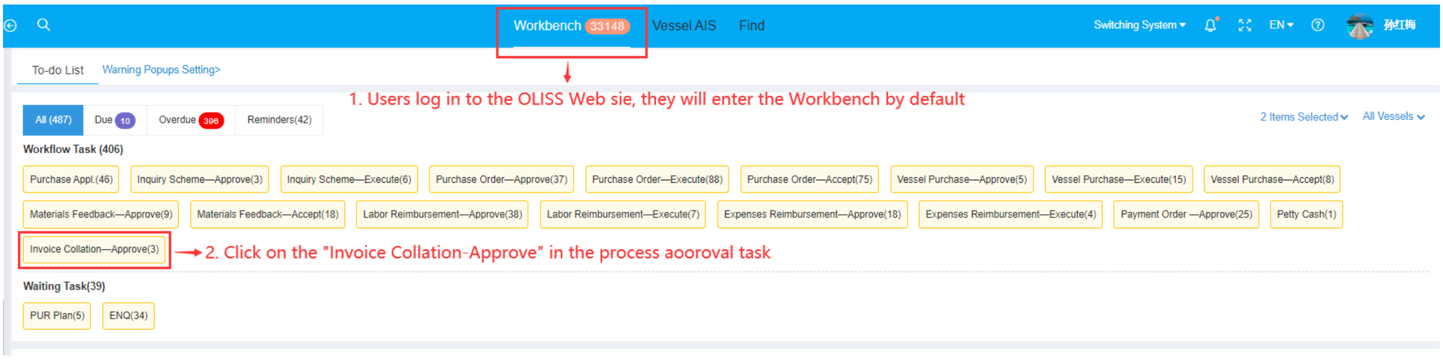
How to approve invoice (document)

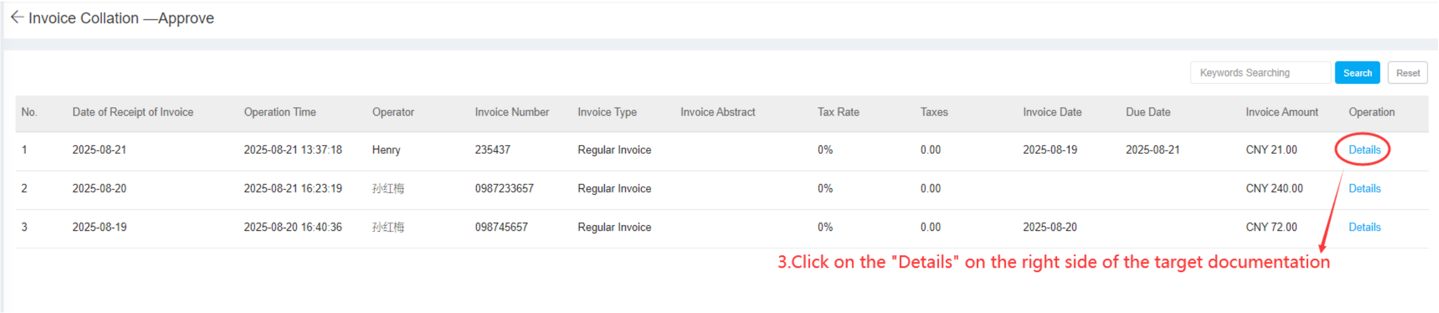
1. Purchase Orders Interface

Users can find the order in the "Purchase Orders" module by information such as the order number, and approve it on the PO details page; they can also find the invoices pending approval by clicking **"Invoice Collation — Approve"** displayed on the **Workbench** and conduct the approval.During the approval process, information such as invoice details can be modified. Approvers can also click "Details" to check additional costs on the order details page. Then click ‘Accept’ or ‘Reject’ for the approval.


Workbench 33148
Vessel AIS
Find
Switching System
EN
孙红梅
To-do List
Warning Popups Setting>
All (487)
Due 10
Overdue 396
Reminders(42)
2 Items Selected
All Vessels
Workflow Task (406)
Purchase Appl.(46)
Inquiry Scheme—Approve(3)
Inquiry Scheme—Execute(6)
Purchase Order—Approve(37)
Purchase Order—Execute(88)
Purchase Order—Accept(75)
Vessel Purchase—Approve(5)
Vessel Purchase—Execute(15)
Vessel Purchase—Accept(8)
Materials Feedback—Approve(9)
Materials Feedback—Accept(18)
Labor Reimbursement—Approve(38)
Labor Reimbursement—Execute(7)
Expenses Reimbursement—Approve(18)
Expenses Reimbursement—Execute(4)
Payment Order —Approve(25)
Petty Cash(1)
Invoice Collation—Approve(3)
Waiting Task(39)
PUR Plan(5)
ENQ(34)

