SAMS

Training
Manual

2023

Getting Started

Illinois State Comptroller's Office TTI
Computer Room

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Springfield, IL 62704

Table of Contents

NAVIGATION OVERVIEW JOB AID

Navigation Overview

Process

This Job Aid introduces the basic components of the Modernized SAMS application, including a review of Business Roles, logging in, the Home Page, navigation, QuickLinks, Widgets, User Profiles, the Primary Navigation Menu, and the Home Page Footer.

Related Job Aids

Refer to the documents listed below for additional information:

- TRN GS-102 Pages Overview
- TRN GS-103 Transaction Overview
- TRN GS-104 Common Transaction Actions

Table of Contents

A Word About Business Roles

Before we discuss how to get into SAMS, let's talk about how SAMS knows what to show you and what to give you access to.

When you first log in you are taken to your Home Page. The functionality of this page is defined by your Business Role. SAMS leverages Business Roles to tailor the application based on your job function and responsibilities. This enables SAMS to present information and data in a way that makes sense for you and streamlines your tasks in the application. For example, if you are an Accounts Payable staff member who processes payments, you probably don't need to maintain the Chart of Accounts.

Each Business Role has an associated Home Page that displays information relevant to that role, such as related links to application pages, widgets that display common and business area information, and various other types of media.

Business roles also customize navigation menus. In addition, each role is set up with one or more Business Processes and its corresponding activities.

You can have more than one Business Role within SAMS and you can easily change from one role to another without logging out, by simply selecting a new role from the My Roles list. This new Role then changes your Home Page and your navigation menus.

An important note: there is a difference between Business Roles and Security Roles.

- **Business Roles** drive what you see and how you see it.
- **Security Roles** drive what you can access and what you can do with that access, such as being able to create a specific type of transaction, view certain transactions, cancel a transaction, and so on.

Security Roles are an Administrative function and are driven by your log in information. They don't change based on your Business Role. We won't be reviewing Security Roles here.

Getting Into SAMS

Browsers

The preferred browsers for SAMS are Microsoft Edge, Google Chrome, and Mozilla Firefox. Additional browsers are available for Mac and mobile systems. Contact your System Administrator if you need information on these browsers.

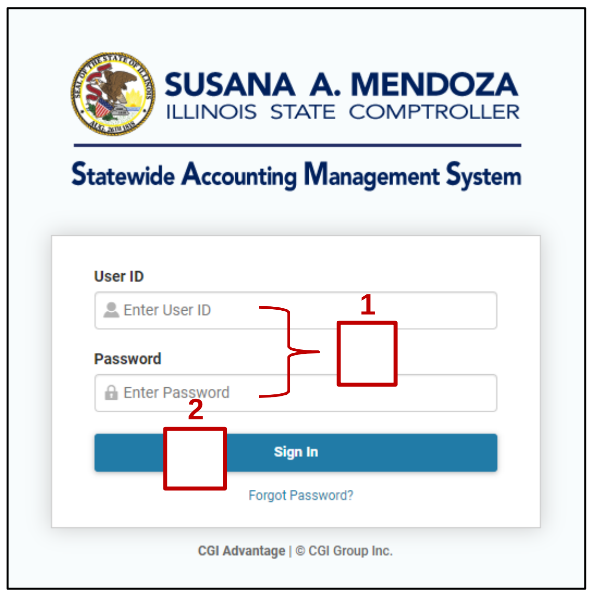
Pop-Up Blockers

It is important to disable pop-up blockers in your browser to allow features such as Page Help to function properly.

Log In

Open your preferred internet browser window, type in the URL for SAMS in the Address field and press <Enter>. This takes you to the SAMS login window.

1. Enter your User ID and Password.
2. Click **Sign In** or press <Enter>.



Password Recovery*: If you don't remember your SAMS Password, you can recover your account information by selecting* ***Forgot Password?*** *in the login window and following the reset instructions.*

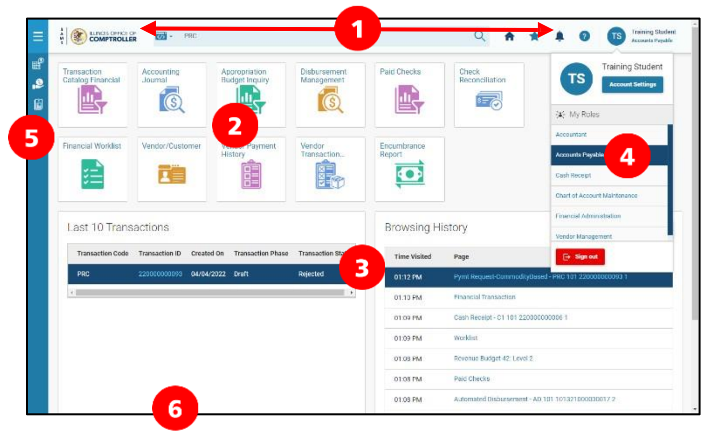
Home Page

After you successfully log in, you are taken to your **Home Page**. The Home Page you see is defined by your default Business Role. *Your Home Page may look different than the one shown here.*

Your Home Page includes navigation menus, QuickLinks, Widgets, and other links to multiple SAMS Transactions.

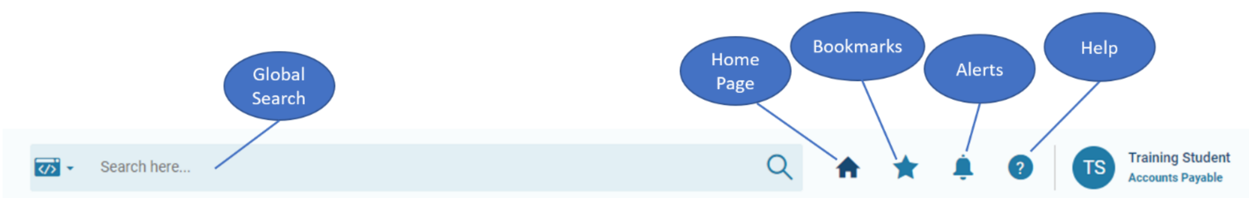
Sections of the Home Page discussed here are:

1. **Global Navigation**
2. **QuickLinks**
3. **Widgets**
4. **User Profile**
5. **Primary Navigation Menu**
6. **Footer**



Global Navigation

Global Navigation is always available at the top of the SAMS window and provides access to key pages/features.



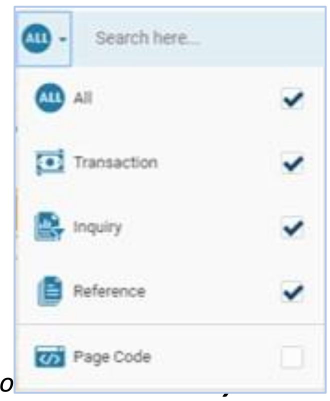
- The **Global Search** field allows you to search for a page and navigate directly to that page.
- The **Home Page** icon allows you to transition back to the Home Page from any page in the application.
- The **Bookmarks** icon shows your Bookmark folders and displays a list of all pages that you have bookmarked.
- The **Alerts** icon displays a list of unread alerts and opens the Alerts page, where you can view all current alerts.
- The **Help** icon displays help information in a pop-up window. *Just a reminder: disable the pop-up blocker in your browser to allow for SAMS to open the application help*.

Navigation is easy in SAMS and there are multiple ways to get around. HOWEVER, use only the buttons and links within the application, do ***NOT*** *use the back button on the browser.*

Global Search

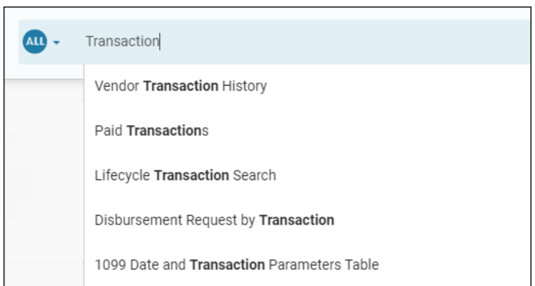
The Global Search field allows you to search for information in two ways: by entering related Text (e.g., Accounts Payable) or by a Page Code (e.g., VCC).

By clicking the **Category** drop-down arrow (at the far left of the Global Search bar), you can select just one or a combination of Text search preferences (All, Transaction, Inquiry, or Reference) or by Page Code, to help refine your search.



Text Search

Entering text in the Global Search field starts a search against the business activities and system resource targets, not only by name but also by description.



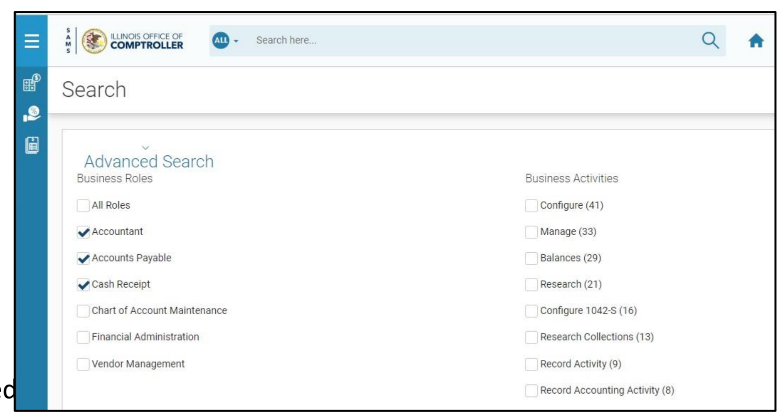
Text Search allows the use of wildcards. *Wildcards are reviewed in the GS-103 Transaction Overview Job Aid and are easily reached fro*… *the* Footer *of the SAMS application.*

By default, the Text Search preference uses your currently selected business role and is set to show *All* (*Transaction*, *Inquiry*, and *Reference*) types of pages. You can easily change the Search preference to select pages of a specific type by changing the Category.

Any matches found are displayed below the Global Search field. Click the page's name to open that page.

Advanced Search

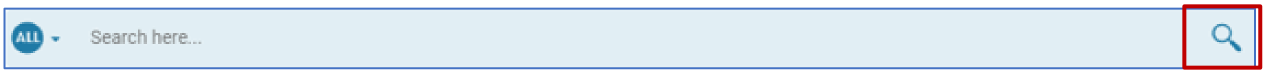
If no match is found with a text search, you are presented with the **Advanced Search** page.



By default, the text search method uses All Roles in the search. If you would like to limit the search to include only a specific role or to search only a few of your roles, you can select the specific roles by selecting the appropriate option(s) in the Advanced Search page.

Within a Role, a search can also be narrowed

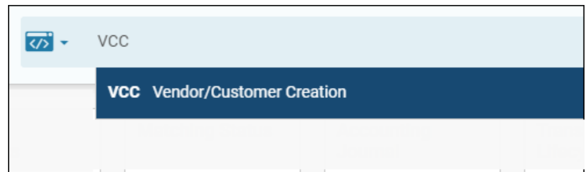
Search results appear beneath the Advanced Search section. You can then select the page name in the Search Results section to go directly to that page.



You can also access Advanced Search by selecting the magnifying glass icon at the far right of the Global Search field.

Page Code Search

To search by Page Code, click the Category drop-down arrow to select **Page Code** and begin typing the Page Code.



When searching by Page Code, any matches found are displayed below the Global Search field. Click the page's name to transition to that page.

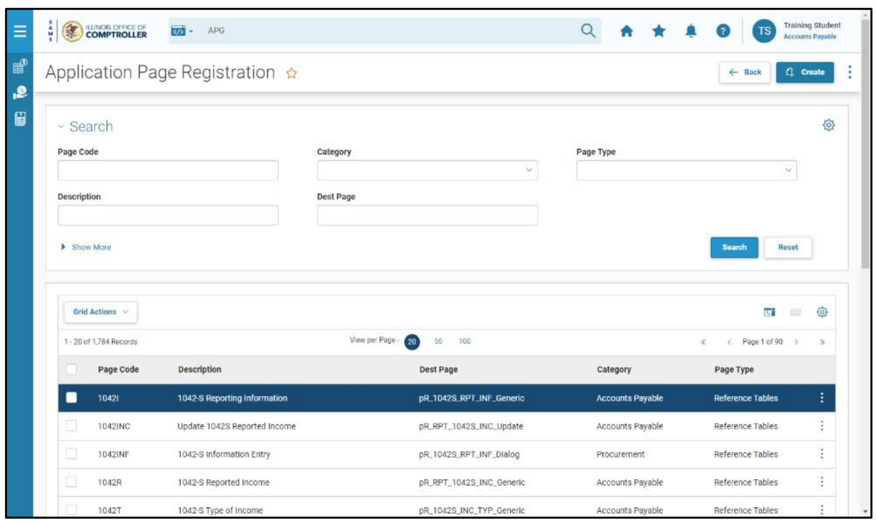
If no match is found for the Page Code entered, a message appears beneath the Global Search field indicating that no match was found.

APGS Application Page Registration

To display all page codes available, use the Page Code search to go to the **APGS** Application Page Registration (Financial) page. Filters are available in the Search section to help focus the search.

Wildcards can be used in the **Description** field to expand your search.

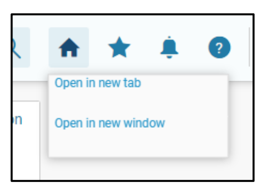
Once the desired Page Code is displayed, click the 3-dot menu at the far right side of the highlighted record and select *Open Page* to access the page.



Home Page Icon

You can return to your Home Page from any location with SAMS by doing a left mouse-click on the **Home Page** icon (house) in the *Global Navigation* area.

You can use a right mouse-click on the **Home Page** icon to open an additional SAMS application in either a new tab or a new browser window, using the same Business Role, without closing the current tab or window.

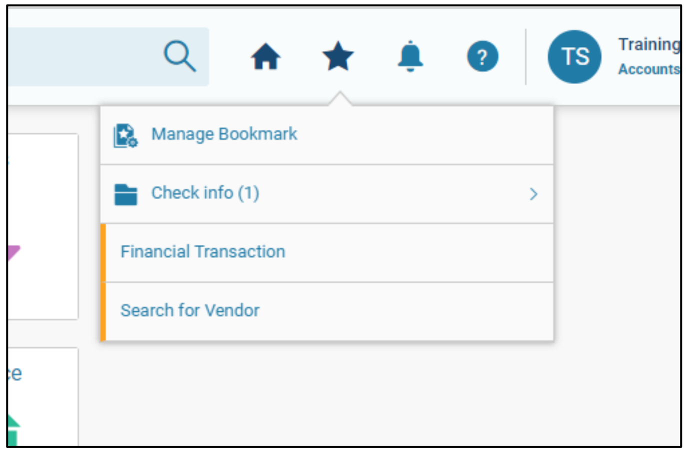


Bookmarks Icon

The **Bookmarks** icon (star) in the *Global Navigation* area displays a pop-up list of pages that you have bookmarked. You can navigate directly to a bookmarked page by selecting the page name from the list displayed after clicking the Bookmarks icon.

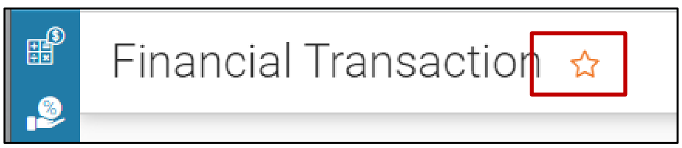
Select the Bookmark icon at the top of the page to display the list of Bookmarks. Open the page or transaction by selecting the link.

If the bookmark was added to a folder, you must first select the folder from the bookmark list and then select the desired bookmark.



Add a Bookmark from a Page

To add a bookmark directly from a transaction or a page, select the **Star** icon next to the page's name. A pop-up window allows you to create a personalized name for the bookmarked page and to specify if you want to place the link into an existing Folder. You can also create and name a new folder in this pop-up window.



If you do not specify a folder for your page, then *Default* is selected in the Folder field and the page is added to the end of your bookmark listing (not inside any folder).

Manage Bookmarks

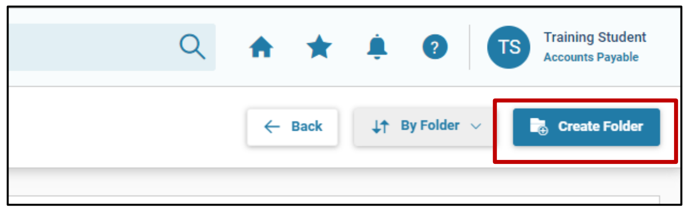
Manage your bookmarks by selecting the **Manage Bookmarks** link, which appears after selecting the Bookmark icon on the *Global Navigation* area.

In the Manage Bookmarks window, you can view all bookmarks that you have created. This page provides three views:

- **Alphabetically** - You can sort the bookmarks alphabetically to see an alphabetical list of all bookmarks.
- **By Folder** - If you have created bookmark folders, then you can select *By Folder* to see all bookmark folders. You can then expand the folders to view any bookmarks included in that folder. Any bookmarks not assigned to a folder will appear under the Default section.
- **By Category** - This view allows you to view bookmarks by category (for example: Inquiries, Reference Tables, or Transactions).

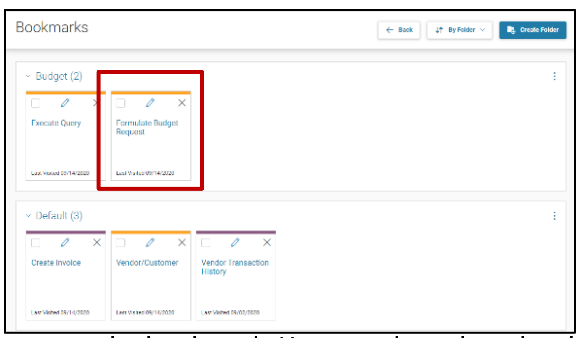
Create A Bookmark Folder

If you select the *Create Folder* option while in the Manage Bookmark page, then a **Folder Name** field appears that allows you to enter a name for the new folder. After you select **Save**, the new bookmark folder is created.



You can rename folders if the view applied to the page is By Folder. Select **Rename Folder** from the folder's 3-dot menu, enter the new folder name and select OK. You can delete folders by selecting **Delete Folder** from the folder's 3-dot menu, as well.

You can move a bookmark to an existing bookmark folder by selecting the pencil (edit) icon on the bookmark's card. This opens a new window that allows you to select a different folder. You can also rename the bookmark via this window.



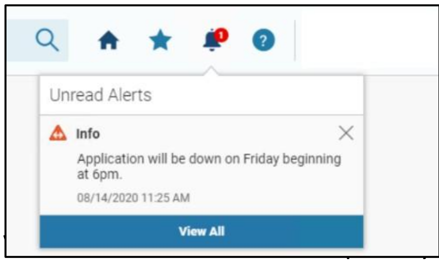
Additionally, you can move a bookmark or multiple bookmarks to a different folder by selecting the bookmarks check box (when in By Folder view) and then select **Move to Folder** from the menu. A new window opens that allows you to select the new folder for all selected bookmarks.

You can delete a bookmark by selecting the “X” (close) icon for the bookmark's card. A pop-up window will require you to verify that you want to remove the bookmark. You can also select the check box for a bookmark card or multiple bookmark cards and then choose **Delete Selected** from the 3-dot menu.

Alerts Icon

Alerts are used to send messages in SAMS. Alert messages can be used to notify all users, groups of users, or specific users. The sending of alerts is primarily a system administration task and not something that individual users interact with except to review what is sent to them.

When the **Alert** icon (bell) in the *Global Navigation* area has a red circle with a number, the number indicates the number of alerts you have received but not read.



Selecting the alert icon will open a listing of New Alerts. The Alerts page is opened to the Received tab, displaying all alerts that have not expired or been personally deleted.

The "X" (close) icon will remove the icon from the New Alerts listing, but does not delete the alert from your 'inbox' of alerts. The full listing of alerts can be opened from the View All button at the bottom of the New Alerts listing.

of *Critical*, the message will pop up over what you are currently viewing. If you are not logged in, the alert will appear at the next log in, as long as it has not already expired. The notification includes an *OK* link that takes you to the New Alerts listing.

Examples of alerts:

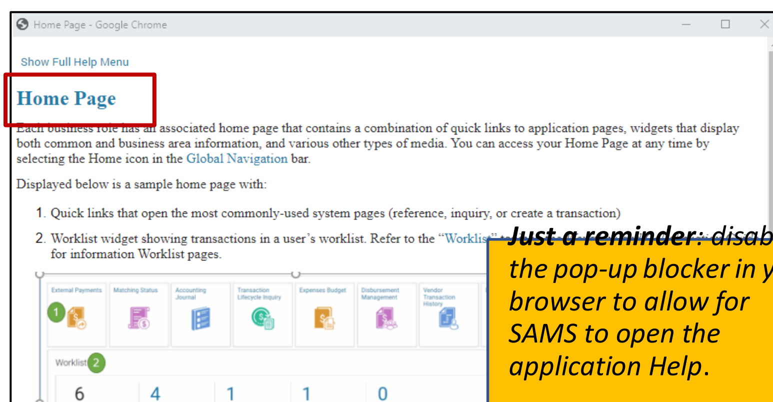
1. Alert message "SAMS will be coming down for maintenance at 6:00 PM tonight. All users must log out of the system by that time." can be sent to all users in the system.
2. Alert message "Your password will expire in 12 days." Can be sent when a user logs in and his/her password is expiring.
3. Alert message "Budget Analysts please submit your Budget Amendments no later than noon on the 10th day of session" can be sent when users that belong to the Budget Analysts role log in.

