



MANUAL TRANSMITTAL

Department of the Treasury
Internal Revenue Service

2.4.1

JUNE 12, 2024

EFFECTIVE DATE

(06-12-2024)

PURPOSE

- (1) This transmits revised IRM 2.4.1, IDRS Terminal Input, Section Titles and Command Codes for IDRS Terminal Input.

MATERIAL CHANGES

- (1) IRM 2.4.1.1 Included mandatory internal control subsection.
- (2) IRM 2.4.1.1 Updated stakeholder Wage & Investment (W&I) to reflect new name Taxpayer Services (TS).
- (3) Editorial changes have been made throughout IRM section.

EFFECT ON OTHER DOCUMENTS

IRM 2.4.1, dated December 6, 2012, is superseded.

AUDIENCE

LMSB, SB/SE, TE/GE, TS.

Rajiv Uppal
Chief Information Officer

2.4.1

Section Titles and Command Codes for IDRS Terminal Input

Table of Contents

2.4.1.1 Program Scope and Objectives

2.4.1.1.1 Background

2.4.1.1.2 Authority

2.4.1.1.3 Roles and Responsibilities

2.4.1.1.4 Program Management and Review

2.4.1.1.5 Program Controls

2.4.1.1.6 Terms/Definitions/Acronyms

2.4.1.1.7 Related Resources

2.4.1.2 Searching for an IDRS Terminal Input Section Title or Command Code

Exhibits

2.4.1-1 Numerical List of Section Titles for IRM 2.4, IDRS Terminal Input

2.4.1-2 Alphabetical List of Command Codes for IRM 2.4, IDRS Terminal Input

2.4.1-3 Accessing the IRM Catalog

2.4.1.1
(06-12-2024)

Program Scope and Objectives

- (1) This IRM provides instructions for the use of the Integrated Data Retrieval System (IDRS) terminal displays.
- (2) **Purpose:** These instructions provide a guide to research information on the use and contents of IDRS, abbreviations and definitions, as well as explicit instructions on the use of command codes in extracting data. Some command codes used for entering information also are included in this IRM. Additional command codes used for entering transactions (adjustments, remittances, entity changes, etc.) are discussed in IRM 2.4.2, IDRS Terminal Input.
- (3) **Audience:** LMSB, SB/SE, TE/GE and TS
- (4) **Policy Owner:** Project Director-Dean, Information Technology
- (5) **Primary Stakeholders:** Instructions for administering the IDRS Security System are included in IRM 2.4.2, IDRS Terminal Responses, Command Codes SINON, SINO, RMODE, LOKME, CMODE, and FIEMP.
- (6) **Program Owner:** Taxpayer Services (TS) is responsible for the administration, procedures, and updates related to the program.
- (7) **Program Goals:** This IRM is a general use IRM for IDRS terminal operations at all SCRS locations. Document 6209 - IRS Processing Codes and Information, Chapter 13, may be used in conjunction with this IRM. Instructions relating to the use of IDRS and what is to be accomplished by its use can be found in the appropriate procedural handbooks and Internal Revenue Manuals. This section contains information on:
 - a. IDRS Databases;
 - b. IDRS Research Techniques;
 - c. IDRS Terminology;
 - d. Miscellaneous Error Messages;
 - e. Disclosure and Security awareness, and
 - f. IDRS time savers.
- (8) **Contact Information:** Applications Development, Internal Management, Im Sub Office, Account Services Branch

2.4.1.1.1
(06-12-2024)

Background

- (1) This revision updates IRM 2.4.1 IDRS Terminal Input Section Titles or Command Codes with the required Internal Controls as outlined by IRM 1.11.2.2.5
- (2) Editorial changes were made throughout the section.

2.4.1.1.2
(06-12-2024)

Authority

- (1) All IRS systems and applications shall be compliant with Executive Orders (EOs), Office of Management and Budget (OMB), Federal Information Security Modernization Act of 2014 (FISMA), National Institute of Standards and Technology (NIST), Cyber-security and Infrastructure Security Agency (CISA), National Archives and Records Administration (NARA), Department of the Treasury, and IRS guidelines as they apply.

2.4.1.1.3
(06-12-2024)

Roles and Responsibilities

- (1) This IRM 2.4.1, IDRS Terminal Responses, Section Titles and Command Codes for IDRS Terminal Responses, lists the Command Codes in alphabetical & numerical order and the IDRS Terminal Responses in numerical order.

