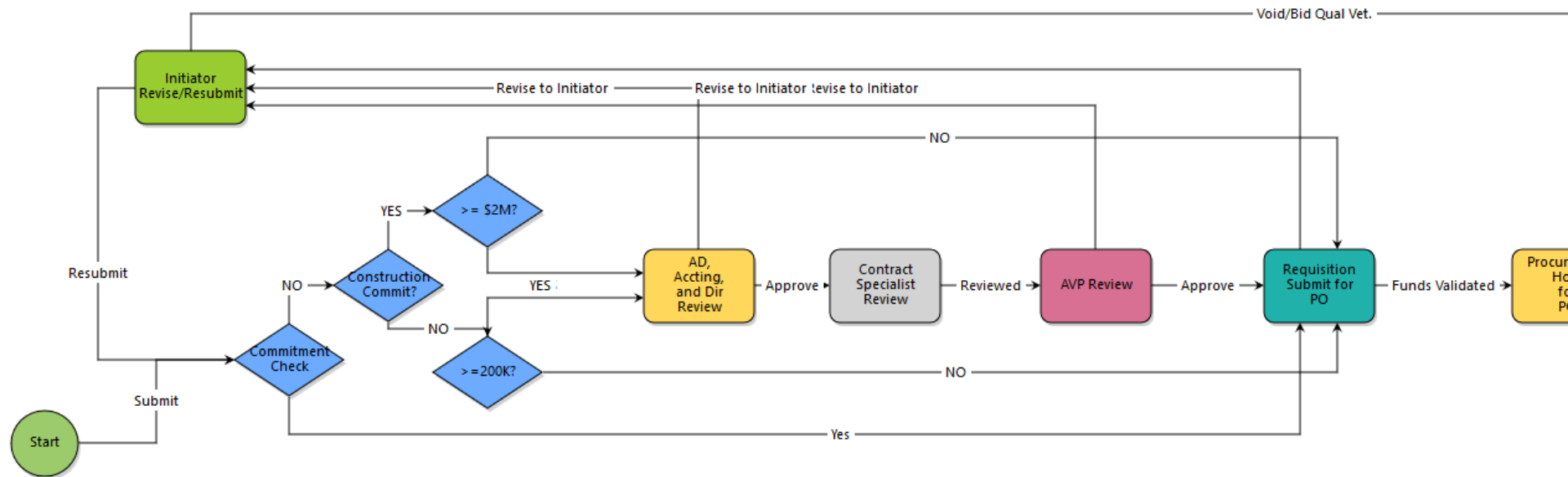
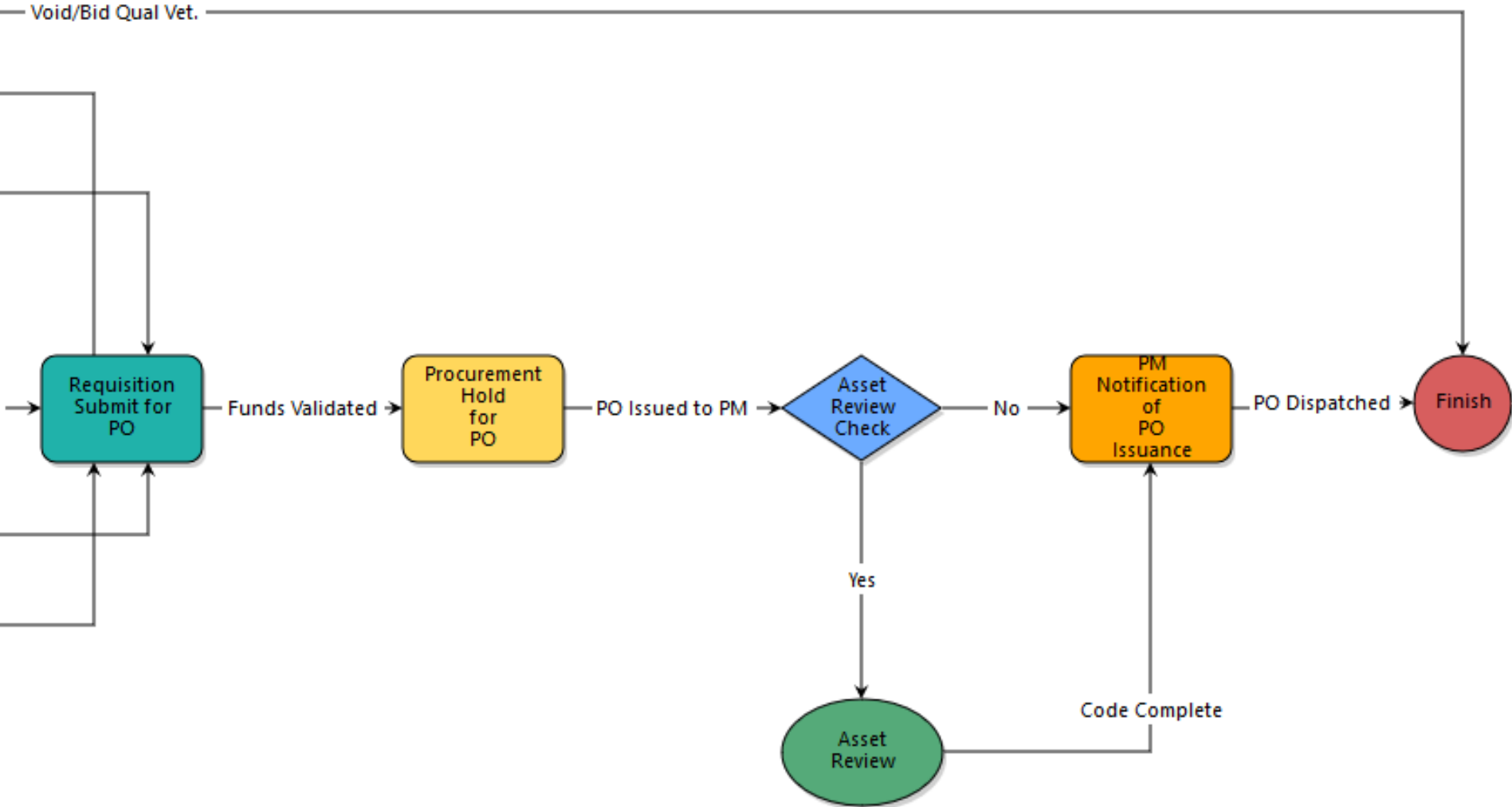




