



*Administration*

Assigning Funds

*Interscope + Training*



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State Construction Office  
State of North Carolina  
Department of Administration

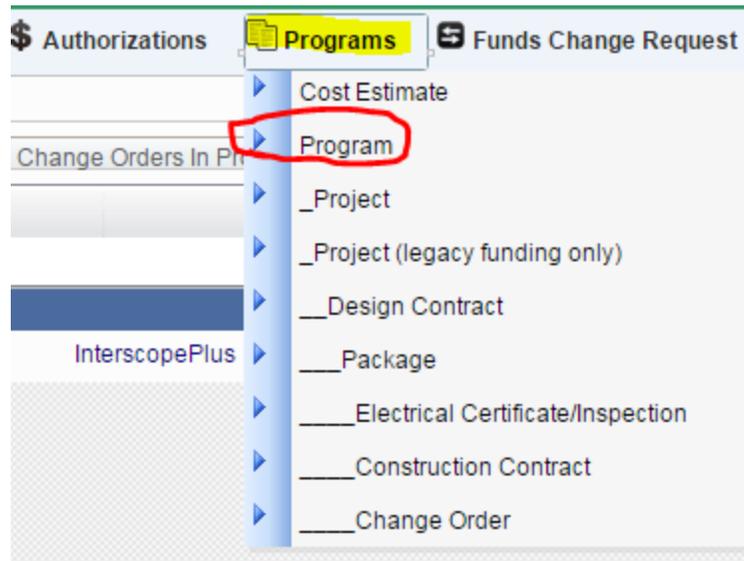
# Assigning Funds

**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.

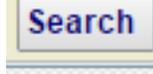
# Assigning Funds

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



**Program Search**

Department:	=	▼	---- Select Department ----	▼
Institution/Agency:	=	▼	---- Select Agency ----	▼
Fiscal Year:	=	▼	-- Select Fiscal Year --	▼
Program ID:	Like	▼	<input type="text"/>	
Program Name:	Like	▼	<input type="text"/>	
Available to Transfer:	=	▼	<input type="text"/>	

Alternate Name:	Like	▼	<input type="text"/>	
Budget Code:	Like	▼	<input type="text"/>	
Budget Item:	Like	▼	<input type="text"/>	
NCAS Center:	Like	▼	<input type="text"/>	
Status:	=	▼	---- Select Status ----	▼

**Search** **Done** **Reset** **Add a New Program**

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# Assigning Funds

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

Program Search

Department: =  ▾

Institution/Agency: =  ▾

Fiscal Year: =  ▾

Program ID: Like

Program Name: Like

Available to Transfer: =

Alternate Name: Like

Budget Code: Like

Budget Item: Like

NCAS Center: Like

Status: =  ▾

Search
Done
Reset
Add a New Program

SL No.		Institution / Agency	Program ID	Program Name	Alternate Name	Status	Funded By C-I-C	Authorized Amount	Assigned To Projects	Avail to Assign
1	<a href="#">SELECT</a>	State Construction Office	<a href="#">12455</a>	Veterans Affairs Nursing Homes -	State Veterans Home - Security	ACTIVE	<a href="#">Multiple</a>	\$610,000.00	\$610,000.00	\$0.00
2	<a href="#">SELECT</a>	State Construction Office	<a href="#">13656</a>	State Capitol Sidewalk & Electrical		ACTIVE	<a href="#">41501-4V26</a>	\$562,000.00	\$0.00	\$562,000.00
3	<a href="#">SELECT</a>	State Construction Office	<a href="#">13657</a>	State Records Center - Elevator		ACTIVE	<a href="#">41501-4V28</a>	\$317,000.00	\$317,000.00	\$0.00

# Assigning Funds

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

Program #: 13656 - State Construction Office - State Capitol Sidewalk & Electrical

Program | Program Funding | Projects | **Assign Amounts to Projects** | Program Closeout

Action Close

\* Department: Administration  
\* Agency: State Construction Office  
\* Fiscal Year: 2016 - 2017  
Program ID: 13656