2.4.1.1.4
(06-12-2024)

Program Management and Review

- (1) Provides such details as the name of the author, section description, and previous versions of the section.
- (2) Provides contact information for the responsible branch
- (3) Terminal Input are listed in Numerical order.
- (4) Command Codes are listed in Alphabetical order.
- (5) These Command Codes and Terminal Responses are used in Campuses and Area Offices to research or input data related to Delinquency Investigations during the Taxpayer Delinquent Return Notice phase of the investigation or after a TDI (Taxpayer Delinquency Investigation, Form TYD14) has been issued.

2.4.1.1.5
(06-12-2024)

Program Controls

- (1) Section titles for IRM 2.3, IDRS Terminal Responses, are listed in numerical order in See Exhibit 2.4.1-1. Command codes are listed in alphabetical order in See Exhibit 2.4.1-2.
- (2) Command code users may contact the Information Technology Asset Management System (ITAMS) Help Desk to report a problem or to locate the **Owner** of the command code.
- (3) This is another avenue for IRS employees to find out more information about each section in the catalog or access through the IRS Multimedia Publishing Home Page.
- (4) The name of the author, section description or previous versions can be re-searched through the IRS's Multimedia Publishing Home Page.

2.4.1.1.6
(06-12-2024)

Terms/Definitions/ Acronyms

- (1)

Acronyms	Definition
LB&I	Large Business and International
SB/SE	Small Business Self Employed
TE/GE	Tax Exempt and Government Entities
TS	Taxpayer Services
EOs	Enterprise Operations Services
OMB	Office of Management and Budget
FISMA	Federal Information Security Modernization Act
NIST	National Institute of Standards and Technology

Section Titles and Command Codes for IDRS

Terminal Input 2.4.1

page 3

CISA	Cyber security and Infrastructure Security Agency
NARA	National Archives and Records Administration
CC	Command Codes
IRS	Internal Revenue Service
IDRS	Integrated Data Retrieval System
ITAMS	Information Technology Asset Management System
IRM	Internal Revenue Manual
IMF	Individual Master File
BMF	Business Master File
TIF	Taxpayer Information File(s)
LMSB	Large and Midsize Business Issue Management System

2.4.1.1.7 (06-12-2024) **Related Resources**

- (1) Servicewide Electronic Research Program (SERP) - IDRS Command Code Job Aid
- (2) Integrated Data Retrieval System (IDRS)
- (3) Integrated Automation Technologies (IAT)

2.4.1.2 (01-01-2005) **Searching for an IDRS Terminal Input Section Title or Command Code**

- (1) Section titles for IRM 2.4, IDRS Terminal Input, are listed in numerical order in See Exhibit 2.4.1-1. Command codes are listed in alphabetical order in See Exhibit 2.4.1-2,
- (2) Command Code users may contact the Information Technology Asset Management System (ITAMS) Help Desk in order to report a problem or to locate the “owner” of the command code.
- (3) Another avenue available to IRS employees for finding out more about each section is the catalog accessed through the IRS Multimedia Publishing Home Page. The information provided by this online catalog includes such details as the name of the author, section description, and previous versions of the section. See Exhibit 2.4.1-3 for a description of how to access this catalog.

This Page Intentionally Left Blank

Section Titles and Command Codes for IDRS Terminal Input 2.4.1

page 5

Exhibit 2.4.1-1 (01-01-2012)

Numerical List of Section Titles for IRM 2.4, IDRS Terminal Input

IRM 2.4, IDRS Terminal Input	
Section	Title
1	Section Titles and Command Codes for IDRS Terminal Input
2	Introduction, Security, and Command Codes SINON, SINOF, and RMODE for IDRS Terminal Input
3	Reserved
4	Command Code MESSG
5	Command Codes QRADD, QRADDQ, QRNCH, QRNCHG, RVIEW, QRACN, and QRIND for the Quality Review System
6	Command Codes LETER, LPAGE, LPAGD, LETUP, LETED, and LREVV
7	Command Codes KAFRM, KAFAD, UPTCF, UPRCF, UPNCF, FRM3P, and ADD3P for CAF update
8	Command Codes ESIGN and BSIGN
9	Command Codes ENREQ, INCHG, IRCHG, BNCHG, and BRCHG
10	Command Codes EOREQ and EOCHG
11	Command Code NMFTM
12	Command Codes DELET and CCPYT
13	Command Code TERUP
14	Command Code NMFST
15	Command Codes ETXCL, SEQNC, STBLK, PAYMT, PYBAL, VARIA, CRBLK, and TXCTL for Area Office Payment Processing
16	Command Codes REQ54 and ADJ54
17	Command Codes ADD24/48, ADC24/48, ADD34, ADC34, FRM34, and DRT24/48
18	Command Codes REQ77, FRM77, and FRM7A
19	Command Codes RFUND and REFAP
20	Command Codes CHK64 and CHK64R
21	Command Code CRMNL
22	Command Codes CHKCLR and CHKCL
23	Command Codes FMADD, URADD, ESAPL, FMREF, URREF, FMAPL, URAPL, UROUT, and URENT

