

Minutes

Accounts Receivable Core Committee (ARCC)



Meeting Date: September 20, 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), Caty Karayel (REA), Craig Kiernan (OHCS), Katya Medvedeva (DAS), Cindy Mora (CCB), Rob Nestell (PCS), Sue Nunley (DOJ), Matt Powell (DPSST), Michelle Short (ODOT), Coral Smith (DHS), Karla Willmschen (SOS)

Attendees by phone: Svetlana Fadden (DHS-OPAR)

| ITEM | ACTION, DISCUSSION |
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| Welcome and introductions | |
| SWARM updates <ul style="list-style-type: none">- Bankruptcy training (Oct. 11)- Retention schedule update- PCS Client Tools | <p><u>Bankruptcy training</u> Civil Recovery Senior Assistant Attorney General Carolyn Wade will be presenting a bankruptcy overview to assist state agency accounts receivable professionals with processing accounts due from debtors who filed bankruptcy. The training will be held in the Employment Auditorium on Wednesday, Oct. 11 at 9:30am.</p> <p>To register: Login to iLearn: http://ilearn.oregon.gov Keywords: SWARM, bankruptcy Course name: DAS-SWARM-Bankruptcy Training</p> <p>SWARM will record the training and post it to the SWARM website. An email will be sent to the accounts receivable news list when the training is available for viewing on the website.</p> <p><u>Retention schedule update</u> Following up on the May 2017 ARCC meeting discussion regarding accounts receivable record retention, SWARM received notice that the Oregon Administrative Rule General Records Retention Schedule was under review. The draft schedule includes language requiring accounts receivable (A/R) records to be retained for six years following the date the account was collected or written-off. Since some written-off accounts may subsequently become collectible, SWARM recommended accounts receivable records be retained six years following the date the account was collected or the date the debt was determined to no longer be owed. SWARM will provide additional updates as the review process progresses.</p> |

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| | <p><u>PCS Client Tools</u></p> <p>Stacey asked the group if anyone who uses Professional Credit Service (PCS) as their agency's private collection firm would be interested in receiving classroom training on the PCS Client Tools portal. Agencies use Client Tools to assign liquidated and delinquent accounts to PCS for collection and to track account activity and balances.</p> <p>If you are interested in attending the PCS Client Tools classroom training, please send an email to Stacey.A.Chase@oregon.gov by close of business Wednesday, September 27.</p> |
| <p>FY2017 LFO Reporting</p> <ul style="list-style-type: none"> - Training - Website resources - Q&A | <p><u>FY2017 LFO Reporting</u></p> <p>Gerold displayed the SWARM website on the smartboard and discussed the various liquidated and delinquent (L&D) account resources available for agencies to use to assist with completing the annual report to the Legislative Fiscal Office (LFO).</p> <p>The L&D account resources are available via the following link: http://www.oregon.gov/das/Financial/Acctng/Pages/Accounts-receivable-resources.aspx#liquid</p> <p>Gerold revealed the reporting worksheet on the smartboard and demonstrated how agencies may use the worksheet to assist with entering data into the LFO website correctly.</p> <p>Stacey encouraged agencies to use the LFO Reporting Manual to ensure accurate reporting to LFO. Additionally, agencies should refer to their June 30, 2017 Department of Revenue (DOR) and private collection firm (PCF) statements to ensure values reported in Section III of the LFO report are accurate. SWARM will contact agencies for more information if Section III balances do not reconcile with balances reported by DOR and PCFs.</p> <p>If you have questions about LFO reporting, please contact SWARM@oregon.gov.</p> |
| <p>Centralization implementation</p> | <p>Over the past several months, SWARM has been working closely with DOR Other Agency Accounts (OAA) to define the foundation for how accounts will be managed at DOR-OAA in the centralized environment. SWARM and DOR-OAA are in the process of reviewing and prioritizing the components identified as being part of the centralization implementation process. The prioritization includes identifying what components must be implemented by July 1, 2018 and what components may be implemented after July 1.</p> |

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| | <p>Once SWARM and DOR-OAA have developed the foundation, SWARM will reconvene the Centralization Workgroup to discuss changes in agency processes.</p> <p>For more information about centralization implementation or to participate in the Centralization Workgroup, please send an email to: SWARM@oregon.gov.</p> |
| <p>Executive Order 17-09</p> <ul style="list-style-type: none"> - Vendor Coordination - Contracting updates | Carry topic forward to Oct. 18 ARCC meeting. |
| Performance measures | <p>OAM 35.60.20 out-for-comment through close of business Wednesday, Oct. 4.</p> <p>To view the draft policy, visit the OAM webpage at: http://www.oregon.gov/das/Financial/Acctng/Pages/OAM.aspx</p> |
| Roundtable | No comments expressed. |

Next meeting:

October 18, 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>