



TERMINOLOGY DICTIONARY

AASCU - American Association of State Colleges and Universities

AAUP - American Association of University Professors

Account code - An eleven digit number that identifies a UW-L financial account by appropriation and department. The appropriation structure of the 11-digit account number is:

Funding Source-The first three digits of the account number attributed to a type of resource:

- 102 State GPR
- 128 Segregated Fees/Program Revenue
- 131 Academic Student Fees - Tuition, Growth, Quality & Access (GQA)
- 133 Grants
- 144 Grants
- 402 GPR Multicultural & Disadvantaged
- 150 Grants
- 136 Program Revenue
- 145 Financial Aid

Activity/IBAC-The fourth and fifth digits of the account number identify the type of expenditure:

- 00 Student Services
- 01 Executive
- 02 Teaching
- 04 Research
- 05 Public Service (alumni, continuing education)
- 06 Academic Support (textbook rental)
- 08 Auxiliary (residence life, food service)
- 09 Financial Aid

DDU- The last six digits of a university account number. An accounting acronym for Unit, Division, Department, Sub-department used to designate a particular organizational unit within the UW System (04 is the Student Affairs Division).

ACE - American Council on Education

ACSS - Academic and Student Services

Terminology Dictionary (page 2)

ACT-CAPP - American College Testing-Collegiate Assessment of Academic Proficiency

AIDAC - Academic Initiatives Differential Allocation Committee

Allocable Student Fees - Monies designated for student activities such as student organizations, concerts, some athletics, and recreation. Students have primary responsibility for distributing these fees, subject to the responsibility of the Chancellor and the board.

AODA - Alcohol and Other Drug Abuse - Programs and staff related to alcohol and drug abuse intervention, prevention and counseling services.

AOP - Advanced Opportunity Program- A UW System financial aid program for minority and economically disadvantaged graduate students.

AR - Advertisement Report in WINGS Student Center

Budget (Spending Authority) - The budgeted level at which a unit is allowed to spend, regardless of revenue raised.

Budget Transfers - The mechanism used to modify funds identified in the Red Book. The Red Book budgets reflect approved spending authority for the various funds programs (activities) and organization (UDDS) codes.

CACUBO - Central Association of College and University Business Officers

CANVAS - Digital Learning environment replacing D2L

CARE - Campus Assessment Response & Evaluation

Carry-over - Money left over in accounts after the end of the fiscal year.

CBO - Chief Business Officer

CCSSE - Community College Survey of State Engagement

CDR - Central Data Request – Series of curricular, student, facilities and financial aid extract files sent to UW System Office of Policy Analysis and Research (OPAR) each term to be used for reporting System-wide data.

CEUS - CDR Edit and Update System (see CDR)

Class codes - An accountancy code assigned by UW-Systems to identify the type of expenditure.

Terminology Dictionary (page 3)

Compensation - Salaries and fringe benefits paid to staff.

Pay plan- Increases in salaries and related fringe benefits provided to all state employees.

Merit/Market- Salary increases based on a systematic performance evaluation program which identifies positive contributions by faculty and staff members to teaching, research, public service and/or the support functions inherent in the institution's mission.

Solid Performance- Adjustments provided to those faculty and academic staff who have demonstrated satisfactory performance.

CPI - Consumer Price Index - A price index which measures the rate of inflation on goods and services that people buy for day-to-day living.

CUPA - College of University Professionals Association (HR/Compensation)

CWS - College Work Study - A campus based financial aid program which provides financial assistance in the form of subsidized employment to needy students.

Debt Service - Principal and interest payments on the capital raised by selling bonds for construction of university buildings.

Departmental Deposits - UW-L Budget & Finance is the only UW-L department authorized to have a bank account. All other departments are prohibited from opening a bank account to deposit University funds, and all receipts collected by any department are considered University funds and must be deposited through the Cashier's Office. Weekly deposits are required by Wisconsin State Statutes. Receipts totaling more than \$1,000.00 should be deposited daily.