Exhibit 2.4.1-1 (Cont. 1) (01-01-2012)**Numerical List of Section Titles for IRM 2.4, IDRS Terminal Input**

IRM 2.4, IDRS Terminal Input	
Section	Title
24	Command Codes BDADDR, BDADD, BDAPLR, BDAPL, BDOUTR, BDOUT, BDENT, and BDINQ
25	Command Codes FRM14, FRM49, and TDIRQ
26	Command Codes ASGNI and ASGNB
27	Command Codes STAUP, STATI, and STATB
28	Command Codes TELEA, TELEC, TELED and TELER for Telephone Processing
29	Command Codes IAGRE, IAORG, IAPND, IAREV, IADFL, and IADIS
30	Command Code LEVYS, LEVYD, LEVYE, LEVYM, and LEVYR
31	Command Code PDTUP
32	Command Codes EFTNT, EFTAD, and EFTOF for Electronic Funds Transfer
33	Command Code DOALL
34	Command Code STN90
35	Reserved
36	Command Code NOREF
37	Command Code CSEDR
38	Command Codes ASEDD and ASEDR
39	Command Codes RAFAD, RAFRM, RAFUP, and RAFSR
40	Command Code UNLCE
41	Command Code CCASG for Case Control Activity System
42	Command Code PINEX
43	Command Codes XSADD, XSREF, XSAPL, XSOUT, and XSENT
44	Command Code NRP97
45	Command Code EPLAN
46	Command Code VPMSG
47	Command Code VPPIN
48	Command Codes AGENT, ISIGN, ITUPT, and ITMRG
49	Command Code ASIGN
50	Command Code PSIGN

Section Titles and Command Codes for IDRS Terminal Input 2.4.1

page 7

Exhibit 2.4.1-1 (Cont. 2) (01-01-2012)

Numerical List of Section Titles for IRM 2.4, IDRS Terminal Input

IRM 2.4, IDRS Terminal Input	
<u>Section</u>	<u>Title</u>
51	Command Codes TPCIN and TPCOL
52	Command Code DUPED
53	Command Codes CSPOD, CSPSP, CSSAD, and CSZIP
54	Command Codes CSPIA and CSORD
55	Command Code ISTSR
56	Command Code CDPTR
57	Command Code DDBCK

Exhibit 2.4.1-2 (01-01-2012)**Alphabetical List of Command Codes for IRM 2.4, IDRS Terminal Input**

IRM 2.4, IDRS Terminal Input	
<u>Command Code</u>	<u>Section</u>
ADC24	17
ADC34	17
ADC48	17
ADD24	17
ADD34	17
ADD3P	7
ADD48	17
ADJ54	16
AGENT	49
ASEDD	39
ASEDR	39
ASGNB	27
ASGNI	27
ASIGN	50
BDADD	25
BDADDR	25
BDAPL	25
BDAPLR	25
BDENT	25
BDINQ	25
BDOUT	25
BDOUTR	25
BNCHG	9
BRCHG	9
BSIGN	8
CCASG	42
CCPYT	12
CDPTR	57
CHK64	21

Section Titles and Command Codes for IDRS Terminal Input 2.4.1

page 9

Exhibit 2.4.1-2 (Cont. 1) (01-01-2012)

Alphabetical List of Command Codes for IRM 2.4, IDRS Terminal Input

IRM 2.4, IDRS Terminal Input	
<u>Command Code</u>	<u>Section</u>
CHK64R	21
CHKCL	23
CHKCLR	23
CRBLK	15
CRMNL	22
CSEDR	38
CSORD	55
CSPIA	55
CSPOD	54
CSPSP	54
CSSAD	54
CSZIP	54
DDBCK	58
DELET	12
DOALL	34
DRT24	17
DRT48	17
DUPED	53
EFTAD	33
EFTNT	33
EFTOF	33
ENREQ	9
EOCHG	10
EOREQ	10
EPLAN	46
ESAPL	24
ESIGN	8
ETXCL	15
FMADD	24

Exhibit 2.4.1-2 (Cont. 2) (01-01-2012)**Alphabetical List of Command Codes for IRM 2.4, IDRS Terminal Input**

