



LEGISLATIVE BUDGET BOARD

ABEST Instructions for Legislative Appropriations Request Schedules 1–9 2022–23 Biennium

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

LEGISLATIVE BUDGET BOARD STAFF

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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.

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 *2022–23 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 2022–23 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.state.tx.us), 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*.

IMPORTANT



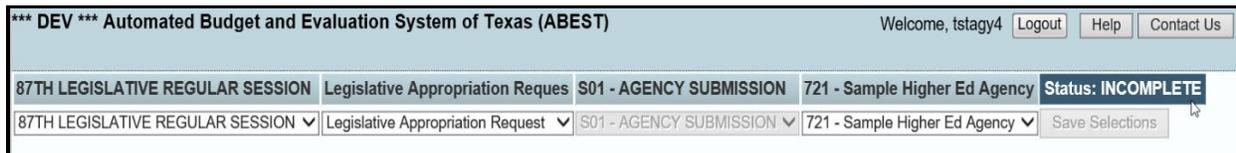
NEW FOR HIGHER EDUCATION -- 3.A.1. Program Level Request Schedule. This new ABEST schedule (for Higher Education only) will pre-populate data from an institution’s 2020-21 State Budget by Program into an Excel spreadsheet. Institutions should adjust the data in the Excel spreadsheet as necessary, which includes the need to update the Legal Authority column. This new report/download function in ABEST is to be used by an institution as its starting point for completing the LAR reporting requirement for **PART 3.A.1. PROGRAM-LEVEL REQUEST** as described in the *Detailed Instructions*. Refer to the **GENERATING REPORTS** section of these ABEST Instructions for details on this new report/download function in ABEST and on how to incorporate a PDF of your institution’s finalized Excel spreadsheet into your institution’s completed LAR.

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 **87TH 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, tstagy4	Logout	Help	Contact Us
87TH LEGISLATIVE REGULAR SESSION	Base Reconciliation	SBR - Base Reconciliation	721 - Sample Higher Ed Agency	Status: COMPLETE			
87TH LEGISLATIVE REGULAR SESSION	Legislative Appropriation Request	S01 - AGENCY SUBMISSION	721 - Sample Higher Ed Agency	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 2019 through 2023. 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.

Supporting Information	
Higher Education	Other E, G & P Income
Reports	Selected Educational, General and Other Funds
LAR to PDF	Group Insurance - ERS

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

IMPORTANT

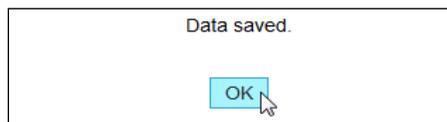


DO NOT enter negative numbers on the grid. ABEST will automatically calculate the totals based on the “Plus” or “Less” label displayed for a given row of data.

Higher Education > Other E, G & P Income Bottom

Row Description	Act 2019	Act 2020	Bud 2021	Est 2022	Est 2023
Gross Resident Tuition	\$65,111,811	\$64,774,369	\$65,000,000	\$65,000,000	\$65,000,000
Gross Non-Resident Tuition	\$107,828,289	\$111,170,329	\$111,000,000	\$111,000,000	\$111,000,000
Gross Tuition:	\$172,940,100	\$175,944,698	\$176,000,000	\$176,000,000	\$176,000,000
Less: Resident Waivers and Exemptions (excludes Hazlewood)	\$752,319	\$615,294	\$750,000	\$752,000	\$752,000
Less: Non-Resident Waivers and Exemptions	\$49,792,653	\$51,040,573	\$51,010,000	\$51,100,000	\$51,100,000
Less: Hazlewood Exemptions	\$1,795,745	\$1,739,500	\$1,740,000	\$1,750,000	\$1,750,000
Less: Board Authorized Tuition Increases (TX. Educ. Code Ann. Sec. 54.008)	\$19,474,406	\$19,447,581	\$19,410,000	\$19,400,000	\$19,400,000
Less: Tuition increases charged to doctoral students with hours in excess of 100 (TX. Educ. Code Ann. Sec. 54.012)	\$0	\$0	\$0	\$0	\$0
Less: Tuition increases charged to undergraduate students with excessive hours above degree requirements. (TX. Educ. Code Ann. Sec. 61.0595)	\$0	\$0	\$0	\$0	\$0
Less: Tuition rebates for certain undergraduates (TX. Educ. Code Ann. Sec. 54.0065)	\$685,000	\$777,000	\$723,499	\$800,000	\$800,000
Plus: Tuition waived for Students 55 Years or Older (TX. Educ. Code Ann. Sec. 54.013)	\$0	\$0	\$0	\$0	\$0

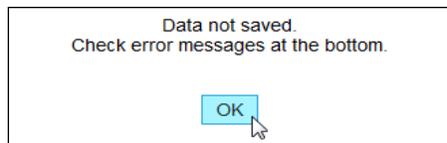
Click **OK** to confirm, as shown below.



IMPORTANT



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 (see 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.

Interest on General Funds						
Local Funds in State Treasury	\$0	\$0	\$0	\$0	\$0	\$0
Funds in Local Depositories, e.g., local amounts	\$0	\$0	\$0	\$0	\$0	\$0
Other Income (Itemize)	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal, Other Income:	\$0	\$0	\$0	\$0	\$0	\$0

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.

Legislative Appropriation Request

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

Schedule Row Name: Other Income (Itemize) [Bottom](#) [Return](#)

Items	Act 2019	Act 2020	Bud 2021	Est 2022	Est 2023
Enter data below.					
Enter data here, and character limit is 210 for this field.	50129	51663	79900	79900	79900
Itemized Totals:	\$0	\$0	\$0	\$0	\$0

[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.

