

# Department of Administrative Services



## Liquidated & Delinquent Account Reporting

# Agenda

- Definitions
- Year end reporting requirements
- Legislative Fiscal Office (LFO) reporting overview and website entry instructions
- LFO reporting scenarios
- Next steps



# Definitions





# Definitions



- **Abated:** An account that has been determined not to be owed.
  - Example 1: During an *offer in compromise* a portion of the account is paid and the remaining portion is waived. The portion that is waived is abated.
  - Example 2: If an account is discharged in bankruptcy, it has been abated.
  - Note: Accounts that have been written off are still fully collectible, therefore an account written off has not been abated.
- **Account:** The debt relationship between a state agency and an individual or entity, which may include multiple obligations and time periods. (OAM 35.40.10).
- **Adjustments:** Entries to increase or decrease debt. Adjustments may be required to correct an administrative error or when the debt is abated (legally determined not to be owed such as in bankruptcy or an offer of compromise). Adjustments do not include Write-offs.

# Definitions



- **Delinquent account:** An account receivable for which payment was not received by the original due date.
- **DOR Program codes:**
  - **Restricted program code:** When accounts assigned to the Department of Revenue for collection are subject to Offset Only (intercepting tax refunds).
  - **Unrestricted program code:** When accounts assigned to the Department of Revenue for collection are subject to full collection services, which may include letters, phone calls, garnishments, skip tracing, asset location, and offset.
- **Fiscal year (FY):** July 1 of one year to June 30 of the next.

# Definitions



## Fund Types

- **Federal Funds:** Money a state agency receives directly from the federal government.
- **General Fund:** Money appropriated by the legislature to a state agency or statutorily designated as General Fund.
- **Lottery Funds:** Money received by a state agency from Lottery proceeds.
- **Other Funds:** Money received by a state agency from sources other than the General Fund, Federal funds, or Lottery funds.
- **Other Funds Pass Through:** Other funds collected by a state agency and remitted directly to another entity.

# Definitions



- **Liquidated account:** In general, an account where the exact past due amount is known, the debtor has been notified of the debt, and the debtor has been given the opportunity to dispute the debt (refer to OAM 35.30.30 for the complete definition).
- **OAM:** Oregon Accounting Manual  
(<https://www.oregon.gov/das/Financial/Acctng/Pages/OAM.aspx>)
- **Receivables:** Amounts owing to the State including accounts receivable, loans, notes receivable, and interest. Receivables can be due from private persons, firms, corporations, other agencies, employees, and the federal government. (OAM 65.00.00)
- **Reversals:** Any account (and the associated debt) previously reported as Liquidated and Delinquent (L&D), that no longer met the definition of L&D as of June 30. For example, if the debtor disputes the debt, while the account is under review, it is not considered L&D.

# Year End Reporting Requirements





# Year End Reporting



- Accounts receivable performance measures.
- Certification of write-off, abated and canceled debts.
- Agency checklist.
- LFO reporting worksheet (recommended), for use in entry to the LFO Delinquent Account Reporting System (website).
- Agency report to the legislative assembly if LFO ending balance exceeds \$50 million.



# Year End Reporting - Accounts Receivable Performance Measures

- Applicability- Agencies subject to the Oregon Accounting Manual (see [OAM 01.05.00](#)).
- Accounts Receivable Performance Measures policy can be found in [OAM 35.60.20](#).
- Report form can be found in [OAM 75.35.12](#).
- Quarterly A/R performance measures, includes the tabs labeled “Qtr (Req) –Collections” and “Qtr (Req) 90 days past due” for the period of April- June.
- Annual A/R performance measures, includes the tabs labeled “Annual (Req) – Days to Assign”, “Annual (Req) – Days to Collect”, “Annual (Req) – Writeoffs”.
- The completed report form must be emailed to [SWARM@DAS.Oregon.gov](mailto:SWARM@DAS.Oregon.gov) by 10/02/2023 (or at the same time as the LFO report is submitted).
- A/R performance measure training resources available online <https://www.oregon.gov/das/Financial/Acctng/Pages/Training.aspx>.

# Year End Reporting – Certification of write-off, abated and canceled debts [ORS 293.234]



- Applicability:
  - Any state officer, board, commission, corporation, institution, department or other state organization having power to collect state funds; and
  - Semi-independent state agencies listed in ORS 182.454; the Oregon Tourism Commission; the Oregon Film and Video Office; the Travel Information Council; the Children’s Trust Fund of Oregon Foundation; Oregon Corrections Enterprises; the State Accident Insurance Fund Corporation; and the Oregon Utility Notification Center.
- Does not include the Judicial department, Secretary of State or State Treasurer.

# Year End Reporting – Certification of write-off, abated and canceled debts [ORS 293.234]



- Report the following liquidated and delinquent account activity:
  - Accounts written off during the fiscal year (under ORS 293.240, refer to [OAM 35.50.10](#) for definition of write-off).
  - Accounts abated during the fiscal year (see definition section of this presentation. For purposes of the certification abated also includes accounts cancelled by agencies other than the Department of Revenue that have statutory authority to cancel debt.)
  - Accounts canceled by the Department of Revenue under ORS 305.155.

<b>DAS</b> DEPARTMENT OF ADMINISTRATIVE SERVICES CHIEF FINANCIAL OFFICE Statewide Accounts Receivable Management Email: <a href="mailto:SWARM@oregon.gov">SWARM@oregon.gov</a>	<b>Statewide Accounts Receivable Management</b>
<b>Agency Certification: Write-off, Abated, and Canceled Debt</b>	
To: Statewide Accounts Receivable Management (SWARM)	
From: Agency number <input type="text"/>	Agency Name <input type="text"/>
For: Fiscal Year Ended June 30, <input type="text"/>	
The following data is reported as required by Oregon Revised Statute (ORS) 293.234:	
<b>Liquidated and delinquent debts:</b>	
Written off under ORS 293.240	<input type="text"/>
Abated (i.e. waived, settled, or determined not to be owed)	<input type="text"/>
Canceled by the Department of Revenue under ORS 305.155	<input type="text"/>



# Year End Reporting – Certification of write-off, abated and canceled debts [ORS 293.234]



- Certify that the transactions were processed in accordance with applicable statutes and rules.
- Agency Certification form: [OAM 75.35.15.FO](#).
- The completed Certification form must be emailed to [SWARM@DAS.Oregon.gov](mailto:SWARM@DAS.Oregon.gov) by 10/02/2023 (or at the same time as the LFO report is submitted).

**Agency Certification of Accuracy, Completeness, and Compliance**

I certify that to the best of my knowledge the above information accurately and completely reflects the agency's liquidated and delinquent account activity for the fiscal year noted above, and that this information agrees with the respective account balances reported to the Legislative Fiscal Office.

