



LEGISLATIVE BUDGET BOARD

Performance Measure Reporting in ABEST

Instructions for State Agencies

LEGISLATIVE BUDGET BOARD STAFF

WWW.LBB.STATE.TX.US

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DOCUMENT CONVENTIONS

THIS DOCUMENT USES THE FOLLOWING SYMBOLIC CONVENTIONS:



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



Important: This symbol indicates information you need to know.



Tip: This symbol indicates information that may be useful.

GETTING STARTED

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

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

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

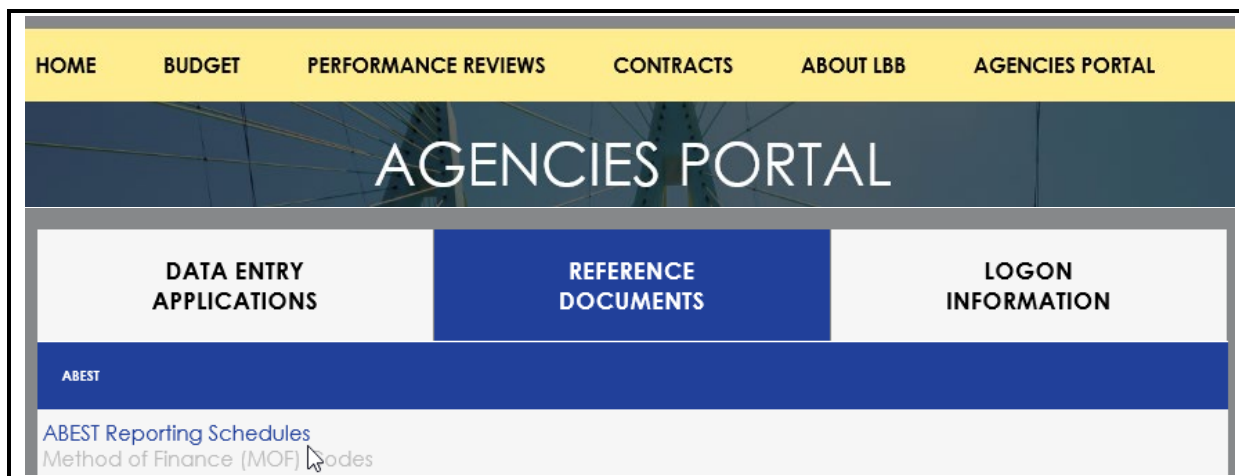
After the legislature approves the General Appropriations Act (GAA), agencies report on their performance in the new biennium using the approved performance measures.

REPORTING PERIODS

Agencies use ABEST to report on their performance each quarter and annually for the state fiscal year, which begins September 1. Agencies report quarterly performance data for key output and efficiency measures and annual performance data for key outcome and explanatory measures. Key measures are those referenced in the GAA. ABEST compares performance for key measures to targets established in the GAA. Agencies are required to enter explanations for variances of five percent or more from a performance target.

In addition to standard reporting in the first quarter of a new biennium, agencies report annual performance data for the previous fiscal year for new key measures approved for the current biennium. See the [Reporting Prior Year Data for New Key Measures](#) section of these instructions.

The reporting schedules for reporting performance are located on the LBB website. From the LBB website (www.lbb.state.tx.us), click **AGENCIES PORTAL**. Under **REFERENCE DOCUMENTS**, select **ABEST**, then click **ABEST Reporting Schedules** (as shown below).



Refer to the following table for performance reporting details for fiscal years 2021 through 2023. Specific due dates for reporting are included in the reporting schedules located on the LBB website.

2021-23 PERFORMANCE REPORTING					
FISCAL YEAR	SESSION	PERIOD	PROJECTED DUE DATE	REPORTING	MEASURE TYPE
2021	86	4	October 2021	Quarterly (state agencies only)	Output & Efficiency
2021	86	4	October 2021	Annual (state agencies only)	Outcome & Explanatory
2021	86	4	November 2021	Annual (higher education only)	All Measure Types
2021	87	Prior Year	January 2022	Only New Key Measures for 2022-23 biennium (state agencies only)	All Measure Types
2022	87	1	January 2022	Quarterly (state agencies only)	Output & Efficiency
2022	87	2	April 2022	Quarterly (state agencies only)	Output & Efficiency
2022	87	2	April 2022	Fall (higher education only and excludes Health-Related Institutions)	Output, Efficiency, & Explanatory
2022	87	3	July 2022	Quarterly (state agencies only)	Output & Efficiency
2022	87	4	October 2022	Quarterly (state agencies only)	Output & Efficiency
2022	87	4	October 2022	Annual (state agencies only)	Outcome & Explanatory
2022	87	4	November 2022	Annual (higher education only)	All Measure Types
2023	87	1	January 2023	Quarterly (state agencies only)	Output & Efficiency
2023	87	2	April 2023	Quarterly (state agencies only)	Output & Efficiency
2023	87	2	April 2023	Fall (higher education only and excludes Health-Related Institutions)	Output, Efficiency, & Explanatory
2023	87	3	July 2023	Quarterly (state agencies only)	Output & Efficiency
2023	87	4	October 2023	Quarterly (state agencies only)	Output & Efficiency
2023	87	4	October 2023	Annual (state agencies only)	Outcome & Explanatory
2023	87	4	November 2023	Annual (higher education only)	All Measure Types
2023	88	Prior Year	January 2024	Only New Key Measures for 2024-25 biennium (state agencies only)	All Measure Types

