

LEGISLATIVE BUDGET BOARD

ABEST Instructions for Exceptional Items Review (Stages R02 / R04) 2026–27 Biennium

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

LEGISLATIVE BUDGET BOARD STAFF

WWW.LBB.TEXAS.GOV

JANUARY 2025

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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.

When agencies submit their Legislative Appropriations Request (LAR) in ABEST for an upcoming biennium, they may request funding above the base level in their LARs. These requests are referred to as **Exceptional Items**. Each Exceptional Item request identifies the enhanced services or increased effectiveness of agency operations that would result from receiving the request.

Agencies may revise their Exceptional Items requests/priorities after the LBB Recommendations Bills are posted to the LBB website which assists LBB analysts in their preparation of Summaries of Recommendations for the House Appropriations Committee (HAC) and Senate Finance Committee (SFC). Agencies are required to submit those revisions to the LBB in the ABEST business process titled **Exceptional Items Review (Stages R02 and R04)**. This data allows the LBB to track, analyze, and report on cross-agency and cross-article Exceptional Items requests. For purposes of these instructions, the term agency (or agencies) includes state agencies, appellate courts/judicial agencies, and institutions/agencies of higher education.

- For HAC considerations, agency-submitted Exceptional Item data from LAR Stage 01 has been copied into **Exceptional Items Review (Stage R02)**. If an agency does not want to revise their Exceptional Items requests/priorities for HAC (after the LBB Recommendations Bills are posted to the LBB website), then the agency just needs to change its **Stage R02** status from INCOMPLETE to COMPLETE (refer to page 33 of these instructions for details on changing agency status).
- For SFC considerations, the agency will need to go into ABEST and copy its data from **Exceptional Items Review (Stage R02)** to **Exceptional Items Review Submission (Stage R04)** and then make any necessary revisions. If an agency does not want to revise their Exceptional Items requests/priorities for SFC consideration (as compared to the requests for HAC consideration), then the agency just needs to change its **Stage R04** status from INCOMPLETE to COMPLETE (refer to page 33 of these instructions for details on changing agency status).

If an agency does want to revise their Exceptional Items requests/priorities, these ABEST instructions will guide you through that process. If you have a question about what data to enter and do not find the answer in these instructions, contact your agency's assigned LBB analyst. Visit the LBB website at www.lbb.texas.gov to determine the LBB analyst assigned to your agency. Select **ABOUT LBB** → **Staff** → **Analyst Assignments** from the home page. You will find the LBB analyst's name assigned for your agency listed in the document.

If you have a 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 (refer to the [HELP](#) and [HELP DESK CONTACT INFORMATION](#) sections of these instructions for more details).

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 ABEST Logon** (as shown below).

The screenshot shows the Legislative Budget Board website. At the top left is the LBB logo. A navigation bar contains links for HOME, BUDGET, REVIEWS, CONTRACTS, ABOUT LBB, and AGENCIES PORTAL. Below this is a large banner for 'AGENCIES PORTAL' and 'AGENCY INSTRUCTIONS AND APPLICATIONS'. A sub-section titled 'FOR NEW USERS AND LOG ON INFORMATION' contains three columns of options: 'Agency Logon Request Form' (with a 'Request ABEST Logon' button), 'Agency Logon Help' (with a 'Reset Password' button), and 'FNS Committee Logon Request Form' (with a 'Request FNS Logon' button). Each option includes a brief description of its purpose.

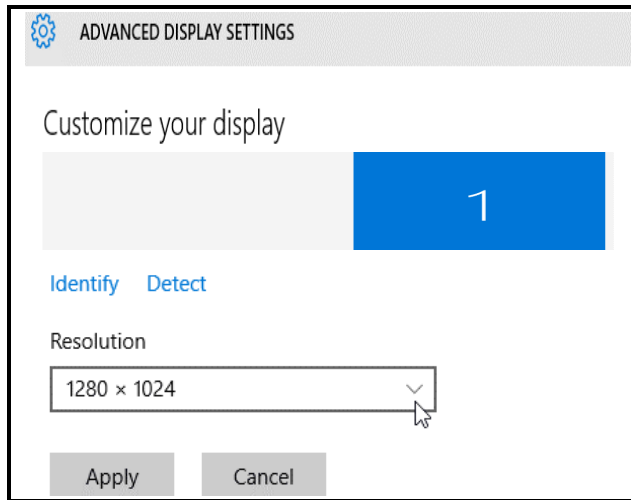
Fill out the **Logon Request Form** (shown below).

| Logon Request Form | |
|--|--------------------------|
| Please ensure that you have approval from your supervisor to request a userid. | |
| * Agency : | 000 - Local |
| * 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"/> |
| <input type="checkbox"/> ABEST (Automated Budget and Evaluation System of Texas) Includes: Base Recon LAR Submissions Operating Budget Actual Performance Measures USAS Reconciliation Biennial Operating Plan Federal Funds Pandemics | |
| <input type="checkbox"/> Document Submission <input type="checkbox"/> Annual Financial Report <input type="checkbox"/> Annual Report of Nonfinancial Data | |
| Access Needed for: | |

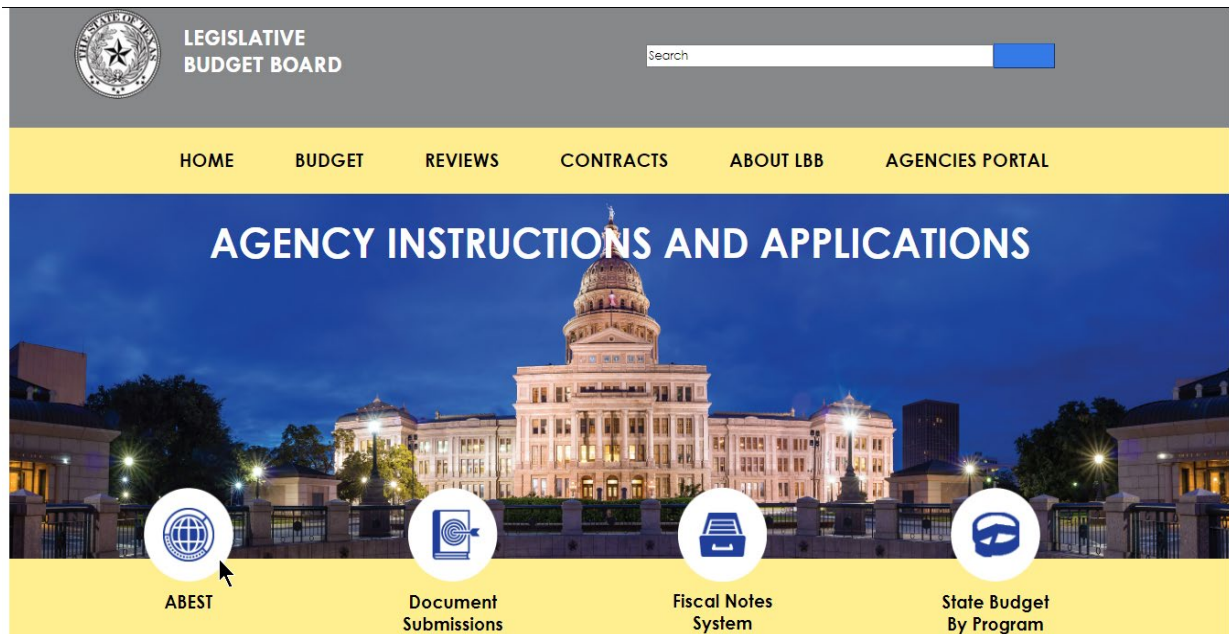
When complete, scroll down and click **Submit**. You should receive an email asking you to confirm the logon request. You must respond to this email; otherwise, your request will not be processed. If you do not receive a confirmation email, send an email request to **WebAppSupport@lbb.texas.gov** or 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

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, as shown below.



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.



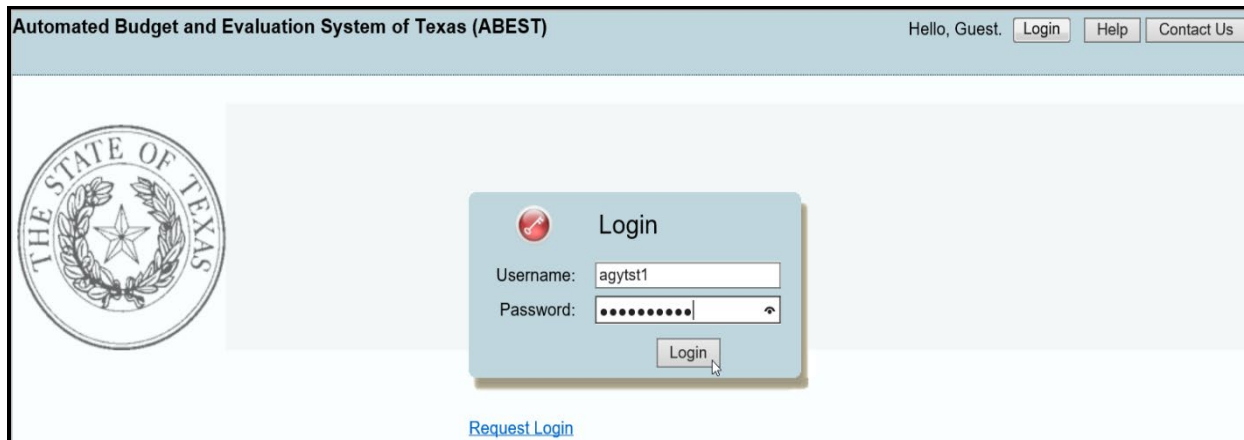
IMPORTANT



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.



TIP



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

PROFILE SELECTION AND CONFIRMATION

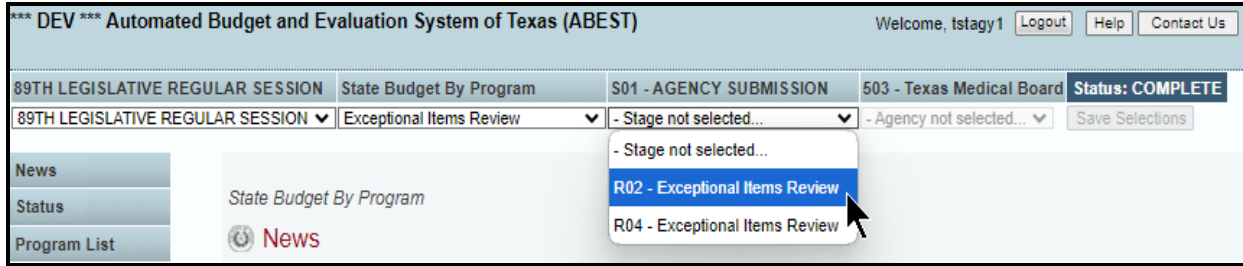
Agency-submitted Exceptional Item data from LAR Stage 01 has been copied into **Exceptional Items Review (Stage R02)**. If an agency does not want to revise their Exceptional Items requests/priorities for SFC consideration (after the LBB Recommendations Bills are posted to the LBB website), then the agency just needs to change its **Stage R02** status from INCOMPLETE to COMPLETE.

If an agency does want to revise their **Stage R02** Exceptional Items requests/priorities, please complete the following actions.


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 *ABEST Instructions*, complete the following steps.

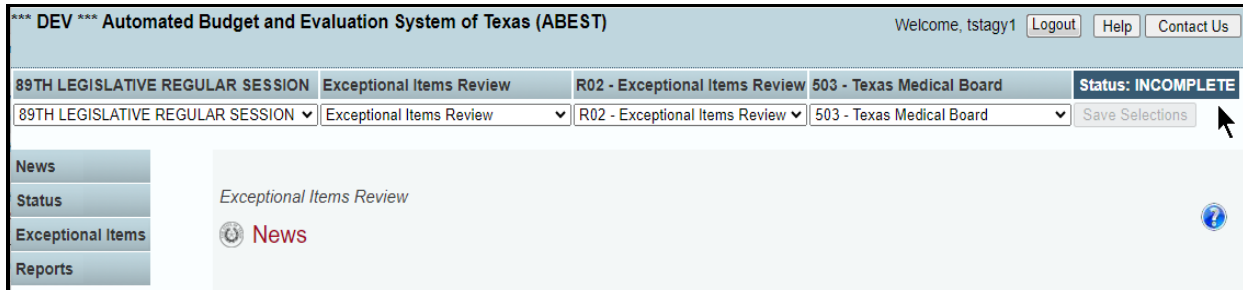
From the available drop-down menu boxes, select **89TH LEGISLATIVE REGULAR SESSION**, **Exceptional Items Review**, **R02 – Exceptional Items Review**, and your agency. Click **Save Selections** to update your profile, as shown in the below example.



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.

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



The agency **Status** is explained in the following “**IMPORTANT**” box and in more detail later in 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 menu boxes to select the appropriate settings and click **Save Selections**.

As previously indicated, if an agency does not want to revise their Exceptional Items requests/priorities for HAC, then the agency just needs to change its **Stage R02** status from **INCOMPLETE** to **COMPLETE**.

