Enter Tuition Revenue Forecasts

This job aid helps you use the Tuition Input view to enter supporting data (headcounts and rates) for tuition revenue forecasts. Before you begin, you must have completed these related activities:

- You must have added and profiled one or more tuition programs in NUPlans.
- You must have enrollment data and tuition rates that align with the logical structure of the tuition programs that you created in NUPlans.

**Navigate to the Tuition Input view.**

From the NUPlans Forecasting Application Menu, click Tuition Forecasting > Tuition Input. Refer to the visual aid Tuition Input view to see the form described below.

**Verify the budget grouping and forecast period.**

Refer to the Context dimension “G_BudgetGrouping” to ensure you are viewing the same budget grouping that contains your tuition programs. To change the budget grouping:

1) Click the black arrow on the dimension toggle.
2) Click a child budget grouping name. Child budget groupings are identified by a blue icon.

**Enter a head count for each program.**

1. Enter an amount at the intersection of the Forecast row and the Head Count Input column.
2. Optional: Enter a percentage in the Head Count % field.
3. Select a Head Count Method that tells NUPlans how to use your input in the calculation of revenue.
   - You may use a percentage of head count input.
   - You may apply a percentage to previous input.
   - You may use the number you entered in head count input.
   - Or you may use your previous input.

**Enter a rate for each program.**

4. Enter the cost at the intersection of the Forecast row and the Rate Input column.
5. Select a Rate Method that tells NUPlans how to use your input in the calculation of revenue.
   - You may use a percentage of rate input.
   - You may apply a percent change to previous input.
   - You may use the rate you entered in rate input.
   - Or you may use the previous rate entered.
6. Click Recalculate if auto-recalculation is off.

**View calculations.**

7. Scroll right to see calculated results.
   - The calculation created in steps 1-6 is Current Head Count x Current Rate = Total Revenue.
   - If there is a base adjustment, the amount is subtracted from total revenue to create net revenue.
   - School revenue, central revenue, and other revenue are shown based on the percent distributions to each one in the current profile.
Results

- After forecasting in *Tuition Input*, the forecast amounts will flow to the reports and views of NUPlans Forecasting. Within Detailed Forecasting, click Total Linked In to see the Linked from Tuition column. Within Chart String Forecasting, scroll right to see Linked from Tuition.

- School and unit users see amounts within the budget grouping, fund, and chart strings specified. Central users see amounts within the CENTUIT budget grouping.

About budget and actuals data

NUPlans enables you to enter tuition revenue budget and actuals to complement your forecast. There are variations of the procedure if you choose to do so.

**Variation 1: Enter supporting data and methods**

1) Enter head count amounts or percentages and select a head count method.
2) Enter rate amounts or percentages and select a rate method.
3) Click Recalculate, if auto-recalculation is off.

**Variation 2: Enter Total Revenue**

1) Enter Total Revenue and 2) click Recalculate.

How to modify the Tuition Input view

Use the dimension “T_Program” to show/hide programs and rows for ease or convenience.

Show some programs (and hide others)

1. Click the black arrow next to the dimension name to open the dimension. The Subset Editor appears (shown at right).
2. Collapse Total Tuition, if necessary, as shown in the example at right.
3. Select the program(s) that you want to see in the view.
4. Click the Show icon.
5. Click OK. Result: the program(s) that you selected appear in the *Tuition Input* view.

Show only child programs in alphabetic order

1. Open the T_Program dimension.
2. Inside the Subset Editor, locate the Subset drop-down field and select the subset named after your budget grouping.
3. Click OK.

Refer to related training videos to see a demonstration and come to NUIT Administrative Systems training or Open Labs for more ideas.