



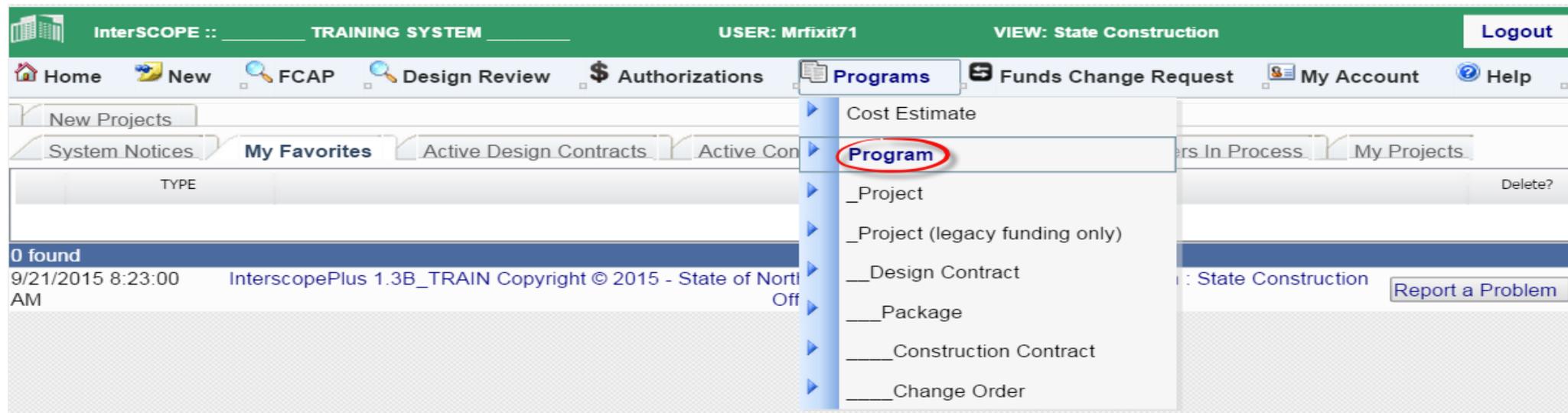
Interscope+ Entering Information Creating a Program & Allocating Funds



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Interscope BSA
Referenced from the User Manual

Creating a Program

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



If you are not sure if a Program already exists, perform a search for it by entering any search criteria that might be applicable. If the Program does not exist, click [Add a New Program](#)



Creating a Program



Program Search

Department:	=	▼	----	Select Department	----	▼
Institution/Agency:	=	▼	----	Select Agency	----	▼
Fiscal Year:	=	▼	---	Select Fiscal Year	---	▼
Program ID:	Like	▼				
Program Name:	Like	▼				
Available to Transfer:	=	▼				

Alternate Name:	Like	▼				
Budget Code:	Like	▼				
Budget Item:	Like	▼				
NCAS Center:	Like	▼				
Status:	=	▼	Active			▼

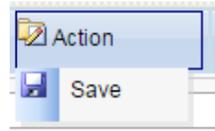
Search Done Reset **Add a New Program**

The New Capital Program screen comes up. Enter the appropriate information. Required fields are marked with asterisks and have a red border. The *Program Name* should be the same as the *Authorization Title*. The *Alternate Name* is not required but it is for the local Agency/Institution to use if they refer to the Program by a different name.

Creating a Program



Then



NEW CAPITAL PROGRAM:

Program

Action Close

* Department: Administration

* Agency: St. Construction

* Fiscal Year: 2015 - 2016

Program ID:

* Program Name: Minor Renovations

Alternate Name:

Status: Active

Remarks:

Save



Creating a Program

You should now see the Program Screen with the new Program # and tabs below it. The Program # is generated by the system and cannot be changed.

Program added successfully.

Program #: 12153 - St. Construction - Minor Renovations

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

★ Action Close

<p>* Department: Administration ▼</p> <p>* Agency: St. Construction ▼</p> <p>* Fiscal Year: 2015 - 2016 ▼</p> <p>Program ID: 12153</p>	<p>* Program Name: Minor Renovations</p> <p>Alternate Name: <input type="text"/></p> <p>Status: Active</p> <p>Remarks: <input type="text"/></p>
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Allocating Funds



Allocating Funds

Funds are allocated from an Authorization to one or more Programs. If there are multiple fund sources for an authorization, make sure that you select the one you want to allocate. You must perform a separate allocation for each fund source to each Program.

NOTE: All funds must be allocated to change the Authorization status from 'Allocation in Progress' to 'Active'

Allocating Funds

Start by selecting Authorizations>Authorization.

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

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

New Projects **Authorization**

System Notices My Favorites Active Design Co. _Authorization Item n Contracts All Change Orders In Process My Projects

This will bring you to the Search screen. Enter appropriate data and **Search** for the authorization.

Authorization Search

Authorization Information

Authorization ID: = [] []

Department: = []

Institution/Agency: [Administration]

Fiscal Year: = [] [2015 - 2016]

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



Allocating Funds



The search will return a list, below, of all Authorizations that meet the criteria. Select the appropriate one by clicking on the 'SELECT', *Auth ID* or *Code-Item-Center* for that Authorization.

