



# **Business Requirements Document**

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Finance – Funding

Portal Download Process – Funding Circle

March 2023

Revision 1.1

## 1) Revisions

Date	Version Number	Document Changes
3/21/2023	1.1	Initial Draft

## 2) Process Team

Role	Name
<i>Project Sponsor</i>	Armando Lambert
<i>Division Executive</i>	
<i>Business Owner</i>	Greg Geiling
<i>Process Owner</i>	Alex Amores
<i>Process SME(s)</i>	Gina Ramirez
	Andrea Nunez
<i>Project Manager</i>	Alexis Otero
<i>Development Lead</i>	
<i>Developer</i>	
<i>Business Analyst</i>	Steven Silberman

## 3) Introduction

### 3.1 What is a Business Requirements Document?

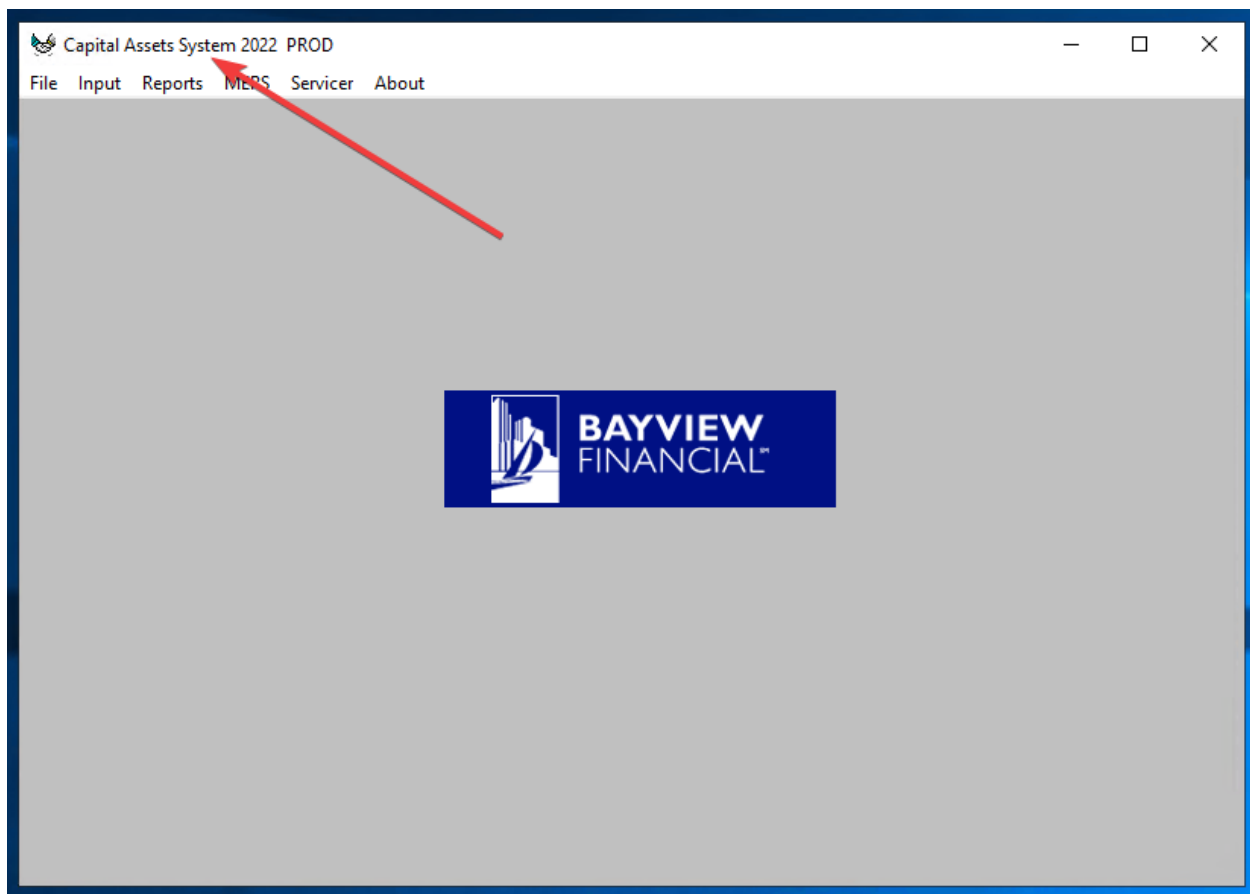
A Business Requirements Document (BRD) is a document which provides a detailed description of a business process. This is classified as a “living document.” Any changes in the process or the solution throughout the project must be appended to this document and noted in the “Revisions” section.

