

FORMS7: New Sub-Project Request - ESTATES

The purpose of this manual is to explain how to request a New Sub-Project using Agresso Forms. This New Sub-Project Request Form will then follow an Approval workflow dependent on the Cost Class selected on the Form until it then a new Sub-Project is created, or the request is rejected and closed off.

This form will cover the following cost classes:

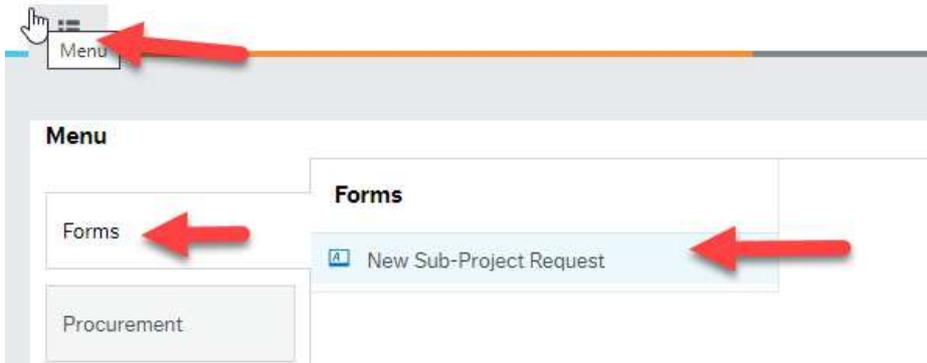
701	Estates - Capital Projects
703	Estates - Revenue Projects
704	Estates - Campus Redevelopment Projects
705	Estates - Reactive & Planned Maintenance
706	Estates - Annual Spend

Once the New Sub-Project Request Form has created a new Sub-Project an email will automatically be sent to the Form Requestor and Sub-Project Budget Holder making them aware the Sub-Project is available to use.

There is also an enquiry that can be used to check the status of the Request as it goes through the workflow process.

FORMS7.1: New Sub-Project Request

1. To access the New Sub-Project Request Form:



The following screen will appear:

P: New Sub-Project Request

New Sub-Project Request

New Sub-Project Request Form

Form ID* [NEW] [v]

Status [NEW]

Active [v]

New Sub-Project Request SYSTEM SUPPORT TEAM CHECK

New Sub-Project Request Form

Requestor Details

Requestor Details

Requested By: Ian Brown [v]

Email Address: Ian.Brown@glasgow.ac.uk

New Sub-Project Numbering

NEW - New Sub-Project/Parent Project Required- ADDITIONAL New Sub-Project Only Required - Enter Parent Project this will be related to.

New or Additional Request* [v]

Sub-Project Code Details

New-Sub Project Details

Sub-Project Cost Class* [v]

Cost Centre* [v]

Tax System [v]

Sub-Project Budget Holder* [v]

Sub-Project Approver* [v]

Sub-Project Title* [v]

Reason for Sub-Project* [v]

The red star * indicates the required fields that must be entered when completing the Form

- Depending on the Cost Class entered on the form other Tabs of the Form will need to be completed.

New Sub-Project Request General Funds [v]

New Sub-Project Request Form

- Dependent on the data entered in certain fields the Form will dynamically update other fields/Tabs with details.

FORMS7.1.2: New Sub-Project Request Details

- Form ID: This appears once all the Form details have been entered and the Form has been saved.

New Sub-Project Request Form

Form ID* [NEW] [v]

Status [NEW]

Active [v]

- Status: This will show the Status of the Requisition
 - Active – The Form can be entered
 - Closed – The Form data cannot be updated.

3. The system will automatically populate the requestor details and email address:

Requestor Details

i Requestor Details

Requested By: Ian Brown
IAN

Email Address: Ian.Brown@glasgow.ac.uk

4. New Sub-Project Numbering: Any new Sub-Project number will be determined by the system.

The Requestor will be able to select if this is a brand new Sub-Project and if Parent Project is also required, or if a new Sub-Project is required relating to an existing Parent Project on Agresso.

