# 9 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.

🍢 IRMS	
Worklist TaxInformation Revenue Accounting Administration Window Help	
<u></u>	
💱 IRMS	
External Offset Payments Summary	
Selection	
Agency Number: Processing Year: Find	
Payment Voucher Number of Amount Administrative Amount of	
	_
	Close
	•

View External Payment Information Version 1.0

## **External Offset Payments Summary Fields**

The table below lists the fields in the External Offset Payment Summary window and provides a brief description of each.

Field	Field Type	Description
Agency Number	Required	The number of the agency for which the information is requested.
Processing Year	Required	The year for which the information is requested.
Payment Date	System Generated	The date the payment was made to the agency.
Voucher Number	System Generated	The number of the voucher sent to the agency.
Number of Items.	System Generated	There may be multiple claims paid in one voucher.
Amount Finalized	System Generated	The amount to be applied to the claim.
Administrative Cost	System Generated	The amount of any processing or other fees. This is only applicable for localities.
Amount of Payment	System Generated	The Amount Finalized minus any Administrative costs.

### External Offset Payment Detail Window

The illustration below is the External Offsets Payment Detail window:

Vou		16142002	Paument Date: 05/01/2004	-
vou	cher Number:	10142003	Payment Date: 05/01/2004	
				-
TIN Number	111223333 <b>S</b>	Claim Name	JANE DOE	
Claim Number	486	Agenc <del>y</del> Name	Tidewater Community College, Commonwealth of Virginia	
Agency Number	251133000	Amount Taken	\$494.82	
Date Finalized	04/03/2004	Admin Cost	\$19.79	
		Payment Amount	\$475.03	
TIN Number	2223344445	Claim Name	JOHN DOE	
Claim Number	488	Agency Name	Tidewater Community College, Commonwealth of Virginia	
Agency Number	251133000	Amount Taken	\$14.80	
Date Finalized	04/03/2004	Admin Cost	\$0.59	
		Payment Amount	\$14.21	-

# **External Offset Payment Detail Fields**

The table below lists the fields in the External Offset Payment Detail 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.

Field	Field Type	Description
Admin Cost	System Generated	The amount of any processing or other fees. This is only applicable for localities.
Payment Amount	System Generated	The Amount Taken (finalized) minus Administrative Costs.

#### **Viewing External Offset Payments**

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

👷 IRMS			_ 🗆 ×
File	Tax Information	• Help	•
	Customer Search		
	P and I Calculator		
	Accelerated Return	•	
	Local Uncollectible		
	Setoffs	Evternel Offeet Deument	
	Locality Pending Transfe	ummary	
	Lin Progress	)OA Payments Summary	
		Claim	
	C	laims Summary	
		Certify/Contest External ffset	
	F	inalize External Offset	
	E	External Offsets in rogress	
	S	Statistical Information	

#### Step 1: From the IRMS Main window, select: <u>Tax Information: Setoffs: External Offset</u> <u>Payment Summary</u>.

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.

File		Help	•					
Externa	al Offset Pa	iyments Sum	mary					
Selec	tion cy Number:	<u>  </u>	Processing Y	'ear:	Find			
	Payment Date	Voucher Number	Number of Items	Amount Finalized	Administrative Cost	Amount of Payment		
-					<u>}</u>		-	
							Close	Ŧ

Step 2: Enter Agency Number.

**Step 3:** Enter **Processing Year**.

Step 4: Click Find.

The External Offset Payments Summary window populates with claim and voucher information for your agency.

IRMS						
ïle •	Help	•				
External Offset Pa	ayments Sum	imary				
Selection						
Agency Number:	35108701	Processing 1	'ear:	Find		
Payment	Voucher	Number of	Amount	Administrative	Amount of	
Date 02/15/2005	Number 54224542	Items	Finalized	Cost \$404.02	Payment	
03/15/2005	87654321	28	\$26,240,39	\$1.049.62	\$25.190.77	
05/15/2005	12345312	61	\$123,456.78	\$4,938.27	\$118,518.51	_
Total YTD -		102	\$159,820.40	\$0.00	\$159,820.40	
<u>lı</u>						
						Close

View External Payment Information Version 1.0 **Step 5: Double-click** on the desired line item, to view more detail about a particular voucher payment.

Vou	cher Number:	16142003	Payment Date: 05/01/2004	
				-
Claim Number	111223333 <b>S</b> 486	Agency Name	Tidewater Community College, Commonwealth of Virginia	
Agency Number	251133000	Amount Taken	\$494.82	
Date Finalized	04/03/2004	Admin Cost	\$19.79	
		Payment Amount	\$475.03	
TIN Number	2223344445	Claim Name	JOHN DOE	
Claim Number	488	Agenc <del>y</del> Name	Tidewater Community College, Commonwealth of Virginia	
Agency Number	251133000	Amount Taken	\$14.80	
Date Finalized	04/03/2004	Admin Cost	\$0.59	
		Payment Amount	\$14.21	

The External Offsets Payment Detail window opens.

- 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.