**[APD Financials – YTD Utilization and Forecasting]**

**Process Definition Document**

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Document Classification

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# Introduction`

The Process Definition Document (PDD) captures the flow of a business process to be developed within Automation Platform.

The flowchart contained within the document captures, at a high level, the business process to be automated, the target systems used within the process and any assumptions that have been considered.

Once agreed as the basis for the automation of the target process, the flowchart and assumptions will be used as a platform from which the automated solution will be designed.

Changes to this business process may constitute a request for change and will be subject to the agreed agility program change procedures.

Note: This document must be completed in case of absence of existing process documentation that provides the level of detail required for a process to be automated. If existing process documentation is to be used instead of a new PDD the following steps should still be undertaken:

• Existing process documentation reviewed to ensure it is still up to date and fully captures the current manual process

• Existing process documentation provides the same level of detail that is required for automation

• Agreed by the business as an accurate description of the manual process

## Purpose of Document

This document describes the process of YTD and QTD utilization and forecasting calculations.

* Claim data is extracted from ILC every week.
* Project manager in charge of APD financials reconciles the team roster, forecast data provided by hub leads and ILC labour claims extract and prepares the YTD utilization file.
* This YTD file is then upload on box.

The purpose of this document is to:

* Provide a high-level diagrammatic overview of the process model
* Provide the business rules and processes that will govern the technical development of the automated process
* Provide the technical consultant with enough information to complete the Solution Design Document
* Act as a reference document for the operations team.

# Overview

## Problem Statement

IBM project manager responsible for YTD utilization and forecasting calculations reconciles data from ILC extracts, team roster and forecasting data provided by hub leads.

The reconciliation process is tedious in that it must take into account various scenarios like, team members joining or leaving APD team in the middle of the quarter, practitioners moving from one pod to other, missing labour claim data, categorization of labour claims into chargeable, productive and seed utilization, calculate actual vs forecast utilization etc.

Currently the YTD calculation is a manual process and it is tedious and time consuming. Also, the PM in charge of this activity may be busy on mission critical projects, thereby resulting an inevitable delay in the whole process.

Automation of this process will ensure timely and faster processing, flexibility, accurate data processing, and better error handling. Process re-engineering is also an integral part of this automation - the process has been scrutinized and reviewed to cover all open ends during the requirement gathering and automation design thinking sessions.

## Process Description

* Extract the month-to-date labour claim data from ILC.
* Based on the claim code, hours of each of the practitioners are segregated into three categories viz. Chargeable code, B&P code and Seed code. Three new columns are added to capture this data.
* A pivot table is created (in the ILC extract file) which would have aggregated values of claim against charge code, B&P code and seed code for each of the practitioners.
* Data from this pivot table is copied into the YTD report.
* Prior to that, the YTD report is reconciled with the latest team roster to include/exclude/update APD team members and their respective hubs.
* Once the master data is populated in YTD tracker, various pivot tables are created such as half year summary (H1/H2), summary of each quarter till a given point in the year, employee-wise summary etc.
* Some of these pivots will have hub-wise, seed code-wise summary as well.
* Once all the pivot tables are prepared, prepare a PPT which will capture key data points.

Detailed Process Description

Detailed Process description with explanation of each page, objects is given sufficiently to do necessary changes when another team is working on the project in future.

Necessary Assumptions and Possible exceptions that can arise are also mentioned.

Red coloured data shows how exceptions are being handled.

**General I/O**

* The Inputs to the bot would be input file names. There are total 5 input files (Worksheet names in parenthesis) namely:

1. **GDDM Various Labor Report (GDDM Various Labor Report) –** This is the ILC data for all APD employees.
2. **AutomationTeamList(BaseData, Inactive) –** Employee Roaster file
3. **Calendar(calendar) –** IBM calendar containing start and end date of each month with respective month name.
4. **APD Hub Leads(Hub Leads) –** List of all APD Hub Leads along with their PODHubs
5. **APDForecast(Q1-Q4 Forecast)**

Note: Input Files name should remain constant or should be changed in the bot before runtime.

