



MANUAL TRANSMITTAL

Department of the Treasury
Internal Revenue Service

3.10.5

NOVEMBER 19, 2024

EFFECTIVE DATE

(01-01-2025)

PURPOSE

- (1) This transmits revised IRM 3.10.5, Campus Mail and Work Control, Batch/Block Tracking System (BBTS).

MATERIAL CHANGES

- (1) This IRM has been updated throughout to replace the term **BEARS administrators** with **BEARS BBTS approval group**.
- (2) Removed unnecessary graphics throughout this IRM.
- (3) IRM 3.10.5.3
 - (2) Added instruction to find BEARS landing page
 - (5) Added reference for location of additional instructions for BEARS
 - (6) Clarified instructions for requesting access to secure screens
 - Removed Figure 3.10.5-1 BEARS logo
 - Removed Figure 3.10.5-2 Requesting new applications in BEARS
- (4) IRM 3.10.5.4 Revised paragraphs for clarity and removed duplicated information.
- (5) IRM 3.10.5.5
 - (3) Updated the link and instructions to find the SP home page.
 - (8) Rearranged list and updated password example to comply with newer password criteria.
 - (10) (11) and (12) Added clarifying phrases for better understanding.
 - (12) Removed term “the user” to create active voice statements.
- (6) IRM 3.10.5.5.1 Rearranged paragraphs and added additional information to clarify functionality of the main menu screen.
- (7) IRM 3.10.5.5.2 Removed redundant reference to the processing menu.
- (8) IRM 3.10.5.3 Added paragraph (4) instruction for BEARS entitlement now necessary to allow self service download of Java from the Symantec Software Portal. IPU 24U0934 issued 08-22-2024.
- (9) IRM 3.10.5.1 Divided information formerly found in paragraph (3) into paragraphs (3), (4) and (5) to increase ease of understanding. IPU 24U0718 issued 06-05-2024
- (10) IRM 3.10.5.1.3(1) Removed duplicated statement. Revised paragraph (3) for clarity and added staffing projections as one of the uses of BBTS data. IPU 24U0718 issued 06-05-2024
- (11) IRM 3.10.5.3 Added note to element (2) clarifying approval process. IPU 24U0718 issued 06-05-2024
- (12) IRM 3.10.5.4 Added missing responsibility for end of year early file creation. IPU 24U0718 issued 06-05-2024
- (13) IRM 3.10.5.5 Added verbiage to paragraph (10) to clarify password expired prompt. (13) a) and b) Removed redundant notes. (13) e) Added caution note to include system timeframe requirements for accessing the system to avoid account locked or deleted. IPU 24U0718 issued 06-05-2024

- (14) IRM 3.10.5.5.6 Revised paragraph (2) for clarity and removed duplicated information about access restrictions. IPU 24U0718 issued 06-05-2024
- (15) IRM 3.10.5 Revised throughout to update organizational title Wage and Investment to Taxpayer Services. IPU 24U0718 issued 06-05-2024
- (16) Minor editorial changes have been made throughout this IRM (e.g., spelling, punctuation, spacing, plain language etc.).

EFFECT ON OTHER DOCUMENTS

IRM 3.10.5, Campus Mail and Work Control, Batch/Block Tracking System (BBTS), dated November 21, 2023 (effective January 1, 2024), is superseded. This IRM also incorporates the following IRM procedural update (IPU) 24U0718 issued 06-05-2024 and 24U0934 issued 08-22-2024.

AUDIENCE

These instructions will be used by employees in Taxpayer Services (TS) and Small Business Self Employed (SBSE).

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3.10.5

Batch/Block Tracking System (BBTS)

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3.10.5.1
(06-05-2024)
**Program Scope and
Objectives**

- (1) **Purpose:** The instructions in this IRM section are provided as a reference for the functional areas engaged in BBTS operations.
- (2) The Batch/Block Tracking System (BBTS) is a comprehensive, integrated batch creation and tracking program. BBTS provides control and tracking for tax return submissions as they go through pipeline processing.
 - a. IRM deviations must be submitted in writing following instructions from IRM 1.11.2.2, Internal Revenue Manual (IRM) process, IRM Standards and elevated through appropriate channels for executive approval.
- (3) BBTS consists of a series of menus and work screens that include:
 - batch number generation
 - document locator number (DLN) generation
 - batch tracking
 - roadmapping
 - batch deletion
 - paperless volume adjustments and rollbacks
 - master control record (MCR) generation
 - on-line reports for users and managers
- (4) BBTS also auto generates the following forms:
 - Form 9382, Batch Transmittal
 - Form 1332, Block and Selection Record
 - Form 813, Document Register
 - Form 813-A, Recapitulation of Document Registers

Note: Forms generate as a PDF file that users print locally.

- (5) Using BBTS to create and track batches of work greatly reduces the possibility of errors and increases both the quality and quantity of work processed.
 - a. Errors in batch creation are rare because most entries are system validated at the time of input. Users must correct the entries prior to system acceptance.
 - b. Any adjustments made during the final-batch process create a roll-back adjustment for all prior functions.
 - c. The batch release screen allows the user to view/release only those batches that are currently in their function.
 - d. BBTS users can access the system via their workstations web browser using the links in the Submission Processing (SP) web site.
 - e. BBTS differentiates each campus using the site's File Location Code (FLC).
 - f. BBTS identifies users by their login name and assigned campus.
 - g. User run reports in the BBTS production site only return records that apply to that campus.
 - h. BBTS automatically assigns FLCs based on the users login name and assigned site.

Note: The FLC will not be visible in most cases.
 - i. Managers should ensure that each BBTS operator has access to this IRM.

- (6) **Audience:** The content contained within this IRM is for use by Taxpayer Services (TS) and Small Business Self Employed (SBSE) employees.
- (7) **Policy Owner:** Director, Submission Processing, Taxpayer Services Division.
- (8) **Program Owner:** Return Processing Branch, Mail Management/Data Conversion Section of Submission Processing.
- (9) **Primary Stakeholders:** Submission Processing employees within all business Operations, other employees in TS and SBSE.
- (10) **Program Goals:** Input taxpayer return volume data to track the processing of returns through various functions and retrieve report information as necessary to aid in work processes.

3.10.5.1.1
(11-10-2017)
Internal Control

- (1) The Federal Managers' Financial Integrity Act (FMFIA) of 1982 requires each executive agency to conduct annual evaluations of its systems of control using guidelines set by the Office of Management and Budget (OMB).
- (2) In December 2004, OMB issued Circular Number A-123, revised, to provide guidance to Federal managers on improving the accountability and effectiveness of Federal managers, Federal programs and operations by establishing, assessing, correcting, and reporting on internal control.
- (3) For specific guidelines and responsibilities, refer to the Circular, and to IRM 1.4.1, Management Roles and Responsibilities and IRM 1.4.2, Monitoring and Improving Internal Control.

3.10.5.1.2
(01-01-2022)
Responsibilities

- (1) Mail Management and Data Conversion handles the information contained in the IRM.
- (2) The Director of Submission Processing manages the policy related to this IRM.
- (3) The Team Manager ensures the IRM is timely submitted.

3.10.5.1.3
(06-05-2024)
Program Objectives and Review

- (1) BBTS is the control and tracking system for return submissions as they go through pipeline processing.
- (2) BBTS resides at the Enterprise Computing Center (ECC-MEM) in Memphis, Tennessee.
- (3) BBTS captures and stores receipt and production volume data. The data is then used by the service centers for performance monitoring, production projections and staffing projections.
- (4) Program Goals - Serve as a resource for utilizing BBTS applications in the tracking of taxpayer tax return information and recording of receipts and production by program.
- (5) Annual Review - An IRM Document Clearance review is completed annually to ensure accuracy of the contents.

