

西安文理学院  
**【借款】操作手册**

2021 年 10 月

# 一、我要借款操作说明

借款操作，需要以下五步：

## 第一步：创建借款单

点击【我要借款】



1) 日常借款需要注意基础信息的借款人、借款人部门及借款说明等;

2) 点击费用明细【+】可添加多个费用明细,其中“借款内容”需要根据实际借款业务进行选择,无误后,点击【保存】,退出;

3) 点击项目信息【添加】可添加多选项目信息,点击【下一步】后保存。

The image displays three sequential screenshots of a mobile application interface for loan management.

**First Screenshot (Left):** Titled "创建借款单" (Create Loan Single). It shows a form with the following fields:

- \*申请日期 (Application Date): 2021-10-21
- \*借款人 (Borrower): wn01(wn01)
- \*借款部门 (Loan Department): 西安文理学院 (Xi'an Wenli College)
- \*借款说明 (Loan Description): 我要借款 (I want to borrow)

Below these is a "费用明细" (Expense Details) section showing a total of ¥1,000.00 and a single item: "宣传品制作费" (Promotional material production fee) for ¥1,000.00. At the bottom, there is a "项目信息" (Project Information) section with a total of ¥1,000.00 and a selected item: "测试项目" (Test project) under "项目支出" (Project expenditure). A blue button at the bottom says "保存并提交" (Save and Submit).

**Second Screenshot (Middle):** Titled "添加明细" (Add Details). It shows a table for loan details with the following columns: "其他" (Other), "借款类型" (Loan Type), "借款金额" (Loan Amount), and "借款说明" (Loan Description). The table contains one row: "宣传品制作费" (Promotional material production fee) with a loan amount of 1000. A blue button at the bottom says "保存" (Save).

**Third Screenshot (Right):** Titled "添加明细" (Add Details). It shows a "选择项目/额度" (Select Project/Amount) screen. It displays a list of projects with their respective amounts and available balances:

- 测试项目 (Test project): 项目余额: ¥1000000, 可用余额: ¥999128.34
- 测试项目 (Test project): 项目余额: ¥800000, 可用余额: ¥138610.36

A blue button at the bottom says "下一步" (Next Step).

4) 收款人信息:

系统默认公务卡,收款人为报销人自己。

若存在多个收款人,可点击“添加”,进入到【添加收款】界面,填写“金额”,选择“收款人类型”、“收款人”、“结算方式”,并确认“银行账户”、“开户银行”。

**注意:** 若需要对公支付,需要报账老师手动点击收款明

细进行修改、或添加收款人信息，选择“收款人类型”为供应商，并选择“收款人”，“结算方式”，确认“银行账户”、“开户银行”。

确认无误后点击“保存”。

The image displays two side-by-side screenshots of a mobile application interface for managing financial transactions.

**Left Screenshot: '创建借款单' (Create Loan Order)**

- Header:** 创建借款单 (Create Loan Order) with a close button (X) and a menu button (three dots).
- Progress Bar:** 创建单据 (Create Document) - 确认明细 (Confirm Details) - 提交报账 (Submit Invoice). The '确认明细' step is currently active.
- Item List:** A list of items to be added. The first item is '宣传品制作费' (Promotional Material Production Fee) with an amount of '¥ 1,000.00'.
- Project Information:** A section titled '项目信息' (Project Information) with a '添加' (Add) button. It shows a total amount of '¥ 1,000.00' and a selected project '测试项目' (Test Project) under the category '项目支出' (Project Expenditure).
- Table:** A table with columns for '金额' (Amount), '1000', and '139,085.36'.
- Receiver Information:** A section titled '收款人信息' (Receiver Information) with a '添加' (Add) button. It shows a total amount of '¥ 1,000.00' and a selected receiver 'wn01' under the category '公务卡(1)' (Official Card (1)).
- Bottom Bar:** A blue bar with the text '保存并提交' (Save and Submit).

**Right Screenshot: '添加收款' (Add Receiver)**

- Header:** 添加收款 (Add Receiver) with a close button (X) and a menu button (three dots).
- Form:** A form titled '收款人信息' (Receiver Information) with fields for:
  - \* 收款人类型 (Receiver Type): 内部员工 (Internal Employee)
  - \* 收款人 (Receiver): wn01
  - \* 开户银行 (Opening Bank): 1111
  - \* 银行账号 (Bank Account): 10008
  - \* 结算方式 (Settlement Method): 公务卡 (Official Card)
  - 支付方式 (Payment Method): 请选择支付方式 (Please select a payment method)
  - \* 支付金额 (Payment Amount): 1000
- Bottom Bar:** A blue bar with the text '保存' (Save).