In addition, I certify that to the best of my knowledge the liquidated and delinquent account activity is accurately and completely reflected in the agency's annual report to the Legislative Fiscal Office and that the value of liquidated and delinquent debts that were written off, abated or canceled, as reported above, were done so in accordance with applicable statutes and rules. Any *differences* between the balances reported above and the values reported to the Legislative Fiscal Office have been communicated in writing to the agency's SWARM analyst.

<hr/>	<hr/>	<hr/>
A/R Accountant Signature	Printed Name	Date
<hr/>	<hr/>	<hr/>
Chief Fiscal Officer or Director Signature	Printed Name	Date

# Year End Reporting - Agency Checklist



- Applicability:
  - All agencies subject to the LFO reporting requirement must submit a completed checklist to [SWARM@DAS.Oregon.gov](mailto:SWARM@DAS.Oregon.gov) no later than October 2, 2023 to be eligible for the Accounts Receivable Honor Roll.
- The [agency checklist](#) is a tool to assist agencies in comparing data submitted in the Accounts Receivable Performance Measures, the LFO report, the Certification of Accounts Written-off, Abated or Canceled to identify possible errors before submitting.



# Year End Reporting - Agency Checklist

- It is recommended that the agency use the checklist after completing the Reporting Worksheet (see following slides) and before entering data to the LFO website.

This worksheet is for agency use to verify that the data reported to DAS and LFO is consistent within the format of the specific reporting and assist in identifying potential reporting errors. A completed checklist must be submitted to [SWARM@oregon.gov](mailto:SWARM@oregon.gov) no later than October 1, with each state agency's year-end Accounts Receivable Reporting.

Answer to each question must be "Yes", unless the agency has a statutory exception from completing at least one of the reports in which case "N/A" should be marked. Any item marked "No" must also include a comment in the "No" box explaining why "No" is the correct response.

Resources

ARPM reporting template:  
<https://www.oregon.gov/das/Financial/Acctng/Documents/75.35.12.fo.xlsx>

LFO Reporting worksheet:  
<https://www.oregon.gov/das/Financial/Acctng/Documents/LFO%20Reporting%20Worksheet.xlsx>

Agency Certification of write-off, abated and canceled debts:  
<https://www.oregon.gov/das/Financial/Acctng/Documents/75.35.15.fo.pdf>

Confirmation with SFMA  
<https://www.oregon.gov/das/Financial/Acctng/Documents/35.50.10.pdf>

**Agency Checklist for Accounts Receivable Fiscal Year End Reporting**

Agency Name: \_\_\_\_\_  
 Agency Contact: \_\_\_\_\_  
 Fiscal Year: \_\_\_\_\_

	Review Section	Report Name	Tab	Cell	math function	Report Name	Tab	Cell	CheckList		
									Yes	No	N/A
1.	Collections (\$ Value)	ARPM (75.35.12.fo)	Qtr (Req.) - Collections	G11	greater than or equal to	ARPM (75.35.12.fo)	Qtr (Req.) - Collections	G12			
2.	Collections (\$ Value)	ARPM (75.35.12.fo)	Qtr (Req.) - Collections	G12	equal to	LFO Reporting Worksheet	Agency Data	W12			
3.	Collections (\$ Value)	LFO Reporting Worksheet	Agency Data	W12	greater than or equal to the sum of	LFO Reporting Worksheet	Agency Data	W30 + W45			
4.	A/R accounts outstanding (# of accts)	ARPM (75.35.12.fo)	Qtr (Req.) - 90 days past due	G14	greater than or equal to	LFO Reporting Worksheet	Agency Data	V17			

# Year End Reporting - LFO Reporting Worksheet



- The [LFO Reporting Worksheet](#) is a resource developed to assist agencies to identify some common reporting errors as well as aggregating their data in a way that will aid with the entry to the LFO reporting system. Use of the worksheet is not required but highly encouraged.
- The LFO Reporting worksheet contains built in formulas that will highlight cells red and show “error” if the condition is not true. Once all entries are made if these are still red, review the condition and look for an entry error.
- Enter activity for each fund type, the worksheet automatically calculates the agency total.
  - “**General Funds**” is for reporting receivables that create revenue in the General Fund. (For example, a tax receivable to the General Fund per statute should be reported as General Funds.)
  - For purposes of reporting L&D account activity to LFO, receivables related to General Fund reduction of expense, (established under the provisions of [OAM 20.40.00](#)) should be reported to LFO as Other Funds.







# Year End Reporting - LFO Reporting Worksheet- Section IIIa

- Of the amounts reported in Section II, report all liquidated and delinquent account activity associated with accounts assigned to a DOR unrestricted program code.
- Separately report (number and value) collection fees that were paid by (1) the debtor and (2) the state agency (**Unrestricted accounts only**).

**LFO Liquidated and Delinquent Accounts Receivable Reporting Worksheet** \*\* ENTER WHOLE NUMBERS ONLY \*\*

Fiscal Year Start Date: 7/1/20XX  
 Fiscal Year End Date: 6/30/20XX

		General Funds (GF)	
		# of Accts	\$ Value
<b>Section IIIa. Department of Revenue Collection (ORS 293.231)(Unrestricted Accounts)</b>			
Beginning Balance	7/1/20XX		
Additions:			
Collections:			
Accounts Satisfied (paid in full):			
Forward to PCF: (No longer applies as of FY 2020)			
Returned to originating agency:			
Accounts Outstanding	6/30/20XX	-	\$ -
Are the accounts outstanding balances in Section IIIa greater than 0?		Yes	Yes
<b>DOR Collection Fees (Unrestricted accounts only)</b>			
Collection fees paid by debtors:			
Collection fees paid by originating agency:			
Collection fee percentage (total collection fees paid/Collections reported in IIIa.)			#DIV/0!

# Year End Reporting - LFO Reporting Worksheet- Section IIIa



- Executive branch agencies that have accounts in Recommended for Write-Off (RWO) status as of June 30<sup>th</sup> and the agency has NOT completed write-off of the account the account should NOT be reported as Returned to the originating agency in Section IIIA.
  - Because the account is still at DOR, it is acceptable to continue reporting the account in the DOR ending inventory.



# Year End Reporting - LFO Reporting Worksheet- Section IIIb

- Of the amounts reported in Section II, report all liquidated and delinquent account activity associated with accounts assigned to a private collection firm directly by the agency.
- Separately report (number and value) collection fees that were paid by (1) the debtor and (2) the state agency.

