MANUAL TRANSMITTAL

3.24.50

Department of the Treasury
Internal Revenue Service

JANUARY 26, 2022

EFFECTIVE DATE

(01-26-2022)

PURPOSE

(1)   This transmits revised IRM 3.24.50, *ISRP System, Campus Performance Evaluation Reporting System*.

MATERIAL CHANGES

(1)   IRM 3.24.50.1(2) - Change and updated job title.

(2)   Minor editorial changes have been made throughout this IRM (e.g., spelling, punctuation, formatting, etc.). Other significant changes to this IRM are shown above.

EFFECT ON OTHER DOCUMENTS

IRM 3.24.50, *ISRP System, Campus Performance Evaluation Reporting System* dated December 22, 2017 (effective January 1, 2018) is superseded.

AUDIENCE

Wage and Investment (W& I), Submission Processing Employees, Data Conversion Operations

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Director, Submission Processing
Customer Account Services
Wage and Investment

3.24.50
Campus Performance Evaluation Reporting System

Table of Contents

3.24.50.1
(01-26-2022)
Program Scope and Objectives

(1) **Purpose:** The purpose is to provide instruction for daily processing of documents for the Performance Evaluation System on the Integrated Submission and Remittance Processing System (ISRP) are covered in this IRM.

(2) **Audience:** The users of the IRM are Submission Processing General Clerks; Data Conversion Operation and their support staff which includes but is not limited to the following: clerks, leads and supervisors. These instructions apply to all campuses.

(3) **Policy Owner:** The Director of Submission Processing.

(4) **Program Owner:** Submission Processing, Mail Management Data Conversion Section, Paper Processing Branch.

(5) **Primary Stakeholders:** Affected by these procedures or have input to the procedures which may include a change in work flow, additional duties, change in established time frames, and similar issues are:

- Accounts Management (AM)
- Small Business/Self Employed (SB/SE)
- Large Business and International (LB&I)
- Chief Financial Officer (CFO)
- Tax Payer Advocate (TAS)
- Chief Counsel, Information Technology programmers
- Statistics of Income (SOI)
- Tax Exempt/Government Entities (TEGE)
- Compliance Strategy and Policy and Operations Business Support
- Office of Servicewide Penalties are affected by the completion of these data records to posting.

(6) **Program Goals:** This information is used to provide instruction for accurate transcription of data into the ISRP system. The Integrated Submission and Remittance Processing (ISRP) is an application designed to capture, format, and forward information related to tax submissions and remittances in electronically readable formats to downstream IRS systems.

3.24.50.1.1
(12-22-2017)
Background

(1) This IRM provides procedures for inputting documents for the Performance Evaluation System on the ISRP System. The returns must be converted to an electronic data record for use by the Service. Input of data present and validation of the data records during conversion of these paper forms to electronic data records is required.

3.24.50.1.2
(12-22-2017)
Authority

(1) The following provide authority for the instructions in this IRM to be performed in support of completing compliance functions to make credits or refunds of any internal revenue tax, processing of non-revenue forms, and administrative support forms

   a. Title 26 of the United States Code (USC) or more commonly known as the Internal Revenue Code (IRC).

   b. All Policy Statements for Submission Processing are contained in IRM1.2.1.4, Servicewide Policies and Authorities, Policy Statements for Submission Processing Activities:

   c. Code sections which provide the IRS with the authority to issue levies

d.	Congressional Acts which outline additional authorities and responsibilities like the Travel and Transportation Reform Act of 1998 or the Tax Reform Act of 1986.
e.	Policy Statements that provide authority for the work being done.

3.24.50.1.3
(12-22-2017)
Roles and
Responsibilities

(1) The Operations manager is responsible for securing, assigning and providing training for the staff needed to perform the task required throughout this instruction.

(2) The Planning and Analysis Staff is responsible for providing feedback and support to local management to achieve and effectively monitor scheduled goals.

(3) The team manager/lead is responsible for and assigning, monitoring and controlling the work flow to accomplish timely completion of the tasks required throughout this IRM.

