# LEGISLATIVE BUDGET BOARD

# ABEST Instructions
# for Legislative Appropriations Request
# Schedules 1–9
# 2024–25 Biennium

## Data Entry Instructions for Institutions and Agencies of Higher Education for the Eighty-eighth Legislature, Regular Session

# 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.

## SUPPLEMENTAL SCHEDULES FOR THE LEGISLATIVE APPROPRIATIONS REQUEST

Institutions and agencies of higher education are required to enter supplemental schedules into the Legislative Budget Board's (LBB) Automated Budget and Evaluation System of Texas (ABEST) in addition to the schedules required in the LBB's *2024–25 Legislative Appropriations Request Detailed Instructions* (hereafter called the *Detailed Instructions*). Refer to the *Detailed Instructions* for information on legislative appropriations request (LAR) requirements and other LAR schedules that apply to institutions/agencies of higher education (hereafter referred to as institution). Also, this ABEST data entry manual is a supplement to the LBB's *ABEST Instructions for Legislative Appropriations Request 2024–25 Biennium* (hereafter called *ABEST Instructions*).

To access the LBB's online versions of all *Detailed Instructions* and *ABEST Instructions* manuals for the LAR, from the LBB website (www.lbb.texas.gov), click **AGENCIES PORTAL**, and under **DATA ENTRY APPLICATIONS** select **INSTRUCTIONS,** and click **Legislative Appropriations Request (LAR) Instructions**.

If you have a problem with the ABEST LAR application that you cannot resolve using these data entry instructions, call the LBB Help Desk at 512-463-3167 or email the Help Desk. For detailed information on how to email the LBB's Help Desk or how to access ABEST business applications, see the main *ABEST Instructions*.

### *PROFILE SELECTION AND CONFIRMATION*

Upon successfully logging into the ABEST, two rows of information with drop-down menu boxes will appear near the top of the screen. The first row is the "user profile confirmation bar" and the second row is the "user profile selection bar." Options selected on the "user profile selection bar" determine the menu layout for a particular business process in ABEST (e.g., Operating Budget, Base Reconciliation, Strategic Plan/Measure Definitions, etc.). The user needs to set their profile by selecting the correct session, business process, stage and agency using the drop-down menu boxes and by saving these selections. The saved selections will appear in the "user profile confirmation bar."

To set your user profile for the business process addressed in these ABEST instructions, complete the following steps. From the available drop-down menu boxes, select **88TH LEGISLATIVE REGULAR SESSION**, **Legislative Appropriation Request**, **S01 – AGENCY SUBMISSION**, and your institution. Click **Save Selections** to update your profile, as shown below.

| *** DEV *** Automated Budget and Evaluation System of Texas (ABEST) | | | Welcome, jnewton  Logout  Help  Contact Us | |
|---|---|---|---|---|
| 88TH LEGISLATIVE REGULAR SESSION | Base Reconciliation | SBR - Base Reconciliation | 752 - University of North Texas | Status: COMPLETE |
| 88TH LEGISLATIVE REGULAR SESSION ⌄ | Legislative Appropriation Request ⌄ | S01 - AGENCY SUBMISSION ⌄ | 752 - University of North Texas ⌄ | Save Selections |

The options you selected on your "user profile selection bar" will display on the "user profile confirmation bar", as shown in the following graphic. The agency **Status** associated with these settings is also included on the "user profile confirmation bar". The agency **Status** is explained in the *ABEST Instructions* in more detail, and the following example indicates an agency **Status** of **INCOMPLETE** because it is recommended your institution complete, as much as possible, the main LAR data entry work explained in the *ABEST Instructions* before working the supplemental schedules discussed in these instructions.

### ABEST DATA ENTRY FOR INSTITUTIONS OF HIGHER EDUCATION SUPPLEMENTAL SCHEDULES

Before you enter data on the **Higher Education** menu, enter all required data on the **Strategy** menu (refer to the *Detailed Instructions* and *ABEST Instructions* for guidance as needed).

The **Higher Education** menu's first submenu (labeled **Other E, G & P Income**) is where you will enter data for your institution's Other Educational, General, and Patient Income. You will enter data similar to this data on additional **Higher Education** submenus later, but to avoid repetition in these data entry instructions, hyperlink references (denoted in blue, underlined text) will refer you to the initial procedures under the *OTHER EDUCATIONAL, GENERAL, AND PATIENT INCOME* section of these instructions. You must use the relevant submenu depending on where you are in the data entry process, but the basic steps are similar.

| CAUTION |
| --- |
| ⚠️ You will lose data if ABEST is inactive for 30 minutes or more. Always click "**Save**" if you leave your computer for more than a few minutes. If ABEST becomes inactive, you must close and reopen your internet browser and log back in. Any unsaved data must be re-entered. |

| CAUTION |
| --- |
| ⚠️ Some of the ABEST screens on the **Higher Education** menu have multiple grids for data entry and the screen only has one "**Save**" button for that screen. ABEST allows you to click "**Save**" one time on that screen with multiple grids. You can click "**Save**" after entering data for each grid on the screen or you can enter data for all the grids and click "**Save**" one time. Use the method that works best for you to ensure that your data is saved before moving on to another menu or screen. |

### OTHER EDUCATIONAL, GENERAL, AND PATIENT INCOME

All general academic and health-related institutions, Lamar State Colleges, and Texas State Technical Colleges should enter data on the **Higher Education** menu and **Other E, G & P Income** submenu. Enter data on actual and estimated Other Educational and General Income (Other E&G Income) for fiscal years 2021 through 2025. The information entered here calculates the estimated appropriations for Other E&G Income and creates the ABEST Schedule 1A report. Institutions will provide updated information for 2020 after the end of the fiscal year.

Click the **Higher Education** menu and **Other E, G & P Income** submenu, as shown in the following graphic.

*Adding Amounts –* Enter the dollar amounts (positive numbers only) for each item and fiscal year listed and click **Save**.

| IMPORTANT | |
|---|---|
| (i) | DO NOT enter negative numbers on the grid. ABEST will automatically calculate the totals based on the "**Plus"** or **"Less"** label displayed for a given row of data. |



Click **OK** to confirm, as shown below.
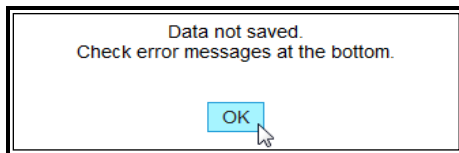


| IMPORTANT | |
|---|---|
| (i) | If an error message appears, click **OK** in the dialog box and review the edit near the bottom of the screen. |



| TIP | |
|---|---|
| ✓ | A magnifying glass 🔍 displays for items that require a unique description or that need to be itemized (refer to the following *Adding Itemized Amounts* section of these instructions for further guidance). |

*Adding Itemized Amounts –* For items that require a unique description or that need to be itemized, save any unsaved data first, then click the magnifying glass 🔍 located in the leftmost position on the row, as shown below.

Upon clicking the magnifying glass 🔍 , you will be directed to the **Higher Education > Other E, G & P Income > Itemize** screen. Enter the **Items** name (character limit is 210) and the dollar amounts for each fiscal year and click **Save**, as shown below. Click **OK** to confirm.

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🌀 Higher Education > Other E, G & P Income > Itemize

Schedule Row Name: Other Income (Itemize)                                                    Bottom   Return

| Items | Act 2021 | Act 2022 | Bud 2023 | Est 2024 | Est 2025 |
|---|---|---|---|---|---|
| **Enter data below.** | | | | | |
| Enter data here, and the character limit is 210 for this text field. | 50129 | 51663 | 79900 | 79900 | 79900 |
| **Itemized Totals:** | $0 | $0 | $0 | $0 | $0 |

Save  Cancel
Top

Click the **Return** hyperlink above the grid on the **Higher Education > Other E, G & P Income > Itemize** screen to go back to the previous **Higher Education > Other E, G & P Income** screen, as shown below.