RESOURCES

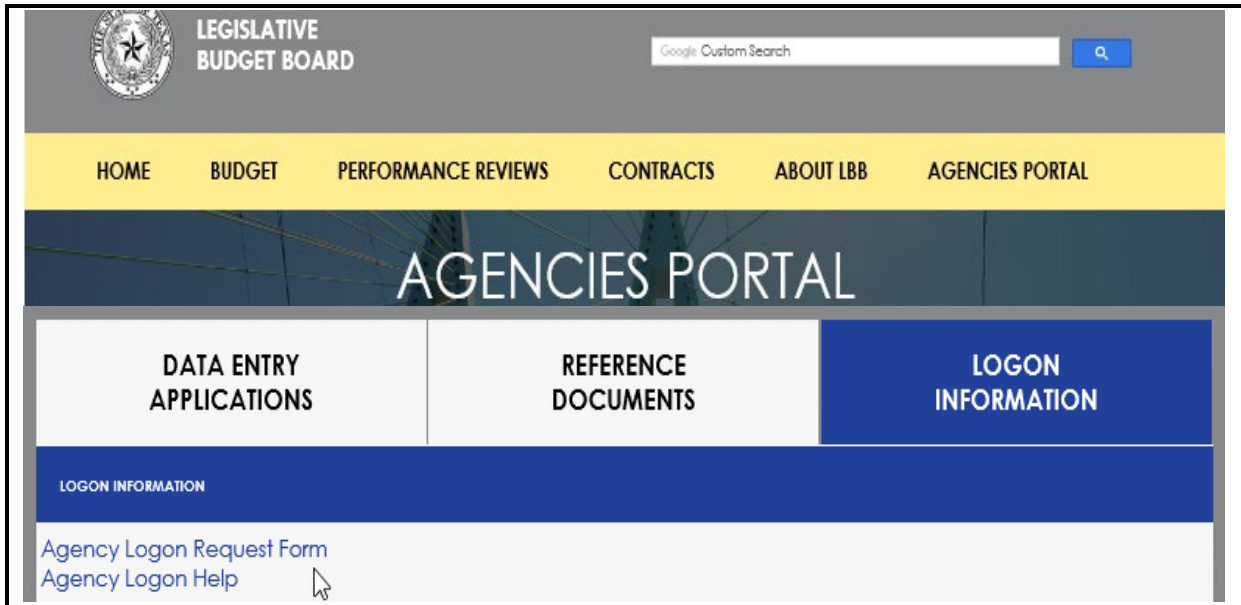
Refer to the Guide to Performance Measure Management, 2012 Edition for more information regarding performance measures. The guide can be found on the LBB website (www.lbb.state.tx.us): click AGENCIES PORTAL, under DATA ENTRY APPLICATIONS, select INSTRUCTIONS, then click Performance Measures.

If you are reporting for an institution of higher education, refer to the instructions titled Performance Measure Reporting for Institutions of Higher Education. The instructions manual can be found under the INSTRUCTIONS section for performance measures, as mentioned above for the guide.

ACCESSING ABEST

Follow the steps below to request a user ID and password. If you have forgotten your user ID or password, refer to the [Logging In](#) section of these instructions.

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



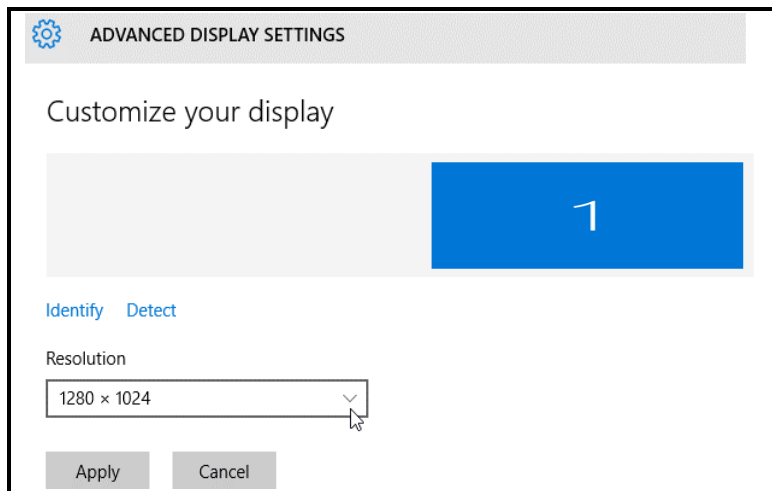
Fill out the form, as shown below.

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

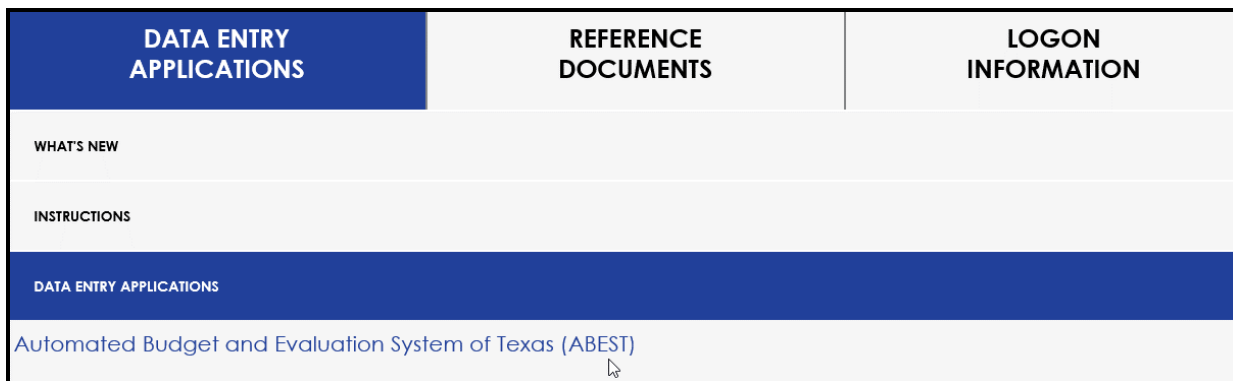
When complete, scroll down and click **Submit**. You should receive an email asking you to confirm the logon request. You must respond to this email; otherwise, your request will not be processed. If you do not receive a confirmation email, call the ABEST Help Desk at 512-463-3167. The LBB will email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

LOGGING IN

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



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



IMPORTANT

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

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

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

TIP

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

IMPORTANT

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

PROFILE SELECTION AND CONFIRMATION

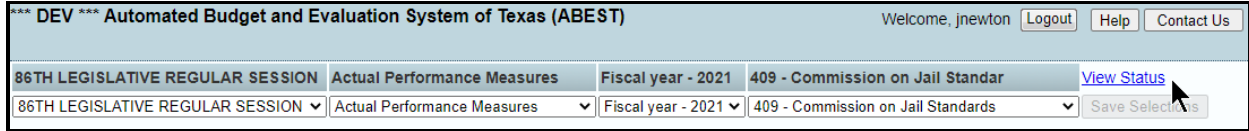
Upon successfully logging into ABEST, two rows of information with drop-down menu boxes will appear near the top of the screen. The first row is the “user profile confirmation bar” and the second row is the “user profile selection bar.” Options selected on the “user profile selection bar” determine the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

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

IMPORTANT

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

Click **View Status** (shown below) to view your agency’s Performance Status Information.