LFO Liquidated and Delinquent Accounts Receivable		** ENTER WHOLE NUMBERS ONLY **	
Reporting Worksheet for agency: [REDACTED]		General Funds (GF)	
Fiscal Year Start Date:	7/1/20XX	# of Accts	\$ Value
Fiscal Year End Date:	6/30/20XX		
<b>Section IIIb. Private Collection (ORS 293.231)</b>			
Beginning Balance	7/1/20XX		
Additions:			
Collections:			
Accounts Satisfied (paid in full):			
Return to DOR: (see notes in reporting manual)			
Returned to originating agency:			
Accounts Outstanding	6/30/20XX	-	\$ -
Are the accounts outstanding balances in Section IIIb greater than 0?		Yes	Yes
Are the outstanding balances in Section IIIa and Section IIIb less than/equal to Section II?		Yes	Yes
Are the collection amounts in Section IIIa and Section IIIb less than/equal to Section II?			Yes
<b>PCF Collection Fees</b>			
Collection fees paid by debtors:			
Collection fees paid by originating agency:			
Collection fee percentage (total collection fees paid/Collections reported in IIIb.)			#DIV/0!





# Year End Reporting - LFO Reporting Worksheet- Section IIIc



- Of the total collections reported in Section II, report the total number and value of all L&D account collections received via offset during the fiscal year from any of the following programs:

- Federal Treasury Offset Program

- State of Oregon Vendor Offset Program

- Department of Revenue (tax debts only).
- Intra-agency vendor offsets (amounts that agencies offset from their own payments).

- State of Oregon Tax Offset Program

- Restricted program collections (included in Section II), Unrestricted program collections (Included in Sections II and IIIa).

LFO Liquidated and Delinquent Accounts Receivable Reporting Worksheet		** ENTER WHOLE NUMBERS ONLY **											
Fiscal Year Start Date:	7/1/20XX	<table border="1"> <thead> <tr> <th colspan="2">General Funds (GF)</th> </tr> <tr> <th># of Accts</th> <th>\$ Value</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>		General Funds (GF)		# of Accts	\$ Value						
General Funds (GF)													
# of Accts	\$ Value												
Fiscal Year End Date:	6/30/20XX												
<b>Collections on Accounts Due to Offset</b>													
Federal Treasury Offset Program													
State of Oregon Vendor Offset Program													
State of Oregon Tax Offset Program													
Are the collection amounts due to offset less than/equal to Section II?			Yes										

# Year End Reporting - LFO Reporting Worksheet- Section IV



- Of the amounts reported in Section II ending balance, report the total number and value of liquidated and delinquent that are due from current or former employees.

LFO Liquidated and Delinquent Accounts Receivable Reporting Worksheet		<b>** ENTER WHOLE NUMBERS ONLY **</b>							
Fiscal Year Start Date:	7/1/20XX	<table border="1"><thead><tr><th colspan="2">General Funds (GF)</th></tr><tr><th># of Accts</th><th>\$ Value</th></tr></thead><tbody><tr><td></td><td></td></tr></tbody></table>		General Funds (GF)		# of Accts	\$ Value		
General Funds (GF)									
# of Accts	\$ Value								
Fiscal Year End Date:	6/30/20XX								
<b>Section IV. Accounts due from Current and Former Employees</b>									
Delinquent Amount Due:									
<i>If assigned, enter applicable accounts and amounts in Section III.</i>									
<i>If exempt, enter applicable accounts and amounts in Section V.</i>									

- Accounts and amounts reported in this section should include only those debts related to an employee's job (e.g. wage or travel overpayment).
- Any accounts that are currently assigned to DOR or a PCF should also be reported in Section III or if the account is not assigned due to an exemption it should also be reported in Section V.



# Year End Reporting - LFO Reporting Worksheet- Section V

- Of the total liquidated and delinquent accounts reported in the Section II ending balance, identify the number and value that were not assigned as of June 30 **AND** qualify for either a statutory or administrative exemption.
  - Do **NOT** include accounts which are reported as an Account Outstanding in either Section IIIa or Section IIIb.
  - If an account meets more than one exemption criteria, only report it once in the criteria that most applies to that account.

LFO Liquidated and Delinquent Accounts Receivable Reporting Worksheet		** ENTER WHOLE NUMBERS ONLY **					
Fiscal Year Start Date:	7/1/20XX	<table border="1"> <thead> <tr> <th colspan="2">General Funds (GF)</th> </tr> <tr> <th># of Accts</th> <th>\$ Value</th> </tr> </thead> </table>		General Funds (GF)		# of Accts	\$ Value
General Funds (GF)							
# of Accts	\$ Value						
Fiscal Year End Date:	6/30/20XX						
<b>Section V. Accounts Exempt from PCF Assignment</b>							
<b>Statutorily Prohibited or Exempt</b>							
Prohibited by Law - ORS 293.231(5)							
<b>Exempt under ORS 293.231</b>							
Consensual security interest							
Court ordered judgment							
Litigation, bankruptcy, mediation, etc.							
Student loan of a student attending school							
State agency receivables							
Federal or local government receivables							
Hospitalized debtor							
Imprisoned debtor							
Account less than \$100							
Loss of federal funds or federal program funds							
Owed by a closed estate							
Suspension of collection under ORS 305.155							
<b>Administratively Exempt</b>							
Debtor hardship							
Non-consensual lien							
Secured by bond							
Payment on multiple accounts within 1 year							
ORS Chs. 825 or 826 related to a motor carrier							
Wage garnishment or order prevents							
Spousal or child support							
Not income-producing and no assets							
DAS Petition Approved Exemptions - ORS 293.233							
<b>Total exemptions for current fiscal year</b>	-	\$	-				
<i>Is the sum of Section III and Section V less than/equal to Section II?</i>	Yes		Yes				



# Year End Reporting - LFO Reporting Worksheet- Unassigned/Doubtful



- Once all sections of the *reporting worksheet* are complete return to Section II and evaluate the unassigned and doubtful account balances.
  - Total unassigned, non-exempt accounts automatically calculates based on data entered: Section II less Section IIIa less Section IIIb less Section V.

LFO Liquidated and Delinquent Accounts Receivable Reporting Worksheet		** ENTER WHOLE NUMBERS ONLY **					
Fiscal Year Start Date:	7/1/20XX	<table border="1"> <thead> <tr> <th colspan="2">General Funds (GF)</th> </tr> <tr> <th># of Accts</th> <th>\$ Value</th> </tr> </thead> </table>		General Funds (GF)		# of Accts	\$ Value
General Funds (GF)							
# of Accts	\$ Value						
Fiscal Year End Date:	6/30/20XX						
* Italicized statements include accuracy check formulas to verify data entry.							
<b>Section II. Liquidated and Delinquent Accounts</b>							
Beginning Balance	7/1/20XX	50	\$ 35,876				
Additions:		6	\$ 4,500				
Collections:			\$ 6,250				
Accounts Closed:		8					
Write-Offs:		1	\$ 1,000				
Adjustments:			\$ -				
Reversals:		-	\$ -				
Ending Balance	6/30/20XX	47	\$ 33,126				
<b>Unassigned Accounts/Doubtful Accounts</b>							
Total unassigned, non-exempt accounts:		9	\$ 3,176				
Unassigned, non-exempt accounts with no payment in over 90 days:							
Doubtful accounts:							
Is the unassigned, non-exempt accounts total greater than 0?		Yes	Yes				
Are the accounts and values in row 21 less than row 20?		Yes	Yes				
Are the doubtful accounts less than the Section II ending balance?		Yes	Yes				

# Year End Reporting - LFO Reporting Worksheet- Unassigned/Doubtful



- Of the unassigned, non-exempt accounts (automatically calculated), indicate the number and value of accounts that have not received a payment for over 90 days as of June 30th.
  - Note:** Agencies that report accounts in this section must include a description of the efforts currently being taken by the agency to collect these unassigned accounts in the Note field of the LFO website.
- Of the total liquidated and delinquent account balance (Section II ending balance) indicate the number and value of accounts that are doubtful to **ever** be collected.

