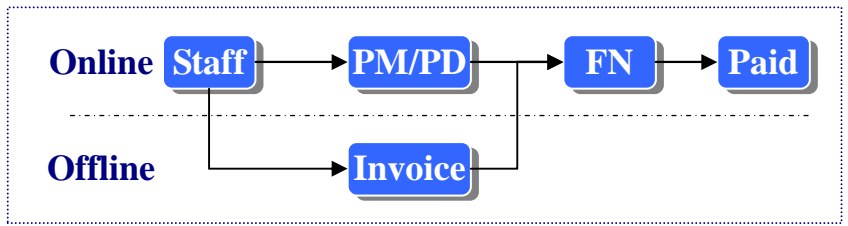


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1 报销流程



1.1 填写报销单

登陆OA系统，填写新的报销申请。

详细填写过程请参考 [2 填写报销单](#)。

1.2 提交报销单

当你成功提交申请后，该报销申请将出现在 **Pending Forms**里，等待**PM/PD**的审批。

Draft Forms Rejected Forms Pending Forms Completed Forms						
Applicant	ReimNo.	Total Function Amount	Cash Advance Deduction	Net Reimburse Amount	Approver	Status
Ya Wei		60.00	0.00	60.00	Harry Wang (441)	PM

Total: 1 items | 1

1.3 PM/PD在OA里审核

PM/PD在OA系统上对报销申请进行审批。

详细审批过程请参考 [3 PM/PD 审核](#)。

1.4 提交报销单及发票

当PM/PD审核通过后，该报销申请的状态会变成 **Pending FN Check**，此时的 Approver是**Reimbursement Group**。

单击 **View** 进入报销申请明细，点击页面下方的 **Print** 打印出纸制报销单并附上原始发票及相关单据（护照复印件，招待费申请单等），交至财务部。

1.5 财务审核

财务会根据提交的报销申请单和发票进行核对。当审核通过后，OA系统上的申请表状态变为**FN Checked**。

如果审核没有通过，报销申请会被退回，此时的状态变为**Rejected**。单击**Edit**进入申请表明细页面，根据申请表底的**Remark**中所写的退回理由，对申请表进行相关修改，然后重新提交。

1.6 报销主管确认

报销主管确认所有报销组成员审核过的报销单，当审核通过后，申请表状态变为**Pending Payment**。

1.7 报销进卡

当报销款打入银行账户后，系统会发送邮件告知。同时该报销申请出现在**Completed Forms**页面中，状态变为**Paid**。整个报销流程结束。

2 填写报销单

2.1 页面字段介绍

2.1.1 FAQ

点击**FAQ**查看常见问题解决方案。

2.1.2 User Guide

点击**User Guide**查看本<报销系统用户手册>。

2.1.3 Add or Delete

通过单击**+**或**-**来增加、删除记录。

Draft Forms								Rejected Forms		Pending Forms		Completed Forms			
Applicant		ReimNo.		Total Function Amount		Cash Advance Deduction		Net Reimburse Amount		Approver		Status		Create Time	
Jiajie Yang		20110716PT823		50.00		0.00		50.00		• Ray Ren (2080)		FN Checked		07/16/2011	
														Total: 1 items 1 page	

Draft Forms									Rejected Forms		Pending Forms		Completed Forms				
Applicant	ReimNo.	Total Function Amount	Cash Advance Deduction	Net Reimburse Amount	Approver	Status	Create Time	Operation									
Walker Sun		2,995.38	0.00	2,995.38	Walker Sun (05454)	Reject	07/02/2011	Edit									
									Total: 1 items 1 pages 1 < < > >								

Draft Forms		Rejected Forms		Pending Forms		Completed Forms		
Applicant	ReimNo.	Total Function Amount	Cash Advance Deduction	Net Reimburse Amount	Approver	Status	Create Time	Operation
Jiajie Yang	20110704PT823	30.00	0.00	30.00	<div>● Ray Ren (2080)</div>	Pending Payment	07/04/2011	View
Total: 1 items 1 pages 1 < > >								

Draft Forms		Rejected Forms		Pending Forms		Completed Forms	
Applicant	ReimNo.	Total Function Amount	Cash Advance Deduction	Net Reimburse Amount	Approver	Status	Create Time
Jiajie Yang	20110704PT823	30.00	0.00	30.00	<div>● Jiajie Yang (PT823)</div>	Paid	07/04/2011

Draft Forms		Rejected Forms		Pending Forms		Completed Forms			
Applicant	ReimNo.	Total Function Amount	Cash Advance Deduction	Net Reimburse Amount	Approver	Status	Create Time	Operation	
					Total: 0 items 0 pages				
					Apply New Reimbursement				

Reimbursement Application								
FAQ User Guide								
Chargeable	Project Code	Date	Expense Type	Subtype	Source Currency	Source Amount	Exchange Rate	

