Administration

Assigning Funds

Interscope + Training

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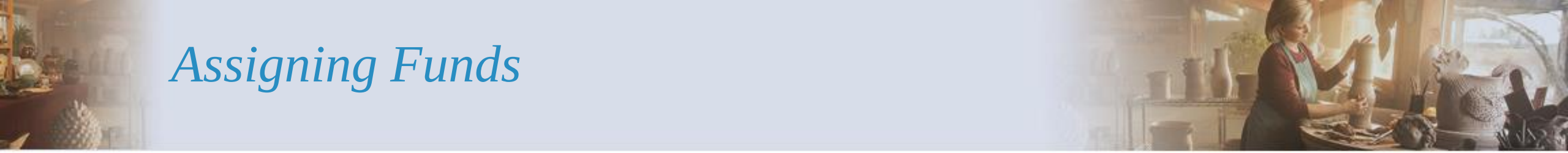
State of North Carolina
Department of Administration



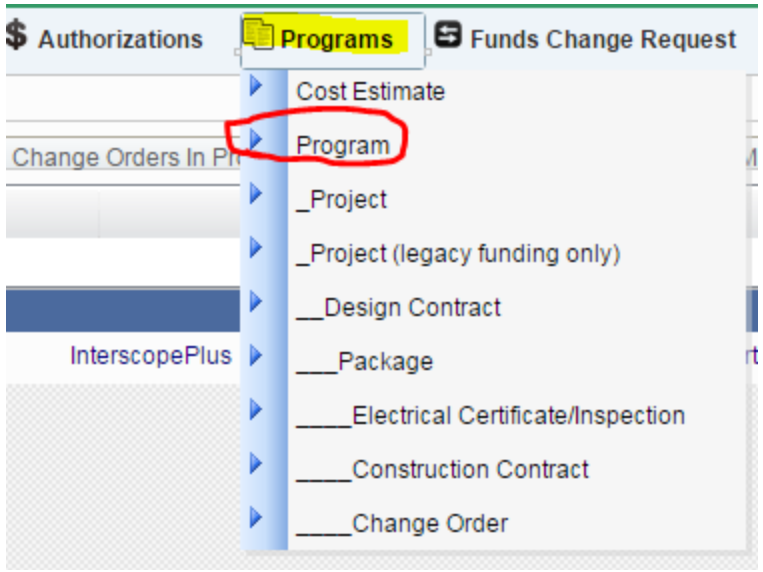
Assigning Funds

Note: Before assigning funds to a project, the project must exist and there must be funds allocated to the program and available for assignment.

If there are multiple funding sources in a program, funds can be assigned to the project from any available source. If multiple funding sources are to be used in a project, each respective source to be used must be assigned to the project.

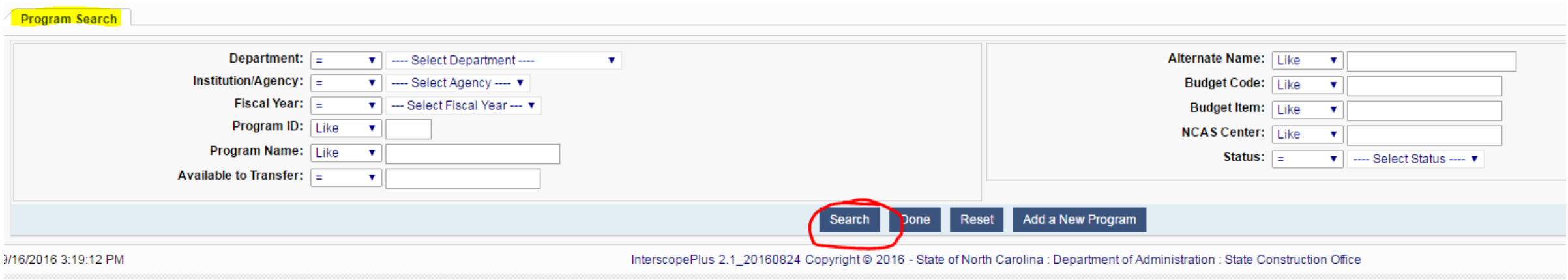
Assigning Funds

At the top of your home page, click on Programs>Program to bring up the Program Search Screen.



