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
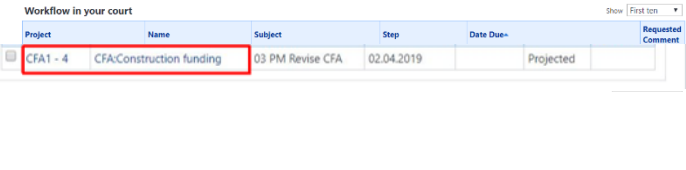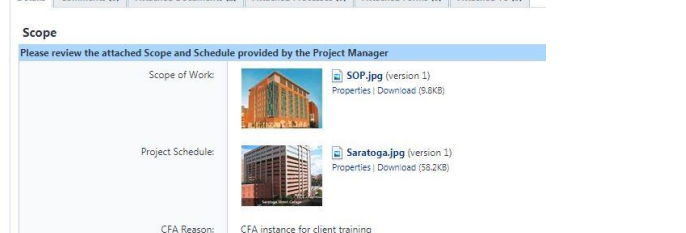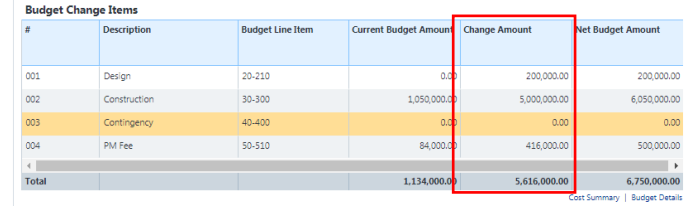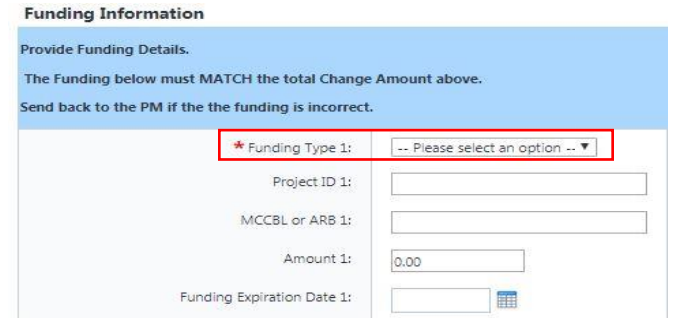8. Step 7: CFA closes and notifies PM and Client.

