Fiscal Year 2022
Operating Budget Instructions

ABEST Data Entry for
Executive and Administrative Agencies,
Appellate Courts, and Judicial Branch Agencies
DOCUMENT CONVENTIONS

THIS DOCUMENT USES THE FOLLOWING SYMBOLIC CONVENTIONS:

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

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

✅ Tip: This symbol indicates information that may be useful.
GETTING STARTED

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

This document contains instructions for agencies and courts to enter operating budget data into ABEST for fiscal year 2022. You will be entering expended data for fiscal years 2020 and 2021 and budgeted data for fiscal year 2022.

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

The recommended process for entering your operating budget data is:

- Read Fiscal Year 2022 Operating Budget Instructions for Executive and Administrative Agencies, Appellate Courts, and Judicial Branch Agencies (hereinafter called Detailed Instructions) for information about operating budget data and submission requirements, including deadlines. The Detailed Instructions document is available at: http://www.lbb.state.tx.us → AGENCIES PORTAL → DATA ENTRY APPLICATIONS → INSTRUCTIONS → Operating Budget Instructions.

- Read this ABEST instructions manual, which has been updated for fiscal year 2022 operating budgets.

- Change your agency’s Status in ABEST from EMPTY to INCOMPLETE.

- Check, add, revise, and delete data as needed. Enter your data in the order given in this ABEST manual. In particular, enter strategy amounts before capital budget data.

- Clear any closing edits (usually imbalances), change your agency’s Status to COMPLETE, and print and submit reports as required in the Detailed Instructions.

- Submit your operating budget in the DOCUMENT SUBMISSIONS application. For more information, see the SUBMITTING AND POSTING YOUR AGENCY’S OPERATING BUDGET section of these instructions. Institutions of higher education should refer to the instructions titled Fiscal Year 2022 Operating Budget Instructions for Higher Education posted on the LBB website at: http://www.lbb.state.tx.us.

- Post your operating budget in PDF format on your agency’s website.

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

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

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

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

Fill out the form, as shown below.

```
Logon Request Form

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

* Agency: 600 - Unspecified or not applicable
* Full Name: 
* Password: 
* Confirm Password: 
* Phone #: 
  Fax #: 
  Cell Phone #: 
* Email Address: 

Access Needed for:
- [ ] ABEST (Automated Budget and Evaluation System of Texas)
- Base Reconcile
- LAR Submissions
- Operating Budget
- Actual Performance Measures
- USAS Reconciliation
- Biennial Operating Plan
- Disasters Federal Funds Submission
- [ ] Document Submission
- [ ] FNS (Fiscal Notes System)
- [ ] State Contracts

Comments: 

* Required

Submit
```

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

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

From the LBB website (www.lbb.state.tx.us), click AGENCIES PORTAL. Under DATA ENTRY APPLICATIONS click Automated Budget Evaluation System of Texas (ABEST).

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), 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.
**PROFILE SELECTION AND CONFIRMATION**

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

To set your user profile for the business process addressed in these ABEST instructions, complete the following steps.

From the available drop-down menu boxes, select a legislative session, the business process titled Operating Budget, S60 – OPERATING BUDGET, and your agency code from the drop-down lists (example is shown below). Click Save Selections.

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

**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. Click the News menu as shown in the following example.
HELP

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

IMPORTANT

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

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

HELP DESK CONTACT INFORMATION

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

After clicking on the Contact Us button, a window will display, as shown in the following example. Enter your message and click Send Email.
The Help Desk will respond to email inquiries as soon as possible; however, it can take as long as the end of the next business day in some cases. You can also contact the LBB by calling the Help Desk at 512-463-3167. Be prepared to leave a message when calling the Help Desk. Your call goes directly to voicemail at all times. A typical call back response from the Help Desk is within 30 minutes.

**CHANGING AGENCY STATUS TO INCOMPLETE**

After you have selected the appropriate profile settings, you can start entering the operating budget data into ABEST. To begin data entry, complete the following steps. Click the Status menu, as shown below.

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

**DATA ENTRY CONSIDERATIONS**

Refer to the following table for information regarding data entry.
### DATA ENTRY REFERENCE

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

### COLOR CONVENTIONS

<table>
<thead>
<tr>
<th>IF THE EXPLORER STATUS BAR DOES NOT APPEAR</th>
<th>NAVIGATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Unsaved numbers appear blue in color. Saved numbers are black.</td>
<td>• To move to the top of a long screen, click the Top hyperlink at the bottom of the screen.</td>
</tr>
<tr>
<td>• 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.</td>
<td>• To move to the bottom of a long screen, click the Bottom hyperlink.</td>
</tr>
<tr>
<td>• Open the Tools menu in Internet Explorer and choose Internet options. Click the Security tab and select Trusted Sites. Click the Sites button and enter: *.lbb.state.tx.us.</td>
<td></td>
</tr>
</tbody>
</table>

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

### ABEST DATA ENTRY MENUS AND SUBMENUS FOR REPORTS

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

### STRATEGY DETAIL

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

IMPORTANT

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

BUDGETING

Click the Strategy menu and Budgeting submenu to enter the OOE, MOF, and CFDAs for each strategy, as shown below.

OBJECT OF EXPENSE (OOEs)

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

The OOE and MOF codes previously used for your agency display on the screen (shown below).
Enter amounts for each OOE displayed and click Save.

See the details below to add additional OOEs.

