

# 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.

Workbench 32654

Vessel AIS

Find

Switching System

EN

To-do List

Warning Popups

Settings

All (135)

Due 1

Overdue 01

Reminders(43)

Workflow Task (92)

Labor Reimbursement—Approve(39)

Labor Reimbursement—Execute(6)

Expenses Reimbursement—Approve(18)

Expenses Reimbursement—Execute(3)

Payment Order—Approve(25)

Petty Cash(1)

Reliable Safety Responsibility

1. When a user logs in to the OLISS Web side, they will default to enter the workench 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

Keywords Searching

Search

Reset

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	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		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		志志商务测试	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

Click on the target documentation

可根据需要修改审批金额Approval amount can be modified as needed ; 有审批编辑权限的人员可修改备注Personnel with approval and editing permissions can modify remarks ; 根据实际审批情况进行对应的操作Perform corresponding operations based on the actual approval status

Payment Order Approving

Payment No.: FK-25063002

Payee: 张三

SWIFT Code : 6666666

Payment Name: 测试的

Bank Account Name : 航海公司

Bank Address :

DOC Maker: 贺春旭

Bank Name : 建设银行上海分行

Payer:

Bank Account : 202104261626

Payment Content [Check Budget Utilization Status >](#)

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

Remarks

Please enter

0 / 150

Task Progress

Apply

2025-06-30 22:02:30

贺春旭 (测试)

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);

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

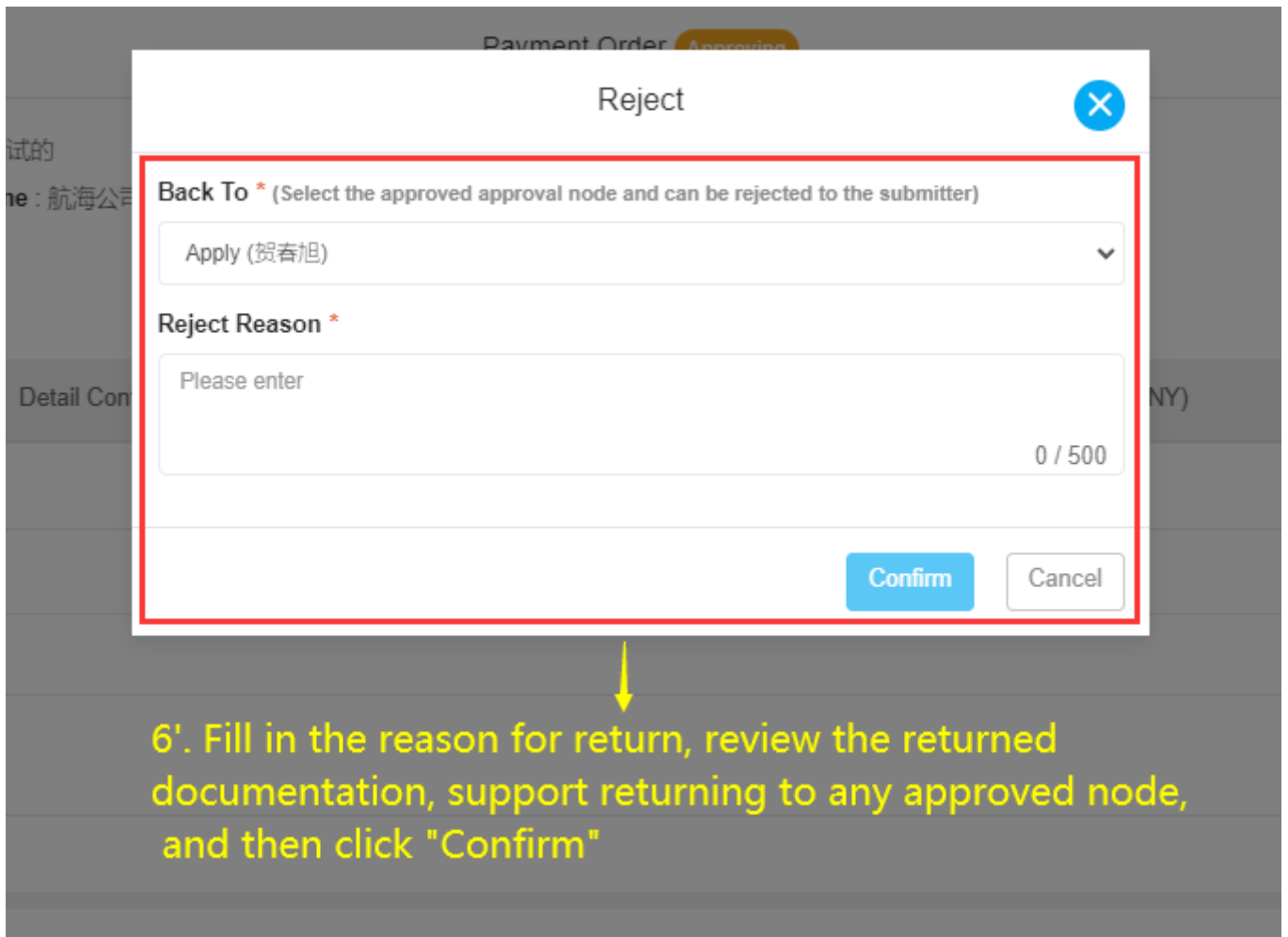
Upload

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").



After the payment documentation process is completed, the system automatically generates a record in the "Procurement Accounting → Procurement Accounting History" interface.