

LEGISLATIVE BUDGET BOARD

ABEST Instructions for Base Reconciliation 2026–27 Biennium

**Data Entry for State Agencies,
Appellate Courts,
and Institutions of Higher Education
for the 90th Legislature, Regular Session**

LEGISLATIVE BUDGET BOARD STAFF

WWW.LBB.TEXAS.GOV

APRIL 2026

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DOCUMENT CONVENTIONS

This document uses the following symbolic conventions:



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



Important: This symbol indicates information you need to know.



Tip: This symbol indicates information that may be useful.

GETTING STARTED

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

Base reconciliation is an early step for state agencies, appellate courts, and institutions of higher education (all are referred to as “agencies” in these instructions) in developing Legislative Appropriations Requests (LARs) for the 2028–29 biennium.

The base for the LAR refers to estimated expenditures for fiscal year 2026 plus budgeted expenditures for fiscal year 2027 for General Revenue Funds and General Revenue–Dedicated Funds. The base comprises the historical data that must be reconciled with original appropriations, taking into consideration adjustments made through riders, transfers, unexpended balances, legislation, and so forth for the same period. It is critical to calculate the base as accurately as possible.

When entering data into ABEST for base reconciliation, standard descriptions of appropriation types appear in drop-down menu lists. If a standard description applies to a selected appropriation type, use it rather than entering a similar description yourself. Using a standard description helps LBB analysts gather information on the impact across all agencies of certain provisions in the General Appropriations Act and other legislation.

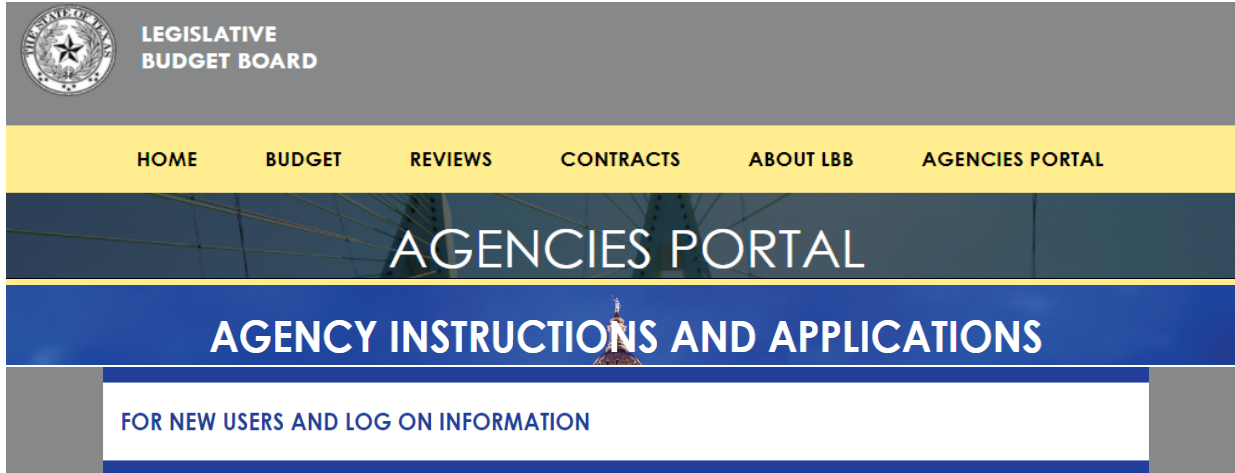
The recommended approach for entering your agency’s base reconciliation data is:

- Review the *Base Reconciliation Instructions 2026–27 Biennium* and the *Base Reconciliation Example for Fiscal Years 2026–27*. The instructions and example provide general guidelines about base reconciliation.
- Review your agency’s reconciled fiscal year 2026 Operating Budget.
- Collect and enter your agency’s data into ABEST.
- Refer to this ABEST manual, updated April 2026, for ABEST data entry instructions.
- Call your agency’s assigned LBB analyst if you have questions on what data information is to be entered. A list of analyst assignments is available on the LBB website (www.lbb.texas.gov). From the LBB home page, click **ABOUT LBB**→**Staff**→**Analyst Assignments**.
- If you have a technical problem with the ABEST application that you cannot resolve using these data entry instructions, send an email to WebAppSupport@lbb.texas.gov or call the LBB Help Desk at 512-463-3167.

ACCESSING ABEST

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

To request a user ID, click **AGENCIES PORTAL** from the LBB website (www.lbb.texas.gov). Under **AGENCY INSTRUCTIONS AND APPLICATIONS**, click **FOR NEW USERS AND LOG ON INFORMATION**, then click **Request Agency Logon**.