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🌀 Higher Education > Other E, G & P Income > Itemize                                        ⓘ

Schedule Row Name: Less: Other Authorized Deduction                                          Bottom   Return

As shown below, a summation of the amounts entered on the **Higher Education > Other E, G & P Income > Itemize** screen display on the **Higher Education > Other E, G & P Income** screen.

| Interest on General Funds | | | | | |
|---|---|---|---|---|---|
| Local Funds in State Treasury | $0 | $0 | $0 | $0 | $0 |
| Funds in Local Depositories, e.g., local amounts | $0 | $0 | $0 | $0 | $0 |
| Other Income (Itemize) | $50,129 | $51,663 | $79,900 | $79,900 | $79,900 |
| **Subtotal, Other Income:** | **$50,129** | **$51,663** | **$79,900** | **$79,900** | **$79,900** |
| **Subtotal, Other Educational and General Income:** | **$172,237,910** | **$175,381,067** | **$760,329,900** | **$760,327,900** | **$760,327,900** |

*Revising Amounts* – To modify data, click in the appropriate field(s), revise the amount (as shown below), and click **Save**. When you save the data, the total fields for each grid automatically update.
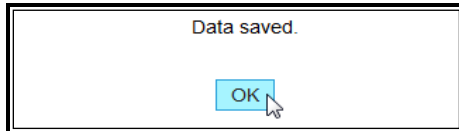
Legislative Appropriation Request

🌀 Higher Education > Other E, G & P Income                                                   ⓘ

Bottom

| Row Description | Act 2021 | Act 2022 | Bud 2023 | Est 2024 | Est 2025 |
|---|---|---|---|---|---|
| Gross Resident Tuition | $65,111,811 | $64,774,369 | $650,000,000 | $650,000,000 | $650,000,000 |
| Gross Non-Resident Tuition | $107,828,289 | $111,170,329 | $111,000,000 | 113000000 | 113000000 |
| **Gross Tuition:** | **$172,940,100** | **$175,944,698** | **$761,000,000** | **$761,000,000** | **$761,000,000** |

*Deleting A Data Row –* You cannot delete an entire row of data in any of the grids on the **Higher Education > Other E, G & P Income** screen.

To delete a row of data on the **Higher Education > Other E, G & P Income > Itemize** screen, save any unsaved data first and then click the red '**x**' in the leftmost column, as shown in the below example. Click **OK** in the confirmation window.

| | Seq | Items | Act 2021 | Act 2022 | Bud 2023 | Est 2024 | Est 2025 |
|---|---|---|---|---|---|---|---|
| ✖ | 1 | Enter data here, and the character limit is 210 for this text field. | $50,129 | $51,663 | $79,900 | $79,900 | $79,900 |
| | Delete | | | | | | |
| | | Itemized Totals: | $50,129 | $51,663 | $79,900 | $79,900 | $79,900 |

*Legislative Appropriation Request*
Higher Education > Other E, G & P Income > Itemize

Schedule Row Name: Other Income (Itemize)      Bottom   Return

Top

Are you sure you want to delete Row# 1?

OK      Cancel

## HEALTH-RELATED INSTITUTION PATIENT INCOME

Health-related institutions (HRIs) that either generate patient income from hospital operations and receive General Revenue Funds for hospital operations, or receive patient income from dental clinic operations, should enter data on the **Higher Education** menu and **Health-related Institution Patient Income** submenu. The entered data provides detail on patient income collected at institutions that operate a hospital or dental clinic. The information is used to calculate the estimated appropriations for patient income. The data collected here creates the ABEST Schedule 1B report. HRIs must provide updated information for 2022 after the end of the fiscal year.

Click the **Higher Education** menu and the **Health-related Institution Patient Income** submenu, as shown below. (Note: only HRIs will have a **Health-related Institution Patient Income** submenu.)

| Higher Education | Health-related Institution Patient Income |
|---|---|
| Reports | Selected Educational, General and Other Funds |
| LAR to PDF | Group Insurance - ERS |

Add the amounts (positive numbers only) for each item and fiscal year on the **Higher Education > Health-related Institution Patient Income** screen (as shown in the following example), just as you did earlier under the Other E, G & P Income section of these instructions.

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⊚ Higher Education > Health-related Institution Patient Income

Bottom

| Row Description | Act 2021 | Act 2022 | Bud 2023 | Est 2024 | Est 2025 |
|---|---|---|---|---|---|
| Medical Patient Income | *11222333* | *11444555* | *12000000* | *12500000* | *12500000* |
| Dental Patient Income | $0 | $0 | $0 | $0 | $0 |
| Interest on Funds in Local Depositories | $0 | $0 | $0 | $0 | $0 |
| Other (Itemize) | $0 | $0 | $0 | $0 | $0 |
| **Subtotal, Health-related Institutions Patient Income:** | **$0** | **$0** | **$0** | **$0** | **$0** |
| Less: OASI Applicable to Other Funds Payroll | $0 | $0 | $0 | $0 | $0 |
| Less: Teachers Retirement System and ORP Proportionality for Other Funds | $0 | $0 | $0 | $0 | $0 |

**IMPORTANT**

ⓘ DO NOT enter negative numbers on the above grid. ABEST will automatically calculate the totals based on the "**Plus**" or **"Less"** label displayed for a given row of data.

## SELECTED EDUCATIONAL, GENERAL AND OTHER FUNDS

All general academic and health-related institutions, Lamar State Colleges, and Texas State Technical Colleges should enter data on the **Higher Education** menu and **Selected Educational, General and Other Funds** submenu. The information collected here summarizes Educational, General, and Other Funds, and includes funding sources not reflected in ABEST Schedule 1A or 1B or the Summary of Request. The data entered here creates the ABEST Schedule 2 report.

Click the **Higher Education** menu and the **Selected Educational, General and Other Funds** submenu, as shown below.

| Higher Education | Selected Educational, General and Other Funds |
|---|---|
| Reports | Group Insurance - ERS |
| LAR to PDF | Group Insurance - UT/A&M |

Add the amounts (positive numbers only) for each item and fiscal year on the **Higher Education > Selected Educational, General and Other Funds** screen, just as you did earlier under the Other E, G & P Income section of these instructions.

*Legislative Appropriation Request*

⊚ Higher Education > Selected Educational, General and Other Funds

Bottom

| Row Description | Act 2021 | Act 2022 | Bud 2023 | Est 2024 | Est 2025 |
|---|---|---|---|---|---|
| **General Revenue Transfers** | | | | | |

**IMPORTANT**

ⓘ DO NOT enter negative numbers on the grid on the **Higher Education > Selected Educational, General and Other Funds** screen. ABEST will automatically calculate the totals based on the "**Plus**" or **"Less"** label displayed for a given row.

## GROUP INSURANCE

Review the categories and ABEST submenus noted in the below table to determine where to enter your group insurance detail.

| GROUP INSURANCE FOR INSTITUTIONS OF HIGHER EDUCATION - ABEST DATA ENTRY SUBMENUS AND CATEGORIES | |
| --- | --- |
| ABEST SUBMENU | CATEGORY |
| Group Insurance - ERS | Institutions participating in the Employees Retirement System's (ERS) Group Benefits (Schedule 3A) |
| Group Insurance – UT/A&M | Components of The University of Texas and Texas A&M Systems (Schedule 3B) |
| Group Insurance – Junior Colleges | Junior Colleges (Schedule 3C) |
| Group Insurance – Supplemental | University of Texas Medical Branch at Galveston - Correctional Managed Health Care employees of the Texas Department of Criminal Justice and Texas Juvenile Justice Department (Schedule 3D) |
| Group Insurance – Supplemental | University of Texas Health Science Center at Houston - Harris County Psychiatric Center employees (Schedule 3D) |
| Group Insurance – Supplemental | Texas Tech University Health Sciences Center - Texas Department of Criminal Justice Correctional Managed Health Care employees (Schedule 3D) |
| Group Insurance – Supplemental | Institutions of higher education with an active contract for Correctional Managed Health Care with the Texas Department of Criminal Justice (Schedule 3D) |
| Group Insurance – Supplemental | Texas A&M Forest Service – employees funded through appropriations from General Revenue – Insurance Maintenance Tax (Schedule 3D) |

| IMPORTANT | |
| --- | --- |
| 🛈 | You cannot enter data for retirees on the ABEST submenu titled Group Insurance – ERS. ERS enters the data for retirees. |

## ERS, UT/A&M, AND SUPPLEMENTAL SUBMENUS

The **Group Insurance – UT/A&M** submenu on the **Higher Education** menu is used as the primary example in these instructions for entering group insurance data on the three submenus labeled **ERS, UT/A&M,** and **Supplemental**. You must use the relevant submenu depending on the category your institution falls into, but the basic steps are the same. Refer to the *Detailed Instructions* for guidance and for determining the reporting period.

