



# LEGISLATIVE BUDGET BOARD

## **ABEST Instructions for Budget Reduction Plan Submissions for the 2020–21 Biennium**

**Data Entry for State Agencies,  
Appellate Courts,  
and Institutions of Higher Education**

LEGISLATIVE BUDGET BOARD STAFF

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

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## DOCUMENT CONVENTIONS

*THIS DOCUMENT USES THE FOLLOWING SYMBOLIC CONVENTIONS:*



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



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



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

## GETTING STARTED

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

These instructions are for state agencies, appellate courts, and institutions of higher education (all are referred to as “agencies” in these instructions) to complete ABEST data entry for budget reduction items for the 2020-21 biennium. Before agencies can begin data entry, your agency must first have a General Revenue/General Revenue-Dedicated Reduction Target entered into ABEST. Your LBB analyst will notify you when to begin entering data.

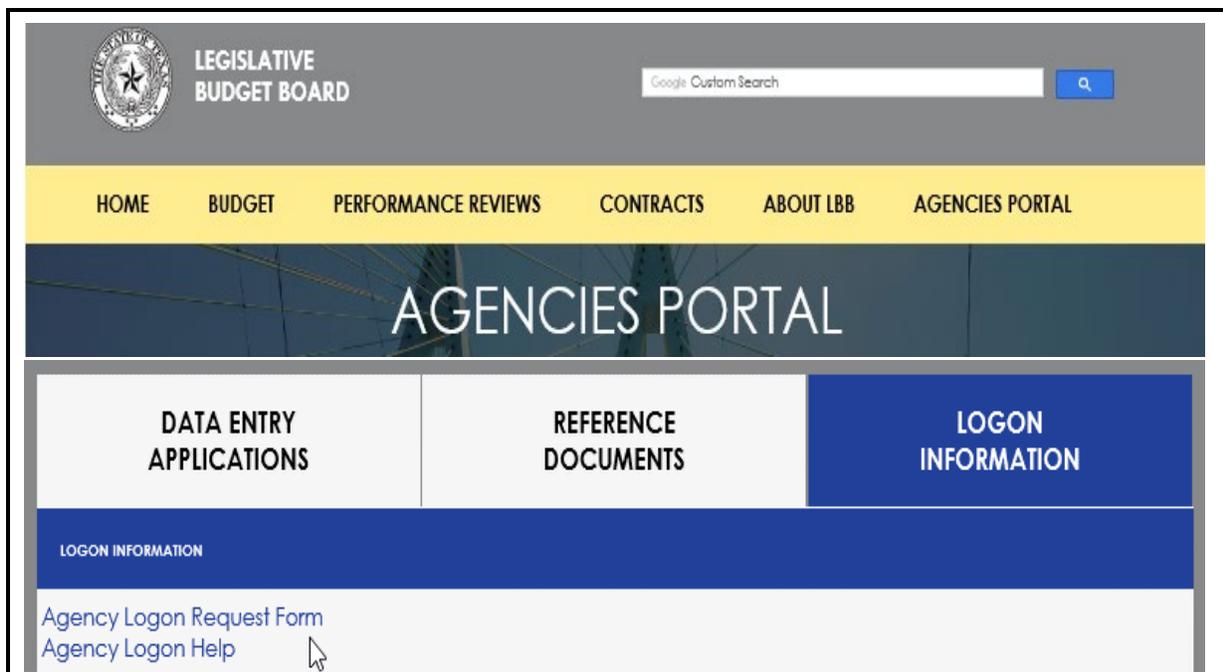
If you have a question about *what* data to enter, contact your LBB analyst. Visit the LBB website at [www.lbb.state.tx.us](http://www.lbb.state.tx.us) to determine the LBB analyst assigned to your agency. Select **ABOUT LBB→Staff→Analyst Assignments** from the home page. You will find the LBB analyst’s name for your agency listed in the document.

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

## ACCESSING ABEST

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

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

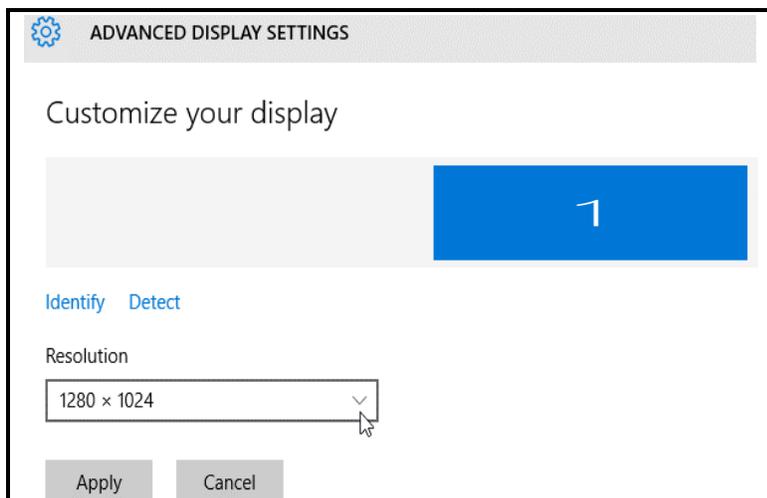


Fill out the **Logon Request Form**, as shown in the following graphic. When complete, scroll down and click **Submit**. You should receive an email asking you to confirm the logon request. You must respond to the email; otherwise, your request will not be processed. If you do not receive a confirmation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