A Guide On Commitment Approval (CA) Process

*Prepared by UCF / e-Builder
14 February 2022*





Process Description:

The Commitment Approval (CA) workflow process allows commitments to be reviewed and approved by the appropriate parties, using the structured workflow defined in this document. By moving their existing commitment process into e-Builder, UCF will benefit from more streamlined efficiency, reduce email updates, and provide for greater visibility.

Process Participants:

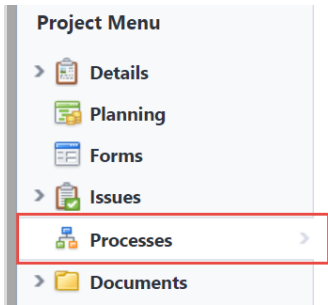
1. Project Manager (PM)
2. Director
3. Associate/Assistant Director
4. AVP
5. Contract Specialist
6. Accounting Supervisor
7. FSBO Support

Process Details:

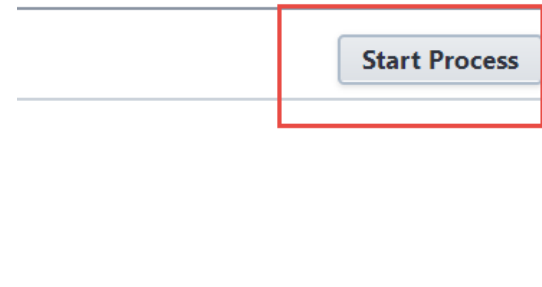
1. After confirming with the client on fees and funds, the Project Manager (PM) will create the commitment and submit it for review.
2. e-Builder validates the Commitment Type and the current contract value. Based on the predetermined conditions the commitment is routed to Director, Accounting Supervisor, Associate/Assistant Director, Contract Specialist, AVP review step or directly to the Accounting Supervisor Review step.
3. Director, Accounting Supervisor, Associate/Assistant Director (AD/Acct/Dir Review) each review the commitment and has to approve to AVP. If one of the reviewers wants to send back to the PM, it will go back to the PM for revisions.
4. The Contract Specialist receives the process in their court, reviews the information, will use Cobblestone (DocuSign) to get signatures. Once the Contract Specialist uploads the signed contract, and actioned the process as Commitment Ready, the process will route to the AVP for review.
5. The AVP receives the process in their court, reviews the information and can send back to the PM if any updates are required or move the process forward to the Accounting Supervisor by actioning the process as Approve Commitment.
6. The Accounting Supervisor receives the process in their court, checks if the budget is sufficient (increase if necessary), validates the information in PeopleSoft, and can either send back to the PM to revise or move forward by actioning the process as Funds Validated. The PM is notified with the PO is issued.