Click the **Higher Education** menu and the **Group Insurance – UT/A&M** submenu (as shown in the following graphic).

*GR & GR-D Percentages –* Enter the **GR%** and **GR-D/Other%** values in the **GR & GR-D Percentages** grid (as shown below) and click **Save**. Click **OK** to confirm.



| Higher Education > Group Insurance - UT/A&M | |
|---|---|
| **GR & GR-D Percentages** | |
| GR % | 68.47 |
| GR-D/Other % | 31.53 |

**IMPORTANT**

The sum of the **GR** and **GR-Dedicated/Other** percentages must equal 100%; otherwise, your data will not be saved. If an error message appears, click **OK** in the dialog box (as shown below) and review the edit near the bottom of the screen. Edit the values so that they equal 100%, and click **Save**.



Data not saved.
Check error messages at the bottom.

OK

*Actives –* Scroll down to the **Actives** grid to enter detail for active employees. As shown in the below example, enter the **E&G Enrollment** and **Local Non-E&G** amounts for each item in the **Full Time Actives** grid and click **Save**. Click **OK** to confirm. The **GR Enrollment**, **GR-D/OEGI Enrollment**, and **Total E&G (Check)** data fields automatically calculate based on the percentages entries made in the **GR & GR-D Percentages** grid.



Higher Education > Group Insurance - UT/A&M

| **GR & GR-D Percentages** | |
|---|---|
| GR % | 68.47 |
| GR-D/Other % | 31.53 |

**Actives:**
**Full Time Actives**

| Row Description | E&G Enrollment | GR Enrollment | GR-D/OEGI Enrollment | Total E&G (Check) | Local Non-E&G |
|---|---|---|---|---|---|
| 1a Employee Only | 829 | 568 | 261 | 829 | 404 |
| 2a Employee and Children | 206 | 141 | 65 | 206 | 73 |
| 3a Employee and Spouse | 282 | 193 | 89 | 282 | 85 |
| 4a Employee and Family | 307 | 0 | 0 | 0 | 59 |

Scroll down to the **Part Time Actives** grid, enter the **E&G Enrollment** and **Local Non-E&G** amounts (as shown below) and click **Save**. Click **OK** to confirm.

| | E&G Enrollment | GR Enrollment | GR-D/OEGI | Total E&G | Local Non-E&G |
|---|---|---|---|---|---|
| **Total full time actives:** | 1,652 | 1,131 | 521 | 1,652 | 630 |
| **Part Time Actives** | | | | | |
| 1b Employee Only | 53 | 36 | 17 | 53 | 34 |
| 2b Employee and Children | 14 | 0 | 0 | 0 | 5 |
| 3b Employee and Spouse | 12 | 0 | 0 | 0 | 6 |

*Retirees –* Scroll down to the **Retirees** grid to enter detail for full time and part time retirees. Enter the **E&G Enrollment** and **Local Non-E&G** amounts for each item, just as you did under the previous **Actives** section of these instructions.

**Retirees:**

**Full Time Retirees**

| Row Description | E&G Enrollment | GR Enrollment | GR-D/OEGI Enrollment | Total E&G (Check) | Local Non-E&G |
|---|---|---|---|---|---|
| 1c Employee Only | 0 | 0 | 0 | 0 | 0 |
| 2c Employee and Children | 0 | 0 | 0 | 0 | 0 |
| 3c Employee and Spouse | 0 | 0 | 0 | 0 | 0 |
| 4c Employee and Family | 0 | 0 | 0 | 0 | 0 |
| 5c Eligble, Opt Out | 0 | 0 | 0 | 0 | 0 |
| 6c Eligible, Not Enrolled | 0 | 0 | 0 | 0 | 0 |
| **Total full time retirees:** | **0** | **0** | **0** | **0** | **0** |
| **Part Time Retirees** | | | | | |
| 1d Employee Only | 0 | 0 | 0 | 0 | 0 |

*Enrollment –* Scroll down to the **Enrollment** grid, as shown in the below example. The **Enrollment** grid is a summation of the data previously entered in the **Actives** and **Retirees** grids.

**Enrollment:**

**Full Time Enrollment**

| Row Description | E&G Enrollment | GR Enrollment | GR-D/OEGI Enrollment | Total E&G (Check) | Local Non-E&G |
|---|---|---|---|---|---|
| 1e Employee Only | 2,260 | 1,548 | 712 | 2,260 | 2,536 |
| 2e Employee and Children | 236 | 162 | 74 | 236 | 139 |
| 3e Employee and Spouse | 861 | 589 | 272 | 861 | 873 |
| 4e Employee and Family | 344 | 235 | 109 | 344 | 133 |
| 5e Eligble, Opt Out | 52 | 36 | 16 | 52 | 69 |
| 6e Eligible, Not Enrolled | 18 | 12 | 6 | 18 | 8 |
| **Total full time enrollment:** | **3,771** | **2,582** | **1,189** | **3,771** | **3,758** |
| **Total Enrollment** | | | | | |
| 1f Employee Only | 2,313 | 1,584 | 729 | 2,313 | 2,570 |
| 2f Employee and Children | 250 | 172 | 78 | 250 | 144 |
| 3f Employee and Spouse | 873 | 597 | 276 | 873 | 879 |
| 4f Employee and Family | 348 | 238 | 110 | 348 | 136 |
| 5f Eligble, Opt Out | 62 | 43 | 19 | 62 | 71 |
| 6f Eligible, Not Enrolled | 528 | 361 | 167 | 528 | 165 |
| **Total enrollment:** | **4,374** | **2,995** | **1,379** | **4,374** | **3,965** |

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## JUNIOR COLLEGES

For junior colleges to enter group insurance data, click the **Higher Education** menu and the **Group Insurance – Junior Colleges** submenu, as shown below. (Note: only junior colleges will have the **Group Insurance – Junior Colleges** submenu.)

| Higher Education | Group Insurance - Junior Colleges |
|---|---|
| Reports | Non-Formula Support |
| LAR to PDF | |

*Actives –* As shown below, enter detail for active junior college employees in the **Actives** grid. Enter the **Total I & A Enrollment** (instructional and administrative positions) and **Local Non I & A** amounts for each item in the **Full Time Actives** grid and click **Save**. Click **OK** to confirm. The **Total Enrollment** data field automatically calculates based on the entered detail.

### Higher Education > Group Insurance - Junior Colleges

Bottom

**Actives:**
**Full Time Actives**

| Row Description | Total I & A Enrollment | Local Non I & A | Total Enrollment |
|---|---|---|---|
| 1a Employee Only | 1,346 | 65 | 1,411 |
| 2a Employee and Children | 368 | 14 | 382 |
| 3a Employee and Spouse | 239 | 4 | 243 |
| 4a Employee and Family | 244 | 8 | 252 |
| 5a Eligible, Opt Out | 28 | 0 | 0 |
| 6a Eligible, Not Enrolled | 34 | 0 | 0 |
| **Total full time actives:** | 2,197 | 91 | 2,288 |

Scroll down to the **Part Time Actives** grid (as shown below) to enter the **Total I & A Enrollment** and **Local Non I & A** amounts for each item and click **Save**. Click **OK** to confirm.

