Date of Approval: 03/24/2025 Questionnaire Number: 1777

Basic Information/Executive Summary

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

Business Under Reporter Robotic Process Automation

Acronym:

BUR RPA

Business Unit

Small Business and Self Employed

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.

Automating manual business processes will increase accuracy, improve productivity, higher consistency, better efficiency, easier scalability, allow employees to focus on more critical, analytical tasks while robot performs mundane repetitive processes. Business Underreporter (BUR) is the analysis and processing of potential underreported (U/R) issues identified through information return (IR) matching. BUR cases are built from two primary sources: 1) The Business Master File (BMF) which contains information reported to the IRS by taxpayers and 2) The Information Return Master File (IRMF) which contains information submitted by payers. Document Case inventory lists are received from Policy via email and database on the BUR share drive. The email is received by clerical, who then prepare the Work Units for the Tax Examining team to work the batches in cases of 15. The Business Underreporter Status Tool (BURST) tool

updates Integrated Data Retrieval System (IDRS) to show BUR is working an adjustment and assigns the case to BUR. This process is further described in Internal Revenue Manual (IRM) 4.119.1 - BMF Underreporter (BUR) Control dated (10/01/2020) and IRM 4.119.4 - BMF Underreporter (BUR) Program dated (11/16/2020) The BUR RPA Bot will gather the data from selected file, operate the BURST Generalized IDRS Interface (GII) tool to run the data through IDRS for assigning and updated Transaction Codes. It will move the data to the BUR Control Database IAT tool to run through that process. It will group the batches in groups of 15 per PDF file printed and saved to SharePoint.

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).

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

Employer Identification Number Federal Tax Information (FTI) Standard Employee Identifier (SEID) Tax ID Number

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.)

RPA Tool: Business Under Reporter (BUR) BOT Owner: SBSE Campus Exam/AUR XXXXX. Initiative: Digitization. Supported process: BUR's manual process due to the lack of an inventory management system. The taxpayer information (PII) is used to identify the taxpayers and match Under Reported Income. The SEID is used to identify the user as a standard for RPA robotics. Automating manual business processes will increase accuracy, improve productivity, higher consistency, better efficiency, easier scalability, allow employees to focus on more critical, analytical tasks while robot performs mundane repetitive processes: 1) The Business Master File (BMF) which contains information reported to the IRS by taxpayers and 2) The Information Return Master File (IRMF) which contains information submitted by payers. Document Case inventory lists are received from Policy via email and database on the BUR share drive. The email is received by clerical, who then prepare the Work Units for the Tax Examining team to work the batches in cases of 15. The Business Underreporter Status Tool (BURST) tool updates Integrated Data Retrieval System (IDRS) to show BUR is working an adjustment and assigns the case to BUR. This process is further described in Internal Revenue Manual (IRM) 4.119.1 - BMF Underreporter (BUR) Control dated (10/01/2020) and IRM 4.119.4 - BMF Underreporter (BUR) Program dated (11/16/2020) The BUR RPA Bot will gather the data from selected file, operate the BURST Generalized IDRS Interface (GII) tool to run the data through IDRS for assigning and updated Transaction Codes. It will move the data to the BUR Control Database IAT tool to run through that process. It will group the batches in groups of 15 per PDF file printed and saved to SharePoint.

- 3 Is this a new Robotic Process Automation (RPA) project?
- 3.1 Is there a Privacy and Civil Liberties Impact Assessment (PCLIA) for this project? Yes

- 3.2 What is the questionnaire number of the most recent approved PCLIA? 6517
- 3.3 What is the questionnaire title of the most recent approved PCLIA? Business Under Reporter Robotic Process Automation, BUR RPA

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

Integrated Data Retrieval System (IDRS)

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.

The taxpayer information (PII) is used to identify the taxpayers and match Under Reported Income. The SEID is used to identify the user as a standard for RPA robotics.

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.

Manually building physical batches of 15 case work units and placing them on a cart, requesting case files/returns, building paper cases, and printing IDRS research.

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

OneSDLC registration is required and classified as high complexity.

- 9 Will connections or interdependencies be established for this RPA? Yes
- 9.1 Will the connection be encrypted?
- 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.

Connection to InfoConnect/Integrated Data Retrieval System is established through the user interface and is initiated prior to the RPA run. Connection to Generalized IDRS Interface is initiated by the BURST tool on the backend.

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

Tax examiners, Clerical staff, management, and system administrators. They are authenticated with their MS365 account.

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.

Employees request the access through the BEARS System and directly with the Management and Program Analyst Point of Contact (POC) over the Shared Drive and SharePoint.

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.

Maintenance tasks are performed by IT contractors.

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.

UI Path orchestrator and SPLUNK. Audit logs are located on the user's local machine and is pull from orchestrator.

Interfaces

Interface Type

IRS Systems, file, or database

Agency Name

BUR (Business Under Reporter) Control Database

Incoming/Outgoing

Both

Transfer Method

Application to Application (A2A)

Interface Type

IRS Systems, file, or database

Agency Name

IDRS (Integrated Data Retrieval System)

Incoming/Outgoing

Both

Transfer Method

Application to Application (A2A)

Interface Type

IRS Systems, file, or database

Agency Name

GII (Generalized IDRS Interface)

Incoming/Outgoing

Both

Transfer Method

Application to Application (A2A)

Interface Type

IRS Systems, file, or database

Agency Name

IAT (Integrated Automation Technologies)

Incoming/Outgoing

Both

Transfer Method

Application to Application (A2A)

Interface Type

IRS Systems, file, or database

Agency Name

BURST (Business Under Reporter Suite)

Incoming/Outgoing

Both

Systems of Records Notices (SORNs)

SORN Number & Name

IRS 24.047 - Audit Underreporter Case Files Describe the IRS use and relevance of this SORN.

Case files are created during the underreporter process.

SORN Number & Name

IRS 24.046 - Customer Account Data Engine Business Master File Describe the IRS use and relevance of this SORN.

Used to conduct account research. Including return information and information returns submitted by payers.

Records Retention

What is the Record Schedule System?

Record Control Schedule (RCS)

What is the retention series title?

IRS Electronic Tax Administration-RCS 32

What is the GRS/RCS Item Number?

45B

What type of Records is this for?

Electronic

Please provide a brief description of the chosen GRS or RCS item. IRDM assists tax examiners in working business underreporter

cases. It controls and tracks cases throughout the underreporter process and generates notices and letters to taxpayers.

What is the disposition schedule?

AUTHORIZED DISPOSITION Delete 10 years after assessment

Data Locations

What type of site is this?

System

What is the name of the System?

SPLUNK

Please provide a brief description of the System.

SPLUNK is used to store the audit logs from UI Path.

What are the incoming connections to this System?

UiPath Orchestrator is connected to SPLUNK, and all logs are temporarily stored in Orchestrator. No other incoming connections.