



# City of Portland FY2020-21

# Year-end Kickoff



April 20, 2021

# Meeting Agenda

Presented by:

- **Ron Vaught, Controller**
  - **BRFS - Accounting Division**



# Agenda Items

## 1. Fiscal Year End Calendar and Process

- Ashley Tuttle – BRFS Accounting

## 2. Purchases and P-card

- Scott Schneider – BRFS Procurement Services

## 3. Accounts Receivable

- Dan Steinkamp – BRFS Revenue



# Agenda Items

## 4. Capital Assets

- Natalya Vasilenko – BRFS Accounting

## 5. Accounts Payable

- Cynthia Nagata – BRFS Accounting

## 6. Closing Remarks

- Ron Vaught – BRFS Accounting



# FY 2020-21 Year-end Calendar and Settlements

**Presented by:**

- **Ashley Tuttle, Accounting Supervisor**
  - **BRFS – Accounting Division**

# FY 2020-21 Year-end Resources

## FY2020-21 Year-end Resources Page:

- **From Accounting Division's Home Page:**
  - **New and Hot Topics → FY21 Year-End Resources**

# 2021 FISCAL YEAR END CLOSING SCHEDULE

## APRIL

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1

2

3

4

5

6

7

8

9

10

Formal Bid Packages  
over \$150,000 Due

11

12

13

14

15

16

17

Intermediate Bid  
Packages (\$150,000 &  
under) Due

18

19

20

21

22

23

24

Year End Kick Off  
Meeting

25

26

27

28

29

30

Schedule 25 - Business  
Cycles due

**Legend:**

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

# FY 2020-21 Year-end Calendar

## 2021 FISCAL YEAR END CLOSING SCHEDULE

MAY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
				Sch 122/123 Lease audit schedules due		
9	10	11	12	13	14	15
					Noncompetitive Processes (Sole sources, special procurement) Due	
					Sch 23i Capital Asset Inventory Due	
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	Last day for all BTS store purchase orders					
30	31					

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



# FY 2020-21 Year-end Calendar

## 2021 FISCAL YEAR END CLOSING SCHEDULE

JUNE						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
		Begin monitoring GR/IR account 211000			AR Write-off Requests Due	
		PTE conversion of Standard PR to Standard PO			Last day requisitions (PRs) will be accepted for Standard POs. Does not include DPOs	
6	7	8	9	10	11	12
					Advance Recovery Due	
13	14	15	16	17	18	19
	Grant Billings Complete				Last day for P-card purchases for processing	
20	21	22	23	24	25	26
27	28	29	30			
	Sign off and close P-card transactions from 5/23 to 6/22	Sign off and close P-card transactions from 6/23 to 6/29	Apply all Cash Receipts to Customer Accounts			
		Last day to cancel or adopt unordered requisitions	Post outstanding AR invoices by 4 pm			
		Last day to create and approve new DPRs	Last Day for GR/IR Adjustments			
		Procurement closing all remaining Requisitions (at 4:00 PM)	Advance Clearing to be completed			
			Operational Accounting Rolls Over Purchase Orders			
			Last Day for Goods Receipt (4 PM)			
			SAP Locked @ 4 PM			

**Legend:**

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

# FY 2020-21 Year-end Calendar

## 2021 FISCAL YEAR END CLOSING SCHEDULE

JULY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
				PO Listing Report available on Accounting Website		
4	5	6	7	8	9	10
	HOLIDAY			All Accrual JEs Due	Final Bureau Journal Entries Due @ Noon	Settlement Round #1 Start
				Adjustment to Allowance for Uncollectibles (AFU)	IA Billings and Internal Service Billings as needed after payroll	
				Audit Sch 146-AR accruals due	P-card Transaction receipts for 5/23 to 6/22 due to Procurement	
				Audit Sch 148-AP accruals due	Run Resource related billing / Execute Trustee Report	
					Last Day for Cash Transfers	
11	12	13	14	15	16	17
Settlement Round #1 Complete	Capital Assets, WBS, Bureau Grants JE Post-Settlement Clean-up	Capital Assets, WBS, Bureau Grants JE Post-Settlement Clean-up	Capital Assets, WBS, Bureau Grants JE Post-Settlement Clean-up	Settlement Round #2 Start and Complete	Grant Accruals Completed (Grants Office only)	
					Resource related billing accruals due	
18	19	20	21	22	23	24
	Settlement Round #3 Start and Complete	AP13 Open				
	Treasury Interest Allocation	Financial Reporting team Only in the prior fiscal year				
	Close AP12					
25	26	27	28			

