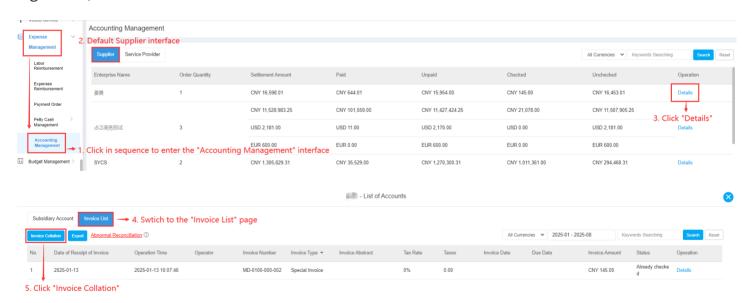
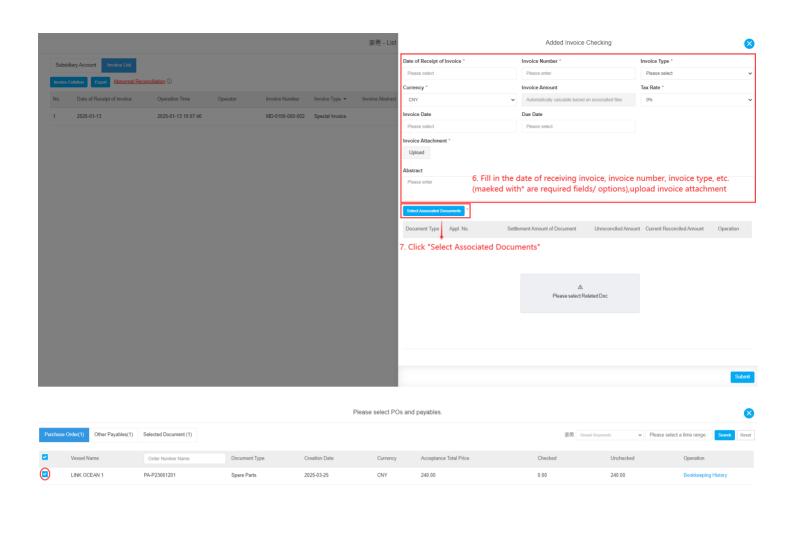
## How to Reconciliation invoices (document) on the Web-based accounting management interface

Users log in to the OLISS Web side, click in sequence to enter the "Expense Management - Accounting Management" interface, the default Supplier page, find the target supplier in the supplier list, and click "Details" on the right. Enter the account list interface, switch to the "Invoice List" page, click "Invoice Collation" jump to the new invoice reconciliation interface, Fill in the date of receiving invoice, invoice number, invoice type, etc. (marked with \* are required fields/options), upload invoice attachment, and click "Select Associated Documents", check the Purchase Order, click "Next", switch to the "Selected Documentation" page, fill in the "Amount of This Reconciliation", and click "Confirm". Return to the new invoice reconciliation interface, click "Submit" to submit the invoice reconciliation, select the approval process, signature, and click "Confirm".





1 Total 100Total/Page 🗸

8. Check the purchase order, click "Next" → Next



Please select POs and payables.



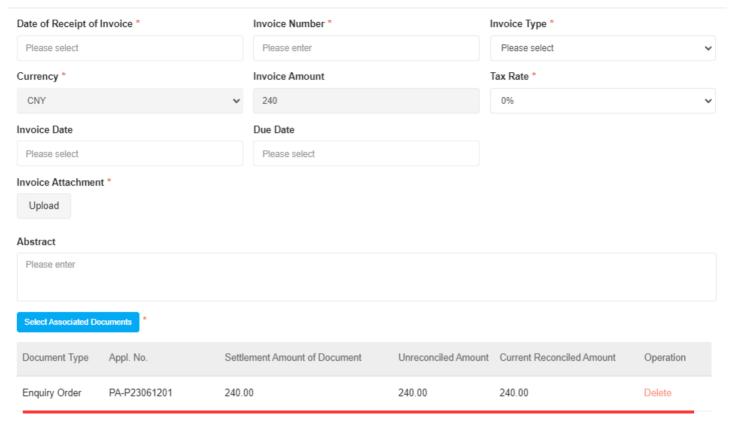
10. After filling in the "Current Reconciled Amount", click "Confirm"





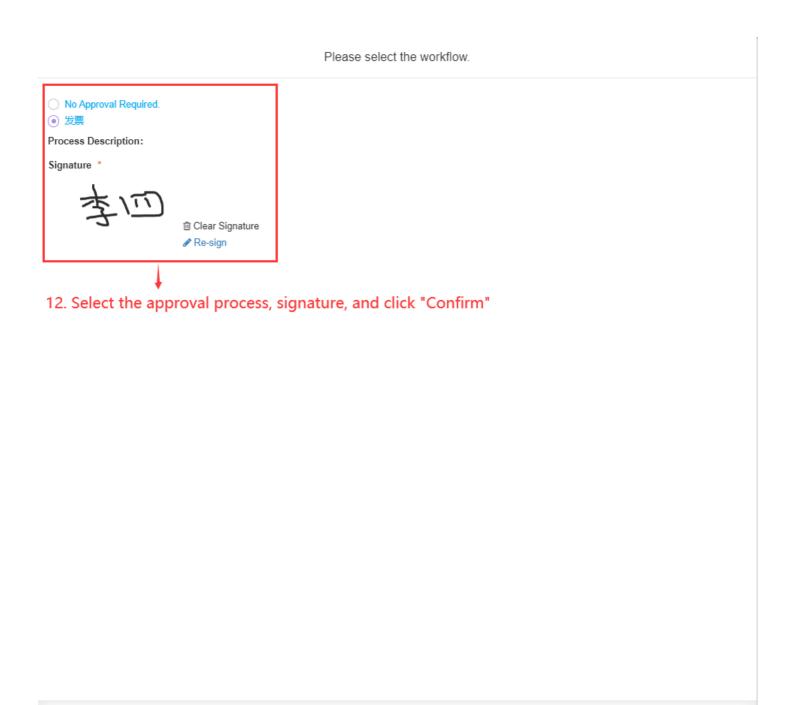
## Added Invoice Checking





Selected associated documentation is displayed here





Next step: After successful submission, the status of the documentation will be displayed as "Under Approval" and transferred to the workbench of relevant authorized personnel



Confirm

Cancel

