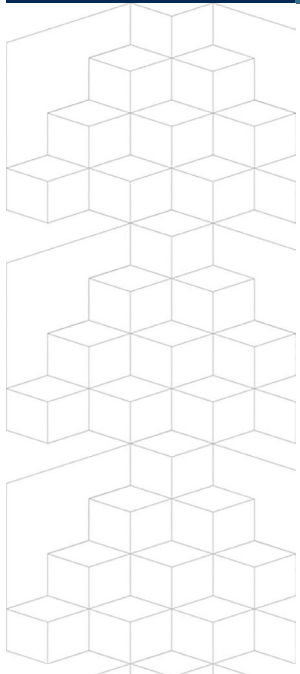


SAMS

Training
Manual

2023



Search & Inquiry IOC USERS

**Illinois State Comptroller's Office TTI
Computer Room**

325 W. Adams
Springfield, IL 62704



SAMS Search & Inquiries

Process

This Job Aid reviews the basic search and inquiries tables that are commonly used in SAMS.

Related Job Aids

Refer to the Job Aids listed below for additional information:

- [SAMS Getting Started Training Manual](#)

Introduction

- Unlike previous versions of SAMS, Modernized SAMS does not use TIN as the Vendor Code, as the TIN is considered Personal Information. However, you can continue to search using the TIN from the VCUST page using the **Taxpayer ID Number field** when searching for a Vendor.
- Wildcards can be used to replace characters in a field and expand the results from a search. A wildcard represents one or many characters when performing a search in SAMS. For example, if searching for a name that includes the word **County**, place an asterisk (*) before or after the word *County* (or in both places), based on where County is in the Vendor name. (Example: use *County** to locate names such as *County of Kankakee*. Use **County* to locate names such as *Boone County*. If you place the asterisk (*) before and after the name, the results will show all records that have County in their name, no matter where it is located. **Refer to the GS-103 Transaction Overview Job Aid** for additional details on wildcards.
- Click the gear icon, available on most Tabs, to configure (add/remove) fields from the primary field list. **Refer to the GS-103 Transaction Overview Job Aid** for details on how to configure columns.



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Navigate to Balance Sheet Summary page 40



Search for a Vendor Record on VCUST

SAMS maintains a single Vendor/Customer table for both Vendors (entities getting paid for goods or services) and Customers (debtors). A single entity can be a Vendor, a Customer, or both. Vendor codes are assigned as they are created.

You should always search for a vendor among the existing records on the VCUST page before creating a new Vendor/Customer entry to confirm the Vendor/Customer is not already in the system.

Unlike previous versions of SAMS, Modernized SAMS does not use TIN as the Vendor Code. However, you can continue to search using the **Taxpayer ID Number** field on the VCUST page when searching for a Vendor.

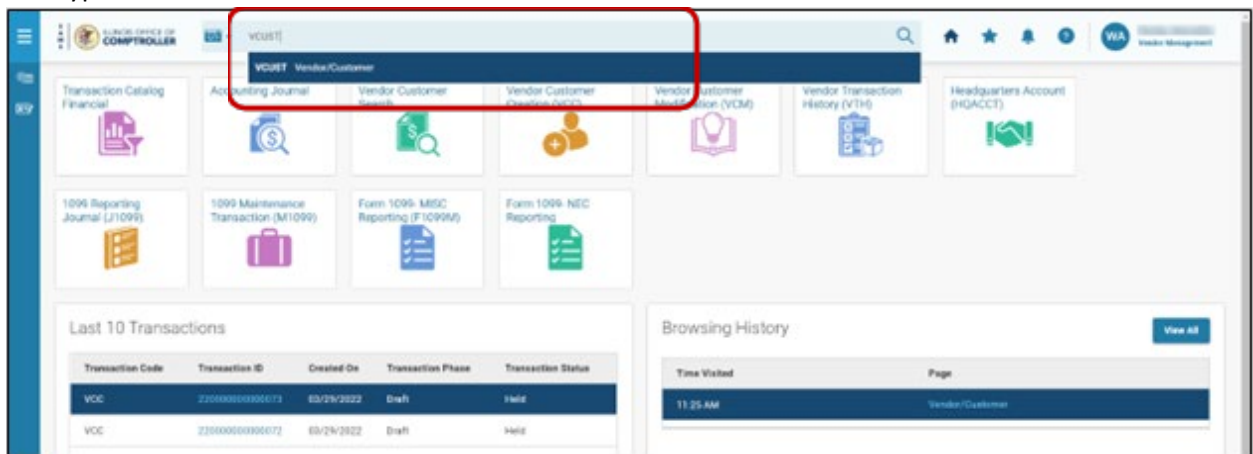
Search for Existing Records (VCUST)

In the *Global Search* bar in the Home Page:

- Click the **Category** drop-down arrow.
- Select **Page Code**.

In the *Search* field:

- Type **VCUST**.



Select **VCUST** Vendor/Customer from the drop-down list.

This opens the *Vendor/Customer* Search page.



In the *Vendor/Customer* Search page, enter information in any of the fields to limit your search:

- Click in the **Legal Name** field and enter the name or any part of the name (you can include wildcards). Refer to the **GS-103 Transaction Overview** Job Aid for additional details on wildcards. **Reminder:** when searching for an individual, use the **Legal Name** field and enter the last name first, with a space separating the last and first names.
----- OR -----
- Click in the **Vendor/Customer** field and enter the Vendor Number.
----- OR -----
- Click in the **Taxpayer ID Number** field and enter the taxpayer ID.

Vendor/Customer ☆

Search

Legal Name
STAP*

Vendor/Customer

Taxpayer ID Number

Show More

Search Reset

Review the search results:

* To open the record for a selected vendor, click on the line's three-dot menu and select View.

Vendor/Customer ☆

Grid Actions

1 - 20 of 438 Records View per Page - 20 50 100 Page 1 of 22

Vendor/Customer	Legal Name	Vendor Active Status	Customer Active Status
V02106041	STAPLES INC	Active	Active
V02106930	STAPLES CARLTON	Active	Active
V02106950	STAPLES CONTRACT & COMMERCIAL	Active	Active
V02111629	STAPLETON ED CARROLL	Active	Active
V02112326	STAPLETON DOUGLAS M	Active	Active

View Edit Copy Delete



Vendor Payment History (VPAY)

The *Vendor Payment History* (VPAY) page allows you to search for specific information related to vendor payment transactions. If you accessed the *Vendor Payment History* from Page Search, then you must enter search criteria to view returned records.

The number of records that will be returned is limited. If the number of records in your results set exceeds this parameter, SAMS will display an error, and it will ask you to refine your search criteria.

Access Vendor Payment History

In the *Global Search* bar in the Home Page:

- Click the **Category** drop-down arrow.
- Select **Page Code**.

In the *Search* field:

- Type **VPAY**.
- Select **VPAY** Vendor Payment History from the drop-down list.

