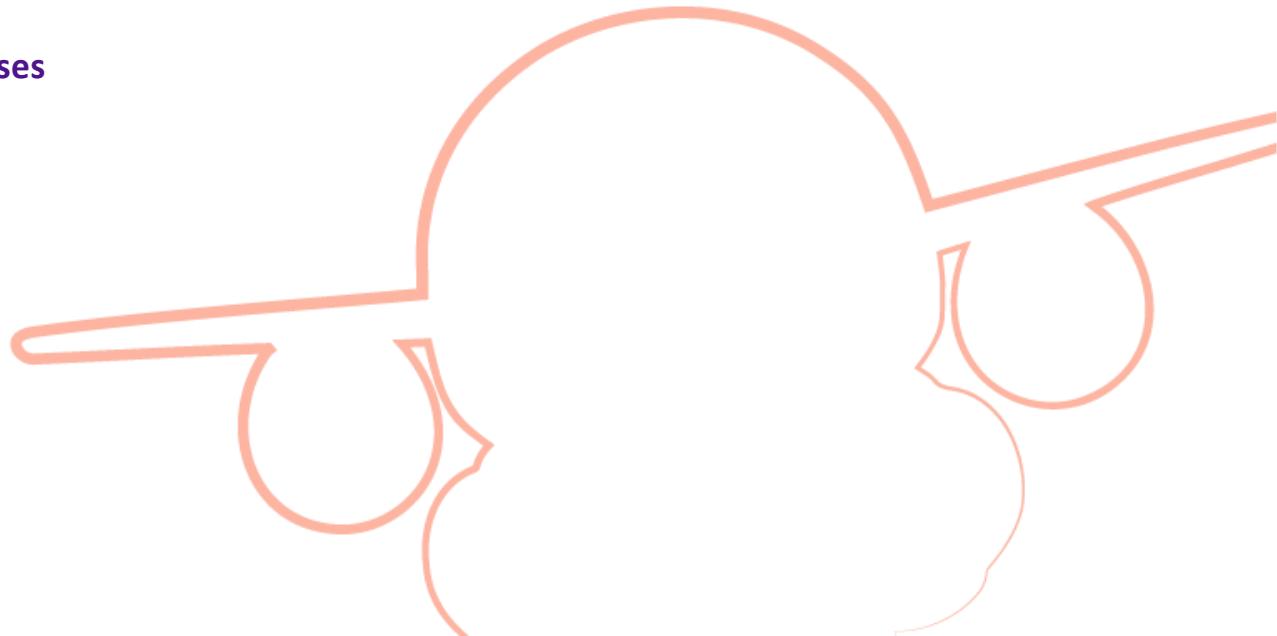


Training on the use of the OA system for employees in Kazakhstan

— General Process Description for Finance

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5. Common Questions





1.

**Full Process from Online
Payment to Financial
Accounting**

1. Full Process from Online Payment to Financial Accounting



OA Process Initiation

- 【Initiator】

In accordance with YTO International Expense Reimbursement Management Policy [2025] No.003, the payment process must be initiated by the department responsible for the expense, following the principle of “who incurs the expense, who initiates the process.”

In principle, reimbursement processes must not be submitted on behalf of others.

- 【Process Attachments】

In principle, payment processes should include uploaded invoices, bills, and payment details.

- Note: Other business documents, such as contracts, should be determined based on the actual business approval scenario.

1. Full Process from Online Payment to Financial Accounting

OA Approval Circulation

- 【Approval Nodes】

Currently, all online processes have been configured with approval nodes, and the system will automatically route the process.

- 【Approval Timeline】

The usual approval cycle is 3–4 days.

In case of urgent payments, follow-ups can be made through the OA reminder function, or by sending the process link to the approver via DingTalk or email.

- 【Approval Key Points】

During approval, reviewers must clearly specify the review details and must not approve with “Agree” only.

Finance Cashier Payment

- 【Payment Process】

Currently, all payment processes are configured with an execution node for the local cashier.

After the process is completed, it will be copied to the applicant and the finance officer.

1. 线上付款到财务核算全流程

OA发起流程

- 【发起人】根据国际财务【2025】003号 圆通国际费用报销管理制度，由费用归口部门发起付款流程，遵循“谁产生、谁发起”原则，原则上不得代他人提交报销流程。
- 【流程附件】付款流程原则上应上传发票、账单、付款信息。
- 注意：合同等其他业务资料根据业务实际审批场景确定。

OA流转审批

- 【审批节点】目前所有线上流程已配置了审批节点，系统会自动流转。
- 【审批时效】通常审批流转周期为3-4天，如遇紧急付款可通过以下方式进行催办：OA中的催办功能、钉钉或邮件发送该流程网址给审批人。
- 【审批要点】审批时需要注明审核内容明细，不能直接审批“同意”

财务出纳付款

- 【付款流程】目前所有的付款流程都已配置了当地出纳的抄送节点，同时在流程结束后会抄送给提交人和财务专员。



2.

**The Management Principles of
Petty Cash.**

2.The Management Principles of Petty Cash

1.Applicable Scope and Application Conditions

The petty cash policy applies to all departments and individuals within the company who need to use petty cash.

Applicants must be confirmed employees, and in principle, they should be department heads or personnel designated by the department head.

2.The Management Principles of Petty Cash

Petty cash must be applied for based on real, necessary, and reasonable business needs and must strictly follow the principle of designated use only.

It must not be misappropriated, transferred, or used for personal purposes.

If the previous petty cash has not been cleared or repaid, a new petty cash application should generally not be submitted.

The borrower is the first person responsible for the petty cash, and the department head is the primary manager.

If petty cash is not recovered on time or results in losses, the relevant personnel shall bear corresponding management responsibilities.

3.Petty Cash Usage and Record Keeping

Borrowers must truthfully record the use of petty cash and cooperate with supervision and inspections.

After using petty cash, compliant invoices must be obtained in a timely manner, and reimbursement must be completed through the company's required process.

Unused or long-idle petty cash should be returned promptly and must not be occupied for an extended period.

Fixed-amount petty cash must be borrowed and managed by designated personnel and must not be transferred or used indirectly as temporary petty cash.

2.The Management Principles of Petty Cash

4.Repayment and Clearing Management

The maximum usage period for fixed-amount petty cash is one year.

Borrowers must complete clearing or repayment by December 28 each year, and reapply the following year based on actual needs.

The maximum usage period for temporary petty cash is three months, and borrowers must complete reimbursement or repayment based on actual usage.

5.Petty Cash Handover

If the responsible person for petty cash needs to be changed due to personnel transfer or resignation, handover procedures must be completed in a timely manner.

If clearing has not been completed due to special reasons such as in-process documents, the unsettled items must be clearly stated in the handover form and reviewed and confirmed by both the department head and the finance manager.

2. 备用金管理制度

1. 适用范围及申请条件

本制度适用于公司内所有需使用备用金的部门和个人。备用金申请人须为已转正员工，原则上为部门负责人或其指定人员。

2. 管理原则

备用金应基于真实、必要、合理的业务需求申请，严格遵循专款专用原则，不得挪用、转借或用于个人事项。

上一笔备用金未完成核销或还款的，原则上不得再次申请备用金。

借款人为备用金第一责任人，部门负责人为第一管理人；备用金未按期收回或造成损失的，相关人员应承担相应管理责任。

3. 备用金使用与登记

借支人应如实做好备用金使用及补充登记，配合监督检查。备用金使用后应及时取得合规发票，并按公司规定流程办理报销；未使用完或长期闲置的备用金应及时归还，不得长期占用。

定额备用金实行专人借支、专人负责，不得转借或变相作为临时备用金使用。

4. 还款与核销管理

定额备用金使用期限最长为一年，借支人须于每年 12 月 28 日前完成核销或归还，次年根据实际需要重新申请。

临时备用金使用期限最长为 三个月，借支人应根据实际使用情况办理报销或还款。

5. 备用金移交

因人员调动、离职等原因需变更备用金责任人的，应及时办理移交手续。

因在途单据等特殊原因暂未完成核销的，应在交接单中明确未结事项，并由部门负责人及财务负责人复核确认。

3.