## 3.2 Business Process Summary

### 3.2.1 Process Background

When

- Generate reports
- Make database updates
- Brenda to reach out to Steve Dixon on Monday; to discuss triggering of report
- Update stored procedure will be done
- Seller loan number aiming to go to production 4/12
- Jenkins updates only are done on executable Citrix servers, so Citrix desktop is outdated. Pramodh will look into how else to access Citrix receiver. Pramodh to check "About" in desktop. They use Citrix for CIO dashboard. Brenda to check with Jorge as well.



- UATING01 – equivalent of SQLrpt03
- Schedule something with Brenda Monday or Tuesday. She will talk to Steve about this making it a scheduled report or procedure and possibly loop Alan in. web service

### 3.2.2 Business Drivers

There are significant benefits achieved by automating this process.

- Time savings
  - The bot
- Exception handling
  - The
- Process Standardization
  - The
- Reporting
  - The

### 3.2.3 Regulatory / Compliance

	Question	Y/N?
1	Is this process satisfying a Regulatory requirement?	
	If yes, please describe the Regulatory requirement:	
2	Are there any implications if this process is NOT executed? Would it have any Regulatory impact to Bayview (i.e. fines imposed by a regulatory agency, State, federal etc.)	
	If yes, please describe the implication or cost:	

## 3.3 System Perspective

### 3.3.1 Systems Involved and Access Requirements

The following systems/applications are involved in this process thus the bot will need credentials as such. External applications or websites may require the bot to use of an employee's credentials if credentials cannot be requested specifically for a bot.

System/Application	Internal vs Third-party	Access Comments (i.e. special permissions, re-use creds etc)
Shared Drive	Internal	

#### 3.3.1.1 MSP

If **MSP** is one of the applications used in the current process, please answer the following questions. If not, please proceed to the next section.

	Question	Y/N?
1	This process calls for data to be <b>entered</b> in MSP?	N
1.1	If Yes, does the data need to be updated in real-time?	
2	This process calls for data to be <b>extracted</b> from MSP?	N
2.1	If Yes, does the data extracted need to be real-time?	

### 3.3.1.2 Imaging: PaperVision (PPV)

If **PPV** is one of the applications used in the current process, please answer the following questions. If not, please proceed to the next section.

	Question	Y/N?
1	Does this process need to continue using <b>PPV</b> as the Imaging system?	N

### 3.3.2 Constraints, Risks, Issues, Assumptions

Type	Description
Assumption	<ul style="list-style-type: none"> <li>The</li> <li></li> </ul>
Constraint	<ul style="list-style-type: none"> <li>The</li> </ul>
Risk	<ul style="list-style-type: none"> <li>Process will be incomplete and will require restart if the servers or network becomes unavailable/go offline.</li> <li>The bot runs into errors and cannot complete certain loan transactions.</li> </ul>
Issue	<ul style="list-style-type: none"> <li>The bot will not be triggered to run the rest of the process and will retry.</li> <li></li> </ul>

### 3.3.3 Foreseen System or Process Changes

System	Change Description & Impact	Expected Change Date

## 4) Process Overview

### 4.1 Process Description

The automation

#### Automation Scope

##### 4.1.1 In-Scope for Automation

- If the

##### 4.1.2 Out-of-Scope for Automation

- The business

## 4.2 High-Level Process Flow Map – FUTURE State



### 4.3 Process Metrics – Future State

Metric	Value
Input(s)/Trigger(s)	
Input Source(s)	•
Output(s)	•
Transaction type	
Frequency	
Volumes	
Processing Time (Human effort)	

## 5) Appendices

### 5.1 List of Acronyms

Acronym	Description

### 5.2 Glossary of Terms

N– Th

### 5.3 Related Documents



Acronyms.docx

## 6) Production Information

### 6.1 ServiceNow Request History

	Description
	Get bot access to VM

### 6.2 Other Technical Details

ServiceNow Project	
CMR	
Prod file path	
UAT file path	
Bot name	
Virtual Machine	