



LEGISLATIVE BUDGET BOARD

Preparing and Submitting Biennial Operating Plan for Information Resources 2018–19 Biennium

**ABEST Instructions for State Agencies
for the Eighty-fifth Legislature, Regular Session**

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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. Legislative Budget Board (LBB) staff use ABEST to track agency requests for appropriations through the stages of the legislative appropriations process, and agency performance through the biennial budget cycle.

Before you begin entering data for the Eighty-fifth Legislature, Regular Session, 2017, Biennial Operating Plan (BOP), you must complete Base Reconciliation, finalize the budget structure, and define the measures in ABEST. An LBB budget analyst will notify you when to start data entry in ABEST.



Important: If you need to adjust previously submitted data, contact the LBB budget analyst to have the status set to Incomplete. Make the necessary changes and set the status back to Complete.

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

- Read these instructions, *Preparing and Submitting Biennial Operating Plan for Information Resources, 2018–19 Biennium*, for information about BOP data and submission requirements, including deadlines, available on the LBB website (www.lbb.state.tx.us → **Agencies Portal** → Instructions → **Biennial Operating Plan Instructions**).
- Familiarize yourself with these instructions, which apply to all regular state agencies.
- Change the Budget Status from **Empty** to **Incomplete**, and enter the data in the order listed in the instructions, because ABEST accesses that data to develop summaries.
- Clear any closing edits, change the status to **Complete**, submit, and print reports.

If you have a question about data for the BOP, read these instructions first, and if you do not find the answer, contact the LBB Information Resources (IR) analyst. Visit the LBB website to determine the IR analyst assigned to your agency (www.lbb.state.tx.us → **About the LBB** → Staff → Analyst Assignments).

If you have a problem using ABEST that you cannot resolve by using this document, including the **Troubleshooting** section at the end, call the LBB Help Desk at 512-463-3167.

What's New

Three new project types have been added in the BOP: Cloud Computing, Cyber Security, and Application Remediation. These new categories also have been added to the Daily Operations Categories.

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**.



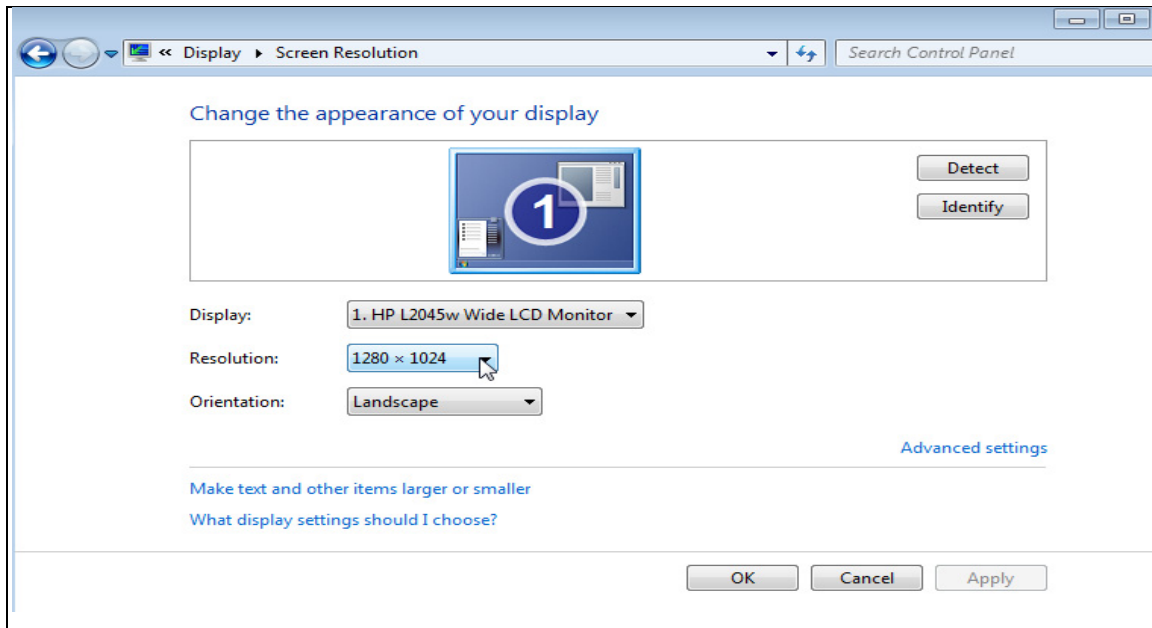
2. Fill out the form, shown below.

Logon Request Form	
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:	<input type="checkbox"/> ABEST (Automated Budget Estimate System of Texas) Includes: Base Recon LAR Submissions Operating Budget Actual Performance Measures USAS Reconciliation <input type="checkbox"/> Document Submission (AFR) <input type="checkbox"/> FNS (Fiscal Notes System) <input type="checkbox"/> State Contracts
Comments:	
<input type="button" value="Submit"/>	
* Required	

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 result in problems in the application. The recommended screen resolution is 1280 x 1024, as shown below.



- From the LBB website (www.lbb.state.tx.us), click **Agencies Portal**. Under Data Entry Applications, click **Automated Budget and Evaluation System of Texas (ABEST)** as shown below.

LEGISLATIVE BUDGET BOARD

HOME BUDGET PUBLICATIONS FISCAL NOTES ABOUT THE LBB EXTERNAL LINKS **AGENCIES PORTAL**

Logon Information
 Agency Logon Request Form
 Agency Logon Help
 FNS Committee Logon Request Form
 Crystal View Download
Frequently Asked Questions (FAQ)

Reference Documents
 ABEST
 ABEST Reporting Schedules
 Method of Finance (MOF) Codes
 Object of Expense (OOE) Codes
 Revenue Object Codes
 CFDA Programs Names & Numbers
 ARRA CFDA Programs Names & Numbers
 ABEST Standard Summary Descriptions
 Instructions for Submitting the 5 Percent Reductions in ABEST

Agencies Portal

What's New

- Base Reconciliation in ABEST (May 2016)
- Instructions for Preparing and Submitting Agency Strategic Plans (April 2016)
- Finalizing Budget Structures and Defining Measures in ABEST (April 2016)
- Requested Changes to Agency Budget Structures (Word Format) (Apr 2016)
- Requested Changes to Agency Budget Structures (Excel Format) (Apr 2016)

Data Entry Applications
 Automated Budget and Evaluation System of Texas (ABEST)
 FISCAL NOTES SYSTEM (FNS)
 REVENUE SURVEY - Agencies will no longer report into this application and the report will no longer be published
 LBB Contracts Database
 DOCUMENT SUBMISSIONS

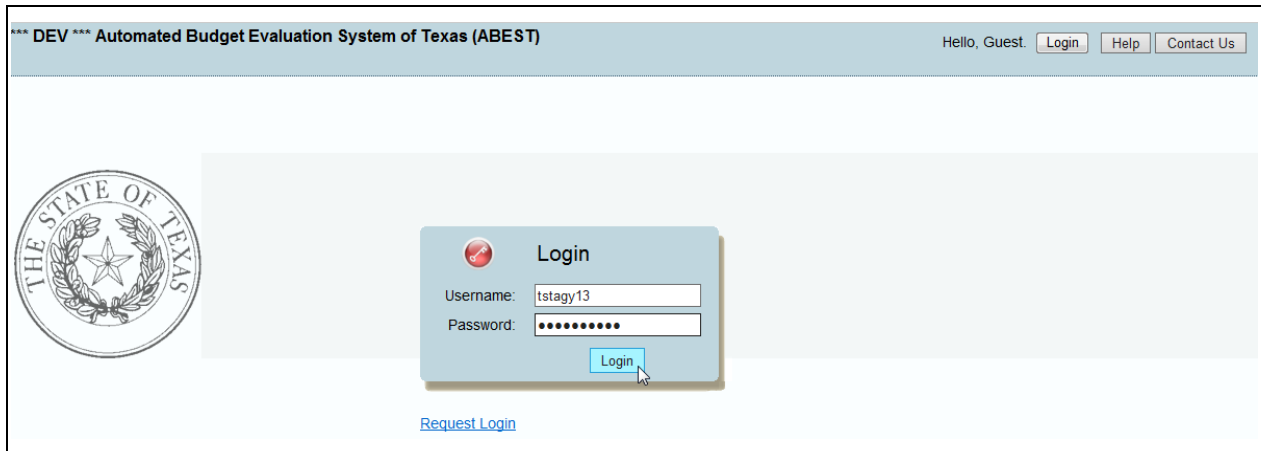
Instructions
 Strategic Plan Instructions
 Base Reconciliation Instructions
 Legislative Appropriations Request (LAR) Instructions
 Operating Budget Instructions
 Performance Measures
 Biennial Operating Plan (BOP) Instructions
 Information Technology Detail (ITD) Instructions
 ABEST/USAS Reconciliation Instructions
 Fiscal Notes




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**.



*** DEV *** Automated Budget Evaluation System of Texas (ABEST) Hello, Guest. [Login](#) [Help](#) [Contact Us](#)



Login

Username:

Password:

[Login](#)

[Request Login](#)



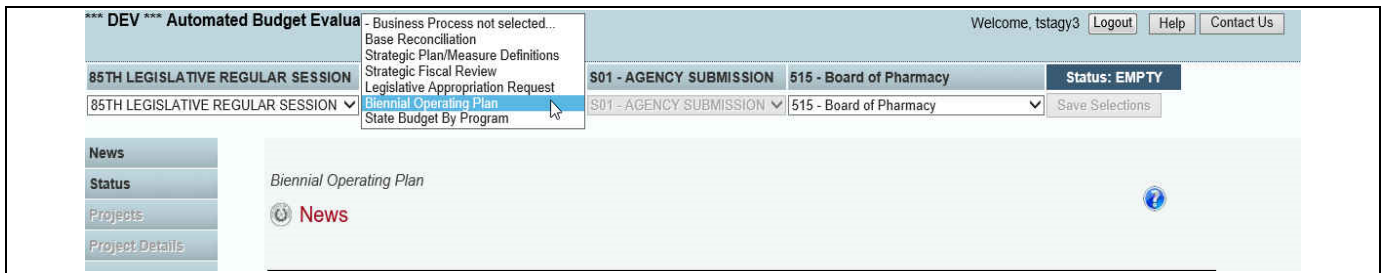
Tip: You can also access the Logon Request Form mentioned earlier by clicking **Request Login**.

Profile Selection

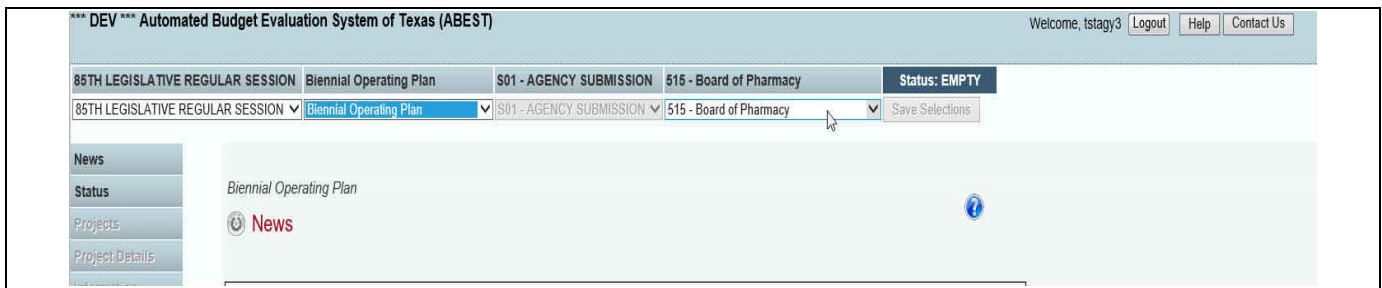
The profile screen appears upon successfully logging into ABEST. Options selected on this screen determine the menu layout for a particular business process in ABEST (i.e., Base Reconciliation, Legislative Appropriations Request, Biennial Operating Plan, etc.).

1. From the available drop-down boxes, select **85th Legislative Regular Session, Biennial Operating Plan, S01 – Agency Submission**, and your **agency code**.

2. Click **Save Selections** to update your profile, as shown below.



The options selected here 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.

