

Instructions for Installing and Using the IRMS Setoff Templates

The Virginia Department of Taxation has developed Microsoft Excel templates as an optional method for setoff partners to view or print the contents of IRMS EESMC setoff files. The Excel workbook “IRMS Setoff Templates.xlt” is designed to import EESMC data into one or more of the seven template spreadsheets contained in the workbook. Note that EESMC files received from IRMS must first be copied into one of the seven pre-allocated “refresh” files (e.g. “IRMS Claim Number Assignment Refresh File.txt”, etc.) as described below prior to data being imported into the spreadsheets. This is due to the Excel requirement that identical file names be used each time to import spreadsheet data.

Important Note: It is assumed that the user has basic knowledge of using a PC (copying files, launching applications, printing documents, etc.) and some familiarity with Excel to be able to successfully install and use the templates.

The two sections of this document describe the steps to accomplish the following:

- **Initial Install Process** – This one-time process describes how to run the install program that will save the IRMS Excel template workbook and the seven "refresh" files on your computer's hard drive (C:\).
- **On-going Production Process** - This process describes how to populate template worksheets with EESMC file data to be viewed on-line or printed on your printer.

The initial install process, which begins on the next page, will take approximately 10 minutes to complete.

Note: Please read this entire document prior to beginning the install process.

Initial Install Process

Overview

Download the following executable file used to perform the installation.

- **IRMS V1.0 Templates Install.exe.**

To download the file, open the External Entity Secure Messaging Center (EESMC) User Guide located in TARP. Click the link titled, [Chapter 4: Appendix 3 – Set-Off Template Installation](#) to launch the executable file.

The install program will create the following folder on your “C:\” drive:

- **C:\IRMS V1.0 Templates and Refresh Files**

The install program will use the above folder to save the template workbook:

- **IRMS V1.0 Setoff Templates.xlt**

and the seven refresh files:

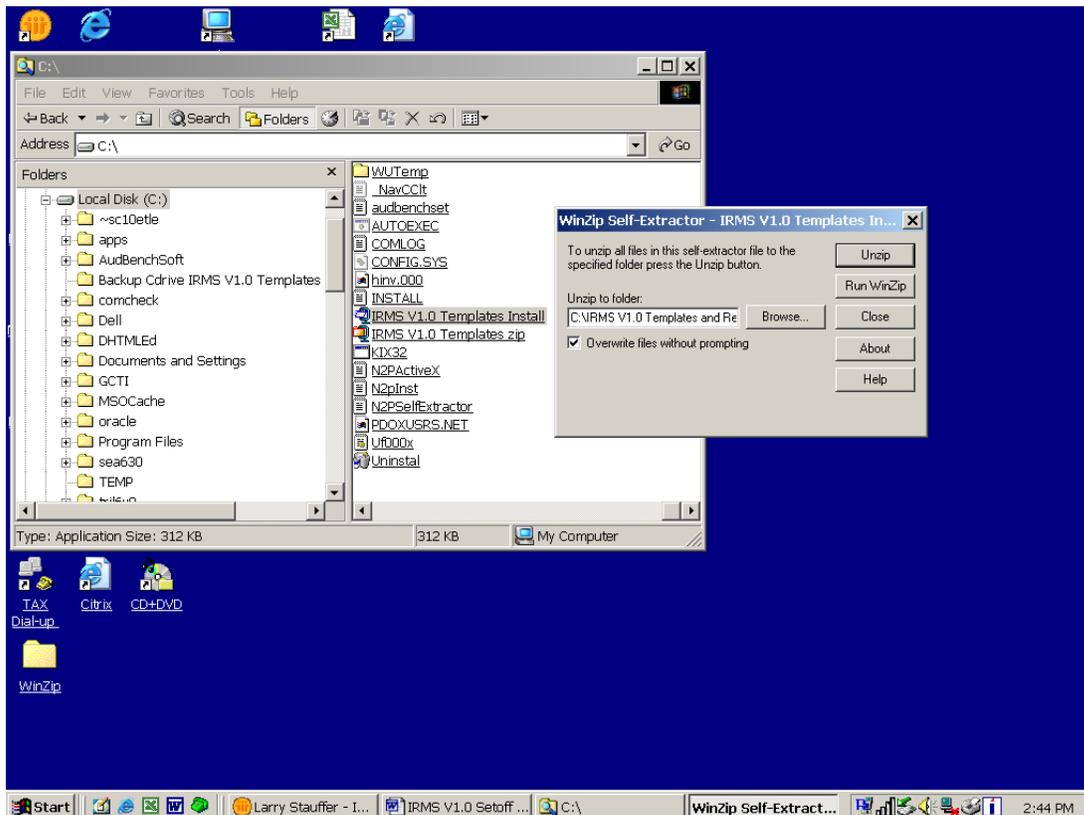
- **IRMS V1.0 Claim Number Assignment Refresh File.txt**

