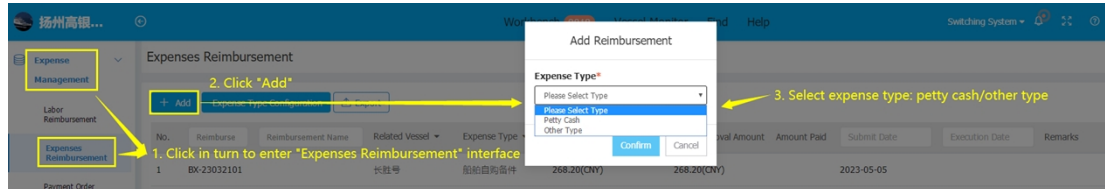


How to add "Expenses Reimbursement"

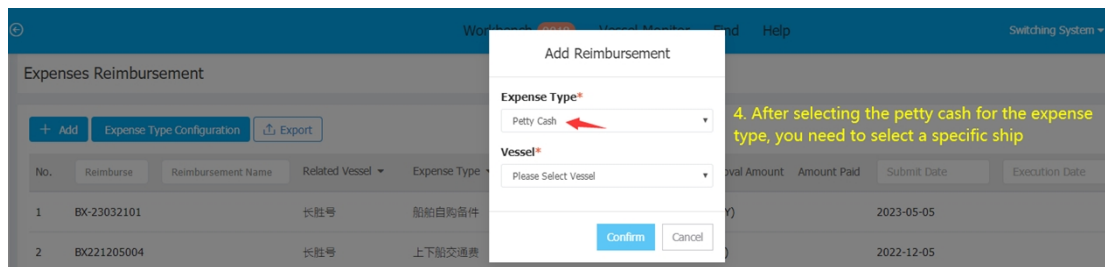
The expense types of expense reimbursement are: petty cash type and non-petty cash type (other types).

Expense type: petty cash

Users can log in to the website of OLSaaS, and operate in "Expense Management → Expenses Reimbursement" interface according to the following steps 1-7:



After selecting the petty cash for the expense type, you need to select a specific ship:



5. In the editing interface of "Expenses Reimbursement", improve relevant information (Items with * are required) (reimbursement name, reimbursement person and department can be customized).

Reimbursement No.: BX-23050801 Expense Type: Petty Cash Vessel: 长胜号

Currency Type*: CNY(CNY) Reimbursement Name: Reimbursement Name Reimbursement Person: 互海科技-高银 Dept.: Dept.

No.	Expense Type *	Detail Content	Appl.Amount*	Related Merchant Name	Number of Bills	Attachments/Associated Files	Operation
1	备用金		0 / 255	Select service provider/supplier			Add Attachment Delete
Total:							

+Add Reimbursement Details

Remarks: Please enter remarks (0 / 150)

Attachment: [Upload Attachment](#)
The size of a single uploaded file cannot exceed 1GB.

6. You can supplement the remarks and attachments of the expenses reimbursement form as needed

7. If you click "Save", you can continue editing next time;
If you click "Submit for Approval" and select the workflow, the document will be waiting for approval.

[Save](#) [Submit](#) [Cancel](#)

