# LEGISLATIVE BUDGET BOARD

Preparing and Submitting Biennial Operating Plan for Information Resources 2026–27 Biennium

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

LEGISLATIVE BUDGET BOARD STAFF

CONTENTS

DOCUMENT CONVENTIONS

This document uses the following symbolic conventions:

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

Important: This symbol indicates information you need to know.

Tip: This symbol indicates information that may be useful.

GETTING STARTED

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

Before you begin entering data for the Eighty-ninth Legislature, Regular Session, 2025, Biennial Operating Plan (BOP), you must complete the Base Reconciliation process, finalize the budget structure, and complete any approved performance measure updates in ABEST. An LBB budget analyst will notify you when to start data entry in ABEST.

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

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

- Read these instructions, *Preparing and Submitting Biennial Operating Plan for Information Resources, 2026–27 Biennium,* for information about BOP data and submission requirements, including deadlines, available on the LBB website (www.lbb.texas.gov ➔ Agencies Portal ➔ Instructions: Budget Submissions & Other Reporting ➔ Biennial Operating Plan (BOP) Instructions).

- Familiarize yourself with these instructions, which apply to all regular state agencies.

- Change the Budget Status from Empty to Incomplete and enter the data in the order listed in the instructions, because ABEST accesses that data to develop summaries.

Clear any closing edits, change the status to Complete, submit, and print reports.

If you have a question about data for the BOP, read these instructions first, and if you do not find the answer, contact the LBB Information Resources (IR) analyst.

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

WHAT'S NEW

The Eighty-eighth Legislature, General Appropriations Act (GAA), 2024–25 Biennium, Article IX, Section 14.03, Transfers – Capital Budget, was amended to raise the capital budget threshold for assets with a biennial project cost or unit cost from $100,000 to $500,000. However, Data Center Services (DCS) and Shared Technology Services (STS) should be reported at a threshold of $100,000.

ACCESSING ABEST

Follow these steps to request a user ID and password. If you have forgotten your user ID or password, see the Logging In section below.

1. To request a user ID, click Agencies Portal from the LBB website (www.lbb.texas.gov/). Click on For New Users and Logon Information, click Request ABEST Logon.

2. Fill out the form, shown below.

Logon Request Form

Please ensure that you have approval from your supervisor to request a userid.

* Agency :	000 - Unspecified or not applicable ⌄
* Full Name:	
* Password :	
* Confirm Password :	
*Phone #:	___-___-____
Fax #:	___-___-____
Cell Phone #:	___-___-____
* Email Address:	
Access Needed for:	☐ ABEST (Automated Budget and Evaluation System of Texas) Includes: Base Recon LAR Submissions Operating Budget Actual Performance Measures USAS Reconciliation Biennial Operating Plan Disaster Federal Funds Submission ☐ Document Submission ☐ Annual Financial Report ☐ Annual Report of Nonfinancial Data ☐ Energy Conservation Report ☐ Junior College Operating Budgets ☐ Legislative Appropriations Request ☐ Operating Budget ☐ Report of Customer Service ☐ Strategic Plan ☐ FNS (Fiscal Notes System) ☐ State Contracts
Comments:	
Submit	
* Required	

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

LOGGING IN

1. 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.From the LBB website (www.lbb.texas.gov), click Agencies Portal, then click Automated Budget and Evaluation System of Texas (ABEST) as shown below.

Important: Refer to the options below if you already have a user ID and have forgotten your user ID and/or password.

- From the LBB website, click **Agencies Portal**. Under **For New Users and Log on Information**, click **Reset Password**. Enter your user ID or email address and click on **Send User Info**.
- Call the ABEST Help Desk at 512-463-3167.

Logon Request Form

Forgot Password

Please enter userid **OR** email address.

User ID: [   ]

Email Address: [   ]

Send User Info

Back to Logon Request Page
Back to Home Page

2. Enter your username and password and click Login.

Automated Budget and Evaluation System of Texas (ABEST)

Login
Username: [IntegyT]
Password: [********]
[Login]

Request Login

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

PROFILE SELECTION

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

1. From the available drop-down boxes, select 89th Legislative Regular Session, Biennial Operating Plan, S01 – Agency Submission, and your agency code.

2. Click Save Selections to update your profile, as shown on the next page.

The options selected here will display on the profile settings bar, which is at the top of each screen. The agency status associated with these settings is also included as shown in the below example (designated as EMPTY).

NEWS SCREEN

The 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 into the BOP or if the system has updated the news screen. You can click the News menu anytime to view this information, as shown below.

HELP

View this manual online or get help based on your screen location.

1. Click the Help button to view the entire user manual, as shown below.

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

CONTACT INFORMATION

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

Contact the LBB by calling the ABEST Help Desk at 512-463-3167 or by clicking Contact Us. Be prepared to leave a message when calling the help desk. The call always goes directly to voicemail. A typical callback response from the help desk is within 30 minutes. We will respond to email inquiries as soon as possible; however, it can take as long as the end of the next business day in some cases.

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

CHANGING THE STATUS TO INCOMPLETE

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

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

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

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

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

When you have completed the data entry for the BOP, you will need to set the status to complete. See Changing Status to Complete.

CAUTIONS AND IMPORTANT INFORMATION

> ⚠️ **Caution**: You will lose data if ABEST is inactive for 15 minutes or more. Always click Save if you leave the computer for more than a few minutes. If ABEST becomes inactive, you must close and reopen the browser and log back in. Any unsaved data must be reentered.

> ⚠️ **Caution**: You will lose data if you move to another grid without saving it first. Save the work frequently by clicking Save. Make sure you click Save on the grid where you are working. The Save button works independently for each grid on the screen. Any unsaved data must be reentered.

> ℹ️ **Important**: Read the news screen when ABEST directs you to it. It often conveys important information regarding changes and upcoming deadlines.

BOP PURPOSE

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

1. benefit individuals in this state and benefit the state as a whole;

2. use, to the fullest extent, technology owned or adapted by other state agencies;

3. employ, to the fullest extent, the department's information technology standards, including Internet-based technology standards;

4. expand, to the fullest extent, to serve residents of this state or to serve other state agencies;

5. develop on time and on budget; and

6. produce quantifiable returns on investment for major information resources projects.

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

BACKGROUND AND REQUIREMENTS

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

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

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

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

The Seventy-third Legislature, 1993, established the QAT (Senate Bill 381); the Eighty-eighth Legislature, Regular Session, 2024–25, continued the quality assurance initiative. The QAT must review all major information resource projects beginning with the planning stages and continuing through the development and implementation stages. The QAT also must approve all major information resources projects before inception (Senate Bill 1701, Seventy-eighth Legislature, Regular Session, 2003). The project information in a BOP provides the basis for the QAT's review and approval. State agencies must comply with QAT initiatives.

An agency must utilize the Texas Project Delivery Framework for projects designated as major IR projects. Further information is available at https://dir.texas.gov/resource-library-item/texas-project-delivery-framework-reference-guide.

A state agency should utilize the requirements, definition, scope, and statement of work to estimate the resources and costs needed to support the project. Project resources should represent all direct costs necessary to satisfy requirements from the planning and analysis phase through the post-implementation phase. This

estimate includes both capital and informational costs, which include agency personnel services and agency personnel fringe benefits.

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

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

BOP EVALUATION

Each BOP is evaluated for the following:

- consistency with the General Appropriations Act and other legislation;

- compliance with instructions, standards, and guidelines;

- relevance to the agency's organizational and operational environment;

- benefits to the agency, state, and citizens;

- technical validity; and

- cost-effective implementation of IR technologies.

A BOP is organized around eight category expenditures:

- (Categories 5005 Acquisition of Info. Resources, 5008 Lease Payment/Mst Lse Prg, and 5009 Emergency Management IR Technologies);

- Daily Operations (Category 6000);

- Data Center/Shared Technology Svcs (Category 7000);

- CAPPS – Statewide ERP System (Category 8000)

- Cybersecurity Project (Category 9000); and

- Legacy Modernization (Category 9500).

> ✅ **Note regarding cybersecurity and legacy modernization projects:** Projects may simultaneously address both security concerns and modernization of legacy applications. However, agencies must categorize the project under either Capital Project Category Code 9000 Cybersecurity or 9500 Legacy Modernization. Agencies should consider the following guidance when determining the category in which to classify projects:
>
> - Cybersecurity projects should include projects related to the protection of computer systems from theft and damage to their hardware, software, or data, and from disruption or misdirection of services. Projects should have the primary purpose or driver of improving the agency's cybersecurity and address or improve the organization's capability to identify, detect, protect, respond, or recover from cybersecurity events, threats, and vulnerabilities; and
>
> - Legacy modernization projects should include projects that have the primary purpose or driver of modernizing or replacing a computer system or application that is currently operating with obsolete or inefficient hardware or software.