**Full Process for Petty Cash
Application, Repayment, and
Expense Reimbursement**

3. Full Process for Petty Cash Application, Repayment, and Expense Reimbursement



Petty Cash Application

Business Review: Confirm the applicant's eligibility, and whether the amount and purpose are reasonable;

Verify that all required attachments are complete to prevent duplicate borrowing.

Finance Review: Check that the form is completed in a standard manner and that the information is accurate;

Verify budget alignment;

Applications that are high-frequency, large-amount, or unclear in purpose must provide additional supporting documents.

Petty Cash Repayment

Business Review: Confirm that the repayer is the same person as the original borrower, and that the purpose matches the original borrowing reason;

Confirm that the business is genuine, the amount is reasonable, and attachments are complete;

Check whether there are any outstanding historical borrowings.

Finance Review: Verify that the outstanding loan balance matches the repayment amount;

Check that supporting documents are compliant and that account coding is correct;

Any abnormal amounts or unclear purposes must be further verified.

Expense Reimbursement

Business Review: Confirm the authenticity and necessity of the business;

Ensure expenses comply with company policies and standards;

Confirm the amount is reasonable;

Verify that attachments are complete and authentic;

For reimbursements involving prior borrowing, offsetting must be verified;

For petty cash clearing, ensure it is consistent with the approved purpose.

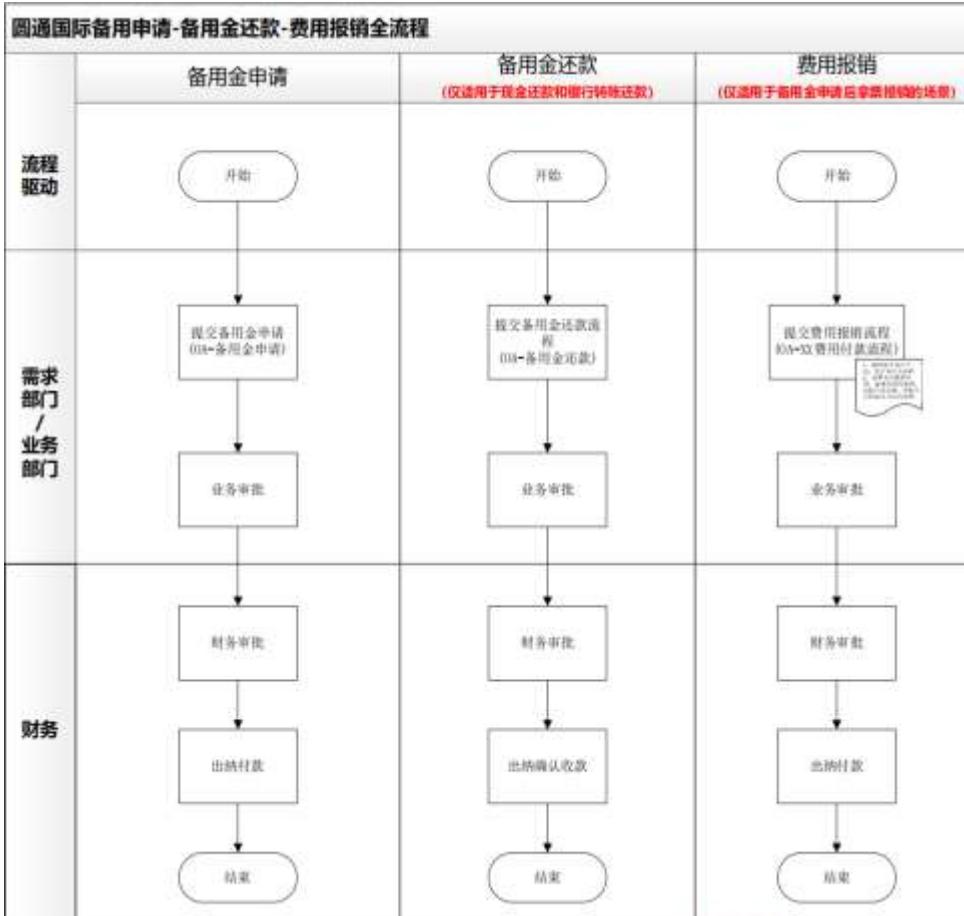
Finance Review: Ensure the form is properly completed and information is accurate; Verify that invoices are valid and meet tax requirements;

Confirm that expenses are posted to the correct accounts, with no duplicate or split

reimbursements; Reimbursements that are high-amount, frequent, or insufficiently supported must be further reviewed.

3. 备用金申请/还款/报销全流程

圆通国际备用申请-备用金还款-费用报销全流程



备用金申请

- 业务审核：确认申请人资格、金额及用途合理；核实附件齐全，防止重复借款。
- 财务审核：检查表单规范与信息准确；核对与预算匹配；高频/大额或事由不清晰的申请需补充佐证。

备用金还款

- 业务审核：确认还款人与借款人一致，用途与原借款事由一致；确认业务真实、金额合理，附件齐全；关注是否存在未结清历史借款。
- 财务审核：核对借款余额与还款金额一致；核查单据合规、科目填写正确；金额异常或用途不清的需进一步核实。

费用报销

- 业务审核：确认业务真实性和必要性；费用符合公司制度与标准；金额合理；附件完整且真实；先借款报销需核对冲抵情况；备用金核销需与用途一致。
- 财务审核：表单填写规范、信息准确；票据合法、符合税务要求；费用归属科目正确，无重复或拆分报销；高额、频繁或佐证不足报销需进一步核实。



4.

Common Finance-Related Processes

4.1 Financial process - Petty Cash Request

Office Process

Office Process Business Process FSSC

HR Admin Purch **Finance** System Legal Company

Petty Cash Request Petty Cash Repayment Biz Hospitality Expen... Travel Expense Pay...

Routine Office Expen... Welfare Payment Tax Payment Litigation Cost Paym...

Society Membership ... Travel Expenses B2... Internal Company Loan Invoice Demand

Home Process Initiation

Business Information

| | |
|-------------------------|----------------|
| Business Entity | Process Status |
| Business Segment | Process Action |
| Bank Account Number | Process Action |
| Bank of Deposit | Process Action |
| Applicant's Position | Process Status |
| Loan Type | Process Action |
| Business Type | Process Action |
| Payment Method | Process Action |
| Currency | Process Action |
| Loan Amount | 0.00 |
| Reference Exchange Rate | |

Cancel Save Draft Submit

1. Applicable Scope

① Fixed-amount petty cash

- Support daily operations of business units, with a maximum usage period of one year.
- It must be fully repaid by December 28 of the current year, and if continued use is required, it must be reapplied for in the following year.
- It is commonly used for daily departmental purchases and salary payments.

② Temporary petty cash

- Used for urgent or temporary needs of business units.
- It is short-term or one-time in nature, with a repayment period of three months, and is commonly used for miscellaneous expenses, business entertainment, and work-related injury expenses.

2. Create a Petty Cash Request

Select “Office Processes – Finance – Petty Cash Request”, then complete and submit according to the system guide.

