

Date of Approval: 08/06/2025  
Questionnaire Number: 2458

## Basic Information/Executive Summary

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

CFO Accounts Payable Employee Reimbursement Claims

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 project title is "CFO Accounts Payable Employee Reimbursement Claims."

This project will support the Accounts Payable (AP) office in processing Form 1034s submitted by employees seeking reimbursement for expenses incurred on work-related purchases. This project will result in a new, digitized Form 1034 within UiPath, allowing for automatic approval routing, data capturing, and reporting of approval/signature history. This project is in support of the Chief Financial Officer (CFO) modernization and automation initiatives as it will standardize, streamline, and execute a manual, repetitive task that may be prone to errors. This will be an attended automation and will be run with UiPath Assistant and UiPath Orchestrator. The automation will complete the following activities:

- 1) Provide a standardized intake form for employee reimbursement claims;
- 2) Capture all necessary data elements for reimbursement claims;
- 3) Perform data validations on submitted information through the intake form;
- 4) Generate a PDF of the completed reimbursement claim (Standard Form 1034 or equivalent);
- 5) Route claims for managerial and program coordinator approval;
- 6) Add approved

claims to a processing queue for the AP team within UiPath and upload approved claims documents to SharePoint; 7) Allow AP staff to initiate an attended automation to process claims from the queue; 8) Verify vendor numbers in Systems Applications Program (SAP) Integrated Financial System (IFS); 9) Verify requisition details and fund availability in PPS; 10) Verify obligation status for claims; 11) 'Park' invoices for payment in IFS; 12) Flag AP staff for a final human-in-the-loop review and approval of payments. Users will typically remain logged in to UiPath Assistant to run the automation, but if needed, they will log in using their own credentials before the automation begins. The bot is accessible only to the custodian / users under Chief Financial Officer (CFO). The files being migrated into Shared Drive folders will be accessible to the CFO business units who own the folders.

## **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).

This automation utilizes UiPath forms to automate employee reimbursement claims. Employees will complete a form in UiPath manually, including their name, address, and last four digits of their Social Security Number (SSN). The automation generates a Form 1034 and stores it in UiPath, only accessible to those with authorization to view and approve Form 1034s (i.e., the employee's manager and some Accounts Payable (AP) staff). Users logged into UiPath assistant will have their Standard Employee Identifiers (SEIDs) cross referenced to our list of approved processing users. The automation will alert the employee's manager that there is a reimbursement request to review and approve. The manager will open UiPath Assistant, locate their employee's form, review, and provide their signature. All signatures will be recorded and timestamped, provided in the final UiPath report. Once a manager signs, UiPath will notify AP. An authorized AP user will then run the rest of the automation using UiPath Assistant. The automation will open Integrated Financial Systems (IFS) and use information in the form submission to ensure vendor numbers, requisition numbers, and obligation numbers are present and valid. If one of these is unvalidated, the automation will stop and alert AP. If all are present and valid, the automation will park a payment in IFS and alert AP, ending the automation. AP users will manually review and post the payment in IFS, ending the process.

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

Address  
Credit Card Number  
Email Address  
Financial Account Number  
Name  
Other  
Professional License Number  
Social Security Number (including masked or last four digits)  
Standard Employee Identifier (SEID)

Please explain the other type(s) of PII that this project uses.

Employee Title, Employee signature, Manager signature, Pursuant to Authority, Employee's home mailing address, Business Unit, Post of Duty (POD), Legal Manager (Last, First, MI), Job Series

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

PII for personnel administration - 5 USC  
SSN for personnel administration IRS employees - 5 USC and Executive Order 9397

## Product Information (Questions)

1 Is this PCLIA a result of a specific initiative or process improvement?

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.)

The project title is "CFO Accounts Payable Employee Reimbursement Claims."  
This project will support the Corporate Accounting, Accounts Payable (AP) office in processing Form 1034s submitted by employees seeking reimbursement for expenses incurred on work-related purchases. Form 1034s require Personally Identifiable Information in the form of employee names, addresses, and Social Security Numbers (SSNs), in addition to receipts of payment, which might include an employee's Professional License Number. This project will result in a new, digitized Form 1034 within UiPath, allowing for automatic approval routing, data capturing, and reporting of approval/signature history. This project is in support of the Chief Financial Officer (CFO) modernization and automation initiatives as it will standardize, streamline, and execute a manual, repetitive task

that may be prone to errors. This will be an attended automation and will be run with UiPath Assistant and UiPath Orchestrator. The automation will complete the following activities: 1) Provide a standardized intake form for employee reimbursement claims; 2) Capture all necessary data elements for reimbursement claims; 3) Perform data validations on submitted information through the intake form; 4) Generate a PDF of the completed reimbursement claim (Standard Form 1034 or equivalent); 5) Route claims for managerial and program coordinator approval; 6) Add approved claims to a processing queue for the AP team within UiPath and upload approved claims documents to SharePoint; 7) Allow AP staff to initiate an attended automation to process claims from the queue; 8) Verify vendor numbers in SAP IFS; 9) Verify requisition details and fund availability in PPS; 10) Verify obligation status for claims; 11) 'Park' invoices for payment in IFS; 12) Flag AP staff for a final human-in-the-loop review and approval of payments.

