

OAM 35.30.90 & Processing DOR Vendor Garnishments

Revised October 2024

Background

- ▶ Secretary of State has recommended establishing a state vendor offset multiple times (1997, 2004, 2015).
- ▶ On May 5, 2017, Governor Brown issued Executive Order 17-09 which included the requirement that “state agencies shall make efforts to recover Liquidated and Delinquent Debt from entities to which state agencies are remitting significant payments.”
 - ▶ The order further required the Department of Administrative Services (DAS) to develop policies requiring state agencies to recoup Liquidated and Delinquent Debt owed by vendors by means of reducing state agencies’ payments to such vendors.
 - ▶ Those policies are now found in OAM 35.30.90.

Agenda

- ▶ [OAM 35.30.90 Overview](#)
- ▶ [DAS Statewide Financial Management Services \(SFMS\)
Relational Statewide Accounting and Reporting System \(R*STARS\)
Process Part 1](#)
 - ▶ Statewide Financial Management Application (SFMA) data match process
 - ▶ A/P transaction processing
 - ▶ R*STARS Security access
- ▶ [DOR Revenue Online](#)
 - ▶ Security access
 - ▶ Submitting vendor information
 - ▶ Retrieving the vendor submission response
 - ▶ Frequently Asked Questions
- ▶ [DAS SFMS R*STARS Process Part 2](#)
 - ▶ A/P transaction processing based on the vendor submission response

OAM 35.30.90 Overview

- ▶ OAM 35.30.90- Vendor coordination includes procedures by where vendors that owe a debt owed to, or is being collected by the Department of Revenue (DOR) are identified in SFMA and the steps for agencies to follow if attempting to pay such a vendor.
- ▶ This training will provide the details for how vendor coordination works.

OAM 35.30.90 Overview

Applicability

- ▶ Debtors included on the debtor list have debts that may be collected via garnishment and are owed to or are being collected by DOR.
- ▶ 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

