

Minutes Accounts Receivable Core Committee (ARCC)



Meeting Date: July 16, 2019 2:00pm-3:00pm

Location: Executive Building, Conference Room B

Attendees: Sheila Banke (DOJ); Brad Batchelor (PUC); Judy Bell (DOC-CCD); Amy Brewer (OYA); Travis Clark (DHS/OHA); Kim Courtright (ODA); Gerold Floyd (DAS-SWARM); Svetlana Fadden (DHS/OPAR); Theresa Gahagan (DAS-SWARM); Kimberly Hall (WRD); Craig Kiernan (OHCS); Rebecca Level (ODE); Katya Medvedeva (DAS); Sue Nunley (DOJ); Dora Olivan (DCBS); Elena Ovhinikov (DCBS); Michelle Short (ODOT); Elizabeth Skinner (DHS); Cindy Stockstill (OPRD); David Villani (OED); Karla Willmschen (SOS)

Attendees by phone: Andria Abrahamson (ODF); Susan Cha (OCB); Connie Dominguez (ODF); Jennifer Hodgdon (OSL); Aaron Hunter (ODVA); Tiffany Lane (DHS); Sara Lotten (DOC); Cindy Mora (CCB); Michael Pepler (DOE); Allan Rempel (OCB); Mary Smith (PERS); Katie Titus (OSP).

ITEM	ACTION, DISCUSSION
Welcome and introductions	
SWARM announcements	<ul style="list-style-type: none"> No ARCC meeting in August <i>LFO Report Training</i> is scheduled for Aug 28th 9:00 am SWARM will be sending an email through the <i>accounts receivable news list</i> with a link to sign up for the <i>LFO Report training</i>.
A/R Honor Roll FY 2019	As of this writing 115 agencies (or 86%) are still eligible for the A/R Honor Roll. Keep up the good work! Please remember that one of the criteria for achieving Honor Roll is attending the <i>LFO Report Training</i> (hint, hint). A list of all Honor Roll deadlines is available here :
Final 2019 Legislative update	See summary below.
SFMA Biennium A/R Roll Forward	<p>During the previous Biennium (AY17), some accountants reported that after they rolled their agency's accounts receivable, they reported that their Aging Reports no longer accurately reporting aging.</p> <p>For those agencies who keep detailed AR on SFMA, please refer to the R*STARS REVE.2, (See attached page 5 or the website) concerning <i>Appropriation Year End Close</i>. Specifically, the original Due Date from the previous A/R transaction must be used to ensure proper aging.</p>

ARPM targets	<p>It was the intention of management that the quarterly collection targets, as reported in ARPM, would be used as an agency tool. SWARM asked the attendees if their agencies were using the forecasted targets as a management tool and to provide feedback on this part of the ARPM.</p> <p>Some agencies reported that they were unsure of the purpose of the collection target and whether failure to make the target would be held against the agencies. Other agencies reported the difficulty in forecasting the target due to the number of programs being managed and the variability of collections between these programs. The nature of the debt drove the timing of collection. Some agencies believed that after they had gained a year or two of experience, they might be able to set better targets.</p> <p>Some agencies requested training on setting targets and SWARM directed attendees to the recorded training “Sept. 2018 – ARPM training part 2 of 3 setting targets” for a refresher on how to set collection targets.</p> <p>SWARM also directed attendees to the recorded training “Sept. 2018 - Accounts receivable performance measure (ARPM) training part 3 of 3 management tool” for information on how agencies might use the ARPM data as a management tool to improve their A/R processes.</p>
Roundtable part 1	<p>Agencies who bill the Federal government, what is their experience concerning average timeline for payment?</p> <p>ARCC attendees who billed the Federal government found that collections ranged from 15 to 90 days, with the size of bill not having any apparent bearing on the speed of payment (\$7 bill could take 90 days to pay).</p>
Roundtable part 2	<p>(1) Agencies requested training from DOR for agency staff on how to input into the DOR system. (2) Agencies also complained about DOR adjustments that do not appear on any reports. (3) Agencies also found it frustrating that certain Alpha codes on DOR reports were not explained on any DOR list.</p>

Next meeting:

September 17, 2019

2:00pm – 3:00pm

Executive Building, Room B

The SWARM website lists [Upcoming events](#).

