

Date of Approval: 02/19/2025
Questionnaire Number: 1913

Basic Information/Executive Summary

What is the name of your project (system, database, pilot, product, survey, social media site, etc.)?

RRACS Manual Deposit Journaling

Business Unit

Chief Financial Officer

Preparer

For Official Use Only

Subject Matter Expert

For Official Use Only

Program Manager

For Official Use Only

Designated Executive Representative

For Official Use Only

Executive Sponsor

For Official Use Only

Executive Summary: Provide a clear and concise description of your project and how it will allow the IRS to achieve its mission.

The process, owned by the Chief Financial Officer (CFO) Revenue Accounting Operations Team, is intended to facilitate the daily journaling of Manual Deposits into the Redesigned Revenue Accounting Control System (RRACS). The team completes a daily check for new deposit tickets (PDF), indicating the need to complete a journal entry in the RRACS system. For each new manual deposit on a given day, a CFO technician will obtain a Form 813 (PDF), which includes data required to complete entry. The technician then logs into the RRACS system with their credentials to complete a journal entry to the appropriate general ledger account. The system that the automation will interact with is RRACS. The automation is being developed to reduce the amount of manual task time the team is required to complete daily to execute the process. Additionally, by automating the process, the risk of human error (incorrect journal entry) will be reduced. This RPA project is aligned with the CFO's overall Modernization vision. The automation will be run from UiPath Assistant, in accordance with the Information Technology (IT) Robotics Process Automation (RPA) Center of Excellence

(COE) process standards and will be run by CFO Revenue Accounting Operations Team. The automation will use the credentials of the user (attended) to run the automation. Only members of the Revenue Accounting Operations team will have access to the data and credentials. Credentials will be entered by the user when the automation kicks off, meaning that no credentials will be stored by the automation.

Personally Identifiable Information (PII)

Will this project use, collect, receive, display, store, maintain, or disseminate any type of Sensitive but Unclassified (SBU), Personally Identifiable Information (PII), or Federal Tax Information (FTI)?

Yes

Please explain in detail how this project uses sensitive data from inception to destruction (data lifecycle).

The automation will obtain data from PDF reports, including Form 813 and Deposit Tickets, and enters the data into a general ledger accounting system (Redesigned Revenue Accounting Control System). No data is exported or communicated outside of the user's local machine. Document Locator Number (DLN), along with general subsidiary account information is used by the automation.

Please select all types of Sensitive but Unclassified data (SBU)/Personally Identifiable Information (PII)/Federal Tax Information (FTI) that this project uses.

Document Locator Number (DLN)

Federal Tax Information (FTI)

Financial Account Number

Tax ID Number

Cite the authority for collecting SBU/PII/FTI (including SSN if relevant).

PII for federal tax administration - generally IRC Sections 6001 6011 or 6012

Product Information (Questions)

1 Is this PCLIA a result of the Inflation Reduction Act (IRA)?

No

2 Describe in detail, the Robotic Process Automation (RPA) process; be sure to identify the project title and business unit owner; state what IRS Strategy or initiative it supports; identify the system or process it supports and if PII will be required for the RPA to run; identify activities and workflow controls with the type and capabilities that will be incorporated; lastly indicate how the service benefits from the use of this RPA. (Process, Library, Test Automation, Template.)

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3 Is this a new Robotic Process Automation (RPA) project?

Yes

4 Identify the IRS IT systems, applications, projects, and/or databases this RPA is applied to; include the associated system name.

Redesigned Revenue Accounting Control System (RRACS)

5 Identify why the use of SBU/PII/FTI is required; include any type of Sensitive But Unclassified (SBU), Personally Identifiable Information (PII), or Federal Tax Information (FTI) that this project will create, collect, receive, use, process, maintain, access, inspect, display, store, disclose, disseminate, or dispose of.

Basic information from a manual deposit ticket is required for a CFO technician to complete a journal entry for the deposit into the RRACS system. The automation will obtain data from PDF reports, including Form 813 and Deposit Tickets, and enters the data into a general ledge accounting system (Redesigned Revenue Accounting Control System). No data is exported or communicated

outside of the user's local machine. Includes Document Locator Number (DLN), Federal Tax Information (FTI), Financial Account Number, Tax ID Number.

