Loan Application Processing

UiBank would handle their loan applications, these debt products can help you get over a financial hump, cover an unexpected expense, pay down debt faster or make a big-ticket purchase.

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I. Introduction

I.1 Purpose of the document

The Process Definition Document outlines the business process chosen for automation using UiPath Robotic Process Automation (RPA) technology.

A personal loan through a traditional bank, credit union or online lender is worth considering. These unsecured debt products can help you get over a financial hump, cover an unexpected expense, pay down debt faster or make a big-ticket purchase.

There are several types of personal loans to choose from, including debt consolidation loans, home improvement loans, medical loans and wedding loans. Although the application process is relatively simple, you should know what to expect beforehand to avoid any surprises.

Before you begin the process of applying for a personal loan, gather all the documents and information you need along the way. Doing so will allow you to move through each step of the process efficiently and get your funds as quickly as possible.

I.2 Objectives

The business objectives and benefits expected by the Business Process Owner after automation of the selected business process are:

- Reduce processing time per item by 80%
- Better Monitoring of the overall activity by using the logs provided by the robots.

I.3 Process key contact

The specifications document includes concise and complete requirements of the business process and it is built based on the inputs provided by the **process Subject Matter Expert (SME)/ Process Owner.**

The **Process Owner** is expected **to review it and provide signoff for accuracy** and completion of the actions, context, impact and a set of process exceptions. The details are to be included in the table below.

Role	Name	Contact details (email, phone number)	Notes
Process Owner	Mukesh Kala	mailmukeshkala@gmail.com	
SME	John Smith	John@abcd.com	

I.4 Minimum Pre-requisites for automation

- 1. A filled in Process Definition Document
- 2. Test Data to support development.
- 3. User access and creation of user accounts (licenses, permissions, restrictions to create accounts for robots).
- 4. Input Excel Available.
- 5. Proper Email Received and Downloaded

II. As-Is process description

II.1 Process Overview

General information about the process selected for RPA prior to automation.

#	Item	Description
1	Process full name	Loan Application Processing
2	Process Area	Banking
3	Department	Loan
4	Process short description (operation, activity, outcome)	UiBank would handle their loan applications, these debt products can help you get over a financial hump, cover an unexpected expense, pay down debt faster or make a big-ticket purchase.
5	Role(s) required for performing the process	Loan Officer
6	Process schedule and frequency	Weekly
7	# of items processed /reference period	100 - 300
8	Process execution time	15 Min Per Transaction
9	Peak period (s)	Last Working Day of Month
10	Transaction Volume During Peak period	250+
11	Total # of FTEs supporting this activity	3
12	Expected increase of volume in the next reference period	NA
13	Level of exception rate	NA
14	Input data	Email, CSV
15	Output data	Excel , Summary Email

^{*}Add more rows to the table to include relevant data for the automation process. No fields should be left empty. Use "n/a" for the items that don`t apply to the selected business process.

II.2. Applications used in the process

The table includes a comprehensive list of all the applications that are used as part of the process to be automated to perform the given actions in the flow.

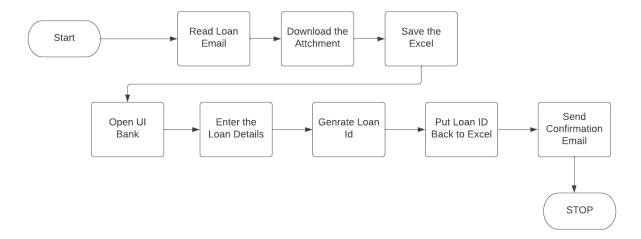
#	Application name & version	System Language	Thin/Thick Client	Environment/ Access method	Comments
1.	Microsoft Edge 107.0.1418.35 (Official build) (64-bit)	English	Thick	Read Write	
2.	Microsoft Excel Version 2210(Build 15726.20174)	English	Thick	Read Write	

^{*}Add more rows to the table to include the complete list of applications.

II.3 As-Is Process map

High Level As-Is Process Map:

This chapter depicts the As-Is business process at a High Level to enable developers to have a high-level understanding of the current process.



II.4 Process statistics

High level statistics - 1 Transaction

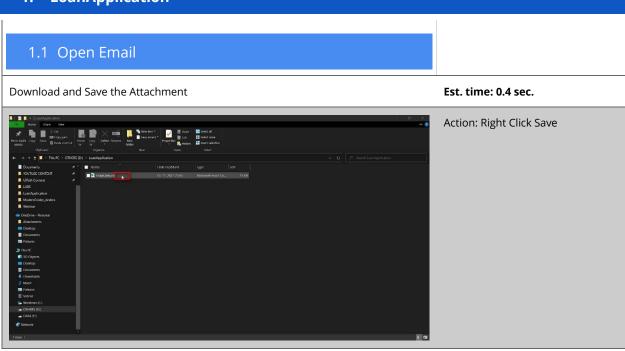
Processes	Windows	Action s	Mouse clicks	Keys pressed	Text entries	Hotkeys used	Time
3	5	48	28	0	0	11	15 min