* The output of the bot would be 3 files:

1. **GDDM Various Labor Report** – Processed ILC Dump with Chargeable, Non-chargeable, Seed Hours calculated.
2. **YTD Report** – Output path to be provided
3. **APD Forecast** – a 6 slides presentation

**BOT MODULES**

**Get Input**

**Input:** **Type:**

File Names Text

**Output:**  **Type:**

GDDM Report Collection

Calendar Collection

TeamList Active Collection

TeamList Inactive Collection

APD Forecast Collection

APD HubLeads Collection

**Work- Logic:**

Open all the input workbooks, read them as collection, close the workbooks and remove null rows from the collections.

Special Case: Filling default 0 available hours in the APD Forecast files for allmonths in the cells where data is missing to avoid run time exception. Combining duplicate records in the APD Forecast.

Error Scenario : if input file paths are not mentioned correctly, the bot shall fail to read input and raise an exception

**Create GDDM Report:**

**Input:** **Type:**

APD Forecast Collection

GDDM Report Collection

Calendar Collection

GDDM Report File Path Text

GDDM Report Worksheet Name Text

**Output:**  **Type:**

Employee Hours(Processed ILC Dump) Collection

**Work- Logic:**

New Column namely Charge Code, B&P and others, Seed Code, Month, Quarter, Forecasting Responsibility are added into the initially read input from GDDM Various Labor Report[Employee Hours].

Excel Formula is added for Charge Code, B&P and others, Seed Code corresponding to each row, along with calculation of month and quarter for each row-record by comparing Week Ending Date with the Calendar collection and Forecasting Responsibility is added to each record by comparing the employee IDs in GDDM Report with APD Forecast collection.

This resultant collection is written into the Output GDDM Various Labor Report File and Pivot is created for the provided requirements and this partially processed data is read back as collection by the bot.

Error Scenario: If Week Ending Date isn’t of correct format, bot shall raise exception.

**Assign FR to only SH Employees(**To assign Forecasting Responsibility to the employees who have no Forecasting responsibility due to the fact that they were on BENCH because in the previous step, forecasting responsibility was assign to only those employees who don’t have seed or bench hours)

**Input:** **Type:**

APD Forecast Collection

Employee Hours Collection

**Output:**  **Type:**

GDDM Report (with Forecasting assigned to all) Collection

Last Week Text

**Work- Logic:**

First latest week from the input is calculated here(to be used later in the PPT).

Checking the employees who don’t have any forecasting responsibility assigned. If such record exists, Forecasting Responsibility is assigned using APD Forecast File.

**Preprocess GDDM Report Output:**

**Input:** **Type:**

Employee Hours Collection  
(Output from previous Step)

**Output:**  **Type:**

Employee Hours (with seed hours distribution) Collection

**Work- Logic:**

Filter record for each employee belonging to same week.

Sum up seed hours from the filtered records.

Count the No of Forecasting Responsibilities in the filtered records and divide the total seed hours equally among the Forecasting Responsibilities in the filtered records.

