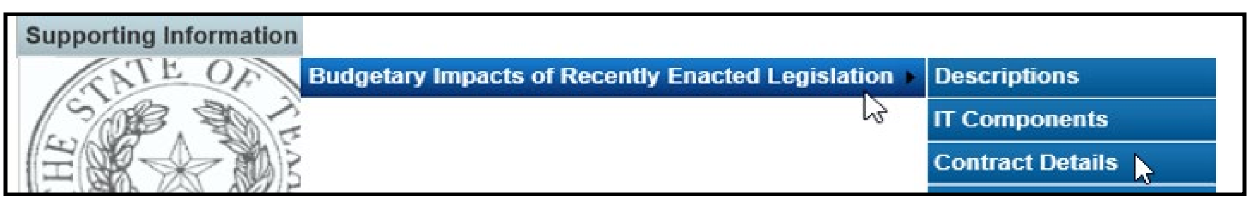
IMPORTANT

If you click on the **Delete** button on the **Budgetary Impacts of Recently Enacted Legislation** > **IT Components** screen as shown below, all of the **IT Components** information for the selected initiative will be deleted; and the answer on the **Budgetary Impacts of Recently Enacted Legislation** > **Descriptions** screen for **"Is there an IT component?"** will automatically be changed from "**Y**" (yes) to "**N**" (no).

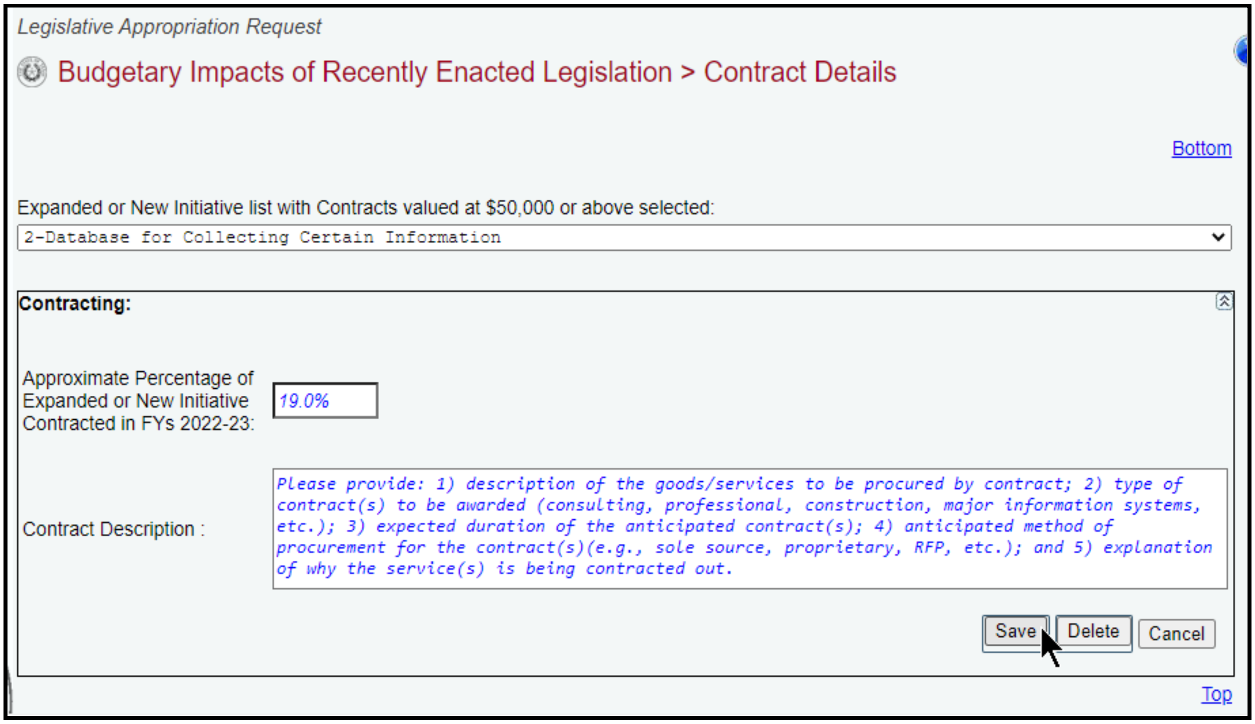


CONTRACT DETAILS

If you entered an **Expanded or New Initiative Name** that will likely require a contract (for any purpose) that will exceed $50,000, you must provide information about the potential contract(s). Click the **Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Contract Details** menu/submenus, as shown below.

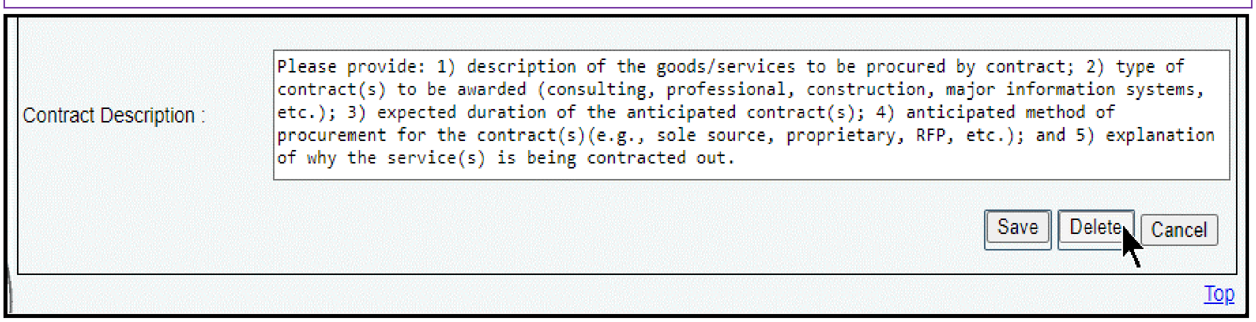


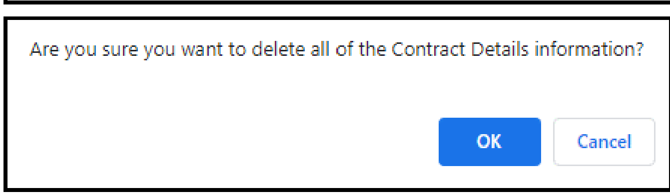
For each initiative, enter in the box for **Approximate Percentage of Expanded or New Initiative Contracted in FYs 2022–23** the percentage of the total initiative cost estimated to be expended on contracted goods or services. Also, provide information in the **Contract Description** box (character limit is unlimited) as shown in the following example, and click **Save**.



IMPORTANT

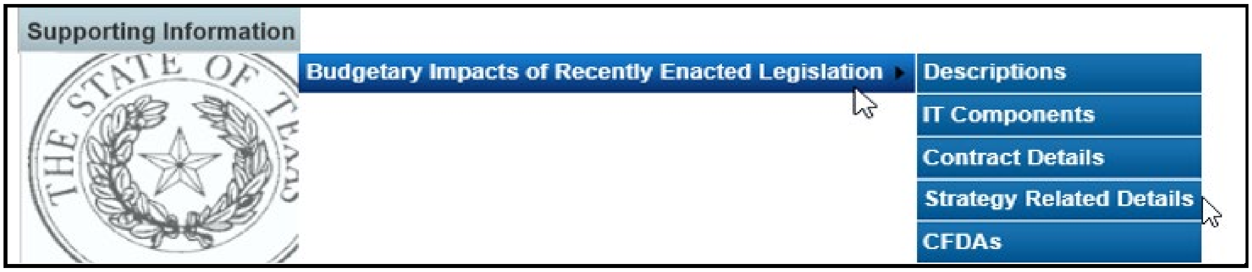
If you click on the **Delete** button on the **Budgetary Impacts of Recently Enacted Legislation > Contract Details** screen as shown below, a confirmation window will display. Before clicking on the **OK** button, ensure that you do want all of the **Contract Details** information for the initiative to be deleted, and the answer on the **Descriptions** screen for **"Will this item likely involve contracts > $50,000?"** will automatically be changed from "**Y**" (yes) to "**N**" (no).



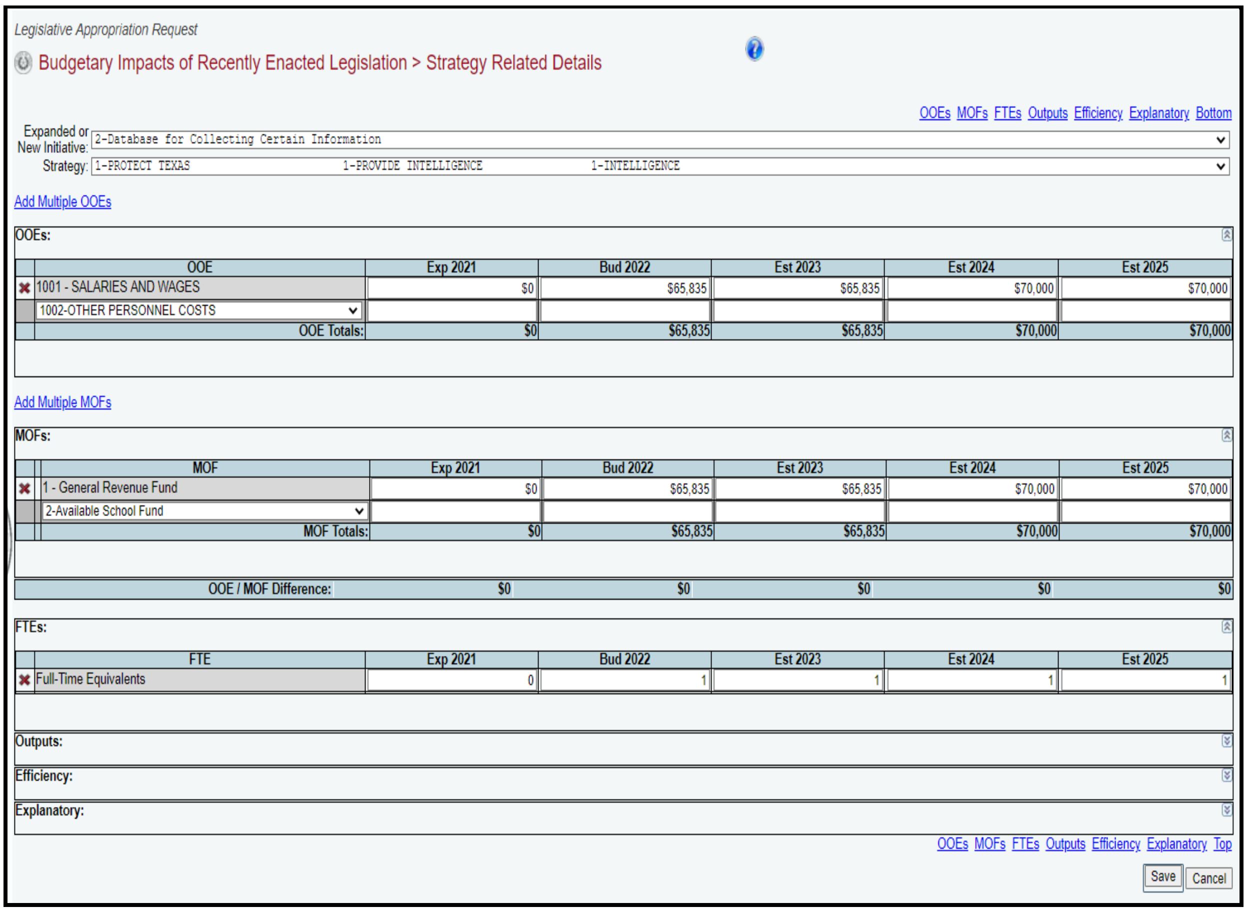


STRATEGY RELATED DETAILS

If you entered an Expanded or New Initiative Name that has a cost and/or savings, then click the Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Strategy Related Details menu/submenus, as shown in the following graphic.



