**Do you need RPA?**

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<th>Return on IT Investment</th>
<th>Cost Reduction</th>
<th>Process Integrity</th>
<th>Compliance</th>
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<td>RPA make existing IT investments live longer, pays back for investment within first year</td>
<td>Automation can reduce overall FTE count and associated cost</td>
<td>Improve compliance, SLA adherence and no disruptions</td>
<td>Ensure data accuracy, process execution time and compliance</td>
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**Employee Productivity**
- RPA reduces human work, allowing each resource to do more

**Accuracy**
- Significantly reduce errors and increase precision

**Experience Improvement**
- Automate repeatable and non value-added processes

**Cost Reduction**
- Automation can reduce overall FTE count and associated cost

**Reliability**
- Automated processes removes / reduces human dependency

**Process Integrity**
- Improve compliance, SLA adherence and no disruptions
What is RPA?

- RPA is a software which replicates all actions which a user performs interacting with enterprise systems, desktop and web applications to perform the day-to-day activities.
- RPA replaces the repetitive and mundane tasks performed by human, that are:
  - rules-based, with defined workflows and instructions to perform the process
  - consistent, with the same step being performed repeatedly
  - template-driven, with data entered into specific fields in a repetitive manner, reports
  - established start and end points driven through the system, can be triggered electronically

RPA is a non-invasive technology that can be laid over existing systems and integrated with existing data, minimizing disruption to existing IT strategy and architecture. RPA technology can begin with simple rules-based tasks, and scale to more sophisticated algorithms and machine-learning functions as the organization matures.
### Seven tenets for success

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<td>Think enterprise scale, set ambition</td>
<td>Create 360 degree view of processes</td>
<td>Prioritize processes aligned with business priorities</td>
<td>Design automation architecture for realization</td>
<td>Optimize processes as you automate</td>
<td>Look beyond cost reduction</td>
<td>Establish automation center of excellence (CoE)</td>
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Can significantly benefit through accurate calculations and reducing the cycle time.

**Accounts Receivable**
- Customer master data maintenance
- Credit approvals
- Posting bank deposits after approvals
- Cash receipts reconciliation
- Send bill reminders and statements to clients

**Accounts Payable**
- Vendor set up and maintenance
- Invoice processing and approvals
- Payments preparation and automated payment processing
- Bulk payment files processing
- Updating financial systems with entries

**Operational Finance and Accounting**
- Pricing reviews based on customer contracts and pre-approved price lists
- Calculation and processing of rebates
- Downloading of detailed monthly sales data and calculation of commissions
- Posting to detailed sub systems and General Ledger

**Standard Journal Entries**
- Creation of standard monthly journal entries
- Record non-recurring, unusual and adjustments
- Performing validations and audit entries
- Posting entries

**Account and Bank Reconciliations**
- Download account balances and bank statements
- Reconciling balances and transactions with finance systems
- Balancing journal entries to handle discrepancies
- Exception reporting and approvals

**Intercompany Reconciliation**
- Checking and reconciliation of intercompany balances
- Basic research and report exceptions
- Create exception files and email report for finance review and approval

**Expense Reimbursement**
- Calculation of purchase discounts
- Compliance and management reporting
- Expense program maintenance
- Approval and notification alerts

**Accounting Change**
- Collection of data for leases or revenue transactions
- Categorizing, summarizing and analysing data based on history and pre-established parameters
- Creating reports for internal analysis

**Regulatory & Management Reporting**
- Data capture and cleansing to support automated regulatory report generation
- Send regulatory information and communicate SLA adherence
- Collect data from multiple finance systems and reports for management review

**Financial Planning & Analysis (F,P&A)**
- Pre-population of forecasts using historical and market data
- Loading pre-populated balances into the planning system
- Creating variance reports to pre-population and to actuals
RPA Implementation: It’s easier than you think!

A scalable and sustainable approach for successful RPA implementation

1. Discover

   - Enterprise process scan

2. Analyze

   - Value Assessment
   - Feasibility and Prioritization

3. Pilot

   - Proof of Concept

4. Implement

   - Implementation roadmap

5. Sustain

   - Managed services delivery

Discover

**Automation opportunity identification by enterprise process scan**

- Conduct business processes study
- Interview stakeholders
- Collect process related data and value metrics

Analyze

**Detailed analysis of processes, understand feasibility and priority**

- Analyze data collected for processes
- Analyze automation feasibility for processes
- Capture step by step details for the prioritize processes

Pilot

**Execute proof of concept use cases as pilot on selected RPA product**

- Identify the pilot candidate from prioritized list
- Plan and implement POC
- Collect feedback. Learn and evolve

Implement

**Develop and deploy RPA solutions in production in the CoE model**

- Set up infrastructure for the RPA tool of choice
- Develop RPA solution for the identified processes
- Deploy the RPA solution in production

Sustain

**Develop a sustainable RPA managed services delivery model**

- Set up RPA support
- Measure the benefits assessment based on the planned Vs actuals
- Change management and Roadmap implementation plan
Next Steps

- Process Discovery
  - Process analysis
  - Value capture
  - Feasibility and prioritization

- PoC
  - Process selection
  - Process automation
  - Validation

- Pilot
  - Process shortlisting
  - Automate identified processes
  - Rollout and validation
  - Measure KPIs

- Setup CoE
  - Establish roadmap
  - Create governance
  - Plan and execute
  - Value monitoring
  - Change management
About ITC Infotech

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