Performance Measure Reporting in ABEST

Instructions for Institutions of Higher Education

CONTENTS

DOCUMENT CONVENTIONS

THIS DOCUMENT USES THE FOLLOWING SYMBOLIC CONVENTIONS:

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

Important: This symbol indicates information you need to know.

Tip: This symbol indicates information that may be useful.

GETTING STARTED

Texas public institutions/agencies of higher education (IHEs) report on their performance using the Automated Budget and Evaluation System of Texas (ABEST). The Legislative Budget Board (LBB) uses ABEST to track IHEs requests for appropriations through the stages of the legislative appropriations process and IHEs performance through the biennial budget cycle.

The state of Texas has a performance-based budgeting system. In the biennial budget cycle, state agencies complete strategic plans in the spring/summer before the legislature meets to determine the state's budget for the following biennium.

As part of strategic plans, state agencies and IHEs complete budget structures that consist of goals, objectives, strategies, performance measures, and other items related to appropriations. Later, agencies/IHEs enter performance measure definitions based on this budget structure in ABEST.

After the legislature approves the General Appropriations Act (GAA), agencies/IHEs report on their performance in the new biennium using the approved performance measures.

REPORTING PERIODS

IHEs use ABEST to report on their performance in the fall (excludes health-related institutions) and spring (includes health-related institutions) for the state fiscal year, which begins September 1. Fall reporting includes both key and non-key output, efficiency, and explanatory measures. Annual (spring) reporting includes key and non-key outcomes, as well as any output, efficiency, and explanatory measures defined as annual or both (fall and annual).

Key measures are those referenced in the GAA. ABEST compares performance for key measures to targets established in the GAA. IHEs are required to enter explanations for variances of five percent or more from a performance target.

The reporting schedules for reporting performance are located on the LBB website. From the LBB website (www.lbb.state.tx.us), click **AGENCIES PORTAL**. Under **REFERENCE DOCUMENTS**, select **ABEST**, then click **ABEST Reporting Schedules** (as shown below).
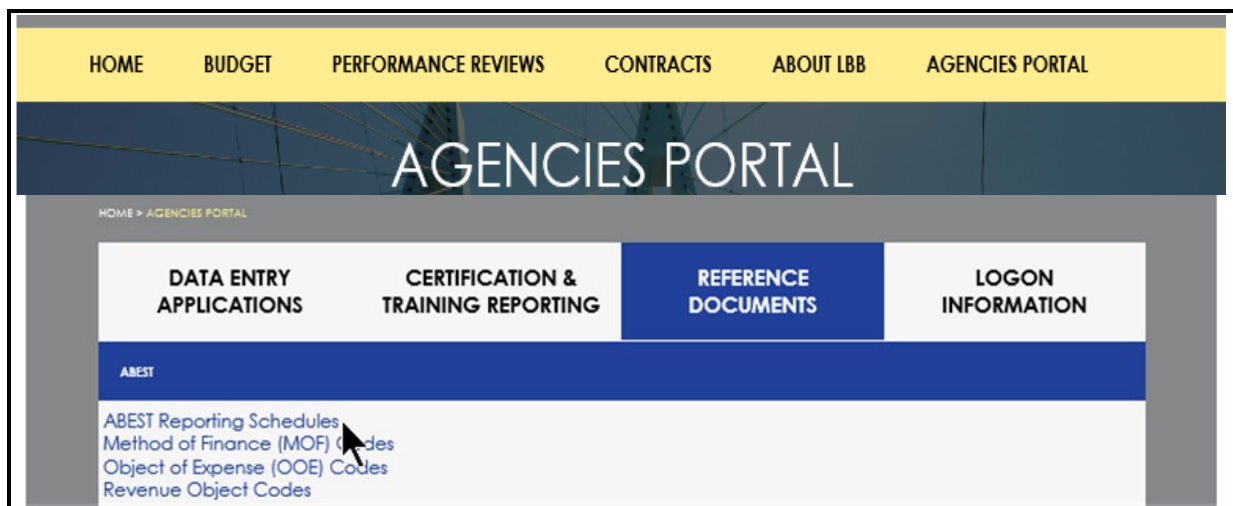
See the following table for performance reporting details for fiscal years 2022 and 2023 for IHEs. Specific due dates for reporting are included in the reporting schedules located on the LBB website.

FISCAL YEAR 2022-23 PERFORMANCE REPORTING IN ABEST FOR INSTITUTIONS OF HIGHER EDUCATION				
FISCAL YEAR	**ABEST SESSION**	**ABEST REPORTING PERIOD**	**DUE DATE**	**MEASURE TYPE**
2022	87	Fall — Period 1 (excludes Health-Related Institutions)	April 2022	Output, Efficiency, & Explanatory
2022	87	Annual — Period 2	November 2022	All Measure Types
2023	87	Fall — Period 1 (excludes Health-Related Institutions)	April 2023	Output, Efficiency, & Explanatory
2023	87	Annual — Period 2	November 2023	All Measure Types

RESOURCES

See the *Guide to Performance Measure Management, 2012 Edition* for more information regarding performance measures. The guide can be found on the LBB website (www.lbb.state.tx.us): click AGENCIES PORTAL, under DATA ENTRY APPLICATIONS, select INSTRUCTIONS, then click Performance Measures.

If you are reporting for an IHE, refer to these instructions titled *Performance Measure Reporting in ABEST for Institutions of Higher Education.* This instructions manual can be found under the INSTRUCTIONS section for performance measures, as mentioned above for the guide.