### Higher Education > Group Insurance - Junior Colleges

Bottom

**Actives:**
**Full Time Actives**

| Row Description | Total I & A Enrollment | Local Non I & A | Total Enrollment |
|---|---|---|---|
| 1a Employee Only | 1,346 | 65 | 1,411 |
| 2a Employee and Children | 368 | 14 | 382 |
| 3a Employee and Spouse | 239 | 4 | 243 |
| 4a Employee and Family | 244 | 8 | 252 |
| 5a Eligible, Opt Out | 28 | 0 | 28 |
| 6a Eligible, Not Enrolled | 34 | 0 | 34 |
| **Total full time actives:** | 2,259 | 91 | 2,350 |
| **Part Time Actives** | | | |
| 1b Employee Only | 0 | 0 | 0 |

*Retirees –* Scroll down to the **Retirees** grid (as shown below) to enter detail for junior college retirees. Enter the **Total I & A Enrollment** and **Local Non I & A** amounts for each item for the full time and part time retirees, just as you did under the previous junior colleges **Actives** section of these instructions.

| | Total I & A Enrollment | Local Non I & A | Total Enrollment |
|---|---|---|---|
| 6b Eligible, Not Enrolled | 0 | 0 | 0 |
| **Total part time actives:** | 0 | 7 | 7 |
| **Total actives:** | 2,259 | 98 | 2,357 |

**Retirees:**
**Full Time Retirees**

| Row Description | Total I & A Enrollment | Local Non I & A | Total Enrollment |
|---|---|---|---|
| 1c Employee Only | 0 | 0 | 0 |

*Enrollment –* Scroll down to the **Enrollment** grid, as shown below. The **Enrollment** grid is a summation of the data previously entered in the **Actives** and **Retirees** grids.

| Row Description | Total I & A Enrollment | Local Non I & A | Total Enrollment |
|---|---|---|---|
| **Full Time Enrollment** | | | |
| 1e Employee Only | 1,379 | 79 | 1,458 |
| 2e Employee and Children | 368 | 14 | 382 |
| 3e Employee and Spouse | 261 | 15 | 276 |
| 4e Employee and Family | 244 | 8 | 252 |
| 5e Eligble, Opt Out | 28 | 0 | 28 |
| 6e Eligible, Not Enrolled | 34 | 0 | 34 |
| **Total full time enrollment:** | **2,314** | **116** | **2,430** |
| **Total Enrollment** | | | |
| 1f Employee Only | 1,379 | 83 | 1,462 |
| 2f Employee and Children | 368 | 14 | 382 |

## COMPUTATION OF OASI

All general academic and health-related institutions, Lamar State Colleges, Texas State Technical Colleges, and Texas A&M System agencies should enter data on the **Higher Education** menu and **Computation of OASI** submenu. The entered data provides detail for actual and estimated (OASI) for fiscal years 2021–25. This information is used to calculate the amount to be deducted from the Other Educational and General Income Estimates. This data creates the ABEST Schedule 4 report.

Click the **Higher Education** menu and the **Computation of OASI** submenu, as shown below.

| Higher Education | Computation of OASI |
|---|---|
| Reports | Calculation of Retirement Proportionality and ORP Differential |

Enter the **Grand Total, OASI (100%)** for each fiscal year. Enter **General Revenue (% to Total)**, **Other Educational and General Funds (% to Total)**, and **Health-Related Institutions Patient Income (% to Total)** for each fiscal year and click **Save**. Click **OK** to confirm (shown below). The **Allocation of Total OASI** for each grid automatically calculates based on the data entered.

*Legislative Appropriation Request*

Higher Education > Computation of OASI          Bottom

| Proportional Percentage Ba... Accounting Policy Statem... | Data saved. | 2023 | 2024 | 2025 |
|---|---|---|---|---|
| Grand Total, OASI (100%) | 000,000 | $4,000,000 | $5,000,000 | $5,000,000 |
| **General Revenue** | OK | | | |
| General Revenue (% to Total) | 50.2500 | 50.2500 | 50.2500 | 50.2500 |
| Allocation of Total OASI | $1,005,000 | $1,507,500 | $2,010,000 | $2,512,500 | $2,512,500 |
| **Other Educational and General Funds** | | | | |
| Other Educational and General Funds (% to Total) | 30.5000 | 30.5000 | 30.5000 | 30.5000 | 30.5000 |
| Allocation of Total OASI | $610,000 | $915,000 | $1,220,000 | $1,525,000 | $1,525,000 |
| **Health-Related Institutions Patient Income** | | | | |
| Health-Related Institutions Patient Income (% to Total) | 19.2500 | 19.2500 | 19.2500 | 19.2500 | 19.2500 |
| Allocation of Total OASI | $385,000 | $577,500 | $770,000 | $962,500 | $962,500 |

Save  Cancel

> **IMPORTANT**
>
> The sum total (**General Revenue**, **Other Educational and General Funds**, and **Health-Related Institutions Patient Income**) for each fiscal year must equal 100%; otherwise, your data will not be saved. If an error message appears, click **OK** in the dialog box and review the edit near the bottom of the screen (red text as shown in the below example). Edit the values so that they equal 100%, and click **Save**.



## CALCULATION OF RETIREMENT PROPORTIONALITY AND ORP DIFFERENTIAL

All general academic and health-related institutions, Lamar State Colleges, Texas State Technical Colleges, and Texas A&M System agencies should enter data on the **Higher Education** menu and **Calculation of Retirement Proportionality and ORP Differential** submenu. The information collected here provides detail for actual and estimated proportionality and Optional Retirement Program (ORP) differential for fiscal years 2021 through 2025. The data collected here creates the ABEST Schedule 5 report.

Click the **Higher Education** menu and the **Calculation of Retirement Proportionality and ORP Differential** submenu, as shown below.



For each fiscal year, enter the data for the payroll and employer contributions (rows 1-4), **Proportionality Percentage** grid, **Differential** grid, and click **Save** (as shown in the following example). Click **OK** to confirm. ABEST will use the data you enter here to calculate the **Other E & G Percentage x Total Employer Contribution to Retirement Programs** and **HRI Patient Income Percentage x Total Employer Contribution to Retirement Programs** (gray rows) along with the **Total Differential**.

*Legislative Appropriation Request*

◉ Higher Education > Calculation of Retirement Proportionality and ORP Differential    ❓ Bottom

| Row Description | Act 2021 | Act 2022 | Bud 2023 | Est 2024 | Est 2025 |
|---|---|---|---|---|---|
| Gross Educational and General Payroll - Subject To TRS Retirement | 85176000 | 92663000 | 96369000 | 100224000 | 100224000 |
| Employer Contribution to TRS Retirement Programs | $0 | $0 | $0 | $0 | $0 |
| Gross Educational and General Payroll - Subject To ORP Retirement | $0 | $0 | $0 | $0 | $0 |
| Employer Contribution to ORP Retirement Programs | $0 | $0 | $0 | $0 | $0 |
| **Proportionality Percentage** | | | | | |
| General Revenue | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| Other Educational and General Income | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| Health-related Institutions Patient Income | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| **View Other E & G Proportional Contribution and HRI Patient Income Contribution** | | | | | ⌃ |
| Other E&G Percentage x Total Employer Contribution to Retirement Programs | $0 | $0 | $0 | $0 | $0 |
| HRI Patient Income Percentage x Total Employer Contribution to Retirement Programs | $0 | $0 | $0 | $0 | $0 |
| **Differential** | | | | | |
| Differential Percentage | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| Gross Payroll Subject to Differential - Optional Retirement Program | $0 | $0 | $0 | $0 | $0 |
| **Total Differential:** | $0 | $0 | $0 | $0 | $0 |

Save   Cancel

**IMPORTANT**

ⓘ The sum of the proportionality percentage for each fiscal year must equal 100%; otherwise, your data will not be saved. If an error message appears, click **OK** in the dialog box and review the edit near the bottom of the screen. Edit the values so that they equal 100%, and click **Save**.

## CAPITAL FUNDING (PUF & HEF)

All general academic and health-related institutions, Lamar State Colleges, Texas State Technical Colleges, and Texas A&M System agencies must enter data on the **Higher Education** menu and **Capital Funding (PUF & HEF)** submenu. The data collected here provides information on Permanent University Fund (PUF) and Higher Education Fund (HEF) bond proceeds and debt service, as well as information on Capital Construction Assistance Projects Revenue Bonds and patient income. The data collected here creates the ABEST Schedule 6 report.

