



LEGISLATIVE BUDGET BOARD

Fiscal Year 2016 Operating Budget Instructions

ABEST Data Entry for Institutions of Higher Education

Document Conventions

This document may use 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.

Contents

Document Conventions.....	1
Getting Started.....	3
Data Guidelines	4
Accessing ABEST.....	4
Logging In	5
Profile Selection	6
News Screen.....	7
Help.....	7
Contact Information.....	8
Changing Your Status to Incomplete	8
Cautions and Important Information.....	9
Data Entry Considerations.....	10
Supporting Information	11
Homeland Security	11
Object of Expense (OOEs).....	14
Method of Financing (MOFs)	16
Full-Time Equivalents (FTEs)	18
CFDAs.....	18
Homeland Security–Pass thru Funds	23
Health Care Reform.....	24
Health Care Reform – Amounts.....	26
CFDAs.....	30
Changing Your Budget Status to Complete.....	37
Resolving Closing Edits	38
Table: Resolutions for Closing Edits	38
Generating Reports	38
Table: Section Layout for Reports	39
Troubleshooting.....	42
Submitting and Posting Your Operating Budget	42

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 requests for appropriations through the stages of the legislative appropriations process and agency performance through the biennial budget cycle.

This document contains instructions for institutions of higher education to enter operating budget data into ABEST for the 2016–17 biennium. You will be entering expended data for fiscal years 2014 and 2015 and budgeted data for fiscal 2016.

The data entry process for post-session operating budgets is similar to the data entry for pre-session legislative appropriation requests (LARs), but less extensive. You will enter supporting information for homeland security and health care reform as applicable to your institution.

The recommended process for entering your operating budget data is:

- Read this manual, which has been updated for session 84R.
- Change your budget status in ABEST from **Empty** to **Incomplete**.
- Check, add, revise, and delete data as needed. Enter your data in the order given in this manual.
- Read *Operating Budget Instructions for Executive and Administrative Agencies, Appellate Courts, and Judicial Branch Agencies for Fiscal Year 2016* (hereinafter called Detailed Instructions) for information about operating budget data and submission requirements, including deadlines. It is available at www.lbb.state.tx.us under **Agencies Portal/Instructions/Operating Budget Instructions**.
- Clear any closing edits (usually imbalances), change your status to complete, print and submit reports as required in the Detailed Instructions.
- Submit your operating budget in the Document Submissions application. For more information, see Submitting and Posting Your Operating Budget on page 42.
- Post your operating budget in PDF format on your agency's website.



Important: If your institution has no homeland security or health care reform funding to report, change your budget status from **Empty** to **Incomplete** and click **Save**. Then change your budget status from **Incomplete** to **Complete** and click **Save** again. See the [Changing your Status to Complete](#) section on page 37 for more information.

Data Guidelines

Review the Data Guidelines below to ensure that your data is entered correctly.

- Include all funding sources expended by your institution for homeland security programs.
- Federal funds that pass through your institution need to be reported only by the expending institution.
- Report funding your institution receives for homeland security goods or services via procurement contracts as interagency contracts, not federal funds. The institution originally receiving them should report them as federal funds.
- If your institution is the original recipient of any federal funds that you pass through to a non-state (i.e., local or regional) entity, report them as federal funds.
- Agencies affected by the federal healthcare reform legislation are required to submit this information. If you are unsure whether your agency should complete the schedule, contact your LBB analyst.

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

1. 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**.



2. Fill out the form, shown below.

Logon Request Form [Forgot Password](#) [Contact Us](#)

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

* Agency : 000 - Unspecified or not applicable

* Full Name:

* Password :

* Confirm Password :

Phone #:

Fax #:

Pager #:

* Email ID:

Access Needed for:

☐ ABEST (Automated Budget Estimate System of Texas)

Includes:

- Base Recon
- LAR Submissions
- Operating Budget
- Actual Performance Measures
- USAS Reconciliation

☐ Document Submission (AFR)

☐ FNS (Fiscal Notes System)

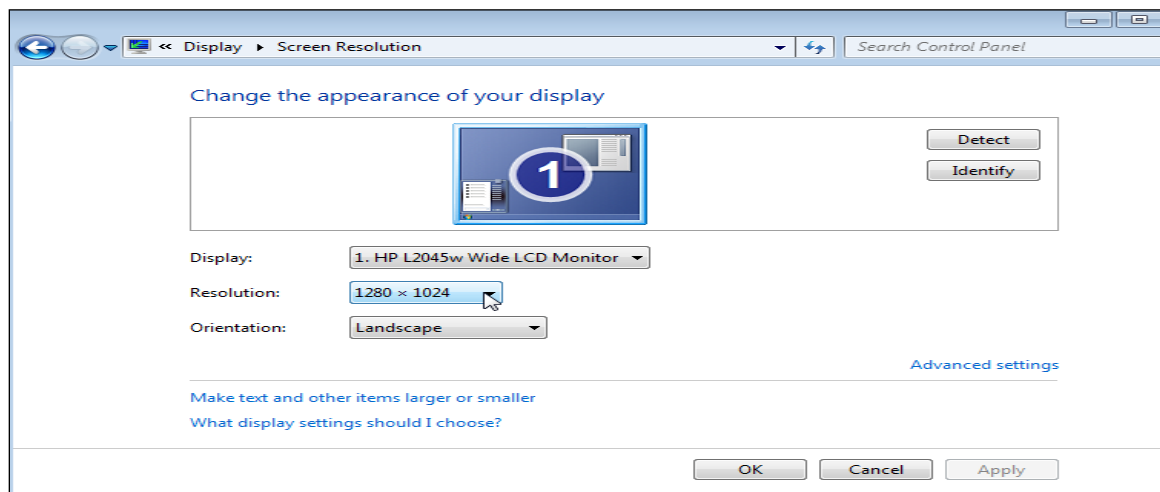
☐ NCR (Non-Tax Collected Revenue System)

☐ State Contracts

3. 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

You must use Internet Explorer for ABEST data entry. Other browsers (i.e., Firefox and Google Chrome) will not work consistently and can create problems in the application. The suggested version for Internet Explorer is version 10. Version 11 will not work consistently in the ABEST 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 **Operating Budget** as shown below.



Important: Refer to the options below if you already have a user ID and have forgotten your user ID and/or password.

- From the LBB website, click **Agencies Portal**. Under Logon Information, click **Agency Logon Help**. Enter your user ID or email address and click **Remember Me**.
- Call the Help Desk at 512-463-3167.

- Enter your username and password and click **Login**.



Tip: You can also access the Logon Request Form mentioned earlier by clicking **Request Login**.

Profile Selection

The profile screen appears upon successfully logging into ABEST. Options selected on this screen determine the menu layout for a particular business process in

ABEST (i.e., Operating Budget, Base Reconciliation, Legislative Appropriations Request, etc.).

1. From the available drop-down boxes, select **84th Legislative Regular Session, Operating Budget, S60 – Operating Budget**, and your agency.

The screenshot shows the 'Automated Budget Evaluation System of Texas (ABEST)' interface. On the left, a dropdown menu is open for '84TH LEGISLATIVE REGULAR SESSION', with 'Operating Budget' selected. Below it, another dropdown is open for 'Operating Budget', with 'S60 - OPERATING BUDGET' selected. To the right, a dropdown for '721 - The University of Texas at Austin' is visible. The 'Status' is 'COMPLETE'. A 'Save Selections' button is at the bottom right.

2. Click **Save Selections** to update your profile.

The options selected will display on the profile settings bar, which is at the top of each screen. The agency status associated with these settings is also included.

The screenshot shows the updated profile settings bar. It displays '84TH LEGISLATIVE REGULAR SESSION', 'Operating Budget', 'S60 - OPERATING BUDGET', and '721 - The University of Texas at Austin'. The 'Status' is now 'EMPTY'. The 'Save Selections' button is still present.



Important: Before you enter data, verify that you are in the correct session, business process, and agency. Note that you will not be able to access the menus if your status is set to restricted or locked (status is located at the right top portion of the profile screen). The LBB uses these specific statuses to indicate that work is in progress. Other agencies will appear in your agency drop-down box when their status is set to complete in ABEST.

If the Current Profile/Settings are not correct, click in the drop-down boxes to select the appropriate settings and click **Save Selections**.

News Screen


The 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 manual online or get help based on your screen location.

1. Click the **Help** button to view the entire user manual, as shown below.

The screenshot shows the ABEST interface with the 'Help' button highlighted in the top navigation bar. The profile settings bar shows the same selections as before: '84TH LEGISLATIVE REGULAR SESSION', 'Operating Budget', 'S60 - OPERATING BUDGET', and '721 - The University of Texas at Austin'. The 'Status' is 'EMPTY'.

- Click the **Help icon**  to get detailed information about the screen you are using. The user manual opens and links to the information based on your screen location.


News	
Status	Operating Budget
Supporting Information	 News 

Contact Information

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

*** DEV *** Automated Budget Evaluation System of Texas (ABEST)				Welcome, tstagy4	Logout	Help	Contact Us
84TH LEGISLATIVE REGULAR SESSION	Operating Budget	S60 - OPERATING BUDGET	721 - The University of Texas at	Status: EMPTY			
84TH LEGISLATIVE REGULAR SESSION ▼	Operating Budget ▼	S60 - OPERATING BUDGET ▼	721 - The University of Texas at Austin ▼	Save Selections			

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. We 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.



