



# MANUAL TRANSMITTAL

Department of the Treasury  
Internal Revenue Service

2.4.13

NOVEMBER 15, 2023

## EFFECTIVE DATE

(01-02-2024)

## PURPOSE

- (1) This transmits revised IRM 2.4.13, IDRS Terminal Input, Command Code TERUP.

## MATERIAL CHANGES

- (1) Manual Transmittal Page
  - Corrected Signature line
- (2) IRM 2.4.13.1 Program Scope and Objective
  - Renumbered Mandatory Internal Controls according to guidelines
  - Added 2.4.13.1.7 Related Resources according to guidelines

## EFFECT ON OTHER DOCUMENTS

IRM 2.4.13, dated November 10 2022, is superseded.

## AUDIENCE

LMSB, SB/SE, TE/GE and W&I.

Kaschit Pandya  
Acting, Chief Information Officer



2.4.13

Command Code TERUP

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- 2.4.13.1  
(11-15-2023)  
**Program Scope and Objectives**
- (1) This sections provides information on the use of the Integrated Data Retrieval System (IDRS) terminal input command code TERUP. The information in this section is a general guide of the input of content.
  - (2) **Audience** Customer Service Representatives
  - (3) **Policy Owner** Kaschit Pandya
  - (4) **Program Owner** Application Development
  - (5) **Primary Stakeholders** LMSB, SB/SE, TE/GE and W&I
  - (6) **Program Goals** In support of Transaction Perfection when Command Code inputs are done on IDRS, the End of Day (EOD) System provides this command code to allow for the deletion of specified Command Code inputs done in error. This program helps ensure that correct and accurate inputs are processed by IDRS and those that are not correct or do not meet the businesses standards are able to be deleted prior to going into the Quality Review (QR) System.
- 2.4.13.1.1  
(01-01-2023)  
**Background**
- (1) This IRM and the contained sections provide the user the necessary information on how to use the command code TERUP.
- 2.4.13.1.2  
(01-01-2023)  
**Authority**
- (1) TERUP was developed to give users that ability to have a command code that they did the same day rejected instead of having to be loaded to the Quality Review system to be rejected the next day. This allows users to essentially delete inputs that were done in error and issue corrections the same day.
- 2.4.13.1.3  
(01-01-2023)  
**Roles and Responsibilities**
- (1) EOD Project Lead is responsible for
    - Review and implementation of WRs that affect TERUP
    - Updating the contents of this IRM
- 2.4.13.1.4  
(01-01-2023)  
**Program Management and Review**
- (1) **Program Reports:** Quality Review reports are available in CONTROL-D via the EOD07 reports that report what inputs have been rejected via TERUP and where a TERUP was input that didn't match any Command Code inputs for that day.
  - (2) **Program Effectiveness:** This program allows the user to delete their own inputs done that same day. The effectiveness of these actions relies solely on the users that use this program and their adherence to the instructions presented in this IRM for its use.
- 2.4.13.1.5  
(01-01-2023)  
**Program Controls**
- (1) Access to this program is governed by SACS.
- 2.4.13.1.6  
(09-01-2019)  
**Terms/Definitions/ Acronyms**
- Note:** For those users that are reviewers for sites other than their own, the use of CMODE is required to review transactions that are in Quality Review at a site different than the Reviewer's home site. Refer to <http://serp.enterprise.irs.gov/databases/learning.dr/cmode.dr/cmode.htm> for an

explanation of CC CMODE. Users must remember to return to their home campus when finished using the Quality Review command codes at the alternate site.

CAMPUS	ABBREVIATION
ANDOVER	AN
ATLANTA	AT
AUSTIN	AU
FRESNO	FR
KANSAS CITY	KC
BROOKHAVEN	BR
CINCINNATI	CI
MEMPHIS	ME
OGDEN	OG
PHILADELPHIA	PH

(2) Acronyms Unique to IDRS

Acronym	Definition
IMF	Individual Masterfile
BMF	Business Masterfile
TIF	Taxpayer Information File
TC	Transactions Code
CC	Command Code
QR	Quality Review

2.4.13.1.7  
(01-02-2024)

**Related Resources**

- (1) No additional related resources

2.4.13.2  
(01-01-2023)