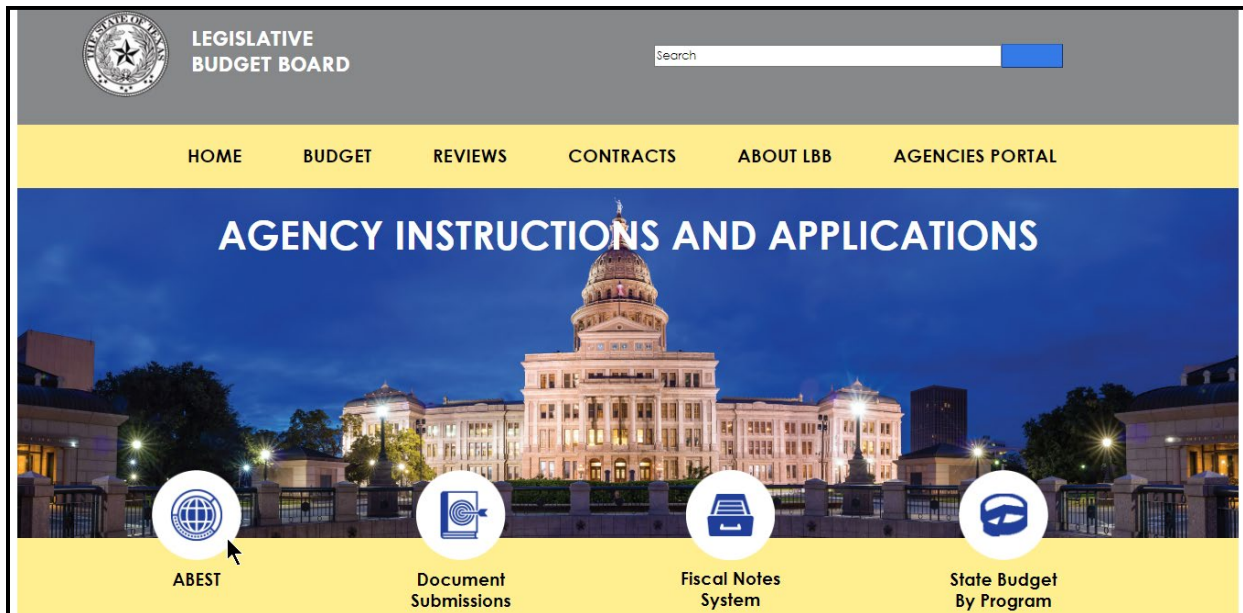


If you need additional assistance, send an email request to WebAppSupport@lbb.texas.gov or call the ABEST Help Desk at 512-463-3167.

LOGGING IN

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

From the LBB website (www.lbb.texas.gov), click **AGENCIES PORTAL**. Under **AGENCY INSTRUCTIONS AND APPLICATIONS**, click **ABEST** (Automated Budget Evaluation System of Texas), as shown below.



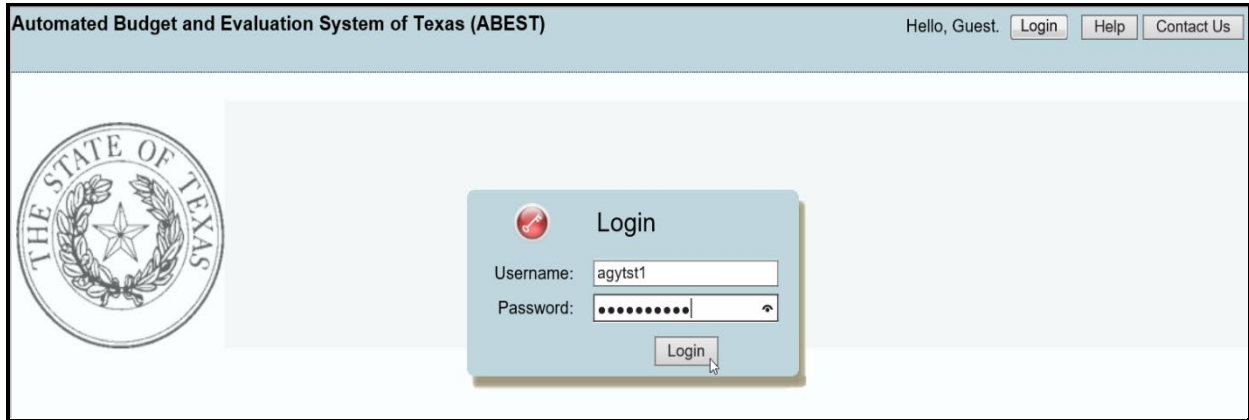
IMPORTANT



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 **AGENCY INSTRUCTIONS AND APPLICATIONS** on the LBB’s website (www.lbb.texas.gov), click on **FOR NEW USERS AND LOG ON INFORMATION**, then click on **Reset Password** under **Agency Logon Help**. Enter your User ID or email address and click **Send User Info**.
- Send an email to WebAppSupport@lbb.texas.gov or call the LBB Help Desk at 512-463-3167.

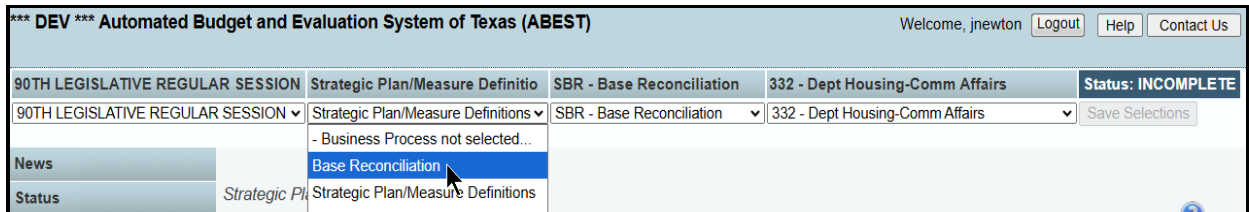
Enter your username and password and click **Login**, as shown in the following example.



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

As shown below, from the available drop-down menu boxes, select **90TH LEGISLATIVE REGULAR SESSION**, **Base Reconciliation**, **SBR – Base Reconciliation**, and your agency.



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.

