System for Administration Management (SAM)

Guide and Glossary

Justin Grant and Anni Simpson under C.E. Pierce and Maria Soliman

Introduction from Toby

UNC CHARLOTTE

TABLE OF CONTENTS

SAM – LOGIN (NOTE BEFORE LOG IN instructions, an introduction: one page, history / evolution, and

1. **Type** “https://citrix.uncc.edu” into the address bar of the browser of your choice and **Press** “Enter.” *See figure 1.1.*

Different browsers have different methods of logging into SAM. Firefox, Safari, and Internet Explorer will be used as examples in this guide. To access SAM you must have Microsoft Office Access installed on your computer. Using dual monitors may cause problems accessing SAM if SAM opens in screen two. If you need further assistance, contact “helpcenter.uncc.edu/citrix.”

Below is the guide for Firefox. The Firefox guide contains the most detail; the Safari and Internet Explorer guides will be general and primarily contain the differences during the log in process.

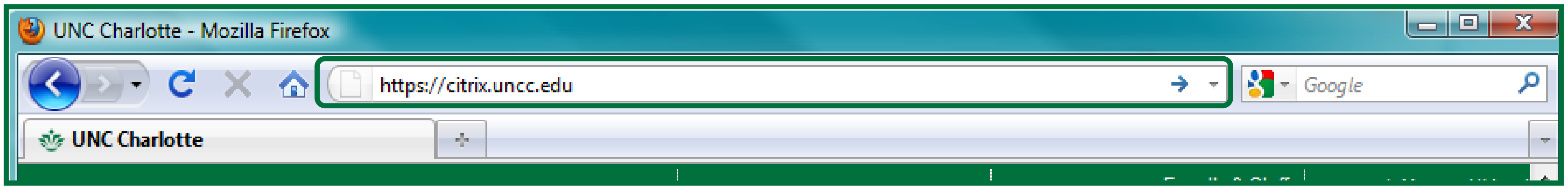


Figure 1.1

A. Firefox Login

2. When the page opens enter your Novell login information and **click** “Log In.” *See figure 1.2.*

Depending on your access level you may have different “Context” and “Tree” information automatically filled in. Do not change these fields unless told to do so by help center assistants.

The applications available to you will be listed in the frame in the left portion of your browser.

3. **Click** the SAM icon **once**. *See figure 1.3*

A few loading and processing prompts will open, these can generally be ignored. If there is an error during the log in process contact your supervisor, take a screen shot using the “PrtSc” button on your keyboard, and contact the help center using the site listed under step one.

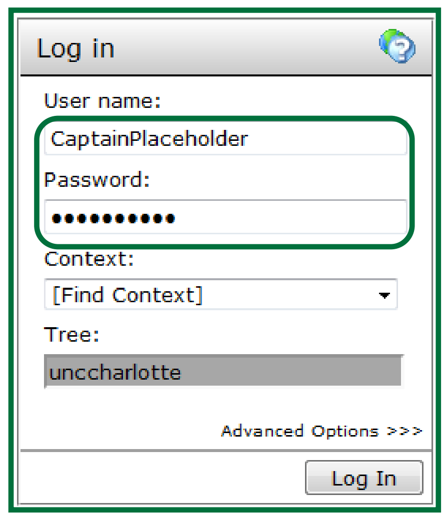


Figure 1.2

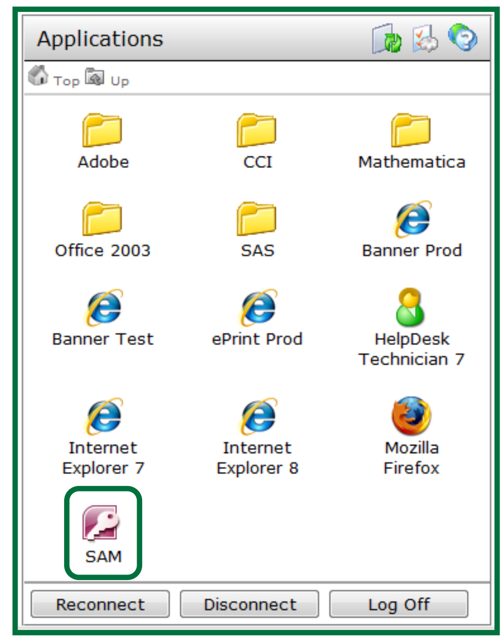


Figure 1.3

4. **Press** the "Login to SAM" button. *See figure 1.4.*

You now have access to the system. The following sections: Members, Budgets, Projects, and Reports walkthroughs will follow. Their glossaries will also be listed after each section. See figure 1.5.