Assigning Funds

This will bring up a Program Search. Enter the appropriate information and click Search



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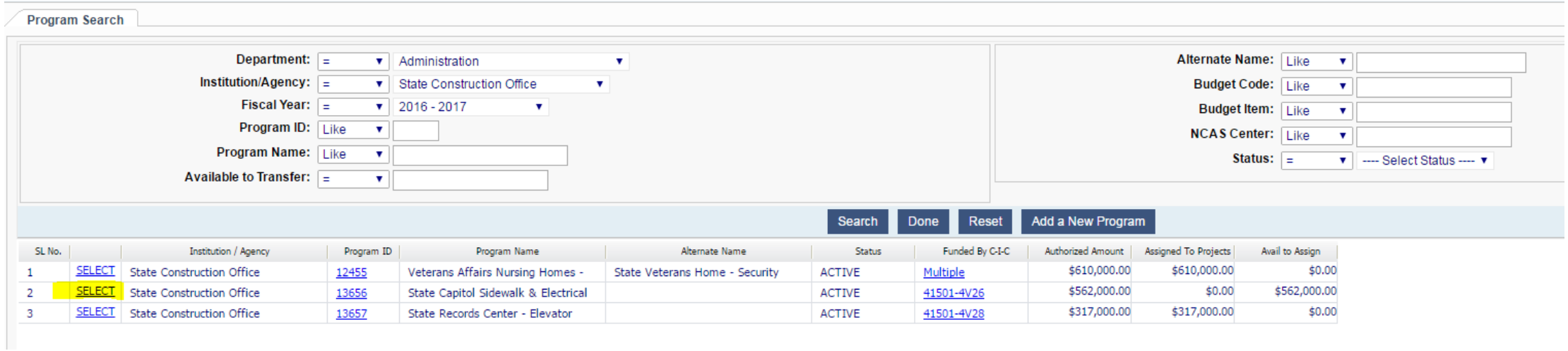
The search results will show all Programs that meet your criteria. ‘Select’ to choose the Program you want.



