Use the Excel Set-off Files Templates

Process

[WORK SET-OFF FILES](#)

Effective Date

08/16/2005

Purpose

The Excel Set-off File templates are used to create a spreadsheet that displays the data in report format by importing file data into an Excel Spreadsheet. The Authorized Set-off Representative would only use this task if a need for a report exists rather than being able to use the data as it exists in a file. Templates exist for the:

- New Claims File Errors
- Claim Number Assignment File
- Match File
- Match Update Errors File
- Pre-Default Update/Contest Date File
- Payment Information File
- Defaulted Match File

The templates currently exist on the TAX LMS system.

Special Notes

- Use this task only if the file data is needed in a format other than provided on the file or the file cannot be processed.
- Knowledge of Excel spreadsheets and importing data into a spreadsheet is needed to perform this task.

Procedure

Responsibility
Authorized Set-off Representative

Steps
1. Access TAX LMS.
2. Access the Excel Set-off File Template that corresponds with the file being used.
   - New Claims File Errors
   - Claim Number Assignment File
   - Match File
   - Match Update Errors File
   - Pre-Default Update/Contest Date File
   - Payment Information File

- Defaulted Match File
3. Save the blank template to your PC following your agency's instructions.
4. Exit TAX's LMS.
5. Import the file into the template following Excel import instructions.
6. Save the populated template to the file designated by your agency.

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