For SFC considerations, if an agency wants to revise their agency-submitted Exceptional Items requests/priorities for SFC (after the LBB Recommendations Bills are posted to the LBB website), then the agency will need to go into ABEST and copy its data from **Exceptional Items Review (Stage R02)** to **Exceptional Items Review (Stage R04)** and then make any necessary revisions

(refer to page 31 of these instructions for details on how to do that). If an agency does not want to revise their Exceptional Items requests/priorities for SFC consideration, then the agency just needs to change its **Stage R04** status from INCOMPLETE to COMPLETE.

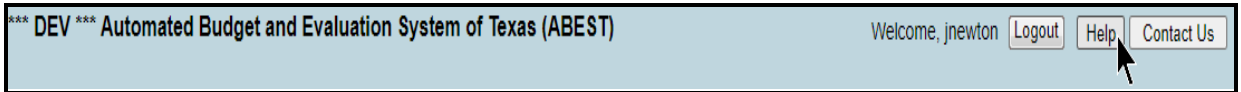
NEWS SCREEN

The ABEST **News** screen (shown in the following graphic) 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

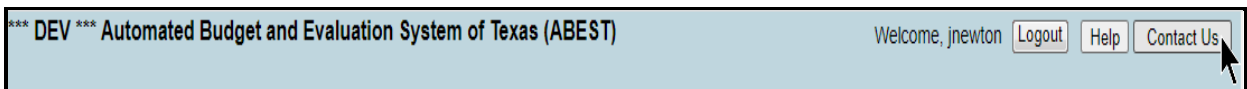
 If you are not logged into ABEST or have timed out of ABEST and you click the **Help** button, an overview of ABEST will display instead of the user manual. To view the user manual, log into ABEST and click the **Help** button again.

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, the window in the following graphic will display. Enter your message and click **Send Email**.



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:

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. A typical call back response from the Help Desk is within 30 minutes.

EXCEPTIONAL ITEMS

As previously indicated, agencies may request funding above the base level in their LARs. These requests are referred to as “Exceptional Items.” Each Exceptional Item request should identify the enhanced services or increased effectiveness of agency operations that would result from receiving the request.

IMPORTANT



For institutions of higher education (IHEs), when completing their OCTOBER 2024 LAR RESUBMISSIONS, IHEs must also complete ABEST data entry for LAR HE-Schedule 9 (Non-Formula Support) for every requested Exceptional Item that is an IHE non-formula support item. Refer to the additional, supplemental ABEST data entry instructions for IHEs on the LBB’s webpage for guidance on how to complete that specific ABEST data entry. If you have questions on this issue, please contact your institutions assigned LBB budget analyst.

If an agency does not want to revise their Exceptional Items requests/priorities after the LBB Recommendations Bills are posted to the LBB website, then the agency just needs to change its status from INCOMPLETE to COMPLETE for both **Stage R02** and **Stage R04**.

IMPORTANT



Refer to the [CHANGING AGENCY STATUS TO COMPLETE](#) section of these instructions for details.

If an agency does want to revise their Exceptional Items requests/priorities after the LBB Recommendations Bills are posted to the LBB website, then the agency needs to understand the following data entry considerations prior to beginning data entry in **Stage R02** and/or **Stage R04**.

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 dollar fields allow 12 digits maximum. Enter only whole dollar amounts, not decimal places. You do not need to enter commas in numeric fields. Performance measure values can be entered up to four decimal places. | <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. |
| 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. |

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.

CAUTION



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.

CAUTION

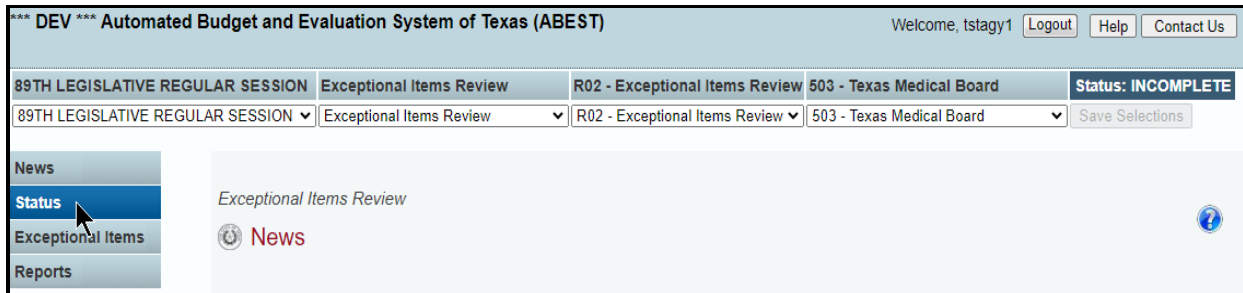


If an ABEST screen has multiple grids for data entry and the screen only has one **“Save”** button for that screen, ABEST allows you to click **“Save”** one time on that screen with multiple grids. You can click **“Save”** after entering data for each grid on the screen or you can enter data for all 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.

HOW TO MAKE REVISIONS TO EXCEPTIONAL ITEMS IN STAGE R02

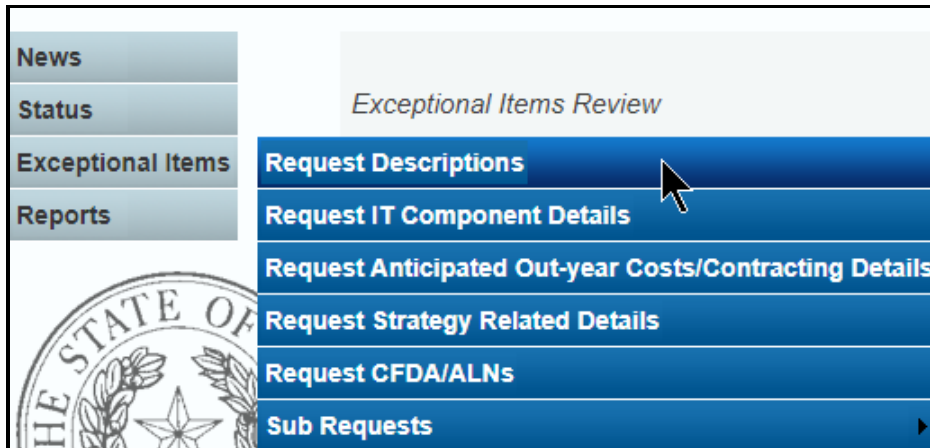
To make Exceptional Item revisions in **Stage R02**, you can start entering the data into ABEST after you have selected the appropriate profile settings. To begin data entry, complete the following steps.

Click the **Status** menu, confirm your agency Status is set to INCOMPLETE, as shown below.



EXCEPTIONAL ITEMS REQUEST DESCRIPTIONS

Click the **Exceptional Items** menu and the **Request Descriptions** submenu, as shown below.



As shown in the following example, add any new Exceptional Item by entering a **Short Name**, **Full Name**, **Justification**, and an explanation of related external or internal factors (**Ext or Int Factors**). Select “**Y**” (Yes) or “**N**” (No) for “**Is there an IT component?**”, “**Anticipated Out-year Costs?**”, “**Will this item likely involve contracts > \$50,000?**”, and “**Is this item required to be broken down into Sub Requests?**” (each of the four questions apply to all aspects of each Exceptional Item), and click **Save**.

Exceptional Items > Request Descriptions Bottom

| Priority | Short Name | Full Name | Justification | Ext or Int Factors | Is there an IT component? | Anticipated Out-year Costs? | Will this item likely involve contracts > \$50,000? | Is this item required to be broken down into Sub Requests? |
|-------------------|-------------------|------------------------|---------------------------|----------------------|---------------------------|-----------------------------|---|--|
| Enter data below. | | | | | | | | |
| | Info Tech Request | Information Technology | Agency Needs funds to XYZ | External factors are | Y | Y | Y | N |

Top
Save Cancel

IMPORTANT



A pop-up dialog box will display indicating additional data entry requirements if “**Y**” is selected on any of the four questions that have drop-down menu boxes. If a dialog box displays, click **OK** and refer to the [IT Component Details](#) or [Anticipated Out-year Costs/Contracting Details](#) sections of these instructions for details on the additional data entry.

You may use up to 35 characters for the **Short Name**, 210 characters for the **Full Name**, and 2000 characters for the **Justification** and **Ext or Int Factors** text fields.

TIP




You can expand the multi-line text fields by double clicking in the field. Use your keyboard’s **Enter** key to start a new line of text in a multi-line text field. Within a multi-line field, click **OK** or **Cancel** 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.


ABEST will automatically enter a **Priority** for each Exceptional Item added. To resequence the priority, click the arrows (as shown below).

Exceptional Items > Request Descriptions Bottom



| | Priority | Short Name | Full Name | Justification | Ext or Int Factors | Is there an IT component? | Anticipated Out-year Costs? | Will this item likely involve contracts > \$50,000? | Is this item required to be broken down into Sub Requests? |
|---|----------|-------------------------|------------------------|-------------------------------|----------------------|---------------------------|-----------------------------|---|--|
| ✖ | 1 | Info Tech Request | Information Technology | Agency needs funds to XYZ ... | External factors are | Y | Y | Y | N |
| ✖ | 2 | Fel and Misd Crime Unit | Felony and Misdemeanor | New law passed requiring ... | Internal factors are | Y | Y | Y | Y |
| | | | | | | | | | |


Move Up

Clicking on the **magnifying glass**  (see following example) to the left of the **Priority** field on the **Exceptional Items > Request Descriptions** screen will take you to the **Exceptional Items > Request Strategy Related Details** screen. The **Exceptional Items > Request Strategy Related Details** screen is where you will enter related data on MOFs, OOE's, FTEs, and impact on performance measures. More details on the **Exceptional Items > Request Strategy Related Details** screen will be provided later in these instructions.

Exceptional Items > Request Descriptions 

[Bottom](#)

| | Priority | Short Name | Full Name | Justification | Ext or Int Factors | Is there an IT component? | Anticipated Out-year Costs? | Will this item likely involve contracts > \$50,000? | Is this item required to be broken down into Sub Requests? |
|---|----------|-------------------------|------------------------|-------------------------------|----------------------|---------------------------|-----------------------------|---|--|
|  | 1 | Fel and Misd Crime Unit | Felony and Misdemeanor | New law passed requiring ... | Internal factors are | Y | Y | Y | Y |
|  | | Request | Information Technology | Agency needs funds to XYZ ... | External factors are | Y | Y | Y | N |
| | | | | | | | | | |

Exceptional Items > Request Strategy Related Details 

[OOEs](#) [MOFs](#) [FTEs](#) [Outcomes](#) [Outputs](#) [Efficiency](#) [Explanatory](#) [Bottom](#)

Excp. Item: 1-Fel and Misd Crime Unit

Strategy: 1-PROMOTE EFFIC. IR POLICIES/SYSTEMS 1-PLANNING AND ALIGNMENT 1-STATEWIDE PLANNING AND

[Add Multiple OOE's](#)

OOEs:

[Add Multiple MOFs](#)

MOFs:

OOE / MOF Difference: \$0 \$0

FTEs:

Impact on Outcomes:

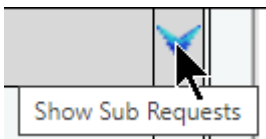
Outputs:

Efficiency:

Explanatory:

[OOEs](#) [MOFs](#) [FTEs](#) [Outcomes](#) [Outputs](#) [Efficiency](#) [Explanatory](#) [Top](#)

The **Exceptional Items > Request Descriptions** screen will display a down-arrow (see below)



when you select “Y” (Yes) for the question: “Is this item required to be broken down into Sub Requests?” (see the far right column in the following example).

Exceptional Items > Request Descriptions

[Bottom](#)

| | Priority | Short Name | Full Name | Justification | Ext or Int Factors | Is there an IT component? | Anticipated Out-year Costs? | Will this item likely involve contracts > \$50,000? | Is this item required to be broken down into Sub Requests? |
|---|----------|-------------------------|------------------------|-------------------------------|----------------------|---------------------------|-----------------------------|---|--|
| ✖ | 1 | Fel and Misd Crime Unit | Felony and Misdemeanor | New law passed requiring ... | Internal factors are | Y | Y | Y | Y |
| ✖ | 2 | Info Tech Request | Information Technology | Agency needs funds to XYZ ... | External factors are | Y | Y | Y | N |
| | | | | | | | | | |

Save Cancel

If **Sub Requests** data is required for your agency, click on the down-arrow (shown in the above and below examples) to enable the **Enter Sub Requests:** grid to display for the **Selected Exceptional Item**. Enter data in all the required fields and click Save.

