| Business Function | Agency | Use Case | Description |
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| Acquisition | Bureau of the Fiscal Service | HPCM Document Upload | Automates the process of uploading closed out procurement documents to HP Content Manager. |
| Acquisition | Bureau of the Fiscal Service | Zero Dollar Closeouts | Automates PRISM closeouts, which includes extracting details from OBI, generating the appropriate destruction date and closing the awards within the PRISM application. |
| Acquisition | Defense Logistics Agency | ULO Report Process | This automation expedites the process of initiating the Unliquidated Obligation (ULO) Report using a specified transaction code by downloading and manipulating the report. |
| Acquisition | Defense Logistics Agency | ULO Closeout Process | This automation expedites the process of adjusting PO, PR and SO lines quantity or values to closeout an order. |
| Acquisition | Defense Logistics Agency | Vendor Notification for Packaging Discrepancy | This automation creates notification for errors <$300 to educate the vendors on the packaging error so that corrective action can be taken to prevent future deliveries with the same issue. |
| Acquisition | Defense Logistics Agency | Automated Closeout of Long Term Contracts / Agreements in SRM | This automation closes out of Long Term Contracts/Agreements in Sustainment, Restoration and Modernization (SRM). |
| Acquisition | Defense Logistics Agency | EDI 856 Notifications | The DLA Enterprise Business System (EBS) requires the ability to accept shipment notices initiated by Mechanization of Contract Administration Services (MOCAS) and vendor systems. The shipment notification is sent from the vendor or MOCAS system to DLA Transaction Services, where it is formatted into an Interface Doucment (IDoc). If the vendor does not follow the guidelines or the PIIN/PO number is not currently in the system, the IDoc will produce a fail status. This automation pulls appropriate information to email the vendor about the issue and changes the IDoc status so that it will no longer be flagged for processing. |
| Acquisition | Defense Logistics Agency | WAWF for Acquisition Contract Reporting | Receiving Reports and Invoices stored in the Wide Area Workflow (WAWF) system are deemed sufficient as Evidential Matter (EM) for selected business scenarios. WAWF allows users to extract Receiving Reports and Invoices EM by executing queries on contracts. |
| Acquisition | Defense Logistics Agency | Create Line Items on Oil & Gas LTCs | Large-line item awards and contracts are difficult to navigate in the Enterprise Business System. This autmation resolves this issue by generating systemic lines from offline data for the buyer and contract administrator. |
| Acquisition | Defense Logistics Agency | Subsistence Price Determination | DLA Subsistence Supply Chain utilizes Prime Vendors to contract and source perishable goods. For example, DLA Subsistence's Produce & Market Fresh division enters into a contract agreement with fresh fruit distibutors, and they are allowed to negotiate fruit prices with individual suppliers, such as Dole Produce. The Prime Vendor's negotiated prices are provided to DLA in an Item Catalog on a weekly basis. The prices must be evaluated in Subsistence Total Order and Receipt Electronic System (STORES) by Post Award Administrators (PAA) on a weekly basis, to ensure the Item Catalog prices are fair and reasonable. |
| Acquisition | Defense Logistics Agency | Delivery Order Notice of Multiple Emails | Currently, DLA Energy Delivery Order (DO) awards and order modifications are sent from Enterprise Business System (EBS) Procurement to DLA Internet Bid Board System (DIBBS). DIBBS sends an email notification to the single email address associated with the Vendor Commercial And Government Entity (CAGE) on the order. The result is that either a single email recipient within the company gets the notice or, if a group email is created, every vendor load location associated with that vendor gets the notification and each one must be manually retrieved within DIBBS to see if it applies. In this scenario, over time the emails are ignored. This has led to missed deliveries and missed on time deliveries for orders. |
| Acquisition | Defense Logistics Agency | Energy Solicitation (RfX) Price Determination and Update | Before contracts are created, a solicitation is published and sent to the DLA Internet Board Bid System (DIBBs) for potential vendors to bid on them. DLA End Users need to manually enter the Base Reference Price for each line item on the solicitations before it gets sent out. This automation extracts the price for the associated Base Reference Date and Escalator and updates each Line Item on the Solicitation. |
| Acquisition | Department of the Army | Contractor Responsibility Determination bot | This automation provides screenshot outputs from beta.SAM.gov and FAPIIS websites and populates results that it scrapes into a policy document for contract files. |
| Acquisition | Forest Service | Extend Task Order Modification | In conjunction with the "Create Task Order" automation, this automation monitors a daily report from the ordering system to determine if there is a need to extend the current Task Order's period of performance. If an extension is needed, the automation locates the task order in the PRISM procurement system, references a lookup table for estimated dollars and number of period of performance days to extend, processes & approves the modification, and updates the task order. The process takes about 2 minutes and occurs 5,000 times annually. |
| Acquisition | Forest Service | Create Task Order Obligation | A task order / blanket purchase agreement call is processed & approved in the procurement system (PRISM) upon email notifcation of an approved request/requisition from an external ordering/requesting system. This automation copies and pastes data from a spreadsheet, references contract information via a lookup table (e.g., estimated dollar quantities and period of performance dates), enters all applicable data field in PRISM, completes/validates the Federal Procurement Data System record, and approves/records the obligaiton in the accounting system via PRISM interface. An activity log of the automation's actions is generated and stored on a shared drive. The process takes approximately 2.5 minutes per task order and occurs around 5,000 times annually. |
| Acquisition | Forest Service | Funding Modification | The automation performs modifications on existing task orders/obligations to change accounting codes. A placeholder accounting code is established on the obligation—after invoices are received, a form is set to the bot summarizing the changes needed per obligation. The automation accesses the PRSIM procurement system, locates the applicable task order, reduces the placeholder obligation, adds the new accounting codes, and processes/approves both the modification and Federal Procurement Data System record. The process takes about 2 minutes and occurs around 1,000 times annually. |
| Acquisition | General Services Administration | FAS New Offer (Truman) | To be considered for a GSA Multiple Award Schedule (MAS) contract, vendors need to submit offers that provide accurate and complete information that describes the company, its experience, and its commercial products and services.

This automation runs exclusion checks for a new vendor submission based on information available on SAM.gov, documenting the results in a contract file. It also pre-populates pre-negotiation and price negotiation memo templates with administrative information, which are then loaded in contract files. |
| Acquisition | General Services Administration | OAM 889 Contract Modification (One Time Project) | The Office of Acquisition Management must process multiple modifications (roughly estimated at 8000) associated with a change to Federal Acquisition Regulations (FAR). Within GSA's contract writing system, the automation reads through an Excel spreadsheet of specific contracts and then sends a notification of relevant contract modification to each contract. Afterwards, the automation updates the Excel sheet with a timestamp for when the contract was notified of the modification and prepares the document for signatures. |
| Acquisition | General Services Administration | Credit Card Receipt | Purchases under the micro-purchase threshold at GSA may be purchased using a credit card. The requests are approved by a manager, approving official, and a funds certifier. Once the funds are certified and the purchase data/amount are finalized, the credit cardholders are required to enter transaction information and upload a receipt of the invoice into GSA's financial system. Once a transaction is complete, the vendor remits an invoice to GSA.

This automation streamlines the process of uploading invoices and attaching receipts after a transaction takes place. In turn, this automation provides more accurate and consistent findings from the improper payment review and saves employees' time. |

| Business Function | Agency | Use Case | Description |
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| Acquisition | General Services Administration | Lease Payment & Billing #1 - CPA Project Kickoff | GSA's Leasing Office starts planning for lease renewals 42 months prior to a current lease's expiration date. Preparing to plan for the new lease requires PBS leasing staff to access data from several data sources and is a labor intensive process that can introduce errors due to the volume of mannual data inputs.

The automated process starts with six Oracle BI generated reports (Payments, Projects,Options, Buildings, Occupancy Agreements, Leases). With these reports the automation will be able to create and gather all relevant files for each included lease. The file creation is all based upon Google Sheet templates, which have been provided by the project team. The automation will gather all other files from a host of GSA systems and platforms: Lease Management Tool, Occupancy Agreement Tool, Rent on the Web, and Salesforce. The automation creates lease folders, Google templates, gathers documents from various systems, and files them into the specific lease folders on Shared Google Drive.

The goal of automating the CPA Part 1 Package process is to reduce both the time spent and clerical errors made, creating and filing lease specific documents. This will help planning managers by providing a normalized filing system with information at a consistent level of detail. |
| Acquisition | General Services Administration | Contractor Responsibility Determination Screener | Contracting officers (COs) are required to conduct contractor responsibility checks. The check assesses if the soliciting companies are responsible in accordance with the Federal Acquisition Regulation (FAR). To accomplish this task, COs must research the company's DUNS number to summarize vendor information and document any findings. For this automation, a requester sends the relevant DUNS number's to a specified email address, which triggers a search through public information on SAM.gov and FAPIIS.gov. The automation then generates a compilation of findings to the requesting officer's email address. |
| Acquisition | General Services Administration | ZCO Data Integrity Checks | Zonal Contract Officers (ZCOs) maintain monthly task order tracking sheets which contains contract data for his or her zone. Part of this maintenance involves manually cross-referencing the tracking sheet's data with numerous corresponding reports from other systems. Since this cross-checking is repetitive and time-consuming, the automation executes all of the cross-checking for the ZCO. It opens a file folder of tracking sheet and corresponding reports, opens each file, then generates a Comparison Log of differences in information and an Error Log for incorrect and faulty data entries. The automation then sends the two logs to the email addresses of the ZCO and report owners so that they can research discrepancies. |
| Acquisition | Internal Revenue Service | IRS Procurement Contractor Responsibility Determinations | Automates a procurement compliance check process called Contractor Responsibility Determinations by automating the search, collection, analysis, and compliation of information required by FAR 9.105. |
| Acquisition | National Aeronautics and Space Administration | NSSC Grants Report mailbox archival | This automation will access the Grant's Reports Mailbox, extract reports and archive in Tech Doc by Grant Number. Update ServiceNow case with the receipt of the report |
| Acquisition | National Aeronautics and Space Administration | Procurement Consolidation Report | For all areas of Procurement, combines the Purchase Request (PR) report with ServiceNow (SN) tickets to identify PRs with no ServiceNow case, creates SN tickets and store records. |
| Acquisition | National Aeronautics and Space Administration | Enhancement to SBIR/STTR new awards prep SAM data pull | This is an enhancement to existing automation by adding additional requirements to check for NAICS Code and Exclusions. |
| Acquisition | National Aeronautics and Space Administration | Grant Closeout ECC Files | This automation will run, format and save the ServiceNow "Grant Closeout Report" Excel file and verify the "POP-end Dates" against previous supplements. It will check the "Grant Closeout" box in SNOW and then go into TechDoc and move each file folder from the "Procurement Grants and Agreements" folder to the "e-Grants Staging / Transfer to Closeout" folder. It will then send an email to document Imaging for the access change and send an email to closeout with the spreadsheet. Lastly, it will create folders in TechDoc for each grant. |
| Acquisition | National Aeronautics and Space Administration | SBIR/STTR new awards prep SAM pull | This automation will pull the "Overview," "Core Data," and "Reps & Certs" from the "System for Award Management" (SAM) system and will save and bookmark the files on the N:Drive. |
| Acquisition | National Aeronautics and Space Administration | Grants Reporting Zero Draw Down | This automation runs the "PR Grants POCs Email Addresses" report in ServiceNow. It then runs a report in SAP and will identify records where the cost and obligations are zero along with the $0 draw-down recipients from the past 6-months. It will reconcile this report with the previous quarter's report and send the email template to the POCs from the "PR Grants POCs Email Addresses" report and update the "… $0 Drawdown Report Findings" spreadsheet saved in the "$0 Draw Down Invoice Notices" folder on the N:Drive. It will then send the report to the Grant Officer(s) and archive the emails and reports in the "Quarterly G&CA - $0 or Slow Draw Reports" folder in TechDoc. |
| Acquisition | National Aeronautics and Space Administration | NSPIRES Process | This automation logs into NSPIRES to download the open Grants and Cooperative Agreement proposal package and save on the N:Drive. |
| Acquisition | National Aeronautics and Space Administration | Populate Grant Award Dates from PPS | Populates the Grant and SBIR Award Dates from SAP into ServiceNow. |
| Acquisition | National Aeronautics and Space Administration | SAT Awards and ELMT Calls PPS Distribution | For Simplified Acquisitions Basic and Enterprise License Mmanagement Call Awards, this automation logs into ServiceNow (SN) and runs a report to pull any unassigned "Distribution" tasks. For each task, it will download documents out of PPS and combine into one PDF and bookmark the "Award File" PDF. It will then complete an email template with header information and attach the "Award File" PDF to the email. It will then send the email to the contractor and POCs. |
| Acquisition | National Aeronautics and Space Administration | SAT Modifications PPS Distribution | For Simplified Acquisition Modifications, this automation will log into ServiceNow (SN) and run a report to pull any unassigned "Distribution" tasks. For each task, it will download documents out of PPS and combine into one PDF and bookmark the "Award File" PDF. It will then complete an email template with header information and attach the "Award File" PDF to the email. It will then send the email to the contractor and POCs. |
| Acquisition | National Aeronautics and Space Administration | Grant award and supplement distribution | For Grant Award and Supplement Distribution, this automation will download "Read Receipts" from Outlook and save in the "Staging" folder; pull the "FPDS" from Procurement for the Public Sector (PPS) and upload to the "FPDS" folder in PPS; upload correspondence and delivery receipts to the "PPS Distribution" folder. |
| Acquisition | National Aeronautics and Space Administration | Grant and Cooperative Agreement Supplements ECC 1687 | For Grant and Cooperative Agreement Supplements generated in SAP Enterprise Resource Planning Central Component, this automation creates a new NASA Form 1687 for the Grant Supplement and updates the 1687 with the information from the previous supplement and saves on the N Drive in the designated folder. |
| Acquisition | National Aeronautics and Space Administration | Grant Supplements PPS distribution | For Grant and Cooperative Agreement Supplements generated in PPS, this automation will log into ServiceNow (SN) and open the "Distribution" task. It will then log into PPS and extract award documents; distribute them to identified personnel on "Distribution Checklist" through Outlook using a template email and resolves the SN Task. |
| Acquisition | National Aeronautics and Space Administration | Basic awards distribution in PPS | For Grant and Cooperative Agreement Basic Awards generated in PPS, this automation logs into ServiceNow (SN) and opens the "Distribution" task. It will then log into PPS and extract award documents; distribute them to identified personnel on "Distribution Checklist" through Outlook using a template email and resolves the SN Task. |
| Acquisition | National Aeronautics and Space Administration | Grants Basic PPS Pre-award Processing | For Grant and Cooperative Agreement Basc Awards, this automation will log onto the SAM website and using the Awards Duns number pull the "pre-award documents" (EPLS, Core Data and Certifications) and save in the correct "Document" folder on the N:Drive. |
| Acquisition | National Aeronautics and Space Administration | SAP ECC Automation Grants | For Grant and Cooperative Agreement awards generated in SAP Enterprise Resource Planning Central Component (ECC), this automation updates Purchase Request task in SAP ME22N with information received on NF1687 and assigns task to Certifying Officer. |
| Acquisition | National Aeronautics and Space Administration | EHB SBIR/STTR proposal download | Due to a total system reconfiguration of Electronic Handbook (EHB), this is a redevelopment for the automation that pulls Small Business Innovative Research/Technology Transfer proposals from the Electronic Handbook, extracts data and stores in a designated folder on the N: drive. |
| Acquisition | National Aeronautics and Space Administration | Grant Basic and Supplements Daily Report | Creates a new "Grant Status" spreadsheet for the current day in the "SN-Grant Status" folder on the N:Drive and will run various ServiceNow (SN) reports and save as individual tabs in the spreadsheet. The automation will also input data onto the "Grants Daily Status" tab and the "Total Awards by Center" tabs of the spreadsheet from the saved SN reports. |

