PUBLIC COMMUNITY/JUNIOR COLLEGE LAR QUICK GUIDE

LARS FOR PUBLIC COMMUNITY/JUNIOR COLLEGES ARE DUE ON AUGUST 5, 2022

Step 1:   Review the ABEST data entry instructions from the Legislative Budget Board's (LBB) website (www.lbb.texas.gov). Click **AGENCIES PORTAL**, under **DATA ENTRY APPLICATIONS** select **INSTRUCTIONS**, and click **Legislative Appropriations Requests (LAR) Instructions.** Click on the instructions that you want to view (hyperlink references denoted in blue, underlined text), and the applicable LAR ABEST instructions are:

- ABEST Instructions for Legislative Appropriations Request 2024–25 Biennium: Data Entry for State Agencies, Appellate Courts, and Institutions of Higher Education. You may want to view this file electronically (referred to below as **Main ABEST Instructions**) and print only the pages needed due to the size of these instructions. See the table on the next page that references required reports/schedules.

- ABEST Instructions for Legislative Appropriations Request, Schedules 1–9, 2024–25 Biennium: Data Entry for Institutions and Agencies of Higher Education. You may want to view this file electronically (referred to below as **ABEST Schedules 1–9 Instructions**) and print only the pages needed due to the size of these instructions. See the table on the next page that references required reports/schedules.

- Public Community/Junior College ABEST LAR Quick Guide

Step 2:   Each person entering data into ABEST needs a user ID and password. Refer to the ***Accessing ABEST*** section in the Main ABEST Instructions.

Step 3:   Log in to ABEST and change your agency Status from EMPTY to INCOMPLETE. For guidance, refer to the sections titled ***PROFILE SELECTION AND CONFIRMATION*** and ***CHANGING AGENCY STATUS TO INCOMPLETE*** in the Main ABEST Instructions.

Step 4:   The required reports and schedules for junior colleges are listed in the table on the next page. You will not need to make requests for formula funding for fiscal years 2024–25. The Texas Association of Community Colleges will submit a set of consolidated formula funding requests for fiscal years 2024–25 on behalf of all junior colleges' districts. The formula funding requests will include funding for the Bachelor of Applied Technology programs. If applicable, you will request fiscal years 2024–25 funding only for Non-Formula Support Items and for other Exceptional Items. Use the institution's LAR Administrator's Statement to address policy issues.

Step 5:   For guidance in entering data for your institution's LAR's Administrator's Statement and Exceptional Items, refer to the sections titled ***ADMINISTRATOR'S STATEMENT*** or ***EXCEPTIONAL ITEMS*** in the Main ABEST Instructions. For assistance on entering Non-Formula Support Items (that data is entered on two different ABEST submenus: Exceptional Items and Non-Formula Support), refer to the ***NON-FORMULA SUPPORT ITEMS*** section in the ABEST Schedules 1–9 Instructions and the ***EXCEPTIONAL ITEMS*** section in the Main ABEST Instructions.

Step 6: Complete data entry for the reports/schedules listed in the table at the bottom of this page. The reports are available in ABEST. Print the reports *after* you complete all your LAR data entry. For guidance on report printing, refer to the ***GENERATING REPORTS*** section in the Main ABEST Instructions.

Step 7: A template for requesting fiscal years 2024–25 new riders and revisions to your institution's fiscal year 2022-23 riders is available under the LAR Instructions/Templates area on the LBB website. Click "*3.B. Rider Revisions and Additions Request*" and a word-processing form is provided in electronic format. For guidance on completing the form/template, refer to the 2024–25 Legislative Appropriations Request Detailed Instructions on the LBB website*.*

Step 8: Check for errors that may keep you from closing your institution's LAR on the agency Status screen. Refer to the ***CLOSING EDITS AND WARNINGS*** section in the Main ABEST Instructions.

Step 9: Change your agency Status from INCOMPLETE to COMPLETE*.* Refer to the ***CHANGING AGENCY STATUS TO COMPLETE*** section in the Main ABEST Instructions.

Step 10: Assemble and distribute your LAR materials as directed in the 2024–25 Legislative Appropriations Request Detailed Instructions (refer to the section titled ***ASSEMBLY AND DISTRIBUTION***). Include the reports/schedules/template, identified in the below table, in the PDF submitted to the LBB. For guidance on submission procedures and requirements, refer to the ***SUBMITTING AND POSTING THE LEGISLATIVE APPROPRIATIONS REQUEST*** section in the Main ABEST Instructions.

Step 11: As needed, direct questions to the LBB Help Desk at 512-463-3167.

REQUIRED LAR REPORTS/SCHEDULES/TEMPLATE FOR PUBLIC COMMUNITY/JUNIOR COLLEGES			
REQUIRED LAR REPORT/SCHEDULE/TEMPLATE	MAIN ABEST INSTRUCTIONS (SECTION)	ABEST SCHEDULES 1–9 (SECTION)	ABEST LAR MENU→SUBMENU
Report: Administrator's Statement	ADMINISTRATOR'S STATEMENT		Higher Education→Group Insurance – Junior Colleges
Report: 2A. Summary of Base Request by Strategy (fiscal years 2021-22 only)	STRATEGY DETAIL		Strategy→Budgeting, CFDAs, and FTEs
Report: 2.B. Summary of Base Request by Method of Finance (FY2021-22 only)	SUMMARY OF REQUESTS		Summary of Requests→MOFs and FTEs
Report: 2.F. Summary of Total Request by Strategy	STRATEGY DETAIL EXCEPTIONAL ITEMS		Strategy→Budgeting, CFDAs, and FTEs; Exceptional Items→Strategy Related Details
Schedule: 3C – Group Insurance Data Elements (Community Colleges)		JUNIOR COLLEGES	Higher Education→Group Insurance – Junior Colleges
Report: 4.A. Exceptional Item Request Schedule (if applicable)	EXCEPTIONAL ITEMS		Exceptional Items→Descriptions and Strategy Related Details
Schedule: 9 – Non-Formula Support (if applicable)		NON-FORMULA SUPPORT ITEMS	Higher Education→Non-Formula Support
Template: Rider Revisions and Additions Request			Word-processing form provided in electronic format on LBB website