P-Card
SAM System User Guide
for PC Users

Budget & Support Services
May 2008

Logging on to the GE Capital System

1. Using **Internet Explorer** go to: https://www.samaccess.com/sam/logoff.do	
2. Type in the Database as csuci (lower case) 3. The logon ID will be last 8 digits of your card. 4. Your password will be whatever you have selected (or as given for the initial logon)	Database: csuci User ID: 90521466 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.**
5. You will be redirected to the login page.	Home Administration Reports Transaction Administration Change Password/Email Welcome, TEST, IMPLEMENTATION **Current Activity** **Messages** No Messages

Updating Your Password

Once logged in to the GE SAM System, if you would like to update your account or e-mail please click on the Change Password/E-mail button located at the top of the screen.	Transaction Administration **Change Password/Email**

This screen provides the options to change your e-mail address, your password or your challenge question.	Your password must: • not contain the User ID. • be 8 to 15 characters long. • contain at least two numeric characters. • begin and end with a letter. • contain at least one lowercase letter. • not be the same as the last 12 passwords. **User ID:** 90521466 ☐ Change Email address. **Email:** marysia.wancewicz@cs ☐ Change Password **Old Password:** **New Password:** **Confirm Password:** ☐ Change Challenge Question / Answer **Challenge Question:** What is the most unique food you've tried? **Challenge Response:** Save Cancel
To make a change click on the check box associated with the change you would like to make.	**Email:** marysia.wancewicz@cs ☑ Change Password **Old Password:** **New Password:** **Confirm Password:** ☐ Change Challenge Question / Answer **Challenge Question:** What is the most unique food you've **Challenge Response:**
For password, type in the password you used to logon to SAM, and then in the new password field and confirm password field type in the password you would like to use. As a reminder the password must follow these rules: • not contain the User ID. • be 8 to 15 characters long. • contain at least two numeric characters. • begin and end with a letter. • contain at least one lowercase letter. • not be the same as the last 12 passwords. Click the submit button.	**Email:** marysia.wancewicz@cs ☑ Change Password **Old Password:** ●●●●●●●●● **New Password:** ●●●●●●●●●● **Confirm Password:** ●●●●●●●●●● ☐ Change Challenge Question / Answer **Challenge Question:** What is the most unique food you've tried? **Challenge Response:** Save Cancel
Your password has been updated.	

Viewing Transactions

From the home screen, scroll over Transaction Administration and click on "Transaction Review"	
On the "Transaction Review" screen select the transaction by clicking on it, the selected transaction will appear blue. Note: if your transactions appear on one line, click the "Display" button at the top of the screen.	
If the transaction accounting information has not been reconciled, you will see the default account, dept, program and fund-project-class fields.	

Changing the Accounting Information

Go to the transaction by following the directions listed in "Viewing Transactions" Highlight the account (or dept or program or fund-project-class)	
Press the delete button.	

Instructions	Screenshot

If you know the account you would like to use, type in that account.
 	
Note: on the fund-project-class field to just use the fund, the field must be entered as follows:
   GD901-   -
   Fund-(15 spaces)-
	Line items showing: Item Amt 169.95, Quantity 1.0000, Net Cost 169.95, Item Tax 0.00, Accrued Tax 0.00, Tot. Line Cost 169.95
	Account: 660826
	Dept: 225 — Budget and Report
	Program: (None) — No Code Assigned
	Fund-Project-Class: GD901- -

If you do not know the account you would like to use click on the lookup button. A popup window will appear.	Account [...]
To lookup an account by its number type in the first few numbers of the account. Click "Find"	SAM - Accounting Code Search -- Web Page Dialog Accounting Code Search Engine - Account Search Criteria: (Leave this text box empty in order to select ALL codes of this Accounting Type). 6608 — Find Cancel
If the account you are looking for is not on the first page, click the next button, until you see the account you would like to use.	First Prev Next Last Accounting Code Description 604090 Other Communications
When you find the account you would like to use, click on it, and the field will populate accordingly.	y Equipment 660816 Membership Dues & Fees 660819 Expenses-Other 660826 Office Supplies acts 660829 Expense - Abatements 660832 OPC Chargbacks 660835 Cost Recovery - Expense 660903 Bld Improvements over $5k
To provide additional information on the transaction, update the Line Description.	ued Tax — Tot. Line Cost Description: printer paper [...] 169.95 Remarks: (None) Office Supplies
Once you have updated the accounting information, click the save button.	Dept: 225 — Budget and Rep Program: (None) — No Code Assign roject-Class: GD901- - Save Cancel

