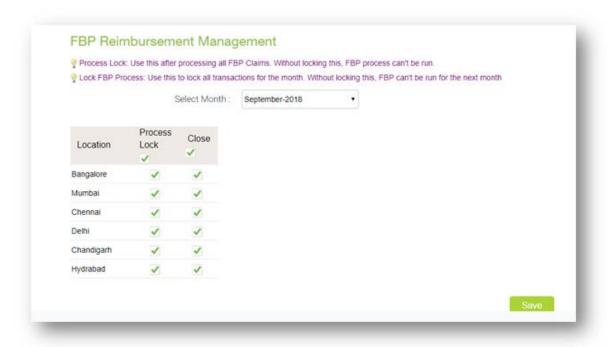# FBP Process Lock

Sometimes, while processing the FBP Claims, there are chances the Employees may update fresh claims from their respective ESS logins. By this, the payout could keep changing which shows an incorrect picture. Hence, to ensure this does not happen, the Admin has got an option to lock the Process.

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

- Select the relevant month from the dropdown list
- If you need to process FBP and do not want the Employees to keep updating additional claims in between, please tick the checkbox under "**Process Lock**" column
- Once the process is completed, then tick the chexkbox under "**Close**" column; this also ensures the FBP Payslips can be viewed by the Employees at their respective ESS ends