5) 点击附件【+】可从相册和票夹中选择上传对应通知或合同。

附件

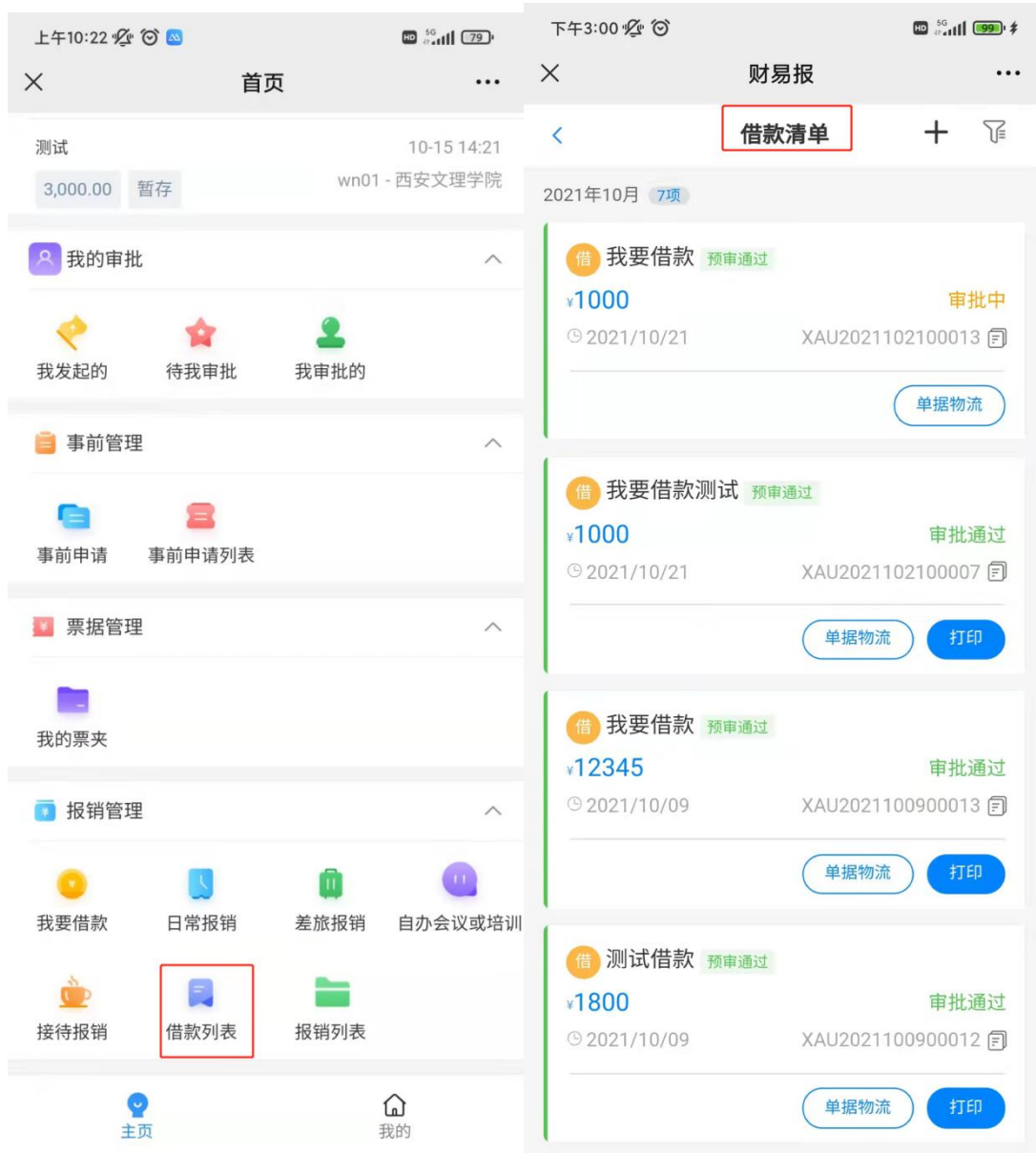


支持单个大小在5M以内且文件名长度不能超过64个字符

6) 最后确认创建信息无误后点击【保存并提交】。

## 第二步：查看及提交借款单

1) 点击主页的【借款列表】，进入借款列表页。列表显示状态有：暂存、预审通过、预审不通过。



2) “暂存”状态下，报账人可以对借款单进行**修改、删除、提交**等操作。借款人、借款人部门、借款单位及备注、项目信息、收款人信息、收款人信息及票夹图片等信息。确认信息无误之后进行提交，报销单就会进入预审状态。