ACCESSING ABEST

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

To request a user ID, click **AGENCIES PORTAL** from the LBB website (www.lbb.state.tx.us**)**. Under **LOGON INFORMATION**, click **Agency Logon Request Form**.

Fill out the form, as shown below.

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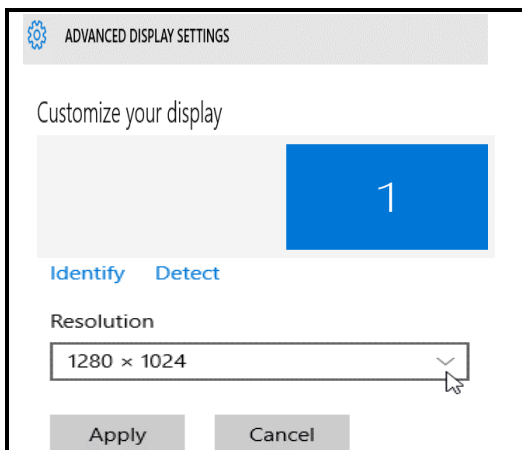
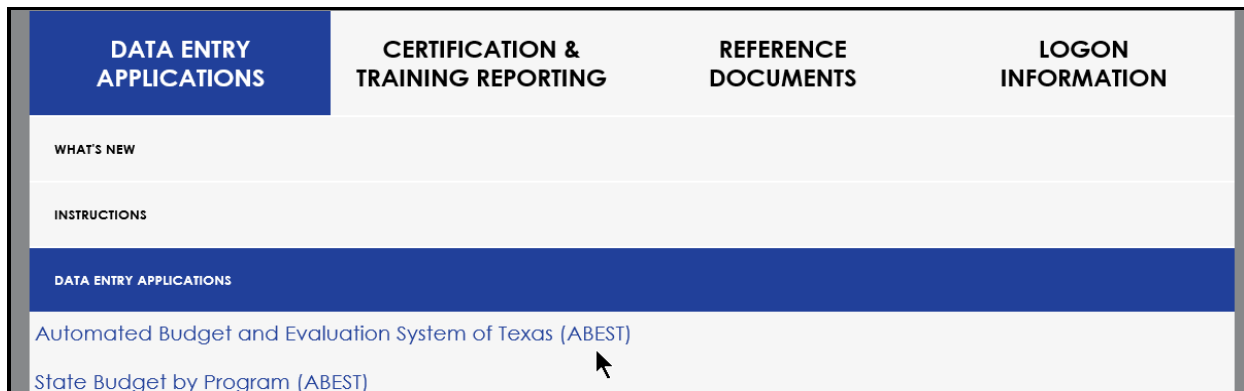From the LBB website (www.lbb.state.tx.us), click **AGENCIES PORTAL**. Under **DATA ENTRY APPLICATIONS**, click **Automated Budget Evaluation System of Texas (ABEST)**, as shown below.
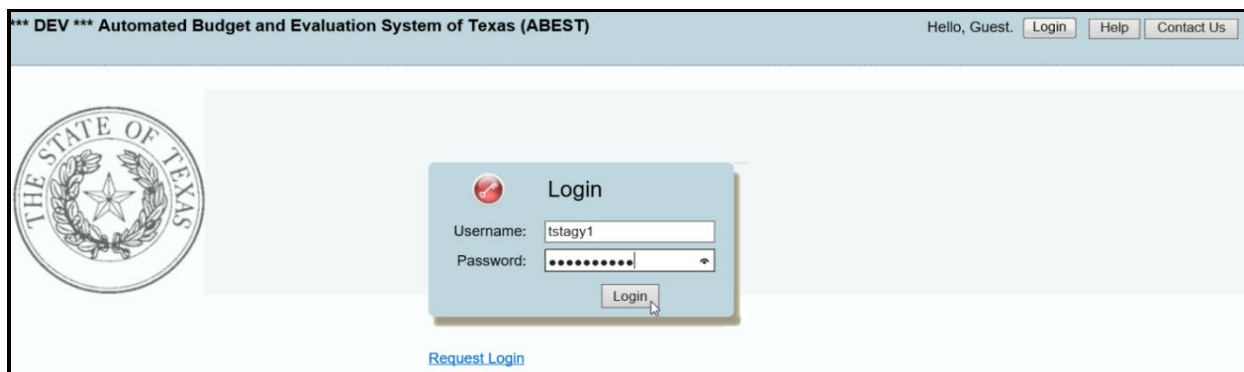

IMPORTANT
If you already have a user ID and have forgotten the user ID or password, or if your user ID or password does not work, do one of the following:
• Under Logon Information on the LBB's website (www.lbb.state.tx.us), click **Agency Logon Help.** Enter your user ID or email address and click **Remember Me.**
• Call the LBB Help Desk at 512-463-3167.

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

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

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

PROFILE SELECTION AND CONFIRMATION

Upon successfully logging into ABEST, two rows of information with drop-down menu boxes will appear near the top of the screen. The first row is the "user profile confirmation bar" and the second

row is the "user profile selection bar." Options selected on the "user profile selection bar" determine the menu layout for a particular business process in ABEST (e.g., Operating Budget, Base Reconciliation, Strategic Plan/Measure Definitions, etc.). The user needs to set their profile by selecting the correct session, business process, stage and agency using the drop-down menu boxes and by saving these selections.

