Client Funding Approval: How to Approve Project Funding via the eBuilder Budget Approval (BA) Process

- 1. Login to eBuilder
 - a. Navigate to <u>https://fp.ucf.edu/</u>
 - b. Select yellow eBuilder button
 - c. Enter NID and NID password
- 2. Select "MY HOME" tab and click BA-X from the "My Processes" section.

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My Home	Dashboard	Projects	Planning	Forms	Processes	Documents	Calendar	Contacts	Bidding	Cost	Schedule	Reports	Setup										
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University of Central Florida			My Pro	cesses																			
Support				Project 22308005 E	10308 WUCF RM T-1	Mobile Antenna Swa	p 2022		Instance BA - 1	© Sut But	sject Iget Approval pr	ocess for 2230800	5 80308 WUC	CF FM T-Mo	obile Antenna	ina Swap 20	2022		 Step Client Review & Approve 	Date Di Date Di	ue d	Requested Com	nents

3. Review information provided regarding the cost, scope, and schedule of your project. If you approve funding, work with your Cost Center Manager to provide you with the Cost Center and Fund ID for the account(s) that will fund the project. It is imperative that the information provided is correct and from an approved source. Provide this information in the spaces provided. If there are multiple funding sources, you must provide the information for each source. The funding source covering the majority of the costs should be listed in the area for "Cost Center 1."

Project Funding Information - Cost Center 1	
* Cost Center 1:	Pleze select an option 🗸
* Fund ID 1:	Please select an option 🗸 🗸
* Enter Cost Center Manager 1 email:	
* Amount Funded by Cost Center 1:	
* Client confirms cost center manager approval:	Life date undertained that it is ny responsibility to acquire the correct funding information and associated approvals before approving this budget. Londium that the cost carter manager for such of the cost carters listed has approved the expenditure of funds in the anount specified for the purpose of the project.

4. Once you have completed the required information, select **"Approve to PM"** from the drop down and click the **"Take Action"** button at the top or bottom of the page.

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Project	22308005 80308 WUCF FM T-Mobile Antenna Swap 2022	Project Number:	22308005			
Process Document:	BA - 1 Show History Current Actors	Overall Due Date:				
Current Workflow Step:	Client Review & Approve Show Workflow Diagram	Step Due Date:				
Subject:	Budget Approval process for 22308005 80308 WUCF FM T-Mobile Antenna Swap 2022					
Counter Prefix						
	Rending					

5. If you cannot / will not approve the funding of the project, select the **"Needs Revision"** option from the dropdown menu and click the **"Take Action"** button at top or bottom of the screen. When you do this a required comment box will appear for you to communicate the reason why. Once you complete the comment box, you will need to click **"Needs Revision"** one more time.

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05 - Budget Approval Process-Pre-integration (BA) -					
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05 - Budget Approval Process-Pre-integration (BA)	-1				
Add a comment.					
* Add Comment					
Communicate reason for rejection					
Check Spelling Needs Revision Cancel					