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.

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 No.: FK-25063002	**Payment Name:** 测试的	**DOC Maker:** 贺春旭	**Payer:**
Payee: 张三	**Bank Account Name** : 航海公司	**Bank Name** : 建设银行上海分行	**Bank Account** : 202104261626
SWIFT Code : 6666666	**Bank Address** :		

Payment Content Check Budget Utilization Status >

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	防污费用		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

0 / 150

Task Progress

Export Payment Voucher More Comment Accepted Reject

5. Perform corresponding operations based on the actual approval status

Apply 2025-06-30 22:02:30
贺春旭 (测试)

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**; 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").

Payment Order   Approving

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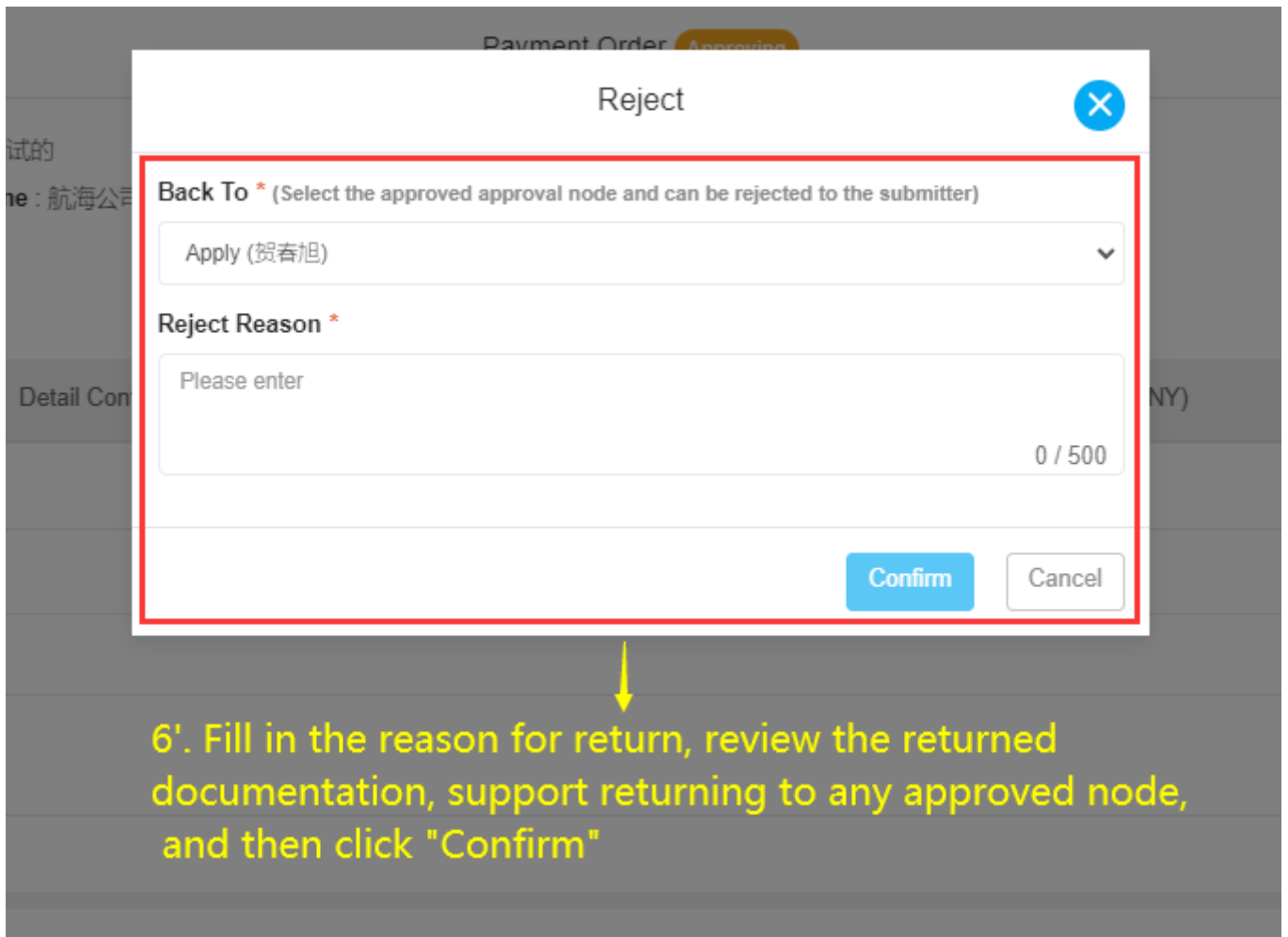
After the payment documentation process is completed, the system automatically
generates a record in the "Procurement Accounting → Procurement Accounting History"
interface.