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

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

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

<table>
<thead>
<tr>
<th>OOE</th>
<th>Exp 2020</th>
<th>Exp 2021</th>
<th>Bud 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001 - SALARIES AND WAGES</td>
<td>$222,000</td>
<td>$223,000</td>
<td>$224,000</td>
</tr>
<tr>
<td>1002 - OTHER PERSONNEL COSTS</td>
<td>$17,000</td>
<td>$18,000</td>
<td>$19,000</td>
</tr>
<tr>
<td>2006 - DEBT SERVICE</td>
<td>$0</td>
<td>$0</td>
<td>$5,000</td>
</tr>
<tr>
<td>3001 - CLIENT SERVICES</td>
<td>$0</td>
<td>$0</td>
<td>$9,999</td>
</tr>
<tr>
<td>2001 - PROFESSIONAL FEES AND SERVICES</td>
<td>$0</td>
<td>$0</td>
<td>$287,999</td>
</tr>
</tbody>
</table>

OEE Strategy Totals: $239,000 $241,000 $287,999

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

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

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

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

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

Click OK in the pop-up window to confirm, as shown below.
Review the following navigation options (hyperlinks). These options will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen.

**NAVIGATION OPTIONS REFERENCE**

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

**METHODS OF FINANCE (MOF(s))**

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

Enter amounts for each MOF displayed and click **Save**. For the selected strategy, you can add multiple MOF(s) to the MOF(s) grid or you can add each MOF separately along with the corresponding dollar amounts. See the following details to add additional MOF(s).

**Adding Multiple MOF(s)** – Click the **Add Multiple MOF(s)** hyperlink to add multiple MOF(s) to the selected strategy.

Select the appropriate MOF(s) and click **Save**, as shown in the following example.
The selected MOFs load into the MOFs grid. Enter the dollar amounts into the grid for each fiscal year and click Save.

### Adding a Single MOF

Use the gray section to add a single MOF. Select an MOF from the drop-down menu box (as shown in the following example), enter the dollar amounts associated with each fiscal year and click Save. The system will not save the data unless you have entered at least one amount for the MOF.
**FISCAL YEAR 2022 OPERATING BUDGET INSTRUCTIONS – ABEST DATA ENTRY (FOR AGENCIES AND JUDICIARY)**

**TIP**
Click in the drop-down menu box and hover the cursor over individual MOF names to show details (example shown below) related to the MOFs listed in the drop-down menu box.

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

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**.

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

**CFDAs**

You can add federally funded MOFs from the **Strategy→Budgeting** menu/submenu or from the **Strategy→CFDAs** menu/submenu. Select the option that works best for you.

- Use the **Strategy→Budgeting** menu/submenu if you want to add CFDAs while you add federally funded MOFs. 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 **CFDA 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 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 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 agency’s other MOFs. Complete the steps mentioned previously in the METHODS OF FINANCE (MOFs) section to add federally funded MOFs. To enter dollar amounts at the CFDA level, click the magnifying glass located to the left of the federally funded MOF code (as shown below) and you will be directed to the Strategy > CFDAs screen.

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

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

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

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

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

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

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

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

TIP
Click the back button on your browser or select the Strategy > Budgeting menu/submenu to return to the OOE, MOF, and FTE detail by strategy.
The CFDA detail rolls up for the corresponding MOF, and the CFDA amounts are not editable from the MOFs grid, as shown in the below example.

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

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

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

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

### CFDA SUBMENU

To navigate directly to the **Strategy > CFDAs** data entry screen, click the **Strategy** menu and **CFDAs** submenu, as shown below.
The agency’s first GOS and MOF (if previously added) load into the drop-down menu boxes. To change the GOS or MOF, select a different item from the drop-down menu boxes. To add a new MOF, click **Add MOFs**, as shown below.

<table>
<thead>
<tr>
<th>Strategy &gt; MOFs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy: 1-CONSERVE NATURAL RESOURCES 1-CONSERVE WILDLIFE/ENSURE HUNTING 1-WILDLIFE CONSERVATION</td>
</tr>
<tr>
<td>MOFs: 555 - Federal Funds</td>
</tr>
</tbody>
</table>

Select the appropriate **MOFs** and click **Save**. As shown below, the selected MOFs load into the **MOFs** drop-down menu box for the selected strategy.

<table>
<thead>
<tr>
<th>Strategy &gt; MOFs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy: 1-CONSERVE NATURAL RESOURCES 1-CONSERVE WILDLIFE/ENSURE HUNTING 1-WILDLIFE CONSERVATION</td>
</tr>
<tr>
<td>MOFs: 555 - Federal Funds</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Strategy &gt; CFDAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy: 1-CONSERVE NATURAL RESOURCES 1-CONSERVE WILDLIFE/ENSURE HUNTING 1-WILDLIFE CONSERVATION</td>
</tr>
<tr>
<td>MOFs: 555 - Federal Funds</td>
</tr>
</tbody>
</table>

**TIP**

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

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

<table>
<thead>
<tr>
<th>Select CFDAs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>016.922.000 - Equitable Sharing Program</td>
</tr>
</tbody>
</table>

The selected CFDAs load into the grid, as shown in the following example. Enter the dollar amounts for each fiscal year and click **Save**.
Add, delete, and revise individual CFDAs, just as you did earlier for the strategy. See the strategy OOE\textsuperscript{s} and MOF\textsuperscript{s} sections of these instructions for data entry details.

**TIP**

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

**FULL-TIME EQUIVALENTS (FTE\textsuperscript{s})**

Click the Strategy menu and FTE\textsuperscript{s} submenu to enter the FTE\textsuperscript{s} for each strategy, as shown below.

Enter the FTE numbers associated with each GOS and click Save. As you save the data, the FTE Strategy Totals at the bottom of the FTE\textsuperscript{s} grid will update.

After you enter the OOE, MOF, CFDA, and FTE data for each strategy and the OOE\textsuperscript{s} and MOF\textsuperscript{s} are in balance for each strategy, your work on the Strategy menu is complete.
PERFORMANCE MEASURES

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

OUTCOME MEASURES

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

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

Adding Outcome Amounts – Enter the amounts for each fiscal year listed and click **Save**, as shown below. Repeat this step for each outcome listed in your agency’s strategic plan.