The **View Status** box will pop up (as shown below). Performance Status Information displays all the statuses for the fiscal year selected in your user profile. Refer to the below **AGENCY STATUS** section of these instructions to change your agency **Status** from **EMPTY** to **INCOMPLETE**.

2021, Annual Reporting

Outcome/Explanatory Status: **EMPTY** Reopen: **N** Enabled: **N**

2021, Quarterly Reporting

Period 1 Status: **COMPLETE** Reopen: **N** Enabled: **Y**

Period 2 Status: **COMPLETE** Reopen: **N** Enabled: **Y**

Period 3 Status: **COMPLETE** Reopen: **N** Enabled: **Y**

Period 4 Status: **EMPTY** Reopen: **N** Enabled: **Y**

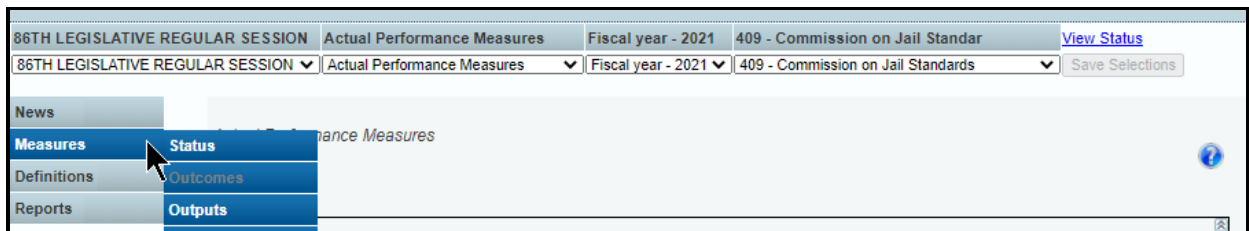
Measure Definition Status: **COMPLETE**

This page displays all your statuses that are determined by the parameters set in your user profile. Ensure your user profile is correct, then follow one of the options below to change your status and begin data entry.

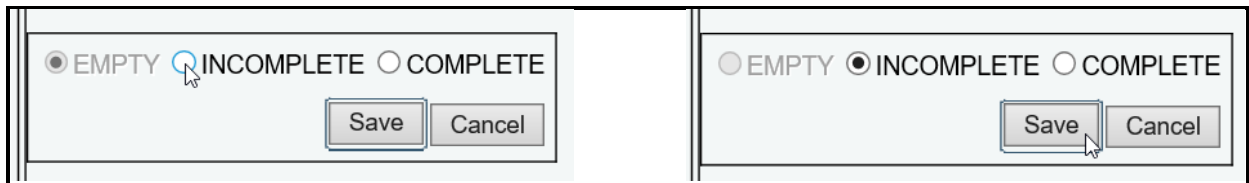
- Click the **Measures** menu and the **Status** submenu to change your actual performance status.
- Click the **Definitions** menu and the **Status** submenu to change your measure definitions status.

AGENCY STATUS


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



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



IMPORTANT

 If you are still within the current reporting period and need to make modifications after you have set your agency **Status** to **COMPLETE**, call the help desk at 512-463-3167 to have your agency **Status** set back to **INCOMPLETE**.

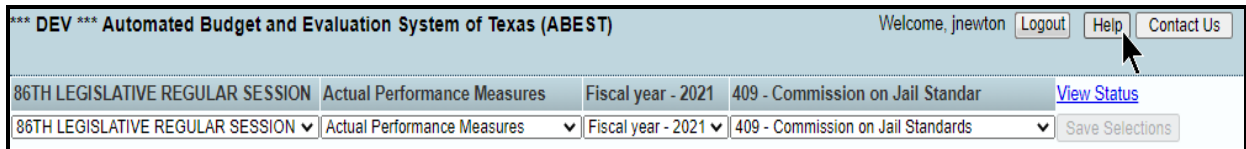
NEWS SCREEN

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






HELP

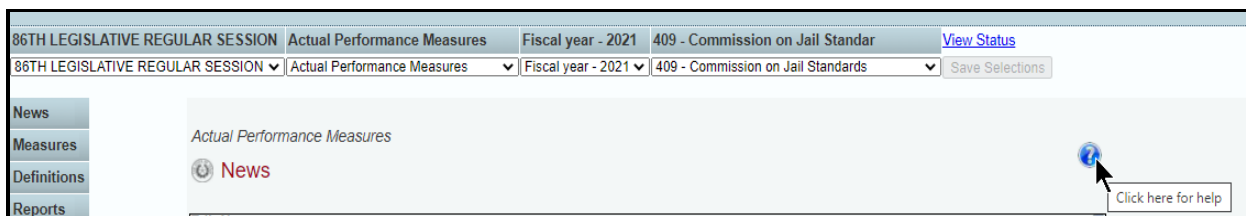
You can view this user instructions manual online or get help based on your screen location. Click the **Help** button to view the entire user manual, as shown below.



IMPORTANT

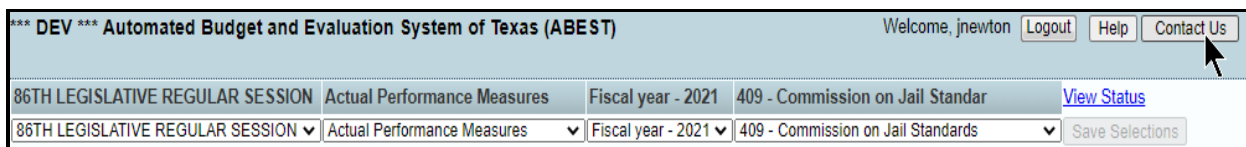
 If you are not logged into ABEST or have timed out of ABEST and you click the **Help** button, an overview of ABEST will display instead of the user manual. To view the user manual, log into ABEST and click the **Help** button again.

