



# Tennessee Higher Education Commission

## Operating Budgets Data Dictionary

Version 1.00

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# General Instructions

## File Submission Dates

**Operating Budgets** (Note: This date may change based on what day of the week it falls on).

- Operating Budgets Proposed - **July 1<sup>st</sup>**
- Operating Budgets Revised - **December 1<sup>st</sup>**
- Operating Budgets Actual - **December 1<sup>st</sup>**

## Module Submission Schedule

Module Name	Submission Schedule	Sector
OB_Athletics	July 1, December 1	CCs, LGIs, UT
OB_AuxiliaryEnterprises	July 1, December 1	CCs, LGIs, UT
OB_AverageSalaryIncrease	December 1	CCs, TCATs, LGIs, UT
OB_ChairsOfExcellenceExpenditures	December 1	LGIs, UT
OB_CompositeFinancialIndex	December 1	TBR, LGIs, UT
OB_EGExpendituresByCategory	July 1, December 1	CCs, TCATs, LGIs, UT
OB_HighestPaidStaff	December 1	CCs, LGIs, UT
OB_MandatoryFees	July 1	CCs, TCATs, LGIs, UT
OB_MandatoryFees_CostOfAttendanceEstimates	July 1	CCs, TCATs, LGIs, UT
OB_MOBudgetExpenditures	July 1, December 1	CCs, TCATs, LGIs, UT
OB_RestrictedFunds_Expenditures	July 1, December 1	CCs, TCATs, LGIs, UT
OB_RestrictedFunds_Revenues	July 1, December 1	CCs, TCATs, LGIs, UT
OB_StudentActivityFee_ProgrammaticExpenditures	December 1	CCs, LGIs, UT
OB_StudentActivityFee_Summary	December 1	CCs, LGIs, UT
OB_StudentFeeRevenues	July 1, December 1	CCs, TCATs, LGIs, UT
OB_Transfers	July 1, December 1	CCs, TCATs, LGIs, UT
OB_UnrestrictedFunds_ExpendituresTransfers	July 1, December 1	CCs, TCATs, LGIs, UT
OB_UnrestrictedFunds_FundBalances	July 1, December 1	CCs, TCATs, LGIs, UT
OB_UnrestrictedFunds_Revenues	July 1, December 1	CCs, TCATs, LGIs, UT

## File Submission Process

A **submission** is the initial reporting of required data by a submitter to THEC during a designated reporting period, as mentioned above. Submissions are collected two or three times per year, based on the reporting schedule.

During submission, the submitter enters or uploads data in accordance with the user manual document, data definitions, and reporting requirements. Once submitted and errors cleared, the data is recorded in the system as the submitter's official response for that reporting period. The system performs basic validation checks to ensure required fields are completed and data is entered in an acceptable format. The submitter can resubmit files multiple times until the error reports are clear.

## Data Update Process

An **update** is the process of updating or correcting data that has already been submitted and cleared for errors in the past reporting period. Update submissions may occur when changes are requested as part of a review or validation process later. During this process, the submitter will resubmit the entire previous file again. Submitter corrects and updates the records and repeats the submission process with updated information. The resubmitted data replaces the prior submission and becomes the official record for that reporting period.

# File Naming Instructions

Each file submitted should follow the naming convention detailed below. The file will not be processed if the file's name is not formatted correctly or if the file extension is not csv.

*Separate files must be submitted for TBR and TCAT.*

## Operating Budgets

**Example: TBR\_FYXX\_Jul\_OB.csv**

TBR	XX	Jul	OB	.csv
System Abbr	Fiscal Year	Data Collection Month	File Type Code	Extension
1	2	3	4	5

**LGI: APSU\_FYXX\_Dec\_OB.csv**

APSU	XX	Dec	OB	.csv
Institution Abbr	Fiscal Year	Data Collection Month	File Type Code	Extension
1	2	3	4	5

1	
System Name	Code
Tennessee Board of Regents	TBR

4	
File Type	Code
Operating Budgets	OB

2
Fiscal Year
FY23, FY24, FY25, etc.

3	
Month	Code
July	Jul
December	Dec

Each updated file submitted after the reporting period is closed should follow the standard naming convention outlined above, with an **\_Update** suffix.

**Example: TBR\_FYXX\_Jul\_OB\_Update.csv**

# Operating Budgets File Layout

Data Element	Column Name	Size	Field Char	Element Number
Module Name	ModuleName	100	A	1
Record Number	RecordNum	Int	N	2
Field	Field	250	A	3
Value	Val	Max	A/N	4

**Example File Layout:**

```

ModuleName,RecordNum,Field,Val
OB_Athletics,1,BudgetVersionType,Actual
OB_Athletics,1,FundCategoryName,Revenues
OB_Athletics,1,FundItemName,Athletic Fees
OB_Athletics,1,Institution,East Tennessee State University
OB_Athletics,1,RestrictedFunds,
OB_Athletics,1,UnrestrictedFunds,0.00
OB_Athletics,2,BudgetVersionType,Proposed
OB_Athletics,2,FundCategoryName,Revenues
OB_Athletics,2,FundItemName,Athletic Fees
OB_Athletics,2,Institution,East Tennessee State University
OB_Athletics,2,RestrictedFunds,
OB_Athletics,2,UnrestrictedFunds,0.00
OB_Athletics,3,BudgetVersionType,Revised
OB_Athletics,3,FundCategoryName,Revenues
OB_Athletics,3,FundItemName,Athletic Fees
OB_Athletics,3,Institution,East Tennessee State University
OB_Athletics,3,RestrictedFunds,
OB_Athletics,3,UnrestrictedFunds,0.00
OB_Athletics,4,BudgetVersionType,Actual
OB_Athletics,4,FundCategoryName,Expenditures and Transfers
OB_Athletics,4,FundItemName,Debt Service
OB_Athletics,4,Institution,East Tennessee State University
OB_Athletics,4,RestrictedFunds,
OB_Athletics,4,UnrestrictedFunds,0.00
OB_Athletics,5,BudgetVersionType,Proposed
OB_Athletics,5,FundCategoryName,Expenditures and Transfers
OB_Athletics,5,FundItemName,Debt Service
OB_Athletics,5,Institution,East Tennessee State University
OB_Athletics,5,RestrictedFunds,
OB_Athletics,5,UnrestrictedFunds,0.00
OB_Athletics,6,BudgetVersionType,Revised
OB_Athletics,6,FundCategoryName,Expenditures and Transfers
OB_Athletics,6,FundItemName,Debt Service
OB_Athletics,6,Institution,East Tennessee State University
OB_Athletics,6,RestrictedFunds,
OB_Athletics,6,UnrestrictedFunds,0.00
    
```

