



## eBuilder User Guide

# 10.00 – Project Authorization (Budget Establishment) (PA) Process

Revision History			
Rev #	Reason	Date	Revised By
0	Initial Release	7/1/2024	Bill Copeland

University of Missouri System  
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS



## Process Overview |

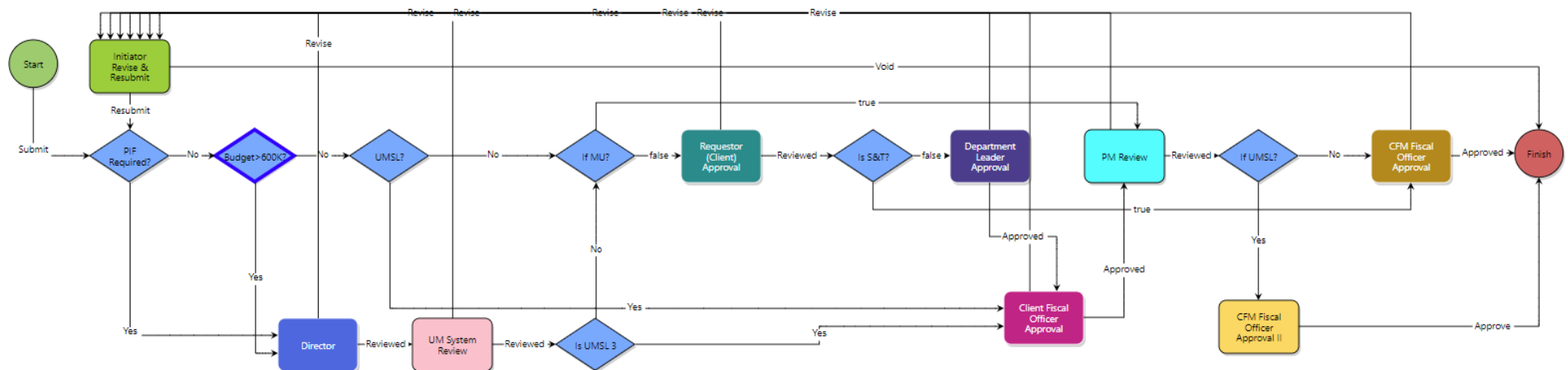
The 10.00 - Project Authorization (Budget Establishment ) (PA) process is typically used once in each project to establish the budget and PCS summary in eBuilder. This process is normally initiated by the Project Manager. Once you are completed with your initial planning and have approved funding for design, you need to determine the appropriate budget templated to apply, apply new budget template, then execute this process to establish the budget. Typically, you increase the budget based on the funding approved by the client. For Board of Curators (BOC) approved projects, the amount for the complete project (Design and Construction) is typically provided and will be the amount used to establish the budget for these projects.

For MU Campus - You are NOT using the Client Department Leader / CFO approval steps in the workflow process, you will need to obtain approvals outside of eBuilder and attach the documentation to this process.

## PA - Workflow Details

**Description:** This process is used to obtain approvals and establish the initial project budget.

**Actors:** Project Manager, Director of PDC, Client (Requester) Approval, Dept. Leader, Client Fiscal Officer, CFM Fiscal Officer, UM System





## Process Pre-Work |

There are several steps outside of eBuilder that are required prior to initiating the process to establish the budget in eBuilder:

1. Work with client and other resources on initial planning to determine high-level budget (Design and Construction Est.).
2. If you use a spreadsheet to manage your PCS in conjunction with eBuilder, make sure it is up to date.
3. If your campus is not using the client approval steps in the workflow you need to obtain approvals for funding by email.
  - a. Print email or document to PDF file and save to attach later in the process.
4. Obtain client/funding MoCode(s) and add them to the project Details Page.
5. You need to determine what PeopleSoft Account to use and apply the appropriate Budget Template. **Note: You can use reference cards in the reference section to help with this.** Follow these steps to update the budget template:
  - a. In the project navigate to Project Menu \ Details \ click on **Apply Templates**:

### Apply Project Templates

**Note**  
These templates will be applied to the selected project(s), which will take a few minutes to process. For your convenience, an email will be sent to you when this process is complete. Please refrain from making changes to the templates during this time, as updates will not be reflected in the project(s) that have already been processed.