- **IRMS V1.0 Defaulted Matches Refresh File.txt**
- **IRMS V1.0 Match Update Errors Refresh File.txt**
- **IRMS V1.0 Matches Refresh File.txt**
- **IRMS V1.0 New Claim File Errors Refresh File.txt**
- **IRMS V1.0 Payment Information Refresh File.txt**
- **IRMS V1.0 Pre-Def-Upd-Contest Date Refresh File.txt**

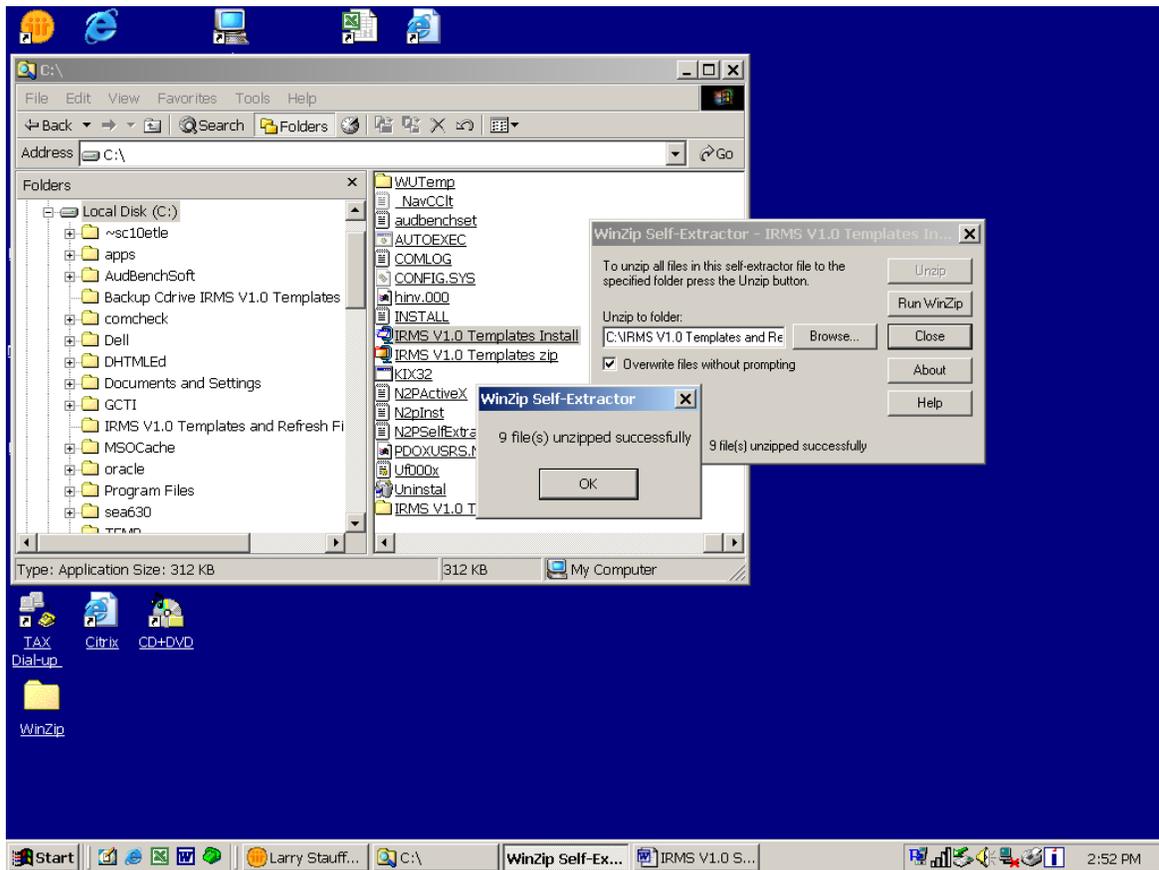
A copy of these instructions will also be saved in the folder for future reference.