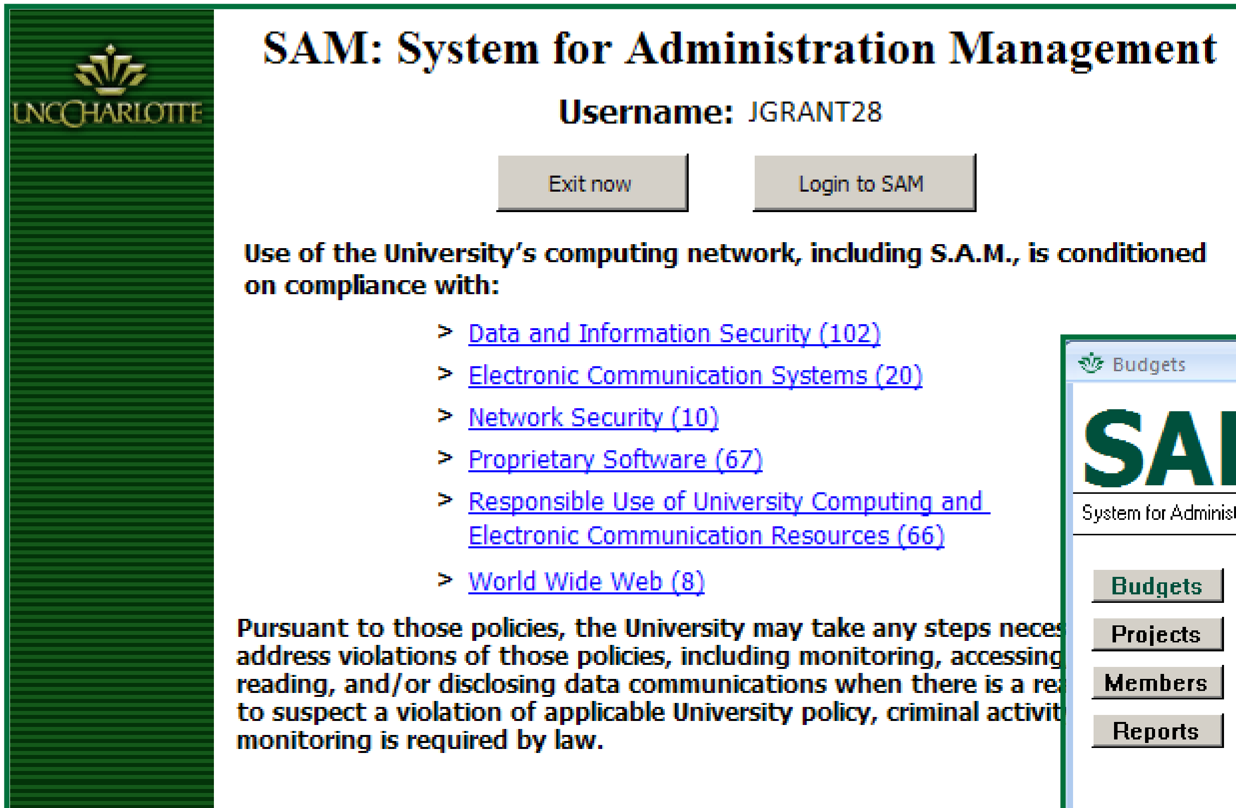


Figure 1.4

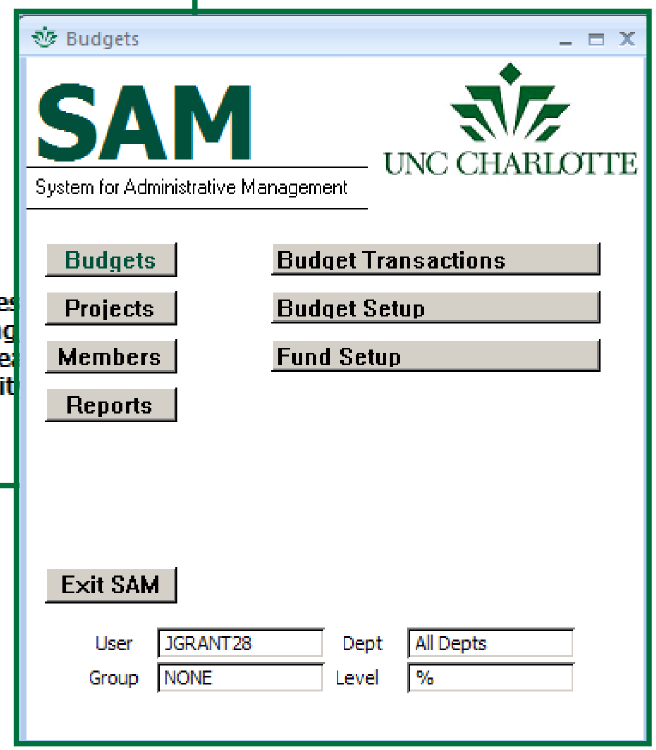


Figure 1.5

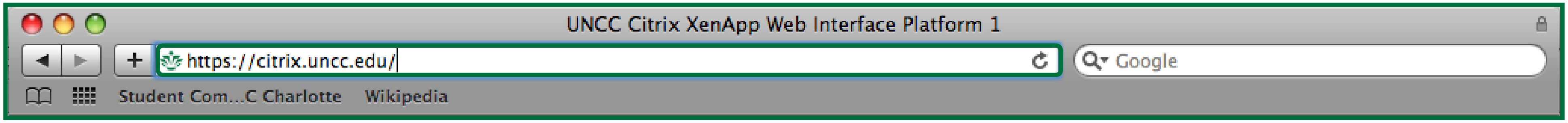


Figure 1.6

B. Safari Login

1. **Open** Safari.
2. **Type** http://citrix.uncc.edu/ into the address bar and **press** the "Enter" key. *See figure 1.6.*
3. **Click** "Allow" to let Citrix access your computer. *See figure 1.7.*
4. **Type** your login information again if you are prompted with a window that asks you to do so and **Click** "OK". This is normal. *See figure 1.8.*
5. **Press** the "Login to SAM" button

You now have access to the system. The following sections: Members, Budgets, Projects, and Reports walkthroughs will follow. Their glossaries will also be listed after each section.

