

# A/R Honor Roll Eligibility

## FY 2024 Schedule of Key Dates


The schedule below outlines the key dates for the fiscal year (FY) 2024 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](mailto:SWARM@DAS.Oregon.Gov) if you have any questions.

### 2023


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](#).

### 2024

Jan 31 

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

Apr 30 

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

Aug 9

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

Aug 16

**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 30

Target date for LFO to open the *Delinquent Account Reporting website* for agency entries.

Sept 16

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 

**Statutory (ORS 293.229(1)) deadline for agencies to submit fiscal year liquidated and delinquent account activity to LFO via the *Delinquent Account Reporting website*.** Liquidated and delinquent account reporting resources are located [here](#).

Oct 1 

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

- **Accounts Receivable Year-end Agency Checklist, located [here](#).**
- **ARPM report for the quarter ending June 30 (if applicable).**
- **ARPM report for annual measures 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](#).



**Certificate eligibility date**