# Operating Budgets Data Elements

## Module Name

### Data Element Number: 1

#### Description:

This field is used to refer to the module name for which the data is entered.

#### Codes:

Module Name	Code	Notes
OB_Athletics	1	
OB_AuxiliaryEnterprises	2	
OB_AverageSalaryIncrease	3	
OB_ChairsOfExcellenceExpenditures	4	
OB_CompositeFinancialIndex	5	
OB_EGExpendituresByCategory	6	
OB_HighestPaidStaff	7	
OB_MandatoryFees	9	For each student level and residency status combination, submit fee data representing a full-time student for the academic year. For this module, use the FeeCategoryName 'Tuition,' 'Mandatory Fees,' and/or 'Online' for each record number submitted. If the institution does <i>not</i> have fee data for a given combination, that combination should be omitted or left blank.
OB_MandatoryFees_CostOfAttendanceEstimates	10	For each student level and dependency status combination, submit fee data representing a full-time student for the academic year. For this module, use the FeeCategoryName 'Books/Supplies,' 'Room,' 'Board,' 'Transportation,' and 'Personal' for each record number submitted. If the institution does <i>not</i> have fee data for a given combination, that combination should be omitted or left blank.
OB_MOBudgetExpenditures	11	

OB_RestrictedFunds_Expenditures	12	
OB_RestrictedFunds_Revenues	13	
OB_StudentActivityFee_ProgrammaticExpenditures	14	
OB_StudentActivityFee_Summary	15	
OB_StudentFeeRevenues	16	
OB_Transfers	17	Transfers <b>to</b> a FundItemName should be inputted as negative values and transfers <b>from</b> a FundItemName should be inputted as positive values. Please note: The FundCategoryName will always be 'Education and General' or 'Auxiliary'.
OB_UnrestrictedFunds_ExpendituresTransfers	18	Transfers should be submitted in a way that is inverse to the OB_Transfers module. Transfers <b>to</b> a FundItemName should be entered as positive values, and transfers <b>from</b> a FundItemName should be entered as negative values.
OB_UnrestrictedFunds_FundBalances	19	
OB_UnrestrictedFunds_Revenues	20	

**Edit:**

An error will occur if the following is true:

1. The module name is blank.
2. The module name is *not* one of the above names.
3. The module is submitted in a reporting cycle where it is not expected.

## Record Number

**Data Element Number: 2****Description:**

This field is a unique sequential number assigned to each record set for identification in the file.

**Edit:**

RecordNum must start at 1 for each module and increase sequentially for each record set within the module. It must not be skipped or reused within the same module.

## Field

**Data Element Number: 3****Description:**

This is used to refer to the field names of each module.

**Codes:**

<b>Module Name</b>	<b>Fields in the Module</b>
OB_Athletics	BudgetVersionType Institution FundCategoryName FundItemName UnrestrictedFunds RestrictedFunds
OB_AuxiliaryEnterprises	BudgetVersionType Institution AuxiliaryTypeName Revenue ExpendituresAndMandatoryTransfers NonMandatoryTransfers OtherNotes
OB_AverageSalaryIncrease	Institution EmploymentCategoryName FTEFilled FTEUnfilled AverageSalary
OB_ChairsOfExcellenceExpenditures	BudgetVersionType Institution BudgetCategoryName AuthorizedSpendingLimit AmountRequested Salaries EmployeeBenefits Travel OperatingExpenses Equipment
OB_CompositeFinancialIndex	Institution FinancialDetailDescription University Foundation
OB_EGExpendituresByCategory	BudgetVersionType Institution Salaries EmployeeBenefits Travel OperatingExpenses Equipment
OB_HighestPaidStaff	Institution EmployeeName JobTitle CurrentSalary

	AnticipatedSalary LongevityPay BenefitsAmount AdditionalBenefitsAmount
OB_MandatoryFees	Institution ResidencyStatus StudentLevel FeeCategoryName Fee
OB_MandatoryFees_CostOfAttendanceEstimates	Institution StudentLevel DependencyStatus FeeCategoryName Fee
OB_MOBudgetExpenditures	BudgetVersionType Institution Salaries TotalMOBudget TotalMOOtherOperating DeptRevenuesServiceCharges Utilities ExtraordinaryMaintenanceTransfers Longevity StaffBenefits
OB_RestrictedFunds_Expenditures	BudgetVersionType Institution FundCategoryName FundItemName RestrictedFunds
OB_RestrictedFunds_Revenues	BudgetVersionType Institution FundCategoryName FundItemName RestrictedFunds
OB_StudentActivityFee_ProgrammaticExpenditures	BudgetVersionType Institution FeeCategoryName Value
OB_StudentActivityFee_Summary	Institution StudentLevel ActivityFeeRevenue CarryoverFromPriorYear
OB_StudentFeeRevenues	BudgetVersionType Institution

	OutofStateTuitionFee DebtServiceFee TechAccessFee AllOtherFee InStateStudentMaintenanceFee OutStateStudentMaintenanceFee NonMandatoryFee
OB_Transfers	BudgetVersionType Institution FundCategoryName FundItemName Description Value
OB_UnrestrictedFunds_ExpendituresTransfers	BudgetVersionType Institution FundCategoryName FundItemName UnrestrictedFunds
OB_UnrestrictedFunds_FundBalances	BudgetVersionType Institution FundCategoryName FundItemName UnrestrictedFunds
OB_UnrestrictedFunds_Revenues	BudgetVersionType Institution FundCategoryName FundItemName UnrestrictedFunds

**Edit:**

An error will occur if the following is true:

1. The field name is blank.
2. The field name is *not* one of the above names.
3. The required field is missing.
4. The field name does not correspond to the module.