Project Name	Project Administrator	User Logins Allowed	Has Schedule
University Hall Renovate 225	Administrator, UM System	✓	✓

Select a project template

Select a custom field. ▼ Select a value ▼

Please select... ▼

Select a role template

Please select... ▼

Select a schedule template

Please select... ▼

Select a budget template

Please select... ▼

Select a cash flow template

Please select... ▼

Select a funding template

Please select... ▼

**MU Campus to use templates that start with \*MU**

Apply TemplatesCancel

Apply TemplatesCancel

6. Obtain project MoCode(s) that correspond with funding MoCode(s). **Note: These are not required to establish your budget but will be required prior to adding a commitment.**



## Initiation/Start Step |

Navigate to the Process Module of the project, select **10.00 – Project Authorization (Budget Establishment) (PA)** process and click **Start**. Complete the following sections:

### 10.00 - Project Authorization (Budget Establishment) (PA)

[Instructions](#)

#### Start Process

[Print](#)[Check Spelling](#)[Submit](#)[Save Draft](#)[Cancel](#)

Project: \*\*\* UAT - User Acceptance Testing  
Project Number: UAT-0001  
Process: 10.00 - Project Authorization (Budget Establishment)

[Details](#)[Documents \(0\)](#)[Attached Processes \(0\)](#)[Attached Forms \(0\)](#)[Expand All](#) | [Collapse All](#)

#### Instructions

This is the start of the budget creation for this project. Complete as much information as you have for the project. The fields with the red asterisks are required.

Please note there is a section for UMKC projects that need to be completed as well. If you are not part of the UMKC campus, place a NA in these required fields.

#### Actions to be taken:

Submit – Begin the approval process of the budget.

Save – Draft status, allows the user to save information about the draft budget without sending it for approval. Users will have to open the process again to submit or delete the process.

#### Authorization Type

\* Authorization Type: Budget Establishment

This is typically **Budget Establishment**

#### Approval/Authorization

\* Funding Identified: Yes

Select appropriate Phase

Yes or No

Authorization Phase: -- Please select an option --

Approval Documentation: Drag and drop file here or

[Browse Computer](#)[Browse e-Builder](#)

Attach approval documentation from client if required by your campus

Client Mo Code:

Client or Department's Original Funding Source -- not the Project Mo Code. This data field will be added to the project details page when the process is successfully finished.

This can be updated later if you don't have this information.

Project Administration Fee Percentage:

PM administration fees to allow chargeback.







## Budget Change Details

Status:	Draft	Use today's date	* Date Of Change:	06.23.2024
* Reason Code:	Budget Development (Original)			
Created:	06.23.2024 (Annie Accounting)			

## Budget Change Custom Fields

There are no budget change custom fields.

You can add all budget PCS line items or just a few, or one at time.

## Budget Change Items

There are no budget change items.