**Calculate Available Hours:**

**Input:** **Type:**

APD Forecast Collection

GDDM Report Collection

Automation Team List Collection

**Output:**  **Type:**

GDDM Report (with calculated available hours) Collection

**Work- Logic:**

1. Store all the three collections and create duplicate copies of each collection to work on them.
2. Create a Loop which iterates on GDDM Report and calculate month according to the “*week ending date*” of each record and store beside that row under a new column “Month *No.”* that will be used further to calculate the month.
3. Start two loops in which a loop over “Team List” is nested inside the loop of “*GDDM Report*”.
4. Filter the records of Team List which matches the record with GDDM Report and count managers in each case.
5. In case of multiple forecast managers, Filter that record in “APD Forecast” file and find month for logic according to the month no. found in point 2. The month name is hard coded in the format as “First three letters of the month, e.g. ‘Jan’, ‘Feb’”.
6. Get the ratio to divide the hours for current record. This “ratio” is found by iterating over the filtered collection and summing all their hours and dividing them by the current employee hours.
7. Exception Handling: If the hours are not mentioned or are 0, to prevent divide by zero exception,40 hours will be directly allocated if the ratio cannot be collected correctly due to inaccurate data.
8. After finding the ratio or in case of single forecast manager, check starting date and ending date of the employee in IBM with the week’s ending date and find whether for how many days has the employee worked in the current week and allocate available hours accordingly.
9. Exception Handling: Here if date is not in correct manner, maximum 40 hours would be allocated to the person irrespective he has worked or not.
10. Check for overflow and underflow of calculation of available hours due to incorrect data, if that happens, allocate 40 and 0 hours respectively in each case.
11. Now summation the available hours of each employee in a monthly order and also multiplying it with “FTE” record” of that person in Automation Team List.
12. Exception Handling: If the record of the person is missing in the Automation Team List, assume the value of FTE =1 to prevent exception and assure smooth workflow of the bot.

**Cause of Bot-Failure/Exception:**

1. If the Start-Date /End-Date is missing or in incorrect pattern. Required pattern of the date needs to be universal in all the files and it should be “DD-MM-YYYY”.
2. If a record of an employee present in GDDM is missing in either of “Team list” or” APD Forecast”, it can lead to bot failure.
3. Hours should be mentioned for each record(in case of zero hours, mentioned the numerical value ‘0’ instead of leaving the cell blank.

**Create YTD Report:**

**Input:** **Type:**

APDForecast Collection

Employee Hours Collection

Report File Path Text

**Output:**  **Type:**

YTD Report Excel File

**Work- Logic:**

1. Create excel instance and check if the YTD Report file already exists.
2. If YTD Report Exists:
   1. Open the workbook and delete the previously created pivot tables(as pivot tables can’t be over written)
   2. Read the whole data from the “EmployeeWiseMonthWiseDetails” worksheet as a collection and calculate the row number where data is to be inserted.
   3. Set the cell reference and proceed with step 4.
3. If YTD Report doesn’t exist:
   1. Create a new workbook and create a new worksheet and proceed with step 4.
4. Define a new collection with field names as required in the YTD Report Format.
5. Iterate over Employee Hours and filter the APDForecast for each row of Employee Hours.
6. Insert Team and Seed/Non-Seed from APD Forecast and Other Data from Employee Hours.
7. Write this final processed collection into the worksheet and create filter table in the same worksheet.
8. Now proceed with creating pivot tables.
9. Save the workbook and close instance.

**NOTE: When creating the incremental report, make sure the data for the previous months is taken as whole(i.e. input data for whole months, don’t exclude any weeks as the data would be overwritten for the months provided again in the inputs and this may lead to discrepancies)**

**CALCULATE WEEK, QUARTER AND MONTH**

**Input:**  **Type:**

Calendar Collection

Date Date

**Output:**  **Type:**

Month Text Variable

Quarter Text Variable

**Work-Logic:**

1. Start a loop and iterate it over Calendar Collection.
2. Check for range of date with Calendar starting date and ending date for each month.
3. When the date comes in range, break and store the corresponding month.
4. Calculate quarter according to the month.

**Cause of Bot-Failure/Exception:**

1. Date should be in correct format to prevent halt in work flow.

**CREATE PRESENTATION**

**Input: Type:**

Calendar Collection

APD Hub Lead Collection

PPT Path Text

PPT Name Text

**Work-Logic:**

1.) For this process we will be using VURAM- MS PowerPoint VBO which is to be imported before running the bot. The VBO File is provided the process.

2)Create PowerPoint Presentation and add 6 slides. For each slide create a pivot and store it in the presentation.

3) Find the Quarter using the last week date so that header can be created accordingly. For each pivot edit header accordingly. The headers are dynamic.

4) After creating presentation save the presentation at the path provided by the user.