Reimbursement Application								
FAQ User Guide								
Chargeable	Project Code	Date	Expense Type	Subtype	Source Currency	Source Amount	Exchange Rate	

Reimbursement Application								
FAQ User Guide								
Chargeable	Project Code	Date	Expense Type	Subtype	Source Currency	Source Amount	Exchange Rate	
+			Please Select		CNY			

2.1.4 Chargeable

如果该条费用可以向客户收取，请在勾选框中打勾。

The screenshot shows the 'Reimbursement Application' form. The 'Chargeable' checkbox is checked, and the 'Project Code' field is empty. The 'Date' field is also empty, and the 'Expense Type' dropdown is set to 'Please Select'. The 'Subtype' dropdown is set to 'Please Select', and the 'Source Currency' is set to 'CNY'.

2.1.5 Project Code

Project Code是必填项。

如果project code为空，此报销单无法保存或递交。

The screenshot shows the 'Reimbursement Application' form. The 'Project Code' dropdown menu is open, showing a list of project codes: 0112800 - Southeast Asia Sales, 0112801 - Southeast Asia admin, 0112803 - Southeast Asia training, 0112900 - North America Sales, and 0112901 - AM SH Admin. The 'Total Function Amount' is 0.00. The 'Attachments' section includes buttons for 'Save', 'Submit', 'Back', and 'Upload Invoice'.

2.1.6 Date

在弹出的时间控件上选择报销发生的具体日期。

可选时间区间是从Last Reimbursement Date到填写报销单的当天。

The screenshot shows the 'Reimbursement Application' form. The 'Date' dropdown menu is open, showing a calendar for July 2011. The 'Total Function Amount' is 0.00. The 'Attachments' section includes buttons for 'Save', 'Submit', 'Back', and 'Upload Invoice'.

2.1.7 Expense Type & Subtype

所有报销被分成了费用类型和子类型，详细说明请参考下一页的表格。

在填写网上报销单时，您也可以点击 查看费用子类说明

如果您对如何选择正确的费用类型仍有疑问，请发邮件给 #FN-Reimbursement 咨询。

The screenshot shows the 'Reimbursement Application' form. The 'Expense Type' dropdown menu is open, showing a list of expense types: Please Select, After-hours, Communication, Entertainment, HR & Admin, IT, Others, Team Building, and Travel. The 'Total Function Amount' is 0.00. The 'Attachments' section includes buttons for 'Submit', 'Back', and 'Upload Invoice'.

The screenshot also shows a window titled 'http://172.16.7.60/timesheet/reimbursement/showExpenseTypeDetail.action?erBusiness.id=9648&erBusi...' with a message: 'Please email #FN-Reimbursement if you are still not sure about the right expense type and subtype.'

Expense Type	Subtype	Remark
After-hours	Hotel fee	Later than 22:00 & Taxi fee>CNY100
	Meal	Later than 21:30, please indicate the staff who have dinner with you
	Taxi	Later than 21:30
Communication	Weekend Meal	CNY 30 every 4 hours, please indicate the staff code of those employees you company with
	Business Travel Telephone	Mobile roaming service charges can not be claimed
	Conference Call	
Entertainment	Mobile Phone	
	Entertainment	PM and above, or sales can apply entertainment fee, please show the client name and activity in description
HR & Admin	Conference Fee	Include the related expense, such as taxi & meal
	Courier Fee	Express fee
	Miscellaneous Items	Tangible items such as keys envelope, paper cup etc.
	Office Operation Service	The service fee related to office daily operation
IT	Office Snacks	Office benefit such as Yogurt, Tea etc.
	Recruitment	Include the related expense, such as taxi & meal
	Fixed Asset	The item which price beyond CNY2,000
Others	IT Maintenance	
	Local Transportation	Businesses related transportation fee
	Lunch Meeting	PM/HOD above can apply, not more than CNY 30 per staff
	Medical Checkup	Physical examination fee, not more than CNY 75, project code "9999997"
	Onsite allowance	For local staff supporting special project
	Technical consulting	
Team Building	Training	Include the related expense, such as taxi & meal
	Translation fee	
	Union Funded Activities	Marriage and fertility relief funds, ball games expense, benefit for festivals(Spring Festival, Dragon Boat Festival, Mid-Autumn Festival), project code "9999997"
	Other Activities	Need to get the "Teambuilding No." from teambuilding module
	Chargeable Allowance Adj	The difference between chargeable predium and travel allowance, please show the procedure of calculation in the description.
	Flight	Please net the information of flight department

