

实 验 报 告

课程**： 企业数字化管理综合实训**

团队名称

成员姓名

数据中心

组织机构

指导教师

年 月 日

目 录

[一、实验课程基本信息 1](#_Toc7990)

[二、团队成员名单 3](#_Toc11975)

[三、团队评分 4](#_Toc6026)

[四、教师评语 4](#_Toc6346)

[五、企业基本情况 5](#_Toc7327)

[六、职位分工表 6](#_Toc3024)

[七、个人工作履行情况汇总 7](#_Toc23007)

[八、个人总结 11](#_Toc14779)

[九、人力资源评分 12](#_Toc9534)

[十、个人实验完成情况 15](#_Toc17889)

[十一、用户列表 22](#_Toc27937)

[十二、企业期初数据 22](#_Toc984)

[十三、工作场景 25](#_Toc25222)

[工作场景1：XXX 25](#_Toc17778)

[工作场景2：XXX 27](#_Toc10617)

[十四、团队照片 28](#_Toc31217)

[十五、优秀学员推荐表 29](#_Toc27157)

[附件：团队业务分工表原件 31](#_Toc12148)

# 一、实验课程基本信息

|  |  |
| --- | --- |
| 实验名称 | 企业数字化管理综合实训 |
| 实验类别 | 基础□ 专业基础□ 专业■ 其它□ |
| 实验类型 | 演示型□ 验证型□ 综合型□ 设计研究型■ 创新型□ |
| 实验课时 | 32课时 |
| 实验要求 | 必做■ 选做□ |
| 实验时间 | 年 月 日 - 日 |
| 实验地点 | S1－ |
| 实验目的 | 本课程让学生在真实的软件环境中模拟企业实际经营过程，将理论与实际业务操作相结合，训练各种业务处理能力与设计能力，提升学生在供应链管理、生产管理、财务管理、人力管理等各方面的专业技能，提升综合应用能力。 |
| 实验设备 | 金蝶K3 Cloud V7.51企业版 |
| 服务器地址 |  |
| 数据中心 |  |
| 对应组织机构 |  |
| 管理员账号 |  |
| 实验内容 | 实验内容以某一集团公司为主体，12-14人模拟一家子公司，协作完成企业经营活动中的销售管理、生产管理、采购管理、库存管理、成本管理、财务管理、数据可视化等业务处理过程。各子公司独立决策经营战略，子公司之间进行经营对抗，通过ERP软件同步完成经营过程。 |

# 二、团队成员名单

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 序号 | 学院 | 专业 | 班级 | 学号 | 姓名 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
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# 三、团队评分

|  |  |  |  |
| --- | --- | --- | --- |
| 指标 | 百分比 | 分数 | 备注 |
| 团 队 精 神 | 25% |  |  |
| 实 验 质 量 | 25% |  |  |
| 经 营 进 度 | 25% |  |  |
| 实 验 报 告 | 25% |  |  |
|  |  |  |  |
|  |  |  |  |
| 总计 | 100% |  |  |

# 四、教师评语

|  |
| --- |
|  |

# 五、企业基本情况

# 六、职位分工表

|  |  |  |  |
| --- | --- | --- | --- |
| 序号 | 员工姓名 | 岗位角色 | 工作内容 |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
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| 18 |  |  |  |

# 七、个人工作履行情况汇总

员工姓名：

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 场景号 | 场景名 | 角色 | 操作内容 | 单据号 | 完成情况 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
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| 33 |  |  |  |  |  |  |
| 34 |  |  |  |  |  |  |
| 35 |  |  |  |  |  |  |
| 36 |  |  |  |  |  |  |

员工姓名：

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 场景号 | 场景名 | 角色 | 操作内容 | 单据号 | 完成情况 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
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# 八、个人总结

（每人不低于500字，每个员工一张表）

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **姓名** | | **性别** | **学号** | **所属学院** | **照片** |
|  | |  |  |  |
| **专业** | | **所属团队** | **岗位** | **授课教师** |
|  | |  |  |  |
| **个人总结** |  | | | | |

# 九、人力资源评分

1.人力资源评分汇总表（小组成员每次课进行互评，人力资源经理根据互评结果进行排名，期末统计组内总体排名；数字越小，排名越靠前）

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 姓名 | 第一周排名 | 第二周排名 | 第三周排名 | 第四周排名 | 第五周排名 | 第六周排名 | 第七周排名 | 期末平均排名 |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
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2.每周评分原始记录