Note: If the templates will be used on more than one computer, the installation process must be performed separately on each computer. The templates will not work properly in any folder except the one specified above.

1. The “IRMS V1.0 Templates Install.exe. file must be opened, and then saved on your computer’s “C:\” drive. The resulting saved file name must be “**C:\IRMS V1.0 Templates Install.exe**”.
2. Run the “IRMS V1.0 Templates Install.exe” program. This can be done by double-clicking on the “**C:\IRMS V1.0 Templates Install.exe**” file you saved in Step 1 above. The “WinZip Self-Extractor” dialog box will appear as shown below. Click on the “Unzip” button.



3. A dialog box should appear stating “9 file(s) unzipped successfully” as shown below. Click “OK” to close the dialog box, and then click “close” to exit the “WinZip Self-Extractor” program.



4. The installation process is now complete.

The seven refresh files each contain one record of test data. You should now proceed to the “**On-Going Production Process**” instructions on the next page and practice using the templates with the test data.

Note: It is recommended that you retain the “C:\IRMS V1.0 Templates Install.exe” executable file, which could be used to perform the install process again in the event your files become corrupted. You can move it to a different folder on your computer or to a different storage medium (e.g. diskette, etc.) if desired.

On-Going Production Process

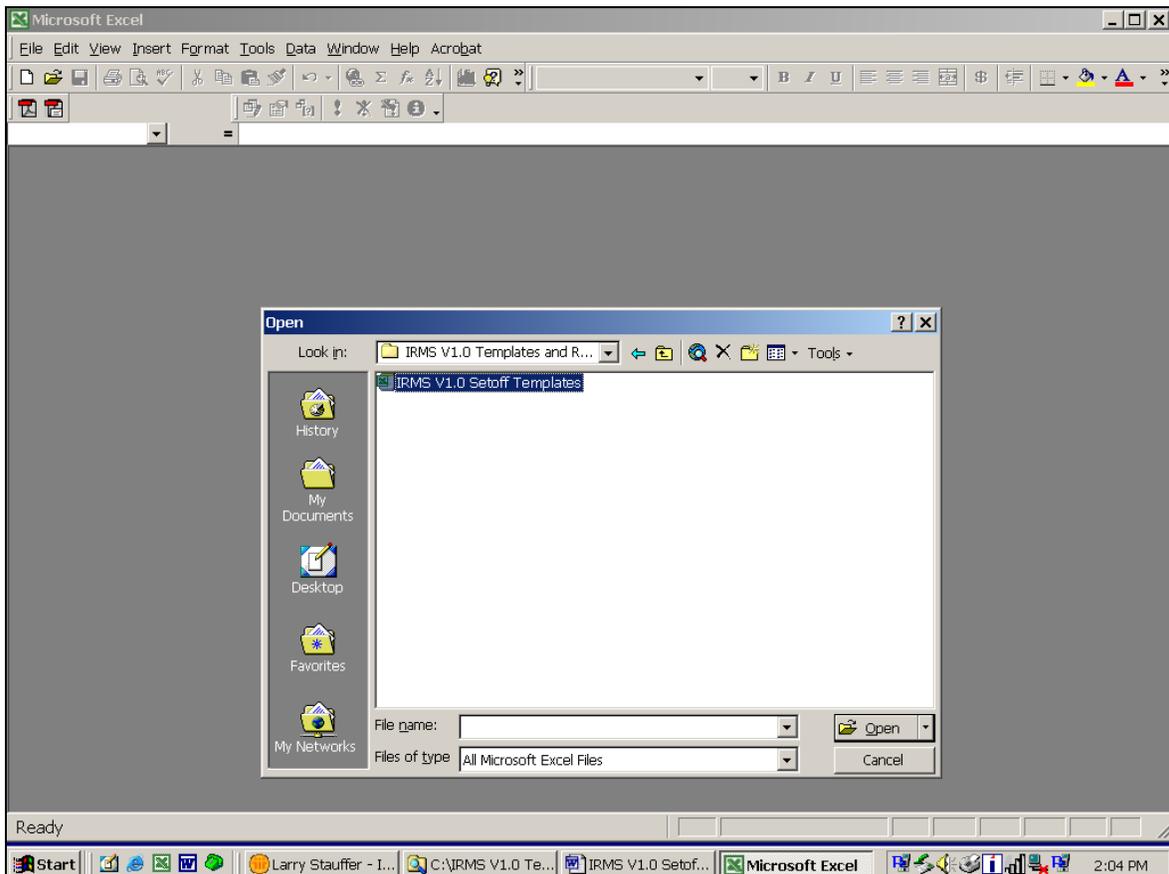
1. As mentioned above, Excel templates are spreadsheets that can accept data from external ".txt" files. An Excel requirement is that the exact file name must be used to import data into a template every time it is used. Therefore, for each file you receive from EESMC that you wish to import into the template workbook, you must first overlay the corresponding IRMS refresh file.

