

# Process Definition Document

*Process Name: Invoice Scraping*



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## Introduction

### I. Purpose of the Document

The Process Definition Document outlines the business process chosen for automation using UiPath Robotic Process Automation (RPA) technology.

The document describes the sequence of steps performed as part of the business process, the conditions and rules of the process prior to automation and how they are envisioned to work after automating it, partly or entirely. This specifications document serves as a base for developers, providing them with the details required for applying robotic process automation to the selected business process.

### II. Objectives

The process has been selected for RPA as part of the project initiative conducted within Techno Computers Inc., the Finance department.

The objective of this process automation is linked to the project business case and is mainly intended to:

- Deliver faster processing
- Reduce redundant activities
- Improve overall performance and reliability

### III. Process Key Contact

The specifications document includes concise and complete requirements of the business process and it is built based on the inputs provided by the process Subject Matter Expert (SME)/ Process Owner.

The Process Owner is expected to review it and provide signoff for accuracy and completion of the steps, context, impact and a set of process exceptions. The details are to be included in the table below.

Role	Name	Contact Details (email & phone number)	Notes
Process Owner	Niyaz Ahmed	<a href="mailto:niyaz.ahmed@uipath.com">niyaz.ahmed@uipath.com</a> +91-9870333008	
Business Analyst	Niyaz Ahmed	<a href="mailto:niyaz.ahmed@uipath.com">niyaz.ahmed@uipath.com</a> +91-9870333008	

### IV. Minimum Prerequisites for Automation

Met (Y/N)	Prerequisites
	A filled in and completed Process Definition Document
	Closure of any open process questions
	Environment set up
	Test Data to support development and testing
	User access and creation of user accounts (licences, permissions, restriction to create accounts for robots)

## As-Is Process Description

### I. Process Overview

General information about the process selected for RPA prior to automation.

#	Item	Description
1	Process Full Name	Invoice Scrapping
2	Process Area	Personal
3	Department	Finance

4	Process Short Description (operation, activity, outcome)	A process that will scrape relevant data from the invoices for further processing. The Robot will read through emails and download the invoices received in the form of an email attachment as a PDF. It will extract specific data and store those values in an Excel spreadsheet and a subset of values will be uploaded to the Orchestrator Queue. And finally, the robot will email the spreadsheet to yourself when finished.
5	Role(s) required for performing the process	Any
6	Process schedule and frequency	As needed (recommended End of Day [EOD])
7	# of items processed /reference period	100-150 invoices
8	Process execution time	4-5 seconds/invoice
9	Peak period(s)	N/A
10	Transaction Volume During Peak period	N/A
11	Total # of FTEs supporting this activity	N/A
12	Expected increase of volume in the next reference period	N/A
13	Level of exception rate	N/A
14	Input data	Invoices as an attachment over email
15	Output data	Order details uploaded to Orchestrator Queue

\*Add more rows to the table to include relevant data for the automation process. No fields should be left empty. Use "n/a" for the items that don't apply to the selected business process.

