PUBLIC COMMUNITY/JUNIOR COLLEGE LAR QUICK GUIDE

LARS FOR PUBLIC COMMUNITY/JUNIOR COLLEGES ARE DUE ON AUGUST 5, 2016

Step 1: Review the ABEST data-entry instructions from our website (www.lbb.state.tx.us). Click **Agencies Portal**. Under Instructions, click **Legislative Appropriations Requests** and *Preparing and Submitting Legislative Appropriation Requests in ABEST: Data Entry Instructions for State Agencies, Institutions of Higher Education, and Appellate Courts*. You may want to view the file electronically and print only the pages you need due to the size of these instructions. See the table below for specific page numbers that reference required reports and schedules.

Step 2: Each person entering data into ABEST needs a user ID and password. See pages 7 and 8 of the ABEST instructions mentioned above.

Step 3: Log in to ABEST and change your agency status from *Empty* to *Incomplete*. See pages 12 to 14 of the ABEST instructions.

Step 4: The required reports and schedules are listed in the table below. You will not need to make requests for formula funding. Formula funding includes funding for 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). Use the Administrator's Statement to address policy concerns.

Step 5: Refer to the *2018–19 Legislative Appropriation Request Detailed Instructions*, which is available on our website in the LAR section. For details on how to complete the required Schedules 3C and 9, refer to the *Detailed Instructions for Agencies and Institutions of Higher Education* and *Preparing and Submitting Legislative Appropriation Requests in ABEST for Institutions and Agencies of Higher Education, Schedules 1-9*.

Step 6: Complete the two schedules and data entry for the four reports listed below. The reports listed in the table below are available in ABEST. Print the reports after you input your data and change your ABEST status to *Complete*. To run these reports, see pages 107 through 117 in the ABEST instructions. A template for the Rider Revisions and Additions Request is available under the LAR/Templates section on our website. Click **3.B** *Rider Revisions and Additions Request*. Include Rider Revisions and Additions Request documents in the PDF submitted to the LBB using the Documents Submissions application (docs.lbb.state.tx.us).

Step 7: Check for errors that may keep you from closing your LAR on the *Agency Status* screen. See pages 100 - 106 of the ABEST instructions.

Step 8: Change your agency status from *Incomplete* to *Complete.* See page 99 of the ABEST instructions.

Step 9: Assemble and distribute your LAR materials as per pages 15 and 16 of the *2018–19 Legislative Appropriation Request Detailed Instructions.*

Step 10: Direct questions to the ABEST Help Desk at 512-463-3167.

ID: 3262

REQUIRED SCHEDULE/REPORT	HIGHER EDUCATION LAR SCHEDULE INSTRUCTIONS	ABEST LAR INSTRUCTIONS	ABEST MENU/SUBMENUS
Schedule: 3C – Group Insurance Data Elements	Pages 7-11		Higher Education→Group Insurance – Junior Colleges
Schedule: 9 – Special Item Information (If Applicable)	Pages 25-27		Higher Education→Special Items
Report: 2A. Summary of Base Request by Strategy		Pages 17-31	Strategy→Budgeting, CFDAs, and FTEs
Report: 4.A. Exceptional Item Request Schedule (If applicable)		Pages 49-55	Exceptional Items→Descriptions and Strategy Related Detail
Report: 2.F.Summary of Total Request by Strategy		Pages 17-24 Pages 54-55	Strategy→Budgeting & Exceptional Items→Strategy Related Detail
Report: 2.B. Summary of Base Request by MOF		Pages 44-48	Summary of Requests→MOFS and FTES
Rider Revisions and Additions Request			Word-processed form