

Field	Field Type	Description
City	System Generated	City of entity.
State	System Generated	State of entity.
Zip	System Generated	Zip of entity.
Agency Name	System Generated	Name of your agency.
Claim Name	Required	The name of the Debtor identified by the SSN or FEIN.
Claim Amount	Required	The dollar amount of the claim (must exceed \$4.99).
Agency Information	Optional	This is a free form text field used by Setoff Agencies as a means to identify the debt. You may enter anything you like that is meaningful to your agency as a reference to this debt.
Claim Year	Required	Defaults to the current year (format is YYYY). If the current date is between Nov. 1 and Dec. 31, then you may enter the following year.
Claim Number	System Generated for New Claims. Required when changing or deleting existing claims.	A sequential number that identifies the claim.
Claim Status	System Generated	The status of the claim.
Priority Code	System Generated	Your agency's priority code that is used in matching claims.
Claim Balance	System Generated	The amount of the claim that remains unpaid.
Total Claim Released Amount	System Generated	Total amount of claim released in the system.
Total Claim Matched Amount	System Generated	Total amount of resources matched to the claim.
Total Claim Finalized Amount	System Generated	Total amount of the claim when finalized.

IRMS - External - Microsoft Internet Explorer

File Claim Help

Maintain Claim Information

Selection

FEIN SSN 222-48-7709

Agency Number: 251095000

Claim Number: []

Find

Customer/ Agency Information

Customer Name: JACKSON, A.P.

Street: 491 LAKEPOINT DR.

[]

City: PINEY FLATS State: VA

Zip: 37686

Agency Name: JAMES CITY COUNT OFFICE OF THE TREASURE

Claim

Claim Name: Jackson, A. P.

Claim Amount: 800.00 Agency Information: []

Claim Year: 2004 Claim Balance: \$800.00

Claim Number: 20170011 Total Claim Released Amount: \$0.00

Claim Status: Open Total Claim Matched Amount: \$0.00

Priority Code: 4 Total Claim Finalized Amount: \$0.00

Next Save Close

Step 7: Click **Close** to exit this window and return to the IRMS Main window or click **Next** to clear the window so you can perform another claims task.



