



香港中文大學
The Chinese University of Hong Kong

The Chinese University of Hong Kong

User Guide

CU SAP Financial System (CUSAP)

Financial and Fixed Asset Information

Version 2.7

Last updated in November, 2018

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Modification History:

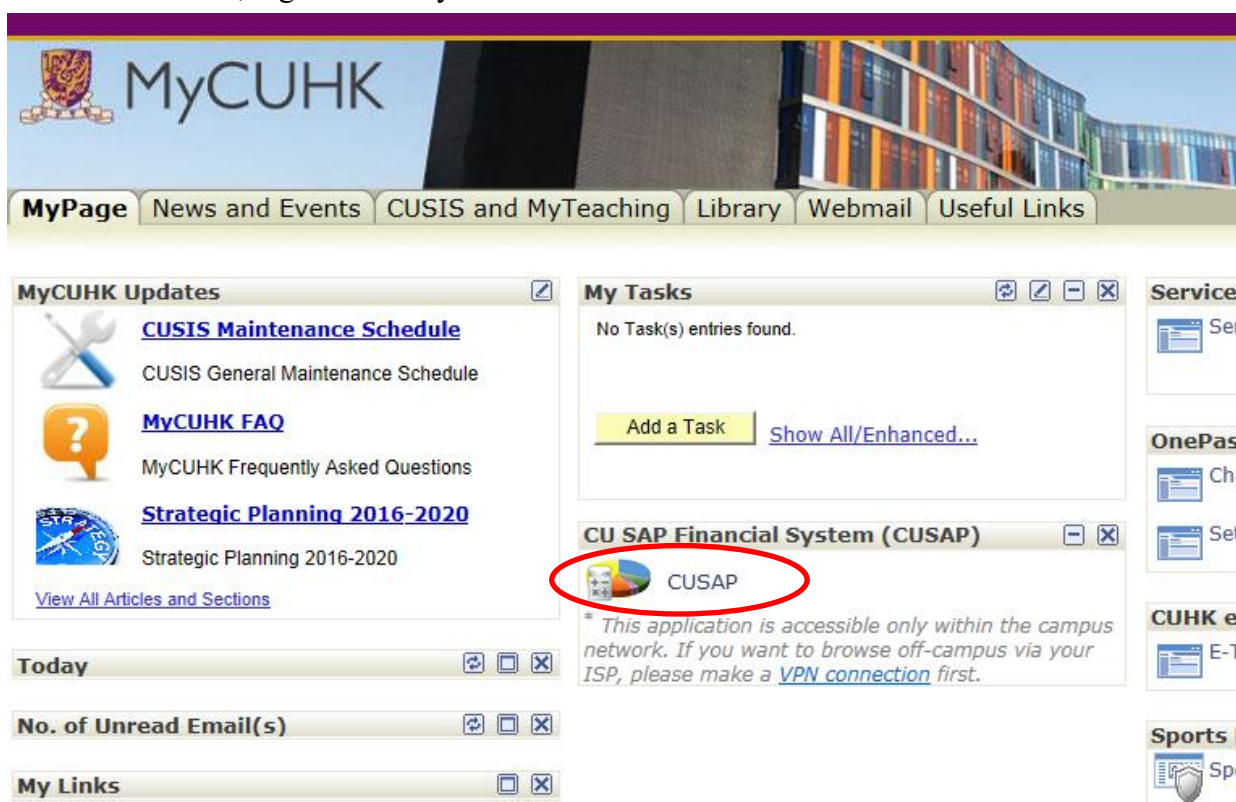
Date	Version	Modified by	Remarks
30/11/2015	1.0	ITSC	Initial version for release
19/01/2016	1.1	ITSC	Add details on how to display the link to “CUSAP” in MyCUHK portal.
25/04/2016	2.0	ITSC	<ul style="list-style-type: none"> Section II 2: add details on viewing payment information for invoice against PO Appendix A.7: add details on Excel download in Chrome
13/05/2016	2.1	ITSC	Change screen shot of CUSAP welcome page
18/07/2016	2.2	ITSC	Update the step to execute Purchase Order List
22/09/2016	2.3	ITSC	<ul style="list-style-type: none"> Section II 4: Add purchase order number in Fixed Asset Actual Line item Appendix A.7: add details on EXCEL download in browsers
17/10/2016	2.4	ITSC	<ul style="list-style-type: none"> Section II 8: change details on Excel download Section II 9: change details on Excel download
25/10/2016	2.5	ITSC	<ul style="list-style-type: none"> Change screen shots on Section II part 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 & 11. Add screen shots on how delegation (add/remove) function works. Section II 1.6, 1.7, 10.5 and 10.6.
01/06/2017	2.6	ITSC	<ul style="list-style-type: none"> Change “Select the function...” to “Double-click the function ...” for section 1 and 11.
01/11/2018	2.7	ITSC	<ul style="list-style-type: none"> Rename function “Project (WBS) and Cost Centre Enquiry” to “Financial and Fixed Asset Information”. Rename button “More Functions” to “Reports”. Replace “Fixed Asset Acquisition Report” with “Fixed Asset List (Concise Version)”. Rename “Fixed Asset Balance List” to “Fixed Asset List (Detailed Version)”. Add report “Expensed Portable Electronic Equipment Report”.

I. Notes

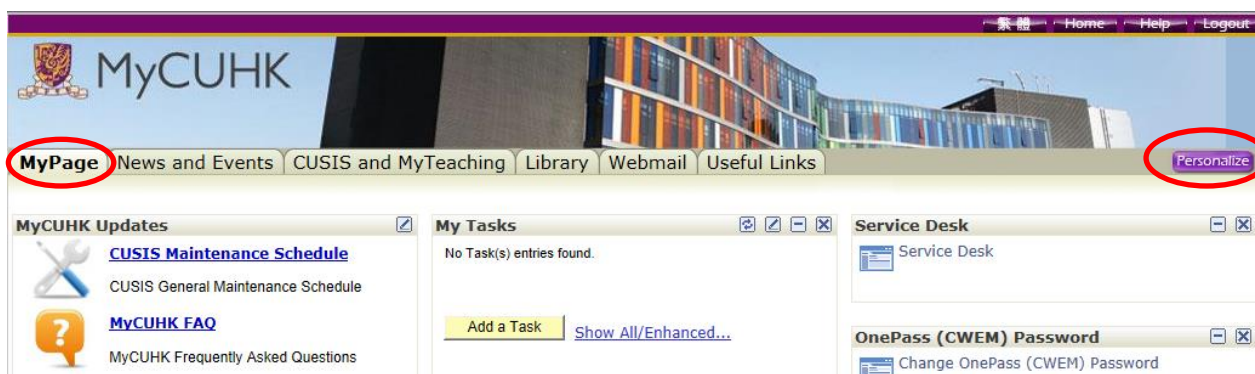
The function “Project (WBS) and Cost Centre Enquiry” has been renamed to “Financial and Fixed Asset Information” since 1 November, 2018. The screenshots in this document, however, may still display the old name.

II. Login and User Menu

- 1 Please be sure that you already have a CUSAP user account. You should have received an email notification if a user account has been created for you. If not, please fill in the *FMS Production Login Account Application Form* or the *Authorization and Approval Log* as appropriate.
- 2 To access CUSAP, log into the MyCUHK Portal and click “CUSAP”.



If the link to CUSAP is not found, select the "Personalize" button on the tab "My Page".



Select the checkbox beside "CU SAP Financial System (CUSAP)" and then click the "Save" button.

MyPage News and Events CUSIS and MyTeaching Library Webmail Useful Links

Personalize Content: MyPage

Tab Name:

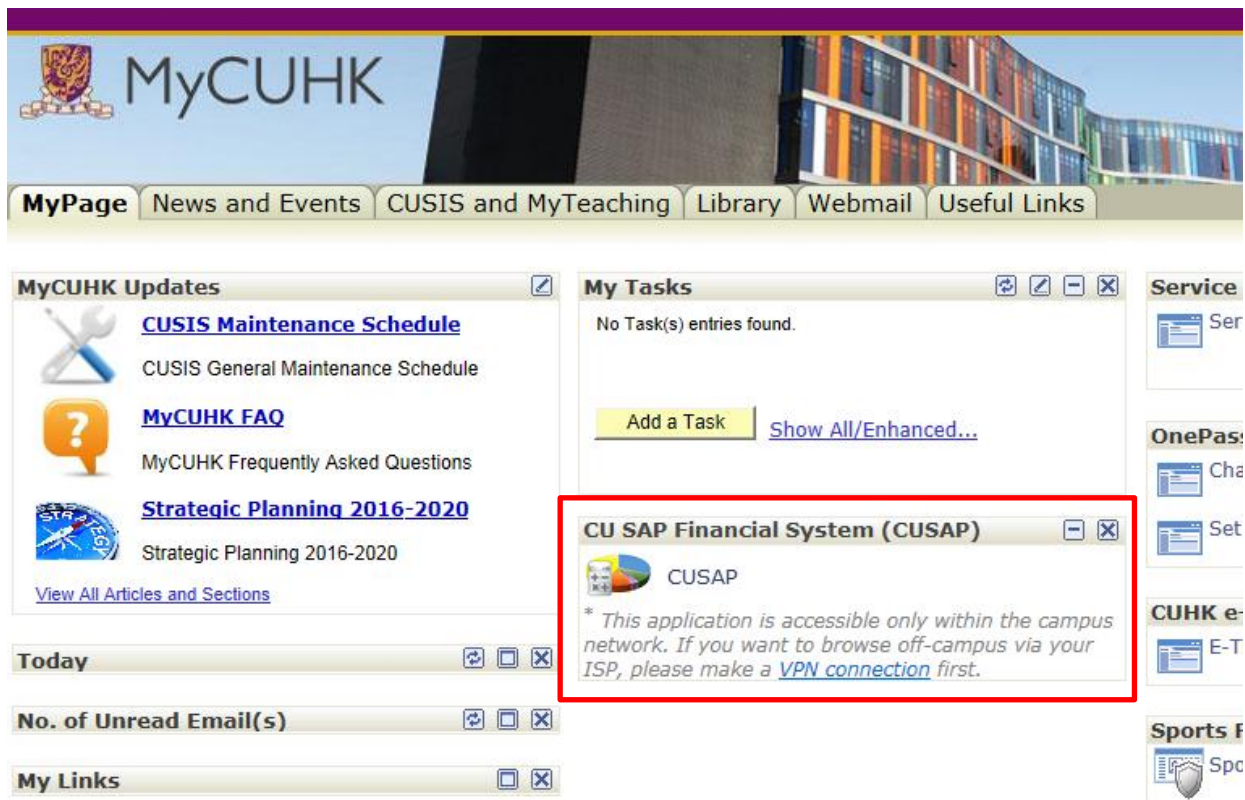
Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.

Arrange Pagelets: Go to [Personalize Layout](#)

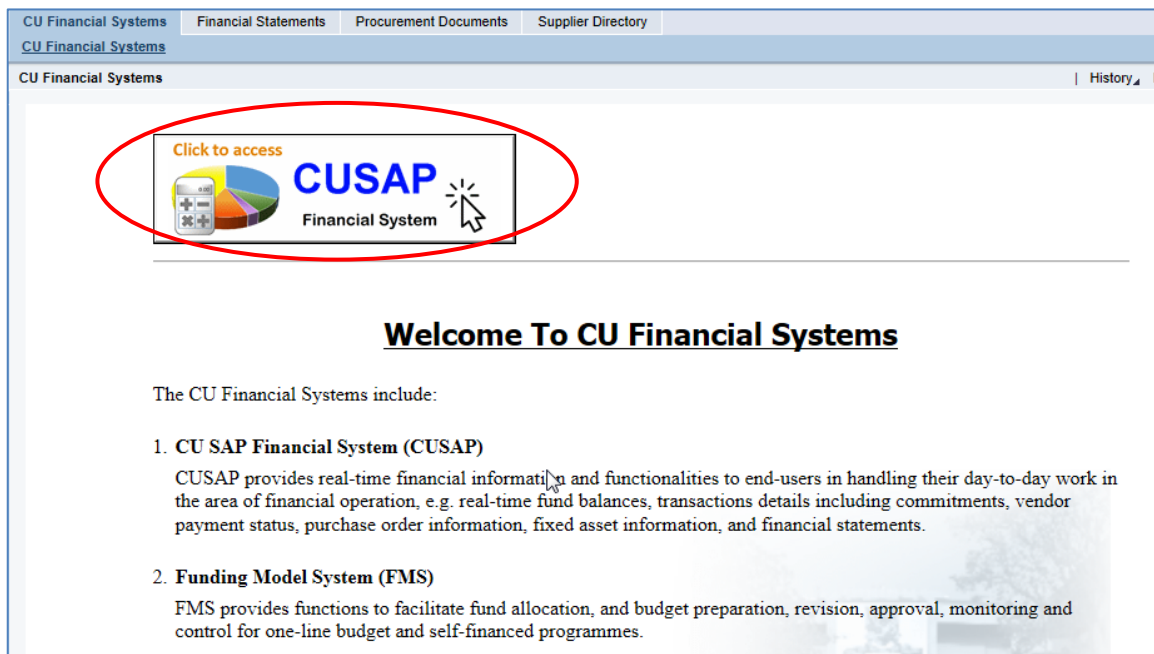
CUSIS Services	Other CUHK Services	MyCUHK Functions
<input checked="" type="checkbox"/> CUSIS Administrative Services	<input checked="" type="checkbox"/> Student Development Portfolio	<input type="checkbox"/> Library New Additio
<input checked="" type="checkbox"/> Grade Distribution Guidelines	<input checked="" type="checkbox"/> Walk For Green	<input type="checkbox"/> Dictionary and The
	<input checked="" type="checkbox"/> OnePass (CWEM) Password	<input checked="" type="checkbox"/> MyCUHK Updates
	<input checked="" type="checkbox"/> Find a Staff or Department	<input checked="" type="checkbox"/> My Links
	<input checked="" type="checkbox"/> CUHK e-Ticketing Service	<input checked="" type="checkbox"/> My RSS Feeds
	<input checked="" type="checkbox"/> Service Desk	<input checked="" type="checkbox"/> My Tasks
	<input checked="" type="checkbox"/> CU SAP Financial System (CUSAP)	<input checked="" type="checkbox"/> No. of Unread Ema
	<input type="checkbox"/> Staff Community Service	<input checked="" type="checkbox"/> Today
	<input type="checkbox"/> Maintain Contact Directory	
	<input type="checkbox"/> My Library Record	
	<input type="checkbox"/> Online Publication Input	
	<input type="checkbox"/> Independent Learning Centre	
	<input type="checkbox"/> Library Room Booking	
	<input checked="" type="checkbox"/> Sports Facilities Booking	
	<input checked="" type="checkbox"/> Staff Self-Service Enquiry	
	<input checked="" type="checkbox"/> University Health Service	

[Return to Home](#)

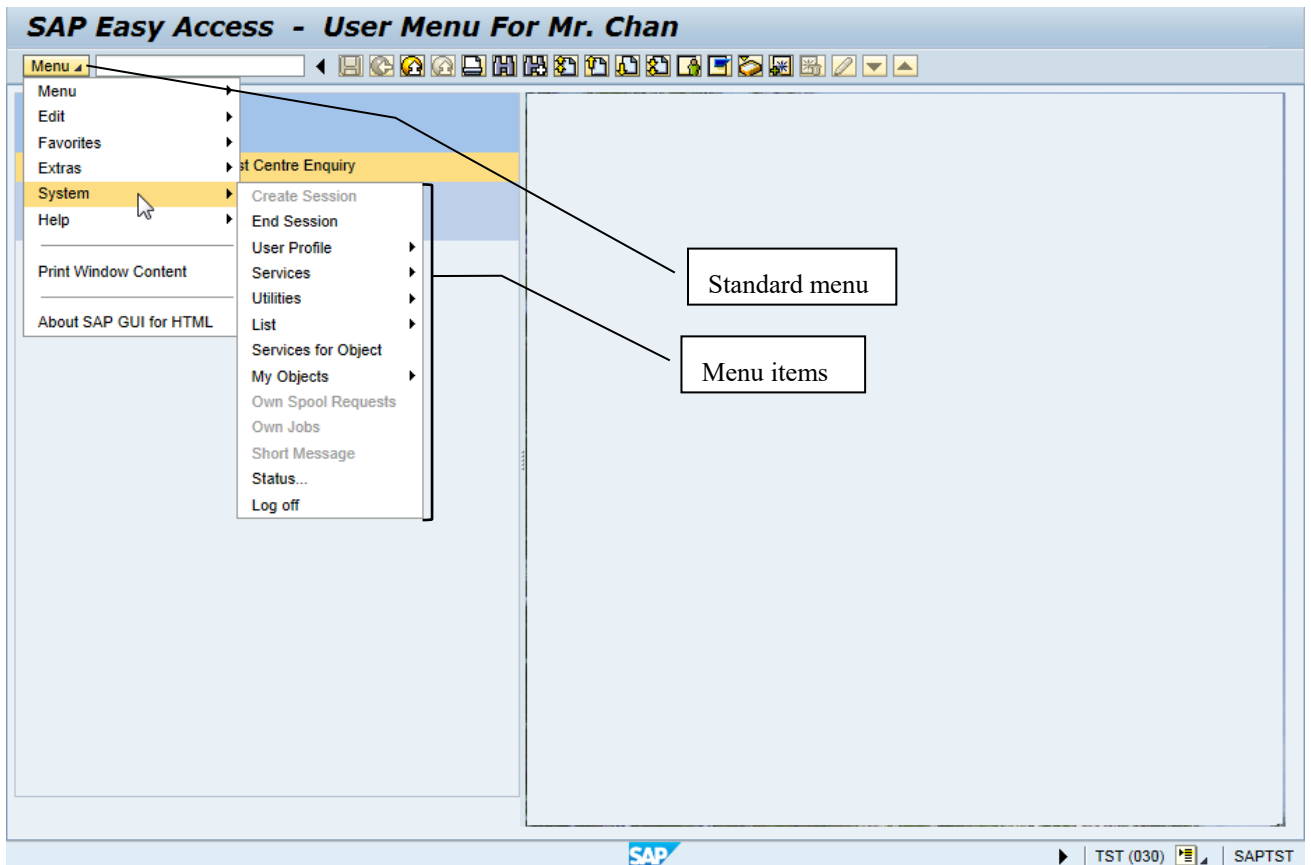
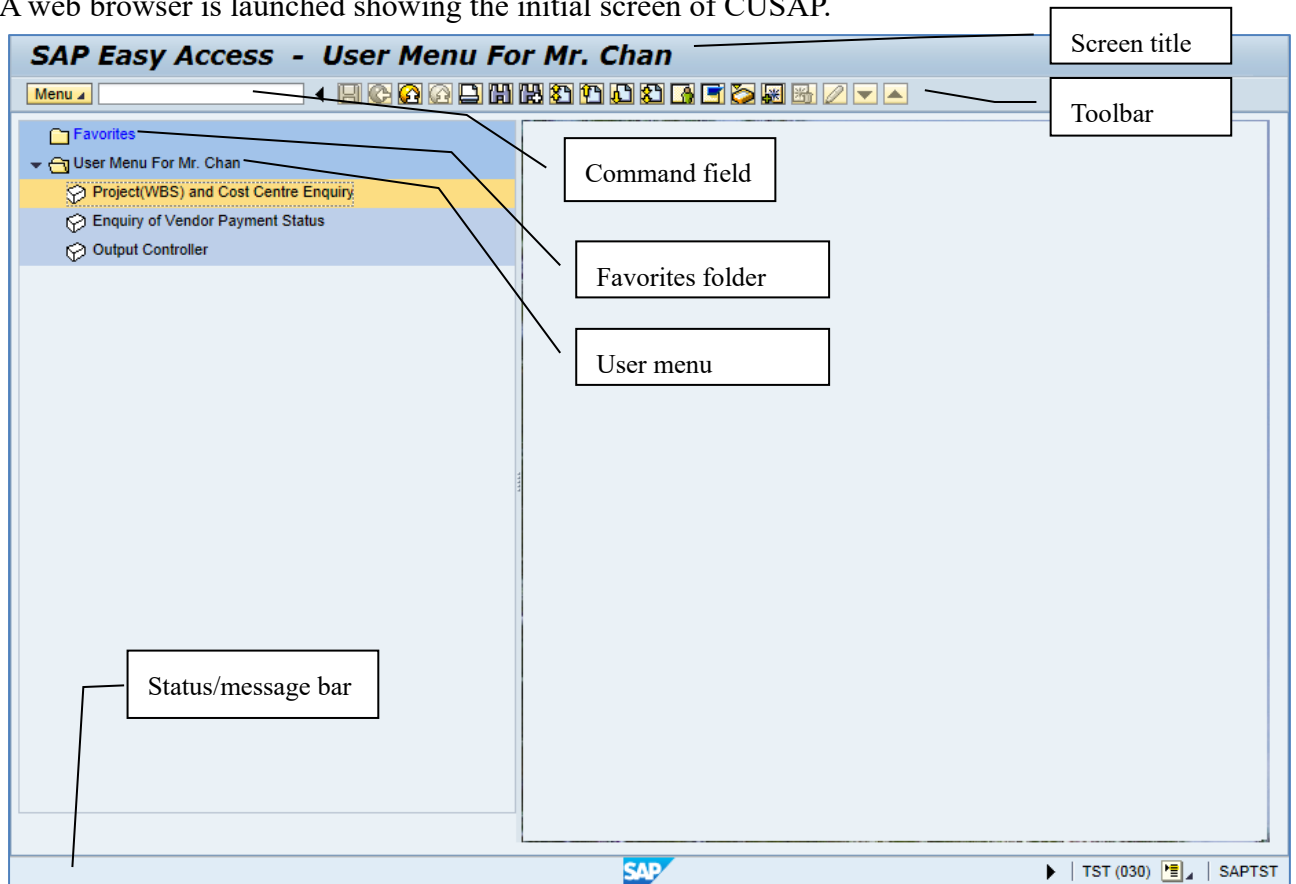
The link to CUSAP will then be shown on MyPage. Click “CUSAP”.



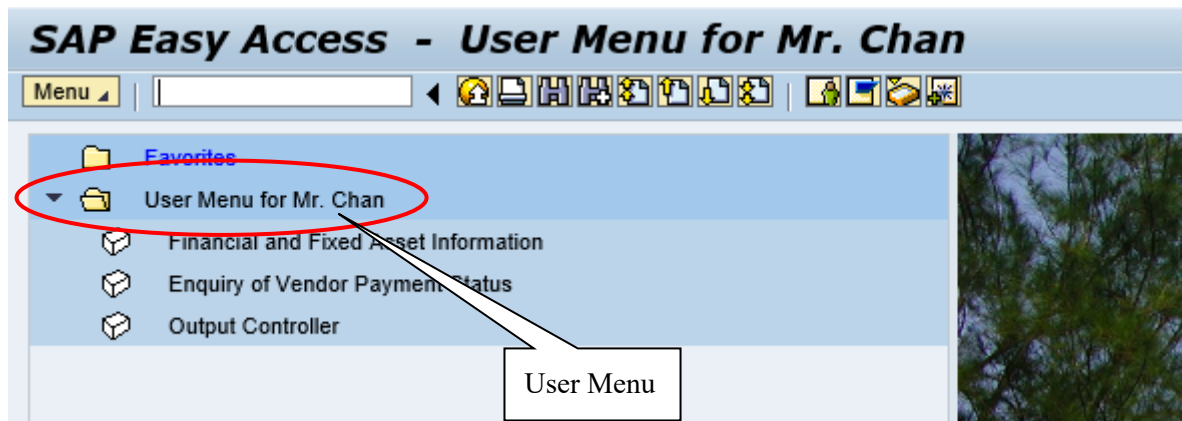
3 A welcome page is then displayed in a web browser. Click the “CUSAP” button.



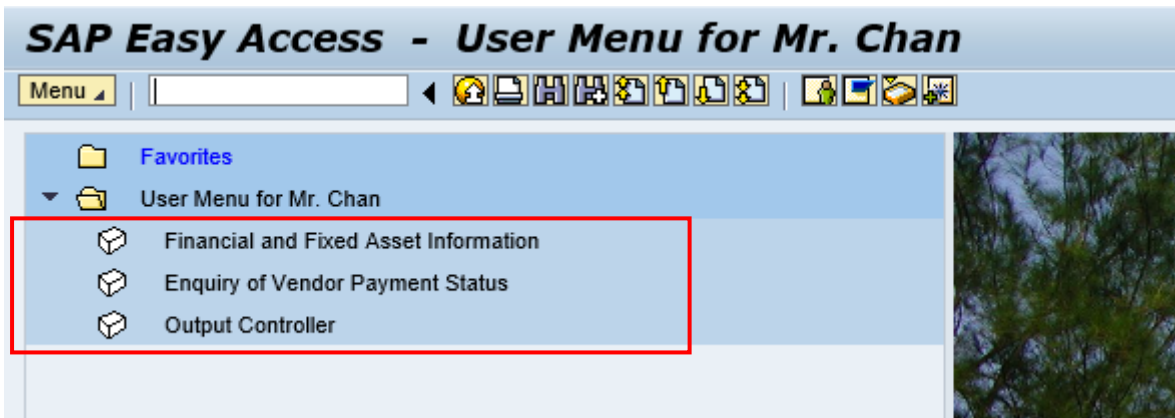
4 A web browser is launched showing the initial screen of CUSAP.




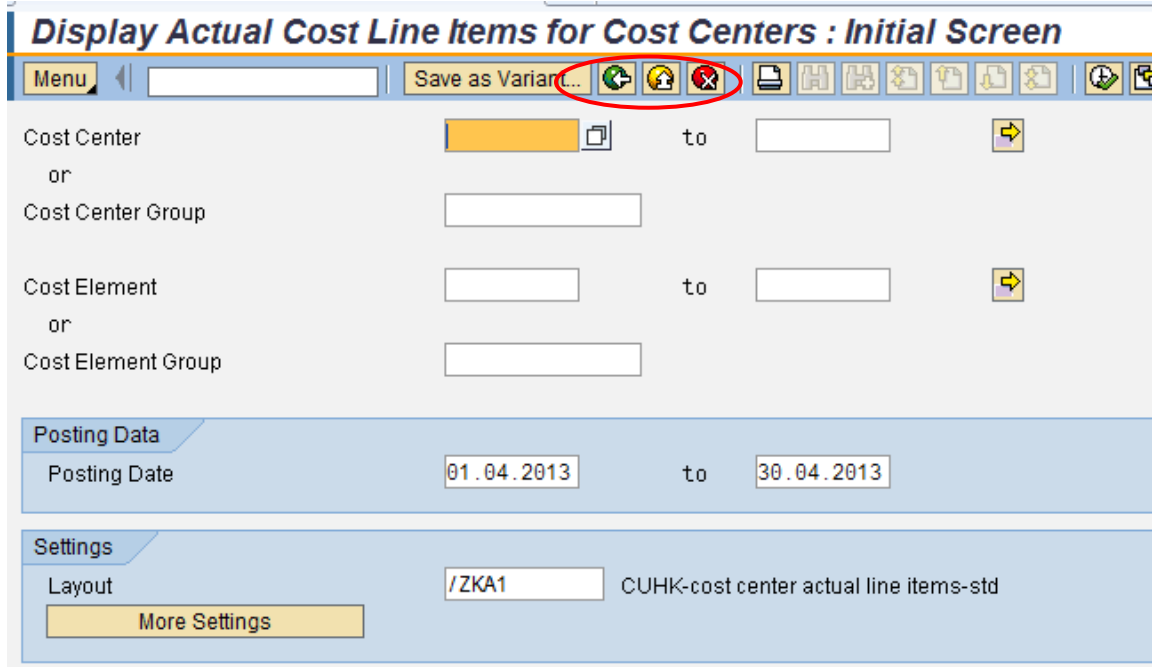
5 The user menu will be displayed on the left-hand side.



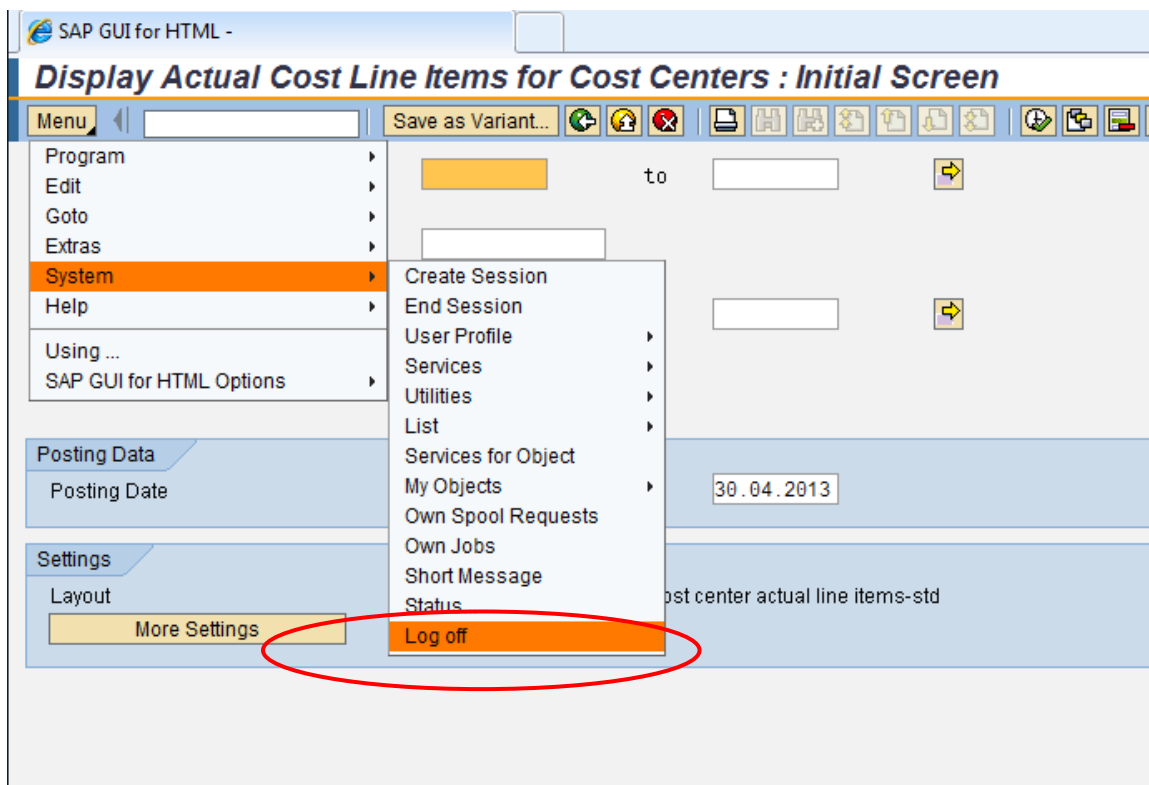
The available user functions are listed under the user menu.



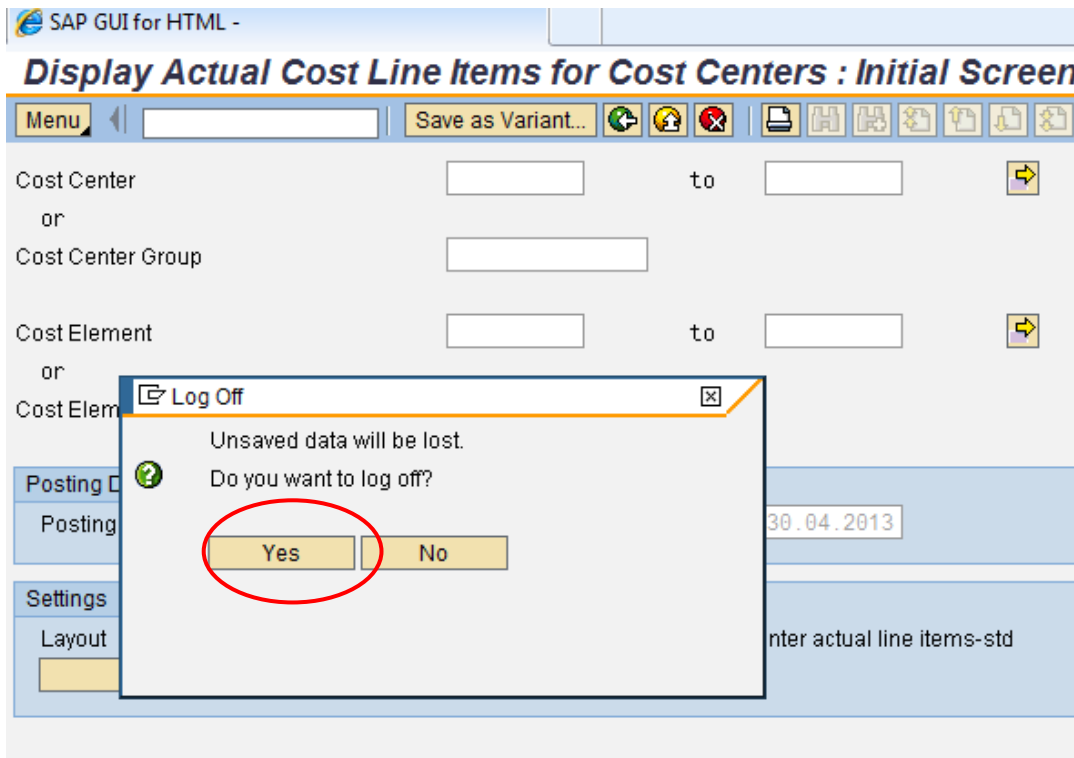
- 6 In the standard toolbar that appears on every CUSAP screen, the 3 buttons , when enabled, are used for going back to the previous screen, exiting a function and cancelling an action, respectively.




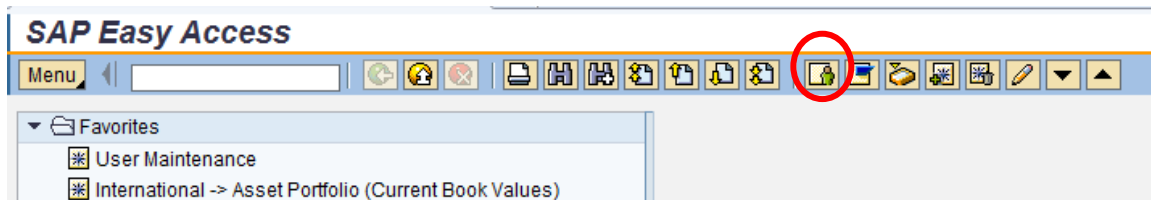
- 7 To log out, select *Menu* → *System* → *Log off*.



Select "Yes" to confirm.



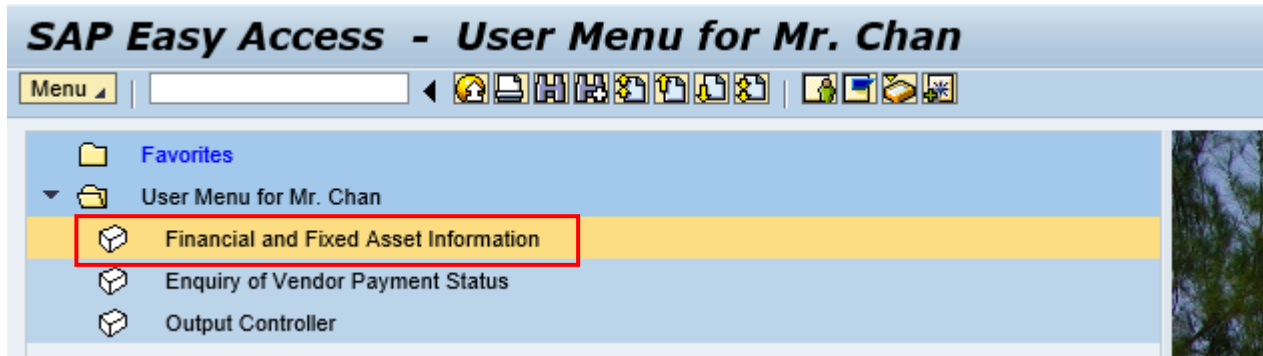
8 To return to the user menu, select .



III. User Functions

1. Financial and Fixed Asset Information

- Double-click the function “Financial and Fixed Asset Information” from the user menu.



- A list of authorized cost centres or projects (WBS) is shown.

The screenshot shows the "Project (WBS) and Cost Centre Enquiry" table. The table has the following columns: R. Dept, CostCtr, Project(WBS), PJ Resp CC, Description, Budget Holder, Cur. Fund Balance, and Remarks. The data is as follows:

R. Dept	CostCtr	Project(WBS)	PJ Resp CC	Description	Budget Holder	Cur. Fund Balance	Remarks
DEPT1	DEPT1	8899001		Department 1	LEUNG		Current fund balance is zero.
DEPT1		8899001		IT Project - 8899001	LEUNG	226,418.00	
DEPT1		8899008		Research Project - 8899008	NG		Current fund balance is zero.
DEPT2	DEPT2			Department 2	NG		Current fund balance is zero.
DEPT2		8899003		Donation Project - 8899003	LI	206,530.00	
DEPT2		8899006		Capital Project - 8899006	Mr. Chan		Current fund balance is zero.
DEPT2		8899007		IT Project - 8899007	NG		Current fund balance is zero.
DEPT3	DEPT3			Department 3	Mr. Cheung		Current fund balance is zero.
DEPT3		8899004		Donation Project - 8899004	LI	5,810.00-	
DEPT3		8899002	PROG4	IT Project under testing purpose - 8899002 with long d	Mr. Cheung	15,360.00-	
DEPT3		8899005	PROG4	Research Project - 8899005	Mr. Chan	954,928.00	

- Scroll to the right to see more columns.

The screenshot shows the "Project (WBS) and Cost Centre Enquiry" table with more columns visible. The table has the following columns: R. Dept, CostCtr, Project(WBS), SYS, PJ Start Date, PJ End Date, Blocked Date, Income/OLB Allocation, and Transfer/Funding Allocation. The data is as follows:

R. Dept	CostCtr	Project(WBS)	SYS	PJ Start Date	PJ End Date	Blocked Date	Income/OLB Allocation	Transfer/Funding Allocation
DEPT1	DEPT1	8899001	SAP				0.00	0.00
DEPT1		8899001	SAP	01.01.2014	31.05.2018		1,000,000.00	0.00
DEPT1		8899008	SAP				0.00	0.00
DEPT2	DEPT2		SAP				0.00	0.00
DEPT2		8899003	SAP	01.03.2011	31.07.2015		250,250.00	0.00
DEPT2		8899006	SAP	01.03.2011	31.12.2015		0.00	0.00
DEPT2		8899007	SAP	01.03.2011	31.07.2016		0.00	0.00
DEPT3	DEPT3		SAP				0.00	0.00
DEPT3		8899004	SAP				0.00	0.00
DEPT3		8899002	SAP	01.03.2014	31.07.2017		0.00	0.00
DEPT3		8899005	SAP	01.03.2011	31.07.2016		1,001,000.00	0.00

- Scroll further to the right to see all the remaining columns.