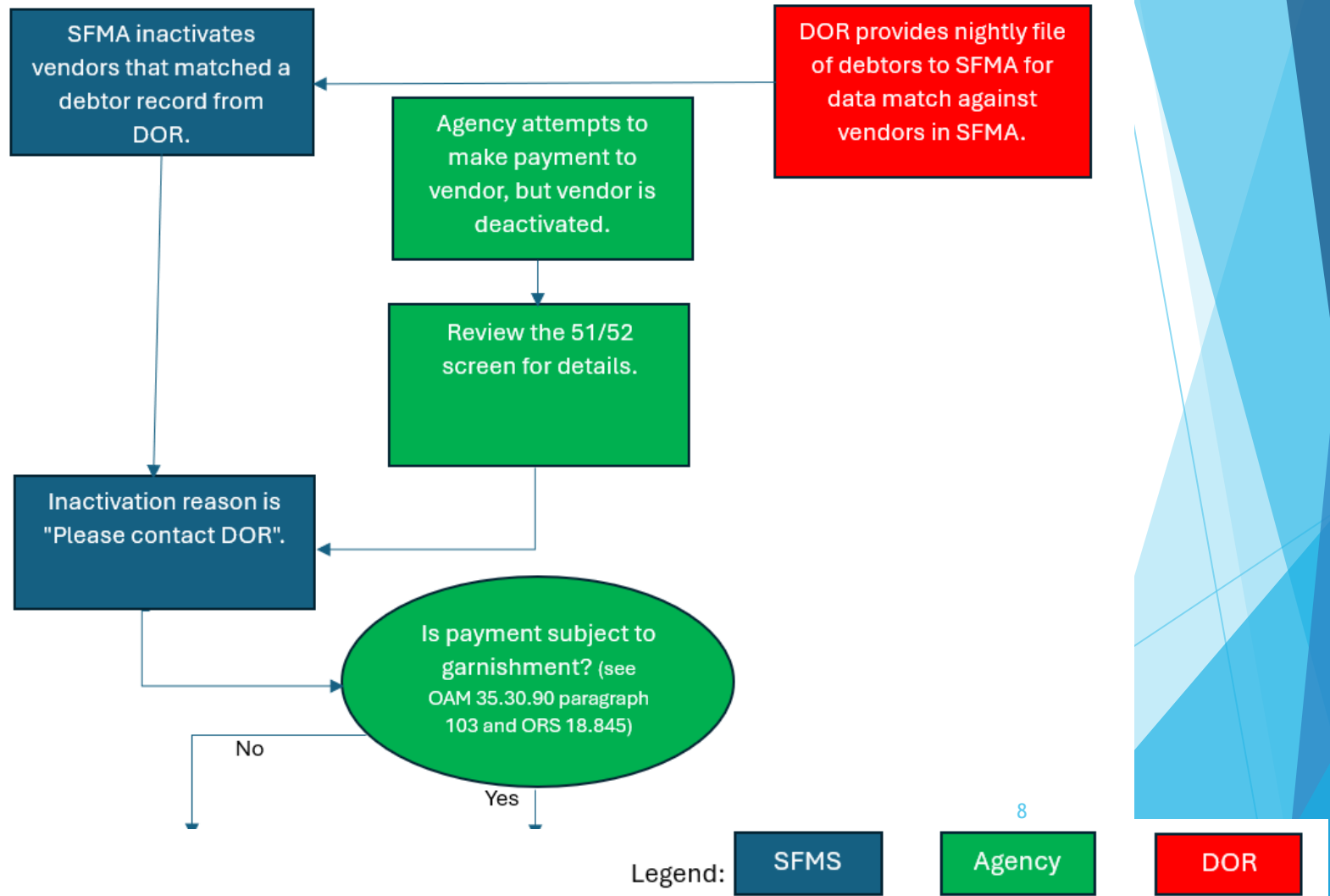
OAM 35.30.90 Overview

Alternative Payments

- ▶ Recently OAM 35.30.90 was updated to include procedures for agencies that use the alternative payment methods such as SPOTS cards.
 - ▶ Agencies shall adopt a transaction threshold for alternative payment methods, the recommended threshold is \$10,000.
 - ▶ When an agency plans to use an alternative payment method and the payment exceeds the threshold, the agency must first check the SFMA vendor profile. If the profile is active or the vendor is not in SFMA the agency may continue with the alternative payment method.
 - ▶ When a vendor profile is inactive and includes the notation “Please contact DOR” the agency shall not use the alternative payment method and instead use SFMA to make the payment and follow the process outlined in OAM 35.30.90.

