

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)

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 /month	100-150 invoices
8	Process execution time	3-5 minutes/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.

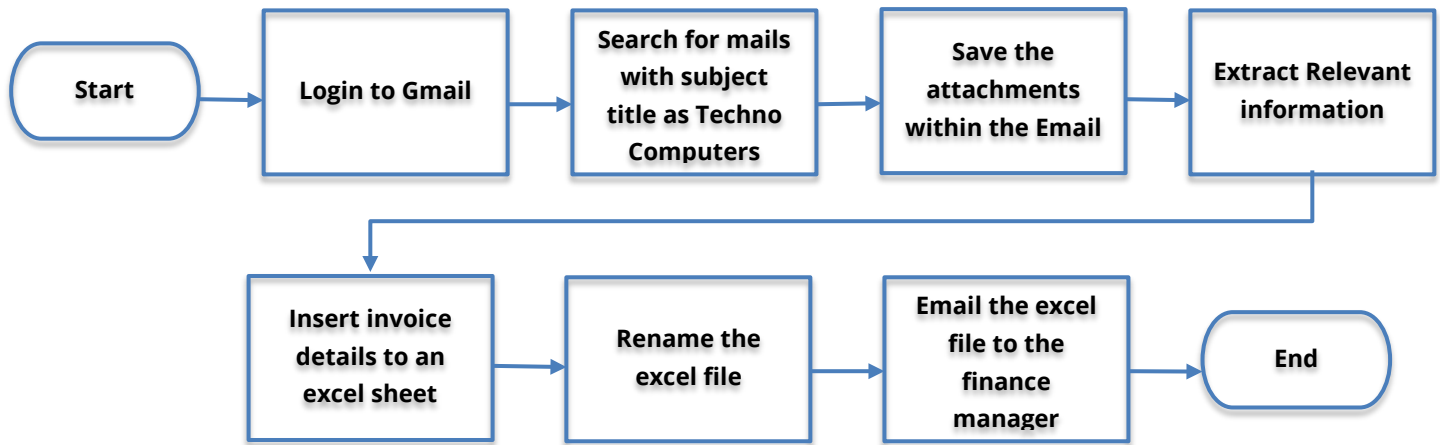
#	Application Name & Version	System Language	Thin/Thick Client	Environment/ Access Method	Comments
1	Microsoft Excel 2016	English	Thin	PC	
2	Adobe Reader PDF	English	Thin	PC	Adobe Reader DC 19.012.20040 or greater version is required for changing reading option. Check this official document for more info.

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

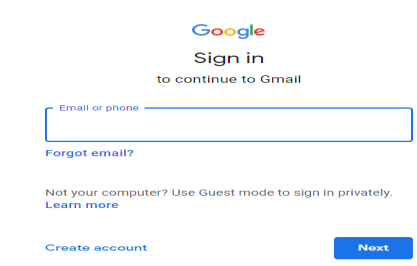
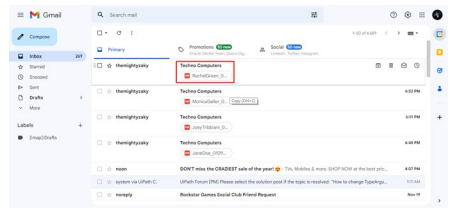
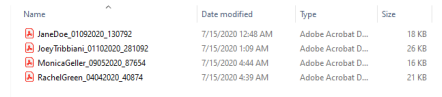
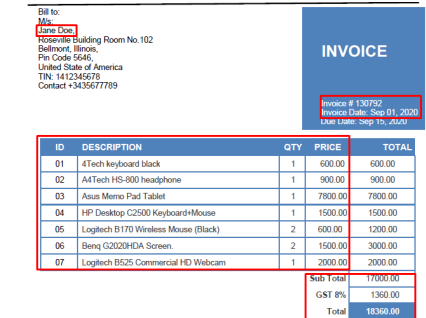
-----Complete the rest of the document and submit along with your final submission.-----