**2019 Legislative Session
Bills with A/R impacts**

Bill#	Summary	Status as of 7/16	Notes
Bills that passed during session			
SB 72	Clarifies definition of "state agency" in sections of ORS 293.	Senate passed 3/14 (22-8), House passed 5/29 (53-7). Gov signed 6/7	Effective Jan 1, 2020
SB 79	Provides that Department of Revenue may assist public bodies, public universities and Oregon Health and Science University in collecting delinquent accounts.	Senate passed 3/7 (28-0), House passed 6/4 (57-1). Gov signed 6/21	Effective Jan 1, 2020
SB 519	Increases minimum wage exemption for purposes of garnishment and execution.	Senate passed 3/19 (30-0). House passed 5/28 (60-0). Gov signed 6/6	Effective Jan 1, 2020
SB 523	Authorizes Department of Revenue to make publicly available by posting online information about delinquent tax debtors.	Senate passed 3/26 (28-2), House passed 5/30 (38-19). Gov signed 6/11	Effective 91 days after sine die
HB 2094	Permits contracting agency to consider at any time before executing public contract with bidder or proposer whether bidder or proposer owes debt to state.	House passed 3/6 (57-0), Senate passed 5/6 (20-0). Gov. signed 5/20	Effective 91 days following sine die.
HB 2196	Adds OMD firefighters to list of PERS category firefighters for retirement	(House) Passed 4/17, (Senate) Passed 5/14. Gov. signed 5/22	Effective 1/1/2020
HB3401	Abolishes Orchardgrass Seed Producers Commission.	House passed 4/23 (56-1). Senate passed 5/29 (28-0). Gov signed 6/7	Effective upon passage, operative July 1, 2019

SB215 (2015 session)	Sunsets the Chief Education Office effective 6/30/2019			
SB980	DOC collection from inmate trust accounts for court ordered financial obligations.	Senate passed 4/24 (29-0), House passed 6/4 (55-1). Gov signed 6/20		Effective Jan 1, 2020
SB 454	Transfers administration of Uniform Disposition of Unclaimed Property Act, unclaimed estates and escheating funds from Department of State Lands to State Treasurer.	Senate passed 6/29, House approved 6/30. Awaiting Gov. signature		Effective date is 91 days after Sine Die, operative date is generally July 2021.

Bills that died as of Sine Die

SB928	Establishes Oregon Climate Authority	(Senate) Environment and Natural Resources passed 4/15 referred to Ways and Means		Died upon Sine Die.
HB2116	Directs Department of Revenue to establish automated method for tax compliance certification not later than January 1, 2020	(House) Revenue	2/21 hearing	Died upon Sine Die.
HB2614	Repeals driving privilege suspension and eliminates imposition of driving privilege restrictions for failure to pay fine.	Passed House on 3/19. Referred to Ways and Means.		Died upon Sine Die.
HB5044	Appropriates money to the Oregon Climate Authority	(House) Ways and Means, Natural Resources sub-committee		Died upon Sine Die.

Bills that did not receive a scheduled work session by 3/29 deadline

SB 6	Increases minimum wage exemption for purposes of garnishment and execution.	(Senate) Workforce 1/5		
SB 267	Transfers duties, functions and powers of State Department of Energy related to issuance of loans for small scale local energy projects to Oregon Business Development Department	(Senate) Environment and Natural Resources 1/15		
SB 295	Provides that when state agency is required by statute to mail notice to person, and agency has on file post office box address, agency must mail notice to post office box address.	(Senate) Business and Gen Govt 1/15		
SB 384	Directs State Court Administrator to study options for deprivatizing collection of court fees and fines	(Senate) Judiciary to Ways and Means 1/16		
HB 2517	Prohibits state agencies from suspending or revoking license required to pursue commercial activity, trade, occupation or profession because licensee is delinquent in paying student loan debt.	(House) Business and Labor 1/18	3/6 public hearing	Rep. Doherty testified, 22 other states prohibit. Oregon doesn't currently but wants to make sure we don't.

