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DOCUMENT CONVENTIONS

THIS DOCUMENT USES THE FOLLOWING SYMBOLIC CONVENTIONS:

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

ℹ️ 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. 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). Under LOGON INFORMATION, click Agency Logon Request Form as shown below.

Fill out the form, as shown below.

Logon Request Form

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

| * Agency : 000 - Unspecified or not applicable |
| * Full Name: |
| * Password: |
| * Confirm Password: |
| *Phone #: | __-__-____ |
| Fax #: | __-__-____ |
| Cell Phone #: | __-__-____ |
| * Email Address: |

Access Needed for:

- ABEST (Automated Budget and Evaluation System of Texas)

Includes:

- Base Reconc
- LAR Submissions
- Operating Budget
- Actual Performance Measures
- USAS Reconciliation
- Computer Inventory
- Biennial Operating Plan

- 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), click AGENCIES PORTAL. Under DATA ENTRY APPLICATIONS click Automated Budget Evaluation System of Texas (ABEST), as shown below.

- Under Logon Information on the LBB’s website (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**.

![Login Screen](image)

**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.

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.

<table>
<thead>
<tr>
<th>DATA ENTRY REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEXT LIMITATIONS</td>
</tr>
</tbody>
</table>
| • 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. | • Click in the data cell and enter the data.  
• Press Tab to move across to the next cell.  
• At the end of a row, manually click the cursor in a cell on a new row to enter more data.  
• You can expand some multi-line text fields by double clicking in the field. Use the Enter key to start a new line of text in a multi-line text field. Click the cursor outside the field or press Tab to move out of the field. Save your work by clicking Save. Each expandable multi-line text field provides a character counter and identifies the character limit for that field.  
• In any active data entry cell for numbers, use the built-in calculator by double-clicking in it. After making a calculation and clicking the “=” button, click Send to Grid. The calculated number transfers to the cell. | • Save data by pressing Enter on your keyboard or by clicking Save on the screen.  
• Use the gray section to add new information to a corresponding grid and click Save. |
| • Numeric fields allow 12 digits maximum. Enter only whole dollar amounts, not decimal places. You do not need to enter commas in numeric fields. | |

<table>
<thead>
<tr>
<th>COLOR CONVENTIONS</th>
<th>IF THE EXPLORER STATUS BAR DOES NOT APPEAR</th>
<th>NAVIGATION</th>
</tr>
</thead>
</table>
| • Unsaved numbers appear blue in color. Saved numbers are black.  
• Grayed out data cells are “read only” and cannot be changed on the grid you are working on. Those cells were entered previously by your agency on a different grid or by LBB/ABEST. | • Open the Tools menu in Internet Explorer and choose Internet options. Click the Security tab and select Trusted Sites. Click the Sites button and enter: *.lbb.state.tx.us. | • To move to the top of a long screen, click the Top hyperlink at the bottom of the screen.  
• To move to the bottom of a long screen, click the Bottom hyperlink. |

DATA ENTRY CAUTIONS AND IMPORTANT INFORMATION

CAUTION

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

CAUTION

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

<table>
<thead>
<tr>
<th>REPORTS BY TYPE AND PART NUMBER</th>
<th>ABEST DATA ENTRY MENU/SUBMENU</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Summaries</strong></td>
<td></td>
</tr>
<tr>
<td>Budget Overview</td>
<td>Strategy/Budgeting; Strategy/CFDAs; Strategy/FTEs</td>
</tr>
<tr>
<td>2.A. Summary of Budget By Strategy</td>
<td>Strategy/Budgeting; Strategy/CFDAs; Strategy/FTEs</td>
</tr>
<tr>
<td>2.B. Summary of Budget By Method of Finance</td>
<td>Summary of Requests/MOFs; Summary of Requests/FTEs</td>
</tr>
<tr>
<td>2.C. Summary of Budget By Object of Expense</td>
<td>Strategy/Budgeting</td>
</tr>
<tr>
<td>2.D. Summary of Budget By Objective Outcomes</td>
<td>Measures/Outcomes</td>
</tr>
<tr>
<td>3.A. Strategy Level Detail</td>
<td>Strategy/Budgeting; Measures/Strategy Related</td>
</tr>
<tr>
<td><strong>Supporting Schedules</strong></td>
<td></td>
</tr>
<tr>
<td>4.A. Capital Budget Project Schedule</td>
<td>Capital Projects/Projects List; Capital Projects/Projects Detail; Capital Projects/Financing; Capital Projects/Strategy Allocation</td>
</tr>
<tr>
<td>4.B. Federal Funds Supporting Schedule</td>
<td>Supporting Information/Federal Funds/Supporting Schedule</td>
</tr>
<tr>
<td>4.C. Federal Funds Tracking Schedule</td>
<td>Supporting Information/Federal Funds/Tracking Schedule</td>
</tr>
<tr>
<td>4.D. Estimated Revenue Collections Supporting Schedule</td>
<td>Supporting Information/Estimated Revenue Collections Schedule</td>
</tr>
<tr>
<td>4.F. Part A Budgetary Impacts Related to Recently Enacted State Legislation Schedule</td>
<td>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</td>
</tr>
<tr>
<td>4.F. Part B Summary of Costs Related to Recently Enacted State Legislation Schedule</td>
<td></td>
</tr>
</tbody>
</table>

