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

#### Administrative Systems Services

## Business Area Maintenance Form

 (For ITSC use)

AMSS Form No.: F06 AMSS Ref. No.:

 FNO Ref. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Maintenance Type1: [ ]  Create [ ]  Change

**CUSAP**

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| C |  |  |  |

 Company Code :

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 Business Area2 :

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 Business Area Description3 :

 Status4 : [ ]  Active [ ]  Blocked for posting [ ]  Obsolete (Inactive)

Source of Funding : [ ]  UGC-Block Grant [ ]  Non UGC-Self-financed Programme

 [ ]  UGC-Earmarked Grant [ ]  Non UGC-College/Subsidiary/Other entity

 [ ]  UGC-RGC Grant [ ]  Non UGC-Retirement Scheme [ ]  Non UGC-Private Fund [ ]  Others, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Include Asset Acquisition and Write-off Cost (15 & 16 account) in calculation of Fund Balance: Yes / No\*

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

Finance Office Responsible Unit: .

 Definition/proposed usage of Business Area/Remark: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\* Delete where appropriate

Notes:

1. Select the check box to indicate the creation of new business area or change the parameter of an existing business area in CUSAP.
2. Check with the “Business Area Number Range -FNO.docx” in (G:\SAP\UserGuides\SAP\ERP 6.0\General Ledger) and business master list in CUSAP (report code: ZFBUAREA) to ensure the designated business area number falls into the preassigned range and not duplicated with the existing one.
3. Maximum length of 30 characters, including spaces.
4. **Active** = charging codes under such business area are available for posting

 **Blocked for Posting** = charging codes under such business area are blocked for posting but not obsolete (e.g. cost centres of reporting departments under business area 0008 are created and act as a top node but not available for posting)

 **Obsolete (Inactive)** = charging codes under such business area are blocked for posting and dormant (e.g. no activities would be recorded as the funding source was ended)