
#### Administrative Systems Services

## Business Area Maintenance Form

AMSS Form No. : F06 AMSS Ref. No:

 User Ref. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Maintenance Type : Create Change Obsolete

**SAP (Accounts Office)**

 Company Code :

 Business Area :

 Business Area Description :

 Source of Funding : BLK Block Grant PRI Private Fund

 EAR Earmarked Grant ERB Earmarked Budget

 FEE Fee A/C NFU Not Funded By U

 PJF Project Fund

Self-financed Business Area : Yes / No\*

If Self-financed, report Asset Acquisition and Write-off Cost (15 & 16 account) on IE statement: Yes / No\*

Finance Office Responsible Person–1 (Staff ID): \_\_\_\_\_\_ Finance Office Responsible Person–2 (Staff ID): \_\_\_\_\_\_

 Remark : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CUPIS (ITSC)**

 Update CUPIS Department Table :

**Student Accounts (ITSC)**

 Update Student Accounts details:

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

\* Delete where appropriate