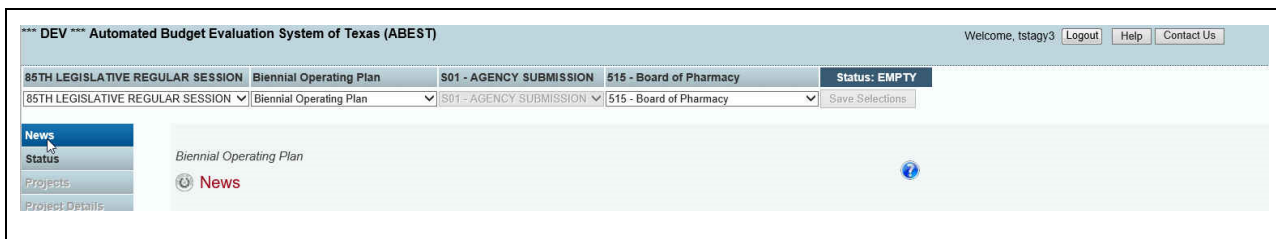


Important: Before you enter any data, verify that you are in the correct session, business process, and agency. Note that you will not be able to access the menus if your status is set to restricted or locked (status is located at the top right of the profile screen). The LBB uses these specific statuses 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

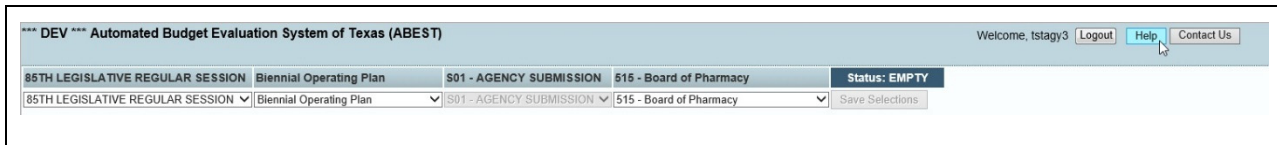
The news screen shows important information and conveys details about upcoming deadlines. ABEST may direct you to this screen if this is your first time to log into the BOP or if the system has updated the news screen. You can click the **News** menu anytime to view this information, as shown below.




Help

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.

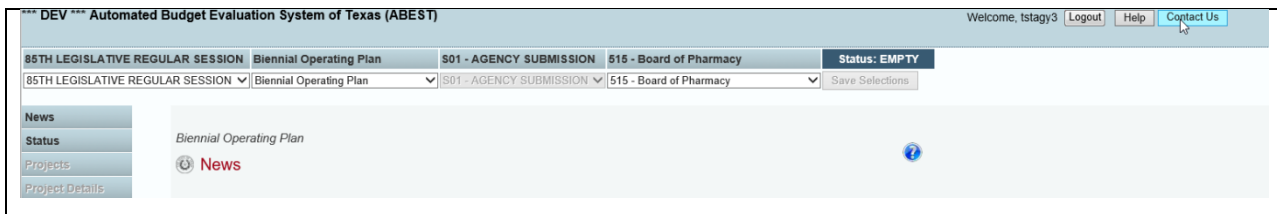


2. Click the **Help icon**  to see detailed information about the screen you are using. The user manual opens and links to the information based on your screen location.



Contact Information

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



Contact the LBB by calling the help desk at 512-463-3167 or by clicking Contact Us. Be prepared to leave a message when calling the help desk. The call goes directly to voicemail at all times. A typical callback 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.

i Important: Application Support answers calls and emails in the order they are received. Do not call the help desk and send an email simultaneously for assistance. Using both options at the same time makes it hard for our team to determine who has been helped.

Changing the Status to Incomplete

The status screen displays the agency’s status for BOP. Use the following steps to begin data entry:

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

1. Click the **Status** menu, as shown below. Before you begin data entry, verify that the Biennial Operating Plan status is set to empty.




- To change the BOP status to incomplete, click the **Incomplete** radio button and click **Save**.

The screenshot shows the ABEST system interface. At the top, it says '*** DEV *** Automated Budget Evaluation System of Texas (ABEST)'. Below that is a header with four tabs: '85TH LEGISLATIVE REGULAR SESSION', 'Biennial Operating Plan', 'S01 - AGENCY SUBMISSION', and '515 - Board of Pharmacy'. The 'Status' is currently 'EMPTY'. Below the header are four dropdown menus corresponding to the tabs, and a 'Save Selections' button. On the left is a navigation menu with options: News, Status, Projects, Project Details, Information, Financing, and Strategy Allocation. The main content area is titled 'Biennial Operating Plan' and shows a 'Status' section with two radio buttons: 'EMPTY' and 'INCOMPLETE'. The 'INCOMPLETE' radio button is selected. Below the radio buttons are 'Save' and 'Cancel' buttons. A mouse cursor is pointing at the 'Save' button.

i Important: As you enter the BOP data, closing edits will appear on the status screen. You must clear the edits before you can electronically submit the BOP. Although the submission is electronic, you will use the reports menu to print hard copies of the BOP reports.

When you have completed data entry for the BOP, you will need to set the status to complete. See [Changing Budget Status to Complete](#).

CAUTIONS AND IMPORTANT INFORMATION

-  Caution: You will lose data if ABEST is inactive for 15 minutes or more. Always click Save if you leave the computer for more than a few minutes. If ABEST becomes inactive, you must close and reopen the browser and log back in. Any unsaved data must be reentered.
-  Caution: You will lose data if you move to another grid without saving first. Save the work frequently by clicking Save. Make sure you click Save on the grid where you are working. The Save button works independently for each grid on the screen. Any unsaved data must be reentered.
-  Important: Read the news screen when ABEST directs you to it. It often conveys important information regarding changes and upcoming deadlines.

BOP Purpose

The BOP is a tool that agencies use to plan for the appropriate use of information resources to support their mission, goals, objectives, and strategies. The BOP should implement an agency's Strategic Plan, IR Strategic Plan, and the State Strategic Plan for Information Resources and demonstrate how the agency intends to accomplish its strategic objectives using information technology while remaining consistent with the agency's budget request. In the Capital Budget, agencies should address the following when completing the BOP:

1. benefit individuals in this state and benefit the state as a whole;
2. use, to the fullest extent, technology owned or adapted by other state agencies;
3. employ, to the fullest extent, the department's information technology standards, including Internet-based technology standards;
4. expand, to the fullest extent, to serve residents of this state or to serve other state agencies;
5. develop on time and on budget; and
6. produce quantifiable returns on investment for major information resources projects.

The instructions are categorized into sections, and each section explains the BOP with information about requirements, navigation, and the purpose for gathering the information in the BOP. Sections highlight each area that is required for agencies to enter information related to information resources with images that will help agencies navigate throughout ABEST.

Background and Requirements

Every agency is required to complete the Daily Operations Project area of the BOP. Only agencies that have signed Interagency Contracts with the Department of Information Resources (DIR) are required to have a Capital Budget Data Center Consolidation project (DCC).

Agencies must complete object of expense (OOE) and method of financing (MOF) data for each strategy and capital budget parts of the Legislative Appropriation Request (LAR) before entering BOP data.

The Information Resources Management Act (the Texas Government Code, Section 2054) directs that an agency's strategic planning process coincide with the state's budget cycle. As part of the process, agencies must prepare a BOP to substantiate daily operations (base) and capital project information.

The Quality Assurance Team (QAT) works to ensure successful outcomes for major information resources projects. Projects are assessed regularly to help reduce the likelihood that a project will not deliver a quality solution based on the schedule, budget, and scope commitments made to state leadership.

The Seventy-third Legislature, 1993, established the QAT (Senate Bill 381); the Eighty-third Legislature, Regular Session, 2013, continued the quality assurance initiative. The QAT must review all major information resource projects beginning with the planning stages and continuing through the development and implementation stages. The QAT must also approve all major information resources projects before inception (Senate Bill 1701, Seventy-eighth Legislature, Regular Session, 2003). The project information in a BOP provides the basis for the QAT's review and approval. State agencies and institutions of higher education must comply with QAT initiatives.

An agency must utilize the Texas Project Delivery Framework for projects designated as major IR projects. Further information is available at dir.texas.gov/View-Resources/Pages/Content.aspx?id=16.

A state agency should utilize the requirements, definition, scope, and statement of work to estimate the resources and costs needed to support the project. Project resources should represent all direct costs necessary to satisfy requirements from the planning and analysis phase through the post-implementation phase. This estimate includes both capital and informational costs, which include agency personnel services and agency personnel fringe benefits.

Any information resource technology project that **only** uses internal staff shall not be considered a capital budget project. However, the costs for internal staff should be reported in the BOP as a Daily Operations project. In addition, if the project meets the requirements of a major information resources project as defined in the Texas Government Code, Section 2054.003, then a Business Case and Statewide Impact Analysis must be submitted when the legislative appropriations request is submitted. A reminder appears in ABEST when a major information resource project is entered in ABEST.

If the agency has defined a new major information resource project, the agency is enabled to upload PDFs of Business Case and Statewide Impact Analysis in ABEST as shown below.

*** DEV *** Automated Budget Evaluation System of Texas (ABEST)

85TH LEGISLATIVE REGULAR SESSION	Biennial Operating Plan	S01 - AGENCY SUBMISSION	515 - Board of Pharmacy	Status: INCOMPLETE
85TH LEGISLATIVE REGULAR SESSION	Biennial Operating Plan	S01 - AGENCY SUBMISSION	515 - Board of Pharmacy	Save Selections

News

Status

Projects

Project Details

Information

Financing

Strategy Allocation

Daily Operations

Life Cycle

Life Cycle Detail

Reports

Biennial Operating Plan

Information

[Information](#) [FYCost](#) [Descriptions](#) [Bottom](#)

Project: 3 - Major Development Project

Project Information:

Start Date: 09/12/2017

Estimated Completion Date: 08/31/2021

FY Estimated/Actual Project Cost:


Fiscal Year	Estimated/Actual Cost
2018	\$500,000
2019	\$500,000
2020	\$500,000
2021	\$500,000
Total Project Cost:	\$2,000,000

Business Case/Statewide Impact Analysis:

Business Case (.pdf Format): Browse... Upload

Business Case Workbook (.xls/xlsx Format): Browse... Upload

Statewide Impact (.pdf Format): Browse... Upload



BOP Evaluation

Each BOP is evaluated for the following:

- consistency with the General Appropriations Act and other legislation;
- compliance with instructions, standards, and guidelines;
- relevance to the agency's organizational and operational environment;
- benefits to the agency, state, and citizens;
- technical validity; and
- cost-effective implementation of IR technologies.

A BOP is organized around four category expenditures:

- projects greater than \$100,000 (Categories 5005 Capital Budget, 5008 Lease Payment/Mst Lse Prg, and 5009 Emergency Management IR Technologies);
- Daily Operations (Category 6000);
- Data Center Consolidation (Category 7000); and
- CAPPS – Statewide ERP System (Category 8000).

Data Center Consolidation Projects

Agencies utilizing the Data Center Services (DCS) program for full managed infrastructure services (listed below) need to add a Data Center Consolidation project (Category 7000). Enter the DCS project the same as other projects:

- Department of Criminal Justice;
- Department of Information Resources;
- Department of Licensing and Regulation;
- Health and Human Services agencies;
- Health Professions Council;
- Office of the Attorney General;
- Public Utility Commission;
- Railroad Commission;
- Secretary of State;
- Alcoholic Beverage Commission;
- Facilities Commission;
- Commission on Environmental Quality;
- Department of Insurance;
- Department of Motor Vehicles;
- Department of Transportation;
- Texas Education Agency;
- Higher Education Coordinating Board;
- Parks and Wildlife Department;
- Library and Archives Commission;
- Texas Veterans Commission;
- Texas Workforce Commission;
- Texas Juvenile Justice Department; and
- Water Development Board.

Additionally, agencies (listed below) utilizing the DCS program on a limited basis for services, such as printing and mailing, Microsoft Office 365, and other optional services, should indicate those costs under Data Center Consolidation project (Category 7000):

- Commission on State Emergency Communication;
- General Land Office;
- Department of Agriculture;
- Department of Housing and Community Affairs;
- Department of Public Safety;
- Texas Military Department; and
- Racing Commission.

Centralized Accounting and Payroll/Personnel System

The Centralized Accounting and Payroll/Personnel System (CAPPS) – Statewide Enterprise Resource Planning (ERP) System project area (Category 8000) is to be used by agencies that participate in or are requesting appropriations to participate in the Comptroller of Public Accounts' (CPA) Statewide ERP System project. All CAPPS estimated and budgeted expenses in fiscal years 2016 and 2017 and requests (baseline and exceptional) for fiscal years 2018 and 2019 should be identified in capital budget submissions under Capital Project Category 8000 CAPPS Statewide ERP System. Affected agencies should include both capital expenses and noncapital informational expenses, such as internal staff costs. Additionally, agencies implementing CAPPS hub systems, should include all ongoing costs to support and maintain the systems.

Central CAPPS Deployments: Pursuant to the Texas Government Code, Section 2101.036, CPA has identified certain agencies to transition to the central CAPPS system during the 2018–19 biennium.

