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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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.

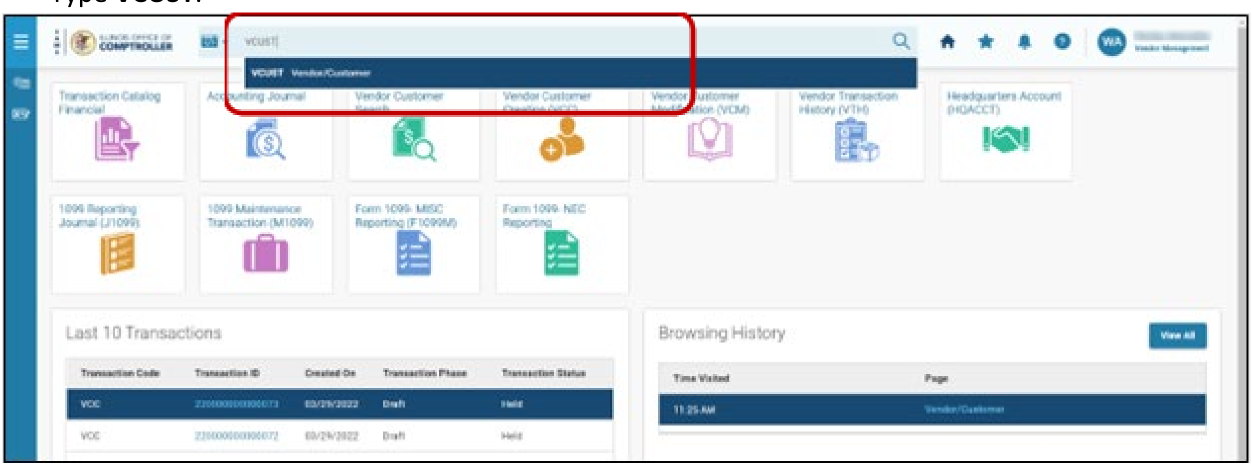
Search for Existing Records (VCUST)

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

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

In the *Search* field:

- Type **VCUST**.

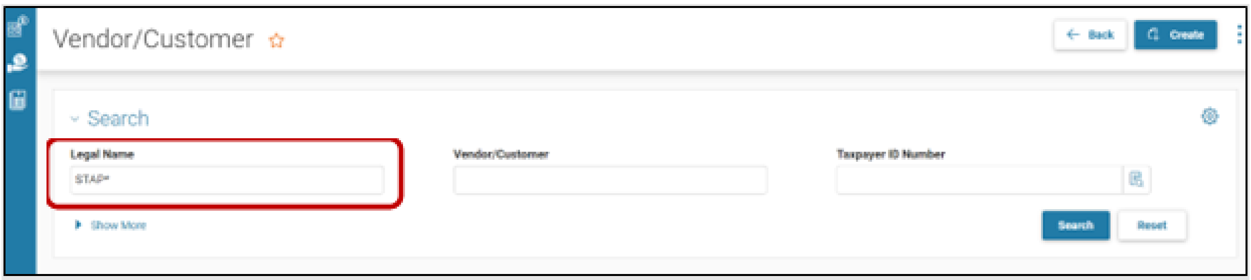


Select **VCUST** Vendor/Customer from the drop-down list.

This opens the *Vendor/Customer* Search page.

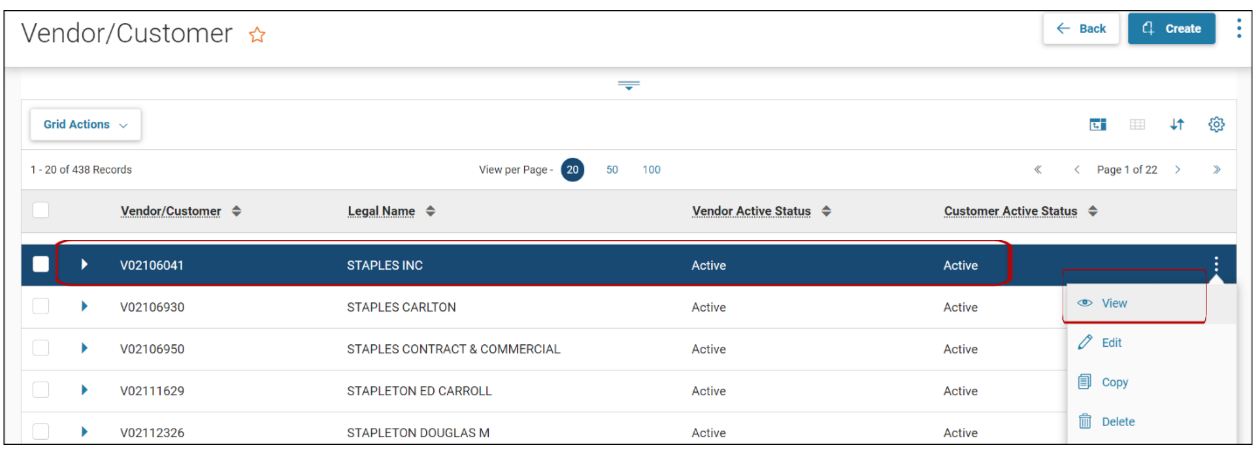
In the *Vendor/Customer* Search page, enter information in any of the fields to limit your search:

- 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.



Review the search results:

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



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.

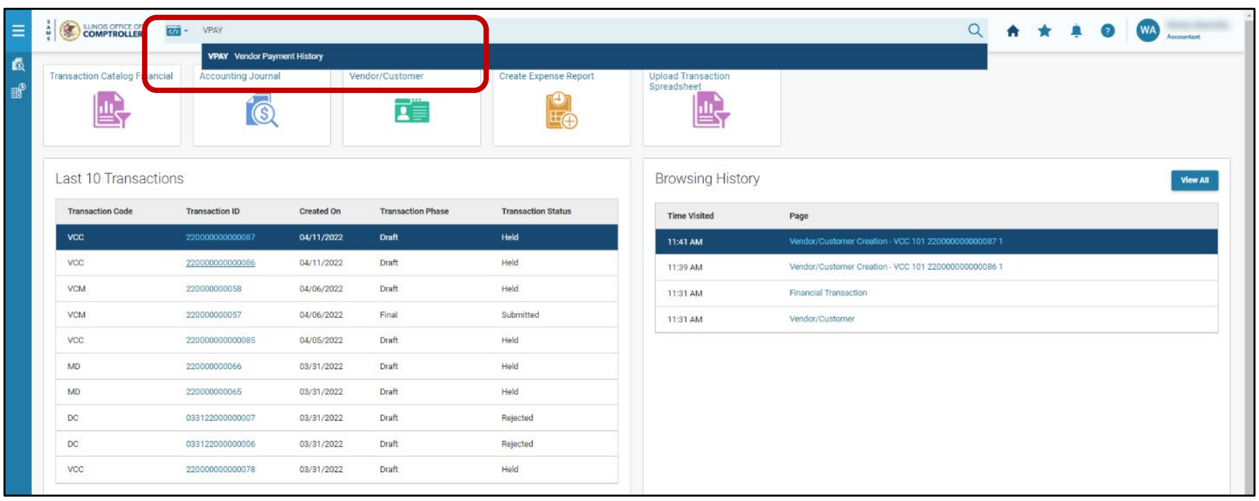
Access Vendor Payment History

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.

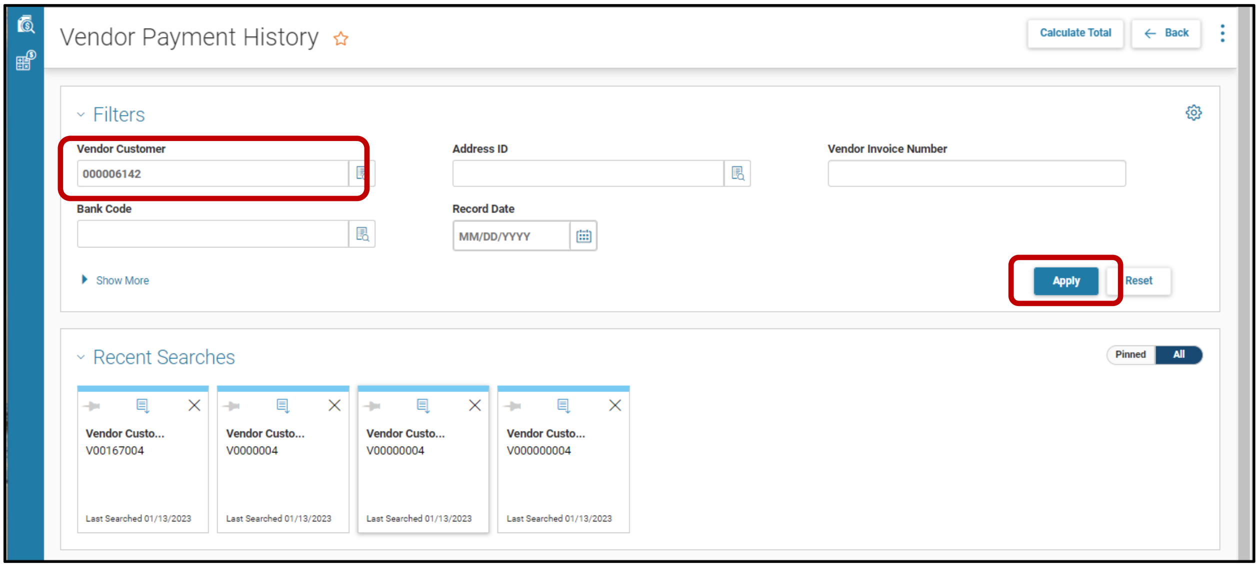


This opens the *Vendor Payment History* Page.

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.**



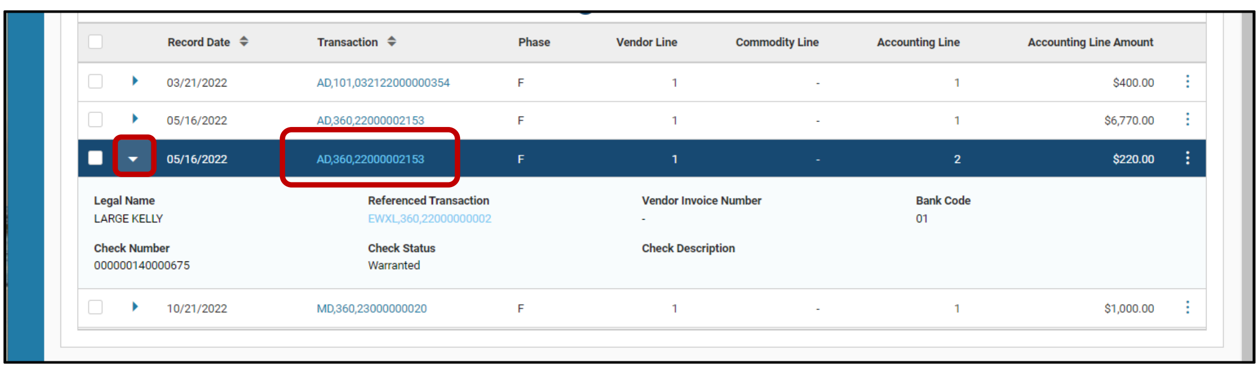
The Vendor Payment History search results will appear in the lower grid.

In the grid:

- Click the expand (⏵) icon to view the summary of the financial transaction.

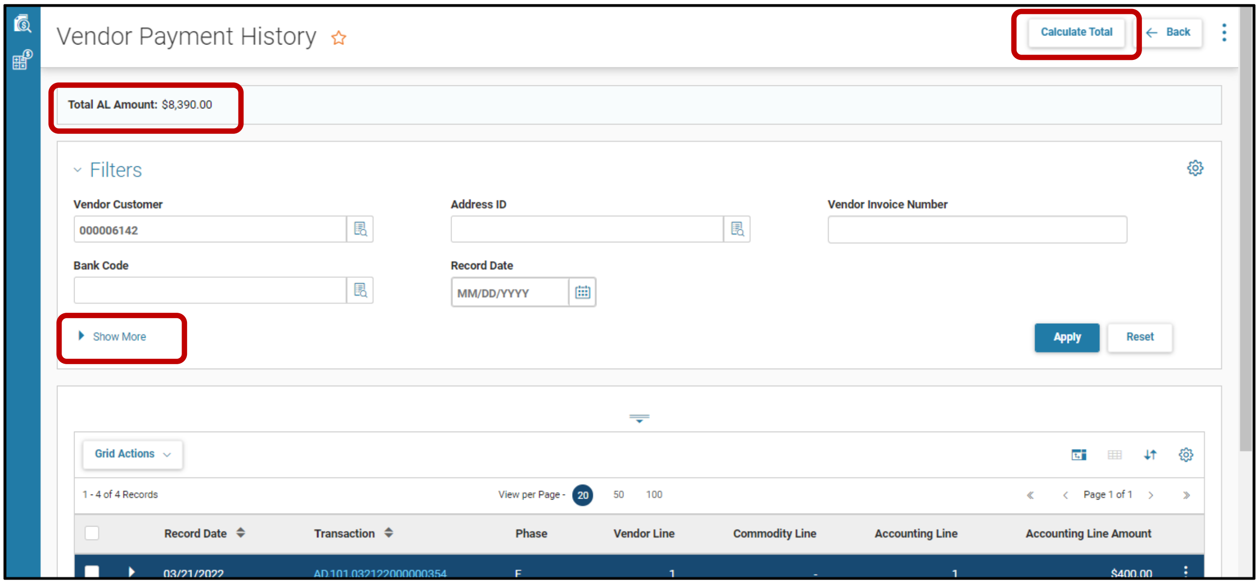
  - OR -

- Click the Transaction ID link to access the financial transaction.

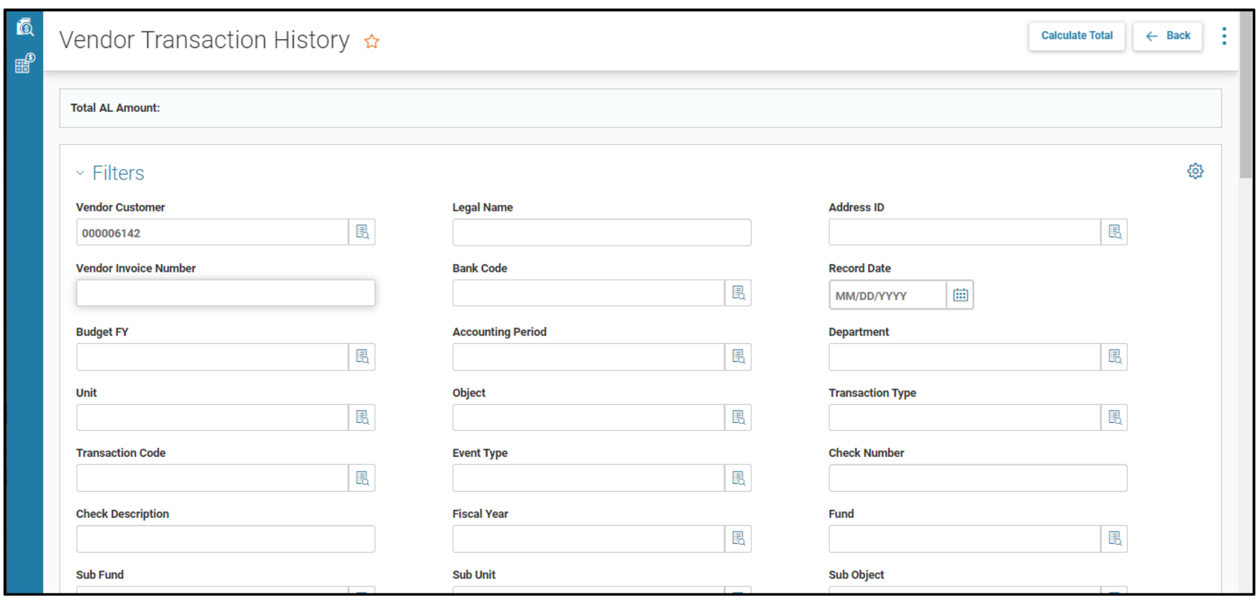


Calculate Vendor Total Accounting Line Amount:

- 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.



