

NOTES FOR FACULTY BUDGET FEE TEMPLATE (TO LOAD 2018 COURSE FEE PLANS)

1. Please only capture information in the un-shaded, white areas. No alterations or input should be made to any of the shaded/coloured cells. The points below give direction as to what to do should an error be found in the template. On no account should the change be made directly in the template, other than in the white cells. Insertion of rows in the new or missing course section is permitted but nowhere else.
2. The basis of the budget fee template is an extract from a PeopleSoft report. Owing to this, it is of the utmost importance that you ensure that your PeopleSoft data is correct. If data is found that is incorrect, it needs to be taken through the correct PeopleSoft channels, and **NOT ALTERED** on this template.
3. Each Faculty Manager (academic admin) has been sent the budget fee template for their faculty, except for the **LISC** (Library Information Science) courses, which have been sent to the Libraries Finance Manager.
4. The budget fee template includes actual headcounts for 2013 to 2017. The 2017 YTD count is at the run date which is specified on the worksheet tab. **2018** estimated enrolments are to be captured by Faculty Managers (academic admin).
5. For headcounts, please use **whole** numbers. **NOTE: Do not use formulas.**
6. It is assumed that the 2017 fee is correct. If **NOT**, the revised fee should be inserted in the relevant column ('Revised 2017'). However, this column is **ONLY** for revised fees. If the fee in the 2017 column is correct, **nothing** must be entered in the 'Revised 2017' fee column. **New courses that do not have a fee (this would be due to timing constraints of capturing on PeopleSoft) must have their fee added in the 'Revised 2017' fee column.**

NOTE: Do NOT anticipate 2018 fee increases. This will be approved at the UCT Council meeting in December 2017 and all fee prices will be re-valued accordingly by Central Finance.

7. For 'Revised 2017' fee, do not enter decimals, punctuation (e.g. commas) or a Rand indicator. **NOTE: All figures must be rounded up to the nearest R10, e.g. not 4715 but 4720, and ONLY whole numbers, no cents to be captured.**
8. Please indicate whether or not the course should be included in the Fees handbook 2018, by entering **Y(es)** or **N(o)** in the **FeeBk** column.

NOTE: If you enter N, there should be zero headcounts captured against the course. If you enter Y, there should be a course fee. In some cases the course fee is zero. Where this is the case, please insert a comment (using the Excel facility – in the "Review" tab) to say 'No Charge', and why. The comment should be attached to the "FeeBk Y/N" column.

9. Do not change any formatting in the document.
10. Do **NOT OVERWRITE** or **CHANGE** any **FORMULAS** in the document.
11. Do not change any headings in the file.
12. Do not change any course codes.
13. Some of the courses may not have been active in 2017, and are therefore included in the budget fee template with "Stat" (Status) column (*I*)**nactive**). If these are to be offered in 2018, i.e. will have an (**A**)**ctive** status, do **NOT** add these as new courses, but just capture the headcount against the course, even though it is currently in Inactive status, e.g. masters courses only offered every 2 years.

Deadline: Monday 07 August 2017, 08h30

NOTE: If courses are marked (A)ctive that will never be offered again, please communicate this to the relevant PeopleSoft person. The “Stat” column should NOT be changed on the budget fee template.