Initiation of Process:

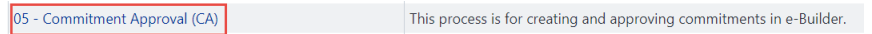
1. Select specific project to start the Commitment Approval Process.
2. Select **Processes** from the Project Menu.



3. Select **Start Process** in the process Module.



4. Click **Commitment Approval** button.



Project Manager Input:

1. Click process name to open Commitment Approval.

Processes **Reports (1)** Print Log

| Process | Subject | Step | Responsible Actors | Step Age | In Step Since | Date Created | Process Age | Status |
|---------|---------|------|--------------------|----------|---------------|--------------|-------------|--------|
| CA - 7 | | | | | | | | |

2. Scroll and complete the necessary details. Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.

Please enter the scope and upload the proposal.

Building Permit Number:

Date of Proposal:

FP&C Project Number:

* Scope of Work: or [Browse e-Builder](#) [Browse Computer](#)

* Vendor's Proposal: or [Browse e-Builder](#) [Browse Computer](#)

Please add the contractor's proposal.
Naming Standard: Proposal_Project Number_Vendor's Name_YYYYMMDD - Example: Proposal_21123001_RCG_20210429

SFM Permit Number:

* Contract Selection Method:

* Asset Review Required: Yes No
 * This is an internal commitment to another UCF department.

Entering Commitment Item Instructions:

- Select the Commitment Type
- Select the Company
- Optional: set the Commitment Date, Scope of work, Notice to Proceed Date, and Retainage Percent (used for applying retainage percentage on ALL commitment items)
- Under "Add New Commitment Item," click [Please Select a Line Item](#) and select 01.01.39 (Division 13 - Special Construction)
- Enter the Amount
- Click the Add button
- Repeat steps 4 through 6 until all commitment items have been entered.
- When complete, click the Submit button to move the process forward.

Retainage Note: To set a retainage percent across all commitment items, enter the amount in the *Retainage Percent box in the Commitment Others section. Otherwise, individual retainage may be set on individual commitment items.

Commitment Details

Status: Draft

* Commitment Type:

* Commitment Control: Controlled By Commitment Item

* Company:

Contact:

Unit Cost Options: Lump Sum Amount

Company Number:

Commitment Others

Commitment Date:

Scope of work:

Notice to Proceed Date:

* Retainage Percent:

Add New Commitment Item

Item Number:

Budget Line Item: [Please Select a Line Item](#)

Current Budget:

Description:

Retainage Percent:

Amount:

Allowance Item?

Custom Fields: [+](#)

Add

3. Select an action and click **Take Action** button to move process along; possible actions are:

a. **Submit** – Select this action if all information is entered and process is ready to move forward.

e-Builder Like Help ?

05 - Commitment Approval (CA) Instructions

Start Process Print Check Spelling **Submit** Save Draft Cancel

AD/Acct/Dir Review:

1. Click process name to open Commitment Approval.

Processes **Reports (1)**

| Process | Subject | Step | Responsible Actors | Step Age | In Step Since | Date Created | Process Age | Status |
|---------|---------|------|--------------------|----------|---------------|--------------|-------------|--------|
| CA - 7 | | | | | | | | |

Print Log

3. Scroll to review and complete the necessary details. Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.

3. Select an action and click **Take Action** button to move process along; possible actions are:

- Approve to AVP** – Select this action if all information is correct and process is ready to move forward.
- Revise to Initiator** – Select this action if after reviewing the information entered, the process needs to get sent back to the Initiator to make updates. Comments will be required upon taking this action

Approval of this commitment requires that all parties (*Director, Assistant/Associate Director, and Accounting*) approve of this commitment. If one party rejects this commitment (*taking the revise action*), the workflow will return to the initiator. A comment is required on revise actions.

