

一、經費核銷主計系統操作 SOP (Fund write-off accounting system operation SOP)

1. 上學校首頁，選取行政單位 (Go to the school homepage and select the administrative unit)



2. 點選主計室 (Click on Accounting Office)

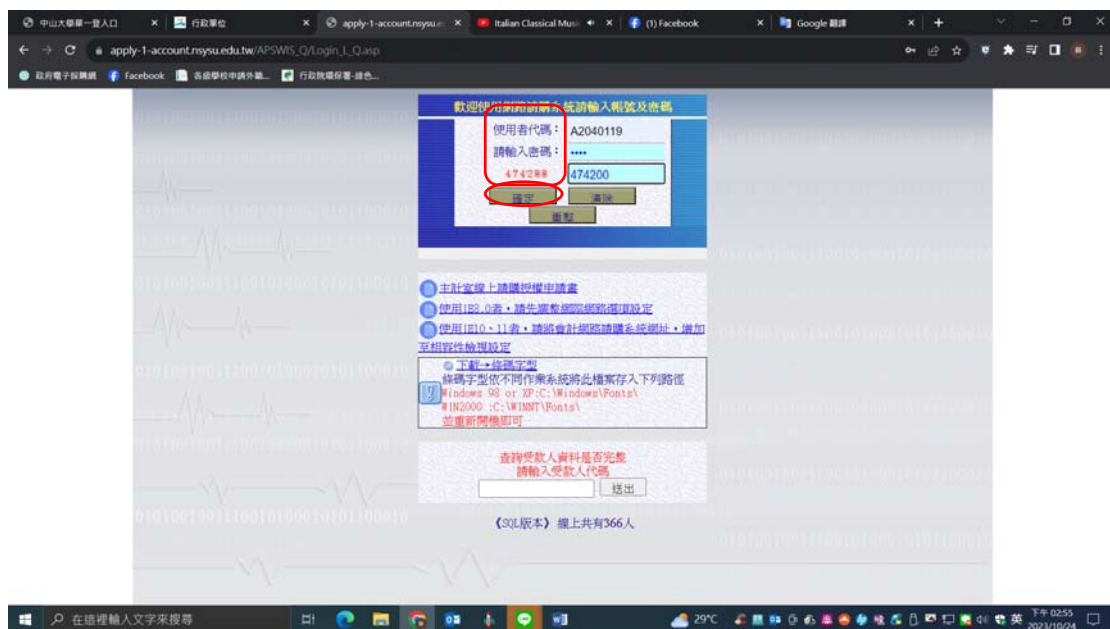


3. 點選預算經費或計畫帳務皆可(click on budget funds or planned accounts)