2021年10月 7项

已到暂存状态的单据不要忘记点击提交哦

借 我要借款

¥1000

暂存

2021/10/21

XAU2021102100013

单据物流

借 我要借款测试 预审通过

¥1000

审批通过

2021/10/21

XAU2021102100007

单据物流

打印

借 我要借款 预审通过

¥12345

审批通过

2021/10/09

XAU2021100900013

单据物流

打印

借 测试借款 预审通过

¥1800

审批通过

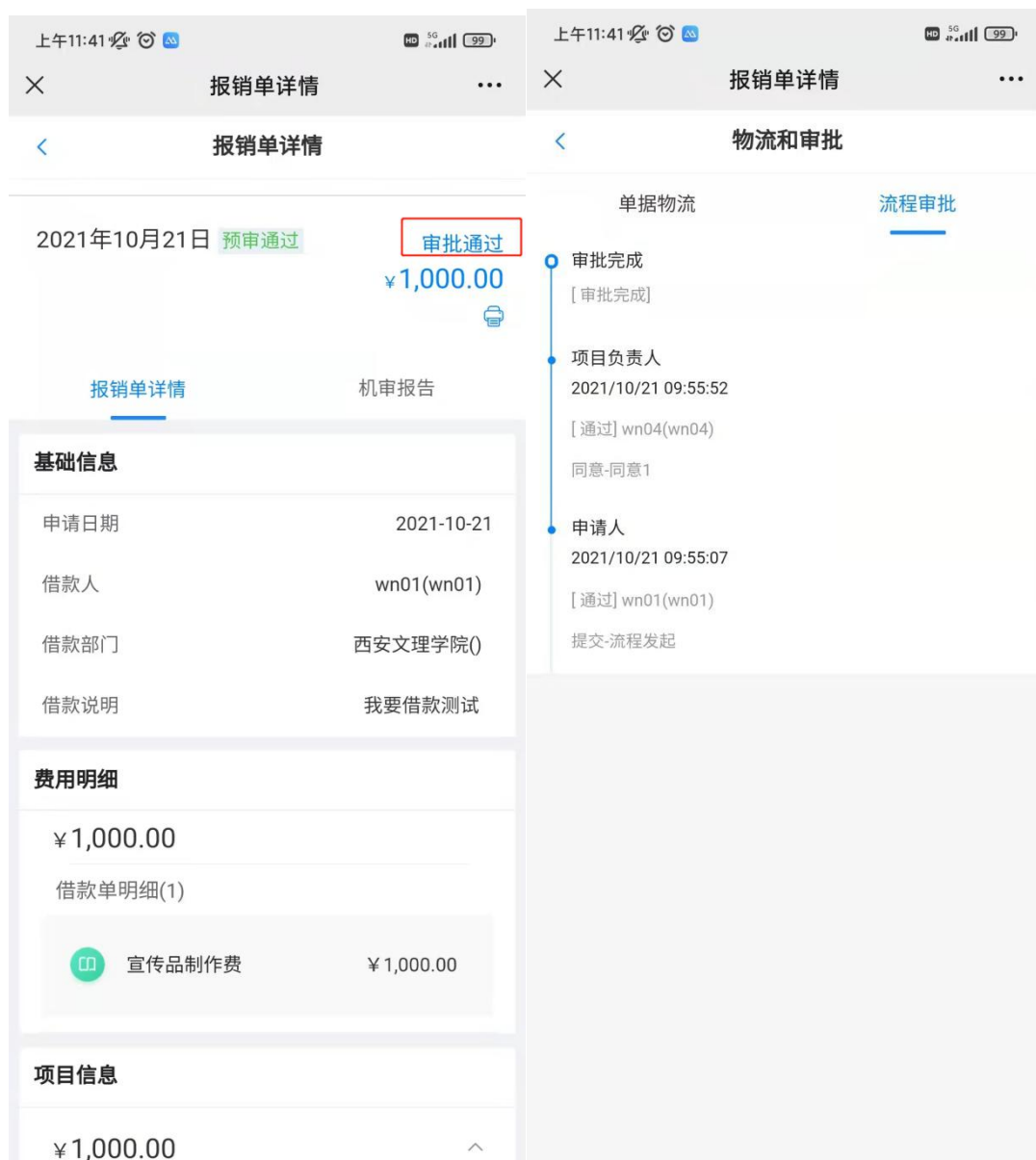