These agencies should identify in capital budget submissions any requests to fund costs for internal needs which arise from deployment. Agency internal costs to deploy onto central CAPPS typically include the following:

- backfilling subject matter experts (SME) dedicated to agency deployment efforts (on average, four hours per day, four days per week);
- training services for agencywide training efforts;
- programming services to modify agency internal interfacing systems;
- disposition of agency legacy data;
- IT efforts to meet minimum browser and network connectivity requirements; and
- travel costs for SME assignments or agencywide training efforts.

The entire request should be included as a capital budget project under Project Category 8000 CAPPS Statewide ERP System. Costs should be identified appropriately as capital expenses or noncapital informational expenses.

Agencies that are deploying, maintaining, or utilizing a CAPPs hub system that should add a CAPPs project, include the following:

- Cancer Prevention and Research Institute of Texas;
- Health and Human Services agencies;
- Texas Education Agency;
- Department of Transportation; and
- Texas Workforce Commission.

Additionally, the following agencies that make payments to CPA for converted PeopleSoft licenses used for internal accounting systems should add an ERP project:

- Office of the Attorney General;
- Health and Human Services Commission;
- Texas Education Agency;
- Department of Housing and Community Affairs;
- Department of Transportation; and
- Texas Workforce Commission.

Submission Schedule

The BOP is due on the same date as the **Legislative Appropriation Request (LAR)**. See [2018–19 BOP Submission Schedule](#) to locate the agency due date.



Important: If the agency lists an Exceptional Item(s) for Acquisition of Information Resource Technology in the LAR, ensure that the project is listed in the BOP. These projects would only list amounts in the Exceptional item fields as shown below.

Biennial Operating Plan

Financing

[Capital Informational DCC Related Costs Bottom](#)

Select a Project: 1 - Computer Hardware Refresh

[Add Multiple MOFs - Capital](#)

Capital:								
MOF	TOF	Est 2016	Bud 2017	BL 2018	BL 2019	Excp 2018	Excp 2019	
✘ 1 - General Revenue Fund	CA	\$0	\$0	\$0	\$0	\$200,000	\$200,000	
1- General Revenue Fund	GO							
MOF TOF Capital Totals:		\$0	\$0	\$0	\$0	\$200,000	\$200,000	

If an exceptional item is requested, use Part 4.A. Exceptional Item Request Schedule in the LAR to explain how the project would use appropriated funding.

Data Entry Considerations

Refer to the following reference 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 may contain 12 digits maximum. Enter only whole dollar amounts, not decimal places. Do not enter commas in numeric fields. • Use the following steps to activate the character count in Internet Explorer 10: <ul style="list-style-type: none"> ○ open IE 10; ○ press the Alt key to display a menu at the top of the screen; and ○ 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 multiline text fields by double-clicking in the field. Press the Enter key to start a new line of text in a multiline text field. Click the cursor outside the field or press Tab to move out of the field. Save the 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 the keyboard or by clicking Save on the screen. • Use the gray section to add new information to a corresponding grid and click Save.
	<p>IF THE EXPLORER STATUS BAR DOES NOT APPEAR</p>	<p>NAVIGATION</p>
<ul style="list-style-type: none"> • Unsaved numbers appear in italics and blue in color. Saved numbers are black. • Gray data cells are read only and may not be changed. Contact the 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.

Entering Projects

Ongoing Projects

ABEST defines an ongoing project as a project the agency has used in the past.

Adding Ongoing Projects — To add an ongoing project, click **Add Ongoing Projects**.

Biennial Operating Plan

Projects

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

BOP Projects:

			Seq	Short Name	Full Name	Category Code	Related Capital Project
✖	🔍	↓	1	Computer Hardware Refresh	Purchase of Computer Hardware -	5005	Computer Hardware Refresh <input type="button" value="Change"/>
✖	🔍	↑ ↓	2	Daily Operations	Daily Operations	6000	
✖	🔍	↑	3	Major Development Project	Major Development Project	5005	Major Development Project <input type="button" value="Change"/>

The screen lists all ongoing projects for the agency, as shown below.

Click SAVE or CANCEL to return to previous screen.

Select Ongoing Projects:

- Daily Operations
- Data Center Consolidation
- Development Project
- Master Lease Purchase - MLPP
- New Capital Budget Project
- Project One - 8000

Review the appropriate ongoing projects for accuracy. Select the **projects** to add and click **Save**.

The selected projects appear on the Projects grid, as shown below.

Biennial Operating Plan

Projects

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

BOP Projects:

		Seq	Short Name	Full Name	Category Code	Related Capital Project
✖	⬇	1	Computer Hardware Refresh	Purchase of Computer Hardware -	5005	Computer Hardware Refresh <input type="button" value="Change"/>
✖	⬆	2	Daily Operations	Daily Operations	6000	
✖	⬆	3	Major Development Project	Major Development Project	5005	Major Development Project <input type="button" value="Change"/>

[Top](#)

Ongoing Projects will be linked automatically to the Capital Project in the LAR that it was linked to in previous sessions. If the Capital Project is no longer available in the LAR, the following warning will appear on the grid: **Related Capital Project is required.** Use the drop-down box to link the appropriate Capital Project, as shown below.

Biennial Operating Plan

Projects

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

BOP Projects:

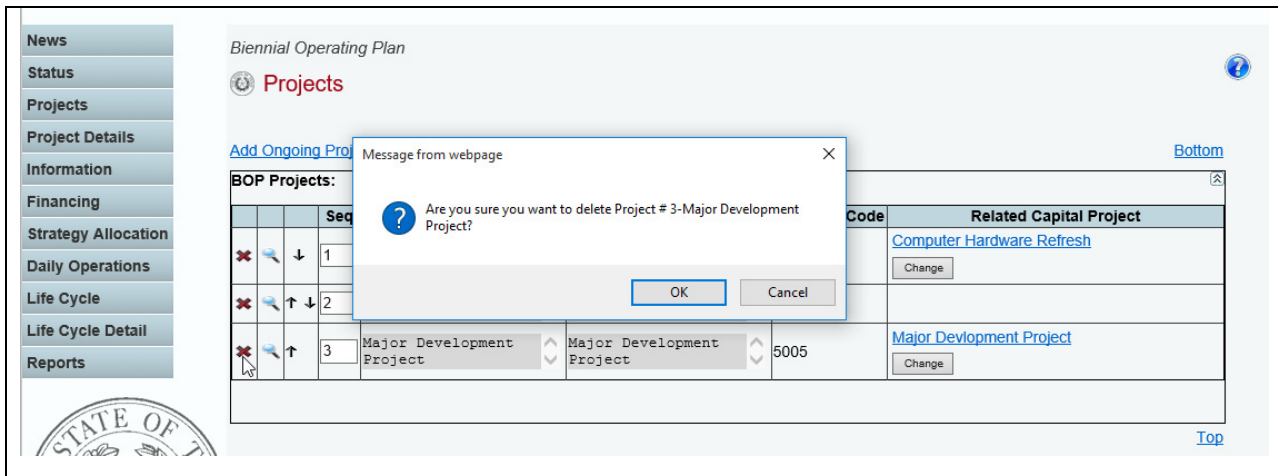
		Seq	Short Name	Full Name	Category Code	Related Capital Project
✖	⬇	1	Computer Hardware Refresh	Purchase of Computer Hardware -	5005	Computer Hardware Refresh <input type="button" value="Change"/>
✖	⬆	2	Daily Operations	Daily Operations	6000	
✖	⬆	3	Major Development Project	Major Development Project	5005	Major Development Project <input type="button" value="Change"/>
✖	⬆	4	Information Technology	Information Technology	5005	Select a Capital Project

Related Capital Project is required.

[Top](#)

Deleting Ongoing Projects – Delete ongoing projects by clicking the red X on the left of the Projects grid (shown below). Click **OK** in the confirmation window.

i **Important:** The Seq field links projects in the agency’s BOP submission to LAR capital budget projects in Category 5005. The BOP submission compares to the capital budget request using the Seq to link projects.



i **Important:** If you delete an ongoing project, it no longer appears on the Ongoing Projects screen. Reinststate a deleted project by pressing F5 (refresh) on the keyboard or by moving to another menu within ABEST. Select **Ongoing Project** as described previously to reinststate the project. If you entered data before deleting the project, ABEST has deleted the data, and you must reenter it.

The options in the following reference are helpful to navigate the screen quickly, especially when you have a large amount of data displayed on the screen.

NAVIGATION OPTIONS REFERENCE

White Arrow (top right)	Use this toggle switch to collapse or expand a particular grid. It will enable you to view the details above or below a particular grid.
Projects (hyperlink)	Moves to the top portion of the screen and displays projects the agency used in the past.
Top and Bottom (hyperlinks)	Positions the cursor at the top or bottom of the screen.

Daily Operations

Daily Operations are the costs required to provide for the continuation of information resources services necessary to operate the agency at current levels. These levels are often referred to as Baseline Operations.

Note for agencies with Data Center Services (DCS) contracts: Data center expenditures should not appear in the Daily Operations project, unless the Department of Information Resources (DIR) has approved a DCS exemption.

Examples of expenditures appropriate for Daily Operations include the following:

- cost of staff to operate the computer room and maintain existing applications and systems;
- cost to operate and maintain existing networks;
- software and hardware maintenance contracts not associated with new systems;
- replacement of inoperative or worn-out equipment necessary to maintain the current level of information resources service;
- software licenses for existing software;
- telecommunications line costs and long-distance charges;
- contracts, Interagency Contracts, or memoranda of understanding to provide continuation of processing services for existing systems;
- equipment that is already leased (not new equipment to be leased); and
- enhancement and software upgrades. (Do not identify as a separate new project for development unless the project has been identified as a capital budget item, a major information resource project, or as a separate item in the Legislative Appropriations Request.)

Projects that are not defined as Daily Operations (Category 6000) include the following:

- any activities that require additional development or expansion of the current level of information resources service;
- expenditures such as consultant services;
- replacement of working but functionally obsolete equipment; and
- procurement of new equipment required for system or information resources growth (other than the equipment specified previously).

Every agency is required to complete the Daily Operations project area of the BOP. Daily Operations projects require the same data entry as other projects with additional information plus an additional area to list additional [Categories](#) for daily operations.

Agencies with Data Center Services (DCS) contracts should not include data center services expenditures in the Daily Operations project, unless the Department of Information Resources (DIR) has approved a DCS exemption.

Agencies participating in CAPPS and Payroll/Personnel System, and agencies requesting appropriations to participate in the project, should not include expenditures in the daily operations project and should instead identify those costs under CAPPS – Statewide ERP System (Category 8000).

Adding Daily Operations Categories — Click **Add Multiple Daily Operations Categories** at the top of the Daily Operations grid to add categories (shown below).

Biennial Operating Plan

Daily Operations

Daily Operations Projects: 2 - Daily Operations

[Add Multiple Daily Operations Categories](#)

Category Description	Est 2016	Bud 2017	BL 2018	BL 2019	Excp 2018	Excp 2019
Enter data below.						
200 - Enterprise Resource Planning (ERF)	\$0	\$0	\$0	\$0	\$0	\$0

The screen lists all categories for the agency, as shown below.

Click SAVE or CANCEL to return to previous screen.

Select Daily Operations Category:

- 200 - Enterprise Resource Planning (ERP)
- 210 - Customer Relationship Management (CRM)
- 220 - Content Management
- 230 - Document Imaging and Processing
- 240 - Enterprise Application Integration / Middleware Deployment
- 250 - Mobile Computing / Wireless Technology
- 260 - Security
- 270 - Video Conferencing / WEB Broadcasting
- 280 - Geographic Information Systems
- 290 - Electronic Mail / Messaging / Collaboration Services
- 300 - Enterprise Management / Architecture / Performance
- 310 - Data Management / Data Warehousing
- 320 - Licensing / Permitting / Monitoring / Enforcement
- 330 - Interactive Voice Response (IVR)
- 340 - Voice Over IP (VoIP) / Telephony Managed Services
- 350 - Call Centers
- 360 - Network Services
- 370 - Acquisition and Refresh of Hardware and Software
- 380 - Other Administrative Functions
- 390 - Other Service Delivery Functions
- 400 - Software as a Service
- 410 - Cyber Security
- 420 - Cloud Computing
- 430 - Application Remediation

Click the appropriate category for Daily Operations to add and click **Save**.

The selected [Categories](#) appear on the Daily Operations grid, as shown below.

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Daily Operations

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Daily Operations Projects: 2 - Daily Operations

[Add Multiple Daily Operations Categories](#)

Category Description	Est 2016	Bud 2017	BL 2018	BL 2019	Excp 2018	Excp 2019
✘ 220 - Content Management	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$0
✘ 260 - Security	\$15,000	\$15,000	\$10,000	\$10,000	\$0	\$0
✘ 310 - Data Management / Data Warehousing	\$0	\$0	\$0	\$0	\$10,000	\$10,000
200 - Enterprise Resource Planning (ERP) ▼						
Daily Operations Totals:	\$215,000	\$215,000	\$210,000	\$210,000	\$10,000	\$10,000

Enter the amounts for the project and click **Save**. The system will not save the data unless you have entered at least one amount for the project.

