

Non-Tax Collected Revenue (NCR) Agency Instructions

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Non-Tax Collected Revenue (NCR), also known as the Revenue Survey, is a web-based application provided by the Legislative Budget Board (LBB) for Texas state agencies to report the non-tax revenues they collect so that the LBB may report the data to the Legislature. NCR contains information that agencies have reported since 2005. The prior year's data has been rolled forward for this year's reporting in NCR, minus certain items that your agency will need to update for this fiscal year.

One strategy for creating this year's report is to first get a user ID and password and log in. (If you used this system last year, then you should still have a user ID and password.) Generate and print last year's report showing what has been rolled forward. Mark up this report with the missing/changed information for this year and enter the data for existing revenue sources. Add any new revenue sources that took effect in this year. Enter your agency statements, clear any closing edits, and change your status to Complete. Use the links above or the PDF bookmarks to navigate these instructions.

If you have a problem with the application that you cannot resolve using these instructions, please call the LBB Help Desk at 512-463-3167.

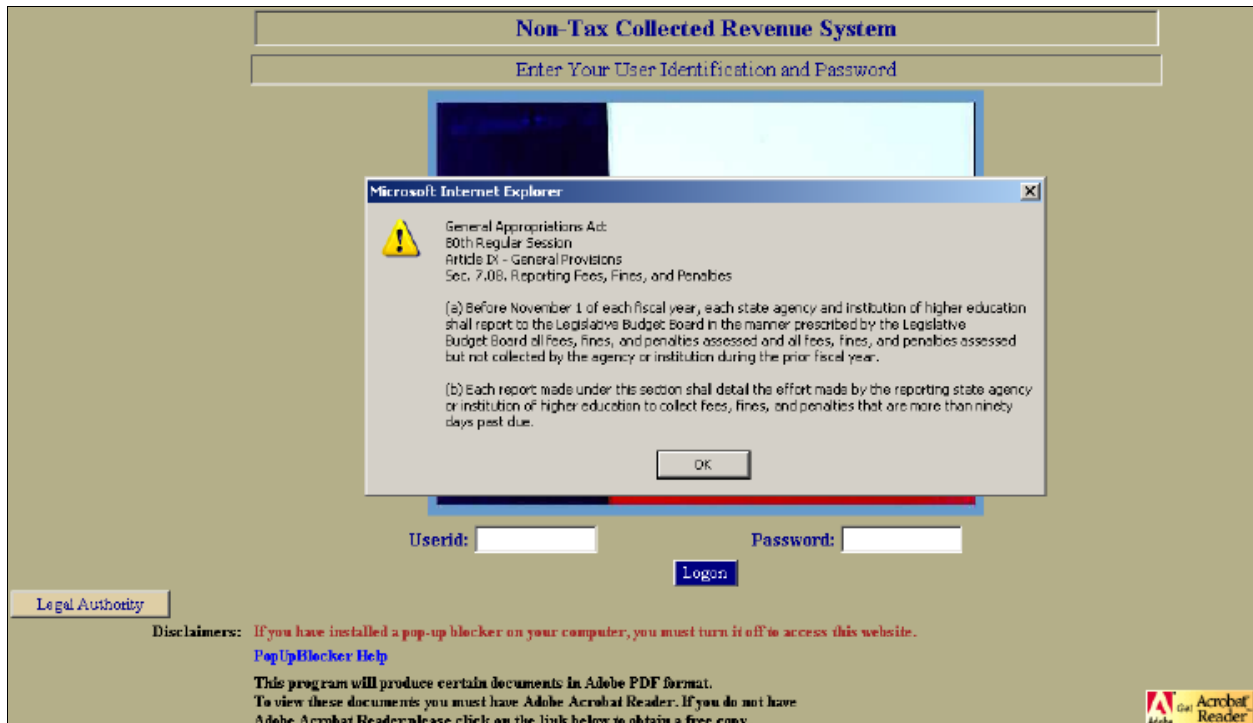
If you have a question about revenue data, please contact your LBB budget analyst. If you don't know who your budget analyst is, go to the LBB home page, www.lbb.state.tx.us, and under LBB Staff, click **Analyst Assignments**. You will find the name and contact information for your agency's budget analyst listed in the document.