LFO Liquidated and Delinquent Accounts Receivable Reporting Worksheet		** ENTER WHOLE NUMBERS ONLY **					
Fiscal Year Start Date:	7/1/20XX	<table border="1"> <thead> <tr> <th colspan="2">General Funds (GF)</th> </tr> <tr> <th># of Accts</th> <th>\$ Value</th> </tr> </thead> </table>		General Funds (GF)		# of Accts	\$ Value
General Funds (GF)							
# of Accts	\$ Value						
Fiscal Year End Date:	6/30/20XX						
* Italicized statements include accuracy check formulas to verify data entry.							
<b>Section II. Liquidated and Delinquent Accounts</b>							
Beginning Balance	7/1/20XX	50	\$ 35,876				
Additions:		6	\$ 4,500				
Collections:			\$ 6,250				
Accounts Closed:		8					
Write-Offs:		1	\$ 1,000				
Adjustments:			\$ -				
Reversals:		-	\$ -				
Ending Balance	6/30/20XX	47	\$ 33,126				
<b>Unassigned Accounts/Doubtful Accounts</b>							
Total unassigned, non-exempt accounts:		9	\$ 3,176				
Unassigned, non-exempt accounts with no payment in over 90 days:							
Doubtful accounts:							
Is the unassigned, non-exempt accounts total greater than 0?		Yes	Yes				
Are the accounts and values in row 21 less than row 20?		Yes	Yes				
Are the doubtful accounts less than the Section II ending balance?		Yes	Yes				



# Year End Reporting - LFO Reporting Worksheet-



- Repeat the entry process for all fund types that had activity or balances.
- Verify that the total of all fund types matches to internal agency records.
- Verify ending balances by section reconcile to internal agency records (DOR activity, PCF activity, exempt accounts, etc).
- Use the reporting worksheet as the source document for entering data into the LFO Delinquent Account Reporting System (website).

# Year End Reporting - Agency Supplemental Report to Legislative Assembly [ORS 293.229(2)]



- Applicable to all state agencies with a fiscal year liquidated and delinquent account ending balance of **\$50 million or more.**
- Agencies must submit an additional report to the Legislative Assembly committees related to Ways and Means annually **by December 31** that:
  - Describes major categories of liquidated and delinquent accounts held by the state agency;
  - Describes circumstances under which the state agency writes off, adjusts or removes an account from liquidated and delinquent status;
  - Describes actions undertaken by the state agency to reduce the amount of liquidated and delinquent debt owed to it at the end of each fiscal year; and
  - Sets forth a plan for future actions that will reduce the amount of liquidated and delinquent debt owed to the state agency at the end of each fiscal year and describes any additional resources that are necessary to carry out the plan.
- Questions regarding this report should be directed to the agency's LFO analyst.



# Legislative Fiscal Office (LFO) reporting overview and website entry



# Legislative Fiscal Office (LFO) reporting overview



- Applicability:
  - Executive Branch;
  - Judicial Branch;
  - Semi-independent state agencies listed in ORS 182.454;
  - Public universities listed in ORS 352.002;
  - The Oregon Tourism Commission; the Oregon Film and Video Office; the Travel Information Council; the Children's Trust Fund of Oregon Foundation; Oregon Corrections Enterprises; Oregon Health and Science University; the State Accident Insurance Fund Corporation; and the Oregon Utility Notification Center.

# Legislative Fiscal Office (LFO) reporting overview



- Agencies are required to report if **ANY** of the following apply:
  - The state agency had no liquidated and delinquent (L&D) accounts to report.
  - The state agency reported an ending balance in the prior fiscal year (The prior FY ending balance is automatically carried forward as the current FY beginning balance), even if there was no new activity in the current fiscal year.
  - The state agency had **ANY** accounts that became L&D during the fiscal year, even if the account was collected, assigned, returned, abated, canceled or written-off during the fiscal year and the ending balance is \$0.
- The [SWARM resources website](#) provides links to the [LFO reporting website](#), and to the [LFO reporting manual](#) which includes a field by field definition of the data to be entered.

# LFO Website Entry



- Logging in.
- Agencies with Nothing to report.
- Agencies with data to report.

# LFO Website Entry- Logging in



- Select your agency from the drop down menu.
- Enter your agency password.
- Click “Log On”.

A screenshot of the LFO website login page. The page title is "Delinquent Account Reporting System | LFO". There are navigation links for "Home" and "Previous Reports". The main heading is "Log On please - Fiscal Year 2016". Below this, it says "Please select your agency and enter your password." The "Account Information" section contains a dropdown menu for "Agency" with the text "Please select an agency", a "Password" input field, and a "Log On" button. A "Request Password" link is located to the right of the "Log On" button. Four yellow arrows point to the Agency dropdown, the Password field, the Log On button, and the Request Password link. The footer contains the text "© Copyright 2016 Legislative Administration | Email your Questions and Comments".

- ▶ If you forgot the agency password, click “Request Password”



# LFO Website Entry- Agencies with nothing to report



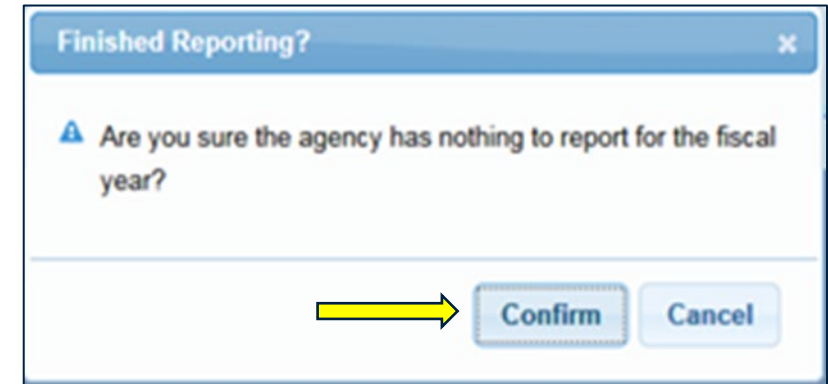
- The Nothing to Report button should be used only if the state agency had a zero ending balance in the prior year **AND** did not have any liquidated and delinquent account activity during current the fiscal year
- After logging into the website, click the “Nothing to Report” button.

