

Office of Finance (Systems & Transformation)

File Transfer from TMS to SAP

SMU Financial Services (Accounts Receivable) Bot 2

Process Overview

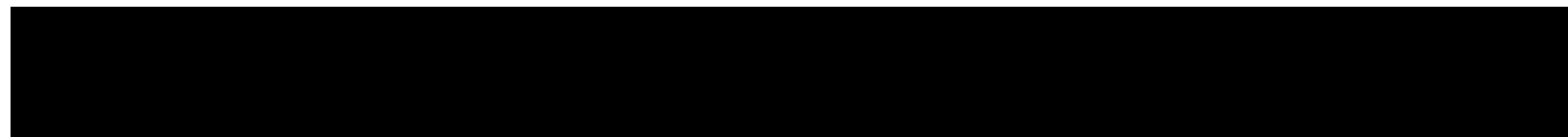
Last Updated: 5 January 2024



| Personnel

For any request of changes to workflow, kindly contact:

Process Owner(s):



Developer(s):

Ernest Ng
ernest@goru.sg

Process Transformation Workflow Overview

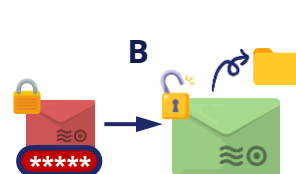
1. Before RPA ⌚ : 60 mins

1



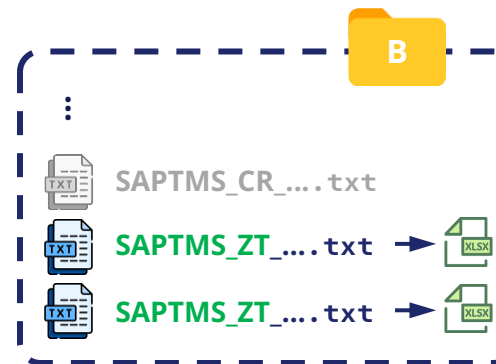
Staff receives two emails daily from TMS system

2



Retrieve **Password** in Email A to Unzip File in Email B

3



Convert all files with "SAPTMS_ZT" to .xlsx format

4

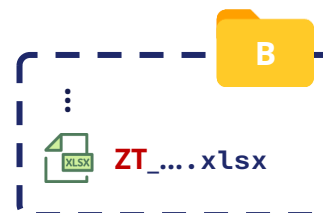
For Each  SAPTMS_ZT_*.xlsx File

A

1	2	3	4	5	6	7	8
X	X	X	X	X	X	X	X
							X
							X
							X
X	X	X	X	X	X	X	X
							X

For the first 7 columns, paste data from previous row if empty

B



Match **Journal Entry Interface Report** to Retrieve Doc. Type & Doc. Num. (VLOOKUP Formula)

C

Master File.xlsx



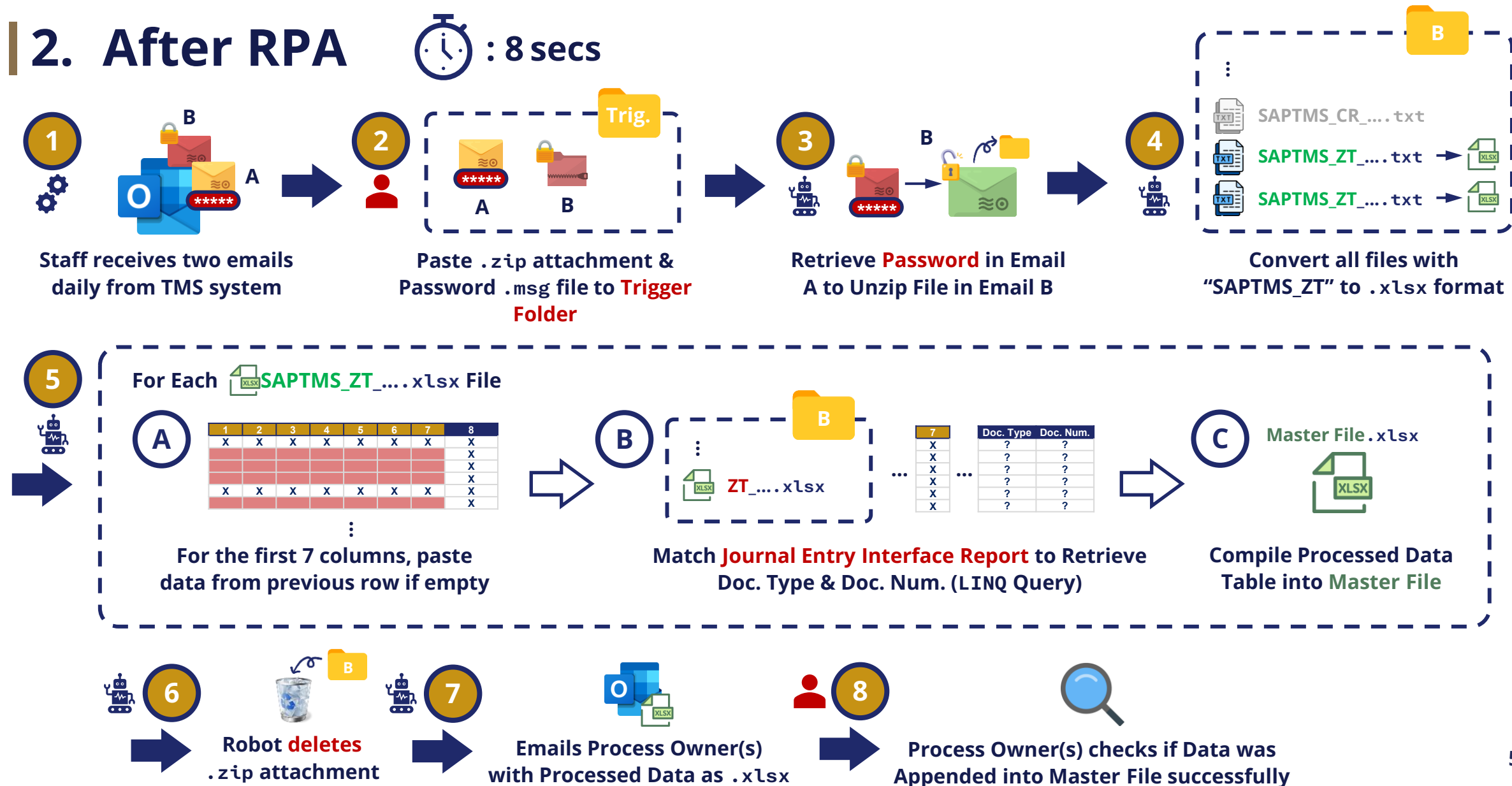
Compile Processed Data Table into **Master File**

5



Staff **deletes** .zip attachment

2. After RPA : 8 secs



Time Saving Statistics

With RPA implementation, the manual effort is reduced to **1 minute**. The robot also carries out faster exception handling which optimizes decision-making.

	Time Taken	
	Before RPA	After RPA
Data Processing	60 mins	8 sec
Human-in-the-loop	–	1 min



Thank you

谢谢

Terima Kasih

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