

LEGISLATIVE BUDGET BOARD

Instructions for State Agencies to Request a New Legislative Budget Board User ID to Access ABEST and Other Data Entry Applications

LEGISLATIVE BUDGET BOARD STAFF

WWW.LBB.TEXAS.GOV

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DOCUMENT CONVENTIONS

This document uses the following symbolic conventions:



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



Important: This symbol indicates information you need to know.



Tip: This symbol indicates information that may be useful.

OVERVIEW

The Legislative Budget Board (LBB) uses the Automated Budget and Evaluation System of Texas (ABEST) to track and document agency legislative appropriations requests (LARs) and corresponding budget recommendations/decisions through the stages of the legislative appropriations process. For purposes of these instructions, the term agency (or agencies) includes state agencies, appellate courts/judicial agencies, and institutions/agencies of higher education.

Texas' Strategic Planning and Performance Budgeting (SPPB) System integrates strategic planning and performance budgeting into the state's appropriations process. Understanding the SPPB System is useful when managing the data that goes into ABEST. **Strategic planning, performance budgeting and performance monitoring** are the three major components of the SPPB System.

- **Strategic planning** includes the creation of a planning document by each agency with the goals and objectives that it seeks to accomplish, and the strategies and related performance measures that track success over a five-year period. These **strategic planning** components (i.e., goals/objectives/strategies [GOS] and performance measures) are an agency's "budget structure" for the legislative appropriations process. An agency's budget structure must be approved by the LBB and Governor's Office.
- **Performance budgeting** for each agency is handled through agency LARs, the General Appropriations Act, and agency operating budgets.
- **Performance monitoring** is the responsibility of each agency to monitor its own performance and report such performance to the LBB. The State Auditor's Office audits agency **performance monitoring**, as well as the agency data reported to the LBB.

ABEST includes business processes that are necessary to complete the activities in the SPPB System. The business processes within ABEST are centered on three primary functions: **budget tracking, performance measure reporting, and ABEST/USAS reconciliation**. USAS is an acronym for Uniform Statewide Accounting System, a statewide system administered by the Comptroller of Public Accounts (CPA) office.

- **Budget tracking**—ABEST tracks a two-year budget cycle process from agencies' LARs through the final General Appropriations Bill. Agencies submit LARs to the LBB through a web-based ABEST computer application.
- **Performance measure reporting**—Agencies are responsible for reporting the actual performance of their outcomes and strategy-related measures. Agencies report key performance measure results quarterly and annually, and designated higher education institutions report twice yearly for each fiscal year of the budget cycle.
- **ABEST/USAS Reconciliation**—In this reconciliation process, the CPA office sends agencies' USAS expenditures and encumbrance data by Object of Expense (OOE) to the LBB. The LBB uploads that data into ABEST. Agencies reconcile the actual expenditures (recorded in USAS) to the agency's budget structure (in ABEST) quarterly for each fiscal year of the budget cycle.

ABEST stores agency strategic plan components/budget structures, agency budget requests (LARs), agency budget by program, LBB and legislative (Senate and House) budget recommendation amounts, performance measure targets and actual performance data, and USAS expenditures data. ABEST allows agencies to enter, revise, review, download, and print information from the ABEST database.

DO I NEED TO REQUEST A NEW LBB USER ID AND PASSWORD?

As previously indicated, the key activities within a biennial budget cycle are considered **Business Processes** in ABEST. The following table provides descriptions of each **Business Process** within ABEST, and should assist you in determining if you need to request/obtain a new LBB User ID to access ABEST:

| BUSINESS PROCESSES USED BY STATE AGENCIES WITHIN ABEST | |
|--|---|
| NAME | DESCRIPTION |
| Actual Performance Measures | Agencies report key performance measure results quarterly and annually, and designated higher education institutions report twice yearly for each fiscal year. |
| Base Reconciliation | Develop an agency's budget structure and establish an agency's base expenditures for budget development for an upcoming biennium. |
| Biennial Operating Plan | How the agency intends to accomplish its strategic goals/objectives using information technology while remaining consistent with the agency's budget request/appropriations. |
| Legislative Appropriations Request | Budget requests submitted by agencies for an upcoming biennium. |
| Exceptional Items Review | Agencies submit revised Exceptional Items requests/priorities after the LBB Recommendations Bills are posted which assists LBB analysts in their preparation of HAC and SFC Summaries of Recommendations. |
| Strategic Plan/Measure Definitions | Finalize an agency's budget structure, add new or edit existing performance measure definitions. |
| State Budget by Program | Additional program detail for items of appropriation in a General Appropriations Bill that includes specific programs funded, source of program funding, and related legal authority for each program. |
| Recommendations Reports | Access to canned/predefined reports of a General Appropriations Bill (for different stages) during a legislative session. |
| ABEST/USAS Reconciliation | Reconciliation of quarterly expenditures (from Comptroller's USAS database) to an agency's budget structure (ABEST database). |
| Operating Budget | Each biennium an itemized operating budget must be filed by each agency, which is data entered into ABEST in even fiscal years. An agency's LAR is used as its operating budget in odd fiscal years. |
| Federal Funds Pandemics | Collect data on Federal Funds awarded to agencies that are a result of COVID-19. |

OTHER LBB DATA ENTRY APPLICATIONS

In addition to the ABEST computer application, an LBB User ID and password is required to obtain access to any of the following other LBB data entry applications:

- LBB Contracts Database (state contracts only);
- LBB Fiscal Notes System;
- LBB Document Submissions, which includes the following document types/categories:
 - 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

HOW TO REQUEST/OBTAIN A NEW LBB USER ID AND PASSWORD

After reading these instructions, if you encounter a problem requesting/obtaining a new LBB User ID and password, send an email to WebAppSupport@lbb.texas.gov or call the LBB's Application Support Help Desk at 512-463-3167.

IMPORTANT

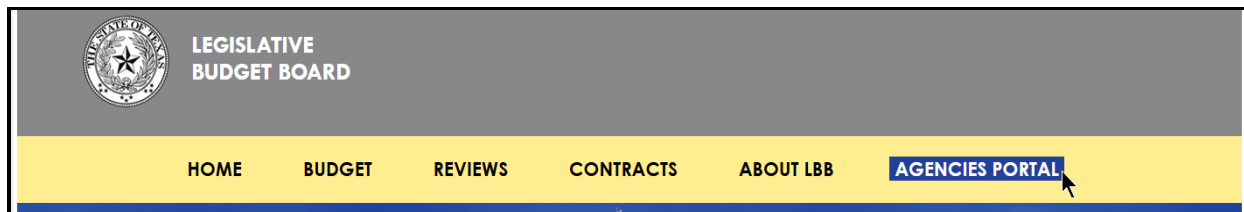


If you already have an LBB User ID and have forgotten the User ID or password, or if your User ID or password does not work, do the following:

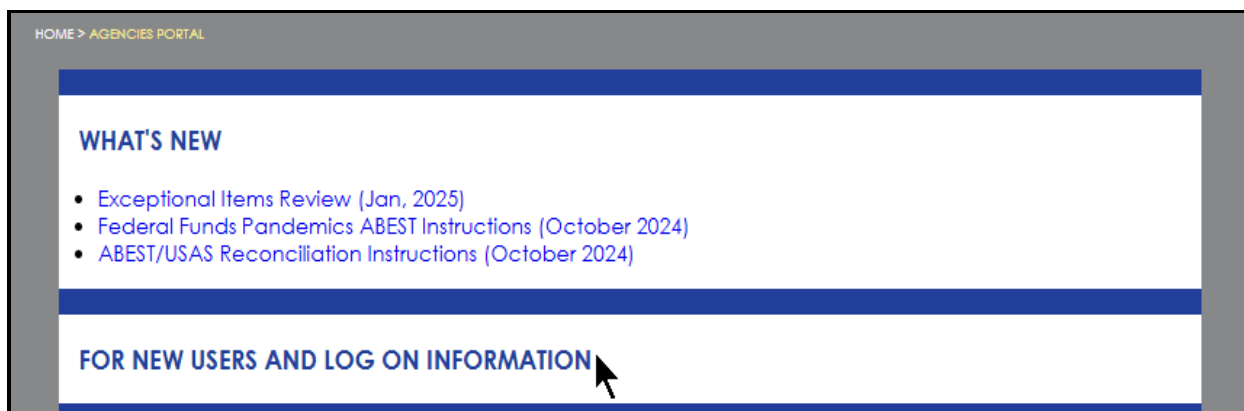
Under **AGENCIES PORTAL** on the LBB's website (www.lbb.texas.gov), click on **FOR NEW USERS AND LOG ON INFORMATION**, and then click on **Agency Account Maintenance** under **AGENCY PERSONNEL REGISTRATION AND ACCOUNT MAINTENANCE**. For details, go to the **AGENCIES PORTAL > INTRUCTIONS > DATA ENTRY > Updating Security for Existing Agency Users**.