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



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.

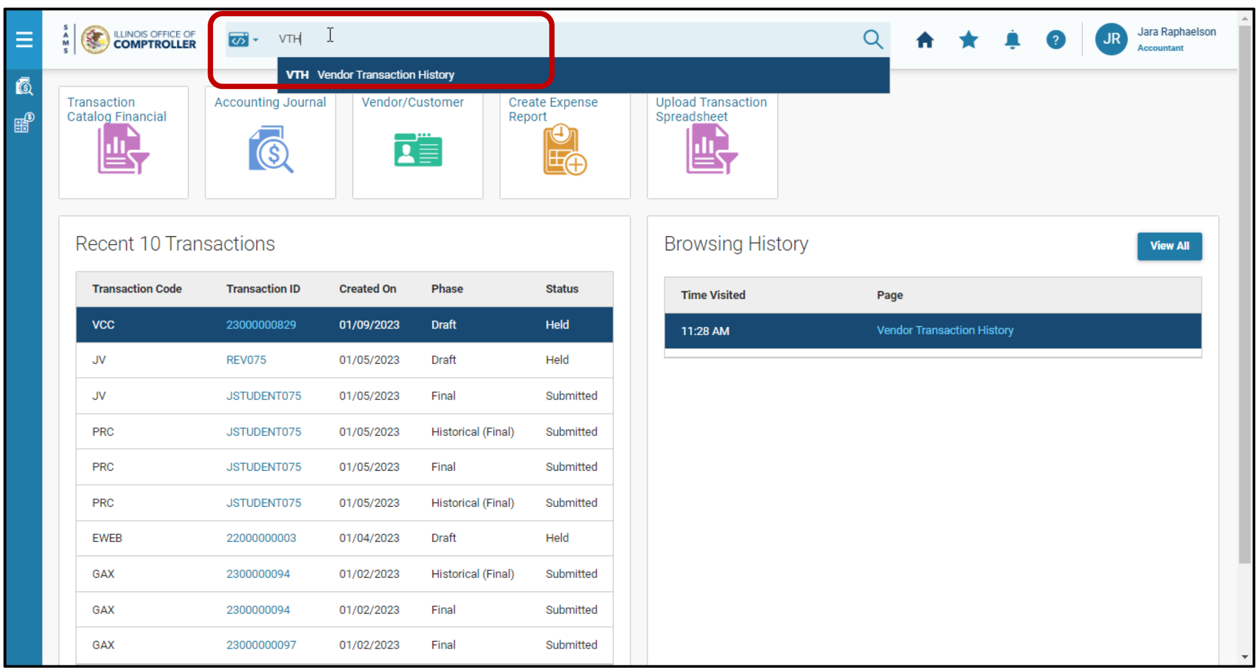
Access Vendor Transaction History

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

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

In the *Search* field:

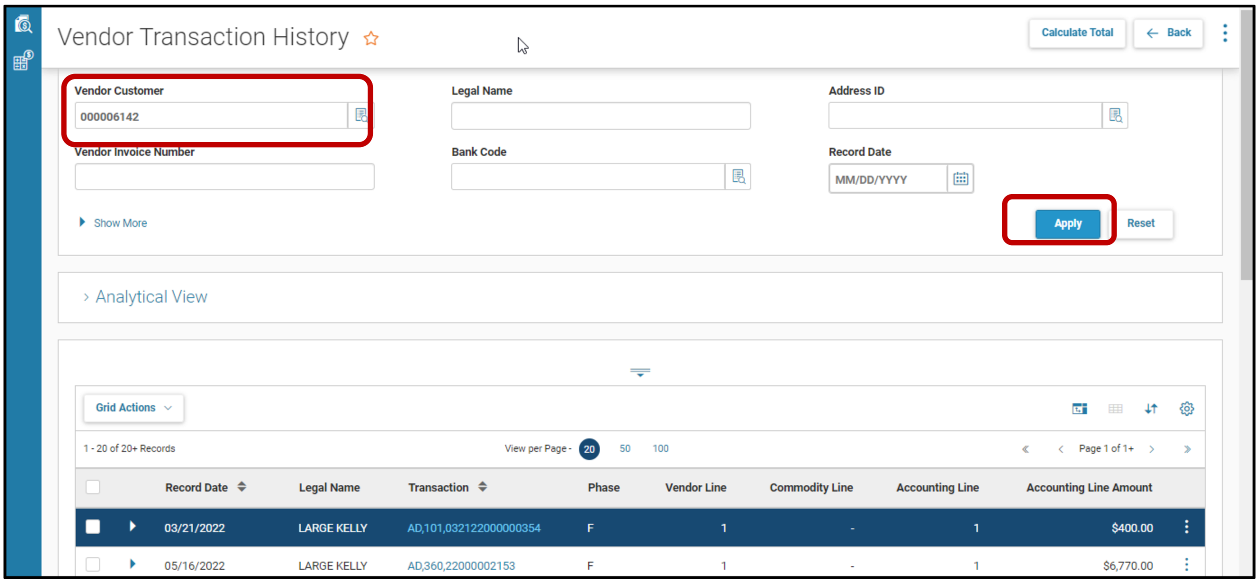
- Type **VTH**.
- Select **VTH** Vendor Transaction History from the drop-down list.



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.**

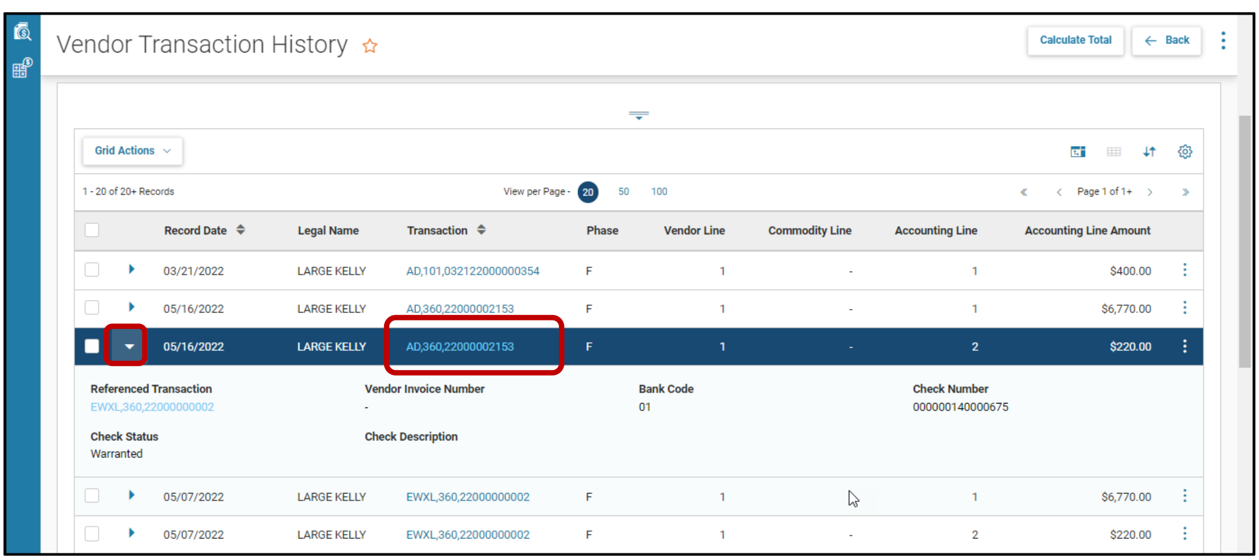


The Vendor Transaction History search results will appear in the lower grid.

In the grid:

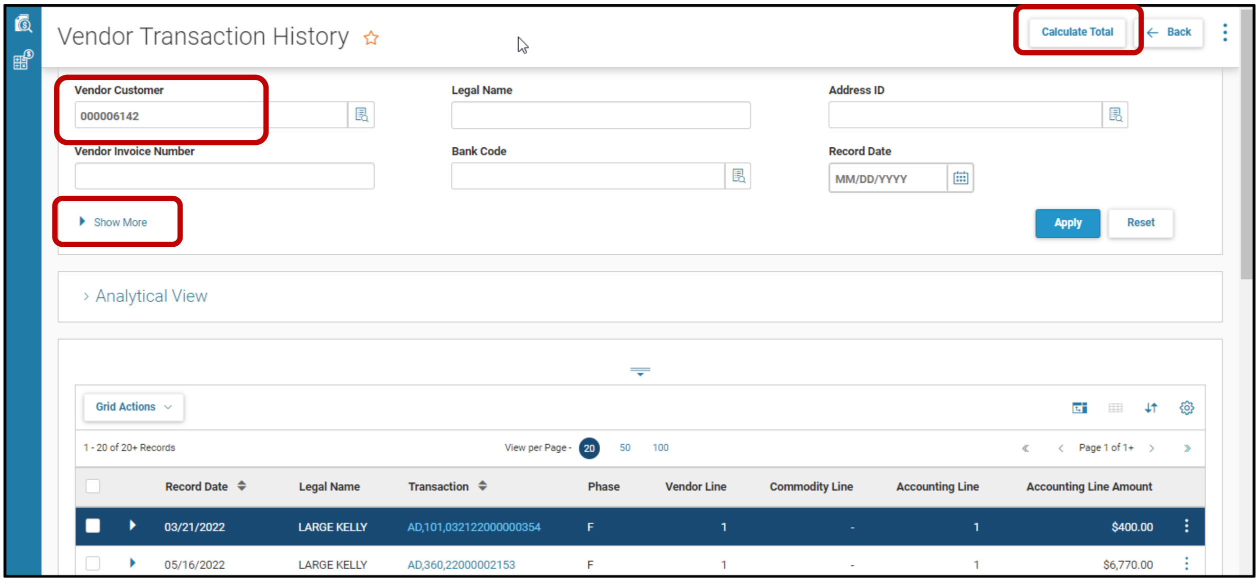
- Click the expand (▶) icon to view the summary of the financial transaction.

  - OR -
- Click the Transaction link to access the financial transaction.

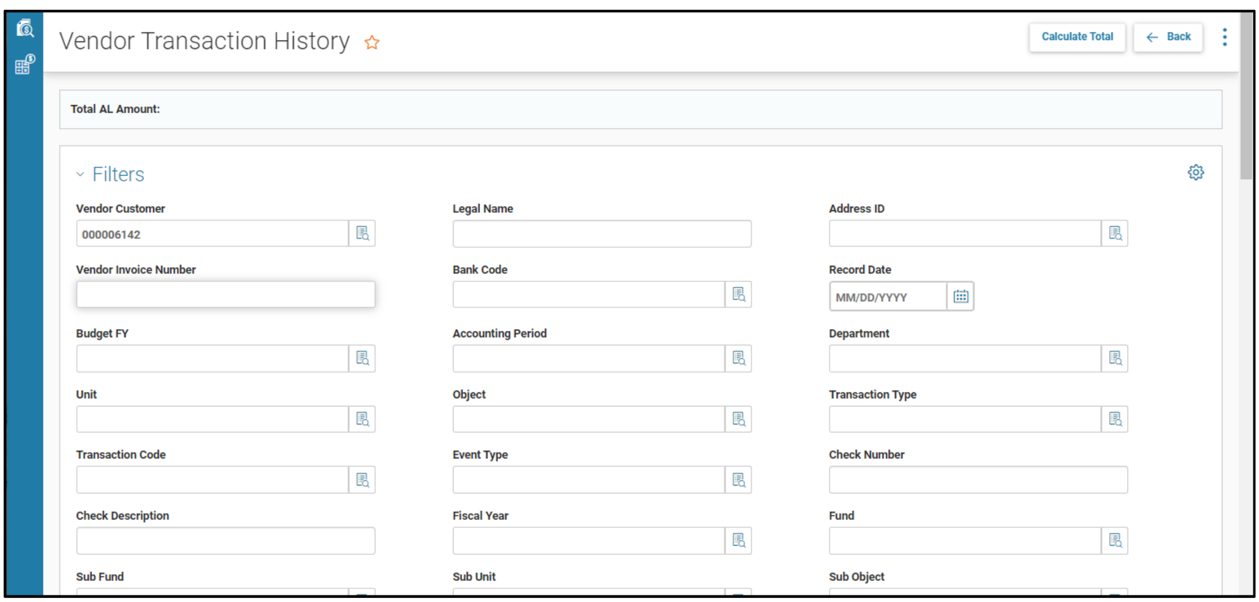


Calculate Vendor Total Accounting Line Amount:

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



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



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.