Authorization Search

Authorization Information

Authorization ID: = ▾

Department: = ▾

Institution/Agency: = ▾ Administration ▾

Fiscal Year: = ▾ 2015 - 2016 ▾

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

SL No.	Auth ID	Title	Code-Item-Center	Agency Funding Code	Institution / Agency	Auth Total	Status
1	SELECT 1041	Minor Renovations	41601-4T04		St. Construction	\$750,000.00	Allocation in Progr

1 Authorization(s) found **Export**



Allocating Funds

That will bring you to the Authorization Information screen. Select the 'Program Allocation' tab, then the 'Add Allocation'.

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: \$750,000.00
* Authorized Purpose: Small Renovation projects
Is From Capstat: False

Comments

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

Source	Orig. C-I-C	Current Authorization (Orig + Appr Changes)	Pending Changes	Available To Allocate	Allocations
General Fund	41601-4T04	\$ 750,000.00	\$ 0.00	\$ 750,000.00	Add Allocation
Non-General Fund	41601-4T04	\$ 0.00	\$ 0.00	\$ 0.00	
Non-State Debt	41601-4T04	\$ 0.00	\$ 0.00	\$ 0.00	
R&R General Fund	41601-4T04	\$ 0.00	\$ 0.00	\$ 0.00	
R&R State Debt	41601-4T04	\$ 0.00	\$ 0.00	\$ 0.00	
State Debt	41601-4T04	\$ 0.00	\$ 0.00	\$ 0.00	
Totals		\$750,000.00	\$0.00	\$750,000.00	

6 Authorization Items found Add New Program



Allocating Funds

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

Search

PROGRAM SEARCH

Department: = Administration
Institution/Agency: = St. Construction
Fiscal Year: = 2015 - 2016
Program ID: Like
Program Name: Like
Available to Transfer: =
Alternate Name: Like
Budget Code: Like
Budget Item: Like
NCAS Center: Like
Status: = Active

Search Done Reset

From the search results, 'Select' the desired Program.

Allocating Funds

PROGRAM SEARCH

Department: = Administration
Institution/Agency: = St. Construction
Fiscal Year: = 2015 - 2016
Program ID: Like
Program Name: Like
Available to Transfer: =
Alternate Name: Like
Budget Code: Like
Budget Item: Like
NCAS Center: Like
Status: = Active

Search Done Reset

SL No.		Institution / Agency	Program ID	Program Name	Alternate
1	SELECT	St. Construction	10676	Museum of Natural Science	Museum of Natural :
2	SELECT	St. Construction	12153	Minor Renovations	

This returns you to the Authorization Program Allocation screen with the selected program displayed, ready for you to enter the appropriate dollar amount to be allocated.



Allocating Funds

_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: \$750,000.00
 * Authorized Purpose: Small Renovation projects
 Is From Capstat: False

Comments

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

Source	Orig. C-I-C	Current Authorization (Orig + Appr Changes)	Pending Changes	Available To Allocate	Allocations						
General Fund	41601-4T04	\$ 750,000.00	\$ 0.00	\$ 750,000.00	Program Agency ID	Program Name	Original Allocated Amount	Approved Changes	Pending Changes	Available to Assign	Assigned to Projects
					12153	St. Construction Minor Renovations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00 Delete
					Allocation Count: 1		To Allocate			\$750,000.00	
					Add Allocation						
Non-General Fund	41601-4T04	\$ 0.00	\$ 0.00	\$ 0.00							
Non-State Debt	41601-4T04	\$ 0.00	\$ 0.00	\$ 0.00							



Enter the amount to allocate to the Program and click on . You will then see that the funds are allocated, they are available to assign, and because all funds are now allocated, that the Authorization Status is "Active".



Allocating Funds

Authorization update successful.
Fund Allocations successful.

_Authorization #: 1041 - St. Construction - Minor Renovations

Authorization



Action

Close

Authorization Information

* Department: Administration
 * Agency: St. Construction
 * Fiscal Year: 2015 - 2016
 * Title: Minor Renovations
 Status: Active

Legislative Authorization:

Funding Information

* Budget Code: 41601
 Budget Item:
 NCAS Center: 4T04
 Agency Funding Code:
 * Authorized Date: 09/21/2015
 Total Authorized: \$750,000.00
 * Authorized Purpose: Small Renovation projects
 Is From Capstat: False

Comments

Authorization Item Summary

Authorization Item Detail

Program Allocation

Audit Trail - Authorized

Audit Trail - Allocated

Uploads

Source	Orig. C-I-C	Current Authorization (Orig + Appr Changes)	Pending Changes	Available To Allocate	Allocations							
General Fund	41601-4T04	\$ 750,000.00	\$ 0.00	\$ 750,000.00	Program Agency ID	Program Name	Original Allocated Amount	Approved Changes	Pending Changes	Available to Assign	Assigned to Projects	
					12153	St. Construction Minor Renovations	\$ 750,000.00	\$ 0.00	\$ 0.00	\$ 750,000.00	\$ 0.00	Delete
					Allocation Count: 1 To Allocate					\$ 0.00		

Add Allocation

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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