The following steps should be completed to request a new LBB User ID and password to access any of the following: ABEST, Contracts Database, Fiscal Notes System, and/or Document Submissions.

Click **AGENCIES PORTAL** from the LBB website (www.lbb.texas.gov), as shown below.



Then click **FOR NEW USERS AND LOG ON INFORMATION**.



Under **AGENCY PERSONNEL REGISTRATION AND ACCOUNT MAINTENANCE**, click on **Request Agency Logon**, as shown in the following example.

NEW USERS AND LOG ON INFORMATION

ABEST Document Submissions Fiscal Notes System State Budget By Program

HOME > AGENCIES PORTAL > NEW USERS AND LOG ON INFORMATION

FOR NEW USERS AND LOG ON INFORMATION

AGENCY PERSONNEL REGISTRATION AND ACCOUNT MAINTENANCE

Agency Logon Request Form

Are you a New User? Did you change your job and are now working for a different state agency? Click the button below to request access to LBB Applications.

Request Agency Logon

Agency Account Maintenance


Are you a current user? We have updated our security. Click the button below to update your account.

Update Security

Do you need to reset your password, change security questions, change name, or request/revoke access to LBB Applications? Click the button below to update your account.

Agency Account Maintenance

Enter your agency email address in the area shown below, and then click **Request Access**.

 **LEGISLATIVE BUDGET BOARD**

Agency User Security Setup

Email:

Request Access

You will then see some red popup text, as shown below:

Agency User Security Setup

Email:

Request Access

You're almost there! We sent an email to John.Newton123@lbb.texas.gov. Just click on the link in that email to complete your signup. If you don't see the email, you may need to check your spam folder. The confirmation email will expire in 15 minutes.

IMPORTANT



If you don't see the confirmation email, you may need to check your spam folder. The confirmation email will expire in 15 minutes.

Click on the link (**Confirm Email**) in your confirmation email, as shown in the following example.


Thank you for requesting access to the LBB applications.

You can confirm your email address by clicking the link below:

[Confirm Email](#)

The link will expire in 15 minutes.


An **Email Verification** screen will display. Click **Complete Account Setup** to finish setting up your account, as shown below.



LEGISLATIVE BUDGET BOARD

Email Verification

Welcome, John.Newton123@lbb.texas.gov!



Congratulations! Your email has been verified.
Please click the button below to finish setting up your account.

Complete Account Setup

Enter your information in each data entry field of the **Agency User Security Setup** screen. The screen utilizes dropdown menus as shown in the following example. If you don't need access to additional agencies, indicate "No" in the applicable dropdown menu. If you do need access to additional agencies, indicate "Yes" in the applicable dropdown menu, and then complete the additional data entry fields that will popup, as shown in the below example.

Agency User Security Setup

Welcome, John.Newton123@lbb.texas.gov!