| Business Function | Agency | Use Case | Description |
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| Acquisition | Office of the Secretary of Defense | FPDS-NG Contract Data Download and Upload into Advana | This automation pulls monthly contract data from DoD's contract award data system (FPDS-NG) and uploads the data into Advana, the DoD's audit platform. |
| Acquisition | Office of the Secretary of Defense | ADAPT Source File Pull | This automation downloads various reports from Federal Procurement Data System (FPDS), SharePoint, and Defense Agencies Initiative (DAI), which are used to update an AD-leadership level dashboard (Acquisition Directorate Analytics & Performance Tool (ADAPT)). |
| Acquisition | Office of the Secretary of Defense | DAMIR Data Download and Upload into Advana - Phase 2 (Unofficial Tables) | This automation downloads acquisition data and reports for "unofficial" tables from the Defense Acuquisition Management Information Retrieval (DAMIR) site and stages the data for upload into Advana, the DoD's platform for advanced analytics. |
| Acquisition | Office of the Secretary of Defense | DAMIR Data Download and Upload into Advana - Phase 1 (Official Tables) | This automation downloads acquisition data and reports for "official" tables from the Defense Acuquisition Management Information Retrieval (DAMIR) site and stages the data for upload into Advana, the DoD's platform for advanced analytics. |
| Acquisition | U.S. Department of Agriculture | SAM Interface Confirmation | Confirm the SAM to FMMI Interface ran successfully and send confirmation notification to stakeholders indicating status. |
| Administrative Services | Bureau of the Fiscal Service | OEBS System Users | Automates updating an excel spreadsheet with new Oracle users which is utilized during new user account creation. |
| Administrative Services | Bureau of the Fiscal Service | MNT MD 2 Day Review | Automates the review/update of user's password expiration days within Oracle to ensure it is set to 2 days for users that have not logged in and 60 days for users that have logged in and reset their password. |
| Administrative Services | Bureau of the Fiscal Service | MD 2 Day Review | Automates the review/update of user's password expiration days within Oracle to ensure it is set to 2 days for users that have not logged in and 60 days for users that have logged in and reset their password. |
| Administrative Services | Bureau of the Fiscal Service | MNT MD OBI Morning Duties Export Report | Automates the retrieval of a report export to provide source data for dependent RPAs to utilize. |
| Administrative Services | Bureau of the Fiscal Service | MD OBI Morning Duties Export | Automates the retrieval of a report export to provide source data for dependent RPAs to utilize. |
| Administrative Services | Bureau of the Fiscal Service | Daily Transaction Tracking Reports Scheduler | Automates the execution of four daily transaction tracking reports. |
| Administrative Services | Bureau of the Fiscal Service | AFF - Fund Entry | Automates the entry of fund AFF values in Oracle based on an Excel form submitted by the customer. |
| Administrative Services | Bureau of the Fiscal Service | MNT MD 90 Day Terminations | Automates the end dating and audit documentation creation for Oracle and PRISM users who have not logged in for 90 days. |
| Administrative Services | Bureau of the Fiscal Service | MD 90 Day Terminations | Automates the end dating and audit documentation creation for Oracle and PRISM users who have not logged in for 90 days. |
| Administrative Services | Bureau of the Fiscal Service | MD 30 Day Terminations | Automates the end dating and audit documentation creation for Oracle and PRISM administrative users who have not logged in for 30 days. |
| Administrative Services | Bureau of the Fiscal Service | MNT MD 30 Day Terminations | Automates the end dating and audit documentation creation for MNT Oracle and MNT PRISM administrative users who have not logged in for 30 days. |
| Administrative Services | Bureau of the Fiscal Service | MD CCID Status Review | Automates the email notification for Oracle administrative users to take action on Oracle code combination ID values found to be in a mix-matched state (i.e. enabled but end-dated or disabled but not end-dated). |
| Administrative Services | Bureau of the Fiscal Service | MNT MD CCID Status Review | Automates the email notification for Oracle administrative users to take action on Oracle code combination ID (CCID) values found to be in a mix-matched state (i.e. enabled but end-dated or disabled but not end-dated). |
| Administrative Services | Bureau of the Fiscal Service | MNT MD Flexfield Status Review | Automates the email notification for Oracle administrative users to take action on Oracle Accounting Flexfield values found to be in a mix-matched state (i.e. enabled but end-dated or disabled but not end-dated). |
| Administrative Services | Bureau of the Fiscal Service | MD Flexfield Status Review | Automates the email notification for Oracle administrative users to take action on Oracle Accounting Flexfield values found to be in a mix-matched state (i.e. enabled but end-dated or disabled but not end-dated). |
| Administrative Services | Bureau of the Fiscal Service | MNT MD 80 Day Inactivity Review | Automates the email notification and creation of associated audit documentation of Oracle and PRISM users who have not logged in for 80 days, instructing each user of the COB date to login to Oracle or PRISM before their access is end dated. |
| Administrative Services | Bureau of the Fiscal Service | MD 80 Day Inactivity Review | Automates the email notification and creation of associated audit documentation of Oracle and PRISM users who have not logged in for 80 days, instructing each user of the COB date to login to Oracle or PRISM before their access is end dated. |
| Administrative Services | Bureau of the Fiscal Service | MD 20 Day Inactivity Review | Automates the email notification and creation of associated audit documentation of Oracle and PRISM administrative users who have not logged in for 20 days, instructing each user of the COB date to login to Oracle or PRISM before their access is end dated. |
| Administrative Services | Bureau of the Fiscal Service | MNT MD 20 Day Inactivity Review | Automates the email notification and creation of associated audit documentation of MNT Oracle and MNT PRISM administrative users who have not logged in for 20 days, instructing each user of the COB date to login to MNT Oracle or MNT PRISM before their access is end dated. |
| Administrative Services | Bureau of the Fiscal Service | MNT MD Invalid Logins Review | Automates the email notification and creation of associated audit documentation for Oracle/PRISM users who had 5 or more invalid log-in attempts the previous day. |
| Administrative Services | Bureau of the Fiscal Service | MD Invalid Logins Review | Automates the email notification and creation of associated audit documentation for Oracle/PRISM users who had 5 or more invalid log-in attempts the previous day. |
| Administrative Services | Bureau of the Fiscal Service | OneStream Invalid Logins | Automates the email notification and creation of associated audit documentation for OneStream users who had 5 or more invalid log-in attempts the previous day. |
| Administrative Services | Bureau of the Fiscal Service | Help Desk Survey | Automates the daily retrieval of HPSM reports, cross referencing of a "do-not-contact" list, random sampling, and emailing of a survey link to travelers. Additionally, this RPA automates the monthly process of exporting, saving, and emailing the survey results. |
| Administrative Services | Bureau of the Fiscal Service | AFF Basic Entry | Automates the creation, modification and enabling/disabling of Accounting Flexfield requests within Oracle. The bot takes the request from a standard Excel form and then completes the appropriate action within the application. |
| Administrative Services | General Services Administration | Total Workplace Program (Inventory) | Automates the Operational Lease Annual "FIT" Physical Furniture Inventory process. The BOT will retrieve agency data from a google document and populate the FIT forms for all agencies and sends a formatted email with the populated template. The bot also sends a summary email to the GSA custodian to display the status of the email notifications as either sent or failed. There are 4 levels of communication from initial email through 3 escalations. |
| Administrative Services | General Services Administration | D2D Dashboard Email Subscription | The D2D Dashboard automation is intended to simplify the process of retrieving data from the D2D website dashboard interface. The dashboard provides a quick snapshot of data in the form of charts and graphs. The underlying data can be downloaded in PDF or table form. This is a repetitive process that requires users to login and then filter the data each time, and perform multiple filters and downloads for different views and levels of detail. The data size and structure of the dashboard is not conducive to efficiency.

The goal of this process is to automate the process of data retrieval and send out emails to users with tailored data and charts. |
| Administrative Services | General Services Administration | ePM Data Entry | In order for employees within the Public Buildings Service (PBS) to begin working on a reimbursable project, an Reimbursable Work Authorization (RWA) must be must be signed by GSA and the requesting agency which documents the scope of work and important project information such as estimated dollar amount, building type, building number, funding type, agency, and start date. After finalizing the RWA, PBS employees key the data into GSA's project management system called ePMXpress which is used to manage the project's workflow. In addition, project information generated by ePMXpress is then keyed back into GSA's RWA Entry and Tracking Application which houses the RWA.