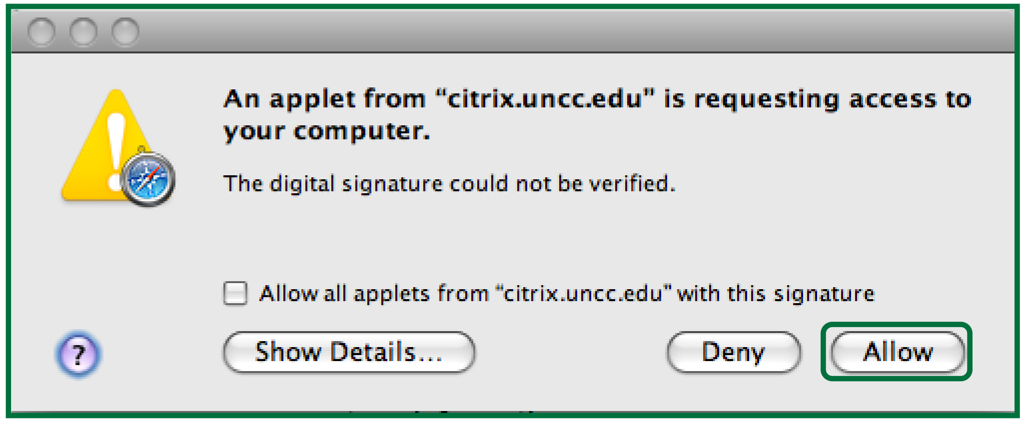


Figure 1.7

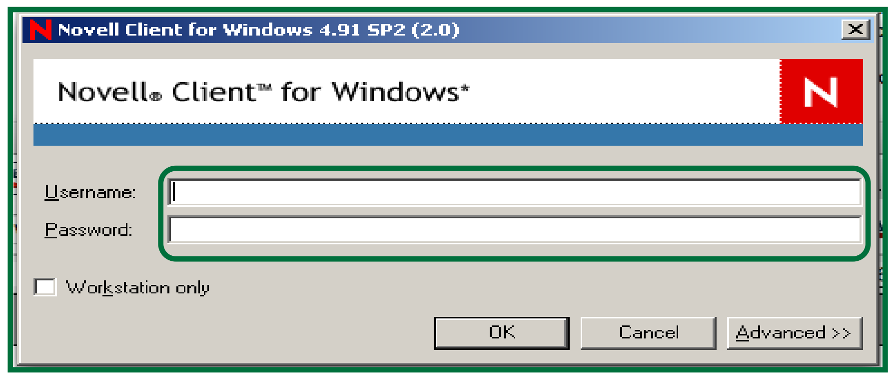


Figure 1.8

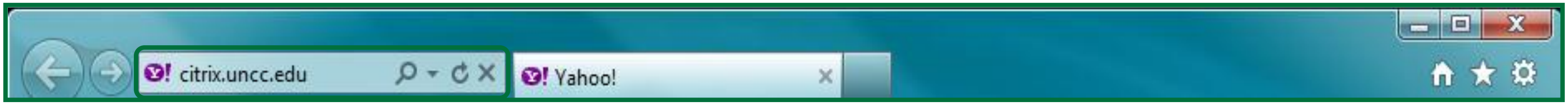


Figure 1.9

C. Internet Explorer

1. **Open** Internet Explorer**.**

2. **Type** http://citrix.uncc.edu/ into the address bar and **press** the “Enter” key. *See figure 1.9.*

3. **Type** your login information and **Click** “OK.” *See figure 1.10.*

4. **Click** the SAM icon. *See figure 1.11.*

A notification to save “launch.ica” may appear at the bottom of the active window. See figure 1.12. If it does, you will need to follow the directions on the next few pages before entering SAM.