Click the **Higher Education** menu and the **Capital Funding (PUF & HEF)** submenu, as shown below.

| Higher Education | Capital Funding (PUF & HEF) |
|---|---|
| Reports | Personnel |
| LAR to PDF | Capital Construction Assistance Projects Revenue Bond - Projects |
| | Capital Construction Assistance Projects Revenue Bond - Issuance History Schedule |
| | Non-Formula Support |
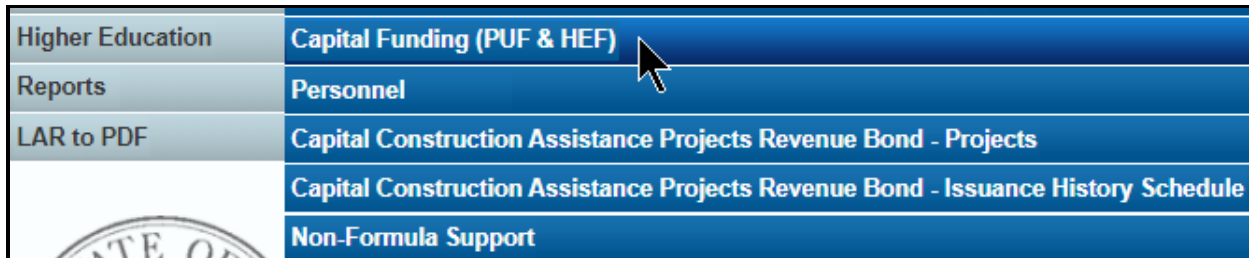
On the **Higher Education > Capital Funding (PUF & HEF)** screen (shown in the following graphic), enter the amounts for each item and fiscal years 2021 through 2025, just as you did earlier under the Other E, G & P Income section of these instructions. Refer to the *Detailed Instructions* for additional guidance.

| Legislative Appropriation Request | | | | | |
|---|---|---|---|---|---|
| **Higher Education > Capital Funding (PUF & HEF)** | | | | | Bottom |
| **A. PUF Bond Proceeds Allocation** | $0 | $0 | $0 | $0 | $0 |
| **Project Allocation** | | | | | |
| Library Acquisitions | $0 | $0 | $0 | $0 | $0 |
| Construction, Repairs and Renovations | $0 | $0 | $0 | $0 | $0 |
| Furnishings & Equipment | $0 | $0 | $0 | $0 | $0 |
| Computer Equipment & Infrastructure | $0 | $0 | $0 | $0 | $0 |
| Reserve for Future Consideration | $0 | $0 | $0 | $0 | $0 |
| Other (Itemize) | $0 | $0 | $0 | $0 | $0 |
| **B. HEF General Revenue Allocation** | $0 | $0 | $0 | $0 | $0 |
| **Project Allocation** | | | | | |
| Library Acquisitions | $0 | $0 | $0 | $0 | $0 |
| Construction, Repairs and Renovations | $0 | $0 | $0 | $0 | $0 |
| Furnishings & Equipment | $0 | $0 | $0 | $0 | $0 |
| Computer Equipment & Infrastructure | $0 | $0 | $0 | $0 | $0 |
| Reserve for Future Consideration | $0 | $0 | $0 | $0 | $0 |
| HEF for Debt Service | $0 | $0 | $0 | $0 | $0 |
| Other (Itemize) | $0 | $0 | $0 | $0 | $0 |

## *PERSONNEL*

All general academic and health-related institutions, Lamar State Colleges, Texas State Technical Colleges, and Texas A&M System agencies should enter data on the **Higher Education** menu and **Personnel** submenu. The data collected here provides information on FTE positions at institutions, which is in addition to the information included on the **Strategy** menu and **FTEs** submenu. The data collected here creates the ABEST Schedule 7 report.

Click the **Higher Education** menu and the **Personnel** submenu, as shown below.

| Higher Education | Personnel |
|---|---|
| Reports | Capital Construction Assistance Projects Revenue Bond - Projects |

## *FTE POSITIONS (PART A)*

For the three **PART A FTE Positions** grids (**Directly Appropriated**, **Other Appropriated Funds**, and **Non Appropriated Funds**), enter your data for each fiscal year. Refer to the *Detailed Instructions* for additional guidance as needed.

> **IMPORTANT**
>
> The ABEST grids for **PART B Personnel Headcount** and **PART C Salaries,** that were required in previous legislative sessions, are discontinued. **PART B** and **PART C** are no longer required in ABEST, effective as of the 87th Legislative Session.

*Adding FTEs –* Use the gray section at the bottom of each grid to add an FTE **Description** (as shown in the below example). Select a **Description** from the drop-down menu boxes, enter the FTE amounts associated with each fiscal year, and click **Save**. Click **OK** to confirm. The data will not save for an added **Description** unless you have entered at least one fiscal year FTE amount.



If you select an "**OA6 - Other (Itemize)**" description from a grid's drop-down menu, you will click **Save** and **OK** to confirm, without entering (at this process step) any fiscal year FTE amounts for the selected **OA6 - Other (Itemize)** description (as shown in the below example). See the next section of these instructions labeled **Adding Itemized FTEs** for data entry guidance for **OA6 - Other (Itemize)** description items.



**IMPORTANT**

The "**OA5 - Other Transfer from THECB**" description from the grid's drop-down menu (see above example), works similarly to the "**OA6 - Other (Itemize)"** description.

*Adding Itemized FTEs* – To add fiscal year FTE amounts for a selected "**Other (Itemize)**" description, click on the magnifying glass 🔍 that displays to the left of the **Description** (as shown in the following example) which will direct you to the **Personnel Itemize** submenu.

| | | Description | Act 2021 | Act 2022 | Bud 2023 | Est 2024 | Est 2025 |
|---|---|---|---|---|---|---|---|
| **PART A FTE Positions - Directly Appropriated:** | | | | | | | |
| **PART A FTE Positions - Other Appropriated Funds:** | | | | | | | |
| ✖ | | OA1 - AUF | 1,520.5 | 1,762.5 | 1,765 | 1,765 | 1,765 |
| ✖ | 🔍 | OA5 - Other Transfer from THECB | 6.5 | 7.5 | 8.5 | 9 | 9 |
| ✖ | 🔍 | OA6 - Other (Itemize) | 0 | 0 | 0 | 0 | 0 |
| | | OA2 - HEF ⌄ | | | | | |
| | | Show Personnel Itemize ~~Approp.~~ Funds, Employee FTE Totals: | 1,527 | 1,770 | 1,773.5 | 1,774 | 1,774 |

On the **Higher Education** menu and **Personnel Itemize** submenu, enter the **Item Description** (35 character limit for the text field) and the FTE amounts for each fiscal year and click **Save** (as shown below). Click **OK** to confirm. Click **Return** to return to the **Higher Education > Personnel** screen.

*Legislative Appropriation Request*

◉ Higher Education > Personnel Itemize                                    ❓

Bottom

**Personnel Type: OA6,  Other (Itemize)**

| Seq | Item Description | Act 2021 | Act 2022 | Bud 2023 | Est 2024 | Est 2025 |
|---|---|---|---|---|---|---|
| **PART A FTE Positions Itemized - Other Appropriated:** | | | | | | |
| *Enter data below.* | | | | | | |
| | description (35 character limit) | 0 | 50 | 50 | 50 | 50 |
| | Itemized FTE Totals: | 0 | 0 | 0 | 0 | 0 |

Top

Save  Cancel  Return

A summation of the amounts entered on the **Higher Education > Personnel Itemize** screen display on the **Higher Education > Personnel** screen, as shown below.

◉ Higher Education > Personnel                                    ❓

Bottom

| | | Description | Act 2021 | Act 2022 | Bud 2023 | Est 2024 | Est 2025 |
|---|---|---|---|---|---|---|---|
| **PART A FTE Positions - Directly Appropriated:** | | | | | | | |
| **PART A FTE Positions - Other Appropriated Funds:** | | | | | | | |
| ✖ | | OA1 - AUF | 1,520.5 | 1,762.5 | 1,765 | 1,765 | 1,765 |
| ✖ | 🔍 | OA5 - Other Transfer from THECB | 6.5 | 7.5 | 8.5 | 9 | 9 |
| ✖ | 🔍 | OA6 - Other (Itemize) | 0 | 50 | 50 | 50 | 50 |
| | | OA2 - HEF ⌄ | | | | | |
| | | Other Approp. Funds, Employee FTE Totals: | 1,527 | 1,820 | 1,823.5 | 1,824 | 1,824 |

Repeat the previous steps to add as many FTEs as needed.

