

# 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](mailto: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**