ABEST Capital Budgets

Strategy Detail		
Strategy/OOE	2018	2019
01-01-01		
1002	\$ 100,000	\$ 100,000
2009	25,000	25,000
5000	100,000	100,000
02-01-01		
5000	\$ 150,000	\$ 115,000

Step 1: Capital Projects/Descriptions Menu

Capital Project Names		
Project Seq.	Project Name	Project Category
1	Computer Network	5005—Acquisition of Information Resources Technology

Rule 1: Each OOE and MOF in strategy recommendations must have *at least* enough money to equal the sum of all projects allocated to that strategy/OOE and strategy/MOF combination. It's okay to have more, as we have in Strategy 02-01-01.

Step 2: Capital Projects/Financing Menu

Capital Projects Financing				
Project 1—Computer Network (ID 1234)				
Informational MOF/TOF				
MOF	TOF	2018	2019	
1	CA—Current Approp.	\$25,000	\$25,000	\$25,000
Total		\$25,000	\$25,000	\$25,000
Capital Budget MOF/TOF				
MOF	TOF	2018	2019	
1	CA—Current Approp.	\$120,000	\$120,000	\$120,000
666	CA—Current Approp.	130,000	130,000	130,000
Total		\$250,000	\$250,000	\$250,000

Step 3: Capital Projects/Strategy Allocation Menu

Capital Projects Strategy Allocation				
Project 1—Computer Network (ID 1234)				
Informational Allocations				
Strategy	OOE	2018	2019	
01-01-01	2009	25,000	25,000	25,000
Total		\$ 25,000	\$ 25,000	\$ 25,000
Rule 2				
Strategy	MOF	2018	2019	
01-01-01	1	25,000	25,000	25,000
Total		\$ 25,000	\$ 25,000	\$ 25,000
Capital Budget Allocations				
Strategy	OOE	2018	2019	
01-01-01	1002	\$ 100,000	\$ 100,000	\$ 100,000
01-01-01	5000	75,000	75,000	75,000
02-01-01	5000	75,000	75,000	75,000
Total		\$ 250,000	\$ 250,000	\$ 250,000
Strategy	MOF	2018	2019	
01-01-01	1	\$ 45,000	\$ 45,000	\$ 45,000
01-01-01	666	130,000	130,000	130,000
02-01-01	1	75,000	75,000	75,000
Total		\$ 250,000	\$ 250,000	\$ 250,000

Rule 3

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

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

Capital Budget Projects

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

Adding New Projects – To add a new project, click Add New Project from the Projects or Project Details screen.

Seq	Short Name	Full Name	Category Code	Related Capital Project
1	Computer Hardware Refresh	Purchase of Computer Hardware -	5005	Computer Hardware Refresh <input type="button" value="Change"/>
2	Daily Operations	Daily Operations	6000	
3	Major Development Project	Major Development Project	5005	Major Development Project <input type="button" value="Change"/>

Enter the new project detail on the Project Details screen shown below.

Short Name:

Full Name:

Category:

Related Capital Project:

Type of Project:

Description:


Repeat this step to add as many new projects as needed.

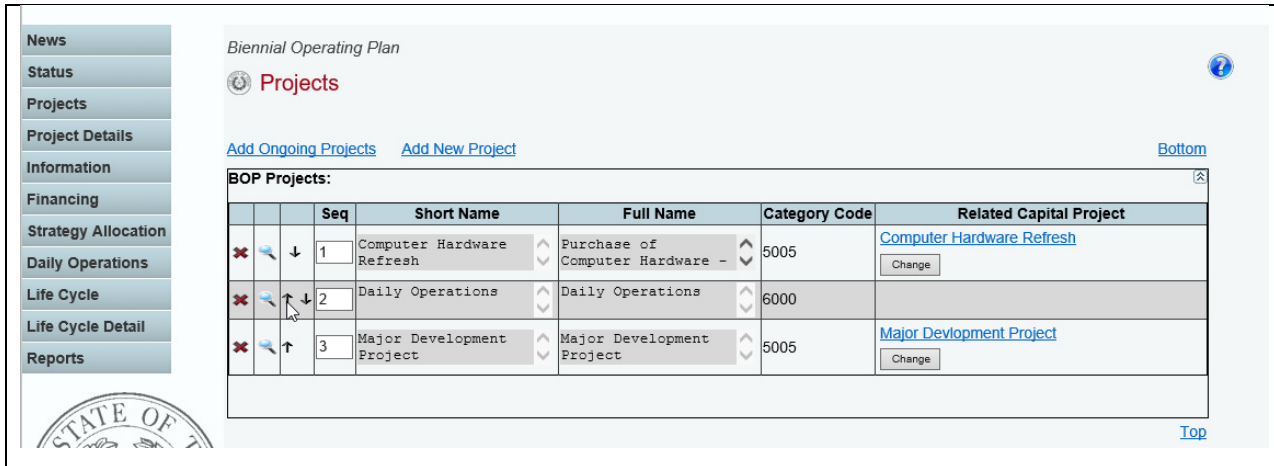
Deleting New Projects – Delete new projects by clicking the red X on the left of the Projects grid. Click **OK** in the confirmation window.

Revising Project Details

Revise and resequence ongoing and new projects from the Projects grid. ABEST, by default, lists projects in the order they are added.

Revising Projects – Click in the appropriate fields on the Projects grid to modify the project details and click **Save**.

Resequencing Projects – Click the  arrows to resequence the projects. Sequence 2 moves to sequence 1 by clicking the up arrow, as shown below.



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Projects

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

BOP Projects:

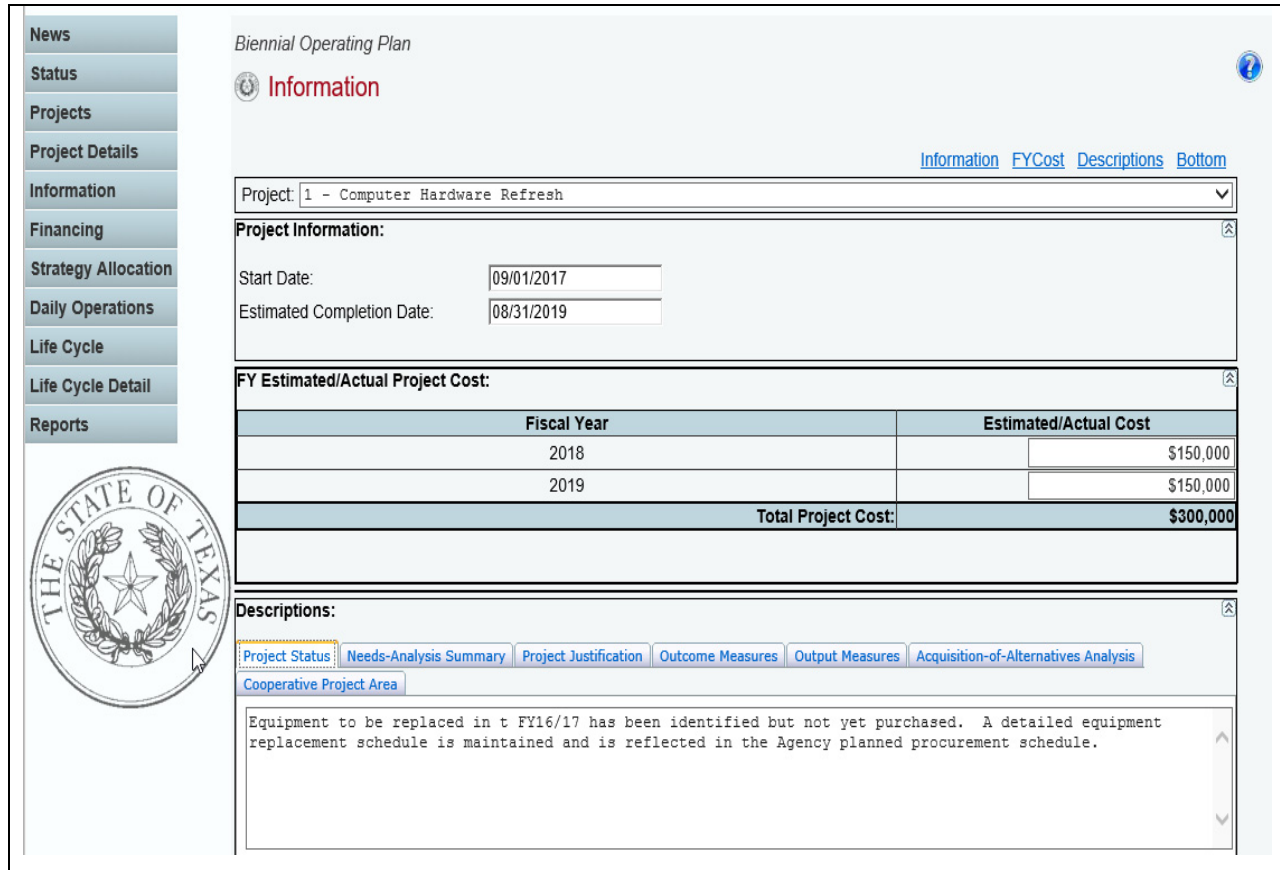
		Seq	Short Name	Full Name	Category Code	Related Capital Project
✖	⬇	1	Computer Hardware Refresh	Purchase of Computer Hardware -	5005	Computer Hardware Refresh <input type="button" value="Change"/>
✖	⬆	2	Daily Operations	Daily Operations	6000	
✖	⬇	3	Major Development Project	Major Development Project	5005	Major Development Project <input type="button" value="Change"/>

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Information

Enter descriptive information about each project on the Information menu.

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



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Information

Project: 1 - Computer Hardware Refresh

Project Information:

Start Date: 09/01/2017

Estimated Completion Date: 08/31/2019

FY Estimated/Actual Project Cost:

Fiscal Year	Estimated/Actual Cost
2018	\$150,000
2019	\$150,000
Total Project Cost:	\$300,000

Descriptions:

Project Status | Needs-Analysis Summary | Project Justification | Outcome Measures | Output Measures | Acquisition-of-Alternatives Analysis

Cooperative Project Area

Equipment to be replaced in t FY16/17 has been identified but not yet purchased. A detailed equipment replacement schedule is maintained and is reflected in the Agency planned procurement schedule.

The first project is loaded into the Project drop-down box. To change the project, select a different **Project** from the drop-down box, as shown below.

Enter the information for the selected project in the grids displayed on the screen. Note that the Descriptions grid has additional tabs that require data entry, and you cannot complete the BOP without this information. All Description tabs must be entered before you can save the information. If the project is defined as a major information resource project, the Business Case and Statewide Impact Analysis can be uploaded in ABEST.

Descriptions

Enter the **Start Date** and **Estimated Completion Date**. Daily Operations (Category 6000) projects will default to the current biennium. The **FY Estimated/Actual Project Cost** grid will build dynamically based upon start date and estimated completion date for the selected project.

Click the remaining tabs to enter data for each capital project and click **Save**. Review the following Character Limitations Reference:

CHARACTER LIMITATIONS REFERENCE	
PROJECT INFORMATION	
INPUT FIELD	CHARACTER LIMIT
Project Status	20,000
Needs Analysis Summary	20,000
Project Justification	20,000
Outcome Measures	20,000
Output Measures	20,000
Acquisition of Alternatives	20,000
Cooperative Project Area	20,000

Project Financing

Click the **Financing** menu to add Method of Finance (MOF) and Type of Finance (TOF) for each project. Enter the data here before moving to the Strategy Allocation menu.

Method of Finance

The Financing screen displays Capital, Informational, and DCC Related Costs grids for projects for Categories 5005 Capital Budget, 5008 Lease Payment/Mst Lse Prg, 5009 Emergency Management IR Technologies, 8000 CAPPS – Statewide ERP System. Capital and Informational grids are displayed for Data Center Consolidation (Category 7000) projects, and only the Informational grid is displayed for Daily Operations (Category 6000) projects. Capital expenses are those normally included in the capital budget, and Informational are noncapital costs associated with the project, such as state staff costs. DCC Related Costs are data center costs associated with that project. Capital is inclusive of those costs associated with the project.

Adding a single MOF — The first method of finance is loaded into the MOF drop-down box. To change the MOF, use the drop-down box.

Select an **MOF** from the drop-down box, enter the dollar amounts for each year, and click **Save**, as shown below. The system will not save the data unless you have entered at least one amount for the MOF.