Legislative Appropriation Request

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

Schedule Row Name: Less: Other Authorized Deduction [Bottom](#) [Return](#)

Items	Act 2019	Act 2020	Bud 2021	Est 2022	Est 2023
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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	\$1,425,638	\$2,155,036	\$2,576,005	\$2,576,005	\$2,576,005	
Funds in Local Depositories, e.g., local amounts	\$4,314,369	\$4,391,777	\$5,375,833	\$5,375,833	\$5,375,833	
Other Income (Itemize)	\$50,129	\$51,663	\$79,900	\$79,900	\$79,900	
Subtotal, Other Income:	\$5,790,136	\$6,598,476	\$8,031,738	\$8,031,738	\$8,031,738	
Subtotal, Other Educational and General Income:	\$93,334,747	\$95,869,728	\$97,526,239	\$97,293,738	\$97,293,738	

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 2019	Act 2020	Bud 2021	Est 2022	Est 2023
Gross Resident Tuition	\$65,111,811	\$64,774,369	\$65,000,000	\$65,000,000	\$65,000,000
Gross Non-Resident Tuition	\$107,828,289	\$111,170,329	\$111,000,000	\$113,000,000	\$113,000,000
Gross Tuition:	\$172,940,100	\$175,944,698	\$176,000,000	\$176,000,000	\$176,000,000

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 below. Click **OK** in the confirmation window.

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

Schedule Row Name: Other Income (Itemize)

[Bottom](#) [Return](#)

Seq	Items	Act 2019	Act 2020	Bud 2021	Est 2022	Est 2023
x 1	Enter data here, and character limit is 210 for this field.			\$79,900	\$79,900	\$79,900
x 2	Out-of-state online courses.			\$44,000	\$49,000	\$49,000
Itemized Totals:		\$72,462	\$85,107	\$123,900	\$128,900	\$128,900

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 2020 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, just as you did earlier under the [Other E, G & P Income](#) section of these instructions.

Higher Education > Health-related Institution Patient Income Bottom

Row Description	Act 2019	Act 2020	Bud 2021	Est 2022	Est 2023
Medical Patient Income	\$0	\$0	\$0	\$0	\$0
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
Less: Staff Group Insurance Premiums Applicable to Other Funds	\$0	\$0	\$0	\$0	\$0
Total, Health-related Institutions Patient Related Income:	\$0	\$0	\$0	\$0	\$0
Health-related Institutions Patient-Related FTEs	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.

Higher Education > Selected Educational, General and Other Funds Bottom

Row Description	Act 2019	Act 2020	Bud 2021	Est 2022	Est 2023
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).

Higher Education	Group Insurance - UT/A&M
Reports	Group Insurance - Supplemental
LAR to PDF	Computation of OASI

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.

Legislative Appropriation Request

Higher Education > Group Insurance - UT/A&M

[Bottom](#)

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.

Actives – Scroll down to the **Actives** grid to enter detail for active employees. As shown below, 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

[Bottom](#)

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
5a Eligible, Opt Out	10	0	0	0	2

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.

6a Eligible, Not Enrolled	18	12	6	18	7
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 Eligible, 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 below. 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 Eligible, 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

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.)



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
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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.

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.

Enrollment:				
Full Time Enrollment				
	Row Description	Total I & A Enrollment	Local Non I & A	Total 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 Eligible, 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 2019–23. 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** (shown below). Click **OK** to confirm. 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 Based on Comptroller Accounting Policy Statement #011, Exhibit 2	2019	2020	2021	2022	2023
	Grand Total, OASI (100%)	\$17,960,411	\$18,642,787	\$19,388,498	\$20,164,038	\$20,164,038
General Revenue						
	General Revenue (% to Total)	75.4382	75.4074	75.4074	75.4074	75.4074
	Allocation of Total OASI	\$13,549,011	\$14,058,041	\$14,620,362	\$15,205,177	\$15,205,177
Other Educational and General Funds						
	Other Educational and General Funds (% to Total)	24.5618	24.5926	24.5926	24.5926	24.5926
	Allocation of Total OASI	\$4,411,400	\$4,584,746	\$4,768,136	\$4,958,861	\$4,958,861
Health-Related Institutions Patient Income						
	Health-Related Institutions Patient Income (% to Total)	0.0000	0.0000	0.0000	0.0000	0.0000
	Allocation of Total OASI	\$0	\$0	\$0	\$0	\$0
						<input type="button" value="Save"/> <input type="button" value="Cancel"/> Top

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 (as shown below). Edit the values so that they equal 100%, and click **Save**.

Legislative Appropriation Request

Higher Education > Computation of OASI Bottom

Proportional Percentage Based on Comptroller Accounting Policy Statement #011, Exhibit 2	2019	2020	2021	2022	2023
Grand Total, OASI (100%)	\$17,960,411	\$18,642,787	\$19,388,498	\$20,164,038	\$20,164,038
General Revenue					
General Revenue (% to Total)			75.4074	75.4074	75.4073
Allocation of Total OASI			\$14,620,362	\$15,205,177	\$15,205,177
Other Educational and General Funds					
Other Educational and General Funds (% to Total)			24.5926	24.5926	24.5926
Allocation of Total OASI			\$4,768,136	\$4,958,861	\$4,958,861
Health-Related Institutions Patient Income					
Health-Related Institutions Patient Income (% to Total)	0.0000	0.0000	0.0000	0.0000	0.0000
Allocation of Total OASI	\$0	\$0	\$0	\$0	\$0

Lines of (% to Total) , Column 6 : The sum of percent data should be 100.