Project (WBS) and Cost Centre Enquiry



Menu System

Project (WBS) and Cost Centre Enquiry List of Reports



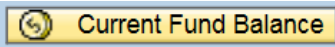
Current Fund Balance Filter More Functions Delegation

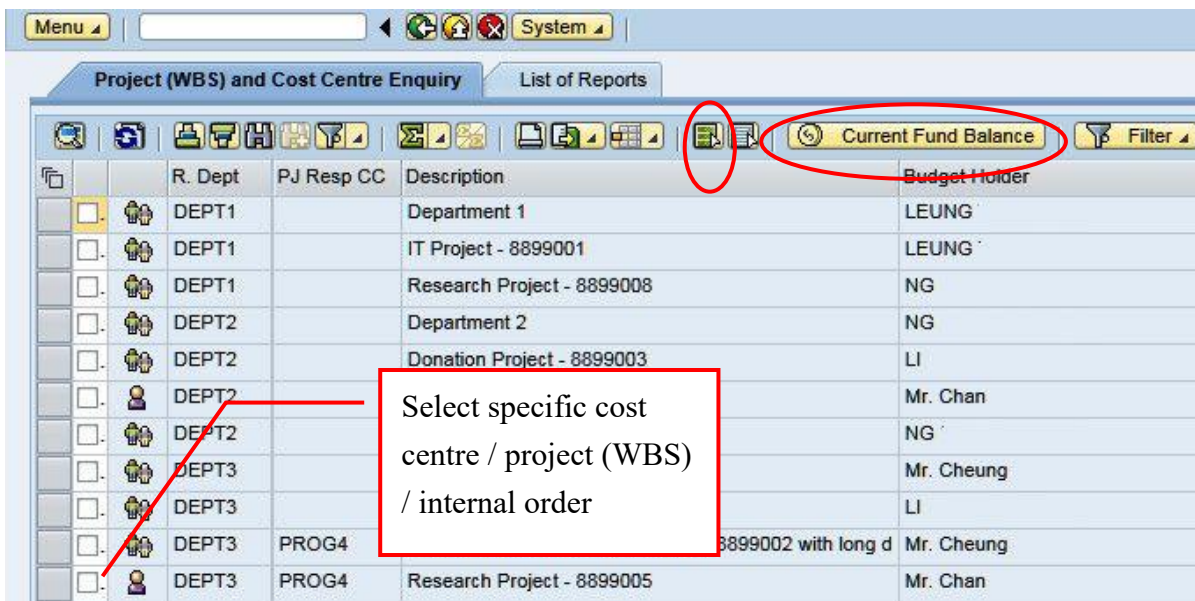
	R. Dept	CostCtr	Project(WBS)	ion	Transfer/Funding Allocation	Expenditure	Commitment	Transfer Out	Endowed Capital	Inv. In Payout	Int. Order
<input checked="" type="checkbox"/>	DEPT1	DEPT1		00	0.00	0.00	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT1		8899001	00	0.00	21,582.00	2,000.00	0.00	750,000.00-	0.00	
<input checked="" type="checkbox"/>	DEPT1		8899008	00	0.00	0.00	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT2	DEPT2		00	0.00	0.00	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT2		8899003	00	0.00	42,750.00	970.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT2		8899006	00	0.00	0.00	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT2		8899007	00	0.00	0.00	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT3	DEPT3		00	0.00	0.00	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT3		8899004	00	0.00	5,390.00	420.00	0.00	360,360.00	0.00	
<input checked="" type="checkbox"/>	DEPT3		8899002	00	0.00	0.00	15,360.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT3		8899005	00	0.00	29,082.00	16,990.00	0.00	0.00	0.00	

The explanation of each column is listed below.

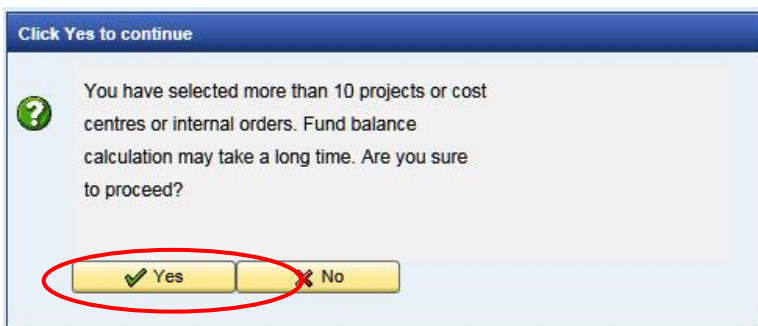
Column	Explanation
	The project (WBS) or cost centre next to the icon is owned by the user.
	The project (WBS) or cost centre next to the icon is owned by others. The user can access its financial and fixed asset information because he/she is a delegate, department head or faculty dean.
R. Dept	Department code
CostCtr	Cost Centre that belongs to the department
Project(WBS)	Project (WBS) that belongs to the department.
PJ Resp CC	Responsible department of the project (WBS). It is displayed only if it is different from “R. Dept.”.
Description	Description of cost centre or project (WBS).
Budget Holder	Name of budget holder
Cur. Fund Balance	Fund balance of the cost centre or project (WBS) as at the current position.
Remarks	Remarks about fund balance (e.g. Zero fund balance.)
SYS	System to monitor budget (CUSAP or Funding Model System (FMS))
PJ Start Date	Project (WBS) start date
PJ End Date	Project (WBS) end date
Blocked Date	Project (WBS) blocked date
Income / OLB Allocation	Income / one-line budget allocation
Transfer / Funding Allocation	Transfer-in from other projects (WBS) or activities / funding allocation
Expenditure	Actual expenditure
Commitment	Earmarking or setting-aside of funds for a planned expenditure
Transfer Out	Transfer-out to other projects (WBS) or activities
Endowed Capital	Endowed capital
Inv. In Payout	Investment in Payout Model
Int. Order	Internal order that belongs to the cost centre / project (WBS).

1.1 Current Fund Balance

- Select cost centres / projects (WBS) / internal order by clicking the checkboxes at the beginning of the rows or click the button  for selecting all cost centres, projects (WBS) and internal orders.
- To uncheck all selected rows, click the button  (Deselect All).
- Click the button  to get the current fund balances.



- The below message will appear if more than 10 rows are selected. Click “Yes” to continue or “No” to cancel the action.



- The fund balance and the amounts of income/OLB allocation, transfer/funding allocation, expenditure, commitment, transfer out, endowed capital and investment in Payout are shown. If the fund balance is zero, a message will be shown in the “Remarks” column.

Project (WBS) and Cost Centre Enquiry							List of Reports			
							Current Fund Balance	Filter	More Functions	Delegation
	R. Dept	CostCtr	Project(WBS)	PJ Resp CC	Description	Budget Holder	Cur. Fund Balance	Remarks		
<input checked="" type="checkbox"/>	DEPT1	DEPT1			Department 1	LEUNG		Current fund balance is zero.		
<input checked="" type="checkbox"/>	DEPT1		8899001		IT Project - 8899001	LEUNG	226,418.00			
<input checked="" type="checkbox"/>	DEPT1		8899008		Research Project - 8899008	NG		Current fund balance is zero.		
<input checked="" type="checkbox"/>	DEPT2	DEPT2			Department 2	NG		Current fund balance is zero.		
<input checked="" type="checkbox"/>	DEPT2		8899003		Donation Project - 8899003	LI	206,530.00			
<input checked="" type="checkbox"/>	DEPT2		8899006		Capital Project - 8899006	Mr. Chan		Current fund balance is zero.		
<input checked="" type="checkbox"/>	DEPT2		8899007		IT Project - 8899007	NG		Current fund balance is zero.		
<input checked="" type="checkbox"/>	DEPT3	DEPT3			Department 3	Mr. Cheung		Current fund balance is zero.		
<input checked="" type="checkbox"/>	DEPT3		8899004		Donation Project - 8899004	LI	5,810.00-			
<input checked="" type="checkbox"/>	DEPT3		8899002	PROG4	IT Project under testing purpose - 8899002 with long d	Mr. Cheung	15,360.00-			
<input checked="" type="checkbox"/>	DEPT3		8899005	PROG4	Research Project - 8899005	Mr. Chan	954,928.00			

Project (WBS) and Cost Centre Enquiry							List of Reports						
							Current Fund Balance	Filter	More Functions	Delegation			
	R. Dept	CostCtr	Project(WBS)				Income/OLB Allocation	Transfer/Funding Allocation	Expenditure	Commitment	Transfer Out	Endowed Capital	Inv.
<input checked="" type="checkbox"/>	DEPT1	DEPT1					0.00	0.00	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT1		8899001				1,000,000.00	0.00	21,582.00	2,000.00	0.00	750,000.00-	
<input checked="" type="checkbox"/>	DEPT1		8899008				0.00	0.00	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT2	DEPT2					0.00	0.00	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT2		8899003				250,250.00	0.00	42,750.00	970.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT2		8899006				0.00	0.00	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT2		8899007				0.00	0.00	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT3	DEPT3					0.00	0.00	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT3		8899004				0.00	0.00	5,390.00	420.00	0.00	360,360.00	
<input checked="" type="checkbox"/>	DEPT3		8899002				0.00	0.00	0.00	15,360.00	0.00	0.00	
<input checked="" type="checkbox"/>	DEPT3		8899005				1,001,000.00	0.00	29,082.00	16,990.00	0.00	0.00	

1.2 Filter Cost Centre, Project (WBS) and Internal Order List

- To get the list of cost centres, projects (WBS) and internal orders that are owned by the user or others, select “Proj WBS/CC/IO owned by me” or “Proj WBS/CC/IO – others”, respectively.

Project (WBS) and Cost Centre Enquiry

Menu | System

Project (WBS) and Cost Centre Enquiry | List of Reports

Current Fund Balance | Filter | More Functions | Delegation

R. Dept	CostCtr	Project(WBS)	PJ Resp CC	Description	Cur. Fund Balance	Remarks
DEPT2		8899006		Capital Project - 8899006		
DEPT3		8899005	PROG4	Research Project - 8899005	954,928.00	Mr. Chan

Note: In the original image, a red circle highlights the user icon in the first column, and another red circle highlights the filter dropdown menu with options: "Proj WBS/CC/IO owned by me", "Proj WBS/CC/IO - others", and "All".

Project (WBS) and Cost Centre Enquiry

Menu | System

Project (WBS) and Cost Centre Enquiry | List of Reports

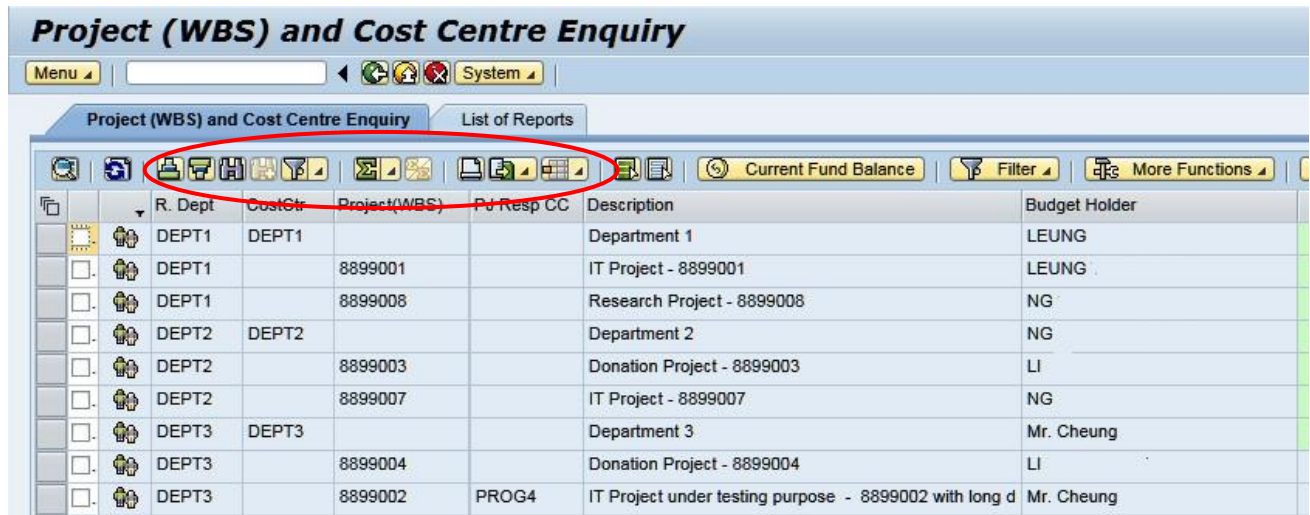
Current Fund Balance | Filter | More Functions | Delegation

R. Dept	CostCtr	Project(WBS)	PJ Resp CC	Description	Cur. Fund Balance	Remarks
DEPT1	DEPT1			Department 1		
DEPT1		8899001		IT Project - 8899001	226,418.00	LEUNG
DEPT1		8899008		Research Project - 8899008		NG
DEPT2	DEPT2			Department 2		NG
DEPT2		8899003		Donation Project - 8899003	206,530.00	LI
DEPT2		8899007		IT Project - 8899007		NG
DEPT3	DEPT3			Department 3		Mr. Cheung
DEPT3		8899004		Donation Project - 8899004	5,810.00-	LI
DEPT3		8899002	PROG4	IT Project under testing purpose - 8899002 with long d	15,360.00-	Mr. Cheung
ITSC		2612016		RBG - IT-IS - Academic Staff Review Workflow System	187,000.00	LEUNG

Note: In the original image, a red circle highlights the user icon in the first column, and another red circle highlights the filter dropdown menu with options: "Proj WBS/CC/IO owned by me", "Proj WBS/CC/IO - others", and "All".

1.3 Manipulating List

- On the screen, there are buttons for sorting, filtering, downloading and etc. Please refer to Appendix A for the operation details.



Button	Icon	Refer to Section
Sorting	or	Appendix A.1
Filtering		Appendix A.2
Changing column sequence by drag and drop		Appendix A.3
Choosing different layout		Appendix A.4
Changing layout		Appendix A.5
Total and subtotal	and	Appendix A.6
Downloading list to Excel	or (with 'Spreadsheet' option circled in red)	Appendix A.7
Printing list		Appendix A.8

1.4 Permission List

- To retrieve the names of users who can access a selected cost centre/project (WBS)/internal order, click the “Reports” button and select “Permission List”.

Financial and Fixed Asset Information


Menu | System

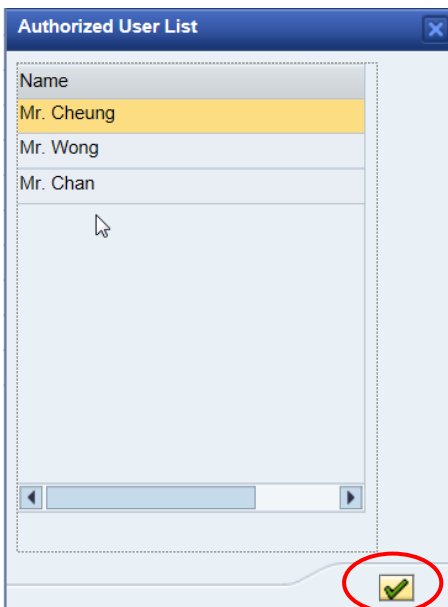
Financial and Fixed Asset Information | List of Reports

Current Fund Balance | Filter | Reports

	R. Dept	CostCtr	Project(WBS)	PJ Resp CC	Description	Budget		Balance R
	DEPT1	DEPT1			Department 1	LEUNG		
	DEPT1		8899001		IT Project - 8899001	LEUNG		\$18.00
	DEPT1		8899008		Research Project - 8899008	NG		
	DEPT2	DEPT2			Department 2	NG		
	DEPT2		8899003		Donation Project - 8899003	LI		530.00
	DEPT2		8899006		Capital Project - 8899006	Mr. Che		
	DEPT2		8899007		IT Project - 8899007	NG		
	DEPT3	DEPT3			Department 3	Mr. Cheung		
	DEPT3		8899004		Donation Project - 8899004	LI		5,810.00-
	DEPT3		8899002	PROG4	IT Project under testing purpose - 8899002 with long d	Mr. Cheung		15,360.00-
<input checked="" type="checkbox"/>	DEPT3		8899005	PROG4	Research Project - 8899005	Mr. Chan		954,928.00

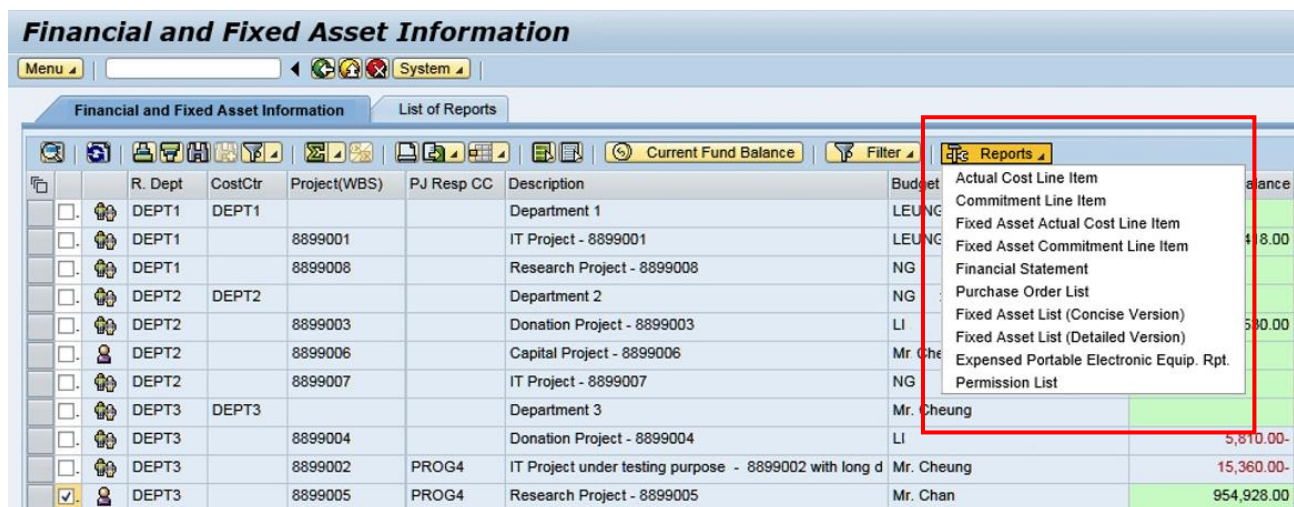
Reports dropdown menu items:
 Actual Cost Line Item
 Commitment Line Item
 Fixed Asset Actual Cost Line Item
 Fixed Asset Commitment Line Item
 Financial Statement
 Purchase Order List
 Fixed Asset List (Concise Version)
 Fixed Asset List (Detailed Version)
 Expensed Portable Electronic Equip. Rpt.
 Permission List

- The list of user names is shown. Select  to exit the window.



1.5 Reports

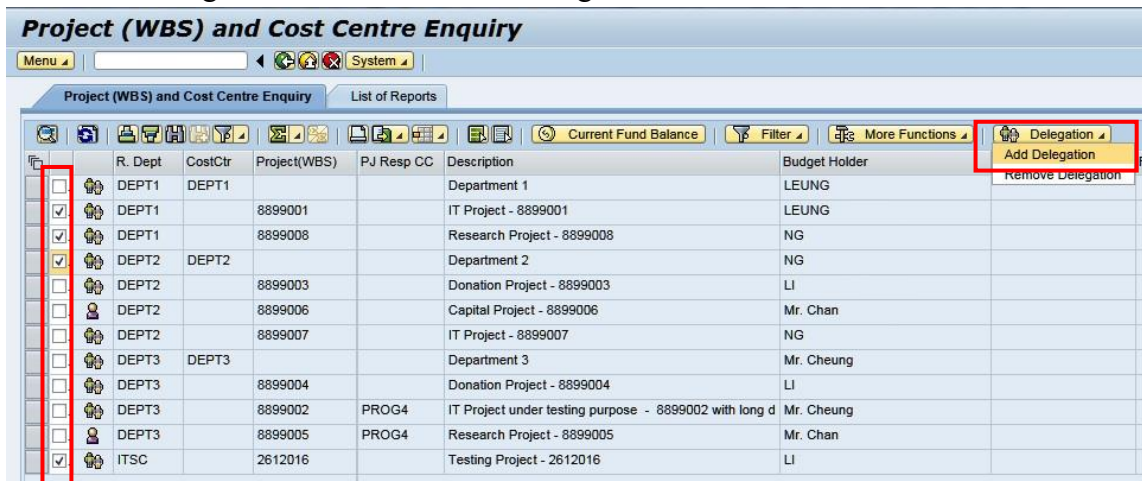
- There is a list of reports for users to access more financial and fixed asset information. Details can be found in the corresponding sections below.




Functions	Refer to Section
Actual Cost Line Item	Section II.2
Commitment Line Item	Section II.3
Fixed Asset Actual Cost Line Item	Section II.4
Fixed Asset Commitment Line Item	Section II.5
Financial Statement	Section II.6
Purchase Order List	Section II.7
Fixed Asset List (Concise Version)	Section II.8
Fixed Asset List (Detailed Version)	Section II.9
Expensed Portable Electronic Equipment Report	Section II.10


1.6 Add Delegation

- Select at least 1 cost centre, 1 project (WBS) or 1 internal order by clicking the checkbox at the beginning of the row(s). Multiple cost centres, projects (WBS) and internal orders can be selected at the same time if their access is to be granted to the **same** delegate(s). Click the button “Delegation” and select “Add Delegation”.




- The below message will appear if the user is NOT authorized as a budget holder/department head/faculty dean to proceed with the delegation of the selected cost centre, project (WBS) or internal order. In other words, a delegate CANNOT add delegation to another staff. Click  to exit, and select again authorized cost centres, projects (WBS) or internal orders only.




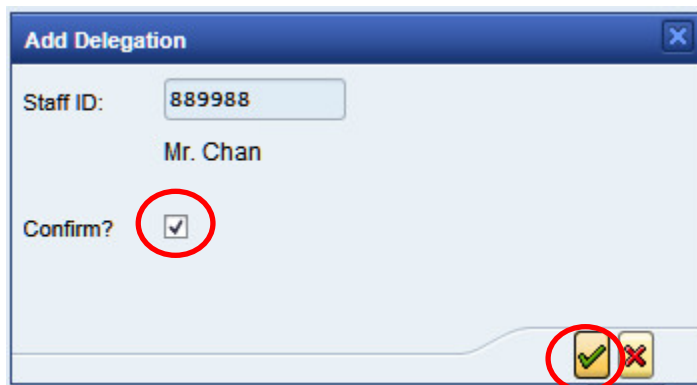
- Enter the staff ID of the delegate in the textbox and click  to continue.




- If the inputted staff ID is NOT correct, a message “Invalid Staff ID” will appear. Correct the staff ID and then click  to continue.

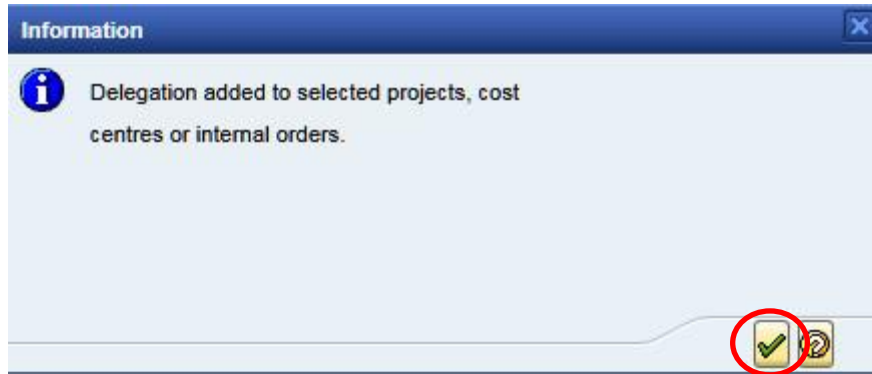


- The staff name will be shown under the staff ID. Tick the small checkbox next to the caption “Confirm?” and then click  to continue.



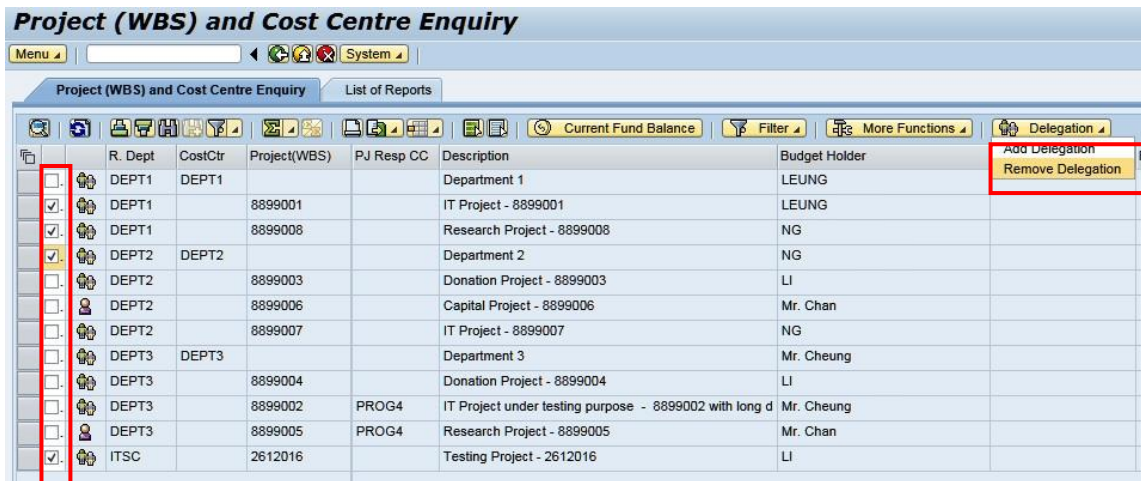
- The below message will be shown when the delegation is added successfully.


Click  to exit.



1.7 Remove Delegation


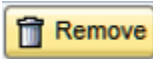
- Select at least 1 cost centre, 1 project (WBS) or 1 internal order by clicking the checkbox at the beginning of the row(s). Multiple cost centres, projects (WBS) and internal orders can be selected at the same time if the same delegate is to be removed. Click the button “Delegation” and select “Remove Delegation”.

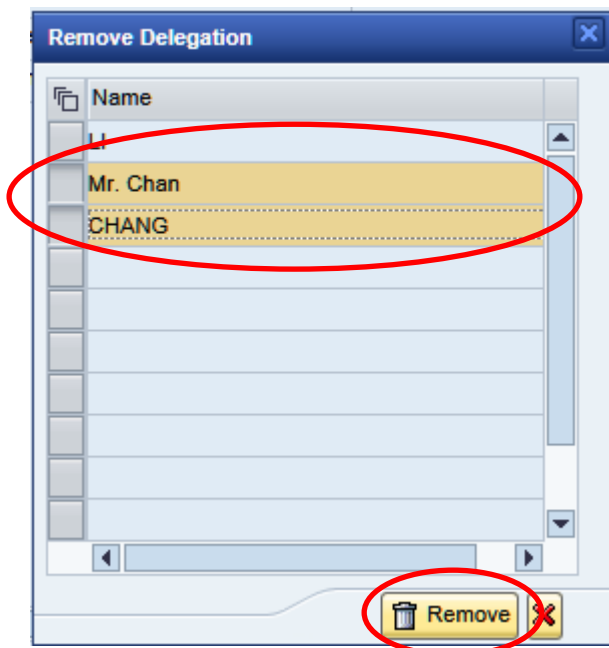



- The below message will appear if the user is NOT authorized as a budget holder/department head/faculty dean to remove delegation of the selected cost centre, project (WBS) or internal order. In other words, a delegate cannot remove delegation. Click  to exit, and select again authorized cost centres, projects (WBS) or internal orders only.



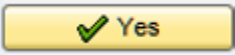
1.7.1 Remove delegation from one cost centre, one project (WBS) or one internal order

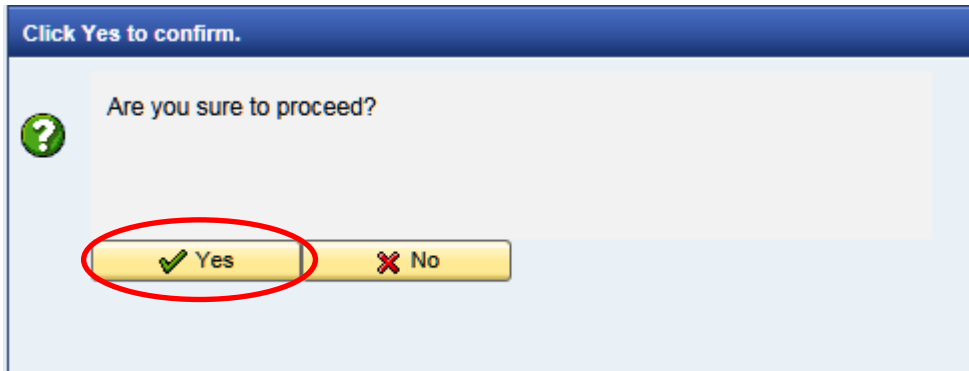
- If only 1 cost centre, project (WBS) or internal order is selected for the removal of delegation, a list of existing delegate(s) will be shown. Select the name(s) of the delegate(s) by clicking the box  at the beginning of the row(s). Multiple delegates can be selected at the same time. Click  to remove the delegation.



- The following message will appear if the delegation of a particular user CANNOT be removed because the selected user is a budget holder/department head/faculty dean of the selected cost centre/project (WBS)/internal order. Click  to exit, and select the name(s) of other delegate(s) again.

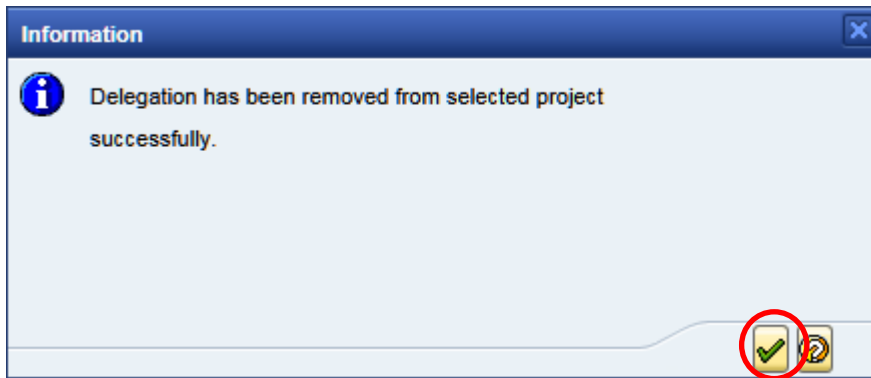


- Click  to confirm removing the selected delegate(s).




- The below message will be shown when the delegation is removed successfully.


Click  to exist.




1.7.2 Remove delegation from multiple cost centres, projects (WBS) and/or internal orders

- Enter the staff ID of the delegate in the textbox and click  to continue.




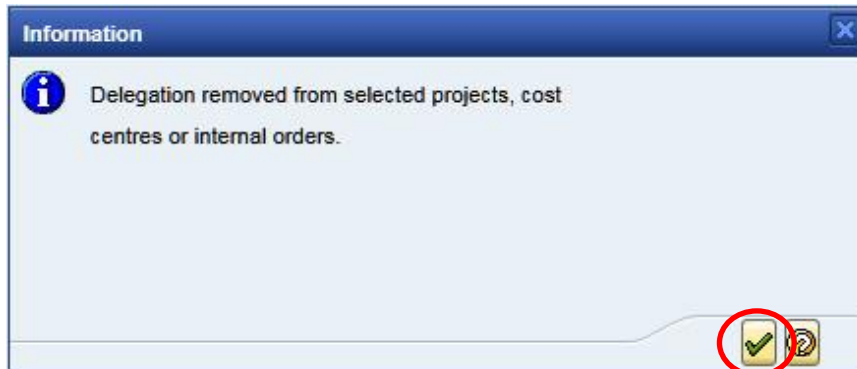
If the inputted staff ID is not correct, a message “Invalid Staff ID” will appear. Correct the staff ID and then click  to continue.




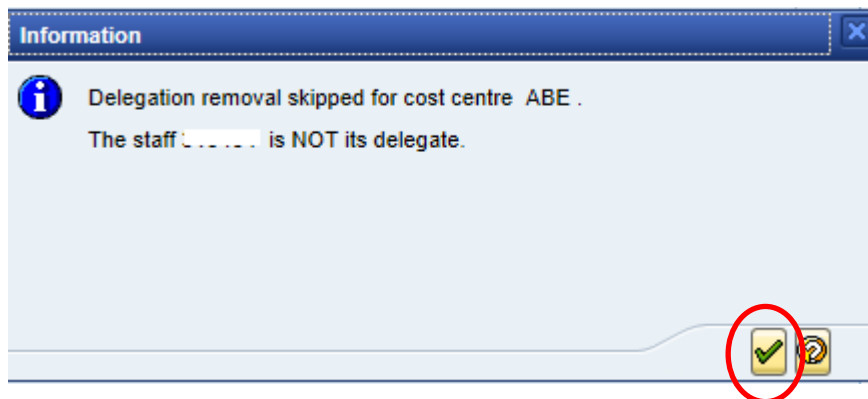
- The staff name will be shown under the staff ID. Tick the small checkbox next to the caption “Confirm?” and then click  to continue.



- The below message will be shown when the delegation is removed successfully. Click  to exit.

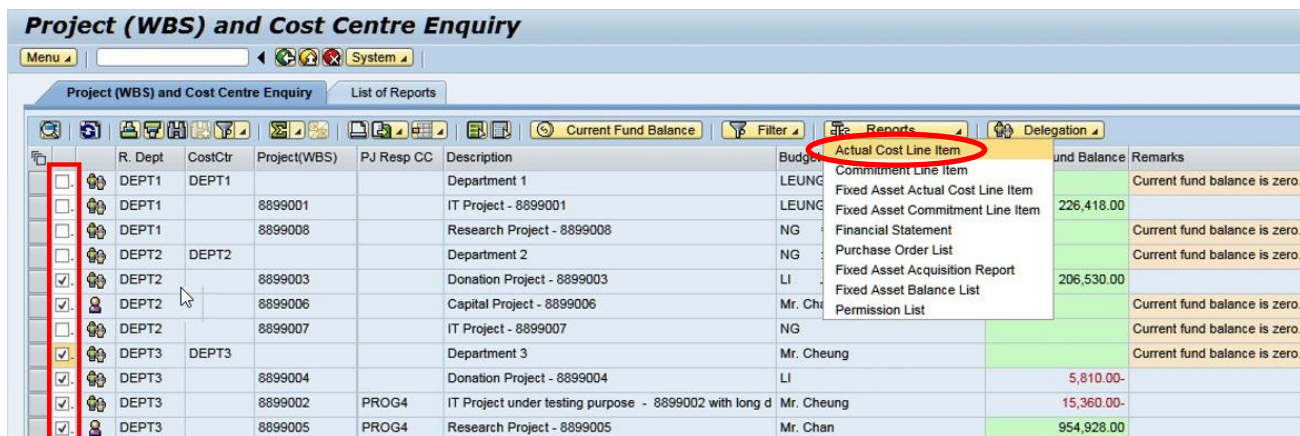



- During the removal process, the following message will appear for each selected cost centre/project (WBS)/internal order that does NOT have the inputted staff as delegate. Click  and the removal process will continue to the next selected cost centre/project (WBS)/internal order.

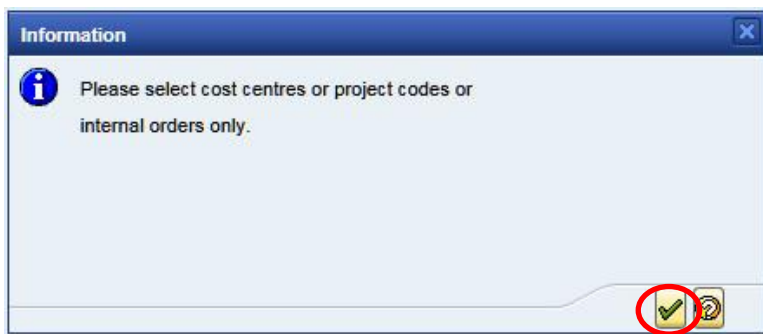



2. Actual Cost Line Item

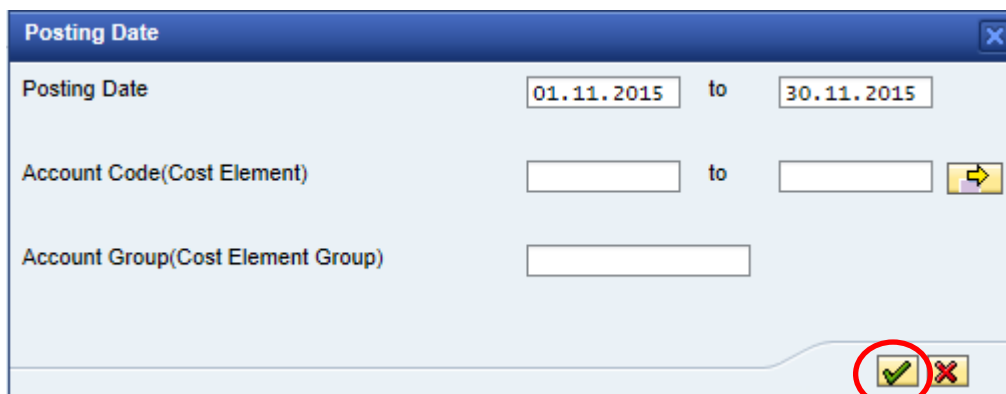
- Select at least 1 cost centre, 1 project (WBS) or 1 internal order. Click the button “Reports” and select “Actual Cost Line Item”.



- The below message will appear if a mix of cost centres, projects (WBS) and internal orders are selected. Click  to exit and select cost centres, projects (WBS) or internal orders only.



- A popup window is shown next. Input a date range within which the income and expenditure items are expected to be listed and then click  to continue.



- After execution, the actual cost line items satisfying the selection criteria will be listed.
- A list of document types, document number prefixes and their descriptions can be found in Appendix C.
- There are buttons for sorting, filtering, downloading and etc. Please refer to Appendix A for details.
- Go to previous or next page by using the “Page Up” / “Page Down” button or the scrollbar.

Display Actual Cost Line Items for Projects

Menu | Document | Master Record

Layout: /ZJA1 CUHK-WBS actual line items-standard
 Object: WBS 8899001... IT Project - 8899001...
 Cost Element: 471001 To 590187 D-HK Charities/Fnd...
 Posting Date: 01.07.2011 To 30.11.2015

Object	Cost...	Posting D...	RefDocNo	...	Val.in rep.cur.	Value TranCurr	TCurr	Purch.Doc.	Name	Document Header Text
8899003		30.09.2015	1901570930	KR	20,000.00	20,000.00	HKD		Conference material	Invoice for demo.
					209,600.00-					
8899004	471021	30.06.2015	100501667	SA	360.00-	360.00-	HKD		Donation	Donation income for demo
		30.09.2015	100501663	SA	360,000.00-	360,000.00-	HKD		Donation	Donation income for demo
	555004	30.06.2015	5110359030	RD	700.00	700.00	HKD	5000077693		
		17.09.2015	5110359031	RD	70.00	70.00	HKD	5000077694		
	590059	30.06.2015	1901570929	KR	2,000.00	2,000.00	HKD		Repair and maintenance	
		30.09.2015	1901570930	KR	2,000.00	2,000.00	HKD		Repair and maintenance	Invoice for demo.
					355,590.00-					
8899004	471001	30.06.2015	100501667	SA	1,000.00-	1,000.00-	HKD		Donation income	Donation income for demo
8899005		30.09.2015	100501663	SA	1,000,000.00-	1,000,000.00-	HKD		Donation income	Donation income for demo
	557001	30.06.2015	1901570932	KR	10,000.00	10,000.00	HKD		Equipment repair	Invoice for demo.
		30.09.2015	1901570931	KR	10,000.00	10,000.00	HKD		Inspection, repair and maint. fee	Invoice for demo.
	558001	30.06.2015	5110359030	RD	320.00	320.00	HKD	5000077693		
	590023	30.09.2015	1901570934	KR	4,567.11	4,567.11	HKD		Exhibition fee	
	590024		1901570936	KR	101.00	101.00	HKD		Student activities	
	590058		1901570935	KR	33.89	33.89	HKD		Promotional activity	
	590087	17.09.2015	5110359031	RD	100.00	100.00	HKD	5000077694	Car rental	

Scrollbar

- Double-click a line item to display the corresponding financial document.