3.10.5.2

(01-01-2020)

**Terms/Definitions/
Acronyms**(1) The following is a list of terms utilized in this IRM. **See** Exhibit 3.10.5-1.

Term/Acronym	Definition
Batch	A specific group of like documents.
Batch Sequence Number	A four-digit number used for tracking a batch of work.
Batch Transmittal	Form 9382 is used as a control document for record of program, batch sequence number, ABC's, DLN's, received date, processing date, cycle and volume.
Block	A specific set of numbered documents from a batch of work.
Block and Selection record	Form 1332 used for Non-Remit documents. This individual information sheet, referred to as the block header contains an ABC, DLN, tax year, transaction code, batch sequence number, tax period, received date, and DIS program, all of which correspond to a specific transmittal.
Blocking Series	The 9th, 10th and 11th digits in a Document Locator Number which indicates the block number of the return. Up to 100 sequence numbers may be associated with one block number 00 through 99.
Cash Conversion	Payments paid at the area office by the taxpayer. The area office writes the money amount on the documents and processes the check(s). All documents are then sent with white deposit tickets to the appropriate campus.
Doc Code	A two-digit number that identifies a form to be processed. This code is the fourth and fifth digits of a Document Locator Number.
DLN	Document Locator Number (DLN). A 14-digit number assigned to each return or payment received, consisting of a File Location Code, Tax Class, Document Code, Julian Date, Blocking Series, Serial Number and Tax Year.

Term/Acronym	Definition
FLC	File Location Code (FLC). Identification number of the campus or area office where a tax return is processed.
ISRP	Integrated Submission Remittance Processing (ISRP). Is a system used to process forms and remittances. Documents are entered, processed, and fed to other IRS systems for recordation.
Julian Date	The numeric day of the year. Example: Such as, April 17, 2018 is Julian Date 107, the 107th day of 2018. The sixth, seventh and eighth digits in a DLN are the Julian Date.
Lockbox	Lockbox involves the processing of tax payments by commercial banks, which accelerates the handling and deposit of funds received and is forwarded to Treasury. Lockbox banks process payments for the following IMF forms (1040 family, etc.). the DLN consists of a FLC unique to lockbox processing.
Master File Tax code	Master File Tax Code is a two-digit code used to identify a type of a tax return.
N/R	Non-Remit (N/R) is a condition where no check or money order is enclosed.
Program Code	A five-digit number assigned to specific forms or documents. Example: (e.g., 44110 - Form 1040A)
Recapitulation of Document Register	Form 813-A, which is a compilation of generated money amounts from all Form 813s.

Term/Acronym	Definition
Re-entry Document Control	Form 3893, which is used as a block header for re-entry documents.
RPS	Remittance Processing System (RPS) is a system used to record payment received from taxpayers.
RPSID	Remittance Processing System Identification (RPSID) is a unique system generated number which is printed on the back of processed payments and in which images are captured and archived.
SCCF	Service Center Control File Processing (SCCF) is the principle means of control for returns and remittances being processed at each campus. SCCF controls every block of 100 submission by DLN and identifies the number of submissions.
Tax Class	The third digit of the DLN. This digit identifies the type of tax each transaction involves.
URL	Uniform Resource Locator (URL) is a specific character string that constitutes a reference to an Internet/Intranet resource.
WP&C	The Work Planning and Control system generates weekly reporting for use in planning, scheduling, controlling and measuring workloads.
W/R	With-Remit (W/R) is a condition in which receipts have check(s) or money order(s) enclosed.

3.10.5.3 (01-01-2025)

Business Entitlement Access Request System

- (1) A Business Entitlement Access Request System (BEARS) must be submitted to request access to BBTS.
- (2) BEARS can be accessed by selecting the link on the IRS source landing page under **Administrative Sites**.
- (3) Employees or managers are responsible for inputting BEARS requests.

Note: When the employee initiates the BEARS request, it then moves to the manager for approval prior to moving to the BEARS BBTS approval group.

When the manager initiates the BEARS request, it will still require the employee to accept the terms of access prior to moving to the BEARS BBTS approval group.

- (4) New BBTS users will need to select "Request New Application". The user will then select the appropriate BEARS Application Name for their site as follows:
 - a. Andover Users will select "BBTS-ANIRSC".
 - b. Atlanta Users will select "BBTS-ATIRSC".
 - c. Austin Users will select "BBTS-AURISC".
 - d. Brookhaven Users will select "BBTS-BIRSC".
 - e. Cincinnati Users will select "BBTS-CIRSC".
 - f. Fresno Users will select "BBTS-FIRSC".
 - g. Kansas City Users will select "BBTS-KIRSC".
 - h. Memphis Users will select "BBTS-MIRSC".
 - i. Ogden Users will select "BBTS-OIRSC".
 - j. Philadelphia Users will select "BBTS-PIRSC".
 - (5) Users must have Java installed for BBTS. To make Java Runtime Environment available in the Symantec Software Portal Self Help menu, a BEARS request must be input for: **PROD USER BBTS JRE USERS (SELF-SERVICE SOFTWARE)**.
 - (6) Additional instruction for the use of BEARS can be found on the BEARS landing page.
 - (7) Managers will determine who has access to the BBTS system. If the employee's duties require access to any of the secure screens, the requestor will designate which functions and screens the BBTS user will need to access in the comments section in BEARS request or no additional permissions will be granted.
- Note:** Some BBTS users may require the need to have access to multiple sites with their single local user id. Those users requiring this access will specify such requests in their BEARS in Special Instructions that they require **Level 2 or Privileged Access..**
- (8) After management approval, the BEARS request will be delivered electronically to the BEARS BBTS approval group for action.

3.10.5.4
(01-01-2025)
BBTS Coordinator

- (1) Local management **will designate** a primary BBTS Coordinator and at least one backup for each site. Management will designate additional backup to ensure coverage as needed. Management will notify the HQ BBTS Coordinator when there is any change to the site's primary and backup BBTS coordinators. The HQ BBTS Coordinator will update the local coordinators listing to keep the list current.
- (2) Local BBTS coordinators are designated as BEARS BBTS approval group members and are responsible for **approving** the BEARS BBTS entitlement after reviewing the BEARS requests and completing the actions requested in the BBTS Production Web Site.
- (3) Local BBTS coordinators will refer requests for **elevated access level** to the HQ BBTS Coordinator.

- (4) The Local BBTS Coordinator will add, delete, enable, or disable accounts, and grant user access by adding records to the Security User File.

Note: Security Maintenance File controls which secured screens the BBTS user can access. For example, if a user is granted access to the screen as Function 190 only, the user will not be able to generate With-Remit DLNs.

- (5) The Local BBTS Coordinator is responsible for:

- DLN reference file maintenance
- resetting RPSID ranges
- pipeline inventory monitoring system (PIMS) maintenance
- PIMS closeouts
- end-of-year early file creation and
- user security file maintenance

- (6) The Local BBTS Coordinator serves as the first point of contact from local users that are encountering problems with BBTS. The Local BBTS Coordinator assess and analyzes problems brought to their attention and make recommendations on corrective actions to take to remedy the issue or will elevate as needed to the HQ BBTS Coordinator for action.

Reminder: To request a password reset, unlock BBTS account or to request secure forms be added to a BBTS user account, users must submit a BEARS request. **Do not** open a Knowledge, Incident/Problem, Service Asset Management (KISAM) ticket or call the HELP desk.

3.10.5.4.1 (01-01-2025)

How to Add and Remove an Approver for Business Entitlement Access Request System for BBTS

- (1) **Add and Remove** a coordinator to the BEARS BBTS Entitlement approval group by following the steps below.

1. From the BEARS landing page, open the **Quick Links** menu on the top left corner, expand the **IRS Quick Links** and select **Modify Approval Group Request**.
2. Input "BBTS" in the **Approval Group Filter**
3. Use the **Approval Group** pull down menu to select your sites approval group and select **Next**.
4. Use the **Remove Members** pull down menu to select the members you would like to remove. Select **Finish** to submit the request.
5. If you would like to add members to the group, enter member name, SEID, or HRConnect ID in the **Add Members** field then select **Finish**.

Note: Each workgroup must contain at least two members. If the changes you are requesting would reduce the number of people in the workgroup to below two, an error message will appear. If there are only two people in the approval group a third must be added before one is removed. Once the request is submitted and approved by the members manager, all members of the workgroup will receive a notification directly from BEARS requesting approval or denial of the request. Members of the workgroup will receive another email from BEARS notifying them if the request was approved or rejected.

3.10.5.5
(01-01-2025)
**Batch/Block Tracking
System (BBTS)**

- (1) Access the *BBTS Production Web Site* directly.
- (2) Within the BBTS Production Web Site, authorized users can add, change, and delete various production data as appropriate.
- (3) Users may also access the BBTS Production Web Site, from the *SP Home Page*. Under the heading “Programs and Initiatives Quick Links” the user should click on “Batch/Block Tracking System (BBTS).”. On the next page select, “Batch/Block Tracking System (BBTS) Homepage.”
- (4) Access the *CDD Home Page* directly.
- (5) You can also access the BBTS Production Web Site from the CDD home page. Click on “Production Web Site” under the “Batch/Block Tracking System” heading located beside the first bullet.