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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 2019 through 2023. 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.

Higher Education	Calculation of Retirement Proportionality and ORP Differential
Reports	Capital Funding (PUF & HEF)
LAR to PDF	Personnel

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 graphic). 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 2019	Act 2020	Bud 2021	Est 2022	Est 2023
Gross Educational and General Payroll - Subject To TRS Retirement	\$85,176,099	\$92,663,301	\$96,369,833	\$100,224,627	\$100,224,627
Employer Contribution to TRS Retirement Programs	\$5,791,975	\$6,301,104	\$6,553,149	\$6,815,275	\$6,815,275
Gross Educational and General Payroll - Subject To ORP Retirement	\$175,849,999	\$179,003,386	\$186,431,365	\$194,167,579	\$194,167,579
Employer Contribution to ORP Retirement Programs	\$11,606,100	\$11,814,223	\$12,304,470	\$12,815,060	\$12,815,060
Proportionality Percentage					
General Revenue	75.4382	75.4074	75.4074	75.4074	75.4074
Other Educational and General Income	24.5618	24.5926	24.5926	24.5926	24.5926
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	\$4,273,280	\$4,455,030	\$4,637,579	\$4,827,610	\$4,827,610
HRI Patient Income Percentage x Total Employer Contribution to Retirement Programs	\$0	\$0	\$0	\$0	\$0
Differential					
Differential Percentage	1.9000	1.9000	1.9000	1.9000	1.9000
Gross Payroll Subject to Differential - Optional Retirement Program	\$67,830,769	\$72,502,504	\$72,502,504	\$72,502,504	\$72,502,504
Total Differential:	\$1,288,785	\$1,377,548	\$1,377,548	\$1,377,548	\$1,377,548

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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 Tuition Revenue Bonds (TRB) 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	Tuition Revenue Bond - Projects

On the **Higher Education > Capital Funding (PUF & HEF)** screen (shown in the following graphic), enter the amounts for each item and fiscal years 2019 through 2023, 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
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
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	Tuition Revenue Bond - Projects
LAR to PDF	Tuition Revenue Bond - Issuance History Schedule

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 below). 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.

Legislative Appropriation Request

Higher Education > Personnel

[Bottom](#)

PART A FTE Positions - Directly Appropriated:

Description	Act 2019	Act 2020	Bud 2021	Est 2022	Est 2023
GF - E & G Faculty Employees	1,803.5	1,836.5	1,836.5	1,836.5	1,836.5
GN - E & G Non-Faculty Employees					
Directly Approp. Funds, Employee FTE Totals:	1,803.5	1,836.5	1,836.5	1,836.5	1,836.5

PART A FTE Positions - Other Appropriated Funds:

Description	Act 2019	Act 2020	Bud 2021	Est 2022	Est 2023
OA1 - AUF	1,520	1,762.7	1,762.8	1,762.8	1,762.8
OA5 - Other Transfer from THECB	6.1	7.3	7.3	7.3	7.3
OA2 - HEF					
OA3 - Texas Research Incentive Program					
OA4 - GME Expansion	1,526.1	1,770	1,770.1	1,770.1	1,770.1
OA6 - Other (Itemize)					
All Appropriated Funds, FTE Totals:	3,329.6	3,606.5	3,606.6	3,606.6	3,606.6

PART A FTE Positions - Non Appropriated Funds:

Description	Act 2019	Act 2020	Bud 2021	Est 2022	Est 2023
CE - Contract Employees	3.4	5.6	4	6.2	12.7
OF - Non Appropriated Funds Employees					
Non Approp. Funds, FTE Totals:	3.4	5.6	4	6.2	12.7
All FTE Funds, Grand Totals:	3,333	3,612.1	3,610.6	3,612.8	3,619.3

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 below). See the next section of these instructions labeled **Adding Itemized FTEs** for data entry guidance for **OA6 - Other (Itemize)** description items.

PART A FTE Positions - Other Appropriated Funds:

Description	Act 2019	Act 2020	Bud 2021	Est 2022	Est 2023
OA1 - AUF	1,520	1,762.7	1,762.8	1,762.8	1,762.8
OA5 - Other Transfer from THECB	6.1	7.3	7.3	7.3	7.3
OA6 - Other (Itemize)	0	0	0	0	0
OA2 - HEF					

IMPORTANT



The “**OA5 - Other Transfer from THECB**” description from the grid’s drop-down menu (see above graphic as an 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 graphic) which will direct you to the **Personnel Itemize** submenu.

PART A FTE Positions - Other Appropriated Funds:						
	Description	Act 2019	Act 2020	Bud 2021	Est 2022	Est 2023
✘	OA1 - AUF	1,520	1,762.7	1,762.8	1,762.8	1,762.8
✘	OA5 - Other Transfer from THECB	6.1	7.3	7.3	7.3	7.3
✘	OA6 - Other (Itemize)	0	0	0	0	0
	OA2 - HEF					

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 (as shown below) and click **Save**. Click **OK** to confirm.

