

SAMS

Training
Manual



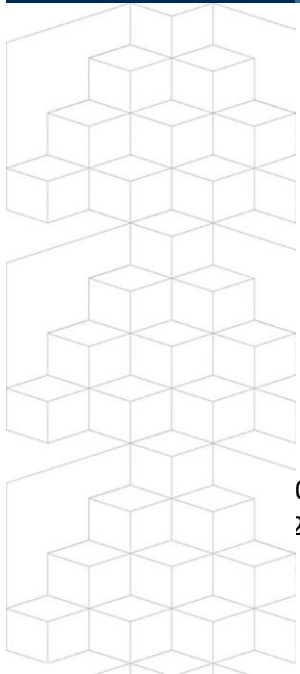
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Search & Inquiry

Illinois State Comptroller's Office

325 W. Adams, Springfield, IL 62704

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Vendor Management

Search for a Vendor Record on VCUST

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

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

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

Search for Existing Records (VCUST)

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

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

In the *Search* field:

- Type **VCUST**.

The screenshot shows the SAMS Home Page with a search bar at the top. The search bar contains the text 'VCUST'. A dropdown menu is open below the search bar, showing the following options: 'VCUST Vendor/Customer', 'Vendor Customer Search', 'Vendor Customer Creation (VCC)', 'Vendor Customer Modification (VCM)', 'Vendor Transaction History (VTH)', and 'Headquarters Account (HOACCT)'. The 'VCUST Vendor/Customer' option is highlighted. Below the search bar, there are several tiles for various functions: Transaction Catalog Financial, Accounting Journal, 1099 Reporting Journal (J1099), 1099 Maintenance Transaction (M1099), Form 1099-MISC Reporting (F1099M), Form 1099-NEC Reporting, and Headquarters Account (HOACCT). At the bottom, there are sections for 'Last 10 Transactions' and 'Browsing History'.

Transaction Code	Transaction ID	Created On	Transaction Phase	Transaction Status
VCC	2250000000000071	03/29/2022	Draft	Hold
VCC	2250000000000072	03/29/2022	Draft	Hold

Time Visited	Page
11:25 AM	Vendor/Customer

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

This opens the *Vendor/Customer* Search page.



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

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

Vendor/Customer ☆

Search

Legal Name
STAP*

Vendor/Customer

Taxpayer ID Number

Show More

Search Reset

Vendor Search- Use Wildcards:

Wildcards can be used to replace characters in a field and expand the results from a search. A wildcard represents one or many characters when performing a search in SAMS. For example, if searching for a name that includes the word **County**, place an asterisk (*) before or after the word *County* (or in both places), based on where *County* is in the Vendor name. (Example: use *County** to locate names such as *County of Kankakee*. Use **County* to locate names such as *Boone County*. If you place the asterisk (*) before and after the name, the results will show all records that have *County* in their name, no matter where it is located. **Refer to the GS-103 Transaction Overview** Job Aid for additional details on wildcards.

Vendor/Customer ☆

Search

Legal Name
IBM*

Vendor/Customer

Taxpayer ID Number

Show More

Search Reset

Grid Actions

1 - 6 of 6 Records View per Page - 20 50 100 Page 1 of 1

Vendor/Customer	Legal Name	Vendor Active Status	Customer Active Status
V02118060	IBM CORPORATION	Active	Active
V02839358	IBM GF INTERNATIONAL	Active	Active
V02885674	IBM TRUCK REPAIR 1 INC	Active	Active
V02892563	IBM TRANSPORTATION INC	Active	Active
V02925471	IBM INDIA PRIVATE LIMITED	Active	Active



Review the search results:

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

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

Vendor Legal status - 1099 Classification field:

The vendor's legal status will be located on the Vendor/Customer tab of the Vendor/Customer page. Use the right scroll bar to move down the page to access the *Tax Information* subsection.

