



University of Missouri System

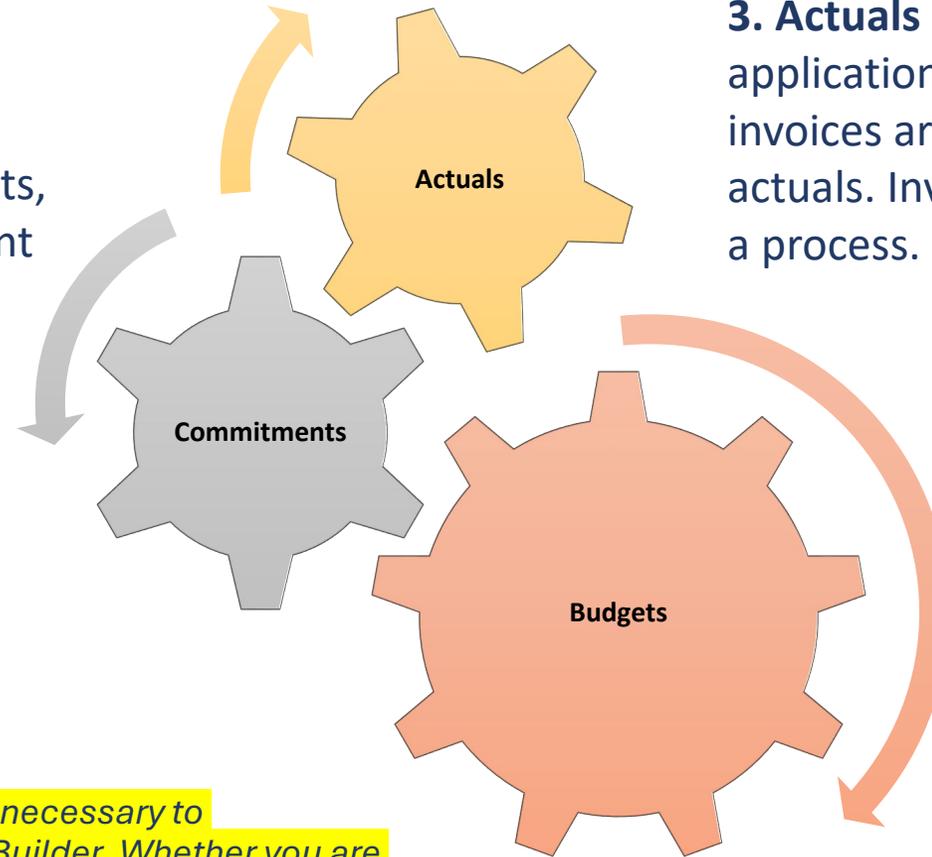
eBuilder Training
Cost Module Overview
& Cost Enabled Processes

- Important Terms/Concepts
- Cost Module
 - Cost Summary
 - Budget Details
 - Commitments
 - Invoices
- Cost-Enabled Processes
 - New Project Request - (NPR)
 - Project Authorization (Budget Establishment) - (PA)
 - Project Budget Re-Allocation/Change – (PBAC)
 - Consultant Agreements – (SCA, GCA, GEA, LSA)
 - Invoice Approval – (INV)
 - Change Order / Amendment Request (COAR)
 - DBB Construction Contract Approval (DBB)
- References

Terms	Descriptions
Account Level Role	Roles, when added to, that will automatically be assumed when added as a participant to a project. Also see Project Level Roles.
Commitment	Refers to money obligated to a consultant or contractor in eBuilder. (i.e.: Agreements, Contracts, POs, etc.)
Controlling Process	The process through which cost has been implemented into the system. This is only displayed for cost-enabled processes.
Cost-enabled Process	A process that integrates with cost items such as the budget and commitments.
Initiator	A user who can start (initiate) a workflow process instance.
Mail Merge	A step in a process that will merge data with a template to create documents such as agreements, contracts, NTPs, etc.
Project Level Roles	Roles that are configured and managed at the project. Also see Account Level Roles.
Process Instance	This provides insight to the process current state. Accessed by clicking into the process link.
Project Participants	A subcategory of Project Details that allows you to view participants and their roles on the project.
Spawned	A process step that initiates another process.
Take Action	Selecting and using the “Take Action” button in a process instance.

- 98.5% of the interaction with the project budget will be done through processes
- You can only initiate a processes through a project
- Processes can be initiated and acted on by internal and external users with the correct permissions
- Processes will automatically place attachments in the correct folder in the Document Module
- A SPAWNED process will initiate a new process in draft mode and will require an actor to submit it
- In eBuilder a child projects are not required for multiple construction contracts
- eBuilder uses financial controls that prevent you from going over budget or over commitment

2. Commitments in eBuilder are equivalent to Agreements, Contracts, Work Orders, etc. This is the amount of money obligated to the vendor.



3. Actuals are invoices, pay applications, etc., in eBuilder. Once invoices are paid, they will show up as actuals. Invoices are submitted through a process.

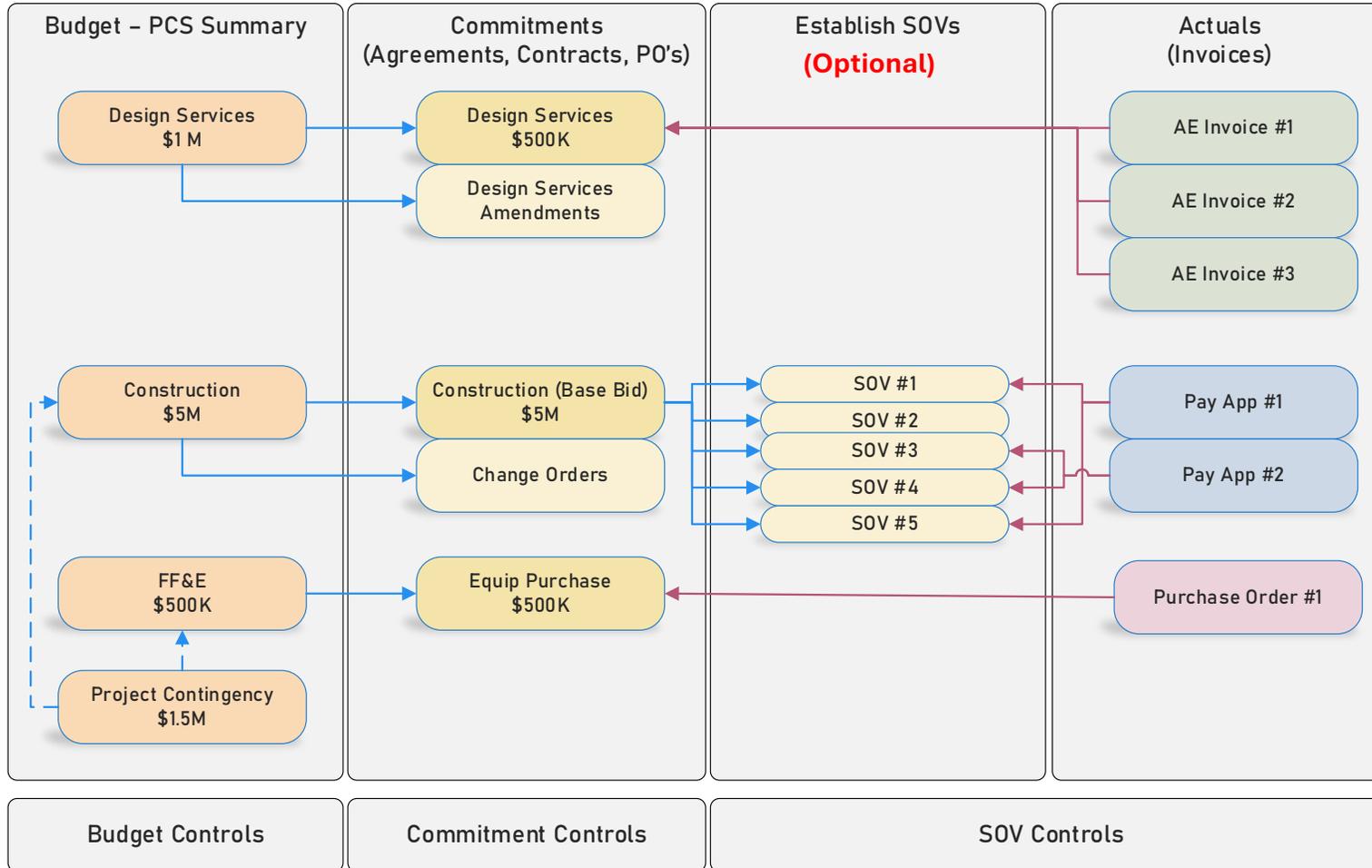
1. Budget is the amount you expect to spend. This is the first financial item you create on a project in eBuilder. Budgets are required to be approved before commitments can be added to your project.

Note: Processes provide the functionality necessary to accomplish these three core aspects of eBuilder. Whether you are creating a budget, commitment or paying invoices you ultimately utilize the **Process Module** to do this work.

