



EXTERNAL

Best Practices for Intelligent Automation for SAP Business One

## **Business Document Extraction from E-mail**

Technical Specification

THE BEST RUN



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## TECHNICAL OVERVIEW

The Business Document Extraction from E-mail bot is an SAP Business One best practice template for SAP Process Automation. The bot automatically scans relevant e-mails in user's Outlook Inbox, downloads the attachments, and categorizes them based on the document type and company code. The parameters for downloading and classifying the documents are defined by the user in a configuration Excel file.

The Business Document Extraction from E-mail bot can be used as a standalone bot. However, if you are using other best practices process automation bots for SAP Business One that require business documents to be manually placed in a specific folder for the bot, we recommend using the Business Document Extraction from E-mail bot as the first part of the end-to-end automation scenario. This can reduce the manual effort required when using the following bots:

- Supplier Invoice Upload for Intelligent Invoice Scanning
- Proof of Delivery Note Upload in the Outbound Delivery and the Invoice
- Sales Order Creation from a Local Purchase Order

### Bot Type

This bot can be set up in unattended mode using SAP Process Automation.

Attended	Unattended	Screen Scraping
No	Yes	No

## PREREQUISITES

- **Root Folder**

You have created a folder with an arbitrary name in the local system that will function as the root folder for the automation. The bot will use the root folder to:

- Create a log folder where log files will be stored
- Create a folder structure to store the business documents downloaded from e-mails

**Note:** If this bot is working with other bots in an end-to-end automation process, all bots must use the same local root folder.

- **Configuration File**

You have downloaded the configuration file that is available in the **Documents** section of the bot project in the [SAP Intelligent RPA Store](#) and placed it inside the root folder. You can also access the bot project and configuration file in the Application Development for SAP Process Automation on the **Store** tab.

Outlook rules											
Rule	Business Object	Company Code	Outlook Account	Recipient Name	Recipient search criteria	Unread Emails only	Operator	UnreadEmail	Subject	Subject search criteria	
1	Proof of Delivery	MC64000		abc@sap.com	abc	Like		Yes	Equal	Proof of Delivery	Like

**Note:** Details related to each field can be displayed by hovering over the field name.

“Business Object” and “Company Code” are business values and required fields. The “Company Code” field is needed to process the business documents for a specific entity. In this field, enter an arbitrary value (consisting of numbers, letters, or both) to identify the company. If you are using branches for the SAP Business One company, you can enter the branch identification number.

The fields with green headers are the user-defined e-mail filter parameters for downloading and classifying the documents. The rows of the e-mail filter values are connected using the logical operator “or”, while the columns within a row are connected using the logical operator “and”. You do not need to specify all the filter values (if a filter value is blank, that filter will be ignored).

Each row in the configuration file corresponds to a filter rule. For each rule, the bot creates the required folders inside the root folder. When adding the scheduled trigger for the bot in the Application Development, you need to specify the name of the configuration file as the variable “configExcelFilename”. The configuration file must be closed during bot operation.

**Note:** If the bot is working with other bots in end-to-end automation process, use the same configuration file for all the bots (except for the bot-specific configuration files for Activity Creation for Business Partners), with the business object and company codes specified for each bot.

- **Outlook Folder**

In the user’s Outlook account, you have created a subfolder (for example, “Processed”) in the Inbox to be used by the bot.

## SOFTWARE REQUIREMENTS

- Microsoft Excel
- Microsoft Outlook
- Application Development for SAP Process Automation. For more information, see [Subscribing to SAP Process Automation](#) in the application help for SAP Process Automation on SAP Help Portal (EN only).
- Desktop Agent 2.0.20 or higher For more information, see [Install Desktop Agent to Run Automations](#) in the application help for SAP Process Automation on SAP Help Portal (EN only).

## BOT SETUP

1. Acquire the Business Document Extraction from E-mail project from the [SAP Intelligent RPA Store](#). You can also acquire the package in the Application Development for SAP Process Automation on the **Store** tab.
2. Deploy the bot and add a scheduled trigger.
3. Register and add an agent.
4. Wait for the scheduled trigger or start a bot run immediately (in **Monitor** → **Automations**, click the **Actions** icon and choose **Run now**).

For more information on steps 1-3, see *Setting Up and Deploying Best Practices Template Bots in the Application Development* in the online help for SAP Business One 10.0.

## Trigger Variables

The following table provides details on the trigger variables for SAP Process Automation that are required for running the bot.

