



# LEGISLATIVE BUDGET BOARD

## **ABEST Instructions for Legislative Appropriations Request 2022–23 Biennium**

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

LEGISLATIVE BUDGET BOARD STAFF

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

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## DOCUMENT CONVENTIONS

*THIS DOCUMENT USES THE FOLLOWING SYMBOLIC CONVENTIONS:*



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



**Important:** This symbol indicates information you need to know.



**Tip:** This symbol indicates information that may be useful.

## GETTING STARTED

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

Before state agencies, appellate courts, and institutions of higher education (all are referred to as “agencies” in these instructions) can begin entering data for the Legislative Appropriations Request (LAR) for the 87th Legislative Regular Session (87-R), the agency’s Base Reconciliation must be completed in ABEST. Your LBB analyst will notify you when to begin entering LAR data.

Actual expenditures for fiscal year 2019, estimated expenditures for fiscal year 2020, and budgeted expenditures for fiscal year 2021 are pre-loaded in ABEST on the LAR **Summary of Requests** menu (submenus for **MOFs** and **FTEs**). These figures were data entered into ABEST during the Base Reconciliation phase for 87-R.

Your agency may have modified its strategic plan and you have started or completed the process of defining the agency’s measures in ABEST for 87-R. The LAR data entry screens for 87-R will reflect these changes in the agency’s budget structure (goals, objectives, strategies, and measures).

### IMPORTANT



You can simultaneously work in ABEST on the agency’s **Strategic Plan/Measure Definitions** business process as well as the LAR business process for the upcoming biennium. However, you will not be able to set the agency’s LAR **Status** in ABEST to **COMPLETE** until the agency’s performance measure definitions for 87-R are completed in ABEST.

If you have a question about what data to enter for the LAR, read the *2022–23 Legislative Appropriations Request Detailed Instructions*. From the LBB website ([www.lbb.state.tx.us](http://www.lbb.state.tx.us)), click **AGENCIES PORTAL**, and under **DATA ENTRY APPLICATIONS** select **INSTRUCTIONS** and click **Legislative Appropriations Request (LAR) Instructions**. If you do not find the answer, contact your LBB analyst. Visit the LBB website at [www.lbb.state.tx.us](http://www.lbb.state.tx.us) to determine the LBB analyst assigned to your agency. Select **ABOUT LBB** → **Staff** → **Analyst Assignments** from the home page. You will find the LBB analyst’s name for your agency listed in the document.

You may also use the LBB’s **Frequently Asked Questions** application by submitting your questions about the LAR process for LBB staff to answer and by browsing questions and answers about LARs. Click **AGENCIES PORTAL** from the LBB website. Under **LOGON INFORMATION**, click **Frequently Asked Questions (FAQ)**.

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

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

- Read *2022–23 Legislative Appropriations Request Detailed Instructions* (hereafter called the *Detailed Instructions*) for information about LAR data, submission requirements, and deadlines. Also, if you are reporting for an institution of higher education (IHE),

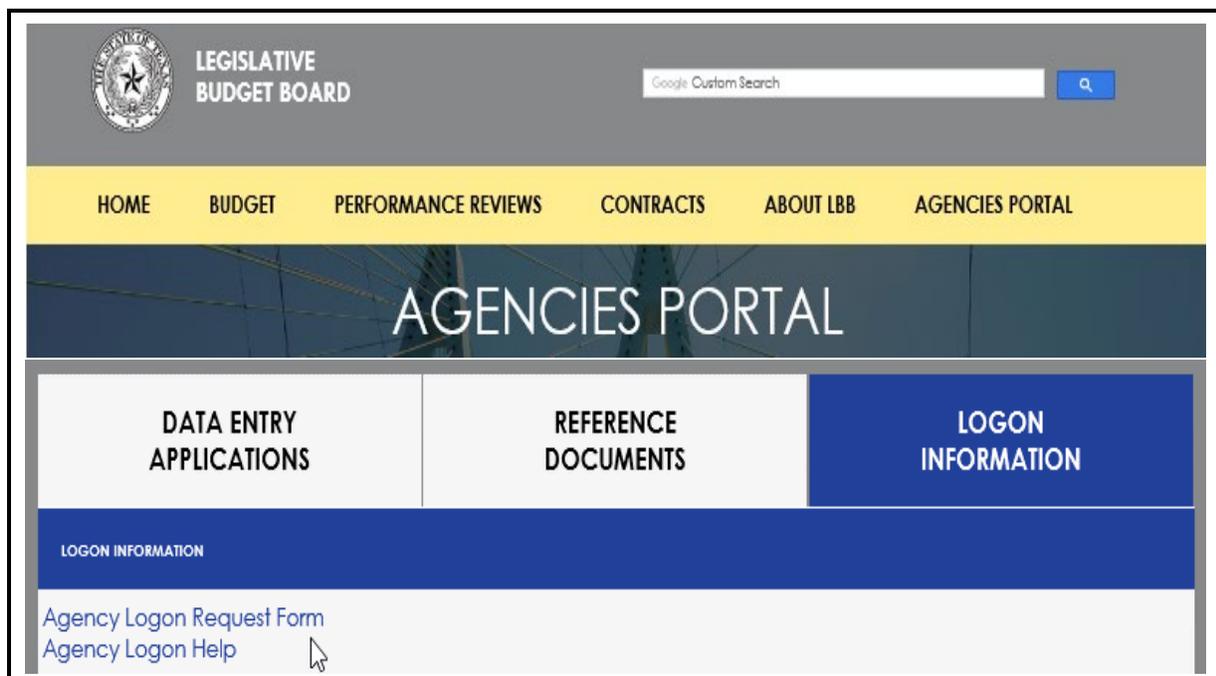
appellate court, or judicial branch agency, you have additional, supplemental policy instructions and examples on the LBB’s webpage.

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

**ACCESSING ABEST**

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

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



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

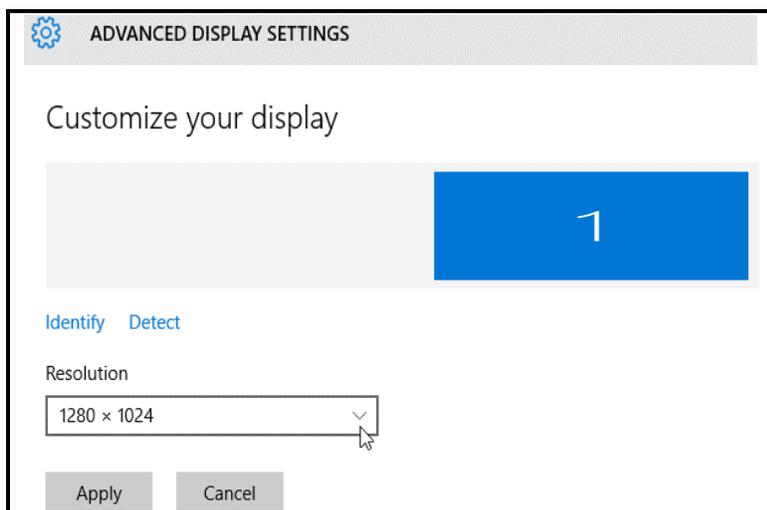
## Logon Request Form

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

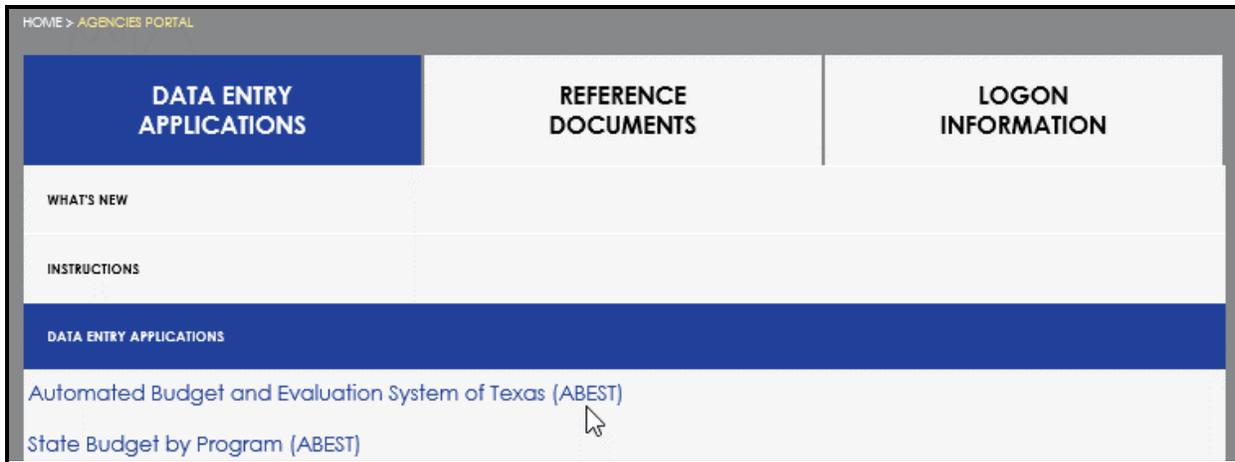
* Agency :	000 - Unspecified or not applicable
* Full Name:	<input type="text"/>
* Password :	<input type="password"/>
* Confirm Password :	<input type="password"/>
*Phone #:	<input type="text"/>
Fax #:	<input type="text"/>
Cell Phone #:	<input type="text"/>
* Email Address:	<input type="text"/>
Access Needed for:	<input checked="" type="checkbox"/> ABEST (Automated Budget and Evaluation System of Texas) Includes: Base Recon LAR Submissions Operating Budget Actual Performance Measures USAS Reconciliation Computer Inventory Biennial Operating Plan  <input checked="" type="checkbox"/> Document Submission

### LOGGING IN

Internet Explorer can be used for ABEST data entry. Internet Explorer Version 11 is recommended. Other browsers (e.g., Firefox, Safari, Microsoft Edge, Google Chrome, etc.) will not work consistently and can create problems in the application. The recommended screen resolution is 1280 x 1024, as shown below.



From the LBB website ([www.lbb.state.tx.us](http://www.lbb.state.tx.us)), click **AGENCIES PORTAL**. Under **DATA ENTRY APPLICATIONS**, click on **Automated Budget and Evaluation System of Texas (ABEST)** as shown in the following graphic.



**IMPORTANT**

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

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

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



**TIP**

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

**PROFILE SELECTION AND CONFIRMATION**

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

boxes and by saving these selections. The saved selections will appear in the “user profile confirmation bar.”

**IMPORTANT**



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

To set your user profile for the business process addressed in these *ABEST Instructions*, complete the following steps. From the available drop-down menu boxes, select **87TH LEGISLATIVE REGULAR SESSION**, **Legislative Appropriation Request**, **S01 – AGENCY SUBMISSION**, and your agency. Click **Save Selections** to update your profile, as shown below.



**IMPORTANT**



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

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



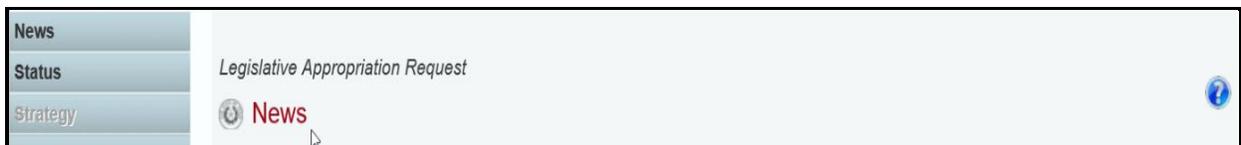
**IMPORTANT**



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

**NEWS SCREEN**

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



**HELP**

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



**IMPORTANT**



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

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



**HELP DESK CONTACT INFORMATION**

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



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



The LBB Help Desk will respond to email inquiries as soon as possible; however, it can take as long as the end of the next business day in some cases. You can also contact the LBB by calling

the Help Desk at 512-463-3167. Be prepared to leave a message when calling the Help Desk. Your call goes directly to voicemail at all times. A typical call back response from the Help Desk is within 30 minutes.

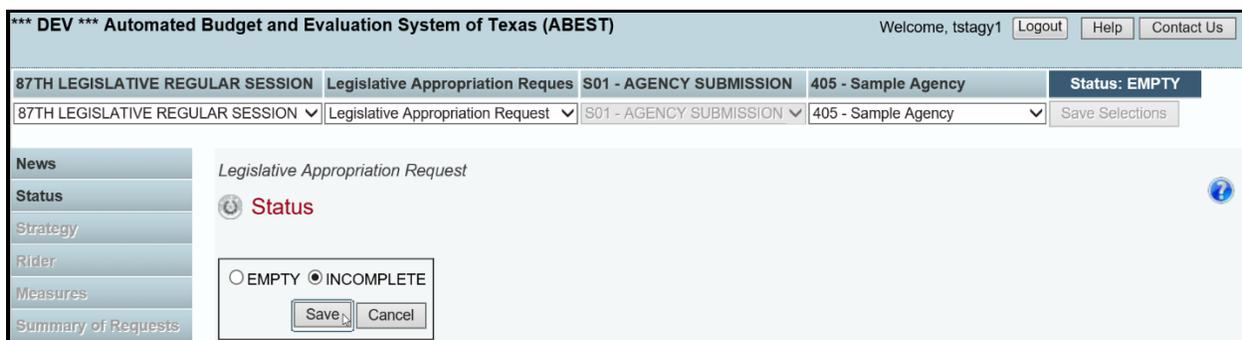
### CHANGING AGENCY STATUS TO INCOMPLETE

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

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



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



#### IMPORTANT



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

#### CAUTION



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

## DATA ENTRY CONSIDERATIONS

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

DATA ENTRY REFERENCE		
TEXT LIMITATIONS	ENTERING DATA	SAVING DATA
<ul style="list-style-type: none"> <li>You may copy text from a word processing application and paste it into ABEST, but you should review it and correct formatting problems if necessary. Bulleted lists may not copy properly. Avoid outline styles that combine numbers and bullets.</li> <li>Numeric fields allow 12 digits maximum. Enter only whole dollar amounts, not decimal places. You do not need to enter commas in numeric fields.</li> </ul>	<ul style="list-style-type: none"> <li>Click in the data cell and enter the data.</li> <li>Press the <b>Tab</b> key to move across to the next cell.</li> <li>At the end of a row, manually click the cursor in a cell on a new row to enter more data.</li> <li>You can expand some multi-line text fields by double clicking in the field. Use the <b>Enter</b> key to start a new line of text in a multi-line text field. Click the cursor outside the field or press the <b>Tab</b> key to move out of the field. Save your work by clicking <b>Save</b>. Each expandable multi-line text field provides a character counter and identifies the character limit for that field.</li> <li>In any active data entry cell for numbers, use the built-in calculator by double-clicking in it. After making a calculation and clicking the “=” button, click <b>Send to Grid</b>. The calculated number transfers to the cell.</li> </ul>	<ul style="list-style-type: none"> <li>Save data by pressing <b>Enter</b> on your keyboard or by clicking <b>Save</b> on the screen.</li> <li>Use the gray section to add new information to a corresponding grid and click <b>Save</b>.</li> </ul>
COLOR CONVENTIONS	IF THE EXPLORER STATUS BAR DOES NOT APPEAR	NAVIGATION
<ul style="list-style-type: none"> <li>Unsaved numbers appear blue in color. Saved numbers are black.</li> <li>Grayed out data cells are “read only” and cannot be changed on the grid you are working on. Those cells were entered previously by your agency on a different grid or by LBB/ABEST.</li> </ul>	<ul style="list-style-type: none"> <li>Open the <b>Tools</b> menu in Internet Explorer and choose <b>Internet options</b>. Click the <b>Security</b> tab and select <b>Trusted Sites</b>. Click the <b>Sites button</b> and enter: *.lbb.state.tx.us.</li> </ul>	<ul style="list-style-type: none"> <li>To move to the top of a long screen, click the <b>Top</b> hyperlink at the bottom of the screen.</li> <li>To move to the bottom of a long screen, click the <b>Bottom</b> hyperlink.</li> </ul>

## DATA ENTRY CAUTIONS AND IMPORTANT INFORMATION

### CAUTION



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

**CAUTION**



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

**CAUTION**



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

**IMPORTANT**



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

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

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

ABEST DATA ENTRY MENUS AND SUBMENUS FOR ABEST REPORTS	
ABEST REPORTS BY TYPE AND PART NUMBER/TITLE	ABEST DATA ENTRY MENU/SUBMENU
2.G. Summary of Total Request Objective Outcomes	Measures/Outcomes Measures/Impact on Outcomes
3.A. Strategy Request	Strategy/Budgeting; Strategy/CFDAs Strategy/FTEs Measures/Outcomes Measures/Strategy Related Supporting Information/Strategy Justifications (“Service Categories” information that is reflected on the 3.A. Strategy Request report is entered into ABEST by the agency during the “ <i>Finalizing Budget Structures and Defining Measures</i> ” phase of the ABEST Strategic Plan process.)
3.A.1. Program Level Request Schedule*****	Reports/Budget Requests (institutions refer to the <i>ABEST Instructions for Higher Education Schedules 1-9</i> for details)
3.C. Rider Appropriations and Unexpended Balances Request	Rider/Descriptions Rider/Amounts
<b>Request for Exceptional Items</b>	
4.A. Exceptional Item Request Schedule	Exceptional Items/Descriptions Exceptional Items/Strategy Related Details
4.B. Exceptional Items Strategy Allocation Schedule	Exceptional Items/Strategy Related Details
4.C. Exceptional Items Strategy Request	Strategy/Budgeting; Strategy/FTEs; Exceptional Items/Strategy Related Details
<b>Capital Budget Supporting Schedules**</b>	
5.A. Capital Budget Project Schedule	Capital Projects/Financing; Capital Projects/Strategy Allocation; Capital Projects/Rider Financing
5.B. Capital Budget Project Information	Capital Projects/Information
5.C. Capital Budget Allocation to Strategies (Baseline)	Capital Projects/Strategy Allocation; Capital Projects/Rider Allocation
5.D. Capital Budget Operating and Maintenance Expenses	Capital Projects/Operating & Maintenance
5.E. Capital Budget Project - OOE and MOF Detail by Strategy	Capital Projects/Strategy Allocation; Capital Projects/Rider Allocation
Capital Budget Project Schedule - Exceptional	Capital Projects/Financing; Capital Projects/Strategy Allocation
Capital Budget Allocation to Strategies by Project - Exceptional	Capital Projects/Strategy Allocation
<b>Supporting Schedules</b>	
6.A. Historically Underutilized Business Supporting Schedule	Supporting Information/Historically Underutilized Business (HUB)

ABEST DATA ENTRY MENUS AND SUBMENUS FOR ABEST REPORTS	
ABEST REPORTS BY TYPE AND PART NUMBER/TITLE	ABEST DATA ENTRY MENU/SUBMENU
6.C. Federal Funds Supporting Schedule***	Supporting Information/Federal Funds/Supporting Schedule
6.D. Federal Funds Tracking Schedule***	Supporting Information/Federal Funds/Tracking Schedule
6.E. Estimated Revenue Collections Supporting Schedule****	Supporting Information/Estimated Revenue Collections Schedule
6.F.a. Advisory Committee Supporting Schedule – Part A 6.F.b. Advisory Committee Supporting Schedule – Part B	Supporting Information/Advisory Committee Supporting Information/Advisory Committee - Meetings/Strategies/Expenses/MOFs
6.G. Homeland Security Funding Schedule – Part A, Part B, and Part C (all 3 parts in a single report)	Supporting Information/Homeland Security; Supporting Information/Homeland Security - Pass Thru Funds
6.K. Part A Budgetary Impacts Related to Recently Enacted State Legislation Schedule 6.K. Part B Summary of Costs Related to Recently Enacted State Legislation	Supporting Information/Budgetary Impacts Related to Recently Enacted State Legislation (BIRRESL)/Descriptions; Supporting Information/BIRRESL/IT Components; Supporting Information/BIRRESL/Contract Details; Supporting Information/BIRRESL/Strategy Related Details; Supporting Information/BIRRESL/CFDAs; Supporting Information/BIRRESL/Outcomes
7.A. Indirect Administrative and Support Costs*****	Supporting Information/Indirect Administration
7.B. Direct Administrative and Support Costs*****	Supporting Information/Direct Administration
*applies only to appellate courts and judicial branch agencies **reports not required for appellate courts or institutions of higher education ***report not required for institutions of higher education ****report not required for institutions of higher education unless requested by staff of the LBB or Governor’s Office *****applies only to Article II agencies unless requested by staff of the LBB or Governor’s Office *****applies only to institutions of higher education	

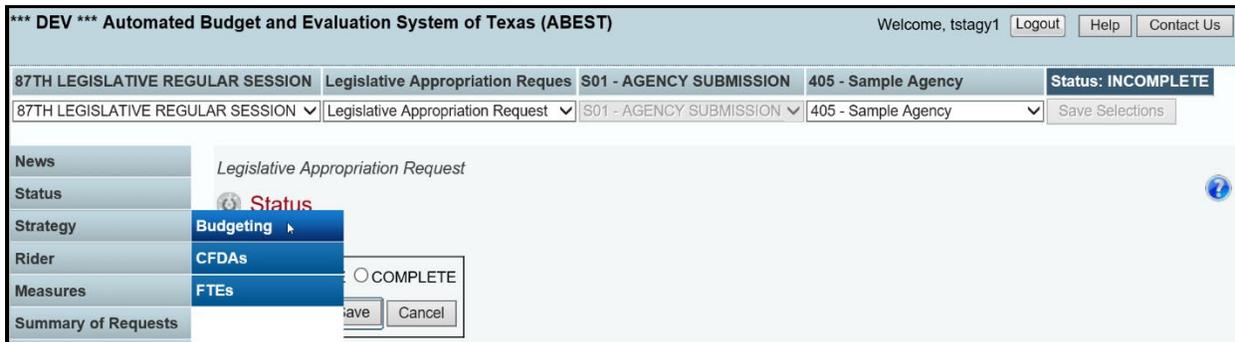
## STRATEGY DETAIL

Begin the LAR process by entering the total funding requested for each strategy. Enter data for 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.

The OOE and MOF data for each strategy must balance; you cannot complete the LAR until each strategy has its financing and expenditures balanced. Also, you will enter OOEs, MOFs, and FTEs data 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 identical.

## BUDGETING

Click the **Strategy** menu and **Budgeting** submenu (as shown below) to enter the OOE's, MOFs and CFDA's for each strategy.



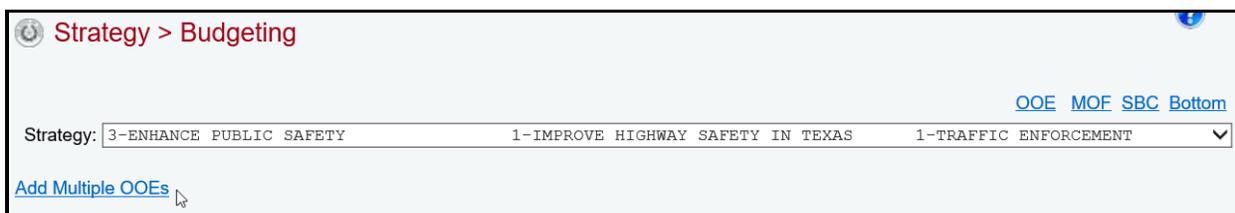
## OBJECT OF EXPENSE (OOEs)

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

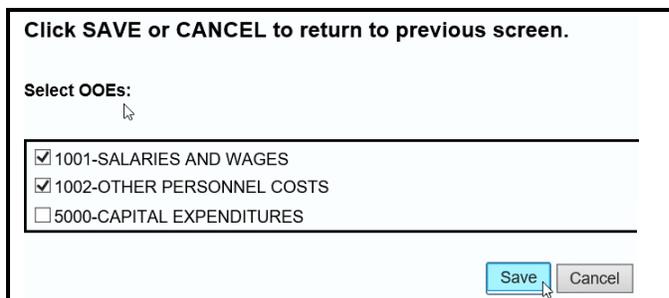


After you select a GOS, you can add multiple OOE's to the **OOEs** grid or you can add each OOE separately along with the corresponding fiscal year dollar amounts.

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



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



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

Strategy > Budgeting

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

Strategy: 3-ENHANCE PUBLIC SAFETY 1-IMPROVE HIGHWAY SAFETY IN TEXAS 1-TRAFFIC ENFORCEMENT

[Add Multiple OOE's](#)

OOEs:

	OOE	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
✘	1001 - SALARIES AND WAGES	\$138,599,169	\$139,945,747	\$136,856,764	\$137,297,024	\$137,297,024	\$0	\$0
✘	1002 - OTHER PERSONNEL COSTS	\$7,324,335	\$6,552,863	\$6,473,584	\$6,501,936	\$6,501,936	\$0	\$0

**Adding A Single OOE** – Use the gray section to add a single OOE. As shown below, 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.

