

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: _____

Total Funds Approved: _____

Thank you for your interest in funding the Planning, Design and Construction Project. To fund the project, the Facilities Business Office will perform a Revenue Journal Transfer (RJT) against the funds designated and certified below. The CCM will receive the RJT as a manual journal for their approval in Workday. If the project will be funded by multiple funding sources, please provide additional work tags in the columns provided. If the project is funded by grant or gift funds, please include a copy of the grant award or gift documentation with this form.

WORKTAG TYPE	CLIENT FUND SOURCE 1	CLIENT FUND SOURCE 2	CLIENT FUND SOURCE 3	CLIENT FUND SOURCE 4	CLIENT FUND SOURCE 5
COMPANY* (XXX)					
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					
<p>I, the cost center/budget manager, certify that the correct FDM work tags have been identified above, and that there is available budget to support the project budget amount specified. Furthermore, if the amount certified is greater than my approval threshold, I have received approval from the highest-level authorizer required for the transaction amount. I authorize the Facilities Business Office to perform the revenue journal transfer.</p>					
CC or BUDGET MANAGER SIGNATURE					
AVP SIGNATURE For Facilities & Business Ops Units Only					

*REQUIRED WORKTAGS – ALL MUST BE PROVIDED FOR FUND RESTRICTION

**OPTIONAL WORKTAGS – MAY BE REQUIRED BASED ON FUND TYPE USED

***OPTIONAL WORKTAGS – MAY BE REQUIRED BASED ON REPORTING NEEDS OF THE COST CENTER MANAGER.

☐ THIS PROJECT WILL BE FUNDED WITH NON-UNIVERSITY FUNDS. CHECK NUMBER _____ HAS BEEN SENT TO UNIVERSITY OF CENTRAL FLORIDA, C/O AFBC – CONSTRUCTION ACCOUNTING, PO BOX 163640, ORLANDO FL, 32816-3640 OR ACH TRANSFER NUMBER _____ HAS BEEN COMPLETED.

Any additional information may be provided in the box below.