\* Program Name: State Capitol Sidewalk & Electrical  
Alternate Name:  
Status: Active  
Remarks:

Uploads | Comments | Program Managers

Delete?	DATE	TYPE	FILE NAME	DESCRIPTION	UPLOADED BY
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found

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Upload Files Report a Problem

Program #: 13656 - State Construction Office - State Capitol Sidewalk & Electrical

Program | Program Funding | Projects | **Assign Amounts to Projects** | Program Closeout

Action Close

Assign Funds to Projects

Source	Authorization Title	Current C-I-C	Original C-I-C	Current Allocation (Orig. + Appr. Changes)	Pending Changes	Proposed Allocation	Assignments
R&R General Fund	<a href="#">State Capitol Sidewalk Repairs &amp; Site Electrical</a>	41501-4V26	41501-4V26	\$ 562,000.00	\$ 0.00	\$ 562,000.00	<a href="#">Add Assignment</a>
				\$562,000.00	\$0.00	\$562,000.00	

Fund Assignment(s) found

Uploads | Comments | Program Managers

Delete?	DATE	TYPE	FILE NAME	DESCRIPTION	UPLOADED BY
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found

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# Assigning Funds

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

Program #: 13656 - State Construction Office - State Capitol Sidewalk & Electrical

Program Funding Projects Assign Amounts to Projects Program Closeout

Action Close

Assign Funds to Projects

Source	Authorization Title	Current C-I-C	Original C-I-C	Current Allocation (Orig. + Appr. Changes)	Pending Changes	Proposed Allocation	Assignments
R&R General Fund	<a href="#">State Capitol Sidewalk Repairs &amp; Site Electrical</a>	41501-4V26	41501-4V26	\$ 562,000.00	\$ 0.00	\$ 562,000.00	<a href="#">Add Assignment</a>
				\$562,000.00	\$0.00	\$562,000.00	

1 Fund Assignment(s) found

Uploads Comments Program Managers

Delete?	DATE	TYPE	FILE NAME	DESCRIPTION	UPLOADED BY
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**SELECT PROJECT**

Department: Administration

Agency: State Construction Office

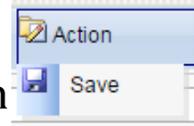
Program: 13656 - State Capitol Sidewalk & Electrical

Projects: [State Capitol - Sidewalk Repairs](#)  
State Capitol - Site Electrical

**Select** Cancel

# Assigning Funds

Enter the amount of funds you want to assign and then



Program #: 13656 - State Construction Office - State Capitol Sidewalk & Electrical

Program   Program Funding   Projects   **Assign Amounts to Projects**   Program Closeout

Action   Close

### Assign Funds to Projects

Source	Authorization Title	Current C-I-C	Original C-I-C	Current Allocation (Orig. + Appr. Changes)	Pending Changes	Proposed Allocation	Assignments			
R&R General Fund	<a href="#">State Capitol Sidewalk Repairs &amp; Site Electrical</a>	41501-4V26	41501-4V26	\$ 562,000.00	\$ 0.00	\$ 562,000.00	<b>Project ID</b>	<b>Project Name</b>	<b>Agency Project Code</b>	<b>Assignment Amount</b>
							15682	<a href="#">State Capitol - Sidewalk Repairs</a>		\$ 0.00 <a href="#">Delete</a>
							To Assign			\$562,000.00
							<a href="#">Add Assignment</a>			
				\$562,000.00	\$0.00	\$562,000.00				

1 Fund Assignment(s) found

Uploads   Comments   Program Managers

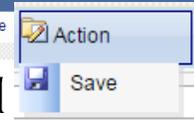
Delete?	DATE	TYPE	FILE NAME	DESCRIPTION	UPLOADED BY
0 found					

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Action   Save

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



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.



# *For More Training Presentations*

Please visit our website at

<https://ncadmin.nc.gov/businesses/construction/interscope>

And search under “Training Materials”



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