*Revising FTEs –* Revise FTE amounts as necessary. Click on the magnifying glass 🔍 to modify any **OA6 - Other (Itemize)** or **OA5 - Other Transfer from THECB** entries. Click **Save** and **OK** to confirm.

---

**IMPORTANT**

ℹ️ You *cannot* modify the **Description** once the selected item has been saved. If you need to modify the **Description**, delete the existing row and re-add the information.

---

*Deleting FTEs –* To delete a row of FTE data, save any unsaved data first and then click the red 'x' to the left of the **Description** (as shown below). Click **OK** to confirm.

| | Description | Act 2021 | Act 2022 | Bud 2023 | Est 2024 | Est 2025 |
|---|---|---|---|---|---|---|
| **✖** | OA1 - AUF | 1,520.5 | 1,762.5 | 1,765 | 1,765 | 1,765 |
| **✖** 🔍 | OA5 - Other Transfer from THECB | 6.5 | 7.5 | 8.5 | 9 | 9 |
| **✖** | OA6 - Other (Itemize) | 0 | 0 | 0 | 0 | 0 |
| Delete | - HEF ⌄ | | | | | |
| | Other Approp. Funds, Employee FTE Totals: | 1,527 | 1,770 | 1,773.5 | 1,774 | 1,774 |

Are you sure you want to delete Row# 2?

[ OK ] [ Cancel ]

## CAPITAL CONSTRUCTION ASSISTANCE PROJECTS REVENUE BOND - PROJECTS

Each institution (excluding Junior Colleges) seeking Capital Construction Assistance Projects revenue bond authority shall provide information on each proposed project for which Capital Construction Assistance Projects revenue bond funding is being requested. The data collected on the **Higher Education** menu and the **Capital Construction Assistance Projects Revenue Bond - Projects** submenu provides information to evaluate proposed Capital Construction Assistance Projects revenue bond funded projects. The information entered here creates the ABEST Schedule 8A report.

Click the **Higher Education** menu and the **Capital Construction Assistance Projects Revenue Bond - Projects** submenu, as shown below.

| Higher Education | Capital Construction Assistance Projects Revenue Bond - Projects |
|---|---|
| Reports | Capital Construction Assistance Projects Revenue Bond - Issuance History Schedule |
| LAR to PDF | Non-Formula Support |

*Adding A Project –* On the **Higher Education > Capital Construction Assistance Projects Revenue Bond - Projects** screen (shown in the following example), use the gray section to add the **Name**, **Project Type**, **Location**, **Facility Type**, **Bond Request**, **Project Cost**, **Cost Per Sq. Ft.**, **Gross Sq. Ft.**, **Assignable Sq. Ft.**, **Start Date**, **Comp. Date**, and **Description**, and click **Save**. ABEST will automatically assign the **Priority** field. Click **OK** to confirm. Refer to the *Detailed Instructions* for details on the required information.

**TIP**

You can expand the multi-line text fields in the grid shown above by double clicking in the field. Use your keyboard's **Enter** key to start a new line of text. Within a multi-line text field, click **OK** or **Cancel** to move out of the text field. Save your work by clicking **Save**. Each expandable text field has a character counter and identifies the character limit for that text field. An example of a multi-line text field is shown in the following example.



Repeat the previous steps to add additional projects.

*Revising Projects –* Click in the appropriate fields on the **Higher Education > Capital Construction Assistance Projects Revenue Bond - Projects** grid to modify the project details and click **Save**. Click **OK** to confirm.

*Deleting Projects –* As shown below, delete projects by clicking the red 'x' in the leftmost position on the grid. Click **OK** in the confirmation window.

*Resequencing Projects* – Click the ↑↓ arrows to resequence the projects (shown below). Sequence 2 will move to sequence 1 by clicking the up arrow. Another way to re-sequence projects is to change the numbers in the **Priority** column.



## CAPITAL CONSTRUCTION ASSISTANCE PROJECTS REVENUE BOND-ISSUANCE HISTORY SCHEDULE

Each issuing entity that is responsible for the issuance of Capital Construction Assistance Projects revenue bond projects should enter data on the **Higher Education** menu and the **Capital Construction Assistance Projects Revenue Bond - Issuance History Schedule** submenu.

- Each system office for those components within systems.

- Each independent institution for those that issue their own bonds or go through the Texas Public Finance Authority.

System offices that issue bonds system-wide for all components should enter data on this submenu for each component institution that has been authorized Capital Construction Assistance Projects revenue bond projects in the past. Refer to the *Detailed Instructions* for additional guidance as needed.

Click the **Higher Education** menu and the **Capital Construction Assistance Projects Revenue Bond - Issuance History Schedule** submenu, as shown below. The data collected here creates the ABEST Schedule 8B report.



## AUTHORIZATION DETAIL

*Adding Authorization Amounts* – On the **Higher Education > Capital Construction Assistance Projects Revenue Bond - Issuance History Schedule** screen, use the gray section to add the **Authorization Year** and **Authorization Amount** and click **Save**. Click **OK** to confirm (as shown below). ABEST will automatically assign the **Row #**.

*Revising Authorization Amounts –* Click in the appropriate fields on the grid to modify the details and click **Save**. Then click **OK** to confirm.

| IMPORTANT |
| --- |
| ℹ️ You *cannot* modify the **Authorization Year** once the item has been saved. If you need to modify the **Authorization Year**, delete the existing row and re-add the information. |

*Deleting Authorization Year and Amount –* Delete an **Authorization Year** and its related amount by clicking the red '**x**' in the leftmost position on the grid, as shown below. Click **OK** in the confirmation window.

Legislative Appropriation Request

⚙ Higher Education > Capital Construction Assistance Projects Revenue Bond - Issuance History Schedule ❓

Bottom

| | | Row # | Authorization Year | Authorization Amount |
| --- | --- | --- | --- | --- |
| ✖ | 🔍 | 1 | 2006 | $25,000,000 |
| ✖ Delete | | 2 | 2019 | $33,000,000 |
| | | | | |

Save  Cancel

Top

Are you sure you want to delete Row# 1?

OK  Cancel

## ACTUAL AND PROPOSED DETAIL

Click the magnifying glass 🔍 (as shown below) to be directed to the **Higher Education > Capital Construction Assistance Projects Revenue Bond – Issuance History Schedule Detail** screen, where you will enter the actual and proposed issuance amounts.

Legislative Appropriation Request

⚙ Higher Education > Capital Construction Assistance Projects Revenue Bond - Issuance History Schedule ❓

Bottom

| | | Row # | Authorization Year | Authorization Amount |
| --- | --- | --- | --- | --- |
| ✖ | 🔍 | 1 | 2019 | $33,000,000 |
| | Show Details | | | |

Top

On the **Higher Education > Capital Construction Assistance Projects Revenue Bond – Issuance History Schedule Detail** screen, the **Authorization Date** displays in the drop-down menu box at the top of the screen, and details display in the **Authorized** grid, as shown below.



*Adding Actual Detail –* As shown below, use the gray section in the **Actual** grid to add the **Issuance Date** and **Issuance Amount** and click **Save**. Click **OK** to confirm. As you enter data, the **Outstanding Balance** updates.



| IMPORTANT |
|---|
| The **Actual** subtotal cannot exceed the **Authorized Amount**; otherwise, your data will not be saved. If an error message appears, click **OK** in the dialog box and review the edit near the bottom of the screen (displays in red text). Edit the values so that they do not exceed the **Authorized Amount**, and click **Save**. |

Repeat the previous steps to add as many rows as needed.

