

AGENDA

Accounts Receivable Core Committee



Meeting Date: August 17, 2021 2:00pm - 3:30pm

Location: Virtual meeting- via- *Microsoft Teams meeting* ([Click here to join the meeting](#))
Or call in (audio only) -[+1 503-446-4951](tel:+15034464951), Phone Conference ID: 433 009 895#
(The meeting will be recorded)

ITEM	PRESENTER	TIME
Welcome and introductions		5 minutes
SWARM announcements-	Theresa	5 minutes
Year-end A/R reporting: All LFO Reporting materials are available on the SWARM website: State of Oregon: Accounting and reporting - Accounts receivable resources under the Liquidated and Delinquent account reporting resources link. <ul style="list-style-type: none">LFO reporting aids:<ul style="list-style-type: none">LFO Training<ul style="list-style-type: none">Honor Roll eligibility requires Agency staff to email SWARM@Oregon.gov confirming review of the LFO trainingLFO Reporting ManualLFO Reporting Worksheet<ul style="list-style-type: none">We recommend you complete the Worksheet before you report your LFO to the LFO Portal.Delinquent Account Reporting System (Portal).Due to Portal no later than October 1:<ul style="list-style-type: none">LFO Reporting<ul style="list-style-type: none">SWARM recommends that you submit your LFO Reporting Worksheet by September 17 to allow time for SWARM's review and agency corrections if needed.Due to SWARM (SWARM@Oregon.gov) no later than Oct 1:<ul style="list-style-type: none">ARPM 4th quarter & Year-End reports (Agencies subject to the OAM)Write-off, abated, and canceled account certification form (Agencies subject to ORS 293.234, Agency defined in ORS 293.226)	Theresa	20 minutes
	Gerold	10 minutes

○ Agency Checklist (<i>required to be submitted to SWARM to be eligible for the A/R Honor Roll for FY 21</i>)		
LFO reporting re: PCF activity for Executive Branch	Gerold	5 minutes
Roundtable	All	15 minutes

Next meeting:

Tuesday, October 19, 2021

2:00pm – 3:00pm (via Teams)