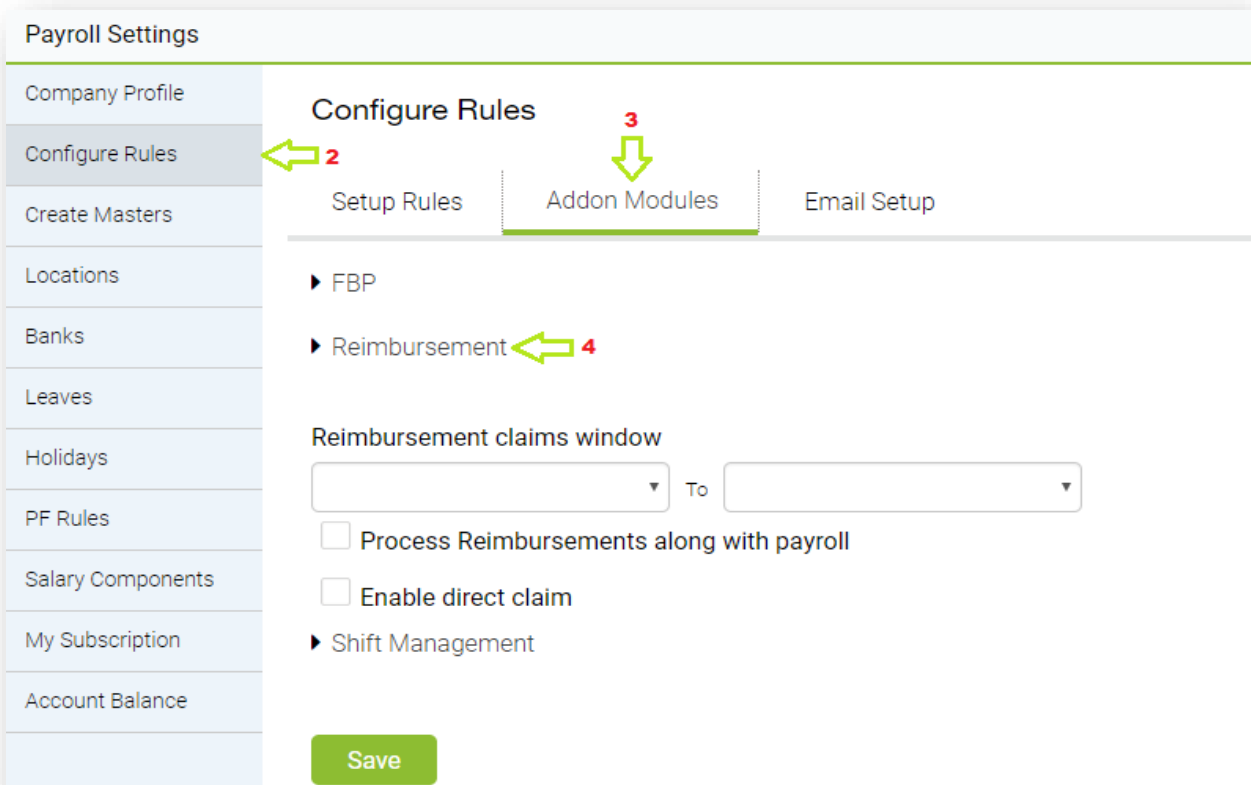
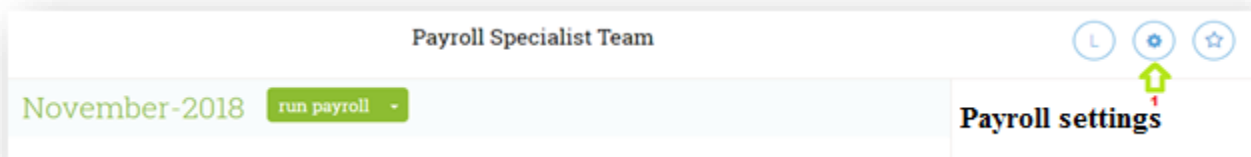




How to configure the reimbursement module?