A screenshot of the "Delinquent Account Reporting System" (LFO) interface. The page is titled "Section I System Entry - Fiscal Year 20XX". The agency name is "Alfalfa Seed Commission, Oregon". There is a dropdown menu labeled "Please select a Fund". Below the dropdown is a button labeled "Nothing to Report", which is highlighted with a yellow arrow. The page also includes a "Home" link and a copyright notice for 2011 Legislative Administration.

# LFO Website Entry- Agencies with nothing to report



- A pop-up box will appear, click “Confirm” only if the agency had a zero ending balance in the prior year **AND** did not have any liquidated and delinquent account activity during current the fiscal year.



- The system will confirm receipt of your report, you can take a screen print for your records if you want before clicking “Log Off”.



# LFO Website Entry- Agencies with data to report



- If the agency had an ending balance greater than zero in the prior fiscal year **or** had liquidated and delinquent account activity during the current fiscal year enter the data to the appropriate fund type.
- Refer to the Reporting Worksheet for the fund types, and the number/value of accounts to enter in each section of the LFO report.
- Refer to the [LFO reporting manual](#) for additional definitions and instructions for each field to be completed.

# LFO Website Entry- Agencies with data to report



Welcome **Alfalfa Seed Commission, Oregon!** [ Log Off ]

Delinquent Account Reporting System | LFO

Home

Section I

System Entry - Fiscal Year 20XX


Agency Name: Alfalfa Seed Commission, Oregon

Please select a Fund 

Nothing to Report

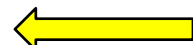
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- After logging in to the website, click the arrow next to “Please select a Fund”.

Please select a Fund 

Please select a Fund

GF General Funds

FF Federal Funds 

OF Other Funds

LF Lottery Funds

Other Funds - Pass Throughs

- Select a fund type from the drop down menu.

Welcome **Justice Department!** [ Log Off ]

Delinquent Account Reporting System | LFO

Home

System Entry - Fiscal Year 20XX

Agency Name: Justice Department

OF Other Funds  [Create Fund Report](#)

Nothing to Report

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- Click the **Create Fund Report** link.

*Only create a fund report if the agency had liquidated and delinquent accounts to report in the respective fund type (e.g. if ALL accounts are FF, then ONLY create a FF fund report).*

# LFO Website Entry- Agencies with data to report



- Enter data from the LFO Reporting Worksheet (if applicable) to each section of the LFO reporting website.
- For each section, the Beginning Balance will be populated automatically based on the prior year ending balance for that fund type.
- For each section, the Ending Balance will automatically calculate based on entries made.

**Section II** *(Refer to instructions for section II)*

Note: Use Whole Dollars. Do not use Dollar signs, commas or periods between the numbers .....(eg. \$1,234 should be entered as 1234)

Liquidated and Delinquent Accounts	[A] Number Of Accounts	[B] Dollar Value(\$)
Beginning Balance 07/01/2017	0	0
Additions:	0	0
Collections:		(0)
Accounts Closed:	(0)	
Write-Off's:	(0)	(0)
Adjustments:		0
Reversals:	(0)	(0)
<b>Ending Balance 6/30/2018</b>	0	0
Unassigned Accounts/Doubtful Accounts	[A] Number Of Accounts	[B] Dollar Value(\$)
Total Unassigned, Non-exempt Accounts	0	0
Unassigned, Non-exempt Accounts with no Payment in over 90 Days	0	0
Doubtful Accounts	0	0



# LFO Website Entry- Agencies with data to report



## Section III a. *(Refer to instructions for section III)*

Note: Use Whole Dollars. Do not use Dollar signs, commas or periods between the numbers .....(eg. \$1,234 should be entered as 1234)

Dept. of Revenue Collection (ORS 293.231)(Unrestricted Accounts)	[A] Number Of Accounts	[B] Dollar Value(\$)
Beginning Balance	<input type="text" value="0"/>	<input type="text" value="0"/>
Addition:	<input type="text" value="0"/>	<input type="text" value="0"/>
Collections:	<input type="text" value=""/>	<input type="text" value="(0)"/>
Accounts Satisfied	<input type="text" value="(0)"/>	<input type="text" value=""/>
Forward to PCF	<input type="text" value="(0)"/>	<input type="text" value="(0)"/>
Returned to Originating Agency	<input type="text" value="(0)"/>	<input type="text" value="(0)"/>
<b>Accounts Outstanding</b>	<input type="text" value="0"/>	<input type="text" value="0"/>
DOR Collection Fees	[A] Number Of Accounts	[B] Dollar Value(\$)
Collection Fees Paid by Debtors	<input type="text" value="0"/>	<input type="text" value="0"/>
Collection Fees Paid by Originating Agency	<input type="text" value="0"/>	<input type="text" value="0"/>

# LFO Website Entry- Agencies with data to report



## Section III b. *(Refer to instructions for section III)*

Private Collection (ORS 293.231)	[A] Number Of Accounts	[B] Dollar Value(\$)
Beginning Balance	0	0
Addition:	0	0
Collections:		(0)
Accounts Satisfied	(0)	
Return to DOR	(0)	(0)
Returned to Originating Agency	(0)	(0)
<b>Accounts Outstanding</b>	0	0
Private Collection Fees	[A] Number Of Accounts	[B] Dollar Value(\$)
Collection Fees Paid by Debtors	0	0
Collection Fees Paid by Originating Agency	0	0

# LFO Website Entry- Agencies with data to report



## Section III c. *(Refer to instructions for section III)*

Accepted Offers of Compromise for the Settlement of Debts	[A] Number Of Accounts	[B] Dollar Value(\$)
Original Debt	0	0
Penalties and Interest		0
Collection Fees		0
Other Fees/Charges/Adjustments/Prior Payments		0
Total Debt	0	0
Net Settlement Received		(0)
<b>Variance</b>	0	0
Collections on Accounts Due to Offset	[A] Number Of Accounts	[B] Dollar Value(\$)
Federal Treasury Offset Program	0	0
State of Oregon Vendor Offset Program	0	0
State of Oregon Tax Offset Program	0	0

# LFO Website Entry- Agencies with data to report



## Section IV *(Refer to instructions for section IV)*

Note: Use Whole Dollars. Do not use Dollar signs, commas or periods between the numbers .....(eg. \$1,234 should be entered as 1234)

Account Due from Current and Former Employees	[A] Number Of Accounts	[B] Dollar Value(\$)
Delinquent Amount due:	<input type="text" value="0"/>	<input type="text" value="0"/>

# LFO Website Entry- Agencies with data to report



## Section V *(Refer to instructions for section V)*

Note: Use Whole Dollars. Do not use Dollar signs, commas or periods between the numbers .....(eg. \$1,234 should be entered as 1234)

