Update Tuition Revenue Forecasts in Tuition Input

As long as a program is active, it is available in Tuition Input for forecasting and other data entry.

Each time you forecast, headcounts and rates are carried forward from month to month until you decide to forecast again. For each subsequent forecast in Tuition Input, your choices are:

- Update head counts and rates
- Copy and edit comments
- Enter Total Revenue as a lump sum in the Budget and/or Actuals rows

**Update Head Counts**

Complete updates as applicable to the Forecast (and optionally to the Budget and Actuals rows).

1. View head counts entered in the most previous forecast.
2. Optional: Use Head Count Input and/or Head Count %
3. Select a method to determine the Current Head Count.
   - NUPlans displays the previous head count in the Prev Head Count column.
   - If there is no change, you may select the Head Count Method “Use Prev Head Count.”
4. Click Recalculate, if you turned off auto-recalculation.

**Update Rates**

Complete updates as applicable to the Forecast (and optionally to the Budget and Actuals rows).

1. View rates entered in the most previous forecast.
2. Optional: Use Rate Input and/or Rate %
3. Select a method to determine the Current Rate.
   - NUPlans displays the previous rate in the Prev Rate column.
   - If there is no change, you may select the Rate Method “Use Prev Rate.”
4. Click Recalculate, if you turned off auto-recalculation.

**Copy and Edit Comments**

Copy comments from a previous period to the current period using the Copy Comments form in the Administrative folder. Comments are not carried forward automatically from month to month. After copying, you may edit the comments if necessary.

**Enter Total Revenue as a Lump Sum in the Budget and/or Actuals Rows**

In the Budget and Actuals rows, the Total Revenue field is available to enter lump sums, unless you previously used head counts, rates, and methods to calculate the Total Revenue. Afterward, you must remove the headcounts and rates in order to reopen the Total Revenue field.

1. In the Head Count Method field, select Remove Headcount.
2. Select the Rate Method field, select Remove Rate. Result: the Total Revenue field opens.
3. Enter a lump sum in the Total Revenue field.