



UCSF

# **UPlan Reference Guide: Tuition and Fee Revenue Calculator**



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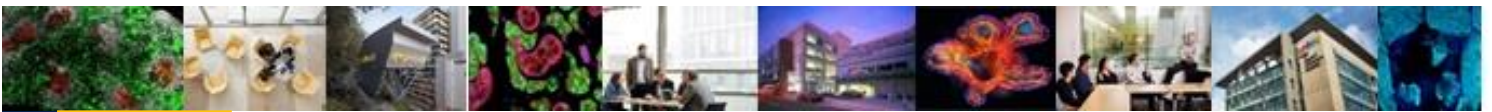
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## Reference Guide: Tuition and Fee Revenue Calculator

### Reference Guide: Tuition and Fee Revenue Calculator

This reference guide discusses the Tuition and Fee Calculator in the General Planning module.

### Reference Guide Objectives

This document is intended to enable planners to:

- Understand the model for recording tuition revenue and transfers
- Explain the purpose of the Tuition and Fee Revenue Calculator
- Enter or adjust revenue drivers on the calculator
- Grasp the limitations of spreading capability on the calculator and the ways to address them
- Generate reports displaying tuition and fee revenue plans
- Plan tuition and fee revenue transfers



## Reference Guide: Tuition and Fee Calculator

### Tuition and Fee Funds in PeopleSoft

Actual tuition and fee revenue is identified in several ways in the PeopleSoft General Ledger.

#### Fund

There are 12 funds that identify tuition and fees.

Fund Number	Fund Description
3000	Tuition
3010	Nonresident Tuition
3020	Summer sessions
3030	Prof degree tuition, medical
3040	Prof degree tuition, dentistry
3050	Prof degree tuition, nursing
3051	Prof Tuition, Nursing DNP
3060	Prof degree tuition, pharmacy
3070	Misc professional fees
3080	Other student programs (self-supporting programs)
3100	Student services fee
3110	Other student fees

#### Project

Control points or departments that generate Tuition and fee revenue may use the general undesignated project (Project 1111111) or a specific designated Project to record program revenue and expenses.

#### Account

The Account tree includes a series of posting-level accounts for recording tuition and fee revenue by the type of tuition or fee and by term. When tuition and fee revenue is generated, it should be recorded in one of the tuition and fee revenue accounts (40001 through 40404). These accounts should be used by the unit that initially generates the tuition and fee revenue.

The account for identifying tuition and fee revenue transfers is 74400. This transfer account should be used when the unit that originally generated the tuition and fee revenue is transferring the funds to another unit.

The revenue accounts and the transfer account roll up to the same Level C Account in the Account tree.

**Note:** The use of Fund and Account should correspond when revenue is recorded. For example, revenue for Fund 3040: Prof degree tuition, dentistry should be recorded in one of the accounts under 4302E: Differential fee – professional school.

## Reference Guide: Tuition and Fee Revenue Calculator

Level C	Level E	Level F Posting-Level Accounts	
4300C Student tuition & fees	4300E	Tuition - nonresident	40001 Nonres suppl tuition GradAc FA
			40002 Nonres suppl tuition GradAc WI
			40003 Nonres suppl tuition GradAc SP
			40004 Nonres suppl tuition GradPro FA
			40005 Nonres suppl tuition GradPro WI
			40006 Nonres suppl tuition GradPro SP
	4301E	Tuition/fees - mandatory	40101 Tuition-mandatory GradAcad FA
			40102 Tuition-mandatory GradAcad WI
			40103 Tuition-mandatory GradAcad SP
			40104 Tuition/fees-mandatory-summer
			40105 Tuition-mandatory GradProf FA
			40106 Tuition-mandatory GradProf WI
			40107 Tuition-mandatory GradProf SP
			40108 Tuition - Post Baccalaureate
			40109 Certificate Program Fee FA
			40110 Certificate Program Fee WI
			40111 Certificate Program Fee SP
			40112 Certificate Program Fee SU
	4302E	Differential fee - prof school	40201 Professl school fee diff-fall
			40202 Professl school fee diff-winter
			40203 Professl school fee diff-spring
			40204 Professl school fee diff-summer
	4303E	Self-support programs	40301 Self-support prog fee-fall
			40302 Self-support prog fee-winter
			40303 Self-support prog fee-spring
			40304 Self-support prog fee-summer
	4304E	Student tuition & fees (other)	40401 Application for admission
			40402 Student fees - other
			40403 Fee exemption-veterans
			40404 Student tuition/fee write-offs
			40405 Student Fees - Campus Based
			40406 Student Re-Application Fee
			40407 Student Filling Fees
			40408 Student Service Fee - FA
			40409 Student Service Fee - WI
			40410 Student Service Fee - SP



## Reference Guide: Tuition and Fee Calculator

			40411	UCGPC Systemwide Fee
			40500	SFA scholarship allowance
	4305E	Transfer tuition & fees	74400	Tfr - tuition and fees

## Tuition and Fee Funds in UPlan

### Fund and Project

All tuition and fee funds are available for planning in UPlan. There are also no differences for UPlan handling of the Project dimension as it relates to tuition and fee funds.