Note: There are a number of ways that your EESMC file attachments can be copied to the refresh files (e.g. open an EESMC file, then save as a refresh file by browsing to the "C:\IRMS V1.0 Templates and Refresh Files" folder, selecting the appropriate refresh file, and answering "Yes" to the Excel question "Do you want to overwrite the existing file"). This will be dependent on the e-mail product and software installed on your computer. If you need assistance please consult someone in your office familiar with handling e-mail file attachments.

2. Launch Excel.

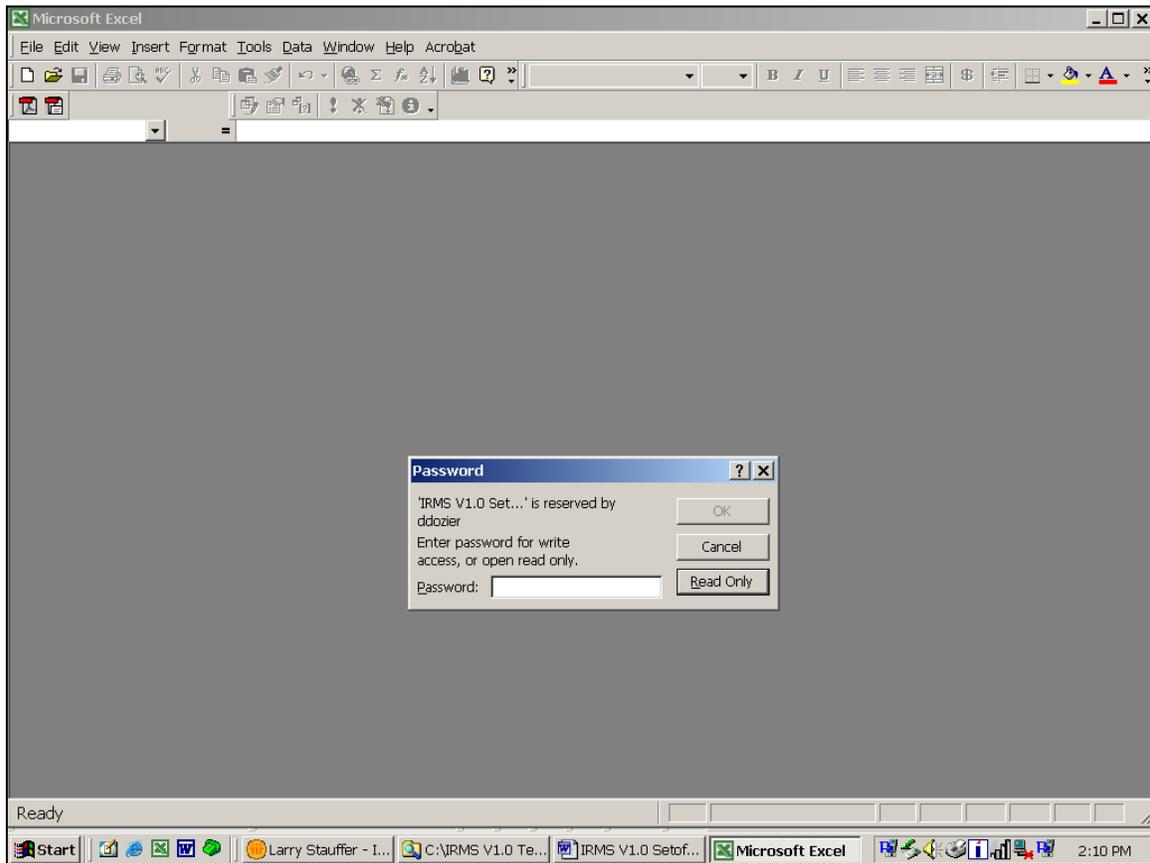
Note: Do not double-click on the "IRMS V1.0 Setoff Templates.xlt" file to open Excel, as Excel will not recognize the file as a template workbook and data will not import properly.