Contact Us

Phone Numbers
Helpdesk: (512) 463-3167
Main: (512) 463-1200
Fax: (512) 475-2902

Email
It is our goal to respond to you within 1 business day, regardless of whether you make contact by phone or email.

Your Email:

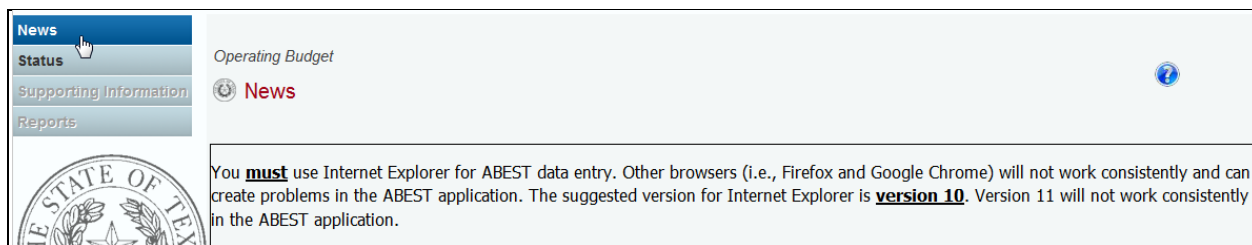
Your Phone: - Ext.

Subject:

Message:

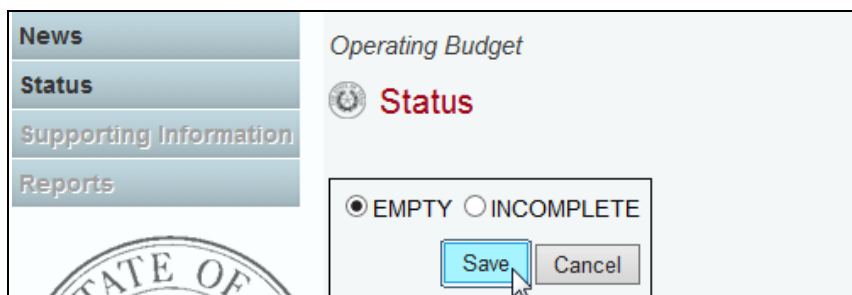
Changing Your Status to Incomplete

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




Important: ABEST will not allow you to enter data until you set the status to Incomplete.

2. Select the **Incomplete** radio button and click **Save**.




Important: As you enter data, closing edits will appear on the status screen. You must clear the edits before you can submit your operating budget.

You must set your status to complete when you have completed your data entry. See [Changing Budget Status to Complete](#).

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 browser and log back in. Any unsaved data must be re-entered.



Caution: 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.



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

Data Entry Considerations

Refer to the following table for information regarding data entry.

DATA ENTRY REFERENCE

TEXT LIMITATIONS	ENTERING DATA	SAVING DATA
<ul style="list-style-type: none"> 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. Use the steps below to activate the character count in Internet Explorer 10. <ul style="list-style-type: none"> Open IE10 Press the Alt key to display a menu at the top of the screen. Click View/Toolbar. Verify that the status bar is checked. If it is not checked, click on the status bar to activate the counter. <p>The character counter will display in the bottom left portion of the screen when you enter data into a text field.</p> 	<ul style="list-style-type: none"> Click in the data cell and enter the data. Press Tab to move across to the next cell. At the end of a row, manually click the cursor in a cell on a new row to enter more data. You can expand some multi-line text fields by double clicking in the field. Use the Enter key to start a new line of text in a multi-line text field. Click the cursor outside the field or press Tab to move out of the field. Save your work by clicking Save. Use the built-in calculator by double-clicking in any active data entry cell. After making the calculation and clicking the = button, click Send to Grid. The number you calculated transfers to the cell in which the cursor appears. 	<ul style="list-style-type: none"> 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.

Character Count = 40; MAX = 22000

COLOR CONVENTIONS	IF THE EXPLORER STATUS BAR DOES NOT APPEAR	NAVIGATION
<ul style="list-style-type: none"> Unsaved numbers appear blue in color. Saved numbers are black. Grayed out data cells are "read only" and may not be changed. Contact your analyst to request any changes. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 the screen, click the Bottom hyperlink at the top of the screen.

Supporting Information

Institutions may be required to enter supporting information for their operating budgets if they receive homeland security funds or are affected by the federal healthcare reform legislation.

If you are unsure whether your agency should complete these schedules, contact your LBB analyst.

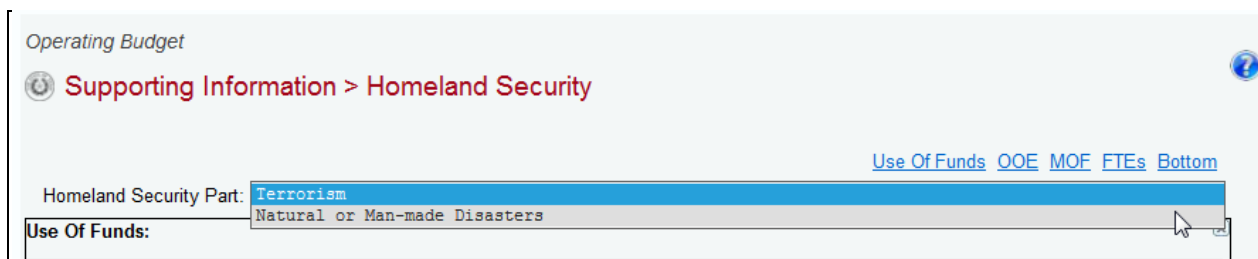
Homeland Security

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

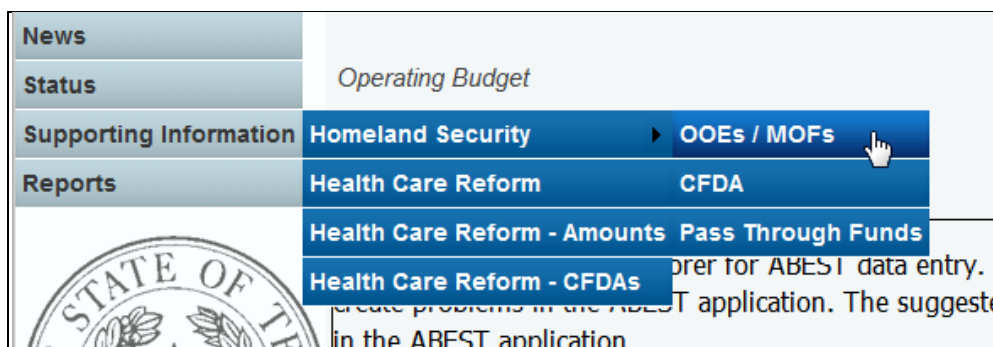
Some federal homeland security funds pass through state agencies that disburse them to other state agencies, institutions, and local entities. Each state agency and institution that receives homeland security funding from the federal government and either spends or passes them through to local or state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

Homeland security funding falls into two categories, Part A–Terrorism and Part B–Natural or Man-made Disasters. You will enter OOE, MOF (including CFDA), and Pass Thru Funds for Parts A and B. The steps are the same for both categories. These instructions will use Part A–Terrorism as an example.

The submenus default to the Part A–Terrorism. To view Part B, click in the **Homeland Security Part** drop-down box and select **Natural or Man-made Disasters**, as shown below.




Click the **Supporting Information** menu, **Homeland Security** and **OOEs/MOFs** submenus.



Part A–Terrorism loads on the screen, as shown below. The OOE and MOF codes previously used for your agency display on the screen.

Operating Budget

 **Supporting Information > Homeland Security**

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

Homeland Security Part:

Use Of Funds:

Funds are federal grants for a variety of projects including: nuclear forensics, anti-terrorism software, defense threat analysis, antibody design, drug delivery, technology, language and culture education, international business education and research, chemical identification, TSA canine breeding and development.

[Add Multiple OOE's](#)

OOEs:

	OOE	Exp 2014	Exp 2015	Bud 2016
✖	1001 - SALARIES AND WAGES	\$0	\$0	\$0
✖	1002 - OTHER PERSONNEL COSTS	\$0	\$0	\$0
✖	2009 - OTHER OPERATING EXPENSE	\$0	\$0	\$0
	1005-FACULTY SALARIES			
	OOE Totals:	\$0	\$0	\$0

[Add Multiple MOFs](#)

MOFs:

	MOF	Funds Passed	Exp 2014	Exp 2015	Bud 2016
✖	555 - Federal Funds		\$0	\$0	\$0
	1-General Revenue Fund				
	MOF Totals:		\$0	\$0	\$0

OOE / MOF Difference:		Exp 2014	Exp 2015	Bud 2016
		\$0	\$0	\$0

FTEs:

	FTE	Exp 2014	Exp 2015	Bud 2016
✖	Full-Time Equivalents	0	0	0

Refer to the navigation options in the following table for reference.

NAVIGATION OPTIONS REFERENCE	
White Arrow (top right)	Use this toggle switch to collapse/expand a particular grid. It will enable you to view the details above/below a particular grid (shown below).
Use of Funds	Hyperlink directs you to the first grid on the screen and displays the use of funds. Character limit is 2,000.
OOE	Hyperlink directs you to the second grid on the screen and displays the OOE detail.
MOF	Hyperlink directs you to the third grid on the screen and displays the MOF detail.
FTE	Hyperlink directs you to the fourth grid on the screen and displays the FTE detail.
Top and Bottom	Hyperlink positions the cursor at the top or bottom of the screen.

