



# LEGISLATIVE BUDGET BOARD

## **Fiscal Year 2020 Operating Budget Instructions**

### **ABEST Data Entry for Executive and Administrative Agencies, Appellate Courts, and Judicial Branch Agencies**

LEGISLATIVE BUDGET BOARD STAFF

[WWW.LBB.STATE.TX.US](http://WWW.LBB.STATE.TX.US)

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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. It is the application used by the Legislative Budget Board (LBB) to track agency appropriation amounts through the stages of the legislative appropriations process and agency performance through the biennial budget cycle.

This document contains instructions for agencies and courts to enter operating budget data into ABEST for fiscal year 2020. You will be entering expended data for fiscal years 2018 and 2019 and budgeted data for fiscal 2020.

The data entry process for post-session operating budgets is similar to the data entry for pre-session legislative appropriation requests, but less extensive. You will enter expended and budget data for strategies (objects of expense, methods of finance, full-time equivalents), measures, capital budgets, and supporting information for homeland security, federal funds, estimated revenue collections, and new or expanded initiatives by the Eighty-sixth Legislature as applicable to your agency.

The recommended process for entering your operating budget data is:

- Read *Fiscal Year 2020 Operating Budget Instructions for Executive and Administrative Agencies, Appellate Courts, and Judicial Branch Agencies* (hereinafter called *Detailed Instructions*) for information about operating budget data and submission requirements, including deadlines. The *Detailed Instructions* document is available at: <http://www.lbb.state.tx.us> → **AGENCIES PORTAL** → **DATA ENTRY APPLICATIONS** → **INSTRUCTIONS** → **Operating Budget Instructions**.
- Read this ABEST instructions manual, which has been updated for fiscal year 2020 operating budgets.
- Change your agency's **Status** in ABEST from **EMPTY** to **INCOMPLETE**.
- Check, add, revise, and delete data as needed. Enter your data in the order given in this ABEST manual. In particular, enter strategy amounts before capital budget data.
- Clear any closing edits (usually imbalances), change your agency's **Status** to **COMPLETE**, and print and submit reports as required in the *Detailed Instructions*.
- Submit your operating budget in the DOCUMENT SUBMISSIONS application. For more information, see the *SUBMITTING AND POSTING YOUR AGENCY'S OPERATING BUDGET* section of these instructions. Institutions of higher education should refer to the instructions titled *Fiscal Year 2020 Operating Budget Instructions for Higher Education* posted on the LBB website at: <http://www.lbb.state.tx.us>.
- Post your operating budget in PDF format on your agency's website.

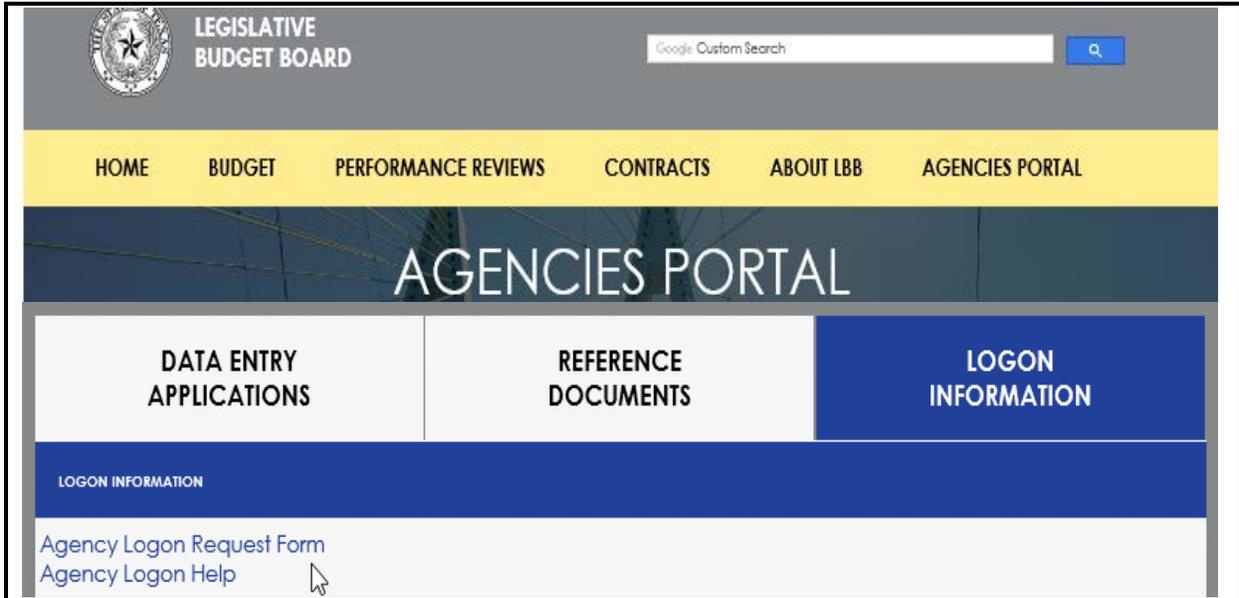
If you have questions about the operating budget data, read the *Detailed Instructions* first. If you cannot find the answer, contact your LBB analyst. To determine which analyst is assigned to your agency, visit the LBB website at [www.lbb.state.tx.us](http://www.lbb.state.tx.us). Select **ABOUT LBB**, then click on **Staff**, then select **Analyst Assignments**.

If you have a problem with the application that you cannot resolve using these procedures, call the ABEST Help Desk at 512-463-3167.

**ACCESSING ABEST**

Follow the steps below to request a user ID and password. If you have forgotten your user ID or password, see the [Logging In](#) section of these instructions.

To request a user ID, click **AGENCIES PORTAL** from the LBB website ([www.lbb.state.tx.us](http://www.lbb.state.tx.us)). Under **LOGON INFORMATION**, click **Agency Logon Request Form** as shown below.



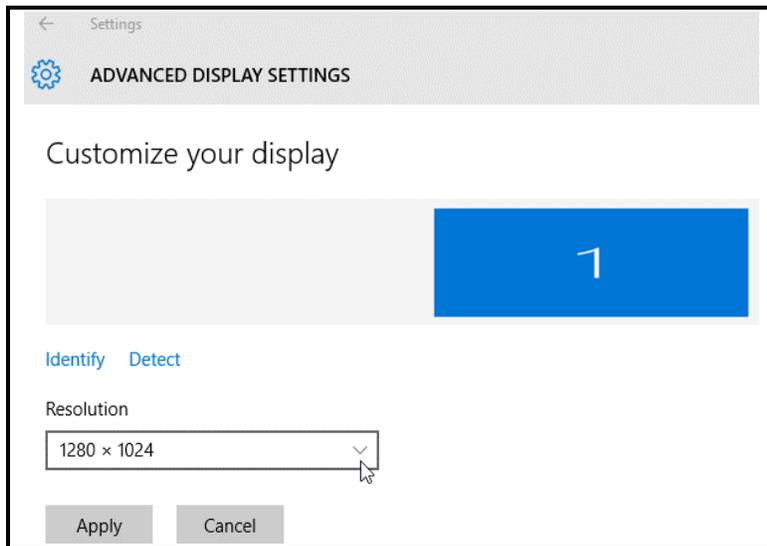
Fill out the form, as shown below.

Logon Request Form	
<b>Please ensure that you have approval from your supervisor to request a userid.</b>	
* Agency :	000 - Unspecified or not applicable
* Full Name:	
* Password :	
* Confirm Password :	
*Phone #:	- - - -
Fax #:	- - - -
Cell Phone #:	- - - -
* Email Address:	
Access Needed for:	<input checked="" type="checkbox"/> ABEST (Automated Budget and Evaluation System of Texas) Includes: Base Recon LAR Submissions Operating Budget Actual Performance Measures USAS Reconciliation Computer Inventory Biennial Operating Plan  <input checked="" type="checkbox"/> Document Submission

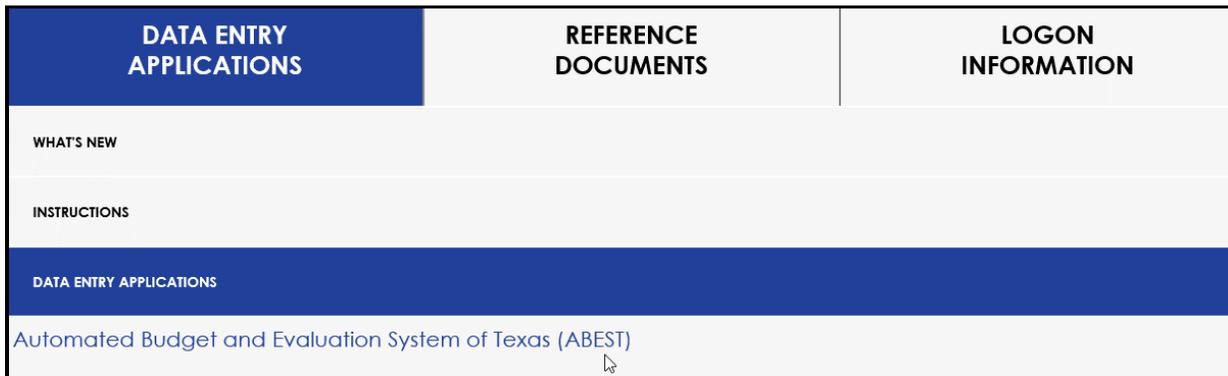
When complete, scroll down and click **Submit**. You should receive an email asking you to confirm the logon request. You must respond to this email; otherwise, your request will not be processed. If you do not receive a confirmation email, call the ABEST Help Desk at 512-463-3167. The LBB will email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

### LOGGING IN

Internet Explorer can be used for ABEST data entry. Internet Explorer Version 11 is recommended. Other browsers (e.g., Firefox, Safari, Microsoft Edge, Google Chrome, 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.state.tx.us](http://www.lbb.state.tx.us)), click **AGENCIES PORTAL**. Under **DATA ENTRY APPLICATIONS** click **Automated Budget Evaluation System of Texas (ABEST)**, as shown below.



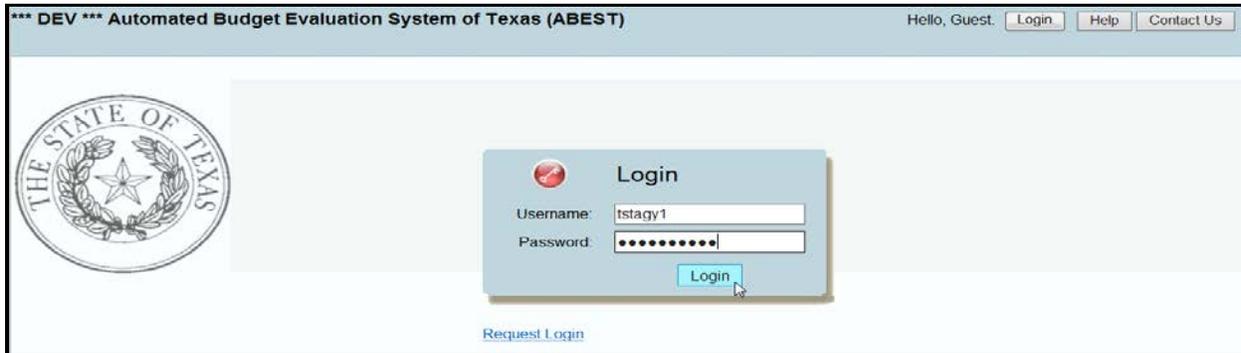
### IMPORTANT



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.state.tx.us](http://www.lbb.state.tx.us)), click **Agency Logon Help**. Enter your user ID or email address and click **Remember Me**.
- Call the LBB Help Desk at 512-463-3167.

Enter your **Username** and **Password** and click **Login**.



**TIP**



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

**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.

**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.

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 a session, the business process titled **Operating Budget**, a fiscal year, and your agency code from the drop-down lists (example is shown below). Click **Save Selections**.



The options you selected on your “user profile selection bar” will display on the “user profile confirmation bar”. The agency **Status** associated with these settings is also included on that bar, as shown in the above example (designated as **EMPTY**). The agency **Status** is explained in the following “**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 boxes to select the appropriate settings and click **Save Selections**.

**NEWS SCREEN**

The ABEST **News** screen 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**  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, a window will display, as shown below. Enter your message and click **Send Email**.

The 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 you have selected the appropriate profile settings, you can start entering the operating budget 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 **Status** to **INCOMPLETE**. As you enter data, closing edits will appear on the **Status** screen. You must clear the edits before you can submit your operating budget. You must set your **Status** to **COMPLETE** when you have completed your data entry. See the [Changing Agency Status to Complete](#) section of these instructions.

## DATA ENTRY CONSIDERATIONS

Refer to the following table for information regarding data entry.

DATA ENTRY REFERENCE		
TEXT LIMITATIONS	ENTERING DATA	SAVING DATA
<ul style="list-style-type: none"> <li>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.</li> <li>Numeric fields allow 12 digits maximum. Enter only whole dollar amounts, not decimal places. You do not need to enter commas in numeric fields.</li> </ul>	<ul style="list-style-type: none"> <li>Click in the data cell and enter the data.</li> <li>Press <b>Tab</b> to move across to the next cell.</li> <li>At the end of a row, manually click the cursor in a cell on a new row to enter more data.</li> <li>You can expand some multi-line text fields by double clicking in the field. Use the <b>Enter</b> key to start a new line of text in a multi-line text field. Click the cursor outside the field or press <b>Tab</b> to move out of the field. Save your work by clicking <b>Save</b>. Each expandable multi-line text field provides a character counter and identifies the character limit for that field.</li> <li>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 <b>Send to Grid</b>. The calculated number transfers to the cell.</li> </ul>	<ul style="list-style-type: none"> <li>Save data by pressing <b>Enter</b> on your keyboard or by clicking <b>Save</b> on the screen.</li> <li>Use the gray section to add new information to a corresponding grid and click <b>Save</b>.</li> </ul>
COLOR CONVENTIONS	IF THE EXPLORER STATUS BAR DOES NOT APPEAR	NAVIGATION
<ul style="list-style-type: none"> <li>Unsaved numbers appear blue in color. Saved numbers are black.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Open the <b>Tools</b> menu in Internet Explorer and choose <b>Internet options</b>. Click the <b>Security</b> tab and select <b>Trusted Sites</b>. Click the <b>Sites button</b> and enter: *.lbb.state.tx.us.</li> </ul>	<ul style="list-style-type: none"> <li>To move to the top of a long screen, click the <b>Top</b> hyperlink at the bottom of the screen.</li> <li>To move to the bottom of a long screen, click the <b>Bottom</b> hyperlink.</li> </ul>

## DATA ENTRY CAUTIONS AND IMPORTANT INFORMATION

CAUTION	
	You will lose data if ABEST is inactive for 30 minutes or more. Always click “ <b>Save</b> ” 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 “ <b>Save</b> ” button, you will lose data if you move to another grid without saving first. Save your work frequently by clicking “ <b>Save</b> ”. Any unsaved data must be re-entered.

