Process Definition Document

Process Name: Invoice Scraping

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Introduction

I. 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.

II. 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

III. 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 +91-9870333008	
Business Analyst	Niyaz Ahmed	niyaz.ahmed@uipath.com +91-9870333008	

IV. 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

I. 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.

II. 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.----------

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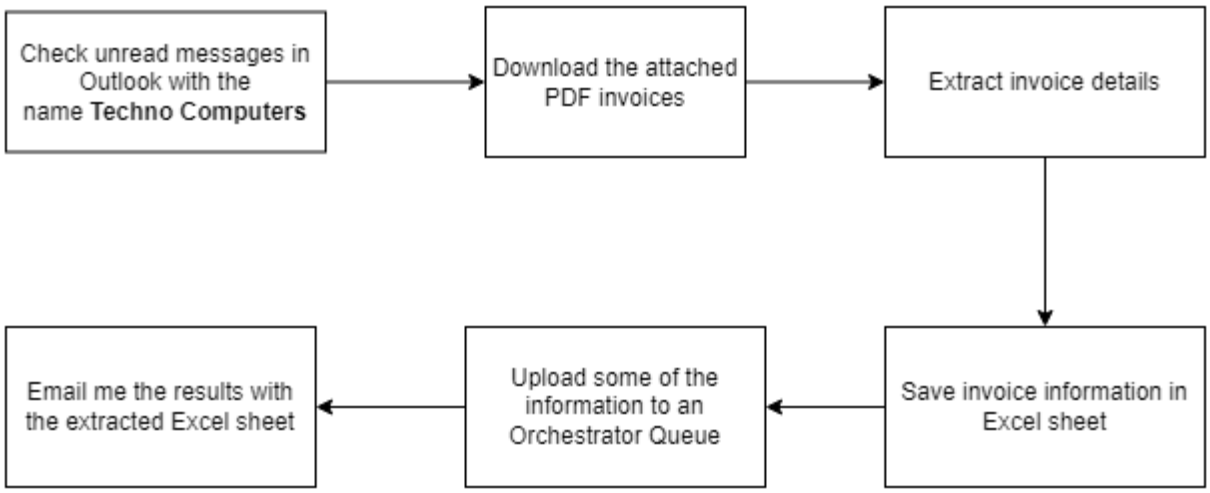
III. As-Is Process Map

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.



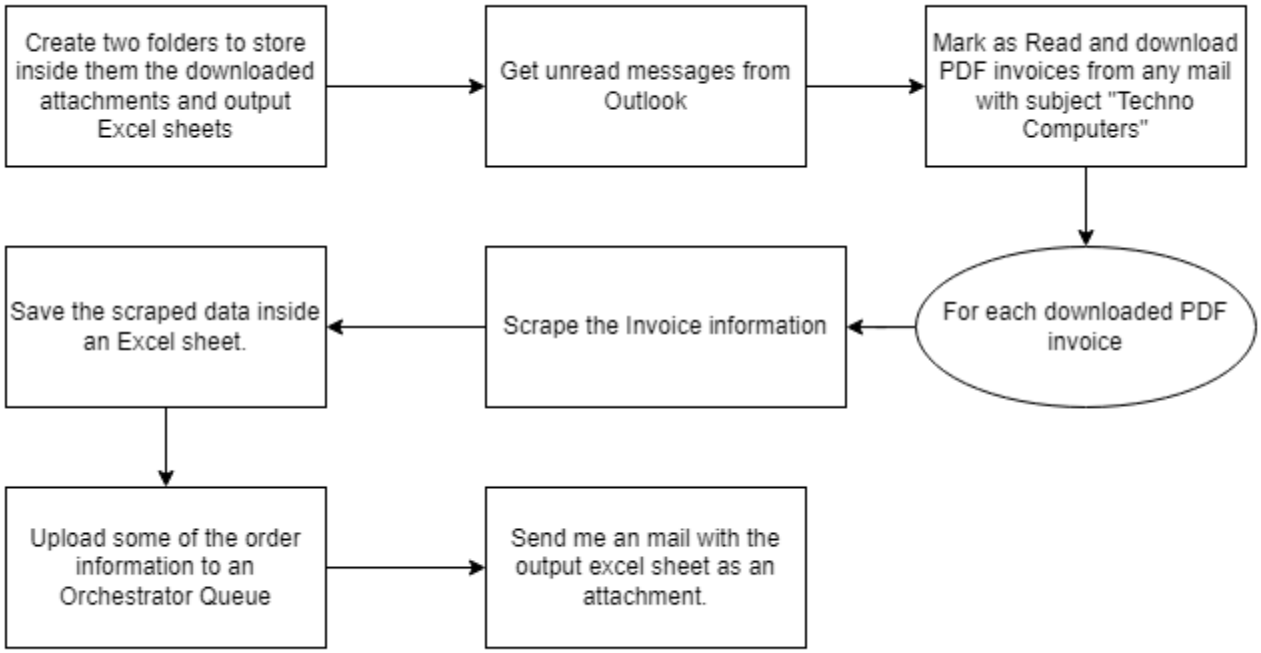
Detailed Process Map: This chapter depicts the As-Is business process at a detailed view to enable process owners to document their process

