



东亚糖业 PPP 项目
EAS PPP Project



流程文档
Process Document

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Process Name :	<i>Purchase Order Payment Process-Return Guarantee</i> (采购订单付款流程-退保证金)
Process ID	EAS_BP_Payment_01_05

Status: <input checked="" type="checkbox"/> In Process <input type="checkbox"/> Completed	
确认人 Reviewed by:	审批人 Approved by :

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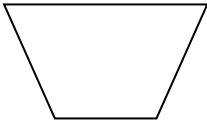

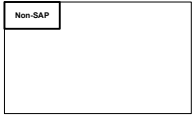

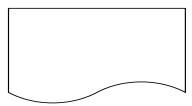
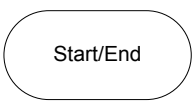
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1. 文档历史 Document History

Version	Status	Date of Change	Change	Author
1.0	创建			刘梦婷

2. 图形说明 Legend

The following describes the symbols used in the process map:

	手工操作 Manual Transaction
	在 SAP 中操作的流程步骤 SAP Transaction
	在非 SAP 中操作的流程步骤 Non-SAP Transaction
	SAP 流程 SAP Process
	文档 Document
	开始/结束 Start/End

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 Yes/No	业务操作判断 Decision
	跨页连接 Page Connector

3. 基本概述 General Overview

3.1 适应范围 Standardization level Definition

行业(Industry)	Sugar	Fertilizer	Bio-energy
适用(Y/N)	Y	Y	Y

3.2 流

程说明
Process

Introduction

东亚糖业集团“采购订单付款流程-退保证金”适用于采购订单中的供应商保证金退款。

使用部门根据 SAP 中的采购订单/供应商保证金进行付款审核及付款申请。

财会部门对保证金的财会数据进行审核，批准后在 SAP 创建应付账款，经财务部批准后付款，付款数据写入 SAP 中的采购订单信息。

EAS “Purchase Order Payment – Return Guarantee” is applicable to the return of guarantee to supplier based on the purchase order.

The user department shall proceed payment verification and application according to the purchase order/supplier’s guarantee on SAP.

The finance & accounting department shall verify the financial data and invoice of the purchase order and create related account payable on SAP after approval. With the finance department’s approval, the payment shall be made, and the payment data shall be written into the purchase order info on SAP.

3.3 业务效益 Business Benefit

- 采购部/业务部门根据 SAP 中的采购订单进行付款审核及付款申请，确保后续业务数据的正确性。

The purchasing department/business department shall proceed payment verification and application according to the purchase order on SAP, guaranteeing the correctness of the follow-up business data.

- SAP 自动创建应付账款、付款数据写入 SAP 中的采购订单信息，确保业务数据与财会数据的一致性、完整性。

The account payable and the payment data written into the purchase order info will be created automatically on SAP, ensuring the consistency and integrity between the business data and the financial data.



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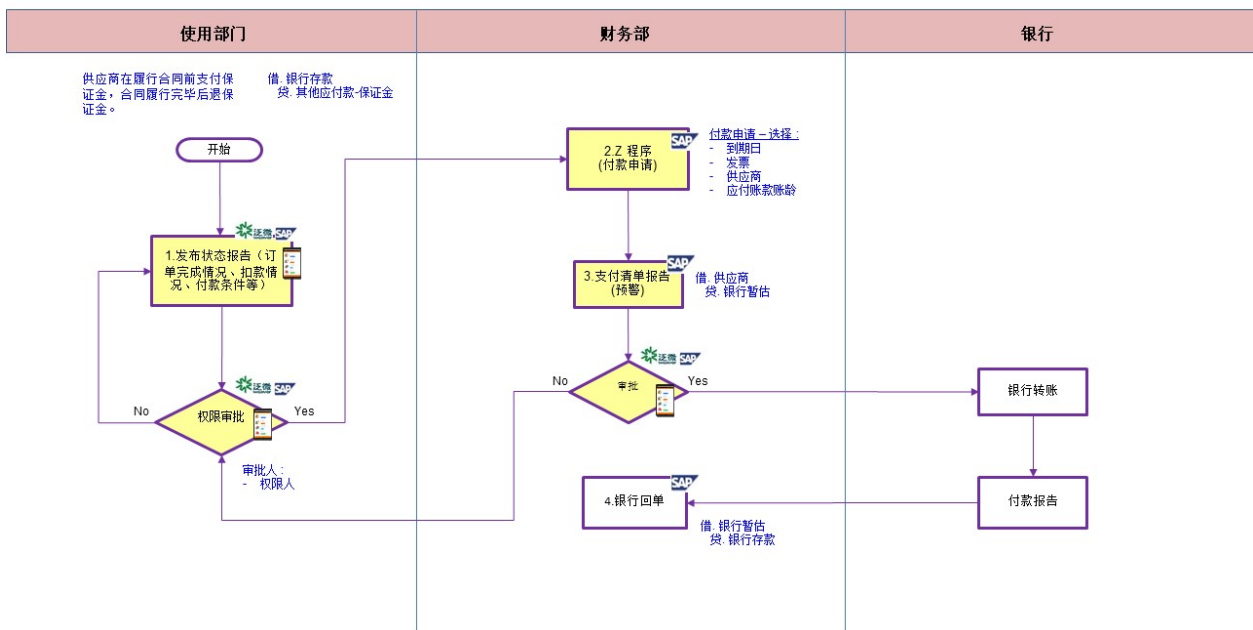
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4. 流程图 Visio Process Workflow