---

**CAUTION**

If an ABEST screen has multiple grids for data entry and the screen only has one “Save” button for that screen, ABEST allows you to click “Save” one time on that screen with multiple grids. You can click “Save” after entering data for each grid on the screen or you can enter data for all the grids and click “Save” one time. Use the method that works best for you to ensure that your data is saved before moving on to another menu or screen.
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 OOE, MOF, 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 OOE, 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).
Enter amounts for each OOE displayed and click Save. See the details below to add additional OOEs.

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

Select the appropriate OOEs for the selected strategy and click Save, as shown below.

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

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.
Repeat the previous steps to add as many OOE names as needed to the OOE 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 ‘x’ to the left of the OOE to delete a row of data, as shown below.

Click **OK** in the pop-up window to confirm, 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**

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

**METHODS OF FINANCE (MOFs)**

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

<table>
<thead>
<tr>
<th>Strategy: 1-CONSERVE NATURAL RESOURCES</th>
<th>1-CONSERVE WILDLIFE/ENSURE HUNTING</th>
<th>1-WILDLIFE CONSERVATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Multiple OOE(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OOE</td>
<td>Exp 2018</td>
<td>Exp 2019</td>
</tr>
<tr>
<td>1001 - SALARIES AND WAGES</td>
<td>$222,000</td>
<td>$223,000</td>
</tr>
<tr>
<td>1002 - OTHER PERSONNEL COSTS</td>
<td>$17,000</td>
<td>$18,000</td>
</tr>
<tr>
<td>2008 - DEBT SERVICE</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>1005 - FACULTY SALARIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OOE Strategy Totals:</td>
<td>$239,000</td>
<td>$241,000</td>
</tr>
</tbody>
</table>

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.
Select the appropriate MOFs and click Save.

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.

**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.

<table>
<thead>
<tr>
<th>MOF</th>
<th>Exp 2018</th>
<th>Exp 2019</th>
<th>Bud 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 - Game,Fish,Water Safety Ac</td>
<td>$112,700</td>
<td>$112,800</td>
<td>$112,900</td>
</tr>
<tr>
<td>64 - State Parks Acct</td>
<td>$111,000</td>
<td>$112,000</td>
<td>$114,000</td>
</tr>
<tr>
<td>555 - Federal Funds</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>8121 - Debt Service - GO Bonds</td>
<td>$0</td>
<td>$0</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

MOF Strategy Totals: $223,700, $224,800, $231,900

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

IMPORTANT

After completing your data entry for all OOEs 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 OOEs and MOFs.
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 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.

<table>
<thead>
<tr>
<th>MOF</th>
<th>Exp 2018</th>
<th>Exp 2019</th>
<th>Bud 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 - Game,Fish,Water Safety Ac</td>
<td>$112,700</td>
<td>$112,800</td>
<td>$112,900</td>
</tr>
<tr>
<td>64 - State Parks Acct</td>
<td>$111,000</td>
<td>$112,000</td>
<td>$114,000</td>
</tr>
<tr>
<td>555 - Federal Funds</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

The strategy and MOF load in the drop-down menu boxes, as shown below.
Adding Multiple CFDA – Click the Add Multiple CFDA hyperlink to add multiple CFDA for the selected Strategy and MOF, as shown below.

Add Multiple CFDA

Select the appropriate CFDA and click Save, as shown below.

