Update Tuition Program Profiles

Before you attempt to edit a profile, print the related visual aid for reference and review the manual for explanations of fields and functionality.

The *Update Tuition Program Profiles* form enables you to:

- Update a program profile
- Inactivate or reactivate a program

**Update a program profile**

You can display and update the profile of one program at a time.

Navigate from the home page to Tuition Application > Update Tuition Program Profile

1. Select the budget grouping to which the program belongs (or verify it is already displayed).
2. Verify the current period. It is displayed by default.
3. Verify the current year. It is displayed by default.
   - Updates are allowed in the current period and year only.
   - You may change the period and year (steps 2&3) to look up profiles in the past.
4. Select the program whose profile you want to update.
5. Click Recalculate. Result: the profile appears.
6. Update the profile as required by your circumstances.
   - Make changes in the left column *Change Program Information*.
   - Editable values include: Base Adjustment, revenue recipient, percentage(s), chart strings, and accounts. Note that if you change the revenue recipient, different logic and validations will be applied to the profile.
7. Click Update Program. Result: your changes now appear in the right column *Current Program Information* and are effective immediately throughout NUPlans Forecasting.
   - You may need to refresh the *Tuition Input view* (and other views) to see changes reflected.
   - You must update reports to see changes reflected on the same day. Reports are updated automatically overnight.

**Inactivate or reactivate a program profile**

Inactivating a profile ensures that NUPlans does not apply the profile to current and future forecasts in *Tuition Input* and does not propagate current and future forecasts based on the profile to other views and reports. Past forecasts based on the profile are unaffected.

1. Select the budget grouping to which the program belongs (or verify it is already displayed).
2. Verify the current period. It is displayed by default.
3. Verify the current year. It is displayed by default.
   - Status updates are allowed in the current period and year only.
   - You may change the period and year (steps 2&3) to look up profile status in the past.
4. Select the program.
5. Click Recalculate. Result: the profile appears.
6. Locate the field labeled “Inactive?” (Step 8 on the form).
   - Select Yes to inactivate the profile.
   - Select No to reactivate the profile.
7. Click Update Program. Result: the status change appears in the right column Current Program Information and is effective immediately throughout NUPlans Forecasting.

- You may need to refresh the Tuition Input view (and other views) to see changes reflected.
  - Without an active profile, NUPlans does not calculate and display revenue distributions on the right half of the Tuition Input view.
  - Revenue distributions do not flow to other NUPlans views and reports.
- You must update reports to see changes reflected on the same day. Reports are updated automatically overnight.
  - Without an active profile, no revenue flows from the Tuition Application to any reports.