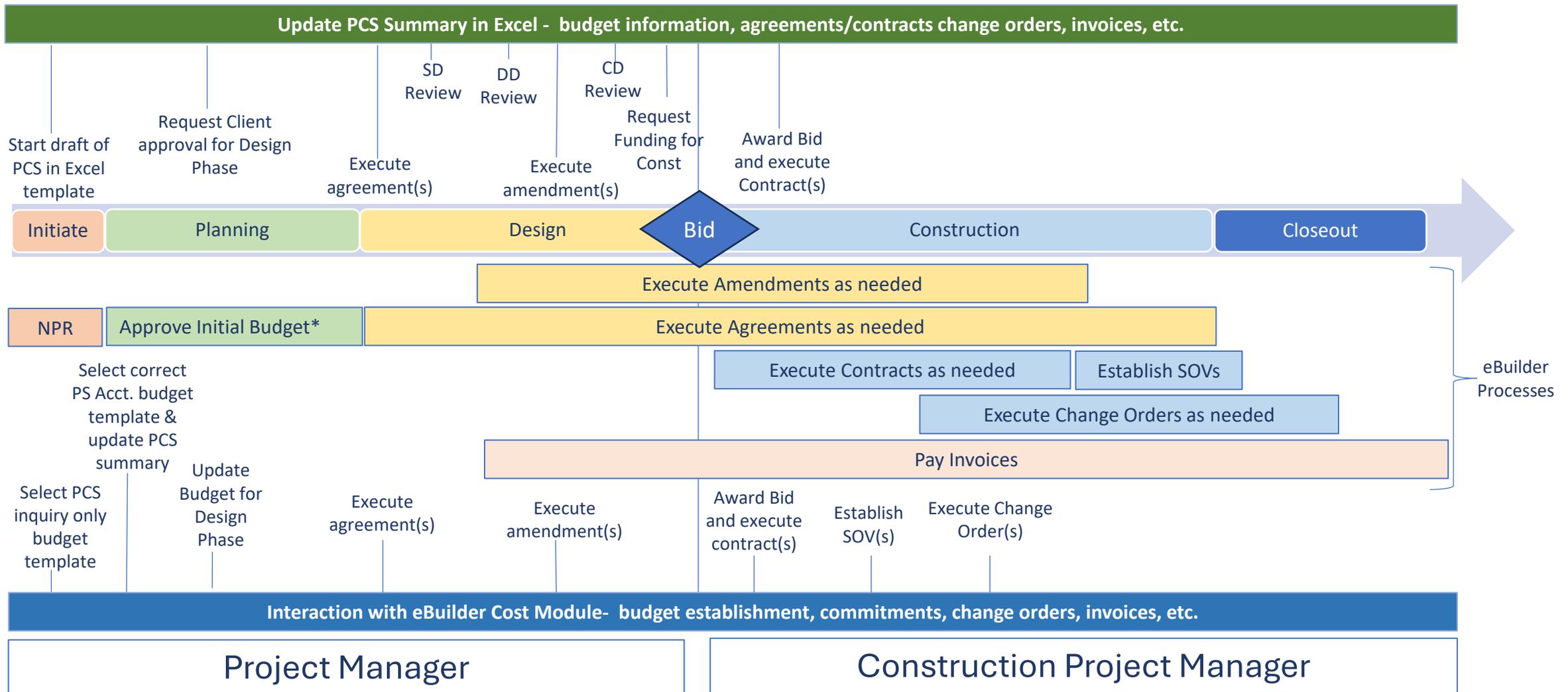
eBuilder Cost Module Configuration with Established SOVs

Net \$0 Dollar Budget Change
Does not require approval.

Cost Controls
Will prohibit commitments from exceeding the budget and invoices from exceeding commitments.



If you establish SOVs
Cost controls will not allow Invoices to exceed SOV line-item amounts.



Note: Budget changes requiring additional funding requires client approval.



Recent Pages...

Project Menu

- > Details
- > Planning
- > Forms
- > Issues
- > Processes
- > Documents
- > Schedule
- > Cost
 - Cost Summary**
 - Funding Sources
 - Budget Details
 - Forecasts
 - Commitments
 - Actual Costs
 - Cash Flow
 - Other Cost

Project Cost Summary CP232931 - University Hall Renovate 225 - Crocker, Jessica

Change view by selecting Layout and Group By

Cost Summary | Items Pending Approval | Unfinished Drafts | Data Entry | Account Level Cost

Financial Summary Layout: Budget Group By: Line Item

* - Click on the amount to see more details

Line Item	Description	A Original Budget *	B Approved Budget Changes *	C $A + B$ Current Budget *	D Pending Budget Changes *	E Projected Budget Changes *	F $C + D + E$ Projected Budget *	G Current Over/(Under)	H Projected Over/(Under)
600000-6000	In-House Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740300-6210	Non-Capitalized Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740500-6220	Non-Capitalized Lab Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740600-6300	Furniture Non-Capital < \$5,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
742000-6500	General Invoices to be Allocated (Accounting Use Only)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
742000-6501	Offset to General Invoices (Accounting Use Only)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
770000-6230	Equipment (Cap > \$5000)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
777700-6310	Furniture Capital > \$5,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
796500-0100	Basic Services IAA	18,500.00	11,970.00	30,470.00	0.00	0.00	30,470.00	(11,970.00)	0.00
796500-0200	Additional Services Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
796500-0300	Reimbursables	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
796500-0420	Permit Plan and Review	1,360.00	0.00	1,360.00	0.00	0.00	1,360.00	(1,360.00)	(1,360.00)
796500-0600	Structural Consultant Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
796500-0610	Code Consultant Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
796500-0620	Special Consultant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
796500-0630	Site Survey	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
796500-0640	Soils Investigation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PeopleSoft account number and PCS line items

Get access to your projects Budget Details, Commitments and Invoices using these subcategories



Budget Details

Cost Summary | Items Pending Approval | Unfinished Drafts | Data Entry | Account Level Cost

Project: University of Missouri Teaching Hospital - BAS Upgrade on AHU S3-1(AHU-33) and S3-2(AHU-32)
 Created: 08.25.2022 (UM System Administrator)
 Approved: 08.25.2022 (UM System Administrator)
 Description:

Project Number: CP210351
 Status: Approved
 Budget Control: Controlled By Line Item
 Budget Control Tolerance: 0.00%

Budget Status and Cost Control Information

Quick Cost Summary

Current Budget	Current Commitments	Actuals Approved	Actual Cost To Complete	Forecasted Over/(Under)
250,000.00	195,602.45	43,583.65	152,018.80	0.00

Budget Tabs with Additional Information

Budget Line Items (65) | Budget Changes (3) | Custom Fields (1) | Notes (0) | Documents (0) | Forms (0) | Processes (0)

Allows eBuilder to apply actuals directly to this line item

Group By: Line Item Show Filter
 1 2 3 4 5 ... Show 10

Line Item	Description	Assumption	Allow Charges	Approval Required For Change	Original Budget	Approved Changes	Current Budget	Pending Changes	Projected Changes	Projected Budget
600000-6000	In-House Construction		✓		0.00	0.00	0.00	0.00	0.00	0.00
724000-5000	Computing/IT		✓		0.00	0.00	0.00	0.00	0.00	0.00
740300-6210	Non-Capitalized Equipment		✓		0.00	0.00	0.00	0.00	0.00	0.00
740500-6220	Non-Capitalized Lab Equipment		✓		0.00	0.00	0.00	0.00	0.00	0.00
740600-6300	Furniture Non-Capital <\$5,000		✓		0.00	0.00	0.00	0.00	0.00	0.00
742000-6500	General Invoices to be Allocated (Accounting Use Only)		✓		0.00	0.00	0.00	0.00	0.00	0.00
742000-6501	Offset to General Invoices (Accounting Use Only)		✓		0.00	0.00	0.00	0.00	0.00	0.00
777000-6230	Equipment (Cap > \$5,000)		✓		0.00	0.00	0.00	0.00	0.00	0.00
777700-6310	Furniture Capital > \$5,000		✓		0.00	0.00	0.00	0.00	0.00	0.00
795000-0100	Basic Services		✓		22,510.00	0.00	22,510.00	0.00	0.00	22,510.00
Totals					250,000.00	0.00	250,000.00	0.00	0.00	250,000.00

Note: The Budget Changes tab will provide insight into all budget related processes, ongoing and approved for your project.

e-Builder

My Home Dashboard Projects Planning Forms Processes Documents Calendar Contacts Bidding **Cost** Schedule Reports Time Tracking Setup ...

Project Commitments CP210351 - University of Missouri Teaching Hospital - BAS Upgrade on

Commitment Summary

Project:	University of Missouri Teaching Hospital - BAS Upgrade on AHU S3-1(AHU-33) and S3-2(AHU-32)	Project Number:	CP210351
Original Commitments:	192,578.80	Pending Commitment Changes:	0.00
Approved Commitment Changes:	3,020.00	Projected Commitment Changes:	0.00
Non-commitment Costs:	3.65		
Current Commitments Value:	195,602.45	Projected Commitments Value:	195,602.45

Quick Cost Summary

Current Budget	Current Commitments	Actuals Approved	Actual Cost To Complete	Forecasted Over/(Under)
250,000.00	195,602.45	43,583.65	152,018.80	0.00

Commitment Filter

Show: All All Commitments Go Show All Show Filter

#	Description	Company	Date	Status	Commitment Type	Commitment Amount	Current Commitment	Projected Commitment	Actuals Approved	Remaining Balance
CA - 00001	UM SYSTEM CP210351 SCA Approval for MCCLURE ENGINEERING (SCA - 1)	MCCLURE ENGINEERING	09.30.2022	Approved	Non - PO	22,510.00	22,510.00	22,510.00	22,510.00	0.00
CA - 00002	UM SYSTEM CP210351 WA Approval for GEORGE BUTLER ASSOCIATES, INC. (WA - 1)	GEORGE BUTLER ASSOCIATES, INC.	09.30.2022	Approved	Work Authorization	2,030.00	2,030.00	2,030.00	0.00	2,030.00
CA - 00003	UM SYSTEM CP210351 GCA Approval for Doyle Field Svc Inc (GCA - 1)	DOYLE FIELD SVC INC	10.10.2022	Approved	Non - PO	18,050.00	21,070.00	21,070.00	21,070.00	0.00
CA - 00004	UM SYSTEM CP210351 MCA Approval for NABHOLZ CONSTRUCTION CORPORATION (MCA - 1)	NABHOLZ CONSTRUCTION CORPORATION	10.13.2022	Approved	Master Construction Agreement	149,988.80	149,988.80	149,988.80	0.00	149,988.80
Totals						192,578.80	195,598.80	195,598.80	43,580.00	152,018.80

Clicking on the commitment will provide additional details for each amendment or contract.