Select CFDA

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

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

Adding Multiple CFDA
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.

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

**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:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>016.000.000 - Equitable Sharing Program</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$4,444</td>
</tr>
<tr>
<td>021.000.000 - NPL Foreclosure Mitigation Cnslng</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$5,555</td>
</tr>
<tr>
<td>000.000.000 - Temp Place Holder</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total CFDAs:</strong></td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$9,999</td>
</tr>
</tbody>
</table>

### IMPORTANT

As revisions are made to any MOF/CFDA data, note any imbalances for the OOE/MOF Balance difference on the Strategy > OOE/OFs 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/OFs. Check each strategy to ensure the OOE/MOF difference is zero for each fiscal year listed.

### Strategy > OOE/OFs

<table>
<thead>
<tr>
<th>Strategy:</th>
<th>1-CONSERVE NATURAL RESOURCES</th>
<th>1-CONSERVE WILDLIFE/ENSURE HUNTING</th>
<th>1-WILDLIFE CONSERVATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001 - SALARIES AND WAGES</td>
<td></td>
<td>$222,000</td>
<td>$223,000</td>
</tr>
<tr>
<td>1002 - OTHER PERSONNEL COSTS</td>
<td></td>
<td>$17,000</td>
<td>$18,000</td>
</tr>
<tr>
<td>2008 - DEBT SERVICE</td>
<td></td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>1005 - FACULTY SALARIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OOE Strategy Totals:</strong></td>
<td></td>
<td>$239,000</td>
<td>$241,000</td>
</tr>
</tbody>
</table>

### CFDA SUBMENU

To navigate directly to the Strategy > CFDA data entry screen, click the Strategy menu and CFDA 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.

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

![CFDA Grid](image)

Add, delete, and revise individual CFDA, 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.

![FTE Grid](image)

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.

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.

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.

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

<table>
<thead>
<tr>
<th>NAVIGATION OPTIONS REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Double Arrow</strong></td>
</tr>
<tr>
<td>(top right of each grid)</td>
</tr>
<tr>
<td>Use this toggle switch to collapse or expand a particular grid. It will enable you to view the details above/below a particular grid.</td>
</tr>
<tr>
<td><strong>Outputs</strong></td>
</tr>
<tr>
<td>Hyperlink directs you to the first grid on the screen and displays the output measures for the selected strategy.</td>
</tr>
</tbody>
</table>
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.

IMPORTANT

The totals on the Summary of Requests > MOFs screen must equal the totals for all strategies.
Review the navigation options below.

<table>
<thead>
<tr>
<th>NAVIGATION OPTIONS REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available MOFs</td>
</tr>
<tr>
<td>Existing MOFs</td>
</tr>
<tr>
<td>Top and Bottom</td>
</tr>
</tbody>
</table>

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.

**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.
**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.

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.

**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.
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.

<table>
<thead>
<tr>
<th>Appr. Type</th>
<th>Summary Description</th>
<th>Comments</th>
<th>Exp 2018</th>
<th>Exp 2019</th>
<th>Bud 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA</td>
<td>Regular Appropriations</td>
<td>enter text here...</td>
<td>$6,555,444</td>
<td>$6,777,888</td>
<td>$0</td>
</tr>
<tr>
<td>RA</td>
<td>Regular Appropriations</td>
<td>enter text here...</td>
<td>$0</td>
<td>$0</td>
<td>$6,999,222</td>
</tr>
</tbody>
</table>

MOF Summary Totals: $6,555,444 $6,777,888 $6,999,222

MOF Strategy & Rider Totals: $6,554,445 $6,777,886 $6,999,000

Difference: ($1) $2 $222

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.
**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**.