Higher Education > Personnel Itemize						
Personnel Type: OA6, Other (Itemize)						
PART A FTE Positions Itemized - Other Appropriated:						
Seq	Item Description	Act 2019	Act 2020	Bud 2021	Est 2022	Est 2023
	<i>Description (35 character limit)...</i>	0	50	50	50	50
Itemized FTE Totals:		0	0	0	0	0

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						
PART A FTE Positions - Directly Appropriated:						
PART A FTE Positions - Other Appropriated Funds:						
	Description	Act 2019	Act 2020	Bud 2021	Est 2022	Est 2023
✘	OA1 - AUF	1,520	1,762.7	1,762.8	1,762.8	1,762.8
✘	OA5 - Other Transfer from THECB	6.1	7.3	7.3	7.3	7.3
✘	OA6 - Other (Itemize)	0	50	50	50	50
	OA2 - HEF					
Other Approp. Funds, Employee FTE Totals:		1,526.1	1,820	1,820.1	1,820.1	1,820.1
All Appropriated Funds, FTE Totals:		3,329.6	3,656.5	3,656.6	3,656.6	3,656.6

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



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.

PART A FTE Positions - Other Appropriated Funds:				Bud 2021	Est 2022	Est 2023
	Description					
✖	OA1 - AUF		2.7	1,762.8	1,762.8	1,762.8
✖	OA5 - Other Transfer from THECB		7.3	7.3	7.3	7.3
✖	OA6 - Other (Itemize)		50	50	50	50
	OA2 - HEF					
Other Approp. Funds, Employee FTE Totals:			1,820.1	1,820.1	1,820.1	1,820.1

TUITION REVENUE BOND - PROJECTS

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

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

Higher Education	Tuition Revenue Bond - Projects
Reports	Tuition Revenue Bond - Issuance History Schedule
LAR to PDF	Non-Formula Support

Adding A Project – On the **Higher Education > Tuition Revenue Bond - Projects** screen (shown below), 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.

Legislative Appropriation Request

Higher Education > Tuition Revenue Bond - Projects

[Bottom](#)

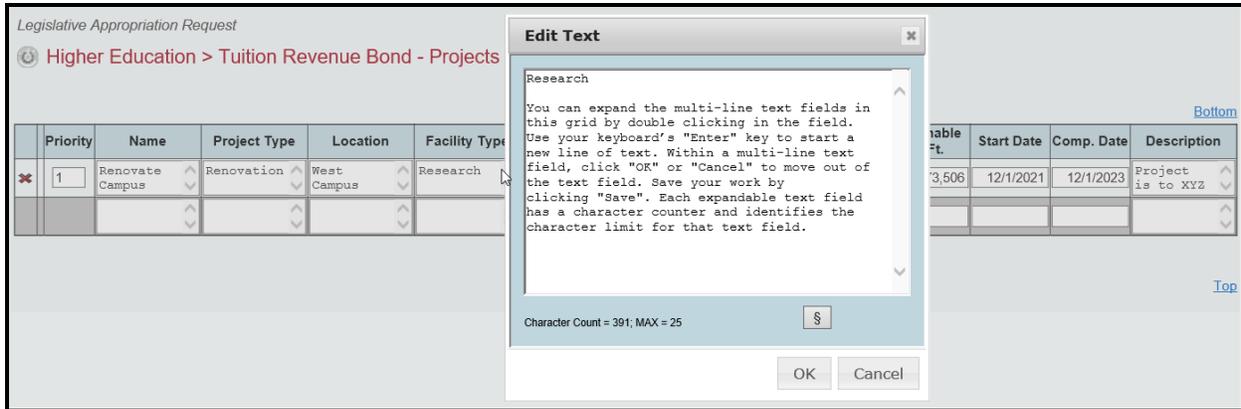
Priority	Name	Project Type	Location	Facility Type	Bond Request	Project Cost	Cost Per Sq.Ft.	Gross Sq.Ft	Assignable Sq.Ft.	Start Date	Comp. Date	Description
Enter data below.												
	Renovate Campus	Renovation	West Campus	Research	\$20,000,000	\$100,000,000	\$304	740,236	273,506	12/01/2021	12/01/2023	Project is to XYZ

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TIP



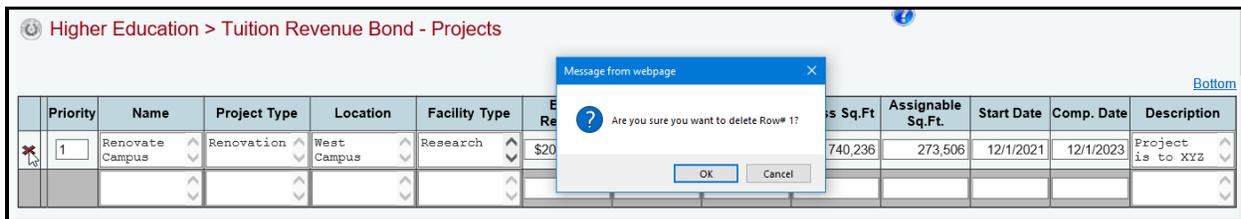
You can expand the multi-line text fields in the grid shown above by double clicking in the field. Use your keyboard's **Enter** key to start a new line of text. Within a multi-line text field, click **OK** or **Cancel** to move out of the text field. Save your work by clicking **Save**. Each expandable 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 graphic.



Repeat the previous steps to add additional projects.

Revising Projects – Click in the appropriate fields on the **Higher Education > Tuition 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.

	Priority	Name	Project Type	Location	Facility Type	Bond Request	Project Cost	Cost Per Sq.Ft.	Gross Sq.Ft.	Assignable Sq.Ft.	Start Date	Comp. Date	Description
x ↓	1	Renovate Campus	Renovation	West Campus	Research	\$20,000,000	\$100,000,000	\$304	740,236	273,506	12/1/2021	12/1/2023	Project is to XYZ
x ↑	2	Project #2	Construction (New)	North Campus	Academic	\$44,000,000	\$233,000,000	\$375	888,888	850,000	12/31/2021	12/31/2024	Project is to ABC

TUITION REVENUE BOND - ISSUANCE HISTORY SCHEDULE

Each issuing entity that is responsible for the issuance of tuition revenue bond projects should enter data on the **Higher Education** menu and the **Tuition 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 tuition revenue bond projects in the past. Refer to the *Detailed Instructions* for additional guidance as needed.