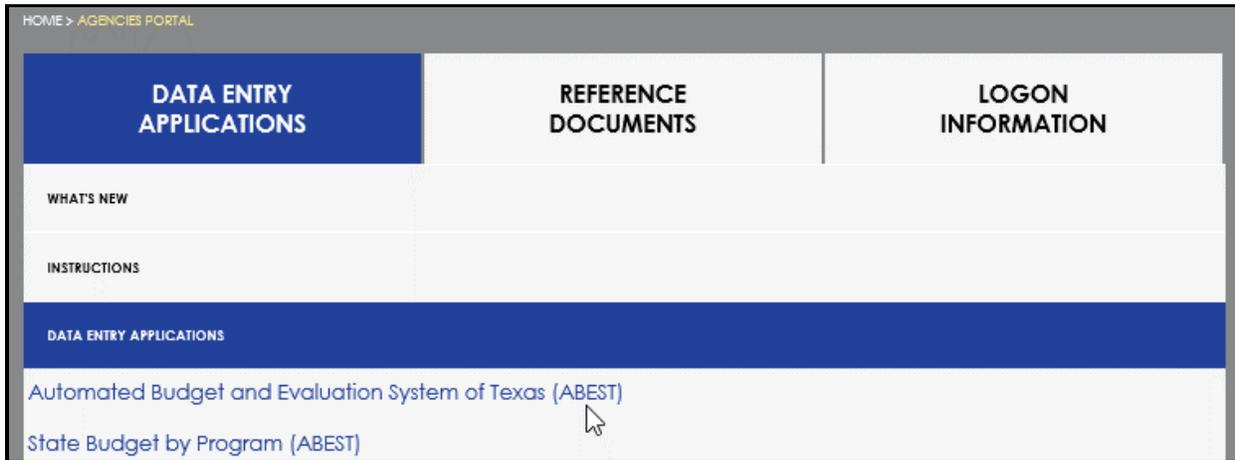
Logon Request Form	
<b>Please ensure that you have approval from your supervisor to request a userid.</b>	
* Agency :	000 - Unspecified or not applicable
* Full Name:	
* Password :	
* Confirm Password :	
*Phone #:	- - - -
Fax #:	- - - -
Cell Phone #:	- - - -
* Email Address:	
Access Needed for:	<input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

**LOGGING IN**

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



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



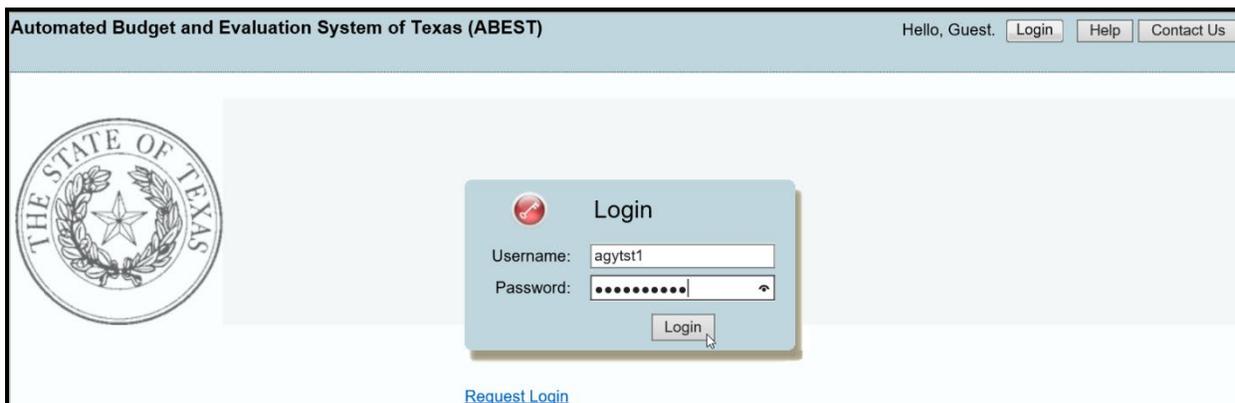
#### IMPORTANT



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

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

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



#### TIP



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

### PROFILE SELECTION AND CONFIRMATION

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

determine the menu layout for a particular business process in ABEST (e.g., Operating Budget, Strategic Plan/Measure Definitions, etc.). The user needs to set their profile by selecting the correct session, business process, stage and agency using the drop-down menu boxes and by saving these selections. The saved selections will appear in the “user profile confirmation bar.”

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 **86TH LEGISLATIVE REGULAR SESSION, Budget Reductions, S65 – ITEM REDUCTIONS 2020-21**, and your agency. Click **Save Selections** to update your profile, as shown below.

*** DEV *** Automated Budget and Evaluation System of Texas (ABEST)					Welcome, TSTAGY8	Logout	Help	Contact Us
87TH LEGISLATIVE REGULAR SESSION	Strategic Plan/Measure Definitio	SBR - Base Reconciliation	332 - Dept Housing-Comm Affairs	Status: COMPLETE				
86TH LEGISLATIVE REGULAR SESSION	Budget Reductions	- Stage not selected... S65 - ITEM REDUCTIONS 2020-21	- Agency not selected...	Save Selections				

**IMPORTANT**



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

The options you selected on your “user profile selection bar” will display on the “user profile confirmation bar”, as shown below. The agency **Status** associated with these settings is also included on that bar, as shown in the below example (designated as **EMPTY** in the example). Before agencies can begin data entry for Stage 65, your agency must first have a General Revenue/General Revenue-Dedicated Reduction Target entered into ABEST. Until your agency-specific target is entered into ABEST, your agency **Status** will be set to **LOCKED**. Your LBB analyst will notify you when to begin entering data. The agency **Status** is explained in more detail later in the [CHANGING AGENCY STATUS TO INCOMPLETE](#) section of these instructions.

*** DEV *** Automated Budget and Evaluation System of Texas (ABEST)					Welcome, TSTAGY8	Logout	Help	Contact Us
86TH LEGISLATIVE REGULAR SESSION	Budget Reductions	S65 - ITEM REDUCTIONS 2020-21	332 - Dept Housing-Comm Affairs	Status: EMPTY				
86TH LEGISLATIVE REGULAR SESSION	Budget Reductions	S65 - ITEM REDUCTIONS 2020-21	332 - Dept Housing-Comm Affairs	Save Selections				

**IMPORTANT**



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

**NEWS SCREEN**

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

News	
Status	Budget Reductions
Base Reductions	News

## 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.

The screenshot shows the top navigation bar of the ABEST system. It includes the text "\*\*\* DEV \*\*\* Automated Budget and Evaluation System of Texas (ABEST)", a user greeting "Welcome, TSTAGY8", and buttons for "Logout", "Help", and "Contact Us". Below this is a menu with four items: "86TH LEGISLATIVE REGULAR SESSION", "Budget Reductions", "S65 - ITEM REDUCTIONS 2020-21", and "332 - Dept Housing-Comm Affairs", with a "Status: EMPTY" indicator. A purple banner below the menu contains an information icon and the text: "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.