OOEs:

	OOE	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
✘	1001 - SALARIES AND WAGES	\$138,599,169	\$139,945,747	\$136,856,764	\$137,297,024	\$137,297,024	\$0	\$0
✘	1002 - OTHER PERSONNEL COSTS	\$7,324,335	\$6,552,863	\$6,473,584	\$6,501,936	\$6,501,936	\$0	\$0
✘	2002 - FUELS AND LUBRICANTS	\$7,594,740	\$9,255,216	\$11,848,537	\$11,253,443	\$11,253,443	\$0	\$0
✘	2004 - UTILITIES	\$1,909,238	\$1,536,956	\$140,564	\$1,431,389	\$1,431,389	\$0	\$0
✘	2005 - TRAVEL	\$2,216,434	\$1,420,084	\$1,365,130	\$1,392,473	\$1,392,473	\$0	\$0
✘	2009 - OTHER OPERATING EXPENSE	\$31,040,181	\$14,096,987	\$12,051,861	\$15,111,662	\$14,270,162	\$0	\$0
✘	5000 - CAPITAL EXPENDITURES	\$15,769,995	\$20,277,075	\$10,312,791	\$18,802,236	\$9,643,736	\$0	\$0
	2008-DEBT SERVICE	55555	55555	55555	55555	55555		
<b>OOE Strategy Totals:</b>		<b>\$204,454,092</b>	<b>\$193,084,928</b>	<b>\$179,049,231</b>	<b>\$191,790,163</b>	<b>\$181,790,163</b>	<b>\$0</b>	<b>\$0</b>

**TIP**



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

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

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

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

✘	5000 - CAPITAL EXPENDITURES	\$15,769,995	\$20,277,075	\$10,312,791	\$18,802,236	\$9,643,736	\$0	\$0
	1005-FACULTY SALARI							
	<b>OOE Strategy Totals:</b>	<b>\$204,509,647</b>	<b>\$193,140,483</b>	<b>\$179,104,786</b>	<b>\$191,845,718</b>	<b>\$181,845,718</b>	<b>\$0</b>	<b>\$0</b>

**IMPORTANT**



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

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

OOE	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
✘ 1001 - SALARIES AND WAGES	\$136,766,764			\$137,297,024	\$137,297,024	\$0	\$0
✘ 1002 - OTHER PERSONNEL COSTS	\$7,021,000	\$6,002,000	\$6,73,584	\$6,501,936	\$6,501,936	\$0	\$0

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

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

[Add Multiple OOE](#)

OOEs:

[Add Multiple MOFs](#)

MOFs:

MOF	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
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**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.

Legislative Appropriation Request

Strategy > Budgeting

OOE MOF SBC Bottom

Strategy: 3-ENHANCE PUBLIC SAFETY 1-IMPROVE HIGHWAY SAFETY IN TEXAS 1-TRAFFIC ENFORCEMENT

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

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

Add Multiple MOFs

MOFs:

MOF	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
1-General Revenue Fund							
<b>MOF Strategy Totals:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Enter data below.

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

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

Select MOFs:

- 1-General Revenue Fund
- 2-Available School Fund
- 3-TECH AND INSTR MATERIALS FUND
- 4-UT Pan Am Special Mineral Fund
- 5-Confederate Pension Fund
- 6-State Highway Fund
- 9114-SFR GR Inside Bill Pattern - Other

Save Cancel

**IMPORTANT**

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

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

MOFs:									
	MOF	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023	
✘	1 - General Revenue Fund	\$198,863,947	\$186,180,025	\$169,858,985	\$184,594,558	\$174,594,558	\$0	\$0	
✘	6 - State Highway Fund	\$6,379,958	\$6,276,673	\$5,729,496	\$6,003,085	\$6,003,085	\$0	\$0	
✘	555 - Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

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

MOFs:									
	MOF	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023	
✘	1 - General Revenue Fund	\$198,863,947	\$186,180,025	\$169,858,985	\$184,594,558	\$174,594,558	\$0	\$0	
✘	6 - State Highway Fund	\$6,379,958	\$6,276,673	\$5,729,496	\$6,003,085	\$6,003,085	\$0	\$0	
✘	555 - Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	666-Appropriated Receipts	1111111	1222222	1333333	1444444	1444444			
	<b>MOF Strategy Totals:</b>	<b>\$205,243,905</b>	<b>\$192,456,698</b>	<b>\$175,588,481</b>	<b>\$190,597,643</b>	<b>\$180,597,643</b>	<b>\$0</b>	<b>\$0</b>	

Save Cancel

**TIP**



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

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

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

**IMPORTANT**



You *cannot* modify the selected **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. Click **OK** in the pop-up window to confirm.

MOFs:									
	MOF	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023	
✘	1 - General Revenue Fund	\$198,863,947	\$186,180,025	\$169,858,985	\$184,594,558	\$174,594,558	\$0	\$0	
✘	6 - State Highway Fund	\$6,379,958	\$6,276,673	\$5,729,496	\$6,003,085	\$6,003,085	\$0	\$0	
✘	666 - Appropriated Receipts	\$1,111,111	\$1,222,222	\$1,333,333	\$1,444,444	\$1,444,444	\$0	\$0	

Message from webpage

Are you sure you want to delete Row# 37

OK Cancel

**IMPORTANT**



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

<b>OOE Strategy Totals:</b>	\$204,509,647	\$193,140,483	\$179,104,786	\$191,845,718	\$181,845,718	\$0	\$0	
<a href="#">Add Multiple MOFs</a>								
<b>MOFs:</b>								
	MOF	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
✘	1 - General Revenue Fund	\$198,863,947	\$186,180,025	\$169,858,985	\$184,594,558	\$174,594,558	\$0	\$0
✘	6 - State Highway Fund	\$6,379,958	\$6,276,673	\$5,729,496	\$6,003,085	\$6,003,085	\$0	\$0
✘	555 - Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2-Available School Fund							
	<b>MOF Strategy Totals:</b>	\$205,243,905	\$192,456,698	\$175,588,481	\$190,597,643	\$180,597,643	\$0	\$0
	<b>OOE / MOF Difference:</b>	(\$734,258)	\$683,785	\$3,516,305	\$1,248,075	\$1,248,075	\$0	\$0

**STRATEGY BIENNIAL CHANGE (SBC)**

This section requires agencies to report detailed information describing the increase or decrease between the agency's 2020–21 base spending amounts as compared to the 2022–23 baseline funding request for each strategy. Refer to the *Detailed Instructions* for further guidance. Scroll down to the **Strategy Biennial Change (SBC)** grid or click the **SBC** hyperlink at the top of the screen, as shown below. The hyperlink will take you to the **Strategy Biennial Change (SBC)** grid at the bottom of the screen.

Strategy > Budgeting

OOE MOF **SBC** Bottom

Strategy: 3-ENHANCE PUBLIC SAFETY 1-IMPROVE HIGHWAY SAFETY IN TEXAS 1-TRAFFIC ENFORCEMENT

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

<b>MOF Strategy Totals:</b>	\$206,478,472	\$202,333,241	\$175,588,481	\$190,597,643	\$180,597,643	\$0	\$0
<b>OOE / MOF Difference:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Strategy Biennial Change (SBC):</b>							
<b>Calculations (includes Rider Appropriations amounts):</b>							
	Strategy Biennial Total - All Funds			Biennial Change	Total Incremental Changes	Difference (must be \$0)	
	Base Spending (Est 2020 + Bud 2021)	Baseline Request (BL 2022 + BL 2023)					
	\$377,921,722	\$371,195,286		(\$6,726,436)	\$0	(\$6,726,436)	

**IMPORTANT**



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

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

MOFs:								
	MOF	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
✘	1 - General Revenue Fund	\$198,863,947	\$186,180,025	\$169,858,985	\$184,594,558	\$174,594,558	\$0	\$0
✘	6 - State Highway Fund	\$6,379,958	\$6,276,673	\$5,729,496	\$6,003,085	\$6,003,085	\$0	\$0
✘	555 - Federal Funds	\$1,234,567	\$9,876,543	\$0	\$0	\$0	\$0	\$0
	2-Available School Fund							
	<b>MOF Strategy Totals:</b>	<b>\$206,478,472</b>	<b>\$202,333,241</b>	<b>\$175,588,481</b>	<b>\$190,597,643</b>	<b>\$180,597,643</b>	<b>\$0</b>	<b>\$0</b>
<b>OOE / MOF Difference:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Strategy Biennial Change (SBC):				
Calculations (includes Rider Appropriations amounts):				
Strategy Biennial Total - All Funds		Biennial Change	Total Incremental Changes	Difference (must be \$0)
Base Spending (Est 2020 + Bud 2021)	Baseline Request (BL 2022 + BL 2023)			
\$377,921,722	\$371,195,286	(\$6,726,436)	(\$6,726,436)	\$0

Explanation(s):		
Seq	Amount	Explanation(s) of Amount (must specify MOFs and FTEs)
✘ ↓ 1	\$3,150,106	\$3,150,106 of the \$6,726,436 biennial change is due to reason XYZ. GR Fund 001 increased by \$3,150,106 from FY2020-21 to FY2022-23. Related FTEs increased by 42.
✘ ↑ 2	(\$9,876,542)	\$9,876,542 of the \$6,726,436 biennial change is due to reason ABC. The \$9,876,542 consists of a \$9,876,543 Federal Funds decrease & a \$1 Fund 006 increase. No FTEs.
	<b>(\$6,726,436)</b>	<b>Total Incremental Changes</b>

**IMPORTANT**



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

To delete a row of entered **Explanation(s)** data in the **Strategy Biennial Change (SBC)** grid, save any unsaved data first and then click the red '✘' in the leftmost column. To change the sequencing

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

	Seq	Amount	Explanation(s) of Amount (must specify MOFs and FTEs)
✘ ↓	1	\$3,150,106	\$3,150,106 of the \$6,726,436 biennial change is due to reason XYZ. GR Fund 001 increased by \$3,150,106 from FY2020-21 to FY2022-23. Related FTEs increased by 42.
✘ ↑	2	(\$9,876,542)	\$9,876,542 of the \$6,726,436 biennial change is due to reason ABC. The \$9,876,542 consists of a \$9,876,543 Federal Funds decrease & a \$1 Fund 006 increase. No FTEs.

### CFDAS

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

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

#### TIP



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

#### IMPORTANT



Several new CFDA numbers have been created in ABEST to assist with reporting expenditures related to **COVID-19**. Each **COVID-19** related CFDA number has the ending extension number of “.119” for ABEST reporting purposes. Also, all **COVID-19** related expenditures are to be reported on the **Supporting Information > Homeland Security** screen. Refer to the **Homeland Security** section of these instructions for further guidance.

#### IMPORTANT



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

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

### BUDGETING SUBMENU

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

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

MOFs:									
	MOF	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023	
✖	1 - General Revenue Fund	\$198,863,947	\$186,180,025	\$169,858,985	\$184,594,558	\$174,594,558	\$0	\$0	
✖	6 - State Highway Fund	\$6,379,958	\$6,276,673	\$5,729,496	\$6,003,085	\$6,003,085	\$0	\$0	
✖	555 - Federal Funds	\$1,234,567	\$9,876,543	\$0	\$0	\$0	\$0	\$0	
	2-Available School Fund								
<b>MOF Strategy Totals:</b>		<b>\$206,478,472</b>	<b>\$202,333,241</b>	<b>\$175,588,481</b>	<b>\$190,597,643</b>	<b>\$180,597,643</b>	<b>\$0</b>	<b>\$0</b>	

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

**Strategy > CFDA**s

[Bottom](#)

Strategy: 3-ENHANCE PUBLIC SAFETY      1-IMPROVE HIGHWAY SAFETY IN TEXAS      1-TRAFFIC ENFORCEMENT

MOFs: 555 - Federal Funds

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

**Strategy > CFDA**s

[Bottom](#)

Strategy: 3-ENHANCE PUBLIC SAFETY      1-IMPROVE HIGHWAY SAFETY IN TEXAS      1-TRAFFIC ENFORCEMENT

MOFs: 555 - Federal Funds

[Add Multiple CFDA](#)s

[Add MOFs](#)

**TIP**

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

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

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

**Select CFDA**s:

000.000.000. - Temp Place Holder

016.922.000. - Equitable Sharing Program

021.000.000. - Ntl Foreclosure Mitigation Cnslng

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

	CFDA	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
✘	016.922.000. - Equitable Sharing Program	1234567	9876543	0	0	0	0	0
✘	021.000.000. - Ntl Foreclosure Mitigation CnsIng	0	0	0	44444	44444	0	0
	000.000.000. - Temp Pla							
<b>CFDA Strategy Totals:</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Save Cancel

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

	CFDA	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
✘	016.922.000. - Equitable Sharing Program	\$1,234,567	\$9,876,543	\$0	\$0	\$0	\$0	\$0
✘	021.000.000. - Ntl Foreclosure Mitigation CnsIng	\$0	\$0	\$0	\$44,444	\$44,444	\$0	\$0
	000.405.006. - NATL AS							
<b>CFDA Strategy Totals:</b>		\$1,234,567	\$9,876,543	\$0	\$44,444	\$44,444	\$0	\$0

Repeat the previous steps to add as many CFDA's as needed. To add additional federally funded MOFs from the **Strategy > CFDA's** screen, click **Add MOFs** (as shown below).

[Add Multiple CFDA's](#)  
[Add MOFs](#)

	CFDA	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
✘	016.922.000. - Equitable Sharing Program	\$1,234,567	\$9,876,543	\$0	\$0	\$0	\$0	\$0
✘	021.000.000. - Ntl Foreclosure Mitigation CnsIng	\$0	\$0	\$0	\$44,444	\$44,444	\$0	\$0

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

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

Select MOFs:

92-Federal Disaster Fund  
 102-Air Control Board Acct

Save Cancel

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

Legislative Appropriation Request

**Strategy > CFDA**

[Bottom](#)

Strategy: 3-ENHANCE PUBLIC SAFETY      1-IMPROVE HIGHWAY SAFETY IN TEXAS      1-TRAFFIC ENFORCEMENT ▼

MOFs: 92 - Federal Disaster Fund  
555 - Federal Funds

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

MOFs:

	MOF	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
✘	1 - General Revenue Fund	\$198,863,947	\$186,180,025	\$169,858,985	\$184,594,558	\$174,594,558	\$0	\$0
✘	6 - State Highway Fund	\$6,379,958	\$6,276,673	\$5,729,496	\$6,003,085	\$6,003,085	\$0	\$0
✘	92 - Federal Disaster Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
✘	555 - Federal Funds	\$1,234,567	\$9,876,543	\$0	\$44,444	\$44,444	\$0	\$0
	2-Available School Fund ▼							
	<b>MOF Strategy Totals:</b>	<b>\$206,478,472</b>	<b>\$202,333,241</b>	<b>\$175,588,481</b>	<b>\$190,642,087</b>	<b>\$180,642,087</b>	<b>\$0</b>	<b>\$0</b>

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

**IMPORTANT**

 You *cannot* modify the selected **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 and then click the **magnifying glass** next to the federally funded **MOF** which will direct you to the **CFDA** grid. As shown below, click the red ‘x’ to the left of the **CFDA** to delete a row of data. Then click **OK** to confirm your request.

	CFDA	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
✘	016.922.000. - Equitable Sharing Program	\$1,234,567			\$0	\$0	\$0	\$0
✘	021.000.000. - Ntl Foreclosure Mitigation Cnslng				\$44,444	\$44,444	\$0	\$0
	000.000.000. - Temp Pla ▼							
	<b>CFDA Strategy Totals:</b>	<b>\$1,234,567</b>	<b>\$9,876,543</b>	<b>\$0</b>	<b>\$44,444</b>	<b>\$44,444</b>	<b>\$0</b>	<b>\$0</b>

*Note: A dialog box is overlaid on the table asking "Are you sure you want to delete Row# 2?" with OK and Cancel buttons.*

**CFDAs SUBMENU**

Use the **Strategy**→**CFDAs** menu/submenu to add your federally funded MOFs and CFDAs, as shown in the following graphic.

News	
Status	Legislative Appropriation Request
Strategy	Budgeting
Rider	CFDAs
Measures	FTEs

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

Legislative Appropriation Request

Strategy > CFDAs

[Bottom](#)

Strategy: 5-REGULATORY SERVICES      2-REGULATORY SERVICES      2-REGULATORY SERVICES ▼

MOFs: ▼

[Add MOFs](#)

[Top](#)

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

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

Select MOFs:

- 92-Federal Disaster Fund
- 102-Air Control Board Acct
- 118-Fed Pub Library Serv Fd

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

Strategy > CFDAs

[Bottom](#)

Strategy: 5-REGULATORY SERVICES      2-REGULATORY SERVICES      2-REGULATORY SERVICES ▼

MOFs: 92 - Federal Disaster Fund

[Add Multiple CFDAs](#)  
[Add MOFs](#)

CFDA	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
<a href="#">Enter data below.</a>							

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

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

Strategy: 5-REGULATORY SERVICES      2-REGULATORY SERVICES      2-REGULATORY SERVICES ▼

MOFs: 92 - Federal Disaster Fund ▼

[Add Multiple CFDAs](#)  
[Add MOFs](#)

CFDA	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
------	---------------	----------------	---------------	----------------	----------------	------------------	------------------

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

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

Select CFDAs:

000.000.000. - Temp Place Holder

000.000.001. - Comptroller Misc Claims Fed Fnd Pym

000.000.002. - Single Retention (Bonus) Payment

**TIP**

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

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

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

Strategy: 5-REGULATORY SERVICES      2-REGULATORY SERVICES      2-REGULATORY SERVICES ▼

MOFs: 92 - Federal Disaster Fund ▼

[Add Multiple CFDAs](#)  
[Add MOFs](#)

CFDA	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
✘ 000.000.001. - Comptroller Misc Claims Fed Fnd Pym	\$0	2222	2222	3333	3333	\$0	\$0
000.000.000. - Temp Pla ▼							
<b>CFDA Strategy Totals:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

**FULL-TIME EQUIVALENTS (FTEs)**

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



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

Strategy > FTEs

[Bottom](#)

FTEs:

Goal.Objective.Strategy	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023	Exceptional 2022	Exceptional 2023
1.1.1 - ORGANIZED CRIME	730.9	725.8	814.6	814.6	814.6	0	0
1.1.2 - CRIMINAL INTERDICTION	46.3	48	51	51	51	0	0
1.2.1 - INTELLIGENCE	104.1	105.9	121	121	121	0	0
1.2.2 - SECURITY PROGRAMS	273.2	269.1	311	311	311	0	0
1.3.1 - SPECIAL INVESTIGATIONS							
2.1.1 - NETWORKED INTELLIGENCE							

Save Cancel

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

**RIDER APPROPRIATIONS DETAIL**

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

The riders should only request appropriations in addition to the amounts included in the strategies. No riders should be included here that direct your agency to spend funds already appropriated in strategies or for exceptional items. Since rider appropriations are included in strategies for history years, the rider detail you add for those history fiscal years is informational only (i.e., will not result in double-counting the dollar amounts included in the strategies). Refer to the *Detailed Instructions* for **PART 3.C. RIDER APPROPRIATIONS AND UNEXPENDED BALANCES REQUEST** for more information. Rider appropriations detail is not copied forward in ABEST from the 86th legislative session to the 87th legislative session. All appropriation rider descriptions/amounts must be entered for the upcoming biennium.

**RIDER APPROPRIATIONS DESCRIPTIONS**

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



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

Legislative Appropriation Request

Rider > Descriptions

[Bottom](#)

Code	Seq	Short Name	Full Name	GOS	Rider Type	Location	Description
Enter data below.							
3	1	Rider's Short Name	Rider's Full Name	6.1.1-INDIRECT ADMINISTRA	M-ESTIMATEE	GAA, V-23, Rider 3	Update rider for

[Top](#)

Save Cancel

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

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

<b>Location</b>	Double click in the field to enter the location in the current appropriations bill. The character limit is 70 (a character counter is provided in the field). For a new appropriation rider request, type in the text field: "New rider requested."
<b>Description</b>	Double click in the field to enter a description of the appropriation rider. The character limit is 2,000 (a character counter is provided in the text field).

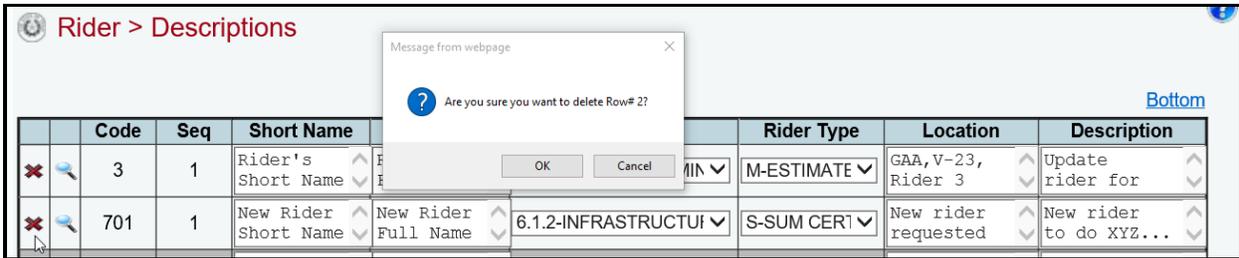
**TIP**

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

Repeat the previous steps to add additional appropriation riders.

**IMPORTANT**

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



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

**RIDER AMOUNTS**

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

Strategy			
Rider	<b>Descriptions</b>		
Measures	<b>Amounts</b>	Seq	Short Name
Summary of Requests	<b>CFDAs</b>	2	Rider for

**TIP**

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

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

**Rider > Amounts**

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

Rider: 701.1 - New Rider Short Name

Add the OOE and MOFs for each appropriation rider, just as you did earlier for the strategy. Refer to the strategy [OOEs](#) and [MOFs](#) sections of these instructions for data entry details.

**Rider > Amounts**

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

Rider: 701.1 - New Rider Short Name

[Add Multiple OOE](#)s

**OOEs:**

OOE	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023
✘ 2009 - OTHER OPERATING EXPENSE	\$0	\$0	\$0	\$100,000	\$100,000
1001-SALARIES AND WAC					
<b>OOE Strategy Totals:</b>	\$0	\$0	\$0	\$100,000	\$100,000

[Add Multiple MOF](#)s

**MOFs:**

MOF	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023
✘ 1 - General Revenue Fund	\$0	\$0	\$0	\$100,000	\$100,000
2-Available School Fund					
<b>MOF Strategy Totals:</b>	\$0	\$0	\$0	\$100,000	\$100,000

**IMPORTANT**



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

<b>OOE Strategy Totals:</b>	\$0	\$0	\$0	\$100,000	\$100,000
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[Add Multiple MOF](#)s

**MOFs:**

MOF	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023
✘ 1 - General Revenue Fund	\$0	\$0	\$0	\$100,000	\$100,000
2-Available School Fund					
<b>MOF Strategy Totals:</b>	\$0	\$0	\$0	\$100,000	\$100,000

<b>OOE / MOF Difference:</b>	\$0	\$0	\$0	\$0	\$0
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[OOE](#) [MOF](#) [Top](#)

## PERFORMANCE MEASURES

The LAR process requires your agency to project its performance using outcome, output, explanatory, and efficiency measures from the agency’s updated strategic plan. Your agency has begun or completed entry of the performance measure definitions in ABEST as part of the strategic planning process. Now you will enter values for the measures approved for your agency for 87-R. The data entry is for actual performance in fiscal year 2019, expected performance for fiscal year 2020, and projected performance for fiscal years 2021, 2022, and 2023.

### IMPORTANT



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

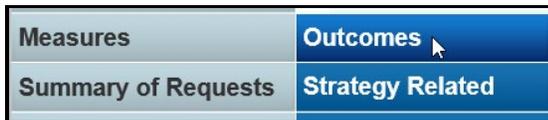
### TIP



The *Detailed Instructions* indicate that historical data must be maintained and available for any performance measures that are changed during the strategic planning and budgeting structure process to allow for comparison of performance between fiscal years. For an approved new measure for the upcoming 2022–23 biennium, an agency may have to report a historical value for what would have occurred if the measure had existed in the previous fiscal year(s). Obtain further direction, as needed, from your LBB analyst.

## OUTCOME MEASURES

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



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



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

Seq	Description	%	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
1	Percentage of Original Handgun Licenses Issued	Y	99.2	99.3	99.5	99.5	99.5

**IMPORTANT**



Refer to the [EXCEPTIONAL ITEMS IMPACT ON OUTCOMES](#) section of these instructions to enter data for exceptional items that relate to outcomes.

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

**OUTPUT, EXPLANATORY, AND EFFICIENCY MEASURES**

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



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



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

**NAVIGATION OPTIONS REFERENCE**

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

In these instructions, output measures are used as the primary example of working with strategy related measures. Working with explanatory and efficiency measures is a similar process. In the

example below, notice that the grids for output, explanatory, and efficiency measures include columns for entering values for exceptional items.

**Measures > Strategy Related**

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

Strategy: 5-REGULATORY SERVICES      2-REGULATORY SERVICES      1-ISSUANCE & MODERNIZA!

**Outputs:**

Seq	Description	%	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023	Excp 2022	Excp 2023
1	Number of Original and Renewal Handgun Licenses Issued	N							
2	Number of Original & Renewal Private Security Licenses and Reg Issued	N							

**Efficiency:**

Seq	Description	%	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023	Excp 2022	Excp 2023
1	Average Number of Days to Issue an Original Handgun License	N							
2	Average Number of Days to Issue a Renewal Handgun License	N							

**Explanatory:**

Seq	Description	%	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023	Excp 2022	Excp 2023
1	Vehicle Inspection: Number of Station Licenses Issued	N							

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

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

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

Strategy: 5-REGULATORY SERVICES      2-REGULATORY SERVICES      1-ISSUANCE & MODERNIZA!

