



## 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

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## 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.

The screenshot displays the SAMS Internal Payment Request (PRCI) interface. The top navigation bar shows the transaction title "Internal Payment Request (PRCI)" with a star icon, a "Final" status indicator, and a "Close" button. Below the navigation bar, the header information includes "Department: 101 | Unit: - | Transaction ID: 220000000006 | Version: 2". The main content area is divided into sections: "Summary", "Header", "Accounting Distribution", and "Vendor (1)". The "Vendor (1)" section is expanded, showing a table with one record. A "Primary Actions" menu is open over the "Vendor (1)" section, with the "Cancel" option highlighted by a red rectangle. Other actions in the menu include "Modify", "Comments", "Copy", "Copy Forward", "Additional Transaction Information", "Future Transaction Triggering", "Schedule", "Send Page", "Print", "View PDF", "Download Transaction", "Activate", "Deactivate", "Archive", "Transaction References", "Track Work In Progress", and "Transaction History".

Vendor Line	Vendor Customer	Legal Name	Alias/DBA	Address Code	Line Amount
1	V0000011	Il Legislative Printing Unit	-	62706000	\$400.00



## Close

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

## Collaboration

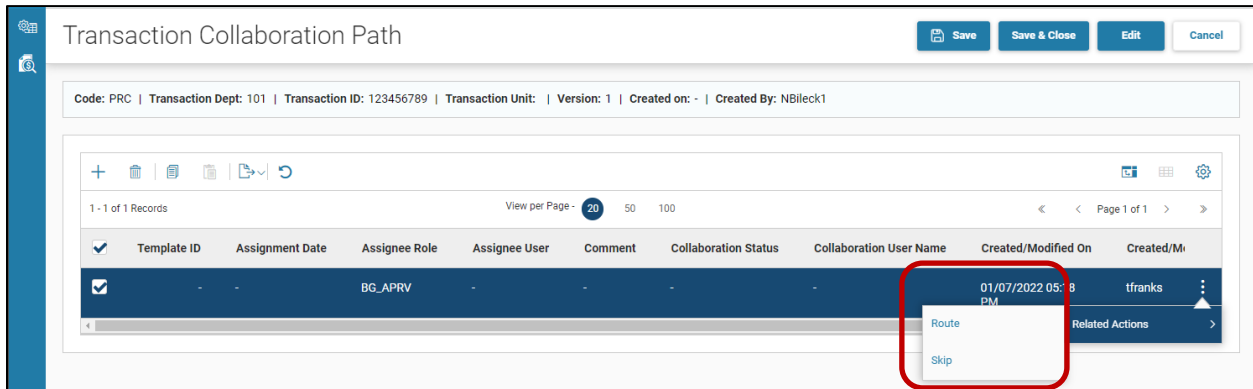
Collaboration is a feature that enables you to route transactions that are in *Draft* phase to one or more users for updating or verifying data before those transactions are moved to *Pending* or *Final*. Unlike workflow that is automatic, collaboration is triggered by a user who selects the Collaboration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

The screenshot displays the SAMS interface for a transaction titled "Pymt Request-CommodityBased (PRC)". The transaction is in the "Draft" phase. The interface includes a header section with fields for "Vendor (1)", "Commodity (1)", and "Accounting (1)". Below this, there is a section for "General Information" with fields for "Transaction Name", "Record Date", "Fiscal Year", "Period", and "Transaction Description". A "Collaborate" button is highlighted with a red box in the "Primary Actions" menu. The "Collaborate" button has a red circle at the top. Other actions in the menu include "Discard", "Bypass Approvals", "Override", "Comments", "Copy", "Additional Transaction Information", "Future Transaction Triggering", "Schedule", "Send Page", "Print", "View PDF", "Download Transaction", "Mark Ready", and "Mark Hold".

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*.

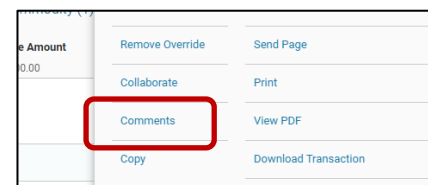
## Comments

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.