*Adding Proposed Detail –* As shown below, use the gray section in the **Proposed** grid to add the **Proposed Issuance Date for Outstanding Authorization** and **Proposed Issuance Amount for Outstanding Authorization** and click **Save**. Click **OK** to confirm.

| | | | |
|---|---|---|---|
| ⊙ Higher Education > Capital Construction Assistance Projects Revenue Bond - Issuance History | | | ❓ |

**Schedule Detail**

Bottom

Authorization Date: 2019 ▼

**Authorized:** ⯆

**Actual:** ⯆

**Proposed:** ⯅

| Row # | Proposed Issuance Date for Outstanding Authorization | Proposed Issuance Amount for Outstanding Authorization |
|---|---|---|
| Enter data below. | | |
| | 11/04/2022 | $23,000,000 |
| | Subtotal: | $0 |

Save  Cancel  Return

---

**IMPORTANT**

ⓘ The sum of the **Actual** and **Proposed** subtotals cannot exceed the **Authorized Amount**; otherwise, your data will not be saved. If an error message appears, click **OK** in the dialog box and review the edit near the bottom of the screen (as shown below in red text). Edit the values so that they do not exceed the **Authorized Amount**, and click **Save**.

**Authorized:** ⯅

| Authorization Year | Authorization Amount |
|---|---|
| 2019 | $33,000,000 |

**Actual:** ⯅

| | Row # | Issuance Date | Issuance Amount |
|---|---|---|---|
| ✖ | 1 | 12/8/2019 | $10,000,000 |
| | | | |
| | | Subtotal: | $10,000,000 |

| Outstanding Balance: | $23,000,000 |
|---|---|

**Proposed:** ⯅

| Row # | Proposed Issuance Date for Outstanding Authorization | Proposed Issuance Amount for Outstanding Authorization |
|---|---|---|
| Enter data below. | | |
| | 11/04/2022 | $23,000,555 |
| | Subtotal: | $0 |

Issuance amount total has exceeded authorized amount by $555

Save  Cancel  Return

Top

If necessary, select another date from the **Authorization Date** drop down menu box, as shown below. Repeat the previous steps.



## NON-FORMULA SUPPORT ITEMS

General academic and health-related institutions, Public Community/Junior Colleges, Lamar State Colleges, and Texas State Technical Colleges requesting funds for existing non-formula support items should enter data on the **Higher Education** menu and **Non-Formula Support** submenu. Include all appropriated strategies under the NON-FORMULA SUPPORT Goal in the current General Appropriations Act. The information entered here provides additional information on all non-formula support items and creates the ABEST Schedule 9 report.

Click the **Higher Education** menu and the **Non-Formula Support** submenu, as shown below.



To add a non-formula item, click on the **Add New Non-Formula** hyperlink, as shown below.



*Adding A Non-Formula Support Item* – On the **Higher Education > Non-Formula Support** screen, enter the data for each grid item (text boxes and drop-down menus), and click **Save**. The character

limits for each text field are noted in the below example, and a warning displays when entered data exceeds the field limit. Refer to the *Detailed Instructions* for guidance on the information required for each data field.

Legislative Appropriation Request

🔘 **Higher Education > Non-Formula Support**

Add New Non-Formula                                                                                   Bottom

| Full Name: | Enter "Full Name" here (character limit is 70 for this text field) | ⌄ |

| Full Name: | Enter "Full Name" here (character limit is 70 for this text field) |

| Year Non-Formula Support Item First Funded: | 2018 |
| Year Non-Formula Support Item Established: | 2015 |
| Original Appropriation: | $56,789 |
| Mission: | Enter text here (character limit is 1,500 for this text field). Refer to the Detailed Instructions for guidance on the information required for this field. |
| Major Accomplishments to Date: | Enter text here (character limit is 1,500 for this text field). Refer to the Detailed Instructions for guidance on the information required for this field. |
| Major Accomplishments Expected During the Next 2 Years: | Enter text here (character limit is 1,500 for this text field). Refer to the Detailed Instructions for guidance on the information required for this field. |
| Funding Source Prior to Receiving Non-Formula Support Funding: | Enter text here (character limit is 210 for this text field). Refer to the Detailed Instructions for guidance on the information required for this field. |
| Category: | Select a Category |
| Formula Funding: | Enter text here (character limit is 1,500 for this text field). Refer to the Detailed Instructions for guidance on the information required for this field. |
| Transitional Funding: | Y |
| Non-GR Sources of Funding: | Enter text here (character limit is 1,500 for this text field). Refer to the Detailed Instructions for guidance on the information required for this field. |
| Impact of Not Funding: | Enter text here (character limit is 1,500 for this text field). Refer to the Detailed Instructions for guidance on the information required for this field. |
| Non-Formula Support Needed on Permanent Basis/Discontinued: | Enter text here (character limit is 1,500 for this text field). Refer to the Detailed Instructions for guidance on the information required for this field. |
| Non-Formula Support Associated with Time Frame: | Enter text here (character limit is 1,500 for this text field). Refer to the Detailed Instructions for guidance on the information required for this field. |
| Benchmarks: | Enter text here (character limit is 1,500 for this text field). Refer to the Detailed Instructions for guidance on the information required for this field. |
| Performance Reviews: | Enter text here (character limit is 1,500 for this text field). Refer to the Detailed Instructions for guidance on the information required for this field. |

*Revising A Non-Formula Support Item* – Click in the appropriate fields on the **Higher Education > Non-Formula Support** screen to modify the project details and click **Save**.



*Deleting Non-Formula Support Items* – To delete an item (includes deleting all information in all fields for the selected item), select the item in the **Full Name** drop-down menu, and click **Delete** (as shown in the below example). Click **OK** to confirm the deletion.



## RESOLVING CLOSING EDITS AND WARNINGS

Closing edits and warnings will appear on the **Status** screen when you have failed to enter data or you entered the data incorrectly. All closing edits must be resolved before you can change your LAR **Status** to **COMPLETE**, and refer to the main *ABEST Instructions* for details and guidance on closing edits.

Warnings can also display on the **Status** screen and provide important information about an item in question, but warnings will not prevent you from setting your LAR **Status** to **COMPLETE**. There are LAR ABEST warnings that apply only to institutions. To resolve an institution warning, click a hyperlink displayed in the far-right column for a displayed warning, as shown in the below example. The hyperlink will direct you to the screen location in question, but will not take you to the specific item that could resolve the warning.

The following table can assist you in resolving warnings specific to institutions. Review the identified ABEST schedules that must reconcile to avoid warnings.

| ABEST SCHEDULES THAT MUST RECONCILE FOR INSTITUTIONS OF HIGHER EDUCATION | |
|---|---|
| VERIFY THAT THE FOLLOWING SCHEDULES RECONCILE: | |
| SCHEDULE 1.A. OTHER EDUCATIONAL AND GENERAL INCOME | SCHEDULES 2.A. SUMMARY OF BASE REQUEST BY STRATEGY AND 3.A. STRATEGY REQUEST |
| Transfer of funds for Texas Public Education Grants Program (Tex. Educ. Code Ann. Sec. 56c) and for Emergency Loans (Tex. Educ. Code Ann. Dec. 56d) | Strategy 1.1.6. Texas Public Education Grants |
| Organized Activities | Strategy 1.1.7. Organized Activities |
| Staff Group Insurance | Strategy 1.1.3. Staff Group Insurance Premiums |
| SCHEDULE 1.A. OTHER EDUCATIONAL AND GENERAL INCOME | SCHEDULE 4. COMPUTATION OF OASI |
| O.A.S.I. Applicable to Educational and General Local Funds Payrolls | Other Educational and General Funds (% to Total) |
| SCHEDULE 1.A. OTHER EDUCATIONAL AND GENERAL INCOME | SCHEDULE 5. CALCULATION OF RETIREMENT PROPORTIONALITY AND ORP DIFFERENTIAL |
| Teachers Retirement System and ORP Proportionality for Educational and General Funds | Other Educational and General Proportionality Contribution (Other E&G percentage x Total Employer Contribution to Retirement Programs) |
| SCHEDULE 8: PERSONNEL | SCHEDULE 2.B. SUMMARY OF BASE REQUEST BY METHOD OF FINANCE |
| Part A. Subtotal, Directly Appropriated Funds (FY 2021, 2022, and 2023) | Total Adjusted FTES (FY 2021, 2022, and 2023) |

