Executive Order 17-09: Coordination of Vendor Payments

MAY 15, 2018

Background

- Secretary of State audit recommendation

    - 1997, 2004, 2015

- Legislative interest in collecting liquidated and delinquent accounts

    - Legislative Sessions 1999-2017

- Governor's interest in collecting liquidated and delinquent accounts

    - Executive Order 17-09

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Executive Order 17-09

▶ Section V: Coordination of vendor payments

    ▶ Recoup liquidated and delinquent debt owed by vendors by means of reducing state agencies' payments to such vendors

▶ Implementation considerations

    ▶ System challenges preventing offset

    ▶ Data match processes

    ▶ Administrative hold/garnishment

▶ Oregon Department of Transportation pilot

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Agenda

- DAS SFMS R*STARS Process Part 1
  - SFMA data match process
  - A/P transaction processing
- DOR Revenue Online Vendor Payment Notification
  - Using Revenue Online to notify DOR of debtor/vendor matches
  - How to retrieve vendor submission response
- DAS SFMS R*STARS Process Part 2
  - A/P transaction processing based on the vendor submission response
- Security Access: R*STARS
- Security Access: Revenue Online
- Closing: Implementation Preparation

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

OREGON DEPARTMENT OF REVENUE

Applicability

- All debtors included on the debtor list have debts that may be collected via garnishment

- Agency management is responsible for determining whether a vendor payment shall be garnished

  - Agency management shall apply good judgment and independent thinking when determining not to garnish

  - Agency management must document the basis for the decision

- Resources for determining garnishment applicability

  - Federal law or regulation

  - Oregon Revised Statute

  - Oregon Administrative Rule

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

DAS SFMS

R*STARS PROCESS PART 1

DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES

R*STARS Process Part 1

- SFMA programming
  - Pick up DOR debtor list daily
  - Compare current and prior day interface files to determine what changed
  - Inactivate profiles associated with vendors on the DOR debtor list nightly
- Agency A/P transaction processing
  - Transactions associated with these inactive vendors will error
  - Review 51/52 screen for inactivation reason

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Sample Error Transaction

```
S505   UC: 84                    STATE OF OREGON                02/05/18 03:15 PM
LINK TO:            PRE-ENC/ENC/EXPEND TRANSACTION ENTRY        NOTE: N    PROD
BATCH: AGENCY 107 DATE 020618 TYPE 4 NO 001 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: 020518   EFF DATE: 020618  DUE DATE: 020518  SERV DATE: 020518
 CUR DOC/SFX: VP391851 001  REF DOC/SFX: EE007035 001  MOD:    AGENCY: 107
   TRANS CODE: 225        VOUCHER PAYABLE - ENCUMBERED
          INDEX:
            PCA: 12370     COO - CRIMINAL JUSTICE POP FORECAST - GF  AY: 19
COMP/AGY OBJ: 4200 4200 OFFICE SUPPLIES
      AMOUNT: 00000000100.00 RVS:   DISC:                1099:  FO:   PDT:
DOC COUNT:       DOC AMT:  0000000100.00 DOC AGY: 107 CI:    PROP #:
INV #:                 DT:         DESC: TEST W/ INACTIVE VENDOR
VEND/MC: 3987654321 000  NM:
CONT NO:            ADDR 1:
WARR NO:            ADDR 2:
APPN NO: 89901      ADDR 3:
   FUND: 7180       ADDR 4:
GL AC/AGY:              CITY:                    ST:    ZIP:
 GRANT NO/PH:          SUB GRANTEE:            PROJ NO/PH:
MPCD:            AGY CD-1:    2:    3: 00401  G38:         RTI:
EEA   VENDR STATUS NOT "A" E83   VEN NAME REQUIRED    E87   VENDOR ADDR REQUIRED

F1-HELP  F3-RTI  F4-EDIT  F5-PRIOR  F6-BALANCING  F7-DETAILS
F9-INTERRUPT  F10-SAVE  F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

51/52 Screen