After the transaction is reconciled, click the view and approve boxes.*	
The authorize box will be grayed out and is to be checked by your authorizing official.	
To click view or approve on all lines at the same time, go to the summary actions drop down menu.	
To check the View box for all transactions, Click on "Turn On Setting for All Transactions" under "View: Operation".	
To check the Approve box for all transactions, lick on "Turn On Setting for All Transactions" under "Approve Operation". **Warning:** When the approve box is checked for all transactions, all transactions in transaction review will disappear. To have the transactions appear after this has been checked, follow the directions in "How to Make your transactions show up after they have been approved."	

Reconciling transactions with multiple lines

On the transaction review page, some transactions might have multiple line items. The number underneath the authorize box is the number of lines in the transaction. Vendors which commonly have multiples lines include, but are not limited to Office Max, Staples and Target.	
Transactions with multiple lines will also have a scroll bar. To change all lines in the transaction to the same account code, click on the "Line Detail Actions" dropdown menu.	
From the dropdown menu, click on "Update Accounting Allocation".	
You will be directed to a new page. On this page, change the account code, and update the other chart fields as necessary. Once you have made the changes, click the "Save" button underneath the accounting information.	
A message will appear at the top of the screen stating that "Changes have been saved."	

Ensuring that all line items have been reconciled

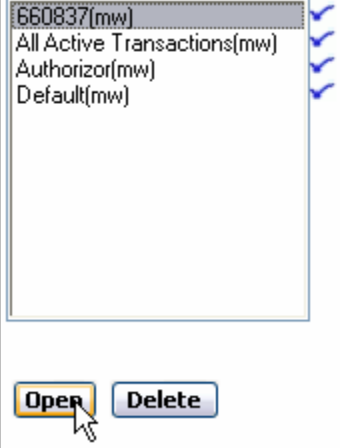|	
Under the "Summary Actions" drop down menu, click on "Search"	**Changes have been saved.** **Date Range: Current and +/- Accounting Cycle** Summary Actions... Summary Actions... Search **View Operation:** Turn On Setting for All Transactions Turn Off Setting for All Transactions **Approve Operation:** Turn On Setting for All Transactions Turn Off Setting for All Transactions 11/24/2008 CVSPHARMACY #9764 Q03 11/21/2008 CAMARILLO, CA, 93010

On the Search Page go over to the Saved Queries window.	**Advanced Query**
	Add Remove
	( ) ( )
	
	Criteria) And/Or
	               AND
	nd +/- Accounting Cycle AND
	
	Saved Queries
	Saved Name Public
	
	Open Delete ● Private
	                        ○ All

Select the "All" circle. A list of all queries available will appear.	**Saved Queries** Saved Name Public 660837(mw) ✔ All Active Transactions(mw) ✔ Authorizor(mw) ✔ Default(mw) ✔ Open Delete ○ Private ● All

Select "660837" by clicking on it. Once it is highlighted click the "Open" button.	
While the query is opening, a processing request window will appear.	
Once the Query is opened, click on the Run button on the bottom of the page.	
Any active transactions still in the system that are using account "660837-Unreconciled PCard" will appear on the Transaction Review page. If no transactions are returned, all lines have been reconciled.	

Charging a transaction to multiple departments

If you use your procurement card to make a purchase that will be billed to multiple departments, you can use the SAM system to allocate those costs. Go to the transaction by following the directions listed in "Viewing Transactions"	
On the "Line Detail Actions" drop down, click on "Split Line Item # 1".	
A new window will popup. The transaction can be split by percentage or amount. The number of splits can be adjusted between 2 and 100.	

Once the transaction is split correctly, with no Balance remaining, click "Apply".	

Disputing Transactions

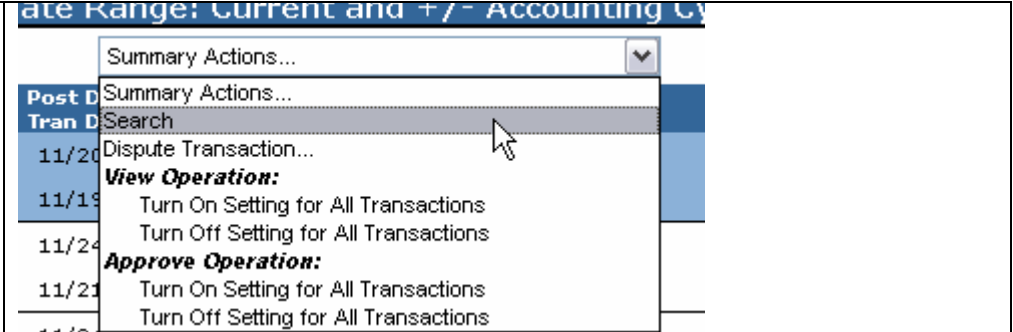|	
On the Transaction Review page, click on the transaction that should be disputed.	
From the Summary Actions dropdown menu, click on dispute transaction	

