

Research on Process Design of Financial Sharing Service Center

Xiaojun Zhao

School of Accounting and Finance, Xi'an Peihua University, Xi'an City, Shaanxi Province, China
zhaoxiaojun2005@163.com

Key words: Financial management informatization, Financial Sharing Service Center, Process design.

Abstract: Enterprise groups have many advantages in establishing Financial Sharing Service Center, and the design of business processes is the core problem to be faced in the process of establishing Financial Sharing Service Center. This paper mainly studies the basic problems of process design of Financial Sharing Service Center, and studies the basic processes of general ledger management, accounts payable management and accounts receivable management. It has certain theoretical and practical significance for general enterprises to design the process of Financial Sharing Service Center.

1. Importance of process design for Financial Sharing Service Center

The establishment of Financial Sharing Service Center in enterprise group can centralize repetitive and common business to the sharing center for processing. Centralized management improves the service guarantee ability of financial department to core business, and is conducive to providing more powerful guarantee for enterprise decision-making. Simplification of work flow is conducive to standardization of business processing. Enterprise groups have many advantages in establishing FSSC, but they also face a series of problems in the process of implementation, especially which business should be centralized, which business should remain at the grass-roots level, and business process reengineering is the first problem to be solved. Before the implementation of financial sharing, the process of accounting, settlement, reporting of enterprises are separately carried out in each business unit, each business unit has its own process, and the operating standards, efficiency and risk management norms. In order to establish a financial sharing center, we should adjust the existing financial business processes of each business unit according to the unified requirements, centralize the simple transactional accounting work to the group headquarters, collect the financial authority, reduce the staffing of the grass-roots financial personnel, and finally formulate a set of business processes suitable for all business units. Therefore, the design of the business process of the sharing center has become the core problem in the process of establishing FSSC.

2. Basic problems in process design of Financial Sharing Service Center

Hu Yunlong (2017) considered that the process design of Financial Sharing Service Center should be based on business and financial integration, integrate internal and external resources through process, standardize process by unified business standards, accounting standards and process reengineering, standardize process to achieve high efficiency of business batch processing. Through the function of process carrier of shared system, centralized financial processing of business in different places can be realized.

Peng Jia (2015) studies that financial sharing services include professional advice services and transaction processing services. Professional suggestion service is mainly to provide high-value professional financial suggestions for enterprise groups. Transaction service is mainly based on account processing, which mainly includes account module, settlement module, asset module and fund module. Account processing service is the most typical transaction processing service. Its main business includes general ledger management, accounts receivable and payable management, assets management such as fixed assets and inventory, cost management, fund management, etc. This paper mainly studies the design of such business processes.

The contents of various financial processing activities are closely related. The data transfer between them interweaves into the overall process of sharing services. In the related process of FSSC, the general ledger management is the core, which interacts closely with receivable management, payable management, asset management, cost management and fund management. At the same time, the aforementioned business forms accounting entries, which enter into the general ledger business cycle through the way of posting accounts.

Wu Tonglin et al. (2018) considered that the optimization design of business process mainly includes three aspects: firstly, the enterprise group should start from the macro-environment, find out the effective convergence of cross-departmental processes through full investigation and research, and find out the special process problems that are not suitable for the center; secondly, comb the new business scope from the micro-aspect, carry out internal control and risk analysis, and find out the key process. Thirdly, the inspection and control of post-period processes to ensure the execution of business processes.

3. Basic process design of Financial Sharing Service Center

3.1 General account management process design

The general ledger management business mainly solves the following problems: first, auditing and bookkeeping the automatic and manual vouchers of the system; second, making, auditing and bookkeeping vouchers at the end of the month; third, to settle accounts; fourth, preparing accounting statements; and fifth, managing accounting archives.

Based on this, the process scope of general ledger business generally includes voucher management, cost advance, write-off and amortization, wage remuneration, closing accounts, statements and other mainstream processes, each of which includes several sub-processes. Such as voucher management, including system voucher generation and manual voucher generation two sub-processes. Under wage remuneration, there are three sub-processes: salary and salary calculation, salary and salary payment, and salary and salary elimination. Report process includes three sub-processes: single report generation, combined report generation and management report generation.

In the voucher management process, the main steps of the system voucher generation process include the automatic generation of general ledger vouchers by the operating system of the business personnel, the automatic generation of general ledger vouchers by the financial accounting operating system of the sharing center, and the file filing process. Manual voucher generation process mainly includes filling in, submitting general ledger statements, auditing general ledger statements and incorporating them into accounts.