(4) The team employee is responsible for applying the instruction present to the assigned task on the ISRP system to accurately convert paper data to electronic data record for proper posting for use by the Service.

3.24.50.1.4
(12-22-2017)
Program Management
and Review

(1) **Program Reports:** Below are a list of reports to use to show receipts, production and inventory for the paper return to electronic data conversion process. These reports will be utilized to report and monitor daily and weekly status of the program to completeness.

- PCC 6040, SC WP&C Performance and Cost Report
- PCC 6240, SC WP&C Program Analysis Report
- PCB 0440, Daily Workload and Staff hours Schedule
- PCB 0540, Weekly Workload and Staffing Schedule

(2) **Program Effectiveness:** Goals will be measured utilizing standard managerial reports by documents processed per hour and completion of each function compared to the established schedule for completion each week. Each functionality is expected to retain or exceed schedule prior to the program completion date stated in IRM 3.30.123, *Work Planning and Control Processing Timeliness: Cycles, Criteria, and Critical Dates*.

(3) **Annual Review:** Review the processes included in this manual annually to ensure accuracy and promote consistent tax administration. This may be included under responsibilities for a manager.

3.24.50.1.5
(12-22-2017)
Program Controls

(1) Local reports may be utilized to establish additional information for maintaining daily program control. Local reports do not replace the established official reports and required production reports.

3.24.50.1.6
(12-22-2017)
Terms/Definitions/
Acronyms

(1) The following is a list of the acronyms that are used in this IRM section, this IRM uses prompts for data entry and are defined in the charts.

Acronyms	Definition
ABC	Alphanumeric Block Control

Acronyms	Definition
DLN	Document Locator Number
EIN	Employer Identification Number
EOP	Entry Operator
GS	General Schedule
IRM	Internal Revenue Manual
ISRP	Integrated Submission and Remittance Processing System
KV	Key Verification
OE	Original Entry

3.24.50.2
(06-27-2016)
Introduction

(1) This section includes transcription instructions for Project PCA (551), using the Integrated Submission and Remittance Processing (ISRP) system.

(2) IRM deviations must be submitted in writing following instructions from IRM 1.11.2.2.4, *Internal Management Documents System - Internal Revenue Manual (IRM) Process, IRM Standards*, and elevated through appropriate channels for executive approval.

3.24.50.2.1
(06-27-2016)
Form/Program Numbers/Format Codes

(1) The following chart contains the forms, program numbers and format codes input through this system.

FORMS	PROGRAM NUMBERS	FORMAT CODES
Form 3081, *Employee Time Report*	59600	073
Salary Update Record, Reports Unit Listing	59602	055
Form 4293, *Employee Master Adjustments Record*	59602	056
Form 5948, *OFP Update Record*	59602	057
Correction Employee Time Record Final Error Register Report	59602	058
Cum, File Adjustment Record Final Error Register Report, Form 6489, *IPR Adjustments*	59602	060

3.24.50.2.2 (06-27-2016) **General Instructions**	(1)	Data will be transcribed in accordance with the enclosed instructions.
	(2)	All entered data is to be 100% verified.
	(3)	Source documents from which data is to be transcribed may be in the form of pre-printed (published) forms, or computer output reporting listings.
	(4)	The first two digits of the organization code can be alpha/numeric. The embedded keypad is not automatically activated in that field. To activate the embedded key pad the entry operators must hold down the <SHIFT> key.

3.24.50.2.3
(06-27-2016)
Specific Instructions

(1) Employee Time Report

   a. Form 3081, *Employee Time Report*, will be blocked in groups of 100 documents. A block header entry must be input before starting each block.

   b. Form 3081, *Employee Time Report*, may contain more than one line entry. Each line is considered one section, and there can be a maximum of 20 sections in a document.

(2) Salary Update Record—used to enter the 150 unique GS (General Schedule) Codes' new salary data, normally once annually for across-the-board pay changes.

(3) Employee Master Adjustments Record—used to effect a modification to the Employee Master File, in the form of an add, change, or delete action.