CONTACT INFO

First * Last *
 Best Contact Number * Ext Alternate Number

AGENCY INFORMATION

Which agency do you work for? *

Select an agency

Do you need access to any additional agencies? ☐ Yes ☐ No

WHICH APPLICATIONS WILL YOU USE?
☐ ABEST - (Automated Budget and Includes: Base Reconciliation, USAS Reconciliation, Biennial Document Submission)
☐ FNS (Fiscal Notes System)
☐ State Contracts

013 - Correctional Managed Health Care
 016 - Alzheimer's Council
 101 - Senate
 102 - House of Representatives
 103 - Legislative Council
 105 - Legislative Reference Library
 107 - Commission on Uniform State Laws
 116 - Sunset Advisory Commission
 201 - Supreme Court of Texas
 211 - Court of Criminal Appeals
 212 - Office of Court Administration, Texas Judicial Council
 213 - Office of the State Prosecuting Attorney
 215 - Office of Capital and Forensic Writs
 221 - First Court of Appeals District, Houston
 222 - Second Court of Appeals District, Fort Worth

WERE YOU EMPLOYED AT ANOTHER AGENCY? ☐ Yes ☐ No

What was your prior agency?

Name Used at Prior Agency
 First:

Save Account Info and Continue

AGENCY INFORMATION

Which agency do you work for? *

719 - Texas State Technical College System Administration

Do you need access to any additional agencies? *

Yes

AGENCY LIST
☐ 717 - Texas Southern University
☐ 718 - Texas A&M University at Galveston
☒ 719 - Texas State Technical College System Administration
☒ 71B - Texas State Technical College - Harlingen
☒ 71C - Texas State Technical College - West Texas
☒ 71D - Texas State Technical College - Waco
☒ 71E - Texas State Technical College - Marshall
☐ 71F - Texas State Technical College - El Paso

To help us, please state why you need access to multiple agencies. *

I work for the TSC System Administration Office and I am responsible for submitting the LARs into LBB's Document Submissions for each of the TSC campuses/colleges.

Select all of the applicable LBB applications that you need access to for entering agency data and/or submitting documents.

AGENCY INFORMATION

Which agency do you work for? *

Do you need access to any additional agencies? *

WHICH APPLICATIONS WILL YOU USE?

☒ ABEST - (Automated Budget and Evaluation System of Texas)
Includes: Base Reconciliation, LAR Submissions, Operating Budget, Actual Performance Measures,
USAS Reconciliation, Biennial Operating Plan, Federal Funds Pandemics

☒ Document Submission

☒ FNS (Fiscal Notes System)

☒ State Contracts

If you were previously employed at another Texas state agency and had access to LBB applications, provide that information in the applicable section.

WERE YOU EMPLOYED AT ANOTHER STATE AGENCY AND HAD ACCESS TO LBB APPLICATIONS?

What was your prior agency?

Name Used at Prior Agency

First: Last:

After you have entered all your information, click **Save Account Info and Continue**.

Save Account Info and Continue

Next, enter your preferred password. Then click **Save Password and Continue**.

Agency User Security Setup

Welcome, John Newton!

Password cannot be the same as your last 5 passwords.

Password:

Confirm Password:

☒ Between 8 and 20 characters

☒ At least one number (0..9)

☒ At least one lowercase character (a..z)

☒ At least one uppercase character (A..Z)

☒ At least one special character

Save Password and Continue

Select your three security questions, and then enter the answer to each question, as shown in the below examples.

Agency User Security Setup

Welcome, John Newton!

Please answer three of the security questions below:

1. Select Question 1

2. Select Question 2

3. Select Question 3

What was your childhood nickname?

What school did you attend in the third grade?

What is your favorite flavor of ice cream?

What is your father's middle name?

What was the first concert you attended?

What is the make and model of your first car?

What city was your first job?

What city was your college located?

Save Security Answers

Agency User Security Setup

Welcome, John Newton!

Please answer three of the security questions below:

1. What is your favorite flavor of ice cream?

2. What is your father's middle name?

3. What city was your first job?

vanilla

Robert

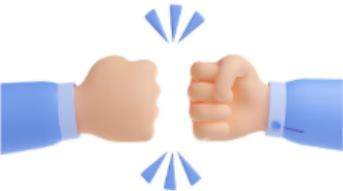
Austin

Save Security Answers

Once your account setup is complete, the following screen will display, which will include your approved LBB User ID, as shown in the below example.