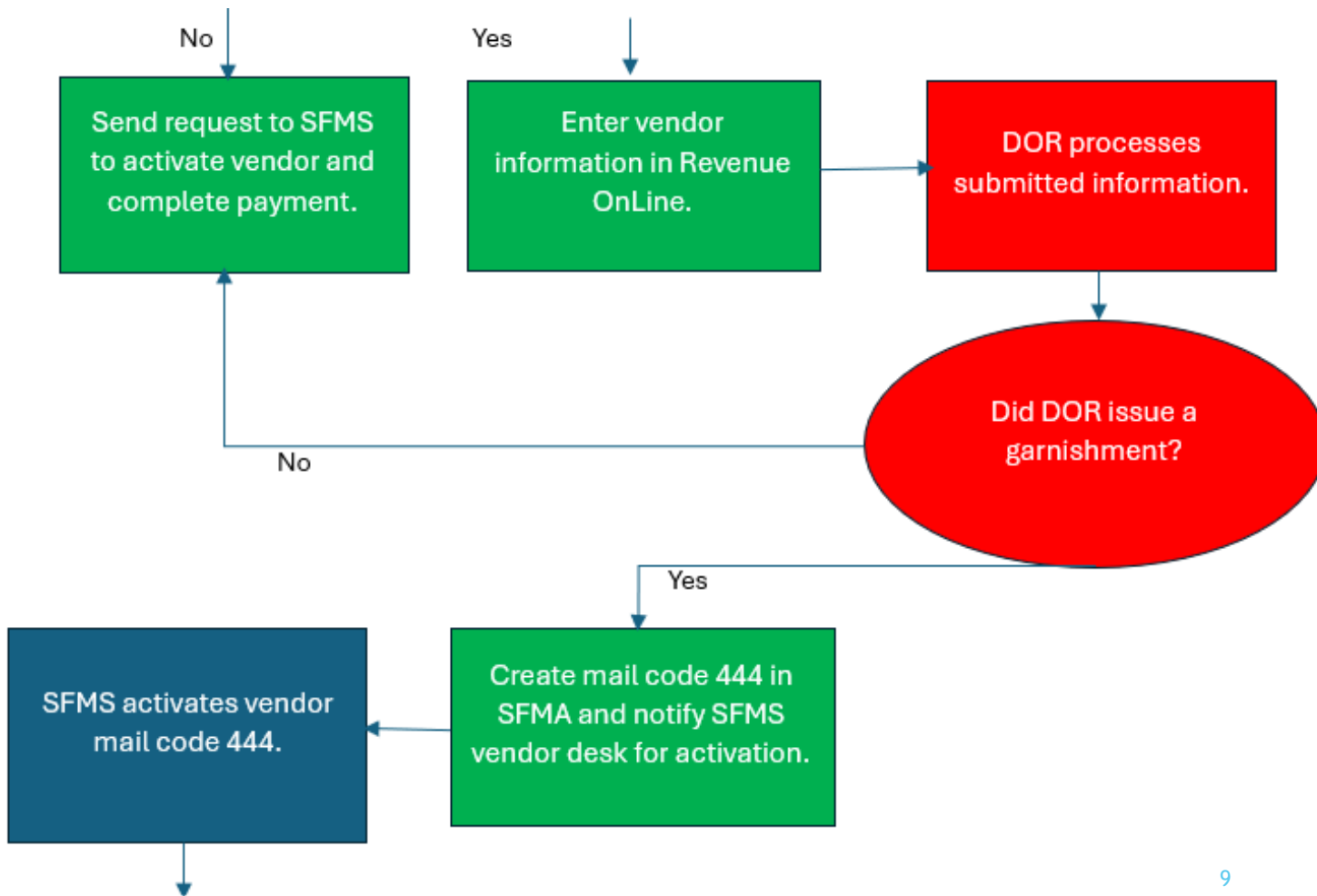
OAM 35.30.90 Overview

DOR Vendor Garnishment Process Workflow



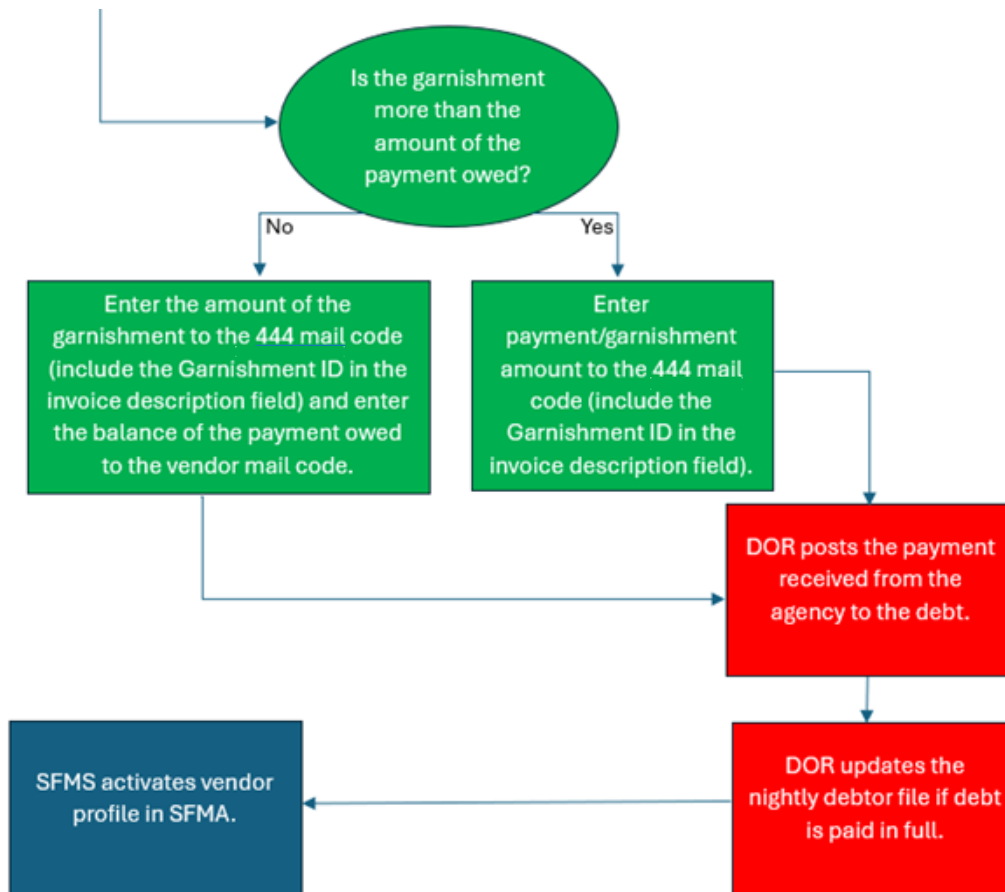
OAM 35.30.90 Overview

DOR Vendor Garnishment Process Workflow



OAM 35.30.90 Overview

DOR Vendor Garnishment Process Workflow



Questions



DAS SFMS

R*STARS Process Part 1

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.

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
```

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
```

R*STARS Process Part 1 (cont.)

- ▶ Agency management shall determine if the payment 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 NOT subject to garnishment, send request to the SFMS vendor desk to temporarily activate the vendor.
 - ▶ Enter the A/P transaction directly in RSTARS using an Edit Mode 2 batch on the day the vendor is temporarily active to allow the transaction to process.
- ▶ If the payments IS subject to garnishment, notify DOR of the debtor/vendor match via Revenue Online.

R*STARS Security

- ▶ Vendor SSN/EIN must be included with notification to DOR of debtor/vendor data match.
- ▶ Must have appropriate User Class security to view vendor SSN/EIN view on the 52 screen.
- ▶ Access is granted to UCs 17, 20, 22, 26, 28, 84, and 98.

R*STARS Security

TIN Indicator on 96A

```
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
```

R*STARS Security

TIN Location on 52

```
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
```



Questions



Break Time

Department of Revenue Outline

- ▶ Security Access - Managing additional logons
 - ▶ Adding additional logons
 - ▶ Editing additional logons