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



HELP DESK CONTACT INFORMATION

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



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

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





DATA ENTRY CONSIDERATIONS

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

DATA ENTRY REFERENCE		
TEXT LIMITATIONS	ENTERING DATA	SAVING DATA
<ul style="list-style-type: none"> You may copy text from a word processing application and paste it into ABEST, but you should review it and correct formatting problems if necessary. Bulleted lists may not copy properly. Avoid outline styles that combine numbers and bullets. Numeric fields allow 12 digits maximum. Enter only whole dollar amounts, not decimal places. You do not need to enter commas in numeric fields. 	<ul style="list-style-type: none"> Click in the data cell and enter the data. Press Tab to move across to the next cell. At the end of a row, manually click the cursor in a cell on a new row to enter more data. You can expand some multi-line text fields by double clicking in the field. Use the Enter key to start a new line of text in a multi-line text field. Click the cursor outside the field or press Tab to move out of the field. Save your work by clicking Save. Each expandable multi-line text field provides a character counter and identifies the character limit for that field. In any active data entry cell for numbers, use the built-in calculator by double-clicking in it. After making a calculation and clicking the “=” button, click Send to Grid. The calculated number transfers to the cell. 	<ul style="list-style-type: none"> Save data by pressing Enter on your keyboard or by clicking Save on the screen. Use the gray section to add new information to a corresponding grid and click Save.

DATA ENTRY REFERENCE (continued)		
COLOR CONVENTIONS	IF THE WEB BROWSER STATUS BAR DOES NOT APPEAR	NAVIGATION
<ul style="list-style-type: none"> • Unsaved numbers appear blue in color. Saved numbers are black. • Grayed out data cells are “read only” and cannot be changed on the grid you are working on. Those cells were entered previously by your agency on a different grid or by LBB/ABEST. 	<ul style="list-style-type: none"> • Open the Tools menu in the web browser 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 a long screen, click the Bottom hyperlink.

DATA ENTRY CAUTIONS AND IMPORTANT INFORMATION

<p>CAUTION</p>  <p>You will lose data if ABEST is inactive for 30 minutes or more. Always click “Save” if you leave your computer for more than a few minutes. If ABEST becomes inactive, you must close and reopen your internet browser and log back in. Any unsaved data must be re-entered.</p>
<p>CAUTION</p>  <p>If an ABEST screen has multiple grids for data entry and each individual grid has its own respective “Save” button, you will lose data if you move to another grid without saving first. Save your work frequently by clicking “Save”. Any unsaved data must be re-entered.</p>
<p>CAUTION</p>  <p>If an ABEST screen has multiple grids for data entry and the screen only has one “Save” button for that screen, ABEST allows you to click “Save” one time on that screen with multiple grids. You can click “Save” after entering data for each grid on the screen or you can enter data for all the grids and click “Save” one time. Use the method that works best for you to ensure that your data is saved before moving on to another menu or screen.</p>
<p>IMPORTANT</p>  <p>Read the News screen when ABEST directs you to it. It often conveys important information regarding changes and upcoming deadlines.</p>

PERFORMANCE MEASURES

- Agencies are required to report on all key measures. ABEST compares actual performance entered to targets set by the Legislature. You are required to enter explanations for variances of five percent or more from the performance target.
- Enter quarterly performance data for output and efficiency measures.
- Enter annual performance data for outcome and explanatory measures (period 4).
- Resolve closing edits and change agency **Status** to **COMPLETE**.

IMPORTANT

All non-key performance measures are reported in the operating budget and the legislative appropriations request (LAR). Non-key measures are measures not referenced in the GAA.

CUMULATIVE MEASURES

Cumulative measures are counts, such as number of people or number of services. For cumulative measures, you will enter the quarterly amount. ABEST will automatically sum performance for each quarter to determine year to date performance. If you enter a quarterly amount for a cumulative measure that falls outside the target range, you must enter a variance explanation. Refer to the [Variance Explanation](#) section below.

Output and efficiency measures may be either cumulative or noncumulative. Output measures usually measure number of people or number of services and are typically but not always cumulative. Efficiency measures generally measure unit costs, units of time, or other ratios and are typically but not always noncumulative.

NONCUMULATIVE MEASURES

Noncumulative measures can be percentages, ratios, averages, unit costs, units of time, and so forth. In the first quarter for a noncumulative measure, you enter the amount and ABEST will automatically fill in the year to date field. For the second and subsequent quarters, enter the amount and then, calculate and enter your year to date performance. For annual noncumulative measures, you only enter data in the amount field. If you enter an amount for a noncumulative measure that falls outside the target range, you must enter a variance explanation. Refer to the [Variance Explanation](#) section below.

VARIANCE EXPLANATION

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

The table below shows allowable variances for each quarter for cumulative measures.

Period	Target (Percentage)	Allowable Variance (Percentage)
1	25	Between 20 and 30
2	50	Between 45 and 55
3	75	Between 70 and 80
4	100	Between 95 and 105

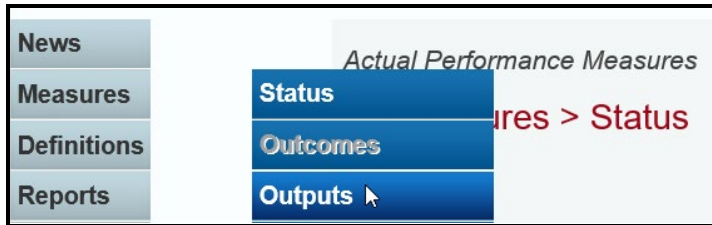
QUARTERLY PERFORMANCE MEASURES

Quarterly performance reporting is required for key output and efficiency measures. You will enter output and efficiency measures on separate submenus. To avoid repetition of these instructions, links will refer you to the initial procedures under Output Measures. You must use the relevant submenu for efficiency measures, but the basic steps are the same.

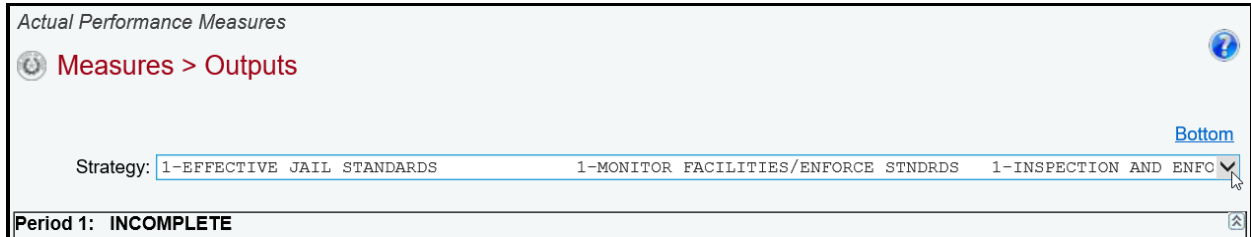
OUTPUT MEASURES

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

Click the **Measures** menu and the **Outputs** submenu (shown below).



