

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	niyaz.ahmed@uipath.com +91-9870333008	
Business Analyst	Niyaz Ahmed	niyaz.ahmed@uipath.com +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)
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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 Scraping
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
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*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	

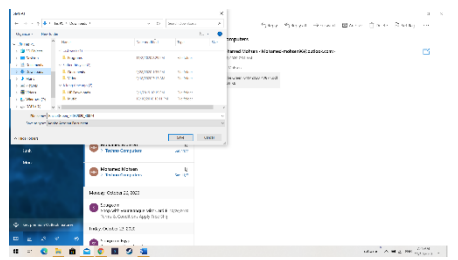
*Add more rows to the table to include the complete list of applications.

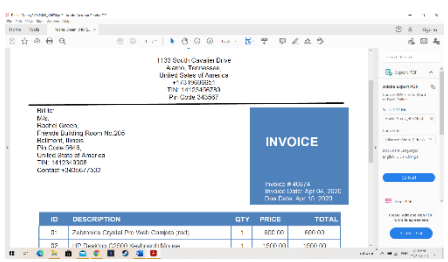
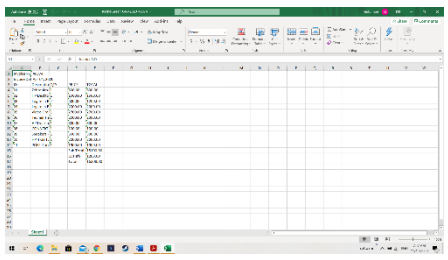
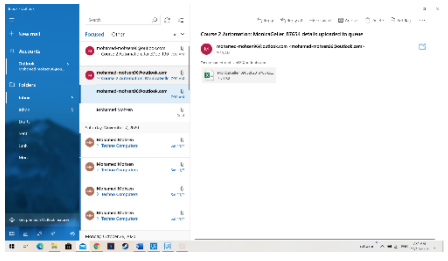
-----Complete the rest of the document and submit along with your final submission.-----

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	Download attachment		Require opening invoice mail and download the attachment in appropriate folder with the month naming

2	Invoice Scrapping		Start reading the invoice file and extracting required data
3	Write in Excel		Data will be written manually in excel workbook and save it in appropriate folder with the date naming.
4	Send mail back		Sending a mail back with an attachment of the excel workbook with a customized subject line

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
GetAttachments	This workflow for downloading attachments from mails with specific subject line, and save them in folders according to the month of the	Credential value of email and password from orchestrator.	Sending out project folder location, and creating a sorted folders containing invoices.	OUT_ProjectFolder OUT_Email OUT_Password	

	invoice in the invoices folder in the project folder that the user choose.				
Invoice_Scraping	<p>In this workflow the bot scrape the invoices and gets the order information (InvoiceNo, InvoiceDate, ItemNo, Description, Quantity, price, SubTotal, GST, Total) Then, it write them in an excel workbook in sorted folders depend on the date of each invoice. After that, it updates the SubTotal, GST, and TOTAL info to a Queue in the orchestrator. Lastly, it sends a mail back to your email with the invoice excel workbook attachment with a customized subject line.</p>	It takes the project folder location.	updates the SubTotal, GST, and TOTAL values to orchestrator queue and sending out mail to your email.	IN_ProjectFolder IN_Email IN_Password	
SendMail	<p>This workflow gets customer name and invoice number from filename to create a custome subject line to send mail back with invoice excel attcahment back to your mail.</p>	project folder, file name, invoice excel file location variables and email and password credential.	sending mail to your email with customized subject line and an attcahment with the excel file.	IN_ProjectFolder IN_FileName IN_InvoiceExcelFile IN_Email IN_Password	

II. Robot Type

#	Attended	Unattended	Trigger	Comments
1	NO	YES	NO	

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-	BuisnessRule(Wrong attachment naming)	1	GetAttachments workflow	User should check if the attachment is valid, if so send it to yourself with the right naming pattern.
2-	MailKit.Security.AuthenticationException (Email is not Outlook) or (password is wrong)	1	GetAttachments workflow	Process will stop, so check the email asset in orchestrator and insert an Outlook mail, or check if your password is correct.

Unknown Exceptions

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

- Kill the process.

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-	System.IO.IOException (Write in excel file while opened)	3	Invoice_Scraping	The bot will close the excel application and try the failed process again.
2-	System.IO.IOException Read from excel file while opened	3	Invoice_Scraping	The bot will close the excel application and try the failed process again.

For all the other unanticipated or unknown system exceptions, send an email to mohamed-mohsen96@outlook.com and attach a screenshot of the error message.

Other Observations

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

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Additional sources of process documentation

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