Nothing Compares
NORTH CAROLINA

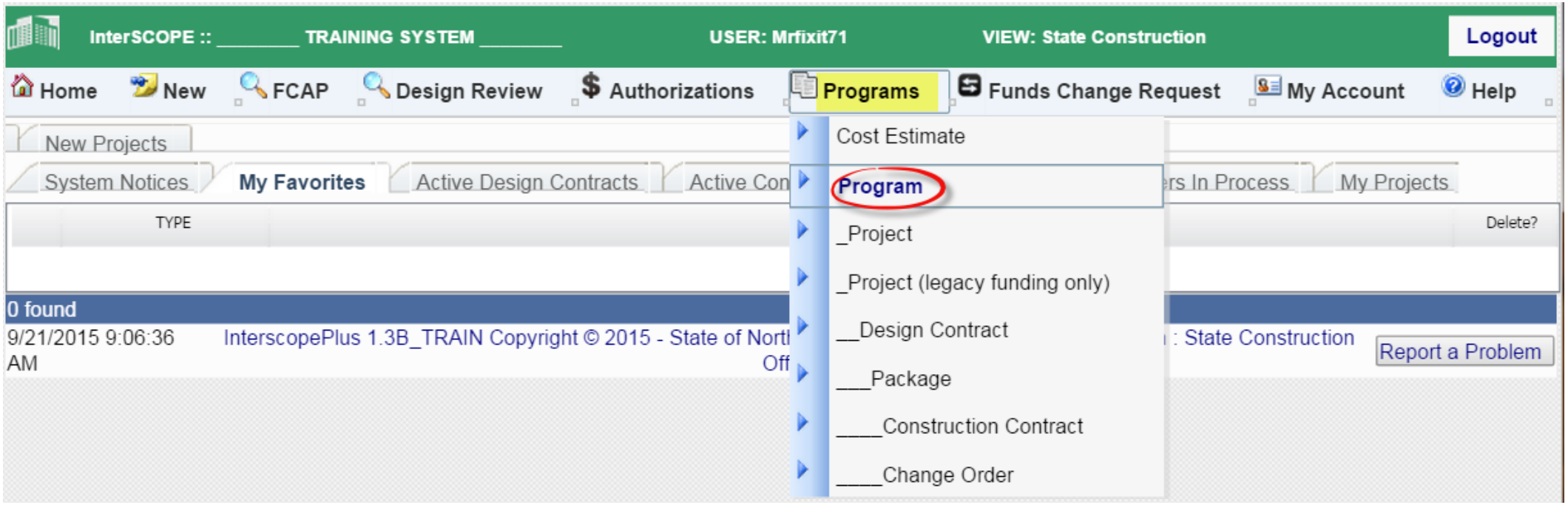
Interscope+ Entering Information
Creating a Project

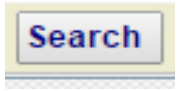
Prepared by LeaAnne Hahnel
Interscope BSA
Referenced from the User Manual

Creating a Project

NOTE: The Project must be created under the Program that will provide the funding for it.

Projects will be created by the Agency, Community College or University "Owner."
At the top of your home page, select Programs>Program to bring up the Program Search Screen.