3. Open the IRMS template workbook by clicking "File" on the Standard Toolbar at the top of the screen, click "Open" in the file selection box, locate "IRMS V1.0 Setoff Templates.xlt" in the "C:\IRMS V1.0 Templates and Refresh Files" folder, and double-click on it.



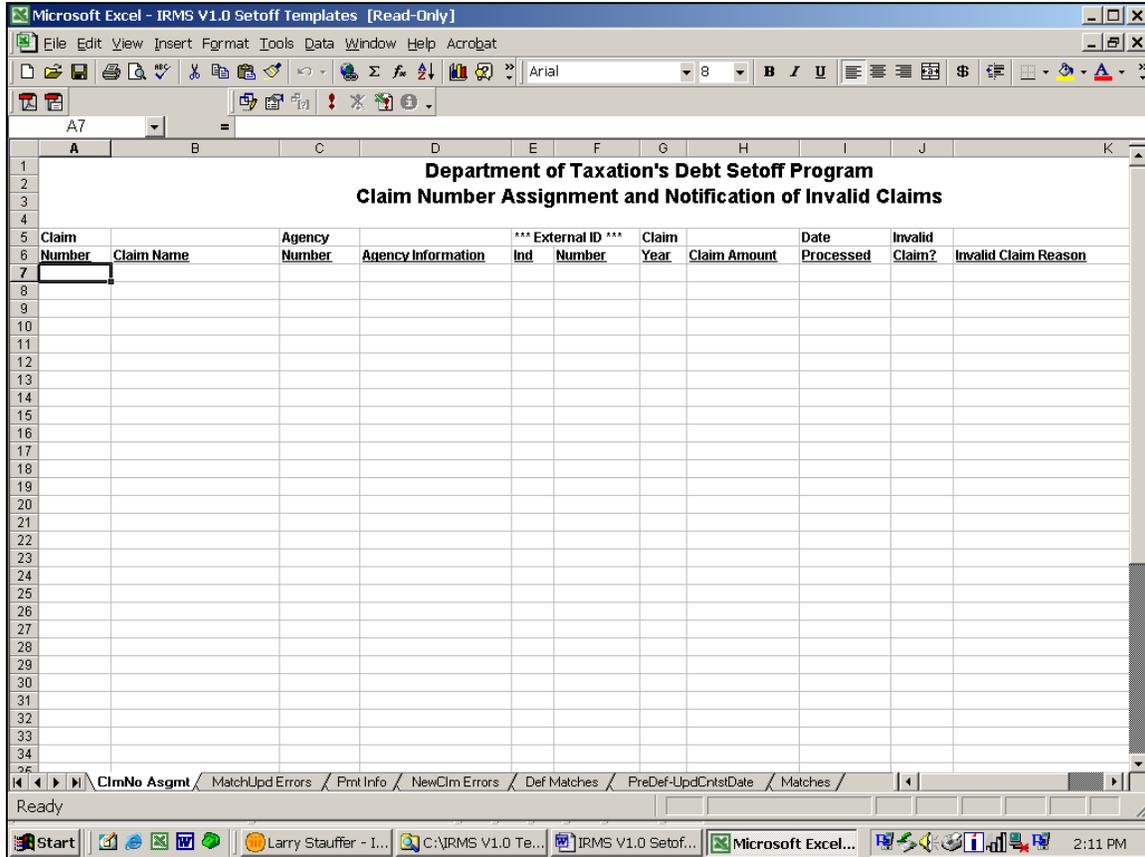
4. When the password dialog box appears, click the “Read Only” button.

