

How to approve the expense reimbursement form

After the expense reimbursement application is submitted, according to the workflow, the document will be transferred to the approver's workbench.

Users can log in to the website of OLSaaS, and operate in "Workbench → Workflow Task → Approve → Expenses Reimbursement(To Be Approved)" interface according to the following steps 1-3:

The screenshot displays the OLSaaS Workbench interface. At the top, there is a navigation bar with "Workbench 9919", "Vessel Monitor", "Find", and "Help". Below this, there are tabs for "To-do List", "Overall", and "Warning Popups Setting". The main area shows a "Workflow Task" section with a "2 Approve" button for "Ves.Reimb". A red arrow points to this button with the text: "1. Log in to the website of OLSaaS and enter the workbench interface by default, click 'Workflow Task → Approve → Expenses Reimbursement(To Be Approved)'".

Below the workflow task, there is a "To-do List: 1" section. It shows an "Expenses Reimbursement" card with a "Approve" button. A red arrow points to this button with the text: "2. Click the expense reimbursement form to be approved." The card details include: Document No.: BX-23050802, Total Application Amount: CNY 136.00, and Apply Date: 2023-05-08.

The main content area shows a table with columns: No., Vessel, Expense Type, Detail Content, Appl.Amount(CNY), Approval Amount(CNY), Related Merchant Name, Number of Bills, and Attachments/Associated Files. The table contains one row for an expense reimbursement of 136.00 CNY. A red arrow points to the "Approval Amount(CNY)" column with the text: "Click to modify the approved amount". Another red arrow points to the "Attachments/Associated Files" column with the text: "Click to view related documents".

At the bottom, there is a "Remarks" section and an "Approval Processes" section with buttons for "Comment", "Accept", and "Refuse". A red arrow points to these buttons with the text: "3. The corresponding operation can be done according to the actual audit situation.".

Next Step:

- ① For the approved expense reimbursement document, if the company has set the "Execute" step in the workflow, the document will be in a state of "Executing", which is generally used to record the operation of making payment for private reimbursement;
- ② For the rejected expense reimbursement document, the document will be in a state of "Rejected" in the interface of "Expenses Reimbursement". Users can copy the original document according to actual needs, and resubmit it for approval after modification.

Two cases:

if the expense type is petty cash, the expense will be directly deducted from petty cash after the document is finished; If the expense type is other types, the finance department will make payment after the document is completed.