



# MANUAL TRANSMITTAL

Department of the Treasury  
Internal Revenue Service

2.3.36

DECEMBER 17, 2021

## EFFECTIVE DATE

(01-01-2022)

## PURPOSE

- (1) This transmits revised IRM 2.3.36, IDRS Terminal Responses, Command Code SCFTR.

## MATERIAL CHANGES

- (1) IRM 2.3.36 Made annual changes such as Effective dates throughout this IRM.
- (2) IRM 2.3.36 Made changes to update the metadata of author, symbols, user organization and owner organization for this IRM
- (3) IRM 2.3.36 Made changes to update the Signature to reflect the current IRS CIO Name and Title for this IRM.
- (4) **Distribution** - You have received a copy of this IRM section because you are on the Distribution List for IRM 2.3, IDRS Terminal Responses. Each chapter has its own catalogue number used for ordering and distributing purposes. **You may adjust the subsequent distribution of this chapter to meet your office's needs by adjusting your quarterly IMDDS Order Point Summary Report (IMR02).**

## EFFECT ON OTHER DOCUMENTS

IRM 2.3.36, dated December 13, 2011 , is superseded.

## AUDIENCE

LMSB, SBSE, TEGE, and W&I.

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Chief Information Officer



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2.3.36

Command Code SCFTR

## Table of Contents

- 2.3.36.1 Program Scope and Objectives
- 2.3.36.2 General Information for Command Code SCFTR
- 2.3.36.3 SCFTR Input Screen
- 2.3.36.4 SCFTR Output Screen

Exhibits

- 2.3.36-1 SCFTR Request Format and Report Elements
- 2.3.36-2 SCFTR Screen Display Format
- 2.3.36-3 SCFTRH Screen Display Format
- 2.3.36-4 SCFTRH Screen Display Report Elements
- 2.3.36-5 SCFTRR Request Format and Report Elements
- 2.3.36-6 SCFTRR Screen Display Format
- 2.3.36-7 SCFTRR Screen Display Report Elements



2.3.36.1  
(01-01-2022)  
**Program Scope and Objectives**

- (1) **Overview:** Command Code (CC) Service Center Control File (SCCF) Transaction Request (TR) allows SCCF users to request online SCCF Transcripts.

2.3.36.2  
(01-01-2022)  
**General Information for Command Code SCFTR**

- (1) Use Command Code SCFTR for real time research of the Service Center Control File and overnight research of records that have been removed to the Historic SCCF file.
- (2) The on-line SCCF file is updated nightly from batch processing and continuously from on-line adjustments with Command Code SCFAJ.
- (3) Command Code SCFTR is unrestricted and should be used by all technicians in place of the printed SCCF transcript and Historic SCCF transcript.

2.3.36.3  
(01-01-2022)  
**SCFTR Input Screen**

- (1) Enter Command Code SCFTR, followed by the Master File System Code, the block DLN (without hyphens), and the entry code. See Exhibit 2.3.36-1.
- (2) The response will be one of the following:
  - a. If the request contains an invalid master file code or other than 12 numerics in the DLN, the response is the message "Invalid Request". Overlay the correct data and retransmit.
  - b. If the DLN is not on the open or historic SCCF for the requested master file, the response is the message "No Record of DLN". Check to be sure the request was entered properly before assuming that the record you wanted is actually not on the file.
- (3) If the DLN is open on the SCCF, the complete transcript is displayed. See Exhibit 2.3.36-2 for instructions on reading the transcript.
- (4) If the DLN is on the Historic SCCF (up to 6 prior calendar years), the response will be an abbreviated transcript showing only the DLN, block status H, and the cycle that the block was removed to the Historic. In addition, a pre-formatted Command Code SCFTR record with Definer H is displayed on the first line, with instructions on how to transmit the request for reactivation of the Historic record. See Exhibit 2.3.36-3.
  - a. If all you needed was proof that the block had been processed or the cycle in which SCCF processing had been completed, overlay with another command code and transmit.
  - b. If more research is needed, transmit the SCFTRH record. The immediate response is shown in Exhibit 2.3.36-4.
  - c. A reactivation request will be processed to the SCCF historic tape, and the complete record should be available the next day. See Exhibit 2.3.36-5
  - d. The reactivated record will remain on the SCCF data base for at least two weeks.
  - e. If processing has been delayed or if the request is for a very old SCCF module, it may be up to a week before the record becomes available. If the record is not available when expected, the same SCFTRH request can be entered again.
- (5) When the Historic record has been reactivated, enter Command Code SCFTR in the regular format to see the entire SCCF record. A new control record with "HIST REACTIV" in remarks will show the date of reactivation.