Exempt Accounts	[A] Number Of Accounts	[B] Dollar Value(\$)
<b><u>Statutorily Prohibited or Exempt</u></b>		
Prohibited by Law - ORS 293.231(4)	0	0
<b><u>Exempt under ORS 293.231(7)</u></b>		
consensual security interest	0	0
court ordered judgement	0	0
litigation, bankruptcy, mediation, etc.	0	0
student loan of a student attending school	0	0
state agency receivables	0	0
federal or local government receivables	0	0
hospitalized debtor	0	0
imprisoned debtor	0	0
account less than \$100.00	0	0
loss of federal funds or federal program funds	0	0
owed by a closed estate	0	0
suspension of collection under ORS 305.155	0	0



# LFO Website Entry- Agencies with data to report



## Section V *(Refer to instructions for section V)*

Note: Use Whole Dollars. Do not use Dollar signs, commas or periods between the numbers .....(eg. \$1,234 should be entered as 1234)

Exempt Accounts	[A] Number Of Accounts	[B] Dollar Value(\$)
<b><u>Administratively Exempt</u></b>		
debtor hardship	0	0
non-consensual lien	0	0
secured by bond	0	0
payment on multiple accounts within 90 days or 1 year as applicable	0	0
ORS Ch. 825, or 826 related to a motor carrier	0	0
wage garnishment or order prevents	0	0
spousal or child support	0	0
not income-producing and no assets	0	0
DAS approved exemptions (ORS 293.233(1))	0	0
<b>Total exemptions for fiscal year 2023</b>	0	0

# LFO Website Entry- Agencies with data to report



**Note:**

*4000 characters remaining*

Save

# LFO Website Entry- Agencies with data to report



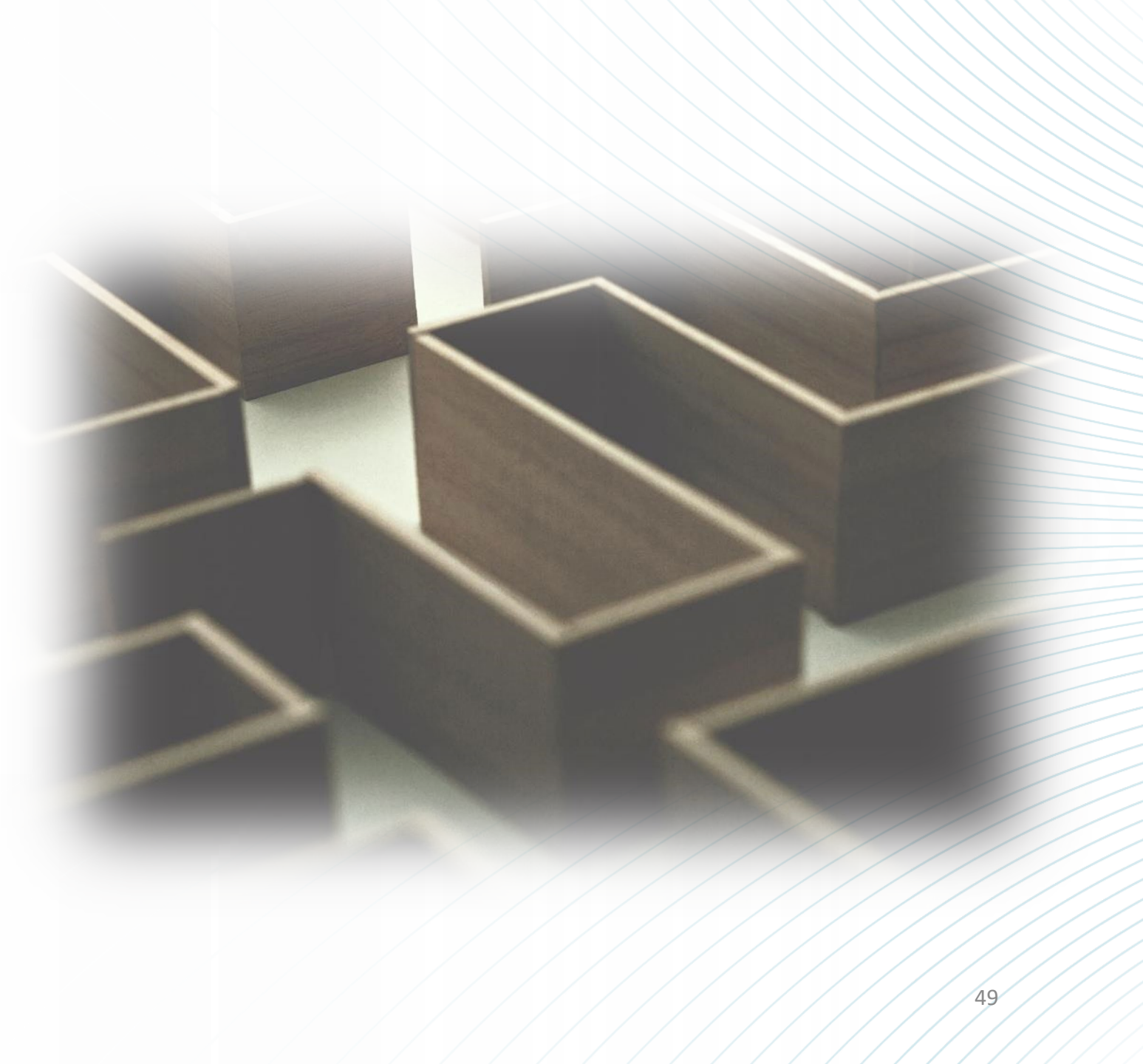
- Once all entries for the applicable fund type are completed, click the **Save** button.
  - The screen will scroll to the top of the page and an action confirmation message will appear.
  - After initially saving, the edit and print options will appear.
- Click the **Home** button to return to the System Entry (Section I) screen to report additional fund types, repeat the steps in slides 38-46 for each fund type that the agency has accounts (it is not necessary to create a fund type with all zeros).
- Once all entries are completed, click the **Save** button
  - Return to the System Entry (Section I) screen by clicking the **Home** button
- Click the **Finished Reporting** button
- Log off

# LFO Website Entry- Common Reporting Errors



- Ending balance errors, be sure to tab from field to field in the LFO website.
- Section II balances less than the total of Section IIIa + IIIb + V balances.
- Number of account fields blank for all fund types.
- Account balances do not reconcile with Department of Revenue or private collection firm reports.
- Notes section does not include the required reporting information.
- **Finished Reporting** button not clicked.
- *Reporting manual* instructions not followed.

