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

#### Administrative Systems Services

## General Ledger Account Maintenance Form

AMSS Form No. : F08 AMSS Ref. No. :

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

# Maintenance Type : Create Change Block Unblock

**SAP (Accounts Office)**

Account No :

Chart of Account : C A 0 1

Company Code :

Short Description :

Long Description :

**Reference (Copy details from a specific Account Number)**

Reference Account Number : Reference Company Code :

**Accounts Details ( If no reference )**

Balance Sheet Account : Yes / No \*

Account Group :

 (100000 - 199999) ASST - Assets (200000 - 299999) LIAB - Liabilities

 (300000 - 399999) EQTY - Equity (400000 - 499999) INC - Income

 (500000 - 599999) EXP - Expenditure (600000 - 649999) CNTR - Contra Income

 (650000 - 699999) CNTR -Contra Expenditure

Account Currency :

Recon. A/C for A/C Type : D - Customer K - Vendor A - Asset

Open Item Management : Yes / No \*

Cash Management & Forecast Planning Level : B1 - Bank Clearing A/C Posting

 F0 - Bank A/C Posting

 F1 - Sub-ledger A/C Posting

The account can be paid through Payroll System / received from Payroll System : Yes / No.\*

If Yes, indicate the type of payment concerned :

Remark :

(Long Text)

(P.T.O.)

**(To be filled in by ITSC)**

P&L Statement A/C Type : X - A/C Group = INC/EXP Y - A/C Group = CNTR

Line Item Display : Yes / No \*

Sort Key :

Field Status Group :

Post Automatically : Yes / No \*

Relevant to Cash Flow : Yes / No \*

Primary Cost Element/Revenue Element \* : Create Change

Corresponding Asset A/C Required : Yes / No \*

Account Allocation for Fixed Asset : Yes / No \*

**Payroll (Payroll Office)**

Related A/D Code/Subcode :

Effective Start Year / Month :

Related to Appointment : Yes / No \*

Specific Cost Centre / :

Project Assignment

Valid for Post Category :

Valid for Band : From To

**NFM (Accounts Office)**

Update Cost Item details :

**Student Accounts (ITSC)**

Update Student Accounts details :

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