(4) Organization Function Program—used to effect a modification to the Work Plan and Control (WP&C), Organization Function Program (OFP) Consistency File, in the form of an add, change, or delete action.

(5) Correction Employee Time Record—used to enter correction data for previously incorrect Form 3081, *Employee Time Reports*, transcribed data.

(6) Cum File Adjustment Record—used to enter adjustment data to historical files.

3.24.50.2.4
(06-27-2016)
MUST ENTER Fields

(1) Some fields require entry of data. These fields are referred to as MUST ENTER fields. They are indicated in the Transcription Operation Sheets by the presence of stars (★★★★★★). See IRM 3.24.37, *General Instructions*, for procedures related to MUST ENTER fields.

3.24.50.3
(06-27-2016)
Integrated Submission and Remittance Processing (ISRP) Transcription Operation Sheets

(1) The following exhibits represent specific data entry procedures.

Exhibit 3.24.50-1   (06-27-2016)
Block Header Data Entry Various PCA Form/Registers

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(1)	Alpha Block Control	ABC		The screen displays the ABC that was entered in the EOP dialog box, as described in IRM 3.24.37.2.6 EOP Dialog Box — Access Block. It cannot be changed.
(2)	File Location Code	FLC	<ENTER>	File location code "00" will always be generated. No entry is required.
(3)	Format Code	FCODE	<ENTER>	Enter the format code as follows: a. "055" —Salary Update Record b. "056" —Employee Master Adjustment Record c. "057" —OFP Update Record d. "058" —Correction Employee Time Record e. "059" —Correction QR Record f. "060" —Cum File Adjustment Record g. "073" —Form 3081

Exhibit 3.24.50-2   (06-27-2016)
Section 01 — Form 3081, Employee Time Report, (Program 59600)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(1)	Section Number	SECT:		Section "01" will always be generated. No entry is required.
(2)	Serial Number	SER#		Press <ENTER> if already present on the screen, otherwise enter two–digit number stamped in upper left-hand corner of form. If the serial number has been generated by the system (see IRM 3.24.37.5.5, *Entity Access for Key Verification*) verify that it matches the document being entered.
(3)	Service Center Code	SC	<ENTER> ★★★★★★	Enter your local service center code or the edited code from the top margin of Form 3081 or Form 1332. ***Note:*** Enter as follows for ramped down service centers: Brookhaven "19", Memphis "49" Philadelphia "28", Andover "08", or Atlanta "07". **It is a MUST ENTER field for Document "00"** and will be generated into remaining documents until changed.
(4)	Assigned–Org	ORG	<ENTER> ★★★★★★	Enter five digits from block (1), titled "Assigned Organization Code".
(5)	SSN	SSN	<ENTER> ★★★★★★	Enter nine digits from block (2), titled "Social Security Number". ***Caution:*** **Do not enter hyphens.**
(6)	Detail–Org	DETAIL	<ENTER>	Enter five digits from column (a), titled "Detailed Organization Code".

Exhibit 3.24.50-2   Internal Revenue Manual   Cat. No. 34590X (01-26-2022)

Exhibit 3.24.50-2 (Cont. 1) (06-27-2016)
Section 01 — Form 3081, Employee Time Report, (Program 59600)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(7)	Function Code/ Program Code/ Time Code	FPT CD	<ENTER>	Enter three fields as follows: a. three–digit- function code from column (b). b. five–digit- program code from column (c). c. one–digit- time code from column (d).
(8)	Hours	HRS	<ENTER>	Enter (up to) three digits of data from column (f), titled "Total–Hrs./ 10th". ***Caution:* Do not enter leading zeroes.**
(9)	Volume	VOL	<ENTER>	Enter (up to) five digits of data from column (g), titled "Total Volume". ***Caution:* Do not enter leading zeros.**
(10)	Period Code	PER	<ENTER>	Enter one digit from column (h), titled "Period Code". If blank, press <ENTER>.
(11)	Local Data	DATA	<ENTER>	Enter (up to) 12 positions of local data.