Click **Save Selections** to update your profile, as shown in the following examples. The options selected will display on the profile settings bar, which is at the top of each screen. The agency **Status** associated with these settings is also included.

*** DEV *** Automated Budget and Evaluation System of Texas (ABEST) Welcome, jnewton [Logout](#) [Help](#) [Contact Us](#)

90TH LEGISLATIVE REGULAR SESSION	Strategic Plan/Measure Definitio	SBR - Base Reconciliation	332 - Dept Housing-Comm Affairs	Status: INCOMPLETE
90TH LEGISLATIVE REGULAR SESSION ▼	Base Reconciliation ▼	SBR - Base Reconciliation ▼	332 - Dept Housing-Comm Affairs ▼	Save Selections

*** DEV *** Automated Budget and Evaluation System of Texas (ABEST) Welcome, jnewton [Logout](#) [Help](#) [Contact Us](#)

90TH LEGISLATIVE REGULAR SESSION	Base Reconciliation	SBR - Base Reconciliation	332 - Dept Housing-Comm Affairs	Status: EMPTY
90TH LEGISLATIVE REGULAR SESSION ▼	Base Reconciliation ▼	SBR - Base Reconciliation ▼	332 - Dept Housing-Comm Affairs ▼	Save Selections

IMPORTANT



Before you enter data, verify that you are in the correct session, business process, and agency. Note that you will not be able to access the menus if your agency **Status** is set to **RESTRICTED** or **LOCKED** (**Status** is located at the right top portion of the profile screen). The LBB uses these specific statuses to indicate that work is in progress. Other agencies will appear in your agency drop-down menu box when their **Status** is set to **COMPLETE** in ABEST. If the **Current Profile/Settings** are not correct, click in the drop-down menu boxes to select the appropriate settings and click **Save Selections**.

NEWS SCREEN

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

News	Base Reconciliation
Status	
MOFs	News

HELP

You can view a 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.

*** DEV *** Automated Budget and Evaluation System of Texas (ABEST) Welcome, tstagy1 [Logout](#) [Help](#) [Contact Us](#)


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

News	Base Reconciliation
Status	
MOFs	News

HELP DESK CONTACT INFORMATION

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

*** DEV *** Automated Budget and Evaluation System of Texas (ABEST) Welcome, tstagy1 [Logout](#) [Help](#) [Contact Us](#)



Contact Us

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

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

Your Email:

Your Phone: (###) ### - #### Ext.

Subject:

Message:
 Enter your message here...
 Specify the ABEST business process you are working in (e.g., Actual Performance Measures; Operating Budget; USAS Reconciliation, Legislative Appropriation Request; Strategic Plan/Measure Definitions; etc.).
 Please do not call the ABEST Helpdesk 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. Thank you.

The 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 sending an email to WebAppSupport@lbb.texas.gov or calling the Help Desk at 512-463-3167. Be prepared to leave a message when calling the Help Desk. Your call goes directly to voicemail at all times. A typical call back response from the Help Desk is within 30 minutes.

CHANGING YOUR AGENCY STATUS TO INCOMPLETE


ABEST will not allow you to enter data until you set the agency **Status** to **INCOMPLETE**. To accomplish that, click the **Status** menu, as shown below.



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



IMPORTANT

 ABEST will not allow you to enter data until you set the agency **Status** to **INCOMPLETE**. As you enter data, closing edits will appear on the **Status** screen. You must clear the edits before you can submit your agency's base reconciliation. You must set your agency **Status** to **COMPLETE** when you have completed your data entry. Refer to the [Changing Your Agency Status to Complete](#) section of these instructions for details.

CAUTIONS AND IMPORTANT INFORMATION

CAUTION



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

CAUTION



You will lose data if you move to another grid without saving first. Save your work frequently by clicking **Save**. Any unsaved data must be re-entered.

IMPORTANT



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

DATA ENTRY CONSIDERATIONS

Refer to the following table for information regarding data entry.

DATA ENTRY REFERENCE

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

ENTERING BASE RECONCILIATION DATA

Base reconciliation is the first phase for entering data for the 90th Legislative Session in the budgeting process. During this phase, you will enter all values; no values will be preloaded on the screen.


ADDING METHOD OF FINANCE (MOFS)

Click the **MOFs** menu (shown in the following example) to enter your agency’s method of finance.



A list of available **MOF** codes, **Appropriation Types (Appr. Type)**, and **Summary Descriptions** are pre-loaded into each of the drop-down menu boxes listed.

TIP




Hover your cursor over the names in the drop-down menu box to show the full name of each item listed for selection.

Select a **MOF**, **Appr. Type**, and **Summary Description** from each of the drop-down menu boxes.

Some appropriation types have a drop-down list of standard descriptions. As shown in the following two examples, select a standard description or you can enter a unique description. To enter a unique description, double click in the input box, remove any default text and begin typing, then click **OK**.

IMPORTANT



If a standard description applies to the selected appropriation type, use it rather than entering your own description. Using a standard description helps LBB analysts gather information on the impact across all agencies of certain provisions in the General Appropriations Act and other legislation.

Base Reconciliation

MOFs

Existing MOFs Available MOFs Bottom

Available MOFs:

MOF	Appr. Type	Summary Description	Comments	Exp 2025	Est 2026	Bud 2027
1 - General Re		Regular Appropriations from MOF Table (2024-25 GAA)	any comments are added here ...			