**Value**

**Data Element Number: 4**

**Description:**

This is the value of the respective Field (from data element number 3).

**Codes:**

<b>Field Name</b>	<b>Value of the Field</b>
BudgetVersionType	<a href="#">Refer Value Element 1</a>
Institution	<a href="#">Refer Value Element 2</a>
FundCategoryName	<a href="#">Refer Value Element 3</a>
FundItemName	<a href="#">Refer Value Element 4</a>
AuxiliaryTypeName	<a href="#">Refer Value Element 5</a>
EmploymentCategoryName	<a href="#">Refer Value Element 6</a>
BudgetCategoryName	<a href="#">Refer Value Element 7</a>
FinancialDetailDescription	<a href="#">Refer Value Element 8</a>
StudentLevel	<a href="#">Refer Value Element 9</a>
ResidencyStatus	<a href="#">Refer Value Element 10</a>
DependencyStatus	<a href="#">Refer Value Element 11</a>
FeeCategoryName	<a href="#">Refer Value Element 12</a>
UnrestrictedFunds	<a href="#">Refer Value Element 13</a>
RestrictedFunds	<a href="#">Refer Value Element 14</a>
Revenue	<a href="#">Refer Value Element 15</a>
ExpendituresAndMandatoryTransfers	<a href="#">Refer Value Element 16</a>
NonMandatoryTransfers	<a href="#">Refer Value Element 17</a>
OtherNotes	<a href="#">Refer Value Element 18</a>
FTEFilled	<a href="#">Refer Value Element 19</a>
FTEUnfilled	<a href="#">Refer Value Element 20</a>
AverageSalary	<a href="#">Refer Value Element 21</a>
AuthorizedSpendingLimit	<a href="#">Refer Value Element 22</a>
AmountRequested	<a href="#">Refer Value Element 23</a>
Salaries	<a href="#">Refer Value Element 24</a>
EmployeeBenefits	<a href="#">Refer Value Element 25</a>
Travel	<a href="#">Refer Value Element 26</a>
OperatingExpenses	<a href="#">Refer Value Element 27</a>
Equipment	<a href="#">Refer Value Element 28</a>
University	<a href="#">Refer Value Element 29</a>
Foundation	<a href="#">Refer Value Element 30</a>
EmployeeName	<a href="#">Refer Value Element 31</a>
JobTitle	<a href="#">Refer Value Element 32</a>
CurrentSalary	<a href="#">Refer Value Element 33</a>
AnticipatedSalary	<a href="#">Refer Value Element 34</a>
LongevityPay	<a href="#">Refer Value Element 35</a>
BenefitsAmount	<a href="#">Refer Value Element 36</a>
AdditionalBenefitsAmount	<a href="#">Refer Value Element 37</a>
Fee	<a href="#">Refer Value Element 38</a>
TotalMOBudget	<a href="#">Refer Value Element 39</a>
TotalMOOtherOperating	<a href="#">Refer Value Element 40</a>
DeptRevenuesServiceCharges	<a href="#">Refer Value Element 41</a>
Utilities	<a href="#">Refer Value Element 42</a>

ExtraordinaryMaintenanceTransfers	<a href="#">Refer Value Element 43</a>
Longevity	<a href="#">Refer Value Element 44</a>
StaffBenefits	<a href="#">Refer Value Element 45</a>
Description	<a href="#">Refer Value Element 46</a>
Value	<a href="#">Refer Value Element 47</a>
ActivityFeeRevenue	<a href="#">Refer Value Element 48</a>
CarryoverFromPriorYear	<a href="#">Refer Value Element 49</a>
OutOfStateTuitionFee	<a href="#">Refer Value Element 50</a>
DebtServiceFee	<a href="#">Refer Value Element 51</a>
TechAccessFee	<a href="#">Refer Value Element 52</a>
AllOtherFee	<a href="#">Refer Value Element 53</a>
InStateStudentMaintenanceFee	<a href="#">Refer Value Element 54</a>
OutStateStudentMaintenanceFee	<a href="#">Refer Value Element 55</a>
NonMandatoryFee	<a href="#">Refer Value Element 56</a>

**Edit:**

If a data point is not applicable to an institution, the institution may leave the record blank or choose not to include that record in the submission.

# Operating Budgets Value Elements

## BudgetVersionType

**Value Element Number: 1****Description:**

Budget Version refers to the specific stage of the budget used for planning and reporting. The Proposed Budget is an initial draft prepared for review and discussion before formal approval. The Revised Budget reflects updates made after the original budget approval to account for changes in funding, priorities, or assumptions. The Actual Budget records the institution's real revenues and expenditures during the fiscal year, used to compare against planned amounts for performance evaluation. Together, these versions help institutions manage and monitor their financial resources effectively.

**Codes:**

BudgetVersionType	Code
Actual	1
Proposed	2
Revised	3

**Edit:**

An error will occur if the following is true:

1. The value is blank.
2. The budget version type is *not* one of the types listed above.
3. Proposed budgets are submitted in the December cycle, and Revised/Actual budgets are submitted in the July cycle.

**Institution****Value Element Number: 2****Description:**

This element consists of the name used by the institution to identify itself as the reporting institution on each record it submits.

