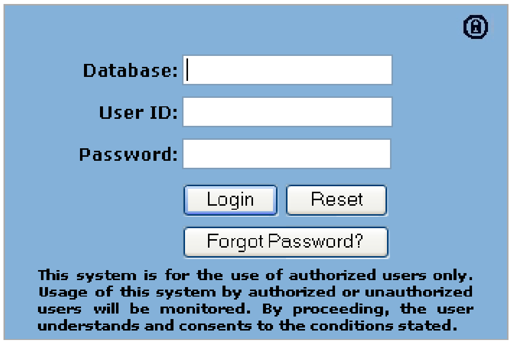
SAM Reconciliation Process

For Reviewer & Fiscal



On Internet Explorer, go to www.samaccess.com

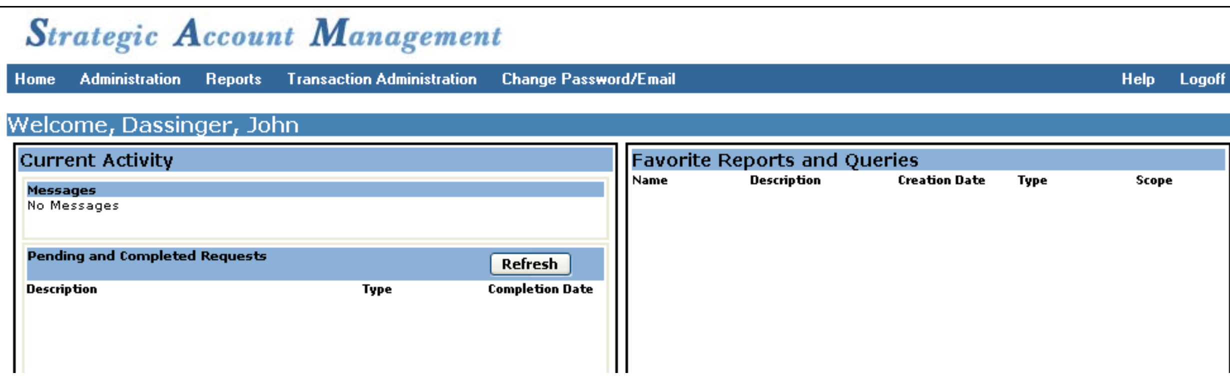
1. This Login page has three fields:

    a. Database = maricopacc

    b. User ID = Assigned by ProCard Team

    c. Password = Assigned by ProCard Team

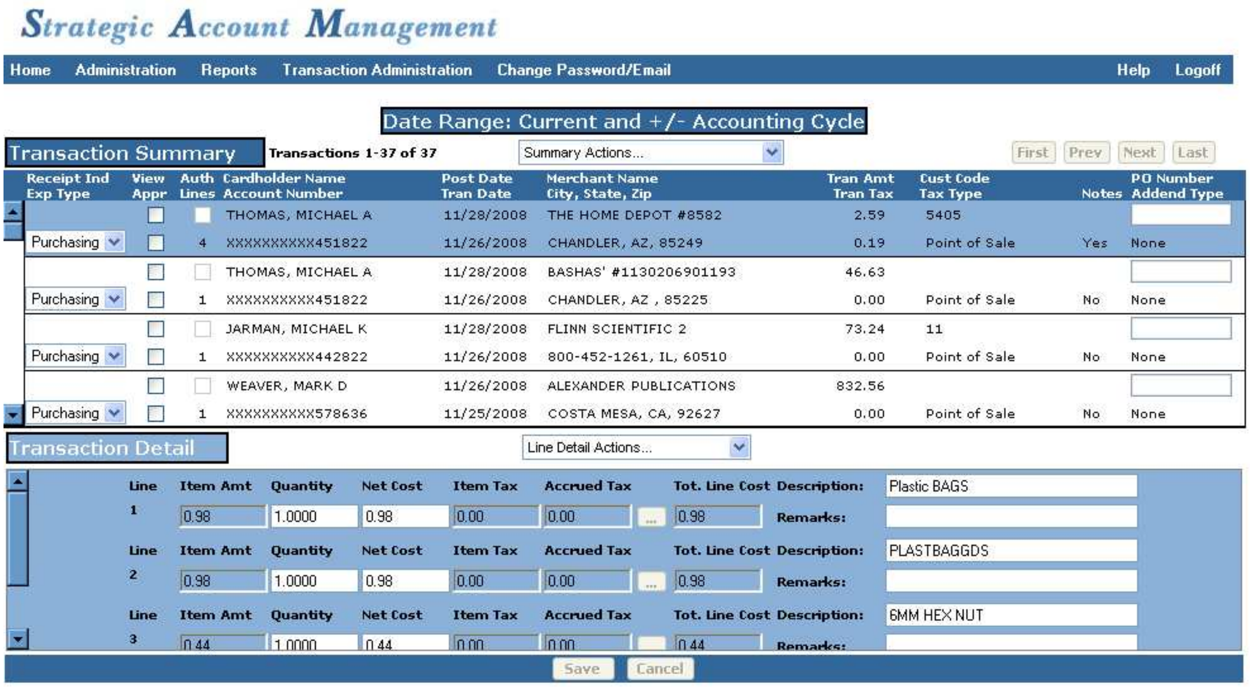
2. Click on "Login" button, this will take you to the home page.