Save Cancel

Base Reconciliation

MOFs

Available MOFs:

MOF	Appr. Type	Summary Description
1 - General Re	RA	You can enter a <u>unig</u>

Edit Text

You can enter a unique description in this text box instead of selecting one of the standard Summary Description options from the drop-down menu. But if a standard Summary Description applies to your selected MOF and Appr. Type, please use the standard Summary Description rather than entering your own non-standard description. Using a standard option provided in the drop-down menu helps LBB budget analysts gather information on the impact across all agencies of certain provisions in the General Appropriations Act and other legislation.

Character Count = 542; MAX = 150

OK Cancel

TIP



You can expand the **Summary Description** and **Comments** fields by double clicking in the input text field. The character limits are 150 and 2,500 respectively. Use your keyboard's **Enter** key to start a new line of text in the text field. Within the text field, click **OK** or **Cancel** to move out of the text field. Save your work by clicking **Save**. Each of those text fields provides a character counter and identifies the character limit.

Enter **Comments** (as shown in the below example) and click the **OK** button. Then enter the dollar amounts associated with each fiscal year listed on the screen.

Base Reconciliation

MOFs

Available MOFs:

MOF	Appr. Type	Summary Description	Comments
1 - General Re	RA	Regular Appropriations fr	

Edit Text

Enter any needed "comments" in this text box. Then click the OK button. This "Comments" text box provides a character counter and identifies the maximum character limit (2,500).

Character Count = 179; MAX = 2500

OK Cancel

After selecting a **MOF**, **Appr. Type**, and **Summary Description**, and entering **Comments** and dollar amounts, click **Save**. After clicking **Save**, the MOF appears at the top of the screen under **Existing MOFs**. The corresponding data for that MOF displays in the grid as shown below.

Base Reconciliation

MOFs

[Existing MOFs](#) [Available MOFs](#) [Bottom](#)

Existing MOFs:

MOFs: 1 - General Revenue Fund

	Appr. Type	Summary Description	Comments	Exp 2025	Est 2026	Bud 2027
✖ 1	RA	Regular Appropriations from	any comments are entered here ...	\$13,000,000	\$0	\$0
MOF Summary Total:				\$13,000,000	\$0	\$0

Data saved. Save Cancel

Use the gray section (shown in the following example) to add additional rows (**Appr. Type**, **Summary Description**, etc.) for the MOF listed and click **Save**. Repeat this step to add as many appropriation types as needed.

Existing MOFs:

MOFs: 1 - General Revenue Fund

	Appr. Type	Summary Description	Comments	Exp 2025	Est 2026	Bud 2027
✖ 1	RA	Regular Appropriations from	any comments are entered here ...	\$13,000,000	\$0	\$0
	BA	Appropriations from MOF Table (2026-27)		0	13200000	13400000

As you save the data, notice the **MOF Summary Total** at the bottom of the table updates.

Existing MOFs:

MOFs: 1 - General Revenue Fund

	Appr. Type	Summary Description	Comments	Exp 2025	Est 2026	Bud 2027
✖ 1	RA	Regular Appropriations	any comments are entered here ...	\$13,000,000	\$0	\$0
✖ 2	RA	Regular Appropriations	enter any comments here ...	\$0	\$13,200,000	\$13,400,000
MOF Summary Total:				\$13,000,000	\$13,200,000	\$13,400,000

Data saved. Save Cancel

To add a new MOF, click the **Available MOFs** hyperlink (above the **Existing MOFs** grid) or click in the **Available MOFs** grid (as shown below). The MOFs listed here include all of the MOFs that are available, but have not already been used for your agency.

Base Reconciliation

MOFs

[Existing MOFs](#) [Available MOFs](#) [Bottom](#)

Existing MOFs:

MOFs: 1 - General Revenue Fund

	Appr. Type	Summary Description	Comments	Exp 2025	Est 2026	Bud 2027
✘ 1	RA	Regular Appropriations	any comments are entered here ...	\$13,000,000	\$0	\$0
✘ 2	RA	Regular Appropriations	enter any comments here ...	\$0	\$13,200,000	\$13,400,000
MOF Summary Total:				\$13,000,000	\$13,200,000	\$13,400,000

Available MOFs:

MOF	Appr. Type	Summary Description	Comments	Exp 2025	Est 2026	Bud 2027
777 - Interage						

Select a **MOF**, **Appr. Type**, and **Summary Description** from each of the drop-down menu boxes. Enter **Comments** and the dollar amounts associated with each fiscal year listed and click **Save**.

Available MOFs:

MOF	Appr. Type	Summary Description	Comments	Exp 2025	Est 2026	Bud 2027
777 - Interage	RI	Article IX, Sec. 8.02, Reimbursements and	enter any related comments here ...	0	5000	5000

IMPORTANT



Make sure you click **Save** on the grid you are entering data, as shown in the previous examples. The **Save** button works independently for each grid on the screen.

The selected MOF now appears at the top of a new screen under **Existing MOFs**. The corresponding data for the selected MOF displays in the grid, as shown in the following example.

REVISING MOF DATA

If you have moved away from the MOFs screen, click the **MOFs** menu. Select an existing MOF from the **Existing MOFs** drop-down menu box (example shown below). Each appropriation type and the corresponding data you entered for the selected MOF will then display in the grid. You can revise summary descriptions, comments, and dollar amounts. Enter any necessary changes and click **Save**.

