

## How to apply for vessel petty cash

Users can log in to the website of OLSaaS, and operate in "Expense Management → Petty Cash Management" interface according to the following steps 1-7:

The screenshot shows the 'Petty Cash Management' interface. A modal window titled 'Add Expense' is open, with a dropdown menu for 'Vessel Name' showing '长胜号'. The background table lists three applications:

No.	Application No.	Vessel Name	Currency	Amount	Expense Month	Applicant	Apply Date	Status
1	PF-23022102	前进号	CNY	20,000.00	2023-03	互海科技-高限	2023-02-21	Approved
2	PF-23022101	长胜号	CNY	20,000.00	2023-03	互海科技-高限	2023-02-21	Approved
3	P2208180001	前进号	CNY	10,000.00	2022-09	互海科技-高限	2022-08-18	Approved

Yellow arrows and text indicate the following steps:

1. Click in turn to enter "Petty Cash Management" interface
2. Click "Petty Cash Application"
3. Select the name of the vessel and click "Confirm"

The screenshot shows the 'Petty Cash Application Edit' form. The form includes the following fields and sections:

- Expense Month \***: Please select month range
- Currency \***: CNY(CNY)
- AppAmount \***: Please input Appl.Amount
- Remarks**: Please enter remarks
- Attachment**: Upload Attachment (The size of a single uploaded file cannot exceed 1GB)

Red text indicates: "4. Improve relevant information and relevant attachments(tems with \* are required)".

At the bottom, there are three buttons: "Save", "Submit Approval", and "Cancel". Red text indicates: "5. If you click 'Save', you can continue editing next time; If you click 'Submit Approval', it will be submitted to shore-based personnel for approval." A red arrow points to the "Submit Approval" button.

### Description:

After the approval of the leader, the vessel can obtain the petty cash. Expenses with the reimbursement type of petty cash can be deducted from the petty cash(such as expenses for self-purchased stores and spare parts).