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Financing

[Capital Informational DCC Related Costs Bottom](#)

Select a Project: 3 - Major Development Project

[Add Multiple MOFs - Capital](#)

Capital:							
MOF	TOF	Est 2016	Bud 2017	BL 2018	BL 2019	Excp 2018	Excp 2019
✘ 1 - General Revenue Fund	CA	\$500,000	\$500,000	\$750,000	\$750,000	\$0	\$0
1 - General Revenue Fund	GO						
MOF TOF Capital Totals:		\$500,000	\$500,000	\$750,000	\$750,000	\$0	\$0

[Add Multiple MOFs - Informational](#)

Informational:							
MOF	TOF	Est 2016	Bud 2017	BL 2018	BL 2019	Excp 2018	Excp 2019
✘ 1 - General Revenue Fund	CA	\$150,000	\$150,000	\$150,000	\$150,000	\$0	\$0
1 - General Revenue Fund	GO						
MOF TOF Informational Totals:		\$150,000	\$150,000	\$150,000	\$150,000	\$0	\$0

[Add Multiple MOFs - DCC](#)

DCC Related Costs (Capital is inclusive of DCC):							
MOF	TOF	Est 2016	Bud 2017	BL 2018	BL 2019	Excp 2018	Excp 2019
✘ 1 - General Revenue Fund	CA	\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0
MOF TOF DCC Totals:		\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0

As you save the data, the MOF TOF Total fields at the bottom of each grid update.

Important: Daily Operations will only show the Informational grid. Capital Budget Projects will show Capital, Informational, and DCC Related Costs grids.

Repeat this step to add as many MOFs as needed. You may add more than one TOF for each MOF. Use the drop-down box to add the additional entries.

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Adding Multiple MOFs – Click the **Add Multiple MOFs** above the Capital, Informational, and DCC grids to add MOFs (shown below).

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[Capital](#) [Informational](#) [DCC](#) [Related Costs](#) [Bottom](#)

Select a Project: 3 - Major Development Project ▼

[Add Multiple MOFs - Capital](#)

Capital:		TOF	Est 2016	Bud 2017	BL 2018	BL 2019	Excp 2018	Excp 2019
✘	1 - General Revenue Fund	CA	\$500,000	\$500,000	\$750,000	\$750,000	\$0	\$0
✘	2 - Available School Fund	CA	\$0	\$0	\$0	\$0	\$0	\$0
✘	6 - State Highway Fund	CA	\$0	\$0	\$0	\$0	\$0	\$0
	1 - General Revenue Fund	GO						
MOF TOF Capital Totals:			\$500,000	\$500,000	\$750,000	\$750,000	\$0	\$0

The screen shows all MOFs for the agency, as shown below.

Click SAVE or CANCEL to return to previous screen.

Select Capital MOFs:

- 1 - General Revenue Fund : CA - CURRENT APPROPRIATIONS
- 1 - General Revenue Fund : GO - GENERAL OBLIGATION BONDS
- 1 - General Revenue Fund : LP - LEASE PURCHASE (NON-MLPP)
- 1 - General Revenue Fund : ML - MASTER LEASE PURCHASE PRG
- 1 - General Revenue Fund : RB - REVENUE BONDS
- 2 - Available School Fund : CA - CURRENT APPROPRIATIONS
- 2 - Available School Fund : GO - GENERAL OBLIGATION BONDS
- 2 - Available School Fund : LP - LEASE PURCHASE (NON-MLPP)
- 2 - Available School Fund : ML - MASTER LEASE PURCHASE PRG
- 2 - Available School Fund : RB - REVENUE BONDS
- 3 - Instructional Materials Fund : CA - CURRENT APPROPRIATIONS
- 3 - Instructional Materials Fund : GO - GENERAL OBLIGATION BONDS
- 3 - Instructional Materials Fund : LP - LEASE PURCHASE (NON-MLPP)
- 3 - Instructional Materials Fund : ML - MASTER LEASE PURCHASE PRG
- 3 - Instructional Materials Fund : RB - REVENUE BONDS
- 4 - UT Pan Am Special Mineral Fund : CA - CURRENT APPROPRIATIONS
- 4 - UT Pan Am Special Mineral Fund : GO - GENERAL OBLIGATION BONDS
- 4 - UT Pan Am Special Mineral Fund : LP - LEASE PURCHASE (NON-MLPP)
- 4 - UT Pan Am Special Mineral Fund : ML - MASTER LEASE PURCHASE PRG
- 4 - UT Pan Am Special Mineral Fund : RB - REVENUE BONDS
- 5 - Confederate Pension Fund : CA - CURRENT APPROPRIATIONS
- 5 - Confederate Pension Fund : GO - GENERAL OBLIGATION BONDS
- 5 - Confederate Pension Fund : LP - LEASE PURCHASE (NON-MLPP)
- 5 - Confederate Pension Fund : ML - MASTER LEASE PURCHASE PRG
- 5 - Confederate Pension Fund : RB - REVENUE BONDS
- 6 - State Highway Fund : CA - CURRENT APPROPRIATIONS
- 6 - State Highway Fund : GO - GENERAL OBLIGATION BONDS

Click the appropriate MOFs to add and click **Save**.

The selected [MOFs](#) appear on the Capital grid, as shown below.

The screenshot shows the 'Biennial Operating Plan' interface. On the left is a navigation menu with options: News, Status, Projects, Project Details, Information, Financing, Strategy Allocation, Daily Operations, Life Cycle, Life Cycle Detail, and Reports. The 'Financing' section is active. The main area displays 'Select a Project: 3 - Major Development Project'. Below this is a 'Capital' grid with the following data:

MOF	TOF	Est 2016	Bud 2017	BL 2018	BL 2019	Excp 2018	Excp 2019
1 - General Revenue Fund	CA	\$500,000	\$500,000	\$750,000	\$750,000	\$0	\$0
2 - Available School Fund	CA	\$0	\$0	\$0	\$0	\$0	\$0
6 - State Highway Fund	CA	\$0	\$0	\$0	\$0	\$0	\$0
1- General Revenue Fund	GO						
MOF TOF Capital Totals:		\$500,000	\$500,000	\$750,000	\$750,000	\$0	\$0

The options in the following table are helpful in navigating the screen quickly, especially if the screen is displaying a large amount of data.

NAVIGATION OPTIONS REFERENCE	
White Arrow (top right)	Use this toggle switch to collapse or expand a particular grid. It will enable you to view the details above or below a particular grid.
Capital (hyperlink)	Moves to the top portion of the screen and displays the capital detail entered for the selected project.
Informational (hyperlink)	Moves you to the middle portion of the screen and displays the informational detail entered for the selected project.
DCC Related Costs (hyperlink)	Moves to the bottom portion of the screen and displays the DCC Related Costs detail entered for the selected project.
Top and Bottom (hyperlinks)	Positions the cursor at the top or bottom of the screen.

i Important: To minimize closing edits, keep in mind that the MOF/TOF must equal the capital strategy allocation for each project (capital and informational).

i Important: If a Capital Budget Project (baseline or exceptional) is requested, agencies should show the total cost for the project and DCC costs related to the project.

Deleting MOF Data —To delete an MOF, save any unsaved data first and then click the red X to the left of the MOF (shown below). Click **OK** in the pop-up window to confirm.

The screenshot shows the 'Biennial Operating Plan' interface. On the left is a navigation menu with items like News, Status, Projects, Project Details, Information, Financing, Strategy Allocation, Daily Operations, Life Cycle, Life Cycle Detail, and Reports. The main content area is titled 'Financing' and shows a dropdown for 'Select a Project' set to '3 - Major Development Project'. Below this is a table titled 'Capital:' with columns for MOF, TOF, Est 2016, Bud 2017, BI 2018, BI 2019, Excp 2018, and Excp 2019. The table contains three rows of MOF data, each with a red 'X' icon in the first column. A pop-up dialog box is overlaid on the table, asking 'Are you sure you want to delete Row# 3?'. The dialog has 'OK' and 'Cancel' buttons. The table's total row shows 'MOF TOF Capital Totals' with an estimated 2016 value of \$500,000 and other values of \$0.

MOF	TOF	Est 2016	Bud 2017	BI 2018	BI 2019	Excp 2018	Excp 2019
X 1 - General Revenue Fund	CA	\$500,000					\$0
X 2 - Available School Fund	CA	\$0					\$0
X 6 - State Highway Fund	CA	\$0					\$0
1 - General Revenue Fund	GO						\$0
MOF TOF Capital Totals:		\$500,000					\$0

Adding DCC Related Data – If you have a new project or an existing project that has new data center costs, use the DCC Related Costs grid. If the Eighty-fifth Legislature, Regular Session, 2017, approves the project, LBB analysts will work with agencies to extract the DCC Related Costs. The analysts will add these costs to amounts shown in the capital budget item (shown below).

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[Capital Informational DCC Related Costs Bottom](#)

Select a Project: 3 - Major Development Project

[Add Multiple MOFs - Capital](#)

Capital:								
MOF	TOF	Est 2016	Bud 2017	BL 2018	BL 2019	Excp 2018	Excp 2019	
✘ 1 - General Revenue Fund	CA	\$500,000	\$500,000	\$750,000	\$750,000	\$0	\$0	
✘ 2 - Available School Fund	CA	\$0	\$0	\$0	\$0	\$0	\$0	
✘ 6 - State Highway Fund	CA	\$0	\$0	\$0	\$0	\$0	\$0	
1 - General Revenue Fund	GO							
MOF TOF Capital Totals:		\$500,000	\$500,000	\$750,000	\$750,000	\$0	\$0	

[Add Multiple MOFs - Informational](#)

Informational:								
MOF	TOF	Est 2016	Bud 2017	BL 2018	BL 2019	Excp 2018	Excp 2019	
✘ 1 - General Revenue Fund	CA	\$150,000	\$150,000	\$150,000	\$150,000	\$0	\$0	
1 - General Revenue Fund	GO							
MOF TOF Informational Totals:		\$150,000	\$150,000	\$150,000	\$150,000	\$0	\$0	

[Add Multiple MOFs - DCC](#)

DCC Related Costs (Capital is inclusive of DCC):								
MOF	TOF	Est 2016	Bud 2017	BL 2018	BL 2019	Excp 2018	Excp 2019	
✘ 1 - General Revenue Fund	CA	\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0	
2 - Available School Fund	CA							
MOF TOF DCC Totals:		\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0	

Important: Note that Capital is inclusive of DCC Related Costs. Any differences will appear as a closing edit and will prevent you from submitting the BOP. See [Resolving Closing Edits](#) for details.

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Strategy Allocation

Click the **Strategy Allocation** menu to assign the strategies and Objects of Expense (OOE) and the Method of Finance (MOF) for each project.

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- Information
- Financing
- Strategy Allocation**
- Daily Operations
- Life Cycle
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Strategy Allocation

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

Select a Project: 1 - Daily Operations

[Add Multiple Informational Goal, Objective, Strategy / OOE's](#)

Informational OOE:							
GOS	OOE	Est 2016	Bud 2017	BL 2018	BL 2019	Excp 2018	Excp 2019
✘ 1.1.1 - LICENSING	2009 - OTHER OPERATING	\$275,000	\$275,000	\$315,000	\$315,000	\$0	\$0
1.1.1- LICENSING	1001-SALARIES AI						
Informational OOE Totals:		\$275,000	\$275,000	\$315,000	\$315,000	\$0	\$0

[Add Multiple Informational Goal, Objective, Strategy / MOFs](#)

Informational MOF:							
GOS	MOF	Est 2016	Bud 2017	BL 2018	BL 2019	Excp 2018	Excp 2019
✘ 1.1.1 - LICENSING	1 - General Revenue Fund	\$275,000	\$275,000	\$315,000	\$315,000	\$0	\$0
1.1.1- LICENSING	666-Appropriated R						
Informational MOF Totals:		\$275,000	\$275,000	\$315,000	\$315,000	\$0	\$0

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

The first project is loaded into the Project drop-down box. To change the project, select a different **Project** from the drop-down box.

Enter the strategies, OOE's, and MOFs by project. Select a **GOS** and an **OOE** or **MOF** code from the drop-down boxes. Enter the amounts associated with each strategy and code and click **Save**.

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To minimize closing edits, review the edit checks listed in the following reference:

EDIT CHECKS REFERENCE

Rule 1 – The strategies (strategy/budgeting menu) must contain enough money to cover the sum of all strategy allocations to all projects (capital budgets/strategy allocations menu).

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

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

Rule 4 – For each project, the MOF total in DCC Related Financing (MOF) must equal the total in DCC Related Strategy Allocation (MOF) for capital costs.

Life Cycle

Click the **Life Cycle** menu (as shown below).