# LFO reporting scenarios





# LFO reporting scenarios



- **Disclaimer:**

- The following slides provide Examples for training purposes only. The situations provided do not represent all possible combinations of fund types or assignment combinations.
  - New L&D account, paid during the year.
  - Assignment to DOR.
  - Account at DOR with RWO status, no write-off recorded.
  - PCF activity- 1 account paid, 1 account returned to agency and written off.
  - Amount due from a current or former employee.
  - Interest accrual.
  - Agency compromised account, paid during the year.
  - Collection due to offset.
  - Account exempt from assignment.
  - Account comprised of multiple fund types.



# LFO reporting scenarios-

## New L&D account, paid during the year

- Account became L&D during the FY.
- Account was paid in full after becoming L&D.
- Because the account was paid in full, report the account is closed.

LFO Liquidated and Delinquent Accounts Receivable Reporting Worksheet		Other Funds (OF)	
Fiscal Year Start Date:	7/1/2018	# of Accts	\$ Value
Fiscal Year End Date:	6/30/2019		
<i>* Italicized statements include accuracy check formulas to verify data entry.</i>			
<b>Section II. Liquidated and Delinquent Accounts</b>			
Beginning Balance	7/1/2018		
Additions:		1	\$ 500
Collections:			\$ 500
Accounts Closed:		1	
Write-Offs:			
Adjustments:			
Reversals:			
Ending Balance	6/30/2019	-	\$ -
<b>Unassigned Accounts/Doubtful Accounts</b>			
Total unassigned, non-exempt accounts:		-	\$ -
Unassigned, non-exempt accounts with no payment in over 90 days:			
Doubtful accounts:			
<i>Is the unassigned, non-exempt accounts total greater than 0?</i>		Yes	Yes
<i>Are the accounts and values in row 21 less than row 20?</i>		Yes	Yes
<i>Are the doubtful accounts less than the Section II ending balance?</i>		Yes	Yes

# LFO reporting scenarios- Assignment to DOR



- Account became L&D during the fiscal year.
- Account was assigned to DOR.
- Partial payment was made to DOR.

		Other Funds (OF)	
<b>Section II. Liquidated and Delinquent Accounts</b>			
Beginning Balance	7/1/2018		
Additions:		1	\$ 1,000
Collections:			\$ 100
Accounts Closed:			
Write-Offs:			
Adjustments:			
Reversals:			
Ending Balance	6/30/2019	1	\$ 900
<b>Section IIIa. Department of Revenue Collection (ORS 293.231)(Unrestricted Accounts)</b>			
Beginning Balance	7/1/2018		
Additions:		1	\$ 1,000
Collections:			\$ 100
Accounts Satisfied (paid in full):			
Forward to PCF:			
Returned to originating agency:			
Accounts Outstanding	6/30/2019	1	\$ 900
Are the accounts outstanding balances in Section IIIa greater than 0?		Yes	Yes

# LFO reporting scenarios-

## Account at DOR with RWO status, no write-off recorded



- Account was assigned to DOR in a prior fiscal year.
- DOR identified the account as recommended for write-off (RWO) during the fiscal year but the account was not written-off by the assigning agency.
- No entries are required, the account is still assigned to DOR and may be reported as part of the accounts outstanding as of June 30.

<b>Section IIIa. Department of Revenue Collection (ORS 293.231)(Unrestricted Accounts)</b>		
Beginning Balance	7/1/2018	1 \$ 1,000
Additions:		
Collections:		
Accounts Satisfied (paid in full):		
Forward to PCF: (No longer applies as of FY 2020)		
Returned to originating agency:		
Accounts Outstanding	6/30/2019	1 \$ 1,000
<i>Are the accounts outstanding balances in Section IIIa greater than 0?</i>		
	Yes	Yes
<b>DOR Collection Fees (Unrestricted accounts only)</b>		
Collection fees paid by debtors:		
Collection fees paid by originating agency:		
<i>Collection fee percentage (total collection fees paid/Collections reported in IIIa.)</i>		
		#DIV/0!



# LFO reporting scenarios- PCF activity

- Two accounts were assigned to a PCF by the Agency during a *PRIOR* fiscal year (Beg. Balance).
- The PCF collected \$300 on one account.
- The PCF returned one account to the Agency, which was written-off by the Agency.
- Note: Do not include activity in Section IIIb if the assignment was completed by DOR.

<u>Section II. Liquidated and Delinquent Accounts</u>		
Beginning Balance	7/1/20XX	2 \$ 3,000
Additions:		
Collections:		\$ 300
Accounts Closed:		
Write-Offs:		1 \$ 1,500
Adjustments:		
Reversals:		
Ending Balance	6/30/2020	1 \$ 1,200

<u>Section IIIb. Private Collection (ORS 293.231)</u>		
Beginning Balance	7/1/20XX	2 \$ 3,000
Additions:		
Collections:		\$ 300
Accounts Satisfied (paid in full):		
Return to DOR: (see notes in reporting manual)		
Returned to originating agency:		1 \$ 1,500
Accounts Outstanding	6/30/2020	1 \$ 1,200





# LFO reporting scenarios- Amount due from a current or former employee

- Account became L&D during the fiscal year (Section II Additions).
- The account was assigned to DOR during the FY (Section IIIa Additions).
- DOR collected a payment.
- The account is included in Section II ending balance, Section IIIa Accounts Outstanding AND Section IV.

<b>Section II. Liquidated and Delinquent Accounts</b>			
Beginning Balance	7/1/2018		
Additions:		1	\$ 600
Collections:			\$ 50
Accounts Closed:			
Write-Offs:			
Adjustments:			
Reversals:			
Ending Balance	6/30/2019	1	\$ 550

<b>Section IIIa. Department of Revenue Collection (ORS 293.231)(Unrestricted Accounts)</b>			
Beginning Balance	7/1/2018		
Additions:		1	\$ 600
Collections:			\$ 50
Accounts Satisfied (paid in full):			
Forward to PCF:			
Returned to originating agency:			
Accounts Outstanding	6/30/2019	1	\$ 550

<b>Section IV. Accounts due from Current and Former Employees</b>			
Delinquent Amount Due:		1	\$ 550

*If assigned, enter applicable accounts and amounts in Section III.  
If exempt, enter applicable accounts and amounts in Section V.*



# LFO reporting scenarios- Interest accrual

- Interest is included as an addition for the dollar value only, there is no increase in the # of accounts.
- Ending dollar value includes both principal and interest.
- For this example, the account was not exempt from assignment and was assigned to DOR during the fiscal year for the combined principal and interest amount.

