

A/R Honor Roll Eligibility

FY 2025 Schedule of Key Dates


The schedule below outlines the key dates for the fiscal year (FY) 2025 accounts receivable (A/R) management reporting requirements. To be eligible for the A/R Honor Roll Certificate, an agency must submit accurate reports by the required due date. (Exceptions may be granted when authorized in writing by SWARM.) Please contact SWARM@DAS.Oregon.Gov if you have any questions.

2024

Oct 31 

Agencies to submit accurate A/R Performance Measure (ARPM) reports for the quarter ending Sept 30 (if applicable). Note: The current ARPM is available at [OAM 75.35.12.fo](#).

2025

Jan 31 

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

Apr 30 

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

Aug 8

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

Aug 15

Close of Month 13: Last day for agencies to record fiscal year A/R transactions in R*STARS (if applicable).

Aug [TBD] 

Liquidated and delinquent account reporting annual training
Date, time and location to be determined

Aug 29

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

Sept 16

Target date for agencies to submit fiscal year liquidated and delinquent account activity to LFO via the *Delinquent Account Reporting website*; thereby allowing correcting entries to be completed by the final due date.

Oct 1 

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

Oct 1 

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

- **Accounts Receivable Year-end Agency Checklist, located [here](#).**
- **ARPM report for the quarter ending June 30 (if applicable).**
- **ARPM report for annual measures for the fiscal year ending June 30 (if applicable).**
- **Write-off, abated, and canceled account certification form (if applicable).** See [OAM 75.35.15.fo](#).



Certificate eligibility date