

Date of Approval: 11/24/2025  
Questionnaire Number: 2668

## Basic Information/Executive Summary

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

RRACS Debit Vouchers

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 the RRACS (Redesigned Revenue Accounting Control System) Debit Vouchers automation. This project will support the Chief Financial Office's (CFO) Revenue Accounting Operations (RAO) team in the process of journaling Debit Vouchers into the RRACS system. The RAO team receives Debit Voucher files from the Dishonored Check Function team after the payments are processed and balanced. Once received, RAO is responsible for journaling each transaction in RRACS. This project is in support of the CFO modernization and automation initiatives as it will standardize, streamline, and execute manual, repetitive tasks 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) Allow user to input RS#, output folder, and service center ALC; 2) open Collections Information Repository (CIR) and run previous day's Debit Voucher report; 3) open and save each 5515 file from that report; 4) open Batch/Block Tracking System (BBTS) and generate Trace ID's for each 5515; 5) Create RS sheet; 6) Open RRACS and select the ALC; 7)

Open the Deposits window and select Debit Voucher as the record type; 8) Select current month; 9) populate all required RRACS fields; 10) Restart at step 7 for more Debit Vouchers; 11) Enter a standard message to post with the journal; 12) Pause and allow the user to review before clicking "post"; 13) export all files to pdf and combine into one package 14) Stamp journal details onto the pdf file; 15) Save file to the team's shared drive. IRS CFO RAO team owns and is responsible for this automation. The bot is accessible only to users under CFO RAO. RAO Revenue Accounting Control Technicians will be the only individuals operating 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).

SEIDs are used to log into UiPath Assistant. Users will log in to RRACS and CIR prior to running the automation. Financial Account numbers are included in the 5515 files obtained from the Collections Information Repository.

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

Financial Account Number  
Standard Employee Identifier (SEID)

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 a specific initiative or process improvement?

No

1.1 What is the name of the Business Unit (BU) or Agency initiative?

Chief Financial Officer - Financial Management

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 the RRACS (Redesigned Revenue Accounting Control System) Debit Vouchers automation. This project will support the Chief Financial Office's (CFO) Revenue Accounting Operations (RAO) team in the process of journaling Debit Vouchers into the RRACS system. The RAO team receives Debit Voucher files from the Dishonored Check Function team after the payments are processed and balanced. Once received, RAO is responsible for journaling each transaction in RRACS. This project is in support of the CFO modernization and automation initiatives as it will standardize, streamline, and execute manual, repetitive tasks 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) Allow user to input RS#, output folder, and service center ALC; 2) open Collections Information Repository (CIR) and run previous day's Debit Voucher report; 3) open and save each 5515 file from that report; 4) open Batch/Block Tracking System (BBTS) and generate Trace ID's for each 5515; 5) Create RS sheet; 6) Open RRACS and select the ALC; 7) Open the Deposits window and select Debit Voucher as the record type; 8) Select current month; 9) populate all required RRACS fields; 10) Restart at step 7 for more Debit Vouchers; 11) Enter a standard message to post with the journal; 12) Pause and allow the user to review before clicking "post"; 13) export all files to pdf and combine into one package 14) Stamp journal details onto the pdf file; 15) Save file to the team's shared drive. The bot is accessible only to users under CFO RAO.

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) RACS\_Xtrnl Shared Drive Adobe Acrobat Microsoft Excel Collections Information Repository (CIR) Batch/Block Tracking System (BBTS)

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.

SEIDs are used to log into UiPath Assistant before running the automation. Users will log into BBTS and CIR prior to running the automation--these credentials

will not be stored. Financial Account information is included in 5515 files from CIR; this information will not be stored in UiPath.

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.

RRACS Tech in Ogden, Kansas City, and Austin are responsible for journaling debit vouchers on a daily basis. This process is kicked off when banks alert Receipt & Control that the IRS sent a deposit ticket for more money than should've been sent. R&C completes their analysis & processing and alerts the Dishonored Check Function (DCF) team, who assigns each debit voucher a Trace ID #. DCF then drops pdf files of debit vouchers to be journaled into a shared drive folder. From there, a RRACS Tech will journal the debit vouchers according to the steps below.