Exceptional Items > Request Descriptions

[Bottom](#)

| | Priority | Short Name | Full Name | Justification | Ext or Int Factors | Is there an IT component? | Anticipated Out-year Costs? | Will this item likely involve contracts > \$50,000? | Is this item required to be broken down into Sub Requests? |
|---|----------|-------------------------|------------------------|-------------------------------|----------------------|---------------------------|-----------------------------|---|--|
| ✖ | 1 | Fel and Misd Crime Unit | Felony and Misdemeanor | New law passed requiring ... | Internal factors are | Y | Y | Y | Y |
| ✖ | 2 | Info Tech Request | Information Technology | Agency needs funds to XYZ ... | External factors are | Y | Y | Y | N |
| | | | | | | | | | |

Selected Exceptional Item: 1 - Fel and Misd Crime Unit

Enter Sub Requests:

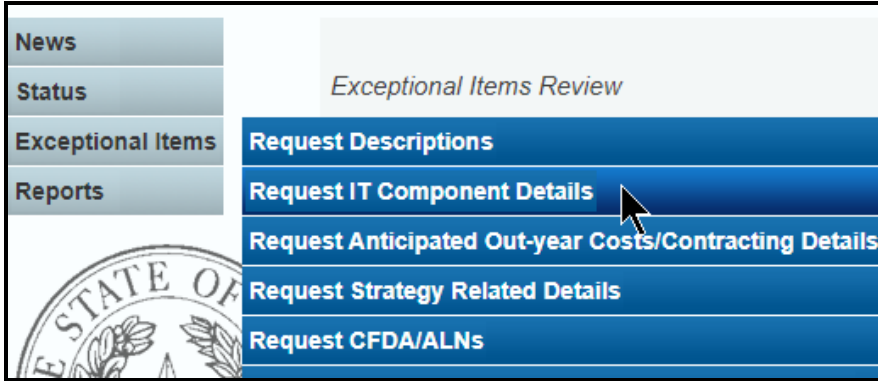
| | Priority | Short Name | Full Name | Justification | Ext or Int Factors | Is there an IT component? | Anticipated Out-year Costs? | Will this item likely involve contracts > \$50,000? |
|---|----------|---------------------------|-----------------------------|--------------------------------|--------------------------|---------------------------|-----------------------------|---|
| ✖ | (a) | Fel Crime Unit Component | Felony Crime Unit Component | New law passed requiring ... | External factors are ... | Y | Y | Y |
| ✖ | (b) | Misd Crime Unit Component | Misdemeanor Crime Unit | Because of the creation of Fel | Internal factors are ... | Y | Y | Y |
| | | | | | | | | |

[Top](#)

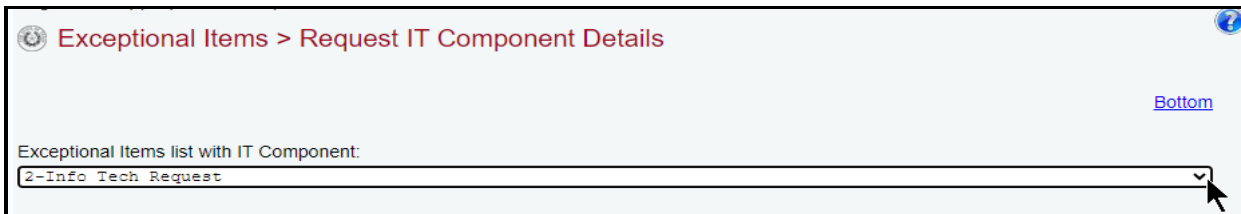
Additional data entry will be required for each **Sub Request** on various other **Sub Request** screens, which will be discussed later in these instructions.

EXCEPTIONAL ITEMS REQUEST IT COMPONENT DETAILS

You are required to enter **IT Component Details** if you answered “Y” (Yes) to “Is there an IT component?” on the **Exceptional Items > Request Descriptions** screen. Skip this section if “N” (No) was selected for every Exceptional Item regarding the IT component question. To enter **IT Component Details**, click the **Exceptional Items** menu and the **Request IT Component Details** submenu as shown on the following example.



Select an **Exceptional Item** from the drop-down menu box, as shown below.



On the **Exceptional Items > Request IT Component Details** screen, enter data in the grid labeled **Exceptional Items IT Component**. The data needed for each text field is explained generally in the below example.

Exceptional Items IT Component:

PCLS Tracking Key:

Description of IT Component:

Is IT component New or Current Project?

Status:

Outcomes:

Outputs:

Type of Project?

Alternative Analysis:

On the **Exceptional Items > Request IT Component Details** screen (example shown below), enter data in the three grids labeled **Estimated IT Cost**, **Scalability**, and **FTE's**, and click **Save**. If the data entry fields on the three grids are grayed out for any particular Exceptional Item, that means that selected Exceptional Item includes Sub Requests data, and the data entry for that Exceptional Item will be done on the **Exceptional Item > Sub Request Anticipated Out-year Costs/Contracting Details** screen (discussed later in these instructions).

Exceptional Items > Request IT Component Details

[Bottom](#)

Exceptional Items list with IT Component:
 2-Info Tech Request

Exceptional Items IT Component:

Estimated IT Cost:

| 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | Total Over Life of Project |
|-------|-------|-------|-------|-------|-------|-------|----------------------------|
| 11111 | 22222 | 33333 | 44444 | 55555 | 66666 | 77777 | 550000 |

Scalability:

| 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | Total Over Life of Project |
|------|------|------|------|------|------|------|----------------------------|
| | | | | | | | |

FTE's:

| 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | |
|------|------|------|------|------|------|------|--|
| | | | | | | | |

Save Delete Cancel

[Top](#)

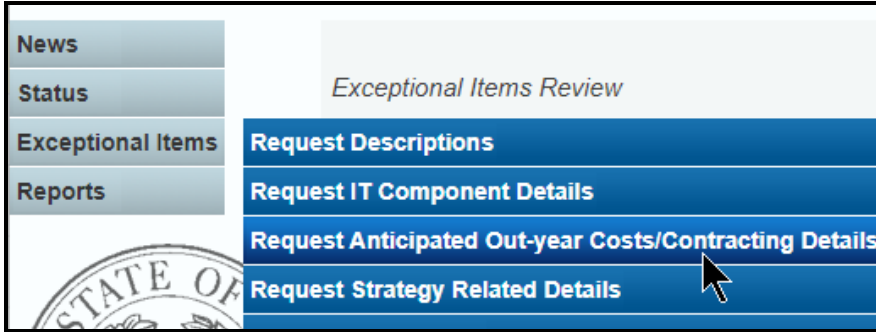
CAUTION



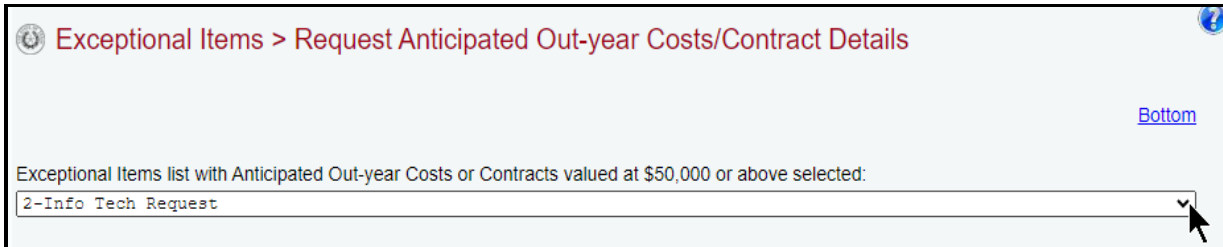
If an ABEST screen has multiple grids for data entry and the screen only has one **“Save”** button for that screen, ABEST allows you to click **“Save”** one time on that screen with multiple grids. You can click **“Save”** after entering data for all the grids and click **“Save”** one time.

EXCEPTIONAL ITEMS REQUEST ANTICIPATED OUT-YEAR COSTS/CONTRACTING DETAILS

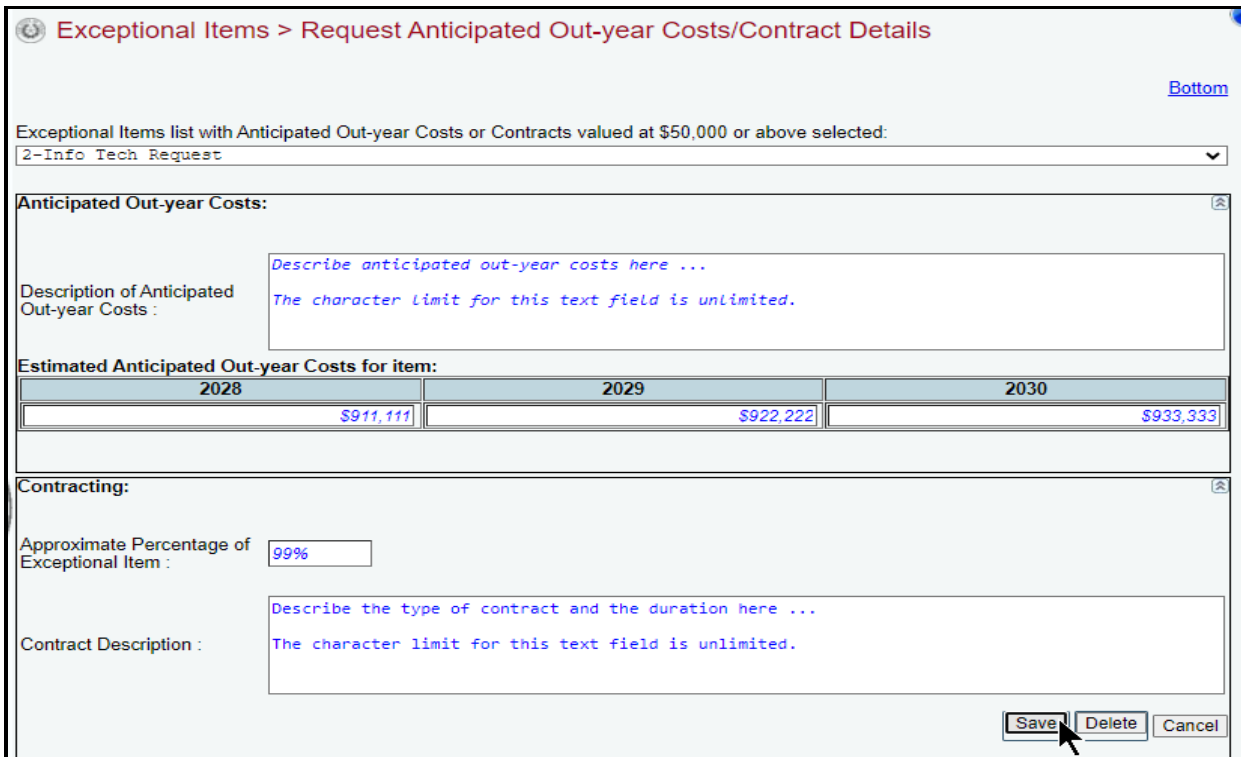
Enter details here if you answered **“Y”** (Yes) to **“Anticipated Out-year Costs?”** and/or **“Will this item likely involve contracts > \$50,000?”** on the **Exceptional Items > Request Descriptions** screen (both questions apply to all aspects of each Exceptional Item). Skip this section if **“N”** (No) was selected for every Exceptional Item regarding the two questions. To enter details, select the **Exceptional Items** menu and the **Request Anticipated Out-year Costs/Contracting Details** submenu, as shown in the following graphic.



Select an **Exceptional Item** from the drop-down menu box, as shown below.



Enter data in each field in the **Anticipated Out-year Costs** grid and **Contracting** grid, and click **Save** (example shown below). The character limit is unlimited for the text fields. If the data entry fields for the **Estimated Anticipated Out-year Costs for Item:** grid is grayed out for any particular Exceptional Item, that means that selected Exceptional Item includes Sub Requests data, and the data entry for that Exceptional Item will be done on the **Exceptional Item > Sub Request Anticipated Out-year Costs/Contracting Details** screen (discussed later in these instructions).



IMPORTANT



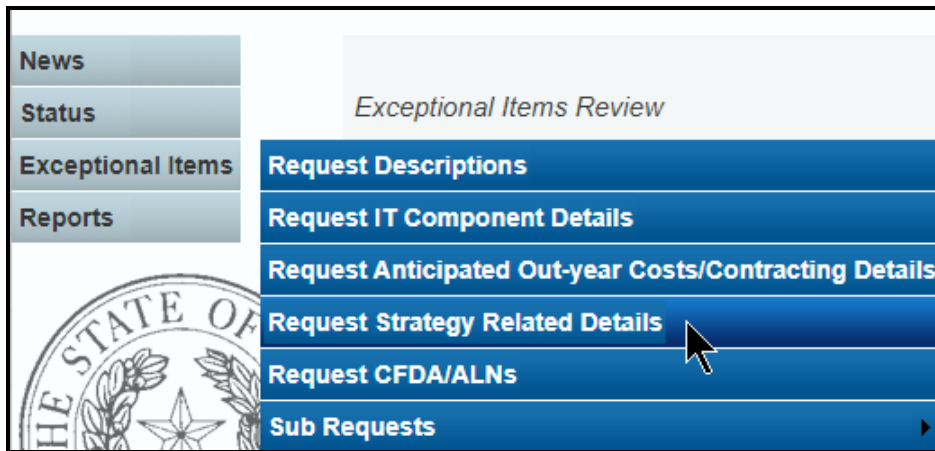
If you answered “N” (No) to “Anticipated Out-year Costs?” or “Will this item likely involve contracts > \$50,000?” on the **Exceptional Items > Descriptions** screen, the grids will not appear on the **Exceptional Items > Anticipated Out-year Costs/Contract Details** screen.