FP&C Project Number:
 Building Permit Number:
 Date of Proposal:
 Scope of Work:

Vendor's Proposal: Please add the contractor's proposal.
Naming Standard: Proposal_Project Number_Vendor's Name_YYYYMMDD - Example: Proposal_21123001_RCG_20210429

SFM Permit Number:
 Project Manager:
 Project Manager e-Mail:
 Contract Selection Method:

Asset Review Required: Select "Yes" if the purchase order should be sent to the Asset Management team for review of assets to be demolished, removed or replaced. Please refer to the first page of the *Project Asset Table* to view example asset types.

This is an internal commitment to another UCF department:

Commitment Details

| | |
|-----------------------|--------------------|
| Status: | Unit Cost Options: |
| * Commitment Type: | Company Number: |
| * Commitment Control: | Contact: |
| * Company: | Created: |

Commitment Others

| | |
|----------------------|---------------------------|
| Commitment Date: | Notice to Proceed Date: |
| Scope of work: | Support Manual Retainage: |
| * Retainage Percent: | |

Commitment Custom Fields

PeopleSoft PO Number:

Commitment Items

There are no commitment items

e-Builder Like ?

05 - Commitment Approval (CA) - 7

Initiator Revise:

1. Click process name to open Commitment Approval.

Processes Reports (1)

| Process | Subject | Step | Responsible Actors | Step Age | In Step Since | Date Created | Process Age | Status |
|---------|---------|------|--------------------|----------|---------------|--------------|-------------|--------|
| CA - 7 | | | | | | | | |

Print Log

2. Review comments by selecting the **Comments** tab.

Details **Comments (1)** Attached Documents (0) Attached Processes (0) Attached Forms (0) Attached To (0)

Request Comment Comment

Private Comment

Make Private These are the comments

Request Comment Comment

3. Scroll and complete the necessary details. Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.

Entering Commitment Item Instructions:

1. Select the Commitment Type
2. Select the Company
3. Optional: set the Commitment Date, Scope of work, Notice to Proceed Date, and Retainage Percent (used for applying retainage percentage on **ALL** commitment items)
4. Under "Add New Commitment Item," click Please Select a Line Item and select 01.01.39 (Division 13 - Special Construction)
5. Enter the Amount
6. Click the Add button
7. Repeat steps 4 through 6 until all commitment items have been entered.
8. When complete, click the Submit button to move the process forward.

Retainage Note: To set a retainage percent across all commitment items, enter the amount in the "Retainage Percent box in the Commitment Others section. Otherwise, individual retainage may be set on individual commitment item(s).

Commitment Details

| | |
|-----------------------------------------------------|------------------------------------|
| Status: Draft | Unit Cost Options: Lump Sum Amount |
| * Commitment Type: Select one... | |
| * Commitment Control: Controlled By Commitment Item | |
| * Company: [Company Name] | Company Number: [Company Number] |
| Contact: Select a contact... | |

Commitment Others

| | |
|----------------------------|--------------------------------|
| Commitment Date: [Date] | Notice to Proceed Date: [Date] |
| Scope of work: [Text Area] | |
| * Retainage Percent: 0.0 | |

4. Select an action and click **Take Action** button to move process along; possible actions to take are:

- Resubmit** – Take this action once all comments have been addressed and all information in the process has been updated accordingly.
- Void** – Process is no longer needed and routes to finish in a Void status.

e-Builder

05 - Commitment Approval (CA) - 7

Delete Instance Workflow Override All Fields View Instructions

.. Please select an action .. Take Action Check Spelling Print Copy Delegate Save Cancel

Contract Specialist Review:

1. Click process name to open Commitment Approval.

| Process | Subject | Step | Responsible Actor | Step Age | In Step Since | Date Created | Process Age | Status |
|---------|---------|------|-------------------|----------|---------------|--------------|-------------|--------|
| CA - 7 | | | | | | | | |

2. Review the information, use Cobblestone (DocuSign) to get signatures, and upload the signed contract. Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.

Please upload the signed contract from Cobblestone in to the Executed Contract field.

FP&C Project Number:
 Building Permit Number:
 Date of Proposal:
 Scope of Work:
 Vendor's Proposal: Please add the contractor's proposal.
Naming Standard: Proposal_Project Number_Vendor's Name_YYYYMMDD - Example: Proposal_21123001_RCG_20210429
 SFM Permit Number:
 Project Manager:
 Project Manager e-Mail:
 * Executed Contract: or
 Contract Selection Method:
 Asset Review Required: Select "Yes" if the purchase order should be sent to the Asset Management team for review of assets to be demolished, removed or replaced. Please refer to the first page of the [Project Asset Table](#) to view example asset types.