4.1 财务类流程——备用金申请

【 职能类流程 】

| 职能类流程 | 业务类流程 | 共享专用 | |
|---|---|---|---|
| 人事 行政 采购 | 财务 系统 法务 法人公司 | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 费用 我的待办 流程监控 | 使用说明 | | |

适用场景

1. 备用金类型
 ①定额备用金：主要用于满足日常经营部门日常经营所需，具有周期时间长、可循环使用的特点，适用于部门日常采购、应付薪资等。
 ②临时备用金：主要用于满足日常经营部门的突发性需求，具有使用时间短、临时性的特点，适用于部门零星开支、业务招待、工伤事故等。
 2. 使用期限：
 ①定额备用金使用期限与借款期限一致，且不超过借款期限。定期备用金由借款人必须于每季12月28日前向经办银行归还所借支的备用金，逾期未归还的按约定收取罚息。
 ②临时备用金使用期限为三个月，备用金金额必须于借款之日起3个月内归还。
 3. 借款流程：为保证资金安全及员工利益，本流程仅支持部门负责人及以上人员发起。

流程对账人: Kevin黄振国 Kevin.Luang@yloglobal.com

技术支持: TEL: +86 021-6977700 DingTalk Group: 101930041082

业务信息

付款主体:
 用途:
 业务类别:
 项目编号:

取消 存草稿 提交

1. 适用事项:

① 定额备用金:

- 用于支持业务单位的日常运营需要。
- 使用时限最长为一年，当年年底12月28日前还清，如需继续使用，次年需再次申请。
- 常用作部门日常采购及薪酬支付。

② 临时备用金:

- 用于业务单位的紧急或临时需要。
- 短期的或一次性的，还款期为三个月。
- 通常用于杂项费用，商务娱乐和工伤相关费用。

2. 创建备用金申请:

选择【职能类流程—财务—备用金申请】，然后根据图鉴填写并提交。

4.2 Financial process - Petty Cash Repayment

Office Process

| Office Process | Business Process | FSSC | | | | |
|-------------------------|-----------------------|-----------------------------|--------------------------|-----------------------|-------|---------|
| HR | Admin | Purch | Finance | System | Legal | Company |
| | | | | | | |
| Petty Cash Request | | Petty Cash Repayment | Biz Hospitality Expen... | Travel Expense Pay... | | |
| | | | | | | |
| Routine Office Expen... | Welfare Payment | Tax Payment | Litigation Cost Paym... | | | |
| | | | | | | |
| Society Membership ... | Travel Expenses B2... | Internal Company Loan | Invoice Demand | | | |

Usage Instructions

Petty Cash Repayment

Applicable Scope:

- Link to the Petty Cash Application.
- Upload supporting documents (e.g., bank slip, invoice).
- Provide signed handover notes for fund transfers.

Process Address:

www.HK.YTO.com (www.englishglobal.com)

IT Support:

DingTalk Group: 39319512

基础信息

Repayment Type: Pending review

Currency: Pending review

Repayment Description: Pending review

Select "Petty Cash Request":

No First Name Creator Create Date Create Time First Status Actions

Detailed List

Cancel **Save Draft** **Submit**

1. Applicable Scope

After petty cash usage is completed, employees must initiate the petty cash repayment process in a timely manner.

2. Create a Petty Cash Repayment

Select “Office Processes – Finance – Petty Cash Repayment”, then complete and submit according to the system guide.

Note:

This process only applies to bank or cash repayments. The petty cash repayment process must be linked to the original petty cash application process.

Supporting documents such as bank receipts or payment screenshots must be uploaded.

4.2 财务类流程——备用金还款

职能类流程

| 职能类流程 | 业务类流程 | 共享专用 |
|---|---|---|
| 人事 行政 | 采购 财务 系统 法务 法人公司 | |
|  备用金申请 NEW |  备用金还款 NEW |  业务招待费付款 NEW |
|  日常办公费用付款 |  福利费付款 NEW |  差旅费付款 NEW |
|  社团会费付款 |  差旅费对公付款 NEW |  公司内部借款 NEW |
| |  发票开具需求 NEW | |

使用说明

| | |
|-------|---|
| 适用事项 | ①需关联备用金申请流程；②需上传附件：银行回单、发票、账单、付款截图等；③备注栏可上传文字说明 |
| 流程经办人 | Kevin HUANG 黄凯文 kevin.huang@yto-global.com |
| 技术支持 | Ding Talk Group:35219512 |

业务信息

| 还款类型 | 银行转账 | | | | | | | | | | | | | | |
|-----------|---|-------------|------|---------------------|------|---|------|----|---|-------|-------------|-----|---------------------|-----|---|
| 币种 | 人民币 | | | | | | | | | | | | | | |
| 还款说明 | 请输入... | | | | | | | | | | | | | | |
| 关联“备用金申请” | <table border="1"> <thead> <tr> <th>序号</th> <th>流程名称</th> <th>发起人</th> <th>发起部门</th> <th>发起时间</th> <th>流程状态</th> <th>操作</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>备用金还款</td> <td>Kevin HUANG</td> <td>财务部</td> <td>2023-10-10 14:30:00</td> <td>待处理</td> <td></td> </tr> </tbody> </table> | 序号 | 流程名称 | 发起人 | 发起部门 | 发起时间 | 流程状态 | 操作 | 1 | 备用金还款 | Kevin HUANG | 财务部 | 2023-10-10 14:30:00 | 待处理 |  |
| 序号 | 流程名称 | 发起人 | 发起部门 | 发起时间 | 流程状态 | 操作 | | | | | | | | | |
| 1 | 备用金还款 | Kevin HUANG | 财务部 | 2023-10-10 14:30:00 | 待处理 |  | | | | | | | | | |

1. 适用事项：

备用金使用完成后，员工需及时发起备用金还款流程。

2. 创建备用金还款：

选择【职能类流程—财务—备用金还款】，然后根据图鉴填写并提交。

注意：

1. 仅适用于银行或现金还款
2. 备用金还款流程必须要关联备用金申请流程
3. 需上传附件：银行回单、付款截图等

4.3 Financial process - Tax Payment



Use Instructions

Tax Payment

| | |
|-------------------|--|
| Application Scope | This process applies to all international tax-related expense items. |
| Process Admin | http://BPM.Btoyou.ytoexpress.com |
| IT Support | Ding Talk Group: 131930041988 |

Business Information

| | |
|------------------------------------|--------------|
| *Payee Entity | Please Enter |
| *Company Name | Please Enter |
| *Company Registration No. | Please Enter |
| *Taxpayer Identification No. (TIN) | Please Enter |
| *Tax Authority (City) | Please Enter |
| *Domicile Method | Please Enter |
| *Payment Method | Please Enter |

Buttons: Cancel, Save Draft, Submit

1. Applicable Scope

This process applies to all types of taxes and government charges that YTO International is legally required to pay to tax authorities or other relevant government departments. It is used for operational tax payment applications.

2. Creating a Tax Payment

Select “Office Process – Finance – Tax Payment”, then complete the form and submit it according to the system guide.

Note:

For tax payment processes, supporting official or compliant documents must be submitted based on the type of tax involved, including but not limited to the following:

Tax returns or payment notices issued by tax authorities;
 Relevant documents required by government or tax departments;
 Payment details.

