



MANUAL TRANSMITTAL

Department of the Treasury
Internal Revenue Service

7.14.6

JUNE 4, 2021

EFFECTIVE DATE

(06-04-2021)

PURPOSE

- (1) This transmits revised IRM 7.14.6, Employee Plans EDS User Manual, Management Information System (MIS).

MATERIAL CHANGES

- (1) Added Internal Controls sections. Amended and renamed IRM 7.14.6.1, Program, Scope and Objectives. Added IRM 7.14.6.1.1, Background, IRM 7.14.6.1.2, Authority, and IRM 7.14.6.1.3, Acronyms.
- (2) Material contained in prior IRM 7.14.6.1, Overview, is now contained in IRM 7.14.6.1.1, Background.
- (3) Updated this IRM for plain language and editorial changes.

EFFECT ON OTHER DOCUMENTS

This supersedes IRM 7.14.6 dated September 2, 2015.

AUDIENCE

Tax Exempt Government Entities
Employee Plans

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7.14.6

Management Information System (MIS)

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7.14.6.1
(06-04-2021)
Program Scope and Objectives

- (1) **Purpose:** This IRM lists procedures on how to use the Management Information System (MIS), a subsystem of the Employee Plans/Exempt Organizations Determination System (EDS) for Employee Plans (EP) employees who review, analyze and interpret EP determination applications.
- (2) **Audience:** Employee Plans (EP) Determinations and Quality Assurance (QA) staff
- (3) **Policy Owner:** Director, EP
- (4) **Program Owner:** EP
- (5) **Program Goals:** The goal of EP Determinations is to ensure that plans are in compliance with the tax laws by reviewing applications for Determination Letters (DL) and opinion letters and to protect the public interest by applying the tax law with integrity and fairness to all.

7.14.6.1.1
(06-04-2021)
Background

- (1) With the implementation of the Tax Exempt Determination System (TEDS), the Tax Exempt and Government Entities (TE/GE) adopted a new management reports system, Business Objects (BO), to better gather, access, analyze, share and correlate data. BO generates management reports except for the five reports listed in (3) below.
- (2) EDS (through MIS) continues to generate these five reports:
 - a. User Fee Report
 - b. Unpostable Listings
 - c. Employee Roster - Division
 - d. Employee Roster - Org. Code
 - e. Listing for MF Codes (Only used by EP Determinations Processing Section Adjustments Unit and not described in this IRM)
- (3) You can access these reports on EDS through the MIS Main Menu. See Exhibit 7.14.6-1.

7.14.6.1.2
(06-04-2021)
Authority

- (1) Delegation Order 7-1, IRM 1.2.2.8.1 states the Director, Employee Plans has authority to issue favorable DLs on the qualified status of:
 - Pension, profit-sharing, stock bonus, annuity, and employee stock ownership plans under IRC 401, IRC 403(a), IRC 409, IRC 4975(e)(7).
 - The status for exemption of any related trusts or custodial accounts under IRC 501(a).
- (2) Find a complete list of delegation orders governing EP Rulings and Agreements at <https://www.irs.gov/privacy-disclosure/delegation-orders-and-policy-statements-by-process>
- (3) See IRM 7.1.1, Exhibit 7.1.1-1 for a complete list of the major EP revenue procedures currently in effect.

7.14.6.1.3
(06-04-2021)
Acronyms

- (1) The table lists commonly used acronyms and their definitions.

Acronym	Definition
BO	Business Objects
DL	Determination Letter
EP	Employee Plans
EDS	EP/EO Determination System
FMS	File Maintenance System
MF	Master File
MIS	Management Information System
OLE	Online error
QA	Quality Assurance
TEDS	Tax Exempt Determination System
TE/GE	Tax Exempt and Government Entities

7.14.6.2
(08-02-2012)
User Fee Report

- (1) The user fee report shows changes for a specific period that the user fee clerk makes to user fees paid. These changes are mostly user fee refunds or additional payments IRS received. See Exhibit 7.14.6-2.