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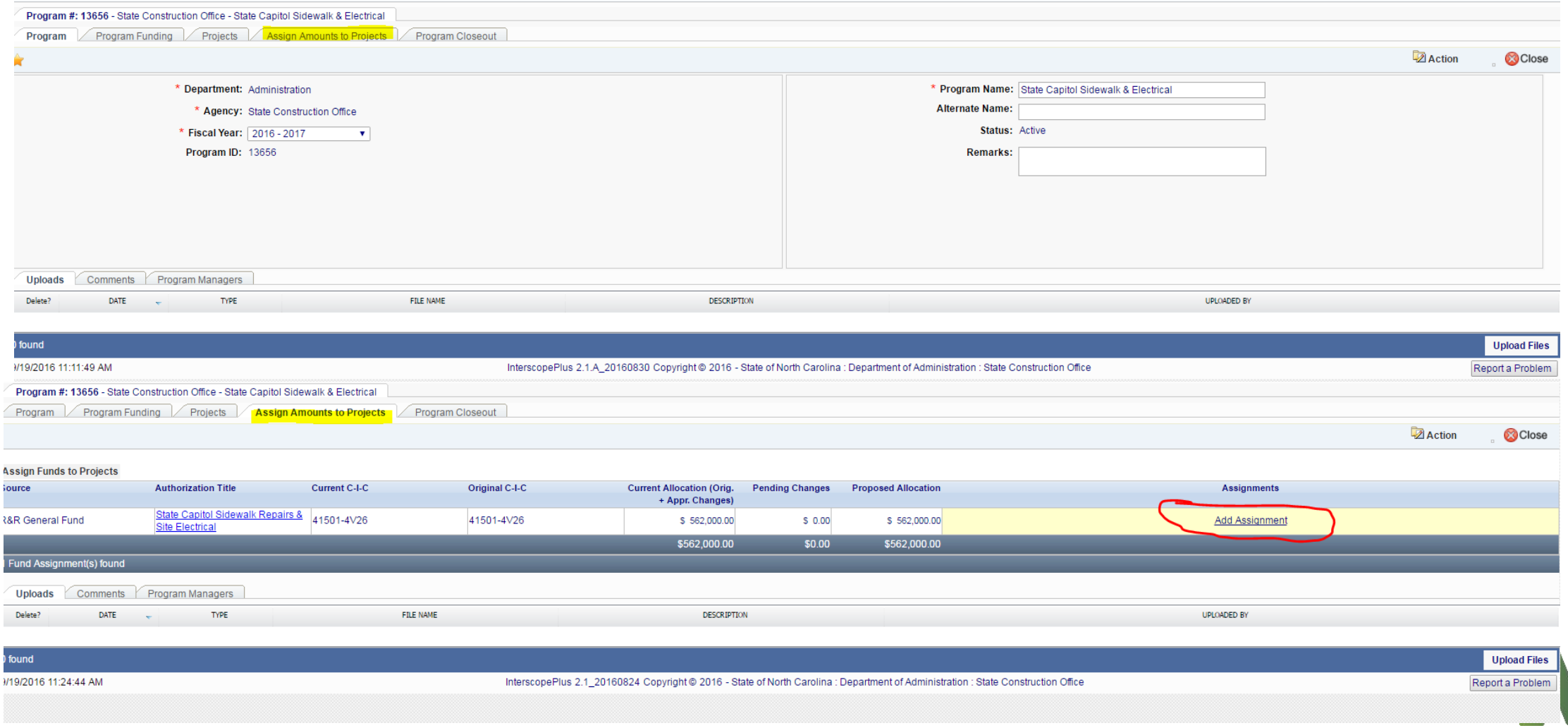
This will bring you to the Program screen. Select the 'Assign Amounts to Projects' tab and click on 'Add Assignment'.



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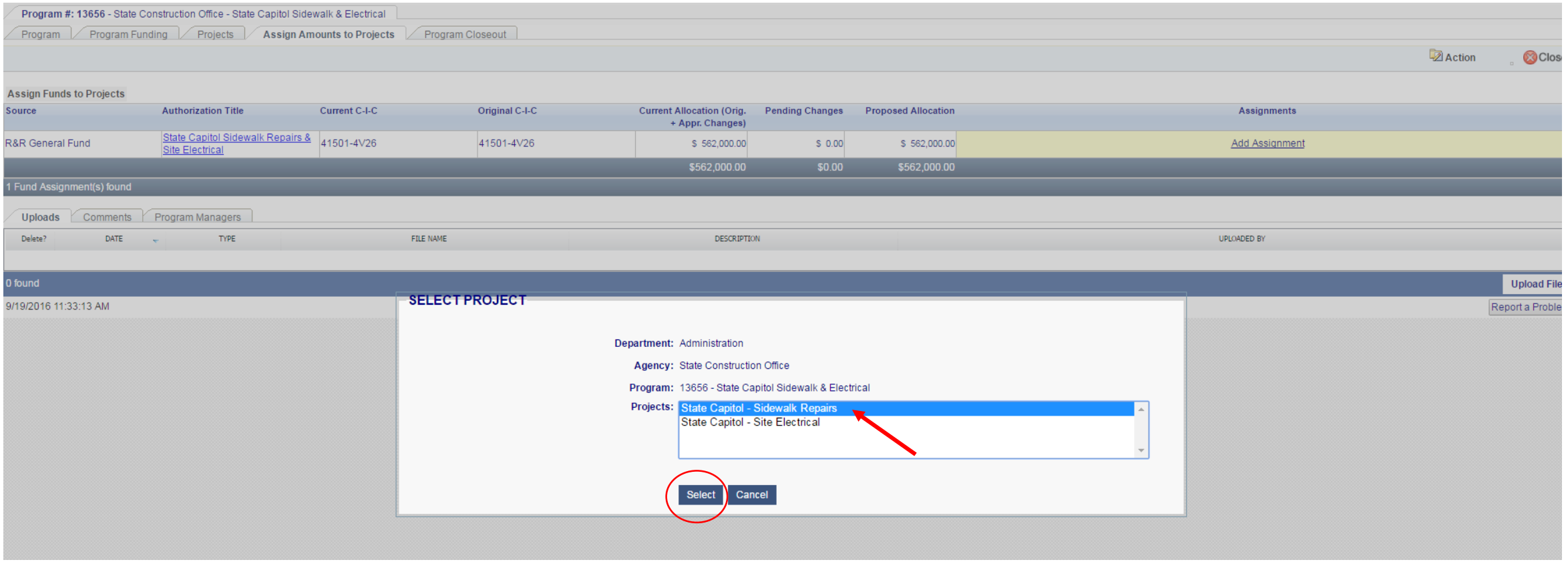
A new window will appear with a list of Projects in the Program. Click on the desired project and then Select .



