



City of Portland FY2017-18 Year-end Packet

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FY 2017-18 Year-end Calendar and Settlements

Presented by:

- **Jack Liang, Accounting Manager**
 - **BRFS – Accounting Division**

FY 2017-18 Year-end Resources

FY2017-18 Year-end Resources Page:

- **From Accounting Division's Home Page:**
 - **New and Hot Topics → FY18 Year-End Resources**
- **<https://www.portlandoregon.gov/brfs/76650>**

FY 2017-18 Year-end Calendar

2018 FISCAL YEAR END CLOSING SCHEDULE																	
APRIL																	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY											
						1											
1	2	3	4	5	6	7											
8	9	10	11	12	13	14											
15	16	17	18	19	20	21											
					Year End Kick Off Meeting												
					Intermediate Solicitation (\$150,000 & under) Due												
22	23	24	25	26	27	28											
					Schedule 25 - Business Cycles												
29	30																
		Legend: <table border="1"> <tr> <td>Accounts Receivable</td> <td></td> </tr> <tr> <td>Accounts Payable</td> <td></td> </tr> <tr> <td>Audit Schedules</td> <td></td> </tr> <tr> <td>Procurement</td> <td></td> </tr> <tr> <td>Other Y/E Dates</td> <td></td> </tr> </table>		Accounts Receivable		Accounts Payable		Audit Schedules		Procurement		Other Y/E Dates					
Accounts Receivable																	
Accounts Payable																	
Audit Schedules																	
Procurement																	
Other Y/E Dates																	

FY 2017-18 Year-end Calendar

2018 FISCAL YEAR END CLOSING SCHEDULE						
MAY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
					Sch 23i Bi-annual Capital Asset Inventory Due	
					Sch 23i Annual Real Property Inventory Due	
13	14	15	16	17	18	19
					Last day for all BTS store purchase orders	
20	21	22	23	24	25	26
27	28	29	30	31		

Legend:	Accounts Receivable	
	Accounts Payable	
	Audit Schedules	
	Procurement	
	Other Y/E Dates	

FY 2017-18 Year-end Calendar

2018 FISCAL YEAR END CLOSING SCHEDULE						
JUNE						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
					Begin monitoring GR/IR account 211000	
					PTE conversion of Standard PR to Standard PO	
3	4	5	6	7	8	9
					AR Write-off Requests Due	
					Last day requisitions will be accepted. Does not include DPOs	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	Grant Billings Complete					
	Last day for P-card purchases for processing				Advance Recovery Due	
24	25	26	27	28	29	
		Last day to cancel unordered requisitions	Sign off and close P-card transactions from 5/23 to 6/22	Last day to create and approve new DPRs	Last Day for Goods Receipt (Due at Noon)	Procurement closing all remaining Requisitions (at Noon)
				Sign off and close P-card transactions from 6/23 to 6/29	Apply all Cash Receipts to Customer Accounts	Post outstanding AR invoices
					Operational Accounting Rolls Over Purchase Orders	Advance Clearing to be completed
					Last Day for GR/IR Adjustments	Last Day for Cash Transfers
					SAP Locked @4pm	

Legend:	Accounts Receivable	
	Accounts Payable	
	Audit Schedules	
	Procurement	
	Other Y/E Dates	

FY 2017-18 Year-end Calendar

2018 FISCAL YEAR END CLOSING SCHEDULE						
JULY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	PO Listing Report available on Accounting Website	HOLIDAY				
8	9	10	11	12	13	14
	All Accrual JEs Due	Final Bureau Journal Entries Due	Settlements Round #1 Start	Settlements Round #1 Completed	Capital Assets, WBS, Bureau Grants JE Post-Settlement Clean-up	
	Adjustment to Allowance for Uncollectibles (AFU)	IA Billings and Internal Service Billings as needed after payroll				
	P-card Transaction receipts for 5/23 to 6/22 due to Procurement	Run Resource related billing / Execute Trustee Report				
15	16	17	18	19	20	21
	Capital Assets, WBS, Bureau Grants JE Post-Settlement Clean-up	Capital Assets, WBS, Bureau Grants JE Post-Settlement Clean-up	Settlements Round #2 Start and Completion	Grant Accruals Completed (Grants Office only)	Settlements Round #3 Completed	AP13 Open
				Resource related billing accruals due	Treasury Interest Allocation	Financial Reporting team Only in the prior fiscal year
					Close AP12	
22	23	24	25	26	27	28
29	30	31				

Legend:

Accounts Receivable	
Accounts Payable	
Audit Schedules	
Procurement	
Other Y/E Dates	

Year-end Audit Schedules

Year-end Audit Schedules:

- **All Bureau Audit Leads**
 - Should have received a list of **Audit Schedules**
 - For questions, contact: [Inbox, Audit Schedules](#)

Year-end Closing Settlement Rounds

Round 1: JE Closes July 10th at 5:00 PM

- For all year-end adjustments
 - Accounts Receivable Accruals
 - Accounts Payable Accruals
 - Interagency Billings
 - Adjustment to Allowance for Uncollectibles
 - Everything else



Year-end Closing Settlement Rounds

Round 2: JE Closes July 17th at 5:00 PM

- For specific year-end adjustments
 - Capital Assets adjustments
 - Project and WBS elements clean up
 - Grants post-round1 clean up



Year-end Closing Settlement Rounds

Round 3: JE Closes July 19th at 5:00 PM

- For Grants adjustments only
 - Grant accruals
 - Resource related billing accruals

ROUND



Year-end Closing Settlement Rounds

Exception Process:

- **Controller Approval**
 - Business case submitted to Controller
 - Controller determines if an adjustment is appropriate
- **Executing Adjustment**
 - Upon Controller approval, Accounting Division will execute the adjustment on behalf of bureaus.



Year-end Closing Settlement Rounds

Questions?

- **Ask now**
- **Or Contact Bill Wagner later**
 - **503-823-6986**
 - **William.Wagner@PortlandOregon.gov**



Accounts Receivable

Presented by:

- **Janice Hammond Getten, Sr. Financial Analyst**
 - **BRFS – Revenue Division**

Accounts Receivable Key Dates

Key Dates in June:

- **Friday, June 8th, 2018**
 - Create write-off requests for Accounts Receivable and email with appropriate approvals to: Inbox, SAP CM
- **Friday, June 29th, 2018**
 - Post and bill all outstanding invoices



Accounts Receivable Key Dates

Key Dates in July:

- **Monday, July 9th, 2018**
 - Create YE journal entries for AR accruals
 - Create Allowance for Uncollectable Accounts journal entry of the write-offs during the year
- **Tuesday, July 10th, 2018**
 - Run resource related billing for Trustee Billings
 - Execute Trustee Report
 - Create Allowance for Uncollectable Accounts journal entry to adjust for necessary balance



Accounts Receivable

Questions?

- Ask now
- Or Contact Dan Steinkamp later
 - 503-823-4366
 - Daniel.Steinkamp@PortlandOregon.gov



Accounts Payable

Presented by:

- **Sharon Nickleberry Rogers, Sr. Accounting Supervisor**
- **BRFS – Revenue Division**

Accounts Payable

Key Dates in June:

- Friday, June 22nd, 2018
 - Last day for Advance Recovery

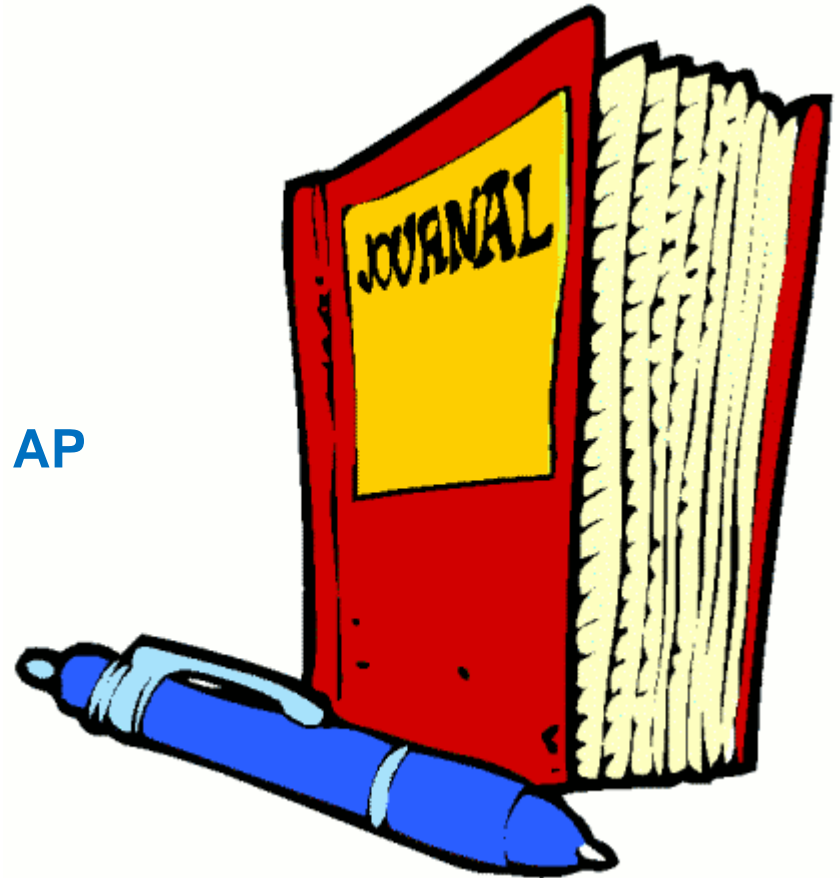
Hint: Start now
- Friday, June 29th, 2018, before 4 PM
 - Post all AP invoices (any unposted invoices will be deleted)
 - Last day for Goods Receipts
 - Last day to make any adjustment to GR/IR account 211000



Accounts Payable

Key Dates in July:

- Monday, July 9th, 2018
 - Create YE journal entries for AP accruals



Accounts Payable

Questions?

- Ask now
- Or Contact AP Customer Service later
 - 503-823-9359
 - [Inbox, AP Customer Service](#)



Capital Assets

Presented by:

- **Cynthia Nagata, Capital Asset/Project Systems Accountant**
 - **BRFS – Accounting Division**

Capital Assets Key Dates

Key Dates:

- **Friday, May 11th, 2018**
 - **Schedule 23i to: Inbox, Audit Schedules**

Capital Assets 23i

- **Schedule 23i - Real Property True up**
 - **only comment on the Dispositions and Acquisitions tab for changed records**
 - **Three columns in green for validation**
 1. **Is the asset in SAP?**
 - **Enter asset number**
 2. **Is the cop_bureau correct (yes/no)?**
 3. **If the asset was added in FY17, was it owned in a prior year (yes/no)?**

Capital Assets 23i

- **Bi-annual Inventory of Capital Assets for Governmental Funds**
 - **Columns specific to inventory**
 - **Located (Y/N)**
 - **Asset Condition only for Grant Assets**
 - – drop down (Good, OK, Poor)
 - **Comments**

Capital Assets – Grant Assets Only

- limited to three choices:

Rating	Description
GOOD	No visible defects, new or near new condition, may still be under warranty if applicable
	Good condition, but no longer new, may have some slightly defective or deteriorated component(s), but is overall functional
OK	Moderately deteriorated or defective components; but has not exceeded useful life
	Repairs are needed; components show signs of corrosion and damage. They are cosmetically “fair”, but functioning as intended under maintenance schedule.
POOR	Critically damaged component(s) or in need of immediate repair; well past useful life Component or sub-components have critical defects affecting function. They are in visibly poor condition and must be replaced rather than repaired. They have exceeded their useful life and warrant structural review.
	Maintenance schedule is reactive rather than proactive due to frequent malfunction.

Capital Assets Questions

Questions?

- Ask now
- Contact Cynthia Nagata
 - 503-823-4361
 - Inbox, SAP Capital Asset
 - Cynthia.Nagata@portlandoregon.gov



Procurement Information

Presented by:

- **Larry Pelatt, Purchasing Manager**
 - **BRFS – Procurement Division**

Purchase Orders and Contracts

TYPE OF SUBMISSION	DEADLINE
Formal Solicitation Packages: Goods and Services over \$150,000	Friday, March 30, 2018 DEADLINE PASSED
Intermediate Solicitation Packages: Goods and Services \$150,000 and under	Friday, April 20, 2018
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.	Friday, June 1, 2018
Last day to submit requests for ALL purchases to Bureau of Technology Services Stores staff. (Allows time to process orders and receive goods by the 6-29-18 deadline)	Friday May 18, 2018
NOTE: Last day requisitions will be accepted for FY 17/18 purchase orders (does not include DPO's)	Friday, June 8, 2018
Last day for bureaus to cancel unordered requisitions	Tuesday June 26, 2018
Last day to create and approve new distributed purchase requisitions (DPRs)	June 28, 2018
Last day for goods receipt in FY17/18	Friday June 29, 2018 12:00 NOON
Close requisitions (Procurement Services will close all remaining requisitions)	Starting Friday June 29, 2018 12:00 NOON

P-card Transactions

ACTIVITY	DUE DATE
Last date for P-Card purchases for FY 2017-18	Monday, June 18, 2018
Transactions for May 23 to June 22 signed off and closed by Group Accountant	Wednesday June 27, 2018 to interface on Thursday, June 28, 2018
Transactions for June 23 to June 29 signed off and closed by Group Accountant	Thursday, June 28, 2018 to interface on Friday, June 29, 2018
Transaction receipts for May 23 to June 22 due to Procurement Services	Monday July 9, 2018

Procurement Information

Questions?

- **Ask now**
- **Or Contact:**
 - **General Procurement Deadlines:**
 - **Larry Pelatt @ 503-823-2506**
 - **Goods and Services:**
 - **Jeff Blade @ 503-823-6858**
 - **P-Card transactions:**
 - **Aaron Thompson @ 503-823-5701**

Other References

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 hotline at [Inbox, AP Customer Service](#).

Accounting Contacts:

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

Accounting Outlook Inboxes:

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

Accounting Quick Reference Guides:

<https://www.portlandoregon.gov/brfs/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 [FY18 Year-end Resources](#) section.