**Codes:**

<b>Institution</b>	<b>Code</b>
Austin Peay State University	14
East Tennessee State University	23
ETSU-College of Medicine	88
ETSU Family Practice	88B
ETSU-College of Pharmacy	92
Middle Tennessee State University	24
Tennessee State University	45
TSU Institute of Ag. and Env. Research	45A
TSU Cooperative Education	45B
TSU McIntire-Stennis Forestry Research	45C
TSU McMinnville Center	45P
Tennessee Technological University	50
University of Memphis	11
Tennessee Board of Regents	0
Chattanooga State Community College	65
Cleveland State Community College	51
Columbia State Community College	02
Dyersburg State Community College	59
Jackson State Community College	15
Motlow State Community College	60
Nashville State Community College	90
Northeast State Community College	73
Pellissippi State Community College	96
Roane State Community College	64
Southwest Tennessee Community College	70
Volunteer State Community College	63

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Walters State Community College	61
Tennessee Colleges of Applied Technology	0
Tennessee College of Applied Technology at Athens	03
Tennessee College of Applied Technology at Chattanooga	40
Tennessee College of Applied Technology at Crump	35
Tennessee College of Applied Technology at Dickson	06
Tennessee College of Applied Technology at Elizabethton	07
Tennessee College of Applied Technology at Harriman	08
Tennessee College of Applied Technology at Hartsville	09
Tennessee College of Applied Technology at Henry/Carroll	28
Tennessee College of Applied Technology at Hohenwald	10
Tennessee College of Applied Technology at Jacksboro	12
Tennessee College of Applied Technology at Jackson	13
Tennessee College of Applied Technology at Knoxville	16
Tennessee College of Applied Technology at McMinnville	19
Tennessee College of Applied Technology at Memphis	20
Tennessee College of Applied Technology at Morristown	21
Tennessee College of Applied Technology at Murfreesboro	22
Tennessee College of Applied Technology at Nashville	25
Tennessee College of Applied Technology at Northwest	26
Tennessee College of Applied Technology at Oneida	27
Tennessee College of Applied Technology at Pulaski	29
Tennessee College of Applied Technology at Shelbyville	36
Tennessee College of Applied Technology at Upper Cumberland	05
Tennessee College of Applied Technology at Whiteville	38
UT University-Wide Administration	0
Foreign Language Institute	00D
University of Tennessee Ag. Extension Service	00G
University of Tennessee Agriculture Experiment Station	00F
University of Tennessee Veterinary College	31
University of Tennessee, Chattanooga	53
University of Tennessee, Knoxville	30
University of Tennessee, Martin	37
University of Tennessee, Medical Health Sci Center	86
University of Tennessee, Southern	41
University of Tennessee, Space Institute	33
UT Center for Public Service	00A
UT County Technical Assistance Service	00C
UT Municipal Tech Adv. Serv.	00B

**Edit:**

An error will occur if the following is true:

1. The value is blank.
1. The institution is *not* one of the institutions listed above.

## FundCategoryName

**Value Element Number: 3****Description:**

Fund Categories provide a broad grouping of funds in the operating budgets, such as beginning and ending balances, revenues, expenditures, and specific areas like education, hospitals, and auxiliary enterprises.

**Codes:**

FundCategoryName	Code
At Beginning of Period	1
At End of Period	2
Educational and General	3
Sales and Services of Auxiliary Enterprises	4
Hospitals	5
Auxiliary Enterprises Expenditures	6
Revenues	7
Expenditures and Transfers	8
Auxiliary Enterprises	9
Auxiliary	10

**Edit:**

An error will occur if the following is true:

1. The value is blank.
2. The fund category is *not* one of the categories listed above.

## FundItemName

**Value Element Number: 4****Description:**

Fund Items give the detailed line entries showing how funds are generated, allocated, spent, or transferred across categories such as revenues, expenses, and other financial activities in the operating budgets.

**Codes:**

FundItemName	Code
Allocation for Encumbrances	1
Allocation for Working Capital	2
Special Allocations	3

Unallocated Balance	4
Tuition and Fees	5
State Appropriations	6
Sales & Services of Educ. Activities	7
Other Sources	8
Instruction	9
Research	10
Public Service	11
Academic Support	12
Student Services	13
Institutional Support	14
Operation & Maintenance of Plant	15
Scholarships & Fellowships	16
Mandatory Transfers: Other Transfers	17
Mandatory Transfers: Principal and Interest	18
Mandatory Transfers: Renewals and Replacements	19
Mandatory Transfers: Loan Fund Matching Grant	20
Non-Mandatory Transfers: Unexpended Plant Funds	21
Non-Mandatory Transfers: Other Transfers	22
Athletic Fees	23
Debt Service	24
Employee Benefits	25
Equipment	26
Game Guarantees	27
General Funds	28
Gifts	29
Licensing Fees	30
NCAA Conference, Tournaments	31
Other Operating	32
Other Transfers	33
Other*	34
Salaries	35
Sports Camps	36
Student Aid	37
Student Fees	38
Ticket Sales	39
Travel	40
Federal Grants and Contracts	41
State Grants and Contracts	42
Local Grants and Contracts	43
Private Grants, and Contracts	44
Endowment Income	45
Endowment Income for Chairs of Excellence	46
State Appropriations for Centers of Excellence	47
Carry-over from Prior Year for Centers of Excellence	48

Other Income	49
	50
State Appropriations Special Allocations	51
State Appropriations: Other	52
Mandatory Transfers: Debt Services	53
Non-Mandatory Transfers: Auxiliary	54
Non-Mandatory Transfers: Debt Services	55
Non-Mandatory Transfers: Education & General	56
Non-Mandatory Transfers: Endowments	57
Non-Mandatory Transfers: Other Funds	58
Non-Mandatory Transfers: Renewals and Replacements	59
Non-Mandatory Transfers: Restricted Funds	60
Non-Mandatory Transfers: Unrestricted Funds	61
NJCAA Conference	62

**Edit:**

An error will occur if the following is true:

1. The fund item is *not* one of the items listed above and it must correspond to the respective fund category.

Below is the list of fund category and item combinations.