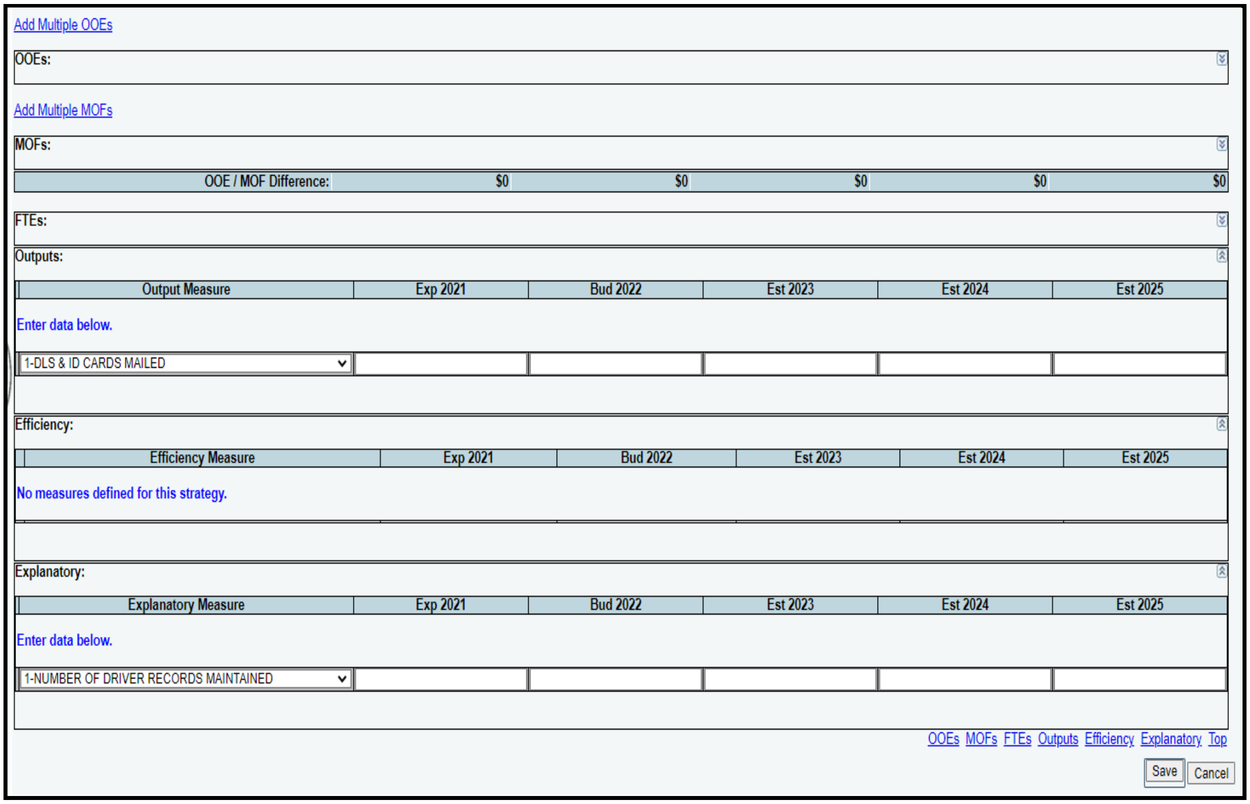
Select an initiative from the drop-down menu box for **Expanded or New Initiative**, click on the applicable GOS from the **Strategy** drop-down box, and enter information in the different grids on the **Budgetary Impacts of Recently Enacted Legislation > Strategy Related Details** screen. As shown in the below example, add the OOEs, MOFs, CFDAs and FTEs data just as you did earlier for the strategy. Refer to the strategy *OOEs*, *MOFs*, *CFDAs*, and *FTEs* sections of these instructions for data entry details. The data you enter here should apply *only* to the selected **Expanded or New Initiative**.



IMPORTANT

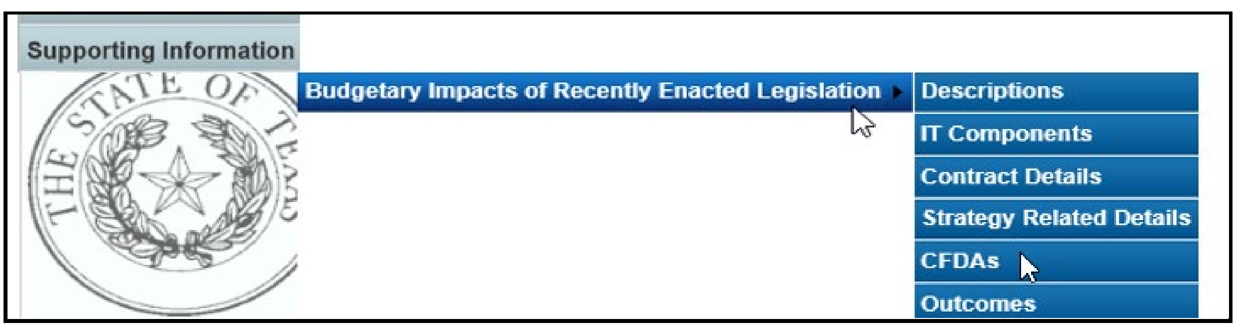
If you entered an **Expanded or New Initiative Name** that caused (or is projected to cause) an estimated savings or cost reduction in a given fiscal year(s), enter those fiscal year dollar amounts as a negative value.

Continuing with the three remaining grids on the **Budgetary Impacts of Recently Enacted Legislation > Strategy Related Details** screen (as shown in the following graphic), use the drop-down menu boxes to select the desired measure name, then enter the fiscal year data for each applicable strategy related performance measure (**Outputs**, **Efficiency**, **Explanatory**), and click **Save**. The data you enter here should apply *only* to the selected **Expanded or New Initiative**.



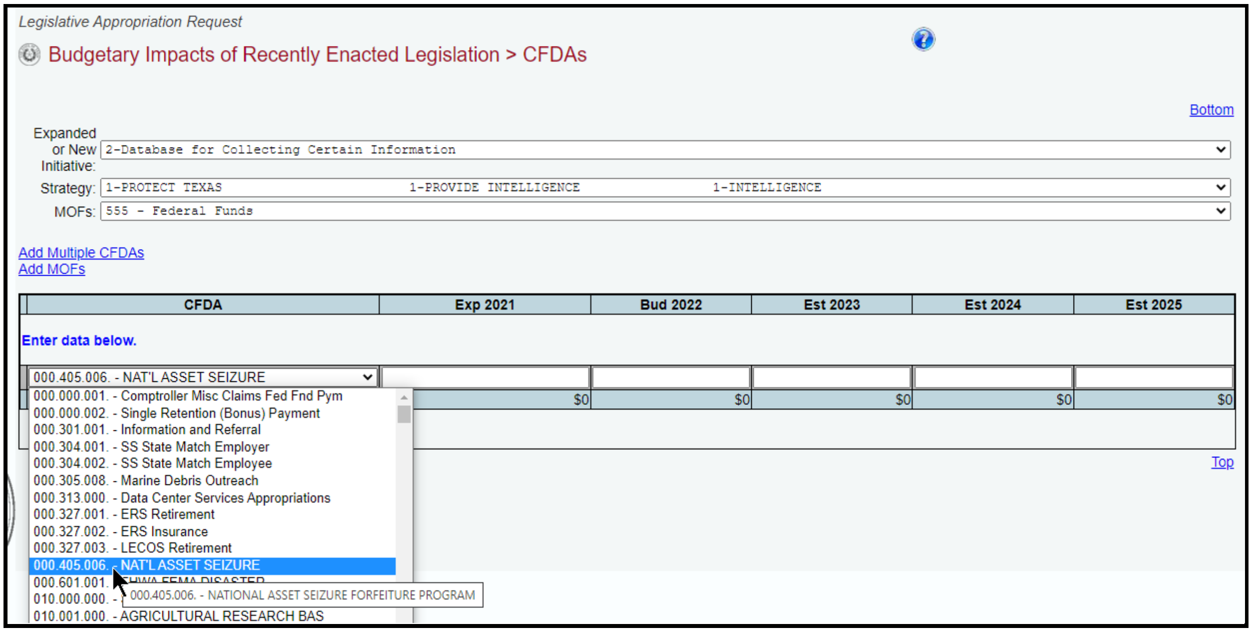
CFDAS

Click the Supporting Information→Budgetary Impacts of Recently Enacted Legislation→ CFDAs menu/submenus (as shown below) if any of the MOFs entered on the Budgetary Impacts of Recently Enacted Legislation > Strategy Related Details screen are federally funded MOFs.

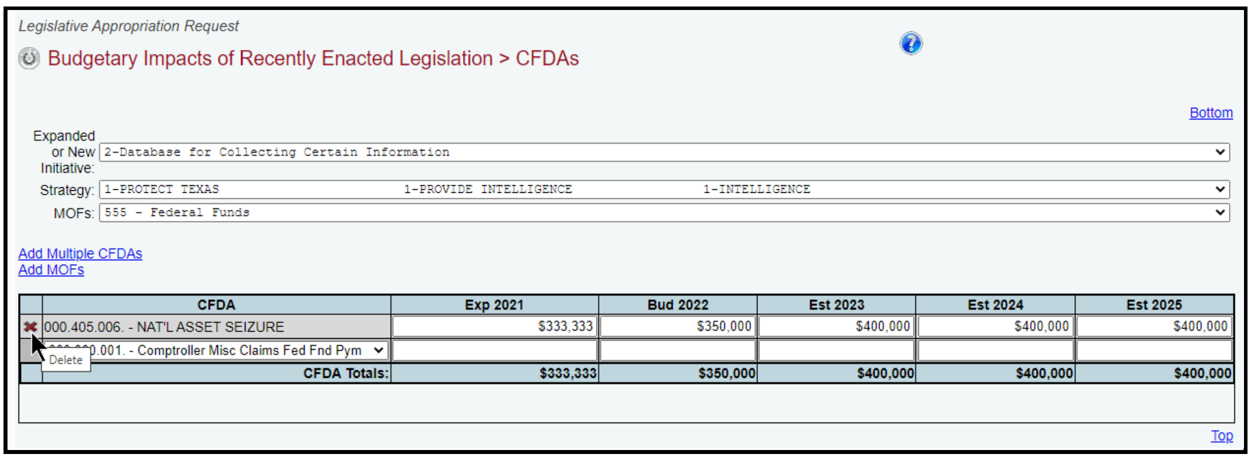


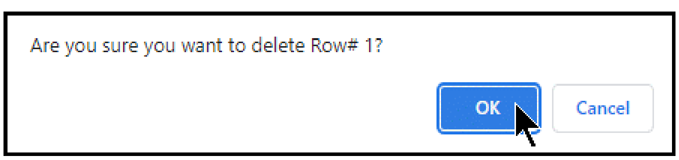
Select an initiative from the drop-down menu box for **Expanded or New Initiative**, click on the desired GOS from the **Strategy** drop-down box, select the federally funded MOF from the **MOFs** drop-down box, click on the applicable CFDA number from the **CFDA** drop-down box (as shown in the following example), and enter dollars for each fiscal year. Click on **Add Multiple CFDAs** or **Add MOFs** to select additional CFDAs/MOFs to include for your selected initiative and strategy.

Then click **Save**. The data you enter here should apply *only* to the selected **Expanded or New Initiative**.