OOEs:				
	OOE	Exp 2014	Exp 2015	Bud 2016
✖	1001 - SALARIES AND WAGES	\$0	\$0	\$0
✖	1002 - OTHER PERSONNEL COSTS	\$0	\$0	\$0
✖	2009 - OTHER OPERATING EXPENSE	\$0	\$0	\$0
	1005-FACULTY SALARIES ▼			
	OOE Totals:	\$0	\$0	\$0

The use of funds data previously entered has been copied to the operating budget. Review the data copied forward and make changes as needed. Click **Save** to retain your changes.

Operating Budget

Supporting Information > Homeland Security

Use Of Funds OOE MOF FTEs Bottom

Homeland Security Part: Terrorism ▼

Use Of Funds:

Funds are federal grants for a variety of projects including: nuclear forensics, anti-terrorism software, defense threat analysis, antibody design, drug delivery, technology, language and culture education, international business education and research, chemical identification, TSA canine breeding and development.

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.

Object of Expense (OOEs)

Click in the OOE's grid and enter amounts for each OOE displayed and click **Save**. See the details below to add additional OOE's.

Adding Multiple OOE's — Click the **Add Multiple OOE's** hyperlink to add multiple OOE's to Part A.

Operating Budget

 **Supporting Information > Homeland Security**

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

Homeland Security Part:

Use Of Funds:

Funds are federal grants for a variety of projects including: nuclear forensics, anti-terrorism software, defense threat analysis, antibody design, drug delivery, technology, language and culture education, international business education and research, chemical identification, TSA canine breeding and development.

[Add Multiple OOE's](#)

OOEs:

	OOE	Exp 2014	Exp 2015	Bud 2016
✖	1001 - SALARIES AND WAGES	\$22,000	\$22,000	\$22,000
✖	1002 - OTHER PERSONNEL COSTS	\$2,500	\$3,500	\$4,500
✖	2001 - PROFESSIONAL FEES AND SERVICES	\$2,000	\$2,000	\$2,000
	1005-FACULTY SALARIES			
	OOE Totals:	\$26,500	\$27,500	\$28,500

Select the appropriate OOE's and click **Save**. The OOE's load into the grid, as shown below. Enter the dollar amounts for each year and click **Save**.

OOEs:

	OOE	Exp 2014	Exp 2015	Bud 2016
✖	1001 - SALARIES AND WAGES	\$22,000	\$22,000	\$22,000
✖	1002 - OTHER PERSONNEL COSTS	\$2,500	\$3,500	\$4,500
✖	1005 - FACULTY SALARIES	30000	30000	30000
✖	2001 - PROFESSIONAL FEES AND SERVICES	\$2,000	\$2,000	\$2,000
✖	2009 - OTHER OPERATING EXPENSE	3100	3100	3100 x
	1010-PROFESSIONAL SALARIES			
	OOE Totals:	\$26,500	\$27,500	\$28,500

[Add Multiple MOFs](#)

Adding a Single OOE — Use the gray section to add a single OOE. Select an **OOE** from the drop-down box, enter the dollar amounts associated with each year and click **Save**. The system will not save the data unless you have entered at least one amount for the OOE.

OOEs:				
	OOE	Exp 2014	Exp 2015	Bud 2016
✖	1001 - SALARIES AND WAGES	\$22,000	\$22,000	\$22,000
✖	1002 - OTHER PERSONNEL COSTS	\$2,500	\$3,500	\$4,500
✖	1005 - FACULTY SALARIES	30000	30000	30000
✖	2001 - PROFESSIONAL FEES AND SERVICES	\$2,000	\$2,000	\$2,000
✖	1010-PROFESSIONAL SALARIES	3100	3100	3100
	1015-PROFESSIONAL SALARIES			
	2002-FUELS AND LUBRICANTS			
	2003-CONSUMABLE SUPPLIES			
	2004-UTILITIES			
	2005-TRAVEL			
	2006-RENT - BUILDING			
	2007-RENT - MACHINE AND OTHER			
		\$26,500	\$27,500	\$28,500



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.

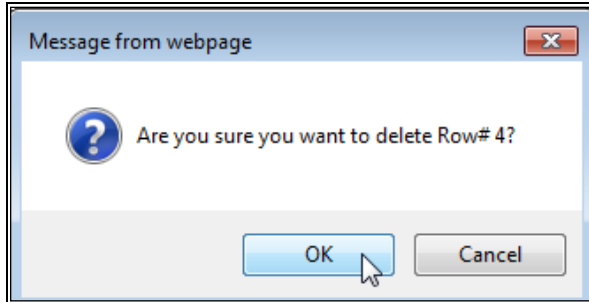
As you save the data, notice that the OOE Summary Totals at the bottom of the grid updates.

OOEs:				
	OOE	Exp 2014	Exp 2015	Bud 2016
✖	1001 - SALARIES AND WAGES	\$22,000	\$22,000	\$22,000
✖	1002 - OTHER PERSONNEL COSTS	\$2,500	\$3,500	\$4,500
✖	1005 - FACULTY SALARIES	30000	30000	30000
✖	2001 - PROFESSIONAL FEES AND SERVICES	\$2,000	\$2,000	\$2,000
✖	2009 - OTHER OPERATING EXPENSE	3100	3100	3100
	1010-PROFESSIONAL SALARIES			
	OOE Totals:	\$26,500	\$27,500	\$28,500

Deleting OOE Data — Save any unsaved data first and then click the red '✖' to the left of the OOE, as shown below.

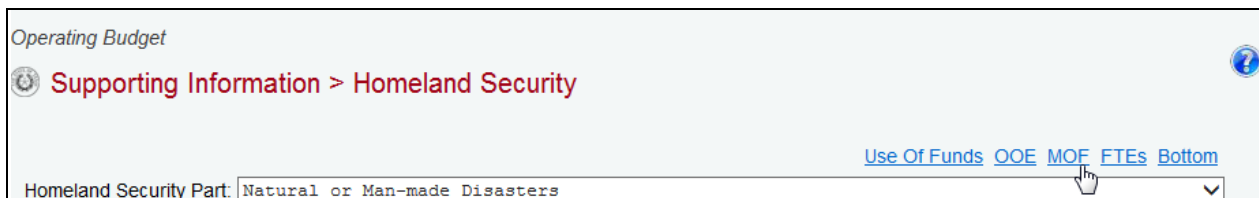
OOEs:				
	OOE	Exp 2014	Exp 2015	Bud 2016
✖	1001 - SALARIES AND WAGES	\$22,000	\$22,000	\$22,000
✖	1002 - OTHER PERSONNEL COSTS	\$2,500	\$3,500	\$4,500
✖	1005 - FACULTY SALARIES	30000	30000	30000
✖	2001 - PROFESSIONAL FEES AND SERVICES	\$2,000	\$2,000	\$2,000
✖	2009 - OTHER OPERATING EXPENSE	3100	3100	3100
	1010-PROFESSIONAL SALARIES			
	OOE Totals:	\$26,500	\$27,500	\$28,500

Click **OK** to confirm your request.



Method of Financing (MOFs)

Scroll down to the MOF grid or click the **MOF** hyperlink, as shown below.



Enter amounts for each MOF displayed and click **Save**. See the details below to add additional MOFs.

Adding Multiple MOFs — Click the **Add Multiple MOFs** hyperlink to add multiple MOFs to Part A.

Add Multiple MOFs					
MOFs:					
	MOF	Funds Passed	Exp 2014	Exp 2015	Bud 2016
✖	1 - General Revenue Fund	Local/Agency	\$20,000	\$20,000	\$20,000
✖	555 - Federal Funds		\$0	\$0	\$0
	2-Available School Fund ▼				
MOF Totals:			\$20,000	\$20,000	\$20,000
OOE / MOF Difference:			\$39,600	\$40,600	\$41,600



Important: The OOE/MOF Difference Totals must equal zero to avoid closing edits.

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

MOFs:					
	MOF	Funds Passed	Exp 2014	Exp 2015	Bud 2016
✖	1 - General Revenue Fund	Local/Agency	\$20,000	\$20,000	\$20,000
✖	555 - Federal Funds		\$0	\$0	\$0
✖	666 - Appropriated Receipts	Local/Agency	\$3,000	\$3,000	\$3,000
✖	810 - Permanent Health Fund Higher Ed	Local/Agency	\$10,000	\$10,000	\$10,000
	2-Available School Fund				
MOF Totals:			\$33,000	\$33,000	\$33,000
OOE / MOF Difference:			\$26,600	\$27,600	\$28,600

FTEs:				
	FTE	Exp 2014	Exp 2015	Bud 2016
✖	Full-Time Equivalents	0	0	0

i Important: Federally funded MOFs are defined at the CFDA level. Select the federally funded **MOF** from the list and click **Save**. ABEST will save the MOF and add zero dollar amounts for each year. Click the **magnifying glass** to enter dollar amounts by CFDA. See the [CFDAs](#) section below for more details.