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

Higher Education	Tuition Revenue Bond - Projects
Reports	Tuition Revenue Bond - Issuance History Schedule
LAR to PDF	Non-Formula Support

AUTHORIZATION DETAIL

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

Legislative Appropriation Request

Higher Education > Tuition Revenue Bond - Issuance History Schedule

Bottom

	Row #	Authorization Year	Authorization Amount
✘	1	2006	\$25,000,000
✘	2	2017	\$18,000,000

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

IMPORTANT

 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.

Higher Education > Tuition Revenue Bond - Issuance History Schedule

Bottom

	Row #	Authorization Year	Authc
✘	1	2006	
✘	2	2017	

Message from webpage

 Are you sure you want to delete Row# 2?

OK Cancel

ACTUAL AND PROPOSED DETAIL

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

Higher Education > Tuition Revenue Bond - Issuance History Schedule [Bottom](#)

	Row #	Authorization Year	Authorization Amount
 	1	2006	\$25,000,000
 	2	2017	\$18,000,000

On the **Higher Education > Tuition 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.

Higher Education > Tuition Revenue Bond - Issuance History Schedule Detail [Bottom](#)

Authorization Date: 2017

Authorized:

Authorization Year	Authorization Amount
2017	\$18,000,000

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.

Higher Education > Tuition Revenue Bond - Issuance History Schedule Detail [Bottom](#)

Authorization Date: 2017

Authorized:

Authorization Year	Authorization Amount
2017	\$18,000,000

Actual:

Row #	Issuance Date	Issuance Amount
	1	12/8/2017
		\$10,000,000
Subtotal:		\$10,000,000
Outstanding Balance:		\$8,000,000

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. 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.

Proposed:

Row #	Proposed Issuance Date for Outstanding Authorization	Proposed Issuance Amount for Outstanding Authorization
✘ 1	10/1/2020	\$8,000,000
	Subtotal:	\$8,000,000

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). Edit the values so that they do not exceed the **Authorized Amount**, and click **Save**.

Authorized:

Authorization Year	Authorization Amount
2017	\$18,000,000

Actual:

Row #	Issuance Date	Issuance Amount
✘ 1	12/8/2017	\$10,000,000
	Subtotal:	\$10,000,000

Outstanding Balance:	\$8,000,000
-----------------------------	--------------------

Proposed:

Row #	Proposed Issuance Date for Outstanding Authorization	Proposed Issuance Amount for Outstanding Authorization
<i>Enter data below.</i>		
	10/1/2020	\$8,555,555
	Subtotal:	\$0

Issuance amount total has exceeded authorized amount by \$555,555

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

A screenshot of a web form. At the top, there is a label 'Authorization Date:' followed by a dropdown menu. The dropdown menu is open, showing two options: '2006' and '2017'. Below the dropdown menu is a text input field with the label 'Authorized:'. The entire form is enclosed in a rectangular border.

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.

A screenshot of a navigation menu. It consists of three rows of buttons. The first row has 'Higher Education' and 'Tuition Revenue Bond - Projects'. The second row has 'Reports' and 'Tuition Revenue Bond - Issuance History Schedule'. The third row has 'LAR to PDF' and 'Non-Formula Support'. The 'Non-Formula Support' button has a mouse cursor over it.

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

A screenshot of a web page titled 'Legislative Appropriation Request'. The breadcrumb trail is 'Higher Education > Non-Formula Support'. Below the breadcrumb trail is a blue hyperlink 'Add New Non-Formula' with a mouse cursor over it. There is also a 'Bottom' link on the right side of the page.

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.

A screenshot of a data entry form. At the top, it says 'Legislative Appropriation Request' and 'Higher Education > Non-Formula Support'. Below this is a blue link 'Add New Non-Formula' and a 'Bottom' link. The form contains two 'Full Name:' labels, each followed by a text input field. The input fields contain the placeholder text 'Enter "Full Name" here (character limit is 70 for this text field)'. The second input field has a scroll bar on its right side.

Year Non-Formula Support Item First Funded:	<input type="text" value="2018"/>
Year Non-Formula Support Item Established:	<input type="text" value="2015"/>
Original Appropriation:	<input type="text" value="\$56,789"/>
Mission:	<input type="text" value="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:	<input type="text" value="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:	<input type="text" value="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:	<input type="text" value="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:	<input type="text" value="Select a Category"/>
Formula Funding:	<input type="text" value="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:	<input type="text" value="Y"/>
Non-GR Sources of Funding:	<input type="text" value="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:	<input type="text" value="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:	<input type="text" value="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:	<input type="text" value="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:	<input type="text" value="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:	<input type="text" value="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**. Click **OK** in the confirmation window to confirm.

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 below). Click **OK** to confirm.

Full Name:	<input type="text" value="Non-Formula Support Item #3"/>
Full Name:	<input type="text" value="Non-Formula Support Item #3"/>
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

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 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 below. 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 screenshot shows the 'Legislative Appropriation Request' status screen. At the top, there is a 'Status' section with radio buttons for LOCKED, EMPTY, INCOMPLETE (selected), RESTRICTED, BILL PRINT, and COMPLETE. Below this is a 'Warning' section titled 'Higher Ed Schedules out of balance'. A table follows with columns for Title, Description, Type, Amount1, Amount2, Amount3, Amount4, Amount5, and a final column containing hyperlinks: 'Other Income', 'Rider > Amounts', and 'Strategy > Budgeting'.

