

# Minutes

## Accounts Receivable Core Committee (ARCC)



**Meeting Date:** January 17, 2018 2:00pm-3:00pm

**Location:** Executive Building, Conference Room A

**Attendees:** Andria Abrahamson (Aviation), Heidi Baker (DHS-OHA), Sheila Banke (DOJ), Stephen Berrios (OED), Mitch Breedlove (OBMT), Stacey Chase (DAS-SWARM), Kim Courtright (ODA), Andrea Cox (DAS), Sharrie Cripe (OPRD), Dean Criscola (OED), Todd Evans (DOR-OAA), Svetlana Fadden (DHS-OPAR), Gerold Floyd (DAS-SWARM), Lane Foulger (DCBS), Kim Gladwill-Rowley (LCB), Aaron Hunter (ODVA), Steven Ito (DOR), Caty Karayel (REA), Rayne Kehler (DHS-OHA), Craig Kiernan (OHCS), Ruth Kirksey (ODOT), Doug Kleeb (ODOT), Mona McMullen (CJC), Katya Medvedeva (DAS), Flor Morales (DOR), Karen Neal (DPSST), Sue Nunley (DOJ), Matthew Powell (DPSST), Michelle Short (ODOT), Coral Smith (DHS), Bryan Theis (DOR-OAA), Jason Werner (DOJ), Karla Willmschen (SOS), Dana Zeimantz (CCB)

**Attendees by phone:** Sonja Dettwyler-Gwin (OMD), Marie Elkins (PERS), Jennifer Hodgdon (OSL), Robin Johnson (ODF), Erin McDaniel (DOJ), Scott Rainey (OHSU), Mary Smith (PERS), Gail Stevens (OCB), Katie Titus (OSP)

ITEM	ACTION, DISCUSSION
Welcome and introductions	
SWARM updates <ul style="list-style-type: none"> <li>- Centralization Workgroup next meeting 1/31/2018</li> <li>- Vendor Coordination Project</li> <li>- SFMA Write-off Project</li> </ul>	<p><u>Centralization Workgroup</u> The ARCC Centralization Workgroup will reconvene on 01/31/2018 to discuss the status of debt collection centralization implementation. To participate in the Centralization Workgroup, please send an email to: <a href="mailto:SWARM@oregon.gov">SWARM@oregon.gov</a>.</p> <p><u>Vendor Coordination Project</u> The Vendor Coordination Project, which consists of recouping liquidated and delinquent debts by way of reducing payments to vendors who owe the state debt, was approved by the Enterprise Leadership Team (ELT) as an enterprise project in early January. The Oregon Department of Transportation is piloting the project.</p> <p>State agencies that use the Statewide Financial Management Application (SFMA) to process accounts payable (A/P) transactions are encouraged to attend the February Statewide Financial Management Services (SFMS) User Group meeting to learn more about how the project will impact agency A/P processes.</p> <p>Executive Branch agencies that do not interface detail A/P transactions into SFMA will be contacted separately by SWARM staff to discuss agency-specific project implementation plans.</p>

	<p><b>SFMA Write-Off Project</b>  SWARM and DAS-SFMS have been working closely to develop a process to enable SFMA client agencies to track and report write-off's by Attorney General approved criteria (OAM 35.50.10). SFMA client agencies are encouraged to attend the February SFMS User Group meeting to learn more about the project.</p> <p>SFMS User Group meeting  02/06/2018 9:00am  Employment Auditorium</p>
<p>A/R performance measure reports (Q2)  - Reports <b>due by 1/31/2018</b></p>	<p>Quarterly accounts receivable performance measure (ARPM) reports are required to be completed by <u>all Executive Branch agencies and agencies subject to the Oregon Accounting Manual</u>.</p> <p>ARPM reports for the quarter ending December 31, 2017 are due to SWARM by 1/31/2018. The reporting template (<a href="#">75.35.12.FO</a>) was updated based on feedback provided by agencies. Please submit the quarter 2 (Q2) report using the updated template; where applicable, include Q1 data previously reported to SWARM.</p> <p>Agencies are responsible for completing the grey areas within the following reporting template tabs:</p> <ol style="list-style-type: none"> <li>1. Summary</li> <li>2. Qtr (Req.) – Collections</li> <li>3. Qtr (Req.) – 90 days past due</li> </ol> <p>Please send completed ARPM reports by email to:  <a href="mailto:SWARM@oregon.gov">SWARM@oregon.gov</a>.</p>
<p>OAA exemption for centralization</p>	<p>In preparation for implementation of the debt collection centralization provisions referenced in SB 1067, DOR-OAA received a temporary DAS-approved exemption to retain accounts that did not receive a payment in 12 months until 7/1/2018. On 7/2/2018 all accounts at DOR-OAA subject to assignment to a private collection firm will be assigned directly by DOR-OAA.</p> <p>Agencies subject to Oregon Revised Statute (ORS) Chapter 293 will be affected by the temporary exemption; all other agencies will continue to receive returned accounts from DOR-OAA if a payment was not received within a 12 month period.</p> <p>For more information about the temporary exemption and how your agency will be impacted, please send an email to:  <a href="mailto:SWARM@oregon.gov">SWARM@oregon.gov</a>.</p>
<p>OAA reporting modifications  - Feedback <b>due by 2/12/18</b></p>	<p>Stacey distributed a list of reporting enhancements reported by state agencies to DOR-OAA (refer to attachment accompanying minutes). If additional enhancements are desired, please send an email with the reporting enhancement request as follows:</p>

	<p>To: <a href="mailto:OAA.TechnicalHelp@oregon.gov">OAA.TechnicalHelp@oregon.gov</a> Cc: <a href="mailto:SWARM@oregon.gov">SWARM@oregon.gov</a></p> <p>Additional reporting enhancement requests are due by 2/2/2018.</p>
Executive Order 17-09 benchmark	<p>Section III of <a href="#">Executive Order (EO) 17-09</a> directed DAS, in partnership with all state agencies, to develop a quarterly reporting measurement to track debt collection activities. Additionally, this section of the EO indicated that the Governor would set a debt collection benchmark to measure state agency performance.</p> <p>Governor Brown set a benchmark for state agencies to increase liquidated and delinquent accounts receivable collections by \$50 million, over fiscal year 2017 reported data, by June 30, <u>2019</u>. The benchmark applies to Executive Branch state agency collections.</p> <p>Executive Branch state agencies are encouraged to increase respective agency collections of liquidated and delinquent accounts by 10%.</p> <p>For more information, please send an email to: <a href="mailto:SWARM@oregon.gov">SWARM@oregon.gov</a>.</p>
OHCS presentation - Quickbooks A/R tracking and reporting for small agencies	<p>Craig Kiernan (OHCS) presented the technology solution adopted by OHCS to streamline A/R management processes.</p> <p>If you have any questions about how OHCS has implemented Quickbooks for their accounts receivable management, please contact Craig at 503-986-6760, <a href="mailto:Craig.Kiernan@oregon.gov">Craig.Kiernan@oregon.gov</a>.</p>
Roundtable	<p>If your agency has procedures in place for processing credit card chargebacks, please contact Sharrie Cripe (OPRD): <a href="mailto:Sharrie.M.Cripe@oregon.gov">Sharrie.M.Cripe@oregon.gov</a>.</p>

**Next meeting:**

February 21, 2018

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>