



CITY OF PORTLAND
OFFICE OF MANAGEMENT & FINANCE
ACCOUNTING DIVISION

Fiscal Year 2019 – 2020

YEAR-END PACKET

April 20, 2020 **(Revised April 23, 2020)**

**FISCAL YEAR 2019-2020 YEAR-END
KICKOFF MEETING
AGENDA**

**Monday, April 20, 2020
1:00 PM to 2:30 PM**

INTRODUCTION	Ron Vaught / Michelle Kirby
FISCAL YEAR END Calendar and Process	Ashley Tuttle
PURCHASES and P-CARD TRANSACTIONS	Scott Schneider
ACCOUNTS RECEIVABLE	Dan Steinkamp
CAPITAL ASSETS INFORMATION	Natalya Vasilenko
ACCOUNTS PAYABLE	Sharon Nickleberry Rogers
CLOSING REMARKS	Ron Vaught

YEAR-END CLOSING PROCESS

Round 1 – Year-end Accrual and Adjustment Journal Entries

This round was for all accounting professionals in the City to complete year-end journal entries include any accruals and adjustments.

Round 2 – Capital Assets, WBS elements, Grants cleanup Adjustments

This round is reserved for Capital Assets, WBS elements, Grant related cleanups and journal entries that are dependent on the outcome of the Round 1 Settlement process. Only these journal entries are allowed during this time.

Any other journal entries related with the closing fiscal year discovered by the bureaus should be communicated to the Accounting Division immediately upon discovery. The communication should be via email to *Inbox, Audit Schedules* and includes a detailed description and information like the funds, accounts, cost centers, etc. With the details, the item will be added to the Fiscal Year's watch list and be monitored in the opinion unit they belong to. The watch list accumulates changes in each fund; and a journal entry will only be made if the cumulative effect reaches the auditor's materiality level. The materiality level varies among opinion units at the cumulative level; and there is no set materiality for individual items.

Round 3 – Grants and Resource Related Billing Accruals

This round is reserved for Resource Related Billing Accruals and Grants Accruals. Both are dependent on the outcome of the first two rounds of settlement. Completion of Round 3 also marks the closing of the reporting fiscal year. Any additional adjustments can only be made by the Accounting Financial Reporting team in AP13 and AP14 for financial reporting purpose.

Critical Items

After AP12 Round 1 is completed, any adjustments of critical importance to the bureaus will need the Controller's approval. The approval should be requested from the bureau's audit lead to the Controller with a valid business case. With the Controller's approval, the Accounting Division will record these adjustments as appropriate.

ACCOUNTS RECEIVABLE

DATED INFORMATION

Below is a list of end dates for Accounts Receivable Year-end activities. All dates are for the end of the day. The exception is Friday, June 30th with a cut-off time of 4 p.m.

Due Friday, June 5, 2020

- Create write-off requests for Accounts Receivable

Due Tuesday, June 30, 2020 (4 p.m. cut-off)

- Post and bill outstanding invoices

Due Wednesday, July 8, 2020

- Create YE journal entries for AR accruals
- Create Allowance for Uncollectable Accounts journal entry of the write-offs during the year

Due Thursday, July 9, 2020

- Run Resource related billing for Trustee
- Execute Trustee Report
- Create Allowance for Uncollectable Accounts journal entry to adjust for necessary balance

Due Wednesday, July 8, 2020

Submit Audit Schedule 146 - Accounts Receivable Accruals Worksheet to [Inbox, Audit Schedules](#).

Notes:

If you have any questions, regarding this schedule, please contact Dan Steinkamp at 503-823-4366 or Daniel.Steinkamp@PortlandOregon.gov.

ACCOUNTS PAYABLE

DATED INFORMATION

Below is a list of end dates for Accounts Payable Year-end activities. All dates are for the end of the day. The exception is **Friday, June 30th** with a cut-off time of **4 PM**.

Due Friday, June 19, 2020

- Last day for Advance Recovery

Due Friday, June 26, 2020

- Last day for Goods Receipts

Due Tuesday, June 30, 2020 (4 PM cut-off)

- Post all AP invoices
- Last day to make any adjustment to GR/IR account 211000

Due Wednesday, July 8, 2020

- Create YE journal entries for AP accruals
- Submit Audit Schedule 148 - Accounts Payable Accruals Worksheet to Inbox, Audit Schedules.