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

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

Entering & Revising Amounts – The agency’s first GOS displays in the Strategy drop-down menu box. To change the GOS, select a different Strategy from the drop-down menu box. Position the cursor on the first measure listed in the Outputs grid. Enter the amounts for each fiscal year listed and click Save.

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

<table>
<thead>
<tr>
<th>NAVIGATION OPTIONS REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Double Arrow</strong> (top right of each grid)</td>
</tr>
<tr>
<td><strong>Outputs</strong></td>
</tr>
</tbody>
</table>
SUMMARY OF AMOUNTS

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

METHODS OF FINANCE (MOFS)

Click the Summary of Requests menu and the MOFs submenu.

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

IMPORTANT

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

<table>
<thead>
<tr>
<th>Navigation Options Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Available MOFs</strong></td>
</tr>
<tr>
<td>Hyperlink directs you to the Available MOFs grid. Use this grid to add new MOFs to your summary of request.</td>
</tr>
<tr>
<td><strong>Existing MOFs</strong></td>
</tr>
<tr>
<td>Hyperlink directs you to the Existing MOFs grid. Use this grid to add new appropriation types to an existing MOF in your summary of request.</td>
</tr>
<tr>
<td><strong>Top and Bottom</strong></td>
</tr>
<tr>
<td>Hyperlink positions the cursor at the top or bottom of the screen.</td>
</tr>
</tbody>
</table>

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

__TIP__

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

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

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

Adding New MOFs – Click the Available MOFs hyperlink at the top/bottom of the screen or place your cursor in the bottom grid labeled Available MOFs (as shown below). The MOF drop-down list includes all the MOFs that have not been used in your agency’s Summary of Request.
Select an MOF, Appr. Type, and Summary Description from each respective drop-down list. Enter Comments and the dollar amounts for each fiscal year and click Save, as shown below.

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

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

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

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

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

To balance, the FTE Summary Totals and the FTE Strategy Totals should display identical numbers for each fiscal year. A difference other than zero (see below example) for each fiscal year will result in a closing edit on the agency’s Status screen. You cannot change the budget Status to COMPLETE until you clear all closing edits.

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

Enter the Number (#) Of 100% Federally Funded FTEs in the bottom grid (as shown in the following example) and click Save.
CAPITAL BUDGETS

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

PROJECTS LIST

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

ONGOING CAPITAL PROJECTS

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

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

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

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

Review the navigation options below.

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

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

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

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

RESEQUENCING AND DELETING PROJECTS

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

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

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

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

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

If you were directed to the Capital Projects > Projects Detail screen after clicking on the Add New Project hyperlink located on the Capital Projects > Projects List screen, you will see the following screen.
For each Capital Project (on either of the Capital Projects > Projects Detail screens previously described), enter the project detail, and click Save. The character limits for each text field are noted in the below example, and a warning displays when entered data exceeds the field limit. Refer to the Detailed Instructions for further guidance on the information required for each data field.

**FINANCING**

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

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

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

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

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

The selected items load into the Capital grid. Enter the dollar amounts for each fiscal year and click Save, as shown in the following example.
**Entering Informational Expenses** — To enter the informational expenses, click in the second grid or click the **Informational** hyperlink. Add the data just like you did for the capital expenses, and click **Save**, as shown in the below example.

As you save the data, the **MOF TOF Capital Totals** fields at the bottom of each grid will update. Repeat the previous steps to add as many MOFs/TOFs as needed. You may add more than one TOF for each MOF.

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

**Deleting MOF Data** — Save any unsaved data first and then click the red ‘x’ in the leftmost column on the screen to delete a row of data. Click **OK** in the confirmation window.

**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.

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

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

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

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

After selecting a **Capital Project**, enter the strategies (GOS), OOE, and MOF by capital project. The **Capital Projects > Strategy Allocation** data entry screen allows you to add OOE and MOF, just as you did earlier for the strategy. See the strategy **OOE** and **MOF** sections of these instructions for data entry details. As shown below, select an OOE or MOF code from the drop-down menu boxes. Enter the dollar amounts associated with each selected GOS and OOE/MOF code and click **Save**.
**Entering Informational Expenses** – To enter informational expenses, click in the third and fourth grids or click the **Informational** hyperlinks. Add the data just like you did for the capital expenses, and click **Save**.

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

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

### EDIT CHECKS REFERENCE

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

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

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

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

- If your agency expended more than $10.0 million in total Federal Funds in FY 2020, you must identify expended amounts for 2020 and 2021 and budgeted amounts for 2022 for the related employee benefits (federal and related state general revenue) for each CFDA program from which you received Federal Funds on the Federal Funds Supporting Schedule.

- Your agency’s LBB analyst may request that you report on Federal Funds awarded, expended, and budgeted by state fiscal year (Federal Grant Year). All agencies in receipt of Federal Funds for any grant award that equaled or exceeded $10.0 million in FY 2020 are required to submit the Federal Funds Tracking Schedule.

- If your agency collects revenues, complete the Estimated Revenue Collections Supporting Schedule.

- If your agency receives homeland security funds, you must report them for your operating budget.

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

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

FEDERAL FUNDS SUPPORTING SCHEDULE

The CFDA detail entered on the Strategy menu populates some of the Federal Funds Supporting Schedule. If your agency expended more than $10.0 million in total Federal Funds in FY2020, you must identify expended amounts for 2020 and 2021 and budgeted amounts for 2022 for the related employee benefits for each CFDA program.

The employee benefits costs include Federal Funds and related state General Revenue Funds used as a match or maintenance of effort for employee benefits. Refer to the Detailed Instructions for further guidance.