**Outputs:**

Seq	Description	%	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023	Excp 2022	Excp 2023
1	Number of Original and Renewal Handgun Licenses Issued	N	231753	280409	336491	403789	484547		

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

**EXCEPTIONAL ITEMS IMPACT ON OUTCOMES**

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

Measures	Outcomes
Summary of Requests	Strategy Related
Exempt Positions	Impact on Outcomes
Exceptional Items	

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

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

**IMPORTANT**



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

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

Legislative Appropriation Request

Measures > Impact on Outcomes [Bottom](#)

Strategy: 5-REGULATORY SERVICES 2-REGULATORY SERVICES 1-ISSUANCE & MODERNIZA

Seq	Description	Excp 2022	Excp 2023
1	Percentage of Original Handgun Licenses Issued Within 60 Days	100.0000	100.0000
	02 - HANDGUN LICENSE RENEWAL 45 DAYS		

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

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

### SUMMARY OF REQUESTS

The MOF Summary your agency entered during Base Reconciliation has been copied forward to your agency’s LAR and those numbers will be reflected on the LAR **Summary of Requests** → **MOFs** menu/submenu. For your agency’s LAR, you will need to review the historical data for **Expended 2019**, **Estimated 2020**, and **Budgeted 2021** (that was previously entered by your agency during the Base Reconciliation phase), and enter data for the baseline request years (**BL 2022** and **BL 2023**).

### METHOD OF FINANCE (MOFs)

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

Measures	
Summary of Requests	MOFs
Exempt Positions	FTEs
Exceptional Items	

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

Summary of Requests > MOFs [Existing MOFs](#) [Available MOFs](#) [Bottom](#)

Existing MOFs:

MOFs: 1 - General Revenue Fund

**Reviewing/Revising Historical Data** – For the listed MOF, review the historical data for **Expended (Exp) 2019, Estimated (Est) 2020, and Budgeted (Bud) 2021** that was previously entered by your agency during the Base Reconciliation phase. Contact your agency’s LBB analyst if you need to make any changes to the historical dollar amounts or appropriation types (**Appr. Type**). The LBB analyst will notify you when the historical data is available for revision in ABEST. To make the changes (after your agency’s historical data is made available), first update your user profile selection. As shown below, from the drop-down menu boxes, select **87TH LEGISLATIVE REGULAR SESSION, Base Reconciliation, S01-AGENCY SUBMISSION**, and your agency. Click **Save Selections** to update your user profile.

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

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

	Appr. Type	Summary Description	Comments	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
1	RA	Regular Appropriations from MOF Table (2020-		\$0	\$15,000,000	\$0	\$0	\$0
2	UB	Art V, Rider 35, UB Authority within the		\$0	(\$14,326,417)	\$14,326,417	\$0	\$0
	RA	Regular Appropriations	2022-23 BLRequest				15000000	0

**TIP**



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

**IMPORTANT**



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

**Revising or Deleting BL 2022 and BL 2023 Data** – You can modify your entries for the fields labeled **Summary Description**, **Comments**, **BL 2022**, and **BL 2023**, but you cannot modify the **Appr. Type** field from the **Existing MOFs** grid. To change an **Appr. Type**, delete the existing row of data by clicking on the red “x” to the left of the **Appr. Type** and click **OK** to confirm your deletion request (as shown below), then re-add the new appropriation type information. If you delete an **Appr. Type**, all the data associated with that row (including all entered dollar amounts) is deleted. Also, you cannot delete a row of information in the **Existing MOFs** grid if it contains historical data (**Exp 2019**, **Est 2020**, or **Bud 2021** – refer to the [Reviewing/Revising Historical Data](#) section of these instructions for guidance).

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

Existing MOFs:

MOFs: 599 - Economic Stabilization Fund

	Appr. Type	Summary Description	Comments	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
1	RA	Regular Appropriation			0,000	\$0	\$0	\$0
	RA	Regular Appropriation	2022-23 BLReq		\$0	\$0	\$15,000,000	\$0
3	UB	Art V, Rider 35, UB			3,417)	\$14,326,417	\$0	\$0

*Note: A dialog box is overlaid on row 2 asking "Are you sure you want to delete Row# 2?" with OK and Cancel buttons.*

**Adding New MOFs for BL 2022 and BL 2023 Requests** – Click the **Available MOFs** hyperlink at the top of the screen (as shown below) or scroll down to the **Available MOFs** grid.

Summary of Requests > MOFs

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

Existing MOFs:

Available MOFs:

MOF	Appr. Type	Summary Description	Comments	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
2 - Available								

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

Legislative Appropriation Request

**Summary of Requests > MOFs**

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

Existing MOFs: [Dropdown]

Available MOFs:

MOF	Appr. Type	Summary Description	Comments	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
92 - Federal	RI	Art IX, Sec Art IX, Sec 13.01,	New federal fund grant				555555	555555

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

**TIP**



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

**IMPORTANT**



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

**IMPORTANT**



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

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

Existing MOFs:

MOFs:

	1 - General Revenue Fund
	6 - State Highway Fund
	116 - Law Officer Stds & Ed Ac
	444 - Interagency Contracts - CJG
	501 - Motorcycle Education Acct
	555 - Federal Funds
1	666 - Appropriated Receipts
	777 - Interagency Contracts
2	780 - Bond Proceed-Gen Obligat
	5010 - Sexual Assault Prog Acct
	5013 - Breath Alcohol Test Acct
3	5124 - Emerging Technology Account
	5153 - Emergency Radio Infrastructure
4	8000 - Disaster/Deficiency/Emergency Grant

	Appropriati	GAA	\$0	\$990,000,007	\$940,070,020	\$0	\$0
--	-------------	-----	-----	---------------	---------------	-----	-----

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

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

As you enter data in the **Existing MOFs** grid, notice that the **MOF Summary Totals** update (shown below). The **MOF Strategy & Rider Totals** include data from the strategies for the historical years (**Exp 2019, Est 2020, and Bud 2021**) and strategies plus riders for the baseline request years (**BL 2022 and BL 2023**).

19	UB	Art v, Rider 35,		\$0	(\$18,658,086)	\$18,658,086	\$0	\$0
			<b>MOF Summary Totals:</b>	\$1,013,222,672	\$1,018,454,737	\$824,861,738	\$929,772,536	\$913,543,902
<b>MOF Strategy &amp; Rider Totals:</b>				\$1,013,222,672	\$1,018,454,737	\$924,861,738	\$929,772,536	\$913,543,902
<b>Difference:</b>				\$0	\$0	(\$100,000,000)	\$0	\$0

**IMPORTANT**



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

**FULL-TIME EQUIVALENTS (FTEs)**

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

Measures	
Summary of Requests	<b>MOFs</b>
Exempt Positions	<b>FTEs</b>
Exceptional Items	

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

**Summary of Requests > FTEs**

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

FTEs:								
	Appr. Type	Summary Description	Comments	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
1	RA	Regular Appropriations from MOF Table (2018-	comments	10,499.1	0	0		
2	RA	Regular Appropriations from MOF Table (2020-		0	10,412.2	10,596.8		
3	RI	Article IX, Section 18.03 Centralized	comments	4	0	0		
4	UN	Vacant Positions		(577.5)	(555.5)	0		
	RA	Regular Appropriations	comments				10509.1	10509.1

**IMPORTANT**



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

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

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

FTEs:								
	Appr. Type	Summary Description	Comments	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
1	RA	Regular Appropriations from MOF Table (2018-19	comments	10,499.1	0	0	0	0
2	RA	Regular Appropriations from MOF Table (2020-21		0	10,412.2	10,596.8	0	0
✘ 3	RA	Regular Appropriations	comments	0	0	0	10,509.1	10,509.1
4	RI	Article IX, Section 18.03 Centralized	comments	4	0	0	0	0
5	UN	Vacant Positions		(577.5)	(555.5)	0	0	0
	RI	Art IX, Sec 6.10(h), 100% Federally Funded	New grant expected				42.4	42.4
		<b>FTE Summary Totals:</b>		9,925.6	9,856.7	10,596.8	10,509.1	10,509.1
		<b>FTE Strategy Totals:</b>		9,925.6	9,856.7	10,596.8	10,596.8	10,596.8
		<b>Difference:</b>		0	0	0	(87.7)	(87.7)

Save Cancel

**IMPORTANT**



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

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

Summary of Requests > FTEs

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

FTEs:

	Appr. Type	Summary Description	Comments	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
1	RA	Regular Appropriation	Message from webpage		0	0	0	0
2	RA	Regular Appropriation	Are you sure you want to delete Row# 3?		10,412.2	10,596.8	0	0
3	RA	Regular Appropriation			0	0	10,509.1	10,509.1

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

Summary of Requests > FTEs

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

FTEs:

# Of 100% Federally Funded FTEs:

Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023	Excp 2022	Excp 2023
0	2.5	2	3.5	3.5	0	0

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

**EXEMPT POSITIONS**

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

Summary of Requests

**Exempt Positions**

Exceptional Items

**IMPORTANT**



Any changes to exempt positions should be addressed in the LAR’s Administrator’s Statement. Refer to the [Administrator’s Statement](#) section of these instructions.

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

**Exempt Positions** [Bottom](#)

	Seq	Short Name	Full Name	Description	Unl Pos	Key Pos	Sal Grp	2019 Sal	2019 Pos	2020 Sal	2020 Pos	2021 Sal	2021 Pos	2022 Req Sal	2022 Req Pos	2023 Req Sal	2023 Req Pos
✘	1	Executive Director	Executive Director	Executive Director	N	Y	4	\$127,833	1	\$136,649	1	\$136,649	1	\$136,649	1	\$136,649	1

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

**TIP**

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

Legislative Appropriation Request

**Exempt Positions** [Bottom](#)

	Seq	Short Name	Full Name	Description	Unl Pos	Key Pos	Sal Grp	2019 Sal	2019 Pos	2020 Sal	2020 Pos	2021 Sal	2021 Pos	2022 Req Sal	2022 Req Pos	2023 Req Sal	2023 Req Pos
✘	1	Executive Director	Executive Director	Executive Director	N	Y	4	\$127,833	1	\$136,649	1	\$136,649	1	\$136,649	1	\$136,649	1
		Inspector	Inspector	New position	N	Y	3							101555	1	101555	1

**Edit Text**

New position authorized by HB999 (86R) to do XYZ for the agency.

Character Count = 64; MAX = 2000

OK Cancel

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

**Exempt Positions** [Bottom](#)

	Seq	Short Name	Full Name	Description	Unl Pos	Key Pos	Sal Grp	2019 Sal	2019 Pos	2020 Sal	2020 Pos	2021 Sal	2021 Pos	2022 Req Sal	2022 Req Pos	2023 Req Sal	2023 Req Pos
✘	1	Executive Director	Executive Director	Executive Director	N	Y	4	\$127,833	1	\$136,649	1	\$136,649	1	\$136,649	1	\$136,649	1
		Inspector	Inspector	New position	N	Y	3							101555	1	101555	1

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

	Seq	Short Name	Full Name	Description	Unl Pos	Key Pos	Sal Grp	2019 Sal	2019 Pos	2020 Sal	2020 Pos	2021 Sal	2021 Pos	2022 Req Sal	2022 Req Pos	2023 Req Sal	2023 Req Pos
✘	↓ 1	Executive	Executive	Executive	N	Y	4	\$127,833	1	\$136,649	1	\$136,649	1	\$136,649	1	\$136,649	1
✘	↑ 2	Inspector	Inspector	New position	N	Y	3	\$0	0	\$0	0	\$0	0	\$101,555	1	\$101,555	1

Repeat the previous steps to add additional exempt positions.

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

	Seq	Short Name	Full Name	Description	Unl Pos	Key Pos	Sal Grp	2019 Sal	2019 Pos	2020 Sal	2020 Pos	2021 Sal	2021 Pos	2022 Req Sal	2022 Req Pos	2023 Req Sal	2023 Req Pos
✘	↓ 1	Executive	Executive	Executive	N	Y	4					\$136,649	1	\$136,649	1	\$136,649	1
✘	↑ 2	Inspector	Inspector	New position	N	Y	3	\$0	0	\$0	0	\$0	0	\$101,555	1	\$101,555	1

## EXCEPTIONAL ITEMS

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

### IMPORTANT



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

## DESCRIPTIONS

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

Exempt Positions	
Exceptional Items	Descriptions
Capital Projects	IT Component Details
Supporting Information	Anticipated Out-year Costs/Contracting Details
Reports	Strategy Related Details

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

Legislative Appropriation Request

Exceptional Items > Descriptions

[Bottom](#)

Priority	Short Name	Full Name	Justification	Ext or Int Factors	Is there an IT component?	Anticipated Out-year Costs?	Will this item likely involve contracts > \$50,000?
Enter data below.							
	Info Tech Request	Information Technology	Agency needs funds to ...	Internal factors are ...	Y	N	Y

**IMPORTANT**

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

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

**TIP**

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

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

Exceptional Items > Descriptions

[Bottom](#)

	Priority	Short Name	Full Name	Justification	Ext or Int Factors	Is there an IT component?	Anticipated Out-year Costs?	Will this item likely involve contracts > \$50,000?
	↓ 1	Info Tech Request	Information Technology	Agency needs funds to ...	Internal factors	Y	N	Y
	↑ 2	Fel and Misd Crime Unit	Felony and Misdemeanor	New law passed requiring ...	External factors are:	Y	Y	N

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

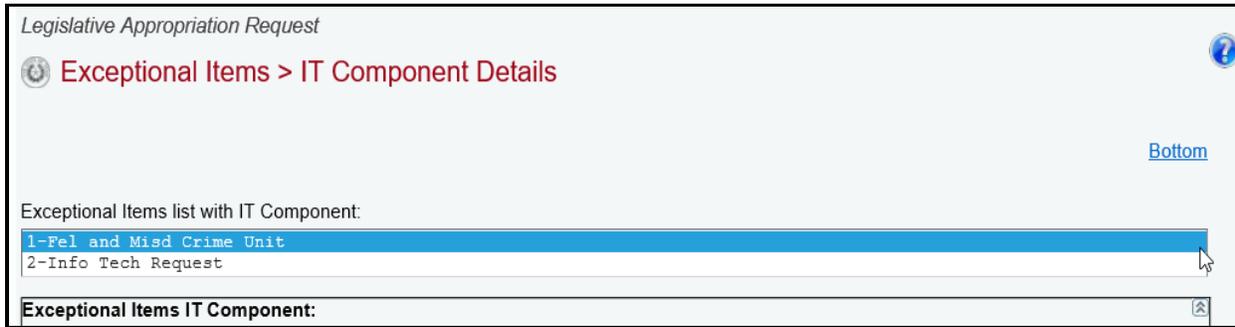
Exceptional Items > Descriptions

[Bottom](#)

	Priority	Short Name	Full Name	Justification	Ext or Int Factors	Is there an IT component?	Anticipated Out-year Costs?	Will this item likely involve contracts > \$50,000?
	↓ 1	Fel and Misd Crime Unit	Felony and Misdemeanor	New law passed requiring ...	External factors are...	Y	Y	N
	↑ 2	Info Tech Request	Information Technology	Agency needs funds to...	Internal factors are...	Y	N	Y



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



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

The screenshot shows a form titled 'Exceptional Items IT Component'. It contains the following fields and instructions:

- PCLS Tracking Key:** Enter tracking key generated by SPECTRIM for Prioritization of Cybersecurity and Legacy Systems project. Character limit is 30.
- Description of IT Component:** Please describe the IT project related to the exceptional item and provide detailed cost breakdown of the IT component to include the Method of Finance and totaling to the Estimated IT Cost for fiscal years 2022 through 2026. The character limit for this text field is unlimited.
- Is IT component New or Current Project?:** New (selected in dropdown)
- Status:** Status: for current IT projects, describe the status of the project, including: amounts appropriated, expended or allocated and allocation of FTE positions in both the 2020-21 and 2022-23 biennia; how funding was expended; and any detail on changes in cost, schedule, or scope since the project was initiated. The character limit for this text field is unlimited.
- Outcomes:** Analyze the project cost factors related to the project's anticipated payback, benefit or gain. The character limit for this text field is unlimited.
- Outputs:** Describe the program or system related performance objective and the measures that will gauge the project's success. The character limit for this text field is unlimited.
- Type of Project?:** Network Services (selected in dropdown)
- Alternative Analysis:** Please explain the alternative solution if this Information Technology component is not funded? Can the project be scaled down if partial funding is received? Indicate how the project can be scalable by cost and/or duration (i.e., implemented in multiple years). The character limit for this text field is unlimited.

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

Estimated IT Cost:							
2020	2021	2022	2023	2024	2025	2026	Total Over Life of Project

Scalability:							
2020	2021	2022	2023	2024	2025	2026	Total Over Life of Project

FTE's:							
2020	2021	2022	2023	2024	2025	2026	

[Top](#)

**CAUTION**



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

**ANTICIPATED OUT-YEAR COSTS/CONTRACTING DETAILS**

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

Exceptional Items	Descriptions
Capital Projects	IT Component Details
Supporting Information	Anticipated Out-year Costs/Contracting Details
Reports	Strategy Related Details

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

Exceptional Items > Anticipated Out-year Costs/Contract Details

[Bottom](#)

Exceptional Items list with Contracts valued at \$50,000 or above selected:

2-Info Tech Request

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

Legislative Appropriation Request

**Exceptional Items > Anticipated Out-year Costs/Contract Details**

[Bottom](#)

Exceptional Items list with Contracts valued at \$50,000 or above selected:

2-Info Tech Request

---

**Contracting:**

Approximate Percentage of Exceptional Item :

Contract Description :

Describe the type of contract and the duration.

The character limit for this text field is unlimited.

**IMPORTANT**



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

**STRATEGY RELATED DETAILS**

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

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

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

Exempt Positions	
Exceptional Items	Descriptions
Capital Projects	IT Component Details
Supporting Information	Anticipated Out-year Costs/Contracting Details
Reports	Strategy Related Details
LAR to PDF	CFDAs

**IMPACT ON STRATEGY RELATED FUNDING AND FTEs**

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

**Exceptional Items > Strategy Related Details**

[OOEs](#) [MOFs](#) [FTEs](#) [Outcomes](#) [Outputs](#) [Efficiency](#) [Explanatory](#) [Bottom](#)

Excp. Item:

Strategy:

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

[OOEs](#) [MOFs](#) [FTEs](#) [Outcomes](#) [Outputs](#) [Efficiency](#) [Explanatory](#) [Bottom](#)

Excp. Item:

Strategy:

[Add Multiple OOEs](#)

**OOEs:**

OOE	2022	2023
<i>Enter data below.</i>		
1001-SALARIES AND WAGES		
<b>OOE Totals:</b>	\$0	\$0

[Add Multiple MOFs](#)

**MOFs:**

MOF	2022	2023
<i>Enter data below.</i>		
1-General Revenue Fund		
<b>MOF Totals:</b>	\$0	\$0
<b>OOE / MOF Difference:</b>		<b>\$0</b>

**FTEs:**

FTE	2022	2023
<i>Enter data below.</i>		

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

**IMPORTANT**

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

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

**IMPORTANT**



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

**IMPACT ON STRATEGY RELATED PERFORMANCE MEASURES**

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

[OOEs](#)
[MOFs](#)
[FTEs](#)
[Outcomes](#)
[Outputs](#)
[Efficiency](#)
[Explanatory](#)
[Bottom](#)

Excp. Item:

Strategy:

[Add Multiple OOEs](#)

OOEs:

[Add Multiple MOFs](#)

MOFs:

OOE / MOF Difference: \$0 \$0

FTEs:

**Impact on Outcomes:**

Outcome Measure	2022	2023
No measures defined for this strategy.		

**Outputs:**

Output Measure	2022	2023
Enter data below.		
<input type="text" value="1-NUMBER OF NEW LICENSES ISSUED"/>	<input type="text"/>	<input type="text"/>

**Efficiency:**

Efficiency Measure	2022	2023
No measures defined for this strategy.		

**Explanatory:**

Explanatory Measure	2022	2023
Enter data below.		

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

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

Output Measure	2022	2033
Enter data below.		
1-NUMBER OF NEW LICENSES ISSUED	10	10

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

Explanatory Measure	2022	2033
Enter data below.		
1-NUMBER LICENSED (UNAPPT)	260	260

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

Explanatory	2022	2033
1 - NUMBER LICENSED (UNAPPT)	260	260
2-NUMBER LICENSED (APPT)		

## CAPITAL BUDGETS

For agencies required to enter data for the **Capital Budget Project Schedule** (refer to the *Detailed Instructions* for guidance), enter data on the **Strategy → Budgeting** menu/submenu *before* entering capital budget data; otherwise, the **Capital Projects > Strategy Allocation** screen will not have any strategies listed.

Review the illustration on the next page and adhere to the listed rules when entering data. You can avoid closing edits for your capital budget by complying with the following information.

**ILLUSTRATION: Rules for Working with Capital Projects in ABEST:**

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

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

		Strategy Recommendations		
	Code	Strategy	2022	2023
OOE	1002	01-01-01	\$100,000	\$100,000
	2009		25,000	25,000
	5000		\$100,000	\$100,000
MOF	1		75,000	75,000
	666		150,000	150,000
OOE	5000	02-01-01	\$150,000	\$115,000
MOF	1		150,000	150,000

**Step 2: Capital Project Financing** ← **Step 3: Capital Project Strategy Allocation**

Capital Projects Financing Project 1—Computer Network (ID 1234)				
Capital MOF/TOF				
MOF	TOF		2022	2023
1	CA—Current Approp.		\$120,000	\$120,000
666	CA—Current Approp.		<u>130,000</u>	<u>130,000</u>
Total			\$250,000	\$250,000
Informational MOF/TOF				
MOF	TOF		2022	2023
1	CA—Current Approp.		<u>\$25,000</u>	<u>\$25,000</u>
Total			\$25,000	\$25,000

Capital Projects Strategy Allocation Project 1—Computer Network (ID 1234)				
Capital Allocations				
Strategy	OOE		2022	2023
01-01-01	1002		\$100,000	\$100,000
01-01-01	5000		<u>\$75,000</u>	<u>75,000</u>
02-01-01	5000		<u>\$75,000</u>	<u>75,000</u>
Total			\$250,000	\$250,000
Informational Allocations				
Strategy	OOE		2022	2023
01-01-10	2009		<u>\$25,000</u>	<u>\$25,000</u>
Total			\$25,000	\$25,000
Capital Allocations				
Strategy	MOF		2022	2023
01-01-01	1		\$45,000	\$75,000
01-01-01	666		<u>130,000</u>	<u>75,000</u>
02-01-01	1		<u>\$75,000</u>	<u>\$75,000</u>
Total			\$250,000	\$250,000

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

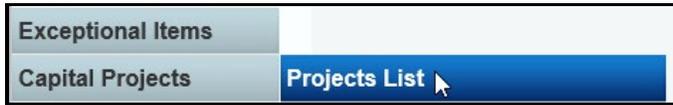
Capital Projects Financing Project 2—Roof Repairs				
Capital MOF/TOF				
MOF	TOF		2022	2023
1	GO—Gen. Obligation Bonds		<u>\$50,000</u>	<u>\$50,000</u>
Total			\$50,000	\$50,000

Capital Projects Strategy Allocations Project 2—Roof Repairs				
Capital Allocations				
Strategy	OOE		2022	2023
01-01-01	5000		\$25,000	\$25,000
02-01-01	5000		<u>25,000</u>	<u>25,000</u>
Total			\$50,000	\$50,000
Informational Allocations				
Strategy	MOF		2022	2023
01-01-01	1		\$25,000	\$25,000
02-01-01	1		<u>25,000</u>	<u>25,000</u>
Total			\$50,000	\$50,000

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

**PROJECTS LIST**

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



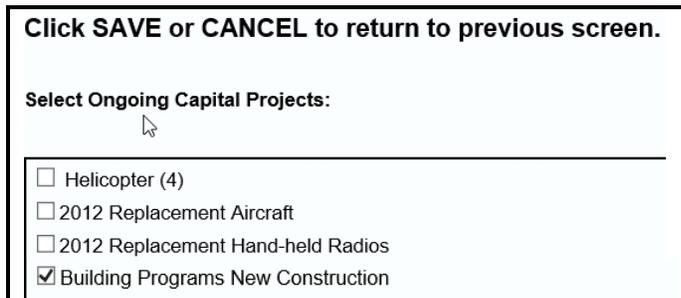
**ONGOING CAPITAL PROJECTS**

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

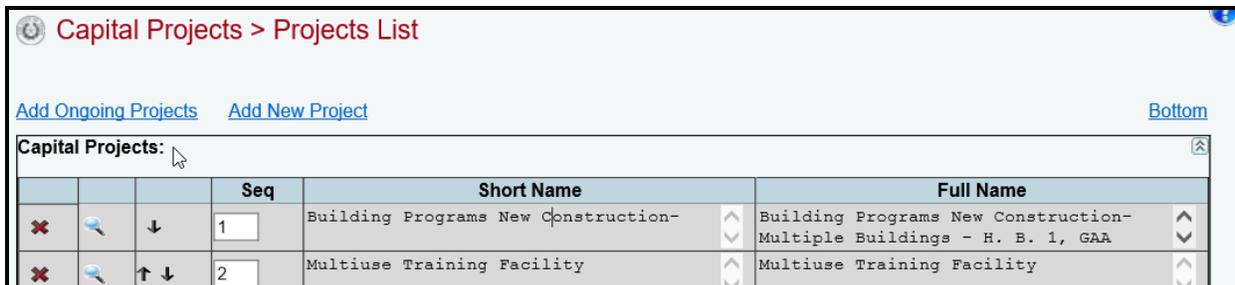
*Adding Ongoing Projects* – To add an ongoing capital project, click the **Add Ongoing Projects** hyperlink as shown below.



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



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



**IMPORTANT**

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

**TIP**



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

Review the navigation options (hyperlinks) below.