Enter the appropriate information and 

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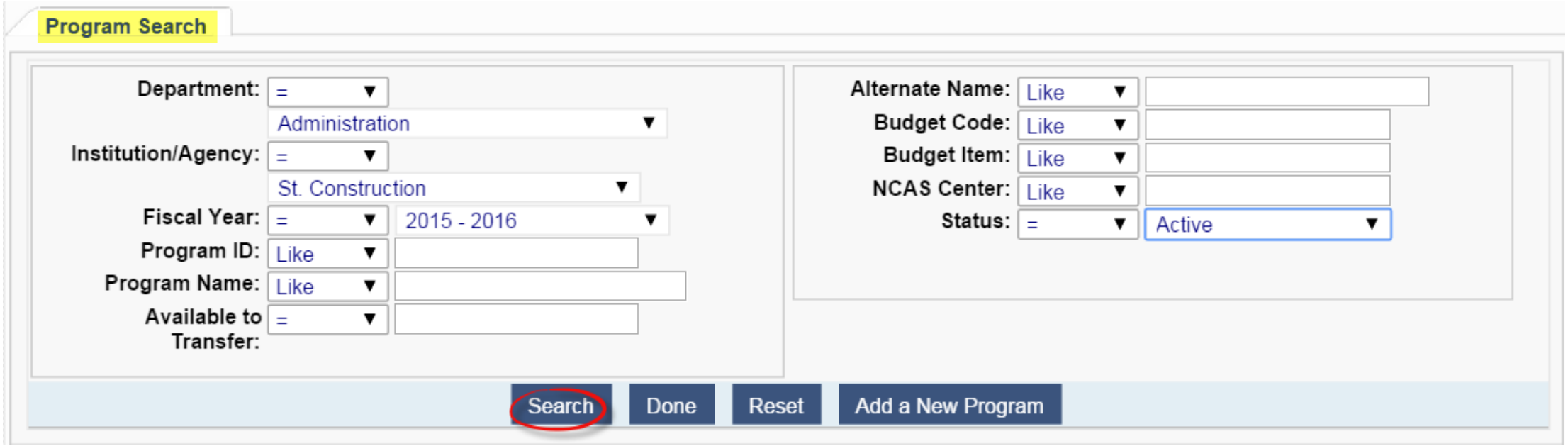
Creating a Project



The search results will show all Programs that meet your criteria. 'Select' the Program you want.

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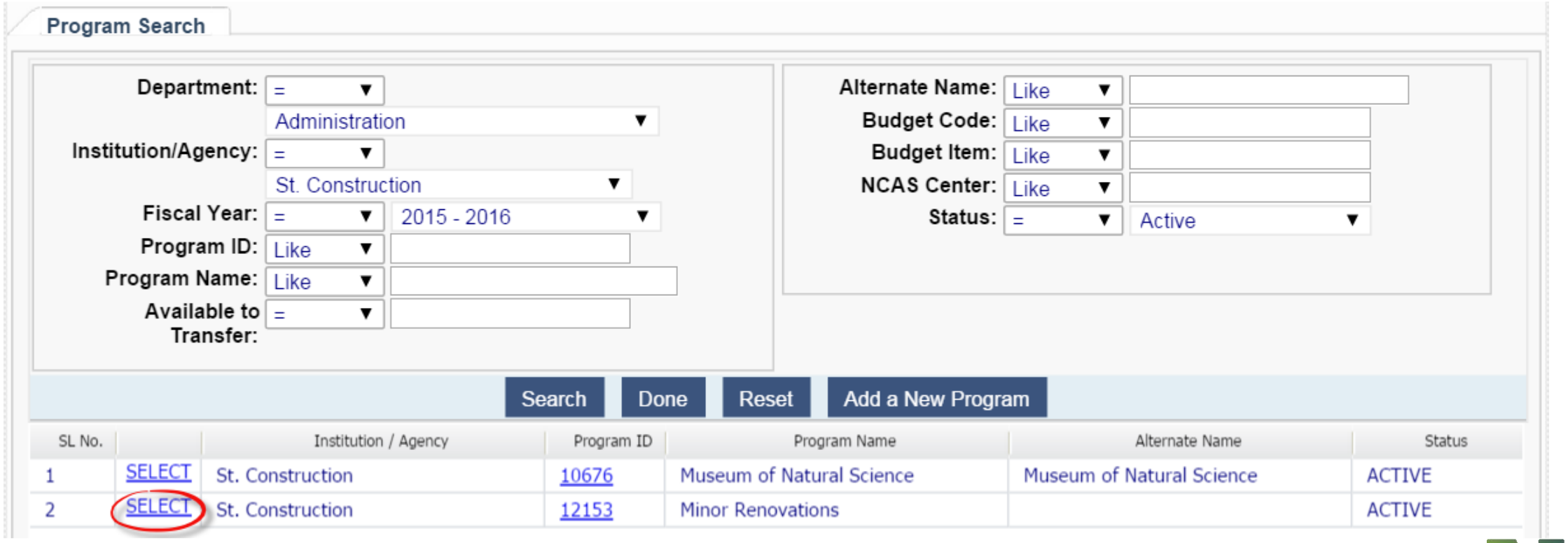