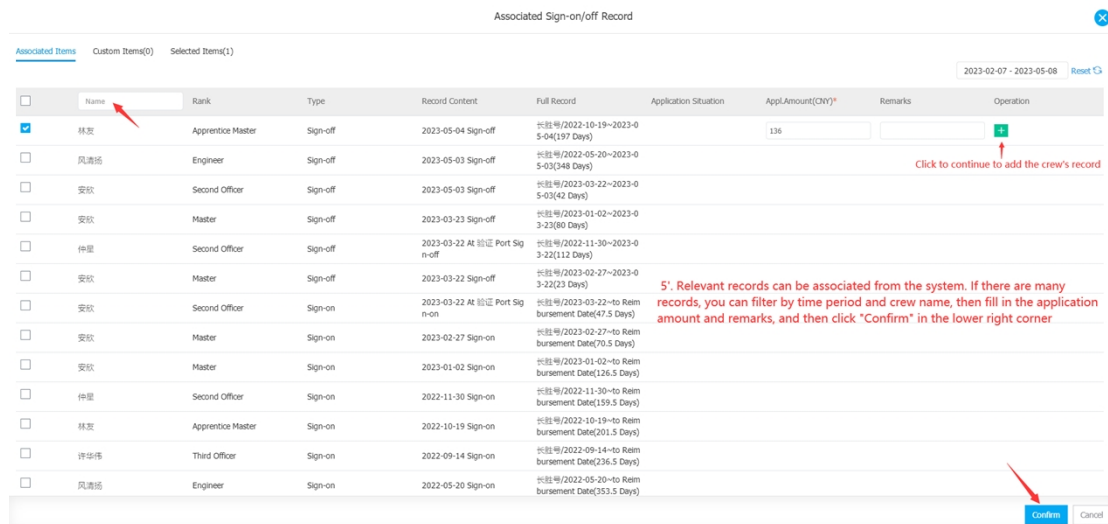
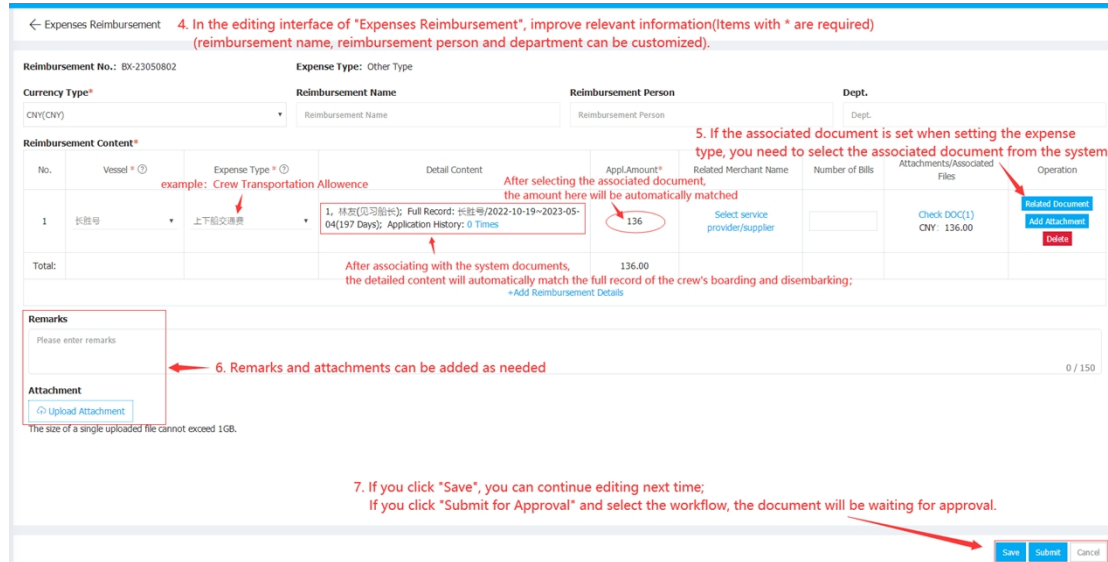
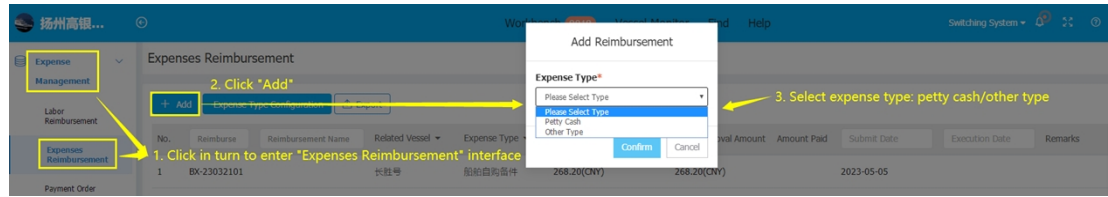
Description:

If you select petty cash - vessel purchased spare parts/stores, you need to associate the vessel purchased documents in the system!

After the reimbursement form is approved, the expenses will be automatically deducted from the total petty cash of the vessel!

Expense type: other types

Users can log in to the website of OLSaaS, and operate in "Expense Management → Expenses Reimbursement" interface according to the following steps 1-6:



Associated Sign-on/off Record ✕

Associated Items Custom Items(1) Selected Items(1)

Name*	Rank*	Type*	Reimbursement Content	On-board Record	AppLAmount(CNY)*	Remarks	Operation
<input type="text" value="Please type in crew name"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
+ Add Item							

Click to add multiple items

5. Switch to "Custom Items", click "Add Item", complete relevant information(Items with * are required), and finally click "Confirm" in the lower right corner

Confirm	Cancel
--	---

Next Step:

After the expenses reimbursement document is submitted, according to the workflow node, the document will be transferred to the workbench of the personnel with approval authority;Users can query the document status through the filter column in the expense reimbursement interface, as shown in the following figure:

Expenses Reimbursement

The status of the target document can be found by the reimbursement document number, reimbursement name, related ship and expense type. Reset

No.	Reimburse	Reimbursement Name	Related Vessel	Expense Type	Total Amount of Application	Total Approval Amount	Amount Paid	Submit Date	Execution Date	Remarks	Operation
1	BX-23050802		长胜号	上下船交通费	136.00(CNY)	136.00(CNY)		2023-05-08			Export
2	BX-23032101		长胜号	船舶自购备件	268.20(CNY)	268.20(CNY)		2023-05-05			Export
3	BX21205004		长胜号	上下船交通费	88.00(CNY)	88.00(CNY)		2022-12-05			Export Resubmit
4	BX220908003	伙食费报销单	长胜号	伙食费	10,000.00(CNY)	10,000.00(CNY)		2022-09-08			Export Resubmit
5	BX-23022101		长胜号	伙食费	3,000.00(CNY)	3,000.00(CNY)	3,000.00(CNY)	2023-02-21	2023-02-21		Export
6	BX21205005	伙食费	长胜号	伙食费	6,000.00(CNY)	6,000.00(CNY)	6,000.00(CNY)	2022-12-05	2022-12-07		Export
7	BX220901003	季度伙食费报销单	长胜号	备用金	10,000.00(CNY)	10,000.00(CNY)		2022-09-05			Export

Note:

If the user selects "No Workflow" when the document is submitted, the document status will immediately become "Finished".