CAUTION	
	<p>If an ABEST screen has multiple grids for data entry and the screen only has one <b>“Save”</b> button for that screen, ABEST allows you to click <b>“Save”</b> one time on that screen with multiple grids. You can click <b>“Save”</b> after entering data for each grid on the screen or you can enter data for all the grids and click <b>“Save”</b> 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.</p>

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

ABEST DATA ENTRY MENUS AND SUBMENUS FOR REPORTS	
REPORTS BY TYPE AND PART NUMBER	ABEST DATA ENTRY MENU/SUBMENU
<b>Budget Summaries</b>	
Budget Overview	Strategy/Budgeting; Strategy/CFDAs; Strategy/FTEs
2.A. Summary of Budget By Strategy	Strategy/Budgeting; Strategy/CFDAs; Strategy/FTEs
2.B. Summary of Budget By Method of Finance	Summary of Requests/MOFs; Summary of Requests/FTEs
2.C. Summary of Budget By Object of Expense	Strategy/Budgeting
2.D. Summary of Budget By Objective Outcomes	Measures/Outcomes
3.A. Strategy Level Detail	Strategy/Budgeting; Measures/Strategy Related
<b>Supporting Schedules</b>	
4.A. Capital Budget Project Schedule Capital Budget Allocation to Strategies	Capital Projects/Projects List; Capital Projects/Projects Detail; Capital Projects/Financing; Capital Projects/Strategy Allocation
4.B. Federal Funds Supporting Schedule	Supporting Information/Federal Funds/Supporting Schedule
4.C. Federal Funds Tracking Schedule	Supporting Information/Federal Funds/Tracking Schedule
4.D. Estimated Revenue Collections Supporting Schedule	Supporting Information/Estimated Revenue Collections Schedule
4.E. Homeland Security Funding Schedule	Supporting Information/Homeland Security/OOEs/MOFs; Supporting Information/Homeland Security/CFDA; Supporting Information/Homeland Security/Pass Through Funds
4.F. Part A Budgetary Impacts Related to Recently Enacted State Legislation Schedule 4.F. Part B Summary of Costs Related to Recently Enacted State Legislation Schedule	Supporting Information/Budgetary Impacts of Recently Enacted Legislation (BIREL)/Descriptions; Supporting Information/BIREL/IT Components; Supporting Information/BIREL/Contract Details; Supporting Information/BIREL/Strategy Related Details; Supporting Information/BIREL/CFDAs; Supporting Information/BIREL/Outcomes

## STRATEGY DETAIL

Enter the total funding amounts for each strategy in your budget structure. Enter the objects of expense (OOEs), methods of finance (MOFs) (including Catalog of Federal Domestic Assistance numbers—CFDAs) and full-time-equivalent (FTEs) positions for each strategy listed in the agency’s budget structure. You will also enter OOEs, MOFs, and FTEs on other ABEST screens later. To avoid repetition of these instructions, hyperlink section references ([denoted in blue, underlined text](#)) will refer you to these initial procedures under the **Strategy** menu. You must use the relevant submenu depending on where you are in the data entry process, but the basic steps are the same.

### IMPORTANT



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

## BUDGETING

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



## OBJECT OF EXPENSE (OOEs)

The agency’s first Goal, Objective, and Strategy (GOS) load into the **Strategy** drop-down menu box. To change the GOS, select a different **Strategy** from the drop-down box, as shown below.



The OOE and MOF codes previously used for your agency display on the screen (shown below).

OOEs:			
OOE	Exp 2018	Exp 2019	Bud 2020
✘ 1001 - SALARIES AND WAGES	\$0	\$0	\$0
✘ 1002 - OTHER PERSONNEL COSTS	\$0	\$0	\$0

MOFs:			
You are viewing page 1 of 1			
MOF	Exp 2018	Exp 2019	Bud 2020
✘ 9 - Game,Fish,Water Safety Ac	\$0	\$0	\$0
✘ 506 - Non-game End Species Acct	\$0	\$0	\$0

Enter amounts for each OOE displayed and click **Save**. See the details below to add additional OOE's.

*Adding Multiple OOE's* – Click the **Add Multiple OOE's** hyperlink to add multiple OOE's to the selected GOS (**Strategy**).

Select the appropriate **OOE's** for the selected strategy and click **Save**, as shown below.

**Click SAVE or CANCEL to return to previous screen.**

Select OOE's:

- 1005-FACULTY SALARIES
- 1010-PROFESSIONAL SALARIES
- 1015-PROFESSIONAL SALARIES
- 2008-DEBT SERVICE
- 3001-CLIENT SERVICES
- 3002-FOOD FOR PERSONS - WARDS OF STATE

Any added OOE's load into the grid. Enter the dollar amounts for each fiscal year for each displayed OOE and click **Save**, as shown below.

OOE	Exp 2018	Exp 2019	Bud 2020
1001 - SALARIES AND WAGES	222000	223000	224000
1002 - OTHER PERSONNEL COSTS	17000 x	18000	19000
2008 - DEBT SERVICE	0	0	5000
3001 - CLIENT SERVICES	0	0	9999
1005 - FACULTY SALARIES			

*Adding a Single OOE* – Use the gray section to add a single OOE. As shown in the following graphic, 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 amount for the OOE.

OOE	Exp 2018	Exp 2019	Bud 2020
✘ 1001 - SALARIES AND WAGES	\$222,000	\$223,000	\$224,000
✘ 1002 - OTHER PERSONNEL COSTS	\$17,000	\$18,000	\$19,000
✘ 2008 - DEBT SERVICE	\$0	\$0	\$5,000
✘ 3001 - CLIENT SERVICES	\$0	\$0	\$9,999
2001 - PROFESSIONAL FEES AND SERVICES			
<b>OOE Strategy Totals:</b>	<b>\$239,000</b>	<b>\$241,000</b>	<b>\$257,999</b>

**TIP**



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

1005-FACULTY SALARII			
1005-FACULTY SALARIES			71,449,009
1010-PROFESSIONAL SALARIES			
1015-PROFESSIONAL SALARIE	<small>1010-Professional Salaries - Faculty Equivalent (Higher Education Only)</small>		
2008-DEBT SERVICE			
3001-CLIENT SERVICES			

Repeat the previous steps to add as many OOE's as needed to the **OOE's** 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 at the bottom of the grid update.

**IMPORTANT**

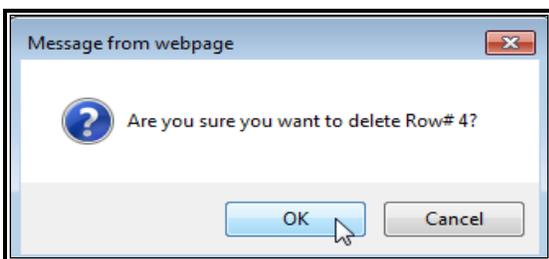


You *cannot* modify the OOE code once the item has been saved. To change the OOE code, delete the existing row and re-add the information.

**Deleting OOE Data** – Save any unsaved data first and then click the red '✘' to the left of the OOE to delete a row of data, as shown below.

OOE	Exp 2018	Exp 2019	Bud 2020
✘ 1001 - SALARIES AND WAGES	\$222,000	\$223,000	\$224,000
✘ 1002 - OTHER PERSONNEL COSTS	\$17,000	\$18,000	\$19,000
✘ 2008 - DEBT SERVICE	\$0	\$0	\$5,000
✘ 3001 - CLIENT SERVICES	\$0	\$0	\$9,999
1010 - PROFESSIONAL SALARIES			

Click **OK** in the pop-up window to confirm, as shown below.



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	
<b>OOE</b>	Hyperlink directs you to the top portion of the screen and displays the <b>OOEs</b> you have entered for the selected strategy.
<b>MOF</b>	Hyperlink directs you to the bottom portion of the screen and displays the <b>MOFs</b> you have entered for the selected strategy.
<b>Top and Bottom</b>	Hyperlink positions the cursor at the top or bottom of the screen.
<b>Double Arrow</b> (top right of each grid)	Use this toggle switch to collapse or expand a particular grid. It will enable you to view the details above or below a particular grid (as shown below).

[OOE](#) [MOF](#) [Bottom](#)

Strategy: 1-CONSERVE NATURAL RESOURCES    1-CONSERVE WILDLIFE/ENSURE HUNTING    1-WILDLIFE CONSERVATIO ▾

[Add Multiple OOs](#)

**OOEs:**

OOE	Exp 2018	Exp 2019	Bud 2020
✕ 1001 - SALARIES AND WAGES	\$222,000	\$223,000	\$224,000
✕ 1002 - OTHER PERSONNEL COSTS	\$17,000	\$18,000	\$19,000
✕ 2008 - DEBT SERVICE	\$0	\$0	\$5,000
1005 - FACULTY SALARIES ▾			
<b>OOE Strategy Totals:</b>	<b>\$239,000</b>	<b>\$241,000</b>	<b>\$248,000</b>

**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.

[OOE](#) [MOF](#) [Bottom](#)

Strategy: 1-CONSERVE NATURAL RESOURCES    1-CONSERVE WILDLIFE/ENSURE HUNTING    1-WILDLIFE CONSERVATIO ▾

Enter amounts for each MOF displayed and click **Save**. 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. See the following details to add additional MOFs.

**Adding Multiple MOFs** – Click the **Add Multiple MOFs** hyperlink to add multiple MOFs to the selected strategy.

[Add Multiple MOFs](#)

**MOFs:**

Select the appropriate **MOFs** and click **Save**.

**Click SAVE or CANCEL to return to previous screen.**

Select MOFs:

9-Game,Fish,Water Safety Ac  
 64-State Parks Acct  
 555-Federal Funds  
 666-Appropriated Receipts  
 777-Interagency Contracts  
 8121-Debt Service - GO Bonds

The MOFs load into the **MOFs** grid. Enter the dollar amounts into the grid for each fiscal year and click **Save**.

**IMPORTANT**



Federally funded MOFs are defined at the CFDA level. Select the federally funded MOF from the “**Select MOFs**” list (as shown above) and click **Save**. ABEST will save the MOF and add zero dollar amounts for each fiscal year. See the [CFDAs](#) section of these instructions to enter dollar amounts by CFDA.

*Adding a Single MOF* – Use the gray section to add a single MOF. 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 amount for the MOF.

**MOFs:**

You are viewing page 1 of 1

	MOF	Exp 2018	Exp 2019	Bud 2020
✘	9 - Game,Fish,Water Safety Ac	\$112,700	\$112,800	\$112,900
✘	64 - State Parks Acct	\$111,000	\$112,000	\$114,000
✘	555 - Federal Funds	\$0	\$0	\$0
✘	8121 - Debt Service - GO Bonds	\$0	\$0	\$5,000
<b>MOF Strategy Totals:</b>		<b>\$223,700</b>	<b>\$224,800</b>	<b>\$231,900</b>
	1-General Revenue Fund			

**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**.

**IMPORTANT**



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

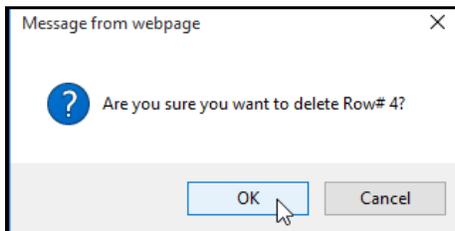
**Deleting MOF Data** – Save any unsaved data first and then click the red ‘x’ to the left of the MOF to delete a row of data, as shown below.

MOFs: ⌵

You are viewing page 1 of 1

	MOF	Exp 2018	Exp 2019	Bud 2020
✖	9 - Game,Fish,Water Safety Ac	\$112,700	\$112,800	\$112,900
✖	64 - State Parks Acct	\$111,000	\$112,000	\$114,000
✖	555 - Federal Funds	\$0	\$0	\$0
✖	8121 - Debt Service - GO Bonds	\$0	\$0	\$5,000
<b>MOF Strategy Totals:</b>		<b>\$223,700</b>	<b>\$224,800</b>	<b>\$231,900</b>

Click **OK** in the pop-up window to confirm, as shown below.



**IMPORTANT**



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

OOEs: ⌵

	OOE	Exp 2018	Exp 2019	Bud 2020
✖	1001 - SALARIES AND WAGES	\$222,000	\$223,000	\$224,000
✖	1002 - OTHER PERSONNEL COSTS	\$17,000	\$18,000	\$19,000
✖	2008 - DEBT SERVICE	\$0	\$0	\$5,000
	1005 - FACULTY SALARIES			
		<b>\$239,000.00</b>	<b>\$241,000.00</b>	<b>\$248,000.00</b>

[Add Multiple MOFs](#)

MOFs: ⌵

You are viewing page 1 of 1

	MOF	Exp 2018	Exp 2019	Bud 2020
✖	9 - Game,Fish,Water Safety Ac	\$112,700	\$112,800	\$112,900
✖	64 - State Parks Acct	\$111,000	\$112,000	\$114,000
✖	555 - Federal Funds	\$0	\$0	\$0
<b>MOF Strategy Totals:</b>		<b>\$223,700</b>	<b>\$224,800</b>	<b>\$226,900</b>
	1-General Revenue Fund			
<b>OOE/MOF Balance:</b>		<b>\$15,300</b>	<b>\$16,200</b>	<b>\$21,100</b>

**CFDAs**

You can add federally funded MOFs 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. See the [Budgeting Submenu](#) section of these instructions.
- 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. See the [CFDA Submenu](#) section of these instructions.

**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](mailto: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 the federally funded MOF code (as shown below) and you will be directed to the **Strategy > CFDAs** screen.

MOFs: <span style="float: right;">✕</span>				
You are viewing page 1 of 1				
	MOF	Exp 2018	Exp 2019	Bud 2020
✕	9 - Game,Fish,Water Safety Ac	\$112,700	\$112,800	\$112,900
✕	64 - State Parks Acct	\$111,000	\$112,000	\$114,000
✕	555 - Federal Funds	\$0	\$0	\$0
<b>MOF Strategy Totals:</b>		<b>\$223,700</b>	<b>\$224,800</b>	<b>\$226,900</b>

The strategy and MOF load in the drop-down menu boxes, as shown below.

**Strategy > CFDAs**  [Bottom](#)

Strategy: 1-CONSERVE NATURAL RESOURCES    1-CONSERVE WILDLIFE/ENSURE HUNTING    1-WILDLIFE CONSERVATION ▼

MOFs: 555 - Federal Funds ▼

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

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

**Click SAVE or CANCEL to return to previous screen.**

Select CFDAs:

- 000.000.000. - Temp Place Holder
- 016.922.000. - Equitable Sharing Program
- 021.000.000. - Ntl Foreclosure Mitigation Cnsng

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

CFDA:			
Strategy CFDAs	Exp 2018	Exp 2019	Bud 2020
✘ 016.922.000. - Equitable Sharing Program	0	0	4444
✘ 021.000.000. - Ntl Foreclosure Mitigation Cnsng	0	0	5555
000.000.000. - Temp Place Holder			
<b>Total CFDAs:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**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 amount for the selected CFDA.

CFDA:			
Strategy CFDAs	Exp 2018	Exp 2019	Bud 2020
✘ 016.922.000. - Equitable Sharing Program	\$0	\$0	\$4,444
✘ 021.000.000. - Ntl Foreclosure Mitigation Cnsng	\$0	\$0	\$5,555
010.200.000. - Grants for Agricultural			
<b>Total CFDAs:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,999</b>

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

**Adding Additional Federally Funded MOFs** – To add additional federally funded MOFs from the **Strategy > CFDA** screen, select the appropriate strategy and click **Add MOFs**.