6 Is your RPA Attended/Unattended?

Attended

7 Is this RPA process converting from paper to electronic format or automating a process currently performed by a human?

Yes

7.1 Explain the process being replaced/automated.

The process being automated is the daily identification of new deposit tickets required to be journaled into the Redesignated Revenue Accounting Control System (RRACS) system. The automation will grab any new deposit tickets, scrape the relevant information from the PDFs, and complete a journal entry in the RRACS system.

8 Indicate what level of complexity the RPA is classified as and if you were required to register with One Solution Delivery Lifecycle (OneSDLC) or not, or indicate if Information Technology's (ITs) Technical Insertion process was used for approval of this RPA.

The use of the IT's Technical Insertion process was not used for approval of this RPA. Level of complexity is estimated by the development team to be medium. With any automation that CFO delivers through self-service, we partner directly with the IT RPA Platform Team and OneSDLC Team to ensure compliance and accuracy through the development process.

9 Will connections or interdependencies be established for this RPA?

No

10 Indicate who has or will have permission to access the data and how users are authenticated.

Only approved CFO technicians who typically complete the process manually will have permission to access the data. The automation is run after a user is already logged into the system, meaning that the automation is not directly accessing credentials. The user will authenticate into the system using their already established and approved credentials to run the automation.

11 Indicate if BEARS entitlements are required for access and if PUMAS (Privileged User Management Access System) control management is applied for granting access to the system(s)? If BEARS/PUMAS are not applied, indicate what access controls are in place.

The only BEARS entitlement required is those necessary to grant the user access to UiPath Orchestrator to run the automation via UiPath Assistant. A Bears entitlement would also be required for a user accessing the RRACS system.

12 Identify the maintenance tasks or updates performed; state whether or not the maintenance tasks are inherited from the host (UiPath Platform), or you are using customized maintenance activities.

No standard/cadenced maintenance tasks are planned for this automation.

Maintenance and upkeep will be managed ad-hoc on an as-needed basis.

13 Indicate if this product or system shares data outside of the United States or its territories.

No

14 Indicate if this system or Robotic Process Automation (RPA) is trained through the use algorithms; indicate if the algorithm used contains data with a sensitivity classification. (Sensitive but unclassified data might include algorithms, methods, system data, or PII/FTI that could be used to re-identify a person.)

No

15 Describe this system's (RPAs) audit trail process in detail; include location of supporting documents (SPLUNK). Note: Upload of this document is required.

All logging is accessible and stored within UiPath Orchestrator. All supporting documentation and codebase will reside in the IRS Enterprise GitHub repo.

Interfaces

Interface Type

IRS Systems, file, or database

Agency Name

Redesigned Revenue Accounting Control System

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Other

Other Transfer Method

This RPA automation mirrors the actions of a CFO technician by completing a PDF scrape of a deposit ticket located on the teams' shared drive and entering the data in the RRACS system indicated here to complete a manual deposit journal entry. No data persists beyond journal entry completion in the system.

Systems of Records Notices (SORNs)

SORN Number & Name

IRS 22.054 - Subsidiary Accounting Files

Describe the IRS use and relevance of this SORN.

The automation uses subsidiary account files that may contain name, address, TIN, and accounting information relevant to various transactions related to unapplied credits and payments, erroneous payments, etc. The data from these files are used to complete a journal entry in the RRACS system to document the transaction and ensure accurate balancing of subsidiary general ledger accounts.

Records Retention

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

GENERAL RECORDS SCHEDULE 1.1: Financial Management and Reporting Records

What is the GRS/RCS Item Number?

010

What type of Records is this for?

Electronic

Please provide a brief description of the chosen GRS or RCS item.

Many records included in this item are maintained by accountable officers to account for the availability and status of public funds, and are retained to enable GAO, Office of Inspector General, or other authority audit. Financial transaction records include those created while procuring goods and services, paying bills, collecting debts, and accounting for all finance activity.

What is the disposition schedule?

Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

Data Locations

What type of site is this?

Shared Drive

What is the name of the Shared Drive?

RACS\Ogden\Confirmed Accounting Package Tickets

What is the sensitivity of the Shared Drive?

Sensitive But Unclassified (SBU)

Please provide a brief description of the Shared Drive.

Shared Drive is the location where the daily Deposits PDF Files are saved by the technicians and then retrieved by the bot for journaling.

What are the incoming connections to this Shared Drive?

Connections to this drive is solely local folder explorer, leveraging the user's access that is running the bot.

What are the outgoing connections from this Shared Drive?

There are no outgoing connections from this Shared Drive.