Old school maplestory cleric guide

reports. You will receive weekly listings such as status workloads, ARP340, etc. Your job is to research RGS/CEAS, AIMS, IDRS, and paper case files, to: Account for this case and/or specify whether the case is forwarded elsewhere Monitor date to ensure the work is moved to the next status immediately. Update all incoming cases to another unit (such as a 90-day unit). Updates to AIMS/RGS/CEAS/IDRS. Follow the procedures in the Batch Processing Guidelines to update. When updating AIMS and CEAS via RGS, officers must include an identifier in the Action Text. Unique identifiers can be officer initials or RGS user numbers as determined by local management. Tje Tje The suggested Actions text references the clerk identifier as XXX, #### indicates EGC and NN is RGS Group Number. The following procedures are standard in Campus Inspection Operations when utilizing the RGS/CEAS system to safeguard inspection cases. Updating the RGS Case Summary Record with an additional 2 digits will generate the correct dump code and engineering code for the ACE Closing process. Cases will be retained in group B0 but MUST have the correct Status code on the RGS to be closed with the correct blocking series, techniques and Disposal Code information on Form 5344. The table below details that information: The Self-Assignment Function in CEAS is generally used by testers who make phone calls to reassign cases from other campuses or in their campus inventory for case closure. The Self-Assign function is also used to resolve the following: Processing an agreed closure misguidedly at the reception location; Transfer cases between groups within a site; Transfer cases to consolidate cases several years to one examiner; Define a Virtual Service Delivery (VSD) case. See IRM 4.19.19.6,Self-Assign General, and IRM 4.19.2.4.8, Procedure Checkers, for information on Self-Establishing reject codes and other conditions when setting themselves are not allowed. It is the responsibility of the acquisition site to close a self-assigned case within 48 hours. The loser will identify all the paper files by researching the monthly self-determination report, the identity of the Document Finder Number (DLN) TC 300, and sending case documents to the file. See IRM 4.19.13.18,Case File Assembly, to specify the required case documents. It is the responsibility of the acquisition site to contact the losing site to secure case correspondence if the self-assigned case is not closed within 48 working hours. If not contacted, the losing site can send case documents to the reinforcement site when they identify a case that is not closed within 48 hours. All closed cases that have SNOD, Reply Reports, or Agreed or closed elsewhere by Self Assign will be forwarded to the file. Forwards Form 13181, Closes the Information Cover Sheet, and attachments, to the Document Storage Unit in relation to the Form 5147 attachment. Any attachments or other documents that require association with a previously closed file will be forwarded using Form 9856, Attachment Warning, or IMFOLT SSN print high light, tax year, name control and document finder number (DLN) as the cover sheet. Head Quarters Correspondence Inspection System (CESS) support provides monthly Self Assign reports. This report should be used to identify cases on the losing campus that need to be withdrawn and paper documents to File. All losers WI campuses must review the report within 7 days of receipt by researching CEAS and reviewing CEAS history to identify and resolve the paper case files left in defeat No action was required for the paperless case identified on the report. For paper files, research IDRS to secure dln closure of TC 300 and reapply correspondence and documents that apply to Files per IRM 4.19.13.18, Case File Assembly. If the original return is in the case file of the losing campus for a program like FTHBC/LTR, the original return must be filed back behind TC 150 DLN because the campus that gets it will close the case without having the original return. For the Self Set procedure see, IRM 4.19.19.6, Set Yourself General. There are many command codes for case research. Servicewide's inventory test control system is AIMS. Before most case activities, research should be done. See IRM 4.19.13.4, Examining Cases. This section contains the most common command codes used for research. Help Work Code Command IDRS on the SERP under IRM Supplements (see the link for The Order Code Work Help). Look at . Address changes will be obtained from direct taxpayer contact, Form 8822 (Address Change), mail that cannot be deleted (post office yellow label only), will follow the guidelines in IRM 4.19.13.14, Letter Not Eroded, phone contact form, taxpayer reply to record new address and from tax inspector. Address changes should only be entered into the IDRS system when they are properly documented. IDTVA will make the necessary changes to the name and/or address in masterfile, see IRM 4.19.13.26.4 , Masterfile indicates sc address as taxpayer address, for additional information. DO NOT update the address if there is a Theft Identification indicator in ENMOD / IMFOLE. The IDT indicator is TC 971 with action codes (AC) 501, 504, 505, 506, or 522, 524. Additional research should be done to ensure that the recipient is the intended taxpayer; Entity information updates will be completed by IDTVA in Account Management when the account is repaired to keep the taxpayer intact. Contact your Identity Theft Liaison for additional information. DO NOT update MF strictly based on the yellow sticker address provided by USPS. Use the address on the USPS yellow address sticker to simply republish the letter after the research has been conducted and it is determined that the USPS yellow address sticker is the most recent. At the time of aging, 00 Legal Notices will have the latest address on the RGS/CEAS Batch Processing System. ENREQ is the CC to start the address change. Help Work Code Command IDRS on the SERP under IRM Supplements (see the link for The Order Code Work Help). Look at command_codes_jobaid.htm.. The potential loss of the expiration date of the assessment law (ASED) is always there. Follow the guidelines set out in identifying possible Case. To identify these cases, they will be put in a red folder. Other Internal Revenue Guides