- The **1099 Classification** field will display the vendor's legal status. Corporation, partnership, individual, sole proprietor, and government are some of the 1099 classifications in the system. If the 1099 Classification is Other, either the vendor has not been processed for certification yet or the vendor's legal status is undetermined.

Organization Type Company	1099 Classification Other	Taxpayer ID Number 858532130
Taxpayer ID Number Type SSN/ITIN/ATIN	Detailed TIN Type SSN	1099 Reportable Yes

Vendor Signed up for EFT - Disbursement Options or Prenote/EFT subsections:

You will be able to see if a vendor is EFT active by looking at the Vendor/Customer tab of the VCUST record. Use the right scroll bar to move down the page to access the **Prenote/EFT** subsection.

- The **EFT Status** field will display "Eligible for EFT" if the vendor is getting paid electronically or it will show "N/A" if they are receiving a paper warrant.



▼ Prenote/EFT

Generate EFT Payment Yes	ABA Number 043000096	Bank Name PNC BANK, NATIONAL ASSOCIATION
Account Type Checking	Routing ID Number 2	
EFT Format CTX	EFT Format Description EFT CTX	EFT Status Eligible for EFT
Last Status Change 07/20/2022 08:32 PM	EFT Status Notes	Prenote Requested Date -

▶ Show More

- If the vendor has multiple EFT accounts or is signed up for IPTIP, you will need to navigate to the address tab to view that information:
 - Address IDs beginning with 898 will indicate an IPTIP account
 - Address IDs beginning with 899 will indicate multiple EFT accounts

Vendor Address:

To look up a Vendor address you will navigate to the **Address tab**, and you will notice that a vendor has three address lines for each individual address. **Every** vendor will have a Payment, Billing, and Ordering address. If a vendor has multiple addresses, you will see them listed the same way (multiples of 3).

Vendor/Customer ♥ Edit Cancel

Vendor/Customer: V00000017 | Legal Name: IL Demo Co | Alias/DBA: -

Vendor/Customer | **Address (3)** | Certification (1) | Prevent Spending | Business Type | ... >

Add New Address

Grid Actions

1 - 3 of 3 Records | View per Page - 20 | 50 | 100 | Page 1 of 1

	Address ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Postal Code	Country	Default Record	
<input checked="" type="checkbox"/>	▶ 85001123500	Billing	23 Demo St	-	Jacksonville	IL	62650	US	No	⋮
<input type="checkbox"/>	▶ 85001123500	Payment	23 Demo St	-	Jacksonville	IL	62650	US	No	⋮
<input type="checkbox"/>	▶ 85001123500	Ordering	23 Demo St	-	Jacksonville	IL	62650	US	No	⋮



Vendor Payment History (VPAY)

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

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

If a vendor has outstanding debt, you will view those inquiries on OCIS like you do today.

[Access Vendor Payment History](#)

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

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

In the *Search* field:

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

Transaction Code	Transaction ID	Created On	Transaction Phase	Transaction Status
VCC	2200000000000067	04/11/2022	Draft	Held
VCC	2200000000000066	04/11/2022	Draft	Held
VCM	2200000000000098	04/06/2022	Draft	Held
VCM	2200000000000057	04/06/2022	Final	Submitted
VCC	2200000000000085	04/05/2022	Draft	Held
MD	2200000000000066	03/31/2022	Draft	Held
MD	2200000000000065	03/31/2022	Draft	Held
DC	0331220000000007	03/31/2022	Draft	Rejected
DC	0331220000000006	03/31/2022	Draft	Rejected
VCC	2200000000000078	03/31/2022	Draft	Held

Time Visited	Page
11:41 AM	Vendor/Customer Creation - VCC 101 2200000000000067 1
11:39 AM	Vendor/Customer Creation - VCC 101 2200000000000086 1
11:31 AM	Financial Transaction
11:31 AM	Vendor/Customer

This opens the *Vendor Payment History* Page.

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

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



- Click **Apply**.

