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Individual Project 3: RPA

**Please list 5 potential projects for RPA related to accounting, financial or business valuation processes.**

1. *Customer Service –* RPA makes ticket resolution easier and faster. RPA bots can be programmed to process information from requests and complaints into determined categories, allowing for quicker resolution.
2. *Invoice Processing –* Automated RPA bot can help by validating files and extracting data from them without any human input
3. *Increase Productivity –* RPA can aid employees with mundane tasks like data entry. This will allow them to spend less time on tedious activities and more time on specialised and creative work.
4. *News Collation and summary –* RPA can help business executives and their secretaries to scrap news data, collecting the biggest headlines and relevant updates in their industries everyday.
5. *Payroll –* Tracking employees’ time in spreadsheets and payroll can be extremely exhausting and time-consuming for Human Resource (HR) departments. By implementing RPA processes, the bot can automatically verify and update payroll sheets and vacation balances, saving time spent on repetitive work.

**Features implemented in RPA system:**

* Automatically fill in company’s name
* Automatically fill in Director’s name
* Automatically fill in Shareholder’s name
* Automatically fill in Year End Date
* Automatically fill in Email Address

**Guidelines for RPA System:**

1. User has to first duplicate a copy of Financial report template. Filename for this case will be ‘Replace Word Compilation Report-Copy.docx’
2. Details of relevant personnel can be updated on excel sheet. Filename in this example will be ‘Compilation Report Data.xlxs’. Recommended to duplicate a copy of excel sheet as file will be updated every run.
3. Upon Running of xaml file, the first row of data in excel sheet will be extracted. Company’s name, Director’s name and secretary name will be updated and changed accordingly in the word document.
4. After which, the row of data in excel sheet will be deleted. The next row of data in the excel sheet will be used to tabulate the report for the next company listed for the next run.