## Process Metrics

1. Average time per request: 2 to 3 hours
2. Average number of reports to be extracted: 4-5 per month.
3. Is there an SLA? - .
4. No. of FTEs: - 2 to 3 members

## Target Systems

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **System** | **Version** | **System Owner** | **System Specialist** | **Test Data Specialist** |
| ILC |  |  |  |  |

## Operation Constraints

* ILC availability

## Impacted Business Areas

|  |  |
| --- | --- |
| **Business area** | **Contact** |
|  |  |

# Requirements

## Business Requirements

|  |  |
| --- | --- |
| BR-1 | The Automated process shall be able to read team roster and forecast report uploaded by pod hub leads. |
| BR-2 | The automated process shall be able to extract month-to-date labour claim data from ILC |
| BR-3 | The automated process shall be able to segregate the extracted labour claim data into three categories viz. chargeable hours, B&P hours and seed hours for each practitioner. |
| BR-4 | The automated process shall be able to prepare YTD report with employee-wise-month-wise details. |
| BR-5 | The automated process shall be able prepare various pivot tables such as half year summary, QTD summary, YTD summary etc. |
| BR-6 | The automated process shall be able to prepare a power point summary report |
| BR-7 | All exceptions shall be handled gracefully |
|  |  |

Note: This section can be used as the base of User Acceptance testing. Refer to Appendix D for template.

## System Functional Requirements

|  |  |  |
| --- | --- | --- |
| ***BR-1*** | ***The Automated process shall be able to read team roster and forecast report uploaded by pod hub leads.*** | |
| BR-1 | SFR-1-1 | The process shall be able to log into Box folder and download the latest team roster. |
| SFR-1-2 | The process shall be able to read the team roster file which would be in an excel format. |
| ***BR-2*** | ***The automated process shall be able to extract month-to-date labour claim data from ILC.*** | |
| BR-2 | SFR-2-1 | The process shall be able to log into ILC tool. |
|  | SFR-2-2 | The process shall be able to extract labour claim data for a given period and for the list of employees mentioned in the team roster |
|  | SFR-2-3 | The process shall be able to reconcile ILC report with employee list and ensure that only active members’ labour data is extracted. |

|  |  |  |
| --- | --- | --- |
| ***BR-3*** | ***The automated process shall be able to segregate the extracted labour claim data into three categories viz. chargeable hours, B&P hours and seed hours for each practitioner.*** | |
| BR-3 | SFR-3-1 | The process shall be able to add three new columns to the ILC extract file namely Chargeable Hours, Non-productive B&P Hours and Seed Hours. |
| SFR-3-2 | The process shall be able to calculate chargeable, B&P and seed hours foreach practitioner, based on the claim code and put them in newly created three respective columns. |
| SFR-3-3 | The process shall be able to create a pivot table and list out sum of chargeable hours, B&P hours and seed hours for each practitioner. |
| ***BR-4*** | ***The automated process shall be able to prepare YTD report with employee-wise-month-wise details*** | |
| BR-4 | SFR-4-1 | The process shall create a new YTD report excel file for the first instance of the year. For the second instance onwards, process shall pick up previous file and create an incremental report. |
| SFR-4-2 | The process shall copy the chargeable, B&P and seed hours from pivot table mentioned in SFR-3-3 and put details like month and quarter of reporting etc. |
|  | SFR-4-3 | The process shall calculate chargeable, B&P and seed utilization against available hours for a given month for each practitioner. |
|  | SFR-4-4 | The process shall also add columns for forecasted utilization. The value for the same will be picked from forecasting report. |

|  |  |  |
| --- | --- | --- |
| ***BR-5*** | ***The automated process shall be able prepare various pivot tables such as half year summary, QTD summary, YTD summary etc.*** | |
| BR-5 | SFR-5-1 | The process shall be able to create a new pivot table in a separate worksheet/tab. |
| SFR-5-2 | The process shall provide various filters in each of the pivot tables. |

|  |  |  |
| --- | --- | --- |
| ***BR-6*** | ***The automated process shall be able to prepare a power point summary report*** | |
| BR-6 | SFR-6-1 | The process shall be able to capture key data points from the YTD report and put it in tabular format in a power point presentation file. |
|  |  |
| ***BR-7*** | ***All exceptions shall be handled gracefully*** | |
| BR-7 | SFR-7-1 | The process shall be able to identify the errors during execution and inform the project manager about the same. |
| SFR-7-2 | The process shall handle the application errors and retry in case it is not responding. |