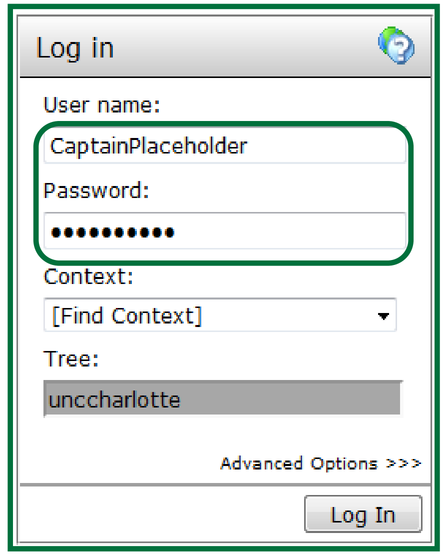


Figure 1.10

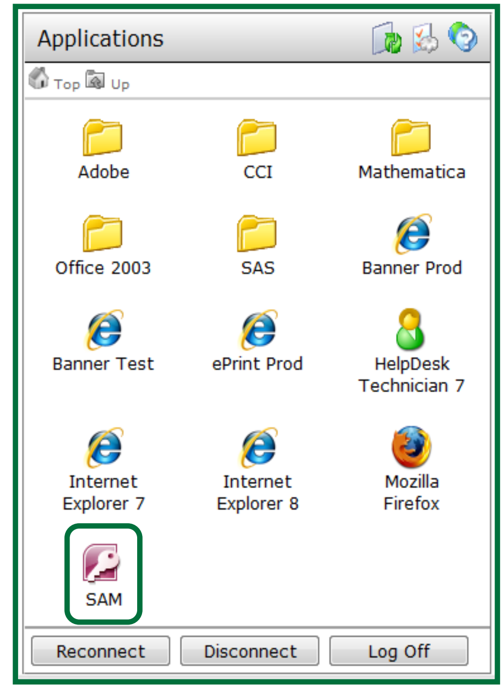


Figure 1.11

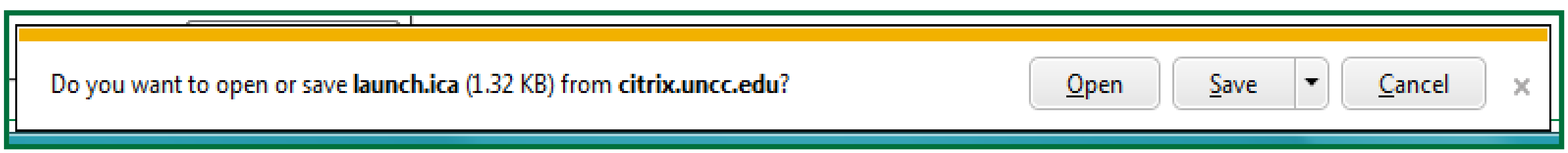


Figure 1.12

***Ignore** the notification at the bottom of the screen and look at the right pane. See figure m. You will be taken through a onetime download and installation of the Citrix client software. Campus-wide computer wipes may remove this installation and these steps may need to be completed again.*

1. **Click** the blue link under the "Message Center."

"Client Detection and Download" will open in the same window and a download button will be available. See figure 1.13.

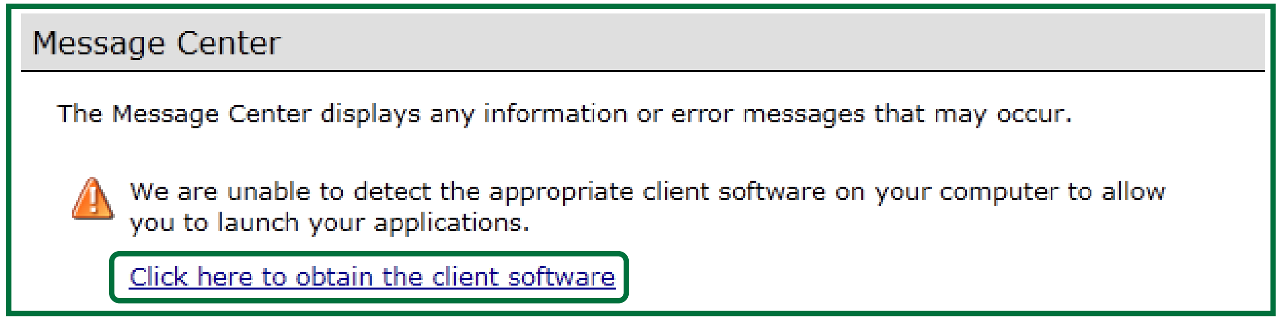


Figure 1.13

2. **Click** the "Download" button. *See figure 1.14.*

A notification will appear at the bottom of the screen asking to download "ica32web.msi"

