

## How to add bookkeeping

Users can log in to the website of OLSaaS, and operate in "Expense Management → Purchase Bookkeeping → Supplier Transaction Summary" interface according to the following steps 1-9

There are three ways:

1. In "Expense Management - Supplier Transaction Summary" interface (step 1), click "+Add Bookkeeping" in the upper left corner (step 2).
2. In "Expense Management - Supplier Transaction Summary" interface, click "Add Bookkeeping" on the right side of a supplier (step 2'), and bookkeeping can be added for unbookkept orders of this supplier in this currency. The specific operation is the same as step 2.
3. In the interface of "Expense Management - Bookkeeping History" (step 1'), click "+Add" in the upper left corner (step 2').

Supplier Transaction Summary Bookkeeping History

You can quickly find the target through the filter box

+Add Bookkeeping 2. Click to add bookkeeping

Supplier	Supplier Status	Currency	Transaction Orders OrderQuantity	Amount	Bookkeeping Paid	Invoiced	Unpaid ①	Uninvoiced ②	Invoiced But Unpaid ③	Operation
高乐高 (高一)	Normal	CNY	14	15,539.00	11,585.00	1,751.00	3,954.00	13,788.00	0.00	Add Bookkeeping
一方通行 (高力)	Normal	CNY	2	645.50	645.50	0.00	0.00	645.50	0.00	Add Bookkeeping

2". Click\* Add Bookkeeping \*on the right side of a supplier to add bookkeeping to the unbookkept orders in this currency of the supplier.

Quickly find the target order through the filter box Please Select POs and Payables

高乐高 (高一) Contact Vessel Keywords Date Range To CNY Search Clear Only Display Normal Acceptance POs Next

Purchase Order(9) Chart Order(0) Other Payables(0) Selected Orders(2)

Item	Vessel Name	Order No.	Contact	Type/Qty	Total Price	Purchase Date	Acceptance Detail	Invoiced	Invoice Receipt Status	Paid	Bookkeeping Status	Operation
<input checked="" type="checkbox"/>	长恒号	PO-C23021704	高一	Type: nautical chart Quantity: 2	734.00	2023-02-17	Normal Acceptance Approved Date: 2023-02-17	0.00	Uninvoiced	0.00	Unrecorded	Accounting History Download Documents
<input checked="" type="checkbox"/>	长恒号	PO-22111403	高一	Type: nautical chart Quantity: 1	480.00	2022-11-14	Normal Acceptance Approved Date: 2022-11-14	0.00	Uninvoiced	480.00	Full Bookkeeping	Accounting History Download Documents

3. Tick the document to be bookkept!

4. Click "Next"

Please Select POs and Payables

高乐高 (高一) Contact Vessel Keywords Date Range To CNY Search Clear Only Display Normal Acceptance POs 导出已选中单据(PDF) Print

Purchase Order(9) Chart Order(0) Other Payables(0) Selected Orders(2)

Purchase Order	Vessel Name	Order No.	Purchase Date	Acceptance Detail	Items	Total Price	Invoiced	This Invoice	Paid	This Payment	Operation
长恒号	PO-C23021704	2023-02-17	Normal Acceptance Approved Date: 2023-02-17	2	734.00	0.00	734.00	0.00	734.00		Accounting History Delete
长恒号	PO-22111403	2022-11-14	Normal Acceptance Approved Date: 2022-11-14	1	480.00	0.00	480.00	480.00	480.00	Full Bookkeeping	Accounting History Delete

Current Payment Amount: 734 Invoice No. Bookkeeping Name Bookkeeping Date\* 2023-05-02

Bookkeeping Type\* Normal

Bookkeeping Type Remind : Normal bookkeeping indicates that the filling of this amount is correct. You can pay the supplier normally and the supplier can make out an invoice for you. Each bookkeeping amount (payment amount and invoice amount) will be deducted from the total amount of the order until the remaining amount of the order is zero.

Payment Remarks

5. Confirm the amount of this payment and this invoice, modify it directly if necessary, improve other information (Items with \*are required), and finally click "Confirm" to add bookkeeping.

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Confirm

Supplier Transaction Summary Bookkeeping History

+Add Bookkeeping Other Payables 6. Click to add accounts payable. Yes

Supplier	Supplier Status	Currency	Transaction Orders		Bookkeeping		Unpaid ①	Uninvoiced ②
			OrderQuantity	Amount	Paid	Invoiced		
高乐高 (高一)	Normal	CNY	14	15,539.00	11,585.00	1,751.00	3,954.00	13,788.00
一方通行 (高力)	Normal	CNY	2	645.50	645.50	0.00	0.00	645.50

7. Click to select the supplier and currency Other P

Supplier 一方通行(高力) Currency CNY

8. Click "Add Payables" and the right interface will popo up

+Add Payables

Note: "Add Payables" is used to initialize the balance payment information generated by the transaction payment generated by the offline approval process after the launch of OLSaaS, o

### Add Payables

Supplier: 一方通行 Contact: 高力

Date Of Occurrence\* Currency\* CNY

Account Payable Account Payable(Invoiced But Unpaid)

0 Uninvoiced: 0

Remark

Operator: 互海科技-高银 Operation Date: 2023-05-09

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9. Fill in the payable information (Items with \*are required), and finally click "Confirm"

Confirm