

How to configure Finance Manager for Reimbursement workflow ?

In this page, Location Wise Finance Approver for Reimbursement (Expense reimbursement 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**

Ø Select the Locations, from the right-hand side box

Ø Select **Role** as **Finance** and **Name** of the Person from the drop down

Ø And click on **Assign** button.