DATA CENTER SERVICES/SHARED TECHNOLOGY SERVICES

Agencies utilizing the Data Center Services (DCS) or Shared Technology Services (STS) program for full managed infrastructure services need to add a Data Center/Shared Technology Svcs project (Category 7000). Enter the DCS project the same as other projects.

Additionally, for agencies utilizing the program on a limited basis for services, such as Microsoft Office 365, mainframe, servers, and other traditional data center services, costs included under DCS/STS should include print/mail, application services, managed security services, public cloud services, and other services offered through the program. Please note that the project should be entered when the biennial cost is estimated to be $100,000 or greater.

CENTRALIZED ACCOUNTING AND PAYROLL/PERSONNEL SYSTEM

The Centralized Accounting and Payroll/Personnel System (CAPPS) – Statewide Enterprise Resource Planning (ERP) System project area (Category 8000) is to be used by agencies that participate in or are requesting appropriations to participate in the Comptroller of Public Accounts' (CPA) Statewide ERP System project. All CAPPS estimated and budgeted expenses in fiscal years 2024 and 2025 and requests (baseline and exceptional) for fiscal years 2026 and 2027 should be identified in capital budget submissions under Capital Project Category 8000 CAPPS Statewide ERP System. Affected agencies should identify all costs. Additionally, agencies implementing CAPPS hub systems should include all ongoing costs to support and maintain the systems.

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

- backfilling subject matter experts (SME) dedicated to agency deployment efforts (on average, four hours per day, four days per week);

- training services for agencywide training efforts;

- programming services to modify agency internal interfacing systems;

- disposition of agency legacy data;

- information technology (IT) efforts to meet minimum browser and network connectivity requirements; and

- travel costs for SME assignments or agencywide training efforts.

The entire request should be included as a capital budget project under Project Category 8000 CAPPS Statewide ERP System. Costs should be identified as capital expenses; associated staffing costs should be shown as noncapital informational expenses Agencies that estimate their biennial deployment costs at $500,000 or less and are absorbing those costs within their baseline request are not required to include a capital project. However, agencies that are reallocating CAPPS deployment funding from the 2024–25 biennium for continued deployment costs during the 2026–27 biennium should submit a capital project budget item.

SUBMISSION SCHEDULE

The BOP is due on the same date as the Legislative Appropriations Request (LAR). See 2026–27 BOP Submission Schedule at the end of these instructions to locate the agency due date.

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

Biennial Operating Plan

Financing

Capital Informational DCS Related Costs Bottom

Select a Project: 5 - Property Tax System

Add Multiple MOFs - Capital

Capital:

	MOF	TOF	Est 2024	Bud 2025	BL 2026	BL 2027	Excp 2026	Excp 2027
✖	1 - General Revenue Fund	CA	$0	$0	$0	$0	$250,000	$250,000
	MOF TOF Capital Totals:		$0	$0	$0	$0	$250,000	$250,000

If an exceptional item is requested, use Part 4.A. Exceptional Item Request Schedule in the LAR to appropriately reconcile the two submissions. Here, agencies should provide additional information, including a description and status of the new or existing project, outcomes and outputs, a detailed breakdown of budgeted and estimated IT costs, and a brief analysis of project alternatives, scalability, and adjusted costs related to the scalability.

DATA ENTRY CONSIDERATIONS

Refer to the following reference for information regarding data entry.

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 be copied properly. Avoid outline styles that combine numbers and bullets. • Numeric fields may contain 12 digits maximum. Enter only whole dollar amounts, not decimal places. Do not enter commas in numeric fields.	• Click in the data cell and enter the data. • Press Tab to move across to the next cell. • At the end of a row, manually click the cursor in a cell on a new row to enter more data. • You can expand some multiline text fields by double-clicking in the field. Press the Enter key to start a new line of text in a multiline text field. Click the cursor outside the field or press Tab to move out of the field. Save the work by clicking Save. • Use the built-in calculator by double-clicking in any active data entry cell. After making the calculation and clicking the = button, click Send to Grid. The number you calculated transfers to the cell in which the cursor appears.	• Save data by pressing Enter on the keyboard or by clicking Save on the screen. • Use the gray section to add new information to a corresponding grid and click Save.

COLOR CONVENTIONS	NAVIGATION
• Unsaved numbers appear in italics and blue in color. Saved numbers are black. • Gray data cells are read-only and may not be changed. Contact the analyst to request any changes.	• To move to the top of a long screen, click the Top hyperlink at the bottom of the screen. • To move to the bottom of the screen, click the Bottom hyperlink at the top of the screen

ENTERING PROJECTS

ONGOING PROJECTS

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

1. Adding Ongoing Projects – To add an ongoing project, click Add Ongoing Projects.

2. The screen shows all ongoing projects for the agency, as shown below.
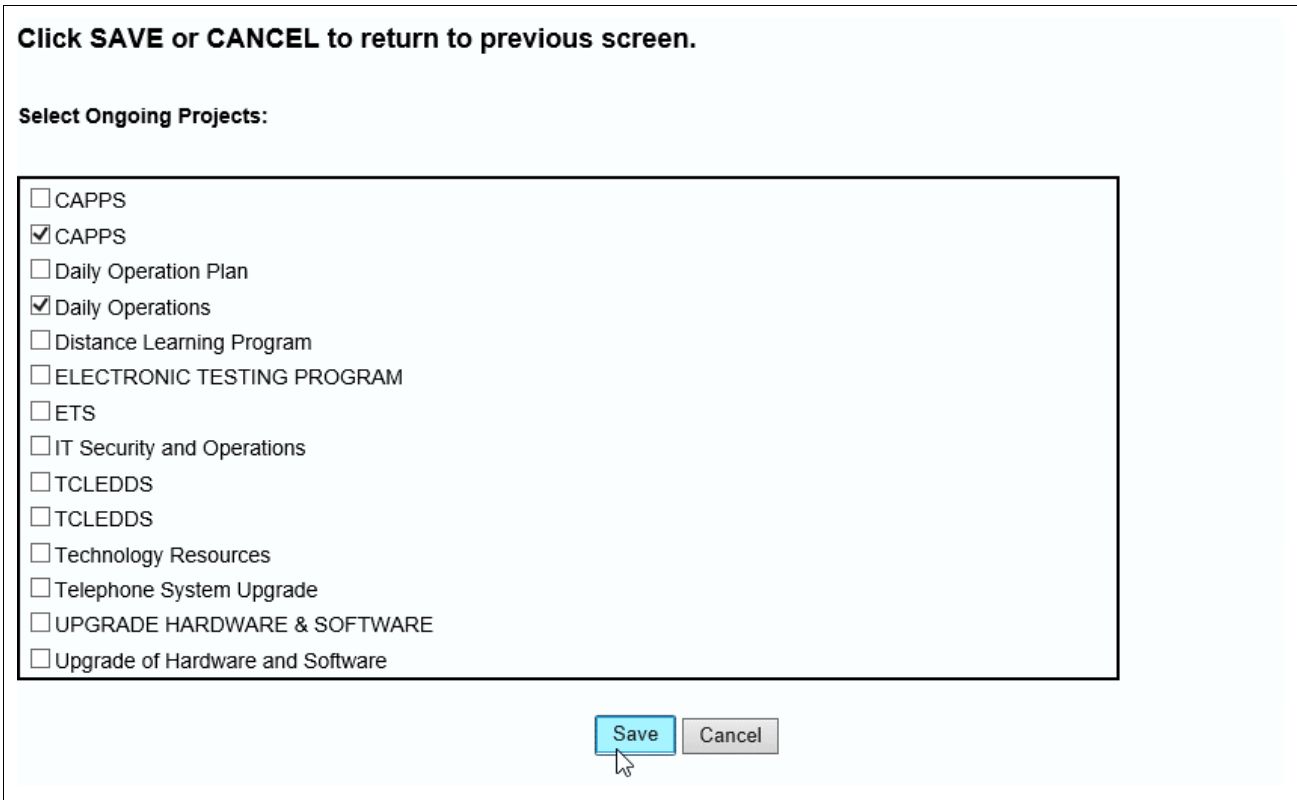
3. Review the appropriate ongoing projects for accuracy. Select the projects to add and click Save. The selected projects appear on the Projects grid, as shown below.

