FBP View Payouts

This page enables users to view processed bills in the format of pay slips, which can be downloaded in PDF formats and also PDF format pay slips can be mailed to employees.

Below are the steps to view FBP pay slips:

Go to **Transactions** menu >> Under **Flexible Benefits** >> Click on **View Payouts**

- Select month from **Month** drop down, immediately FBP payments processed for the given month will be   displayed.
- Search/select employee in **Employee Code/Name** field to see individual employee record
- Click on **FBP Amount** to view component wise details for the given month and selected employee

    FBP pay slips can be downloaded in PDF format either employee wise separate PDF's or single PDF for selected employees. Employees can be selected by marking the check box.

- After selecting the employees click on **Download in Single PDF** to generate single PDF for selected employees OR click on **Download in Multiple PDF's** to generate separate PDF's at employee level.
- Select the employees and click on **Send Mail** to send FBP pay slips to their email ids.

FBP Payout Report

Select Month : October-2018 ▼

Employee Code/Name : [   ] [Search]

Click on the amount to view the details

	SI No	Code	Name	FBP Amount	View Report
☐	1	11	3	10000.00	🔍

[Download in single PDF] [Download in multiple PDFs] [Send Mail]