```
S052   UC: 17                    STATE OF OREGON              02/05/18 03:16 PM
LINK TO:                    SYSTEMWIDE VENDOR PROFILE                      PROD
     VENDOR NO: 3987654321   NAME CONTROL: MOUS
   VENDOR NAME: MICKEY MOUSE
  SEARCH NAMES: MICKEY MOUSE
                                              MOUSE,MICKEY
ALT VENDOR/FID:            1099 IND: Y  FEI/SSN IND: S  REASON CODE: ADD
   VENDOR TYPE: 7  OWNRSHP CD: I   TIN MATCH: 6      TIN: 007654321
       ADDRESS: 1000 UPPER DISNEY LN


                  *PLEASE CONTACT DOR*
CITY: DISNEY           ST: OR ZIP: 98765       CNTRY:
VENDOR CONTACT: CONTRACTOR /ADD ACH                  TAX OFFSET EXMPT: N
     TELEPHONE: 503 987 6543 EXT:       FAX:                 HOLD RSN:
 PDT: DA EMAIL:                                               PNI: N
 AGY: 107    CONTACT: DEBBIE KIRK              PHONE: 503 378 3126
UPDATED BY: DAFJDOR                            DIR DEP DATE: 10292015

W9 REQUEST DATE:        BU/WH EFF DATE:            STATUS CODE: I
 EFF START DATE: 08262014   EFF END DATE:        LAST PROC DATE: 11292017
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NXT F6-51 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXT
```

DEPARTMENT OF
ADMINISTRATIVE
SERVICES
DAS

R*STARS Process Part 1 (cont.)

- Agency management shall determine if the <u>payment</u> is subject to garnishment

    - For example, worker's compensation payments and unemployment benefits are **not** subject to garnishment (additional examples available in ORS 18.845)

    - Federal grant payments are **not** subject to garnishment

    - Federal fund payments (not affiliated with a grant) **may be subject** to garnishment

- If the payment is <u>NOT</u> subject to garnishment, send request to SFMS to temporarily activate the vendor

- If the payments <u>IS</u> subject to garnishment, notify DOR of the debtor/vendor match via Revenue Online

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Revenue Online

VENDOR PAYMENT NOTIFICATION

Outline

- Getting to Revenue Online (ROL)

- Submitting vendor information

- Retrieving the vendor submission response

- Managing additional logons

  - Adding additional logons

  - Editing additional logons

OREGON
DEPARTMENT
OF REVENUE

Getting to Revenue Online

1. Access www.oregon.gov/dor/, and click the Revenue Online button.

2. Revenue online opens.

   - https://revenueonline.dor.oregon.gov/tap/_/

   - Enter the Username and password provided to you by DOR. **Do not** click the *Don't have a login? Sign up now* hyperlink.

Submitting Vendor Information

1. Log into ROL.

2. Access the *Garnishment Access* account.

3. From the **I Want To** section, click *Submit Vendor Information*.

4. Agency information may be overridden.

   • By default, the customer level name and address are prepopulated.

   • It is not necessary to override the agency information because the response is returned electronically.

Submitting Vendor Information (cont.)

5. Enter the **Vendor Information**.
   - Enter the **Vendor Name** as it appears in your system.
   - Select the appropriate **Id Type**. (SSN or FEIN)
   - Enter the **Vendor ID** number. (SSN or FEIN)
   - Enter the total **Amount Payable to Vendor**.

6. Enter the **Vendor Address**.

7. Verify the Address.
   - Select one of the *Verified* or *As Entered* options.

8. Click the **Submit** button.

9. A Confirmation window opens. Click the **OK** button.
   - You will also receive a confirmation email.

Vendor Information
Vendor Name | Vendor
Id Type | Federal Empl | Vendor ID | 12-3456789
Amount Payable to Vendor | 5,000.00

Vendor Address
Street | 1110 CENTER ST NE
Street 2 |
Unit Type | | Unit |
City | SALEM | State | OR | ZIP | 97301-
Click Here to Verify Address | Address must be verified

Address Search
Country | USA
Single Line | 1110 CENTER ST NE SALEM OR 97301
Attention |
Address needs to be verified

Select Address
Select | As Entered | 1110 CENTER ST NE SALEM OR 97301
Select | Verified | 1110 CENTER ST NE SALEM OR 97301-2523

OREGON DEPARTMENT OF REVENUE

Retrieving the Vendor Submission Response

1. When DOR processes the request, you will receive an email confirmation instructing you to access ROL to view the results.

2. Log into ROL and access the *Garnishment Access* account.

3. From the **Account Alerts** section, click the unread message hyperlink.

4. Click the **Subject** hyperlink for the message you'd like to view.

   • If a garnishment has been ordered, a .pdf will be included in the **Attachments** section of the message.

   • If a garnishment has not been ordered, you can proceed to processing your payment.

OREGON
DEPARTMENT
OF REVENUE

Retrieving the Vendor Submission Response (cont.)

- If you have a question regarding the web message, please contact the agent via their direct line.

    - Phone numbers are listed in the agent's email signature within the body of the web message.

- If a payment is being sent to DOR, the Garnish ID from the garnishment <u>MUST</u> be referenced in the Invoice Description field.

    - Additional information will be discussed in R*STARS Process Part 2.

OREGON
DEPARTMENT
OF REVENUE

DAS SFMS

R*STARS PROCESS PART 2

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

R*STARS Process Part 2 (cont.)

- If DOR does not issue a garnishment:

  - The agency sends a request to the SFMS Vendor Desk requesting the vendor profile to be temporarily activated

- If DOR issues a garnishment:

  - The agency creates mail code 444 (special mail code for payments collected by DOR)

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Setup Mail Code 444