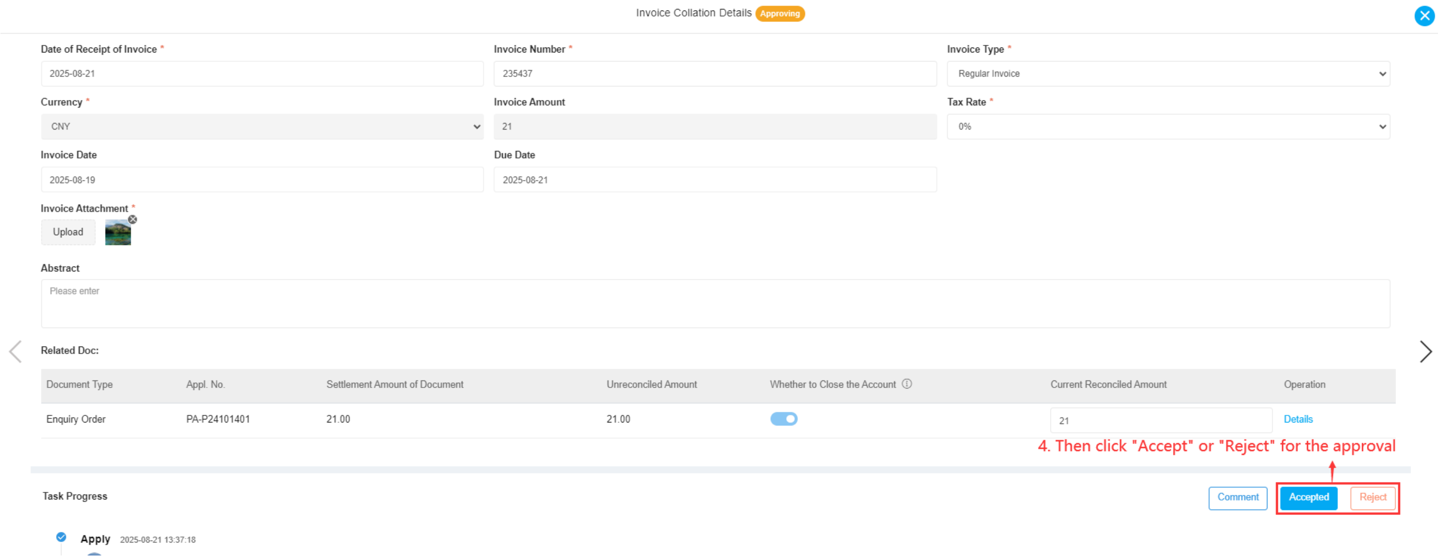
1. Users log in to the OLISS Web sie, they will enter the Workbench by default

2. Click on the "Invoice Collation-Approve" in the process aooroval task


Invoice Collation —Approve
Keywords Searching
Search
Reset

No.	Date of Receipt of Invoice	Operation Time	Operator	Invoice Number	Invoice Type	Invoice Abstract	Tax Rate	Taxes	Invoice Date	Due Date	Invoice Amount	Operation
1	2025-08-21	2025-08-21 13:37:18	Henry	235437	Regular Invoice		0%	0.00	2025-08-19	2025-08-21	CNY 21.00	Details
2	2025-08-20	2025-08-21 16:23:19	孙红梅	0987233657	Regular Invoice		0%	0.00			CNY 240.00	Details
3	2025-08-19	2025-08-20 16:40:36	孙红梅	098745657	Regular Invoice		0%	0.00	2025-08-20		CNY 72.00	Details

3.Click on the "Details" on the right side of the target documentation


Invoice Collation Details
Approving
Upload
Comment
Accepted
Reject

Date of Receipt of Invoice *: 2025-08-21
Invoice Number *: 235437
Invoice Type *: Regular Invoice
Currency *: CNY
Invoice Amount: 21
Tax Rate *: 0%
Invoice Date: 2025-08-19
Due Date: 2025-08-21
Invoice Attachment *
Abstract: Please enter

Related Doc:

Document Type	Appl. No.	Settlement Amount of Document	Unreconciled Amount	Whether to Close the Account	Current Reconciled Amount	Operation
Enquiry Order	PA-P24101401	21.00	21.00		21	Details