To set your user profile for the business process addressed in these ABEST instructions, complete the following steps. From the available drop-down menu boxes, select a session, the business process titled **Actual Performance Measures**, a fiscal year, and your agency code from the drop-down lists (example is shown below). Click **Save Selections**. The saved selections will appear in the "user profile confirmation bar."

> **IMPORTANT**
>
> Other agencies/IHEs will appear in your agency drop-down list when their **Status** is set to **COMPLETE** in ABEST. If your "user profile confirmation bar" settings are not correct, click in the drop-down lists to select the appropriate settings and click **Save Selections.**

Click **View Status** (shown below) to view your IHE's Performance Status Information.

The **View Status** box will pop up (example shown below). Performance Status Information displays all the statuses for the fiscal year selected in your user profile. See the *AGENCY STATUS* section of these instructions for details on how to change your IHE's agency **Status** from **EMPTY** to **INCOMPLETE**.
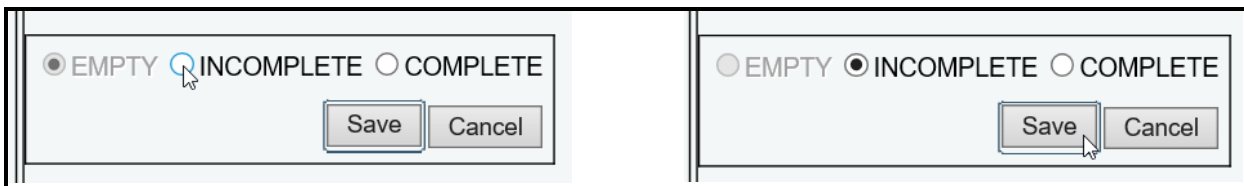
AGENCY STATUS

ABEST automatically sets your agency **Status** to **EMPTY** for upcoming reporting periods. You must change your **Status** to **INCOMPLETE** before you can begin data entry. Click the **Measures** menu and the **Status** submenu, as shown below.

Select the **INCOMPLETE** radio button for the reporting period, and click **Save** (as shown below).

IMPORTANT

If you are still within the current reporting period and need to make modifications after you have set your IHE's agency **Status** to **COMPLETE**, call the help desk at 512-463-3167 to have your agency **Status** set back to **INCOMPLETE**. If you are past the reporting deadline, call your institution's assigned LBB analyst for approval to reopen.

NEWS SCREEN

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

HELP

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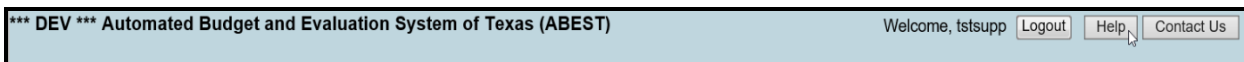
**IMPORTANT**

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

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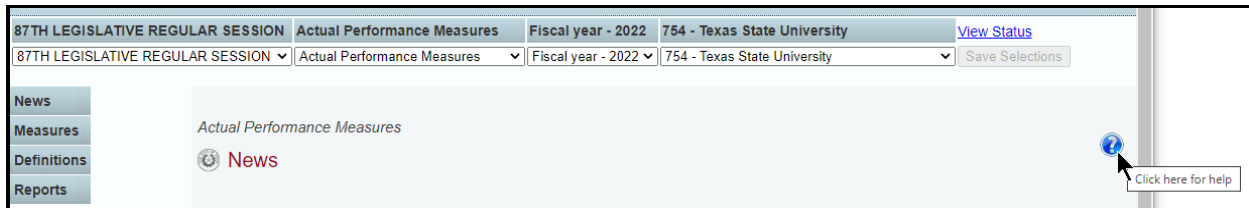
HELP DESK CONTACT INFORMATION

Contact the LBB Help Desk by clicking on **Contact Us**, as shown below.
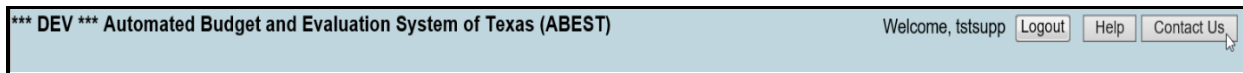
After clicking on the **Contact Us** button, a window will display, as shown below. Enter your message and click **Send Email**.

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

DATA ENTRY CONSIDERATIONS

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

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

DATA ENTRY CAUTIONS AND IMPORTANT INFORMATION

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

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

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

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

PERFORMANCE MEASURES

- IHEs are required to report on all key and non-key performance measures. ABEST compares actual performance data entered to targets set by the Legislature for key measures (key measures are referenced in the General Appropriations Act). IHEs are required to enter explanations for variances of five percent or more from the key performance measure target.

- In March/April, IHEs enter fall (Period 1) performance data for output, efficiency, and explanatory key and non-key measures.

- In October/November, IHEs enter annual (Period 2) performance data for key and non-key outcomes, as well as any output, efficiency, and explanatory measures defined as annual or both (fall and annual).

- For each period, resolve closing edits and change agency **Status** to **COMPLETE**.

IMPORTANT	
ℹ️	Non-key measures are performance measures <u>not</u> referenced in the General Appropriations Act, but are measures designated for performance reporting by the LBB.

CUMULATIVE MEASURES

Cumulative measures are counts, such as number of people or number of services. For cumulative measures, you will enter the amount for the selected period. ABEST will automatically add the amount to the **Year to Date** field. If you enter an amount for a key cumulative measure that falls outside the **Target Range**, you must enter a variance explanation. See the Variance Explanation section of these instructions. Output and efficiency measures may be either cumulative or noncumulative. Output measures usually measure number of people or number of services and are typically but not always cumulative. Efficiency measures generally measure unit costs, units of time, or other ratios and are typically but not always noncumulative.