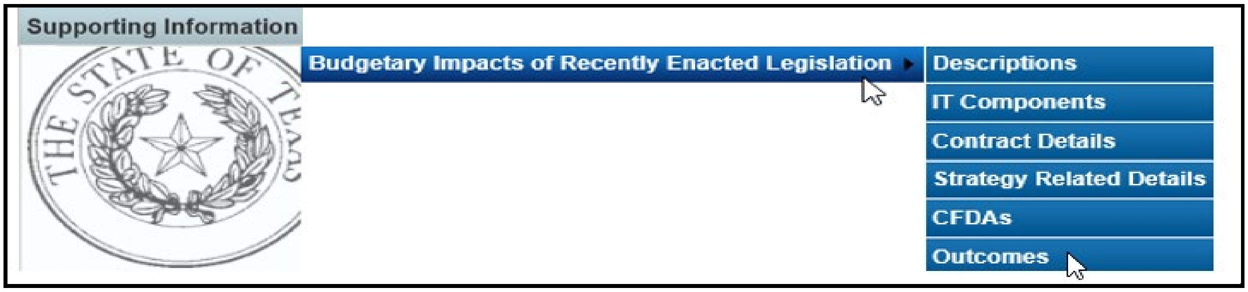
Deleting Data – Save any unsaved data first and then click the red '**x**' to the left of the **CFDA** to delete a row of data, as shown below. Click **OK** in the confirmation window.



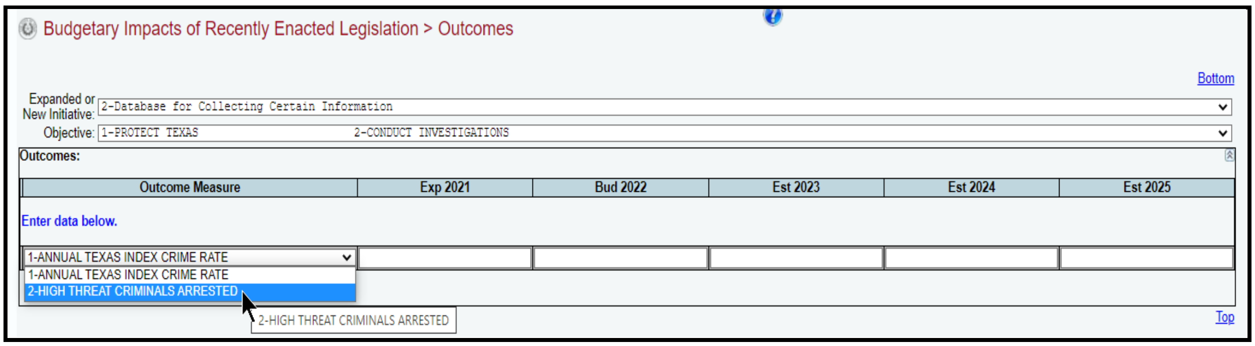


OUTCOMES

If you entered an **Expanded or New Initiative Name** that impacts your agency's outcome measures, click the **Supporting Information→Budgetary Impacts of Recently Enacted Legislation→ Outcomes** menu/submenus, as shown in the following graphic.

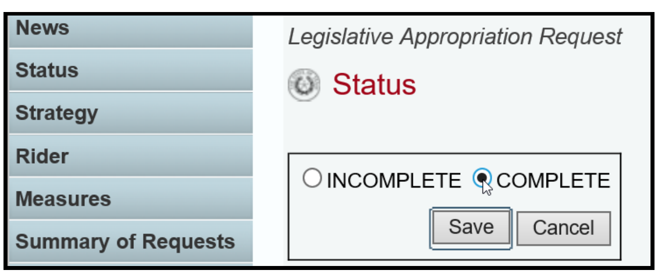


Select an initiative from the drop-down menu box for **Expanded or New Initiative** and click on the desired objective from the **Objective** drop-down menu box. Use the drop-down menu box under **Outcome Measure** to select the desired outcome performance measure name (example shown below). Enter the fiscal year data for each applicable performance measure, and click **Save**. The data you enter here should apply *only* to the selected **Expanded or New Initiative**.



CHANGING AGENCY STATUS TO COMPLETE

You must change the **Status** for your agency from **INCOMPLETE** to **COMPLETE** to submit your LAR. Although you can generate and print ABEST reports when your agency's **Status** is set to **INCOMPLETE** or **COMPLETE**, you should print the final copies *after* changing the **Status** to **COMPLETE**. Click the **Status** menu, select the **COMPLETE** radio button (as shown below) and click **Save**.



If you have no closing edits, the **Status** will change to **COMPLETE** when you click **Save**.

IMPORTANT

If you have imbalances or other problems with the LAR, they will display on the **Status** screen as closing edits. You cannot change the agency **Status** to **COMPLETE** until you clear the closing edits. Refer to the CLOSING EDITS AND WARNINGS section of these instructions to resolve any issues. Change your agency's **Status** to **COMPLETE** when you have cleared all the closing edits.

After you change the **Status** to **COMPLETE**, your LBB analyst and the Office of the Governor, Budget and Policy Division, can view the LAR. Call your LBB analyst if you need to make LAR revisions after you have set the **Status** to **COMPLETE**, and the LBB analyst can have the agency's **Status** changed to **INCOMPLETE** to enable you to make any needed revisions. You must change the **Status** back to **COMPLETE** after making any LAR revisions.

CLOSING EDITS AND WARNINGS

Closing edits will display on your agency's **Status** menu if required LAR data is not entered or is entered incorrectly. The closing edits provide important information (e.g., fiscal year, OOE, MOF, strategy, etc.) about each closing edit issue. Click the **hyperlink** displayed above each section, as shown in the below examples. A hyperlink will direct you to the screen location in question.

MOF Summary - Strategy MOF/Rider Difference

Summary Requests > MOFs
Strategy > Budgeting
Rider > Amounts

MOF	Exp 2021	Est 2022	Bud 2023	Req 2024	Req 2025
1	($119,123,457)	($120,123,457)	($120,765,433)	($122,100,000)	($122,100,000)
6	($11,000,000)	($11,945,679)	($12,940,000)	($12,935,000)	($12,935,000)
92	$0	($2,222)	($2,222)	($3,333)	($3,333)
555	($7,654,724)	($6,901,302)	($1,934,541)	($2,241,912)	($2,241,912)

Capital Projects: Rider MOF/TOF OOE Diff

Capital Projects > Rider Financing
Capital Projects > Rider Allocation

Project	Cap/Info	Est 2022	Bud 2023	Req 2024	Req 2025	Excp 2024	Excp 2025
1	C	($1)	($2)	($3)	($4)	$0	$0

OOE / MOF Difference

Strategy > Budgeting

Goal	Obj	Strat	Exp 2021	Est 2022	Bud 2023	Req 2024	Req 2025	Excp 2024	Excp 2025
1	1	1	$1	$1	$0	$0	$0	$0	$0
3	1	2	$0	$0	$0	$10,050,000	$10,050,000	$0	$0
3	2	1	$0	($11,111)	($22,222)	($33,333)	($33,333)	$0	$0
5	1	2	$0	($2,222)	($2,222)	($3,333)	($3,333)	$0	$0

Strategy Biennial Difference (SBC) must be $0 AND Explanation(s) must exist

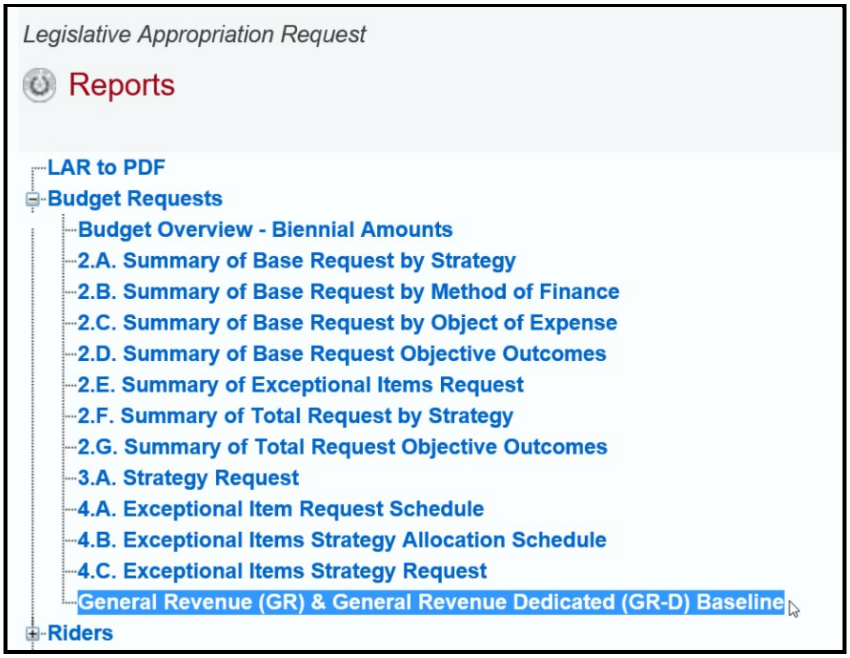
Strategy > Budgeting

Goal	Obj	Strat	SBC Difference (must be $0)	Explanation(s) Exists (must be Yes)
1	1	1	$200,000	Yes
3	2	1	$33,333	Yes
5	1	2	$2,222	Yes

IMPORTANT

The closing edit hyperlinks (as shown in the above examples) will take you to the screen location affected, but will not take you to the specific item in question.

CAUTION
Your agency will need to ensure that its total LAR GR/GR-D request for the upcoming biennium is within the agency's limits (targets) for General Revenue Funds and General Revenue-Dedicated Funds. ABEST DOES PROVIDE A LAR CLOSING EDIT FOR THAT ISSUE. Also, your agency's limits (targets) display on the ABEST report titled ***General Revenue (GR) & General Revenue Dedicated (GR-D) Baseline*** that can be found on the **Reports** menu under **Budget Requests** reports (as shown below).



Resolve the items listed on the **Status** screen. The closing edit will disappear from the **Status** screen once the issue is resolved. Refer to the following table for resolutions to closing edits. Your agency **Status** cannot be changed to **COMPLETE** until you correct all errors/closing edits.

RESOLUTIONS FOR CLOSING EDITS

CLOSING EDIT	RESOLUTION
Base Recon Status must be Complete	The agency's Base Reconciliation **Status** must be set to **COMPLETE**. From the available drop-down menu boxes in the user profile selection area, select **88TH LEGISLATIVE REGULAR SESSION**, **Base Reconciliation**, **S01 – AGENCY SUBMISSION**, and your agency. Click **Save Selections** to update your user profile. Select the **Status** menu, click the **COMPLETE** radio button and click **Save**.
Budgetary Impacts: Missing IT Components	Click the **Supporting Information** menu**,** then **Budgetary Impacts of Recently Enacted Legislation** and **IT Components** submenus. Select the appropriate **Expanded or New Initiative** from the drop-down menu box. Enter data in the appropriate fields and click **Save**.
Budgetary Impacts: Missing Strategy Related Details: Cost/Savings (OOEs/MOFs)	This closing edit appears if an **Expanded or New Initiative** in the **Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions** menu/submenus has been selected ("**Y**") to have cost/savings and no OOE/MOF data has been entered. Click the **Supporting Information** menu, then **Budgetary Impacts of Recently Enacted Legislation** and **Strategy Related Details** submenus. Select the appropriate **Expanded or New Initiative** and **Strategy** from the drop-down menu box. Enter OOE/MOF data and click **Save**. If the **Expanded or New Initiative** has no cost/savings impact, click the appropriate **Expanded or New Initiative** in the **Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions** menu/submenus and change the "**Y**" to "**N**".