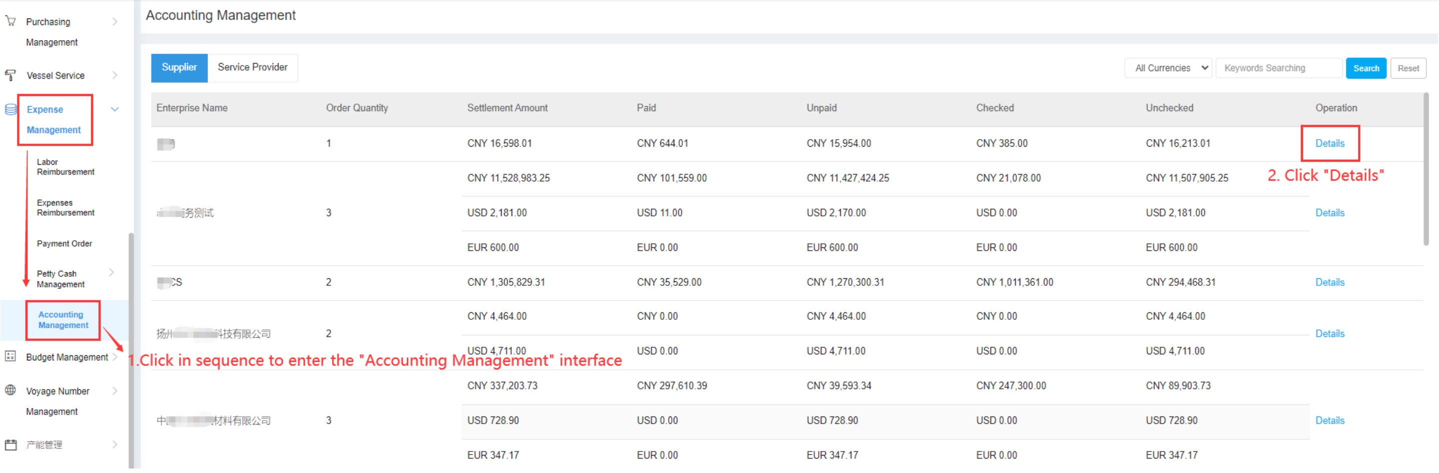
4. Then click "Accept" or "Reject" for the approval

Task Progress

Apply 2025-08-21 13:37:18

2.Within the Accounting Management module

In the **Expense Management-Accounting Management** module, find the specific supplier in the supplier list, then click “Details”.



Purchasing Management
Vessel Service
Expense Management
Labor Reimbursement
Expenses Reimbursement
Payment Order
Petty Cash Management
Accounting Management
Budget Management
Voyage Number Management
产能管理

Accounting Management

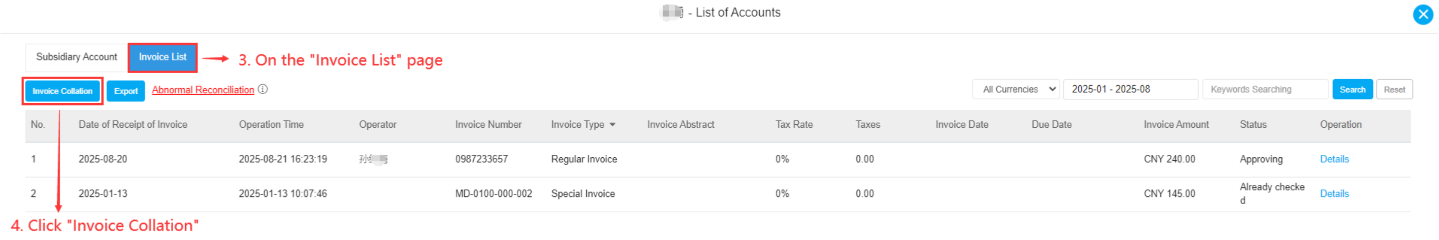
Supplier
Service Provider
All Currencies
Keywords Searching
Search
Reset

Enterprise Name	Order Quantity	Settlement Amount	Paid	Unpaid	Checked	Unchecked	Operation
[redacted]	1	CNY 16,598.01	CNY 644.01	CNY 15,954.00	CNY 385.00	CNY 16,213.01	Details
[redacted]务测试	3	CNY 11,528,983.25	CNY 101,559.00	CNY 11,427,424.25	CNY 21,078.00	CNY 11,507,905.25	Details
		USD 2,181.00	USD 11.00	USD 2,170.00	USD 0.00	USD 2,181.00	
		EUR 600.00	EUR 0.00	EUR 600.00	EUR 0.00	EUR 600.00	
[redacted]CS	2	CNY 1,305,829.31	CNY 35,529.00	CNY 1,270,300.31	CNY 1,011,361.00	CNY 294,468.31	Details
扬州[redacted]科技有限公司	2	CNY 4,464.00	CNY 0.00	CNY 4,464.00	CNY 0.00	CNY 4,464.00	Details
		USD 4,711.00	USD 0.00	USD 4,711.00	USD 0.00	USD 4,711.00	
中[redacted]材料有限公司	3	CNY 337,203.73	CNY 297,610.39	CNY 39,593.34	CNY 247,300.00	CNY 89,903.73	Details
		USD 728.90	USD 0.00	USD 728.90	USD 0.00	USD 728.90	
		EUR 347.17	EUR 0.00	EUR 347.17	EUR 0.00	EUR 347.17	

1.Click in sequence to enter the "Accounting Management" interface

2. Click "Details"

On the **"Invoice List"** page, click **"Invoice Collation"**, fill in information such as invoice number and invoice type, upload the invoice attachment, and click **"Select Associated Documents"**. After checking the corresponding orders, click "Next", fill in the "Current Reconciliation Amount" and click "Confirm".