Accessing NCR

To access NCR, go to the LBB home page, www.lbb.state.tx.us, and under Agency Data Entry, click the **Revenue Survey – NCR Login Page** link.

Viewing Legal Authority

To view the legal authority for the NCR application, click the **Legal Authority** button on the login page. Click **OK** to close the window.



Logging In

NOTE: The login screen, shown above, states that if you have a popup blocker installed on your computer, you must turn it off to use this application. Click the blue link **PopUpBlocker Help** to access methods of turning popup blockers off. If you need further assistance with your popup blocker, please contact your internal tech support staff.

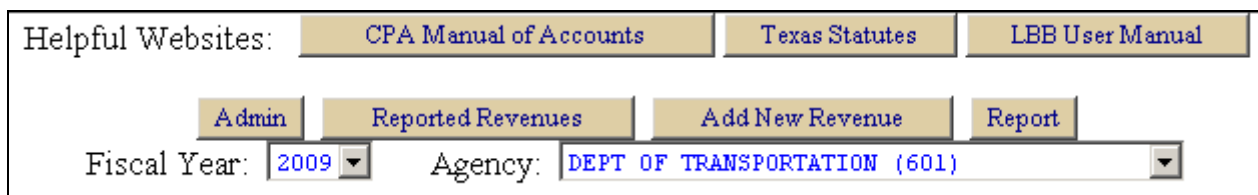
To use the NCR application, you must have a user ID and password. If you do not have access to NCR, go to www.lbb.state.tx.us and click **Revenue Survey - NCR Logon Request Form** under the Agency Data Entry heading. Fill out the form to request an ID. You should receive an email with your user ID and password within one business day, so plan your work accordingly.

If you already have access to ABEST or other LBB applications, your NCR user ID and password will be the same, but if you have not specifically requested NCR access, your ABEST or other LBB user ID and password will not work on NCR. You must specifically request NCR access if you haven't already done so.

Enter your user ID and password on the NCR login page and click **Logon**, as shown below.



The opening screen for your agency appears. See the example below. The agency associated with your user ID appears by default.



If you report for multiple institutions but cannot access them all in NCR, please call the Help Desk (512-463-3167).

Accessing Helpful Documents

The buttons across the top of the screen give you access to useful resources for reporting your non-tax collected revenues.

- Click **CPA Manual of Accounts** to access the *Comptroller Manual of Accounts Volume II Revenue* as a PDF.
- Click **Texas Statutes** to access Texas statutes and codes, which are available in HTML, PDF, and Word as zipped files.
- Click **LBB User Manual** to open a PDF of this manual.

To view PDFs, you must have Acrobat Reader installed on your computer. You may download it by clicking the Get Acrobat Reader icon on the login page or by going to <http://www.adobe.com/products/acrobat/readstep2.html>.

To unzip zipped (compressed) files, you may need to download WinZip. Go to <http://www.winzip.com/downwzeval.htm>.

Generating a Report

1. To view all reported revenues for your agency, select a fiscal year and click **Report**, as shown below. If you select the current fiscal year before you enter any data, the report will show the revenue sources your agency reported last year, minus the annual data (number of individuals assessed, amount assessed, amount not collected, and amount collected).

Helpful Websites:	CPA Manual of Accounts	Texas Statutes	LBB User Manual
	Admin	Reported Revenues	Add New Revenue
	Report		
Fiscal Year:	2009	Agency:	DEPT OF TRANSPORTATION (601)

2. The records for the selected fiscal year appear in order by object code and subcategory and then alphabetically. Once you make any changes on the Reported Revenues and Add New Revenue screens and save them, you may click **Report** again, and your changes will appear on the report.

