

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".

Expense Management

Labor Reimbursement

Expenses Reimbursement

Payment Order

Petty Cash Management

Accounting Management

Budget Management

Accounting Management

Supplier

Service Provider

All Currencies

Keywords Searching

Search

Reset

Enterprise Name	Order Quantity	Settlement Amount	Paid	Unpaid	Checked	Unchecked	Operation
姜勇	1	CNY 16,598.01	CNY 644.01	CNY 15,954.00	CNY 145.00	CNY 16,453.01	Details
		CNY 11,528,983.25	CNY 101,559.00	CNY 11,427,424.25	CNY 21,078.00	CNY 11,507,905.25	
志志商务测试	3	USD 2,181.00	USD 11.00	USD 2,170.00	USD 0.00	USD 2,181.00	Details
		EUR 600.00	EUR 0.00	EUR 600.00	EUR 0.00	EUR 600.00	
SYCS	2	CNY 1,305,829.31	CNY 35,529.00	CNY 1,270,300.31	CNY 1,011,361.00	CNY 294,468.31	Details

List of Accounts

Subsidiary Account

Invoice List

Invoice Collation

Export

Abnormal Reconciliation

All Currencies

2025-01 - 2025-08

Keywords Searching

Search

Reset

No.	Date of Receipt of Invoice	Operation Time	Operator	Invoice Number	Invoice Type	Invoice Abstract	Tax Rate	Taxes	Invoice Date	Due Date	Invoice Amount	Status	Operation
1	2025-01-13	2025-01-13 10:07:46		MD-0100-000-002	Special Invoice		0%	0.00			CNY 145.00	Already checked	Details

5. Click "Invoice Collation"

Invoice List

Invoice CollationExportAbnormal Reconciliation ①

No.	Date of Receipt of Invoice	Operation Time	Operator	Invoice Number	Invoice Type	Invoice Abstract
1	2025-01-13	2025-01-13 10:07:46		MD-0100-000-002	Special Invoice	

Added Invoice Checking

Date of Receipt of Invoice *
Please select

Invoice Number *
Please enter

Invoice Type *
Please select

Currency *
CNY

Invoice Amount
Automatically calculate based on associated files

Tax Rate *
0%

Invoice Date
Please select

Due Date
Please select

Invoice Attachment *
Upload

Abstract
Please enter

6. Fill in the date of receiving invoice, invoice number, invoice type, etc. (maeked with* are required fields/ options),upload invoice attachment

Select Associated Documents

Document Type

Appl. No.

Settlement Amount of Document

Unreconciled Amount

Current Reconciled Amount

Operation

7. Click "Select Associated Documents"

Please select Related Doc

Submit

Please select POs and payables.

Purchase Order(1)Other Payables(1)Selected Document (1)

姜勇Vessel KeywordsPlease select a time rangeSearchReset

	Vessel Name	Order Number Name	Document Type	Creation Date	Currency	Acceptance Total Price	Checked	Unchecked	Operation
<input checked="" type="checkbox"/>	LINK OCEAN 1	PA-P23061201	Spare Parts	2025-03-25	CNY	240.00	0.00	240.00	Bookkeeping History

1 Total100Total/Page

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



Purchase Order(1) Other Payables(1) **Selected Document (1)** → 9. Switch to "Selected Document"

姜勇

Purchase Order:

Vessel Name	Order Number Name	Document Type	Creation Date	Acceptance Total Price	Checked	Current Reconciled Amount *	Remaining	Whether to Close the Account ①	Operation
LINK OCEAN 1	PA-P23061201	Spare Parts	2025-03-25	240.00	0.00	240	0.00	<input checked="" type="checkbox"/>	Bookkeeping History Delete

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



Date of Receipt of Invoice *

Please select

Invoice Number *

Please enter

Invoice Type *

Please select

Currency *

CNY

Invoice Amount

240

Tax Rate *

0%

Invoice Date

Please select

Due Date

Please select

Invoice Attachment *

Upload

Abstract

Please enter

Select Associated Documents *

Document Type	Appl. No.	Settlement Amount of Document	Unreconciled Amount	Current Reconciled Amount	Operation
Enquiry Order	PA-P23061201	240.00	240.00	240.00	Delete

Selected associated documentation is displayed here

11. Click "Submit" →

Submit

Please select the workflow.

No Approval Required.

发票

Process Description:

Signature *

李四

Clear Signature

Re-sign

12. Select the approval process, signature, and click "Confirm"

Confirm

Cancel

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

Submit Successfully

Subsidiary Account

Invoice List

Invoice Collection

Export

Abnormal Reconciliation

All Currencies

2025-01 - 2025-08

Keywords Searching

Search

Reset

No.	Date of Receipt of Invoice	Operation Time	Operator	Invoice Number	Invoice Type	Invoice Abstract	Tax Rate	Taxes	Invoice Date	Due Date	Invoice Amount	Status	Operation
1	2025-08-20	2025-08-21 16:23:19	孙红梅	0987233657	Regular Invoice		0%	0.00			CNY 240.00	Approving	Details
2	2025-01-13	2025-01-13 10:07:46		MD-0100-000-002	Special Invoice		0%	0.00			CNY 145.00	Already checked	Details

To-do List

Warning Popups Setting>

All (138)

Due 5

Overdue 91

Reminders(42)

1 Items Selected

All Vessels

Workflow Task (96)

Labor Reimbursement—Approve(38)

Labor Reimbursement—Execute(7)

Expenses Reimbursement—Approve(18)

Expenses Reimbursement—Execute(4)

Payment Order —Approve(25)

Petty Cash(1)

Invoice Collation—Approve(3)

Reliable Safety Responsibility