



Interscope + Entering Information Authorization

Interscope+ Training



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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.

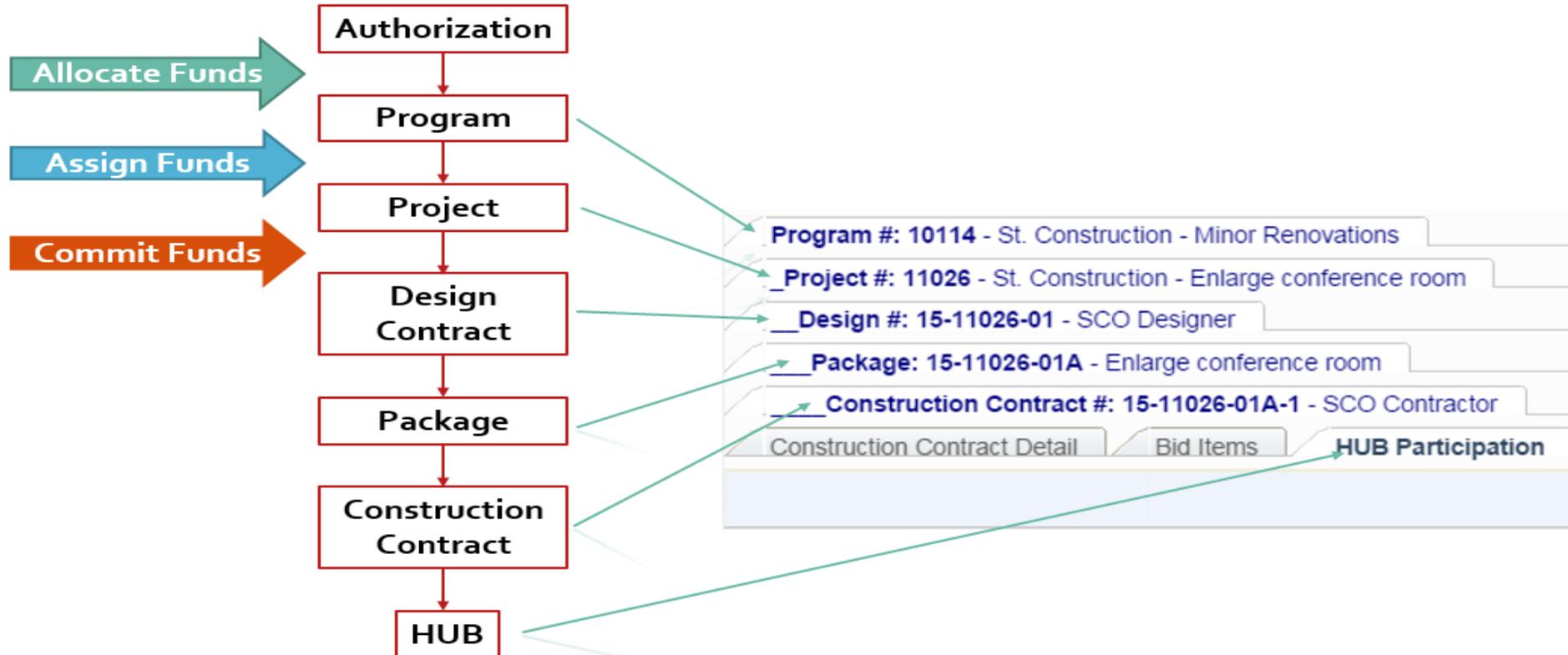


It may help to think of each Interscope+ tab as a nested file folder



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.

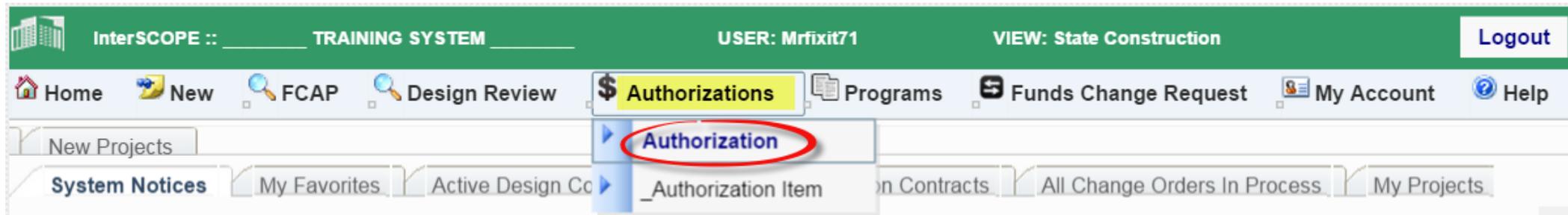


Authorization



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

InterSCOPE :: TRAINING SYSTEM USER: Mrfixit71 VIEW: State Construction Logout

Home New FCAP Design Review Authorizations Programs Funds Change Request My Account Help

Authorization Search

Authorization Information

Authorization ID: =

Department: = ---- Select Department ----

Institution/Agency: = ---- Select Agency ----

Fiscal Year: = --- Select Fiscal Year ---

Title: Like

Status: = ---- Select Status ----

Legislative Authorization? = ---- Select ----

Funding Information

Budget Code: Like

Budget Item: Like

NCAS Center: Like

Agency Funding Code: Like

Total Authorized: >

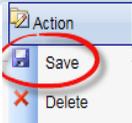
Available Funds: >

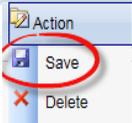
Program: Like

Search Done Reset **Add a New 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.

NEW AUTHORIZATION:

Authorization

Authorization Information

- * Department: Administration
- * Agency: St. Construction
- * Fiscal Year: 2015 - 2016
- * Title: Minor Renovations
- Status:** Allocation in Progress
- Legislative Authorization:

Funding Information

- * Budget Code: 41601
- Budget Item:
- NCAS Center: 4T04
- Agency Funding Code:
- * Authorized Date: 09/21/2015
- Total Authorized: \$0.00
- * Authorized Purpose: Small Renovation projects
- Is From Capstat: False

Action menu: Action, Save (circled in red), Delete

Close button

- 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

_Authorization #: 1041 - St. Construction - Minor Renovations

Authorization

★

Authorization Information

* Department: Administration

* Agency: St. Construction

* Fiscal Year: 2015 - 2016

* Title: Minor Renovations

Status: Allocation in Progress

Legislative Authorization:

Funding Information

* Budget Code: 41601

Budget Item:

NCAS Center: 4T04

Agency Funding Code:

* Authorized Date: 09/21/2015

Total Authorized: \$0.00

* Authorized Purpose: Small Renovation projects

Is From Capstat: False

Action

Save

Delete

Close

Comments

Authorization Item Summary | **Authorization Item Detail** | Program Allocation | Audit Trail - Authorized | Audit Trail - Allocated | Uploads

Source	Orig. C-I-C	Original Authorization Amount	Approved Changes	Pending Changes	Proposed Authorization Amount	Current Allocated Amount	Assigned To Projects	Available To Assign
General Fund	41601-4T04	\$ 750,000.00	\$ 0.00	\$ 0.00	\$ 750,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Non-General Fund	41601-4T04	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Non-State Debt	41601-4T04	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
R&R General Fund	41601-4T04	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
R&R State Debt	41601-4T04	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
State Debt	41601-4T04	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals		\$ 750,000.00	\$ 0.00	\$ 0.00	\$ 750,000.00	\$ 0.00	\$ 0.00	\$ 0.00

6 Items found Export

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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