Menu | Document | Master Record

Layout: /ZJA1 CUHK-WBS actual line items-standard
 Object: PRJ P14 College
 Cost Element: 471001 To 650072 D-HK Charities/Fnd...
 Posting Date: 01.04.2011 To 30.04.2013

Document Type

Object	Cost...	Posting D...	RefDocNo	...	Val.in rep.cur.	Value TranCurr	TCurr	Purch.Doc.	Name	
841	483092	31.05.2011	100374983	SA	0.01-	0.01-	HKD		This is Description	
		01.06.2011	100378031	SA	5.52	5.52	HKD		This is Description	
					5.51					
841	520332	30.03.2012	1901222351	KR	75,000.00	75,000.00	HKD		IN	
	520333	23.05.2011	5110214570	SA	98,458.96	98,458.96	HKD	5300007897		
	529002	30.06.2012	100404808	SA	75,000.00-	75,000.00-	HKD		This is Description	
	529007	30.06.2011	100378494	SA	581.32-	581.32-	HKD		This is Description	
	539002	31.05.2012	184	AF	944.09	944.09	HKD		This is Description	
		30.06.2012	211	AF	24.00	24.00	HKD		This is Description	
		31.07.2012	26	AF	74.00	74.00	HKD		This is Description	
		31.08.2012	54	AF	74.00	74.00	HKD		This is Description	
		30.09.2012	81	AF	75.00	75.00	HKD		This is Description	
		31.10.2012	108	AF	74.00	74.00	HKD		This is Description	
		30.11.2012	136	AF	74.00	74.00	HKD		This is Description	
		31.12.2012	165	AF	74.00	74.00	HKD		This is Description	
		31.01.2013	193	AF	74.00	74.00	HKD		This is Description	
		28.02.2013	221	AF	75.00	75.00	HKD		This is Description	
		31.03.2013	249	AF	74.00	74.00	HKD		This is Description	
	600040	01.05.2011	100374760	SA	58.96-	58.96-	HKD		This is Description	
		01.03.2012	100396402	SA	00.00-	00.00-	HKD		This is Description	

Double-click a line item to display the document

- The document is then displayed with document header and line items shown.

Display Document: Overview

Document Number: 1901207067 Company Code: C001 Fiscal Year: 2012
 Document Date: 31.12.2011 Posting Date: 31.01.2012 Period: 7
 Reference: SP-C232300071112 Cross-CC no.:
 Currency: HKD Texts exist:

PK	BusA	Cost Ctr	WBS elem.	Order	Account	Description	Amount in ...	Amount	Curr.	Text
1	31				9881	SIN		8.79	HKD	This Is D
2	40	0001	OC		590053	Petrol		7.95	HKD	This Is D
3	40	0001	ITSC		590053	Petrol	543.70	543.70	HKD	This Is D

- If the document is a cross-company document, all line items can be displayed by double-clicking the cross-company document number.

Display Document: Overview

Document Number: 1900004330 Company Code: C630 Fiscal Year: 2013
 Document Date: 14.02.2013 Posting Date: 01.03.2013 Period:
 Reference: TIV201302146 Cross-CC no.: 1901316333C00113
 Currency: HKD Texts exist:

Itm	PK	BusA	Cost Ctr	WBS elem.	Order	Account	Description	Amount LC	Amount	Curr.	Text
1	40	6301		CA11188		590085	Teach & Research Mtis	60.00	60.00	HKD	STANDARD
2	50					202502	Due t/f CUHK	60.00	60.00	HKD	

Display Transaction: Overview

Cross-CC no.: 1901316333C00113 Type: KR Vendor invoice
 Posting Date: 01.03.2013

Co...	Company Name	Exch.rate	Translatn D...	Curr.	Total
C001	Chinese University of HK		01.03.2013	HKD	60.00
C630	Board of Trustees UC		01.03.2013	HKD	60.00

Itm	PK	BusA	Cost Ctr	WBS elem.	Order	Account	Description	Amount LC	Amount	Curr.	Text
1	31					9294	TECH	60.00	60.00	HKD	
	40	6301		CA11188		590085	Teach & Research Mtis	60.00	60.00	HKD	
2	50					202502	Due t/f CUHK	60.00	60.00	HKD	

- A document that corresponds to a vendor invoice can be of one of the two types, **direct invoice** with document type = KR or **invoice against purchase order** with document type = RD.
- For direct invoice, all document line items are shown by default.

Invoice Date (for vendor invoice only)

Invoice Number (for vendor invoice only)

Document header

PK	BusA	Cost Ctr	WBS elem.	Order	Account	Description	Amount in ...	Amount	Curr.	Text
1	31				9881	SIN		8.79	HKD	This is D
2	40	0001	OC		590053	Petrol		7.95	HKD	This is D
3	40	0001	ITSC		590053	Petrol	543.70	543.70	HKD	This is D

Document line items

- For invoice against purchase order, click the “Follow-On Documents” button and then double-click the first accounting document in the pop-up window to display all line items.

Follow-On Documents ...

Vendor 0000001324
Computer Company for DEMO
(Shanghai)
Rm 33 East Tower
INTL COMM CENTRE 122 TI YU DONG RD
8620 3887 1193 8620 3887 1329

Item	Amount	Quantity	Ord...	Purchase Or...	Item	PO Text
1	100.00		1 PC	5000077694	30	printing material
2	50.00		2 PC	5000077694	40	Books
3	70.00		2 PC	5000077694	60	Distilled Water
4	170.00		1 PC	5000077694	80	photocopier
5	400.00		10 PC	5000077694	90	Snacks
6	2,000.00		5 PC	5000077694	100	TV1
7	3,000.00		5 PC	5000077694	110	t2

List of Documents in Accounting

Doc. Number	Object type text
5110359031	Accounting document
5110359031	Asset transaction
0205674694	Controlling Document

Buttons: Separate, Original document, [Print], [Close]

Display Document: Overview

Menu [] Taxes [] Display Currency []

Document Number: 5110359031 Company Code: C001 Fiscal Year: 2016
 Document Date: 07.10.2015 Posting Date: 17.09.2015 Period: 3
 Reference: INVOICE NUMBER Cross-CC no. []
 Currency: HKD Texts exist: []

Document header

Item	PK	BusA	Cost Ctr	WBS elem.	Order	Account	Description	Amount LC	Amount Curr.	Text	Assi
1	31					1324	Computer Company for DEMO	5,790.00-	5,790.00-	HKD	
2	81	8899		8899005		590087	Telephone	100.00	100.00	HKD	Car rental
3	81	8899		8899002		590095	Fur/App/Equ-Smallitm				
4	81	8899		8899004		555004	Stationery & Supplie				

Invoice Date (for vendor invoice only) → 07.10.2015
 Invoice Number (for vendor invoice only) → INVOICE NUMBER

Document line items

- Payment information can be retrieved for an invoice document, regardless it is a direct invoice or an invoice against purchase order. Double-click the first document line item to bring up the detailed screen.

Display Document: Overview

Document Number: 5110359031, Company Code: C001, Fiscal Year: 2016
 Document Date: 07.10.2015, Posting Date: 17.09.2015, Period: 3
 Reference: INVOICE NUMBER, Cross-CC no.:
 Currency: HKD, Texts exist:

Item PK	BusA	Cost Ctr	WBS elem.	Order	Account	Description	Amount LC	Amount Curr.	Text	Assi
1	31				1324	Computer Company for DEMO	5,790.00-	5,790.00- HKD		
2	81	8899	8899005		590087	Telephone	100.00	100.00 HKD	Car rental	
3	81	8899	8899002		590095	Fur/App/Equ-Smallitm	50.00	50.00 HKD		
4	81	8899	8899004		555004	Stationery & Supplie	70.00	70.00 HKD		


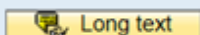
- The clearing field below shows the payment date and payment document number for the invoice. If the field is empty, it means that the payment process has not been done for the invoice yet.


Display Document: Line Item 001

Vendor: 9881, SINOPEC (HONG KONG) ... NG, G/L Acc: 209001
 Company Code: C001, OFFICE TOWER
 Chinese University of HK, PLAZA, Doc. no.: 1901207067

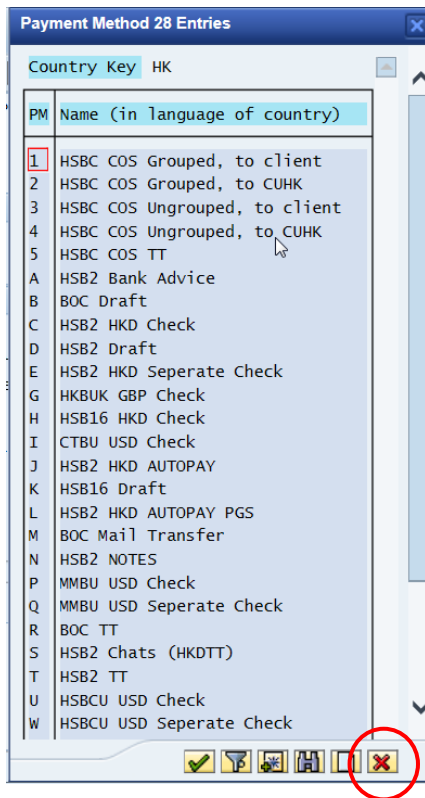
Line Item 1 / Invoice / 31
 Amount: 43,238.79 HKD

Additional Data

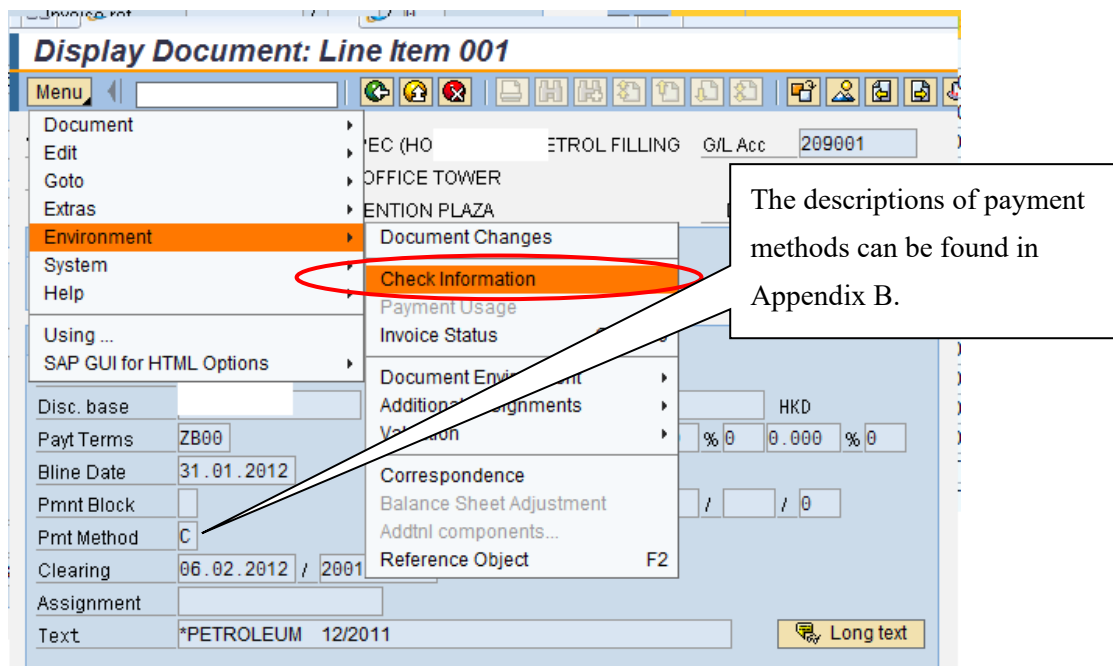
Bus. Area:
 Disc. base: 43,238.79 HKD, Disc. Amount: 0.00 HKD
 Payt Terms: ZB00, Days/percent: 0 0.000 % 0 0.000 % 0
 Bline Date: 31.01.2012, Fixed:
 Pmnt Block: , Invoice ref.: / / 0
 Pmt Method: **C** 
 Clearing: **06.02.2012 / 2001303590**
 Assignment:
 Text: *PETROLEUM 12/2011 

- The payment method is also shown above. Click the button  for the description of the payment method.

- A list of payment methods and their descriptions is shown in a window. Click  to exit.



- Go to **Environment** → **Check information** to bring up the check details if the invoice is paid by check (i.e. payment method = C).



Display Check Information

Menu Check recipient Check issuer... Accompa

Paying company code: C001 Payment document no.: 2001303590

Bank details			
House Bank	HSB2 <input type="text"/>	Bank Key	024 <input type="text"/>
Account ID	293 <input type="text"/>	Bank Account	005005002 <input type="text"/>
Bank name	HANG SENG BANK LIMITED <input type="text"/>		
City	<input type="text"/>		

Check information			
Check number	724157 <input type="text"/>	Currency	HKD <input type="text"/>
Payment date	06.02.2012 <input type="text"/>	Amount paid	3.79 <input type="text"/>
Check encashment	10.02.2012 <input type="text"/>	Cash discount amount	0.00 <input type="text"/>

Check recipient	
Name	SIN <input type="text"/>
City	<input type="text"/> PLAZA <input type="text"/>
Payee's country	HK <input type="text"/>

Annotations:

- Check number: 724157
- Encashment date shows the date on which the check was cashed at the bank by the payee: 10.02.2012

- Authorization has been set up such that only actual cost line items that are related to the user's department or authorized projects (WBS)/internal orders can be displayed in details when double-clicking the document on the below screen.

Display Actual Cost Line Items for Projects

Object	Cost...	Posting D...	RefDocNo	Val.in rep.cur.	Value TranCurr	TCurr	Purch.Doc.	Name
		31.01.2012	100393006 SA	2,700.40-	700.40-	HKD		IN
		29.02.2012	100395072 SA	5,213.24-	213.24-	HKD		This is Description
		31.03.2012	100397432 SA	4,494.77-	494.77-	HKD		This is Description
		30.04.2012	100399378 SA	521.33-	521.33-	HKD		This is Description
		31.05.2012	100401683 SA		061.95-	HKD		This is Description
		30.06.2012	100405060 SA					This is Description
		31.07.2012	100409091 SA					This is Description
		31.08.2012	100409222 SA					This is Description
		30.09.2012	100411448 SA	6,565.33-	565.33-	HKD		This is Description
		31.10.2012	100413368 SA	6,376.11-	376.11-	HKD		This is Description
		30.11.2012	100415656 SA	4,676.98-	676.98-	HKD		This is Description
		31.12.2012	100417701 SA	4,205.23-	205.23-	HKD		This is Description
		31.01.2013	100419954 SA	4,783.91-	783.91-	HKD		This is Description
		28.02.2013	100422334 SA	3,750.90-	750.90-	HKD		This is Description
			100422363 SA	3,750.90-	750.90-	HKD		This is Description
			6600008169 SA	3,750.90-	750.90-	HKD		This is Description

- A message box will appear if there is unauthorized item in the document. Select "Yes" to display the remaining (i.e. authorized) items.

Display Document: Initial Screen

Keys for Entry View

Document Number: 100409222
 Company Code: C001
 Fiscal Year: 2013

Keys for other applications

Reference Transact. Missing Authorizations
 Reference Key
 Logical System

Keys in the archive

Archive File
 Offset

Missing Authorizations

Missing authorizations for following line item(s):
 C0010100409222-001; C0010100409222-002; C0010100409222-003; C00101004

Display remaining items?

Yes No

The user does not have authority to view some items of the document

- Note that items 342-346 for which the user does not have authority of the related project (WBS) are not shown below.

Document Overview - Display

Exit Help [Icons] Choose Save


Doc.Type : SA (G/L account document) Normal document					
Doc. Number	100422363	Company Code	C001	Fiscal Year	2013
Doc. Date	08.03.2013	Posting Date	28.02.2013	Period	08
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	INV-				
Doc. Currency	HKD				
Doc. Hdr Text	INV				

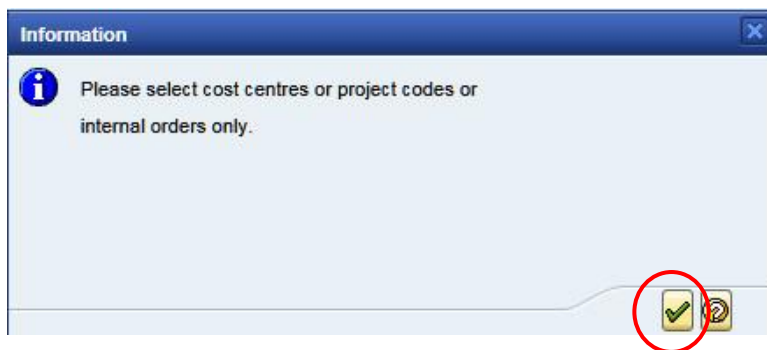
Itm	PK	BusA	Cost Ct	WBS ele	Order	Account	Account short text	Amount in LC	Amount	Text
337	50	1451		83		483091	Inv Inc-IRAS-Pool B	247.07-	247.07-	This is D
338	50	1451		83		483092	Int Inc-IRAS-Pool C	164.03-	164.03-	This is D
339	50	1451		83		483092	Int Inc-IRAS-Pool C	119.13-	119.13-	This is D
340	50	1451		83		483091	Inv Inc-IRAS-Pool B	580.21-	580.21-	This is D
341	50	1451		83		483092	Int Inc-IRAS-Pool C	100.81-	100.81-	This is D
347	50	1431		84		483092	Int Inc-IRAS-Pool C	2,349.51-	2,349.51-	This is D
348	40	1431		84		483092	Int Inc-IRAS-Pool C	89.84	89.84	This is D
349	50	1431		84		483092	Int Inc-IRAS-Pool C	1,468.32-	1,468.32-	This is D


3. Commitment Line Item

- Select at least 1 cost centre, 1 project (WBS) or 1 internal order. Click the button “Reports” and select “Commitment Line Item”.

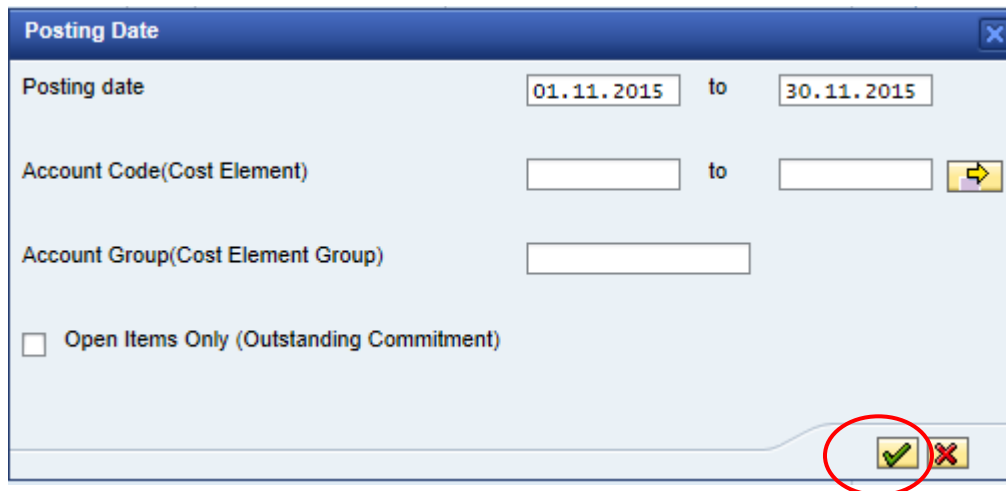
R. Dept	CostCtr	Project(WBS)	PJ Resp CC	Description	Budget	Actual Cost Line Item	Fund Balance	Remarks
DEPT1	DEPT1			Department 1	LEUNG	Commitment Line Item		Current fund balance is zero.
DEPT1		8899001		IT Project - 8899001	LEUNG	Fixed Asset Actual Cost Line Item	226,418.00	
DEPT1		8899008		Research Project - 8899008	NG	Financial Statement		Current fund balance is zero.
DEPT2	DEPT2			Department 2	NG	Purchase Order List		Current fund balance is zero.
DEPT2		8899003		Donation Project - 8899003	LI.	Fixed Asset Acquisition Report	206,530.00	
DEPT2		8899006		Capital Project - 8899006	Mr. Cheung	Fixed Asset Balance List		Current fund balance is zero.
DEPT2		8899007		IT Project - 8899007	NG	Permission List		Current fund balance is zero.
DEPT3	DEPT3			Department 3	Mr. Cheung			Current fund balance is zero.
DEPT3		8899004		Donation Project - 8899004	LI		5,810.00-	
DEPT3		8899002	PROG4	IT Project under testing purpose - 8899002 with long d	Mr. Cheung		15,360.00-	
DEPT3		8899005	PROG4	Research Project - 8899005	Mr. Chan		954,928.00	

- The message below will appear if a mix of cost centres, projects (WBS) and internal orders are selected. Click  to exit and select cost centres, projects (WBS) or internal orders only.



A popup window is shown next. Input the fields below as needed and then click  to continue.

Field	Mandatory (M) / Optional (O)	Example	Remarks
Posting date range	M	01.07.2015 to 31.12.2015	A date range within which the commitment line items are expected to be listed.
Account code (Cost Element)	O	590014	
Account Group (Cost Element Group)	O	EXPENDITURE	
Open Items Only (Outstanding Commitment)	O	Checked / Unchecked	Only outstanding commitment(s) are shown if it is checked.



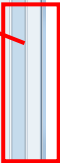
- After execution, the commitment line items satisfying the selection criteria are listed.
- For commitment line items, it is NOT allowed to display the corresponding financial documents by double-clicking the line items.
- There are buttons for sorting, filtering, downloading and etc. Please refer to Appendix A for details.
- Go to previous or next page by using “Page Up” / “Page Down” button or the scrollbar.

Display Commitment Line Items for Projects

Layout: /ZJC1 CUHK-WBS commitment line items-standard
 Object: WBS 8899002... IT Project - 8899002...
 Debit date: 01.01.2011 To 30.11.2015

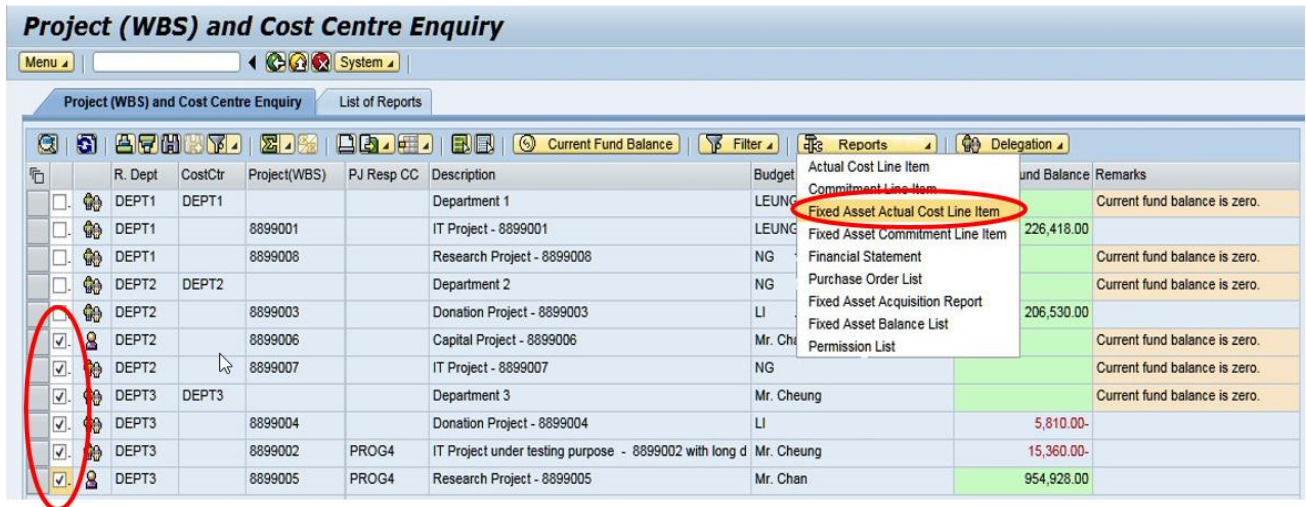
Object	D...	Cost...	Debit date	RefDocNo	Rfl...	Name	Total Quantity	UM		V	Cur	Curr	D	Vendor	OTy	
8899002	POrd	590045	01.10.2015	5000077694		80 photocopier	0	PC			0.00	HKD	1324	WBS		
		590095	01.06.2015	5000077693		40 Books	0	PC			0.00	HKD	1324	WBS		
			01.10.2015	5000077694		Books	3	PC			0.00	HKD	1324	WBS		
POrd										*						
										*						360.00
8899004	POrd	555004	01.06.2015	5000077693		60 Distilled Water	0	PC			0.00	HKD	1324	WBS		
			01.10.2015	5000077694		Distilled Water	3	PC			420.00	HKD	1324	WBS		
POrd										*						
										*						420.00
										*						420.00
8899005	POrd	558001	01.06.2015	5000077693		70 Uniforms	0	PC			0.00	HKD	1324	WBS		
		590087	01.10.2015	5000077694		30 printing material	9	PC			990.00	HKD	1324	WBS		
POrd										*						
										*						990.00
										*						990.00
8899006	POrd	590045	01.06.2015	5000077693		80 photocopier	0	PC			0.00	HKD	1324	WBS		
POrd										*						
										*						0.00
										*						0.00
8899007	POrd	590012	01.06.2015	5000077693		90 Snacks	0	PC			0.00	HKD	1324	WBS		
POrd										*						
										*						0.00


Scrollbar

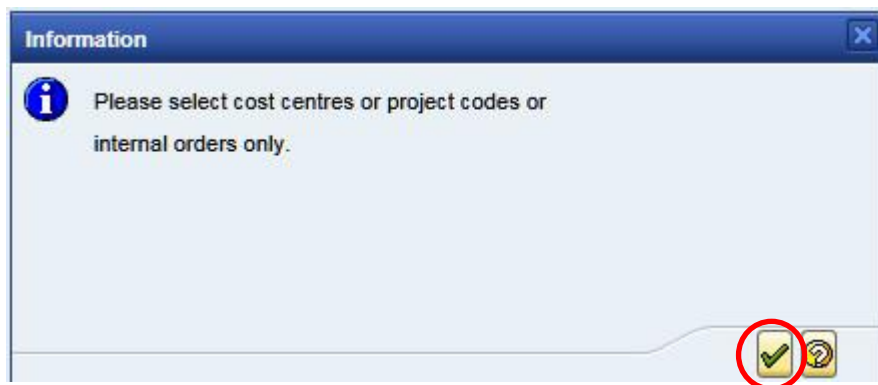



4. Fixed Asset Actual Cost Line Item

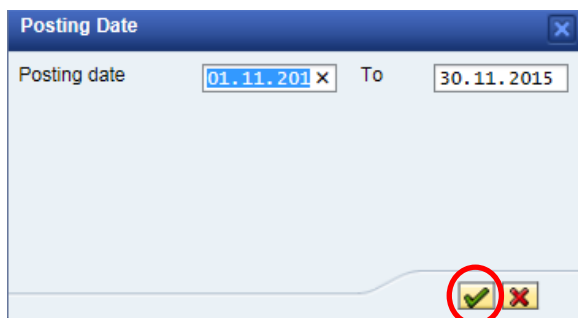
- Select at least 1 cost centre, 1 project (WBS) or internal order. Click the button “Reports” and select “Fixed Asset Actual Cost Line Item”.



- The message below will appear if a mix of cost centres, projects (WBS) and internal orders are selected. Click  to exit and select cost centres, projects (WBS) or internal orders only.



- A popup window is shown next. Input a date range within which the fixed asset actual cost line items are expected to be shown and then click  to continue.



- After execution, the fixed asset actual cost line items satisfying the selection criteria are listed.
- For fixed asset actual cost line items, it is NOT allowed to display the corresponding financial documents by double-clicking the line items.
- There are buttons for sorting, filtering, downloading and etc. Please refer to Appendix A for details.

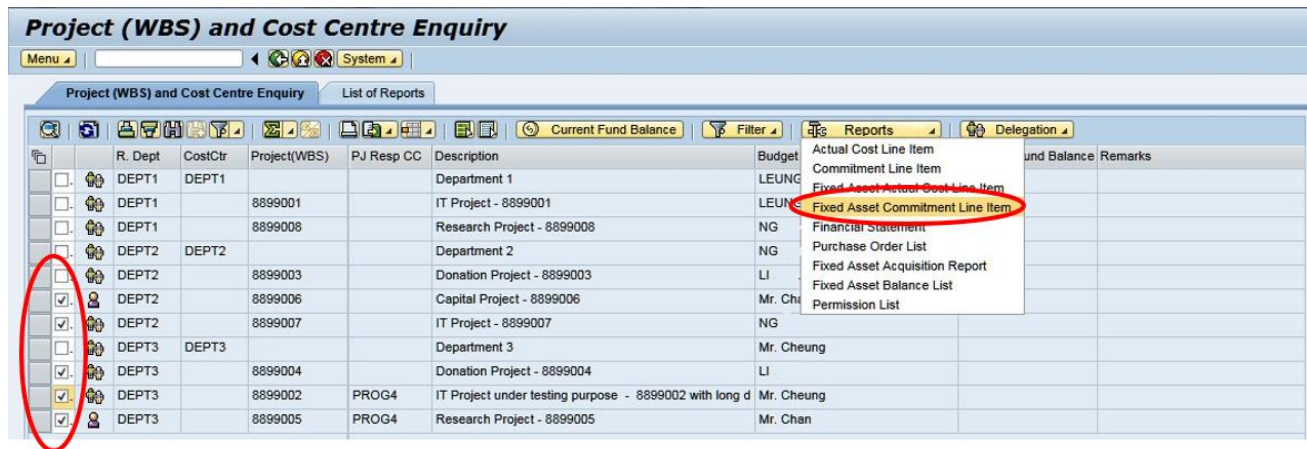
Fixed Asset Actual Cost Line Item

Menu | System | [Icons]

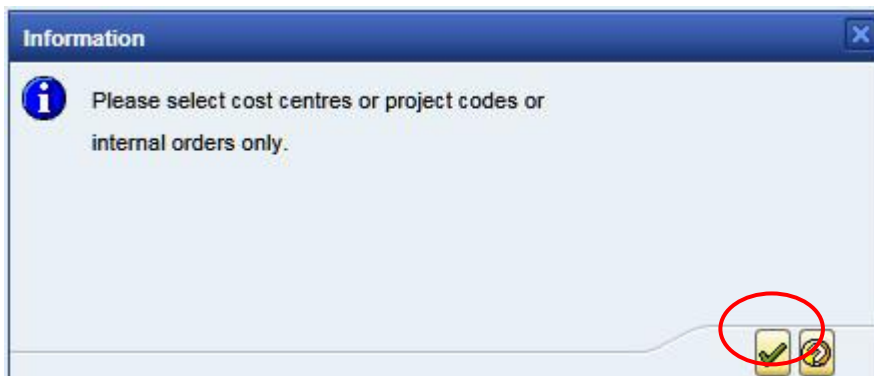
Proj WBS/CC/Int.Ord.	Internal Order	G/L	Comp...	Posting Date	Year	Period	Purch.Doc.	Amount in LC	Asset Description	Asset Number	Asset Subnumber	Accounting
8899002		151001	C001	30.06.2015	2015	12	5000077693	400.00	Sony SHD Flat Smart TV Series 6 (75" F6400)	100053103	0	5110359030
8899002		151001	C001	17.09.2015	2016	03	5000077694	3,000.00	Philips Flat Smart TV Series 6 (75" F6400)	100053105	0	5110359031
								3,400.00				

5. Fixed Asset Commitment Line Item

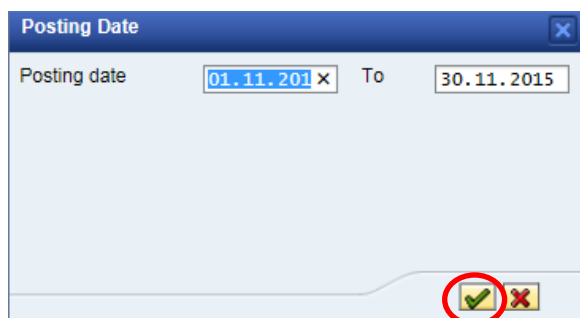
- Select at least 1 cost centre, 1 project (WBS) or 1 internal order. Click the button “Reports” and select “Fixed Asset Commitment Line Item”.



- The message below will appear if a mix of cost centres, projects (WBS) and internal orders are selected. Click to exit and select cost centres, projects (WBS) or internal orders only.



- A popup window is shown next. Input a date range within which the fixed asset commitment line items are expected to be shown and then click to continue.



- After execution, the fixed asset commitment line items satisfying the selection criteria are listed.
- For fixed asset commitment line items, it is NOT allowed to display the corresponding financial documents by double-clicking the line items.
- There are buttons for sorting, filtering, downloading and etc. Please refer to Appendix A for details.

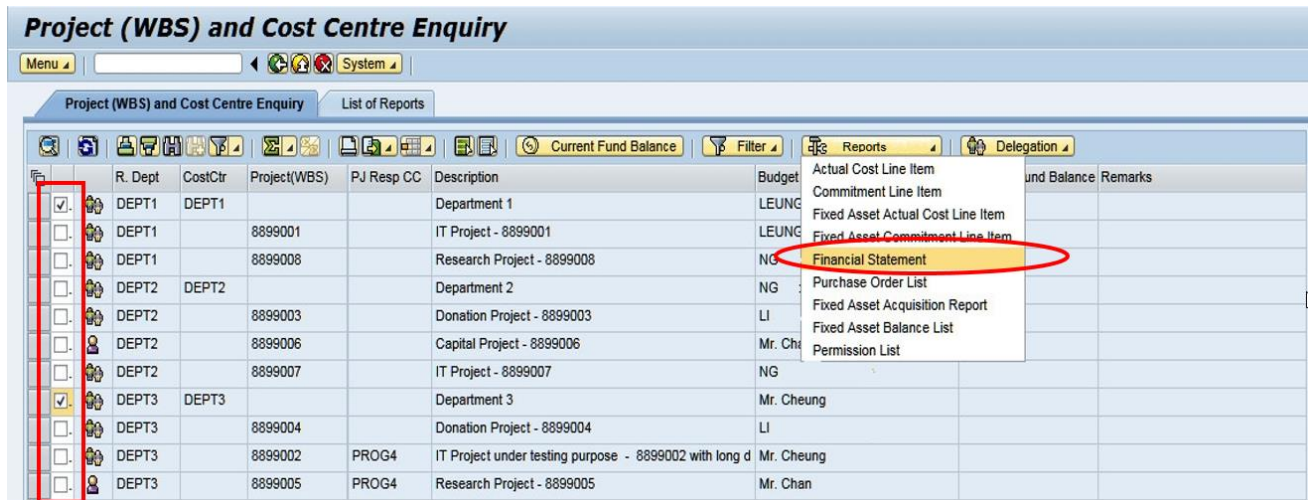
Fixed Asset Commitment Line Item


Menu System

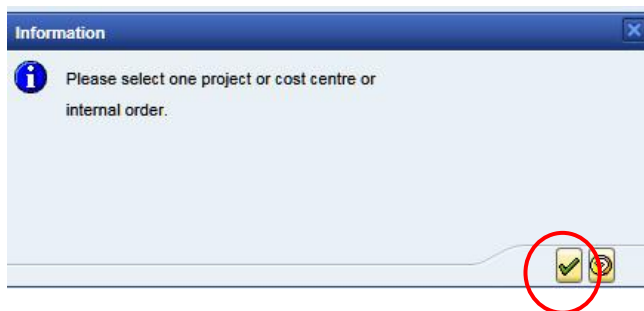
Fixed Asset Commitment Line Item										
Proj WBS/CC/Int.Ord.	Internal Order	G/L	Year	Period	Purchasing Doc.	±	Amount	Asset Description	Asset Number	Asset Subnumber
8899002		151001	2016	04	5000077694		15,000.00	Philips Flat Smart TV Series 6 (75" F6400)	100053105	0
							±	15,000.00		


6. Financial Statement

- Select 1 cost centre, 1 project (WBS) or 1 internal order. Click the button “Reports” and select “Financial Statement”.



- The below message will appear if more than 1 cost centre, project (WBS) or internal order is selected. Click  to exit and select only 1 cost centre, project (WBS) or internal order.




- A popup window is shown next. Input the fields below as needed and then click  to continue.

Field	Mandatory (M) / Optional (O)	Example	Remarks
Current	O	Checked / Unchecked	
Calendar Year / Month	O	Checked / Unchecked If checked, year and month will be defaulted according to the latest month-end closing. Input the desired calendar year and month of or before today to override the default if needed.	
Save for next selection	O	Checked / Unchecked If checked, year and month will be saved for the next use until the user's session is ended.	



- If the inputted year and month is NOT a closed financial month, a message will appear to indicate that the report will be run by using the latest available closed year and month instead.

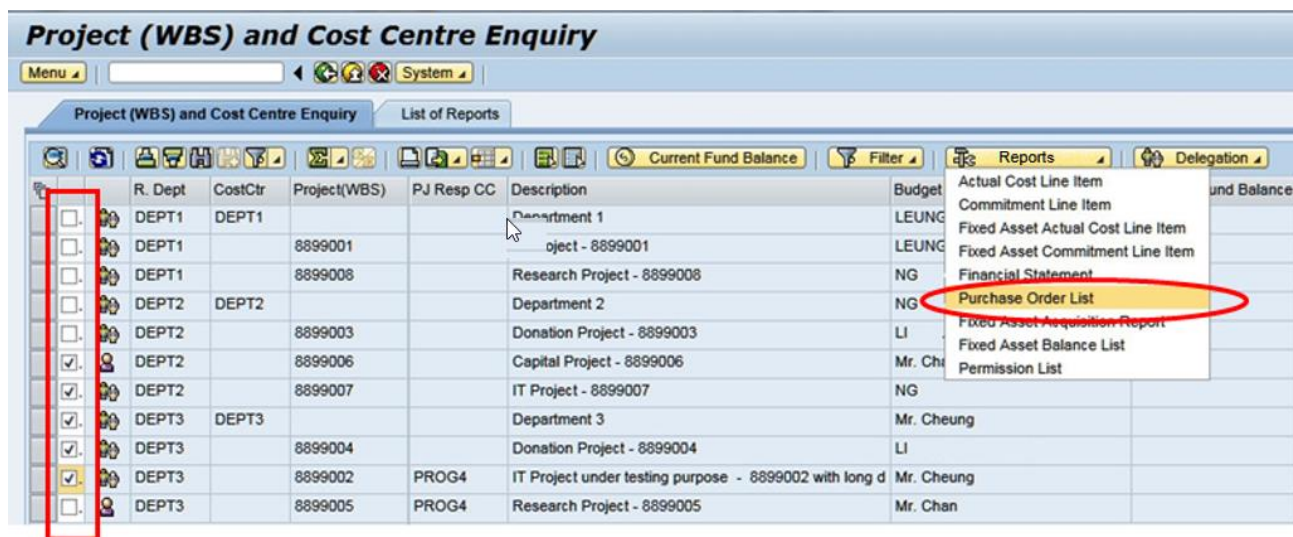


- After execution, a financial report is shown. Click  and follow the steps as detailed in Appendix A.8 for list printing.

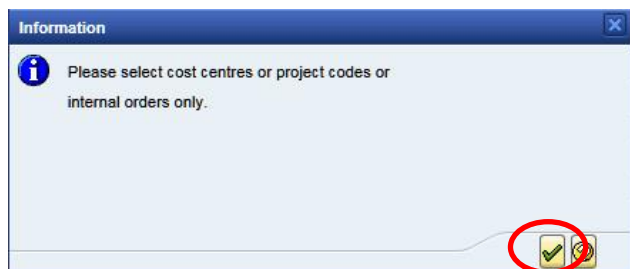
Income and Expenditure Statement - Endowment Funds							
Project ID : 8899005		THE CHINESE UNIVERSITY OF HONG KONG			Date	04.11.15	Pag
Responsible Cost Centre : PROG4		INCOME AND EXPENDITURE STATEMENT			Time	16:33:34	ZJI
Account Holder : Mr. Chan		FROM 01.07.15 TO 30.11.15					
		Research Project - 8899005					
	Balance b/f	For the Period			Balance at the End of the Period	Budget	
		Actual Receipt	Receivable	Total			
INCOME							
Donations	1,000.00	1,000,000.00	0.00	1,000,000.00	1,001,000.00		
Total Income	1,000.00	1,000,000.00	0.00	1,000,000.00	1,001,000.00		
	Balance b/f	For the Period			Balance at the End of the Period	Budget	
		Actual Payment	Commitment	Total			
EXPENDITURE							
Salaries	300.00	300.00	127,011.13	127,311.13	127,611.13		
Contribution to SF/MPF/CEG	30.00	30.00	46,888.89	46,918.89	46,948.89		
Staff Benefits and Allowance	0.00	0.00	2,555.21	2,555.21	2,555.21		
Academic Visitors Expenses	320.00	0.00	0.00	0.00	320.00		
Furniture, Equipment and Others	1,000.00	2,000.00	16,000.00	18,000.00	19,000.00		
Housekeeping/Repairs and Maintenance	10,000.00	10,000.00	0.00	10,000.00	20,000.00		
Rental, Use of Facilities & Utilities	0.00	100.00	990.00	1,090.00	1,090.00		
Student Activities/Functions	0.00	101.00	0.00	101.00	101.00		
Advertising & Promotional Activities	0.00	4,601.00	0.00	4,601.00	4,601.00		
Total Expenditure	11,650.00	17,132.00	193,445.23	210,577.23	222,227.23		

7. Purchase Order List

- Select at least 1 cost centre, 1 project (WBS) or 1 internal order. Click the button “Reports” and select “Purchase Order List”.