Alert Actions:

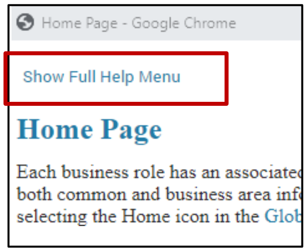
- **Mark as Read** – Changes the display of the alert to a read status.
- **Mark as Unread** – Changes the display of the alert back to an unread status for tracking purposes.
- **Delete** – Removes the alert upon demand instead of waiting for it to expire.

Help Icon

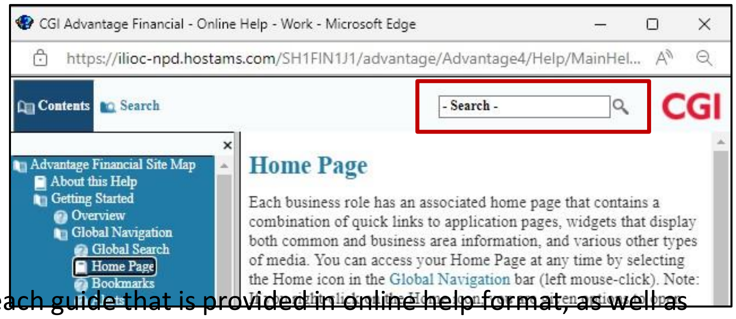
The **Help** icon (question mark) in the *Global Navigation* area opens a window that displays help for the **specific page you are currently on**. The Help system is a great way to find answers and/or help with the page you are on.



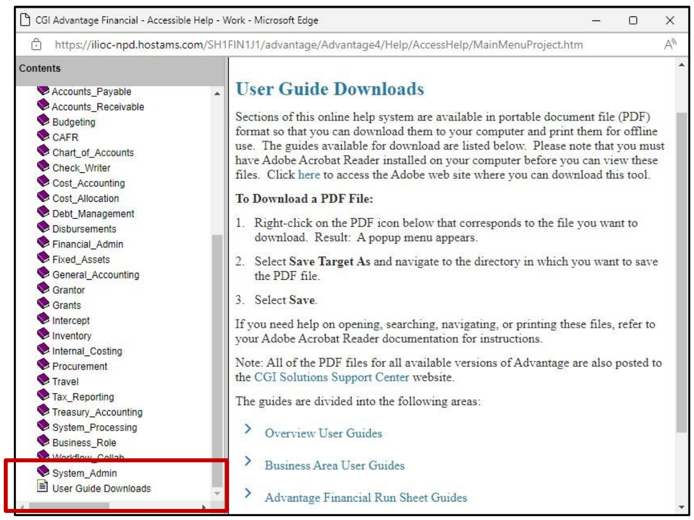
***Just a reminder**: disable the pop-up blocker in your browser to allow for SAMS to open the application Help.*



Select the **Show Full Help Menu** link in the upper left corner of the Help window to view the full online help system. You can navigate using links, the Table of Contents, or the search feature in the online help.



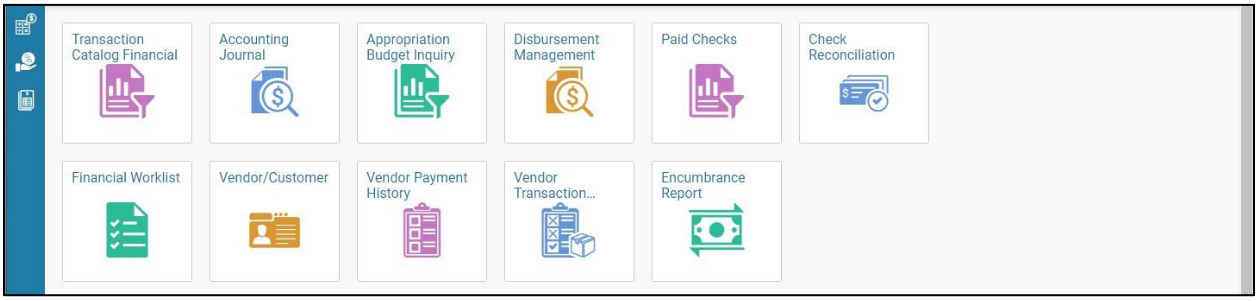
A **User Guides Downloads** link is also provided at the very bottom of the list of Contents. This takes you to a page that enables you to download a PDF version of each guide that is provided in online help format, as well as download the guides that are provided only in PDF format.



The online help is also provided in an accessible format and can be reached by selecting the **Accessibility** link in the *Footer* of the SAMS application.

QuickLinks

QuickLinks take you directly to a destination with a single click. QuickLinks are specific to the Business Role you are in and will change when you change Business Roles.



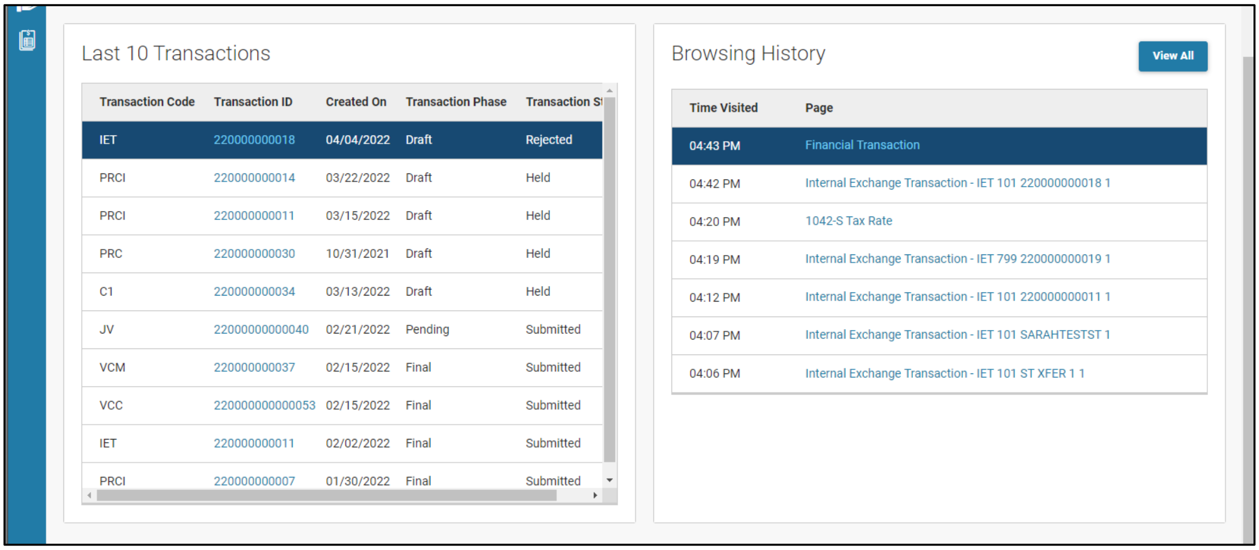
These can be configured as:

- **Application Page**: Any navigable page (reference, inquiry, or create a transaction) can be represented as a QuickLink. When clicked, you will be taken directly to the page in SAMS.
- **External URL**: A QuickLink can be configured to go to an external website/URL. When clicked, the system will open the URL in a separate window.
- **Report**: A QuickLink can be configured to open a report directly. When clicked, the system will open the report in a separate window.

To open a page, click the QuickLinks icon.

Widgets

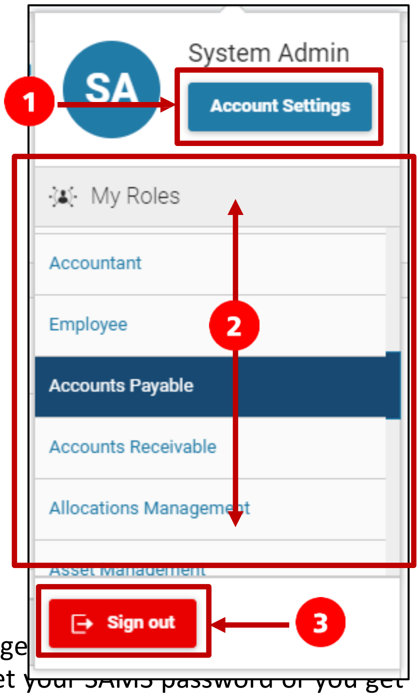
Widgets are specialized content areas/containers on the Home Page. These can include links to applications (transaction listing, worklist) or embedded analytics that pull data from multiple places.



The most common widgets are:

- **Last 10 Transactions widget** lists the last 10 transactions you acted upon. If you are the creator, the transaction will stay in your listing until acting upon the 11th transaction. If you approved, rejected, modified, cancelled, etc., the transaction, then the transaction will remain in your listing until either you act on the 11th transaction or another user acts upon the transaction, whichever comes first. Click the link in the **Transaction ID** column to open the transaction.
- **Browsing History widget** lists the recent pages accessed by you in your current session. A page can be a transaction, reference table, or inquiry page. Changing business roles will not clear the history, but logging out will. You can transition directly to any previously viewed page by selecting the link in the **Page** column. The **View All** button will expand the widget presentation to show a much longer history.

User Profile



Your **User Profile** is accessed by clicking anywhere in the User Profile area in *Global Navigation*. The User Profile contains three sections:

1. **Account Settings**
2. **My Roles**
3. **Sign out button**

Account Settings

You can modify your personal settings by selecting the **Account Settings** button, which transitions you to the *Account Settings* page. The Account Settings page is divided into the following tabs:

- **Personal Information** - The Personal Information tab displays the user's name, email, and contact information. You must contact a site administrator to change any of this information.
- **Password Management** - The Password Management tab allows you to change your SAMS password. You must enter your current password in the Current Password field and then enter your new password in the New Password and Confirm Password fields. Select **Save** to save your new password.
- **Security Question Management** - The Security Question Manage security question and answer pair that will be used if you forget your SAMS password or you get locked out of SAMS. Select **Save** to save your changes to this tab.
- **Preferences** - The Preferences tab allows you to modify your usability preference settings. Select **Save** to save your changes to this tab. Any changes made to this section will take effect after you log out and log back in.
    - **Enable Auto Tabbing** – This selection allows you to specify your usability preference setting for tabbing. Select the **Enable Auto Tabbing** check box to skip icons (such as the calendar icons and the pick list icon) while tabbing. Once selected, it stays until you change it.
    - **Minimize Information Tabs** – This selection specifies whether you want the information area for all tabs to be minimized or expanded by default. When minimized, only the first line of information is displayed. Select the **Minimize Information Tabs** check box to enable. Once selected, it stays until you log out.
    - **Hide Toolbar and Pagination** – This selection allows you to specify if you want to hide or display the toolbar and pagination area of read-only grids. Once selected, it stays until you log out.
- **Change Email Alert Settings** - The Change Email Alert Settings tab allows you to change your Alert Email Notification setting and your Email Address for receiving the notifications. The Alert Email Notification feature provides the ability for you to receive an email when an Alert is sent in SAMS. Select **Save** to save your changes to this tab.

My Roles

When the User Profile area is expanded, you can view a list of all roles assigned to you. Switch to a different role by simply selecting the role from the list. Switching your Business Role changes your Home Page as well as the Primary Navigation bar on the left.

Your Primary role and display order of your roles are defined by System Administration.

Sign Out

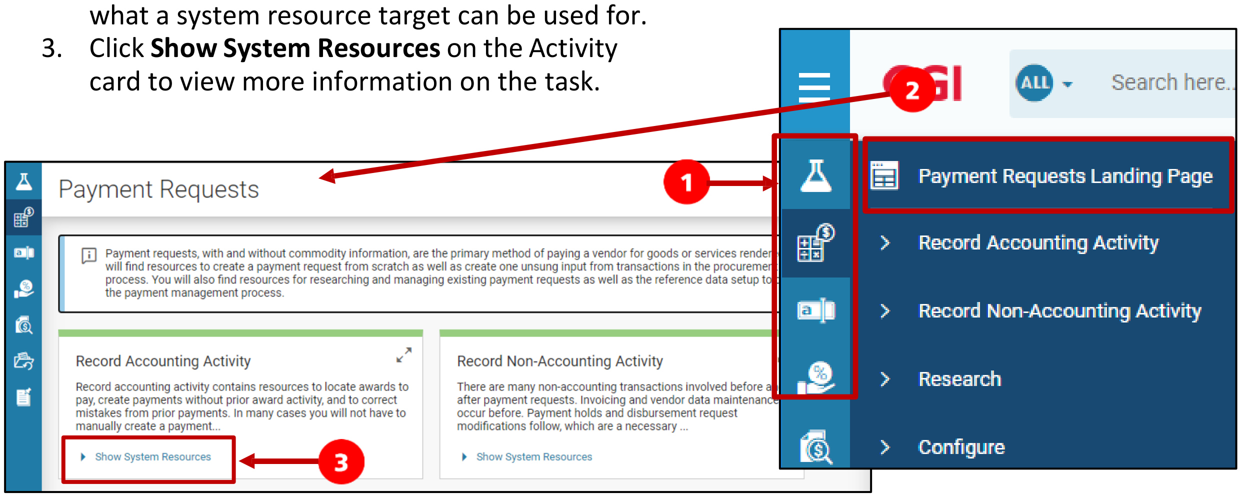
Log out of SAMS by selecting the Sign Out button. It is recommended to use the Sign out button rather than close the browser window as this ends your SAMS session.

Primary Navigation Menu

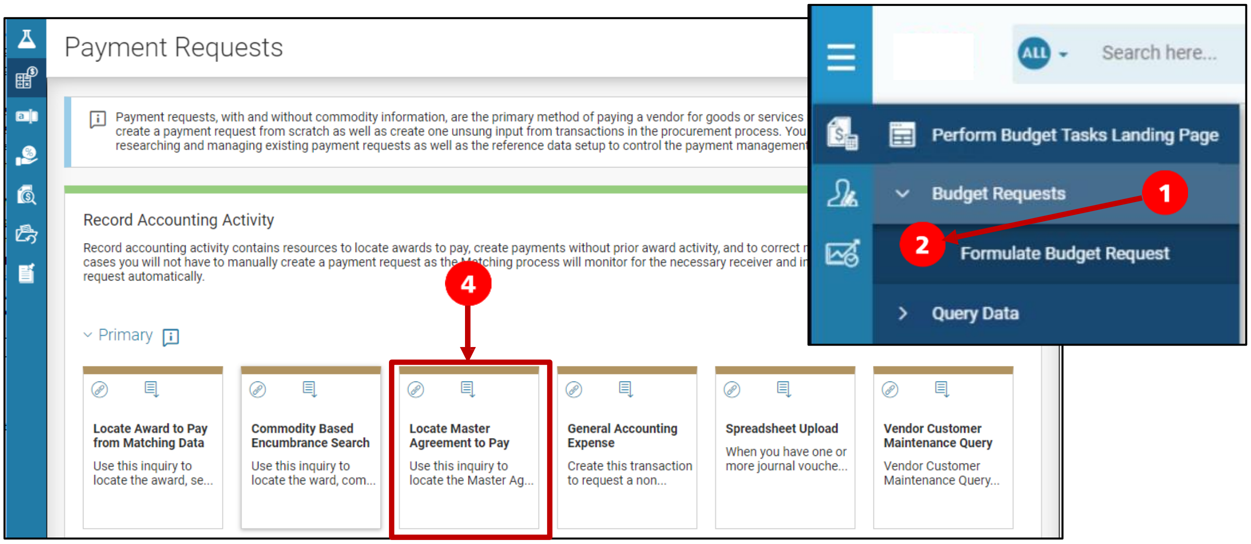
Each Business Role has navigation available from the **Primary Navigation Menu** (far left panel). The contents are driven by your Business Role. *Your Primary Navigation Menu may look different than the one shown here.*

Navigation starts with an icon for each Business Process within a Business Role (i.e., Payment Requests). Business process and business activity are just organizational folders that help to organize the system resource targets.

1. Selecting the Business Process icon opens the **Landing Page** entry for that Process (*please note that the icons shown here may be different than those on your Home Page*).
2. Clicking the Landing Page displays the business activities and system resource targets of the primary navigation. It also displays details on what is contained within a business activity and what a system resource target can be used for.
3. Click **Show System Resources** on the Activity card to view more information on the task.



4. Each activity on a Landing Page provides guidance on how to complete tasks as well as links to pages to perform these tasks.



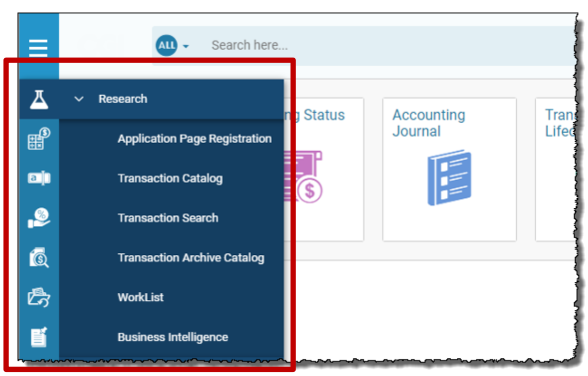
To open a Page:

1. Click a menu icon, then
2. Click a sub-menu icon.

Research Menu

Based on your Business Role, the Primary Navigation Menu may also contain a Research Menu. This Menu provides links to:

- **Transaction Catalog** to search for or create a transaction.
- **Worklist** for approvals.
- **Business Intelligence** for reporting.

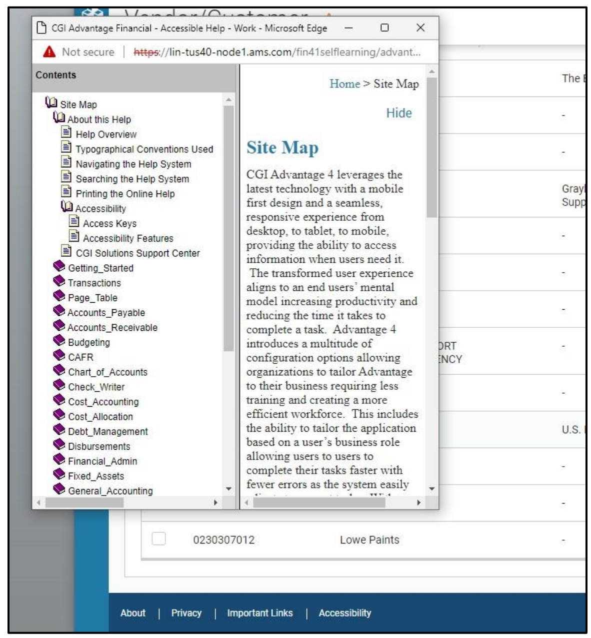


Footer

The Footer displays at the bottom of every page in SAMS. **System** information displays at the bottom left, **Environment** information is at the bottom right.

System information contains:

- **About** – opens a pop-up window that provides the release number for SAMS along with copyright information.
- **Privacy** – opens a pop-up window that includes any privacy information for the application.
- **Important links** – opens a pop-up window that includes links to other pages outside of the SAMS application.
- **Accessibility** – opens a pop-up window that displays the **Site Map** for the entire online help system. The list of System Level and Page Level Shortcut Keys are also available through the Accessibility Features section of the pop-up window.



A **User Guide Downloads** link is also provided that takes you to a page where you can download a PDF version of each guide from the online help system, as well as download the guides that are only provided in PDF format.

PAGES OVERVIEW JOB AID

Pages Overview

Process

This Job Aid introduces the basic pages used in the Modernized SAMS application and describes their functions.

Related Job Aids

Refer to the documents listed below for additional information:

- TRN GS-101 Navigation Overview
- TRN GS-103 Transaction Overview
- TRN GS-104 Common Transaction Actions

Table of Contents

Pages Overview

SAMS uses **Pages** to display data to users. There are three types of pages used in SAMS:

- Reference Tables
- Transactions
- Inquiry Pages

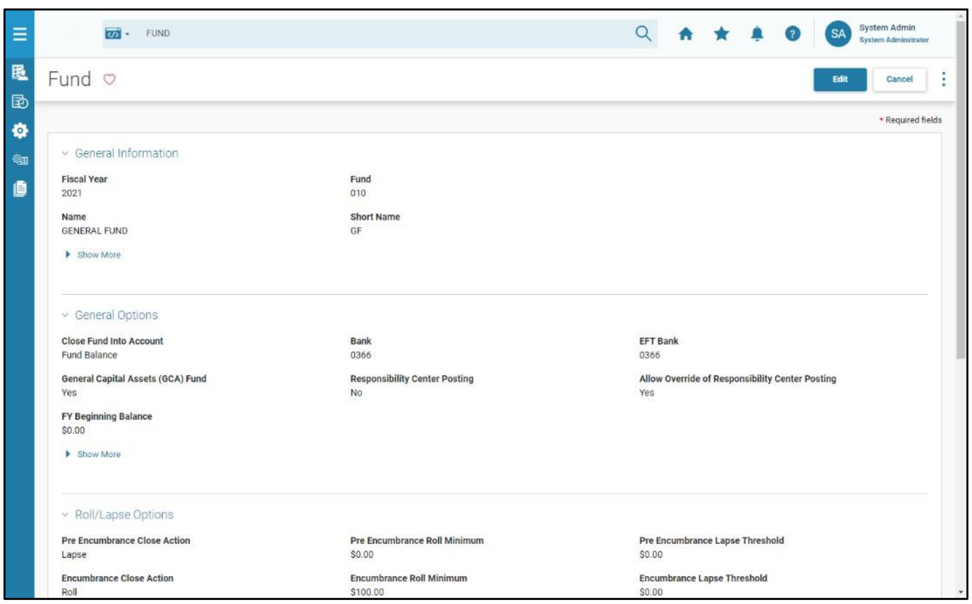
There are two different ways to refer to a page. The first is by its **Page Description;** the second is by its **Page Code.** The Page Description is followed by the Page Code shown in parenthesis, for example: Purchase Order (PO) or Pymt Request CommodityBased (PRC).