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

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

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

Important: If you delete an ongoing project, it no longer appears on the Ongoing Projects screen. If you entered data before deleting the project, ABEST has deleted the data and you must reenter it.

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

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

DAILY OPERATIONS

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

> **Note for agencies with Data Center Services (DCS) or Shared Technology Services (STS) contracts:** DCS/STS expenditures should not appear in the Daily Operations project unless the Department of Information Resources (DIR) has approved a DCS/STS exemption.

Examples of expenditures appropriate for Daily Operations include the following:

- cost of staff to operate the computer room and maintain existing applications and systems;

- cost to operate and maintain existing networks;

- software and hardware maintenance contracts not associated with new systems;

- replacement of inoperative or worn-out equipment necessary to maintain the current level of information resources service;

- software licenses for existing software;

- telecommunications line costs and long-distance charges;

- contracts, Interagency Contracts, or memoranda of understanding to provide continuation of processing services for existing systems;

- equipment that is already leased (not new equipment to be leased);

- enhancement and software upgrades. (Do not identify as a separate new project for development unless the project has been identified as a capital budget item, a major information resource project, or as a separate item in the Legislative Appropriations Request.); and

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

- any activities that require additional development or expansion of the current level of information resources service;

- expenditures such as consultant services;

- replacement of working but functionally obsolete equipment; and

- procurement of new equipment required for system or information resources growth (other than the equipment specified previously).

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

Agencies with DCS/STS contracts should not include those expenditures in the Daily Operations project.

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

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

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

Click SAVE or CANCEL to return to previous screen.

Select Daily Operations Category:

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

Save   Cancel

3. Click the appropriate category for Daily Operations to add and click Save. The selected Categories appear on the Daily Operations grid, as shown below.

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

ABEST CAPITAL BUDGETS

ILLUSTRATION: Rules for Working with Capital Projects in ABEST:

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

	Code	Strategy	**Strategy Recommendations** 2026	2027
OOE	1002	01-01-01	$100,000	$100,000
	2009		25,000	25,000
	5000		$100,000	$100,000
MOF	1		75,000	75,000
	666		150,000	150,000
OOE	5000	02-01-01	$150,000	$115,000
MOF	1		150,000	150,000

Proj. Seq.	Project Name	Project Category
1	Computer Network	5005 Acquisition of Information Technology
2	Roof Repairs	5003 Repair/Rehab of Building

Step 2: Capital Project Financing ⇐ Step 3: Capital Project Strategy Allocation

Capital Projects Financing
Project 1—Computer Network (ID 1234)

Capital MOF/TOF

MOF	TOF		2026	2027
1	CA—Current Approp.		$120,000	$120,000
666	CA—Current Approp.		130,000	130,000
Total			$250,000	$250,000

Informational MOF/TOF

MOF	TOF		2026	2027
1	CA—Current Approp.		$25,000	$25,000
Total			$25,000	$25,000

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

Capital Projects Financing
Project 2—Roof Repairs

Capital MOF/TOF

MOF	TOF		2026	2027
1	GO—Gen. Obligation Bonds		$50,000	$50,000
Total			$50,000	$50,000

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

Capital Projects Strategy Allocation
Project 1—Computer Network (ID 1234)

Capital Allocations

Strategy	OOE	2026	2027
01-01-01	1002	$100,000	$100,000
01-01-01	5000	$75,000	75,000
02-01-01	5000	$75,000	75,000
Total		$250,000	$250,000

Strategy	MOF	2026	2027
01-01-01	1	$45,000	$75,000
01-01-01	666	130,000	75,000
02-01-01	1	$75,000	$75,000
Total		$250,000	$250,000

Informational Allocations

Strategy	OOE	2026	2027
01-01-10	2009	$25,000	$25,000
Total		$25,000	$25,000

Strategy	MOF	2024	2025
01-01-01	1	$25,000	$25,000
Total		$25,000	$25,000

Capital Projects Strategy Allocations
Project 2—Roof Repairs

Capital Allocations

Strategy	OOE	2026	2027
01-01-01	5000	$25,000	$25,000
02-01-01	5000	25,000	25,000
Total		$50,000	$50,000

Strategy	MOF	2026	2027
01-01-01	1	$25,000	$25,000
02-01-01	1	25,000	25,000
Total		$50,000	$50,000

CAPITAL BUDGET PROJECTS

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

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

2. Enter the new project details on the Project Details screen shown below. Agencies with projects that are identified for the Department of Information Resources' Prioritization of Cybersecurity and Legacy Systems Projects (PCLS) report should identify the PCLS Tracking Key; if not applicable, enter N/A. Repeat this step to add as many new projects as needed.
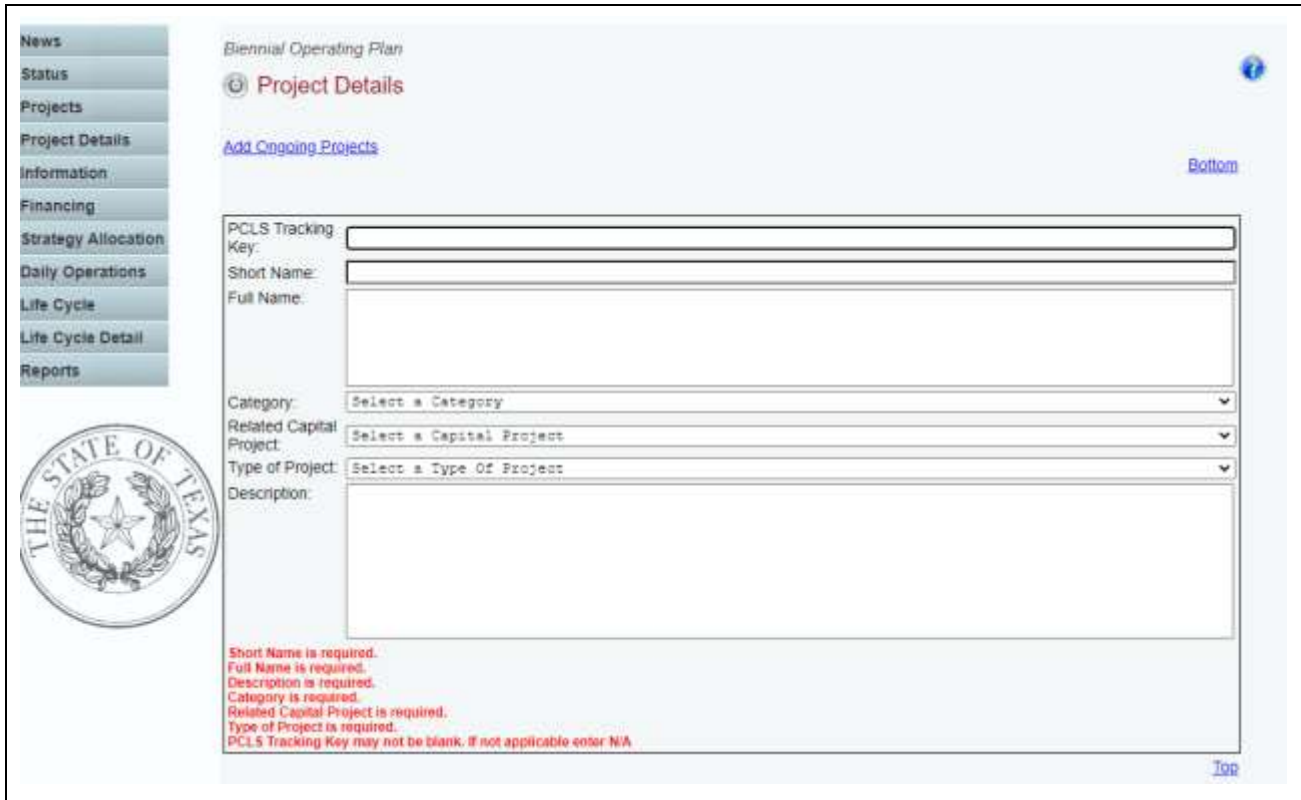
3. Deleting New Projects – Delete new projects by clicking the red X on the left of the Projects grid. Click OK in the confirmation window.