This report shows all reported data from the agency sorted by Object Code

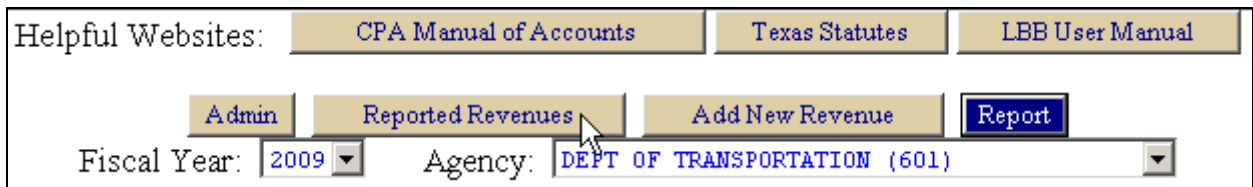
Object Code: 3012 Motor Vehicle Certificates					
SubCategory: Certificate of Title					
Amount Charged		Source of Revenue			
\$33/\$28		Certificate of Title (Original)		In/Out Treasury	
Statute: Transportation Code		Citation #: § 501.138			
Effective Date:	6/22/2003	Individuals Assessed:	Amount Assessed:	Amount Not Collected:	Amount Collected:
					Part Approp
Object Code: 3012 Motor Vehicle Certificates					
SubCategory: Certificate of Title					
Amount Charged		Source of Revenue			
\$2 - \$5.45		Certified Copies of Original Title		In Treasury	
Statute: Transportation Code		Citation #: § 501.134			
Effective Date:	9/1/1983	Individuals Assessed:	Amount Assessed:	Amount Not Collected:	Amount Collected:
					Appropriated

3. You may want to print this to mark up for data entry for this year. To print the report, click **Print** at the bottom of the page, seen above. See [Printing Records](#).

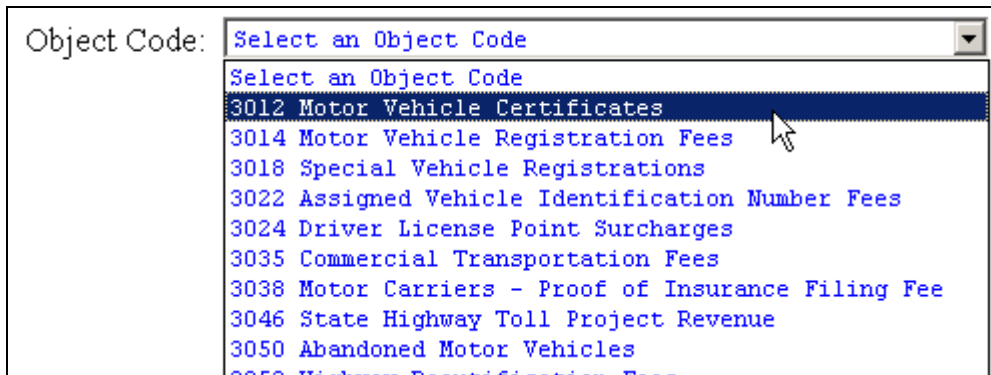
Modifying an Existing Revenue Source

IMPORTANT: The NCR application “times out” after 15 minutes of no activity. Be sure to save your work often.

1. To modify data for an existing revenue source, click **Reported Revenues**, as shown below.

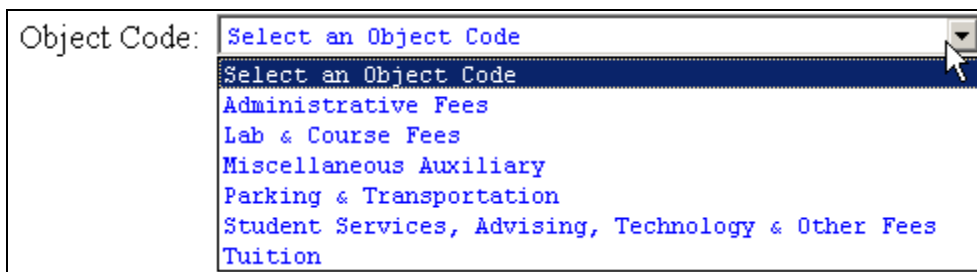


2. A drop-down list of object codes that your agency uses appears. Select an object code, as shown below.



Local codes, for revenues that are collected and retained locally, are unnumbered and listed at the end of the drop-down list.

NOTE: For this LBB application, institutions of higher education do not use object codes from the *Comptroller Manual of Accounts* but have a different set of codes. See the example below of object codes that a public university might use.