```
S051   UC: 84                    STATE OF OREGON                02/06/18 09:13 AM
 LINK TO:                    VENDOR MAIL CODE PROFILE                        PROD
   VENDOR NO: 3987654321 MICKY MOUSE
   MAIL CODE: 444   NAME: DEPARTMENT OF REVENUE
         SEARCH NAMES: DOR GARNISHMENT
                       DOR GARN                    MOUSE,MICKY,
         ADDRESS: GARNISHMENTS
                  PO BOX 14725


          CITY: SALEM                      ST: OR          ZIP: 97309
       COUNTRY:                        REGION:      TAX RATE:
 UPDATE REASON: ADD           OWNERSHIP CODE: I      LICENSE:
VENDOR CONTACT: HTTPS://REVENUEONLINE.DOR.OREGON.GOV  FAX:
     TELEPHONE:            EXT:        ALT VEND NAME: I LTR DATE:
  PDT: MA EMAIL: STATEVENDOR.MATCHING@OREGON.GOV              PNI:
 AGY: 107   CONTACT: MIKE TEST                 PHONE: 503 373 0264
                                               DIR DEP DATE:


                 HOLD REASON CODE:                 STATUS CODE: R
 EFF START DATE: 02052018   EFF END DATE:         LAST PROC DATE: 02062018



