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

#### Administrative Systems Services

Funding Model System (FMS)

## Production Login Account Application Form

AMSS Form No. : F03 AMSS Ref. No. :

**A : User Information** (Please use another form as appropriate to indicate clearly the user account and user type)

| Department/Programme Code |  | Department/Programme Name |  | User Name/Position |  | Staff ID |  |  | E-mail address |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**B : Action** (Please tick the appropriate box)

|  |
| --- |
|  [ ] New Account[ ] The existing account to be replaced (*if applicable*):Login ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Staff IDE4  : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] Delete Account [ ] New Password |
| **C : User Type** (Please tick as applicable) |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Own Account** | **Delegated Account** | **User Type** | **User Authority** |
| [ ] | [ ] | Dean | (i) Access to confidential pay band account, (ii) perform funding allocation, (iii) prepare budget, (iv) submit budget to the University, (v) access to the details of staff and non-staff costs |
| [ ] | (i) Perform funding allocation, (ii) prepare budget, (iii) submit budget to the University, (iv) access to the details of staff and non-staff costs |
| [ ] | [ ] | Budget Holder | (i) Perform funding allocation, (ii) prepare budget, (iii) submit budget to the University/Faculty (iv) access to the details of staff and non-staff costs |
|  | [ ] | Viewing only | Access to the details of staff and non-staff costs |
|  | [ ] | Viewing non-staff cost only | Access to the details of non-staff costs |
| [ ] | [ ] | Finance Office | Monitor and approve budgets |
| [ ] | [ ] | Personnel  | Monitor staff appointments |
| [ ] | [ ] | CUSAP Financial Information Inquiry | View the actual line item, check the payment status through CUSAP Financial System |
| [ ] | [ ] | CUSAP EA & PO Inquiry | View the Expenditure Application (EA) and Purchase Order through CUSAP Financial System |

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| D : Implementation Log |
|  | Requested by | Endorsed byBudget Holder/Dean | Endorsed byFinance Office | Processed by | Accepted by |
|  Name | (Extn ) | (Staff IDE4 ) |  |  |  |
|  Signature |  |  |  |  |  |
|  Date |  |  |  |  |  |

**E: Remarks**

1. This form can be downloaded from the Finance Office and ITSC websites, as well as the FMS.
2. For information security reason, departments/units should report any change in user account due to staff resignation, job duty reallocation, etc, to the ITSC immediately.
3. Effective from January 1, 2012, login account which remains inactive for 2 years will become obsolete.
4. The collection of staff ID is solely for creation of login account and performing CUSAP delegation only. The usage of the staff id for other purpose is prohibited.