FBP Process

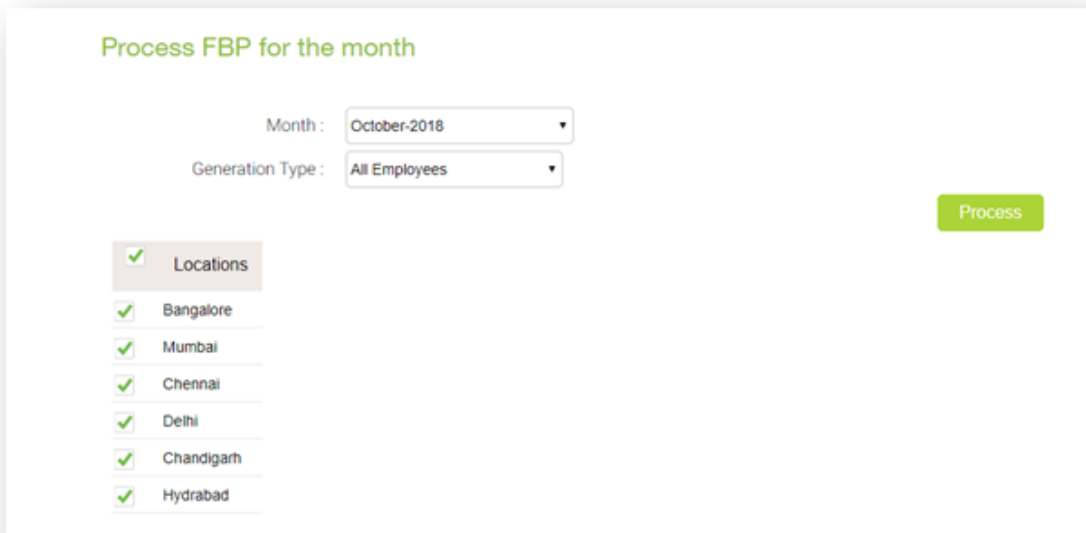In this page, approved bills have to be processed.

Every time process approved bills, in case FBP is paid out of salary.
If bills are paid along with the salary then process every month, to show
the bill amount in all relevant reports.

Note: *Before processing bills, ensure FBP is locked for previous month.*

Below are the steps to do the bills process,

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

* Select the processing month from the **Month** drop down. Then list of
  Locations will appear in the screen.
* Select the locations for processing by marking the checkbox against each
  location.
* Choose whether All employees bills to be processed or for a single
  employee records to be processed   from**Generation Type** drop down.
* Click on **Process** button to generate approved bill