 F1-HELP F3-DEL F5-NXT F6-52 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXT
```

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

R*STARS Process Part 2 (cont.)

- Agencies notify SFMS Vendor Desk that mail code 444 is ready for activation

- After activation, agencies enter payment transaction

  - Payments to DOR <u>MUST</u> include the **Garnish ID** (from the lower right hand side of the garnishment) in the Invoice Description field

  - For partial payments to DOR, the agency will need to:

    - Remit up to the garnishment amount to DOR

    - Remit the remaining payment amount to the vendor

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Sample

SAMPLE TEST

Date:	September 11, 2017
Letter ID:	L1326614656

Notice of Garnishment - Tax Debt
SAMPLE TEST

_____ (who is called the "Debtor") owes money to the Oregon Department of Revenue (who is called the "Garnishor"). The debt(s) became subject to garnishment on the date of each warrant identified below. The Debtor's Social Security number or Employer Identification number is _____.

Account type	Warrant date	Reference number
Personal Inc	Oct 05, 2011	

THE AMOUNT SUBJECT TO GARNISHMENT IS: $16,648.93

When the balance is nearly paid, call the Garnishor at (971) 701-1625 for the final balance. Please return a copy of this page with your payment.

This notice garnishes ALL of the following:
- Wages that you owe the Debtor at the time this notice is delivered to you, and all wages that the Debtor earns until the debt (including additional interest) is paid or the garnishment is released by the Garnishor.
- All property of the Debtor (including money) that is in your possession, control or custody at the time this notice is delivered to you.
- All debts that you owe the Debtor at the time this notice is delivered to you, whether or not payment is due on the debt at the time you receive this notice.

YOU MUST ANSWER THIS NOTICE BY COMPLETING THE ATTACHED GARNISHEE RESPONSE WITHIN THE TIME ALLOWED BY LAW, WHETHER OR NOT YOU HOLD ANY OF THE DEBTOR'S PROPERTY OR OWE ANYTHING TO THE DEBTOR. IF YOU DO NOT TRUTHFULLY ANSWER THIS NOTICE, OR YOU DO NOT DELIVER MONEY OR PROPERTY WHEN YOU ARE REQUIRED TO DO SO, YOU WILL BE LIABLE TO THE GARNISHOR.

If you have questions, you should contact an attorney. The Garnishor cannot give you legal advice.

Debtor ID:	05644-22656	Garnish ID:	92221
Garnishee ID:	08349-93664	Letter ID:	L1326614656

Page 1

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Sample Payment

```
S505   UC: 84                    STATE OF OREGON                    02/06/18 03:20 PM
 LINK TO:              PRE-ENC/ENC/EXPEND TRANSACTION ENTRY        NOTE: N    PROD
 BATCH: AGENCY 107 DATE 020618 TYPE 4 NO 287 SEQ NO 00001 MODE EDIT AND POST
 DOC DATE: 020618   EFF DATE: 020618   DUE DATE: 020618   SERV DATE: 020618
  CUR DOC/SFX: VP391852 001   REF DOC/SFX:              MOD:    AGENCY: 107
   TRANS CODE: 222        VOUCHER PAYABLE-NOT ENCUMBERED
         INDEX:
           PCA: 12370    COO - CRIMINAL JUSTICE POP FORECAST - GF  AY: 19
 COMP/AGY OBJ: 4200 4200 OFFICE SUPLLIES & MATERIALS
      AMOUNT: 00000001000.00 RVS:    DISC:                1099:   FO:   PDT: MA
 DOC COUNT: 00001   DOC AMT:  0000001000.00 DOC AGY: 107 CI:    PROP #:
 INV #:                 DT:         DESC: DOR GARN ID# 92221
 VEND/MC: 3987654321 444  NM: DEPARTMENT OF REVENUE
 CONT NO:               ADDR 1: GARNISHMENTS
 WARR NO:               ADDR 2: PO BOX 14725
 APPN NO: 89901         ADDR 3:
   FUND: 7180           ADDR 4:
 GL AC/AGY:             CITY: SALEM              ST: OR  ZIP: 97309
  GRANT NO/PH:          SUB GRANTEE:            PROJ NO/PH:
 MPCD:            AGY CD-1:    2:    3:      G38:       RTI:


 F1-HELP  F3-RTI  F4-EDIT  F5-PRIOR  F6-BALANCING  F7-DETAILS
 F9-INTERRUPT  F10-SAVE  F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

R*STARS Process Part 2 (cont.)

- Agencies will release payments with no future due dates on the day vendors are activated

- Vendor profiles will inactivate following batch processing that night

- DOR will remove debtors from the debtor list when debts are paid in full

- SFMA will automatically activate applicable vendor profiles once the vendor is removed from the debtor list

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

R*STARS MISC Information

▶ Vendor disputes shall be directed to DOR

▶ SFMS staff will <u>NOT</u> monitor vendor garnishments issued by DOR

▶ Agencies are <u>NOT</u> to send the DOR garnishment paperwork to SFMS

▶ Agencies shall retain the garnishment paperwork as supporting documentation for the payment transaction