- Some object codes have subcategories. A drop-down list of subcategories appears below for those object codes. If the object code you selected has subcategories, select the subcategory you wish to modify, as shown below.

The screen now shows the existing revenue source(s) for the selected object code and subcategory, if applicable, in alphabetical order by source of revenue. See the example below.

NOTE: If you need to change the object code and/or subcategory for an existing revenue source, you must delete the existing entry (see [Deleting a Revenue Source](#)) and add it as a new revenue source with the correct object code and/or subcategory (see [Adding a Revenue Source](#)).

NOTE: To see more information, click the **Hide Navigation** button at the bottom of the screen, as shown below, to hide the buttons and fields at the top of the screen.

Click **Show Navigation** to view the navigation buttons and fields again.

The **Save** and **Cancel** buttons are disabled until you make a change. To print, see [Printing Records](#).

- You may make changes in any field.

Amount Charged		Source of Revenue	
Delete: <input type="checkbox"/>	\$1	Additional Fee for Motor Vehicle Financial Verification Program	
State: Transportation Code		Citation #: § 502.1715	In Treasury: <input type="checkbox"/>
Effective Date: 9/1/2003	Individuals Assessed: 17,471,172	Amount Assessed: \$1,741,172.00	Amount Not Collected: \$0.00
		Amount Collected: \$1,741,772.00	Appropriated: <input type="checkbox"/>

- The **Delete** checkbox allows you to delete this revenue source. Click the box to check it. NCR does not delete the checked revenue sources until you click **Save** at the bottom of the screen. **NOTE:** Please do not delete a revenue source unless your agency is no longer required to collect it. If you did not collect any revenues for a source for this year but are still required to collect it, just enter zeros in the individuals assessed, amount assessed, amount not collected, and amount collected fields. See [Deleting a Revenue Source](#) for more information.
 - You may change the data in the **Amount Charged** and **Source of Revenue** fields. The **Amount Charged** field is a text field. You may enter either a dollar amount, text such as “Varies,” or a range such as “\$25-100 per day”.
 - Use the drop-down list to change the location of the revenue. The choices are in the state treasury (deposited to the state via the Comptroller of Public Accounts), both in and out of the treasury, or out of the treasury.
 - You may change the **Statute** field, using the drop-down list.
 - The next field is for the appropriate citation of the statute or code. Use the **<==Insert §** button to insert a section symbol, if needed.
 - You may change the date in the **Effective Date** field. It should reflect the date of the most recent change (such as a change in the amount charged) or the original effective date. NCR automatically formats the date.
 - For **Individuals Assessed**, enter either a number, NA for not applicable or not available, or UNK for unknown. If this field contains anything else or is empty, it will appear as a closing edit that you must clear before you can change your status to Complete. See [Viewing Closing Edits](#). **NOTE:** Entities such as corporations are the equivalent of individuals.
 - Although you may save changes to this screen without entering data in the **Amount Assessed**, **Amount Not Collected**, and/or **Amount Collected** fields, any fields left empty in those fields will say “Not Reported” in the final LBB report to the Legislature. See [Viewing Closing Edits](#). Note that entries in these fields do not have to balance for you to change your status to Complete, although you may want to explain discrepancies in your agency statement.
 - The final field is a drop-down list. You may choose from **Appropriated** (assigned to an agency by the Texas Legislature via the General Appropriations Act or other legislation), **Not Approp**, and **Part Approp**.
5. To save your changes, click **Save** at the bottom of the screen. Remember to save at least once every 15 minutes to avoid losing your work and having to log back in.

Adding a New Revenue Source

1. To add a new revenue source, click **Add New Revenue Source**, as seen below.

The screenshot shows a web application interface. At the top, there are three buttons: "CPA Manual of Accounts", "Texas Statutes", and "LBB User Manual". Below these are four buttons: "Admin", "Reported Revenues", "Add New Revenue" (which is highlighted with a mouse cursor), and "Report". At the bottom, there are two dropdown menus: "Fiscal Year" set to "2009" and "Agency" set to "DEPT OF TRANSPORTATION (601)".