Notes:

Actual Advance Recoveries – Send to [Inbox, SAP AP Cancel](#)

Advance Accruals –A Purchase Order Listing report with outstanding advances at year-end will be available online. Bureaus will be responsible for reviewing the report, making any changes for the accruing entry, and submit it with Audit Schedule 148.

If you have any questions regarding advances, please call AP Customer Service hotline at 503-823-9359 or [Inbox, AP Customer Service](#)

CAPITAL ASSET ACCOUNTING & REPORTING

Instructions will be sent to capital asset custodians, their supervisors and Bureau Audit Leads in March. After review and approval by the Bureau Audit Lead, the files are due via e-mail to: [Inbox, Audit Schedules](#) by **May 7th, 2020**.

There is a special focus on a City-wide inventory of real property (land, buildings, and improvements) and inactive work in progress projects for all funds in addition to the Bi-annual Inventory of Capital Assets for Proprietary and Fiduciary Funds.

See separate communication for details.

Real Property (land, buildings, and improvements) Inventory:

For this fiscal year end, using data through February 29, 2020,

➤ Real Estate Inventory will be required by:

ALL funds:

- Review the records included on the Disposition and Acquisitions tab
 - Add to the list any real property booked in the current year that's related to a prior year acquisition
 - Add the bureau name or correct the bureau name for any PROPERTYID field on the tab
 - Validate the following on the Disposition and Acquisitions tab:
 - SAP Asset Management Record (AMR)
 - That the identified asset bureau is correct
 - The initial year the asset was acquired or disposed

Bi-annual Inventory of Capital Assets

For this fiscal year end, using data through February 28, 2020,

➤ Inventory will be required for:

Governmental funds:

○ **ALL** capital assets

▪ **Due to COVID-19 we are making the following changes:**

- **Grants funded assets.**
 - **Physical validation is required.**
 - **Asset condition assessment is also required.**
- **All other assets**
 - **No physical validation will be required.**
 - **Bureaus will need to provide their current inventory processes and controls.**

After the inventory list and Disposition and Acquisitions summary tabs are updated the file is forwarded as follows:

- Return the file and cover sheet via e-mail to: [Inbox, Audit Schedules](#).

Intangible Assets:

Accounting and Financial Reporting instructions for Intangible Assets are available online on the [Capital Assets website](#) under GASB 51.

- Intangible Assets (like software) are required to be inventoried along with other capital assets.
- Be sure to include Direct General & Administrative costs when capitalizing internally developed software.

Disposals and Transfers:

Complete a *Disposal and Transfer Form*, found at t-code **ZAS1**, and submit with your inventory (if it has not been submitted yet) for the following:

- ✓ **Transfers** of capital assets between funds or business areas: turn in Disposal and Transfer from to [Inbox, Audit Schedules](#).
- ✓ **Retired** capital assets: Highlight rows in Sch023i – FY20 Bi-Annual Capital Asset List, if applicable. Provide a Disposal and Transfer form to the bureau’s fixed asset accountant.
- ✓ **Sold**: attach the following to the disposition form: receipting journal entry or accounts receivable invoice number and revenue collected by asset’s tag number or asset’s master record number.
- ✓ **Surplus** capital assets transferred to the State of Oregon: attach pink copy of State of Oregon property disposition request.
- ✓ Capital assets **donated** to non-profit organizations: attach appropriate documentation to property disposition request per City code [5.36.001](#) “Surplus Property Policy,” (Ordinance No. 167825, effective June 22, 1994, replaced by Ordinance No.179813, effective January 6, 2006).
- ✓ **Stolen** capital assets: attach police report and submit with disposal forms.
- ✓ **Lost** equipment (since the last completed inventory): submit explanation with disposal forms.

Impaired Assets:

Capital assets are considered to be impaired **when their service utility has declined significantly and unexpectedly**. Pay particular attention to idle assets that are no longer used for their original purposes.

- Further information is available online on the [Capital Assets website](#) under GASB 42.

Project and Asset Settlements:

Substantially complete projects must be settled to the final depreciating asset (FDA) by Bureau Fixed Asset Accountants. Year-end Project Settlement and Asset Accounting will be performed by Technical Accounting.