4.3 财务类流程——税费付款

■ 职能类流程

| 职能类流程 | 业务类流程 | 共享专用 | | | | |
|-----------|-------------|--------------------|------------|----|----|------|
| 人事 | 行政 | 采购 | 财务 | 系统 | 法务 | 法人公司 |
| | | | | | | |
| 备用金申请 NEW | 备用金还款核算 NEW | 业务招待费付款 NEW | 差旅费付款 NEW | | | |
| | | | | | | |
| 日常办公费用付款 | 福利费付款 NEW | 税费付款 NEW | 国际诉讼费用付款 | | | |
| | | | | | | |
| 社团会费付款 | 差旅费对公付款 NEW | 公司内部借款 NEW | 发票开具需求 NEW | | | |

■ 使用说明

适用事项：本流程适用于国际托收有关的费用付款。

联系对公人：Shay 谢永蓝 shay.ye@logistics.com

技术支持：Ding Talk Group:101900041882

■ 业务信息

| | |
|------------|-----|
| 付款主体 | 请输入 |
| 公司名称 | 请输入 |
| 公司注册编号 | 请输入 |
| 纳税人识别号 | 请输入 |
| 税务管辖区 (城市) | 请输入 |

取消 **存草稿** **立即**

1. 适用事项：

本流程适用于圆通国际依法需向税务机关或政府相关部门缴纳的各类税费及政府性收费；适用经营类税费付款申请。

2. 创建税费付款：

选择【**职能类流程—财务—税费付款**】，然后根据图鉴填写并提交。

注意： 税费付款流程需根据税费类型，提交相应的官方或合规证明材料，包括但不限于以下内容：

税务机关出具的纳税申报表 / 缴款通知书
政府或税务部门要求缴纳的相关文件
付款信息

4.4 Financial process - Litigation Cost Payment

Office Process

| Office Process | Business Process | FSSC | | | | |
|-------------------------|------------------------|-----------------------|-------------------------|--------|-------|---------|
| HR | Admin | Purch | Finance | System | Legal | Company |
| | | | | | | |
| Routine Office Expen... | Welfare Payment | Tax Payment | Litigation Cost Paym... | | | |
| | | | | | | |
| Society Membership ... | Travel Expenses B2... | Internal Company Loan | Invoice Demand | | | |
| | | | | | | |
| Financial Data Acqui... | Opening/Closing Bal... | AR/AP Adjustment | SAP Company Code | | | |

Home Process Initiation

IT Support TEL: +86 021-69777790 DingTalk Group: 101939041862

Business Information

| | |
|---------------------------------|----------------------|
| * the unit involved in the case | <input type="text"/> |
| * Cause of Action | <input type="text"/> |
| * Plaintiff | <input type="text"/> |
| * Defendant | <input type="text"/> |
| * Related pre process | <input type="text"/> |
| * Related Contract Process | <input type="text"/> |

No. Flow Name Creator Creator Org Create Time Flow Status Actions

(+) Add

(+) Add

Cancel Save draft Delete

1. Applicable Scope

This process applies to expense reimbursement and payments related to litigation and intellectual property registration for YTO International.

2. Creating an International Litigation Fee Payment

Select “Office Process – Finance – Litigation Cost Payment”, then complete the form and submit it according to the system guide.

Note:

The international litigation fee payment process must be linked to a pre-approved prerequisite process, such as:

An approved request or demand application process (for example, procurement or service requests)

An approved contract approval process (such as tax service, audit, or consulting contracts)

4.4 财务类流程——国际诉讼费用付款

职能类流程

| 职能类流程 | 业务类流程 | 共享专用 |
|------------|-------------|-------------|
| 人事 | 行政 | 采购 |
| | | |
| 备用金申请 NEW | 备用金还款核销 NEW | 业务招待费付款 NEW |
| 差旅费付款 NEW | | |
| | | |
| 日常办公费用付款 | 福利费付款 NEW | 税款付款 NEW |
| | | |
| | | |
| 社团会费付款 | 差旅费对公付款 NEW | 公司内部借款 NEW |
| 发票开具需求 NEW | | |

使用说明

| | |
|-------|--|
| 适用范围 | 适用于圆通国际和海运：知识产权注册等相关的费用报销。 |
| 流程经办人 | 杨晓勤 (xiaoq.yang@yto-global.com) |
| 技术支持 | TEL: +86 021-66977700 DingTalk Group: 101030011882 |

业务信息

| | |
|------|--------|
| 事项单位 | 请输入... |
| 派出 | 请输入... |
| 原告 | 请输入... |
| 被告 | 请输入... |

序号 流程名称 提交人 处理部门 发起时间 流程状态 操作

取消 变更单 复核

1. 适用事项：

本流程适用于圆通国际有关诉讼和知识产权注册的费用报销和支付。

2. 创建国际诉讼费用付款：

选择【职能类流程—财务—国际诉讼费用付款】，然后根据图鉴填写并提交。

注意：

国际诉讼费用付款流程需关联已完成审批的前置流程，例如：

已审批通过的需求申请流程（如：采购/服务需求）

已审批通过的合同流程（如：税务服务、审计、咨询等合同）

4.5 Financial process - Internal Company Loan

Office Process

| Office Process | Business Process | FSSC | | | | |
|-------------------------|------------------------|------------------------------|------------------------|--------|-------|---------|
| HR | Admin | Purch | Finance | System | Legal | Company |
| | | | | | | |
| Society Membership ... | Travel Expenses B2... | Internal Company Loan | Invoice Demand | | | |
| | | | | | | |
| Financial Data Acqui... | Opening/Closing Ban... | AR/AP Adjustment | SAP Company Code | | | |
| | | | | | | |
| NC/SAP Reopen Pos... | Investment and Fina... | Fund Transfer Request | Single Bad Debt Pro... | | | |

Usage Instructions

Internal Company Loan

The process is applicable to the interbank lending business between YTO International Express Supply Chain Technology Co., Ltd. and its wholly-owned and joint venture companies (both the borrower and the lender must be wholly-owned or joint venture companies). If both are wholly-owned companies, the approval flow corresponds to the internal borrowing approval flow of the wholly-owned company. If both the borrower and the lender have at least one joint venture company and there is no 'no equity relationship', the approval flow corresponds to the internal borrowing approval flow of the non-wholly-owned company. If at least one party is a 'company without equity relationship', this process cannot be submitted.

Process Admin: Ted Zhang<22570724@yto.net.cn>

If Support: Ding Tiek Group:39016612

Business Information

Lender:

Whether it is a joint venture:

Loan Amount: Please enter

Buttons: Cancel, Save Draft, Submit

1. Applicable Scope

This process applies to intercompany fund lending transactions between wholly owned subsidiaries and joint venture companies.

2. Creating an Internal Company Loan

Select Office Process – Finance – Internal Company Loan, then complete the form and submit it according to the system guide.

4.5 财务类流程——公司内部借款

1. 职能类流程

| 职能类流程 | 业务类流程 | 共享专用 | | | | |
|-------------------|-------------|-------------|-----------|----|----|------|
| 人事 | 行政 | 采购 | 财务 | 系统 | 法务 | 法人公司 |
| | | | | | | |
| 备用金申请 NEW | 备用金还款核销 NEW | 业务招待费付款 NEW | 差旅费付款 NEW | | | |
| | | | | | | |
| 日常办公费用付款 | 福利费付款 NEW | 税费付款 NEW | 国际诉讼费用付款 | | | |
| | | | | | | |
| 社团会费付款 | 差旅费对公付款 NEW | 发票开具需求 NEW | | | | |
| 公司内部借款 NEW | | | | | | |

使用说明

适用事项

流程适用于圆通速递有限公司及其全资及合资公司向全资子公司拆借业务。《融资双方需为全资或合资公司，双方均为全资子公司的，审批流对应全资公司内部借款审批流；融资双方有至少一个合资公司且非“无股权关系”的，审批流对应全资公司内部借款审批流；若至少一方为“无股权关系”公司，则无法提交该流程。

流程对接人

必填 Tad Zhang-02535724@yto.net.cn

技术支持

Ding Talk Group:34019617

业务信息

借款人:

对应经营公司:

借款金额:

币种:

操作

取消 点草稿 提交

1. 适用事项:

全资公司及合资公司间资金拆借业务，借贷双方需为全资或合资公司。

双方均为全资公司的，审批流对应全资公司内部借款审批流；

借贷双方有至少一个合资公司且无“无股权关系”的，审批流对应非全资公司内部借款审批流；

若至少一方为“无股权关系”公司，则无法提交该流程。

2. 创建公司内部借款:

选择【职能类流程—财务—公司内部借款】，然后根据图鉴填写并提交。

4.6 Financial process - Invoice Demand



1. Applicable Scope

This process only applies to settlement personnel of overseas subsidiaries submitting invoice issuance requests to the overseas accounting team.