7.14.6.3
(08-02-2012)
Unpostable Listings

- (1) This report lists cases in EDS that are in an unpostable status. These unpostables come from the nightly EDS batch run and do not include unpostables from the service center run report (including OLE errors). See Exhibit 7.14.6-3.

7.14.6.4
(08-02-2012)
Employee Roster

- (1) This report lists the employee number (specialist number), employee name, phone number and other items in the Employee Master file.
- (2) The report may be generated for an Area Office or an Org. Code. See Exhibit 7.14.6-4 and Exhibit 7.14.6-5. The Area Office Report is divided by group.

7.14.6.5
(08-02-2012)
Printing the Reports

- (1) After the system generates each report, you'll see the Print Format/Selection screen. Select a printer based on local procedures.

Exhibit 7.14.6-1 (08-02-2012)**Management Information System (MIS) Main Menu**

(1) Select the EDS MIS Main Menu (Option 4) on the EDS Main Menu and you'll see:

EDS-MIS-686ep EP/EO DETERMINATION SYSTEM (EDS)
MANAGEMENT INFORMATION SYSTEM (MIS)

Inventory	Clerical Screening	Employee Roster
(10) User Fee Report	(31) Unpostable Listings	(80) Division
(00) Exit	(32) Listing for MF Codes	(81) Org. Code

**** THE FOLLOWING REPORTS HAVE BEEN MOVED TO BUSINESS OBJECTS ****

(01) Case Listings	(20) Query on Closed Cases
(02) Overage Listings	(21) Age of Disposals
(03) Overage Percentage	(22) Disposals by Form
(04) Inventory Counts	(23) Closing to Receipt Ratio
(05) Cycle Time	(30) Incomplete Application
(06) 4461 Listing	(50) Monitoring Report Menu
(07) Waiting Closing Approval	(99) Area Office Report Menu
(08) Age of Inventory	
(09) TEQMS Cumulative Case List	

***** SELECT ONE OF THE ABOVE:___**

Hit F1:Execute F10:Exit

(2) Enter the desired report option number.

(3) Press the F1 key.

(4) Each menu option listed below shows another screen. See the Exhibit Number listed.

Exhibit 7.14.6-1 (Cont. 1) (08-02-2012)**Management Information System (MIS) Main Menu**

- a. User Fee Report (Menu Option 10) - Exhibit 7.14.6-2
- b. Unpostable Listings (Menu Option 31) - Exhibit 7.14.6-3
- c. Employee Roster - Division (Menu Option 80) - Exhibit 7.14.6-4
- d. Employee Roster - Org. Code (Menu Option 81) - Exhibit 7.14.6-5
- e. Listing for MF Codes (Menu Option 32) - Not described in this IRM, Only used by EP Determinations Processing Section Adjustment Unit.

EDS will display an error when you select any menu option that is not available in EDS. The error is, "Option __ IS NOT IN EDS. YOU MAY TRY BUSINESS OBJECTS."

Validity Checks

ITEM	PROMPT	DESCRIPTION
1	SELECT ONE OF THE ABOVE	Must be one of the valid option numbers (10, 31, 80, and 81).

Exhibit 7.14.6-2 (08-02-2012)
User Fee Report

(1) If you select option 10 from the MIS Main Menu, you'll see:

Generating Report...

Enter Start Date: (MMDDYYYY)

Enter End Date: (MMDDYYYY)

(2) Enter the fields according to the validity checks below.

(3) Press the F1 key.

(4) If there were no input errors and the system generates the report, you'll see the Print Format/Selection screen (Exhibit 7.14.6-6).

(5) If there is an input error, the error message appears and the cursor is positioned on the field in error.

- a. Correct the input error.
- b. Continue at (3), above.

(6) After the report prints, you'll see the MIS Main Menu screen (Exhibit 7.14.6-1).