Agency User Security Setup

Welcome, John Newton!



Congratulations! Your account setup is complete.

An email was sent with your username credentials.

Please click the button below to go to the Agency Applications.

Your UserID:
Agy103A9

Agency Applications

Once your LBB user account setup is complete, the following email will be sent to you.

Thank you for setting up your LBB account.

When logging into our systems, use this userid: **Agy103A9**

You can access our applications and instructions by using the links below:

For ABEST, Document Submissions, Fiscal Notes System and State Budget by Program applications: [LBB Agency Portal](#)

Instructions for entering data: [Instructions: Budget Submissions & Other Reporting Instructions](#)

For the Contracts Management System: [Contracts](#)

Click the icon for 'Agency Contract Reporting' to login. Additional Resources for using the LBB Contracts Database is located on the Contracts page.

If you need assistance, please send an email to WebAppSupport@lbb.texas.gov or call the Application Support Help Desk at (512) 463-3167.

During session, if you need immediate assistance with Fiscal Notes, please call the FNS Helpdesk at (512) 936-4033.

Please do not respond to this e-mail.

Please take note there are two different phone numbers for LBB application support, depending on the application being used. For assistance on ABEST, Document Submissions, Contracts, and State Budget By Program, please call (512) 463-3167. For Fiscal Notes System, please call (512) 936-4033.

If you need assistance, please send an email to WebAppSupport@lbb.texas.gov or call the Application Support Help Desk at (512) 463-3167.

During session, if you need immediate assistance with Fiscal Notes, please call the FNS Helpdesk at (512) 936-4033.

If you need assistance, please send an email to WebAppSupport@lbb.texas.gov or call the Application Support Help Desk at (512) 463-3167.

During session, if you need immediate assistance with Fiscal Notes, please call the FNS Helpdesk at (512) 936-4033.

A convenient website link is also provided for **accessing detailed data entry instructions** for each of the different applications, as shown in the following example.

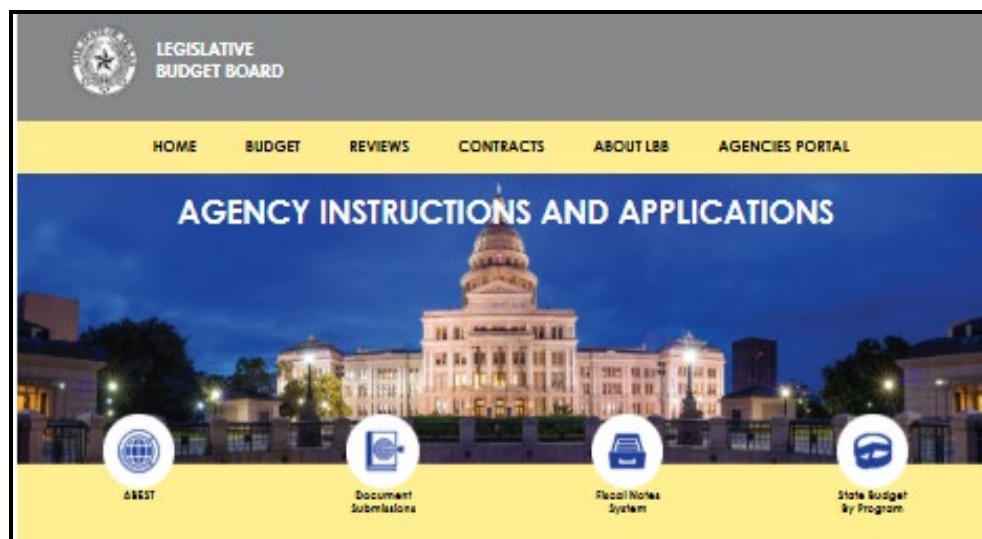
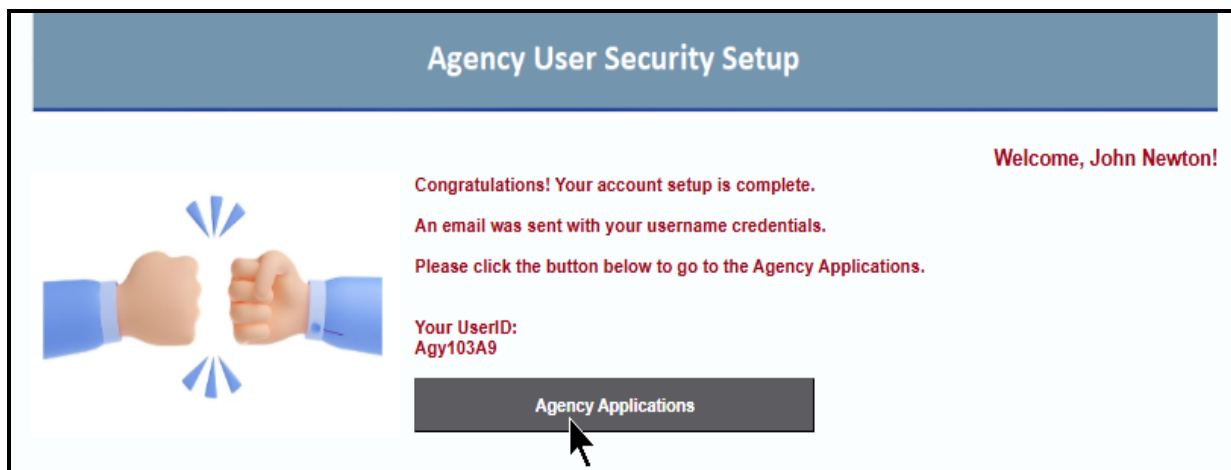
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ACCESSING LBB APPLICATIONS AND INSTRUCTIONS MANUALS