IMPORTANT

If your agency expended/budgeted more than $10.0 million in Federal Funds in FY2020, FY2021, or FY2022, ABEST will display a warning on the closing edits screen to enter benefits data for Federal Funds (and related General Revenue Funds) on the Federal Funds Supporting Schedule. If you have entered the required data, ignore the warning, it is not a closing edit and will not prevent you from submitting the operating budget.

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

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

**IMPORTANT**
Several 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.

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

Repeat the previous steps for each CFDA listed in the drop-down menu box.
**FEDERAL FUNDS TRACKING SCHEDULE**

All agencies in receipt of Federal Funds for any grant award that equaled or exceeded $10.0 million in FY 2020, 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 the Governor’s Office, Budget & Policy Division need specific data to track Federal Funds expenditures efficiently. You need to enter data in ABEST for specific CFDAs and tie it to the state’s fiscal year.

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

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

*TRACKING NOTES*

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

*TRACKING SCHEDULE*

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

<table>
<thead>
<tr>
<th>Employee Benefits Payments Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Award Amount</strong></td>
</tr>
<tr>
<td><strong>Expended SFY</strong></td>
</tr>
<tr>
<td><strong>Estimated SFY</strong></td>
</tr>
<tr>
<td><strong>Budgeted SFY</strong></td>
</tr>
<tr>
<td><strong>Requested SFY</strong></td>
</tr>
<tr>
<td><strong>Remainder</strong></td>
</tr>
</tbody>
</table>

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

---

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

<table>
<thead>
<tr>
<th>Tracking Schedule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFY</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>2014</td>
</tr>
<tr>
<td>2015</td>
</tr>
<tr>
<td>2016</td>
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<tr>
<td>2017</td>
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<td>2022</td>
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<tr>
<td>2023</td>
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<tr>
<td>2024</td>
</tr>
<tr>
<td>1995</td>
</tr>
<tr>
<td><strong>Totals</strong>:</td>
</tr>
</tbody>
</table>

**IMPORTANT**

You cannot modify the **FFY**. To change the **FFY**, delete the existing row and re-add the desired year.
Deleting Data – Save any unsaved data first and then click the red ‘x’ to the left of the FFY to delete a row of data. Click OK in the confirmation window.

EMPLOYEE BENEFITS PAYMENTS

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

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 appropriated/budgeted in the agency’s Summary of Budget By Method of Finance Schedule (including riders); and
- agencies instructed by the LBB or the Governor’s Office, Budget & Policy Division.

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

IMPORTANT

Agencies affected by Article IX, Section 13.11, Definition, Appropriation, Reporting and Audit of Earned Federal Funds, of the 2022-23 General Appropriations Act should read the Detailed Instructions about reporting earned Federal Funds on this schedule.
Click the Supporting Information menu and the Estimated Revenue Collections Schedule submenu, as shown below.

**METHODS OF FINANCE**

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

**Adding Multiple MOFs** – Click the Add Multiple Funds/Accounts hyperlink to add multiple MOFs for your agency’s Estimated Revenue Collections Supporting Schedule.

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

All the MOFs you select and save (as shown in the previous example) will load into the Fund/Account drop-down menu box, as shown below.

When you click on a MOF from the Fund/Account drop-down menu box, it will display in the Revenues and Fund/Account grids, as shown in the following example.
Adding a Single MOF – To add an available single MOF, click the Available Fund/Account hyperlink. The Available Fund/Account hyperlink directs you to the bottom portion of the screen where the MOFs that have not been used can be accessed. You can also scroll down to the Available Fund/Account grid if you prefer.

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

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

REVENUES

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

IMPORTANT

Estimated revenues may exceed amounts budgeted and/or expended.
Repeat the previous steps to add all the revenue codes for each MOF listed in the **Fund/Account** drop-down menu box.

**DEDUCTIONS**

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

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

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

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

**Deleting Estimated Revenue Collections Schedule Data** – Save any unsaved data first, and then click the red ‘×’ to the left of the **Fund/Account** to delete a row of data. If you delete a MOF that has existing revenue codes and/or deductions, all of the revenue codes and deductions associated with the MOF will be deleted. Click **OK** in the confirmation window.
HOMELAND SECURITY

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

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

IMPORTANT

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

IMPORTANT

ABEST includes a Part C: COVID-19 Related Expenditures reporting section within Homeland Security. Several 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.

Homeland security funding falls into three categories, **Part A–Terrorism**, **Part B–Natural or Man-made Disasters**, and **Part C–COVID-19 Related Expenditures**. You will enter OOE$s$, MOF$s$ (including CFDA$s$), and Pass Through Funds for Parts A, B, and C. The steps are the same for all three categories.

**OOEs, MOFs, AND FTES**

Click the Supporting Information menu, Homeland Security and OOE$s$/MOF$s$ submenus.

For purposes of these instructions, Part C—COVID-19 Related Expenditures will be used as the example. Part C—COVID-19 Related Expenditures loads on the ABEST screen, as shown in the below example.

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 |
| Double Arrow (top right of each grid) | Use this toggle switch to collapse/expand a particular grid. It will enable you to view the details above/below a particular grid. |
| Use of Funds | Hyperlink directs you to the first grid on the screen labeled Use of Funds for Part A, B, or C. Character limit is 2,000. |
| OOE | Hyperlink directs you to the second grid on the screen labeled OOE for Part A, B, or C. |
| MOF | Hyperlink directs you to the third grid on the screen labeled MOF 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 Supporting Information > Homeland Security – CFDA screen to make it convenient for you to enter CFDA data. |
| FTE | Hyperlink directs you to the fourth grid on the screen labeled FTE for Part A, B, or C. |
| Top and Bottom | Hyperlink positions the cursor at the top or bottom of the screen. |
First, review the data displayed in the **Use of Funds** grid. The data previously entered by the agency has been copied to the operating budget. Review and update as needed. The character limit is 2,000 for this field, and a warning displays when entered data exceeds the field limit. List the strategies from which the funds are expended and describe the type of activities or expenses included in the amounts (for example, surveillance, equipment purchases, and so forth). If relevant, also describe the methodology used for allocating costs to Homeland Security.