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.



Transaction Review

5. Reviewer:

    a. Must verify the Expense Log Report and receipts reflect what is viewed in SAM.

    b. Verify all transactions are valid and appropriate.

    c. Check for “Notes” which can be found under the “Summary Actions” drop down menu.

    d. Click the “Approve” box for each transaction.

    e. Sign and forward the Expense Log Report to your Fiscal Authority.

6. Fiscal Authority:

    a. Verify that the information submitted on the Expense Log Report is complete.

    b. Verify Expense Log Report has two signatures and all corresponding receipts.

    c. Must verify that the total expense does not exceed the budget.

    d. Makes any necessary account reallocations.

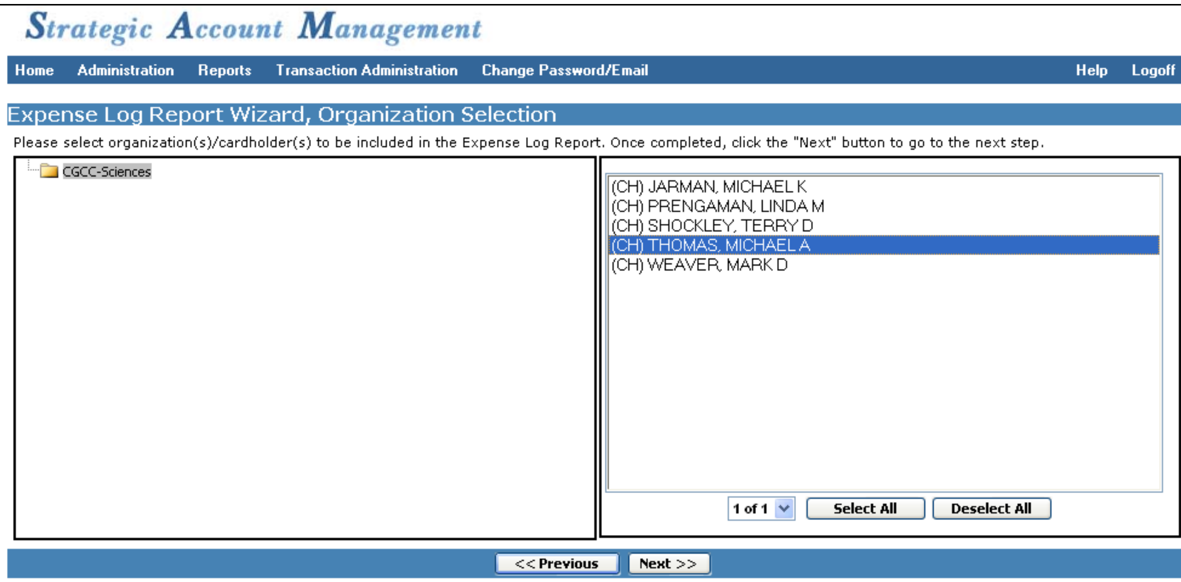
    e. Click the “Authorize” box for each transaction.

    f. Maintain all current year records in the fiscal office.