Transaction Code	Transaction ID	Created On	Transaction Phase	Transaction Status
VCC	2200000000000007	04/11/2022	Draft	Held
VCC	2200000000000006	04/11/2022	Draft	Held
VCM	2200000000000058	04/06/2022	Draft	Held
VCM	2200000000000057	04/06/2022	Final	Submitted
VCC	2200000000000085	04/05/2022	Draft	Held
MD	2200000000000066	03/31/2022	Draft	Held
MD	2200000000000065	03/31/2022	Draft	Held
DC	0331220000000007	03/31/2022	Draft	Rejected
DC	0331220000000006	03/31/2022	Draft	Rejected
VCC	2200000000000078	03/31/2022	Draft	Held

Time Visited	Page
11:41 AM	Vendor/Customer Creation - VCC 101 2200000000000087 1
11:39 AM	Vendor/Customer Creation - VCC 101 2200000000000086 1
11:31 AM	Financial Transaction
11:31 AM	Vendor/Customer

This opens the *Vendor Payment History* Page.

In the *Vendor Payment History* page, complete the following filters:

- Enter Vendor ID in the **Vendor Customer** field or click the pick list to open the Search function.
- Optional Filters: **Address ID, Vendor Invoice, Bank Code, Record Date.**



- Click **Apply**.

Vendor Payment History ☆ Calculate Total ← Back

Filters

Vendor Customer: 000006142

Address ID:

Vendor Invoice Number:

Bank Code:

Record Date: MM/DD/YYYY

Show More Apply Reset

Recent Searches

- Vendor Custo... V00167004 (Last Searched 01/13/2023)
- Vendor Custo... V0000004 (Last Searched 01/13/2023)
- Vendor Custo... V0000004 (Last Searched 01/13/2023)
- Vendor Custo... V00000004 (Last Searched 01/13/2023)

The Vendor Payment History search results will appear in the lower grid.

In the grid:

- Click the expand (▶) icon to view the summary of the financial transaction.
- OR -
- Click the Transaction ID link to access the financial transaction.

Record Date	Transaction	Phase	Vendor Line	Commodity Line	Accounting Line	Accounting Line Amount
03/21/2022	AD,101,032122000000354	F	1	-	1	\$400.00
05/16/2022	AD,360,22000002153	F	1	-	1	\$6,770.00
05/16/2022	AD,360,22000002153	F	1	-	2	\$220.00
10/21/2022	MD,360,23000000020	F	1	-	1	\$1,000.00

Summary for AD,360,22000002153:

Legal Name: LARGE KELLY
Referenced Transaction: EWXL,360,22000000002
Vendor Invoice Number: -
Bank Code: 01
Check Number: 000000140000675
Check Status: Warranted
Check Description:



Calculate Vendor Total Accounting Line Amount:

- Click **Calculate Total** to view the total accounting line amount of all records returned (Inception to Date) by the applied Filters. Filters can be adjusted to show specific results.

The screenshot shows the 'Vendor Payment History' page. At the top right, the 'Calculate Total' button is highlighted with a red box. Below the header, a box displays 'Total AL Amount: \$8,390.00', also highlighted with a red box. The filters section includes fields for Vendor Customer (000006142), Address ID, Vendor Invoice Number, Bank Code, and Record Date (MM/DD/YYYY). A 'Show More' button is highlighted with a red box. Below the filters, a table header is visible with columns: Record Date, Transaction, Phase, Vendor Line, Commodity Line, Accounting Line, and Accounting Line Amount. The first row of data shows a record from 03/21/2022 with a total amount of \$400.00.

- Click the ► **Show More** link to display additional filter fields.

The screenshot shows the 'Vendor Transaction History' page with the filters section expanded. The 'Total AL Amount' field is empty. The filters section includes fields for Vendor Customer (000006142), Vendor Invoice Number, Budget FY, Unit, Transaction Code, Check Description, Sub Fund, Legal Name, Bank Code, Accounting Period, Object, Event Type, Fiscal Year, Sub Unit, Address ID, Record Date (MM/DD/YYYY), Department, Transaction Type, Check Number, Fund, and Sub Object.



Vendor Transaction History (VTH)

The *Vendor Transaction History* (VTH) page allows you to search for data from transactions for a given vendor. You can use VTH to view payment status and history. Vendor Code is the only required search field.

The number of records that will return is limited. If the number of records in your results set exceeds this parameter, SAMS will display an error, and it will ask you to refine your search criteria.

Access Vendor Transaction History

In the *Global Search* bar in the Home Page:

- Click the **Category** drop-down arrow.
- Select **Page Code**.

In the *Search* field:

- Type **VTH**.
- Select **VTH Vendor Transaction History** from the drop-down list.

Transaction Code	Transaction ID	Created On	Phase	Status
VCC	2300000829	01/09/2023	Draft	Held
JV	REV075	01/05/2023	Draft	Held
JV	JSTUDENT075	01/05/2023	Final	Submitted
PRC	JSTUDENT075	01/05/2023	Historical (Final)	Submitted
PRC	JSTUDENT075	01/05/2023	Final	Submitted
PRC	JSTUDENT075	01/05/2023	Historical (Final)	Submitted
EWEB	2200000003	01/04/2023	Draft	Held
GAX	2300000094	01/02/2023	Historical (Final)	Submitted
GAX	2300000094	01/02/2023	Final	Submitted
GAX	2300000097	01/02/2023	Final	Submitted

Time Visited	Page
11:28 AM	Vendor Transaction History

This opens the *Vendor Transaction History* Page.



In the *Vendor Payment History* page, complete the following filters:

- Enter Vendor ID in the **Vendor Customer** field or click the pick list to open the Search function.
- Click **Apply**.

Vendor Transaction History ☆

Calculate Total ← Back

Vendor Customer: 000006142

Legal Name: _____

Address ID: _____

Vendor Invoice Number: _____

Bank Code: _____

Record Date: MM/DD/YYYY

Show More

Apply Reset

> Analytical View

Grid Actions

1 - 20 of 20+ Records View per Page - 20 50 100 Page 1 of 1+

Record Date	Legal Name	Transaction	Phase	Vendor Line	Commodity Line	Accounting Line	Accounting Line Amount
03/21/2022	LARGE KELLY	AD,101,032122000000354	F	1	-	1	\$400.00
05/16/2022	LARGE KELLY	AD,360,22000002153	F	1	-	1	\$6,770.00

The Vendor Transaction History search results will appear in the lower grid.

In the grid:

- Click the expand (▶) icon to view the summary of the financial transaction.
- OR -
- Click the Transaction link to access the financial transaction.

Vendor Transaction History ☆

Calculate Total ← Back

Grid Actions

1 - 20 of 20+ Records View per Page - 20 50 100 Page 1 of 1+

Record Date	Legal Name	Transaction	Phase	Vendor Line	Commodity Line	Accounting Line	Accounting Line Amount
03/21/2022	LARGE KELLY	AD,101,032122000000354	F	1	-	1	\$400.00
05/16/2022	LARGE KELLY	AD,360,22000002153	F	1	-	1	\$6,770.00
05/16/2022	LARGE KELLY	AD,360,22000002153	F	1	-	2	\$220.00
Referenced Transaction		Vendor Invoice Number	Bank Code	Check Number			
EWXL,360,22000000002		-	01	000000140000675			
Check Status		Check Description					
Warranted							
05/07/2022	LARGE KELLY	EWXL,360,22000000002	F	1	-	1	\$6,770.00
05/07/2022	LARGE KELLY	EWXL,360,22000000002	F	1	-	2	\$220.00



Calculate Vendor Total Accounting Line Amount:

- Click **Calculate Total** to view the total accounting line amount of all records returned (Inception to Date) by the applied Filters.