Note: A username and password are required to access the “Production Web Site” and will be assigned through the BEARS process.

- (6) When the BBTS Unauthorized Access WARNING Screen appears, click on the “OK” button. It takes a few moments for the Java Applet software to load before the BBTS Logon Screen appears.
- (7) When the BBTS Logon Screen appears, enter the following to logon:
 - Your Username
 - Your Password
 - The Database: **bbts**

Note: The following password requirements must be applied when creating a new password:

- a. The password cannot match the username.
 - b. The password must be at least twelve (12) characters in length.
 - c. The password must contain at least one (1) digit.
 - d. The password must contain at least one upper case alpha character (A-Z).
 - e. The password must contain at least one lower case alpha character (a-z).
 - f. The password must contain a special character of either the underscore (_) or number/pound sign (#). The special character cannot be at the very beginning or the very end of the password.
 - g. The password must differ from the last one by at least three (3) characters for example: if the old password was NewSnoopy#23, the new password cannot be NewSnoopy#24, but it could be NewSleepy#23 because it changed by three characters.
 - h. Passwords cannot be reused within 365 days.
- (8) Click on the “Connect” button.
 - (9) The first time you log in, the system will indicate that your temporary password has expired. This is to prompt you to create a new password by requiring you to:
 - enter the old password (the temporary password).
 - create a new password using the criteria in IRM 3.10.5.5 (7).
 - verify the newly created password.

Note: BBTS passwords must be changed at least every 90 days, the system will alert the user starting at day 81. Failure to change the password by day 90 will result in the user's account being locked.

- (10) Click on the **“Connect”** button and you will be taken to the BBTS Main Menu screen.
- (11) Established users will have the ability to change their password within BBTS by selecting “Navigate” to open the sub-menu then select the “Password Change” option.
- (12) When the “Password Change” window appears, take the following steps:
 - a. Enter the new password that you create using the criteria listed in IRM 3.10.5.5(7).
 - b. Re-enter the newly created password.
 - c. Enter the old password.

Note: All entries will display on screen as asterisks.

- d. Click the “Press here to confirm change” button.
- e. When the information is successfully entered a “Password changed successfully” window will appear. Click the “OK” button to accept.

Caution: Failure to log into the BBTS production site will lock the account after 35 days. After 90 days of no access, the account will be deleted. If your account is deleted you will be required to submit a BEARS request to remove the BBTS entitlement before you can submit a request to add BBTS again.

3.10.5.5.1 (01-01-2025) BBTS Main Menu

- (1) After you have logged on successfully, the BBTS Main Menu screen appears..
- (2) The main menu screen offers options to:
 - navigate between functional screens and reports
 - view messages from the programming team
 - view system messages concerning file transfers from BBTS
 - view system status
 - navigate between service center accesses
 - exit the BBTS system
- (3) The menu bar located across the top of the main menu screen lists the following choices:
 - BBTS
 - Navigate
 - Exit
 - Window

Note: The options on the menu bar across the top of the screen will change and offer other options when in other functional screens.

- (4) The **BBTS** menu provides a drop down selection to exit the BBTS system.
- (5) The **Navigate** Menu has the following menu choices:
 - Main Menu (this option returns you to the Main Menu screen)

- Processing
- Maintenance
- Adjustments
- PIMS
- Reports

Note: An arrow (>) to the right of the menu items above indicates that there is another sub-menu for that category.

- (6) The **Exit** menu has no sub-menu and will log you out of BBTS if selected.
- (7) The **Window** menu shows window tile options and indicates what service center and screen you are in.

Note: Menus and sub-menus will vary depending on the access granted by management.

3.10.5.5.2 (01-01-2025)

Processing Menu

- (1) The Processing Menu has the following 2 sub-menu choices, (with their own sub-menus):

(2)

Batching

- Batch Creation
- DLN Generation
- Batch Release
- Batch/Block Volume Change
- Automated Roadmap
- Batch Check-In
- Batch Deletion / Restoration

Caution: Batch Restoration selection after a batch has been deleted may result in creation of a duplicate copy of the previously deleted batch. Parameters of the batch (e.g., number of documents or function location) may be automatically changed without warning. Inform the local BBTS Coordinator of all batch restoration activities prior to completing a batch restoration.

- Batch Rollback
- W/R Batch Rollback
- Entity Batch Creation
- Entity Release
- Entity Volume Change
- Entity Batch Deletion
- Entity Batch Assignment
- Entity Batch Slip Re-print
- ICT Batch Creation
- ICT Batch Release
- ICT Batch Volume Change
- ICT Uncontrolled Inv & Adj
- 1040X/CP Batch Creation
- 1040X/CP Transmittal Re-Input

- 1040X/CP Batch Release
- 1040X/CP Batch Volume Change
- 1040X/CP Batch Rollback
- 1040X/CP Batch Deletion /Restoration

Caution: Batch Restoration selection after a batch has been deleted may result in creation of a duplicate copy of the previously deleted batch. Parameters of the batch (e.g., number of documents or function location) may be automatically changed without warning. Inform the local BBTS Coordinator of all batch restoration activities prior to completing a batch restoration

Non-Batching

- 813 Entry / Reconciliation
- Off-Line DLN Generation
- Unit Production Log
- Integrated Submission and Remittance Processing (ISRP) Remittance Processing System Identification (RPSID) Generation Screen

3.10.5.5.3
(01-01-2024)

Maintenance Menu

(1) The Maintenance Menu has the following sub-menu choices:

- DLN Reference File
- Program/Route Cross-Reference
- User Security File
- Output File Creation
- Unit Production Log
- PCC Production Adjustments
- Program Code Maintenance
- SCCF Exceptions
- Route Change
- DLN Assignment
- Password Change
- Route File Maintenance
- Calendar File
- No DLNs Through 190
- Create Supplemental PCC
- User Information
- Entity User Maintenance
- Entity Program Code Maintenance
- Entity Batch Description Maintenance
- Entity Program Batch Desc Xref
- ICT User Maintenance
- ICT Route Maintenance
- ICT Program Code Maintenance
- ICT Batch Description Maintenance
- ICT Program Batch Desc Xref
- ICT Batch Deletion
- 1040X/CP Program Code Maintenance
- 1040X/CP Batch Description Maintenance
- 1040X/CP Program Batch Desc Xref
- 1040X/CP Route Maintenance

3.10.5.5.4
(01-01-2016)

Adjustments Menu

(1) The Adjustments Menu has the following choices:

- Batch Profile Adjustment Log
- Daily Production Adjustment Log
- Employee Detail Adjustment Log
- Manager's Performance Adjustment Log
- Daily Performance Adjustment Log

3.10.5.5.5
(01-01-2016)

Pipeline Inventory Monitoring System (PIMS) Menu

(1) The Pipeline Inventory Monitoring System (PIMS) Menu has the following choices:

- PIMS Maintenance
- PIMS Estimates
- PIMS Closeout

(2) PIMS is a program within BBTS used by Managers and Production Monitors for monitoring receipt patterns, volumes received and processed by the pipeline, and for scheduling purposes.

3.10.5.5.6
(01-01-2025)

Reports Menu

(1) The Reports Menu has the following choices:

- Re-print Transmittals
- Batch Query
- Receipts Report
- Production Report
- Inventory Report
- Late Cycle Report
- Sorted MCR Report
- Quarterly Scheduled Data Report

(2) The Reports menu allows users to track receipts, production, inventory and late cycles. The Reports menu also allows users to reprint transmittals or query batches and DLNs.

(3) Production Report

This application allows the user to generate a report which shows batches that are released by a specific Function since the last processing day cut-off. The report identifies the total volume of each program released as well as the total volume of all programs released. To generate the Production Report:

- a. "Navigate" to the "Reports Screen".
- b. Click on the "Production Report".
- c. Choose a function and press <ENTER>.
- d. "Limit the results to Program" (Optional). Press <ENTER>.
- e. "Production date" - the current date is generated. Use the MMDDYYYY format to change.
- f. "Navigate" to "Report" on the Main Menu Toolbar.
- g. Select "Print".
- h. Select "Report".
- i. System generates Report.
- j. Select "Print" and then select "OK".
- k. Report prints.