The **Supporting Information > Homeland Security** screen allows you to add OOE, MOFs, CFDAs and FTEs, just as you did earlier for the strategy. See the strategy **OOEs**, **MOFs**, **CFDAs**, and **FTEs** sections of these instructions for data entry details.

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

For a **federally funded** MOF on the **MOFs** grid, the **Local/Agency** hyperlink does not display on the **MOFs** grid, but will display in the **CFDA** grid on the **Supporting Information > Homeland Security – CFDA** screen, as shown in the following example.
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 (example shown below) to avoid closing edits.
HOME LAND SECURITY - PASS THROUGH FUNDS

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

As shown below, click in the Homeland Security Part drop-down menu box and select a category for data entry. Click in the MOF drop-down box and select a MOF. If you select a federally funded MOF, you will be provided a CFDA drop-down menu box in which to make a CFDA selection. Two grids (Local and Agency) display on the Supporting Information > Homeland Security - Pass Thru Funds screen, and those two data entry grids are identical for Parts A, B, and C.

PASS THRU FUNDS TO LOCAL GOVERNMENT

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

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.
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 supporting schedule that applies to all state agencies, judicial branch agencies/appellate courts, and institutions/agencies of higher education that are implementing or expanding programs because of recently enacted state legislation by the Eighty-seventh Legislature.

Read the Detailed Instructions for information about the data required for this supporting schedule. The data you enter into ABEST on six different screens produces two reports: Schedule 4.F. Part A and Schedule 4.F. Part B (for more information see the Generating Reports section of these instructions). The six ABEST screens are accessed by clicking on the Supporting Information menu, then the submenu items that are shown below.

**DESCRIPTIONS**

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

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

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

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

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

IMPORTANT
All four questions relate to the entire initiative you enter in Expanded or New Initiative Name.
Deleting Data – Save any unsaved data first, then click the red ‘x’ to the left of the magnifying glass to delete a row of data (as shown below). Click OK in the confirmation window.

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

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

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

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

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

For each fiscal year, enter the Estimated IT Cost dollars and the number of FTEs Related to IT. Regarding the dollar amount entered for Total Over Life of Project, that amount must be equal to or exceed the sum of the fiscal years. Then click Save.
Expanded or New Initiative with IT Component:

Description of IT Component:

- The IT Component consists of three areas:
  1. Track-Kits;
  2. Help Tech Support costs; and
  3. One agency FTE for a help desk at $55,000 per fiscal year for salaries/wages plus $16,120 per fiscal year for other personnel costs.

Is IT component New or Current Project?

- New

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

- Breakdown of development costs associated with the proposed IT Component are:
  1. Track-Kits: $15,000 total cost per fiscal year, and each kit costs $1,000; and
  2. Help Tech Support costs: $1,000 total cost per fiscal year for a projected 20 hours at $100 per hour.

Type of Project?

- Data Management / Data Warehousing

Proposed Software:

- Help Tech Support costs include the following software-related items ...

Proposed Hardware:

- Track-Kits costs include the following hardware-related items ...

Estimated IT Cost:

<table>
<thead>
<tr>
<th></th>
<th>Exp 2021</th>
<th>Bud 2022</th>
<th>Est 2023</th>
<th>Est 2024</th>
<th>Est 2025</th>
<th>Total Over Life of Project</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tr>
</tbody>
</table>

FTEs Related to IT:

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<th>Bud 2022</th>
<th>Est 2023</th>
<th>Est 2024</th>
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<td>1.0</td>
<td>1.0</td>
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<td>1.0</td>
</tr>
</tbody>
</table>

IMPORTANT

If you click on the Delete button on the Budgetary Impacts of Recently Enacted Legislation > IT Components screen as shown below, all of the IT Components information for the initiative will be deleted, and the answer on the Descriptions screen for “Is there an IT component?” will automatically be changed from “Y” (yes) to “N” (no).
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 2022-23** the percentage of the total initiative cost estimated to be expended on contracted goods or services. Also, provide information in the **Contract Description** box (character limit is unlimited) as shown below, and click **Save**.

**IMPORTANT**

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

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

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

**IMPORTANT**

If you entered an **Expanded or New Initiative Name** that caused (or is projected to cause) an estimated savings or cost reduction in a given fiscal year(s), enter those dollar amounts as a negative value.
Continuing with the three remaining grids on the **Budgetary Impacts of Recently Enacted Legislation > Strategy Related Details** screen, use the drop-down menu boxes to select the desired measure name, then enter the fiscal year data for each applicable strategy related performance measure (Outputs, Efficiency, Explanatory), and click Save. The data you enter here should apply only to the selected **Expanded or New Initiative**.

![Grids for entering data](image)

**CFDAs**

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

![CFDAs menu/submenus](image)

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

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

![Budgetary Impacts of Recently Enacted Legislation > CFDA](image)

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

![Add Multiple CFDAs](image)

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

![Deleting Data](image)

**OUTCOMES**

If you entered an **EXPANDED OR NEW INITIATIVE NAME** that impacts your agency’s outcome measures, click the **Supporting Information** ➔ **Budgetary Impacts of Recently Enacted Legislation** ➔ **Outcomes** menu/submenus, as shown in the following graphic.
Select an initiative from the drop-down menu box for **Expanded or New Initiative**, click on the desired objective from the **Objective** drop-down menu box, use the drop-down menu box under **Outcome Measure** to select the desired outcome performance measure name, enter the fiscal year data for each applicable performance measure, and click **Save**. The data you enter here should apply *only* to the selected **Expanded or New Initiative**.