2021/10/09

XAU2021100900012

3) 确认无误后，点击提交即可。

### 第三步：审批流程查看

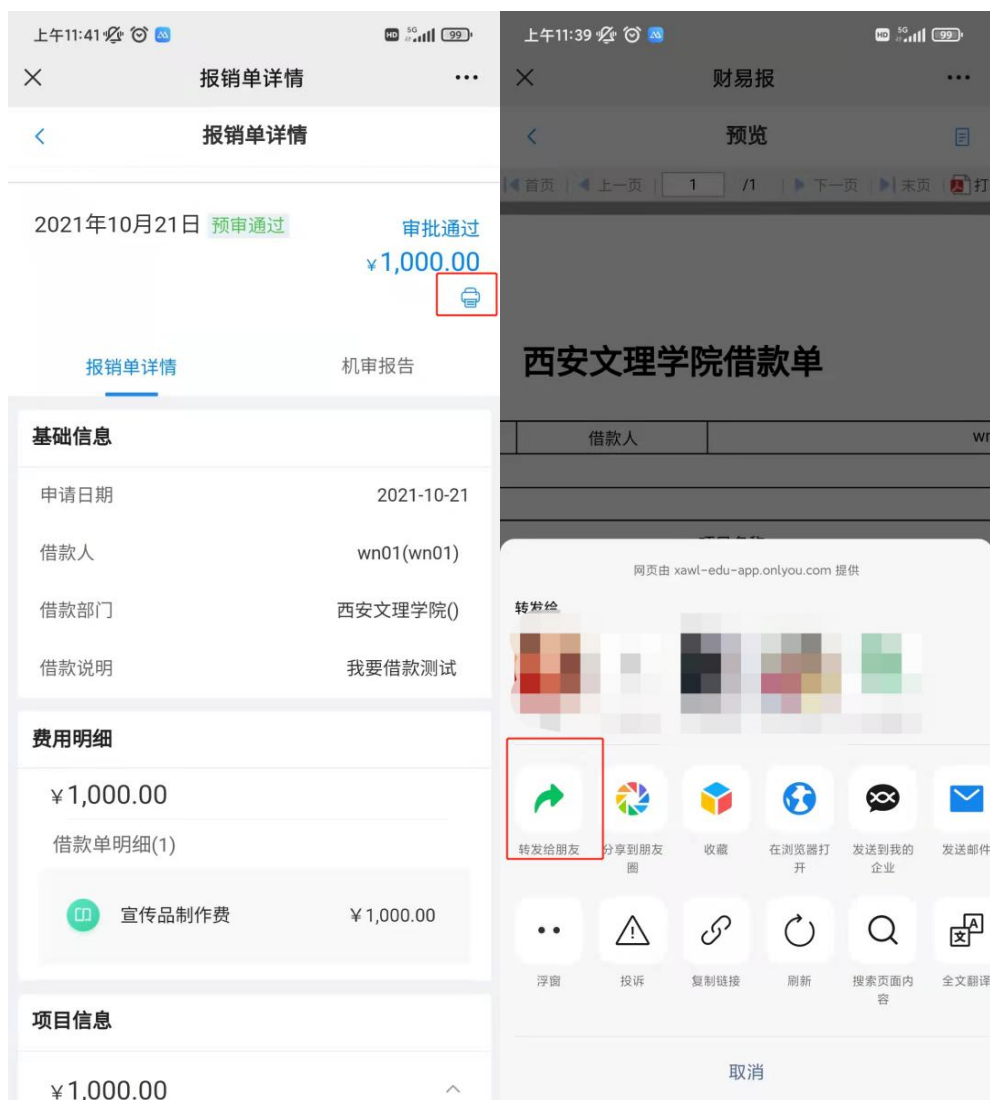
已进入审批流的单据，可点击右上角的审批状态查看审批流程。如图所示：



### 第四步：打印借款单

1、报销人点击报销单右上角【打印】图标，浏览器分享至微信，在电脑微信上右击通过网页打开即可打印。





## 第五步：投递票据

报账人将完成签字审批手续的借款单连同发票原件一起交至财务处。