EXCEPTIONAL ITEMS REQUEST STRATEGY RELATED DETAILS

The **Exceptional Items > Request Strategy Related Details** screen allows you to:

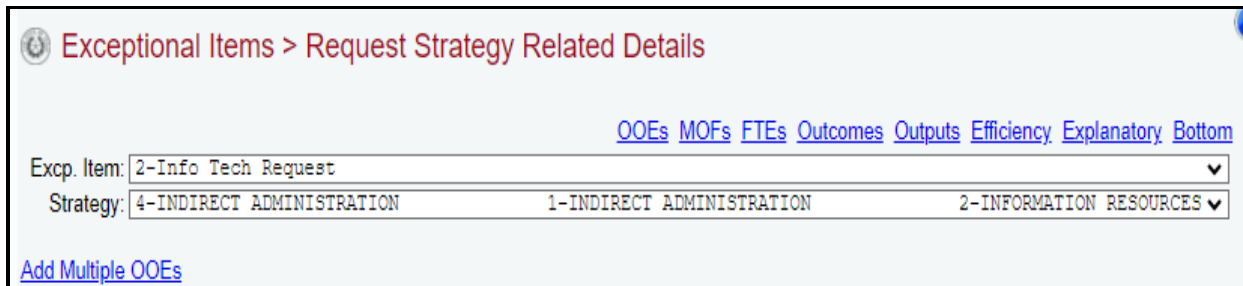
- identify how an Exceptional Item’s funding is allocated among an agency’s strategies; and
- indicate how an Exceptional Item affects agency performance measures.

To begin entering strategy related details for each of your agency’s Exceptional Items, click the **Exceptional Items** menu and the **Request Strategy Related Details** submenu, as shown below.



IMPACT ON STRATEGY RELATED FUNDING AND FTES

The agency’s first Exceptional Item (**Excp. Item**) and first GOS (**Strategy**) load into the drop-down menu boxes at the top of the screen. To change these, select an existing Exceptional Item from the first drop-down menu box (**Excp. Item**), and select a GOS (**Strategy**) from the second drop-down menu box .



Enter the Exceptional Item information for each affected strategy by either clicking on the applicable hyperlink (**OOEs**, **MOFs**, or **FTEs**) at the top of the screen, or you can scroll down to the grids for **OOEs**, **MOFs**, and **FTEs** (see the following example).

Exceptional Items > Request Strategy Related Details

[OOEs](#)
[MOFs](#)
[FTEs](#)
[Outcomes](#)
[Outputs](#)
[Efficiency](#)
[Explanatory](#)
[Bottom](#)

Excp. Item:

Strategy:

[Add Multiple OOEs](#)

OOEs:

| OOE | 2026 | 2027 |
|--|----------------------|----------------------|
| Enter data below. | | |
| <input type="text" value="1001-SALARIES AND WAGES"/> | <input type="text"/> | <input type="text"/> |
| OOE Totals: | \$0 | \$0 |

[Add Multiple MOFs](#)

MOFs:

| MOF | 2026 | 2027 |
|---|----------------------|----------------------|
| Enter data below. | | |
| <input type="text" value="1-General Revenue Fund"/> | <input type="text"/> | <input type="text"/> |
| MOF Totals: | \$0 | \$0 |
| OOE / MOF Difference: | | |
| | \$0 | \$0 |

FTEs:

| FTE | 2026 | 2027 |
|----------------------|----------------------|----------------------|
| Enter data below. | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Enter the OOEs, MOFs, and FTEs data for the Exceptional Item. Funding for an Exceptional Item may link to one or multiple agency strategies. The data you enter on the **Exceptional Items > Request Strategy Related Details** screen should apply *only* to a specific Exceptional Item.

IMPORTANT



Entered dollar amounts and FTEs should be incremental, reflecting quantities associated with the Exceptional Item only.

If the data entry [blue hyperlinks for Add Multiple OOEs and Add Multiple MOFs](#) are not available on the **Exceptional Items > Request Strategy Related Details** screen for any particular Exceptional Item, that means that selected Exceptional Item includes Sub Requests data, and the data entry for that Exceptional Item will be done on the **Exceptional Item > Sub Request Strategy Related Details** screen (discussed later in these instructions).

IMPACT ON STRATEGY RELATED PERFORMANCE MEASURES

Enter the Exceptional Item information for each affected measure by either clicking on the applicable measure hyperlink at the top of the screen (shown in the following example), or you can scroll down to the grids for **Impact on Outcomes, Outputs, Efficiency, and Explanatory**. The entered values identify how the Exceptional Item would affect measures if the Exceptional Item request is funded.

| | | | |
|---|--|---------------------------|------|
| OOEs MOFs FTEs Outcomes Outputs Efficiency Explanatory Bottom | | | |
| Excp. Item: 2-Info Tech Request | | | |
| Strategy: 4-INDIRECT ADMINISTRATION | | 1-INDIRECT ADMINISTRATION | |
| | | 2-INFORMATION RESOURCES | |
| OOEs: <input type="checkbox"/> | | | |
| MOFs: <input type="checkbox"/> | | | |
| OOE / MOF Difference: | | \$0 | \$0 |
| FTEs: <input type="checkbox"/> | | | |
| Impact on Outcomes: <input type="checkbox"/> | | | |
| Outcome Measure | | 2026 | 2027 |
| No measures defined for this strategy. | | | |
| Outputs: <input type="checkbox"/> | | | |
| Output Measure | | 2026 | 2027 |
| No measures defined for this strategy. | | | |
| Efficiency: <input type="checkbox"/> | | | |
| Efficiency Measure | | 2026 | 2027 |
| Enter data below. | | | |
| 1-AVG COST/RECOMMENDATION PRODUCED | | | |
| Explanatory: <input type="checkbox"/> | | | |
| Explanatory Measure | | 2026 | 2027 |
| No measures defined for this strategy. | | | |

The measures related data you enter on the **Exceptional Items > Request Strategy Related Details** screen should apply *only* to a specific Exceptional Item and *only* to the outcomes and strategy level data you previously entered in the agency’s LAR.


The value entered for an Exceptional Item’s impact on output measures should be *incremental*, indicating only the quantity associated with the Exceptional Item. For example, if the base measurement amount is 100 and the Exceptional Item increases it to 110, enter 10 (as shown in the following example).

| Outputs: | | |
|-------------------------|------|------|
| Output Measure | 2026 | 2027 |
| Enter data below. | | |
| 1-DLS & ID CARDS MAILED | 10 | 10 |

The value entered for an Exceptional Item’s impact on efficiency, explanatory, and outcome measures should be the *cumulative* effect, which takes the base measurement amount into account. For example, if the base is 248 and the Exceptional Item increases it to 260, enter 260 (as shown in the following example).

| Explanatory: | | |
|---------------------------------------|------|------|
| Explanatory Measure | 2026 | 2027 |
| Enter data below. | | |
| 1-NUMBER OF DRIVER RECORDS MAINTAINED | 260 | 260 |

To delete any performance measures data, save any unsaved data first, and then click the red ‘x’ in the leftmost column (shown below). Click **OK** in the confirmation window.

| Outputs: | | |
|---|------|------|
| | 2026 | 2027 |
|  1 - DLS & ID CARDS MAILED | 10 | 10 |

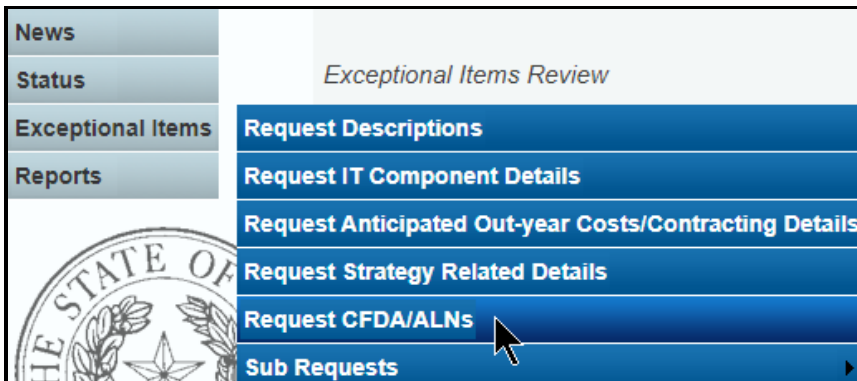
Delete

Are you sure you want to delete Row# 1?

OK Cancel

EXCEPTIONAL ITEMS REQUEST CFDA/ALNS

To enter details for each of your Exceptional Items, click the **Exceptional Items** menu and the **Request CFDA/ALNs** submenu, as shown in the following graphic.



Select the desired Exceptional Item (**Excp. Item**) and applicable **Strategy**, and click on the **Add MOFs** hyperlink. Select the applicable **MOFs** and click **Save**.

The selected MOFs will display in the **MOFs** drop-down menu, as shown in the below example.

| CFDA/ALN | 2026 | 2027 |
|-------------------|------|------|
| Enter data below. | | |

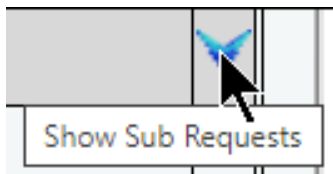
Enter the **MOFs** and **CFDA/ALNs** data for the Exceptional Item. The data you enter here should apply *only* to a specific Exceptional Item.

EXCEPTIONAL ITEMS SUB REQUESTS

Agencies that typically provide **Sub Requests** within an Exceptional Item request now may do so in ABEST. A **Sub Request** is the smallest actionable piece of an Exceptional Item. If utilized, **Sub Requests** should be entered in priority order.

Contact your agency’s assigned LBB analyst with any questions on **Sub Requests**.

The **Exceptional Items > Request Descriptions** screen will display a down-arrow (see below)



when you select “**Y**” (Yes) for the question: “**Is this item required to be broken down into Sub Requests?**” (see the far right column in the following example).

Exceptional Items > Request Descriptions

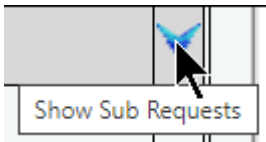
[Bottom](#)

| | | Priority | Short Name | Full Name | Justification | Ext or Int Factors | Is there an IT component? | Anticipated Out-year Costs? | Will this item likely involve contracts > \$50,000? | Is this item required to be broken down into Sub Requests? |
|-------------------------------------|--|----------|-------------------------|------------------------|-------------------------------|----------------------|---------------------------|-----------------------------|---|--|
| <input checked="" type="checkbox"/> | | 1 | Fel and Misd Crime Unit | Felony and Misdemeanor | New law passed requiring ... | Internal factors are | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | | 2 | Info Tech Request | Information Technology | Agency needs funds to XYZ ... | External factors are | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

[Show Sub Requests](#)

[Top](#)

If **Sub Requests** data is required for your agency, on the **Exceptional Items > Request Descriptions** screen click on the down-arrow (shown below)



to enable the **Enter Sub Requests:** grid to display for the **Selected Exceptional Item**. Enter data in all the required fields as needed and click Save. Character limits for each text field are noted in the below example.

Exceptional Items > Request Descriptions

[Bottom](#)

| | | Priority | Short Name | Full Name | Justification | Ext or Int Factors | Is there an IT component? | Anticipated Out-year Costs? | Will this item likely involve contracts > \$50,000? | Is this item required to be broken down into Sub Requests? |
|-------------------------------------|--|----------|-------------------------|------------------------|-------------------------------|----------------------|---------------------------|-----------------------------|---|--|
| <input checked="" type="checkbox"/> | | 1 | Fel and Misd Crime Unit | Felony and Misdemeanor | New law passed requiring ... | Internal factors are | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | | 2 | Info Tech Request | Information Technology | Agency needs funds to XYZ ... | External factors are | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Selected Exceptional Item: 1 - Fel and Misd Crime Unit

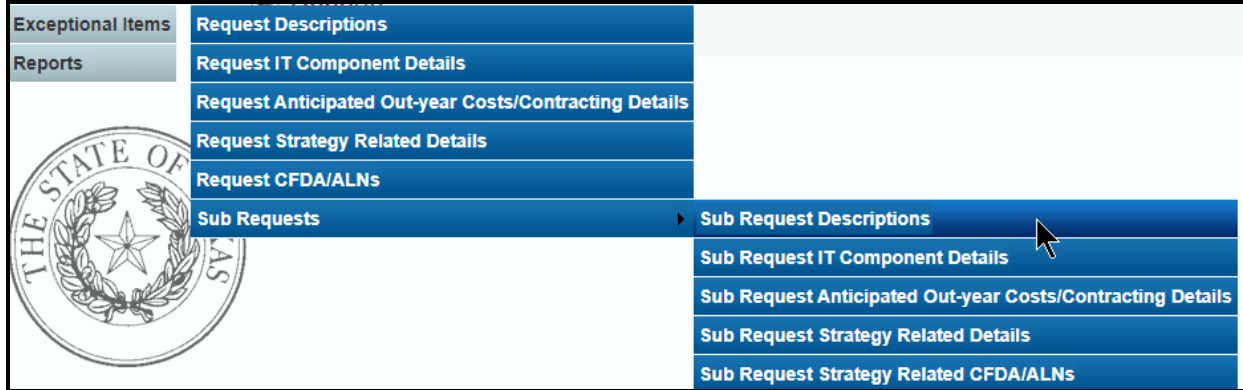
Enter Sub Requests:

| | | Priority | Short Name | Full Name | Justification | Ext or Int Factors | Is there an IT component? | Anticipated Out-year Costs? | Will this item likely involve contracts > \$50,000? |
|-------------------------------------|--|----------|-----------------------------|------------------------------|------------------------------------|--------------------------------|---------------------------|-----------------------------|---|
| <input checked="" type="checkbox"/> | | (a) | Fel Crime Unit Component | Felony Crime Unit Component | New law passed requiring ... | External factors are ... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | | (b) | Misd Crime Unit Component | Misdemeanor Crime Unit | Because of the creation of Fel ... | Internal factors are ... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | Character Limit is 35 here. | Character Limit is 210 here. | Character Limit is 2,000 here. | Character Limit is 2,000 here. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

