

1 CHAPTER: INTRODUCTION TO THE IRMS USER GUIDE

1.1 Overview

The IRMS User Guide provides you with an introduction to the Integrated Revenue Management System (IRMS). Also included are illustrations of the windows that you will use, descriptions of the fields on those IRMS windows, and the steps that you need to complete to perform the identified tasks.

1.1.1 Contents of the User Guide

The IRMS User Guide is divided into several chapters:

Chapter	Description
Introduction to the IRMS User Guide	Provides an overview of the IRMS User Guide.
IRMS Introduction and Navigation	Provides an overview of IRMS, and explains navigation through the IRMS Web windows.
Create and Maintain Claims	Provides information on creating, modifying, deleting and reinstating deleted claims in IRMS.
View Set-Off Claim Information	Provides information in viewing Set-Off claims summary, details and history.
Certify and Contest External Set-Offs	Provides information on how to certify or context a set-off match in IRMS.
Finalize and Correct External Offsets	Provides information on how to finalize and correct external offsets in IRMS.
View External Offsets in Progress	Provides information on viewing matches in progress.
View External Offset Payment Information	Provides information on viewing payment summary and details for an external offset in IRMS
Reports	Provides information on the various types of reports available and how to access them.
Reset Set-Off Rep Password	Provides steps for the Security Administrator to use to reset Set-off Representatives' passwords when they get locked out of IRMS.
View DOA Payment Information	Provides information on accessing DOA payment summary and detail information

- Windows are displayed to provide an illustration of what you will see as you complete the steps.
- Illustrations of IRMS windows are found at the beginning of a section. After each window, a field definition table provides detail about the fields on the window.

Formatted Field
Free Form Field
Drop Down List

Finalize External Offset

External Offset Match

Match ID:

External Offset Information

Claim Number: <input type="text" value="001"/>		SSN/FEIN: <input type="text" value="227827212"/>
Claim Name: <input type="text" value="Martha M. Ryan"/>		Agency Number: <input type="text" value="35108700"/>
Agency Name: <input type="text" value="Henrico County"/>		Source Type: <input type="text"/>
Match Status: <input type="text" value="Finalized"/>	Match Date: <input type="text" value="03/20/2004"/>	Certification Date: <input type="text" value="03/31/2004"/>
Initial Contested Date: <input type="text" value="04/01/2004"/>	Contested Date: <input type="text" value="04/01/2004"/>	
Match Amount: <input type="text" value="\$250.00"/>	Finalized Action: <input type="text" value="Finalize"/>	Finalized Amount: <input type="text" value="\$250.00"/>

Window – Fields

IRMS will determine if information is required or optional for each field. Required fields mean that information must be entered for that field before a task can be completed. In addition, some fields are system generated and cannot be edited manually.