Reference Tables

Reference Tables provide data and rules used primarily by Transactions. There are two types of Reference Tables within SAMS:

- **User-maintained** tables can be updated by users who have the appropriate security authorization.
- **System-maintained** tables are updated by the system through transaction updates or offline processes.

Chart of Accounts elements (i.e., Fund, Department), Locations, and States, for example, are all types of Reference Tables.

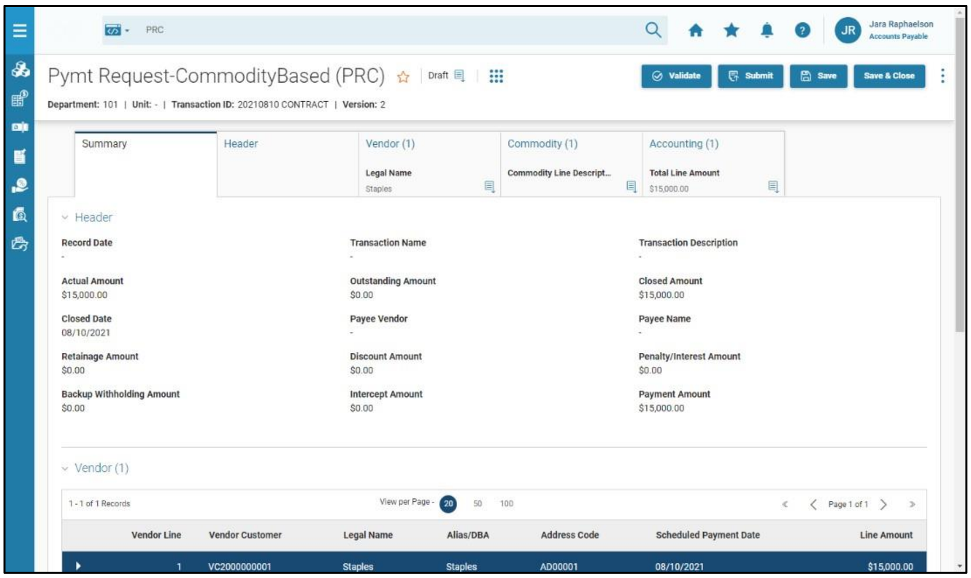


Some actions create reference data rather than recording transactions. For example, the **Vendor Customer Creation** (VCC) transaction creates a new Vendor Customer record, not a financial transaction.

Transactions

Transactions record or modify financial activities. Depending on the type of transaction, certain fields may pull data from Reference Tables. Transaction processing pages are updated automatically by the system when information is added, changed, or deleted with a transaction.

All transactions created are displayed in the **Transaction Catalog**. The Transaction Catalog is used to view and maintain Transactions.

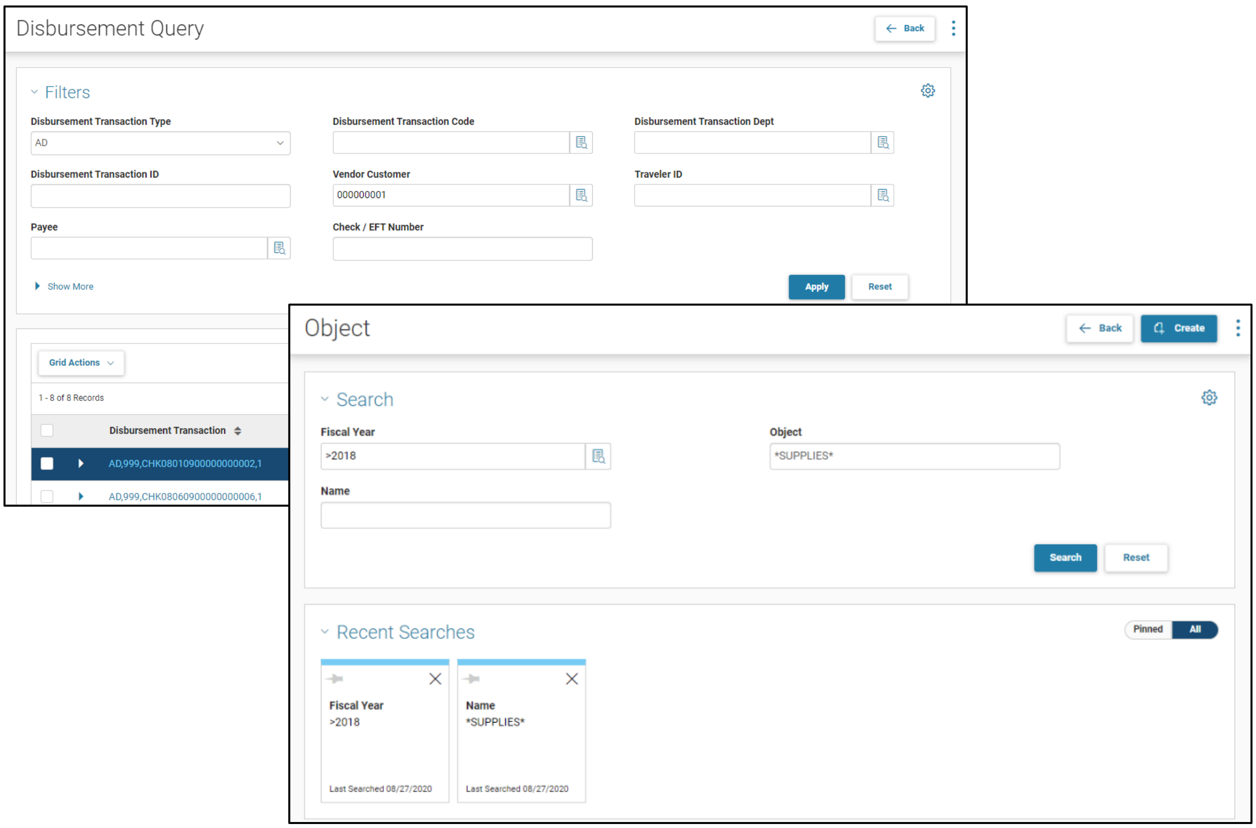


Additional information on Transactions is contained in the TRN GS-103 Transaction Overview Job Aid.

Inquiry Pages

In simple terms, a query is asking the system for information. SAMS provides a number of query pages that display current balances for cash, Funds, and Balance Sheet Account (BSA) balances. The query pages include a Drill Down (caret) icon, enabling the user to view more details about the amounts displayed on the page.

Inquiry Pages display summary information from processed transactions and allow the user to search and view data.



TRANSACTION OVERVIEW JOB AID

Transaction Overview

Process
This Job Aid describes the function of the Transaction Catalog, introduces basic components of SAMS transactions, common Transaction layouts, and Workflow.

Related Job Aids
Refer to the documents listed below for additional information:

- TRN GS-101 Navigation Overview
- TRN GS-102 Pages Overview
- TRN GS-104 Common Transaction Actions

Table of Contents

Things to Know Before You Start

Knowing some of the fundamental concepts that underpin the SAMS system can help those processes go more smoothly.

Event Types

A SAMS Event Type code triggers a business process. In other words, the code tells the system what to do. When a user selects a specific event type for a transaction, SAMS knows exactly which posting codes to use so that the debits and credits for the transaction get recorded accurately.

All transactions have default Event Types. This means that when you process a transaction, the most common Event Type for that transaction will be auto-populated in the Event Type field. If you need to change the Event Type, you can do so by using the picklist. The picklist presents all allowable event types.

Posting Codes

In accounting, for a transaction to balance, an account needs to be debited and an account needs to be credited. These amounts need to balance or be equal. We mentioned that Event Types tell the system what to do. The advantage with SAMS is when the Event Type is selected and the accounting line information is entered, SAMS knows what to debit and what to credit. This information is known as the **posting pair** and is shown on the transaction in the *Posting* tab. The Event Type triggers the posting code so you do not need to populate the posting code area.

For example, if you are transferring money to another agency, a particular account will be debited and another one credited. The posting code is populated based on the Event Type.

Accounting Lines

In the simplest sense, accounting lines refer to the appropriation from which charges will be paid. The Accounting Lines provide very specific information to SAMS on which appropriation to access.

Transaction Catalog

The Transaction Catalog (DOCATLG) is similar to a filing cabinet; it serves as a repository for all of the transactions created in SAMS and is the central location where transactions can be searched, new transactions can be created, and existing transactions can be modified or cancelled. Access to transactions is controlled by a user's Security Role.

Many of the configuration options discussed below in the *Introduction to Transaction Pages* are also applicable in the Transaction Catalog.

The Transaction Catalog can be used in one of two modes:

- Search
- Create

Search

When using the search feature, you are presented with a set of search criteria. The primary search criteria are displayed in the page with secondary search criteria being accessed through the **Show More** action.

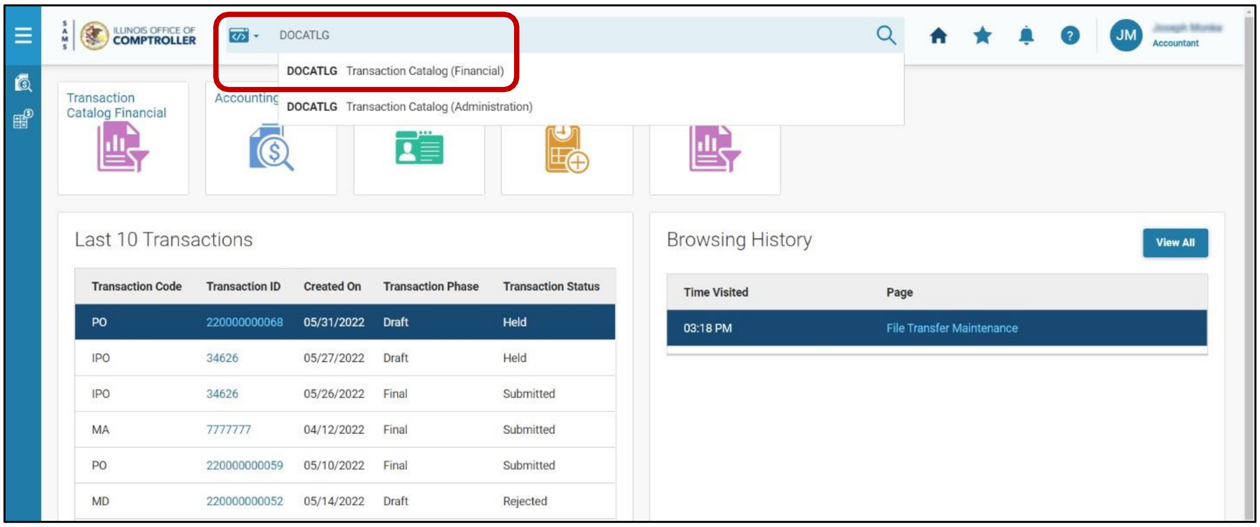
Search from the DOCATLG Page

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

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

In the *Search* field:

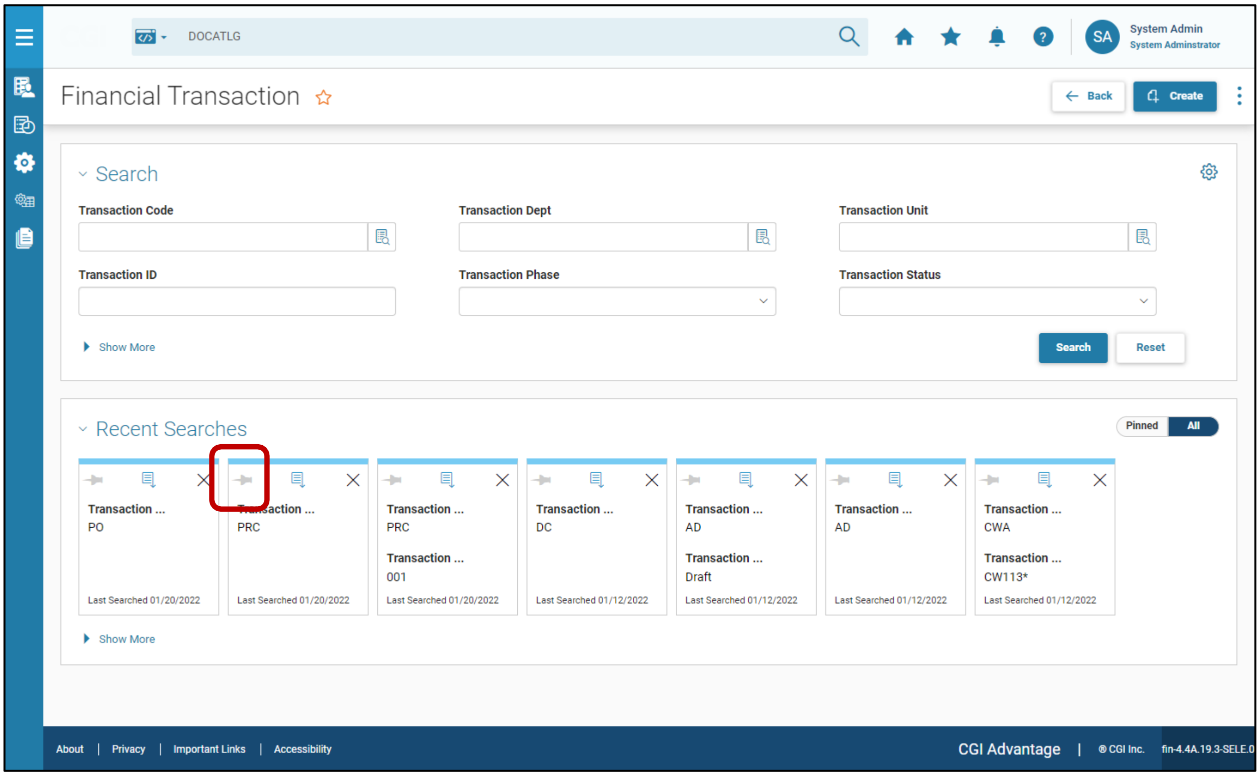
- Type **DOCATLG**.
- Select **DOCATLG** *Transaction Catalog (Financial)* from the drop-down list.



This will open the *Transaction Catalog (Financial)* page.

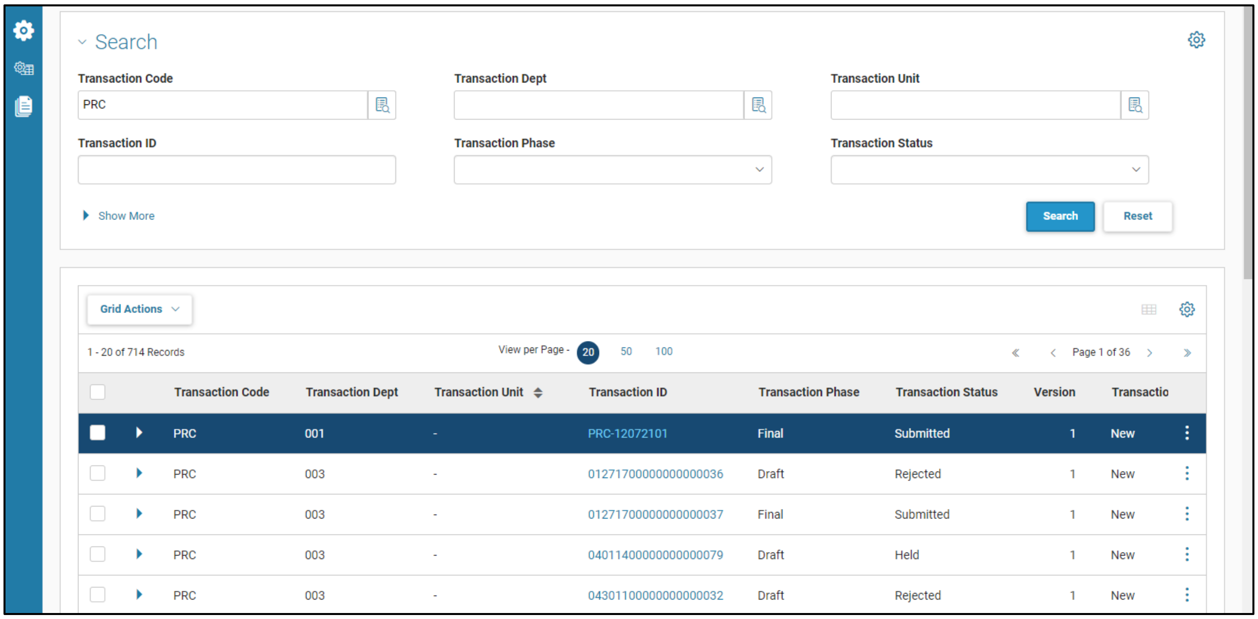
When accessed from the DOCATLG page, the system will display your recent searches as cards below the Search section in the *Recent Searches* section.

With each successive search, the system saves the criteria and displays it as a Search card in the *Recent Searches* section of the page. A single click of the search card will initiate the search again, returning updated results. The search card displays only a limited amount of search criteria, but all the criteria can be viewed by selecting *Show More*. The maximum number of search cards that can be displayed is controlled by site specific settings.



If the limit has been reached and a new search is initiated, then the oldest search card is removed and a new search card is added for the newly entered search criteria. Searches can be saved by clicking the **pin icon** and the search card will not be removed even if the limit has been reached. The maximum number of search cards that can be pinned is also controlled by the system.

When creating a new search, the Recent Searches section is replaced with a table of search results. Open the desired transaction by selecting the **Transaction ID** link.



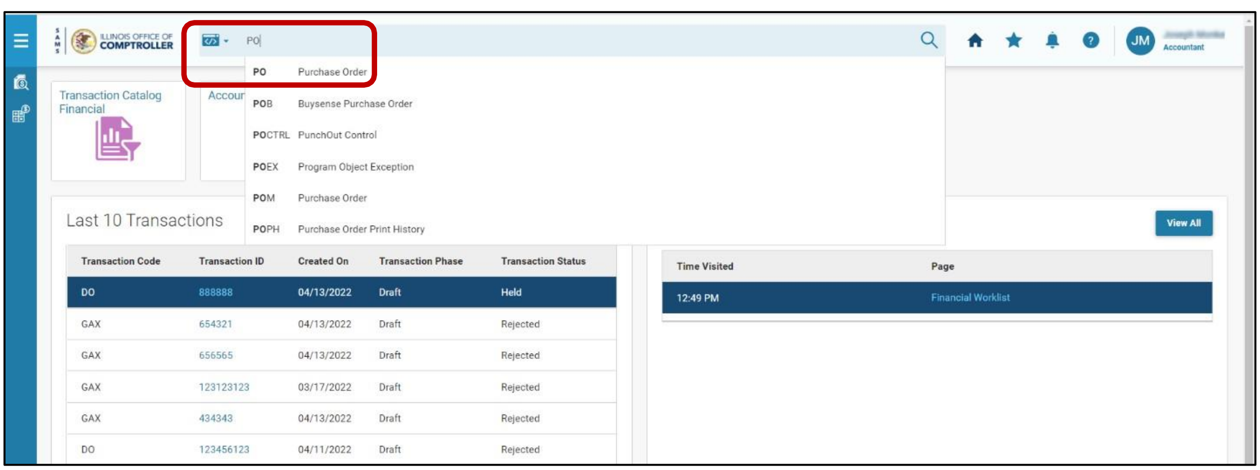
Search from a Transaction Page

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

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

In the *Search* field:

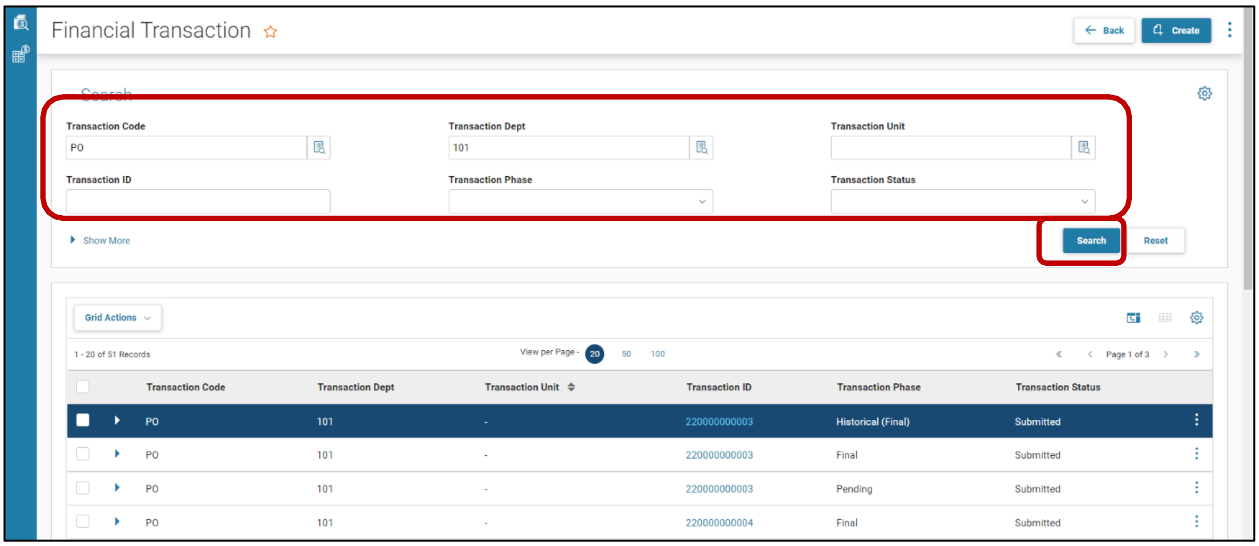
- Type the **Page Code**.
- Select the appropriate Page Code from the drop-down list.



