**Caveat Document – HyperionP&LAutomation**

* **Nomenclature for Input files & Path**:

*1. Load Template P&L YTD File*

*For e.g. Actual\_YY\_Load\_Template P&L YTD.xls*

*\\ntbomfs001\Finance\_DATABASE\_RPA$\* *P&L\Actuals in Hyperion\MMM YY\P&L\*

*2. Line Movement File*

*For e.g. Actual\_YY\_Load\_Template Line Movement.xls*

*\\ntbomfs001\Finance\_DATABASE\_RPA$\* *P&L\Actuals in Hyperion\MMM YY\P&L\*

*3. Line Movement Consol YTD File*

*For e.g. Actual\_YY P&L & Line Movement consol YTD.xls*

*\\ntbomfs001\Finance\_DATABASE\_RPA$\* *P&L\Actuals in Hyperion\MMM YY\P&L\*

*4. Adjustment YTD File*

*For e.g. Adjustment YTD.xlsx*

*\\ntbomfs001\Finance\_DATABASE\_RPA$\* *P&L\Actuals in Hyperion\MMM YY\P&L\*

*5. Line Movement Consol MTD File*

*For e.g. Actual\_YY P&L & Line Movement consol MTD.xls*

*\\ntbomfs001\Finance\_DATABASE\_RPA$\* *P&L\Actuals in Hyperion\MMM YY\P&L\*

*6. Line Movement Consol SFU File*

*For e.g. Actual\_YY P&L & Line Movement consol SFU.xls*

*\\ntbomfs001\Finance\_DATABASE\_RPA$\* *P&L\Actuals in Hyperion\MMM YY\P&L\*

*7. SFC and COE Allocation Template File*

*For e.g. SFC and COE Alloc Current forecast.xlsx*

*\\ntbomfs001\Finance\_DATABASE\_RPA$\* *P&L\Actuals in Hyperion\MMM YY\SFC and COE Allocations\*

*8. Actual Template Allocation File*

*For e.g. Actual\_YY\_Load\_Template SFC and COE Allocation SFU.xls \\ntbomfs001\Finance\_DATABASE\_RPA$\* *P&L\Actuals in Hyperion\MMM YY\SFC and COE Allocations\*

*9. Actual Template Unallocated File*

*For e.g. Actual\_YY\_Load\_Template SFC and COE Unallocated SFU.xls*

*\\ntbomfs001\Finance\_DATABASE\_RPA$\* *P&L\Actuals in Hyperion\MMM YY\SFC and COE Allocations\*

*10. Gop Reconciliation File*

*For e.g. GOP Reconciliation YY.xlsx*

*\\ntbomfs001\Finance\_DATABASE\_RPA$\* *P&L\Actuals in Hyperion\MMM YY\*

* **Nomenclature for Output files & Path**:

1. *Line Movement Consol SFU File Copy*

*For e.g. Actual\_YY P&L & Line Movement consol MMMYY SFU Values.xls*

*\\IN-MUM-HYPESS\Data\_Load\Direct\_Load\Files\_To\_be\_Loaded\*

1. *Actual Template Allocation File Copy*

*For e.g. Actual\_YY\_Load\_Template SFC and COE Allocation MMMYY SFU values.xls*

*\\IN-MUM-HYPESS\Data\_Load\Direct\_Load\Files\_To\_be\_Loaded\*

1. *Actual Template Unallocated File Copy*

*For e.g. Actual\_YY\_Load\_Template SFC and COE Unallocated MMMYY SFU values.xls*

*\\IN-MUM-HYPESS\Data\_Load\Line\_movement\Files\_To\_be\_Loaded\*

* **Prerequisite for starting the automation:**

1. *Respective Previous month’s files should be present in folders.*
2. *Calendar Excel file should be present in Template folder.*
3. *Hyperion Connection and timeout settings should be proper.*
4. *To generate and check the error logs after uploading files, the automatic log generation process should be in active mode.*

* **Changes to be made to input files before starting the BOT:**

*None*

* **Steps to run the BOT** :

1. Go to “**Reporting Calendar**” excel file located at “D:\Automation\Hyperion Planning\PnL Process\Template\” folder and select month for “**Forecast**” or/and “**Actual**” as per report.
2. Start **UiPath robot** either by launching **UiPath studio** or clicking on **UiPath robot** executable from installation folder of UiPath.

For e.g. “C:\Program Files (x86)\UiPath Studio\UiRobot.exe”

1. UiPath Robot can be found on “Notification bar” on right side of taskbar.
2. Click on robot icon and go to “**AVAILABLE**” section of popup window.
3. In that window, all published process will be listed. Click on “**Refresh**” button at the top of robot window for refreshing the list.
4. Hover on process which you want robot to execute. Then click on “**Start**” button (a green triangle). Robot will start executing the process.
5. If the process is showing “**download**” button (down arrow above rectangle box in grey color) while hovering, first download the process by clicking on download button, the start the executing the process by clicking on start button.

* **Run Time // Exception error handling :**

*Around 8 Hrs 30 Mins.*

* **Updates or modification before finalizing the report:**

1. *No modification required.*

* **On top recommendation/ highlight if any for the process owner**

1. *Only* ***one*** *process can be executed at a time by a single robot (or machine).*
2. *All automation have been designed to run on* ***MS Excel 2013****. Running on different version of Excel will cause abnormal behavior or may crash the automation.*
3. *All automation are executed by* ***back – office*** *robot. Hence, during automation execution, there should be no interference by user through any peripheral devices.*
4. *Automation uses* ***MS Outlook 2013*** *for sending email. Outlook needs to be configured with at least one account before running the automation.*
5. *All* ***input files*** *must be available in their respective folders before starting the process.*
6. *All credentials need to be saved in “****Window Credential Manager****” in generic section.*
7. *Any* ***change in files name or paths*** *needs to be immediately communicated to RPA team as automation depends on path for fetching files.*