Current Commitment Amount

Note: Clicking into a Commitment link will give you access to Commitment Details that will include a list of any line items and any associated changes or amendments.



Recent Pages...

Project Menu

- > Details
- > Planning
- > Forms
- > Issues
- > Processes
- > Documents
- > Schedule
- > **Cost**
 - Cost Summary
 - Funding Sources
 - Budget Details
 - Forecasts
 - Commitments
 - Actual Costs**
 - Cash Flow
 - Other Cost Columns
- > Contacts
- > Calendar
- > Bidding
- > Submittals

Project Actual Cost KC616602 - Bloch Heritage Hall Renovation and Addition - Jenkins, An

Cost Summary | Items Pending Approval | Unfinished Drafts | Data Entry | Account Level Cost

Actual Cost Summary

<table style="width: 100%;"> <tr> <td style="width: 30%;">Project:</td> <td style="width: 30%;">Bloch Heritage Hall Renovation and Addition</td> <td style="width: 40%;"></td> </tr> <tr> <td>Current Commitment Costs:</td> <td></td> <td style="text-align: right;">15,506,734.06</td> </tr> <tr> <td>Received Commitment Invoices:</td> <td style="text-align: center;">Commitment Invoices</td> <td style="text-align: right;">15,461,236.11</td> </tr> <tr> <td>Approved Commitment Invoices:</td> <td></td> <td style="text-align: right;">15,461,236.11</td> </tr> <tr> <td>Paid Commitment Invoices:</td> <td></td> <td style="text-align: right;">15,461,236.11</td> </tr> <tr> <td>Remaining to be Invoiced:</td> <td></td> <td style="text-align: right;">45,497.95</td> </tr> </table>	Project:	Bloch Heritage Hall Renovation and Addition		Current Commitment Costs:		15,506,734.06	Received Commitment Invoices:	Commitment Invoices	15,461,236.11	Approved Commitment Invoices:		15,461,236.11	Paid Commitment Invoices:		15,461,236.11	Remaining to be Invoiced:		45,497.95	<table style="width: 100%;"> <tr> <td style="width: 30%;">Project Number:</td> <td style="width: 30%;">KC616602</td> <td style="width: 40%;"></td> </tr> <tr> <td>Non-commitment Costs:</td> <td></td> <td style="text-align: right;">2,727,114.79</td> </tr> <tr> <td>Received General Invoices:</td> <td style="text-align: center;">General Invoices</td> <td style="text-align: right;">2,727,114.79</td> </tr> <tr> <td>Approved General Invoices:</td> <td></td> <td style="text-align: right;">2,727,114.79</td> </tr> <tr> <td>Paid General Invoices:</td> <td></td> <td style="text-align: right;">2,727,114.79</td> </tr> </table>	Project Number:	KC616602		Non-commitment Costs:		2,727,114.79	Received General Invoices:	General Invoices	2,727,114.79	Approved General Invoices:		2,727,114.79	Paid General Invoices:		2,727,114.79
Project:	Bloch Heritage Hall Renovation and Addition																																	
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Approved General Invoices:		2,727,114.79																																
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Quick Cost Summary

Current Budget	Current Commitments	Actuals Approved	Actual Cost To Complete	Forecasted Over/(Under)
19,372,015.00	18,233,848.85	18,188,350.90	45,497.95	0.00

Show: All All Invoices Go Show All Show Filter

Invoice Filter

500 items in 2 pages

Invoice #	Description	Commitment #	Commitment Description	Company	Date Received	Status	Invoice Amount
<input type="checkbox"/> 0012984822-20	Bid Ad Expense			UMKC	09.15.2020	Paid	50.00
<input type="checkbox"/> 0013010062-1	P-380 Bloch Heritage Hall Renovations Labor Only per Desimio			UMKC TELECOM	10.02.2020	Paid	1,760.00
<input type="checkbox"/> 0013010254-167	#PP-181759-Deliver and pick up two ladders at Bloch for the design team to use for design work			Campus Facilities Management-UMKC	10.02.2020	Paid	58.30
<input type="checkbox"/> 0013076002-495	#PP-183872-Carpenters to assist the design team tomorrow morning at Bloch to use the scope camera behind drywall for approx. 30 min to an hour.			Campus Facilities Management-UMKC	12.02.2020	Paid	204.05
<input type="checkbox"/> 0013123362-1	Service charge			UMKC TELECOM	01.16.2021	Paid	560.00
<input type="checkbox"/> 0013184129-506	#PP-186666-have some keys made for offices that Bloch will go into as temporary spaces during the construction the project			Campus Facilities Management-UMKC	03.03.2021	Paid	267.00
<input type="checkbox"/> 0013184129-507	PP-186969-5 Keys for main door of suite 356 And keys for the following rooms. Education 366,369, 370,371, 372			Campus Facilities Management-UMKC	03.03.2021	Paid	4.46
<input type="checkbox"/> 0013184129-508	#PP-187126-Removal of artwork throughout Bloch Heritage Hall. Wade Williamson and Sarah Pastora are working with moving company regarding the storing of artwork. Any questions			Campus Facilities Management-UMKC	03.03.2021	Paid	2,215.40
<input type="checkbox"/> 0013212821-580	#PP-187811- large conference table in 111A needs to be taken apart before the movers can move it.			Campus Facilities Management-UMKC	03.31.2021	Paid	58.30
<input type="checkbox"/> 0013212821-581	#PP-187718-Mark to rekey the exterior doors to the Bloch buildings to only open with the Master key to limit the access for when the contractor takes over the building.			Campus Facilities Management-UMKC	03.31.2021	Paid	699.60
Totals							18,188,350.90

Clicking on invoice link to see additional details.

Note: Clicking the headers of the grid above will sort the data. This is especially useful when you'd like to sort by Companies as an example.

Project Lifecycle Steps		eBuilder Processes
1	Project Initiation	01.00 - NPR (Unless you know the full scope, select PCS Inquiry only budget template)
2	After Initial Planning / Meeting with Client on funding, determine PS Account, apply appropriate Budget Template, establish budget and obtain project MoCode	Project Details\Apply Templates: Select budget templates that start with *MU..... 10.00 – Project Authorization(Budget Establishment): initial budget approval
3	Engage Consultants	20.10 – SCA, 20.30 – GCA, 20.50 – GEA, 20.60 – LSA, 10.20 - WA
4	Pay Invoices	70.00- Invoice Approval: Consultants will use the process to submit invoices
5	Amendments	30.15 – Change Order/Amendment Request
6	Budget Change that Requires Additional Funding	10.05 – Project Budget Re-Allocation/Change: To acquire more funding for budget
7	Advertise for Bid and Award	Bid Module (create bid package during design to advertise)
8	Engage Contractors	30.10 – DBB, 30.30 – CMR, 30.40 - MCA WA, 10.20 – WA
9	Establish SOVs	10.50 – Schedule of Values
10	Pay Invoices	70.00- Invoice Approval: Contractors will use the process to submit invoices
11	Net \$0 Dollar Change to a Budget (PCS item to another)	10.05 – Project Budget Re-Allocation/Change
12	Change Orders	30.15 – Change Order/Amendment Request



Data Entry



Conditional

Spawn
ProcessAutomation
Step

Connector

Process Key

Rectangle: Data Entry, Ball in Court, requires action by a user.

Diamond: eBuilder processing an automatic condition to route the process.

Rectangle w/Double Lines: Automatically starts another process.

Oval: Represents the mail merge of data with a template to create a document (Agreements, Contracts, et.).

Arrows: Actions that can be taken from each step.

Process Steps		Roles	Page Layout Sections
1	Start	Agreement Admin	<ol style="list-style-type: none"> 1. Upon receiving the PRF, the Agreement Admin will navigate to the portal to complete the project request. 2. Complete the required sections: <ol style="list-style-type: none"> a. Requester/Client Information b. Description of Work (attach supporting documentation related to the project request) c. User Creation <p>Click on “Submit” button to initiate the New Project Request or “Save Draft” button to save and work later.</p>
2	Campus?	Conditional	Route to appropriate campus based on what was entered in the new project request.
3	Assignor Vets Request	Director, PDC	<ol style="list-style-type: none"> 1. Review request as you normally have done in the past. 2. Complete any additional information on request. <p>Take Action: “Reviewed.” You will have an option to add notes for the next step - Administrative Update.</p>
4	Administrative Update (MU)	Agreement Admin	<p>Project Details Section – Project Name, Project Number, Project Status, etc.</p> <p>Take Action: “Updated” choose the PM the project is assigned to. “Revise” will send back to the Director in the Assignor Vets Request Step.</p>
5	PM Reviews Request	Project Manager	<p>Complete required fields.</p> <p>Take Action: “Create Project” to create the new project and finish the process. “Revise” will send back to Administrative Update Step.</p>
5	SPAWN PCG	Automated Step	Creates project and updates Project Details with information provided during this process and applies the templates that were selected.

