MIS Automation Process Note

# Folder Structure:

MIS Automation/  
│  
├── 1\_DAILY\_BALANCES\_INPUT\_FILES/  
├── 2\_testing/  
├── 0\_Base\_Data\_and\_Customer\_Master\_Cleaning\_NB.ipynb  
├── 1\_DAILY\_RUN\_NOTEBOOK.ipynb  
└── 2\_testing\_nb.ipynb

# Step-by-Step Instructions:

## Step 1: Prepare Daily Input Files

Locate today's folder inside "1\_DAILY\_BALANCES\_INPUT\_FILES" (format: YYYY-MM-DD, e.g, 2025-03-25).

* Place the following **mandatory** files into this folder:

1. Balances for BB CG\_New\_FCY.xlsx
2. Balances for BB CG\_New\_TMD.xlsx
3. Balances for BB CG\_New.xlsx
4. CMB\_BASE\_dd\_mm.xml (e.g., CMB\_BASE\_05\_03.xml for March 5)

* **Optional** files (place only if you have a new version):

1. BB Customer Master.xlsx (see step 2)
2. NTB YTD - 2025.xlsx
3. Assets Trend file (e.g, Assets Trend Tracker - 28th Feb 2025.xlsx)

## Step 2: Cleaning Optional Files (If applicable)

### “BB Customer Master” file cleaning:

* Open the notebook "0\_Base\_Data\_and\_Customer\_Master\_Cleaning\_NB.ipynb".
* Update the file path in Cell 1 to the folder containing your new "BB Customer Master.xlsx".
* Run the notebook from the section "CUSTOMER MASTER" till the end.
* This generates a cleaned file named "CUSTOMER\_MASTER.csv" in the same folder.

### All Balances file cleaning (if changes are required):

* Open the notebook "0\_Base\_Data\_and\_Customer\_Master\_Cleaning\_NB.ipynb".
* Update the file path in Cell 1 to the folder containing the new "All balances" file.
* Run the notebook from the section "BASE FILE".
* This generates "All balances cleaned\_version.csv" in the same folder.

## Step 3: Daily MIS Automation Run

* Open "1\_DAILY\_RUN\_NOTEBOOK.ipynb". In the first cell of this notebook, there is a setting called "base\_directory". Update this path accordingly if needed.
* Ensure all required files (from Step 1 and optionally cleaned files from Step 2) are placed correctly. Click "Run All" (▶▶ button) at the top of the Jupyter interface.

## Special Case - If you miss running the notebook for one or more days:

* You must manually adjust paths within the notebook:
  + Example: If the last run was on March 1, and today is March 5:
    - Set today's input path ("today\_path") to the March 2 folder, and the output path ("tomorrow\_path") to the March 3 folder.
    - Repeat sequentially for March 3 and March 4 folders.
    - Then proceed normally for March 5.

## Important Precautions:

DO NOT change:

* File names (except dates)
* Folder names
* Column names
* Column order

In case of errors or required changes, please contact Aman Baweja.