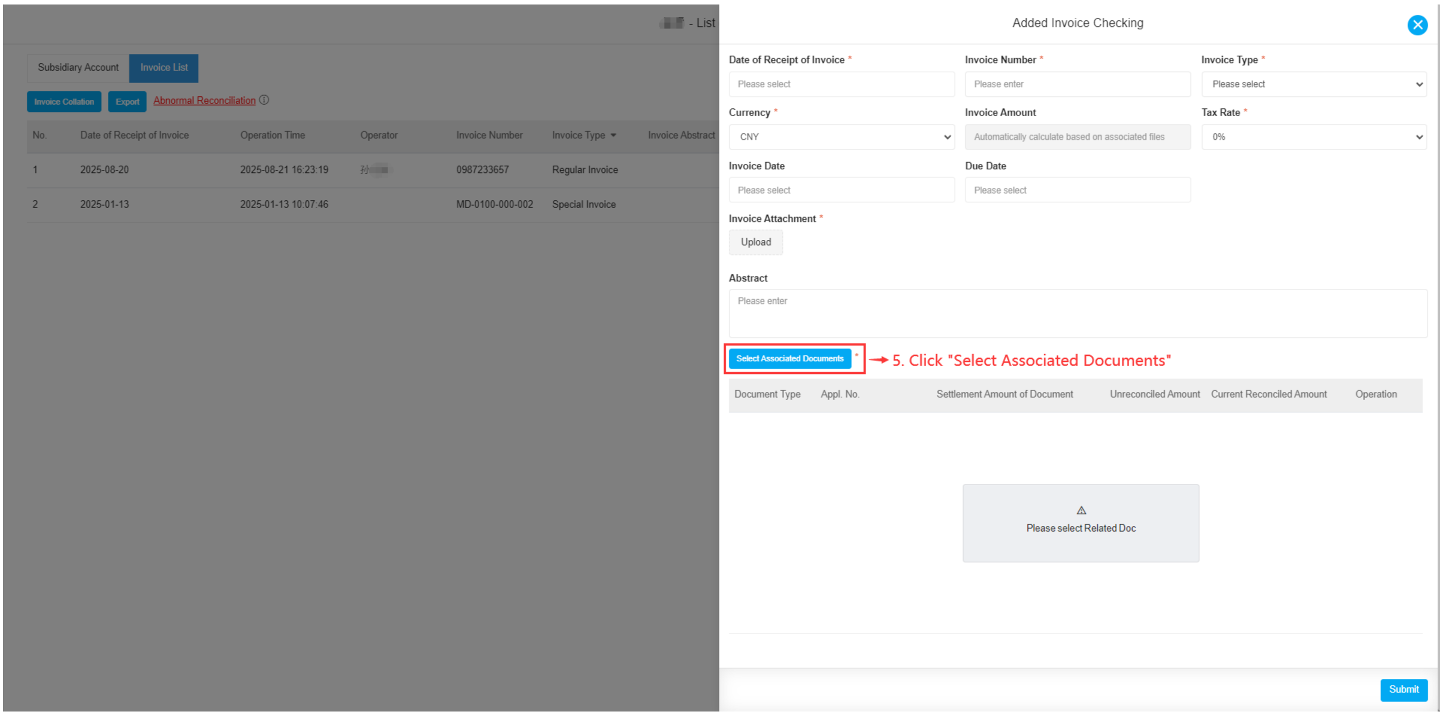
[redacted] - List of Accounts

Subsidiary Account
Invoice List
Invoice Collation
Export
Abnormal Reconciliation
All Currencies
2025-01 - 2025-08
Keywords Searching
Search
Reset

No.	Date of Receipt of Invoice	Operation Time	Operator	Invoice Number	Invoice Type	Invoice Abstract	Tax Rate	Taxes	Invoice Date	Due Date	Invoice Amount	Status	Operation
1	2025-08-20	2025-08-21 16:23:19	孙[redacted]	0987233657	Regular Invoice		0%	0.00			CNY 240.00	Approving	Details
2	2025-01-13	2025-01-13 10:07:46		MD-0100-000-002	Special Invoice		0%	0.00			CNY 145.00	Already checked	Details

3. On the "Invoice List" page

4. Click "Invoice Collation"



Added Invoice Checking

Date of Receipt of Invoice *	Invoice Number *	Invoice Type *
Please select	Please enter	Please select
Currency *	Invoice Amount	Tax Rate *
CNY	Automatically calculate based on associated files	0%
Invoice Date	Due Date	
Please select	Please select	