The automation enters the data points from the RWA into the project management system and then enters the project into GSA's Entry and Tracking Application. In executing this process, the automation also improves the accuracy of data and recordkeeping. |
| Administrative Services | General Services Administration | OCFO Daily Check-In | This automation facilitates the daily check-in process that is required by all Office of the Chief Financial Officer (OCFO) supervisors during the COVID-19 mandatory telework. The daily check-in automation sends out a Google form to all OCFO employees on a daily basis to determine their work location. Once employees submit the location of their duty station, the automation populates a master spreadsheet with each employee's daily work location. This automation allows OCFO to understand where their employees are working from and simultaneously track when employees begin to re-occupy GSA office space as COVID-19 mandatory telework subsides. |

| Business Function | Agency | Use Case | Description |
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| Administrative Services | General Services Administration | OAS Travel Card Delinquency Report | On a monthly basis, the Office of Administrative Services (OAS) conducts an analysis on all active travel card accounts in order to identify card holders that are delinquent in their monthly payments. Information on these delinquent card holders is sent to each individual's supervisor for follow up. Supervisors are given seven business days to respond to and rectify the delinquencies. OAS then consolidates these responses and follows up where needed.\n\nThis automation generates a report of monthly delinquencies and consolidates responses. |
| Administrative Services | National Aeronautics and Space Administration | Internal Dashboard screenshots | This automation will create a snapshot of the Internal Dashboard by month for audit purposes. Each functional area and by tab will have a screenshot taken and archived in the Metrics Folder under the current month, with the naming convention: PU Internal XX Dashboard_Tab - example: PU Internal FM Dashboard_AR |
| Administrative Services | National Aeronautics and Space Administration | Dashboard Utilization Drilldown | This automation captures utilization from the previous month for each service level indicator. The BOT logs onto the Performance Analytics dashboard and drills down into the bar graph and captures the breakdown for each tab and stores a screenshot on the N drive. |
| Administrative Services | National Aeronautics and Space Administration | Grants File Creation | Opens outlook and converts the specified emails to pdf files. Then opens Kofax, creates a batch, opens the scan module and adds the pdfs to the batch, opens and closes the Quality control module, then opens the validation module and enters the metadata for each pdf. Once completed, the batch is saved and uploaded to TechDoc. |
| Administrative Services | National Aeronautics and Space Administration | Workflow for new Form 76 WAPR email | Monitors the Budget and Accounting mailbox for emails from the Working Capital Fund Advance Payment Reporting (WAPR) tool. If the incoming email is a working capital fund advance, it creates a case in ServiceNow and stores the email as an attachment. Then routes to AP. |
| Clinical Care | Department of Veterans Affairs | Enterprise Precision Scanning and Indexing (EPSI) | We take outside medical records and directly integrate them into the Veterans electronic health/medical record.\n\nImmediately uploaded care records help with decreasing duplicative testing potentials and the reduced number of times records are requested, which improves Veteran/Vendor/Staff experiences and Veteran continuity of care needs. |
| Finance | Bureau of the Fiscal Service | Citi Correction Verification | This automation verifies the accounting string of Citi AP Invoices for correctional entries. |
| Finance | Bureau of the Fiscal Service | HPCM Document Archiving | Automates the process of uploading accounting documents to HP Content Manager. |
| Finance | Bureau of the Fiscal Service | Payroll Rename RPA | Automates the renaming of ARC customer payroll files and copying those files to the DropZone. |
| Finance | Bureau of the Fiscal Service | PO to GL Reconciliation | Automates the process of reviewing PO to GL outages and determining which values are new, resolved, or changed. |
| Finance | Bureau of the Fiscal Service | Manual Pay in Full | Automates the validation and manual pay in full of AP invoices within the Oracle application. |
| Finance | Bureau of the Fiscal Service | IGT Eliminations | Automates the process of parsing out GTAS data by trading partners and reciprocal categories to be used for reconciliations and sign off by customers. |
| Finance | Bureau of the Fiscal Service | NRC IPAC Approvals and Reminders | Automates the process of communicating pending (new and reminders for previous) IPAC approvals to CORs. |
| Finance | Bureau of the Fiscal Service | TP TAS/BETC | Automates the entry of TP TAS/BETC values in Oracle based on an Excel form. |
| Finance | Bureau of the Fiscal Service | Personnel Security Billing | Automates the email notification of personnel security billing, the preparation of the budget transaction sheets for each applicable agency, and the retrieval and email of the updating billing report. |
| Finance | Bureau of the Fiscal Service | IPP Daily Duties | Automates the download of Oracle IPP AP Invoice interface outputs for the daily Oracle/IPP interface reconciliation process. |
| Finance | Bureau of the Fiscal Service | APB Monthly Metrics | Automates the download of monthly metric reports for customer distribution. |
| Finance | Bureau of the Fiscal Service | Budget Funds Control Review - USB | Automates the daily process of monitoring controlled funds for any new/resolved outages between status of funds and summary templates funds available (to report any new negative funding) and saving applicable audit documentation related to continuing resolution negative balances and funds without control. |
| Finance | Bureau of the Fiscal Service | Budget Funds Control Review - BEB | Automates the daily process of monitoring controlled funds for any new/resolved outages between status of funds and summary templates funds available (to report any new negative funding) and saving applicable audit documentation related to continuing resolution negative balances and funds without control. |
| Finance | Defense Logistics Agency | ION Flag for Deletion | This automation takes a list of Internal Order Numbers (IONs) and uses Enterprise Business Systems (EBS) T-Code KO02 to set the IONs to "Flagged for Deletion." |
| Finance | Defense Logistics Agency | LDG for Order Acceptance and Fulfillment | This automation retrieves transaction history stored in DLA Transaction Services' Logistics Data Gateway (LDG) system that is deemed sufficient as Evidential Matter for selected business scenarios, based on client-provided sample spreadsheets that indicate the Evidential Matter. LDG allows users to query transactions by the Original Document Number (ODN), Procurement Instrument Identification Number (PIIN), or Supplemental Procurement Instrument Identification Number (SPIIN). This automation is able to extract all transaction history associated with the provided ODN or PIIN/SPIIN as a report. |
| Finance | Defense Logistics Agency | EBS Crosswalk (Phase 1) - ME23N | This automation retrieves purchase order evidential matter samples from the Enterprise Business System based on client-provided sample spreadsheets. |
| Finance | Defense Logistics Agency | EBS Invoice Screenshots - MIR4 | This automation retrieves invoice evidential matter samples from the Enterprise Business System based on provided by client-rpovided sample spreadsheets. |
| Finance | Defense Logistics Agency | GR Screenshots - MIGO | This automation retrieves goods receipt evidential matter samples from the Enterprise Business System based on client-provided sample spreadsheets. |
| Finance | Defense Logistics Agency | Posting Goods Receipts in EBS | This automation posts corrected good receipts in DLA's Enterprise Business System (EBS) based on provided by client-provided sample spreadsheets. |
| Finance | Defense Logistics Agency | Trial Balance Retrieval | This automation downloads monthly report from the Enterprise Business System (EBS) into Excel to reconcile the General Ledger balances with the customer's current year activity—e.g. obligation actuals, revenue, expenses and prior-year adjustments. This report is used Enterprise-wide by financial analysts. |
| Finance | Defense Logistics Agency | Posting Logic P2P / Evidential Matter | The Federal Transaction Register within the DLA's on-premises enterprise resource planning system (SAP-ECC) is deemed sufficient as Evidential Matter (EM) for some business scenarios. Client-provided sample spreadsheets indicate the EM. This automation retrieves financial postings from SAP-ECC for a Procure-to-Pay related document and extracts a report, either in screenshot or text file. |
| Finance | Defense Logistics Agency | Posting Logic- O2C / Evidential Matter | The Federal Transaction Register within the DLA's on-premises enterprise resource planning system (SAP-ECC) is deemed sufficient as Evidential Matter (EM) for some business scenarios. Client-provided sample spreadsheets indicate the EM. The automtion will retrieve financial postings from SAP-ECC for an Order-to-Cash related document and extracts a report, either in screenshot or text file. |
| Finance | Defense Logistics Agency | F Status Retrieval | Report downloaded monthly from the Enterprise Business System showing obligation actuals split between labor and non-labor. Data is saved into Excel, formatted and eventually presented to customer by FA. This report is used Enterprise-wide by J8 Analysts. |
| Finance | Defense Logistics Agency | WAWF for Receiving reports and Invoices | Receiving Reports and Invoices stored in the Wide Area Workflow (WAWF) system are deemed sufficient as Evidential Matter (EM) for selected business scenarios. Client-provided sample spreadsheets indicate the EM that is being requested. WAWF allows users to extract Receiving Reports and Invoices EM by executing queries on contracts. All Receiving Reports and Invoices can then be extracted as a PDF file. |
| Finance | Defense Logistics Agency | G-Invoicing - Periodic Force Sync | DLA Support Agreement Managers (SAMs) are responsible for using Treasury's G-Invoicing to provide a common platform for brokering Intrag-governmental Transactions (IGT) buy/sell activity, providing increased auditibilitiy. This automation will mark records that are over 30 days old for syncing with G-Invoicing. |
| Finance | Defense Logistics Agency | G-Invoicing - GT&C Approval | DLA Support Agreement Managers (SAMs) are responsible for using Treasury's G-Invoicing to provide a common platform for brokering Intrag-governmental Transactions (IGT) buy/sell activitiy, providing increased auditibilitiy. This automation verifies that the 7600A form is signed and uploaded on SharePoint and then approves G-Invoicing. |

| Business Function | Agency | Use Case | Description |
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| Finance | Defense Logistics Agency | G-Invoicing - Force Sync of SharePoint | DLA Support Agreement Managers (SAMs) are responsible for using Treasury's G-Invoicing to provide a common platform for brokering Intrag-governmental Transactions (IGT) buy/sell activity, providing increased auditibility. This automation updates DLA's SharePoint with G-Invoicing data once records are updated in G-Invoicing, ensuring that data is current and complete. |
| Finance | Defense Logistics Agency | G-Invoicing - 7600A Creation | DLA Support Agreement Managers (SAMs) are responsible for using Treasury's G-Invoicing to provide a common platform for brokering Intrag-governmental Transactions (IGT) buy/sell activity, providing increased auditibility. This automation gathers G-Invoicing data for flagged records and generates a 7600A form, which will be attached to the corresponding DLA SharePoint record. |
| Finance | Defense Logistics Agency | G-Invoicing - Reconciliation | DLA Support Agreement Managers (SAMs) are responsible for using Treasury's G-Invoicing to provide a common platform for brokering Intrag-governmental Transactions (IGT) buy/sell activity, providing increased auditibility. This automation compares existing DLA's SharePoint records with G-Invoicing General Terms & Conditions (GT&C), adding newly created G-Invoicing GT&C records to DLA's SharePoint. |
| Finance | Defense Logistics Agency | EDA for Contract Documentation | Base contracts, contract modifications, and additional supporting documentation for contracts stored in the Electronic Document Access (EDA) system are deemed sufficient as EM for selected business scenarios. Provided by Client (PBC) sample spreadsheets indicate the EM that is being requested. EDA allows users to extract base contracts, contract modifications, and additional supporting documentation EM by executing queries on contracts. All EM can then be extracted as a PDF file. |
| Finance | Department of the Air Force | FMSuite Audit Log | This automation retrieves system-generated logs by applying logic based on set criteria for allowable/known connections and generating consolidated report for Priority Material Office (PMO) review. The automation then emails the PMO, pointing PMO to the report location and providing information for any found exceptions for immediate action. |
| Finance | Department of the Air Force | FMSuite Metrics | This automation imports and modifies custom Contractor Responsibility Information System (CRIS) reports for the FMSuite, one of the DoD's financial information systems. Once the reports have been formatted, the automation logs into FMSuite and imports/publishes the downloaded reports under the Metrics Admin function of FMSuite based on current FY and month. |
| Finance | Department of the Army | Command Accountability and Execution Review (CAER) Key Performance Indicator (KPI) 2 | This automation logs into Army Enterprise Resource Planning (ERP) and generates Key Performing Indicators (KPI) reports. The automation then saves an updated Excel report to the Command Accountability and Execution Review's (CAER) shared folder and emails CAER leadership upon process completion. |
| Finance | Department of the Army | Joint Reconciliation Program (JRP) Phase III | This automation is an improvement upon the extant JRP Phase II automation. |
| Finance | Department of the Army | Joint Reconciliation Program (JRP) - Dormant Account Review-Quarterly (DAR-Q) Transition Phase FY20 | Major code revamp compared to original Joint Reconciliation Process (JRP), complying with the Office of the Secretary of Defense's (OSD) Dormant Account Review – Quarterly (DAR-Q), to include: completion of Budget Submission Office (BSO) Checklists, inclusion of legacy data, and automated support of pulling Key Supporting Documents (KSDs) for end users. |
| Finance | Department of the Army | Supplier Self Services (SUS) - Contracting Officer Representative (COR) Email Notification | This automation pulls goods, receipts, and purchase orders that are open, identifies the Contracting Officer's Representative (COR), and sends an email to the identified COR. |
| Finance | Department of the Army | Retirement Pay Monthly Payment [unmatched transaction] | This automation receives a master file from Process Owner; extracts data into Excel; formats a report, performing necessary lookups and calculations; and emails the report to the Process Owner. |
| Finance | Department of the Army | Retirement Pay Monthly Obligation [unmatched transaction] | This automation ogs into Army Enterprise Resource Planning (ERP) and queries select data, extracts data into Excel, formats the report and performs necessary lookups and calculations, and emails the report to the Process Owner. |
| Finance | Department of the Army | Command Accountability and Execution Review (CAER) Key Performance Indicator (KPI) 3/4 | This automation logs into the Army's Enterprise Resource Planning (ERP) platform, generates Key Performing Indicator (KPI) reports, configures data in Excel, saves updated Excel report into the Command Accountability and Execution Review's (CAER) shared folder, and emails CAER leadership upon process completion. |
| Finance | Department of the Army | Student Loan Repayment Program (SLRP) [unliquidated obligation] | This automation logs into current and legacy Army Enterprise Resource Planning (ERP) systems, downloads Student Loan Repayment Program (SLRP) report and legacy data, saves the extracted report, formats the data, reconciles the data from the ERPs, emails the report to the Process Owner. |
| Finance | Department of the Army | Command Accountability and Execution Review (CAER) Key Performance Indicator (KPI) 1 | This automation logs into Army Enterprise Resource Program (ERP), generates Key Performing Indicator (KPI) reports for six fiscal years, configures data in Excel, saves updated Excel report into the Command Accountability and Execution Review's (CAER) shared folder, and emails CAER leadership upon process completion. |
| Finance | Department of the Army | Servicemen's Group Life Insurance Collection [unmatched transaction] | This automation logs into Army Enterprise Resource Planning (ERP) to extract necessary data into an Excel file. The automation then performs data calculations and formatting in Excel, stratifies the obligation amount from individual premium amounts to an aggregated total by Funds commitment/obligation, and emails the file to the Process Owner. |
| Finance | Department of the Army | Weekly Error Status Report (WESR) | This automation logs into Army Enterprise Resource Planning (ERP) and an Army online portal to extract 11 error reports into a master Excel tracker. The automation then performs formatting in Excel and emails the file to the Process Owner. |
| Finance | Department of the Army | FORSCOM Unmatched Transaction Reporting | This automation logs into an Army online portal to extract required reports into an Excel spreadsheet. Afterwards, the automation performs formatting in Excel, creates Pivot tables, creates PowerPoint charts, and emails the unmatched transaction (UMT) weekly status report to the Process Owner. |
| Finance | Department of the Army | Servicemen's Group Life Insurance Payment [unmatched transaction] | This automation downloads necessary data from the Army Enterprise Resource Planning (ERP) system into an Excel file. The automation then performs data calculations and formatting in Excel, stratifies the obligation amount from individual premium amounts to an aggregated total by Funds commitment/obligation, and emails the file to the Process Owner. |
| Finance | Department of the Navy | APSR Recon | This automation streamlines the reconciliation of quarterly Accountable Property System of Record (APSR) Asset listings to corresponding Trial Balance (TB). This automation accesses the ArcTool and downloads Asset Listings and supporting data to the SharePoint site. Asset Listings and TB's are then copied and pasted into consolidated workbook for user review and submission. Prior to this automation, manual reconciliation process took approximately 16 hours to complete. By automating this process, operations now take approximately 3 hours to complete. |
| Finance | Department of the Navy | FIAR- KSD 1 | This automation screenshots Letter of Authorization (LoA) Data for Purchase Requisitions. |
| Finance | Department of the Navy | FIAR- KSD 2 | This automation screenshots Letter of Authorization (LoA) Data for Purchase Orders. |
| Finance | Department of the Navy | OMPF BOT | This automation reads listing of sampled entitlements, accesses Military Pay document repositories, downloads supporting documentation, and saves the documentation with unique naming conventions. In doing so, this automation improves audit response time during external/internal audits and reduces number of FTE's used to manually pull documents. |
| Finance | Department of the Navy | DMS | This automation moves, labels, and processes purchase order requests within the Defense Messaging System (DMS) platform. |
| Finance | Department of the Navy | ROSR Document Closeout | This automation generate PDF forms for each type vice manual creation and data entry for ROSR, ROFL, and 448-2 forms. |
| Finance | Department of the Navy | Navy SCN SPS PR | This automation enters the Shipbuilding and Conversion, Navy (SCN) Standard Procurement System (SPS) purchase requisitions into the Navy Enterprise Resouce Palanning (NERP) financial record system from an Excel template. |
| Finance | Department of the Navy | EDW ("Hanz") | This automation downloads reports from the Enterprise Data Warehouse (EDW) to refresh data in QlikSense, the Navy's adata analytics platform. |
| Finance | Department of Veterans Affairs | Vendor File RPA | This automation populates the VA accounting system vendor file for new vendors as well as changes to existing vendor records. This applies to non-contract vendors such as employees and utilities that are not required to register with the federal System for Award Management (SAM). A user accesses the VA web portal, and enters the appropriate vendor data. The robot receives the vendor data from the portal, logs into the VA accounting system, and automatically creates and populates the vendor record.<br><br>The automation eliminates manual data entry employee costs, provides 100% accuracy, increases system availability to 24x7x365, and increases process velocity from 2 days to 2 seconds. As a result, the improved accuracy, availability, and velocity positively impacts the customer experience. The employee experience is also enhanced as employees are able to focus on more value-added tasks. |

