



LEGISLATIVE BUDGET BOARD

ABEST Instructions for State Budget by Program 2028–29 Biennium

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

LEGISLATIVE BUDGET BOARD STAFF

WWW.LBB.TEXAS.GOV

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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 State Budget by Program System (SBP) is an ABEST web-based application. The Legislative Budget Board (LBB) uses SBP agency submissions to identify more detailed appropriations information such as specific programs funded, the source of program funding, and the related statutory authorization.

Section 34.06 of Senate Bill 1, 82nd Legislature, 1st Called Session, 2011, specifies that it is the intent of the Legislature that the LBB place information on its website that provides additional program detail for items of appropriation in the General Appropriations Act (GAA).

For all state agencies, appellate courts, and institutions of higher education (all are referred to as “agencies” in these instructions), ABEST SBP Stage 01 - Agency Submission for the 90th Legislative Session (90R) is initially a copy of the following program details from SBP Stage 51 - Fiscal Size Up from the 89th Legislative Session (89R):

- Program Name
- Description of Program
- Program Priority
- State Authority
- Federal Authority

Agency staff can add, change, or delete programs contained in ABEST SBP to reflect any changes to programs as a result of the agency’s 2028–2029 Legislative Appropriations Request (LAR). If significant changes to agency programs are anticipated, please reach out to your LBB budget analyst for approval prior to submission.

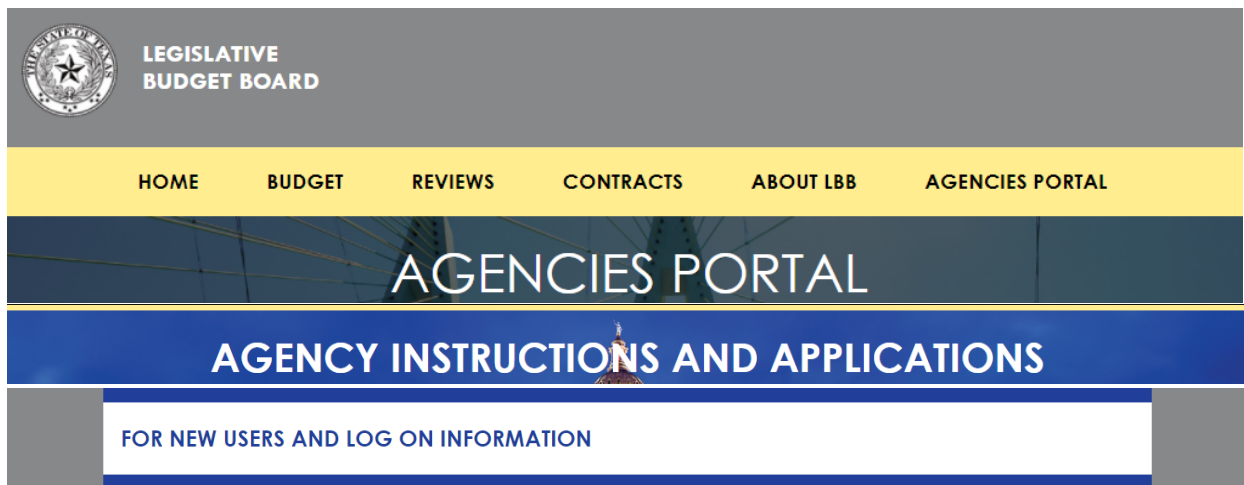
Your agency’s SBP submission will include program amounts by Method of Finance (MOF) for fiscal years 2025, 2026, 2027, and baseline requests and Exceptional Items for fiscal years 2028 and 2029. Program amounts must equal LAR amounts. The recommended approach for entering data is to:

- Refer to this manual for ABEST data entry instructions.
- If you have questions about ABEST, call the LBB Help Desk at 512-463-3167 or email WebAppSupport@lbb.texas.gov.
- Call your agency’s LBB budget analyst if you have questions regarding what data to enter or related policy inquiries. 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**.

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.

