Office of Financial Planning and Budget

Special Program Fees (FEE)
Revenue Based Initiatives (RBI)
Off Campus Credit Instruction (OCCI)
Research Facilitation Allocation (RFA)
Training Overview

- FEE, RBI, OCC and RFA Introduction
- Special Program Fees (FEE)
- Revenue Based Initiatives (RBI)
- Off Campus Credit Instruction (OCC)
- Research Facilitation Allocation (RFA)
FEE, RBI, OCC and RFA – Introduction

- **Special Program Fees, Revenue Based Initiatives, Off Campus Credit Instruction and Research Facilitation Allocation** applications are amongst **Cognos Planning Analytics** applications that are used for the development of General Fund - Unit Budget Planning.

- **Special Program Fees** application is used to maintain the narrative for the special program fees (mostly related to Revenue Based Initiatives) that are reported to the Controller’s Office. These fees / rates are then set up in billing tables for student accounts billing. FEE application feeds into RBI application.

- **Revenue Based Initiatives** application captures revenue generated by revenue-based initiatives and programs off campus. RBI application determines allocation of this pass through revenue to the MAUs.
FEE, RBI, OCC and RFA – Introduction

- **Off Campus Credit Instruction** application captures revenue generated through courses offered off-campus, primarily online. OCC derives pass through revenue allocations for the MAUs.

- **Research Facilitation Allocation** application determines allocations for research related funding at department and MAU levels, and includes special adjustments to arrive at total allocation amounts.

- **RBI, OCC and RFA** feed into **Budget Allocation (BAC) application.**
Special Program Fees
Special Program Fees – Steps

- **Update** –
  - Description
  - Major Code (free text field)
  - RBI Program Name (dropdown choice)

- **Enter** –
  - Submit by
  - Submit Date

- **Commit**

- **Submit when all complete**
Revenue Based Initiatives
Revenue Based Initiatives – Introduction

- RBI provides revenue share allocation for student credit hours (SCH) or headcount to academic colleges with approved online programs.

- Typical model is projection and true up at the end of the following year

- Various budget allocation models
  - Project
  - Lag
  - Special Rates
  - MSU tuition

- Allocation from RBI feeds into Budget Allocation (BAC)
Revenue Based Initiatives Steps

**Profile**
- Narrative defining program specifics
- Prior FY data copied forward
- Review/update as needed

**Rates**
- Special Rates for revenue calculation
- Not all RBI programs utilize Special Rates

**Request**
- Program revenue share feeds into Budget Allocation
- SCH Request for Lag Programs already loaded for review

**Actual**
- Eligible SCH and headcount feeds from SIS
- Lag Programs: Actuals for the same year loaded as Request.
- True-Up Programs: Actuals reviewed the year after projections

**TrueUp**
- Only applicable to programs that project revenue
- Actual SCH and headcount compared against Request the following year
- The difference or True-Up processed through budget re-allocation eDoc
Revenue Based Initiatives – Tabs

- **RBI Trend**: 7-year actual RBI allocations trend.
- **RBI Checklist**: New functionality for FY22 that tracks which tasks are complete, and which are due for approval / submission. New Tab and New Functionality.
- **RBI Profiles**: Narrative defining program structure. Includes New Functionality.
- **RBI Rates Input**: Special program rates (applicable to programs utilizing differential tuition structure). Includes New Functionality.
- **RBI Request**: Requested allocation for programs run on projection basis. Includes New Functionality.

(Continued ..)
Revenue Based Initiatives – Tabs (Continued..)