| Business Function | Agency | Use Case | Description |
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| | | | In order to pay invoices in a timely manner and reduce manual and time consuming tasks, FDA utilizes RPA to review invoices for the most voluminous vendors. The review includes validating 12 elements in accordance with the Prompt Payment Act and verifying that line item totals match the invoice total to the penny. Additionally, FDA utilizes RPA to reconcile daily invoice aging reports to generate daily dashboards for each of the FDA Program Offices, the Office of Finance, and the Office of Acquisitions. |
| Finance | Food and Drug Administration | Aging Invoice Reporting | In addition to the vendor invoice and payments RPA solutions, FDA Office of Finance, Budget and Acquisitions, utilizes RPA to download FDA's Inter-Agency reports from GSA and Treasury's reporting systems. These reports are formatted by RPA prior to being uploaded in a workflow based solution. As transactions are reviewed and updated, RPA is also utilized to monitor the workflows, and download and update the formatting of reports generated from the workflow based solution, prior to the reports being forwarded to Federal Staff for upload to the FDA financial system. |
| Finance | Food and Drug Administration | Inter-Agency Automation | FDA's bots are utilized to access GSA and Treasury Reporting systems to download FDA's Inter-Agency transactions. These reports are then uploaded into a workflow based solution to initiate review and approval of transactions. RPA is also used to reconcile and format these reports prior to uploading them to the Financial System |
| Finance | General Services Administration | OCFO Project Close Out | This automation exports reports of projects that are candidates for substantial completion and emails the project managers to inquire if the project is completed. If the project managers confirms completion, the automation takes provided substantial completion dates of the project and enters and uploads them to the appropriate system of record—whether that be the Reimbursable Work Authorization Entry and Tracking Application (eRETA) or Inventory Reporting Information System (IRIS). |
| Finance | General Services Administration | Reta Work Request Assignment | Customer agencies submit work requests to the GSA's Public Buildings Service (PBS) for numerous services such as construction, repairs, overtime utilities, and cleaning. This is done through GSA's Entry and Tracking Application (eRETA) system. This automation reduces the amount of time spent inputting associated data into eRETA by populating the form with relevant information, thereby also improving the accuracy of the data and recordkeeping. |
| Finance | General Services Administration | PC: PBS RETA Overtime Utility Estimates | This automation uses GSA's tracking application for reimbursable work (RETA) to download a list of current overtime utility estimates. The human user records any changes in rates from property managers, and the bot will update rates accordingly, route the updated list to relevant PoC, and send the updated overtime utility estimate to a customer once approved by the PoC. |
| Finance | General Services Administration | Credit Card Logging | Purchases that fall under the micro-purchase threshold at GSA may be purchased using a credit card. The requests are approved by a manager, approving official, and a funds certifier. Once the funds are certified and the purchase details are finalized, the credit cardholders are required to enter transaction information in GSA's financial system. The data entry takes an employee approximately 15 minutes per transaction. The process will automate this data entry for ~22,000 annual purchases. |
| Finance | General Services Administration | PBS IRIS Project Data Entry and Updates | GSA's Inventory Reporting Information System (IRIS) manages the estimated cost of building projects related to repairs and alterations, and new construction. This automation is used to update dates and amounts in the system based on a business intelligence report. The automation follows the following steps:<br>1) Download a Business intelligence report from an inmail inbox to Excel, which contains data related to the requested project.<br>2) Combine Report to ensure accurate data entry<br>3) Navigate to IRIS<br>4) Enter IRIS Project Dates (daily)<br>5) Add IRIS dollar amounts (monthly)<br>6) Append Tracking spreadsheet with data that the automation processes |
| Finance | General Services Administration | Receiving Reports for Recurring Services (All Regions) | Customer agencies are billed for services they receive in leased/owned buildings they occupy. These recurring services are seen under cleaning and maintenance contracts. These service contracts require monthly receipt, inspections, and acceptance. Prior to this automation, the Public Buildings Service (PBS) would manually prepare monthly receiving reports to document receipt and acceptance of services, which were then sent to the Chief Financial Officer for submission into the financial system. This automation uses information from a business intelligence report and various recurring services contracts to prepopulate required forms, which are used to complete receiving reports for logging finances. |
| Finance | General Services Administration | ULOs Phase 2 | This automation streamlines the Unliquidated Obligation (ULO) Validation process. In chronological order, the automation executes the following processes on behalf of the human user: it creates Fiscal Year and Month Folders at beginning of the Fiscal Year, downloads supporting documentation to GSA's shared network drive, updates the ULO Database, marks items for completion, submits the items for region approval, and updates the ULO Database accordingly. Additionally, the automation checks current financial activities that Regional Approvers usually manually perform. |
| Finance | General Services Administration | Pegasys Data Entry - In Progress | This automation sends out reminder notices for invoices |
| Finance | General Services Administration | PR: Lease Payment & Billing - #3 Systems Updates from Documents | This automation scrapes information from GSA's financial information systems and business intelligence reports on a daily basis, storing relevant details in a Google Sheet. Using this information, the automation updates GSA's Real Estate Across the United States (REXUS) data system and submits fund pre-certifications. |
| Finance | General Services Administration | Pegasys Data Entry - Pending Pegasys Approval | This automation creates a direct pay entry into the Financial System and routes it for approvals. |
| Finance | General Services Administration | Pegasys Data Entry - Pending Assignment | This automation creates a data entry request whenever a micro purchase request is approved. It also created a commitment in the financial system if necessary. |
| Finance | General Services Administration | ULOs (2 Bots) | This automates the research required for our Unliquidated Obligation Internal Control Review. The automation uses a financial report to check for recent financial activity. If recent financial activity is present It will log into sources systems to search for supporting documentation. It then records whatever it finds in our Unliquidated Obligation Database and updates the status. It also monitors items flagged for deobligation checking on them daily and sends out reminder notices until they are deobligated. |
| Finance | General Services Administration | Monthly Eliminations | The Monthly Eliminations process is performed simultaneously in two parts: Intra-GSA Eliminations and Intra-Fund Eliminations. During the eliminations process, analysts must scan over 500 reports from GSA's financial system on a monthly basis in order to identify the eliminations and report them to Treasury and OMB.<br><br>This automation opens the reports and scans them for consistency on behalf of the analysts, reducing the amount of time spent querying data and improving report accuracy. |
| Finance | General Services Administration | PQ: PBS Contract Close Outs (Phase 1) | The automation uses triggers—e.g. invalid unliquidated obligations, contracts with final receiving reports—to find contracts ready for close out. The automation then creates deobligation PRs and Contract Mods in GSA's acquisition system to facilitate the contract close out process. |
| Finance | General Services Administration | Cost Transfers | Previously, to initiate a cost transfer (moving expenses from one account to another), a GSA representative would populate a request form and submit it as an email attachment to a USDA cost transfer mailbox. A USDA representative would review the cost transfer request, either (1) entering the information into GSA's financial system if the form was completed correctly or (2) requesting additional information from the representative if the request was incomplete.<br><br>This automation verifies the cost transfer request form information and, if correct, enters the data into the financial system for the USDA representative. |
| Finance | General Services Administration | User Administration | Previously, to add, remove, and delete users and roles in GSA's financial system, a system user had to fill out access forms and send an email to the Access Team. To save the Access Team's time and energy, this automation identifies security discrepancies—such as a violation of separation of duties—within the request. After all checks have been completed, the robot rejects or processes the request and notifies the security administrator of the Access Team. |