LFO Liquidated and Delinquent Accounts Receivable Reporting Worksheet			
Fiscal Year Start Date:		7/1/20XX	Other Funds (OF)
Fiscal Year End Date:		6/30/20XX	
			# of Accts
			\$ Value
<b>Section II. Liquidated and Delinquent Accounts</b>			
Beginning Balance	7/1/20XX		1 \$ 800
Additions:			\$ 72
Collections:			
Accounts Closed:			
Write-Offs:			
Adjustments:			
Reversals:			
Ending Balance	6/30/20XX		1 \$ 872

Section IIIa. Department of Revenue Collection (ORS 293.231)(Unrestricted Accounts)			
Beginning Balance	7/1/20XX		
Additions:			1 \$ 872
Collections:			
Accounts Satisfied (paid in full):			
Forward to PCF:			
Returned to originating agency:			
Accounts Outstanding	6/30/20XX		1 \$ 872
Are the accounts outstanding balances in Section IIIa greater than 0?			Yes Yes

# LFO reporting scenarios- Agency Compromised Account, Paid During the Fiscal Year



- Account was originally \$4,500 and had accrued \$500 in interest as of 6/30/18.
- As of the time of the compromise, an additional \$100 in interest accrued (Section II Addition).
- Compromise was for the debtor to pay \$3,000, agency would waive \$1,500 of original debt and the accumulated interest.
- Debtor paid \$3,000.
- The compromised portion (\$2,100) is recorded as an adjustment and because no balance remains the account is reported as closed.
- Section IIIc shows the original debt, accumulated interest and amount received, Variance is the amount the Agency agreed to compromise.

Section II. Liquidated and Delinquent Accounts			
Beginning Balance	7/1/2018	1	\$ 5,000
Additions:			\$ 100
Collections:			\$ 3,000
Accounts Closed:		1	
Write-Offs:			
Adjustments:			\$ (2,100)
Reversals:			
Ending Balance	6/30/2019	-	\$ -

Section IIIc. Accepted Offers of Compromise for the Settlement of Debts			
Original debt:		1	\$ 4,500
Penalties and interest:			\$ 600
Collection fees:			
Other fees/charges/adjustments/prior payments:			
Total debt:		1	\$ 5,100
Net settlement received:			\$ 3,000
Variance:		1	\$ 2,100

# LFO reporting scenarios- Collection due to offset



- L&D Account was assigned to DOR during the *PRIOR* FY (Beg. Balance).
- DOR collected \$350 during the FY via tax offset (Section II and IIIa Collections).
- Collections on Accounts Due to Offset (Section IIIc) includes the payment of \$350.

<b>Section II. Liquidated and Delinquent Accounts</b>				
Beginning Balance	7/1/2018	→	1	\$ 800
Additions:				
Collections:		→		\$ 350
Accounts Closed:				
Write-Offs:				
Adjustments:				
Reversals:				
Ending Balance	6/30/2019		1	\$ 450

<b>Section IIIa. Department of Revenue Collection (ORS 293.231)(Unrestricted Accounts)</b>				
Beginning Balance	7/1/2018	→	1	\$ 800
Additions:				
Collections:		→		\$ 350
Accounts Satisfied (paid in full):				
Forward to PCF:				
Returned to originating agency:				
Accounts Outstanding	6/30/2019		1	\$ 450
Are the accounts outstanding balances in Section IIIa greater than 0?			Yes	Yes

<b>Collections on Accounts Due to Offset</b>				
Federal Treasury Offset Program				
State of Oregon Vendor Offset Program				
State of Oregon Tax Offset Program		→	1	\$ 350
Are the collection amounts due to offset less than/equal to Section II?				Yes



# LFO reporting scenarios- Account Exempt from Assignment

- Only include accounts that are NOT assigned to DOR or a PCF.
- Account became L&D during the FY (Section II Additions).
- In this example, the account is owed by another state agency and is therefore exempt under ORS 293.231.
- Section V shows the category of the exemption for the balance of the account.

<b>Section II. Liquidated and Delinquent Accounts</b>			
Beginning Balance	7/1/2018		
Additions:		1	\$ 4,000
Collections:			
Accounts Closed:			
Write-Offs:			
Adjustments:			
Reversals:			
Ending Balance	6/30/2019	1	\$ 4,000
<b>Section V. Accounts Exempt from PCF Assignment</b>			
<b>Statutorily Prohibited or Exempt</b>			
Prohibited by Law - ORS 293.231(5)			
<b>Exempt under ORS 293.231</b>			
Consensual security interest			
Court ordered judgment			
Litigation, bankruptcy, mediation, etc.			
Student loan of a student attending school			
State agency receivables		1	\$ 4,000
<b>Total exemptions for current fiscal year</b>		1	\$ 4,000
<i>Is the sum of Section III and Section V less than/equal to Section II?</i>		Yes	Yes





# LFO reporting scenarios- Account comprised of multiple fund types

- One \$5,000 account is comprised of 60% Fed Funds and 40% Other Funds.
- Report the # of account in the fund type with the largest portion of the balance.
- Collections should be recorded in the same manner they are applied to the debt. This example assumes the same 60%/40% split

LFO Liquidated and Delinquent Accounts Receivable Reporting Worksheet		Federal Funds (FF)		Other Funds (OF)		Total	
Fiscal Year Start Date:	7/1/2018	# of Accts	\$ Value	# of Accts	\$ Value	# of Accts	\$ Value
Fiscal Year End Date:	6/30/2019						
<i>* Italicized statements include accuracy check formulas to verify data entry.</i>							
<b>Section II. Liquidated and Delinquent Accounts</b>							
Beginning Balance	7/1/2018					-	\$ -
Additions:		1	\$ 3,000		\$ 2,000	1	\$ 5,000
Collections:			\$ 600		\$ 400		\$ 1,000
Accounts Closed:						-	
Write-Offs:						-	\$ -
Adjustments:							\$ -
Reversals:						-	\$ -
Ending Balance	6/30/2019	1	\$ 2,400	-	\$ 1,600	1	\$ 4,000

- Verify that the Total of all fund type entries matches the agency record

# Next steps



# Next steps



- Evaluate fiscal year liquidated and delinquent account activity.
  - Review the LFO *reporting manual*.
  - Complete the LFO *reporting worksheet (recommended)*.
  - *Complete the agency ARPM report (if applicable)*.
  - Complete the *Agency Certification* form (if applicable).
  - Complete the agency checklist to verify data across all reports.
- Enter the data into the LFO *Delinquent Account Reporting System* (target date for A/R Honor Roll is September 15th to allow sufficient time for SWARM review and possible corrections by the agency), entry must be completed no later than October 1.
- Send the completed LFO *reporting worksheet*, ARPM reports, *Agency Certification* form and agency checklist to [SWARM@DAS.Oregon.gov](mailto:SWARM@DAS.Oregon.gov) for review, submission must be completed no later than October 2nd.
- Prepare agency report (only agencies over \$50 million ending balance) for the Legislative Assembly by December 31.

# Questions?

Gerold Floyd, SWARM coordinator

[Gerold.Floyd@DAS.Oregon.gov](mailto:Gerold.Floyd@DAS.Oregon.gov)

[SWARM@DAS.Oregon.gov](mailto:SWARM@DAS.Oregon.gov)

971-701-3651

<https://www.oregon.gov/das/Financial/Acctng/Pages/AR.aspx>