10.00 – Project Authorization (Budget Establishment)

Note: You need to determine what PS account to use and apply the appropriate budget template before starting this process.

[Capital vs. Non-Capital Improvements Reference Card](#)

To add Budget Template - Go to your project, click on **Details**, then click on **Apply Templates**, select the Budget Template and then click **Apply Templates**.

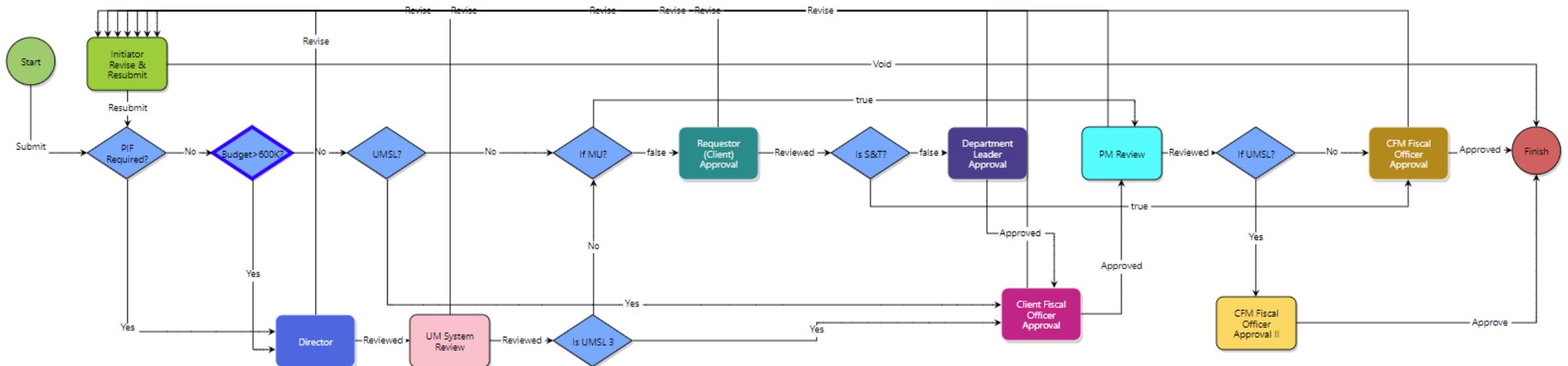
*MU - Send standard email template to the client to requesting approval. This will happen outside of eBuilder but save as a PDF and add to this process.

PA - Workflow Details

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

Actors: Project Manager, Director of PDC, CFM Fiscal Officer, UM System

Note: The CFM Fiscal Officer role is the senior accountant for each campus PDC.



10.00 – Project Authorization (Budget Establishment)

Process Steps		Roles	Page Layout Sections
0	Pre-work	PM	<ol style="list-style-type: none"> 1. Work with client and other resources on initial planning to determine high-level budget (Design and Construction Est.) 2. Send regular email template request for funding approval / print email to PDF and save. 3. Start this process and attach email response from client for documentation.
1	Start Process	PM	<ol style="list-style-type: none"> 1. Complete the required fields in the following sections: <ol style="list-style-type: none"> 1. Authorization Type 2. Approval Authorization 3. Project Information 4. Budget Change Items <p>Click on “Submit” button to initiate the New Project Request or click “Save Draft” button to save and work later.</p>
2	Budget > \$600K	Conditional	If the budget request is greater than \$600,000 it will route to the PDC Director and FPD for review.
3	PM Review	PM	<p>Review all sections.</p> <p>Take Action “Reviewed” to move to the CFM Fiscal Officer Approval Step or “Revise” to send back to the Initiator Step.</p>
4	CFM Fiscal Officer Approval	Campus Fiscal Officer	<p>Review all sections.</p> <p>Take Action - “Approved” to update the budget PCS summary or “Revise” will send back to the Initiator Step.</p>
5	Finish	Automated	This process is now complete, and the budget PCS summary will be updated.

Note: The CFM Fiscal Officer role is the senior accountant for each campus PDC.

Process Steps		Roles	Page Layout Sections
0	Pre-work	PM	Request proposal and required insurance information from consultant.
1	Start Process	PM	<ol style="list-style-type: none"> 1. Commitment Details 2. Commitment Others 3. Commitment Custom Fields 4. Commitment Items <ul style="list-style-type: none"> Using the Add New Commitment Item – add necessary PCS line items 5. Contract Documentation: Complete the Project Manager information section and attach the proposal 6. Consultant Information: Complete using information from the Agreement Proposal 7. Project Schedule and Scope 8. Required Visits 9. Consultant’s Reimbursable Expense Schedule <p>Take Action “Submit” to send to the next step in the workflow or “Save Draft” to complete later.</p>
	<p>Note: This is same information you enter into the Agreement Request Form.</p>		
2	Amount Null?	Conditional	<p>“Yes” will return process back to the Initiator to complete the Commitment Items section.</p> <p>“No” will send to the next step.</p>
3	Uncontrolled?	Conditional	<p>“Yes” will return process back to the Initiator to change the Commitment Control to “Controlled by Commitment Item.”</p> <p>“No” will send to the next step.</p>
4	Contract Admin Review	Agreement Admin	<p>Review all information in the page layout and update if needed.</p> <ol style="list-style-type: none"> 1. Agreement Documentation – Complete the insurance sections and ensure the Certificate is attached. 2. Consultant's Hourly Rate Schedule 3. Supplier Diversity Participation <p>Take Action “Reviewed” to send to the next step in the workflow or “Revise Request” to send it back to the Initiator Review step (Project Manager) to revise.</p>

Process Steps		Roles	Page Layout Sections
5	Accounting Review	Account/BSS	Commitment Items: Review and add/correct project MoCodes Take Action “Reviewed” to send to the next step in the workflow or “Revise” to send it back to the Initiator Review step (Project Manager) to revise.
6	Docs Already Signed?	Conditional	Only used when moving a project from another system to eBuilder.
7	Director Review	Director	Review Standard Consultant Agreement Take Action “Reviewed” to send to the next step in the workflow or “PM Revise” to send it back to the Initiator Revise step (Project Manager) to revise.
8	Mail Merge	Automated	This step will merge process data with the SCA template and create the Standard Consultant Agreement and attach it to the process for the next review step.
9	AE Signing Limits	Conditional	Does the Standard Consultant Agreement Require UM System Approval? “Yes” will route to FPD “No” will route to Campus Contracting Officer
10	Contracting Officer - Campus Review	Contracting Officer - Campus	Review Standard Consultant Agreement Take Action “Approve” to send to the next step in the workflow or “Revise Request” to send it back to the Initiator Revise step (Project Manager) to revise.
11	Contract Admin: Agreement Routing	Agreement Admin	Prepare DocuSign / Adobe Sign and route to Consultant for signatures Take Action “Inside eBuilder” to forward to the consultant for execution. You will select the Consultant's name for routing. If you need to make edits to the standard SCA template, you will Take Action “Outside Sign.” Contact eBuilder Administrator for help with exceptions to the regular process.

Process Steps		Roles	Page Layout Sections
12	Consultant Final Execution	Consultant – Agreement Execution	Consultant will review and execute. Take Action “DocuSign” to send to the next step in the workflow, or “Revise” to send it back to the Initiator Review step (Project Manager) to revise, or “Reassign” to send back to the Contract Admin to update the consultant.
13	AE Signing Limits?	Conditional	Does the Standard Consultant Agreement Require UM System Approval? “Yes” will route to FPD “No” will route to Campus Contracting Officer
14	Campus Execution	Contracting Officer - Campus	Apply electronic signature to SCA. Take Action “DocuSign” to send to the next step in the workflow
15	Spawn the Commitment Approval Process	Automated	This step will merge process data with the SCA template and create the Standard Consultant Agreement and attach it to the process for the next review step.
16	Status Change	Conditional	Updates the SCA process status to “Void.”
17	Finish	Automated	Completed.

Process Steps		Roles	Page Layout Sections
1	Start/Initiate	Vendors	Invoices are submitted through eBuilder by consultants and contractors. They will initiate the process, select their commitment and line items they are billing against, attach a copy of their invoice and click “Submit.”
2	Amount Null?	Conditional	If the amount is null, the invoice will be returned to the Initiator step with an error message to correct.
3	Invoice ID Unique?	Conditional	If the invoice ID is already in use, the invoice will be returned to the Initiator step with an error message to correct.
4	Construction Contract?	Conditional	“No” route Agreement Commitment type. “Yes” route Construction Commitment type.
Agreement Invoice			
5	Agreement Insurance Expired?	Conditional	“Yes” route to Payment Hold Step for Agreement Administrator to update insurance. “No” route to Project Status Construction? conditional.
6	Project Status Construction?	Conditional	“Yes” route to CPM. “No” route to PM. Note: If the Project Status is Construction or Construction Close, invoice is routed to the CPM first then to the PM for review.
7	PM Review Step	PM	PM reviews attached invoice and compares it to the information entered in the process page layout. Take Action “Reviewed” to send to the next step in the workflow or “Revise” to send it back to the Initiator.
7.5	CPM Review Step	CPM	CPM reviews attached invoice and compares it to the information entered in the process page layout. Take Action “Reviewed” to send to the next step in the workflow or “Revise” to send it back to the Initiator.
8	Accounting/BSS Review	Accounting/BSS	Verify the appropriate MoCode has been applied. Take Action “Reviewed” to send to the next step in the workflow or “Revise” to send it back to the Initiator to revise.