Exhibit 3.24.50-3 (06-27-2016)
Section 02–20 Form 3081, Employee Time Report, (Program 59600)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(1)	Section Number	SECT:	<ENTER>	<ENTER> if already present on the screen; otherwise enter the appropriate section number (must be between 02 and 20, inclusive) from the top of the Transcription List Column. *Note:* On-line help is only available on the section 02 input screen. If you are in a subsequent section and require on-line help, go back to Section 02, position your cursor in the appropriate input field, and press <Shift-H>.
(2)	Detail Org	DETAIL	<ENTER>	Enter five digits from column (a), titled, "Detailed Organization Code".
(3)	Function Code/ Program Code/ Time Code	FPT CD	<ENTER>	Enter three fields as follows: a. three–digit function code from column (b). b. five–digit program code from column (c). c. one–digit time code from column (d). d. If any of the three fields are blank or less than called for, enter periods (.) to comprise the missing digits indicated for each field. e. If more digits are present than are required, enter a period in the last position.
(4)	Hours	HRS	<ENTER>	Enter (up to) three digits of data from column (f), titled "Total–Hrs./ 10th". *Caution:* **Do not enter leading zeroes.**

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Exhibit 3.24.50-3 (Cont. 1) (06-27-2016)
Section 02–20 Form 3081, Employee Time Report, (Program 59600)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(5)	Volume	VOL	<ENTER>	Enter (up to) five digits of data from column (g), titled "Total Volume". If blank, enter <ENTER>. *Caution:* **Do not enter leading zeroes.**

Exhibit 3.24.50-4   (06-27-2016)
Section 01 Salary Update Record, Reports Unit Listing (Program 59602)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(1)	Section Number	SECT:		Section "01" will always be generated. No entry is required.
(2)	Serial Number	SER#		Press <ENTER> if already present on the screen, otherwise enter two–digit number representing this line of data. If the serial number has been generated by the system (see IRM 3.24.37.5.5, *Entity Access for Key Verification*) verify that it matches the document being entered.
(3)	Service Center Code	SC	<ENTER> ★★★★★★	Enter your local service center code or the edited code from the top margin of the input document or Form 1332. *Note:* Enter as follows for ramped down service centers: Brookhaven "19", Memphis "49", Philadelphia "28", Andover "08", or Atlanta "07". **It is a MUST ENTER field for Document "00"** and will be generated into remaining documents until changed.
(4)	Grade / Step	GR/ST	<ENTER> ★★★★★★	Enter the three digit GS (General Schedule) grade/step combination.
(5)	Current Annual Salary	C SAL	<ENTER> ★★★★★★	Enter the current annual salary.
(6)	New Annual Salary	N SAL	<ENTER> ★★★★★★	Enter the new annual salary.
(7)	Regular Rate	REG	<ENTER> ★★★★★★	Enter the regular rate.
(8)	Overtime Rate	OT	<ENTER> ★★★★★★	Enter the overtime rate.
(9)	Night Differential	N/D	<ENTER> ★★★★★★	Enter the night differential.

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Exhibit 3.24.50-4 (Cont. 1) (06-27-2016)
Section 01 Salary Update Record, Reports Unit Listing (Program 59602)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(10)	Sunday Differential	S/D	\<ENTER\> ★★★★★★	Enter the Sunday differential.

Exhibit 3.24.50-5   (06-27-2016)
Section 01 Form 4293, Employee Master Adjustments Record, (Program 59602)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(1)	Section Number	SECT:		Section "01" will always be generated. No entry is required.
(2)	Serial Number	SER#	<ENTER>	Press <ENTER> if already present on the screen, otherwise enter two–digit number representing the line used on the form. If the serial number has been generated by the system (see IRM 3.24.37.5.5, *Entity Access for Key Verification*) verify that it matches the document being entered.
(3)	Service Center Code	SC	<ENTER> ★★★★★★	Enter your local service center code or the edited code from the top margin of Form 4293 or Form 1332. *Note:* Enter as follows for ramped down service centers: Brookhaven "19", Memphis "49", Philadelphia "28", Andover "08", or Atlanta "07". **It is a MUST ENTER field for Document "00"** and will be generated into remaining documents until changed.
(4)	Transaction Code	TC	<ENTER>	Enter the A, C, or D from the "Trans. Code" column.
(5)	Last Change	DTLAST	<ENTER> ★★★★★★	Enter all eight digits of the date in MMDDYYYY format from the "Date of Last Change" column.
(6)	Last Change	TYPE	<ENTER> ★★★★★★	Enter the three character code from the "Type of Last Change" column.
(7)	Social Security Number	SSN	<ENTER> ★★★★★★	Enter the SSN.
(8)	Work Status	WKSTA	<ENTER>	Enter the digit from the "Work Sta" column.