3. Select an action and click **Take Action** button to move process along; possible actions are:

a. **Commitment Ready** – Select this action if all information is entered and process is ready to move forward.



AVP Review:

1. Click process name to open Commitment Approval.

Processes Reports (1) Print Log

| Process | Subject | Step | Responsible Actors | Step Age | In Step Since | Date Created | Process Age | Status |
|---------|---------|------|--------------------|----------|---------------|--------------|-------------|--------|
| CA - 7 | | | | | | | | |

2. Review the following information:

| | |
|-----------------------------------|-------------------|
| Project: 05 - Commitment Approval | Project Number: |
| Process Document: | Overall Due Date: |
| Current Workflow Step: | Step Due Date: |
| * Subject: | |
| Tracking Prefix: | |
| Status: | |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| FP&C Project Number: Building Permit Number: Date of Proposal: Scope of Work: Vendor's Proposal: Please add the contractor's proposal. Naming Standard: Proposal_Project Number_Vendor's Name_YYYYMMDD - Example: Proposal_21123001_RCG_20210429 | |
| SFM Permit Number: Project Manager: Project Manager e-Mail: Contract Selection Method: Asset Review Required: Select "Yes" if the purchase order should be sent to the Asset Management team for review of assets to be demolished, removed or replaced. Please refer to the first page of the Project Asset Table to view example asset types. | |
| This is an internal commitment to another UCF department. | |

Commitment Details

| | |
|-----------------------|--------------------|
| Status: | Unit Cost Options: |
| * Commitment Type: | |
| * Commitment Control: | Company Number: |
| * Company: | |
| Contact: | |
| Created: | |

Commitment Others

| | |
|----------------------|---------------------------|
| Commitment Date: | Notice to Proceed Date: |
| Scope of work: | |
| * Retainage Percent: | Support Manual Retainage: |

Commitment Custom Fields

PeopleSoft PO Number:

Commitment Items

There are no commitment items

3. Select an action and click **Take Action** button to move process along; possible actions are:

- Approve Commitment**– Select this action if all information is entered and process is ready to move forward.
- Revise to Initiator** - Select this action if after reviewing the information entered, the process needs to get sent back to the Initiator to make updates. Comments will be required upon taking this action



Requisition Submit for PO:

1. Click process name to open Commitment Approval.



| Process | Subject | Step | Responsible Actor | Step Age | In Step Since | Date Created | Process Age | Status |
|---------|---------|------|-------------------|----------|---------------|--------------|-------------|--------|
| CA - 7 | | | | | | | | |

2. Review to ensure that the budget is sufficient (increase if necessary) and validate the information in PeopleSoft. Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.

Requisition Information

Once the requisition has been created in Peoplesoft add the Requisition Number and advance the process to capture that the process is waiting for Procurement to issue the PO.

* Requisition Number:

Commitment Details

Status: Draft

* Commitment Type:

* Commitment Control: Controlled By Commitment Item

* Company:

Contact:

Unit Cost Options: Lump Sum Amount

Company Number:

Commitment Others

Commitment Date:

Scope of work:

Notice to Proceed Date:

* Retainage Percent:

Retainage amount: Support manual entry

Commitment Custom Fields

PeopleSoft PO Number:

Commitment Items

There are no commitment items

3. Select an action and click **Take Action** button to move process along; possible actions are:
 - a. **Funds Validated** – Select this action if all information is entered and process is ready to move forward.
 - b. **Revise to Initiator** - Select this action if after reviewing the information entered, the process needs to get sent back to the Initiator to make updates. Comments will be required upon taking this action



05 - Commitment Approval (CA) - 7

Procurement Hold for PO:

1. Click process name to open Commitment Approval.

| Process | Subject | Step | Responsible Actor | Step Age | In Step Since | Date Created | Process Age | Status |
|---------|---------|------|-------------------|----------|---------------|--------------|-------------|--------|
| CA - 7 | | | | | | | | |

2. Review to ensure that the budget is sufficient (increase if necessary) and validate the information in PeopleSoft. Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.