Select a goal, objective, and strategy from the **Strategy** drop-down list, as shown below.



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

Period 1: INCOMPLETE							
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
1 - ANNUAL INSPECTIONS	<input type="text"/>	<input type="text"/>	242		48.4 to 72.6	<input type="text"/>	<input type="text"/>
2 - SPECIAL INSPECTIONS	<input type="text"/>	<input type="text"/>	90		18 to 27	<input type="text"/>	<input type="text"/>

Notice that only the **Amount** field is enabled for data entry in the example above. The **Target** field is an annual target, with about one-fourth of the measure being attainable for each quarter. This measure is cumulative where ABEST sums performance for each quarter to get **Year to Date** performance. Enter your **Amount** and click **Save**, as shown in the following example.

Period 1: INCOMPLETE , Re-opened.								
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation	
1 - ANNUAL INSPECTIONS	49	49	244	20.08	48.8 to 73.2			

ABEST calculates the **Year to Date** field, which is the same as the **Amount** field for the first quarter but adds previous quarters' amounts together for the second, third, and fourth quarters, as shown below. The **Target** fields show the same annual target for the measure in each quarter. ABEST calculates the **% Target** field based on the data entered in the **Amount** field. The **Target Range** field varies for each quarter. Your agency in theory should meet about one-fourth of its annual target in the first quarter, one-half in the first two quarters, and so on. The **Target Range** includes amounts within five percent of the target.

Period 1: COMPLETE , Re-opened.								
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation	
1 - ANNUAL INSPECTIONS	49	49	244	20.08	48.8 to 73.2			

Period 2: COMPLETE , Re-opened.								
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation	
1 - ANNUAL INSPECTIONS	61	110	244	45.08	109.8 to 134.2			

Period 3: COMPLETE								
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation	
1 - ANNUAL INSPECTIONS	63	173	244	70.90	170.8 to 195.2			

Period 4: INCOMPLETE								
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation	
1 - ANNUAL INSPECTIONS	74	247	244	101.23	231.8 to 256.2			

An example of a noncumulative measure appears in the following example. For noncumulative measures, the values in the **Target Range** field are the same for each quarter. In the first quarter for a noncumulative measure, you enter the **Amount** and ABEST will automatically fill in the **Year to Date** field. For the second and subsequent quarters, enter the **Amount** and then, calculate and enter your agency's **Year to Date** performance. For annual noncumulative measures, you only need to enter data in the **Amount** field.

Period 1: INCOMPLETE , Re-opened.								
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation	
1 - # BUSINESSES LICENSED	17,086	17,086	17,100	99.92	16,245 to 17,955		The amount	

Period 2: INCOMPLETE , Re-opened.								
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation	
1 - # BUSINESSES LICENSED	17,101	17,101	17,100	100.01	16,245 to 17,955		The amount	

Period 3: INCOMPLETE , Re-opened.								
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation	
1 - # BUSINESSES LICENSED	17,505	17,505	17,100	102.37	16,245 to 17,955		The amount	

Period 4: , Re-opened.								
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation	
1 - # BUSINESSES LICENSED	17,500	17,500	17,100	102.34	16,245 to 17,955		The amount	

TIP



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

Year to Date performance for noncumulative measures should be calculated for the entire reporting period and not on the basis of adding together the performance from separate reporting periods. Exceptions would be measures that report averages. Review the measure definition if you are not sure how to calculate the year to date performance for noncumulative measures.

In the example below, the number entered falls within the **Target Range**. Click **Save** and move on to the next measure or strategy.

Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
1 - # BUSINESSES LICENSED	16,900	16,900	17,100	98.84	16245.0000 to 17955.0000		

If you enter an amount that is outside the **Target Range**, you must enter a **Variance Explanation**. The **Variance Explanation** field is enabled for data entry once you enter an amount outside the **Target Range** and press tab, as shown in the following example.

Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
3 - TV AMT OF AD BUDGET	22.0	22.0	11.25	195.56	2.2500 to 3.3750		

Enter a value in the **Amount** field and press tab.

TIP



The **Amount** and **Year to Date** fields default to dashes prior to data entry. Ensure that your data is entered correctly. You can easily replace dashes by using one of the options below.

- Click in the **Amount** field and click the 'X' to remove all dashes.
- Click on the **Measure Item** and tab to the **Amount**.

Enter the **Variance Explanation** if necessary and click **Save**.

Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
3 - TV AMT OF AD BUDGET	22.0	22.0	11.25	195.56	2.2500 to 3.3750	Theadvertising	

If you are outside the **Target Range**, you must enter a **Variance Explanation** before ABEST will allow you to save your data, as shown below. Data will not be saved until all edit messages have been cleared.

Strategy: | 1-OPERATE LOTTERY 1-PRODUCE REVENUE 8-MASS MEDIA ADVERTIS

Period 1: INCOMPLETE

Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
3 - TV AMT OF AD BUDGET	22	22	11.25	195.56	2.2500 to 3.3750		

Line 1: Variance Explanation is required.

Period 2: NOT ENABLED YET

Period 3: NOT ENABLED YET

Period 4: NOT ENABLED YET

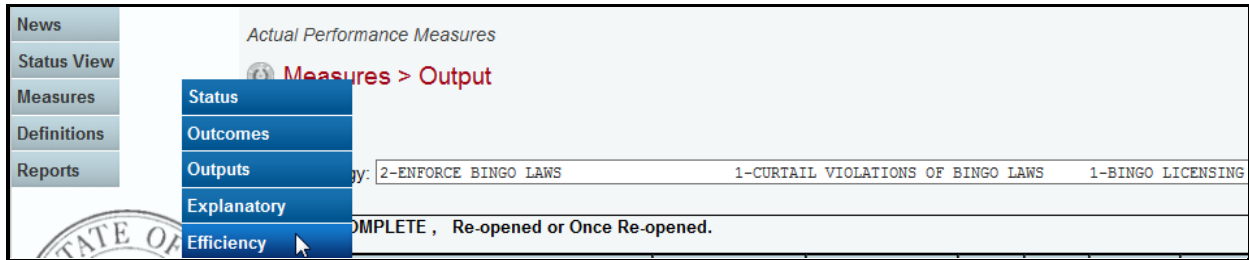
Data not saved. Check error messages.

[Top](#)

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

EFFICIENCY MEASURES

Click the **Measures** menu and the **Efficiency** submenu, as shown below.