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.

**TIP**



Click the back button on your browser or select the **Strategy**→**Budgeting** menu/submenu to return to the OOE, MOF, and FTE detail by strategy.

The CFDA detail rolls up for the corresponding **MOF**, and the CFDA amounts are not editable from the **MOFs** grid, as shown below.

MOFs:				
You are viewing page 1 of 1				
	MOF	Exp 2018	Exp 2019	Bud 2020
✘	9 - Game,Fish,Water Safety Ac	\$112,700	\$112,800	\$112,900
✘	64 - State Parks Acct	\$111,000	\$112,000	\$114,000
✘	555 - Federal Funds	\$0	\$0	\$9,999
<b>MOF Strategy Totals:</b>		<b>\$223,700</b>	<b>\$224,800</b>	<b>\$236,899</b>

**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**.

**IMPORTANT**



You *cannot* modify the **CFDA** code once the item is saved. To modify this field, delete the existing row and re-add the information.

Deleting CFDA Data – Save any unsaved data first, 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.

CFDA:			
Strategy CFDA	Exp 2018	Exp 2019	Bud 2020
<input checked="" type="checkbox"/> 016.922.000. - Equitable Sharing Program	\$0	\$0	\$4,444
<input checked="" type="checkbox"/> 021.000.000. - Ntl Foreclosure Mitigation Cnslng	\$0	\$0	\$5,555
<input type="checkbox"/> 000.000.000. - Temp Place Holder			
<b>Total CFDA:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,999</b>

**IMPORTANT**



As revisions are made to any MOF/CFDA data, note any imbalances for the **OOE/MOF Balance** difference on the **Strategy > OOE/MOFs** screen (example shown below). Any differences will appear as a closing edit and will prevent you from submitting your agency's operating budget. You can clear these edits by examining the amounts entered for OOE/MOFs. Check each strategy to ensure the OOE/MOF difference is zero for each fiscal year listed.

**Strategy > OOE/MOFs**

Strategy: 1-CONSERVE NATURAL RESOURCES    1-CONSERVE WILDLIFE/ENSURE HUNTING    1-WILDLIFE CONSERVATIO

[OOE](#) [MOF](#) [Bottom](#)

[Add Multiple OOE](#)

**OOEs:**

OOE	Exp 2018	Exp 2019	Bud 2020
<input checked="" type="checkbox"/> 1001 - SALARIES AND WAGES	\$222,000	\$223,000	\$224,000
<input checked="" type="checkbox"/> 1002 - OTHER PERSONNEL COSTS	\$17,000	\$18,000	\$19,000
<input checked="" type="checkbox"/> 2008 - DEBT SERVICE	\$0	\$0	\$5,000
<input type="checkbox"/> 1005 - FACULTY SALARIES			
<b>OOE Strategy Totals:</b>	<b>\$239,000</b>	<b>\$241,000</b>	<b>\$248,000</b>

[Add Multiple MOFs](#)

**MOFs:**

You are viewing page 1 of 1

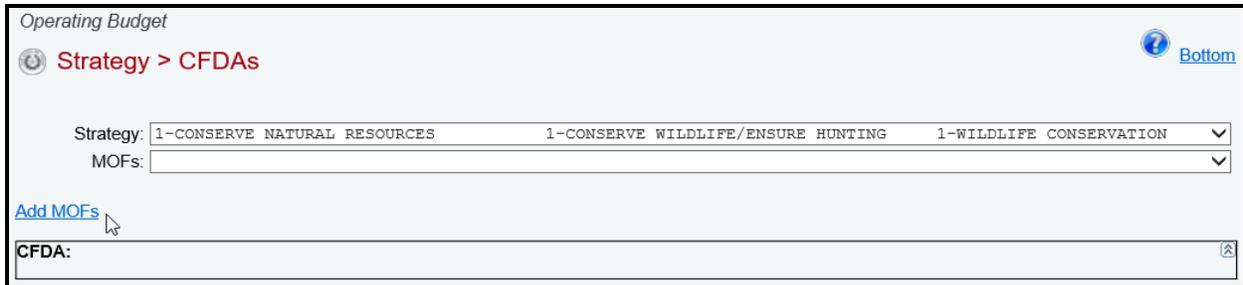
MOF	Exp 2018	Exp 2019	Bud 2020
<input checked="" type="checkbox"/> 9 - Game,Fish,Water Safety Ac	\$112,700	\$112,800	\$112,900
<input checked="" type="checkbox"/> 64 - State Parks Acct	\$111,000	\$112,000	\$114,000
<input checked="" type="checkbox"/> 555 - Federal Funds	\$0	\$0	\$4,444
<b>MOF Strategy Totals:</b>	<b>\$223,700</b>	<b>\$224,800</b>	<b>\$231,344</b>
<input type="checkbox"/> 1-General Revenue Fund			
<b>OOE/MOF Balance:</b>	<b>\$15,300</b>	<b>\$16,200</b>	<b>\$16,656</b>

**CFDA SUBMENU**

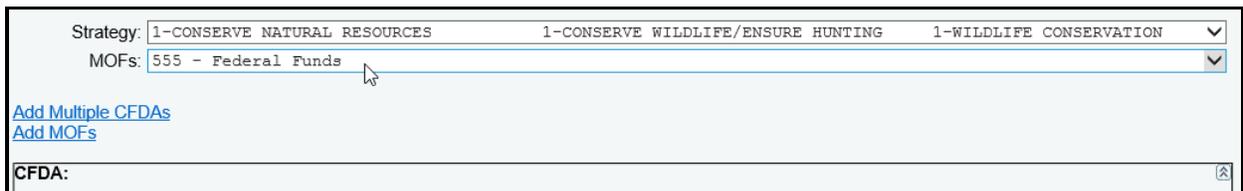
To navigate directly to the **Strategy > CFDA**s data entry screen, click the **Strategy** menu and **CFDA**s submenu, as shown in the following graphic.



The agency's first GOS and MOF (if previously added) load into the drop-down menu boxes. To change the GOS or MOF, select a different item from the drop-down menu boxes. 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 an MOF from the **MOFs** drop-down menu box, then click **Add Multiple CFDAs** to choose the CFDAs associated with that strategy and MOF.



**TIP**



The nine-digit CFDA codes display leading zeroes. For example, to add CFDA 16-922, select 016.922.000 from the CFDA listing.

Select the appropriate **CFDAs** and click **Save**.



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

CFDA:			
Strategy CFDA	Exp 2018	Exp 2019	Bud 2020
✘ 016.922.000. - Equitable Sharing Program	0	0	4444
✘ 021.000.000. - Ntl Foreclosure Mitigation Cnsng	0	0	5555
000.000.000. - Temp Place Holder			
<b>Total CFDA:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Save Cancel

Add, delete, and revise individual CFDAs, just as you did earlier for the strategy. See the strategy [OOEs](#) and [MOFs](#) sections of these instructions for data entry details.

**TIP**



Click the back button on your browser to review the CFDA totals rolled up (**Strategy**→**Budgeting** menu/submenu).

**FULL-TIME EQUIVALENTS (FTEs)**

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

News	
Status	Operating Budget
Strategy	Budgeting
Measures	CFDAs
Summary of Requests	FTEs

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

Operating Budget

Strategy > FTEs

[Bottom](#)

FTEs:			
Goal.Objective.Strategy	Exp 2018	Exp 2019	Bud 2020
1.1.1 - WILDLIFE CONSERVATION	12.2	12.4	12.5
1.1.2 - TECHNICAL GUIDANCE	5.5	5.5	6.0
1.1.3 - HUNTING AND WILDLIFE RECREATION	122.5	122.3	121.0
1.2.1 - INLAND FISHERIES MANAGEMENT			
1.2.2 - INLAND HATCHERIES OPERATIONS			

Save Cancel

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

## PERFORMANCE MEASURES

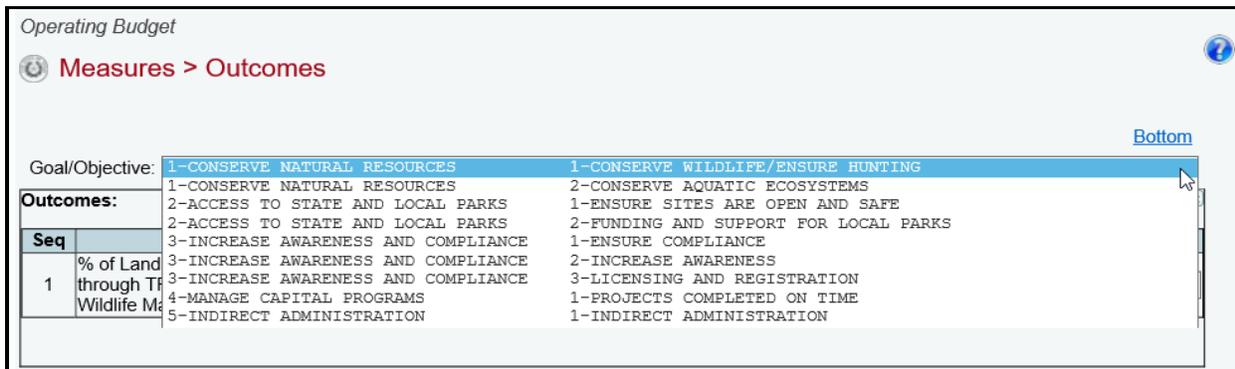
You are required to report both key and non-key outcome, output, explanatory, and efficiency performance measures for the operating budget process.

### OUTCOME MEASURES

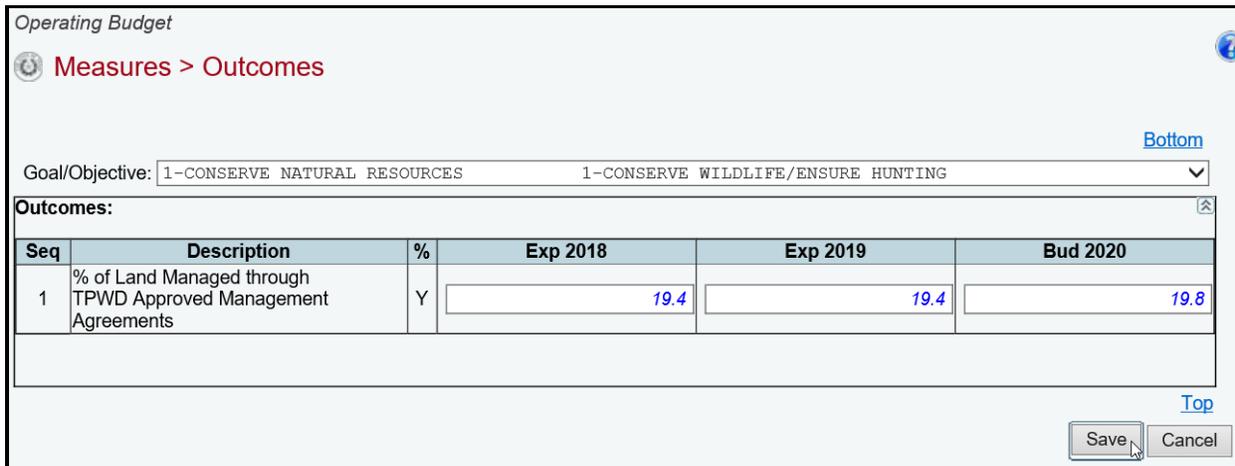
Click the **Measures** menu and the **Outcomes** submenu.



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 and click **Save**, as shown below. Repeat this step for each outcome listed in your agency’s strategic plan.



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

**OUTPUT, EXPLANATORY, AND EFFICIENCY MEASURES**

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



**Entering & Revising Amounts** – 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. Position the cursor on the first measure listed in the **Outputs** grid. Enter the amounts for each fiscal year listed and click **Save**.

**Measures > Strategy Related**

[Outputs](#) [Explanatory](#) [Bottom](#)

Strategy: 1-CONSERVE NATURAL RESOURCES    1-CONSERVE WILDLIFE/ENSURE HUNTING    1-WILDLIFE CONSERVATION ▼

**Outputs:**

Seq	Description	%	Exp 2018	Exp 2019	Bud 2020
1	# Wildlife-Related Environmental Documents Reviewed	N	33	35	36
2	Number of Wildlife Population Surveys Conducted	N	4238	4244	4300
3	# Responses to Requests: Tech Guidance, Recommendations, Information	N	6357	5899	6200

There are no Efficiency Measures associated with this Strategy.

**Explanatory:**

Seq	Description	%	Exp 2018	Exp 2019	Bud 2020
1	Number of Wildlife Management Areas Open to the Public	N	88	88	88

Save    Cancel

Repeat the steps for each strategy and measure type (output, efficiency, and explanatory). Review the navigation options below.

**NAVIGATION OPTIONS REFERENCE**

**Double Arrow**    Use this toggle switch to collapse or expand a particular grid. It will enable you to view the details above/below a particular grid.  
(top right of each grid)

**Outputs**    Hyperlink directs you to the first grid on the screen and displays the output measures for the selected strategy.

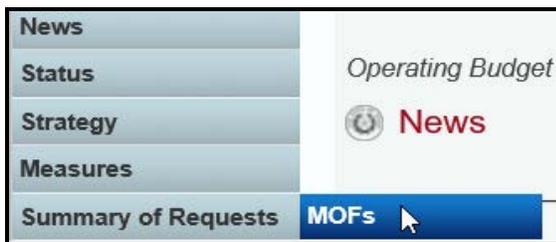
<b>Efficiency</b>	Hyperlink directs you to the second grid on the screen and displays the efficiency measures for the selected strategy.
<b>Explanatory</b>	Hyperlink directs you to the third grid on the screen and displays the explanatory measures for the selected strategy.
<b>Top and Bottom</b>	Hyperlink positions the cursor at the top or bottom of the screen.

## SUMMARY OF AMOUNTS

You will enter the budget amounts by MOF (including the appropriation type) and FTE. The totals on these submenus must equal the totals for all strategies.

### METHODS OF FINANCE (MOFS)

Click the **Summary of Requests** menu and the **MOFs** submenu.



The **Summary of Requests > MOFs** screen displays, as shown below. The MOF codes previously used for your agency will not automatically load. You will need to add each MOF to the screen.

Operating Budget

Summary of Requests > MOFs

[Existing MOFs](#) [Available MOFs](#) [Bottom](#)

Available MOFs:

MOF	Appr. Type	Summary Description	Comments	Exp 2018	Exp 2019	Bud 2020
1 - General Revenue						

[Existing MOFs](#) [Available MOFs](#) [Top](#)

### IMPORTANT



The totals on the **Summary of Requests > MOFs** screen must equal the totals for all strategies.

Review the navigation options below.

NAVIGATION OPTIONS REFERENCE	
<b>Available MOFs</b>	Hyperlink directs you to the <b>Available MOFs</b> grid. Use this grid to add new MOFs to your summary of request.
<b>Existing MOFs</b>	Hyperlink directs you to the <b>Existing MOFs</b> grid. Use this grid to add new appropriation types to an existing MOF in your summary of request.
<b>Top and Bottom</b>	Hyperlink positions the cursor at the top or bottom of the screen.