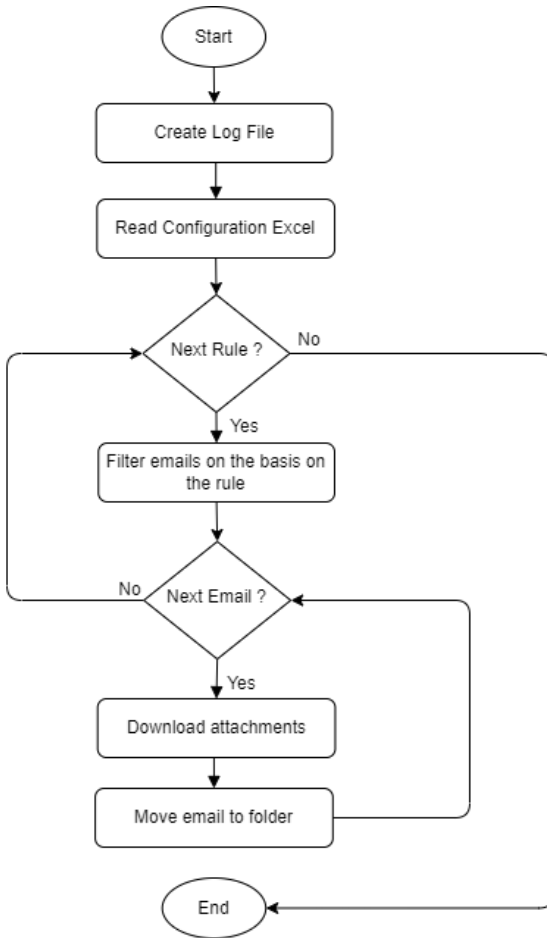
Trigger Variable Name	Type	Sample Value	Description
outlookFolder	Text, case sensitive	Processed	The name of the subfolder created in the user’s Outlook Inbox folder to which the e-mails processed by the bot are to be moved.
rootFolderPath	Text	C:\Users\Desktop\SPA	The root folder location where the configuration file is stored.

Trigger Variable Name	Type	Sample Value	Description
configExcelFilename	Text	Config.xlsx	The name of the configuration file to be used by the bot.

## COMPONENTS

Library	Type	Comments
Excel	Read	Used to get input data from the end user.
Excel	Write	Used to write/create/modify files during the bot run.
Outlook	Read	Used to read the user's Outlook Inbox.

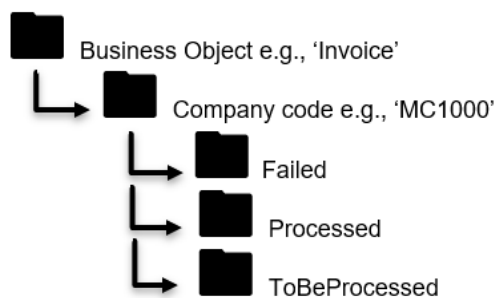
## BOT WORKFLOW



## OUTPUT AND LOGS

- **Root Folder Structure**

For each rule in the configuration file, the bot creates the following folder structure inside the root folder:



Files downloaded from e-mails are placed by the bot in the "ToBeProcessed" local folder. If the files are later used by other best practices process automation bots for SAP Business One, the files will be moved to the "Processed folder" if the automation of the files was successful, or to the "Failed" folder if the automation of the files was unsuccessful.

- **Logs**

The bot creates a folder named "Logs" inside the root folder to store the log files for each bot run. If a "Logs" folder already exists from another bot, this bot uses the same folder to store the log files.

**Note:** Log files should not be opened while running the bot.

- **Outlook Folder**

Outlook e-mails with successfully downloaded attachment files are moved to the subfolder in the user's Inbox that was created for this purpose (for example, "Processed").

## **CONSTRAINTS**

- This bot can only download .PNG, .JPG, .PDF, and .TIFF file formats from e-mails.
- This bot can only work on a Microsoft Windows operating system.

## **SECURITY**

In certain configuration scenarios, a technical user is required. In such cases, every natural person needs a separate technical user (for example, a separate communication arrangement). The user must not share their credentials with any other natural person.

For security-relevant information that applies to SAP Process Automation, see [Security](#) in the application help for SAP Process Automation on SAP Help Portal (EN only).

[www.sap.com/contactsap](http://www.sap.com/contactsap)

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**THE BEST RUN**

