How to Set a Budget on the Web (Documentation)

After logging in to the Web platform of OLISS, users need to set the exchange rate, account settings, and budget settings before submitting a budget application.

1.Exchange Rate Setting

Click on "Setting - Exchange Rate Setting" in sequence to enter the exchange rate setting interface. Click on the icon after the corresponding month. In the exchange rate setting window, fill in the conversion rates for RMB against USD and EUR, and then click "Confirm".

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2.Budget Setting

Click on "Budget Management - Budget Setting" in sequence, and you will by default enter the budget setting interface. Click on "Edit" after the specific using department, select the budget currency as needed, modify the thresholds for gentle reminder and critical alert, and then click "Save".

Note: When modifying the currency after a approval amount has been entered, the budget amount will be recalculated based on the exchange rate filled in at the time of application. For example, if the budget currency at the time of application was USD, with an exchange rate of 1 USD = 7 RMB, and the application amount was 1 USD, and later the budget currency is modified to RMB, then the budget amount will be changed to 7 RMB according

to the exchange rate at that time.

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3.Account Settings

First, click on "Budget Management - Budget Setting" to enter the budget setting interface. Next, click to switch to the "Account Settings" interface. Then, click on "Add First-Level Account". In the "Add First-Level Account" window, fill in the account number, name, and other required information (marked with an asterisk *). Depending on your needs, choose whether to associate with a business project (if you choose "Yes", you will need to select the budget account management department and associate business project). Finally, click on "Save".

Once the account settings are completed, you can perform modifications or deletions.

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Patrol Inspectiion		005	Maintenance Labor Expense			Maintenance Labor Expense	财务、行政、人事	Update Delete	
SMS Management		0987	采购费用			Nautical Chart, Nautical Book, Electro nic Chart	运营部	Update Delete	
Customs Affairs		20240929	日常采购		6.After completing	其他费用.奖励 I the account settings, you	扬州互江 can perform modification:	Update Delete	
Vessel Incident Record	ds	LY001	防污费用			防污费用。油污水	轮机部	Update Delete	
Address Book			其他 ①	Other				Update	
E-Signature									10 To
Setting	5								