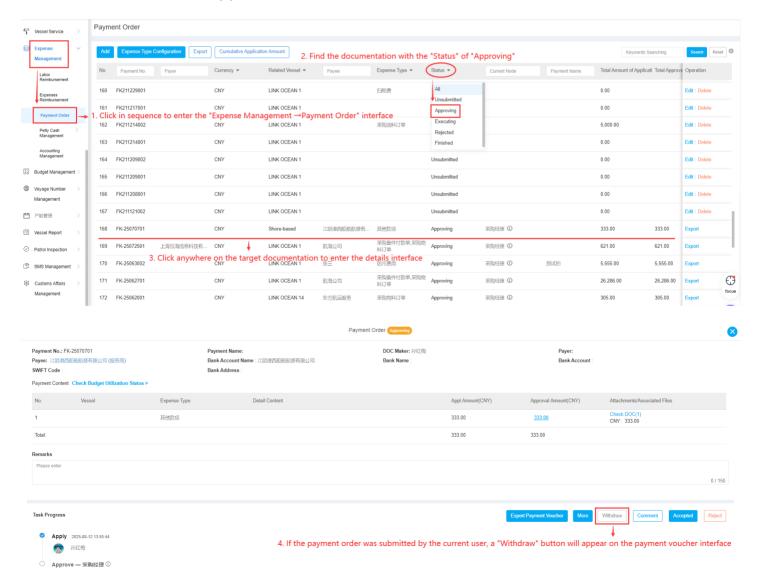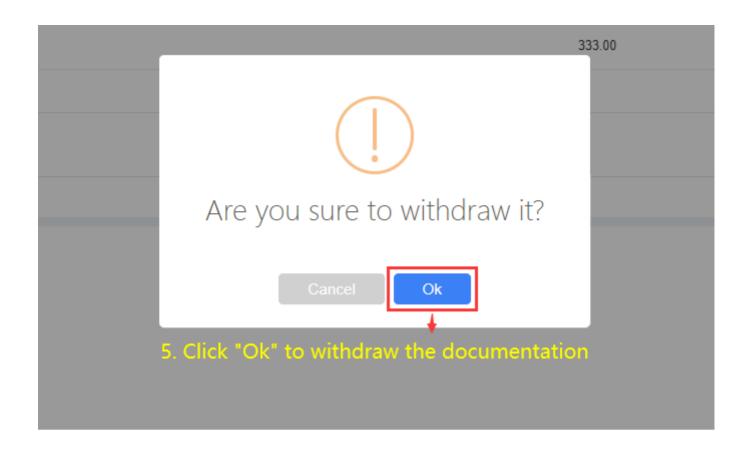# How to withdraw a payment order (document)

The system supports the withdrawal operation for payment orders submitted by the user themselves (Whoever submits it, withdraws it).

Users log in to the OLISS Web side, click in sequence to enter the **"Expense Management →Payment Order"** interface. In the payment order list, find the documentation with the "Status" of "Approving". Click anywhere on the target documentation to enter the details interface. If the payment order was submitted by the current user, a "Withdraw" button will appear on the payment voucher interface. Click "Withdraw" to pop up the withdrawal confirmation window, click "Confirm" to withdraw the documentation, and the withdrawn documentation can be re-edited and submitted for approval.

333.00

Are you sure to withdraw it?

Cancel　　Ok

5. Click "Ok" to withdraw the documentation

Note: Only the submitter of the documentation can withdraw the payment orders! If the documentation has been approved by any role, it cannot be withdrawn!