# GENERATING REPORTS

ABEST can produce several reports based on the LAR data your institution submits. You can generate these reports at any time when your institution's LAR **Status** is set to **INCOMPLETE** or **COMPLETE**. However, *before* printing the final copy of your reports, it is advisable that you complete all your ABEST data entry and change your institution's LAR **Status** to **COMPLETE**.
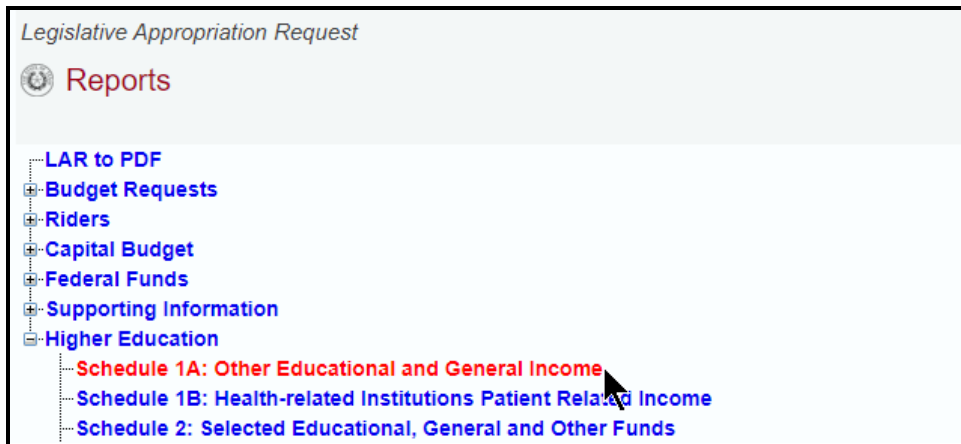
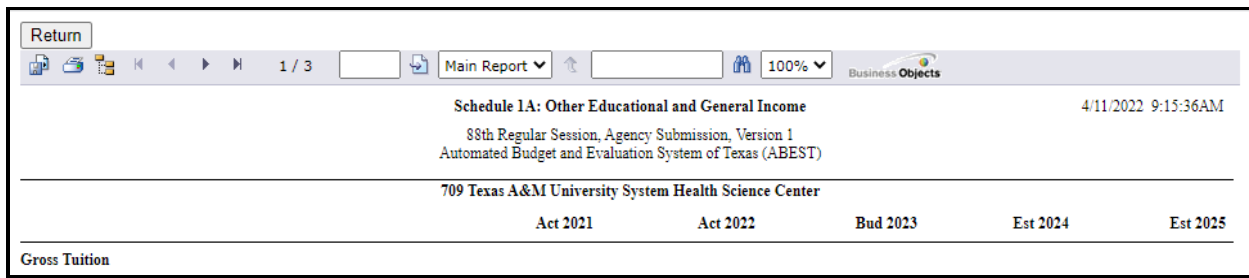To generate a report from ABEST, click the **Reports** menu, as shown below.

ABEST lists the available reports in sections on the **Reports** screen. To generate a report, click the plus sign (+) to the left of the desired section, as shown below.
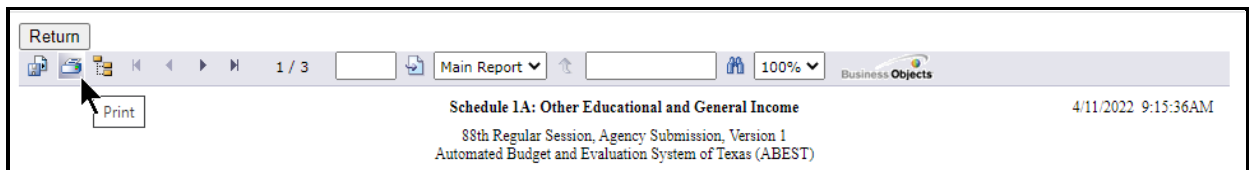
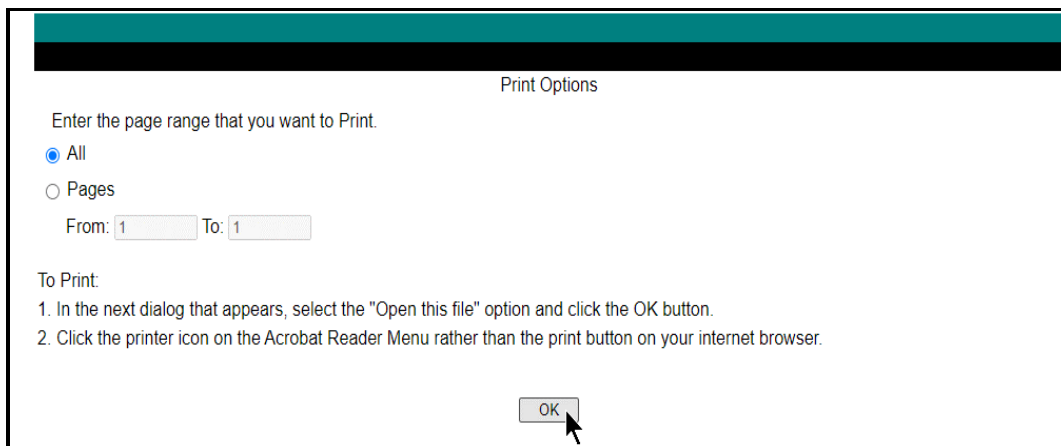Click the desired report, as shown in the below example.



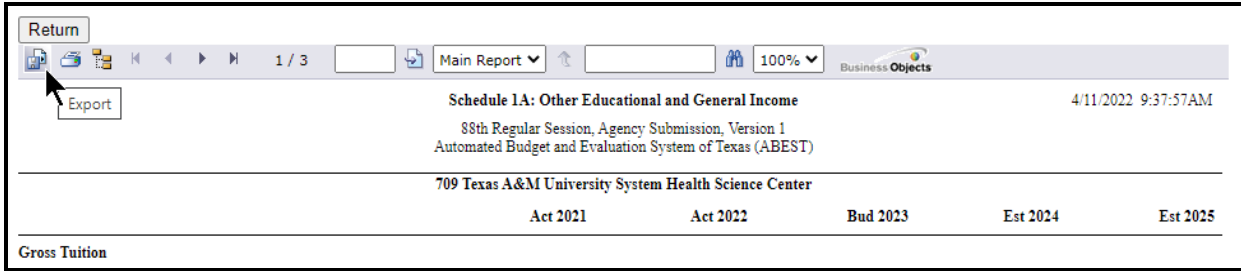The screen view for the selected report will display.



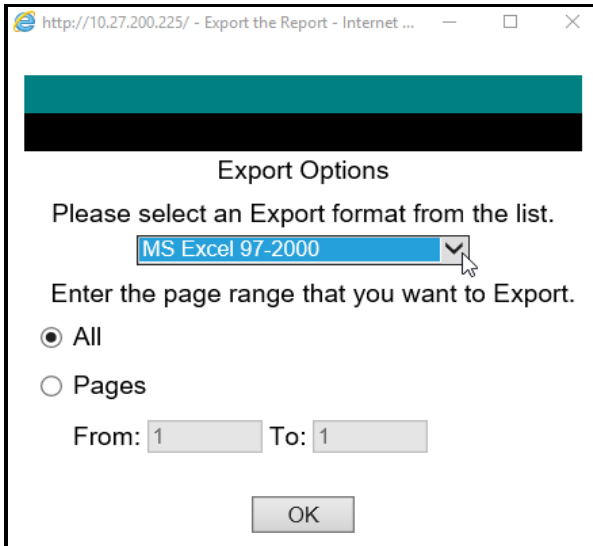To print the selected report, click the **Print icon,** as shown below.



Select your desired **Print Options** andclick **OK**.

To *export* the selected report, click the leftmost **Export icon** immediately below the **Return** button, as shown below. An **Export Options** window will display.



Select the desired export format from the drop-down list (as shown below) and click **OK**.



The downloaded report will be made available for display and/or filing. **Save** your file as needed. Click **Return** (as shown below) to go back to the **Reports** screen.



For detailed instructions on how to create PDFs of these reports to include within your institution's completed LAR, refer to the main *ABEST Instructions* on the LBB website (www.lbb.texas.gov).