NONCUMULATIVE MEASURES

Noncumulative measures can be percentages, ratios, averages, unit costs, units of time, and so forth. In the first period for a noncumulative measure, you enter the amount and ABEST will automatically fill in the **Year to Date** field. For the second period, you will enter the **Amount** and **Year to Date** fields. Annual measures are noncumulative; therefore, you only enter data in the **Amount** field. If you enter an amount for a key noncumulative measure that falls outside the **Target Range**, you must enter a variance explanation. See the Variance Explanation section of these instructions.

VARIANCE EXPLANATION

For key measures, ABEST calculates the percentage of target based on the actual performance entered. ABEST also provides a target range, which is within five percent of the target. If you enter an amount that is outside the target range, you must enter a variance explanation. The explanation should describe the factors that caused the variation from the target range and the methods by which your agency plans to deal with circumstances resulting from the variation.

The table below shows examples of allowable variances from a performance target.

Target (Percentage)	Allowable Variance (Percentage)
25	Between 20 and 30
50	Between 45 and 55
75	Between 70 and 80
100	Between 95 and 105

OUTPUT, EFFICIENCY, AND EXPLANATORY MEASURES

You will enter output, efficiency, and explanatory measures on separate submenus. To avoid repetition of these instructions, links will refer you to the initial procedures under Output Measures. You must use the relevant submenu for efficiency and explanatory measures, but the basic steps are the same. Outcomes are entered during the second reporting period (see the **Outcome Measures** section of these instructions for data entry details).

> **IMPORTANT**
>
> (i) You will enter fall measures in Period 1. For Period 2, ABEST enables only measures designated as being annual or both (fall and annual). Fall only measures will appear in Period 2, but they are disabled and cannot be updated.

OUTPUT MEASURES

Ensure you are in the right session, business process, and fiscal year (refer to the Performance Reporting table on page 2 of these instructions) and that your IHE's agency **Status** for the reporting period is **INCOMPLETE** (see the *AGENCY STATUS* section of these instructions).

Click the **Measures** menu and the **Outputs** submenu (shown below).
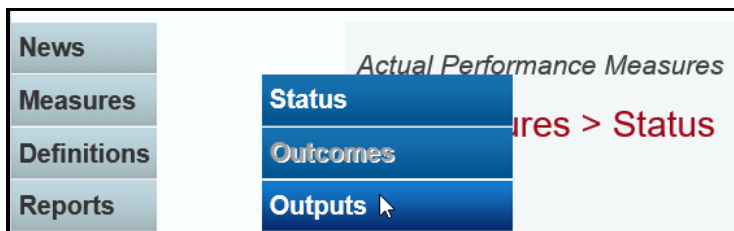
Select a goal, objective, and strategy from the **Strategy** drop-down menu list, as shown in the following example.

ABEST lists the output measures associated with the strategy in order by reporting period and measure number. The **Period** displays at the top of each grid along with the agency **Status** and the measure number displays in the leftmost position of the **Measure Item** field.

Notice that only the **Amount** field is enabled for data entry in the below example. ABEST calculates the **Year to Date** field, which is the same as the **Amount** field. **Target** amounts only display for key measures. A **Target** amount does not display in the below example because the measure is not a key measure. Enter your **Amount** and click **Save**.

| TIP |
| --- |
| The **Amount** and **Year to Date** fields default to dashes prior to data entry. Ensure that your data is entered correctly. You can easily replace dashes by using one of the following options:
• Click in the **Amount** field and click the '**X**' to remove all dashes.
• Click on the **Measure Item** and tab to the **Amount** field. |

IMPORTANT
ABEST only compares actual performance data to targets for key measures.

If you enter an amount for a key measure that is outside the **Target Range**, you must enter a **Variance Explanation**. The **Variance Explanation** field is enabled for data entry once you enter an amount outside the **Target Range** and press the Tab key (example shown below). For key measures, ABEST calculates the **% Target** field based on the data entered in the **Amount** field.

