

Reimbursement Finance Mapping

In this page, Location Wise Finance Approver for Reimbursement (Spend management) can be assigned.

Reimbursement applications from employees would be routed to Finance Manager once First Reporting Manager approves the reimbursement requests.

Below are the steps given to map finance manager:

- Go to **Employee** menu → **Employee Configure** → click on **Reimbursement Finance Mapping**
- Select the Locations, from the right hand side box
- Select **Role** as **Finance** and **Name** of the Person from the drop down
- And click on **Assign** button.

Note:

1. *Workflow of approvals depends on the configuration. Two types of workflows can be configured.*
 - a. *Applier → Reporting Manager → Finance Manager*
 - b. *Applier → Finance Manager*
2. *To see the Finance approver name in the drop down, ensure Finance role is mapped to the users under Employee Roles.*