2. Select an object code for the new revenue source, as shown below. All the object codes in the *Comptroller Manual of Accounts* appear in this list.

The screenshot shows a dropdown menu titled "Object Code:". The list contains several items: "3004 Motor Vehicle Sales and Use Tax", "Select an Object Code", "3001 Federal Receipts Matched - Transportation Programs", "3002 Federal Receipts Not Matched - Transportation Programs", "3004 Motor Vehicle Sales and Use Tax" (highlighted with a mouse cursor), "3005 Motor Vehicle Rental Tax", and "3006 Motor Vehicle Use Tax - Direct".

In addition, there are several codes at the bottom of the list for revenues that are collected and retained locally. **NOTE:** If you need to enter a local revenue type that is not listed, please call the LBB Help Desk at 512-463-3167.

Institutions of higher education will use a much smaller list specifically designed for this LBB application, shown [here](#).

3. Select a subcategory, if applicable, as shown below.

The screenshot shows a dropdown menu titled "Object Code:" with "3012 Motor Vehicle Certificates" selected. Below it is a "Subcategory:" dropdown menu that is open, showing a list of options: "Please select a Subcategory", "Please select a Subcategory" (highlighted with a mouse cursor), "Certificate of Title", "Non-Resident Certificate", and "Salvage, Non-Repairable, Rebuilt Titles".

4. Enter data in the fields and select the location, statute, and appropriation status from the drop-down lists. Note that fields marked by asterisks (*) must be completed in order to insert the new record.
 - Enter data in the **Amount Charged** and **Source of Revenue** fields. The **Amount Charged** field is a text field. You may enter either a dollar amount, text such as "Varies," or a range such as "\$25-100 per day".
 - Use the drop-down list to change the location of the revenue. The choices are in the treasury (deposited to the state via the Comptroller of Public Accounts), both in and out of the treasury, or out of the treasury.

- Choose the code or statute in the **Statute** field from the drop-down list.
- The next field is for the appropriate citation of the statute or code. Use the **<==Insert §** button to insert a section symbol.
- You may change the date in the **Effective Date** field. It should reflect whichever is most recent: the original effective date or the most recent change, such as a change in the amount charged or type of individuals assessed. NCR automatically formats the date.
- For **Individuals Assessed**, enter either a number, NA for not applicable, or UNK for unknown. If this field contains anything else or is empty, it will appear as a closing edit that you must clear before you can change your status to Complete. See [Viewing Closing Edits](#). **NOTE:** Entities such as corporations are the equivalent of individuals.
- Although you may save changes to this screen without entering data in the **Amount Assessed**, **Amount Not Collected**, and/or **Amount Collected** fields, any fields left empty in those fields will say “Not Reported” in the final LBB report to the Legislature. See [Viewing Closing Edits](#). Note that entries in these fields do not have to balance for you to change your status to Complete, although you may want to explain discrepancies in your agency statement.
- The final field is a drop-down list. You may choose from **Appropriated** (assigned to an agency by the Texas Legislature via the General Appropriations Act or other legislation), **Not Approp**, and **Part Approp**.

5. Click **Insert New Record**, as shown below.

*Amount Charged		*Source of Revenue		
<input type="text" value="125.00"/>	<input type="text" value="Motor Vehicle Registration Fees"/>	<input type="text" value="In Treasury"/>		
Statute: <input type="text" value="Transportation Code"/>	*Citation #: <input type="text" value="§45.801"/>	<input type="button" value="<== Insert §"/>		
Effective Date: <input type="text" value="9/1/2007"/>	Individuals Assessed: <input type="text" value="45,678"/>	Amount Assessed: <input type="text" value="\$5,709,750.00"/>	Amount Not Collected: <input type="text" value="\$0.00"/>	Amount Collected: <input type="text" value="\$5,709,750.00"/>
<input type="button" value="Appropriated"/>				
* = required text field				
<input type="button" value="Insert New Record"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/>				

Once you insert a new record, it appears when you click the **Reported Revenues** and **Report** buttons.