- The below message will appear if a mix of cost centres, projects (WBS) and internal orders are selected. Click to exit and select cost centres, projects (WBS) or internal orders only.




- Input the fields below as needed.

Field	Mandatory (M) / Optional (O)	Example	Remarks
Commitment Date	O		
Creation Date	O		
Cost Centre	O	DEPT1	Already filled according to the selection.
WBS element	O	8899001	Already filled according to the selection.
Internal Order	O	9800000001	Already filled according to the selection.









Outstanding PO only or All PO	M		
-------------------------------	---	--	--

- Click  to execute.






Purchase Order List (Sort by Cost Center/Project)

Menu System 

PO Selection Criteria

Purchase order number	<input type="text"/>	to	<input type="text"/>	
Our reference	<input type="text"/>	to	<input type="text"/>	
Purchasing organization	<input type="text"/>	to	<input type="text"/>	
Vendor	<input type="text"/>	to	<input type="text"/>	
Purchase order type	<input type="text"/>	to	<input type="text"/>	
Commitment date	01.11.2011	to	30.11.2015	
Purchasing group	<input type="text"/>	to	<input type="text"/>	
Creation date	<input type="text"/>	to	<input type="text"/>	
Created by	<input type="text"/>	to	<input type="text"/>	


PO Account Assignment


Cost center	<input type="text"/>	to	<input type="text"/>	
WBS element	8899005	to	<input type="text"/>	
Internal order	<input type="text"/>	to	<input type="text"/>	
Asset number	<input type="text"/>	to	<input type="text"/>	
Account code	<input type="text"/>	to	<input type="text"/>	

Evaluation Control



Outstanding PO only
 All PO

Report date: 05.11.2015

- The report is then displayed. Select **List** → **Print** or  to print the report if needed. Detailed steps of list printing can be found in Appendix A.8.

- Click  to exit from the report.

(Sort by Cost Center/Project)

Menu  

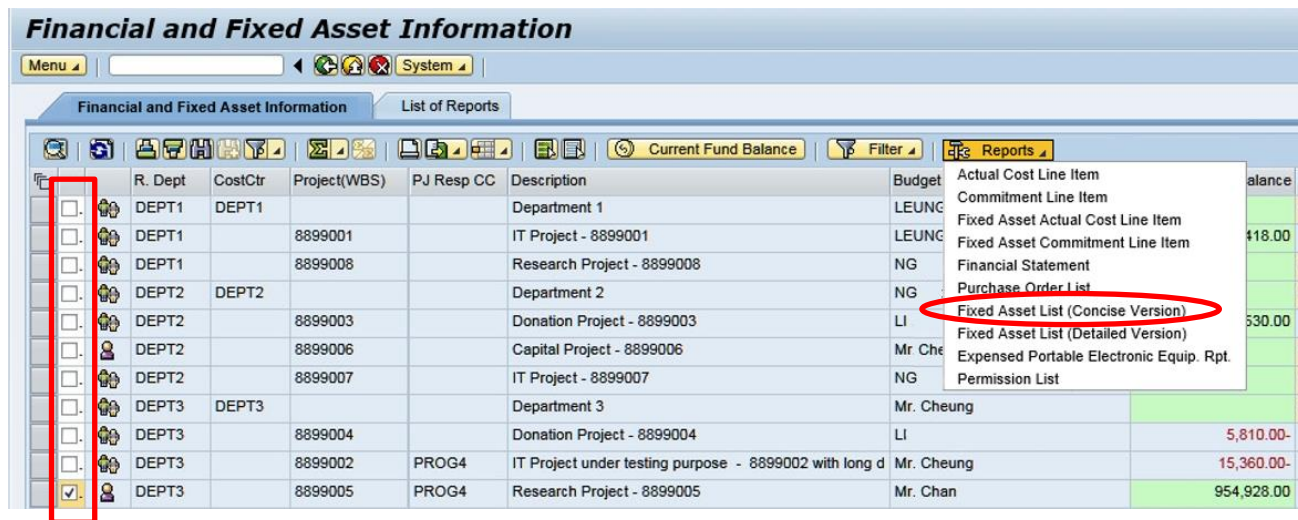
The Chinese University of Hong Kong
 Purchase Order List by PO Rate
 Commitment Date: 01.05.2009 To 31.05.2013

any Code: C001

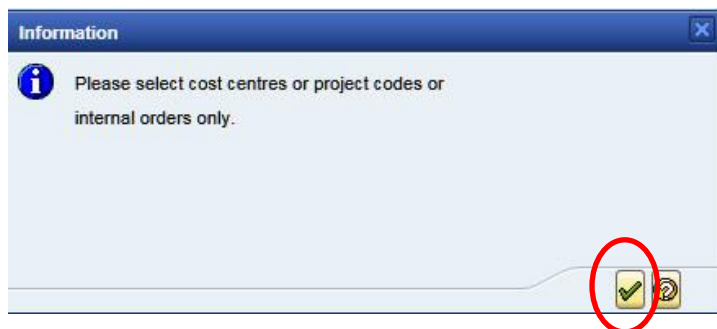
PO number	Type	Vendor	Our ref.	Creation Date	Created by	Curr.	Exchange
Item	Cat.	Item description	Status	Item order qty	Unit	Order price / Price un	
		Seq.no	Asset number		Order qty	Order amount	Invoice
			5110258958	IV28679	25.09.2012	1.000	7,780.00
00020	A	Se 01	17989	0	1.000	PC 1.000	7,980.00 / 7,980.00
		Inv doc no	Vendor Reference	Posting date	Invoiced qty	Invoiced amount	
		5110258957	IV28616	25.09.2012	1.000	7,980.00	
						G/L account (150501):	15,760.00

8. Fixed Asset List (Concise Version)

- Select at least 1 cost centre, 1 project (WBS) or 1 internal order. Click the button “Reports” and select “Fixed Asset List (Concise Version)”.




- The below message will appear if a mix of cost centres, projects (WBS) and internal orders are selected. Click to exit and select cost centres, projects (WBS) or internal orders only.




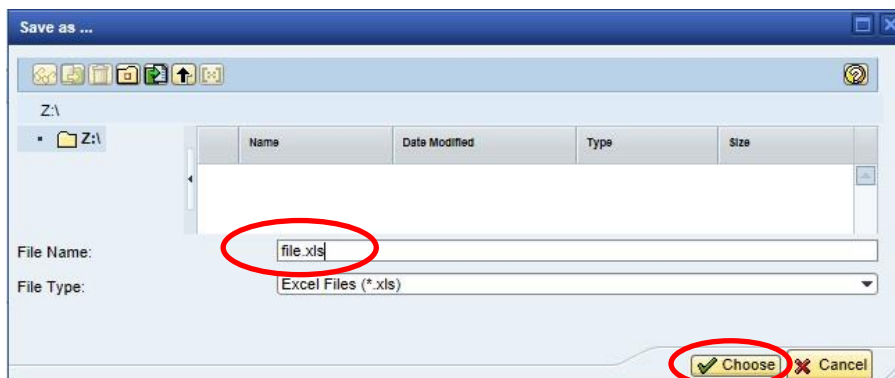
- The fields below can be inputted as needed.

Field	Mandatory (M) / Optional (O)	Example	Remarks
Resp. Cost Centre	O	DEPT1	Already filled according to the selection.
WBS Element	O	8899005	Already filled according to the selection.
Internal Order	O	9800000001	Already filled according to the selection.
Acquisition Date	M	01.07.2013 to	

Field	Mandatory (M) / Optional (O)	Example	Remarks
		30.06.2014	
Download to PC file	O	Z:\file.xls	


- To save the result in an Excel file, input a file path in the field “Download to PC file” directly, or click the button .

- If  is clicked, input a file name and then click “Choose” in the pop-up window. “Z:” drive is referred to the browser’s own file system. It is NOT a disk drive in the user’s local PC or a network drive.






- Click  to execute.








Fixed Asset List by Major Asset Class

Menu 

Primary Selection Criteria

Acquisition Date	01.07.2013	to	30.06.2014	
Acquisition Value		to	9999,999,999.00	
Major Asset Class		to		

Additional Selection Criteria

Fiscal Year	2017			
Asset Number		to		
Asset Sub-number		to		
Asset Class		to		
Resp. Cost Centre		to		
Cost Centre		to		
Project (WBS)	8899005	to		
Internal Order		to		

Report options

Asset Acquisition Report
 Asset Verification Report

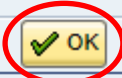
Download to PC file
e.g. Z:\assetlist.xls

- Click OK if the below Information Dialog appears.

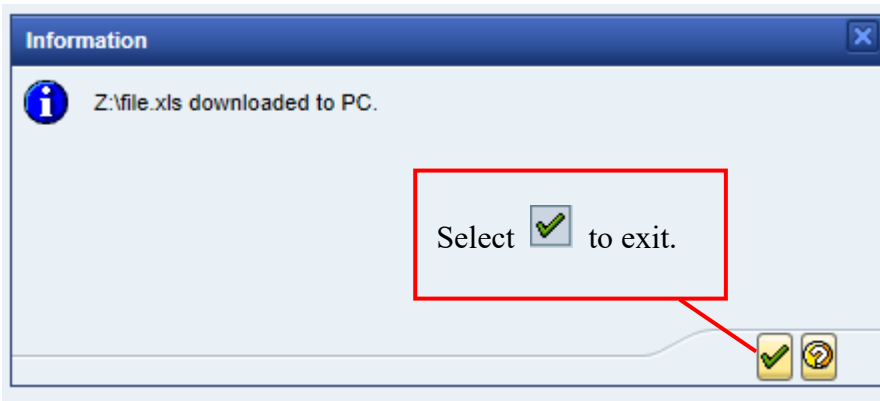
Information Dialog



Data was saved to file "Z:\file.xls". This file is located in the browser's own file system. You can look at it with the WebGUI File Browser. It can be found in the WebGUI menu (under Menu -> WebGUI File Browser) or by using WebGUI menu button "GUI Actions and Settings".

Don't show this dialog again.












- The fixed asset list is then displayed and also downloaded.



- Select  to print the report or  to exit. The detailed steps of list printing can be found in Appendix A.8.

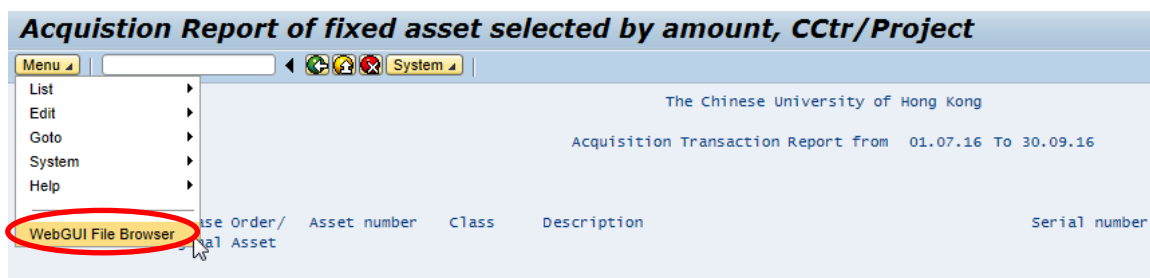
Fixed Asset List by Major Asset Class


Menu           

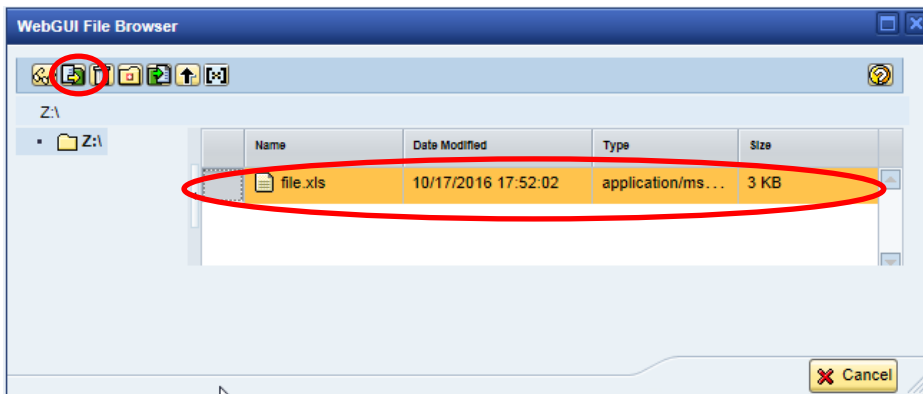
The Chinese University of Hong Kong
Information Technology Service
Acquisition Transaction Report from 01.07.

Asset number	Acq. Date	Description	Serial number
Major Asset Class: 0200 Furniture, Fixture and Fitting			
400009734	0 21.05.2014	Description of Asset 000400009734 - 0000 (line 1)	-
		Description of Asset 000400009734 - 0000 (line 2)	-
400009735	0 21.05.2014	Description of Asset 000400009735 - 0000 (line 1)	-
		Description of Asset 000400009735 - 0000 (line 2)	-
400009736	0 21.05.2014	Description of Asset 000400009736 - 0000 (line 1)	-
		Description of Asset 000400009736 - 0000 (line 2)	-
400010128	0 26.05.2014	Description of Asset 000400010128 - 0000 (line 1)	-
		Description of Asset 000400010128 - 0000 (line 2)	-
400010129	0 26.05.2014	Description of Asset 000400010129 - 0000 (line 1)	-

- To save the downloaded file to a specific location in the user’s local PC, select “WebGUI file Browser” from the menu.



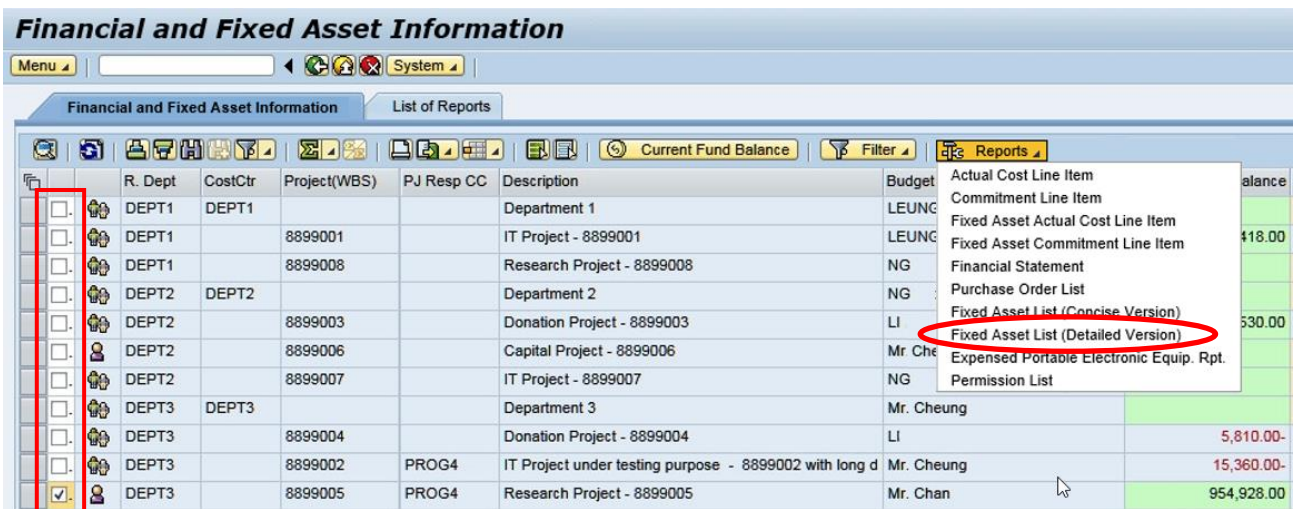
- Select the file and then click  to export.



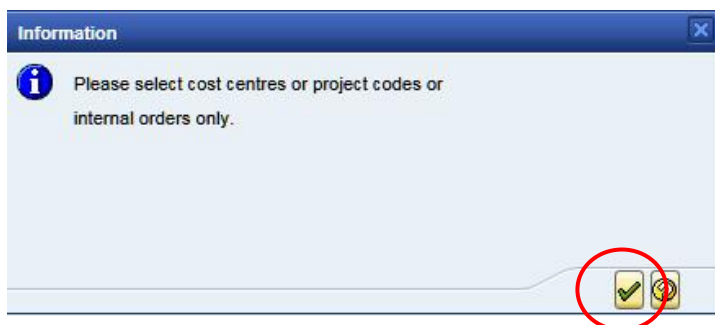
- Please refer to Appendix A.7 for further details if needed.

9. Fixed Asset List (Detailed Version)

- Select at least 1 cost centre, 1 project (WBS) or 1 internal order. Click the button “Reports” and select “Fixed Asset List (Detailed Version)”.




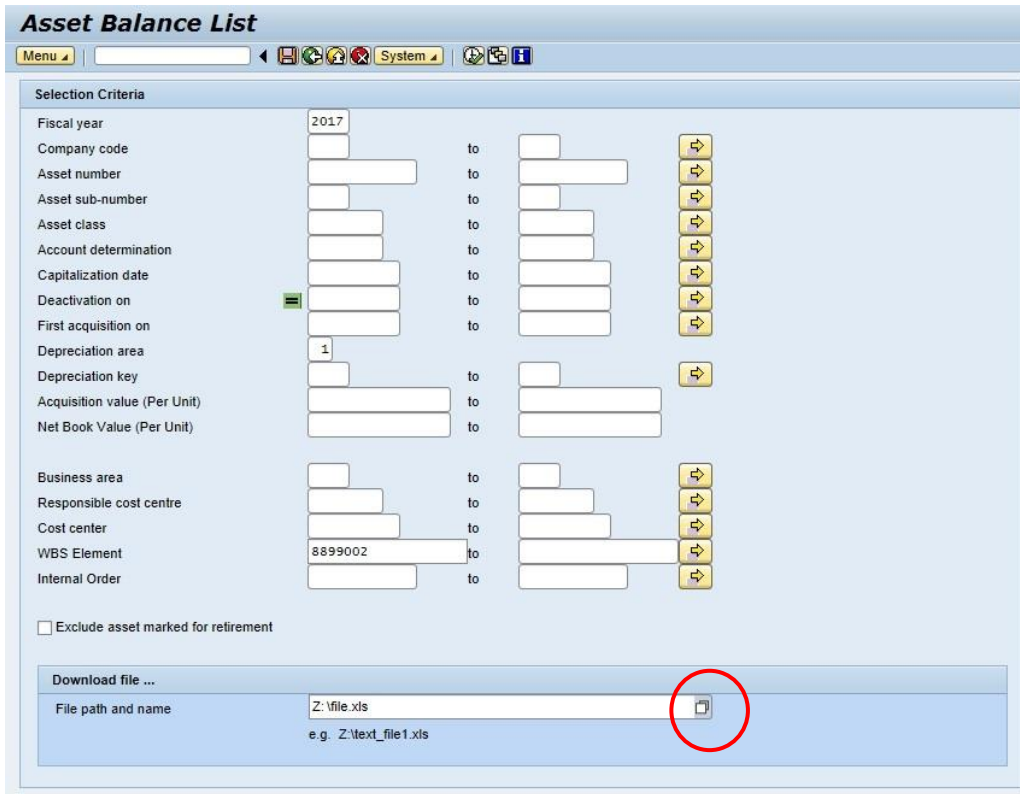
- The below message will appear if a mix of cost centres, projects (WBS) and internal order are selected. Click to exit and select cost centres, projects (WBS) or internal order only.



- The fields below can be inputted as needed.

Field	Mandatory (M) / Optional (O)	Example	Remarks
Responsible cost centre	O	DEPT1	Already filled according to the selection.
WBS Element	O	8416200	Already filled according to the selection.
Internal Order	O	9800000001	Already filled according to the selection.
File path and name	M	Z:\file.xls	

- Input a file path in the field “File path and name” directly, or click the button .



Asset Balance List

Menu System

Selection Criteria

Fiscal year: 2017

Company code: [] to []

Asset number: [] to []

Asset sub-number: [] to []

Asset class: [] to []

Account determination: [] to []

Capitalization date: [] to []

Deactivation on: [] to []

First acquisition on: [] to []

Depreciation area: 1

Depreciation key: [] to []

Acquisition value (Per Unit): [] to []

Net Book Value (Per Unit): [] to []

Business area: [] to []

Responsible cost centre: [] to []


Cost center: [] to []


WBS Element: 8899002 to []

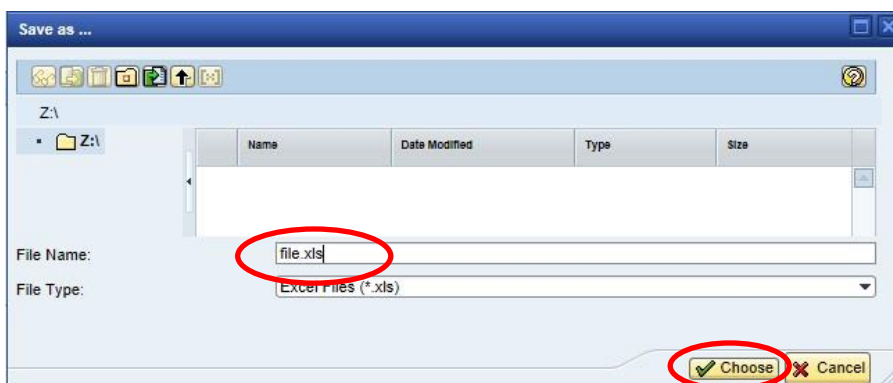
Internal Order: [] to []

Exclude asset marked for retirement

Download file ...

File path and name: Z:\file.xls 
 e.g. Z:\text_file1.xls

- If  is clicked, input a file name and then click “Choose” in the pop-up window. “Z:” drive is referred to the browser’s own file system. It is NOT a disk drive in the user’s local PC or a network drive.



Save as ...

Z:\

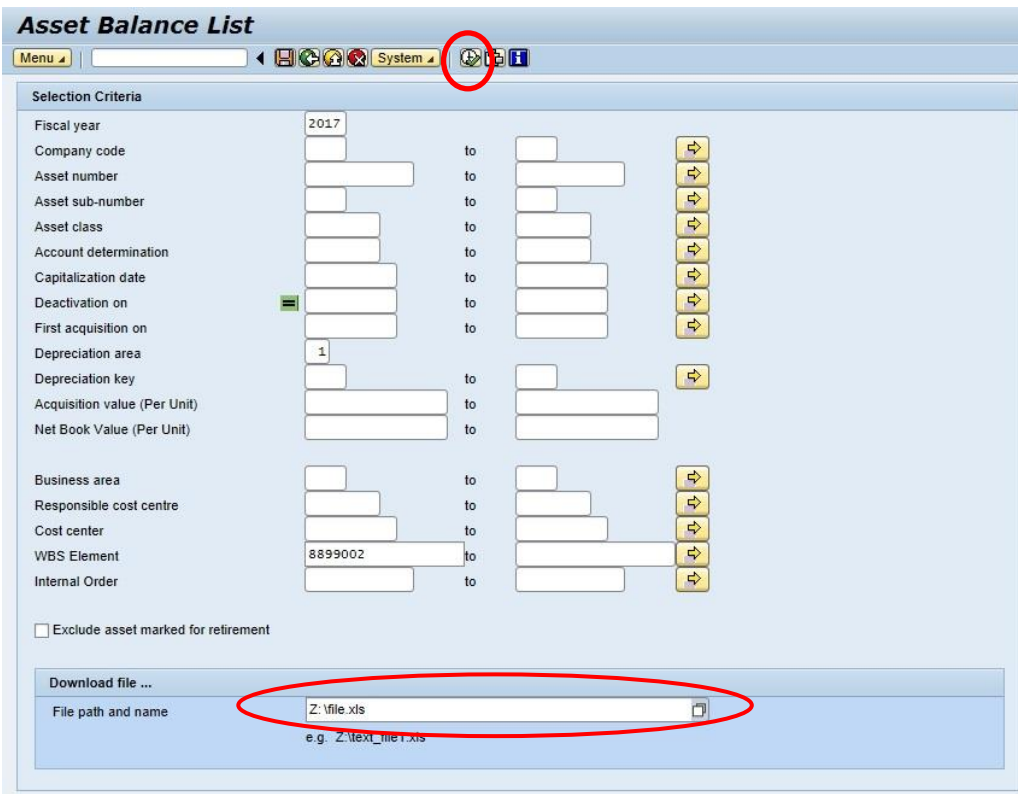
Name	Date Modified	Type	Size

File Name: file.xls

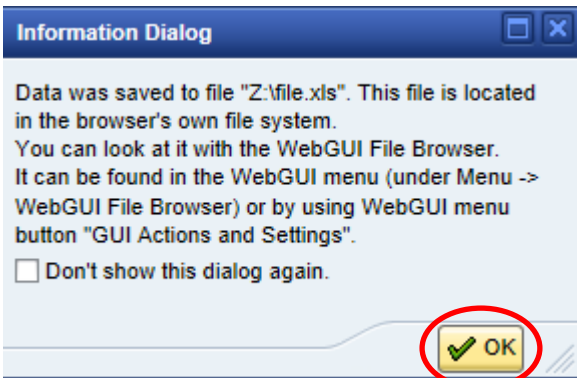
File Type: Excel Files (*.xls)

Choose Cancel

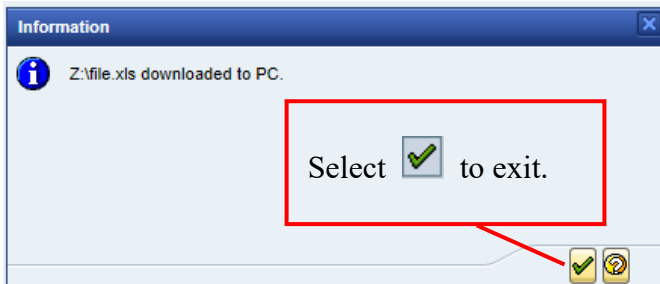
- Click  to execute.



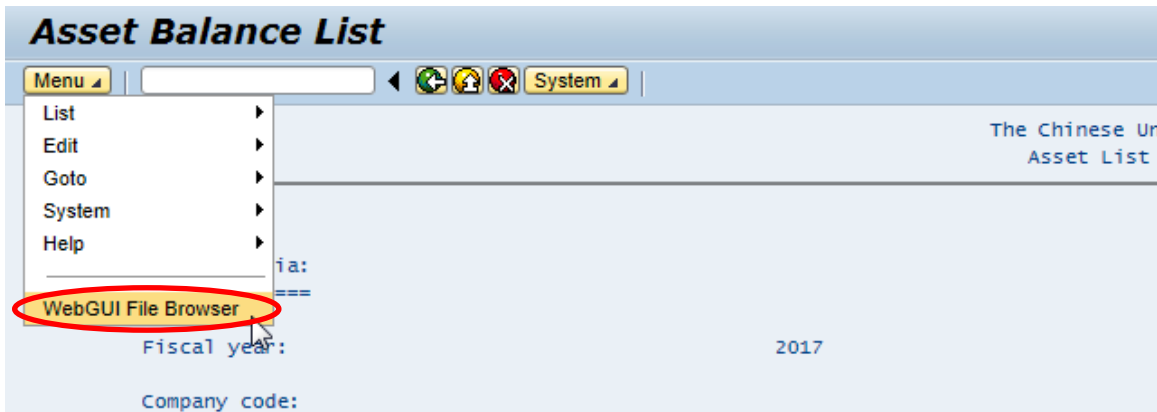
- Click OK if the below Information Dialog appears.




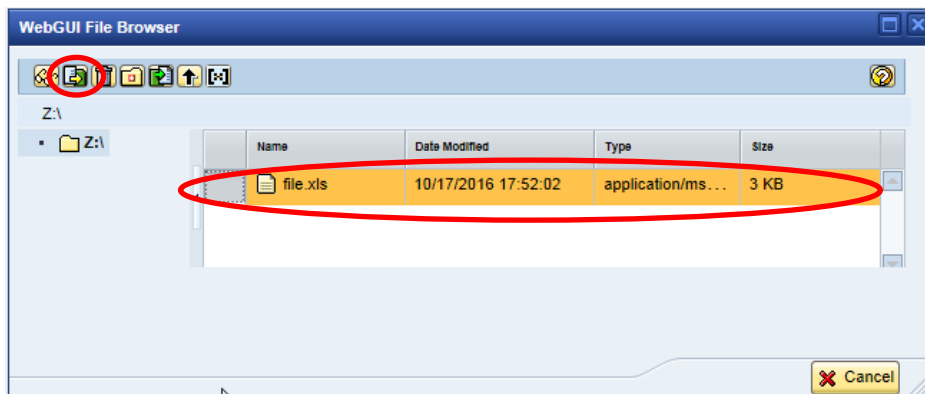
- The fixed asset list is then downloaded.



- To save the downloaded file to a specific location in the user’s local PC, select “WebGUI File Browser” from the menu.



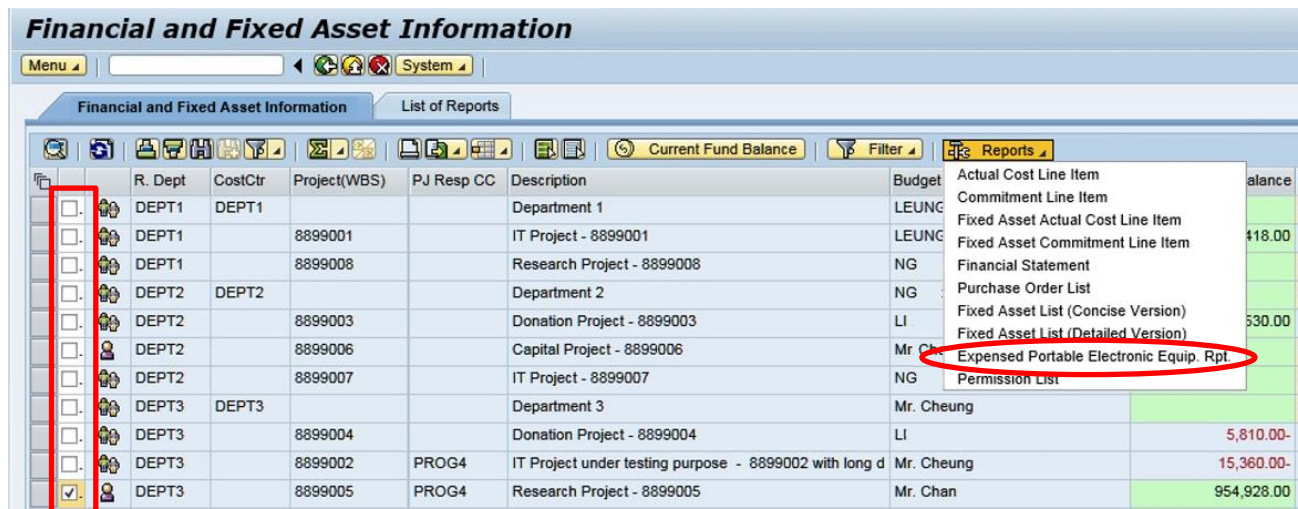
- Select the file and then click  to export.




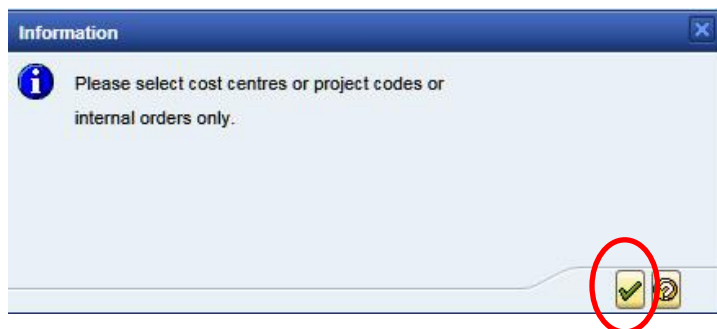
- Please refer to Appendix A.7 for further details if needed.

10. Expensed Portable Electronic Equipment Report

- Select at least 1 cost centre, 1 project (WBS) or 1 internal order. Click the button “Reports” and select “Expensed Portable Electronic Equip. Rpt.”.




- The below message will appear if a mix of cost centres, projects (WBS) and internal orders are selected. Click  to exit and select cost centres, projects (WBS) or internal orders only.

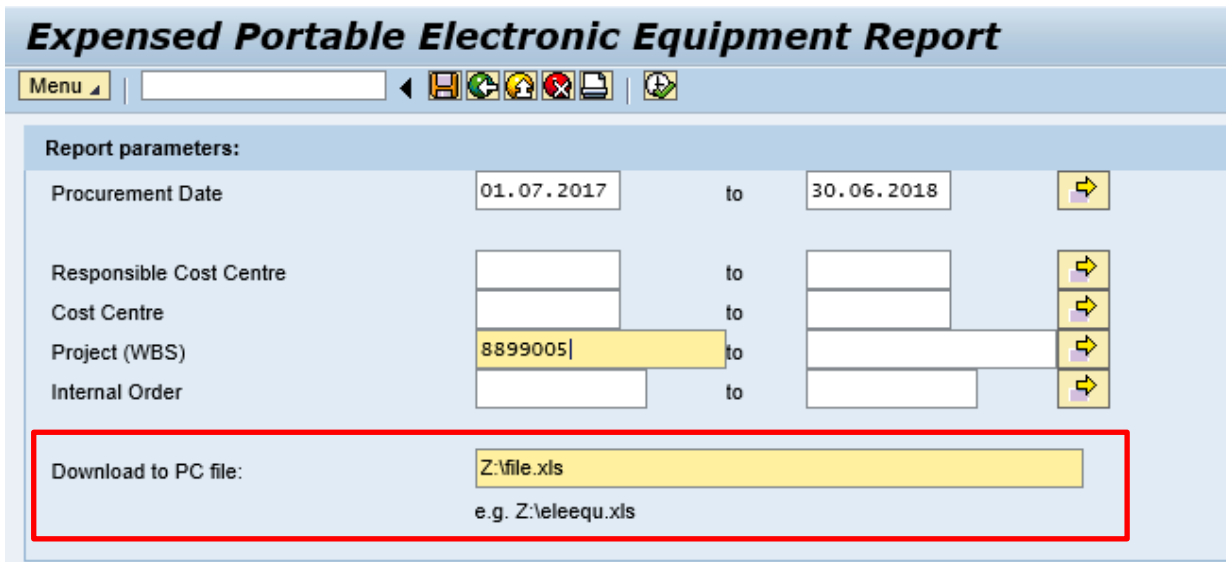


- The fields below can be inputted as needed.

Field	Mandatory (M) / Optional (O)	Example	Remarks
Responsible Cost Centre	O	DEPT1	Already filled according to the selection.
WBS Element	O	8899005	Already filled according to the selection.
Internal Order	O	9800000001	Already filled according to the selection.
Procurement Date	M	01.07.2017 to	

Field	Mandatory (M) / Optional (O)	Example	Remarks
		30.06.2018	
Download to PC file	O	Z:\file.xls	

- To save the result in an Excel file, input a file path in the field “Download to PC file” directly, or click the button .



Expensed Portable Electronic Equipment Report

Menu | [Search] | [Home] [Refresh] [Print] [Help]

Report parameters:

Procurement Date: 01.07.2017 to 30.06.2018 [Choose]


Responsible Cost Centre: [] to [] [Choose]

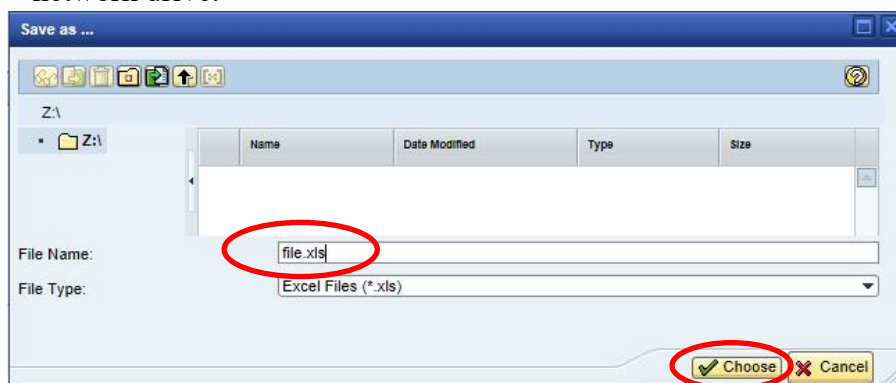
Cost Centre: [] to [] [Choose]

Project (WBS): 8899005 to [] [Choose]

Internal Order: [] to [] [Choose]

Download to PC file: Z:\file.xls
e.g. Z:\leeequ.xls

- If  is clicked, input a file name and then click “Choose” in the pop-up window. “Z:” drive is referred to the browser’s own file system. It is NOT a disk drive in the user’s local PC or a network drive.



Save as ...

Z:\

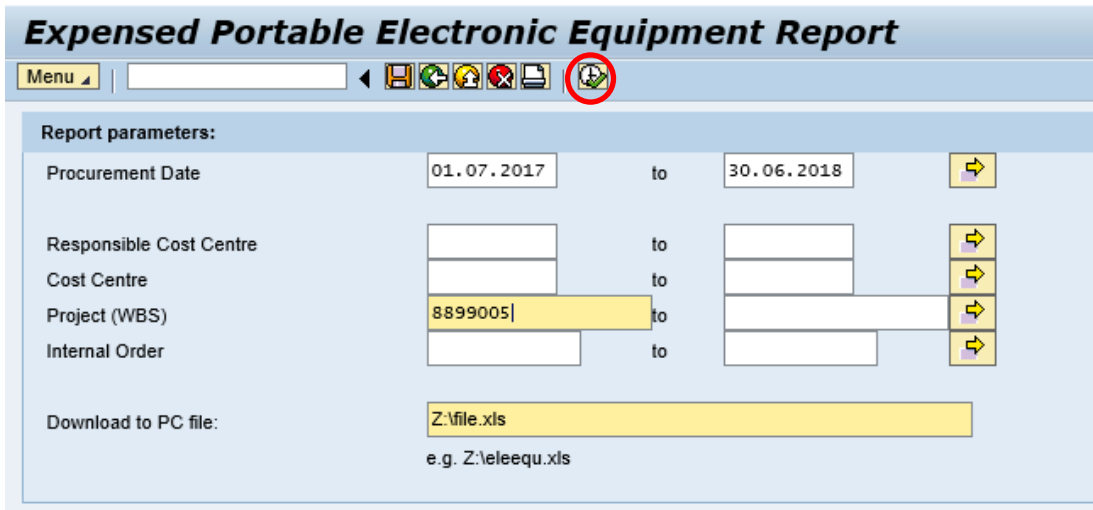
Name	Date Modified	Type	Size

File Name: file.xls







File Type: Excel Files (*.xls)

[Choose] [Cancel]






- Click  to execute.



