

# 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.

1. Click in turn to enter "Payment Order" interface

2. Click "Expense Type Configuration"

No.	Payment No.	Payer	Currency	Related Vessel	Payee	Expense Type	Status	Current Node	Payment Name	Total Amount of Applicati	Total Approv	Operation
1	FK-25070701		CNY	Shore-based	江阴澄西船舶前修有...	其他款项	Unsubmitted			333.00		Edit   Delete
2	FK-25070702		CNY	Shore-based	江阴澄西船舶前修有...	其他款项	Unsubmitted			333.00		Edit   Delete
3	FK-25070402		CNY	Shore-based	江阴澄西船舶前修有...	其他款项	Unsubmitted			333.00		Edit   Delete
4	FK-25070202		CNY	Shore-based	江阴澄西船舶前修有...	其他款项	Unsubmitted			333.00		Edit   Delete
5	FK-25060501		CNY	LINK OCEAN 1		其他费用	Unsubmitted			0.00		Edit   Delete
6	FK-25060302		CNY	LINK OCEAN 1	test采购订单供应商	采购物料订单	Unsubmitted			64.00		Edit   Delete
7	FK-25053002		CNY	LINK OCEAN 1	航海公司		Unsubmitted			0.00		Edit   Delete
8	FK-25053001		CNY	LINK OCEAN 1	A898	航修付款单,服务订单	Unsubmitted			500.00		Edit   Delete
9	FK-25042802		CNY	LINK OCEAN 14...	志远商务测试	采购物料订单	Unsubmitted			6,000.00		Edit   Delete

3. Click "Add"

4. Fill in the name and description of the expense type. If the associated document is ticked, you can continue to select the document type and item, and finally click "Confirm"

5. You can edit, off and delete the configured expense types →

No.	Expense Type Name	Status	Operation
1	其他款项	Enable	Off
2	服务订单	Enable	Off
3	船舶服务订单类型	Enable	Off
4	厂修报修单	Enable	Off
5	维修费	Enable	Off
6	航修付款单	Enable	Off
7	采购海图订单	Enable	Off
8	采购油料订单	Enable	Off
9	采购物料订单	Enable	Off
10	其他费用	Enable	Off
11	备件采购的付款	Enable	Off
12	采购备件	Enable	Off

## Description:

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

