

How to add a payment order

Users can log in to the website of OLSaaS, and operate in "Expense Management → Payment Order" interface according to the following steps 1-9:

(Take the example that the payee is a supplier)

The screenshot shows the 'Payment Order' interface. A yellow box highlights the 'Add' button in the top left. A yellow arrow points from the 'Add' button to a dropdown menu. The dropdown menu is open, showing options: 'Please Select', 'Supplier', 'Service Provider', and 'Personal'. A yellow arrow points from the dropdown menu to the 'Supplier' option. The background shows a table of payment orders with columns: No., Payment No., Payment Name, Payee, Related Vessel, Application, Total Approval Amount, Amount Paid, Submit Date, Execution Date, and Remarks.

No.	Payment No.	Payment Name	Payee	Related Vessel	Application	Total Approval Amount	Amount Paid	Submit Date	Execution Date	Remarks
1	FK-23050501			长胜号		6,000.00(CNY)		2023-05-05		
2	FK-23032102		一方通行科技公司	长胜号	采购备件订单	645.50(CNY)	645.50(CNY)	2023-04-27	2023-04-27	
3	FK-23042701		高乐海科技有限公司	前胜号	采购备件订单	404.00(CNY)	200.00(CNY)	2023-04-27	2023-04-27	

4. When there are many suppliers, you can find suppliers by keywords; If the supplier cannot be found, you can add the supplier manually.

5. Click "Confirm" after confirming the selection of suppliers.

Select	Company Abbreviation	Supply Type	Custom Type	Contact	Contact Position	Contact mailbox	Contact Mobile	Operation
<input checked="" type="radio"/>	高乐高	Marine Store...		高一		2441283772@qq.com	18061155891	Edit
<input type="radio"/>	一方通行	Marine Store...		高力		623645916@qq.com	18061155891	Edit

Select PO

6. Select a specific purchase order, and then click "Next Step"

Continue operation

No.	Vessel	Order No.	Supplier Name	Type	Enquiry Type	Total Price	Status	Paid	Select
1	前进号	PO-P23042304	高乐高科技有限公司	Spare Parts	direct purchase	404.00	Closed	200	<input checked="" type="checkbox"/>
2	前进号	PO-P22111402	高乐高科技有限公司	Spare Parts	direct purchase	60.00	Closed	0	<input type="checkbox"/>
3	长胜号	PO-P22101201	高乐高科技有限公司	Spare Parts	General Inquiry	348.00	Receiving	0	<input type="checkbox"/>
4	长胜号	PO-P22091701	高乐高科技有限公司	Spare Parts	direct purchase	2,780.00	Receiving	0	<input type="checkbox"/>
5	长胜号	PO-P22090704	高乐高科技有限公司	Spare Parts	General Inquiry	32.00	Closed	0	<input type="checkbox"/>

**Note: There are two purchase order statuses here: Accepting and Completed;
And the purchase order with bookkeeping completed cannot be selected again!**

5 Total

7. In the payment form editing interface, complete the necessary information(Items with * are required).

Payment No.: FK-23050801

Payee: 高乐高科技有限公司 Currency*: CNY(CNY) Payment Name: DOC Maker: 互海科技-高银 Payer: 杭州高银科技有限公司

Payment Content* Select PO ← Click here to continue selecting purchase orders

No.	Vessel*	Expense Type*	Detail Content	Appl.Amount *	Attachment	Operation
1	前进号	采购备件订单		204	Check: DOC[1] Qty: 204.00	Related Document Add Attachment Delete
Total:				204.00		

Note: The expense type here is displayed according to whether the associated document is selected and the specific type of the selected document when configuring the expense type, and the expense type here cannot be changed.

Remarks: Please enter remarks

Attachment: Upload Attachment

8. Add remarks and upload attachments as needed.

**9. If you click "Save", you can edit the payment order next time;
If you click "Submit Approval", the document will be awaiting approval after the workflow is selected.**

Save
Submit Approval
Cancel

Description:

After the payment order is submitted, you can query the document approval progress by selecting the status in the filter column in the payment order interface, as shown below:

In the payment order interface, you can query the document approval status through the filter column.

No.	Payment No.	Payment Name	Payee	Related Vessel	Expense Type	Total Amount of Application	Total Approval Amount	Amount Paid	Submit Date	Execution Date	Remarks	Operation
1	FK-23050801		高乐高科技有限公司	前进号	采购备件订单	204.00(CNY)	204.00(CNY)		2023-05-08			Export
2	FK-23050501			长胜号	均修	6,000.00(CNY)	6,000.00(CNY)		2023-05-05			Export
3	FK-23032102		一方通付科技公司	长胜号	采购备件订单	645.50(CNY)	645.50(CNY)	645.50(CNY)	2023-04-27	2023-04-27		Export

Next Step:

After the payment order is submitted, it will be transferred to the approver's workbench according to the workflow node.

(Note: If "No Workflow" is selected when the document is submitted, the document will be in state of "Completed")