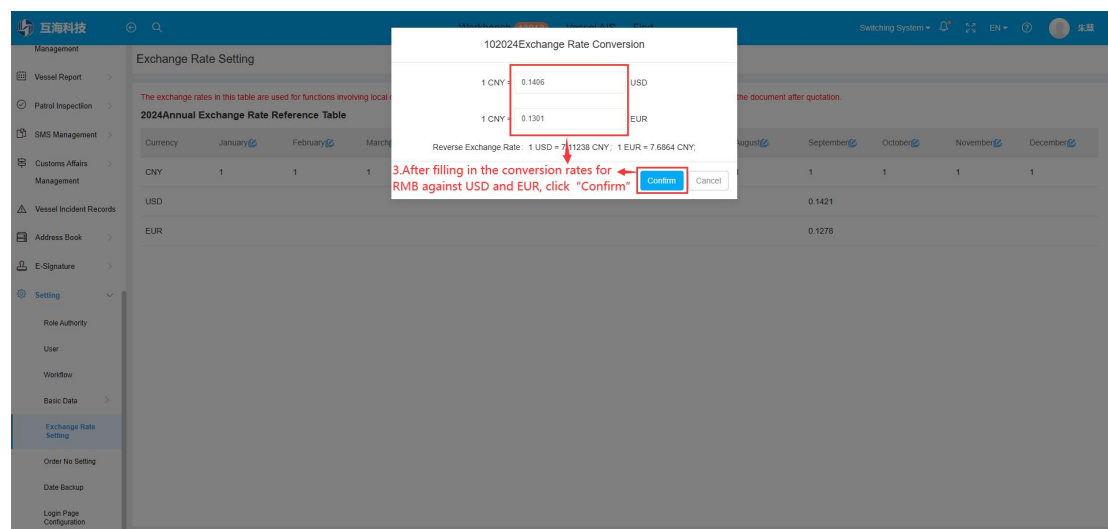
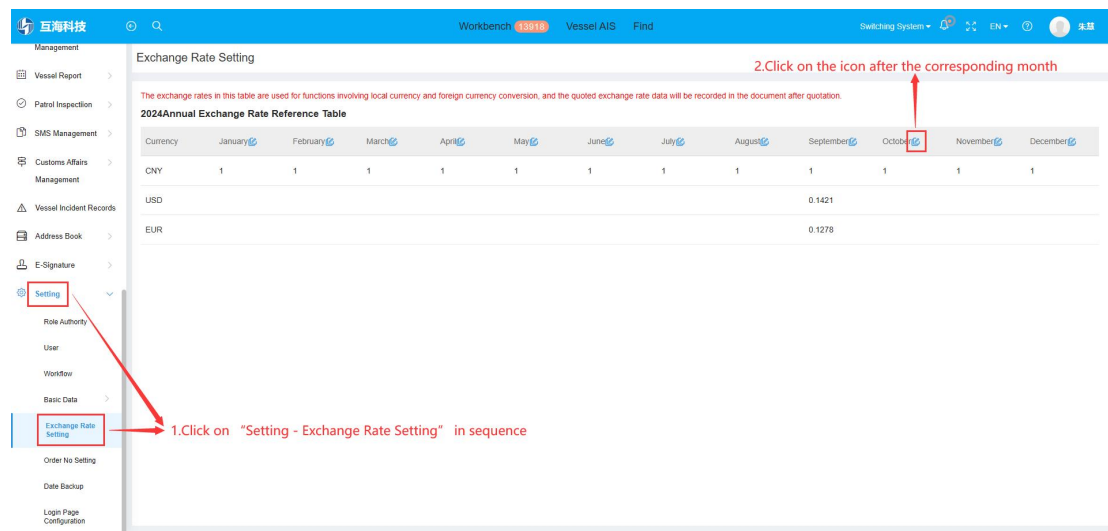


How to Set a Budget on the Web (Documentation)

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".