Select a **MOF**, appropriation type (**Appr. Type**), and **Summary Description** from each respective drop-down menu list. Enter **Comments** and the dollar amounts for each fiscal year and click **Save**.

Summary of Requests > MOFs

[Existing MOFs](#) [Available MOFs](#) [Bottom](#)

Available MOFs:

MOF	Appr. Type	Summary Description	Comments	Exp 2018	Exp 2019	Bud 2020
1 - General Revenue	RA	Regular Approp: from MOF Table (2018-19 GAA)	enter text here ...	6555444	6777888	0

**TIP**



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 below 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.

**Adding Appropriation Types for Existing MOFs** – Use the gray section at the bottom of the **Existing MOFs** grid to add additional appropriation types (**Appr. Type**) for the MOF listed, as shown below. Enter data in the appropriate fields and click **Save**.

Existing MOFs:

MOFs: 1 - General Revenue Fund

	Appr. Type	Summary Description	Comments	Exp 2018	Exp 2019	Bud 2020
✘ 1	RA	Regular Appropriations from MOF Table (2018-19 GAA)	enter text here ...	\$6,555,444	\$6,777,888	\$0
	RA	Regular Appropriations from MOF Table (2020-21 GAA)	enter text here...	0	0	6999222

**Adding New MOFs** – As shown below, click the **Available MOFs** hyperlink at the top/bottom of the screen or place your cursor in the bottom grid labeled **Available MOFs**. The MOF drop-down list includes all the MOFs that have not been used in your agency’s Summary of Request.

Existing MOFs: ✕

MOFs: 1 - General Revenue Fund ▼

	Appr. Type	Summary Description	Comments	Exp 2018	Exp 2019	Bud 2020
✕ 1	RA	Regular Appropriations	enter text here ...	\$6,555,444	\$6,777,888	\$0
✕ 2	RA	Regular Appropriations	enter text here...	\$0	\$0	\$6,999,222
<b>MOF Summary Totals:</b>				<b>\$6,555,444</b>	<b>\$6,777,888</b>	<b>\$6,999,222</b>
<b>MOF Strategy &amp; Rider Totals:</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Difference:</b>				<b>\$6,555,444</b>	<b>\$6,777,888</b>	<b>\$6,999,222</b>

Available MOFs:

MOF	Appr. Type	Summary Description	Comments	Exp 2018	Exp 2019	Bud 2020
64 - State Parks A						

Select an **MOF**, **Appr. Type**, and **Summary Description** from each respective drop-down list. Enter **Comments** and the dollar amounts for each fiscal year and click **Save**, as shown below.

Available MOFs:

MOF	Appr. Type	Summary Description	Comments	Exp 2018	Exp 2019	Bud 2020
64 - State Parks A	RA	Regular Appropriations from MOF Table (2020-21 GAA)	enter text here...	0	0	38000

Save Cancel

**IMPORTANT**



Each **MOF** you enter 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**.

**Deleting Appropriation Types** – Save any unsaved data first and then click the red ‘x’ to the left of the **Appr. Type** to delete a row of data. Click **OK** to confirm your request.

MOFs: 1 - General Revenue Fund ▼

	Appr. Type	Summary Description	Comments	Exp 2018	Exp 2019	Bud 2020
✕ 1	RA	from MOF Table (2018-19 GAA)	enter text here...	\$6,555,444	\$6,777,888	\$0
✕ 2	RA	from MOF Table (2020-21 GAA)	enter text here...	\$0	\$0	\$6,999,222

Message from webpage

Are you sure you want to delete Row# 2?

OK Cancel

**IMPORTANT**

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

Existing MOFs:						
MOFs: 1 - General Revenue Fund						
	Appr. Type	Summary Description	Comments	Exp 2018	Exp 2019	Bud 2020
✘ 1	RA	Regular Appropriations	enter text here ...	\$6,555,444	\$6,777,888	\$0
✘ 2	RA	Regular Appropriations	enter text here...	\$0	\$0	\$6,999,222
<b>MOF Summary Totals:</b>				<b>\$6,555,444</b>	<b>\$6,777,888</b>	<b>\$6,999,222</b>
<b>MOF Strategy &amp; Rider Totals:</b>				<b>\$6,555,445</b>	<b>\$6,777,886</b>	<b>\$6,999,000</b>
<b>Difference:</b>				<b>(\$1)</b>	<b>\$2</b>	<b>\$222</b>

**FULL-TIME EQUIVALENTS (FTEs)**

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



Select an **Appr. Type** and **Summary Description** from the drop-down lists, as shown below. Enter **Comments** and the **FTEs** for each fiscal year and click **Save**.

Summary of Requests > FTEs

[FTEs](#) [Fed Funded FTEs](#) [Bottom](#)

FTEs:						
	Appr. Type	Summary Description	Comments	Exp 2018	Exp 2019	Bud 2020
Enter data below.						
	LA					
	RA					
	RE					
	RI					
	SU					
	TR					
	UN					
<b>FTE Summary Totals:</b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE Strategy Totals:</b>				<b>149.3</b>	<b>149.4</b>	<b>149.5</b>
<b>Difference:</b>				<b>(149.3)</b>	<b>(149.4)</b>	<b>(149.5)</b>

Save Cancel

**Adding Appropriation Types** – As shown on the following graphic, use the gray section at the bottom of the **FTEs** grid to add additional appropriation types (**Appr. Type**). Enter data in the appropriate fields and click **Save**.

FTEs:						
	Appr. Type	Summary Description	Comments	Exp 2018	Exp 2019	Bud 2020
✘ 1	RA	Regular Appropriations from MOF Table (2018-19 GAA)	enter text here...	22.5	22.5	0
	LA	Regular Appropriations from MOF Table (2018-19 GAA)	Lapses due to...	-1.5	-1.5	0
<b>FTE Summary Totals:</b>				22.5	22.5	0
<b>FTE Strategy Totals:</b>				149.3	149.4	149.5
<b>Difference:</b>				(126.8)	(126.9)	(149.5)

**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 (see above example) for each fiscal year results in a closing edit.

**Deleting Appropriation Types** – Save any unsaved data first and then click the red ‘✘’ to the left of the **Appr. Type** to delete a row of data. Click **OK** to confirm your request.

FTEs:						
	Appr. Type	Summary Description	Comments	Exp 2018	Exp 2019	Bud 2020
✘ 1	LA	Regular Appropriations from	Lapses	(1.5)	(1.5)	0
✘ 2	RA	Regular Appropriations from	enter text here...	22.5	22.5	0

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

# Of 100% Federally Funded FTEs:		
Exp 2018	Exp 2019	Bud 2020
Enter data below.		
5.5	5.5	5.8

**CAPITAL BUDGETS**

For agencies required to enter data for the **Capital Budget Project Schedule** (see the *Detailed Instructions*), 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.

**PROJECTS LIST**

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



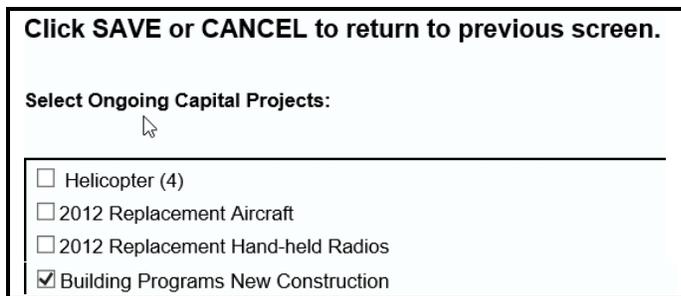
**ONGOING CAPITAL PROJECTS**

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

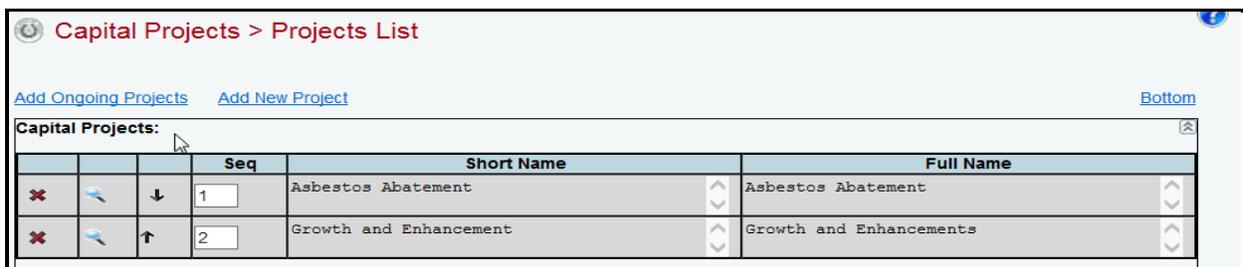
*Adding Ongoing Projects* – To add an ongoing capital project, click the **Add Ongoing Projects** hyperlink, as shown below.



The screen lists all **Ongoing Capital Projects** for your agency. Review the ongoing projects for accuracy, select the appropriate projects and click **Save**.



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



**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 project. The icon directs you to the **Capital Projects > Projects Detail** screen where you can update these fields.

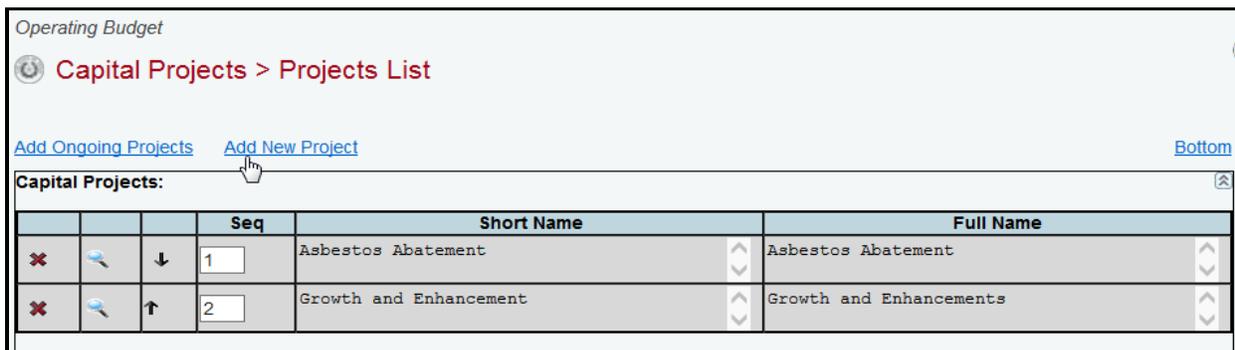
Review the navigation options below.

NAVIGATION OPTIONS REFERENCE	
<b>Double Arrow</b> (top right of Capital Projects grid)	Use this toggle switch to collapse/expand a particular grid. It will enable you to view the details above/below a particular grid.
<b>Add Ongoing Projects</b>	Hyperlink allows you to add multiple ongoing projects that your agency has used in the past.
<b>Add New Project</b>	Hyperlink allows you to add new projects that your agency has requested for the first time. The link directs you to the <b>Capital Projects &gt; Projects Detail</b> screen. You can also access this <b>Capital Projects &gt; Projects Detail</b> screen by clicking the magnifying glass on <b>Capital Projects &gt; Projects List</b> screen or by clicking the <b>Capital Projects→Projects Detail</b> menu/submenu.
<b>Magnifying glass</b> 	Icon directs you to the <b>Capital Projects &gt; Projects Detail</b> screen.
	Click on the up or down arrow to re-sequence your agency's capital projects.
<b>Top and Bottom</b>	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 in the following graphic. The hyperlink will direct you to the **Capital Projects > Projects Detail** screen. For more details, see 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.

**TIP**

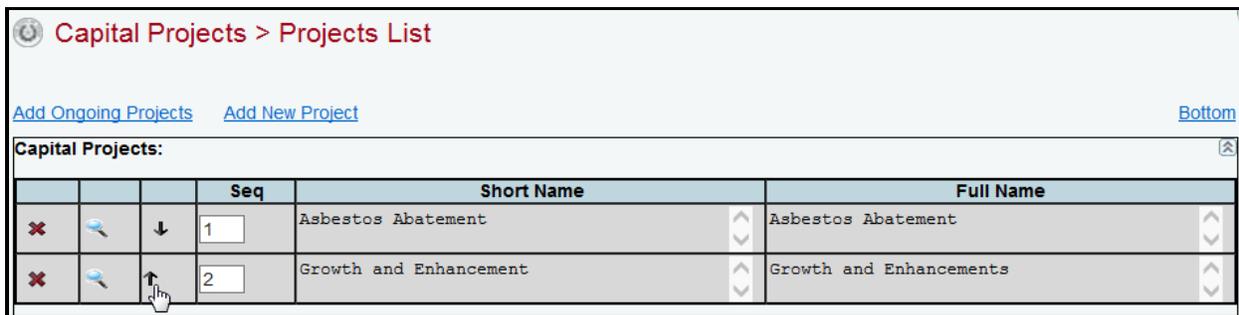


You cannot modify the project **Short Name** or **Full Name** from the **Capital Projects > Project List** screen. Click on the **magnifying glass** for the project. The icon directs you to the **Capital Projects > Projects Detail** screen where you can update these fields.

**RESEQUENCING AND DELETING PROJECTS**

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

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

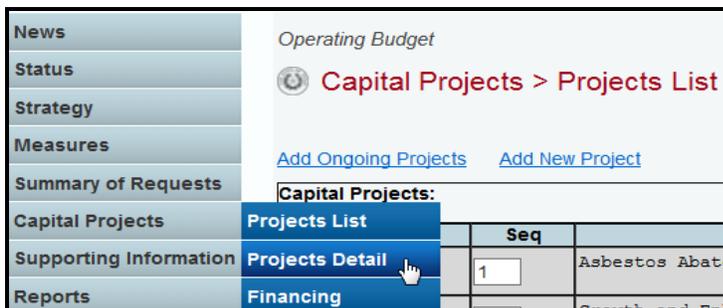


			Seq	Short Name	Full Name
✖		↓	1	Asbestos Abatement	Asbestos Abatement
✖		↑	2	Growth and Enhancement	Growth and Enhancements

**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.



News	Operating Budget
Status	 <b>Capital Projects &gt; Projects List</b>
Strategy	<a href="#">Add Ongoing Projects</a> <a href="#">Add New Project</a>
Measures	<b>Capital Projects:</b>
Summary of Requests	
Capital Projects	<b>Projects List</b>
Supporting Information	<b>Projects Detail</b> 
Reports	<b>Financing</b>

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, as shown below.

The screenshot shows the top of the 'Capital Projects > Projects Detail' screen. At the top left, it says 'Operating Budget'. Below that is the breadcrumb 'Capital Projects > Projects Detail'. There are two links: 'Add Ongoing Projects' and 'Add New Project'. On the right, there is a 'Bottom' link. Below these is a dropdown menu labeled 'Capital Project:' with '1 - Asbestos Abatement' selected. A mouse cursor is pointing at the dropdown arrow.

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.

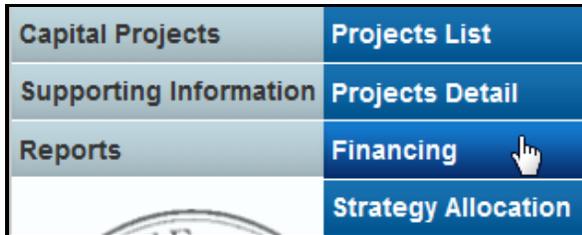
This screenshot shows the 'Capital Projects > Projects Detail' screen after clicking 'Add New Project'. The breadcrumb is 'Capital Projects > Projects Detail'. There is a link for 'Add Ongoing Projects' and a 'Bottom' link. At the bottom, there is a text input field labeled 'PCLS Tracking'.