You will now be in the Program. Select the 'Projects' tab, then the 'Add Project' button.

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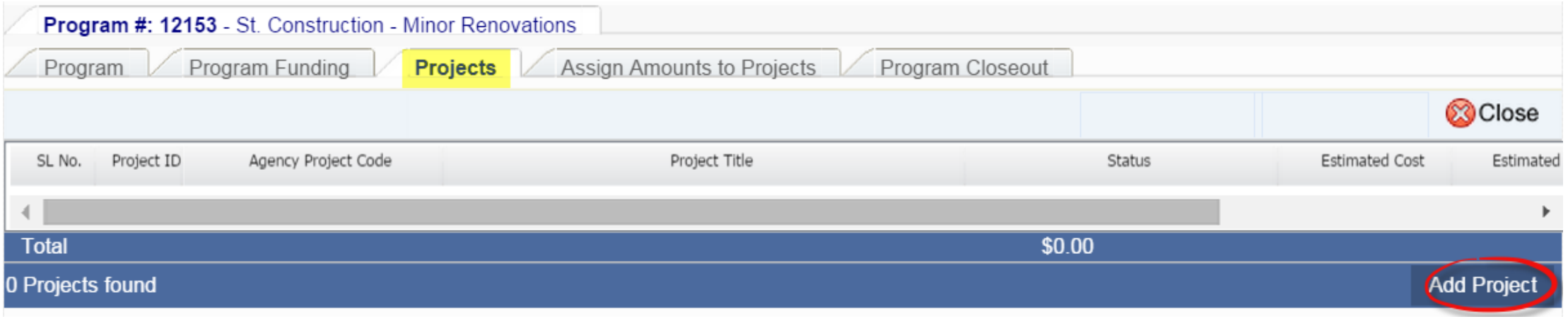
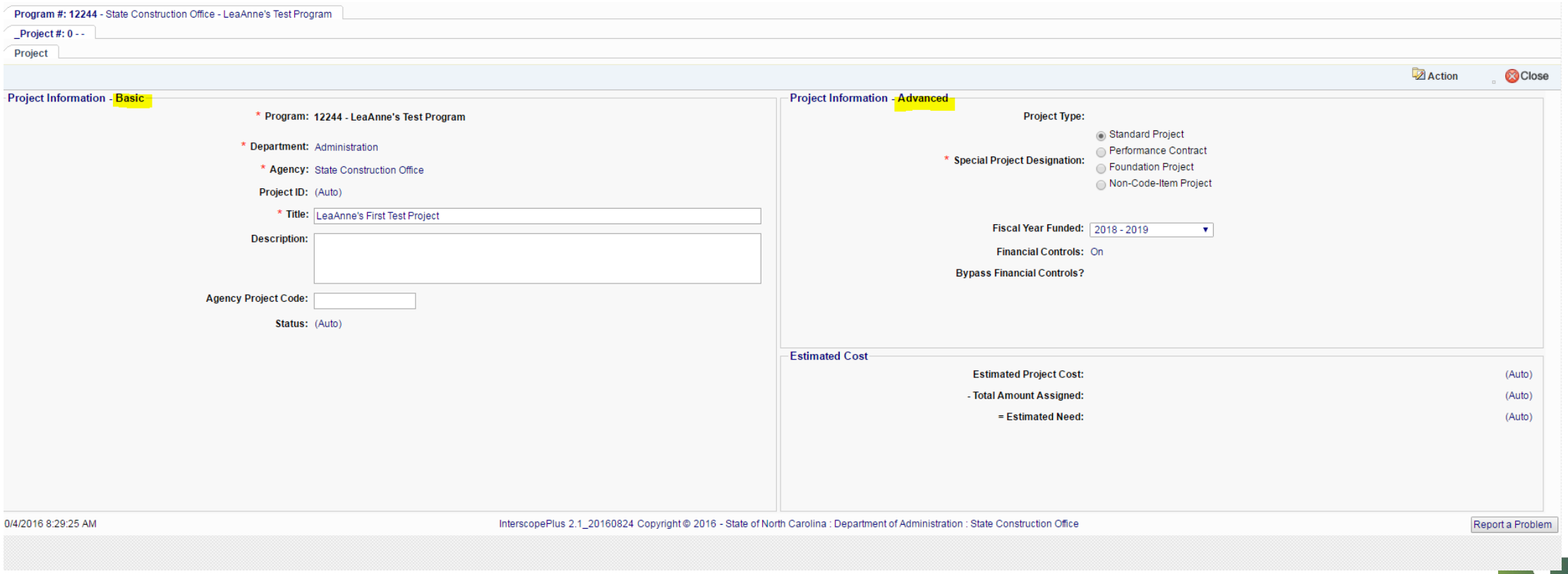


