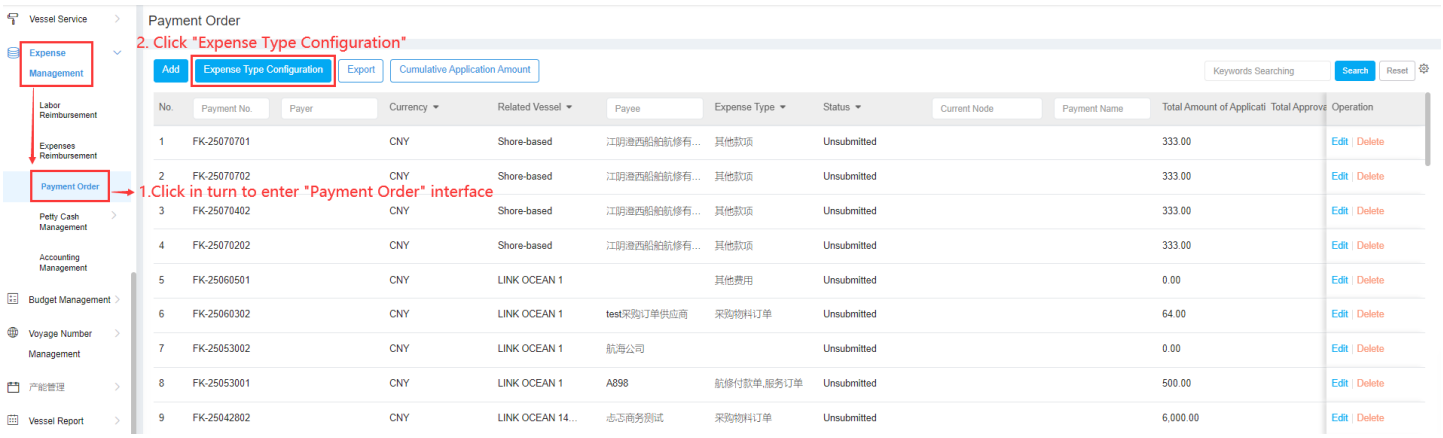
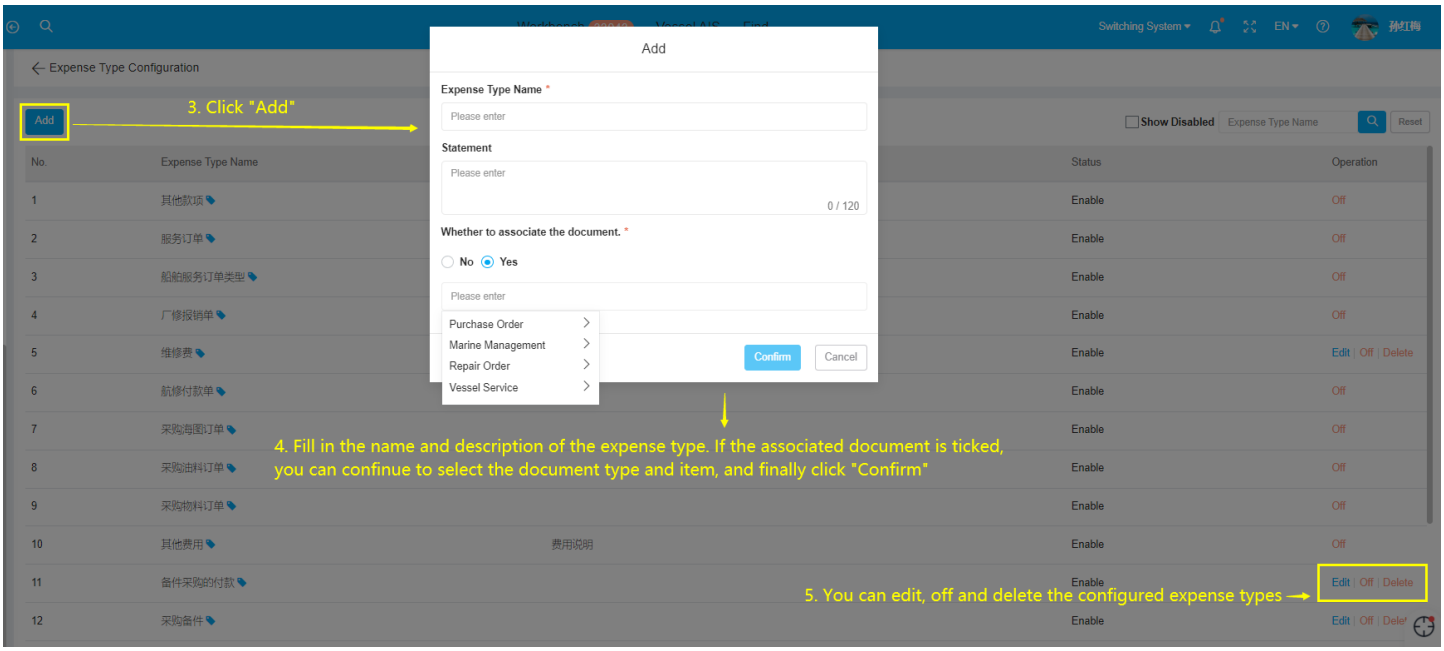
How to Configure Payment Order Expense Type (Document)

Users can log in to the website of OLISS, and operate in **"Expense Management → Payment Order"** interface, clicks "Expense Type Configuration", enter the expense type configuration interface, click "Add", fill in the expense type name and description on the new interface, select whether to associate documentation, if "Yes" is checked, then the associated documentation type need to be selected, and then click "OK", and can perform the "Deactivate" operation on the configured expense type.





Description:

The configured payment order expense type can only be selected when adding a new payment order.