Recalculate All

Add All Line Items

Add Item

Cost Summary | Budget Details

Print

Copy

Check Spelling

Show Workflow

Submit

Save Draft

Delete Draft

Cancel

**Note:** When establishing a new budget, the **Current Budget Amount** typically will be \$0.

	#	Description	Budget Line Item	Current Budget Amount	Projected Commitments	Formula	Change Amount	Net Budget Amount
Delete	001	Test New Line	600000-0100	0.00	0.00	Add	0.00	0.00
Delete	002	In-House Construction	600000-6000	900.00	400.00	Add	0.00	900.00
Delete	003	Telephone	724000-5000	20,000.00	15.00	Add	0.00	20,000.00
Delete	004	Non-Capitalize Equipment	740300-6210	20,000.00	0.00	Add	0.00	20,000.00
Delete	005	Non-Capitalize Lab Equipment	740500-6220	1,000,100.00	0.00	Add	0.00	1,000,100.00
Delete	006	Furniture Non-Capital <\$5,000	740600-6300	20,000.00	0.00	Add	0.00	20,000.00
Delete	007	Construction	740900-2000	2,500,984.00	2,497,100.00	Add	0.00	2,500,984.00
Delete	008	General Invoices to be Allocated	742000-6500	100,000.00	0.00	Add	0.00	100,000.00
Delete	009	Basic Services	750000-0100	1,006,000.00	9,748.30	Add	0.00	1,006,000.00
Delete	010	Equipment (Cap>\$5000)	770000-6230	0.00	0.00	Add	0.00	0.00
Delete	011	Construction Contingency	777000-2300	100,000.00	0.00	Add	0.00	100,000.00
Delete	012	Equipment (Cap>\$5,000)	777000-6230	0.00	0.00	Add	0.00	0.00
Total				969,848,000.00	7,112,779.30		0.00	969,848,000.00

Select the PCS line you want to change and click on the Pencil to edit.

Cost Summary | Budget Details

Print

Copy

Check Spelling

Show Workflow

Submit

Save Draft

Delete Draft

Cancel

After completing the required fields click **Submit** to submit the budget establishment process. You can also **Save Draft** to finish later or **Delete Draft** and **Cancel**.



## Conditionals |

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During the start step, if your selected **“Yes”** to Needing System Review and/or the budget request amount is **greater than \$600,000** the process will route to Director Review and the UM System Review steps.

During the start step, if your selected **“No”** to Needing System Review and/or the budget request amount is **less than \$600,000** the process will bypass Director Review and the UM System review steps.

-----Note: The Screen Layouts are identical for the remaining steps.-----  
Reference eBuilder page layout on page 7.

## Director Review / UM System Review Steps |

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The Director of PDC and UM System will review the information in the process, comments and attached documents. Once done and ready to move the process forward either can Take Action **“Reviewed”** to send to the next step, or **“Revise”** to send back to the PM. You will be prompted and required to add comments if you take the **“Revise”** action.

## PM Review Step |

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The PM will review the information in the process, comments tab and any attached documents. Once done and ready to move the process forward, the PM will Take Action **“Reviewed”** to send to the next step.

## CFM Fiscal Officer Approval Step | (Senior Accountant within PDC)

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The Campus Fiscal Officer will review the information in the process, comments tab, and any attached documents. Once done and ready to move the process forward, the Campus Fiscal Officer will Take Action **“Approved”** to finalize this process, or **“Revise”** to send back to the PM. You will be prompted and required to add comments if you take the **“Revise”** action.

## Requestor (Client) / Department Leader / Client Fiscal Officer Approval Steps (MU Campus will bypass these steps in eBuilder)

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These three roles will review the information in the process, comments tab, and any attached documents. Once done and ready to move the process forward, they will Take Action **“Approved”** or **“Reviewed”** to move forward, or **“Revise”** to send back to the PM. You will be prompted and required to add comments if you take the **“Revise”** action.



## 10.00 - Project Authorization (Budget Establishment) (PA) - 20

[Instructions](#)
[Print](#) [Copy](#) [Comment](#) [Cancel](#)

Project:	*** UAT - User Acceptance Testing	Project Number:	UAT-0001
Process Document:	PA - 20 <a href="#">Show History</a>   <a href="#">Current Actors</a>	Overall Due Date:	
Current Workflow Step:	Director <a href="#">Show Workflow Diagram</a>	Step Due Date:	
Subject:	UM SYSTEM UAT-0001 Project Budget		
Status:	Submitted		

[Details](#) [Comments \(0\)](#) [Documents \(0\)](#) [Attached Processes \(0\)](#) [Attached Forms \(0\)](#) [Attached To \(0\)](#)
[Expand All](#) | [Collapse All](#)

### Instructions

The process is complete. If for some reason a change needs to be made to the information collected. Please contact an eBuilder administrator.