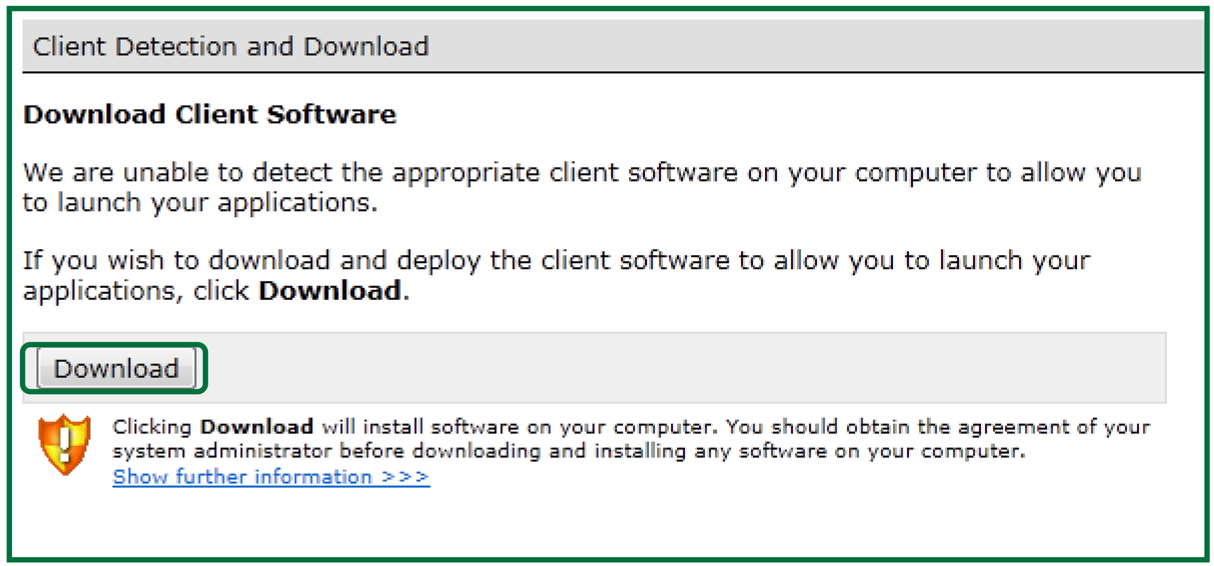


Figure 1.14

3. **Click** "Run" in the notification area.

The window in figure 1.15 will appear with "Successful" and "Fail" buttons and the installation will begin with status visible in a small prompt-like window on top of it.

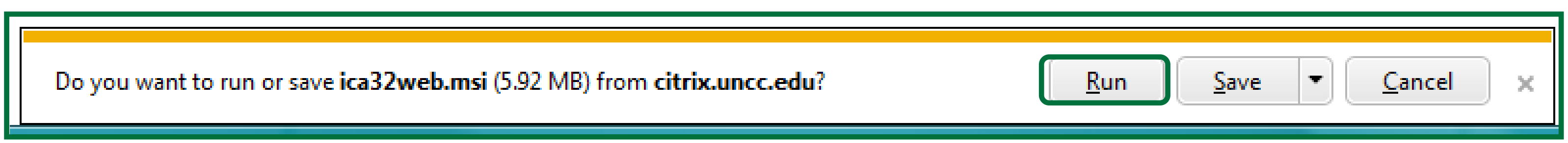


Figure 1.15

*After a few moments the "Citrix XenApp Web Plugin" prompt window will finish and prompt the user to **Click** "Close." See figure 1.16.*

4. **Click** "Close" and **Click** the "Successful" or "Failed" Button depending on your results.

If you encounter a failure, contact your supervisor and/or the helpdesk for further support.

A notification will appear at the bottom of the screen asking to allow "Citrix Helper Control" to run an add-on on your system.

5. **Click** "Allow" in the notification area. *See figure 1.17.*

*Make sure **not** to click the down arrow unless you have been told to do so by external personnel.*