2.3.36.4  
(01-01-2022)

**SCFTR Output Screen**

- (1) The displayed transcript is a complete record of all SCCF activity currently on the file.
- (2) Each page of the transcript displays up to 15 control records. Use normal paging procedures to see the rest of a multi-page transcript. Each control file module will hold up to 150 records on 10 pages.

**Exhibit 2.3.36-1 (01-01-2022)****SCFTR Request Format and Report Elements**

	1	2	3	4	5	6	7	8	
	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	
1	[E 1]	]	[E 3						1
2		E							2
3		2							3
4									4
5									5
6									6
7									7
8									8
9									9
10									10
11									11
12									12
13									13
14									14
15									15
16									16
17									17
18									18
19									19
20									20
21									21
22									22
23									23
24									24

RCD ELEM NO	DESCRIPTION	LINE ROW	CHAR POSNS	VALUES	MEANINGS
E 1	LITERAL	1	1- 5	SCFTR	IDRS COMMAND CODE
E 2	MASTER-FILE-SYSTEM-ID-CODE	1	7	1, 2, 3, 5, 6	IMF, BMF, EPMF, IRP, NMF
E 3	BLOCK-DLN	1	8-19	12 (n) 12	12-DIGIT NUMERICAL

**Exhibit 2.3.36-2 (01-01-2022)**  
**SCFTR Screen Display Format**

```

1      1      2      3      4      5      6      7      8
123456789012345678901234567890123456789012345678901234567890
1 [E41]] [[ E44 ] 1
2 E42 E43 2
3 [E1] INDIVIDUAL CONTROL FILE TRANSCRIPT CY [ E2 ] DATE [ E3 ] 3
4 MODULE BALANCES 4
5 TC BLOCK DLN ABC IS COUNT AMOUNT COUNT AMOUNT 5
6 [] [ E5 ] [E6E7[ ORG [E8[ E9 ] MAN E10[ E11 ] 6
7 E4 BP [E12 [E13] ADSI [ ERR E15[ E16 ] REJ E17[ E18 ] 7
8 S [ B [ A [] HC [ E22] DEL E23[ E24 ] GOOD E25[ E26 ] 8
9 E19 E20 E21 9
.. E29 E31 ..
10 E27 [ [ [ [ [ [ E33 ] [ E34] [ ] [] [ E37 ] [ E38 ] [] 10
11 E28 E30 E32 E35 E36 E39 11
12 12
13 13
14 14
15 15
16 16
17 17
18 18
19 19
.. ..
22 22
23 23
24 EMPLOYEE #[ E40 ] 24
```



**Exhibit 2.3.36-2 (Cont. 1) (01-01-2022)**  
**SCFTR Screen Display Format**

RCD ELEM NO	DESCRIPTION	LINE ROW	CHAR POSNS	VALUES	MEANINGS
E 1	MASTER-FILE-ID-LITERAL	3	9-12	1, 2, 3, 5, 6	IMF, BMF, EPMF, IRP, NMF
E 2	CURRENT-CYCLE	3	54-59	4 (n) 4	FORMAT YYYYWW
E 3	CURRENT-DATE	3	68-77	8 (n) 8	FORMAT MM-DD-YYYY
E 4	CONTROL-FILE-TRANSCRIPT-CODE	6	2-3	0 (n) 2	DENOTES ADJUSTMENT ERROR
E 5	BLOCK-DLN	6	5-19	14 (n) 14	BLOCK DOCUMENT LOCA- TOR NUMBER
E 6	SC-BLOCK-CTRL-NUM	6	21-23	0 (a/n) 3	AN ALPHANUMERIC ASSIGNED TO A BLOCK OF DOCUMENTS TO MORE EFFECTIVELY IDENTIFY THE BLOCK
E 7	INPUT-SYSTEM-SOURCE-CODE	6	26	E, I, <b>M</b> , R, U, S, BLANK	ELECTRONIC FILING, IDRS <b>MGT</b> , RPS, IRP OCR/CTW MAGNETIC TAPE, UNPOSTA- BLES, GMF
E 8	CONTROL-FILE-ORIGINAL-COUNT	6	32-34	1 (n) 3	NUMBER OF DOCUMENTS IN BLOCK ORIGINALLY
E 9	CONTROL-FILE-ORIGINAL-AMOUNT	6	35-52	3 (n) 17	DOLLAR AND CENT AMOUNT IN BLOCK ORIGINALLY
E 10	CONTROL-FILE-MANUAL-COUNT	6	59-61	1 (n) 3	MANUAL COUNT OF NUMBER OF DOCUMENTS IN BLOCK
E 11	CONTROL-FILE-MANUAL-AMOUNT	6	62-79	3 (n) 17	MANUAL COUNT OF DOLLAR AND CENT AMOUNT IN BLOCK
E 12	BATCH-NUMBER	7	10-13	4 (n) 4	A NUMBER ASSIGNED TO A GROUP OF ACCOUNTING BLOCKS WHICH HAVE BEEN ASSOCIATED FOR DOCU- MENT CONTROL PURPOSES & WHICH HAVE IDENTICAL PROGRAM NUMBER, TAX CLASS, DOCUMENT CODE, & OTHER SPECIFIC CRI- TERIA
E 13	PROGRAM-NUMBER	7	15-19	0 (n) 5	
E 14	ACTION-DELETE-STATUS-INDICATOR	7	26	0, 1	ADSI OFF, ADSI ON
E 15	CONTROL-FILE-ERROR-COUNT	7	32-34	1 (n) 3	
E 16	CONTROL-FILE-ERROR-AMOUNT	7	35-52	3 (n) 17	DOLLAR AND CENTS

**Exhibit 2.3.36-2 (Cont. 2) (01-01-2022)**  
**SCFTR Screen Display Format**

RCD ELEM NO	DESCRIPTION	LINE ROW	CHAR POSNS	VALUES	MEANINGS
E 17	CONTROL-FILE-REJECT-COUNT	7	59-61	0 (n) 3	
E 18	CONTROL-FILE-REJECT-AMOUNT	7	62-79	3 (n) 17	DOLLAR AND CENTS
E 19	CONTROL-FILE-BLOCK-STATUS-CODE	8	7	S,A,D,I, H	SHELVED, ACTIVE, BEING DELETED, INACTIVE, HIS- TORIC
E 20	CONTROL-FILE-BOB-INDICATOR	8	11	0, 1	MODULE IS NOT IN BOB STATUS, MODULE IN BOB STATUS
E 21	CONTROL-FILE-AGE-CODE	8	15-16	0 (n) 1	A CODE SHOWING THE NUMBER OF TIMES THE BLOCK HAS APPEARED ON THE SCCF AGED TRANS- SCRIPT
E 22	CONTROL-FILE-HISTORIC-CYCLE	8	21-26	YYYYWW	THE CYCLE IN WHICH A HISTORIC TRANSCRIPT WAS CREATED FOR THE CONTROL-FILE-RECORD. THIS FIELD APPEARS ONLY IF THE HISTORIC HAS NOT BEEN REACTI- VATED
E 23	CONTROL-FILE-DELETE-COUNT	8	32-34	1 (n) 3	
E 24	CONTROL-FILE-DELETE-AMOUNT	8	35-52	3 (n) 17	DOLLAR AND CENTS
E 25	CONTROL-FILE-GOOD-COUNT	8	59-61	1 (n) 3	
E 26	CONTROL-FILE-GOOD-AMOUNT	8	62-79	3 (n) 17	DOLLAR AND CENTS
E 27	SC-BLOCK-CONTROL-NUM	9 (VAR)	7-9	3 (n) 3	
E 28	RECORD-TYPE-ID-CODE	9 (VAR)	11	0, 1, 2, 4, 5, 6, 7	CONTROL-RECORD: ADJUSTMENT, MASTER, BOB, GEN-ADJUSTMENT; BLOCK- PROOF-RECORD: DELETE/ REINPUT, RENUMBER, GOOD/ ERROR/SUSPENSE
E 29	FROM-CODE	9 (VAR)	13	0, 1, 2, 3, 4, 5, 6, 7, 8, 9	RAW DATA/MCR'S, BOB, DELETE, ERROR, SUSPENSE, GOOD TAPE, UNPOSTABLES, ADJUSTMENT INCREASE/AD

**Exhibit 2.3.36-2 (Cont. 3) (01-01-2022)**  
**SCFTR Screen Display Format**

RCD ELEM NO	DESCRIPTION	LINE ROW	CHAR POSNS	VALUES	MEANINGS
E 30	TO-CODE	9 (VAR)	15	0,1,2,3, 4,5,7,9	SI ON,ADJUSTMENT DECR- EASE/ADSI OFF, MEMO RAW DATA/MCR'S, BOB, DELETES, ERROR, SUS- PENSE, GOOD TAPE, ACTION DELETE STATUS INDICA- TOR (ADSI), CONTROL FILE MEMO ENTRY
E 31	REINPUT-SOURCE-CODE	9 (VAR)	17	BLANK, 4, N,R,U	INITIAL INPUT, REINPUT, NULLIFIED UNPOSTABLE, REPORCESSABLE, UNIDENT- IFIED
E 32	CONTROL-RECORD-SOURCE-CODE	9 (VAR)	19	A,B,C,D, E,F,G,J, M,N,P,Q, R,T,W,X	AGED, BOB, CRL, NCC DELE- TES, ERROR, ERS, <b>NMF</b> * JOURNAL REQUIRED, MISC, <b>NULLIFIED</b> , REPORT PERIOD, <b>REJECT UNIT, INVALID</b> <b>POSTING TRANSCRIPT,</b> <b>IRP OCR, IF BLANK</b>
	<b>*NMF GOOD BLOCK PROOF RECORD</b>				
E 33	CONTROL-FILE-POSTING-DATE	9 (VAR)	21-27	YYYYDD	THE YEAR & JULIAN DATE ON WHICH THE CONTROL- RECORD POSTED TO THE CONTROL-FILE
E 34	CONTROL-FILE-POSTING-CYCLE	9 (VAR)	29-34	YYYYCC	A FIELD SPECIFYING THE YEAR & CYCLE IN WHICH A CONTROL-RECORD POST- ED TO THE CONTROL-FILE
E 35	BLOCK-DOCUMENT-COUNT	9 (VAR)	36-39	2 (n) 2	
E 36	SERIAL-NUMBER	9 (VAR)	41-42	3 (n) 3	
E 37	CONTROL-FILE-POSTING-REC-AMT	9 (VAR)	44-61	3 (n) 17	DOLLAR AND CENTS
E 38	NEW-BLOCK-DLN	9 (VAR)	63-77	0 (n) 14	
E 39	NEW-SERIAL-NUMBER	9 (VAR)	78-79	0 (n) 2	
E 40	EMPLOYEE-NUMBER	24	11-20	10 (n) 10	
E 41	COMMAND-CODE-LITERAL	1	1-5	SCFTR	
E 42	COMMAND-CODE-DEFINER	1	6	BLANK	
E 43	MASTER-FILE-SYSTEM-ID-CODE	1	7	1-6	TYPE OF FILE
E 44	BLOCK-DLN	1	8-19	n (12)	DOCUMENT LOCATOR NUMBER

## SCFTRH Screen Display Format

1	2	3	4	5	6	7	8			
1234567890123456789012345678901234567890123456789012345678901234567890										
1	SCFTRH	[	[	E2	]	[	E3	]	1	
2		E1							2	
3		[E4]	INDIVIDUAL	CONTROL	FILE	TRANSCRIPT	CY [ E5 ]	DATE [ E6 ]	3	
4							MODULE	BALANCES	4	
5	TC	BLOCK	DLN	ABC	IS	COUNT	AMOUNT	COUNT	AMOUNT	5
6	[ ]	[	E8	]		ORG		MAN		6
7	E7	BP		ADSI		ERR		REJ		7
8	S	[	B	A	HC	[ E10]	DEL	GOOD		8
9		E9								9
10										10
11										11
12										12
13		[				E11			]	13
14										14
15										15
16										16
17										17
18										18
19										19
20										20
21										21
22										22
23										23
24	EMPLOYEE #	[	E12	]						24