### Authorization Type

Authorization Type:	Budget Establishment
How did Process Finish:	

### Approval/Authorization

Funding Identified:	Yes	Client Mo Code:	Client or Department's Original Funding Source -- not the Project Mo Code. This data field will be added to the project details page when the process is successfully finished.
Authorization Phase:		Project Administration Fee Percentage:	PM administration fees to allow chargeback.

### Project Information

Project Description:	sfsdf	Does This Need to be Routed to the Director of UM Facilities Planning and Development:	Please determine if the budget will need to have the Director of UM Facilities Planning and Development's approval. If you answer "Yes" to any of these, please select "Yes".  Construction cost in excess of \$500,000 (A/E Agreement and Construction Contract signed by FPD) New Building/Additions > \$5,000,000 Renovation/Infrastructure > \$8,000,000 A/E Fee > \$100,000 Debt Financing Used
Project Justification:		Code Review Services Request: Technical Review Request: Is project listed on the Capital Plan?:	



**Budget Change Details**

Status:	Draft		
* Reason Code:	Budget Development (Original)	* Date Of Change:	06.29.2024
Created:	06.29.2024 (Annie Accounting)		

**Budget Change Custom Fields**

There are no budget change custom fields.
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**Budget Change Items**

#	Description	Budget Line Item	Current Budget Amount	Change Amount	Net Budget Amount
001	Test New Line	600000-0100	0.00	23.00	23
002	In-House Construction	600000-6000	900.00	0.00	900
003	Telephone	724000-5000	20,000.00	0.00	20,000
004	Non-Capitalize Equipment	740300-6210	20,000.00	0.00	20,000
005	Non-Capitalize Lab Equipment	740500-6220	1,000,100.00	0.00	1,000,100
006	Furniture Non-Capital <\$5,000	740600-6300	20,000.00	0.00	20,000
007	Construction	740900-2000	2,500,984.00	0.00	2,500,984
008	General Invoices to be Allocated	742000-6500	100,000.00	0.00	100,000
009	Basic Services	750000-0100	1,006,000.00	0.00	1,006,000
010	Equipment (Cap>\$5000)	770000-6230	0.00	0.00	0
011	Construction Contingency	777000-2300	100,000.00	0.00	100,000
012	Equipment (Cap>\$5,000)	777000-6230	0.00	0.00	0
Total			969,848,000.00	23.00	969,848,023.00

-- Please select an action -- ▾

Take Action

Check Spelling

Print

Copy

Delegate

Save

Cancel



## Reference

University of Missouri Capital and Non-Capital Account Quick Reference Cards:

# Reference Card #1 Capital vs Non-Capital

## FACILITIES CAPITAL IMPROVEMENTS

790001	FACILITIES & CAPITAL IMPROVEMENTS	
793000	Landscape/Grounds Capital	Includes expenses for repairing existing roads, sidewalks, parking lots, site amenities, pumping stations, entrance drives, or fences to their normal condition or to prevent further deterioration. Must cost more than \$100,000.
796500	Bldg Reno/Rehab Capital	Improvements to enhance appearance, or to adapt space for changing programmatic needs or changing standards. Includes all payments to contractors, architect/engineers, and administrative fees. Includes office, classroom and laboratory remodeling or upgrading and work to update facilities for changing building codes and access and safety standards.
797000	Bldg Repair - Capital	Includes all repair projects that exceed \$100,000, and include an upgrade of item repaired (i.e. enhanced lighting, more energy efficient windows, upgrade to roof or doorways, better space utilization, roof repair/replacement, chiller overhauls, tuck pointing, etc)
798000	Utility Dist-Capital	Includes all projects for new exterior utility distribution systems and for repair or improvement projects to existing systems that cost more than \$100,000, and increase functionality (i.e. as part of repair replace 3" line with 5" line).
798500	Land	Land includes cost of land if purchased, or appraised value of gifts.
799000	New Construction Proj- Building	Includes all payments to contractors, architect/engineers, administrative fees for new construction, fixed equipment, additions to existing buildings, site development, utility connections, and landscaping that is part of the original project.
799500	Other Capital Improvements	Includes other additions, fences, utility distribution lines, pumping stations, sidewalks (not associated with buildings), roads and parking lots.
799600	Artwork & Museum Objects > \$5,000	Use to account for the addition of Art and Museum Objects, including donations.
Significant additions, alterations, renovations or structural changes that extend the useful life or adapt the space for changing programmatic needs or standards. Repairs which make the asset better than it was when it was purchased (i.e. replace roof using better materials). Must cost more than \$100,000 to be capitalized.		