2. Creating an Invoice Demand

Select Office Process – Finance – Invoice Demand, then complete the form and submit it according to the system guide.

Note:

All invoice amounts must be filled in the original currency.

4.6 财务类流程——发票开具需求

■ 职能类流程

| 职能类流程 | 业务类流程 | 共享专用 | | | | |
|-----------|-------------|-------------|------------|----|----|------|
| 人事 | 行政 | 采购 | 财务 | 系统 | 法务 | 法人公司 |
| | | | | | | |
| 备用金申请 NEW | 备用金还款核销 NEW | 业务招待费付款 NEW | 差旅费付款 NEW | | | |
| | | | | | | |
| 日常办公费用付款 | 福利费付款 NEW | 税费付款 NEW | 国际诉讼费用付款 | | | |
| | | | | | | |
| 社团会费付款 | 差旅费对公付款 NEW | 公司内部借款 NEW | 发票开具需求 NEW | | | |

发票开具需求 NEW

使用说明

适用事项
1.本流程仅适用于海外各子公司的结算人员向海外核算组提出开票申请;
2.所有开票金额请填写原币种金额;
3.建议选择纸质发票（发票开票申请单）扫描件。

流程经办人
Vicky Wu 喻丽霞, chencheng.wu@yto-global.com

技术支持
Ding Talk Group:05010612

发票信息

开票类型:

模板/附件

模板下载:

附件上传:

1.适用事项:

本流程仅适用于海外各子公司的结算人员向海外核算组提出开票申请;

2.创建发票开具需求:

选择【职能类流程—财务—发票开具需求】，然后根据图鉴填写并提交。

注意:

所有开票金额请填写原币种金额;

4.7 Financial process - Financial Data Acquisition



Office Process



1. Applicable Scope

This process applies to applications for querying, acquiring, or using financial data for approved internal or compliant purposes.

2. Creating a Financial Data Acquisition

Select Office Process – Finance – Financial Data Acquisition, then complete the form and submit it according to the system guide.

4.7 财务类流程——财务资料提取



使用说明

适用事项：本流程适用于SAP系统中的数据提取。
直接对输入：chencheng.wu@yto-global.com
技术支持：Ding Talk Group:38916912

业务信息

| | |
|------|-----|
| 数据类型 | 请选择 |
| 公司名称 | 请输入 |
| 开始时间 | 请选择 |
| 结束时间 | 请选择 |
| 申请人 | 请输入 |

取消 保存并提交 取消

1. 适用事项：

本流程适用于经批准的内部或合规用途所需的财务资料查询、提取或使用申请。

2. 创建财务资料提取：

选择【职能类流程—财务—财务资料提取】，然后根据图鉴填写并提交。

4.8 Financial process - Opening/Closing Bank Account

Office Process

| Office Process | Business Process | FSSC | | | | |
|-------------------------|-------------------------------|-----------------------|------------------------|--------|-------|---------|
| HR | Admin | Purch | Finance | System | Legal | Company |
| | | | | | | |
| Society Membership ... | Travel Expenses B2... | Internal Company Loan | Invoice Demand | | | |
| | | | | | | |
| Financial Data Acqui... | Opening/Closing Ban... | AR/AP Adjustment | SAP Company Code | | | |
| | | | | | | |
| NC/SAP Reopen Pos... | Investment and Fina... | Fund Transfer Request | Single Bad Debt Pro... | | | |

Instructions

Opening/Closing Bank Account.

| | |
|------------------|---|
| Applicable Scope | This process applies to the bank account opening and closing operations of all subsidiaries of YTO International. |
| Process Admin | Wu Zheng (025797240@yto.net.cn) |
| IT Support | Dmg Sdk Group 39219612 |

Business Information

| | |
|-----------------|---------------|
| * Business Type | Please Select |
| * Company Name | Please Enter |
| * Bank | Please Select |
| * Currency | Please Select |
| Reason | Please Enter |

Cancel **Save draft** **Submit**

1. Applicable Scope

This process applies to bank account opening and closing activities for all YTO International companies.

2. Creating an Opening/Closing Bank Account Request

Select Office Process – Finance – Opening/Closing Bank Account, then complete the form and submit it according to the system guide.

Note:

All bank account openings, changes, and closures must complete the approval process in advance.

Any handling without prior approval will be reported in accordance with company policies and included in performance assessments.

4.8 财务类流程——银行账户开销户

职能类流程

| 职能类流程 | 业务类流程 | 共享专用 |
|-------------------|---|--------------|
| 人事 | 行政 | 采购 |
| 社团会费付款 |  差旅费对公付款 NEW | 公司内部借款 NEW |
| 财务资料提取 NEW |  银行账户开销户 NEW | SAP 系统建账 NEW |
| NC/SAP 开账号期申请 ... | 收付款调账 NEW | 国际资金调拨 |
| 投融资付款 |  国际资金调拨 | 单项坏账计提 |
| | 银行账户开销户 NEW | |

使用说明

适用事项
本流程适用于圆通速递供应链有限公司及其分子公司银行账户开销户业务。

流程对接人
张磊 Ted Zheng: 02578724@yto.net.cn

技术支持
Ding Talk Group: 35018812

业务信息

| | |
|------|-----|
| 业务类型 | 选择项 |
| 公司名称 | 输入框 |
| 开户银行 | 输入框 |
| 币种 | 输入框 |
| 申请原因 | 输入框 |

取消 保存 取消

1. 适用事项:

本流程适用于圆通国际所有公司银行账户开销户业务。

2. 创建银行账户开销户:

选择【职能类流程—财务—银行账户开销户】，然后根据图鉴填写并提交。

注意：所有银行账户的开立、变更及注销均须事前履行审批流程；未经审批擅自办理的，将按公司相关规定进行通报并纳入考核。

4.9 Financial process - AR/AP Adjustment

Office Process

Office Process Business Process FSSC

| HR | Admin | Purch | Finance | System | Legal | Company |
|------------------------|------------------------|-----------------------|------------------------|--------|-------|----------------|
| | | | | | | |
| Society Membership ... | Travel Expenses B2... | Internal Company Loan | | | | Invoice Demand |
| | | | | | | |
| NC/SAP Reopen Pos... | Investment and Fina... | Fund Transfer Request | Single Bad Debt Pro... | | | |
| AR/AP Adjustment | | | | | | |

Usage Instructions

Applicable Matters: This process is applicable to business compensation and account adjustment between YTO International and its affiliated customers as well as various suppliers.

Procedure Admin: candy.huang-candy.huang@yloglobal.com>

Technical Support: DingTalk Group:U1100111

Business Information

| | |
|----------------------------|---------------|
| * Paying Company: | Please select |
| * Account adjustment type: | Please Select |
| * Business Date: | 2024-01-01 |
| * Contact Person: | Please Enter |
| * Contact Number: | Please Enter |

Cancel **Save draft** **Submit**

1. Applicable Scope

This process applies to business compensation-related AR/AP adjustments between YTO International and its customers or suppliers.

