Profile Tuition Programs

This job aid lists the steps required to profile tuition programs in NUPlans Forecasting in preparation for your first forecast.

Revenue is received by your school/unit and retained entirely

In order to complete the procedure outlined below, forecasters need the chart string to which revenue forecasts should flow.

Navigate to the Update Tuition Program Profiles form

From the NUPlans Forecasting Application Menu, click Tuition Forecasting > Update Tuition Program Profiles. Refer to the visual aid Update Tuition Program Profiles to see the form describe below.

- Enter data in the left column Change Program Information.
- Click Reset to erase all data entered in the column.
- Click Recalculate at any time to save your work.

Step 1: Select the budget grouping, timeframe, and program, if not already displayed.

1. Select the budget grouping. Look for the child budget grouping with a blue icon ( ).
2. Confirm the current period.
3. Confirm the year.
4. Select the program.
5. Skip this step.

Step 2: Identify the recipient of tuition revenue (your school).

6. Select School/Unit.
7. Enter comments to explain the profile.
8. Skip this step.

Step 3: Base Adjustment is not applicable. Skip steps 9-12.

- The Base Adjustment field is probably not applicable to this scenario. For more information about this feature, refer to related training materials or consult with your Budget Analyst.

Step 4: Identify the school distribution (in this scenario 100%)

13. Enter the percentage distributed to the school (100).
14. Select the school chart string.
15. Select the school account code.
16. Review School Chart String Status messages.
17. School redistribution is not applicable messages.

Step 5: Central Distribution is not applicable. Skip steps 18-22.

Step 6: Additional Distribution is not applicable. Skip steps 23 and 24.

Step 7: Save your work and complete the program.

25. Click Update Program.

- The profile you entered in the left column now occupies the right column. It is the current record.
- Profiles are available for forecasting in the Tuition Input view and effective immediately.
About Messages
In steps 11, 12, 16, 17, 21, and 22, NUPlans asks you to review messages about the chart strings and accounts you selected.

- A green message “Active” means that the chart string and account exist.
- A red message “Data not flowing” advises you to add the account to your budget grouping. Use the form Add Account to String form in the Administrative folder. After you do so, return to the profile form and click Recalculate to see the message turn from red to green.

About Profile Logic
When you indicate that revenue is received by the school, the following logic is applied to the profile:

- You can enter values in the % to School, % to Central, and/or % to Other fields. The Remainder % is automatically calculated so that the total of all four percentages is 100.
- If you select a Central Chart String, the central account code automatically defaults to 88514.
- If you select a School Chart String, you can select a non-transfer tuition account code from the School Account drop-down menu.
- A School Redistribution chart string appears to handle transfer amounts, if any, and you see the sum of percentages being redistributed/transferred elsewhere.
- Within Tuition Input, 100% of the Net Revenue appears on the school chart string, because all tuition is initially received there.