Exhibit 3.24.50-5   Internal Revenue Manual   Cat. No. 34590X (01-26-2022)

Exhibit 3.24.50-5 (Cont. 1) (06-27-2016)
Section 01 Form 4293, Employee Master Adjustments Record, (Program 59602)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(9)	First Initial	1STINIT	<ENTER>	Enter the first initial of the employee.
(10	Employee Middle Initial	MIDINIT	<ENTER>	Enter the middle initial of the employee.
(11)	Employee Name	NAME	<ENTER>	Enter the last name.
(12)	Grade / Step	GR/ST	<ENTER>	Enter the three characters from the "Grade and Step" column.
(13)	Assigned Organization	ORG	<ENTER>	Enter the five digits from the "Assigned Organization" column.
(14)	Budget Activity Code	BUDG	<ENTER>	Enter the two digits from the "Budget Acty" column.
(15)	Funding Code	FUND	<ENTER>	Enter the digit from the "Fund Cd" Column.
(16)	Temporary Category Code	TEMP	<ENTER>	Enter the digit from the "Temp Cat" column. Enter edited slash (/), if shown.
(17)	Class Code	CLAS	<ENTER>	Enter the digit from the "Class" column.
(18)	Detail Status Code	DET	<ENTER>	Enter the digit from the "Detail St" column.
(19)	Special Employment Code	SPEMP	<ENTER>	Enter the digit from the "Sp Emp" column. Enter edited slash (/) if shown.
(20)	Annual Salary	SAL	<ENTER>	Enter the amount from the "Annual Salary" column.
(21)	Regular Rate	REG	<ENTER>	Enter the digits from the "Hourly Rates–Regular" column.
(22)	Overtime Rate	OT	<ENTER>	Enter the digits from the "Hourly Rates–Overtime" column.
(23)	Night Differential	N/D	<ENTER>	Enter the digits from the "Hourly Rates–N/D" column.
(24)	Sunday Differential	S/D	<ENTER>	Enter the digits from the "Hourly Rates–S/D" column.
(25)	Saved Rate Indicator	SAV	<ENTER>	Enter the character from the "Saved Rt" column.

Exhibit 3.24.50-5 (Cont. 2) (06-27-2016)
Section 01 Form 4293, Employee Master Adjustments Record, (Program 59602)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(26)	Latest EOD	EOD	\<ENTER\>	Enter all eight digits of the date in MMDDYYYY format from the "Latest EOD Date" column.

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Exhibit 3.24.50-6 (06-27-2016)
Section 01, Form 5948, OFP Update Record, (Program 59602)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(1)	Section Number	SECT:		Section "01" will always be generated. No entry is required.
(2)	Serial Number	SER#		Press <ENTER> if already present on the screen, otherwise enter two–digit number representing the line used on the form. If the serial number has been generated by the system (see IRM 3.24.37.5.5, *Entity Access for Key Verification*) verify that it matches the document being entered.
(3)	Service Center Code	SC	<ENTER> ★★★★★★	Enter your local service center code or the edited code from the top margin of Form 5948 or Form 1332. *Note:* Enter as follows for ramped down service centers: Brookhaven "19", Memphis "49" Philadelphia "28", Andover "08", or Atlanta "07". **It is a MUST ENTER field for Document "00"** and will be generated into remaining documents until changed.
(4)	Transaction Code	TC	<ENTER> ★★★★★★	Enter the character from the "Transact'n" column.
(5)	Branch Code	ORGBR	<ENTER>	Enter the two digits from the "Organization" column.
(6)	Function Code	FUN	<ENTER>	Enter the three digits from the "Function" column.
(7)	Program Code	PROG	<ENTER>	Enter the five digits from the "Program" column.
(8)	Organization Title	TIORG	<ENTER>	Enter the eight characters from the "Title–Organization" column.
(9)	Function Title	TIFUN	<ENTER>	Enter the eight characters from the "Title–Function" column.
(10)	Program Title	TIPRO	<ENTER>	Enter the eight characters from the "Title–Program" column.

