

# **Accounts Bot – Rules & Templates**

## **Accounts Bot Responsibilities**

1. Process monthly salary payments.
2. Calculate pending dues after HR provides last working date.
3. Handle reimbursement requests.
4. Maintain employee financial records.
5. Coordinate with HR for final settlements.

## **Demo Rules (Examples)**

- Last month's salary will be issued on the 7th of every month.
- Final settlement will only begin once HR confirms last working date.
- Reimbursements must be filed before the 25th of each month.

## **Final Settlement Template**

Employee Name: \_\_\_\_\_

Last Working Date (Provided by HR): \_\_\_\_\_

Pending Salary: \_\_\_\_\_

Approved Reimbursements: \_\_\_\_\_

Deductions: \_\_\_\_\_

Net Payable Amount: \_\_\_\_\_

Payment Date: \_\_\_\_\_