### Account

On the UPlan General Planning Revenue and Expense form, two accounts are identified as planned revenue and operating revenue transfers of tuition and fee funds:

- **Level C Account 4300C** is used for planning tuition and fee revenue as it is received by the generating unit. This row will be gray for the forecast and plan months, and will be populated based on the data entered in the Tuition and Fee Revenue Calculator form.
- **Tfr – Tuition and Fee** is used for operating revenue transfers of tuition and fee funds planned in the Commitment Tracking module

Note that both actual revenues and actual transfers will appear in the Level C Account row.

## Tuition and Fee Revenue Calculator Form

The UPlan Tuition and Fee Revenue Calculator form provides planners with a way to calculate and adjust their tuition and fee revenue based on planned enrollments and tuition/fee levels, thereby keeping a record of the drivers that planners used in generating their revenue estimates.

The form allows for tuition and fee revenue to be calculated using two separate tuition/fee levels and in addition allows for a lump sum adjustment to total revenue.

For each of the tuition rates, the revenue amount is calculated as follows:

$$\text{Revenue} = (\text{Enrollment} - \text{Enrollment Waivers}) * \text{Tuition Level}$$

The Tuition and Fee Calculator Form is structurally similar to the Revenue and Expense form.

## Reference Guide: Tuition and Fee Revenue Calculator

### Task - Tuition and Fee Revenue Calculator

[Task Instructions](#)

333021: P_PC Centre		3060: Prof degree tu		1111111: General Unspecific	
	2024-25	2024-25	2024-25	2025-26	2026-27
	Actual	Plan	Forecast	Plan	Plan
	Final	Final	Working	Working	Working
	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal
Enrollment 1				400	400
Enrollment Waiver 1				5	5
Tuition Fee Level (\$) 1				15,000	15,500
Tuition & Fee Revenue 1				5,925,000	6,122,500
Enrollment 2				100	100
Enrollment Waiver 2				3	3
Tuition Fee Level (\$) 2				20,000	20,500
Tuition & Fee Revenue 2				1,940,000	1,988,500
Tuition Adjustment				5,000	5,000
Total Tuition & Fees Revenue				7,870,000	8,116,000

### Page Filters and Columns

The Page Filters include DeptID, Fund and Project. Fund choices are limited to the 11 tuition and fee funds. In addition, the columns contain the same Scenario, Version, Year, and Period options that are found on the Revenue and Expense form.

### Rows

Row	Row Label	Usage
1	Enrollment 1	The planned total number of students enrolled for the first tuition revenue calculation.
2	Waiver 1	The planned number of enrolled students who are eligible for tuition/fee waivers for the first tuition revenue calculation
3	Tuition Fee Level 1	The level of tuition (tuition rate) for the first tuition revenue calculation.
4	Revenue 1	Revenue from tuition level 1, calculated as the tuition level multiplied by the enrollment level 1 less enrollment waivers 1.
5	Enrollment 2	The planned total number of students enrolled for the second tuition revenue calculation.
6	Waiver 2	The planned number of enrolled students who are eligible for tuition/fee waivers for the second tuition revenue calculation
7	Tuition Fee Level 2	The level of tuition (tuition rate) for the second tuition revenue calculation.
8	Revenue 2	Revenue from tuition level 1, calculated as the tuition level multiplied by the enrollment level 2 less enrollment waivers 2.





## Reference Guide: Tuition and Fee Calculator

9	Adjustment	This field is available for making an adjustment to the total revenue amount for the DFP combination. The adjustment should be a dollar amount.
10	Total Revenue	The total revenue amount for the DFP, calculated as the sum of the two individually calculated revenue amounts and the adjustment amount.

The rows on the Tuition and Fee Revenue Calculator form are different. Instead of the revenue and expense accounts that appear on the Revenue and expense form, it has rows for enrollment, tuition waivers, tuition rates, and adjustment value, and calculated amounts.

### Spreading on the Tuition and Fee Revenue Calculator

In order to ensure that revenue amounts are calculated correctly, spreading of values from YearTotal to Months is only enabled for the Tuition Fee Level rows and the Adjustment row. Thus, a Tuition/Fee revenue amount entered in the YearTotal column will spread evenly to the 12 months of the year. An adjustment entered in the YearTotal column will be treated similarly.