Vendor Transaction History ☆ Calculate Total ← Back

Vendor Customer: 000006142
Vendor Invoice Number:
Legal Name:
Bank Code:
Address ID:
Record Date: MM/DD/YYYY

Show More Apply Reset

> Analytical View

Grid Actions

1 - 20 of 20+ Records View per Page - 20 50 100 Page 1 of 1+

Record Date	Legal Name	Transaction	Phase	Vendor Line	Commodity Line	Accounting Line	Accounting Line Amount
03/21/2022	LARGE KELLY	AD,101,032122000000354	F	1	-	1	\$400.00
05/16/2022	LARGE KELLY	AD,360,22000002153	F	1	-	1	\$6,770.00

- Click the **Show More** link to display additional filter fields.

Vendor Transaction History ☆ Calculate Total ← Back

Total AL Amount:

Filters

Vendor Customer: 000006142
Vendor Invoice Number:
Budget FY:
Unit:
Transaction Code:
Check Description:
Sub Fund:
Legal Name:
Bank Code:
Accounting Period:
Object:
Event Type:
Fiscal Year:
Sub Unit:
Address ID:
Record Date: MM/DD/YYYY
Department:
Transaction Type:
Check Number:
Fund:
Sub Object:



1099 Reporting Information (1099I)

The *1099 Reporting Information* (1099I) page displays a vendor's IRS certification status. The IRS certification status determines the vendor's eligibility to receive 1099-reportable payments.

Access 1099 Reporting Information

In the *Global Search* bar in the Home Page:

- Click the **Category** drop-down arrow.
- Select **Page Code**.

In the *Search* field:

- Type **1099I**.
- Select **1099I** 1099 Reporting Information from the drop-down list.

The screenshot shows the SAMS Home Page with the search results for '1099I 1099 Reporting Information'. The page features a navigation menu on the left, a search bar at the top, and a grid of application tiles. The search results are displayed in a table under the 'Recent 10 Transactions' section.

Transaction Code	Transaction ID	Created On	Phase	Status
VCM	24000000040	09/05/2023	Final	Submitted
VCM	24000000039	09/05/2023	Final	Submitted
VCC	24000001321	09/05/2023	Final	Submitted

In the 1099 Reporting Information page:

- Search by **Taxpayer ID, TIN Type, or Name**.
- Click **Search**.

The screenshot shows the search form for 1099 Reporting Information. The form includes fields for Taxpayer ID, TIN Type, and Name, along with a Search button and a Reset button. The Search button is highlighted with a red box.



From the 3-dot menu on the record selected, select “view”.

The screenshot shows a data grid with the following columns: Taxpayer ID, TIN Type, Name, and 1099 Reportable. The selected record is:

Taxpayer ID	TIN Type	Name	1099 Reportable
360019999	EIN	COMPTROLLER	No

The 3-dot menu for the selected record is open, and the 'View' option is highlighted with a red box. Other options include Edit, Copy, and Delete.

The vendor’s certification status appears in the **Certification** section.

The screenshot shows the Certification section with the following details:

Certified	Certification Method	Certification Date
Yes	I	11/01/2013
Send to IRS	IRS Match Status	IRS Match Status Date
No	-	-
IRS Tracking Number	IRS Match Comments	
-	IRS DATABASE 11/14/13	

The 'Certified' status is highlighted with a red box.



Transaction Catalog (DOCATLG)

The Transaction Catalog (Financial) is similar to a filing cabinet; it serves as a repository for transactions created in SAMS. This page allows authorized users to locate certain types of financial transactions for viewing or for further processing, or perform actions on one or more transactions at a time. For example, you can create a new transaction from scratch, or you can copy an existing transaction to create a new record from the Transaction Catalog. There are many other actions that you can take within the Transaction Catalog, with proper security. You can review other job aids that cover specific transaction types for more information about those topics.

You may have a QuickLink on your home page in SAMS that takes you directly to the Transaction Catalog.

Navigate to DOCATLG page

In the *Global Search* bar in the Home Page:

- Click the **Category** drop-down arrow.
- Select **Page Code**.

In the *Search* field:

- Type **DOCATLG**.
- Select **DOCATLG Transaction Catalog (Financial)** from the drop-down list.

Transaction Code	Transaction ID	Created On	Transaction Phase	Transaction Status
APEB	220000000001	03/16/2022	Draft	Rejected
APEB	220000000049	03/16/2022	Draft	Rejected
BGR42	220000000070	03/16/2022	Draft	Rejected
VCM	220000000001	10/01/2021	Draft	Held
PRC	220000000113	04/18/2022	Draft	Held
PRC	220000000112	04/18/2022	Draft	Held
PRC	220000000111	04/18/2022	Final	Submitted
PRC	220000000082	04/18/2022	Draft	Held
PRC	220000000082	03/18/2022	Final	Submitted
PRC	220000000109	04/18/2022	Draft	Held

This opens the *Transaction Catalog* page.



In the *Transaction Catalog* page, use the available filters to narrow the search:

- Click **Search**

Financial Transaction ☆

Search

Transaction Code: PRC

Transaction Dept: [Empty]

Transaction Unit: [Empty]

Transaction ID: [Empty]

Transaction Phase: Pending

Transaction Status: [Empty]

Search Reset

Recent Searches

Transaction ...	Transaction ...	Transaction ...	Transaction ...	Transaction ...	Transaction ...	Transaction ...	Transaction ...	Transaction ...	Transaction ...
PRC	PRC	PRC	PRC	PRC	PRC	PRC	PRC	PRC	PRC
Draft	Final	Create User ... WABER*	Pending	101	Final	Pending	Pending	Draft	Draft
Last Searched 04/20/2022	Last Searched 04/18/2022	Last Searched 04/18/2022	Last Searched 04/18/2022	Last Searched 04/18/2022	Last Searched 04/18/2022	Last Searched 04/18/2022	Last Searched 04/18/2022	Last Searched 04/18/2022	Last Searched 04/18/2022

The results will appear in the lower grid.

In the lower grid:

- Click the **Transaction ID** of the desired record to access the financial transaction.
- OR-
- Click the expand (▶) icon to view the summary of the financial transaction.

Financial Transaction ☆

Transaction ID: [Empty]

Transaction Phase: Pending

Transaction Status: [Empty]

Show More Search Reset

Grid Actions

View per Page: 20 50 100

Transaction Code	Transaction Dept	Transaction ID	Transaction Phase	Transaction Status	Created On	Created by
PRC	101	220000000040	Pending	Submitted	11/16/2021	APapr
PRC	101	220000000041	Pending	Submitted	11/16/2021	APapr
PRC	101	220000000042	Pending	Submitted	11/16/2021	APapr
PRC	101	220000000043	Pending	Submitted	11/16/2021	APapr
PRC	101	220000000044	Pending	Submitted	11/16/2021	APapr

Transaction Unit: [Empty] Version: 1

Transaction Active Flag: Yes

Transaction Function: New

Transaction Description: [Empty]

Transaction Actual Amount: \$450.00

Collaboration: No



Transaction Referencing

The Transaction Reference Query is used to track transaction chains. These chains relate activity performed on one transaction to the activity performed on a second referencing transaction. The Transaction Reference Query looks only one step in either direction – backwards or forwards – from the queried transaction.

