

PDR Accounting - Coding Change for Faculty/Librarian, P/M and CARG PDR

Effective May 1, 2006, accounting for PDR is changing in order to facilitate improved reporting for university benefits, of which PDR is but one component. Under the new system Fund 101 will be established and the title of this new fund will be "Professional Development Reimbursement".

By creating a separate fund for PDR, the funds designated for this employee benefit will no longer be 'mixed in' with your MTCU operating budgets for your unit (i.e. normally in the Dean's Office or divisional manager's budget). With a separate fund code, all PDR activity is clearly and easily identifiable.

All PDR reimbursements will need to be coded to this fund across the campus. There is to be no change the rest of the other coding that is currently used for Faculty/Librarian, P/M or CARG (except for Ancillaries, who already have been notified of this change).

PDR Allocation (Current Year)

The Budget Office will allocate the 2006/07 entitlements, as well as future years by budget journal entry into Fund 101. The object code that will be used is 63761 (Total Operating Expenses – Budget Only). There has been no change for the project numbers used for CARG or P/M which are 700080 and 700081 respectively. Additionally, the individual Faculty/Librarian project numbers remain the same as in past years.

Coding of PDR Expenses

Expense claims will be coded as previously done for Unit, Project and Object code. The difference will be in the Fund coding only, where in the past Fund 100 has been used, it will now be replaced by Fund 101.

Procedural Changes

There are no changes to the procedures that are currently in place as far as approvals, signatures, and submission for payment.

Allocation of Faculty/Librarian PDR Carryforward from 2005/06

Initially, the Budget Office has posted the Faculty/Librarian carryforward, as it has previously done to Fund 100, with the appropriate department/unit, grant, Faculty/Librarian project code, and object code 66003. Shortly this entry will be reversed and setup as budget in Fund 101, with all other coding remaining constant. This has been done to provide an auditable trail of the change.

FRS Access

If you currently have FRS access to PDR accounts, this change should not affect that access.

If additional FRS access is required, this needs to first be determined and authorized within your college/department and then communicated to the appropriate individual within the Controller's Office as per the normal procedure for gaining FRS access.

FRS Reporting

To view your PDR Projects, on the new FRS, go to Actual/Summary/Project and enter Fund = 101 and leave the other selections as "All". When you run this report you will see all PDR Projects, in your FRS profile.

Transfer of 2006/2007 PDR Transaction already processed in Fund #100

Before the 2006/2007 PDR budget awards are made in September, the Budget Office will do a sweep of all PDR transactions coded to fund #100 and process a journal entry to re-code the balances to fund #101. You will be notified when this happens.