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.

This screenshot shows the full 'Capital Projects > Projects Detail' form. The breadcrumb is 'Capital Projects > Projects Detail'. There are links for 'Add Ongoing Projects', 'Add New Project', and 'Bottom'. The 'Capital Project:' dropdown is set to '1 - ABSORB. SYS.-GROSS POLL.'. Below this are several text input fields with character limit warnings in blue text: 'PCLS Tracking Key:' (30 characters), 'Short Name:' (35 characters), 'Full Name:' (210 characters), and 'General Justification:' (2,000 characters). The 'Category:' dropdown is set to 'Select a Capital Category'. At the bottom right, there are 'Save' and 'Cancel' buttons.

**FINANCING**

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



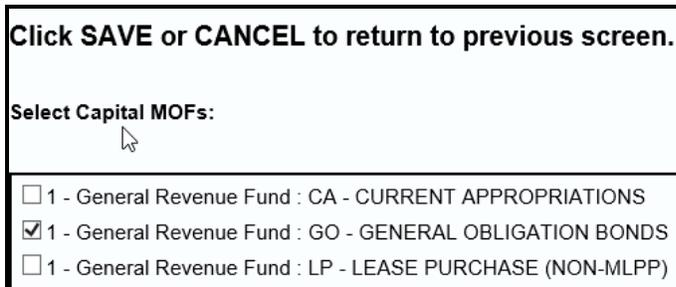
The **Capital Projects > Financing** screen displays two grids (**Capital** and **Informational**) for data entry. The **Capital** grid refers to expenses you would normally include in the capital budget, and the **Informational** grid refers to non-capital costs associated with the project. Refer to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

Near the top of the **Capital Projects > Information** 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, as shown below. To change the project, select a different **Capital Project** from the drop-down menu box.



*Adding Multiple MOFs* – After you have selected a capital project, click the **Add Multiple MOFs – Capital** hyperlink to add multiple **MOFs** and **TOFs** to the selected project. Select the appropriate **MOF/TOF** combinations and click **Save**.



The selected items load into the **Capital** grid. Enter the dollar amounts for each fiscal year and click **Save**, as shown in the following graphic.

Operating Budget

**Capital Projects > Financing**

[Capital](#) [Informational](#) [Bottom](#)

Capital Project: 1 - Asbestos Abatement

[Add Multiple MOFs - Capital](#)

Capital:		MOF	TOF	Exp 2018	Exp 2019	Bud 2020
✘	1	1 - General Revenue Fund	GO	50000	50000	50000
		1 - General Revenue Fund				
<b>MOF TOF Capital Totals:</b>				\$0	\$0	\$0

Save Cancel

*Adding a single MOF/TOF* – As shown below, use the gray section to add an additional **MOF/TOF** for the capital project listed. The system will not save the data unless you have entered at least one dollar amount for the project.

Capital:		MOF	TOF	Exp 2018	Exp 2019	Bud 2020
✘	1	1 - General Revenue Fund	GO	\$50,000	\$50,000	\$50,000
		9- Game, Fish, Water Safety Ac	CA	0	0	125,000
<b>MOF TOF Capital Totals:</b>				\$50,000	\$50,000	\$50,000

**TIP**



Click in the drop-down menu box and hover the cursor over the names to show the items listed in the drop-down box.

*Entering Informational Expenses* – To enter the informational expenses, click in the second grid or click the **Informational** hyperlink. Add the data just like you did for the capital expenses, as shown below.

Informational:		MOF	TOF	Exp 2018	Exp 2019	Bud 2020
<b>Enter data below.</b>						
		64- State Parks Acct	CA	0	0	1,234
<b>MOF TOF Informational Totals:</b>				\$0	\$0	\$0

Save Cancel

[Capital](#) [Informational](#) [Top](#)

As you save the data, the **MOF TOF Capital Totals** fields at the bottom of each grid will update. 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 desired 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 – to delete a row of data. Click **OK** in the confirmation window.

Capital:						
	MOF	TOF	Exp 2018	Exp 2019	Bud 2020	
	1 - General Revenue Fund	GO	\$50,000	\$50,000	\$50,000	
	9 - Game,Fish,Water Safety Ac	CA	\$0	\$0	\$125,000	
	9- Game,Fish,Water Safety Ac					
<b>MOF TOF Capital Totals:</b>				\$50,000	\$175,000	

Message from webpage

Are you sure you want to delete Row# 2?

OK Cancel

[Add Multiple MOFs - Informational](#)

Informational:

**IMPORTANT**

 To minimize closing edits, the **MOF/TOF** total 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, OOE, and MOFs for each capital project.

Capital Projects	Projects List
Supporting Information	Projects Detail
Reports	Financing
	Strategy Allocation

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 box, as shown below.

**Capital Projects > Strategy Allocation**

[Capital OOE](#)
[Capital MOF](#)
[Informational OOE](#)
[Informational MOF](#)
[Bottom](#)

Capital Project: 1 - Asbestos Abatement

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. See the strategy [OOEs](#) and [MOFs](#) sections of these instructions for data entry details. As shown below, select an **OOE** or **MOF** code from the drop-down menu boxes. Enter the dollar amounts associated with each selected **GOS** and **OOE/MOF** code and click **Save**.

[Add Multiple Capital OOEs](#)

Capital OOE: ⓧ

GOS	OOE	Exp 2018	Exp 2019	Bud 2020
Enter data below.				
1.1.1 - WILDLIFE CONSERVA	2008 - DEBT SERVICE	50,000	50,000	50,000
<b>Capital OOE Totals:</b>		\$0	\$0	\$0

[Add Multiple Capital MOFs](#)

Capital MOF: ⓧ

GOS	MOF	Exp 2018	Exp 2019	Bud 2020
Enter data below.				
1.1.1 - WILDLIFE CONSERVATI	1 - General Revenue Fund	50,000	50,000	50,000
<b>Capital MOF Totals:</b>		\$0	\$0	\$0

**IMPORTANT**



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

**IMPORTANT**



The **GOS** drop-down menu box only displays those strategies for which you have entered **OOE** amounts in the **Strategy→Budgeting** menu/submenu. The **GOS** disappears from the drop-down menu box on the **Capital OOE** screen once the total **OOE** amount (**Strategy→Budgeting** menu/submenu) is allocated. 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)**, 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 table below.

**EDIT CHECKS REFERENCE**

Rule 1 – There must be enough appropriation authority in your strategies (**Strategy→Budgeting** menu/submenu) to cover the sum of **all** strategy allocations to **all** projects (**Capital Budgets→Strategy Allocation** 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.

## SUPPORTING INFORMATION

Some agencies may be required to enter supporting information for their operating budgets in addition to the information previously discussed (see *Detailed Instructions*). The supporting schedules required for operating budgets are less extensive than for the Legislative Appropriations Request (LAR).

- If your agency expended more than \$10.0 million in total Federal Funds in FY 2018, you must identify expended amounts for 2018 and 2019 and budgeted amounts for 2020 for the related employee benefits (federal and related state general revenue) for each CFDA program from which you received Federal Funds on the **Federal Funds Supporting Schedule**.
- Your agency's LBB analyst may request that you report on Federal Funds awarded, expended, and budgeted by state fiscal year (Federal Grant Year). All agencies in receipt of Federal Funds for any grant award that equaled or exceeded \$10.0 million in FY 2018 are required to submit the **Federal Funds Tracking Schedule**.
- If your agency collects revenues, complete the **Estimated Revenue Collections Supporting Schedule**.
- If your agency receives homeland security funds, you must report them for your operating budget.
- The **Budgetary Impacts Related to Recently Enacted State Legislation Schedule** is a 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-sixth Legislature. Read the *Detailed Instructions* for information about the data required for this new supporting schedule.

If none of these applies to your agency, skip this section and go to the **Changing Agency Status to Complete** section of these instructions.

### FEDERAL FUNDS SUPPORTING SCHEDULE

The CFDA detail entered on the **Strategy** menu populates some of the **Federal Funds Supporting Schedule**. If your agency expended more than \$10.0 million in total Federal Funds in FY2018, you must identify expended amounts for 2018 and 2019 and budgeted amounts for 2020 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/budgeted more than \$10.0 million in Federal Funds in FY2018, FY2019, or FY2020, ABEST will display a warning on the closing edits screen to enter benefits data for Federal Funds (and related General Revenue Funds) on the **Federal Funds Supporting Schedule**. If you have entered the required data, ignore the warning, it is not a closing edit and will not prevent you from submitting the operating budget.

Click the **Supporting Information** menu and the **Federal Funds** and **Supporting Schedule** submenus. The screen displays two grids for data entry.

Supporting Information Reports	Federal Funds	Supporting Schedule
	Estimated Revenue Collections Schedule	Tracking Schedule
	Homeland Security	
	Budgetary Impacts of Recently Enacted Legislation	

**SUPPORTING SCHEDULE**

A list of CFDA's entered on the **Strategy**→**Budgeting** menu/submenu appear in the **CFDA** drop-down menu box on the **Supporting Information > Federal Funds Supporting Schedule** screen. To change the CFDA, select a different CFDA from the drop-down box, as shown below.

Operating Budget

**Supporting Information > Federal Funds Supporting Schedule**

[Supporting Schedule](#) [Bottom](#)

CFDA: 016.922.000 - Equitable Sharing Program

**Supporting Schedule:**

**IMPORTANT**

**Hurricane Harvey FEMA Public Assistance Program** - Agencies receiving FEMA Public Assistance funding for Hurricane Harvey response and recovery activities should use the **CFDA 97.036.002 Hurricane Harvey Public Assistance Grants**. Activities may include debris removal, emergency protective measures, the repair, replacement, or restoration of disaster-damaged, publicly owned facilities. Please report all other grants and reimbursements for the disaster under the standard CFDA for each program.

The screen displays the strategies you allocated funds to for this 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 for employee benefits and click **Save**, as shown below.

CFDA: 016.922.000 - Equitable Sharing Program

**Supporting Schedule:**

Strategy	Exp 2018	Exp 2019	Bud 2020
1.1.1 - WILDLIFE CONSERVATION	\$0	\$0	\$4,444
<b>Strategy Totals:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,444</b>

	Exp 2018	Exp 2019	Bud 2020
Additional Federal Funds for Employee Benefits	0	0	1,000
<b>Total Federal Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,444</b>

	Exp 2018	Exp 2019	Bud 2020
Additional General Revenue for Employee Benefits	0	0	398

[Supporting Schedule](#) [Top](#)

Repeat the previous steps for each CFDA listed in the drop-down menu box.

**FEDERAL FUNDS TRACKING SCHEDULE**

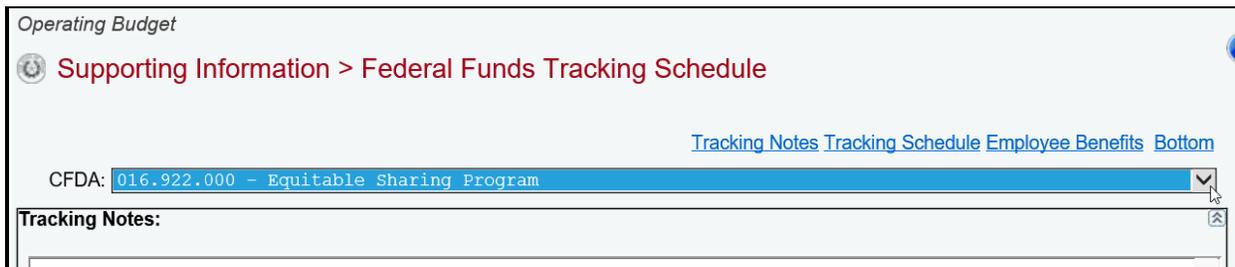
All agencies in receipt of Federal Funds for any grant award that equaled or exceeded \$10.0 million in FY 2018, or upon request of the LBB or Governor’s Office, are required to submit the **Federal Funds Tracking Schedule**.

Because the federal and state fiscal years do not begin on the same date, the LBB and Office of the Governor, Budget Division need specific data to track Federal Funds expenditures efficiently. You need to enter data in ABEST for specific CFDA's and tie it to the state's fiscal year.

Click the **Supporting Information** menu, and the **Federal Funds** and **Tracking Schedule** submenus, as shown below.

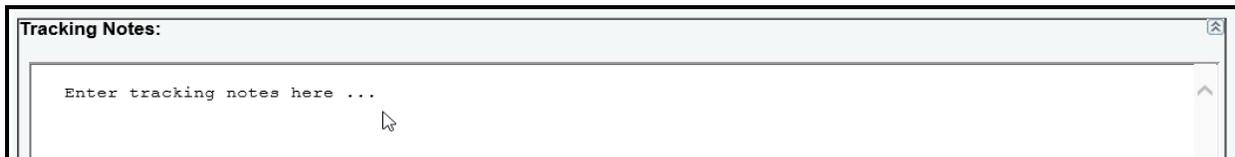


Select a **CFDA** from the drop-down menu list, as shown below.



### TRACKING NOTES

Click in the first grid labeled **Tracking Notes**. Use the tracking notes field to describe any adjustments made to the 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 **Employee Benefits Payments Criteria** table below.

Employee Benefits Payments Criteria	
Award Amount	Enter the total amount of Federal Funds awarded for the selected CFDA for each federal fiscal year.
Expended SFY	Enter the dollars actually expended for the selected CFDA for those state fiscal years (SFY).

Estimated SFY	Enter the estimated expenditures for the selected CFDA for those 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 <b>Remainder</b> column displays the difference between the <b>Award Amount</b> and the total of all the SFY columns for each federal fiscal year (FFY).
Employee Benefits Payment	Enter only the benefit data for each state fiscal year (SFY). Refer to the <b>Detailed Instructions</b> 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**.

Tracking Schedule:									
	FFY	Award Amount	Expended SFY 2017	Estimated SFY 2018	Budgeted SFY 2019	Requested SFY 2020	Requested SFY 2021	Estimated SFY 2022	Remainder
✘	2012	\$5,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$4,000,000
✘	2013	\$10,000,000	\$2,000,000	\$2,000,000	\$0	\$0	\$0	\$0	\$6,000,000
✘	2014	\$15,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$0	\$0	\$0	\$6,000,000
✘	2015	\$1,000,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$0
✘	2016	\$2,000,000	\$10,000	\$398,000	\$398,000	\$398,000	\$398,000	\$398,000	\$0
✘	2017	\$3,000,000	\$0	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$0
✘	2018	\$4,000,000	\$0	\$0	\$22,000	\$795,600	\$795,600	\$795,600	\$1,591,200
✘	2019	\$5,000,000	\$0	\$0	\$0	\$11,000	\$997,800	\$997,800	\$2,993,400
✘	2020	\$6,000,000	\$0	\$0	\$0	\$600,000	\$1,200,000	\$1,200,000	\$3,000,000
✘	2021	\$7,000,000	\$0	\$0	\$0	\$0	\$700,000	\$1,400,000	\$4,900,000
✘	2022	\$8,000,000	\$0	\$0	\$0	\$0	\$0	\$800,000	\$7,200,000
	1999								
	<b>Totals:</b>	<b>\$66,000,000</b>	<b>\$6,210,000</b>	<b>\$6,198,000</b>	<b>\$4,220,000</b>	<b>\$2,604,600</b>	<b>\$4,891,400</b>	<b>\$6,191,400</b>	<b>\$35,684,600</b>

**IMPORTANT**



You cannot modify the **FFY**. 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 ‘✘’ to the left of the **FFY** to delete a row of data. Click **OK** in the confirmation window.