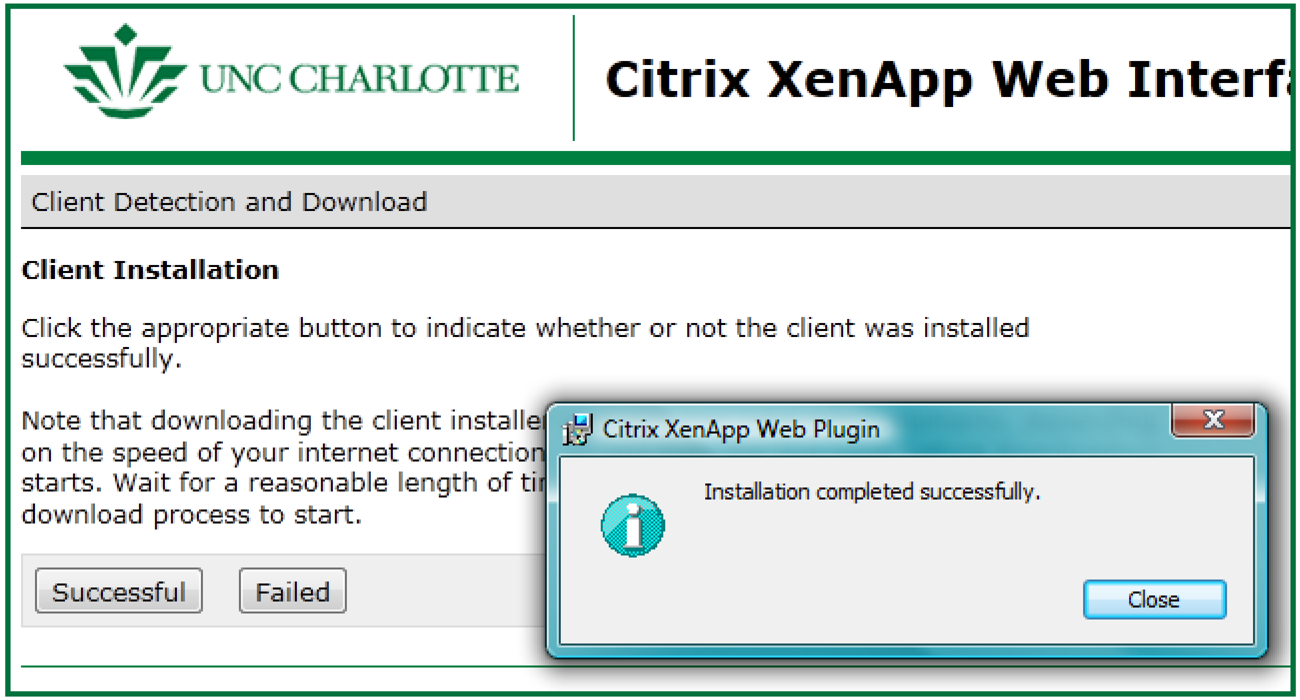


Figure 1.16

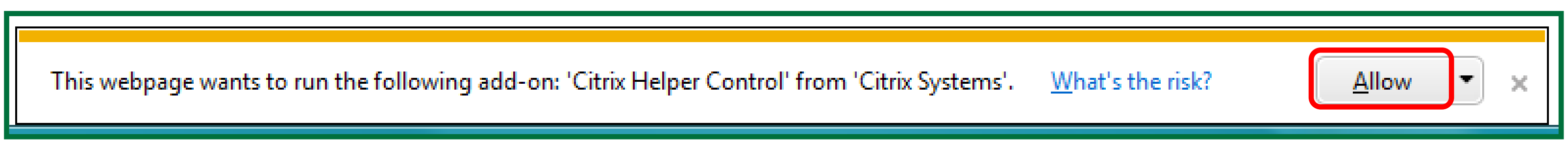


Figure 1.17

You will get a prompt from "Client File Security." Make sure the "No Access" and "Always ask me" radio buttons are selected. See figure 1.18.

6. **Click** "OK" in the prompt area

7. **Press** the "Login to SAM" button

You now have access to the system. The following sections: Members, Budgets, Projects, and Reports walkthroughs will follow. Their glossaries will also be listed after each section.

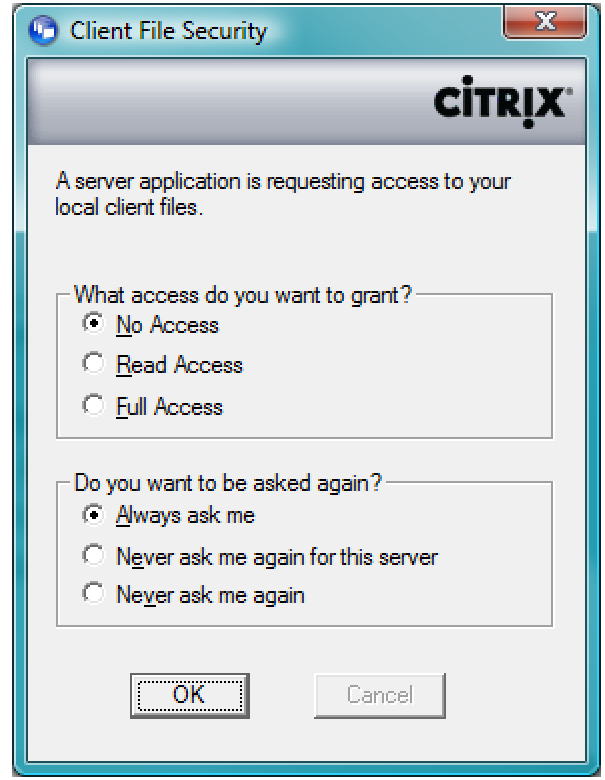


Figure 1.18

SAM - MEMBERS

When accessing the "Members" menu under the SAM welcome screen, you will have two options:

- Members Form
- Member Fixed Assets

See figure 2.1 to the right.

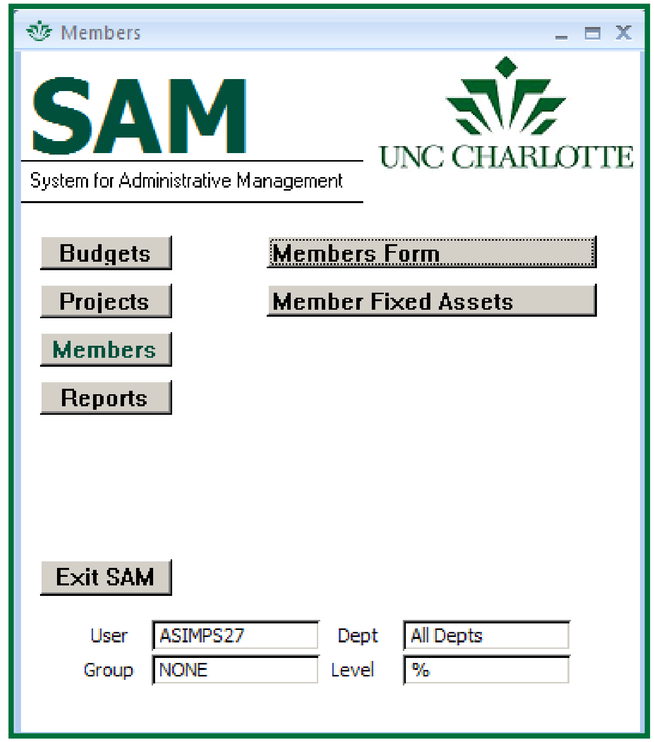


Figure 2.1

Members Form contains information on faculty, staff, and student members including their work and personal contact information, salary, appointments, and assets in their name. Users in this menu can search for members based on their last name, Banner ID, or work phone number.

Member Fixed Assets contains information about fixed assets at UNC Charlotte, including what the asset is, where it is residing, when it was acquired, and how much it cost. Users can search for specific assets by tag number, asset description, serial number, or purchase order.