Detailed statistics

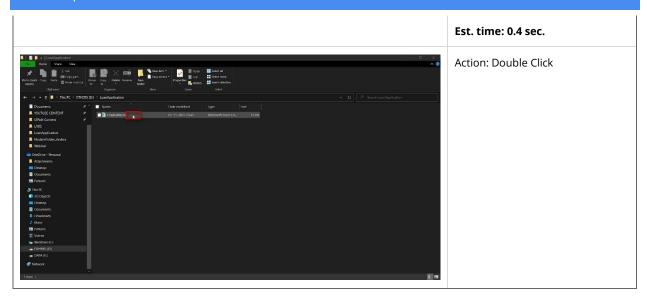
Window name	Mouse Clicks	Text entries	Keys pressed
LoanApplication	1	0	0
	6	0	0
LoanData.csv - Excel	8	0	0
UiBank - Personal - Microsoft Edge	12	0	0
Email	1	0	0

II.5 Detailed As-Is Process Actions

1. LoanApplication



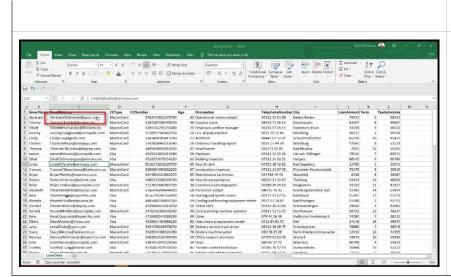
1.2 Open Excel



2. LoanData.csv - Excel

Est. time: 6.0 sec.

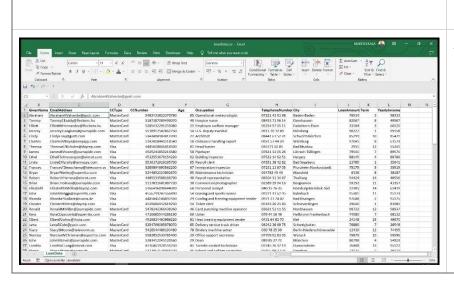
2 1



Est. time: 5.6 sec.

Action: Click

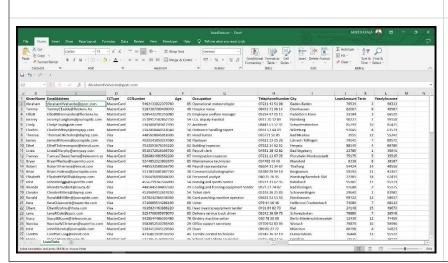
2.2 Press 'Ctrl+c'



Est. time: 0.4 sec.

Action: Hotkey

2.3 Press 'Alt+Tab'



Est. time: 0.1 sec.

Action: Special Key

3. Sequence

3.1

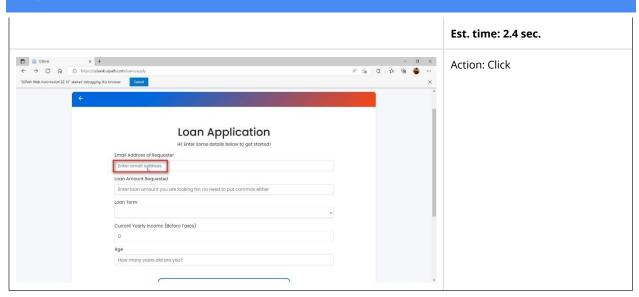
Est. time: 1.9 sec.

Action: Click

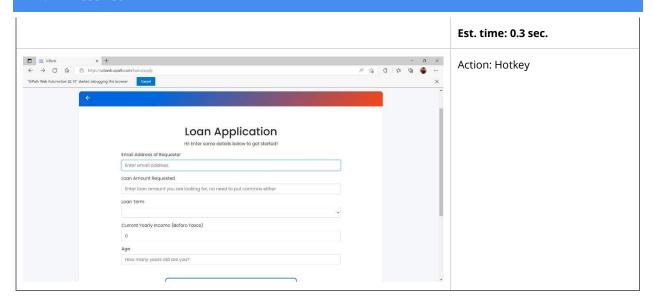
4. UiBank - Personal - Microsoft Edge

Est. time: 4.3 sec.

