

Job Aid: CFA Workflow in eBuilder for Clients

Purpose

The purpose of this job aid is to provide guidance for Clients on how to review and approve requests in the paperless Client Funding Authorization (CFA) workflow in eBuilder.

Overview

The CFA workflow in eBuilder replaces the paper-based Client Authorization form effective 19 February 2019. In addition to sunsetting the paper CA form, key changes were made to the existing process by the Kaizen 3 team (composed of D&C, CASS, and Client personnel). Process and procedure changes include:

- Removing the CFO approval for projects over \$100,000
- Adding fields on the Details page to capture whether a project over \$1m or \$5m has received USM approval, and routing any CFA that pushes a project over these thresholds to a Real Estate Planning and Space Management (REPSM) step for action by REPSM in eBuilder
- An automatic follow-up message is sent to clients 5 days a CFA is submitted to them if they have not taken action on it (approve, reject, request revision)

The basic steps of the process are:

- 1. Step 0: PM starts the process by creating CFA
- 2. Step 1: PM assigns Client(s) to CFA
- 3. Step 2: UMB Client reviews CFA and takes one of the following actions:
 - a. Approves the CFA
 - b. Requests a revision to the CFA
 - c. Rejects the CFA
 - d. Rejects the CFA and cancels the project
- 4. Step 3: PM Revises the CFA (if necessary) and sends it back to the Client (back to Step 2)
- 5. Step 4: Real Estate Planning and Space Management takes action on projects requiring USM Chancellor or Board of Regents approval
- 6. Step 5: If CFA has been approved, CASS transfers funds in eUMB, notes action accomplished in eBuilder
- 7. Step 6: UMB Project Control updates funding in eBuilder
- 8. Step 7: CFA closes and notifies PM and Client.



Process Flow: CFA Workflow in eBuilder



Key:

| Actor | Color of Process Step |
|---|-----------------------|
| D&C Project Manager | Orange |
| Client | Green |
| Real Estate Planning and Space Management | Blue |
| CASS Accountant | Brown |
| D&C Project Controller | Green |
| eBuilder (logic gate) | Gray |
| eBuilder (automatic process) | Black |



Job Aid: CFA Workflow in eBuilder for Project Managers

| Steps | Visual | | | | |
|--|--|--|--|---|--|
| | Visual | | | | |
| Open CFA From the home screen in e-Builder (www.e-builder.net), locate the "Workflow in your court" area of the home screen. Click the CFA link from your court to open. Review Scope section | Workflow in your court Project Name CFA1 - 4 CFA:Construction funding Details Comments (0) Attached Documents (2) | Subject 03 PM Revise CFA 20 Attached Processes (0) | Step 02.04.2019 Attached Forms (0) | Date Das- Projected | Show First ten • Requested Comment |
| a. Review the attached Project Schedule and Scope. Note: If a Client has requested a CFA in advance of a firm scope and schedule, there may be a dummy file attached. | Scope Please review the attached Scope and Schedule Scope of Work Project Schedule: CFA Reason: | Prope | DP.jpg (version 1) rites Download (9.8KB) aratoga.jpg (version 1) rites Download (58.2KB) | | |
| 3. Review Project Budget | # Description | Budget Line Item | Current Budget Amount | Change Amount | Net Budget Amount |
| a. Review the "Net Budget Amount" section and the "Change Amount" column to see the changes requested across: Design, Construction, Contingency, and PM | Obstantion 001 Design 002 Construction 003 Contribution 004 PM Fee 4 Total | 20-210 30-300 40-400 50-510 | 0.0 1,050,0000 84,000.0 1,134,000.0 | Change Antoline 200,000.00 5,000,000.00 416,000.00 5,616,000.00 | 200,000.00 6,050,000.00 500,000.00 6,750,000.00 |
| | | | | C. | ost Summary Budget Details |
| Fee. Note: If you are reviewing a revised or secondary CFA, pay special attention to the "Change Amount" column total. This is the amount that will need to be funded below. 4. Add Funding Details a. Select at least one Funding Type to | Funding Information | | | | |
| begin funding your project. Options | The Funding below must MAT | CH the total Chan | ge Amount ab | ove. | |
| include: | Send back to the PM if the the | | | | |
| b. UMB Plant Fund | | * Funding Type 1: | Please | select an option | • |
| c. Grant Fund | | Project ID 1: | | | |
| d. State Account | | MCCBL or ARB 1: | | | |
| e. DRIFF | | Amount 1: | | | |
| f. Revolving Account | | | lotoo | | |
| g. ARB | Funding | Expiration Date 1: | | | |
| h. MCCBL | | | | | |
| i. Other non-UMB | | | | | |
| j. If the project will be funded with | | | | | |
| more than one fund source, add | | | | | |
| additional fund sources in the areas | | | | | |
| below. | | | | | |