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	**RESOLUTION**
Budgetary Impacts: Missing Contract Details	Click the **Supporting Information** menu**,** then **Budgetary Impacts of Recently Enacted Legislation** and **Contract Details** submenus. Select the appropriate **Expanded or New Initiative** from the drop-down menu box. Enter data in the appropriate fields and click **Save**.
Budgetary Impacts: Missing Strategy Related Details: FTEs	This closing edit appears if an **Expanded or New Initiative** in the **Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions** menu/submenus has been indicated (“**Y**”) to have an impact on FTEs and FTE data has not been entered. Click the **Supporting Information** menu, then **Budgetary Impacts of Recently Enacted Legislation** and **Strategy Related Details** submenus. Select the appropriate **Expanded or New Initiative** and **Strategy** from the drop-down menu box. Enter FTE data and click **Save**. If the **Expanded or New Initiative** has no FTE impact, click the appropriate **Expanded or New Initiative** in the **Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions** menu/submenus and change the “**Y**” to “**N**”.
Budgetary Impacts: Strategy Related Details: Costs/Savings (OOEs/MOFs) data not in agreement	This closing edit appears if an **Expanded or New Initiative** in the **Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions** menu/submenus has been indicated (“**N**”) to have no cost/savings but OOE/MOF data has been entered. If the **Expanded or New Initiative** has cost/savings impact, click the appropriate **Expanded or New Initiative** in the **Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions** menu/submenus and change the “**N**” to “**Y**”. If the **Expanded or New Initiative** does not have cost/savings, click the **Supporting Information** menu, then **Budgetary Impacts of Recently Enacted Legislation** and **Strategy Related Details** submenus. Select the appropriate **Expanded or New Initiative** and **Strategy** from the drop-down box. Delete the OOE/MOF data and click **Save**.
Budgetary Impacts: Missing Strategy Related Details: FTEs data not in agreement	This closing edit appears if an **Expanded or New Initiative** in the **Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions** menu/submenus has been indicated (“**N**”) to have no impact on FTEs but FTE data has been entered. If the **Expanded or New Initiative** has an impact on FTEs, click the appropriate **Expanded or New Initiative** in the **Supporting Information→Budgetary Impacts of Recently Enacted Legislation→Descriptions** menu/submenus and change the “**N**” to “**Y**”. If the **Expanded or New Initiative** does not have an impact on FTEs, click the **Supporting Information** menu, then **Budgetary Impacts of Recently Enacted Legislation** and **Strategy Related Details** submenus. Select the appropriate **Expanded or New Initiative** and **Strategy** from the drop-down box. Delete the FTE data and click **Save**.
Budgetary Impacts: OOE / MOF Difference	This closing edit appears when the OOEs and MOFs are not in balance for an **Expanded or New Initiative**. Click the **Supporting Information** menu, then **Budgetary Impacts of Recently Enacted Legislation** and **Strategy Related Details** submenus. Select the **Expanded or New Initiative** and the **Strategy** listed in the closing edit. The **OOE / MOF Difference** row on the screen will show the imbalance. Make the adjustments to the OOE and/or MOF on the appropriate grids and click **Save**.
Budgetary Impacts: IT Costs > Budget Impacts: Strategy Related Details: OOEs	This closing edit appears when an **Estimated IT Cost** is greater than the total for the OOEs for an **Expanded or New Initiative**. Click the **Supporting Information** menu, then **Budgetary Impacts of Recently Enacted Legislation** and **IT Components** submenus. Select the **Expanded or New Initiative** and the **Strategy** listed in the closing edit. The **OOE Difference** row on the screen will show the imbalance. Make the adjustments to the OOE on the appropriate grid and click **Save**.
Budgetary Impacts: IT FTEs > Budget Impacts: Strategy Related Details: FTEs	This closing edit appears when a **FTEs Related to IT** amount is greater than the total for the FTEs for an **Expanded or New Initiative**. Click the **Supporting Information** menu, then **Budgetary Impacts of Recently Enacted Legislation** and **IT Components** submenus. Select the **Expanded or New Initiative** and the **Strategy** listed in the closing edit. The **FTE Difference** row on the screen will show the imbalance. Make the adjustments to the FTE on the appropriate grid and click **Save**.

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	**RESOLUTION**
Capital Projects: Rider Allocation OOEs = Rider Allocation MOFs – Capital and/or Informational	This edit appears when there is a difference between OOE and MOF rider allocation amounts in rider capital budget projects for each year. This closing edit lists OOE and MOF differences by project. To clear this edit, click the **Capital Budgets** menu and the **Rider Allocation** submenu. Select the project listed in the closing edit. Adjust the OOE and MOF data so that the **OOE / MOF Difference** row for the project shows a zero for each year (**Capital** and/or **Informational** data).
Capital Projects: Rider Financing = Rider Strategy Allocation MOFs – Capital and/or Informational	This edit appears when there is a difference between rider capital projects financing and capital rider allocations (MOF) for each year. To clear this edit, click the **Capital Projects** menu and the **Rider Financing** submenu. The closing edit displays the project number and if the project is **Capital** or **Informational.** Select the project and review the data; revise if necessary and click **Save**. If the edit has not cleared, click the **Capital Projects** menu and the **Rider Allocation** submenu. Select the project and review the MOF data; revise if necessary and click **Save**. The MOF amounts should balance for both menu items by project and year.
Capital Projects: Financing = Strategy Allocation MOFs – Capital and/or Informational	This edit appears when there is a difference between capital projects financing and capital allocations (MOF) for each year. To clear this edit, click the **Capital Projects** menu and the **Financing** submenu. The closing edit displays the project number and if the project is **Capital** or **Informational.** Select the project and review the data; revise if necessary and click **Save**. If the edit has not cleared, click the **Capital Projects** menu and the **Allocation** submenu. Select the project and review the MOF data; revise if necessary and click **Save**. The MOF amounts should balance for both menu items by project and year.
Capital Projects: Strategy Allocation OOEs = Strategy Allocation MOFs – Capital and/or Informational	This edit appears when there is a difference between OOE and MOF strategy allocation amounts in capital budget projects for each year. This closing edit lists OOE and MOF differences by project and strategy. To clear this edit, click the **Capital Budgets** menu and the **Strategy Allocation** submenu. Select the project listed in the closing edit. Adjust the OOE and MOF data so that the **OOE / MOF Difference** row for the project shows a zero for each year (**Capital** and/or **Informational** data).
Capital Rider OOE Allocation Difference	This edit appears when there is a difference between rider OOE amounts in capital budget projects and the total OOE amount for each year. To balance, for the OOE listed in the closing edit, either increase the amount on the rider menu (click the **Rider** menu and the **Amounts** submenu) or decrease the amount in capital projects for riders allocated to this OOE (click the **Capital Budgets** menu and the **Rider Allocation** submenu). The total OOEs from the **Capital Projects→Rider Allocation** menu/submenu must be less than or equal to the total OOEs from the **Rider→Amounts** menu/submenu.
Capital Rider MOF Allocation Difference	This edit appears when there is a difference between rider MOF amounts in capital budget projects and the total MOF amount for each year. To balance, for the MOF listed in the closing edit, either increase the amount on the rider menu (click the **Rider** menu and the **Amounts** submenu) or decrease the amount in capital projects for riders allocated to this MOF (click the **Capital Budgets** menu and the **Rider Allocation** submenu). The total MOFs from the **Capital Projects→Rider Allocation** menu/submenu must be less than or equal to the total MOFs from the **Rider→Amounts** menu/submenu.
Capital Strategy Request – Capital Budget Project = Difference (OOE Difference must be >= $0)	This edit appears when there is a difference between strategy-level OOE amounts in capital budget projects and OOE amounts in strategies. To balance, for the strategy and OOE listed in the closing edit, either increase the amount on the strategy menu (click the **Strategy** menu and the **Budgeting** submenu) or decrease the amount in capital projects allocated to this strategy and OOE (click the **Capital Projects** menu and the **Strategy Allocation** submenu). The total OOEs from the **Capital Projects→Strategy Allocation** menu/submenu must be less than or equal to the total OOEs from the **Strategy→Budgeting** menu/submenu.

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	**RESOLUTION**
Capital Strategy Request – Capital Budget Project (MOF Difference must be >= $0)	This edit appears when there is a difference between strategy-level MOF amounts in capital budget projects and MOF amounts in strategies. To balance, for the strategy and MOF listed in the closing edit, either increase the amount on the strategy menu (click the **Strategy** menu and the **Budgeting** submenu) or decrease the amount in capital projects allocated to this strategy and MOF (click the **Capital Projects** menu and the **Strategy Allocation** submenu). The total MOFs from the **Capital Projects→Strategy Allocation** menu/submenu must be less than or equal to the total MOFs from the **Strategy→Budgeting** menu/submenu.
Committee Expense MOF Summary Difference	This edit appears when there is a difference in expenses and MOFs for advisory committees. Click the **Supporting Information** menu and the **Advisory Committee Meetings/Strategies/Expenses/MOFs** submenu. Select the committee code of the committee listed in the closing edit. The **Expense/MOF Difference** will show an imbalance. Expenses and MOFs must balance. Make the adjustments to the appropriate grids and click **Save**.
Direct Admin OOE / MOF Difference	This edit appears when the OOEs and MOFs do not balance for a strategy for direct administration. To clear this edit, click the **Supporting Information** menu and the **Direct Administration** submenu. Select the strategy listed in the closing edit. The **OOE / MOF Difference** row shows the imbalance. Make the adjustments to the OOE and/or MOF on the appropriate grids and click **Save**.
Exceptional Item IT Component needs supporting data	Click the **Exceptional Items** menu and the **IT Component Details** submenu. Select the appropriate **Exceptional Item** from the drop-down menu box. Enter data in the appropriate fields and click **Save**.
Exceptional Items Anticipated Out-year Costs and Contracting cost more than $50,000 needs supporting data	Click the **Exceptional Items** menu and the **Anticipated Out-year Costs/Contracting Details** submenu. Select the appropriate **Exceptional Item** from the drop-down menu box. Enter data in the appropriate fields and click **Save**.
Exceptional Item OOE/ MOF Difference	This closing edit appears when the OOEs and MOFs are not in balance for an exceptional item and strategy. Click the **Exceptional Items** menu and the **Strategy Related Detail** submenu. Select the exceptional item and the strategy listed in the closing edit. The **OOE / MOF Difference** row on the screen will show the imbalance. Make the adjustments to the OOE and/or MOF on the appropriate grids and click **Save**.
FF Supporting/ Tracking Schedules do not match – Check State Fiscal Year Federal Funds Expenditures	This closing edit appears when a **Federal Funds Tracking Schedule** is filled out for a CFDA, and the total on that tracking schedule does not equal the total Federal Funds on the **Federal Funds Supporting Schedule**. To clear the edit, update the **Federal Funds Supporting Schedule** so that the last 5 years of the employee benefits payments matches the 5 years on the **Federal Funds Tracking Schedule's** "Employee Benefits Payments" grid.
FTE Summary – Strategy FTE/Rider Difference	This edit appears when the summary of FTEs and the FTEs entered for strategies are out of balance. Clearing this edit may mean checking multiple screens. First, click the **Summary of Request** menu and the **FTEs** submenu. The **FTE Summary Totals** and **FTE Strategy Totals** must be the same. The **FTE Summary Totals** row includes data for the current years that you entered and the historical data entered during Base Reconciliation. Check the data for the current years for accuracy and revise if necessary. The totals for each should be the same. To revise historical data, call your LBB analyst to have ABEST reopened for Base Reconciliation. Make the changes and close the Base Reconciliation status in ABEST. The **FTE Strategy Totals** are rolled up from the FTEs you entered for each strategy under the **Strategy** menu, Check the FTEs for each strategy listed in the closing edit for errors and make revisions.

