



Business Requirements Document

BAM - Finance

Portal Download Process

December/2021

Revision 1.3

1) Revisions

Date	Version Number	Document Changes
12/6/2021	1.1	Initial Draft
12/18/2020	1.2	Updated metrics
1/14/2021	1.3	Updated process maps

2) Process Team

Role	Name
<i>Project Sponsor</i>	Armando Lambert
<i>Division Executive</i>	David Briggs
<i>Business Owner</i>	
<i>Process Owner</i>	Gina Ramirez; Alex Amores
<i>Process SME(s)</i>	Gina Ramirez; Alex Amores
<i>Development Lead</i>	Isel Tula
<i>Developer</i>	TBD
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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

The process consists of daily exports from five different portals. Each portal provides access to data regarding funded loans. The average volume of reports is about 32 reports per day. The work itself is repetitive and may require a costly amounts of FTE hours to complete. With the automation implemented, employees can be redirected towards work that involves more complexity and decision making.

3.2.2 Business Drivers

The automation will:

- Improve employee utilization
- Reduce the time in inputting data
- Reduce the manual processing of requests received

3.2.3 Regulatory / Compliance

	Question	Y/N?
1	Is this process satisfying a Regulatory requirement?	N
	If yes, please describe the Regulatory requirement:	N
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:	N

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)
Wells Fargo	Third-party	Access to data reports
Bank of America	Third-party	Access to data reports
US Bank	Third-party	Access to data reports
BNY	Third-party	Access to data reports
CTS Link	Third-party	Access to data reports

3.3.1.1 MSP

	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
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3.3.1.2 Imaging: PaperVision (PPV)

	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	<ul style="list-style-type: none"> We are provided with all necessary credentials for bot service account to each system Cumulative Asset email details remain static
Constraint	<ul style="list-style-type: none"> None as of most recent update
Risk	<ul style="list-style-type: none"> Process will be incomplete and will require restart if the servers or network becomes unavailable/offline
Issue	<ul style="list-style-type: none"> None as of most recent update

4) Process Overview

4.1 Process Description

The process begins with the user kicking off the bot manually. The bot will login to each portal and pull the corresponding reports. For the Wells Fargo and BOA portals, the bot will login and pull reports for each instance. Each report is saved in the end of day folder. The cumulative asset list is received and saved in the appropriate folder. Once the process is completed, the tracker report is shared via email.

4.2 Automation Scope

4.2.1 Process Variation Identification

Input requests will come in with the following criteria. These numbers are consistent year-long.

Variation	Description	Volume % of Total
1	Wells Fargo	95%
2	BOA	
3	US Bank	
4	BNY	
5	CTS Link	
6	Goldman Sachs	
	Total	100%

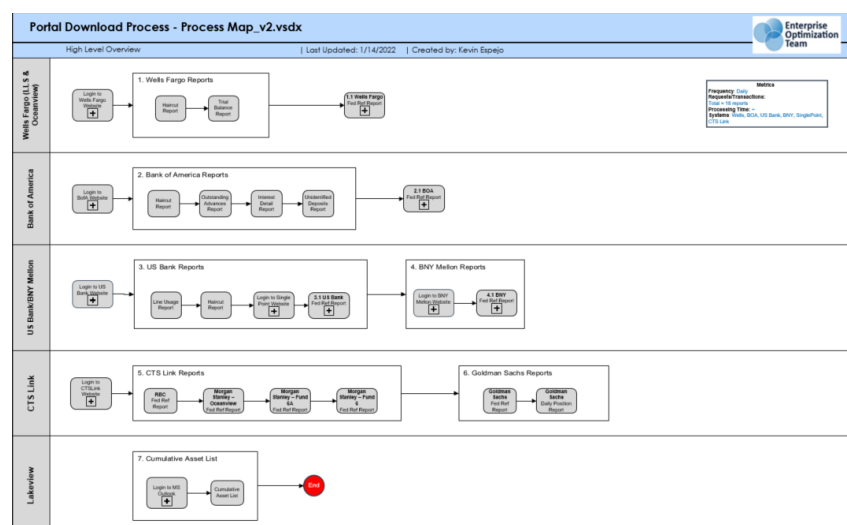
4.2.2 In-Scope for Automation

- Pull Wells Fargo Reports
- Pull BOA Reports
- Pull US Bank Reports
- Pull BNY Reports
- Pull CTS Link Reports
- Create Fed Ref Report
- Pull Cumulative Asset List

4.2.3 Out-of-Scope for Automation

- MS Access reports

4.3 High-Level Process Flow Map – FUTURE State



4.4 Process Metrics – CURRENT State

Metric	Value
Input(s)/Trigger(s)	Manual
Input Source(s)	The team will manually trigger the report once loans are funded for the day
Output(s)	Portal reports archived Email report archived Tracker report
Transaction type	Reports
Frequency	Daily
Volume	32
Processing Time	~13 minutes per request

(Human effort)**Access Rights**

Wells Fargo; BOA; US Bank; BNY; CTS Link; Goldman Sachs; Outlook