Natalya Vasilenko, Accounting Division, Financial Systems and Training 106/1040 (503) 823-4380,
Natalya.Vasilenko@PortlandOregon.gov

DATED INFORMATION – YEAR-END CLOSING SCHEDULE

The end of the fiscal year will soon be upon us and Procurement Services is asking for your assistance and cooperation to ensure a smooth closing. Please plan ahead when submitting your solicitation packages and requisitions to Procurement Services so that we might work with you in order to meet the City’s year-end deadlines and complete your projects within the timeframe required. By necessity, solicitation packages and year-end contract actions are processed on a first come first served basis. **Bureaus submitting multiple packages must prioritize projects before submitting to Procurement Services to ensure any ‘high priority’ projects are completed according to the bureau’s preference.**

Below are specific dates that need to be adhered to so that purchase orders and contracts can be encumbered for this fiscal year:

TYPE OF SUBMISSION	DEADLINE
Formal Solicitation Packages: Goods and Services over \$150,000	Monday, March 23, 2020 DEADLINE PASSED
Intermediate Solicitation Packages: Goods and Services \$150,000 and under	Wednesday, April 15, 2020 DEADLINE PASSED
Noncompetitive Processes Goods and Services \$150,000 and under	Friday, May 15, 2020
PRs to POs: Professional, Technical and Expert Services conversion of standard Purchase Requisitions (PR) to standard Purchase Orders along with all pertinent PTE contracting requirements.	Monday , June 1, 2020
Last day to submit requests for ALL purchases to Bureau of Technology Services Stores staff. (Allows time to process orders and receive goods)	Friday, May 22, 2020
NOTE: Last day requisitions will be accepted for purchase orders (does not include DPOs)	Friday, June 5, 2020
Last day for bureaus to cancel unordered requisitions	Monday, June 29, 2020 5:00PM
Last day to create and approve new distributed purchase requisitions (DPRs)	Monday, June 29, 2020 5:00PM
Close requisitions (Procurement Services will close all remaining requisitions)	Monday, June 29, 2020 5:00PM
Last day for goods receipts	Tuesday, June 30, 2020 4:00PM

Below are specific dates that need to be adhered to so that P-Card transaction processing will go smoothly for year-end. The process will be much the same as the last few years; the main difference from normal monthly processing is: the sign-off due dates and Accountant closures dates are compressed in order to assure year-end closing. See the dates below:

P-CARD ACTIVITY	DUE DATE
Last date for P-Card purchases	Wednesday, June 17, 2020
Transactions for May 23 to June 22 signed off and closed by Group Accountant	Friday, June 26, 2020 to interface on Monday, June 29, 2020
Transactions for June 23 to June 26 signed off and closed by Group Accountant	Monday, June 29, 2020 to interface on Tuesday, June 30, 2020
Transaction receipts for May 23 to June 22 due to Procurement Services	Thursday, July 9, 2020

Should you have any questions or concerns relating to P-Card transactions please feel free to contact Aaron Thompson 503-823-5701, or Gennie Nguyen at 503-823-6872.

Should you have any questions or concerns relating to Goods and Services please call Schott Schneider 503-823-6880. Should you have any questions or concerns relating to Design and Construction procurements/contracts please feel free to call Kathleen Brenes-Morua 503-823-2506. Should you have questions or concerns related to any service, please feel free to contact Lester Spitler at 503-823-1095.

NOTE: If purchases/contracts are not received and completed by the year-end deadline, you must work with the City Budget Office if you plan to carry over the project funds into next fiscal year. If you are planning to carry-over funds to the FY 20/21 begin working with your budget representative as soon as possible.

Additional Information and Resources

Unclaimed Property for Imprest Checking Accounts:

Complete the *Bureau Reporting Form for Unclaimed Property*. Provide a copy for year- end support and send a list of old outstanding checks that are subject to Unclaimed Property to: AP Customer Service at [Inbox, AP Customer Service](#).

Accounting Contacts:

<https://www.portlandoregon.gov/brrfs/article/115560>

Accounting Outlook Inboxes:

<https://www.portlandoregon.gov/brrfs/article/590141>

Accounting Quick Reference Guides:

<https://www.portlandoregon.gov/brrfs/article/576938>

Audit Process Dates of Interest:

The audit dates of interest are still being discussed between the City and the Auditors. Once they are finalized, it will be posted to Accounting's website under the [FY20 Year-end Resources](#) section.