#	Step Action/Description	Screenshot	Remarks
1	Extract the unread messages in Outlook with the name Techno Computers	NA	NA
2	Download the attached PDF invoice from the extracted mail messages.	NA	NA
3	Extract invoice details	NA	NA
4	Save invoice information in Excel sheet	NA	NA
5	Upload some of the information to an Orchestrator Queue	NA	NA
6	Email me the results with the extracted Excel sheet.	NA	NA
7	Repeat steps from 3 to 6 for each PDF invoice.	NA	NA

To-Be Process Description

I. 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
Generic_AppendDataRows	Append a group of DataRows that are in a dictionary format to a datatable.	A dictionary of (string, string) and a datatable should be provided.	The key and value pairs of the dictionary will be appended to the first and second columns as a new row for each pair.	in_dictDataRows io_dtDataTable	NA
Generic_clearFolder	Delete all files in a given folder.	A folder path should be provided.	All files inside the given folder will be deleted.	in_strFolder	NA

Generic_CreateFolderIfNotExists	Create a folder if it doesn't already exist.	A folder path should be provided to the workflow.	The input folder path will be created if it was not already exist.	in_strFolderPath	NA
Generic_ExtractRegexDataTable	Extract a datatable from a given text using regular expressions.	A text string should be provided to the module.	A datatable of the order information will be extracted.	in_strText out_dtOrderInformation	NA
Generic_ExtractRegexString	Extract the first match of a provided regular expression in a given string.	A text string and a regular expression string should be provided.	The first captured match will be extracted.	in_strRegexExpression in_strText out_strCapturedText	NA
Generic_QueueDispatcher	Upload a data saved in a dictionary to Orchestrator Queue.	A queue name and data dictionary should be provided.	Data will be uploaded to the Queue and in case of any failure in the upload process, the source and error message will be captured in the logs.	in_strQueueName in_dictQueueData	NA
Generic_WriteExcelSheet	Save a datatable in an Excel sheet format.	The datatable and the Excel sheet path should be provided. Optionally, you can provide the sheet name and the start Cell as well, if needed.	The datatable will be saved inside the provided Excel sheet path.	in_strOutputSheetPath in_strSheetName in_strStartCell in_dtDataTable	NA
Outlook_DownloadAttachments	Download the mail attachments if its subject match the	The mail messages, the target subject string and the folder path	All attachments inside the targeted mail will be downloaded to the provided	in_mailMessages in_mailSubject in_downloadsFolderPath	NA

	provided string to the module.	where robot will download the attachments inside it should all be provided.	attachments downloads folder.		
Outlook_GetUnreadMessages	Get the unread mail messages from Outlook.	The folder name that will be searched, along with the last mails count that will be checked should be provided.	The last N unread mail messages inside the given mail folder will be extracted.	in_strMailFolder in_intLastMailsCount out_mailMessages	NA
Outlook_SendMail	Send Outlook mail.	The To email address, the subject, the body message, and the attachment path should be provided.	An email message will be sent using the provided information to the module.	in_strTo in_strSubject in_strBody in_strAttachmentPath	NA
PDF_ReadIntoString	Read PDF into a string.	A PDF file path should be provided.	The PDF text content will be extracted inside a string variable.	in_strPDFPath out_strPDFText	NA

II. Robot Type

#	Attended	Unattended	Trigger	Comments
1		✓		

III. 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:

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IV. 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
1	Upload to Queue	When order information is uploaded to the queue, if any error occurred, an exception will be raised.	NA	Robot will try to upload the information to the queue, and if any error is raised, the robot will log the exception message and source.

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.

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Additional sources of process documentation

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