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

MOFs:					
	MOF	Funds Passed	Exp 2014	Exp 2015	Bud 2016
✖	1 - General Revenue Fund	Local/Agency	\$20,000	\$20,000	\$20,000
✖	555 - Federal Funds		\$0	\$0	\$0
✖	666 - Appropriated Receipts	Local/Agency	\$3,000	\$3,000	\$3,000
✖	810 - Permanent Health Fund Higher Ed	Local/Agency	\$10,000	\$10,000	\$10,000
	2-Available School Fund				
MOF Totals:			\$33,000	\$33,000	\$33,000
OOE / MOF Difference:			\$26,600	\$27,600	\$28,600

i 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.

The MOF grid displays a Local/Agency hyperlink when MOF amounts are added to the grid. The Local/Agency link directs you to the pass thru funds. See the [Pass Thru Funds](#) section on page 23 for more details.

MOFs:					
	MOF	Funds Passed	Exp 2014	Exp 2015	Bud 2016
✖	1 - General Revenue Fund	Local/Agency	\$20,000	\$20,000	\$20,000
✖	555 - Federal Funds		\$0	\$0	\$0



Tip: You can access pass thru funds (Parts A and B) by clicking the Local/Agency hyperlink or you can click the Supporting Information menu, Homeland Security and Pass Thru Funds submenus.

The Local/Agency hyperlink for an MOF appears only after the MOF data is saved.

Deleting MOF Data — Save any unsaved data first and then click the red 'x' to the left of the MOF, as shown below.

MOFs:					
	MOF	Funds Passed	Exp 2014	Exp 2015	Bud 2016
✖	1 - General Revenue Fund	Local/Agency	\$20,000	\$20,000	\$20,000
✖	555 - Federal Funds		\$0	\$0	\$0
✖	666 - Appropriated Receipts	Local/Agency	\$3,000	\$3,000	\$3,000
✖	810 - Permanent Health Fund Higher Ed	Local/Agency	\$10,000	\$10,000	\$10,000
	2-Available School Fund				
MOF Totals:			\$33,000	\$33,000	\$33,000
OOE / MOF Difference:			\$26,600	\$27,600	\$28,600

Click **OK** to confirm your request.



Important: Review the OOE/MOF Difference. This total should be zero for each year listed. You cannot set your status to complete until MOFs and OOE's are in balance.

Full-Time Equivalents (FTEs)

Click in the FTEs grid, enter the FTEs for each year and click **Save**, as shown below.

FTEs:				
	FTE	Exp 2014	Exp 2015	Bud 2016
✖	Full-Time Equivalents	25.5	25.5	25.5 ✖

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


CFDAs

You can access the CFDA screen from the OOE's/MOF's submenu or from the CFDA submenu. Select the option that works best for you.

- Use the OOE's/MOF's submenu if you want to add federally funded MOFs along with your other MOFs. See [Method of Financing \(MOFs\)](#) section above.

- Use the CFDA submenu if you want to navigate directly to the CFDA data entry screen to add CFDA's. Federally funded MOFs must be added on the OOE's/MOF's submenu before they are available on the CFDA submenu.



Tip: You can navigate to the CFDA data entry screen by clicking the **Supporting Information→Homeland Security→OOEs/MOFs** menu and then the magnifying glass  displayed to the left of a federally funded MOF or you can go directly to the CFDA data entry screen by clicking the **Supporting Information→Homeland Security →CFDA** menu.



Important: If a CFDA number cannot be found in ABEST, send an email to CFDA@lbb.state.tx.us 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.

Click the **Supporting Information** menu, **Homeland Security** and **CFDA** submenus to navigate directly to the CFDA data entry screen.



Part A and the first federally funded MOF (added on the OOE's/MOF's submenu) load in the drop-down boxes. Enter amounts for each CFDA displayed and click **Save**. See the details below to add additional CFDA's.

Operating Budget

 **Supporting Information > Homeland Security - CFDA**

[Bottom](#)

Homeland Security Part:

MOF:

[Add Multiple CFDA's](#)


	CFDA	Funds Passed	Exp 2014	Exp 2015	Bud 2016
✖	012.000.000. - DOD MAINTENANCE	Local/Agency	\$0	\$0	\$0
✖	012.351.000. - Combating Wpns of Mass Destruction	Local/Agency	\$0	\$0	\$0
✖	012.420.000. - Military Medical Researc	Local/Agency	\$0	\$0	\$0
✖	012.431.000. - Basic Scientific Researc	Local/Agency	\$0	\$0	\$0
✖	012.800.000. - Air Force Defense Resear	Local/Agency	\$0	\$0	\$0

Adding Multiple CFDA's — Click the **Add Multiple CFDA's** hyperlink to add multiple CFDA's.



Tip: The nine-digit CFDA codes display leading zeroes. To add CFDA 16-555, select 016-555-000 from the CFDA listing.

Operating Budget

 **Supporting Information > Homeland Security - CFDA**

[Bottom](#)

Homeland Security Part:

MOF:

[Add Multiple CFDA's](#)

	CFDA	Funds Passed	Exp 2014	Exp 2015	Bud 2016
✖	012.000.000. - DOD MAINTENANCE	Local/Agency	\$0	\$0	\$0
✖	012.351.000. - Combating Wpns of Mass Destruction	Local/Agency	\$0	\$0	\$0
✖	012.420.000. - Military Medical Researc	Local/Agency	\$0	\$0	\$0

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

	CFDA	Funds Passed	Exp 2014	Exp 2015	Bud 2016
✖	012.000.000. - DOD MAINTENANCE	Local/Agency	\$1,500	\$1,500	\$1,500
✖	012.351.000. - Combating Wpns of Mass Destruction	Local/Agency	\$2,500	\$2,500	\$2,500
✖	012.420.000. - Military Medical Researc	Local/Agency	\$1,100	\$1,100	\$1,100
✖	012.431.000. - Basic Scientific Researc	Local/Agency	\$500	\$500	\$500
✖	012.800.000. - Air Force Defense Resear	Local/Agency	\$600	\$600	\$600
✖	097.108.000. - Hmid Sec Rsrch Tstng Eval and Demon	Local/Agency	200	200	200
✖	097.130.000. - Ntl Nuclear Forensics Expertise	Local/Agency	664	664	664
	000.000.001. - Comptroller Misc Claims Fed Fnd Pym				
	CFDA Totals:		\$7,064	\$7,064	\$7,064

[Top](#)

[Save](#) [Cancel](#)

Adding a Single CFDA — Use the gray section to add a CFDA. Select the **CFDA** from the drop-down list, enter the dollar amounts associated with each year and click **Save**. The system will not save the data unless you have entered at least one amount for the CFDA.

	CFDA	Funds Passed	Exp 2014	Exp 2015	Bud 2016
✖	012.000.000. - DOD MAINTENANCE	Local/Agency	\$1,500	\$1,500	\$1,500
✖	012.351.000. - Combating Wpns of Mass Destruction	Local/Agency	\$2,500	\$2,500	\$2,500
✖	012.420.000. - Military Medical Researc	Local/Agency	\$1,100	\$1,100	\$1,100
✖	012.431.000. - Basic Scientific Researc	Local/Agency	\$500	\$500	\$500
✖	012.800.000. - Air Force Defense Resear	Local/Agency	\$600	\$600	\$600
✖	097.108.000. - Hmid Sec Rsrch Tsng Eval and Demon	Local/Agency	\$200	\$200	\$200
✖	097.130.000. - Ntl Nuclear Forensics Expertise	Local/Agency	\$664	\$664	\$664
	000.301.001. - Information and Referral				
	CFDA Totals:		\$7,064	\$7,064	\$7,064



Tip: Click in the drop-down box and hover the cursor over the names to show the items listed in the drop-down box.

If necessary, select another MOF from the dropdown box and repeat the steps above.

Operating Budget

[Supporting Information > Homeland Security - CFDA](#)

[Bottom](#)

Homeland Security Part: [92 - Federal Disaster Fund](#)


MOF: [555 - Federal Funds](#)

[Add Multiple CFDA's](#)

Click the **Supporting Information→Homeland Security→OOEs/MOFs** menu to review the OOE and MOF detail.

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


MOFs:					
	MOF	Funds Passed	Exp 2014	Exp 2015	Bud 2016
✖	1 - General Revenue Fund	Local/Agency	\$20,000	\$20,000	\$20,000
✖	92 - Federal Disaster Fund		\$1,300	\$1,300	\$1,300
✖	555 - Federal Funds		\$7,064	\$7,064	\$7,064
✖	666 - Appropriated Receipts	Local/Agency	\$3,000	\$3,000	\$3,000
✖	810 - Permanent Health Fund Higher Ed	Local/Agency	\$10,000	\$10,000	\$10,000
	2-Available School Fund				
	MOF Totals:		\$41,364	\$41,364	\$41,364
	OOE / MOF Difference:		\$18,236	\$19,236	\$20,236

Revising CFDA Data — Click the **magnifying glass**  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 and then click the **magnifying glass**  next to the federally funded MOF. Click the red 'x' to the left of the CFDA, as shown below.