Expensed Portable Electronic Equipment Report

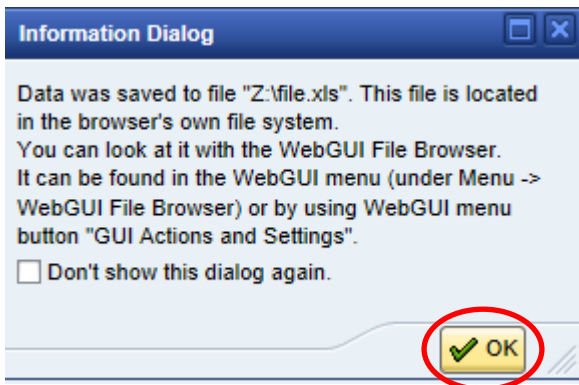
Menu      

Report parameters:

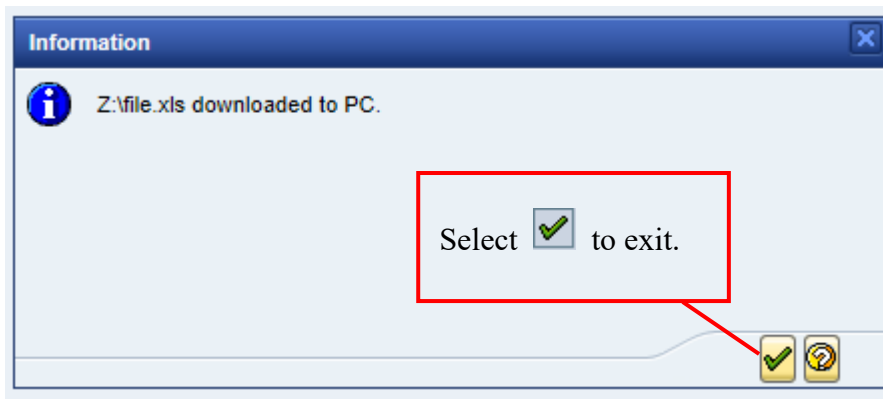
Procurement Date	01.07.2017	to	30.06.2018	
Responsible Cost Centre	<input type="text"/>	to	<input type="text"/>	
Cost Centre	<input type="text"/>	to	<input type="text"/>	
Project (WBS)	8899005	to	<input type="text"/>	
Internal Order	<input type="text"/>	to	<input type="text"/>	



Download to PC file:
e.g. Z:\leeequ.xls

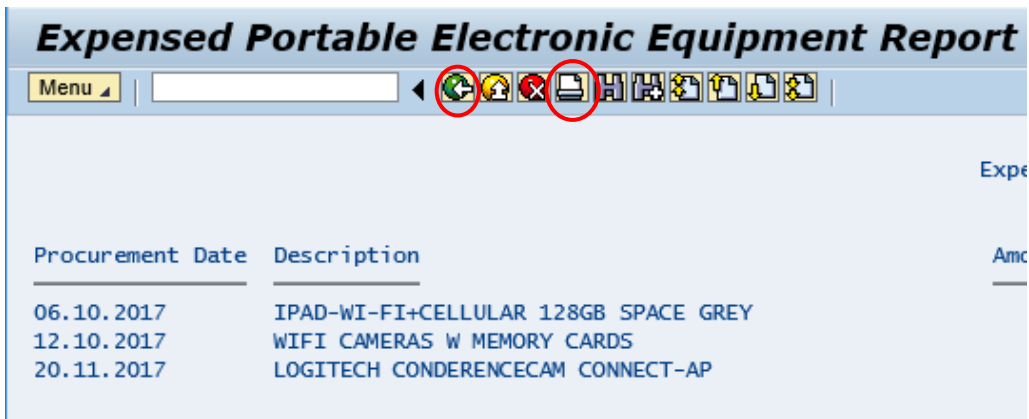
- Click OK if the below Information Dialog appears.



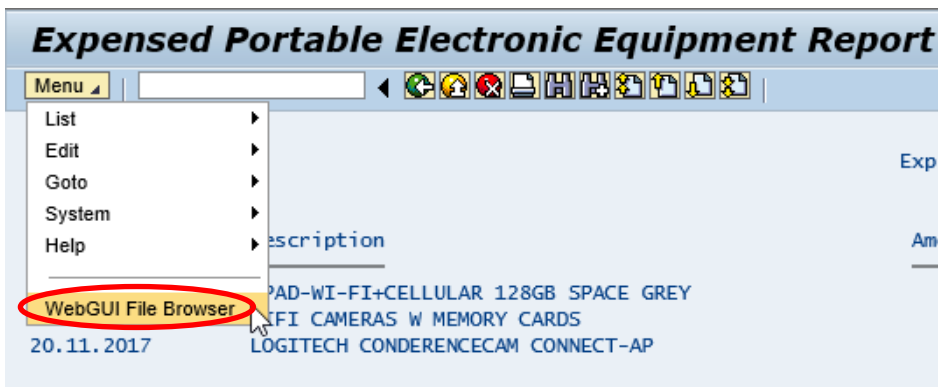
- The electronic equipment list is then displayed and also downloaded.




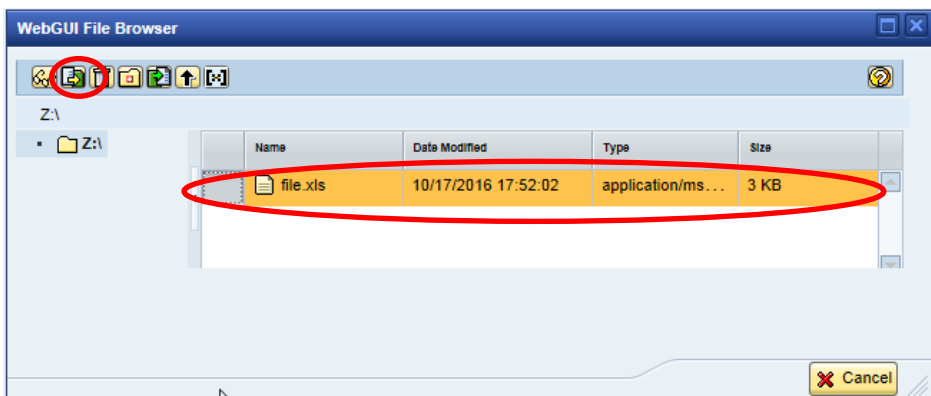
- Select  to print the report or  to exit. The detailed steps of list printing can be found in Appendix A.8.



- To save the downloaded file to a specific location in the user's local PC, select "WebGUI file Browser" from the menu.



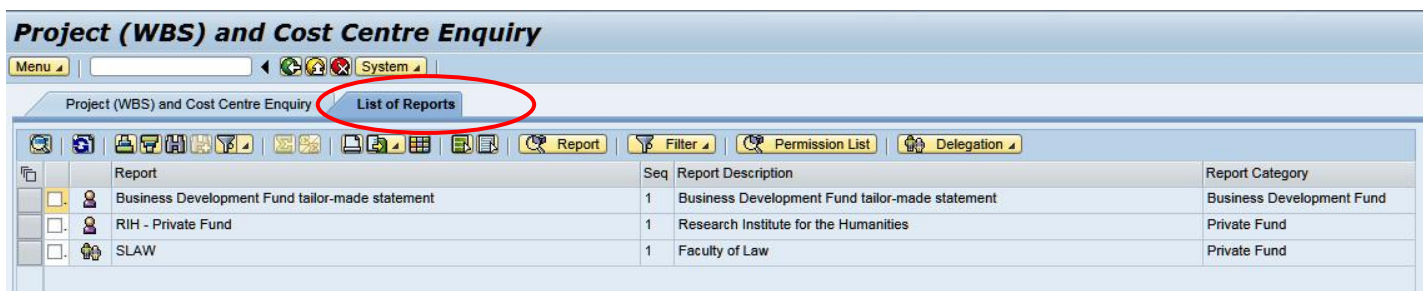
- Select the file and then click  to export.



- Please refer to Appendix A.7 for further details if needed.

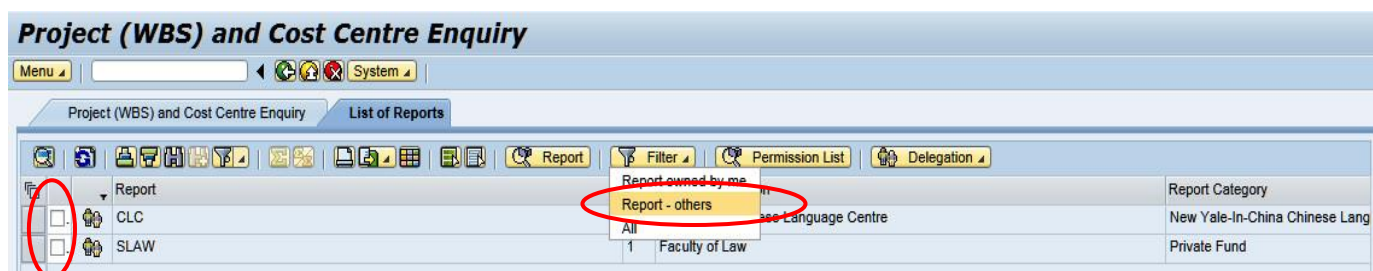
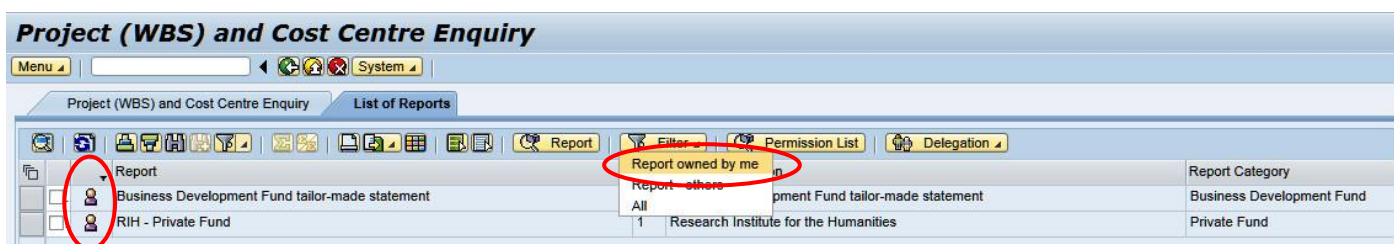
11. List of Reports

- Summary reports and tailor-made reports are also available for user access by clicking the tab “List of Reports”.
- Summary reports contain financial information of possibly multiple projects (WBS), cost centres and/or internal orders while tailor-made reports are prepared manually by Finance Office and are uploaded to a web repository. Both kinds of reports can be retrieved directly in CUSAP.



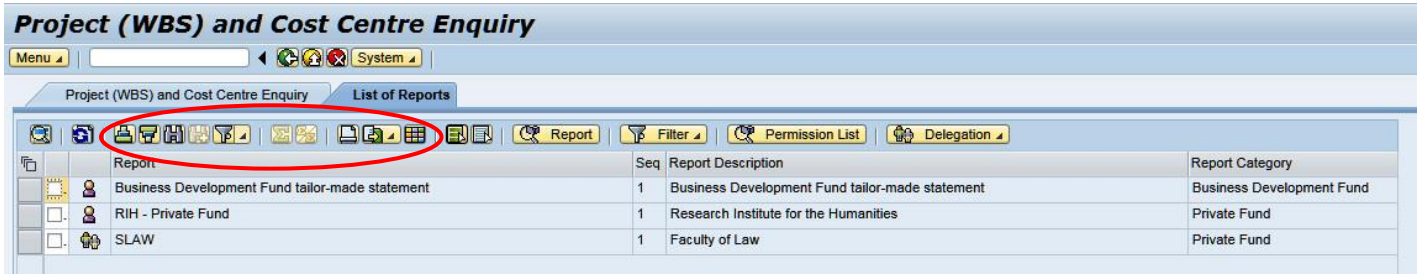
11.1 Filter Report List






- To get the list of reports that are owned by the user or others, click the button “Filter” and select “Report owned by me” or “Report – others”, respectively.



11.2 Manipulating List

- On the screen, there are buttons for sorting, filtering, downloading and etc. Please refer to Appendix A for the operation details.




Button	Icon	Refer to Section
Sorting	 or 	Appendix A.1
Filtering		Appendix A.2
Changing column sequence by drag and drop		Appendix A.3
Downloading list to Excel	 <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Spreadsheet Local File HTML download </div>	Appendix A.7
Printing list		Appendix A.8


11.3 Summary Report

- To retrieve a summary report, select the checkbox in the first column and click  Report.



- If more than 1 row is selected, the below message will appear. Click  to exit and select 1 row only.




- A popup window is shown next. Input the fields below as needed and then click  to continue.

Field	Mandatory (M) / Optional (O)	Example	Remarks
Current	O	Checked / Unchecked	
Calendar Year / Month	O	Checked / Unchecked If checked, year and month will be defaulted according to the latest month-end closing. Or you can input calendar year and month of or before today	
Save for next selection	O	Checked / Unchecked If checked, year and month will be saved for next use until your session is ended.	



- If the inputted year and month is NOT a closed financial month, a message will appear to indicate that the report will be run by using the latest available closed year and month instead.




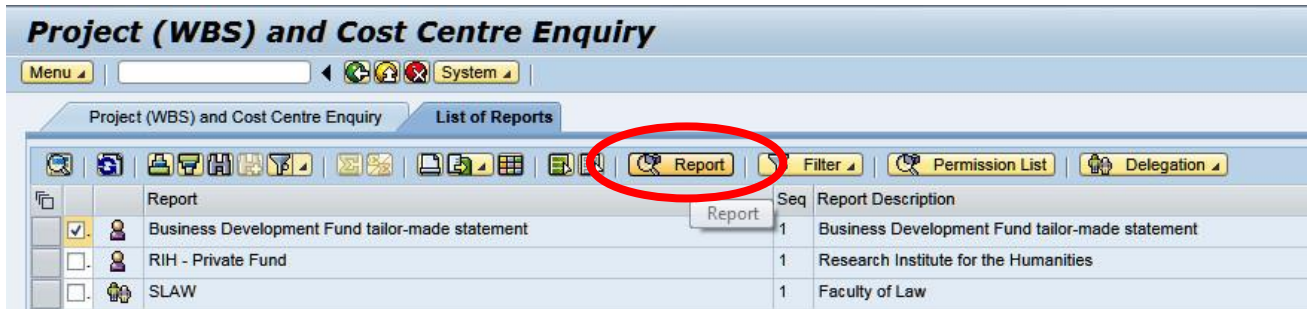
- After execution, a financial report is shown. Click  and follow the steps as detailed in Appendix A.8 for list printing.


Summary Report for Specific Endowment/Research/Other Restricted Funds						
Dean/Director/Unit Head Research Institute for the Humanities			THE CHINESE UNIVERSITY OF HONG KONG SUMMARY OF RESEARCH FUNDS PROJECTS FROM 01.07.15 TO 30.11.15			
Project Code	Project Title	Blk Prj	Respon. Cost Ctr	Account Holder	Fund Bal. before Payout at period end	
6900013	Japan - 6900013		RIH	MR. Kwan	0.00	
6903113	Project - 6903113		RIH	MR. Kwan	0.00	
6903804	Tailand - 6903804		RIH	MR. Kwan	0.00	
6903576	Computer Project - 6903576		RIH	Mr. Lai	0.00	
6902460	Television Project - 6902460		RIH	Mr. Lau	0.00	
6903733	WiFi Project - 6903733		RIH	Mr. WOO	0.00	
6903797	Apple curve TV project- 6903797		RIH	Mr. WOO	0.00	
6903216	Project - 6903216	s"	RIH	Ms. Au	0.00	
6903749	Hong Kong Project - 6903749	a1	RIH	Ms. Au	0.00	
	Boundaries					
6903844	China - 6903844		RIH	Ms. Au	0.00	
6903862	Australia Project - 6903862		RIH	Ms. Au	0.00	
TOTAL					0.00	

11.4 Tailor-made Report


- Unlike a summary report which is run directly in CUSAP, a tailor-made report is prepared manually by Finance Office and uploaded to a web repository.

- Select the checkbox in the first column and click 



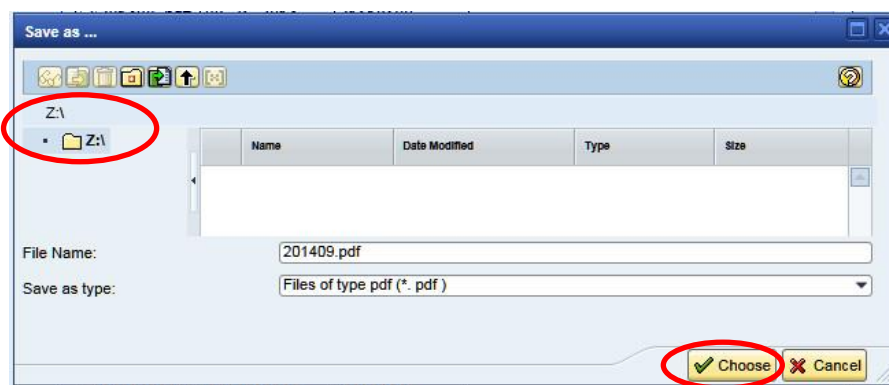
- If more than 1 row is selected, the below message will appear. Click  to exit and select 1 row only.

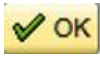


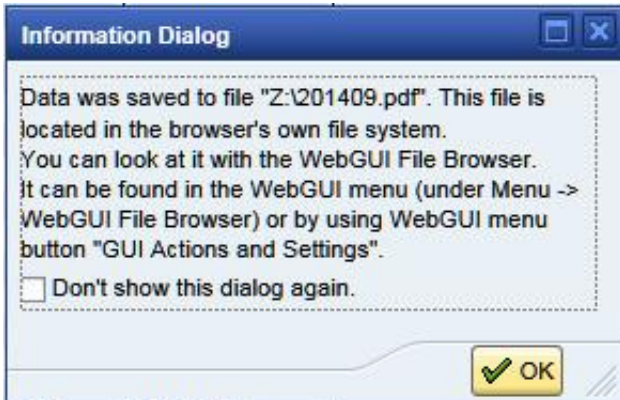
- A list of tailor-made reports is shown as below. Select at least 1 report and click  to continue with downloading the report.



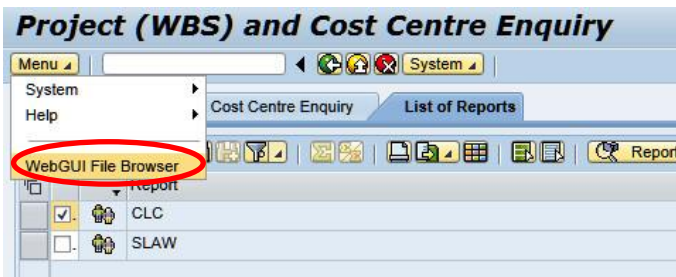
- Click “Choose” in the pop-up window. “Z:” drive refers to the browser’s own file system. It is NOT a disk drive in the user’s local PC or a network drive.




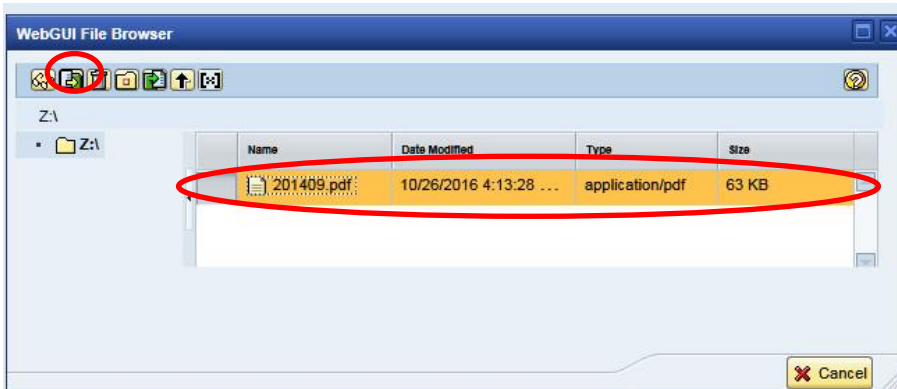
Select  if the below Information Dialog appears.



- To save the downloaded file to a specific location in the user's local PC, select "WebGUI File Browser" from the menu.



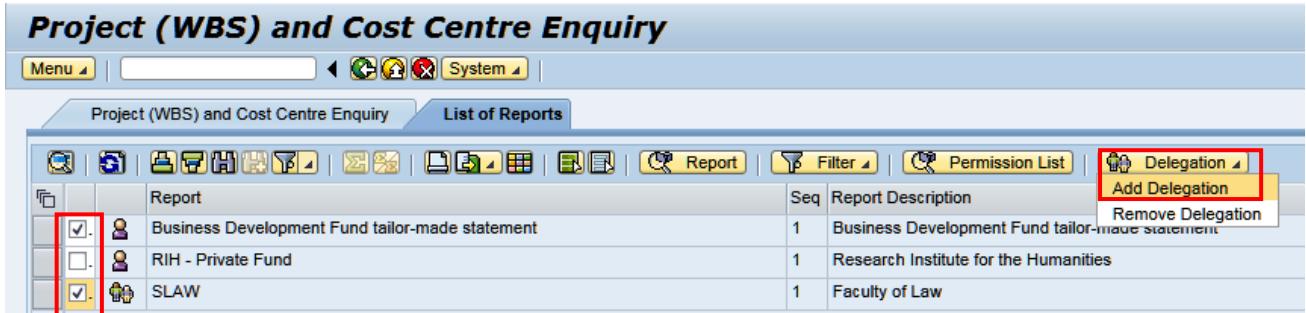
- Select the file and then click  to export.





- Please refer to Appendix A.7 for further details if needed.


11.5 Add Delegation (Summary Report / Tailor-made Report)

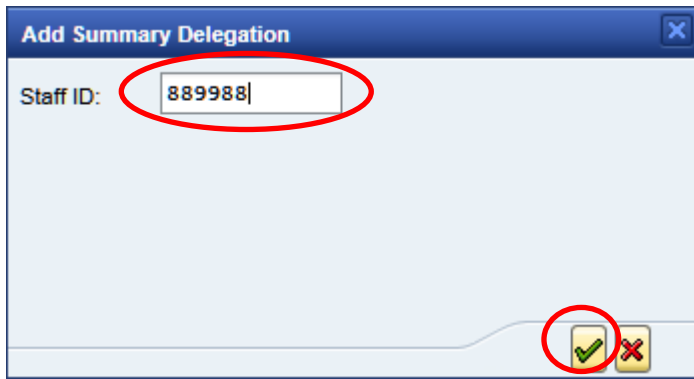
- Select at least 1 report by clicking the checkbox at the beginning of the rows. Multiple reports can be selected at the same time if their access is to be granted to the **same** delegate(s). Click the “Delegation” button and select “Add Delegation”.




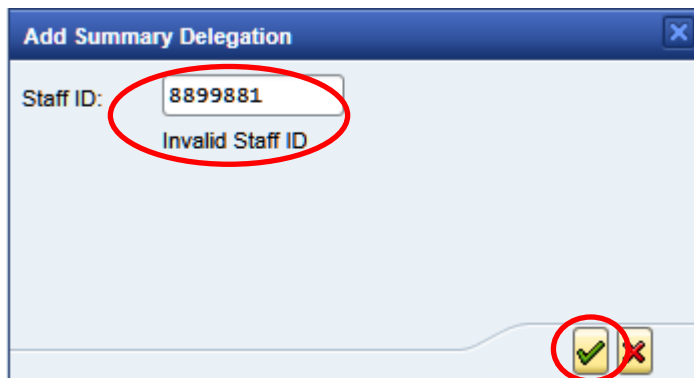
- The below message will appear if the user is NOT authorized to proceed with the delegation. A delegate of the report CANNOT add delegation to another staff. Click  to exit, and select again authorized reports only (i.e. those with icon ).




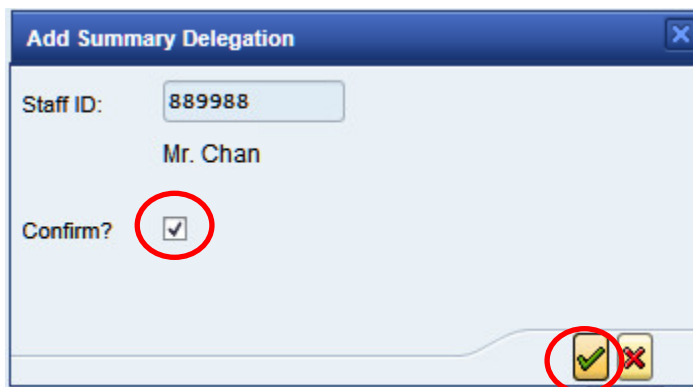
- Enter the staff ID of the delegate in the textbox and click  to continue.



- If the inputted staff ID is not correct, a message “Invalid Staff ID” will appear. Correct the staff ID and then click  to continue.

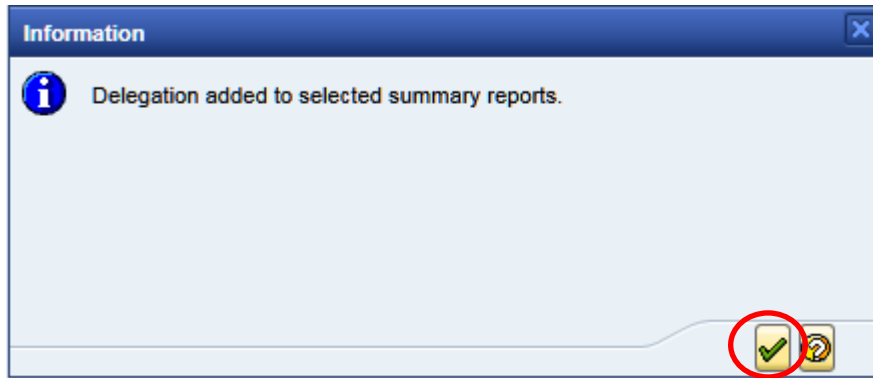


- The staff name will be shown under the staff ID. Tick the small checkbox next to the caption “Confirm?” and then click  to continue.



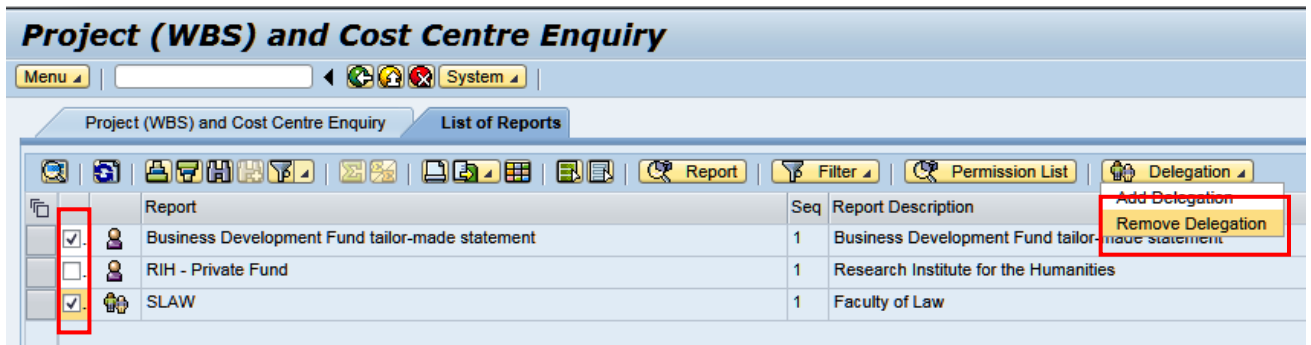
- The below message will be shown when the delegation is added successfully.



Click  to exit.



11.6 Remove Delegation (Summary Report / Tailor-made Report)


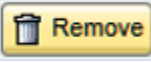
- Select at least 1 report by clicking the checkbox at the beginning of the rows. Multiple reports can be selected at the same time if the same delegate is to be removed. Click the “Delegation” button and select “Remove Delegation”.

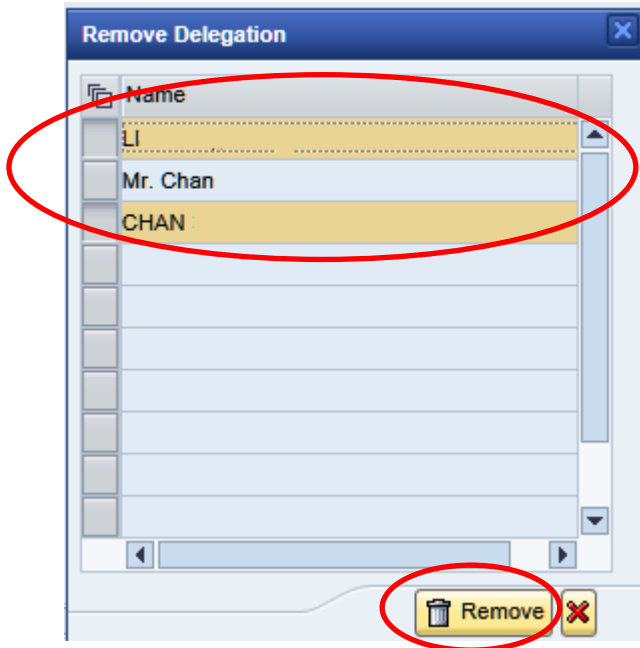



- The below message will appear if the user is NOT authorized to remove the delegation. Click  to exit, and select again authorized reports only (i.e. those with icon ). A delegate cannot remove delegation.

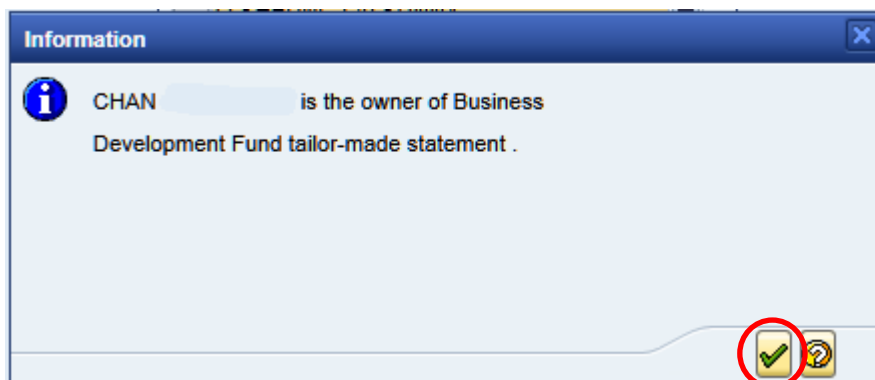


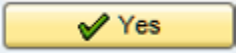
10.6.1 Remove delegation from one report.

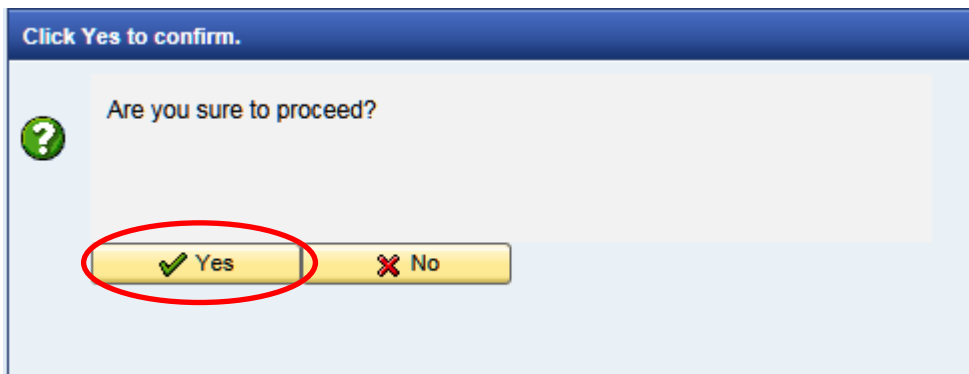
- If only 1 report is selected for the removal of delegation, a list of existing delegate(s) will be shown. Select the name(s) of the delegate(s) by clicking the box  at the beginning of the row(s). Multiple delegate(s) can be selected at the same time. Click  to remove the delegation.



- The following message will appear if the delegation of a particular user CANNOT be removed. Click  to exit and then select the name(s) of other delegate(s) again.



- Click  to confirm removing the selected delegate(s).




- The below message will be shown when the delegation is removed successfully.


Click  to exit.

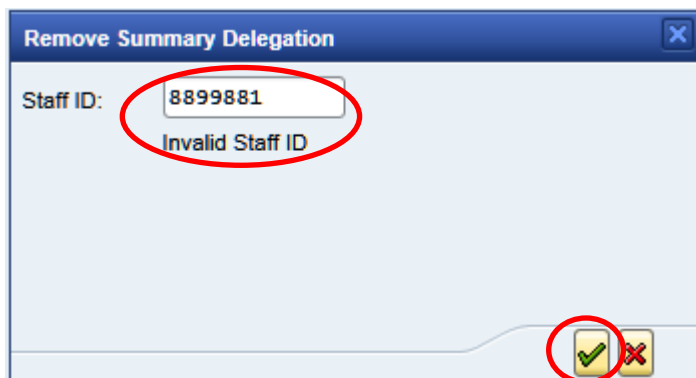



10.6.2 Remove delegation from multiple reports

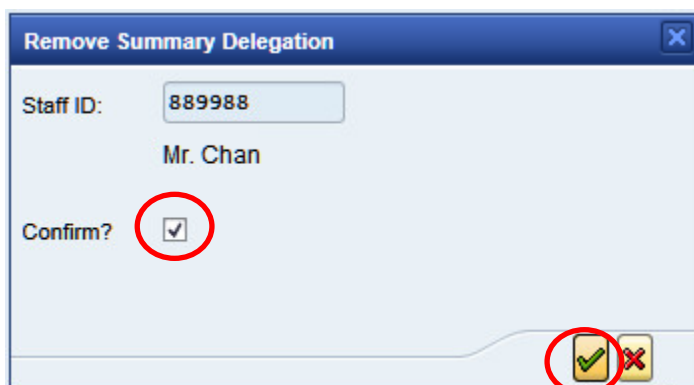
- Enter the staff ID of the delegatee in the textbox and click  to continue.




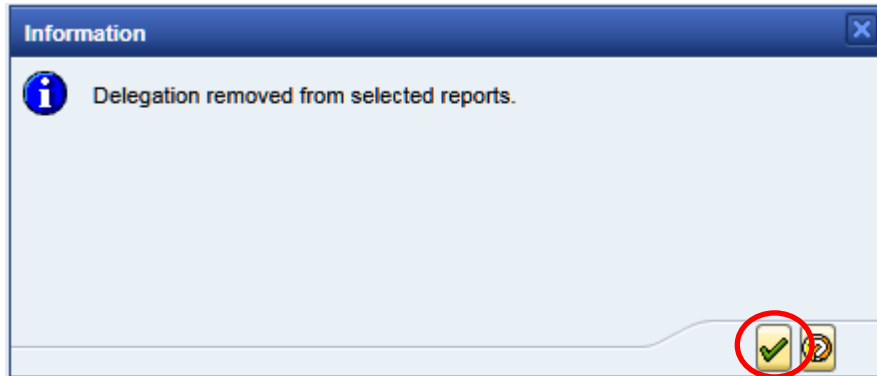
If the inputted staff ID is NOT correct, a message “Invalid Staff ID” will appear. Correct the staff ID and then click  to continue.




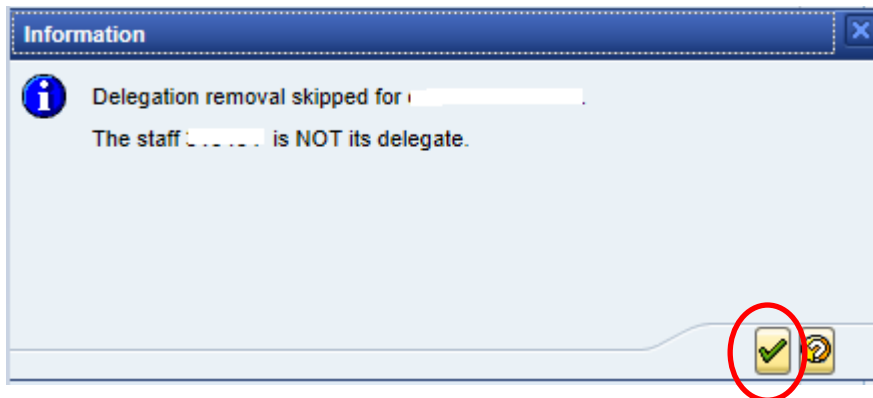
- The staff name will be shown under the staff ID. Tick the small checkbox next to the caption “Confirm?” and then click  to continue.



- The below message will be shown when the delegation is removed successfully. Click  to exit.

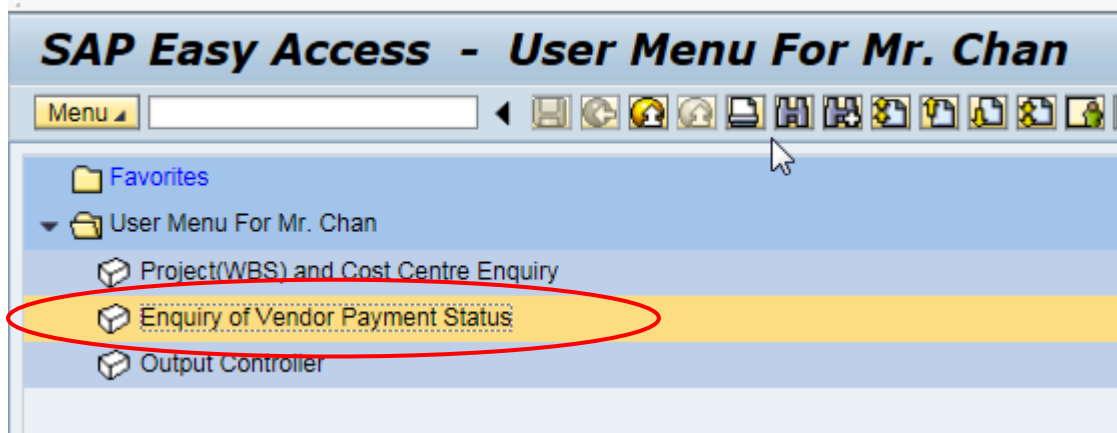


- During the removal process, the following message will appear for each selected report that does NOT have the inputted staff as delegate. Click  and the removal process will continue to the next selected report.



12. Enquiry of Vendor Payment Status

- Double-click the function "Enquiry of Vendor Payment Status" from the user menu.




- The fields below can be inputted as needed.

Field	Mandatory (M) / Optional (O)	Example	Remarks
Vendor Name	M	e.g. *Chan ta*	For wildcard search (e.g. *Chan ta*), at least 2 characters should be input.
Invoice Date	M		At most 12 months (e.g. 2014/01 to 2014/12)
Vendor Invoice Number	O	VR001	The vendor reference number. Wildcard search (e.g. *01*) is accepted.
Purchase Order Number	O	50000000001	Purchase order no
DPO No.	O	B123456	Direct PO number
Cost Centre	O	DEPT1	Cost centre code
WBS Element	O	8899005	Project (WBS) code
Order	O	98000000001	Internal order number

- Click  to execute.

Enquiry of Payment Status of Vendor Invoice

Menu | | System | 


Please input the selection criteria as below.


Vendor Name : At least 2 characters (e.g.*co* or *中文*)
 Invoice Date : At most 12 months (e.g.2014/06 to 2015/05)


For wildcard search, use an asterisk(*) to represent one or more characters.
 For example, input employ* to find all items beginning with employ,
 or input *company* to find all items containing the word company.

Vendor Name


Invoice Date From / (YYYY/MM) to / (YYYY/MM)


Vendor Invoice number to 


Purchase Order Number to 

DPO no. to 

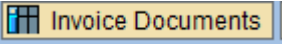
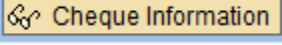
Other Filter

Cost Center to 

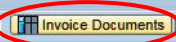
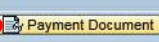
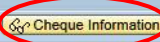
WBS Element to 

Order to 

- The vendor invoices are shown next. Those invoices highlighted in blue color have already been settled while outstanding invoices are in white color.