Deleting a Revenue Source

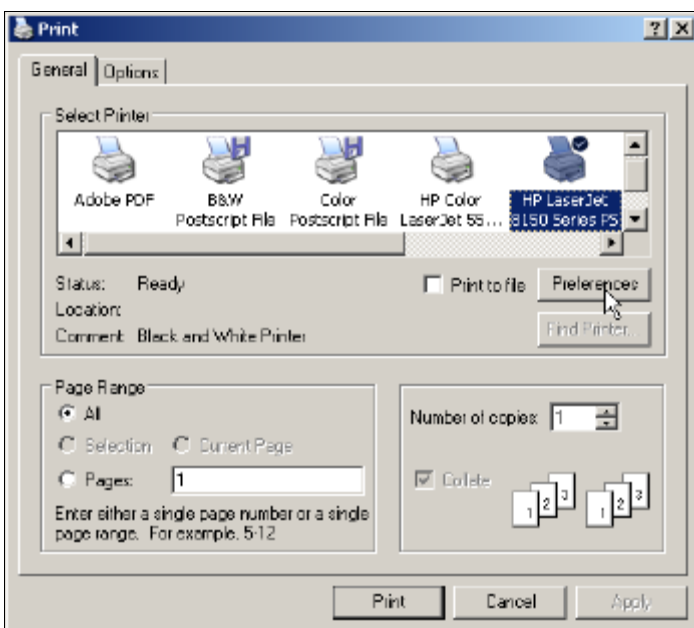
To determine when to delete revenues, use the following guidelines: If your agency is no longer required to collect a revenue, delete it. If your agency has collected a revenue in the past but did not collect it this year, *and* your agency is still required to collect it, enter zeros in the individuals assessed, amount assessed, amount not collected, and amount collected fields.

1. To delete an existing revenue source for the current reporting year, first click **Reported Revenues**.
2. Select the object code, and the subcategory, if applicable, for the revenue source you want to delete. A list of revenue sources appears.
3. For a revenue source you are no longer required to collect, click the **Delete** box, as shown below.

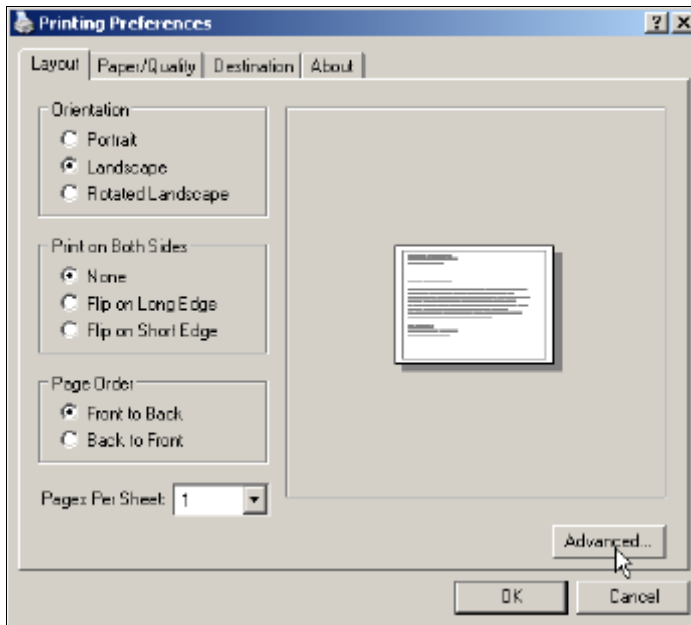
4. When you have selected the revenue source(s) you want to delete, click **Save** and confirm by clicking **OK**. If you click **Cancel**, NCR will not delete any checked records or save any changes made on this screen since the last time you saved.