The data entry screen allows you to enter efficiency measures just as you did for Output Measures. Refer to the [Output Measures](#) section of these instructions for data entry details.

ANNUAL PERFORMANCE MEASURES

Annual performance reporting consists of entering performance data for outcome and explanatory measures. You will enter outcome and explanatory measures on separate submenus. To avoid repetition of these instructions, the explanatory measure link will refer you to the procedures under Outcome Measures. You must use the relevant submenu for explanatory measures, but the basic steps are the same.

Outcome measures assess an agency’s effectiveness (results or impact) in serving its key customers and in achieving its mission, goals, and objectives. Therefore, outcomes measure performance on goals and objectives, but not strategies.

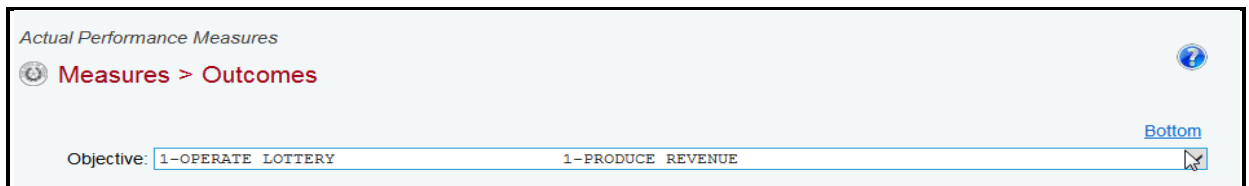
OUTCOME MEASURES

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

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



Select a goal and objective from the **Objective** drop-down list, as shown below.



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

Annual Report: INCOMPLETE							
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
1 - % RETAILERS SATISFIED	<input type="text" value="-----"/>	-----	95		90.25 to 99.75	<input type="text"/>	
6 - REVENUE PER ADVERTISING DOLLAR	<input type="text" value="-----"/>	-----	33.26		31.597 to 34.923	<input type="text"/>	


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

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

Annual Report: INCOMPLETE							
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
1 - % RETAILERS SATISFIED	<input type="text" value="10"/>	10 x	95	10.53	90.25 to 99.75	<input type="text"/>	
6 - REVENUE PER ADVERTISING DOLLAR	<input type="text" value="-----"/>	-----	33.26		31.597 to 34.923	<input type="text"/>	

Enter a value in the **Amount** field and press tab.

TIP



The **Amount** and **Year to Date** fields default to dashes prior to data entry. Ensure that your data is entered correctly. You can easily replace dashes by using one of the options below.

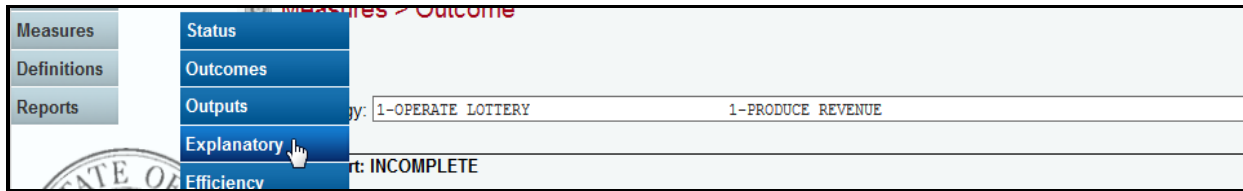
- Click in the **Amount** field and click the 'X' to remove all dashes.
- Click on the **Measure Item** and tab to the **Amount**.

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

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

EXPLANATORY MEASURES

Click the **Measures** menu and the **Explanatory** submenu, as shown in the following graphic.



The data entry screen allows you to enter explanatory measures just as you did for Outcome Measures. Refer to the [Outcome Measures](#) section of these instructions for data entry details.

REPORTING PRIOR YEAR DATA FOR NEW KEY MEASURES

In addition to standard reporting in the first quarter of a new biennium, agencies also report annual performance data for the previous fiscal year for *new* key measures approved for the new biennium. This includes new key measures never reported before and measures changed from non-key to key. You are required to report prior year data along with first period reporting for the first year in the biennium.

The ABEST support staff marks measures (per the direction of LBB analysts) as key or non-key when updating agency measure definitions during the strategic planning cycle or after a legislative session during the first quarter reporting period. A separate instructions manual is available for this process, titled *Performance Reporting for New Key Measures* and can be found on the LBB website (www.lbb.state.tx.us). From the LBB website, click **AGENCIES PORTAL**, under **DATA ENTRY APPLICATIONS**, select **INSTRUCTIONS**, click **Performance Measures** and **Performance Reporting New Key Measures**. For scheduled reporting due dates, click [ABEST Reporting Schedules](#).

If you have any questions about new key measures, contact your agency’s assigned LBB analyst. From our website (www.lbb.state.tx.us), click **About the LBB**→**Staff**→**Analyst Assignments**. You will find the analyst’s name for your agency listed in the document.

RESOLVING CLOSING EDITS

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

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

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

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

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

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

Click the **Measure** menu and the **Status** submenu to verify that all your edits have cleared.

Select the **COMPLETE** radio button and click **Save**, as shown below.

UPDATE EXPLANATIONS

Your agency **Status** must be set back to **INCOMPLETE** by the LBB before you can edit performance measures.

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

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


Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
1 - # BUSINESSES LICENSED	\$17,151	\$17151	\$17,100	100.3	\$16245.0000 to \$17955.0000		


Update your performance data as needed and select tab. Enter an **Update Explanation** and include a **Variance Explanation** if needed. Click **Save**. You will not be able to update and exit the screen until you enter an **Update Explanation**, as shown below. Updating one quarter may affect other quarters (i.e., **Variance Explanation**). Review the edit messages in red and make the appropriate entries. ABEST will not save data until all edit messages are cleared.

Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
1 - # BUSINESSES LICENSED	17500	\$17151	\$17,100	100.3	\$16245.0000 to \$17955.0000		
Line 1: 'Update Explanation' or updating the existing 'Update Explanation' is required.							

There is no limit on the number of times you can update a measure or **Variance Explanation**. You must justify each change by entering an explanation in the **Update Explanation** field.

Click the **magnifying glass**  to the left of the **Measure Item** (as shown in the below example) to review all updates to a measure.