Invoice Attachment *

Upload

Abstract

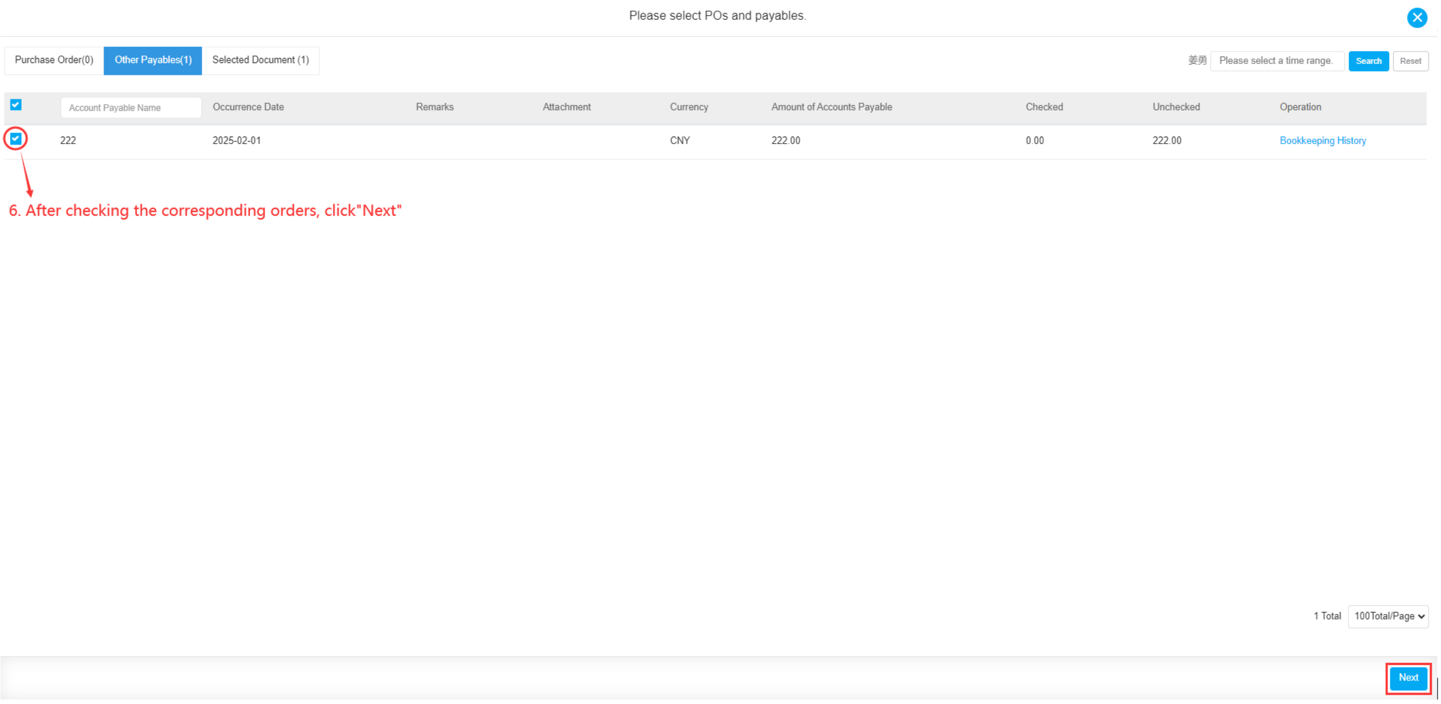
Please enter

Select Associated Documents

5. Click "Select Associated Documents"

Document Type	Appl. No.	Settlement Amount of Document	Unreconciled Amount	Current Reconciled Amount	Operation

⚠ Please select Related Doc



Please select POs and payables.