Note: A password is not required and cannot be used, as this would allow formatting changes that could disable the template workbook.

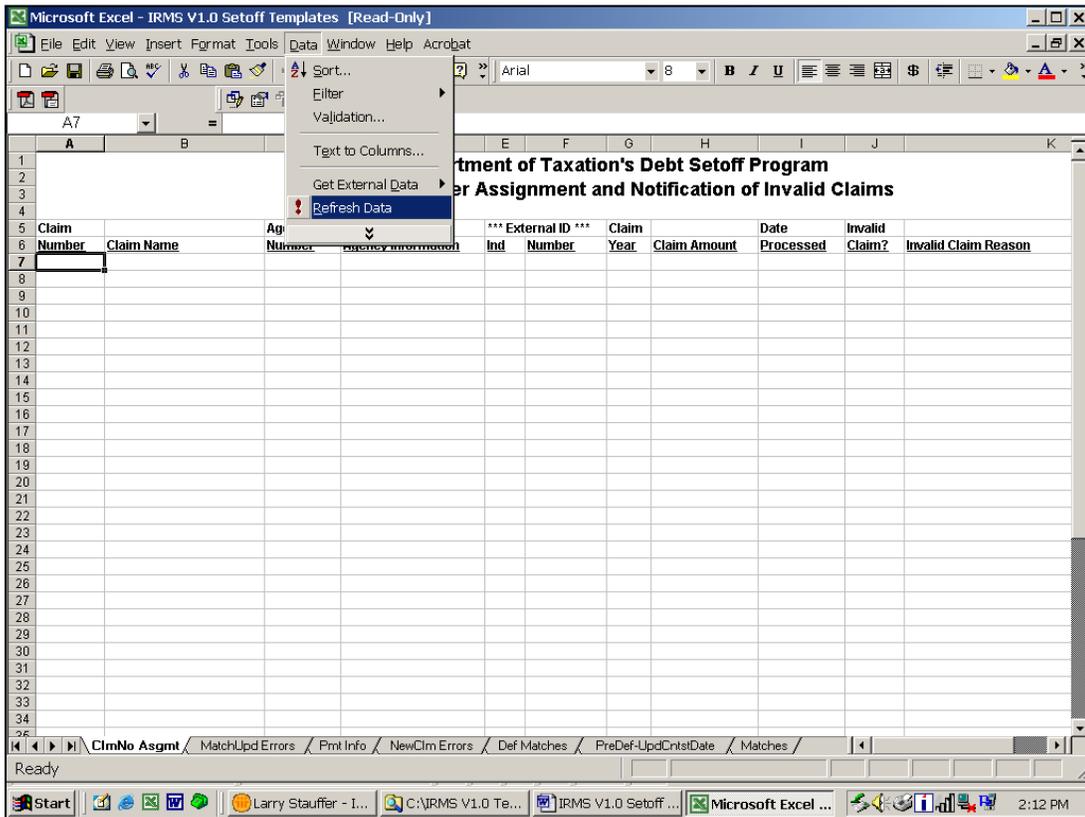


- When the workbook opens, the IRMS Claim Number Assignment template will be displayed. Notice that there are seven tabs on the bottom of the screen corresponding to the seven templates. These can be used to switch to the different templates.

Click the tab for the first template you need if it is not the one currently displayed.



- Click “Data” on the Standard Toolbar at the top of the screen, and then click “Refresh Data” in the box displayed.



Note: A shortcut for the above steps is to press “Alt-D”, then “Alt-R”.