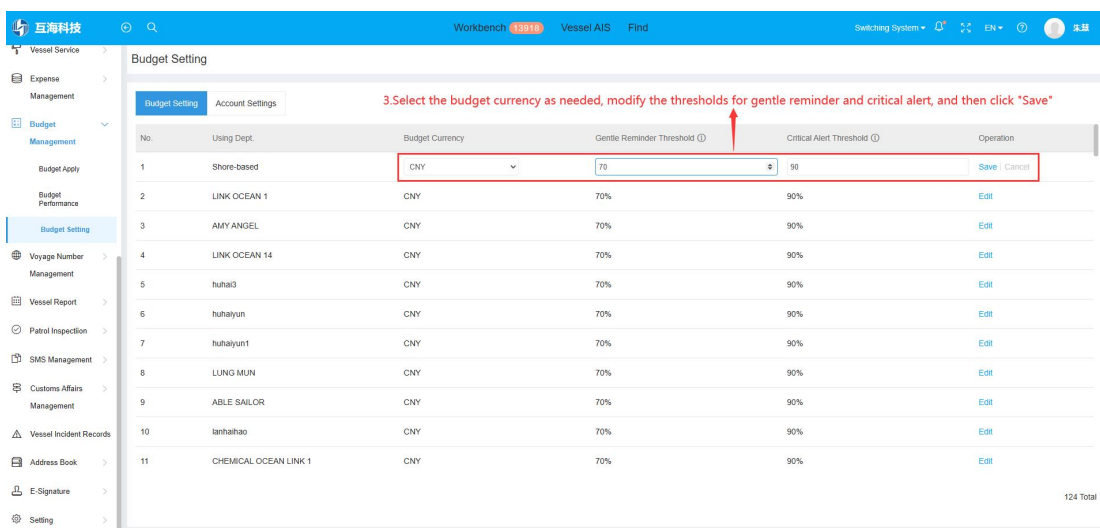
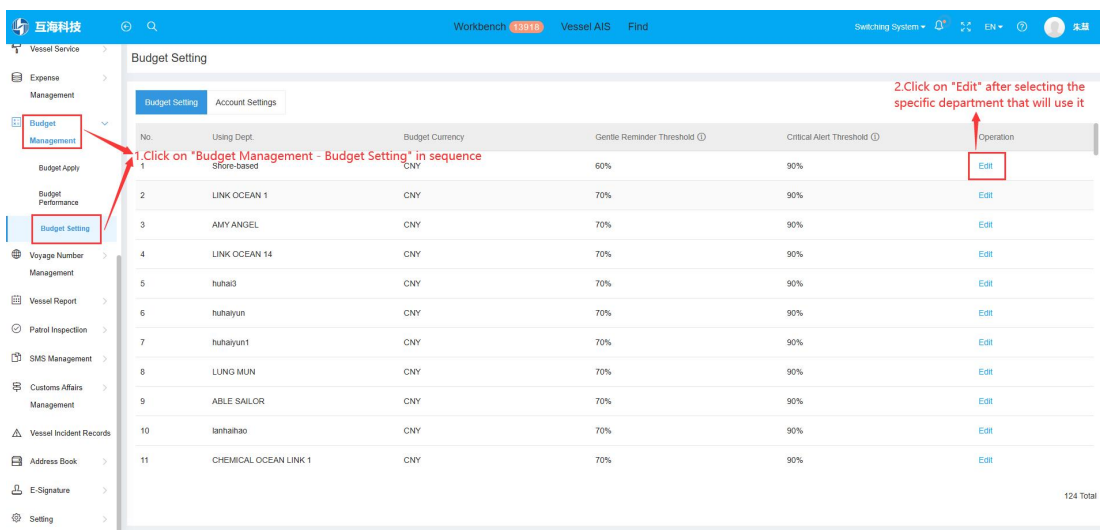


2.Budget Setting

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.



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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Budget Setting

Budget Setting Account Settings

1. Click on "Budget Management - Budget Setting" sequentially to enter the budget setting interface

2. Click to switch to "Account Settings"

3. Click on "Add First-Level Account"

Budget Account Number	Customized Chinese Name for Budget Account	Customized English Name for Budget Account	Associate Business Project	Default Management Dept.	Operation
600320	机务部		服务订单 船舶服务订单类型	销售部	Update Delete
001	船舶维护费用				Update Add Sub-account
00101	维修费用	Air System, Ditch System, Seawater System, Cargo Handling Appliance...		轮机部	Update Delete
00102	船舶服务费用	船舶建造 船舶维修 船舶管理长办, 其他, 压载水舱, 第三方检验服务, 通...		甲板部	Update Delete
00103	物料采购费用	00Provisions & Skip Chest-1,10Provisions & Skip Chest-2,11Welfare It...		甲板部	Update Delete
002	采购费用				Update Add Sub-account
002001	采购备件费用	Diesel Engine, Electric Generator Oil Separator, Air Compressor, Boiler, S...		销售部	Update Delete
002002	采购油料费用	Fuel Oil, Sludge Oil, Other Oil		销售部	Update Delete
003	费用管理				Update Add Sub-account
003001	经费报销1	厂修厂修按甲申, 检修, 检修, 检修按甲申, 上下船交清单, 上下船运费, 采购...		财务, 行政, 人事	Update Delete

9 Total

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Budget Setting

Account Settings

3. Click on "Add First-Level Account"

Add First-level Account

Budget Account Number * 005

Budget Account Name * Maintenance Labor Expense

Budget Account Name in English Please enter

No. Please enter

Whether to Associate with a Business Project Yes No

Budget Account Management Dept. * 财务, 行政, 人事

Associate Business Project *

Optional Item Expand All Selected Items Expand All

- Expense Management
 - Labor Reimbursement
 - Maintenance Labor Expense
 - Special Labor Expense
 - Payment Order

N/A

4. Fill in the account number, name, and other required information (marked with an asterisk *), and select whether to associate it with a business project based on your needs (if you select "Yes", you will need to choose the budget account management department and the associate business project)

5. Click on "Save"

Save Cancel

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Budget Setting

Budget Setting Account Settings

4. After completing the account settings, you can perform modifications or deletions

Budget Account Number	Customized Chinese Name for Budget Account	Customized English Name for Budget Account	Associate Business Project	Default Management Dept.	Operation
002002	采购油料费用		Fuel Oil, Sludge Oil, Other Oil	销售部	Update Delete
003	费用管理				Update Add Sub-account
003001	经费报销1	厂修厂修按甲申, 检修, 检修, 检修按甲申, 上下船交清单, 上下船运费, 采购...		财务, 行政, 人事	Update Delete
003002	备用金	备用金, 备用金, 备用金, 备用金, 备用金, 备用金, 备用金, 备用金, 备用金, 备用金...		财务, 行政, 人事	Update Delete
004	船级管理	Social Security, Commercial Insurance, Wage		财务, 行政, 人事	Update Delete
005	Maintenance Labor Expense	Maintenance Labor Expense		财务, 行政, 人事	Update Delete
0987	采购费用	Nautical Chart, Nautical Book, Electronic Chart		运营部	Update Delete
20240929	自购采购	其他费用, 其他		杭州五江	Update Delete
LY001	防污费用	防污费用, 油污水		轮机部	Update Delete
	其他	Other			Update

10 Total