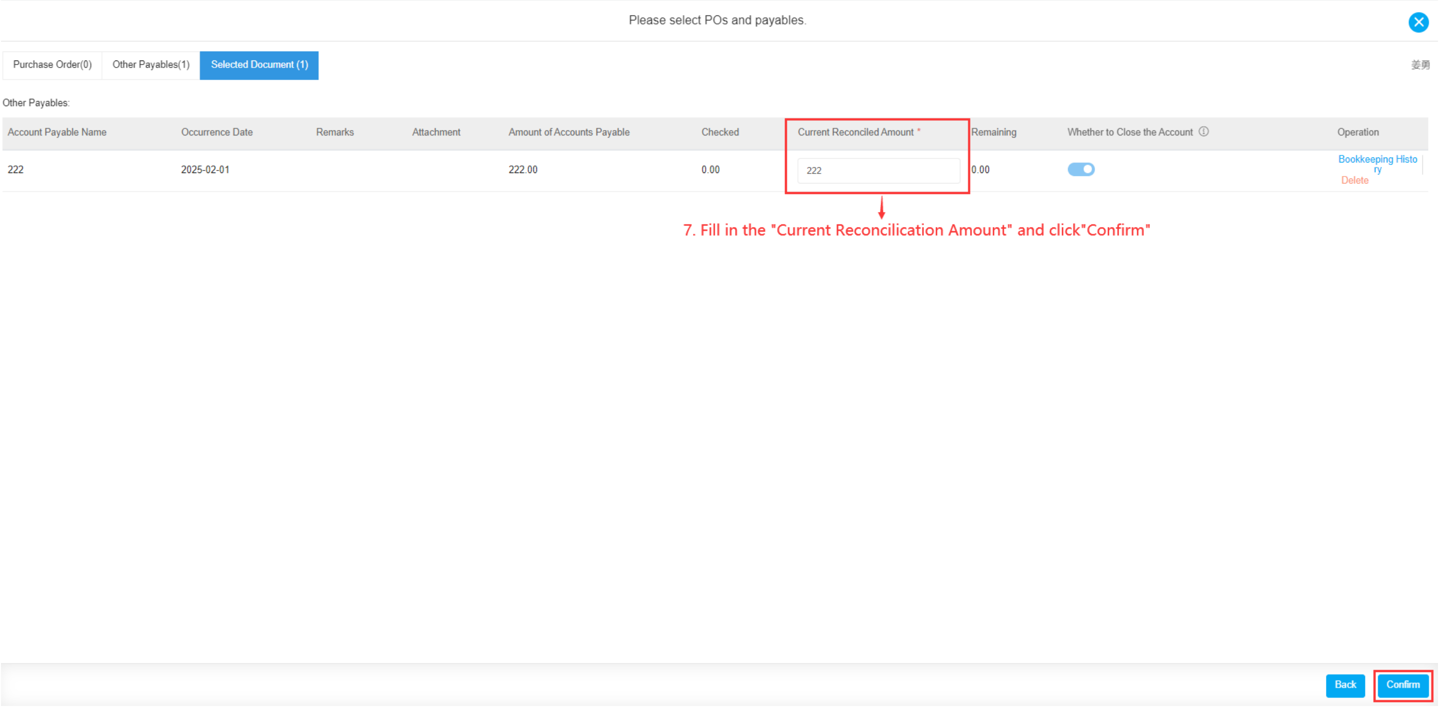
Purchase Order(0)
Other Payables(1)
Selected Document (1)
姜勇
Please select a time range.
Search
Reset

☑	Account Payable Name	Occurrence Date	Remarks	Attachment	Currency	Amount of Accounts Payable	Checked	Unchecked	Operation
☑	222	2025-02-01			CNY	222.00	0.00	222.00	Bookkeeping History

1 Total 100Total/Page

Next

6. After checking the corresponding orders, click"Next"



Please select POs and payables.

Purchase Order(0)
Other Payables(1)
Selected Document (1)
姜勇

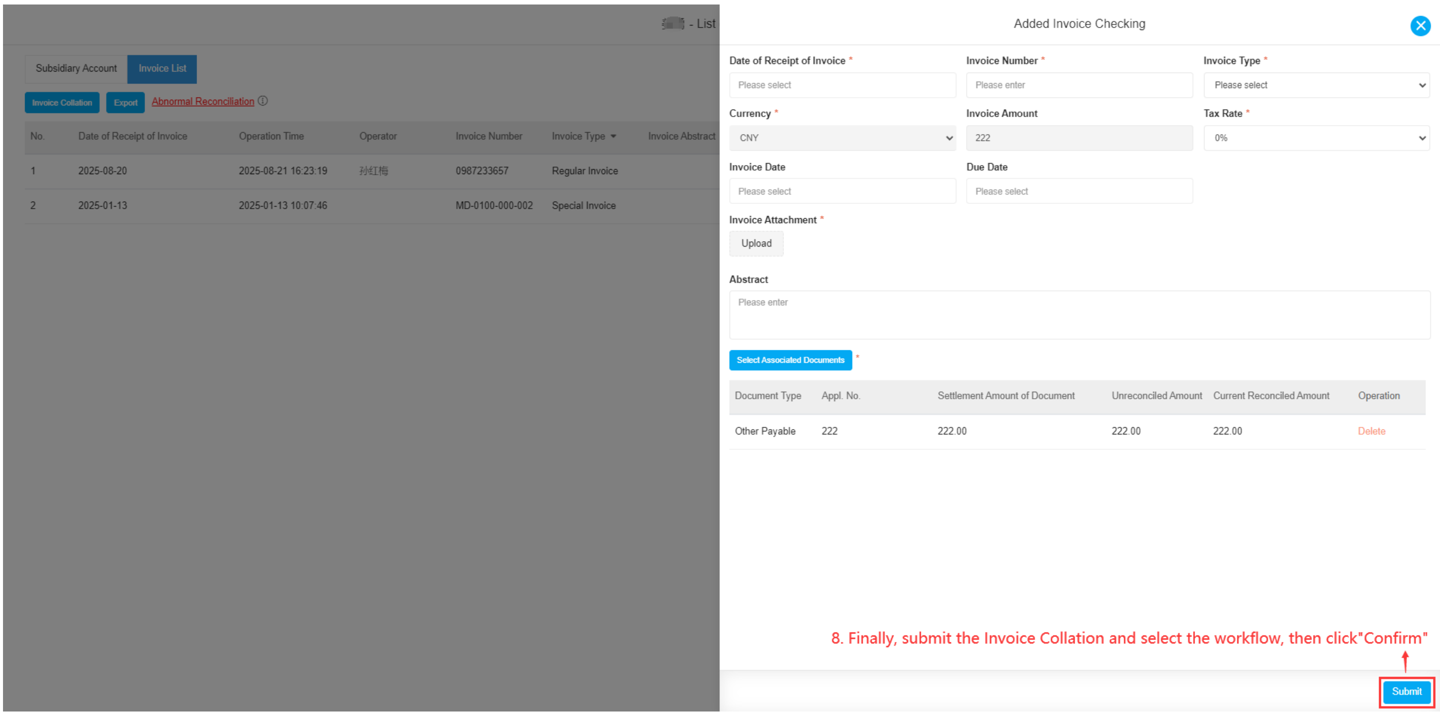
Other Payables:

Account Payable Name	Occurrence Date	Remarks	Attachment	Amount of Accounts Payable	Checked	Current Reconciled Amount *	Remaining	Whether to Close the Account ⓘ	Operation
222	2025-02-01			222.00	0.00	222	0.00	●	Bookkeeping History Delete

Back
Confirm

7. Fill in the "Current Reconcilication Amount" and click"Confirm"

Finally, submit the Invoice Collation and select the workflow, then click ‘Confirm’.


Subsidiary Account
Invoice List
Invoice Collation
Export
Abnormal Reconciliation
Upload
Select Associated Documents
Submit

[redacted] - List

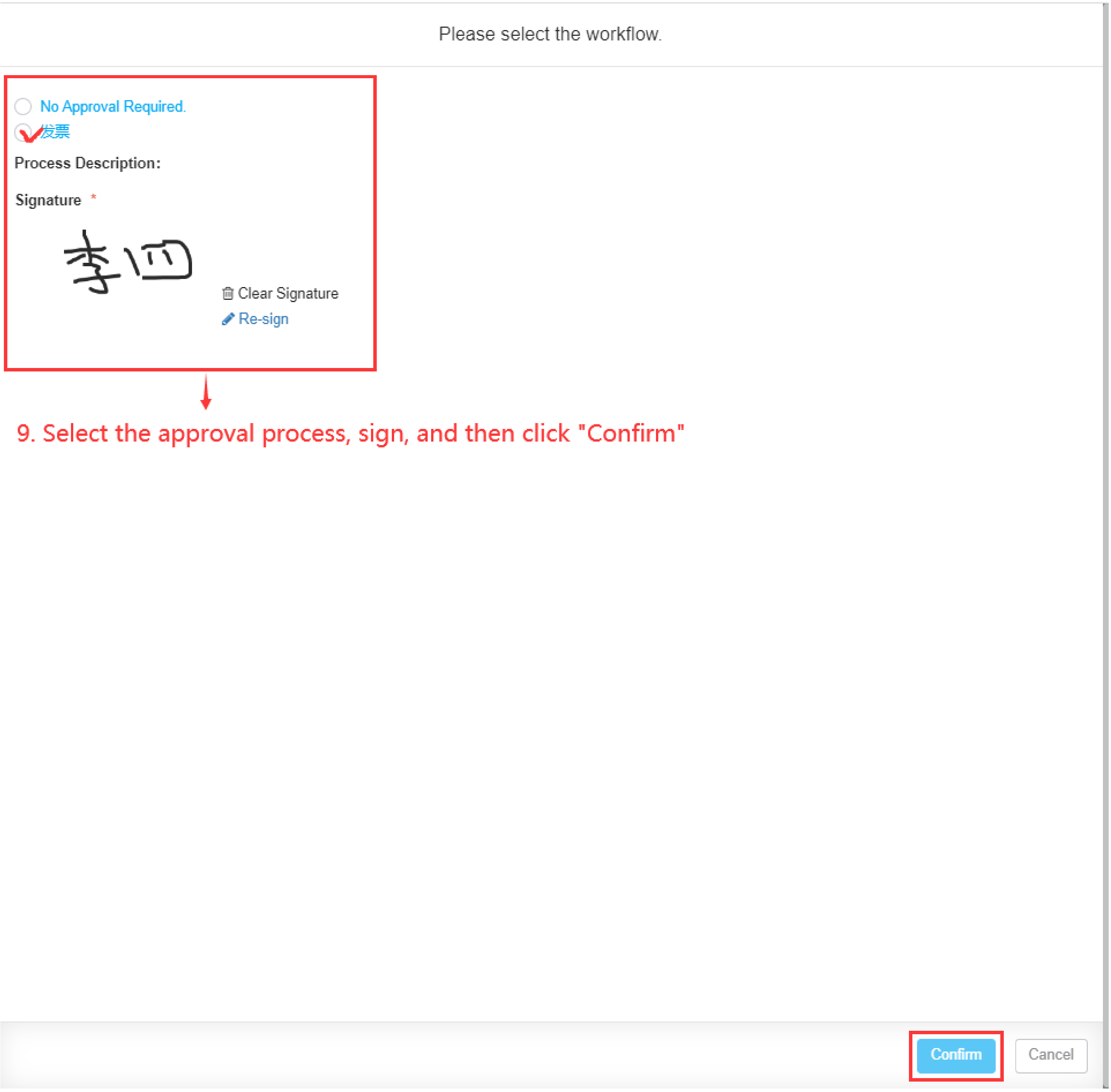
No.	Date of Receipt of Invoice	Operation Time	Operator	Invoice Number	Invoice Type	Invoice Abstract
1	2025-08-20	2025-08-21 16:23:19	孙红梅	0987233657	Regular Invoice	
2	2025-01-13	2025-01-13 10:07:46		MD-0100-000-002	Special Invoice	

