



## Pages Overview

### Process

This Job Aid introduces the basic page types in SAMS 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

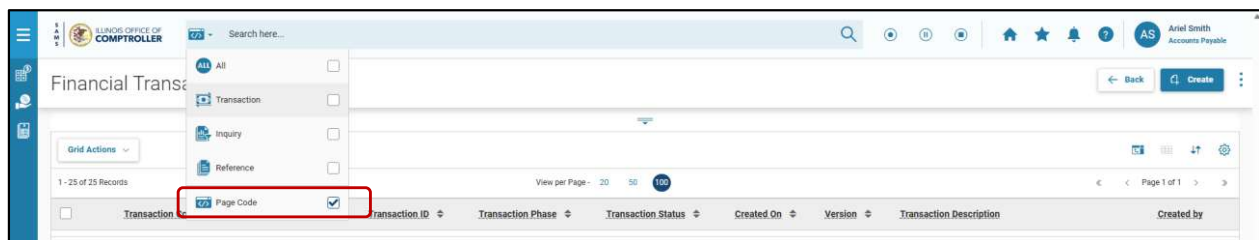
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## Pages Overview

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

- Reference tables
- Transactions
- Inquiry pages

You can refer to a page either by its title/name (e.g. Purchase Order), or by its **page code** (e.g. PO). Remember that if you search for a page using its page code, you must select the page code icon on the global search bar for SAMS to recognize the type of search. Once you select this icon, the global search bar will default to a page code search type unless you later change the search type.



## Reference Tables

**Reference tables** display certain data, settings, and rules which corresponding transactions and other pages use.

For example, the Fund page (Page Code = FUND) has a setting to indicate whether a particular fund is active. In turn, other transactions and pages within SAMS point to that Fund page behind the scenes to regulate the actions that a user can or cannot take on that fund.

There are two types of reference tables within SAMS:

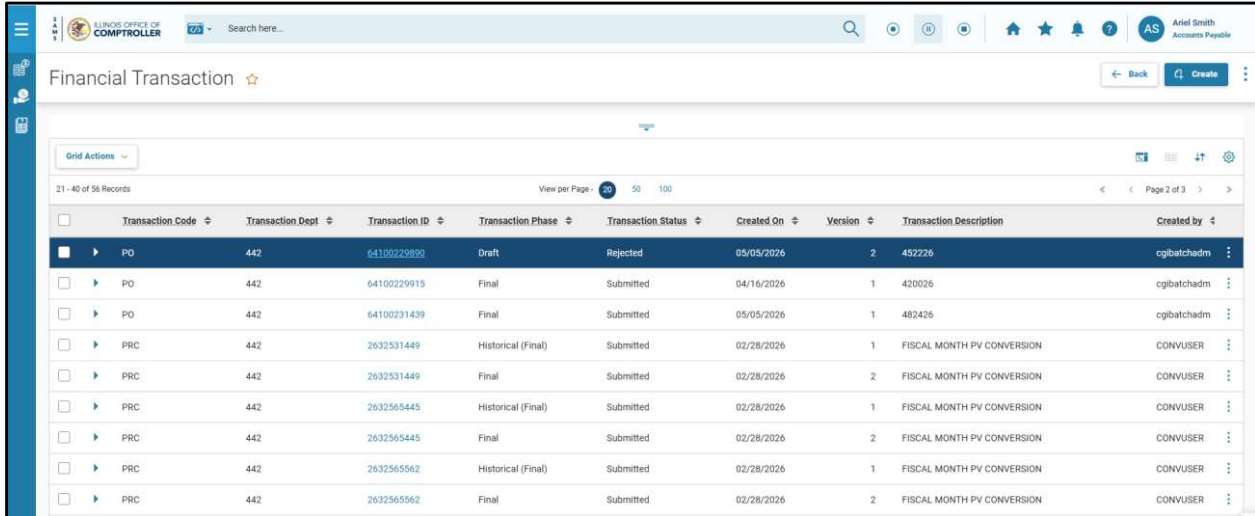
- **User-maintained** tables can be updated by users who have the appropriate security authorization.
- **System-maintained** tables are updated by the system through transaction updates or offline processes.

In SAMS, some types of transactions have the sole purpose of updating reference tables, instead of recording accounting actions. For example, a VCC (Vendor Customer Creation) transaction's purpose is to update the VCUST (Vendor Customer) reference table.

## Transactions

**Transactions** record or modify financial activities. On some types of transactions, certain fields may pull data from Reference Tables. The reverse can also be true: transactions themselves update any corresponding Reference Tables once IOC processes them.

You can find all SAMS transactions in the **Transaction Catalog**. Note, however, that some users will only have access to the transactions that come from their own agency.