## II. Applications used in the Process

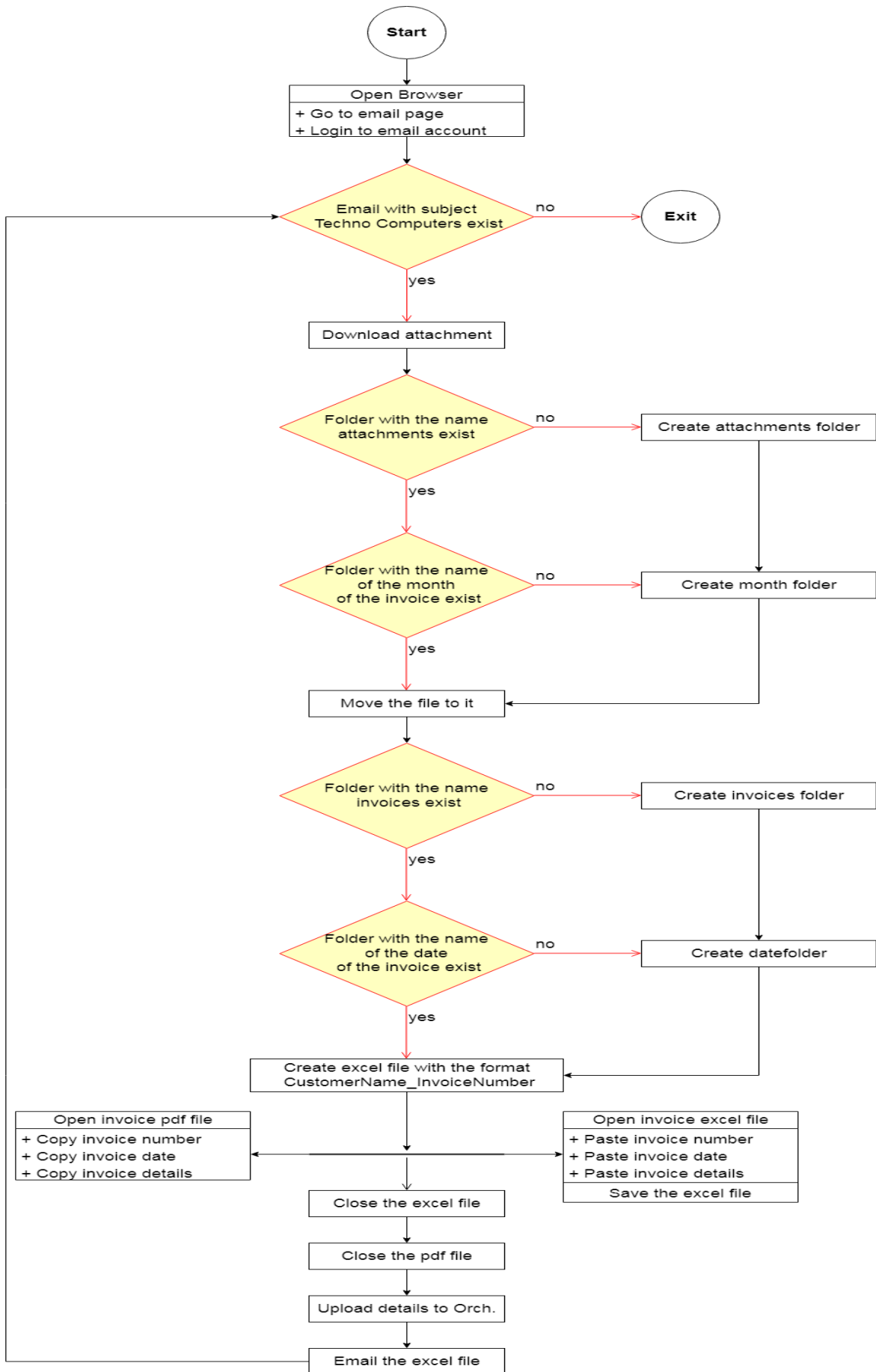
The table includes a comprehensive list of all the applications that are used as part of the process to be automated to perform the given steps in the flow.

#	Application Name & Version	System Language	Thin/Thick Client	Environment/ Access Method	Comments
1	Microsoft Outlook Version 2006	English	Thin	PC	
2	Microsoft Excel 2016	English	Thin	PC	
3	Adobe Reader PDF	English	Thin	PC	

\*Add more rows to the table to include the complete list of applications.

### III. As-Is Process Map

**High Level As-Is Process Map:** This chapter depicts the As-Is business process at a High Level to enable developers to have a high-level understanding of the current process.