(4) Inventory Report

This application allows the user to generate a report which shows the current inventory of a specified function broken down by program. It also identifies the total inventory of the specified Function. To generate the Inventory Report:

- a. "Navigate" to the "Reports Screen".
- b. Click on the "Inventory Report".
- c. Select the appropriate function from the list.
- d. Click on "Report" in the Menu Toolbar.
- e. Select "Print".
- f. Select "Report".
- g. System generates Report.
- h. Select "Print" and then select "OK".
- i. Report prints.

(5) Late Cycle Report

This report shows batches of work that are in jeopardy of missing the cycle date for the function in which they reside. After these batches are identified, they are processed before the functional cycle date deadline. To generate the Late Cycle Report:

- a. "Navigate" to the "Reports Menu".
- b. Click on the "Late Cycle Report".
- c. Enter a Function.
- d. Press <TAB> to skip the Program field. (Optional)
- e. Press <ENTER> to skip the MF Identification Code. (Optional)
- f. Enter a cycle (YYYY/CC). (Example 2018/20)
- g. Press <ENTER>.
- h. Enter the days in function. (Optional)
- i. Click on "Report" on the Toolbar.
- j. Select "Print".
- k. Select "Late Cycle Report".
- l. System generates report.
- m. Select "Print" and then select "OK".
- n. Report prints.

(6) Batch Query

This application allows the user to query on a single batch sequence number or a single block DLN. The user inputs either a batch number/program code combination or a DLN. To generate the Batch Query Report:

- a. "Navigate" to the "Reports Menu".
- b. Click on the "Batch Query" screen.
- c. User may use one of the two (2) options "Active Batch" or "Active DLN" to query a batch. See instructions in (d) or (j).
- d. Click on "Active Batch".
- e. Key in the five-digit Program Number. Cursor automatically moves to the next field.
- f. Key in Batch Sequence Number. Press <ENTER>.
- g. Click on "Get Records". This allows the user to view the current information pertaining to the Batch.
- h. Select "Print" and then select "OK".

Note: The Julian Date field consists of the Julian Date/YYYY.

- i. Report prints.
- j. Click on "Active DLN". Enter the DLN in the appropriate fields.
- k. Press <ENTER>.
- l. Click on "Get Records". This allows the user to view the current information pertaining to the Batch.
- m. Select "Print" and then select "OK".
- n. Report prints.

(7) Receipts Report

This application allows the user to generate a report which shows receipts for a specific function. To generate the Receipt Reports:

- a. "Navigate" to the "Reports Menu".
- b. Click on "Receipts Report".
- c. The previous day's date is generated. If a date is needed other than the previous day's date enter the new date in MM/DD/YYYY format.
- d. Select a Function Code from the list of codes.
- e. Click on "Report" on the Menu Toolbar.
- f. Select "Print".
- g. Select "Report".
- h. System generates Report.
- i. Select "Print" and then select "OK".
- j. Report prints.

(8) Sorted MCR Report

This application allows the user to generate a report that shows a list of DLNs and associated volume sent to Master Control (MCR) the previous night. To generate the Sorted MCR Report:

- a. "Navigate" to the "Reports Menu".
- b. Click on the "Sorted MCR Report".
- c. Enter the work date in MM/DD/YYYY format.
- d. "Navigate" to the Toolbar and select MCR.
- e. Select "Print".
- f. Select "Sorted MCR Report".
- g. Select "Print" and then select "OK".
- h. Report prints.

(9) Files Reports

This application allows the user to generate a report that shows a list of all DLNs generated in the Campus. This Report is used in the Files area to assist them in determining the adequate shelving space for documents received. To generate the Files Reports:

1. "Navigate" to the "Reports Menu".
2. Click on "Files Report".
3. Current Beginning and Ending Julian date and tax year is generated in NNN/YYYY format. This is the beginning and ending Julian dates for DLNs or batches to be researched.

4. Enter the Tax class and/or Document Code. (Optional).
5. "Navigate" to the Toolbar and select "Files".
6. Select "Print".
7. Select "DLN Generate Report" or "Unprocessed Batches Report".
8. Select "Print" and then select "OK".
9. Report prints.

3.10.5.5.7
(01-01-2025)

**Block to Cart
Assignment (Automated
Roadmap) Screen**

- (1) The Block to Cart Assignment (Automated Roadmap) Screen allows the Error Correction Data Control function to keep track of batches of work on BBTS by cart number, slot number, and day of the week. By keeping track of the batches, Error Correction Data Control can determine when each batch must be moved to the next function.
- (2) Enter the "Program Code".
- (3) Enter the "Batch Number".
- (4) After entering the "Program Code" and "Batch Number" all the information for that Batch will appear.
- (5) Enter the "Cart Number" then press **<ENTER>**.
- (6) Enter the "Slot Number". Use the arrow key if more than one DLN.
- (7) "Navigate" to the Toolbar, select "Roadmap". Select "Save".

Note: If a pop-up message appears with, "No matching batch found", it indicates that research is needed. "Navigate" to "Batch Query" to identify what Function the Batch is in. .

3.10.5.5.8
(01-01-2016)

**Form 6695 Retention
and Balancing**

- (1) The generated Batch Transmittal Form 6695, is routed to Data Control for retention and balancing. See IRM 3.17.30.3.4, Master Control Record Verification, for MCR (Master Control Record) Balancing Procedures.
- (2) Form 6695 are returned from Data Conversion after the MCRs have been established on Service Center Control File (SCCF). The form is used for count verification of generated Non-remittance MCRs. Its purpose is to assign and keep track of ABC's, track Remittance Processing System Identifications (RPSIDs) and print Form 1332 for each RPSID generated.

3.10.5.5.9
(01-01-2025)

Unit Production Log

- (1) The Unit Production Log consists of Receipt and Production volumes for unique Organization, Function, Program (OFP) combinations. The log is completed for various types of work in order to maintain and update (WP&C) information..
 - a. "Navigate" to the "Unit Production Log Screen".

Note: The Work date and Julian Date are automatically displayed.

 - b. Enter the appropriate two-digit "Organization Code" and press **<ENTER>**.
 - c. Enter the three-digit "Function Code". Press **<ENTER>**.
 - d. Enter the five-digit "Program Code". Press **<ENTER>**.
 - e. Enter the "Additional Receipts" processed for the week then press **<ENTER>**.
 - f. Enter the "Additional Production" for the week then press **<ENTER>**.
 - g. Verify that all entries are correct.

- h. If the information is correct, enter "Y" and press <ENTER>. A pop-up window indicates hold_dt=MMDDYYYY. Click "OK". Cursor returns to the two-digit "Organization Code".
- i. If the information is incorrect, enter "N" to cancel and press <ENTER>. A pop-up window indicates hold_dt=MMDDYYYY. Click "OK". Cursor returns to the two-digit "Organization Code".

(2) **Printing the Unit Production Report**

1. Click on "Tools" on the Menu Toolbar.
2. Click on "Unit Production Log Report".
3. Click on the "Org Code" on the lower left-hand side of the screen.
4. Enter the appropriate two-digit Organization Code then press <ENTER>.
5. Select "Print Report".
6. System generates Report.
7. Select "Print" and then select "OK".
8. Report prints.

3.10.5.6
(01-01-2016)
Batching Screens

- (1) Batching screens are accessed through the Navigate function on the main BBTS tool bar at the top of the screen, then selecting Processing and then Batching.

3.10.5.6.1
(01-01-2025)
Batch Creation Screen

- (1) The Batch Creation Screen is used to create batch numbers. BBTS systemically creates and assigns new batch numbers by "Program Number", ranging from 0001 to 9999. Once BBTS reaches Batch Number 9999 for a Program Number, the next batch number for that same Program Number will be 0001.
- (2) BBTS will create "re-circulating" batch numbers by Program Number and may create two Batch Numbers on the same day that are the same (**but for different Program Numbers**).
- (3) To create a batch number, use the "Navigate" menu then select processing to access the Batch Creation Screen and enter the following:
 - Batch Type
 - Program Code
 - Batch Identification
 - DIP Type
 - Batch Source
 - DLN Reference Number
 - Acct (Account) Type (IRP Only)
 - RRPS/Lockbox Batch?
 - Received Date
 - Alt (Alternate) Cycle Start
 - Days in Cycle
 - Release Date
 - Release Cycle
 - Route
 - Estimated Volume
 - How many batches?
 - Continue?

