



Administration

Contingency Funds and Entering
Other Commitments

Interscope + Training



Prepared by LeaAnne Hahnel
Interscope + Business Systems Analyst
State Construction Office
Department of Administration

Contingency Funds



Within the context of InterscopePlus, contingency funds are the construction contingency funds that are shown as a line item in the design contract. The amount entered in the estimated cost field for contingency is automatically carried into the design contract, but can be modified before contract commitment. Some Agencies/Institutions choose to use the contingency line as a total project contingency, which is acceptable.

For projects with *SCO Full Oversight*, the amount of construction contingency must be clearly communicated to SCO at the time of design negotiations.

Contingency Funds

The financial controls look at the assigned funds and the total commitments, and will only allow commitments up to the amount of assigned funds. There is *no requirement* to update estimated costs to be in agreement with commitments, however the user may do so. There is no mechanism for committing or expending funds from the contingency line. The simplest way to move contingency funds is in the 'Financial Worksheet' > 'Estimated vs Committed' tab. Here the amount in the Estimated Cost can be changed by entering the new amount and Save. A transaction of this type is shown in the example below.

If a more detailed audit trail is desired, the entries may be made directly on the Contingency tab.

Program #: 9882 - UNC School Of The Arts - 2016 R&R
_Project #: 10876 - UNC School Of The Arts - Replace roof - Workplace

Project | Cost Estimate | Project Type | Funds Assigned | **Financial Worksheet** | Contracts | Milestones | Closeout Project

Estimated vs Committed | **Contingency** | Expenditures - Design | Expenditures - Construction | Expenditures - Other

Close

Track Contingency Amounts

Automatically draw down contingency amounts to fund change orders


Contingency Amount							
Current Total	Change	New Total	Reason for Change	Transfer To	Recorded On	Recorded By	
\$10,000.00	\$ -500.00 \$	9,500.00	Increase to 'Other' funds	Other	5/8/2015	trainer	

History of Changes

Current Total	Change	New Total	Reason	Transfer To	Recorded On	Recorded By	
\$0.00	\$10,000.00	\$10,000.00	Initial Amount from Estimate	N/A	05/08/2015	Rich Cox	

Save

Contingency Funds

Enter the amount of change, or the new total, the reason for the change and where the funds are going. Then  .

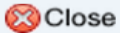
Contingency Data saved successfully.

Program #: 9882 - UNC School Of The Arts - 2016 R&R

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Project | Cost Estimate | Project Type | Funds Assigned | **Financial Worksheet** | Contracts | Milestones | Closeout Project

Estimated vs Committed | **Contingency** | Expenditures - Design | Expenditures - Construction | Expenditures - Other



Track Contingency Amounts

Automatically draw down contingency amounts to fund change orders

Contingency Amount		Reason for Change	Transfer To	Recorded On	Recorded By
Current Total	Change	New Total			
\$9,500.00	\$ 0.00	\$ 0.00	N/A	5/8/2015	trainer

History of Changes

Current Total	Change	New Total	Reason	Transfer To	Recorded On	Recorded By
\$10,000.00	(\$500.00)	\$9,500.00	Increase to 'Other' funds	OTHER	05/08/2015	Rich Cox
\$0.00	\$10,000.00	\$10,000.00	Initial Amount from Estimate	N/A	05/08/2015	Rich Cox

The “History of Changes” tracks all changes in Contingency regardless of the method of change.



Entering Other Commitments



Entering Other Commitments

NOTE: Commissioning, Special Inspections, and similar services that are selected using the design contract procedures must be recorded as design contracts, not Other commitments.

Other Commitments are those owner expenses related to the project that do not involve design or construction contracts, typically things like advertising, surveys, permit fees, etc.

Navigate to the Project 'Financial Worksheet' > 'Estimated vs Committed' tab.



Entering Other Commitments

Program #: 9882 - UNC School Of The Arts - 2016 R&R
Project #: 10876 - UNC School Of The Arts - Replace roof - Workplace

Project | Cost Estimate | Project Type | Funds Assigned | **Financial Worksheet** | Contracts | P6 Link | Milestones

Estimated vs Committed | Contingency | Expenditures - Design | Expenditures - Construction | Expenditures - Other

Close

Worksheet Summary

Assigned Funds: \$100,000.00
Total Estimated Cost: \$350,000.00
Estimated Surplus (Need): (\$250,000.00)

Assigned Funds: \$100,000.00
Total Committed: \$98,000.00
Available to Commit: **\$2,000.00**
[Assign Funds](#)

Save

Worksheet Detail

Enter Category Estimates
 Enter Total Estimates

	Estimated Cost	Committed		Expended
		Original Contracts	Revised Contracts	
Design Fee \$:	\$ 25,000.00	\$ 25,000.00	\$ 26,000.00	\$ 0.00
Construction \$:	\$ 300,000.00	\$ 72,000.00	\$ 72,000.00	\$ 0.00
Contingency \$:	\$ 10,000.00			
Other \$:	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$350,000.00	\$97,000.00	\$98,000.00	\$0.00

The Estimated Cost *Other \$* shows \$15,000 but the amount of funds *Available to Commit* is only \$2000, and the system will not allow committing more funds than are available. This financial constraint does not apply to Special Project Designations (Performance Contract, Foundation Project, Non-Code-Item Project).



