How to approve payment documentation on the web (document)

After the payment form is submitted for approval, according to the approval process node, the documentation is transferred to the workbench of the personnel with approval authority for approval.

When a user logs in to the OLISS Web side, they will default to enter the workbench interface. In the process approval task, click "Payment Order - Approve". When there are many documents, the target documentation can be retrieved via keywords or the filter bar, and then click on the target documentation. On the Payment Order interface, the approval amount can be modified as needed, and personnel with approval authority can modify the remarks, and corresponding operations can be carried out according to the actual review situation.

۲					Workbench (32654)	Vessel Al	S Find					• 💿 💼	-
Г	To-do List Warning	Popups Setting>											
Î	All (135) Due 🜖	1. When a user Overdue 01 Reminde	logs in to the ars(43)	OLISS Web side	they will defau	It to ente	r the workench inte	erface. In the proce	ess approval t	task , click "	Payment Or 1 Iten	der- Appro	ve" I Vessels ↓
V	Vorkflow Task (92)												
	Labor Keimbursement/	(pprove(39)	rsement-Execute(6)	Expenses Reimbursement-	Approve(18) Expenses	Reimpursement-	-Execute(3) Payment Order	Approve(25) Petty Cash(1	2				
R	eliable Safety Responsil	silty											
4	Payment Order—	Approve			2. When ther the target d	e is a larg ocumenta	e amount of docu tion by keyword o	mentation , you ca r through the filter	n search for r bar 🔶		Keywords Searchin	g Search	Reset
N	0. Payment No.	Payment Name	Payee	Related Vessel -	Expense Type 💌	Currency •	Total Amount of Application	Total Approval Amount	Amount Paid	Submit Date	Remarks	Operation	-
1	FK-25063002	测试的	张三	LINK OCEAN 1	防污费用	CNY	5,555.00	5,555.00		2025-06-30		Export	
2	FK-25062701		航海公司	LINK OCEAN 1	采购备件付款单,采购物 料订单	CNY	26,286.00	26,286.00		2025-06-27		Export	
3	FK-25062001	on the target doc	东方航运服务	LINK OCEAN 14	采购物料订单	CNY	305.00	305.00		2025-06-20		Export	
4	FK-25052905	测试的	李四	LINK OCEAN 1	防污费用	CNY	666.00	666.00		2025-05-29		Export	
5	FK-25030101		忐忑商务测试	LINK OCEAN 14	采购油料订单,采购物料 订单	CNY	7,877,110.00	7,877,110.00		2025-03-01		Export	
6	FK-25011321			LINK OCEAN 1	服务订单	CNY	9,000.00	9,000.00		2025-02-14		Export	
						Payment Or	der Approving						8
	Payment No.: FK-25063/ Payee: 张三 SWIFT Code : 6666666	102	5	Payment Name: 测司的 Bank Account Name : 航海公司 Bank Address :	1		DOC Maker: 资春旭 Bank Name : 建设银行上海分行		Payer: Bank Ac	count : 2021042616	26		
	Jayment Content Check Budget Utilization Status >			3. Approval a			3. Approval amount	nount can be modified as needed					
	No. Ve	ssel	Expense Type	Detail Cont	ent			Appl.Amount(CNY)	Approval Amount(CN	Y) Attac	ments/Associated File	s	
	1 LI	IK OCEAN 1	防污费用				1	5,555.00	5.555.00				
Total: 4. Personnel with approval and editing permissions can m					modify re	marks	5,555.00	5,555.00					
	Remarks Please enter											0	/ 150
< -	Task Progress								Export Payment	Koucher More	Comment	Accepted	ject >
	Apply 2025-00	-30 22:02:30						5. Perform corn	esponding op	erations base	ed on the act	ual approval	l status

A. Click "Accepted", a confirmation pop-up window will appear, fill in the approval comments, upload the attachment, then click "Confirm". For the

approved documentation, according to the approval process node, the documentation will be transferred to the workbench of the personnel with execution authority (used to record payment);

Agree	
Budget Account: 防污费用 Using Dept.: LINK OCEAN 1, this month's budget is \$monthMount\$, already used 0.00; thisyear's budget is 60,000.00, already used 6,221.00 Management Dept.: 轮机部, this month's budget is \$monthMount\$, already used 0.00; thisyear's budget is 60,000.00, already used 6,221.00	
Agree Opinion	
Please enter	0 / 500
Upload	
6. Fill in the approval comments, upload the attachment, then click "Confirm"	
Confirm	Cancel

B. Click "Reject", a confirmation pop-up window will appear, fill in the reason for return, review the returned documentation, support returning to any approved approval node, and also support returning to the submitter: 1. If returning to any approved approval node, it will be transferred to the workbench of the corresponding approver; 2. If returning to the submitter, the documentation will be returned to the payment documentation list interface (the status of the documentation will change to "Approval Rejected").

	Reject	<u>v</u>
海公言 Back To * (Select	t the approved approval node and can be rejected	I to the submitter)
Apply (贺春旭)		~
Reject Reason *	*	
Please enter		N
		0 / 500
		Confirm Cancel
6' Fill in th	te reason for return reviev	v the returned
document	ation, support returning to	any approved node
and then	click "Confirm"	

After the payment order process is completed, the system automatically generates a record in the "Procurement Accounting \rightarrow Procurement Accounting History" interface.