



ARP at Notre Dame

December 2020

In this Issue:

- *Key Dates
- *Training Materials
- *Multi-Year Transfers
- *FY22 Adopted Budget
- *Position Management
- *Merry Christmas
- *Ongoing Support



Key Dates

DECEMBER

- **18th:** WFP Refresh

JANUARY

- **22nd:** Q2 Reports Due
 - Forecast Reports 01, 02 & 10 Due* (note change below)
 - Multi-Year Reports 01 & 04 Due (Admin units only)*
- **29th:** WFP Refresh

FEBRUARY

- **12th:** WFP Refresh
- **26th:** WFP Refresh

MARCH

- **3rd:** FY22 Adopted Budget Opens
- **8th:** FY22 Adopted Budget Training Begins

*Forecast, and if applicable, multi-year reports should be submitted to **ARP@nd.edu**. If you are an academic unit, please include Tracy Biggs as a cc on your email. The primary budget administrator should submit the required reports for each Division or College. **Note: The ARP communication sent on October 30th stated that forecast reports 01 & 02 are due. Please note report 10 should also be submitted by January 22nd.**

Training Materials

The training zoom sessions for Forecast and Multi-Year planning were held earlier this fall. If you were unable to attend either of the overview sessions or would like to reference back to a session, the recordings have been added to the Planful Academy training site through ARP. Please click on the link below and follow the attached instructions to access the recorded zoom sessions.

https://mcusercontent.com/d4b2cb84222b92be402335eed/files/89dece88-165a-4541-9695-95378a30b090/How_to_Access_Training_Videos.pdf

Multi-Year Transfers

If you are planning transfers within Multi-Year, please remember the following steps must be completed to properly update future year fund balances:

- **If transferring Unrestricted funds to Restricted funds:**
 - save the unrestricted fund transfer template for the sender
 - open and save the recipient's restricted OpEx template.

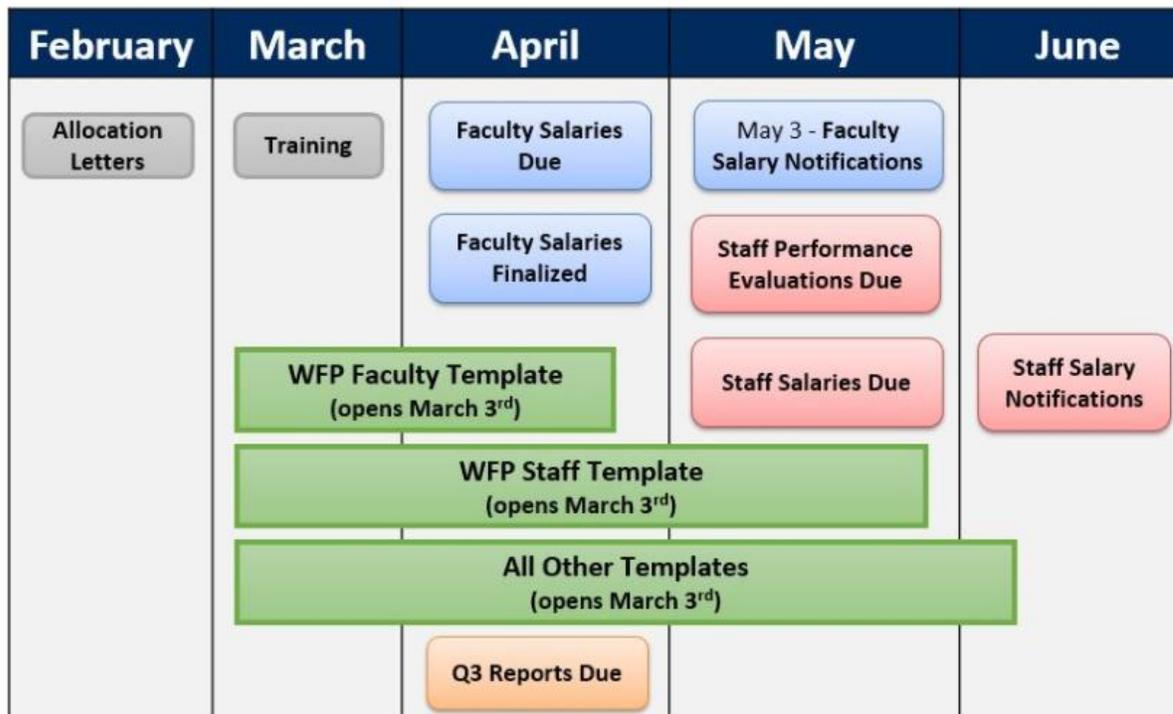
- **If transferring Restricted funds to Restricted funds:**
 - save the sending fund transfer template for the sender
 - open and save the sender's OpEx template
 - open and save the recipient's OpEx template

- **If transferring Restricted funds to Unrestricted funds:**
 - save the restricted fund transfer template for the sender
 - open and save the sender's restricted OpEx template

- **Note:** If you plan a transfer to another unit (area you do not manage), you need to contact that unit to ensure the correct templates are opened and saved.

We understand this is a cumbersome process, but it is a necessary step for the transfers to appear correctly.

FY22 Adopted Budget



*Specific dates for the Adopted Budget process will be added as they are finalized.

Position Management

Helpful reminders regarding staff, faculty and pooled position requests were presented at the Business Manager's meeting on Friday, December 4th. Below, please find the links to the helpful reminders and the Q&A from the meeting.

Helpful Reminders:

https://mcusercontent.com/d4b2cb84222b92be402335eed/files/d026a54e-44cc-43c0-a477-9bccda8ec720/Position_Management_Slides.pptx

Q&A:

https://mcusercontent.com/d4b2cb84222b92be402335eed/files/4cc68834-e6fb-4c68-ba66-802c1e15e522/Bus_Mgr_Mtg_Questions.docx

Merry Christmas!



Ongoing Support

Your business partners in the Budget Office are available to help answer questions as they arise. If you do not work with a specific business partner, feel free to reach out to any of the following people for ARP assistance:

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