IRM 2.4, IDRS Terminal Input	
<u>Command Code</u>	<u>Section</u>
FMAPL	24
FMREF	24
FRM3P	7
FRM7A	19
FRM14	26
FRM34	17
FRM49	26
FRM77	19
IADFL	30
IADFR	30
IADIS	30
IAGRE	30
IAORG	30
IAPND	30
IAREV	30
INCHG	9
IRCHG	9
ISIGN	49
ISTSR	56
ITMRG	49
ITUPT	49
KAFAD	7
KAFRM	7
LETED	6
LETER	6
LETUP	6
LEVYD	31
LEVYE	31
LEVYM	31
LEVYR	31

Section Titles and Command Codes for IDRS

Terminal Input 2.4.1

page 11

Exhibit 2.4.1-2 (Cont. 3) (01-01-2012)

Alphabetical List of Command Codes for IRM 2.4, IDRS Terminal Input

IRM 2.4, IDRS Terminal Input	
<u>Command Code</u>	<u>Section</u>
LEVYS	31
LPAGD	6
LPAGE	6
LREVV	6
MESSG	4
NMFST	14
NMFTM	11
NOREF	37
NRP97	45
PAYMT	15
PDTUP	32
PINEX	43
PSIGN	51
PYBAL	15
QRACN	5
QRADD	5
QRADDG	5
QRIND	5
QRNCH	5
QRNCHG	5
RAFAD	40
RAFRM	40
RAFSR	40
RAFUP	40
REFAP	20
REQ54	16
REQ77	19
RFUND	20
RMODE	2

Exhibit 2.4.1-2 (Cont. 4) (01-01-2012)**Alphabetical List of Command Codes for IRM 2.4, IDRS Terminal Input**

IRM 2.4, IDRS Terminal Input	
<u>Command Code</u>	<u>Section</u>
RVIEW	5
SEQNC	15
SINOF	2
SINON	2
STATB	28
STATI	28
STAUP	28
STBLK	15
STN90	35
TDIRQ	26
TELEA	29
TELEC	29
TELED	29
TELER	29
TERUP	13
TPCIN	52
TPCOL	52
TXCTL	15
UNLCE	41
UPNCF	7
UPRCF	7
UPTCF	7
URADD	24
URAPL	24
URENT	24
UROUT	24
URREF	24
VARIA	15
VPMSG	47
VPPIN	48

Section Titles and Command Codes for IDRS Terminal Input 2.4.1

page 13

Exhibit 2.4.1-2 (Cont. 5) (01-01-2012)

Alphabetical List of Command Codes for IRM 2.4, IDRS Terminal Input

IRM 2.4, IDRS Terminal Input	
<u>Command Code</u>	<u>Section</u>
XSADD	44
XSAPL	44
XSENT	44
XSOUT	44
XSREF	44

Exhibit 2.4.1-3 (01-01-2005)
Accessing the IRM Catalog

The URL of the Multimedia Publishing home page is: <http://publish.no.irs.gov>.

Select **Catalog**.

Access information about the section by entering data in one of the three regions of the page:

- a. **VIEW BY CATALOG NUMBER;**
- b. **VIEW BY PRODUCT NUMBER,** or
- c. **VIEW BY PRODUCT TITLE SEARCH.**

The sequence of steps described below for each option will retrieve a “detailed” page of information (including author and content description) for each section. In addition to this background information, the IRS employee can choose to view any one of the published/online versions of the section.

For **VIEW BY CATALOG NUMBER:**

1. Enter the catalog number of the section in the box next to **Enter catalog number**.
2. Click on **SUBMIT** or press **ENTER**.

Note: The catalog number is printed on the right side of the footer of the manual transmittal page published with each section.

For **VIEW BY PRODUCT NUMBER:**

1. Select **IRManual** from the dropdown menu next to **Select Product Type**.
2. Skip the **Enter Product Number** box.
3. In the **Enter Product Suffix** box, enter the number of the IRM to search for. In this case the IRM number is **2.4**.
4. Click on **SUBMIT** or press **ENTER**.
5. Click the appropriate section entry to access the information page about the section.

For **VIEW BY PRODUCT TITLE SEARCH:**

1. Select **IRManual** from the dropdown menu next to **Select Product Type**.
2. In the **Enter Search Word(s)** box, enter a command code (the entire word) or a phrase such as “command code”) to search for.
3. Click **SEARCH** or press **ENTER**.
4. Click the appropriate document entry to access the information page about the section.

To access the section itself, click on one of the dates listed in the **ELECTRONIC AVAILABILITY** section of the page.