Validity Checks

ITEM	PROMPT	DESCRIPTION
1	Start Date	Must be in a valid date format (MMDDYYYY). The beginning date range for the report period.
2	End Date	Must be in a valid date format (MMDDYYYY). The ending date range for the report period.

Exhibit 7.14.6-3 (08-02-2012)
Unpostable Listings

(1) If you select option 31 from the MIS Main Menu, you'll see:

Generating Report...

Enter Area Office: 1-6, 12-Cincinnati, 99- N.O., 0 - US >

(2) Enter the fields according to the validity checks below.

(3) Press the Enter key.

(4) If there were no input errors and the system generates the report, you'll see the Print Format/Selection screen (Exhibit 7.14.6-6).

(5) If there is an input error, the error message appears and the cursor is positioned on the field in error.

- a. Correct the input error.
- b. Continue at (3), above.

(6) After the report prints, you'll see the MIS Main Menu screen (Exhibit 7.14.6-1).

Validity Checks

ITEM	PROMPT	DESCRIPTION
1	Area Office	Must be in a numerical format. 1-6, 12, 99, or 0.

Exhibit 7.14.6-4 (08-02-2012)
Employee Roster - Division

(1) If you select option 80 from the MIS Main Menu, you'll see:

Generating Report...

Enter Area Office: 1-6, 12-Cincinnati, 99- N.O., 0 - US >

(2) Enter the fields according to the validity checks below.

(3) Press the Enter key.

(4) If there were no input errors and the system generates the report, you'll see the Print Format/Selection screen (Exhibit 7.14.6-6).

(5) If there is an input error, the error message appears and the cursor is positioned on the field in error.

- a. Correct the input error.
- b. Continue at (3), above.

(6) After the report prints, you'll see the MIS Main Menu screen (Exhibit 7.14.6-1).

Validity Checks

ITEM	PROMPT	DESCRIPTION
1	Area Office	Must be in a numerical format. 1-6, 12, 99, or 0.

Exhibit 7.14.6-5 (08-02-2012)
Employee Roster - Org. Code.

(1) If you select option 81 from the MIS Main Menu, you'll see:

Generating Report...

Enter Group No: >

(2) Enter the fields according to the validity checks below.

(3) Press the Enter key.

(4) If there were no input errors and the system generates the report, you'll see the Print Format/Selection screen (Exhibit 7.14.6-6).

(5) If there is an input error, the error message appears and the cursor is positioned on the field in error.

- a. Correct the input error.
- b. Continue at (3), above.

(6) After the report prints, you'll see the MIS Main Menu screen (Exhibit 7.14.6-1).

Validity Checks

ITEM	PROMPT	DESCRIPTION
1	Group	Enter group number. Must be in a numerical format.

Exhibit 7.14.6-6 (08-02-2012) Print Format/Selection Screen

(1) When you select a report on the MIS Main Menu or submenus, you'll see

EDS-FMS-20 Print Format/Selection

* Print Mode _
* Device Number _
* Number of Copies _

(2) Enter the fields according to the validity checks below.

(3) Press the F1 key.

(4) If there are no input errors, you'll see the MIS Main Menu (Exhibit 7.14.6-1).

(5) If there is an input error, the error message appears and the cursor is positioned on the field in error.

- a. Correct the input error.
- b. Continue at (3), above.

(6) After the system prints a report, you'll see the MIS Main Menu screen (Exhibit 7.14.6-1).

Validity Checks

ITEM	PROMPT	DESCRIPTION
1	Print Mode	Must be entered. Valid entries are T, S, and 1-9. T - Text printer S - Slave printer 1-9 - Local print routines (Area will provide instructions for the use of options 1 - 9)
2	Device Number	Must be entered if Print Mode is T. Must be numeric.
3	Number of Copies	No entry required. If blank, one copy will be printed. Must be numeric.