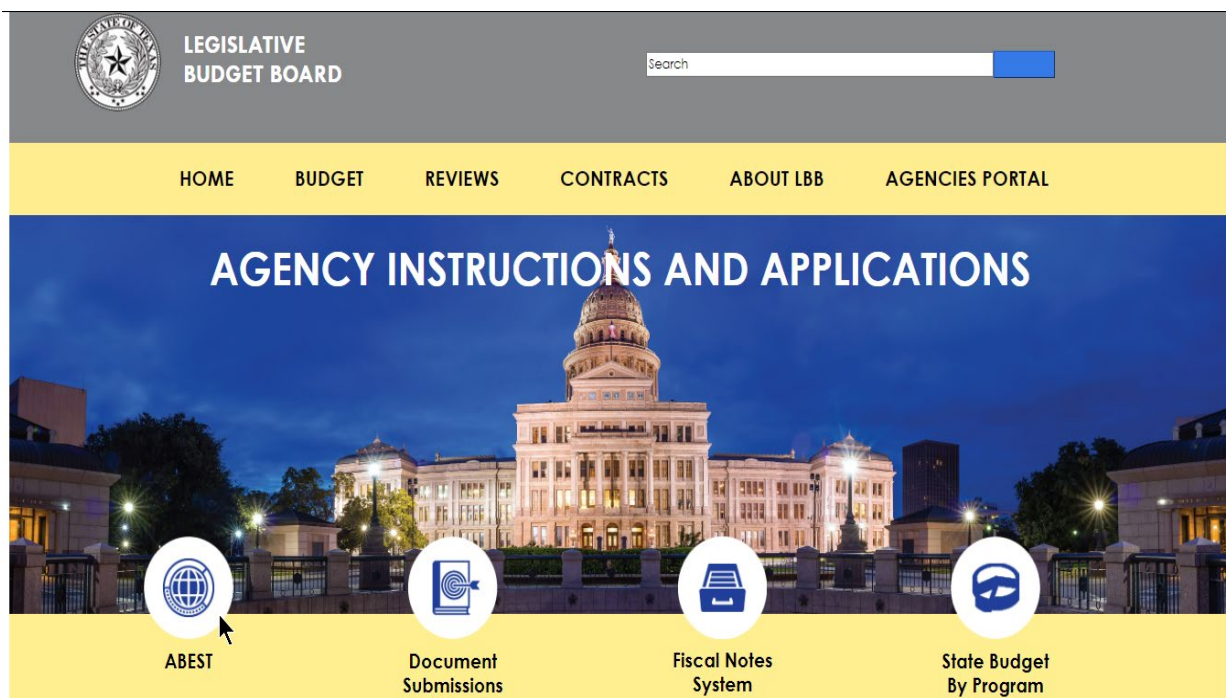
To request a user ID, click **AGENCIES PORTAL** from the LBB website (www.lbb.texas.gov). Under **AGENCY INSTRUCTIONS AND APPLICATIONS**, click **FOR NEW USERS AND LOG ON INFORMATION**, then click **Request Agency Logon**.



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**.



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 **AGENCIES PORTAL** → **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 **Agency Account Maintenance**.
- 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.

Automated Budget and Evaluation System of Texas (ABEST)

[Forgot Username](#) [Forgot Password](#) [Request Logon](#)

TIP

You can also request ABEST access by clicking the **Request Logon** hyperlink shown in the above example.

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. The saved selections will appear in the “user profile confirmation bar.”

To set your user profile for the business process addressed in these instructions, complete the following steps. From the available drop-down menu boxes, select **90TH LEGISLATIVE REGULAR SESSION**, **State Budget By Program**, **S01 – AGENCY SUBMISSION**, and your agency. Click **Save Selections** to update your profile, as shown in the following examples.

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

90TH LEGISLATIVE REGULAR SESSION	Legislative Appropriation Request	S01 - AGENCY SUBMISSION	405 - Department of Public Safety	Status: INCOMPLETE
90TH LEGISLATIVE REGULAR SESSION	Legislative Appropriation Request	S01 - AGENCY SUBMISSION	405 - Department of Public Safety	Save Selections

News
Status
Strategy
Rider
Measures

Legislative Appropriation Request

Report

Base Reconciliation
Strategic Plan/Measure Definitions
Legislative Appropriation Request
Biennial Operating Plan
State Budget By Program

LAR to PDF
Budget Request

90TH LEGISLATIVE REGULAR SESSION

Legislative Appropriation Request	S01 - AGENCY SUBMISSION	405 - Department of Public Safety	Status: INCOMPLETE
90TH LEGISLATIVE REGULAR SESSION	State Budget By Program	S01 - AGENCY SUBMISSION	405 - Department of Public Safety
			Save Selections

The options you selected on your “user profile selection bar” will display on the “user profile confirmation bar”, as shown below. The agency **Status** associated with these settings is also included on that bar (designated as **EMPTY** in the below example).

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

90TH LEGISLATIVE REGULAR SESSION	State Budget By Program	S01 - AGENCY SUBMISSION	405 - Department of Public Safety	Status: EMPTY
90TH LEGISLATIVE REGULAR SESSION	State Budget By Program	S01 - AGENCY SUBMISSION	405 - Department of Public Safety	Save Selections

The agency **Status** is explained in the following “IMPORTANT” box, and is discussed in more detail later in the [CHANGING AGENCY STATUS TO INCOMPLETE](#) section of these instructions.

IMPORTANT



Before you enter data into ABEST, verify that you are in the correct session, business process, and agency. Note that you will not be able to access the menus if the agency's **Status** is set to **RESTRICTED** or **LOCKED** (**Status** is located at the right top portion of the “user profile confirmation bar”). 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 (they appear on the same row as the agency **Status**) are not correct, click in the drop-down boxes to select the appropriate settings and click **Save Selections**.

IMPORTANT



Many of the screenshot examples used throughout these 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.

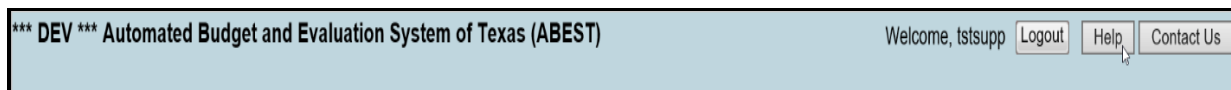
NEWS SCREEN

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	State Budget By Program
Status	
Program List	News

HELP

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



IMPORTANT



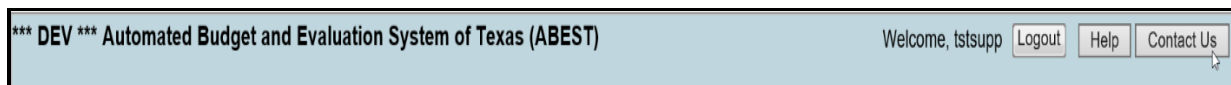
If you are not logged into ABEST or have timed out of ABEST and you click the **Help** button, an overview of ABEST will display instead of this user manual. To view the user manual, log into ABEST and click the **Help** button again.

Click the **Help icon**  (as 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**.

 A screenshot of the "Contact Us" form. At the top left is a small icon of a computer monitor and a telephone. The title "Contact Us" is at the top center. Below it are "Phone Numbers": Helpdesk: (512) 463-3167, Main: (512) 463-1200, Fax: (512) 475-2902. Then "Email" information: "It is our goal to respond to you within 1 business day, regardless of whether you make contact by phone or email." The form has fields for "Your Email:" (with placeholder EMAIL_NAME@EmailAddress.texas.gov), "Your Phone:" (with placeholders for area code, number, and extension), and "Subject:" (with placeholder ABEST Help Request for AGENCY NUMBER ???). There is a large text area for the message with placeholder text: "My name is ???, My User ID is Agy?????, My telephone number is ???-???-????, My problem or issue is ??????????????". At the bottom are "Send Email" and "Cancel" buttons. A mouse cursor is pointing at the "Send Email" button.

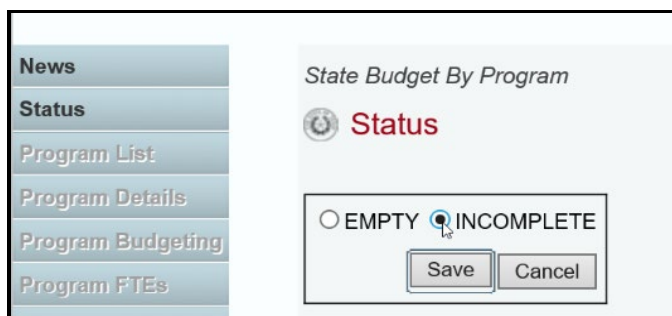
The LBB Help Desk will respond to email inquiries as soon as possible; however, it can take as long as the end of the next business day in some cases. You can also contact the LBB by sending an email to WebAppSupport@lbb.texas.gov or calling the Help Desk at 512-463-3167. Be prepared to leave a message when calling the Help Desk. Your call goes directly to voicemail at all times.