REVISING PROJECT DETAILS

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

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

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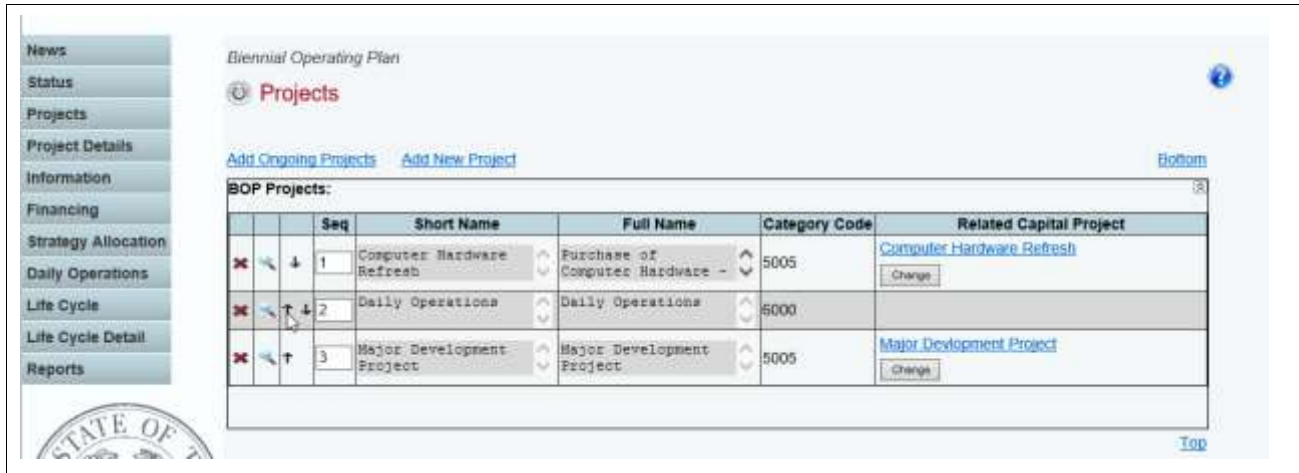
INFORMATION

Enter descriptive information about each project on the Information menu.

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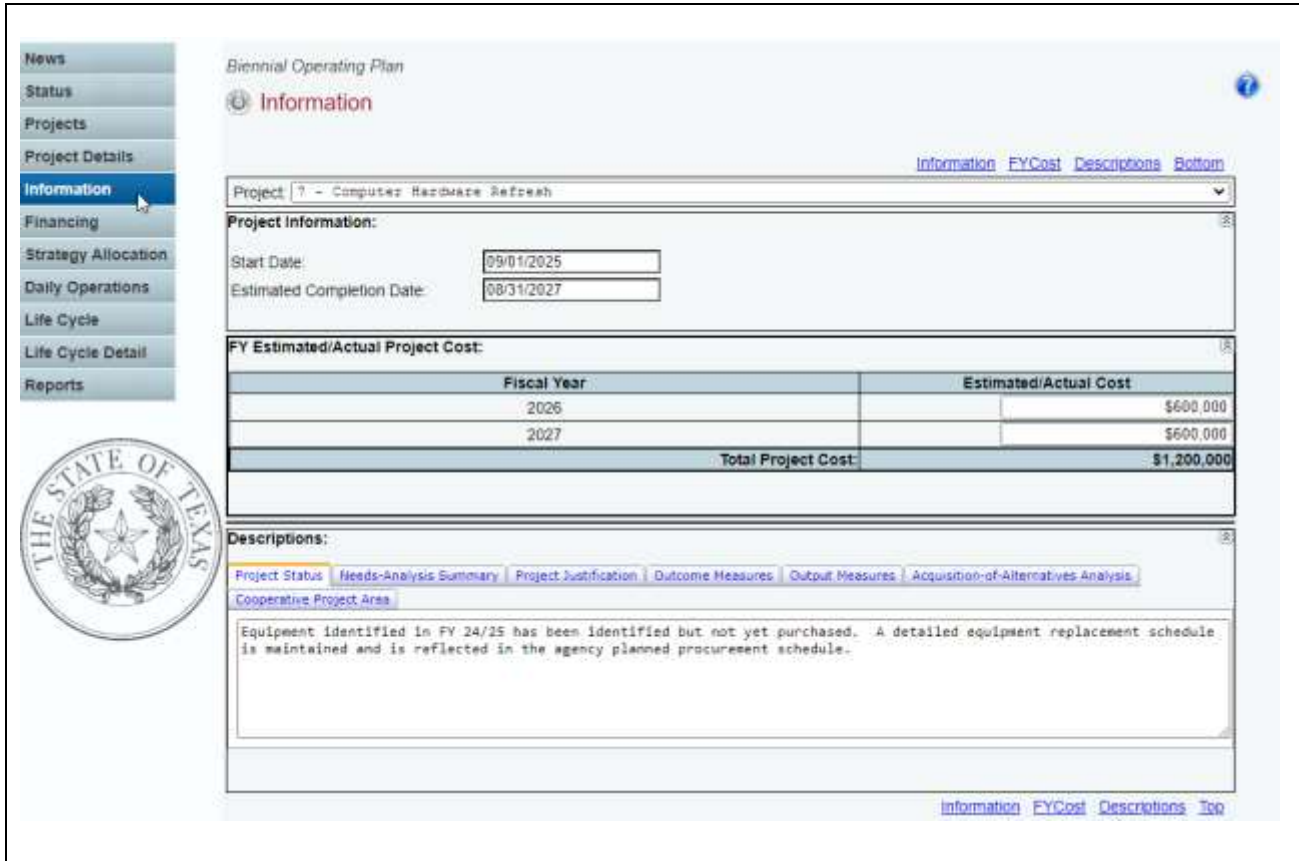
The first project is loaded into the Project drop-down box. To change the project, select a different Project from the drop-down box.

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

DESCRIPTIONS

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

2. Click the remaining tabs to enter data for each capital project and click Save.

Review the following Character Limitations Reference:

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

PROJECT FINANCING

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

METHOD OF FINANCE

The Financing screen displays Capital, Informational, and DCS Related Costs grids for projects for Categories 5005 Capital Budget, 5008 Lease Payment/Mst Lse Prg, 5009 Emergency Management IR Technologies, 8000 CAPPS – Statewide ERP System, 9000 Cybersecurity Project, and 9500 Legacy Modernization. Capital and Informational grids are displayed for Data Center/Shared Technology Svcs (Category 7000) projects, and only the Informational grid is displayed for Daily Operations (Category 6000) projects. Capital expenses are those normally included in the capital budget, and Informational expenses are noncapital costs associated with the project, such as state staff costs. DCS Related Costs are data center costs and shared technology services associated with that project. Capital is inclusive of those costs associated with the project.

1. Adding a single or multiple MOF(s) — Click the Add Multiple MOFs above the Capital, Informational, and DCS grids to add MOF(s) (shown below).

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

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

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

Click SAVE or CANCEL to return to previous screen.

Select Capital MOFs:

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

4. Click the appropriate MOFs and associated TOF to add and click Save. The selected MOFs and associated TOFs appear on the Capital grid, as shown below.
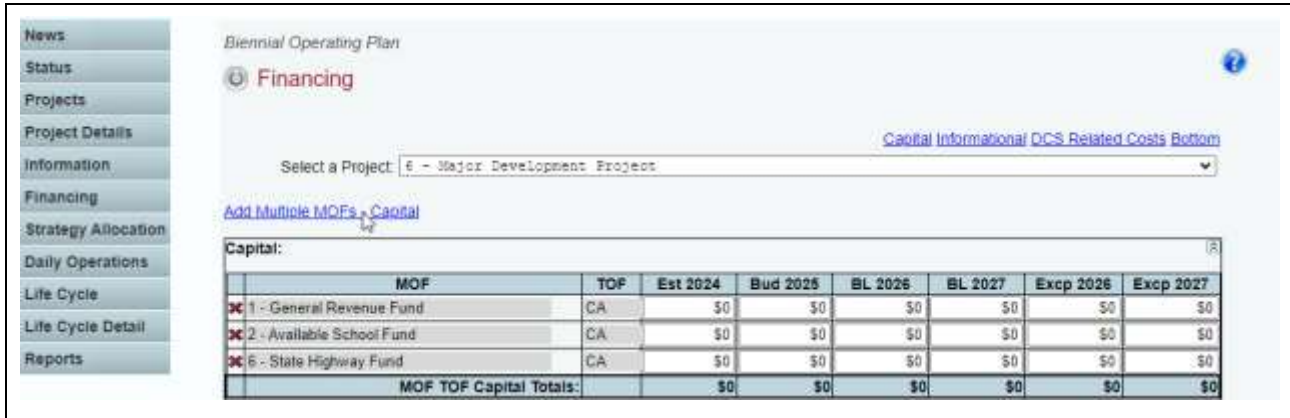
The following options are helpful in navigating the screen quickly, especially if the screen is displaying a large amount of data.