Enrollment and Waiver values entered in the YearTotal column will not spread, but instead will “fill” – that is, the same value will be entered in each of the monthly cells. In this way, the form assumes that enrollment is constant over the course of the year, and tuition/fee amounts are paid proportionally by students over the course of the year.

Plan						
Working						
Jan	Feb	Mar	Apr	May	Jun	▲ YearTotal
400	400	400	400	400	400	400
5	5	5	5	5	5	5
1,250	1,250	1,250	1,250	1,250	1,250	15,000
493,750	493,750	493,750	493,750	493,750	493,750	5,925,000
100	100	100	100	100	100	100
3	3	3	3	3	3	3
1,667	1,667	1,667	1,667	1,667	1,667	20,000
161,667	161,667	161,667	161,667	161,667	161,667	1,940,000
417	417	417	417	417	417	5,000
655,833	655,833	655,833	655,833	655,833	655,833	7,870,000



## Reference Guide: Tuition and Fee Revenue Calculator

### Adjusting Row Spreading on the Tuition and Fee Revenue Calculator

The first time data are entered into the YearTotal column for Enrollment and Enrollment waiver rows, the monthly cells will fill with the value entered. Subsequent adjustments to the YearTotal column will not fill all of the monthly cells, but instead will only adjust the value for June.

In the screenshot below, the YearTotal value for Enrollment 1 has been changed from 400 to 600 and the YearTotal value for Enrollment Waiver 1 has been changed 5 to 10. However, these new values have only spread to the June period.

Plan						
Working						
Jan	Feb	Mar	Apr	May	Jun	YearTotal
400	400	400	400	400	600	600
5	5	5	5	5	10	10
1,250	1,250	1,250	1,250	1,250	1,250	15,000
493,750	493,750	493,750	493,750	493,750	493,750	5,925,000
100	100	100	100	100	100	100
3	3	3	3	3	3	3
1,667	1,667	1,667	1,667	1,667	1,667	20,000
161,667	161,667	161,667	161,667	161,667	161,667	1,940,000
417	417	417	417	417	417	5,000
655,833	655,833	655,833	655,833	655,833	655,833	7,870,000

To adjust row spreading on the Tuition and Fee Revenue Calculator:

1. Right-click on the row and choose Adjust then Grid Spread.

Task - Tuition and Fee Revenue Calculator Task Instructions

333021: P\_PC Central Admin 3060: Prof degree tuition, pharmz 1111111: General Unspecific

	2024-25 Actual	2024-25 Plan	2024-25 Forecast	2025-26 Plan	2026-27 Plan
Version	Final	Final	Working	Working	Working
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
Enrollment 1					
Enrollment Waiver 1					
Tuition Fee Level (\$ 1					
Tuition & Fee Revenue 1					
Enrollment 2					
Enrollment Waiver 2					
Tuition Fee Level (\$ 2					
Tuition & Fee Revenue 2					
Tuition Adjustment					
Total Tuition & Fees Revenue					

Right-click context menu options:

- Edit
- Adjust (selected)
- Adjust Data
- Comments
- Grid Spread (selected)
- Supporting Detail
- Change History
- Attachments
- Lock/Unlock Cells
- Analyze
- New Ad Hoc Grid
- Select All
- Data Validation Messages
- Apply

## Reference Guide: Tuition and Fee Calculator

- In the Grid Spread pop-up box, change the Spread Value to "0" and choose "Fill" and Spread.

**Grid Spread**

Cell Value 400

Adjust Data

☒ By Value ☒ Increase by

☐ By Percentage ☐ Decrease by

Spread Value 0

**Spread Type**

☐ Proportional spread

☐ Evenly Split

☒ Fill

The row has now been re-set, and spreading will fill correctly using the YearTotal column.

## Tuition and Fee Revenue Calculator Reports

UPlan includes two Form Reports specifically for reviewing tuition and fee revenue plans.

The Tuition Revenue by Selected DFP report shows the YearTotal values for each element of the calculated revenue total for a selected DeptID – Fund – Project combination. Rows are displayed for each Scenario, Version, and Year in the system.

331002: P\_Central\_Administration\_ 3060: Prof degree tuition, pharmac 1111111: General Unspecific

			Enrollment	Enrollment	Tuition	Tuition &			Tuition	Tuition		Total
			1	Waiver 1	Fee	& Fee	Enrollment	Enrollment	Fee	& Fee	Tuition	Tuition &
					Level	Revenue	2	Waiver 2	Level	Revenue	Adjustment	Fees
					(\$)	1			(\$)	2		Revenue
Plan	Working	2018-19	485	5	20,2...	9,708,941						9,708,941
	Final	2018-19	485	5	20,2...	9,708,941						9,708,941
	Approved	2018-19	485	5	20,2...	9,708,941						9,708,941
Forecast	Working	2018-19	485	5	8,428	4,045,392						10,336,280

The Tuition Revenue by Selected Year and Scenario report shows the YearTotal values for each element of the calculated revenue total for a selected Scenario – Version – Year combination. Rows are displayed for each DFP combination in the designated MyOrg.