This will return the *Financial Transaction* page.

In the *Financial Transaction* page, any of the displayed fields can be used to search for the desired record.

- Enter the **Transaction Dept.**
  -- AND/OR –
- Enter the **Transaction ID** code**.**
  -- AND/OR –
- Click the drop-down arrow in the **Transaction Phase** field and select the appropriate option.
- Complete additional *Search* fields as necessary.
- Click the **Search** button.



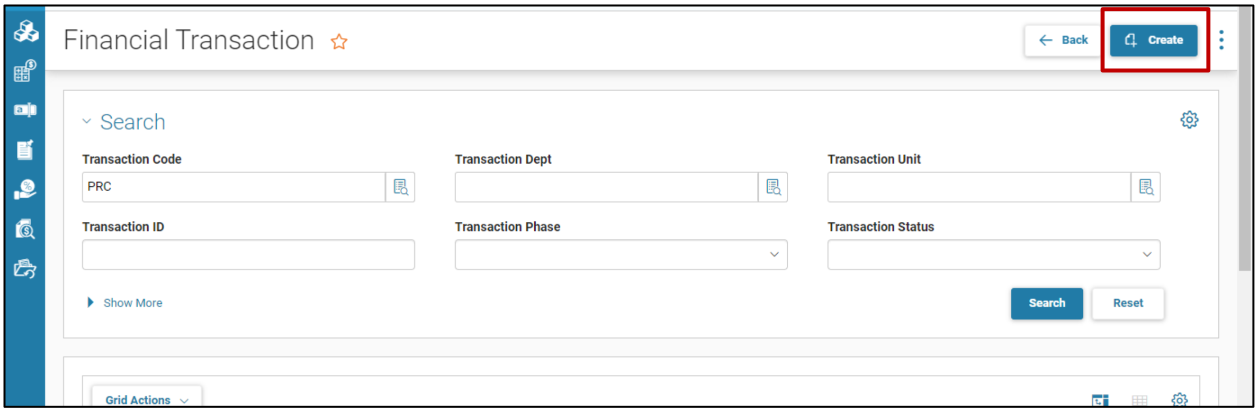
Records matching the selection(s) are displayed in the lower panel.

Searching and browsing are available on most pages throughout SAMS. If no search criteria are entered, all records are returned. When a page search will return too large a quantity of data, the user will be required to enter a minimum number of search fields to filter the results and may be prohibited from searching with a wildcard.

Create

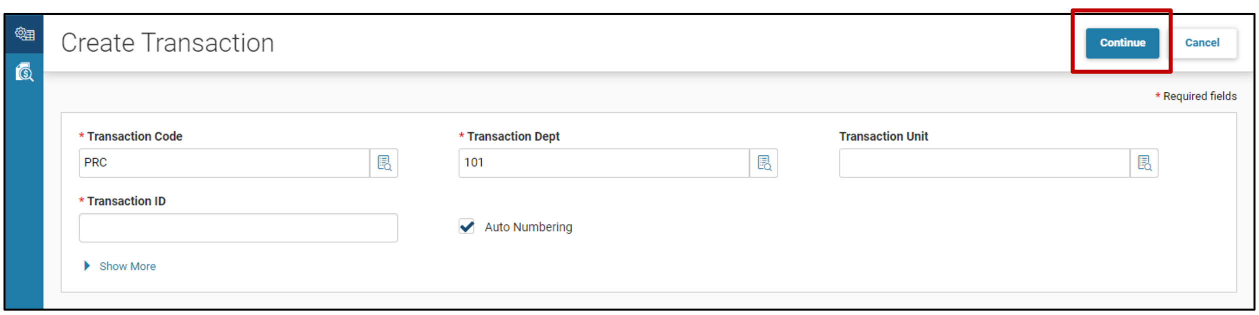
There are many Transactions that can be created from the Transaction Catalog.

Enter the type of transaction to create in the **Transaction Code** field, then click the **Create** button at the top right of the Transaction Catalog.

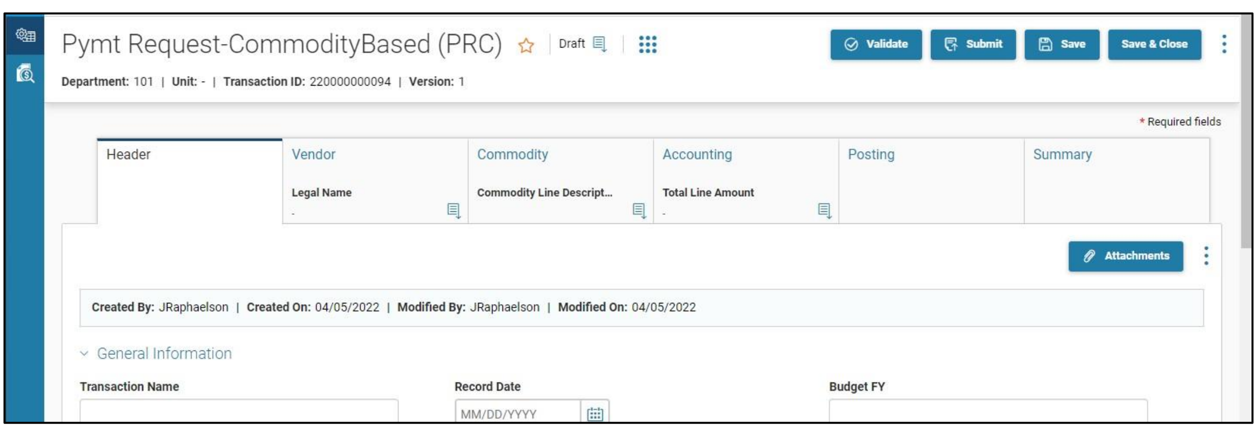


This opens the specific *Create Transaction* page to initiate the selected transaction.

- Enter the required fields, then click the **Continue** button.



This opens the requested Transaction to start entering data.

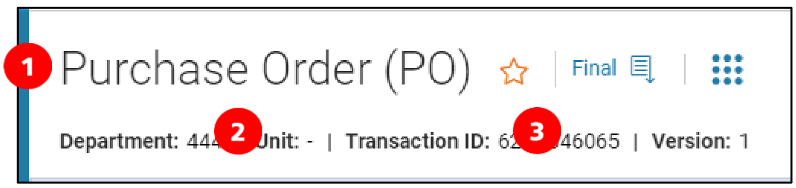


Introduction to Transaction Pages

SAMS uses transactions to record financial events (such as a Payment Request or Purchase Order) and administrative events (Configurations) into the system. A transaction is designed to ease data entry as well as to consolidate pertinent information for approval and query purposes. Transactions can be created manually, interfaced, uploaded, system-generated, and even created through wizards.

Page Title Bar

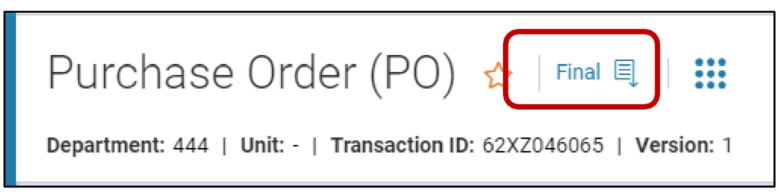
Transaction Identification



A transaction is uniquely identified by the combination of its Transaction Code, Transaction Department Code, and its Transaction ID.

1. The **Transaction Code** identifies the type of transaction being created (ex., Purchase Order (PO), Vendor Customer Creation (VCC), etc.)
2. The 3-digit Transaction **Department** Code identifies the organization responsible for the transaction (ex., 101).
3. The **Transaction ID** is a unique identifier for the transaction within a Transaction Department.

Transaction Phases



A transaction's life cycle normally consists of the following **Phases**:

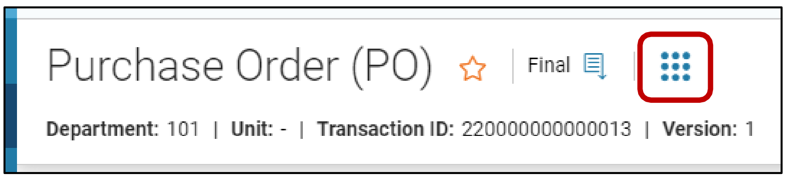
- **Draft** – The transaction has been created but not yet submitted or approved. All transaction versions start in this phase and stay in this phase, even if saved and/or validated, as long as the transaction has not been submitted. Also, the transaction will stay in this phase even after it is submitted if there are rejection errors.

Note: any transaction in **Draft** phase can be discarded without creating a Cancellation version.

Select the 3-dot menu at the top right of the transaction page while in the transaction page **OR** at the far right of the record entry while in the Financial Transaction Search grid. Select **Discard** in the *Primary Actions* menu. Click **Yes** in the *Discard Confirmation* pop-up window.

- **Pending** – The transaction has been submitted and SAMS has not detected any system errors. The transaction will stay in this phase until the final approval is applied. If an approver rejects the transaction at any approval level, the transaction will be returned to the creator and the phase reset to Draft to allow for corrections/edits.
- **Final** –All approvals, when applicable, have been applied and the transaction has been fully accepted into the system.
- **Historical Final** – When a transaction has been submitted to Final and then a new version of the transaction is created through the Modify or Discard/Cancel action and finalized, the previous version of the transaction goes from *Final* to *Historical (Final)* to indicate it is no longer the current version of the transaction.

Smart Menu

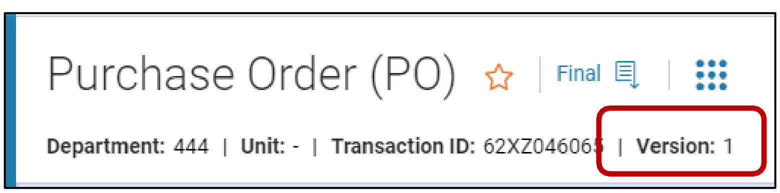


To the right of the Transaction Code and Phase information is a set of nine dots in a square known as the **Smart Menu**. This menu allows you to view, and in some cases update, types of transaction information that are not represented by a field on the transaction, including:

- **Comment** – This action transitions you to the Transaction Comment page, which displays any existing comments and allows for additional comments.
- **Attachments** – This action opens the Attachments Summary window, which displays attachments by tab and provides a history of attachments.
- **Additional Transaction Information** – If additional transaction information has been added, this action transitions you to the Additional Transaction information page.
- **Collaboration** – This action transitions you to the Transaction Collaboration Path page while in Draft phase. This allows you to view the transaction collaboration rules.

When the first of any of these areas are added to a transaction, a red dot appears in the Smart Menu to indicate there is additional information.

Transaction Versions



Transaction Versions are used to identify each version of a transaction.

The version number is a sequential number that is initially set to 1 (one) and incremented when a new version of the same transaction is created. For example, when an accepted transaction is modified or cancelled, a new version of the transaction is created to allow the existing version of the transaction to remain in place while the subsequent version processes through the *Draft*, *Pending*, and *Final* phases.

All versions of the transaction appear in the Transaction Catalog and in the transaction's history.

Transaction Functions

Each transaction version is classified as having a certain **Transaction Function**. A transaction version is assigned this function when the version is initially created, and this function doesn't change throughout the life cycle of that version. Valid transaction functions are:

- **New** – The first version of a transaction has a function of *New*. This introduces the transaction into the system for the first time.
- **Modification** – Once a transaction has a phase of *Final,* updates or changes to that transaction can only be made through a Modification transaction. When this occurs, a new draft version of the transaction is created and the function for that new transaction is set to *Modification*.
- **Cancellation** – For certain transaction types, once a transaction has a phase of *Final,* the transaction can only be cancelled through creating a Cancellation transaction. When this occurs, a new draft version of the transaction is created and the function for that new transaction is set to *Cancellation*. **Note**: cancelled transactions remain in the system.

Transaction Status

Each transaction version has a transaction status. A transaction is assigned this status when the version is initially created, but is changed by the system or, in a limited fashion, by a user, as the transaction is processed.

Valid transaction functions are:

- **Held** – Each version of a transaction is created with a status of *Held*. This remains the status until the transaction is validated and submitted into workflow.
- **Ready** – This status is set when a transaction has been loaded into SAMS but has not yet been approved for workflow.
- **Rejected** – This status is set by the system when it encounters a rejection or error upon a Validate or Submit action, or if an IOC staff member auditing the transaction finds errors.
- **Submitted** – This status is set when all system edits have passed with a Submit action and 1) when there is no workflow, 2) when a transaction moves to workflow with the *Pending* transaction phase, or 3) when a transaction enters workflow and all approval levels have been applied, resulting in a *Final* phase.

Transaction Components

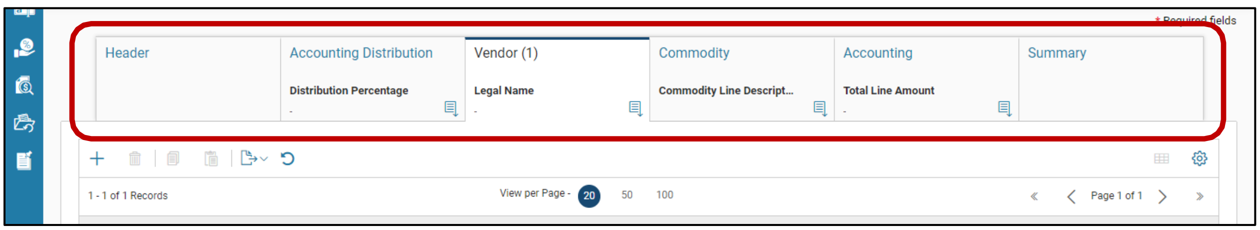
Transactions collect information into a single input form, much like a spreadsheet, with the transaction tab components representing the various worksheet tabs. Some complex transactions have numerous horizontal tabs (Header, Vendor, Accounting, and so on), others are simple and may only have a single tab. Tabs can be configured with collapsible sections and may contain data grids.

Most transactions support a relationship between components as the hierarchy moves from left to right. Often referred to as a parent-child relationship, the parent (e.g., a commodity line) can have many children (e.g. one or more accounting lines); however, a child (e.g., the commodity line) can have only one parent (e.g. a vendor).

Within a transaction some fields are required, and many of these are designated with a red asterisk (*) at the start of the field name. Some fields are conditionally required, meaning they may be required based on entries made in other fields. Other fields are optional.

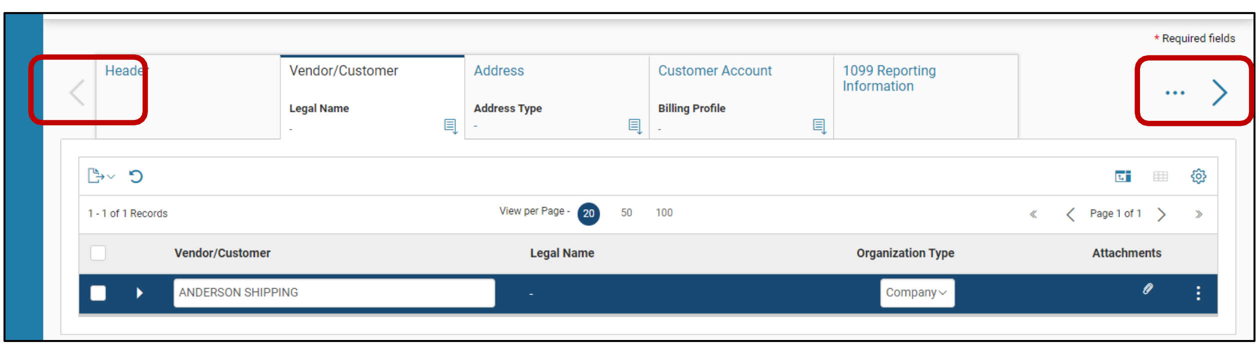
Tabs

Transaction tab components are displayed in a horizontal series just beneath the Page Title Bar (Header, Accounting, and so forth). Move between the tabs by clicking on the tab name.

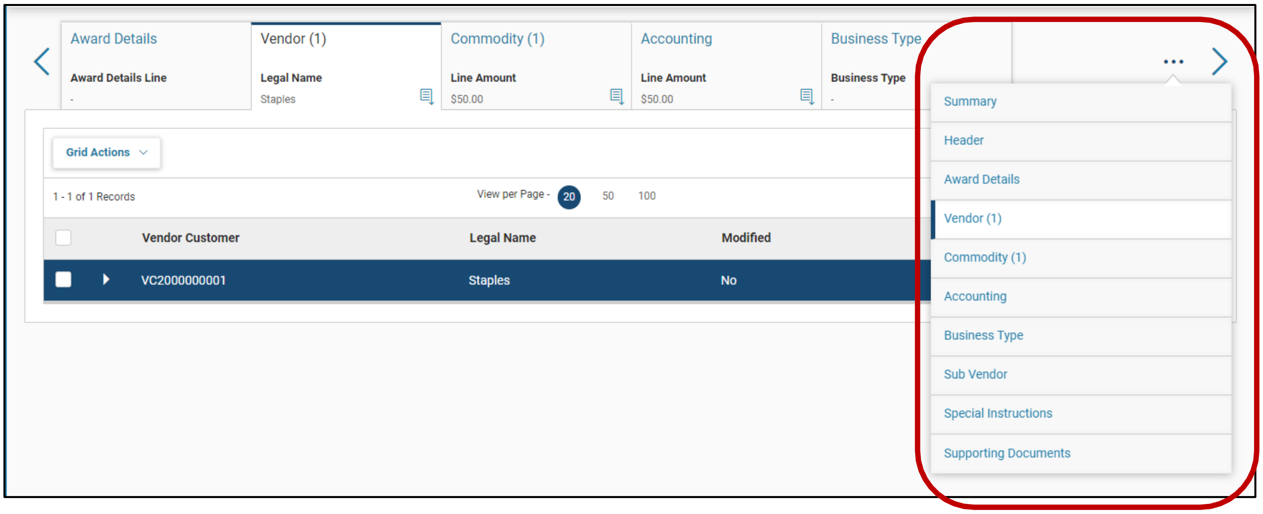


When there are more tabs than will display in the space, navigation options will appear.

- Select the Next (**>**) icon that appears to the far right of the last tab in view to move to the next tab. Continue selecting the Next icon to navigate to each of the remaining tabs. Once you reach the last tab, the Next icon is disabled.
- Select the Previous (**<**) icon that appears to the left of the first tab in view to view any tabs that are to the left of the first tab in view. Once you reach the first tab, the Previous icon is disabled.

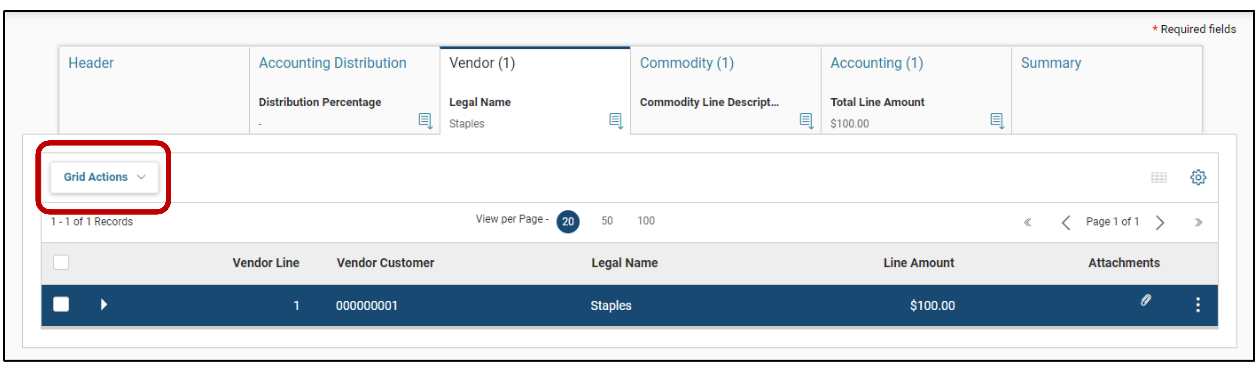


- A list of all of the tabs are displayed by selecting the three horizontal dots (•••) at the right of the last tab in view. Select the tab name from the list that appears. After selecting the tab's name, you are navigated directly to that tab.



Grid Actions

Transaction tabs that contain more than one record display the records in a grid. Common actions are provided with each grid by selecting the **Grid Actions** drop-down arrow. If you need to perform an action for only one transaction record, use the row-level menu.



The following list of actions (listed alphabetically) are common across the majority of grids on transaction tabs. Based on the Grid, additional actions may be available. Security and site-specific transaction set up may limit some actions. These actions are only available when the transaction is in Draft.

- **Add Record** - This action adds a new record line to the grid.
- **Copy** - This action copies all information from the selected line. Use in combination with **Paste** action.
- **Delete** - Deletes the selected line/lines and all associated components such as attachments, children components, and so forth, from the transaction. . Click the check box at the far left of each record to select multiple records, if desired.

- **Paste** - This action inserts a new line using data from the previously copied line or lines. This action is only available from an open transaction in Draft and is only available if the Copy action has already been selected for an existing line.
- **Undo** - This action will undo the previous change that occurred in the grid.