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

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

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

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

6. Adding DCS Related Data – If you have a new project or an existing project that utilizes Data Center or Shared Technology Services through DIR, use the DCS Related Costs grid. If the Eighty-ninth Legislature, 2025, approves the project, LBB analysts will work with agencies to extract the DCS Related Costs. The analysts will add these costs to amounts shown in the capital budget item (shown below).

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

STRATEGY ALLOCATION

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

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

3. Click the Add Multiple Capital Goal, Objective, Strategy/OOEs above the Capital, Informational, and DCS grids to add GOS and an OOE or MOF code (shown below).

4. Enter the strategies, OOEs, and MOFs by project. Select a GOS and an OOE or MOF code. Enter the amounts associated with each strategy and code and click Save.

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

EDIT CHECKS REFERENCE
Rule 1 – The strategies (strategy/budgeting menu) must contain enough money to cover the sum of all strategy allocations to all projects (capital budgets/strategy allocations menu).
Rule 2 – For each project, the total in Capital Projects Strategy Allocation (OOE) must equal the total in Capital Projects Finance (MOF) for capital and informational costs.
Rule 3 – For each project, the MOF total in Capital Projects Financing (MOF) must equal the total in Capital Projects Strategy Allocation (MOF) for capital and informational costs.
Rule 4 – For each project, the MOF total in DCS Related Financing (MOF) must equal the total in DCS Related Strategy Allocation (MOF) for capital costs.

LIFE CYCLE

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

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

2. To add a Life Cycle category, click the drop-down box for the appropriate category and enter the agency totals for each category if applicable, and click Save.

The categories for Life Cycle include the following:

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

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

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

LIFE CYCLE DETAIL

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

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

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

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

Click SAVE or CANCEL to return to previous screen.

Select Project

- ☐ #577 Border Security New IT
- ☐ #987 IT Modernization
- ☐ #984 Crime Records Tech Projects
- ☐ CAPPS - Statewide ERP System
- ☐ DL Technology Upgrades
- ☑ Daily Operations
- ☐ CVE Information Technology Purchase
- ☐ Data Center Services
- ☐ Enhance Capitol Security-IT Purchas
- ☑ Legacy System Modernization
- ☐ RSD Technology Projects
- ☐ Business Biometric Document Mgt Sys
- ☐ Protect Texas.-FleetMgtSys
- ☐ Protect Texas-Finance TechSys
- ☐ Protect Texas-IT Purchases
- ☐ Protect Texas-Safety Tech Upgrade
- ☐ Protect Texas-Adv.Analytics&Sftware
- ☐ Driver LicenseStaffing-IT Purchases
- ☐ Driver License Staff-Tech. Improve.
- ☐ Driver License Staff-Office Equip.
- ☐ Optimize Lab-RecordsSyst&ToxSftware
- ☐ Optimize Lab - IT Purchases
- ☐ IT&Cyber-Replace EOL IT Infrast.
- ☐ IT&Cyber-Application Modernization
- ☐ Case Management & Reporting System
- ☐ 100 Additional Troopers (IT)
- ☐ Optimize Lab -Stwide Records Portal
- ☐ ICT Technology Projects

[Save] [Cancel]

4. Click the appropriate projects associated with the agency's Life Cycle Detail and click Save. The selected projects will appear on the Life Cycle Detail grid, as shown below.

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

GENERATING REPORTS

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

1. To generate BOP reports, click the Reports menu, as shown below and then click on the report that you wish to run.

	Two Reports that, when compiled, make the BOP:
(i)	• Biennial Operating Plan Project Detail (Narrative); and • Biennial Operating Plan Project Schedule with OOE Detail (Costs).

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

Return

| | | 1 / 16 | | | Main Report ∨ | | | | 100% ∨ | Business Objects |

Biennial Operating Plan Project Schedule with OOE Detail
2/13/2024 10:04:26AM
89th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

802 Parks and Wildlife Department

Category Code / Category Name
Project Sequence/Project Id / Name
OOE BY STRAT/ TOF / MOF CODE

			Est 2024	Bud 2025	BL 2026	BL 2027
5005 Acquisition Information Resource Technology						
6/5 *Replacement of Computers*						
OBJECTS OF EXPENSE						
4-1-2 LAND ACQUISITION						
Capital						
5000 CAPITAL EXPENDITURES			$0	$0	$3,000	$0
Capital Subtotal OOE, Strategy	4-1-2		$0	$0	$3,000	$0
Total OOE, Strategy	**4-1-2**		**$0**	**$0**	**$3,000**	**$0**
5-1-2 INFORMATION RESOURCES						
Capital						
2009 OTHER OPERATING EXPENSE			$876,865	$561,767	$1,007,822	$1,007,822
Capital Subtotal OOE, Strategy	5-1-2		$876,865	$561,767	$1,007,822	$1,007,822
Total OOE, Strategy	**5-1-2**		**$876,865**	**$561,767**	**$1,007,822**	**$1,007,822**
Total OOE, Project	**6**		**$876,865**	**$561,767**	**$1,010,822**	**$1,007,822**
TYPE OF FINANCING						
Capital						
CA 1 General Revenue Fund			$62,500	$0	$3,000	$0
CA 9 Game,Fish,Water Safety Ac			$412,342	$335,098	$680,657	$680,657
CA 64 State Parks Acct			$342,827	$226,669	$327,165	$327,165
CA 400 Sporting Good Tax-State			$59,074	$0	$0	$0
CA 555 Federal Funds			$122	$0	$0	$0
Capital Subtotal TOF			$876,865	$561,767	$1,010,822	$1,007,822
Total TOF, Project	**6**		**$876,865**	**$561,767**	**$1,010,822**	**$1,007,822**
7/5 *Capital Expenditures for Technology Maintenance*						

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

Return						

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Biennial Operating Plan Project Schedule with OOE Detail   2/13/2024 10:04:26AM
89th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

802 Parks and Wildlife Department

Category Code / Category Name
Project Sequence/Project Id / Name
    OOE BY STRAT/ TOF / MOF CODE

		Est 2024	Bud 2025	BL 2026	BL 2027
5005 Acquisition Information Resource Technology					
6/5 *Replacement of Computers*					
OBJECTS OF EXPENSE					
4-1-2 LAND ACQUISITION					
Capital					
5000 CAPITAL EXPENDITURES		$0	$0	$3,000	$0
Capital Subtotal OOE, Strategy	4-1-2	$0	$0	$3,000	$0
Total OOE, Strategy	**4-1-2**	**$0**	**$0**	**$3,000**	**$0**
5-1-2 INFORMATION RESOURCES					
Capital					
2009 OTHER OPERATING EXPENSE		$876,865	$561,767	$1,007,822	$1,007,822
Capital Subtotal OOE, Strategy	5-1-2	$876,865	$561,767	$1,007,822	$1,007,822
Total OOE, Strategy	**5-1-2**	**$876,865**	**$561,767**	**$1,007,822**	**$1,007,822**
Total OOE, Project	**6**	**$876,865**	**$561,767**	**$1,010,822**	**$1,007,822**
TYPE OF FINANCING					
Capital					
CA 1 General Revenue Fund		$62,500	$0	$3,000	$0
CA 9 Game,Fish,Water Safety Ac		$412,342	$335,098	$680,657	$680,657
CA 64 State Parks Acct		$342,827	$226,669	$327,165	$327,165
CA 400 Sporting Good Tax-State		$59,074	$0	$0	$0
CA 555 Federal Funds		$122	$0	$0	$0
Capital Subtotal TOF		$876,865	$561,767	$1,010,822	$1,007,822
Total TOF, Project	**6**	**$876,865**	**$561,767**	**$1,010,822**	**$1,007,822**
7/5 *Capital Expenditures for Technology Maintenance*					

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4. To export, click the export icon ⊞ in the top left corner of the ABEST screen.