Process Steps		Roles	Page Layout Sections
9	Assoc. Director of Const Review	Construction Director	Reviews attached invoice and compares it to the information entered in the process page layout. Take Action “Reviewed” to send to the next step in the workflow or “Revise” to send it back to the Initiator.
10	Campus Fiscal Officer I?	Conditional	“Yes” will route the final approval Campus Fiscal Officer II for review. “No” will route the final approval Campus Fiscal Officer I for review.
11	Fiscal Officer Review I or II	Conditional	“Yes” will return process back to the Initiator to complete the Commitment Items section. “No” will send to the next step. Take Action “Approved” to send to Integration Hold or “Revise” to send it back to the Initiator.
12	Integration Hold	Automated	This step will send payment information to People Soft. Once payment is queued, People Soft will send a journal entry back to eBuilder.
13	Finish	Automated	Changes process status to “Complete”
Construction Invoice			
14	Work Authorization?	Conditional	“Yes” will route to Final Payment ? (Conditional Step). “No” will route to Construction Insurance Expired? (Conditional Step).
15	Final Payment?	Conditional	“Yes” will route to CPM verifies PRCLC Complete. “No” will route to Step 6 - Project Status Construction? (Conditional Step).
16	CPM verifies PRCLC Complete	CPM	Will verify project close out is complete. Need to hold final payment until this step is completed by the GC. Take Action “PRCLC Complete” to move forward in the approval process or “Revise” to send it back to the Initiator.

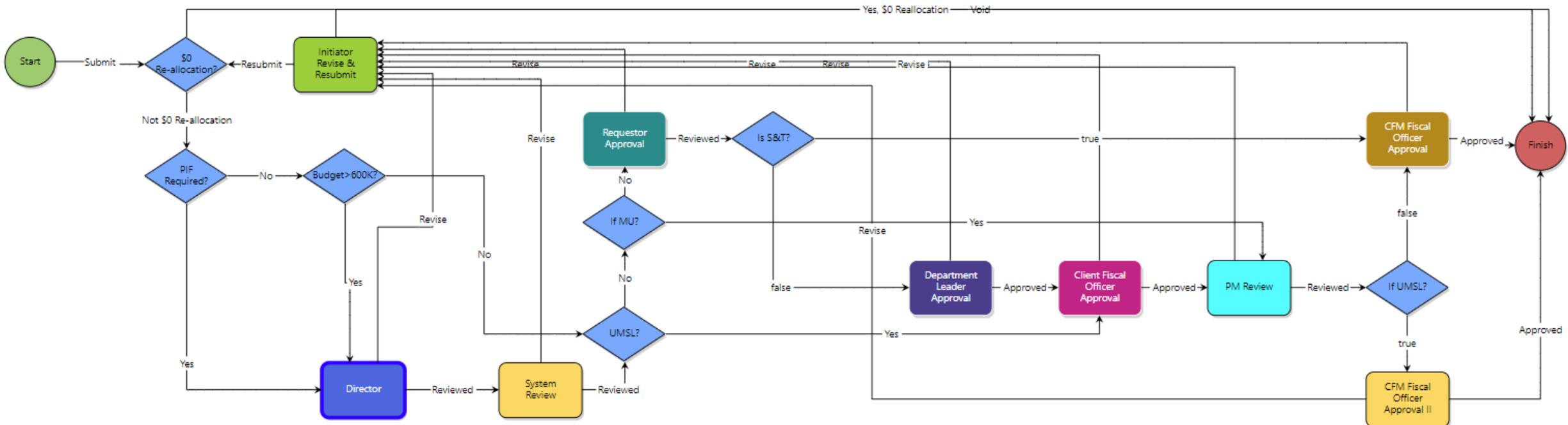
Note: Determine first if you need to increase the budget or if you are re-allocating funds between PCS line items.

MU - Send standard email template to the client requesting approval. This will happen outside of eBuilder prior to initiating this process. Save as a PDF to add during the initiation step.

PABC - Workflow Details

Description: This process is used to reallocate budget PCS line items or increase/decrease the existing budget. If reallocating budget line items resulting in a net \$0 change in the budget, the initiator can submit process without any additional approvals.

Actors: Project Manager, Director of PDC, and CFM Fiscal Officer



10.05 – Project Budget Re-Allocation/Change

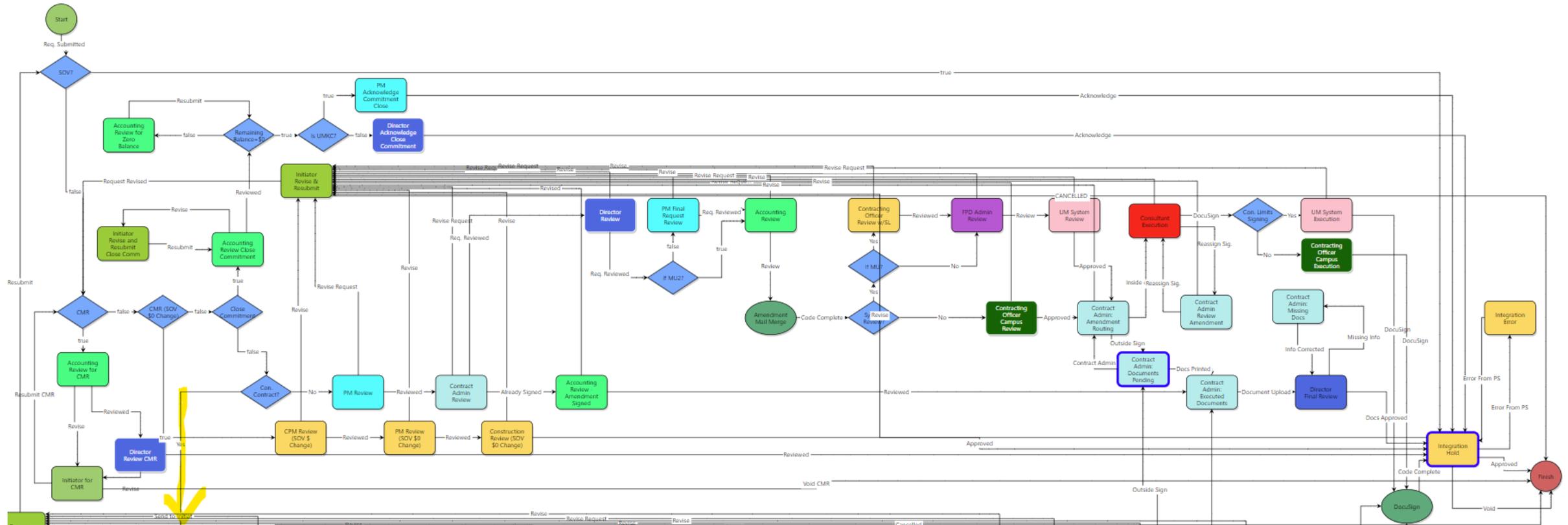
Process Steps		Roles	Page Layout Sections
0	Pre-work	PM	<ol style="list-style-type: none"> 1. If needed, work with client and other resources to obtain approval on budget increase. 2. Send regular email template request for funding approval / print email to PDF and save. 3. Start this process and attach email response from client for documentation.
1	Start Process	PM	<ol style="list-style-type: none"> 1. Complete the required fields in the following sections: <ol style="list-style-type: none"> 1. Authorization Type 2. Approval Authorization 3. Project Information 4. Budget Change Items <p>Click on “Submit” button to initiate the New Project Request or click “Save Draft” button to save and work later.</p>
2	\$0 Re-Allocation	Conditional	Does not require any approvals if the net change is \$0.
3	PIF Required?	Conditional	Budget change require System Review? See Table in the Reference Section.
4	Budget > \$600K	Conditional	If the budget request is greater than \$600,000 it will route to the PDC Director for review.
5	PM Review	PM	<p>Review all sections.</p> <p>Take Action “Reviewed” to move to the CFM Fiscal Officer Approval Step or “Revise” to send back to the Initiator Step.</p>
6	Director	Director	<p>Review all sections.</p> <p>Take Action “Reviewed” to move to the CFM Fiscal Officer Approval Step or “Revise” to send back to the Initiator Step.</p>
7	UM System Review	Director of FPD	<p>Review all sections.</p> <p>Take Action “Reviewed” to move to the CFM Fiscal Officer Approval Step or “Revise” to send back to the Initiator Step.</p>
6	CFM Fiscal Officer Approval	Campus Fiscal Officer	<p>Review all sections.</p> <p>Take Action - “Approved” to update the budget PCS summary or “Revise” will send back to the Initiator Step.</p>
7	Finish	Automated	This process is now complete, and the budget PCS summary will be updated.

Note: The CFM Fiscal Officer role is the senior accountant for each campus PDC.

COAR- Workflow Details (Agreements)

Description: Process can be initiated by the Project Team to route Contract Changes/Amendments for review, approval and final execution.