The Backward Reference view shows all transactions that the indicated transaction has referenced. The Forward Reference view shows all transactions that have referenced the indicated transaction.

Transaction Referencing can be accessed from within a transaction. After selecting a transaction from the Transaction Catalog, select the transaction level three-dot menu and select Transaction References.

Department: 444 | Unit: - | Transaction ID: 2425861709 | Version: 1

1 of 1: Vendor Invoice added to Vendor Invoice Registry. (A1808)

Summary	Header	Vendor (1)	Commodity
		Legal Name CARDINAL HEALTH INC	Commodity Lin

Header

Record Date
10/26/2023

Actual Amount
\$92.79

Transaction Name
444

Outstanding Amount
\$92.79

Primary Actions	Other Actions	Research
Modify	Additional Transaction Information	Transaction References
Cancel	Future Transaction Triggering	Track Work In Progress
Collaborate	Schedule	Transaction History
Comments	Send Page	Forms
Copy	Print	
Copy Forward	View PDF	
	Download Transaction	
	Activate	

Select Backward to see transactions that the selected transaction has referenced. For example, a PRC transaction may reference a PO transaction.

Backward Reference Query

Filters

Transaction Code: PRC

Transaction Dept: 444

Transaction ID: 2425861709

Backward Forward Reset

Grid Actions

1 - 2 of 2 Records

View per Page: 20 50 100

Referenced Transaction	Function	Modified By	Modified On	
PO,444,4100181060,1	New	Sarah.Robinson	10/14/2023	Next Reference Step
PRC,444,2425861709,1	New	cgibatchadm	10/26/2023	Next Reference Step

Select Forward to show all transactions that reference the selected transaction. For example, use a forward reference to move from a PRC to an AD or EFT transaction.



Forward Reference Query ☆ ← Back

Filters ⚙️

Transaction Code **Transaction Dept** **Transaction ID**

Forward Backward Reset

Grid Actions 📄 📑 ⬆️ ⚙️

1 - 2 of 2 Records View per Page - 20 50 100 ⏪ < < Page 1 of 1 > > ⏩

<input type="checkbox"/>	Referencing Transaction	Function	Modified By	Modified On	
<input checked="" type="checkbox"/>	EFT,360,24000016508,1	New	cgibatchadm	08/18/2023	Next Reference Step
<input type="checkbox"/>	PRC,452,222925394,1	New	tfranks	12/01/2022	Next Reference Step



Expense Budget: Level 2 (BQ80LV2)

In SAMS, you can use a page called Expense Budget: Level 2 to look up the balances for a given appropriation. The page code for Expense Budget: Level 2 is BQ80LV2. You may have a QuickLink called Appropriation Budget Inquiry on your homepage that takes you directly to BQ80LV2.

When you search for an existing appropriation on BQ80LV2, you can find up-to-date statistics about that appropriation, such its total encumbrances, its unobligated and uncommitted values, any transfers into or out of the appropriation, etc. BQ80LV2 has a number of user-friendly features that allow you to research in more depth many of the field values that display.

Navigate to BQ80LV2 page

In the *Global Search* bar in the Home Page:

- Click the **Category** drop-down arrow.
- Select **Page Code**.

In the *Search* field:

- Type **BQ80LV2**.
- Select **BQ80LV2 Expense Budget Level 2** from the drop-down list.

Transaction Code	Transaction ID	Created On	Transaction Phase	Transaction Status
PRC	220000000256	04/29/2022	Draft	Rejected
PRC	220000000256	04/29/2022	Final	Submitted
PRC	220000000253	04/21/2022	Draft	Held
PRC	LMD220000000003	04/21/2022	Draft	Held
PRC	LMD220000000004	04/21/2022	Draft	Held
PRC	LMD220000000002	04/21/2022	Draft	Rejected
PRC	220000000252	04/21/2022	Draft	Held
PRC	220000000245	04/18/2022	Draft	Held
PRC	LMD220000000001	04/20/2022	Draft	Held
MA	MA TEST 1	04/20/2022	Draft	Held

Time Visited	Page
02:50 PM	Accounting Journal
02:49 PM	Pymt Request-CommodityBased - PRC 101 220000000028 1
02:24 PM	Accounting Period

This opens the *Expense Budget Level 2* page.



In the *Expense Budget: Level 2* page, use the available filters to narrow the search:

- Click **Apply**.

Expense Budget: Level 2 ☆

Filters

BFY: 2022

Fund: []

Department: []

Appr Unit: []

Unit: []

Object: []

Apply Reset

Recent Searches

BFY 2022

Last Searched 04/29/2022

The Expense Budget search results will appear in the lower grid.

In the lower grid:

- Click the expand (▶) icon of the desired record to access the budget details.

Expense Budget: Level 2 ☆

Grid Actions

1 - 20 of 8,754 Records View per Page: 20 50 100

	BFY	Fund	Department	Appr Unit	Unit	Object	
<input type="checkbox"/>	2022	0001	101	11110000	01	1111	▶
Budget Actual Budget Amounts General Information							
Pre-Encumbered	Encumbered		Accrued Expenses		Cash Expenses		
\$0.00	\$1,010.00		\$3,481.00		\$2,343.00		
Uncommitted	Unobligated						
\$901,126.00	\$901,126.00						
Show More							
<input type="checkbox"/>	2022	0001	101	11110000	10	1111	▶
<input type="checkbox"/>	2022	0001	101	11110000	10	1120	▶
<input type="checkbox"/>	2022	0001	101	11200100	20	1111	▶
<input type="checkbox"/>	2022	0001	101	13020000	10	1302	▶



- Click on the “*More Information*” icons to view the field details.

Expense Budget: Level 2 ☆

Grid Actions

1 - 20 of 8,754 Records View per Page: 20 50 100 Page 1 of 438

BFY	Fund	Department	Appr Unit	Unit	Object
2022	0001	101	11110000	01	1111

Budget Actual Budget Amounts General Information

Pre-Encumbered \$0.00

Uncommitted *fx* \$901,126.00

Encumbered \$1,010.00

Accrued Expenses \$3,481.00

Cash Expenses \$2,343.00

Unobligated \$901,126.00

Field Details

Encumbered \$1,010.00

Pending Increases to Encumbered \$100,040.00

Pending Decreases to Encumbered \$0.00

	BFY	Fund	Department	Appr Unit	Unit	Object
<input type="checkbox"/>	2022	0001	101	11110000	10	1111
<input type="checkbox"/>	2022	0001	101	11110000	10	1120
<input type="checkbox"/>	2022	0001	101	11200100	20	1111
<input type="checkbox"/>	2022	0001	101	13020000	10	1302

- Some fields have function (*fx*) icons that you can click to see how SAMS calculates the dollar values therein.
- The dollar amounts with a blue color are links to a list of transactions that impact those dollar values. For example, if you click the dollar value in the Encumbered field, SAMS will display a list of the transactions that obligate against that appropriation.



Appropriation Transfer Limit Inquiry (APTL)

The Appropriation Transfer Limit (APTL) inquiry page is a system-maintained page that is primarily updated through budget transaction processing. The page displays the amount allowed for transfer, the net transferred amount and the amount available for transfer.

