

How to configure expense reimbursement types

Expense types of reimbursement documents include petty cash and non-petty cash. The vessel purchased spare parts and stores are the default expense types of the system in petty cash. In addition, sub-categories can be set for the petty cash, and the choice is more clear when making documents.

Users can log in to the website of OLSaaS, and operate in "Expense Management → Expenses Reimbursement" interface according to the following steps 1-4:

Petty Cash - Add Subcategory:

The screenshot shows the OLSaaS interface with the following steps highlighted:

1. Click in turn to enter "Expenses Reimbursement" interface
2. Click "Expense Type Configuration"
3. Click "Add Subcategory" under the petty cash
4. Fill in the name and description of the subcategory, select whether to associate with the document, and click "Confirm"

No.	Reimburse	Reimbursement Name	Related Vessel	Expense Type	Total Amount of Application	Total Approval Amount	Amount Paid	Submit Date
1	BX-23050802	长驻号	上下船交通费	上下船交通费	136.00(CNY)	136.00(CNY)		2023-05-08
2	BX-23032101	长驻号	船舶自购备件	船舶自购备件	268.20(CNY)	268.20(CNY)		2023-05-05

No.	Expense Type Name	Statement	Status	Operation
1	petty cash	系统默认费用类型	Enable	Add Subcategory

Petty Cash-Add Subcategory

Expense Type Name*
Statement

Whether to associate the document.*
 No Yes

Note: After the reimbursement is approved, the reimbursement amount will be automatically deducted from the ship petty cash.

Confirm Cancel

Note: When adding an expense reimbursement form, if petty cash type is selected, the petty cash type and its subcategory are only displayed in the editing interface of the expense reimbursement form.

Add non-petty cash type:

The screenshot shows the "Expense Type Configuration" interface with the following step highlighted:

3. Click "Add"

No.	Expense Type Name	Statement	Status
-----	-------------------	-----------	--------

Switching System

Configuration

Expense Type Name

备用金

船舶自购备件

船舶自购物料

伙食费

上下船交通费

办公费

Show Disabled

Status

Enable

Enable

Enable

Enable

Enable

Enable

Enable

Enable

Add

Expense Type Name*

Statement

4. Fill in the name and description of the expense type, and choose whether to associate with the document. If "Yes", you need to select a specific document type, and finally click "Confirm".

0 / 120

Whether to associate the document.*

No Yes

Please select document type

Note: After the reimbursement is approved, the reimbursement amount will be paid from other expenses of the ship, and the petty cash will not be deducted.

Confirm Cancel

Description:

If non-petty cash (other types) is selected when a new expense reimbursement form is added, types other than petty cash will be shown in the editing interface of the expense reimbursement form.