

FBP Annual Component Process

In this page, Annual components like Gift Coupons are processed post completion of the declaration cut off month.

Go to **Transactions** menu >> Under **Flexible Benefits** >> Click on **FBP Annual Component Process**

Steps to be followed for processing:-

- Select the **Component** and **Month** and employees can be filtered based on Branch, Department and Designation.
- Click on **View** button to see the list of employees' who are eligible to avail Annual Component amounts.
- Select the employees by marking the check box and click on **Process** button.

Note: *Processing can be done only after declaration closing date, as configured in FBP Component Mapping.*