

A/R Honor Roll Eligibility

FY 2021 Schedule of Key Dates

The schedule below outlines the key dates for the fiscal year (FY) 2021 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 your [SWARM Analyst](#) if you have any questions.

2020

Nov 2



Agencies to submit accurate A/R Performance Measure (ARPM) reports for the quarter ending Sept 30 (if applicable).

2021

Feb 1



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

April 30



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

Aug 6

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

Aug 13

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 17

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 *Delinquent Account Reporting website* is located [here](#).

Liquidated and delinquent account reporting resources are located [here](#).

Oct 1



Agencies submit to SWARM the following completed & accurate reports and certifications:

- **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)**



Certificate eligibility date