Click on **Agency Applications** to be forwarded to the LBB's website page, as shown in the following example.




For logging into ABEST, Document Submissions, Fiscal Notes System, and State Budget By Program, click on the applicable icon as shown in the following examples.



Automated Budget and Evaluation System of Texas (ABEST)



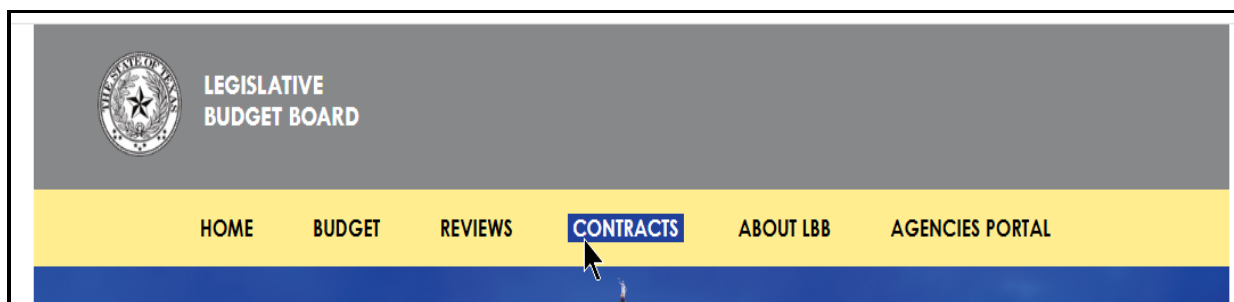
**Login**

Username:

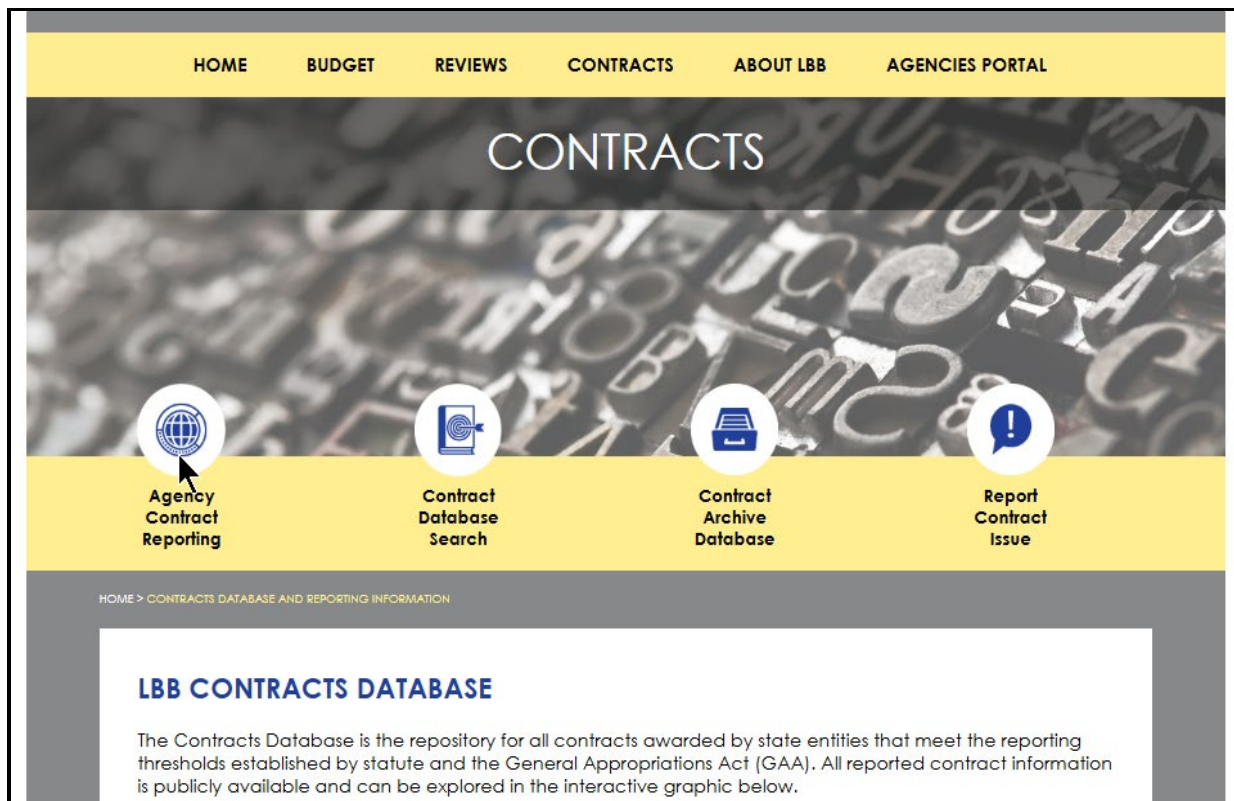
Password:

Login


For logging into the LBB Contracts Database, click on **CONTRACTS** (shown below).




Then click on the icon for **Agency Contract Reporting** (shown below).



Contract Management System (CMS Workflow)



**Login**

Username:

Password:

Login

[Request Login](#)

You can access the application instructions manuals by clicking on **AGENCIES PORTAL > INSTRUCTIONS: BUDGET SUBMISSIONS & OTHER REPORTING**.

[HOME](#) [BUDGET](#) [REVIEWS](#) [CONTRACTS](#) [ABOUT LBB](#) [AGENCIES PORTAL](#)

INSTRUCTIONS: BUDGET SUBMISSIONS & OTHER REPORTING

 **ABEST**

 **Document Submissions**

 **Fiscal Notes System**

 **State Budget By Program**

[HOME > AGENCIES PORTAL > INSTRUCTIONS: BUDGET SUBMISSIONS](#)

Budget Submissions

[Strategic Plan Instructions](#)

[Base Reconciliation Instructions](#)

[Legislative Appropriations Request \(LAR\) Instructions](#)

[Exceptional Items Review](#)

[Biennial Operating Plan \(BOP\) Instructions](#)

[Operating Budget Instructions](#)

[Performance Measures](#)

[ABEST/USAS Reconciliation Instructions](#)

[ABEST Instructions for State Budget by Program 2026–27 Biennium: Data Entry for State Agencies, Appellate Courts, and Institutions of Higher Education](#)

Other Reporting

[Contracts](#)

[Federal Funds Pandemics ABEST Instructions](#)

[Fiscal Notes](#)