Printing Records

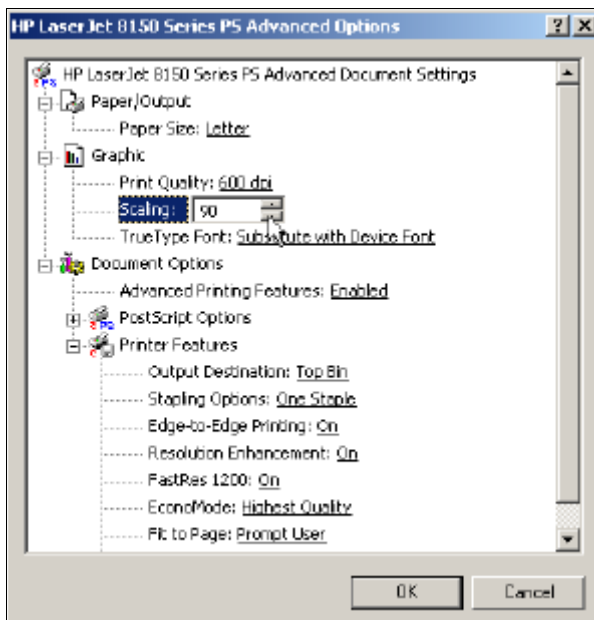
1. To print revenue information for specific object codes and subcategories, you may click either **Reported Revenues** or **Add New Revenue**. Select the object code and subcategory, if applicable.
2. At the bottom of the page, click **Print**.
3. In the Print dialog box, click **Preferences**, as shown below.



- Under the Layout tab, select **Landscape**, and then click the **Advanced** button, as shown below.



- Set the scaling to 90 (or smaller), as shown below. Click **OK** to close this dialog box.



- Click **OK** to close the Preferences dialog box. Click **Print** to print.

Viewing Previous Years' Entries

1. To view the data your agency reported in previous fiscal years, select the year in the **Fiscal Year** drop-down list, as shown below.

Helpful Websites: [CPA Manual of Accounts](#) [Texas Statutes](#) [LBB User Manual](#)

[Admin](#) [Reported Revenues](#) [Add New Revenue](#) [Report](#)

Fiscal Year: **2009** Agency: **DEPT OF TRANSPORTATION (601)**

2005
2006
2007
2008
2009

This report shows all reported data from the agency sorted by Object Code

2. To view records for an object code, click **Reported Revenues** and select the object code from the drop-down list. Select a subcategory if applicable. The data for the selected year, object code, and subcategory appear. **NOTE:** You may not change data for previous fiscal years.

You may also access the LBB's reports to the legislature on the LBB's website, www.lbb.state.tx.us, under the **Other Major Reports and Publications** heading.

Entering Agency Statements

The legal authority for the NCR application requires agencies and institutions of higher education to detail their efforts to collect fees, fines, and penalties that are more than 90 days past due. (See [Viewing Legal Authority](#).)

In addition, agencies and institutions may add comments about their reported revenue sources, if desired.

Neither of these statements is mandatory to change your status to Complete.

1. Click **Admin**, as shown below.

Helpful Websites: [CPA Manual of Accounts](#) [Texas Statutes](#) [LBB User Manual](#)

Admin [Reported Revenues](#) [Add New Revenue](#) [Report](#)

Fiscal Year: **2009** Agency: **DEPT OF TRANSPORTATION (601)**

Select Admin Function: **Agency Statements**

2. In the **Select Admin Function** drop-down list, select **Agency Statements**, as shown below.

3. Enter your comments. Once you click in either box, a character counter appears at the bottom left corner of the screen, as shown below. Click **Save** when complete.

Viewing Agency Totals

1. Select the appropriate fiscal year and click **Admin**.
2. Select **Agency Totals**, as shown below.

3. Your agency’s totals for each category of data collected appear for the selected fiscal year. You may click **Print** to print this page. No special printer settings are needed.

Viewing Closing Edits

1. Select the appropriate fiscal year and click **Admin**.
2. Select **Agency Status**, as seen below.

Select Admin Function: Agency Status

Agency Status

Agency Statements

Agency Totals

Agency Status

3. Beneath the agency status, a list of closing edits (errors) appears. See example below. Note that closing edits are grouped according to type.

--ERRORS--			
Individuals Assessed cannot be blank. It must be either a number, 'NA' for Not Applicable or 'UNK' for Unknown.			
Object Code	Subcategory	Source of Revenue	Citation
3050 Abandoned Motor Vehicles		Abandoned Motor Vehicle Fee	§ 683.052(d)
3022 Assigned Vehicle Identification Number Fees		Assigned Vehicle Identification Number Fee	§ 503.033
3035 Commercial Transportation		Motor Carrier Registration (Application	

The number of individuals assessed for each revenue source must not be left blank. For each item shown in this list of closing edits, click the link to go back to that record and enter the number of individuals assessed for that revenue source.