（原始记录截图，比如问卷星，腾讯问卷调查结果等）

# 

# 十、个人实验完成情况

按员工汇总检查情况（人力资源经理每周对小组成员个人实验完成情况进行检查，完成的业务打√）

| 场景（红色为必做业务） | 组员1 | 组员2 | 组员3 | 组员4 | 组员5 | 组员6 | 组员7 | 组员8 | 组员9 | 组员10 | 组员11 | 组员12 | 组员13 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.4.10科目期初 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.4.11结束初始化 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.4.12期初对账 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.1支付上月税费与工资 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.2在产品完工入库 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.3新录用人员到岗 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.4上月销售订单交货 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.5上月采购订单到货 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.6支付利息与本金，申请贷款 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.7月初往来账结算 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.8投放广告，获取订单 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.9计划运算，投放计划 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.10拓展市场，研发投入 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.1股票投资 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.2采购原材料 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.3跨组织采购 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.4专利权转让摊销 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.5员工调动与晋级 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.6扩建厂房与生产线 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.7生产领料 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.8支付水电费 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.9更新生产完工入库 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.10现金折扣寄售销售 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.11委外生产完工入库 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.12代垫运费发出商品 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.13跨组织销售折让 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.14支付行政管理费 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.15库存盘点 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.16跨组织销售退货 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.17建设完工开始生产 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.18经营租出 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.19资产处置计提折旧 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.20计提工资、个税、五险一金 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3.1入库与出库成本核算 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3.2预交与计提税金 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3.3计提借款利息 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3.4其他权益工具投资期末计价 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3.5计提交易性金融资产利息 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.1.1指定现金流量 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.1.2凭证过账 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.1.3期末调汇，结转损益 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.1.4计提并结转所得税 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.1.5结转利润与利润分配 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.2.1业务报表对账 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.2.2业务单据对账 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.2.3银行对账 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.2.4出纳期末对账 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.2.5结账 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6.2.1利润表 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6.2.2资产负债表 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6.2.3现金流量表 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.2.1应收账款嵌入式分析 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.2.2采购订单主题式分析 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.2.3销售仪表板分析 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 必做业务完成数量 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 选做业务完成数量 |  |  |  |  |  |  |  |  |  |  |  |  |  |

# 

# 十一、用户列表

（用户查询截图）

# 十二、企业期初数据

1.订单期初

（截图）

2.生产期初

（截图）

3.物料期初

（截图）

4.信贷期初

（截图）

5.往来期初

（截图）

6.票据期初

（截图）

7.资金期初

（截图）

8.资产期初

（截图）

9.科目期初

（截图）

10.结束初始化

（截图）

11.期初对账结果

（截图）

# 十三、工作场景

## 工作场景1：XXX

（一）业务内容

（二）岗位分工

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 序号 | 姓名 | 岗位角色 | 业务操作内容（单据名） | 单据号 | 完成情况 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
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| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |

（三）业务处理流程图（标注分工）

可截图或拍照放在此处

（四）操作步骤截图

（五）凭证分录截图

（六）业务小结

## 工作场景2：XXX

一、业务内容

二、岗位分工

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 序号 | 姓名 | 岗位角色 | 业务操作内容（单据名） | 单据号 | 完成情况 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
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| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |

三、业务处理流程图（标注分工）

可截图或拍照放在此处

四、操作步骤截图

五、凭证分录截图

（六）业务小结

# 十四、团队照片

# 十五、优秀学员推荐表

**《企业数字化管理综合实训》优秀学员推荐表**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **姓名** | | **性别** | **学号** | **所属学院** | **照片** |
|  | |  |  |  |
| **专业** | | **所属团队** | **岗位** | **授课教师** |
|  | |  |  |  |
| **推荐理由** |  | | | | |
| **团队意见** |  | | | | |
| **教师意见** |  | | | | |

**《企业数字化管理综合实训》优秀学员推荐表**

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| --- | --- | --- | --- | --- | --- |
| **姓名** | | **性别** | **学号** | **所属学院** | **照片** |
|  | |  |  |  |
| **专业** | | **所属团队** | **岗位** | **授课教师** |
|  | |  |  |  |
| **推荐理由** |  | | | | |
| **团队意见** |  | | | | |
| **教师意见** |  | | | | |

# 附件：团队业务分工表原件