WEB-New Sub-Project Request

In Agresso, there is a specific enquiry that allows you to check workflow and details of a New Sub-Project Request.

To open the specific Enquiry go to:

At the top of the menu screen click on:
- Select Reports
- 17- Forms
- Forms - Sub-Project Enquiry

1. The following Screen will appear:

To search for information please enter the required details into above fields:

Then click on Search to view the results

The results will then appear or depending on the search criteria.

N.B If no results will be shown please check the search criteria entered
2. The enquiry will automatically run. A list of results should appear:

3. These are the descriptions of the fields:

1. Form ID – The New Sub-Project Request Form
2. Request Date – The New Sub-Project Request Form Date
3. Requested By Name – The person who requested the New Sub-Project Request Form
4. Sub-Project Type
   - NEW – A new Sub-Project and the related Parent Project has been requested
   - ADD – A new Sub-Project has been requested
5. Workflow Stage – If in workflow this will show the relevant team that has this task
6. Workflow Status – This will show the current status of the workflow.
7. Task Owner - If in workflow this will show the relevant team members that have this task
8. Main Project – If the user selected ADD to create only a New Sub-Project this will show the related Parent Project
9. Project Created – Once the workflow is Finished this will show the new Parent Project Number
10. Sub-Project Created - Once the workflow is Finished this will show the new Sub-Project Number
11. Cost Centre – The Cost Centre when the New Sub-Project Request Form was created.
12. Cost Class– The Cost Class when the New Sub-Project Request Form was created.
13. Tax System– The Tax System when the New Sub-Project Request Form was created.
14. Approver Name and ID– The Approver Name and Staff number when the New Sub-Project Request Form was created
15. Budget Holder Name and ID– The Approver Name and Staff number when the New Sub-Project Request Form was created.