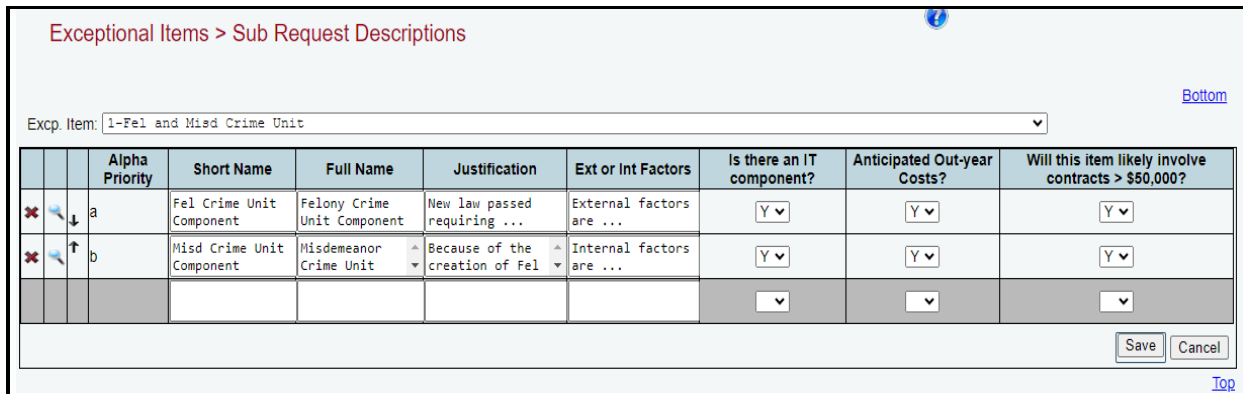
[Top](#)

EXCEPTIONAL ITEMS SUB REQUESTS DESCRIPTIONS

The data your agency entered on the **Exceptional Items > Request Descriptions** screen will display on the **Exceptional Items > Sub Request Descriptions** screen. To access the **Exceptional Items > Sub Request Descriptions** screen, click on the **Exceptional Items** menu and the **Sub Requests/Sub Request Descriptions** submenus, as shown below.

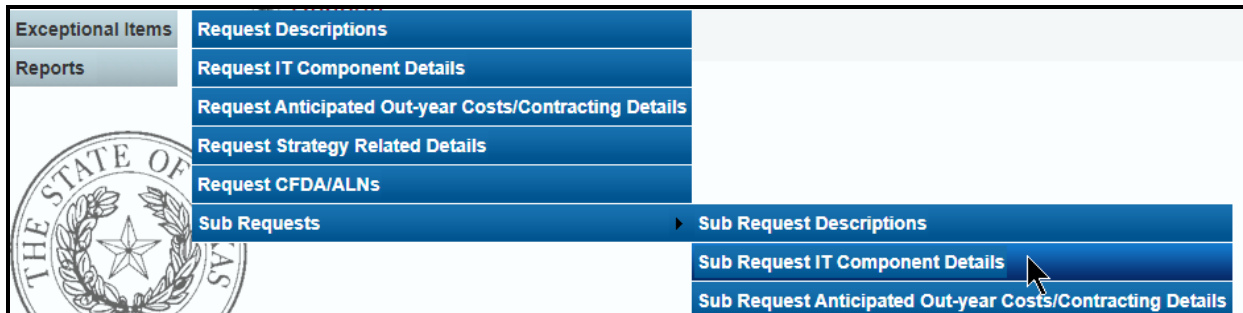


The **Exceptional Items > Sub Request Descriptions** screen will display as shown below. If additional Sub Request items need to be added for a selected Exceptional Item, you may enter that data on this screen.



EXCEPTIONAL ITEMS SUB REQUEST IT COMPONENT DETAILS

To begin entering **Sub Request IT Component Details** for any of your agency's Exceptional Items, click the **Exceptional Items** menu and the submenus for **Sub Requests** and **Sub Request IT Component Details**, as shown below.



On the **Exceptional Items > Sub Request IT Component Details** screen, select the desired **Exceptional Item** and **Sub Request** from the drop-down menus (example shown below).

The screenshot shows the top portion of the application interface. At the top left, there is a breadcrumb trail: "Exceptional Items > Sub Request IT Component Details". On the top right, there is a "Bottom" link. Below this, there are two dropdown menus. The first is labeled "Exceptional Items list with IT Component:" and has "1-Fel and Misd Crime Unit" selected. The second is labeled "Sub Request:" and has "(a)-Fel Crime Unit Component" selected. A mouse cursor is pointing at the dropdown arrow of the second menu.

IMPORTANT



If you answered "N" (No) to "Is there an IT component?" for a selected Sub Request item on the **Exceptional Items > Sub Request Descriptions** screen, the **IT Components Details** grid will not display for that selected Sub Request item on the **Exceptional Items > Sub Request IT Components Details** screen.

Enter data on the four grids (**Exceptional Items IT Component:**, **Estimated IT Cost:**, **Scalability:**, and **FTEs:**) just as your agency did previously on the **Exceptional Items > Request IT Component Details** screen. The dollar amounts entered on this **Exceptional Items > Sub Request IT Component Details** screen will roll up to the amounts displayed on the **Exceptional Items > Request IT Component Details** screen, as shown in the following examples.

The screenshot shows the full application interface with data entered into three grids. The breadcrumb trail and "Bottom" link are at the top. The dropdown menus are set to "1-Fel and Misd Crime Unit" and "(a)-Fel Crime Unit Component".

Exceptional Items IT Component: (Empty grid)

Estimated IT Cost:

| 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | Total Over Life of Project |
|------|------|--------|--------|--------|--------|--------|----------------------------|
| 0 | 0 | 222222 | 222222 | 333333 | 333333 | 444444 | 2500000 |

Scalability:

| 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | Total Over Life of Project |
|------|------|--------|--------|--------|--------|--------|----------------------------|
| 0 | 0 | 111111 | 111111 | 166666 | 166666 | 222222 | 1250000 |

FTE's:

| 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | |
|------|------|------|------|------|------|------|--|
| 0 | 0 | 6.5 | 6.5 | 7.0 | 7.0 | 7.5 | |

At the bottom right, there are three buttons: "Save", "Delete", and "Cancel".

Exceptional Items > Request IT Component Details [Bottom](#)

Exceptional Items list with IT Component:

Exceptional Items IT Component:

Estimated IT Cost:

| 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | Total Over Life of Project |
|------|------|-----------|-----------|-----------|-----------|-----------|----------------------------|
| \$0 | \$0 | \$222,222 | \$222,222 | \$333,333 | \$333,333 | \$444,444 | \$2,500,000 |

Scalability:

| 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | Total Over Life of Project |
|------|------|-----------|-----------|-----------|-----------|-----------|----------------------------|
| \$0 | \$0 | \$111,111 | \$111,111 | \$166,666 | \$166,666 | \$222,222 | \$1,250,000 |

FTE's:

| 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
|------|------|------|------|------|------|------|
| 0.0 | 0.0 | 6.5 | 6.5 | 7.0 | 7.0 | 7.5 |

To make changes to the dollar amounts displayed on the **Exceptional Items > Request IT Component Details** screen for any selected Exceptional Item that includes Sub Request data, you will have to make those dollar amount changes on the related **Exceptional Items > Sub Request IT Component Details** screen.

EXCEPTIONAL ITEMS SUB REQUEST ANTICIPATED OUT-YEAR COSTS/CONTRACTING DETAILS

To begin entering **Sub Request Anticipated Out-year Costs/Contracting Details** for any of your agency's Exceptional Items, click the **Exceptional Items** menu and the submenus for **Sub Requests** and **Sub Request Anticipated Out-year Costs/Contracting Details**, as shown below.

The screenshot shows a navigation menu with the following structure:

- Exceptional Items
 - Request Descriptions
 - Reports
 - Request IT Component Details
 - Request Anticipated Out-year Costs/Contracting Details
 - Request Strategy Related Details
 - Request CFDA/ALNs
 - Sub Requests
 - Sub Request Descriptions
 - Sub Request IT Component Details
 - Sub Request Anticipated Out-year Costs/Contracting Details
 - Sub Request Strategy Related Details
 - Sub Request Strategy Related CFDA/ALNs

On the **Exceptional Items > Sub Request Anticipated Out-year Costs/Contract Details** screen, select the desired **Exceptional Item** and **Sub Request** from the drop-down menu boxes. Enter data in each field in the **Anticipated Out-year Costs** grid and/or **Contracting** grid, and click **Save** (example shown below). The character limit is unlimited for the text fields.

Exceptional Items > Sub Request Anticipated Out-year Costs/Contract Details [Bottom](#)

Exceptional Items list with Anticipated Out-year Costs or Contracts valued at \$50,000 or above selected:
 1-Fel and Misd Crime Unit

Sub Request:
 1-Fel Crime Unit Component

Anticipated Out-year Costs:

Description of Anticipated Out-year Costs :
 Describe the anticipated out-year costs ...
 The character limit for this text field is unlimited.

Estimated Anticipated Out-year Costs for item:

| 2028 | 2029 | 2030 |
|-----------|-----------|-----------|
| \$123,456 | \$234,567 | \$345,678 |

Contracting:

Approximate Percentage of Exceptional Item : 77%

Contract Description :
 Describe the type of contract and the duration ...
 The character limit for this text field is unlimited.

[Top](#)

IMPORTANT



If you answered "N" (No) to "Anticipated Out-year Costs?" or "Will this item likely involve contracts > \$50,000?" on the **Exceptional Items > Sub Request Descriptions** screen, the **Anticipated Out-year Costs** and/or **Contracting** grid will not appear on the **Exceptional Items > Sub Request Anticipated Out-year Costs/Contract Details** screen.

The dollar amounts for **Estimated Anticipated Out-year Costs for item** for fiscal years 2028, 2029, and 2030 that are entered on the **Exceptional Items > Sub Request Anticipated Out-year Costs/Contract Details IT Component Details** screen will roll up to the amounts displayed on the **Exceptional Items > Request Anticipated Out-year Costs/Contract Details** screen, as shown in the following examples.

Exceptional Items > Sub Request Anticipated Out-year Costs/Contract Details

[Bottom](#)

Exceptional Items list with Anticipated Out-year Costs or Contracts valued at \$50,000 or above selected:
 1-Fel and Misd Crime Unit

Sub Request:
 (a)-Fel Crime Unit Component

Anticipated Out-year Costs:

Description of Anticipated Out-year Costs :
 Describe the anticipated out-year costs ...
 The character limit for this text field is unlimited.

Estimated Anticipated Out-year Costs for item:

| 2028 | 2029 | 2030 |
|-----------|-----------|-----------|
| \$123,456 | \$234,567 | \$345,678 |

Exceptional Items > Request Anticipated Out-year Costs/Contract Details

[Bottom](#)

Exceptional Items list with Anticipated Out-year Costs or Contracts valued at \$50,000 or above selected:
 1-Fel and Misd Crime Unit

Anticipated Out-year Costs:

Description of Anticipated Out-year Costs :

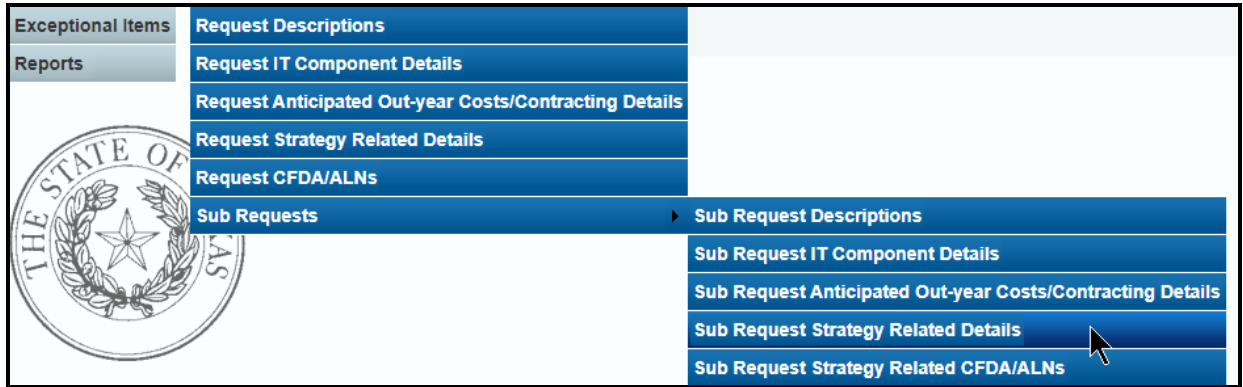
Estimated Anticipated Out-year Costs for item:

| 2028 | 2029 | 2030 |
|-----------|-----------|-----------|
| \$123,456 | \$234,567 | \$345,678 |

To make changes to the dollar amounts displayed on the **Exceptional Items > Request Anticipated Out-year Costs/Contract Details** screen for any selected Exceptional Item that includes Sub Request data, you will have to make those dollar amount changes on the related **Exceptional Items > Sub Request Anticipated Out-year Costs/Contract Details IT Component Details** screen.