DIN - Decision Item Narratives - Descriptive summaries of biennial budget requests, submitted on forms required by the Department of Administration. They include background information and a description and justification of the request.

DOA - Department of Administration - Executive agency responsible for providing and coordinating support services to other state agencies and for developing the Governor's biennial budget recommendations.

Terminology Dictionary (page 4)

DoIT - Division of Information Technology located at UW-Madison.

DPI - Department of Public Instruction - Executive agency responsible for the direction and supervision of the state's public school system for kindergarten through 12th grades.

DSF - Division of State Facilities

Encumbrance - Expenses not yet realized pending the rendering of service or the delivery of goods. A reservation/commitment (by a requisition) of budgeted funds into the campus accounting system. Then encumbrance occurs when the purchase order is printed.

Expense - Recorded costs associated with expenditures such as salaried, supplies, etc.

Expense/Revenue Transfer Requests - Expenses should be in the applicable account. Expense/Revenue transfer requests move payments/credits from the account already charged/credited to another account. An explanation should be provided for the expense transfer. Expense transferred must be approved by Department Chair or the account manager.

FERPA - Family Educational Right to Privacy Act

FIPSE- Fund for the Improvement of Postsecondary Education

FTE - Full-Time Equivalent - The customary statistic for indicating the number of full-time equivalent students or staff represented by a group of part-time and full-time members.

GA - Graduate Assistant - Graduate Assistantships include teaching (TA), research (RA) and program (PA) assistantships. Graduate Assistantships are awarded by the academic program/department. Only students who are admitted and remain in good academic standing are eligible.

GAPP - General Administrative Policy Paper

GCC - Graduate Curriculum Committee

GPO - General Program Operations. The pool of four fund sources (GPR, Tuition/Fees, Federal Indirect Cost Reimbursement and General Operating Receipts) assigned to a particular campus or system budget increment.

Terminology Dictionary (page 5)

GPR - General Purpose Revenue - The State appropriation approved by the Governor and Legislature from the General Fund (general tax revenues).

GPR/Fees - The pool of state general purpose revenues and academic tuition fund sources assigned to a particular campus or system budget increment.

HEAB- Higher Educational Aids Board - Executive agency responsible for the management of the state's financial aid system affecting students in public and private postsecondary institutions.

HEPI - Higher Education Price Index - A price index which measures the rate of inflation on the current operations of colleges and universities. The HEPI reports the change in prices paid by institutions for a fixed group of goods and services purchased for educational and general operations, such as faculty and administrators' salaries, supplies and materials, books and periodicals, equipment, etc., less expenditures for sponsored research.

HLC - Higher Learning Commission (our accrediting body)

IAS - Instructional Academic Staff

IDAC - Individuals with Disabilities Advocacy Council

IE - Inclusive Excellence

IRE - Institute on Race and Ethnicity

JACAP - Joint Administrative Committee on Academic Programs

JCOER - Joint Committee on Employment Relations - A legislative committee comprised of 8 legislative leaders from both houses responsible for issues related to state employment relations.

JFC - Joint Committee on Finance - A legislative committee comprised of 8 senators and 8 representatives responsible for making recommendations regarding fiscal matters affecting all state operations.

JMAC - Joint Minority Affairs Committee

JPB - Joint Planning and Budget Committee

<https://www.uwlax.edu/globalassets/offices-services/chancellor/jpb-bylaws-revised--adopted-feb-2018.pdf>

LAB - Legislative Audit Bureau

LFB - Legislative Fiscal Bureau

Terminology Dictionary (page 6)

LTE - Limited Term Employee

M&D - Multicultural & Disadvantaged

MAAD - Multiple Applications and Admissions Database-UW System admission application database used for System –wide reporting.

