

# 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.

**1. 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"**

**2. When there is a large amount of documentation, you can search for the target documentation by keyword or through the filter bar**

No.	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	办公用品	CNY	5,555.00	5,555.00		2025-06-30		Export
2	FK-25062701	测试的	测试公司	LINK OCEAN 1	采购备件材料,采购物料	CNY	26,286.00	26,286.00		2025-06-27		Export
3	FK-25062001	测试的	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	办公用品	CNY	666.00	666.00		2025-05-29		Export
5	FK-25030101	测试的	测试公司	LINK OCEAN 14	采购物料订单,采购物料	CNY	7,877,110.00	7,877,110.00		2025-03-01		Export
6	FK-25011321	测试的	测试公司	LINK OCEAN 1	服务订单	CNY	9,000.00	9,000.00		2025-02-14		Export

**3. Approval amount can be modified as needed**

No.	Vessel	Expense Type	Detail Content	Appl.Amount(CNY)	Approval Amount(CNY)	Attachments/Associated Files
1	LINK OCEAN 1	办公用品		5,555.00	5,555.00	
Total:				5,555.00	5,555.00	

**4. Personnel with approval and editing permissions can modify remarks**

Remarks  
Please enter

**5. Perform corresponding operations based on the actual approval status**

Export Payment Voucher | More | Comment | Accepted | Reject

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; this year'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; this year'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").

Payment Order

Reject

Back To \* (Select the approved approval node and can be rejected to the submitter)

Apply (贺春旭)

Reject Reason \*

Please enter

0 / 500

Confirm Cancel

6'. Fill in the reason for return, review the returned documentation, 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 → Procurement Accounting History" interface.