EXCEPTIONAL ITEMS SUB REQUEST STRATEGY RELATED DETAILS

To begin entering **Sub Request Strategy Related Details** for any of your agency’s Exceptional Items, click the **Exceptional Items** menu and the submenus for **Sub Request** and **Sub Request Strategy Related Details**, as shown in the following example.



On the **Exceptional Items > Sub Request Strategy Related Details** screen, select the desired **Exceptional Item**, **Sub Request**, and **Strategy** from the drop-down menu boxes. Enter related data on MOFs, OOE's, and FTEs.

Exceptional Items > Sub Request Strategy Related Details

[OOEs](#) [MOFs](#) [FTEs](#) [Bottom](#)

Excp. Item: 1-Fel and Misd Crime Unit
 Sub Request: (a)-Fel Crime Unit Component
 Strategy: 1-PROMOTE EFFIC. IR POLICIES/SYSTEMS 1-PLANNING AND ALIGNMENT 1-STATEWIDE PLANNING AN

[Add Multiple OOE's](#)

OOEs:

| OOE | 2026 | 2027 |
|-------------------------|-------------|-------------|
| Enter data below. | | |
| 1001-SALARIES AND WAGES | \$1,222,333 | \$1,222,333 |
| OOE Totals: | \$0 | \$0 |

[Add Multiple MOFs](#)

MOFs:

| MOF | 2026 | 2027 |
|------------------------------|-------------|-------------|
| Enter data below. | | |
| 1-General Revenue Fund | \$1,222,333 | \$1,222,333 |
| MOF Totals: | \$0 | \$0 |
| OOE / MOF Difference: | | \$0 |

FTEs:

| FTE | 2026 | 2027 |
|-----------------------|------|------|
| Full-Time Equivalents | 29.5 | 29.5 |

Save Cancel

The dollar amounts that are entered on the **Exceptional Items > Sub Request Strategy Related Details Request** screen will roll up to the amounts displayed on the **Exceptional Items > Request Strategy Related Details Request** screen, as shown in the following example.

Exceptional Items > Request Strategy Related Details

[OOEs](#)
[MOFs](#)
[FTEs](#)
[Outcomes](#)
[Outputs](#)
[Efficiency](#)
[Explanatory](#)
[Bottom](#)

Exp. Item:

Strategy:

OOEs:

| OOE | 2026 | 2027 |
|---------------------------|--------------------|--------------------|
| 1001 - SALARIES AND WAGES | \$1,222,333 | \$1,222,333 |
| OOE Totals: | \$1,222,333 | \$1,222,333 |

MOFs:

| MOF | 2026 | 2027 |
|--------------------------|--------------------|--------------------|
| 1 - General Revenue Fund | \$1,222,333 | \$1,222,333 |
| MOF Totals: | \$1,222,333 | \$1,222,333 |

OOE / MOF Difference: \$0

FTEs:

| FTE | 2026 | 2027 |
|-----------------------|------|------|
| Full-Time Equivalents | 29.5 | 29.5 |

Impact on Outcomes:

| Outcome Measure | 2026 | 2027 |
|-----------------------------------|------|------|
| Enter data below. | | |
| 1-PERCENT RECOMMENDATIONS ENACTED | | |

Outputs:

| Output Measure | 2026 | 2027 |
|---------------------------------------|------|------|
| Enter data below. | | |
| 1-STATEWIDE RECOMMENDATIONS Number of | | |


Efficiency:

| Efficiency Measure | 2026 | 2027 |
|------------------------------------|------|------|
| Enter data below. | | |
| 1-AVG COST/RECOMMENDATION PRODUCED | | |

Explanatory:

| Explanatory Measure | 2026 | 2027 |
|--|------|------|
| No measures defined for this strategy. | | |

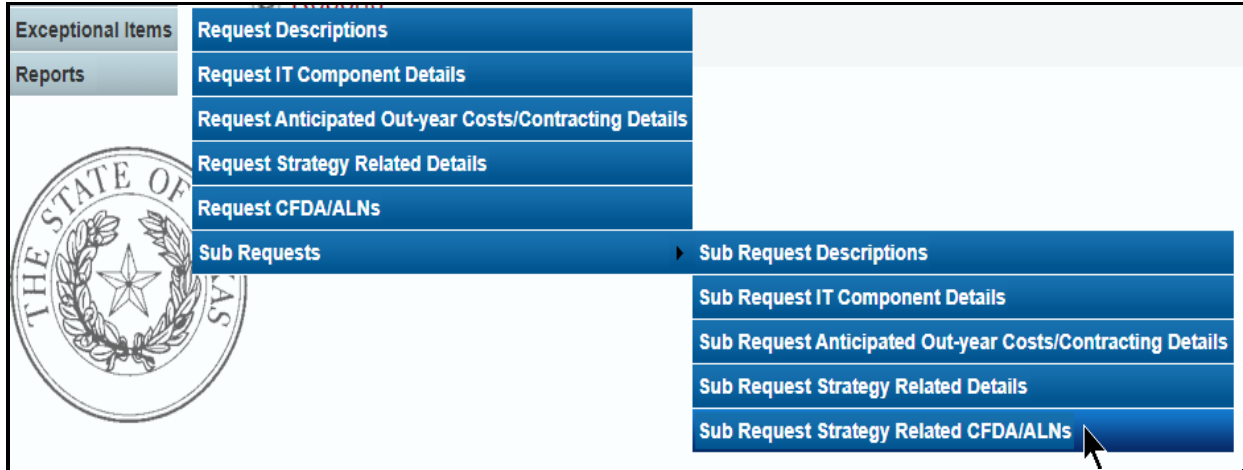
IMPORTANT

 No performance measures data is entered on the **Exceptional Items > Sub Request Strategy Related Details** screen. An Exceptional Item's impact on performance measures is only entered on the **Exceptional Items > Request Strategy Related Details** screen.

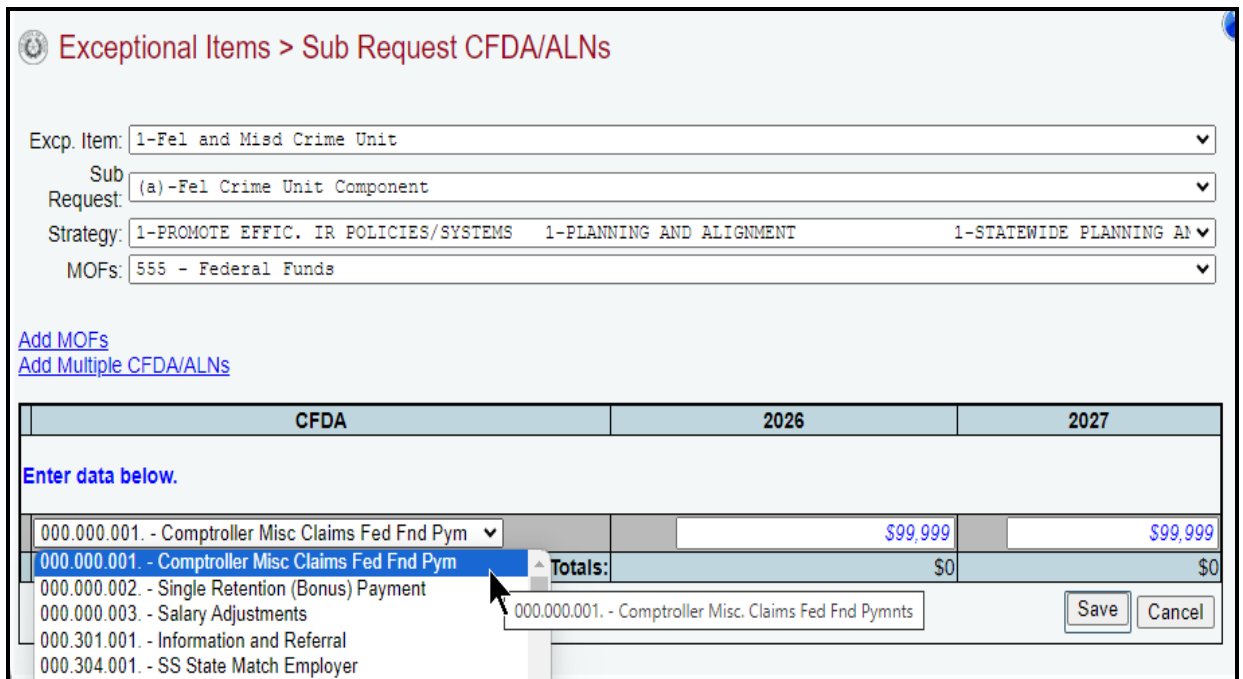
To make changes to the dollar amounts displayed on the **Exceptional Items > Sub Request Strategy Related Details** screen for any selected Exceptional Item that includes Sub Request data, you will have to make those dollar amount changes on the related **Exceptional Items > Sub Request Strategy Related Details** screen.

EXCEPTIONAL ITEMS SUB REQUEST STRATEGY RELATED CFDA/ALNS

To begin entering **Sub Request Strategy Related CFDA/ALNs** data for any of your agency's Exceptional Items, click the **Exceptional Items** menu and the submenus for **Sub Request** and **Sub Request Strategy Related CFDA/ALNs**, as shown below.



On the **Exceptional Items > Sub Request CFDA/ALNs** screen, select the desired **Exceptional Item**, **Sub Request**, and **Strategy** from the drop-down menu boxes. Enter the **MOFs** and **CFDA/ALNs** data.



The dollar amounts that are entered on the **Exceptional Items > Sub Request CFDA/ALNs** screen will roll up to the amounts displayed on the **Exceptional Items > Request CFDA/ALNs** screen and on the **Exceptional Items > Request Strategy Related Details** screen (examples are shown below).

Exceptional Items > Request CFDA/ALNs

Excp. Item: 1-Fel and Misd Crime Unit

Strategy: 1-PROMOTE EFFIC. IR POLICIES/SYSTEMS 1-PLANNING AND ALIGNMENT 1-STATEWIDE PLANNING AN

MOFs: 555 - Federal Funds

| CFDA/ALN | 2026 | 2027 |
|--|-----------------|-----------------|
| 000.000.001. - Comptroller Misc Claims Fed Fnd Pym | \$99,999 | \$99,999 |
| CFDA/ALN Totals: | \$99,999 | \$99,999 |

Exceptional Items > Request Strategy Related Details

[OOEs](#) [MOFs](#) [FTEs](#) [Outcomes](#) [Outputs](#) [Efficiency](#) [Explanatory](#) [Bottom](#)

Excp. Item: 1-Fel and Misd Crime Unit

Strategy: 1-PROMOTE EFFIC. IR POLICIES/SYSTEMS 1-PLANNING AND ALIGNMENT 1-STATEWIDE PLANNING AN

OOEs:

| OOE | 2026 | 2027 |
|---------------------------|--------------------|--------------------|
| 1001 - SALARIES AND WAGES | \$1,222,333 | \$1,222,333 |
| OOE Totals: | \$1,222,333 | \$1,222,333 |

MOFs:

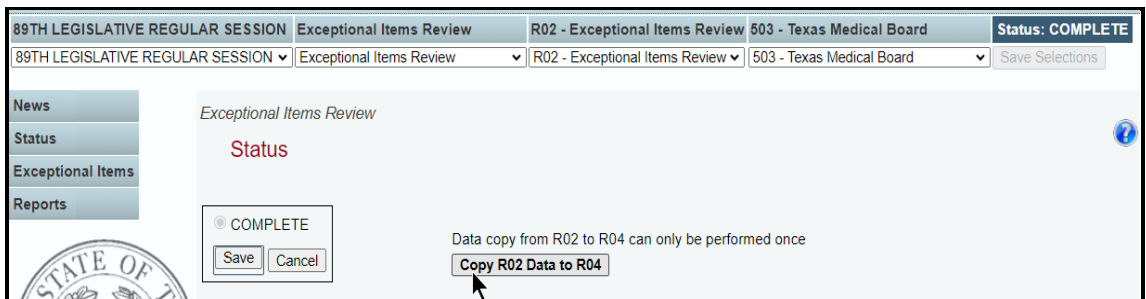
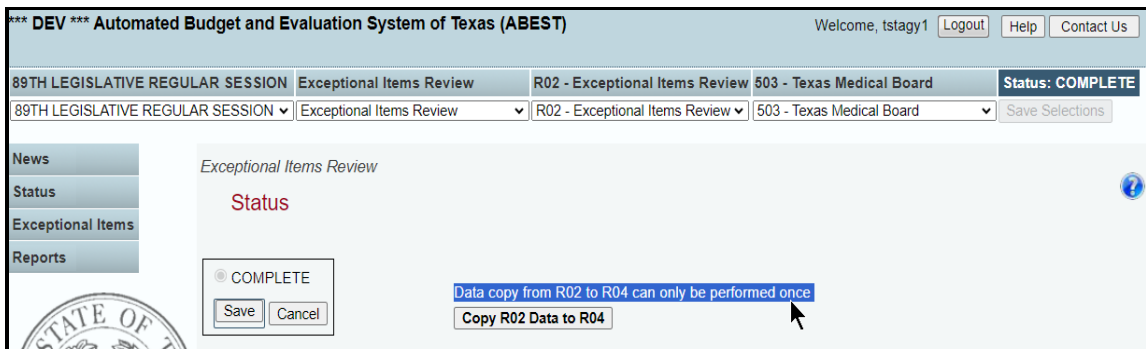
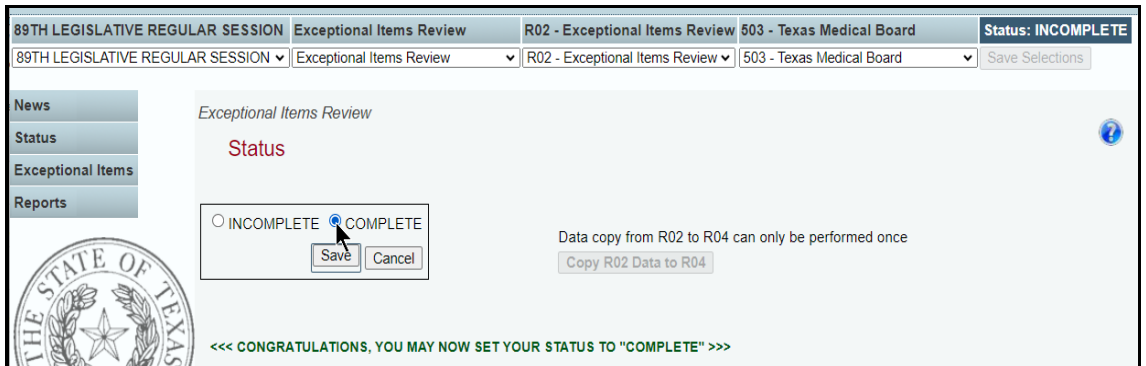
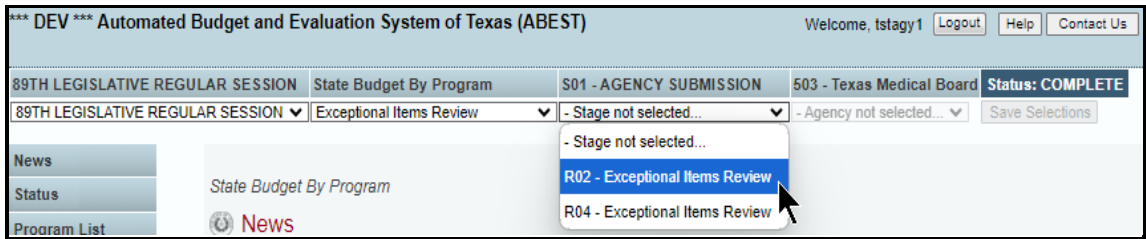
| MOF | 2026 | 2027 |
|--------------------------|--------------------|--------------------|
| 1 - General Revenue Fund | \$1,222,333 | \$1,222,333 |
| 555 - Federal Funds | \$99,999 | \$99,999 |
| MOF Totals: | \$1,322,332 | \$1,322,332 |

To make changes to the dollar amounts displayed on the **Exceptional Items > Request CFDA/ALNs** screen or **Exceptional Items > Request Strategy Related Details** screen for any selected Exceptional Item that includes Sub Request data, you will have to make those dollar amount changes on the related **Exceptional Items > Sub Request CFDA/ALNs** screen.

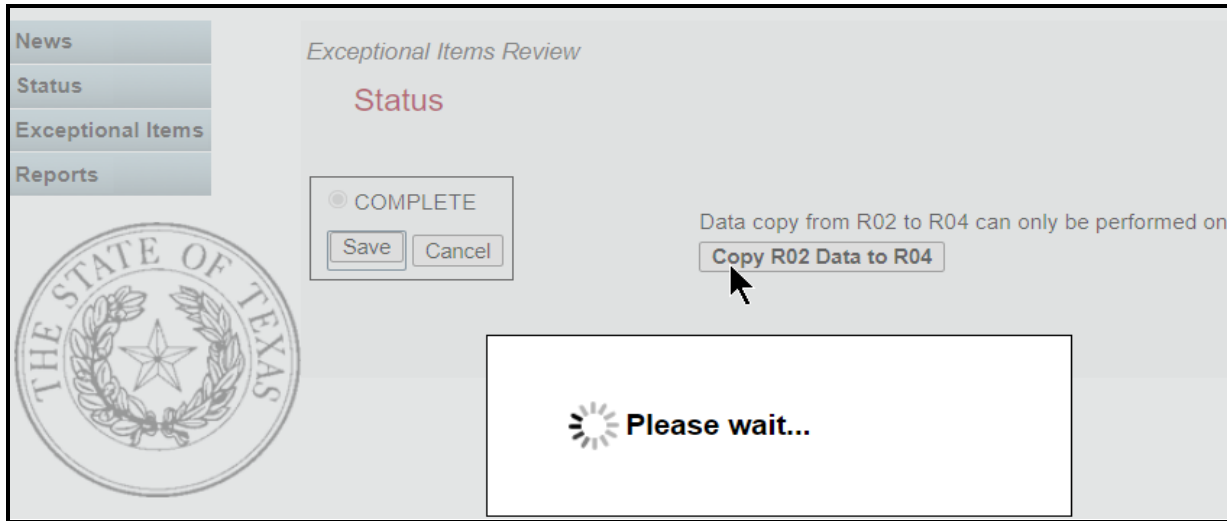
HOW TO MAKE REVISIONS TO EXCEPTIONAL ITEMS IN STAGE R04

To make Exceptional Item revisions for **Stage R04**, you can start entering the data into ABEST after you have completed the following steps (examples also shown below):

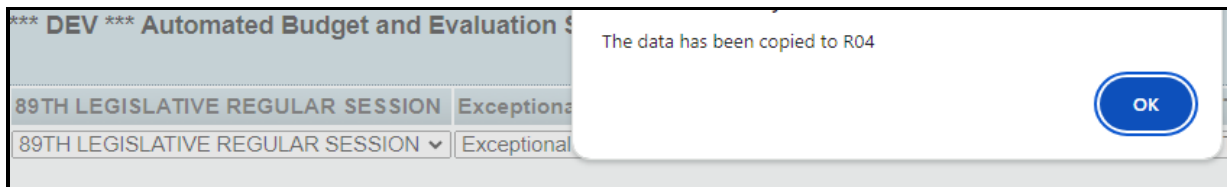
- Select the appropriate profile settings for **Stage R02**.
- Change the **Stage R02** Status from INCOMPLETE to COMPLETE which will enable the “**Copy R02 Data to R04**” button. Please note the warning text on the screen that indicates Stage R02 data can only be copied once to Stage R04.
- Copy data from **Exceptional Items Review (Stage R02)** to **Exceptional Items Review (Stage R04)** by clicking on the enabled copy button on the **Stage R02** Status screen.



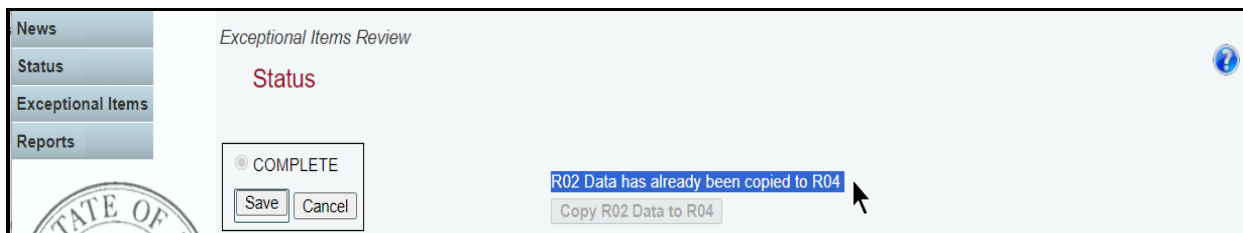
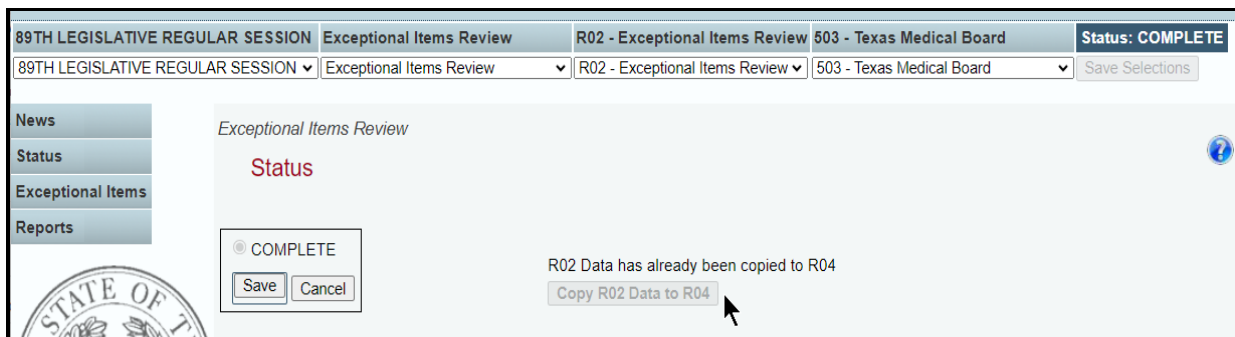
After you click the “**Copy R02 Data to R04**” button, a pop-up window will display that reads: “**Please wait...**” (example shown below).



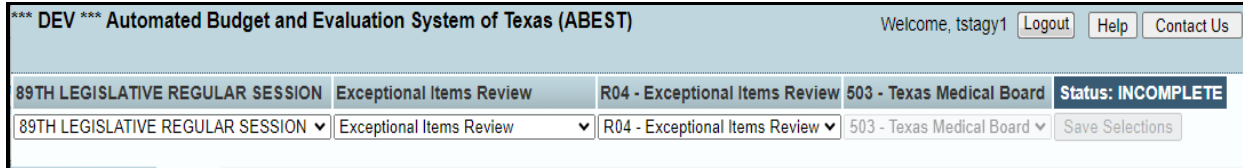
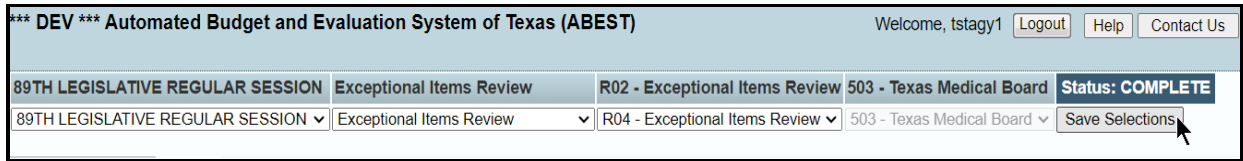
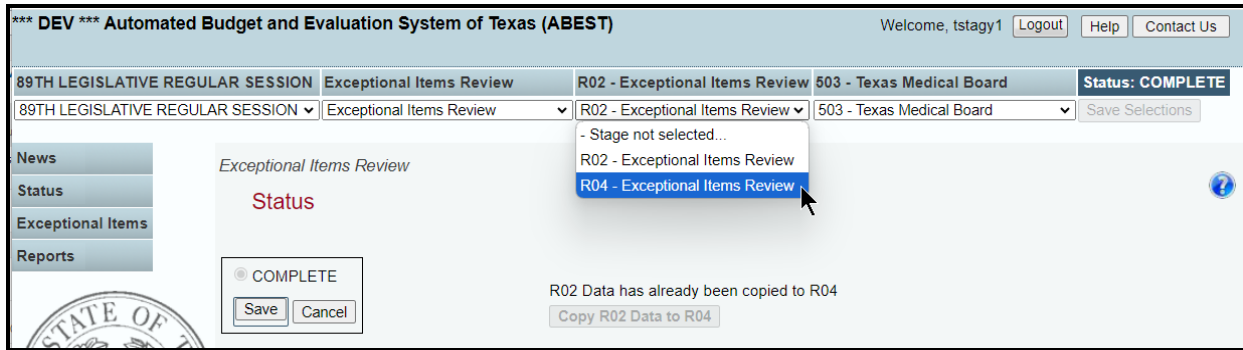
Once the copy job is completed, another pop-up window will display which reads: “**The data has been copied to R04**” (example shown below). Then click the blue **OK** button.



After the copy job is completed, the “**Copy R02 Data to R04**” button becomes disabled (grayed out) as shown in the below example, and text displays on the screen that indicates “**R02 data has already been copied to R04.**” Any future revisions to Stage R04 data will have to be done by the agency in Stage R04 because a second copy job cannot be performed.



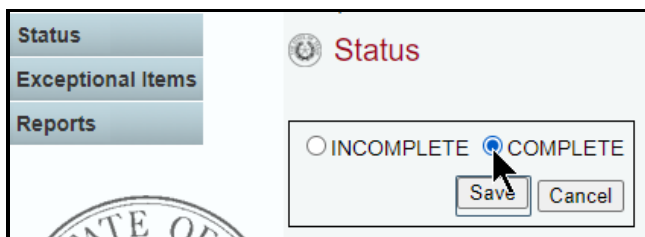
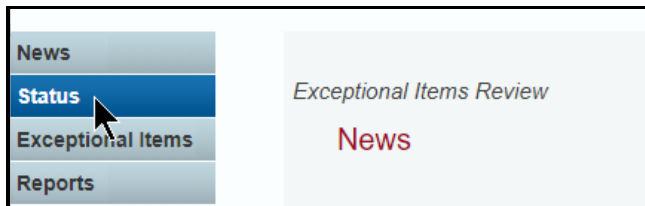
To make Exceptional Item revisions in **Stage R04**, select the appropriate profile settings for **Stage R04** (example shown below). Click **Save Selections**.



