


SAM Reconciliation Process

For Reviewer & Fiscal



Database:

User ID:

Password:

Login Reset

Forgot Password?

This system is for the use of authorized users only. Usage of this system by authorized or unauthorized users will be monitored. By proceeding, the user understands and consents to the conditions stated.

On Internet Explorer, go to www.samaccess.com

1. This Login page has three fields:
 - a. Database = maricopacc
 - b. User ID = Assigned by ProCard Team
 - c. Password = Assigned by ProCard Team
2. Click on “Login” button, this will take you to the home page.

Strategic Account Management

Home Administration Reports Transaction Administration Change Password/Email Help Logoff

Welcome, Dassinger, John

Current Activity			Favorite Reports and Queries				
Messages No Messages			Name	Description	Creation Date	Type	Scope
Pending and Completed Requests Refresh							
Description	Type	Completion Date					

At the Home Page, there is a blue menu bar along the top of the screen

3. To review your cardholder’s transactions, select “Transaction Administration”.
4. Then select “Transaction Review” at the pull down menu.

Strategic Account Management

Home Administration Reports Transaction Administration Change Password/Email Help Logoff

Date Range: Current and +/- Accounting Cycle

Transaction Summary									
Transactions 1-37 of 37									
Summary Actions...									
Receipt Ind	View	Auth	Cardholder Name	Post Date	Merchant Name	Tran Amt	Cust Code	PO Number	
Exp Type	Appr	Lines	Account Number	Tran Date	City, State, Zip	Tran Tax	Tax Type	Notes	Addend Type
	<input type="checkbox"/>	<input type="checkbox"/>	THOMAS, MICHAEL A	11/28/2008	THE HOME DEPOT #8582	2.59	5405		
Purchasing	<input type="checkbox"/>	4	XXXXXXXXXXXX451822	11/26/2008	CHANDLER, AZ, 85249	0.19	Point of Sale	Yes	None
	<input type="checkbox"/>	<input type="checkbox"/>	THOMAS, MICHAEL A	11/28/2008	BASHAS' #1130206901193	46.63			
Purchasing	<input type="checkbox"/>	1	XXXXXXXXXXXX451822	11/26/2008	CHANDLER, AZ, 85225	0.00	Point of Sale	No	None
	<input type="checkbox"/>	<input type="checkbox"/>	JARMAN, MICHAEL K	11/28/2008	FLINN SCIENTIFIC 2	73.24	11		
Purchasing	<input type="checkbox"/>	1	XXXXXXXXXXXX442822	11/26/2008	800-452-1261, IL, 60510	0.00	Point of Sale	No	None
	<input type="checkbox"/>	<input type="checkbox"/>	WEAVER, MARK D	11/26/2008	ALEXANDER PUBLICATIONS	832.56			
Purchasing	<input type="checkbox"/>	1	XXXXXXXXXXXX578636	11/25/2008	COSTA MESA, CA, 92627	0.00	Point of Sale	No	None

Transaction Detail									
Line Detail Actions...									
Line	Item Amt	Quantity	Net Cost	Item Tax	Accrued Tax	Tot. Line Cost	Description:	Plastic BAGS	
1	0.98	1.0000	0.98	0.00	0.00	0.98	Remarks:		
Line	Item Amt	Quantity	Net Cost	Item Tax	Accrued Tax	Tot. Line Cost	Description:	PLASTBAGGDS	
2	0.98	1.0000	0.98	0.00	0.00	0.98	Remarks:		
Line	Item Amt	Quantity	Net Cost	Item Tax	Accrued Tax	Tot. Line Cost	Description:	6MM HEX NUT	
3	0.44	1.0000	0.44	0.00	0.00	0.44	Remarks:		

Transaction Review

5. Reviewer:

- Must verify the Expense Log Report and receipts reflect what is viewed in SAM.
- Verify all transactions are valid and appropriate.
- Check for "Notes" which can be found under the "Summary Actions" drop down menu.
- Click the "Approve" box for each transaction.
- Sign and forward the Expense Log Report to your Fiscal Authority.

6. Fiscal Authority:

- Verify that the information submitted on the Expense Log Report is complete.
- Verify Expense Log Report has two signatures and all corresponding receipts.
- Must verify that the total expense does not exceed the budget.
- Makes any necessary account reallocations.
- Click the "Authorize" box for each transaction.
- Maintain all current year records in the fiscal office.

Strategic Account Management

Home Administration Reports Transaction Administration Change Password/Email Help Logoff

SAM - Transaction Review -- Web Page Dialog

Transaction Notes

Cardholder Name: THOMAS, MICHAEL A Merchant Name: THE HOME DEPOT #8582
 Account Number: XXXXXXXXXXX451822 Transaction Amount: 2.59

test test test

Transaction Summary

Receipt Ind	View	Auth
Exp Type	Appr	Lines
Purchasing	<input type="checkbox"/>	4
Purchasing	<input type="checkbox"/>	1
Purchasing	<input type="checkbox"/>	1
Purchasing	<input type="checkbox"/>	1

Transaction Detail

Line	Item	Item Amt	Quantity	Net Cost	Item Tax	Accrued Tax	Tot. Line Cost	Description
1		0.98						
2		0.98	1.0000	0.98	0.00	0.00	0.98	PLASTBAGGDS
3		0.44	1.0000	0.44	0.00	0.00	0.44	6MM HEX NUT

Example of new Note section

Strategic Account Management

Home Administration Reports Transaction Administration Change Password/Email Help Logoff

Report Wizard -- Select a report

Please select a report and click "Next" to go to the next step.