3.10.5.6.2
(01-01-2025)
**Non-Remit Batch
Creation Screen**

- (1) This screen is used primarily for batches of standard, unnumbered work (returns that are not yet identified with DLNs). Use the “Navigate” menu then select processing to access the Batch Creation Screen.
- (2) The following information must be entered to establish Non-Remit batches of work:
 - a. **“Batch Type-”** Non-Remit Pre-batch automatically appears in this field. Press <ENTER>. The cursor will move to the Program Code field.
 - b. **Program Code-** The “Program Code” is the five-digit Program Code assigned to the batch. Enter the “Program Code” and the cursor will automatically move to next field.

Note: This field also offers a **pop-up** screen by selecting “Tools” and “List of Values”.

- c. **Batch ID-** Enter the “Batch ID” information or leave blank. Press <ENTER>.

Caution: Form 1040 returns only - Returns received after the grace period, but with timely postmarks should be re-batched and input “TIMELYPM” in the Batch ID on the Batch Creation Screen.

- d. **Batch Number-** The “Batch Number” is automatically generated at the end of this process.
- e. **Batch Source-** The “Batch Source” automatically defaults to “Standard”. If the “Batch Source” type is not Re-input, Reprocessable or Odd Batch, press <ENTER> and the cursor will automatically move to next field. If the “Batch Source” type is a Re-input, a Reprocessable or Odd Batch, see below.
- f. **DLN Reference Num-** The “DLN Reference Number” is a one to four-digit number assigned to DLN Reference established for a program.

Note: Each DLN Reference Number is established to distinguish it from others by having specified criteria such as the Masterfile (MF) for the work to be processed, Tax Class, Doc Code, Blocking Range and other pertinent information.

Enter the “DLN Reference Number” for the batch and press <ENTER>.

Note: (1) This field also offers a **pop-up** screen by selecting “Tools” and “List of Values”. (2) This field auto-populates if there is only one choice available in the DLN Reference file for the five-digit Program Code entered.

- g. **Acct Type-** The “Acct (Account) Type” box is used for all IRP batches (Schedule K-1s, etc.).
- h. **RRPS/Lockbox Batch-** This field automatically defaults to “No”. If the batch is a “RRPS/Lockbox Batch”, use the down arrow to select “Yes” then press <ENTER>.
- i. **Received Date-** This date is automatically generated in Julian Date/Year format (NNN/YYYY). If the date is correct, press <ENTER>. If the date is incorrect, manually enter the correct date and press <ENTER>.
- j. **Alt Cycle Start-** The “Alt (Alternate) Cycle Start” date is automatically generated in Julian Date/Year format (NNN/YYYY). If the date is incorrect, manually enter the correct date and press <ENTER>.
- k. **Days in Cycle-** Enter the “Days in Cycle” then press <ENTER>.

Note: Refer to IRM 3.30.123, Cycles, Criteria and Critical Dates

- l. **Release Date-** The “Release Date” is automatically generated in Julian Date/Year format (NNN/YYYY). Press **<ENTER>**.
 - m. **Release Cycle-** The “Release Cycle” is automatically generated then press **<ENTER>**.
 - n. **Route-** The “Routing Paths” are listed in the “List of Values”. To view the list of routing paths, click on “Tools”, then “List of Values”. Enter the number that corresponds to the “Routing Path” selected then press **<ENTER>**.
 - o. **Estimated Volume-** Enter the “Estimated Volume” of the batch then press **<ENTER>**.
 - p. **SCRIPS Block Count-** The “SCRIPS Block Count” is used for programs controlled by BBTS but processed via SCRIPS, (Schedule K-1s, etc.).
 - q. **How many batches?** - Enter the “number of identical batches” to be created then press **<ENTER>**.
 - r. **Continue-** This field automatically defaults to “Y” to continue. If “N” is entered, the cursor automatically moves to the “Program Code” field.
- (3) A pop-up window opens with the following message: “Batch created successfully.” Press the **<ENTER>** key to complete the action.

Note: If more than one (1) batch is created at the same time, only the last batch number created is shown.

- (4) When the Batch has been entered and created, a Form 9382, is generated and the Batch automatically moves to the next function assigned within the Routing path.
- (5) To print the Form 9382 use the following procedures:
1. Click on “Batch” on the menu bar.
 2. Select “Print”.
 3. Select “Form 9382”.
 4. A Batch Transmittal Form 9382 is generated.
 5. Select “Print” and then select “OK”.
 6. A pop-up window appears with the following message: “Did the Form 9382 report(s) print correctly?”
 7. Select either “Yes”, “No” (Print Again) or “Cancel” (Print Later).

3.10.5.6.3
(01-01-2024)
**Entity Batch Creation
Screen**

- (1) The Entity Batch Creation Screen is used to create batch numbers. BBTS systematically creates and assigns new recirculating batch numbers for Entity work by “Program Number”, ranging from 000000 to 999999 returning to 000001 for a program that has previously generated batch 999999.
- (2) To create a batch number, “navigate” to the Entity Batch Creation Screen and enter the following.
- Program Code
 - Batch Description
 - IRS Received Date
 - Entity Received Date
 - Batch Volume
 - How many batches?

- Auto Assignment
- No Auto Assignment
- Auto Employee
- Auto Team
- Continue?

3.10.5.6.4
(01-01-2024)
**Image Control Team
(ICT) Batch Creation
Screen**

- (1) The ICT Batch Creation Screen is used to create batch numbers. BBTS systemically creates and assigns new recirculating batch numbers for ICT work by **Program Number**, ranging from 000000 to 999999 returning to 000001 for a program that has previously generated batch 999999.
- (2) To create a batch number, **navigate** to the ICT Batch Creation Screen and enter the following.
 - Program Code
 - Batch Description
 - IRS Received Date
 - ICT Received Date
 - Batch Volume
 - How many batches?
 - Auto Assignment
 - No Auto Assignment
 - Auto Employee
 - Auto Team
 - Continue?

3.10.5.6.5
(01-01-2024)
**1040X/CP Batch
Creation Screen**

- (1) The 1040X/CP Batch Creation Screen is used to create batch numbers. BBTS systemically creates and assigns new recirculating batch numbers for 1040X and CP work by **Program Number**, ranging from 000000 to 999999 returning to 000001 for a program that has previously generated batch 999999.
- (2) To create a batch number, **navigate** to the 1040X/CP Batch Creation Screen and enter the following.
 - Program Code
 - Batch Description
 - IRS Received Date
 - 1040X/CP Received Date
 - Batch Volume
 - How many batches?
 - Auto Assignment
 - No Auto Assignment
 - Auto Employee
 - Auto Team
 - Continue?

3.10.5.6.6
(01-01-2025)
**Manual Deposit Final
Batch Creation Screen**

- (1) This screen allows the Batching Function to select and release blocks of returns from the Manual Deposit Function and establishes With-Remit batches of work into the pipeline process.

Note: This screen is dependent upon manual deposits reconciled in the 813 reconciliation screen. This type of batch creation automatically generates a second screen for DLN input, and the user can only input the DLNs already generated prior to listing and balancing.

- (2) Click on the "Navigate" function to select and access the Batch Creation screen.
- (3) Batch Type- From the drop-down window use the mouse to click and select "Manual Deposit Final Batch". The cursor then will move automatically to the Program Code field.
- (4) Program Code- Enter the five-digit Program Code assigned to the Batch. The cursor automatically moves to the Batch ID field if the code is recognized as an acceptable code. If not recognized as an acceptable code the system will open an additional window listing all available acceptable codes.
- (5) Batch ID- Enter the Batch ID information or leave blank then press **<ENTER>**.
- (6) DLN Reference Number- "Click on Tools" in the Menu Bar. Select "List of Values". Choose DLN Reference Number then press **<ENTER>**.
- (7) Received Date- Enter the "Received Date" from the Form 813 (the current date is automatically generated) in Julian Date/Year format (NNNNYYYY) then press **<ENTER>**.
- (8) Alternate Cycle Start Date- Automatically generated according to the Received date then press **<ENTER>**.

Note: User cannot override this field.