Period 3: COMPLETE , Re-opened or Once Re-opened.								
	Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
	1 - # BUSINESSES LICENSED	17,505	17,112.66	17,100	100.08	16245.0000 to 17955.0000		The actual

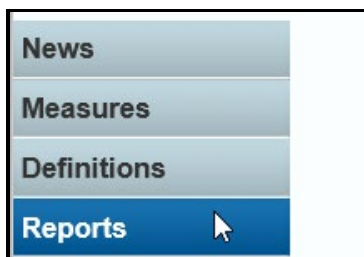
Upon clicking the **magnifying glass** , the goal, objective, and strategy (if applicable) display at the top of the grid. Details regarding the update(s) are listed by **Date of Update**, as shown in the below example.

Actual Performance Measures				
Measures > Output > Modified history by the re-open of Period 3				
Bottom				
Goal: 1 - OPERATE LOTTERY				
Objective: 1 - PRODUCE REVENUE				
Strategy: 1 - LOTTERY OPERATIONS				
Report item: 1 - # BUSINESSES LICENSED				
Date of Update	Amount	Year to Date	Variance Explanation	Update Explanation
Jan 28 2015 4:00PM	17,505	17,112.66		The actual Amount changed due to ...
Jan 28 2015 4:00PM	17,505	17,151		Amount changed due to ...
Dec 15 2014 2:10PM	17,500	17,151		Amount changed due to
Dec 15 2014 2:06PM	17,151	17,151		
Top				

Click the **Return** button at the bottom of the screen to go back to the previous screen. You can also run actual performance reports that include update explanations. To run reports, refer to the next section of these instructions titled **GENERATING REPORTS**.

GENERATING REPORTS

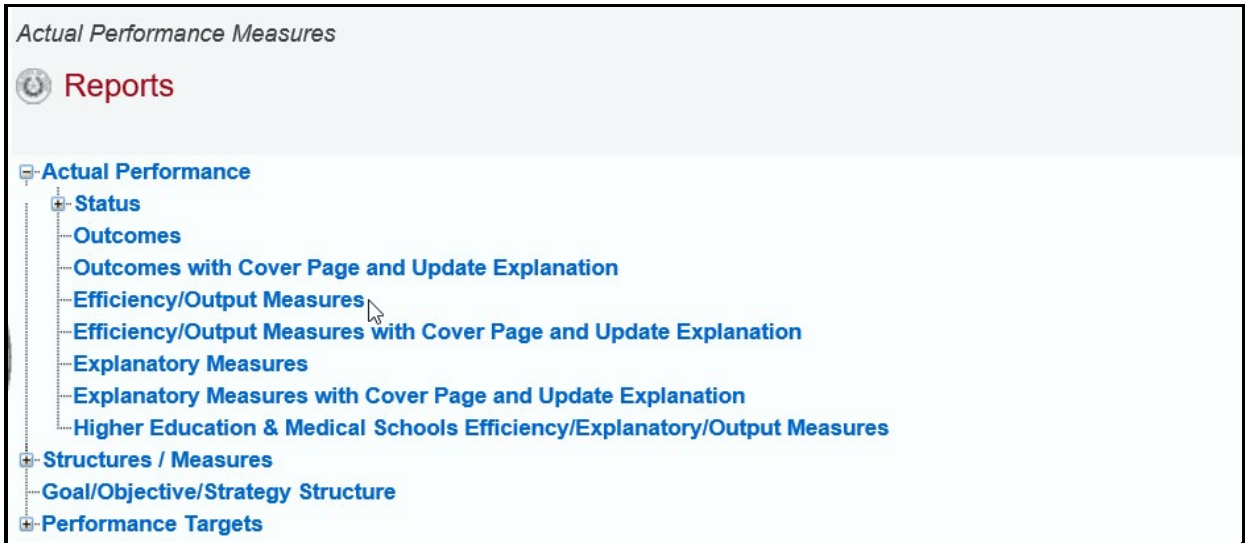
To generate reports, click the **Reports** menu, as shown below.



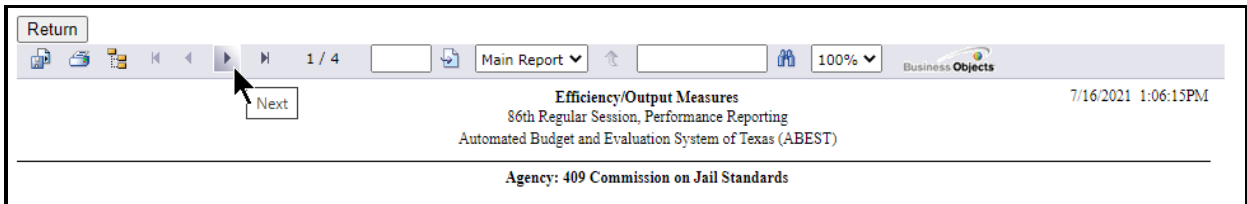
Click the **plus sign (+)** next to **Actual Performance**, as shown in the following example.



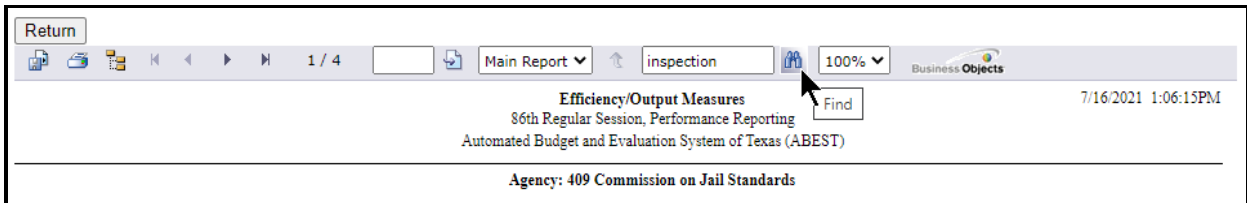
Click a **report name** to generate the report.



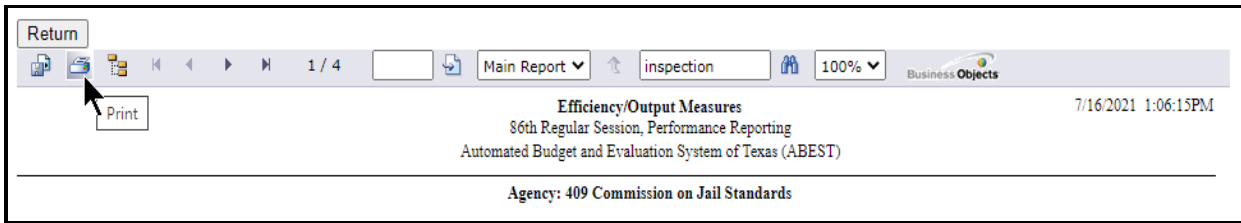
A preview of the report appears in the ABEST window. Use the **arrow keys** at the top to navigate through multi-page reports, as shown in the following example.