<b>FundCategoryName</b>	<b>FundItemName</b>
At Beginning of Period	Allocation for Encumbrances
At Beginning of Period	Allocation for Working Capital
At Beginning of Period	Special Allocations
At Beginning of Period	Unallocated Balance
At End of Period	Allocation for Encumbrances
At End of Period	Allocation for Working Capital
At End of Period	Special Allocations
At End of Period	Unallocated Balance
Educational and General	Tuition and Fees
Educational and General	State Appropriations
Educational and General	Sales & Services of Educ. Activities
Educational and General	Other Sources
Educational and General	Instruction
Educational and General	Research
Educational and General	Public Service
Educational and General	Academic Support
Educational and General	Student Services
Educational and General	Institutional Support
Educational and General	Operation & Maintenance of Plant
Educational and General	Scholarships & Fellowships
Educational and General	Mandatory Transfers: Other Transfers
Educational and General	Mandatory Transfers: Principal and Interest

Educational and General	Mandatory Transfers: Renewals and Replacements
Educational and General	Mandatory Transfers: Loan Fund Matching Grant
Educational and General	Non-Mandatory Transfers: Unexpended Plant Funds
Educational and General	Non-Mandatory Transfers: Other Transfers
Sales and Services of Auxiliary Enterprises	
Hospitals	
Auxiliary Enterprises Expenditures	Mandatory Transfers: Principal and Interest
Auxiliary Enterprises Expenditures	Mandatory Transfers: Renewals and Replacements
Auxiliary Enterprises Expenditures	Mandatory Transfers: Loan Fund Matching Grant
Auxiliary Enterprises Expenditures	Non-Mandatory Transfers: Unexpended Plant Funds
Auxiliary Enterprises Expenditures	Non-Mandatory Transfers: Other Transfers
Revenues	General Funds
Revenues	Student Fees
Revenues	Athletic Fees
Revenues	Ticket Sales
Revenues	NCAA Conference, Tournaments
Revenues	NJCAA Conference
Revenues	Game Guarantees
Revenues	Gifts
Revenues	Licensing Fees
Revenues	Sports Camps
Revenues	Other*
Expenditures and Transfers	Salaries
Expenditures and Transfers	Employee Benefits
Expenditures and Transfers	Travel
Expenditures and Transfers	Student Aid
Expenditures and Transfers	Equipment
Expenditures and Transfers	Other Operating
Expenditures and Transfers	Debt Service
Expenditures and Transfers	Other Transfers
Educational and General	Federal Grants and Contracts
Educational and General	State Grants and Contracts
Educational and General	Local Grants and Contracts
Educational and General	Private Grants, and Contracts
Educational and General	Gifts
Educational and General	Endowment Income
Educational and General	Endowment Income for Chairs of Excellence
Educational and General	State Appropriations for Centers of Excellence
Educational and General	Carry-over from Prior Year for Centers of Excellence
Educational and General	Other Income
Educational and General	State Appropriations Special Allocations
Educational and General	State Appropriations: Other
Auxiliary Enterprises	
Educational and General	Mandatory Transfers: Debt Services

Educational and General	Non-Mandatory Transfers: Auxiliary
Educational and General	Non-Mandatory Transfers: Debt Services
Educational and General	Non-Mandatory Transfers: Education & General
Educational and General	Non-Mandatory Transfers: Endowments
Educational and General	Non-Mandatory Transfers: Other Funds
Educational and General	Non-Mandatory Transfers: Renewals and Replacements
Educational and General	Non-Mandatory Transfers: Restricted Funds
Educational and General	Non-Mandatory Transfers: Unrestricted Funds
Auxiliary	Mandatory Transfers: Debt Services
Auxiliary	Mandatory Transfers: Renewals and Replacements
Auxiliary	Non-Mandatory Transfers: Auxiliary
Auxiliary	Non-Mandatory Transfers: Education & General
Auxiliary	Non-Mandatory Transfers: Other Funds
Auxiliary	Non-Mandatory Transfers: Renewals and Replacements
Auxiliary	Non-Mandatory Transfers: Unexpended Plant Funds
Auxiliary	Non-Mandatory Transfers: Unrestricted Funds
Auxiliary	Non-Mandatory Transfers: Debt Services
Auxiliary	Non-Mandatory Transfers: Endowments
Auxiliary	Non-Mandatory Transfers: Restricted Funds

## AuxiliaryTypeName

### Value Element Number: 5

#### Description:

An entity that exists to furnish a service to students, faculty, or staff, and that charges at a rate directly related, but not necessarily equal, to the cost of the service. The public may be served incidentally by some auxiliary enterprises.

#### Codes:

AuxiliaryTypeName	Code
Bookstore	1
Food Service	2
Housing	3
Other	4

**Edit:**

An error will occur if the following is true:

1. The value is blank.
2. The auxiliary type is *not* one of the types listed above.

## EmploymentCategoryName

**Value Element Number: 6**

**Description:**

This field classifies employees based on their employment type and role within the institution. Categories include both full-time and part-time positions across academic and administrative functions.

**Codes:**

EmploymentCategoryName	Code
Full-Time Prof.	1
Full-Time Assoc. Prof.	2
Full-Time Asst. Prof.	3
Full-Time Instructors	4
Full-Time Undesignated	5
Total Full-Time Academic	6
Full-Time Admin. Supp.	7
Full-Time Professional	8
Full-Time Clerical/Tech	9
Part-Time Faculty/Acad.	10
Part-Time Administrative	11
Part-Time Professional	12
Part-Time Clerical/Tech	13

**Edit:**

An error will occur if the following is true:

1. The value is blank.
2. The employment category is *not* one of the categories listed above.

## BudgetCategoryName

**Value Element Number: 7**

**Description:**

The classification of the expenditure.