Step 1: - Reimbursement settings

Go to **Payroll Settings** >> **Configure rules** >> **Addon modules** >> Click on **Reimbursement**.



A) Reimbursement claims window (Mandatory)

- Select the date range to setup the claims window

Example: To restrict the employees to submit the claims within the date range.

The screenshot shows a 'Configure Rules' window with three tabs: 'Setup Rules', 'Addon Modules', and 'Email Setup'. The 'Addon Modules' tab is selected. Under this tab, there are expandable sections for 'FBP', 'Reimbursement', and 'Shift Management'. The 'Reimbursement' section is expanded, showing a 'Reimbursement claims window' configuration. This configuration consists of two dropdown menus: the first is set to '1' and the second is set to '30', with a 'To' label between them. Below this configuration are two unchecked checkboxes: 'Process Reimbursements along with payroll' and 'Enable direct claim'. A green 'Save' button is located at the bottom left of the configuration area.

B) Process Reimbursements along with payroll (Optional)

- **Tick** on the check box, if the reimbursement is paid along with salary
- **Untick** on the check box, if the reimbursement is paid out of payroll

C) Enable direct claim (Optional)

- **Tick** on the check box to enable direct claim

Example: If the option is ticked as Direct claim, the approval will trigger directly to Final Approver, so the Reporting Manager will not receive approval notification.

➤ When the same is **Unticked** (Standard workflow)

Example: “Employee >> Reporting manager >> Finance approver”

D) Click on **Save button** to complete the **Step 1** Configuration.

Step 2: -

How to add Reimbursement component (Expense head)

To create a reimbursement component for travel reimbursement, food reimbursement etc. which is paid over an above employees’ salary. Refer the below path to create the same.

Go to **Payroll settings >> Salary Component >> click on New.**

Name	Transport Reimbursement
Abbreviation	TR
Paid Component	Yes (if you don’t want to show this component in payslips then do not check the box)
Pay Type	Reimbursement
Tax Status	Non-taxable
Calculation Type	Flat
Map To	-
Round off Value	Nearest to INR 1/-
Component Type	Variable
Is FBP component	No
Attendance Dependent	No
Part of CTC	No
Active	Yes
Is an FFS component	No

Pay allocation: - Once the component is created, in the same page you can allocate the component.

Go to **Payroll Settings >> Salary Components** and click on **Pay Allocation.**

Hyper link for your information: -

<http://support.paybooks.in/support/solutions/articles/4000060349-how-to-allocate-a-pay-component-in-salary-structure-of-employees->

Step 3: -

How to configure Finance Manager for Reimbursement workflow?

A) Role mapping

Finance Manager should be mapped in Role Mapping and screen permissions should be given accordingly.

To Map Role: **Employees >> More >>Role Mapping >>** Select the role >> **Update the employee code >>Apply.**

Example: Map **Finance** or **HR** for Finance approval

To provide **Screen permissions:** Go to **Employees >> More >>** Under **Permissions>>** Click on **Set permissions >>** Select the **role** type as **Finance >>** and set the **permissions accordingly.**

B) 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 are given to map finance manager:

Go to **Transactions >>Expense Reimbursement Management >>** click on **Assign Reimbursement Approver**

- Select the Locations, from the right-hand side box
- Select **Role** as **Finance** and **Name** of the Person from the drop down as shown below
- And click on **Assign** button.

Note: You can assign the below roles for finance approval.

1: HR

2: Finance

3: Employer

Assign reimbursement approver

Check All

Un-assigned Location

- ▣ Locations
 - Mumbai

Role :

Names :

Assigned Location

- ▣ Sriram----FINANCE
 - a
 - Bangalore

Note:

1. Workflow of approvals depends on the configuration. Two types of workflows can be configured.
 - a. Employee>> Reporting Manager >> Finance Manager
 - b. Employee>> Finance Manager
2. To see the Finance approver name in the drop down, ensure Finance role is mapped to the users under Employee Roles.
- 3: Multiple finance approver can be assigned for multiple location.

