Funds Change Request

Interscope + Training

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Department of Administration
Funds Change Request

Funds change requests allow moving funds from an Authorization/Program to another Authorization/Program. It begins with entering a request, and continues with a sequential multi-step approval process.

A separate request must be created for each source of funds to be transferred.

The Program that the funds will be transferred from must have unassigned funds equal to or greater than the amount to be transferred within the source of funds to be transferred, i.e. the program must have $15,000 unassigned Non-General Fund (NGF) funds in order to be able to transfer $15,000 NGF. Excess funds in projects may be unassigned to increase the amount of unassigned funds available within a program.
At the top of your home page, select Funds Change Request > Funds Change Request to bring up the Funds Transfer Search Screen.
On the search screen, you can search for a previous request that has been made to check the status or create a new request. A new request may be either a transfer of existing funds from one program to another or an increase/decrease in authority.

Increase/decrease in authority applies generally to Non-General Fund or Non-State Debt funding sources where the agency/institution is providing the funds, or releasing unneeded funds. Both follow a similar approval process.
Select the New Funds Transfer button.
Search for the Program that you want to transfer the funds from and select the desired program.
Enter search criteria. Search for the Program that you want to transfer the funds from and select the desired program.
Enter the amount you wish to transfer. If there are multiple fund sources in the program, be sure to select the desired fund source.

<table>
<thead>
<tr>
<th>Source Of Funds</th>
<th>Code Group Code Item</th>
<th>Code Item Original Code Item</th>
<th>Allocated Amount</th>
<th>Assigned To Projects</th>
<th>Pending Changes</th>
<th>Available To Assign</th>
<th>Transfer Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSF</td>
<td>40614-4031</td>
<td>40614-4031</td>
<td>$305,000.00</td>
<td>$305,000.00</td>
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Then, search for and select the Program to which you will transfer the funds.
Enter appropriate remarks as to why you are transferring the funds. Click the “Save and Continue” button.
This brings up the summary of the request and you will see the workflow button on the ribbon.
Normally, the requester will not be approving the request for the Agency/Institution, but an email will be sent to the Approver, notifying him/her that there is a request for his/her action.
The person who is the next level up in the approval process will open the transaction and make a decision to accept or reject the request, by selecting the appropriate button under Workflow. They may make comments in the space provided at the bottom of the workflow, and an explanation in the comments is mandatory if they Reject the request. If that person disapproves the request, the original requester is notified and the process is complete. If that person approves the request, the system notifies the next higher level approver. The 3rd level person must log in and navigate to the pending request.
The status for the request remains in “Pending” until disapproved, or until the top level of the approval process approves it.

Once it receives final approval, the funds records will be updated and there will no longer be funds in a pending status. While funds are in a pending status, they may not be assigned, committed, or otherwise affected.
Increase/Decrease
Select “Funds Change Request” from the ribbon and click “Funds Change Request Search”
Select the “New Increase/Decrease button

NOTE: You may only increase or decrease existing authority.
Funds Change Request
Increase/Decrease

Search for the Existing Authorization you wish to increase or decrease.
This brings up the summary of the request. Select and you will see the workflow with the current status. Select to send the request forward for approval.

The workflow continues the same as a funds transfer request until it is approved or rejected.
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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