

1、财务报账信息填写示例：

The screenshot shows the '设备家具管理系统' (Equipment Management System) interface. The main content area is titled '购置信息' (Purchase Information). It contains several form fields with red boxes indicating required information: '申请人' (Applicant), '资产来源' (Asset Source), '合同号' (Contract No.), '供应商' (Supplier), '发票日期' (Invoice Date), '经费所属单位' (Funding Unit), '经费科目' (Funding Category), '经办人' (Handler), and '发票照片' (Invoice Photo). A red box in the top right corner highlights the '提交验收建账申请' (Submit and apply for accounting entry) button.

在实验室设备处“设备家具管理系统”中，完成入账信息填写后，点击右上角的“提交验收建账申请”后会弹出如下对话框，

The screenshot shows the '财务报账信息' (Financial Accounting Information) dialog box. It displays a summary of the purchase amount (¥27,000.00) and lists the funding details, including the unit (020-化学学院), amount (27000.00), and category (科研). A red box highlights the '添加其他经费信息' (Add other funding information) button.

申请人须逐项填写，“经费所属单位”、“经费编号”均支持下拉选择。对于多笔经费支付的，可点击“添加其他经费信息”。

2、支付信息填写示例：

在实验室设备处“设备家具管理系统”中，完成入账信息填写后，点击右上角的“提交验收建账申请”后会弹出如下对话框，

The screenshot displays a 'Financial Reporting Information' (财务报销信息) form. At the top, it shows a total budget of 27,000.00. Below this, there are two main sections for budget items. The first section includes fields for 'Budget Unit' (020-化学学院), 'Budget Code' (BE210901), 'Budget Name' (高层次人才), 'Budget Category' (科研), and 'Budget Amount' (27000.00). The second section includes 'Budget Unit' (020-化学学院), 'Budget Code' (200000), 'Budget Name' (测试费), and 'Budget Amount' (17000.00). A 'Payment Method' (支付方式) section is located below, with three options: 'Public Payment' (对公支付), 'Private Payment' (对私支付), and 'Loan Offset' (冲借款). The 'Public Payment' option is selected. Below the payment method, there are fields for 'Payment Unit' (北京中仪汇丰科技有限公司), 'Payment Bank' (广发银行北京中关村支行营业部), 'Payment Account' (137011512010018554), and 'Payment Location' (北京). A 'Payment Amount' (27000.00) field is also present. A red box highlights the 'Add Other Payment Method' (添加其他支付方式) button in the top right of the payment method section.

支付方式分为：对公支付、对私支付、冲借款三项（见下图），填写要求与原财务处E报销系统填写基本相同。对私支付需要填写报销人的开户行及银行账号等信息；冲借款的需要选择“查询借款”找到并选择相应的借款信息。多种支付方式的，可以点击“添加其他支付方式”后填写第二种及后续支付方式。