**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.

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

**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.
Review the navigation options below.

**NAVIGATION OPTIONS REFERENCE**

<table>
<thead>
<tr>
<th>Double Arrow</th>
<th>Use this toggle switch to collapse/expand a particular grid. It will enable you to view the details above/below a particular grid.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Ongoing Projects</td>
<td>Hyperlink allows you to add multiple ongoing projects that your agency has used in the past.</td>
</tr>
<tr>
<td>Add New Project</td>
<td>Hyperlink allows you to add new projects that your agency has requested for the first time. The link directs you to the Capital Projects &gt; Projects Detail screen. You can also access this Capital Projects &gt; Projects Detail screen by clicking the magnifying glass on Capital Projects &gt; Projects List screen or by clicking the Capital Projects &gt; Projects Detail menu/submenu.</td>
</tr>
<tr>
<td>Magnifying glass</td>
<td>Icon directs you to the Capital Projects &gt; Projects Detail screen.</td>
</tr>
<tr>
<td>Top and Bottom</td>
<td>Hyperlink positions the cursor at the top or bottom of the screen.</td>
</tr>
</tbody>
</table>

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

**RESEQUENCING AND DELETING PROJECTS**

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

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

![Capital Projects > Projects List](image)

**Deleting Projects** – Delete a project by clicking the red ‘\(\times\)’ in the leftmost position on the Capital Projects list grid. Click OK to confirm your request.

**PROJECTS DETAIL**

To access the Capital Projects > Projects Detail screen, click the Capital Projects menu and the Projects Detail submenu, as shown below. You will also be directed to the Capital Projects > Projects Detail screen if you clicked on the Add New Project hyperlink while on the Capital Projects > Projects List screen.
When you click the Capital Projects menu and the Projects Detail submenu, the Capital Projects > Projects Detail screen appears as shown below. The first capital project displays in the Capital Project drop-down menu box. To select a different project, click in the Capital Project drop-down menu box, as shown below.

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

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

<table>
<thead>
<tr>
<th>MOF</th>
<th>TOF</th>
<th>Exp 2018</th>
<th>Exp 2019</th>
<th>Bud 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - General Revenue Fund</td>
<td>GO</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td>1 - General Revenue Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 - Game, Fish, Water Safety Ac</td>
<td>CA</td>
<td>0</td>
<td>0</td>
<td>125,000</td>
</tr>
</tbody>
</table>

MOF TOF Capital Totals: 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.

<table>
<thead>
<tr>
<th>MOF</th>
<th>TOF</th>
<th>Exp 2018</th>
<th>Exp 2019</th>
<th>Bud 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>64 - State Parks Acct</td>
<td>CA</td>
<td>0</td>
<td>0</td>
<td>1,234</td>
</tr>
</tbody>
</table>

MOF TOF Informational Totals: 0 0 0

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**.
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.

**STRATEGY ALLOCATION**

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

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

The agency’s first capital project loads into the Capital Project drop-down menu box. To change the project, select a different Capital Project from the drop-down box, as shown below.
After selecting a **Capital Project**, enter the strategies (GOS), OOE, and MOF by capital project. The **Capital Projects > Strategy Allocation** data entry screen allows you to add OOE and MOF, just as you did earlier for the strategy. See the strategy OOE and MOF 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 OOE**

<table>
<thead>
<tr>
<th>Capital OOE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOS</td>
</tr>
<tr>
<td>Enter data below.</td>
</tr>
<tr>
<td>1.1.1 - WILDLIFE CONSERVATION</td>
</tr>
<tr>
<td>Capital OOE Totals:</td>
</tr>
</tbody>
</table>

**Add Multiple Capital MOF**

<table>
<thead>
<tr>
<th>Capital MOF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOS</td>
</tr>
<tr>
<td>Enter data below.</td>
</tr>
<tr>
<td>1.1.1 - WILDLIFE CONSERVATION</td>
</tr>
<tr>
<td>Capital MOF Totals:</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>EDIT CHECKS REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule 1 – There must be enough appropriation authority in your strategies (Strategy&gt;Budgeting menu/submenu) to cover the sum of all strategy allocations to all projects (Capital Budgets-&gt;Strategy Allocation menu/submenu and Capital Budgets-&gt;Financing menu/submenu).</td>
</tr>
<tr>
<td>Rule 2 – For each project, the total in <strong>Capital Projects &gt; Strategy Allocation</strong> (OOE) must equal the total in <strong>Capital Projects &gt; Financing</strong> (MOF) for capital and informational costs.</td>
</tr>
<tr>
<td>Rule 3 – For each project, the MOF total in <strong>Capital Projects &gt; Financing</strong> (MOF) must equal the total in <strong>Capital Projects &gt; Strategy Allocation</strong> (MOF) for capital and informational costs.</td>
</tr>
</tbody>
</table>
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 SCHEDULE

A list of CFDAAs 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.

### 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.

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 CFDAs 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.