| Business Function | Agency | Use Case | Description |
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| Finance | General Services Administration | OA Rate Reset | Previously, leasing personnel had to annually update the Occupancy Agreements (OA) rate information to the current market rate as well as document the period of performance for each Occupancy Agreement. This required users to visit several GSA systems, compile the data in a spreadsheet, and perform several calculations in order to derive the data needed. Calculation and data transcription errors were a frequent issue.<br><br>This automation ameliorates the process of updating information and records within the OA system, eliminating defective data and saving time for leasing personnel. |
| Finance | General Services Administration | Intragovernmental Reporting | In order to properly report balances in the U.S. Government Financial Report, intragovernmental transactions must be eliminated. Ideally, these transactions are expected to net to zero; when they do not, Federal entities produce intragovernmental differences.<br><br>This automation performs the process of querying, consolidating, and formatting data files so that the Accounting and Finance Reporting team can quickly pull reports for each trading partner and provide them shortly after the end of each monthly period to then be analyzed. This enables GSA to mitigate its intragovernmental differences, thereby improving its standing on Treasury's Intragovernmental Transactions Scorecard. |
| Finance | General Services Administration | FAS Chargeback Tool | GSA's Federal Acquisition Services (FAS) bills customer agencies for services rendered. Occasionally a customer agency disagrees with a bill and initiates a chargeback. The FAS financial team is responsible for identifying, monitoring, and resolving all chargebacks that FAS incurs.<br><br>The automation first downloads FAS's internally managed list of chargebacks. Then, it filters and separates resolved and unresolved chargebacks into respective categories. Finally, the automation uploads the updated list for the financial team's review. |
| Finance | General Services Administration | Receiving Reports in ASSIST | Federal Acquisition Services' financial personnel are required to log into a shared information system in order to process receiving reports daily, which consists of opening an invoice and other relevant elements to generate a receiving report.<br><br>This automation facilitates the entire process, opening invoices and scraping other data points to generate the receiving report for financial personnel. Furthermore, the automation can be run as often as needed and will process each receiving report in the proper module within GSA's information system. |
| Finance | General Services Administration | Receiving Reports in EASi | Customer agencies are billed for services they receive in leased/owned buildings they occupy. These recurring services are seen under cleaning and maintenance contracts. These service contracts require monthly receipt, inspections, and acceptance. Prior to this automation, the Public Buildings Service (PBS) would manually prepare monthly receiving reports to document receipt and acceptance of services, which were then sent to the Chief Financial Officer for submission into the financial system. This automation uses information from a business intelligence report and various recurring services contracts to prepopulate required forms, which are used to complete receiving reports for logging finances. |
| Finance | General Services Administration | RETA Data Entry (Overtime Utilities) | An overtime utility occurs when a customer agency requires utilities during off-hours. In order to pay for these utilities, a Reimbursable Work Request (RWA) needs to be submitted and funded through the agency. The Overtime Utility process begins when a GSA financial analyst receives an RWA. The analyst reviews the request and ensures the estimate is linked to an assigned Work Request number. To streamline this process, the automation retrieves work requests from emails and scrapes them for estimates and other information. The automation then prepares a tracking sheet and disseminates the information to appropriate stakeholders for approval. |
| Finance | General Services Administration | AP Email Notifications | Accounts Payable is responsible for ensuring vendors get paid in a timely manner. The AP Email Notification process begins when a financial manager receives an email with attachments of outstanding invoices. The automation identifies each contract's point of contact and sends an email, asking for a receiving report for each outstanding invoice. The automation takes care of this research for POCs. If contact information is not available, the automation will notify assigned budget analysts to research who the POCs are for each contract.<br><br>Furthermore, this automation compiles multiple reports to determine which outstanding accounts should receive an AP Email notification. |
| Finance | General Services Administration | PBS Chargeback Tool | The Public Buildings Service often receives chargebacks from customer agencies, which need to be tracked and resolved in a timely manner. This automation gathers outstanding chargebacks from GSA's financial system and presents the information for GSA personnel to review and resolve. Additionally, the automation refreshes the data once per month. During the refresh process, the automation carries forward resolution effort comments for historical tracking.<br><br>This automation reduces the amount of time required to perform monthly maintenance and reconciliation of chargebacks with up-to-date information pertaining to unbilled balances, reopened issues, delinquent bills, and 'do not bills.' |
| Finance | General Services Administration | FAS Delinquency Tool | GSA's Federal Acquisition Services (FAS) bills customer agencies for services rendered. Occasionally, a customer agency will disagree with a bill (or portion of a bill) and will initiate a dispute with FAS. FAS's finance team is responsible for identifying, monitoring and resolving all financial disputes. This automation executes the identification and tracking of these disputes. |
| Finance | General Services Administration | User Separation | USDA Representatives are responsible for monitoring compliance with user separation rules in Pegasys—GSA's Financial System of Record. The do this, Pegasys provides a daily separations report to USDA representatives, which is used to identify and remove GSA and USDA users from specific USDA systems. The automation streamlines this process further, removing all separated users and providing the daily report. |
| Finance | General Services Administration | AP Email Notification Phase 2 | This automation sends emails requesting receiving reports to help the agency quickly pay outstanding invoices. The automation combines a list of outstanding invoices, contact information from the acquisition system, and supervisor data from the HR System. Using this list the bot applies logic to determine which invoices need email reminders sent, when to add supervisors to the emails, and how to add invoice images to each message. When contact information is not available in source data, the bot adds information to a separate file that the process owner can manually lookup to supply contacts for future bot runs. |
| Finance | General Services Administration | Reconciling Source Documents | The GSA Public Building Service (PBS) provides leasing services to lessee agencies, contractually recognizing these arrangements with occupancy agreements (OAs). Prior to the delivery of the OA to the lessee agency, PBS financial analysts must confirm that the details of the lease are accurate and match the details contained in the GSA's electronic OA system and Real Estate Across the United States (REXUS) database. This automation heavily streamlines this process, performing the data validation checks between the OA system, REXUS database, and lease agreements for the financial analysts. Once it validates the data, the automation creates an email to the analysts noting any data discrepancies that need to be addressed. |
| Finance | General Services Administration | OCFO GREX Lease Document Download (One Time Project) | The GREX Lease Document Download automation operates in two stages: (1) it updates the master lease file in the shared drive with the leases eligible for document download, and then (2) it signs in to GREX and downloads all of the signed lease documents. Once the documents are downloaded, the process will truncate any documents over 25 pages down to 25 pages. This automation saves employee time on otherwise menial, manual tasks that do not require decision-making or critical thinking. |

| Business Function | Agency | Use Case | Description |
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| Finance | General Services Administration | Validate BIRT Report Balances Against Actual Pegasys Documents | The BIRT report is a list of unliquidated obligations generated based on specific transactions. There have been issues where the BIRT report balances do not match up to the amounts recorded in the GSA financial system. This automation performs a reconciliation between the balances on the BIRT report and the balances in the GSA financial system, which produces a listing of financial documents with discrepancies, which are then aged month to month until they are resolved.<br><br>The goal of this automation is to automate the identification of the entire universe of discrepancies to allow finance users to actively resolve the financial discrepancies (not have to use their time to find them). |
| Finance | General Services Administration | FAS Funds Matching | The automation streamlines the review of the Federal Acquisition Services' (FAS) purchase documents against FAS's approved spend plan under three criteria: service, accounting codes, and remaining budget. If the review meets all three criteria, the automation sends it to the finance team. If the review fails, the automation sends the document to the creator with an error message and file describing how it failed. |
| Finance | General Services Administration | Receiving Reports | Prior to this automation, The Public Buildings Service (PBS) manually prepared monthly receiving reports to document the receipt and acceptance of recurring services rendered to customer agencies under maintenance and cleaning contracts. After completing the reports, PBS staff sent them to Financial Management to record them in GSA's financial system. This manual process was subject to data-entry errors, time-consuming rejections, and delays in payments. This automation effectively resolves these problems by using information from business intelligence reports and various recurring services contracts to fill out and populate the Receiving Reports that are then sent to financial analysts. |
| Finance | General Services Administration | Pegasys (GSA Financial System) User Recertifications | Previously, to recertify users in GSA's financial system, managers would manually update spreadsheets—a time-consuming and repetitive process. To save managerial time, this automation streamlines the process by sending quarterly emails to managers to re-certify their employees. The automation sends initial and reminder emails that enable managers to approve, disapprove, and flag re-certifications. Afterwards, the automation audits all responses and notifies employees via email of their re-certification outcome. |
| Finance | General Services Administration | Allocation Matrix | Previously, a Budget Analyst ran an Audit Trail report in GSA's budgeting system (FPA) and had to convert the report into a different format so that it could be loaded into GSA's financial system (Pegasys). This automation, using Excel spreadsheets for formatting and execution, transfers data from FPA into Pegasys on behalf of the Budget Analyst. In doing so, it ensures that funds are allocated quickly and accurately in accordance with approved budgets. |
| Finance | General Services Administration | Improper Payments | GSA's Rental of Space program performs annual recovery audits, which are specifically designed to identify overpayments to contractors that are due to payment errors. To begin the reconciliation process of overpayments, the Recovery Audit Contracting Officer Representative must upload the claim forms to a shared Google Drive folder. This automation reviews the claim forms, compiles the values pertinent to the audit into an Excel spreadsheet, and sends the spreadsheet to a designed custodian email address so that the finance team has all the claim form information in one centralized document for reconciling payments. |
| Finance | General Services Administration | Payroll Reporting | GSA manages the payroll for several federal agencies. The Office of the Chief Financial Officer sends customer agencies payroll reports bi-weekly, monthly, quarterly and yearly. These reports contain Personally Identifiable Information (PII) data and need to be encrypted before distribution.<br><br>This automation downloads, formats, and distributes 24 biweekly, monthly, quarterly, or annual payroll reports after applying custom formatting and encryption according to privacy and security requirements. In doing so, the automation ensures that fewer individuals are accessing PII data. Thus, the automation provides improved data security and protection while improving accuracy and efficiency. |
| Finance | National Aeronautics and Space Administration | Automate AR Dunning Process for current NASA employee travel debt | This automation will automate Accounts Receivable process for current NASA Employee Travel Debts. |
| Finance | National Aeronautics and Space Administration | SAP Zipp_PO_Extract | Validates Contract Line Item Numbers (CLINs) for each Invoice Processing Platform (IPP) invoice. |
| Finance | National Aeronautics and Space Administration | Automate SPS Import for AP Payment Proposals | Updates the AP Payment Proposal process to Automate the Secured Payment System (SPS) import process of the Pre-edit file. Create a new Subcatagory in ServiceNow where the AP CS will assign the task when the Pre-edit / SPS entry is ready to be imported. For payments assigned in this Subcatagory, an automation can identify the center Payment Proposal Run ID, access the Pre-edit file in WAT, read the data elements, import the data in SPS, save the pre-edit report to the Ndrive and assign the task back to the AP CS to complete the payment proposal. |
| Finance | National Aeronautics and Space Administration | Automate daily AP payment proposals | Logs into SAP and run/save the t-code FBL1N report and the payment proposal data and validate them against each other. The automation will also go into ServiceNow (SN) and create one case per center (11 cases) with a task for each proposal. |
| Finance | National Aeronautics and Space Administration | Budget and Acctg Funds Distribution | Uses Interagency Payment and Collection data to update ZFI budget report information, produce audit trail, propagate updates in worksheet and email results to Budget and Accounting team. Differentiates between Funds Redistribution, and Center to Center transfer requests. Posts validation distribution and transfers amounts to the SAP Budget workbench. |
| Finance | National Aeronautics and Space Administration | Improving the foreign travel spreadsheet | This automation will run the Foreign Vouchers Awaiting Approval Queue in Concur Government Edition and save as an Excel file to the N:Drive. It will then compare the data to the past correction spreadsheet to see if there has been a prior return and to what technician it had been assigned previously. The automation will then create a new spreadsheet and will include the new items and returned items and will assign the returned items to the correct technician on the newly saved spreadsheet. |
| Finance | National Aeronautics and Space Administration | Check log - Chain of custody report vs Treasury Recon Report | This automation will run the "Chain of Custody Log" report in TechDoc and save it as an excel file on the R:Drive. It will then open the "Official Chain of Custody" PDF in TechDoc and will compare the data on both reports. The automation will then verify the "Official Chain of Custody" PDF is digitally signed. Next, the automation will run the "CIRA CSV Report" in OTC.net and will copy the data from this report onto the next available row of the "Chain of Custody Log" spreadsheet. It will then reconcile the original data (from the "Chain of Custody Log") to the new pasted data (from the "CIRA CSV Report"). Lastly, it will upload the final reconciled "Chain of Custody Log" into TechDoc using the Document Imaging (DI) auto-upload folder on the N:Drive. |
| Finance | National Aeronautics and Space Administration | Process to identify aging AP invoices to be escalated | This automation will run the "AP_INV_STAT" report from SAP and the "Invoice Routing and Information System Escalation" (IRIS) report from bReady and save both reports in the "Escalation" folder on the N:Drive. The automation will then utilize IRIS to determine and notate the assigned individuals for funding, cost, and goods-received-and-accepted (GRAP) for each invoice. When the platform is available in ServiceNow (SN), the automation will also import both reports into SN. |
| Finance | National Aeronautics and Space Administration | Improving the ETDY queue | This automation will run and save the Concur Government Edition "Awaiting Approval Queue" report. It will then identify the types of vouchers and mark "Nested" and "ETDY" with due dates. The automation will then send the completion notification to the reviewer. |
| Finance | National Aeronautics and Space Administration | AP Invoice Escalation Report upload to ServiceNow | This automation will log into ServiceNow (SN) and will import the "SAP Invoice Stat" report and the Invoice Routing and Information System report from the "Escalation" folder on the N:Drive into "Invoice Escalation" in ServiceNow |
| Finance | National Aeronautics and Space Administration | FBWT Difference Service Now import for escalation process - Process 2 | This automation will import the Center Fund Balance with Treasury Difference (FBWT) Report from excel into ServiceNow, validate the "Transform Log," and save the log as an Excel file in the "Daily FBWT Differences" folder on the N:Drive. |
| Finance | National Aeronautics and Space Administration | AP Grants Automate daily monitoring of CMP 2.B.1. | This automation validates differences in the daily continuous monitoring program and reports variances for review. |
| Finance | National Aeronautics and Space Administration | AP/SP Unliquidated Obligations Procedure | This Automation runs the Unliquidated Obligation report from SAP for each center, sort the reports as specificied and copy the pending items information over from the previous months reports. |
| Finance | National Aeronautics and Space Administration | AP Invoice escalation CMP exceptions upload to ServiceNow | This automation exports all Center Continuous Monitoring Program (CMP) 6.11 reports from the CMP tool, combine exceptions based on business rules and upload the file into ServiceNow CMP Escalation |