Complete all data entry and revisions in Stage R04 as needed. If necessary, refer to the detailed data entry instructions on pages 7 through 30 of this manual.

CHANGING AGENCY STATUS TO COMPLETE

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



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

IMPORTANT



If you have imbalances or other 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 AND WARNINGS](#) section of these instructions to resolve any issues. Change your agency's **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 ABEST data. Call your LBB analyst if you need to make data revisions after you have set the **Status** to **COMPLETE**, and the LBB analyst can have the agency's **Status** changed to **INCOMPLETE** to enable you to make any needed revisions. You must change the **Status** back to **COMPLETE** after making any data revisions.

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, OOE, MOF, strategy, etc.) about each closing edit issue. Click the **hyperlink** displayed above each section, as shown in the below examples. A hyperlink will direct you to the screen location in question.

Exceptional Items Review ?

Status

INCOMPLETE COMPLETE

[Bottom](#)

Exceptional Item OOE / MOF Difference ⊗

[Exceptional Items > Strategy Related](#)

| Except Item | Goal | Objective | Strategy | Diff Req 2026 | Diff Req 2027 |
|-------------|------|-----------|----------|---------------|---------------|
| 8 | 1 | 1 | 1 | \$12 | \$12 |

Exceptional Item IT Component needs supporting data ⊗

[Exceptional Items > IT Component Details](#)

| Exceptional Item Seq | Exceptional Name |
|----------------------|--------------------------|
| 8 | Exceptional Item Example |

Exceptional Items Anticipated Out-year Costs and Contracting cost more than \$50,000 needs supporting data ⊗

[Exceptional Items > Anticipated Out-year Costs/Contracting Details](#)

| Exceptional Item Seq | Exceptional Name |
|----------------------|--------------------------|
| 8 | Exceptional Item Example |

[Top](#)

IMPORTANT



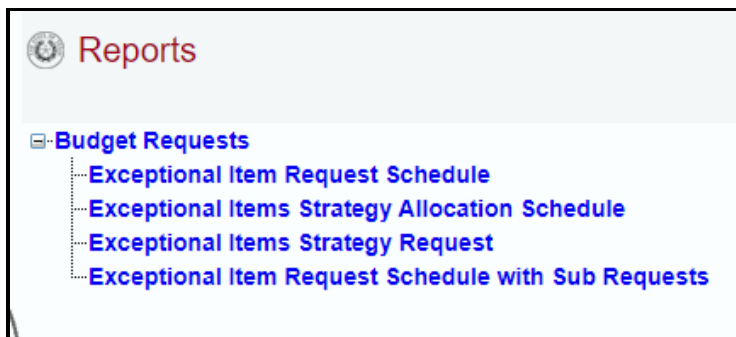
The closing edit hyperlinks (as shown in the previous examples) will take you to the screen location affected, but will not take you to the specific item in question.

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.

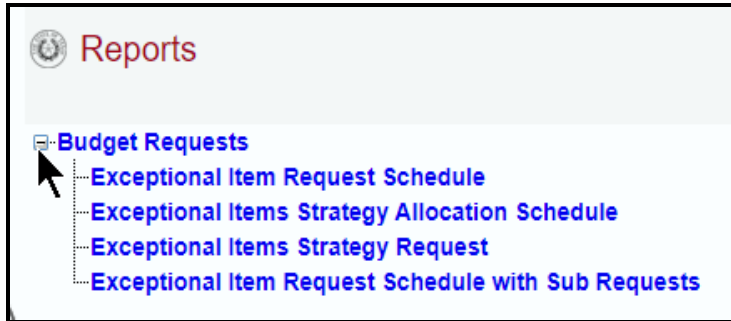
| RESOLUTIONS FOR CLOSING EDITS | |
|--|--|
| CLOSING EDIT | RESOLUTION |
| Exceptional Item IT Component needs supporting data | Click the Exceptional Items menu and the IT Component Details submenu. Select the appropriate Exceptional Item from the drop-down menu box. Enter data in the appropriate fields and click Save . If the selected Exceptional Item includes Sub Requests , then click on the Exceptional Items menu and the submenus for Sub Requests and Sub Request IT Component Details , and then enter data in the appropriate fields and click Save . |
| Exceptional Items Anticipated Out-year Costs and Contracting cost more than \$50,000 needs supporting data | Click the Exceptional Items menu and the Anticipated Out-year Costs/Contracting Details submenu. Select the appropriate Exceptional Item from the drop-down menu box. Enter data in the appropriate fields and click Save . If the selected Exceptional Item includes Sub Requests , then click on the Exceptional Items menu and the submenus for Sub Requests and Sub Request Anticipated Out-year Costs/Contracting Details , and then enter data in the appropriate fields and click Save . |
| Exceptional Item OOE/MOF Difference | This closing edit appears when the OOE's and MOF's are not in balance for an Exceptional Item and strategy. Click the Exceptional Items menu and the Strategy Related Detail submenu. Select the Exceptional Item and the strategy listed in the closing edit. The OOE / MOF Difference row on the screen will show the imbalance. Make the adjustments to the OOE and/or MOF on the appropriate grids and click Save . If the selected Exceptional Item includes Sub Requests , then click on the Exceptional Items menu and the submenus for Sub Requests and Sub Request Strategy Related Details , and then enter data in the appropriate fields and click Save . |
| Exceptional Items Request Description missing Sub Request data | Click the Exceptional Items menu and the Request Descriptions submenu. Click on the down arrow located in the far right column of the grid. Enter data in all the fields in the Enter Sub Requests: grid. Then click Save . |

GENERATING REPORTS

ABEST can produce the following reports based on the data you submit. You can generate these reports at any time when your agency's **Status** is set to **INCOMPLETE** or **COMPLETE**.



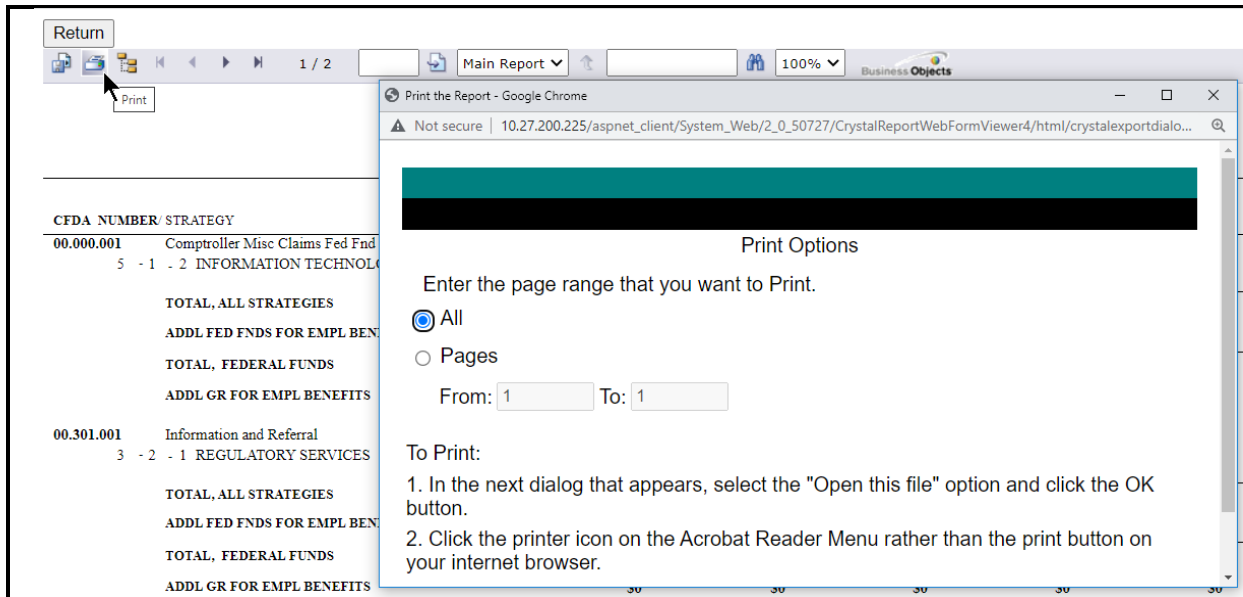
To generate and view an ABEST report, select the **Reports** menu, then click the plus sign (+) to the left of the **Budget Requests** submenu (as shown in the following example), and select a report name.



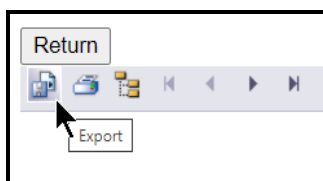
A preview of the report you selected displays. Use the arrow keys at the top to navigate through multi-page reports. To use the search feature within the report, click on the **binoculars icon** (as shown in the following example) at the top of the screen after entering your search text.

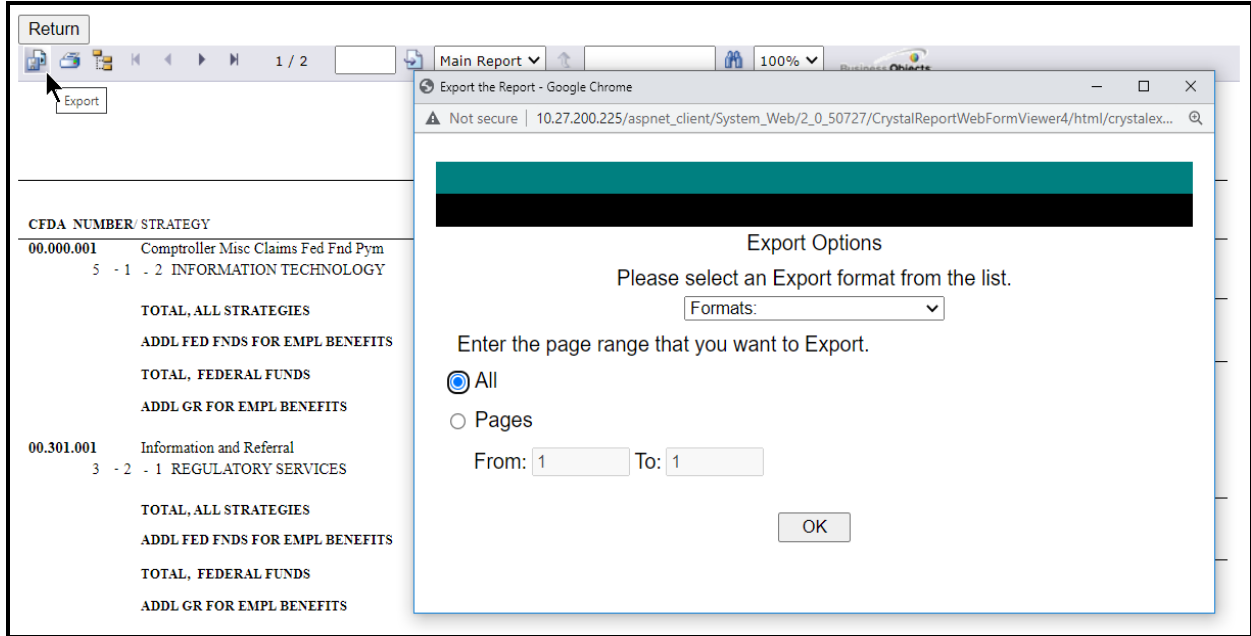


To print the selected report, click the **printer icon** below the **Return** button, as shown below. A **Print Options** window will display, select the desired options, and print. If you click your internet browser's printer icon, the report will not print.

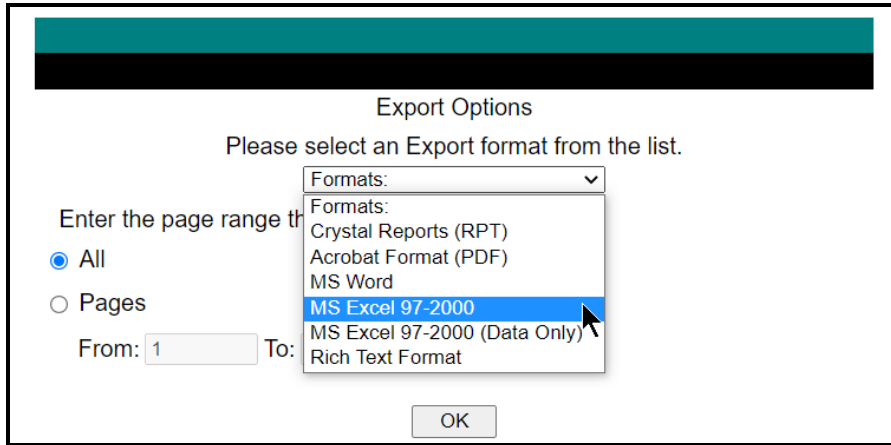


To export the selected report, click the leftmost **Export icon** immediately below the **Return** button. An **Export Options** window will display, as shown in the following examples.





Select the appropriate export format from the drop-down list (as shown in the below example) and click **OK**. The report will download into the selected/appropriate application. Save your file to a directory/file location on your computer.



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