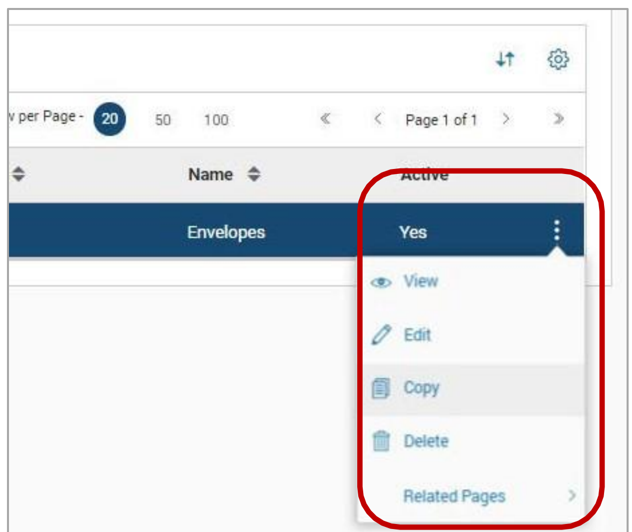
The following actions can also be performed if the transaction is in Final.

- **Export** - Click the check box at the far left of a record, then access the Grid Action to select a record to export to a CSV file. Some grids allow you to select multiple records for export, if desired. Click the check box at the far left of each record to select multiple records.
- **Export All** - Some grids in SAMS allows you to export all of the records in the grid (including those on other pages of the grid) to a CSV file.

Row-level Actions

3-dot Menu

Some actions are provided through a row-level menu (3-dot menu) at the far right of a record. The actions available through the 3-dot menu will vary based on where the record line is located.



Some examples of actions are:

- **View** – This action opens the transaction in a 'read-only' format.
- **Edit** – This action transitions you to an 'edit' mode for the record.
- **Copy** - This action copies all information from the selected line. To paste a copy of the selected line, select the Paste Copied Records icon at the top of the grid.
- **Delete** - Deletes the selected line and all associated components such as attachments, children components, and so forth, from the transaction. This action is only available from an open transaction in Draft.

Additional links may be consolidated into **Primary Actions** and **Other Actions** groups. Select the group link to expand the group.

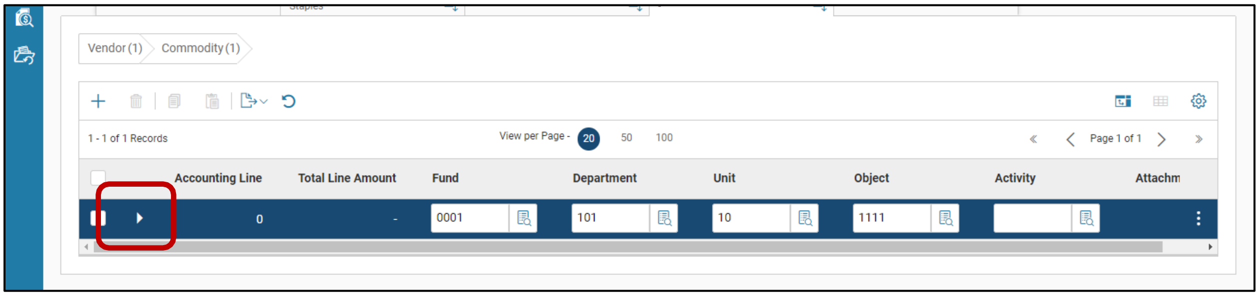
You may also find the following links in the row-level menu (3-dot menu) or in the page-level menu (vertical 3-dot menu).

- **Related Page:** Many reference data and inquiry pages have links designed into them to transition to a page often used in conjunction with the first page. These links may just open the additional page for a user to search, or the links may take information from the currently selected record on the first page and do a search on the second page with some or all of the key information of that record.

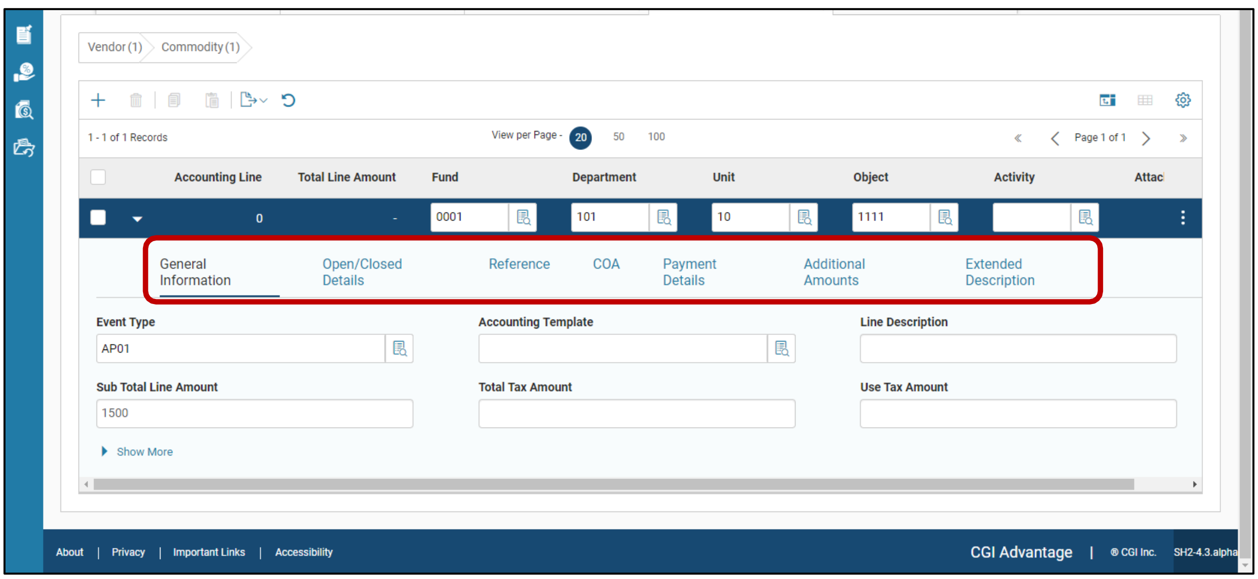
- **Related Action:** This menu offers a selection of actions that can be taken from the transaction that is open.

Expand / Collapse a Record

Click the caret (▶) icon at the left of the row to expand the record to show additional fields.



In the expanded section, navigate through the subsections by clicking on the tabs.



Click the caret icon again to collapse the section.

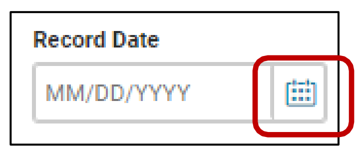
Grid Navigation

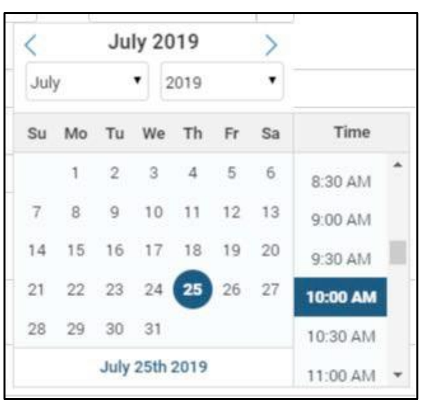
Any page that presents more than one record will have navigation actions. The following screen shot shows an example of the navigation actions available for a grid of records. These actions may not be enabled every time a page is viewed. The application only activates them when there are more records after (next and last) or before (first and previous) the current record(s) displayed.

- SAMS indicates the total count of records returned, along with the set of records that are currently displayed on the grid, for example, **1 - 20 of 49** or **21 - 40 of 49**.
- By default, grids only display 20 records at a time; however, you can change the number of records that are displayed in the grid by selecting one of the **View per Page** options: 20, 50 or 100. The above example has 20 selected. If you select 50 on one page, then the value changes to 50 on all pages that have the View per Page option. After you log out of SAMS, the value defaults back to 20.
- Navigation actions are provided that assist you in navigating between the first (**<<**), previous (**<**), next (**>**) and last (**>>**) record in the grid.

Calendar Selection

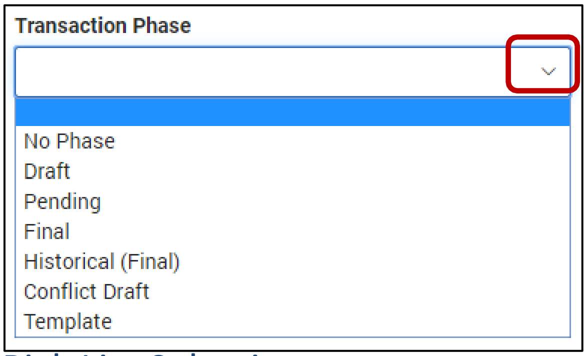
The Calendar window is accessed by selecting the calendar icon. After selecting a date, the calendar window closes and the date that was chosen is populated in the date field. The date can also be entered by selecting the date field and entering the date through the keyboard in a MM/DD/YYYY format.





Some date fields also capture the time. After selecting a date and a time, click outside of the calendar window and the date and time selected are entered into the corresponding field.

Drop-down Selection



Many fields have pre-defined values that are available in a drop-down menu by selecting the drop-down arrow in the fields text box.

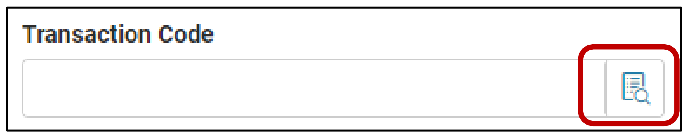
You can select a value using the mouse or by using the up and down keys on the keyboard to highlight a value. When a value is selected using the mouse, the drop-down disappears and the selected value is shown in the field. When a selection is done by the up and down keys, you must select the 'Enter' key to select a value.

Pick List Selection

After clicking the pick list icon, a pop-up window appears that displays search criteria and a results grid.

You can narrow search results by entering values in the search fields.

Once the desired record is chosen, select the **OK** button. This closes the pick list pop-up window and enters the selected value in the pick list field.



Configure Columns

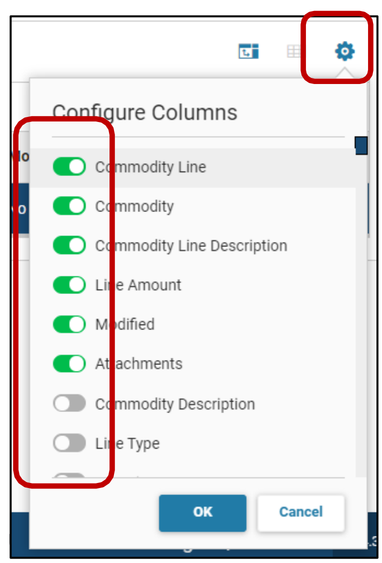
Pages with a grid include a Configure Column feature (gear icon), which allows you to determine which columns should appear as a column header in the grid. This adjustment changes only your view and will remain until you adjust the columns again or the page reverts to the default grid columns from an administration action.

For some grids, all available columns are displayed by default. For other grids, only some of the columns are displayed by default and any additional fields are displayed when the row is expanded.

To add fields to the column header in the grid, select the Configure Columns icon to open the Configure Columns pop-up window. This window lists all fields that are available in the table.

All fields that are currently listed as column headers have the column header toggle switch turned on (that is, green). All fields that are not listed as column headers have the column header toggle switch turned off (that is, grey).

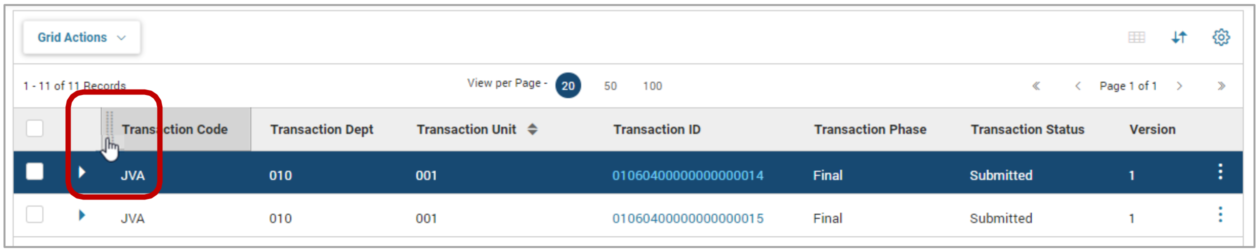
If you select the header toggles to display additional fields, these will appear in the grid after selecting 'OK'. Your preference setting will remain



Move Columns

You can rearrange the display order of the columns in a grid by dragging and dropping a column to the desired location.

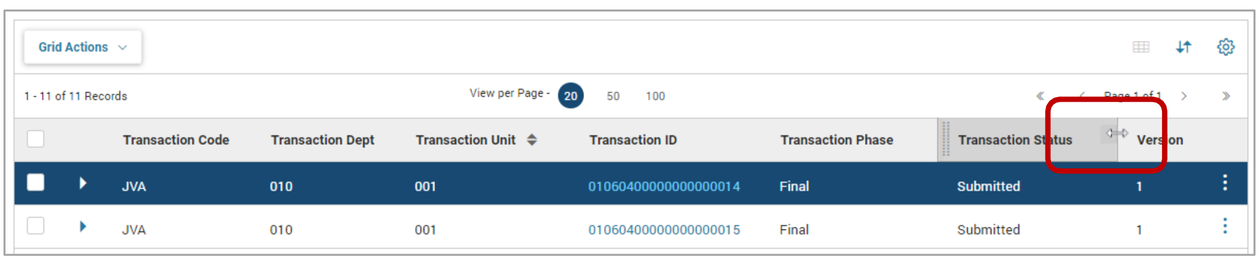
Hold your mouse over the column that you want to move. The cursor will change to a hand icon as shown below. Drag the column to the desired location. Once the column is moved, the user preference will remain until you rearrange the display order again.



Resize Columns

You can make columns wider or narrower on pages with a grid. Selecting the left or the right edge of a column changes your pointer to a line with arrows at both ends. Hold that spot and drag the edge of the column to change the width of the column.

This feature may not always be available due to the number of fields in the grid and is not available on the left edge of the first column and the right edge of the last column. Certain columns cannot be resized, such as check box columns, three dot menu columns, attachment columns, and the expand/collapse row columns.

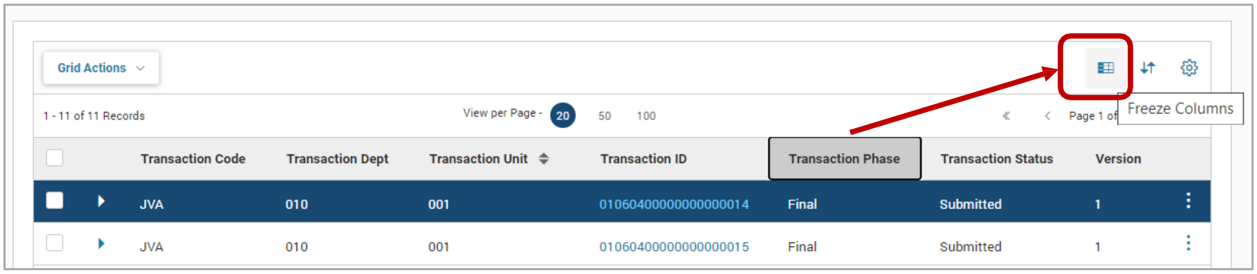


Freeze Columns

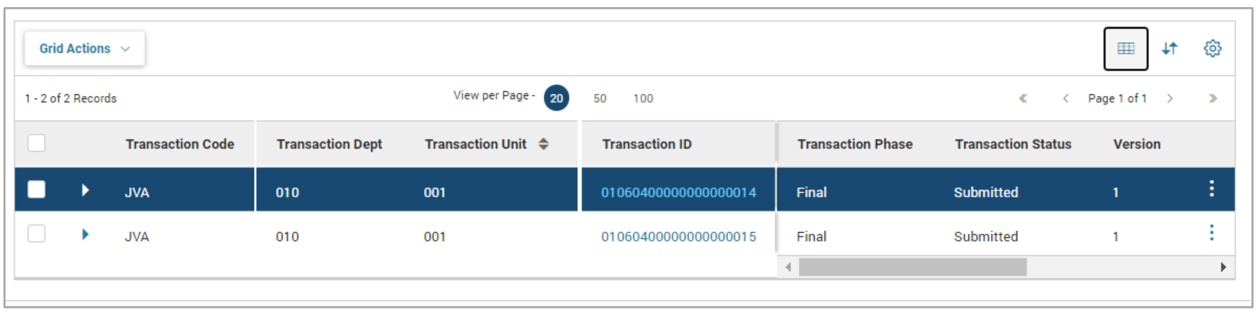
The system may automatically freeze header rows for certain pages, which makes it easier to keep track of information on a given page. Additionally, you can freeze one column in a Grid so that horizontal scrolling keeps a targeted amount of information in view for reference.

To use this feature, select the column that will be the first column to scroll (everything to the left of this column will be frozen). The column that you select plus any column to its right will scroll horizontally.

Selecting the column header will activate the **Freeze Columns** icon on the upper right. You must select that icon to freeze the columns. That freeze will remain while you are on the page or until you select the column and the icon again to unfreeze.



In this example, everything to the left of **Transaction Phase** is frozen and the scroll bar can be used to see additional columns that are enabled for the grid. Select the column and then select the Unfreeze Columns icon to remove the freeze.



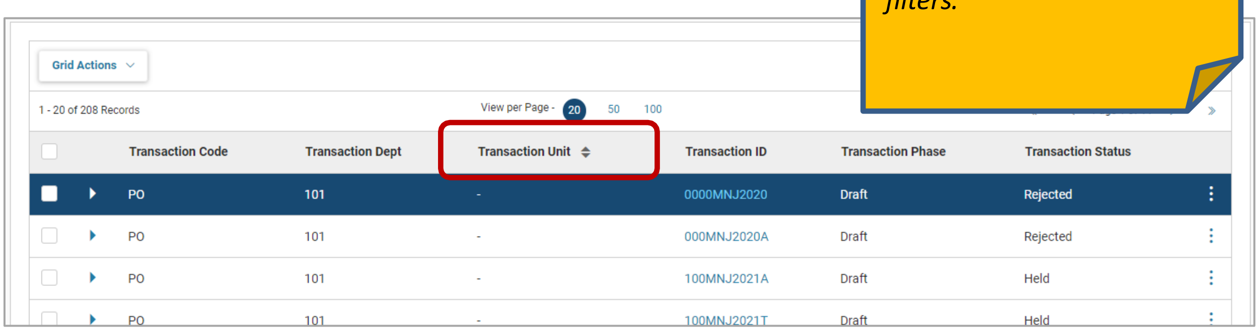
Sort

Pages with a grid can have the sorting feature.

The ability to sort is denoted by the sort icon (up and down arrows) next to the column name.

In the following example, the grid can be sorted only by the **Transaction Unit** column. The other columns do not have a sort icon.

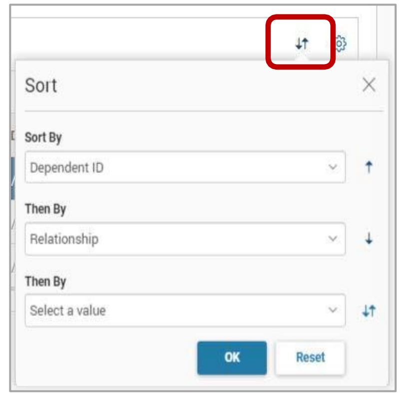
*It is strongly recommended **not** to do sorting on a page that is known to have a large amount of data without first narrowing down that data set with filters.*



Select the sort icon once to sort the grid by the corresponding column in ascending order. Select the sort icon again to sort in descending order.

Multi-sort

When a grid allows you to sort by more than one column heading, the multi-sort icon (side-by-side down/up arrows) will appear above the grid. Selection of the Multi Sort icon will open the Sort window that allows you to sort the grid by up to three columns. The columns that allow sorting appear as values in the three drop-downs on the Sort window.

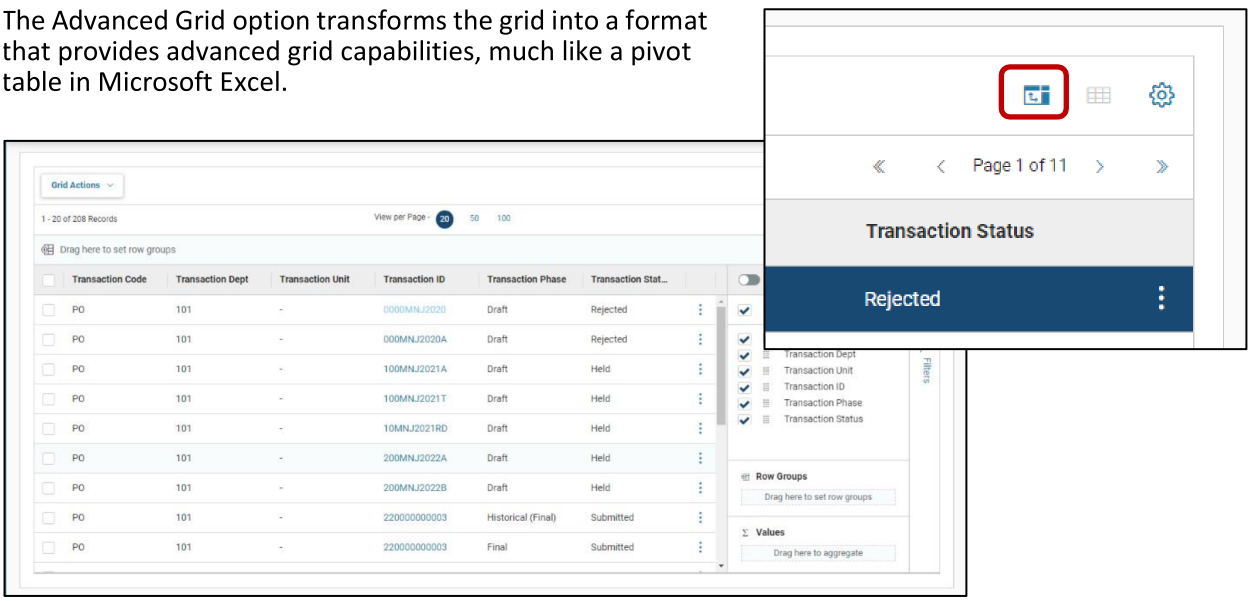


You can also specify whether you want to sort the columns in ascending or descending order by selecting the arrow icon next to the Sort By and Then By fields on the Sort window.