A new window will open with information about the dispute to be entered.	**SAM - Dispute Transaction -- Web Page Dialog** **Dispute Transaction** Requester: TEST, IMPLEMENTATION Account Number: XXXXXXXXXX916799 Business Phone: 8054375555 E-mail Address: firstname.lastname :@csuci.edu Merchant Info: STAPLES 00106369 317 WEST VENTURA BLVD CAMARILLO, CA, 93010 Reference Number: 05410198325105082600339 Transaction Date: 11/19/2008 Transaction Amount: 28.95 Sales Tax: 1.96 Transaction Type: Purchasing Dispute Reason: Please select a dispute reason. Comments: [Next] [Cancel] Attention: Dispute requests must be made no later than 60 days from the statement on which the error or problem occurred. Also, dispute requests cannot be accepted without correct email address information. Please review the email address displayed and make any necessary corrections.
Select the dispute reason from the dropdown list on the bottom of the window. Add any comments you feel are necessary.	urchasing Please select a dispute reason. Please select a dispute reason. The amount charged is incorrect. I never made or authorized the charge. I have been billed more than once for this charge. Merchandise billed for was defective or damaged. The merchandise or service did not conform to the merchant's description. I did not receive the merchandise billed for. I cancelled this order, product, service or reservation. A merchant credit was expected. Other.
Select the "Next" button at the bottom of the window.	te Reason: I never made or authorized the charge. Comments: [Next] [Cancel] : Dispute requests must be made no later than 60 days from the statement on which the error m occurred. Also, dispute requests cannot be accepted without correct email address on. Please review the email address displayed and make any necessary corrections. w.samaccess.com/sam/disputetransaction.do?intTransactId=40866 🌐 Internet
The following dialog box will appear. After reading the instructions, click on the Submit button.	**SAM - Dispute Transaction -- Web Page Dialog** **Dispute Transaction** Please click the submit button to dispute the selected transaction. [Submit] [Cancel] Attention: Dispute requests must be made no later than 60 days from the statement on which or problem occurred. Also, dispute requests cannot be accepted without correct email address information. Please review the email address displayed and make any necessary corrections. https://www.samaccess.com/sam/disputetransaction.do?intTransactId=4086 🌐 Internet

How To Make Your Transactions Show Up After They Have Been Approved

From the transaction administration page, click on the Summary Actions drop down menu and click on "Search"	
On the Search Page go over to the Saved Queries window.	
Select the "All" circle. A list of all queries available will appear.	
Select "All Active Transactions" by clicking on it. Once it is highlighted click the "Open" button.	

While the query is opening, a processing request window will appear.	 **Processing Request...** **Please Wait.**
Once the Query is opened, click on the Run button on the bottom of the page.	
Any active transactions will appear on the Transaction Review page.	