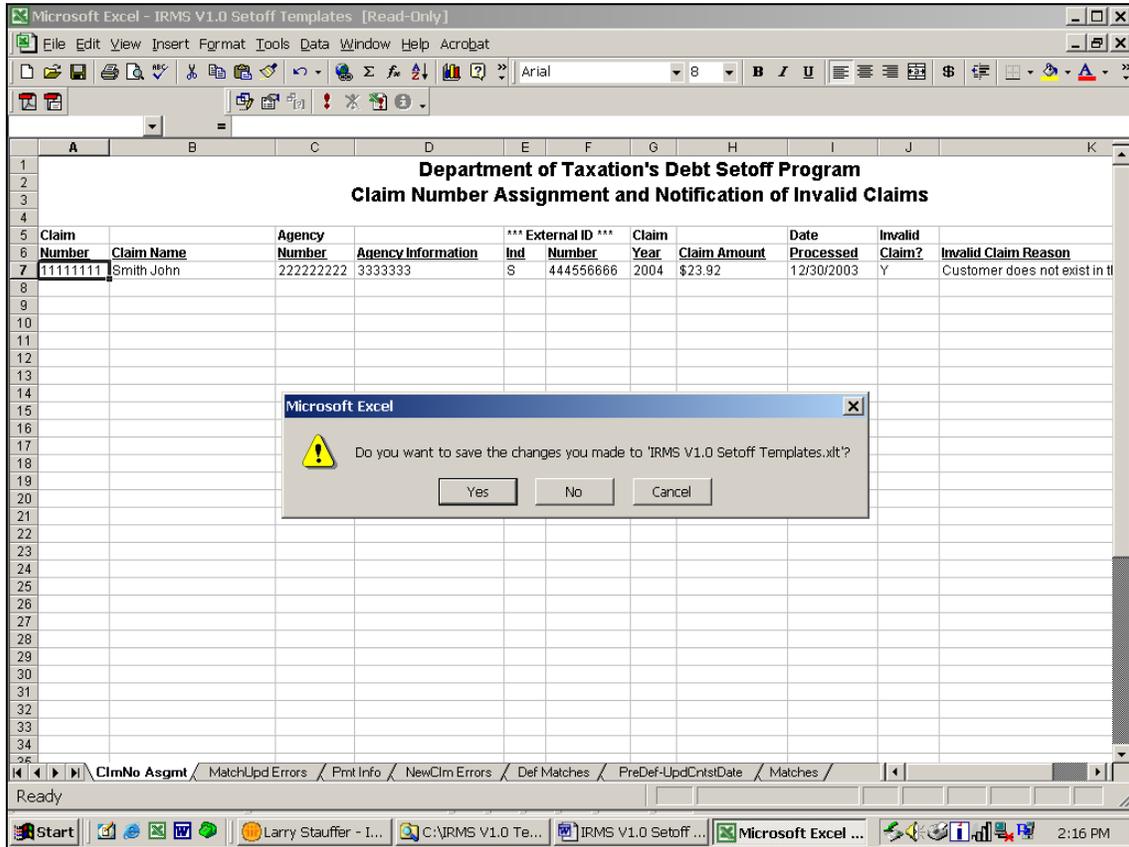
Note: A better shortcut for the above steps is to activate the external data toolbar (if it is not already activated). Click “View” on the standard toolbar, click “Toolbars”, and then click “External Data”. Clicking on the button with the exclamation point (!) will instantly import data.

- The template should now contain the data that you copied earlier into the refresh file. It can be viewed on-line or printed using standard Excel commands. Using the tabs, you can switch to other templates and repeat step 6 as needed.

Department of Taxation's Debt Setoff Program
Claim Number Assignment and Notification of Invalid Claims

Claim Number	Claim Name	Agency Number	Agency Information	*** External ID ***	Claim Year	Claim Amount	Date Processed	Invalid Claim?	Invalid Claim Reason
11111111	Smith John	22222222	3333333	S 444556666	2004	\$23.92	12/30/2003	Y	Customer does not exist in t

8. After viewing and printing of files is complete, close the template workbook by clicking “File” on the Standard Toolbar at the top of the screen, then click “Close”. Excel will ask, “Do you want to save the changes you made to IRMS Setoff Templates.xlt?” To exit, click “No” and Excel will close the workbook.



Note: If you would like to save the workbook under a different name for future use, click “Yes” and you will be prompted for a new name (all password protection will be removed).

You may now exit Excel or perform other Excel functions.