**CHANGING AGENCY STATUS TO COMPLETE**

You must change the **Status** for your agency from **INCOMPLETE** to **COMPLETE** to submit your operating budget. Although you can generate and print ABEST reports when your agency’s **Status** is set to **INCOMPLETE** or **COMPLETE**, you should print the final copies *after* changing the **Status** to **COMPLETE**.

Click the **Status** menu, select the **COMPLETE** radio button and click **Save**, as shown below. If you have no closing edits, the **Status** will change to **COMPLETE** when you click **Save**.
IMPORTANT

Imbalances or problems will display on the Status screen. You cannot change the budget Status to COMPLETE until you clear these edits. See the RESOLVING CLOSING EDITS section of these instructions to resolve any issues. Change your Status to COMPLETE when you have cleared all the closing edits.

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

RESOLVING CLOSING EDITS

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

IMPORTANT

The closing edit hyperlinks (as shown in the above example) will take you to the screen location affected, but will not take you to the specific item in question.
Resolve the items listed on the Status screen. The closing edit will disappear from the Status screen once the issue is resolved. See the table below for resolutions to closing edits. Your agency’s Status cannot be changed to COMPLETE until you correct all errors.

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<thead>
<tr>
<th>RESOLUTIONS FOR CLOSING EDITS</th>
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<tr>
<td>CLOSING EDIT</td>
</tr>
<tr>
<td>MOF Summary – Strategy MOF</td>
</tr>
<tr>
<td>Difference Table</td>
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<tr>
<td>FTE Summary – Strategy FTE/</td>
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<tr>
<td>Rider Difference</td>
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<tr>
<td>MOF/TOF Capital Project</td>
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<tr>
<td>Difference Table</td>
</tr>
<tr>
<td>OOE / MOF Difference Table</td>
</tr>
<tr>
<td>Capital Strategy Request</td>
</tr>
<tr>
<td>Capital Budget Project =</td>
</tr>
<tr>
<td>Difference (OOE or MOF)</td>
</tr>
<tr>
<td>Table</td>
</tr>
<tr>
<td>CFDA Warning Table</td>
</tr>
<tr>
<td>Homeland Security</td>
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<tr>
<td>OOE / MOF Difference Table</td>
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<tr>
<td>Budgetary Impacts:</td>
</tr>
<tr>
<td>Missing IT Components</td>
</tr>
<tr>
<td>Budgetary Impacts:</td>
</tr>
<tr>
<td>Missing Contract Details</td>
</tr>
</tbody>
</table>
### Resolutions for Closing Edits

<table>
<thead>
<tr>
<th>Closing Edit</th>
<th>Resolution</th>
</tr>
</thead>
</table>
| Budgetary Impacts: Missing Strategy Related Details: Cost/Savings (OOEs/MOFs) | This closing edit appears if an Expanded or New Initiative in the Supporting Information -- Budgetary Impacts of Recently Enacted Legislation -- Descriptions menu/submenus has been selected (“Y”) to have cost/savings and no OOE/MOF data has been entered.  
Click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the appropriate Expanded or New Initiative and Strategy from the drop-down menu box. Enter OOE/MOF data and click Save.  
If the Expanded or New Initiative has no cost/savings impact, click the appropriate Expanded or New Initiative in the Supporting Information -- Budgetary Impacts of Recently Enacted Legislation -- Descriptions menu/submenus and change the “Y” to “N”. |
| Budgetary Impacts: Missing Strategy Related Details: FTEs                    | This closing edit appears if an Expanded or New Initiative in the Supporting Information -- Budgetary Impacts of Recently Enacted Legislation -- Descriptions menu/submenus has been indicated (“Y”) to have an impact on FTEs and FTE data has not been entered.  
Click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the appropriate Expanded or New Initiative and Strategy from the drop-down menu box. Enter FTE data and click Save.  
If the Expanded or New Initiative has no FTE impact, click the appropriate Expanded or New Initiative in the Supporting Information -- Budgetary Impacts of Recently Enacted Legislation -- Descriptions menu/submenus and change the “Y” to “N”. |
| Budgetary Impacts: Strategy Related Details: Costs/Savings (OOEs/MOFs) data not in agreement | This closing edit appears if an Expanded or New Initiative in the Supporting Information -- Budgetary Impacts of Recently Enacted Legislation -- Descriptions menu/submenus has been indicated (“N”) to have no cost/savings but OOE/MOF data has been entered.  
If the Expanded or New Initiative has cost/savings impact, click the appropriate Expanded or New Initiative in the Supporting Information -- Budgetary Impacts of Recently Enacted Legislation -- Descriptions menu/submenus and change the “N” to “Y”.  
If the Expanded or New Initiative does not have cost/savings, click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the appropriate Expanded or New Initiative and Strategy from the drop-down menu box. Delete the OOE/MOF data and click Save. |
| Budgetary Impacts: Missing Strategy Related Details: FTEs data not in agreement | This closing edit appears if an Expanded or New Initiative in the Supporting Information -- Budgetary Impacts of Recently Enacted Legislation -- Descriptions menu/submenus has been indicated (“N”) to have no impact on FTEs but FTE data has been entered.  
If the Expanded or New Initiative has an impact on FTEs, click the appropriate Expanded or New Initiative in the Supporting Information -- Budgetary Impacts of Recently Enacted Legislation -- Descriptions menu/submenus and change the “N” to “Y”.  
If the Expanded or New Initiative does not have an impact on FTEs, click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the appropriate Expanded or New Initiative and Strategy from the drop-down menu box. Delete the FTE data and click Save. |
RESOLUTIONS FOR CLOSING EDITS