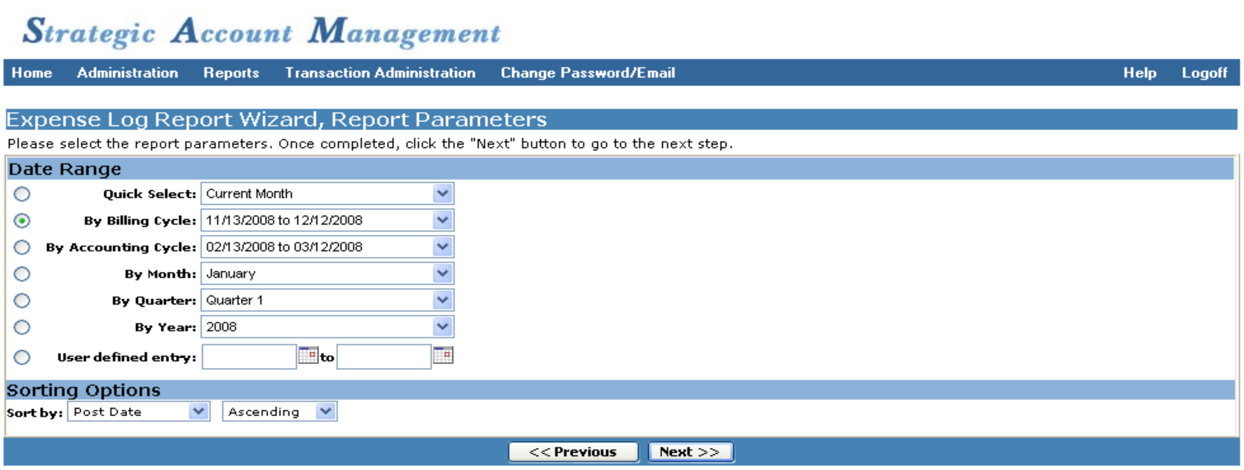
Example of new Note section

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



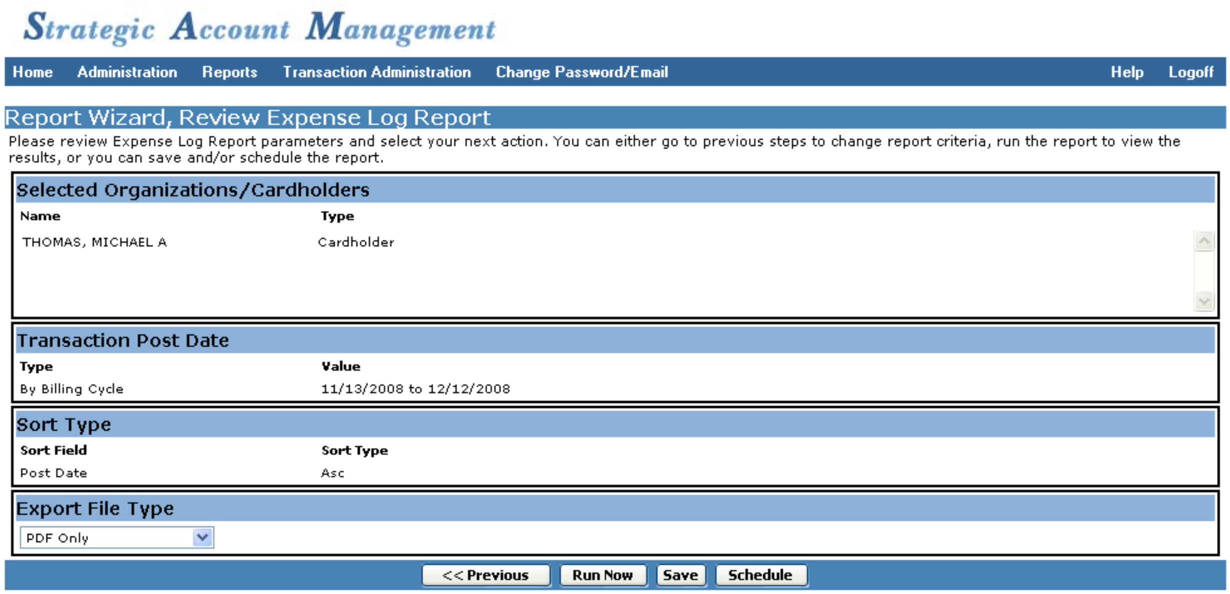
4. Select the cardholder(s) and then click "Next"



