



INDEPENDENT OFFICE  
OF APPEALS

DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
WASHINGTON, DC 20224

February 25, 2022

Control No. AP-08-0222-0002  
Expiration Date: 02/25/2024  
Affected IRMs: 8.20.5, 8.20.6 & 8.20.7

MEMORANDUM FOR: Director, Account & Processing Support (APS) East  
Director, Account & Processing Support (APS) West

FROM: Steven M. Martin /s/ *Steven M. Martin*  
Director, Case and Operations Support

SUBJECT: Processing Actions for Appeals Docketed Exam Casework

This memorandum issues guidance to Account and Processing Support (APS) employees that card-in and close Exam sourced docketed cases and petitioned Appeals-issued Statutory Notice of Deficiency cases. Please distribute this information to all affected employees within your organization.

**Purpose:** The purpose of this memorandum is to clarify how IDRS Transaction Code (TC) 520 closing code (cc) 72 is entered on docketed Exam case work and to instruct APS employees to verify that the TC 520 has been reversed upon case closing.

**Background:** Most docketed Exam sourced cases are controlled on the Audit Information Management System (AIMS). Command Code (CC) AMSTU generates a TC 520 when the case is updated on AIMS to a Docketed Appeals status code. At the conclusion of the case, the TC 521 will systemically generate when the AIMS status is updated from a Docketed Appeals Status 82 to a closed Appeals Status 90 via CC AMCLS.

**Procedural Change:** Clarified IRM 8.20.5 to indicate that a TC 520 cc 72 will post to IDRS via CC AMSTUA. Clarified IRM 8.20.6 that APS must ensure TC 520 cc 72 is entered on IDRS for all Appeals issued statutory notices of deficiency for each petitioned tax year. Clarified IRM 8.20.7 that CC AMCLS will result in a TC 521 provided the actions are input via AIMS. Added a note that if the account actions are not input via AIMS, then APS must manually input a TC 521 and monitor IDRS to ensure the TC 521 properly posts.

**Effect on Other Documents:** This guidance will be incorporated into the IRM within two years of the date of this memorandum.

**Effective Date:** This guidance is effective as of the date of this memorandum.

**Contact:** Appeals employees should follow existing procedures to elevate questions through their management structure and follow established procedures on [How to Contact an Appeals Analyst](#).

Attachment(s):

Updated Guidance

cc: [www.irs.gov](http://www.irs.gov)

Updated Procedures and Clarifications:

#### **IRM 8.20.5.3.1.1, Contents of the Administrative File**

Addition to (2) Note: When a docketed case is received and the originating function has not taken steps to establish AIMS controls, APS will use AIMS Command Code (CC) AM424A to initiate the request for AIMS controls and on the same day, use AIMS CC AMSTUA to update the AIMS controls from AIMS Status 81 to AIMS Status 82 Docketed. This action will generate a TC 520 cc 72.

**Caution:** The update of AIMS into Status 82 via CC AMSTU will generate a TC 520 cc 72. If the TC 520 cc 72 is input manually via CC REQ77 and there are no open AIMS controls at the time of closing, then the TC 520 must be reversed manually.

#### **IRM 8.20.5.3.1.4, AIMS Control and AIMS Status**

(1) Cases including one or more tax period(s) with open AIMS controls are received in Appeals in AIMS Status 81, "Not Assigned Appeals." Each tax period's AIMS control must be updated to Status 80 "Non-Docketed" or Status 82 "Docketed" at the time the case is carded on ACDS. The Bipartisan Budget Act - BBA (formerly TEFRA) cases are updated to Appeals in Status 71 and must be updated to Status 70 if non-docketed or Status 72 if docketed.

**Note: TC 520 cc 72 will be systemically input through AIMS via cc AMSTU.**

a) Use CC: AMSTUA to update AIMS to Status 80, if the return is non docketed, or to Status 82 if the return is docketed.

**Note:** When updating to Status 82, a TC 520 cc 72 will be systemically generated. If the TC 520 cc 72 is input manually via CC REQ77 and there are no open AIMS controls at the time of closing, then the TC 520 must be reversed manually.

b) Use CC: AMSTUB to update the ASSED when appropriate and necessary

#### **IRM 8.20.5.34.1, Bipartisan Budget Act of 2015 (BBA)**

New Paragraph (6)

(6) BBA (formerly TEFRA) cases are updated to Appeals in Status 71 and must be updated to Status 70 if non-docketed or Status 72 if docketed.

**IRM 8.20.6.8.8, Tax Court Petition Filed During the Appeals-Issued Statutory Notice of Deficiency Suspense Period**

New Paragraph (3) and renumber remaining paragraphs.

(3) Ensure a TC 520 cc 72 posts to all petitioned periods.

**IRM 8.20.7.14, AIMS CC: AMCLSA General Processing**

Modify Paragraph (12) to

(12) Monitor account adjustment posting and update/suspense/close PEAS timely in compliance with current APS policy and procedure. PEAS Case Activity Record (CAR) entries must be brief and yet clearly document the processing action(s) taken and/or the reason the case must be placed in suspense. A TC521 is required to reverse the TC 520 that generated to the tax module when it was originally updated to Status 82 on AIMS or if the TC 520 was manually input. The TC 521 will generate when the AIMS database is closed via CC AMCLSA. The posting of AIMS closures and their related transactions are monitored through the AIMS Unpostable Reports. If the TC 521 or related transactions go unpostable, PEAS will be open/controlled until the resolution of the unpostable condition(s).

**IRM 8.20.7.24, Docketed Cases**

Modified paragraph (1) to

(1) APS is responsible for final processing actions on all docketed cases. APS must ensure that all TC 520 cc 72 transactions are reversed using a TC 521 with no closing code. Some Appeals docketed cases may also contain modules that have both a TC 520 cc 72 and a TC 520 cc 74. The input of a TC 521 with no closing code will reverse both of these transaction codes. APS must ensure that a TC 521 with no closing code properly posts to IDRS for each module associated with the docketed case. See (2) below for cases which must be forwarded to APS-CIT for final processing actions.