# Instructions on Reporting Special Items for Higher Education

Legislative Budget Board
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# Instructions for Reporting on Special Items

General academic and health-related institutions of higher education report on special items in ABEST as follows:

1. Log into ABEST.
2. Check that the status bar at the bottom of the screen has your agency code, Session 81R, Stage S60, Version 1.
3. You do not need to change your status. It has already been set to **Incomplete**.
4. Click the **Higher Ed** tab and **Special Items** submenu.
5. Review the special items listed. All strategies listed in the General Appropriations Act, 81st Legislature, under the goal Special Item Support must have a special item listed here that is tied to that strategy.
   a. Determine if any special items need to be deleted. Click **Del** to delete those that are unfunded.
   b. Check that each special item shows the correct strategy. The LBB has tied each special item to the most appropriate strategy in our estimation. You may change this if needed. Only special item strategies not already used for another special item will appear in the drop-down list of available strategies.
   c. If any special items are not listed, add them and tie them to the correct strategy.
6. For each special item, click **Detail** and enter the information listed below (with character counts). Click **Update** to save. If an entry does not meet the ABEST requirements, a popup message appears, and ABEST directs you to the field in question. Change the entry to meet the requirements, then click **Update** again. When you click **Update** and no popup appears, your details have been saved and you may go on to the next special item.
7. When you have entered all your special items and details, click the **Gen Info/Settings** tab and the **Agency Status** submenu. Click the Budget Status **Detail** button. If you have closing edits, they appear here. They will be either special item strategies that are missing special strategies or missing details for a special item (see list below).
8. Clear each one, then change your status to **Complete**.

A. Mission (maximum 1,500 characters)
B. Major Accomplishments to Date (maximum 1,500 characters)
C. Funding Source Prior to Receiving Special Item Funding (maximum 210 characters)
D. Non-general Revenue Sources of Funding (maximum 1,500 characters)
E. Consequences of Not Funding (maximum 1,500 characters)
F. Was the Special Item Initially "Start Up" Funding? (Yes or No)
G. (appears only if F was Yes) If so, how long should it be continued? (maximum 30 characters)
H. Provide Original Request for Funding (maximum 1,500 characters)
I. Does the Institution Get Formula Funding for the Item? (Yes or No)
J. (appears only if I was Yes) If so, should the item be reduced by an equal amount? (maximum 1,500 characters))
K. Will Formula Funding Ever Be Able to Support This Special Item? (maximum 1,500 characters)

L.  Does the Item Still Serve Its Original Purpose? (Yes or No)
M.  (appears only if L was Yes) If so, how much longer should it continue? (maximum 1,500 characters)
N.  How Did the Special Item Originate (Statute, Rider, Other)? (maximum 1,500 characters)
O.  How Much Funding Did the Item Receive in the First Year? (maximum 11 numbers)
P.  Was There a Time Limit on the Item When It Was Created? (maximum 1,500 characters)
Q.  How Many Students Are Supported by the Item? (maximum 11 numbers)
R.  How Many Semester Credit Hours Are Supported by the Item? (maximum 11 numbers)
S.  What Program at the Institution Is Supported by the Special Item? (maximum 1,500 characters)
T.  Why Is This Special Item Important to Your Institution? (maximum 1,500 characters)
U.  Any Other Information You Feel Is Important about This Special Item (maximum 1,500 characters)