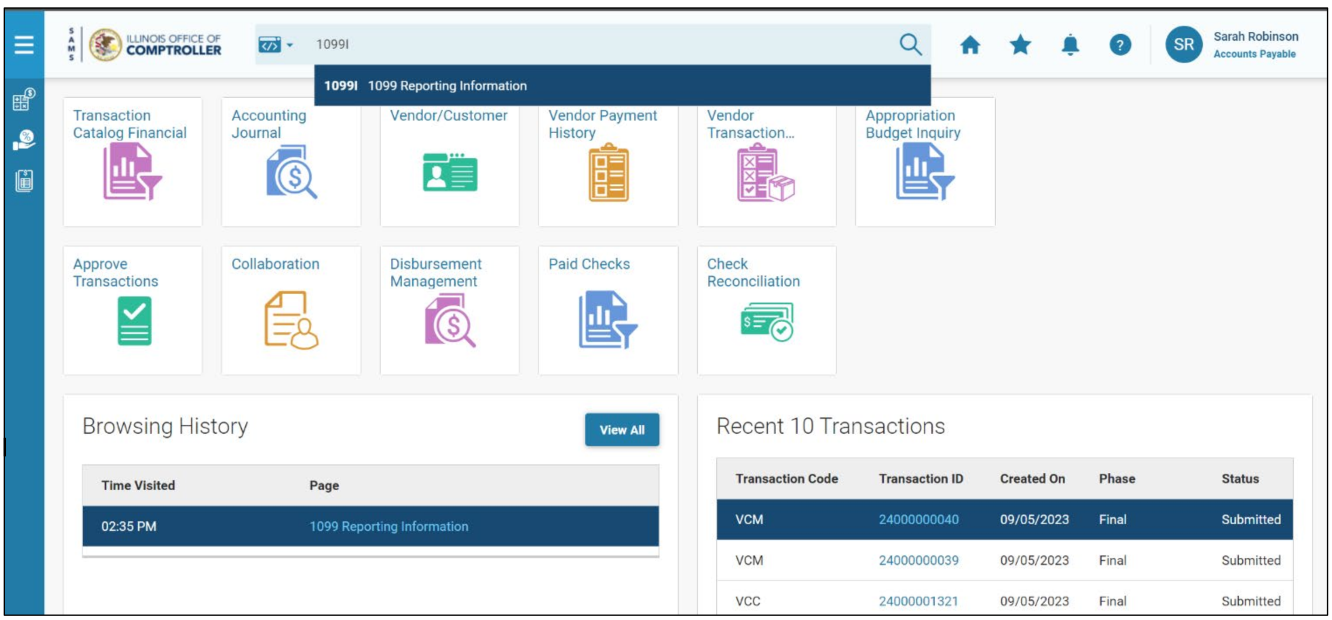
Access 1099 Reporting Information

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

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

In the *Search* field:

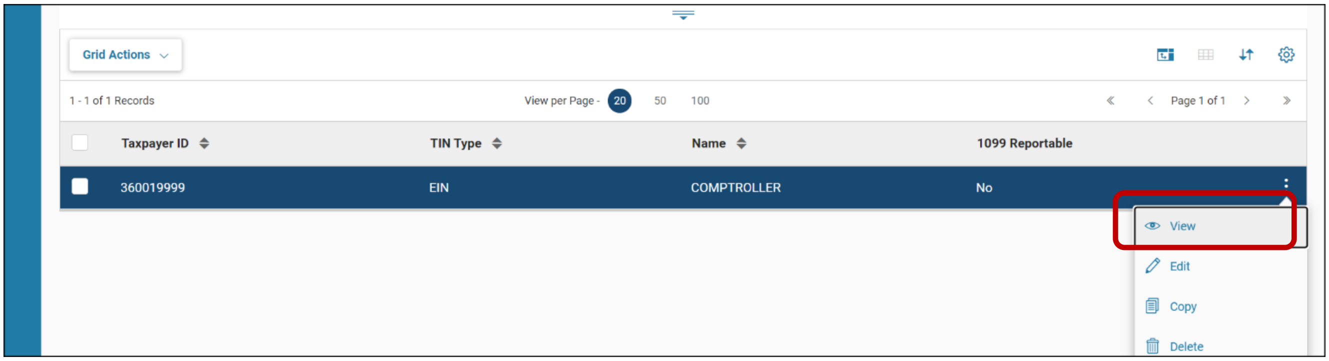
- Type **1099I.**
- Select **1099I** 1099 Reporting Information from the drop-down list.



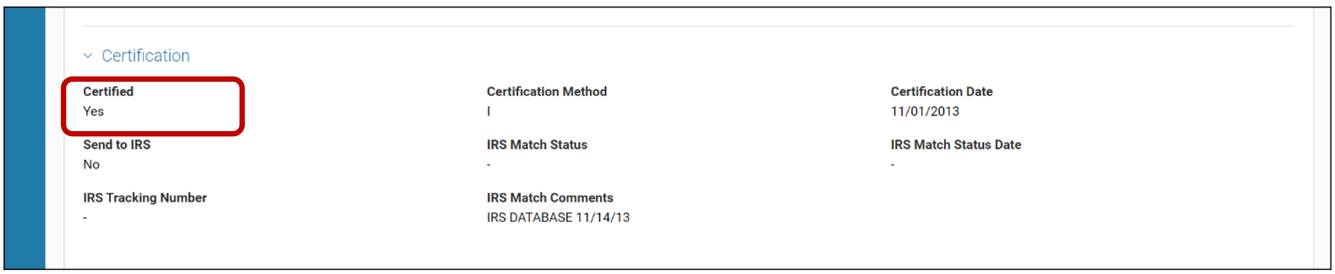
n the 1099 Reporting Information page:

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

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



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



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.

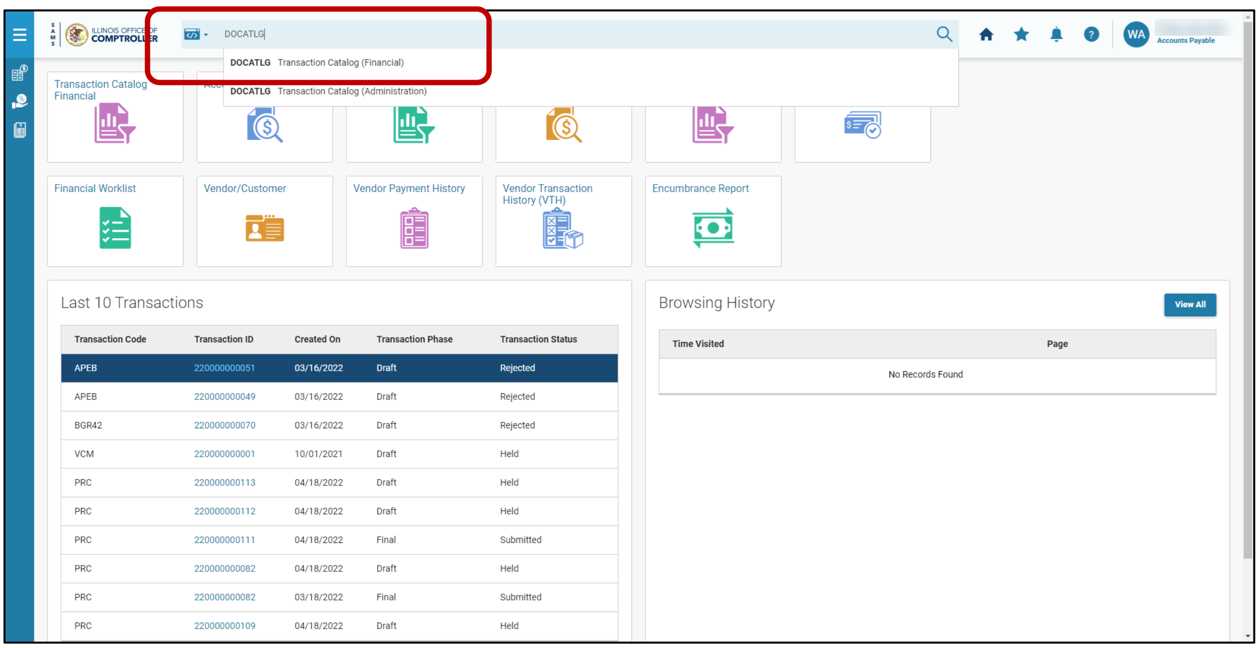
Navigate to DOCATLG page

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

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

In the *Search* field:

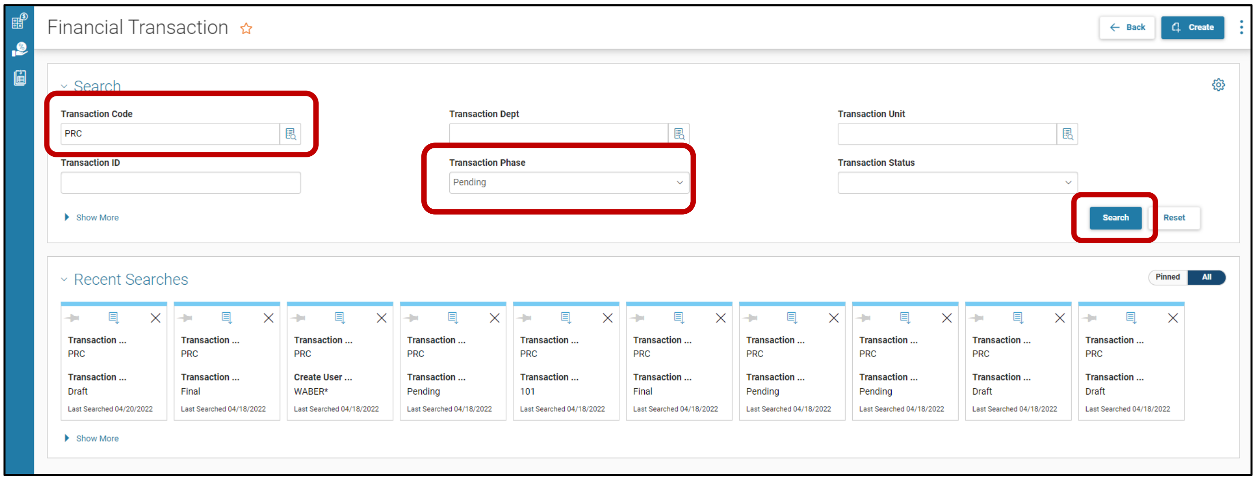
- Type **DOCATLG**.
- Select **DOCATLG** *Transaction Catalog (Financial)* from the drop-down list.



This opens the *Transaction Catalog* page.

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

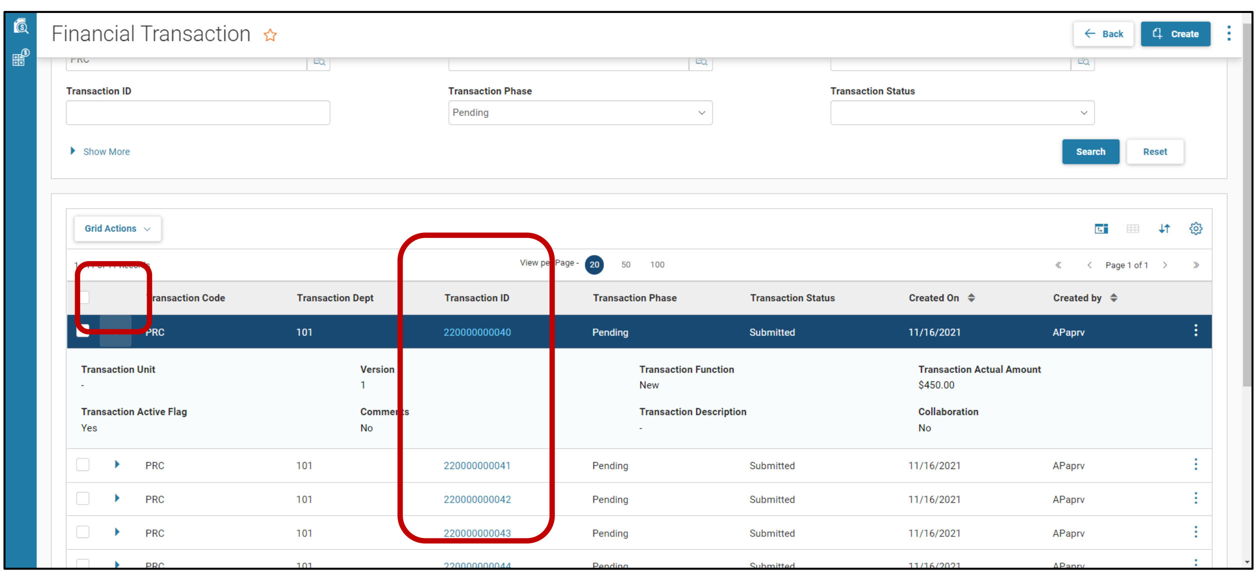
- Click **Search**



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.

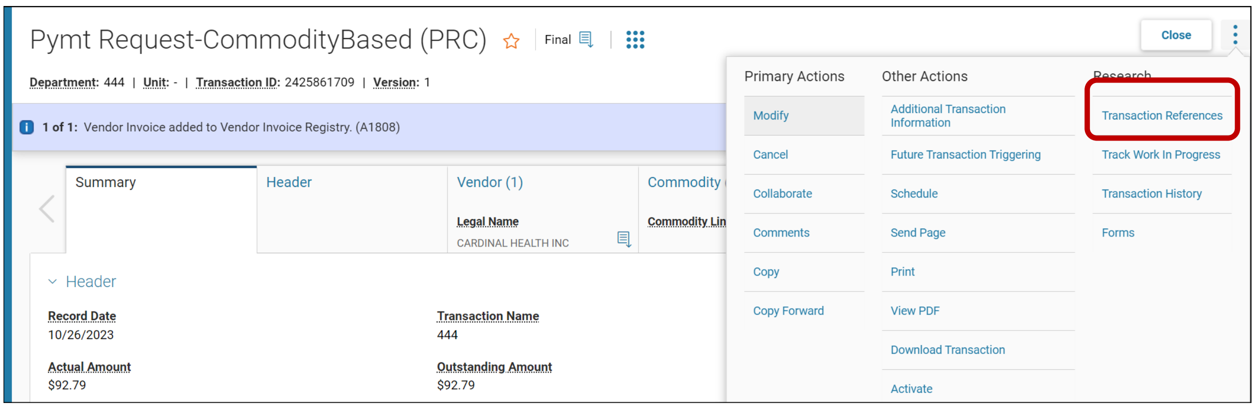


Transaction Referencing

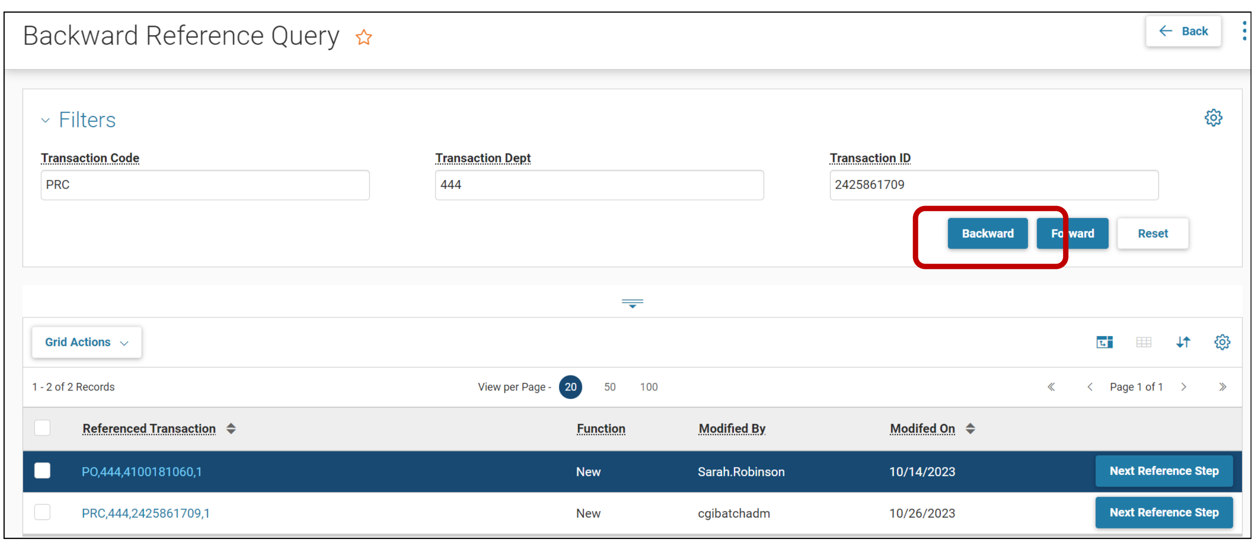
The Transaction Reference Query is used to track transaction chains. These chains relate activity performed on one transaction to the activity performed on a second referencing transaction. The Transaction Reference Query looks only one step in either direction – backwards or forwards – from the queried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

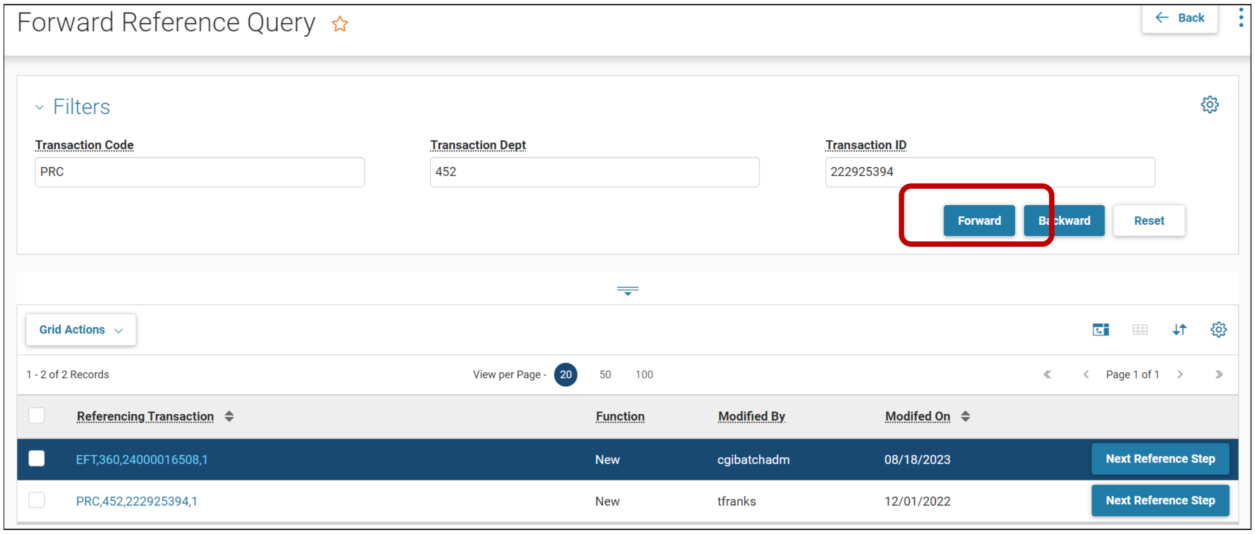
Transaction Referencing can be accessed from within a transaction. After selecting a transaction from the Transaction Catalog, select the transaction level three-dot menu and select Transaction References.