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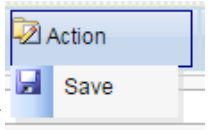
Enter the amount of funds you want to assign and then 

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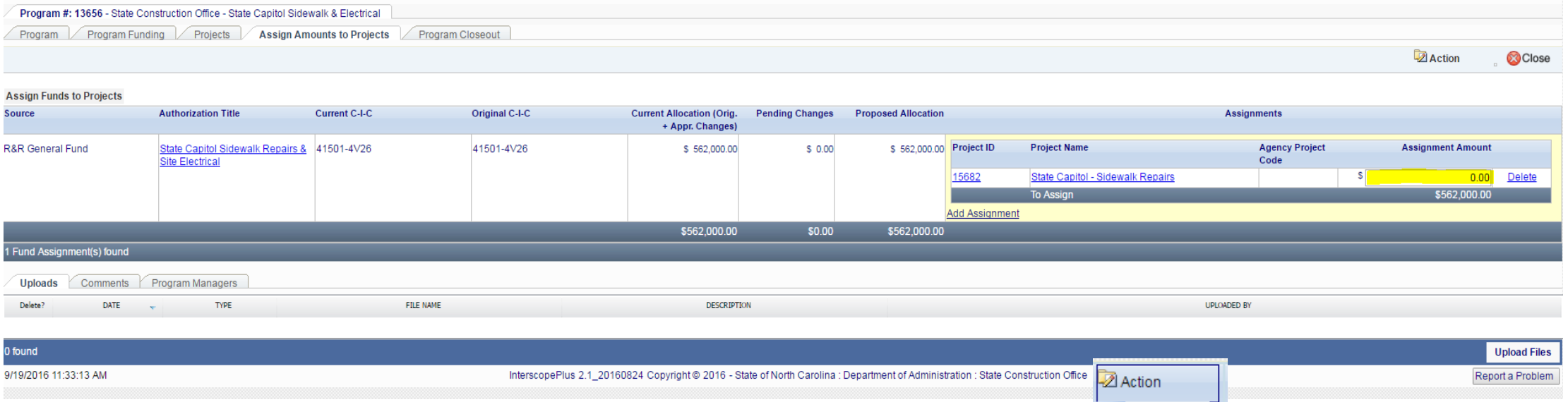
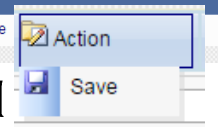


To Change an *Assignment Amount*, type in the new desired amount and 

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To review the outcome of your action, you may click on the Project ID or Project Name and it will take you to the Project. Select the 'Funds Assigned' tab and you can see the funds have been assigned.

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