## Operational Requirements

|  |  |
| --- | --- |
| OR-1 | Schedule for the task |
| OR-2 |  |
|  |  |

## Non-Functional Requirements

|  |  |
| --- | --- |
| NFR-1 | The automated process shall be able to recognize the ILC application and Box(via web browser). |
| NFR-2 | The automated process shall have the ability to recognize when the next screen is loaded and utilize variable time-out settings for screens that are known to take a minute or longer to load. |
| NFR-3 | Each instance of the automated process requires a separate virtual desktop with the following software installed:   * A web browser * Microsoft Excel * Microsoft Power Point * Email account with email client |
| NFR-4 | Usernames and passwords shall be stored in an encrypted vault. |
| NFR-5 | The automated process shall be designed to be horizontally scalable |

## Assumptions and Constraints

1. Access to ILC and Box.
2. Rule and schedule changes can only be uploaded to the system during scheduled maintenance windows.

## System Access Credentials Requirements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **System** | **Purpose** | **Grants** | **Location** | **Shared User** | **SSO** |
| ILC | Extracting labour claim data. |  |  |  |  |
| Box | Downloading and uploading reports |  |  |  |  |

# Automated Process Details

## Download Files from Box

* 1. Download the latest version of team roster, forecast file & previous YTD report from below Box locations respectively  
       
     APD-Hub-Level Financial/year/Team List  
     APD-Hub-Level Financial/year/Forecast

APD-Hub-Level Financial/year/YTD Reports

## Month-To-Date ILC Extract and Update 2.1 Extracting ILC Data

* 1. Refer to the team roster and using the latest list of practitioners in APD, extract the month-to-date labour claim data from ILC.
  2. **Rules of extraction** -   
       
     i. Always extract ‘month-to-date’ data every week EXCEPT when it’s the first week of the month.   
       
     ii. In the first week of the month (barring 1st week of January, when it is also the first week of the year) fetch ILC data for all the weeks from preceding one month and the first week of current month.   
       
     iii. From second week to the last week of the month, it will again be the ‘month-to-date’ extract.

2.2 Updating the ILC Extract File

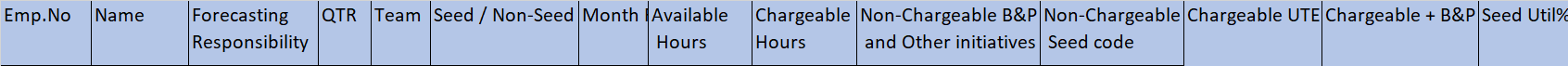
1. In the extracted file, after the column ‘Bus Type Cd’ insert four new columns namely, "**Charge Code**", "**B&P and Others**" and "**Seed Code**", “**Month**”.
2. Formula to calculate the ‘Charge Code’ is,  
   =IF(AND(W2="CTA",NOT(AC2="New Business Develop"),NOT(LEFT(H2,2)="SH")),T2,0)
3. The formula to calculate the ‘B&P and Others’ is,  
   =IF(Q2="New Business Develop",T2,0)
4. The formula to calculate the ‘Seed Code’ is,  
   =IF((LEFT(H2,2)="SH"),T2,0)
5. Month can be derived at by week ending date and the ILC calendar.
6. After adding and populating above three columns, create a pivot table. The pivot table should have following columns and should be populated with respective values for all the APD practitioners.   
     
   Employee Serial Number

Employee Name

Month  
Sum of Charge Code Hours  
Sum of ‘B&P and Others’ Hours

Sum of Seed Code Hours

At the bottom of the table, there should be a grand total for all the practitioners against each of the three categories.