Available Reports

- Reports
 - Custom
 - Transaction Review
 - Cardholder Transaction Report
 - Expense Log

Selected Report

Report Title: Expense Log

Report Description:
 Cardholder expense report that includes signature lines.

Sorting Options: Post Date, Merchant Name, and Transaction Amount

Data Elements: Post Date, Tran Amount, Tran Tax, Cardholder Name, Account Number, Merchant Name, Unique Identifier, Line #, Line Amount, Description, Item Remarks, and Acct 1-20

Totals: Count of transactions and sum of tran amount

Content Selection: Date Range

Next >>

How to print the Expense Report:

1. Click on "Reports" in the blue menu bar.
2. Expand the Transaction Review folder. Then click "Expense Log"
3. Click "Next" at the bottom of the screen

Strategic Account Management

Home Administration Reports Transaction Administration Change Password/Email

Help Logoff

Expense Log Report Wizard, Organization Selection

Please select organization(s)/cardholder(s) to be included in the Expense Log Report. Once completed, click the "Next" button to go to the next step.

CGCC-Sciences	(CH) JARMAN, MICHAEL K (CH) PRENGAMAN, LINDA M (CH) SHOCKLEY, TERRY D (CH) THOMAS, MICHAEL A (CH) WEAVER, MARK D
---------------	--

1 of 1

<< Previous Next >>

4. Select the cardholder(s) and then click "Next"

Strategic Account Management

Home Administration Reports Transaction Administration Change Password/Email

Help Logoff

Expense Log Report Wizard, Report Parameters

Please select the report parameters. Once completed, click the "Next" button to go to the next step.

Date Range	
<input type="radio"/> Quick Select:	Current Month
<input checked="" type="radio"/> By Billing Cycle:	11/13/2008 to 12/12/2008
<input type="radio"/> By Accounting Cycle:	02/13/2008 to 03/12/2008
<input type="radio"/> By Month:	January
<input type="radio"/> By Quarter:	Quarter 1
<input type="radio"/> By Year:	2008
<input type="radio"/> User defined entry:	<input type="text"/> to <input type="text"/>
Sorting Options	
Sort by:	Post Date
	Ascending

<< Previous Next >>

5. Select the correct cycle date by clicking on the circle for "By Billing Cycle".
6. Click on the drop down menu and select the cycle date range.
7. Click "Next" at the bottom of the screen.

Strategic Account Management

Home Administration Reports Transaction Administration Change Password/Email

Help Logoff

Report Wizard, Review Expense Log Report

Please review Expense Log Report parameters and select your next action. You can either go to previous steps to change report criteria, run the report to view the results, or you can save and/or schedule the report.

Selected Organizations/Cardholders	
Name	Type
THOMAS, MICHAEL A	Cardholder

Transaction Post Date	
Type	Value
By Billing Cycle	11/13/2008 to 12/12/2008

Sort Type	
Sort Field	Sort Type
Post Date	Asc

Export File Type
PDF Only

8. Confirm the date range is correct and click "Run Now" at the bottom of the screen.

Strategic Account Management

Home Administration Reports Transaction Administration Change Password/Email

Help Logoff

Expense Log Report Results

1 / 4 80.6% Find

Expense Log

Transactions occurring between 11/13/2008 And 12/12/2008

Maricopa Community College User ID: Dassinger, John
Printed: 12/02/2008 11:35:38 AM

SIGNATURES TO THIS DOCUMENT REPRESENT THAT ALL TRANSACTIONS ARE BUSINESS RELATED AND ARE AUTHORIZED IN ACCORDANCE WITH APPLICABLE POLICY AND PROCEDURE THAT THE ACCOUNT ASSIGNMENT APPLIED TO EACH TRANSACTION IS VALID FOR THE GOODS OR SERVICES WHICH HAVE BEEN PURCHASED AND RECEIVED.

Signature: _____ Phone No: _____ Manager's Name (PRINT): _____ Date: _____

Post Date	Tran Amount	Tran Tax	Cardholder	Account Number	Merchant Name	PO Number
Line #	Line Amount	Description			Item Remarks	
Fund	Unit	Charge Center	Object	Sub-Object		
Grant	TBD	Project	Future Use	Future		
11/13/2008	68.96	4.99	THOMAS, MICHAEL A	XXXXXXXXXX451822	STAPLES	00113928
1	41.98	\$41.98 USB cabledx2 - \$3.27 tax - noship			250-450-282820-54110 (chemistry)	
250	450		261012	54110	0000	
00000	000		000000	00000	00000	
2	21.99	\$21.99 inked stamp - \$1.72 tax - noship			250-450-282100-54100 (physics)	
250	450		261012	54110	0000	
00000	000		000000	00000	00000	

9. This will generate the report (a PDF file) which can be printed.