Actors: Project Manager, Contract Admin, Accounting, Director of PDC, Campus Contracting Officer, UM System (FPD Review / Director), Consultant



30.15 – Change Order / Amendment Request

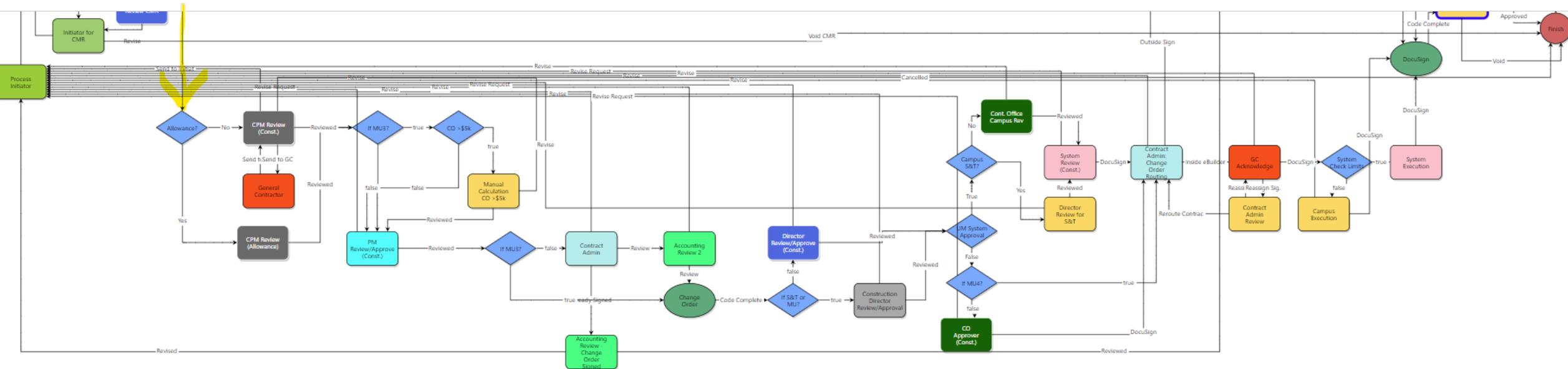
Process Steps		Roles	Page Layout Sections
1	Start/Initiate	PM/CPM/Agreement Admin/Contract Admin	<p>Complete the required fields in the following sections of the start page layout:</p> <ol style="list-style-type: none"> Change Order/Amendment Request Details Commitment Change Details <p>Once completed, click “Submit.”</p> <p>Note: The commitment type selected will determine if this is a Change Order or an Amendment Request.</p>
2	SOV?	Conditional	<p>“Yes” route to Integration Hold step. (When establishing SOVs, COAR process is required to update People Soft)</p> <p>“No” route to CMR?. (Conditional Step)</p>
3	CMR?	Conditional	<p>“Yes” route to Accounting Review for CMR Step.</p> <p>“No” route to CMR (SOV \$0 Change)?</p>
4	Construction Contract?	Conditional	<p>“No” route Agreement Commitment type.</p> <p>“Yes” route Construction Commitment type.</p>
Commitment Type = Agreement (Amendment Request)			
5	PM Review	PM	<p>Review attached proposal and compare it to the information entered in the process page layout. If the PM initiated the COAR, this will be a cursory review.</p> <p><u>Take Action:</u> “Reviewed” to send to the next step in the workflow or “Revise Request” to send it back to the Initiator.</p>
6	Contract Admin	Agreement Admin	<p>Review attached proposal and compare it to the information entered in the process page layout.</p> <p><u>Take Action:</u> “Reviewed” to send to the next step in the workflow or “Revise Request” to send it back to the Initiator.</p>
7	Director Review	Director	<p>Review attached proposal and compare it to the information entered in the process page layout.</p> <p><u>Take Action:</u> “Reviewed” to send to the next step in the workflow or “Revise Request” to send it back to the Initiator.</p>
8	Accounting/BSS Review	Accounting/BSS	<p>Verify the appropriate MoCode has been applied.</p> <p><u>Take Action:</u> “Reviewed” to send to the next step in the workflow or “Revise” to send it back to the Initiator to revise.</p>
9	Mail Merge	Automated	<p>This step will merge process data with the Agreement Amendment template and create the Amendment Request and attach it to the process for the next review step.</p>
10	Finish	Automated	<p>Project status changed to Approve.</p>

Process Steps		Roles	Page Layout Sections
10	System Review?	Conditional	<p>“Yes” route to Campus Contracting Officer, then FPD Review and then UM System Review steps.</p> <p>“No” route to Contracting Officer Campus Review step.</p>
11	Contracting Officer Campus Review	Contracting Officer - Campus	<p>Review attached Amendment Request and compare it to the information entered in the process page layout.</p> <p><u>Take Action:</u> “Reviewed” to send to the next step in the workflow or “Revise Request” to send back to the Initiator</p>
12	Contract Admin: Amendment Routing	Agreement Admin	<p>Prepare for DocuSign and route to Consultant.</p> <p><u>Take Action:</u> “Inside eBuilder” to prepare and route for signatures, “Outside eBuilder” if required to execute amendment outside of eBuilder or make edits to template, or “Revise Request” to send back to the Initiator.</p>
13	Consultant Execution	Consultant	<p>Review and sign, route back to reassign, or cancel.</p> <p>“Reassign” to have the contract admin to send to someone different in their office, or “Cancelled” to cancel the amendment.</p>
14	Signing Limits?	Conditional	<p>“Yes” route to Campus Contracting Officer, then FPD Review and then UM System Review steps.</p> <p>“No” route to Contracting Officer Campus Review step.</p>
15	UM System/Campus Execution	Director of FPD, Contracting Officer - campus	<p><u>Take Action:</u> “DocuSign” to execute.</p>
16	DocuSign	Mail Merge	Automated step that will email executed copy to the Consultant.
17	Integration Hold	Automated	This step will send commitment amendment information to People Soft.
13	Finish	Automated	Changes process status to “Complete”

COAR- Workflow Details (Contracts)

Description: Process can be initiated by the Project Team to route Contract Changes/Amendments for review, approval and final execution.

Actors: Project Manager, Contract Admin, Accounting, Director of PDC, Campus Contracting Officer, UM System (FPD Review / Director), Contractor



30.15 – Change Order / Amendment Request

Process Steps		Roles	Page Layout Sections
1	Start/Initiate	PM/CPM/Agreement Admin/Contract Admin	Complete the required fields in the following sections of the start page layout: 1. Change Order/Amendment Request Details 2. Commitment Change Details Once completed, click “Submit.” Note: The commitment type selected will determine if this is a Change Order or an Amendment Request.
2	SOV?	Conditional	“Yes” route to Integration Hold step. (When establishing SOVs, COAR process is required to update People Soft) “No” route to CMR? (Conditional Step)
3	CMR?	Conditional	“Yes” route to Accounting Review for CMR Step. “No” route to CMR (SOV \$0 Change)?
4	Construction Contract?	Conditional	“No” route Agreement Commitment type. “Yes” route Construction Commitment type.
Commitment Type = Contract (Change Order)			
5	Allowance?	Conditional	“Yes” route to CPM Review Construction (Allowance) “No” route to CPM Review (Const.) Allows the CPM to include the GC in the workflow.
6	CO > \$5K	Conditional	“Yes” route to Manual Calculation CO > \$5K “No” route to PM Review/Review (Const.)
7	Manual Calculation CO > \$5K	CS Manual Review	Perform manual calculations to ensure the change order is correct. <u>Take Action:</u> “Reviewed” to send to the next step in the workflow or “Revise” to send it back to the Initiator.
8	PM Review/Review (Const.)	PM	Review attached proposal and compare it to the information entered in the process page layout. <u>Take Action:</u> “Reviewed” to send to the next step in the workflow or “Revise Request” to send it back to the Initiator.
9	Mail Merge Change Order	Automated	This step will merge process data with the Change Order template and create the Change Order and attach it to the process for the next review step.

30.15 – Change Order/Amendment Request

Process Steps		Roles	Page Layout Sections
10	Construction Director Review / Approval	Construction Director	Review attached proposed Change Order and compare it to the information entered in the process page layout. <u>Take Action:</u> “Reviewed” to send to the next step in the workflow or “Revise Request” to send it back to the Initiator.
11	UM System Approval?	Conditional	“Yes” route to Campus Contracting Officer, then FPD Review and then UM System Review steps. “No” route to Contracting Officer Campus Review step.
12	Cont. Office Campus Review and System Review (Const.)	Contracting Officer – campus and Director of FPD	Review attached proposed Change Order. <u>Take Action:</u> “DocuSign” to send to the next step in the workflow or “Revise” to send it back to the Initiator.
13	Contract Admin: Amendment Routing	Agreement Admin	Prepare for DocuSign and route to Consultant. <u>Take Action:</u> “Inside eBuilder” to prepare and route for signatures, “Outside eBuilder” if required to execute amendment outside of eBuilder or make edits to template, or “Revise Request” to send back to the Initiator.
14	Consultant Execution	Consultant	Review and sign, route back to reassign if necessary, or cancel. <u>Take Action:</u> “DocuSign” to execute Change Order, “Reassign” to have the contract admin send to someone different in their office, or “Cancelled” to cancel the amendment.
14	Signing Limits?	Conditional	“Yes” route to Campus Contracting Officer and then System Review (Const.) step. “No” route to CO Approver (Const.) step.
15	Cont. Office Campus Review and System Review (Const.)	Contracting Officer – campus, Director of FPD	Review attached proposed Change Order. <u>Take Action:</u> “DocuSign” to send to the next step in the workflow or “Revise” to send it back to the Initiator.
16	Contract Admin:Change Order Routing	Contract Admin	Prepare for signature execution by GC <u>Take Action:</u> “Inside DocuSign” to send to the next step in the workflow or “Revise” to send it back to the Initiator.
17	GC Acknowledge	General Contractor	Execute Change Order by applying electronic signature. <u>Take Action:</u> “DocuSign” to execute and send to the next step in the workflow or “Revise” to send it back to the Initiator.

