

项目经费余额占用情况查看和删除方法

1、报销系统查看余额占用步骤：

部门项目经费，用部门号登录网上报销系统，点【项目管理】按钮，找到项目号，点击【查看】报销记录，然后即可看到未报销的预约单，删除不需要的。如下图所示：



2、酬金申报系统余额占用情况查看和删除：

用部门号或教工号登录酬金申报系统，进入校内工薪申报录入界面，先选择发放类型，然后选择经费项目，再点【余额占用查询】，即可看到此项目号下所有的未报销预约单，需要预约单填报人自己删除不需要的预约单。如下图所示：

The screenshot displays the '其他工薪收入发放录入-单' (Other Salary Income Issuance Entry Form) in the system. The interface includes a sidebar with navigation options like '学生劳务申报', '校内人员其他工薪收入申报', '校外人员劳务申报', and '年终奖申报'. The main form has two steps: '第一步：发放类型及支付方式选择' (Step 1: Selection of Issuance Type and Payment Method) and '第二步：经费项目选择' (Step 2: Selection of Expense Item). In Step 2, the '余额占用查询' (Balance Occupation Query) button is highlighted with a red circle. Below the form, a table shows the selected expense item: '已选经费' (Selected Expense) with details for '序号' (Serial Number), '部门编号' (Department Number), '项目编号' (Project Number), and '日常运行经费' (Daily Operation Expense).

The modal window '当前经费余额占用情况' (Current Expense Balance Occupation Status) is also shown, containing a table with columns for '序号' (Serial Number), '年' (Year), '月' (Month), '操作员' (Operator), '流水号' (Serial Number), '状态' (Status), '金额' (Amount), and '所属模块' (Module). The '操作员' and '流水号' columns are highlighted with red circles. At the bottom right of the modal, the '总金额: 22400' (Total Amount: 22400) and a '关闭' (Close) button are also highlighted with red circles.

序号	年	月	操作员	流水号	状态	金额	所属模块
1	2022	03	200	202203401189	已提交	4000	教工
2	2022	06	200	202206401385	已提交	1400	教工
3	2022	12	201	202212702665	已提交	9300	校外
4	2022	01	2006	202201100590	已提交	7700	学生