Now you are on the New Capital Project screen.

Creating a Project

Enter the Project Information – Basic, and Advanced as appropriate. Required fields are marked with asterisks and have a red border. The *Agency Project Code* is optional.



Determining the Special Project Designation

NOTE: Once you have selected the project designation and saved, it cannot be changed. If it is the wrong designation, it will have to be deleted and re-entered with the proper designation.

Creating a Project

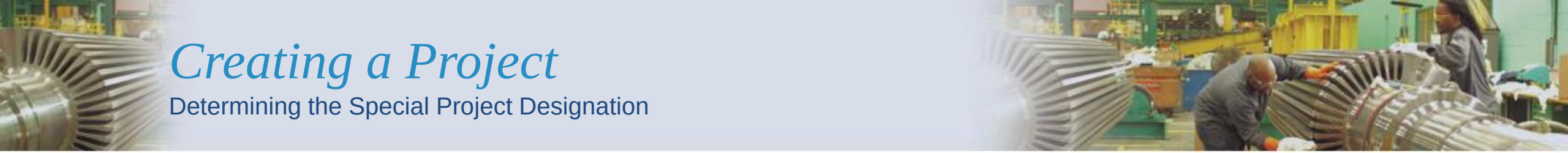
Determining the Special Project Designation

In the Advanced block, select the appropriate type of project under *Special Project Description*.

- Standard Project: The default type that will apply to most Capital projects.
- Performance Contract: This applies to Guaranteed Energy Savings Performance Contracts
- Foundation Projects: This applies primarily to UNC System projects that are designed/constructed by a foundation but must be reviewed by SCO
- Non-Code-Item Projects: This is for projects that do not go through the normal State authorization process, such as county funded projects at Community Colleges, or projects completed with operating funds. This will also be used for reporting small project HUB information. An *Estimated Project Completion* date, *Funding Source*, *Estimated Cost* and *Fiscal Year Funded* must be entered. These fields appear for entry only when the Non-Code-Item type is selected.

Disregarding Performance Contracts and Foundation Projects, the proper sequence for determining what the project designation should be is:

Does it have a capital code-item funding source? If so, it will be a standard project, regardless of cost estimate.