High level process steps:

Create RS Sheet in Excel, notating all journal activities to be completed

Open pdf, check ALC # is accurate for Tech's service center (if not, Tech keeps note and transfers it later)

Open RRACS and select Deposits from the main menu

Create new Debit Voucher Record

Enter Voucher #, Prepare Date, and Trace ID #

Enter amount returned (i.e., the difference between what was initially sent to bank and what should have been sent)

Create additional Debit Voucher records as needed

Enter message in journal window

Review & post journal

Stamp pdf with journal details

Save pdf to shared drive folder

8 Indicate what level of complexity the RPA is classified as and if you were required to register with One Solution Delivery Lifecycle (OneSDL) 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 low 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 OneSDL 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.

UiPath Assistant is the interdependency. It will be the user interface by which user's access and run the automation. This connection occurs on the backend.

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

Users will log into UiPath to run the automation. Access is provided through an approved BEARS entitlement, and authentication is completed using single sign-on (SSO). Only designated users on the Revenue Accounting Operations team will have access to the automation. Contractors will not have access to files used in this automation. Users (RACS Technicians): already have access to all data/files used; their process will just be automated. Managers (RACS Managers): already have access to all files used in this process; have access to automation. RACS system administrators: will not have direct access to the automation but reserves authority to audit bot performance. Background investigations on all contractors involved in the development of this automation was completed through the standard federal and IRS clearance processes. Contractors will not have access to the data used in this automation but will have access to write to the bot code for updates or error resolution.

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.

BEARS entitlements will be required to access UiPath Assistant/Orchestrator. No PUMAS are applied for granting access to these systems.

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. No machine learning is applied; no use of artificial intelligence is required for this automation.

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

RACS\_CFO Shared Drive

### Incoming/Outgoing

Both

### Transfer Method

Integrated Enterprise Portal (IEP)

### **Interface Type**

IRS Systems, file, or database

### Agency Name

Collections Information Repository (CIR)

### Incoming/Outgoing

Incoming (Receiving)

### Transfer Method

Integrated Enterprise Portal (IEP)

### **Interface Type**

IRS Systems, file, or database

### Agency Name

Adobe Acrobat Pro

### Incoming/Outgoing

Incoming (Receiving)

### Transfer Method

Integrated Enterprise Portal (IEP)

**Interface Type**

IRS Systems, file, or database

**Agency Name**

Batch/Block Tracking System (BBTS)

**Incoming/Outgoing**

Incoming (Receiving)

**Transfer Method**

Integrated Enterprise Portal (IEP)

**Interface Type**

IRS Systems, file, or database

**Agency Name**

Redesigned Revenue Accounting Control System (RRACS)

**Incoming/Outgoing**

Outgoing (Sending)

**Transfer Method**

Integrated Enterprise Portal (IEP)

**Interface Type**

IRS Systems, file, or database

**Agency Name**

Microsoft Excel

**Incoming/Outgoing**

Outgoing (Sending)

**Transfer Method**

Integrated Enterprise Portal (IEP)

## **Systems of Records Notices (SORNs)**

**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.

**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.

## 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.

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. Includes records pertaining to the recording, classifying and summarizing of financial transactions and events related to assets, liabilities, revenue from all sources, and expenses to all payees to support financial reporting, enable audit, and accumulate and generate management information to assist in establishing IRS's resource allocation priorities.

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?

Redesigned Revenue Accounting System (RRACS) -Formerly Interim Revenue Accounting and Control System

What is the GRS/RCS Item Number?

40

What type of Records is this for?