Vendor Payment History ☆

Calculate Total ← Back

Filters

Vendor Customer: 000006142

Address ID: []

Vendor Invoice Number: []

Bank Code: []

Record Date: MM/DD/YYYY []

Show More

Apply Reset

Recent Searches

Pinned All

Vendor Custo... V00167004 Last Searched 01/13/2023

Vendor Custo... V0000004 Last Searched 01/13/2023

Vendor Custo... V00000004 Last Searched 01/13/2023

Vendor Custo... V00000004 Last Searched 01/13/2023

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

In the grid:

- Click the expand (▾) icon to view the summary of the financial transaction, including the warrant number for hard copy payments.
 - OR -
- Click the Transaction ID link to access the financial transaction.
 - A Transaction ID starting with *AD* indicates hard copy warrant.
 - A Transaction ID starting with *EFT* indicates a direct deposit payment.

	Record Date	Transaction	Phase	Vendor Line	Commodity Line	Accounting Line	Accounting Line Amount
<input type="checkbox"/>	03/21/2022	AD,101,032122000000354	F	1	-	1	\$400.00
<input type="checkbox"/>	05/16/2022	AD,360,22000002153	F	1	-	1	\$6,770.00
<input checked="" type="checkbox"/>	05/16/2022	AD,360,22000002153	F	1	-	2	\$220.00
Legal Name		Referenced Transaction	Vendor Invoice Number		Bank Code		
LARGE KELLY		EWXL,360,22000000002	-		01		
Check Number		Check Status	Check Description				
000000140000675		Warranted					
<input type="checkbox"/>	10/21/2022	MD,360,23000000020	F	1	-	1	\$1,000.00



Calculate Vendor Total Accounting Line Amount:

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

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

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

The screenshot shows the 'Vendor Transaction History' page with the 'Show More' link expanded. The 'Filters' section now includes additional fields: 'Legal Name', 'Address ID', 'Vendor Invoice Number', 'Bank Code', 'Record Date', 'Budget FY', 'Accounting Period', 'Department', 'Unit', 'Object', 'Transaction Type', 'Transaction Code', 'Event Type', 'Check Number', 'Check Description', 'Fiscal Year', 'Fund', 'Sub Fund', 'Sub Unit', and 'Sub Object'. Each field has a search icon to its right.



Vendor Transaction History (VTH)

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

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

Access Vendor Transaction History

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

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

In the *Search* field:

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

Transaction Code	Transaction ID	Created On	Phase	Status
VCC	23000000829	01/09/2023	Draft	Held
JV	REV075	01/05/2023	Draft	Held
JV	JSTUDENT075	01/05/2023	Final	Submitted
PRC	JSTUDENT075	01/05/2023	Historical (Final)	Submitted
PRC	JSTUDENT075	01/05/2023	Final	Submitted
PRC	JSTUDENT075	01/05/2023	Historical (Final)	Submitted
EWEB	22000000003	01/04/2023	Draft	Held
GAX	2300000094	01/02/2023	Historical (Final)	Submitted
GAX	2300000094	01/02/2023	Final	Submitted
GAX	2300000097	01/02/2023	Final	Submitted

Time Visited	Page
11:28 AM	Vendor Transaction History

This opens the *Vendor Transaction History* Page.



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

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

Vendor Transaction History ☆

Calculate Total ← Back

Vendor Customer: 000006142

Legal Name: _____

Address ID: _____

Vendor Invoice Number: _____

Bank Code: _____

Record Date: MM/DD/YYYY

Show More

Apply Reset

> Analytical View

Grid Actions

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

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

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

In the grid:

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

Vendor Transaction History ☆

Calculate Total ← Back

Grid Actions

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

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



Calculate Vendor Total Accounting Line Amount:

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

Vendor Transaction History ☆

Calculate Total ← Back

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

▶ Show More Apply Reset

> Analytical View

Grid Actions

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

Record Date	Legal Name	Transaction	Phase	Vendor Line	Commodity Line	Accounting Line	Accounting Line Amount
03/21/2022	LARGE KELLY	AD,101,032122000000354	F	1	-	1	\$400.00
05/16/2022	LARGE KELLY	AD,360,220000002153	F	1	-	1	\$6,770.00

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

Vendor Transaction History ☆

Calculate Total ← Back

Total AL Amount:

Filters

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



1099 Reporting Information (1099I)

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

Access 1099 Reporting Information

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

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

In the *Search* field:

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

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

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

In the 1099 Reporting Information page:

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

The screenshot shows the search interface for the 1099 Reporting Information page. It includes a search bar with a dropdown arrow, and three input fields for 'Taxpayer ID', 'TIN Type', and 'Name'. A 'Search' button is highlighted with a red box, and a 'Reset' button is located to its right.



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

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

Taxpayer ID	TIN Type	Name	1099 Reportable
360019999	EIN	COMPTROLLER	No

A 3-dot menu is visible on the right side of the selected record, with the 'View' option highlighted in a red box. Other options in the menu include Edit, Copy, and Delete.

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

The screenshot shows the 'Certification' section with the following details:

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

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



If you have the Check/EFT Number

Step 1: Navigate to Check Reconciliation

The screenshot shows the SAMS dashboard with a search bar at the top right and a user profile for 'Jared East'. Below the search bar is a grid of navigation tiles. The 'Check Reconciliation' tile is highlighted in blue. Other tiles include Transaction Catalog Financial, Accounting Journal, Vendor/Customer, Vendor Payment History, Vendor Transaction History (VTH), Appropriation Budget Inquiry, Approve Transactions, Collaboration, Disbursement Management, Paid Checks, and Page Search. At the bottom, there are sections for 'Browsing History' and 'Recent 10 Transactions'.

Check Reconciliation ★

The screenshot shows the 'Check Reconciliation' filter form. It has a 'Filters' section with three input fields: 'Bank Account', 'Check / EFT', and 'Status'. Below these are 'Transaction ID' and 'Show More' options. There are 'Apply' and 'Reset' buttons. Below the filters is a 'Recent Searches' section with a 'Reset' button.

Step 2: Search the Check/EFT Number

The screenshot shows the 'Check Reconciliation' filter form with search criteria entered. The 'Check / EFT' field contains '202402210668319' and the 'Status' dropdown is set to 'Disbursed'. The 'Apply' and 'Reset' buttons are visible.

Step 3: Check the Status

The screenshot shows a table with one record. The table has columns for Transaction, Status, Amount, Check / EFT, Bank Account, Issue Date, Stopped Reason, Reason for Change, Record Date, Last Action, Undelivered Date, Transaction Dept, and Undelivered Reason.

Transaction	Status	Amount	Check / EFT	Bank Account	Issue Date	Stopped Reason	Reason for Change	Record Date	Last Action	Undelivered Date	Transaction Dept	Undelivered Reason
EFT38624000277150.1	Disbursed	\$135.00	202402210668319	01	02/21/2024	-	-	02/21/2024	02/21/2024	-	360	-

If the status reads “Disbursed”, it is an EFT which should be deposited to the payee’s bank account overnight in the nightly cycle.



If you do not have the Check/EFT Number

Step 1: Navigate to Disbursement Query (Page Code: DISBQ)

The screenshot shows the 'Disbursement Query' page with the following filters:

- Vendor Customer: [Empty text box]
- Check / EFT Number: [Empty text box]
- Record Date: MM/DD/YYYY [Calendar icon]

Step 2: Search the Vendor by using the Vendor/Customer ID

The screenshot shows the 'Disbursement Query' page with the following filters:

- Vendor Customer: 50070310 [Clear icon]
- Check / EFT Number: [Empty text box]
- Record Date: MM/DD/YYYY [Calendar icon]