Base Reconciliation

MOFs

[Existing MOFs](#) [Available MOFs](#) [Bottom](#)

Existing MOFs:

MOFs: 1 - General Revenue Fund

Appr. Type	Summary Description	Comments	Exp 2025	Est 2026	Bud 2027
1 RA	Regular Appropriations	any comments are entered here ...	\$13,000,000	\$0	\$0
2 RA	Regular Appropriations	enter any comments here ...	\$0	\$13,200,000	\$13,400,000
MOF Summary Total:			\$13,000,000	\$13,200,000	\$13,400,000

IMPORTANT



You cannot modify the appropriation type (**Appr. Type**) from the MOF screen. If you need to change an appropriation type you have already entered, delete the existing row by clicking the red **X** to the left of the **Appr. Type** (see the below example). Confirm your request by clicking **OK** in the pop-up message box.

Existing MOFs:

MOFs: 1 - General Revenue Fund

Appr. Type	Summary Description	Comments	Exp 2025	Est 2026	Bud 2027
1 RA	Regular Appropriations	any comments are entered here ...	\$13,000,000	\$0	\$0
2 RA	Regular Appropriations	enter any comments here ...	\$0	\$13,200,000	\$13,400,000
MOF Summary Total:			\$13,000,000	\$13,200,000	\$13,400,000

Are you sure you want to delete Row# 1?

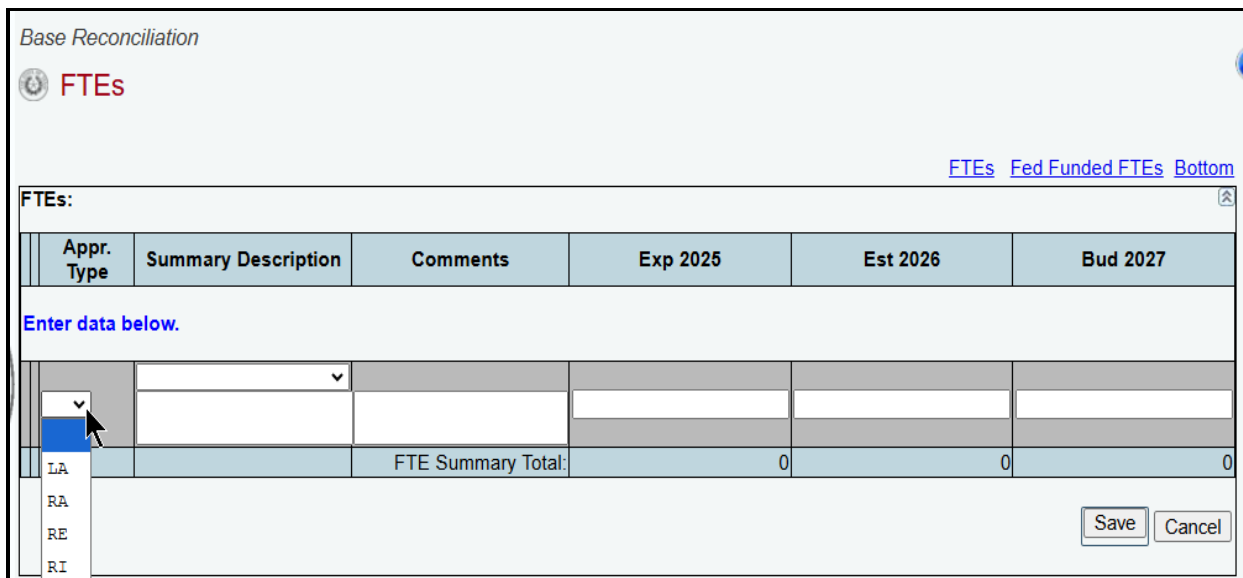
If necessary, add the data again with the revised appropriation type. Refer to the [Adding Method of Finance \(MOFs\)](#) section of these instructions for details.

ADDING FULL-TIME EQUIVALENTS (FTEs)

To enter the base reconciliation FTE data for your agency, click the **FTEs** menu as shown in the following example.



Select an **Appr. Type** and **Summary Description** from each of the drop-down menu boxes. Enter **Comments** and the dollar amounts associated with each fiscal year listed on the screen and click **Save**.



TIP

You can expand the **Summary Description** and **Comments** fields by double clicking in the input text field. The character limits are 150 and 2,500 respectively. Use your keyboard's **Enter** key to start a new line of text in the text field. Within the text field, click **OK** or **Cancel** to move out of the text field. Save your work by clicking **Save**. Each of those text fields provides a character counter and identifies the character limit.

Some appropriation types (**Appr. Type**) have a drop-down list of standard descriptions. Select a standard description or enter a unique description.

IMPORTANT

If a standard description applies to the selected appropriation type, use it rather than entering your own description. Using a standard description helps LBB analysts gather information on the impact across all agencies of certain provisions in the General Appropriations Act and other legislation.

Enter the **Number (#) Of 100 Percent Federally Funded FTEs** in the bottom grid and click **Save**, as shown in the following example.

Base Reconciliation

FTEs

[FTEs](#) [Fed Funded FTEs](#) [Bottom](#)

FTEs:

	Appr. Type	Summary Description	Comments	Exp 2025	Est 2026	Bud 2027
	1	RA	Regular Appropriations from	0	310.5	311
FTE Summary Total:				0	310.5	311

Data saved.

Of 100% Federally Funded FTEs:

Exp 2025	Est 2026	Bud 2027
Enter data below.		
0	2.5	2.5

IMPORTANT



Make sure you click **Save** on the grid you are entering data, as shown in the above example. The **Save** button works independently for each grid on the screen.