| Business Function | Agency | Use Case | Description |
|---|---|---|---|
| Finance | National Aeronautics and Space Administration | FBWT Difference ServiceNow import for escalation process | This automation downloads the Fund Balance With Treasury difference report for each center from the NSSC Service web page and saves the excel spreadsheet to a designated folder. |
| Finance | National Aeronautics and Space Administration | FBWT Daily Report | Runs the Fund Balance With Treasury (FBWT) Daily Reports from the Interagency Payment and Collections, and Government Wide Accounting systems and saves them on the N: Drive. |
| Finance | National Aeronautics and Space Administration | OCFO Funds Distribution | Parses budget information from user and sends to Funds Control team for validation, posts approved funds distribution transactions to SAP workbench, catalogs document data, and compiles/sends completed Funds Distribution workbook to Funds Control team. |
| Finance | National Aeronautics and Space Administration | Domestic Travel Pre-audit | Automation that would run the macro to perform the pre-audit process for Domestic payments. |
| Finance | National Aeronautics and Space Administration | AP Invoice escalation CMP exceptions upload to ServiceNow | Automation experts all Center Continuous Monitoring Program (CMP) 6.2 reports, combines exceptions, by 31-60 days, 61-90 days, 91-120 days, 121-180 days, 181-365 days, 1-2 years, over 2 years, with the account document number and vendor, and uploads the excel file into ServiceNow CMP Escalation |
| Finance | National Aeronautics and Space Administration | Fund Balance With Treasury difference monthly consolidation | Automation consolidates the daily Fund Balance with Treasury (FBWT) reports, imports into ServiceNow for service level indicator and performance measurement. |
| Finance | National Aeronautics and Space Administration | AP GSA Monthly Transportation Audit | Automate the monthly electronic package for the GSA audit compliance. Package contains certified transportation payment proposals from our SAP core financial system, transportation invoices and supporting documentation, approval of invoices, and the terasury SPS certification. |
| Finance | Office of Information and Resource Management | CARS_Recon_-_Compare_iTrak_and_GWA (CARS 1a) | This automation compares FBWT data between NSF's core financial system (iTRAK) and Treasury's Governmentwide Accounting System to perform a reconciliation. |
| Finance | Office of Information and Resource Management | CARS_Recon_-_Post_to_GWA | This automation compares FBWT data between NSF's core financial system (iTRAK) and Treasury's Governmentwide Accounting System to perform a reconciliation and then create accountability entries in Treasury's Central Accounting Reporting System (CARS). |
| Finance | Office of Information and Resource Management | IPAC_Post_Summary_to_iTRAK (IPAC 3) | The output of the IPAC 2 process is an "IPAC Analysis" spreadsheet where the automation has classified transactions into different groups. Human staff then review the groupings and adjust as needed. In the IPAC 3 Post Summary process, the automation reads the "IPAC Analysis" file and processes transactions in NSF's financial system. Based upon the group, the automation either adjusts entries on an "Error Correction Table" in the system or creates brand new manual invoices. Any records on the "IPAC Analysis" file which are not flagged for processing are migrated to an "Error Log" spreadsheet by the automation. |
| Finance | Office of Information and Resource Management | IPAC_Create_Analysis_File (IPAC 2) | The IPAC 2 Create Analysis process runs after a financial system batch job has attempted to load IPAC data into the financial system. Because agencies do not always use a standard obligation number when sending IPACs, many of the transactions error.

The IPAC 2 automation process reads the results of the batch job to determine what transactions processed or errored, joining that to the raw IPAC data set downloaded by IPAC 1. Then, it loads the data into an Excel spreadsheet ("IPAC Analysis") where several Excel macros are run to format the IPAC data into a user-friendly view. The IPAC 2 automation then proceeds to apply a host of business rules to try and determine the correct obligation number and group the transactions into different buckets (e.g. Error Table Entry, Research, Advances).

In addition, the automation downloads the results of an "Open Obligations" report and adds this data to the IPAC Analysis spreadsheet. This allows the accountant to quickly see if enough money is available on an obligation for posting.

Upon completion of the IPAC 2 process, the automation sends an email to accountant(s) that the IPAC Analysis file is ready for review |
| Finance | Office of Information and Resource Management | IPAC_Process_IPACIN_File | The automation downloads the "IPAC Transaction Report Download".
This is accessed from the IPAC system using the following parameters:
•Report type: IPAC Transaction Report Download (this will return all IPAC transactions in a CSV format)
•ALC: <specified>
•Starting date: MM/DD/YYYY – this will be the day after the "end date" of the previous data.
•Ending date: MM/DD/YYYY – this should be the day previous to the current day to ensure all transactions for a given day have cleared the system when it is run.
•Output format: CSV |
| Finance | Office of Information and Resource Management | CARS Detailed Reconciliation (CARS 3) | Reconciles the entries in NSF's core financial system (iTRAK) and Treasury's Governmentwide Accounting system (GWA) at the transaction level and creates a report of open financial system, GWA, CIR, and IPAC transactions. |
| Finance | Office of Information and Resource Management | IPP_Aging_Report | Invoice Processing Platform (IPP) Aging Report - This automation logs into IPP to run the IPP Aging report, formats the information within the report based on reports nine days or more prior to current date, downloads and then emails CORS/CO and others if invoices are due. If there are no late invoices, the RPA administrations are notified by email. |
| Finance | Office of Information and Resource Management | IPAC_Post_Error_Log_to_iTRAK (IPAC 3) | In the IPAC 3 Post Error Log process, the automation processes all transactions marked as 'Y' in the Error Log file. This includes Error Correction Table entries and Manual Entries (manual invoices). The AOB analyst marks which transactions need to be processed for that day. The Error Log spreadsheet is a running total of all IPAC transactions not yet processed in the financial system. As noted above, one of the outputs from the IPAC 3 Post Summary process is to add records to the Error Log spreadsheet. Once the automation has processed a record marked with a "Y", it updates the Error Log spreadsheet with the status of the record (e.g. processed or errored). |
| Finance | Office of Information and Resource Management | CARS_DIT_JV_Reconciliation (CARS 2) | Disbursements in transit represent outlays that an accounting activity has transmitted to a designated disbursing office but await disbursement.

This automation pulls data from NSF's financial system and GWA to create a DIT journal voucher. The journal voucher is reviewed and posted by NSF staff in NSF's core financial system (iTRAK) for disbursements in transit. |
| Finance | Office of the Secretary of Defense | DAI: Update Trans Start Date | This project automates and simplifies the process to update the fields and lists referenced in the Defense Agencies Initiative. |
| Finance | Office of the Secretary of Defense | DAI: Update Trans End Date | This project automates and simplifies the process to update the fields and lists referenced in the Defense Agencies Initiative. |
| Finance | Office of the Secretary of Defense | DAI: Update Task Owning Organization | This project automates and simplifies the process to update the fields and lists referenced in the Defense Agencies Initiative. |
| Finance | Office of the Secretary of Defense | DAI: Update Service Type for Projects | This project automates and simplifies the process to update the fields and lists referenced in the Defense Agencies Initiative. |
| Finance | Office of the Secretary of Defense | DAI: Update Project Owning Organization | This project automates and simplifies the process to update the fields and lists referenced in the Defense Agencies Initiative. |
| Finance | Office of the Secretary of Defense | DAI: Update Project Name | This project automates and simplifies the process to update the fields and lists referenced in the Defense Agencies Initiative. |
| Finance | Office of the Secretary of Defense | DAI: Update Project End Date | This project automates and simplifies the process to update the fields and lists referenced in the Defense Agencies Initiative. |
| Finance | Office of the Secretary of Defense | DAI: Update Key Members | This project automates and simplifies the process to update the fields and lists referenced in the Defense Agencies Initiative. |
| Finance | Office of the Secretary of Defense | DAI Pending MIPR Acknowledgment Email Notification | This automation sends email notifications to Military Interdepartmental Purchase Request (MIPR) Preparers for MIPRs that have not been acknowledged for over 30 days. |
| Finance | Office of the Secretary of Defense | DAI Miscellaneous Pay/SF-1034 Validation and Input | This automation reviews SF-1034 (a public voucher for non-personal purchases and services) to ensure the required fields are completed. The automation then inputs information from SF-1034 into an Excel template to prepare for entry into the Defense Agencies Initiative (DAI), validates that the Purchase Order and Supplier exist in DAI, and inputs the verified information from the SF-1034 Validation process into DAI. |

| Business Function | Agency | Use Case | Description |
|---|---|---|---|
| Finance | Office of the Secretary of Defense | DAI Miscellaneous Pay/SF-1034 Validation and Input | This automation reviews SF-1034 (a public voucher for non-personal purchases and services) to ensure required fields are completed. The automation then inputs information from SF-1034 into an Excel template to prepare for entry into the Defense Agencies Initiative (DAI), validates that the Purchase Order and Supplier exist in DAI, and inputs the verified information from the SF-1034 Validation process into DAI. |
| Finance | Office of the Secretary of Defense | Clearing UMDs in DAI | This automation posts disbursement information in Defense Agencies Initiative (DAI) to clear unmatched disbursements (UMDs). |
| Finance | Office of the Secretary of Defense | DAI - Hyperion: Sub-Program Element Recon | This automation performs reconciliation to ensure project information interfaces completely from the Defense Agencies Intiaitive (DAI) to Hyperion's systems. |
| Finance | Office of the Secretary of Defense | DAI - Hyperion: Project Recon | This automation performs reconciliation to ensure project information interfaces completely from the Defense Agencies Intiaitive (DAI) to Hyperion's systems. |
| Finance | Office of the Secretary of Defense | DAI - Hyperion: Program Element Recon | This automation performs reconciliation to ensure project information interfaces completely from the Defense Agencies Intiaitive (DAI) to Hyperion's systems. |
| Finance | Office of the Secretary of Defense | DDRS-AFS Quarterly Report Download and Preparation | This automation generates the Defense Departmental Reporting System - Audited Financial Statements (DDRS-AFS) quarterly financial statements, and compares and inputs financial statement line item amounts into a master table for quarterly financial reviews. |
| Finance | Office of the Secretary of Defense | DAI Receipt Creation | This automation generates receipts in Defense Agencies Initiative (DAI) to assist with clearing suspended invoices and unmatched disbursements (UMDs). |
| Finance | Office of the Secretary of Defense | SF132 Download from OMB MAX | This automation generates and formats approved SF-132s from OMB MAX on a daily basis. |
| Finance | Office of the Secretary of Defense | DAI: Status Of Funds Report (Daily) | This automation generates a report from Defense Agencies Initiative (DAI), which provides the end user with the status of all accounts with project level details on a daily basis. |
| Finance | Office of the Secretary of Defense | FR2 Data Scraping and Upload into Advana | This automation downloads safety data from Force Risk Reduction (FR2) site and stages the data to be uploaded into Advana, the DoD's audit platform. |
| Finance | Office of the Secretary of Defense | OPM FedScope Data Pull and Upload into ADVANA | This automation downloads personnel data/reports from the OPM FedScope site and stages the data for upload into the DoD audit platform Advana. |
| Finance | Office of the Secretary of Defense | Universal WAWF PBC Requests | This automation downloads invoices and receiving reports from Wide Area Workflow (WAWF)—DoD's system for electronic invoicing, receipt and acceptance—to support audit Provided by Client (PBC) requests and quarterly/year-end testing. |
| Finance | Office of the Secretary of Defense | CarePoint Data Download and Upload into ADVANA | This automation downloads healthcare data/reports from CarePoint site and stages for upload into Advana. |
| Finance | Office of the Secretary of Defense | Intel Doc Data Download and Upload into Advana | This automation downloads data from IntelDocs and sorts and uploads the data into Advana, the DoD's audit platform. |
| Finance | Office of the Secretary of Defense | DDRS-AFS TI-97 Financial Statement Extract and Trend Analysis | Download and analyze financial statements from Defense Departmental Reporting System - Audited Financial Statements (DDRS-AFS) to determine potential issues and analyze trends over time |
| | | | |
| Finance | U.S. Department of Agriculture | Pegasys Cost Transfer (Summary Reports) | Daily confirmation email stating the documents submitted and updated summary worksheet report for cost transfers processed by automations. |
| Finance | U.S. Department of Agriculture | Pegasys Cost Transfer (Open) | Create an Allocate Payment document within the Pegasys Financial Management System (Pegasys). Receives "open" cost transfer requests via email and enters request data into Pegasys system. |
| Finance | U.S. Department of Agriculture | New Loan Promissory Note- Penny | N/A |
| Finance | U.S. Department of Agriculture | IAS - Create TO | Checks daily for emails requesting task orders be created in IAS for resources dispatched to fire incidents. Task order data is retrieved from the email and recorded in SQL for audit purposes before logging into IAS to perform data entry to create an obligation. Upon completion, the bot emails a log of the work it completed to the customer. |
| Finance | U.S. Department of Agriculture | IAS – Quality Control | Checks daily for emails for FMMI reject notices related to task orders processed by 3 other Forest Service bots (Create TO, Extend TO, Contract Mod). Builds a report of the reject messages from the emails and sends the report to the Incident Finance team. |
| Finance | U.S. Department of Agriculture | IAS - Contract Mod | Checks daily for emails containing invoices for resources dispatched to incidents and modifies obligations in IAS accordingly. Upon completion, the bot emails a log of the work it completed to the customer. |
| Finance | U.S. Department of Agriculture | IAS - Extend TO | Checks daily for emails containing demobilization reports for resources previously dispatched to fire incidents. Bot updates SQL database with demobilization data, logs into IAS, and extends the PoP and obligaton amounts for resources that require an extension. Upon completion, the bot emails a log of the work it completed to the customer. |
| Finance | U.S. Department of Agriculture | FMMI Direct Funds Distribution | Performs budget entry processes for full appropriation and/or Continuing Resolutions (CRs). |
| Finance | U.S. Department of Agriculture | FMMI System Status | Logs into FMMI and checks if the interface is functional and sends an email with the result of this check. |
| Finance | U.S. Department of Agriculture | FMMI to IAS Interface Confirmation | Confirm the FMMI to IAS Interface ran successfully and send confirmation notification to stakeholders indicating status. |
| Finance | U.S. Department of Agriculture | NEMP to FMMI Interface Confirmation | Confirm that the NEMP to FMMI Interface ran successfully and send confirmation notification to stakeholders indicating status. |
| Human Resources | Bureau of the Fiscal Service | WebTA Reports | This automation retrieves web-based time and attendance (webTA) reports. |
| Human Resources | Bureau of the Fiscal Service | PPB eOPF Upload | Automates the upload of personnel documents to eOPF. |
| | | | |
| Human Resources | Bureau of the Fiscal Service | WebTA Time Off Awards | Automates the entry of time off awards within WebTA and the email notifications to employees. |
| Human Resources | Centers for Medicare and Medicaid Services | CMS Reasonable Accommodations Bot | The CMS Reasonable Accommodations Bot automates the task of comparing and matching information of when an employee moves between organizational units within the Agency and if they have an approved Reasonable Accommodation. This can help ensure the employee has everything they need when they get to their new location. The automation receives data from separate systems via email, compared the data to discern matching data, and emails the output to the designated individuals to take whatever appropriate action is needed. This is an attended bot. This automation replaces the previous process of a manual human review so accuracy will be 100%. As the automation can be run in a matter of seconds, there is a much higher likelihood that this will be completed sooner that will result in increased compliance. |
| Human Resources | General Services Administration | OHRM Monster to GCIMS Data Migration | Previously, the HR Specialist would need access to both GSAJobs, GSA's Recruiting System, and GCIMS, GSA's Credential and Identity Management System, in order to migrate associate data between the two systems. This automation facilitates this process by retrieving data—e.g. name, gender, region, building location—from a Google Form that HR Specialists fill out for each new hire. This data is then pasted into a batch file and uploaded into the back end of GCIMS, which then initiates the process of the bot logging into GSAJobs and searching for the name that an HR Specialist has provided. The benefit of this automation process is twofold. For one, the automation reduces data entry errors and time spent manually inputting associate data. Additionally, HR Specialists no longer need credentialed access to a sensitive system like GCIMS, since they no longer need to migrate the data between systems. Thus, the automation ensures greater protection of sensitive data." |
| Human Resources | General Services Administration | OHRM Automated Hiring Status Update | At any given time, GSA has hundreds of active hiring actions that go through frequent status changes. There is currently no central reporting mechanism to see all hiring statuses collectively. Furthermore, for an individual hiring action, there is no mechanism to alert a hiring official or other stakeholder of a change in the status. The Automated Hiring Status automation simplifies the process of retrieving hiring action data by generating summaries (through Google Documents) for the Regional and National Staff Offices and sending automated emails to designated contacts whenever a hiring status changes at the individual job level. |