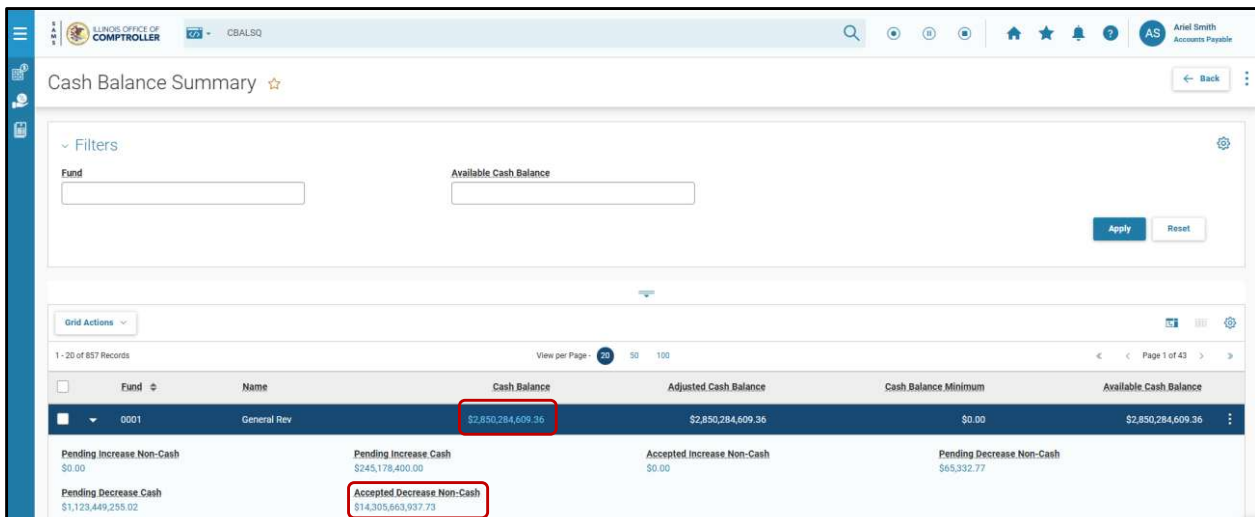
| Transaction Code | Transaction Dept | Transaction ID | Transaction Phase  | Transaction Status | Created On | Version | Transaction Description    | Created by |
|------------------|------------------|----------------|--------------------|--------------------|------------|---------|----------------------------|------------|
| PO               | 442              | 64100229898    | Draft              | Rejected           | 05/05/2026 | 2       | 452226                     | cgbatchadm |
| PO               | 442              | 64100229915    | Final              | Submitted          | 04/16/2026 | 1       | 420026                     | cgbatchadm |
| PO               | 442              | 64100231439    | Final              | Submitted          | 05/05/2026 | 1       | 482426                     | cgbatchadm |
| PRC              | 442              | 2632531449     | Historical (Final) | Submitted          | 02/28/2026 | 1       | FISCAL MONTH PV CONVERSION | CONVUSER   |
| PRC              | 442              | 2632531449     | Final              | Submitted          | 02/28/2026 | 2       | FISCAL MONTH PV CONVERSION | CONVUSER   |
| PRC              | 442              | 2632565445     | Historical (Final) | Submitted          | 02/28/2026 | 1       | FISCAL MONTH PV CONVERSION | CONVUSER   |
| PRC              | 442              | 2632565445     | Final              | Submitted          | 02/28/2026 | 2       | FISCAL MONTH PV CONVERSION | CONVUSER   |
| PRC              | 442              | 2632565562     | Historical (Final) | Submitted          | 02/28/2026 | 1       | FISCAL MONTH PV CONVERSION | CONVUSER   |
| PRC              | 442              | 2632565562     | Final              | Submitted          | 02/28/2026 | 2       | FISCAL MONTH PV CONVERSION | CONVUSER   |

You can find additional information on Transactions in the TRN GS-103 Transaction Overview Job Aid.

## Inquiry Pages

Inquiry pages allow you to search SAMS for information. Some pages, such as Fund (page code = FUND), Cash Balance Summary (page code = CBALSQ), and Expense Budget: Level 2 (also known as the Appropriation Budget Inquiry) (page code = BQ80LV2), allow you to query SAMS for current balances. On several inquiry pages, you can start from a summarized view and then click different field values to research them in greater detail on-demand. Field values that appear with blue text on a grid are hyperlinks that let you investigate in greater detail.

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



| Fund | Name                       | Cash Balance        | Adjusted Cash Balance | Cash Balance Minimum | Available Cash Balance |
|------|----------------------------|---------------------|-----------------------|----------------------|------------------------|
| 0001 | General Rev                | \$2,850,284,609.36  | \$2,850,284,609.36    | \$0.00               | \$2,850,284,609.36     |
|      | Pending Increase Non-Cash  | \$0.00              |                       |                      |                        |
|      | Pending Increase Cash      | \$245,178,400.00    |                       |                      |                        |
|      | Pending Decrease Cash      | \$1,123,449,255.02  |                       |                      |                        |
|      | Accepted Decrease Non-Cash | \$14,305,663,937.73 |                       |                      |                        |
|      | Accepted Increase Non-Cash | \$0.00              |                       |                      |                        |
|      | Pending Decrease Non-Cash  | \$65,332.77         |                       |                      |                        |