Requisition Information

Once the requisition has been created in Peoplesoft add the Requisition Number and advance the process to capture that the process is waiting for Procurement to issue the PO.

Requisition Number:

Please enter the PeopleSoft PO Number in the designated Commitment Custom Fields below.

Yes
 No

Click YES to confirm PeopleSoft PO Number was entered:
 Purchase Order: Upload the completed purchase order here. Rename the file according to this naming convention: POXXXXXX - Vendor - YYYYMMDD.pdf
 or

Commitment Details

Status:
 Commitment Type:
 Commitment Control:
 Company:
 Contact:

Unit Cost Options:
 Company Number:

Commitment Others

Commitment Date:
 Scope of work:
 Retainage Percent:

Notice to Proceed Date:
 Retainage amount: Support manual entry

Commitment Custom Fields

PeopleSoft PO Number:

Commitment Items

There are no commitment items

3. Select an action and click **Take Action** button to move process along; possible actions are:
 - a. **Funds Validated** – Select this action if all information is entered and process is ready to move forward.
 - b. **Revise to Initiator** - Select this action if after reviewing the information entered, the process needs to get sent back to the Initiator to make updates. Comments will be required upon taking this action



PM Notification of PO Issuance:

1. Click process name to open Commitment Approval.

| Process | Subject | Step | Responsible Actor | Step Age | In Step Since | Date Created | Process Age | Status |
|---------|---------|------|-------------------|----------|---------------|--------------|-------------|--------|
| CA - 7 | | | | | | | | |

2. Review to ensure that the budget is sufficient (increase if necessary) and validate the information in PeopleSoft. Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.

This is the notification that the Purchase Order associated with this process has been issued. PM should download and email a copy of the PO to the vendor, confirm task completion below and then take action to move process forward. A copy of the PO has been filed in eBuilder folder 2.03.

Purchase Order: Upload the completed purchase order here. Rename the file according to this naming convention: POXXXXXX - Vendor - YYYYMMDD.pdf

* PM emailed Purchase Order to Vendor: Yes No. This was a commitment to a UCF internal entity.

Commitment Details

Status: Draft

* Commitment Type:

* Commitment Control: Controlled By Commitment Item

* Company:

Contact:

Unit Cost Options: Lump Sum Amount

Company Number:

Commitment Others

Commitment Date:

Scope of work:

* Retainage Percent:

Notice to Proceed Date:

Retainage amount: Support manual entry

Commitment Custom Fields

PeopleSoft PO Number:

Commitment Items

There are no commitment items

3. Select an action and click **Take Action** button to move process along; possible actions are:
 - a. **PO Dispatched** – Select this action if all information is entered and process is ready to move forward.

05 - Commitment Approval (CA) - 7

-- Please select an action -- ▾

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <p>Project: 1 ! Training Project *****</p> <p>Process Document: 2 CO - 1 Show History Current Actors</p> <p>Current Workflow Step: 3 Procurement Review C Show Workflow Diagram</p> <p>Subject: 4 CO Initiated on 9/22/2016 6:57:35 PM</p> <p>Status: 5 Submitted</p> | <p>Project Number: 6 1111111111</p> <p>Overall Due Date: 7</p> <p>Step Due Date: 8</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|

Process Description:

Each time you open a process to perform your function within a project, you will see the Process Header. The process header contains information that can help you identify where you are within a process, within a project.

1. **Project:** Project Name
2. **Process Document:** The process instance
 - [Show History](#): Will display a historical list of actions taken within this process instance
 - [Current Actors](#): Will display a list of actors responsible for the process in its current step
3. **Current Workflow Step:** The name of the current step
 - [Show Workflow Diagram](#): Will display the workflow diagram, highlighting the current step where this instance is with a blue frame
4. **Subject:** Displays the specific process instance subject
5. **Status:** Displays the process' current status
6. **Project Number:** Displays the project number
7. **Overall Due Date:** Date the process needs to be completed by *(If applicable)*
8. **Step Due Date:** Date this step in the process needs to be completed by *(If applicable)*

Support:

Training Resources

Please visit the FP&C website for a variety of e-Builder training resources both in print and video.

<http://fp.ucf.edu/resources/ebuilder/>

Need e-Builder Help?

Please call (888) 288-5717 or email support@e-builder.net. Thank you!

For UCF Project Support

e-Builder System Admins can be reached at eBuilderadmin@ucf.edu

Notes and Comments: