



MANUAL TRANSMITTAL

Department of the Treasury
Internal Revenue Service

2.3.37

AUGUST 8, 2024

EFFECTIVE DATE

(08-08-2024)

PURPOSE

- (1) This IRM section provides an overview of IRM 2.3.37, IDRS Terminal Responses, Command Code UPTIN for the GUF System.

MATERIAL CHANGES

- (1) IRM 2.3.37.1 Editorial changes have been made to the mandatory internal controls and definitions.
- (2) Added new CIO to the signature line.
- (3) Update Wage & Investment (W&I) to Taxpayer Services (TS).

EFFECT ON OTHER DOCUMENTS

IRM 2.3.37, dated December 16, 2021 is superseded.

AUDIENCE

LMSB, SBSE, TEGE, and TS.

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2.3.37

Command Code UPTIN for the GUF System

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2.3.37-1 Command Code UPTIN Input Display

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2.3.37.1
(08-08-2024)
Program Scope and Objectives

- (1) This section gives step-by-step guidance for the retrieval of unpostable information for IDRS (Integrated Data Retrieval System) Command Code UPTIN
- (2) **Purpose:** This transmits IRM 2.3.37, IDRS Terminal Responses, Command Code UPTIN.
- (3) **Audience:** All IRS business units.
- (4) **Program Owner:** AD/Submission Processing
- (5) **Primary Stakeholders:** Taxpayer Services (TS), Large & Mid-Size Business (LMSB), Small Business Self Employed (SBSE), Tax Exempt and Government Entities (TE/GE)
- (6) **Program Goals:** Command Code UPTIN displays all open and closed Unpostable records for a specific TIN and will maintain the Unpostable records, for research purposes, for 90 days after it is closed. Each unpostable record is sorted by TIN, MFT, Tax Period and Transaction Code. The data for UPTIN is updated after GUF21 daily run has been completed.

2.3.37.1.1
(08-08-2024)
Background

- (1) This IRM and the contained subsections provide the user the necessary information on how to use Command Code UPTIN.

2.3.37.1.2
(08-08-2024)
Authority

- (1) Command CODE UPTIN was developed to allow users to do research on the IDRS (Integrated Data Retrieval System) for Unpostable data.

2.3.37.1.3
(08-08-2024)
Roles and Responsibilities

- (1) Applications Development (AD) is responsible for operations and maintenance of the command codes.
- (2) Branch Chief, AD/Submission Processing
- (3) Director, AD/Submission Processing

2.3.37.1.4
(08-08-2024)
Program Management and Review

- (1) Command Code UPTIN is managed by Work Requests which are submitted for changes and also by tickets which are submitted by users for corrections.

2.3.37.1.5
(08-08-2024)
Program Controls

- (1) Access to this program is governed by SACS.

2.3.37.1.6
(08-08-2024)
Terms/Definitions/ Acronyms

- (1) Acronyms Unique to IDRS

Acronym	Definition
IMF	Individual Masterfile
BMF	Business Masterfile
TIF	Taxpayer Information File
TC	Transactions Code

CC	Command Code
IDRS	Integrated Data Retrieval System

2.3.37.1.7
(08-08-2024)

Related Resources

- (1) SERP job aid for UPTIN - “ <https://serp.enterprise.irs.gov/job-aids/command-code/command-code.html>”

Exhibit 2.3.37-1 (01-03-2022)

Command Code UPTIN Input Display

Line-Item	Position	Data Element	Comments
1.1	1–5	COMMAND-CD	Input
1.2	7–17	SSN OR	Input SSN = nnn-nn-nnnn
	7–16	EIN OR	Input EIN = nn-nnnnnnnn
	7–17	SPACES	No Input
1.3	60–69	CURRENT-DATE	mm/dd/yyyy
1.4	72–79	CURRENT-TIME	hh:mm:ss

Exhibit 2.3.37-2 (01-03-2022)**Output Display UPTIN**

Line-Item	Position	Data Element	Comments
1.1	1–5	COMMAND-CD	Input
1.2	7–17	SSN or EIN	Input (edited)
1.3	61–70	Current Date	Generated mm/dd/yyyy
1.4	73–80	Current Time	Generated hh:mm:ss
Lines 3–6 can occur up to 4 times			
3.1	1	UPDIS-REQUEST-IND	SOE (to be keyed)
3.2	2–6	Space for key-in	“UPDIS” (to be keyed)
3.3	8–19	UP-SEQ-NUMBER	
3.4	22–24	Literal	Value “MSR”
3.5	26	MSR-IND	
3.6	30	REPEAT-IND	
3.7	32–34	Literal	Value “CAT”
3.8	36–37	UP-CATEGORY-CODE	
3.9	39–42	Literal	Value “AREA”
3.10	44–45	FUNCTIONAL-AREA-CODE	
3.11	47–49	Literal	Value “UPC”
3.12	51–53	UNPOSTABLE-CD	
3.13	55	MF-UP-REASON-CD	
3.14	57–59	Literal	Value “CYC”
3.15	61–66	ORIGINAL-UP-CYCLE	
3.16	68–70	Literal	Value “URC”
3.17	72	UP-RESOLUTION-CD	
3.18	74–77	Literal	Value “NULL”
3.19	79–80	NULLIFY-AREA-CD	
4.1	1–2	Literal	Value “ST”
4.2	4	UP-STATUS-CODE	
4.3	6–13	UP-STATUS-DATE	
4.4	15–16	Literal	Value “MF”
4.5	18	MASTER-FILE-SYSTEM-ID-CODE	

Exhibit 2.3.37-2 (Cont. 1) (01-03-2022)**Output Display UPTIN**

Line-Item	Position	Data Element	Comments
4.6	20–22	Literal	Value “ASG”
4.7	24–33	EMPLOYEE-ASSIGN-OR-RESOLVED	
4.8	39–57	DLN-EFTPS-NUM	nnnnn-nnn-nnnnn-nbb or nnnnnnnnnnnnnnnn
4.9	59–79	PRIMARY-OR-INT-REDUCT-AMT	Edited with floating dollar sign.
4.10	80	Sign character	Minus or space
5.1	1–4	NAME-CTRL	
5.2	6–12	literal	Value “SSN/EIN ”
5.3	14	SSN-VALIDITY-OR-EIN-IND	
5.4	16–19	literal	Value “TXPD”
5.5	21–26	TAX-PRD	
5.6	28–30	literal	Value “MFT”
5.7	32–33	MFT-CD	
5.8	35–36	literal	Value “PN”
5.9	38–40	REPORT-PLAN-NUM	
5.10	42–43	literal	Value “TC”
5.11	45–47	TRANS-CD	
5.12	49–50	literal	Value “DT”
5.13	52–59	TRANS-DT	
5.14	62–69	literal	Value “IDRS EMP ”
5.15	71–80	IDRS-EMPLOYEE-NUMBER	
6.1	1–4	NAME-CTRL-(NEW)	
6.2	6–14	TIN-(NEW)	
6.3*	15	Literal	Value ‘ ’
6.4	16	TIN-TYPE-(NEW)	
6.5	21–26	TAX-PRD-(NEW)	
6.6	32–33	MFT-CD-(NEW)	
6.7	38–40	REPORT-PLAN-NUM-(NEW)	
6.8	45–47	TRANS-CD-(NEW)	
6.9	54–59	TRANS-DT-(NEW)	

Exhibit 2.3.37-2 (Cont. 2) (01-03-2022)
Output Display UPTIN

Line-Item	Position	Data Element	Comments
			* Printed when TIN-(NEW) and TIN-TYPE-(NEW) are present