New Sub-Project Numbering

i NEW - New Sub-Project/Parent Project Required- ADDITIONAL New Sub-Project Only Required - Enter Parent Project this will be related to.

New or Additional Request *
NEW

- NEW – A new Sub-Project and the related Parent Project will be created by Agresso.
- ADD – A new field will appear to enter the relevant Parent Project that a new Sub-Project will be related to:

New Sub-Project Numbering

i NEW - New Sub-Project/Parent Project Required- ADDITIONAL New Sub-Project Only Required - Enter Parent Project this will be related to.

New or Additional Request *
ADD

Enter Project Relation *
122011
TRAINING EXAMPLE

5. Sub-Project Cost Class: Enter Cost Class for the New Sub-Project. This Cost Class will drive any further Tabs required to be entered and will also populate other fields within the Form. i.e. Tax System, YTD/LTD.

6. Cost Centre: Enter Cost Centre for the New Sub-Project.

7. Tax System: This field will automatically populate from the Cost Class selected earlier.

Sub-Project Code Details

i New-Sub Project Details

Sub-Project Cost Class *
701
Estates - Capital Projects

Cost Centre *
90206000
US - Systems

Tax System
13
POT 2

Sub-Project Budget Holder *
155239
Ian Brown

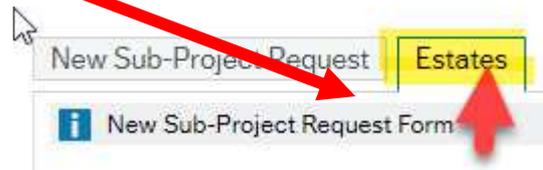
Sub-Project Approver *
155239
Ian Brown

Sub-Project Title *
Training Example

Reason for Sub-Project *
Training Example

8. Sub-Project Budget Holder: Enter the staff number of the Budget Holder for the New Sub-Project.

9. Sub-Project Approver: Enter the staff number of the Approver for financial processes for the New Sub-Project.
10. Sub-Project Title: Enter the title of the New Sub-Project. (100 Characters max)
11. Reason for Sub-Project: Enter the Reason required to open a New Sub-Project.
12. Depending on the Cost Class entered you will be required to enter more Mandatory information.



FORMS7.2: Estates Tab

This Tab will be populated when the following cost classes have been selected:

701	Estates - Capital Projects
703	Estates - Revenue Projects
704	Estates - Campus Redevelopment Projects
705	Estates - Reactive & Planned Maintenance
706	Estates - Annual Spend

Estates Details

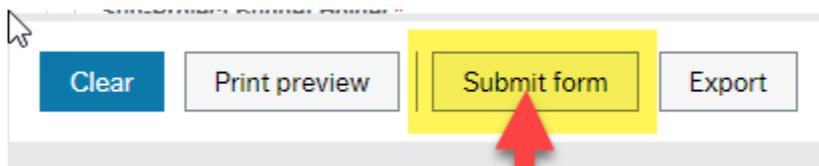
i Estates Details

GRN Responsible *	YTD / LTD *	Estates Project Cat *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Capital Sector *	Capital Percentage % *	E & B asset ref
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Finance Asset ref	CAPBBC Bldg DC	Source of Funds
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
PMO document attached? *	Exp. Budget (Inc VAT)	
<input type="text"/>	<input type="text" value="0.00"/>	
Project Description		
<input type="text"/>		
Building		
<input type="text"/>		