- ▶ Getting to Revenue Online (ROL)
- ▶ Submitting vendor information
- ▶ Retrieving the vendor submission response
- ▶ Frequently Asked Questions (FAQ's)

Security Access Revenue Online

Department of Revenue

Logon types and managing logons

- Each Agency will have one user logon with **Administrator** rights setup by DOR. This logon will be able to cease or manage additional logons for their Agency.
- When managing additional logons, it's important to understand the types of access, *Account Manager and Administrator*.
 - **Administrator:** This access type will allow the user to manage accounts they are provided access to.
 - **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.

Logon types: New Access

- For new Account Managers to obtain access to the Vendor Payment program:
 - Please have the **Administrator** send an email to statevendor.matching@dor.oregon.gov with the following:
 - Agency name
 - Persons name who is requesting access
 - Email address
 - Contact phone number.
- DOR will then send an email to the new Account Manager with logon steps and information.
- Refer to the steps on the following slides for the Administrator to manage logons and accesses.

Login management for Administrators

1. The Administrator logs into ROL.
2. From the Logon section, click the **More Options** tab.
3. From the **Access Management** section, click the hyperlink **Manage Access**.
4. To change the access type for the specific Account Manager, click on the **Account Manager** hyperlink.

TEST VENDOR GARNISHMENT AGENCY

955 CENTER ST NE
SALEM OR 97301-2555

Summary Action Center Settings **More Options** 2

What are you looking for?