| Business Function | Agency | Use Case | Description |
|---|---|---|---|
| Human Resources | National Aeronautics and Space Administration | Unencrypt CCTs and place in work queue | Un-encrypts saved files pulled from eDelivery and places them in TechDoc for processing daily. Updates the "HR Suitability Adjudication" Functional Detail with the "ROI Received from OPM" date. |
| Human Resources | National Aeronautics and Space Administration | Suitability eQIP Status Changes | Logs into eQIP (Electronic Questoinnaires for Investigation Processing) to download and save the "eQIP Report", then logs into ServiceNow to enter the status changes. |
| Human Resources | National Aeronautics and Space Administration | WEBTADS unapproved timesheet code review | This automation will automate the unapproved timesheet, hour type, and incorrect Work Breakdown Structure (WBS) code reviews in WebTADS. |
| Human Resources | National Aeronautics and Space Administration | Onsite Training Scheduled Offering Status | Sends out the scheduled offering status report and emails the report to the appropriate POCs. |
| Human Resources | National Aeronautics and Space Administration | FPPS Insufficient Funds Report | Part I of the process receives the "Federal Employee Health Benefits Declination Report" from Oracke Business Intelligence Enterprise Edition (OBIEE) and creates a new "Benefits Processing" case in ServiceNow (SN) for each employee and creates an "HR Benefits" functional detail on the new case. Part II of the process receives the "Insufficient Fund Report" (IFR) from OBIEE. The automation then creates a new ServiceNow "Insufficient Funds" case for any employees on the report that does not have an "Insufficient Funds" case in the past 90 days. |
| Human Resources | National Institutes of Health | Process non-performance group awards | Keys actions in a tracking system and processes actions in a human capital management system. |
| Human Resources | National Institutes of Health | Complete separations documentation | Collects data from various systems and completes separation documentation. |
| Human Resources | National Institutes of Health | Approve recruitment, relocation and retention (3Rs) incentives | Searches email inbox for incentive requests, logs into system to check organization's balance to approve/reject the incentive request, replies to requestor. |
| IT | Defense Finance and Accounting Service | CEDMS Inactivity Bot | If Corporate Electronic Document Management System (CEDMS) users do not log into the system within 30 days of use, FISCAM controls require their access to be locked and if not accessed within 45 days their accounts disabled. CEDMS did not use an automated method of notifying users their accounts are about to expire; thereby, creating rework to reestablish CEDMS accounts once they expired. This Bot automates the process of notifying CEDMS Users their accounts are about to expire by sending email notifications weekly. |
| IT | Defense Logistics Agency | QN Notification - Closure of Z8s | Z8 Quality Notification (QN) Interface Documents (IDOCs) with certain condition codes and action codes, the bot will search for Z8 QN that require closure and complete the task |
| IT | Defense Logistics Agency | STORES Vendor CAGE IDOC Error (OF-INT-183) | When DLA's ordering and receipt system sends order information to the Enterprise Business System (EBS), an Intermediary Document (IDoc) with the order data is received. Validations against the IDoc include checking that the contract number exists on the Vendor Cage Code Table. If the contract number does not exist on the table, the IDoc produces a fail status. An Procurement Business Process Anlayst (BPA) must then manually add the contract numnber from the IDoc onto the Vendor Cage Code table. The Order Fulfillment BPA then reprocesses the IDoc once the DoD Activity Address Code has been added to cage table. This automation streamlines the time-consuming process running vlaidating the IDoc and addressing the fail status automatically, in lieu of manual human intervention. |
| IT | Defense Logistics Agency | SSRs over $2500 | Validation of Provisioning (also known as Supply Support Requests) is a service that the Center of Planning Excellence (CoPE) provides to all of the DLA Supply Chains. This automation performs the CoPE analyst's tasks of reviewing the Provisioning item and contacting the Military Service point of contact for validation if required. |
| IT | Defense Logistics Agency | AMPL Record Updates- Update / Remove 0006 AMPL Blocks | TQ Production Support processes the Approved Manufacturer Parrts List (AMPL) block updates for the Primary Level Field Activities (PLFAs). This automation processes AMPL blocks to be added or removed for a specific list of manufacturer part numbers. |
| IT | Defense Logistics Agency | Logistic Reassignment IDOC Archiving | This automation streamlines the systemic archiving of material management Interface Documents that have been received with invalid material numbers. |
| IT | Defense Logistics Agency | Stock Readiness- Pull Open/Distribute SDR/SQCR Workload | This automation pulls/reviews/prioritizes Supply Discrepancy Reporting (SDR) and Storage Quality Control Report (SQCR) workload and distributing to Major Subordinate Commands. The automation then sets the depot daily inspection workload based on HQ priority level and includes data from the Distribution Standard System (DSS). Lastly, the automation runs a query on set priority codes. |
| IT | Defense Logistics Agency | Stock Readiness- Pull Open/Distribute COSIS Workload | This automation pulls/reviews/prioritizes open Care Of Supplies In Storage (COSIS) workload and distributing to Major Subordinate Commands (MSCs). The automation sets the depot daily inspection workload based on Distribution HQ priority level (3 day, 50 day, or 30 day priority, pulling data from the Distribution Standard System (DSS) using Query Management Facility (QMF) and then running a query on set priority codes. |
| IT | Defense Logistics Agency | SPRs over $10k within 90 days of Lead Time | This automation provides a centralized location for the Center of Planning Excellence (CoPE) to pull down data and, where possible, verify the data generated on report, with responses sent to CoPE forecasting mailbox. |
| IT | Defense Logistics Agency | QN Notifications - Duplicate IDOC | This automation identifies, updates, and archives duplicate Quality Notifications during the processing of Interface Documents. |
| IT | Defense Logistics Agency | Chronically Under Forecasted DFUs | This automation generates demand forecasting reports for chronically under-forecasted materials by referencing data from the Enterprise Business System and Statistical Analysis System. |
| IT | Defense Logistics Agency | Export Control Data | This automation exports controlled marked DIRs and compares linked MMRs for the applicable Export Controlled requirements. If there is a discrepancy between records, it will block the MMR for human review and prevent advancement to auto-award. In effectm this automation helps prevent erroneous information from being processed as part of the solicitation or award. |
| IT | Defense Logistics Agency | CIM Incomplete Data Review | This automation ensures Computer Integrated Manfucaturing (CIM) files loads are complete and resolves errors found within the files. |
| IT | Defense Logistics Agency | Material Change WF Notice Exceptions | This automation deletes the material change notice exception workflow. |
| IT | Defense Logistics Agency | ZT Creation for FAT CLINs | This automation creates First Article Testing (FAT) Clins. |
| IT | Defense Logistics Agency | DPATS - SV6 Data Entry | This automation converts and enters data into new Enterprise Architecture management tool. |
| IT | Defense Logistics Agency | EBS Organization Hierarchy Changes | This automation carries out the Enterprise Business System (EBS) Organizational Hierarchy add/delete functions, which improves helpdesk ticket response time and saves employee time from manual, repetitive work. |
| IT | Defense Logistics Agency | SSRs beyond 2020 | This autoamation provides a centralized location for the Center of Planning Excellence (CoPE) to pull down data and, where possible, performs the validations generated on report with responses to be sent to CoPE forecasting mailbox. |
| IT | Defense Logistics Agency | JDA NIIN Reporting Dashboard- Weapons System A | The Reporting Tool is used in the Planning community for displaying detailed reports on National Item Identification Numbers (NIINs) at both the item and population levels. This automation creates populations that display reports on NIINs of interest. The focus of this process id on items with an Annual Demand Frequency (ADF) greater than or equal to 180 days, backorders, the Level A Weapon System, On Target inventory of red and yellow categories, and Readiness Dashboard Backorders. |
| IT | Defense Logistics Agency | JDA NIIN Reporting Dashboard- Readiness Dashboard | The Reporting Tool is used in the Planning community for displaying detailed reports on National Item Identification Numbers (NIINs) at both the item and population levels. This automation creates populations that display reports on NIINs of interest. The focus of this process id on items with an Annual Demand Frequency (ADF) greater than or equal to 180 days, backorders, the Level A Weapon System, On Target inventory of red and yellow categories, and Readiness Dashboard Backorders. |
| IT | Defense Logistics Agency | JDA NIIN Reporting Dashboard- OTI | The Reporting Tool is used in the Planning community for displaying detailed reports on National Item Identification Numbers (NIINs) at both the item and population levels. This automation creates populations that display reports on NIINs of interest. The focus of this process id on items with an Annual Demand Frequency (ADF) greater than or equal to 180 days, backorders, the Level A Weapon System, On Target inventory of red and yellow categories, and Readiness Dashboard Backorders. |