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

**NEW CAPITAL PROJECTS**

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

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



**TIP**



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

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

**TIP**



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

**RESEQUENCING AND DELETING PROJECTS**

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

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

Capital Projects:					
			Seq	Short Name	Full Name
			1	Building Programs New Construction-	Building Programs New Construction-Multiple Buildings - H. B. 1, GAA
			2	Multiuse Training Facility	Multiuse Training Facility

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

**PROJECTS DETAIL**

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

Capital Projects	Projects List	Deferred Ma
Supporting Information	Projects Detail	Gessner Off

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.

**Capital Projects > Projects Detail**

[Add Ongoing Projects](#)   [Add New Project](#) [Bottom](#)

Capital Project:

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.

**Capital Projects > Projects Detail**

[Add Ongoing Projects](#) [Bottom](#)

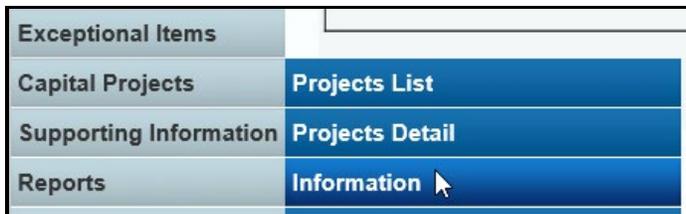
PCLS Tracking

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

PCLS Tracking Key:	Character limit is 30 for this field. Also, enter "N/A" if there is no PCLS Tracking Key Number.
Short Name:	Character limit is 35 for this field.
Full Name:	Character limit is 210 for this field.
Category:	Select a Capital Category
General Justification:	Character limit is 2,000 for this field. See Detailed Instructions for further guidance on information required for this text field.
Exceptional Justification:	Character limit is 2,000 for this field. See Detailed Instructions for further guidance on information required for this text field.
Operating Maintenance Justification:	Character limit is 2,000 for this field. See Detailed Instructions for further guidance on information required for this text field. Also, see the Capital Projects Operating and Maintenance Expenses section of these ABEST Instructions.

**INFORMATION**

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



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

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

**IMPORTANT**

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

**DESCRIPTIONS**

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

**ADDITIONAL EXPENDITURES**

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

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

Additional Capital Expenditure Amounts Required:					
TOF	Projected Useful Life	Estimated / Actual Project Cost	Financing/Lease Period	2024	2025
CA GO LP ML RB	Character limit is 70 for field.	\$99,999,999	Character limit is 70 for field.	\$5,000,000	\$5,000,000

**ESTIMATED/ACTUAL DEBT OBLIGATION PAYMENTS**

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

Estimated/Actual Debt Obligation Payments:				
2022	2023	2024	2025	Total Over Project Life
\$6,750,000	\$6,750,000	\$7,000,000	\$7,000,000	\$140,000,000

**REVENUE GENERATION/COST SAVINGS**

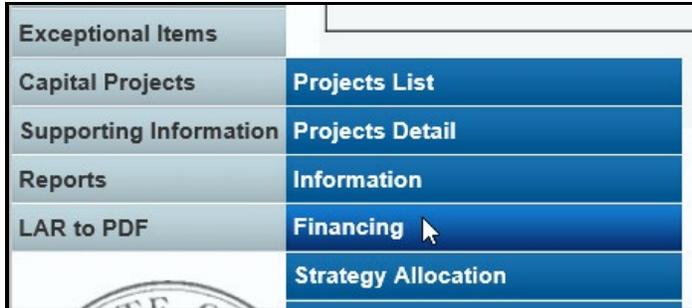
For the selected capital project, enter information (if applicable) in the fourth grid labeled **Revenue Generation/Cost Savings**. Select an **MOF** and **Savings** option (**Revenue Generation** or **Cost Savings**) from the drop-down menu boxes, enter data for the **Average Annual Amount**, and click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

Revenue Generation / Cost Savings:		
MOF	Savings	Average Annual Amount
Enter data below.		
1 - General Revenue Fund	Revenue	

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

**FINANCING**

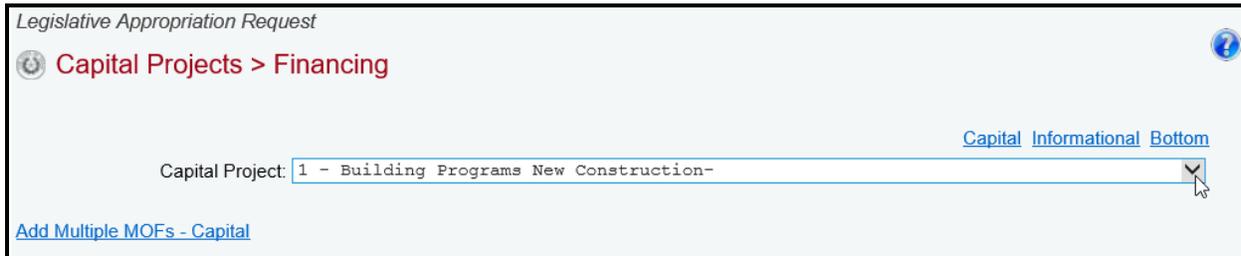
Click the **Capital Projects** menu and the **Financing** submenu to add MOFs and TOFs for each capital project. You will need to enter the required data here before moving to the **Strategy Allocation** submenu.



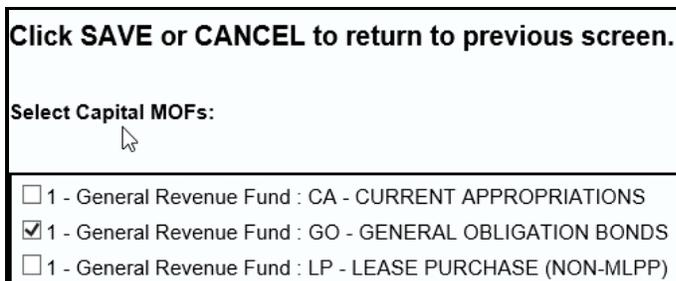
The **Capital Projects > Financing** screen displays two grids (**Capital** and **Informational**) for data entry. The **Capital** grid refers to expenses you would normally include in the capital budget, and the **Informational** grid refers to non-capital costs associated with the project. Refer to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

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

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



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



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

[Add Multiple MOFs - Capital](#)

Capital:									
		MOF	TOF	Est 2020	Bud 2021	BL 2022	BL 2023	Excp 2022	Excp 2023
✘	1	1 - General Revenue Fund	GO	\$0	\$0	\$6,750,000	\$6,750,000	\$250,000	\$250,000
		<b>MOF TOF Capital Totals:</b>		\$0	\$0	\$6,750,000	\$6,750,000	\$250,000	\$250,000

**IMPORTANT**



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

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

[Add Multiple MOFs - Informational](#)

Informational:									
		MOF	TOF	Est 2020	Bud 2021	BL 2022	BL 2023	Excp 2022	Excp 2023
<a href="#">Enter data below.</a>									
		<b>MOF TOF Informational Totals:</b>		\$0	\$0	\$0	\$0	\$0	\$0

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

**Capital:**

		MOF	TOF	Est 2020	Bud 2021	BL 2022	BL 2023	Excp 2022	Excp 2023
✘	1	1 - General Revenue Fund	CA	\$0	\$0	\$22,333	\$22,333	\$0	\$0
✘	2	1 - General Revenue Fund	GO	\$0	\$0	\$6,750,000	\$6,750,000	\$250,000	\$250,000
		<b>MOF TOF Capital Totals:</b>		\$0	\$0	\$6,772,333	\$6,772,333	\$250,000	\$250,000

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

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

**IMPORTANT**



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

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

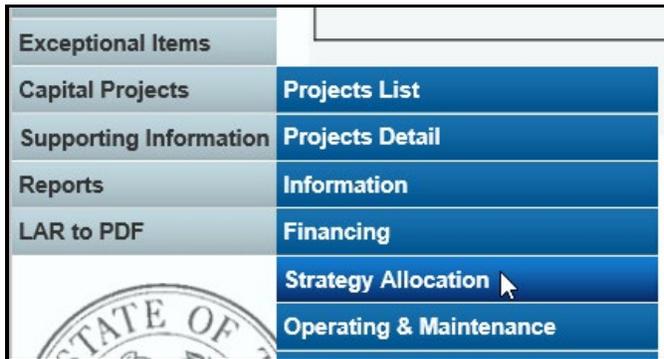
Capital:				BL 2022	BL 2023	Excp 2022	Excp 2023
	1	1 - General Revenue Fund	CA	\$22,333	\$22,333	\$0	\$0
	2	1 - General Revenue Fund	GO	\$6,750,000	\$6,750,000	\$250,000	\$250,000
<b>MOF TOF Capital Totals:</b>				\$0	\$0	\$250,000	\$250,000

**IMPORTANT**

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

**STRATEGY ALLOCATION**

As shown below, click the **Capital Projects** menu and the **Strategy Allocation** submenu to assign the strategies, 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 menu box, as shown below.

Legislative Appropriation Request

**Capital Projects > Strategy Allocation**

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

Capital Project: 1 - Building Programs New Construction-

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

**IMPORTANT**



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

**IMPORTANT**



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

Select a **GOS** and an **OOE** or **MOF** code by clicking on the hyperlinks for **Add Multiple Capital OOEs**, **Add Multiple Capital MOFs**, **Add Multiple Informational OOEs**, or **Add Multiple Informational MOFs**.

**Capital Projects > Strategy Allocation**

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

Capital Project: 1 - Building Programs New Construction

[Add Multiple Capital OOEs](#)

Capital OOE:

[Add Multiple Capital MOFs](#)

Capital MOF:

Capital OOE / MOF Difference:	\$0	\$0	\$0	\$0	\$0	\$0
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[Add Multiple Informational OOEs](#)

Informational OOE:

[Add Multiple Informational MOFs](#)

Informational MOF:

Informational OOE / MOF Difference:	\$0	\$0	\$0	\$0	\$0	\$0
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Select the appropriate combination of **GOS** and **OOE/MOF** and click **Save**.

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

**Select Capital OOEs:**

1.1.1 - ORGANIZED CRIME: 1001 - SALARIES AND WAGES

7.1.6 - FACILITIES MANAGEMENT: 5000 - CAPITAL EXPENDITURES

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

[Add Multiple Capital OOE's](#)

Capital OOE:									
		GOS	OOE	Est 2020	Bud 2021	BL 2022	BL 2023	Excp 2022	Excp 2023
✘	1	7.1.6 - FACILITIES MANAGEMENT	5000 - CAPITAL EXPENDITURES	\$0	\$0	\$6,750,000	\$6,750,000	\$0	\$0
<b>Capital OOE Totals:</b>				\$0	\$0	\$6,750,000	\$6,750,000	\$0	\$0

[Add Multiple Capital MOFs](#)

Capital MOF:									
		GOS	MOF	Est 2020	Bud 2021	BL 2022	BL 2023	Excp 2022	Excp 2023
✘	1	7.1.6 - FACILITIES MANAGEMENT	780 - Bond Proceed-Gen Obligat	\$0	\$0	\$6,750,000	\$6,750,000	\$0	\$0
<b>Capital MOF Totals:</b>				\$0	\$0	\$6,750,000	\$6,750,000	\$0	\$0

<b>Capital OOE / MOF Difference:</b>				\$0	\$0	\$0	\$0	\$0	\$0
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[Add Multiple Informational OOE's](#)

Informational OOE:									
		GOS	OOE	Est 2020	Bud 2021	BL 2022	BL 2023	Excp 2022	Excp 2023
✘	1	7.1.6 - FACILITIES MANAGEMENT	2001 - PROFESSIONAL FEES AND SERVICES	\$0	\$0	\$1,222,333	\$1,222,333	\$0	\$0
<b>Informational OOE Totals:</b>				\$0	\$0	\$1,222,333	\$1,222,333	\$0	\$0

[Add Multiple Informational MOFs](#)

Informational MOF:									
		GOS	MOF	Est 2020	Bud 2021	BL 2022	BL 2023	Excp 2022	Excp 2023
✘	1	7.1.6 - FACILITIES MANAGEMENT	1 - General Revenue Fund	\$0	\$0	\$1,222,333	\$1,222,333	\$0	\$0
<b>Informational MOF Totals:</b>				\$0	\$0	\$1,222,333	\$1,222,333	\$0	\$0

**IMPORTANT**



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

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

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

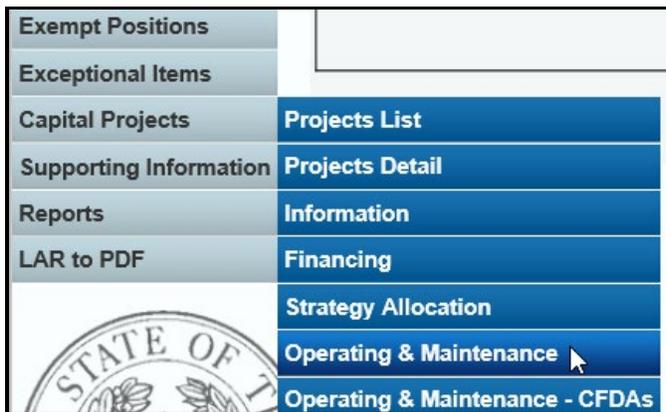
Rule 1 - There must be enough money in your agency's strategies (**Strategy→Budgeting** menu/submenu) to cover the sum of **all** strategy allocations to **all** projects (**Capital Budgets→Strategy Allocations** menu/submenu and **Capital Budgets→Financing** menu/submenu).

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

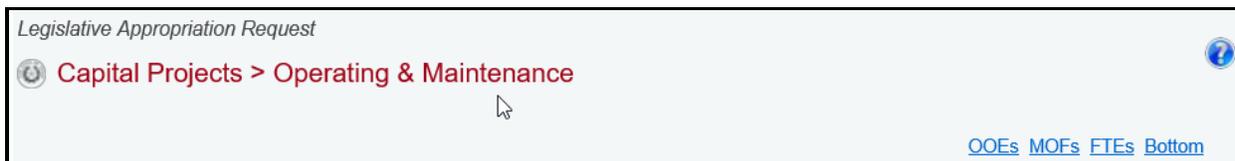
Rule 3 - For each project, the MOF total in **Capital Projects > Financing** (MOF) must equal the total in **Capital Projects > Strategy Allocation** (MOF) for capital and informational costs.

### CAPITAL PROJECT OPERATING AND MAINTENANCE EXPENSES

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



The **Capital Projects > Operating & Maintenance** data entry screen allows you to add OOE's, MOFs, CFDA's and FTEs, just as you did earlier for the strategy. Refer to the strategy [OOEs](#), [MOFs](#), [CFDA's](#), and [FTEs](#) sections of these instructions for data entry details.



**TIP**



Click the **Capital Projects** menu and the **Projects Detail** submenu to add or revise the [Operating Maintenance Justification](#) if needed.

### RIDER FINANCING AND RIDER ALLOCATIONS

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

Capital Projects	Projects List
Supporting Information	Projects Detail
Reports	Information
LAR to PDF	Financing
	Strategy Allocation
	Operating & Maintenance
	Operating & Maintenance - CFDA's
	Rider Financing
	Rider Allocation

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

### SUPPORTING INFORMATION

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

**TIP**



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

### ADMINISTRATOR'S STATEMENT

Click the **Supporting Information** menu and **Administrative Statement** submenu.

Supporting Information	Administrative Statement
Reports	Mission
LAR to PDF	Strategy Justifications
	Historically Underutilized Business (HUB)
	Federal Funds Supporting Schedule
	Federal Funds Tracking Schedule
	Estimated Revenue Collections Schedule
	Advisory Committee
	Advisory Committee - Meetings/Strategies/Expenses/MOFs
	Direct Administration
	Direct Administration - CFDA's
	Indirect Administration
	Indirect Administration - CFDA's
	Homeland Security
	Homeland Security - CFDA
	Homeland Security - Pass Thru Funds
Budgetary Impacts of Recently Enacted Legislation	

Your agency’s **Administrator’s Statement** for 86-R has been copied forward to 87-R. Review the information, make any necessary changes, and click **Save**. You may enter up to 30,000 characters in the text field, and a warning displays when entered data exceeds the field limit. Click **View Report** (as shown below) to view/print the **Administrator’s Statement**. The report is also available on the **Reports** menu.

**IMPORTANT**

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

**MISSION STATEMENT**

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

The agency’s **Mission Statement** for 86-R has been copied forward to 87-R. Review the information, make any necessary changes, and click **Save**. You may enter up to 2,000 characters in the **Mission Statement** text field, and a warning displays when entered data exceeds the field limit. Click **View Report** (as shown below) to view/print the **Mission Statement**. The report is also available on the **Reports** menu.

**STRATEGY JUSTIFICATIONS**

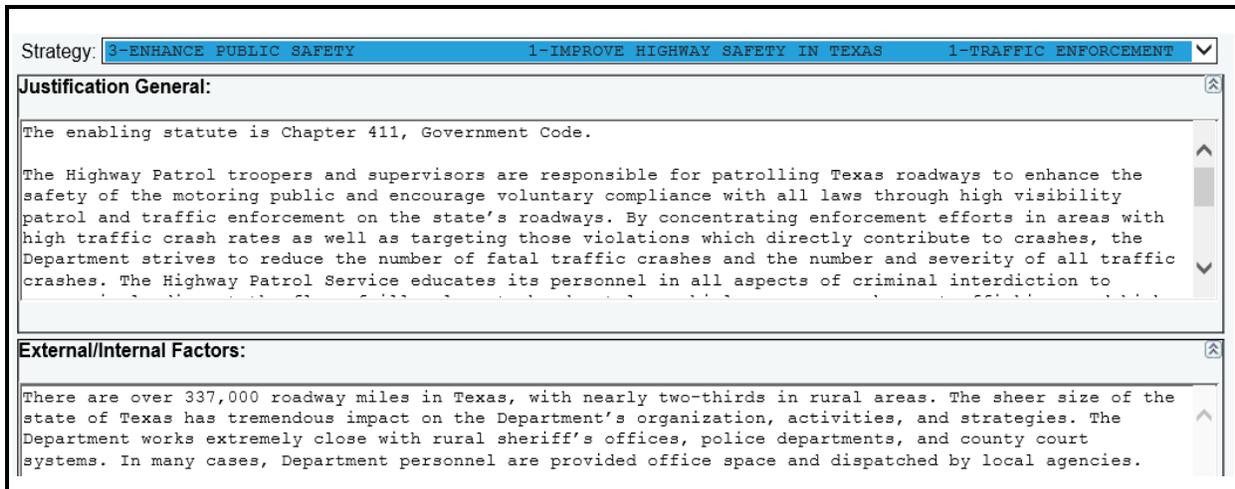
Each strategy must have a justification and external/internal factors assigned to it. The justification and external/internal factors are located on the same input screen. Click the **Supporting Information** menu and the **Strategy Justifications** submenu, as shown below.



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



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



**HISTORICALLY UNDERUTILIZED BUSINESSES (HUBs)**

You will report Historically Underutilized Business (HUB) data for fiscal years 2018–19. Refer to the *Detailed Instructions* for more information. Click the **Supporting Information** menu and the **Historically Underutilized Business (HUB)** submenu.



**GOALS**

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

Legislative Appropriation Request

**Supporting Information > Historically Underutilized Business (HUB)**

[Goals](#) [Procurement Table](#) [Bottom](#)

**Goals:**

Attainment | Applicability | FactorsAffectingAttainment | GoodFaithEfforts

*Enter "Attainment" information here.  
Then enter information for the other tabs (Applicability, Factors Affecting Attainment, Good Faith Efforts).*

**PROCUREMENT**

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

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

**Procurement Table:**

Code	Procurement Category	Statewide HUB Goals %	AGENCY HUB Actual % FY 2018	AGENCY HUB GOAL % FY 2018	HUB Expenditures FY 2018	Total Expenditures FY 2018	AGENCY HUB Actual % FY 2019	AGENCY HUB GOAL % FY 2019	HUB Expenditures FY 2019	Total Expenditures FY 2019
	Heavy Construction Building Construction Special Trade Professional Services Other Services Commodities			22.3	\$3,444,555	\$14,555,666		22.5	\$3,666,777	\$14,777,888
					\$0	\$0			\$0	\$0

Enter data below.

Save Cancel

Notice that some fields cannot be edited. The **Statewide HUB Goals %** field contains the established statewide percentage that your agency should have tried to reach or exceed. As you save the data, ABEST calculates the percentage of total expenditures your agency spent on HUBs (**Actual % FY2018** and **Actual % FY2019**).

**Procurement Table:**

	Code	Procurement Category	Statewide HUB Goals %	AGENCY HUB Actual % FY 2018	AGENCY HUB GOAL % FY 2018	HUB Expenditures FY 2018	Total Expenditures FY 2018	AGENCY HUB Actual % FY 2019	AGENCY HUB GOAL % FY 2019	HUB Expenditures FY 2019	Total Expenditures FY 2019
✘	2	Building Construction	21.10	23.66	22.3	\$3,444,555	\$14,555,666	24.81	22.5	\$3,666,777	\$14,777,888

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

Code	Procurement Category	Statewide HUB Goals %	AGENCY HUB Actual % FY 2018	AGENCY HUB GOAL % FY 2019	AGENCY HUB Actual % FY 2019	AGENCY HUB GOAL % FY 2019	HUB Expenditures FY 2019	Total Expenditures FY 2019
 2	Building Construction	21.10	23.66	22.5	24.81	22.5	\$3,666,777	\$14,777,888
	Heavy Constructic							
<b>Total Expenditures:</b>							\$3,666,777	\$14,777,888

**FEDERAL FUNDS SUPPORTING SCHEDULE**

The CFDA detail you entered on the **Strategy** menu populates some of the **Federal Funds Supporting Schedule**. If your agency expended more than \$10.0 million in total Federal Funds in fiscal year 2019, you must identify expended amounts for fiscal year 2019, estimated expenditure amounts for fiscal year 2020, budgeted amounts for fiscal year 2021, and baseline requested amounts for fiscal years 2022–23 for the related employee benefits for each CFDA program. The employee benefits costs include Federal Funds and related state General Revenue Funds used as a match or maintenance of effort for employee benefits. Refer to the *Detailed Instructions* for further guidance.

**IMPORTANT**

 If your agency expended or budgeted more than \$10.0 million in Federal Funds in FY2019, FY2020, or FY2021, ABEST will display a “warning” on the closing edits screen to enter benefits data for Federal Funds (and related General Revenue Funds) on the **Supporting Information > Federal Funds Supporting Schedule** screen. If you have entered the required benefits data, you can ignore the “warning” because it is not a closing edit that will prevent LAR submission.

**IMPORTANT**

 Several new CFDA numbers have been created in ABEST to assist with reporting expenditures related to **COVID-19**. Each **COVID-19** related CFDA number has the number “.119” as its ending extension for ABEST reporting purposes. Also, all **COVID-19** related expenditures are to be reported on the **Supporting Information > Homeland Security** screen. Refer to the **Homeland Security** section of these instructions for further guidance.

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

<b>Supporting Information</b>	<b>Federal Funds Supporting Schedule</b> 
<b>Reports</b>	<b>Federal Funds Tracking Schedule</b>

**TIP**

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

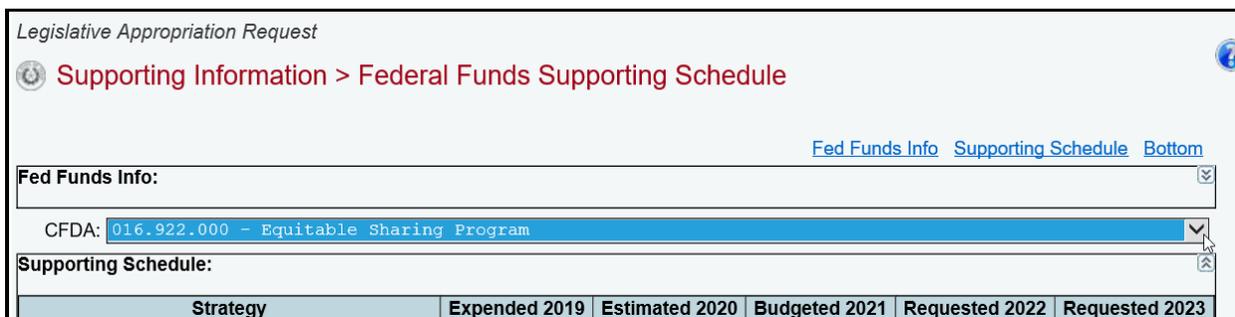
**FEDERAL FUNDS INFORMATION**

On the **Supporting Information > Federal Funds Supporting Schedule** screen, click in the first grid labeled **Fed Funds Info**. The grid has two tabs that require data entry, as shown in the below example. On the first tab, enter the **Assumptions/Methodologies** you used to project federal funding for fiscal years 2022–23 (the character limit is 2,000, and a warning displays when entered data exceeds the field limit). One set of assumptions and methodologies will cover all CFDA's. Click on the second tab labeled **PotentialLoss**. Enter projected losses in federal funding for fiscal years 2022–23 (character limit is 2,000) and click **Save**. One entry will cover all CFDA's.