Enter the **Variance Explanation** if necessary and click **Save**. You can expand some multi-line text fields by double clicking in the field, as shown below. 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.
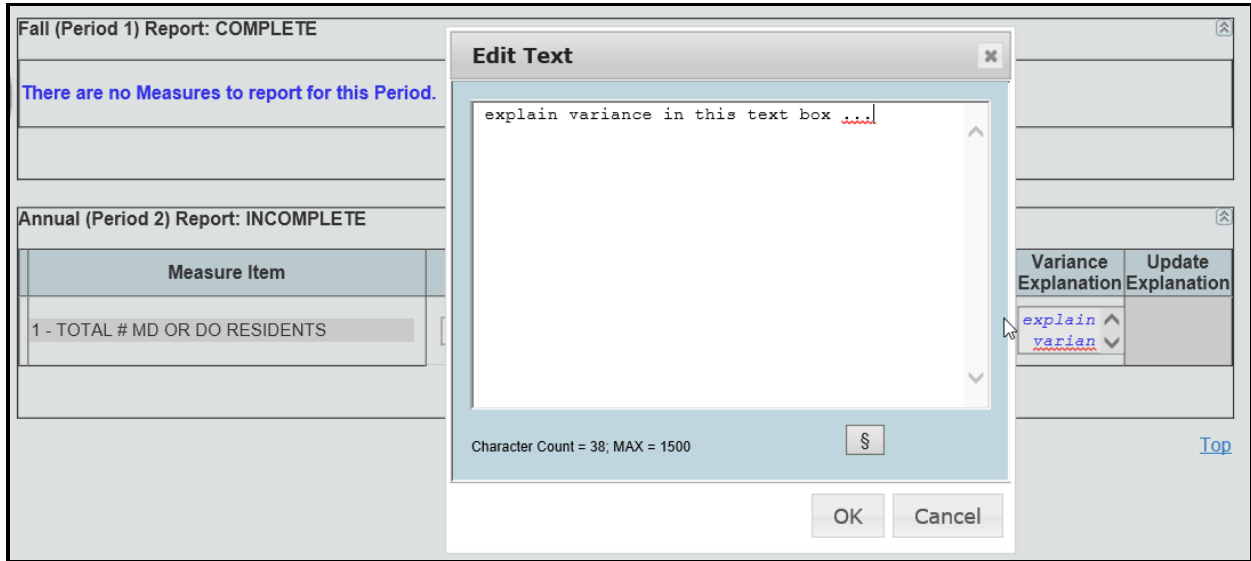
IMPORTANT

If you are outside the **Target** range, you must enter a **Variance Explanation** before ABEST will allow you to save your data. Data will not be saved until all error messages (see below example) have been cleared.
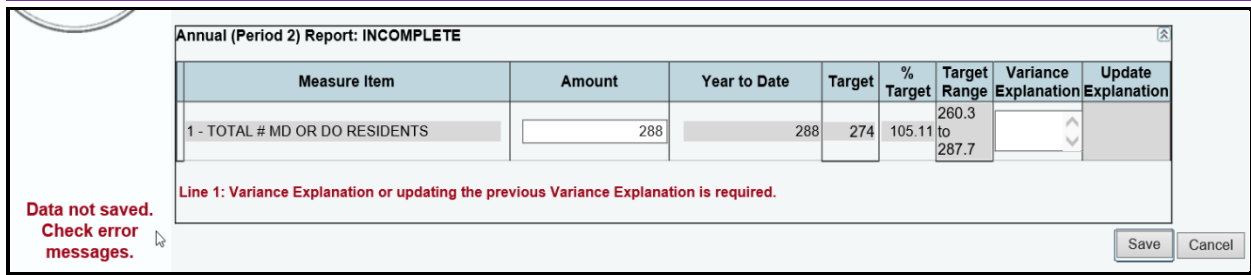

TIP

ABEST provides a built-in calculator. For details, see the **Data Entry Considerations** on page 8.

Repeat the previous steps for each performance measure listed. Select the next goal, objective, and strategy from the **Strategy** drop-down menu list. Repeat the previous steps as needed.

EFFICIENCY AND EXPLANATORY MEASURES

Click the **Measure**s menu and the **Efficiency** or the **Explanatory** submenu, as shown in the following example.
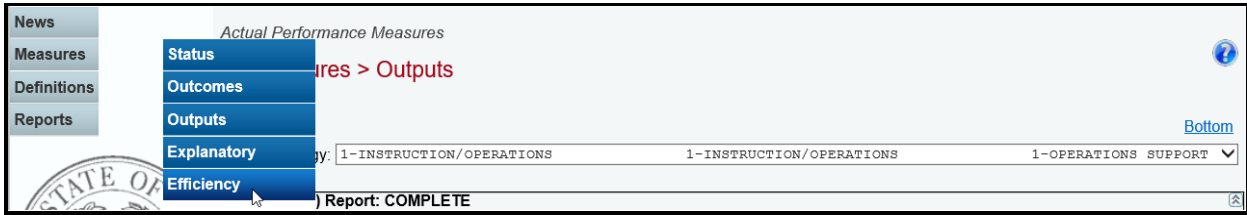
The data entry screen allows you to enter efficiency or explanatory measures just as you did for output measures. See the Output Measures section of these instructions for data entry details.

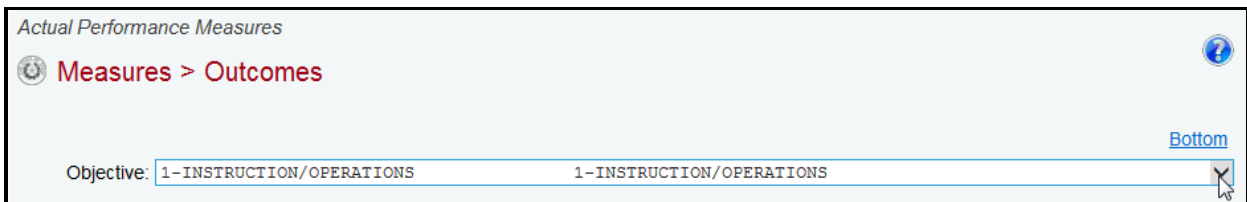### OUTCOME MEASURES

Ensure you are in the right session, business process, and fiscal year (refer to the Performance Reporting table on page 2 of these instructions) and that your IHE's agency **Status** for the reporting period is set to **INCOMPLETE**.