**Detailed Process Map:** This chapter depicts the As-Is business process at a detailed view to enable process owners to document their process

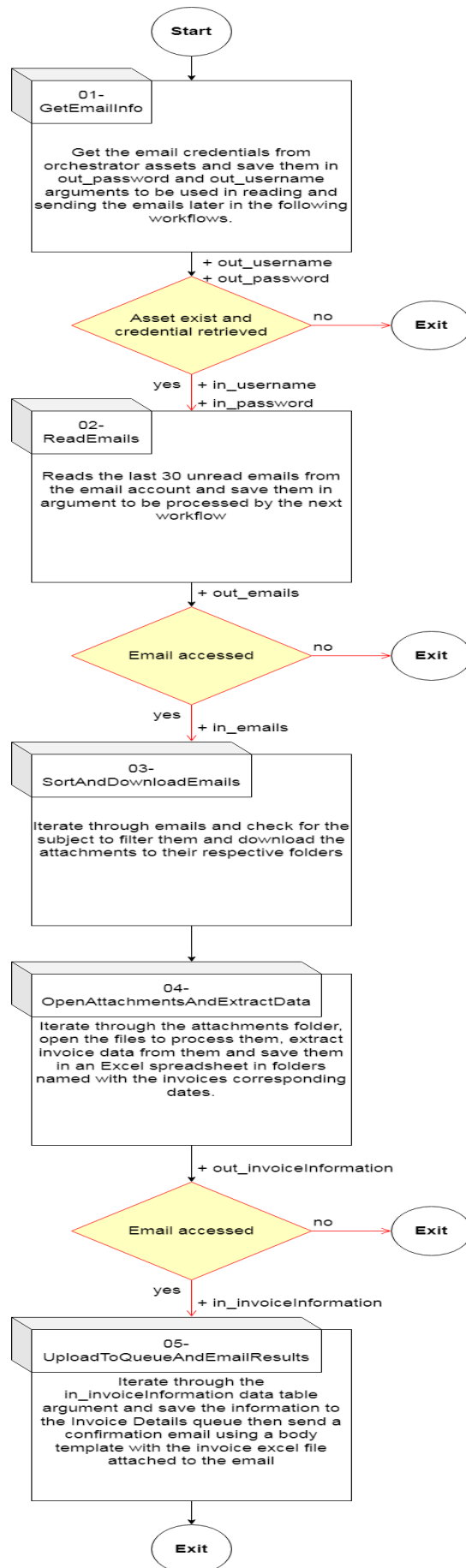
#	Step Action/Description	Screenshot	Remarks
1	Access Outlook or Browser	N/A	Go to Email account and login if using browser
2	Search for emails with subject “Techno Computers”	N/A	N/A
3	Download attachments	N/A	N/A
4	Go to “attachments” folder	N/A	If folder doesn’t exist create it and go in
5	Go to “Month number” folder	N/A	If folder doesn’t exist create it and go in
6	Move the saved attachment to their month folder	N/A	N/A
7	Go to “invoices” folder	N/A	If folder doesn’t exist create it and go in
8	Go to “Date of the invoice” folder	N/A	If folder doesn’t exist create it and go in
9	Create Excel spreadsheet with the name of “CustomerName_InvoiceNumber”	N/A	N/A
10	Open the invoice PDF file	N/A	N/A
11	Open the invoice Excel file	N/A	N/A
12	Copy the invoice number	N/A	From PDF file
13	Paste the invoice number	N/A	To Excel file
14	Copy the invoice date	N/A	From PDF file
15	Paste the invoice date	N/A	To Excel file
16	Copy the invoice details	N/A	From PDF file
17	Paste the invoice details	N/A	To Excel file
18	Save the Excel file	N/A	N/A
19	Close opened files		Both PDF and Excel
20	Upload invoice details to Orchestrator	N/A	Invoice number, Sub Total, GST and Total
21	Go to outlook or browser	N/A	N/A

22	Create new email	N/A	N/A
23	Attach the Excel file	N/A	N/A
24	Write “CustomerName_InvoiceNumber” in subject	N/A	N/A
25	Write confirmation message in body	N/A	N/A
26	Send the email	N/A	N/A
27	Repeat steps 2 to 26 until there is no more mails with the subject “Techno Computers” left	N/A	N/A

## To-Be Process Description

### I. Detailed Process Map

**High Level To-Be Process Map:** This chapter depicts the To-Be automation process at a High Level to enable developers/COE to have a high-level understanding of the to be developed process.