Important: If the agency has been required to provide a planned procurement schedule to DIR, you must provide one before the LBB approves the BOP.

To add a life cycle category, click the drop-down box for the appropriate category and enter the agency totals for each category if applicable, and click **Save**.

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- Status
- Projects
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- Strategy Allocation
- Daily Operations
- Life Cycle
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- Reports

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Life Cycle

[Add Multiple Life Cycle Categories](#)

Has DIR required your agency to provide a planned procurement schedule for commodity items? Yes No

	Category Description	Refresh Cycle Target	Est # 2016	Est \$ 2016	Bud # 2017	Bud \$ 2017	BL # 2018	BL \$ 2018	BL # 2019	BL \$ 2019	Excp # 2018	Excp \$ 2018	Excp # 2019	Excp \$ 2019
✖	Desktops - Leased	4	25	\$25,000	25	\$25,000	25	\$25,000	25	\$25,000	50	\$50,000	50	\$50,000
	Desktops - Purchased	0												
Life Cycle Totals:				\$25,000		\$25,000		\$25,000		\$25,000		\$50,000		\$50,000

Data saved.

The categories for Life Cycle include the following:

-
- LIFE CYCLE CATEGORIES**
-
- Desktops Leased/Purchased
 - Laptops Leased/Purchased
 - Servers Leased/Purchased
 - Mainframes Leased/Purchased
 - Printers Leased/Purchased
 - Monitors Leased/Purchased
 - Tablets Leased/Purchased
 - None
-

Add multiple Life Cycle categories to the grid, or add each Life Cycle category separately along with the corresponding amounts.

Adding Multiple Life Cycle Categories – Click the **Add Multiple Life Cycle Categories** hyperlink, as shown below. Select the appropriate category and click Save.

Biennial Operating Plan

Life Cycle

[Add Multiple Life Cycle Categories](#)

Has DIR required your agency to provide a planned procurement schedule for commodity items? Yes No

Category Description	Refresh Cycle Target	Est # 2016	Est \$ 2016	Bud # 2017	Bud \$ 2017	BL # 2018	BL \$ 2018	BL # 2019	BL \$ 2019	Excp # 2018	Excp \$ 2018	Excp # 2019	Excp \$ 2019
Desktops - Leased	4	25	\$25,000	25	\$25,000	25	\$25,000	25	\$25,000	50	\$50,000	50	\$50,000
Desktops - Purchased	0												
Life Cycle Totals:			\$25,000		\$25,000		\$25,000		\$25,000		\$50,000		\$50,000

Data saved.

Life Cycle Detail

Click the **Life Cycle Detail** menu or the icon to add amounts and costs to a project (as shown below).

Each project that has been added in the **Projects** screen will be populated in the drop-down box.

Biennial Operating Plan

Life Cycle Detail

Life Cycle Category: Desktops - Leased

[Add Multiple Projects](#)

Project Description	Est # 2016	Est \$ 2016	Bud # 2017	Bud \$ 2017	BL # 2018	BL \$ 2018	BL # 2019	BL \$ 2019	Excp # 2018	Excp \$ 2018	Excp # 2019	Excp \$ 2019
New Computers	25	25000	25	25000	25	25000	25	25000	50	50000	50	50000
	0	0	0	0	0	0	0	0	0	0	0	0
Life Cycle Category Total:												
Difference:	25	\$25,000	25	\$25,000	25	\$25,000	25	\$25,000	50	\$50,000	50	\$50,000

Adding Multiple Projects – Click the **Add Multiple Projects** hyperlink, as shown below. Select the appropriate projects and click **Save**.

Biennial Operating Plan

Life Cycle Detail

Life Cycle Category: Desktops - Leased

[Add Multiple Projects](#)

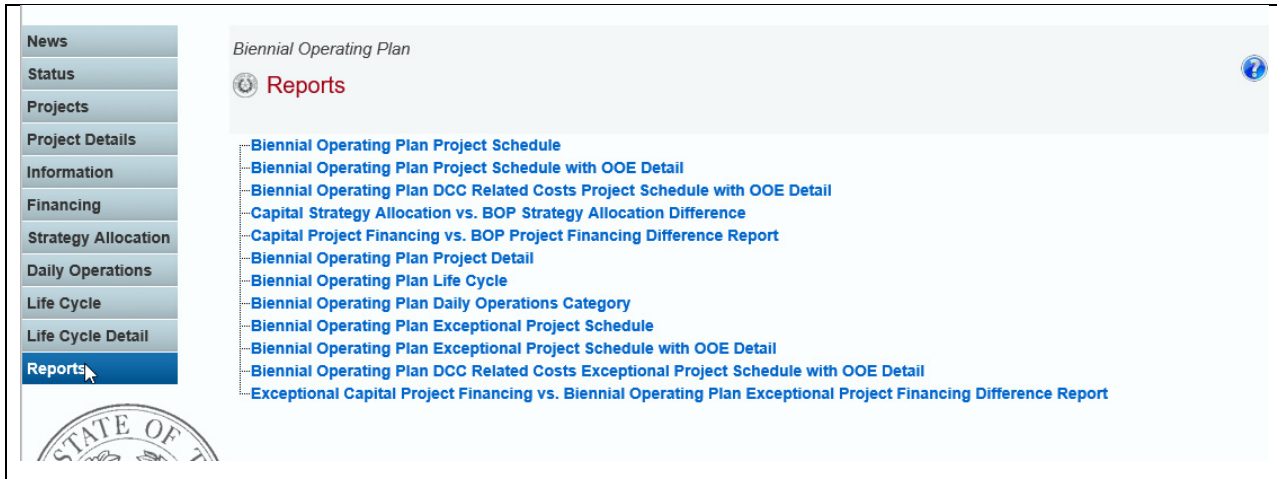
Project Description	Est # 2016	Est \$ 2016	Bud # 2017	Bud \$ 2017	BL # 2018	BL \$ 2018	BL # 2019	BL \$ 2019	Excp # 2018	Excp \$ 2018	Excp # 2019	Excp \$ 2019
Enter data below.												
Daily Operations												
Project Totals:	0	0	0	0	0	0	0	0	0	0	0	0
Life Cycle Category Total:	25	\$25,000	25	\$25,000	25	\$25,000	25	\$25,000	50	\$50,000	50	\$50,000
Difference:	25	\$25,000	25	\$25,000	25	\$25,000	25	\$25,000	0	\$0	0	\$0

As you save the data, the system updates the Category Total and Difference fields at the bottom of the grid.

Generating Reports

ABEST produces the reports based on the BOP data you submit. You may generate the reports at any time, regardless of the status. However, before printing the final copy, you must change the status to complete. See [Changing BOP Status to Complete](#).

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



Two Reports that, when compiled, make the BOP:

- Project Detail (Narrative); and
- Project Schedule with OOE Detail (Costs).

Click a **report name** to generate a report.

A preview using the Crystal Reports generator appears in the ABEST window as shown below. Use the arrow keys at the top to navigate through multipage reports. The binoculars icon opens a search field.

515 Board of Pharmacy					
Category Code / Category Name		Est 2016	Bud 2017	BL 2018	BL 2019
<i>Project Sequence/Project Id / Name</i>					
OOE BY STRAT/TOF/MOF CODE					
5005 Acquisition Information Resource Technology					
2/1 <i>Purchase of Computer Hardware - Scheduled replacement of items.</i>					
OBJECTS OF EXPENSE					
1-1-1 LICENSING					
<u>Capital</u>					
1001 SALARIES AND WAGES		\$0	\$0	\$0	\$0
Capital Subtotal OOE, Strategy	1-1-1	\$0	\$0	\$0	\$0
<u>Informational</u>					
2004 UTILITIES		\$0	\$0	\$380	\$380
2009 OTHER OPERATING EXPENSE		\$4,692	\$11,368	\$7,014	\$14,465
Informational Subtotal OOE, Strategy	1-1-1	\$4,692	\$11,368	\$7,394	\$14,845
Total OOE, Strategy	1-1-1	\$4,692	\$11,368	\$7,394	\$14,845
2-1-1 ENFORCEMENT					
<u>Informational</u>					
2004 UTILITIES		\$0	\$0	\$4,912	\$2,912
2009 OTHER OPERATING EXPENSE		\$53,517	\$53,730	\$97,484	\$79,858
Informational Subtotal OOE, Strategy	2-1-1	\$53,517	\$53,730	\$102,396	\$82,770
Total OOE, Strategy	2-1-1	\$53,517	\$53,730	\$102,396	\$82,770
3-1-1 LICENSING - INDIRECT ADMINISTRATION					
<u>Informational</u>					
2004 UTILITIES		\$0	\$0	\$125	\$125
2009 OTHER OPERATING EXPENSE		\$1,611	\$1,974	\$2,585	\$3,121
Informational Subtotal OOE, Strategy	3-1-1	\$1,611	\$1,974	\$2,710	\$3,246
Total OOE, Strategy	3-1-1	\$1,611	\$1,974	\$2,710	\$3,246
3-1-2 ENFORCEMENT-INDIRECT ADMINISTRATION					

To print, click the **second icon** in the top left corner of the ABEST screen. If you click the printer icon for the browser, the report will not print. See the example below.

Return
Business Objects

Biennial Operating Plan Project Schedule with OOE Detail
 85th Regular Session, Agency Submission, Version 1
 Automated Budget and Evaluation System of Texas (ABEST)

5/24/2016 3:06:53PM

SIS Board of Pharmacy

Category Code / Category Name <i>Project Sequence/Project Id / Name</i> OOE BY STRAT/ TOF / MOF CODE	Est 2016	Bud 2017	BL 2018	BL 2019
5005 Acquisition Information Resource Technology				
2/1 <i>Purchase of Computer Hardware - Scheduled replacement of items.</i>				
OBJECTS OF EXPENSE				
1-1-1 LICENSING				
<u>Capital</u>				
1001 SALARIES AND WAGES	\$0	\$0	\$0	\$0
Capital Subtotal OOE, Strategy 1-1-1	\$0	\$0	\$0	\$0
<u>Informational</u>				
2004 UTILITIES	\$0	\$0	\$380	\$380
2009 OTHER OPERATING EXPENSE	\$4,692	\$11,368	\$7,014	\$14,465
Informational Subtotal OOE, Strategy 1-1-1	\$4,692	\$11,368	\$7,394	\$14,845
Total OOE, Strategy 1-1-1	\$4,692	\$11,368	\$7,394	\$14,845
2-1-1 ENFORCEMENT				
<u>Informational</u>				
2004 UTILITIES	\$0	\$0	\$4,912	\$2,912
2009 OTHER OPERATING EXPENSE	\$53,517	\$53,730	\$97,484	\$79,858
Informational Subtotal OOE, Strategy 2-1-1	\$53,517	\$53,730	\$102,396	\$82,770
Total OOE, Strategy 2-1-1	\$53,517	\$53,730	\$102,396	\$82,770
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Informational Subtotal OOE, Strategy 3-1-1	\$1,611	\$1,974	\$2,710	\$3,246
Total OOE, Strategy 3-1-1	\$1,611	\$1,974	\$2,710	\$3,246
3-1-2 ENFORCEMENT-INDIRECT ADMINISTRATION				

Page 1 of 5

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

Return
1 / 5
Main Report
100%
Business Objects

Biennial Operating Plan Project Schedule with OOE Detail
 85th Regular Session, Agency Submission, Version 1
 Automated Budget and Evaluation System of Texas (ABEST)

5/24/2016 3:06:53PM

515 Board of Pharmacy

Category Code / Category Name <small>Project Sequence/Project Id / Name</small>	Est 2016	Bud 2017	BL 2018	BL 2019
<small>OOE BY STRAT/ TOF / MOF CODE</small>				
5005 Acquisition Information Resource Technology				
<i>2/1 Purchase of Computer Hardware - Scheduled replacement of items.</i>				
OBJECTS OF EXPENSE				
1-1-1 LICENSING				
<u>Capital</u>				
1001 SALARIES AND WAGES	\$0	\$0	\$0	\$0
Capital Subtotal OOE, Strategy 1-1-1	\$0	\$0	\$0	\$0
<u>Informational</u>				
2004 UTILITIES	\$0	\$0	\$380	\$380
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Total OOE, Strategy 3-1-1	\$1,611	\$1,974	\$2,710	\$3,246
3-1-2 ENFORCEMENT-INDIRECT ADMINISTRATION				

Page 1 of 5

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

http://10.27.200.225/ - Export the Report - Internet Explorer

Export Options

Please select an Export format from the list.

Acrobat Format (PDF) ▼

Enter the page range that you want to Export.

All

Pages

From: 1 To: 1

OK

Click **Return** in the top left corner of the report to return to the **Reports** menu.