Task - Tuition Revenue by Selected Year and Scenario Task Instructions

MyOrg: 315000: N\_School of Nursing

Plan	Working	2024-25										
				Enrollment	Enrollment	Tuition	Tuition &	Enrollment	Enrollment	Tuition	Tuition &	Tuition
				1	Waiver 1	Fee	Revenue	2	Waiver 2	Fee	Revenue	Adjustment
						Level	1			Level	2	
						(\$)				(\$)		
316050: N_SON DO Provision	3050: Prof degree tuition, nursing	1111111: General Unspecific		140		13,437	1,881,180					1,881,180
3051: Prof Tuition, Nursing DNP	1111111: General Unspecific			60		23,052	1,383,120					1,383,120
316590: N_SON Student Funding	3000: Tuition	2001951: GD Return-to-Aid										562,658
316004: N_SON MS-HALL	3080: Self-Supporting Graduate Degree	1111111: General Unspecific		24		60,590	1,454,160					1,454,160
316830: N_SON PH-DNP	3080: Self-Supporting Graduate Degree	1111111: General Unspecific		60		44,201	2,380,885					2,380,885
320290: N_SBS-Student Funding	3000: Tuition	2001951: GD Return-to-Aid										340,900
												340,900



## Reference Guide: Tuition and Fee Revenue Calculator

### Planning Transfers in Commitment Tracking

As described above, planners in units that initially generate tuition and fee funds should record that revenue using the Tuition and Fee Revenue Calculator. Then, if they transfer any of their tuition and fee funds to other units, they should use the Commitment Tracking module to plan those transfers. We encourage planners to use a single commitment with multiple distributions to plan all of their tuition and fee transfers. Similar to the handling of the State Educational Appropriation, departments generating tuition and fee funds may want to use cascading commitments to transfer funds.

### Operating (Above the Line) Transfers

Transfers that represent the movement of operating funds (as opposed to dean's support or other temporary subsidies) should be recorded with the "Allocations and Other Operating Transfers" Transfer Type member. In these cases, when combined with a tuition or fee fund number, the planned transfer will appear on the "Tfr Tuition\_C" or "Tfr Tuition\_E" line of the General Planning Revenue and Expense form. For actual transfers in PeopleSoft, analysts should use Account 74xxx Tuition and Fee Transfers.

### Planning Transfers to the Financial Aid Office

Specifically, units that generate Professional Degree Supplemental Tuition (PDST) should plan a transfer in the Commitment Tracking module to provide the Financial Aid Office with the appropriate share of PDST funds for financial aid. Use the following fields to plan transfers to the Financial Aid Office, based on your program:

Field	Member
Target DeptID	472117: S_SFA Awards - General
	472118: S_SFA Awards - Dentistry
	472119: S_SFA Awards - Medicine
	472120: S_SFA Awards - Nursing
	472121: S_SFA Awards - Pharmacy
	472122: S_SFA Awards - Dental Hygiene
	472123: S_SFA Awards - Phys Therapy
	472124: S_SFA Awards - Post-Baccs
	472125: S_SFA Awards - Dent Post Grad
	472126: E_SFA Awards - Grad Academic
	472134: S_SFA Awards - GME
	472141: S_SFA Awards - Translational M
Target Project	1111111 General unspecified
Transfer Type	Allocations and Other Operating Transfers
Approval Date	Any valid date



## Reference Guide: Tuition and Fee Calculator

For financial aid funded from Tuition, Student Service Fees or any other centrally-managed source, Budget and Resource Management will manage commitments as follows:

- Professional student financial aid: Target DeptID 472117 “S\_SFA Awards – General”, Target Project 1111111
- Graduate student financial aid: Target DeptID 471071 “S\_Grad Std Support Programs”, Target Project 2001951

With respect to spreading these commitments across months for Year 0 and Year 1, transfer amounts should be entered in a way that reflects the way actual transfers in PeopleSoft will occur. If transfer journals will be submitted to PeopleSoft on a quarterly basis, then the planned commitment in the Commitment Tracking module should reflect that pattern.

### Non-operating (Below the Line) Transfers

Transfers that represent non-operating support (such as dean’s support or other temporary subsidies) should be recorded with the appropriate Transfer Type member. In these cases, the planned transfer will appear in the Other Changes of the General Planning Revenue and Expense form. For actual transfers in PeopleSoft, analysts should use the appropriate Level F Account from the Other Changes section of the Account tree.