The screenshot shows a sub-menu with a "Status" header and "Budget Reductions" as the active item. Below it are "Base Reductions" and "News" (with a refresh icon). A blue help icon is visible in the top right corner of the menu area.

## HELP DESK CONTACT INFORMATION

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

This screenshot is identical to the one above, but the "Contact Us" button in the top right corner is highlighted with a mouse cursor, indicating it is the button to be clicked.

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

The screenshot shows a "Contact Us" window with a blue header and a phone icon. It lists phone numbers: Helpdesk: (512) 463-3167, Main: (512) 463-1200, and Fax: (512) 475-2902. Below this is an "Email" section with the text: "It is our goal to respond to you within 1 business day, regardless of whether you make contact by phone or email." The form includes fields for "Your Email:" (containing "LBB\_Applications\_CC.LBB@lbb.state.tx.us"), "Your Phone:" (with a dropdown for area code "512" and input for "463" and "1200"), and "Subject:" (containing "ABEST Help Request"). A large text area for "Message:" is provided, along with "Send Email" and "Cancel" buttons at the bottom.

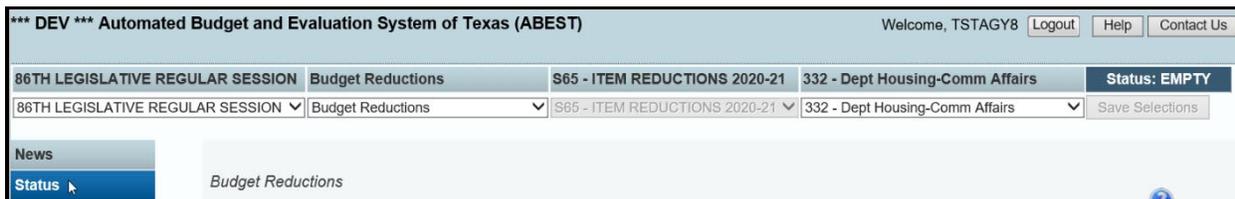
The LBB Help Desk will respond to email inquiries as soon as possible; however, it can take as long as the end of the next business day in some cases. You can also contact the LBB by calling the Help Desk at 512-463-3167. Be prepared to leave a message when calling the Help Desk. Your

call goes directly to voicemail at all times. A typical call back response from the Help Desk is within 30 minutes.

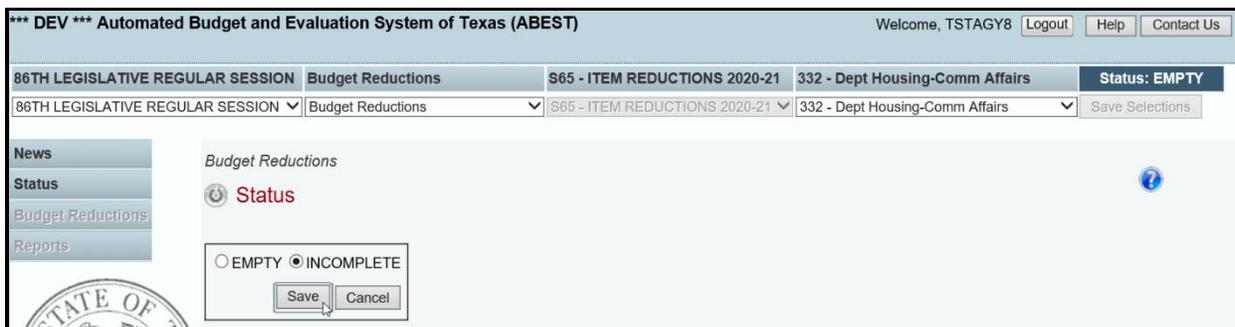
### CHANGING AGENCY STATUS TO INCOMPLETE

Before agencies can begin data entry for Stage 65, your agency must first have a General Revenue/General Revenue-Dedicated Reduction Target entered into ABEST. Until your agency-specific target is entered into ABEST, your agency **Status** will be set to **LOCKED**. Your LBB analyst will notify you when your agency **Status** is set to **EMPTY** and you can begin entering data. To begin data entry, complete the following steps.

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



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



#### IMPORTANT



ABEST will not allow you to enter data until you set the agency **Status** to **INCOMPLETE**. As you enter data, closing edits will appear on the **Status** screen. You must clear the edits before you can change your agency **Status** to **COMPLETE** and submit your data electronically. Refer to the [CHANGING AGENCY STATUS TO COMPLETE](#) section of these instructions for additional details.

### DATA ENTRY CAUTIONS AND IMPORTANT INFORMATION

#### IMPORTANT



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

#### 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**



When 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.

**DATA ENTRY CONSIDERATIONS**

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

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

## BUDGET REDUCTIONS

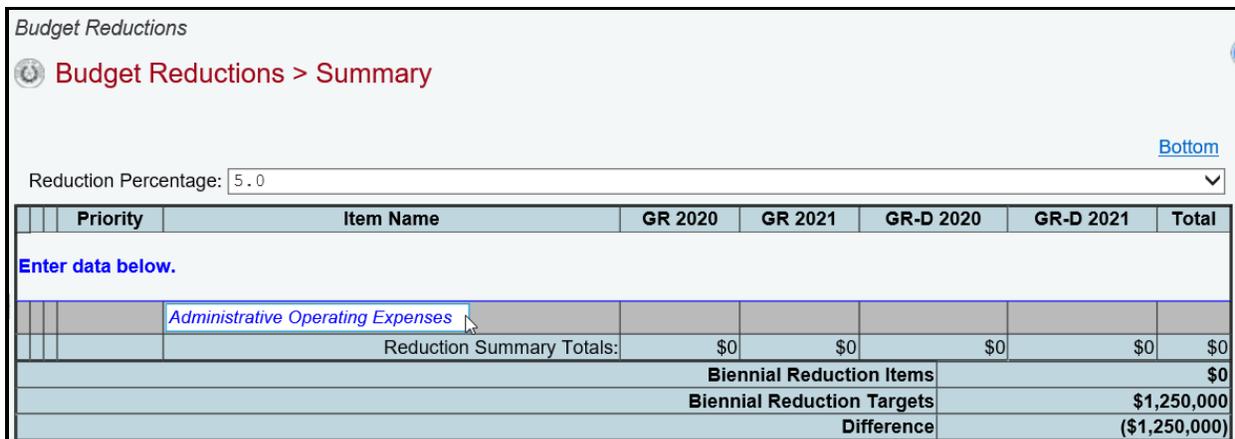
The **Budget Reductions** menu allows you to submit the 5.0 percent General Revenue Funds (GR) and General Revenue–Dedicated Funds (GR-D) reduction data in ABEST.

