#### Information Technology Services Centre, The Chinese University of Hong Kong

#### Administrative Systems Services

## SAP User Account Creation / Amendment Form

AMSS Form No. : F04 AMSS Ref. No. :

A. Request type (Please √ tick one) User Ref. No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| create new account delete account change authorization profile |

# B. User Information

|  |
| --- |
| Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SAP Logon name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff ID: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *( for new user, please specify your LAN account in format XXXXXXXX\_YYY where XXXXXXXX denotes your name, YYY denotes office code )*  Finance Office (*if applicable, p*lease √ tick one)  Business Financial Planning Payroll & Superannuation  Accounting Operations & Systems Investment and Treasury Donations & Projects Management  Self-financed Programmes Management  Expiry date (dd/mm/yyyy) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(if applicable)* |

C. Authorization Profile (Please choose required function profiles, ×- remove, √- add)

|  |  |
| --- | --- |
| **Function Profile** | **Function Profile** |
| Enquiry   * General Enquiry (All documents) * General Enquiry for Business Section * Partial Enquiry (Please specify)   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FI  **General Ledger**   * General Ledger * Maintain Exchange Rates   **Accounts Receivable**   * Account Receivable   **Accounts Payable**   * Display Vendor bank account in vendor master * Maintain Vendor [exclude vendor bank account] * Maintain Vendor [include vendor bank account] * Confirm changes of vendor * Invoice * Change bank account in vendor invoice * Payment (DPS/In-house Cheque/TT/Bank Draft) * Bank Reconciliation * Claim Form approval (Payment Voucher) * Claim Form approval (Entertainment Form)   **Cheque Outsource Services(COS)**   * Prepare COS iFile * Post Unclaimed Cashier Order to Suspense/Income Account * Upload Cashier Order Status Report to SAP   **Planning**   * Budget Display * Budget Input   **Assets**   * Asset Management Create/Change * Asset Management Display/Change Only * Asset Posting * Maintain Asset Location * Maintain Land/Building Asset * Unplanned depreciation   Plant Maintenance   * Display PM works order   WBS Element Maintenance   * Create WBS element * Change/Block/Unblock WBS element   Staff Cost Commitment   * Post staff cost commitment   University Suppliers’ Directory   * Update Suppliers’ Directory info. in vendor master and Penalized Suppliers’ list   Financial Information System – Financial Statements (for upload of tailor – made reports)   * AOU User * DPU User * FPU User * PSU User * ITU User * SPU User   Financial Information System – Project Documents   * AOU User * BUO User * BUS User * DPU User * FPU User * ITU User * PSU User * SPU User   Financial Information System – Procurement Documents   * Tender/RFQ – AOU Reader * Tender/RFQ – BUO Reader * Tender/RFQ – BUS Reader * Tender/RFQ – BUS Writer * Tender/RFQ – DPU Reader * Tender/RFQ – FPU Reader * Tender/RFQ – ITU Reader * Tender/RFQ – PSU Reader * Tender/RFQ – SPU Reader * EA/DPO – BUS Writer * Super User of EA/DPO e-filing in SAP   E-filing of EA/DPO/Payment/Receipt/IBT/Petty Cash Documents   * AOU User * BUO User * DPU User * FPU User * ITU User * PSU User * SPU User | Logistics  **Purchase Order**   * Purchasing (Local & Oversea PO) * Purchasing (Tender/work Order) * Purchasing (Direct PO) * Purchasing (Internal Work Order) * Purchasing (External Work Order) * Purchasing (Direct Invoice vs BAF) * Purchasing (Supervision Fee) * Release PO (Release Code: \_\_\_\_\_\_\_\_ )   **Inventory**   * Inventory Management for Business Section * Goods Issue (Postage of C001 only) * Goods Receipt (Postage of C001 only)   **Purchase Requisition**   * Purchase Requisition   **Logistics Invoice Verification**   * Invoice Verification/Journal vs PO   Investment Management  **Investment Return Allocation**   * Investment Return Allocation version2(ZVIRAS2) for C001,C640 * Investment Return Allocation for C610 * Investment Return Allocation for C620   **Payout Model**   * Payout Model for C001   **Time Deposits**   * Time Deposit System for C001, C690, C750 * Time Deposit System for company C610 * Time Deposit System for company C620   **Fixed Rate Certificates of Deposit (FRCD)**   * Fixed Rate Certificates of Deposit System for C001, C690,   C750 – Basic user   * Fixed Rate Certificates of Deposit System for C001, C690,   C750 – Supervisor  Alma Interface   * Alma Interface for FPU * Alma Interface for AOU   Matched Donation   * IO Reallocation for matched donation   CUSAP E-Workflow – Purchasing (EA/DPO E-form)   * Preparer * Administrator (for BUR/AOU/BUO/BUS/DPU/FPU/ITU/PSU/ SPU) (\*1) * Endorser * BUS User * Funding Check User / AOU Payment Team User   CUSAP E-Workflow – Payment (PV E-form)   * Preparer * Administrator (for BUR/AOU/BUO/BUS/DPU/FPU/ITU/PSU/ SPU) (\*1) * Endorser * Funding Check User * AOU Payment Team User   CUSAP E-Workflow – Invoicing & Receipt (CI, RVI & RVII E-forms)   * Preparer * Administrator (for BUR/AOU/BUO/BUS/DPU/FPU/ITU/PSU/ SPU) (\*1) * Endorser * Funding Check User * ITU User   CUSAP E-Workflow – Interdepartmental Billing and Transfer (IBT E-form)   * Preparer * Administrator (for BUR/AOU/BUO/BUS/DPU/FPU/ITU/PSU/ SPU) (\*1) * Endorser * Funding Check User   CUSAP E-Workflow – Petty Cash (PC E-form)   * Preparer * Administrator (for ITU) * ITU User   CUSAP E-Workflow – Fixed Asset and Portable Expensed Electronic Equipment   * Administrator (for all FA & PEEE/BUR/Others: \_\_\_\_\_\_\_\_\_\_\_) (\*1)   Others   * CUSAP Web Access (DUO authentication must be applied) (\*2) * NOT opt for DUO authentication (for CUSAP Client Access Only) (\*3) * Super User of Accounts Office * Maintain ICS Report Mapping * Others (please specify)   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*1: Delete where appropriate

\*2: CUSAP Web Access is mainly for home access by FNO. If user needs to access CUSAP at home, please contact Casey to confirm the computer requirement first.

\*3: DUO Two Factor Authentication is required for CUSAP Web Access. Please make sure that DUO for Push Response or One-time Passcode is installed in the user’s designated device. If the user does NOT intend to opt for DUO solution which is NOT mandatory to him / her, please select the item ‘NOT opt for DUO authentication (for CUSAP Client Access Only)’.

D. Implementation Log

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Requested by | Endorsed by  (User) | Endorsed by  (ITSC) | Completed by | Accepted by |
| Name |  |  |  |  |  |
| Signature |  |  |  |  |  |
| Date |  |  |  |  |  |

\*Note:

1. Please inform LAN Administrator to add the new user to email group ‘SAP User (FNO)’, if applicable.

*For security reason, any change in user account authorization due to staff duty change/transfer/resignation, etc. must be reported to AMSS/ITSC immediately.*