#### 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 ManagementExpiry 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 – SupervisorAlma 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.*