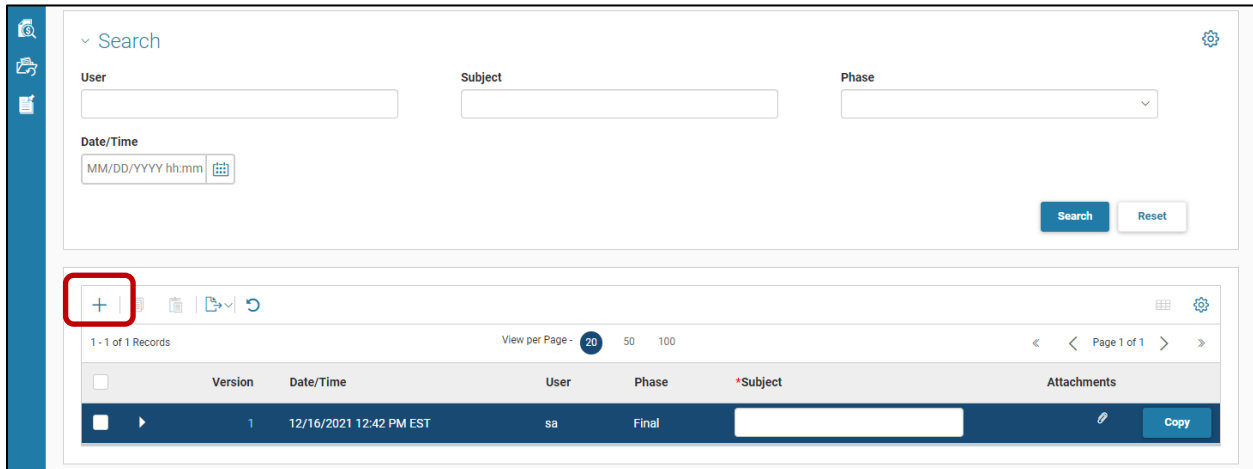
### Add a Comment

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:

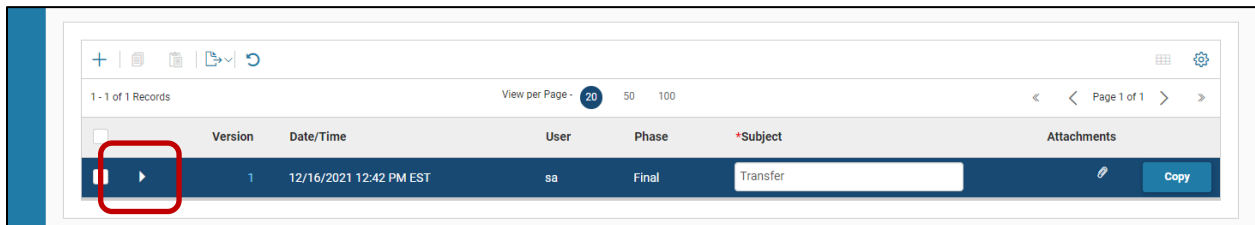
- Click the plus ( + ) icon to insert a new Comment line.



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.

The screenshot displays a web application interface for a transaction record. At the top, there is a navigation bar with a search icon, a list icon, and a settings icon. Below this, a table shows transaction details. The table has columns for Version, Date/Time, User, Phase, \*Subject, and Attachments. The first row shows Version 1, Date/Time 12/16/2021 12:42 PM EST, User sa, Phase Final, and Subject Transfer. Below the table, there are fields for Transaction Code (PRC), Transaction Dept. Code (003), and Transaction ID (12091300000000000008). A red box highlights the comment form, which includes a field for Standard Comment Code and a larger text area for the Comment. The comment field has a character limit of 0/1500. At the bottom of the page, there is a footer with links for About, Privacy, Important Links, and Accessibility, along with the text CGI Advantage, © CGI Inc., and fin-4.4.70-SELE.0.

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.

