

The Construction of Non-contact Reimbursement System in Colleges and Universities

Yuntao Gao

*Financial Department, North China Electric Power University,
Hebei Baoding 071000, China.*

Abstract: At the beginning of 2020, the corona-virus epidemic broke out, and all walks of life.- actively responded to the corona-virus epidemic. The key problem facing financial personnel is how to realize contactless reimbursement. This paper puts forward some ideas and suggestions on the construction of contactless reimbursement system.

Keywords: University, Contactless reimbursement system, Construction

INTRODUCTION

In recent years, with the construction of digital campus and the development of Internet technology, how to improve the efficiency of financial reimbursement in colleges and universities has become a hot issue in theory and practice. Yang Guang and Lan Zongsui (2013) proposed to realize the re-engineering of financial reporting process in colleges and universities by means of the information technology platform of digital campus, through the integration and sharing of micro information and the reorganization of organizational structure; Niu Xing and Chen Guirong (2018) proposed to redesign the work-flow of financial reimbursement, and to analyze the advantages of online reimbursement from four aspects: work efficiency, information resources, control mechanism and management level; Zhang Sha and Wang Meifang (2016) introduced the non-waiting reimbursement model of colleges and universities in Central China Normal University through the establishment of financial reporting system, online booking reimbursement system, cash-free payment system and logistics management system.

On the basis of all kinds of online reimbursement attempts, how to make full use of information technology and Internet to develop contactless online reimbursement system can not only solve the problem of "difficult to sign and difficult to reimburse" in the current university finance, but also, it is of great practical significance to realize contactless reimbursement in the current epidemic period.

PROCESS AND ADVANTAGES OF CONTACTLESS ONLINE REIMBURSEMENT

The basic process of non-contact online reimbursement is as below: the person who apply for reimbursement fills in the relevant information, uploads the attachment, submits the online examination and approval process through the mobile

phone or computer, prints the claim form after signing and approving online → the person in charge of funds at all levels carries on the online examination and approval step by step through the computer (or through the mobile phone) through the "self-service" delivery equipment → prints the voucher in the reimbursement system, automatically generates the voucher according to the claim confirmation reimbursement system, automatically generates the voucher according to the claim confirmation form → after the invoice is checked and recorded → transfers the reimbursement to the account designated by the person who apply for reimbursement.

Compared with the manual reimbursement process, the core of the process is not different, but due to the fundamental changes in the execution of the process, it has a unique advantage:

1. Execution process is completed online by mobile phone or computer.

First of all, the relevant person fills in the information in the reimbursement system through mobile phone or computer, passes it to the person who is in charge through the network, realizes the examination and approval through the online verification and electronic signature, and the reporting system transmits the documents to the leaders at all levels according to the function and authority of the background configuration. After the leaders at all levels enter the system, they can see the electronic invoice and scanning parts to be approved, and the leaders at all levels can examine and approve at any time according to their own time, which solves the problem that the signature is difficult to approve in the past;

2. Realized all-round service as accounting, information inquiry, payment, information feedback .

The relevant person and the person in charge of funds can log on to the system at any time to check the reimbursement and approval process, which strengthens the financial supervision and increases the transparency of the financial information.

3. the person applying for reimbursement can extract any information they need from their computers and do not need to check accounts and copy bills at the financial department, which facilitate project settlement and audit.

4. the reimbursement amount and payment information are filled in online, avoiding the mistakes caused by the accountant's manual entry.

PROBLEMS WITH NON-CONTACT ONLINE REIMBURSEMENT

As an immature new thing, online reimbursement also faces some problems:

The online reimbursement system requires operators to learn the knowledge of financial reimbursement independently, to understand the operation process, authorization mechanism, reimbursement module and other relevant information of online reimbursement, because the online reimbursement system needs the staff to fill in the amount, take photos and upload their own photos, some accounting personnel do not adapt to the online reimbursement system, or busy with teaching and scientific research, do not want to spend too much time to learn online reimbursement, they are willing to go to the financial department directly, waiting for reimbursement. This is also the crux of the difficulty of online reimbursement promotion.

2. Accountants often find problems such as irregular original documents, incomplete preparation of reimbursement materials, incomplete approval of reimbursement signature, etc. In the process of document audit, some problems only need to be explained by the relevant person. Some problems require them to come to the financial department to retrieve the reservation documents, and then send the claim back to the financial department after completing the relevant procedures. With the increase of reimbursement volume, the rework volume of online claim also increases, resulting in low reimbursement success rate and more repetitive labor.

3. Because online reimbursement makes the financial system and bank closely linked, the school interface server and the bank's outreach platform are connected to the Internet platform. If the payment information is maliciously tampered with, it will cause irreparable economic loss.

PROPOSALS FOR OPTIMIZING CONTACTLESS ONLINE REIMBURSEMENT

1. Non-contact online reimbursement needs to increase investment in software and hardware, and strengthen the training of online reimbursement system. For all kinds of problems in the implementation of online reimbursement, the financial department should make full use of the guide, WeChat public platform and other channels to publicize. Financial reimbursement guidelines, should illustrate by standing in the perspective of

financial personnel do not understand , use professional terms as few as possible, express in a simple way, so that the financial system really deeply rooted in the people. In the computer room, We should work with network management department to regularly train the scientific research assistant, the secretary of each department and so on who often handle the reimbursement business by explaining the concrete steps in a picturesque way, so that they can familiarize themselves with the latest policy of the financial department and let them participate in the work of financial management.

An important reason for difficulty in reimbursement is that the financial staffing of colleges and universities can not keep up with the speed of university development. In recent years, in order to relieve the pressure of financial reimbursement, many colleges and universities begin to external financial reimbursement personnel, which can give regular employees the energy to think, study, manage financial work, and further improve the level of financial management.

2. With the rapid growth of the amount of funds in colleges and universities, the business of the financial department has also developed from simple accounting to scientific research project management, special fund management, cooperative benefit distribution and so on, which requires leaders and financial personnel at all levels to change their concepts and strengthen financial management and internal control. Non-contact online reimbursement can reduce the workload of financial personnel reimbursement, put more manpower and material resources into financial management and services, so that more detailed accounting, analysis, for the majority of teachers and students to provide more accurate services.

In the background of globally fighting against the epidemic over the past two years, contactless network reimbursement is more realistic. In the era of mobile Internet, contactless network reimbursement is worth accelerating promotion.

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