Repeat the FTE data entry steps to add as many appropriation types as needed. As you save the data, notice that the **FTE Summary Total** at the bottom of the table automatically updates.

Review the navigation options shown in the following table. These options will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen.

NAVIGATION OPTIONS REFERENCE

FTEs Hyperlink directs you to the top portion of the screen and displays the FTEs you have currently entered into ABEST for base reconciliation.

Fed Funded FTEs Hyperlink directs you to the bottom portion of the screen and displays the FTEs that have been entered for 100% Federally Funded FTEs.

Top and Bottom Hyperlink positions the cursor at the top or bottom of the screen.

Double Arrow
(top right of grid) Use this toggle switch (Double Arrow) to collapse or expand a particular grid. It will enable you to view the details above or below a particular grid (as shown in the following example).

Base Reconciliation

FTEs

[FTEs](#) [Fed Funded FTEs](#) [Bottom](#)

FTEs:

Of 100% Federally Funded FTEs: Click to Hide or View FTE Summary.

REVISING FTE DATA

If you have moved away from the **FTEs** screen, click the **FTEs** menu, as mentioned previously. Each appropriation type and the corresponding data you entered for the FTEs displays in the grid.

On this screen, you can revise summary descriptions, comments, and the FTE amounts. Enter any necessary changes and click **Save**.

IMPORTANT



You cannot modify the appropriation type (**Appr. Type** column) from the FTE screen. If you need to change an appropriation type, delete the existing row by clicking on the red **"X"** to the left of the **Appr. Type** (see below example). After clicking on the red **"X"**, confirm your request by clicking **OK**.

Base Reconciliation

FTEs

[FTEs](#) [Fed Funded FTEs](#) [Bottom](#)

FTEs:

	Appr. Type	Summary Description	Comments	Exp 2025	Est 2026	Bud 2027
	RA	Regular Appropriations from	enter any needed comments here ...	0	310.5	311
	RA	Regular Appropriations from	enter comments here ...	304.5	0	0
FTE Summary Total:				304.5	310.5	311

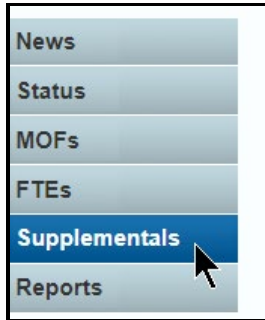
Are you sure you want to delete Row# 2?

If necessary, add the data again with the revised appropriation type. Refer to the [Adding FTEs](#) section of these instructions for details.

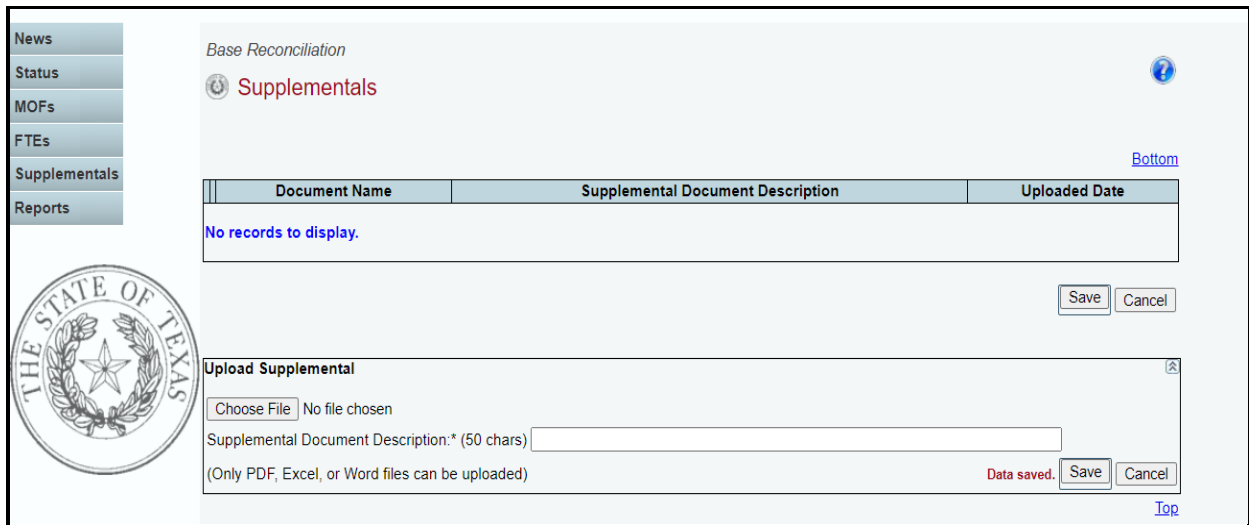
ADDING SUPPLEMENTAL DOCUMENTS (APPLIES TO ARTICLE 2 AGENCIES ONLY)

Click the **Supplementals** menu (as shown in the following example) to submit/upload supplemental documents for Article 2 agencies only. The **Supplementals** menu will not display for non-Article 2 agencies.

