

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: _____