Navigate to APTL Page

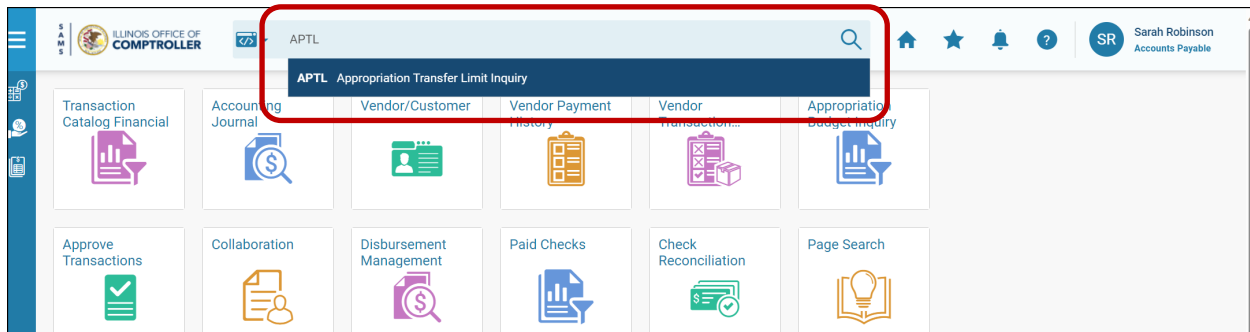
In the *Global Search* bar in the Home Page:

- Click the **Category** drop-down arrow.
- Select **Page Code**.

In the *Global Search* bar:

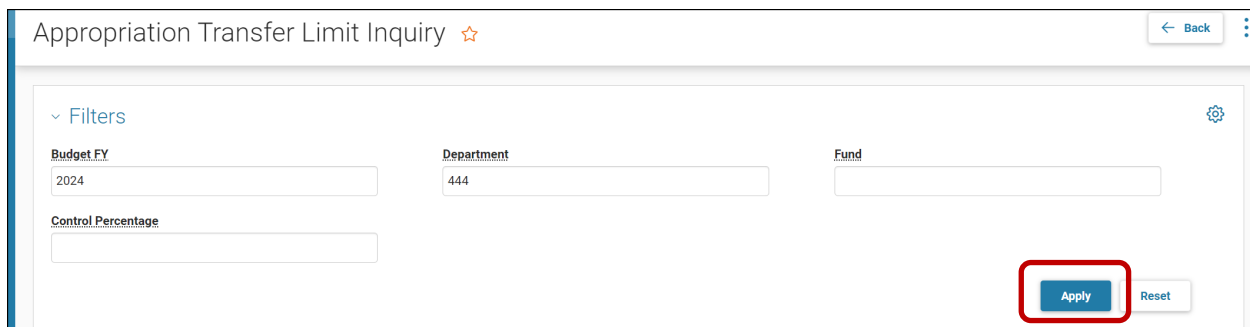
- Type **APTL**.

Select APTL Appropriation Transfer Limit Inquiry from the drop-down list



The *APTL* page opens.

Use the available filters to narrow the search.



Search results will display in the lower grid.



In the lower grid:

- Click the expand (▶) icon to view additional details.

Budget FY	Department	Fund	Net Transfer Allowable	Net Transferred Out Amount	Available For Transfer
2024	444	0001	\$122,408,320.00	\$0.00	\$122,408,320.00

Transfer Limit Base
\$1,530,104,000.00

Control Percentage
8.00%



Revenue Budget 42: Level 2 (BQ42LV2)

In SAMS, you can use a page called Revenue Budget 42: Level 2 to look up the balances for a given revenue budget. The page code for Revenue Budget 42: Level 2 is BQ42LV2. You might have a QuickLink on your homepage that takes you directly to BQ42LV2.

When you search for an existing revenue budget, you can find up-to-date statistics about that revenue budget, such as its total revenue, any adopted or amended values that apply to it, any reversions, etc. BQ42LV2 has a number of user-friendly features that allow you to research in more depth many of the field values that display.

In SAMS, the Revenue Budget Level 2 will be used to inquire on revenue amounts by the search criteria.

Navigate to BQ42LV2 page

In the *Global Search* bar in the Home Page:

- Click the **Category** drop-down arrow.
- Select **Page Code**. In the *Search* field:
- Type **BQ42LV2**.
- Select **BQ42LV2 Revenue Budget: Level 2** from the drop-down list.

The screenshot shows the SAMS homepage with the search bar at the top. The search bar is highlighted with a red box, and the dropdown menu is open, showing 'BQ42LV2 Revenue Budget 42: Level 2' selected. Below the search bar, there are several navigation options: Transaction Catalog Financial, Create Expense Report, and Upload Transaction Spreadsheet. The main content area is divided into two sections: 'Last 10 Transactions' and 'Browsing History'.

Transaction Code	Transaction ID	Created On	Transaction Phase	Transaction Status
MA	7777777	04/12/2022	Final	Submitted
PO	220000000059	05/10/2022	Final	Submitted
MD	220000000052	05/14/2022	Draft	Rejected
MD	123456	05/14/2022	Draft	Rejected
GAX	220000000030	05/14/2022	Draft	Rejected
IET	220000000013	05/14/2022	Draft	Rejected
CR	123456	05/14/2022	Draft	Held

Time Visited	Page
03:16 PM	Involuntary Withholding - IW 101 123123321 1
03:16 PM	Financial Transaction

This opens the *Revenue Budget: Level 2* page.



In the *Revenue Budget: Level 2* page, use the available filters to narrow the search:

- **BFY**
- **Fund**
- **Department**
- **Revenue Source**
- **Click Apply**

Revenue Budget 42: Level 2 ☆

← Back

Filters

BFY Fund Department

Revenue Source

0777

0007 101

Apply Reset

Recent Searches

The Revenue Budget search results will appear in the lower grid.

Note: Click **Apply** with blank search fields to see all available Revenue Budget levels.



Revenue Budget Details

In the lower grid, on the transaction line of interest:

- Click the expand (▶) icon to access the budget details.

Revenue Budget 42: Level 2 ☆

Filters

BFY:
Fund: 0007
Department: 101
Revenue Source: 0777

Apply Reset

Grid Actions

1 - 1 of 1 Records View per Page: 20 50 100 Page 1 of 1

	BFY	Fund	Department	Revenue Source
▶	2022	0007	101	0777

Users can navigate through different sub-sections of the expanded budget information to find pertinent information.

Revenue Budget 42: Level 2 ☆

Grid Actions

1 - 1 of 1 Records View per Page: 20 50 100 Page 1 of 1

	BFY	Fund	Department	Revenue Source
▼	2022	0007	101	0777

Revenue Actuals Budgeted Amounts General Information

Billed Earned Revenue \$0.00 Collected Earned Revenue \$100.00

Total Revenue fx \$100.00 Unrecognized Revenue fx \$99,900.00

Show More



In the expanded record for the revenue budget you have selected:

- Click on “More Information” icons to view the field details.

BFY	Fund	Department	Revenue Source
2022	007	101	0777

Revenue Actuals

Billed Earned Revenue	\$0.00
Total Revenue	\$100.00

Budgeted Amounts

Collected Earned Revenue	\$100.00
Unrecognized Revenue	\$99,900.00

In the revenue budget expanded information:

- Click the blue, hyperlinked dollar amount that you choose to research.

