

个人报销收款信息维护

1.进入个人信息页

The screenshot shows the e-colony front-end user center interface. At the top, there is a navigation bar with links for门户 (Portal), 流程 (Process), 发票 (Invoice), 知识 (Knowledge), 人事 (Human Resources), 常用 (Common), and a search bar. Below the navigation bar, the user's name '张东雪' is displayed with a red box around it, labeled '1'. To the right of the name is a profile icon. Further down, there are tabs for 基本信息 (Basic Information), 常用组 (Common Groups), 个人信息 (Personal Information), 工作信息 (Work Information), 系统信息 (System Information), and a highlighted tab '工资福利' (Salary Benefits) with a red box around it, labeled '2'. On the far right, there is a '编辑' (Edit) button with a red box around it, labeled '3'. The main content area displays financial information under the '财务信息' (Financial Information) section, including fields for 工资账号户名 (Salary Account Holder Name), 工资银行 (Salary Bank), 工资账号 (Salary Account), and 公积金账户 (公积金 Account). A sidebar on the left lists待办事宜 (Pending Tasks) such as 待办事宜, 新建流程, 已办事宜, 我的请求, and 报表查看.

2.编辑好信息保存

This screenshot shows the same personal information page after editing. The '工资福利' tab is still selected. The '工资账号户名' field now contains '张东雪' (highlighted with a red box, labeled '4'), and the '工资银行' field contains '招商银行' (highlighted with a red box, labeled '5'). The '工资账号' field contains '6' followed by a redacted number (highlighted with a red box, labeled '6'). The '公积金账户' field contains '202779'. The '保存' (Save) button on the right is highlighted with a red box, labeled '7'.

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