14. If the Course Description is incorrect or needs changing for the Fees handbook, please overwrite the incorrect name and **CHANGE COLOUR OF CELL TO BLUE** so the change is easily picked up for the Fees handbook preparation.
15. New 2018 courses that are **NOT** included in the main section should be added at the bottom of the worksheet in the section provided. It is assumed that the correct process has been followed to add these courses to PeopleSoft (via ACA34). **EWA** courses are **NOT** planned for, so please do **NOT** add these as new courses. Please identify new courses with a “N” in the appropriate column.
SHORT courses are **NOT** planned as part of the budget fees exercise, so please do **NOT** add these as new courses. (The faculty **Finance Manager** will plan for short courses as part of the faculty revenue, not by headcount.)
NOTE: All white, un-shaded columns with headings must be completed for new courses – a course code is NOT sufficient for planning/Fees handbook purposes. A 2017 equivalent fee must also be included.
16. Before assuming that a course is missing from your budget fee template, please first use the *Find* tool in Excel to ensure it does not appear at all. Once you are sure that the course is missing, add it to the bottom with the new courses, but identify it with a “M” in the appropriate column. This is important as all “M” courses will be sent to the PeopleSoft report developers for examination and feedback.
17. Please use this document together with **Karen van Heerden’s guidelines (24 Jun 2016 doc)**. As per these guidelines, should you need to have a working file, it is suggested the budget fee template is saved under a different file name. When entering the information back onto the budget fee template, all the above requests apply. Please do not copy and paste when working back to the template from your working file. All input must be carried out on the approved template so that formulas and other system data are not overwritten.
18. **FBR Type** – this column was added to the report in 2013 as a result of the request to include future dated courses in the budget fees template. It indicates whether the course is current or future dated.
19. **Drops** – arising from the debate as to whether or not headcounts should include dropped courses, the headcounts on the template **EXCLUDE** drops. However, an extra report that **INCLUDES** drops has also been run and attached as a separate worksheet. The data including drops is to be used as a guide to calculate your projected headcounts for 2018.
20. **NQF level and Minimum credits** - The PeopleSoft fees budget report was developed further in 2015 and includes 2 new columns - NQF Level and Min Credits. This was added in order for faculties to identify any anomalies and take corrective action where required.
21. Late changes to the budget fee template cause a considerable amount of re-work and it would be appreciated if careful checks are made **before** submitting the budget fee template to the Finance Manager.
22. After completing the budget fee template, please send it to your Finance Manager **before Monday, 07th August, 08h30**, so that it can be uploaded to SAP.



NOTE: As agreed, NO file protection, so please don’t add/delete columns, insert/delete rows, except in the new/missing course section, or overwrite/change/delete formulas – all this corrupts the consolidation)

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Example of budget fee template:

Left hand side

Fac	Subj	Catalog#	CrseCode	Stat	CrseId	Off	Course Descriptio	NQF Level	Min Credits	Dept	Career	FBR Type	FeeBk	Y/N	HeadCount (EXCL drops)					Projected
															2013	2014	2015	2016	2017	2018
LAW	CML	1001F	CML1001F	A	102592	1	Business Law I	5	18	CML	UGRD	Current - 2017-01-01			774	879	883	928	873	
LAW	CML	1001L	CML1001L	A	102592	3	Business Law I	5	18	CML	UGRD	Current - 2017-01-01			120	111	67	82	76	
LAW	CML	1001P	CML1001P	A	102592	2	Business Law I	5	18	CML	UGRD	Current - 2015-01-01			0	0	0	0	0	
LAW	CML	1004S	CML1004S	A	102595	2	Business Law I	5	18	CML	UGRD	Current - 2015-01-01			472	420	449	400	341	

Stat = Status - (A)ctive or (I)nactive

Off = Offering

Formula Check: Should = 0 (column: Formula ChkHeads)
 If more than 0, your total 2018 headcount is more than the spread of heads (Jan + Feb + Apr + Jun + Jul + Nov)

Right hand side

Fee	2013	2014	2015	2016	2017	Revised 2017	Spread of heads (when registered)					Formula ChkHeads	Revised/Act Fee 2017	Total Fees
							JAN	FEB	APR	JUN	JUL			
4,840	5,200	5,780	5,780	6,250								0	6,250	0
4,840	5,200	5,780	5,780	6,250	6,200		50		50			0	6,200	620,000
0	0	0	0	0	0							0	0	0
4,840	5,200	5,780	5,780	6,250								0	6,250	0



Green total blocks have been added at the bottom of the new/missing fees section (see page 4) in order to view entire head count, including new or missing courses. Please do not add in your own totals on the template.

Revised/Act Fee 2017 & Total Fees columns have been added for Central Finance and faculty Finance Managers' information. The revised/act fee formula will pick up the correct 2017 fee, whether per PS download or revised manually. It is important that the formula is not changed or deleted.

