All Funds Planning
FY23 Budget Year
Commitment Transfer Process for Operating Budget Module

Arizona Online and Distance Education

Arizona Online and Distance Education strategic investments, which include academic program and course development funding, instructional support and support services, are direct investments. Investment transfers will be processed twice a year at Fall and Spring term-end. Fall transfers will be completed in December 2021. Because the Spring term transfer amount is not known until fiscal year end, and the commitments may or may not be for multiple years, these commitments will not be entered in the Operating Budget module.

Office of Research, Innovation, and Impact (RII)

RII will process transfers for any FY22 approved, unfulfilled commitments in the Operating Budget module to the organization/department level by January 31, 2022. Funds for FY22 fulfilled commitments should already be reflected in the departmental accounts. Commitments for FY23, FY24, and FY25 will be processed as transfers done to the administrative unit in the college/division. Supporting documentation will be provided to the respective units.

Office of Strategic Initiatives

The Office of Strategic Initiatives will process commitment transfers in the Operating Budget module for FY22 approved unfulfilled commitments and commitments for FY23, FY24, and FY25 by February 1, 2022. Transfers will be done at the organization/department and strategic initiative level. The funds for FY22 fulfilled commitments should be reflected in departmental accounts.

Office of the Provost

The Office of the Provost will process commitment transfers in the Operating Budget module Org Code 9951 for FY22 approved unfulfilled commitments and commitments for FY23, FY24, and FY25 by January 31, 2022. Transfers will be done to the administrative department in the college/division. The funds for FY22 fulfilled commitments should be reflected in the departmental accounts. Supporting documentations will be provided to the respective units.

Student Services Fee Transfers

Student Services Fee is an annual $75 fee (prorated for students taking less than 9 hours) paid by Main Campus students each semester. This fee generates revenue of approximately $5M annually. The majority of the fee is allocated to departments on campus that have a strong student focus.

For the Operating Budget module, transfers will be allocated to departments based on historical activity, so funding for FY22, and future years, will remain the same as FY21 transfers. Org code 9909 will record transfers on budget objects 0930/7930. Departments can use historical expense data to reflect the planned use of funds for future years. These transfers will be entered in the Operating Budget module by January 21, 2022.
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UA Global Commitments for Microcampus

Transfers for Microcampus course development will be transferred in accordance with the timeline as agreed upon with the college/department and will not be entered in the Operating Budget module. The estimated amount will be reflected in the UA Global fund balance narrative. For Microcampus start-up commitments (non-course development), the amount is not known until fiscal year end. These commitments will not be entered in the Operating Budget module. The estimated amount will be reflected in the UA Global fund balance narrative.

As a reminder, these transfers are for planning purposes only and should not be regarded as actual transfer-in amounts. Actual amounts shall be determined following individual commitment agreements. For more information, please contact:

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Office of Research, Innovation and Impact – Anh Le at anhle@arizona.edu
Office of the Provost – Nina Bates at ninaari@arizona.edu
Office of Strategic Initiatives – Jessica Thornburg at jthor@arizona.edu
Student Services Fee – Scott Norris at scottmnorris@arizona.edu
UA Global – Yuwen Wang at yuwenwang@arizona.edu

Debt Service, Internal Loan & Capital Commitments

Departments should enter all planned debt service, internal loan, and capital transfers for FY22, FY23, FY24, and FY25. As a general recommendation, the organization that owes the funds should be responsible for entering the planned transfer.

- Debt Service Transfers:
  o Enter a transfer-out to Org 9923 and planning fund DES in the Transfer Tab of the Operating Budget Module.
  o Enter 'Debt Service' and the unit name in the description.
  o You can use the comments section to include additional debt details.

- For internal loans, enter a transfer-out to Org 9990 and planning fund OTH in the Transfer Tab of the Operating Budget Module.

- For Capital Projects enter a transfer-out to the Project's Institutional Org (9971 for FM, 9972 for PDCN), planning fund OTH.