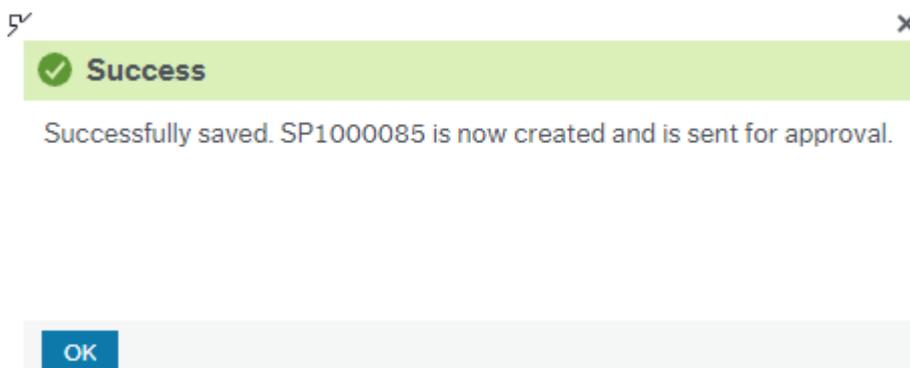
1. GRN Responsible: Enter the staff number of the Project Manager who will be confirming the Goods Receipt processes for the New Sub-Project.
2. YTD/LTD (Year to Date or Life to Date): Select whether this Sub-Project will be YTD or LTD.
3. Estates Project Category: Select the Relevant Sub-Project Category.
4. Capital Sector: Use the Dropdown menu within this field to select the relevant option.

NO	Not Capital Sector
YES	Capital Sector

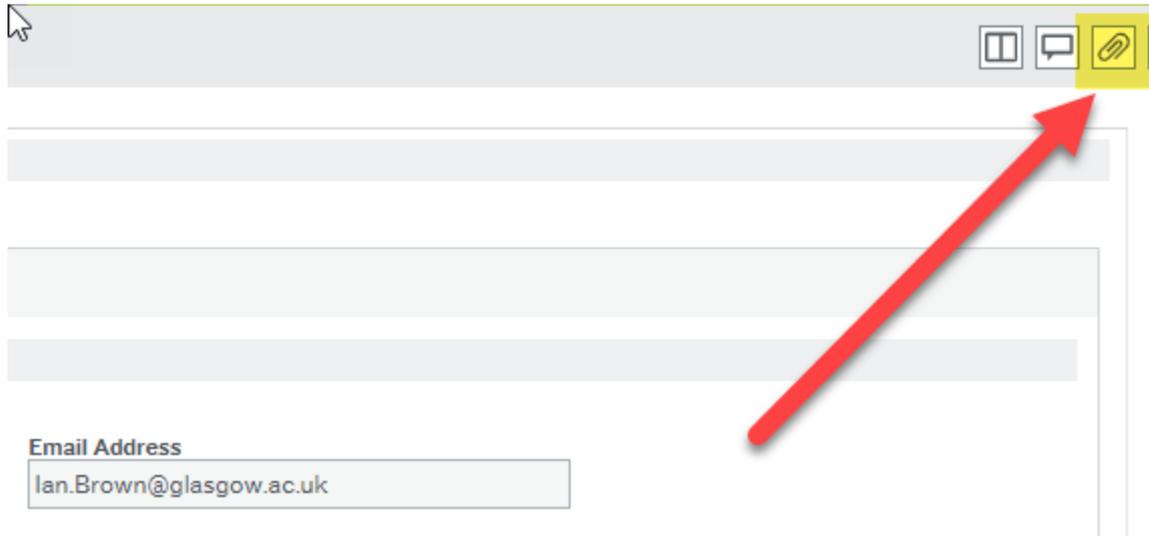
5. Capital Percentage %: Use the Dropdown menu within this field to select the relevant option.
6. E& B Asset Ref: If applicable enter the Estates & Buildings Asset Reference number.
7. Finance Asset Ref: If applicable enter the Finance Asset Reference number.
8. CAPBBC Building DC: If applicable use the Dropdown menu within this field to select the relevant Building Budget Centre for Capital Projects.
9. Source of Funds: Use the Dropdown option within this field to select the Source of Funds.
10. All Documents Attached: Please confirm you have all the relevant documents available to attach to this New Sub-Project Request for **STEP 15**.
11. Expected Budget inc VAT: Enter the Expected Budget (including VAT) for this new Sub-Project.
12. Project Description: Enter the Project Description for this New Sub-Project Request.
13. Building: If applicable, enter the Building details for this New Sub-Project Request.
14. Once all the details and the Mandatory fields have been completed the form can be Submitted for Approval by clicking on the following button:



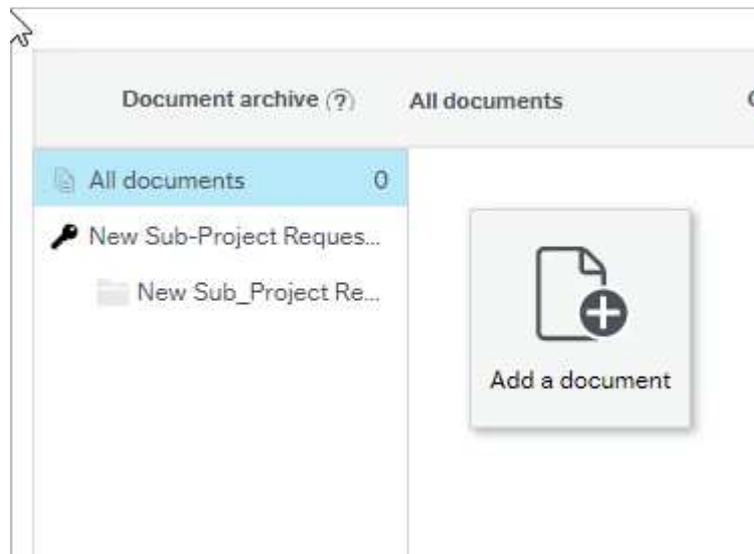
This will then show the Form ID number and confirm the Form has been created and sent for approval



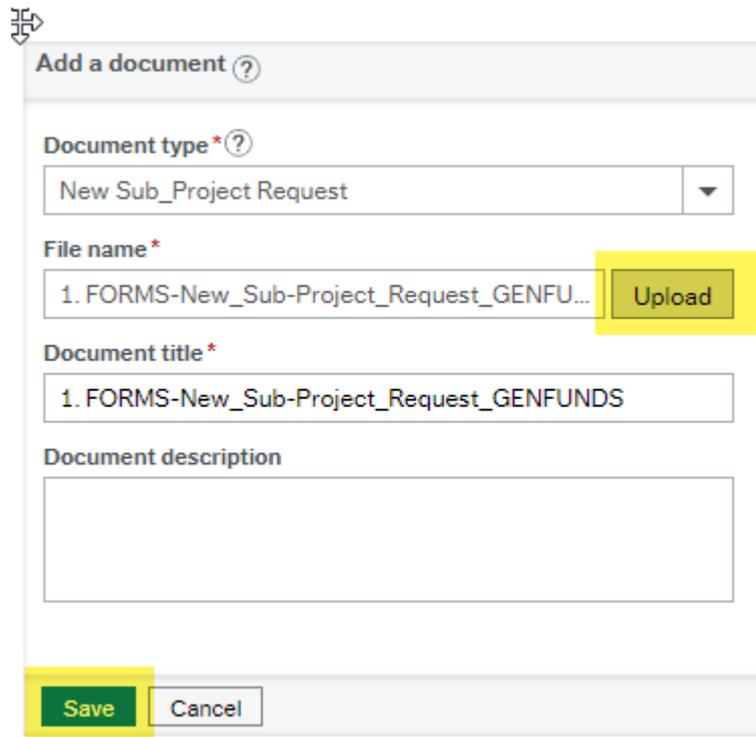
15. If any documents are needed to be added to the form this should be done after the Form has been created and then by clicking the following icon  :



This will give them the option to add a document:



And the user can upload and Save the document to be added:



Add a document ?

Document type * ?

New Sub_Project Request

File name *

1. FORMS-New_Sub-Project_Request_GENFU... **Upload**

Document title *

1. FORMS-New_Sub-Project_Request_GENFUNDS

Document description

Save **Cancel**