CHANGING AGENCY STATUS TO INCOMPLETE

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



Select the **INCOMPLETE** radio button (shown below) and click **Save**.



IMPORTANT



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

DATA ENTRY 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 internet browser and log back in. 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 reference table for information on various data entry considerations.

DATA ENTRY REFERENCE		
TEXT LIMITATIONS	ENTERING DATA	SAVING DATA
- 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.	- 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.	- 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.
COLOR CONVENTIONS	IF THE EXPLORER STATUS BAR DOES NOT APPEAR	NAVIGATION
- 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.	Open the Tools menu in Google Chrome and choose Internet options. Click the Security tab and select Trusted Sites. Click the Sites button and enter: *.lbb.texas.gov.	- 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.

PROGRAM LIST

Programs data from SBP Stage 51 (89R) has been copied to SBP Stage 01 - Agency Submission (90R). Revisions to programs should be made in your agency’s SBP submission to reflect your agency’s LAR submission, including combining and breaking out; or otherwise re-categorizing existing agency programs.

Click the **Program List** menu, as shown in the following example.

The agency's **Programs** display, as shown in the below example.

State Budget By Program

Programs > List

[Add New Program](#) [Bottom](#)

		Priority	Program	Description
		1	Driver License Services	Access to record information, documents, and photographic images for customers, law enforcement,
		2	Intelligence	Acts as the state's repository for the collection of multi-jurisdictional criminal intelligence

TIP



You cannot modify a **Program** name or **Description** from the **Program List** screen. Click on the **magnifying glass** to the left of the **Program**. The icon directs you to the **Program Details** screen where you can update these fields.

ABEST automatically assigns a value of “-1” to each new **Program** you enter, which indicates that no priority has been assigned to that specific program by the agency, as shown in the below example.

State Budget By Program

Programs > List

[Add New Program](#) [Bottom](#)

		Priority	Program	Description
		-1	New Program Name #1	This program will do XYZ ...
		-1	New Program Name #2	This program will do ABC ...

To assign or change a **Priority** to a **Program**, click in the **Priority** box and enter the desired number (as shown in the following example), and click **Save**.

State Budget By Program

Programs > List

[Add New Program](#) [Bottom](#)

		Priority	Program	Description
		2	New Program Name #1	This program will do XYZ ...
		-1	New Program Name #2	This program will do ABC ...

Review the navigation options in the following **Navigation Options Reference** 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	
Add New Program	Link directs you to the Program Details screen. You can also access the Program Details screen by clicking the magnifying glass on the Program List screen or by clicking the Program Details menu.
Magnifying glass	Icon directs you to the Program Details screen.
Top and Bottom	Hyperlink positions the cursor at the top or bottom of the screen.

To delete a row of data for a given Program, click the red 'X' in the leftmost position (shown in the following example), then click **OK** in the confirmation window.

State Budget By Program

Programs > List

[Add New Program](#) [Bottom](#)

		Priority	Program	Description
		1	New Program Name #2	This program will do ABC ...
		2	New Program Name #1	This program will do XYZ ...

Delete

Are you sure you want to delete program and all of its funding?

OK **Cancel**

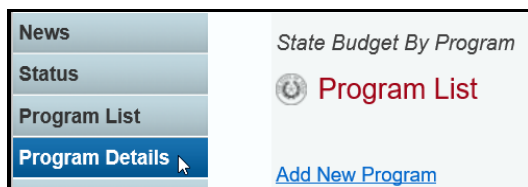
PROGRAM DETAILS

Describe the programs and applicable legal citations in the program details. A program description should include, at a minimum, a brief summary of the purpose and general activities of the program. When applicable, a program description should identify the specific beneficiaries, grant recipients, targeted population, and/or specific geographic area affected by the program. Agency staff should keep legislative members and the layperson in mind when identifying agency program information. If revising or adding programs, below is a list of additional considerations for program descriptions.

In general, the program description should not repeat any information provided in other report data elements for that program (agency name, MOF details, program name, legal citations, etc.). The program description should not provide program or funding level history. Calculations used to disperse formula funding should not be included in program descriptions. If the program name does not indicate the program involves formula funding, the description may note this. Do not include the number of persons served or regulated by a program in descriptions.