Select OK when you are done making your selections on the Sort window.

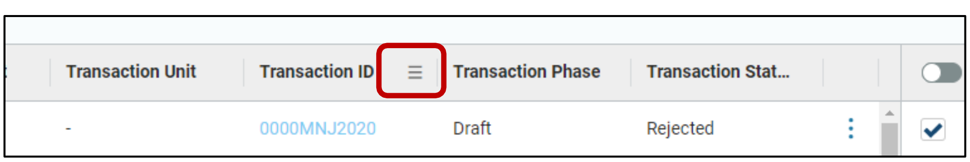
Advanced Grid

The Advanced Grid option transforms the grid into a format that provides advanced grid capabilities, much like a pivot table in Microsoft Excel.

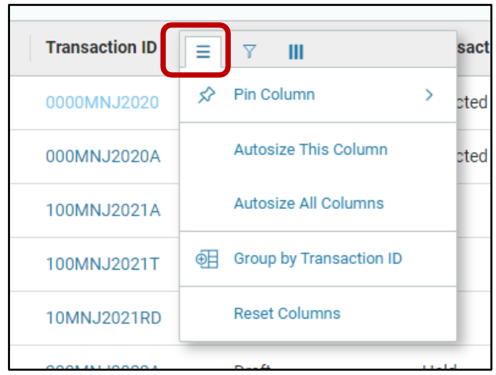


Advanced Grid Column Menu

The Advanced Grid includes a column menu that is accessed by hovering your mouse over the column heading and then selecting the column menu icon (3 horizontal lines) that appears.

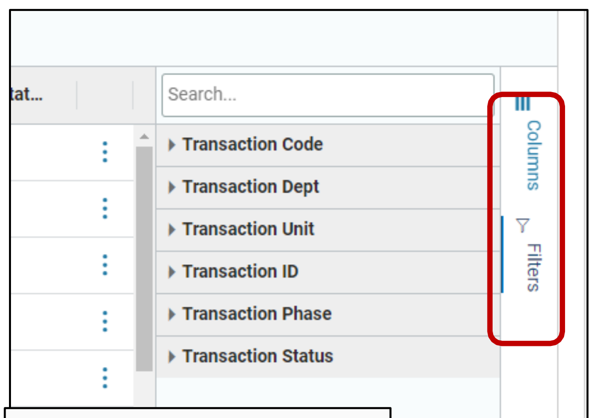


The following functionality is available via the Advanced Grid column menu:



- **Pin Column** – You can pin any column to the left or right side of the grid by selecting one of the following options from the column's menu: Pin Column > Pin Left or Pin Column > Pin Right. This moves the column to the far left or right side of the grid, based on your selection. This allows you to scroll to the right or left and the pinned column does not move. The Pin Left and Pin Right actions can be selected for more than one column, if desired. Select Pin Column > No Pin to remove the pin from a column.
- **Autosize This Column** – Automatically resizes a column based on the width of the data in the column.
- **Autosize All Columns**– Automatically resizes all columns based on the width of the data in each column.
- **Group by <Column Name>** – Groups all records based on the values in the column. You can also drag columns to the header area of the grid where it says "Drag here to set row groups". You can remove a grouping by selecting the "x" next to the column name. Note: For performance reasons, grouping by columns is not available if you have selected to view more than 100 records in the grid pagination.
- **Reset Columns**– Sets all columns back to the delivered view.
- **Expand All** – This action is only displayed if the grid is grouped by a column. Selecting this action expands all groups.
- **Collapse All** – This action is only displayed if the grid is grouped by a column. Selecting this action collapses all groups.

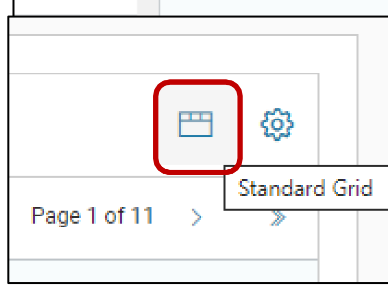
Tabs



- **Filter** – The Filter tab on the column menu allows you to filter by column values.
- **Columns** – The Columns tab on the column menu allows you to remove columns from the grid by clearing the check box next to the column name. This is the same functionality offered via the Configure Columns icon.

Restore the Grid

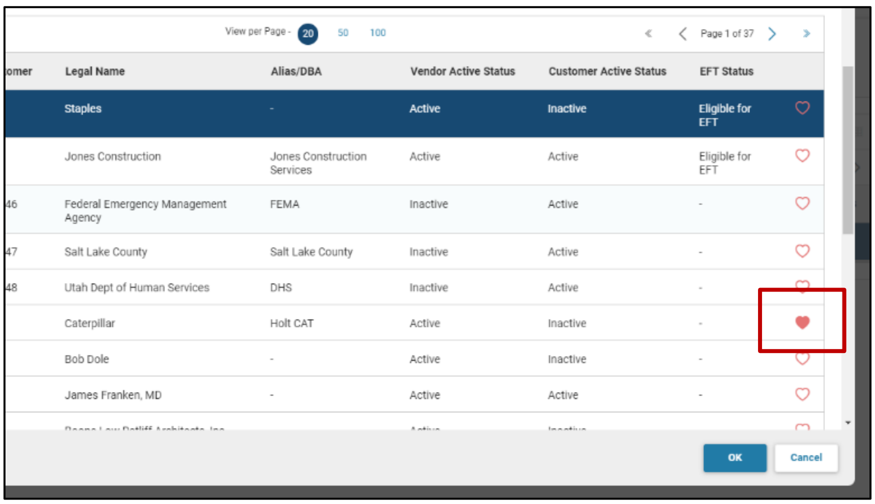
Select the Standard Grid icon to restore the grid.



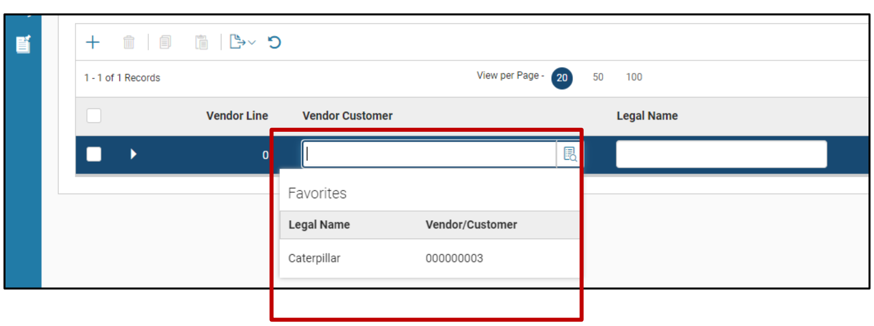
Favorites

SAMS allows you to mark a record as a favorite by selecting the **Favorite** icon (heart) next to the page's name when the record is in Edit mode.

Once a record is marked as a favorite, it will appear in the Favorites section of the page when the page is in Search mode.



The record will also appear in a Favorites picklist for the key field any time the key field is used on another page in SAMS. For example, if you have marked a vendor record as a Favorite on the Vendor/ Customer page, then the vendor will appear in a Favorites drop-down for the Vendor Customer field on all pages that include that field.



Access Keys

Text can be typed in upper or lower case. SAMS supports the following features for finding records on a page and each of these can be combined.

Wildcards

Entering an exact value (name, data, description, etc.) in a field limits the search results. You can use Wildcards to replace characters in a field and expand the results from the search. A Wildcard can be used to represent one or many characters when specifying search criteria in SAMS. For example, if you know a vendor name contains *Brown* but are not sure of the rest of the name, you can search for *Brown* (asterisks before and after) to find the vendor you need.

Note that if a search is made using only the asterisk and no other characters, the search returns every record.

Wildcard	Example
Asterisk (*):	If 01* is entered, the search returns all records that begin with 01. If *01* is entered, the search will return all records that contain 01 anywhere in the field. If *01 is entered, the search returns all records that end in 01.
Comma (,):	Use a comma to separate the values if searching for a group of records, such as multiple names, dates, descriptions, etc. (e.g.., 0100, 0200). When searching for data that contains commas, enclose the search criteria with single quotes. For example, type 'Construction, Inc.', in the Vendor Legal Name search field to view the Construction, Inc. vendor record.

Range Characters

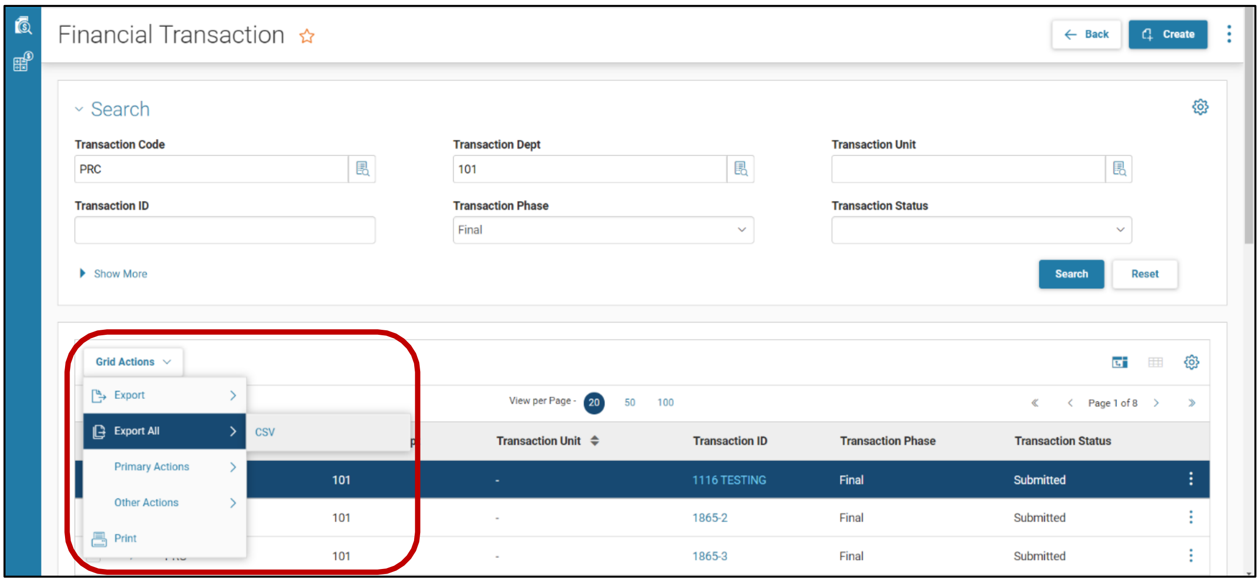
Range Characters	Example
Colon (:)	If 01/01/2019 : 06/30/2019 is entered in the Create Date field on the Transaction Catalog, all transactions created on or after 1/1/2019 and on or before 6/30/2019 are returned in the search.
Greater Than (>):	If > 09/01/2019 is entered in the Create Date field on the Transaction Catalog, all transactions created after September 1, 2019 are returned in the search.
Greater Than or Equal to (>=):	Adding the equal sign after the greater than symbol (>=) (for example, >= 09/01/2019) results in transactions created on or after September 1, 2019 being returned in the search.
Less Than (<)	If < 12/06/2019 is entered in the Create Date field on the Transaction Catalog, all transactions created before December 6, 2019 are returned in the search.

Less Than or Equal to (<=)	Adding the equal sign after the less than symbol (<=) (for example, <= 12/06/2019) results in transactions created on or before December 6, 2019 being returned in the search.

Export Transactions to CSV

In the *Financial Transaction* record grid:

- Click the **Grid Actions** button.
- Under **Export All**, Click **CSV**



This will download transactions to a CSV spreadsheet.

COMMON TRANSACTIONS ACTIONS JOB AID

Common Transaction Actions

Process
These Job Aid tables describe the common actions that are performed within a Transaction.

Related Job Aids
Refer to the documents listed below for additional information:

- TRN GS-101 Navigation Overview
- TRN GS-102 Pages Overview
- TRN GS-103 Transaction Overview

Table of Contents

Common Transaction Actions

AutoComplete

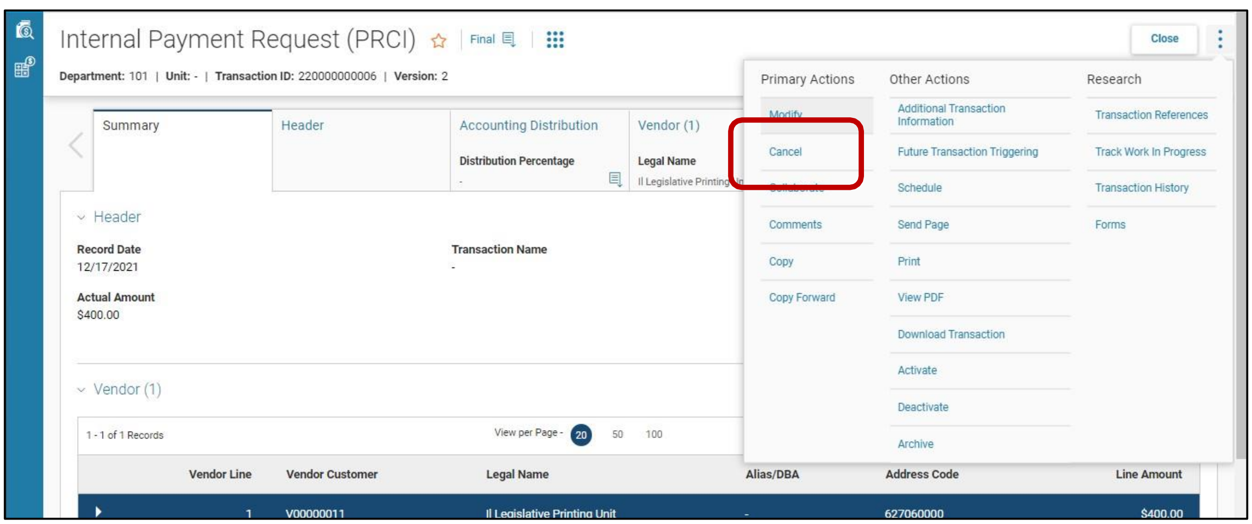
SAMS transactions include a feature called AutoComplete that keeps track of information that you've recently typed. If you have previously created a transaction and are creating another transaction in the same session, AutoComplete tries to anticipate what you are typing into specific fields and offers possible matches. Using this feature can save time by avoiding using a pick list to search. The data is cleared when you log off. This feature is automatically enabled and cannot be turned off by the user.

Auto Numbering

SAMS contains the ability to generate a Transaction ID for certain transaction types based on what has been setup within the system.

Cancel / Delete

If a transaction is in *Final* phase and you need to undo it, you must **Cancel** the transaction. When cancelled, the system will create a Cancellation transaction. Each version of a transaction represents the culmination of all changes applied to-date. A transaction can only have one version in Final phase at a time. Cancelling this version creates reversing entries in the Accounting Journal for all the accumulated versions. Once cancelled, the Transaction ID (Code, Department, and ID combination) cannot be reused. Transactions can be canceled from either the *Financial Transaction* page or from within the transaction.



Close

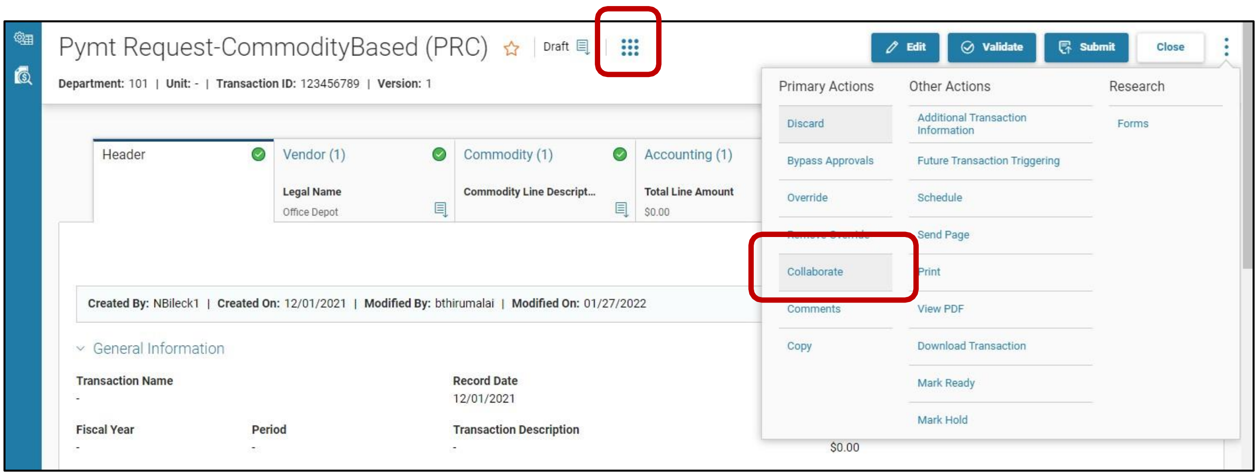
Close is used to close a currently opened transaction. SAMS prompts you to save any changes to the transaction before closing.

Collaboration

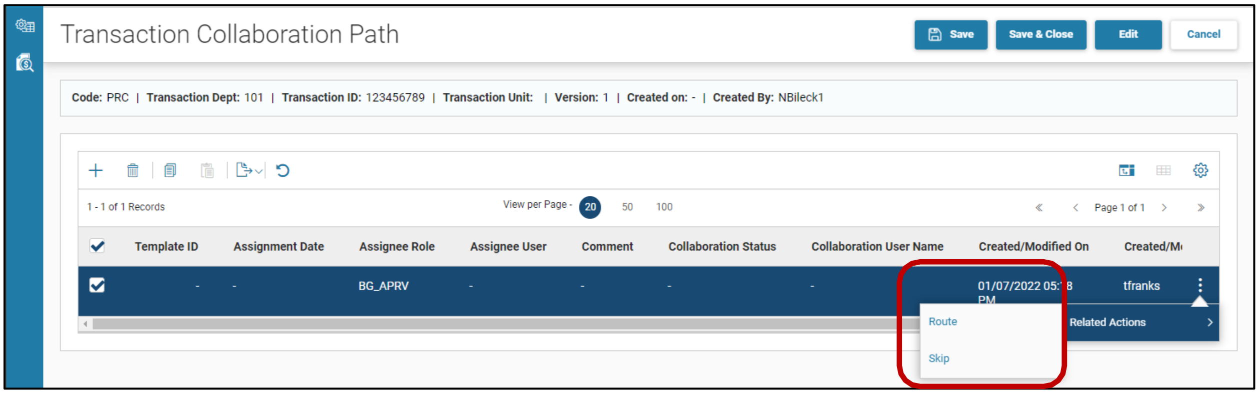
Collaboration is a feature that enables you to route transactions that are in *Draft* phase to one or more users for updating or verifying data before those transactions are moved to *Pending* or *Final*. Unlike workflow that is automatic, collaboration is triggered by a user who selects the Collaboration action and then chooses collaborators or collaborator groups.

Users who edit a transaction through Collaboration cannot approve/reject the transaction through Workflow.

The Collaboration page is accessed from either the 3-dot transaction level menu or the 9-dot Smart Menu. When collaboration is used in a transaction, the Collaboration icon on the Smart Menu includes a red circle at the top.



Initially, the page will display any predefined transaction collaboration paths, but will allow you to add new paths. You cannot delete pre-defined paths, but you do not have to follow a path that is no longer useful or applicable.



- *Route* starts the collaboration process/moves collaboration to the next level. When a transaction moves to the next level of collaboration, it cannot be recalled or sent back to the previous users.
- *Skip* is used when a predefined path needs to be skipped. Skip moves collaboration to the next path where the Collaboration Status will be set to *In Progress.*

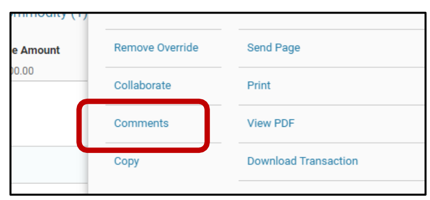
Comments

Comments can be added to a transaction in any transaction Phase (Draft, Pending, Final, or Historical Final).

Users with access to view the transaction can view the comments, but security is required to add comments and attach items to comments.

Comments and Comment Attachments are associated with a specific transaction and remain with the transaction through all subsequent versions as it is archived/ unarchived, exported/imported with the transaction version. If a comment exists for a transaction, a red circle appears above the Add Comment icon in the 9-dot *Smart Menu*.

Once a Comment is created, it cannot be modified or deleted, except by an administrator through the Transaction Comment Management (DCMTM) page. The one exception is when a transaction is discarded, the comments associated with the transaction are also deleted.