This screenshot is similar to the one above, showing the same transaction record. However, the comment form is not highlighted. The fields for Standard Comment Code and Comment are visible, along with the character limit 0/1500. The interface elements, including the navigation bar and footer, are consistent with the previous screenshot.

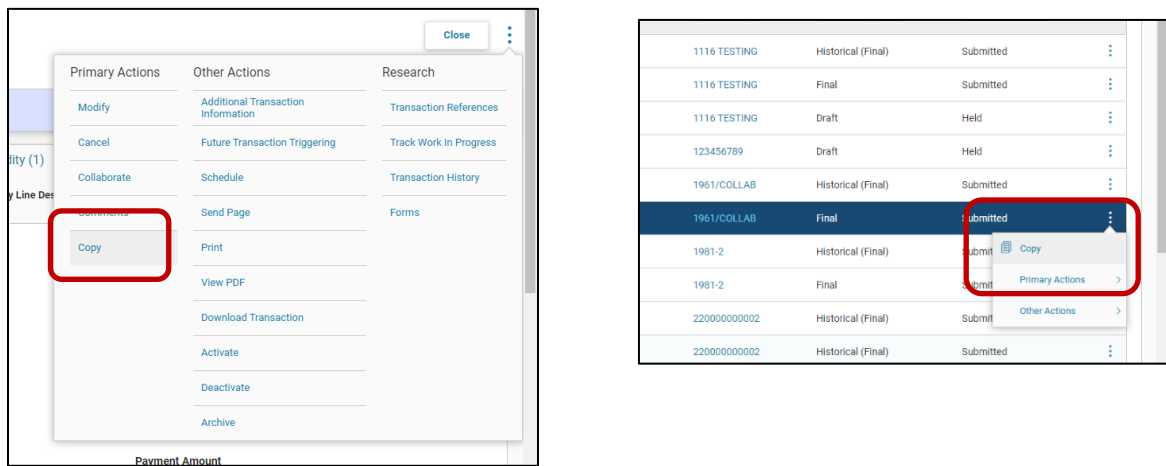


## Copy

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).

The screenshot shows the 'Copy Transaction' page with two sections: Source Transaction and Target Transaction. The Source Transaction section is pre-filled with Transaction Code PRC, Transaction Dept 101, and Transaction ID 1961/COLLAB. The Target Transaction section has Transaction Code PRC, Transaction Dept and Transaction Unit as empty fields, and Transaction ID as an empty field with an 'Auto Numbering' checkbox. A red box highlights the Target Transaction section.

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.