Access Management
Manage access of accounts I have access to.

> View Access
> **Manage Access** 3

Additional Tax Actions
These are more things you can do

> Forms and publications library

< TEST VENDOR GARNISHMENT AGENCY

Manage Customer Access
TEST VENDOR GARNISHMENT AGENCY

Manage Access

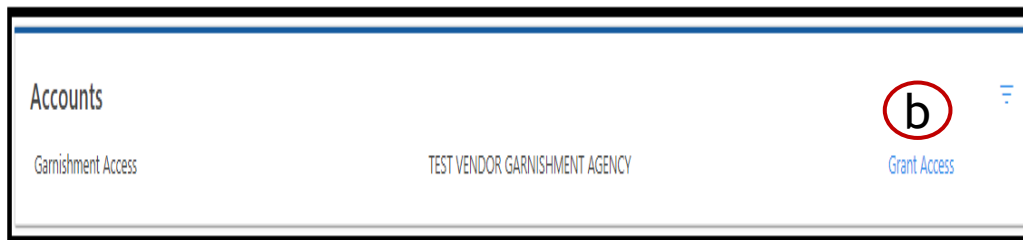
Logons 4

Minnie.Vendor@mail.com	Minnie Mouse	testing.vendor@mail.com	Account Manager
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Login management for Administrators (cont.)

5a. To cancel the Account Managers access, click the **Cancel Access** hyperlink. Once clicked it should change the hyperlink to **Grant Access**.

5b. If you wish to grant access again, click the **Grant Access** hyperlink and click **OK**.



Revenue Online

Vendor payment notification

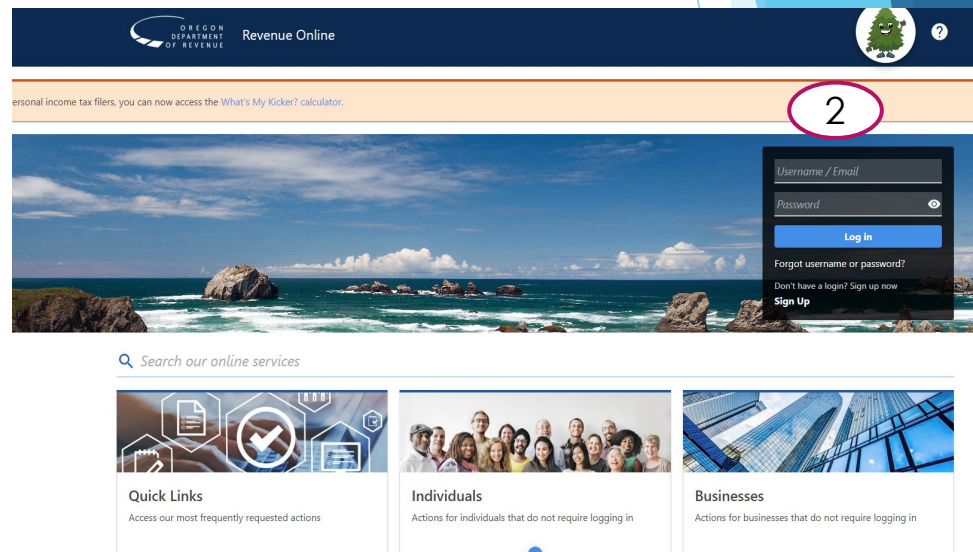
Getting to Revenue Online

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. From the Summary tab, Garnishment Access section, click the *Submit Vendor Information* hyperlink.
3. By default, the customer level name and address are prepopulated, but agency information may be overridden if needed.
 - Due to the response being returned electronically, it is not required to override agency information.