Process Flow: CFA Workflow in eBuilder
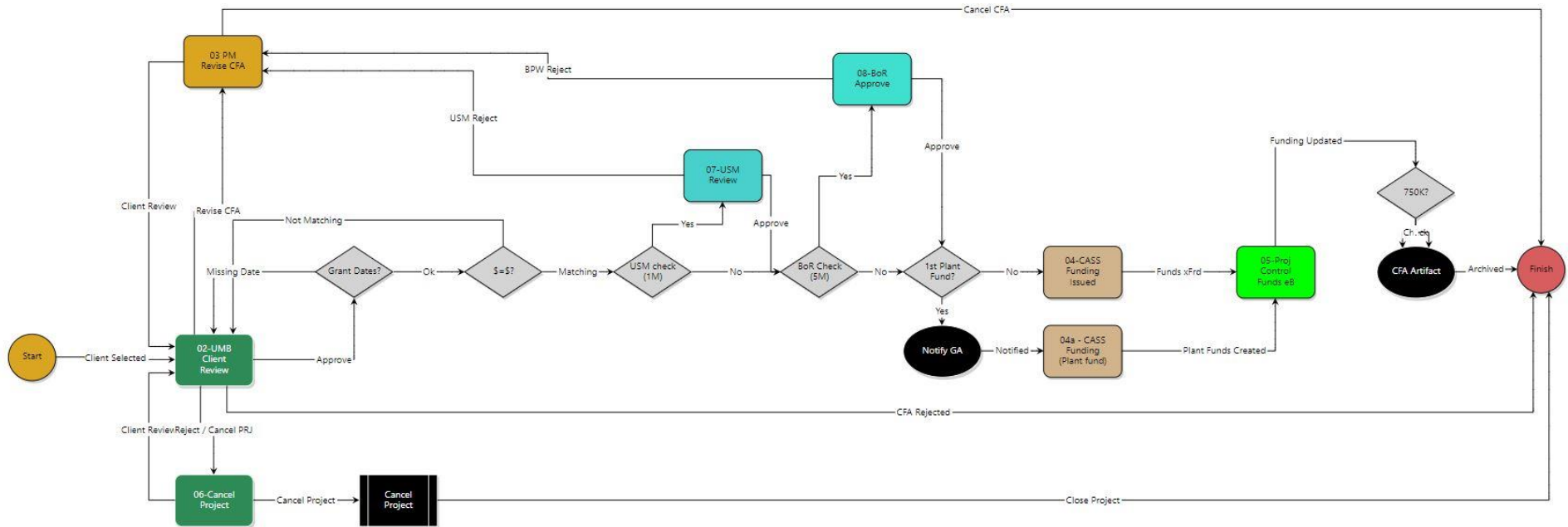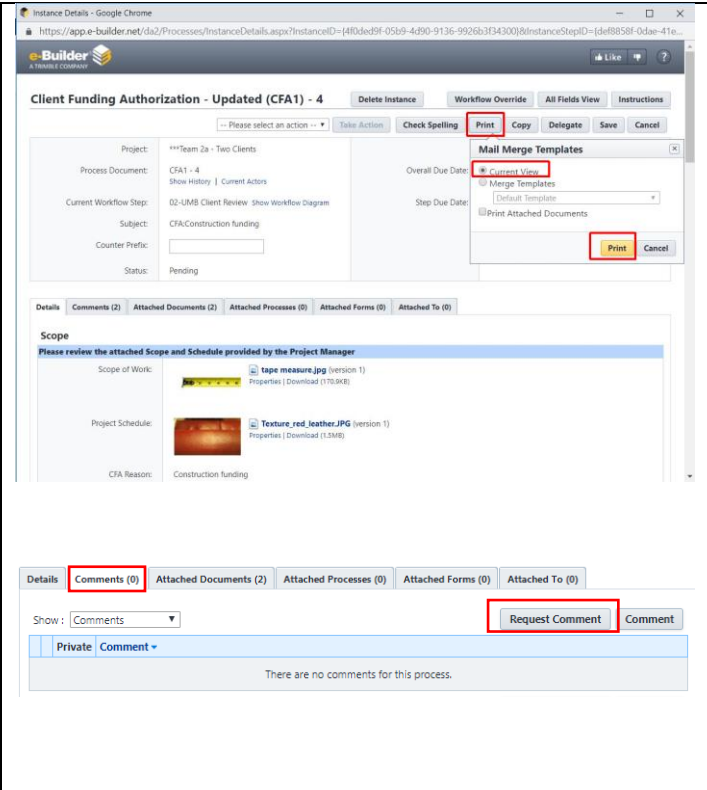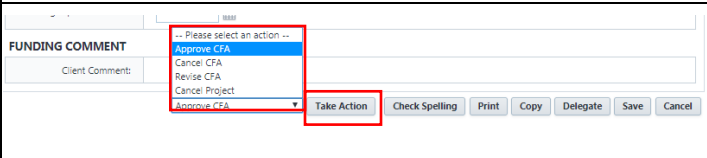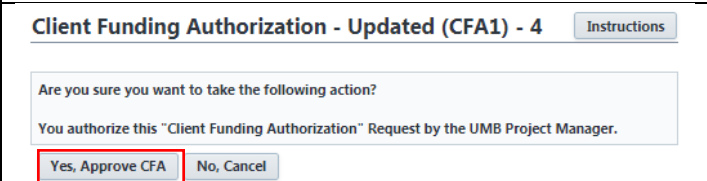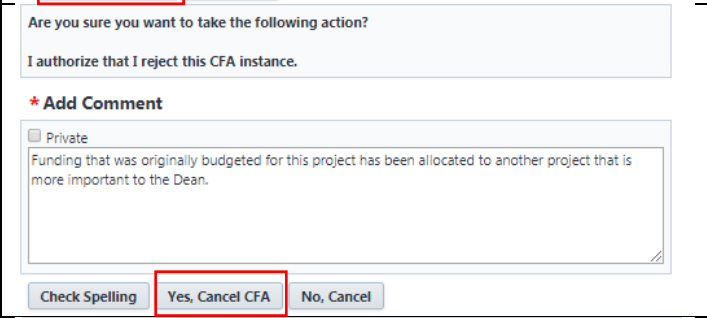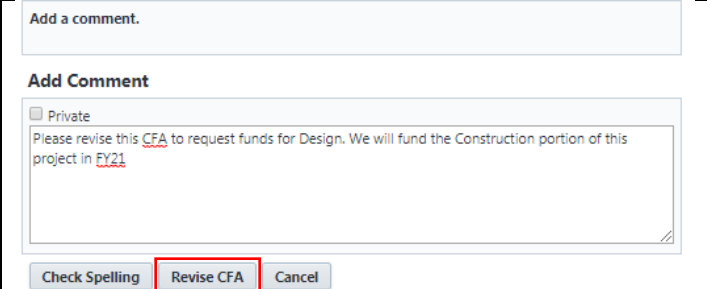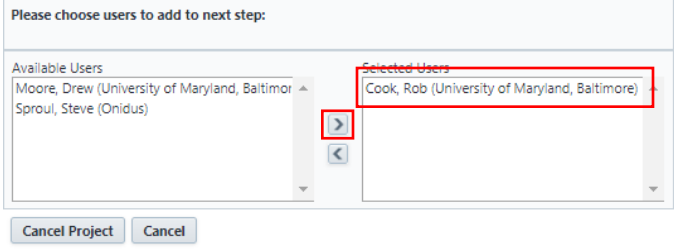
Key:

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

1. Open CFA
    a. From the home screen in e-Builder (www.e-builder.net), locate the "Workflow in your court" area of the home screen.
    b. Click the CFA link from your court to open.	

2. Review Scope section **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.	
3. Review Project Budget **a.** Review the "Net Budget Amount" section and the "Change Amount" column to see the changes requested across: Design, Construction, Contingency, and PM 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 begin funding your project. Options include:
        b. UMB Plant Fund
        c. Grant Fund
        d. State Account
        e. DRIFF
        f. Revolving Account
        g. ARB
        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.	

5. Send CFA to Secondary Approver (or Fund Custodian) for Review. **a.** Once the basic required information is filled in, the PM can print the CFA to a soft copy file if desired. **b.** From the top of the screen, click on the "Print" button and a dialogue box will appear. Choose the "Current View" option with the radio button and then click the "Print" button. **c.** eBuilder will print the CFA to a Word file and it will download in your browser. **d. Request a comment:** Users can request comments from other users and non-users in the eBuilder system. Select the Comment tab and then click "Request Comment" to select a user or to enter an email address.	
6. **7. Take Action:** Select one of the following steps to **"Take Action"** on your open CFA.	
a. Approve CFA: Approve the CFA with funding to cover this authorization.	
b. Cancel CFA: Terminates the CFA and tees up the "Cancel Project" process. There is a confirmation screen to ensure that you really do want to cancel not just the CFA, but the entire project.	
c. Revise CFA: Sends the CFA back to the PM to revise and resend it to you. Leaving a comment for the PM is mandatory; leaving a DETAILED comment helps the PM to make the right adjustments to the CFA.	

d. **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.	
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, in-person, 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.	
9. **Finish:** You will receive a notification from the e-Builder system once your project has been funded by CASS.	