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



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
PRC
Transaction Dept
452
Transaction ID
222925394
Forward
Backward
Reset
Grid Actions
1 - 2 of 2 Records
View per Page -
20
50
100
Page 1 of 1
Referencing Transaction
Function
Modified By
Modifed On
EFT,360,24000016508,1
New
cgibatchadm
08/18/2023
Next Reference Step
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.

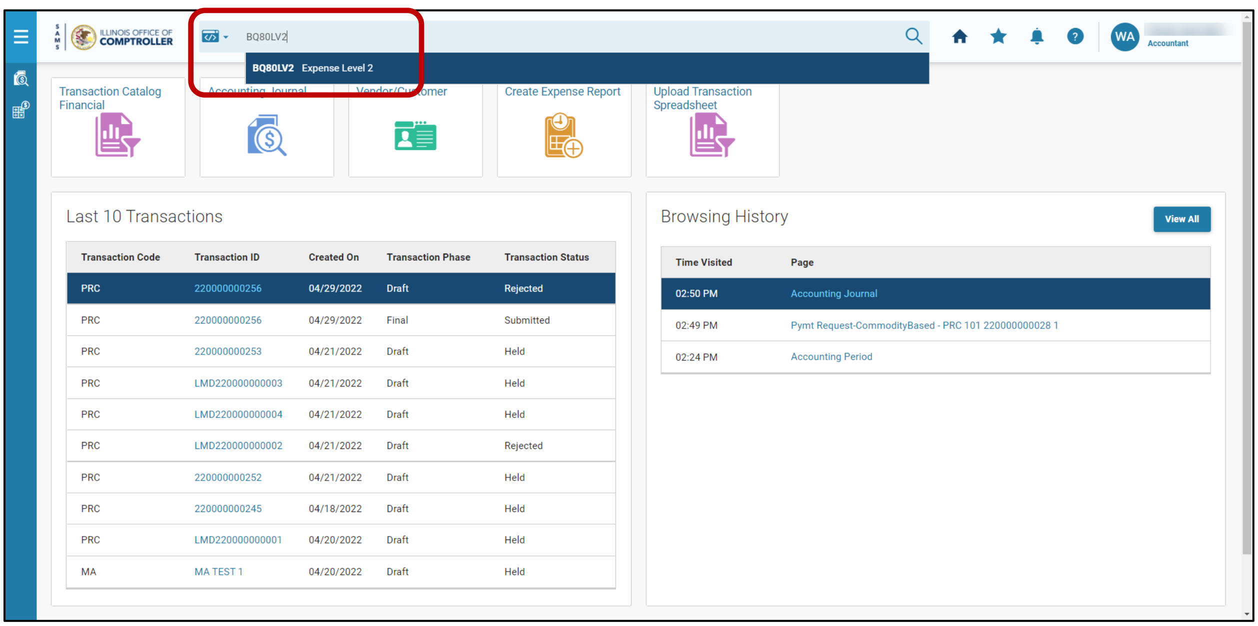
Navigate to BQ80LV2 page

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

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

In the *Search* field:

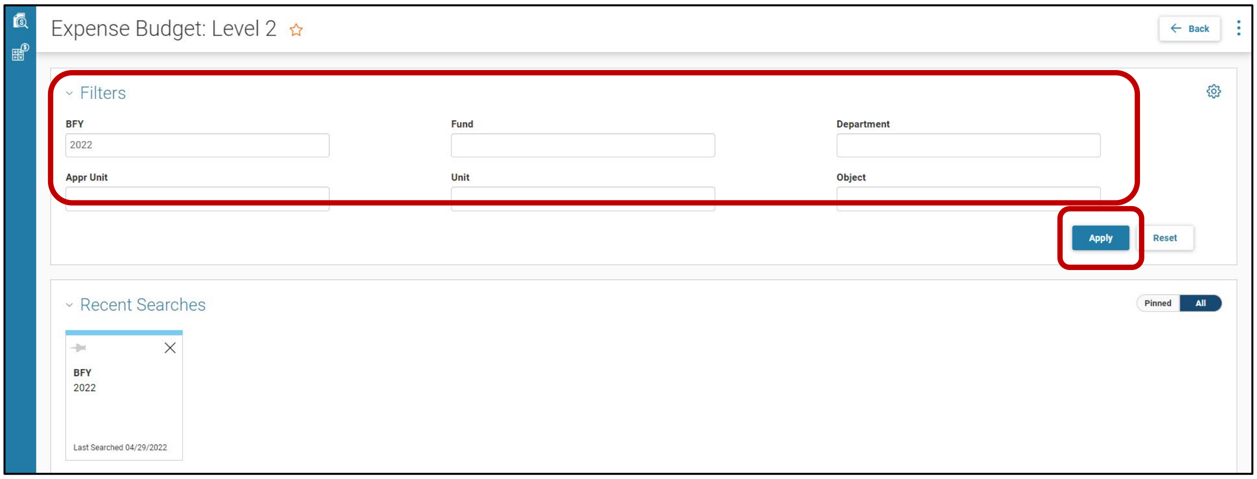
- Type **BQ80LV2**.
- Select **BQ80LV2** *Expense Budget Level 2* from the drop-down list.



This opens the *Expense Budget Level 2* page.

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

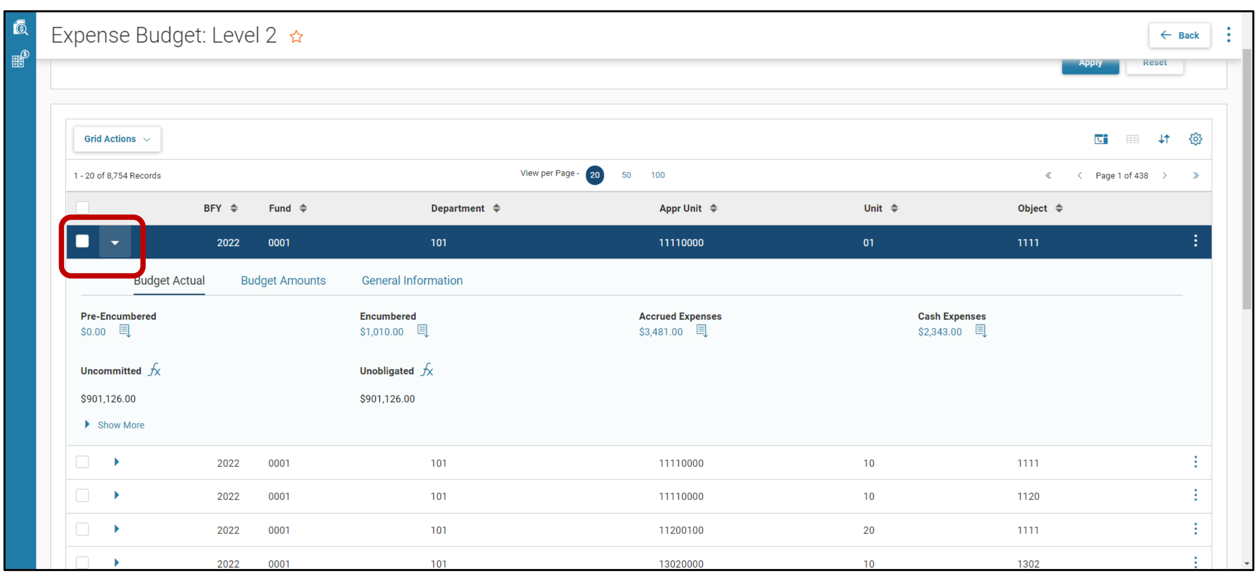
- Click **Apply.**



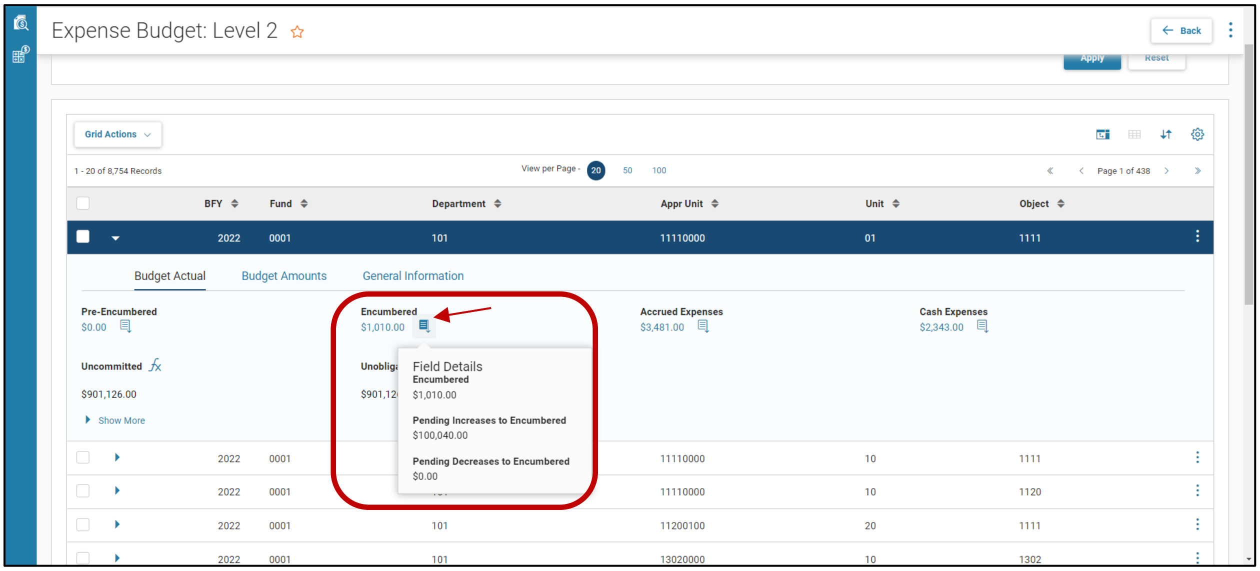
The Expense Budget search results will appear in the lower grid.

In the lower grid:

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



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



- 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

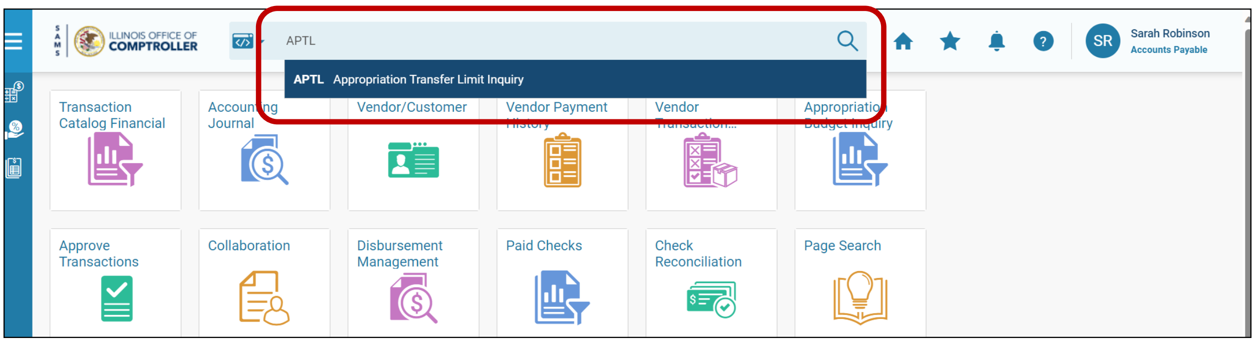
In the *Global Search* bar in the Home Page:

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

In the *Global Search* bar:

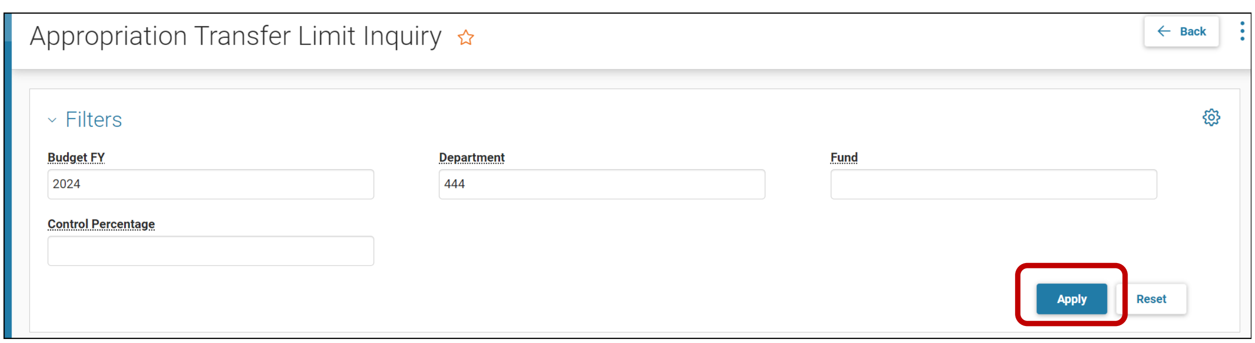
- Type **APTL**.

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



The *APTL* page opens.