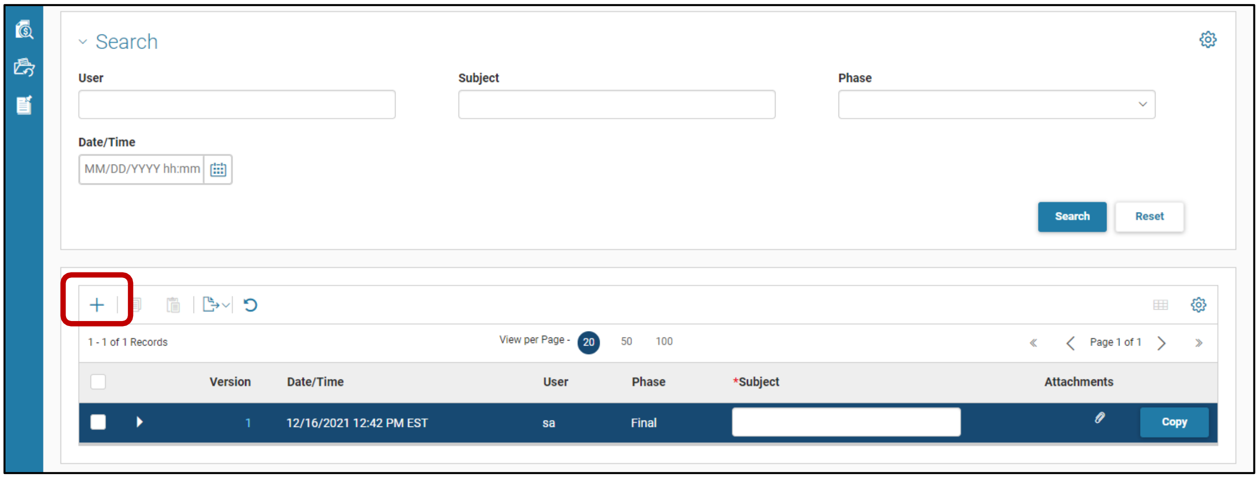


Add a Comment

Access the Transaction Comments page by selecting the Comments link on the transaction-level 3-dot menu or from the Add Comment icon in the 9-dot Smart Menu. This opens the *Transactions Comments* page.

In the Transaction Comments page:

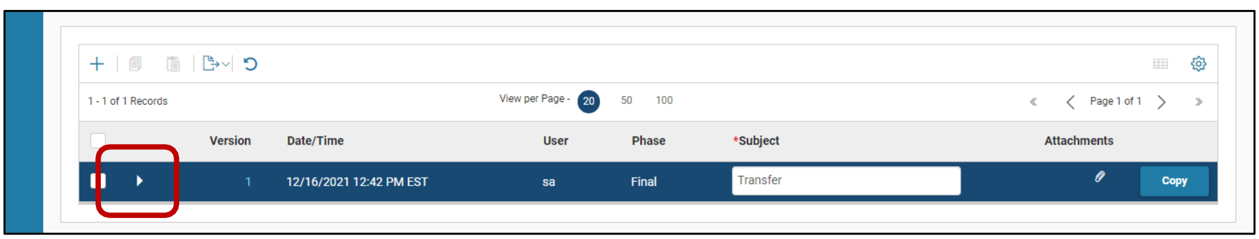
- Click the plus (**+**) icon to insert a new Comment line.



In the new Comment line:

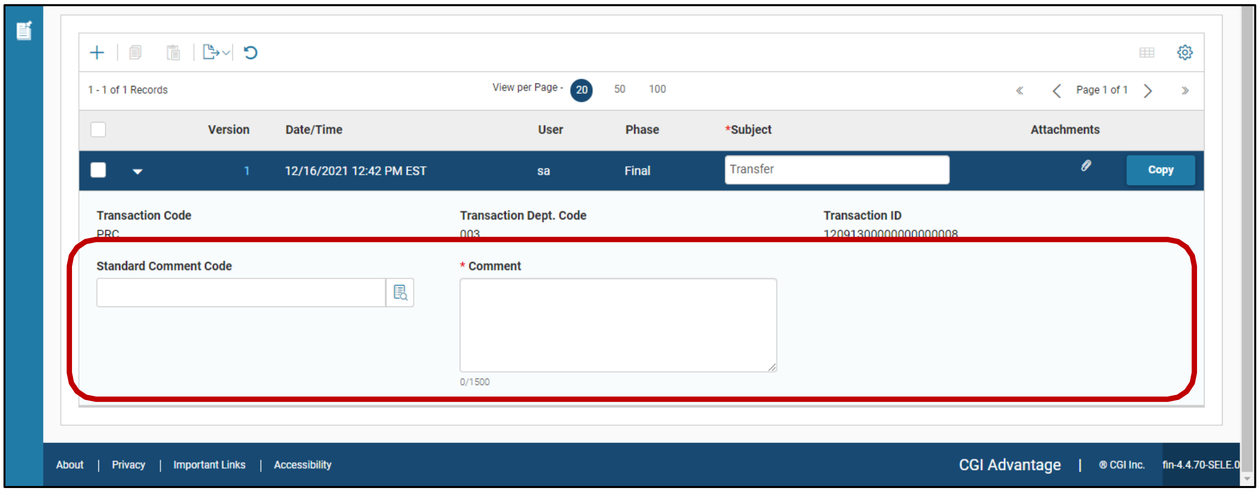
- Click the **Subject** field and enter a subject for the Comment. The **Date/Time** and **User** information are auto-filled.

Click the expand (▶) icon to access the Comment information.



In the expanded section, complete the following fields:

- **Standard Comment Code** (optional)
- **Comment**
- Click **Save** to save your comment.

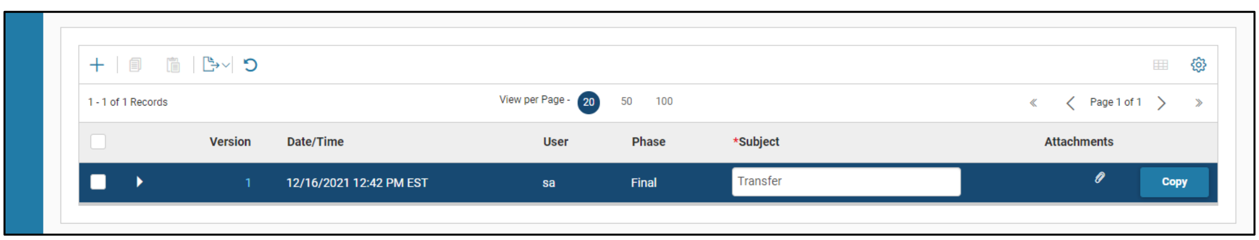


When all of the Comments are added and saved to the Transaction:

- Click **Back** to return to the Transaction page.

Add an Attachment to a Comment

Click on the **Paper Clip** icon to add an attachment to the Comment. Attachments can be added to the Comments no matter what Phase the Transaction is in.

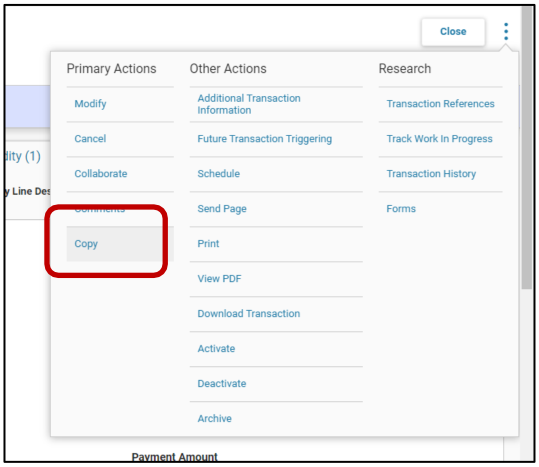


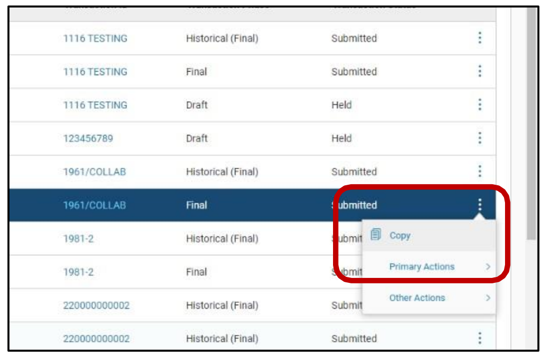
Copy

The Copy transaction feature allows a user to create a new transaction from an existing transaction with the same transaction code. Once the source transaction has been copied into the new transaction, the user can modify the information.

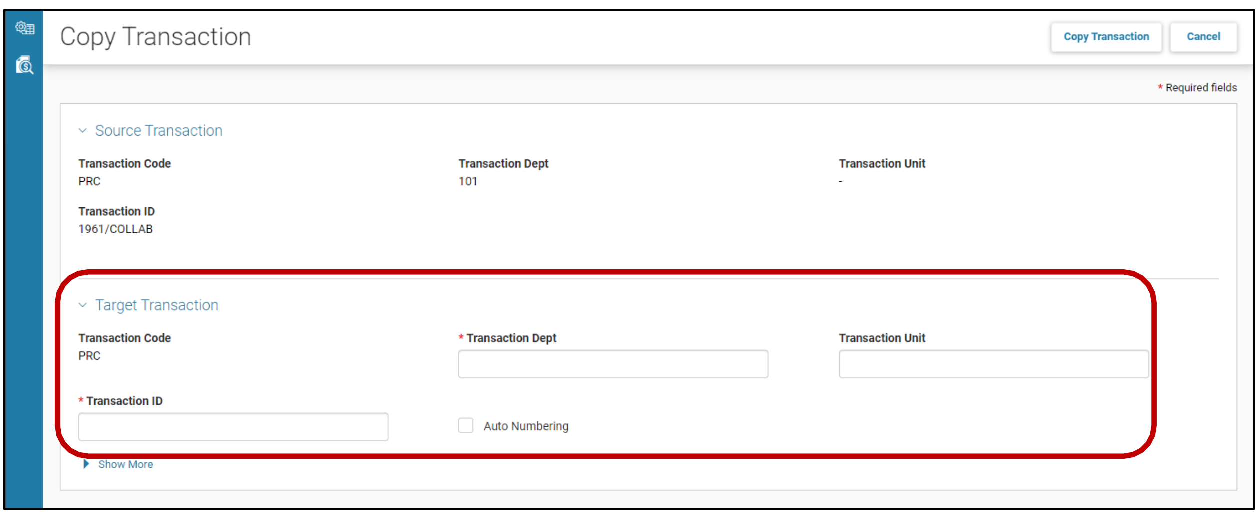
The source transaction can be in any phase -- Draft, Final, Pending, or Historical Final.

Copy can be initiated from within an open transaction using the 3-dot page menu or from the 3-dot menu on a record line.





This opens the *Copy Transaction* page so that you can assign the transaction information for the new transaction (Dept and ID).

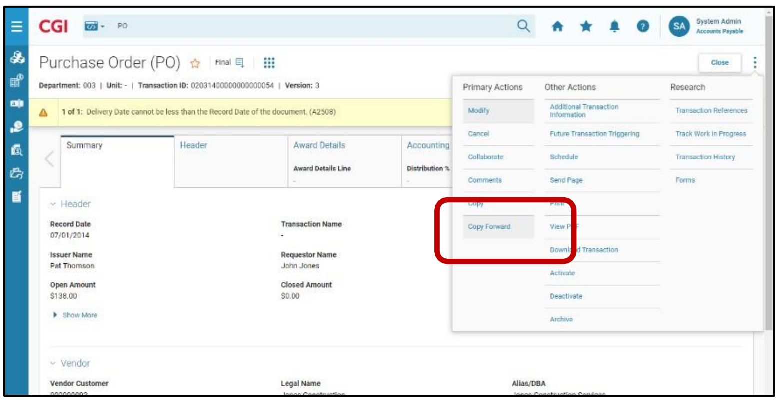


After completing the Target Transaction information, click the **Copy Transaction** button. This creates a new transaction in Draft phase containing information from the Source Transaction (be aware that some data fields may not copy from the source transaction to the target transaction). You can then go through the tabs and edit or enter any additional information needed, or if no additional information is needed, you can Validate and Submit.

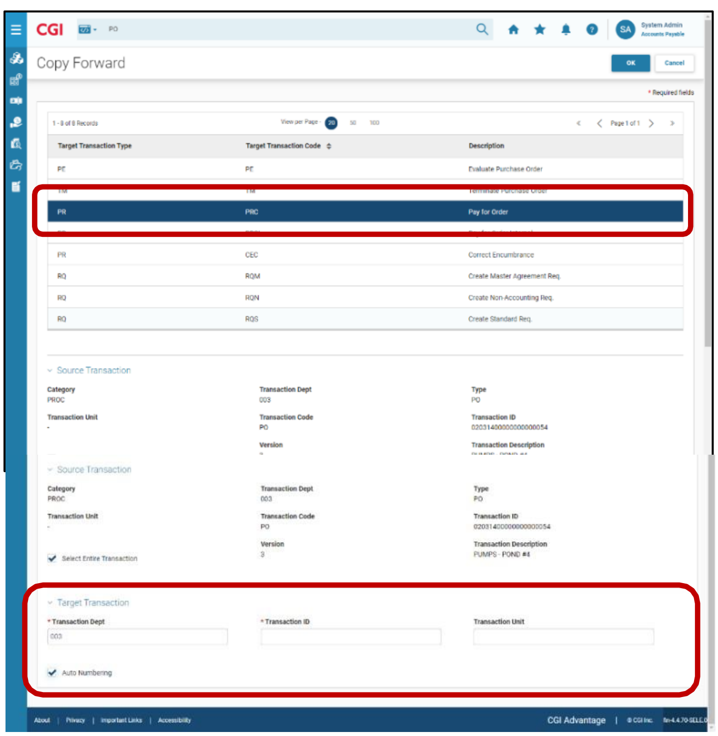
Copy Forward

Copy Forward is a unique feature in SAMS that enables a user to copy pertinent information from a finalized existing transaction into the next transaction in the processing chain. This generates the new transaction and enters a memo reference connecting the transactions.

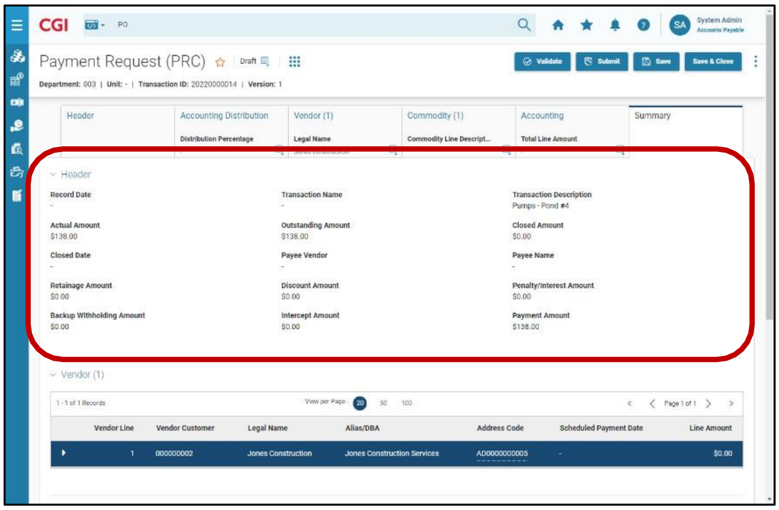
Start with an approved final transaction, then select copy forward.



This opens the Copy Forward page so that you can select the type of transaction to copy to (e.g., PRC) and assign the transaction information for the new type of transaction (Dept and ID).



After completing the Target Transaction information in the Copy Forward menu, select "OK" and this will open a new transaction containing information from the Source Transaction. You can then go through the tabs and enter any additional information needed, or if no additional information is needed, you can Validate and Submit.



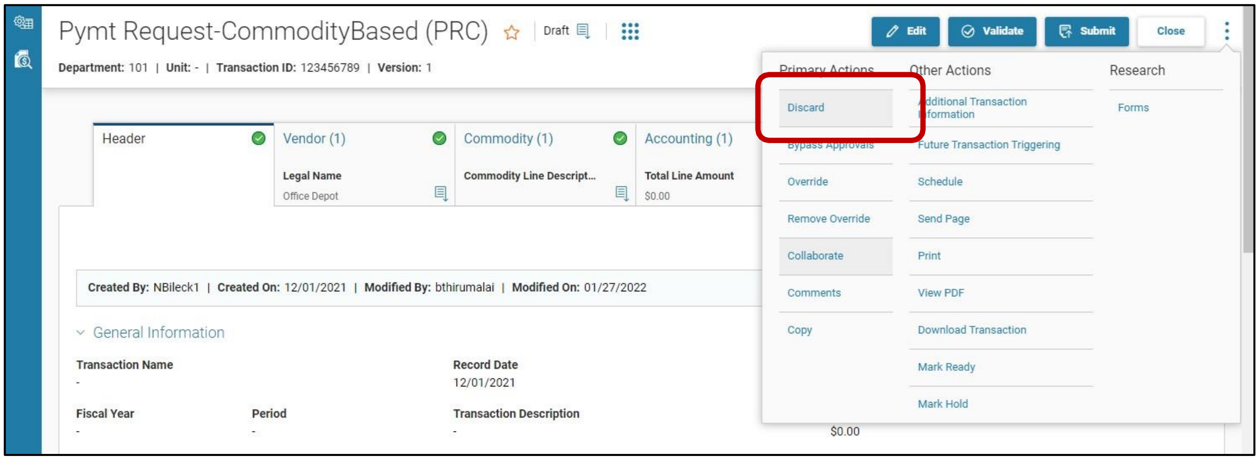
Deactivate / Activate

The **Deactivate** function is used to deactivate a transaction so that modifications or cancellations are not allowed. Deactivate can only be used on transactions in *Final* phase. Deactivate/Activate can be initiated from within an open transaction using the 3-dot page menu under *Other Actions* or from the 3-dot menu under *Other Actions* on a record line.

Use the **Activate** function to lift the restrictions set by Deactivate. Activate can be set to reactivate a transaction immediately, or to schedule the date and time for the transaction to be reactivated. Activating a previously deactivated transaction in a Final phase allows the transaction to be cancelled, modified, or referenced by another transaction.

Discard

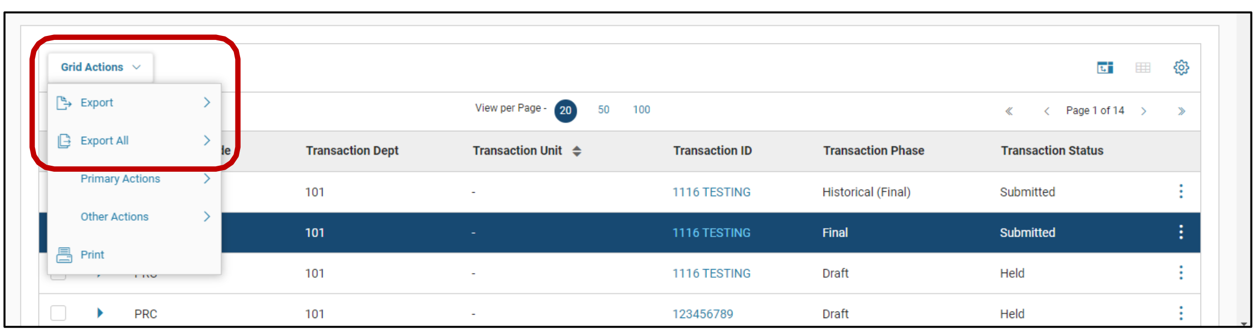
If a selected transaction is in *Draft* phase and it is not needed, is a duplicate, has incorrect information, etc., the transaction can be **Discarded** (deleted). Once discarded, it cannot be undone and the transaction is gone from the system entirely.



Export / Export All

Export allows you to download the information that appears in the transaction grid (results list) from the Transaction Catalog into a file (for example, an Excel spreadsheet), which can then be saved as an external file. The data from any transaction in the grid can be exported, regardless of the transaction's Phase, Function, or Status.

- Individual transactions or a group of transactions can be selected to export using the check box at the far left of the record listing in the Transaction Catalog. Click **Grid Actions > Export**, then select the export type.
- To export all of the transactions displayed in the Transaction Catalog grid, use the **Grid Actions > Export All** action, then select the export type.



Future Transaction Triggering

The Future Transaction Triggering page allows you to set up, maintain, and review the creation of transactions triggered based on a source transaction. In most cases, the future transaction is a copy of the original. However, in the special cases of reversing Journal Vouchers, the transaction created could be a related transaction.

- Open the transaction you wish the triggering functionality to copy and select the **Future Transaction Triggering** action from the transaction menu.
- Select the **Create** action. The system pre-populates with the transaction identification information from your transaction and completes the trigger.

Alternatively, navigate directly to the Future Transaction Triggering page from the page 3-dot vertical menu to insert the record and manually populate all fields.

Overriding an Error Message

Error messages defined as an Override Error have an associated override level defined on them that requires a user to apply an override of that level or higher in order to get the transaction to validate and submit. Once an override level is applied that is greater than or equal to the override level required for a given error message, then the severity of that error is changed to a warning. This action is only available on Draft versions of transactions. The user who overrides a transaction may also be the user who submits that transaction after the override occurs.

Print

SAMS allows you to print an open transaction from either the transaction level menu or the Transaction Catalog. Printing uses a pre-defined template.