**SUPPORTING SCHEDULE**

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



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

CFDA: 016.922.000 - Equitable Sharing Program

Supporting Schedule:

Strategy	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023
1.1.1 - ORGANIZED CRIME	\$149,998	\$450,000	\$450,000	\$450,000	\$450,000
3.1.1 - TRAFFIC ENFORCEMENT	\$1,234,567	\$9,876,543	\$0	\$0	\$0
3.2.1 - PUBLIC SAFETY COMMUNICATIONS	\$1,445,977	\$2,161,904	\$2,244,630	\$2,244,630	\$2,244,630
<b>Strategy Totals:</b>	<b>\$2,830,542</b>	<b>\$12,488,447</b>	<b>\$2,694,630</b>	<b>\$2,694,630</b>	<b>\$2,694,630</b>

	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023
Additional Federal Funds for Employee Benefits	\$777,888	\$3,111,222	\$777,111	\$777,111	\$777,111
<b>Total Federal Funds</b>	<b>\$2,830,542</b>	<b>\$12,488,447</b>	<b>\$2,694,630</b>	<b>\$2,694,630</b>	<b>\$2,694,630</b>

	Expended 2019	Estimated 2020	Budgeted 2021	Requested 2022	Requested 2023
Additional General Revenue for Employee Benefits	\$11,222	\$99,888	\$11,111	\$11,111	\$11,111

Save Cancel

[Fed Funds Info](#) [Supporting Schedule](#) [Top](#)

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

**FEDERAL FUNDS TRACKING SCHEDULE**

All agencies in receipt of Federal Funds for any grant award that equaled or exceeded \$10.0 million in FY 2019, 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 efficiently. Enter data in ABEST for specific CFDA’s and tie it to the state’s fiscal year. For the fiscal years 2022–23 LAR, you must supply CFDA data through state fiscal year 2023 on the **Federal Funds Tracking Schedule**. Include data for all historical federal fiscal years in which awarded Federal Funds are still remaining at the agency and that are available for expenditure by the agency. Refer to the *Detailed Instructions* for further guidance.

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



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

Legislative Appropriation Request

Supporting Information > Federal Funds Tracking Schedule

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

CFDA: 000.000.001 - Comptroller Misc Claims Fed Fnd Pym  
 016.922.000 - Equitable Sharing Program  
 Tracking Notes 021.000.000 - Ntl Foreclosure Mitigation Cnslng

**TRACKING NOTES**

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

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

CFDA: 000.000.001 - Comptroller Misc Claims Fed Fnd Pym

Tracking Notes:

Use the Tracking Notes text 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.

**TRACKING SCHEDULE**

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

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

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

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

CFDA: 000.000.001 - Comptroller Misc Claims Fed Fnd Pym

**Tracking Notes:**

Use the Tracking Notes text 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.

**Tracking Schedule:**

	FFY	Award Amount	Expended SFY 2017	Expended SFY 2018	Expended SFY 2019	Estimated SFY 2020	Budgeted SFY 2021	Requested SFY 2022	Requested SFY 2023	Remainder
✘	2013	\$5,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,000
✘	2014	\$10,000,000	\$2,000,000	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$6,000,000
✘	2015	\$15,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$0	\$0	\$0	\$0	\$6,000,000
✘	2016	\$1,000,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$0	\$0
✘	2017	\$2,000,000	\$10,000	\$398,000	\$398,000	\$398,000	\$398,000	\$398,000	\$0	\$0
✘	2018	\$3,000,000	\$0	\$0	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$0
✘	2019	\$4,000,000	\$0	\$0	\$22,000	\$795,600	\$795,600	\$795,600	\$795,600	\$795,600
✘	2020	\$5,000,000	\$0	\$0	\$0	\$11,000	\$997,800	\$997,800	\$997,800	\$1,995,600
✘	2021	\$6,000,000	\$0	\$0	\$0	\$0	\$600,000	\$1,200,000	\$1,200,000	\$3,000,000
✘	2022	\$7,000,000	\$0	\$0	\$0	\$0	\$0	\$700,000	\$1,400,000	\$4,900,000
✘	2023	\$8,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000	\$7,200,000
	1999									
	<b>Totals:</b>	<b>\$66,000,000</b>	<b>\$6,210,000</b>	<b>\$5,598,000</b>	<b>\$4,220,000</b>	<b>\$2,004,600</b>	<b>\$3,591,400</b>	<b>\$4,691,400</b>	<b>\$5,793,400</b>	<b>\$33,891,200</b>

**IMPORTANT**

 The **Remainder** column displays the difference between the **Award Amount** and the total of all the **SFY** columns for each federal fiscal year (**FFY**). If a dollar amount appears in the **Remainder** column for any given **FFY** (as shown in the previous graphic), an explanation on each amount should be provided in the **Tracking Notes** text field if that amount is anything other than carry forward award balance (an example explanation: “Regarding the \$4.0 million in FFY 2013 that displays in the **Remainder** column, \$3.0 million of it was expended by the agency in state fiscal years 2010–12 and \$1.0 million of it was never issued by the federal government.”).

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

**IMPORTANT**

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

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

**Tracking Schedule:**

	FFY	Award Amount	Expended SFY 2017	Expended SFY 2018	Expended SFY 2019	Estimated SFY 2020	Budgeted SFY 2021	Requested SFY 2022	Requested SFY 2023	Remainder
✘	2013	\$5,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,000
✘	2014	\$10,000,000	\$2,000,000	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$6,000,000
✘	2015	\$15,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$0	\$0	\$0	\$0	\$6,000,000
✘	2016	\$1,000,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$0	\$0

Message from webpage

Are you sure you want to delete Row# 1?

OK Cancel

**EMPLOYEE BENEFITS PAYMENTS**

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

Employee Benefits Payments:							
Expended SFY 2017	Expended SFY 2018	Expended SFY 2019	Estimated SFY 2020	Budgeted SFY 2021	Requested SFY 2022	Requested SFY 2023	Total
\$66,000	\$55,000	\$44,000	\$22,000	\$33,000	\$44,000	\$55,000	\$319,000

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

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

**ESTIMATED REVENUE COLLECTIONS SUPPORTING SCHEDULE**

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

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

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

**IMPORTANT**

 Agencies affected by *Article IX, Section 13.11, Definition, Appropriation, Reporting and Audit of Earned Federal Funds*, of the 2020–21 General Appropriations Act should read the *Detailed Instructions* about reporting earned Federal Funds on this schedule.

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



**REVENUES**

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

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

Supporting Information > Estimated Revenue Collections Schedule

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

[Add Multiple Funds/Accounts](#)

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

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

Select MOFs:

- 1 - General Revenue Fund
- 2 - Available School Fund
- 3 - TECH AND INSTR MATERIALS FUND
- 4 - UT Pan Am Special Mineral Fund
- 5 - Confederate Pension Fund
- 6 - State Highway Fund
- 7 - Capitol Complex Area Fund

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

Supporting Information > Estimated Revenue Collections Schedule

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

Fund/Account: 7 - Capitol Complex Area Fund

[Add Multiple Funds/Accounts](#)

[Add Multiple Revenue Codes](#)

**Revenues:**

Contact:

Assumption:

Fund/Account	Act 2019	Exp 2020	Est 2021	Est 2022	Est 2023
✘ 7 - Capitol Complex Area Fund No. 007	\$0	\$0	\$0	\$0	\$0
<b>Enter data below.</b>					
3001-Fed Receipts Matched-Transport Pgm					
<b>Subtotal Revenue:</b>	\$0	\$0	\$0	\$0	\$0

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

Supporting Information > Estimated Revenue Collections Schedule

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

Fund/Account: 7 - Capitol Complex Area Fund

As shown below, select a MOF from the **Available Fund/Account** drop-down menu box and enter the name of the agency’s **Contact** person for the selected **Fund/Account** (the character limit for the **Contact** field is 35, and a warning displays when entered data exceeds the field limit), and click **Save**. You can enter the 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.

Available Fund/Account:

Fund/Account	Contact	Act 2019	Exp 2020	Est 2021	Est 2022	Est 2023
29 - GR Dedicated - Tra	Jane Doe					

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

Supporting Information > Estimated Revenue Collections Schedule

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

Fund/Account: 7 - Capitol Complex Area Fund  
29 - Traffic Safety Acct

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

Revenues:

Contact: Jane Doe (the character limit for this text field is 35)

Assumption: List and explain assumptions used in estimating revenue collections for each Fund/Account. Refer to the Detailed Instructions for further guidance on the required information. The character limit for this text field is 2000.

Fund/Account	Act 2019	Exp 2020	Est 2021	Est 2022	Est 2023
29 - GR Dedicated - Traffic Safety Account No. 029	22333	33444	44555	55666	55666

Enter data below.

3001-Fed Receipts Matched-Transport Pgm					
<b>Subtotal Revenue:</b>	\$0	\$0	\$0	\$0	\$0

**IMPORTANT**



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

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

Fund/Account	Act 2019	Exp 2020	Est 2021	Est 2022	Est 2023
✘ 29 - GR Dedicated - Traffic Safety Account No. 029	\$22,333	\$33,444	\$44,555	\$55,666	\$55,666
✘ 3010 - Motor Fuel Lube Sales Tax	\$1,111	\$2,222	\$3,333	\$4,444	\$4,444
3020-Motor Vehicle Inspection Fees	5555	6666	7777	8888	8888
<b>Subtotal Revenue:</b>	<b>\$1,111</b>	<b>\$2,222</b>	<b>\$3,333</b>	<b>\$4,444</b>	<b>\$4,444</b>
<b>Total Available:</b>	<b>\$23,444</b>	<b>\$35,666</b>	<b>\$47,888</b>	<b>\$60,110</b>	<b>\$60,110</b>

Deductions: Save Cancel

**IMPORTANT**



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

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

**DEDUCTIONS**

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

Supporting Information > Estimated Revenue Collections Schedule

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

Fund/Account: 29 - Traffic Safety Acct

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

Deductions:						
	Description	Act 2019	Exp 2020	Est 2021	Est 2022	Est 2023
✘ 1	Actual / Estimated Exp	\$5,555	\$6,666	\$7,777	\$8,888	\$8,888
	Transfers to Agency X	1111	2222	3333	4444	4444
	<b>Total Deductions:</b>	<b>\$5,555</b>	<b>\$6,666</b>	<b>\$7,777</b>	<b>\$8,888</b>	<b>\$8,888</b>

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

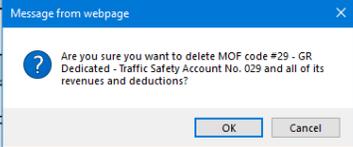
*Revising Estimated Revenue Collections Schedule Data* – Once MOFs are added, you can revise the detail (e.g., contact person, assumption(s), fiscal year dollars, revenues/deductions).

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

Fund/Account		Act 2019	Exp 2020	Est 2021	Est 2022	Est 2023
<input checked="" type="checkbox"/>	29 - GR Dedicated - Traffic Safety Account No. 029	\$22,333	\$33,444	\$44,555	\$55,666	\$55,666
<input checked="" type="checkbox"/>	3010 - Motor Fuel Lube Sales Tax	\$1,111	\$2,222	\$3,333	\$4,444	\$4,444
<input checked="" type="checkbox"/>	3020 - Motor Vehicle Inspection Fees	\$5,555	\$6,666	\$7,777	\$8,888	\$8,888
	3001-Fed Receipts Matched-Transport Pgm					
<b>Subtotal Revenue:</b>		<b>\$6,666</b>	<b>\$8,888</b>	<b>\$11,110</b>	<b>\$13,332</b>	<b>\$13,332</b>
		<b>\$28,999</b>	<b>\$42,332</b>	<b>\$55,665</b>	<b>\$68,998</b>	<b>\$68,998</b>

Description		Act 2019	Exp 2020	Est 2021	Est 2022	Est 2023
<input checked="" type="checkbox"/>	1 Actual / Estimated Exp	\$5,555	\$6,666	\$7,777	\$8,888	\$8,888
<input checked="" type="checkbox"/>	2 Transfers to Agency X	\$1,111	\$2,222	\$3,333	\$4,444	\$4,444



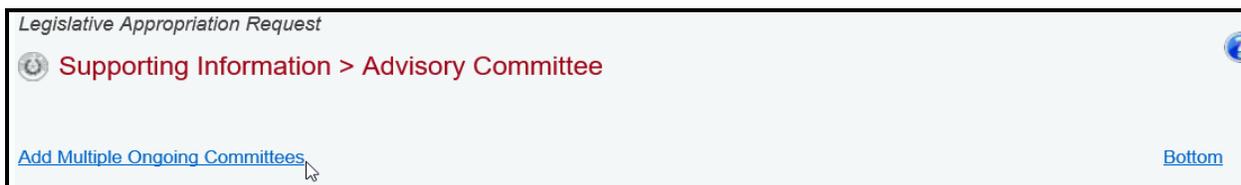
**ADVISORY COMMITTEES**

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

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



*Adding Multiple Ongoing Committees* – Click the **Add Multiple Ongoing Committees** hyperlink, as shown below.



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

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

**Select Ongoing Committees:**

Emmissions Advisory Board

The Training Advisory Board

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

**Supporting Information > Advisory Committee**

[Add Multiple Ongoing Committees](#) [Bottom](#)

**Advisory Committees:**

	Name	Statutory Authorization	# of Membs.	New/Ongoing	Date Created	Description	Should be Abolished	Date to be Abolished	Abolish Reasons
	The Trainin	Tx.Occupat. Code, Sec.	11	<input type="radio"/> New <input checked="" type="radio"/> Ongoing	09/01/1968	Board was establishe	<input checked="" type="radio"/> No <input type="radio"/> Yes	N/A	
				<input type="radio"/> New <input type="radio"/> Ongoing			<input type="radio"/> No <input type="radio"/> Yes		

**TIP**



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

**TIP**



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

**Adding a Single Committee** – To add an advisory committee that is not currently listed in the agency’s **Ongoing Committees** list (click the **Add Multiple Ongoing Committees** hyperlink to view the list), enter data into the gray section fields (double click in the blank text boxes) at the bottom of the **Advisory Committees** grid (shown below), and click **Save**.

[Add Multiple Ongoing Committees](#) [Bottom](#)

**Advisory Committees:**

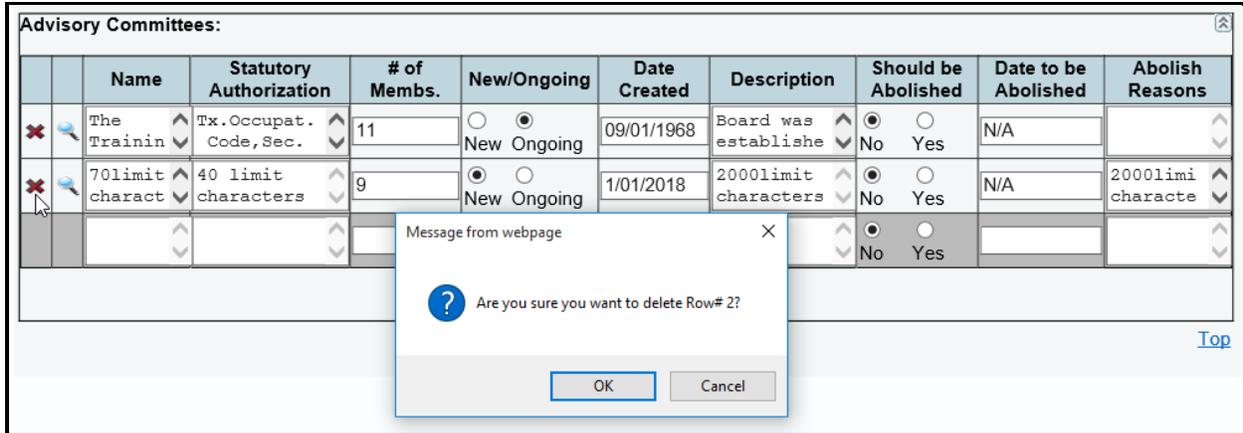
	Name	Statutory Authorization	# of Membs.	New/Ongoing	Date Created	Description	Should be Abolished	Date to be Abolished	Abolish Reasons
	The Trainin	Tx.Occupat. Code, Sec.	11	<input type="radio"/> New <input checked="" type="radio"/> Ongoing	09/01/1968	Board was establishe	<input checked="" type="radio"/> No <input type="radio"/> Yes	N/A	
	70limit charact	40 limit characters	9	<input checked="" type="radio"/> New <input type="radio"/> Ongoing	1/01/2018	2000limit characters	<input type="radio"/> No <input type="radio"/> Yes	N/A	2000limi characte

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

**TIP**

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

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



The screenshot shows a table titled "Advisory Committees:" with columns: Name, Statutory Authorization, # of Membs., New/Ongoing, Date Created, Description, Should be Abolished, Date to be Abolished, and Abolish Reasons. The second row is highlighted, and a dialog box asks "Are you sure you want to delete Row# 2?".

	Name	Statutory Authorization	# of Membs.	New/Ongoing	Date Created	Description	Should be Abolished	Date to be Abolished	Abolish Reasons
	The Trainin	Tx.Occupat. Code, Sec.	11	<input type="radio"/> New <input checked="" type="radio"/> Ongoing	09/01/1968	Board was establishe	<input checked="" type="radio"/> No <input type="radio"/> Yes	N/A	
	70limit charact	40 limit characters	9	<input checked="" type="radio"/> New <input type="radio"/> Ongoing	1/01/2018	2000limit characters	<input checked="" type="radio"/> No <input type="radio"/> Yes	N/A	2000limi characte

**ADVISORY COMMITTEE DETAILS**

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



The screenshot shows a menu with two main items: "Supporting Information" and "Reports". Under "Supporting Information", the submenu "Advisory Committee - Meetings/Strategies/Expenses/MOFs" is highlighted, along with "Direct Administration".

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



The screenshot shows the "Supporting Information > Advisory Committee - Meetings/Strategies/Expenses/MOFs" page. A dropdown menu for "Advisory Committee:" is open, showing "1 - The Training Advisory Board" and "2 - Vehicle Inspection Advisory Committee".

**MEETINGS**

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

Legislative Appropriation Request

**Supporting Information > Advisory Committee - Meetings/Strategies/Expenses/MOFs**

[Meetings](#) [Strategies](#) [Expenditures](#) [MOFs](#) [Bottom](#)

Advisory Committee:

**Meetings:**

	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
<a href="#">Enter data below.</a>					
Meetings per Fiscal Year	4	4	4	4	4

**STRATEGIES**

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

**Strategies:**

Select or deselect all

- 2-SECURE TEXAS 1-SECURE BORDER REGION 5-GRANTS TO LOCAL ENTITIES
- 3-ENHANCE PUBLIC SAFETY 1-IMPROVE HIGHWAY SAFETY IN TEXAS 1-TRAFFIC ENFORCEMENT
- 3-ENHANCE PUBLIC SAFETY 1-IMPROVE HIGHWAY SAFETY IN TEXAS 2-COMMERCIAL VEHICLE ENFORCEMENT
- 3-ENHANCE PUBLIC SAFETY 2-IMPROVE INTEROPERABILITY 1-PUBLIC SAFETY COMMUNICATIONS

**IMPORTANT**

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

**DIRECT EXPENSES**

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

**Supporting Information > Advisory Committee - Meetings/Strategies/Expenses/MOFs**

[Meetings](#) [Strategies](#) [Expenditures](#) [MOFs](#) [Bottom](#)

Advisory Committee:

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

**Expenditures:**

[Add Multiple Direct Expenses](#)

**Committee Members' Direct Expenses:**

Seq	Expense	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
<a href="#">Enter data below.</a>						

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

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

Select Expenses:

AGENCY SUPPORT PERSONNEL  
 TRAVEL  
 PERSONNEL

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

**Expenditures:**

[Add Multiple Direct Expenses](#)

**Committee Members' Direct Expenses:**

Seq	Expense	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
✖ 1	TRAVEL	7777	8888	9000	9999	9999
<b>Total Direct Expenses:</b>		\$0	\$0	\$0	\$0	\$0

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

**Expenditures:**

[Add Multiple Direct Expenses](#)

**Committee Members' Direct Expenses:**

Seq	Expense	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
✖ 1	TRAVEL	\$7,777	\$8,888	\$9,000	\$9,999	\$9,999
2	OTHER OPERATING COSTS	1111	2222	2400	2600	2600
<b>Total Direct Expenses:</b>		\$7,777	\$8,888	\$9,000	\$9,999	\$9,999

**IMPORTANT**



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

**INDIRECT EXPENSES**

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

Expenditures:

[Add Multiple Direct Expenses](#)

Committee Members' Direct Expenses:

[Add Multiple Indirect Expenses](#)

Committee Members' Indirect Expenses:

Seq	Other Expense	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
1	AGENCY SUPPORT PERSONNEL	5555	5999	6200	6500	6500
<b>Total Other Expenses:</b>		\$0	\$0	\$0	\$0	\$0
<b>Total Direct + Indirect Expenses:</b>		\$8,888	\$11,110	\$11,400	\$12,599	\$12,599

Save Cancel

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

Expenditures:

[Add Multiple Direct Expenses](#)

Committee Members' Direct Expenses:

Seq	Expense	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
1	TRAVEL	\$7,777	\$8,888	\$9,000	\$9,999	\$9,999
2	OTHER OPERATING COSTS	\$1,111	\$2,222	\$2,400	\$2,600	\$2,600
<b>Total Direct Expenses:</b>		\$8,888	\$11,110	\$11,400	\$12,599	\$12,599

[Add Multiple Indirect Expenses](#)

Committee Members' Indirect Expenses:

Seq	Other Expense	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
1	AGENCY SUPPORT PERSONNEL	\$5,555	\$5,999	\$6,200	\$6,500	\$6,500
<b>Total Other Expenses:</b>		\$5,555	\$5,999	\$6,200	\$6,500	\$6,500
<b>Total Direct + Indirect Expenses:</b>		\$14,443	\$17,109	\$17,600	\$19,099	\$19,099

**METHOD OF FINANCE (MOFs)**

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

[Add Multiple MOFs](#)

**MOFs:**

MOFs	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
✖ 1 - General Revenue Fund	\$14,443	\$17,109	\$17,600	\$19,099	\$19,099
2 - Available School Fund					
<b>Total MOFs:</b>	<b>\$14,443</b>	<b>\$17,109</b>	<b>\$17,600</b>	<b>\$19,099</b>	<b>\$19,099</b>
Expenses / MOFs Difference:	\$0	\$0	\$0	\$0	\$0

[Meetings](#) [Strategies](#) [Expenditures](#) [MOFs](#) [Top](#)

**IMPORTANT**

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

Repeat the previous steps for each advisory committee listed.

**OPERATING COSTS DETAIL**

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

**TIP**

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

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

<b>Supporting Information</b>	<b>Operating Costs Detail</b>
<b>Reports</b>	<b>Direct Administration</b>

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

**Supporting Information > Operating Costs Detail**

Select a Goal Objective Strategy: 1-APPELLATE COURT OPERATIONS 1-APPELLATE COURT OPERATIONS

[Add Multiple Expense Items](#) [Bottom](#)

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

**Supporting Information > Operating Costs Detail**

Select a Goal Objective Strategy: 1-APPELLATE COURT OPERATIONS 1-APPELLATE COURT OPERATIONS

[Add Multiple Expense Items](#) [Bottom](#)

**Operating Costs:**

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

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

Select Expense Items:

1 - Consumable Supplies

2 - Postage

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

Operating Costs:					
Type of Expense	Exp 2019	Est 2020	Bud 2021	Req 2022	Req 2023
✘ 1 - Consumable Supplies	\$1,111	\$1,444	\$1,500	\$1,700	\$1,700
✘ 2 - Postage	\$333	\$444	\$450	\$500	\$500
3 - Telephone					
<b>Operating Costs Totals:</b>	<b>\$1,444</b>	<b>\$1,888</b>	<b>\$1,950</b>	<b>\$2,200</b>	<b>\$2,200</b>

**Adding Individual Expense Items** – Use the gray section at the bottom of the **Operating Costs** grid to add an individual expense. Select the **Type of Expense** from the drop-down menu box (example 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 expense.

Operating Costs:					
Type of Expense	Exp 2019	Est 2020	Bud 2021	Req 2022	Req 2023
✘ 1 - Consumable Supplies	\$1,111	\$1,444	\$1,500	\$1,700	\$1,700
✘ 2 - Postage	\$333	\$444	\$450	\$500	\$500
5 - Westlaw/Lexis	5000	5500	5500	5700	5700
<b>Operating Costs Totals:</b>	<b>\$1,444</b>	<b>\$1,888</b>	<b>\$1,950</b>	<b>\$2,200</b>	<b>\$2,200</b>

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

**IMPORTANT**



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

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

Operating Costs:					
Type of Expense	Exp 2019	Est 2020	Bud 2021	Req 2022	Req 2023
✘ 1 - Consumable Supplies	\$1,111			\$1,700	\$1,700
✘ 2 - Postage	\$333			\$500	\$500
✘ 5 - Westlaw/Lexis	\$5,000			\$5,700	\$5,700
3 - Telephone					
<b>Operating Costs Totals:</b>	<b>\$6,444</b>	<b>\$7,388</b>	<b>\$7,450</b>	<b>\$7,900</b>	<b>\$7,900</b>

Message from webpage

Are you sure you want to delete Row# 2?

OK Cancel

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

**ADMINISTRATIVE AND SUPPORT COSTS – DIRECT AND INDIRECT**

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

**TIP**



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

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

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



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



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

NAVIGATION OPTIONS REFERENCE	
<b>Method of Allocation / Description</b>	Hyperlink directs you to the first grid on the screen labeled <b>Method of Allocation Description</b> .
<b>OOE</b>	Hyperlink directs you to the second grid on the screen labeled <b>OOEs</b> .

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

**METHOD OF ALLOCATION / DESCRIPTION**

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

[Description](#) [OOEs](#) [MOFs](#) [FTEs](#) [Bottom](#)

Select a Goal Objective Strategy:

**Method of Allocation Description:**

The character limit for this text field is 2,000.

