



# Accounting Quick Reference Guide (AQRG)

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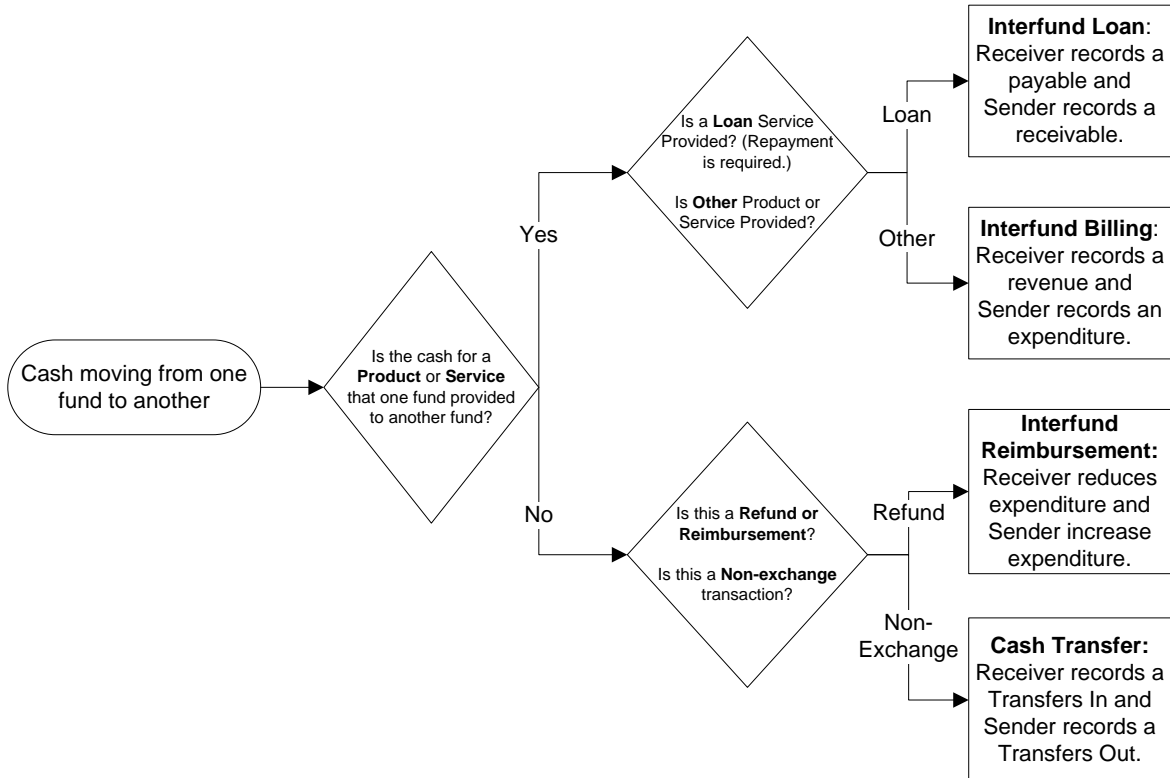
## Moving Cash between Funds

**Purpose:** There are multiple ways in the City of Portland’s accounting system to move cash from one fund to another. Below is an illustration of what the options are and how to choose among them.

**Options:**

1. [Interfund Loans](#)
2. [Interfund Billings](#)
3. [Interfund Reimbursements](#)
4. [Cash Transfers](#) (Submit [cash transfer request](#) to Central Accounting.)