<table>
<thead>
<tr>
<th>CLOSING EDIT</th>
<th>RESOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgetary Impacts: OOE / MOF Difference</td>
<td>This closing edit appears when the OOE and MOF amounts are not in balance for an Expanded or New Initiative. Click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the Expanded or New Initiative and the Strategy listed in the closing edit. The OOE / MOF Difference row on the screen will show the imbalance. Make the adjustments to the OOE and MOF on the appropriate grids and click Save.</td>
</tr>
<tr>
<td>Budgetary Impacts: IT Costs &gt; Budget Impacts: Strategy Related Details: OOE</td>
<td>This closing edit appears when an Estimated IT Cost is greater than the total for the OOE for an Expanded or New Initiative. Click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and IT Components submenus. Select the Expanded or New Initiative and the Strategy listed in the closing edit. The OOE Difference row on the screen will show the imbalance. Make the adjustments to the OOE on the appropriate grid and click Save.</td>
</tr>
<tr>
<td>Budgetary Impacts: IT FTEs &gt; Budget Impacts: Strategy Related Details: FTEs</td>
<td>This closing edit appears when a FTE Related to IT amount is greater than the total for the FTEs for an Expanded or New Initiative. Click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and IT Components submenus. Select the Expanded or New Initiative and the Strategy listed in the closing edit. The FTE Difference row on the screen will show the imbalance. Make the adjustments to the FTE on the appropriate grid and click Save.</td>
</tr>
<tr>
<td>Budgetary Impacts: Strategy Related Details: OOE &gt; Strategy: Budgeting: OOE</td>
<td>This closing edit appears when the Expanded or New Initiative OOE amounts are greater than the total OOE amounts for the associated strategy. Click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the Expanded or New Initiative and the Strategy listed in the closing edit. The OOE Difference row on the screen will show the imbalance. Make the adjustments to the OOE on the appropriate grid and click Save.</td>
</tr>
<tr>
<td>Budgetary Impacts: Strategy Related Details: MOF &gt; Strategy: Budgeting: MOF</td>
<td>This closing edit appears when the Expanded or New Initiative MOF amounts are greater than the total MOF amounts for the associated strategy. Click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the Expanded or New Initiative and the Strategy listed in the closing edit. The MOF Difference row on the screen will show the imbalance. Make the adjustments to the MOF on the appropriate grid and click Save.</td>
</tr>
<tr>
<td>Budgetary Impacts: CFDAs &gt; Strategy: CFDAs</td>
<td>This closing edit appears when the Expanded or New Initiative CFDAs are greater than the total CFDAs for the associated strategy. Click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the Expanded or New Initiative and the Strategy listed in the closing edit. The CFDAs Difference row on the screen will show the imbalance. Make the adjustments to the CFDAs on the appropriate grid and click Save.</td>
</tr>
<tr>
<td>Budgetary Impacts: Strategy Related Details: FTE &gt; Strategy: FTEs</td>
<td>This closing edit appears when the Expanded or New Initiative FTE amounts are greater than the total FTE amounts for the associated strategy. Click the Supporting Information menu, then Budgetary Impacts of Recently Enacted Legislation and Strategy Related Details submenus. Select the Expanded or New Initiative and the Strategy listed in the closing edit. The FTE Difference row on the screen will show the imbalance. Make the adjustments to the FTE on the appropriate grid and click Save.</td>
</tr>
</tbody>
</table>

GENERATING REPORTS

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

SECTION LAYOUT FOR REPORTS AND MENUS/SUBMENUS TO ACCESS REPORTS

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<thead>
<tr>
<th>REPORTS BY TYPE AND PART NUMBER</th>
<th>ABEST REPORT MENU/SUBMENU</th>
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<tbody>
<tr>
<td><strong>Budget Summaries</strong></td>
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<tr>
<td>Budget Overview</td>
<td>Reports/Budget Requests</td>
</tr>
<tr>
<td>2.A. Summary of Budget By Strategy</td>
<td>Reports/Budget Requests/Summary of Budget</td>
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<tr>
<td>2.B. Summary of Budget By Method of Finance</td>
<td>Reports/Budget Requests/Summary of Budget</td>
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<tr>
<td>2.C. Summary of Budget By Object of Expense</td>
<td>Reports/Budget Requests/Summary of Budget</td>
</tr>
<tr>
<td>2.D. Summary of Budget By Objective Outcomes</td>
<td>Reports/Budget Requests/Summary of Budget</td>
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<td>3.A. Strategy Level Detail</td>
<td>Reports/Budget Requests</td>
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<td><strong>Supporting Schedules</strong></td>
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<tr>
<td>4.A. Capital Budget Project Schedule</td>
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<td>4.B. Federal Funds Supporting Schedule</td>
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<td>4.C. Federal Funds Tracking Schedule</td>
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<td>4.D. Estimated Revenue Collections Supporting Schedule</td>
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<td>4.E. Homeland Security Funding Schedule</td>
<td>Reports/Supporting Info</td>
</tr>
<tr>
<td>4.F. Part A Budgetary Impacts Related to Recently Enacted State Legislation Schedule</td>
<td>Reports/Supporting Info</td>
</tr>
<tr>
<td>4.F. Part B Summary of Costs Related to Recently Enacted State Legislation Schedule</td>
<td>Reports/Supporting Info</td>
</tr>
</tbody>
</table>

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

A preview of the report you selected displays. Use the arrow keys at the top to navigate through multi-page reports. To use the search feature within the report, click on the binoculars icon at the top of the screen after entering your search text, as shown in the following example.
FISCAL YEAR 2022 OPERATING BUDGET INSTRUCTIONS – ABEST DATA ENTRY (FOR AGENCIES AND JUDICIARY)

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

To export the selected report, click the leftmost Export icon immediately below the Return button. An Export Options window will display.
Select the appropriate export format from the drop-down list and click **OK**. The report will download into the appropriate application. Save your file.