Buttons: Show More, Apply, Reset

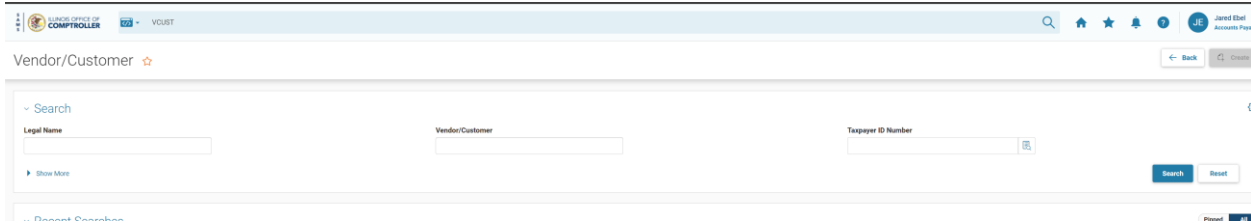
Step 3: Look for any Disbursement Transactions with a status of “Disbursed”

Disbursement Transaction	Check Status	Vendor Customer	Vendor Name	Payee Name	Traveler ID	Net Amount	Issued Date	Check/EFT Number
EFT 365240002771501	Disbursed	50070310	LAKE LAND COLLEGE	LAKE LAND COLLEGE	-	\$135.00	02/21/2024	202402210068319

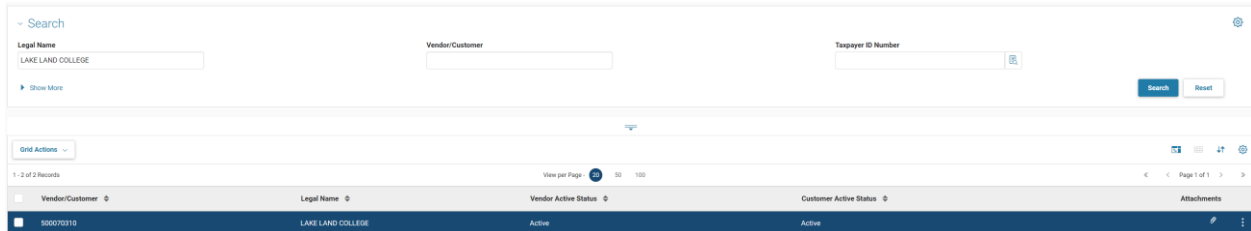
EFTs with a “Disbursed” status will clear in the nightly cycle.

If you do not have the Check/EFT Number or the Vendor/Customer ID

Step 1: Navigate to Vendor/Customer Lookup (Page Code: VCUST)

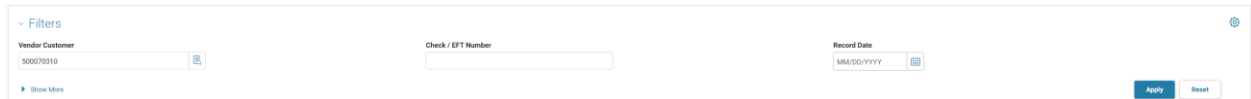


Step 2: Search the Legal Name of the Payee



Vendor/Customer	Legal Name	Vendor Active Status	Customer Active Status	Attachments
500070310	LAKE LAND COLLEGE	Active	Active	

Step 3: Using the Disbursement Query (Page Code: DISBQ), search for the Payee using the Vendor Customer ID



Step 4: Check the Status



Transaction	Status	Amount	Check / EFT	Bank Account	Issue Date	Stopped Reason	Reason for Change	Record Date	Last Action	Undelivered Date	Transaction Dept	Undelivered Reason
EFT36240002771901	Disbursed	\$135.00	202402210000319	01	02/21/2024	-		02/21/2024	02/21/2024	-	360	-

If the status reads “Disbursed”, it is an EFT which should be deposited to the payee’s bank account overnight in the nightly cycle.