Tracking Schedule:									
	FFY	Award Amount	Expended SFY 2017	Estimated SFY 2018	Budgeted SFY 2019	Requested SFY 2020	Requested SFY 2021	Estimated SFY 2022	Remainder
✘	2012	\$5,000,000	\$1,000,000	\$0		\$0	\$0	\$0	\$4,000,000
✘	2013	\$10,000,000	\$2,000,000	\$2,000,000		\$0	\$0	\$0	\$6,000,000

Message from webpage

Are you sure you want to delete Row# 1?

OK Cancel

**EMPLOYEE BENEFITS PAYMENTS**

Click the third grid labeled **Employee Benefits Payments**. Enter *only* the benefit amounts for each state fiscal year (SFY) listed and click **Save**.

Employee Benefits Payments:						
Expended SFY 2017	Estimated SFY 2018	Budgeted SFY 2019	Requested SFY 2020	Requested SFY 2021	Estimated SFY 2022	Total
\$66,000	\$55,000	\$44,000	\$22,000	\$33,000	\$44,000	\$264,000

[Tracking Notes](#)
[Tracking Schedule](#)
[Employee Benefits](#)
[Top](#)

Repeat the previous steps for each of the agency’s CFDA’s, 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 appropriated/budgeted in the agency’s **Summary of Budget By Method of Finance Schedule** (including riders); and
- agencies instructed by the LBB or the Office of the Governor, Budget 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 13.11, *Definition, Appropriation, Reporting and Audit of Earned Federal Funds*, of the 2020-21 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.



**METHODS OF FINANCE**

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 to add multiple MOFs for your agency’s **Estimated Revenue Collections Supporting Schedule**.



Select the appropriate MOFs for your agency’s **Estimated Revenue Collections Supporting Schedule** and click **Save**.

**Click SAVE or CANCEL to return to previous screen.**

Select MOFs:

1 - General Revenue Fund  
 2 - Available School Fund

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

Fund/Account: **1 - General Revenue Fund**

[Add Multiple Funds/Accounts](#)

[Add Multiple Revenue Codes](#)

**Revenues:**

Contact:

Assumption:

	Fund/Account	Exp 2018	Exp 2019	Bud 2020
	1 - General Revenue Fund	\$0	\$0	\$0
<b>Enter data below.</b>				
	3001-Fed Receipts Matched-Transport Pgm			
	<b>Subtotal Revenue:</b>	\$0	\$0	\$0
	<b>Total Available:</b>	\$0	\$0	\$0

**Adding a Single MOF** – To add an available single MOF, click the **Available Fund/Account** hyperlink. 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 **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 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.

Fund/Account	Contact	Exp 2018	Exp 2019	Bud 2020
9 - GR Dedicated - Game, Fish	Billy Bob Jones	111000	112000	113000

The selected and saved MOF loads into the **Fund/Account** drop-down menu box.

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

Contact: Billy Bob Jones

Assumption: List and explain assumptions used in estimating revenue collections for each Fund/Account. Refer to the Detailed Instructions for further guidance on the required information. The character limit for this field is 1,900.

Fund/Account	Exp 2018	Exp 2019	Bud 2020
9 - GR Dedicated - Game, Fish and Water Safety Account No. 009	\$111,000	\$112,000	\$113,000

**REVENUES**

For the selected MOF, enter the applicable revenue codes and the corresponding fiscal year amounts and click **Save**.

Fund/Account	Exp 2018	Exp 2019	Bud 2020
9 - GR Dedicated - Game, Fish and Water Safety Account No. 009	\$111,000	\$112,000	\$113,000
<b>Enter data below.</b>			
3468-Parks & Wildlife Publications	3333	4444	5555
<b>Subtotal Revenue:</b>	\$0	\$0	\$0
<b>Total Available:</b>	\$111,000	\$112,000	\$113,000

**IMPORTANT**



Estimated revenues may exceed amounts budgeted and/or expended.

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 to add deductions data for the selected MOF, or scroll down to the **Deductions** grid.

Operating Budget

[Supporting Information > Estimated Revenue Collections Schedule](#)

[Deductions](#)
[Available Fund/Account](#)
[Bottom](#)

If there is **Deductions** data for a selected MOF, enter a **Description(s)** and the amounts for each fiscal year, 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).

Description	Exp 2018	Exp 2019	Bud 2020
<b>Enter data below.</b>			
Transfers to Preservation Board	1111	2222	3333
<b>Total Deductions:</b>	\$0	\$0	\$0

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’ to the left of the **Fund/Account** to delete a row of data. 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.

Fund/Account	Exp 2018	Exp 2019	Bud 2020
✘ 9 - GR Dedicated - Game, Fish and Water Safety Account No. 009	\$111,000	\$112,000	\$113,000
✘ 3468 - Parks & Wildlife Publications		444	\$5,555
3001-Fed Receipts Matched-Transport Pgm			
<b>Subtotal Revenue:</b>		444	\$5,555
<b>Total Available:</b>	<b>\$114,333</b>	<b>\$116,444</b>	<b>\$118,555</b>

Message from webpage

Are you sure you want to delete MOF code #9 - GR Dedicated - Game, Fish and Water Safety Account No. 009 and all of its revenues and deductions?

OK Cancel

### HOMELAND SECURITY

By state statute, all state agencies, including institutions of higher education (IHEs), that receive funding from the federal government for homeland security purposes must report it in their operating budget.

Some federal homeland security funds pass through state agencies and IHEs that disburse them to other state agencies, IHEs and local entities. Each state agency and IHE that receives homeland security funding from the federal government and either spends or passes them through to local or state entities is responsible for reporting them in ABEST. Refer to the *Detailed Instructions* for further guidance.

#### IMPORTANT



Skip this section if your agency or IHE did not receive funding for homeland security.

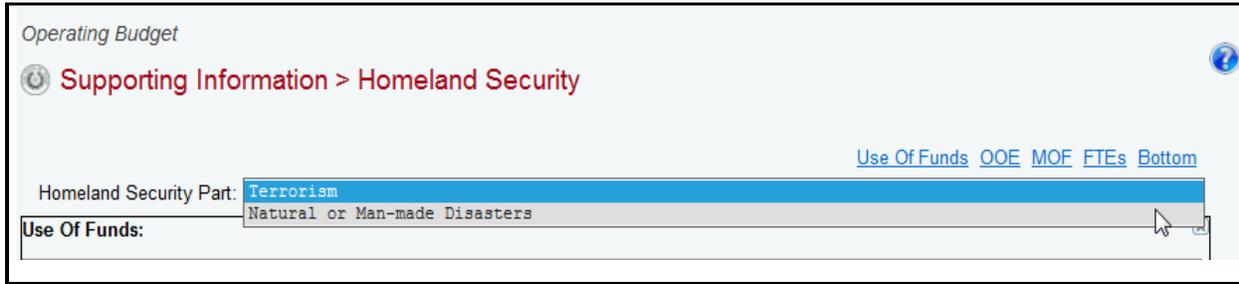
Homeland security funding falls into two categories, **Part A–Terrorism** and **Part B–Natural or Man-made Disasters**. You will enter OOE’s, MOFs (including CFDA’s), and Pass Through Funds for Parts A and B. The steps are the same for both categories.

### OOES, MOFS, AND FTES

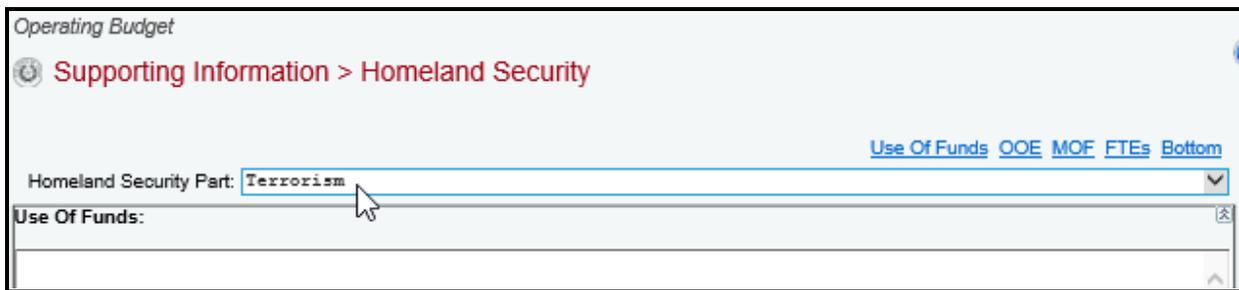
Click the **Supporting Information** menu, **Homeland Security** and **OOEs/MOFs** submenus.

Supporting Information	Federal Funds	
Reports	Estimated Revenue Collections Schedule	
	Homeland Security	OOEs / MOFs
	Budgetary Impacts of Recently Enacted Legislation	CFDA
		Pass Through Funds

The submenus default to the **Part A–Terrorism**. To view Part B, you would click in the **Homeland Security Part** drop-down menu box and select **Natural or Man-made Disasters**.



For purposes of these instructions, **Part A–Terrorism** will be used as the example. **Part A–Terrorism** loads on the ABEST screen, as shown below.



There are four different grids on the **Supporting Information > Homeland Security** 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	
<b>Double Arrow</b> (top right of each grid)	Use this toggle switch to collapse/expand a particular grid. It will enable you to view the details above/below a particular grid.
<b>Use of Funds</b>	Hyperlink directs you to the first grid on the screen labeled <b>Use of Funds</b> for Part A or Part B. Character limit is 2,000.
<b>OOEs</b>	Hyperlink directs you to the second grid on the screen labeled <b>OOEs</b> for Part A or Part B.
<b>MOFs</b>	Hyperlink directs you to the third grid on the screen labeled <b>MOFs</b> for Part A or Part B. 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 <b>Supporting Information &gt; Homeland Security – CFDA</b> screen to make it convenient for you to enter CFDA data.
<b>FTEs</b>	Hyperlink directs you to the fourth grid on the screen labeled <b>FTEs</b> for Part A or Part B.
<b>Top and Bottom</b>	Hyperlink positions the cursor at the top or bottom of the screen.

First, review the data displayed in the **Use of Funds** grid. The data previously entered by the agency has been copied to the operating budget. Review and update as needed. The character limit is 2,000 for this field, and a warning displays when entered data exceeds the field limit. List the strategies from which the funds are expended and describe the type of activities or expenses included in the amounts (for example, surveillance, equipment purchases, and so forth). If relevant, also describe the methodology used for allocating costs to Homeland Security.

[Use Of Funds](#) [OOE](#) [MOF](#) [FTEs](#) [Bottom](#)

Homeland Security Part: Terrorism

**Use Of Funds:**

The character limit is 2,000 for this grid.

List the strategies from which the funds are expended and describe the type of activities or expenses included in the amounts (for example, surveillance, equipment purchases, and so forth).

If relevant, also describe the methodology used for allocating costs to Homeland Security.

The **Supporting Information > Homeland Security** screen allows you to add OOE's, MOF's, CFDA's and FTE's, just as you did earlier for the strategy. See the strategy [OOE's](#), [MOF's](#), [CFDA's](#), and [FTE's](#) sections of these instructions for data entry details.

The **MOF's** grid works slightly different from the previous methods used to add **MOF** detail. As shown in the following graphic, it includes a **Local/Agency** hyperlink within the **Funds Passed** column (the hyperlink for an MOF appears only after **MOF** dollar amounts are saved), which directs you to the **Supporting Information > Homeland Security - Pass Thru Funds** screen. See the **HOMELAND SECURITY-PASS THROUGH FUNDS** section of these instructions for further details.

**MOF's:**

	MOF	Funds Passed	Exp 2018	Exp 2019	Bud 2020
✘	1 - General Revenue Fund	<a href="#">Local/Agency</a>	0	0	25000
✘	555 - Federal Funds		\$0	\$0	\$0
	2-Available School Fund				
<b>MOF Totals:</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Save Cancel

**TIP**

 You can access the **Supporting Information > Homeland Security - Pass Thru Funds** screen (Parts A and B) either by clicking the **Local/Agency** hyperlink or you can click the **Supporting Information** menu, then select the **Homeland Security** and **Pass Through Funds** submenus.

For a *federally funded* MOF on the **MOF's** grid, the **Local/Agency** hyperlink does not display on the **MOF's** grid, but will display in the **CFDA** grid on the **Supporting Information > Homeland Security – CFDA** screen, as shown below.

MOF: 555 - Federal Funds

[Add Multiple CFDA's](#)

	CFDA	Funds Passed	Exp 2018	Exp 2019	Bud 2020
✘	097.067.000. - Homeland Security Grant	<a href="#">Local/Agency</a>	\$0	\$0	\$12,345
	000.000.000. - Temp Place Holder				

After completing all your agency’s OOE and MOF data entry on the **Supporting Information > Homeland Security** screen, ensure the **OOE/MOF Difference** total for each fiscal year equals zero (as shown below) to avoid closing edits.

OOEs:					
	OOE	Exp 2018	Exp 2019	Bud 2020	
✘	1001 - SALARIES AND WAGES	\$0	\$0	\$25,000	
✘	2009 - OTHER OPERATING EXPENSE	\$0	\$0	\$12,343	
	1002-OTHER PERSONNEL COSTS				
	<b>OOE Totals:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$37,343</b>	

[Add Multiple MOFs](#)

MOFs:					
	MOF	Funds Passed	Exp 2018	Exp 2019	Bud 2020
✘	1 - General Revenue Fund	<a href="#">Local/Agency</a>	\$0	\$0	\$25,000
✘	555 - Federal Funds		\$0	\$0	\$12,345
	2-Available School Fund				
	<b>MOF Totals:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$37,345</b>
<b>OOE / MOF Difference:</b>			<b>\$0</b>	<b>\$0</b>	<b>(\$2)</b>

**HOMELAND SECURITY - PASS THROUGH FUNDS**

Click the **Supporting Information** menu, then select the **Homeland Security** and the **Pass Through Funds** submenus (as shown below) to enter funding data passed through your agency to local/regional governments and to other state agencies/IHEs.



As shown below, click in the **Homeland Security Part** drop-down menu box and select a category for data entry. Click in the **MOF** drop-down box and select a MOF. If you select a federally funded MOF, you will be provided a **CFDA** drop-down menu box in which to make a CFDA selection.

Operating Budget

**Supporting Information > Homeland Security - Pass Thru Funds**

[Local Agency Bottom](#)

Homeland Security Part: Terrorism

MOF: 555 - Federal Funds

CFDA: 097.067.000 - Homeland Security Grant

Local:

Two grids (**Local** and **Agency**) display on the **Supporting Information > Homeland Security - Pass Thru Funds** screen, and those two data entry grids are identical for **Parts A and B**.

