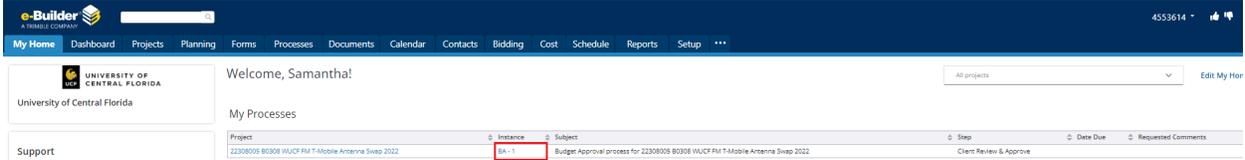


Client Funding Approval: How to Approve Project Funding via the eBuilder Budget Approval (BA) Process

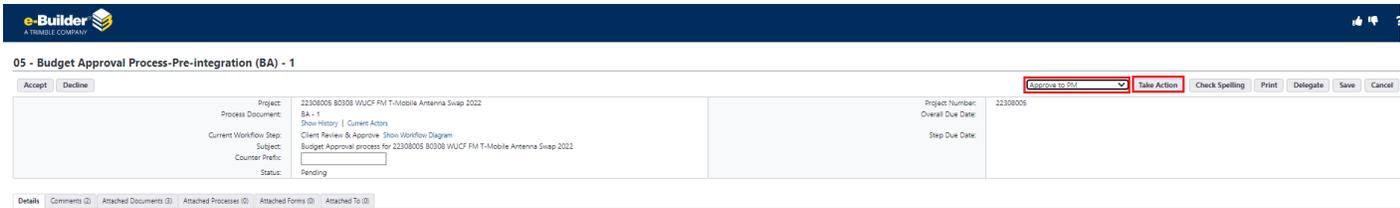
1. Login to eBuilder
 - a. Navigate to <https://fp.ucf.edu/>
 - b. Select yellow eBuilder button
 - c. Enter NID and NID password
2. Select "MY HOME" tab and click **BA-X** from the "My Processes" section.



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."



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.



5. If you cannot / will not approve the funding of the project, select the "Needs Revision" option from the drop-down 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.