### BUDGET REDUCTIONS SUMMARY

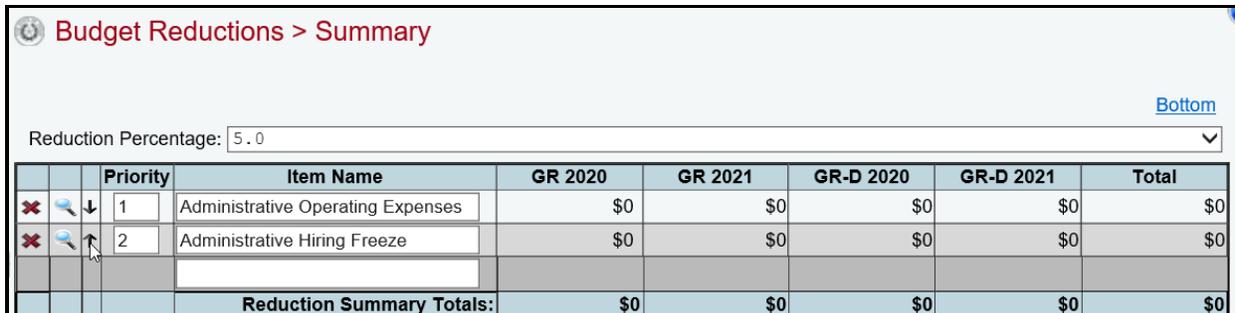
Click the **Budget Reductions** menu and the **Summary** submenu, as shown below.



**Adding Reduction Items** – Enter an **Item Name** (as shown below) and click **Save**. Repeat as needed. The character limit is 70 for the **Item Name** text field, and a warning displays when entered data exceeds the field limit.



ABEST automatically assigns priorities to each **Item Name** entered. You may change priorities at any time by clicking on the up/down arrows (shown below) or by changing numbers in the **Priority** column. Note that the highest priority (Priority 1) should be the reduction that, if enacted, will have the least consequences or negative effects on your agency’s programs and goals. List the item with the greatest consequence last.



**Revising Reduction Items** – Click in the appropriate fields to modify the details and click **Save**. ABEST enters zero dollars for each **Item Name** added. You *cannot* modify the dollar amounts from the **Budget Reductions > Summary** screen. To modify these fields, click the **magnifying glass**  (shown in the below example) and the hyperlink directs you to the **Budget Reductions > Details** screen. Refer to the [BUDGET REDUCTIONS DETAILS](#) section of these instructions for more information.

Budget Reductions

 **Budget Reductions > Summary**

[Bottom](#)

Reduction Percentage:

		Priority	Item Name	GR 2020	GR 2021	GR-D 2020	GR-D 2021	Total
		1	Administrative Operating Expenses	\$0	\$0	\$0	\$0	\$0
		2	Administrative Hiring Freeze	\$0	\$0	\$0	\$0	\$0
<b>Reduction Summary Totals:</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Deleting Reduction Items** – Save any unsaved data first and then click the red ‘x’ to the left of the magnifying glass (shown below). Click **OK** to confirm.

Budget Reductions

 **Budget Reductions > Summary**

[Bottom](#)

Reduction Percentage:

		Priority	Item Name	GR 2020	GR 2021	GR-D 2020	GR-D 2021	Total
		1	Administrative Operating Expenses	\$0	\$0	\$0	\$0	\$0
		2	Administrative Hiring Freeze	\$0	\$0	\$0	\$0	\$0
<b>Reduction Summary Totals:</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Message from webpage

 Are you sure you want to delete Row# 2?

**IMPORTANT**



When deleting a reduction item, the ABEST system also deletes any dollar amounts associated with the item.

**BUDGET REDUCTIONS DETAILS**

Before you can enter the **Budget Reductions Details** data, you must first enter the required data on the **Budget Reductions → Summary** menu/submenu (as shown in the below warning message).

Budget Reductions

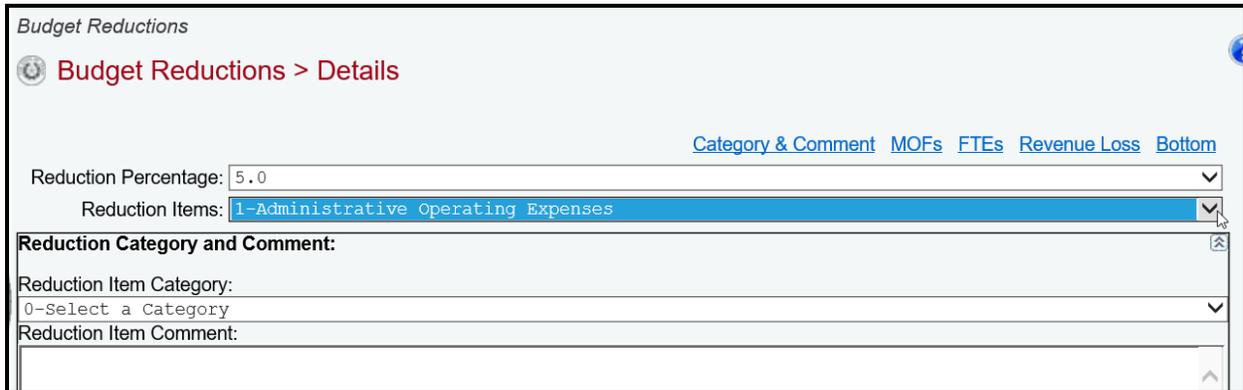
 **Budget Reductions > Details**

**No Reduction Items found, please define on Budget Reductions > Summary screen**

To enter the **Budget Reductions Details** data, click the **Budget Reductions** menu and the **Details** submenu, as shown below. You can also click the **magnifying glass** in the grid on the **Budget Reductions > Summary** screen as mentioned previously.

