HELOC Maturity Notices Automation – BOT Requirements

3 Month & 12 Months Maturity Notices

*Version 1.1*

**Version History**

|  |  |  |
| --- | --- | --- |
| Version Id | Version Date | Updates |
| 1.0 | 08/28/2023 | Initial Document Created for HELOC Maturity Notices:   * *Logic to pull loans.* * *Mapping.* * *Steps to generate Notices.* * *Steps to transfer files to Info Image* |
| 1.1 | 08/31/2023 | Update the following section:   * *Data Source* * *Steps to generate Notices.* * *Appendix* * *Deployment Schedule* |

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# Eligible Loan Criteria

Job should run and pull the following details from the database.

* Masked Account Number
* Customer First Name
* Customer Last Name
* Address 1
* Address 2
* City
* State
* Zip
* Maturity Date
* Current Balance

# Job Timings

1st of every month at 10:30 CST

# Data Source

Data file will be an excel file and will be dropped in the COGNOS report folder on 1st of every month at 9 PM CST.

Excel file with 2 tabs

* 3 Month Maturity Notice
* 12 Month Maturity Notice

Refer Appendix section for a sample data file.

# 3 Month HELOC Maturity Notice Mapping

A screenshot of a document

Description automatically generated

# 12 Month HELOC Maturity Notice Mapping

A screenshot of a document

Description automatically generated

# Mapping between HELOC Maturity Templates & Input fields

|  |  |  |
| --- | --- | --- |
| Template Field Name | Input Field Name | Data Type |
| Customer First Name | Customer First Name |  |
| Customer Last Name | Customer Last Name |  |
| Address 1 | Address 1 |  |
| Address 2 | Address 2 |  |
| City | City |  |
| State | State |  |
| Zip | Zip |  |
| Masked Account Number | Masked Account Number |  |
| Maturity Date | Maturity Date |  |

# BOT Steps

Step 1: Pull the loans from the excel input data file with the details provided above in Data source section.

A screenshot of a computer

Description automatically generated

**Step 2:**

Select the loans from the 3 Month Maturity Notice tab and generate 3 Month HELOC maturity notice.

**Step 3:**

Select the loans from the 12 Month Maturity Notice tab and generate 12 Month HELOC maturity notice.

**Step 4:**

Merge all the generated pdf’s into a single pdf.

**Step 5:**

Rename the single pdf as ***HELOC\_Maturity\_Notices\_MMDDYYYY.pdf***

**Step 6:**

Place the ***HELOC\_Maturity\_Notices\_MMDDYYYY.pdf*** onto a shared path (same path where Mortgage Adverse Action notices are dropped).

# Deployment Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Development Changes Completed | UAT Deployment Date | T-CAB Approved | Go-Live Date |
| TBD | 09/15/2023 (Tentative) | TBD  CAB: To be created | 10/01/2023 (Tentative) |

# Appendix

|  |  |  |
| --- | --- | --- |
| Sr. No | Description | File |
|  | Sample Input Data File |  |
|  | 3 Month Maturity Notice Template |  |
|  | 12 Month Maturity Notice Template |  |