Exhibit 3.24.50-6 (Cont. 1) (06-27-2016)
Section 01, Form 5948, OFP Update Record, (Program 59602)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(11)	Program Activity Code	BUDG	<ENTER>	Enter the two digits from the "Prog Acty" column.
(12)	New Branch Code	NEWBR	<ENTER>	Enter the two digits from the "New Br Cd" column.

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Exhibit 3.24.50-7   (06-27-2016)
Section 01 Correction Employee Time Record, Final Error Register Report (Program 59602)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(1)	Section Number	SECT:		Section "01" will always be generated. No entry is required.
(2)	Serial Number	SER#		Press <ENTER> if already present on the screen, otherwise enter two–digit number represent-ing the line of data. If the serial number has been generated by the system (see IRM 3.24.37.5.5, *Entity Access for Key Verification*) verify that it matches the document being entered.
(3)	Service Center Code	SC	<ENTER> ★★★★★★	Enter your local service center code or the edited code from the top margin of the input document or Form 1332. *Note:* Enter as follows for ramped down Service Centers: Brookhaven "19", Memphis "49", Philadel-phia "28", Andover "08", or Atlanta "07". **It is a MUST ENTER field for Document "00"** and will be generated into remaining documents until changed.
(4)	Organization	ORG	<ENTER>	Enter the five digits from the "ORG" column.
(5)	Function Code	FUN	<ENTER> ★★★★★★	Enter the three digits from the "FUN" column.
(6)	Program Code	PROG	<ENTER> ★★★★★★	Enter the five digits from the "PROG" column.
(7)	SSN	SSN	<ENTER> ★★★★★★	Enter the SSN.
(8)	Time Code	TC	<ENTER> ★★★★★★	Enter the digit from the "TC" column.
(9)	Hours	HRS	<ENTER> MINUS (–)	Enter digits from the "HOURS" column.
(10)	Volume	VOL	<ENTER> MINUS (–)	Enter the digits from the "Volume" column.

Exhibit 3.24.50-7 (Cont. 1) (06-27-2016)
Section 01 Correction Employee Time Record, Final Error Register Report (Program 59602)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(11)	Period Code	PC	<ENTER>	Enter the digits from the "Period Code" column.
(12)	Local Use	LOC	<ENTER>	Enter the characters from the "LOCAL DATA" column.
(13)	Measured Code	MEAS	<ENTER>	Enter the digit from the "MEAS CD" column.
(14)	A–B Error Indicator	ERR	<ENTER>	Enter an asterisk (*) if present in the "Time Code Error" column.

Exhibit 3.24.50-7   Internal Revenue Manual   Cat. No. 34590X (01-26-2022)

Exhibit 3.24.50-8   (06-27-2016)
Section 01 Correction QR Record, Final Error Register Report (Program 59602)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(1)	Section Number	SECT:		Section "01" will always be generated. No entry is required.
(2)	Serial Number	SER#		Press <ENTER> if already present on the screen, otherwise enter two–digit number representing the line of data. If the serial number has been generated by the system (see IRM 3.24.37.5.5, *Entity Access for Key Verification*) verify that it matches the document being entered.
(3)	Service Center Code	SC	<ENTER> ★★★★★★	Enter your local service center code or the edited code from the top margin of the input document or Form 1332. ***Note:*** Enter as follows for ramped down service centers: Brookhaven "19", Memphis "49", Philadelphia "28" , Andover "08", or Atlanta "07". **It is a MUST ENTER field for Document "00"** and will be generated into remaining documents until changed.
(4)	Organization	ORG	<ENTER> ★★★★★★	Enter the digits from the "ORG" column.
(5)	Function Code	FUN	<ENTER> ★★★★★★	Enter the digits from the "FUN" column.
(6)	Program Code	PROG	<ENTER> ★★★★★★	Enter the digits from the "PROG" column.
(7)	SSN	SSN	<ENTER> ★★★★★★	Enter the SSN.
(8)	Documents in Error	ERR	<ENTER>	Enter the digits from the "DOCS IN ERROR" column. ***Note:*** If "0" is present, press Enter.

