

A/R Honor Roll Eligibility

FY 2023 Schedule of Key Dates


The schedule below outlines the key dates for the fiscal year (FY) 2023 accounts receivable (A/R) management reporting requirements. To be eligible for the A/R Honor Roll Certificate, an agency must submit accurate reports by the required due date. (Exceptions may be granted when authorized in writing by SWARM.) Please contact SWARM@DAS.Oregon.Gov if you have any questions.

2022

Oct 31 

Agencies to submit accurate A/R Performance Measure (ARPM) reports for the quarter ending Sept 30 (if applicable). Note: The current ARPM is available at [OAM 75.35.12.fo](http://OAM.75.35.12.fo).

2023

Jan 31 

Agencies to submit accurate ARPM reports for the quarter ending Dec 31 (if applicable).

May 1



Agencies to submit accurate ARPM reports for the quarter ending March 31 (if applicable).

July 3

Target date for agencies to enter/confirm entry of fiscal year write-offs in R*STARS (if applicable). See [OAM 35.50.10](http://OAM.35.50.10).

Aug 4

Soft close: Agencies encouraged to “self-impose” this deadline for recording fiscal year A/R transactions in R*STARS (if applicable).

Aug 11

Close of Month 13: Last day for agencies to record fiscal year A/R transactions in R*STARS (if applicable).

Aug [TBD] 

Liquidated and delinquent account reporting annual training
Date, time and location to be determined

Aug 31

Target date for LFO to open the *Delinquent Account Reporting website* for agencies to input fiscal year liquidated and delinquent account activity.

Sept 15

Target date for agencies to submit fiscal year liquidated and delinquent account activity to LFO via the *Delinquent Account Reporting website*; thereby allowing correcting entries to be completed by the final due date.

Oct 1 

Deadline for agencies to submit fiscal year liquidated and delinquent account activity to LFO via the *Delinquent Account Reporting website*.

Note: The reporting deadline is established in statute (ORS 293.229(1)) as October 1 of each year. The *Delinquent Account Reporting website* is located [here](#). Liquidated and delinquent account reporting resources are located [here](#).

Oct 2 

Agencies submit to SWARM the following completed & accurate reports and certifications (This is the first business day after October 1):

- **Accounts Receivable Year-end Agency Checklist, located [here](#).**
- **ARPM reports for the quarter ending June 30 (if applicable).**
- **ARPM reports for the fiscal year ending June 30 (if applicable).**
- **Write-off, abated, and canceled account certification form (if applicable).**
See [OAM 75.35.15.fo](http://OAM.75.35.15.fo).



Certificate eligibility date