In addition, if you have left the Amount Assessed, Amount Not Collected, and/or Amount Collected fields blank for any record, they will be listed as closing edits. Although not required for completion, they will appear as “Not Reported” in the final report to the Legislature. You may want to supply this information if possible.

Warning!			
These were left blanks and will show as "Not Reported" on any LBB Reports			
Amount Assessed, Amount Not Collected , Amount Collected Blank			
Object Code	Subcategory	Source of Revenue	Citation
3050 Abandoned Motor Vehicles		Abandoned Motor Vehicle Fee	§ 683.052(d)
3022 Assigned Vehicle Identification Number Fees		Assigned Vehicle Identification Number Fee	§ 503.033

Changing Status to Complete

When you first open the NCR application, your agency status will automatically be set to Empty. Once you enter new data or modify existing data and save it, the status will automatically change to Incomplete.

When you have completed your data entry for the current reporting year and cleared your closing edits, you must manually change your agency's status to Complete.

1. Click **Admin** and select **Agency Status**. Select **Complete** from the drop-down list, as shown below.

The screenshot shows the NCR application interface. At the top, there are four tabs: 'Admin' (selected), 'Reported Revenues', 'Add New Revenue', and 'Report'. Below the tabs, there are two dropdown menus: 'Fiscal Year' set to '2009' and 'Agency' set to 'ADJUTANT GENERAL (401)'. Below these is a 'Select Admin Function' dropdown menu set to 'Agency Status'. At the bottom, there is a table with the following data:

Agency Name	Fiscal Year	Agency Status
401 - ADJUTANT GENERAL	2009	Empty

Below the table is an 'Update' button. A dropdown menu is open over the 'Empty' status in the table, with options: 'Change Status', 'Change Status', 'Empty', 'Incomplete', and 'Complete'. The 'Complete' option is selected.

2. Click **Update** to save your status change.

IMPORTANT: If you change your agency's status to Complete and then discover that you need to make changes, call the LBB Help Desk at 512-463-3167 to have the status changed back to Incomplete.

Troubleshooting

What do I do if my agency/institution has no revenue to report?

Just change your status to Complete. See [Changing Status to Complete](#).

What should I do if I can't get into NCR?

You must specifically request NCR access, even if you already have access to ABEST or other LBB applications. Go to www.lbb.state.tx.us and click **Revenue Survey – NCR Logon Request Form**. Fill out the form to request an ID for NCR. You should receive an email with your user ID and password (which will be the same as for other LBB applications) within one business day, indicating you now have access to NCR. The LBB cannot speed up this process, so please check early.

If you logged into NCR last year, you should be able to get in this year with the same user ID and password. If not, or if you have forgotten them, please call the Help Desk at 512-463-3167.

Make sure you open the NCR application, which is different from ABEST. To access NCR, go to the LBB home page, www.lbb.state.tx.us, and under Agency Data Entry, click the **Revenue Survey – NCR Login Page** link.

I want to look at previous years' revenue surveys. Where can I find them?

See [Viewing Previous Years' Entries](#) for instructions on viewing your agency's previous submissions and previous reports by the LBB to the Legislature.

I want to add a revenue code—how do I do that?

See [Adding a New Revenue Source](#).

I'm entering decimal points, but the system is rounding

If your data uses decimal points, keep entering decimal points and let the system round them.

I have closing edits—how do I resolve them?

See [Viewing Closing Edits](#). If the data for Individuals Assessed is unknown, enter UNK in the field. If the data is not available or not applicable, enter NA in the field. NCR does not allow you to change your status to Complete with this field left blank.

Where do I send hard copies of my agency's revenue survey data?

The revenue survey does not require hard copies. When you enter your data and change your status to Complete, that is your agency's submission. The LBB will report to the Legislature and make it available to the public on the LBB website.

I changed my status to Complete, but now I need to revise something. Can I get back in?

Call the Help Desk at 512-463-3167 to reopen NCR for your revisions. When you finish your revisions, change your status back to Complete.