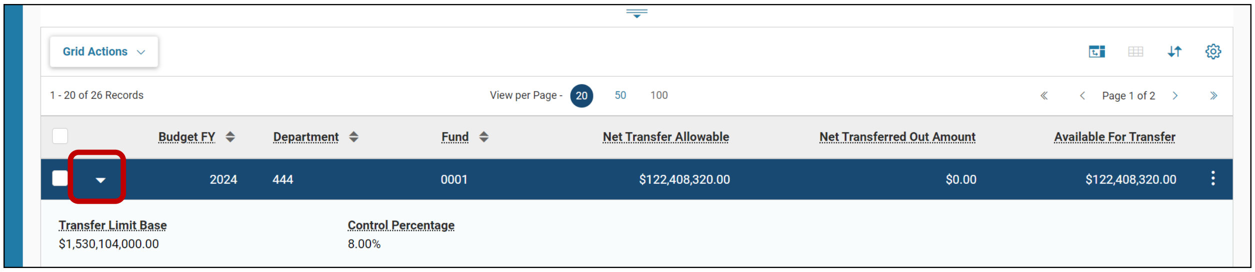
Use the available filters to narrow the search.



Search results will display in the lower grid.

In the lower grid:

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



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.

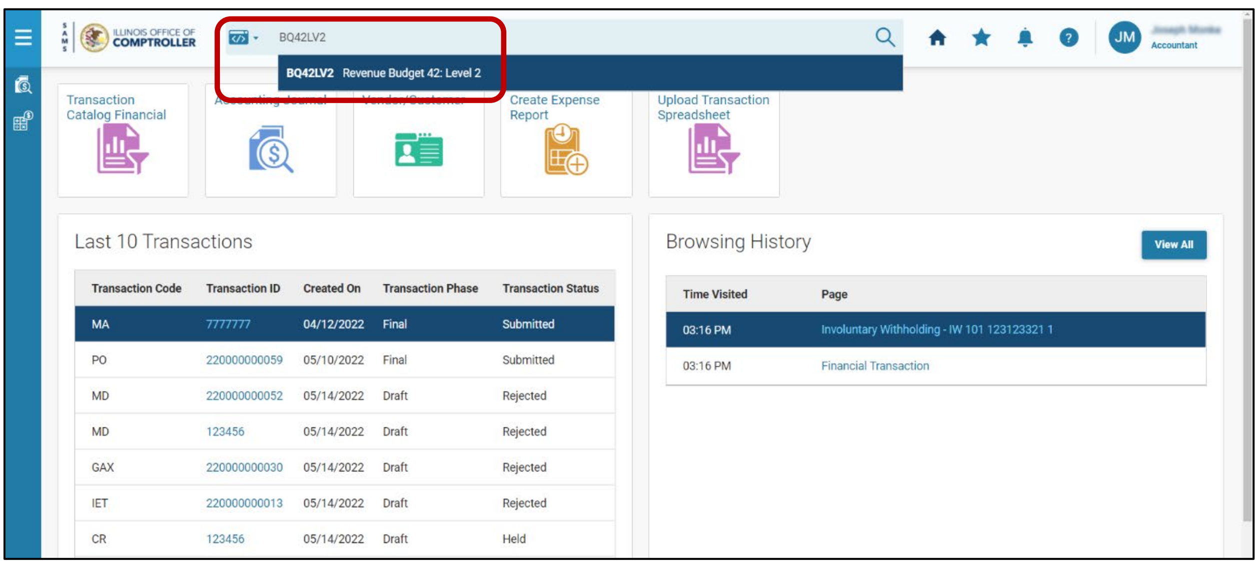
When you search for an existing revenue budget, you can find up-to-date statistics about that revenue budget, such as its total revenue, any adopted or amended values that apply to it, any reversions, etc. BQ42LV2 has a number of user-friendly features that allow you to research in more depth many of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

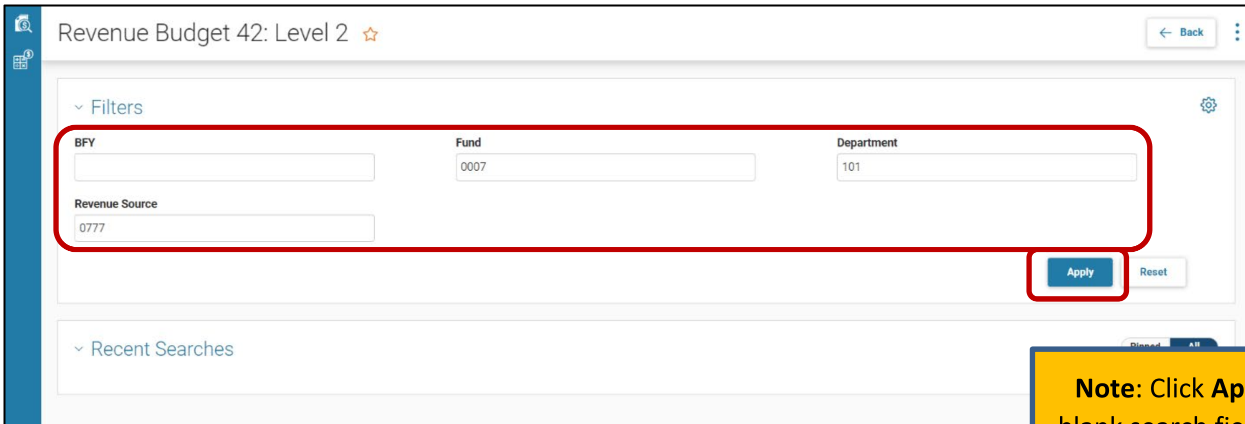
- Click the **Category** drop-down arrow.
- Select **Page Code**. In the *Search* field:
- Type **BQ42LV2**.
- Select **BQ42LV2** *Revenue Budget: Level 2* from the drop-down list.



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**



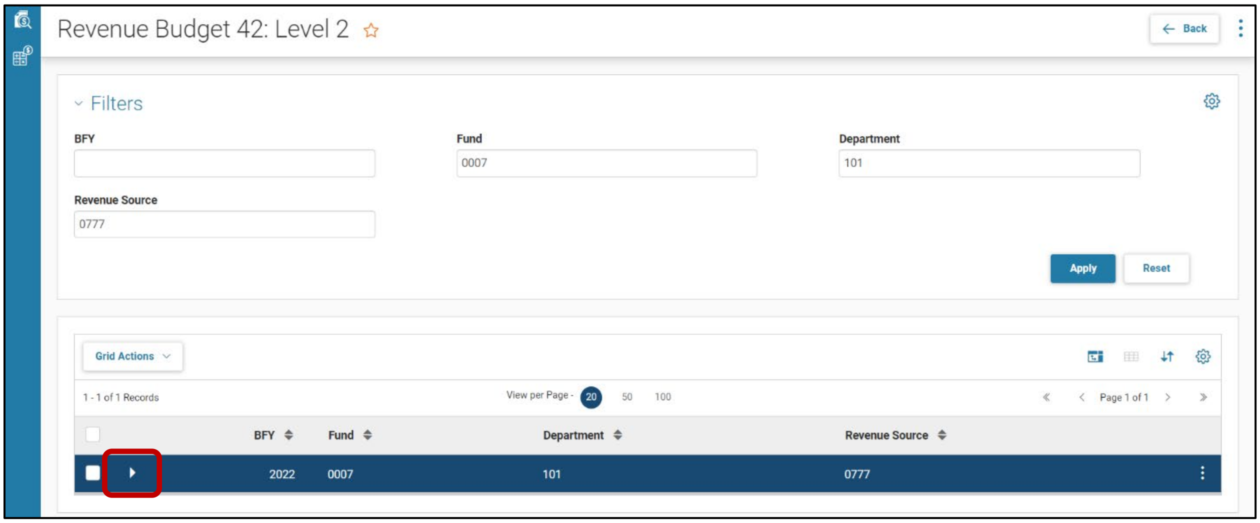
Note: Click **Apply** with blank search fields to see all available Revenue Budget levels.

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

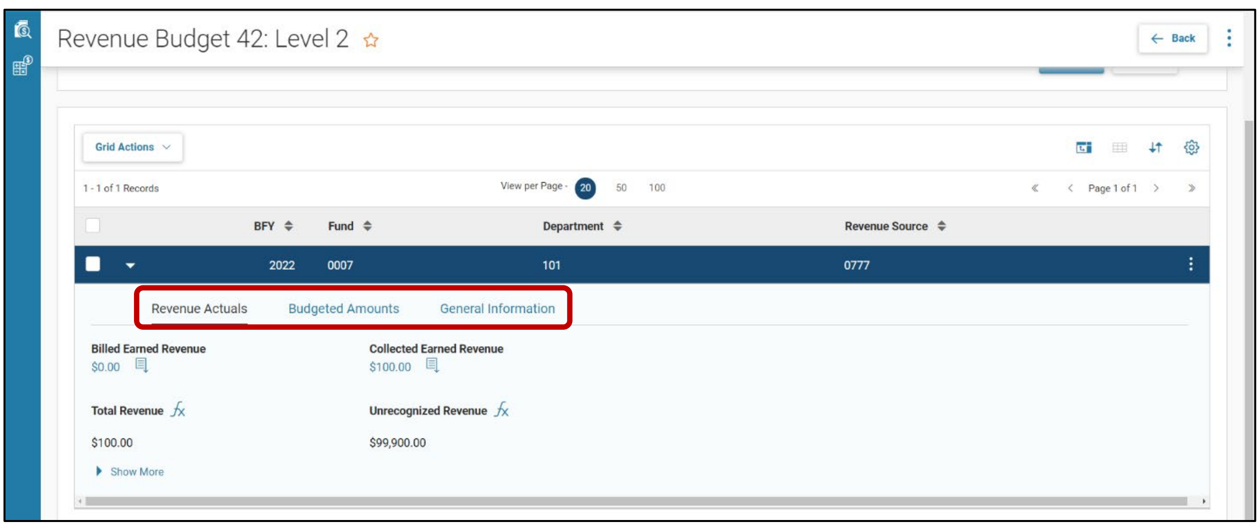
Revenue Budget Details

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

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

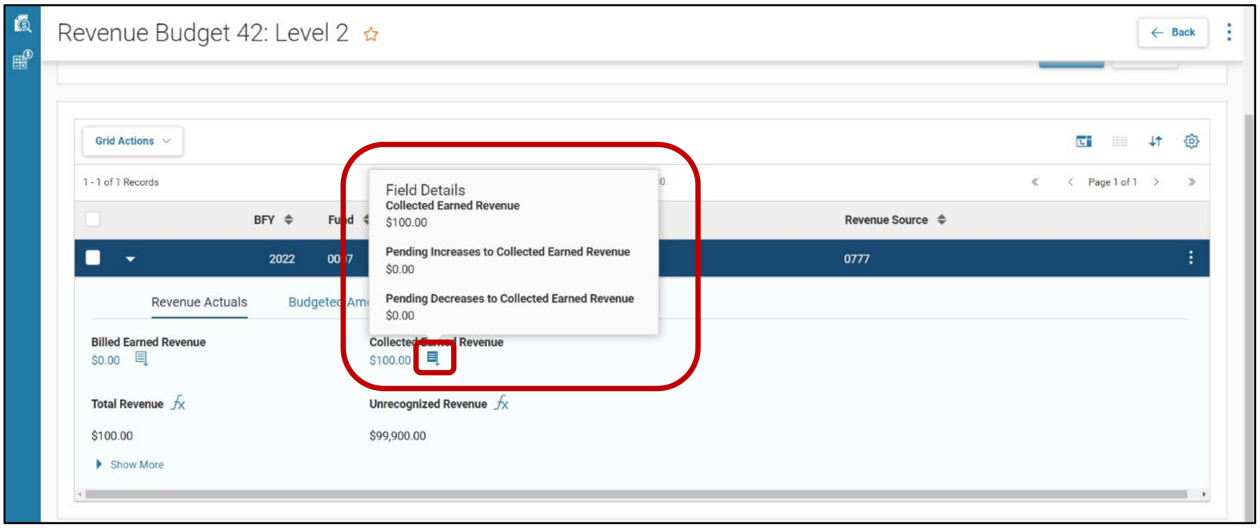


Users can navigate through different sub-sections of the expanded budget information to find pertinent information.



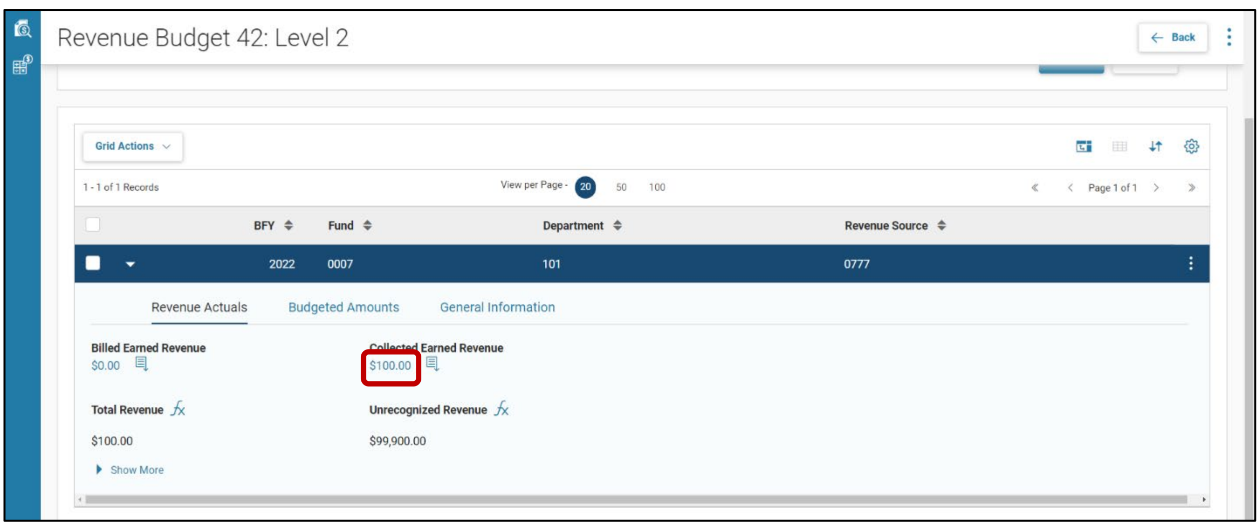
In the expanded record for the revenue budget you have selected:

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



In the revenue budget expanded information:

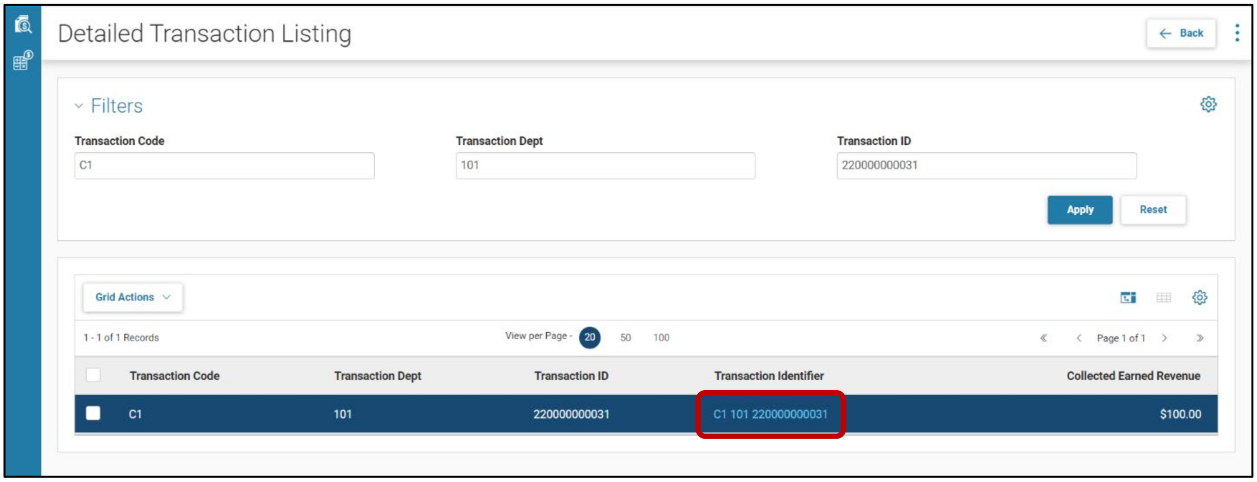
- Click the blue, hyperlinked dollar amount that you choose to research.