Enter "Description" text here for Direct Administration. Refer to the Detailed Instructions for guidance.

Enter "Method of Allocation" text here for Indirect Administration. Refer to the Detailed Instructions for examples of allocation methodologies that may be appropriate, and other information requirements.

**DATA FOR OOEs, MOFs, FTEs**

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

**IMPORTANT**

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

MOFs:						
	MOF	Exp 2019	Est 2020	Bud 2021	Req 2022	Req 2023
	1 - General Revenue Fund	\$66,777	\$69,444	\$70,000	\$73,000	\$73,000
	2-Available School Fund					
	<b>MOF Strategy Totals:</b>	<b>\$66,777</b>	<b>\$69,444</b>	<b>\$70,000</b>	<b>\$73,000</b>	<b>\$73,000</b>
	<b>OOE / MOF Difference:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Click the **Supporting Information** menu and the **Indirect Administration** submenu. Repeat the previous steps for indirect administration costs.



**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 LARs. 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**

 ABEST includes a new **Part C: COVID-19 Related Expenditures** reporting section within **Homeland Security**. Several new CFDA numbers have been created in ABEST to assist with reporting expenditures related to **COVID-19**. Each **COVID-19** related CFDA number has the number “.119” as its ending extension for ABEST reporting purposes.

**IMPORTANT**

 **Homeland Security** funding includes three different categories: **Part A–Terrorism**, **Part B–Natural or Man-made Disasters**, and **Part C–COVID-19 Related Expenditures**. Part C is required for agencies to report COVID-19 expenditures. Refer to the *Detailed Instructions* for further guidance. Otherwise, Parts A and B of this schedule may be skipped if your agency or IHE did not receive **Homeland Security** funding for those purposes.

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



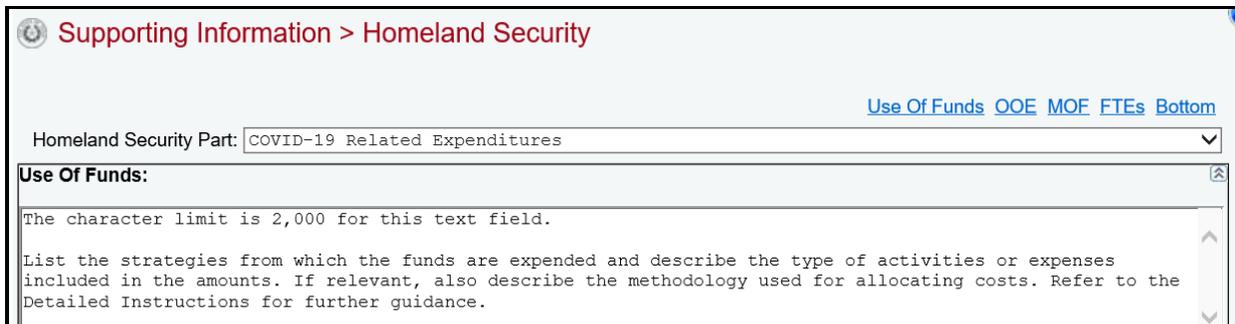
Homeland security funding falls into three categories, **Part A–Terrorism**, **Part B–Natural or Man-made Disasters**, and **Part C–COVID-19 Related Expenditures** (shown below). Click in the **Homeland Security Part** drop-down menu box and select a category for data entry. The data entry grids for **Parts A, B** and **C** are identical and resemble the grids on the **Strategy→Budgeting** menu/submenu.



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

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

Click in the **Use of Funds** grid at the top of the screen, enter the data and click **Save**. 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. If relevant, also describe the methodology used for allocating costs to Homeland Security.



The **Supporting Information > Homeland Security** screen allows you to add OOE's, MOF's, CFDA's and FTE's, just as you did earlier for the strategy. Refer to 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 on other screens. As shown in the below example, the grid includes a **Local/Agency** hyperlink within the **Funds Passed** column for all non-federally funded MOFs, and that hyperlink directs you to the **Supporting Information > Homeland Security - Pass Thru Funds** screen. Refer to the [HOMELAND SECURITY–PASS THRU FUNDS](#) section of these instructions for further details.

MOFs:							
	MOF	Funds Passed	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
✘	8000 - Disaster/Deficiency/Emergency Grant	<a href="#">Local/Agency</a>	\$0	\$0	\$0	\$0	\$0

**TIP**



You can access the **Supporting Information > Homeland Security - Pass Thru Funds** screen either by clicking the **Local/Agency** hyperlink or you can click the **Supporting Information** menu and the **Homeland Security – Pass Thru Funds** submenu.

For a federally funded MOF on the **MOFs** grid on the **Supporting Information > Homeland Security** screen, the **Local/Agency** hyperlink does not display on the **MOFs** grid, but will display (after clicking on the magnifying glass in the **MOFs** grid as shown below) in the **CFDA** grid on the **Supporting Information > Homeland Security – CFDA** screen (shown below).

**Supporting Information > Homeland Security**

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

Homeland Security Part: COVID-19 Related Expenditures

**Use Of Funds:**

[Add Multiple OOE's](#)

**OOEs:**

[Add Multiple MOFs](#)

**MOFs:**

	MOF	Funds Passed	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
✖	325 - CORONAVIRUS RELIEF FUND		\$0	\$0	\$0	\$0	\$0
✖	8000 - Disaster/Deficiency/Emergency Grant	<a href="#">Local/Agency</a>	\$0	\$0	\$0	\$0	\$0

**Supporting Information > Homeland Security - CFDA**

[Bottom](#)

Homeland Security Part: COVID-19 Related Expenditures

MOF: 325 - CORONAVIRUS RELIEF FUND

[Add Multiple CFDA's](#)

	CFDA	Funds Passed	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
✖	016.034.119. - COV19 Coronavirus Emer Supp Funding	<a href="#">Local/Agency</a>	\$0	\$600,000	\$600,000	\$0	\$0

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.

**MOFs:**

	MOF	Funds Passed	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
✖	325 - CORONAVIRUS RELIEF FUND		\$0	\$600,000	\$600,000	\$0	\$0
✖	8000 - Disaster/Deficiency/Emergency Grant	<a href="#">Local/Agency</a>	\$0	\$100,000	\$100,000	\$0	\$0
	1-General Revenue Fund						
	<b>MOF Totals:</b>		<b>\$0</b>	<b>\$700,000</b>	<b>\$700,000</b>	<b>\$0</b>	<b>\$0</b>
<b>OOE / MOF Difference:</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**HOMELAND SECURITY-PASS THRU FUNDS**

Click the **Supporting Information** menu and the **Homeland Security - Pass Thru Funds** submenu (as shown below) to enter funding 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, B and C**.

Supporting Information > Homeland Security - Pass Thru Funds

[Local](#) [Agency](#) [Bottom](#)

Homeland Security Part: COVID-19 Related Expenditures

MOF: 325 - CORONAVIRUS RELIEF FUND

CFDA: 016.034.119 - COV19 Coronavirus Emer Supp Funding

**Local:**

Location	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
<a href="#">Enter data below.</a>					
<b>Local Total:</b>	\$0	\$0	\$0	\$0	\$0

[Add Multiple Agencies](#)

**Agency:**

Passed Agency	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
<a href="#">Enter data below.</a>					

**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 (example shown below). Enter a **Location** (text field character limit is 100, and a warning displays when entered data exceeds the limit), the fiscal year dollar amounts, and click **Save**.

Homeland Security Part: COVID-19 Related Expenditures

MOF: 325 - CORONAVIRUS RELIEF FUND

CFDA: 016.034.119 - COV19 Coronavirus Emer Supp Funding

**Local:**

Location	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
1 City of XYZ	\$0	\$50,000	\$50,000	\$0	\$0
<i>100 character limit</i>	0	\$25,000	\$25,000	0	0
<b>Local Total:</b>	\$0	\$50,000	\$50,000	\$0	\$0

**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**.

[Local Agency Bottom](#)

Homeland Security Part: COVID-19 Related Expenditures

MOF: 325 - CORONAVIRUS RELIEF FUND

CFDA: 016.034.119 - COV19 Coronavirus Emer Supp Funding

Local:

[Add Multiple Agencies](#)

Agency:

Passed Agency	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
<b>Enter data below.</b>					
000-Unspecified or not applicable					
<b>Agency Total:</b>	\$0	\$0	\$0	\$0	\$0

**Adding a Single Agency** – Use the gray section at the bottom of the **Agency** grid to add a single agency. Select the **Passed Agency** from the drop-down menu box, enter the dollar amounts associated with each fiscal year, and click **Save**. The system will not save the data unless you have entered at least one dollar amount for the selected agency.

[Local Agency Bottom](#)

Homeland Security Part: COVID-19 Related Expenditures

MOF: 325 - CORONAVIRUS RELIEF FUND

CFDA: 016.034.119 - COV19 Coronavirus Emer Supp Funding

Local:

[Add Multiple Agencies](#)

Agency:

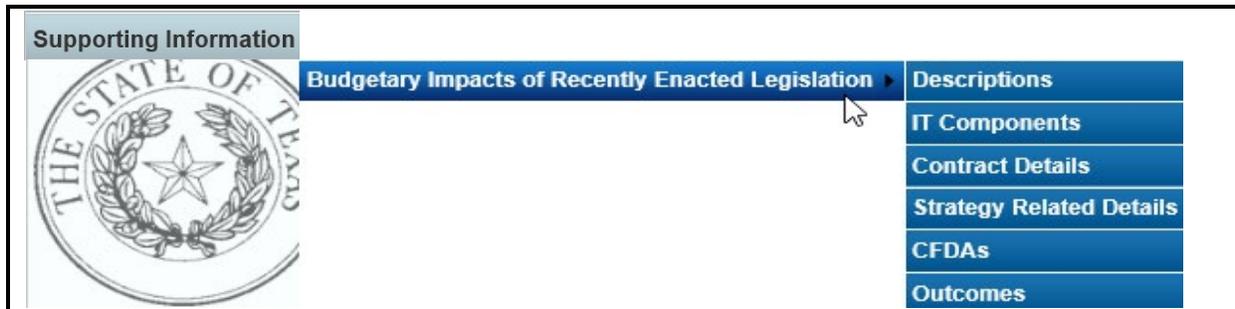
Passed Agency	Exp 2019	Est 2020	Bud 2021	BL 2022	BL 2023
<b>Enter data below.</b>					
529-Hlth & Human Svcs Comm	0	\$23,500	\$23,500	0	0
<b>Agency Total:</b>	\$0	\$0	\$0	\$0	\$0

[Local Agency Top](#)

Enter all data that is applicable to your agency for **Part A–Terrorism**, **Part B–Natural or Man-made Disasters**, and **Part C–COVID-19 Related Expenditures**. Refer to 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 LAR supporting schedule that applies to all state agencies, judicial branch agencies/appellate courts, and institutions/agencies of higher education that are implementing or expanding programs because of recently enacted state legislation by the Eighty-sixth Legislature. Read the *Detailed Instructions* for information about the data required for this LAR supporting schedule. The data you enter into ABEST on six different screens produces two reports: **Schedule 6.K. Part A** and **Schedule 6.K. Part B** (for additional information refer to the [GENERATING REPORTS](#) section of these instructions). The six ABEST data entry screens are accessed by clicking on the **Supporting Information** menu, then the submenu items that are shown below.

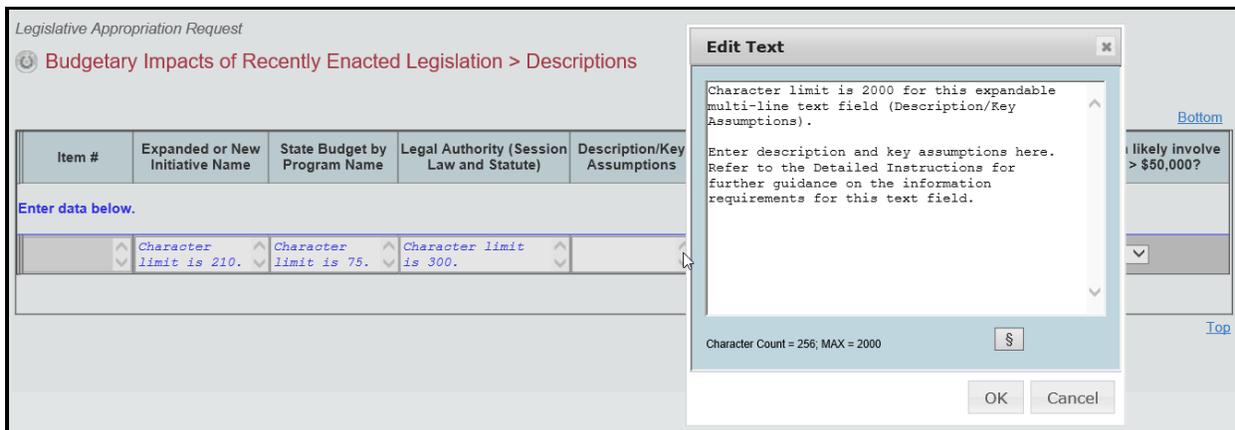


**DESCRIPTIONS**

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



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



**TIP**



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

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

Legislative Appropriation Request

Budgetary Impacts of Recently Enacted Legislation > Descriptions

[Bottom](#)

Item #	Expanded or New Initiative Name	State Budget by Program Name	Legal Authority (Session Law and Statute)	Description/Key Assumptions	Are there cost/savings to this item?	Any impact to FTEs?	Is there an IT component?	Will this item likely involve contracts > \$50,000?
	Character limit is 210.	Character limit is 75.	Character limit is 300.	Character limit is	Y	Y	Y	N

Enter data below.

[Top](#)

**IMPORTANT**



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

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

Budgetary Impacts of Recently Enacted Legislation > Descriptions

[Bottom](#)

Item #	Expanded or New Initiative Name	State Budget by Program Name	Legal Authority (Session Law and Statute)	Description/Key Assumptions	Are there cost/savings to this item?	Any impact to FTEs?	Is there an IT component?	Will this item likely involve contracts > \$50,000?
	Character limit is 210.	Character limit is 75.	Character limit is 300.	Character limit is	Y	Y	Y	Y

Enter data below.

**Message from webpage**

**!** You have entered the following selections:

Will this item likely involve contracts > \$50,000? to YES.  
 Is there an IT component? to yes.  
 Are there cost/savings? to Yes.  
 Any impacts to FTEs? to Yes.

Please enter supporting data for your selections

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

Budgetary Impacts of Recently Enacted Legislation > Descriptions

[Bottom](#)

Item #	Expanded or New Initiative Name	State Budget by Program Name	Legal Authority (Session Law and Statute)	Description/Key Assumptions	Are there cost/savings to this item?	Any impact to FTEs?	Is there an IT component?	Will this item likely involve contracts > \$50,000?
	Character limit is 210.	Character limit is 75.	Character limit is 300.	Character limit is	Y	Y	Y	Y

**Message from webpage**

**?** Are you sure you want to delete Row# 1?

**TIP**



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

**IT COMPONENTS**

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



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

**Budgetary Impacts of Recently Enacted Legislation > IT Components**

Expanded or New Initiative list with IT Component:  
 1-Database for Collecting Certain Information

[Initiative](#) [Cost](#) [FTEs](#) [Bottom](#)

Expanded or New Initiative with IT Component:

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

Is IT component New or Current Project?

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

Type of Project?

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

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

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

Estimated IT Cost:					
Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023	Total Over Life of Project
0	94295	94295	94295	94295	942950

FTEs Related to IT:				
Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023
0	1.0	1.0	1.0	1.0

**IMPORTANT**



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

**Budgetary Impacts of Recently Enacted Legislation > IT Components**

Expanded or New Initiative list with IT Component:  
 1-Database for Collecting Certain Information

Initiative Cost FTEs Bottom

Expanded or New Initiative with IT Component:

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

Is IT component New or Current Project?

Development Cost and Other Cost(Please Provide a breakdown):

Type of Project?

Proposed Software:

Proposed Hardware:

Estimated IT Cost:

Save Delete Cancel

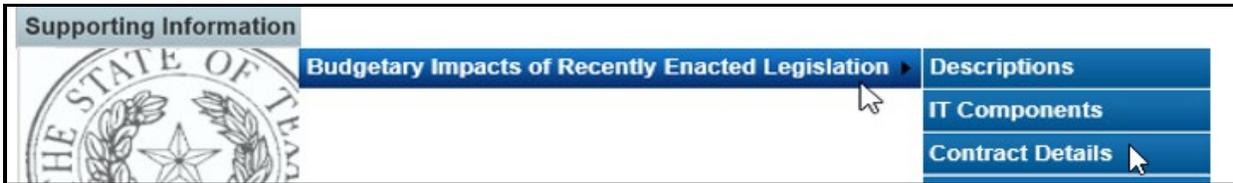
Message from webpage

Are you sure you want to delete all of the IT Components information?

OK Cancel

**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**.

**Budgetary Impacts of Recently Enacted Legislation > Contract Details** [Bottom](#)

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

**Contracting:**

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

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

**IMPORTANT**

**i** If you click on the **Delete** button on the **Budgetary Impacts of Recently Enacted Legislation > Contract Details** screen as shown below, all of the **Contract Details** information for the initiative will be deleted, and the answer on the **Descriptions** screen for **“Will this item likely involve contracts > \$50,000?”** will automatically be changed from **“Y”** (yes) to **“N”** (no).

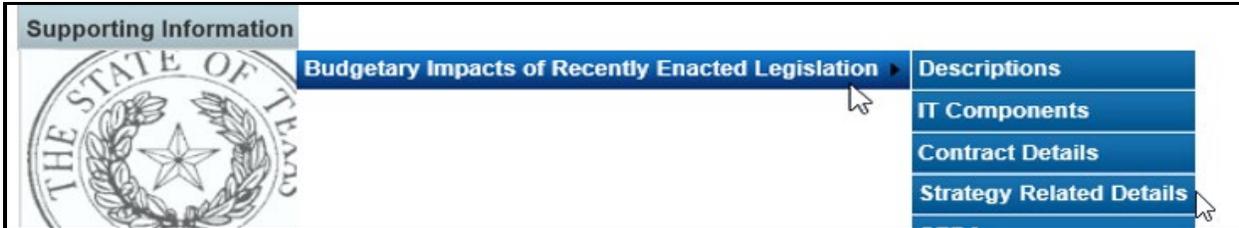
**Contracting:**

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

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

**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 box, and enter information in the different grids on the **Budgetary Impacts of Recently Enacted Legislation > Strategy Related Details** screen. As shown below, add the OOE's, MOFs, CFDA's and FTE's data just as you did earlier for the strategy. Refer to the strategy [OOEs](#), [MOFs](#), [CFDAs](#), and [FTEs](#) sections of these instructions for data entry details. The data you enter here should apply *only* to the selected **Expanded or New Initiative**.

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

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

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

Strategy: 1-LICENSE AND DEVELOP STANDARDS    1-LICENSING AND EXAMINATIONS    1-LICENSING

[Add Multiple OOE's](#)

OOEs:

OOE	Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023
* 1001 - SALARIES AND WAGES	\$0	\$65,835	\$65,835	\$65,835	\$65,835
1002-OTHER PERSONNEL COSTS					
<b>OOE Totals:</b>	<b>\$0</b>	<b>\$65,835</b>	<b>\$65,835</b>	<b>\$65,835</b>	<b>\$65,835</b>

[Add Multiple MOFs](#)

MOFs:

MOF	Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023
* 1 - General Revenue Fund	\$0	\$65,835	\$65,835	\$65,835	\$65,835
2-Available School Fund					
<b>MOF Totals:</b>	<b>\$0</b>	<b>\$65,835</b>	<b>\$65,835</b>	<b>\$65,835</b>	<b>\$65,835</b>

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

FTEs:

FTE	Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023
* Full-Time Equivalents	0	1	1	1	1

**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 (as shown in the following graphic), use the drop-down menu boxes to select the desired measure name, then enter the fiscal year data for each

applicable strategy related performance measure (**Outputs, Efficiency, Explanatory**), and click **Save**. The data you enter here should apply *only* to the selected **Expanded or New Initiative**.

Outputs:					
Output Measure	Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023
Enter data below.					
1-NUMBER OF NEW LICENSES ISSUED					

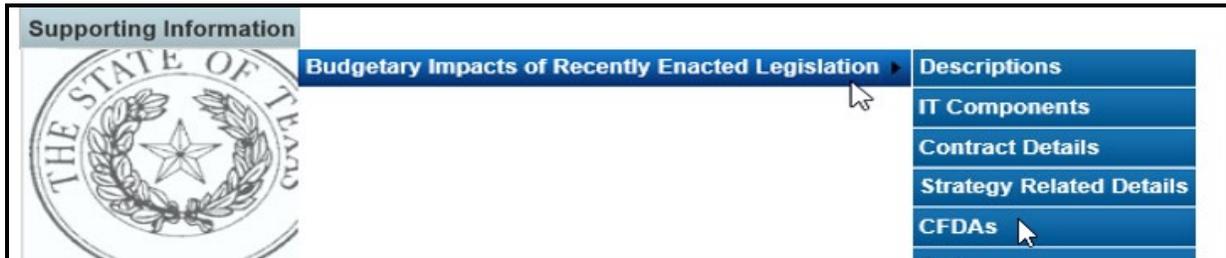
Efficiency:					
Efficiency Measure	Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023
No measures defined for this strategy.					

Explanatory:					
Explanatory Measure	Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023
Enter data below.					
1-NUMBER LICENSED (UNAPPT)					
2-NUMBER LICENSED (APPT)					

**CFDAs**

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



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

Budgetary Impacts of Recently Enacted Legislation > CFDAs

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

Strategy: 1-LICENSE AND DEVELOP STANDARDS    1-LICENSING AND EXAMINATIONS    1-LICENSING

MOFs: 555 - Federal Funds

[Add Multiple CFDAs](#)  
[Add MOFs](#)

CFDA	Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023
Enter data below.					
000.405.008 - NAT'L ASSET SEIZURE					
<b>CFDA Totals:</b>	\$0	\$0	\$0	\$0	\$0

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

Budgetary Impacts of Recently Enacted Legislation > CFDA

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

Strategy: 1-LICENSE AND DEVELOP STANDARDS 1-LICENSING AND EXAMINATIONS 1-LICENSING

MOFs: 555 - Federal Funds

CFDA	Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023
000.405.006 - NAT'L ASSET SEIZURE			\$33,333	\$33,333	\$33,333
000.000.000 - Temp Place Holder					
<b>CFDA Totals:</b>			\$33,333	\$33,333	\$33,333

**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 below.

Supporting Information

- Budgetary Impacts of Recently Enacted Legislation
  - Descriptions
  - IT Components
  - Contract Details
  - Strategy Related Details
  - CFDA
  - Outcomes

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

Budgetary Impacts of Recently Enacted Legislation > Outcomes

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

Objective: 2-REGULATION 1-ENFORCEMENT/REGULATION

Outcomes:

Outcome Measure	Exp 2019	Bud 2020	Est 2021	Est 2022	Est 2023
1-# OF DISCIPLINARY ACTIONS TAKEN					

## CHANGING AGENCY STATUS TO COMPLETE

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

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

### IMPORTANT



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

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

## CLOSING EDITS AND WARNINGS

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

MOF Summary - Strategy MOF/Rider Difference

[Summary Requests > MOFs](#)  
[Strategy > Budgeting](#)  
[Rider > Amounts](#)

MOF	Exp 2019	Est 2020	Bud 2021	Req 2022	Req 2023
1	\$0	\$0	(\$100,000,000)	\$0	\$0
5	\$555	\$555	\$555	\$0	\$0

### 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.

**CAUTION**



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



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

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	RESOLUTION
Base Recon Status must be Complete	The agency's Base Reconciliation <b>Status</b> must be set to <b>COMPLETE</b> . From the available drop-down menu boxes in the user profile selection area, select <b>87TH LEGISLATIVE REGULAR SESSION, Base Reconciliation, S01 – AGENCY SUBMISSION</b> , and your agency. Click <b>Save Selections</b> to update your user profile. Select the <b>Status</b> menu, click the <b>COMPLETE</b> radio button and click <b>Save</b> .
Budgetary Impacts: Missing IT Components	Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and <b>IT Components</b> submenus. Select the appropriate <b>Expanded or New Initiative</b> from the drop-down menu box. Enter data in the appropriate fields and click <b>Save</b> .
Budgetary Impacts: Missing Strategy Related Details: Cost/Savings (OOEs/MOFs)	This closing edit appears if an <b>Expanded or New Initiative</b> in the <b>Supporting Information</b> → <b>Budgetary Impacts of Recently Enacted Legislation</b> → <b>Descriptions</b> menu/submenu has been selected ("Y") to have cost/savings and no OOE/MOF data has been entered. Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and <b>Strategy Related Details</b> submenus. Select the appropriate <b>Expanded or New Initiative</b> and <b>Strategy</b> from the drop-down menu box. Enter OOE/MOF data and click <b>Save</b> . If the <b>Expanded or New Initiative</b> has no cost/savings impact, click the appropriate <b>Expanded or New Initiative</b> in the <b>Supporting Information</b> → <b>Budgetary Impacts of Recently Enacted Legislation</b> → <b>Descriptions</b> menu/submenu and change the "Y" to "N".

