

20 CHAPTER: VIEW EXTERNAL OFFSET PAYMENT INFORMATION

IRMS maintains comprehensive information about payments made to your setoff agency

- External Offset Payments Summary
- External Offsets Payment Detail

You can only access the External Offset Payment Detail window from the External Offset Payments Summary window.



Note: This information is view only, and is updated daily by IRMS.

External Offset Payments Summary Window

The illustration below is the External Offset Payment Summary window.

Payment Date	Voucher Number	Number of Items	Amount Finalized	Administrative Cost	Amount of Payment
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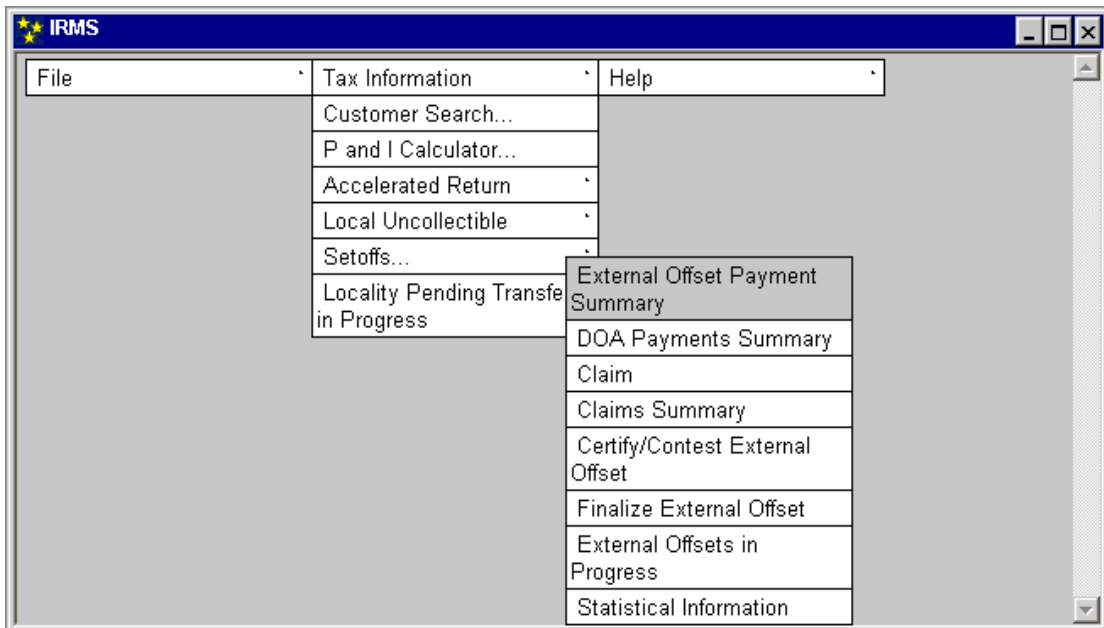
External Offset Payment Detail Fields

The table below lists the fields in the Debtor Profile window and provides a brief description of each.

Field	Field Type	Description
Tin Number	System Generated	Debtor's external ID - SSN or FEIN.
Claim Name	System Generated	The name of the Debtor identified by the SSN or FEIN.
Claim Number	System Generated	Number assigned by Tax.
Agency Name	System Generated	Name of Agency receiving the payment.
Agency Number	System Generated	Unique number assigned to the agency.
Amount Taken	System Generated	Finalized Amount
Date Finalized	System Generated	Date resources were applied to the claim.

Viewing External Offset Payments

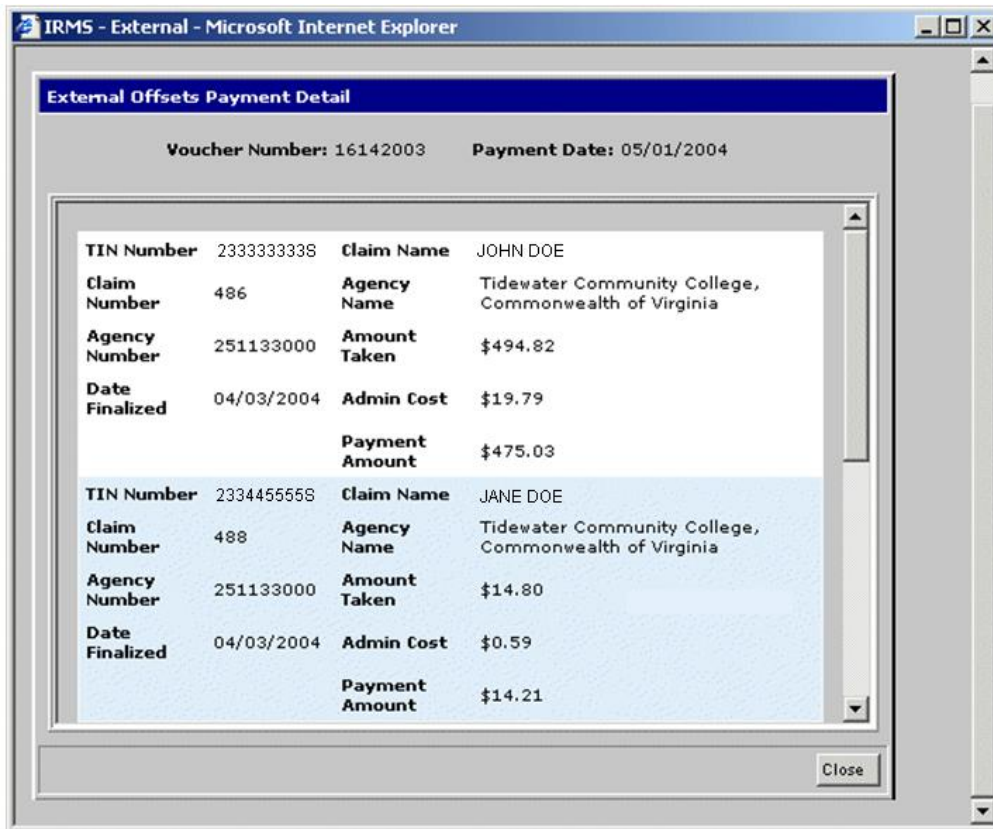
To view External Offset payment information, the following steps are performed:



Step 1: From the IRMS Main window, select: **Tax Information: Setoffs: External Offset Payment Summary**. The External Offset Payment Summary window is displayed.



Note: The window is not populated with any data until a specific Set-Off agency is identified. The first section of this window is where you enter the information about your agency, so that the payment information can be displayed in the second section.



Step 6: Click the **down arrow** on the vertical scroll bar to view additional payments.

Step 7: Click **Close** to exit this window and return to the External Offset Payment Summary window.