<b>Legend:</b>	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**
  - **Lease audit schedules – GASB 87 vs. Existing schedules**

# Year-end Closing Settlement Rounds

Round 1: JE Closes July 9<sup>th</sup> 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 14<sup>th</sup> 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 16<sup>th</sup> 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**
  - **Inbox, SAP Maintenance**





# Procurement Information

## Presented by:

- **Scott Schneider, Procurement Manager**
  - **BRFS – Procurement Division**

# Purchase Orders and Contracts

TYPE OF SUBMISSION	DEADLINE
<b>Formal Bid Packages:</b> Goods and Services over \$150,000	Friday, April 9, 2021 <b>DEADLINE PASSED</b>
<b>Intermediate Bid Packages:</b> Goods and Services \$150,000 and under	Friday, April 16, 2021 <b>DEADLINE PASSED</b>
<b>Noncompetitive Processes</b> Sole sources, special procurements, etc.	Friday, May 14, 2021
Last day to submit requests for ALL purchases to <b>Bureau of Technology Services Stores staff.</b> (Allows time to process orders and receive goods)	Monday, May 24, 2021
NOTE: Last day Standard Requisitions (PRs) will be accepted for Standard Purchase Orders (Pos) (Does not include Distributed Purchase Orders (DPOs))	Friday, June 4, 2021
Last day for bureaus to <b>close, cancel or adopt unordered or partially-ordered requisition line items</b> (both DPRs and PRs)	Tuesday, June 29, 2021 <b>4:00PM</b>
Last day to create approve, and adopt <b>new distributed purchase requisitions (DPRs)</b>	Tuesday, June 29, 2021 <b>4:00PM</b>
NOTE: Bureaus are expected to perform required requisition closing activities in advance of the cutoff time. Any remaining open requisitions will be closed by Procurement Services.	Tuesday, June 29, 2021 <b>4:00PM</b>
<b>SAP transactions locked:</b> ME51N (create requisition), ME52N (change requisition), ME54N (release requisition), and ME21N (create purchase order) (Transactions will be available again July 1st)	Tuesday, June 29, 2021 <b>4:00PM</b>
Last day for <b>goods receipts</b>	Wednesday, June 30, 2021 <b>4:00PM</b>

# P-card Transactions

P-CARD ACTIVITY	DUE DATE
Last date for <b>P-Card purchases</b>	Friday, June 18, 2021
Transactions for <b>May 23 to June 22 signed off and closed</b> by Group Accountant	Monday, June 28, 2021 to interface on Tuesday, June 29, 2021
Transactions for <b>June 23 to June 29 signed off and closed</b> by Group Accountant	Tuesday, June 29, 2021 to interface on Wednesday, June 30, 2021
Transaction receipts for <b>May 23 to June 22 due to Procurement Services</b>	Friday, July 9, 2021

# Procurement Information

## Questions?

- Ask now
- Or Contact:
  - General Procurement Deadlines:
    - Kathleen Brenes-Morua @ 503-823-2506
  - Goods & Services procurements/contracts:
    - Scott Schneider @ 503-823-6880
  - Design & Construction procurements/contracts:
    - Valentine Hellman@ 503-823-6130 for Design
    - Kelly Davis-Mckernan @ 503-823-7574 for Construction
  - P-Card transactions:
    - Aaron Thompson @ 503-823-5701 or Gennie Nguyen @ 503-823-6872

# Accounts Receivable

## Presented by:

- **Dan Steinkamp**, Accountant III
  - BRFSS – Revenue Division

# Accounts Receivable Key Dates

## Key Dates in June:

- **Friday, June 4<sup>th</sup>, 2021**
  - Create, approve and submit write-off requests to Accounts Receivable (invoices 1-year or older)
- **Wednesday, June 30<sup>th</sup>, 2021** (due by 4 p.m. cutoff)
  - Create, post, bill and mail outstanding invoices for the current fiscal year



# Accounts Receivable Key Dates

## Key Dates in July:

- **Thursday, July 8<sup>th</sup>, 2021 (due by Noon)**
  - Create YE journal entries for AR accruals
  - Create Allowance for Uncollectable Accounts journal entry of the write-offs during the year
- **Friday, July 9<sup>th</sup>, 2021**
  - Run resource related billing for Trustee Billings
  - Execute Trustee Report
  - Create allowance estimate JE to adjust for Year End AFU balance (Not applicable for all bureaus)