**PASS THRU FUNDS TO LOCAL GOVERNMENT**

Enter data in the **Local** grid if your agency passes homeland security funds through to local or regional governments. Enter a **Location** (text field character limit is 100, and a warning displays when entered data exceeds the limit), the fiscal year dollar amounts, and click **Save**.

Homeland Security Part:	Terrorism			
MOF:	555 - Federal Funds			
CFDA:	097.067.000 - Homeland Security Grant			
<b>Local:</b>				
	<b>Location</b>	<b>Exp 2018</b>	<b>Exp 2019</b>	<b>Bud 2020</b>
Enter data below.				
	City of XYZ	0	0	12,345
	<b>Local Total:</b>	\$0	\$0	\$0
				Save Cancel

**PASS THRU FUNDS TO STATE AGENCIES**

Enter data in the **Agency** grid if your agency passes homeland security funds through to other state agencies, including IHEs.

**Adding Multiple Agencies** – Click the **Add Multiple Agencies** hyperlink, as shown below. Select the appropriate agencies from the pop-up selection box and click **Save**. The selected agencies load into the **Agency** grid. Enter the dollar amounts for each fiscal year and click **Save**.

<a href="#">Add Multiple Agencies</a>				
<b>Agency:</b>				
	<b>Passed Agency</b>	<b>Exp 2018</b>	<b>Exp 2019</b>	<b>Bud 2020</b>
Enter data below.				
	000-Unspecified or not applicable			
	<b>Agency Total:</b>	\$0	\$0	\$0

**Adding a Single Agency** – Use the gray section at the bottom of the **Agency** grid to add a single agency. Select the **Passed Agency** 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 dollar amount for the selected agency.

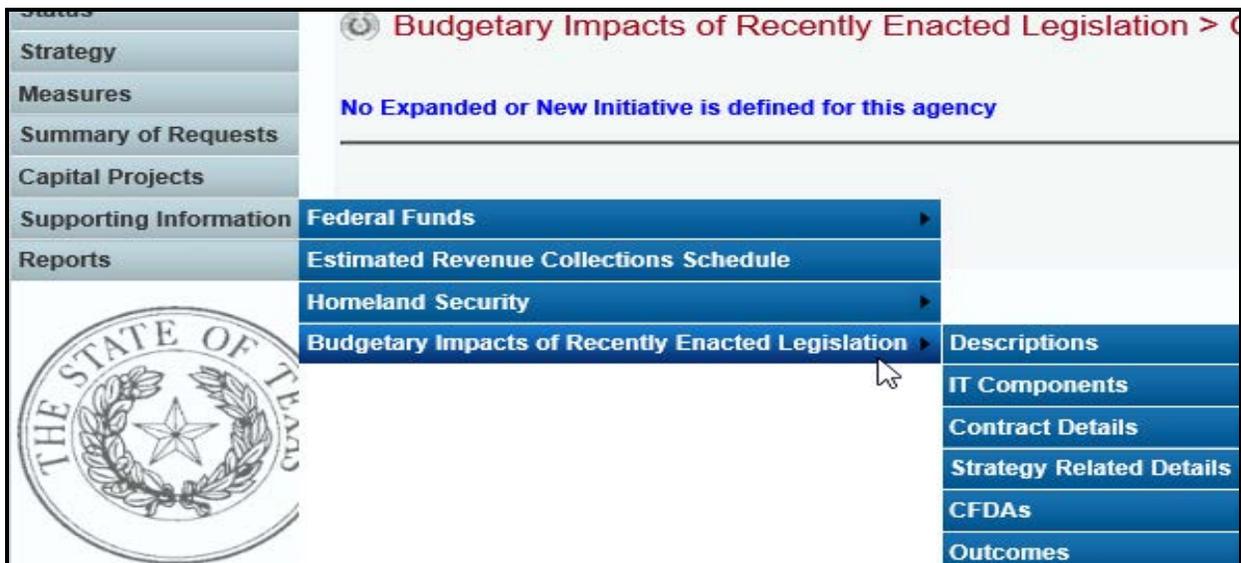
<b>Agency:</b>				
	<b>Passed Agency</b>	<b>Exp 2018</b>	<b>Exp 2019</b>	<b>Bud 2020</b>
Enter data below.				
	809-Preservation Board			
	<b>Agency Total:</b>	\$0	\$0	\$0

Enter all necessary data for **Part B – Natural or Man-made Disasters**, just as you did earlier for **Part A – Terrorism**. See the [HOMELAND SECURITY](#) section of these instructions for data entry details.

**BUDGETARY IMPACTS RELATED TO RECENTLY ENACTED STATE LEGISLATION SCHEDULE**

The **Budgetary Impacts Related to Recently Enacted State Legislation Schedule** is a 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-sixth Legislature.

Read the **Detailed Instructions** for information about the data required for this supporting schedule. The data you enter into ABEST on six different screens produces two reports: Schedule 4.F. Part A and Schedule 4.F. Part B (for more information see the **Generating Reports** section of these instructions). The six ABEST 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 in the following graphic) must be entered for each expanded or new initiative that is implemented because of recently enacted state legislation by the Eighty-sixth 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 in the following graphic) need to be answered with a yes (Y) or no (N) for each entered **Expanded or New Initiative Name**, and click **Save**.

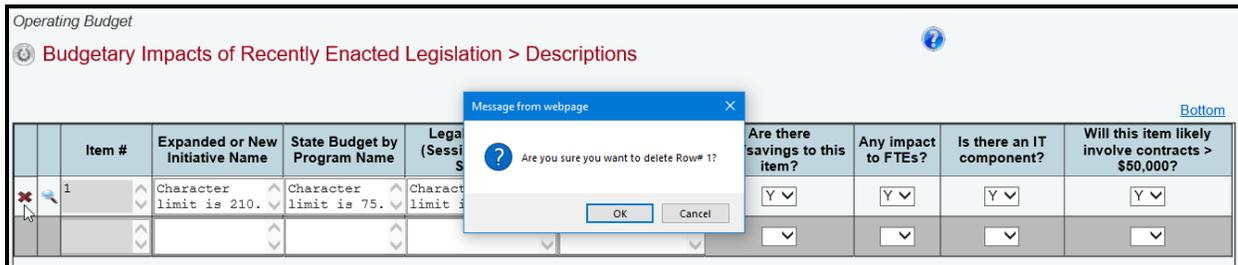
If you select yes (Y) for any of the four questions in the **Descriptions** grid, when you click **Save** a caution window will display (shown below) that reminds you to enter the required supporting data for the item(s) in which yes (Y) was selected. If the required supporting data is not provided on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

**IMPORTANT**



All four questions relate to the entire initiative you enter in **Expanded or New Initiative Name**.

**Deleting Data** – Save any unsaved data first, 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.



Select the desired initiative from the drop-down menu box, as shown below.



The data entry grids for the **Budgetary Impacts of Recently Enacted Legislation>IT Components** screen are shown in the following graphic, along with example text. Enter information in the various text fields (character limit for each text field is unlimited).

For the drop-down menu boxes for the two questions **Is IT component New or Current Project?** and **Type of Project?**, select the applicable category.

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**.

**Expanded or New Initiative with IT Component:**

Description of IT Component: *The IT Component consists of three areas:  
1) Track-Kits;  
2) Ehelp Tech Support costs; and  
3) One agency FTE for a help desk at \$55,835 per fiscal year for salaries/wages plus \$16,130 per fiscal year for other personnel costs.*

Is IT component New or Current Project?

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

Type of Project?

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

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

**Estimated IT Cost:**

Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023	Total Over Life of Project
0	94,295	94,295	94,295	94,295	942,950

**FTEs Related to IT:**

Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023
0.0	1.0	1.0	1.0	1.0

**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 initiative will be deleted, and the answer on the **Descriptions** screen for **“Is there an IT component?”** will automatically be changed from **“Y”** (yes) to **“N”** (no).

**Expanded or New Initiative list with IT Component:**  
2-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:  
1) Track-Kits;  
2) Ehelp Tech Support costs; and  
3) One agency FTE for a help desk at \$55,835 per fiscal year for salaries/wages plus \$16,130 per fiscal year for other personnel costs.*

*Message from webpage: Are you sure you want to delete all of the IT Components information?*

**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.



Enter in the box for **Approximate Percentage of Expanded or New Initiative Contracted in FYs 2020-21** 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 below, and click **Save**.

Expanded or New Initiative list with Contracts valued at \$50,000 or above selected:  
 2-Database for Collecting Certain Information

**Contracting:**

Approximate Percentage of Expanded or New Initiative Contracted in FYs 2020-21:

Contract Description :   
*Please provide: 1) description of the goods/services to be procured by contract(s); 2) type of contract(s) to be awarded (consulting, professional, construction, major information systems, etc.); 3) expected duration of the anticipated contract(s); 4) anticipated method of procurement for the contract(s) (sole source, proprietary, RFP, etc.); and 5) explanation of why the service(s) is being contracted out.*

Save Delete Cancel

**IMPORTANT**

**i** If you click on the **Delete** button on the **Budgetary Impacts of Recently Enacted Legislation > Contract Details** screen (as shown below), all of the **Contract Details** information for the initiative will 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).

**Contracting:**

Approximate Percentage of Expanded or New Initiative Contracted in FYs 2020-21:

Contract Description :   
*Please provide: 1) description of the goods/services to be procured by contract(s); 2) type of contract(s) to be awarded (consulting, professional, construction, major information systems, etc.); 3) expected duration of the anticipated contract(s); 4) anticipated method of procurement for the contract(s) (sole source, proprietary, RFP, etc.); and 5) explanation of why the service(s) is being contracted out.*

Save Delete Cancel

**Message from webpage**  
 Are you sure you want to delete all of the Contract Details information?  
 OK Cancel

**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 below.



Select an initiative from the drop-down menu box for **Expanded or New Initiative**, click on the applicable GOS from the **Strategy** drop-down menu box, and enter information in the different grids on the **Budgetary Impacts of Recently Enacted Legislation > Strategy Related Details** screen. As shown below, add the OOE's, MOFs, CFDAs and FTEs data just as you did earlier for the strategy. See 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**.

Operating Budget

**Budgetary Impacts of Recently Enacted Legislation > Strategy Related Details**

Expanded or New Initiative:  [OOEs](#) [MOFs](#) [FTEs](#) [Outputs](#) [Efficiency](#) [Explanatory](#) [Bottom](#)

Strategy:

[Add Multiple OOE's](#)

OOEs:

OOE	Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023
Enter data below.					
1001-SALARIES AND WAGES	0	65,835	65,835	65,835	65,835
<b>OOE Totals:</b>	\$0	\$0	\$0	\$0	\$0

[Add Multiple MOFs](#)

MOFs:

MOF	Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023
Enter data below.					
1-General Revenue Fund	0	65,835	65,835	65,835	65,835
<b>MOF Totals:</b>	\$0	\$0	\$0	\$0	\$0
<b>OOE / MOF Difference:</b>	\$0	\$0	\$0	\$0	\$0

FTEs:

FTE	Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023
Enter data below.					
	0	1.0	1.0	1.0	1.0

**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 dollar amounts as a negative value.

Continuing with the three remaining grids on the **Budgetary Impacts of Recently Enacted Legislation > Strategy Related Details** screen, 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**.

Outputs:						
Output Measure	Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023	
Enter data below.						
3-# RESPONSES TO REQUESTS	0	254	254	254	254	

Efficiency:						
Efficiency Measure	Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023	
No measures defined for this strategy.						

Explanatory:						
Explanatory Measure	Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023	
Enter data below.						
1-# WMAS OPEN TO PUBLIC						

[OOEs](#) [MOFs](#) [FTEs](#) [Outputs](#) [Efficiency](#) [Explanatory](#) [Top](#)

**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.



As shown below, select an initiative from the drop-down menu box for **Expanded or New Initiative**, click on the desired GOS from the **Strategy** drop-down menu box, and select the federally funded MOF from the **MOFs** drop-down menu box.

**Budgetary Impacts of Recently Enacted Legislation > CFDAs**

[Bottom](#)

Expanded or New Initiative: 2-Database for Collecting Certain Information

Strategy: 1-CONSERVE NATURAL RESOURCES    1-CONSERVE WILDLIFE/ENSURE HUNTING    1-WILDLIFE CONSERVATION

MOFs: 555 - Federal Funds

Click on the applicable CFDA number from the **CFDA** drop-down menu box, and enter dollars for each fiscal year, as shown below. Then click **Save**. The data you enter here should apply *only* to the selected **Expanded or New Initiative**.

Click on **Add Multiple CFDA's** or **Add MOFs** (shown below) to select multiple CFDA's or MOFs to include for your selected initiative and strategy.

**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. 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**, 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, 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 operating budget. 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 and click **Save**, as shown below. If you have no closing edits, the **Status** will change to **COMPLETE** when you click **Save**.

#### IMPORTANT

 Imbalances or problems will display on the **Status** screen. You cannot change the budget **Status** to **COMPLETE** until you clear these edits. See the **RESOLVING CLOSING EDITS** section of these instructions to resolve any issues. Change your **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 Division, can view the operating budget. Call your LBB analyst if you need to make operating budget 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 operating budget revisions.

**RESOLVING CLOSING EDITS**

Closing edits will display on your agency’s **Status** menu if required 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 below. The hyperlink will direct you to the screen location in question.

MOF Summary - Strategy MOF Difference			
	<a href="#">Summary Requests &gt; MOFs</a> <a href="#">Strategy &gt; Budgeting</a>		
MOF	Diff Exp 2018	Diff Exp 2019	Diff Bud 2020
1	(\$1)	\$2	\$222
9	(\$112,700)	(\$112,800)	(\$112,900)
64	(\$111,000)	(\$112,000)	(\$76,000)
555	\$0	\$0	(\$4,444)

**IMPORTANT**



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

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

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	RESOLUTION
MOF Summary – Strategy MOF Difference Table	This edit appears if your <b>MOF Summary Totals</b> are not equal to the sum of your strategies and appropriation riders for each MOF. Click on the <b>Summary of Requests</b> menu and the <b>MOFs</b> submenu. Select the MOF listed on the closing edit screen ( <b>Status</b> menu) and scroll to the bottom of the <b>Summary of MOF Requests</b> screen. The <b>MOF Summary Totals</b> and <b>MOF Strategy &amp; Rider Totals</b> should be the same.
FTE Summary – Strategy FTE/ Rider Difference	This edit appears when the <b>FTE Summary Totals</b> are not equal to the FTE strategy totals. Click on the <b>Summary of Requests</b> menu and the <b>FTEs</b> submenu. The <b>FTE Summary Totals</b> and <b>FTE Strategy Totals</b> should be the same.
MOF/TOF Capital Project Strategy Allocation Difference Table	This edit appears if your total project financing for either capital or informational items does not equal the strategy allocation total.  Click on the <b>Capital Projects</b> menu and the <b>Financing</b> submenu. Select the project listed on the closing edit screen ( <b>Status</b> menu). Review your source data, calculations, and data entry.  In addition, click on the <b>Capital Projects</b> menu and the <b>Strategy Allocation</b> submenu. Select the project listed on the closing edit screen ( <b>Status</b> menu). Review your source data, calculations, and data entry. The totals on the <b>Financing and Strategy Allocation</b> screens must equal.