In the process of cost advance, write-off and amortization, the process of cost advance includes the preparation of application materials at the end of the month, the examination of application materials at all levels, the preparation of detailed forms of advance expenses, the filling and submission of advance expense reports, and the examination and entry of accounts. The process of advance expense cancellation includes the inquiry of advance expense desk account at the beginning of the month, and the cancellation of advance expenses. The process of cost amortization includes cost reimbursement, monthly check of amortization expense account, and amortization of pending expenses.

In the process of wage and remuneration, the process of wage and remuneration calculation includes submitting bills for wage and remuneration calculation, examining and approving the responsible persons, and financial examination and entry into the accounts. Payment process of wage and remuneration includes calculating salary, individual tax and insurance, calculating and filling in relevant subsidy forms, auditing subsidy forms, importing relevant subsidy forms, making detailed salary payment forms, filling in payroll forms, auditing salary statements by responsible persons at all levels, and consolidating financial examination into accounts. The process of salary and remuneration write-off includes providing detailed wage payment forms, comparing wage and remuneration differences, filling in general ledger statements and adjusting wage and remuneration

differences.

In the process of closing accounts, the process of issuing the bill of closing accounts includes issuing the bill of closing accounts, checking the bill of closing accounts, issuing the bill of closing accounts to the relevant groups of individual companies. The process of closing accounts includes checking the items of closing accounts of logistics accounts, closing logistics accounts, carrying over costs, confirming the completion of business processing this month, customs accounts and general ledger, opening the next month, and so on.

In the reporting process, the generation of individual statements includes acquiring basic data, preparing financial reports and schedules, auditing financial reports and schedules by team leaders. Generating consolidated statements includes collecting individual reports and adjustments, compiling consolidated statements, auditing consolidated statements by responsible persons at all levels. Generating management reports includes collecting basic data, preparing management reports, auditing management reports by responsible persons at all levels, and so on.

3.2 Accounts payable management process

Accounts payable management process mainly includes: invoice information collection, data and business processing, payment.

Invoice information collection. This process includes receiving and scanning physical invoices. The main purpose is to extract invoice information and use it as the basis for post-processing. Among them, there are two ways to extract invoice information, one is through the image system scanning, the other is the supplier's direct login management system input. If the enterprise implements the image system, then the first method is undoubtedly more convenient.

Data and business processing. This process mainly includes auditing, collecting invoice information review and converting to accounts payable and payment information. Check whether the payment has been approved with sufficient authority during the audit process. After the audit, the important information in the image needs to be input into the system, and the information obtained in the process of invoice collection is checked. After the comparison is correct, the payment information and accounting information of the invoice are checked. After this review is correct, it will be imported into ERP system to complete accounting processing.

Payment. Accounts payable module of ERP system can export payment data of Internet banking interface standard, and complete payment through Internet banking or bank-enterprise interconnection. After the payment is completed, the supplier is informed through the supplier management system and receives its inquiry.

3.3 Accounts receivable management process

Accounts receivable management process is relatively complex because it involves revenue recognition. The core business of the process of accounts receivable includes: order and contract management, invoicing and revenue confirmation, receipt and bills management, reconciliation feedback and internal control.

Order and contract management. The business of this link is usually based on the enterprise's e-commerce system and contract management system. When the market personnel provide the obtained contract orders, the system begins to record the key information by manual input or image scanning and recognition, providing data support for the later financial sharing business processing system and ERP system.

Invoice and revenue confirmation. When the business personnel request to issue invoices, the Financial Sharing Service Center will review the relevant contract terms and issue invoices. For the recognition of revenue that meets the income recognition conditions, the information is fed back to the ERP system.

Receipt and bill management. When receiving payment notification from customers, the Financial Sharing Service Center checks the bank's payment records, confirms that the receivables are completed, and the accounts receivable accounts are processed. For receipt of bills, it can be discounted or endorsed according to the need of fund management.

Account reconciliation feedback. After confirming that the receipt is incorporated into the

account, the receipt information is fed back to the customer through the customer relationship processing system, and the customer is checked regularly to find possible errors.

4. Conclusion

The core of the establishment of Financial Sharing Service Center is to redesign the process of financial business. This paper analyses and studies the process reengineering of enterprise financial business, and combs the basic processes of general ledger management, accounts payable management and accounts receivable management. It is hoped that it can be used for reference for other enterprises to establish and implement Financial Sharing Service Center.

References

- [1] Hu Yunlong, Research on process design under the mode of Financial Sharing in power generation enterprises of Group, *Enterprise Management*, vol.S2, pp. 106-108, 2017.
- [2] Peng Jia, Process Construction of Financial Sharing Center, *Foreign Economic and Trade*, vol.5, pp. 155-157, 2015.
- [3] Wu Tonglin, Meng Chao, Wang Hui, Optimum design of China's Enterprise Group Financial Sharing Service Center Based on Process Reengineering and process optimization theory, *Hebei Enterprise*, vol.4, pp. 30-31, 2018.