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| Robot outline | Robotics process Automation Live BotsTwelve Bots to Streamline Processes Can my process be automated? Do you have a repetitive mundane process that you wish could be done automatically? Or do you wish you had more time to work on higher valued work instead of pulling the same report each day? That’s where Process Automation can work for you. Here is a list of processes the IBC Process Automation Branch has automated for our internal and external clients. |
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|  | 1. PCS GBL Master LogPCS GBL Master Log process updates the maser log that tracks shipping invoices for relocating government employees. This automation accesses a shared email, accesses invoice link, extracts information and populates an excel spreadsheet.  |  |  | 7. IPAC Interface Monthly/DailyDaily this automation accesses the Treasury IPAC website downloads IPAC files for 4 ALC’s, saves them as a csv to a SharePoint folder, logs into Oracle Federal Financials and uploads the files per ALC. Monthly this automation logs into Treasury IPAC downloads and saves the sent and received monthly files for 11 agencies.   |
|  | 2. Treasury Confirmations – CARS DailyThe Treasury Confirmations – CARS automation logs into Treasury website downloads a text file per agency ALC, extracts payment information, logs into Oracle Federal Financials and completes the payment confirmation process per agency. |  |  | 8. FWS INV FIR Part IPulls 5 reports from FedInvest, pulls the trial balance from FBMS, and creates a monthly Investment Verification excel workbook. Enters various pieces of data from FedInvest reports/FBMS Trial Balance to create an unadjusted reconciliation and emails reports and reconciliation to designated employees at FWS.  |
|  | 3. VEN - ECSThis process is a 2-part process. First, the automation accesses the Virtual Employee Network (VEN) and downloads certified travel vouchers and second it uploads the name specific vouchers to the Electronic Content System (ECS) for each employee travel voucher.  |  |  | 9. FWS INV CR Part IICreates a reconciliation file for the current reporting month from the prior reporting month’s file. Logs into Treasury CARS website, FBMS and FedInvest to get data/report information to perform current month’s reconciliation. Emails results from CARS, FBMS and FedInvest to designated employees at FWS. |
|  | 4.Payment Warehouse Report This process involves running the Payment Warehouse report in FBMS via EMIS, exporting data to an excel spreadsheet and filtering data to identify items that will need to be researched.   |  |  | 10. BLM 1164 Vendor CodesThis automation pulls the vendor codes from FBMS for BLM employees submitting SF1164’s in the Virtual Employee Network (VEN). An excel spreadsheet is populated and sent to support team via Secure Transport to update VEN data.   |
|  | 5.  Payment Matching ReportThis process retrieves a report via Secure Transport. Compares the report to the previous days report, creates and saves a file of the differences, works the differences file to remove any duplicate rows, and saves the final file to a SharePoint folder.   |  |  | 11. Charge Card Daily File Load – In DevelopmentDaily bank files come in encrypted from the bank via email, excel files are save to a secure OneDrive folder. The automation manipulates the excel data for use by the Charge Card Support Team.  |
|  | 6. IPAC Daily Reports (Activity Log)This process takes reports generated from live data from Treasury IPAC website parses the relevant data and populates an excel tracking log for auditing and metrics purposes. A monthly reconciliation against the log and a summary report from Treasury IPAC website.  |  |  | 12. NRDAR Accruals – In DevelopmentProcess prepares investment data for entry into FBMS to record principal and interest payments for NRDA using data received from Treasury. Operates on a cyclical basis where most work comes in on the 2nd and 4th Thursdays of the month along with EOM. FBMS portion is partially automated upon entry, but interest payments are manual.   |
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