

Minutes

Accounts Receivable Core Committee



Meeting Date: June 21, 2017 2:00pm-3:00pm

Location: Executive Building, Conference Room A

Attendees: Sheila Banke (DOJ), Steven Berrios (OED), Stacey Chase (DAS-SWARM), Kim Courtright (ODA), Sharrie Cripe (OPRD), Todd Evans (DOR-OAA), Gerold Floyd (DAS-SWARM), Aubrey Gesner (DAS), Sharon Hood (DAS), Caty Karayel (REA), Craig Kiernan (OHCS), Ruth Kirksey (ODOT), Doug Kleeb (ODOT), Erin McDaniel (DOJ-DCS), Katya Medvedeva (DAS), Sue Nunley (DOJ), Dora Olivan (DCBS), Jessica Roeser (OJD), Coral Smith (DHS), Bryan Theis (DOR-OAA), Stella Wescott (ODE), Karla Willmschen (SOS)

Attendees by phone: Jon Bickler (OSU), Jami Egland (OSL), Svetlana Fadden (DHS-OPAR), Tammie Nelson (OSL)

ITEM	ACTION, DISCUSSION
Welcome and introductions	
SWARM updates <ul style="list-style-type: none">- Legislative updates- A/R 101 iLearn training	<p>Gerold provided an update of the bills SWARM has been tracking. A copy of the A/R bill status tracking document will be distributed with the meeting minutes. The document includes a list of each bill, the bill title, bill summary and the status of the bill as of the June 21, 2017 meeting.</p> <p>Stacey provided an update regarding the A/R 101 iLearn training opportunity. The training provides a high level overview of accounts receivable management including Oregon Accounting Manual Chapter 35 and the assignment provisions referenced in Oregon Revised Statutes Chapter 293. All agencies are encouraged to complete the online training.</p> <p>The training is currently available in iLearn: Login to iLearn: http://ilearn.oregon.gov Keyword search: swarm Course name: DAS – SWARM – Accounts Receivable 101</p>
Interest recording	<p>Gerold discussed the process for recording interest payments associated with accounts assigned to Department of Revenue or a private collection firm. An example for recording interest was displayed on the conference room smartboard. The spreadsheet will be provided with the meeting minutes.</p>

<p>Executive Order 17-09</p> <ul style="list-style-type: none"> - Report to DAS due June 30, 2017 - Use the ending balance as of FY 2016 	<p>Stacey reminded agencies that the liquidated and delinquent account report referenced in Governor's Executive Order (EO) 17-09 is due by June 30, 2017. The report template was displayed on the conference room smartboard and Stacey provided an overview of what information agencies need to include:</p> <ul style="list-style-type: none"> • Liquidated and delinquent (L&D) account balances as of June 30, 2016 • The balance of L&D debt the agency believes is recoverable • How the agency's debt collection processes comply with, or will comply with by December 31, 2017, the Oregon Accounting Manual • How the agency's debt collection processes will be impacted by the passage of Senate Bill 89 <p>Please send the agency's completed EO report to SWARM@oregon.gov. Gerold and Stacey will be reviewing the reports and will contact the agency if questions arise.</p> <p>For more information, visit the SWARM EO 17-09 webpage or send an email to SWARM@oregon.gov.</p>
<p>LFO and A/R report training</p> <ul style="list-style-type: none"> - August 17, 2017 @ 1:30pm in the Employment Auditorium 	<p>The annual Legislative Fiscal Office (LFO) liquidated and delinquent account report training has been scheduled for August 17 at 1:30pm in the Employment Auditorium. This year's training will be expanded to include other A/R reporting requirements associated with performance metrics.</p> <p>More information will be provided about the training in the coming months.</p>
<p>Roundtable</p>	<p>No topics raised.</p>

Next meeting:

July 19, 2017

2:00pm-3:00pm

Executive Building, Room A

Upcoming events are listed on the SWARM website:

<http://www.oregon.gov/das/Financial/Acctng/Pages/AR.aspx>

Provide feedback to SWARM:

SWARM@oregon.gov