VS.

## FACILITIES NON-CAPITAL IMPROVEMENTS

790000	FACILITIES & NON-CAPITAL IMPROVEMENTS	
740900	Misc Facilities Charges Less Than \$5,000	Expenses for minor projects that are not capital and do not fit under definitions for non capital maintenance and repairs. Examples include re-keying locks, changing/installing signage, install of handrails, etc.
791000	Landscape & Grounds Maint & Repair - Non Cap	Expenses for maintenance of campus landscape and grounds which includes activities such as turf maintenance, annual and perennial flower bed maintenance, tree and shrub bed maintenance, outdoor pest management, irrigation system maintenance, trash removal and snow removal.
792000	Infrastructure Repairs - Non Cap	Includes expenses for repairing existing roads, sidewalks, parking lots, site amenities, pumping stations, entrance drives, or fences to their normal condition or to prevent further deterioration which costs less \$100,000.
794000	Building Services Non Cap	Building services includes labor and materials to clean buildings, such as janitorial services, window washing and indoor extermination services.
795000	Bldgs-M&R-Non Capital	Restore building and building systems to their normal, usable operating condition or to prevent further deterioration and service interruptions. Includes repair projects and unscheduled repair work, preventive maintenance and maintenance contracts. Examples of this include replacing worn out carpet with the same, but not replacing carpet for upgrading an office. Also includes fire protection, elevators, fume hoods, AC, walk-in room refrigeration units, mechanical, plumbing & electrical repairs, equipment & rooms signs, room keys, rekey locks, paint small area or rooms (when painting not part of a remodel project). Does not include custodial work or work to adapt or renovate facilities for changing programmatic needs or changing standards.
796000	Minor Renova/Rehab Non Capital	Minor improvements to enhance appearance, or to adapt space for changing programmatic needs or changing standards, which cost equal to or less than \$99,999.
797500	Utility Dist-Non Capital	Includes restoring existing exterior utility distribution systems to a usable condition or to prevent further deterioration and service interruptions.
Restore the item to normal operating condition or to prevent further deterioration and service interruption. Minor improvements that enhance appearance but do not change the programmatic nature or functionality of the space. Not tied to a particular dollar amount.		



## Reference Card #2 Capital vs Non-Capital

### CAPITAL EQUIPMENT ACCOUNTS

VS.

### NON-CAPITAL EQUIPMENT ACCOUNTS

* 770000	Capital Equipment Greater Than or Equal To \$5,000	* 740002	Non-Capital Equipment (Less Than or Equal To \$4,999)
777100	Computers - Capital	740100	Computers - Non Capital
777200	Software - Capital (Greater than \$100,000)	740150	Software - Non Capital (Less Than/equal \$99,999)
777300	Office Equipment - Capital		
777400	Other Equipment - Capital	740300	Equipment - Non Capital
777500	Classroom Equipment - Capital	740400	Classroom Equipment - Non Capital
777600	Laboratory - Capital	740500	Laboratory - Non Capital
777700	Furniture - Capital	740600	Furniture - Non Capital
777800	Vehicles - Capital	740700	Vehicles/Field Equip - Non Capital
777900	Field & Facilities Equipment - Capital		
Capital equipment includes machinery, furniture, equipment, and computers with <b>UNIT COST</b> of <b>\$5,000</b> or more.		Non-capital equipment includes office, classroom, laboratory furniture, equipment, and computers with <b>UNIT COST</b> less than or equal to <b>\$4,999</b> .	