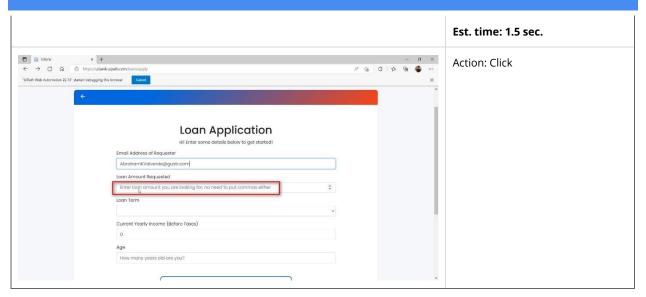
4.1



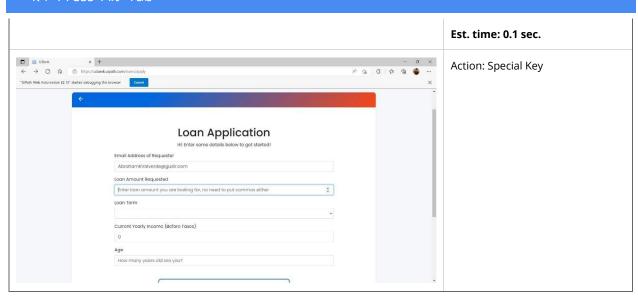
4.2 Press 'Ctrl+v'



4.3



4.4 Press 'Alt+Tab'



5. Sequence

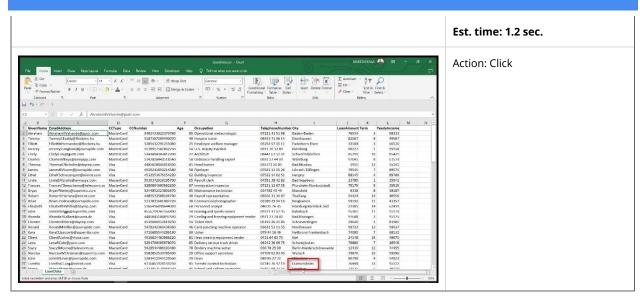
Est. time: 1.4 sec.



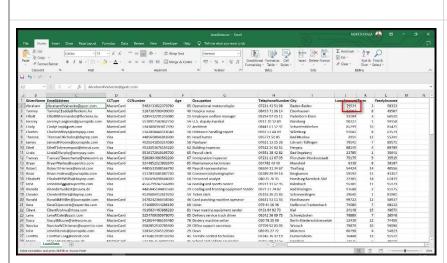
6. LoanData.csv - Excel

Est. time: 1.2 sec.

6.1



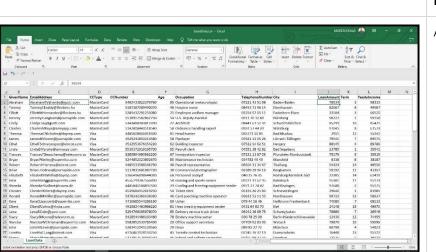
6.2



Est. time: 1.4 sec.

Action: Click

6.3 Press 'Ctrl+c'



Est. time: 0.3 sec.

Action: Hotkey

7. UiBank - Personal - Microsoft Edge

Est. time: 2.4 sec.

7.1

Est. time: 1.1 sec.

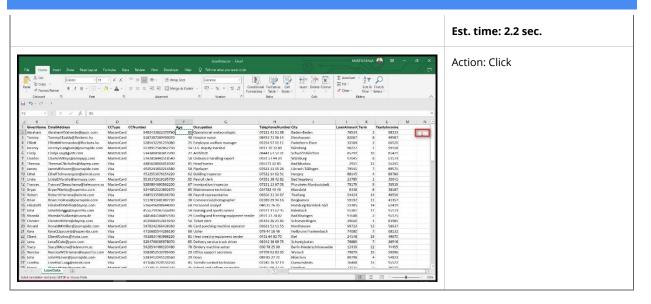
7.2



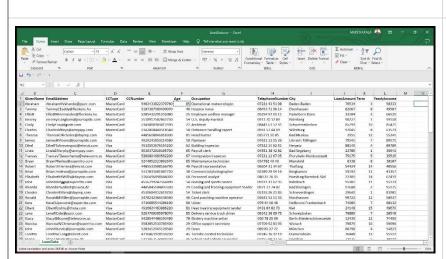
8. LoanData.csv - Excel

Est. time: 7.9 sec.

8.1



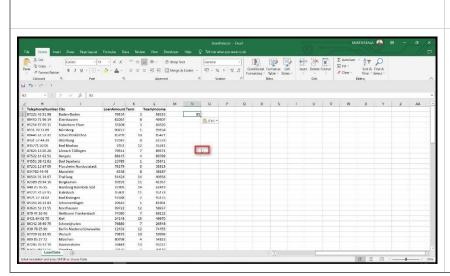
8.2 Press 'Ctrl+v'



Est. time: 0.4 sec.

Action: Hotkey

8.3



Est. time: 5.3 sec.

Action: Click

III. To-Be Process Description

This chapter highlights the expected design of the business process after automation.

III.1 To-Be Detailed Process Map

Highlight Bot interventions/ To-Be automated actions with different legend/ icon (purple)

*Mention below if process improvements were performed on the To-Be design and provide details.