Category Code / Category Name		Est 2016	Bud 2017	BL 2018	BL 2019
515 Board of Pharmacy					
<i>Project Sequence/Project Id / Name</i>					
OOE BY STRAT/ TOF / MOF CODE					
5005 Acquisition Information Resource Technology					
2/1 <i>Purchase of Computer Hardware - Scheduled replacement of items.</i>					
OBJECTS OF EXPENSE					
1-1-1 LICENSING					
<u>Capital</u>					
1001	SALARIES AND WAGES	\$0	\$0	\$0	\$0
Capital Subtotal OOE, Strategy		1-1-1	\$0	\$0	\$0
<u>Informational</u>					
2004	UTILITIES	\$0	\$0	\$380	\$380
2009	OTHER OPERATING EXPENSE	\$4,692	\$11,368	\$7,014	\$14,465
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Total OOE, Strategy		3-1-1	\$1,611	\$1,974	\$2,710
3-1-2 ENFORCEMENT-INDIRECT ADMINISTRATION					

Changing Status to Complete

You must change the BOP status for the agency from Incomplete to Complete to submit the BOP. 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.

The screenshot shows a web interface titled "Biennial Operating Plan" with a "Status" section. It contains two radio buttons: "INCOMPLETE" and "COMPLETE". The "COMPLETE" radio button is selected. Below the radio buttons are "Save" and "Cancel" buttons. A green message at the bottom reads: "<<< CONGRATULATIONS, YOU MAY NOW SET YOUR STATUS TO 'COMPLETE' >>>".

If you have no closing edits, the BOP status will change to Complete when you click Save.



Important: If you have imbalances or other problems with the BOP, they will appear here on the Status screen as closing edits. You cannot change the BOP status to Complete until you clear the closing edits. Use the next section of these instructions for help to balance the BOP. When you have cleared all the closing edits, set the status to Complete.

After you change the status to complete, the LBB Information Resources analyst can view the BOP.

To make changes to the BOP after setting the status to Complete, call the agency's LBB IR analyst to approve reopening ABEST for the agency. You must change the status back to complete after making the revisions.

Resolving Closing Edits

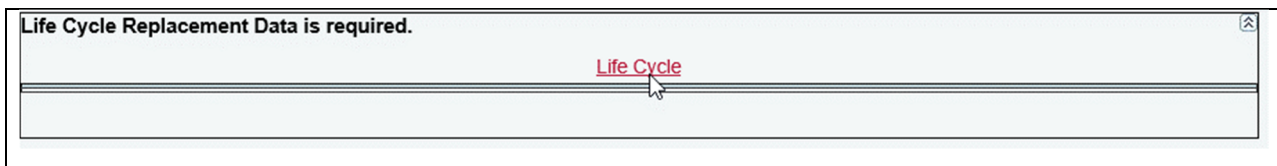
Closing edits will appear on the Status menu if you have failed to enter data or if you entered the data incorrectly. The closing edits display important information (i.e., year, OOE, MOF, strategy, sequence, etc.) about the item.

To print the screen, click the browser printer icon.

Click the hyperlink displayed above each section, as shown below. The hyperlink directs you to the appropriate screen location.



Important: The hyperlink will direct you to the screen location affected, but it will not show the specific item in question.



Resolve the items listed in each section on the status screen. Use the hyperlink on the status screen to direct you to each grid, or click on each menu item as the following resolutions indicate. Resolving the issue removes the closing edit from the status screen.

NAVIGATION OPTIONS REFERENCE: RESOLUTIONS FOR CLOSING EDITS

EDIT	RESOLUTION
Missing Information: All fields on Information Screen are required. Total Project Cost must also be greater than \$0.	This edit looks at the Information grid and determines if the agency has entered all required information for each project. Check the Information grid for missing data.
Project not linked to Capital Project.	The error message is displayed when a BOP Capital project entered is not linked to a Capital Budget project in the agency's LAR. To clear this edit, on the Projects grid, select a Related Capital Project.
Daily Operations Categories – MOF/TOF = Difference (Difference must be equal to \$0)	This error message indicates differences in the amounts were entered for the Daily Operations in the Daily Operations grid. Check the Financing menu for differences between Daily Operations and the Financing grid.
Life Cycle – Life Cycle Detail Summary = Difference (Difference must be equal to \$0)	This error message indicates that information entered in the Life Cycle grid does not match information in the Life Cycle Detail grid. When reviewing the Life Cycle Detail grid, review the Category Total against the Difference Total on the Life Cycle Detail grid.
Projects Allocation Differences: Financing MOF – Strategy MOF difference	This edit appears if the financing for a capital project does not equal the strategy allocation. OOE's and MOF's must balance. To clear this edit, click the Financing menu. The closing edit displays the project number and whether the project is Capital or Informational. Select the project and review the MOF data; revise if necessary and click Save . If the edit has not cleared, click the Strategy Allocation menu. Select the project and review the OOE data; revise if necessary, and click Save . OOE's and MOF's should be in balance.
Strategy Allocation Differences: Strategy Allocation OOE's = Strategy Allocation MOF's	This closing edit lists OOE and MOF differences by strategy. To clear this edit, click the Strategy menu. Select the strategy listed in the closing edit. Adjust OOE and MOF data so that the OOE/MOF Difference row for the strategy shows \$0 for each year.
MOF TOF Capital Detail – DCC Related Costs Detail = Difference (Difference must be >= \$0)	This edit will appear when the amount entered for a project in a specific year for DCC Related Costs is greater than the amount entered for that project in Capital. Remember that Capital is inclusive of DCC.
LAR: Strategy > Budgeting – Strategy Allocation = Difference (Difference must be >= \$0)	In the LAR under Strategy>Budgeting , enter your requested data for OOE's, MOF's, etc., before entering your data under the Capital Projects/Strategy Allocations menus. This error indicates not enough dollars are shown in the Strategy Request to fulfill the dollars that you entered for the Capital Budget Project.
LAR: Capital Project Financing – Financing (Summed by Capital Project) = Difference (Difference must be >= \$0)	The LAR Capital Budget is inclusive of the BOP; thus the BOP projects must be equal to or less than the Capital Projects in the LAR. Select Financing from the menu in the BOP and make sure the amounts entered are equal to the Capital Project in the LAR. The edit will display which projects are not in balance.
Strategy Allocation (OOE's) – MOF/TOF = Difference (Difference must be equal to \$0)	This edit appears if the financing for a capital project does not equal the strategy allocation. OOE's and MOF's must balance. To clear this edit, click the Financing menu. The closing edit displays the project number and if the project is Capital or Informational. Select the project and review the MOF data; revise if necessary and click Save . If the edit has not cleared, click the Strategy Allocation menu. Select the project and review the OOE data; revise if necessary, and click Save . OOE's and MOF's should be in balance.
Missing Business Case, Workbook or Statewide Impact Analysis for non-6000 and 7000 projects over \$1 Million	This edit is a warning that reviews estimated costs from the Information grid greater than \$1.0 million. This edit is only a warning and will enable closing and submission of the BOP.

Troubleshooting

The following items are previous calls to the LBB Help Desk. Review Frequently Asked Questions on the LBB website (www.lbb.state.tx.us → Agency Instructions). The Help Desk number is 512-463-3167.

I have logged into ABEST, but I cannot do anything on my BOP.

You must change the budget status from Empty to Incomplete before you can begin data entry. See [Changing Budget Status](#).

What is the deadline for my agency to submit our BOP?

The schedule is online at www.lbb.state.tx.us → Agencies Portal → Instructions → Legislative Appropriations Request Instructions. Click the LAR Submission Schedule link.

How do I print my agency's BOP reports from the previous session?

Click the **Profile Selection** menu, change the profile to the session you want to print, such as 84-R, S01, and click **Save**. See [Generating Reports](#).

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?

See [Generating Reports](#).

ABEST is acting peculiar.

Sometimes ABEST behaves in a peculiar manner right before it times out. Close the browser window, then reopen it, and log back into ABEST. If the problem is still occurring, call the LBB Help Desk at 512-463-3167.

There are missing strategies in my capital budget.

Enter the strategy request data *before* entering the capital budget data.

I am working on entering my capital budget data. When I try to enter Project Strategy Allocation data, I get the message, "All requested OOE funds have been allocated to the project." What do I need to do?

Enter the data for the Strategy menu *before* entering the data for the Capital Projects/Strategy Allocations menus.

I changed my status to Complete, but now I need to revise something.

Call the LBB budget analyst, who will relay his or her approval to Application Support. Application Support typically can reopen ABEST within 30 minutes of the call.

Definition of Capital Budget

Capital Budget Projects are those with a unit cost greater than \$100,000 for the biennium. Examples may include a piece of hardware or enterprise solution.

These projects also might include similar or identical items with individual unit costs of less than \$100,000 that constitute a functionally unified asset or asset improvement. Such items must be grouped together and considered a capital budget project aggregate cost of the items greater than \$100,000. For example:

- unified asset: When grouped together, the replacement of 100 personal computers as a group or separately during the biennium, each with a unit cost of \$2,000, exceeds the \$100,000 threshold. As a result, the PCs should be identified as a capital project;
- agency infrastructure: Hardware purchases or leases should be aggregated to determine if the \$100,000 threshold is met. Likewise, software purchases and telecommunications purchases and leases should be aggregated;
- assets acquired from consultants or contracted service providers: These items include information resource technologies or other assets developed or acquired through a consultant or contracted services. This grouping applies to assets that will ultimately be owned by a state agency, regardless of whether the asset is operated by a state agency or a contractor. Examples include:
 - a consultant develops a generic licensing system that a state agency will own, operate, and maintain; and
 - a state agency contracts with a vendor to provide automated fraud detection services; when the contract for services ends, the state agency owns the automated system; and
- treatment of leased information resource technologies: Leased equipment or software that are components of a functionally unified asset should be viewed as part of the total capital budget project cost and treated like cash purchases of information resource technologies. Examples include:
 - an information resource technology project requires the addition of computer hardware to support new software. The agency determines that leasing the equipment is more cost-effective than a cash purchase. The project would be considered a functionally unified asset. As a result, the agency should include the annual lease cost in the capital budget project; and
 - an agency determines that it is cost-effective to lease its personal computers. The biennial lease cost for these personal computers exceeds \$100,000. This cost would be considered a functionally unified asset.

Typically, any expenditure directly related to the acquisition of an asset or to the placing of an asset in service must be included in the cost of a capital budget project, with the

exception of internal staff costs. The costs of a capital budget project should include costs related to the acquisition of information resource technologies, such as the purchase, lease, lease-purchase, or contract of:

- software;
- hardware and computer time;
- facility resources;
- maintenance and training;
- contracted computer services; and
- information resource technologies developed and used by a contractor, but owned or leased by a state agency.

For example, the costs include those associated with consultant and nonconsultant contracts for the initiation, design, or development of a computer system, if those costs are directly related to the acquisition of the system or are necessary to place the system into a production environment.

Occasionally, certain costs may be identified that are similar to ancillary capital costs, but do not require the restrictions associated with the capital budget. Such costs may be identified for informational purposes and allocated to related capital budget projects. Such costs would not be included in the capital budget rider, but they would be considered with the overall costs relating to a major information resource project, such as agency personnel services and agency personnel fringe benefits.

Another example is that an agency may contract with one or more project managers to oversee parts or phases of a very large project, and may additionally choose to contract with an independent validation and verification (IV&V) consultant for advice on oversight of the multiple contracts. The agency may choose to pay the consultant from regular operating funds and show the expenditure in the BOP as an informational allocation of noncapital costs.

Project Type

Daily Operations

Daily Operations are the costs required to provide for the continuation of information resources services necessary to operate the agency at current levels. These levels are sometimes referred to as Baseline Operations.

Note: For Daily Operations projects, the Type of Project Code defaults to 100 – Daily Operations.

Data Center Consolidation – Capital Budget

Agencies participating in data center consolidation (DCS) as defined by the Texas Government Code, Section 2054, Subchapter L, Statewide Technology Centers, must complete a capital budget project schedule.

Information submitted in ABEST for the BOP should clearly delineate data center costs for agencies subject to data center consolidation and should be consistent with data submitted in the LAR.

Enterprise Resource Planning (ERP)

Includes the administration of an agency's financial and human resources back-office systems, which help to manage the agency, that include general ledger, accounts payable, accounts receivable, budgeting, inventory, asset management, billing, payroll, projects, grants, payroll, and time and labor.

Customer Relationship Management (CRM)

Includes service and support systems intended to increase the productivity and efficiency of support staff that are required to support constituents and service requestors. This front-office category, which relates to customers, provides customer service and support.

Content Management

Includes document management (native digital documents, not scanned), electronic records management, web content management, knowledge management, search and retrieval, content categorization (taxonomy), digital preservation, and email archiving.