- Click  or  to display invoice or cheque details.



List of Vendor Payment Record

Menu | | System |  |  | 

Vendor Name	Invoice Date	Vendor Invoice No.	Invoice Amount	Invoice Currency	Purchase Order	DPO no.	Invoice Document No.	Payment Date	Paym
China Scientific (Hong Kong)Limited	25.03.2013	34913	7,000.00	HKD	5000068244		5110277946	24.05.2013	HSB2
China Scientific (Hong Kong)Limited	27.05.2013	130505CC	7,500.00	HKD	5000068785		5110283074	12.07.2013	HSB2
China Scientific (Hong Kong)Limited	22.05.2013	35127	7,200.00	HKD	5000068796		5110283379	12.07.2013	HSB2
China Scientific (Hong Kong)Limited	25.06.2013	130548/0666CC	11,740.00	HKD	5000069196		5110287501	23.08.2013	HSB2
Cotex International CommunicationProducts Ltd.	04.10.2013	7136/041013	18,780.00	HKD	5000067787		5110297446	09.12.2013	HSB2
Eduserve International Ltd	22.01.2013	IV30490	16,800.00	HKD	5000067778		5110279049	07.06.2013	HSB2
Eduserve International Ltd	25.06.2013	INV13-100749	25,420.00	HKD	5000069067		5110284834	26.07.2013	HSB2
Eduserve International Ltd	09.07.2013	CD02013010.1	184,920.00	HKD	5300009241		5110286010	09.08.2013	HSB2

- Invoice detail is shown if  is clicked.

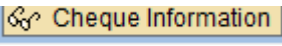
Document Overview - Display

Menu  Choose Save 


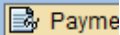
Doc. Type : KR (Vendor invoice) Normal document

Doc. Number	1901316756	Company Code	C001	Fiscal Year	2013
Doc. Date	03.05.2013	Posting Date	03.04.2013	Period	10
Calculate Tax	<input type="checkbox"/>				
Doc. Currency	HKD				

itm	PK	BusA	Cost Ct	WBS ele	Order	Account	Account short text	Amount in LC	Amount	Text
1	31					1002	CH AL	111.12-	111.12-	
2	40	1441		84		551603	M	111.12	111.12	This is testing of new college

- Cheque information is shown if  is clicked.

Display Cheque Information

Menu  Invoice Documents 

Paying company code Payment document no.

Bank details

House Bank	<input type="text" value="HSB2"/>	Bank key	<input type="text" value="024"/>
Account ID	<input type="text" value="293"/>	Bank account number	<input type="text" value="0056"/>
Bank name	<input type="text" value="HANG SENG BANK LIMITED"/>		
City	<input type="text"/>		

Cheque information

Cheque number	<input type="text" value="735191"/>	Currency	<input type="text" value="HKD"/>
Payment Date	<input type="text" value="30.04.2013"/>	Amount paid	<input type="text" value="111.12"/>
Cheque encashment date (for non COS)	<input type="text"/>		
Cheque final status (for COS only)	<input type="text"/>		
Status date (for COS only)	<input type="text"/>	Final status (for COS only)	<input type="text"/>
Post to susp. A/C (for COS only)	<input type="checkbox"/>	Susp. A/C post date (for COS only)	<input type="text"/>

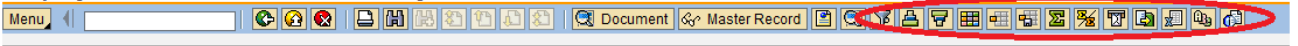
Cheque recipient

Name	<input type="text" value="CHINA"/> <input type="text" value="ING CO"/>
Address	<input type="text" value="RPORATION"/>
	<input type="text" value="P.O. BOX 399"/>
	<input type="text" value="BEIJING"/>
Country	<input type="text" value="CN"/>

Appendix A - Manipulating Lists

- On any item listing screen, there are buttons in the application toolbar for sorting, filtering, downloading data, etc. Some of the useful buttons will be described in the following sub-sections.

Display Actual Cost Line Items for Projects




Object	Cost...	Posting D...	RefDocNo	...	Val.in rep.cur.	Value TranCurr	TCurr	Purch.Doc.	Name	Docu
841	480506	04.07.2011	3600065043	YS	,509.00-	509.00-	HKD	1'		SF
			3600065044	YS	,509.00-	509.00-	HKD	1'		SF
		06.09.2011	3600066534	YS	,976.00-	976.00-	HKD	1'		SF
		07.09.2011	3600066570	YS	,191.00-	191.00-	HKD	1'		SF
		08.09.2011	3600066594	YS	,509.00-	509.00-	HKD	1'		SF
		16.09.2011	3600067357	YS	,649.00-	649.00	HKD	1'		SF
				YS	,707.00-	707.00-	HKD	1'		SF
		01.10.2011	100385123	SA	,420.00	420.00	HKD	RI	STUDENTS	M
			3600069224	YS	,884.00-	884.00-	HKD	1'		SF
			3600069255	YS	,509.00-	509.00-	HKD	1'		SF
		07.10.2011	3600068970	YS	,420.00-	420.00-	HKD	1'		SF
				YS	,965.00	965.00	HKD	1'		SF
		31.12.2011	100390310	SA	,018.00	018.00	HKD	RI	IG EXCH. 11	RE-A



A.1 Sorting

- To select a single column for sorting, click on the column header. To select multiple columns for sorting, click on each of the column headers while holding down the "Ctrl" key on the keyboard.

Display Actual Cost Line Items for Projects



Object	Cost...	Posting D...	RefDocNo	Document type	Val.in rep.cur.	Value TranCurr	TCurr	Purch.Doc.	Name
841	480506	04.07.2011	3600065043	YS	509.00-	509.00-	HKD		11
			3600065044	YS	509.00-	509.00-	HKD		11
		06.09.2011	3600066534	YS	976.00-	976.00-	HKD		11
		07.09.2011	3600066570	YS	191.00-	191.00-	HKD		11
		08.09.2011	3600066594	YS	509.00-	509.00-	HKD		11
		16.09.2011	3600067357	YS	649.00	649.00	HKD		11
				YS	707.00-	707.00-	HKD		11
		01.10.2011	100385123	SA	420.00	420.00	HKD		RI
			3600069224	YS	884.00-	884.00-	HKD		11
			3600069255	YS	509.00-	509.00-	HKD		11
		07.10.2011	3600068970	YS	420.00-	420.00-	HKD		11
				YS	965.00	965.00	HKD		11
		31.12.2011	100390310	SA	018.00	018.00	HKD		RI
			100390311	SA	527.00-	527.00-	HKD		RI
		01.01.2012	3500113219	YR	509.00-	581.21-	USD		@

- Select  to sort in ascending order or  to sort in descending order.

Display Actual Cost Line Items for Projects

Object	Cost ...	Posting D...	RefDocNo	Document type	Val.in rep.cur.	Value TranCurr	TCurr	Purch.Doc.
84	551603	19.04.2011	10211870	RD	100.00	0.00	HKD	5200068574
84	483091	30.04.2011	100372923	SA	90.54-	0.54-	HKD	
84	483092			SA	13.57-	3.57-	HKD	
84	483091			SA	181.70-	1.70-	HKD	
84	483092			SA		7.21-	HKD	
84	551603	06.05.2011	3500108524	Y		0.00-	HKD	
84	551603	26.05.2011	5110214913	F		0.00	HKD	5200068575
84	551603		5110214914	RD	10.00	0.00	HKD	5200068575
84	551603	30.05.2011	5110215055	RD	100.00	0.00	HKD	5200068574
84	557002	31.05.2011	100373968	SA	170.00	0.00	HKD	
84	483091		100374983	SA	124.90-	4.90-	HKD	
84	483092			SA	14.97-	4.97-	HKD	
84	483091			SA	10.52-	0.52-	HKD	
84	483092			SA	51.17-	1.17-	HKD	
84	483091	30.06.2011	100378559	SA	127.73	7.73	HKD	

The selected columns are sorted from left to right.

A.2 Filtering



- Select a single or multiple columns on which the filter should be applied.

Display Actual Cost Line Items for Projects

Menu | [Icons] | Document | Master Record | [Filter Icon]

Layout: /ZJA1 CUHK-WBS actual line items-standard
 Object: PRJ P1441 Hostel and Catering (SH)
 Cost Element: 480506 To: 650044 Hostel Fee...
 Posting Date: 01.04.2011 To: 30.04.2013


Object	Cost ...	Posting Date	RefDocNo	Document type	Val.in rep.cur.	Value TranCurr	TCurr	Purch.Doc.
84	551603	08.05.2012	5110211870	RD	18,700.00	18,700.00	HKD	5200068574
84	483091	08.05.2012	100372923	SA	90.54-	90.54-	HKD	
84	483092	10.05.2012		SA	13.57-	13.57-	HKD	
84	483091	10.05.2012		SA	381.70-	381.70-	HKD	
84	483092	15.05.2012		SA	57.21-	57.21-	HKD	
84	551603	18.05.2012	3500108524	YR	150.00-	150.00-	HKD	
84	551603	01.05.2012	5110214913	RD	10.00	10.00	HKD	5200068575
84	551603	31.05.2012	5110214914	RD	10.00	10.00	HKD	5200068575
84	551603	31.05.2012	5110215055	RD	100.00	100.00	HKD	5200068574
84	557002	08.06.2012	100373968	SA	170.00	170.00	HKD	
84	483091	08.06.2012	100374983	SA	24.90-	24.90-	HKD	
84	483092	08.06.2012		SA	14.97-	14.97-	HKD	
84	483091	01.06.2012		SA	10.52-	10.52-	HKD	
84	483092	01.06.2012		SA	51.17-	51.17-	HKD	
84	483091	30.06.2012	100378559	SA	127.73	127.73	HKD	


- Select  to bring up the dialog box for filtering criteria. For example, the list should be filtered such that only the line items with posting date in June and October of 2011 and with amount less than \$1,000 should be displayed. First of all, select  for the field “Posting Date”.


011	5110211870	RD		18,700.00	18,700.00	HKD	5200068574	
011	100372923	SA		90.54-	90.54-	HKD		INVESTMENT RETURN ALLOCATI
		SA		13.57-	13.57-	HKD		INVESTMENT RETURN ALLOCATI
		SA		381.70-	381.70-	HKD		INVESTMENT RETURN ALLOCATI


Determine values for filter criteria

Select:


Posting Date: [Field] to [Field] 

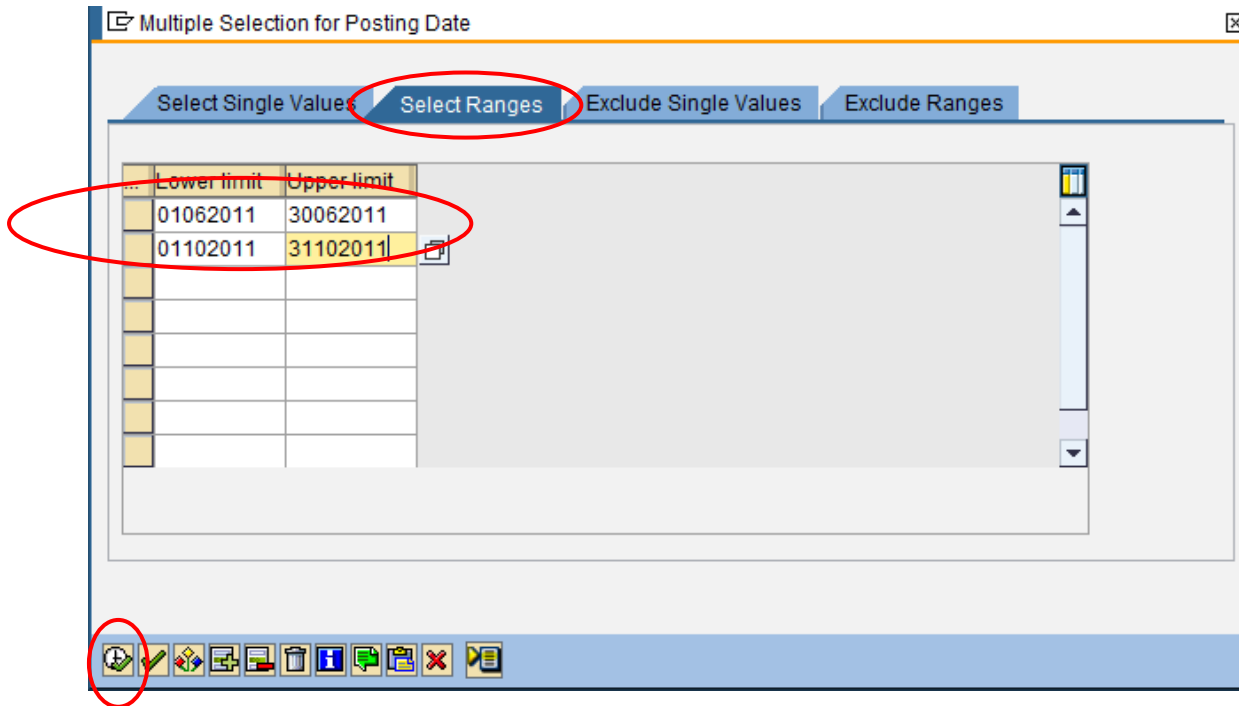
Ref Document Number: [Field] to [Field] 


Transaction Currency: HKD to [Field] 

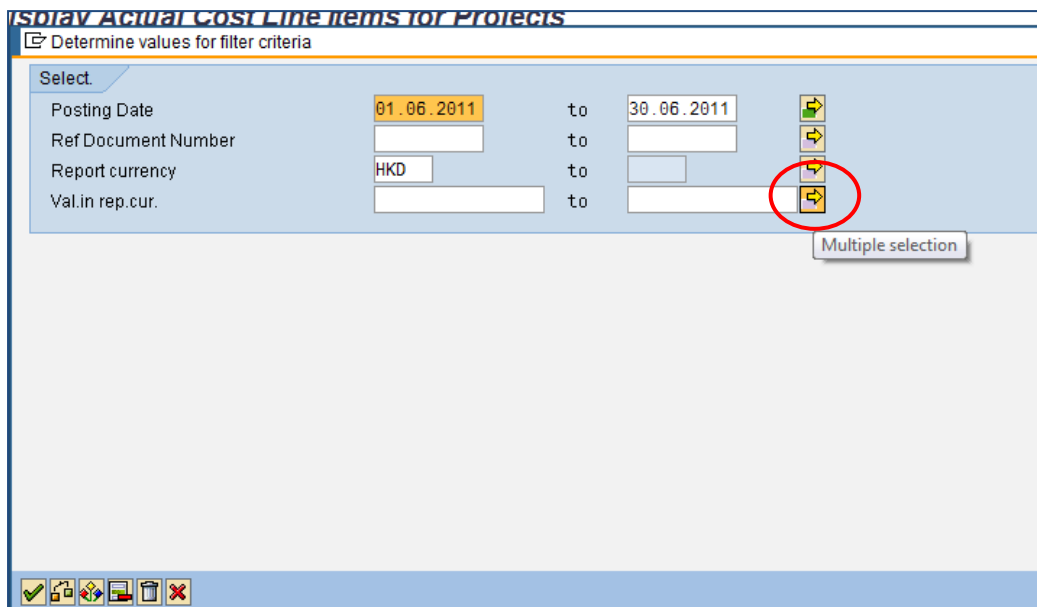
Value TranCurr: [Field] to [Field] 

[Icons]

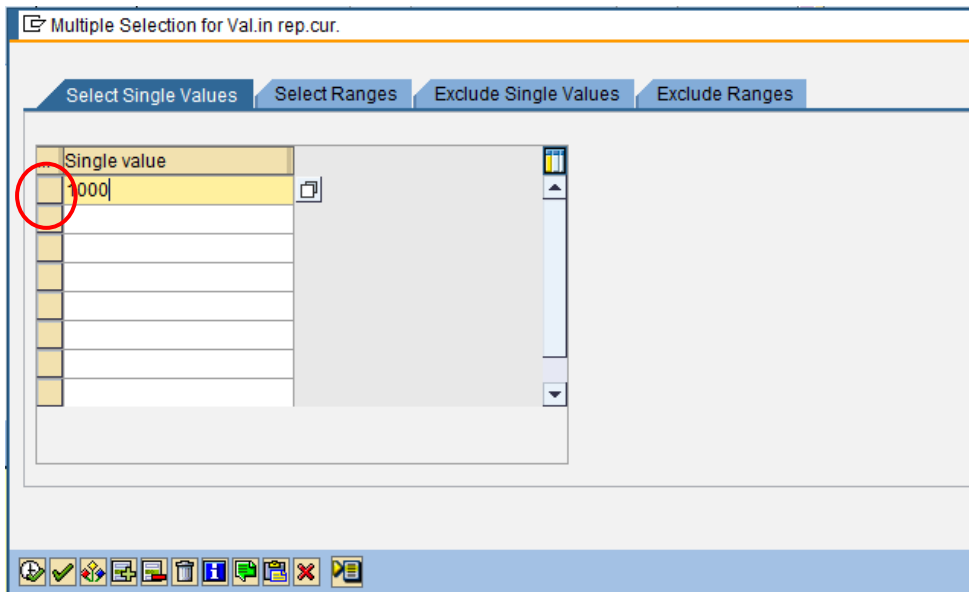
- In the “Multiple Selection” dialog box, go to the “Select Ranges” tab and input 01.06.2011 – 30.06.2011 and 01.10.2011 – 31.10.2011. Select  when done.





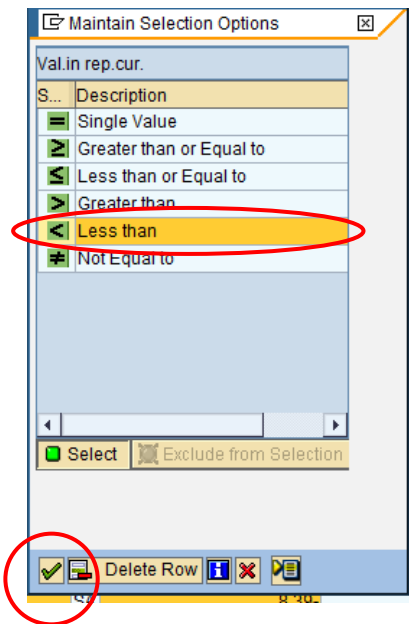
- Next, select  for the field “Val.in rep.cur.” to set up the filtering criterion for amount less than \$1,000.




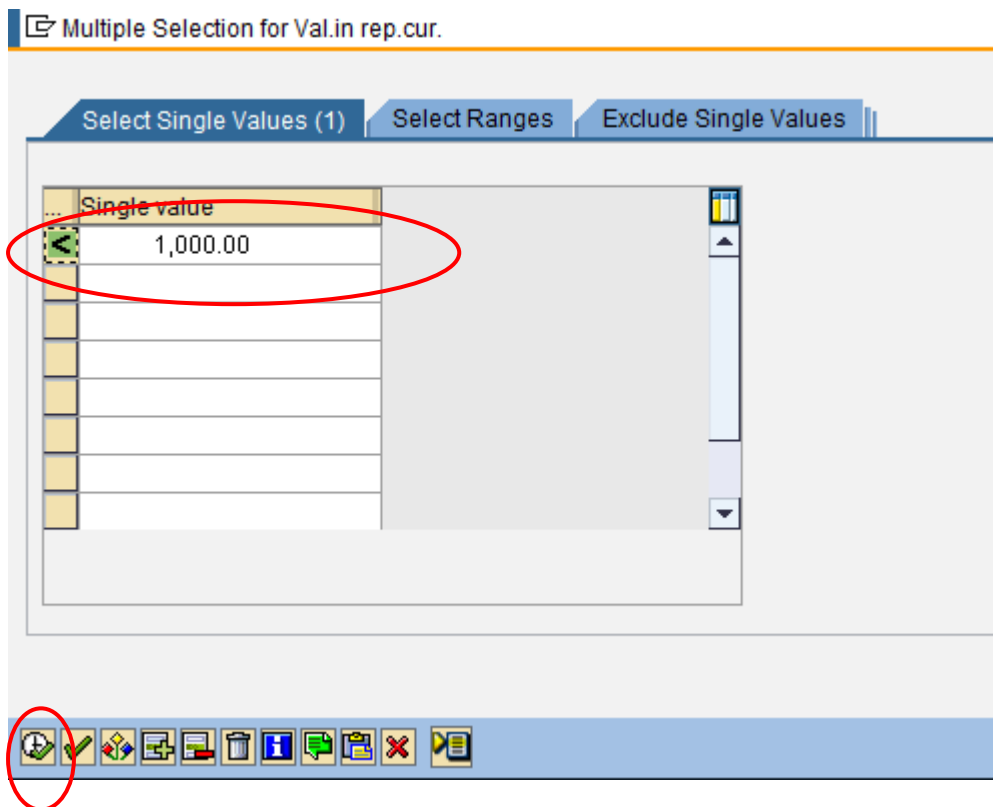
- Under the “Select Single Values” tab in the “Multiple Selection” dialog box, click on the button in front of the first row.



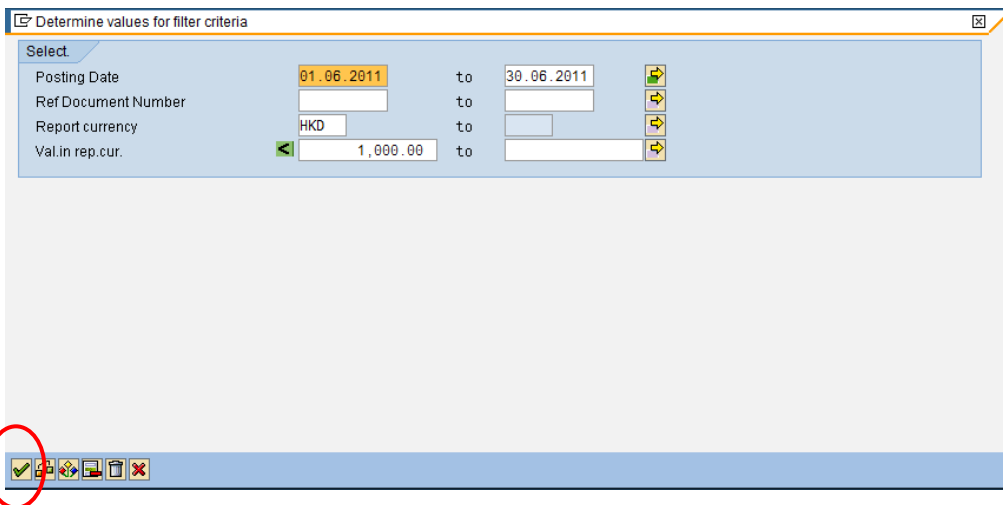
- Select  for “Less than” and then  to confirm.



- Input 1,000 and then select  when done.






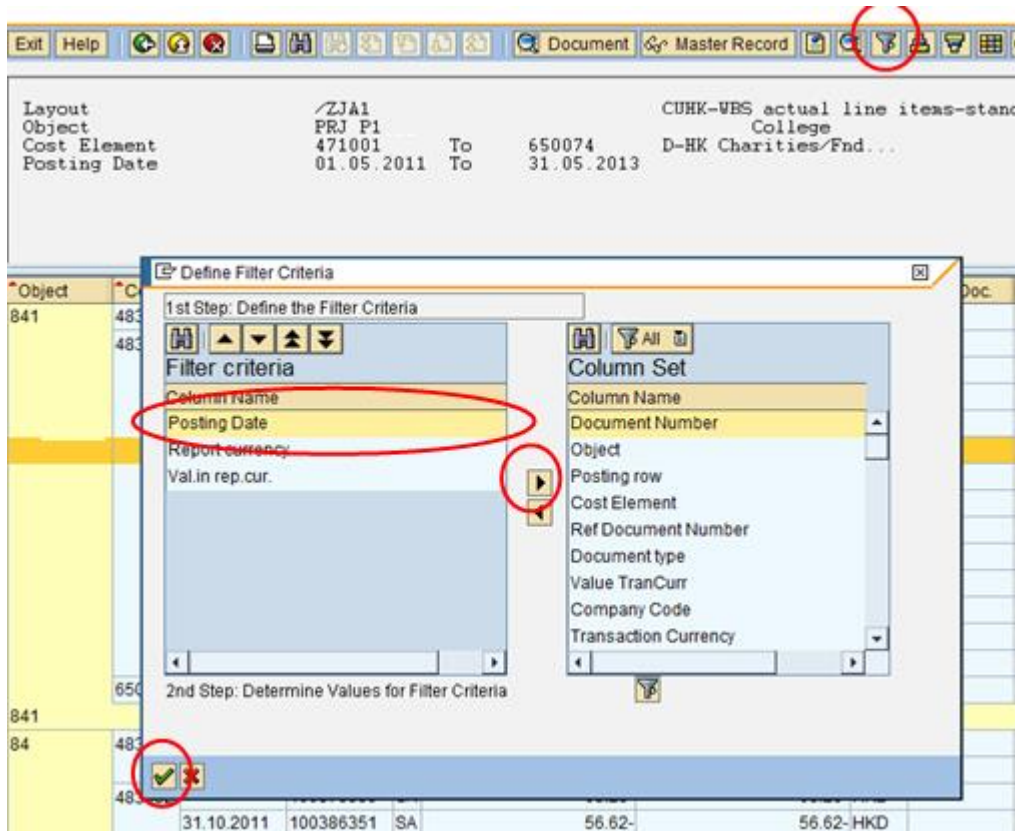
- Select  in the filtering criteria dialog box to execute the filter.



- Now only items with posting date in June and October of 2011 and with amount less than \$1,000 are displayed in the list.

Object	Cost Element	Posting Date	Ref Doc No	Account	Val in rep. cur.	Value	Tran Curr	TCurr	Purch. Doc.
Layout /ZJA1 CUHK-WBS actual line items-star									
Object PRJ P14 College									
Cost Element 471001 To 650074 D-HK Charities/Fnd...									
Posting Date 01.05.2011 To 31.05.2013									
4	1	30.06.2011	100378721	SA	52,156.39-	52,156.39-	HKD		
			100378559	SA	12,104.43-	12,104.43-	HKD		
				SA	19.41-	19.41-	HKD		
				SA	5.73-	5.73-	HKD		
				SA	40.32-	40.32-	HKD		
				SA	22.68-	22.68-	HKD		
				SA	16.13-	16.13-	HKD		
		31.10.2011	100386351	SA	9,012.08-	9,012.08-	HKD		
				SA	12.08-	12.08-	HKD		
				SA	987.22-	987.22-	HKD		
				SA	25.79-	25.79-	HKD		
				SA	40.42-	40.42-	HKD		
				SA	10.32-	10.32-	HKD		
				SA	515.84-	515.84-	HKD		
		01.06.2011	100378440	SA	160.00-	160.00-	HKD		
4	1				1,672,729.40-				
4	8	30.06.2011	100378721	SA	32,792.41-	32,792.41-	HKD		
				SA	2,397.02-	2,397.02-	HKD		
			100378559	SA	63.28-	63.28-	HKD		
		31.10.2011	100386351	SA	56.62-	56.62-	HKD		

- To remove the filter, select  again. Inside the “Define filter criteria” dialog box, highlight each row on the left and select  to remove it. Select  when done and the full list will be displayed again.



A.3 Changing Column Sequence by Drag and Drop

- Select the column that should be moved by clicking the column header. If multiple columns are to be moved, click on each of the column headers while holding down the “Ctrl” key on the keyboard.

Project (WBS) and Cost Centre Enquiry

Menu | System

Project (WBS) and Cost Centre Enquiry | List of Reports

Current Fund Balance | Filter | More Functions | Delegation

	R. Dept	CostCtr	Project(WBS)	SYS	PJ Start Date	PJ End Date	Blocked Date	Income/OLB Allocation	Transfer/Funding Allocation	Expenditure
<input checked="" type="checkbox"/>	DEPT1	DEPT1		SAP				0.00	0.00	0.00
<input checked="" type="checkbox"/>	DEPT1		8899001	SAP	01.01.2014	31.05.2018		1,000,000.00	0.00	21,582.00
<input checked="" type="checkbox"/>	DEPT1		8899008	SAP				0.00	0.00	0.00
<input checked="" type="checkbox"/>	DEPT2	DEPT2		SAP				0.00	0.00	0.00
<input checked="" type="checkbox"/>	DEPT2		8899003	SAP	01.03.2011	31.07.2015		250,250.00	0.00	42,750.00
<input checked="" type="checkbox"/>	DEPT2		8899006	SAP	01.03.2011	31.12.2015		0.00	0.00	0.00
<input checked="" type="checkbox"/>	DEPT2		8899007	SAP	01.03.2011	31.07.2016		0.00	0.00	0.00
<input checked="" type="checkbox"/>	DEPT3	DEPT3		SAP				0.00	0.00	0.00
<input checked="" type="checkbox"/>	DEPT3		8899004	SAP				0.00	0.00	5,390.00
<input checked="" type="checkbox"/>	DEPT3		8899002	SAP	01.03.2014	31.07.2017		0.00	0.00	0.00
<input checked="" type="checkbox"/>	DEPT3		8899005	SAP	01.03.2011	31.07.2016		1,001,000.00	0.00	29,082.00
<input checked="" type="checkbox"/>	ITSC		2612016	SAP	01.05.2013			0.00	553,048.01	366,048.01

- Drag and drop the column(s) to the preferred location. The column sequence will be changed accordingly.

Project (WBS) and Cost Centre Enquiry



Menu | System

Project (WBS) and Cost Centre Enquiry | List of Reports

Current Fund Balance | Filter | More Functions | Delegation

	R. Dept	CostCtr	Project(WBS)	Cur. Fund Balance	Remarks	Income/OLB Allocation	Transfer/Funding Allocation	Expenditure
<input checked="" type="checkbox"/>	DEPT1	DEPT1			Current fund balance is zero.	0.00	0.00	0.00
<input checked="" type="checkbox"/>	DEPT1		8899001	226,418.00		1,000,000.00	0.00	21,582.00
<input checked="" type="checkbox"/>	DEPT1		8899008		Current fund balance is zero.	0.00	0.00	0.00
<input checked="" type="checkbox"/>	DEPT2	DEPT2			Current fund balance is zero.	0.00	0.00	0.00
<input checked="" type="checkbox"/>	DEPT2		8899003	206,530.00		250,250.00	0.00	42,750.00
<input checked="" type="checkbox"/>	DEPT2		8899006		Current fund balance is zero.	0.00	0.00	0.00
<input checked="" type="checkbox"/>	DEPT2		8899007		Current fund balance is zero.	0.00	0.00	0.00
<input checked="" type="checkbox"/>	DEPT3	DEPT3			Current fund balance is zero.	0.00	0.00	0.00
<input checked="" type="checkbox"/>	DEPT3		8899004	5,810.00-		0.00	0.00	5,390.00
<input checked="" type="checkbox"/>	DEPT3		8899002	15,360.00-		0.00	0.00	0.00
<input checked="" type="checkbox"/>	DEPT3		8899005	954,928.00		1,001,000.00	0.00	29,082.00
<input checked="" type="checkbox"/>	ITSC		2612016	187,000.00		0.00	553,048.01	366,048.01

A.4 Choosing Different Layout

- Layouts that have been defined in the system can be selected by clicking the small button  within  and then select “Choose Layout...”.


Project (WBS) and Cost Centre Enquiry

Menu System

Project (WBS) and Cost Centre Enquiry List of Reports

Choose Layout... Change Layout...

R. Dept	CostCtr	Project(WBS)	PJ Resp	Description	Budget Holder	Cur. Fund Balance	Remarks
DEPT1	DEPT1	8899008		Research Project - 8899008	NG		Current fund balance is zero.
DEPT2	DEPT2			Department 2	NG		Current fund balance is zero.
DEPT2		8899003		Donation Project - 8899003	LI	206,530.00	
DEPT2		8899006		Capital Project - 8899006	Mr. Chan		Current fund balance is zero.
DEPT2		8899007		IT Project - 8899007	NG		Current fund balance is zero.
DEPT3	DEPT3			Department 3	Mr. Cheung		Current fund balance is zero.
DEPT3		8899004		Donation Project - 8899004	LI	5,810.00-	
DEPT3		8899002	PROG4	IT Project under testing purpose - 8899002 with long d	Mr. Cheung	15,360.00-	
DEPT3		8899005	PROG4	Research Project - 8899005	Mr. Chan	954,928.00	
ITSC		2612016		RBG - IT-IS - Academic Staff Review Workflow System	LEUNG	187,000.00	

- Select any available layout, and click  to continue.

Choose Layout

Layout setting: All

Layout	Layout description	Default setting
/ZINTORD	For internal order	
/ZSTD	Standard Layout	<input checked="" type="checkbox"/>

- The screen layout is changed according to the selected layout.

Project (WBS) and Cost Centre Enquiry




Menu System

Project (WBS) and Cost Centre Enquiry List of Reports

















Current Fund Balance Filter More Functions Delegation

R. Dept	CostCtr	Project(WBS)	Int. Order	PJ Resp CC	Description	Income/OLB Alloca...	Transfer/Funding Allocation	Expenditure
DEPT1	DEPT1				Department 1	0.00	0.00	0.00
DEPT1		8899001			IT Project - 8899001	1,000,000.00	0.00	21,582.00
DEPT1		8899008			Research Project - 8899008	0.00	0.00	0.00
DEPT2	DEPT2				Department 2	0.00	0.00	0.00
DEPT2		8899003			Donation Project - 8899003	250,250.00	0.00	42,750.00
DEPT2		8899006			Capital Project - 8899006	0.00	0.00	0.00
DEPT2		8899007			IT Project - 8899007	0.00	0.00	0.00
DEPT3	DEPT3				Department 3	0.00	0.00	0.00
DEPT3		8899004			Donation Project - 8899004	0.00	0.00	5,390.00
DEPT3		8899002	PROG4		IT Project under testing purpose - 8899002 with long d	0.00	0.00	0.00
DEPT3		8899005	PROG4		Research Project - 8899005	1,001,000.00	0.00	29,082.00
ITSC		2612016			RBG - IT-IS - Academic Staff Review Workflow System	0.00	553,048.01	366,048.01

A.5 Changing Layout

- Columns that are displayed in a list can be changed by clicking the button  or the small button  within  and then choose “Change Layout...”.


Display Actual Cost Line Items for Projects

Menu | |            Document & Master Record     
















Layout /ZJA2 CUHK-WBS actual line items-w/ vendor
 Object WBS 84: description of 11
 Cost Element 480510 To 600072 harge...
 Posting Date 01.05.2012 To 31.05.2013

Object	Cost Element	Cost element descr.	*Posting D...	RefDocNo	...	*Val.in rep.cur.	Value T
84	480510	M	07.05.2012	100399338	SA	1,260.00	1
84	480510	M		100399340	SA	504.00-	
84	551603	M	20.05.2012	5110246392	RD	54,270.00	54
84	483091	In	31.05.2012	100401683	SA	579.93	
84	483092	In	>	100401683	SA	30.18	
84	483091	In		100405060	SA	954.41	
84	483092	In	>	100405060	SA	102.42-	
84	483091	In		100409091	SA	1,357.46-	1
84	483092	In	>	100409091	SA	61.83-	
84	551603	M		5110254299	RD	12,936.00	12


Project (WBS) and Cost Centre Enquiry

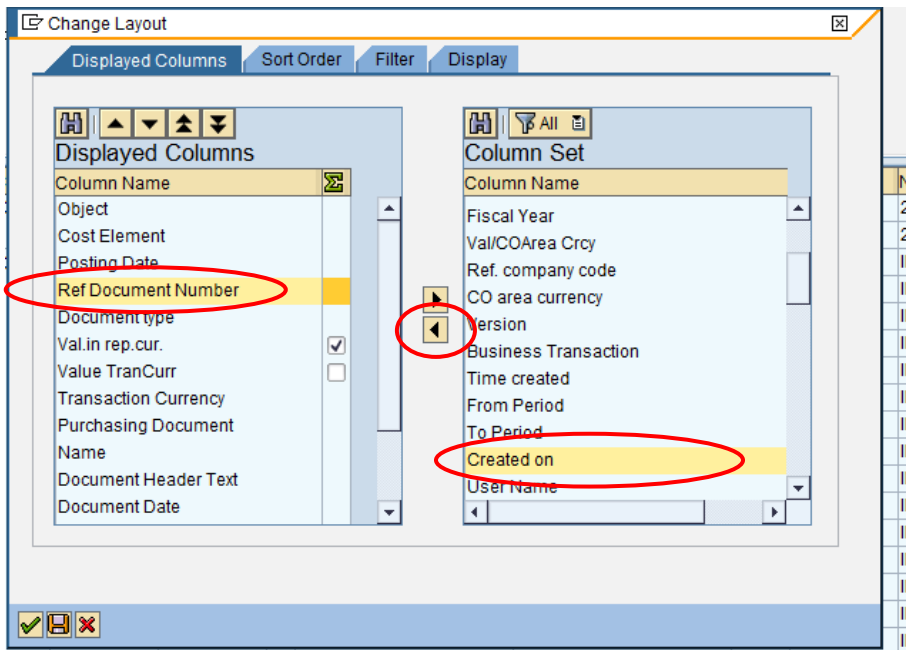
Menu | |    System


Project (WBS) and Cost Centre Enquiry List of Reports

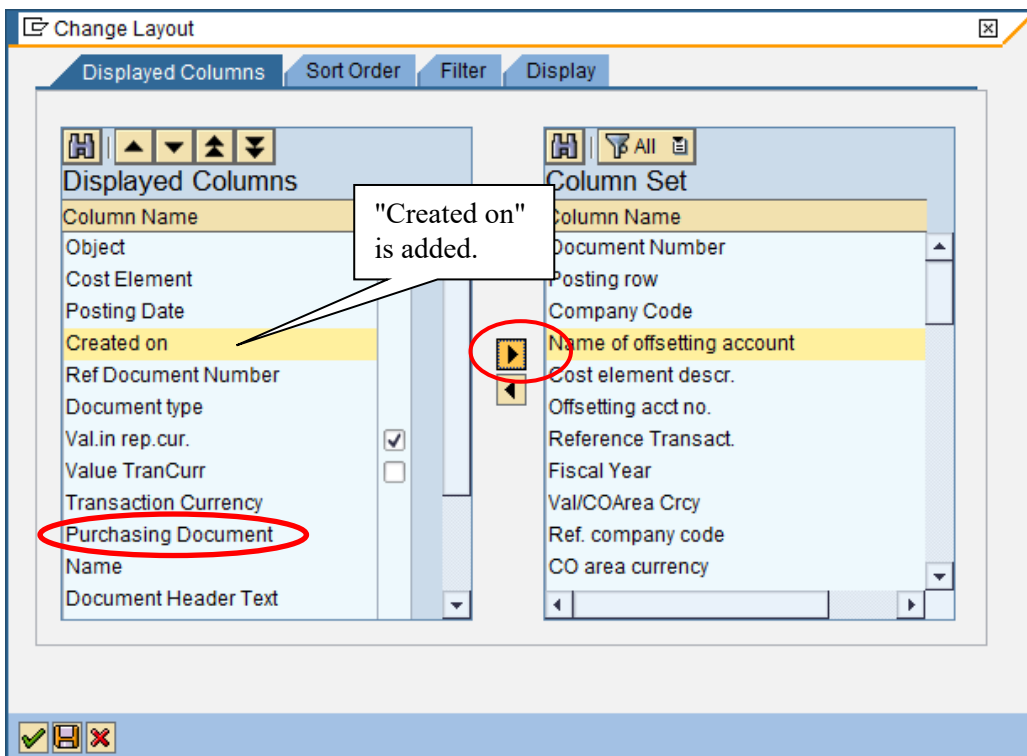
                         


	R. Dept	CostCtr	Project(WBS)	PJ Resp	
<input type="checkbox"/>	ACP		8113003	ABG	Choose Layout... Change Layout...
<input type="checkbox"/>	CFD		1500036		Incentive Fund For Res

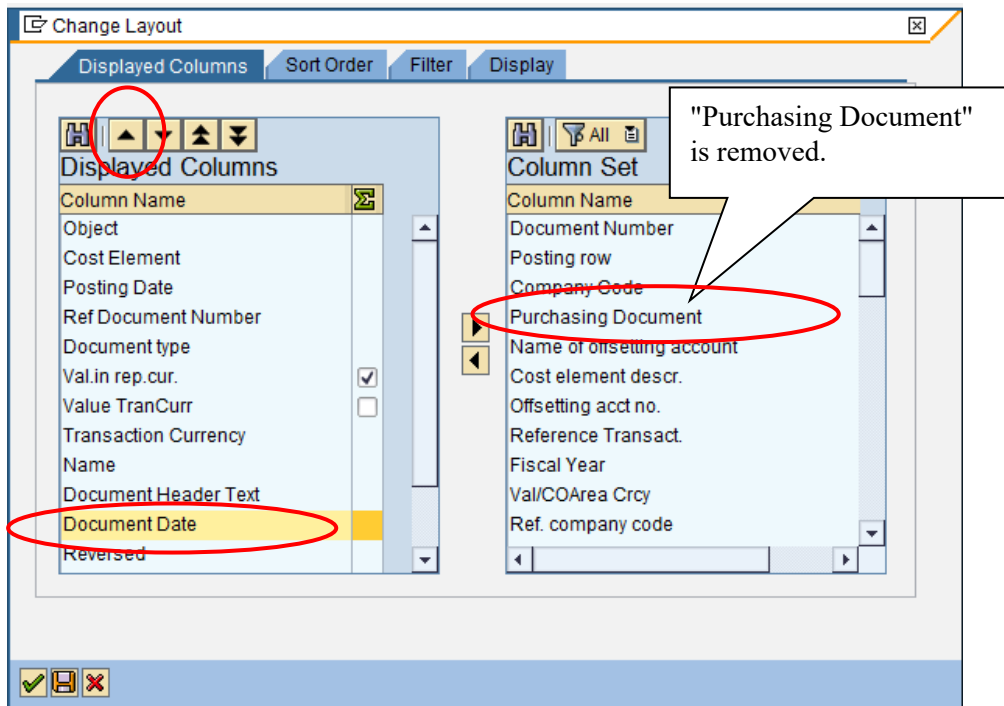
- In the "Change Layout" dialog box, the list on the left-hand side contains columns that are already displayed while the list on the right-hand side contains columns that can be added for display. To add the column "creation date" next to "posting date", select the row below "Posting Date" on the left-hand side. Select "Created on" on the right-hand side and then click  to add the column.




