Public Community/Junior College LAR Quick Guide

LARs for Public Community/Junior Colleges Are Due on August 16th, 2010

Step 1: Get the ABEST data-entry instructions from the LBB Website. Go to www.lbb.state.tx.us. Under *Agency Instructions*, click *Legislative Appropriations Requests*. At the next screen, click on *Preparing and Submitting Legislative Appropriation Requests in ABEST: Data Entry Instructions for State Agencies, Institutions of Higher Education, and Appellate Courts*. This is a large document; you may wish to view the file electronically or print just the pages you need, listed below.

Step 2: Each person who will be performing data entry into ABEST needs a user ID and password. See pages 2 and 3 of the ABEST instructions you obtained in Step 1.

Step 3: Log on to ABEST and change your agency status from *Empty* to *Incomplete*. See pages 3 to 6 of the ABEST instructions you obtained in Step 1.

Step 4: Note the required reports and schedules listed in the table below. As before, you will not need to make requests for formula funding. Formula funding includes funding for the Small Institution Supplement and the B.A.T. programs. TACC will submit a set of consolidated formula funding requests on behalf of all districts. You will request funding only for Special Items (if applicable) and Exceptional Items (if applicable). And please feel free to use the Administrator's Statement to address policy concerns.

Step 5: In addition to the ABEST instructions obtained in Step 1 above, you will also want to refer to the *2012-13 Legislative Appropriation Request Detailed Instructions*, also available on the web page referenced in Step 1. Also refer to *Instructions for Schedule 1 through Schedule 12B* for detail on how to complete required Schedules 3c and 11.

Step 6: Complete the 2 schedules and 4 reports listed below. ABEST automatically generates the 4 reports listed in the table below after you input your data and change your ABEST status to *Complete*. To run these reports, see pages 77-79 in the instructions you obtained in step 1. A template for the Rider Revisions & Additions Request is available on the web page at the screen referenced in Step 1. Click

Rider Revisions and Additions Request. Email the Rider Revisions and Additions Request document to LAR@lbb.state.tx.us.

Required Schedule/Report	Page Reference in Higher Ed. LAR Instructions	Page Reference in ABEST LAR Instructions	ABEST Menu/Submenu
Schedule: 3c – Group Insurance Data Elements	8		Higher Ed tab: Jr Clg Grp Ins submenu
Schedule: 11 – Special Item Information (If Applicable)	22		Higher Ed tab: Special Items submenu
Report: Summary of Base Request by Strategy		13-15	Budget Requests tab: Strategy Requests submenu
Report: Exceptional Item Request Schedule (If Applicable)		13-15	Budget Requests tab: Exceptional Item Names and Exceptional Item Strat Alloc submenus
Report: Summary of Total Request by Strategy		13-15	Budget Requests tab: Strategy Requests and Exceptional Item Strat Alloc submenu
Report: Summary of Total Request by MOF		13-15	Budget Requests tab: Summary of MOF Requests and Summary of FTE submenus
Rider Revisions & Additions Request		29-30	Word-processed form

Step 7: Check for errors that may keep you from closing your LAR on the *Agency Status* screen. See pages 68 - 72 of the ABEST instructions you obtained in Step 1.

Step 8: Change your agency status from *Incomplete* to *Complete.* See page 68 of the ABEST instructions you obtained in Step 1.

Step 9: Assemble and distribute your LAR materials as per pages 7 and 8 of the *2012-13 Legislative Appropriation Request Detailed Instructions*.

Step 10: Direct questions to the ABEST Help Desk (512-463-3167), and please be very nice to them!