



Business Requirements Document

Bayview/Oceanview

Texas Department of Insurance Extract

Sept/2021

Revision 1

1) Revisions

Date	Version Number	Document Changes
9/14/2021	1.0	Initial Draft

2) Process Team

Role	Name
<i>Project Sponsor</i>	Armando Lambert
<i>Division Executive</i>	Mark Glassman/Greg Lang
<i>Business Owner</i>	Carlos Ramirez
<i>Process Owner</i>	Yenei Naranjo/Fred Marcks
<i>Process SME</i>	Yenei Naranjo/Fred Marcks
<i>Development Lead</i>	Pramodh Tangudu
<i>Developer</i>	
<i>Business Analyst</i>	Marc Rothberg

3) Introduction

3.1 What is a Business Requirements Document?

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 process or 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

For Project Top Gun we are implementing a back office solution with the Vendor Clearwater that requires us to establish automated data feeds of our banking statements to their systems. We have established a majority of the connections directly between the bank and vendors on the accounts required. The Texas Department of Insurance (TDI) Custody Account cannot establish the connection with Clearwater and thus the business is in need of a way to get these statements which can be requested via email directly from the TDI contact which is sent in PDF format. This PDF is then needed to be translated to an Excel Template which can then be dropped in an already established SFTP location that is utilized by Clearwater.

3.2.2 Business Drivers

- *The Vendor Clearwater needs these statements delivered Monthly and consistently in order to load into their system to be able to provide the reconciliation reporting that this project requires*
- *It would be cumbersome for a user to manually send these consistently on a daily basis*

3.2.3 Regulatory / Compliance

	Question	Y/N?
1	Is this process satisfying a Regulatory requirement?	N
	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.)	N
	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)
Outlook	Internal	Email to TDI (Yenei to provide email address and sample email)
SFTP	Internal	\\miafile01a\applications\common\Transfer Staging\Clearwater\Outbound

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 entered in MSP?	N
1.1	If Yes, does the data need to be updated in real-time?	N
2	This process calls for data to be extracted from MSP?	N
2.1	If Yes, does the data extracted need to be real-time?	N

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 PPV as the Imaging system?	N

3.3.2 Constraints, Risks, Issues, Assumptions

Type	Description
Assumption	Rarely will a transaction occur and the amounts should be mostly static
Constraint	When a transaction finally occurs, we will need to test to ensure it is translated to the Template correctly (we can reach out to TDI and ask for a transaction translation)
Risk	
Issue	

3.3.3 Foreseen System or Process Changes

System	Change Description & Impact	Expected Change Date

4) Process Overview

4.1 Process Description

The process to obtain the statements requires an email be sent after Month End to TDI requesting the Monthly Statement. Once received, the PDF is then translated to the Excel Template required by Clearwater. This Excel template is then saved as "OV_TDI_Statement_YYYYMMDD.xlsx" to the SFTP that is connected with Clearwater: \\miafile01a\applications\common\TransferStaging\Clearwater\Outbound

4.2 Automation Scope

4.2.1 Process Variation Identification

Variation	Description	% of Total Population
	Total	100%

4.2.2 In-Scope for Automation

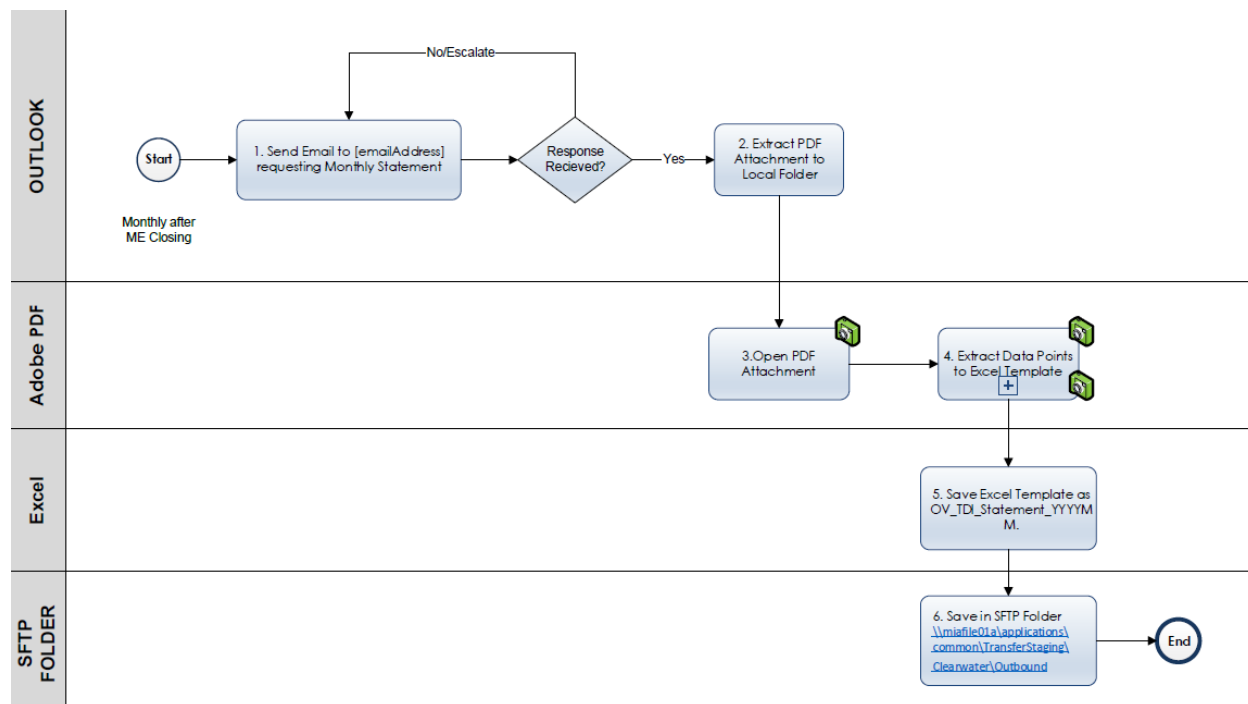
- *Emailing TDI for Monthly Statement*
- *Retrieving PDF Statement from Email*
- *Extracting values from PDF into Excel template*

- Dropping Excel file into Clearwater SFTP Outbound Folder

4.2.3 Out-of-Scope for Automation

- Requesting statements not from TDI

4.3 High-Level Process Flow Map – CURRENT State (optional)



4.4 High-Level Process Flow Map – FUTURE State

4.5 Process Metrics – CURRENT State

Metric	Value
Input(s)/Trigger(s)	Monthly after 5 day close
Input Source(s)	PDF File
Output(s)	Excel Spreadsheet
Transaction type	Monthly Statement Delivered
Frequency	Monthly
Volumes	1 per month
Processing Time (Human effort)	5 min

5) Appendices

5.1 List of Acronyms

Acronym	Description
TDI	Texas Department of Insurance

5.2 Glossary of Terms

Term	Description
Clearwater	Vendor that provides Back Office solution for Bayview/Oceanview

5.3 Related Documents

- Texas Department of Insurance - StatementExtract.pdf