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.

Integrated Financial Systems (IFS) Procurement for Public Sector (PPS)  
SharePoint

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.

For an employee to submit a request for reimbursement (i.e., Form 1034), their name, address, and SSN is required. Employees must also submit proof of purchase, which may contain credit card numbers and Professional License numbers. The automation will need to receive and securely store this information to facilitate the approval and payment process.

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 current manual process begins with an employee submitting Form 1034, signed by their manager, to AP. An AP Technician then reviews for completeness and verifies proof of the employee's original payment. With that, the Technician opens IFS and copies information from the Form 1034 to search and verify vendor records. Next, the Technician opens the Procurement for Public Sector

(PPS) system to validate the submitted requisition type and product category reported by the employee. If incorrect, the Technician reaches out to the requester to restart the process. If correct, the Technician reopens IFS and uses the requisition number from the previous step to verify the obligation balance covers the invoice/voucher being processed. Then, the Technician reopens PPS to search the Shopping Cart number and capture a print screen of the Shopping Cart printout before emailing the CFO Beckley Finance Center Electronic Obligations (BFC EO) team. BFC EO then sends AP obligation amount details, the Technician logs all related files in SharePoint and then inputs all required information to process the payment in IFS before posting.

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 automation has been identified as medium complexity, and Information Technology's (IT) Technical Insertion process was not used for the approval of this RPA. The automation has been registered with the OneSDLC team and will partner closely with them to complete each of the required approval steps.

9 Will connections or interdependencies be established for this RPA?

Yes

9.1 Will the connection be encrypted?

Yes

9.2 Will authentication/credentials be required?

Yes

9.3 Please provide details for the connection/interdependency. Indicate if this occurs on the backend versus through the system/user interface.

This project inherits IT RPA's audit trail process. The audit trail process is managed and owned by IT RPA and the UiPath Platform. The Audit Trail Process occurs in the Integrated Enterprise Portal (IEP) and the data are stored on UiPath Servers.

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

Users will log into UiPath Assistant to run the automation unless already logged in. All CFO employees will have access to the reimbursement claim form in UiPath, but only designated users in the Accounts Payable team will have access to run the automation.

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

No PUMAS will be applied, but BEARS entitlements will be required for the AP users to access the automation for testing and production.

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.

The maintenance for this RPA is conducted within UiPath.

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 of 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, this RPA is not trained through the use of algorithms.

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

This project inherits IT RPA's audit trail process. The audit trail process is managed and owned by IT RPA and the UiPath Platform. The Audit Trail Process occurs in the Integrated Enterprise Portal (IEP) and the data are stored on UiPath Servers.

## Interfaces

### Interface Type

IRS Systems, file, or database

Agency Name

SharePoint

Incoming/Outgoing

Outgoing (Sending)

Transfer Method

Integrated Enterprise Portal (IEP)

### Interface Type

IRS Systems, file, or database

Agency Name  
Procurement for Public Sector (PPS)  
Incoming/Outgoing  
Outgoing (Sending)  
Transfer Method  
Integrated Enterprise Portal (IEP)

**Interface Type**  
IRS Systems, file, or database  
Agency Name  
Integrated Financial System (IFS)  
Incoming/Outgoing  
Both  
Transfer Method  
Integrated Enterprise Portal (IEP)

## Systems of Records Notices (SORNs)

### **SORN Number & Name**

IRS 46.050 - Automated Information Analysis System

Describe the IRS use and relevance of this SORN.

To maintain, analyze, and process records and information that may identify patterns of financial transactions indicative of criminal and/or civil noncompliance with tax, money laundering, Bank Secrecy Act, and other financial laws and regulations delegated to CI for investigation or enforcement, and that identifies or may identify the individuals connected to such activity. To establish linkages between fraudulent transactions or other activities, and the individuals involved in such actions, that may be used to further investigate such activity and to perfect filters that identify information pertaining to such activity.

### **SORN Number & Name**

IRS 36.003 - General Personnel and Payroll Records

Describe the IRS use and relevance of this SORN.