Return

| ⊞ 🖨 🗎 ◄◄ ◄ ► ►► | 1 / 16 | [ ] 🔄 | Main Report ⌄ ↑ | [ ] | 🔍 | 100% ⌄ | Business Objects |

Biennial Operating Plan Project Schedule with OOE Detail   2/14/2024 9:29:03AM
89th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

802 Parks and Wildlife Department

Category Code / Category Name
    Project Sequence/Project Id / Name

OOE BY STRAT/ TOF / MOF CODE		Est 2024	Bud 2025	BL 2026	BL 2027
5005 Acquisition Information Resource Technology					
6/5 *Replacement of Computers*					
OBJECTS OF EXPENSE					
4-1-2 LAND ACQUISITION					
Capital					
5000 CAPITAL EXPENDITURES		$0	$0	$3,000	$0
Capital Subtotal OOE, Strategy	4-1-2	$0	$0	$3,000	$0
Total OOE, Strategy	**4-1-2**	**$0**	**$0**	**$3,000**	**$0**
5-1-2 INFORMATION RESOURCES					
Capital					
2009 OTHER OPERATING EXPENSE		$876,865	$561,767	$1,007,822	$1,007,822
Capital Subtotal OOE, Strategy	5-1-2	$876,865	$561,767	$1,007,822	$1,007,822
Total OOE, Strategy	**5-1-2**	**$876,865**	**$561,767**	**$1,007,822**	**$1,007,822**
Total OOE, Project	**6**	**$876,865**	**$561,767**	**$1,010,822**	**$1,007,822**
TYPE OF FINANCING					
Capital					
CA 1 General Revenue Fund		$62,500	$0	$3,000	$0
CA 9 Game,Fish,Water Safety Ac		$412,342	$335,098	$680,657	$680,657
CA 64 State Parks Acct		$342,827	$226,669	$327,165	$327,165
CA 400 Sporting Good Tax-State		$59,074	$0	$0	$0
CA 555 Federal Funds		$122	$0	$0	$0
Capital Subtotal TOF		$876,865	$561,767	$1,010,822	$1,007,822
Total TOF, Project	**6**	**$876,865**	**$561,767**	**$1,010,822**	**$1,007,822**
7/5 *Capital Expenditures for Technology Maintenance*					

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

Export Options

Please select an Export format from the list.

Formats: ⌄

| Formats: |
| Crystal Reports (RPT) |
| Acrobat Format (PDF) |
| MS Word |
| MS Excel 97-2000 |
| MS Excel 97-2000 (Data Only) |
| Rich Text Format |

Enter the page range th

⦿ All

◯ Pages

From: 1   To:

OK

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

Return

			◄ ◄ ► ►	1 / 16		Main Report ▾ ↑		🔍 100% ▾ Business Objects

Biennial Operating Plan Project Schedule with OOE Detail — 2/14/2024 9:50:34AM
89th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

802 Parks and Wildlife Department

Category Code / Category Name
Project Sequence/Project Id / Name
OOE BY STRAT/ TOF / MOF CODE

	Est 2024	Bud 2025	BL 2026	BL 2027
5005 Acquisition Information Resource Technology				
6/5 *Replacement of Computers*				
OBJECTS OF EXPENSE				
4-1-2 LAND ACQUISITION				
<u>Capital</u>				
5000 CAPITAL EXPENDITURES	$0	$0	$3,000	$0
Capital Subtotal OOE, Strategy 4-1-2	$0	$0	$3,000	$0
Total OOE, Strategy 4-1-2	**$0**	**$0**	**$3,000**	**$0**
5-1-2 INFORMATION RESOURCES				
<u>Capital</u>				
2009 OTHER OPERATING EXPENSE	$876,865	$561,767	$1,007,822	$1,007,822
Capital Subtotal OOE, Strategy 5-1-2	$876,865	$561,767	$1,007,822	$1,007,822
Total OOE, Strategy 5-1-2	**$876,865**	**$561,767**	**$1,007,822**	**$1,007,822**
Total OOE, Project 6	**$876,865**	**$561,767**	**$1,010,822**	**$1,007,822**
TYPE OF FINANCING				
<u>Capital</u>				
CA 1 General Revenue Fund	$62,500	$0	$3,000	$0
CA 9 Game,Fish,Water Safety Ac	$412,342	$335,098	$680,657	$680,657
CA 64 State Parks Acct	$342,827	$226,669	$327,165	$327,165
CA 400 Sporting Good Tax-State	$59,074	$0	$0	$0
CA 555 Federal Funds	$122	$0	$0	$0
Capital Subtotal TOF	$876,865	$561,767	$1,010,822	$1,007,822
Total TOF, Project 6	**$876,865**	**$561,767**	**$1,010,822**	**$1,007,822**
7/5 *Capital Expenditures for Technology Maintenance*				

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CHANGING STATUS TO COMPLETE

You must change the BOP status for the agency from Incomplete to Complete to submit the BOP. Although you can print reports at any time, you should print the final copies after changing the status to Complete.

1. Click the Status menu, select the Complete radio button, and click Save, as shown below.

If you have no closing edits, the BOP status will change to Complete when you click Save.
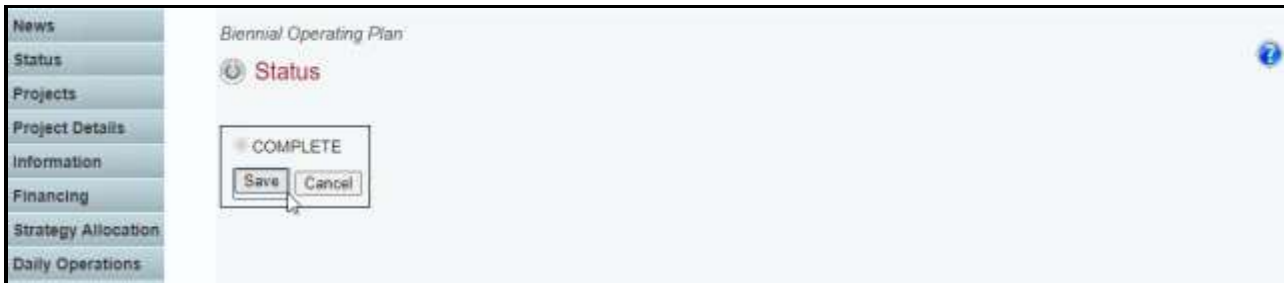
Important: If you have imbalances or other problems with the BOP, they will appear here on the Status screen as closing edits. You cannot change the BOP status to Complete until you clear the closing edits. Use the next section of these instructions for help to balance the BOP. When you have cleared all the closing edits, set the status to Complete.

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

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

RESOLVING CLOSING EDITS

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

1. To print the screen, click the browser printer icon.

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

Important: The hyperlink will direct you to the screen location affected, but it will not show the specific item in question.
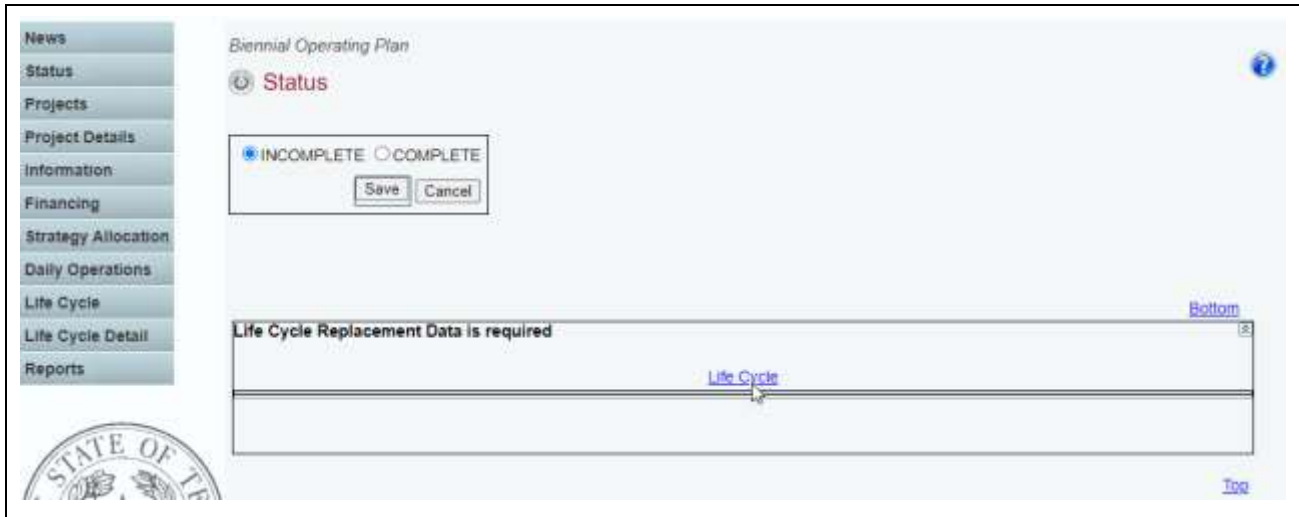
Resolve the items listed in each section on the status screen. Use the hyperlink on the status screen to direct you to each grid or click on each menu item as the following resolutions indicate. Resolving the issue removes the closing edit from the status screen.