TIPS & TECHNIQUES



A S F M S Desk Manual

R*STARS: REVE.2

Revised: 10/31/17

APPROPRIATION YEAR END CLOSE

Document Supported General Ledger Accounts

PURPOSE

Before the end of each appropriation year, agencies must review all document supported general ledger account balances. Depending on the general ledger account, specific reclassifications, adjustments, and possible write off transactions must be posted.

OAM GUIDELINES

Chapter 15 – Accounting & Financial Reporting

OAM 15.35.00

Chapter 20 – Budgetary Accounting & Reporting

OAM 20.30.00.PO OAM 20.40.00 OAM 20.50.00

Chapter 35 – A/R Management

OAM 35.30.10 OAM 35.30.20 OAM 35.30.30

OAM 35.60.10 OAM 35.70.10

OAM 35.70.20

Write-Off Guidelines: OAM 35.50.10 under ORS 293.240

A. ACCOUNTS RECEIVABLE DOCUMENTS – GL 0501, 0543, 0547, AND 0574

Reclassify or write-off accounts receivable (A/R) in preparation for lapse of appropriation. Before an appropriation year (AY) ends, all accounts receivable documents must be zeroed out and either written off or established or reclassified in the new appropriation year. General Fund A/Rs must be zeroed out by June month end close. All others must be zeroed out by December 29.

Request the Accounts Receivable Document Status Report ([DAFR9750](#)):

Selection Criteria:	APPN YEAR:	17
	Period:	CM

APPROPRIATION YEAR END CLOSE

Document Supported General Ledger Accounts

Since the receivable is still valid, the agency establishes it as a new A/R in AY19. They use the AY17 document number in the Ref Doc/Sfx field to facilitate Datamart queries. There is no document supported link between the two AYS. Note: The original Due Date from the previous A/R transaction may be used to ensure proper aging.

```
S504 UC: 19 STATE OF OREGON 12/29/17 08:58 AM
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N ACPT
BATCH: AGENCY 101 DATE 122917 TYPE 2 NO 109 SEQ NO 00002 MODE EDIT AND POST
DOC DATE: EFF DATE: 122917 DUE DATE: 052616 SERV DATE:
CUR DOC/SFX: AR002963 001 REF DOC/SFX: AR002961 001 MOD: AGENCY: 101
TRANS CODE: 109
INDEX:
PCA: 99323 AY: 19
COMP/AGY OBJ: 1288 1888
AMOUNT: 00000240000.00 RVS: DESC:
DOC COUNT: 00001 DOC AMT: 0000240000.00 DOC AGY: 101 FUND OVRD:
PEN DT: TM: CITY: SALEM ST: OR ZIP: 97301 1019
PEN AMT: CHECK #: DEPOSIT #:
G38: 10164000 APPN NO: 31501 FUND: 4781 GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 15000 RTI:

F1-HELP F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT
```

And here is the 64 screen for the new, AY19, accounts receivable document. There is no document supported link to the A/R number from the prior AY.

```
S064 UC: 19 STATE OF OREGON 12/29/17 09:01 AM
LINK TO: DOCUMENT RECORD INQUIRY ACPT
AGY: 101 DOC NO/SFX/CLASS: AR002963 001 001 AY 19
CREATE DATE: 122917 CLOSE DATE:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 18 INQ MONTH: 06 DOC BALANCE: 240,000.00
BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 240,000.00
```

A/R set up with T-Code 174 is handled the same at the appropriation year end.

This concludes Transfer-In Account Receivable.