Click the **Measures** menu and the **Outcomes** submenu.
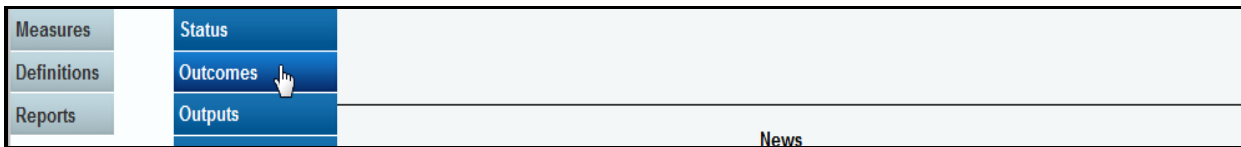
Select a goal and objective from the **Objective** drop-down menu list, as shown below.

ABEST lists outcome measures associated with the objective in order by measure number. The IHE's agency **Status** displays at the top of the grid and the measure number displays in the leftmost position of the **Measure Item** field.

Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
1 - FRESHMEN - 6 YR DEGREE	-------	-------	53		50.35 to 55.65		
2 - WHITE FRESHMEN - 6 YR DEGREE	-------	-------					
3 - HISPANIC FRESHMEN - 6 YR DEGREE	-------	-------					
4 - BLACK FRESHMEN - 6 YR DEGREE	-------	-------					
5 - OTHER FRESHMEN - 6 YR DEGREE	-------	-------					
6 - FRESHMEN - 4 YR DEGREE	-------	-------	25		23.75 to 26.25		

Annual Report: INCOMPLETE

Notice that only the **Amount** field is enabled for data entry in the example above. The **Target** and **Target Range** (within five percent of the **Target**) display for key measures only. For key measures, ABEST calculates the **% Target** field based on the value you enter in the **Amount** field. If you enter

an amount that is outside the **Target Range**, you must enter a **Variance Explanation**. The **Variance Explanation** field is enabled for data entry once you enter an amount outside the **Target Range** and press the Tab key (example shown below).

Annual Report: INCOMPLETE								
Measure Item	**Amount**	**Year to Date**	**Target**	**% Target**	**Target Range**	**Variance Explanation**	**Update Explanation**
1 - FRESHMEN - 6 YR DEGREE	66	66	53	124.53	50.35 to 55.65	Enter varianc	
2 - WHITE FRESHMEN - 6 YR DEGREE	-------	-------					

Enter a value in the **Amount** field and press the Tab key.

TIP
The **Amount** and **Year to Date** fields default to dashes prior to data entry. Ensure that your data is entered correctly. You can easily replace dashes by using one of the options below. • Click in the **Amount** field and click the '**X**' to remove all dashes. • Click on the **Measure Item** and tab to the **Amount**.

Enter the **Variance Explanation** if necessary and click **Save**. If you are outside the **Target Range**, you must enter a **Variance Explanation** before ABEST will allow you to save your data. Data will not be saved until all error messages have been cleared.

Repeat the previous steps for each outcome measure listed. Select the next goal and objective from the **Objective** drop-down menu list. Repeat the previous steps as needed.

RESOLVING CLOSING EDITS

To review your closing edits, click the **Measure** menu and the **Status** submenu. If you have closing edits, they will display on the **Status** screen, as shown below.

Amount or YTD are missing for the following GOS .				
Measure Type	**Goal**	**Objective**	**Strategy**	**Measure Item**
Efficiency	1 - OPERATE LOTTERY	1 - PRODUCE REVENUE	3 - MARKETING AND PROMOTION	1 - AVERAGE COST/SURVEY
Efficiency	1 - OPERATE LOTTERY	1 - PRODUCE REVENUE	8 - MASS MEDIA ADVERTISING CONTRACT(S)	1 - % AWARE OF LOTTERY ADVERTISING
Output	2 - ENFORCE BINGO LAWS	1 - CURTAIL VIOLATIONS OF BINGO LAWS	1 - BINGO LICENSING	1 - # OF LICENSES ISSUED TO INDIV/ORG
Output	2 - ENFORCE BINGO LAWS	1 - CURTAIL VIOLATIONS OF BINGO LAWS	3 - BINGO LAW COMPLIANCE FIELD OPER	3 - # BINGO COMPLAINTS COMPLETED
Output	2 - ENFORCE BINGO LAWS	1 - CURTAIL VIOLATIONS OF BINGO LAWS	4 - BINGO PRIZE FEE COLLECTION & ACCT	1 - NUMBER OF DAYS TO ALLOCATE

To print the **Status** screen, right-click your mouse and select **Print**.

Review the errors noted in red at the top of the grid.

Click the appropriate submenu, based on the **Measure Type** listed.

Select the **Goal**, **Objective**, and **Strategy** (if necessary) and enter the missing data.

Click the **Measure** menu and the **Status** submenu to verify that all your closing edits have cleared. Select the **COMPLETE** radio button and click **Save**, as shown below.

UPDATE EXPLANATIONS

Your IHE's agency **Status** must be set back to **INCOMPLETE** by the LBB before you can edit previously entered performance measures data.

If you are still within the reporting period, call the help desk at 512-463-3167 to have your IHE's agency **Status** set back to **INCOMPLETE**. If you are past the reporting deadline, call your LBB analyst for approval to reopen.

You must enter an explanation for each change you make if ABEST is reopened. The **Update Explanation** field is enabled once you edit measure data and tab out of the **Amount** or **Year to Date** field, as shown in the following example.

Update your performance data as needed and press the Tab key. Enter an **Update Explanation** and include a **Variance Explanation** if needed. Click **Save**. You will not be able to update and exit the screen until you enter an **Update Explanation**, as shown below. For cumulative measures, updating Period 1 may affect Period 2 (i.e.; **Variance Explanation**). Review the error messages in red and make the appropriate entries. ABEST will not save data until all error messages are cleared.