**Command Code TERUP  
General Information**

- (1) These instructions describe the input of command codes TERUP (with definer of blank, C, or P). The purpose of these command codes is to allow an employee to delete his/her erroneous entry (i.e. Adjustment, Credit Transfer, FRM77, or some other Command Code input) on the day of input. An employee can only delete their own entries.
- (2) For TERUP to delete a entry that was input, the following conditions must be met
- TERUP must input by the same employee that input the entry they would like to have deleted

- TERUP must be input the same day as the entry that is to be deleted. This means the following: If the entry was input between the hours of 12:00 a.m. and 5:59 p.m. Local Campus Time, the TERUP must also be input between those hours. If the entry was input between the hours of 6:00 p.m. to 11:59 p.m. Local Campus Time then the TERUP must be input within those hours.
- (3) Input of any of these command codes creates a transaction record that is matched with all of that day's IDRS transactions during End of Day (EOD) processing. Any transaction whose data elements match those same data elements of the TERUP transaction will be deleted. This deletion takes place prior to a DLN being assigned or a transaction being generated for Master File processing. Since the data elements of the TERUP transaction must match the targeted transaction exactly in order for the deletion to be made, it is imperative that those data elements be entered accurately. If not, the match will not occur, the deletion will not take place, and another action must be initiated to negate the effect of the targeted but missed transaction.
  - (4) When command code TERUP is input and subsequently deletes the transaction during End of Day (EOD), the pending status of the deleted transaction will appear as "DQ", deleted per quality review, on the following day (except CHKCL, & EPLAN).
  - (5) TERUP will only delete transactions. Any other action that took place at the time the transaction being canceled was entered may need to be reversed by other means—of most concern is control base information.
  - (6) For all cases where TERUP deleted a transaction, a Quality Review Reject titled REJECTED BY TERUP will be produced and routed to the employee originating the deletion. In the cases where the deletion was unsuccessful, such as duplicate TERUPs and No Match TERUPs, an entry will appear on the Quality Review Reject Index, and the originating employee will be notified of the mismatch.

### 2.4.13.3 (07-01-2015)

#### Command Code TERUP

- (1) Use this command code to delete all or part of the entries made to a specific account by a specific employee. You can "tear up" transactions created by the following command codes: ADJ54, BNCHG, EOCHG, INCHG, DRT24, DRT48, FRM77, FRM7A (Except TCs 136, 137, 122 and 126), FRM14/49, CRMNL, FRM34, CHK64, RFUND, IDT48/58, RPM48/58, and CSO48/58. When a credit transfer is being rejected, only the Debit TIN should be input for deletion. It is not necessary to delete the Credit side since the Debit is the primary and controlling transaction. When a CC TERUP is input for a transaction that established a dummy module, the TC902 indicator to Master File is also deleted. If the transaction is re-input, a CC MFREQ must be done to regenerate the TC902. Either TXMOD or ENMOD must precede command Code TERUP. Entries may be deleted in the following combinations:
  - a. ALL INPUTS FOR A TIN AND FILE SOURCE—Precede CC TERUP with CC ENMOD, which will store the TIN and File Source, and do not input a sequence number.
  - b. ALL INPUTS FOR A TAX MODULE—Precede CC TERUP with CC TXMOD, which will store the TIN, File Source, MFT, Tax Period and Plan Number (if applicable), and do not input a sequence number.
  - c. A SPECIFIC TRANSACTION—Precede CC TERUP with either CC ENMOD (for an entity transaction) or CC TXMOD (for a tax module trans-

action) and input up to three sequence numbers of specific transactions to be deleted. The sequence numbers are the only means of identifying specific transactions for deletion. It will appear on the ENMOD/ TXMOD display of the pending transaction.