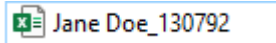
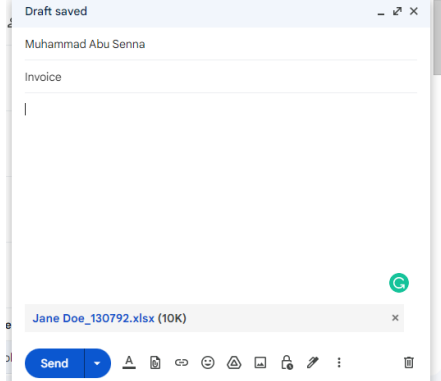
III. As-Is Process Map

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

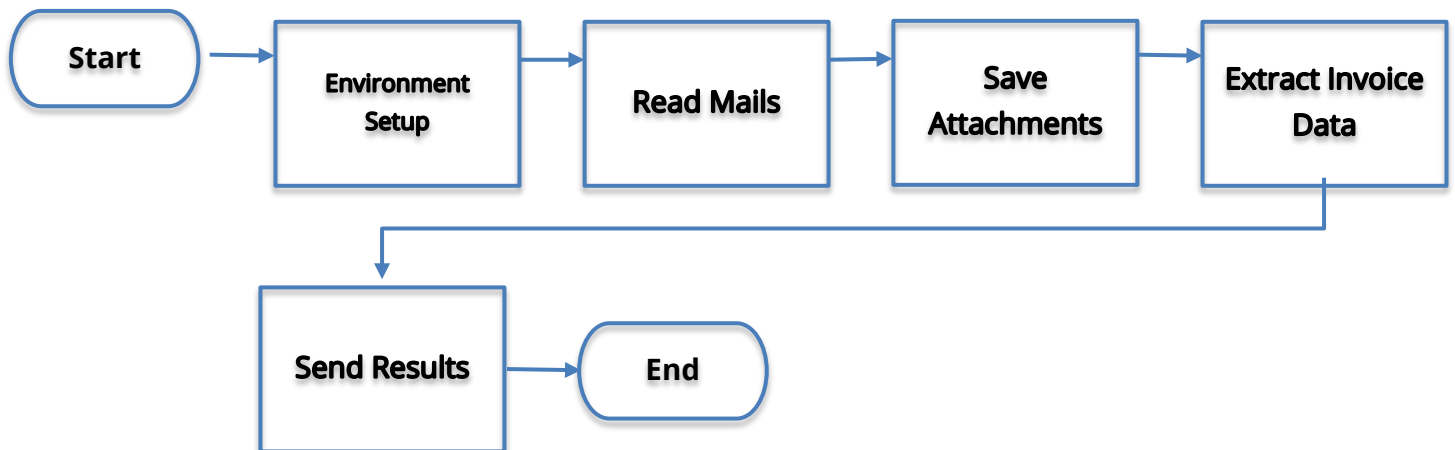
#	Step Action/Description	Screenshot	Remarks
1	Log in to Gmail		Possible Exception: - Handel exception if account credentials are incorrect. - Handel exception if the Gmail server is not responding.
2	Search for mails with subject title as Techno Computers		Possible Exception: - Handel exception if there are no mails from techno computers.
3	Save the attachments within the Email		
4	Extract Relevant information		Possible Exception: - Queue upload error - No invoices were found in mails attachments - Invoice does not follow the techno computer invoice template