MHEC- Midwestern Higher Education Compact

MSEP - Midwest Student Exchange Program

MUFASO - Multicultural Faculty and Staff Organization

NACUBO - National Association of College & University Business Officers

NCHEMS - National Center for Higher Education Management Systems

NetID - username to log into most UWL technology services. NetID is not the same as email address. Although username is the same for both systems, they can store passwords (and password expiration) separately.

NIAS - Non-instructional academic staff

Non allocable Student Fees - Monies that include charges determined by contracts, personnel commitments, bond agreements, conference commitments, operation of physical plant, etc. Students have an advisory role in the budgeting of these fees, with final decisions at the Chancellors discretion.

NSSE - National Survey of Student Engagement

OADD - Office of Academic Development & Diversity

OCR - U.S. Office of Civil Rights

OSER - Office of State Employment Relations - Office responsible for personnel and employment relations policies and programs for the state.

PMIS - Planning Management Information Systems (now IAIS)

PR - Program Revenue - Money generated from merchandise sales or ticket sales in order to finance specified programs.

PR-F - Program Revenue-Federal - Monies which are received from the federal government.

Terminology Dictionary (page 7)

Purchase Order – Departments obtain goods and services through the purchasing process governed by State Bureau of Procurement policy and internal procedures within UW-L Purchasing Services. For most purchases, a requisition (green sheet, Form L-0620) is generated by the department and forwarded to Purchasing Services for review and approval.

Red Book - The Red Book budgets reflect approved spending authority for the various funds, programs (activities) and organization (UDDS) codes.

S&E - Supplies and Expense - Includes all expenditures except those for personnel salaries, fringe benefits and permanent property items (capital equipment defined as having a useful life of at least 2 years and a unit price of at least \$5,000) and aids to individuals. Supplies and expense would include items such as classroom supplies, travel expenses, office supplies, photocopying, computer software, equipment repair, and telephone service.

SEG - Segregated Revenue - Monies which are segregated in a fund by law and are available only for the purposes of that fund, such as the Trust Fund Income appropriation.

SEG FEES - Segregated Fees - Revenue assessed from every student on campus for the operation of various approved student services and organizations.

Student Share of Costs - The proportion of the cost per student paid by student academic tuition. This amount is usually shown as a percentage of total costs.

SUFAC - Segregated University Fee Allocation Committee

TIP - Talent Incentive Program - A HEAB administered financial aid program which provides financial assistance to especially needy resident undergraduates attending public or private postsecondary institutions in Wisconsin.

User Charges - Revenue generated by offering a service to students, i.e., Strength and Fitness Center. These services are paid for by the students who use them.

VSA - Voluntary System of Accountability

Terminology Dictionary (page 8)

Weighted Average - An average used to take into account different charges/costs for factors that affect how much significance should be given to each UW System institution's cost/charge. For example, the systemwide weighted average student budget takes into account the differences in student FTE for tuition costs and segregated fees, and number of occupants for room rates, etc. at each institution.

WHEG - Wisconsin Higher Education Grant - A HEAB administered financial aid program which provides need-based grants for UW System and WTCS resident undergraduate students.

WINGS/(PeopleSoft Campus Solutions) - Student Information System used to access information related to student records such as admissions, financial aid, records and registration, student financials, and academic advising.

WISDM - A system that contains the official campus' financial activity. The information is downloaded from the PeopleSoft Shared Financial System (SFS) on a nightly basis.

Work Orders - Requests for departmental maintenance and repairs must be made in writing on the "[Facilities Management Work Order Request Form](#)" and must be approved by the department chairperson or, if associated with facility, the dean or director. The department will be charged for time/materials for work performed which is subject to charge back as described in the next section. Charges to telecommunications wiring must be coordinated through the communications manager. Contact the University switchboard for information.

WTCS - Wisconsin Technical College System - Postsecondary educational system which provides adult basic, manpower training, job skill improvement, apprenticeship-related training, college transfer, and allied educational activities. The WTC System is governed by a 12 member board which supervises curriculum standards and operations of 16 regional WTCS districts.