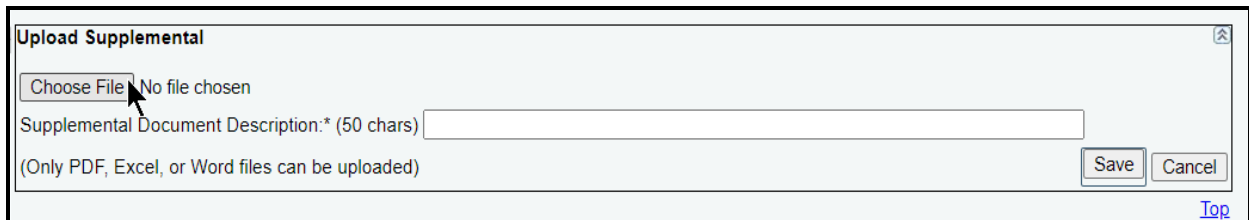
While Article 2 agencies may enter any supplemental documents they deem useful to assist with Base Reconciliation, Article 2 agencies must submit/upload all supplemental documents required by their agency’s assigned LBB budget analyst(s).



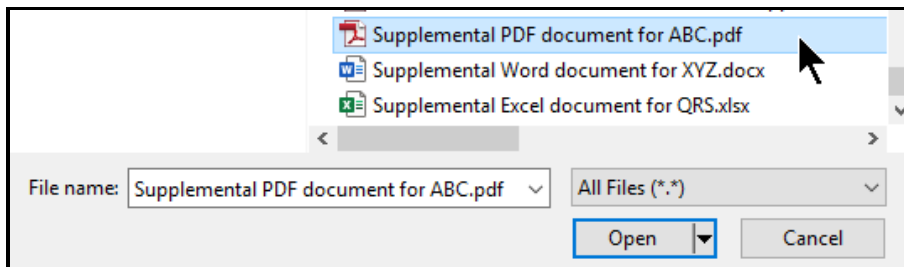
After clicking the **Supplementals** menu, the following **Supplementals** screen will display.



To submit/upload a PDF, Word, or Excel document, click **Choose File**, as shown below.



Select the desired document (example shown below). Then click **Open**.



The selected document will upload into the **Upload Supplemental** grid, as shown in the below example. Enter a description of the document (limited to 50 characters) and click **Save**.

Upload Supplemental

Choose File Supplemental P...ent for ABC.pdf

Supplemental Document Description:* (50 chars)

(Only PDF, Excel, or Word files can be uploaded)

[Top](#)

To delete a document that has been previously saved, click on the red “X” to the left of the **Document Name** (see below example). After clicking on the red “X”, confirm your request by clicking **OK**.

Base Reconciliation

Supplementals

[Bottom](#)

		Document Name	Supplemental Document Description	Uploaded Date
✘	🔍	Supplemental PDF document for ABC.pdf	Supplemental info for ABC	Jan 18 2022 8:39AM
✘	🔍	Supplemental Word document for XYZ.docx	Supplemental document for XYZ	Jan 18 2022 8:40AM
✘	🔍	Supplemental Excel document for QRS.xlsx	Supplemental data for QRS	Jan 18 2022 8:41AM

Are you sure you want to delete supplemental doc Supplemental Excel document for QRS.xlsx?

To view an uploaded document, click the magnifying glass to the left of the **Document Name** (see below example).

Base Reconciliation

Supplementals

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		Document Name	Supplemental Document Description	Uploaded Date
✘	🔍	Supplemental PDF document for ABC.pdf	Supplemental info for ABC	Jan 18 2022 8:39AM
✘	🔍	Supplemental Word document for XYZ.docx	Supplemental document for XYZ	Jan 18 2022 8:40AM

GENERATING A REPORT

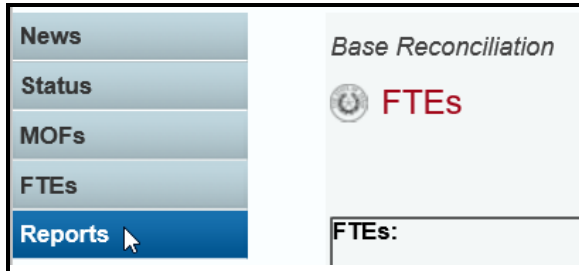
ABEST produces a report based on the base reconciliation data you submit. You may generate the report at any time, regardless of the agency's **Status**.

IMPORTANT

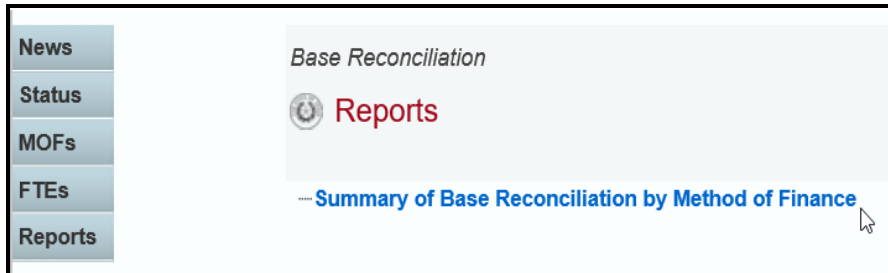


Before printing your agency's final base reconciliation report, it is essential that you change your agency **Status** to **COMPLETE**. Refer to the [Changing Your Agency Status to Complete](#) section of these instructions for details.

To generate the base reconciliation report, click the **Reports** menu, as shown in the following graphic.