5	Insert invoice details to an excel sheet	<table><tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th></tr><tr><td>1</td><td>ID</td><td>DESCRIPTION</td><td>QTY</td><td>PRICE</td><td>TOTAL</td><td></td></tr><tr><td>2</td><td>1</td><td>4Tech keyboard black</td><td>1</td><td>600</td><td>600</td><td></td></tr><tr><td>3</td><td>2</td><td>A4Tech HS-800 headphone</td><td>1</td><td>900</td><td>900</td><td></td></tr><tr><td>4</td><td>3</td><td>Asus Memo Pad Tablet</td><td>1</td><td>7800</td><td>7800</td><td></td></tr><tr><td>5</td><td>4</td><td>HP Desktop C2500 Keyboard+Mouse</td><td>1</td><td>1500</td><td>1500</td><td></td></tr><tr><td>6</td><td>5</td><td>Logitech B170 Wireless Mouse (Black)</td><td>2</td><td>600</td><td>1200</td><td></td></tr><tr><td>7</td><td>6</td><td>Benq G2020HDA Screen.</td><td>2</td><td>1500</td><td>3000</td><td></td></tr><tr><td>8</td><td>7</td><td>Logitech B525 Commercial HD Webcam</td><td>1</td><td>2000</td><td>2000</td><td></td></tr><tr><td>9</td><td></td><td></td><td></td><td>Sub Total</td><td>17000</td><td></td></tr><tr><td>10</td><td></td><td></td><td></td><td>GST 8%</td><td>1360</td><td></td></tr><tr><td>11</td><td></td><td></td><td></td><td>Total</td><td>18360</td><td></td></tr></table>		A	B	C	D	E	F	1	ID	DESCRIPTION	QTY	PRICE	TOTAL		2	1	4Tech keyboard black	1	600	600		3	2	A4Tech HS-800 headphone	1	900	900		4	3	Asus Memo Pad Tablet	1	7800	7800		5	4	HP Desktop C2500 Keyboard+Mouse	1	1500	1500		6	5	Logitech B170 Wireless Mouse (Black)	2	600	1200		7	6	Benq G2020HDA Screen.	2	1500	3000		8	7	Logitech B525 Commercial HD Webcam	1	2000	2000		9				Sub Total	17000		10				GST 8%	1360		11				Total	18360		N/A
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6	Rename the excel file with naming convention of CustomerName_InvoiceNumber.xlsx		N/A																																																																																				
7	Email the excel file to the finance manager		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
Environment Setup	This workflow will be used to setup the environment for the project (folders, any pre-conditions).	None	Empty Data folder is created in the project folder	N/A	
Read Mails	This workflow will get the mail messages from Techno Computers Mails	<ul style="list-style-type: none"> - Orchestrator Asset containing the Mail account credentials. - Emails containing the invoices from techno computers. 	List of Mail Messages with "Techno Computers" as subject is populated.	Out_MailMessages	
Save Attachments	This workflow will save the invoices from Techno Computers mails into Data Folder	<ul style="list-style-type: none"> - Data Folder Exists in project directory. - List of Mail Messages from Read Mails workflow. 	Invoices from mails are saved in Data Folder.	In_MailMessages	
Extract Invoice Data	This workflow will: <ul style="list-style-type: none"> - Extract the data from the invoices. - Write Order Information To Excel Files. - Populate TC Invoices Queue with some Order Info. 	Invoices Exists in Data Folder.	<ul style="list-style-type: none"> - Excel Sheets are Created with Invoces Order Information. - TC Invoices Queue is Populated with SubTotal, GST 8% and Totla values. 	N/A	

Send Results	This workflow will send the result excel files via email to myself.	<ul style="list-style-type: none"> - Excel Files Exists in "Data\Excel Invoices" folder. - Asset Containing the Gmail Account credentials. 	Email for each excel file has been sent to my account.	N/A	
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II. Robot Type

#	Attended	Unattended	Trigger	Comments
1	Yes	Yes	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	Account credentials	1		Stop Process
2	there are no mails from techno computers.	2		Stop Process
3	No invoices were found in mails attachments	4	If message for no invoices exist	Stop Process

4	Invoice does not follow the techno computer invoice template	4		Skip current pdf file and go for next if it exist.
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Unknown Exceptions

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

- Log the error message and terminate 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	Mail Server Not responding	1		Stop Process
2	Queue upload error	4		Log error and continue

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.

- This process will only be functioning for TC Invoices template, for other invoice template you have to make some changes to the process to train the robot for your template.

Additional sources of process documentation

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