Users' Standard Employee Identifiers (SEID) will be used to log into the UiPath software to engage with the automation.

### **SORN Number & Name**

IRS 34.037 - Audit Trail and Security Records

Describe the IRS use and relevance of this SORN.

The purpose of this SORN is to identify and track any unauthorized accesses to sensitive but unclassified information and potential breaches or unauthorized disclosures of such information

or inappropriate use of government computers to access Internet sites for any purpose forbidden by IRS policy (e.g., gambling, playing computer games, or engaging in illegal activity), or to detect electronic communications sent using IRS systems in violation of IRS security policy.

## Records Retention

What is the Record Schedule System?

Record Control Schedule (RCS)

What is the retention series title?

16 Chief Financial Officer (CFO) and Accountable Officer Records

What is the GRS/RCS Item Number?

5

What type of Records is this for?

Electronic

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

Financial Transaction Records (FTR). Records included in this file 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 in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity as described below under a-c: (GRS 1.1, Item 010; Job No. DAA-GRS-2013-0003-0001)

What is the disposition schedule?

Destroy 6 years after final payment or cancellation.

What is the Record Schedule System?

Record Control Schedule (RCS)

What is the retention series title?

16 Chief Financial Officer (CFO) and Accountable Officer Records

What is the GRS/RCS Item Number?

25

What type of Records is this for?

Electronic

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

Management Controls and Oversight. Includes audit and inspection records, internal and external reports the IRS maintains supporting IRS self-inspection programs, all records supporting external Federal reporting requirements, and supporting documentation for

Congressional inquiries. (GRS 1.1, Item 010; Job No. DAA-GRS2013-0003-0001).

What is the disposition schedule?

AUTHORIZED DISPOSITION Destroy 6 years after audit or reporting use.

## Data Locations

What type of site is this?

Environment

What is the name of the Environment?

SPLUNK

What is the sensitivity of the Environment?

Personally Identifiable Information (PII) including Linkable Data

Please provide a brief description of the Environment.

Splunk is a Security Information and Event Management (SIEM) software solution tool composed of various dashboards that IRS uses to aggregate and/or analyze security data for systems and applications.

What are the incoming connections to this Environment?

Bot logs from UiPath are stored in SPLUNK automatically after each run. Only the bot logs, which report successes, failures, and automation errors, are stored; No system data or files used in the Employee Reimbursement Claims process are included in these logs.

What are the outgoing connections from this Environment?

Neither the development team (Financial Modernization and Technology), nor the user team (Accounts Payable) manages SPLUNK outgoing connections.

What type of site is this?

SharePoint Online (SPO) Collection

What is the name of the SharePoint Online (SPO) Collection?

Accounts Payable

What is the sensitivity of the SharePoint Online (SPO) Collection?

Personally Identifiable Information (PII) including Linkable Data

What is the URL of the item, if applicable?

<https://irsgov.sharepoint.com/sites/CFO-DMUVRCPA/Accounts%20Payable/Accounts%20Payable%20Documents/MPU%20Bot%20Upload?e=5%3Ac75efc3d5f79483cb1d493d9946e055a&sharingv2=true&fromShare=true&CID=a3cea7ec-48ac-4bb0-8a38-bfa7f5fd1958>

Please provide a brief description of the SharePoint Online (SPO) Collection.

This is the AP Team's SharePoint folder for Employee Reimbursement Claim files.

What are the incoming connections to this SharePoint Online (SPO) Collection?

The UiPath automation will mimic the user's action of uploading documents to SharePoint.

What are the outgoing connections from this SharePoint Online (SPO) Collection?

No outgoing connections will be made. This RPA does not connect with any system, it emulates a user's actions through the user interface.

What type of site is this?

Environment

What is the name of the Environment?

User's personal work computer

What is the sensitivity of the Environment?

Personally Identifiable Information (PII) including Linkable Data

Please provide a brief description of the Environment.

This is the employee's computer used to complete their daily tasks.

What are the incoming connections to this Environment?

UiPath will mirror a user's permissions and access to interact with the graphic user interface.

What are the outgoing connections from this Environment?

No outgoing connections will be made. This RPA does not connect with any system; it emulates a user's actions through the user interface.

What type of site is this?

Environment

What is the name of the Environment?

UiPath Servers

What is the sensitivity of the Environment?

Sensitive But Unclassified (SBU)

Please provide a brief description of the Environment.

This project inherits IT RPA's audit trail process. The audit trail process is managed and owned by IT RPA and the UiPath Platform. The Audit Trail Process occurs in the Integrated Enterprise Portal (IEP) and the data are stored on UiPath Servers.

What are the incoming connections to this Environment?

None

What are the outgoing connections from this Environment?

None