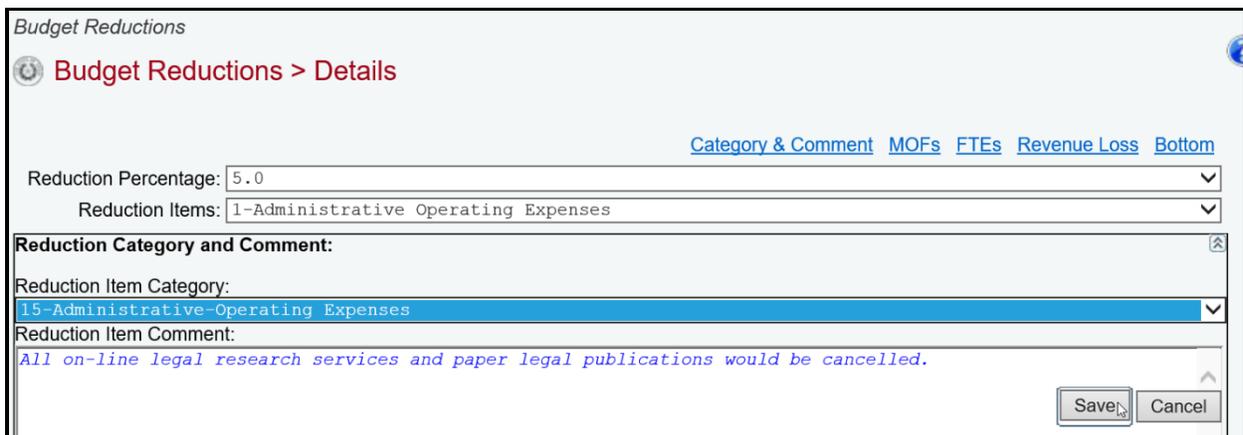


The agency’s first item displays in the **Reduction Items** drop-down menu box. To select a different item, click in the **Reduction Items** drop-down menu box (shown below). The **Reduction Percentage** drop-down menu box defaults to 5.0 percent.



**REDUCTION CATEGORY AND COMMENT**

Click in the grid labeled **Reduction Category and Comment**. Select the appropriate category from the **Reduction Item Category** drop-down menu box, enter the **Reduction Item Comment** (character limit is 2,000 for this text field, and a warning displays when entered data exceeds the field limit), and click **Save**, as shown below. If multiple reduction categories apply, select the category that represents the predominant description of the item.



You can use the **Reduction Item Comment** field to explain in detail the impact of the reduction on agency services, staffing levels, customers, key performance measures, the receipt of Federal Funds, assumptions underlying revenue losses, and other factors related to the reduction.

The **Reduction Item Categories** focus on three distinct functional areas:

- Program and service reductions impacting clients and populations (10 categories);
- Administrative reductions to internal operations (5 categories); and,
- Across the board reductions for smaller agencies that reduce both programs and internal administrative costs (1 category).

There will be reduction items that impact multiple categories. In these instances, agencies should use their best professional judgment to select the category that represents the predominant description of the reduction item.

The program and services categories are associated with direct service delivery to clients, students, regulated industries, licensees, constituents, and other populations. Also included are direct administration and support costs for agency staff, contracts and consultants that are integral to the operation of agency and institution programs. Below are the 10 categories with examples for each.

REDUCTION ITEM CATEGORIES – PROGRAMS AND SERVICES	
CATEGORY	EXAMPLES
Service Reductions (Contracted)	Consultants, contracted services Adjunct faculty Contracted residential facilities
Service Reductions (FTEs-Hiring Freeze)	Reductions due to not filling current and/or future vacancies Salary freeze, including suspending merit pay
Service Reductions (FTEs-Layoffs)	Reductions that result in actual job losses
Service Reduction (Other)	Program travel, consumables, marketing and promotion, and other operating expenses. Student financial aid Basic civil legal services
Reimbursements and Rate Reductions	Hospitals, physicians Long term care facilities Higher Education Group Insurance (HEGI)
Grant, Loan or Pass-through Reductions	Local governmental entities including COGs, cities, and counties Non-profits Local park grants
Delayed Program Implementation	New or expanded programs that will not be implemented or will be deferred beyond the original planned time frame New college degree plans
Delayed or Deferred Capital Projects	Capital items and projects such as computers and other IT-related items, real estate, facilities, vehicles, furnishings and equipment, telecommunications equipment, deferred maintenance projects, and facility renovations and rehabilitation.

REDUCTION ITEM CATEGORIES – PROGRAMS AND SERVICES	
CATEGORY	EXAMPLES
Method of Finance Swap	Use of Federal Funds in place of General Revenue for stimulus-related programs or services Use of non-General Revenue Related state funds or local funds in place of General Revenue Receipt of additional stimulus Federal Funds that frees up General Revenue for other purposes/reductions Billing Medicaid for certain Medicaid-eligible services results in additional Federal Funds that frees up General Revenue for other purposes/reduction
Lapse (No Service Reduction)	Savings that have already been realized Savings resulting from efficiencies Updated estimates of reduced service demands for certain grants or contracted programs that leave General Revenue unspent.

The administrative categories are associated with agency and institution internal operations such as central administration, information resources or IT, operations and support (mail, purchasing, reproduction), and regional administration (field offices, state schools, and other facilities). Below are the 5 categories with examples for each.

REDUCTION ITEM CATEGORIES – ADMINISTRATIVE	
CATEGORY	EXAMPLES
FTEs / Hiring and Salary Freeze	Reductions due to not filling current and/or future administrative vacancies Salary freeze, including suspending merit pay for administrative personnel
FTEs / Layoffs	Reductions that result in actual administrative job losses
Travel	Expenses related to administrative personnel travel
Contracted Administrative Services	Contracts and consultants providing the same internal services identified above in place of agency staff – payroll, human resources, data centers, Enterprise Resource Planning (ERP)
Operating Expenses	Expenses related to fuels, supplies, utilities, rental of buildings and/or machinery, and capital items and projects

The Across the Board Reductions category is intended for smaller agencies with plans that consist of both reductions to direct programs and services as well as its own internal operations.