**Detailed Process Map:** This chapter depicts the To-Be automation process at a detailed view to enable developers/COE to see the workflows involved in the RPA solution

Workflow Name	Description	Pre-conditions	Post-actions	Arguments	Notes
Main.xaml	The process entry point	None	None	None	None
01-GetEmailInfo	Get the email credentials from orchestrator assets and save them in out_password and out_username arguments to be used in reading and sending the emails later in the following workflows.	None	Read the last 30 unread emails and save them to be processed.	Out_password Out_username	None
02-ReadEmails	Reads the last 30 unread emails from the email account and save them in argument to be processed by the next workflow	Get the email account credentials using the GetEmailInfo workflow.	Process the emails and download the attachments.	In_password In_username Out_emails	None
03-SortAndDownloadEmails	Iterate through emails and check for the subject to filter them and download the attachments to their respective folders.	Read the unread emails from the server using the ReadEmails workflow and get a list of them passed in here.	Process the downloaded attachments to extract their data.	In_emails	None
04-	Iterate through	Download the	Upload the invoice	Out_invoiceInformation	None

OpenAttachments AndExtractData	the attachments folder, open the files to process them, extract invoice data from them and save them in an Excel spreadsheet in folders named with the invoices corresponding dates.	attachments and sort them in their respective folders using SortAndDownload Emails workflow.	total to the orchestrator queue and send confirmation email.		
05- UploadToQueue AndEmailResults	Iterate through the in_invoiceInformation data table argument and save the information to the Invoice Details queue then send a confirmation email using a body template with the invoice excel file attached to the email.	Open the attachments and save their data to excel sheets in their respective folders using OpenAttachments AndExtractData workflow and get the invoice information to the in_invoiceInformation argument.	None	In_invoiceInformation	None

## II. Robot Type

#	Attended	Unattended	Trigger	Comments
1	1	0	Run Manually	N/A

### III. Business Exceptions Handling

The Business Process Owner and Business Analysts are expected to document below all the business exceptions identified in the automation process. These can be classified as:

#### Known Exceptions

The table below reflects all the business process exceptions encountered during the process evaluation and documentation. These are known exceptions that occurred before. For each of these exceptions, define a corresponding expected action that the robot should complete if it encounters the exception.

BE #	Exception Name	Step	Parameters	Action to be Taken
1	Asset doesn't exist	1	N/A	Send email to IT department
2	Wrong credentials	2,5	N/A	Send email to IT department
3	Connection timeout	1,2,3,5	N/A	Inform IT department
4	No unread emails	3	N/A	Log the event
5	No attachments found	4	N/A	Log the event
6	No invoices found	5	N/A	Log the event

#### Unknown Exceptions

For all other unanticipated or unknown business (process) exceptions, the robot should:

- Log the event and terminate the workflow

### IV. System Exceptions Handling

A comprehensive list of all errors, warnings or notifications should be consolidated here with the description and action to be taken, for each, by the robot.

Errors identified in the automation process can be classified as:

SE #	Exception Name	Step	Parameters	Action to be Taken
1	Adobe Reader crash	4	N/A	Retry

For all the other unanticipated or unknown system exceptions, send an email to **<placeholder>** and attach a screenshot of the error message.

## Other Observations

Include below any other relevant observations you consider needed to be documented here.

- Microsoft Outlook, Microsoft Excel and Adobe Reader should be always updated and the process run after the update to make sure none of the updates changed the behavior of the updated software.

## Additional sources of process documentation

- N/A