The legal citation of the primary state and/or federal law(s) that establishes, requires, or authorizes a program should also be included. If a program is not explicitly authorized by statute, however a rider allows or directs appropriations to be used for the program, the rider should be cited as it appears in the GAA. If the program does not have Federal Funds as a MOF, enter NA.

Click the **Program Details** menu, as shown below.



To add a new program, enter the details (as shown in the following example), and click **Save**. An asterisk (*) indicates a required field. Data must be entered in fields that are required. Disregard the **Program** drop-down menu selection box when adding a new item. You will use the **Program** drop-down menu selection when modifying an existing program.

 A screenshot of the 'Program Details' form. At the top left is a gear icon and the title 'Program Details'. Below the title is a link 'Add New Program' and a 'Bottom' link on the right. A 'Program:' label is followed by a dropdown menu showing 'Select a program'. Below this is a note '* - required fields'. The form contains four required fields, each with a label, a character limit, and a text input area with placeholder text:

- Program Name:** (75 chars) - Placeholder: 'Enter Program Name here ... (75 character limit, and a window will display a warning if you exceed the limit)'
- Description:** (300 chars) - Placeholder: 'Enter Description here ... (300 character limit, and a window will display a warning if you exceed the limit)'
- State Authority:** (300 chars) - Placeholder: 'Enter State Authority here ... (300 character limit, and a window will display a warning if you exceed the limit)'
- Federal Authority:** (300 chars) - Placeholder: 'Enter Federal Authority here ... (300 character limit, and a window will display a warning if you exceed the limit)'

To update an existing program, select the **Program** from the drop-down menu box, modify the appropriate fields (as shown in the following example), and click **Save**.

Program Details

[Add New Program](#)

Program: Crime Laboratory Services

* - required fields

Program Name:* (75 chars) Crime Laboratory Services

Description:* (300 chars) Forensic laboratory services including the breath alcohol test analysis for all law enforcement agencies at 13 DPS Crime Laboratories around the state. Analysis of evidence in criminal cases to determine DNA profiles.

Repeat the previous steps to add or revise as many programs as needed.

PROGRAM BUDGETING

Strategy and Method of Finance data from SBP Stage 51 (89R) has been copied to SBP Stage 01 - Agency Submission (90R). You will enter or modify program amounts by Method of Finance for fiscal years 2025, 2026, 2027 and baseline requests and exceptional items for fiscal years 2028 and 2029.

All strategies and methods of finance should add up to your agency's 90R LAR submission strategies and Methods of Finance totals.

Click the **Program Budgeting** menu, as shown below.

State Budget By Program

Program Details

[Add New Program](#)

Program: Select a program

Select a **Program** from the drop-down menu box, as shown below.

State Budget By Program

[Add New Program](#)

Program: Name of New Program

METHODS OF FINANCE (MOFS)

To add MOFs, click the **Add Multiple MOFs** hyperlink as shown in the following example.

Select the appropriate **Strategy/MOF** combinations (as shown in below example) and click **Save**.

Click SAVE or CANCEL to return to previous screen.

Insert Multiple MOFs:

- ☒ 1.1.1: 1-General Revenue Fund
- ☐ 1.1.1: 444-Interagency Contracts - CJG
- ☒ 1.1.1: 666-Appropriated Receipts

The selected strategies and MOFs display in the grid, as shown in the following example. Enter the dollar amounts for each fiscal year and click **Save**.

Strategy	MOF	Exp 2025	Est 2026	Bud 2027	Req 2028	Req 2029	Excp 2028	Excp 2029
1.1.1 - INTELLIGENCE	1 - General Revenue Fund	111222	333444	555666	777888	777888	0	0
1.1.1 - INTELLIGENCE	666 - Appropriated Receipts	333	\$0	\$0	\$0	\$0	\$0	\$0
Total MOFs:		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Repeat the previous steps to add as many MOFs as needed, for each selected program.

To delete a row, click the red 'X' in the leftmost position (example shown below), then click **OK** in the confirmation window.

State Budget By Program

Program Budgeting

Select a Program:

[Add Multiple MOFs](#)

MOFs:

	Strategy	MOF	Exp 2025	Est 2026	Bud 2027	Req 2028	Req 2029	Excp 2028	Excp 2029
X	1.1.1 - INTELLIGENCE	1 - General Revenue Fund	\$111,222	\$333,444	\$555,666	\$777,888	\$777,888	\$0	\$0
X	1.1.1 - INTELLIGENCE	666 - Appropriated Receipts	\$333	\$555	\$666	\$999	\$999	\$0	\$0
Total MOFs:			\$111,555	\$333,999	\$556,332	\$778,887	\$778,887	\$0	\$0

Are you sure you want to delete Row# 2?