Legend	Description
1	Action number in the process. Referred to in details or Exceptions and Errors table
	This process action is proposed for automation
0	This process action remains manual (to be performed by a human agent)

III.2 Parallel Initiatives/ Overlap (if applicable)

This chapter covers the proposed Business, Process & System changes to be made in the near future and their impact.

S.N	lo Initiative Name	Process Acion(s) where it is identified	Impact on current automation request? How?	Expected Completion Date	Contact person for more details
	n/a				

III.3 In Scope of RPA

The activities **In scope of RPA**, are listed here:

- 1. 1. Receive the email Sent from the Business Team
- 2. Download the Email Attachment with loan Application Details
- 3. Read the CSV File
- 4. Open the UI Bank Application and Key in the Loan Data

- 5. Generate the Loan ID
- 6. Revert with Loan Ids and Email back to business

III.4 Out of Scope of RPA

The activities **Out of scope of RPA**, are listed here:

Sub- process (if applicable)	Activity (action)	Reasons for Out of scope*	lmpact on the To-Be	Possible measures to be taken into consideration for future automation
1.1	1.1.1	Input: Any other Format apart from Csv	After processing action 1.1.2, an email is sent to the user to perform action 1.1.3 in a csv file In order to go to action 1.1.4, the robot will read the csv file	Perform the Process Manually

^{*}Add more rows to the table to reflect the complete documentation provided to support the RPA process.

III.5 Business Exceptions Handling

The Business Process Owner and Business Analysts are expected to document below all the business exceptions identified in the automation process. These can be classified as:

Scenarios to be Handled						
1.	No Email					
2.	Email without attachment					
3.	Csv Having No Data					
4.	Loan Term Should be 1 3 5 and 10					
5.	Age Should be less than 18					
6.	Loan Amount < 3 *Yearly Income					

Known Exceptions

The table below reflects all the business process exceptions encountered during the process evaluation and documentation. These are **known exceptions** that occurred before. For each of these exceptions, define a corresponding expected action that the robot should complete if it encounters the exception.

BE #	Exception name	Action	Parameters	Action to be taken
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1.	Browser Not Responding	NA	Restart the Browser
2.	Email Not Sent / Received	NA	Contact the Mail Server Team info@mailserver.team
3.	Office not installed	NA	Contact the Admin Team admin@outlook.manage
4.	Browser Extension Missing	NA	Contact the UiPath Admin admin@uipath.manage

Unknown Exceptions

For all other unanticipated or unknown business (process) exceptions, the robot should:

III.6 Application Error and Exception Handling

A comprehensive list of all errors, warnings or notifications should be consolidated here with the description and action to be taken, for each, by the robot.

Errors identified in the automation process can be classified as:

Area	Known	Unknown	
Technology/Applications	Experienced previously, an action plan or a workaround available.	Never encountered before, or may happen independently of the applications used in the process.	

Known Errors or Exceptions

The table below reflects all the errors identified in the process evaluation and documentation.

For each of these errors or exceptions, define a corresponding expected action that the robot should complete if it is encountered.

#	Error name	Action	Parameters	Action to be taken
1	Application Crash / Internal Server Error	Any action	Error message	Recover & retry for maximum 3 times. Close the applications and run the sequence again

Unknown Errors and Exceptions

For all the other unanticipated or unknown application exceptions/errors, the robot should:

III.7 Reporting

#	Report type	Update frequency	Details	Monitoring Tool to visualise the data
1	Process logs	Daily	How many times was this process run since the beginning of the month and what was the average run duration?	Kibana
2	Process logs	Monthly	How many robots worked on this process per each month?	Csv file posted daily on share drive
3	Transaction logs	Daily	How many transactions were run by this process since the beginning of the month and what was the average transaction duration?	Kibana
4	Error logs	Daily	Average number of errors by type per day	Kibana
5	Error logs	Daily	All errors per month grouped by type	Csv file posted daily on drive

^{*} For complex reporting requirements, include them into a separate document and attach it to the present documentation

IV. Other Observations

Include below any other relevant observations you consider needed to be documented here.

Example: Specific Business monitoring requirements (audit and reporting) etc.

V. Additional sources of process documentation

If there is additional material created to support the process automation please mention it here, along with the supported documentation provided.

Additional Process Documentation					
Video Recording of the process (Optional)	ACME-System1-Process-WI5-Manual- Walkthrough	Insert any relevant comments			
Standard Operating Procedure (s) (Optional)		Insert any relevant comments			
Business Rules Library (Optional)	Insert link to Business rules library	Insert any relevant comments			
Other documentation (Optional)	Insert link to any other relevant process documentation (L4, L5 process description, fields mapping files etc.)	Insert any relevant comments			

^{*}Add more rows to the table to reflect the complete documentation provided to support the RPA process.