NAVIGATION OPTIONS REFERENCE: RESOLUTIONS FOR CLOSING EDITS	
EDIT	**RESOLUTION**
Missing Information: All fields on the Information Screen are required. Total Project Cost also must be greater than $0.	This edit looks at the Information grid and determines if the agency has entered all required information for each project. Check the Information grid for missing data.
Project not linked to Capital Project.	The error message is displayed when a BOP Capital project entered is not linked to a Capital Budget project in the agency's LAR. To clear this edit, select a Related Capital Project on the Projects grid.
Daily Operations Categories – MOF/TOF = Difference (Difference must be equal to $0)	This error message indicates differences in the amounts that were entered for the Daily Operations in the **Daily Operations** grid. Check the **Financing** menu for differences between **Daily Operations** and the **Financing** grids.
Life Cycle – Life Cycle Detail Summary = Difference (Difference must be equal to $0)	This error message indicates that information entered in the **Life Cycle** grid does not match the information in the **Life Cycle Detail** grid. When reviewing the **Life Cycle Detail** grid, review the Category Total against the Difference Total on the **Life Cycle Detail** grid.
Projects Allocation Differences: Financing MOF – Strategy MOF difference	This edit appears if the financing for a capital project does not equal the strategy allocation. OOEs and MOFs must balance. To clear this edit, click the Financing menu. The closing edit displays the project number and whether the project is Capital or Informational. Select the project and review the MOF data; revise if necessary and click Save. If the edit has not cleared, click the Strategy Allocation menu. Select the project and review the OOE data; revise if necessary and click Save. OOEs and MOFs should be in balance.
Strategy Allocation Differences: Strategy Allocation OOEs = Strategy Allocation MOFs	This closing edit lists OOE and MOF differences by strategy. To clear this edit, click the Strategy menu. Select the strategy listed in the closing edit. Adjust OOE and MOF data so that the OOE/MOF Difference row for the strategy shows $0 for each year.
MOF TOF Capital Detail – DCS Related Costs Detail = Difference (Difference must be >= $0)	This edit will appear when the amount entered for a project in a specific year for DCS Related Costs is greater than the amount entered for that project in Capital. Remember that Capital is inclusive of DCS.
LAR: Strategy > Budgeting – Strategy Allocation = Difference	In the LAR under Strategy>Budgeting, enter your requested data for OOEs, MOFs, etc., before entering your data under the Capital

(Difference must be >= $0)	Projects/Strategy Allocations menus. This error indicates not enough dollars are shown in the Strategy Request to fulfill the dollars that you entered for the Capital Budget Project.
LAR: Capital Project Financing – Financing (Summed by Capital Project) = Difference (Difference must be >= $0)	The LAR Capital Budget is inclusive of the BOP; therefore, the BOP projects must be equal to or less than the Capital Projects in the LAR. Select Financing from the menu in the BOP and make sure the amounts entered are equal to the Capital Project in the LAR. The edit will display which projects are not in balance.
Strategy Allocation (OOEs) – MOF/TOF = Difference (Difference must be equal to $0)	This edit appears if the financing for a capital project does not equal the strategy allocation. OOEs and MOFs must balance. To clear this edit, click the Financing menu. The closing edit displays the project number and whether the project is Capital or Informational. Select the project and review the MOF data; revise if necessary and click Save. If the edit has not cleared, click the Strategy Allocation menu. Select the project and review the OOE data; revise if necessary and click Save.
Missing Business Case, Workbook or Statewide Impact Analysis for non-6000 and 7000 projects over $5 Million	This edit is a warning that reviews estimated costs from the Information grid greater than $5.0 million. This edit is only a warning and will not prevent closing and submission of the BOP.

TROUBLESHOOTING

The following items are excerpted from actual questions and issues raised by agency staff during past calls to the ABEST LBB Help Desk (512-463-3167).

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

You must change the budget status from Empty to Incomplete before you can begin data entry. See Changing Status to Complete.

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

 See BOP Submission Schedule, 2026–27 Biennium at the end of these instructions.

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

Click the Profile Selection menu, change the profile to the session you want to print, such as 88-R, S01, and click Save. See Generating Reports.

I want to export data from ABEST into a spreadsheet so I can sort the data. How can I do that?

See Generating Reports.

ABEST is acting peculiar.

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

My capital budget is missing strategies.

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

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

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

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

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

DEFINITION OF CAPITAL BUDGET

Capital Budget Projects are those with a unit cost greater than $500,000 for the biennium. Examples include a piece of hardware or enterprise solution.

These projects also might include similar or identical items with individual unit costs of less than $500,000 that constitute a functionally unified asset or asset improvement. Such items must be grouped together and considered a capital budget project aggregate cost of the items greater than $500,000. For example:

- unified asset: When grouped together, the replacement of 300 personal computers as a group or separately during the biennium, each with a unit cost of $2,000, exceeds the $500,000 threshold. As a result, the PCs should be identified as a capital project;

- agency IT infrastructure: hardware purchases or leases should be aggregated to determine if the $500,000 threshold is met. Likewise, software purchases and telecommunications purchases and leases should be aggregated;

- assets acquired from consultants or contracted service providers: These items include information resource technologies or other assets developed or acquired through a consultant or contracted services. This grouping applies to assets that ultimately will be owned by a state agency, regardless of whether the asset is operated by a state agency or a contractor. Examples include:

  - a consultant develops a generic licensing system that a state agency will own, operate, and maintain; and

  - a state agency contracts with a vendor to provide automated fraud detection services; when the contract for services ends, the state agency owns the automated system; and

- treatment of leased information resource technologies: Leased equipment or software that are components of a functionally unified asset should be viewed as part of the total capital budget project cost and treated like cash purchases of information resource technologies. Examples include:

  - an information resource technology project requires the addition of computer hardware to support new software. The agency determines that leasing the equipment is more cost-effective than a cash purchase. The project would be considered a functionally unified asset. As a result, the agency should include the annual lease cost in the capital budget project; and

  - an agency determines that it is cost-effective to lease its personal computers. The biennial lease cost for these personal computers exceeds $500,000. This cost would be considered a functionally unified asset.

Typically, any expenditure directly related to the acquisition of an asset or to placing the asset in service must be included in the cost of a capital budget project, with the exception of internal staff costs. The costs of a capital budget project should include costs related to the acquisition of information resource technologies, such as the purchase, lease, lease-purchase, or contract of:

- software;

- hardware and computer time;

- facility resources;

- maintenance and training;

- contracted computer services; and

- information resource technologies developed and used by a contractor but owned or leased by a state agency.

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

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

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

Please note that agencies are requested to show all costs for DCS/STS with a biennial cost of $100,000 or more as a capital project.

PROJECT TYPE

DAILY OPERATIONS

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

> **Note:** For Category 6000 - Daily Operations, the Type of Project defaults to Daily Operations.

DATA CENTER SERVICES AND SHARED TECHNOLOGY SERVICES – CAPITAL BUDGET

Agencies participating in data center services (DCS) as defined by the Texas Government Code, Chapter 2054, Subchapter L, Statewide Technology Centers, (also referred to as Shared Technology Services) must complete a capital budget project schedule.

Information submitted in ABEST for the BOP should be consistent with data submitted in the LAR.

ENTERPRISE RESOURCE PLANNING (ERP)

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

CUSTOMER RELATIONSHIP MANAGEMENT (CRM)

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

CONTENT MANAGEMENT

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

DOCUMENT IMAGING AND PROCESSING

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

ENTERPRISE APPLICATION INTEGRATION/MIDDLEWARE DEPLOYMENT

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

MOBILE COMPUTING OR WIRELESS TECHNOLOGY

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

SECURITY

Includes network and client-based firewall and virtual private network (VPN) deployments; intrusion prevention or detection systems (IPS/IDS); server-based access controls (e.g., biometrics, smart cards, or

other onetime password tokens); encryption (for data in transit, files, public key infrastructure); IT security design reviews; vulnerability scanning, assessment, and testing; malware blocking tools (e.g., application-level attack blocking, virus, spyware, adware, and spam management); automated patch management and security policy compliance tools; physical security for IT assets; and the implementation of forensics, risk, or security assessment tools.

