Overview

All purchases made with sponsored research funding must comply with UNC Charlotte and granting agency policies for eligible expenses.

All purchases will be necessary and reasonable for the performance of the award, should be able to be identified specifically with the award being charged (allocable) and should represent the most effective use of funds.

All purchases must occur within the award period of the research project and sufficient budget should exist in the expense category to be charged, or in the award budget overall, so that a budget revision (BR) can be processed. This is checked by reviewing the fund in both SAM and Banner.

If a BR is needed, it should be completed before the purchase is made.

Common ineligible expenses (unless written into the budget proposal) include office supplies, non-scientific software, cell phones and cell phone plans, alcohol, meals, or administrative support. When eligibility is in doubt, the research administrator in the COE Contracts & Grants Office will discuss with the post-award administrator in the Central Grants & Contracts for guidance on how to proceed.
Logging on to Works

1. To view transactions awaiting approval, log into the Bank of America Merrill Lynch Works program by going to https://payment2.works.com/works/session.

2. There are 13 pending transactions awaiting approval. Click on “pending.”

3. Click on “pending sign off” to view transactions allocated to a 5xxxxx fund. Notice that TXN00120623 is allocated to fund 560396-925280” for $405.90 for vendor American Airlines. To view the details of TXN00120623 on the “Pending Sign Off” screen, click on the blue TXN number and a little box will appear.
4. Click on “view full details” to see what the expense is.

5. Click on “receipts” to view additional details for the transaction expense.

6. Before approving the purchase requisition, the research administrator in the COE Contracts & Grants Office will check SAM to make sure the transaction has been entered by the BSS.
   a. If the transaction does not appear to be entered in SAM, the research administrator will contact and remind BSS that transactions should be entered in SAM after the P-Card purchase is made.
7. To approve the transaction, click on the browser’s back arrow to get out of the “receipts” screen. Click in the little square in the first column to the left of the TXN number and a checkmark will appear.

8. Click the “sign off” button at the left side bottom of the page.

9. The “confirm sign off” text box appears. Type “OK to pay” in the comments box and initial and date. Click on “OK” and you have signed off on the transaction.
Flagged Transactions in Works

If it close to or on the 15th of the month (which is when each cycle closes), click on “flagged” transactions to view expenses allocated to a 5xxxxx fund. A flagged transaction indicates that it is awaiting action from the BSS before the transaction can move to “pending.” As a courtesy, remind the corresponding BSS of the flagged transaction.

(At the time of this printing, there are no flagged transactions for 5xxxxx funds in Works.)
LINKS OF INTEREST

UNC Charlotte’s Purchasing Policy 601.11:
http://legal.uncc.edu/policies/up-601.11

UNC Charlotte’s Purchasing Manual:
http://finance.uncc.edu/resources/manuals-guides-procedures/purchasing-manual

UNC Charlotte’s Purchasing Card instructions:
http://finance.uncc.edu/resources/manuals-guides-procedures/purchasing-card-manual

UNC Charlotte’s Purchasing Card FAQs:
http://finance.uncc.edu/resources/faqs/click-here-access-new-purchasing-card-faq-site-link

UNC Charlotte’s Purchasing Card – Allowable/Non-Allowable Expenses
http://finance.uncc.edu/resources/manuals-guides-procedures/purchasing-card-allowable-non-allowable-expenses

Financial Services FAQs:
http://finance.uncc.edu/resources/faqs

Bank of America Merrill Lynch Works User’s Guide:
http://training.works.com/support/resources/guides/pm_user_guide_APJ81.pdf

UNC Charlotte Research Administration Policy 50.1: Allowable Costs:

Uniform Guidance 2 CFR 200.400 Cost Principles:
https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.1.5&rgn=div6