- **Print an open transaction** – Select the Print action from the transaction level menu on an open transaction.
- **Print a transaction from the Transaction Catalog** – Print a transaction by selecting Print from the *Other Actions* sub-menu in the record level menu.

Save and Save & Close

Save will save the data added to the transaction, update any auto-filled fields, and keep the transaction open for additional data entry.

Save & Close also saves the data added to the transaction and updates any auto-filled fields, and closes the transaction.

Save and Save & Close do not finalize the transaction. The transaction must be Submitted to move into workflow or to Final Phase.

Schedule

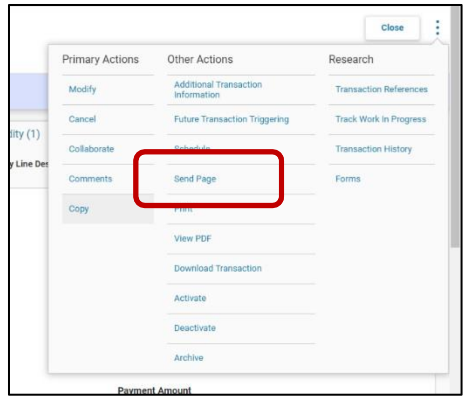
The Schedule action is used to establish an action for the system to take in the future, such as Submit or Edit. Use the plus (**+**) action to add the Date, Action, and Queue ID to set the Schedule.

Send Page

The Send Page action is used to create an email that includes a link to a transaction. The email can be sent to one or more email addresses.

The Send Page is initiated from the transaction-level 3-dot menu, under Other Actions.

Recipients can be entered manually (they must have an active SAMS account) or by using the pick list to select users. The email can be for a request to complete a transaction, to apply an override, to provide information, or any other system action.



Show More / Show Less

SAMS is designed primarily in a style known as 'progressive display' where users are presented with a limited amount of information initially (primary fields), with the ability to request to see more details (secondary fields). These additional fields can be displayed by using the **Show More** action. Click **Show Less** to shutter the expanded display.

Click the gear icon to configure (add/remove) fields from the primary field list. On the gear icon, fields with green icons will show in the primary display (above the **Show More** link). Click the selector icon to add or remove fields from the list. ***Refer to the GS-103 Transaction Overview*** Job Aid for details on how to configure columns. Note that in some cases, only a system administrator can determine whether a field is set as primary or secondary.

Submit

In order for the transaction to be finalized, it must be Submitted. **Submit** saves the data in a transaction, performs a series of system edit checks, applies the business rules and updates to the Transaction, and submits the transaction into workflow, or finalizes the transaction if no workflow is required.

You can only perform the **Submit** action from a transaction in the Draft.

Transaction Referencing (Forward/Backward Reference)

An important feature of transactions is their ability to reference other transactions within the system. For example, a Payment Request (PRC) can reference a Purchase Order (PO) or Delivery Order (DO). The **Referenced Transaction ID** is displayed in the *Reference* subsection of most of the Vendor, Commodity, and Accounting lines.

Select the transaction page 3-dot menu and select **Transaction References** to access the *Forward Reference Query* page. Click the **Forward** or **Backward** button to view the references for the transaction. For example, a PRC references backwards to a PO or forwards to the AD.

Validate

Validate is used to apply business rules to the transaction to confirm whether or not the transaction will be accepted by the **system** upon submission (additional review by auditors may result in a rejection of the transaction). Clicking Validate is optional, albeit helpful, but does not update the transaction in SAMS; it only provides you with system errors and/or warning messages that pertain to the transaction's data.

In the event that the transaction does not pass all the business rules, the transaction remains in **Draft** phase and displays the appropriate error messages. You can perform the **Validation** action from a transaction in Draft phase. A validation can also be performed from the Financial Transaction page.

If a transaction is Validated but not submitted, it will remain in Draft phase.

Validation Feedback

When you select the Validate or Submit actions, SAMS performs a series of edit checks on your transaction. If the Validate or Save action is successful or if it encounters any issues, details are displayed in the System Feedback ribbon.

- **Successful** (green check): Successful messages are issued, but then disappear as a means to relay that your action has succeeded.
- **Informational** (blue box with an "i"): Informational messages are for informational purposes only and do not determine whether a transaction will be accepted to the next phase.
- **Warning** (red triangle with exclamation point): Warning messages relay information about issues that must be addressed before the transaction is submitted. When error messages are encountered, the Phase of the transaction remains in Draft until the error is fixed and the transaction is validated and submitted again. All warning messages that occur during transaction processing are accumulated so the user can see all of the warning messages for that transaction version at one time.
- **Rejection** (red hexagon with an "x"). When an error message is displayed, the transaction will remain at the Draft phase until corrections have been made and the transaction is validated or submitted again. If the error is overridable, the word Override will be displayed in an oval.

TERMINOLOGY JOB AID

GS- Terminology

Terminology

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
| R | S | T | U | V | W | X | Y | Z |

-- A --

Accepted Increase Non Cash: This amount represents updates made by **Final** transactions with a non-cash increase posting code.

Accepted Decrease Non Cash: This amount represents updates made by **Final** transactions with a non-cash decrease posting code.

Accounting Journal: The primary record of all accounting transactions within SAMS.

Accounts Payable: Accounts Payable (AP) is responsible for recording and disbursing payments for purchases of goods or services.

Accounts Receivable: Accounts Receivable (AR) is responsible for billing and collecting money owed and is implemented for the Involuntary Withholding functionality.

Adjusted Cash Balance: This amount is a complicated formula but basically it takes into account everything that is pending or outstanding. Think about your personal checking account: you have a balance, then you have checks outstanding (pending) and deposits pending. The adjusted cash balance takes into account all of these items to give you your working or your **adjusted** cash from which you can make future payments.

Alerts: Alerts are used to send messages in the SAMS application. Alerts are typically sent by System Administrators and are not specific to a transaction. Alert messages can be used to notify all users, groups of users, or specific users of an item. When the Alert icon (bell) in the Global Navigation area has a red circle with a number, the number indicates the number of alerts you have received but not read.

Analytics: Tools that capture and report on Application metrics, such as graphs, dashboards, and indices.

Auto Complete: A feature which automatically predicts the remaining characters in a word or phrase based on what has been entered.

Automated Disbursement: A set of batch jobs that are run nightly to create warrants and electronic funds transfers. Can also be used to describe the individual transaction for a Hard Copy payment.

Available Cash Balance: The adjusted cash balance minus the cash balance minimum.

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Balance Sheet Account: Balance Sheet Accounts are accounts that reflect the financial condition of a fund. They are broken down into assets, liabilities, equity (fund balance), and contra assets (sometimes called asset offsets). The term often refers to a code established on the Balance Sheet Account page. Another use of the term is for a ledger or other balance record that represents a dollar total for a Fund and Balance Sheet Account combination.

Batch Job: A program that is assigned to run without further user interaction. The program takes a set of data files as input, processes the data, and produces a set of output data files. This is called a batch job or batch processing because the input data are collected into batches of files and are processed by the program.

Bookmarks: Bookmarks display a list of pages a user has marked to provide a shortcut to a page. Use the Star icon on a page to add the page to the Bookmark list.

Budgetary Control: Budgetary Control allows for the tracking and controlling of budgeted expenditures and revenues, using budget structures and controls. It supports a wide range of budgetary business requirements.

Business Intelligence: A combined reporting solution utilizing PowerBI or other tools that provide access to Modernized SAMS data, tools to populate the warehouse efficiently, a toolset to access the data, and pre-defined folders that allow easy access to the data.

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Cash Balance: The current available cash balance amount.

Cash Balance Minimum: The minimum cash balance is the required lower threshold balance for the Fund. The default is zero.

Centralized Organizational Elements: Chart of Accounts (COA) elements controlled and maintained centrally, impacting all users. Includes the organization Accounts such as Government Branch, Cabinet, and Department.

Chart of Accounts: An account structure to classify financial information which captures the dimensional structure for documenting and reporting on budget data. Abbreviated as “COA.”

Commodity: Typically a fixed asset or other basic goods or services Used as a single generic “ALL” value for the Modernized SAMS application.

Copy: Feature that duplicates the entire transaction or duplicates components within a transaction.

Copy Forward: Feature that enables a user to copy pertinent information from a finalized existing transaction into the next Transaction Type to reference or liquidate the source document and move the accounting event through the business process lifecycle.

Current Rollups: Current Rollups are rollup codes inferred by a report based on the current definition of a primary element code. These are established on the reference table for the primary element code.

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Dashboard: An interactive user interface that organizes and presents information in a way that is easy to read.

Decentralized Organizational Elements: COA elements defined and maintained at the department level including the organizational chart of account elements below Department: Division, Group, Section, District, Branch, and Unit.

Department: One element in the SAMS Chart of Accounts structure. This element is associated with a State agency. Unless otherwise defined, the terms department and agency are interchangeable.

Department-Specific: Department-Specific is a term used to refer to those Chart of Account dimensions that are defined (keyed) by Department Codes. Such a dimension allows each department to define codes specific to their business needs.

Disbursement: Liquidates the payable and generates payment. The payment may be in the form of a warrant or an Electronic Funds Transfer (EFT).

Disbursement Correction: The process used to void, reprint, or renumber a warrant after the disbursement process has completed but before payments are issued to vendors.

Discounts: An amount of money that is deducted from the payment at the time of the Disbursement. Discounts may be defined by establishing a discount schedule, which consists of a Number of Days and a corresponding Discount Percentage. Discount schedules can be recorded when establishing the Vendor, when entering an obligation, or when entering a Payment Request (PRC#).

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Electronic Funds Transfer (EFT): The electronic movement of data between banks which results in a fund transfer between bank accounts.

Element: Element is a point of measurement for financial activity; specifically, a division of the Chart of Accounts structure. Examples include Fund, Department, and Location. The term often refers to just Primary Elements, but Sub Elements can also be implied by the term.

Encumbrance: A reservation placed on the use of budgeting authority. This is used to ensure that there are sufficient appropriated funds to make payments.

Event Type: Identifies and records the type of financial activity for an accounting line of a transaction. For all accounting-based transactions (and certain non-accounting transactions), every accounting line must have an Event Type. You can either enter the Event Type or use the default provided by the system.

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Favorites: A way to save frequently visited search values, data values, and records. The user can make any value a Favorite by right-clicking on the value record, and selecting Add to Favorites from the mouse menu. Favorites are accessed via the Secondary Navigation Panel. Once a record is marked as a Favorite, it will appear in the Favorites section of the page when the page is in Search mode.

Financial Transactions page: A central location where documents can be generated and reviewed. Also known as the Transaction Catalog.

Fund Accounting: Fund accounting is the term associated with public sector accounting that refers to the use of Fund, Revenue Source, Object of Expenditure, and Balance Sheet Account chart of account elements. Unlike private sector accounting, funds are individual entities that must balance.

Fund: Fund is the Chart of Accounts element that represents a self-balancing set of accounts (a source or type of funding). For example, you can define the General Fund and the Capital Projects fund.

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General Accounting: General Accounting is a subset of the application that encompasses many functional areas including: manual journal entries, payments without a commodity, adjusting entries, journals and ledgers for online inquiry, balance sheet account balances, and cash and fund control.

Grid: A list of records displayed in a table format.

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Hierarchy: Hierarchy is a tree-type relationship among a series of Chart of Account elements where one element, a *parent*, is broken down into smaller components, called *children*. The hierarchy may be one that is structured within the application (Fund and Sub Fund) or implied through setup (Fund Category and Fund Class).

Historic Rollups: Historic Rollups are the rollup codes originally recorded by a transaction based on the definition of a primary element code at the time the transaction was processed.

History widget: Displays the 10 most recently accessed transactions/pages from the current session. It's also called "Recent 10 Transactions."

Home Page: The Home Page is the desktop of the application and contains two main navigation panels: Primary Navigation Panel and Secondary Navigation Panel. The Home Page displayed is associated with the selected Business Role.

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Inference: Inference is the process by which codes are automatically brought into documents when combinations of other codes are used. An example is supplying the Vendor/Customer Code and having the Legal Name automatically populated in the transaction or when an intergovernmental vendor is cited on a PRCI, the seller fund and detail accounting data is inferred from the IVAD table.

Inferred Values: Values that are automatically populated based on previous entries in SAMS.

Inquiry Pages: Pages that display summary and detailed information from successfully processed transactions; usually inquiry pages are view-only.

Intra-Agency: A transaction that takes place within a Department is called an Intra-Agency transaction.

Inter-Agency: A transaction that takes place between Departments is called an Inter-Agency transaction.

Intercept: When all or a portion of a payment to a vendor is offset due to an outstanding debt that is owed by that Vendor. This debt is established through the Involuntary Withholding (IW) transaction, which is a clone of the Receivable (RE) transaction.

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Journal: A historical detailed record of processed data that is stored by transaction in order of processing.

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Object: An object is the Chart of Accounts element that classifies expenditures into groups such as commodities or contractual services.

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Page Code: Each page and transaction in SAMS has a name and a code. The page code can be used for navigation using the Page Search and Jump To functionality.

Pending Decrease Cash: This amount represents updates made by **Pending** transactions with a cash decrease. A manual disbursement waiting approval on a worklist is an example of this.

Pending Decrease Non-Cash: This amount represents updates made by **Pending** transactions with a non-cash decrease posting code. An example might be the seller portion of an Internal Exchange Transaction or a payment request.

Pending Increase Cash: This amount represents updates made by **Pending** transactions with a cash increase. A receivable is a good example of this.

Pending Increase Non-Cash: This amount represents updates made by **Pending** transactions with a non-cash increase posting code. An example might be the buyer portion of an Internal Exchange Transaction or a Receivable.

Posting Code: A code providing configured instructions detailing updates to system-maintained tables and detailed journals for the SAMS application.

Primary Element: A Primary Element is a point of measurement for financial activity, specifically, a division of the Chart of Accounts structure. Examples include Fund, Department, and Location.

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Reference Table: Pages that control how the application functions and provides valid values (codes) for data entry. Some of the Reference Tables are updated by batch for transaction processing while others can be updated by users with the appropriate security authorization.

Required Element: Required Element is a Chart of Accounts element that is defined as being necessary for transactions under certain circumstances. Those circumstances can be the type of accounting event being performed or the existence of one or more chart of account codes already entered.

Retainage: An amount established on an obligation to be withheld from a future payment.

Revenue Source: Revenue Source is the Chart of Accounts element that reflects the source of money for an activity or an objective.

Rollup: A grouping of Chart of Accounts element codes for reporting or control purposes. Most elements use class, category, type, and group to roll information into higher levels of summarization.

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Sub Element: Sub Element is a subordinate measure of account activity that derives its characteristics from the parent element, such as Fund and Sub Fund.

Sub-Object: A Sub-Object is a sub element code that allows for a breakdown of an Object Code, capturing the detailed object for a transaction.

System-Wide: System-Wide is a term used to refer to those components or configuration settings that are not defined (keyed) by Department codes. These dimensions are defined once for use by all entities within the application. The definition of system-wide codes and configuration settings is the responsibility of a central authority.

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Transaction: A single form that collects information designed to ease and standardize data entry as well as to consolidate pertinent information for approval and query purposes for each event.

Transaction Phases: A point in time within the transaction processing lifecycle. Common transaction phases are Draft, Pending, Historical Final, and Final.

Transaction Status: The stage of a transaction within the processing flow. Valid transaction statuses are Held, Ready, Rejected, and Submitted.

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Vendor/Customer: Vendors (entities getting paid for goods or services) and Customers (entities paying for goods, services, or work) are established and maintained within the same Vendor/Customer table (VCUST). A vendor can also be a customer, allowing a user to enter information only one time when a particular contact is both a vendor (payable) and a customer (receivable).

Vendor/Customer Code: The unique identifier assigned to the Vendor/Customer.

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Warrants: An instrument authorizing payment to a designated payee upon availability of funds. The Comptroller's office is authorized to pay the warrant holder on demand or after a maturity date. Such warrants look like checks and clear through the banking system like checks, but are not drawn against cleared funds in a checking account. Instead, they may be drawn against "available funds" so that the issuer can delay redemption, if needed. In other words, a warrant is basically a check but if funds aren't available then the government can hold the payment until funds are available. Cash is not reduced until the warrant has cleared the bank.

Wildcard: A character that can be used to represent one or many characters when completing a search in SAMS. In most cases, this wildcard is an asterisk '*'.

Workflow: An online routing and approval process for transactions based on a predefined set of rules and conditions.

Worklist: A list of documents that have been routed to a user for approval.

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ATTACHMENTS
JOB AID

Attachments

Process
This Job Aid describes how to use the Attachments function.

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Attachments

SAMS allows you to upload and attach files to transactions, called *Attachments*, that were created in other applications (for example Excel spreadsheets and Word documents). Attachments can be added to a new transaction or a modified transaction, as long as the transaction is in **Draft** phase.

Recommended attachment formats are Microsoft Office (Excel, CSV, Word, Notepad) or PDF.

Note: Attachments are limited to 2MB in size, so confirm whether attachments should be added to the transaction you are working on.

Add Attachment

The Attachments window can be accessed from either the Header tab or within a Tab at the Line level while in a transaction.

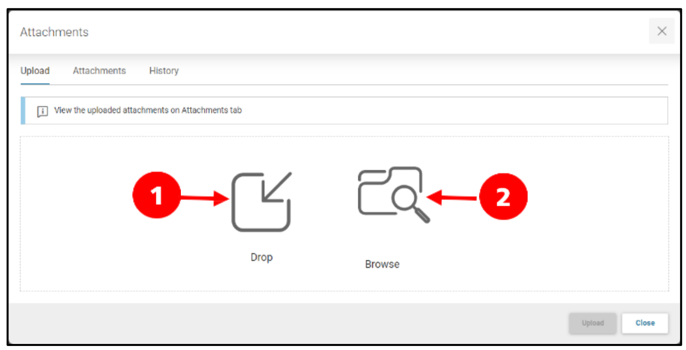
- In the Header tab, select the **Attachments** button.
- From a Vendor, Commodity, or Accounting line, select the **paperclip** at the right of the line.

This opens the Attachments pop-up window.

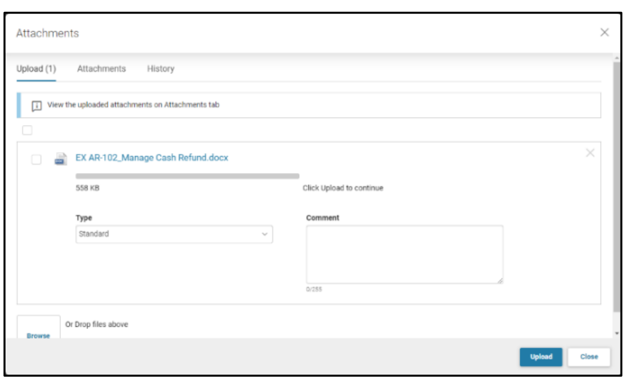
Attachments Window

There are two ways to add an attachment to the transaction:

1. Drag-and-drop the file from your computer's directory into the Attachments pop-up window.
2. Click the **Browse** icon to open your computer's directory
   - Select the file to load.
   - Click Open. This opens the file in the Attachments pop-up.



When the desired file is displayed in the Attachments window, enter any comments for the document in the **Comments** field.



Additional documents can be added while the Attachments window is open using the **Browse** button at the bottom left of the window or drag-and-drop to copy more files to the window.

When all Attachments are added, click **Upload** to upload the attachments to the Transaction, then click **Close** to close the window and return to the Transaction.

Once the file is attached, a number is displayed next to the Paper Clip icon on the section header, as well as in the *Smart Menu* at the top of the page. The number on the section header is the total number of attachments for that section; whereas, the number on the line displays only the number of attachments associated with that line.

Attachments to an original transaction are ***not*** copied forward to a new transaction when using the Copy or Copy Forward function. To include an attachment from the original transaction, download the attachment and then upload the attachment to the new transaction. If the transaction is archived, the attachments will be archived as well.

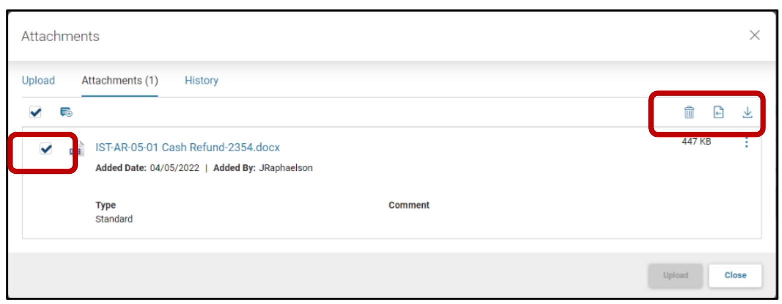
> **Handy Tip:**
> If you need to add an Attachment to a transaction that has already been finalized, add the Attachment to a Comment.

Since attachments are treated like an extension of a transaction, SAMS security rules apply to these attachments. This means that you are able to access attachments for only transactions which you are authorized to work with. Also, the Attachments links are only enabled if your security has been setup to allow updates or reviews.

Delete an Attachment

Attachments can be deleted while the transaction is still in ***Draft*** phase.

1. Open the Attachment from the Paper Clip icon.
2. Navigate to the **Attachments** subsection.
3. Click in the checkbox next to the attachment you need to delete. This activates the options list at the right of the Attachment.
4. Select the trashcan icon.
5. Click **Yes** in the Delete confirmation pop-up box.



This will delete the selected Attachment and let you close the Attachment pop-up box.