30.15 – Change Order/Amendment Request

Process Steps		Roles	Page Layout Sections
18	UM System Approval?	Conditional	<p>“Yes” route to System Execution step for execution.</p> <p>“No” route to Contracting Officer Campus step for execution.</p>
19	System Execution	Contracting Officer - System	<p>Review attached proposed Change Order.</p> <p><u>Take Action:</u> “DocuSign” to send to the next step in the workflow.</p>
20	Campus Execution	Contracting Officer - Campus	<p>Review attached proposed Change Order.</p> <p><u>Take Action:</u> “DocuSign” to send to the next step in the workflow.</p>
21	DocuSign	Automated	Will place a copy in the document library of the project and email a copy to the GC.
22	Integration Hold	Automated	This step will perform the update to eBuilder Cost Module (budget summary and commitment) and integration with People Soft.
23	Finish	Automated	Changes process status to “Approved”

Process Steps		Roles	Page Layout Sections
1	Start/Initiate	Construction Director, CPM, Director, PM and Contract Admin	Complete the required fields in the following sections of the start page layout: 1. Commitment Details 2. Commitment Others 3. Commitment Custom Fields 4. Commitment Items Once completed, click “Submit” or “Save Draft” to complete later.
2	Amount Null?	Conditional	If the amount is null, the process will be returned to the Initiator step with an error message to correct.
3	Construction Services Manager	Construction Director	Review attached proposal and compare it to the information entered in the process page layout. <u>Take Action:</u> “Reviewed” to send to the next step in the workflow or “Revise Request” to send it back to the Initiator.
4	Accounting/BSS Review	Accounting/BSS	Verify the appropriate MoCode has been applied. <u>Take Action:</u> “Reviewed” to send to the next step in the workflow or “Revise” to send it back to the Initiator to revise.
5	Director	Conditional	“Yes” route to CPM Review Construction (Allowance) “No” route to CPM Review (Const.) Allows the CPM to include the GC in the workflow.
6	Contract Signing Limits	Conditional	“Yes” route to MM with CL “No” route to MM with No CL
7	Mail Merge with CL (System)	Automated	Performs mail merge of process data with DBB contract template and routes to Mail Merge for Bonds System.
8	Mail Merge for Bonds System	Automated	This step will merge process data with the Change Order template and create the Change Order and attach it to the process for the next review step.
9	Campus Contracting Officer and System Review	Contracting Officer Campus/System	Review attached proposal and compare it to the information entered in the process page layout. <u>Take Action:</u> “Reviewed” to send to the next step in the workflow or “Revise Request” to send it back to the Initiator.

30.10 – DBB Construction Contract Approval

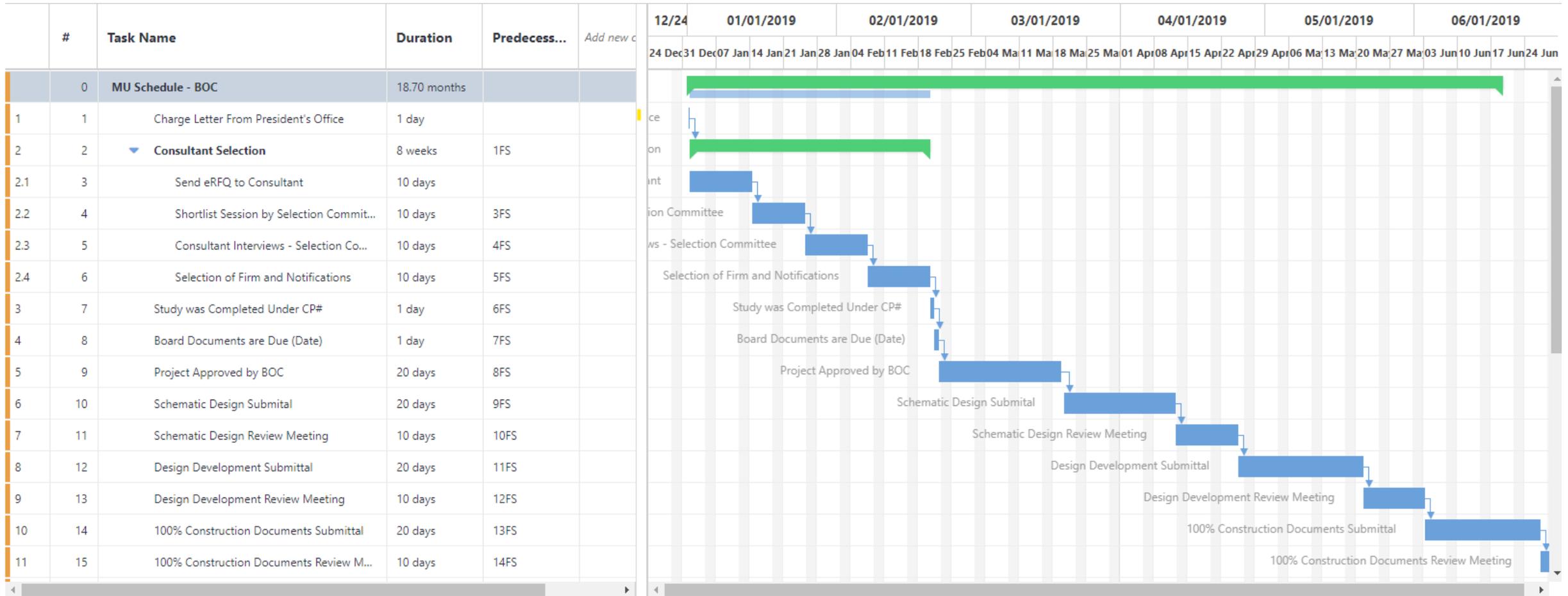
Process Steps		Roles	Page Layout Sections
10	Mail Merge with No CL (Campus)	Automated	Performs mail merge of process data with DBB contract template and routes to Mail Merge for Bonds Campus.
11	Mail Merge Bonds Campus	Automated	This step will merge process data with the Change Order template and create the Change Order and attach it to the process for the next review step.
12	Campus Contracting Officer	Contracting Officer - Campus	Performs mail merge of process data with DBB contract template and routes to Mail Merge for Bonds Campus.
13	Contract Admin: Amendment Routing	Agreement Admin	Prepare for DocuSign and route to Contractor. <u>Take Action:</u> “Inside eBuilder” to prepare and route for signatures, “Outside eBuilder” if required to execute amendment outside of eBuilder or make edits to template, or “Revise Request” to send back to the Initiator.
13	Contract Admin: Amendment Routing	Agreement Admin	Prepare for DocuSign and route to Consultant. <u>Take Action:</u> “Inside eBuilder” to prepare and route for signatures, “Outside eBuilder” if required to execute amendment outside of eBuilder or make edits to template, or “Revise Request” to send back to the Initiator.
14	Consultant Execution	Consultant	Review and sign, route back to reassign if necessary, or cancel. <u>Take Action:</u> “DocuSign” to execute Change Order, “Reassign” to have the contract admin send to someone different in their office, or “Cancelled” to cancel the amendment.
14	Signing Limits?	Conditional	“Yes” route to Campus Contracting Officer and then System Review (Const.) step. “No” route to CO Approver (Const.) step.
15	Cont. Office Campus Review and System Review (Const.)	Contracting Officer – campus, Director of FPD	Review attached proposed Change Order. <u>Take Action:</u> “DocuSign” to send to the next step in the workflow or “Revise” to send it back to the Initiator.
16	Contract Admin:Change Order Routing	Contract Admin	Prepare for signature execution by GC <u>Take Action:</u> “Inside DocuSign” to send to the next step in the workflow or “Revise” to send it back to the Initiator.
17	GC Acknowledge	General Contractor	Execute Change Order by applying electronic signature. <u>Take Action:</u> “DocuSign” to execute and send to the next step in the workflow or “Revise” to send it back to the Initiator.