[Add Multiple CFDA's](#)

	CFDA	Funds Passed	Exp 2014	Exp 2015	Bud 2016
✖	012.000.000. - DOD MAINTENANCE	Local/Agency	\$1,500	\$1,500	\$1,500
✖	012.351.000. - Combating Wpns of Mass Destruction	Local/Agency	\$2,500	\$2,500	\$2,500
✖	012.420.000. - Military Medical Researc	Local/Agency	\$1,100	\$1,100	\$1,100
✖	012.431.000. - Basic Scientific Researc	Local/Agency	\$500	\$500	\$500
✖	012.800.000. - Air Force Defense Resear	Local/Agency	\$600	\$600	\$600
✖	097.108.000. - Hmld Sec Rsrch Tstng Eval and Demon	Local/Agency	\$200	\$200	\$200
✖	097.130.000. - Ntl Nuclear Forensics Expertise	Local/Agency	\$664	\$664	\$664
	000.000.001. - Comptroller Misc Claims Fed Fnd Pym ▼				
	CFDA Totals:		\$7,064	\$7,064	\$7,064

Click **OK** to confirm your request.



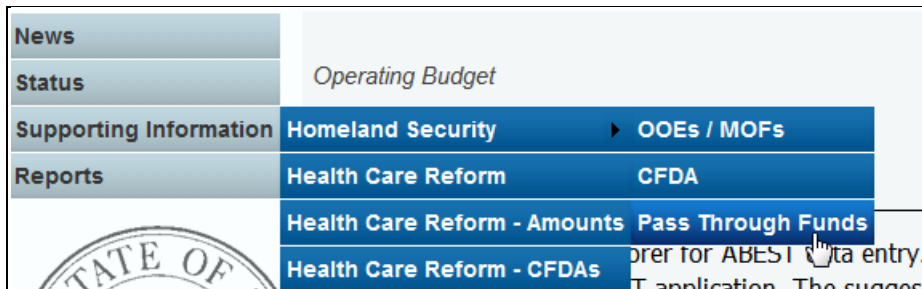
Important: Note the imbalance for the OOE/MOF Difference, as shown below. Any differences will appear as a closing edit and will prevent you from submitting your operating budget.

MOFs:

	MOF	Funds Passed	Exp 2014	Exp 2015	Bud 2016
✖	1 - General Revenue Fund	Local/Agency	\$20,000	\$20,000	\$20,000
✖	555 - Federal Funds		\$7,064	\$7,064	\$7,064
✖	666 - Appropriated Receipts	Local/Agency	\$3,000	\$3,000	\$3,000
✖	810 - Permanent Health Fund Higher Ed	Local/Agency	\$10,000	\$10,000	\$10,000
	2-Available School Fund ▼				
	MOF Totals:		\$40,064	\$40,064	\$40,064
OOE / MOF Difference:			\$19,536	\$20,536	\$21,536

Homeland Security-Pass thru Funds

Click the **Supporting Information** menu, the **Homeland Security** and the **Pass Thru Funds** submenus to enter funding passed through your agency to local/regional governments and to other state agencies.



Two grids display on the Homeland Security Pass Thru Funds screen, as shown below. Terrorism (Part A) displays in the first drop-down box and the first MOF code displays in the second drop-down box. To change these items, click in the drop-down boxes at the top of the screen.

Operating Budget

Supporting Information > Homeland Security - Pass Thru Funds

Homeland Security Part: Terrorism Local Agency Bottom

MOF: 1 - General Revenue Fund

Local:

	Location	Exp 2014	Exp 2015	Bud 2016
Enter data below.				
		\$0	\$0	\$0
Local Total:		\$0	\$0	\$0

Add Multiple Agencies

Agency:

	Passed Agency	Exp 2014	Exp 2015	Bud 2016
Enter data below.				
	000-Unspecified or not applicable	\$0	\$0	\$0
Agency Total:		\$0	\$0	\$0

Local Agency Top

Local Funds

Enter the data in the Local grid if your agency passes homeland security funds through to local and or regional governments, as shown below. Enter a location/description along with the dollar amounts and click **Save**.

Local:

	Location	Exp 2014	Exp 2015	Bud 2016
✖ 1	Enter description here	\$1,200	\$1,200	\$1,200
Local Total:		\$1,200	\$1,200	\$1,200


Agency Funds

Enter data in the Agency grid if your agency passes homeland security funds through to other state agencies, including institutions of higher education.

Adding Multiple Agencies — Click the **Add Multiple Agencies**, as shown below. Select the appropriate **Agencies** and click **Save**.


The agencies load into the grid. Enter the dollar amounts for each agency and click **Save**.

[Add Multiple Agencies](#)

Agency: 

Passed Agency	Exp 2014	Exp 2015	Bud 2016
Enter data below.			
000-Unspecified or not applicable			
Agency Total:	\$0	\$0	\$0

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

Agency: 

Passed Agency	Exp 2014	Exp 2015	Bud 2016
Enter data below.			
701-Central Education Agency	20000	20000	20000
Agency Total:	\$0	\$0	\$0

Enter **Part B – Natural or Man-made Disasters**, just as you did earlier for Part A – Terrorism. See pages 11-24 for data entry details.

Health Care Reform

This screen applies to all agencies and institutions affected by the federal health care reform legislation enacted in March 2010 in H.R. 3590 and H.R. 4872.

Read the *Detailed Instructions* for information about the data required on this screen. The data you enter on this screen produces two reports: Schedule 4.F.A and Schedule 4.F.B.

Click the **Supporting Information** menu and the **Health Care Reform** submenu, as shown below.



Adding Health Care Reform Detail — Use the gray section to add the **Short Name**, **Full Name**, **Legal Authority**, **Description/Assumptions**, **Concerns** and click **Save**. The system will automatically add a sequence number upon clicking save.


Seq	Short Name	Full Name	Legal Authority	Description/Assumptions	Concerns
Enter data below.					
	Expanded Insurance	Expanded Insurance	H.R. 3590 Sec. 10203 (d)	Budgetary impact shown in this	



Tip: 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**.

Click in the drop-down box and hover the cursor over the names to show the items listed in the drop-down box.

Enter the detail based on the criteria listed in the following table.

HEALTH CARE REFORM DETAIL CRITERIA	
Magnifying glass 	Directs you to the CFDA amounts screen.
Seq (Sequence)	The system automatically adds a sequence number. Use the up/down arrows to re-sequence if necessary (shown below).
Short Name	Double click in the field to enter the short name. The character limit is 35; use the character counter (described on page 10) if needed.
Full Name	Double click in the field to enter the full name. The character limit is 210.
Legal Authority	Double click in the field to enter the legal authority. The character limit is 100
Description/Assumptions	Double click in the field to enter the description and or assumption. The character limit is 2,000.
Concerns	Double click in the field to enter any concerns The character limit is 2,000.

		Seq	Short Name	Full Name	Legal Authority	Description/Assumptions	Concerns
✖	🔍	1	Expanded Insurance	Expanded Insurance	H.R. 3590 Sec. 10203(d)	Budgetary impact shown in this	
✖	🔍	2	Provide coverage to 25	Provide coverage to 25	H.R. 3590, Sec. 1001	Assumes an additional 5000	



Important: To modify the Seq field, use the up/down arrows to re-sequence.

Revising Health Care Reform Detail — Click in the appropriate fields to modify the details and click **Save**.

Deleting Health Care Reform Detail — Save any unsaved data first and then click the red 'x' to the left of the magnifying glass 🔍. Click **OK** to confirm.



Important: Any dollar amounts associated with the detail will be deleted.

Health Care Reform – Amounts

Click the **Supporting Information** menu and the **Health Care Reform – Amounts** submenu. You can also click the magnifying glass 🔍 on the Health Care Reform grid, mentioned above.



The screen loads the first sequenced Item in the drop-down box. To change the item, click in the **Health Care Reform Item** drop-down box, as shown below.

Operating Budget

🔍 Supporting Information > Health Care Reform - Amounts

Health Care Reform Item: 1-Expanded Insurance

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

[Add Multiple OOE's](#)

Health Care Reform Item OOE's:

GOS	OOE	Exp 2014	Exp 2015	Bud 2016
1.1.1- OPERATIONS SUPP	1001-SALARIES AND			
OOE Totals:		\$0	\$0	\$0

[Add Multiple MOFs](#)

Health Care Reform Item MOFs:

GOS	MOF	Exp 2014	Exp 2015	Bud 2016
1.1.1- OPERATIONS SUPP	1-General Revenue Ft			
MOF Totals:		\$0	\$0	\$0

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

Review the navigation options below.

NAVIGATION OPTIONS REFERENCE

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


Health Care Reform Item OOE's:						
		GOS	OOE	Exp 2014	Exp 2015	Bud 2016
✖	1	1.1.1- OPERATIONS SUPPORT	1005- FACULTY SALARIES	\$25,000	\$25,000	\$25,000
✖	2	1.1.2- TEACHING EXPERIENCE SUPPLEMENT	2004- UTILITIES	\$1,500	\$1,500	\$1,500
		1.1.4- WORKERS' COMPE ▼	2001-PROFESSIONA ▼			
		OOE Totals:		\$26,500	\$26,500	\$26,500

Objects of Expense (OOEs)

Scroll down to the Health Care Reform OOE's grid. See the details below to add multiple strategies and OOE's or to make a single entry.

Adding Multiple Entries — Click the **Add Multiple OOE's** hyperlink to add multiple Goals/Objectives/Strategies (GOSs) and OOE's.

Operating Budget

 **Supporting Information > Health Care Reform - Amounts**

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

Health Care Reform Item: 1-Expanded Insurance ▼

[Add Multiple OOE's](#)

Select the appropriate GOS/OOE's and click **Save**. The entries load into the grid, as shown below. Enter the dollar amounts for each year and click **Save**.