Title	Description	Type	Amount1	Amount2	Amount3	Amount4	Amount5	
Staff Group Insurance	OINC - Staff Group Insurance - MUST MATCH STRATEGY - Staff Group Insurance Premiums	OINC	\$0	(\$11,035,058)	\$0	(\$12,224,085)	(\$1)	Other Income Rider > Amounts Strategy > Budgeting

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)

ABEST SCHEDULES THAT MUST RECONCILE FOR INSTITUTIONS OF HIGHER EDUCATION	
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 2019, 2020, and 2021)	Total Adjusted FTES (FY 2019, 2020, and 2021)

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**.

IMPORTANT



NEW FOR HIGHER EDUCATION -- 3.A.1. Program Level Request Schedule. This new ABEST schedule (for Higher Education only) will pre-populate data from an institution’s 2020-21 State Budget by Program into an Excel spreadsheet. Institutions should adjust the data in the Excel spreadsheet as necessary, which includes the need to update the Legal Authority column. This new report/download function in ABEST is to be used by an institution as its starting point for completing the LAR reporting requirement for **PART 3.A.1. PROGRAM-LEVEL REQUEST** as described in the *Detailed Instructions*. The below ABEST steps will explain how to incorporate a PDF of your institution’s finalized Excel spreadsheet into your institution’s completed LAR.

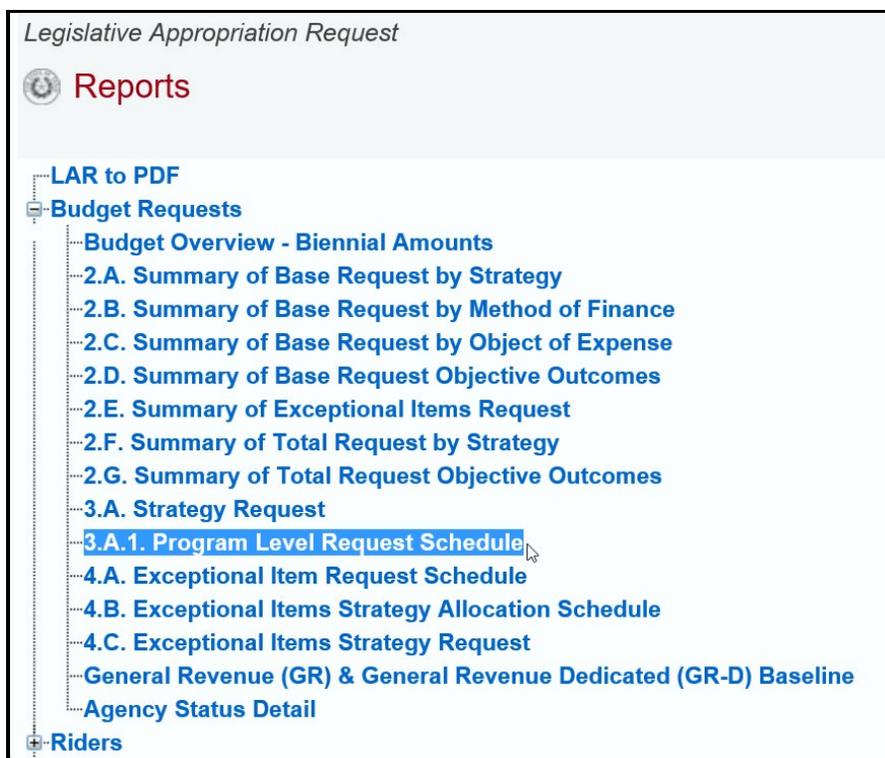
To generate a **3.A.1. Program Level Request Schedule** from ABEST, click the **Reports** menu, as shown below.



ABEST lists the available reports in sections on the **Reports** screen. To generate a **3.A.1. Program Level-Request Schedule**, click the plus sign (+) to the left of the **Budget Requests** section, as shown below.



Click **3.A.1. Program Level Request Schedule**, as shown below.



The screen view for the **3.A.1. Program Level Request Schedule** will display. As shown in the following example, there may be text overlap on the screen view for the columns titled **Goal Name**, **Strategy Name**, or **Program Name**. Any text overlap displayed on the screen view will not occur when the schedule is exported into an Excel spreadsheet. As previously noted, the purpose of this new schedule is for ABEST to pre-populate data from an institution’s 2020-21

State Budget by Program into an Excel spreadsheet that is to be used by an institution as its starting point for completing the LAR reporting requirement for **PART 3.A.1. PROGRAM-LEVEL REQUEST** as described in the *Detailed Instructions*.