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	**RESOLUTION**
General Revenue & General Revenue Dedicated baseline targets have not been set	Your agency's GR and GR–D baseline targets (limits) are typically entered into ABEST by LBB staff before you start working on your agency's LAR. If this message appears in the closing edits, contact your LBB analyst and advise them of the closing edit. Your LBB analyst will contact LBB Application Support to get the issue rectified.
The total LAR requested amounts entered for GR and GR-D cannot exceed the total GR/GR-D baseline target	After your agency's GR and GR–D baseline targets (limits) are entered into ABEST by LBB staff, if this message appears in the closing edits, that means the agency's total appropriations request (entered into ABEST) for the upcoming biennium has exceeded the agency's total GR/GR–D baseline targets (limits). To clear the edit, review your agency's requested amounts for each strategy and rider appropriation and make necessary revisions to ensure the agency's total appropriations request does not exceed the agency's total GR/GR–D baseline targets (limits).
Indirect Admin OOE / MOF Difference	This edit appears when the OOEs and MOFs do not balance for a strategy for indirect administration. To clear this edit, click the **Supporting Information** menu and the **Indirect Administration** submenu. Select the strategy listed in the closing edit. The **OOE / MOF Difference** row will show the imbalance. Make adjustments to the OOE and/or MOF entries on this screen and click **Save**.
Measure Definition Status must be Complete	The agency's Strategic Plan/Measures Definitions **Status** must be set to **COMPLETE**. From the available drop-down menu boxes in the user profile selection area, select **88TH LEGISLATIVE REGULAR SESSION**, **Strategic Plan/Measures Definitions**, **S01 – AGENCY SUBMISSION**, and your agency. Click **Save Selections** to update your user profile. Select the **Status** menu, click the **COMPLETE** radio button and click **Save**.
Measures Outcome Missing Amounts	This edit appears when no actual or projected amounts have been entered for key and non-key outcome measures. Click on the **Measures** menu and the **Outcomes** submenu. Enter missing amounts and click **Save**.
Measures Outputs Missing Amounts	This edit appears when no actual or projected amounts have been entered for key and non-key output measures. Click on the **Measures** menu and the **Strategy Related** submenu. Enter missing amounts and click **Save**.
Missing Advisory Committee Strategies	This edit appears when no strategies have been selected for an advisory committee. Click on the **Supporting Information** menu and the **Advisory Committee - Meetings/Strategies/Expenses/MOFs** submenu**.** Click on the **Strategies** hyperlink at the top of the screen. Select a strategy on the grid and click **Save.**
MOF Summary – Strategy MOF/Rider Difference	This closing edit appears when the **MOF Summary Totals** and the rolled-up totals for MOFs for strategies and appropriation riders do not match. The out-of-balance MOFs are listed by code. Clearing this edit may mean checking multiple screens. Click the **Summary of Requests** menu and the **MOFs** submenu. The **MOF Summary Totals** and the **MOF Strategy & Rider Totals** rows should have the same values for each year. The **MOF Summary Totals** row rolls up data entered for the selected MOF during Base Reconciliation as well as data entered on this screen for the current years. The **MOF Strategy & Rider Totals** include data from the strategies for the historical years and strategies plus appropriation riders for the baseline years. Thus, the imbalance may be due to incorrect current MOF data, incorrect Base Reconciliation MOF data, and/or incorrect MOF data for any strategy or rider. Start with an MOF code listed in the closing edit. To clear incorrect MOF data for strategies, click the **Strategy** menu and the **Budgeting** submenu. Check the MOF data for each strategy and revise if needed. If you are still unsure where the imbalance is, first check the data you entered on the **Summary of Requests > MOFs** screen for the current years and revise if needed. To revise historical data, call your agency's LBB analyst to have ABEST reopened for Base Reconciliation. Make the changes and close Base Reconciliation in ABEST (set agency **Status** to **COMPLETE**). If you have appropriation rider requests, click the **Rider** menu and the **Amounts** submenu to check the MOF data for each appropriation rider. Revise if needed.

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	**RESOLUTION**
MOF/TOF Capital Project Strategy Allocation Difference	This edit appears if the financing for a capital project does not equal the strategy allocation. OOEs and MOFs must balance. To clear this edit, click the **Capital Projects** menu and the **Financing** submenu. The closing edit displays the project number and if the project is **Capital** or **Informational**. Select the project and review the MOF data; revise if necessary and click **Save**. If the edit has not cleared, click the **Strategy Allocation** submenu. Select the project and review the OOE data; revise if necessary and click **Save**. OOEs and MOFs should be in balance.
MOF/TOF Capital Project Strategy Allocation Difference Table	This edit appears if your agency's total project financing for either capital or informational items does not equal the strategy allocation total. Click on the **Capital Projects** menu and the **Financing** submenu. Select the project listed on the closing edit screen (**Status** menu). Review your source data, calculations, and data entry. In addition, click on the **Capital Projects** menu and the **Strategy Allocation** submenu. Select the project listed on the closing edit screen (**Status** menu). Review your source data, calculations, and data entry. The totals on the **Financing** and **Strategy Allocation** screens must equal.
OOE / MOF Difference Table	Edits are listed by OOE/MOF differences and strategy. Click the **Strategy** menu and the **Budgeting** submenu. Select the strategy listed on the closing edit screen (**Status** menu) and scroll to the bottom. The **OOE/MOF Balance** row displays differences by year. The difference totals must display zero for each year. Review your agency's MOF and OOE source data, calculations, and data entry. Repeat for each strategy listed on the closing edit screen.
Rider Difference	This appears if the OOEs and MOFs for the appropriation riders are not balanced. To clear, click the **Rider** menu and the **Amounts** submenu. Select a rider listed in the closing edit. Adjust OOE and MOF data so that the **OOE / MOF Difference** row shows a zero for every year.
Strategy Biennial Difference (SBC) must be $0 AND Explanation(s) must exist	Click the **Strategy** menu and the **Budgeting** submenu. Enter **Amounts** and **Explanations** in the **SBC** grid and click **Save**. The **Difference** column in the **Calculations** grid must equal zero and you must have at least one entry in the **Explanations** grid (even if your agency's biennial difference is zero) before you can set your agency's **Status** to **COMPLETE**.
Strategy FTE Exceptional Item FTE Difference	This closing edit appears when the values for FTEs for exceptional items do not match the values for FTEs for strategies for exceptional items. Click the **Exceptional Items** menu and the **Strategy Related Detail** submenu. Select an exceptional item and the strategy listed in the closing edit. The values entered for **Full-Time-Equivalents** must match the values entered for **FTEs** for that strategy in the **Exceptional** years on the **Strategy→FTEs** menu/submenu.
Strategy MOF Exceptional Item MOF Difference	This edit appears when the values for MOFs for exceptional items do not match the values for MOFs for strategies for exceptional items. Click the **Exceptional Items** menu and the **Strategy Related Detail** submenu. Select an exceptional item and the strategy listed in the closing edit. The values entered for the MOF listed in the closing edit on this screen must match the values entered for the MOF in the **Exceptional** years on the **Strategy→Budgeting** menu/submenu.
Strategy OOE Exceptional Item OOE Difference	This closing edit shows an imbalance in values for OOEs for exceptional items and for strategies. Click the **Exceptional Items** menu and the **Strategy Related Detail** submenu. Select an exceptional item and the strategy listed in the closing edit. The values entered for the OOE listed in the closing edit on this screen must match the values entered for the OOE in the **Exceptional** years on the **Strategy→Budgeting** menu/submenu. Make the adjustments on these screens to balance exceptional item OOEs.

ABEST will also display warnings on the **Status**/closing edits screen. Review the following table for possible ABEST warnings that may display on the **Status**/closing edits screen. If you have entered the required LAR data, ignore the warning because it is not a closing edit and will not prevent you from submitting the LAR. Note that **Biennial Operating Plan (BOP)** warnings for the LAR display as closing edits in the **Biennial Operating Plan** user profile selection of ABEST.

ABEST WARNINGS
CFDA:
Amounts greater than $5,000,000 require checking additional Federal Funds and General Revenue
BOP (Closing Edits for BOP and Warnings for LAR):
Life Cycle Replacement Data is Required
Estimated/Actual Project Cost Cannot be Zero (Project Information Screen)
Project ID Cannot be Zero
Daily Operations Categories / MOF/TOF Difference
("COLUMN_HDR4") Total must be equal to DCC Base Control Total or Explained on Project Information Screen
Life Cycle - Life Cycle Detail Summary = Difference (Difference Must be Equal to Zero)
Operating & Maintenance Expenses OOE / MOF Difference
MOF/TOF DCC Projects and nonDCC Projects Difference (DCC {Category 30000} Must be Less Than or Equal to nonDCC)
MOF TOF Capital Detail - DCC Related Costs Detail = Difference (Difference Must be > or = to Zero)
Project Strategy Allocation / MOF/TOF Difference
DCC Projects Require Dollars in all 4 Years
Strategy Request - Strategy Allocation = Difference (Difference Must be Greater than or Equal to Zero)
Capital Project Financing by Project ID - Project Financing by Project ID
Strategy Allocation Projects (non DCC) - DCC Projects = Difference (Difference Must be Greater Than or Equal to Zero)
Capital Strategy Allocation - Strategy Allocation
Missing Business Case or Statewide Impact Analysis for 5005, 9000, 9500 Projects Over $5 Million
Missing Business Case, Workbook or Statewide Impact Analysis for non-6000 and 7000 projects over $5 Million
BOP has not yet been completed

GENERATING REPORTS

ABEST can produce several reports based on the LAR data you submit. You can generate these reports at any time when your agency's **Status** is set to **INCOMPLETE** or **COMPLETE**. However, *before* printing the final copy of your reports, it is advisable that you complete all your ABEST data entry and change your **Status** to **COMPLETE**.

To assist in navigating the **Reports** menu, review the following table titled: **SECTION LAYOUT FOR REPORTS AND MENUS/SUBMENUS TO ACCESS REPORTS**.

SECTION LAYOUT FOR REPORTS AND MENUS/SUBMENUS TO ACCESS REPORTS		
ABEST REPORTS BY TYPE AND PART NUMBER/TITLE		**ABEST REPORT MENU/SUBMENU**
LAR Report		
	Administrator's Statement	Reports/Supporting Information
	Mission Statement	Reports/Supporting Information
	Strategy Justification	Reports/Supporting Information
	Strategy External/Internal Factors	Reports/Supporting Information
	Budget Overview – Biennial Amounts	Reports/Budget Requests
2.A.	Summary of Base Request by Strategy	Reports/Budget Requests
2.B.	Summary of Base Request by Method of Finance	Reports/Budget Requests
2.C.	Summary of Base Request by Object of Expense	Reports/Budget Requests
Summaries of Request		
2.C.1.	Operating Costs Detail – Base Request*	Reports/Supporting Information
2.D.	Summary of Base Request Objective Outcomes	Reports/Budget Requests
2.E.	Summary of Exceptional Items Request	Reports/Budget Requests
2.F.	Summary of Total Request by Strategy	Reports/Budget Requests
2.G.	Summary of Total Request Objective Outcomes	Reports/Budget Requests
3.A.	Strategy Request	Reports/Budget Requests
3.C.	Rider Appropriations and Unexpended Balances Request	Reports/Riders
	General Revenue (GR) & General Revenue Dedicated (GR-D) Baseline	Reports/Budget Requests
Request for Exceptional Items		
4.A.	Exceptional Item Request Schedule	Reports/Budget Requests
4.B.	Exceptional Items Strategy Allocation Schedule	Reports/Budget Requests
4.C.	Exceptional Items Strategy Request	Reports/Budget Requests
Capital Budget Supporting Schedules**		
5.A.	Capital Budget Project Schedule	Reports/Capital Budget
5.B.	Capital Budget Project Information	Reports/Capital Budget
5.C.	Capital Budget Allocation to Strategies (Baseline)	Reports/Capital Budget
5.D.	Capital Budget Operating and Maintenance Expenses	Reports/Capital Budget
5.E.	Capital Budget Project - OOE and MOF Detail by Strategy	Reports/Capital Budget
	Capital Budget Project Schedule - Exceptional	Reports/Capital Budget
	Capital Budget Allocation to Strategies by Project - Exceptional	Reports/Capital Budget