- **Actual Detail**: Detail data for the actual SCH.
- **RBI True Up Summary**: True up information (projection programs).
- **RBI True Up Account**: Account and Sub Account information (projection programs). **Includes New Functionality.**
### Revenue Based Initiatives – Trend

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10000000-UNIVERSITY</td>
<td>79,167,237</td>
<td>84,104,064</td>
<td>89,526,927</td>
<td>88,492,982</td>
<td>92,731,175</td>
<td>76,288,444</td>
</tr>
<tr>
<td>10002000-COLL AG AND NAT RES</td>
<td>40,000</td>
<td>25,000</td>
<td>20,000</td>
<td>1,125,990</td>
<td>2,068,232</td>
<td>2,053,766</td>
</tr>
<tr>
<td>FSHN Bench Fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,125,990</td>
<td>1,170,444</td>
<td>1,193,777</td>
</tr>
<tr>
<td>IAT</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Packaging MS</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>79,085</td>
<td>40,107</td>
</tr>
<tr>
<td>Forest Carbon GC</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>36,252</td>
<td>44,594</td>
</tr>
<tr>
<td>Nutrition Dietetics MS</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>221,829</td>
<td>150,864</td>
</tr>
<tr>
<td>IFLR Certificate</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>560,622</td>
<td>626,424</td>
</tr>
</tbody>
</table>

- Yearly trend of **actual** RBI allocation.
Revenue Based Initiatives – Checklist

Checklist does not allow data entry. It records actions from other tabs and reflects status update on due and completed tasks.

- 15 days before a task becomes due, the “Due Date” font turns “Red”

- Due and Completed Date columns reflect N/A for programs that -
  - Are on a lag basis and don’t have True Up
  - Use MSU Tuition and don’t need to submit Rates

### RBI Step Checklist

Fiscal Year: 2021-22

<table>
<thead>
<tr>
<th>RBI Program Name</th>
<th>Step</th>
<th>Due Date</th>
<th>Completed Date</th>
<th>Completed By Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packaging MS</td>
<td>Profile</td>
<td>05/26/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rates</td>
<td>05/26/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Request</td>
<td>05/26/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Actual</td>
<td>04/22/2021</td>
<td>Budget Office</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>True Up FY21</td>
<td>N/A</td>
<td>N/A</td>
<td>Program operates on lag</td>
</tr>
<tr>
<td>Forest Carbon GC</td>
<td>Profile</td>
<td>05/26/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rates</td>
<td>N/A</td>
<td>N/A</td>
<td>Program uses MSU tuition</td>
</tr>
<tr>
<td></td>
<td>Request</td>
<td>05/26/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Actual</td>
<td>04/22/2021</td>
<td>Budget Office</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>True Up FY21</td>
<td>N/A</td>
<td>N/A</td>
<td>Program operates on lag</td>
</tr>
<tr>
<td>Nutrition Dietetics MS</td>
<td>Profile</td>
<td>05/26/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rates</td>
<td>05/26/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Request</td>
<td>05/26/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Actual</td>
<td>N/A</td>
<td>Program projects; actual available next year</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>True Up FY21</td>
<td>05/26/2021</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Checkmark Indicator will not display correctly in Firefox. Please use another browser.
Revenue Based Initiatives – Profile

New Buttons

- Data from prior FY is copied to current FY
- “Commit” data before selecting “Submit Profile”

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Oliva</td>
<td><a href="mailto:malonel@msu.edu">malonel@msu.edu</a></td>
<td>3-3303</td>
</tr>
<tr>
<td>Gail Rogers</td>
<td><a href="mailto:rogersg3@msu.edu">rogersg3@msu.edu</a></td>
<td>517-449-2911</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome (e.g. MBA Degree)</th>
<th>Pgm Enrollments Projected</th>
<th>Pgm Completion Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.S.</td>
<td>16 incoming students annually</td>
<td>16 per year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Share Splits:</th>
<th>Program Web Site:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Share:</td>
<td><a href="http://www.canr.msu.edu/fshn/graduate_programs/dietetic_internship">http://www.canr.msu.edu/fshn/graduate_programs/dietetic_internship</a></td>
</tr>
<tr>
<td>Provost Share Allocated</td>
<td>Special Arrangements:</td>
</tr>
<tr>
<td></td>
<td>All students pay in-state tuition rates, regardless of actual residency</td>
</tr>
<tr>
<td>Provost Share Held</td>
<td></td>
</tr>
<tr>
<td></td>
<td>25%</td>
</tr>
</tbody>
</table>