VIDEO CONFERENCING AND WEB BROADCASTING

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

GEOGRAPHIC INFORMATION SYSTEMS

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

ELECTRONIC MAIL/MESSAGING/COLLABORATION SERVICES

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

ENTERPRISE MANAGEMENT/ARCHITECTURE PERFORMANCE

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

DATA MANAGEMENT AND DATA WAREHOUSING

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

LICENSING, PERMITTING, MONITORING, AND ENFORCEMENT

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

INTERACTIVE VOICE RESPONSE (IVR)

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

VOICE OVER INTERNET PROTOCOL (VOIP)/TELEPHONY MANAGED SERVICES

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

CALL CENTERS

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

NETWORK SERVICES

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

ACQUISITION AND REFRESH OF HARDWARE AND SOFTWARE

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

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

OTHER ADMINISTRATIVE FUNCTIONS

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

OTHER SERVICE DELIVERY FUNCTIONS

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

SOFTWARE AS A SERVICE

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

CYBERSECURITY

The protection of defending computers, servers, mobile devices, electronic systems, networks, and data from malicious attacks. Network security is the practice of securing a computer network from intruders, whether targeted attackers or opportunistic malware.

LEGACY MODERNIZATION

Legacy modernization projects should include projects that have the primary purpose or driver of modernizing or replacing a computer system or application that is currently operating with obsolete or inefficient hardware or software, as defined in the Texas Government Code, Section 2054.571.

CLOUD COMPUTING

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

APPLICATION REMEDIATION

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

GLOSSARY

Agency Biennial Information Resources

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

Capital Project Category Code

A category assigned to capital projects for reporting and budgeting purposes. For BOP purposes, only 5005, 5008, 5009, 7000, 8000, 9000, and 9500—Acquisition of IR Technologies are valid.

Daily Operations Project

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

Exceptional Items

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

Information Resources (IR)

The procedures, equipment, and software that are employed, developed, built, operated, and maintained to collect, enter, process, store, retrieve, display, and transmit information and associated personnel, including consultants and contractors. The Eighty-eighth Legislature, General Appropriations Act (GAA), 2024–25 Biennium, Article IX, Section 9.001, defines a major IR project as provided by the Texas Government Code, Section 2054.003.

Information Resources Project

A planned and organized effort to provide information technology and resources that support an organization's business functions. A project is typically characterized by well-defined parameters, specific objectives, defined and measurable benefits, planned activities, a scheduled completion date, and an established budget with a specified source of funding. Projects fall into one category: projects costing greater than $500,000 during a biennium as defined in the 2024–25 GAA, Article IX, Section 14.03.

Information Resources Technologies

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

Method of Finance (MOF)

Identifies the source from which funds have been appropriated or are being requested.

See www.lbb.texas.gov/Documents/Reference/MOF_Codes.pdf for a list of MOF codes.

Object of Expense (OOE)

Expense category used to cover payments for a time or class of item; (e.g., the personnel category covers payments for the services of agency employees).

See www.lbb.texas.gov/Documents/Reference/OOE_Codes.pdf for a list of OOE codes.

Outcome Measures

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

Output Measures

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

Post-implementation Costs

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

Prioritization of Cybersecurity and Legacy Systems Projects (PCLS)

Every even-numbered year, before the start of the Texas legislative session, the Department of Information Resources (DIR) reports on state agency cybersecurity projects and efforts to modernize or replace legacy systems. Agencies must submit information about their requests to DIR through the SPECTRIM portal prior to the agency's LAR due date to be considered in the prioritization report.

Procurement of Information Resource Technologies

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

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

Project Life Cycle

The period from the inception date of a project to the date the project is completed and placed in production. An example of a project life cycle is the development of an agency payroll system in which the initial requirements study begins in fiscal year 2024. The design, analysis, programming, and testing of the system occur during a two-year period, and the final system is completed and placed into service in fiscal year 2026. The life cycle of the project is fiscal years 2024 to 2026.

Project Life-cycle Cost

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

Quality Assurance Team (QAT)

The Quality Assurance Team is authorized by the Legislature to oversee major information resource projects within state agencies and institutions of higher education. The QAT consists of staff from the State Auditor's Office, LBB, and DIR. The QAT coordinator is staff at the LBB. See Information Resources Project. The QAT website is https://qat.dir.texas.gov/.

Related Procurements or Related Developmental Activity

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

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

Shared Technology Services (STS)

Shared Technology Services include services provided by DIR under Texas Government Code, Chapter 2054, Subchapter L, Statewide Technology Centers, also referred to as Data Center Services (DCS). In addition to mainframe, servers, and other traditional data center services, costs included under DCS/STS should include print/mail, application services, managed security services, public cloud services, and other services offered under the program.

Type of Financing (TOF)

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

BIENNAL OPERATING PLAN SUBMISSION SCHEDULE, 2026–27 BIENNIUM

AUGUST 16, 2024

- Agencies and Institutions of Higher Education
- Bond Review Board
- Commission on State Emergency Communications
- Court of Criminal Appeals
- Courts of Appeals (15)
- Executive Council of Physical Therapy and Occupational Therapy Examiners
- Health Professions Council
- Judiciary Section, Comptroller's Department
- Office of Capital and Forensic Writs
- Office of Court Administration, Texas Judicial Council
- Office of Public Insurance Counsel
- Office of Public Utility Counsel
- Office of the State Prosecuting Attorney
- Pension Review Board
- Public Utility Commission of Texas
- State Board of Veterinary Medical Examiners
- State Commission on Judicial Conduct
- State Law Library
- State Preservation Board
- Supreme Court of Texas
- Texas Animal Health Commission
- Texas Behavioral Health Executive Council
- Texas Board of Chiropractic Examiners
- Texas Board of Nursing
- Texas Board of Professional Geoscientists
- Texas Commission on Fire Protection
- Texas Commission on Jail Standards
- Texas Commission on Law Enforcement
- Texas Commission on the Arts
- Texas Department of Housing and Community Affairs
- Texas Department of Licensing and Regulation
- Texas Emergency Services Retirement System
- Texas Ethics Commission
- Texas Funeral Service Commission
- Texas Higher Education Coordinating Board
- Texas Historical Commission
- Texas Low-level Radioactive Waste Disposal Compact Commission
- Texas Medical Board
- Texas Military Department
- Texas Optometry Board
- Texas State Board of Dental Examiners
- Texas State Board of Pharmacy
- Texas State Board of Plumbing Examiners
- Texas State Library and Archives Commission
- Texas State Securities Board
- Texas State Soil and Water Conservation Board
- Texas Veterans Commission

AUGUST 23, 2024

- State Office of Administrative Hearings
- Texas Department of Agriculture
- Texas Alcoholic Beverage Commission
- Cancer Prevention and Research Institute of Texas
- Texas Department of Motor Vehicles
- Railroad Commission of Texas
- State Office of Risk Management
- Teacher Retirement System of Texas
- Texas Department of Insurance
- Office of Injured Employee Counsel

AUGUST 30, 2024

- Comptroller of Public Accounts
- Fiscal Programs within the Office of the Comptroller of Public Accounts
- Texas Facilities Commission
- Department of Family and Protective Services
- Texas General Land Office and the Veteran's Land Board

- Texas Juvenile Justice Department
- Texas Lottery Commission
- Texas Department of Public Safety
- Texas Racing Commission
- Secretary of State
- Texas Water Development Board

SEPTEMBER 6, 2024

- Office of the Attorney General
- Texas School for the Blind and Visually Impaired
- Texas Department of Criminal Justice
- Texas School for the Deaf
- Texas Education Agency
- Employees Retirement System of Texas
- Texas Commission on Environmental Quality
- Texas Public Finance Authority
- Office of the Governor
- Trusteed Programs within the Office of the Governor

- Department of State Health Services
- Health and Human Services Commission
- Department of Information Resources
- Texas Parks and Wildlife Department
- Department of Transportation
- Reimbursements to the Unemployment Compensation Benefit Account
- Texas Workforce Commission
- Texas Permanent School Fund Corporation