<table>
<thead>
<tr>
<th>Employee Benefits Payments Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Award Amount</strong></td>
</tr>
<tr>
<td><strong>Expended SFY</strong></td>
</tr>
</tbody>
</table>
FISCAL YEAR 2020 OPERATING BUDGET INSTRUCTIONS – ABEST DATA ENTRY (FOR AGENCIES AND JUDICIARY)

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 Remainder column displays the difference between the Award Amount and the total of all the SFY columns for each federal fiscal year (FFY).

Employee Benefits Payment: Enter only the benefit data for each state fiscal year (SFY). Refer to the Detailed Instructions for further guidance on the information required.

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

Deleting Data – Save any unsaved data first and then click the red ‘X’ to the left of the FFY to delete a row of data. Click OK in the confirmation window.
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.

---

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.

---

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.
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.

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

<table>
<thead>
<tr>
<th>Fund/Account</th>
<th>Exp 2018</th>
<th>Exp 2019</th>
<th>Bud 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 - GR Dedicated - Game, Fish and Water Safety Account No. 009</td>
<td>$111,000</td>
<td>$112,000</td>
<td>$113,000</td>
</tr>
</tbody>
</table>

Enter data below.

<table>
<thead>
<tr>
<th>Fund/Account</th>
<th>Exp 2018</th>
<th>Exp 2019</th>
<th>Bud 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>$408-Parks &amp; Wildlife Publications</td>
<td>3333</td>
<td>4444</td>
<td>5555</td>
</tr>
</tbody>
</table>

Subtotal Revenue: $0 $0 $0

Total Available: $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.

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).

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.

<table>
<thead>
<tr>
<th>Fund/Account</th>
<th>Exp 2018</th>
<th>Exp 2019</th>
<th>Bud 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 - GR Dedicated - Game, Fish and Water Safety Account No. 009</td>
<td>$111,000</td>
<td>$112,000</td>
<td>$113,000</td>
</tr>
<tr>
<td>3468 - Parks &amp; Wildlife Publications</td>
<td></td>
<td>444</td>
<td></td>
</tr>
<tr>
<td>3001-Fed Reacips Matched-Transport Pgm</td>
<td></td>
<td>$5,555</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Revenue:</strong></td>
<td></td>
<td>444</td>
<td>$5,555</td>
</tr>
<tr>
<td><strong>Total Available:</strong></td>
<td>$114,333</td>
<td>$116,444</td>
<td>$118,555</td>
</tr>
</tbody>
</table>

**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, MOF (including CFDAs), 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 OOE/MOF submenus.

---

**Supporting Information**

- Federal Funds
- Estimated Revenue Collections Schedule
- Homeland Security
- Budgetary Impacts of Recently Enacted Legislation
- OOE / MOFs
- 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**.

![Part A–Terrorism](image)

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.

![Part A–Terrorism](image)

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.

<table>
<thead>
<tr>
<th>NAVIGATION OPTIONS REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Double Arrow</strong> (top right of each grid)</td>
</tr>
<tr>
<td><strong>Use of Funds</strong></td>
</tr>
<tr>
<td><strong>OOEs</strong></td>
</tr>
<tr>
<td><strong>MOFs</strong></td>
</tr>
<tr>
<td><strong>FTEs</strong></td>
</tr>
<tr>
<td><strong>Top and Bottom</strong></td>
</tr>
</tbody>
</table>
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 Grid](image)

The **Supporting Information > Homeland Security** screen allows you to add OOEs, MOFs, CFDAs and FTEs, 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 **MOFs** 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.

![MOFs Grid](image)

**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 **MOFs** grid, the **Local/Agency** hyperlink does not display on the **MOFs** grid, but will display in the **CFDA** grid on the **Supporting Information > Homeland Security – CFDA** screen, as shown below.

![CFDA Grid](image)
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.

### 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.
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.

```
<table>
<thead>
<tr>
<th>Location</th>
<th>Exp 2018</th>
<th>Exp 2019</th>
<th>Bud 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of XYZ</td>
<td>0</td>
<td>0</td>
<td>12,345</td>
</tr>
<tr>
<td>Local Total:</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
```

**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.

```
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>000-Unspecified or not applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency Total:</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
```

**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.

```
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>809-Preservation Board</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency Total:</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
```
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.
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.
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).
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**.