Creating a Project

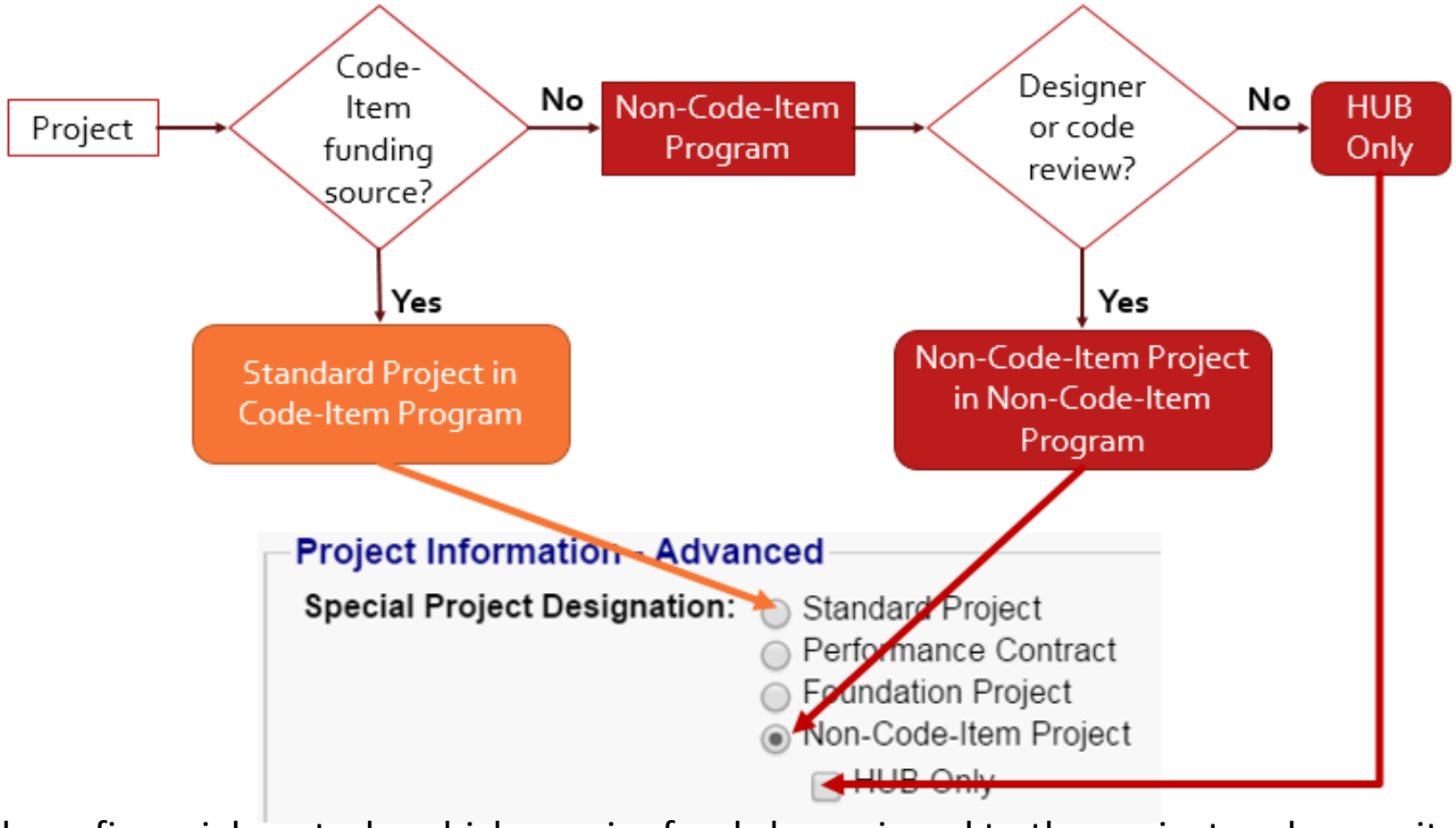
Determining the Special Project Designation

Disregarding Performance Contracts and Foundation Projects, the proper sequence for determining what the project designation should be is:

- Does it have a capital code-item funding source? If so, it will be a standard project, regardless of cost estimate.
- If it doesn’t have a capital code-item funding source, then it belongs in a Non-Code-Item Program.
- If it will have a design contract or require any review by SCO (including code only), regardless of cost estimate, it will be a Non-Code-Item project.
- If there will be no SCO review and no design contract, and it is being entered only to meet the requirements for reporting HUB data, it is a HUB only project.