Entering Other Commitments



Select the 'Expenditures – Other' tab

Program #: 1663 - State Construction Office - TEST PROJECT

_Project #: 7634 - State Construction Office - TEST PROJECT

Project Cost Estimate Project Type Funds Assigned **Financial Worksheet** Contracts P6 Link Primavera Link Closeout Project Evaluations

Estimated vs Committed Contingency Expenditures - Design Expenditures - Construction **Expenditures - Other**

Close

Expenditure Details Save

Cost Category: Other

Add line(s) +

Uploads Comments Project Managers

Delete?	DATE	TYPE	FILE NAME	DESCRIPTION	UPLOADED BY
0 found					

9/27/2016 2:31:09 PM InterscopePlus 2.1_20160824 Copyright © 2016 - State of North Carolina : Department of Administration : State Construction Office

Upload Files Report a Problem

Enter the number of lines you want to add, 1 line for each PO or other commitment and click the + sign.

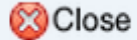



Entering Other Commitments

Program #: 9882 - UNC School Of The Arts - 2016 R&R
Project #: 10876 - UNC School Of The Arts - Replace roof - Workplace


Project Cost Estimate Project Type Funds Assigned **Financial Worksheet** Contracts P6 Link Milestones

Estimated vs Committed Contingency Expenditures - Design Expenditures - Construction **Expenditures - Other**




Expenditure Details 

Cost Category: **Other**

Add line(s) 

HUB?	Commitment #	Purpose	Vendor	Commitment Amt	Open Amt	Invoice	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>	Add Invoice	Delete Commitment
Total				\$0.00	\$0.00	\$0.00	

If the vendor is a HUB, check the box at the left. Assign a commitment #, which can be a PO number or anything you want, a purpose or description of what is being purchased, the vendor, and the commitment amount, then  . HUB Vendors must be selected from the vendor search because their certification status is validated as part of the data entry process, but other vendors can be entered by typing the name.



Entering Other Commitments

Unlike design or construction contracts, there is no formal process for changing these commitments. If there is an increase or decrease to the commitment amount, simply enter the new correct amount in the *Commitment Amt.* and **Save** . Entering expenditures (payments/invoices) is optional. If there are invoices entered, the commitment amount cannot be reduced below the expenditures and the commitment cannot be deleted.

Commitment(s) and Expenditures Saved successfully

Program #: 9882 - UNC School Of The Arts - 2016 R&R
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Project / Cost Estimate / Project Type / Funds Assigned / **Financial Worksheet** / Contracts / P6 Link / Milestones

Estimated vs Committed / Contingency / Expenditures - Design / Expenditures - Construction / **Expenditures - Other**

Close

Expenditure Details **Save**

Cost Category: **Other**

Add line(s)

HUB?Commitment #	Purpose	Vendor	Commitment Amt	Open Amt	Invoice
<input checked="" type="checkbox"/> 1	Survey	Regional Land Surveyors, Inc Search	\$ 1,500.00	\$1,500.00	Add Invoice
Total			\$1,500.00	\$1,500.00	\$0.00

[Delete Commitment](#)



Entering Other Commitments

All of the information from this tab rolls up automatically to the 'Estimated vs Committed' tab, as shown below.

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Project #: 10876 - UNC School Of The Arts - Replace roof - Workplace

Project | Cost Estimate | Project Type | Funds Assigned | **Financial Worksheet** | Contracts | P6 Link | Milestones

Estimated vs Committed | Contingency | Expenditures - Design | Expenditures - Construction | Expenditures - Other

[Close](#)

Worksheet Summary

[Save](#)

Assigned Funds:	\$100,000.00	Assigned Funds:	\$100,000.00
Total Estimated Cost:	\$350,000.00	Total Committed:	\$99,500.00
Estimated Surplus (Need):	(\$250,000.00)	Available to Commit:	\$500.00

[Assign Funds](#)

Worksheet Detail

Enter Category Estimates
 Enter Total Estimates

	Estimated Cost	Committed		Expended
		Original Contracts	Revised Contracts	
Design Fee \$:	\$ 25,000.00	\$ 25,000.00	\$ 26,000.00	\$ 0.00
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Contingency \$:	\$ 10,000.00			
Other \$:	\$ 15,000.00	\$ 1,500.00	\$ 1,500.00	\$ 0.00
Total	\$350,000.00	\$98,500.00	\$99,500.00	\$0.00



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And search under “Training Materials”





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