Document Imaging and Processing

Includes aspects of converting paper documents to electronic form, such as: imaging, scanning, indexing, electronic forms, backfile conversion, workflow, optical character recognition, computer output to laser disk, computer output to microfiche.

Enterprise Application Integration/Middleware Deployment

Includes the system software and infrastructure that enables intra-application and interapplication communications.

Mobile Computing or Wireless Technology

Includes technology for broadband access to back-end application systems utilizing various topologies. This category ranges from: a mobile device that hosts a full application, managing the user interface, business logic, and local database access logic); to one in which the business logic runs on an enterprise server, and the presentation logic and some basic business logic reside on a client mobile device.

Security

Includes network and client-based firewall and virtual private network (VPN) deployments; intrusion prevention or detection systems (IPS/IDS); server-based access controls (e.g., biometrics, smart cards, or other onetime password tokens); encryption (for data in transit, files, public key infrastructure); IT security design reviews; vulnerability scanning, assessment, and testing; malware blocking tools (e.g., application-level attack blocking, virus, spyware, adware, and spam management); automated patch management and security policy compliance tools; physical security for IT assets; and the implementation of forensics, risk, or security assessment tools.

Video Conferencing and Web Broadcasting

Includes two-way analog or IP-based video conferencing, and IP-based video broadcasting (one-way, one-to-many, and replay).

Geographic Information Systems

Includes the capturing, storing, updating, manipulating, analyzing, displaying, and/or online publishing of geographically referenced information.

Electronic Mail/Messaging/Collaboration Services

Includes projects that encompass messaging and collaboration technologies, including email, in delivering business solutions through application integration, workflow, and remote access, among others.

Enterprise Management/Architecture Performance

Includes defining, updating, evaluating, developing, purchasing, implementing, managing, and maintaining methodologies and systems for business or systems development processes, and project and program management. Also includes performance measurement and management systems intended to deliver strategic and tactical analysis, and reporting tools to measure and enable an agency to act on its performance goals. Additionally, includes enterprise architecture initiatives.

Data Management and Data Warehousing

Projects include implementing or enhancing tools, architectures, policies, practices, and procedures that properly manage the full data life cycle needs of an enterprise. These projects include data warehouse and business intelligence capabilities to support data analysis and decision-making tasks.

Licensing, Permitting, Monitoring, and Enforcement

Includes projects that support licensing or permitting functions of the agency, and related activities such as compliance monitoring and enforcement.

Interactive Voice Response (IVR)

Includes projects implementing or enhancing telephone self-service functions using either traditional or IP-based interactive voice response technology on DIR's Texas Agency Network (TEX-AN).

Voice Over Internet Protocol (VoIP)/Telephony Managed Services

VoIP Transition – Capitol Complex agencies transitioning from the end-of-life Private Branch Exchange (PBX) system to a voice over IP (VoIP) platform provided by DIR as defined by the Texas Government Code, Section 2170.059.

Call Centers

Includes installation, hosting, and management of call centers or contact centers on the TEX-AN Internet Services Gateway Communications network, offering advanced IP communications features that are managed from a single interface, such as intelligent routing of multichannel contacts, queuing, computer telephony integration (CTI), and comprehensive reporting.

Network Services

Includes projects that implement, enhance, or expand wide area network services or Internet access services.

Acquisition and Refresh of Hardware and Software

Includes projects that are directed primarily to the acquisition, upgrade, replacement, and maintenance of hardware and software for mainframe, server, desktop, portable, and mobile computing. These projects include maintenance and seat management contracts.

Note to DCS Agencies: Do not include server hardware and software unless it has a DIR-approved DCS exemption.

Other Administrative Functions

This category includes projects that do not fit any of the previous categories, and that support agency administrative functions (as opposed to service delivery functions). Identify the administrative function supported.

Other Service Delivery Functions

This category includes projects that do not fit any of the previous categories, and that support agency service delivery functions (as opposed to administrative functions). Identify the service delivery function supported.

Software as a Service

Software as a service (SaaS) is a software delivery model in which software and associated data are centrally hosted on the cloud (see Cloud Computing). Users typically access SaaS by using a thin client, which refers to a computing device that operates from a server instead of a hard drive, via a web browser.

Cyber Security

The protection of information systems from theft or damage to the hardware, software, and the information on them, and from disruption or misdirection of the services they provide.

Cloud Computing

Internet-based computing that provides shared processing resources and data to computers and other devices on demand. It is a model for enabling ubiquitous, on-demand access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services), which can be rapidly provisioned and released with minimal management effort.

Application Remediation

Involves the replacement or the process of remedying an application(s) that is undesirable or deficient for use in the State Technology Center. Options to update or replace legacy systems range from straightforward measures (such as replatforming the hardware or upgrading the software) to replacing the application with a commercial, off-the-shelf (COTS) solution. In some cases, the application may be able to be consolidated with another application. In other cases, the application can be tolerated and monitored. Applications may have multiple remediation options.

Glossary

Agency Biennial Information Resources (IR) Budget

The total funding allocated to projects. Includes all IR internal staff costs and IR procurements—whether purchased, rented, leased, leased for purchase, or licensed—for all hardware, software, and services, regardless of the source of funding or method of procurement.

Capital Project Category Code

A category assigned by capital projects for reporting and budgeting purposes. For BOP purposes, only 5005, 5008, 5009, 7000, and 8000 – Acquisition of IR Technologies are valid.

Daily Operations Project

A project that includes the costs required to provide for the continuation of information resources services necessary to operate the agency at current levels. The category code for Daily Operations is 6000. Upon analysis of daily operations, the Legislative Budget Board (LBB) may identify areas (categories) that could be considered as a capital budget item(s) or as a major information resource project.

Information Resources (IR)

The procedures, equipment, and software that are employed, developed, built, operated, and maintained to collect, enter, process, store, retrieve, display, and transmit information and associated personnel, including consultants and contractors. The Eighty-third Legislature, General Appropriations Act (GAA), 2014–15 Biennium, Article IX, Section 9.01, defines a major IR project as provided by the Texas Government Code, Section 2054.003.

Information Resources (IR) Project

A planned and organized effort to provide information technology and resources that support an organization's business functions. A project is typically characterized by well-defined parameters, specific objectives, defined and measurable benefits, planned activities, a scheduled completion date, and an established budget with a specified source of funding. Projects fall into one category: projects costing greater than \$100,000 during a biennium as defined in Article IX, Section 14.03 (2014–15 GAA).

Exceptional Items

Agencies may request funding greater than the baseline level in their Legislative Appropriation Requests (LAR). These requests are referred to as exceptional items. Each exceptional item should demonstrate the enhanced services or increased effectiveness of agency operations that would result from receiving the request. Exceptional items that have an information technology component that are entered in the LAR should also be entered in the BOP.

Information Resources Technologies

Data processing and telecommunications hardware, software, services, supplies, personnel, facility resources, maintenance, and training.

Method of Financing (MOF)

Identifies the source from which funds have been appropriated or are being requested. See www.lbb.state.tx.us/Documents/Reference/MOF_Codes.pdf for MOFs.

Object of Expense (OOE)

Expense category used to cover payments for a time or class of item; (e.g., the personnel category covers payments for the services of agency employees). See www.lbb.state.tx.us/Documents/Reference/OOE_Codes_1009.pdf for OOE's.

Outcome Measures

Agency's analysis of the project cost factors related to the project's anticipated payback, benefit, or gain.

Output Measures

Agency's analysis of the program-related or system-related performance objectives, and the measures that gauge the project's success.

Post-implementation Costs

All associated ongoing costs in the years after a project is placed in production, such as professional fees and services, utilities, and other operating expenses.

Procurement of Information Resource Technologies

The acquisition of one or more of the following items, whether purchased, rented, leased, or leased to purchase:

- hardware;
- software and licenses;
- commodities and supplies; and
- services: contract, consultant, maintenance, or training.

Project Life Cycle

The period from the inception date of a project to the date the project is completed and placed in production. An example of a project life cycle is the development of an agency payroll system in which the initial requirements study begins in fiscal year 2015. The design, analysis, programming, and testing of the system occur during a two-year period, and the final system is completed and placed into service in fiscal year 2017. The life cycle of the project is fiscal years 2015 to 2017.

Project Life-Cycle Cost

A total of all costs associated with a project, including agency personnel services, agency personnel fringe benefits, and IR procurements (whether purchased, rented, leased, leased for purchase, or licensed) for all hardware, software, and services, regardless of source of funding or method of procurement. The project life-cycle costs include all development costs incurred before a project is placed in production. End-user staff advising the project team on user requirements are not included in the project cost, unless more than half of their time is devoted to the project.

Quality Assurance Team (QAT)

The Quality Assurance Team is authorized by the Legislature to oversee major information resource projects within state agencies and institutions of higher education. The QAT consists of staff from the State Auditor's Office, Legislative Budget Board, and the Department of Information Resources. The QAT coordinator is staff at the LBB. See Information Resources (IR) Project. The QAT website is qat.state.tx.us/.

Related Procurements or Related Developmental Activity

- Actions or tasks that produce or acquire components or systems that together provide new, more, or different functionality, capability, or performance; and
- actions, tasks, or procurements that singly or as a group produce the same general qualitative effect, or cooperate to produce an effect.

Examples of single procurement projects are a mainframe computer upgrade or a power system (UPS) for the mainframe. Examples of projects with related procurements include: a minicomputer, personal computer, consulting services, training, a new personnel system, an optical drive, file server, network cards, printers, telecommunications costs, and software purchased during a three-year period to upgrade and enhance a local area network.

Type of Financing (TOF)

Descriptor of the method of financing (MOF). Each method of financing must be further defined by what type of financing it is: current appropriations, General Obligation bonds, lease purchase (non-Master Lease Purchase Program), Master Lease Purchase Program, or revenue bonds.

2018–19 BOP Submission Schedule

August 5, 2016

Board of Chiropractic Examiners
 Texas State Board of Dental Examiners
 Commission on Fire Protection
 Funeral Service Commission
 Board of Professional Geoscientists
 Health Professions Council
 Higher Education Coordinating Board
 Commission on Jail Standards
 Board of Professional Land Surveying
 Commission on Law Enforcement
 Department of Licensing and Regulation
 Texas Medical Board
 Texas Board of Nursing
 Optometry Board
 Board of Pharmacy
 Executive Council of Physical Therapy and
 Occupational Therapy Examiners
 Board of Plumbing Examiners
 Board of Podiatric Medical Examiners
 Board of Examiners of Psychologists
 Securities Board
 Office of Public Utility Counsel
 Board of Veterinary Medical Examiners
 Racing Commission
 Office of Capital and Forensic Writs
 State Commission on Judicial Conduct
 State Law Library
 Office of State Prosecuting Attorney
 Bond Review Board
 Commission on the Arts
 Pension Review Board
 Texas Ethics Commission
 Commission on State Emergency Communications
 Supreme Court of Texas
 Agencies and Institutions of Higher Education
 Library and Archives Commission
 Office of Court Administration, Texas Judicial Council
 Court of Criminal Appeals
 Department of Housing and Community Affairs
 Soil and Water Conservation Board
 Low-Level Radioactive Waste Disposal Compact
 Commission
 Cancer Prevention and Research Institute of Texas

August 12, 2016

Public Utility Commission of Texas
 Judiciary Section, Comptroller's Department
 Courts of Appeals (14)
 Veterans Commission
 State Preservation Board
 Historical Commission
 Texas Military Department
 State Office of Administrative Hearings

Alcoholic Beverage Commission
 Animal Health Commission
 Texas Emergency Services Retirement System
 Secretary of State
 Teacher Retirement System
 Department of Motor Vehicles
 Texas Workforce Commission
 Reimbursements to the Unemployment Compensation
 Benefit Account

August 19, 2016

Department of Family and Protective Services
 Department of State Health Services
 Department of Agriculture
 Commission on Environmental Quality
 Facilities Commission
 General Land Office
 Parks and Wildlife Department
 Railroad Commission
 State Office of Risk Management
 Water Development Board
 Texas Lottery Commission
 Juvenile Justice Department
 Public Finance Authority
 Comptroller of Public Accounts
 Fiscal Programs within the Comptroller
 of Public Accounts

August 26, 2016

Department of Public Safety
 Health and Human Services Commission
 School for the Blind and Visually Impaired
 Department of Criminal Justice
 School for the Deaf
 Texas Education Agency
 Employees Retirement System
 Office of the Governor
 Trusteed Programs within the Office of the Governor
 Department of Information Resources
 Department of Insurance
 Office of Public Insurance Counsel
 Office of Injured Employee Counsel
 Department of Transportation
 Legislative Agencies
 Office of the Attorney General