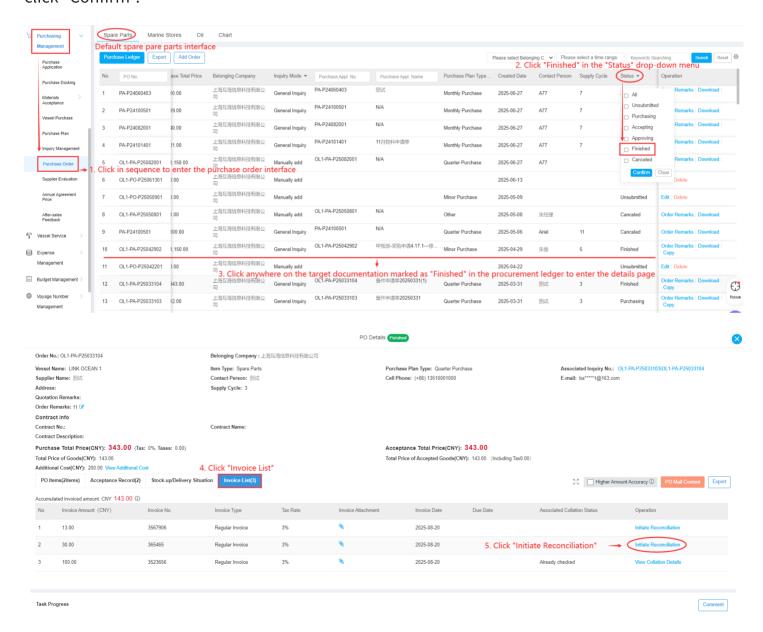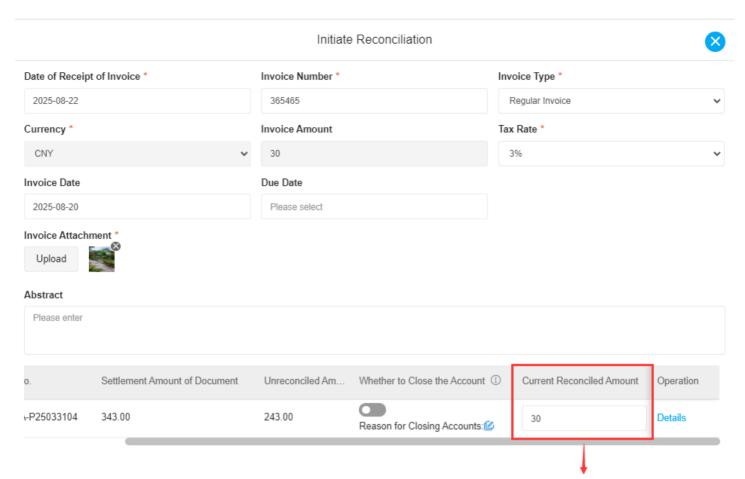# How to Reconciliation invoices on the purchase order interface (document)

Users log in to the OLISS Web side, click in sequence to enter the "Procurement Management → Purchase Order" interface, which defaults to the spare parts interface. Click "Finished" in the " Status" drop-down menu, click anywhere on the target order with the "Finished" status in the "Procurement Ledger" to enter the purchase order details page, click "Invoice List" to view the uploaded invoices, and click "Initiate Reconciliation". On the "Initiate Reconciliation" page, fill in the amount for this reconciliation, click "Submit", select the approval process, sign, and then click "Confirm".

Initiate Reconciliation

Date of Receipt of Invoice *

2025-08-22

Invoice Number *

365465

Invoice Type *

Regular Invoice

Currency *

CNY

Invoice Amount

30

Tax Rate *

3%

Invoice Date

2025-08-20

Due Date

Please select

Invoice Attachment *

Upload

Abstract

Please enter

o.	Settlement Amount of Document	Unreconciled Am...	Whether to Close the Account ⓘ	Current Reconciled Amount	Operation
₁-P25033104	343.00	243.00	Reason for Closing Accounts:✍	30	Details

6. Fill in the amount for this reconciliation, click "Submit"

Submit

○ No Approval Required.
○ 发票

Process Description:

Signature *

李四

🗑 Clear Signature
✎ Re-sign

7. Select the approval process, sign, and then click "Confirm"

Confirm   Cancel