The Dietetic Internship (DI) at Michigan State University (MSU) is a 16-month applied practice program in nutrition and dietetics. The program is coordinated with a 30-credit practicum-based online Master of Science in Nutrition and Dietetics. The MSU DI meets all of the general ACEND required competencies with a chosen emphasis area of Community Education. The program provides supervised practice experiences necessary for qualified dietetics graduates to write the Registration Examination for Dietitians administered by the Commission on Dietetic Registration.

Program Description:

Major(s) Eligible under Nutrition Dietetics MS:
- 5439-Nutrition and Dietetics

(Continued ..)
Revenue Based Initiatives – Profile (Continued..)

New Functionality

- The following functionality applies to either Submit or Unlock Profile:
  - Confirmation of intent to perform action (Submit/Unlock)
  - Validation Check: Selecting “Submit / Unlock” button results in “Job will fail; please cancel” message if –
    - FY other than current FY
Revenue Based Initiatives – Profile (Continued..)

New Functionality

- Profile at MAU (and not program) level

The following functionality applies to Submit:

- Locks Profile from additional changes
  - Use the Unlock button to edit. This will remove Completed Date and Completed By Name values in the Checklist tab.
- Submission status shows Completed Date and Completed By Name below the action buttons.

(Continued ..)
Revenue Based Initiatives – Profile (Continued..)

- Submission also updates Completed Date and Completed By Name values for Profile Step in the Checklist tab

- The following functionality applies to Unlock:
  - Unlocks Profile and removes Completed Date and Completed By Name values in the Checklist tab
  - Exception: Cannot Unlock Profile that was not previously submitted; user will be alerted that the job will fail
Revenue Based Initiatives – Rates Input

- Required Fields –
  - Semester
  - Student Level
  - Residency
  - Special Rate (unless a program uses MSU tuition structure)

- Rates updated on “Demand”
- “Commit” data before selecting “Submit Rates”

(Continued ..)
Revenue Based Initiatives – Rates Input (Continued..)

New Functionality

- Selecting “Submit Rates” will update Completed Date and Completed By Name values for Rates Step in the Checklist tab
- If a program uses MSU tuition rate structure, message box indicates Special Rates not needed. For example -

Fiscal Year: 2021-22

Program: Forest Carbon GC


<table>
<thead>
<tr>
<th>Semester</th>
<th>Student Level</th>
<th>Residency</th>
<th>Special Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>$-</td>
</tr>
</tbody>
</table>

Forest Carbon GC uses MSU tuition structure; special rates not needed.

- Confirmation of intent to submit
  - If rates previously submitted, user would receive notification with confirmation

(Continued ..)
Revenue Based Initiatives – Rates Input (Continued..)

- Validation Check: Selecting “Submit Rates” button results in “Job will fail, please cancel” message if –
  - Program uses MSU tuition structure
  - FY other than current FY is selected

(Continued ..)
Revenue Based Initiatives – Rates Input (Continued..)

• Any required data is missing

• MAU instead of program is selected
Revenue Based Initiatives – Request

RBI Request

- Required Fields - Semester, Student Level and Residency
- “Commit” data before selecting “Submit Request”
- “Program Allocated” field links to Budget Allocation application

(Continued ..)
Revenue Based Initiatives – Request (Continued..)