TEST VENDOR GARNISHMENT AGENCY

Welcome, Test McTesty
You last logged in on Tuesday, Oct 25, 2022 7:30:54 AM
[Manage My Profile](#)

955 CENTER ST NE
SALEM OR 97301-2555

[Summary](#) [Action Center](#) [Settings](#) [More Options](#)

Filter

TEST VENDOR GARNISHMENT AGENCY
20126-42816
955 CENTER ST NE
SALEM OR 97301-2555
[Action Center Items](#)

General
20126-42816
Total Balance
\$0.00

[Send a message](#)
[Submit documents](#)
[Submit an appeal](#)

Garnishment Access
TEST VENDOR GARNISHMENT AGENCY
955 CENTER ST NE
SALEM OR 97301-2555

Account
012505162-24
Balance
\$0.00

[Submit vendor information](#)
[Submit bankruptcy information](#)

Agency Information

Agency name TEST VENDOR GARNISHMENT AGEN:
Contact name Test McTesty

Agency Mailing Address

Street 955 CENTER ST NE

Street 2

Unit type Unit

City SALEM State OR - OREGON

ZIP 97301-2555

Submitting Vendor Information (cont.)

4. If the Agency Information and Mailing Address are correct, click **Next**.

Agency Mailing Address

4 Street 955 CENTER ST NE

Street 2

Unit type Unit

City SALEM State OR - OREGON

ZIP 97301-2555

Address Verified

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**.

The screenshot displays a web form titled "Vendor Submission" for "Garnishment Access". The form is for "TEST VENDOR GARNISHMENT AGENCY" and is in the "Submission" step of a three-step process. The "Vendor Information" section is highlighted with a blue circle containing the number 5. It contains the following fields:

- Vendor name** (Required): A text input field.
- Id type** (Required): A dropdown menu.
- Federal Employer ID (FEIN) or Social Security Number (SSN)** (Required): A text input field.
- Amount payable to vendor** (Required): A text input field.

The "Vendor Address" section includes:

- Street** (Required): A text input field.
- Street 2**: A text input field.

At the bottom of the form, there are "Cancel", "Previous", and "Next" buttons.

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.
3. From the **Action Center** tab, click the *View Messages* hyperlink.
4. Click the **Subject** hyperlink for the message you'd like to view, this will open the message window.
 - 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.

TEST VENDOR GARNISHMENT AGENCY

Welcome, Test McTesty
You last logged in on Tuesday, Oct 25, 2022 7:30:54 AM
[Manage My Profile](#)

955 CENTER ST NE
SALEM OR 97301-2555

Summary **Action Center** Settings More Options

Filter

TEST VENDOR GARNISHMENT AGENCY

955 CENTER ST NE
SALEM OR 97301-2555

You have 2 unread messages
Messages sent to you may contain important information about your accounts.
[View Messages](#)

Messages

TEST VENDOR GARNISHMENT AGENCY

Messages older than 12 months can be found using the search.

Inbox Outbox Archived Search

Messages

Date	Subject	Account Type	Account ID
14-Oct-2022	Vendor Information Submission Completed for : Confirmation #	Garnishment Access	

Retrieving the Vendor Submission Response (cont.)

- If you have a question regarding the web message, please contact the agent via their email address listed in the signature block of the web notice.
- If a payment is being sent to DOR, the Garnish ID from the garnishment MUST be referenced in the Invoice Description field.
 - Additional information will be discussed in R*STARS Process Part 2.

Frequently Asked Questions (FAQ's)

- ▶ Who do I contact with general questions regarding the State Vendor Garnishment process?
 - ▶ Contact us by email at:
StateVendor.Matching@dor.oregon.gov
 - ▶ This email inbox helps us track questions and concerns and ensures we answer your emails promptly.
- ▶ What do I do if the vendor's garnishment payment is more than the amount listed on the garnishment?
 - ▶ Submit the amount necessary to satisfy the amount on the garnishment to DOR. Any remaining funds should be remitted to the vendor.