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

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	RESOLUTION
Budgetary Impacts: Strategy Related Details: OOE > Strategy: Budgeting: OOEs	This closing edit appears when the <b>Expanded or New Initiative</b> OOE are greater than the total OOE for the associated strategy. Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and <b>Strategy Related Details</b> submenus. Select the <b>Expanded or New Initiative</b> and the <b>Strategy</b> listed in the closing edit. The <b>OOE Difference</b> row on the screen will show the imbalance. Make the adjustments to the OOE on the appropriate grid and click <b>Save</b> .
Budgetary Impacts: Strategy Related Details: MOFs > Strategy: Budgeting : MOFs	This closing edit appears when the <b>Expanded or New Initiative</b> MOF amounts are greater than the total MOF amounts for the associated strategy. Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and <b>Strategy Related Details</b> submenus. Select the <b>Expanded or New Initiative</b> and the <b>Strategy</b> listed in the closing edit. The <b>MOF Difference</b> row on the screen will show the imbalance. Make the adjustments to the MOF on the appropriate grid and click <b>Save</b> .
Budgetary Impacts: CFDAs > Strategy: CFDAs	This closing edit appears when the <b>Expanded or New Initiative</b> CFDA amounts are greater than the total CFDA amounts for the associated strategy. Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and <b>Strategy Related Details</b> submenus. Select the <b>Expanded or New Initiative</b> and the <b>Strategy</b> listed in the closing edit. The <b>CFDA Difference</b> row on the screen will show the imbalance. Make the adjustments to the CFDA on the appropriate grid and click <b>Save</b> .
Budgetary Impacts: Strategy Related Details: FTEs > Strategy: FTEs	This closing edit appears when the <b>Expanded or New Initiative</b> FTE amounts are greater than the total FTE amounts for the associated strategy. Click the <b>Supporting Information</b> menu, then <b>Budgetary Impacts of Recently Enacted Legislation</b> and the <b>Strategy Related Details</b> submenus. Select the <b>Expanded or New Initiative</b> and the <b>Strategy</b> listed in the closing edit. The <b>FTE Difference</b> row on the screen will show the imbalance. Make the adjustments to the FTE on the appropriate grid and click <b>Save</b> .
Capital Projects: Rider Allocation OOE = Rider Allocation MOFs – Capital and/or Informational	This edit appears when there is a difference between OOE and MOF rider allocation amounts in rider capital budget projects for each year. This closing edit lists OOE and MOF differences by project. To clear this edit, click the <b>Capital Budgets</b> menu and the <b>Rider Allocation</b> submenu. Select the project listed in the closing edit. Adjust the OOE and MOF data so that the <b>OOE / MOF Difference</b> row for the project shows a zero for each year ( <b>Capital</b> and/or <b>Informational</b> data).
Capital Projects: Rider Financing = Rider Strategy Allocation MOFs – Capital and/or Informational	This edit appears when there is a difference between rider capital projects financing and capital rider allocations (MOF) for each year. To clear this edit, click the <b>Capital Projects</b> menu and the <b>Rider Financing</b> submenu. The closing edit displays the project number and if the project is <b>Capital</b> or <b>Informational</b> . Select the project and review the data; revise if necessary and click <b>Save</b> . If the edit has not cleared, click the <b>Capital Projects</b> menu and the <b>Rider Allocation</b> submenu. Select the project and review the MOF data; revise if necessary and click <b>Save</b> . The MOF amounts should balance for both menu items by project and year.
Capital Projects: Financing = Strategy Allocation MOFs – Capital and/or Informational	This edit appears when there is a difference between capital projects financing and capital allocations (MOF) for each year. To clear this edit, click the <b>Capital Projects</b> menu and the <b>Financing</b> submenu. The closing edit displays the project number and if the project is <b>Capital</b> or <b>Informational</b> . Select the project and review the data; revise if necessary and click <b>Save</b> . If the edit has not cleared, click the <b>Capital Projects</b> menu and the <b>Allocation</b> submenu. Select the project and review the MOF data; revise if necessary and click <b>Save</b> . The MOF amounts should balance for both menu items by project and year.
Capital Projects: Strategy Allocation OOEs = Strategy Allocation MOFs – Capital and/or Informational	This edit appears when there is a difference between OOE and MOF strategy allocation amounts in capital budget projects for each year. This closing edit lists OOE and MOF differences by project and strategy. To clear this edit, click the <b>Capital Budgets</b> menu and the <b>Strategy Allocation</b> submenu. Select the project listed in the closing edit. Adjust the OOE and MOF data so that the <b>OOE / MOF Difference</b> row for the project shows a zero for each year ( <b>Capital</b> and/or <b>Informational</b> data).

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	RESOLUTION
Capital Rider OOE Allocation Difference	This edit appears when there is a difference between rider OOE amounts in capital budget projects and the total OOE amount for each year. To balance, for the OOE listed in the closing edit, either increase the amount on the rider menu (click the <b>Rider</b> menu and the <b>Amounts</b> submenu) or decrease the amount in capital projects for riders allocated to this OOE (click the <b>Capital Budgets</b> menu and the <b>Rider Allocation</b> submenu). The total OOE from the <b>Capital Projects→Rider Allocation</b> menu/submenu must be less than or equal to the total OOE from the <b>Rider→Amounts</b> menu/submenu.
Capital Rider MOF Allocation Difference	This edit appears when there is a difference between rider MOF amounts in capital budget projects and the total MOF amount for each year. To balance, for the MOF listed in the closing edit, either increase the amount on the rider menu (click the <b>Rider</b> menu and the <b>Amounts</b> submenu) or decrease the amount in capital projects for riders allocated to this MOF (click the <b>Capital Budgets</b> menu and the <b>Rider Allocation</b> submenu). The total MOFs from the <b>Capital Projects→Rider Allocation</b> menu/submenu must be less than or equal to the total MOFs from the <b>Rider→Amounts</b> menu/submenu.
Capital Strategy Request – Capital Budget Project = Difference (OOE Difference must be >= \$0)	This edit appears when there is a difference between strategy-level OOE amounts in capital budget projects and OOE amounts in strategies. To balance, for the strategy and OOE listed in the closing edit, either increase the amount on the strategy menu (click the <b>Strategy</b> menu and the <b>Budgeting</b> submenu) or decrease the amount in capital projects allocated to this strategy and OOE (click the <b>Capital Projects</b> menu and the <b>Strategy Allocation</b> submenu). The total OOE from the <b>Capital Projects→Strategy Allocation</b> menu/submenu must be less than or equal to the total OOE from the <b>Strategy→Budgeting</b> menu/submenu.
Capital Strategy Request – Capital Budget Project (MOF Difference must be >= \$0)	This edit appears when there is a difference between strategy-level MOF amounts in capital budget projects and MOF amounts in strategies. To balance, for the strategy and MOF listed in the closing edit, either increase the amount on the strategy menu (click the <b>Strategy</b> menu and the <b>Budgeting</b> submenu) or decrease the amount in capital projects allocated to this strategy and MOF (click the <b>Capital Projects</b> menu and the <b>Strategy Allocation</b> submenu). The total MOFs from the <b>Capital Projects→Strategy Allocation</b> menu/submenu must be less than or equal to the total MOFs from the <b>Strategy→Budgeting</b> menu/submenu.
Committee Expense MOF Summary Difference	This edit appears when there is a difference in expenses and MOFs for advisory committees. Click the <b>Supporting Information</b> menu and the <b>Advisory Committee Meetings/Strategies/Expenses/MOFs</b> submenu. Select the committee code of the committee listed in the closing edit. The <b>Expense/MOF Difference</b> will show an imbalance. Expenses and MOFs must balance. Make the adjustments to the appropriate grids and click <b>Save</b> .
Direct Admin OOE / MOF Difference	This edit appears when the OOE and MOFs do not balance for a strategy for direct administration. To clear this edit, click the <b>Supporting Information</b> menu and the <b>Direct Administration</b> submenu. Select the strategy listed in the closing edit. The <b>OOE / MOF Difference</b> row shows the imbalance. Make the adjustments to the OOE and/or MOF on the appropriate grids and click <b>Save</b> .
Exceptional Item IT Component needs supporting data	Click the <b>Exceptional Items</b> menu and the <b>IT Component Details</b> submenu. Select the appropriate <b>Exceptional Item</b> from the drop-down menu box. Enter data in the appropriate fields and click <b>Save</b> .
Exceptional Items Anticipated Out-year Costs and Contracting cost more than \$50,000 needs supporting data	Click the <b>Exceptional Items</b> menu and the <b>Anticipated Out-year Costs/Contracting Details</b> submenu. Select the appropriate <b>Exceptional Item</b> from the drop-down menu box. Enter data in the appropriate fields and click <b>Save</b> .

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	RESOLUTION
Exceptional Item OOE/ MOF Difference	This closing edit appears when the OOE's and MOF's are not in balance for an exceptional item and strategy. Click the <b>Exceptional Items</b> menu and the <b>Strategy Related Detail</b> submenu. Select the exceptional item and the strategy listed in the closing edit. The <b>OOE / MOF Difference</b> row on the screen will show the imbalance. Make the adjustments to the OOE and/or MOF on the appropriate grids and click <b>Save</b> .
FTE Summary – Strategy FTE/Rider Difference	This edit appears when the summary of FTEs and the FTEs entered for strategies are out of balance. Clearing this edit may mean checking multiple screens. First, click the <b>Summary of Request</b> menu and the <b>FTEs</b> submenu. The <b>FTE Summary Totals</b> and <b>FTE Strategy Totals</b> must be the same. The <b>FTE Summary Totals</b> row includes data for the current years that you entered and the historical data entered during Base Reconciliation. Check the data for the current years for accuracy and revise if necessary. The totals for each should be the same. To revise historical data, call your LBB analyst to have ABEST reopened for Base Reconciliation. Make the changes and close the Base Reconciliation status in ABEST. The <b>FTE Strategy Totals</b> are rolled up from the FTEs you entered for each strategy under the <b>Strategy</b> menu, Check the FTEs for each strategy listed in the closing edit for errors and make revisions.
General Revenue & General Revenue Dedicated baseline targets have not been set	Your agency's GR and GR–D baseline targets (limits) are typically entered into ABEST by LBB staff before you start working on your agency's LAR. If this message appears in the closing edits, contact your LBB analyst and advise them of the closing edit. Your LBB analyst will contact LBB Application Support to get the issue rectified.
The total LAR requested amounts entered for GR and GR-D cannot exceed the total GR/GR-D baseline target	After your agency's GR and GR–D baseline targets (limits) are entered into ABEST by LBB staff, if this message appears in the closing edits, that means the agency's total appropriations request (entered into ABEST) for the upcoming biennium has exceeded the agency's total GR/GR–D baseline targets (limits). To clear the edit, review your agency's requested amounts for each strategy and rider appropriation and make necessary revisions to ensure the agency's total appropriations request does not exceed the agency's total GR/GR–D baseline targets (limits).
Homeland Security OOE / MOF Difference	This edit appears when the OOE's and MOF's for homeland security are out of balance. To clear this edit, click the <b>Supporting Information</b> menu and <b>Homeland Security</b> submenu. Select the part ( <b>Terrorism</b> or <b>Natural or Man-made Disasters</b> ) indicated in the closing edit. The imbalance appears in the <b>OOE / MOF Difference</b> row. Revise the OOE and/or MOF data. The <b>OOE/MOF difference</b> should be zero for all years.
Indirect Admin OOE / MOF Difference	This edit appears when the OOE's and MOF's do not balance for a strategy for indirect administration. To clear this edit, click the <b>Supporting Information</b> menu and the <b>Indirect Administration</b> submenu. Select the strategy listed in the closing edit. The <b>OOE / MOF Difference</b> row will show the imbalance. Make adjustments to the OOE and/or MOF entries on this screen and click <b>Save</b> .
Measure Definition Status must be Complete	The agency's Strategic Plan/Measures Definitions <b>Status</b> must be set to <b>COMPLETE</b> . From the available drop-down menu boxes in the user profile selection area, select <b>87TH LEGISLATIVE REGULAR SESSION, Strategic Plan/Measures Definitions, S01 – AGENCY SUBMISSION</b> , and your agency. Click <b>Save Selections</b> to update your user profile. Select the <b>Status</b> menu, click the <b>COMPLETE</b> radio button and click <b>Save</b> .
Measures Outcome Missing Amounts	This edit appears when no actual or projected amounts have been entered for key and non-key outcome measures. Click on the <b>Measures</b> menu and the <b>Outcomes</b> submenu. Enter missing amounts and click <b>Save</b> .
Measures Outputs Missing Amounts	This edit appears when no actual or projected amounts have been entered for key and non-key output measures. Click on the <b>Measures</b> menu and the <b>Strategy Related</b> submenu. Enter missing amounts and click <b>Save</b> .

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	RESOLUTION
Missing Advisory Committee Strategies	This edit appears when no strategies have been selected for an advisory committee. Click on the <b>Supporting Information</b> menu and the <b>Advisory Committee - Meetings/Strategies/Expenses/MOFs</b> submenu. Click on the <b>Strategies</b> hyperlink at the top of the screen. Select a strategy on the grid and click <b>Save</b> .
MOF Summary – Strategy MOF/Rider Difference	This closing edit appears when the <b>MOF Summary Totals</b> and the rolled-up totals for MOFs for strategies and appropriation riders do not match. The out-of-balance MOFs are listed by code. Clearing this edit may mean checking multiple screens. Click the <b>Summary of Requests</b> menu and the <b>MOFs</b> submenu. The <b>MOF Summary Totals</b> and the <b>MOF Strategy &amp; Rider Totals</b> rows should have the same values for each year. The <b>MOF Summary Totals</b> row rolls up data entered for the selected MOF during Base Reconciliation as well as data entered on this screen for the current years. The <b>MOF Strategy &amp; Rider Totals</b> include data from the strategies for the historical years and strategies plus appropriation riders for the baseline years. Thus, the imbalance may be due to incorrect current MOF data, incorrect Base Reconciliation MOF data, and/or incorrect MOF data for any strategy or rider. Start with an MOF code listed in the closing edit. To clear incorrect MOF data for strategies, click the <b>Strategy</b> menu and the <b>Budgeting</b> submenu. Check the MOF data for each strategy and revise if needed. If you are still unsure where the imbalance is, first check the data you entered on the <b>Summary of Requests &gt; MOFs</b> screen for the current years and revise if needed. To revise historical data, call your agency's LBB analyst to have ABEST reopened for Base Reconciliation. Make the changes and close Base Reconciliation in ABEST (set agency <b>Status</b> to <b>COMPLETE</b> ). If you have appropriation rider requests, click the <b>Rider</b> menu and the <b>Amounts</b> submenu to check the MOF data for each appropriation rider. Revise if needed.
MOF/TOF Capital Project Strategy Allocation Difference	This edit appears if the financing for a capital project does not equal the strategy allocation. OOE and MOFs must balance. To clear this edit, click the <b>Capital Projects</b> menu and the <b>Financing</b> submenu. The closing edit displays the project number and if the project is <b>Capital</b> or <b>Informational</b> . Select the project and review the MOF data; revise if necessary and click <b>Save</b> . If the edit has not cleared, click the <b>Strategy Allocation</b> submenu. Select the project and review the OOE data; revise if necessary and click <b>Save</b> . OOE and MOFs should be in balance.
MOF/TOF Capital Project Strategy Allocation Difference Table	This edit appears if your agency's total project financing for either capital or informational items does not equal the strategy allocation total. Click on the <b>Capital Projects</b> menu and the <b>Financing</b> submenu. Select the project listed on the closing edit screen ( <b>Status</b> menu). Review your source data, calculations, and data entry. In addition, click on the <b>Capital Projects</b> menu and the <b>Strategy Allocation</b> submenu. Select the project listed on the closing edit screen ( <b>Status</b> menu). Review your source data, calculations, and data entry. The totals on the <b>Financing</b> and <b>Strategy Allocation</b> screens must equal.
OOE / MOF Difference Table	Edits are listed by OOE/MOF differences and strategy. Click the <b>Strategy</b> menu and the <b>Budgeting</b> submenu. Select the strategy listed on the closing edit screen ( <b>Status</b> menu) and scroll to the bottom. The <b>OOE/MOF Balance</b> row displays differences by year. The difference totals must display zero for each year. Review your agency's MOF and OOE source data, calculations, and data entry. Repeat for each strategy listed on the closing edit screen.
Rider Difference	This appears if the OOE and MOFs for the appropriation riders are not balanced. To clear, click the <b>Rider</b> menu and the <b>Amounts</b> submenu. Select a rider listed in the closing edit. Adjust OOE and MOF data so that the <b>OOE / MOF Difference</b> row shows a zero for every year.
Strategy Biennial Difference (SBC) must be \$0 AND Explanation(s) must exist	Click the <b>Strategy</b> menu and the <b>Budgeting</b> submenu. Enter <b>Amounts</b> and <b>Explanations</b> in the <b>SBC</b> grid and click <b>Save</b> . The <b>Difference</b> column in the <b>Calculations</b> grid must equal zero and you must have at least one entry in the <b>Explanations</b> grid (even if your agency's biennial difference is zero) before you can set your agency's <b>Status</b> to <b>COMPLETE</b> .

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	RESOLUTION
Strategy FTE Exceptional Item FTE Difference	This closing edit appears when the values for FTEs for exceptional items do not match the values for FTEs for strategies for exceptional items. Click the <b>Exceptional Items</b> menu and the <b>Strategy Related Detail</b> submenu. Select an exceptional item and the strategy listed in the closing edit. The values entered for <b>Full-Time Equivalents</b> must match the values entered for <b>FTEs</b> for that strategy in the <b>Exceptional</b> years on the <b>Strategy→FTEs</b> menu/submenu.
Strategy MOF Exceptional Item MOF Difference	This edit appears when the values for MOFs for exceptional items do not match the values for MOFs for strategies for exceptional items. Click the <b>Exceptional Items</b> menu and the <b>Strategy Related Detail</b> submenu. Select an exceptional item and the strategy listed in the closing edit. The values entered for the MOF listed in the closing edit on this screen must match the values entered for the MOF in the <b>Exceptional</b> years on the <b>Strategy→Budgeting</b> menu/submenu.
Strategy OOE Exceptional Item OOE Difference	This closing edit shows an imbalance in values for OOE for exceptional items and for strategies. Click the <b>Exceptional Items</b> menu and the <b>Strategy Related Detail</b> submenu. Select an exceptional item and the strategy listed in the closing edit. The values entered for the OOE listed in the closing edit on this screen must match the values entered for the OOE in the <b>Exceptional</b> years on the <b>Strategy→Budgeting</b> menu/submenu. Make the adjustments on these screens to balance exceptional item OOE.

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

ABEST WARNINGS
<b>CFDA:</b>
Amounts greater than \$10,000,000.00 require checking additional Federal Funds and General Revenue
<b>BOP (Closing Edits for BOP and Warnings for LAR):</b>
Life Cycle Replacement Data is Required
Estimated/Actual Project Cost Cannot be Zero (Project Information Screen)
Project ID Cannot be Zero
Daily Operations Categories / MOF/TOF Difference
("COLUMN_HDR4") Total must be equal to DCC Base Control Total or Explained on Project Information Screen
Life Cycle - Life Cycle Detail Summary = Difference ( Difference Must be Equal to Zero )
Operating & Maintenance Expenses OOE / MOF Difference
MOF/TOF DCC Projects and nonDCC Projects Difference (DCC {Category 30000} Must be Less Than or Equal to nonDCC)
MOF TOF Capital Detail - DCC Related Costs Detail = Difference (Difference Must be > or = to Zero)
Project Strategy Allocation / MOF/TOF Difference
DCC Projects Require Dollars in all 4 Years
Strategy Request - Strategy Allocation = Difference (Difference Must be Greater than or Equal to Zero)

ABEST WARNINGS
Capital Project Financing by Project ID - Project Financing by Project ID
Strategy Allocation Projects (non DCC) - DCC Projects = Difference (Difference Must be Greater Than or Equal to Zero)
Capital Strategy Allocation - Strategy Allocation
Missing Business Case or Statewide Impact Analysis for 5005, 9000, 9500 Projects Over \$5 Million
Missing Business Case, Workbook or Statewide Impact Analysis for non-6000 and 7000 projects over \$5 Million
BOP has not yet been completed

## GENERATING REPORTS

ABEST can produce several reports based on the LAR data you submit. You can generate these reports at any time when your agency’s **Status** is set to **INCOMPLETE** or **COMPLETE**. However, *before* printing the final copy of your reports, it is advisable that you complete all your ABEST data entry and change your **Status** to **COMPLETE**. To assist in navigating the **Reports** menu, review the following table titled: **SECTION LAYOUT FOR REPORTS AND MENUS/SUBMENUS TO ACCESS REPORTS**.

SECTION LAYOUT FOR REPORTS AND MENUS/SUBMENUS TO ACCESS REPORTS	
ABEST REPORTS BY TYPE AND PART NUMBER/TITLE	ABEST REPORT MENU/SUBMENU
<b>LAR Report</b>	
Administrator’s Statement	Reports/Supporting Information
Mission Statement	Reports/Supporting Information
Strategy Justification	Reports/Supporting Information
Strategy External/Internal Factors	Reports/Supporting Information
Budget Overview – Biennial Amounts	Reports/Budget Requests
2.A. Summary of Base Request by Strategy	Reports/Budget Requests
2.B. Summary of Base Request by Method of Finance	Reports/Budget Requests
2.C. Summary of Base Request by Object of Expense	Reports/Budget Requests
<b>Summaries of Request</b>	
2.C.1. Operating Costs Detail – Base Request*	Reports/Supporting Information
2.D. Summary of Base Request Objective Outcomes	Reports/Budget Requests
2.E. Summary of Exceptional Items Request	Reports/Budget Requests
2.F. Summary of Total Request by Strategy	Reports/Budget Requests
2.G. Summary of Total Request Objective Outcomes	Reports/Budget Requests
3.A. Strategy Request	Reports/Budget Requests

<b>SECTION LAYOUT FOR REPORTS AND MENUS/SUBMENUS TO ACCESS REPORTS</b>	
<b>ABEST REPORTS BY TYPE AND PART NUMBER/TITLE</b>	<b>ABEST REPORT MENU/SUBMENU</b>
3.A.1. Program Level Request Schedule*****	Reports/Budget Requests (institutions refer to the <i>ABEST Instructions for Higher Education Schedules 1-9</i> for details)
3.C. Rider Appropriations and Unexpended Balances Request	Reports/Riders
General Revenue (GR) & General Revenue Dedicated (GR-D) Baseline	Reports/Budget Requests
<b>Request for Exceptional Items</b>	
4.A. Exceptional Item Request Schedule	Reports/Budget Requests
4.B. Exceptional Items Strategy Allocation Schedule	Reports/Budget Requests
4.C. Exceptional Items Strategy Request	Reports/Budget Requests
<b>Capital Budget Supporting Schedules**</b>	
5.A. Capital Budget Project Schedule	Reports/Capital Budget
5.B. Capital Budget Project Information	Reports/Capital Budget
5.C. Capital Budget Allocation to Strategies (Baseline)	Reports/Capital Budget
5.D. Capital Budget Operating and Maintenance Expenses	Reports/Capital Budget
5.E. Capital Budget Project - OOE and MOF Detail by Strategy	Reports/Capital Budget
Capital Budget Project Schedule - Exceptional	Reports/Capital Budget
Capital Budget Allocation to Strategies by Project - Exceptional	Reports/Capital Budget
<b>Supporting Schedules</b>	
6.A. Historically Underutilized Business Supporting Schedule	Reports/Supporting Information
6.C. Federal Funds Supporting Schedule***	Reports/Federal Funds
6.D. Federal Funds Tracking Schedule***	Reports/Federal Funds
6.E. Estimated Revenue Collections Supporting Schedule****	Reports/Supporting Information
6.F.a. Advisory Committee Supporting Schedule – Part A 6.F.b. Advisory Committee Supporting Schedule – Part B	Reports/Supporting Information Reports/Supporting Information
6.G. Homeland Security Funding Schedule – Part A, Part B, and Part C (all 3 parts in a single report)	Reports/Supporting Information
6.K. Part A Budgetary Impacts Related to Recently Enacted State Legislation Schedule 6.K. Part B Summary of Costs Related to Recently Enacted State Legislation	Reports/Supporting Information Reports/Supporting Information
7.A. Indirect Administrative and Support Costs*****	Reports/Supporting Information
7.B. Direct Administrative and Support Costs*****	Reports/Supporting Information

SECTION LAYOUT FOR REPORTS AND MENUS/SUBMENUS TO ACCESS REPORTS	
ABEST REPORTS BY TYPE AND PART NUMBER/TITLE	ABEST REPORT MENU/SUBMENU
*applies only to appellate courts and judicial branch agencies *applies only to appellate courts and judicial branch agencies **reports not required for appellate courts or institutions of higher education ***report not required for institutions of higher education ****report not required for institutions of higher education unless requested by staff of the LBB or Governor's Office *****applies only to Article II agencies unless requested by staff of the LBB or Governor's Office *****applies only to institutions of higher education	

### GENERATING A SINGLE REPORT

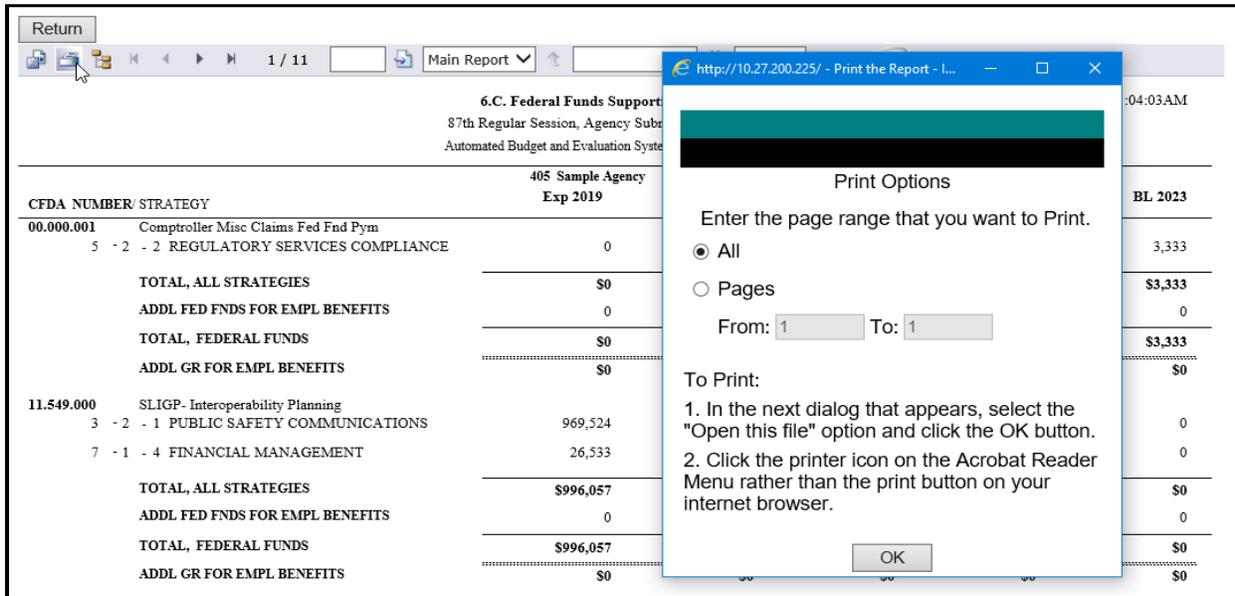
ABEST lists the reports in submenus/categories on the screen. To generate and view an ABEST report, select the **Reports** menu, then click the plus sign (+) to the left of a submenu/category (as shown below), and select a report name.