## Exhibit 2.3.36-4 (01-01-2022)

## SCFTRH Screen Display Report Elements

RCD ELEM NO	DESCRIPTION	LINE ROW	CHAR POSNS	VALUES	MEANINGS
E 1	MASTER-FILE-SYSTEM-ID-CODE	1	8	1,2,3, 5,6	IMF,BMF,EPMF,IRP, NMF
E 2	BLOCK-DLN	1	10-21	11(n)11	
E 3	CONTROL-FILE-HISTORIC-CYCLE	1	23-28	YYYYCC	THE CYCLE IN WHICH A HISTORIC TRANSCRIPT WAS CREATED FOR THE CONTROL-FILE-RECORD
E 4	MASTER-FILE-ID-LITERAL	3	9-12	1,2,3, 5,6	IMF,BMF,EPMF,IRP, NMF
E 5	CURRENT-CYCLE	3	54-59	YYYYCC	
E 6	CURRENT-DATE	3	68-77	MM-DD- YYYY	
E 7	CONTROL-FILE-TRANSCRIPT-CODE	6	2-3		
E 8	BLOCK-DLN	6	5-19	14(n)14	
E 9	CONTROL-FILE-BLOCK-STATUS-CODE	8	7	H	HISTORIC
E 10	CONTROL-FILE-HISTORIC-CYCLE	8	21-26	YYYYCC	THE CYCLE IN WHICH A HISTORIC TRANSCRIPT WAS CREATED FOR THE CONTROL-FILE-RECORD. THIS CYCLE IS ALWAYS PRESENT ON THE HISTOR- IC MODULE
E 11	SCFTRH-MESSAGE-FIELD	9	8-65	58(an)58	'REQUEST TO REACTIVATE FROM SCCF HISTORIC FILE IS COMPLETED'
E 12	EMPLOYEE-NUMBER	12	11-20	10(n)10	

## SCFTRR Request Format and Report Elements

E 1	LITERAL	1	1- 5	SCFTR	IDRS COMMAND CODE
E 2	DEFINER	1	6	R	SCFTR DEFINER

**Exhibit 2.3.36-6 (01-01-2022)**  
**SCFTRR Screen Display Format**

1	2	3	4	5	6	7	8
123456789012345678901234567890123456789012345678901234567890							
1	SCFTRR					DATE [ E1 ]	1
2							2
3							3
4							4
5	ACTION MFC	BLOCK-DLN	CYCLE	REQUESTED VIA		ERROR MESSAGE	5
6	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	6
7	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	7
8	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	8
9	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	9
10	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	10
11	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	11
12	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	12
13	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	13
14	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	14
15	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	15
16	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	16
17	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	17
18	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	18
19	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	19
20	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	20
21	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	21
22	E2 [ E3 [ [ E4 ]		[ E5 ]	[ E6 ]		E7 ]	22
23	[ E9 ]				E10 E11 E12		23
24	EMPLOYEE # [ E8 ]				PAGE [ ] OF [ ]	PAGE [ ]	24

**Exhibit 2.3.36-7 (01-01-2022)**  
**SCFTRR Screen Display Report Elements**

RCD ELEM NO	DESCRIPTION	LINE ROW	CHAR POSNS	VALUES	MEANINGS
E 1	CURRENT-DATE	1	67-76	MM DD YYYY	CURRENT DATE
E 2	SCFTRR-ACTION	6-22	5	R,A,C, & BLANK	REMOVE THIS REQUEST, ADD THIS REQUEST, CHANGE THIS REQUEST, TAKE THE REQUEST AS IS
E 3	MASTER-FILE-SYSTEM-ID-CODE	6-22	10	1,2,3, 5,6	IMF,BMF,EPMF,IRP, NMF
E 4	BLOCK-DLN	6-22	13-24	12 (n) 12	BLOCK DOCUMENT LOCATOR NUMBER
E 5	CONTROL-FILE-HISTORIC-CYCLE	6-22	28-33	YYYYCC	THE CYCLE IN WHICH A HISTORIC TRANSCRIPT WAS CREATED FOR THE CONTROL-FILE-RECORD
E 6	REACTIVATION-REQUEST-TYPE	6-22	39-44	SCFAJ, SCF03, SCFTRH, SCFTRR	REQUEST WAS GENERATED VIA: SCFAJ, SCF03; REQUESTED USING: SCFTRH, SCFTRR
E 7	SCFTRR-ERROR-MESSAGE-FIELD	6-22	51-79	0 (a) 29	DUPLICATE REQUEST, NON-NUMERIC DLN, NON- NUMERIC CYCLE, INVALID ACTION, INVALID CYCLE, INVALID MASTER FILE
E 8	EMPLOYEE-NUMBER	24	11-20	10 (n) 10	
E 9	SCFTRR-COMPLETION-MESSAGE-FLD	24	01-17	0 (a) 17	REQUEST COMPLETED, BLANK
E 10	CURRENT-PAGE-NUMBER	24	50-52	3 (n) 3	
E 11	TOTAL-PAGES	24	57-59	3 (n) 3	
E 12	NEXT-PAGE	24	67-69	3 (n) 3	