

# Minutes

## Accounts Receivable Core Committee (ARCC)



**Meeting Date:** June 20, 2018 2:00pm-3:00pm

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

**Attendees:** Andria Abrahamson (Aviation), Heidi Baker (DHS-OHA), Sheila Banke (DOJ), Judy Bell (DOC), Stephen Berrios (OED), Stacey Chase (DAS-SWARM), Kim Courtright (ODA), Sharrie Cripe (OPRD), Todd Evans (DOR-OAA), Gerold Floyd (DAS-SWARM), Kimberly Hall (WRD), Caty Karayel (REA), Ruth Kirksey (ODOT), Doug Kleebe (ODOT), Katya Medvedeva (DAS), Jesse Moore (HECC), Sue Nunley (DOJ), Matt Powell (DPSST), Michelle Short (ODOT), Coral Smith (DHS/OHA), Katie Titus (OSP), Dana Zeimantz (CCB)

**Attendees by phone:** Svetlana Fadden (OPAR), Kim Gladwill-Rowley (LCB), Carolyn Gray (OCB), Jennifer Hodgdon (OSL), Steven Ito (DOR), Michael Peppler (ODOE), Yienta Saepharn (OMB), Linda Smith (LCD), Mary Smith (PERS), Gayle Stevens (OCB)

ITEM	ACTION, DISCUSSION
Welcome and introductions	
SWARM updates <ul style="list-style-type: none"> <li>- SFMA vendor coordination</li> <li>- A/R 101</li> <li>- Policy development subcommittee</li> </ul>	<p><u>SFMA vendor coordination</u> Oregon Accounting Manual (<a href="#">OAM</a>) <a href="#">35.30.90</a> (Coordination of Vendor Payments) was published on 6/01/18 to coincide with SFMA implementation of the coordination of vendor payment process. The first vendor/debtor match processed in the production environment occurred on 6/04/18 and resulted in 977 inactivated vendor profiles. In the first two weeks following SFMA implementation vendor payments totaling \$74,670 were intercepted and applied towards debts owed. The payments intercepted were processed by eight state agencies and affected 36 vendors. SWARM will continue to monitor the efforts and provide updates periodically.</p> <p>For more information, please send an email to: <a href="mailto:Stacey.A.Chase@oregon.gov">Stacey.A.Chase@oregon.gov</a>.</p> <p><u>Accounts Receivable (A/R) 101 course</u> The A/R 101 online course has been updated to incorporate the changes associated with the debt practices section of Senate Bill (SB) 1067 (2017). The online course will be published to all iLearn training domains on 7/02/18 to coincide with the effective date of the law change.</p> <p>The online course is directed to those agencies subject to the OAM and Oregon Revised Statute Chapter 293; however, all agencies may benefit from the best practices discussed throughout the course.</p>

For more information, send an email to: [SWARM@oregon.gov](mailto:SWARM@oregon.gov).

	<p><u>Policy development subcommittee</u></p> <p>Subcommittee members have been working diligently to update eleven OAM Chapter 35 policies directly impacted by the SB 1067 (2017) law change; eight additional policies are scheduled to be updated before the end of the calendar year.</p>
LFO changes of fiscal year (FY) 2018	<p>The Legislative Fiscal Office (LFO) added several new reporting provisions to the liquidated and delinquent account reporting website for FY 2018.</p> <p>The new reporting provisions include:</p> <ul style="list-style-type: none"> <li>• Number and value of unassigned, non-exempt accounts</li> <li>• Number and value of unassigned, non-exempt accounts with no payment in over 90-days</li> <li>• Number and value of doubtful accounts</li> <li>• Number of accounts assigned, satisfied, forwarded to PCF, returned to DOR, returned to originating agency</li> <li>• Collection fees paid by debtors (number and value of accounts)</li> <li>• Collection fees paid by agency (number and value of accounts)</li> <li>• Details associated with accepted offers in compromise</li> <li>• Collections received via Federal Treasury Offset, State Tax Offset, State Vendor Offset</li> </ul> <p>The reporting manual has been updated to include the new reporting requirements and is pending finalization. Once finalized, the reporting manual and the accompanying reporting worksheet will be posted to the SWARM website; notification will be provided to agencies via the A/R news list.</p> <p>Annual liquidated and delinquent account report training will be scheduled for the last week of August.</p>
<p>A/R performance measure training</p> <p>- To be provided online</p>	<p>A/R performance measure training will be made available to agencies via a recorded presentation posted to the SWARM website by the end of June. The training will cover each of the performance measures and will provide guidance to agencies on how to develop targets for quarterly and annual performance measures.</p> <p>Please note: the ARPM reports for the <u>quarter ending</u> 6/30/18 as well as the <u>fiscal year ending</u> 6/30/18 are due to SWARM <u>by</u> 10/01/18. Targets are required to be submitted for each of the required ARPMs due by 10/01/18.</p>
A/R Honor Roll starting FY 2019	<p>In an effort to acknowledge the hard work performed by agency accounts receivable professionals, SWARM will be implementing an award similar to that of the Gold Star award issued to agencies annually for meeting financial reporting deadlines. The A/R Honor</p>

	<p>Roll will be awarded to agencies that meet the deadlines outlined in the eligibility document. No new tasks are required; rather, agencies that meet the due dates referenced in OAM Chapter 35 (e.g. ARPM reporting, LFO reporting) will be eligible to receive the award.</p> <p>In the next few months, agency heads will receive a letter from the Chief Financial Office describing the new award and the eligibility requirements.</p> <p>For more information, please contact the <a href="#">SWARM Analyst</a> assigned to your agency.</p>
Roundtable	<p>Todd Evans (DOR-OAA) indicated the agency is finalizing plans to implement the debt centralization provisions referenced in Senate Bill 1067 (2017) by July 1. Phase 1 elements are in place to be implemented by July 1. Work is already underway related to Phase 2 elements which will be implemented after July 1.</p>

**Next meeting:**

July 18, 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>