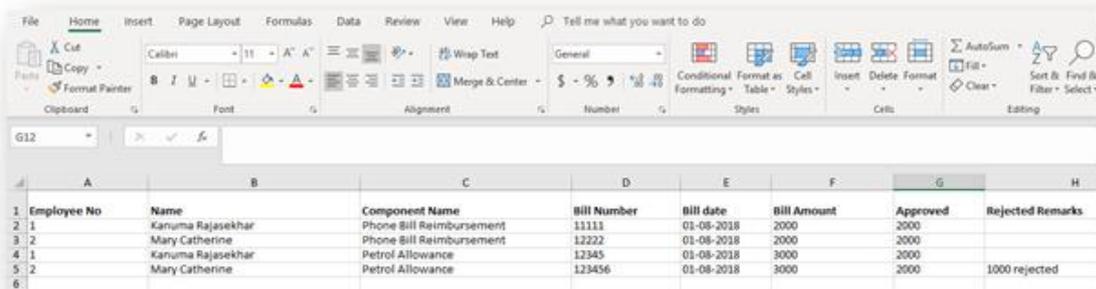


FBP Approved Bills Import

Using this importer, approved monthly claims can be uploaded in to the system with approved amount.

Go to **Transactions** menu >> Under **Flexible Benefits** >> Click on **Import Approved Bills**

- Select appropriate month using **Month** drop down.
- Click on **Generate Template** to download the template for filling the FBP Claim details with approved amount. Refer below screen shot to fill the data.



	A	B	C	D	E	F	G	H
1	Employee No	Name	Component Name	Bill Number	Bill date	Bill Amount	Approved	Rejected Remarks
2	1	Kanuma Rajasekhar	Phone Bill Reimbursement	11111	01-08-2018	2000	2000	
3	2	Mary Catherine	Phone Bill Reimbursement	12222	01-08-2018	2000	2000	
4	1	Kanuma Rajasekhar	Petrol Allowance	12345	01-08-2018	3000	2000	
5	2	Mary Catherine	Petrol Allowance	123456	01-08-2018	3000	2000	1000 rejected
6								

- After filling the details save the file in local system. Select the file by clicking on **Browse/Choose File** and click on **Import**.
- After importing, imported details will be displayed, Review the same and click on **Save** button to upload the details

Note: Ensure to do the FBP Process to display the approved amounts in Payouts.

FBP Monthly Approved Bills Import

Import monthly FBP claim details

Month:

File: No file chosen



Code	Name	compName	BillNo	BillDate	BillAmount	ApprovedAmt	Remarks
1	Kanuma Rajasekhar	Phone Bill Reimbursement	11111	01/08/2018	2000	2000	
2	Mary Catherine	Phone Bill Reimbursement	12222	01/08/2018	2000	2000	
1	Kanuma Rajasekhar	Petrol Allowance	12345	01/08/2018	3000	2000	
2	Mary Catherine	Petrol Allowance	123456	01/08/2018	3000	2000	1000 rejected