

合同费用认领+开发票

1.点击发起认领

The screenshot shows the 'Analysis Test Management Service Platform' interface. The top navigation bar includes links for '学院' (College), '微信' (WeChat), '首页' (Home), '系统首页' (System Home), '仪器预约' (Instrument Reservation), '服务项目' (Service Items), '仪器管理' (Instrument Management), '实验管理' (Experiment Management), '合同管理' (Contract Management), '用户管理' (User Management), '评价考核' (Evaluation and Assessment), '统计报表' (Statistical Reports), '财务管理' (Financial Management), and '更多' (More). The '合同管理' link is underlined and highlighted with a red arrow. The left sidebar has a blue header bar with the following items: '测试合同' (Test Contract), '测试费到款认领' (Fees Received Recognition), '预借发票' (Advance Invoice Borrowing), and '预借发票(项目负责人审核)' (Advance Invoice Borrowing (Project Manager Review)). The main content area shows a '认领记录' (Recognition Record) section with three steps: 1. Click the '认领' (Recognition) button in the top right, select the corresponding contract, and fill in the relevant information. 2. After submission, click the '详情' (Details) button on the right to view the details and recheck. 3. After successful submission, the status will change to '认领成功' (Recognition Success), and the corresponding fees will be credited to the virtual card balance of the external user associated with the contract. A red arrow points to the '发起认领' (Initiate Recognition) button in the top right corner of the main content area.

2.选择认领类型



3.选择合同

分析测试管理服务平台

测试合同 合同-费用认领 预借发票(暂未启用) 预借发票(项目负责人审核)(暂未启用)

选择合同

确认选择

所属用户	合同所属	合同类别	金额类型	合同类型	合同编号	项目名称	合同金额 (元)	签订时间	合同状态	创建时间
康庆怡	校外	分析测试(加工)服务	固定	无合同登记	CW20241026	测试	0.00		签署完成	2024-12-02 11:26:10

4.填写信息提交 (若之前已线下借票, 是否开票选择否), 同一个合同线上最多认领两次

是否开票 *

校区 *

经办人手机号

备注

如有预借过发票的, 请务必在备注栏注明“已借票+财务凭证号”

合同金额 (元)

已认领金额 (元) 0.00 元

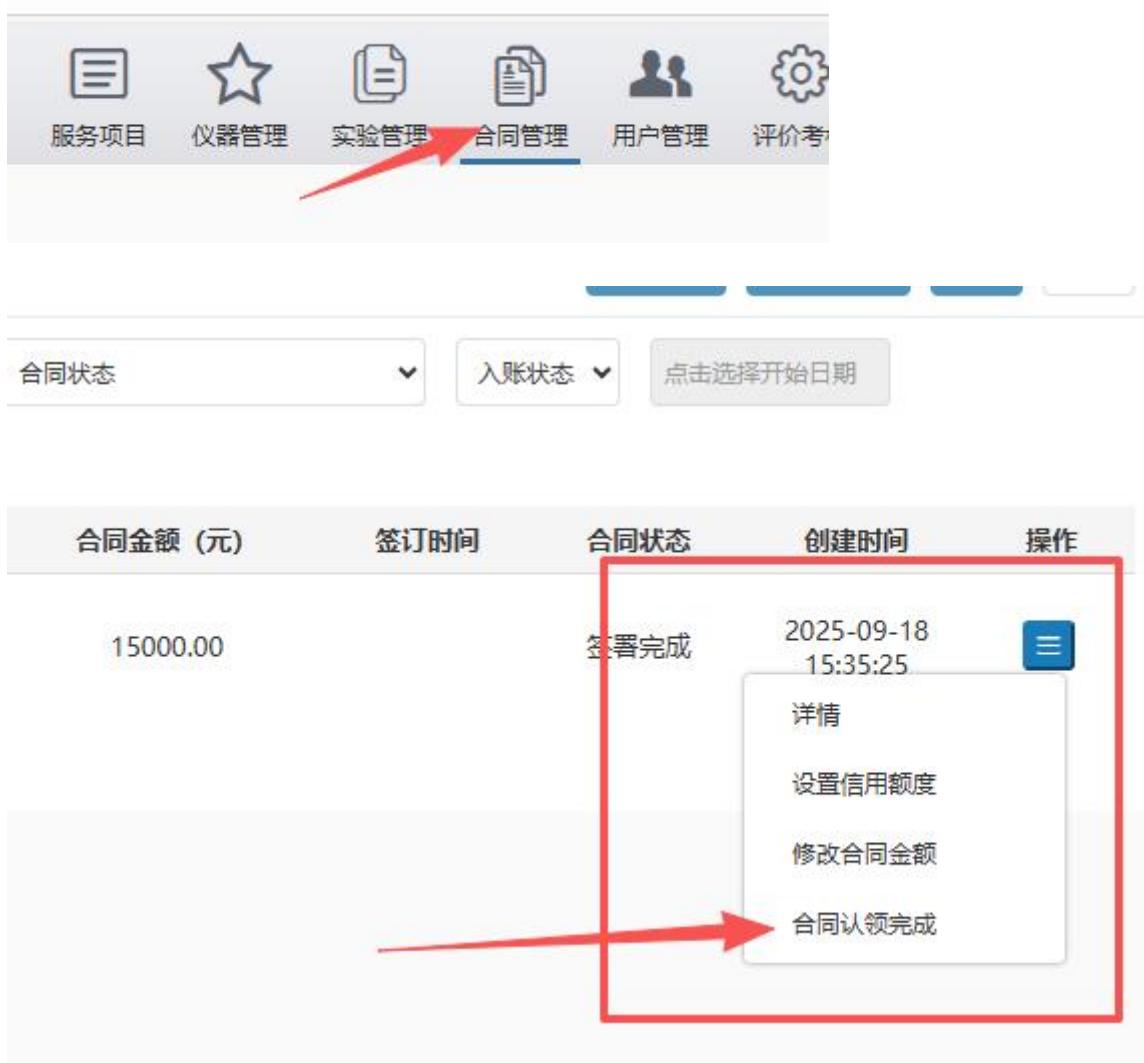
本次认领金额 0 元

转账明细 *

已选择明细

提交 返回

4.非固定金额的合同，若金额已确定，认领完成后，在合同管理里点认领完成。合同金额=认领金额



The screenshot shows a user interface for managing contracts. At the top, there is a navigation bar with icons for Service Projects, Instruments, Experiments, Contract Management (highlighted with a red arrow), User Management, and Evaluation. Below the navigation bar are filters for Contract Status, Account Status, and Start Date. The main table lists contracts with columns for Contract Amount (元), Signing Time, Contract Status, Creation Time, and Operations. One row is highlighted with a red box and a red arrow pointing to a dropdown menu in the Operations column. The dropdown menu contains the following options: 详情 (Details), Set Credit Limit, Modify Contract Amount, and Complete Contract Recognition. The contract in the table has a status of '签署完成' (Signed) and a creation date of 2025-09-18 15:35:25.

合同金额 (元)	签订时间	合同状态	创建时间	操作
15000.00		签署完成	2025-09-18 15:35:25	<ul style="list-style-type: none">详情设置信用额度修改合同金额合同认领完成