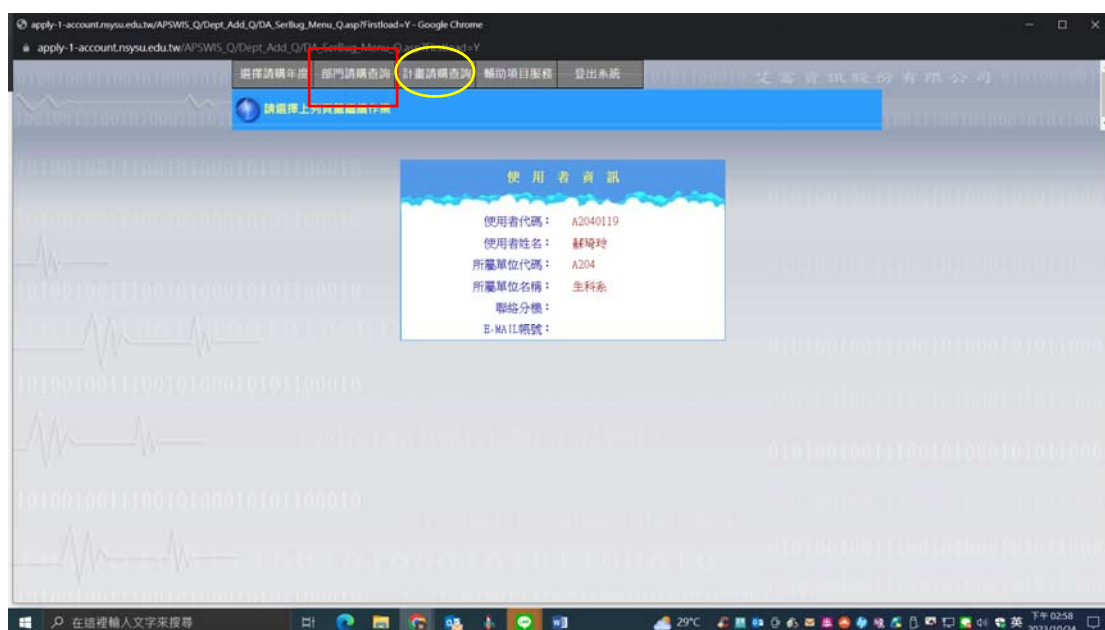
4. 輸入使用者代碼(講習通過後給的個人帳號)、密碼及認證碼

(Enter the user code (personal account given after passing the course), password and verification code)



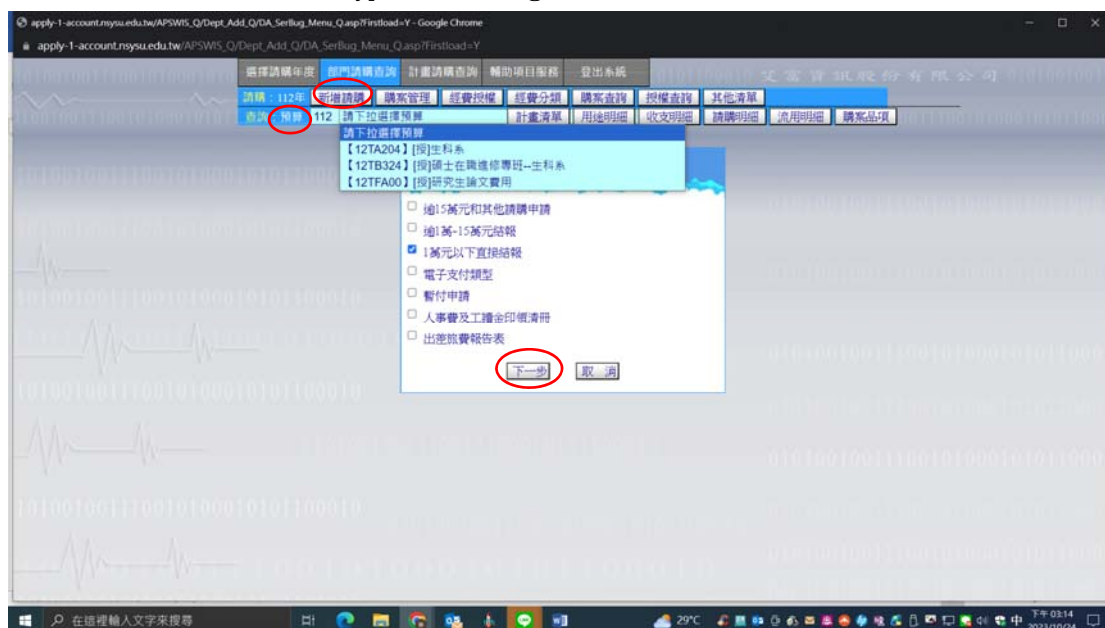
5. 點選部門請購查詢(系上授權給老師的教訓輔費用點選這個)或計畫請購查詢(除教訓輔經費外其他所有個人申請計畫)

(Click on Department Requisition Inquiry (Click this if the department authorizes teachers to allocate regular annual school expenses) or Plan Requisition Inquiry (all other individual application plans except for school annual allotment of regular funds))



6. 點選新增請購，並於預算下拉式選單選取經費來源及點選欲核銷之經費金額與類型

(Click Add Requisition, select the funding source from the budget drop-down menu and click the amount and type of funding to be written off, then click Next)





7. 分別於用途說明、編輯經費、編輯名稱、編輯受款人鍵入購買之品名、單位、數量及金額，然後按存入(科目請參考主計室網頁之各項會計科目代碼)
(Enter the purchased product name, unit, quantity and amount in the purpose description, edit funds, edit name, and edit payee respectively, and then click Deposit (for subjects, please refer to the accounting account codes on the accounting office website))

The screenshot displays the 'apply-1-account.nsysu.edu.tw' web application. The main interface is titled '購案管理' (Purchase Management) and includes several tabs: '購案管理', '經費控管', '經費分類', '購案查詢', '撥備查詢', '其他清單', '計畫清單', '用途明細', '收支明細', '請購明細', '適用明細', and '購案品項'. The '購案管理' tab is active, showing a form for entering purchase details. The form includes fields for '購案類別' (Purchase Category), '購案編號' (Purchase Number), '申請單位' (Applying Unit), '申請人' (Applicant), '計畫編號' (Project Number), '經費用途' (Fund Purpose), '分類' (Classification), '科目' (Subject), '經費金額' (Fund Amount), and '金額' (Amount). The '用途說明' (Purpose Description) field is highlighted with a red circle. The '編輯經費' (Edit Funds) field is highlighted with a red circle. The '編輯名稱' (Edit Name) field is highlighted with a red circle. The '編輯受款人' (Edit Payee) field is highlighted with a red circle. The '存入' (Deposit) button is also visible. Below the form, there is a table with columns for '代墊' (Advance), '發票/收據號碼' (Invoice/Receipt Number), '日期' (Date), '查受款人' (Check Payee), '受款人代碼' (Payee Code), '受款人姓名' (Payee Name), and '含稅金額' (Tax-included Amount). The table contains one row of data with the following values: '1', 'TM42162633', '1121002', '查受款人', '13178704', '隆福企業有限公司', and '3000'.

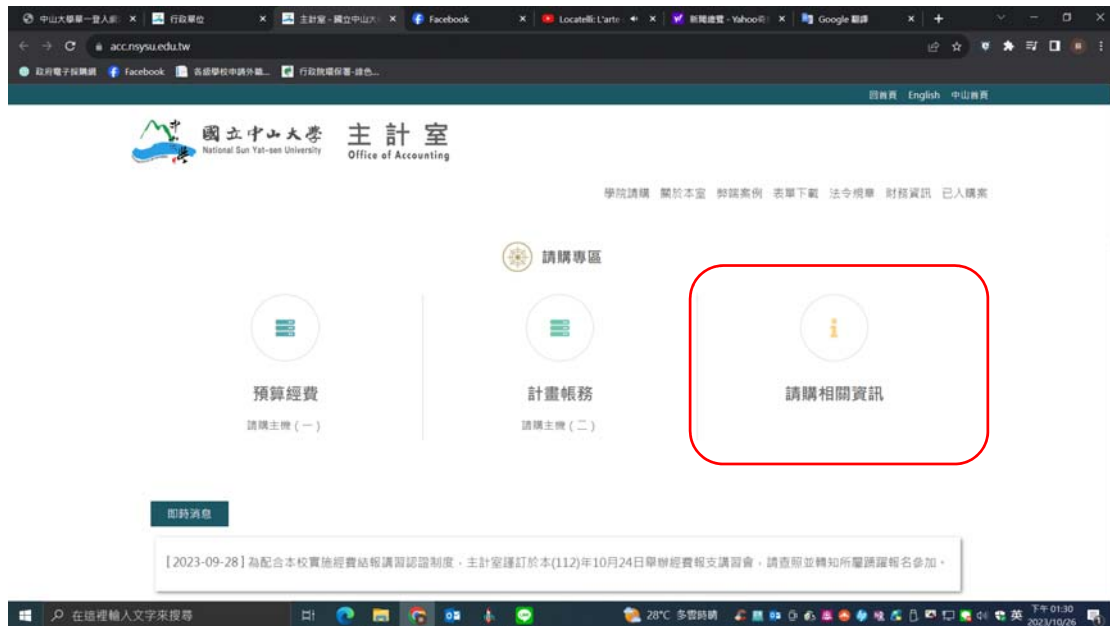
代墊	發票/收據號碼	日期	查受款人	受款人代碼	受款人姓名	含稅金額
1	TM42162633	1121002	查受款人	13178704	隆福企業有限公司	3000
2			查受款人			0
3			查受款人			0
4			查受款人			0
5			查受款人			0
6			查受款人			0
7			查受款人			0
8			查受款人			0
9			查受款人			0
10			查受款人			0
11			查受款人			0
12			查受款人			0
13			查受款人			0
14			查受款人			0

二、經費核銷各項查詢 SOP

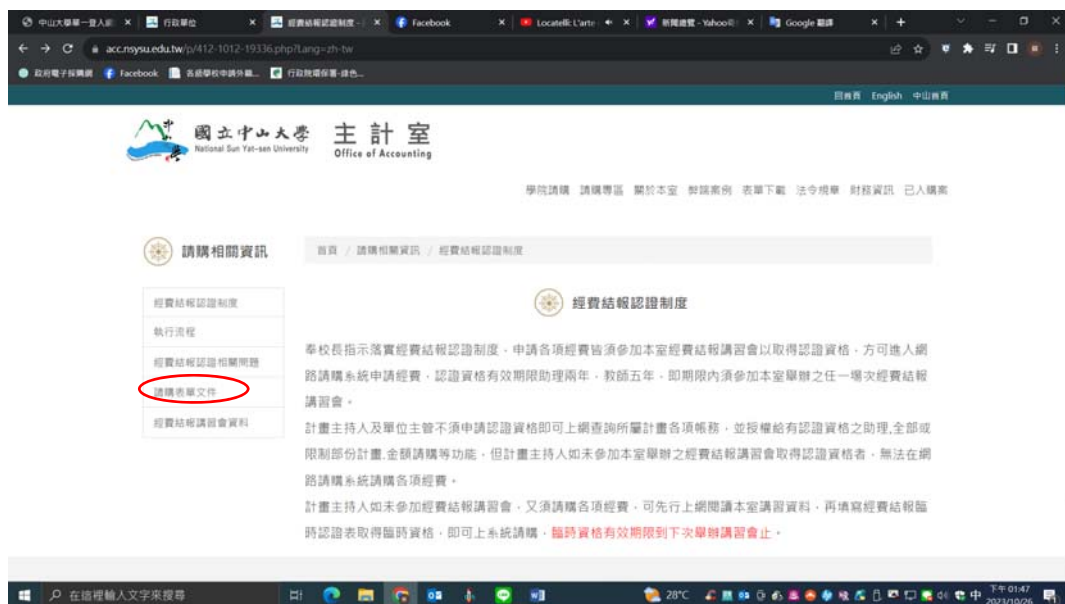
Query SOP for various accounting account codes for expense write-off

1. 進入主計室首頁點選請購相關資訊

(Enter the Accounting Office homepage and click on purchase requisition related information)



2. 點選請購表單文件(Click on the purchase requisition form file)



3. 點選會計科目與報帳預算代碼對照表

(Click on the comparison table between accounting accounts and reporting budget codes)



★註：如果經費代碼第1碼為”D”的，其會計科目代碼請選：510304-、第1碼為”K”的，其會計科目代碼請選：520298-、第1碼為”A、B、Q、P”的，其會計科目代碼請選：510303-、第1碼為”C、T、R、KP”的，其會計科目代碼請選：510301-

Note: If the first code of the fund code is D, please select the accounting account code: 510304-. If the first code is K, please select the accounting account code: 520298-. The first code is A、B、Q and P, please select the accounting account code: 510303-. If the first code is C、T、R and KP, please select the accounting account code: 510301-