SECTION LAYOUT FOR REPORTS AND MENUS/SUBMENUS TO ACCESS REPORTS	
Supporting Schedules	
6.A. Historically Underutilized Business Supporting Schedule	Reports/Supporting Information
6.C. Federal Funds Supporting Schedule***	Reports/Federal Funds
6.D. Federal Funds Tracking Schedule***	Reports/Federal Funds
6.E. Estimated Revenue Collections Supporting Schedule****	Reports/Supporting Information
6.F.a. Advisory Committee Supporting Schedule – Part A 6.F.b. Advisory Committee Supporting Schedule – Part B	Reports/Supporting Information Reports/Supporting Information
6.K. Part A Budgetary Impacts Related to Recently Enacted State Legislation Schedule 6.K. Part B Summary of Costs Related to Recently Enacted State Legislation	Reports/Supporting Information Reports/Supporting Information
7.A. Indirect Administrative and Support Costs*****	Reports/Supporting Information
7.B. Direct Administrative and Support Costs*****	Reports/Supporting Information

*applies only to appellate courts and judicial branch agencies

*applies only to appellate courts and judicial branch agencies

**reports not required for appellate courts or institutions of higher education

***report not required for institutions of higher education

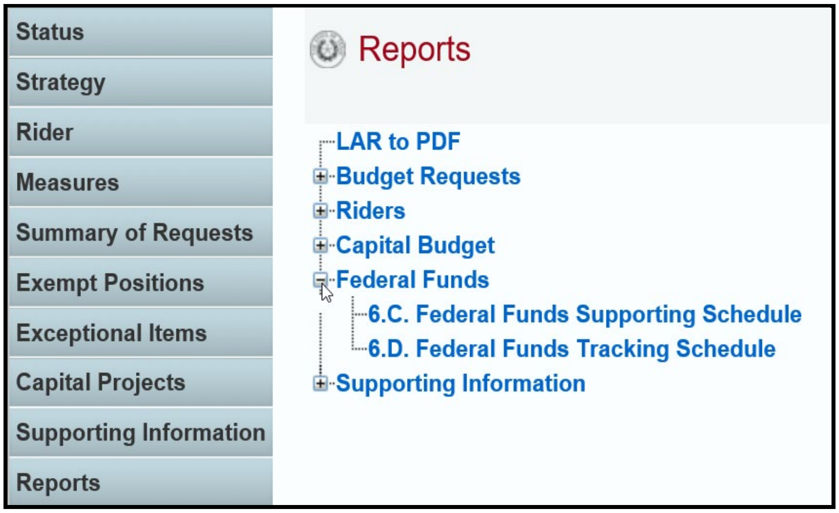
****report not required for institutions of higher education unless requested by staff of the LBB or Governor's Office

*****applies only to agencies as requested by staff of the LBB or Governor's Office

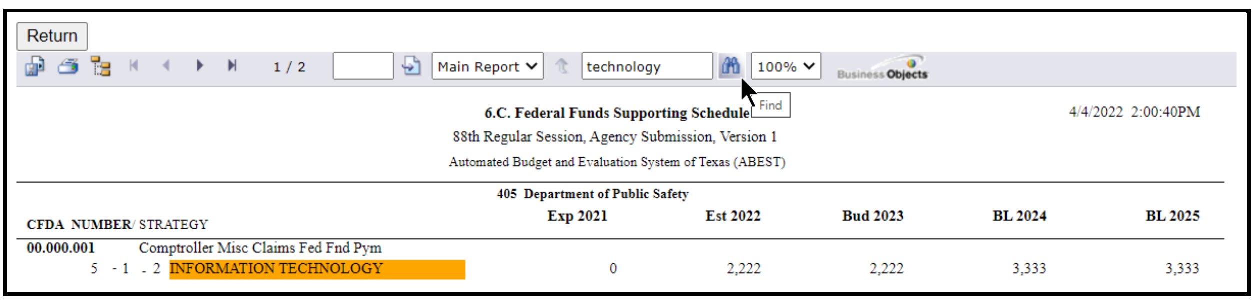
******applies only to institutions of higher education

GENERATING A SINGLE REPORT

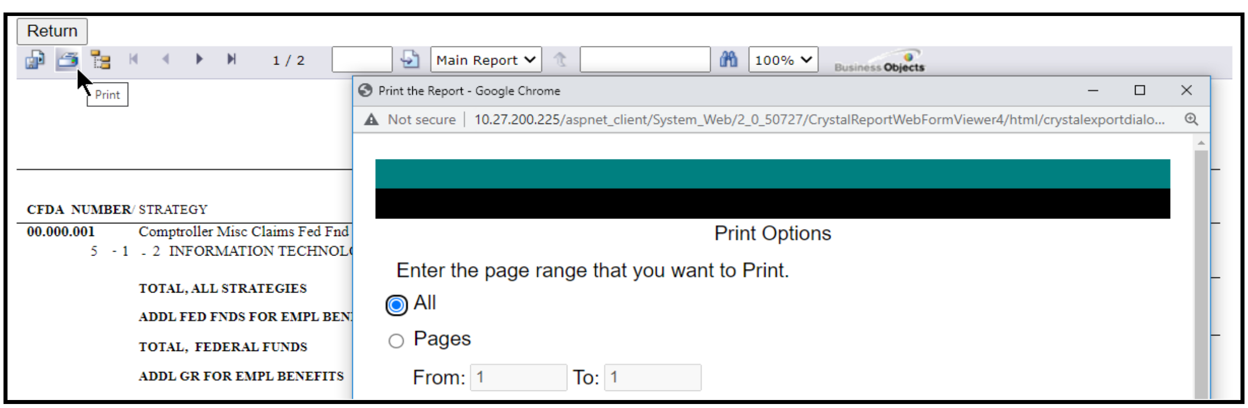
ABEST lists the reports in submenus/categories on the screen. To generate and view an ABEST report, select the **Reports** menu, then click the plus sign **(+)** to the left of a submenu/category (as shown below), and select a report name.



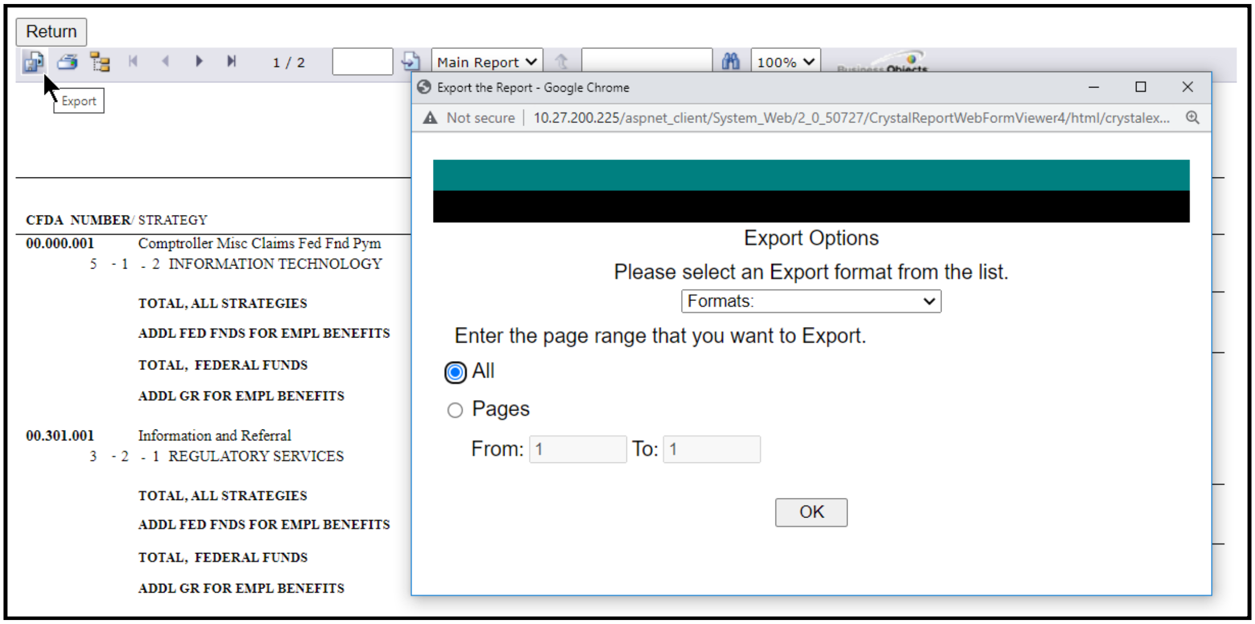
A preview of the report you selected displays. Use the arrow keys at the top to navigate through multi-page reports. To use the search feature within the report, click on the **binoculars icon** (as shown in the below example) at the top of the screen after entering your search text.



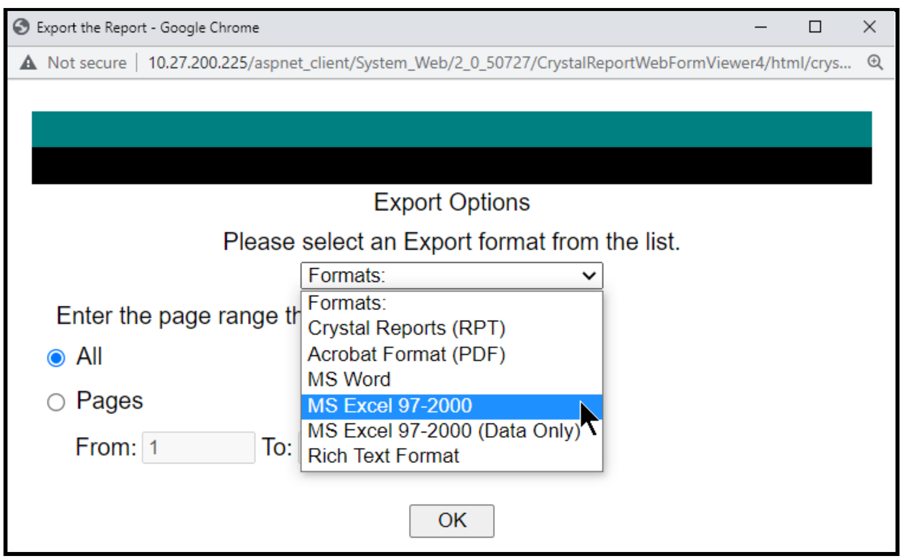
To print the selected report, click the **printer icon** below the **Return** button, as shown below. A **Print Options** window will display, select the desired options, and print. If you click your internet browser's printer icon, the report will not print.



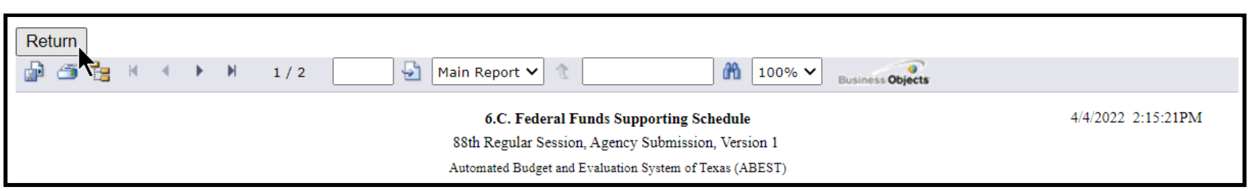
To export the selected report, click the leftmost **Export icon** immediately below the **Return** button. An **Export Options** window will display, as shown below.



Select the appropriate export format from the drop-down list (as shown in the below example) and click **OK**. The report will download into the selected/appropriate application. Save your file to a directory/file location on your computer.



Click **Return** (as shown below) to go back to the **Reports** screen.