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Security Access

R*STARS

R*STARS Security Changes

- Grant SSN/EIN view on the 52 screen to agencies' payable staff

- Will grant to UC 17, 20, 22, 26, 28, 84, and 98

  - SSN/EIN must be included with notification to DOR of debtor/vendor data match

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

R*STARS Security Change

```
S96A   UC: 10                    STATE OF OREGON                03/02/18 01:34 PM
LINK TO:                         SECURITY PROFILE                          PROD


USER ID/CLASS: DASXX37  17 AGENCY: 107  NAME: DOE, JANE


 ACCOUNTING TRANS: 4            BATCH EDIT MODE: 2
     RELEASE FLAG: 0      DISBURSEMENT METHOD: 3
     AGENCY GROUP: 50                WORK HOUR: 0000 2400
  AGENCY RANGE 1:                     WORK DAY: A
  AGENCY RANGE 2:                    PRINTER ID:
 SECURITY AGENCY: 107         DEFAULT
     SECURITY ORG:           ACTION CODE AGENCY:
     SECURITY ORG:                  ACTION CODE:
PRIOR MO POST IND: Y         VIEW TIN INFO: Y    (Y/N)
PRIOR YR POST IND: Y         VIEW BANK INFO: N   (Y/N)
    FUND OVERRIDE:       STATEWIDE REPORTING: N   (Y/N)


                                          STATUS CODE: A
 EFF START DATE: 01152014   EFF END DATE:        LAST PROC DATE: 01152014
Z06 RECORD SUCCESSFULLY RECALLED


F1-HELP  F3-DELETE  F5-NEXT  F6-96B  F9-INTERRUPT  F10-SAVE  F11-SAVE/CLEAR
ENTER-INQUIRE  CLEAR-EXIT
```

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

R*STARS Security Change

```
S052   UC: 17                    STATE OF OREGON                11/27/17 01:46 PM
LINK TO:                    SYSTEMWIDE VENDOR PROFILE                        PROD
     VENDOR NO: 3987654321    NAME CONTROL: MOUS
   VENDOR NAME: MICKEY MOUSE
  SEARCH NAMES: MICKEY MOUSE
                                                MOUSE,MICKEY,
ALT VENDOR/FID:             1099 IND: Y  FEI/SSN IND: S   REASON CODE: ADD
   VENDOR TYPE: 7  OWNRSHP CD: I   TIN MATCH: 6        TIN: 007654321
       ADDRESS: 1000 UPPER DISNEY LN



CITY: DISNEY         ST: OR ZIP: 98765        CNTRY:
VENDOR CONTACT: CONTRACTOR /ADD ACH                   TAX OFFSET EXMPT: N
     TELEPHONE: 503 987 6543 EXT:        FAX:                 HOLD RSN:
 PDT: DA EMAIL:                                                    PNI: N
 AGY: 107    CONTACT: DEBBIE KIRK              PHONE: 503 378 3126
UPDATED BY: POLSTON, TERRY                           DIR DEP DATE: 10292015

W9 REQUEST DATE:        BU/WH EFF DATE:              STATUS CODE: A
 EFF START DATE: 08262014   EFF END DATE:          LAST PROC DATE: 10222015
Z06 RECORD SUCCESSFULLY RECALLED


F1-HELP F3-DEL F5-NXT F6-51 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXT
```

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Security Access

REVENUE ONLINE

Managing Additional Logons

- Each Agency will have one user logon with Administrator rights setup by DOR. This logon will be able to create, cease, or manage additional logons for their Agency.

- When adding additional logons, it's important to understand the types of access, *Account Manager, Administrator, and Master.*

  - **Account Manager**: This access type will allow the user to perform actions on behalf of the accounts they have access to and view any corresponding information associated to the account.

  - **Administrator:** This access type will allow the user to manage accounts they are provided access to. The user will also be able to add more web logons.

  - **Master:** This functionality should not be used for submitting Vendor information. This access type will allow the user to control all associated logons and view all web activity. This should only be provided to the appropriate position within your organization or to the individual accessing their own tax information. This access has all functions provided to an Account Manager and an Administrator.

- Refer to the steps on the following slides to manage logons.