1. Upload the updated file on box at below location,  
     
   APD-Hub-Level Financial/year/ ILC Extracts
3. Populate YTD Report with ‘Employee-Wise-Month-Wise’ Details   
     
   The YTD report should have one main worksheet named ‘**Employee Wise-Month-Wise Detail**’. This worksheet is the data source for all the pivot tables to be populated in the YTD report.  
     
   This worksheet should have following columns.  
     
     
     
   1. The name of the file would be in the format, ‘APD Financial Report-YTD\_*dd-mon-yyyy*’
   2. Before processing the YTD file, ensure that it has the latest practitioner list from the Team Roster file. **(Team roster should have additional column forecasting responsibility)**  
        
      *i. If this is the first report of the year, populate the employee list from the team roaster.   
        
      ii. If a practitioner has joined APD team in the middle of the month, add her to the YTD file at the bottom for a given month (and each time thereafter)  
        
      iii. If a practitioner has left APD team in the middle of the month, keep his previous records intact but don’t update hours from the day of his departure.*
   3. Populate employee-wise chargeable, B&P and seed hours, with data copied from the pivot table of ILC extract file updated in step# 1.
   4. If it is the 2nd to 5th week report for a given month, update the same rows that were populated for the 1st week of month, for all the practitioners. (However, keep rule ‘3.b.ii and iii’ in mind)
   5. If it is a start of new month, add new rows for all the ***active*** practitioners at the end of existing rows. In other words, these rows should be appended to the rows from previous months.  
        
      *e.g Assuming there will be 80 practitioners in APD team, constant throughout the year, there will be in total 960 rows at the end of the year (80 rows \* 12 months)*
   6. Calculate utilization using below formulae,  
        
      Chargeable UTL % = (Chargeable hours / Available hours) \* 100  
        
      Chargeable & B&P UTL % = ((Chargeable hours + B&P Hours) / Available hours) \* 100

Seed UTL % = (Seed hours / Available hours) \* 100

*Note: The formulae should be applied on the excel column and not in the Blue prism code. This way the YTD report excel file can be modified manually in future, if needed, and the formulae will still take effect*.

* 1. **Available Hours** – These hours will be incremental depending on the week and month the report is being fetched for.   
       
     For calculating the available hours, the ILC calendar is to be used. An excel file named ‘**ILC Calendar\_*yyyy*.xls**’ will be uploaded in Box under the location ‘*APD-Hub-Level Financial/year/*’. Bot must refer to this file to determine the available hours for the given week of ILC calendar.  
       
     e.g. When report is being fetched for the first time in a year, available hours for month of Jan, for a given practitioner will be 40. Same will be updated to 80 when report is fetched again for the second week of Jan.
  2. **Month and QTR**: This can be decided based on the “Week Ending Date” column value from ILC extract sheet.
  3. **Employee Details**: Employee No, Name, Forecasting Responsibility, Team, Seed/Non-Seed is to be picked up from team roster.

1. Create Pivot Tables in YTD File

Create following pivot tables in the YTD file

* 1. **YTD Summary**  
       
     This will have ‘Forecasting Responsibility-wise’ year to date sum of chargeable hours, non-chargeable B&P and seed hours.

There should be filters available to choose the Quarter, Team, Seed/Non-Seed and Month

* 1. **QTD Summary**  
       
     This worksheet will have ‘Forecasting Responsibility-wise’ sum of chargeable hours, non-chargeable B&P and seed hours for the current quarter.

There should be filters available to choose the Quarter, Team, Seed/Non-Seed and Month

* 1. **1H/2H Summary** (**Do we need this?**)  
       
     This will have ‘Forecasting Responsibility-wise’ sum of chargeable hours, non-chargeable B&P and seed hours for the complete half.

There should be filters available to choose the Quarter, Team, Seed/Non-Seed and Month

* 1. **YTD employee-wise summary**  
       
     This worksheet will have year to date, employee-wise sum of chargeable, non-chargeable and seed hours and corresponding utilizations against each category.