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| 5. Send CFA to Secondary Approver (or | CFA to Secondary Approver (or https://app.e-bailder.net/doi/Processes/InstanceDetails.appr?In | | |
| Fund Custodian) for Review. | e-Builder 🐳 | | |
| a. Once the basic required | Client Funding Authorization - Updated (CFA1) - 4 Delete Instance Workflow Override All Fields View Instructions | | |
| information is filled in, the PM can | Please select an action Take Action Check Spelling Print Copy Delegate Save Cancel | | |
| print the CFA to a soft copy file if | Project: ***7feam 2a - Two Clients Mail Merge Templates (*) Process Document: CFA1 - 4 Overall Oue Date: Current View | | |
| desired. | Current Workflow Step: 02-UM8 Client Review Stew Workflow Degram Step Due Date: Current Workflow Step: 02-UM8 Client Review Stew Workflow Degram Step Due Date: | | |
| | Subject: CFAConstruction funding | | |
| b. From the top of the screen, click on | Counter Prefix: Cancel | | |
| the "Print" button and a dialogue | Status: Pending | | |
| box will appear. Choose the | Details Comments (2) Attached Documents (2) Attached Processes (0) Attached Forms (0) Attached To (0) | | |
| "Current View" option with the | Scope Please review the attached Scope and Schedule provided by the Project Manager | | |
| radio button and then click the | Scope of Work: | | |
| "Print" button. | Project Schedule: | | |
| c. eBuilder will print the CFA to a | Project activities (Developed version of the second version version of the second version ve | | |
| Word file and it will download in | CFA Reason: Construction funding * | | |
| | | | |
| your browser. | | | |
| Request a comment: Users can | Details Comments (0) Attached Documents (2) Attached Processes (0) Attached Forms (0) Attached To (0) | | |
| request comments from other | | | |
| users and non-users in the eBuilder | Show : Comments Comment Comment | | |
| system. Select the Comment tab | Private Comment * There are no comments for this process. | | |
| and then click "Request Comment" | There are no comments for any process. | | |
| to select a user or to enter an email | | | |
| | | | |
| address. | | | |
| 6. | Please select an action | | |
| 7. Take Action: Select one of the | FUNDING COMMENT Approve CFA Client Comment: Revise CFA Revise CFA | | |
| following steps to "Take Action" on | Cancel Project Anorow CFA Take Action Check Spelling Print Copy Delegate Save Cancel | | |
| your open CFA. | ние иссла Сору Ускупс зите синст | | |
| | | | |
| a. Approve CFA: Approve the | Client Funding Authorization - Updated (CFA1) - 4 Instructions | | |
| CFA with funding to cover | | | |
| this authorization. | Are you sure you want to take the following action? | | |
| | You authorize this "Client Funding Authorization" Request by the UMB Project Manager. | | |
| | Yes, Approve CFA No, Cancel | | |
| b. Cancel CFA: Terminates the | Are you sure you want to take the following action? | | |
| CFA and tees up the "Cancel | I authorize that I reject this CFA instance. | | |
| Project" process. There is a | | | |
| | * Add Comment | | |
| confirmation screen to | Funding that was originally budgeted for this project has been allocated to another project that is | | |
| ensure that you really do | more important to the Dean. | | |
| want to cancel not just the | | | |
| CFA, but the entire project. | | | |
| | | | |
| | Check Spelling Yes, Cancel CFA No, Cancel | | |
| c. Revise CFA: Sends the CFA | Add a comment. | | |
| back to the PM to revise and | | | |
| resend it to you. Leaving a | Add Comment | | |
| comment for the PM is | Private | | |
| | Please revise this <u>CFA</u> to request funds for Design. We will fund the Construction portion of this project in <u>FY21</u> | | |
| mandatory; leaving a | | | |
| DETAILED comment helps the | | | |
| PM to make the right | | | |
| adjustments to the CFA. | Check Spelling Revise CFA Cancel | | |

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| Cancel Project: Terminates the CFA and informs the PM that you do not wish to see a revision (e.g. a pricey client- requested change order). Select your name and click the right arrow on the screen to cancel the project. | Please choose users to add to next step: Available Users Moore, Drew (University of Maryland, Baltimor Sproul, Steve (Onidus) Image: Cook, Rob (University of Maryland, Baltimor Cook, Rob (University of Maryland, Baltimor) Image: Cook, Rob (Unive |
|---|--|
| 8. Engage with your PM if CFA is unclear. e. There are multiple ways to engage with your PM to understand the nature or scope of the CFA – eBuilder comment, email, phone, inperson, etc. f. Once the PM and the client are clear, it is best practice to acknowledge the request by adding a comment using the "Comment" tab to document the understanding while the PM works on the revision. | Details Comments (1) Attached Processes (0) Attached Forms (0) Attached To (0) Show: Comments Private Comments Private Comment Request Comment Request Comment Request Comment Request Comment Request Comment Comment Request Comment Request Comment Comment Request Comment Request Comment Comment Request Comment Comment Request Comment Reque |
| Finish: You will receive a notification from the e-Builder system once your project has been funded by CASS. | |