# Accounts Receivable

## Questions?

- Ask now
- Or Contact Dan Steinkamp later
  - 503-823-4366
  - [Daniel.Steinkamp@PortlandOregon.gov](mailto:Daniel.Steinkamp@PortlandOregon.gov)





# Capital Assets

## Presented by:

- **Natalya Vasilenko, Capital Asset/Project Systems Accountant**
  - **BRFS – Accounting Division**

# Capital Assets Key Dates

## Key Dates:

- Land True up Schedules are due by May 1<sup>st</sup>, 2021
- Full Inventory schedules are due no later than Friday, May 14<sup>th</sup>, 2021 (Extended by 1 week to accommodate any delays due to COVID-19)
  - Email Schedule 23i and Audit Sheet E-signed
  - to: Inbox, Audit Schedules

# Capital Assets 23i

- **Schedule 23i - Real Property True up (Who makes that update on PortlandMaps.com?)**
  - **Verify if new property is added/removed to/from SAP and Portland Maps.**
  - **Ensure bureau owning the property is correct.**
  - **If you need to add/remove a user to be able to make changes to Portland Maps – email Natalya Vasilenko**
- **Make sure to update comment column with any details we need to know about.**

# Capital Assets 23i

- **Bi-annual Inventory of Capital Assets for Proprietary/Fiduciary funds\* (Confusion with Sub numbers sorting logic ~ Not every schedule was impacted)**
  - **Columns specific to inventory**
    - **Located (Y/N)**
    - **Asset Condition only for Grant Assets (Highlighted)**
      - **– drop down (Good, OK, Poor)**
    - **Comments**

**\* No modifications to our processes this year. We must verify inventory properly and update our schedules where needed.**

# 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 Info
  - 971-255-9542
  - Inbox, SAP Capital Asset
  - [Natalya.Vasilenko@portlandoregon.gov](mailto:Natalya.Vasilenko@portlandoregon.gov)



# Accounts Payable

**Presented by:**

- **Cynthia Nagata,**  
**Accountant IV**
  - **BRFS – Accounting Division**

# Accounts Payable

## Key Dates in April:



- Tuesday, April 20<sup>th</sup>, 2021

*Hint: Start now available on our website by Friday, April 23, 2021*

Advance Recovery report

GRIR Report





# Accounts Payable

## Key Dates in June:

- Friday, June 11<sup>th</sup>, 2021
  - Last day for Advance Recovery

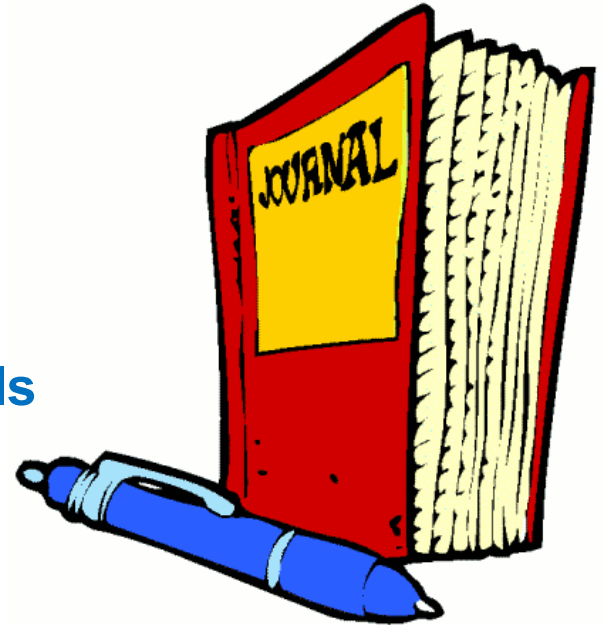
*Hint: Start now*
- Wednesday, June 30<sup>th</sup>, 2021, before 4 PM
  - Last day for Goods Receipts
- Wednesday, June 30<sup>th</sup>, 2021, before 4 PM
  - Post all AP invoices (any unposted invoices will be deleted)
  - Last day to make any adjustment to GR/IR account 211000



# Accounts Payable

## Key Dates in July:

- Thursday, July 8th, 2021
  - Create YE journal entries for AP accruals
  - Submit Audit Schedule 148 – Accounts Payable Accruals Worksheet to Inbox, Audit Schedules



# Accounts Payable

## Questions?

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



# Closing Remarks

**Presented by:**

- **Ron Vaught, Controller**
  - **BRFS – Accounting/Grants Management Division**

