

FBP Claim Approvals

FBP bills claimed by employees can be approved in this page, and also based on status the claim records can be viewed.

Go to **Transactions menu** >> Under **Flexible Benefits** >> Click on **Approvals**

- Select **Month** in drop down field, on selecting month system fetches all pending claims list by default.
- Search and select employee in **Employee Code/Name** field, to approve particular employee bills

FBP Claims Approval List

Click on 'Requested Amount' to Approve/Edit the claim

Month: August-2018

Employee Code /Name:

List Requests: Pending

Search

Code	Name	Component	Date	Ref.NO	Month	Requested Amount	Approved Amount	Status
11	3	Food Coupon	24/11/2018	1	Aug-2018	10000.00	0.00	New

Click on the **Requested Amount**, which is displayed as a link, to see the detailed view of claim record in which approval can be done too.

- Check all given details and Override the requested amount, if required. And click on **Approve** the claims record.
- Click on **List** button to go back and check other pending claims records

FBP Reimbursement Claim Details

Employee Code: 11

Employee Name: 3

Date: 24/11/2018

Reference No: 1

FBP Component: Food Coupon

Claim Amount: 10000.00

Particulars	Bill No	Bill Date	Amount	Approved Amount	Rejected Amount	Remarks
1 1111111	11111111	01/10/2018	10000.00	<input type="text" value="10000.00"/>		select  (0)

Approve

List