- (9) Days in Cycle- Enter the "Days in Cycle" then press **<ENTER>**.
- (10) Release Date- Automatically generated then press **<ENTER>**.
- (11) Release Cycle- Automatically generated then press **<ENTER>**.
- (12) Route- Enter the number that corresponds to the Routing Path or click on "Tools". Click on "List of Values" then press **<ENTER>**.
- (13) A pop-up window appears with message. Select "OK". The cursor is located on the FLC field.
- (14) Click on "Tools", then "List of Values". Use the down arrow to select the appropriate block. Press "OK".
- (15) A pop-up window appears, showing the DLN selected. Arrow down to the next line for the selection of the next block. Repeat Step 14. The volume increases as additional blocks are selected.
- (16) Click on "Batch", then "Save". You are now ready to print the transmittal(s). Click on "Print", select Form 9382. A pop up window appears with the following message: "Did the Form 9382 report(s) print correctly?" The System will generate a Form 9382. Select "Print" and then select "OK". Select either "Yes", "No" (Print Again), or "Cancel" (Print Later).

3.10.5.6.7
(01-01-2025)

Non-Remit Input Screen

- (1) For Reprocessables, Re-inputs and Odd Batches, use the Non-Remit Input Screen.
- (2) All information entered on the Non-Remit Input Screen is taken from the Block Transmittal Form 813 (Accounting/Rejects), Form 9893 (Reprocessables/Re-inputs), and Form 1332 (Rejects).

- (3) All information should be entered from the document itself, not the attachments (which may increase the risk of errors).

- a. Select the "Routing Path". Once the routing path has been selected in the Batch Creation Screen, a pop-up window will appear. Press **<ENTER>** to complete the action.

Note: "The Alpha Block Control" (ABC) automatically generates and fills the fields automatically. Since there are some Program Numbers for which more than one valid Tax Class/Doc Code combination is valid, you must select the valid Tax Class/Doc Code to be used.

- b. The cursor appears on the "FLC Field". Enter the File Location Code.
- c. The cursor automatically moves to the "Julian Date field".
- d. Enter the "Julian Date" "NNNYYYY" then press **<ENTER>**.
- e. Enter the "Block" number then press **<ENTER>**.
- f. Enter the "Serial" number (if required) then press **<ENTER>**.
- g. Enter the last digit of the year then press **<ENTER>**.
- h. Enter the count then press **<ENTER>**.
- i. Continue to enter the "DLNs" using the arrow down key.
- j. Write the "ABC" on the Form 3893, Form 1332 or Form 813 upon the entry of each DLN.
- k. On the Menu bar, click on "Batch" and then "Save"..

Note: The cursor returns to the Batch Type field.

- l. Write the "Batch" number on the Form 3893, Form 1332 or Form 813.
- m. Click on "Batch" on the Menu bar and Select "Print".
- n. Select Form 9382. An image of the generated Batch Transmittal Form 9382 appears.
- o. Select "Print" and then select "OK".
- p. A pop-up window appears with the following message: "Did the Form 9382 report(s) print correctly?" Select either "Yes", "No" (Print Again), or "Cancel" (Print Later).
- q. Form 9382(s) prints.

3.10.5.6.8 (01-01-2025) Batch Release Screen

- (1) This screen allows the user to release batches of work that have been previously established to the next function in its specified route. This screen is used by Batching, Code and Edit, Data Conversion, and Entity functions.

- (2) "Navigate" to the Batch Release Screen for final release batches.

- (3) Select the Function Code from the drop-down list.

Note: A user will only see a list of functions from which that user is authorized to release work. Some users will only see the Function for their user level.

- (4) Program Code- Enter the five-digit program from the Form 9382, Batch Transmittal. The cursor automatically moves to the "Batch Number" field.

- (5) Enter the "Batch Number" from the Form 9382, Batch Transmittal.

- a. If the "Batch Number" is less than four digits, press **<ENTER>**.
- b. If the "Batch Number" is entered as four digits, the cursor automatically goes to the next Program Code field.

- (6) If any of the Batches are not in the Function, a message appears.

- (7) Click the "OK" button to show the Batch was not released.
- (8) Check your transmittal for clarification.

3.10.5.6.9
(01-01-2016)
Batch Deletion

- (1) This module allows the user to delete a batch when an error has occurred in any of the fields as long as the batch is deleted on the same day the batch was created. Various functions use this screen.
- (2) To delete a batch:
 - a. Select "**Navigate**" then click "**Batch Deletion/Restoration**" screen.
 - b. Select "Delete Batch" from the three menu choices at the left.
 - c. Enter the "Program Number." Press **<Enter>**.
 - d. Enter the "Batch Number." Press **<Enter>**.
 - e. A pop-up will appear indicating that the batch has been assigned to the next function in the selected routing path and ask if you want to delete the function just following the function in which you are working.

Note: Caution should be taken when utilizing this functionality. The Batch Restoration selection should be used by only authorized individuals. This selection may automatically change parameters of the batch (such as function location of the batch or number of documents) automatically and without warning.

3.10.5.6.10
(01-01-2025)
Batch/Block Volume Change Screen

- (1) "Navigate" to the "Batch/Block Volume Change Screen" in the Toolbar.
 - (2) Enter the five-digit "Program Code" from the Form 9382, Batch Transmittal. The cursor will move to the "Batch Number" field.
 - (3) Enter the "Batch Number" from the Form 9382 then press **<ENTER>**.
 - (4) All assigned DLNs for the Batch appear.
 - (5) Click in the "Actual Volume" column next to the DLN for volume to be corrected.
- Note:** This action places the incorrect volume in the "Old Volume" column.
- (6) Make the change. Press **<ENTER>** and record will be highlighted and the partial release indicator will be checked.
 - (7) When finished with all volume changes, press the "Release Entire Batch" button for final release or use the procedures below for releasing a Partial Batch:
 - Navigate to "Batch/Block Volume" screen.
 - Enter the program and batch number from the Form 9382.
 - Click on the "Partial Release Indicator" boxes on the blocks to be released. The box will change to being "checked" and the record will be highlighted.
 - When finished, click on the "Release Partial Batch" button. All blocks "checked" will be released.
 - (8) If this block is to be deleted, follow the instructions in (9) below.
 - (9) **To Delete a Block Record:**

- a. Click on "Tools" in the Toolbar.
 - b. Click on "Delete block record".
 - c. Ensure that the correct DLN that is highlighted is selected before deleting.
 - d. A pop-up sub-menu appears asking, "Are you sure you want to delete this DLN?" Click "Yes" or "No".
 - e. When all volume changes and block deletes are complete, click on "Release Entire Batch".
- (10) Repeat instructions in (1) through (7) above to continue releasing batches of work.

3.10.5.6.11
(01-01-2025)
Batch Rollback Screen

- (1) This screen is used to return a batch of work to a prior function as long as the release to that function occurred within the same BBTS day. For example, function 190 releases an incorrect batch of work to function 230. Function 190 can return the batch to their function as long as BBTS is still in the same day that the batch was originally released.

Note: The user that commits the rollback action must be assigned under the function that the batch is located in at the time of the rollback.

Note: Caution should be exercised whenever using this feature. Failure to follow guidelines for rolling back a batch could result in hung batches within the BBTS system. If any problems are encountered the Local BBTS Coordinator should be notified immediately to assist with problem resolution.

- (2) "Navigate" to "Batch Rollback".
- (3) Enter the "Program Code" and "Batch Number" to be rolled back from the Form 9382 then press <ENTER>.
- (4) The current and prior function will appear on the screen then press <ENTER>.
- (5) Click on "Move Back".
- (6) A Batch Rollback confirmation message appears with "Batch has been returned to Function 230".
- (7) Click on the "OK" button.
- (8) Corrections can be made to this batch.

Note: If a block of work has been changed to zero volume, it cannot be Rolled Back.

3.10.5.7
(01-01-2016)
Printing Transmittals

- (1) The function in this section will allow you to print with Remit DLN Generation Screens, Non-Remit DLN Generation Screens, Form 9382 Batch Transmittals and 1332 Batch Transmittals.

3.10.5.7.1
(01-01-2025)
**With-Remit Document
Locator Number
Generation Screen**

- (1) The DLN Generation Screen is used to establish a block of With-Remit (W/R) returns processed by the Manual Deposit function. This application allows the BBTS user to input specific information used to generate With-Remit (W/R) Block DLNs and Alpha Block Control (ABC) Codes. The DLN and the ABC for each block is established within the batch of work.

- (2) "Navigate" to the "DLN Generation Screen".
- (3) With-Remit automatically appears in the first field.
- (4) Enter the five-digit Program Code.
- (5) The File Location Code (FLC) automatically generates. User may override then press **<ENTER>**.

Note: The DLN date appears in 2 different formats: Julian Date/Year and MMDDYYYY.

- (6) Enter the appropriate Reference Number then press **<ENTER>**. Refer to your local Reference file.

