



## 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

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## 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.

The screenshot displays the 'Fund' configuration page in SAMS. The page is titled 'Fund' and includes an 'Edit' button and a 'Cancel' button. The configuration is organized into three sections: General Information, General Options, and Roll/Lapse Options. Each section contains a table of fields and their values.

General Information		
Fiscal Year	2021	Fund
		010
Name	GENERAL FUND	Short Name
		GF
General Options		
Close Fund into Account	Bank	EFT Bank
Fund Balance	0366	0366
General Capital Assets (OCA) Fund	Responsibility Center Posting	Allow Override of Responsibility Center Posting
Yes	No	Yes
FY Beginning Balance		
\$0.00		
Roll/Lapse Options		
Pre Encumbrance Close Action	Pre Encumbrance Roll Minimum	Pre Encumbrance Lapse Threshold
Lapse	\$0.00	\$0.00
Encumbrance Close Action	Encumbrance Roll Minimum	Encumbrance Lapse Threshold
Roll	\$100.00	\$0.00

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.

Vendor Line	Vendor Customer	Legal Name	Alias/DBA	Address Code	Scheduled Payment Date	Line Amount
1	VC2000000001	Staples	Staples	AD00001	08/10/2021	\$15,000.00

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.

The image displays two overlapping screenshots of the SAMS system interface. The top-left screenshot shows the 'Disbursement Query' page, which includes a 'Filters' section with fields for Disbursement Transaction Type (set to 'AD'), Disbursement Transaction Code, Disbursement Transaction Dept, Disbursement Transaction ID, Vendor Customer (000000001), Traveler ID, Payee, and Check / EFT Number. Below the filters is a table with two rows of transaction data, each with a drill-down arrow. The bottom-right screenshot shows the 'Object' search page, featuring a 'Search' section with fields for Fiscal Year (>2018) and Object (\*SUPPLIES\*), and a 'Recent Searches' section with two search history cards for the same criteria, both last searched on 08/27/2020.