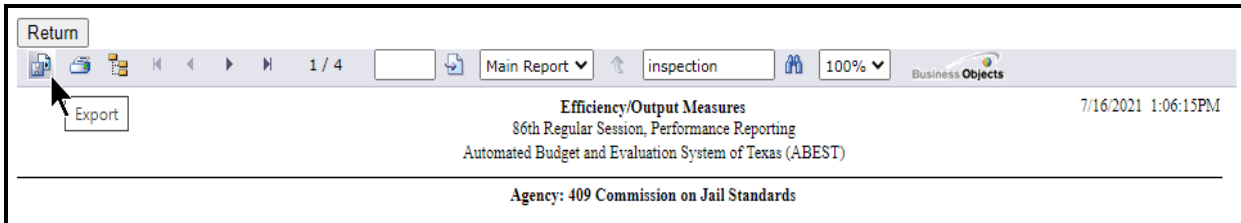
To use the search feature, enter search text and click on the **binoculars icon** at the top of the screen, as shown below.



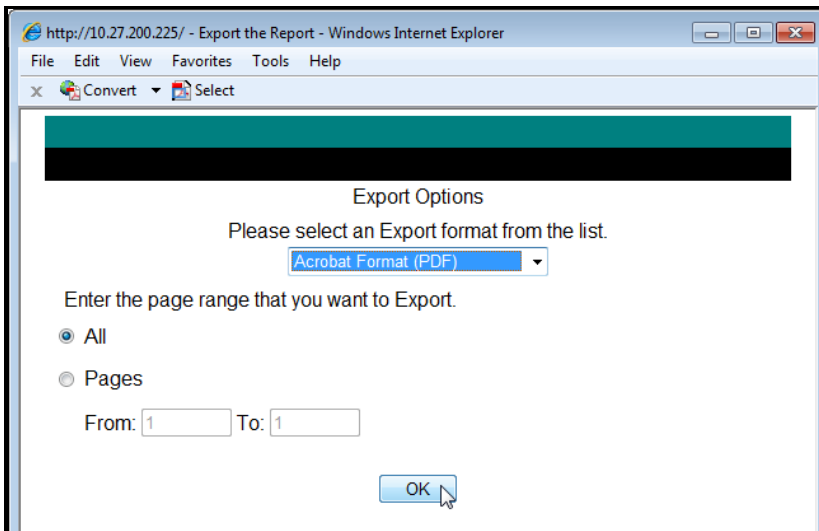
To print, click the **printer icon** below the return button, as shown in the following example.



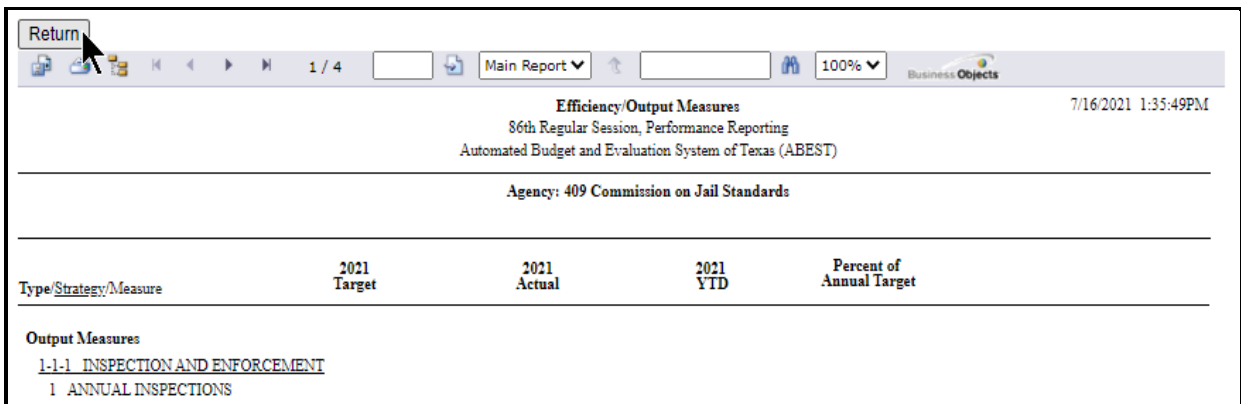
To export, click the **first icon** in the upper left corner of the ABEST screen, as shown below.



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



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



TROUBLESHOOTING

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

TROUBLESHOOTING ISSUES AND TIPS	
PROBLEM	RESOLUTION
Where do I go to change my agency's status?	Click the Measures menu and the Status submenu to change your agency's actual performance status. Click the Definitions menu and the Status submenu to change your agency's measure definitions status.
When will ABEST be ready for data entry?	The reporting schedules for ABEST Performance Measure Reporting are located on our website. From the LBB website, click Agencies Portal . Under Reference Documents/ABEST, click ABEST Reporting Schedules .
How can I get into ABEST to report performance?	Ensure you are in the correct session, business process, year, and quarter. Refer to the Profile Selection and Confirmation section of these instructions. Make sure your performance status for the reporting period is set to Incomplete . Refer to the Agency Status section of these instructions.
What do I do if a variance explanation field does not appear?	If you enter an amount that is outside the target range and a variance explanation field does not appear, press the Tab key to tab to another field. The variance explanation field should enable on the screen.
What do I do if I need to update prior ABEST reporting periods?	To update prior ABEST reporting periods within the same fiscal year , email LBB's Application Support at WebAppSupport@lbb.texas.gov and request those periods be re-opened. To have reporting periods re-opened that are in a prior fiscal year , contact your agency's assigned LBB analyst, and ask them to contact LBB's Application Support to re-open a prior fiscal year reporting period.
Will my agency's reported performance measures data be audited?	The Texas State Auditor's Office periodically audits agencies' reported performance measures data. The objectives of those audits include: <input type="checkbox"/> Verify the accuracy of, and evaluate trends in, selected performance measures that the agency uses. <input type="checkbox"/> Determine whether the agency has adequate control systems over the collection, calculation, and reporting of its performance measures.