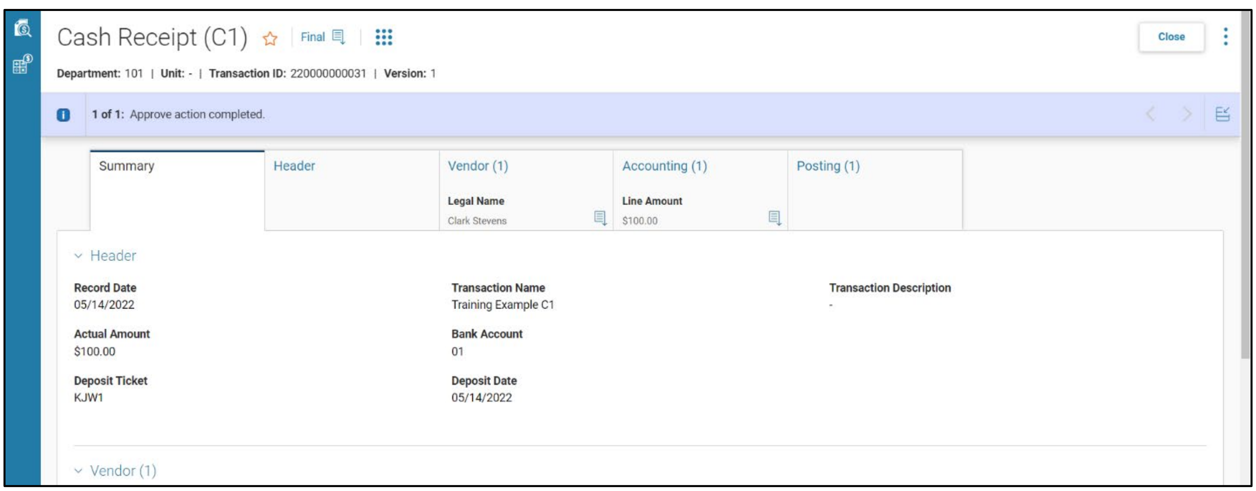
This will return the *Detailed Transaction Listing* page for any dollar amount on which you click. The *Detailed Transaction Listing* page shows a list of transactions that impact that dollar amount.

In the transaction grid below:

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



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



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.

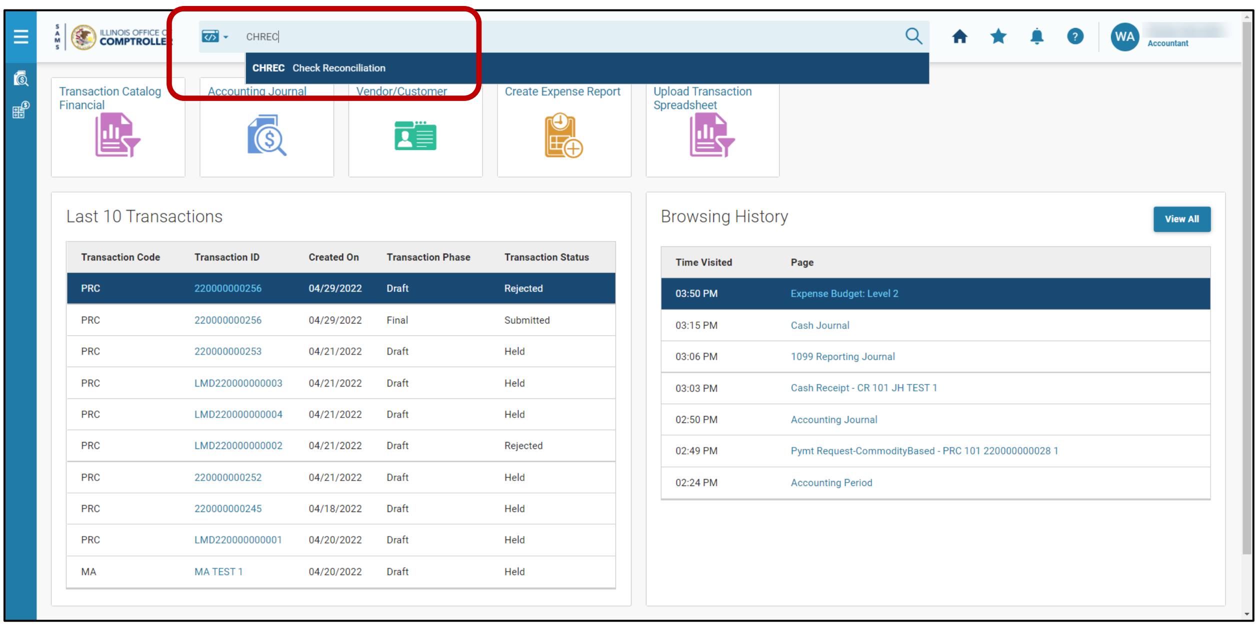
Navigate to CHREC page

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.

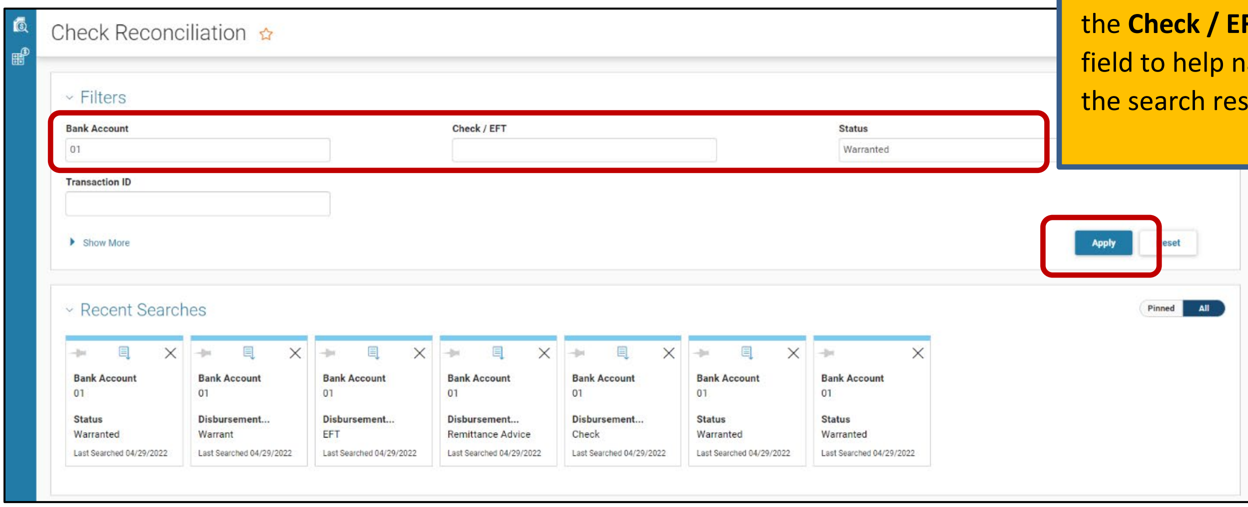


This will open the *Check Reconciliation* page.

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

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

- Click **Apply**



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.

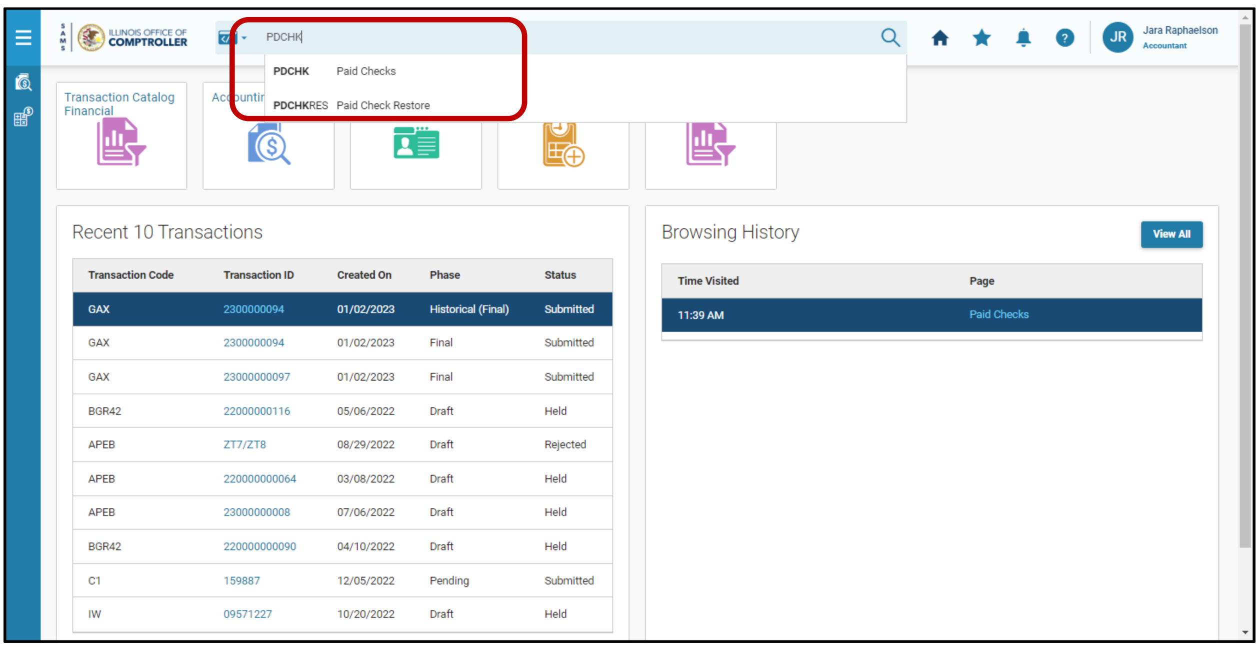
Paid Check (PDCHK)

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.



In the *Search* field:

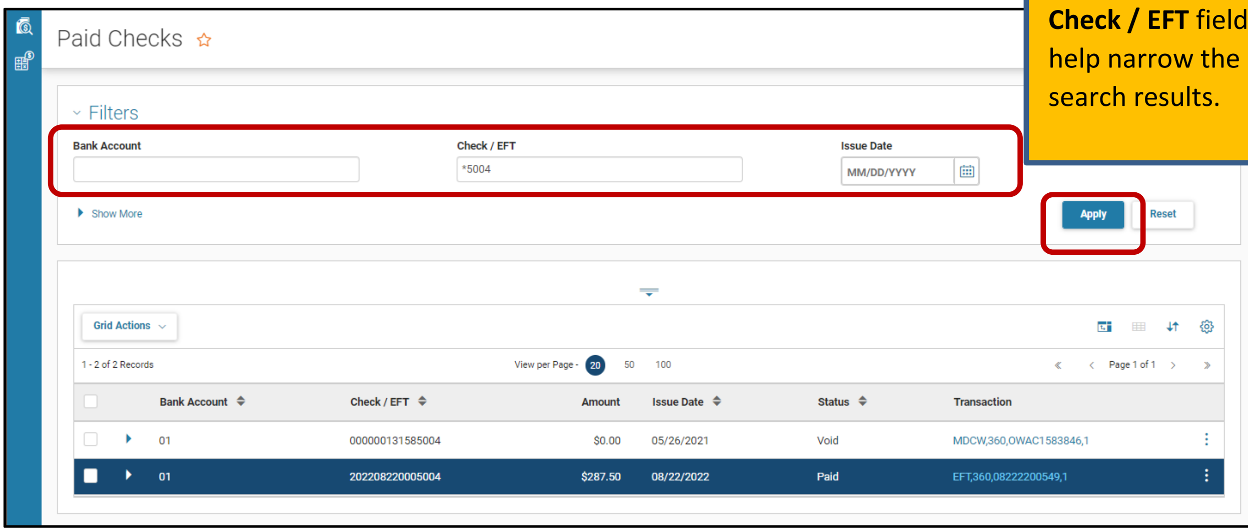
- Type **PDCHK**.
- Select **PDCHK** *Paid Checks* from the drop-down list.

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.



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

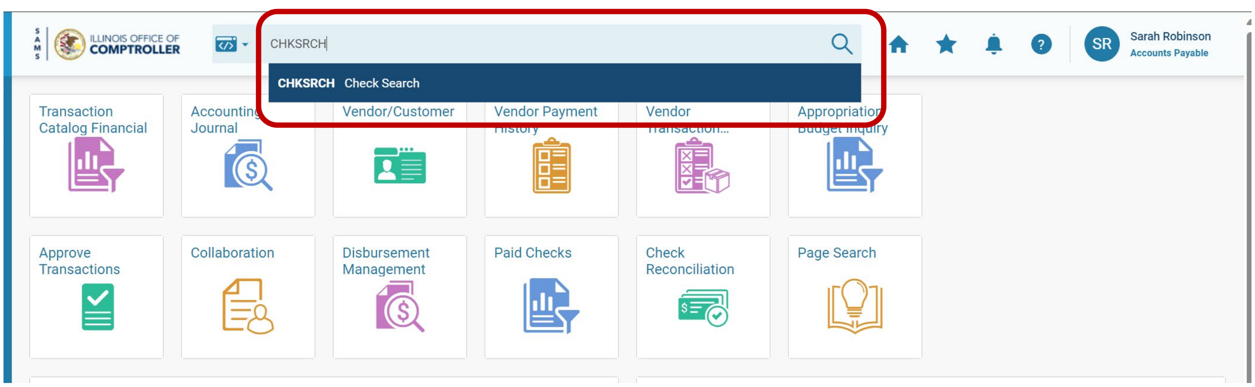
In the *Global Search* bar in the Home Page:

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

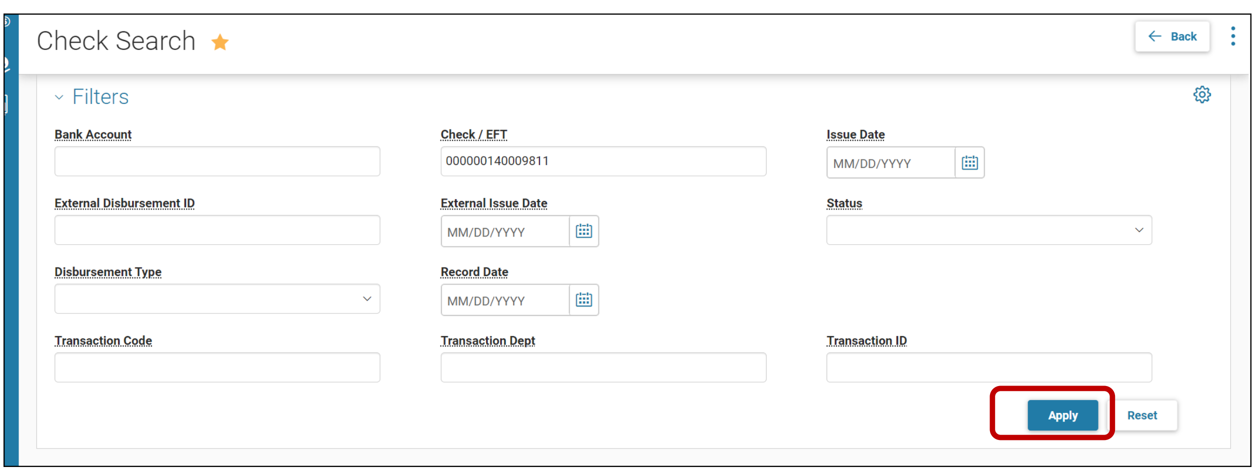
In the *Global Search* bar:

- Type **CHKSRCH**.