Frequently Asked Questions (FAQ's) continued

- ▶ Do I need to send a copy of the garnishment to the vendor?
 - ▶ No, DOR sends a copy to the vendor automatically when a garnishment is ordered.
- ▶ What do I do if the vendor tells me that the amount due on the garnishment has already been paid?
 - ▶ Agents thoroughly review a vendors account before issuing a garnishment. You can direct the vendor to contact DOR if they believe that the balance is not due. Our contact information is located on our website:
<https://www.oregon.gov/dor/programs/Collections/Pages/default.aspx>

Frequently Asked Questions (FAQ's) continued

- ▶ What are my responsibilities regarding garnishments issued by DOR?
 - ▶ Visit our “Understanding your role as a garnishee” webpage at:
<https://www.oregon.gov/dor/programs/Collections/Pages/garnishee-information.aspx>
 - ▶ I still see a hold in R*stars/SFMA in a vendor profile even after a garnishment was issued, why does this happen?
 - ▶ Examples where this may happen:
 - ▶ A vendor may have had a new debt enter collections.
 - ▶ The prior garnishment didn't pay the balance in full.



Questions

DAS SFMS

R*STARS Process Part 2

R*STARS Process Part 2

Mail Code 444

- ▶ 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.
 - ▶ Enter the A/P transaction directly in RSTARS using an Edit Mode 2 batch on the day the vendor is temporarily active to allow the transaction to process.
- ▶ If DOR issues a garnishment:
 - ▶ The agency creates mail code 444 (special mail code for payments collected by DOR) to use to process the garnishment A/P transaction.

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			

R*STARS Process Part 2

Payment

- ▶ Agencies notify SFMS Vendor Desk that mail code 444 is ready for activation.
- ▶ After activation, agencies enter payment transaction.
 - ▶ Payments to DOR MUST 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 using mail code 444.
 - ▶ Remit the remaining payment amount to the vendor as normal.
- ▶ Agencies have asked if mail code 444 could be automatically created. Unfortunately, this would result in unnecessary remit addresses in the system that may never be used.

Sample



Oregon

Tina Kotek, Governor

Department of Revenue
955 Center St NE
Salem, OR 97301-2555
www.oregon.gov/dor

Date: September 13, 2024
Letter ID: LXXXXXXXXX

ATTN: VENDOR
GARNISHMENT
OREGON COMPANY
123 FAKE ADDRESS
OREGON, OR 97301

Notice of Garnishment - Tax Debt OREGON COMPANY

JOHN DOE (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 ***-**-XXXX.

Account type	Warrant date	Reference number
Personal Inc	Jan 24, 2023	LXXXXXXXXX
Personal Inc	Feb 09, 2024	LXXXXXXXXX

THE AMOUNT SUBJECT TO GARNISHMENT IS: \$X,XXX.XX

When the balance is nearly paid, call the Garnishor at (503) 000-0000 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.

Debtor ID: 00000-00000
Garnishee ID: 00000-00000

Page 1

Garnish ID: #####
Letter ID: LXXXXXXXXX



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 SUPPLIES & 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
```

R*STARS Process Part 2

Processing

- ▶ Agencies will release payments with no future due dates on the day vendors are activated.
 - ▶ Although same day release is best practice, if the batch is entered in edit mode 2, the batch may be released the following day.
 - ▶ If the payment is in an interfaced batch, enter another payment transaction into R*STARS with edit mode 2 and delete the transaction from the interface batch.
- ▶ Vendor profiles will inactivate following batch processing that night if debtor is still on the DOR debtor list.
- ▶ 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.

R*STARS MISC Information

- ▶ Vendor disputes shall be directed to DOR.
- ▶ SFMS staff will NOT monitor vendor garnishments issued by DOR.
- ▶ Agencies are NOT to send the DOR garnishment paperwork to SFMS.
- ▶ Agencies shall retain the garnishment paperwork as supporting documentation for the payment transaction.

Questions?



For More Information

- ▶ FAQ for processing vendor garnishments:
 - ▶ [Department of Administrative Services : Vendor Coordination : Statewide Accounting & Reporting Services : State of Oregon](#)
- ▶ Statewide Accounts Receivable Management
 - ▶ Send email to: swarm@das.oregon.gov
- ▶ R*STARS Processing
 - ▶ Send email to: elizabeth.schultz@das.oregon.gov
- ▶ Department of Revenue Processing
 - ▶ Send email to: statevendor.matching@dor.oregon.gov