





<b>Field</b>	<b>Field Type</b>	<b>Description</b>
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.













**Step 2:** Select the **Claim Number** radio button.

**Step 3:** Type the **Claim Number**.

**Step 4:** Click **Find**.

The results of the search are displayed in the Customer/Agency Information area of the window. Before making any changes to an existing claim you should review the claim information to be sure that you have located the correct claim.



**Note:** You cannot modify any of the claim information the search displays on the window. However, if the claim status is Invalid, then you can modify the debtor's SSN/FEIN. If the claim has any other status than Invalid, then these fields are disabled (as shown on the screen that follows).

