REDUCTION ITEM CATEGORIES – ACROSS THE BOARD REDUCTIONS	
CATEGORY	EXAMPLES
Across the Board Reductions	Percentage reduction to direct programs and services Percentage reduction to agency internal operations

**METHOD OF FINANCE (MOFs)**

Click the **MOFs** hyperlink at the top of the screen or scroll down to the **Reduction MOF** grid.



Adding Multiple MOFs – Click the **Add multiple MOF** hyperlink (shown below) to add multiple MOFs and GOSs for the selected reduction item.

[Add multiple MOF](#)

Reduction MOF:

GOS	MOF	2020	2021	Program Total 2020	Program Total 2021
-----	-----	------	------	--------------------	--------------------

**IMPORTANT**



The only MOFs to display for General Revenue Funds and General Revenue–Dedicated Funds are those that apply to your agency’s appropriations in the 2020-21 GAA.

Select the appropriate combination of **GOS** and **MOF** and click **Save**.

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

Insert Multiple Budget Reduction GOS/MOFs:

- 1.1.3: 1-General Revenue Fund
- 1.1.4: 1-General Revenue Fund
- 2.1.1: 1-General Revenue Fund
- 3.1.1: 1-General Revenue Fund
- 4.1.1: 1-General Revenue Fund
- 5.1.4: 1-General Revenue Fund
- 6.1.1: 1-General Revenue Fund
- 6.1.2: 1-General Revenue Fund
- 6.1.3: 1-General Revenue Fund

The selected details display in the **Reduction MOF** grid, as shown below. Enter the dollar amounts (as a positive number) for each fiscal year reduction, enter the **Program Total** dollar amounts, and click **Save**.

[Add multiple MOF](#)

Reduction MOF:

		GOS	MOF	2020	2021	Program Total 2020	Program Total 2021
✘	1	6.1.3- OPERATING/SUPPORT	1 - General Revenue Fund	\$10,000	\$50,000	\$10,000	\$50,000
		1.1.3- TEXAS BOOTSTRAP					
<b>Reduction MOF Totals:</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Add, delete, and revise individual **Reduction MOF** entries as needed.

**IMPORTANT**



You *cannot* modify the selected **GOS** or **MOF** once the item has been saved. To change a **GOS** or **MOF** code, delete the existing row (as shown in the following example) and re-add the information.

Reduction MOF:

		GOS	MOF	2020	2021	Program Total 2020	Program Total 2021
	1	6.1.3- OPERATING/SUPPORT	1 - General	\$10,000	\$50,000	\$10,000	\$50,000
		1.1.3- TEXAS BOOTSTRAP					
<b>Reduction MOF Totals:</b>				<b>\$10,000</b>	<b>\$50,000</b>	<b>\$10,000</b>	<b>\$50,000</b>

**FULL-TIME EQUIVALENTS (FTEs)**

If the reduction item necessitates a reduction in FTEs, click the **FTEs** hyperlink at the top of the screen (as shown below) or scroll down to the **Reduction FTE** grid.

Budget Reductions

[Budget Reductions > Details](#)

[Category & Comment](#)
[MOFs](#)
[FTEs](#)
[Revenue Loss](#)
[Bottom](#)

Reduction Percentage:

**Adding Multiple FTEs** – Click the **Add multiple FTE** hyperlink to add multiple GOSs to the **Reduction FTE** grid for the selected reduction item.

[Add multiple FTE](#)

Reduction FTE:

		GOS	2020	2021
<b>Enter data below.</b>				

**IMPORTANT**



The **GOS** drop-down menu box will only load strategies that have dollar amounts entered in the **Reduction MOF** grid. If you do not see the strategy listed, return to the **Reduction MOF** grid and enter the appropriate dollar amounts.

Select the appropriate **GOS** and click **Save**. The detail displays in the **Reduction FTE** grid, as shown below. Enter the FTEs (as a positive number) for each fiscal year and click **Save**.

Reduction FTE:

		GOS	2020	2021
	1	6.1.3- OPERATING/SUPPORT	0.1	0.5
<b>Reduction FTE Totals:</b>			<b>0</b>	<b>0</b>

Add, delete, and revise reduction FTE entries as needed.

**IMPORTANT**



You *cannot* modify the selected GOS once the item is saved. To change the GOS, delete the existing row (as shown in the following example) and re-add the information.

Reduction FTE:		2020	2021
1	6.1.3- OPERATING/SUPPORT	0.1	0.5
<b>Reduction FTE Totals:</b>		<b>0.1</b>	<b>0.5</b>

Message from webpage

Are you sure you want to delete Row# 1?

OK Cancel

**REVENUE LOSS**

If the reduction item will result in a revenue loss, click the **Revenue Loss** hyperlink (as shown below) or scroll down to the **Revenue Loss if applicable** grid.

Budget Reductions

[Budget Reductions > Details](#)

[Category & Comment](#)
[MOFs](#)
[FTEs](#)
[Revenue Loss](#)
[Bottom](#)

Reduction Percentage:

**Adding Multiple Revenue Loss Items** – Click the **Add multiple Revenue Loss** hyperlink to add multiple GOSs and MOFs for the selected reduction item.

[Add multiple Revenue Loss](#)

Revenue Loss if applicable:

GOS	MOF	2020	2021
Enter data below.			

Select the appropriate combination of **GOS** and **MOF** and click **Save**. The detail displays in the **Revenue Loss if applicable** grid, as shown below. Enter the dollar amounts (as a positive number) for each fiscal year and click **Save**.

**IMPORTANT**



The **GOS** drop-down menu box will only load strategies that have dollar amounts entered in the **Reduction MOF** grid. If you do not see the strategy listed, go back to the **Reduction MOF** grid and enter the appropriate dollar amounts.