New Functionality

- Message box indicates if a program is on a lag basis
- Selecting “Submit Request” button will -
  - Confirm intent to submit
  - Update Completed Date and Completed By Name values for Request Step in the Checklist tab
  - Validation Check: Selecting “Submit Request” button results in “Process will fail; please cancel” message if –
    - FY other than current FY
    - Profile at MAU (and not program) level
Revenue Based Initiatives – Actual Detail

- Detail data representing actual revenue
- Various data elements per program
Revenue Based Initiatives – True Up Summary

<table>
<thead>
<tr>
<th>Fiscal Year:</th>
<th>2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Request</strong></td>
<td></td>
</tr>
<tr>
<td>SCH</td>
<td>Headcount</td>
</tr>
<tr>
<td>IAT</td>
<td>1,028</td>
</tr>
<tr>
<td>Packaging MS</td>
<td>58</td>
</tr>
<tr>
<td>Forest Carbon GC</td>
<td>63</td>
</tr>
<tr>
<td>Nutrition Dietetics MS</td>
<td>243</td>
</tr>
<tr>
<td>IGLR Certificate</td>
<td>663</td>
</tr>
</tbody>
</table>

- Request Summary – Actual summary = True Up
- True up by Program and total by MAU
- Review data and once in agreement, select “Agree to TrueUp”
- A “Confirmation Message” appears on right hand side if True Up was already agreed to.
Revenue Based Initiatives – TrueUp Accounting String

- Once MAUs “Agree to TrueUp”, they need to fill-in the following fields –
  - Account String
  - $ Amount
- “Commit” data before selecting “Submit String(s)”
Revenue Based Initiatives – TrueUp Accounting String

New Functionality

- Validation Check: Selecting “Submit String(s)” button results in “Process will fail, please cancel” message if –
  - FY other than prior FY is selected
  - Entered $ Amount is NOT EQUAL to TrueUp Amount
  - Account String with missing $ Amount or vice versa

- Successful submission of Account Strings will update Completed Date and Completed By name values for True Up Step in the Checklist tab

- Upon completion, OPB will submit eDocs

- Once eDocs are submitted, if MAUs attempt changing data, the following message will appear –
  “eDoc (#) has been submitted. Data below cannot be updated.”
Revenue Based Initiatives Steps – Review

1. **Profile**
   - Narrative defining program specifics
   - Prior FY data copied forward
   - Review/update as needed

2. **Rates**
   - Special Rates for revenue calculation
   - Not all RBI programs utilize Special Rates

3. **Request**
   - Program revenue share feeds into Budget Allocation
   - SCH Request for Lag Programs already loaded for review

4. **Actual**
   - Eligible SCH and headcount feeds from SIS
   - Lag Programs: Actuals for the same year loaded as Request.
   - True-Up Programs: Actuals reviewed the year after projections

5. **TrueUp**
   - Only applicable to programs that project revenue
   - Actual SCH and headcount compared against Request the following year
   - The difference or True-Up processed through budget re-allocation eDoc
Off Campus Credit Instruction
Off Campus Credit Instruction – Overview

- OCC application derives pass through revenue allocations for the MAUs as follows -
  - Qualifying Student Credit Hours (SCH) are grouped by student level, residency and semester.
  - SCH is multiplied by the tuition rate to calculate total revenue amount.
  - OCC application allocates 75% of total revenue to the MAUs.
  - OCC "Total Allocation" links to the Budget Allocation application based on the FY18 freeze.
Off Campus Credit Instruction – Overview

- Currently limited to no-more than FY18 allocations, modified by undergrad SCH growth where present. *

- New for FY 2020-2021 –
  - Faculty indicated
  - Special allocations have detail sheet
  - May need to Reset Views to see updates
  - Student Credit Hours Utilization (app) – Course List Detail

* For detailed policy information, please contact budget@msu.edu
Off Campus Credit Instruction – Tabs

- **OCC-Trends**: 6-year trend of OCCI allocation pass thru.
- **OCC-Summary**: Condensed allocations by organizations with filtering options.
- **OCC-Detail**: Qualifying SCH grouped by student level, residency and semester. Also shows allocation details.
- **OCC-Special**: Any special allocation MAU receives. Not all MAUs will have Special.
- **OCC Adjustments**: Special adjustments MAU receives.
- **OCC-Exclude**: Courses excluded from OCCI calculation.
- **OCC Assumptions**: Revenue rates.