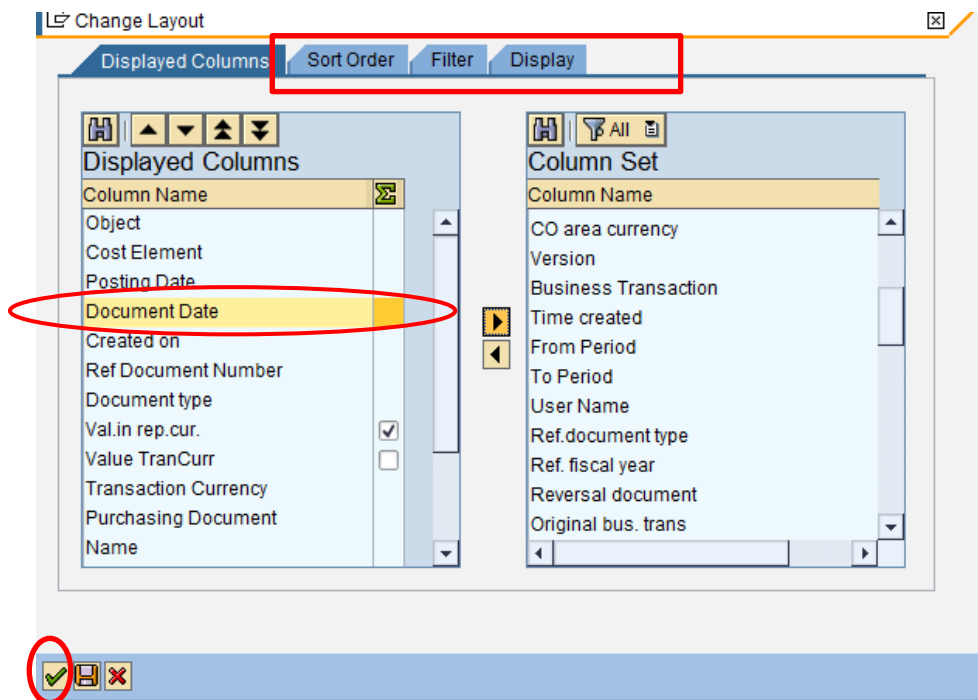
- To remove the column "Purchasing Document", select "Purchasing Document" on the left-hand side and then click  to remove the column.



- To move the column "Document Date" next to posting date, select "Document Date" on the left-hand side and then repeatedly click  until "Document Date" is below "Posting Date".



- Document date is now put next to posting date. Besides changing the displayed columns, sorting sequence, filtering criteria and other display options can be changed by accessing the tab pages "Sort Order", "Filter" and "Display", respectively. Select  when finish changing the layout.



- Note that the display layout is now changed, with column "Created on" added, "Purch. Doc." removed, and "Doc. Date" moved next to posting date.


Display Actual Cost Line Items for Projects

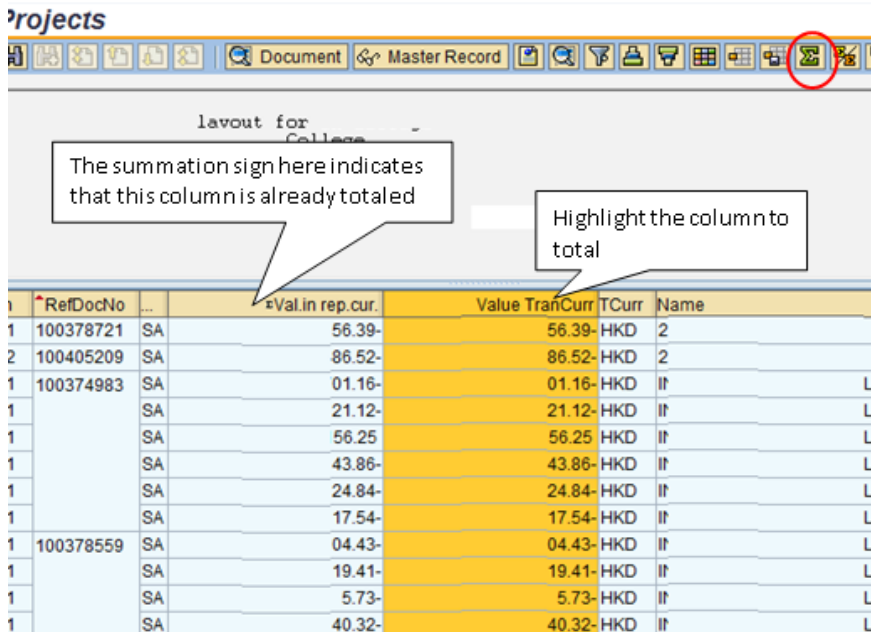
Layout /ZJA1 CUHK-WBS actual line items-standard
 Object PRJ P14: College
 Cost Element 471001 To 650074 D-
 Posting Date 01.05.2011 To 31.05.2013

"Purch. Doc." is removed

Object	Cost	Posting D...	Doc. Date	Created on	DocNo	...	Val.in rep. cur.	Value TranCurr	Curr	Name	
84	483090	30.06.2011	21.07.2011	21.07.2011	100378721	SA	2,156.39-	156.39-	HKD		
		30.06.2012	19.07.2012	19.07.2012	100405209	SA	3,486.52-	486.52-	HKD		
	483092	31.05.2011	08.06.2011	08.06.2011	08.06.2011	100374983	SA	3,701.16-	701.16-	HKD	DN
			08.06.2011	08.06.2011	08.06.2011		SA	21.12-	21.12-	HKD	DN
			08.06.2011	08.06.2011	08.06.2011		SA	156.25	156.25	HKD	DN
			08.06.2011	08.06.2011	08.06.2011		SA	43.86-	43.86-	HKD	DN
			08.06.2011	08.06.2011	08.06.2011		SA	24.84-	24.84-	HKD	DN
			08.06.2011	08.06.2011	08.06.2011		SA	17.54-	17.54-	HKD	DN
			30.06.2011	18.07.2011	18.07.2011	100378559	SA	2,104.43-	104.43-	HKD	DN
				18.07.2011	18.07.2011		SA	19.41-	19.41-	HKD	DN


A.6 Total and Subtotal

- Amount columns can be summed up to create totals and/or subtotals. To create a total for a single or multiple columns, highlight the column(s) and then click .

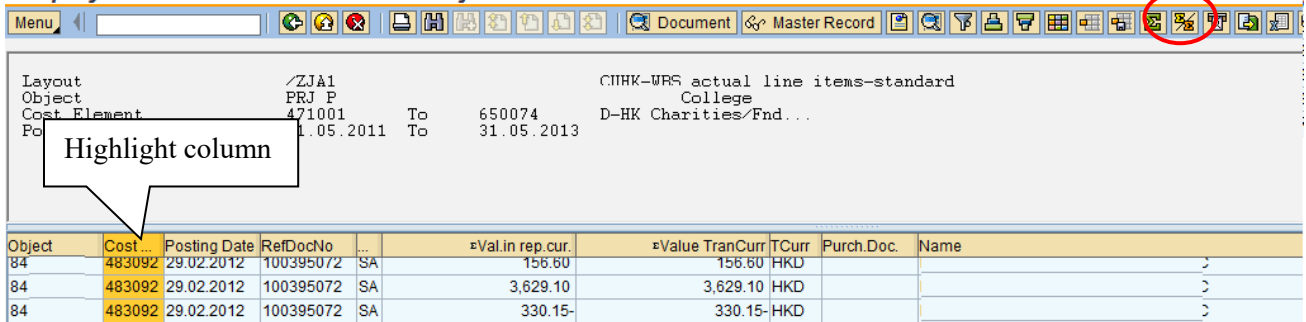


- The total is shown at the bottom of the selected column(s).

Object	Cost ...	Posting Date	RefDocNo	...	Val.in rep.cur.	Value TranCurr	TCurr	Purch.Doc.	Name
84	600002	01.01.2012	6600007337	S9	00.00	00.00	HKD		SL
84	600071	01.01.2012	100392196	SA	00.00-	000.00-	HKD		SL
84	600071	30.06.2012	100404382	SA	00.00-	000.00-	HKD		SL
84	600071	30.06.2012	100405381	SA	00.00-	000.00-	HKD		SL
84	600071	30.06.2012	6600007682	S9	00.00	000.00	HKD		SL
84	483092	31.07.2012	100409091	SA	09.31-	109.31-	HKD		IN
84	483092	31.08.2012	100409222	SA	53.73-	253.73-	HKD		IN
84	483092	30.09.2012	100411448	SA	84.60-	284.60-	HKD		IN
84	483092	31.10.2012	100413368	SA	76.39-	276.39-	HKD		IN
84	483092	30.11.2012	100415656	SA	02.74-	202.74-	HKD		IN
84	483092	31.12.2012	100417701	SA	82.29-	182.29-	HKD		IN
84	483092	31.01.2013	100419954	SA	07.37-	207.37-	HKD		IN
84	483092	28.02.2013	100422334	SA	62.60-	162.60-	HKD		IN
84	483092	28.02.2013	100422363	SA	62.60-	162.60-	HKD		IN
84	483092	28.02.2013	6600008169	S9	62.60	162.60	HKD		IN
84	483092	31.03.2013	100424478	SA	31.87-	231.87-	HKD		IN
84	600071	01.07.2012	100407571	SA	00.00-	000.00-	HKD		SL
84	558004	22.03.2012	5110241799	RD	88.00	700.00	RMB	5200078176	
84	590011	27.03.2012	1500037207	KZ	80.00	145.16	RMB		
84	590056	27.05.2011	5110214977	RD	05.00	000.00	USD	5200071883	
84	590052	05.04.2013	5110274943	RD	5,000.58	642.50	USD	5200086549	
84	590075	05.04.2013	5110274943	RD	31,299.33	4,021.50	USD	5200086549	
=					2.71-	6.26	GBP		

- Subtotals can be created for the columns that are totaled. To produce a subtotal by cost element, highlight the "Cost Elem." column and then click .

Display Actual Cost Line Items for Projects

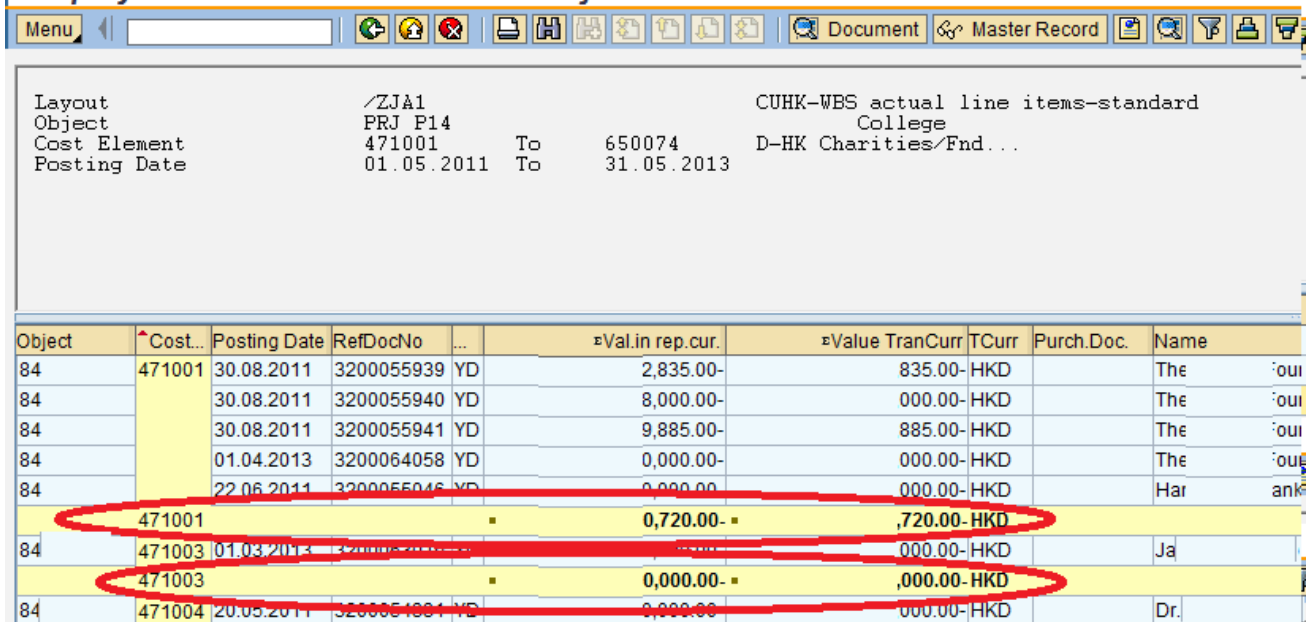


Layout /ZJA1 CUHK-WBS actual line items-standard
 Object PRJ P College
 Cost Element 471001 To 650074 D-HK Charities/Fnd...
 Posting Date 01.05.2011 To 31.05.2013

Object	Cost...	Posting Date	RefDocNo	...	Val.in rep.cur.	Value TranCurr	TCurr	Purch.Doc.	Name
84	483092	29.02.2012	100395072	SA	156.60	156.60	HKD		
84	483092	29.02.2012	100395072	SA	3,629.10	3,629.10	HKD		
84	483092	29.02.2012	100395072	SA	330.15	330.15	HKD		

- Note that subtotals by cost element are created for the summed columns.

Display Actual Cost Line Items for Projects



Layout /ZJA1 CUHK-WBS actual line items-standard
 Object PRJ P14 College
 Cost Element 471001 To 650074 D-HK Charities/Fnd...
 Posting Date 01.05.2011 To 31.05.2013

Object	Cost...	Posting Date	RefDocNo	...	Val.in rep.cur.	Value TranCurr	TCurr	Purch.Doc.	Name
84	471001	30.08.2011	3200055939	YD	2,835.00-	835.00-	HKD		The 'our
84	471001	30.08.2011	3200055940	YD	8,000.00-	000.00-	HKD		The 'our
84	471001	30.08.2011	3200055941	YD	9,885.00-	885.00-	HKD		The 'our
84	471001	01.04.2013	3200064058	YD	0,000.00-	000.00-	HKD		The 'our
84	471001	22.06.2011	3200055046	YD	0,000.00-	000.00-	HKD		Har ank
	471001				0,720.00-	720.00-	HKD		
84	471003	01.03.2013	3200055939	YD	0,000.00-	000.00-	HKD		Ja
	471003				0,000.00-	000.00-	HKD		
84	471004	20.05.2011	3200055939	YD	0,000.00-	000.00-	HKD		Dr.

A.7 Downloading List to Excel (for [IE](#), [Chrome](#), [Firefox](#), [Safari](#))

i. For Internet Explorer (IE)

- A list can be downloaded to Excel if needed. To do so, select .

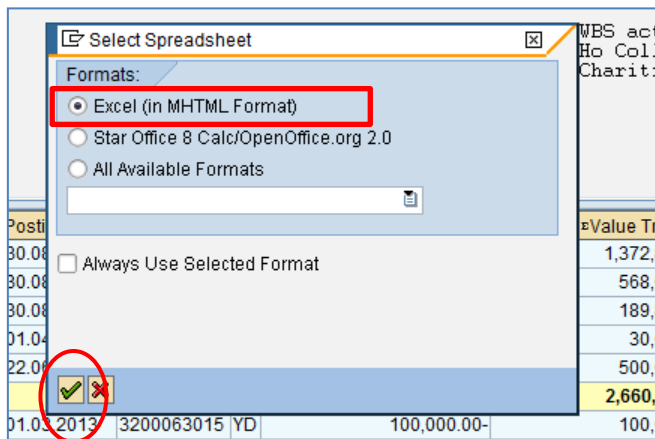
Display Actual Cost Line Items for Projects

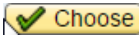
Menu | Document | Master Record

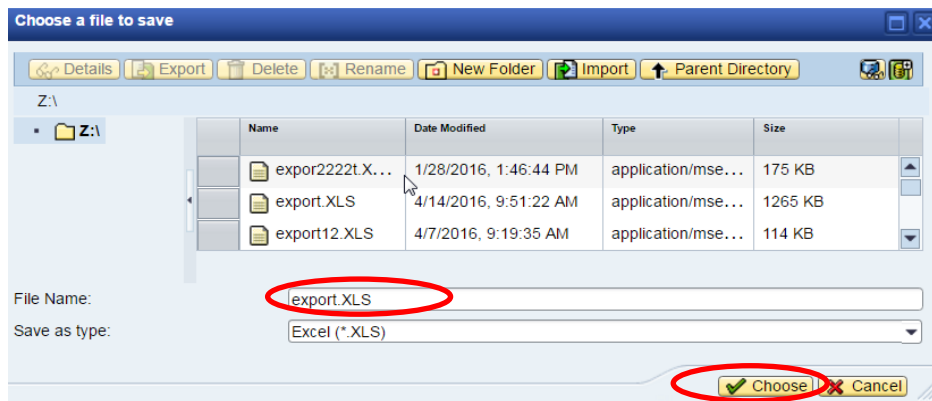
Layout: /ZJA1 CUHK-WBS_actual line items-standard
 Object: PRJ P14...
 Cost Element: 471001 To 650074
 Posting Date: 01.05.2011 To 31.05.2013

Object	*Cost...	Posting Date	RefDocNo	...	=Val.in rep.cur.	=Value TranCurr	TCurr	Purch.Doc.	Name
84	471001	30.08.2011	3200055939	YD	72,835.00-	2,835.00-	HKD		The
84		30.08.2011	3200055940	YD	68,000.00-	8,000.00-	HKD		The
84		30.08.2011	3200055941	YD	89,885.00-	9,885.00-	HKD		The
84		01.04.2013	3200064058	YD	30,000.00-	0,000.00-	HKD		The
84		22.06.2011	3200055046	YD	00,000.00-	0,000.00-	HKD		Ha
471001					60,720.00-	0,720.00-	HKD		TL

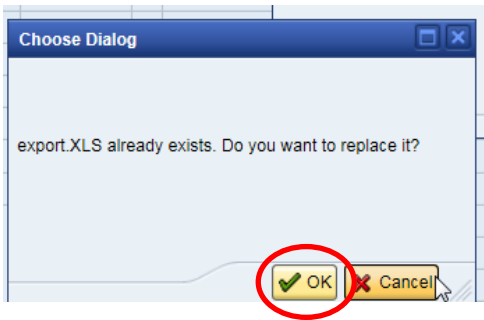
- Select "Excel (in MHTML Format)" and then .



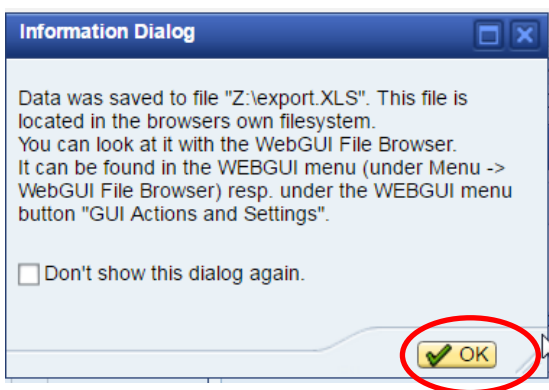
- Input the file name and click . Z: drive refers to the browser's own file system, NOT a disk drive in the user's local PC or a network drive.



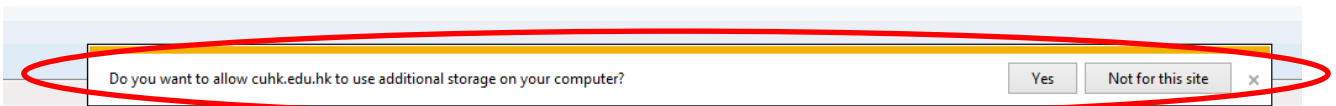
- Click “OK” if the below window is shown.



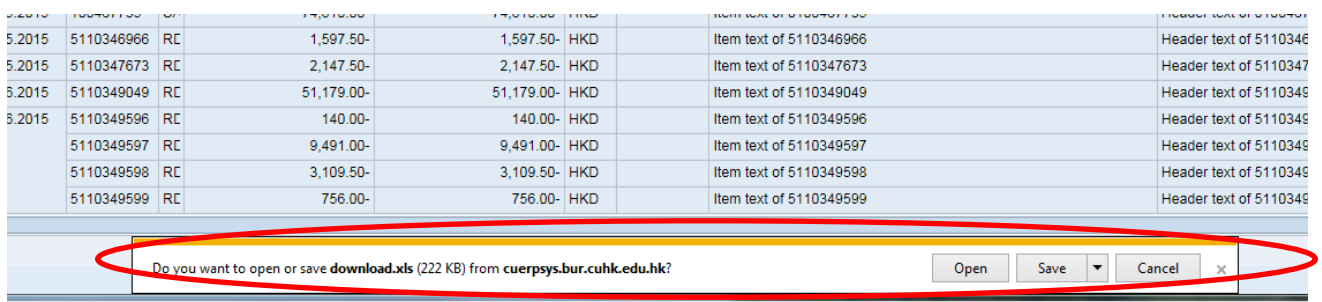
- Click “OK” if the below Information Dialog appears.



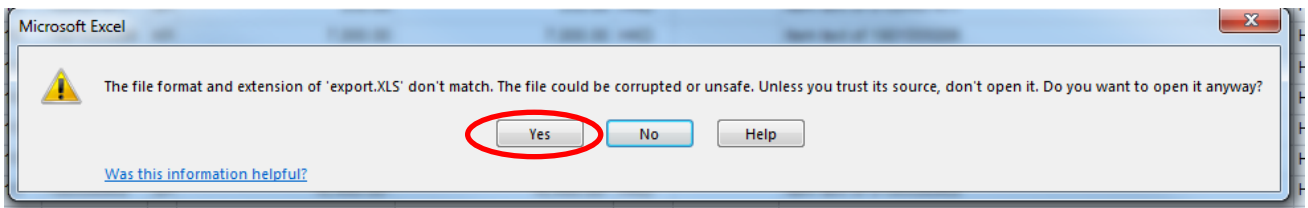
- Click “Yes” if the below message appears at the bottom of the browser.



- A message is then shown at the bottom of the screen. Click “Open” to open the EXCEL file or “Save” to save the EXCEL file.



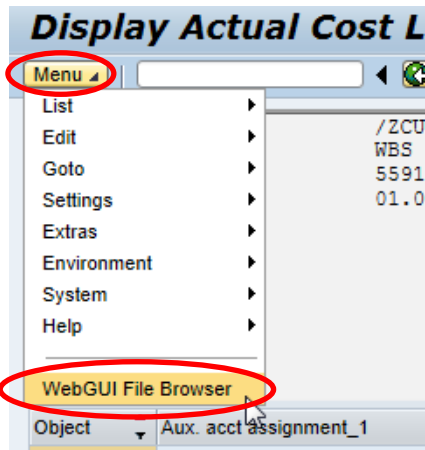
- If the option “Open” is chosen, click “Yes” if the below window is shown.



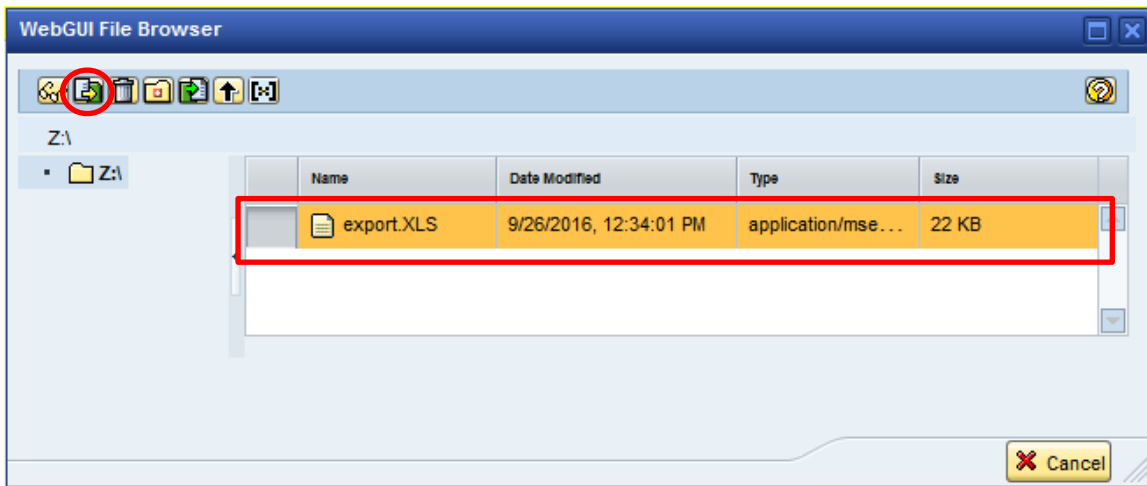
- The Excel file will then be opened.

	A	B	C	D	E	F	G	H	I
1	Object	Cost Element	Posting Date	Ref Document Number	Document type	Val.in rep.cur.	Value TranCurr	Transaction Currency	Purchasing Docur
2	123456	551004	30/06/2015	100493975	SA	500.00	500.00	HKD	
3	123456	551004	15/07/2015	100496375	SA	1,500.00	1,500.00	HKD	
4	123456	551004	31/08/2015	3001138458	YB	1,105.00	1,105.00	HKD	
5	123456	553508	16/05/2015	5110346185	RD	5,198.50	5,198.50	HKD	5200099782
6	123456	555004	30/05/2015	1901539159	KR	300.00	300.00	HKD	
7	123456	555004	12/06/2015	1901542141	KR	118.00	118.00	HKD	
8	123456	557001	18/05/2015	100487477	SA	350.00	350.00	HKD	
9	123456	557001	29/07/2015	1901555006	KR	7,000.00	7,000.00	HKD	
10	123456	559101	09/04/2015	100483624	SA	-11,223.00	-11,223.00	HKD	
11	123456	559101	22/06/2015	100491938	SA	-4,846.00	-4,846.00	HKD	
12	123456	559105	21/04/2015	100484660	SA	-1,982.00	-1,982.00	HKD	
13	123456	559105	21/04/2015	100484661	SA	-4,364.80	-4,364.80	HKD	

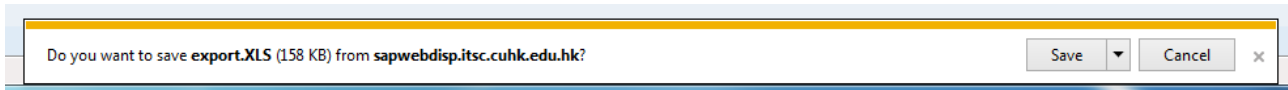
- If the “Open/Save” dialog box does not appear automatically, select “Web GUI for Browser” from the menu.



- Select the file and click “Export”.



- The “Save” dialog box will then appear at the bottom of the browser.



ii. For Chrome

- A list can be downloaded to Excel if needed. To do so, click .

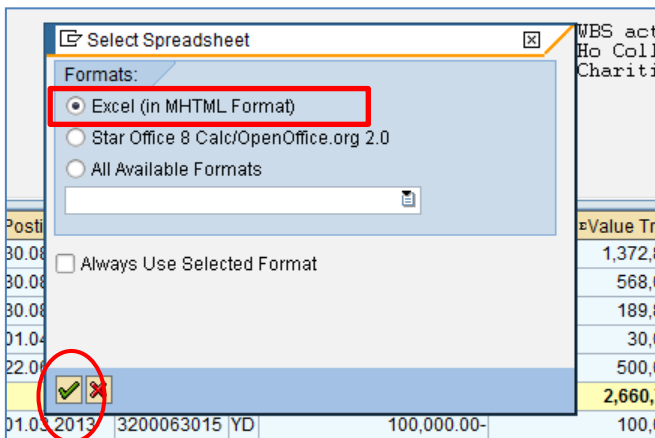
Display Actual Cost Line Items for Projects

Menu | Document | Master Record

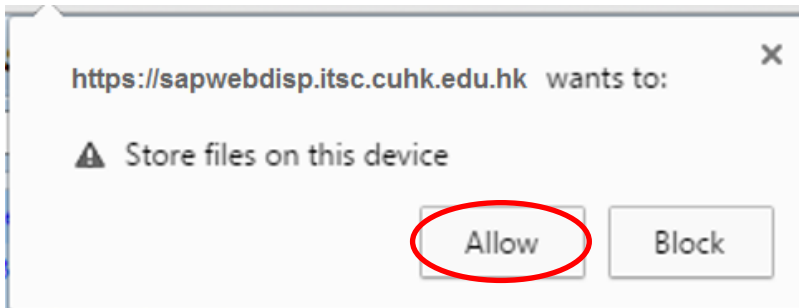
Layout: /ZJA1 CUHK-WBS_actual line items-standard
 Object: PRJ P14...
 Cost Element: 471001 To: 650074 D-HK Charities/Fnd...
 Posting Date: 01.05.2011 To: 31.05.2013

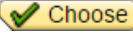
Object	*Cost...	Posting Date	RefDocNo	...	=Val.in rep.cur.	=Value TranCurr	TCurr	Purch.Doc.	Name
84	471001	30.08.2011	3200055939	YD	72,835.00-	2,835.00-	HKD		The
84		30.08.2011	3200055940	YD	68,000.00-	8,000.00-	HKD		The
84		30.08.2011	3200055941	YD	89,885.00-	9,885.00-	HKD		The
84		01.04.2013	3200064058	YD	30,000.00-	0,000.00-	HKD		The
84		22.06.2011	3200055046	YD	00,000.00-	0,000.00-	HKD		Ha
471001					60,720.00-	0,720.00-	HKD		TL

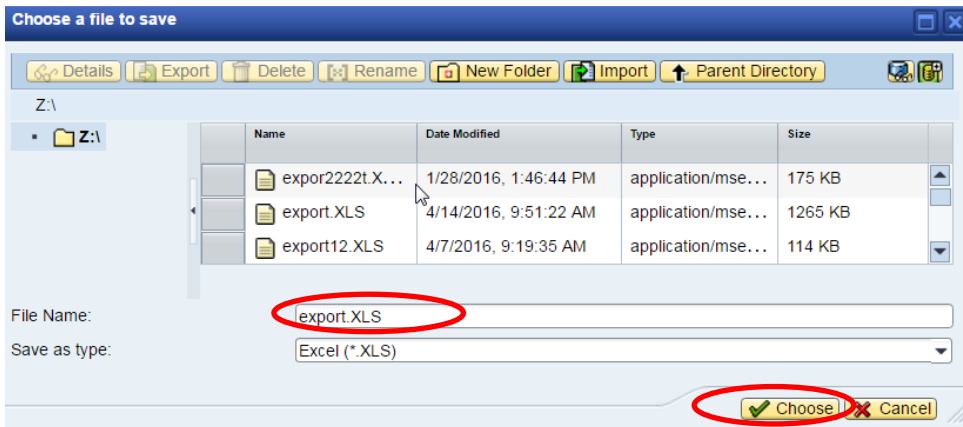
- Select "Excel (in MHTML Format)" and then .



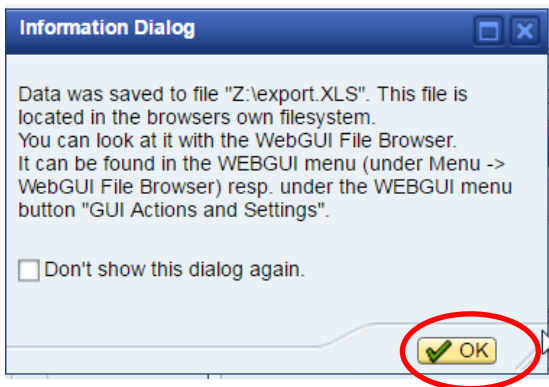
- Click "Allow" if the below window is shown.



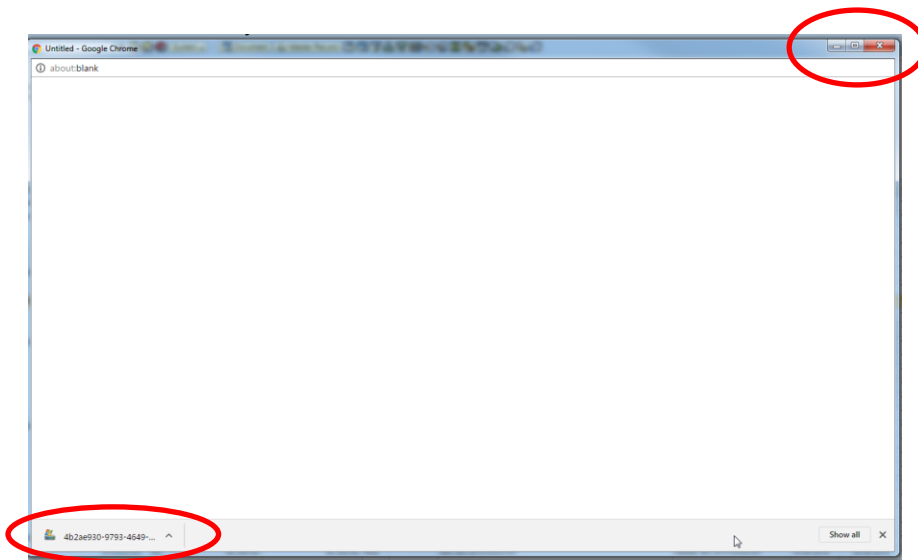
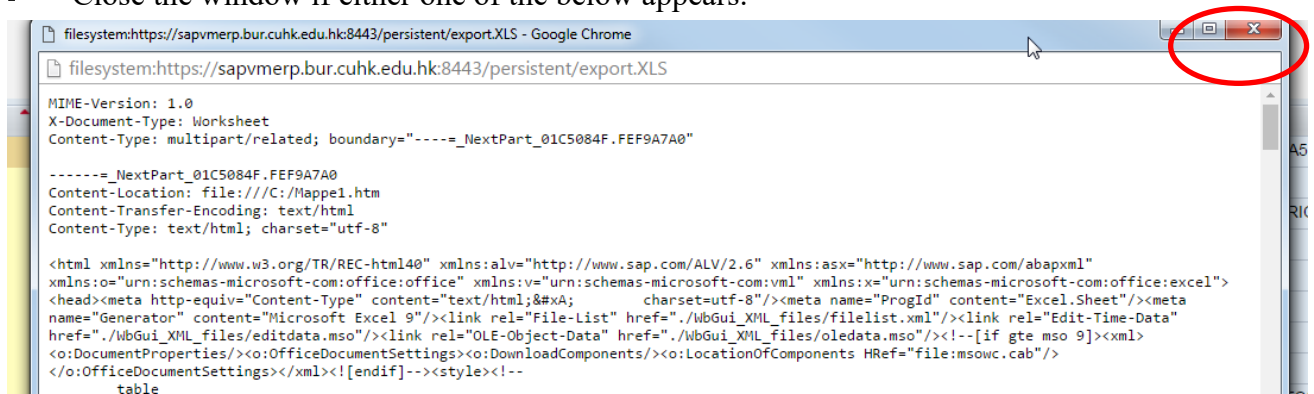
- Input the file name and click . Z: drive refers to the browser's own file system, NOT a disk drive in the user's local PC or a network drive.



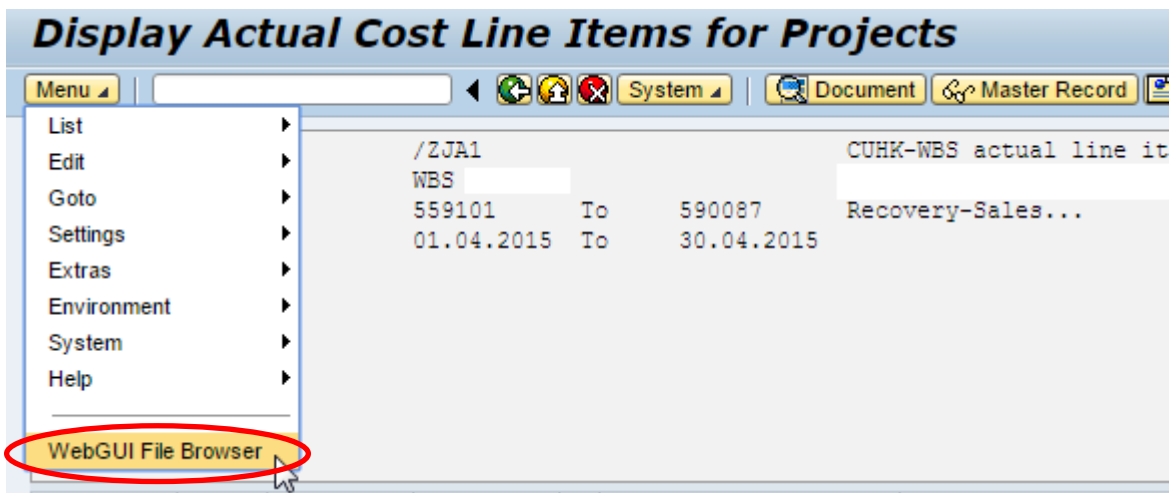
- Click "OK" if the below Information Dialog appears.



