

方式一：院级管理员导出明细

统一身份认证登录系统，切换角色为院级管理员，点更多，进入【财务管理模块】，点击进入分成记录（校内）



点击具体记录右侧操作-详情，实验记录查看，导出对应的实验记录明细

①

241225009		320.00	38.40	128.00	153.60	已分成	张银珠	2024-12-25 14:11:14	详情
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分成记录

批次号	分成预约单号	所属所室	总金额(元)	学校管理费(元)	酬金(元)	业务费(元)	入账凭证号	创建人	创建时间	操作
			320.00	38.40	128.00	153.60		张银珠	2024-12-25 14:11:14	详情 实验记录查看

③

实验记录

序号	仪器名称	资产编号	所属单位	实验记录顺序号	预约人	预约类型	开机时间	开机时长(分钟)	实收费用(元)
1						委托预约	-	101	320.00

A	B	C	D	E	F	G	H	I	J
序号	仪器名称	资产编号	所属单位	实验记录顺序号	预约人	预约类型	开机时间	开机时长(分钟)	实收费用(元)
1	场发射环境扫描电镜及能谱仪		浙江大学			委托预约	-	101	320

方式二：实验室管理员、仪器管理员自己查账

进入实验管理，状态筛选出已分成，导出记录，可根据同一个分成凭证号对应入账明细

The screenshot displays the 'Analysis and Testing Management Service Platform' interface. The top navigation bar includes icons for WeChat, Home, System Home, Instrument Reservation, Service Items, Instrument Management, Experiment Management (highlighted with a red box), Contract Management, User Management, Evaluation, Statistical Reports, and More. The left sidebar lists various management functions, with 'Experiment Management' selected. The main content area shows the 'Experiment Management' page with a breadcrumb trail: 'Home / Bill List / Split List / Split Details / Reservation Management / Experiment Management'. Below the breadcrumb, there are buttons for 'Single Add', 'Batch Import', 'Batch Confirm', 'Export' (highlighted with a red box), and 'Return'. A summary table displays various statistics: Total Actual Cost, Total Quantity, 3 Pending Admin Confirmation, 4 Pending Admin Review, 665 Pending User Confirmation, 75 Pending Payer Confirmation, 25 Pending Topic Group Confirmation, 5593 Self-experiments, 38 Commissioned Experiments, and 11 Service Item Experiments. A search and filter section at the bottom includes fields for Order Number, Instrument/Service Item/Asset Number, Experiment Type, Experiment Source, Record Source, Payment Method, Payment Party, User Name/ID, Start/End Dates, and Creator Name. A dropdown menu for 'Status' is set to '已分成' (Already Split) and is highlighted with a red box. A search button is also present.