There is no limit on the number of times you can update a measure's performance data or **Variance Explanation**. You must justify each change by entering an explanation in the **Update Explanation** field. Click the **magnifying glass** to the left of the **Measure Item** (as shown below) to review all updates to a measure.

Upon clicking the **magnifying glass** 🔍 , the goal, objective, and strategy (if applicable) display at the top of the grid. Details regarding the update(s) are listed by **Date of Update**, as shown in the following example.
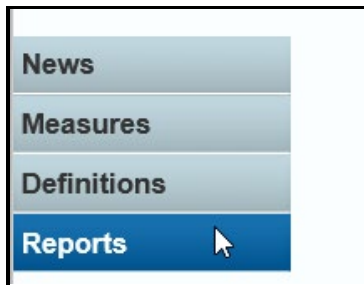
Click the **Return** button at the bottom of the screen to go back to the previous screen. You can also run actual performance reports that include update explanations. To run reports, see the next section of these instructions titled *GENERATING REPORTS*.

GENERATING REPORTS

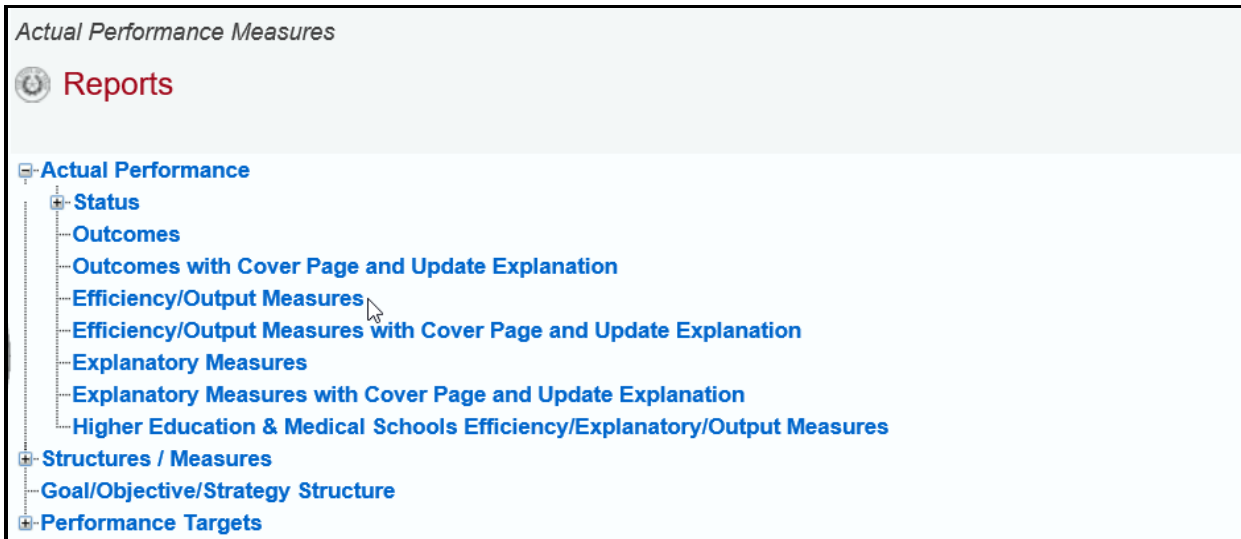To generate reports, click the **Reports** menu, as shown below.

Click the **plus sign (+)** next to **Actual Performance**, as shown below.

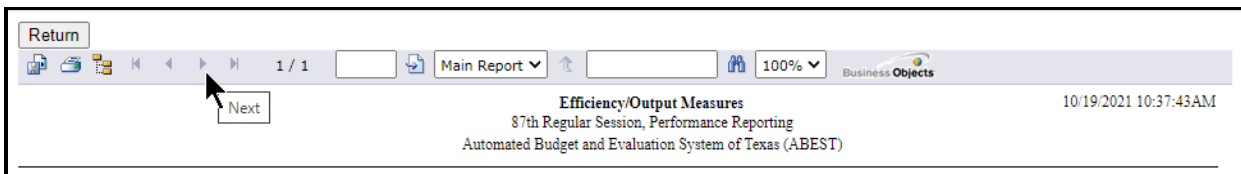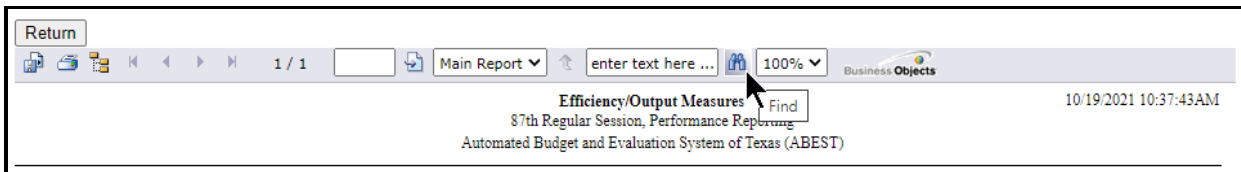Click a **report name** to generate the report, as shown in the following example.
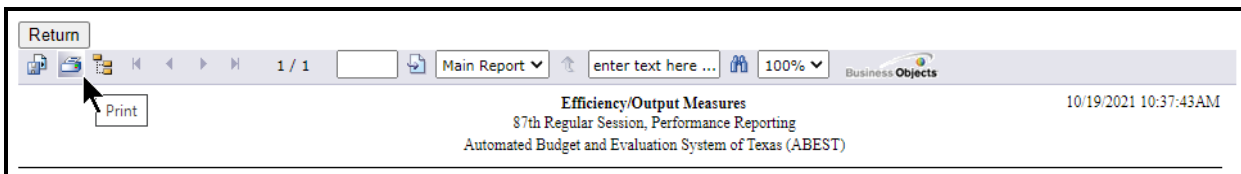
A preview of the report appears in the ABEST window. Use the **arrow keys** at the top to navigate through multi-page reports, as shown below.
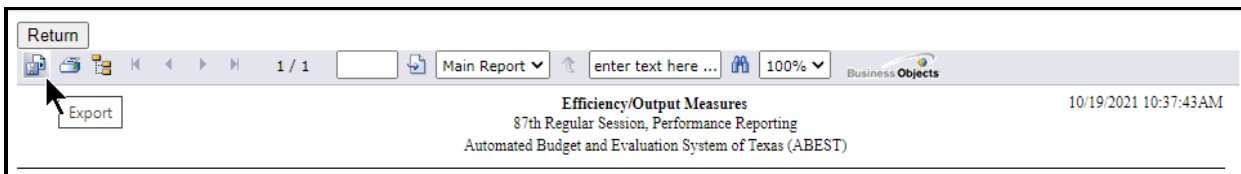