OREGON
DEPARTMENT
OF REVENUE

Adding Additional Logons

1. Log into ROL.

2. From the **Logon** section, click the **Settings** button.

3. From the **I Want To** section, click *Manage additional logins*.

4. From the **Logins** section, click the **Add** button.

Adding Additional Logons (cont.)

5. Enter the logon information.

- **Logon** is the username used to log into ROL (typically is the email address for the user).

- **Email** is the logon's email address.

  - Typically, the Logon and email are the same. However, you may want to utilize a group distribution email for the Email field. If so, please check with your IT department to ensure the email list allows external emails.

- Select the **Type of Access**.

  - **Account Manager**: Has the ability to submit vendor information.

  - **Administrator:** In addition to the Account Manager's abilities, the Administrator can add and make changes to other logons.
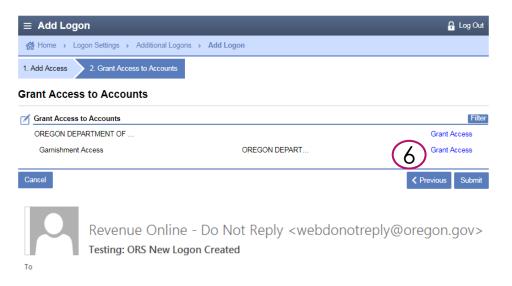

OREGON DEPARTMENT OF REVENUE

Adding Additional Logons (cont.)

6. Select the Customer and/or Account you'd like to give the new logon access to.

   • In order to submit vendor information, access **must** be granted to the *Garnishment Access* account.

7. Click the **Submit** button.

8. A Confirmation window opens. Click the **OK** button.

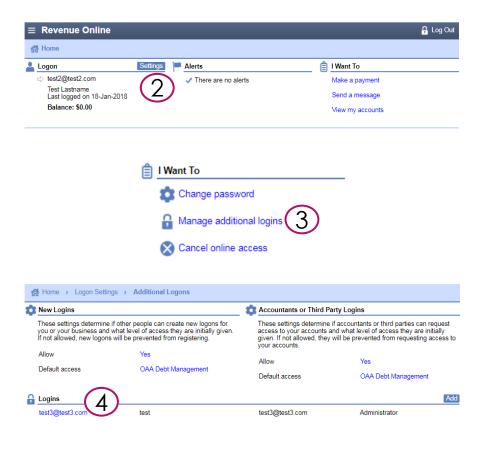   • The new logon will receive an email with instructions to complete the signup process.
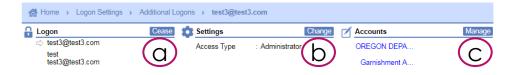

OREGON DEPARTMENT OF REVENUE

Editing Additional Logons

1. Log into ROL.

2. From the **Logon** section, click the **Settings** button.

3. From the **I Want To** section, click *Manage additional logins*.

4. From the **Logins** section, click the hyperlink for the logon you'd like to edit.

OREGON
DEPARTMENT
OF REVENUE

Editing Additional Logons (cont.)

5a. Click the **Cease** button to cease access for the logon.

5b. Click the **Change** button to change the **Access Type**.

5c. Click the **Manage** button to change which customers and accounts this logon has access to.

OREGON
DEPARTMENT
OF REVENUE

Closing

IMPLEMENTATION PREPARATION

Implementation Preparation

- All SFMA client agencies have at least one "garnishment access" Administrator that will be established in ROL by June 1

- The "garnishment access" Administrator is responsible for establishing user profiles in ROL to facilitate the DOR notification process

- SFMA implementation is scheduled for June 1, 2018

- Be prepared

  - Ensure applicable staff are aware of the new process

  - Ensure applicable staff have "garnishment access" profiles in ROL

  - Evaluate standard payments to determine which may be subject to garnishment

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Questions?

For More Information

- ▶ Statewide Accounts Receivable Management
  - ▶ Send email to: **Stacey.A.Chase@Oregon.gov**

- ▶ R*STARS Processing
  - ▶ Send email to: **Fabiola.Flores@Oregon.gov**

- ▶ Department of Revenue Processing
  - ▶ Send email to: **StateVendor.Matching@Oregon.gov**

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

OREGON DEPARTMENT OF REVENUE