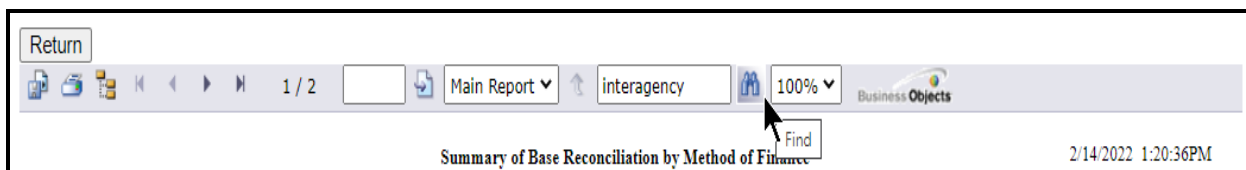
Click the **Summary of Base Reconciliation by Method of Finance** hyperlink to generate the report, as shown in the following example.



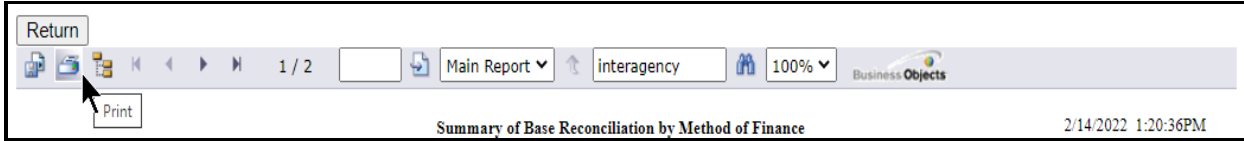
A report preview appears in the ABEST window. Use the arrow keys at the top to navigate through multi-pages. The **binoculars icon** can be used to search the report, but before clicking on that icon, enter your search criteria in the text box (example shown below) to the left of the **binoculars icon**.



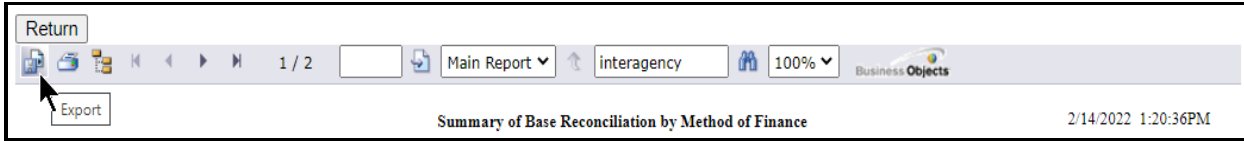
Then click the **binoculars icon** as shown below.



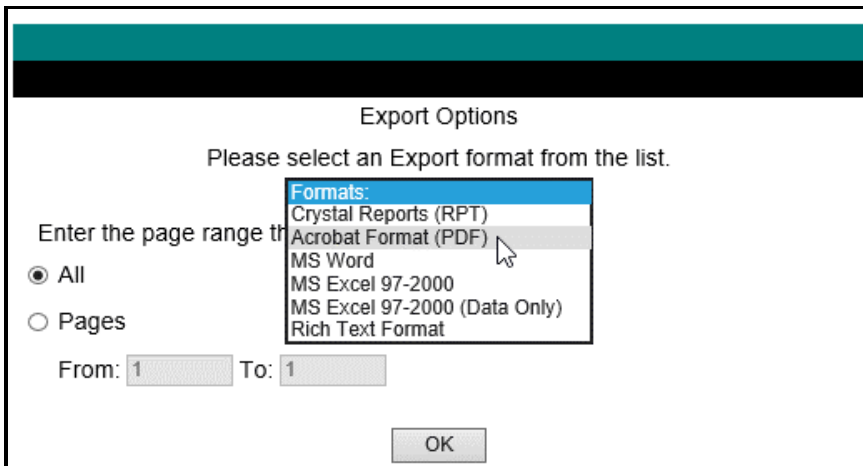
To **print**, click the **second icon** in the upper left corner of the ABEST screen, as shown below.



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



After clicking the first icon to export, select the appropriate **export format** from the drop-down menu list (shown below) and click **OK**. The report will download into the appropriate application. Save your downloaded report file.



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

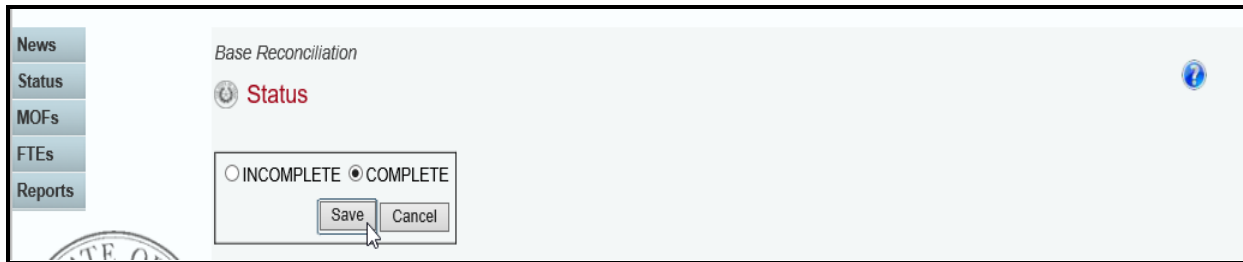


CHANGING YOUR AGENCY STATUS TO COMPLETE

Change the base reconciliation **Status** for your agency from **INCOMPLETE** to **COMPLETE** to submit your agency's base reconciliation. Click the **Status** menu.



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



Once your agency **Status** is set to **COMPLETE**, your LBB analyst and the Office of the Governor can view your base reconciliation data.

If you need to make changes to your agency’s base reconciliation data after changing your agency **Status** to **COMPLETE**, call your agency’s LBB analyst to approve reopening ABEST for your agency. You must change your agency **Status** back to **COMPLETE** after making your agency revisions.