BFY	Fund	Department	Revenue Source
2022	007	101	0777

Revenue Actuals

Billed Earned Revenue	\$0.00
Total Revenue	\$100.00

Budgeted Amounts

Collected Earned Revenue	\$100.00
Unrecognized Revenue	\$99,900.00

This will return the *Detailed Transaction Listing* page for any dollar amount on which you click. The *Detailed Transaction Listing* page shows a list of transactions that impact that dollar amount.



In the transaction grid below:

- Click the **Transaction Identifier** of the transaction of interest.

Detailed Transaction Listing

Filters

Transaction Code: C1 Transaction Dept: 101 Transaction ID: 220000000031

Grid Actions

1 - 1 of 1 Records View per Page: 20, 50, 100 Page 1 of 1

Transaction Code	Transaction Dept	Transaction ID	Transaction Identifier	Collected Earned Revenue
C1	101	220000000031	C1 101 220000000031	\$100.00

This will open the transaction page for the transaction affecting the revenue budget.

Cash Receipt (C1) Final Close

Department: 101 | Unit: - | Transaction ID: 220000000031 | Version: 1

1 of 1: Approve action completed.

Summary	Header	Vendor (1)	Accounting (1)	Posting (1)
		Legal Name Clark Stevens	Line Amount \$100.00	

Header

Record Date	Transaction Name	Transaction Description
05/14/2022	Training Example C1	
Actual Amount	Bank Account	
\$100.00	01	
Deposit Ticket	Deposit Date	
KJW1	05/14/2022	

Vendor (1)



Check Reconciliation (CHREC)

Check Reconciliation (CHREC) displays information such as Check/EFT Number, Amount, Issue Date, Status, and Transaction Information for Automated Disbursement (AD), Manual Disbursement (MD), and Electronic Funds Transfer (EFT) transactions. The common statuses found on this table are Warranted, Stopped, and Undelivered. The Check Reconciliation process moves records from the Check Reconciliation (CHREC) table to the Paid Checks (PDCHK) table when the warrant is cancelled or paid.

This page is updated by the Manual Disbursement and Automated Disbursement transactions. One record is inserted on this page for each disbursement.

Navigate to CHREC page

In the *Global Search* bar in the Home Page:

- Click the Category drop-down arrow.
- Select Page Code.

In the *Search* field:

- Type **CHREC**.
- Select **CHREC Check Reconciliation** from the drop-down list.

The screenshot shows the SAMS application interface. At the top, there is a search bar with the text 'CHREC' entered. A dropdown menu is open below the search bar, showing 'CHREC Check Reconciliation' selected. The interface also displays a sidebar with navigation options, a main content area with 'Last 10 Transactions' and 'Browsing History' sections, and a user profile in the top right corner.

Transaction Code	Transaction ID	Created On	Transaction Phase	Transaction Status
PRC	220000000256	04/29/2022	Draft	Rejected
PRC	220000000256	04/29/2022	Final	Submitted
PRC	220000000253	04/21/2022	Draft	Held
PRC	LMD220000000003	04/21/2022	Draft	Held
PRC	LMD220000000004	04/21/2022	Draft	Held
PRC	LMD220000000002	04/21/2022	Draft	Rejected
PRC	220000000252	04/21/2022	Draft	Held
PRC	220000000245	04/18/2022	Draft	Held
PRC	LMD220000000001	04/20/2022	Draft	Held
MA	MA TEST 1	04/20/2022	Draft	Held

Time Visited	Page
03:50 PM	Expense Budget: Level 2
03:15 PM	Cash Journal
03:06 PM	1099 Reporting Journal
03:03 PM	Cash Receipt - CR 101 JH TEST 1
02:50 PM	Accounting Journal
02:49 PM	Pymt Request-CommodityBased - PRC 101 220000000028 1
02:24 PM	Accounting Period

This will open the *Check Reconciliation* page.



In the *Check Reconciliation* page, use the available filters to narrow the search:

- Click **Apply**

Note: You can use wildcards (*) in the **Check / EFT** field to help narrow the search results.

Bank Account	Check / EFT	Status
01		Warranted

Transaction ID

Show More

Apply Reset

Recent Searches

Bank Account	Disbursement...	Status	Last Searched
01	Warrant	Warranted	04/29/2022
01	EFT	Warranted	04/29/2022
01	Remittance Advice	Warranted	04/29/2022
01	Check	Warranted	04/29/2022
01		Warranted	04/29/2022
01		Warranted	04/29/2022

Check Reconciliation search results will appear in the lower grid.

In the lower grid:

- Click the Hyperlink to view the summary of the transaction.
- Click the expand (▶) icon to access the transaction details.



Paid Check (PDCHK)

The Paid Check (PDCHK) page displays all checks that have been reconciled by the system. Records are moved to the Paid Checks table with their current Status (for example, Paid or Cancelled). Users are not allowed to add, modify, or delete information on this page.

Navigate to PDCHK page

In the *Global Search* bar in the Home Page:

- Click the Category drop-down arrow.
- Select Page Code.

The screenshot shows the SAMS application interface. At the top, there is a search bar with the text 'PDCHK' entered. A dropdown menu is open below the search bar, showing two options: 'PDCHK Paid Checks' and 'PDCHKRES Paid Check Restore'. The 'PDCHK Paid Checks' option is highlighted. Below the search bar, there are several icons representing different categories: Transaction Catalog Financial, Accounting, and others. Below the icons, there are two main sections: 'Recent 10 Transactions' and 'Browsing History'. The 'Recent 10 Transactions' section contains a table with columns: Transaction Code, Transaction ID, Created On, Phase, and Status. The 'Browsing History' section contains a table with columns: Time Visited and Page.

Transaction Code	Transaction ID	Created On	Phase	Status
GAX	2300000094	01/02/2023	Historical (Final)	Submitted
GAX	2300000094	01/02/2023	Final	Submitted
GAX	2300000097	01/02/2023	Final	Submitted
BGR42	2200000116	05/06/2022	Draft	Held
APEB	ZT7/ZT8	08/29/2022	Draft	Rejected
APEB	22000000064	03/08/2022	Draft	Held
APEB	23000000008	07/06/2022	Draft	Held
BGR42	22000000090	04/10/2022	Draft	Held
C1	159887	12/05/2022	Pending	Submitted
IW	09571227	10/20/2022	Draft	Held

Time Visited	Page
11:39 AM	Paid Checks

In the *Search* field:

- Type **PDCHK**.
- Select **PDCHK Paid Checks** from the drop-down list.

This opens the *Paid Check Filters* page.



In the *Paid Check* Filters page, use the available filters to narrow the search.

- Click **Apply**

Note: You can use wildcards (*) in the **Check / EFT** field to help narrow the search results.

Bank Account	Check / EFT	Amount	Issue Date	Status	Transaction
01	000000131585004	\$0.00	05/26/2021	Void	MDCW,360,OWAC1583846,1
01	202208220005004	\$287.50	08/22/2022	Paid	EFT,360,08222200549,1

The search results will appear in the lower grid.

In the lower grid:

- Click the **Transaction** link to open the transaction.
- Click the expand (▶) icon to access the transaction details.



Check Search (CHKSRCH)

The Check Search page allows you to find summary information about a warrant. The query will try to retrieve the records from the Check Reconciliation (CHREC) page first. If there are no matching records found on Check Reconciliation, the query will try to retrieve the records from the Paid Checks (PDCHK) page.

