Interscope + Entering Information Authorization

Interscope+ Training

Prepared by LeaAnne Hahnel

Interscope BSA

State Construction Office

Department of Administration

Typical Capital Project

Authorization

Program

Project

Design Contract

Package

Construction Contract

Home | System | Users | Companies | New | FCAP | Design Review | $ Authorizations

Program #: 10114 - St. Construction - Minor Renovations

_Project #: 11026 - St. Construction - Enlarge conference room

__Design #: 15-11026-01 - SCO Designer

___Package: 15-11026-01A - Enlarge conference room

___Construction Contract #: 15-11026-01A-1 - SCO Contractor

Construction Contract Detail | Bid Items | HUB Good-Faith Efforts | HUB Participation

Left to Right Tabs are sub folders of the currently open Master tab. Above, is an example of an open construction contract.

It may help to think of each Interscope+ tab as a nested file folder

NC

Entering Information Hierarchy of Data

The data in Interscope follows the typical life cycle of a capital project. It starts with the authorization and funding to do the project. The funding is allocated to a program, and the project is created in the program. The project is designed and then constructed, and HUB is reported on the construction contract. Data must be entered in order, i.e. a project must exist before you can enter a design contract for it, etc.
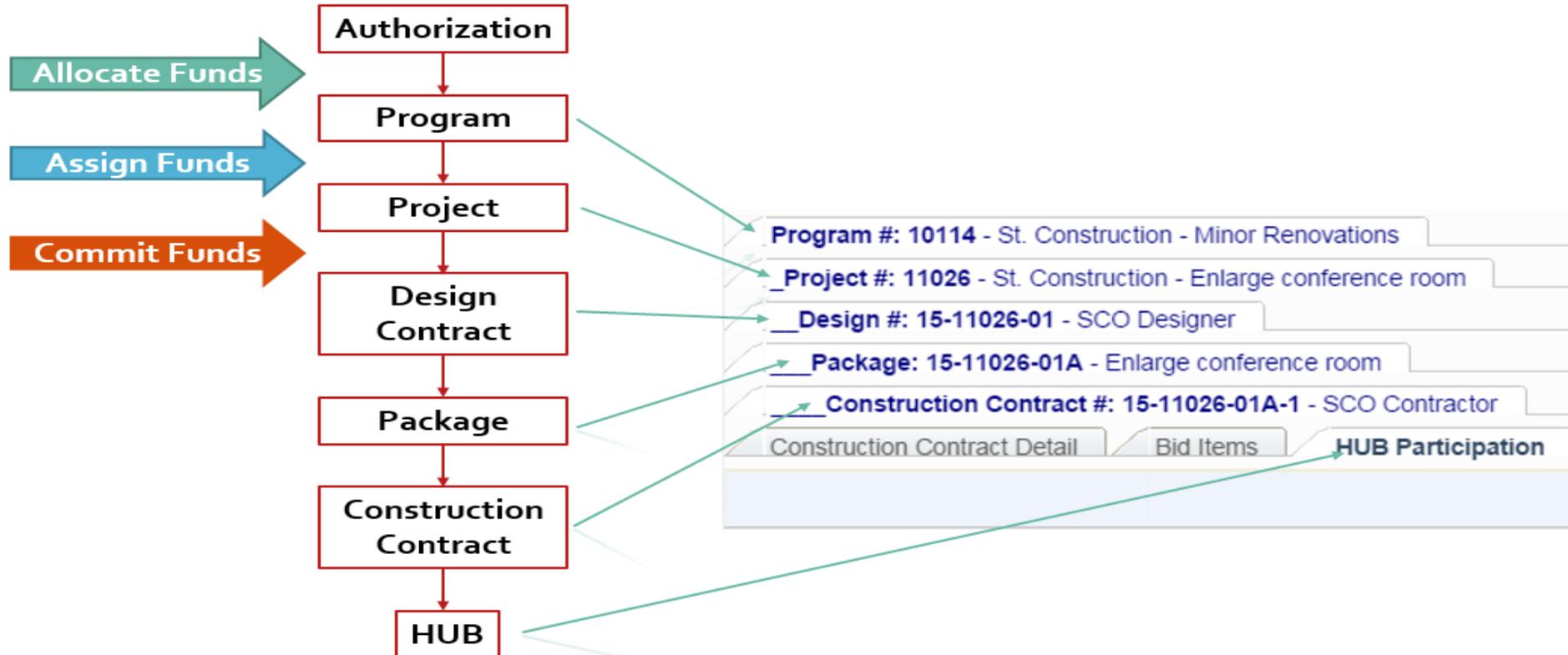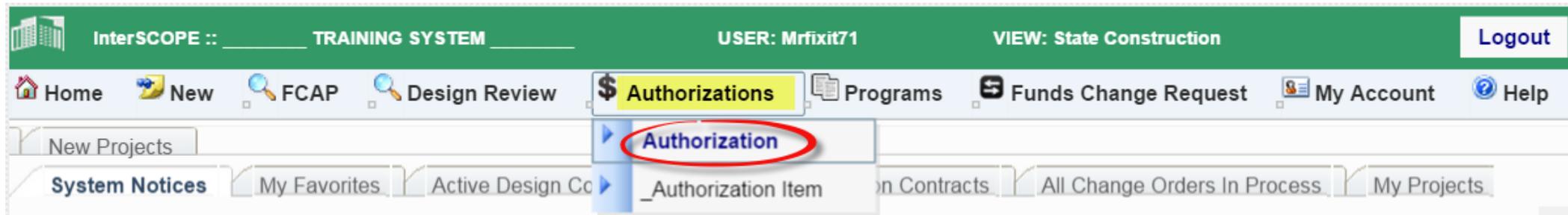
Authorization

Authorizations will typically be entered by a senior level person within a State Agency/ Department, by the System Office for Community Colleges or by UNC General Administration for Universities. Your user profile, based on your login information, should autofill the Department.

From the Home screen, select Authorizations>Authorization.

This will bring up the Authorization Search screen. Select the "Add a New Authorization" button.

Authorization

Fill in the appropriate information. Required fields are marked with asterisks and have a red border. Budget Item OR NCAS Center is required, but not both, however all three may be entered.

Authorization
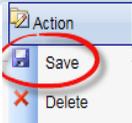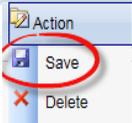
Click on . Note that the Status is "Allocation in Progress". This will not change until all funds are allocated to programs.

- Once saved, the Authorization detail tabs show up on the lower part of the screen. There is also a system assigned Authorization #. Select the 'Authorization Item Detail' tab and enter the amount of the authorization in the proper fund source(s). When all fund sources have been entered

Authorization

You will need to create a program and allocate funds before the authorization will become "Active" for use.

Creating a Program

Please exit this presentation and go to the

"Creating a Program" presentation

Thank you for viewing this presentation

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And search under "Training Materials"

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