OK **Cancel**

PROGRAM FULL-TIME EQUIVALENTS (FTEs)

Click the **Program FTEs** menu (as shown below) to enter the FTEs for each program.

News

Status

Program List

Program Details

Program Budgeting

Program FTEs

State Budget By Program

Program Budgeting

Select a Program:

MOFs:

Select a **Program** from the drop-down menu box, as shown below.

State Budget By Program

Programs > FTEs

[FTEs Bottom](#)

Program:

FTEs:

- Crime Laboratory Services
- Driver License Services

Enter the **FTE** numbers (by strategy and fiscal year) associated with each program (as shown in the following example), and click **Save**. As you save the data, the **FTEs Total** at the bottom of the **FTEs** grid will update.

State Budget By Program

Programs > FTEs

[FTEs Bottom](#)

Program:

FTEs:

Strategy	Exp 2025	Est 2026	Bud 2027	Req 2028	Req 2029	Excp 2028	Excp 2029
1.1.1 INTELLIGENCE	22.5	23.5	24	26	26	0	0
1.1.2 INTEROPERABILITY	37.5	39.5	41	41	41	0	
1.2.1 CRIMINAL INVESTIGATIONS	0	0	0	0	0	0	
1.2.2 TEXAS RANGERS	0	0	0	0	0	0	

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

The **FTEs Total** for all programs for each fiscal year should add up to your agency's 90R LAR submission FTEs totals.

CLOSING EDITS

Closing edits will display on your agency's **Status** menu if required data is not entered or is entered incorrectly. The closing edits provide important information (e.g., fiscal year, MOF, strategy, etc.) about each closing edit issue. Click the hyperlink above each closing edit section, as shown in the following example. The hyperlink will direct you to the screen location in question, but will not take you to the specific item in question.

State Budget By Program

Status

☒ INCOMPLETE ☐ COMPLETE

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

[Bottom](#)

Agency LAR Status must be Complete

[Agency LAR > Status](#)

Agency LAR Status
Incomplete

Resolve the items listed on the **Status** screen. The closing edit will disappear from the **Status** screen once the issue is resolved.

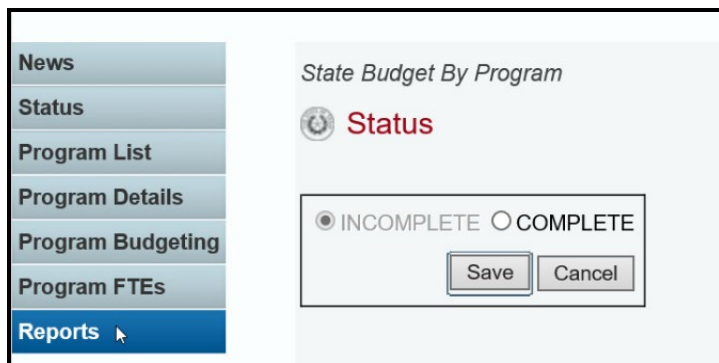
Refer to the following table for resolutions to closing edits. Your agency **Status** cannot be changed to **COMPLETE** until you correct all errors/closing edits.