Added Invoice Checking

Date of Receipt of Invoice *: Please select
Invoice Number *: Please enter
Invoice Type *: Please select
Currency *: CNY
Invoice Amount: 222
Tax Rate *: 0%
Invoice Date: Please select
Due Date: Please select
Invoice Attachment *
Abstract: Please enter

Document Type	Appl. No.	Settlement Amount of Document	Unreconciled Amount	Current Reconciled Amount	Operation
Other Payable	222	222.00	222.00	222.00	Delete

8. Finally, submit the Invoice Collation and select the workflow, then click"Confirm"



Please select the workflow.

○ No Approval Required.

[✓ 发票]

Process Description:

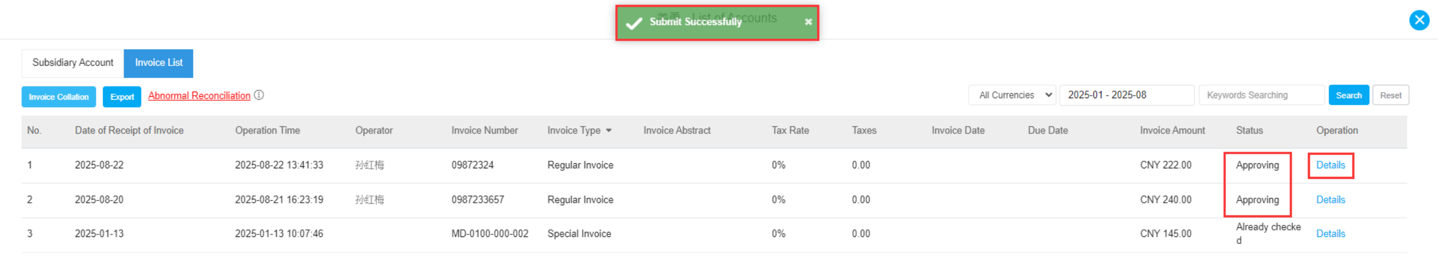
Signature *

李四

Clear Signature
Re-sign
Confirm
Cancel

9. Select the approval process, sign, and then click "Confirm"

Approvers can also conduct the approval in the “**Invoice List**” page by clicking ‘Details’.



Submit Successfully

Subsidiary Account
Invoice List
Invoice Collation
Export
Abnormal Reconciliation
All Currencies
Keywords Searching
Search
Reset

2025-01 - 2025-08

No.	Date of Receipt of Invoice	Operation Time	Operator	Invoice Number	Invoice Type	Invoice Abstract	Tax Rate	Taxes	Invoice Date	Due Date	Invoice Amount	Status	Operation
1	2025-08-22	2025-08-22 13:41:33	孙红梅	09872324	Regular Invoice		0%	0.00			CNY 222.00	Approving	Details
2	2025-08-20	2025-08-21 16:23:19	孙红梅	0987233657	Regular Invoice		0%	0.00			CNY 240.00	Approving	Details
3	2025-01-13	2025-01-13 10:07:46		MD-0100-000-002	Special Invoice		0%	0.00			CNY 145.00	Already checked	Details