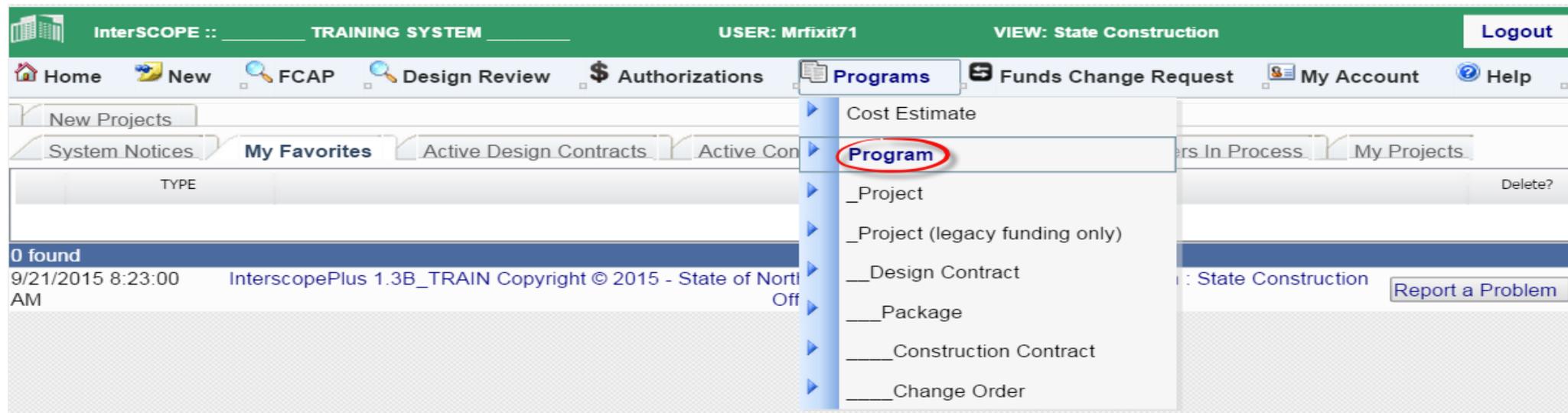*Interscope+ Entering Information*
Creating a Program
&
Allocating Funds

Prepared by LeaAnne Hahnel
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**
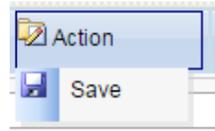
Creating a Program

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

Action

Save

NEW CAPITAL PROGRAM:

Program

Action ⊗ Close

Save

* **Department:** Administration ▼   * **Program Name:** Minor Renovations

* **Agency:** St. Construction ▼   **Alternate Name:**

* **Fiscal Year:** 2015 - 2016 ▼   **Status:** Active

Program ID: **Remarks:**

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.

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.

This will bring you to the Search screen. Enter appropriate data and [Search] for the 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.

Allocating Funds

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

Allocating Funds

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

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

Allocating Funds

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

Enter the amount to allocate to the Program and click on [Save]. 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

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Please visit our website at https://ncadmin.nc.gov/businesses/construction/interscope

And search under "Training Materials"

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