RESOLUTIONS FOR CLOSING EDITS	
CLOSING EDIT	RESOLUTION
Budgeting Differences: Program MOF – (Strategy + Rider) MOF difference	Program amounts must equal LAR amounts (strategy plus rider appropriations/MOF). For stage SBP S01 – Agency Submission click the Program Budgeting menu. Select a Program from the drop-down box. Verify that the MOF amounts displayed here equal the strategy plus rider appropriation MOF amount in your agency's LAR. To verify your agency's LAR totals, change your user profile to 90TH LEGISLATURE REGULAR SESSION, Legislative Appropriation Request, S01 – AGENCY SUBMISSION, and your agency code and click Save Selections. Select the Reports menu and plus sign (+) to the left of the Budget Requests heading. Select the 3.A. Strategy Request report. Verify your activity MOF amounts equal. To modify your agency's LAR entries (if necessary), you will need to adjust entries on the Strategy→Budgeting menu/submenu and or the Rider→Amounts menu/submenu. You will need approval from your agency's LBB analyst to reopen your agency's LAR if the agency Status is set to COMPLETE.
Budgeting Differences: Program FTE – (Strategy + Rider) FTE difference	Program amounts must equal LAR amounts (strategy plus rider appropriations/FTE). For stage SBP S01 – Agency Submission click the Program Budgeting menu. Select a Program from the drop-down box. Verify that the FTE amounts displayed here equal the strategy plus rider appropriation FTE amount in your agency's LAR. To verify your agency's LAR totals, change your user profile to 90TH LEGISLATURE REGULAR SESSION, Legislative Appropriation Request, S01 – AGENCY SUBMISSION, and your agency code and click Save Selections. Select the Reports menu and plus sign (+) to the left of the Budget Requests heading. Select the 3.A. Strategy Request report. Verify your activity FTE amounts equal. To modify your agency's LAR entries (if necessary), you will need to adjust entries on the Strategy→FTEs menu/submenu. You will need approval from your agency's LBB analyst to reopen your agency's LAR if the agency Status is set to COMPLETE.
Missing Program Priority	Each program must have an assigned priority by the agency. Click the Program List menu and click in the Priority box next to any Program name that has a value of "-1." Assign a priority number and click Save .
Agency LAR Status must be Complete	Agencies are prevented from closing (setting Status to COMPLETE) their SBP submission if the agency has not closed their LAR, Stage 01 submission in ABEST. To set the Agency LAR Status to COMPLETE, change your user profile to 90TH LEGISLATURE REGULAR SESSION, Legislative Appropriation Request, S01 – AGENCY SUBMISSION, and your agency code and click Save Selections. Then, select the Status menu, click on the COMPLETE radio button, and click Save.

GENERATING A REPORT

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

To generate a report, click the **Reports** menu, as shown in the following example.



Click the name of a report to generate that report, as shown in the below example.

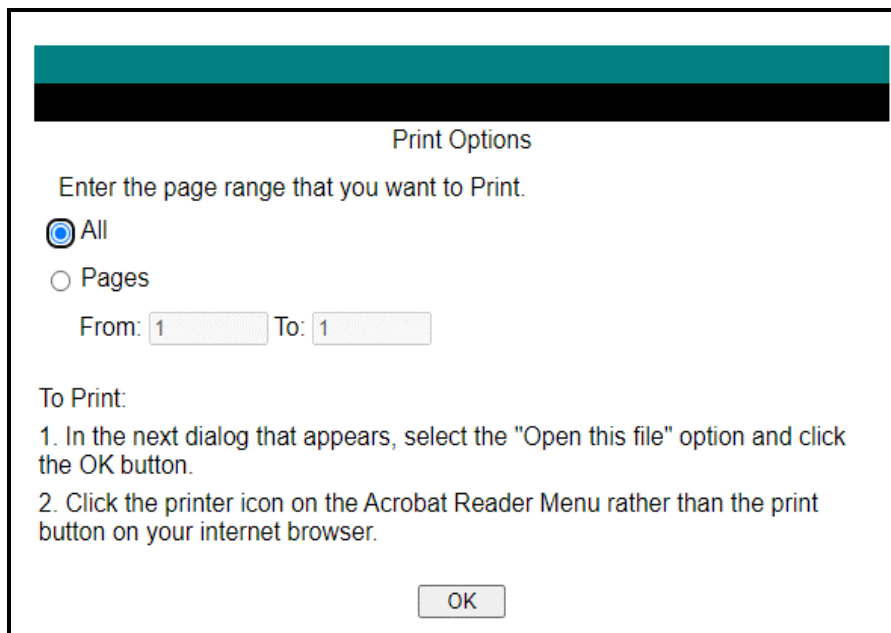


A preview of the report you selected displays, as shown in the following example. Use the arrow keys at the top to navigate through multi-page reports. To use the search feature within the report, click on the **binoculars** icon (shown below) at the top of the screen after entering your search criteria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

Strategy / Program	Expended 2025	Estimated 2026	Budgeted 2027	Requested 2028	Requested 2029	Exceptional 2028	Exceptional 2029
1.1.1 INTELLIGENCE							
0. Crime Laboratory Services							
MOF	\$111,555	\$333,999	\$556,332	\$778,887	\$778,887	\$0	\$0
FTE	22.5	23.5	24.0	26.0	26.0	0.0	0.0

To print the selected report, click the **printer icon** below the **Return** button, as shown in the following example. A **Print Options** window will display, select the desired options, and print. If you click your internet browser's printer icon, the report will not print.