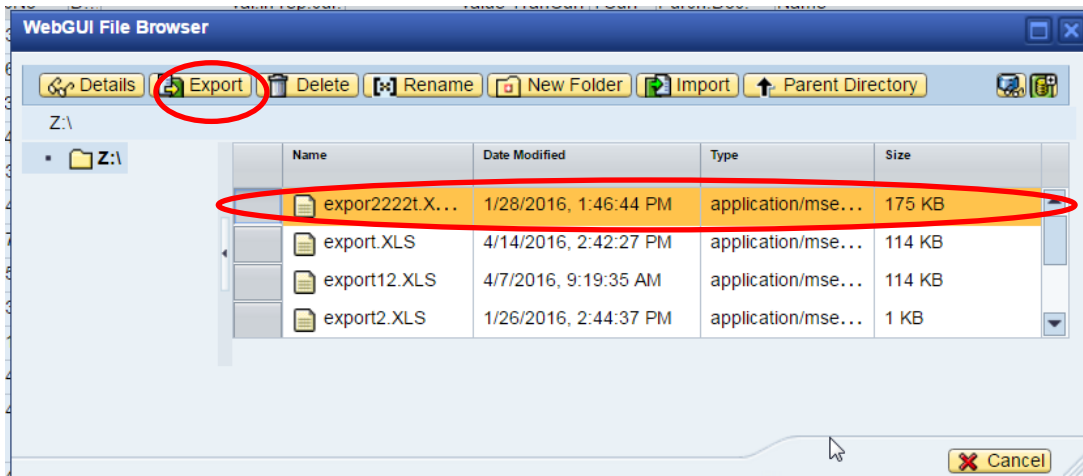
- Close the window if either one of the below appears.



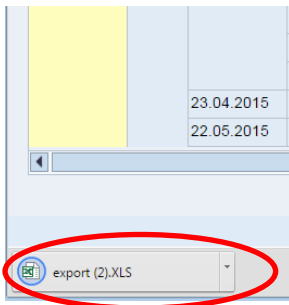
- Select “Web GUI for Browser” from the menu.



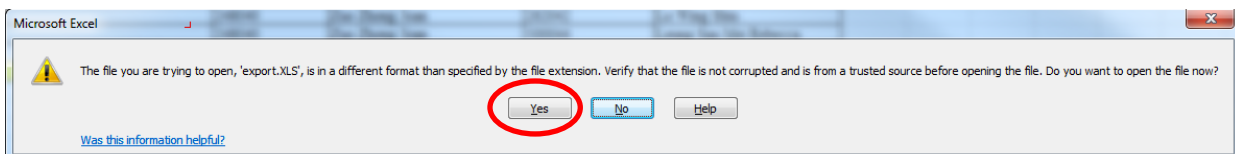
- Select the file and click “Export”.



- Click the document name at the bottom left hand corner of the window.



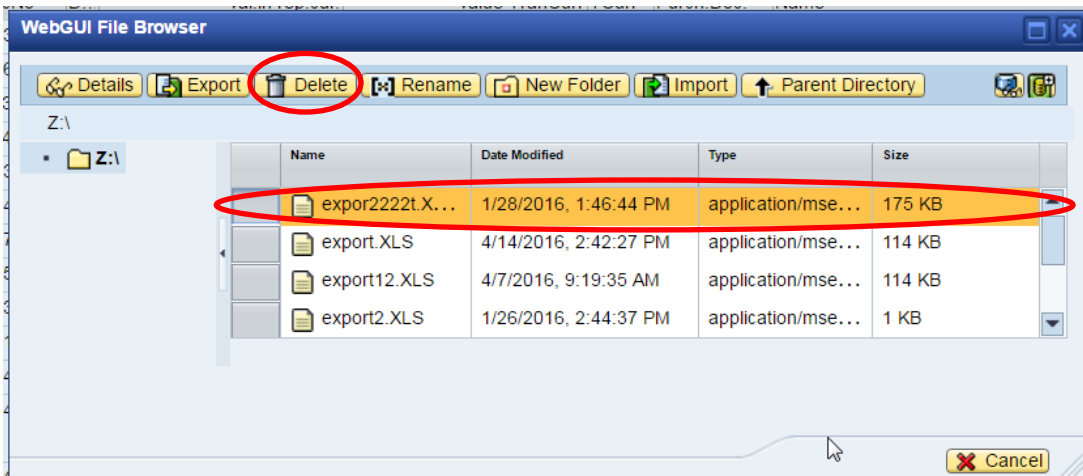
- Select “Yes” at the following prompt.




- The Excel file will then be opened.

	A	B	C	D	E	F	G	H	I
	Object	Cost Element	Posting Date	Ref Document Number	Document type	Val.in rep.cur.	Value TranCurr	Transaction Currency	Purchasing Docur
2	123456	551004	30/06/2015	100493975	SA	500.00	500.00	HKD	
3	123456	551004	15/07/2015	100496375	SA	1,500.00	1,500.00	HKD	
4	123456	551004	31/08/2015	3001138458	YB	1,105.00	1,105.00	HKD	
5	123456	553508	16/05/2015	5110346185	RD	5,198.50	5,198.50	HKD	5200099782
6	123456	555004	30/05/2015	1901539159	KR	300.00	300.00	HKD	
7	123456	555004	12/06/2015	1901542141	KR	118.00	118.00	HKD	
8	123456	557001	18/05/2015	100487477	SA	350.00	350.00	HKD	
9	123456	557001	29/07/2015	1901555006	KR	7,000.00	7,000.00	HKD	
10	123456	559101	09/04/2015	100483624	SA	-11,223.00	-11,223.00	HKD	
11	123456	559101	22/06/2015	100491938	SA	-4,846.00	-4,846.00	HKD	
12	123456	559105	21/04/2015	100484660	SA	-1,982.00	-1,982.00	HKD	
13	123456	559105	21/04/2015	100484661	SA	-4,364.80	-4,364.80	HKD	

- To delete a file if needed, select it in the “WebGUI File Browser” window and click “Delete”.



- Click  to confirm.



iii. For Firebox

- A list can be downloaded to Excel if needed. To do so, click .

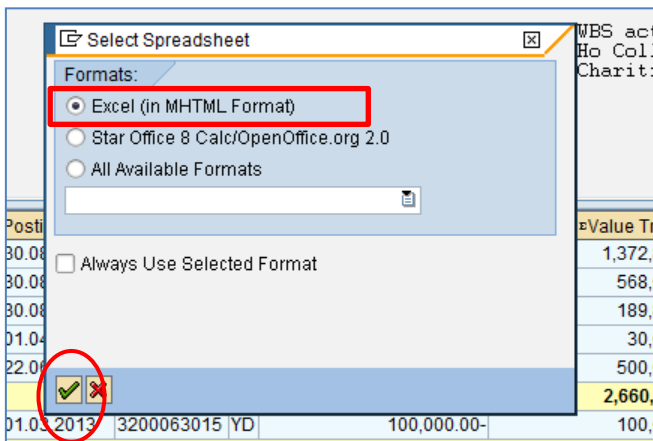
Display Actual Cost Line Items for Projects

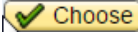
Menu | Document | Master Record

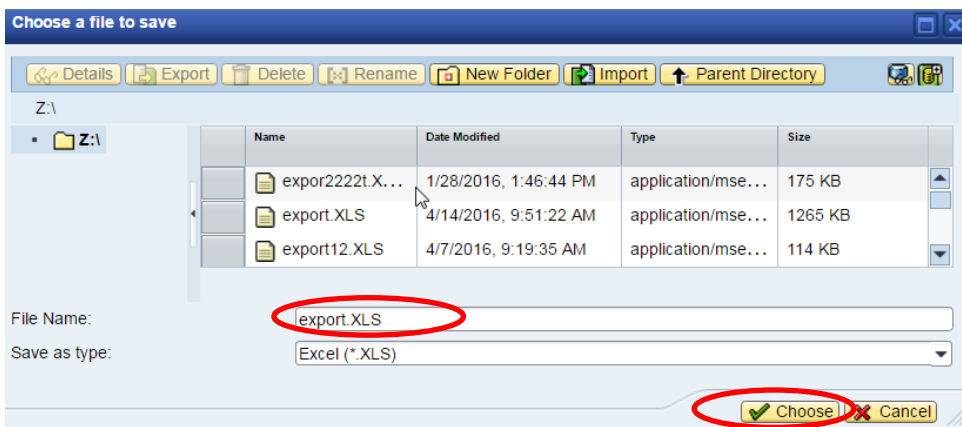
Layout: /ZJA1 CUHK-WBS_actual line items-standard
 Object: PRJ P14...
 Cost Element: 471001 To 650074 D-HK Charities/Fnd...
 Posting Date: 01.05.2011 To 31.05.2013

Object	*Cost...	Posting Date	RefDocNo	...	=Val.in rep.cur.	=Value TranCurr	TCurr	Purch.Doc.	Name
84	471001	30.08.2011	3200055939	YD	72,835.00-	2,835.00-	HKD		The
84		30.08.2011	3200055940	YD	68,000.00-	8,000.00-	HKD		The
84		30.08.2011	3200055941	YD	89,885.00-	9,885.00-	HKD		The
84		01.04.2013	3200064058	YD	30,000.00-	0,000.00-	HKD		The
84		22.06.2011	3200055046	YD	00,000.00-	0,000.00-	HKD		Ha
471001					60,720.00-	0,720.00-	HKD		TL

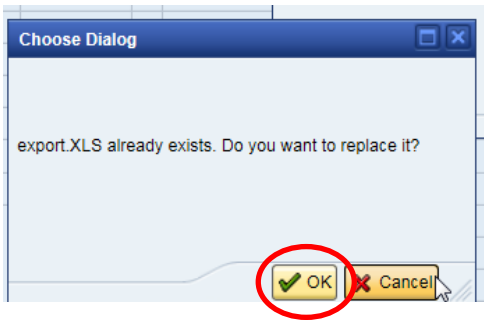
- Select "Excel (in MHTML Format)" and then .



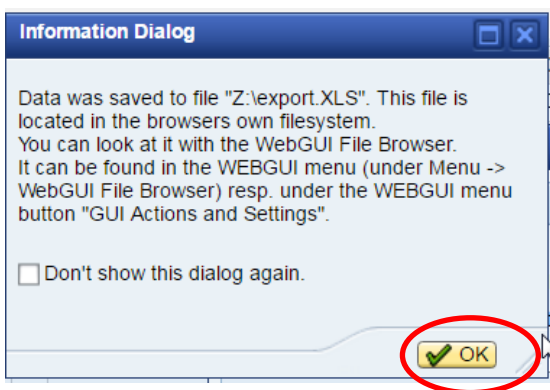
- Input the file name and click . Z: drive refers to the browser's own file system, NOT a disk drive in the user's local PC or a network drive.



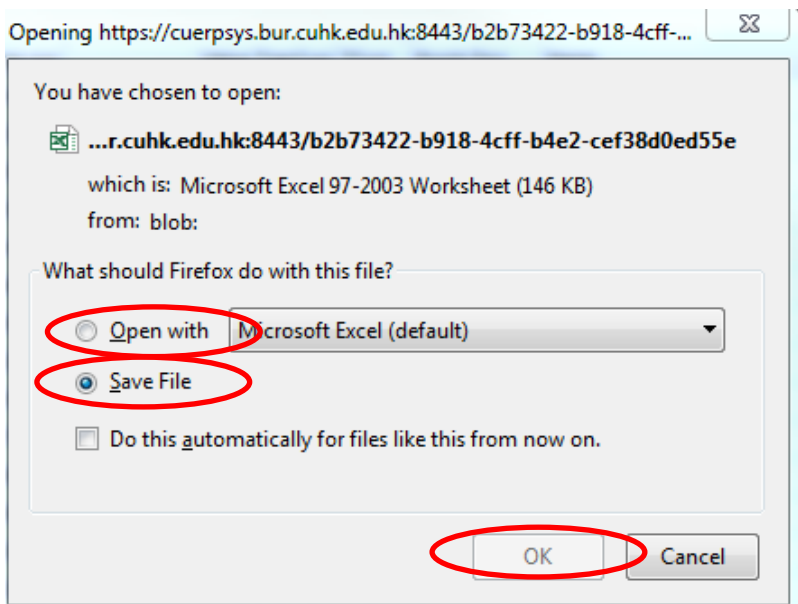
- Click “OK” if the below window is shown.



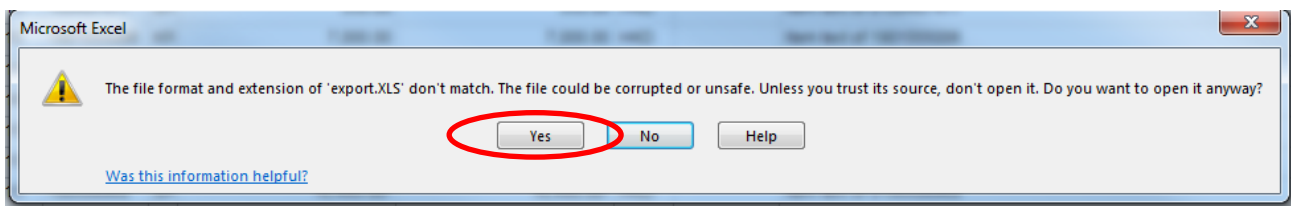
- Click “OK” if the below Information Dialog appears.



- The following dialog box will appear. Click “Open” to open the EXCEL file or “Save” to save the EXCEL file.



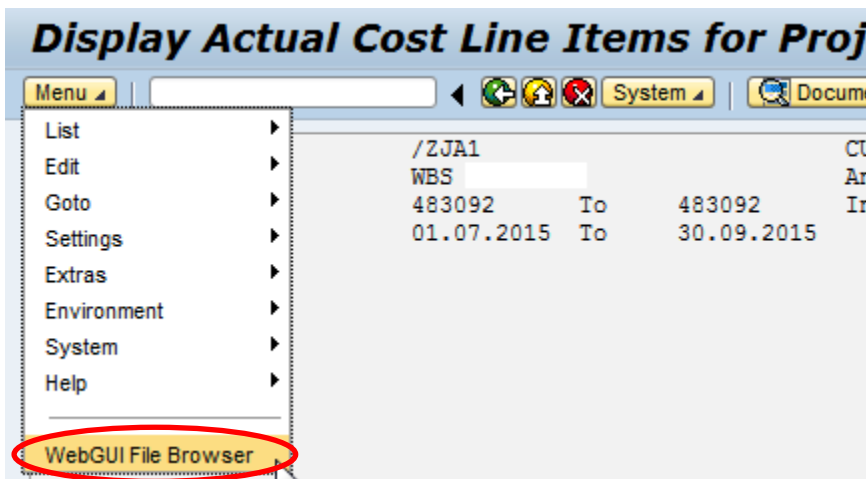
- If the option “Open” is chosen, click “Yes” if the below window is shown.



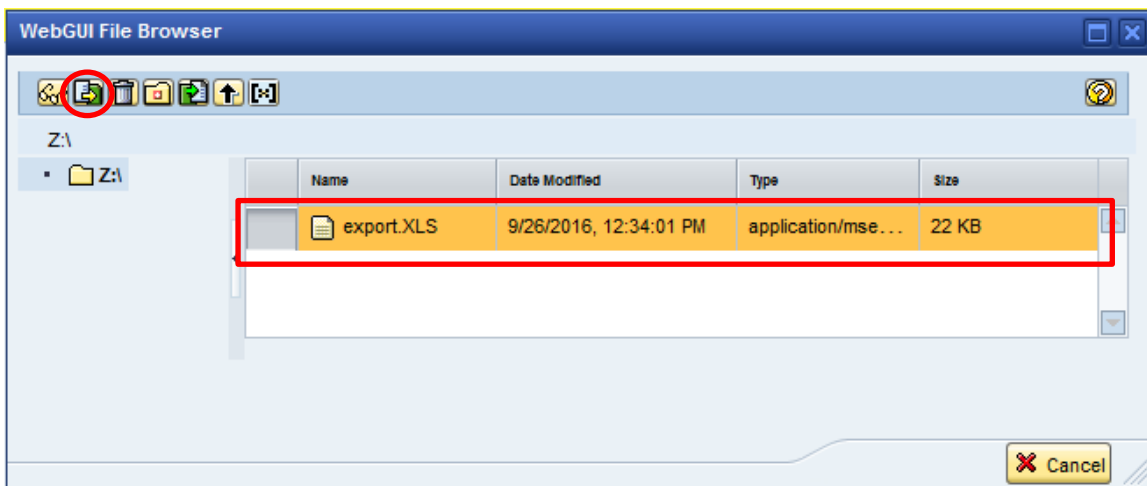
- The Excel file will then be opened.

	A	B	C	D	E	F	G	H	I
1	Object	Cost Element	Posting Date	Ref Document Number	Document type	Val.in rep.cur.	Value TranCurr	Transaction Currency	Purchasing Docur
2	123456	551004	30/06/2015	100493975	SA	500.00	500.00	HKD	
3	123456	551004	15/07/2015	100496375	SA	1,500.00	1,500.00	HKD	
4	123456	551004	31/08/2015	3001138458	YB	1,105.00	1,105.00	HKD	
5	123456	553508	16/05/2015	5110346185	RD	5,198.50	5,198.50	HKD	5200099782
6	123456	555004	30/05/2015	1901539159	KR	300.00	300.00	HKD	
7	123456	555004	12/06/2015	1901542141	KR	118.00	118.00	HKD	
8	123456	557001	18/05/2015	100487477	SA	350.00	350.00	HKD	
9	123456	557001	29/07/2015	1901555006	KR	7,000.00	7,000.00	HKD	
10	123456	559101	09/04/2015	100483624	SA	-11,223.00	-11,223.00	HKD	
11	123456	559101	22/06/2015	100491938	SA	-4,846.00	-4,846.00	HKD	
12	123456	559105	21/04/2015	100484660	SA	-1,982.00	-1,982.00	HKD	
13	123456	559105	21/04/2015	100484661	SA	-4,364.80	-4,364.80	HKD	

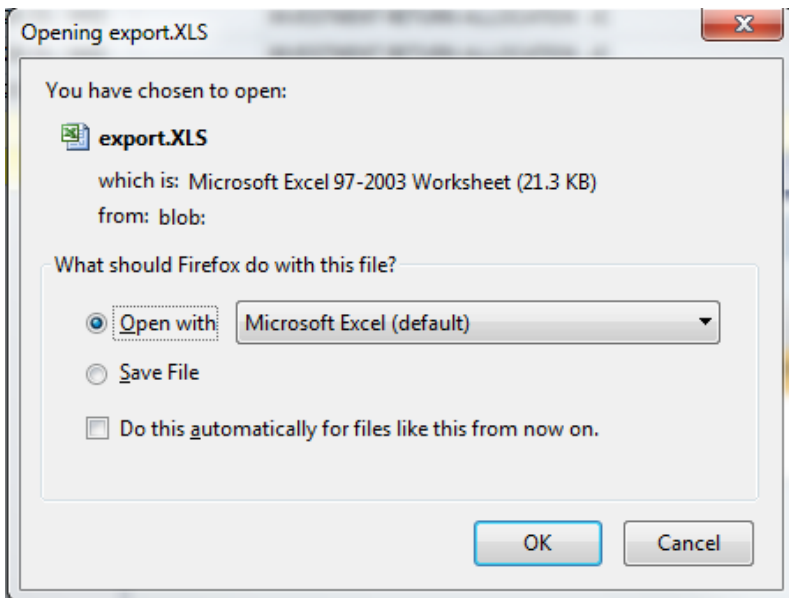
- If the “Open/Save” dialog box does not appear automatically, select “Web GUI for Browser” from the menu.



- Select the file and click “Export”.

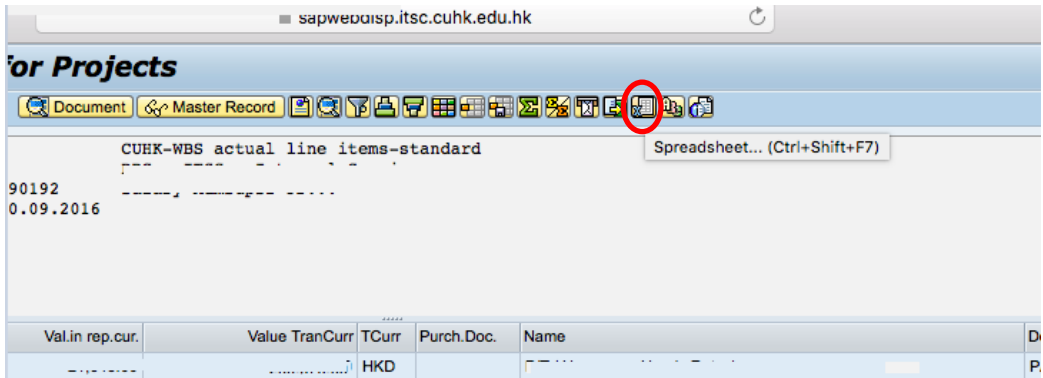


- The “Open/Save” dialog box will then appear.

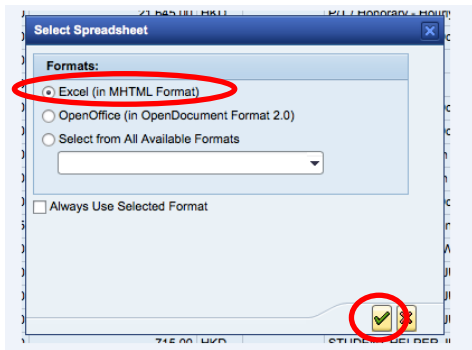


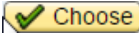
iv. For Safari

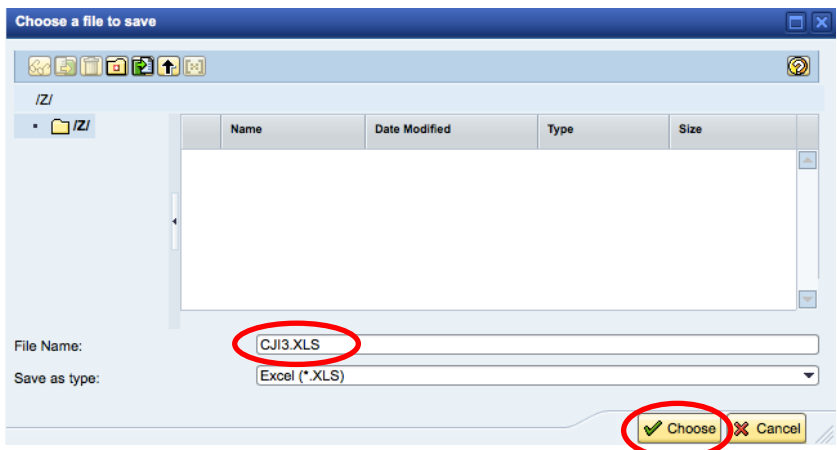
- A list can be downloaded to Excel if needed. To do so, click .



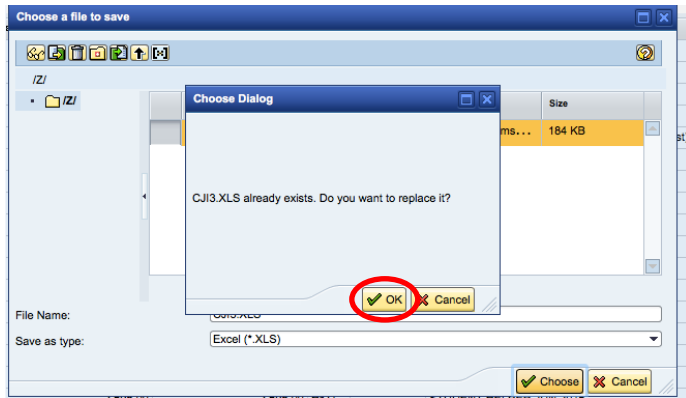
- Select "Excel (in MHTML Format)" and then .



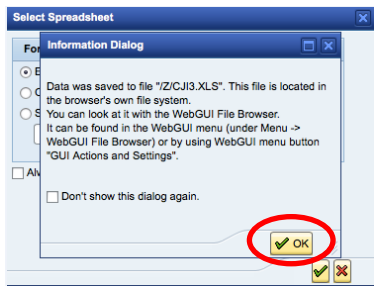
- Input the file name and click . Z: drive refers to the browser's own file system, NOT a disk drive in the user's local PC or a network drive.



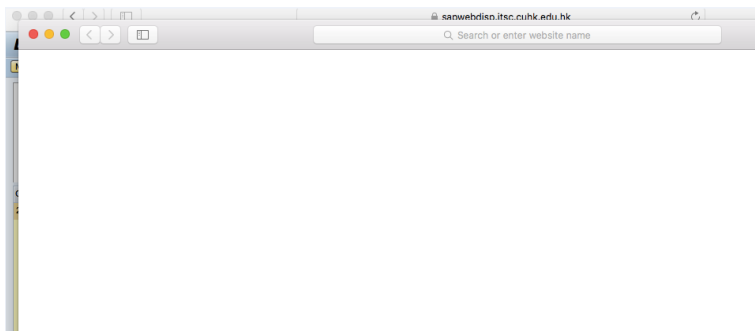
- Click “OK” if the below window is shown.



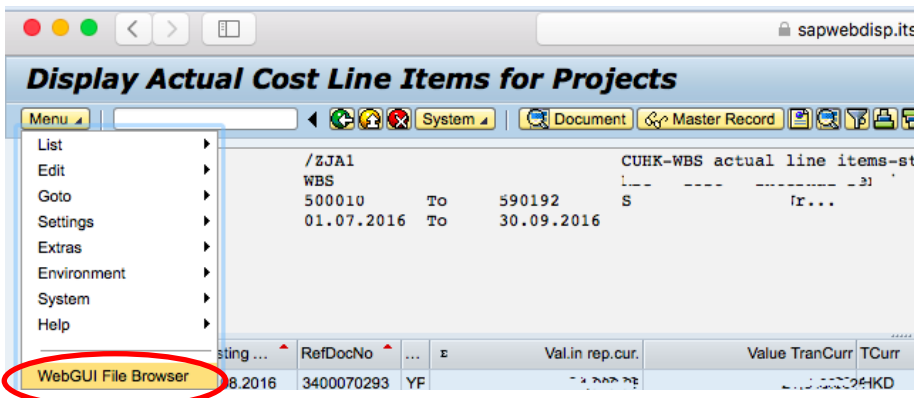
- Click “OK” if the below Information Dialog appears.



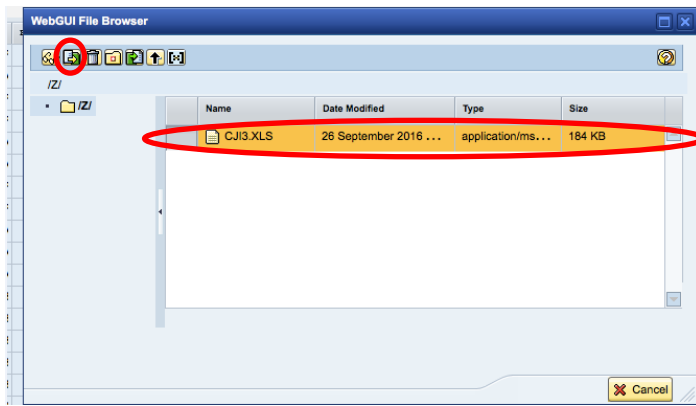
- Close the below window if it appears.



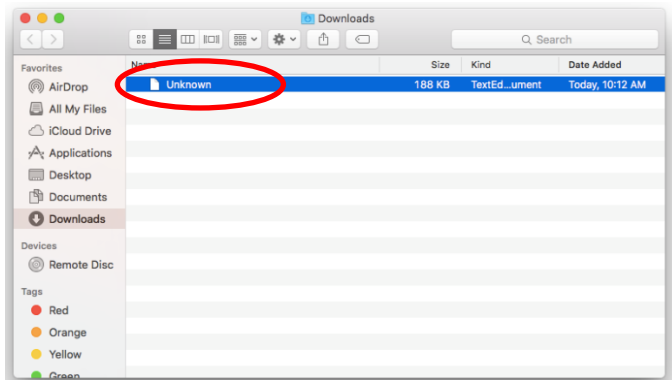
- Select “Web GUI for Browser” from the menu.



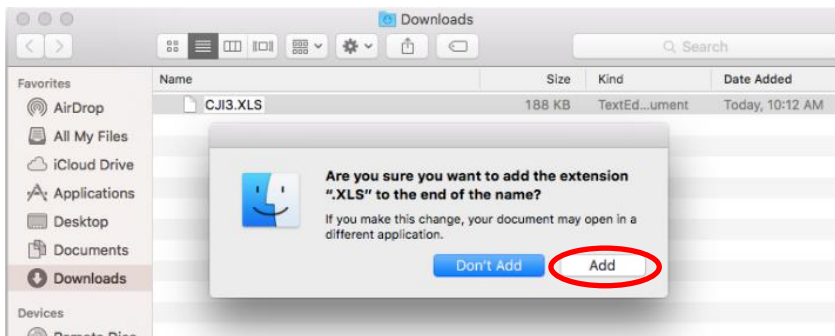
- Select the file and click “Export”.



- The file is then downloaded. Since the file extension may not be saved probably, “Unknown” may be shown in the file directory.




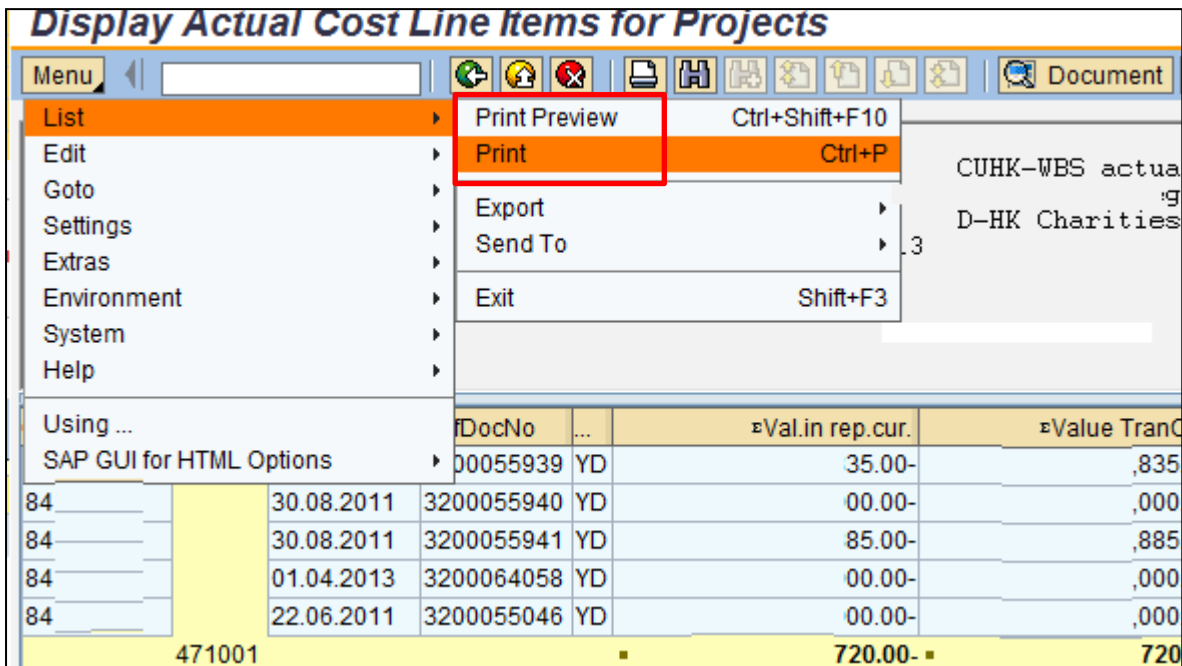
- Add the extension “.xls” to the file. Click “Add” at the prompt.



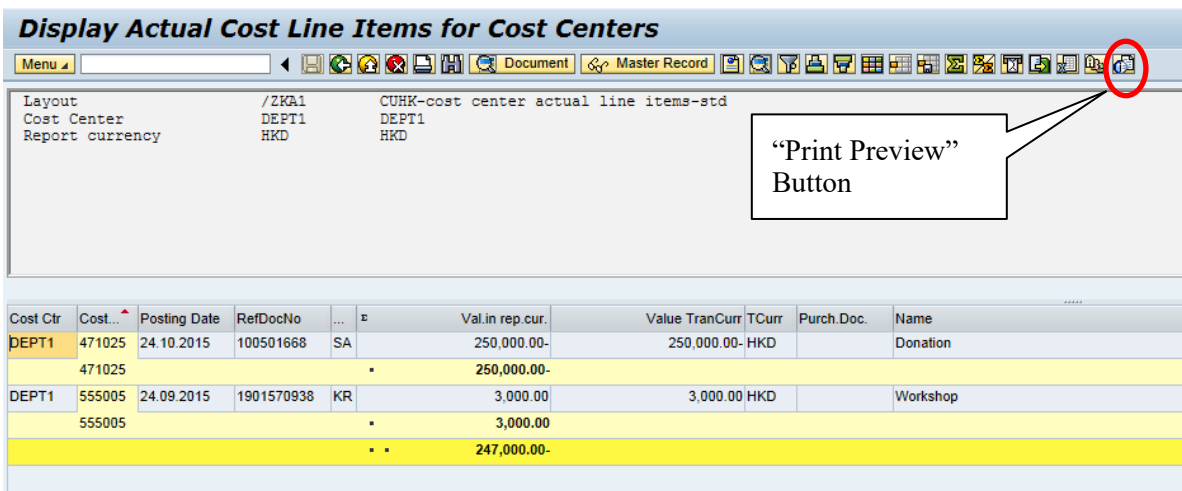
- Double-click the file to open it.

A.8 Printing List

- To print a list, select **List** → **Print**. To preview first before printing, select **List** → **Print Preview** or .



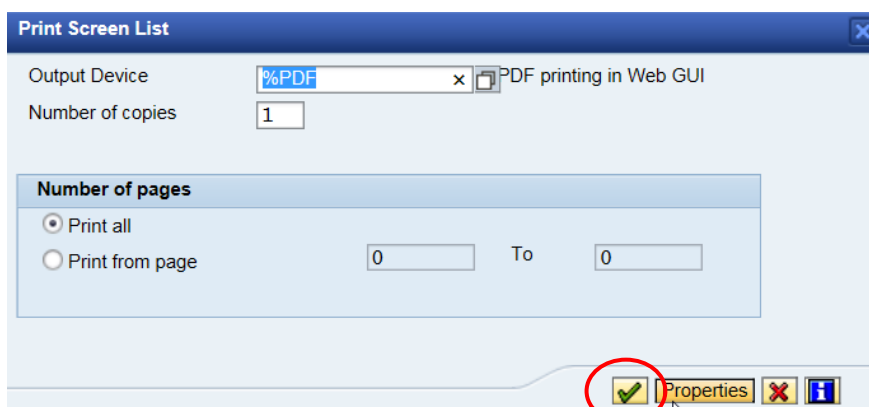
DocNo	...	Val.in rep.cur.	Value TranC
00055939	YD	35.00-	,835
84	30.08.2011 3200055940	YD	00.00-
84	30.08.2011 3200055941	YD	85.00-
84	01.04.2013 3200064058	YD	00.00-
84	22.06.2011 3200055046	YD	00.00-
471001		720.00-	720



Layout /ZKA1 CUHK-cost center actual line items-std
 Cost Center DEPT1 DEPT1
 Report currency HKD HKD

Cost Ctr	Cost...	Posting Date	RefDocNo	...	Val.in rep.cur.	Value TranCurr	TCurr	Purch.Doc.	Name
DEPT1	471025	24.10.2015	100501668	SA	250,000.00-	250,000.00-	HKD		Donation
	471025				250,000.00-				
DEPT1	555005	24.09.2015	1901570938	KR	3,000.00	3,000.00	HKD		Workshop
	555005				3,000.00				
					247,000.00-				

- Click  to continue.



Print Screen List

Output Device: PDF printing in Web GUI

Number of copies:

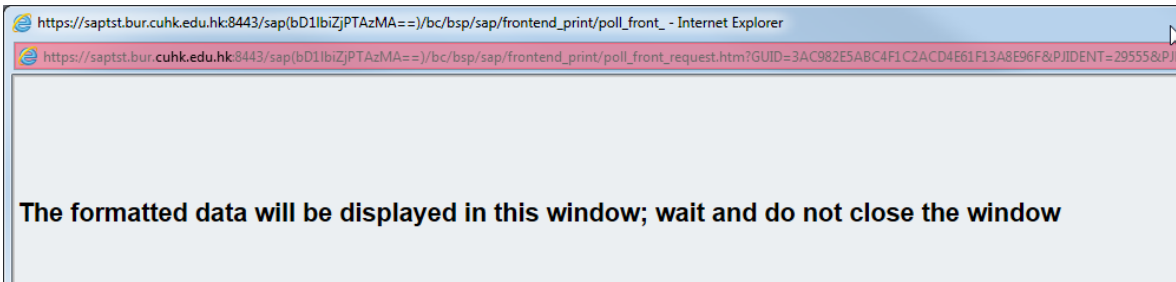
Number of pages

Print all

Print from page To

Properties

- A new window will appear. Wait and do NOT close the window.



- The list will be displayed in PDF format in the new window.

Cost Ctr	Cost Elem.	Postg Date	RefDocNo	DocTyp	Val.in RC	Value TCur	TCurr	Purch.Doc.	Name	Document Header Text	Doc. Date	Rev	Value date	PR	DocumentNo
	555005	14.09.2015	5110358181	RD	55.00	55.00	HKD	5200078720			27.08.2015		14.09.2015	3	205663694
	555005	14.09.2015	5110358181	RD	07.40	07.40	HKD				27.08.2015		14.09.2015	4	205663694
*	555005				62.40										
	590001	24.09.2015	3001142333	YB	69.20	69.20	HKD				16.09.2015		24.09.2015	2	205674481
*	590001				69.20										
	590031	11.09.2015	4900887783	WA	6.50	6.50	HKD				11.09.2015		11.09.2015	1	205661032
*	590031				6.50										
	590080	18.09.2015	5110358550	RD	00.00	00.00	HKD	5200108171			28.08.2015		18.09.2015	3	205669253
*	590080				00.00										
**					38.10										

Appendix B: Payment Method Code and Description

Payment Method	Description
1	HSBC COS Grouped, to client
2	HSBC COS Grouped, to CUHK
3	HSBC COS Ungrouped, to client
4	HSBC COS Ungrouped, to CUHK
5	HSBC COS TT
A	HSB2 Bank Advice
B	BOC Draft
C	HSB2 HKD Check
D	HSB2 Draft
E	HSB2 HKD Separate Check
G	HKBUK GBP Check
H	HSB16 HKD Check
I	CTBU USD Check
J	HSB2 HKD AUTOPAY
K	HSB16 Draft
L	HSB2 HKD AUTOPAY PGS
M	BOC Mail Transfer
N	HSB2 NOTES
P	MMBU USD Check
Q	MMBU USD Separate Check
R	BOC TT
S	HSB2 Chats (HKDTT)
T	HSB2 TT
U	HSBCU USD Check
W	HSBCU USD Separate Check
X	HSB16 TT
Y	HSB HKD Student Union Check
Z	HSB1 HKD Check

Appendix C: Document Type and Description

Doc. Type	Doc. Number Prefix	Description	Reversal Doc. Type	Reversal Doc. Number Prefix
AA	01	Asset posting	A9	60
AB	01	Accounting document	A9	60
AF	03	Depreciation postings	A9	60
DA	16	Customer document	D9	61
DG	16	Customer credit memo	D9	61
DR	18	Customer invoice	D9	61
DZ	14	Customer payment	D9	61
KG	17	Vendor credit memo	K9	63
KR	19	Vendor invoice	K9	63
KZ	15	Vendor payment	K9	63
RD	511	Logistics invoice receipt	RS	651
RE	510	Invoice receipt	R9	65
SA	01	G/L account document	S9	66
YB	30	Disbursement voucher	MB	30
YC	31	Cash receipt	MC	31
YD	32	Donation	MD	32
YG	33	Guest House	MG	33
YH	315	IRIS interface	MH	315
YI	19	INNOPAC interface	MI	19
YL	43	Postgraduate studentship payment	ML	43
YM	335	HTMFB cafe interface	MM	335
YO	40	Payroll provision	MO	40
YP	34	Payroll	MP	34
YQ	39	Payroll journal reversal	MQ	39
YR	35	Receipt voucher	MR	35
YS	36	Student accounts	MS	36
YT	42	Time deposits	MT	42
YU	37	University Press	MU	37
YV	42	Fixed Rate CD	MV	42
YY	44	CUSIS payment	MY	44
ZP	20	Payment posting	Z9	68

--- THE END ---