Creating a Project

Determining the Special Project Designation



Standard Projects have financial controls, which require funds be assigned to the project and commitments cannot exceed funds assigned. Non-Code-Item Projects do not have financial controls and funds cannot be assigned to them.

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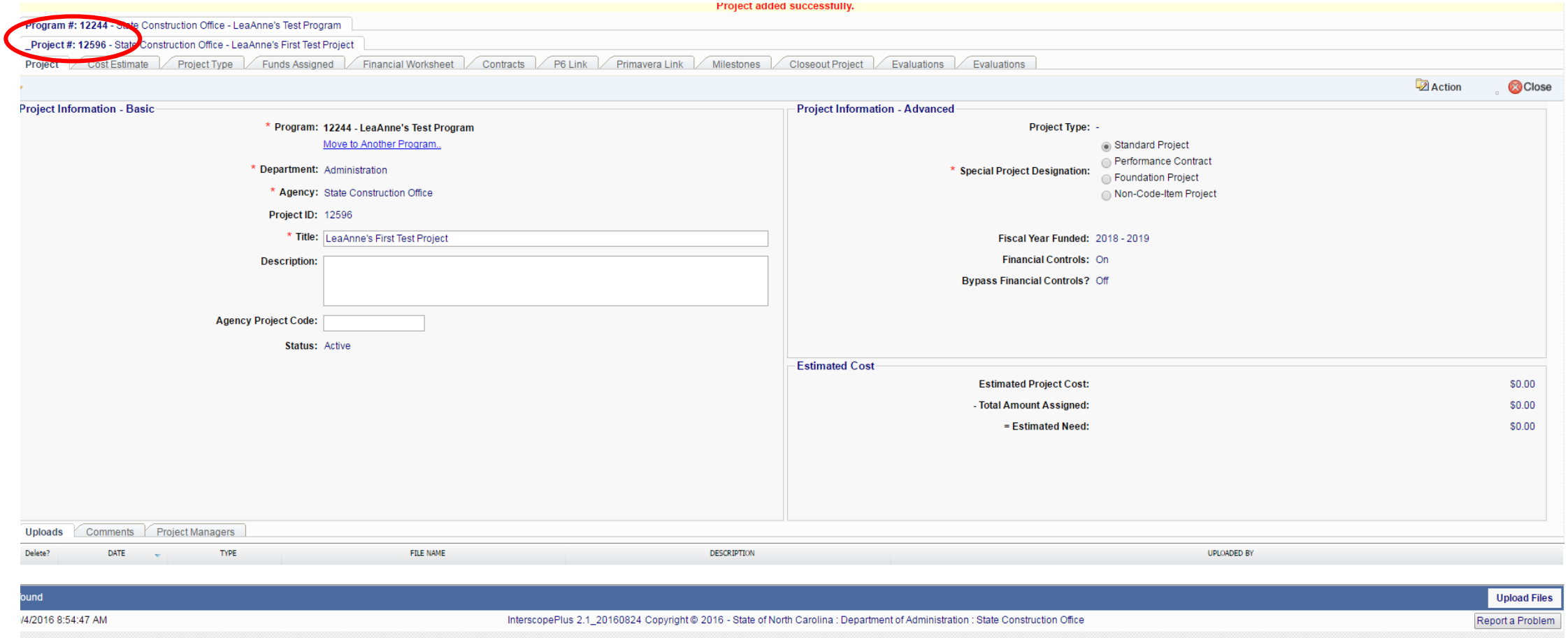
Determining the Special Project Designation



After saving, the system assigns a project number and displays all of the respective Project tabs.

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And search under “Training Materials”

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