30.10 – DBB Construction Contract Approval

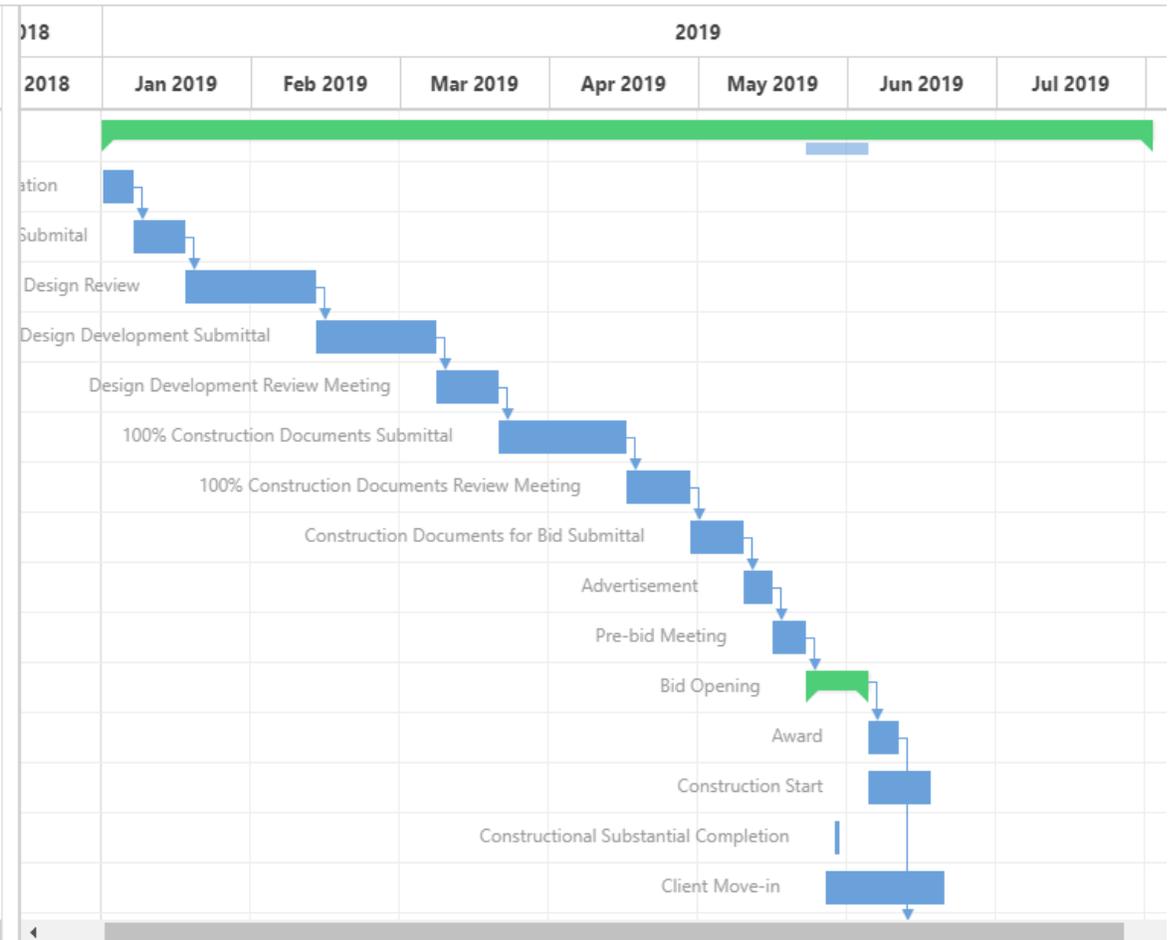
Process Steps		Roles	Page Layout Sections
17	GC Acknowledge	General Contractor	Execute Change Order by applying electronic signature. <u>Take Action:</u> “DocuSign” to execute and send to the next step in the workflow or “Revise” to send it back to the Initiator.
18	Campus Contract Admin: Final Review	Automated	Review attached proposed Change Order. <u>Take Action:</u> “Reviewed” to send to the next step in the workflow or “Revise” to send it back to the Initiator, or “Send to Contractor.”
19	Contract Limits 2	Conditional	“Yes” System Review (Const.) step. “No” route to CO Approver (Const.) step.
20	FPD Contract Administrator Final Review	FPD Contract Admin	Review contractor’s signed contract. <u>Take Action:</u> “Reviewed” to send to the next step.
21	System Contracting Officer Signs	Contracting Officer - System	Execute Contract. <u>Take Action:</u> “DocuSign” to execute contract and route to next step.
22	Campus Contracting Officer Sign	Contracting Officer - Campus	Execute Contract. <u>Take Action:</u> “DocuSign” to execute contract and route to next step.
22	NTP Creation	Spawned Process	Automated step to initiate the Notice to Proceed process.
23	Spawn the Commitment Approval Process	Automated	This step will merge process data with the SCA template and create the Standard Consultant Agreement and attach it to the process for the next review step.
24	Status Change	Conditional	Updates the SCA process status to “Void.”
25	Finish	Automated	Completed.

- Process List by Lifecycle
- Schedule Templates
 - MU Schedule – BOC
 - MU Schedule – Kickoff
- PeopleSoft Reference Cards to identify Budget Templates
- Commitment Approval Process

Project Lifecycle					
Planning / Design			Construction		
Initiation	Planning	Design	Construction	Construction Close-out	Project Close-out
01.00 - NPR					
	01.10 - Project Status and Details Update				
	10.00 - Project Authorization (Budget Est.)				
	10.20 - Work Authorizations				
	20.00 - A/E Selection				
	40.10 - Planning Phase Review				
	10.05 - Project Budget Re-Allocation/Change				
	20.10 - Standard Consultant Agreement				
	20.30 - General Consultant Agreement				
	20.50 - Geotechnical Engineer Agreement				
	20.60 - Land Surveyor Agreement				
	30.10 - DBB Construction Approval (DBB)				
	30.15 - Change Order/Amendment Request				
	30.20 - DB Contract				
	30.30 - CMR Commitment Approval				
	30.40 - Master Construction Agreement				
	40.20 - Schematic Design Review				
	40.30 - Design Development Review				
	40.35 - %Construction Document Review				
	40.40 - Construction Document Review				
	01.15 - Building Permit Process				
	70.00 - Invoice Approval				
	10.50 - Schedule of Values				
	30.80 - Notice to Proceed				
	50.10 - Request for Information				
	50.20 - Architectural Supplement Instruction				
	60.05 - Substantial Completion Acceptance Process				
	60.10 - Project Closeout				
	60.20 - Project Closeout - Consultant				
	60.30 - Project Closeout - Contractor				



#	Task Name	Duration	Predecess...	Add new column...
0	MU Schedule - Kickoff	8.65 months		
1	Funding Authorization	5 days		
2	Schematic Design Submittal	10 days	1FS	
3	Schematic Design Review	20 days	2FS	
4	Design Development Submittal	20 days	3FS	
5	Design Development Review Meeting	10 days	4FS	
6	100% Construction Documents Submittal	20 days	5FS	
7	100% Construction Documents Review M...	10 days	6FS	
8	Construction Documents for Bid Submittal	10 days	7FS	
9	Advertisement	5 days	8FS	
10	Pre-bid Meeting	5 days	9FS	
11	▶ Bid Opening	10 days	10FS	
12	Award	5 days	11FS	
13	Construction Start	10 days	12FS	
14	Constructional Substantial Completion	1 day	13FS	
15	Client Move-in	20 days	14FS	



Capital vs Non-Capital Reference Card 1

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.
<p>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.</p>		

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.
<p>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.</p>		

CAPITAL EQUIPMENT ACCOUNTS

VS.

NON-CAPITAL EQUIPMENT ACCOUNTS

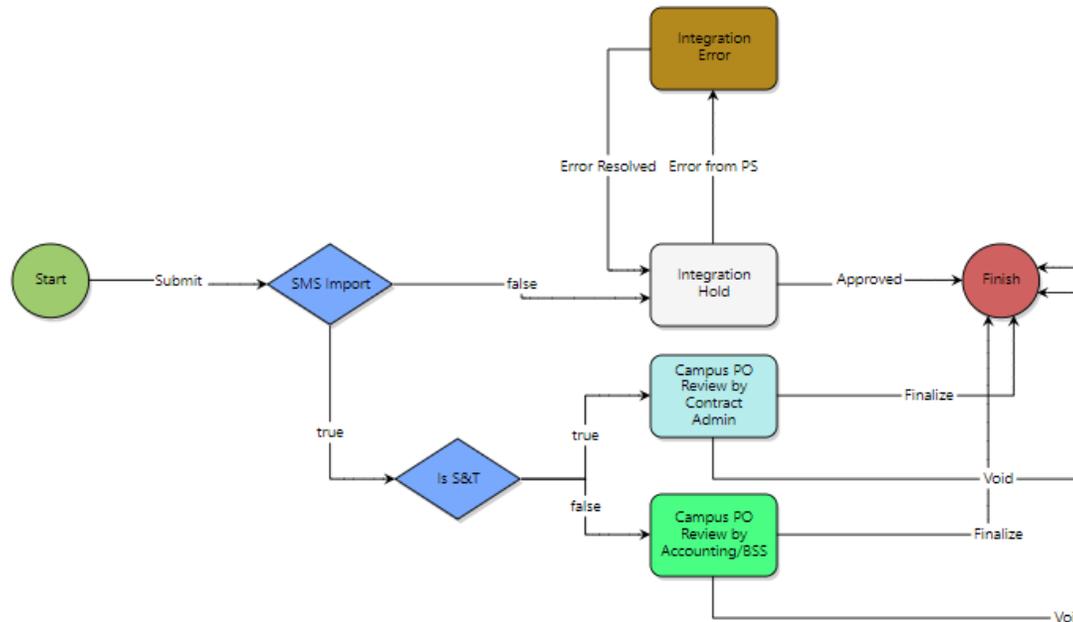
Capital vs Non-Capital Reference Card 2

* 770000	Capital Equipment Greater Than or Equal To \$5,000
777100	Computers - Capital
777200	Software - Capital (Greater than \$100,000)
777300	Office Equipment - Capital
777400	Other Equipment - Capital
777500	Classroom Equipment - Capital
777600	Laboratory - Capital
777700	Furniture - Capital
777800	Vehicles - Capital
777900	Field & Facilities Equipment - Capital
Capital equipment includes machinery, furniture, equipment, and computers with UNIT COST of \$5,000 or more.	

* 740002	Non-Capital Equipment (Less Than or Equal To \$4,999)
740100	Computers - Non Capital
740150	Software - Non Capital (Less Than/equal \$99,999)
740300	Equipment - Non Capital
740400	Classroom Equipment - Non Capital
740500	Laboratory - Non Capital
740600	Furniture - Non Capital
740700	Vehicles/Field Equip - Non Capital
Non-capital equipment includes office, classroom, laboratory furniture, equipment, and computers with UNIT COST less than or equal to \$4,999 .	

CA - Workflow Details

Description: This is an automated process that is used for cost-enabled processes that require integration with People Soft. The Agreement or Contract process that Spawns the CA process will be updated to Void status. This is to eliminate duplicate entries in the budget from the process completion and PS integration.



Processes that Require CA

SCA	Standard Consultant Agreement
GCA	General Consultant Agreement
LSA	Land Surveyor Agreement
GCA	Geotechnical Engineer Agreement
DBCA	Design Build Contract Approval
DBB	DBB Construction Contract Approval
CMR	CMR Commitment Approval
MCAWA	MCA Work Authorization
WA	Work Authorization