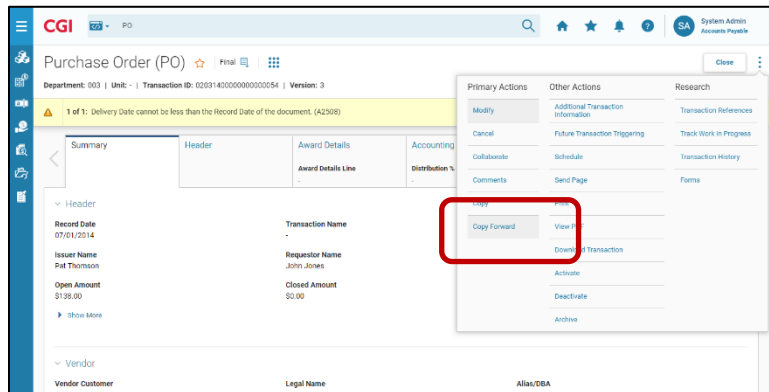




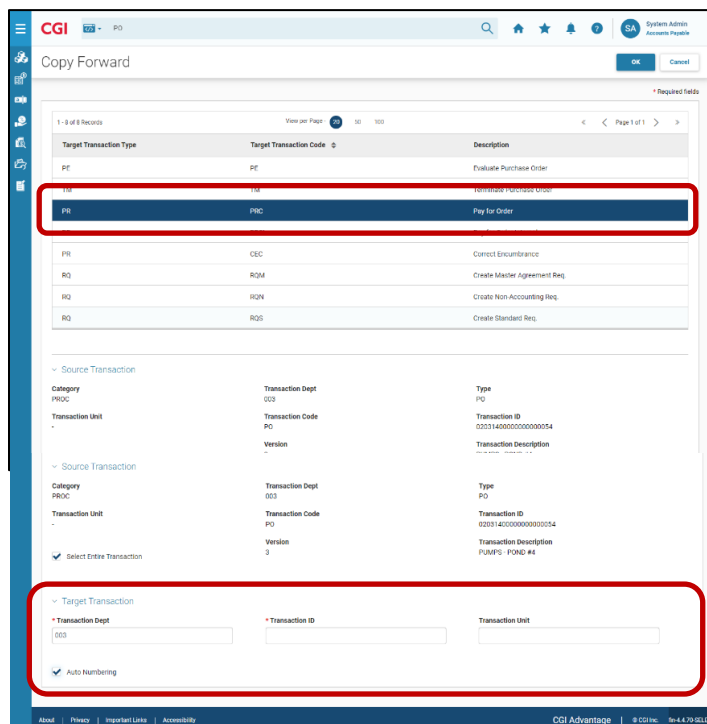
## Copy Forward

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.

Vendor Line	Vendor Customer	Legal Name	Alias/DBA	Address Code	Scheduled Payment Date	Line Amount
1	00000002	Jones Construction	Jones Construction Services	AD000000003	-	\$0.00

## 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.

The screenshot shows a transaction record for 'Pyemt Request-CommodityBased (PRC)'. The record is in 'Draft' phase. A dropdown menu is open, showing 'Primary Actions' with 'Discard' highlighted in a red box. Other actions include 'Override', 'Collaborate', 'Comments', and 'Copy'. The 'Other Actions' section includes 'Additional Transaction Information', 'Future Transaction Triggering', 'Schedule', 'Send Page', 'Print', 'View PDF', 'Download Transaction', 'Mark Ready', and 'Mark Hold'. The 'Research' section includes 'Forms'.

Header	Vendor (1)	Commodity (1)	Accounting (1)
	Legal Name Office Depot	Commodity Line Descript...	Total Line Amount \$0.00

Created By: NBileck1 | Created On: 12/01/2021 | Modified By: bthirumalai | Modified On: 01/27/2022

General Information

Transaction Name	Record Date
-	12/01/2021

Fiscal Year	Period	Transaction Description
-	-	-

## 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.

The screenshot shows a transaction grid with columns: Transaction Dept, Transaction Unit, Transaction ID, Transaction Phase, and Transaction Status. A dropdown menu is open, showing 'Grid Actions' with 'Export' and 'Export All' highlighted in a red box. Other actions include 'Primary Actions', 'Other Actions', and 'Print'.

Transaction Dept	Transaction Unit	Transaction ID	Transaction Phase	Transaction Status
101	-	1116 TESTING	Historical (Final)	Submitted
101	-	1116 TESTING	Final	Submitted
101	-	1116 TESTING	Draft	Held
101	-	123456789	Draft	Held



## Future Transaction Triggering

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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

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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

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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

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**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

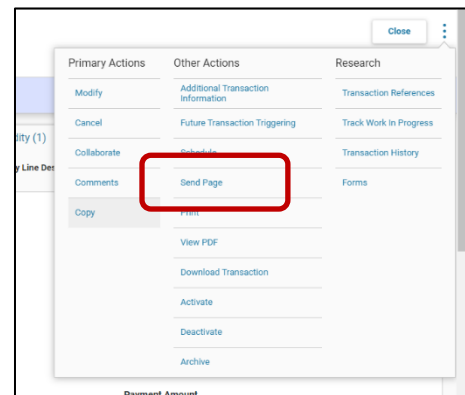
The Schedule action is used to establish an action for the system to take in the future, such as Submit or Edit. Use the plus (+) action to add the Date, Action, and Queue ID to set the Schedule.

## 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)

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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

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**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.