[Add Multiple OOE's](#)

Health Care Reform Item OOE's:

		GOS	OOE	Exp 2014	Exp 2015	Bud 2016
✖	1	1.1.1- OPERATIONS SUPPORT	1005- FACULTY SALARIES	25000	25000	25000
✖	2	1.1.2- TEACHING EXPERIENCE SUPPLEMENT	2004- UTILITIES	1500	1500	1500 ×
		1.1.1- OPERATIONS SUPP ▼	1001-SALARIES AND ▼			
		OOE Totals:		\$0	\$0	\$0

[Add Multiple MOFs](#)

Health Care Reform Item MOFs:

		GOS	MOF	Exp 2014	Exp 2015	Bud 2016
✖	1	1.1.1- OPERATIONS SUPPORT	555- Federal Funds	\$0	\$0	\$0
		1.1.1- OPERATIONS SUPP ▼	1-General Revenue Fu ▼			
		MOF Totals:		\$0	\$0	\$0

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

[Save](#) [Cancel](#)

Adding a Single Entry — Use the gray section to add a single GOS and OOE. Select items from the drop-down boxes, enter the dollar amounts associated with each year and click **Save**. The system will not save the entry unless you have entered at least one amount.

Health Care Reform Item OOE's:

		GOS	OOE	Exp 2014	Exp 2015	Bud 2016
✖	1	1.1.1- OPERATIONS SUPPORT	1005- FACULTY SALARIES	\$25,000	\$25,000	\$25,000
✖	2	1.1.2- TEACHING EXPERIENCE SUPPLEMENT	2004- UTILITIES	\$1,500	\$1,500	\$1,500
		1.1.4- WORKERS' COMPE ▼	2001-PROFESSIONA ▼			
		OOE Totals:		\$26,500	\$26,500	\$26,500

Revising Data — You cannot modify the GOS/OOE codes once the item has been saved. To change these codes, delete the existing row and re-add the information.

Deleting Data — Save any unsaved data first and then click the red 'x' to the left of the OOE, as shown below.

Health Care Reform Item OOE's:

		GOS	OOE	Exp 2014	Exp 2015	Bud 2016
✖	1	1.1.1- OPERATIONS SUPPORT	1005- FACULTY SALARIES	\$25,000	\$25,000	\$25,000
✖	2	1.1.2- TEACHING EXPERIENCE SUPPLEMENT	2004- UTILITIES	\$1,500	\$1,500	\$1,500
		1.1.1- OPERATIONS SUPP ▼	1001-SALARIES AND ▼			
		OOE Totals:		\$26,500	\$26,500	\$26,500

Click **OK** to confirm your request.

Method of Financing (MOFs)

Scroll down to the MOF grid or click the **MOF** hyperlink, as shown below. See the details below to add multiple strategies and OOE's or a single entry.

Operating Budget

Supporting Information > Health Care Reform - Amounts

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

Health Care Reform Item:

Adding Multiple Entries — Click the **Add Multiple MOFs** hyperlink to add multiple GOSs and OOE's.

[Add Multiple MOFs](#)

Health Care Reform Item MOFs:

		GOS	MOF	Exp 2014	Exp 2015	Bud 2016
		1 1.1.1- OPERATIONS SUPPORT	555- Federal Funds	\$0	\$0	\$0
		1.1.1- OPERATIONS SUPP	1-General Revenue Fu			
MOF Totals:				\$0	\$0	\$0

Select the appropriate GOS/MOFs and click **Save**. The entries load into the grid, as shown below. Enter the dollar amounts for each year and click **Save**.

[Add Multiple MOFs](#)

Health Care Reform Item MOFs:

		GOS	MOF	Exp 2014	Exp 2015	Bud 2016
		1 1.1.1- OPERATIONS SUPPORT	1- General Revenue Fund	20000	20000	20000
		2 1.1.1- OPERATIONS SUPPORT	555- Federal Funds	\$0	\$0	\$0
		3 1.1.2- TEACHING EXPERIENCE SUPPLEMENT	1- General Revenue Fund	1500	1500	1500 x
		1.1.1- OPERATIONS SUPP	2-Available School Fu			
MOF Totals:				\$0	\$0	\$0
OOE / MOF Difference:				\$26,500	\$26,500	\$26,500

Save **Cancel**



Important: Federally funded MOFs are defined at the CFDA level. Select the federally funded MOF from the list and click Save. ABEST will save the MOF and add zero dollar amounts for each year. See the [CFDAs](#) section below to enter dollar amounts by CFDA.

Adding a Single Entry — Use the gray section to add a single GOS and MOF. Select items from the drop-down boxes, enter the dollar amounts associated with each year and click **Save**. The system will not save the entry unless you have entered at least one amount.

Health Care Reform Item MOFs:						
		GOS	MOF	Exp 2014	Exp 2015	Bud 2016
	1	1.1.1- OPERATIONS SUPPORT	1- General Revenue Fund	\$20,000	\$20,000	\$20,000
	2	1.1.1- OPERATIONS SUPPORT	555- Federal Funds	\$0	\$0	\$0
	3	1.1.2- TEACHING EXPERIENCE SUPPLEMENT	1- General Revenue Fund	\$1,500	\$1,500	\$1,500
		3.1.2- READINESS	2-Available School Fu			
MOF Totals:				\$21,500	\$21,500	\$21,500

Revising Data — You cannot modify the GOS/MOF codes once the item has been saved. To change these codes, delete the existing row and re-add the information.

Deleting Data — Save any unsaved data first and then click the red 'x' to the left of the OOE, as shown below. Click OK to confirm your request.

Health Care Reform Item MOFs:						
		GOS	MOF	Exp 2014	Exp 2015	Bud 2016
	1	1.1.1- OPERATIONS SUPPORT	1- General Revenue Fund	\$20,000	\$20,000	\$20,000
	2	1.1.1- OPERATIONS SUPPORT	555- Federal Funds	\$0	\$0	\$0
	3	1.1.2- TEACHING EXPERIENCE SUPPLEMENT	1- General Revenue Fund	\$1,500	\$1,500	\$1,500
		3.1.2- READINESS	2-Available School Fu			
MOF Totals:				\$21,500	\$21,500	\$21,500
OOE / MOF Difference:				\$5,000	\$5,000	\$5,000



Important: Review the OOE/MOF Difference for each strategy. This total should be zero for each year listed. You cannot set your status to complete until each strategy has its financing (MOFs) and expenditures (OOEs) in balance.

CFDAs

You can add federally funded MOFs from the Health Care Reform - Amounts submenu or from the Health Care Reform - CFDA submenu. Select the option that works best for you.

- Use the amounts submenu if you want to add federally funded MOFs along with your other MOFs. See [Amounts Submenu](#) section below.
- Use the CFDA submenu if you want to navigate directly to the CFDA data entry screen to add your federally funded MOFs and CFDAs. See [CFDA Submenu](#) section below.



Tip: You can navigate to the CFDA data entry screen by clicking the **Supporting**

Information→**Health Care Reform - Amounts** menu and then the magnifying glass

displayed to the left of a federally funded MOF or you can go directly to the CFDA data entry screen by clicking the **Supporting Information**→**Health Care Reform - CFDA** menu.





Important: If a CFDA number cannot be found in ABEST, send an email to CFDA@lbb.state.tx.us 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.

Amounts Submenu



Add your federally funded MOFs as mentioned earlier in the [Method of Financing \(MOFs\)](#) section above.

To enter amounts at the CFDA level, click the **magnifying glass**  located to the left of the federally funded MOF code, as shown below.

Health Care Reform Item MOFs:							
			GOS	MOF	Exp 2014	Exp 2015	Bud 2016
✖		1	1.1.1- OPERATIONS SUPPORT	1- General Revenue Fund	\$20,000	\$20,000	\$20,000
✖		2	1.1.1- OPERATIONS SUPPORT	555- Federal Funds	\$0	\$0	\$0
✖		3	1.1.2- TEACHING EXPERIENCE SUPPLEMENT	1- General Revenue Fund	\$1,500	\$1,500	\$1,500
			3.1.2- READINESS	2-Available School Fu			
MOF Totals:					\$21,500	\$21,500	\$21,500

The HRC Item, Strategy, and MOF load in the drop-down boxes, as shown below.

Operating Budget

 **Supporting Information > Health Care Reform - CFDA** 

[Bottom](#)


HCR Item:	1-Expanded Insurance		
Strategy:	1-INSTRUCTION/OPERATIONS	1-INSTRUCTION/OPERATIONS	1-OPERATIONS SUPPORT
MOFs:	555 - Federal Funds		

Adding Multiple CFDAs — Click the **Add Multiple CFDA**s hyperlink to add multiple CFDA for the selected item, strategy and MOF.



Tip: The nine-digit CFDA codes display leading zeroes. To add CFDA 16-555, select 016-555-000 from the CFDA listing.