![Export Options](image)

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

**SUBMITTING AND POSTING YOUR AGENCY’S OPERATING BUDGET**

The operating budget is submitted electronically, both through ABEST and as a PDF document. The budget submitted in ABEST is the official submission. Agencies are required to submit their PDF document electronically to the LBB through the **DOCUMENT SUBMISSIONS** application. From the LBB website (www.lbb.state.tx.us), click **AGENCIES PORTAL**, then under the **DATA ENTRY APPLICATIONS** heading select the **DATA ENTRY APPLICATIONS** subheading, and then click on **DOCUMENT SUBMISSIONS**. For additional information, refer to the help menu on the logon screen in **DOCUMENT SUBMISSIONS**.

A certification of the content of the dual submissions, and assurance that the ABEST submission and the PDF document are one and the same, shall be submitted as part of the PDF document. If there is a discrepancy between the ABEST submission and the PDF document, the ABEST submission will be presumed correct. The certification form is available at www.lbb.state.tx.us → AGENCIES PORTAL → DATA ENTRY APPLICATIONS → INSTRUCTIONS → Operating Budget Instructions → Certification of Dual Submission: Template. If an office is headed by an elected official, the first assistant may sign for the elected official.

In addition, agencies are required to post completed operating budgets on their agency websites.

**IMPORTANT**

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

Institutions of higher education have operating budget submission requirements different from state agencies and should refer to the instructions titled **Fiscal Year 2022 Operating Budget Instructions for Higher Education** posted on the LBB website at: http://www.lbb.state.tx.us.
TROUBLESHOOTING ISSUES AND TIPS

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

<table>
<thead>
<tr>
<th>PROBLEM</th>
<th>RESOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I print my agency’s operating budget reports from the previous</td>
<td>Log into ABEST and change your user profile to Session: 86R and click <strong>Save Selections</strong>. Click the <strong>Reports</strong> menu to generate, view, and print reports.</td>
</tr>
<tr>
<td>session?</td>
<td></td>
</tr>
<tr>
<td>I need to have a strategy deleted. It was not funded in the GAA.</td>
<td>Leave it as is with zero dollars. The same budget structure generally applies through all the stages in a biennium. Budget structures are revised preceding a legislative session. The next opportunity to make changes will be the spring or summer of 2022.</td>
</tr>
<tr>
<td>A measure is missing from my operating budget.</td>
<td>Contact your LBB analyst. To determine which analyst is assigned to your agency, visit the LBB website at <a href="http://www.lbb.state.tx.us">www.lbb.state.tx.us</a>, select <strong>ABOUT THE LBB</strong>, click on <strong>Staff</strong>, then select <strong>Analyst Assignments</strong>.</td>
</tr>
<tr>
<td>There are missing strategies in my capital budget.</td>
<td>Enter detail on the strategy budgeting menu <strong>before</strong> entering your capital budget strategy allocations.</td>
</tr>
<tr>
<td>I am working on entering my capital budget data. When I try to enter</td>
<td>Enter detail on the <strong>Strategy &gt; Budgeting</strong> menu/submenu <strong>before</strong> entering your capital budget strategy allocations.</td>
</tr>
<tr>
<td>Project Strategy Allocation data, I get the message, “All requested</td>
<td></td>
</tr>
<tr>
<td>OOE funds have been allocated to your project.” What do I need to do?</td>
<td></td>
</tr>
<tr>
<td>Do I need to do anything with the ITD in ABEST?</td>
<td>No.</td>
</tr>
<tr>
<td>I changed my agency’s Status to COMPLETE. How do I submit my operating</td>
<td>Attach and submit your operating budget in the LBB’s <strong>DOCUMENT SUBMISSIONS</strong> application which is found on the LBB website (<a href="http://www.lbb.state.tx.us">www.lbb.state.tx.us</a>) under <strong>AGENCIES PORTAL → DATA ENTRY APPLICATIONS → DATA ENTRY APPLICATIONS → DOCUMENT SUBMISSIONS</strong>. For additional information, click on the <strong>Help</strong> tab on the LogIn screen in <strong>DOCUMENT SUBMISSIONS</strong> and/or the <strong>Detailed Instructions</strong>.</td>
</tr>
<tr>
<td>budget to the LBB?</td>
<td></td>
</tr>
<tr>
<td>I changed my agency’s Status to COMPLETE, but now I need to revise</td>
<td>Call your LBB analyst who will contact LBB Application Support to have ABEST reopened. After modifying your operating budget, contact the ABEST Help Desk at 512-463-3167 to have <strong>DOCUMENT SUBMISSIONS</strong> reopened. Submit your revisions to <strong>DOCUMENT SUBMISSIONS</strong>.</td>
</tr>
<tr>
<td>something.</td>
<td></td>
</tr>
</tbody>
</table>
## TROUBLESHOOTING ISSUES AND TIPS

<table>
<thead>
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</table>
| The CFDA I need does not appear. How do I request a new CFDA? | First, make sure you are using the correct CFDA format on the drop-down list, which uses leading zeroes. For example, if you are looking for 16-59-2, search for 016-059-002. If a CFDA number cannot be found in ABEST, please send an email to CFDA@lbb.texas.gov and provide the following information:  
  - Contact Information (name and phone number of requestor);  
  - Agency code and agency name;  
  - CFDA number;  
  - Program name for the CFDA number you are requesting; and  
  - Notice of grant award or other documentation that demonstrates you have received Federal Funds along with its intended use. For example, a sub-recipient who is under contract with a primary recipient of a grant award will need to provide a copy of the contract or agreement that they received from the primary recipient. |