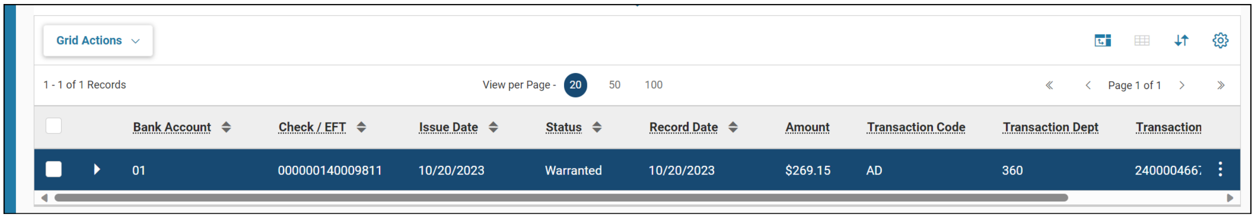
Select CHKSRCH Check Search from the drop-down list



Enter the search criteria and click Apply.



Search results will appear in the lower grid.



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.

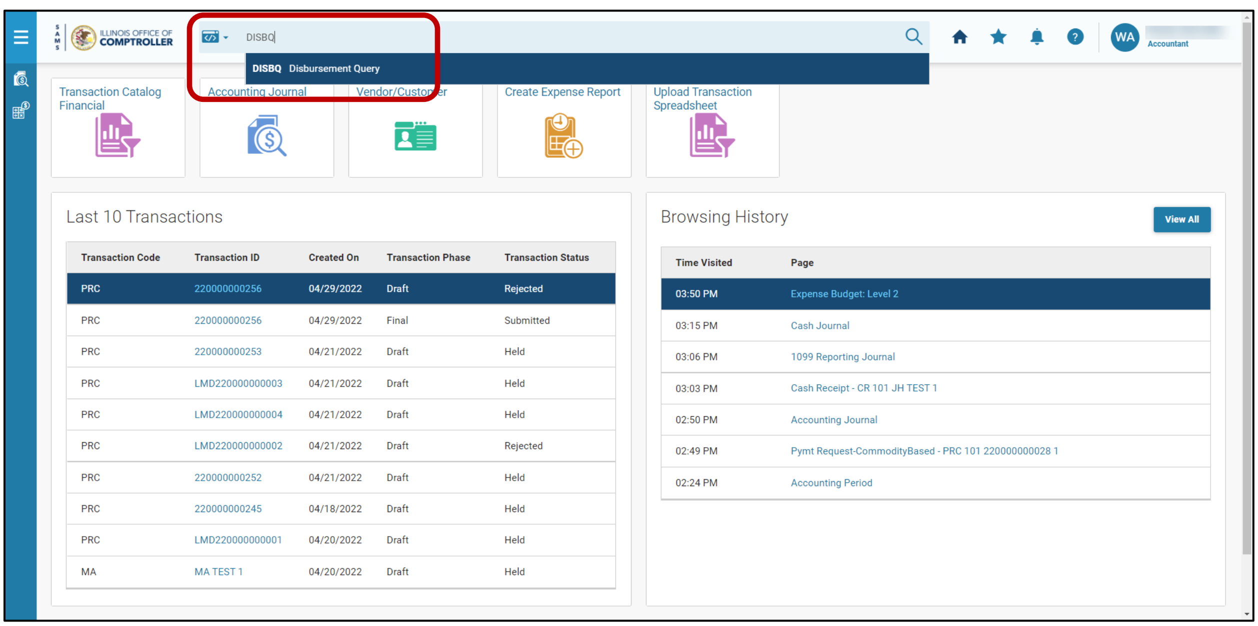
Navigate to DISBQ Page

In the *Global Search* bar:

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

In the *Search* field:

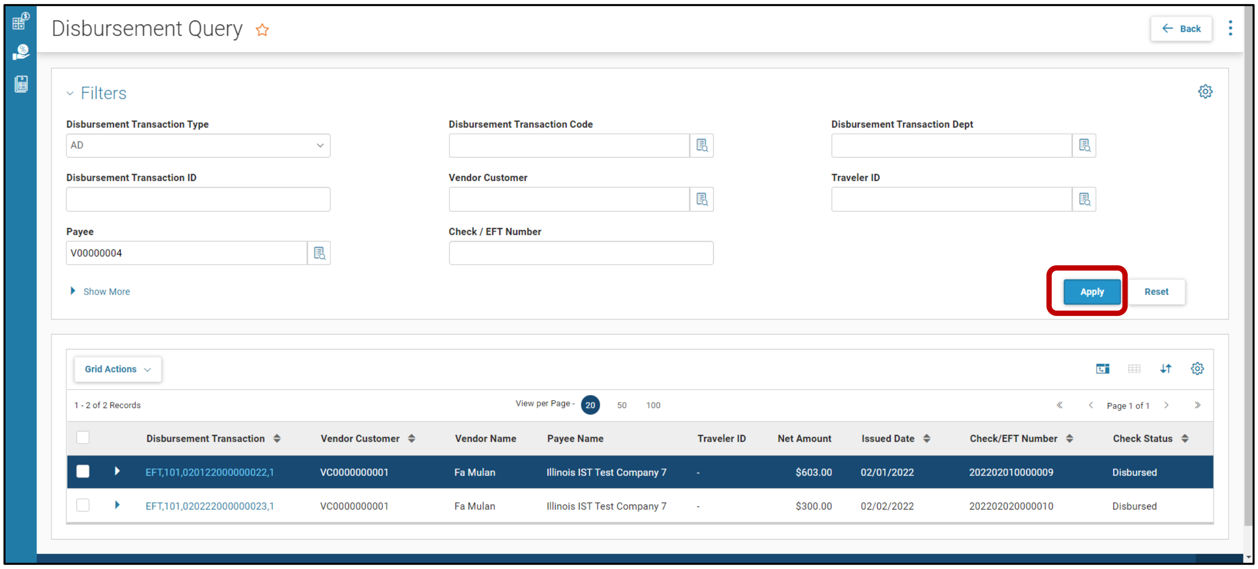
- Type **DISBQ**.
- Select **DISBQ** *Disbursement Query* from the drop-down list



This opens the *Disbursement Query* page.

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

- Click **Apply**

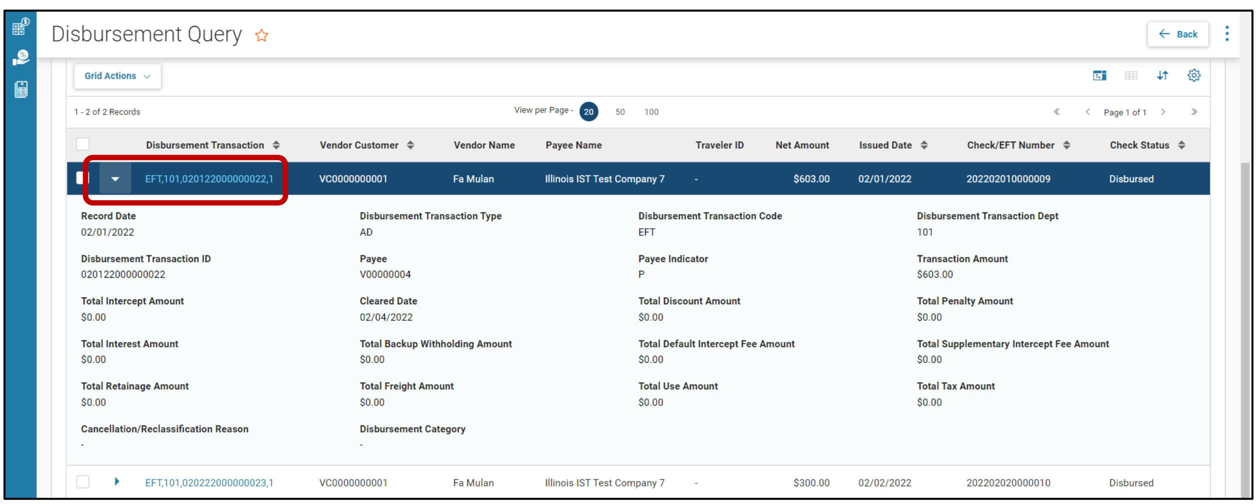


The Disbursements Transactions summaries will appear in the lower grid.

In the lower grid:

- Click the Disbursement Transaction link to open the disbursement transaction.

  - OR -
- Click the expand (⏵) icon to view the disbursement details.



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.

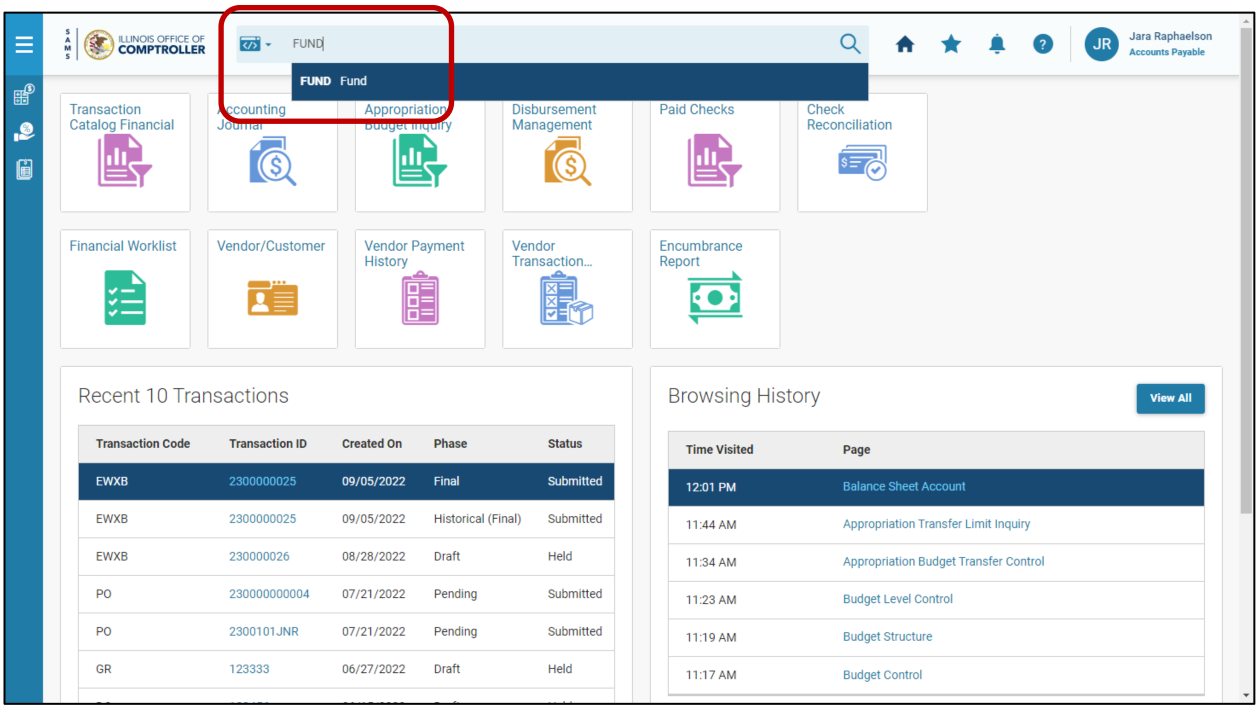
Navigate to Fund Page

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

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

In the *Global Search* bar:

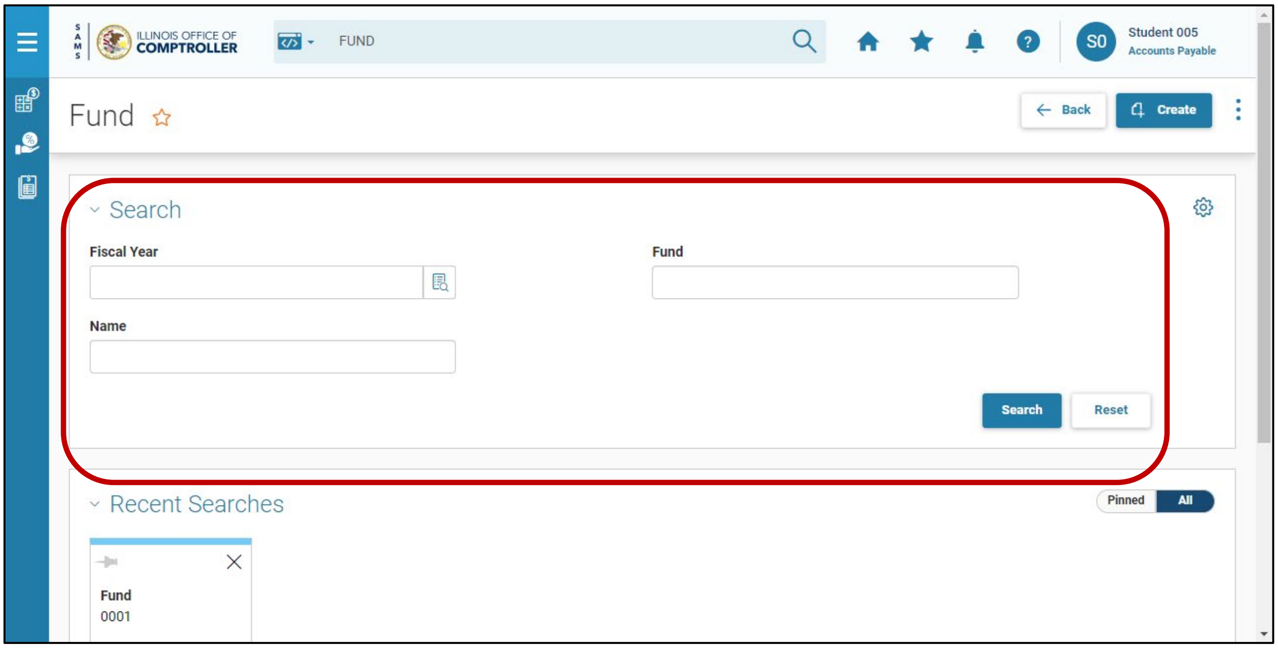
- Type **FUND**.
- Select **FUND** Fund from the drop-down list.



The *Fund* page opens.