Operating Budget

 **Supporting Information > Health Care Reform - CFDA**

[Bottom](#)

HCR Item: 1-Expanded Insurance ▼

Strategy: 1-INSTRUCTION/OPERATIONS 1-INSTRUCTION/OPERATIONS 1-OPERATIONS SUPPORT ▼

MOFs: 224 - Gov's Fed Project Fd ▼

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

CFDA	Exp 2014	Exp 2015	Bud 2016
Enter data below.			
000.000.001. - Comptroller Misc Claims Fed Fnd Pym ▼			
CFDA Totals:	\$0	\$0	\$0

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

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

CFDA	Exp 2014	Exp 2015	Bud 2016
✖ 020.703.002. - HAZARDOUS MATL EMERGENCY	2500	2500	2500
✖ 093.045.000. - Special Programs for the	1000	1000	1000 x
000.000.001. - Comptroller Misc Claims Fed Fnd Pym ▼			
CFDA Totals:	\$0	\$0	\$0

[Top](#)

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

CFDA	Exp 2014	Exp 2015	Bud 2016
✖ 020.703.002. - HAZARDOUS MATL EMERGENCY	\$2,500	\$2,500	\$2,500
✖ 093.045.000. - Special Programs for the	\$1,000	\$1,000	\$1,000
012.002.000. - Procurement Technical As			
CFDA Totals:	\$3,500	\$3,500	\$3,500



Tip: Click in the drop-down box and hover the cursor over the names to show the items listed in the drop-down box.

Repeat the steps above to add as many CFDA's as needed.

To add additional federally funded MOFs from the CFDA screen, select the appropriate item and strategy, then click **Add MOFs** (shown below).

Operating Budget

Supporting Information > Health Care Reform - CFDA's

[Bottom](#)

HCR Item: 1-Expanded Insurance

Strategy: 1-INSTRUCTION/OPERATIONS 1-INSTRUCTION/OPERATIONS 1-OPERATIONS SUPPORT

MOFs: 555 - Federal Funds

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

CFDA	Exp 2014	Exp 2015	Bud 2016
020.703.002 - HAZARDOUS MATL EMERGENCY	\$2,500	\$2,500	\$2,500
093.045.000 - Special Programs for the	\$1,000	\$1,000	\$1,000
012.002.000 - Procurement Technical As			
CFDA Totals:	\$3,500	\$3,500	\$3,500

[Top](#)

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

Operating Budget

Supporting Information > Health Care Reform - CFDA's

[Bottom](#)

HCR Item: 1-Expanded Insurance

Strategy: 1-INSTRUCTION/OPERATIONS 1-INSTRUCTION/OPERATIONS 1-OPERATIONS SUPPORT

MOFs: 224 - Gov's Fed Project Fd
555 - Federal Funds

Click the **Supporting Information→Health Care Reform - Amounts** menu to return to the amounts submenu.

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

Health Care Reform Item MOFs:						
		GOS	MOF	Exp 2014	Exp 2015	Bud 2016
✖	1	1.1.1- OPERATIONS SUPPORT	1- General Revenue Fund	\$20,000	\$20,000	\$20,000
✖	2	1.1.1- OPERATIONS SUPPORT	224- Gov's Fed Project Fd	\$0	\$0	\$0
✖	3	1.1.1- OPERATIONS SUPPORT	273- Fed Health/ Lab Funding Excess Rev	\$0	\$0	\$0
✖	4	1.1.1- OPERATIONS SUPPORT	555- Federal Funds	\$3,500	\$3,500	\$3,500
✖	5	1.1.2- TEACHING EXPERIENCE SUPPLEMENT	1- General Revenue Fund	\$1,500	\$1,500	\$1,500
		1.1.1- OPERATIONS SUPP ▼	2-Available School Fu ▼			
			MOF Totals:	\$25,000	\$25,000	\$25,000
OOE / MOF Difference:				\$1,500	\$1,500	\$1,500




Important: Note the imbalance for the OOE/MOF Difference, as shown above. Any differences will appear as a closing edit and will prevent you from submitting your operating budget. You can clear these edits by examining the amounts you entered for the OOE's and MOFs

Revising CFDA Data — Click the **magnifying glass**  to update the CFDA entries for the corresponding item and 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 and then click the **magnifying glass**  next to the federally funded MOF. Click the red 'x' to the left of the CFDA, as shown below.

	CFDA	Exp 2014	Exp 2015	Bud 2016
✖	020.703.002. - HAZARDOUS MATL EMERGENCY	\$2,500	\$2,500	\$2,500
✖	093.045.000. - Special Programs for the	\$1,000	\$1,000	\$1,000
	000.000.001. - Comptroller Misc Claims Fed Fnd Pym ▼			
	CFDA Totals:	\$3,500	\$3,500	\$3,500

Click **OK** to confirm your request.

CFDA Submenu

Click the **Supporting Information** menu and **Health Care Reform - CFDA's** submenu to navigate directly to the CFDA data entry screen.



The first item, strategy and MOF (if previously added) display in the drop-down boxes. To add a new MOF, click **Add MOFs**, as shown below.

Operating Budget

Supporting Information > Health Care Reform - CFDA's

[Bottom](#)

HCR Item:	1-Expanded Insurance			▼
Strategy:	1-INSTRUCTION/OPERATIONS	1-INSTRUCTION/OPERATIONS	1-OPERATIONS SUPPORT	▼
MOFs:	224 - Gov's Fed Project Fd			

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

Select the appropriate **MOFs** and click **Save**. The MOFs load into MOFs drop-down box for the selected item and strategy.

Operating Budget

Supporting Information > Health Care Reform - CFDA's

[Bottom](#)

HCR Item:	1-Expanded Insurance			▼
Strategy:	1-INSTRUCTION/OPERATIONS	1-INSTRUCTION/OPERATIONS	1-OPERATIONS SUPPORT	▼
MOFs:	224 - Gov's Fed Project Fd 273 - Fed Health/ Lab Funding Excess Rev 555 - Federal Funds 8138 - FF - Entitlement Demand			

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

Select a MOF from the **MOFs** drop-down box, then click **Add Multiple CFDA's** to select the CFDA's associated with that item, strategy and MOF.



Tip: The nine-digit CFDA codes display leading zeroes. To add CFDA 16-555, select 016-555-000 from the CFDA listing.

Operating Budget

Supporting Information > Health Care Reform - CFDA's

[Bottom](#)

HCR Item:	1-Expanded Insurance		
Strategy:	1-INSTRUCTION/OPERATIONS	1-INSTRUCTION/OPERATIONS	1-OPERATIONS SUPPORT
MOFs:	224 - Gov's Fed Project Fd		

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

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

CFDA:

Strategy CFDA's	Exp 2014	Exp 2015	Bud 2016
* 000.000.001. - Comptroller Misc Claims Fed Fnd Pym	500000	600000	700000
* 083.516.000. - Disaster Assistance	30000	30000	30000 x
000.000.002. - Single Retention (Bonus) Payment			
Total CFDA's:	\$0	\$0	\$0

[Top](#)



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.



Tip: Click the back button on your browser to review the CFDA totals rolled up (Strategy→Budgeting menu).

Deleting CFDA Data — Save any unsaved data first and then click the **magnifying glass** next to the federally funded MOF. Click the red 'x' to the left of the CFDA, as shown below.

	CFDA	Exp 2014	Exp 2015	Bud 2016
✖	020.703.002. - HAZARDOUS MATL EMERGENCY	\$2,500	\$2,500	\$2,500
✖	093.045.000. - Special Programs for the	\$1,000	\$1,000	\$1,000
	000.000.001. - Comptroller Misc Claims Fed Fnd Pym			
	CFDA Totals:	\$3,500	\$3,500	\$3,500

Click **OK** to confirm your request. Click the **Supporting Information→Health Care Reform - Amounts** menus to review the OOE and MOF detail.

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


Health Care Reform Item MOFs:							
			GOS	MOF	Exp 2014	Exp 2015	Bud 2016
✖		1	1.1.1- OPERATIONS SUPPORT	1- General Revenue Fund	\$20,000	\$20,000	\$20,000
✖		2	1.1.1- OPERATIONS SUPPORT	224- Gov's Fed Project Fd	\$530,000	\$630,000	\$730,000
✖		3	1.1.1- OPERATIONS SUPPORT	273- Fed Health/ Lab Funding Excess Rev	\$23	\$4	\$4
✖		4	1.1.1- OPERATIONS SUPPORT	8138- FF - Entitlement Demand	\$0	\$0	\$0
✖		5	1.1.2- TEACHING EXPERIENCE SUPPLEMENT	1- General Revenue Fund	\$1,500	\$1,500	\$1,500
			1.1.1- OPERATIONS SUPP	2-Available School Fu			
			MOF Totals:		\$551,523	\$651,504	\$751,504

Changing Your Budget Status to Complete

You must change the budget status for your institution from incomplete to complete to submit your operating budget. Although you can print reports at any time, 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.

Operating Budget

 **Status**

☐ INCOMPLETE
 ☒ COMPLETE

If you have no closing edits, the budget status will change to complete when you click save.



Important: Imbalances or problems with display on the status screen. You cannot change the budget status to complete until you clear these edits. See Resolving Closing Edits below to resolve any issues. Change your status to complete when you have cleared all the closing edits.

Once you change the status to complete, your LBB budget analyst and GOBPP analyst can view the operating budget. Call your LBB budget analyst if you need to make changes after setting the status to complete. You must change the status back to complete after making any revisions.

Resolving Closing Edits

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 budget status cannot be changed to complete until you correct all errors.