**IMPORTANT**

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).
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, MOF, 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**.

**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**.

![Budgetary Impacts of Recently Enacted Legislation > Strategy Related Details](image)

**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.

![Supporting Information](image)

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](image)
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 CFDAs or Add MOFs (shown below) to select multiple CFDAs 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

<table>
<thead>
<tr>
<th>MOF</th>
<th>Diff Exp 2018</th>
<th>Diff Exp 2019</th>
<th>Diff Bud 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>($1)</td>
<td>$2</td>
<td>$222</td>
</tr>
<tr>
<td>9</td>
<td>($112,700)</td>
<td>($112,800)</td>
<td>($112,900)</td>
</tr>
<tr>
<td>64</td>
<td>($111,000)</td>
<td>($112,000)</td>
<td>($76,000)</td>
</tr>
<tr>
<td>555</td>
<td>$0</td>
<td>$0</td>
<td>($4,444)</td>
</tr>
</tbody>
</table>

**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**

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

<table>
<thead>
<tr>
<th>CLOSING EDIT</th>
<th>RESOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>OOE / MOF Difference Table</td>
<td>Edits are listed by OOE/MOF differences and strategy. Click the <strong>Strategy</strong> menu and the <strong>Budgeting</strong> submenu. Select the strategy listed on the closing edit screen (<strong>Status</strong> menu) and scroll to the bottom. The <strong>OOE/MOF Balance</strong> 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.</td>
</tr>
<tr>
<td>Capital Strategy Request - Capital Budget Project</td>
<td>This edit appears if there is a difference between strategy-level OOE or MOF amounts in capital budget projects and strategies. To correct this error, either increase the amount in the strategy OOE or MOF (click the <strong>Strategy</strong> menu and the <strong>Budgeting</strong> submenu) or decrease the amount in capital projects allocated to this strategy/EOE or MOF (click the <strong>Capital Projects</strong> menu and the <strong>Strategy Allocation</strong> 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.</td>
</tr>
<tr>
<td>CFDA Warning Table</td>
<td>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: <strong>Amounts greater than $10,000,000.00 require checking additional Federal Funds and General Revenue.</strong></td>
</tr>
<tr>
<td>Part A and Part B totals for OOE and MOF must match. To clear the closing edit, click the <strong>Supporting Information</strong> menu, then the <strong>Homeland Security</strong> and <strong>OOEs/MOFs</strong> submenus. Review the <strong>OOE/MOF Difference</strong> totals for Parts A (Terrorism) and B (Natural or Man-made Disasters). All difference totals must equal zero.</td>
<td></td>
</tr>
<tr>
<td>Budgetary Impacts: Missing IT Components</td>
<td>Click the <strong>Supporting Information</strong> menu, then <strong>Budgetary Impacts of Recently Enacted Legislation</strong> and <strong>IT Components</strong> submenus. Select the appropriate <strong>Expanded or New Initiative</strong> from the drop-down menu box. Enter data in the appropriate fields and click <strong>Save.</strong></td>
</tr>
<tr>
<td>Budgetary Impacts: Missing Contract Details</td>
<td>Click the <strong>Supporting Information</strong> menu, then <strong>Budgetary Impacts of Recently Enacted Legislation</strong> and <strong>Contract Details</strong> submenus. Select the appropriate <strong>Expanded or New Initiative</strong> from the drop-down menu box. Enter data in the appropriate fields and click <strong>Save.</strong></td>
</tr>
<tr>
<td>This closing edit appears if an <strong>Expanded or New Initiative</strong> in the <strong>Supporting Information</strong> → <strong>Budgetary Impacts of Recently Enacted Legislation</strong> → <strong>Descriptions</strong> menu/submenu has been selected (“Y”) to have cost/savings and no OOE/MOF data has been entered. Click the <strong>Supporting Information</strong> menu, then <strong>Budgetary Impacts of Recently Enacted Legislation</strong> and <strong>Strategy Related Details</strong> submenus. Select the appropriate <strong>Expanded or New Initiative</strong> and <strong>Strategy</strong> from the drop-down menu box. Enter OOE/MOF data and click <strong>Save.</strong> If the <strong>Expanded or New Initiative</strong> has no cost/savings impact, click the appropriate <strong>Expanded or New Initiative</strong> in the <strong>Supporting Information</strong> → <strong>Budgetary Impacts of Recently Enacted Legislation</strong> → <strong>Descriptions</strong> menu/submenus and change the “Y” to “N”.</td>
<td></td>
</tr>
<tr>
<td>Budgetary Impacts: Missing Strategy Related Details: Cost/Savings (OOEs/MOFs)</td>