[Add multiple Revenue Loss](#)

Revenue Loss if applicable:

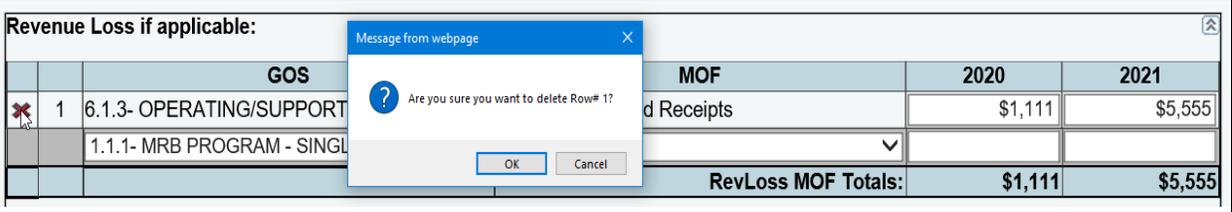
GOS	MOF	2020	2021
1	6.1.3- OPERATING/SUPPORT		
	666 - Appropriated Receipts	\$1,111	\$5,555
	1.1.7- FEDERAL TAX CREDITS		
<b>RevLoss MOF Totals:</b>		<b>\$0</b>	<b>\$0</b>

[Category & Comment](#)
[MOFs](#)
[FTEs](#)
[Revenue Loss](#)
[Top](#)

Add, delete, and revise individual revenue loss entries as needed.

**IMPORTANT**

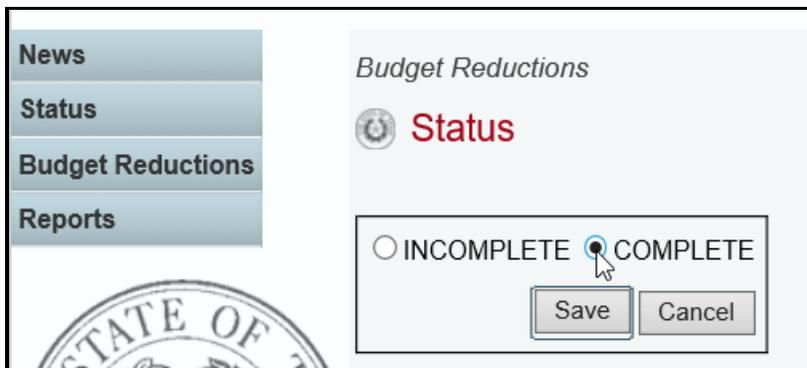
 You *cannot* modify the selected **GOS** or **MOF** columns once the item is saved. To change the **GOS** or **MOF** code, delete the existing row (as shown in the following example) and re-add the information..



	GOS	MOF	2020	2021
1	6.1.3- OPERATING/SUPPORT	d Receipts	\$1,111	\$5,555
	1.1.1- MRB PROGRAM - SINGL			
<b>RevLoss MOF Totals:</b>			<b>\$1,111</b>	<b>\$5,555</b>

## CHANGING AGENCY STATUS TO COMPLETE

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



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

**IMPORTANT**

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

After you change the **Status** to **COMPLETE**, your LBB analyst can view the agency data. Call your LBB analyst if you need to make 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 revisions.

## 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., out of balance differences, fiscal year, MOF, etc.) about each closing edit issue. Click the **hyperlink** displayed above each closing edit section, as shown in the below example. The hyperlink will direct you to the screen location in question.

**Budget Reductions**

**Status**

INCOMPLETE  COMPLETE

Save Cancel

<<< Cannot move to a status of Complete until all Edit Checks have Passed >>>

[Bottom](#)

**Budget Reductions Totals - Budget Reduction Targets = Difference (Difference must be >= \$0)**

[Budget Reduction > Detail](#)

Biennial Description	GR Target	GR-D Target	Total GR and GR-D Target
Biennial Reduction Items	\$60,000	\$0	\$60,000
Biennial Reduction Targets	\$1,000,000	\$250,000	\$1,250,000
Difference	(\$940,000)	(\$250,000)	(\$1,190,000)

### 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.

Regarding the above closing edit example for **Budget Reduction Totals – Budget Reduction Targets = Difference (Difference must be >=\$0)**, that edit check ONLY applies to the **Total GR and GR-D Target** amounts. The **Total GR and GR-D Target** amount for entered Biennial Reduction Items must be equal to or greater than the **Total GR and GR-D Target** amount for the Biennial Reduction Targets.

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

### RESOLUTIONS FOR CLOSING EDITS

CLOSING EDIT	RESOLUTION
Budget Reduction Comment required	Each budget reduction item must have a comment. Click the <b>Budget Reductions</b> menu and the <b>Details</b> submenu to enter a comment for each closing edit.
Budget Reduction Totals – Budget Reduction Targets = Difference (Difference must be >=\$0)	The Total GR and GR-D Target amount for entered Biennial Reduction Items must be equal to or greater than the Total GR and GR-D Target amount for the Biennial Reduction Targets. Click the <b>Budget Reductions</b> menu and <b>Details</b> submenu. Review the budget reduction items and revise the amounts so that their Total GR and GR-D Target amount is at least equal to the Total GR and GR-D Target amount for the Biennial Reduction Targets.

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	RESOLUTION
MOF Item Reduction Name cannot be blank and Reduction Category cannot be zero	Each budget reduction item must have a name and be assigned a reduction category. Click the <b>Budget Reductions</b> menu and the <b>Summary</b> submenu to enter a name for each reduction item. Click the <b>Budget Reductions</b> menu and the <b>Details</b> submenu to select a reduction item category for each reduction item.

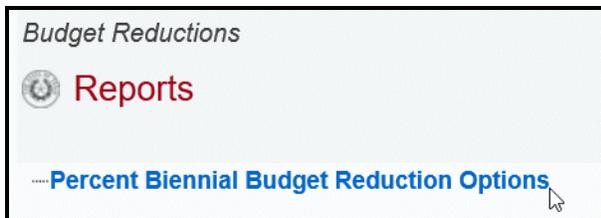
## GENERATING A REPORT

ABEST can produce a report based on the data you submit. You can generate the report at any time when your agency’s **Status** is set to **INCOMPLETE** or **COMPLETE**. However, *before* printing the final copy of your report, it is advisable that you complete all your ABEST data entry and change your **Status** to **COMPLETE**.

To generate and view the ABEST report, select the **Reports** menu, as shown below.



