Office of Planning and Budgets
Budget Planning and Analysis

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.

- Applications Available – Tuesday, May 12

- Submission Deadline – Monday, June 8
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 – Overview

- Typically, Student Credit Hours (SCH) / Enrollment projection is made based on forthcoming academic year’s tuition.
- True up of revenues occurs at year-end using actual SCH / enrollment and tuition.
- Revenue share for programs is applied to the MAU Budget Allocation application.
- Historical data for all programs since 2013-14.
Revenue Based Initiatives – Overview

- New for 2020-2021 –
  - Majors / Courses included in allocation indicated on Profile
  - RBI Rates Input sheet
  - Faculty indicated on Actual Detail
  - Agree to True up / Enter accounting string
  - May need to Reset Views to see updates
Revenue Based Initiatives – Tabs

- **RBI Trend**: 7-year actual RBI allocations trend.
- **RBI Profiles**: Narrative defining program structure.
- **RBI Rates Input**: Special program rates (applicable to programs utilizing differential tuition structure).
- **RBI Request**: Requested allocation for programs run on projection basis.
- **Actual Detail**: Detail data for the actual SCH.
- **RBI True Up Summary**: True up information (projection programs).
- **RBI TrueUp Account**: Account and Sub Account information (projection programs).
Revenue Based Initiatives – Trend

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

2019-20 RBI Profile

FY: 2019-20
Program: Strategic Communication MA

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<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
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<tr>
<td>Scott Gascon</td>
<td><a href="mailto:smg@msu.edu">smg@msu.edu</a></td>
<td>517-355-9585</td>
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<tr>
<td>Jason Archer</td>
<td><a href="mailto:jason@msu.edu">jason@msu.edu</a></td>
<td>517-884-2397</td>
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</table>

Outcome (e.g. MBA Degree): M.A. Degree in Strategic Communication

Start Budget Year: 2019-20

Pgm Enrollments Projected:

Pgm Completions Expected:

Share Splits:
- Program Share: 75%
- Provost Share Allocated: 0%
- Provost Share Held: 25%

Program Web Site: http://stratcom.msu.edu

Spcl Arrangements:

Program Description:
- data to marketing campaigns.
- Integrate marketing, advertising, sales and logistics across physical and digital channels.
- Collect, analyze and interpret digital marketing data to inform decision-making.

Major(s) Eligible under Strategic Communication MA:
- 6328-Strategic Communication

- Data from prior fiscal year copied to new fiscal year.
- Majors/Courses included in allocation indicated at bottom. (New)
Revenue Based Initiatives – Special Rates

- Required Fields –
  - Semester
  - Student Level
  - Residency
  - Special Rate

- Rates updated on “Demand”
- “Commit” data before selecting “Submit Rates”
Revenue Based Initiatives – Request

- Required - Semester, Student Level and Residency
- “Total Program Allocated” links to Budget Allocation application
### Revenue Based Initiatives – Actual Detail

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

#### 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.

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<th>SCH</th>
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Revenue Based Initiatives – TrueUp Accounting String

New

- Once MAUs “Agree to TrueUp”, they need to complete Account, SubAccount and Amount fields
- Upon completion of these fields, OPB will submit eDocs
- Once eDocs are submitted, if MAUs attempt changing data, a message will appear – “eDoc (#) has been submitted. Data below cannot be updated.”
- Remaining Balance (difference between Amount entered and TrueUp Amount) should be 0. If not, contact Val Noel in OPB.
Revenue Based Initiatives – Steps

- Complete the ‘Profile’ -
  - All narratives from previous FY loaded
- Complete the ‘Rate Input’ -
  - Only applicable on special rate programs
- Complete the ‘Request’ (projecting programs only) -
  - Semester / Student Level / Residency required fields
- Review the ‘Request’ and ‘Actual’ (lagged programs only)
Off Campus Credit Instruction
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 Brent Johnston in OPB.
Off Campus Credit Instruction – Tabs

<table>
<thead>
<tr>
<th>Tab</th>
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<tr>
<td>OCC-Trends</td>
<td>6-year trend of OCCI allocation pass thru.</td>
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<tr>
<td>OCC-Summary</td>
<td>Condensed allocations by organizations with filtering options.</td>
</tr>
<tr>
<td>OCC-Detail</td>
<td>Qualifying SCH grouped by student level, residency and semester. Also shows allocation details.</td>
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<tr>
<td>OCC-Special</td>
<td>Any special allocation MAU receives. Not all MAUs will have Special.</td>
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<tr>
<td>OCC Adjustments</td>
<td>Special adjustments MAU receives.</td>
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<tr>
<td>OCC-Exclude</td>
<td>Courses excluded from OCCI calculation.</td>
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<tr>
<td>OCC Assumptions</td>
<td>Revenue rates.</td>
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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** (Button) will set back to default

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**Notes:**

- **Columns:**
  - Courses_NoTotal
  - OCC Semester
  - OCC Residency No Total
  - Levels_NoTotal
  - OCC Adjustments
  - OCC-Exclude
  - OCC Assumptions

- **Rows:**
  - Courses
  - Courses_NoTotal
  - OCC Semester
  - OCC Residency No Total
  - Levels_NoTotal

---

**Additional Information:**

- **Eligibility:**
  - Undergraduate
  - Graduate

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**Academic Programs:**

- **Business Administration**
- **Economics**
- **Finance**
- **Marketing**
Off Campus Credit Instruction - Adjustments

Special Adjustments – Grid View

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- To view data in chart and grid format, select View Chart and Grid ( ) option from the menu bar on the top.
### Student Credit Hours Utilization – Course List Detail

#### New Planning Analytics Application

<table>
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<tr>
<th>Academic Year</th>
<th>Course</th>
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#### Course List Detail

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<th>Credit Hours</th>
<th>Student Major</th>
<th>RBI Program Name</th>
<th>RBI MAU</th>
<th>OCC Eligible Flag</th>
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- 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

- 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.
### Research Facilitation Allocation – Account Detail CUC

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<th>APP</th>
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<td>Overhead</td>
<td>Medendorp, John - 241423358</td>
<td>125396</td>
<td>Borlaug Higher Education Agricultural Research and Development Program (BHEARD)</td>
<td>Intl Maize &amp; Wheat Improvement Center</td>
<td>11,626.46</td>
<td>100</td>
<td>11,626.46</td>
</tr>
</tbody>
</table>

- 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 Planning and Budgets
Budget Planning and Analysis

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