Create Project In Exchequer

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| **Introduction** | **Definition** |
|  | Once a project has been accepted through G4 it must be created in AIS accounts package, Exchequer. |
|  | **Importance** |
|  | Creating a new project in Exchequer will produce a unique job reference. This reference is needed for personnel to input on timesheets when expending time on the project. It will also enable purchase orders and sub contract orders to be raised. |
|  | Key information extracted from the documentation provided by the customer is to be reviewed against Company Core Process criteria. |
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| **Key Points** | * Data from Sales to be forwarded to personnel responsible for entering project on to Exchequer. * Evidence of G4 authority to accompany data * Project Number to be advised to allocated Project Manager and Operations * Applicable electronic filing to be created on server. |
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| **Output** | Project created in Exchequer and Unique job number produced. |
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