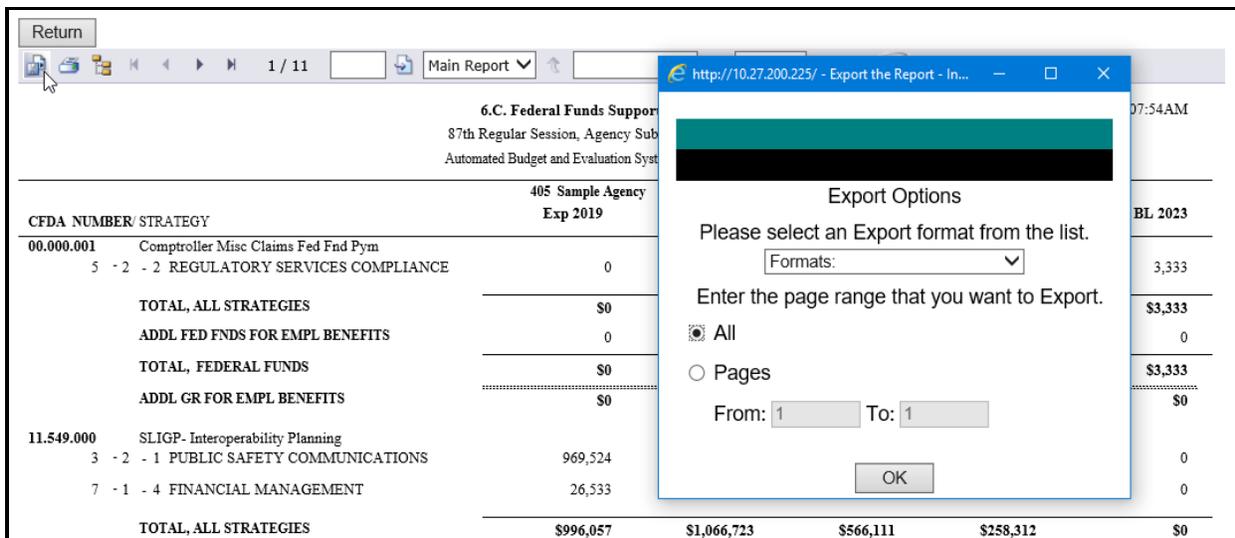
A preview of the report you selected displays. Use the arrow keys at the top to navigate through multi-page reports. To use the search feature within the report, click on the **binoculars icon** (as shown in the following example) at the top of the screen after entering your search text.

CFDA NUMBER / STRATEGY		405 Sample Agency	Est 2020	Bud 2021	BL 2022	BL 2023
		Exp 2019				
00.000.001	Comptroller Misc Claims Fed Fnd Pym					
5 - 2 - 2	REGULATORY SERVICES COMPLIANCE	0	2,222	2,222	3,333	3,333

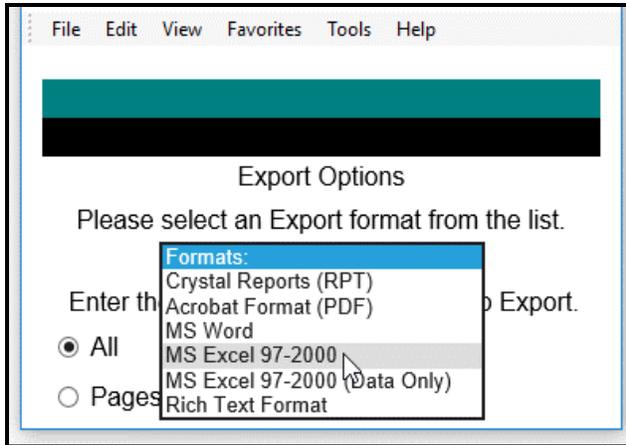
To print the selected report, click the **printer icon** below the **Return** button, as shown below. A **Print Options** window will display, select the desired options, and print. If you click your internet browser's printer icon, the report will not print.



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



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



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



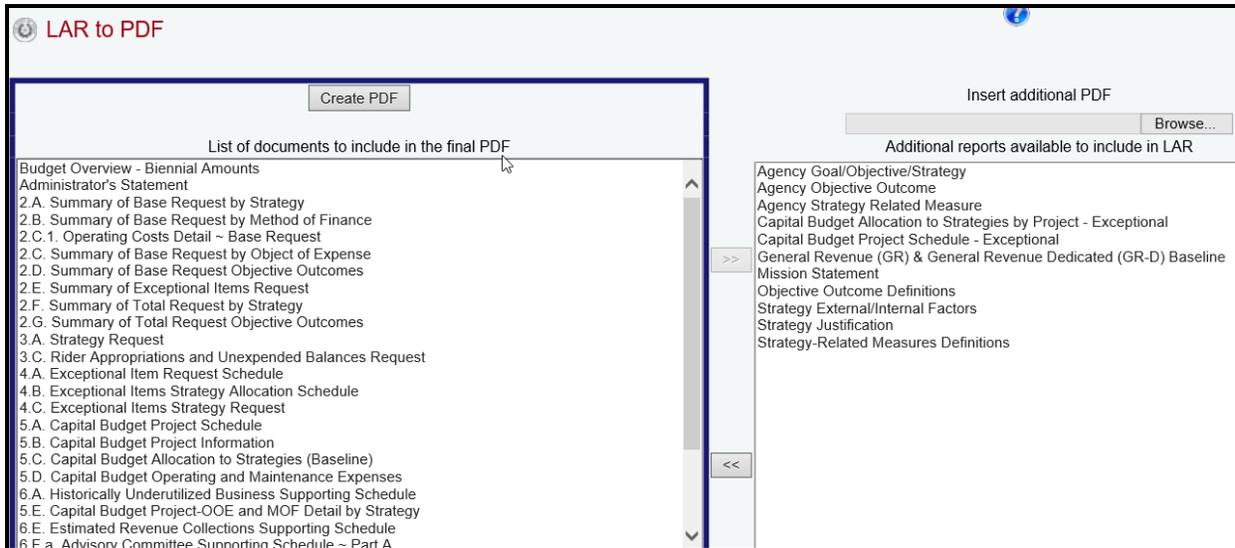
### LAR TO PDF GENERATOR

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

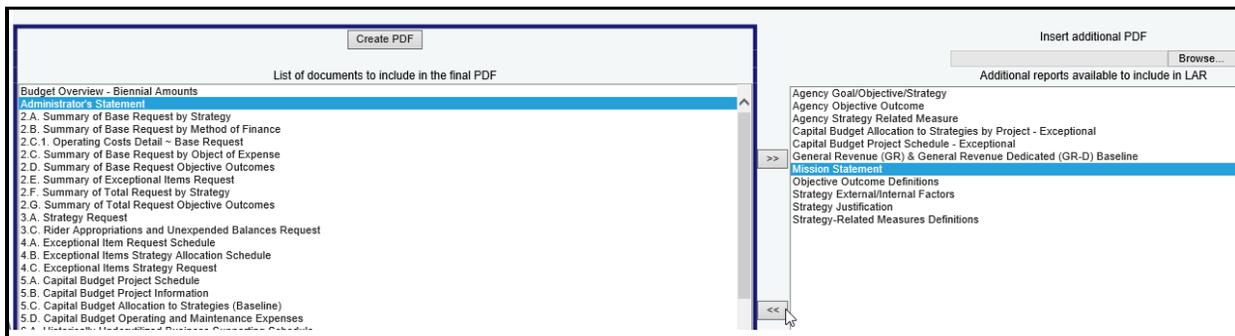
To open the **LAR to PDF** generator application, click the **LAR to PDF** menu option, as shown below. You can also click the **LAR to PDF** hyperlink from the **Reports** screen.



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



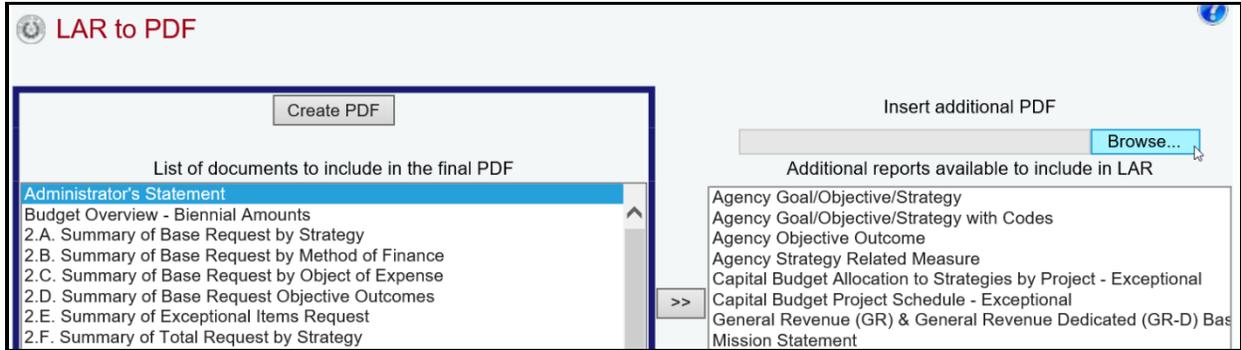
**Appending Additional ABEST Reports** – To add an additional ABEST report to the LAR PDF, you must specify the placement for the additional item by selecting a report on the left side of the screen. The selected additional item will be placed after the report you select. Select the ABEST report item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



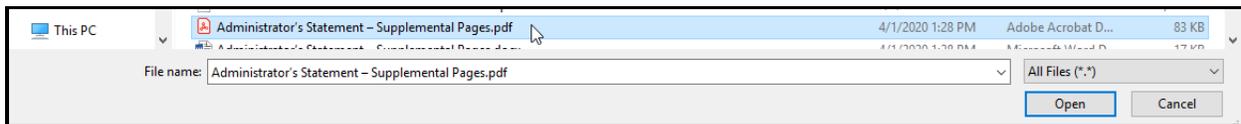
**Removing ABEST Reports** – To remove ABEST reports from the LAR PDF list, click the report on the left side of the screen and click the **right double arrow** to move the ABEST report to the right side of the screen, as shown below. The right side of the screen lists the ABEST reports you want to exclude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



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



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



**IMPORTANT**

 You can only insert PDFs files. If your file is not a PDF, convert the file first, then select it through the **Browse** button.

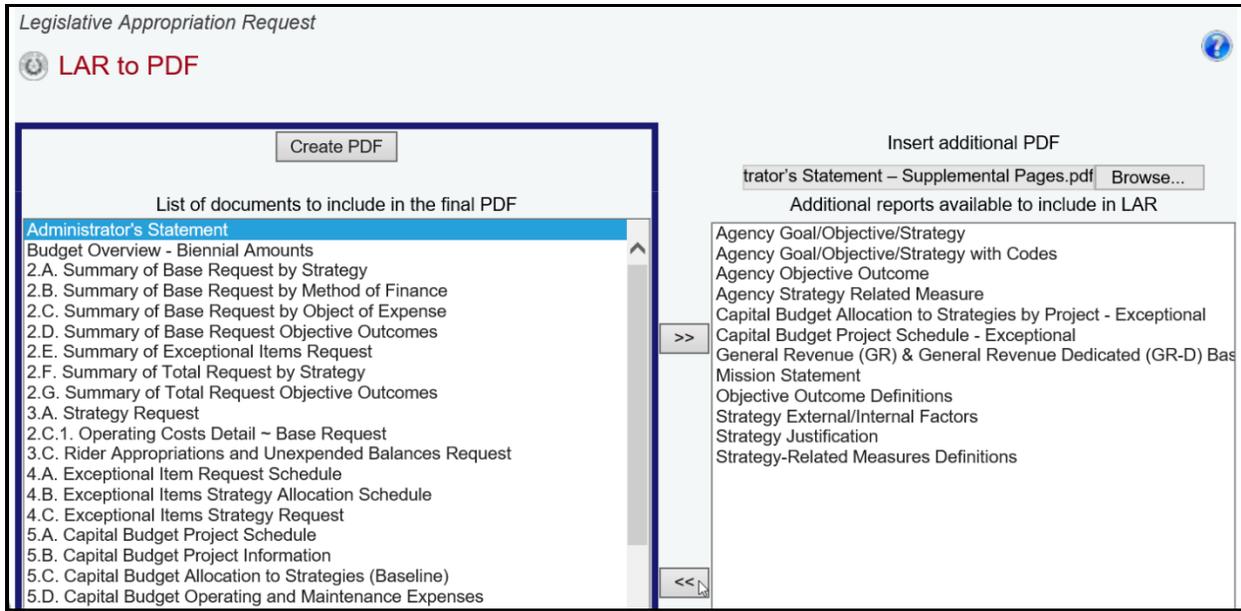
Click the **Open** button, as shown below.



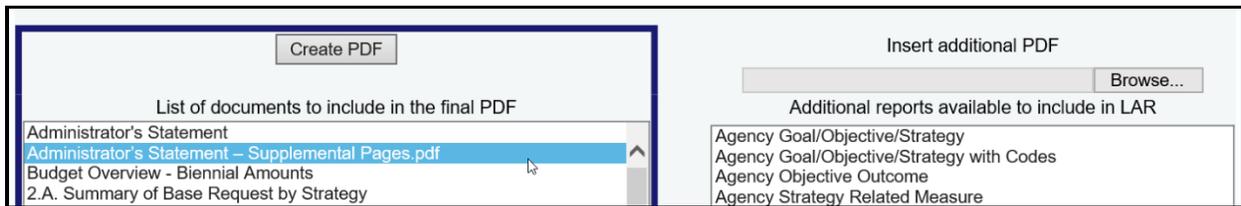
Your selected agency PDF report displays in the file window to the left of the **Browse** button, as shown below.



Click the **left double arrow** (as shown in the following graphic) to append your agency’s LAR PDF file.



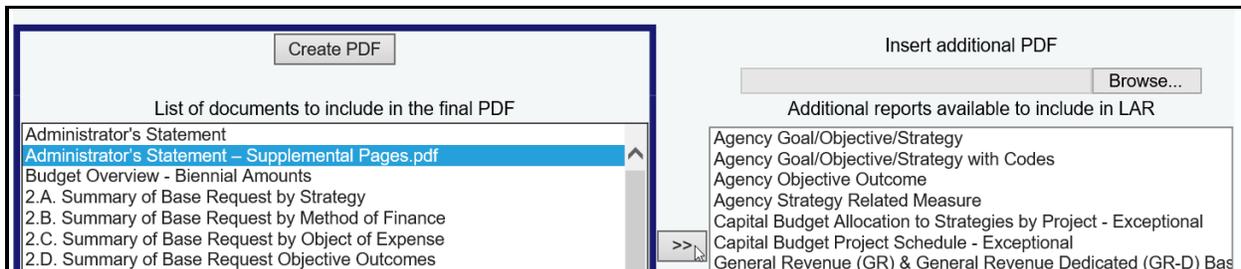
The file moves from the right side of the screen to the left side of the screen and displays in the specified location on the agency's LAR PDF report list, as shown below.



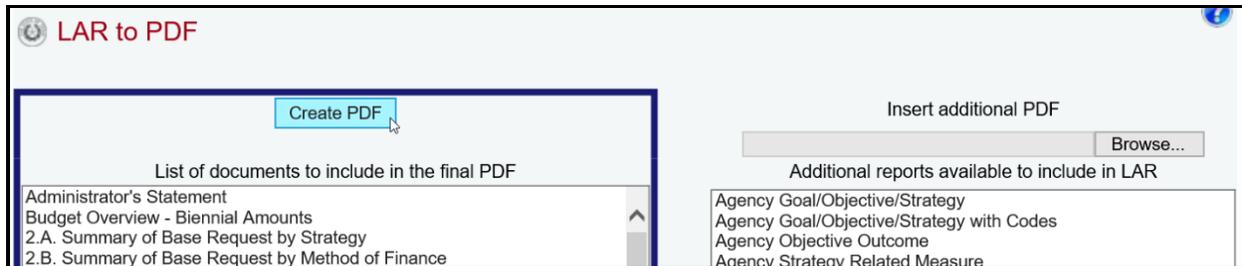
**IMPORTANT**

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

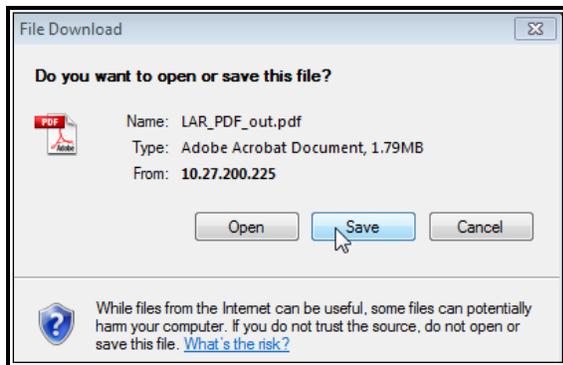
**Removing PDF Files** – To remove a PDF file from the agency's LAR PDF report list, select the **file** from the list on the left side of the screen and click the **right double arrow** (as shown below).



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



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



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

### **SUBMITTING AND POSTING THE LEGISLATIVE APPROPRIATIONS REQUEST**

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

**IMPORTANT**

**i** To access the **DOCUMENT SUBMISSIONS** application, from the LBB website ([www.lbb.state.tx.us](http://www.lbb.state.tx.us)), click **AGENCIES PORTAL**, then under the **DATA ENTRY APPLICATIONS** heading select the **DATA ENTRY APPLICATIONS** subheading, and then click on **DOCUMENT SUBMISSIONS**. For additional information on the application, refer to the help menu on the logon screen in **DOCUMENT SUBMISSIONS**.

As part of the submitted LAR PDF document, an agency must submit a certification of the content of the dual submissions and assurance that the ABEST electronic submission and the submitted PDF document are one and the same. If there is a discrepancy between the ABEST submission and the PDF document, the ABEST submission will be presumed correct. The certification form

is available at [www.lbb.state.tx.us](http://www.lbb.state.tx.us) → **AGENCIES PORTAL** → **DATA ENTRY APPLICATIONS** → **INSTRUCTIONS** → **Legislative Appropriations Request (LAR) Instructions** → **Certificate of Dual Submission**. If an office is headed by an elected official, the first assistant may sign for the elected official.

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

**IMPORTANT**



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

**TROUBLESHOOTING ISSUES AND TIPS**

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

TROUBLESHOOTING ISSUES AND TIPS	
PROBLEM	RESOLUTION
How do I print my agency's submitted LAR reports <u>from the previous session</u> ?	Log into ABEST and change your user profile to Session: <b>86-R, LAR, S01</b> , and click <b>Save Selections</b> . Click the <b>Reports</b> menu to generate/view/print reports.
I have logged into ABEST, but I cannot do anything on my agency's LAR.	You must change the agency <b>Status</b> from <b>EMPTY</b> to <b>INCOMPLETE</b> before you can begin data entry. Refer to the <a href="#">CHANGING THE AGENCY'S STATUS TO INCOMPLETE</a> section of these ABEST instructions.
The application is not responding when I click on some items.	You must use Internet Explorer for ABEST data entry. Other browsers will not work consistently in ABEST.
What is the deadline for my agency to submit our agency's LAR?	The schedule is online at <a href="http://www.lbb.state.tx.us">www.lbb.state.tx.us</a> . Click <b>AGENCIES PORTAL</b> , and under <b>DATA ENTRY APPLICATIONS</b> select <b>INSTRUCTIONS</b> and click <b>Legislative Appropriations Request (LAR) Instructions</b> . Then click the <b>LAR Submission Schedule</b> .
I want to get data from ABEST into a spreadsheet so I can sort the data the way I want to. How can I do that?	Refer to the <a href="#">GENERATING REPORTS</a> section of these ABEST instructions.
My agency starts early dividing our LAR data entry among various agency staff members. We need to know character limits for the ABEST data entry fields.	These ABEST instructions identify character limits for data entry fields throughout the text. In addition, you may view character limits on the ABEST LAR screens – some will display in expanded multi-line text boxes and others will display in a window that pops up when character limits are exceeded for a non-expandable text box.

TROUBLESHOOTING ISSUES AND TIPS	
PROBLEM	RESOLUTION
ABEST is acting erratic.	Sometimes ABEST behaves in a strange manner right before it times out. Close your internet browser window, then reopen it and log back into ABEST. If the problem is still occurring, call the LBB Help Desk at 512-463-3167.
There are missing strategies in my capital budget.	Enter the strategy budgeting data under the <b>Strategy</b> menu <i>before</i> entering the capital budget data.
Regarding capital budget data entry, when I try to enter Project Strategy Allocation data I get the message, "All requested OOE funds have been allocated to the project." What do I need to do?	Enter the data under the <b>Strategy</b> menu <i>before</i> entering the data under the <b>Capital Projects→Strategy Allocation</b> menu.
Where do I need to enter exceptional items in ABEST?	Enter exceptional items from the menu/submenu options listed below: 1) <b>Strategy→Budgeting</b> 2) <b>Strategy→FTEs</b> (if FTEs are applicable) 3) <b>Exceptional Items→Descriptions</b> 4) <b>Exceptional Items→Strategy Related Details</b> 5) <b>Measures→Outcomes, Measures→Strategy Related,</b> and <b>Measures→Impact on Outcomes</b> (if measures are affected).
I cannot find my exceptional item values on the ABEST reports.	Verify that all exceptional item data has been entered in the correct places because exceptional items reports will not print the exceptional item data if that data has not been entered correctly. Also, refer to the <a href="#">ABEST DATA ENTRY MENU AND SUBMENUS FOR ABEST REPORTS</a> table in these ABEST instructions.
The exceptional item report is not calculating my data correctly.	When entering dollar amounts, FTEs, and output measures, the data should be <i>incremental</i> , indicating only the quantity associated with the exceptional item. For example, if the base amount is 100 and the exceptional item increases it to 110, enter 10.  Consider the data as <i>cumulative</i> when entering values for outcomes, efficiency and explanatory measures. You should account for the base amount. For example, if the base is \$248 and the exceptional item increases it to \$260, enter \$260.

<b>TROUBLESHOOTING ISSUES AND TIPS</b>	
<b>PROBLEM</b>	<b>RESOLUTION</b>
<p>The CFDA I need does not appear. How do I request a new CFDA?</p>	<p>First, make sure you are using the correct CFDA format on the drop-down list, which uses leading zeroes. For example, if you are looking for 16-59-2, search for 016-059-002. If a CFDA number cannot be found in ABEST, please send an email to <a href="mailto:CFDA@lbb.texas.gov">CFDA@lbb.texas.gov</a> and provide the following information:</p> <ul style="list-style-type: none"> <li>• Contact Information (name and phone number of requestor);</li> <li>• Agency code and agency name;</li> <li>• CFDA number;</li> <li>• Program name for the CFDA number you are requesting; and</li> <li>• Notice of grant award or other documentation that demonstrates you have received Federal Funds along with its intended use. For example, a sub-recipient who is under contract with a primary recipient of a grant award will need to provide a copy of the contract or agreement that they received from the primary recipient.</li> </ul>
<p>I changed my agency's LAR Status to COMPLETE. How do I submit my agency's LAR to the LBB?</p>	<p>Refer to the <a href="#">Submitting and Posting The Legislative Appropriations Request</a> section of these ABEST instructions.</p>
<p>I changed my agency's LAR Status to COMPLETE, but now I need to revise something.</p>	<p>Call your agency's LBB analyst who will contact LBB Application Support to have ABEST reopened. After modifying your agency's LAR, contact the LBB Help Desk at 512-463-3167 to have <b>LBB DOCUMENT SUBMISSIONS</b> reopened. Submit your revisions to <b>LBB DOCUMENT SUBMISSIONS</b>.</p>