

FBP Reconciliation

At the end of the FY, the Admin / User need to process the unclaimed FBP amounts and pay them to the Employees as Taxable.

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

Process Un-claimed FBP

Current Month : October-2018

Process Un-claimed FBP

Code	Name	Total Eligible Amount	Total Attdn Based Eligible Amount	Total Claimed Amount	Unclaimed Amount	View/Edit
11	3	20000	19999	0	1999	20000
16	PT2	29700	29593	0	2959	29700
DT08	DT08	24000	24000	0	2400	24000

Export Back

- Here, the Admin / User can view Total Eligibility, Total Claimed Amount and Unclaimed Amount of all the Employees
- Click on the link under “**View/Edit**” column against each Employee, one by one; a detailed component-wise statement can be viewed.

Process Unclaimed FBP

On processing unclaimed FBP amount, it would be paid as taxable components with salary in the month of March i.e., end of Financial Year.

Before processing unclaimed FBP, ensure below things are taken care;

1. **Unclaimed Reimbursement** component should be created
2. Till March all FBP claims has to be proved and FBP should be locked/closed under Process >> Control >> FBP Reimbursement

Note: *For now, unclaimed FBP can be processed only at the yearend after closing the FBP month of March*

Click on **Process Unclaimed FBP** button to run the unclaimed FBP and process payroll and then check the salary statement.