**Codes:**

**BudgetCategoryName**

**BudgetCategoryCode**

Acuff - Creative Arts	20106
Harper/Bourne – Business	20116
Foundation - Free Enterprise	20117
Reuther – Nursing	20139
Quillen – Medicine	20203
AFG Industries – Business	20215
Harris – Business	20224
Long - Surgical Research	20232
Dishner – Medicine	20233
Quillen - Teaching and Learning	20240
Basler - Int. of Arts, Rhetoric, Sciences	20241
Brown & University Physicians Group	20245
Seigenthaler - First Amendment	20304
Jones - Free Enterprise	20305
Adams - Health Care Services	20323
National Healthcorp – Nursing	20327
Russell - Manufacturing Excellence	20328
Murfree - Dyslexic Studies	20330
Miller - Equine Health	20343
Miller - Equine Reproductive Physiology	20344
Jones - Urban & Reg Planning	20345
Joey A. Jacobs – Accounting	20346
Frist – Business	20637
COE in Banking & Finance	20638
Owen - Business Administration	20529
Mayberry - Business Administration	20534
Feinstone - Molecular Biology	20401
Herff – Law	20402
Fogelman - Real Estate	20407
Sales & Marketing Exec's – Sales	20408
Thompson-Hill – Accounting	20409
James T. Thompson COE in Accounting Education	20410
Moss – Philosophy	20411
Wunderlich – Finance	20412
Herff - Biomedical Engineering	20413
Bornblum - Judaic Studies	20414
Shelby Co Govt - Int'l Econ	20418
Wang - International Business	20419
COE in Free Enterprise Mgmt.	20420
Moss COE in Computer Science	20421
Herff - Biomedical Engineering (II)	20422
Lowenberg – Nursing	20425
Hohenberg - Art History	20426
Federal Express - Mgmt. Info. Systems	20431

Moss – Psychology	20435
Moss – Education	20436
Hardin – Combinatorics	20438
Hardin - Economics / Managerial Journalism	20442
Sparks COE in Global Research Leadership	20443
Plough - Audiology/Speech	20444
Miller - Management & Tech	10409
SunTrust Bank – Humanities	10411
Unum COE in Applied Mathematics	10412
West - Comm. & Public Relations	10416
COE in Judaic Studies	10424
Cline - Physical Therapy	10425
Frierson - Business Leadership	10426
Harris – Business	10436
Lyndhurst - Arts Education	10439
McKee Chair of Excellence in Learning	10440
Racheff Ornamental Horticulture	10104
Racheff Material Science	10105
COE in English	10106
Condra - Computer Engineering	10113
Condra - Power Electronics	10114
Pilot – Management	10119
Holly - Political Economy	10131
Schmitt – History	10132
COE in Science, Tech, & Med	10133
Shumway - Romance Languages	10134
Goodrich - Civil Engineering	10137
Clayton Homes – Finance	10138
COE in Policy Studies	10145
Blasingame - Agricultural Policy	10146
Lincoln – Physics	10148
Hunger Gore - Environmental Studies	10150
Hendrix - Free Enterprise	10303
Dunagan – Banking	10341
Parker - Food and Fiber Industries	10342
Van Vleet – Microbiology	10201
Van Vleet – Pharmacology	10202
Van Vleet – Biochemistry	10207
Van Vleet – Virology	10208
Muirhead – Pathology	10210
COE in Obstetrics & Gynecology	10215
LeBonheur – Pediatrics	10217
Crippled Children's Hospital	10218
Plough – Pediatrics	10221
Gerwin – Physiology	10222

Hyde – Rehabilitation	10223
Dunavant – Pediatrics	10227
First Tennessee – Pediatrics	10228
Federal Express – Pediatrics	10229
Semmes-Murphey – Neurology	10230
Bronstein - Cardiovascular Phys.	10240
Goodman – Medicine	10243
LeBonheur - Pediatrics (II)	10244
Soloway – Urology	10247
Boling - Space Propulsion	10535
HH Arnold in Comp Mech-Space Institute	10536

**Edit:**

An error will occur if the following is true:

1. The value is blank.
2. The budget category is *not* one of the categories listed above.

## FinancialDetailDescription

### Value Element Number: 8

**Description:**

A standardized classification that identifies the specific type of financial activity, balance, or change in position being reported for the Composite Financial Index, including operating and nonoperating revenues and expenses, net asset categories, debt obligations, and changes in total assets, as defined by higher-education financial reporting standards.

**Codes:**

FinancialDetailDescription	Code
Unrestricted net assets	G1
Restricted expendable	G2
Operating expense	G3
Payments to institution	G4
Interest Expense	G5
Other expenses	G6
Net operating (loss)/surplus	G7
Plant debt - current portion	G8
Plant debt - long-term portion	G9
Change in total assets	G10
Beginning total net assets	G11
Operating revenues	G12
Government appropriations for operations	G13
Contributions (non-endowment)	G14
Nonoperating grants (exclude capital grants)	G15
Net investment income (if positive)	G16
Change in fair value of investments (if presented)	G17

separately & positive)  
 Other nonoperating revenues G18  
 Restricted expendable net assets  
 Less amounts restricted for plant

**Edit:**

An error will occur if the following is true:

1. The value is blank.
2. The financial detail description is *not* one of the categories listed above.

## StudentLevel

**Value Element Number: 9**

**Description:**

Identifies the academic classification of students to whom the reported fee applies, based on enrollment level, such as undergraduate, graduate, or other institution-defined levels, for the purpose of assessing and reporting mandatory and student activity fees.

**Codes:**

StudentLevel	Code
Undergraduate	1
Graduate	2
All	3
Law	4

**Edit:**

An error will occur if the following is true:

1. The student level is *not* one of the categories listed above.

## ResidencyStatus

**Value Element Number: 10**

**Description:**

Identifies the residency classification of a student for fee assessment purposes, based on institutional and state residency rules, indicating whether a student is classified as in-state, out-of-state, international, or eligible under designated border-state agreements.