Note: All information regarding Tax/Class, Doc Code, and Blocking Series (Begin/End) appears.

- (7) Enter the number of DLNs needed then press **<ENTER>**.

Note: A pop-up window appears with the list of DLNs requested.

- (8) Press "Continue".
- (9) Click on "DLNs" on the Menu Toolbar.
- (10) Select "Print" and "Manual Deposit DLNs".
- (11) To Print:
 1. Click on the file.
 2. Select "Print".
 3. Enter the number of copies needed.
 4. Click on "OK".

3.10.5.7.2
(01-01-2025)
**Non-Remit Document
Locator Number
Generation Screen**

- (1) This process establishes the DLN and the ABC for each block within the batch of work. After the DLNs are generated for the Batch, a print of Form 9382 and Form 1332 is needed.
- (2) "Navigate" to the "DLN Generation Screen".
- (3) Non-Remit is highlighted. Press the **<ENTER>** key.
- (4) Enter the five-digit "Program Code" from the Batch Transmittal Form 9382. Cursor automatically moves to the next field.
- (5) Enter the Batch number from the Form 9382, Batch Transmittal. If the Batch number is less than four-digit, press **<ENTER>**. If the Batch number is four-digit, the cursor will advance to the next field.
- (6) Enter a three-digit number in the "Docs per Block" field to indicate the block size (number of documents in the block) then press **<ENTER>**.
- (7) The "File Location Code (FLC)" is systemically generated for regular pipeline systems. For some Non-Master File (NMF) and Information Returns Processing (IRP) batches, the cursor stops momentarily to allow the BBTS user to manually change the field. If no changes are needed, press **<ENTER>**.

- (8) The cursor moves to the "DLNs Needed" field.

Note: BBTS automatically calculates the number of "DLNs Needed" by the total volume of the batch and the documents per block.

- (9) Is the number of DLNs correct? If "yes", press <ENTER>. If "no", click on the DLNs Needed field to override the number generated.
- (10) BBTS assigns the number of DLNs requested. Use the scroll bar at the right of the screen to review the DLNs assigned.
- (11) Click on "Continue" and repeat instructions in (1) through (11) above to assign DLNs to numerous batches at one time.

3.10.5.7.3
(01-01-2025)
**Printing Form 9382 and
Form 1332 Batch
Transmittals**

- (1) After completing the instructions in IRM 3.10.5.6.1, click on "DLNs" located on the Menu Toolbar.
- (2) Select "Print" then select Form 9382.
- (3) A pop-up window appears with the following message: "Did the Form 9382 (report) print correctly?"
- (4) System generates Form 9382(s).
- (5) Select "Print" and then select "OK".
- (6) Select the number of copies to print.
- (7) Click "OK".
- (8) A pop-up window appears with the following message, "Did the Form 9382 report(s) print correctly?"
- (9) Select either "Yes", "No" (Print Again), or "Cancel" (Print Later).
- (10) Form 9382 prints.
- (11) Click on "DLNs" located in the Menu Toolbar.
- (12) Click on "Print Preview" to ensure Form 1332 prints correctly.
- (13) Select "Print" and then select "OK".
- (14) Select the number of copies to print.
- (15) Click on "OK".
- (16) A pop-up window appears with the following message: "Did the Form 1332 report(s) print correctly?"
- (17) Select either "Yes", "No" (Print Again) or "Cancel" (Print Later). If "Yes" is selected, Form 1332 will print.

3.10.5.7.4
(01-01-2025)
**Reprinting Batch
Transmittals**

- (1) This application allows the user to reprint Batch Transmittal(s) Form 9382, Form 1332, and Form 813.
Note: These forms are usually reprinted due to a mistake or misplaced form.
- (2) "Navigate" to the "Reports Screen".
- (3) Click on the "Re-print Transmittal".
- (4) Enter the five-digit "Program Code".
- (5) Click on the "Batch Number" field and enter the Batch Number.
- (6) Select either "Reprint 9382" or "Reprint 1332" as appropriate. A pop-up window indicates Form 9382 successfully scheduled to print or Form 1332 successfully scheduled to be printed. Click "OK".
- (7) Select "Reports" on the Menu Toolbar.
- (8) Select the "Print" option. Click on the form User wants to print.
- (9) System generates forms.
- (10) Select "Print" and then select "OK".
- (11) A pop-up window appears with the following message: "Did the Form 9382 or 1332 report(s) print correctly?". Select either "Yes", "No" (Print Again) or "Cancel" (Print Later).
- (12) Follow the instructions in (2) through (11) above when re-printing Remittance Processing Identification (RPSIDs) transmittal.
- (13) To Re-print a Form 813, Enter "DLN". Select "Re-print 813". A pop-up window indicates Form 813 successfully scheduled to be printed. Click "OK". Follow the instructions in (7) through (12) above.

3.10.5.8
(01-01-2016)
**Document Locator
Number (DLN), 813 Entry
and Remittance
Processing System
Identification Generation
(RPSID) Screens**

- (1) This section covers how to navigate through the following screens: DLN's, 813 Entry and RPSID Generation.

3.10.5.8.1
(01-01-2025)
**ISRP RPSID Generation
Screen**

- (1) The ISRP (Integrated Submission and Remittance Processing System) RPSID Screen allows the user to assign a RPSID number to all With-Remit returns processed through Deposit and to delete a RPSID number that was erroneously assigned.
- (2) "Navigate" to the "ISRP RPSID Generation Screen"
- (3) To create RPSIDs follow the instructions in (4) through (13) below.
- (4) Enter the beginning RPSID number. Press **<TAB>**.
- (5) Enter the Program number. Press **<TAB>**.

- (6) Enter MFT. Press the <TAB> key.
- (7) Enter the Transaction Code. Press <TAB>.
- (8) Enter the Tax Year (YYYY). Press <TAB>.
- (9) Enter the Tax Period (MM). Press <TAB>.
- (10) Enter the Received Date (MMDDYYYY). Press <TAB>.
- (11) Enter the number of RPSIDs. Press <TAB>.
- (12) Select the "Generate RPSIDs" button.
- (13) Screen displays list of generated RPSIDs.
- (14) To print transmittals, select "BBTS", "print", "transmittal".
- (15) The Form 9382, Batch Transmittal(s) generates as an Adobe Acrobat pdf file. When the file has been generated print the transmittal(s).
- (16) After printing the generated Form 9382, Batch Transmittal(s), close Adobe Acrobat and return to BBTS. A message window appears with the following Pop-up message: "Did the Form 9382 report(s) print correctly?" Select either "Yes", "No (Print Again)", or "Cancel (Print Later)".
- (17) The Form 1332, Block Header(s), generates as an Adobe Acrobat pdf file. When the file has been generated print the transmittal(s).
- (18) After printing Form 1332, Block Header(s), close Adobe Acrobat and return to BBTS. A pop-up message appears with the following message: Did the Form 1332 report(s) print correctly?. Select either "Yes", "No (Print Again)", or "Cancel (Print Later)".
- (19) To print additional sets of RPSIDs, "Navigate" to the Toolbar and click on "Tools", and select "Generate RPSIDs". Repeat instructions in (3) through (18) above.
- (20) **To Delete RPSIDs** that have been created under the incorrect Program Number, MFT, Transaction Code or a combination of items, use the following instructions:
 1. Select "Tools"
 2. Select "Delete RPSIDs"
 3. Select the Program Code that was entered incorrectly then press <TAB>.
 4. Select the Starting RPSID that you want to delete then press <TAB>.
 5. Select the Ending RPSID that you want to delete then press <TAB>.
 6. Press the "Delete" button then press the <TAB> key.
 7. Screen displays a confirmation message displaying the RPSID range and Program code that you want to delete. Complete the process by selecting "yes", to confirm deletion or "no" to cancel deletion.

3.10.5.8.2
(01-01-2025)
**813 Entry/Reconciliation
Screen**

- (1) This screen allows the user to list and balance the individual money amounts in a block that has been assigned a DLN through the With Remittance DLN Generation Screen. The user will also have the capability to generate and print the Form 813 and Form 813-A.
- (2) "Navigate" to 813 Entry/Reconciliation.