Navigate to CHKSrch Page

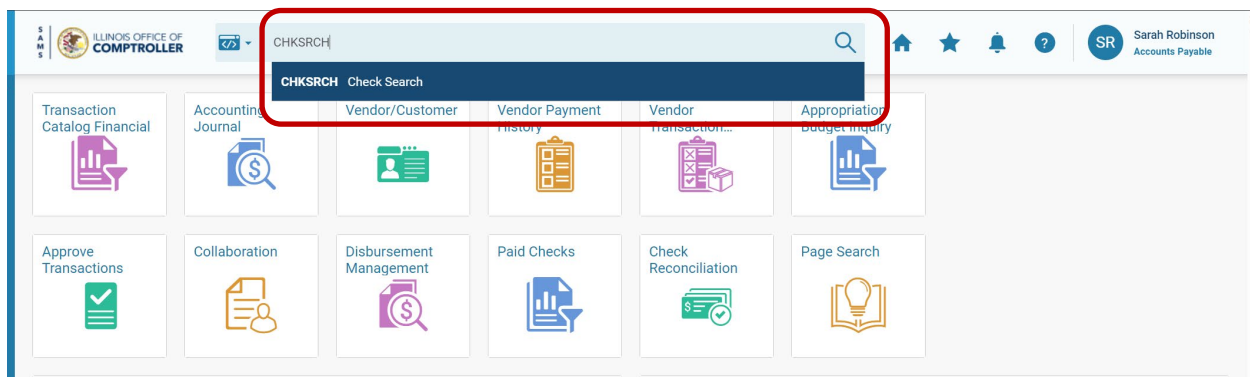
In the *Global Search* bar in the Home Page:

- Click the **Category** drop-down arrow.
- Select **Page Code**.

In the *Global Search* bar:

- Type **CHKSrch**.

Select CHKSrch Check Search from the drop-down list



Enter the search criteria and click Apply.

Check Search ★

← Back

Filters

Bank Account	Check / EFT	Issue Date
<input type="text"/>	00000140009811	MM/DD/YYYY <input type="text"/>
External Disbursement ID	External Issue Date	Status
<input type="text"/>	MM/DD/YYYY <input type="text"/>	<input type="text"/>
Disbursement Type	Record Date	
<input type="text"/>	MM/DD/YYYY <input type="text"/>	
Transaction Code	Transaction Dept	Transaction ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

Apply Reset



Search results will appear in the lower grid.

The screenshot shows a data grid with the following details:

- Grid Actions dropdown menu
- 1 - 1 of 1 Records
- View per Page: 20 (selected), 50, 100
- Page 1 of 1
- Columns: Bank Account, Check / EFT, Issue Date, Status, Record Date, Amount, Transaction Code, Transaction Dept, Transaction
- Row 1: 01, 00000140009811, 10/20/2023, Warranted, 10/20/2023, \$269.15, AD, 360, 240000466

Bank Account	Check / EFT	Issue Date	Status	Record Date	Amount	Transaction Code	Transaction Dept	Transaction
01	00000140009811	10/20/2023	Warranted	10/20/2023	\$269.15	AD	360	240000466



Disbursement Query (DISBQ)

The Disbursements Query (DISBQ) page displays a summary of information from the disbursement transactions in SAMS as well as from the Check Reconciliation and Paid Check tables. DISBQ provides numerous search fields that you can use to narrow down the list of transactions. You must search by Vendor/Customer, Payee, Document Record Date, or Check/EFT Number in order to display any results on DISBQ.

Once you have found the transaction you seek, you can follow the links from that record to pages such as the Disbursement Detail Query (DISBDQ), Intercept Activity, and Retainage Detail (Contract Fee) for the selected transaction.

Navigate to DISBQ Page

In the *Global Search* bar:

- Click the **Category** drop-down arrow.
- Select **Page Code**.

In the *Search* field:

- Type **DISBQ**.
- Select **DISBQ Disbursement Query** from the drop-down list

The screenshot shows the SAMS interface for the Disbursement Query (DISBQ) page. The search bar is highlighted with a red box, showing 'DISBQ' entered and a dropdown menu with 'DISBQ Disbursement Query' selected. The page displays a table of 'Last 10 Transactions' and a 'Browsing History' section.

Transaction Code	Transaction ID	Created On	Transaction Phase	Transaction Status
PRC	220000000256	04/29/2022	Draft	Rejected
PRC	220000000256	04/29/2022	Final	Submitted
PRC	220000000253	04/21/2022	Draft	Held
PRC	LMD220000000003	04/21/2022	Draft	Held
PRC	LMD220000000004	04/21/2022	Draft	Held
PRC	LMD220000000002	04/21/2022	Draft	Rejected
PRC	220000000252	04/21/2022	Draft	Held
PRC	220000000245	04/18/2022	Draft	Held
PRC	LMD220000000001	04/20/2022	Draft	Held
MA	MA TEST 1	04/20/2022	Draft	Held

Time Visited	Page
03:50 PM	Expense Budget: Level 2
03:15 PM	Cash Journal
03:06 PM	1099 Reporting Journal
03:03 PM	Cash Receipt - CR 101 JH TEST 1
02:50 PM	Accounting Journal
02:49 PM	Pymt Request-CommodityBased - PRC 101 220000000028 1
02:24 PM	Accounting Period

This opens the *Disbursement Query* page.



In the *Disbursement Query* page, use the available filters to narrow the search:

- Click **Apply**

The screenshot shows the 'Disbursement Query' interface. It features a 'Filters' section with several input fields: Disbursement Transaction Type (set to 'AD'), Disbursement Transaction Code, Disbursement Transaction Dept, Disbursement Transaction ID, Vendor Customer, Traveler ID, Payee (set to 'V00000004'), and Check / EFT Number. A red box highlights the 'Apply' button. Below the filters is a table with 2 records. The first record is highlighted in blue and has its 'Disbursement Transaction' link circled in red.

Disbursement Transaction	Vendor Customer	Vendor Name	Payee Name	Traveler ID	Net Amount	Issued Date	Check/EFT Number	Check Status
EFT,101,020122000000022,1	VC000000001	Fa Mulan	Illinois IST Test Company 7	-	\$603.00	02/01/2022	202202010000009	Disbursed
EFT,101,020222000000023,1	VC000000001	Fa Mulan	Illinois IST Test Company 7	-	\$300.00	02/02/2022	202202020000010	Disbursed

The Disbursements Transactions summaries will appear in the lower grid.

In the lower grid:

- Click the Disbursement Transaction link to open the disbursement transaction.
- OR -
- Click the expand (▶) icon to view the disbursement details.

The screenshot shows the 'Disbursement Query' interface with the details for the first transaction expanded. The 'Disbursement Transaction' link in the table is circled in red. The expanded details include:

Record Date 02/01/2022	Disbursement Transaction Type AD	Disbursement Transaction Code EFT	Disbursement Transaction Dept 101
Disbursement Transaction ID 020122000000022	Payee V00000004	Payee Indicator P	Transaction Amount \$603.00
Total Intercept Amount \$0.00	Cleared Date 02/04/2022	Total Discount Amount \$0.00	Total Penalty Amount \$0.00
Total Interest Amount \$0.00	Total Backup Withholding Amount \$0.00	Total Default Intercept Fee Amount \$0.00	Total Supplementary Intercept Fee Amount \$0.00
Total Retainage Amount \$0.00	Total Freight Amount \$0.00	Total Use Amount \$0.00	Total Tax Amount \$0.00
Cancellation/Reclassification Reason -	Disbursement Category -		



Fund (FUND)

Fund is the Chart of Accounts element that represents a self-balancing set of accounts. You can search the FUND page to confirm whether a fund is active.

