



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies
 FROM: Kathleen Killion, Assistant Comptroller - Operations
 DATE: November 1, 2023
 SUBJECT: SAMS Modernization – Voucher Approval Authorization Form – SAMS ADV4
 NUMBER: 2 7 1

The SAMS Modernization (SMOD) project will result in changes to current State Accounting procedures and requirements. Additional bulletins will be issued as changes are identified. The changes will be effective with the SMOD implementation for all transactions processed on or after 12/1/2023, unless otherwise noted.

A change in process will be made for agencies that currently utilize the C-14 process to directly enter vouchers into SAMS (as seen below in the SAMS screenshot). **Please note: If you enter/submit vouchers from SAP or any other accounting system other than SAMS, this does not apply to you.**

```

ACTION: s  SCREEN: SUSF 10/18/23 09:23:59 AM
FUNCTION: new  ORG:
          D O C U M E N T   S U S P E N S E
S      BATCH      DOCUMENT      PROCESS
E -----
L TYPE AGCY NUMBER TYPE AGCY   NUMBER   STAT  APPRV  LAST   LAST   DATE
- - - - -
?      C14  360  400000001
  
```

The new system, SAMS Advantage 4 (ADV4), requires the voucher to be input by one user and then approved by another user with voucher approval authority. To assign the appropriate approval roles, agencies need to complete the new Voucher Approval Authorization Form – SAMS ADV4 (SCO-095C) for each user that will be approving vouchers in ADV4. The approval role in ADV4 will only be assigned when the new form is received and approved by the IOC.

Approval of the voucher will result in the submission of the voucher to IOC for processing. Since the approval occurs within the system, there will not be an Agency Balancing Report. No documentation is required to be submitted to the IOC after agency approval unless the voucher

requires paper backup, such as those vouchers submitted for travel reimbursements.

The notable differences between the Voucher Signature Authorization Form (SCO-095) and the new Voucher Approval Authorization Form – SAMS ADV4 (SCO-095C) are as follows:

- The description of the form is updated to reflect that submission of vouchers within SAMS ADV4 is electronic.
- The new form needs to be completed for any Agency Head or Designee that will be approving vouchers for submission in SAMS/ADV4. Depending on your agency's process, this means that you may choose to authorize additional users as designees that did not previously have that authority.
- The sections for SPECIMEN SIGNATURE and VOUCHERS AUTHORIZED TO SIGN were removed because they are not needed. A wet signature is not required and this only applies to Commercial vouchers.
- The certification from the Agency Balancing Report was added to the section APPROVAL.

The new Voucher Approval Authorization Form – SAMS ADV4 (SCO-095C) can be found on the IOC website at:

<https://illinoiscomptroller.gov/state-agencies/bulletins-forms/accounting-forms>

You may submit forms to the IOC as soon as you have them completed. Voucher approval authorization will be revoked when an applicable SCO-095A or SCO-095B revocation form is submitted for a designee or agency head.

Please ensure this bulletin is provided to everyone in your organization impacted by the change. If you have any questions concerning this Accounting Bulletin, please email Nathan Bileck at nathan.bileck@illinoiscomptroller.gov.

Agencies may access this and other [Accounting](#), [Payroll](#), and [SAMS](#) bulletins on the IOC website.