**Codes:**

ResidencyStatus	Code
In-State	1
Out-of-State	2
International	3

Border States

4

**Edit:**

An error will occur if the following is true:

1. The residency status is *not* one of the categories listed above.

## DependencyStatus

**Value Element Number: 11****Description:**

Identifies whether a student is classified as dependent or independent for financial aid purposes, based on institutional financial aid guidelines, which may influence eligibility for aid and the assessment of mandatory fees.

**Codes:**

DependencyStatus	Code
Dependent	1
Independent	2

**Edit:**

An error will occur if the following is true:

1. The dependency status is *not* one of the categories listed above.

## FeeCategoryName

**Value Element Number: 12****Description:**

This field identifies the type of fee assessed to students, encompassing academic, administrative, housing, auxiliary, and personal expenses. Categories include tuition, on-line courses, books and supplies, room and board, student activities, health and counseling services, technology access, athletics, debt and financial services, and other miscellaneous fees.

**Codes:**

FeeCategoryName	Code
Student Organizations	1
Student Programming	2
Student Services	3
Salary & Benefits	4
Debt Services	5
Other	6
Mandatory Fees	7
Online	8
Tuition	9

## Tennessee Higher Education Commission

Books/Supplies	10
Room	11
Board	12
Transportation	13
Personal	14

**Edit:**

An error will occur if the following is true:

1. The value is blank.
2. The fee category is *not* one of the categories listed above.

## UnrestrictedFunds

**Value Element Number: 13****Description:**

These are funds that have been earned by or appropriated to an institution free of any restrictions imposed by outside agencies.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## RestrictedFunds

**Value Element Number: 14****Description:**

Such funds have been acquired by or contributed to an institution subject to restrictions imposed by outside sources that specify the manner in which the funds are to be used in current operations.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## Revenue

**Value Element Number: 15****Description:**

All revenues generated from self-supporting operations that exist to furnish goods or services to students, faculty, or staff, and that charge a fee directly related to the cost of the service.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## ExpendituresAndMandatoryTransfers

### Value Element Number: 16

#### Description:

Includes the operational expenses of auxiliary enterprises (e.g., salaries, benefits, materials, supplies, and contractual services) and mandatory transfers, which are legally or contractually required, such as transfers for debt service on auxiliary facilities or matching funds for grant agreements. These are reported as functional expenses in accordance with NACUBO guidelines.

#### Edit:

An error will occur if the following is true:

1. The value is of non-numeric value.

## NonMandatoryTransfers

### Value Element Number: 17

#### Description:

Transfers of auxiliary funds that are not required by law or external agreement, such as contributions to other funds for capital projects, scholarships, or to support other institutional functions. NACUBO classifies these as voluntary or non-mandatory transfers, which must be reported separately from operating expenditures.

#### Edit:

An error will occur if the following is true:

1. The value is of non-numeric value.

## OtherNotes

### Value Element Number: 18

#### Description:

Includes less prominent or miscellaneous auxiliary operations not classified under major categories such as housing, dining, or athletics. Examples may include telecommunications, vending, printing services, transportation, and child care. NACUBO recognizes that institutions may group smaller services here while still adhering to the core principle that these are self-supporting, revenue-generating operations.

#### Edit:

**All records with AuxiliaryTypeName 'Other' in OB\_AuxiliaryEnterprises module will include OtherNotes.**

## FTEFilled

### Value Element Number: 19

### Description:

Number of filled Full-Time positions on October 31 of the fiscal year.

### Edit:

An error will occur if the following is true:

1. The value is of non-numeric value.

## FTEUnfilled

### Value Element Number: 20

### Description:

Number of unfilled Full-Time positions on October 31 of the fiscal year.

### Edit:

An error will occur if the following is true:

1. The value is of non-numeric value.

## AverageSalary

### Value Element Number: 21

### Description:

Average salary for Full-Time positions on October 31 of the fiscal year.

### Edit:

An error will occur if the following is true:

1. The value is of non-numeric value.

## AuthorizedSpendingLimit

### Value Element Number: 22

### Description:

The maximum dollar amount that has been approved for expenditure for this Chair of Excellence.

### Edit:

An error will occur if the following is true:

1. The value is of non-numeric value.

## AmountRequested

**Value Element Number: 23****Description:**

The total funding amount requested by the institution for a specific Chair of Excellence initiative.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## Salaries

**Value Element Number: 24****Description:**

The portion of authorized spending allocated for salaries of faculty, staff, or other personnel associated with the Chair of Excellence.

Compensation for personnel involved in physical plant operations, including custodians, maintenance workers, groundskeepers, facility managers, and related administrative staff. Part of the operating expenses under the M&O function.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## Employee Benefits

**Value Element Number: 25****Description:**

The portion of authorized spending allocated for employee benefits related to the Chair of Excellence, including health insurance, retirement contributions, and other fringe benefits.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## Travel

**Value Element Number: 26****Description:**

Funds allocated for travel-related expenses incurred for the initiative.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## Operating Expenses

**Value Element Number: 27****Description:**

Costs related to the day-to-day operations of the Chair of Excellence initiative, excluding salaries, benefits, and equipment (e.g., travel, utilities, supplies).

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## Equipment

**Value Element Number: 28****Description:**

A tangible asset with a useful life greater than one year and a cost of at least \$10,000.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## University

**Value Element Number: 29****Description:**

Represents financial activity and balances from both the university and its legally affiliated foundation or component units, when reported jointly in financial statements. Used to assess the overall financial position and relationship between the institution and its supporting organizations.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## Foundation

## Value Element Number: 30

### Description:

Represents financial activity and balances from both the university and its legally affiliated foundation or component units, when reported jointly in financial statements. Used to assess the overall financial position and relationship between the institution and its supporting organizations.

### Edit:

An error will occur if the following is true:

1. The value is of non-numeric value.

## EmployeeName

### Value Element Numbers: 31

### Description:

The full legal name of the institutional employee identified as one of the highest-compensated individuals.