Navigate to Fund Page

In the *Global Search* bar in the Home Page:

- Click the **Category** drop-down arrow.
- Select **Page Code**.

In the *Global Search* bar:

- Type **FUND**.
- Select **FUND** Fund from the drop-down list.

The screenshot shows the SAMS application interface. At the top, there is a search bar with the text 'FUND' entered. A dropdown menu is open below the search bar, showing 'FUND Fund' selected. The main dashboard contains several tiles for various financial functions: Transaction Catalog Financial, Accounting Journal, Appropriation Budget Inquiry, Disbursement Management, Paid Checks, Check Reconciliation, Financial Worklist, Vendor/Customer, Vendor Payment History, Vendor Transaction..., and Encumbrance Report. Below the tiles, there are two sections: 'Recent 10 Transactions' and 'Browsing History'.

Transaction Code	Transaction ID	Created On	Phase	Status
EWXB	2300000025	09/05/2022	Final	Submitted
EWXB	2300000025	09/05/2022	Historical (Final)	Submitted
EWXB	2300000026	08/28/2022	Draft	Held
PO	230000000004	07/21/2022	Pending	Submitted
PO	2300101JNR	07/21/2022	Pending	Submitted
GR	123333	06/27/2022	Draft	Held

Time Visited	Page
12:01 PM	Balance Sheet Account
11:44 AM	Appropriation Transfer Limit Inquiry
11:34 AM	Appropriation Budget Transfer Control
11:23 AM	Budget Level Control
11:19 AM	Budget Structure
11:17 AM	Budget Control

The *Fund* page opens.



In the *FUND* page, use the available filters to narrow the search:

- Click **Search**

The screenshot shows the SAMS Fund search page. A red box highlights the search filters: Fiscal Year, Fund, and Name. Below the filters are Search and Reset buttons. A Recent Searches section shows a previous search for Fund 0001.

The Fund search summaries will appear in the lower grid.

In the lower grid:

- Click the expand (▶) icon to view the fund details.

The screenshot shows the SAMS Fund search results grid. A red box highlights the first row, which is expanded to show details: Active (Yes), Effective From (05/16/1905), and Effective To (-).

	Fiscal Year	Fund	Name	
<input type="checkbox"/>	2020	0001	General Revenue	⋮
Active Yes	Effective From 05/16/1905	Effective To -		
<input type="checkbox"/>	2021	0001	General Revenue	▶
<input type="checkbox"/>	2022	0001	General Revenue	▶
<input type="checkbox"/>	2023	0001	General Revenue	▶
<input type="checkbox"/>	2024	0001	General Revenue	▶



Cash Balance Summary (CBALSQ)

The Cash Balance Summary page displays current balances for cash-tracking amounts for a Fund.

Navigate to Cash Balance Summary page

In the *Global Search* bar in the Home Page:

- Click the **Category** drop-down arrow.
- Select **Page Code**.

In the *Search* field:

- Type **CBALSQ**.
- Select **CBALSQ** Cash Balance Summary from the drop-down list.

Transaction Code	Transaction ID	Created On	Transaction Phase	Transaction Status
MA	44444	04/20/2022	Draft	Held
DO	65656555	04/20/2022	Draft	Held
PRC	88888888	04/19/2022	Draft	Held
PRC	55555	04/19/2022	Draft	Held
APEB	220000000012	11/01/2021	Draft	Held
APEB	4444	04/19/2022	Draft	Held

Time Visited	Page
No Records Found	

This opens the *Cash Balance Summary* page.



In the *Cash Balance Summary* page:

- Enter the desired **Fund**.
- Click **Apply**.

The screenshot shows the 'Cash Balance Summary' page. In the 'Filters' section, the 'Fund' field is set to '0001'. The 'Available Cash Balance' field is empty. The 'Apply' button is highlighted with a red box.

In the *Cash Balance Summary* Page:

- Click the expand (▶) icon appearing to the left of the Fund of interest.

The screenshot shows the 'Cash Balance Summary' page with the 'Fund' field set to '0001'. The 'Apply' button is highlighted with a red box. Below the filter section, a table displays the results for Fund 0001. The table has columns for Fund, Name, Cash Balance, Adjusted Cash Balance, Cash Balance Minimum, and Available Cash Balance.

Fund	Name	Cash Balance	Adjusted Cash Balance	Cash Balance Minimum	Available Cash Balance
0001	General Rev	\$1,376,518,190.10	\$1,376,518,190.10	\$0.00	\$1,376,518,190.10

This will display additional information about the fund.



Balance Sheet Summary (BBALS)

In SAMS, you can find a summary of inception-to-date balance sheet account balances on a page called BBALS. The page has an option to search both by Fund and by Balance Sheet Account (BSA). The values on BBALS are independent of fiscal year.

Navigate to Balance Sheet Summary page

In the *Global Search* bar in the Home Page:

- Click the **Category** drop-down arrow.
- Select **Page Code**.

In the *Search* field:

- Type **BBALS**.
- Select **BBALS** Balance Sheet Summary from the drop-down list.

The screenshot shows the SAMS Home Page interface. At the top, the search bar contains the text "BBALS" and a dropdown menu is open, displaying "BBALS ITD Balance Sheet Summary" as the selected option. Below the search bar, there is a grid of navigation tiles including "Transaction Catalog...", "Accounting Journal", "Vendor/Customer", "Vendor Payment...", "Vendor Transaction...", "Appropriation Budget Inquiry", "Approve Transactions", "Collaboration", "Disbursement Management", "Paid Checks", and "Check Reconciliation".

Below the navigation tiles, there are two sections: "Browsing History" and "Recent 10 Transactions".

Browsing History

Time Visited	Page
02:11 PM	ITD Balance Sheet Summary
02:01 PM	Fund

Recent 10 Transactions

Transaction Code	Transaction ID	Created On	Phase	Status
VCM	2400000136	10/26/2023	Final	Submitted
VCM	2400000109	10/26/2023	Final	Submitted
VCC	2400000152	10/26/2023	Final	Submitted

This opens the *Balance Sheet Summary* page.



In the *Balance Sheet Summary* page:

- Enter the desired **Fund**.
- Click **Apply**.

ITD Balance Sheet Summary ☆

Filters

Fund

BSA

Balance

Apply Reset

In the *Balance Sheet Summary* Page:

- Click the expand (▶) icon appearing to the left of the Fund of interest.

ITD Balance Sheet Summary ☆

Grid Actions

1 - 19 of 19 Records View per Page - 20 50 100 Page 1 of 1

Fund	Name	BSA	Name	Balance
000,1	General Rev	1010	Cash On Deposit	\$179,965,854.05
Begin Day Balance		Debit Amount	Credit Amount	
\$37,192,530.38		\$493,755,996,467.90	\$493,576,030,613.85	
BSA Type Asset				
000,1	General Rev	1011	Des Cash	\$76,793.80
000,1	General Rev	1350	Receivables	\$32,702.00

This will display additional balance information about the fund.