Tabs on the Member Information screen include:

- work information
- personal information (e.g., phone number)
- pay information (e.g., yearly salary)
- salary projects
- hourly wage appointments
- salary appointments
- workload
- RPT events
- fixed assets

*RPT events and workload are **not currently being used.***

The next section will show the tabs in the Members Form section displayed with a screenshot and brief description. You can click on the tabs you would like to view and edit the data as needed depending on your permissions.

This next section will guide users through the steps of adding and editing information in both of these forms.

- From the SAM welcome screen **Click** the "Members Form" button. *See figure 2.2.*

MEMBERS FORM

Create a New Member

In order to create a new member:

1. **Click** on the "New" button under "Records" in the blue toolbar on the top of the screen.

*When you **Click** "New" to add a new member, the default placeholder info that users see will go away. This can only be done if a member does not already exist.*

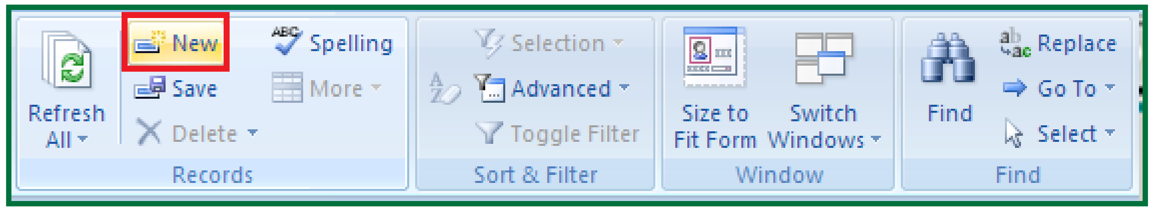


Figure 2.2

2. **Enter** *first* and *last name, Banner ID*, and *work phone* into the top part of the gray screen. *See figure 2.3.*

*If you would like to upload a picture **click** "Load Image" to personalize your record. This will open a file system prompt where you can search for, select,* enter type of member, M or F, *and input your image into SAM.*

3. **Click** STOP at the top of the Member Information screen to save your new record.