After-hours	
Meal	餐费补贴，加班到21:30之后，如按人均30元报聚餐费补贴，请注明聚餐同事工号。
Taxi	车费补贴，加班到21:30之后
Hotel	住宿费补贴，加班超过10点且如果打车回家车费超过100元
Weekend Meal	周末餐费补贴，每人每4小时可报餐费30元，如按人均30元报聚餐费补贴，请注明聚餐同事工号。
Communication	
Travel Phone Card	差旅电话卡，不含手机长途漫游费
Mobile Phone	手机费
Conference Call	电话会议费
Entertainment	
Entertainment	招待费，仅PM和以上级别及Sales可报，请注明客户姓名及招待活动的内容。
HR & Admin	
Recruitment	招聘费，含相关费用，如为招聘发生的车费和餐费
Conference Fee	会务费，含相关费用，如为会议发生的车费和餐费
Miscellaneous Items	杂项物品，如钥匙，信封，纸张等有形的小件物品
Office Operation Service	办公室日常运营服务费，无形的服务类费用
Office Snacks	办公室福利，酸奶，袋泡茶等
Courier Fee	快递费
IT	
IT Maintenance	IT配件及维修费
Fixed Asset	固定资产，金额大于2000元
Others	
Lunch Meeting	工作午餐，PM/HOD及以上级别可报
Local Transportation	本地公务交通费
Onsite allowance	现场支持津贴
Union Funded Activities	工会费用，结婚生育慰问金，球类活动费，节日福利（春节，端午节，中秋节）项目代码 "9999987"
Training	培训费，含相关费用，如为培训发生的车费和餐费
Medical Checkup	体检费，上限75元，项目代码 "9999997"
Translation fee	翻译费
Technical consulting	技术咨询费
Team Building	
Team Building	团队活动，需要先在Teambuilding模块中申请费用，并获取 "Teambuilding No."
Other Activities	其他活动，如用易保之星奖金组织的活动等
Travel	
Flight	机票款，需要Flight的确认。
Hotel	差旅住宿，需要发票及明细账单
Other Expenses	其他差旅费用，包括医药费
Visa Fee	签证费，请发邮件给 visa@ebaotech.com，并得到批准
Flight Insurance Fee	航空意外险，请发邮件给 visa@ebaotech.com，并得到批准
Travel Allowance	差旅津贴，系统按分级标准自动计算，如遇标准调整等特殊情况请发邮件给#FN-Reimbursement
Transportation For Travel	差旅交通费，早7点至晚9点半间往返机场费用的可报销交通费上限为80元
Working Permit Expense	工作许可权费
Chargeable Allowance Adj	差旅津贴补差，因可向客户收取的每日津贴与公司的标准不同而产生的差额，请在批注里写明计算过程

2.2.3 Bank Slip Information

若你所选的Expense Type为**Travel**，系统会弹出Bank Slip Information。你可以增加水单记录（非必选项）。系统会自动计算你的汇兑差额。

$\text{Variance function amount} = \text{Bank Slip Amount} * (\text{Bank Slip Exchange Rate} - \text{FN Exchange Rate})$

2.2.4 Travel -Travel Allowance

当Subtype是Travel Allowance的情况下，**Source Amount**的字段会变成只读。

员工正确填写**Country**, **City**, **Starting Date**和**End Date**字段后，系统会自动计算出差旅津贴的总额。

Travel No. 的字段适用于那些连续出差多个不同地区（期间没有中断出差）的员工。**Travel No.**变为 2, 3 或 4 后，记录的差旅天数会自动叠加，这样，系统会根据叠加后累计天数所对应的差旅津贴标准进行分段计算。

2.3 员工的其他查询功能

2.3.1 借支余额查询

员工可以在**Cash Advance**模块中的**Balance**节点下看到自己的借支余额。单击**View**查看借支变动明细。

3 PM/PD 审核

点击OA 主页上的提示链接能直接进入**Reimbursement Management**节点，对报销单进行审批。

3.1 审批报销单

在**Reimbursement Management**节点下，点击**View**查看报销单明细，如遇问题需要**Reject**报销单，请在**Remark**里面说明原因，同时系统将以邮件形式通知员工修改。

3.2 Chargeable

为了方便各位PM统计可以向客户Charge的报销费用，在开具Chargeable expense的发票前，您可以按要求搜索出您所管理的所有项目的费用，并生成汇总表。

3.2.1 费用查询

进入Chargeable页面，可按时间及项目查出费用明细，填完条件后，按**Search**查询。
*筛选条件里的 **date (Start date & End date)** 指员工在报销明细记录里所选的日期
在**Bill Amount**里根据实际可charge金额填写，按**Save**生成费用汇总清单。

3.2.2 导出Excel报表

保存后生成的汇总清单文件在**Billed Reimbursement**页面内。

点击**View**进入生成文件列表，点击**Export**导出Excel文件，将此文件上传PTS，作为开chargeable expense发票的必要依据。

财 务 部