Strategy / Program	Expended 2025	Estimated 2026	Budgeted 2027	Requested 2028	Requested 2029	Exceptional 2028	Exceptional 2029
1.1.1 INTELLIGENCE							
0. Crime Laboratory Services							
MOF	\$111,555	\$333,999	\$556,332	\$778,887	\$778,887	\$0	\$0
FTE	22.5	23.5	24.0	26.0	26.0	0.0	0.0



Print Options

Enter the page range that you want to Print.

☒ All
☐ Pages

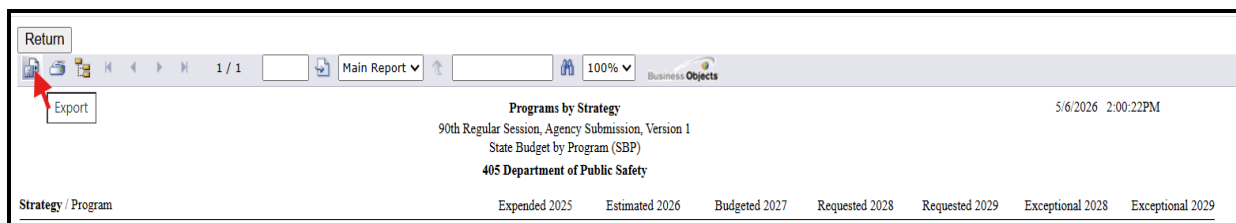
From: To:

To Print:

1. In the next dialog that appears, select the "Open this file" option and click the OK button.
2. Click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser.

OK

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



Return

1 / 1 Main Report 100% Business Objects

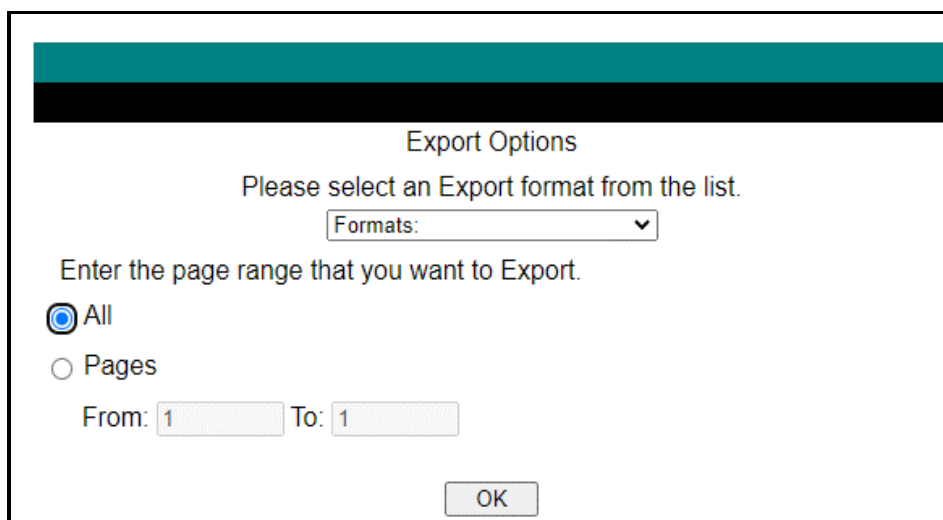
Export

Programs by Strategy
90th Regular Session, Agency Submission, Version 1
State Budget by Program (SBP)
405 Department of Public Safety

5/6/2026 2:00:22PM

Strategy / Program

Expended 2025	Estimated 2026	Budgeted 2027	Requested 2028	Requested 2029	Exceptional 2028	Exceptional 2029
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Export Options

Please select an Export format from the list.

Formats:

Enter the page range that you want to Export.

☒ All
☐ Pages

From: To:

OK

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

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

CHANGING AGENCY STATUS TO COMPLETE

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

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

IMPORTANT

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

After you change the **Status** to **COMPLETE**, your agency's assigned LBB analyst can view the SBP data. Call your agency's LBB analyst if you need to make SBP revisions after you have set the agency **Status** to **COMPLETE**, and the LBB analyst can have the agency **Status** changed to **INCOMPLETE** to enable you to make any needed revisions. You must change the agency **Status** back to **COMPLETE** after making any SBP revisions.