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

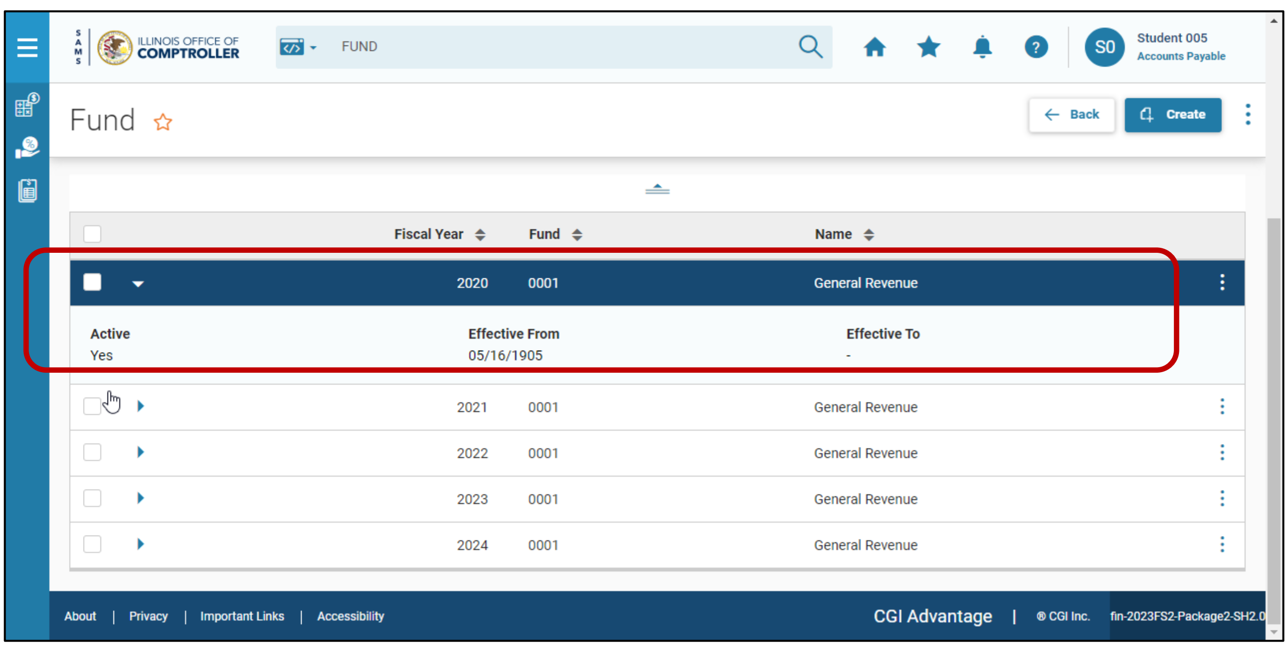
- Click **Search**



The Fund search summaries will appear in the lower grid.

In the lower grid:

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



Cash Balance Summary (CBALSQ)

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

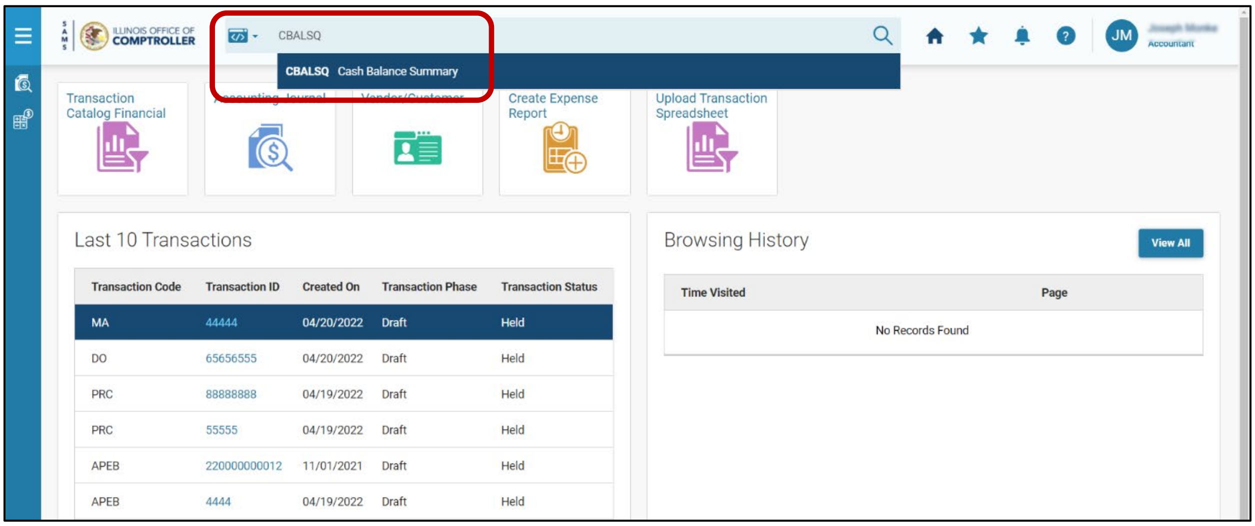
Navigate to Cash Balance Summary page

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

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

In the *Search* field:

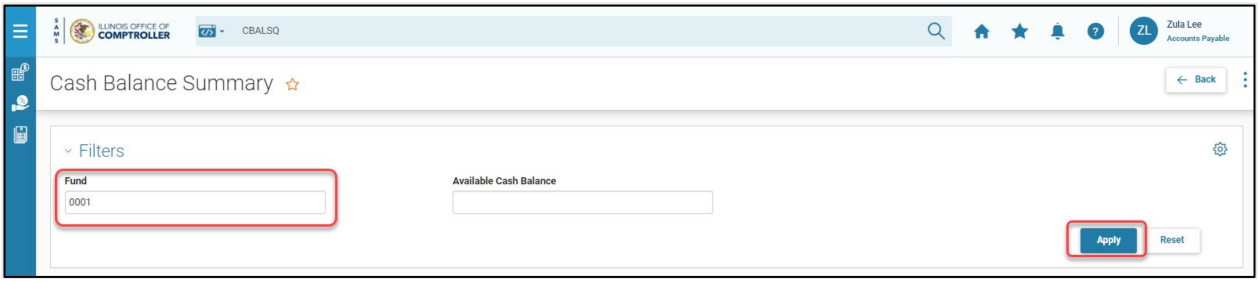
- Type **CBALSQ**.
- Select **CBALSQ** Cash Balance Summary from the drop-down list.



This opens the *Cash Balance Summary* page.

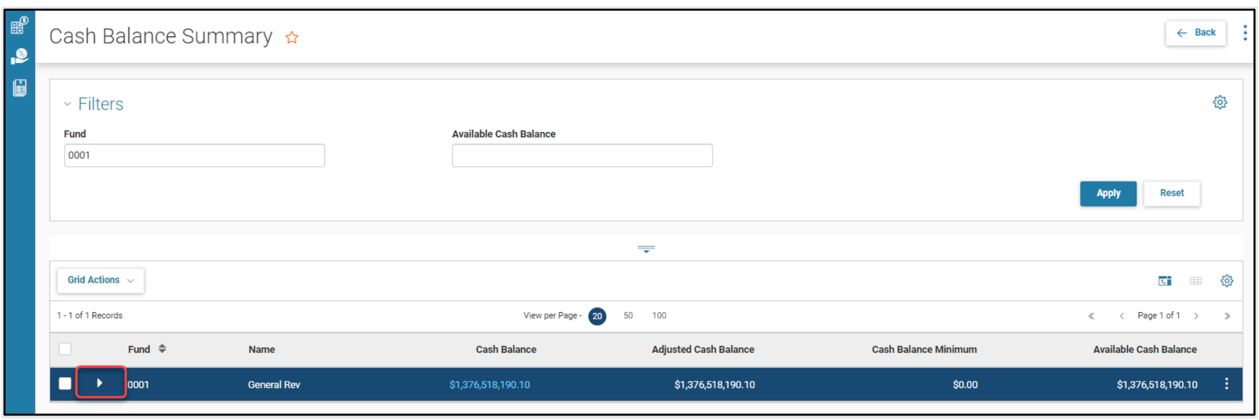
In the *Cash Balance Summary* page:

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



In the *Cash Balance Summary* Page:

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



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.

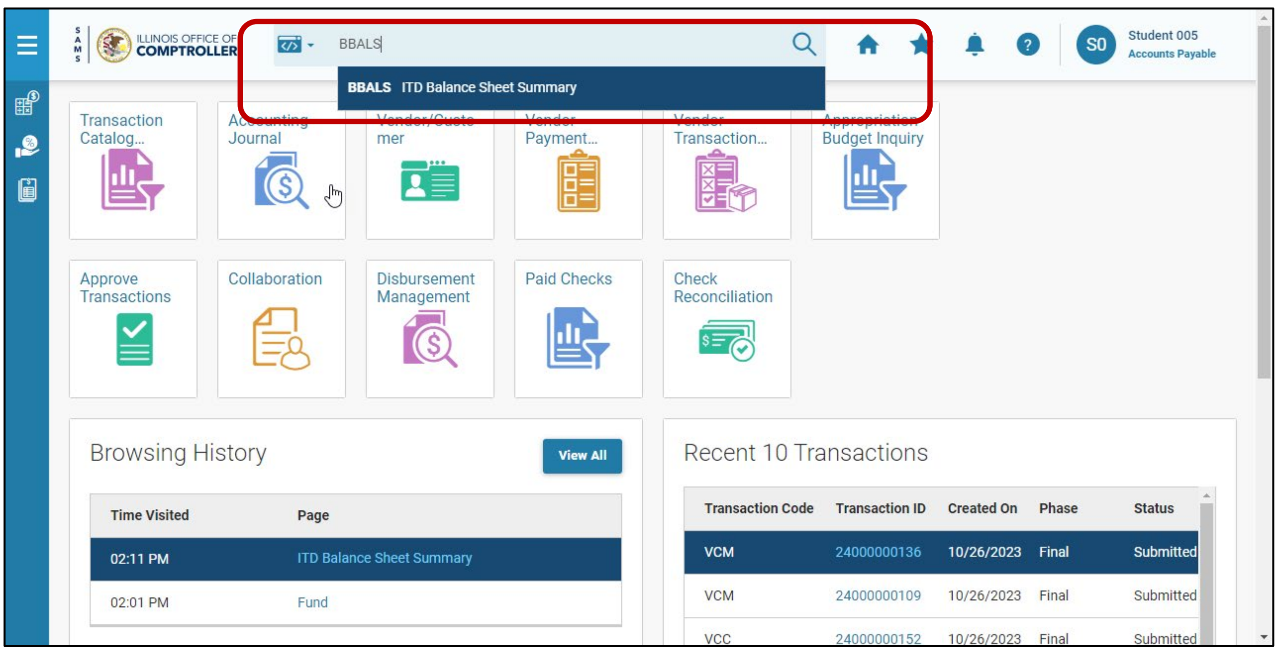
Navigate to Balance Sheet Summary page

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

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

In the *Search* field:

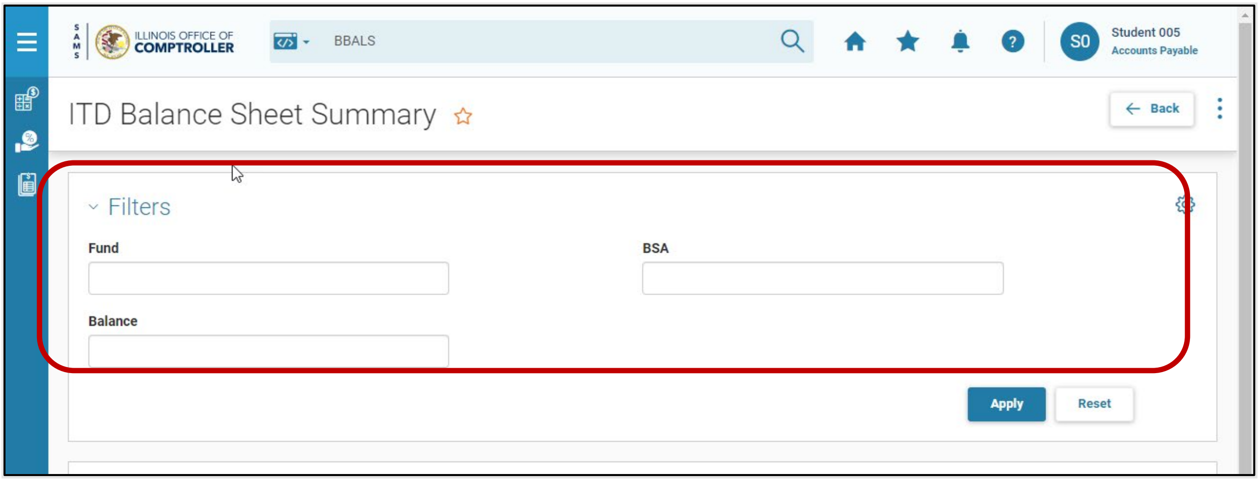
- Type **BBALS**.
- Select **BBALS** Balance Sheet Summary from the drop-down list.



This opens the *Balance Sheet Summary* page.

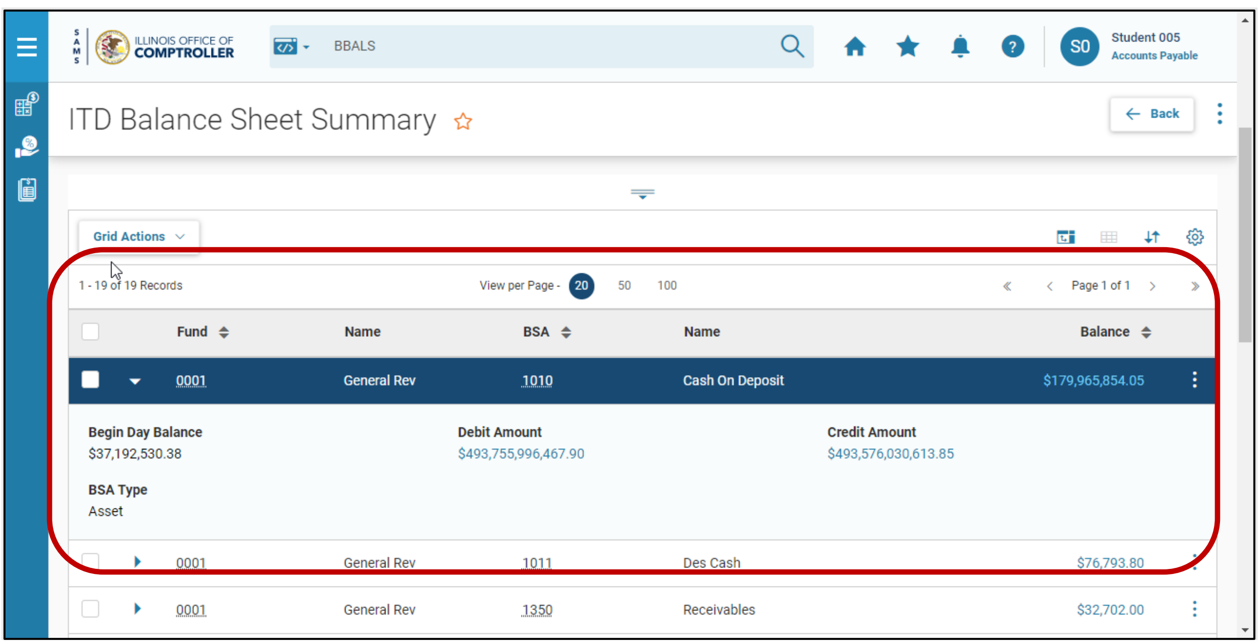
In the *Balance Sheet Summary* page:

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



In the *Balance Sheet Summary* Page:

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



This will display additional balance information about the fund.