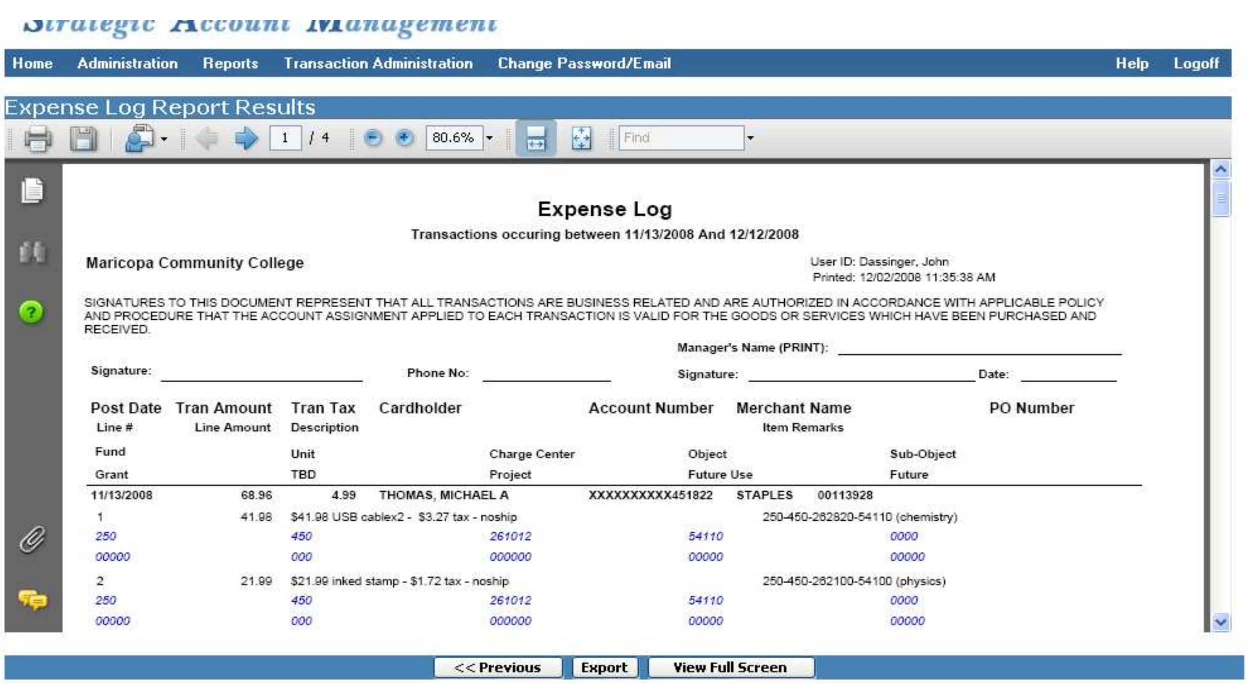
5. Select the correct cycle date by clicking on the circle for "By Billing Cycle".

6. Click on the drop down menu and select the cycle date range.

7. Click "Next" at the bottom of the screen.



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



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