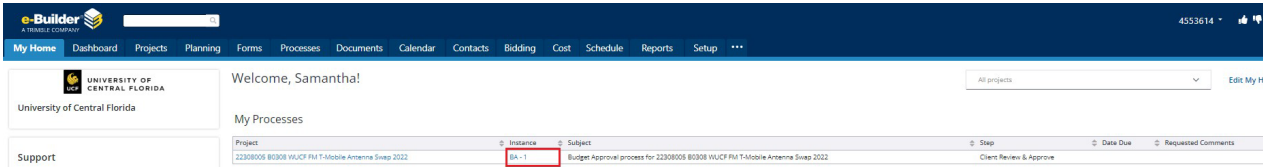
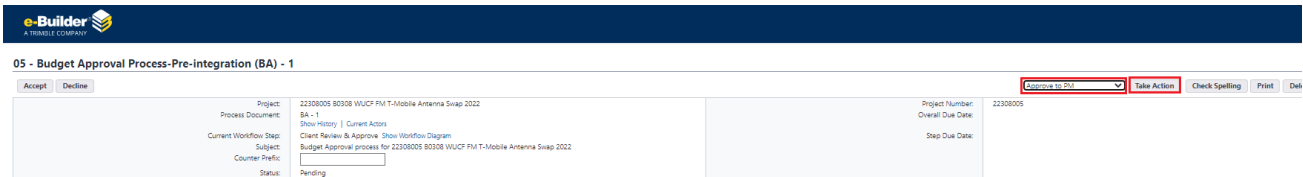


Client Funding Approval: How to Approve Project Funding via the eBuilder Budget Approval (BA) and Budget Change Approval (BCA) Processes

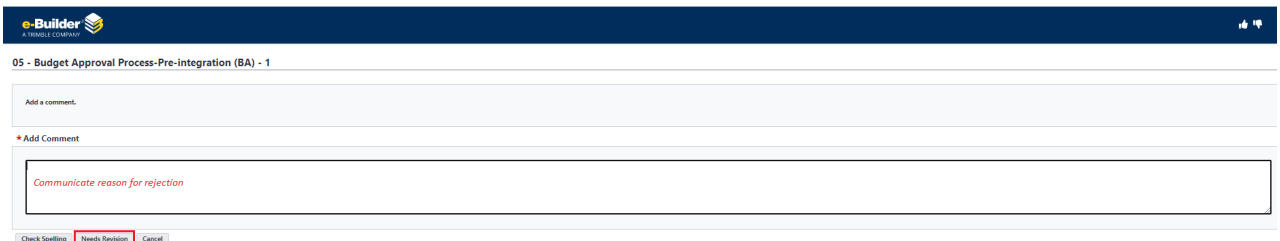
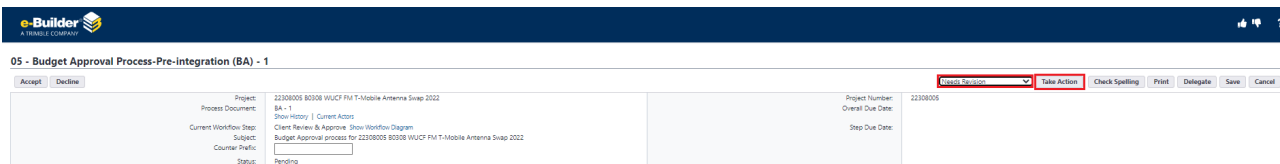
1. Login to e-Builder
 - a. Navigate to <https://fp.ucf.edu/>
 - b. Select yellow eBuilder button
 - c. Enter NID and NID password
2. Select “MY HOME” tab and click **BA-X** from the “My Processes” section.



3. Review information provided regarding the cost, scope, and schedule of your project. If you approve, Download [Operating Fund Restriction 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 as this will recover the required signature fields.
 - Send 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 worktags required for the operating fund restriction and digitally sign the form. If multiple funding types / sources are needed the additional worktags must be provided by the cost center manager in the additional columns.
 - Once the completed form is returned to you, upload it to the file field “Operating Fund Restriction Form.”
 - 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.





Operating Fund Restriction 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 central accounting office will perform an Operating Fund Restriction (OFR) against the funds designated and certified below. The CCM will receive the OFR as a Budget Amendment 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 funds, please include a copy of the grant award 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					

I, the cost center/budget manager, certify that the correct FDM worktags 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 central accounting to perform the fund restriction(s).

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. FOR THE LEDGER, 63100 – REPAIRS AND MAINTENANCE WILL BE USED UNLESS ANOTHER IS SPECIFIED.**

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.