

## (二) 我的票夹

我的票夹，所有我录入的和共享给我的发票列表。支持对我的发票管理操作，包括发票编辑，手动查验。

The screenshot shows the 'My Receipts' module in a web-based application. On the left, there's a sidebar with '我的票夹' selected. The main area displays a list of receipts with columns for date, code, and number. A specific receipt from February 21, 2020, is shown in a detailed view. The details include the seller (China Mobile), buyer (景娟娟), and various tax and amount fields. To the right of the details is a modal window titled 'Invoice Details' containing the same information. Below the modal are buttons for 'Verify' (验票), 'Print' (打印), and 'Delete' (删除), with 'Edit' (编辑) highlighted by a red box.

## 1.发票查验

发票查验可对发票进行查验，辨别发票的有效性。发票录入时，默认会进行发票识别和发票查验，但是也可以对【我的票夹】中的发票再次查验。查验有两种方式：单张发票查验，是批量选择多张发票，批量查验。

### 1.1单张发票查验

This screenshot shows the same 'My Receipts' interface as the previous one, but with a different receipt selected. The receipt from August 12, 2021, is shown in detail. The modal window also displays this receipt's information. The 'Verify' (验票) button is highlighted with a red box, indicating it is the current action being performed.

## 1.2 批量选择多张发票，批量查验

The screenshot shows a list of invoices in 'My Receipts'. The top navigation bar includes tabs for '全部(3)', '未报销(3)', '报销中(0)', and '已报销(0)'. On the right, there are buttons for '智能识别', '手动录入', '批量操作', '验票' (highlighted with a red box), '打印', '导出', and '删除'. Below the table, it says '价税合计: 462.00 不含税金额合计: 445.66 税额合计: 16.34'. At the bottom, there's a pagination area with '共 3 条' and '20条/页'.

| 开票日期       | 发票代码         | 发票号码     | 发票类型      | 销售方             | 销售方纳税人识别号          | 购买方          | 购买方纳税人识别号          | 金额     | 税额  |
|------------|--------------|----------|-----------|-----------------|--------------------|--------------|--------------------|--------|-----|
| 2021-08-12 | 031002000611 | 75408348 | 增值税电子普通发票 | 上海小贝壳餐饮管理有限公司   | 91310114087996555  | 上海枫弥信息技术有限公司 | 91310120MA1HXQ2    | 1.5    |     |
| 2021-08-22 | 031002000311 | 58542204 | 增值税电子普通发票 | 势合理(上海)餐饮管理有限公司 | 91310000599723626W | 上海枫弥信息技术有限公司 | 91310120MA1HXQ2087 | 262.00 | 14. |
| 2021-08-20 | 031002100211 | 16150139 | 增值税电子普通发票 | 中国移动通信集团上海有限公司  | 91310000132149237G | 景娟娟          |                    | 148.00 | 0.0 |

## 2. 发票去重

系统自动去重，避免发票重复录入，重复报销，清晰的重复提示。

The screenshot shows a modal window titled '识别' (Recognition) with a message '发票已被您添加' (Invoice has been added by you). The background shows a list of invoices with one highlighted. The right side of the screen shows a table of invoices with columns for '购买方纳税人识别号', '不含税金额', and '税额'.

| 购买方纳税人识别号          | 不含税金额  | 税额 |
|--------------------|--------|----|
| 91310120MA1HL36Q89 | 118.10 |    |
|                    | 300.00 |    |
|                    | 159.30 |    |
|                    | 157.80 |    |
|                    | 33.00  |    |
|                    | 33.00  |    |
|                    | 50.00  |    |

## 3. 发票编辑

如果需要对已经在票夹内的发票进行重新命名，可以在我的票夹进行编辑。

我的票夹 -> 查看发票

The screenshot shows the 'My Receipts' section of the e-cology system. On the left, there's a sidebar with '我的票夹' (My Receipts) selected. The main area displays a list of invoices with columns for date, code, amount, and status. A modal window titled '编辑发票' (Edit Invoice) is open, showing fields for date, code, amount, and other details. The bottom right of the modal has '保存' (Save) and '取消' (Cancel) buttons.

点击发票进入发票详情界面编辑

This is a close-up view of the 'Edit Invoice' dialog. It includes fields for '未填写' (Unfilled), '通行费标志' (Toll Fee Mark), '成品油标志' (Crude Oil Product Mark), '高速标志' (Highway Mark), and '发票属性' (Invoice Attribute). The '用途备注' (Purpose Note) field contains '测试式1' (Test Style 1) and is highlighted with a red box. At the bottom are '保存' (Save) and '取消' (Cancel) buttons.

### 3. 发票删除

支持发票的删除。已报销或报销中的发票无法删除，仅可自己删除自己的状态—未报销的发票。

我的票夹

This screenshot shows the 'My Receipts' list page. It lists invoices with columns for identifier, buyer, purchase date, amount, tax rate, etc. A vertical red box highlights the '报销状态' (Submission Status) column, which shows '未报销' (Not Submitted) for most rows. A red arrow points from the '删除' (Delete) button in the top right corner of the header towards the '未报销' column. The header also includes filters for '智能识别' (Smart Recognition), '手动录入' (Manual Entry), and '批量操作' (Batch Operation).

oa基本操作:发  
Last update:  
2023/12/01 10:00  
作者: 用手  
来源:pc  
端我的  
的夹

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Last update: 2023/12/01 10:00