2. Creating an AR/AP Adjustment Request

Select Office Process – Finance – AR/AP Adjustment, then complete the form and submit it according to the system guide.

4.9 财务类流程——收付款调账

■ 职能类流程

| 职能类流程 | 业务类流程 | 共享专用 | | | | | |
|-----------------|-------------|------------------|--------------|----|------------|------|------------|
| 人事 | 行政 | 采购 | 财务 | 系统 | 法务 | 法人公司 | 国际诉讼费用开付款 |
| 日常办公费用付款 | | | 收款付款 NEW | | 付款 NEW | | |
| | | | | | | | |
| 社团会费付款 | | | 差旅费对公付款 NEW | | 公司内部借款 NEW | | 发票开具需求 NEW |
| | | | | | | | |
| | | | | | | | |
| 财务资料提取 NEW | 银行账户开销户 NEW | 收付款调整 NEW | SAP 系统建账 NEW | | | | |
| | | | | | | | |
| NFC/SAP ERP 对账单 | 捐赠款转款 | 国际资金池操作 | 单据扫描扫描 | | | | |
| | | | | | | | |

收付款调整 NEW

使用说明

适用范围：本流程适用于圆通国际与所属客户及各供应商进行付款调整使用。

流程创建人：黄仪杏 candy.huang@candy.huang@yingtong.com

技术支持：Ding Talk Group:35019512

业务信息

| | |
|------|-----|
| 付款主体 | 请选择 |
| 调账类型 | 请选择 |
| 业务时间 | 请选择 |
| 收款人 | 请选择 |
| 联系电话 | 请选择 |

取消 **保存** 提交

1.适用事项：

本流程适用于圆通国际与所属客户及各供应商业务赔付调账使用。

2.创建收付款调账：

选择【职能类流程—财务—收付款调账】，然后根据图鉴填写并提交。

4.10 Financial process - SAP Company Code



1. Applicable Scope

This process only applies to creating a new company code in the SAP system.

2. Creating an SAP Company Code

Select Office Process – Finance – SAP Company Code, then complete the form and submit it according to the system guide.

4. 10 财务类流程——SAP系统建账

1. 职能类流程

职能类流程 业务类流程 共享专用

人事 行政 采购 **财务** 系统 法务 法人公司

社团会费付款 差旅费对公付款 NEW 公司内部借款 NEW
 发票开具需求 NEW

财务资料提取 NEW 银行账户开销户 NEW 收付款调整 NEW
 SAP 系统建账 NEW

NC/SAP开班期申请 ... 投融资付款 国际资金调拨 单项坏账计提

SAP 系统建账 NEW

使用说明

适用事项: 本流程仅适用于SAP系统中新建账套事项。
 流程对谁: chencheng.wu@yto-global.com
 技术支持: Ding Talk Group:35019812

业务信息

| | |
|------------|-----|
| 新建公司/组织名称: | 必填项 |
| 所属业务模块: | 必填项 |
| 所在地址: | 必填项 |
| 所属业务模块: | 必填项 |
| 核算币种: | 必填项 |

取消 保存 提交

1. 适用事项:

本流程仅适用于SAP系统中新建账套事项。

2. 创建SAP系统建账:

选择【职能类流程—财务—SAP系统建账】，
 然后根据图鉴填写并提交。

4.11 Financial process - NC/SAP Reopen Posting Period

Office Process

| Office Process | Business Process | FSSC | | | | |
|------------------------|------------------------|-----------------------|------------------------|---------------------------|----------------|---------------------|
| HR | Admin | Purch | Finance | System | Legal | Company |
| Customer Relationship | Supplier Relationship | Travel Expenditure | Financial Reporting | Financial Quality Control | Internal Audit | Revenue Recognition |
| | | | | | | |
| Financial Data Acquis. | Opening/Closing Ban... | | SAP | D | | |
| | | | | | | |
| NC/SAP Reopen Pos... | Investment and Fina... | Fund Transfer Request | Single Bad Debt Pro... | | | |
| | | | | | | |
| Bad Debt Write-off | Expense Accrual Re... | | | | | |

Usage Instructions

NC/SAP Reopen Posting Period

Application Scope: This process applies only to cases where subsidiaries need to make corrections, supplementary entries, or adjustments to closed periods in the NC/SAP system after posting. Temporary activation of the posting period is required for such requests.

Process Admin: Li Mengxue; email: lmx@ytoexpress.com

IT Support: TEL: +86 051-60077700 Ding Talk Group: 101930041682

Business Information

| | |
|--|---|
| * Company Name | <input type="text" value="Please Enter"/> |
| * Financial Accounting System | <input type="text" value="Please Enter"/> |
| * Other financial accounting systems | <input type="text" value="Please Enter"/> |
| * Account Set Number | <input type="text" value="Please Enter"/> |
| Accounting period to be reopened | <input type="text" value="Please Enter"/> |
| <input type="button" value="Please Enter"/> <input type="button" value="Save and Print"/> <input type="button" value="Print"/> | |

1. Applicable Scope

This process only applies to situations where, after the NC/SAP system has been closed, a subsidiary needs to correct, supplement, or adjust accounting entries for a closed period, and therefore must temporarily reopen the posting period.

2. Creating an NC/SAP Reopen Posting Period Request

Select Office Process – Finance – NC/SAP Reopen Posting Period, then complete the form and submit it according to the system guide.

4.11 财务类流程——NC/SAP开账期申请

1. 职能类流程

| 职能类流程 | 业务类流程 | 共享专用 |
|-------|-------|------|
| 人事 | 行政 | 采购 |
| | | 财务 |
| | | 系统 |
| | | 法务 |
| | | 法人公司 |

图标包括：财务资料提取 NEW、银行账户开销户 NEW、收付款调账 NEW、SAP 系统建账 NEW、NC/SAP 开账期申请 ... (带红色边框)、投融资付款、国际资金调拨、单项坏账计提、坏账核销、费用计提 NEW。

NC/SAP 开账期申请 NEW

使用说明

适用事项：本流程仅适用于 NC/SAP 系统结账后，子公司对已结账期间的账务进行更正、补录或调整。该流程开启过账期间时的详细事项。

流程归属人：李经理<aline.li@yto-global.com>

技术支持：TEL: +86 021-69777700 | Ding Talk Group: 131930041882

业务信息

| | |
|----------|------|
| 公司名称 | 圆通 |
| 财务核算系统 | 圆通 |
| 其他财务核算系统 | 圆通 |
| 账套号 | 圆通 |
| 新开办会计期间 | 四一四四 |

取消 保存 提交

1. 适用事项：

本流程仅适用于 NC/SAP 系统结账后，子公司对已结账期间的账务进行更正、补录或调整，须临时开启过账期间时的申请事项

2. 创建 NC/SAP 开账期申请：

选择【职能类流程—财务—NC/SAP 开账期申请】，然后根据图鉴填写并提交。

4.12 Financial process - Investment and Financing Payment



Office Process

Office Process Business Process FSSC

HR Admin Purch Finance System Legal Company
Society Membership ... Travel Expenses B2... Internal Company Loan Invoice Demand

Financial Data Acqui... Opening/Closing Ban... AR/AP Adjustment SAP Company Code

NC/SAP Reopen Pos... Investment and Fins... Fund Transfer Request Single Bad Debt Pro...

Bad Debt Write-off Expense Accrual Re...

