

電子印花徵費系統培訓網站熟習清單 E-levy System Training Site Familiarisation Checklist

會員名稱:

Name of member: \_\_\_\_\_

牌照號碼:

Licence No: \_\_\_\_\_

項目# Item #	描述 Description	要求 Requirements	如果成功測試， 請輸入✓ Put a ✓ if successfully tested
1	帳戶 User Account	使用電子印花徵費系統的系統管理員帳戶(「系統管理員帳戶」)，建立其他使用者帳戶，包括： - 操作人員帳戶: 處理電子印花 - 會計用戶帳戶: 處理加額及電子印花費退款 - 會計主管帳戶 (適用於有分行的會員): 處理印花費退款批核 Use E-levy System User ID of administrator account ("Administrator Account") to create other user accounts, including: - Operational User Account: for E-Frinking - Accounting User Account: for E-Reload and E-Refund - Accounting Supervisor Account: for E-Refund (for members with branch offices)	
2	警示及電郵地址設定 Alerts & Email Notifications	使用系統管理員帳戶設定系統提供的警示設置，包括： - 大額印花費警示 - 低帳戶餘額警示 Use the Administration Account to configure the alert settings provided by the system, including: - Levy Amount Alert - Low Account Balance Alert	
3	賬戶加額 Reload Account Balance	使用會計用戶帳戶或會計主管帳戶建立賬戶加額請求，待香港旅遊業議會(「議會」)批核。 Use Accounting User account or Accounting Supervisor account to create an E-Reload Request for Travel Industry Council of Hong Kong ("TIC") approval.	
4	在線電子印花申請 Online E-Frank	使用操作人員帳戶於在線電子印花申請功能中執行不少於一次的電子印花申請。 Use Operational User account to perform at least one E-Frank using Online E-Frank function.	
5	在線申請退款 Online Refund	沒有分行的會員，使用會計用戶帳戶建立一個在線電子印花退款請求，待議會批核。 有分行的會員，使用會計用戶帳戶建立一個在線電子印花退款請求；待會計主管進行內部審查。 For members with no branch offices, use Accounting User account to create an E-Refund Request for TIC approval. For members with branch offices, use Accounting User account to create an E-Refund Request for internal review.	
6	審批退款申請(適用於有分行的會員) Review Refund Request (for member with branch offices)	使用會計主管帳戶審批在線印花退款請求，待議會批核。 Use Accounting Supervisor account to approve Online Refund Request for TIC approval.	
7	輸出數據 Export Data	使用會計用戶帳戶，從電子印花徵費系統中輸出電子印花申請，賬戶加額和電子印花退款等數據。 Use Accounting User account to export E-Frank, E-Reload and E-Refund Data from the E-levy System.	

以下測試僅適用於使用系統接口與電子印花徵費系統對接的會員  
The following tests only apply to members using API integration with E-levy System

項目# Item #	描述 Description	要求 Requirements	如果成功測試， 請輸入✓ Put a ✓ if successfully tested
8	用系統接口作電子印花申請（僅適用於使用系統接口與電子印花徵費系統對接的會員） API E-Frank (for members with API integration with E-levy System only)	建立一個系統接口密鑰，使用系統接口執行電子印花申請。 Create an API key to perform an E-Franching with the E-Franching API.	
9	用系統接口作電子印花申請（僅適用於使用系統接口與電子印花徵費系統對接的會員） API E-Frank (for members with API integration with E-levy System only)	使用不同的測試數據執行系統接口電子印花申請（但使用第8項中相同的收據編號）。 （這是一個負面測試，用於檢查您的系統是否能夠處理返回的錯誤代碼） Perform an E-Frank with different sets of test data (but same receipt number used in Item 8) using E-Franching API. (This is a negative test to check if your system is able to handle error code returned)	
10	批量電子印花退款（僅適用於使用系統接口與電子印花徵費系統對接的會員） Batch Refund (for members with API integration with E-levy System only)	沒有分行的會員，使用會計用戶帳戶建立批量電子印花退款請求以進行審批。  有分行的會員： i.使用會計用戶帳戶建立批量電子印花退款請求以進行內部審查。 ii.使用會計主管帳戶審查/批准批次電子印花退款請求，以提交批准。 For members with no branch offices, use Accounting User account to create a Batch E-Refund Request for approval.  For members with branch offices: i. use Accounting User account to create a Batch E-Refund Request for internal review. ii. use Accounting Supervisor account to review/approve Batch E-Refund Requests for TIC approval.	
11	批量電子印花申請（僅適用於使用系統接口與電子印花徵費系統對接的會員） Batch E-Frank (for members with API integration with E-levy System only)	使用操作用戶帳戶執行至少包含2個記錄的批量電子印花申請。 Use TA Operational User account to perform E-Frank using batch E-Frank function with at least 2 E-Frank records.	

議會保留檢查測試結果的權利。 The TIC reserves the right to check the test results.

簽名： \_\_\_\_\_  
姓名： \_\_\_\_\_  
Name: \_\_\_\_\_

職位： \_\_\_\_\_  
Designation: \_\_\_\_\_  
日期： \_\_\_\_\_  
Date: \_\_\_\_\_