### Edit:

An error will occur if the following is true:

1. The value is blank.

## JobTitle

### Value Element Numbers: 32

### Description:

The official job title or functional role of the employee (e.g., President, Provost, Head Coach), reflecting their duties and reporting level within the institution. Used in executive compensation reporting and organizational staffing profiles.

### Edit:

An error will occur if the following is true:

1. The value is blank.

## CurrentSalary

### Value Element Number: 33

### Description:

The base annualized salary for the individual as of the current fiscal or calendar year. This excludes bonuses, deferred compensation, or other one-time payments and represents contracted or budgeted compensation for services rendered.

### Edit:

An error will occur if the following is true:

1. The value is of non-numeric value.

## AnticipatedSalary

**Value Element Number: 34**

### **Description:**

The expected salary for the upcoming fiscal year based on planned contract renewals, board-approved raises, or anticipated budget changes. This may be estimated.

### **Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## LongevityPay

**Value Element Number: 35**

### **Description:**

The length of time the employee has been continuously employed by the institution, often measured in years. This may factor into benefits eligibility or merit-based compensation plans.

### **Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## BenefitsAmount

**Value Element Number: 36**

### **Description:**

The monetary value of standard employment benefits provided to the employee, such as health insurance, retirement contributions, life insurance, and disability coverage. These are typically included in total compensation figures for transparency.

### **Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## AdditionalBenefitsAmount

**Value Element Number: 37**

### **Description:**

Non-standard or supplemental compensation items such as housing allowances, vehicle stipends, club memberships, deferred compensation, performance bonuses, or tuition benefits. It is the total aggregated amount of all additional benefits for the employee.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## Fee

**Value Element Number: 38****Description:**

A charge assessed to students by the institution, including tuition, mandatory fees, or online course fees, that is required for enrollment and supports institutional operations, programs, or services.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## TotalMOBudget

**Value Element Number: 39****Description:**

The total institutional budget allocation for operation and maintenance of plant (M&O), including all sources of funding (e.g., E&G, auxiliary, restricted, state support). This includes salaries, utilities, services, supplies, and transfers related to facility maintenance and physical plant operations.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## TotalMOOtherOperating

**Value Element Number: 40****Description:**

All non-personnel operating expenditures within the M&O budget, such as contractual services, supplies, maintenance contracts, custodial services, repairs, and building materials. This excludes salaries, benefits, and utility costs.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## DeptRevenuesServiceCharges

**Value Element Number: 41**

### **Description:**

Revenues generated internally by the M&O department from services rendered to other institutional units (e.g., labor for special projects, departmental moves, equipment repair) or from external billing, such as event setup fees or cost recovery charges.

### **Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## Utilities

**Value Element Number: 42**

### **Description:**

Expenses for heat, electricity, water, sewer, natural gas, steam, and other utility services used to operate the institution's buildings and infrastructure. This includes direct costs, meter charges, and related service fees.

### **Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## ExtraordinaryMaintenanceTransfers

**Value Element Number: 43**

### **Description:**

Transfers of funds for capital renewal, deferred maintenance, or major unplanned repairs that exceed routine maintenance (e.g., roof replacement, HVAC system overhaul). May be categorized under non-mandatory transfers to plant funds.

### **Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## Longevity

**Value Element Number: 44**

**Description:**

Additional salary payments or bonuses based on years of service, commonly used in public institutions or state systems as part of union or employment agreements. Accounted for under salaries but may be tracked separately for reporting or budgeting.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## StaffBenefits

**Value Element Number: 45****Description:**

Institutional contributions for employee benefit programs for M&O personnel, including retirement, health insurance, payroll taxes, and other fringe benefits. Per NACUBO, these are reported separately from salaries within functional expense reporting.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## Description

**Value Element Number: 46****Description:**

A textual field providing additional details about the transfer, including its purpose, nature, or allocation, to clarify the type or intent of the amount reported.

## Value

**Value Element Number: 47****Description:**

Amounts expended during the fiscal year for approved student activities, programs, transfers, and services.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## ActivityFeeRevenue

## Value Element Number: 48

### Description:

Total revenue generated from mandatory student activity fees assessed to students, used to support student organizations, events, and campus life activities.

### Edit:

An error will occur if the following is true:

1. The value is of non-numeric value.

## CarryoverFromPriorYear

## Value Element Number: 49

### Description:

Unspent student activity fee funds carried forward from the previous fiscal year into the current year's budget.

### Edit:

**StudentLevel should be set to 'All' for CarryoverFromPriorYear in OB\_StudentActivityFee\_Summary module.**

An error will occur if the following is true:

1. The value is of non-numeric value.

## OutofStateTuitionFee

## Value Element Number: 50

### Description:

Tuition revenue generated from non-resident student surcharges.

### Edit:

An error will occur if the following is true:

1. The value is of non-numeric value.

## DebtServiceFee

## Value Element Number: 51

### Description:

Student fees or charges used to cover debt service obligations associated with campus facility financing.

### Edit:

An error will occur if the following is true:

1. The value is of non-numeric value.

## TechAccessFee

**Value Element Number: 52**

**Description:**

Fees assessed to support technology infrastructure and services, such as Wi-Fi, computer labs, and software licensing.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## AllOtherFee

**Value Element Number: 53**

**Description:**

Mandatory student fee revenue not classified under other specific categories.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## InStateStudentMaintenanceFee

**Value Element Number: 54**

**Description:**

In-State student maintenance fee is the maintenance fees charged to resident students for campus upkeep and services.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## OutStateStudentMaintenanceFee

**Value Element Number: 55**

**Description:**

Out-of-State maintenance fee is the maintenance fees assessed to non-resident students for similar purposes.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.

## NonMandatoryFee

**Value Element Number: 56**

**Description:**

Optional fees charged to students for services or activities that are not required as part of registration or enrollment.

**Edit:**

An error will occur if the following is true:

1. The value is of non-numeric value.