<td>This closing edit appears if an <strong>Expanded or New Initiative</strong> in the <strong>Supporting Information</strong> → <strong>Budgetary Impacts of Recently Enacted Legislation</strong> → <strong>Descriptions</strong> menu/submenu has been indicated (“Y”) to have an impact on FTEs and FTE data has not been entered. Click the <strong>Supporting Information</strong> menu, then <strong>Budgetary Impacts of Recently Enacted Legislation</strong> and <strong>Strategy Related Details</strong> submenus. Select the appropriate <strong>Expanded or New Initiative</strong> and <strong>Strategy</strong> from the drop-down menu box. Enter FTE data and click <strong>Save.</strong> If the <strong>Expanded or New Initiative</strong> has no FTE impact, click the appropriate <strong>Expanded or New Initiative</strong> in the <strong>Supporting Information</strong> → <strong>Budgetary Impacts of Recently Enacted Legislation</strong> → <strong>Descriptions</strong> menu/submenus and change the “Y” to “N”.</td>
</tr>
<tr>
<td>CLOSING EDIT</td>
<td>RESOLUTION</td>
</tr>
<tr>
<td>--------------</td>
<td>------------</td>
</tr>
</tbody>
</table>
| **Budgetary Impacts:**  
**Strategy Related Details:** Costs/Savings (OOEs/MOFs) data not in agreement | This closing edit appears if an Expanded or New Initiative in the Supporting Information → Budgetary Impacts of Recently Enacted Legislation → Descriptions menu/submenus has been indicated (“N”) to have no cost/savings but OOE/MOF data has been entered.  
If the Expanded or New Initiative has cost/savings impact, click the appropriate Expanded or New Initiative in the Supporting Information → Budgetary Impacts of Recently Enacted Legislation → Descriptions menu/submenus and change the “N” to “Y”.  
If the Expanded or New Initiative does not have cost/savings, click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the appropriate Expanded or New Initiative and Strategy from the drop-down menu box. Delete the OOE/MOF data and click Save. |
| **Budgetary Impacts:**  
**Missing Strategy Related Details:** FTEs data not in agreement | This closing edit appears if an Expanded or New Initiative in the Supporting Information → Budgetary Impacts of Recently Enacted Legislation → Descriptions menu/submenus has been indicated (“N”) to have no impact on FTEs but FTE data has been entered.  
If the Expanded or New Initiative has an impact on FTEs, click the appropriate Expanded or New Initiative in the Supporting Information → Budgetary Impacts of Recently Enacted Legislation → Descriptions menu/submenus and change the “N” to “Y”.  
If the Expanded or New Initiative does not have an impact on FTEs, click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the appropriate Expanded or New Initiative and Strategy from the drop-down menu box. Delete the FTE data and click Save. |
| **Budgetary Impacts:**  
**OOE / MOF Difference** | This closing edit appears when the OOEs and MOFs are not in balance for an Expanded or New Initiative. Click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the Expanded or New Initiative and the Strategy listed in the closing edit.  
The OOE / MOF Difference row on the screen will show the imbalance. Make the adjustments to the OOE and/or MOF on the appropriate grids and click Save. |
| **Budgetary Impacts:**  
**IT Costs > Budget Impacts:** Strategy Related Details: OOE | This closing edit appears when an Estimated IT Cost is greater than the total for the OOE for an Expanded or New Initiative. Click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and IT Components submenus. Select the Expanded or New Initiative and the Strategy listed in the closing edit.  
The OOE Difference row on the screen will show the imbalance. Make the adjustments to the OOE on the appropriate grid and click Save. |
| **Budgetary Impacts:**  
**IT FTEs > Budget Impacts:** Strategy Related Details: FTEs | This closing edit appears when a FTEs Related to IT amount is greater than the total for the FTEs for an Expanded or New Initiative. Click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and IT Components submenus. Select the Expanded or New Initiative and the Strategy listed in the closing edit.  
The FTE Difference row on the screen will show the imbalance. Make the adjustments to the FTE on the appropriate grid and click Save. |
| **Budgetary Impacts:**  
**Strategy Related Details:** OOE > Strategy: Budgeting: OOE | This closing edit appears when the Expanded or New Initiative OOE(s) are greater than the total OOE(s) for the associated strategy. Click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the Expanded or New Initiative and the Strategy listed in the closing edit.  
The OOE Difference row on the screen will show the imbalance. Make the adjustments to the OOE on the appropriate grid and click Save. |
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.