Then click on the report name.



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

Percent Biennial Budget Reduction Options										Date: 5/27/2020
5 % REDUCTION										Time: 8:40:10PM
86th Regular Session, Item Reductions 2020-21 - Stage S65										
Automated Budget and Evaluation System of Texas (ABEST)										
Agency code: 332 Agency name: Department of Housing and Community Affairs										
Item / Category / Strategy / MOE	REVENUE LOSS			REDUCTION AMOUNT			PROGRAM AMOUNT			TARGET
	2020	2021	Biennial Total	2020	2021	Biennial Total	2020	2021	Biennial Total	
Item 1 - Administrative Operating Expenses										
Category: Administrative - Operating Expenses										
Item Comment: comment										
Strategy: 6-1-3 Operations and Support Services										
General Revenue Funds										
1 General Revenue Fund	\$0	\$0	\$0	\$10,000	\$50,000	\$60,000	\$10,000	\$50,000	\$60,000	
<b>General Revenue Funds Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$50,000</b>	<b>\$60,000</b>	<b>\$10,000</b>	<b>\$50,000</b>	<b>\$60,000</b>	
Other Funds										
666 Appropriated Receipts	\$1,111	\$5,555	\$6,666							
<b>Other Funds Total</b>	<b>\$1,111</b>	<b>\$5,555</b>	<b>\$6,666</b>							
<b>Item 1 - MOF Total</b>	<b>\$1,111</b>	<b>\$5,555</b>	<b>\$6,666</b>	<b>\$10,000</b>	<b>\$50,000</b>	<b>\$60,000</b>	<b>\$10,000</b>	<b>\$50,000</b>	<b>\$60,000</b>	
<b>Item 1 - FTE Total</b>				<b>0.1</b>	<b>0.5</b>					

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.

Agency code: 332 Agency name: Department of Housing and Community Affairs

Item / Category / Strategy / MOF	REVENUE LOSS			REDUCTION AMOUNT	
	2020	2021	Biennial Total	2020	2021
Item 1 - Administrative Operating Expenses					
Category: Administrative - Operating Expenses					
Item Comment: comment					
Strategy: 6-1-3 Operations and Support Services					
General Revenue Funds					
1 General Revenue Fund	\$0	\$0	\$0	\$10,000	\$50,000
General Revenue Funds Total	\$0	\$0	\$0	\$10,000	\$50,000
Other Funds					
666 Appropriated Receipts	\$1,111	\$5,555	\$6,666		
Other Funds Total	\$1,111	\$5,555	\$6,666		
Item 1 - MOF Total	\$1,111	\$5,555	\$6,666	\$10,000	\$50,000
Item 1 - FTE Total				0.1	0.5
<b>AGENCY REDUCTION TOTALS</b>					
General Revenue Total				\$10,000	
GR Dedicated Total					\$250,000
Agency Grand Total	\$1,111	\$5,555	\$6,666	\$10,000	\$1,250,000
Difference, Options Total Less Target					
Agency FTE Total				0.1	

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

Agency code: 332 Agency name: Department of Housing and Community Affairs

Item / Category / Strategy / MOF	REVENUE LOSS			REDUCTION AMOUNT	
	2020	2021	Biennial Total	2020	2021
Item 1 - Administrative Operating Expenses					
Category: Administrative - Operating Expenses					
Item Comment: comment					
Strategy: 6-1-3 Operations and Support Services					
General Revenue Funds					
1 General Revenue Fund	\$0	\$0	\$0	\$10,000	\$50,000
General Revenue Funds Total	\$0	\$0	\$0	\$10,000	\$50,000
Other Funds					
666 Appropriated Receipts	\$1,111	\$5,555	\$6,666		
Other Funds Total	\$1,111	\$5,555	\$6,666		
Item 1 - MOF Total	\$1,111	\$5,555	\$6,666	\$10,000	\$50,000
Item 1 - FTE Total				0.1	0.5

Select the appropriate export format from the drop-down list and click **OK**. The report downloads into the selected/appropriate application. Save your file to a directory/file location.

Export Options

Please select an Export format from the list.

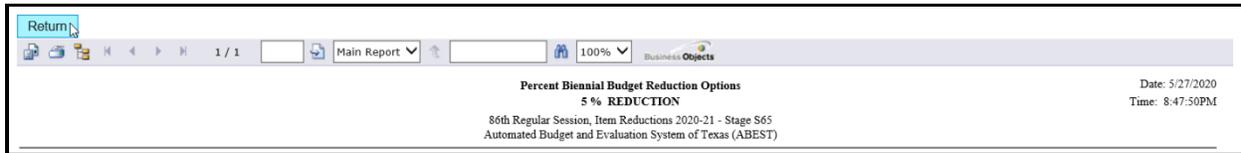
Enter the page range that you want to Export.

All  
 Pages

Formats:

- Crystal Reports (RPT)
- Acrobat Format (PDF)
- MS Word
- MS Excel 97-2000
- MS Excel 97-2000 (Data Only)
- Rich Text Format

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



## TROUBLESHOOTING ISSUES AND TIPS

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

TROUBLESHOOTING ISSUES AND TIPS	
PROBLEM	RESOLUTION
I have logged into ABEST, but I cannot do anything on my agency's data entry.	You must change the agency <b>Status</b> from <b>EMPTY</b> to <b>INCOMPLETE</b> before you can begin data entry. Refer to the <a href="#">CHANGING THE AGENCY'S STATUS TO INCOMPLETE</a> section of these ABEST instructions.
The application is not responding when I click on some items.	You must use Internet Explorer for ABEST data entry. Other browsers will not work consistently in ABEST.
I want to get data from ABEST into a spreadsheet so I can sort the data the way I want to. How can I do that?	Refer to the <a href="#">GENERATING A REPORT</a> section of these ABEST instructions.
ABEST is acting erratic.	Sometimes ABEST behaves in a strange manner right before it times out. Close your internet browser window, then reopen it and log back into ABEST. If the problem is still occurring, call the LBB Help Desk at 512-463-3167.
I changed my agency's Status to COMPLETE, but now I need to revise something.	Call your agency's LBB analyst who will contact LBB Application Support to have ABEST reopened.