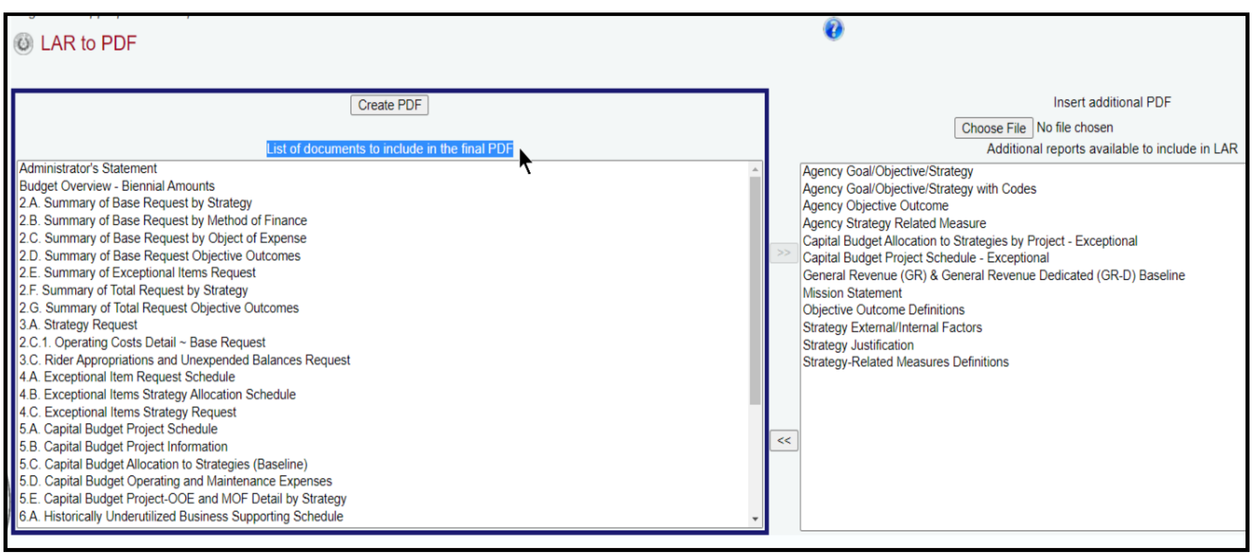


LAR TO PDF GENERATOR

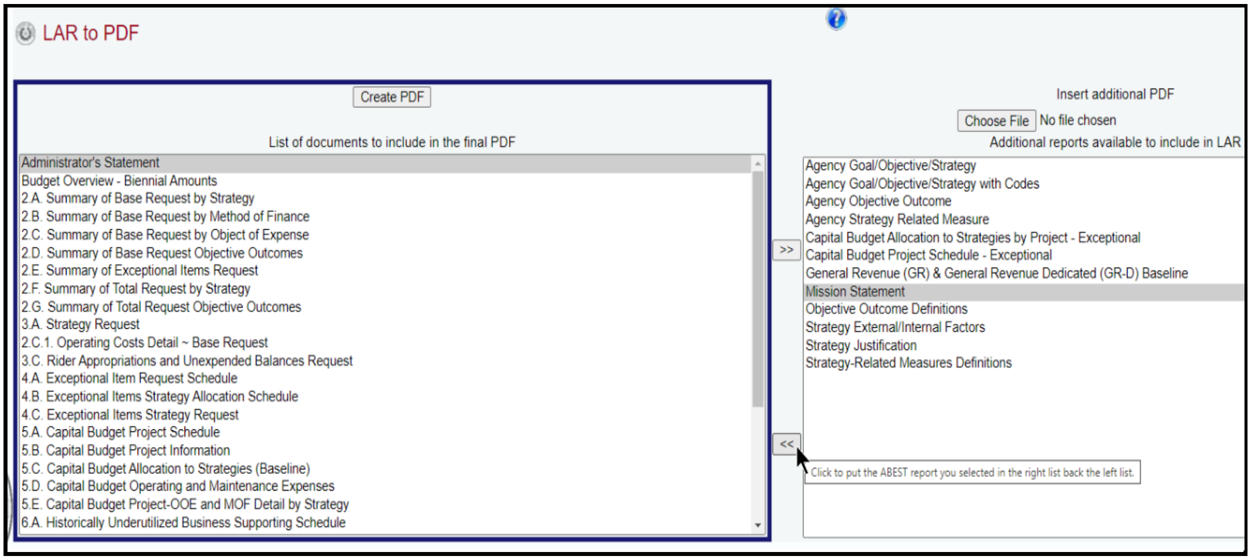
The **LAR to PDF** generator allows you to combine reports from ABEST along with additional PDF documents (provided by the agency) to create a single PDF file. The **LAR to PDF** generator may be helpful in creating the agency's LAR bound copies and the agency's electronic submission of its LAR into the LBB's **Document Submissions** application. Refer to the *Detailed Instructions* for guidance on all assembly and distribution requirements, as well as the next section on SUBMITTING AND POSTING THE LEGISLATIVE APPROPRIATIONS REQUEST.

To open the **LAR to PDF** generator application, click the **LAR to PDF** menu option, as shown below. You can also click the **LAR to PDF** hyperlink from the **Reports** screen.

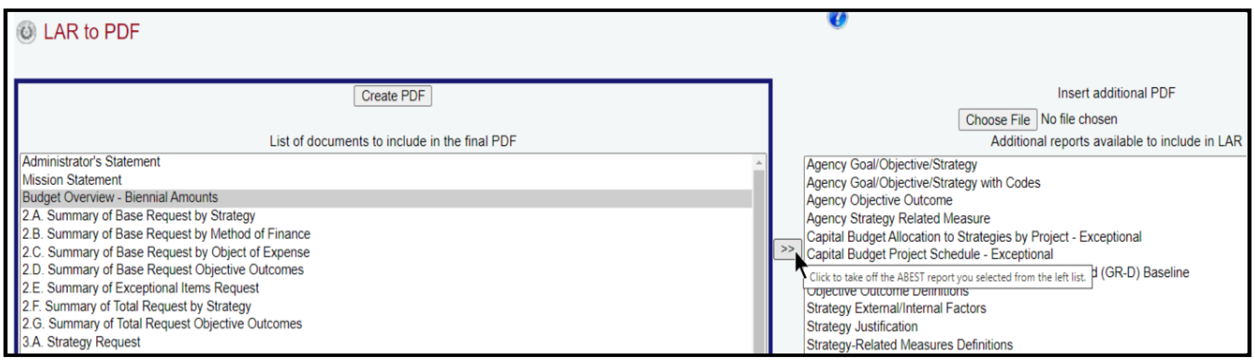
The **LAR to PDF** generator application opens and lists LAR reports routinely used from ABEST on the left side of the screen. Additional reports are available to include in your agency's PDF on the right side of the screen, as shown below. You can include additional reports and/or insert additional files from your agency.



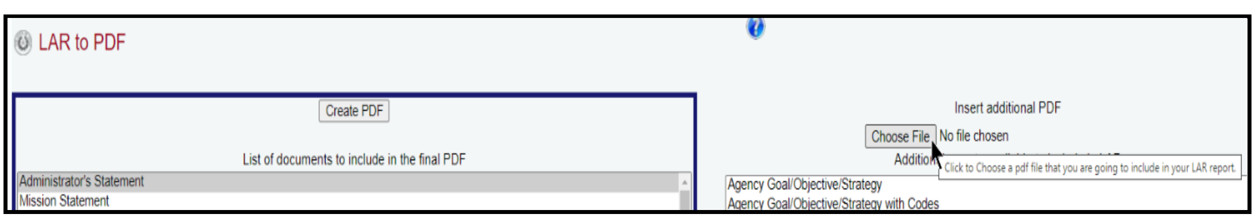
Appending Additional ABEST Reports – To add an additional ABEST report to the LAR PDF, you must specify the placement for the additional item by selecting a report on the left side of the screen. The selected additional item will be placed after the report you select. Select the ABEST report item you want to add from the right side of the screen and click the **left double arrow**.



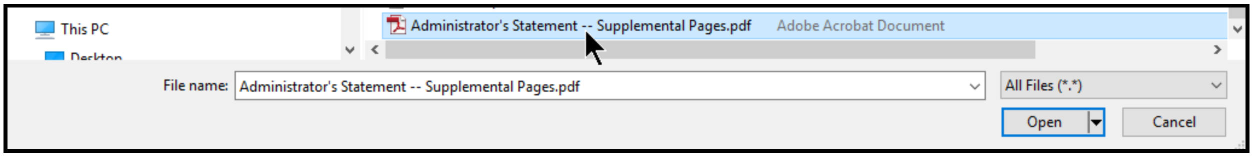
Removing ABEST Reports – To remove ABEST reports from the LAR PDF list, click the report on the left side of the screen and click the **right double arrow** to move the ABEST report to the right side of the screen, as shown below. The right side of the screen lists the ABEST reports you want to exclude from your LAR PDF.



Appending PDF Files From Your Agency – Specify the placement for the additional agency PDF file by selecting a report from the reports list on the left side of the screen. Your selected agency file (on the right side of the screen) will be inserted after the report you select on the left side of the screen. Click **Choose File** (on the right side of the screen) to select the agency PDF file you want to insert from your computer's files.



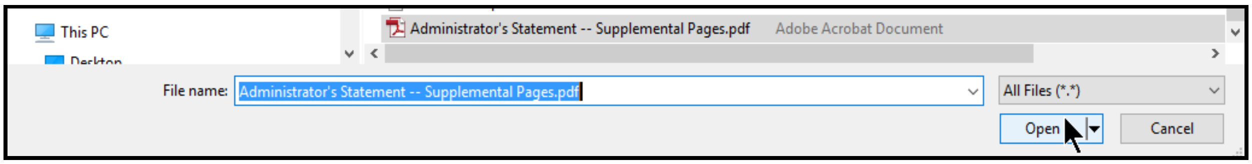
Select the desired PDF report from your agency files (example shown below).



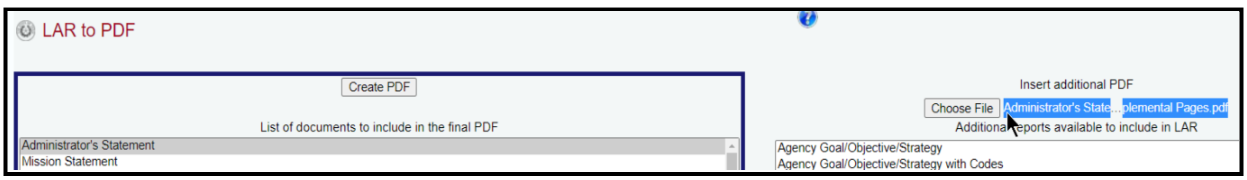
IMPORTANT

You can only insert PDFs files. If your selected file is not a PDF, convert the file first, then select it through the **Choose File** button on the **LAR to PDF** screen.

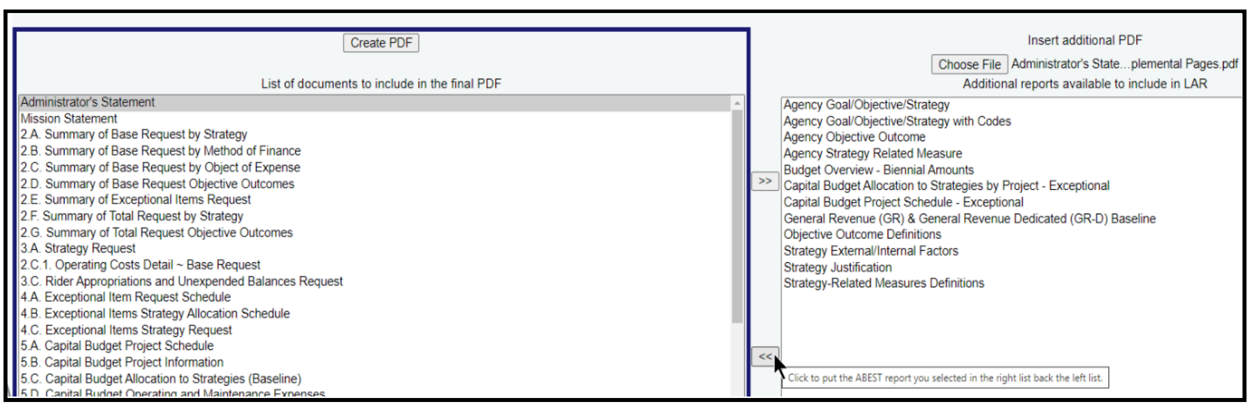
Click the **Open** button, as shown below.