Goal Name	Strategy	Strategy Name	Program	Program Name	20-21 Base	Requested 2022	Requested 2023	Biennial Total 22-23	Biennial Difference \$	%
1 Provide Instructional and Operations Support	1	Operations Support	Operations Support	Operations Support	\$600,059,711	\$0	\$0	\$0	\$(600,059,711)	-100.0
1 Provide Instructional and Operations Support	2	Teaching Experience Supplement	Teaching Experience Supplement	Teaching Experience Supplement	\$8,868,658	\$0	\$0	\$0	\$(8,868,658)	-100.0
1 Provide Instructional and Operations Support	3	Staff Group Insurance Premiums	Staff Group Insurance Premiums	Staff Group Insurance Premiums	\$24,210,001	\$12,836,094	\$13,477,899	\$26,313,993	\$2,103,992	8.7
1 Provide Instructional and Operations Support	4	Workers' Compensation Insurance	Workers' Compensation Insurance	Workers' Compensation Insurance	\$1,082,142	\$619,142	\$619,142	\$1,238,284	\$156,142	14.4
1 Provide Instructional and Operations Support	5	Unemployment Compensation Insurance	Unemployment Compensation Insurance	Unemployment Compensation Insurance	\$515,000	\$31,772	\$31,772	\$63,544	\$(451,456)	-87.7
1 Provide Instructional and Operations Support	6	Texas Public Education Grants	Texas Public Education Grants	Texas Public Education Grants	\$25,168,647	\$12,537,051	\$12,537,051	\$25,074,102	\$(94,545)	-0.4
2 Provide Infrastructure Support	2.1	Educational and General Space Support	Educational and General Space Support	Educational and General Space Support	\$1,069,650	\$0	\$0	\$0	\$(1,069,650)	-100.0
2 Provide Infrastructure Support	2.1.1	Tuition Revenue Bond Retirement	Tuition Revenue Bond Retirement	Tuition Revenue Bond Retirement	\$39,352,700	\$28,394,794	\$28,392,456	\$56,787,250	\$17,434,550	44.3
3 Provide Non-formula Support	3.1	Readiness	Readiness	Readiness	\$16,036,320	\$7,984,276	\$7,984,276	\$15,968,552	\$(67,768)	-0.4
3 Provide Non-formula Support	3.1.3	Texas Natural Science Center	Texas Natural Science Center	Texas Natural Science Center	\$163,981	\$75,555	\$75,554	\$151,109	\$(12,872)	-7.8
3 Provide Non-formula Support	3.1.4	Garner Museum	Garner Museum	Garner Museum	\$253,399	\$117,161	\$117,160	\$234,321	\$(19,078)	-7.5
3 Provide Non-formula Support	3.2	Marine Science Institute - Port Aransas	Marine Science Institute - Port Aransas	Marine Science Institute - Port Aransas	\$9,254,398	\$3,928,977	\$3,928,977	\$7,857,954	\$(1,396,444)	-15.1
3 Provide Non-formula Support	3.2.1	Institute for Geophysics	Institute for Geophysics	Institute for Geophysics	\$3,052,878	\$786,070	\$786,070	\$1,572,140	\$(1,480,738)	-48.5
3 Provide Non-formula Support	3.2.3	Bureau of Economic Geology	Bureau of Economic Geology	Bureau of Economic Geology	\$7,038,601	\$3,753,537	\$3,753,537	\$7,507,074	\$468,473	6.7
3 Provide Non-formula Support	3.2.4	Bureau of Business Research	Bureau of Business Research	Bureau of Business Research	\$552,949	\$121,059	\$121,059	\$242,118	\$(310,831)	-56.2
3 Provide Non-formula Support	3.2.5	McDonald Observatory	McDonald Observatory	McDonald Observatory	\$8,511,321	\$3,765,190	\$3,765,190	\$7,530,380	\$(980,941)	-11.5
3 Provide Non-formula Support	3.2.6	Center for Advanced Studies in Astronomy - Project STARR	Center for Advanced Studies in Astronomy - Project STARR	Center for Advanced Studies in Astronomy - Project STARR	\$17,855	\$432,006	\$432,006	\$864,012	\$(2,323,843)	-72.9
3 Provide Non-formula Support	3.2.7	Bureau of Economic Geology: Project STARR	Bureau of Economic Geology: Project STARR	Bureau of Economic Geology: Project STARR	\$8,739,945	\$4,950,000	\$4,950,000	\$9,900,000	\$160,055	1.6
3 Provide Non-formula Support	3.3.2	Irma Rangel Public Policy Institute	Irma Rangel Public Policy Institute	Irma Rangel Public Policy Institute	\$228,990	\$100,089	\$100,089	\$200,178	\$(28,812)	-12.6

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

Export Options

Please select an Export format from the list.

Formats:

Enter the page range that you want to Export.

All

Pages

From: To:

OK

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

Export Options

Please select an Export format from the list.

MS Excel 97-2000

Enter the page range that you want to Export.

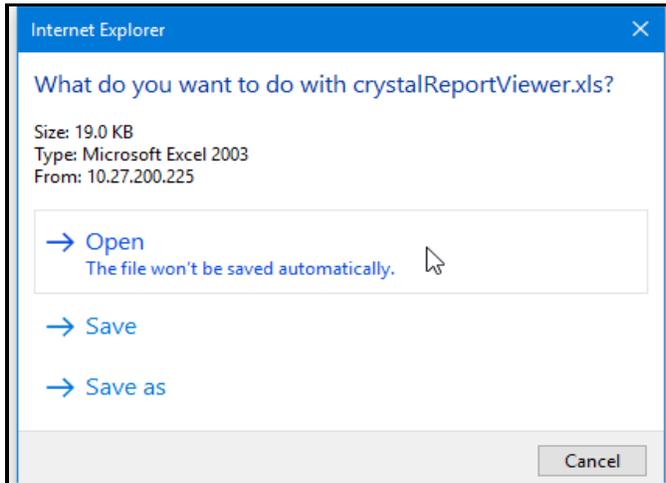
All

Pages

From: To:

OK

You will be given the option to “Open” or “Save” the downloaded **3.A.1. Program Level Request Schedule** Excel spreadsheet. Click **Open** (as shown below).