Step 4: -

To Transfer the claim from previous Finance approver to current approver.

Go to **Transactions >> Under Expense Reimbursement Management >> Click on Change Reimbursement Approver**

Reimbursement Mapping

Assign From : ← 1

002-Mani

Assign To : ← 2

	All	Code	Name	Amount	Ref No.	Process Month	Approver Name
<input type="checkbox"/>		002	Mani	123.00	002-54-26/11/2018	01/Nov/2018	002-Mani
<input type="checkbox"/>		001	Vishwas SJ	2000.00	001-50-11/10/2018	11/Oct/2018	

← 4

Note : The option is given only when the approver changes in sudden, to approve the pending claims by current Finance approver.

Step 5: -

Final approval process in Finance login

A) Go to Transactions >> Under Expense Reimbursement Management >> Click on Finance approval

The screenshot shows a navigation menu on the left with 'transactions' highlighted. The main content area is divided into three columns:

- Income tax compliance**: Manage tax related compliances here, Map Tax Deduction Components, Map Tax Declaration Components, Perquisites, Control ESS access, Update TDS Challan Details, Generate Form 16 B, Form 24 Q Ack Updation, Import Form 16 A, Manage Form 16, Income Tax Computation Report, Override Monthly Income Tax, Generate Form 12 BB, Update Tax Deducted Outside.
- Loan Management**: Manage employee loans here, Loan Master, Disburse loans, Manage payments, Closure/Waiver.
- Hold / Release salary**: Manage employee salary stop/release here, Stop salary, Release salary, Arrear Process, LOP Entry.
- Leave management**: Manage employee leave, time, Configure Attendance Rules Manually, Loss Of Pay Adjustment, Approve Leave Requests, Update Leave Encashment Days, Create New Leave Year, Update Over Time Units.
- Expense Reimbursement Management**: Manage employee reimbursements here, Process reimbursements, View Claim Status, Assion reimbursement approver, **Finance Approval**, Change Reimbursement Approver.
- Flexible Benefits**: Manage all FBP transactions here, Create CTC Eligibility Slabs, Configure FBP Eligibility Rules, Category mapping, Declare FBP on Behalf of Employee, Enable/Disable FBP Declaration in ESS, Update Employee Claims, Approve/View Approved Claims.

B) Select the Month >> Status >> Click on View/Edit

Approve Claims

1 → Month : All
2 → Status : Pending
Employee Code/ Name : Search




SI.No	Code	Name	Claimed Month	Processed Month	Requested Amt	Approved Amt	Work Flow	View/Edit
1	001	Vishwas SJ	October-2018	October-2018	2000	0	YES	View/Edit ← 3

C) The Finance manager can approve the amount based on the bills submitted by the employee.

Note: To reject the claim update the approved amount as 0 and click on approve so the requested amount will get rejected by the Finance approver.

Claim Approvals

Employee Code : 002 Employee Name : Mani
Status : Approved Mode : Submitted To Accounts
Process Month : 01/11/2018
Requested Amount : 123.00 Approved Amount :
Cost Center : TEAM Project :
Mark as Paid:

Expense Head	Description	Bill No	From Date	To Date	Requested Amount	Approved Amount	Remarks	Att.
Food Reimbursement.	Test Claim	212121	01/11/2018	01/11/2018	123.00	123.00	  (0) 	



Pay Adjustment: If the check box of **Lock Pay Adjustment** is locked, the finance manager cannot view **Approve** option while approving the claims.

To **unlock** the **Pay Adjustment** : <http://support.paybooks.in/support/solutions/articles/4000144075-how-to-unlock-lock-attendance-and-lock-pay-adjustment>

***Note:** Once the claims are approved by the Finance manager, Admin/HR need to process the payroll and the approved claims will reflect under Pay adjustment tab and pay slips.*