## Client Funding Approval: How to Approve Project Funding via the eBuilder Budget Approval (BA) and Budget Change Approval (BCA) Processes

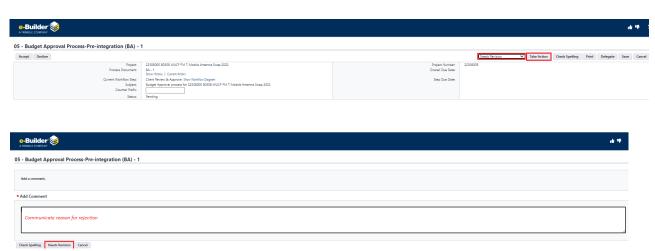
- 1. Login to e-Builder
  - a. Navigate to https://fp.ucf.edu/
  - b. Select yellow e-Builder button
  - c. Enter NID and NID password
- 2. Select "MY HOME" tab and click **BA-#** from the "My Processes" section.



- 3. Review information provided regarding the cost, scope, and schedule of your project. If you approve, download the Revenue Transfer Journal Approval Form
  - Fill in the project number and name and funds approved data fields at the top of the form and then save it to your computer to recover the required signature fields.
  - Email the saved form to the Cost Center / Budget Manager(s) that manage the funds that will support the project.
  - The Cost Center / Budget Manager(s) will provide all of the Workday work tags required for the revenue journal transfer and digitally sign the form. If multiple funding types / sources are needed the additional worktags must be provided by the cost center / budget manager in the additional columns.
  - Once the completed form is returned to you, upload it to the file field "Revenue Journal Transfer."
  - Be sure that the amounts approved on the form, match the amount in the e-Builder process.
- 4. Once you have uploaded the completed form 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.





## **Revenue Journal Transfer Approval Form for Capital Projects**

Project Number and Name:					
Fotal Funds Approved:					
Thank you for your interest in fund Revenue Journal Transfer (RJT) aga Workday. If the project will be fun by grant or gift funds, please includ	ainst the funds designated nded by multiple funding s	d and certified below. The sources, please provide a	e CCM will receive the RJT additional work tags in the	as a manual journal for th	heir approval in
WORKTAG TYPE	CLIENT FUND SOURCE	CLIENT FUND SOURCE 2	CLIENT FUND SOURCE	CLIENT FUND SOURCE	CLIENT FUND SOURCE 5
COMPANY* (XXX)		<del>-</del>		<u> </u>	-
DIVISION* (DXXX)					
COST CENTER* (CCXXXXX)					
FUND* (FDXXX)	+				
PROGRAM* (PGXX)					
FINANCIAL SITE* (STXX)					
PROJECT** (CFPXXXX)					
GRANT** (GRXXXXXX)					
GIFT** (XXXXXXXXXX)					
DESIGNATION** (DNXXXXX)					
INITIATIVE*** (INXXXXX)					
ACTIVITY*** (ACXXXXX)					
LEDGER ACCOUNT***					
AMOUNT APPROVED					
I, the cost center/budget manag	ger. certify that the corr	ect FDM work tags have	been identified above, a	and that there is available	e budget to support
the project budget amount spec highest-level authorizer required	cified. Furthermore, if the	ne amount certified is gre	eater than my approval t	threshold, I have received	d approval from the
CC or BUDGET MANAGER SIGNATURE					
AVP SIGNATURE For Facilities & Business Ops Units Only					
*REQUIRED WORKTAGS – ALL MUST BE PRO **OPTIONAL WORKTAGS – MAY BE REQUIR ***OPTIONAL WORKTAGS – MAY BE REQUIR  THIS PROJECT WILL BE FUNDED WITH N	RED BASED ON FUND TYPE USED JIRED BASED ON REPORTING NEE NON-UNIVERSITY FUNDS. CHECK	D EEDS OF THE COST CENTER MANA K NUMBER	HAS BEEN SENT TO UNIVER:	RSITY OF CENTRAL FLORIDA, C/O	AFBC – CONSTRUCTION
ACCOUNTING, PO BOX 163640, ORLANDO I Any additional information may be			HAS BEEN COMPLETE	D	