FBP Import Claims
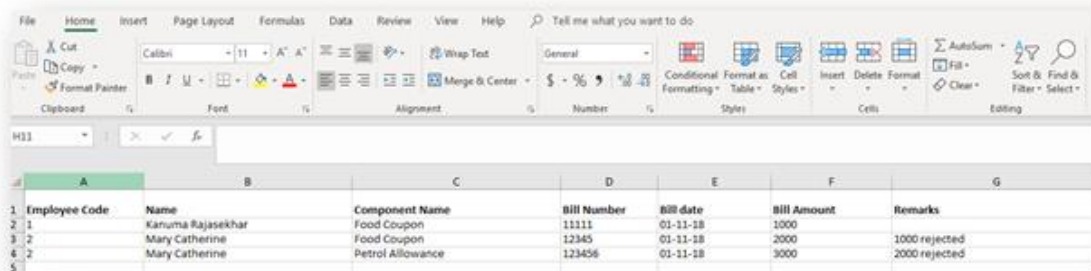
Import FBP - Claims Only

Using this importer, monthly claims bills can be uploaded in to the system which has to be approved later on, using Approval option.

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

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

- 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 detail

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

Monthly FBP Claimed Details

💡 Import monthly FBP claim details

Month : August-2018 ▾

File : [Choose File] No file chosen

[Import] 📊 [Generate Template]

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

[Save]