Process Definition Document

*Process Name: Invoice Scraping*

Table of Contents

[**Introduction**](#_fmc2ik42b62t) **1**

[Purpose of the Document](#_8b0nhjcbe7cw) 1

[Objectives](#_soa72miybokv) 1

[Process Key Contact](#_e5eh7vtp3elw) 1

[Minimum Prerequisites for Automation](#_8uc76jjm25ud) 1

[**As-Is Process Description**](#_mdr6kpc5a5r5) **2**

[Process Overview](#_vrc3lxjwb5na) 2

[Applications used in the Process](#_in5ehl2op8tm) 3

[As-Is Process Map](#_3xrlx7nhtlp7) 3

[**To-Be Process Description**](#_gmvdjkbe065o) **4**

[Detailed Process Map](#_nmn90y3pi1ee) 4

[Robot Type](#_cx5ym07ptgjk) 4

[Business Exceptions Handling](#_7u1z1cuc6dh1) 4

[Known Exceptions](#_jr6jw3koor93) 4

[Unknown Exceptions](#_57bwdp6ycy5h) 5

[System Exceptions Handling](#_1os2bz2dwbrb) 5

[**Other Observations**](#_bsbyy5x0t0oj) **5**

[**Additional sources of process documentation**](#_ms60s1nz1shm) **5**



# Introduction

## Purpose of the Document

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

The document describes the sequence of steps performed as part of the business process, the conditions and rules of the process prior to automation and how they are envisioned to work after automating it, partly or entirely. This specifications document serves as a base for developers, providing them with the details required for applying robotic process automation to the selected business process.

## Objectives

The process has been selected for RPA as part of the project initiative conducted within Techno Computers Inc., the Finance department.

The objective of this process automation is linked to the project business case and is mainly intended to:

* Deliver faster processing
* Reduce redundant activities
* Improve overall performance and reliability

## 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 steps, 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 | Niyaz Ahmed | niyaz.ahmed@uipath.com |  |
| Business Analyst | Niyaz Ahmed | niyaz.ahmed@uipath.com |  |

## Minimum Prerequisites for Automation

|  |  |
| --- | --- |
| Met (Y/N) | Prerequisites |
|  | A filled in and completed Process Definition Document |
|  | Closure of any open process questions |
|  | Environment set up |
|  | Test Data to support development and testing |
|  | User access and creation of user accounts (licences, permissions, restriction to create accounts for robots) |

# As-Is Process Description

## Process Overview

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

|  |  |  |
| --- | --- | --- |
| # | Item | Description |
| 1 | Process Full Name | Invoice Scraping |
| 2 | Process Area | Personal |
| 3 | Department | Finance |
| 4 | Process Short Description  (operation, activity, outcome) | A process that will scrape relevant data from the invoices for further processing. The Robot will read through emails and download the invoices received in the form of an email attachment as a PDF. It will extract specific data and store those values in an Excel spreadsheet and a subset of values will be uploaded to the Orchestrator Queue. And finally, the robot will email the spreadsheet to yourself when finished. |
| 5 | Role(s) required for performing the process | Any |
| 6 | Process schedule and frequency | As needed (recommended End of Day [EOD]) |
| 7 | # of items processed /reference period | 100-150 invoices |
| 8 | Process execution time | 4-5 seconds/invoice |
| 9 | Peak period(s) | N/A |
| 10 | Transaction Volume During Peak period | N/A |
| 11 | Total # of FTEs supporting this activity | N/A |
| 12 | Expected increase of volume in the next reference period | N/A |
| 13 | Level of exception rate | N/A |
| 14 | Input data | Invoices as an attachment over email |
| 15 | Output data | Order details uploaded to Orchestrator Queue |

\*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.

## 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 steps in the flow.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Application Name & Version | System Language | Thin/Thick Client | Environment/ Access Method | Comments |
| 1 | Microsoft Outlook Version 2006 | English | Thin | PC |  |
| 2 | Microsoft Excel 2016 | English | Thin | PC |  |
| 3 | Adobe Reader PDF | English | Thin | PC |  |

\*Add more rows to the table to include the complete list of applications.

**-------------Complete the rest of the document and submit along with your final submission.-------------**

## 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.



**Detailed Process Map:** This chapter depicts the As-Is business process at a detailed view to enable process owners to document their process

|  |  |  |  |
| --- | --- | --- | --- |
| # | Step Action/Description | Screenshot | Remarks |
| 1 | Search for all messages containing from specific vendor containing Invoice Attachments | Graphical user interface, text, application  Description automatically generated |  |
| 2 | Save PDF attachments to a local folder | Graphical user interface, text, application  Description automatically generated | Manual process of reviewing each message and dragging and dropping to the appropriate folder. |
| 3 | Copy Invoice nos. and amounts from PDFs to a spreadsheet |  | This is the most manual part of the process, involving identifying relevant data and copying to a spreadsheet. There is also the possibility of human error during this data collection process. |
| 4 | Attach the spreadsheet to an outgoing message and send to the Sender (or Self) |  |  |

# To-Be Process Description

## Detailed Process Map

**High Level To-Be Process Map:** This chapter depicts the To-Be automation process at a High Level to enable developers/COE to have a high-level understanding of the to be developed process.



**Detailed Process Map:** This chapter depicts the To-Be automation process at a detailed view to enable developers/COE to see the workflows involved in the RPA solution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Workflow Name** | **Description** | **Pre-conditions** | **Post-actions** | **Arguments** | **Notes** |
| Main | Get Outlook PDFs and move documents to a folder |  |  |  |  |
| PDFdata | Extract PDF data and save to an Excel file and upload to Orchestrator and then finally send the spreadsheet to myself. |  |  |  |  |

## Robot Type

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Attended | Unattended | Trigger | Comments |
| 1 | Yes |  |  |  |

## 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:

### 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 | Step | Parameters | Action to be Taken |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Unknown Exceptions

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

## System Exceptions 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SE # | Exception Name | Step | Parameters | Action to be Taken |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

For all the other unanticipated or unknown system exceptions, send an email to **<placeholder>** and attach a screenshot of the error message.

# Other Observations

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

# Additional sources of process documentation