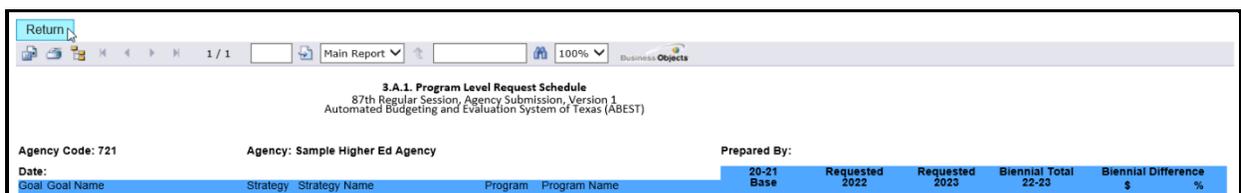


The downloaded Excel spreadsheet will display (see below example). **Save** your file.

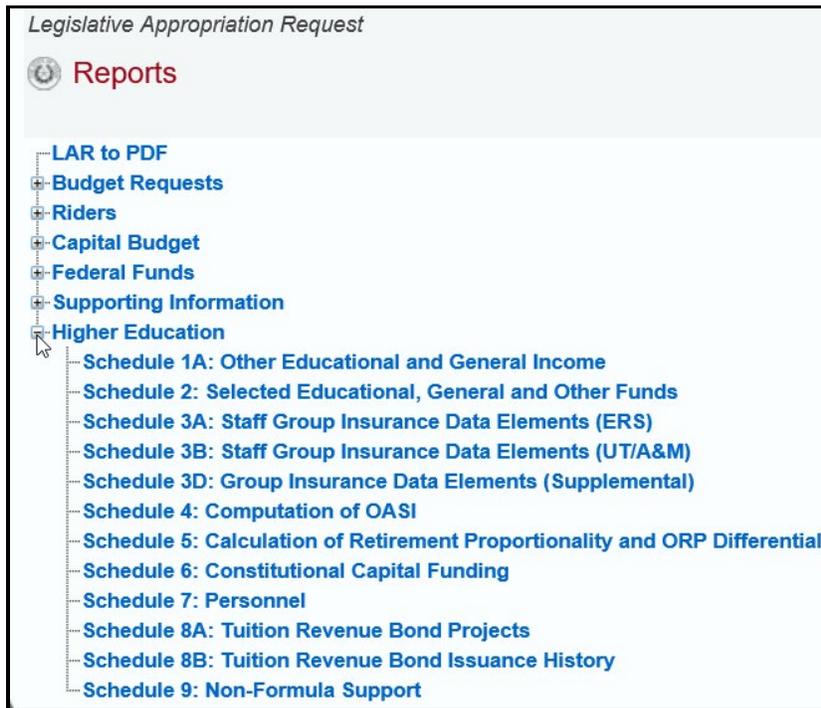
3.A.1. Program Level Request Schedule											
87th Regular Session, Agency Submission, Version 1											
Automated Budgeting and Evaluation System of Texas (ABEST)											
Agency Code: 721			Agency: Sample Higher Ed Agency			Prepared By:					
Date:						20-21 Base	Requested 2022	Requested 2023	Biennial Total 22-23	Biennial Difference \$	%
Goal	Goal Name	Strategy	Strategy Name	Program	Program Name						
1	Provide Instructional and Operations Support	1.1.1	Operations Support		Operations Support	\$600,059,711	\$0	\$0	\$0	\$(600,059,711)	-100.0
1	Provide Instructional and Operations Support	1.1.2	Teaching Experience Supplement		Teaching Experience Supplement	\$8,868,658	\$0	\$0	\$0	\$(8,868,658)	-100.0
1	Provide Instructional and Operations Support	1.1.3	Staff Group Insurance Premiums		Staff Group Insurance Premiums	\$24,210,001	\$12,836,094	\$13,477,899	\$26,313,993	\$2,103,992	8.7
1	Provide Instructional and Operations Support	1.1.4	Workers' Compensation Insurance		Workers' Compensation Insurance	\$1,082,142	\$619,142	\$619,142	\$1,238,284	\$156,142	14.4
1	Provide Instructional and Operations Support	1.1.5	Unemployment Compensation Insurance		Unemployment Compensation Insurance	\$515,000	\$31,772	\$31,772	\$63,544	\$(451,456)	-87.7
1	Provide Instructional and Operations Support	1.1.6	Texas Public Education Grants		Texas Public Education Grants	\$25,168,647	\$12,537,051	\$12,537,051	\$25,074,102	\$(94,545)	-0.4
2	Provide Infrastructure Support	2.1.1	Educational and General Space Support		Educational and General Space Support	\$1,069,650	\$0	\$0	\$0	\$(1,069,650)	-100.0
2	Provide Infrastructure Support	2.1.2	Tuition Revenue Bond Retirement		Tuition Revenue Bond Retirement	\$39,352,700	\$28,394,794	\$28,392,456	\$56,787,250	\$17,434,550	44.3

Institutions should adjust the Excel spreadsheet data as necessary before submitting it as fulfillment of the LAR reporting requirement for PART 3.A.1. PROGRAM-LEVEL REQUEST as described in the *Detailed Instructions*, which includes the need to update the Legal Authority column. For additional instructions on how to create a PDF of your institution’s **3.A.1. Program Level Request Schedule** Excel spreadsheet to include within your institution’s completed LAR, refer to the main *ABEST Instructions* on the LBB website (www.lbb.state.tx.us).

Click **Return** (as shown below) to go back to the **Reports** screen.



The remaining reports that relate only to Higher Education can be found by clicking the plus sign (+) to the left of the **Higher Education** section, as shown below.



View and print the reports just as you did for your institution’s LAR budget requests, capital budget, Federal Funds, supporting information, etc. For detailed instructions on printing reports and 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.state.tx.us).