New - **Student Credit Hours Utilization** (app) - Course List Detail
Off Campus Credit Instruction – Trends

- Trend of OCCI allocation
- May not match OCCI budget allocation post FY18 due to freeze
Off Campus Credit Instruction – Summary

- OCCI allocation summary with dropdown options
- Drill through to further detail
**Off Campus Credit Instruction – Detail**

**OCC-Detail Cube Exploration**

- **Rows / Columns / Context**
- **Dimensions are moveable and filterable**
- **Reset views (≡) will set back to default**
- To view data in chart and grid format, select View Chart and Grid option from the menu bar on the top.
RBI program receives the allocation
- Another MAU could own the RBI program
Research Facilitation Allocation
Research Facilitation Allocation – Tabs

- **RFA Trend CUC**: 5 year trend of RFA by MAU and CUC.
- **RFA CUC Summary**: MAU Allocation, Department Allocation and Special Adjustment totals by CUC.
- **RFA Account Detail MAU**: Detail account information by MAU.
- **RFA Account Detail CUC**: Detail account information by CUC.
- **RFA Detail**: Cube view of all account data.
- **Special Adjustment**: Any special adjustments.
5-year trend of total RFA by MAU and CUC with % of change.

Total RFA = Dept 10% + MAU 10% + Special Adjustment (if applicable).
### Research Facilitation Allocation - Summary

#### Table:

<table>
<thead>
<tr>
<th>MAU / CUC</th>
<th>Dept Allocation</th>
<th>MAU Allocation</th>
<th>Special Adj</th>
<th>Total Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLL AG AND NAT RES Total</td>
<td>1,554,585.78</td>
<td>1,617,036.23</td>
<td>-</td>
<td>3,171,622.05</td>
</tr>
<tr>
<td>02030-OASA CANR</td>
<td>75,466.75</td>
<td>77,525.21</td>
<td></td>
<td>152,991.96</td>
</tr>
<tr>
<td>02036-AFRE</td>
<td>192,868.68</td>
<td>190,679.03</td>
<td></td>
<td>383,547.70</td>
</tr>
<tr>
<td>02038-BIOSYSTEMS AG EGR</td>
<td>28,140.72</td>
<td>21,692.60</td>
<td></td>
<td>49,833.32</td>
</tr>
<tr>
<td>02042-AGRIC TECH INST</td>
<td>636.65</td>
<td>702.37</td>
<td></td>
<td>1,339.02</td>
</tr>
<tr>
<td>02063-ANIMAL SCIENCE</td>
<td>62,128.71</td>
<td>41,204.17</td>
<td></td>
<td>103,332.88</td>
</tr>
</tbody>
</table>

- Dept Allocation, MAU Allocation and Special Adjustment totals.
- Drill to RFA Detail – Take ownership, drill at either Dept or MAU Allocation.
Dropdown to change MAU Allocation or DEPT Allocation.

Includes all CUCs in the MAU.

Includes all accounts the MAU has a credit share.
Dropdown to change MAU Allocation or DEPT Allocation.

Dropdown to change CUC.

Includes all accounts the CUC has a credit share.
Multiple dropdown dimensions for slicing of data.

Can make charts with buttons on menu bar.
Review account allocations for accurate credit distribution.

If discrepancy is found, submit a new transmittal in Kauli Coeus system (KC).

Once entries are reviewed, submit data in the RFA application.

- Note: Other units may still be working on their credit shares and jointly shared accounts may change even if one MAU has submitted

Data will be refreshed every two weeks to pick up credit distribution changes.
Office of Financial Planning and Budget

Special Program Fees (FEE)
Revenue Based Initiatives (RBI)
Off Campus Credit Instruction (OCCI)
Research Facilitation Allocation (RFA)