1. Prepare Financial Summary Report  
     
     
   1. Prepare a financial summary report in a ppt format. The name of the file will be in the format ‘APD Financial Summary\_*dd-mon-yyyy*’.
   2. Capture the data from the YTD report (excel file) and put it in the ppt with below details in a tabular format,  
        
      **Hub-wise QTD summary**: This will contain two table viz. ‘Seed + Non Seed’ and ‘Seed Only’ **Hub-wise YTD summary**: This will contain two table viz. ‘Seed + Non Seed’ and ‘Seed Only’  
        
      **APD Financial Snapshot - QTD:** Cumulative details viz. Sum of Available hours, B&P hours, Seed hours, utilization of the entire team for current quarter till date.  
        
      **APD Financial Snapshot - YTD:** Cumulative details viz. Sum of Available hours, B&P hours, Seed hours, utilization of the entire team for current year till date

1. Upload Report on Box and Send an Email  
     
   1. Once the YTD report in Excel format and Financial Summary report in PPT format is prepared, upload it in box under the folder ‘APD-Hub-Level Financial -> 2020 -> YTD Reports-*yyyy*’
2. XXXXXXXXXXXX
3. XXXXXXXXXXXXXXX

# Business User Interaction

* An email notification will be sent to core group in charge of APD financial activities.
* An email notification will be sent to core group in charge of APD financial activities for any of the exceptions mentioned in the ‘Business Exceptions’ section down below.

# Exception Management

## Business Exceptions



## Technical Exceptions

As a general rule, the automation shall follow the following pattern for all technical exceptions:

1. Recognize system exceptions or expected screens that did not appear.
2. Wait for the screen to appear for a configurable period of time (timeout logic)
3. Log the issue to the exception log
4. Try again
5. If issue persists, take a screenshot
6. Log the issue to the exception log
7. Alert the monitoring & operations team.

The following potential issues have been identified:

|  |  |  |  |
| --- | --- | --- | --- |
| System | Issue | Retry | Resolution |
| ILC | Password expired / invalid login credentials | No | Alert the APD Financials SPOC and terminate the automation |
| Box | Password expired / invalid login credentials | No | Alert the APD Financials SPOC and terminate the automation |

## Known Issues, Dependencies and Assumptions

* + - Team roster is always updated and is uploaded in box under folder ‘APD-Hub-Level Financial -> *yyyy*’.
    - Name of the team roster file will remain constant as ‘**AutomationTeamList**’. Every time file is updated, a new version of the file with same name will be uploaded. Bot will look for this file with above mentioned specific name. In case old version is to be maintained for reference, it must be a separate file that file will be ignored by the bot.
    - The quarterly forecast file is always up to date and uploaded in box under folder ‘APD-Hub-Level Financial -> *yyyy* -> 1H-yyyy Forecast’ OR APD-Hub-Level Financial -> *yyyy* -> 2H-*yyyy* Forecast’
    - Name of the forecasting file will always be constant and be “Consolidate Forecast\_*yyyy*”. Every time forecast data is updated for any month, quarter of half, it will be updated in this file only. Bot will look for this file with above mentioned specific name. In case old version is to be maintained for reference, it will be have to be a separate file that file will be ignored by BOT.
    - xxxxxxxxxxxxxxxxx
    - xxxxxxxxxxxxxxxxx

# Management Information Requirements

## Completed Runs Management Information Requirements

Default verbose logging shall be disabled in production. The automation shall log each key-step in the process as indicated in the process steps. No “business friendly” reports are generated other than where indicated in the requirements. Please refer to appendix A for a sample report that will be generated.

## Exception Management Information Requirements

Technical exception alerts are sent out as per section 4 of this document. There will be no e-mailed alerts for transactions that failed to process within the automated robotics processes. Those transactions are skipped, and skipped transactions are included in the Audit report.

# Appendix

## Appendix A: Report Template

## Appendix B: Rules Spreadsheet Template

## Appendix C: Short Term Sample Report

## Appendix D: Test-Case Document Template