Exhibit 3.24.50-8 (Cont. 1) (06-27-2016)
Section 01 Correction QR Record, Final Error Register Report (Program 59602)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(9)	Documents Reviewed	REVD	<ENTER>	Enter the digits from the "DOCS REV'D" column. *Note:* If "0" is present, press Enter.
(10)	Control Number	CTL#	<ENTER>	Enter the three characters from the "Control Number" column.

Exhibit 3.24.50-8   Internal Revenue Manual   Cat. No. 34590X (01-26-2022)

Exhibit 3.24.50-9   (06-27-2016)
Section 01 Cum File Adjustment Record, Form 6489 IPR Adjustments, Final Error Register Report (Program 59602)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(1)	Section Number	SECT:		Section "01" will always be generated. No entry is required.
(2)	Serial Number	SER#	<ENTER>	Press <ENTER> if already present on the screen, otherwise enter two–digit number representing the line of data. If the serial number has been generated by the system (see IRM 3.24.37.5.5, *Entity Access for Key Verification*) verify that it matches the document being entered.
(3)	Service Center Code	SC	<ENTER> ★★★★★★	Enter your local service center code or the edited code from the top margin of the input document or Form 1332. ***Note:*** Enter as follows for ramped down service centers: Brookhaven "19", Memphis "49" Philadelphia "28" , Andover "08", or Atlanta "07". **It is a MUST ENTER field for Document "00"** and will be generated into remaining documents until changed.
(4)	Organization	ORG	<ENTER> ★★★★★★	Enter the five digits from the "Organization" or "ORG" column.
(5)	Function Code	FUN	<ENTER> ★★★★★★	Enter the three digits from the "Function" or "FUN" column.
(6)	Program Code	PROG	<ENTER> ★★★★★★	Enter the five digits from the "Program" or "PROG" column.
(7)	SSN	SSN	<ENTER> ★★★★★★	Enter the SSN.
(8)	Hours	HRS	<ENTER> MINUS (–)	Enter the digits from the "Staff Hours" or "HOURS" column.
(9)	Volume	VOL	<ENTER> MINUS (–)	Enter the digits from the "Volume" or "VOLUME" column.

Exhibit 3.24.50-9 (Cont. 1) (06-27-2016)
Section 01 Cum File Adjustment Record, Form 6489 IPR Adjustments, Final Error Register Report (Program 59602)

Elem. No.	Data Element Name	Prompt	Fld. Term.	Instructions
(10)	Documents Reviewed	REVD	<ENTER> MINUS (−)	Enter the digits from the "Items Reviewed" or "DOCS REV'D" column. *Note:* If "0" is present, press Enter.
(11)	Documents in Error	ERR	<ENTER> MINUS (−)	Enter the digits from the "Errors" or "DOCS IN ERROR" column. *Note:* If "0" is present, press Enter.
(12)	Adjustment Code	A/C	<ENTER>	Enter the character from the "A/C" or "ADJ CODE" column.
(13)	Measured Code	M/C	<ENTER>	Enter the digit from the "M/C" or "MEAS CD" column. Do not pick up information from the shaded column.
(14)	Grade	GR	<ENTER>	Enter the two digits from the "Grade" or "GRADE" column.
(15)	Record Code	R/C	<ENTER>	Enter the digit from the "R/C" or "REC CD" column.

Exhibit 3.24.50-9   Internal Revenue Manual   Cat. No. 34590X (01-26-2022)