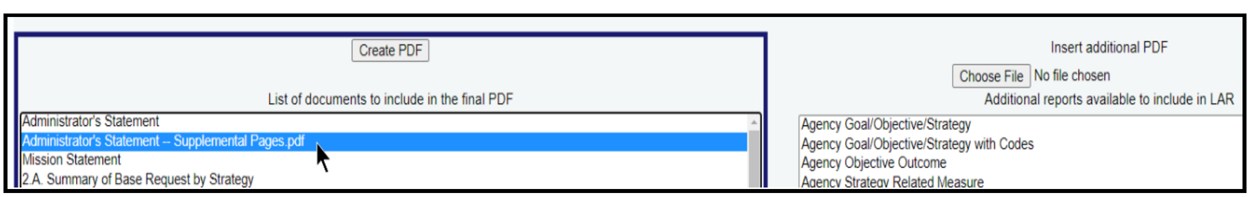
Your selected agency PDF document displays in the file window to the right of the **Choose File** button, as shown below.



Click the **left double arrow** (as shown in the below example) to append your agency's LAR PDF file.



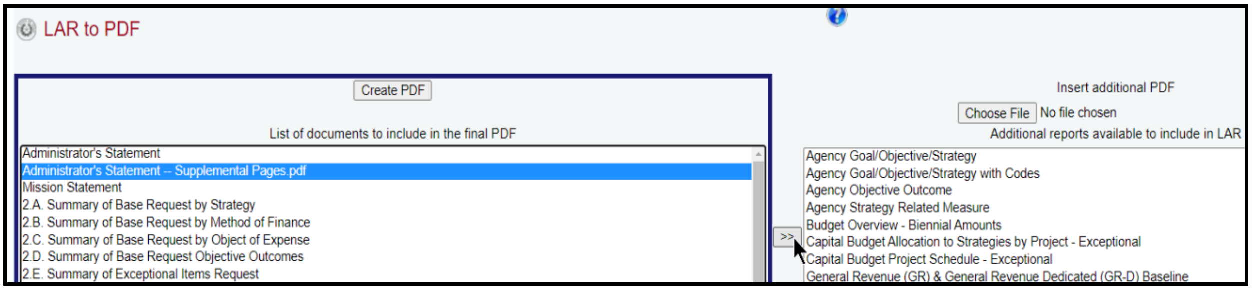
The selected file moves from the right side of the screen to the left side of the screen and displays in the specified location on the agency's LAR PDF report list, as shown below.



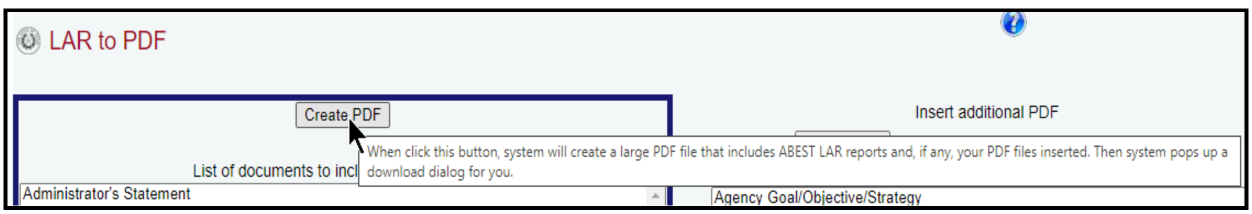
IMPORTANT

If a PDF report is inserted/placed in the wrong order, remove the file and re-add it in the correct order. Refer to the **Removing PDF Files** section of these instruction (shown below).

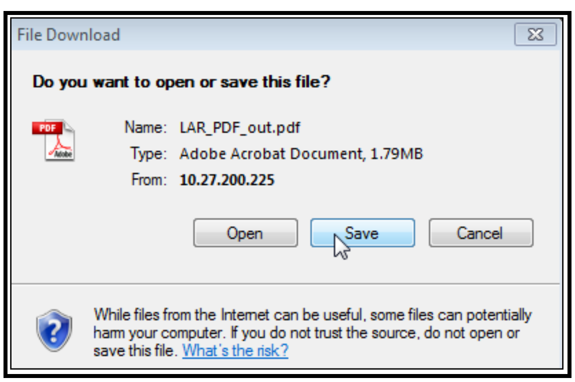
Removing PDF Files – To remove a PDF file from the agency's LAR PDF report list, select the **file** from the list on the left side of the screen and click the **right double arrow** (as shown below).



Creating The LAR PDF – Review the reports/files on the screen to ensure that the left side of the screen includes all the documents/files you wish to include in your agency's LAR PDF and the right side of the screen displays all the ABEST reports you wish to exclude from your agency's LAR PDF. Click **Create PDF**, as shown below.



Click **Save** on the **File Download** screen to store the PDF file on your computer, as shown below.



Click another menu option to move away from the **LAR to PDF** screen or click the back button on your internet browser to return to the **Reports** menu.

SUBMITTING AND POSTING THE LEGISLATIVE APPROPRIATIONS REQUEST

The agency's LAR is submitted electronically, both through ABEST and as a PDF document. Refer to the *Detailed Instructions* for guidance on all assembly and distribution requirements. The request submitted in ABEST is the agency's official submission. Agencies are also required to submit their PDF document electronically to the LBB through the **DOCUMENT SUBMISSIONS** application.

IMPORTANT

To access the **DOCUMENT SUBMISSIONS** application, from the LBB website (www.lbb.texas.gov), click **AGENCIES PORTAL,** then under the **DATA ENTRY APPLICATIONS** heading select the **DATA ENTRY APPLICATIONS** subheading, and then click on **DOCUMENT SUBMISSIONS**. For additional information on the application, refer to the help menu on the logon screen in **DOCUMENT SUBMISSIONS**.

As part of the submitted LAR PDF document, an agency must submit a certification of the content of the dual submissions and assurance that the ABEST electronic submission and the submitted PDF document are one and the same. If there is a discrepancy between the ABEST submission and the PDF document, the ABEST submission will be presumed correct. The certification form is available at www.lbb.texas.gov → **AGENCIES PORTAL → DATA ENTRY APPLICATIONS → INSTRUCTIONS → Legislative Appropriations Request (LAR) Instructions→ Certificate of Dual Submission**. If an office is headed by an elected official, the first assistant may sign for the elected official.

In addition, agencies are required to post completed LARs on their websites.

IMPORTANT

When posting a LAR to your agency's website, create a searchable PDF when possible. Scanned documents are not accessible for the blind or visually impaired who rely on screen readers to retrieve the content from a website.

TROUBLESHOOTING ISSUES AND TIPS

Review the following table regarding calls previously made to the LBB Help Desk on various ABEST LAR issues.

TROUBLESHOOTING ISSUES AND TIPS

PROBLEM	RESOLUTION
How do I print my agency's submitted LAR reports from the previous session?	Log into ABEST and change your user profile to Session: **87-R, LAR, S01,** and click **Save Selections**. Click the **Reports** menu to generate/view/print reports.
I have logged into ABEST, but I cannot do anything on my agency's LAR.	You must change the agency **Status** from **EMPTY** to **INCOMPLETE** before you can begin data entry. Refer to the *CHANGING THE AGENCY'S STATUS TO INCOMPLETE* section of these ABEST instructions.
The application is not responding when I click on some items.	You must use Google Chrome for ABEST data entry. Other browsers will not work consistently in ABEST.

TROUBLESHOOTING ISSUES AND TIPS	
PROBLEM	**RESOLUTION**
What is the deadline for my agency to submit our agency's LAR?	The schedule is online at www.lbb.texas.gov. Click **AGENCIES PORTAL**, and under **DATA ENTRY APPLICATIONS** select **INSTRUCTIONS** and click **Legislative Appropriations Request (LAR) Instructions**. Then click the **LAR Submission Schedule**.
I want to get data from ABEST into a spreadsheet so I can sort the data the way I want to. How can I do that?	Refer to the GENERATING REPORTS section of these ABEST instructions.
My agency starts early dividing our LAR data entry among various agency staff members. We need to know character limits for the ABEST data entry fields.	These ABEST instructions identify character limits for data entry fields throughout the text. In addition, you may view character limits on the ABEST LAR screens – some will display in expanded multi-line text boxes and others will display in a window that pops up when character limits are exceeded for a non-expandable text box.
ABEST is acting erratic.	Sometimes ABEST behaves in a strange manner right before it times out. Close your internet browser window, then reopen it and log back into ABEST. If the problem is still occurring, call the LBB Help Desk at 512-463-3167.
There are missing strategies in my capital budget.	Enter the strategy budgeting data under the **Strategy** menu *before* entering the capital budget data.
Regarding capital budget data entry, when I try to enter Project Strategy Allocation data I get the message, "All requested OOE funds have been allocated to the project." What do I need to do?	Enter the data under the **Strategy** menu *before* entering the data under the **Capital Projects→Strategy Allocation** menu.
Where do I need to enter exceptional items in ABEST?	Enter exceptional items from the menu/submenu options listed below: 1) **Strategy→Budgeting** 2) **Strategy→FTEs** (if FTEs are applicable) 3) **Exceptional Items→Descriptions** 4) **Exceptional Items→Strategy Related Details** 5) **Measures→Outcomes**, **Measures→Strategy Related**, and **Measures→Impact on Outcomes** (if measures are affected).
I cannot find my exceptional item values on the ABEST reports.	Verify that all exceptional item data has been entered in the correct places because exceptional items reports will not print the exceptional item data if that data has not been entered correctly. Also, refer to the ABEST DATA ENTRY MENUS AND SUBMENUS FOR ABEST REPORTS table in these ABEST instructions.

TROUBLESHOOTING ISSUES AND TIPS	
PROBLEM	**RESOLUTION**
The exceptional item report is not calculating my data correctly.	When entering dollar amounts, FTEs, and output measures, the data should be *incremental*, indicating only the quantity associated with the exceptional item. For example, if the base amount is 100 and the exceptional item increases it to 110, enter 10. Consider the data as *cumulative* when entering values for outcomes, efficiency and explanatory measures. You should account for the base amount. For example, if the base is $248 and the exceptional item increases it to $260, enter $260.
The CFDA I need does not appear. How do I request a new CFDA?	First, make sure you are using the correct CFDA format on the drop-down list, which uses leading zeroes. For example, if you are looking for 16-59-2, search for 016-059-002. If a CFDA number cannot be found in ABEST, please send an email to CFDA@lbb.texas.gov and provide the following information: • Contact Information (name and phone number of requestor); • Agency code and agency name; • CFDA number; • Program name for the CFDA number you are requesting; and • Notice of grant award or other documentation that demonstrates you have received Federal Funds along with its intended use. For example, a sub-recipient who is under contract with a primary recipient of a grant award will need to provide a copy of the contract or agreement that they received from the primary recipient.
I changed my agency's LAR Status to COMPLETE. How do I submit my agency's LAR to the LBB?	Refer to the *Submitting and Posting The Legislative Appropriations Request* section of these ABEST instructions.
I changed my agency's LAR Status to COMPLETE, but now I need to revise something.	Call your agency's LBB analyst who will contact LBB Application Support to have ABEST reopened. After modifying your agency's LAR, contact the LBB Help Desk at 512-463-3167 to have **LBB DOCUMENT SUBMISSIONS** reopened. Submit your revisions to **LBB DOCUMENT SUBMISSIONS**.