Table: Resolutions for Closing Edits

Closing Edit	Resolution
Homeland Security OOE / MOF Difference	Part A and Part B totals for OOE's and MOF's must match. To clear the closing edit, click the Supporting Information menu, the Homeland Security , and OOEs/MOFs submenus. Review the OOE/MOF Difference totals for Parts A and B. All difference totals must equal zero.
HCR OOE – MOF Difference	For any Health Care Reform item, the totals for OOE's and MOF's must match. To clear this closing edit, click the Supporting Information menu and the Health Care Reform - Amounts submenu. Select the item identified in the closing edit. Make sure the MOF and OOE totals match for each year and strategy.
HCR Short Name, Full Name, Legal Authority, and Description/Assumption	Click the Supporting Information menu and the Health Care Reform submenu. For the item described in the closing edit, enter the missing information and click Save .

Generating Reports

ABEST can produce several reports based on the operating budget data you submit. You can generate these reports at any time, regardless of your budget status. However, before printing your final submissions, you must change your status to complete. Review the Section Layout for Reports table below.

Table: Section Layout for Reports

REPORTS BY TYPE AND PART NUMBER	ABEST TAB/SUBMENU
Supporting Schedules	
4.E. Homeland Security Funding Schedule	Reports/Supporting Info
4.F. Part A Budgetary Impacts Related to Federal Health Care Reform Schedule	Reports/Supporting Info
4.F. Part B Summary of Budgetary Impacts Related to Federal Health Care Reform Schedule	

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






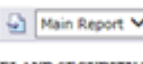




A preview using Crystal Reports displays, as shown below. Use the arrow keys at the top to navigate through multi-page reports. To use the search feature, click on the **binoculars** icon at the top of the screen.

Return				
1 / 4				
Main Report				
100%				
Business Objects				
IV.E HOMELAND SECURITY FUNDING SCHEDULE - PART A TERRORISM 84th Regular Session, Fiscal Year 2016 Operating Budget Automated Budget and Evaluation System of Texas (ABEST)				
DATE: 9/25/2015 TIME: 11:40:04AM				
Agency code: 721 Agency name: The University of Texas at Austin				
CODE	DESCRIPTION	EXP 2014	EXP 2015	BUD 2016
OBJECTS OF EXPENSE				
1001	SALARIES AND WAGES	\$22,000	\$22,000	\$22,000
1002	OTHER PERSONNEL COSTS	\$2,500	\$3,500	\$4,500
1005	FACULTY SALARIES	\$30,000	\$30,000	\$30,000
2001	PROFESSIONAL FEES AND SERVICES	\$2,000	\$2,000	\$2,000
2009	OTHER OPERATING EXPENSE	\$3,100	\$3,100	\$3,100
TOTAL, OBJECTS OF EXPENSE		\$59,600	\$60,600	\$61,600
METHOD OF FINANCING				
1	General Revenue Fund	\$20,000	\$20,000	\$20,000
Subtotal, MOF (General Revenue Funds)		\$20,000	\$20,000	\$20,000
666	Appropriated Receipts	\$3,000	\$3,000	\$3,000
810	Permanent Health Fund Higher Ed	\$10,000	\$10,000	\$10,000
Subtotal, MOF (Other Funds)		\$13,000	\$13,000	\$13,000

To print, click the **printer icon** below the return button. If you click the printer icon for your browser, the report will not print. See the example below.

Return

     1 / 4   100% 

IV.E HOMELAND SECURITY FUNDING SCHEDULE - PART A TERRORISM

84th Regular Session, Fiscal Year 2016 Operating Budget
Automated Budget and Evaluation System of Texas (ABEST)









DATE: 9/25/2015
TIME: 11:40:04AM

Agency code: 721 Agency name: The University of Texas at Austin

CODE	DESCRIPTION	EXP 2014	EXP 2015	BUD 2016
OBJECTS OF EXPENSE				
1001	SALARIES AND WAGES	\$22,000	\$22,000	\$22,000
1002	OTHER PERSONNEL COSTS	\$2,500	\$3,500	\$4,500
1005	FACULTY SALARIES	\$30,000	\$30,000	\$30,000
2001	PROFESSIONAL FEES AND SERVICES	\$2,000	\$2,000	\$2,000
2009	OTHER OPERATING EXPENSE	\$3,100	\$3,100	\$3,100
TOTAL, OBJECTS OF EXPENSE		\$59,600	\$60,600	\$61,600
METHOD OF FINANCING				
1	General Revenue Fund	\$20,000	\$20,000	\$20,000
	Subtotal, MOF (General Revenue Funds)	\$20,000	\$20,000	\$20,000
666	Appropriated Receipts	\$3,000	\$3,000	\$3,000
810	Permanent Health Fund Higher Ed	\$10,000	\$10,000	\$10,000
	Subtotal, MOF (Other Funds)	\$13,000	\$13,000	\$13,000

To export, click the **first icon** in the upper left corner of the ABEST screen.

Return

     1 / 4   100% 

IV.E HOMELAND SECURITY FUNDING SCHEDULE - PART A TERRORISM
84th Regular Session, Fiscal Year 2016 Operating Budget
Automated Budget and Evaluation System of Texas (ABEST)

DATE: 9/25/2015
TIME: 11:40:04AM


Agency code: 721 Agency name: The University of Texas at Austin

CODE	DESCRIPTION	EXP 2014	EXP 2015	BUD 2016
OBJECTS OF EXPENSE				
1001	SALARIES AND WAGES	\$22,000	\$22,000	\$22,000
1002	OTHER PERSONNEL COSTS	\$2,500	\$3,500	\$4,500
1005	FACULTY SALARIES	\$30,000	\$30,000	\$30,000
2001	PROFESSIONAL FEES AND SERVICES	\$2,000	\$2,000	\$2,000
2009	OTHER OPERATING EXPENSE	\$3,100	\$3,100	\$3,100
TOTAL, OBJECTS OF EXPENSE		\$59,600	\$60,600	\$61,600
METHOD OF FINANCING				
1	General Revenue Fund	\$20,000	\$20,000	\$20,000
	Subtotal, MOF (General Revenue Funds)	\$20,000	\$20,000	\$20,000
666	Appropriated Receipts	\$3,000	\$3,000	\$3,000
810	Permanent Health Fund Higher Ed	\$10,000	\$10,000	\$10,000
	Subtotal, MOF (Other Funds)	\$13,000	\$13,000	\$13,000

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

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

Return



1 / 4

Main Report

100%

Business Objects

IV.E HOMELAND SECURITY FUNDING SCHEDULE - PART A TERRORISM

84th Regular Session, Fiscal Year 2016 Operating Budget
Automated Budget and Evaluation System of Texas (ABEST)

DATE: 9/25/2015
TIME: 11:40:04AM

Agency code: 721 Agency name: The University of Texas at Austin

CODE	DESCRIPTION	EXP 2014	EXP 2015	BUD 2016
OBJECTS OF EXPENSE				
1001	SALARIES AND WAGES	\$22,000	\$22,000	\$22,000
1002	OTHER PERSONNEL COSTS	\$2,500	\$3,500	\$4,500
1005	FACULTY SALARIES	\$30,000	\$30,000	\$30,000
2001	PROFESSIONAL FEES AND SERVICES	\$2,000	\$2,000	\$2,000
2009	OTHER OPERATING EXPENSE	\$3,100	\$3,100	\$3,100
TOTAL, OBJECTS OF EXPENSE		\$59,600	\$60,600	\$61,600
METHOD OF FINANCING				
1	General Revenue Fund	\$20,000	\$20,000	\$20,000
Subtotal, MOF (General Revenue Funds)		\$20,000	\$20,000	\$20,000
666	Appropriated Receipts	\$3,000	\$3,000	\$3,000
810	Permanent Health Fund Higher Ed	\$10,000	\$10,000	\$10,000
Subtotal, MOF (Other Funds)		\$13,000	\$13,000	\$13,000

Troubleshooting

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

Problem	Resolution
How do I print my agency's operating budget reports from the previous session?	Log into ABEST and change your user profile to Session: 83 R and click Save Selections . Click the Reports menu to generate, view, and print reports.
I changed my status to Complete. How do I submit my operating budget to the LBB?	Attach and submit your operating budget in the Document Submissions application. Click on the Document Submissions link found on our website (www.lbb.state.tx.us) under Agency Data Entry. For additional information, refer to the help menu on the logon screen in Document Submissions and/or the <i>Detailed Instructions</i> .
I changed my status to Complete, but now I need to revise something.	Call your LBB budget analyst who will contact Application Support to have ABEST reopened. After modifying your operating budget, contact the ABEST Help Desk at 512-463-3167 to have Document Submissions reopened. Submit your revisions to Document Submissions.
The CFDA I need does not appear. How do I request a new CFDA?	<p>First, make sure you are using the correct CFDA format on the drop-down list, which uses leading zeroes. For example, if you are looking for 16-59-2, search for 016-059-002. If a CFDA number cannot be found in ABEST, please send an email to cfda@lbb.state.tx.us and provide the following information:</p> <ul style="list-style-type: none"> • Contact Information (name and phone number of requestor) • Agency code and agency name • CFDA number • Program name for the CFDA number you are requesting • 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.

Submitting and Posting Your Operating Budget

Institutions are required to submit a PDF document electronically to the LBB through the Document Submissions application. From the LBB website (www.lbb.state.tx.us), click **Agencies Portal**. Under Data Entry Applications, click

Document Submissions. For additional information, refer to the help menu on the logon screen in Document Submissions.

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



Important: 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.