**Decision Flowchart:**





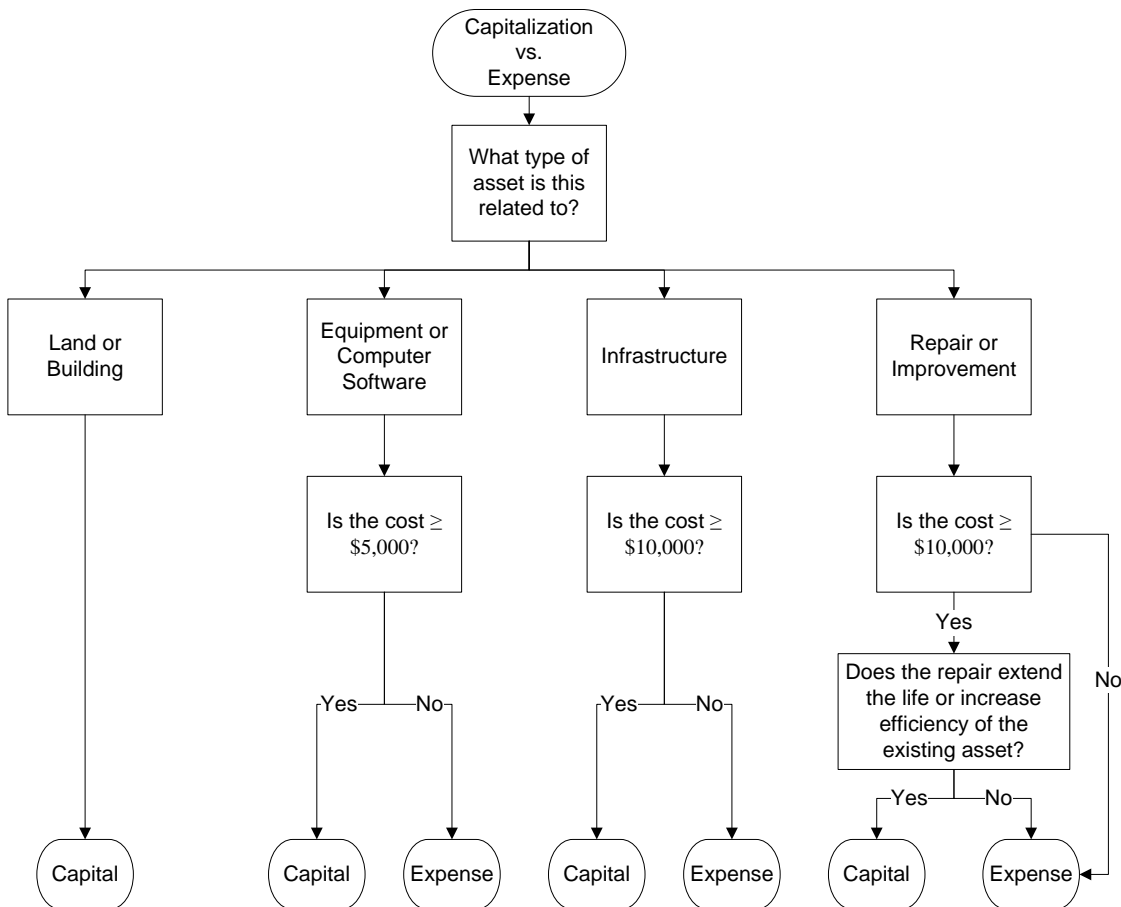
## Asset Capitalization vs Expense

**Purpose:** In a purchase or a project, should we capitalize the cost or expense the cost? This quick reference guide will help you walk through the steps to find the answer to that question.

**Options:**

- 1. Capitalize the Cost**  
[\(Refer to Accounting Administrative Rules FIN-6.11\)](#)
- 2. Expense the Cost**  
(Follow various expensing processes)

**Decision Flowchart:**





## Inactive Capital Project Analysis

**Purpose:** Before the end of the fiscal year, all bureaus will submit audit Schedule 23i, which requires an analysis and cleanup of inactive project costs in the Capital Project Systems (PS) for the Construction in progress (CIP) general ledger account. Cleaning up inactive project costs prior to the end of the fiscal year requires journal entries for the accumulated costs for the following:

- ✓ Cancelled projects
- ✓ Completed projects

**How to identify and clean up inactive projects:**

1. **Accumulated costs – unchanged cost for several periods**
2. **Quarterly Asset History Report**
3. **The Inactive Capital Project Cost Processing Instructions, which includes Appendix A**

**Decision Tree:**