- (3) Select the DLN to be listed and balanced. The user will select the DLN previously generated through the With Remittance DLN Generation Screen:
 - a. File Location Code and Tax/Class Doc Code.
 - b. Three-digit Julian Date.
 - c. Blocking series and the year digit.
 - d. Click on "Tools" and select "List".
- (4) Individual money amounts (deposit credits only) must be listed for each Manual Deposit DLN. A maximum of 100 documents (serial numbers 00-99) can be entered per block DLN. The money amounts are entered from the actual payment documents (checks, money orders, etc.).
- (5) Use the following instructions for **Listing Money Amounts**:
 - a. Enter the Credit money amount then press **<ENTER>**. Use the up/down arrow to move to the corresponding credit money amount.
 - b. Enter the Debit money amount **ONLY** if found on Form 3244, Payment Posting Voucher, and **ONLY** after its corresponding credit money amount is entered. Press **<TAB>** to move to the debit money amount field. To continue entering debit money amounts press **<ENTER>**. Press **<ENTER>** again to continue entering debit money amounts. The Totals credit money amount field increases as money amounts are entered.
 - c. Select "Save" to commit the transaction when all money amounts have been entered. Select "Closed".
 - d. Enter the DLN to list additional blocks. Follow instructions in (a) through (c) above.
- (6) Use the following procedures for Reconciliation to Balancing a DLN:
 - a. Verify total amount from encoding tape versus totals listed for DLNs.
 - b. Reconcile money amounts on checks with the deposit ticket and the Form 813.
 - c. Select the appropriate DLN, File Location Code, Tax/Class Doc Code, three-digit Julian date, Blocking Series and the year digit. Use the down arrow for each field.
 - d. To change the indicator code, use the down arrow key and select one of the following indicator codes:
 - Courtesy Deposit
 - Manual Deposit
 - Cash Window
 - Foreign Deposit
 - User Fees
 - Installment Agreement
 - Reinstated Installment
 - e. Click on "Tools" on the Menu bar and select "Balance". A pop-up window appears.
 - f. Enter the total credit amount from the encoding tape then press **<ENTER>**twice.
 - g. Select "Balance DLN" then press **<ENTER>**. The block will be checked identifying DLN is balanced.
 - h. Click on the "Closed" button.
 - i. Repeat (a) through (h) for additional blocks.

- j. The Form 813-A cannot be printed until the reconciliation process has been completed.

Note: Once the manual deposit block has been listed, balanced, and reconciled, the user will generate and print the Form 813-A to commit the DLN to the Service Center Control File (SCCF).

- k. DLNs generated through off-line DLN generation are not established on SCCF through BBTS. These DLNs are generally established via Data Control forms (813, etc.) transcribed in ISRP or by other systemic processes (Reject Reinput actions, etc.) or by manual IDRS SCCF adjustments in Data Control Accounting.

(7) Printing Form 813

- a. Click on "DLN" on the Main Menu Toolbar.
- b. Select "Print" option and "Form 813".

Note: The print jobs are output in the Adobe (PDF) format.

- c. Close the Adobe Acrobat window.
- d. The message "Did the Form 813 report(s) print correctly?" appears.
- e. Select either "Yes", "No" (Print Again), or "Cancel" (Print Later).

(8) Generating and Printing Form 813-A

- a. Click on "Tools" on the Main Menu Toolbar.
- b. Select "Generate Form 813-A(s)"
- c. A pop-up message appears: "Form 813-A generated. Do you want to print your Form 813-A?".
- d. Select either "Yes", "No" (Print Again), or "Cancel" (Print Later).
- e. A pop-up window appears. Form 813-A scheduled to print are highlighted.
- f. Select Print Form 813-A(s). Click on "Close" button.

Note: The print jobs are output in the Adobe (PDF) Acrobat format.

- g. Close the Adobe Acrobat window.
- h. A pop-up window appears with the following message: "Did the Form 813-A report(s) print correctly?"
- i. Select either "Yes", "No" (Print Again), or "Cancel" (Print Later).

(9) Replacing a DLN

- a. Click on "Tools" on the Main Menu Toolbar.
- b. Select "Replace a DLN".
- c. A pop-up window appears with a list of DLNs not yet listed.
- d. Click on the selected DLN from the list.
- e. Click on "Replace a DLN"..

Note: The replaced DLN must be balanced (The listings of credit and debit amounts are successfully moved to the new DLN).

(10) Removing a DLN from Form 813-A

- a. Upon the completion of the Recapitulation of the Document Register, Form 813-A, the user can recreate and remove a DLN from the Form 813-A.
- b. Select the appropriate DLN using the down arrow for each field.

- c. The DLN includes the File Location Code and the Tax/Class Doc Code, three-digit Julian Date, Blocking Series and the Year digit.
- d. Click on "Tools". Select "Remove DLN from Form 813-A".
- e. A pop-up window appears asking if the DLN should be removed. Select either "Yes" or "No".
- f. Select "Yes" a pop-up window appears. The DLN was successfully removed from the Form 813-A.

3.10.5.8.3 (01-01-2025)

Off-Line Document Locator Number Generation Screen

- (1) The Off-Line DLN Generation Screen allows the user to establish Off-Line DLN Generation for Non-Master File (NMF) payments, returns sent from the Campus area offices.
- (2) This screen is used for DLN renumbering performed in Rejects or in Accounting.
- (3) This screen is used by Numbering for documents requiring numbering which are processed through general purpose processing (GPP).
- (4) This screen is also for Employee Plan/Exempt Organization (EP/EO) user fees. All NMF documents are pre-sorted into like area offices, and Master File (MFT) codes. EP/EO user fees are pre-sorted by form number only.
- (5) The user assigns Document Locator Numbers (DLNs) to payments and returns. The payments and returns can be in the form of payment vouchers, such as Form 2424, Form 3244, Form 2552, and Form 3413, and BMF and IMF returns.
- (6) Follow the instructions below to generate DLNs:
 - a. "Navigate" to the Off-Line DLN Generation Screen.
 - b. Enter the File Location Code (FLC).

Note: The cursor automatically moves to the next field.

 - c. Enter the Tax Class.
 - d. Enter the Document Code.
 - e. Enter the Julian Date/Year then press <ENTER>.
 - f. Enter the Start range.
 - g. Enter the End range then press <ENTER>.
 - h. Enter the number of DLNs required.
 - i. Click on "Generate DLNs".

Exhibit 3.10.5-1 (01-01-2016)**Acronyms**

ACRONYM	DEFINITION
ABC	Alpha Block Control
ACSO	Accounting Control Services Operation
BBTS	Batch/Block Tracking System
BMF	Business Master File
BOBS	Blocks out of Balance
CC	Cash Conversion
CD	Courtesy Deposit
CDD	Consolidated Data Depository
CW	Cash Window
DCO	Data Conversion Operations
DLN	Document Locator Number
DPO	Document Perfection Operations
DV	Data Validation
EP/EO	Employee Plans/Exempt Organization
ERS	Error Resolution System
FD	Foreign Deposit
FI	Forms Identification
FLC	File Location Code
IA	Installment Agreement
ICO	Input Corrections Operation
IDRS	Integrated Data Retrieval System
IMF	Individual Master File
IRP	Information Returns Program
ISRP	Integrated Submission Remittance Processing System
KV	Key Verification
MCR	Master Control Record
MD	Manual Deposit
MFT	Master File Tax (code)
NMF	Non-Master File

Exhibit 3.10.5-1 (Cont. 1) (01-01-2016)**Acronyms**

ACRONYM	DEFINITION
NR	Non-Remit
OE	Original Entry
OFP	Organization, Function, Program Code
OTC	Output Technology Control
PC	Personal Computer
RA	Reinstated Agreement
RCO	Receipt and Control Operations
RPSID	Remittance Processing System Identification
RPS	Remittance Processing System
SCRIPS	Service Center Recognition Image Processing System
SP	Submission Processing
SQL	Structured Query language
TC	Transaction Code
TP	Tax Period
URL	Uniform Resource Locator
W/R	With-Remit

Exhibit 3.10.5-2 (01-01-2021)**Campus Function Codes**

Function Code	Title
130	RPS Deposit Activities
150	Deposit Activities
170	Manual Deposit Activities Control
180	Batching
190	Numbering (Non-Remit Returns and Documents)
210	Code and Edit
230	Integrated Submission Processing and Remittance Processing (ISRP)
240	IRS Data Capture
250	Microsoft Data Capture
300	BBTS Utility
360	Imaging
390	Entity Control Employer Identification Number (EIN) and Social Security Number (SSN)
450	Optical Character Recognition (OCR) Equipment Operation
500	Batch Block Tracking System
550	Support Activity
610	Systems Operations
880	Quality Assurance