Investment and Financing Payment

Usage Instructions

Applicable Scope
This process is applicable to various payments generated by the company's investment and financing activities, such as new subsidiary capital injection, interest expenses, short-term loan expenses, shareholder loans, entrusted loans, equity repurchases, dividend distributions, etc.

Process Admin
Mike.Yu@ynghitech.com

IT Support
TEL: +86 021-60777100 Qing Tang Group; ID: 0000011862

Business Information

Paying Entity:

Payee (Company/Individual):

Relationship Between payer and payee:

Reimbursement Category:

1. Applicable Scope

This process applies to all types of payments arising from the company's investment and financing activities, including but not limited to capital injections for newly established subsidiaries, interest payments, short-term loan repayments, shareholder loans, entrusted loan payments, equity repurchases, and dividend distributions.

2. Creating an Investment and Financing Payment

Select Office Process – Finance – Investment and Financing Payment, then complete the form and submit it according to the system guide.

Note:

Investment and financing payments must be initiated based on contracts that have already been fully approved, and the contract approval process must be linked in the payment workflow.

4.12 财务类流程——投融资付款

职能类流程

职能部门流程 业务类流程 共享专用

人事 行政 采购 财务 系统 法务 法人公司

财务资料提取 NEW 银行账户开销户 NEW 收付款调账 NEW SAP 系统建账 NEW

NC/SAP 开账期申请 ... 投融资付款 国际资金调拨 单项坏账计提

坏账核销 费用计提 NEW 投融资付现

使用说明

| | |
|-------|---|
| 适用事项 | 适用于公司投融资活动产生的各类支付，比如新建子公司注资、利息支出、短期借款支出、股东借款、委贷款项、股权回购、股利分配等。 |
| 流程对接人 | 于朴朴 Mike.Yu@yto-global.com |
| 技术支持 | TEL: +86 021-68777700 Ding Talk Group: 101930041882 |

业务信息

| | |
|----------------|-----|
| 付款主体 | 请选择 |
| 收款方 | 请输入 |
| “收款人与付款人之间的关系” | 请输入 |
| “报账大类” | 请选择 |

序号 流程名称 提报人 提报部门 提报时间 调账状态 操作

事项 存储库 备份

1. 适用事项：

适用于公司投融资活动产生的各类支付，比如新建子公司注资、利息支出、短期贷款支出、股东借款、委贷款项、股权回购、股利分配等。

2. 创建投融资付款：

选择【职能类流程—财务—投融资付款】，然后根据图鉴填写并提交。

注意：

投融资付款应基于已审批完成的合同发起，付款流程中须关联合同流程。

4.13 Financial process - Fund Transfer Request

Office Process

Office Process Business Process FSSC

| HR | Admin | Purch | Finance | System | Legal | Company |
|-------------------------|-------------------------|------------------------------|------------------------|-------------------|--------------|--------------------|
| Employee Management | Office Management | Supplier Management | Financial Expenditure | Business Currency | Business Law | Business Structure |
| | | | | | | |
| Financial Data Acqui... | Opening/Closing Ban... | AR/AP Adjustment | SAP Company Code | | | |
| | | | | | | |
| NC/SAP Reopen Pos... | Investment and Finan... | Fund Transfer Request | Single Bad Debt Pro... | | | |
| | | | | | | |
| Bad Debt Write-off | Expense Accrual Re... | Fund Transfer Request | | | | |
| | | | | | | |

Usage Instructions

Applicable Scope: This process applies to internal fund transfers between accounts of YTO International companies (incl. branches, ext. subsidiaries).

Process Admin: 02361148 (黄晓雷) huangxiaolei@ytoexpress.com

IT Support: TEL: +86 021-87777700 (Ding Talk Group) 107830041982

Business Information

| | |
|------------------|---------------|
| *Transfer Type | Please Select |
| *Transfer Reason | Please Enter |

Detail List:

| No. | Payer Entity | Payer Bank | Payment Account | Settlement Currency | Payment Amount | Exchange Rate | Refer To | Action |
|-----|------------------------------------|------------------------------------|------------------------------------|------------------------------------|----------------|---------------|-------------------------------|----------------------------------|
| 01 | <input type="radio"/> Please Enter | 0.00 | 0.00 | <input type="radio"/> Add New | <input type="radio"/> Save Draft |

Buttons: Cancel, Save Draft, Submit

1. Applicable Scope

This process only applies to fund transfers between headquarters and branches under the same company, or between different accounts of the same company.

It includes same-account-name transfers, foreign exchange settlement, and foreign exchange purchase transactions.

2. Creating a Fund Transfer Request

Select Office Process – Finance – Fund Transfer Request, then complete the form and submit it according to the system guide.

4. 13 财务类流程——国际资金调拨

1. 职能类流程

| 职能类流程 | 业务类流程 | 共享专用 |
|-------------|---------|---------|
| 人事 | 行政 | 采购 |
| 财务 | 系统 | 法务 |
| NC/SAP开账期申请 | 银行账户开销户 | SAP系统建账 |
| 坏账核销 | 投融资付款 | 国际资金调拨 |
| 费用计提 | | 单项坏账计提 |

使用说明

适用事项：本流程适用于圆通国际旗下公司内部（包含分公司，不含子公司）不同账户之间的资金调拨，且当用户名相同，结汇，购汇业务。

流转经办人：03391146 邵永强<sheqixy@yto-global.com>

技术支持：TEL: +86 021-99977790 Ding Talk Group:101930041882

业务信息

| | |
|------|-----|
| 调整类型 | 请选择 |
| 调整事由 | 请选择 |

明细表

| 序号 | 付款单位 | 付款账户户名 | 付款账户 | 付款币种 | 付款金额 | 汇率 | 参考人员 | 操作 |
|----|------|--------|------|------|-------|------|------|----|
| 01 | 付款人 | 收款人 | 收款人 | 美元 | 10.00 | 0.00 | 审核 | 新建 |

1. 适用事项：

本流程仅适用于同一公司下的总公司或同一公司不同账户之间的资金调拨。
，包含同户名划转，结汇，购汇业务。

2. 创建国际资金调拨：

选择【职能类流程—财务—国际资金调拨】，然后根据图鉴填写并提交。

4.14 Financial process - Single Bad Debt Provision



Office Process

Office Process Business Process FSSC

HR Admin Purch Finance System Legal Company

Financial Data Acqui... Opening/Closing Ban... AR/AP Adjustment SAP Company Code

NC/SAP Reopen Pos... Investment and Fina... Fund Transfer Request Single Bad Debt Pro...

Bad Debt Write-off Expense Accrual Re...

Single Bad Debt Provision

流程说明

Scope of Application

1. This process applies to the business of applying for single provision of accounts receivable bad debts of YTO International.
2. Applies to matters where accounts receivable are expected or confirmed to be uncollectible, and an application for bad debt provision is filed. Attachment uploads must include but are not limited to the «Application Report for Single Bad Debt Provision» and the basis for bad debt confirmation; for litigation-related cases, attachments must include but are not limited to court judgments, suspension of execution documents (if applicable), and related ruling documents (if applicable). If there are no relevant documents, the specific reasons must be explained to facilitate the company's pre-tax deduction.

Process Contact Person: 蒋伟 Tracy (Email: han@yto-global.com)

Technical Support: Ding Talk Group: 26019812

业务信息

Business Segments: 请选择

Affiliated Company: 请填写

明细表

+ Add a Row Search & Filter

Cancel Save draft Submit

1. Applicable Scope

This process applies to applications for single bad debt provisions on accounts receivable of YTO International.

It is used in cases where accounts receivable are expected or confirmed to be unrecoverable, and a bad debt provision needs to be applied for.