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	RESOLUTION
OOE / MOF Difference Table	Edits are listed by OOE/MOF differences and strategy. Click the <b>Strategy</b> menu and the <b>Budgeting</b> submenu. Select the strategy listed on the closing edit screen ( <b>Status</b> menu) and scroll to the bottom. The <b>OOE/MOF Balance</b> row displays differences by year. The difference totals must display zero for each year. Review your MOF and OOE source data, calculations, and data entry. Repeat for each strategy listed on the closing edit screen.
Capital Strategy Request - Capital Budget Project = Difference (OOE or MOF) Table	This edit appears if there is a difference between strategy-level OOE or MOFs in capital budget projects and strategies. To correct this error, either increase the amount in the strategy OOE or MOFs (click the <b>Strategy</b> menu and the <b>Budgeting</b> submenu) or decrease the amount in capital projects allocated to this strategy/OOE or MOF (click the <b>Capital Projects</b> menu and the <b>Strategy Allocation</b> submenu). When the total for the project strategy allocation is less than or equal to the strategy OOE and MOFs, the edit will disappear from the closing edit screen.
CFDA Warning Table	If ABEST finds CFDA totals above \$10.0 million, a warning table will appear on the closing edit screen. The edit will not prevent you from closing, but does warn you that: <i>Amounts greater than \$10,000,000.00 require checking additional Federal Funds and General Revenue.</i>
Homeland Security OOE / MOF Difference	Part A and Part B totals for OOE and MOFs must match. To clear the closing edit, click the <b>Supporting Information</b> menu, then the <b>Homeland Security</b> and <b>OOEs/MOFs</b> submenus. Review the <b>OOE/MOF Difference</b> totals for Parts A (Terrorism) and B (Natural or Man-made Disasters). All difference totals must equal zero.
Budgetary Impacts: Missing IT Components	Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and <b>IT Components</b> submenus.  Select the appropriate <b>Expanded or New Initiative</b> from the drop-down menu box. Enter data in the appropriate fields and click <b>Save</b> .
Budgetary Impacts: Missing Contract Details	Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and <b>Contract Details</b> submenus.  Select the appropriate <b>Expanded or New Initiative</b> from the drop-down menu box. Enter data in the appropriate fields and click <b>Save</b> .
Budgetary Impacts: Missing Strategy Related Details: Cost/Savings (OOEs/MOFs)	This closing edit appears if an <b>Expanded or New Initiative</b> in the <b>Supporting Information</b> → <b>Budgetary Impacts of Recently Enacted Legislation</b> → <b>Descriptions</b> menu/submenu has been selected (“Y”) to have cost/savings and no OOE/MOF data has been entered.  Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and <b>Strategy Related Details</b> submenus. Select the appropriate <b>Expanded or New Initiative</b> and <b>Strategy</b> from the drop-down menu box. Enter OOE/MOF data and click <b>Save</b> .  If the <b>Expanded or New Initiative</b> has no cost/savings impact, click the appropriate <b>Expanded or New Initiative</b> in the <b>Supporting Information</b> → <b>Budgetary Impacts of Recently Enacted Legislation</b> → <b>Descriptions</b> menu/submenu and change the “Y” to “N”.
Budgetary Impacts: Missing Strategy Related Details: FTEs	This closing edit appears if an <b>Expanded or New Initiative</b> in the <b>Supporting Information</b> → <b>Budgetary Impacts of Recently Enacted Legislation</b> → <b>Descriptions</b> menu/submenu has been indicated (“Y”) to have an impact on FTEs and FTE data has not been entered.  Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and <b>Strategy Related Details</b> submenus. Select the appropriate <b>Expanded or New Initiative</b> and <b>Strategy</b> from the drop-down menu box. Enter FTE data and click <b>Save</b> .  If the <b>Expanded or New Initiative</b> has no FTE impact, click the appropriate <b>Expanded or New Initiative</b> in the <b>Supporting Information</b> → <b>Budgetary Impacts of Recently Enacted Legislation</b> → <b>Descriptions</b> menu/submenu and change the “Y” to “N”.

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

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	RESOLUTION
Budgetary Impacts: Strategy Related Details: MOFs > Strategy: Budgeting : MOFs	This closing edit appears when the <b>Expanded or New Initiative</b> MOF amounts are greater than the total MOF amounts for the associated strategy. Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and <b>Strategy Related Details</b> submenus. Select the <b>Expanded or New Initiative</b> and the <b>Strategy</b> listed in the closing edit.  The <b>MOF Difference</b> row on the screen will show the imbalance. Make the adjustments to the MOF on the appropriate grid and click <b>Save</b> .
Budgetary Impacts: CFDAs > Strategy: CFDAs	This closing edit appears when the <b>Expanded or New Initiative</b> CFDA amounts are greater than the total CFDA amounts for the associated strategy. Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and <b>Strategy Related Details</b> submenus. Select the <b>Expanded or New Initiative</b> and the <b>Strategy</b> listed in the closing edit.  The <b>CFDA Difference</b> row on the screen will show the imbalance. Make the adjustments to the CFDA on the appropriate grid and click <b>Save</b> .
Budgetary Impacts: Strategy Related Details: FTEs > Strategy: FTEs	This closing edit appears when the <b>Expanded or New Initiative</b> FTE amounts are greater than the total FTE amounts for the associated strategy. Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and the <b>Strategy Related Details</b> submenus. Select the <b>Expanded or New Initiative</b> and the <b>Strategy</b> listed in the closing edit.  The <b>FTE Difference</b> row on the screen will show the imbalance. Make the adjustments to the FTE on the appropriate grid and click <b>Save</b> .

## GENERATING REPORTS

ABEST can produce several reports based on the operating budget 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 agency’s **Status** to **COMPLETE**. To assist in navigating the **Reports** menu, review the **SECTION LAYOUT FOR REPORTS AND MENUS/SUBMENUS TO ACCESS REPORTS** table below.

SECTION LAYOUT FOR REPORTS AND MENUS/SUBMENUS TO ACCESS REPORTS	
REPORTS BY TYPE AND PART NUMBER	ABEST REPORT MENU/SUBMENU
<b>Budget Summaries</b>	
Budget Overview	Reports/Budget Requests
2.A. Summary of Budget By Strategy	Reports/Budget Requests/Summary of Budget
2.B. Summary of Budget By Method of Finance	Reports/Budget Requests/Summary of Budget
2.C. Summary of Budget By Object of Expense	Reports/Budget Requests/Summary of Budget
2.D. Summary of Budget By Objective Outcomes	Reports/Budget Requests/Summary of Budget
3.A. Strategy Level Detail	Reports/Budget Requests
<b>Supporting Schedules</b>	
4.A. Capital Budget Project Schedule Capital Budget Allocation to Strategies	Reports/Capital Budget Reports/Capital Budget
4.B. Federal Funds Supporting Schedule	Reports/Federal Funds
4.C. Federal Funds Tracking Schedule	Reports/Federal Funds

SECTION LAYOUT FOR REPORTS AND MENUS/SUBMENUS TO ACCESS REPORTS	
REPORTS BY TYPE AND PART NUMBER	ABEST REPORT MENU/SUBMENU
4.D. Estimated Revenue Collections Supporting Schedule	Reports/Supporting Info
4.E. Homeland Security Funding Schedule	Reports/Supporting Info
4.F. Part A Budgetary Impacts Related to Recently Enacted State Legislation Schedule	Reports/Supporting Info
4.F. Part B Summary of Costs Related to Recently Enacted State Legislation Schedule	Reports/Supporting Info

Click the **Reports** menu, the **plus sign (+)** to expand a category, and a **report name**.

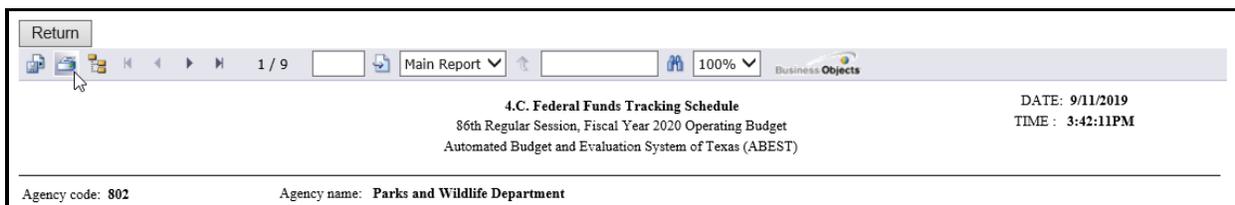


A preview of the report you selected displays. Use the arrow keys at the top to navigate through multi-page reports. To use the search feature within the report, click on the **binoculars** icon at the top of the screen after entering your search text, as shown below.

The screenshot shows the report preview interface. At the top, there is a 'Return' button, navigation arrows, a page indicator '1 / 9', a search box containing 'forestry', a binoculars icon, and a '100%' zoom level. The report title is '4.C. Federal Funds Tracking Schedule' with a date of '9/11/2019' and time of '3:36:57PM'. The agency information is 'Agency code: 802' and 'Agency name: Parks and Wildlife Department'. The main data table is as follows:

Federal FY		Expended SFY 2017	Estimated SFY 2018	Budgeted SFY 2019	Requested SFY 2020	Requested SFY 2021	Estimated SFY 2022	Total	Difference from Award
<b>CFDA 10.664.000 - Cooperative Forestry Ass</b>									
2012	\$5,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$4,000,000
2013	\$10,000,000	\$2,000,000	\$2,000,000	\$0	\$0	\$0	\$0	\$4,000,000	\$6,000,000

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.

4.C. Federal Funds Tracking Schedule  
86th Regular Session, Fiscal Year 2020 Operating Budget  
Automated Budget and Evaluation System of Texas (ABEST)

Agency code: 802      Agency name: Parks and Wildlife Department

Federal FY	Expended SFY 2017	Estimated SFY 2018	Budgeted SFY 2019	Requested SFY 2020
<b>CFDA 10.664.000 Cooperative Forestry: Ass</b>				
2012	\$5,000,000	\$1,000,000	\$0	\$0
2013	\$10,000,000	\$2,000,000	\$2,000,000	\$0
2014	\$15,000,000	\$3,000,000	\$3,000,000	\$0
2015	\$1,000,000	\$200,000	\$200,000	\$200,000

Export Options  
Please select an Export format from the list.  
Formats:   
Enter the page range that you want to Export.  
 All  
 Pages  
From:  To:   
OK

Select the appropriate export format from the drop-down list and click **OK**. The report will download into the appropriate application. Save your file.

Export Options  
Please select an Export format from the list.  
Acrobat Format (PDF)  
Enter the page range that you want to Export.  
 All  
 Pages  
From:  To:   
OK

Click **Return** to go back to the **Reports** screen.

Return

4.C. Federal Funds Tracking Schedule  
86th Regular Session, Fiscal Year 2020 Operating Budget  
Automated Budget and Evaluation System of Texas (ABEST)

Agency code: 802      Agency name: Parks and Wildlife Department

DATE: 9/11/2019  
TIME: 3:59:09PM

### SUBMITTING AND POSTING YOUR AGENCY'S OPERATING BUDGET

The operating budget is submitted electronically, both through ABEST and as a PDF document. The budget submitted in ABEST is the official submission. Agencies are required to submit their PDF document electronically to the LBB through the **DOCUMENT SUBMISSIONS** application. From the LBB website ([www.lbb.state.tx.us](http://www.lbb.state.tx.us)), 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, refer to the help menu on the logon screen in **DOCUMENT SUBMISSIONS**.

A certification of the content of the dual submissions, and assurance that the ABEST submission and the PDF document are one and the same, shall be submitted as part of the PDF document. 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.state.tx.us](http://www.lbb.state.tx.us) → **AGENCIES PORTAL** → **DATA ENTRY APPLICATIONS** → **INSTRUCTIONS** → **Operating Budget Instructions** → **Certification of Dual Submission: Template**. 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 operating budgets on their agency websites.

**IMPORTANT**



When posting an operating budget to your agency 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.

Institutions of higher education have operating budget submission requirements different from state agencies and should refer to the instructions titled *Fiscal Year 2020 Operating Budget Instructions for Higher Education* posted on the LBB website at: <http://www.lbb.state.tx.us>.

**TROUBLESHOOTING ISSUES AND TIPS**

Review the following table regarding calls previously made to the LBB Help Desk.

TROUBLESHOOTING ISSUES AND TIPS	
PROBLEM	RESOLUTION
How do I print my agency's operating budget reports from the previous session?	Log into ABEST and change your user profile to Session: <b>85R</b> and click <b>Save Selections</b> . Click the <b>Reports</b> menu to generate, view, and print reports.
I need to have a strategy deleted. It was not funded in the GAA.	Leave it as is with zero dollars. The same budget structure generally applies through all the stages in a biennium. Budget structures are revised preceding a legislative session. The next opportunity to make changes will be the spring or summer of 2020.
A measure is missing from my operating budget.	Contact your LBB analyst. To determine which analyst is assigned to your agency, visit the LBB website at <a href="http://www.lbb.state.tx.us">www.lbb.state.tx.us</a> , select <b>ABOUT THE LBB</b> , click on <b>Staff</b> , then select <b>Analyst Assignments</b> .
There are missing strategies in my capital budget.	Enter detail on the strategy budgeting menu <i>before</i> entering your capital budget strategy allocations.
I am working on entering my capital budget data. When I try to enter Project Strategy Allocation data, I get the message, "All requested OOE funds have been allocated to your project." What do I need to do?	Enter detail on the <b>Strategy &gt; Budgeting</b> menu/submenu <i>before</i> entering your capital budget strategy allocations.

<b>TROUBLESHOOTING ISSUES AND TIPS</b>	
<b>PROBLEM</b>	<b>RESOLUTION</b>
Do I need to do anything with the ITD in ABEST?	No.
I changed my agency's Status to COMPLETE. How do I submit my operating budget to the LBB?	Attach and submit your operating budget in the LBB's <b>DOCUMENT SUBMISSIONS</b> application which is found on the LBB website ( <a href="http://www.lbb.state.tx.us">www.lbb.state.tx.us</a> ) under <b>AGENCIES PORTAL</b> → <b>DATA ENTRY APPLICATIONS</b> → <b>DATA ENTRY APPLICATIONS</b> → <b>DOCUMENT SUBMISSIONS</b> . For additional information, click on the <b>Help</b> tab on the <b>LogIn</b> screen in <b>DOCUMENT SUBMISSIONS</b> and/or the <i>Detailed Instructions</i> .
I changed my agency's Status to COMPLETE, but now I need to revise something.	Call your LBB analyst who will contact LBB Application Support to have ABEST reopened. After modifying your operating budget, contact the ABEST Help Desk at 512-463-3167 to have <b>DOCUMENT SUBMISSIONS</b> reopened. Submit your revisions to <b>DOCUMENT SUBMISSIONS</b> .
The CFDA I need does not appear. How do I request a new CFDA?	<p>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 <a href="mailto:CFDA@lbb.texas.gov">CFDA@lbb.texas.gov</a> and provide the following information:</p> <ul style="list-style-type: none"> <li>• Contact Information (name and phone number of requestor);</li> <li>• Agency code and agency name;</li> <li>• CFDA number;</li> <li>• Program name for the CFDA number you are requesting; and</li> <li>• 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.</li> </ul>