- 2.4.13.4  
(01-01-2001)  
**Command Code  
TERUPC**
- (1) Use this command code to delete CC CHKCL (see IRM 2.4.23) inputs only. A successful TERUPC will prevent the check claim data from being sent to RDC. TERUPC does not require a previous TXMOD/ENMOD entry. PLAN or REPORT NUMBERS must be input if the MFT Code is equal to 46 or 76.
- 2.4.13.5  
(01-01-2000)  
**Command Code  
TERUPP**
- (1) Use this command code to delete CC EPLAN inputs only (see IRM 2.4.46). A successful TERUPP will prevent the EPLAN transaction from being processed to the Masterfile.
- 2.4.13.6  
(01-01-2000)  
**Terminal Responses For  
CC TERUP(v)**
- (1) Error Responses will appear on line 13 in inverse video.
- a. PLEASE CORRECT INVALID DATA ON SCREEN—An asterisk will appear to the right of the invalid field. Correct and re-enter.
  - b. REQUEST DENIED/IMPROPER INITIALIZATION—CC TERUP with a blank definer was not preceded by either CC TXMOD or CC ENMOD.
  - c. COMMAND CODE DEFINER v INVALID—The invalid definer input is displayed in the message C, F, P and blank are the only valid definers. Correct and re-enter.
  - d. COMMAND CODE VALID FOR BMF ONLY— TERUPE are valid for BMF only.
  - e. COMMAND CODE VALID FOR EPMF ONLY—TERUPP is valid for EPMF only.
  - f. COMMAND CODE INVALID FOR EPMF—TERUPC is not valid for EPMF inputs.
- (2) Valid Response REQUEST COMPLETED will appear on line 13. Input data was found to be complete and correct and has been recorded on the gendata file for End of Day (EOD) processing. DOES NOT NECESSARILY MEAN THAT THE DELETION WILL TAKE PLACE. The deletion will take place only if the TERUP data matches the transactions(s) being deleted.

**Exhibit 2.4.13-1 (01-01-2000)**  
**Input Format, CC TERUP**

Screen Display

```

> 1-9 > 11-19 > 21-29 > 31-39 > 41-49 > 51-59 > 61-69 > 71-80 >
>1234567890123456789012345678901234567890123456789012345678901234567890>
1 >TERUP >1
2 >000001 >2
3 >000002 >3
4 >000003 >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
: >1234567890123456789012345678901234567890123456789012345678901234567890>
> 1-9 > 11-19 > 21-29 > 31-39 > 41-49 > 51-59 > 61-69 > 71-80 >
    
```

Record Element Description

ELEMENT	LINE	DESCRIPTION AND VALIDITY
1	1	COMMAND CODE TERUP
2-4	2-4	SEQUENCE NUMBER—Must be present if deleting a specific transaction(s). Up to three sequence numbers may be deleted at a time. If deleting all of the transactions for a TIN and File Source in the account (ENMOD preceded TERUP) or tax module (TXMOD preceded TERUP) do not input this element. If present, must be 000001-999999.

**Exhibit 2.4.13-2 (01-01-2001)**  
**Input Format, CC TERUPC**

Screen Display

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	
	123456789012345678901234567890123456789012345678901234567890								
1	TERUPC								1
2	nnvvnvnnnv nn nnnnnn nnn nnn								2
3									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
	123456789012345678901234567890123456789012345678901234567890								
	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	

Record Element Description

**Exhibit 2.4.13-2 (Cont. 1) (01-01-2001)**  
**Input Format, CC TERUPC**

<b>ELEMENT</b>	<b>LINE</b>	<b>DESCRIPTION AND VALIDITY</b>
1	1	COMMAND CODE—TERUPC
2	2	TIN AND FILE SOURCE: Must be present. See Standard Validity Checks (IRM 2.3.8).
3	2	MFT—Must be present and must begin one position after E2. See Standard Validity Checks (IRM 2.3.8).
4	2	TAX PERIOD—must be present and consistent with MFT. Must begin one position after E3. See Standard Validity Checks (IRM 2.3.8).
5	2	SEQUENCE NUMBER—Must be present and must be 001 — 999. Same sequence number as that input with CC CHKCL (IRM 2.4.23).
6	2	PLAN REPORT NUMBER — Must be present if MFT Code is a 46 or 76. Valid Range is 000—999 for MFT 76, and excluding 001—099, the same for MFT 46.

**Exhibit 2.4.13-3 (01-01-2000)**  
**Input Format, CC TERUPP**

Screen Display

	1-9 > 11-19 > 21-29 > 31-39 > 41-49 > 51-59 61-69 71-80	
	1234567890123456789012345678901234567890123456789012345678901234567890	
1	TERUPP	1
2	32-1234566P 007 000001	2
3		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
	1234567890123456789012345678901234567890123456789012345678901234567890	
	1-9 > 11-19 > 21-29 > 31-39 > 41-49 > 51-59 > 61-69 > 71-80 >	

Record Element Description

ELEMENT	LINE	DESCRIPTION AND VALIDITY
1	1	COMMAND CODE—TERUPP
2	2	TIN AND FILE SOURCE—Must be present.
3	2	PLAN NUMBER—Must be present.
4	2	SEQUENCE NUMBER—Must be present and be 000001—999999. Obtained from the CC ENMOD screen (IRM 2.3.15).