退供应商保证金





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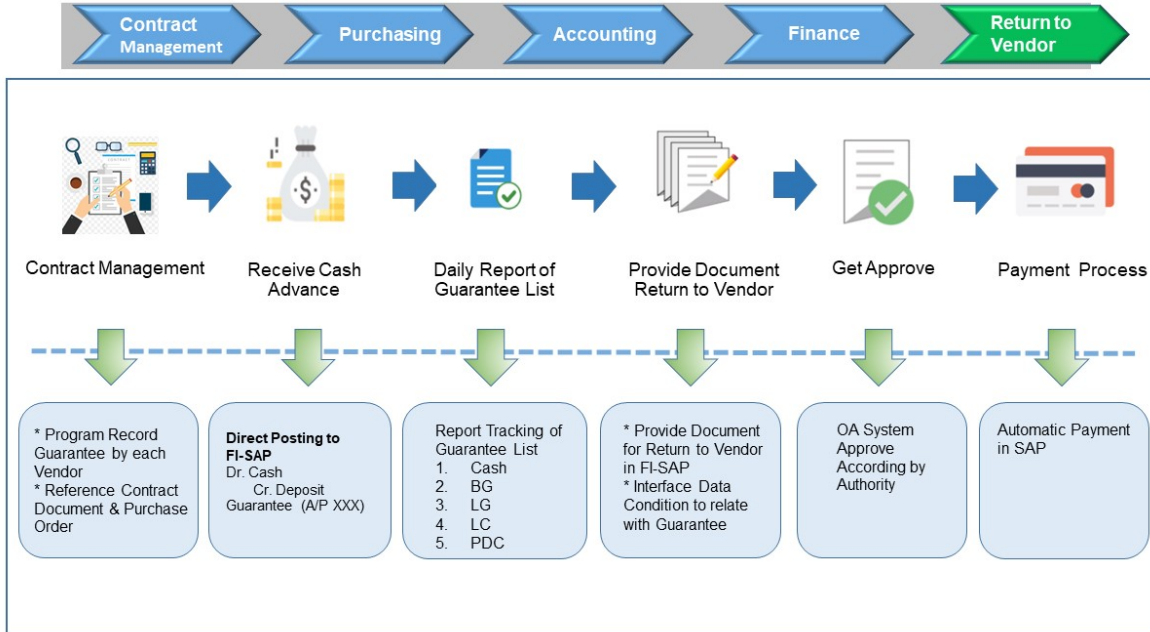
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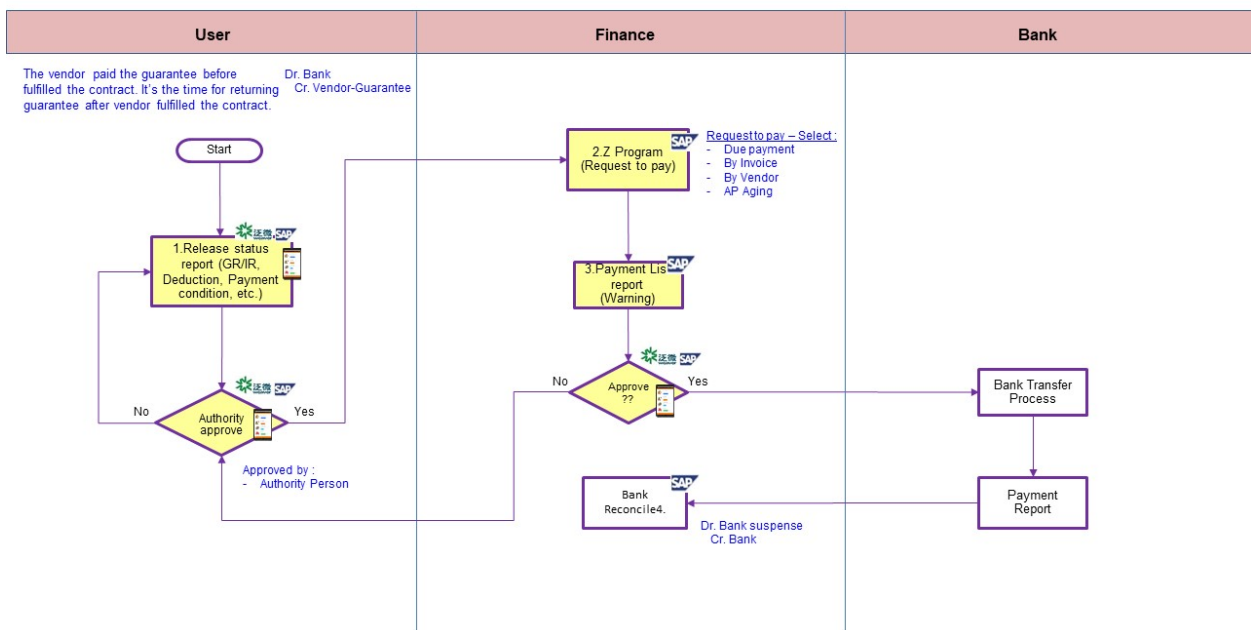
English:



Guarantee Process



Return guarantee to vendor



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5. 流程步骤说明 Process Details **(The content is temporarily lacking, to be supplemented.)**

步骤 Step:	描述 Description:	满足各项付款条件后，系统自动生成付款条件报告，并推送至审批权限人进入付款申请审批程序（应付账款的生成已在收到保证金时完成） The payment conditions report will be automatically generated once all the payment conditions satisfied, and pushed to the authorized approver for the payment approval procedures (the account payable has been generated in receipt of the guarantee).
1	部门角色 Dept./Role:::	使用部门 User department
	输入 Input:	订单信息、供应商保证金记录等 Info of order, record of supplier's guarantee and etc.
	输出 Output:	付款条件报告、付款申请审批结果 Payment conditions report and approval result of payment application
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	在 SAP 根据到期日/供应商/账龄等条件筛选出需要当期支付的款项 Screen the due payments of the current period based on the conditions of due date/supplier/account age etc.
2	部门角色 Dept./Role:::	出纳 Cashier
	输入 Input:	到期日/供应商/账龄等 Due date/supplier/account age etc.
	输出 Output:	需要当期支付的款项 Due payments of the current period
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	规划付款资金，将需要当期支付的款项链接至银企直联程序，形成付款指令，进入财务权限审批程序 Develop financial plan and link the due payments of that period to the program of connection between banks and enterprises to form the instruction of payment, moving onto the financial approval procedures.
3	部门角色 Dept./Role:::	出纳 Cashier
	输入 Input:	付款账户信息 Payment account info
	输出 Output:	银企直联付款指令 Payment instruction in the program of connection between banks and enterprises
	Tcode:	
	Process ID:	



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步骤 Step:	描述 Description:	财务审批后的款项通过银企直联支付，支付成功后接收银行回单，在 SAP 生成付款会计分录 The payments getting through financial approval will be made by the program of connection between banks and enterprises, and the bank receipt will be obtained in the event of successful payment and then the accounting entry for the payment will be generated on SAP.
4	部门角色 Dept./Role:::	出纳 Cashier
	输入 Input:	银行回单信息 Bank receipt info
	输出 Output:	付款会计分录 Accounting entry for payment
	Tcode:	
	Process ID:	

6. 报表/表单 Report/Form List

No.	Name	Description	Report /Form	Priority H/M/L	Comment

7. 接口 Interface

无



8. 差异分析与转变管理 Fit Gap and Transformation

现状 As-Is:

- (1) 采购订单的付款申请统一由采购部负责，但采购部均不是采购货物/服务的实际使用者，对于采购订单的执行情况了解有限。

Although the purchasing department is responsible for the payment of the purchase order, it is not the actual user of the goods/service purchased, who has limited knowledge of the implementation of the purchase order.

- (2) 在 SAP 中无法查询采购订单的付款情况。

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The progress of the purchase order payment cannot be tracked on SAP.

- (3) 多环节手工操作，效率低下。

Low efficiency results from too many and manual operations.

将来 To-Be:

- (1) 采购订单的付款申请按业务情况由采购部和业务部门分别负责，可加强对采购订单的执行跟踪。

The purchasing department and relevant business department shall take charge of the purchase order payment respectively according to the actual needs in order to follow up the execution of the purchase order.

- (2) 采购订单的付款数据可写入 SAP 中的采购订单信息，确保业务数据与财会数据的一致性、完整性。

The data of purchase order payment can be written into the purchase order info in SAP to ensure the consistency and integrity between the business data and the financial data.

- (3) 多环节采用系统自动化，提升业务的准确性与及时性。

Some operations will be done automatically in system to increase the accuracy and timeliness.

9. 参考文档 Other Reference Document

No.	Name	Description	Hyperlink

10. 附录 Appendix