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

<table>
<thead>
<tr>
<th>REPORTS BY TYPE AND PART NUMBER</th>
<th>ABEST REPORT MENU/SUBMENU</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.D. Estimated Revenue Collections Supporting Schedule</td>
<td>Reports/Supporting Info</td>
</tr>
<tr>
<td>4.E. Homeland Security Funding Schedule</td>
<td>Reports/Supporting Info</td>
</tr>
<tr>
<td>4.F. Part A Budgetary Impacts Related to Recently Enacted State Legislation Schedule</td>
<td>Reports/Supporting Info</td>
</tr>
<tr>
<td>4.F. Part B Summary of Costs Related to Recently Enacted State Legislation Schedule</td>
<td>Reports/Supporting Info</td>
</tr>
</tbody>
</table>

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.

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.

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

Click Return to go back to the Reports screen.

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), 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 → 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.

<table>
<thead>
<tr>
<th>PROBLEM</th>
<th>RESOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I print my agency’s operating budget reports from the previous session?</td>
<td>Log into ABEST and change your user profile to Session: 85R and click <strong>Save Selections</strong>. Click the <strong>Reports</strong> menu to generate, view, and print reports.</td>
</tr>
<tr>
<td>I need to have a strategy deleted. It was not funded in the GAA.</td>
<td>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.</td>
</tr>
<tr>
<td>A measure is missing from my operating budget.</td>
<td>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 <strong>ABOUT THE LBB</strong>, click on <strong>Staff</strong>, then select <strong>Analyst Assignments</strong>.</td>
</tr>
<tr>
<td>There are missing strategies in my capital budget.</td>
<td>Enter detail on the strategy budgeting menu before entering your capital budget strategy allocations.</td>
</tr>
<tr>
<td>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?</td>
<td>Enter detail on the <strong>Strategy &gt; Budgeting</strong> menu/submenu before entering your capital budget strategy allocations.</td>
</tr>
<tr>
<td>PROBLEM</td>
<td>RESOLUTION</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Do I need to do anything with the ITD in ABEST?</td>
<td>No.</td>
</tr>
<tr>
<td>I changed my agency’s Status to COMPLETE. How do I submit my operating</td>
<td>Attach and submit your operating budget in the LBB’s DOCUMENT SUBMISSIONS application which is found on the LBB website (<a href="http://www.lbb.state.tx.us">www.lbb.state.tx.us</a>) under AGENCIES PORTAL → DATA ENTRY APPLICATIONS → DATA ENTRY APPLICATIONS → DOCUMENT SUBMISSIONS. For additional information, click on the Help tab on the Login screen in DOCUMENT SUBMISSIONS and/or the Detailed Instructions.</td>
</tr>
<tr>
<td>budget to the LBB?</td>
<td></td>
</tr>
<tr>
<td>I changed my agency’s Status to COMPLETE, but now I need to revise</td>
<td>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 DOCUMENT SUBMISSIONS reopened. Submit your revisions to DOCUMENT SUBMISSIONS.</td>
</tr>
<tr>
<td>something.</td>
<td></td>
</tr>
</tbody>
</table>
| The CFDA I need does not appear. How do I request a new CFDA?          | First, make sure you are using the correct CFDA format on the drop-down list, which uses leading zeroes. For example, if you are looking for 16-59-2, search for 016-059-002. If a CFDA number cannot be found in ABEST, please send an email to CFDA@lbb.texas.gov and provide the following information:  
  • Contact Information (name and phone number of requestor);  
  • Agency code and agency name;  
  • CFDA number;  
  • Program name for the CFDA number you are requesting; and  
  • Notice of grant award or other documentation that demonstrates you have received Federal Funds along with its intended use. For example, a sub-recipient who is under contract with a primary recipient of a grant award will need to provide a copy of the contract or agreement that they received from the primary recipient. |
|                                                                        |                                                                                                                                                                                                      |