To use the search feature, enter search text and click on the **binoculars icon** at the top of the screen, as shown below.

To print, click the **printer icon** below the **Return** button, as shown below.
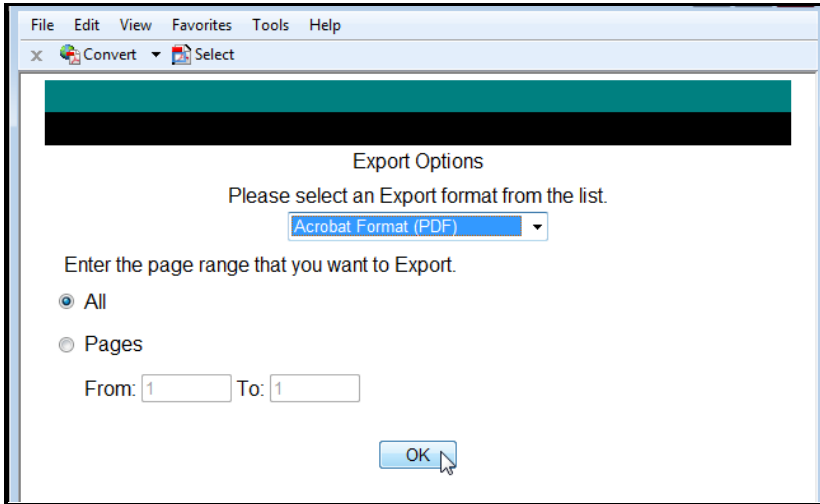

To export, click the **first icon** in the upper left corner of the ABEST screen, as shown below.
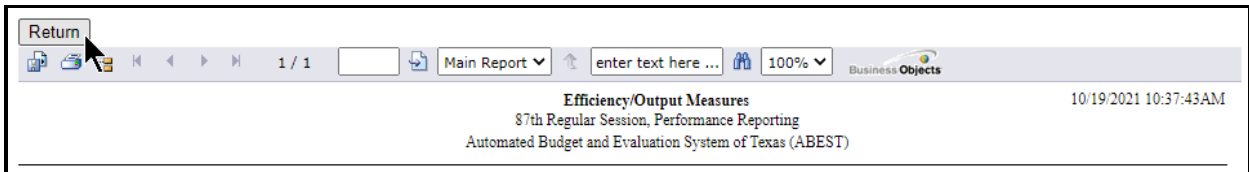
Select the appropriate export format from the drop-down menu list and click **OK** (shown below). The report will download into the appropriate application. Save your file.

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

TROUBLESHOOTING

Review the following table regarding calls previously made to the LBB Help Desk. If you are having a problem, look here to find answers first. If your problem does not appear below, contact the LBB (see the *Help Desk Contact Information* section of these instructions).

TROUBLESHOOTING ISSUES AND TIPS	
PROBLEM	**RESOLUTION**
Where do I go to change my IHE's agency status?	Click the **Measures** menu and the **Status** submenu to change your IHE's actual performance status. Click the **Definitions** menu and the **Status** submenu to change your IHE's measure definitions status.
When will ABEST be ready for data entry?	The reporting schedules for ABEST Performance Measure Reporting are located on the LBB website. From the LBB website, click **Agencies Portal**. Under Reference Documents/ABEST, click **ABEST Reporting Schedules**.
How can I get into ABEST to report performance?	Ensure you are in the correct session, business process, year, and quarter. See the *Profile Selection and Confirmation* section of these instructions. Make sure your performance status for the reporting period is set to **Incomplete**. See the *Agency Status* section of these instructions.

TROUBLESHOOTING ISSUES AND TIPS	
PROBLEM	**RESOLUTION**
What do I do if a target and/or variance explanation field does not appear for a key measure?	Run the measure definitions report to ensure the measure is key. If the measure is not set as a key measure, contact your LBB analyst.
	If the measure is marked as a key measure, enter an amount for the measure and press the **Tab** key to move to another field. If the measure is out of variance, the variance explanation field should enable on the screen.