2. Creating a Single Bad Debt Provision

Select Office Process – Finance – Single Bad Debt Provision, then complete the form and submit it according to the system guide.

Note:

Uploaded attachments must include, but are not limited to, the “Single Bad Debt Provision Application Report” and supporting evidence for bad debt recognition.

For litigation-related cases, attachments must include, but are not limited to:

Court judgments

Suspension of enforcement documents (if applicable)

Final execution rulings (if applicable)

If no such legal documents are available, the specific reasons must be clearly explained, so that the company can apply for pre-tax deduction accordingly.

4.14 财务类流程——单项坏账计提

职能类流程

| 职能类流程 | 业务类流程 | 共享专用 | | | | |
|------------------|-------------|-----------|--------------|----|----|------|
| 人事 | 行政 | 采购 | 财务 | 系统 | 法务 | 法人公司 |
| | | | | | | |
| 财务资料提取 NEW | 银行账户开销户 NEW | 应付款调账 NEW | SAP 系统建账 NEW | | | |
| | | | | | | |
| NC/SAP 开账期申请 ... | 投资及付款 | 国际资金调拨 | 坏账核销 | | | |
| | | | | | | |
| 坏账核销 | 费用计提 NEW | | | | | |

流程说明

单项坏账计提

适用事项

1. 本流程适用于圆通国际应收账款坏账单项计提申请业务。
2. 适用于应收账款预计或确认无法收回，申请坏账计提的事项。上传附件必须严格按照《单项坏账计提申请报告》、坏账认定依据等；
诉讼类须上传附件包括但不限于法院判决书、中止执行文书（如有）、终本裁定文书（如有）；如无相关文书，须说明具体原因，以便公司做税前扣除。

流程对接人: 费诗 Tracy (Fishi.Yuanhong@outlook.com)

技术支持: Ding Talk Group: 35019512

业务信息

所属企事业单位: 深圳市圆通速递有限公司
所属公司: 圆通速递有限公司

明细表

| 序号 | 客户名称 | 账龄类别 (月) | 坏账计提金额 (原币) | 坏账计提金额 (人民币) | 本次计提比例 (%) | 坏账计提 操作 |
|----|------|----------|-------------|--------------|------------|---|
| | | | | | | <input type="button" value="添加行"/> <input type="button" value="删除行"/> |

1. 适用事项:

本流程适用于圆通国际应收账款坏账单项计提申请业务。适用于应收账款预计或确认无法收回，申请坏账计提的事项。

2. 创建单项坏账计提:

选择【职能类流程—财务—单项坏账计提】，然后根据图鉴填写并提交。

注意:

上传附件必须包括但不仅限于《单项坏账计提申请报告》、坏账认定依据等；

诉讼类须上传附件包括但不限于法院判决书、中止执行文书（如有）、终本裁定文书（如有）；

如无相关文书，须说明具体原因，以便公司做税前扣除。

4.15 Financial process - Bad Debt Write-off



1. Applicable Scope

This process applies to applications for bad debt write-offs of accounts receivable of YTO International.

It is used in cases where accounts receivable are confirmed to be unrecoverable, and a bad debt write-off needs to be applied for.

2. Creating a Bad Debt Write-off

Select Office Process – Finance – Bad Debt Write-off, then complete the form and submit it according to the system guide.

Note:

Uploaded attachments must include, but are not limited to, supporting evidence for bad debt write-off recognition.

For litigation-related cases, attachments must include, but are not limited to:

Court judgments

Suspension of enforcement documents (if applicable)

Final execution rulings (if applicable)

If such legal documents are not available, the specific reasons must be clearly explained, so that the company can apply for pre-tax deduction accordingly.

4.15 财务类流程——坏账核销



1. 适用事项:

本流程适用于圆通国际应收账款坏账核销申请业务。适用于应收账款确认无法收回，申请坏账核销的事项。

2. 创建坏账核销:

选择【职能类流程—财务—坏账核销】，然后根据图鉴填写并提交。

注意:

上传附件必须包括但不仅限于坏账核销认定依据等；

诉讼类须上传附件包括但不限于法院判决书、中止执行文书（如有）、终本裁定文书（如有）；

如无相关文书，须说明具体原因，以便公司做税前扣除。



5.

Common Questions

5. Common Questions

Question 1: How do I choose the appropriate OA payment process when submitting a request?

① Main business payments

For any payments arising from main business transactions, the business supplier payment process should be selected.

Choose the corresponding business supplier payment flow based on the specific business type.

This process also applies to internal related-party transactions within main business activities.

Freight: Freight business supplier payment.

Express: International express business procurement payment.

Supply Chain: Business supplier payment.

② Expense reimbursement payments

Select different payment processes based on the actual expense scenario. Commonly used expense reimbursement processes include: Travel expense payment; Business entertainment expense payment; Daily office expense payment; Office supplier payment, etc.

③ Tax payments

The online OA tax payment process is now available.

Operational tax payment applications can be submitted through the tax payment process.

④ Fund transfers

This option only applies to fund transfers between headquarters and branches under the same company, or between different accounts of the same company.

5. Common Questions

Question 2: What should I do if an OA process cannot proceed due to a system issue?

When an OA process encounters an error, first check the error message to identify the cause.

Common reasons include missing approver configuration in the system or system updates.

In such cases, contact IT through the Smart OA DingTalk group for resolution.

Question 3: Does the OA interface support searching by process number?

Currently, Smart OA supports custom field display and fuzzy search by process number, process title, process status, process type, creator, and creation time.

Mistake 1:

Expense names or descriptions are unclear and do not reflect the actual business scenario.

When filling in expense names, make sure they accurately reflect the business content and are consistent with uploaded attachments.

Mistake 2:

Attachments are incomplete and cannot support payment review.

When submitting, ensure that invoices and required documents are uploaded and that attachment amounts match the amounts filled in the process.

All payments must be approved through the OA system.

5. 常见问题

问题1：提单时，如何选择合适的OA付款流程？

①主营业务付款：只要是主营业务交易产生的付款，均选择业务类供应商付款，根据业务类型分别选择对应的业务类供应商付款流程，主营业务中的内部关联交易同样适用该流程。

货运：货运业务类供应商付款；快递：国际快递业务类采购付款；供应链：业务类供应商付款

②费用报销付款：根据支出费用的实际场景选择不同的付款流程，目前常用的费用报销类流程有：
差旅费付款、业务招待费付款、日常办公费用付款、职能类供应商付款等。

③税费支付：线上OA税费支付流程已经上线，可以通过税费付款流程提交经营类税费付款申请。

④资金调拨：仅适用于同一公司下的总分公司或同一公司不同账户之间的资金调拨。

问题2：OA流程在流转时出现故障无法流转怎么办？

OA流程在流转时出现故障，需要先看一下报错提示，简单判断一下报错原因。

常见原因一般为审批节点的人员在系统后台未维护或系统更新等，遇到此类问题在Smart OA钉钉群中联系IT同事反馈修复即可。

问题3：OA流程的显示界面能否支持通过流程编号查找？

目前Smart OA已经实现了自定义字段显示，可以支持流程编号、流程标题、流程状态、流程类型、创建人、创建时间进行模糊查询。

易错点1：

费用名称/说明模糊，无法判定实际业务场景，请在填写费用名称时，确保能够准确反映实际业务内容，并与所上传附件保持一致。

易错点2：

附件上传不完整，无法支撑付款审核，请在提交时确保付款流程中已上传发票等必要凭证，且附件金额与流程填写金额保持一致。

所有付款必须完成OA审批



谢谢 !
THANK YOU !