| Business Function | Agency | Use Case | Description |
|---|---|---|---|
| IT | Defense Logistics Agency | JDA NIIN Reporting Dashboard- ADF 180 | The JDA Reporting tool is used in the Planning community for displaying detailed reports on NIINs at both the item and population level. This automated process will be used to create populations that can be accessed to display reports on NIINs of interest. The focus of this process will be items with Annual Demand Frequency (ADF) greater than or equal to 180 days, backorders and Level A Weapon System, On Target inventory of category red or yellow and Readiness Dashboard Backorders. |
| IT | Defense Logistics Agency | Complete Causative Research Package Header & Screenshots *Causative* | The Enterprise Business System (EBS) Recon Report is generated each month to identify inventory variances requiring investigation. This automation will be configured to pull, format, and distribute the workload across the Defense Logistics Agency's Major Subordinate Commands. |
| IT | Defense Logistics Agency | Monthly Inventory Reconciliation (IR) File Formatting | The Enterpirse Business System (EBS) Recon Report is generated each month to identify inventory variances requiring investigation. This automation will be configured to pull, format, and distribute the workload across the Defense Logistics Agency's Major Subordinate Commands. |
| IT | Defense Logistics Agency | Inventory Reconcilliation (IRM) | The Defense Logistics Agency reconciles stock data between the Enterprise Business System (EBS) and multiple inventory systems, including the Data Delivery Service (DDS), on a weekly basis. During the Inverntory Records Management (IRM) process, analysts identify materials for manual review, which require the completion of a causative research worksheet. This automation populates the causative research package header information and pulls stock position screenshots from EBS to assist analysts in completing the worksheet. |
| IT | Defense Logistics Agency | Schedule for Delivery Reconciliation *Non-Causative* | Resolution Specialists (RSs) and Business Process Analysts (BPAs) at each Major Subordinate Command are responsible for investigating, resolving and documenting monthly discrpencies. This automation generates documentation (.pdf) and collects stock position screenshots from the Enterprise Business System (EBS) and the Data Delivery Service (DSS) for the RSs/BPAs to analyze and take corrective action. |
| IT | Defense Logistics Agency | QN Notifications - Postponed Status | Quality Notification (QN) Interface Documents (IDOCs) sometimes show a failed status due to the IDOC being in a postponed status, which generates workflows to user's inbox. This automation corrects values on the IDOC and reprocesses it to attain a success status. |
| IT | Defense Logistics Agency | QN Notifications - Missing Discrepency Code | Quality Notification (QN) Interface Documents (IDOC) failures that result from a missing discrepancy code populate the DIO. |
| IT | Defense Logistics Agency | Energy - Parity Check between EBS and FMD | Parity checks validate that all Inbound Interface Documents (IDOCs) sent by FuelsManager Defense make it through DLA Technical Specification (TS) and into the Enterprise Business System (EBS). It will also validate that Outbound Acknowledgement IDOCs from EBS make it through DLA TS and back to FMD. |
| IT | Defense Logistics Agency | MATMAS IDOC - Units of Measure | Enterprise Business System material master data updates are received from the Federal Logistic Information System (FLIS). This automation performs the identification, data validation, updating and reprocessing of Interface Documents. |
| IT | Defense Logistics Agency | MATMAS - Schedule Date Errors | Enterprise Business System material master data updates are received from the Federal Logistic Information System (FLIS). This automation performs the identification, data validation, updating and reprocessing of Interface Documents. |
| IT | Defense Logistics Agency | QN Notifications - Missing RIC (Type "R") IDOCs | DLA's Data Service System (DSS) sends discrepancy reports in the form of Quality Notifications, which are data points where the Interface Documents have failed to process due to missing or mismatched data. This automation identifies, updates, and reprocesses Quality Notifications with missing Routing Identifier Codes (RIC). |
| IT | Defense Logistics Agency | FOIA Bid Request | DLA receives requests for award documentation under the Freedom of Information Act. Once request is received, information is pulled from the Enterprise Business Management (EBS) records management. The information is then redacted and returned to the submitter. This automation performs this time-consuming process, freeing up DLA employees to focus on higher-value work. |
| IT | Defense Logistics Agency | Collect data sources for "On the Shelf" BOT - RT'D | Disposition users require additional data sources, such as service backorder lists, which represent demand when receiving shipments to make an informed decision to dispose or stock. |
| IT | Defense Logistics Agency | Collect data sources for "On the Shelf" BOT - EDW | Disposition users require additional data sources, such as service backorder lists, which represent demand when receiving shipments to make an informed decision to dispose or stock. |
| IT | Defense Logistics Agency | In Process MROs / DROs Resolution *Non-Causative* | Currently, the RS/BPA community at each Major Subordinate Command performs reconciliation of inventory discrepancies for the Enterprise Business System (EBS) Recon Report. This automation will standardize screenshots/transaction history from both the EBS and Data Delivery Service (DDS) and identify when variances occur due to timing issues. |
| IT | Defense Logistics Agency | ITSM task & EDIPI search onboarding | |
| IT | Department of the Air Force | JOCAS II Security Event Monitoring | This automation monitors audit logs for 10 specified security events (6 queries). The automation interacts with Microsoft Outlook to retrieve security audit logs as email attachments, generates data report, and posts combined zip files with reports, emails, and text reports to SharePoint. |
| IT | Department of the Air Force | CRIS 2875 | This automation monitors incoming folders for Contractor Responsbility Information System (CRIS) DD2875 forms, extracting information from the folder's files and entering the extracted text to an Excel spreadsheet. The automation then parses the data to check completeness of the form and to spot incorrect information. |
| IT | Department of the Air Force | JOCAS II Hybrid Account Monitoring | This automation monitors audit logs from 9 locations to ensure that no hybrid accounts are created. In order to accomplish this, the automation interacts with Microsoft Outlook to retrieve audit log emails, generate audit report, and post combined zip files with audit reports, emails, and text reports to SharePoint |
| IT | Department of the Navy | Software Version Audit | This automation maintains a file containing software running on the mainframe and current version for auditing purposes. |
| Inspector General | Defense Logistics Agency | Energy - Distribute EBS System Enhancement & Downtime Communication | This automation efficiently distributes all Defense Information Systems Agency (DISA) system notifications regarding the key Energy systems to impacted users based upon the system impacted. |
| Inspector General | Department of the Air Force | Military Permanent Change of Station (PCS) Order Processing | Statistical Analysis System (SAS) software performs data verification to ensure correct remarks on orders and produces an Excel file with orders that can be authenticated or need to be sent back. This automation reads the Excel file and completes necessary steps in the Orders Processing Application. |
| Inspector General | Department of the Air Force | Military Separation Projections | This automation reviews all projected separations from a spreadsheet and updates the records for each separation-qualified individual in the Military Personnel Data System (MilPDS). |
| Inspector General | Department of the Air Force | Weighted Airman Promotion System (WAPS) Validation | This automation reviews all batch data files for missing data and load the files into Enlisted Promotion Validation System (EPVS). This allows team to focus on processing invalid tests within EPVS. In effect, the automation leads to timely processing of tests, decreased human error, increased time to correct test issues, and increased assurance that everyone who qualified is considered. |
| Inspector General | Department of the Air Force | Military Evaluations push to Automated Records Management System (ARMS) | This automation generates a roster of all prepared and vetted evaluations and sends them to the Automated Records Management System (ARMS). In doing so, the automation ensures that theb acklog of evaluation documents will be pushed to ARMS and available for customer, promotion boards, development team vectoring, etc. more efficiently. |
| Inspector General | Department of the Air Force | Unreconciled Leave | This automation downloads unreconciled leave from LeaveWeb, Content Management System (CMS), and relevant leave information from the Defense Joint Military System (DJMS). This data is processed and joined based on established criteria to match processed leave. Multiple reports are generated to allow closure of items in LeaveWeb and provide additional information to base-level financial management. |
| Inspector General | Department of the Navy | Transcript Processing | When a school transcript is received, information needs to be manually entered into a spreadsheet and multiple systems. This automation performs the data input into The Officer Personnel Information System (OPINS), which expedites the entire process. |
| Inspector General | Department of the Navy | Record of Emergency Data/Dependency Application (RED/DA) Manager Bot | This automation triages Record of Emergency Data/Dependency Application (RED/DA) records, approves and recycles simple records, and leaves pay-impacting records in the queue for humans. |
| Mission Assurance | General Services Administration | National COVID-19 Data Aggregator (by county) | The National COVID-19 Data Aggregator provides COVID-19 infection counts, per county, to the GSA Public Building Service IT team for integration into the GSA GIS PBS Map.<br><br>The automation scrapes case data from the Internet multiple times per day, which is then overlaid on top of a map of GSA properties. This results in an easily accessible graphical representation of the infection counts around GSA facilities—a powerful tool for analyzing the impact of COVID-19 at an small-scale perspective as well as a holistic one. |

| Business Function | Agency | Use Case | Description |
|---|---|---|---|
| Mission Assurance | General Services Administration | GCIMS e-QIP Mass Invite | As part of the contractor investigation process, contractors requiring background investigations are invited using mass invite files created from the GSA Credential and Identity Management System (GCIMS) database which are uploaded every two hours into the Electronic Questionnaires for Investigations Processing (e-QIP) application. This automation downloads batch files of contractors needing security clearances from GCIMS, uploads the files to the e-QIP system, reviews the uploaded information, and sends an email to OPM for any data discrepancies. In effect, this automation carries out all the data processing and generates the mass invite file, saving employee time previously spent on repetitive tasks. |
| Other | National Aeronautics and Space Administration | Transition Center COMET system to SATERN training purchases automation | Agency Automation which will create an Research Capable Program to process incoming external training requests from a CSV file, create the SF-182 in SATERN, capture the SATERN tracking number and enter in CSV file, email report back to Center. |
| Other | National Aeronautics and Space Administration | Performance Analytics transaction data automation | On a monthly basis, scrape data from the transaction tab on the performance and analytics dashboard and populate in an excel spreadsheet template, saves and stores the current month information in the designated folder. |
| Other | National Aeronautics and Space Administration | UI-PATH ORCHESTRATOR QUEUE ARCHIVE PROCESS | Automation downloads all queues from UIPath Orchestrator, saves to designated folder, deletes existing queues and creates new queues with existing parameters. |
| Policy | Department of the Navy | RMF ATO Analysis | This automation logs into the Acquire Enterprise Mission Assurance Support Service (eMASS) and determines their ATO status. The automation then generates a dashboard by using the ATO status of each system. |
| Policy | Department of the Navy | RMF POA&M Analysis | This automation logs into the Acquire Enterprise Mission Assurance Support Service (eMASS) and determines if The Plan of Actions & Milestones (POA&M) has been submitted in accordance to Risk Management Framework (RMF) guidelines. The automation documents any RMF-related discrepancies in a dashboard. |
| Strategic Communications | General Services Administration | Daily News Automation | This automation searches the web to aggregate all of the news articles from the past 24 hours pertaining to the agency and then formats and sends the results to a staff member prior to agency-wide distribution. The search query can be adjusted as desired to seek articles mentioning a commissioner or administrator's name, and specific program or topic, etc. |
| Travel | Bureau of the Fiscal Service | PRQA Workflow Retrieval | Automates the retrieval of audit documentation utilized in the Sampling/Audit of Travel Vouchers from Concur, Cognos (a report function within Concur), and OBI. |
| Travel | Bureau of the Fiscal Service | Concur New User & Invitational Traveler | Automates the creation of new Concur user profiles, sending of the profile confirmation email, and closure of associated help desk ticket. |
| Travel | Bureau of the Fiscal Service | Relocation Reports Scheduler | Automates the running of reports from "moveLINQ" and then saves the reports to the appropriate share drive folders. |
| Travel | Department of the Air Force | DEAMS DTS Aged Travel Orders | This automation eliminates the backlog of Defense Travel System POs in the Defense Enterprise Accounting and Management System (DEAMS) (that are older than 120 days and less than $500). The automation interacts with filtered Excel spreadsheets and DEAMS UI and decreases open POs meeting the filtered criteria to .00001¢. |
| Travel | Department of the Air Force | DTS Leave | This automation downloads certified Defense Travel System voucher reports for Temporary Duty Assignments that include leave, leave entries from LeaveWeb, & relevant items from the Defense Joint Military System (DJMS). Rules and formulas are applied to determine records missing leave requests. The automation then generates the report, which is provided to base level financial management for action. |
| Travel | Department of the Air Force | DEAMS DTS CBAs | This automation decreases the Defense Travel System (DTS) POs into the Defense Enterprise Accounting and Management System (DEAMS) that are identified as Centrally Billed Account (CBA) POs, older than 90 days. This automation interacts with Excel spreadsheets and DEAMS interface, decreasing open POs meeting the filtered criteria to .00001¢ |
| Travel | Department of the Navy | Travel Claims | This automation performs the intake portion of the travel claim processing function, which saves over 2,000 hours per year of employee time. |
| Trouble Ticket Reports | U.S. Department of Agriculture | SNOW FMMI - Monthly Report by Agency | Receives reports of incidents from Service Now, manipulates the data, and creates derivative report "Monthly Report by Agency". |
| Trouble Ticket Reports | U.S. Department of Agriculture | SNOW FMMI - NVCMD Volumes Handled Summary | Receives report of incidents from Service Now and manipulates and creates derivative report "NVCMD Volumes Handled Summary". |
| Trouble Ticket Reports | U.S. Department of Agriculture | SNOW FMMI - Maintenance Activity FM Deriver | Receives report of incidents from Service Now and manipulates and creates derivative report "Maintenance Activity FM Deriver". |
| Trouble Ticket Reports | U.S. Department of Agriculture | SNOW FMMI - Agency Master Data Elements FYD | Receives report of incidents from Service Now and manipulates and creates derivative report "Agency Master Data Elements FYD". |
| Trouble Ticket Reports | U.S. Department of Agriculture | SNOW FMMI - Agency Master Data Elements Calendar YTD | Receives report of incidents from Service Now and manipulates and creates derivative report "Agency Master Data Elements Calendar YTD". |
| Trouble Ticket Tracking | U.S. Department of Agriculture | SNOW FMMI - Tracking Report Month ending per 24 Hrs. Std | Receives report of incidents from Service Now and manipulates and creates derivative report "Tracking Report Month ending per 24 Hrs. Std". |