Electronic

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

RRACS controls, records, and reports all financial revenue activities of the Service's tax processing systems through an expanded general ledger structure. The database includes 180

accounts containing information on revenue receipts, disbursements and assessments. (A) Input Records: These records include electronic transfer of data from Revenue General Ledger System and the Electronic Federal Tax Processing System. (GRS 5.2, Item 020; Job No. DAA-GRS-2017-0003-0002). (B) Outputs: These records include system backups, management information reports, program related reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats. (GRS 5.2, Item 020).

What is the disposition schedule?

Delete when 1 year old or when no longer needed for administrative, legal, audit or other operational purposes, whichever is sooner.

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?

9

What type of Records is this for?

Electronic

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

Correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

What is the disposition schedule?

Destroy when 3 years old.

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

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 in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity.

What is the disposition schedule?

Destroy 6 years after final payment or cancellation.

## Data Locations

What type of site is this?

System

What is the name of the System?

Batch/Block Tracking System (BBTS)

What is the sensitivity of the System?

Federal Tax Information (FTI)

Please provide a brief description of the System.

The Batch/Block Tracking System (BBTS) is an integrated batch creation and tracking system with on-line adjustment and road-mapping capabilities. BBTS tracks the movement of tax forms batched and processed through the Submission Processing Pipeline.

What are the incoming connections to this System?

Users will log into BBTS prior to running the automation. The bot will only access and use the Trace ID generator in BBTS, which creates random number strings of 14 characters.

What are the outgoing connections from this System?

The bot will copy as many Trace IDs as there are 5515 files to process.

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.

What are the outgoing connections from this Environment?

Neither the development team (Financial Modernization and Technology), nor the user team (Revenue Accounting Operations) manages SPLUNK outgoing connections.

What type of site is this?

System

What is the name of the System?

Redesigned Revenue Accounting Control System (RRACS)

What is the sensitivity of the System?

Federal Tax Information (FTI)

Please provide a brief description of the System.

RRACS is the IRS's revenue accounting system, recording and reporting revenue financial data from all tax systems. It tracks financial data from receipt to payment, supporting the Chief Financial Office and fulfilling IRS financial reporting requirements. No individual customer information is stored for security reasons. RRACS data is stored in an IBM mainframe database and retained for 7 years, with access provided through customized windows programs.

What are the incoming connections to this System?

The UiPath automation will mimic the user's action of entering data into the RRACS system.

What are the outgoing connections from this System?

None

What type of site is this?

System

What is the name of the System?

Collections Information Repository

What is the sensitivity of the System?

Federal Tax Information (FTI)

What is the URL of the item, if applicable?

<https://www.cir.fiscal.treasury.gov/>

Please provide a brief description of the System.

The Collections Information Repository (CIR) is a web-based tool that gives federal agencies information on deposits and collections. CIR streamlines financial transaction information from all collections and settlement systems into one place.

What are the incoming connections to this System?

Users will log in to their CIR account prior to running the automation. Once the user starts the bot, it will mimic a user's actions of running the Debit Voucher report and saving 5515 files.

What are the outgoing connections from this System?

5515 files will be saved as excel files directly from CIR.

What type of site is this?

Shared Drive

What is the name of the Shared Drive?

RACS\_CFO

What is the sensitivity of the Shared Drive?

Federal Tax Information (FTI)

Please provide a brief description of the Shared Drive.

This shared drive houses files that contain information that needs to be journaled into the RRACS system. It also houses "completed" copies of those files stamped with RRACS journal details.

What are the incoming connections to this Shared Drive?

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

What are the outgoing connections from this Shared Drive?

None. Users will manually save files to be journaled in a separate folder on their desktop before running the automation.

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?

UiPath Assistant will open and read files from a folder that the user selects.

What are the outgoing connections from this Environment?

UiPath Assistant will mimic a user's actions of entering data into RRACS and saving files to shared drive.

What type of site is this?

Environment

What is the name of the Environment?

User's work computer.

What is the sensitivity of the Environment?

Personally Identifiable Information (PII) including Linkable Data

Please provide a brief description of the Environment.

The automation user's computer, used to complete work 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?

None.