Running the Line Item Detail Report

On the top menu bar, scroll over Reports and click on "Report Wizard"	**Strategic Account Management** Home Administration Reports Transaction Administration Report Wizard Saved Reports
On the Report Wizard page, click on the "+" sign next to the Transactions folder.	Please select a report and click "Next" to go to **Available Reports** Reports Transactions
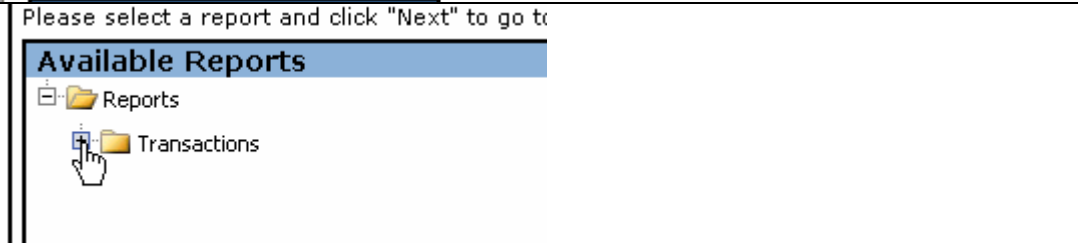
A list of reports should appear, select the Line Item Detail Report by clicking on it.	Transactions
	  Accounting Line Items
	  Accounting Line Items by Organizat
	  Activity Summary Report
	  Convenience Checks
	  Line Item Detail
	  Possible Capital Expenditures
	  Pre-Authorization YTD
	  Pre-Authorizations
	  State Sales Tax Paid
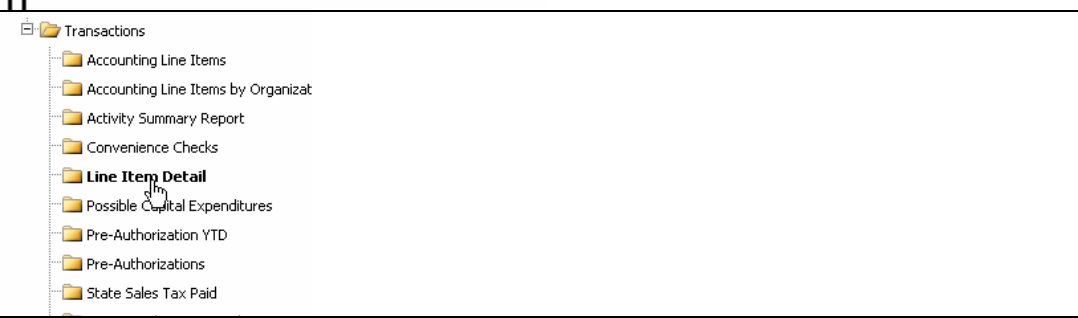
Click next.	
Verify that your name is selected and click next.	(CH) TEST, IMPLEMENTATION 1 of 1 | Select All | Deselect All ☐ Include all items from New Accounts folder in report results \<\< Previous | Next \>\>
Click on the bubble next to By Accounting Cycle. Select the correct cycle by the date range.	⦿ **By Accounting Cycle:** 07/16/2007 to 08/15/2007 ◯ **By Month:** ◯ **By Quarter:** ◯ **By Year:** ◯ **User defined entry:** **Sorting Options** **Sort by:** Post Date 07/16/2007 to 08/15/2007 08/16/2007 to 09/15/2007 09/16/2007 to 10/15/2007 10/16/2007 to 11/15/2007 11/16/2007 to 12/15/2007 12/16/2007 to 01/15/2008 01/16/2008 to 02/15/2008 02/16/2008 to 03/15/2008 03/16/2008 to 04/15/2008 04/16/2008 to 05/15/2008 05/16/2008 to 06/15/2008 06/16/2008 to 07/15/2008 07/16/2008 to 08/15/2008 08/16/2008 to 09/15/2008 09/16/2008 to 10/15/2008 10/16/2008 to 11/17/2008 11/18/2008 to 12/15/2008 12/16/2008 to 01/15/2009 01/16/2009 to 02/16/2009 02/17/2009 to 03/15/2009 03/16/2009 to 04/15/2009 04/16/2009 to 05/15/2009 05/16/2009 to 06/15/2009 06/16/2009 to 07/15/2009
Click Next.	\<\< Previous | Next \>\>
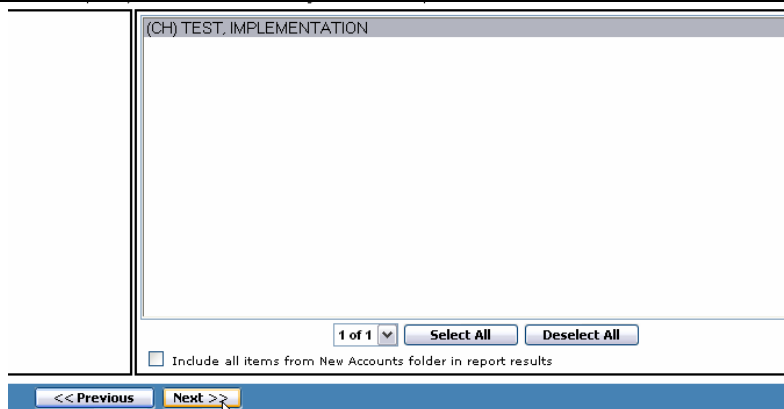
On this page all of your selection choices will be listed. Click the "Run Now" button to generate the report.	
The line item detail report will be created as a PDF file. To print this, click the print icon. To view the PDF in it's own window, click the "View Full Screen" button,	