Figure 2.3

SAM - Members Form – Work Tab

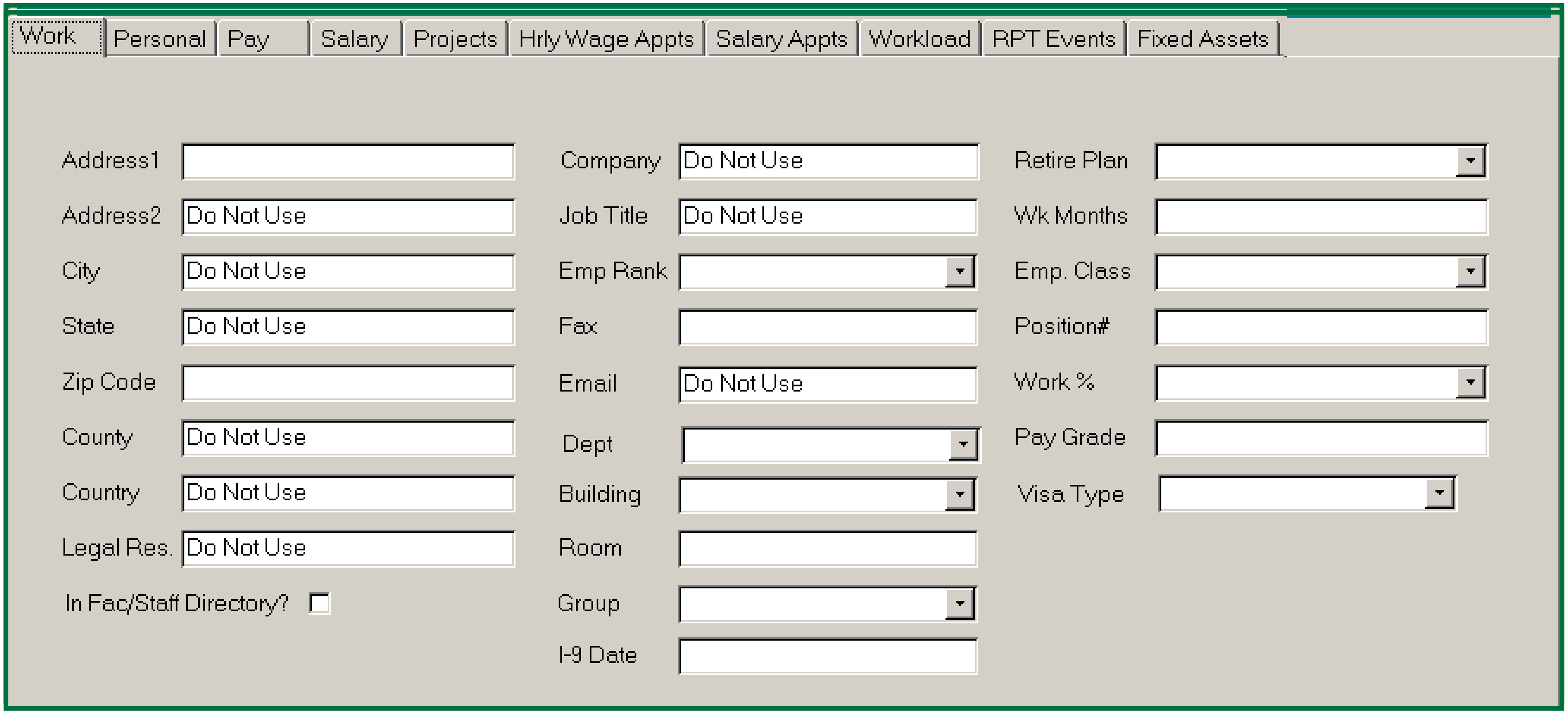


Figure 2.4

The work tab catalogues information on a member's work contact information and their employee information, such as their visa type, pay grade, and position number. *See figure 2.4.*

SAM - Members Form – Personal Tab

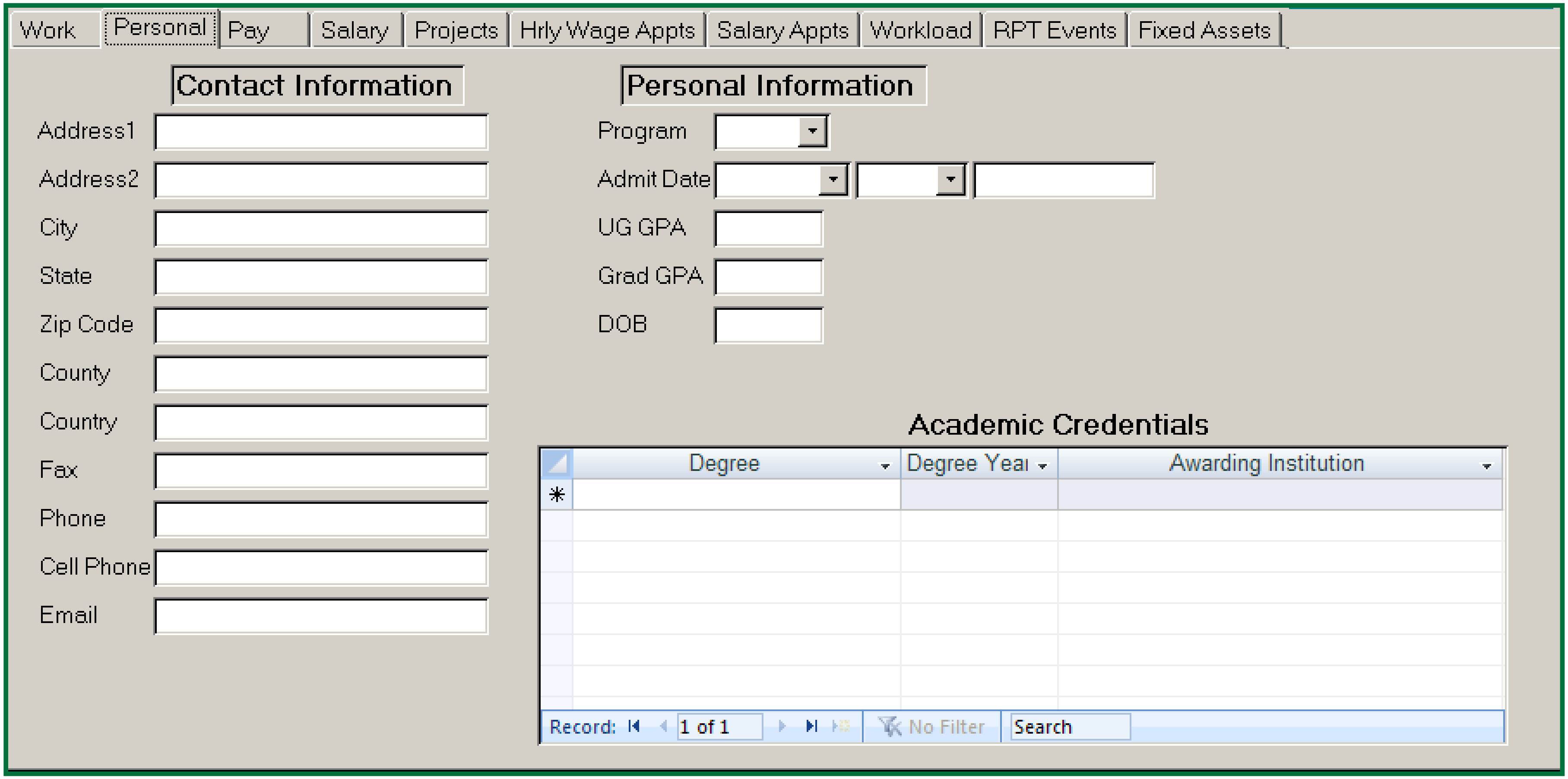


Figure 2.5

The personal tab contains personal contact information about a member. The contact information is useful in emergency situations or inclement weather and may be required by your department. “Personal Information” is used for students and employees (e.g., graduate student T.A., faculty/staff). “Academic Credentials” can be used to display from which institutions a member has earned their degree and in what subject that degree was. DOB is also now needed when making air reservations so this would be good to enter, as well.*See figure 2.5*

SAM - Members Form – Pay Tab

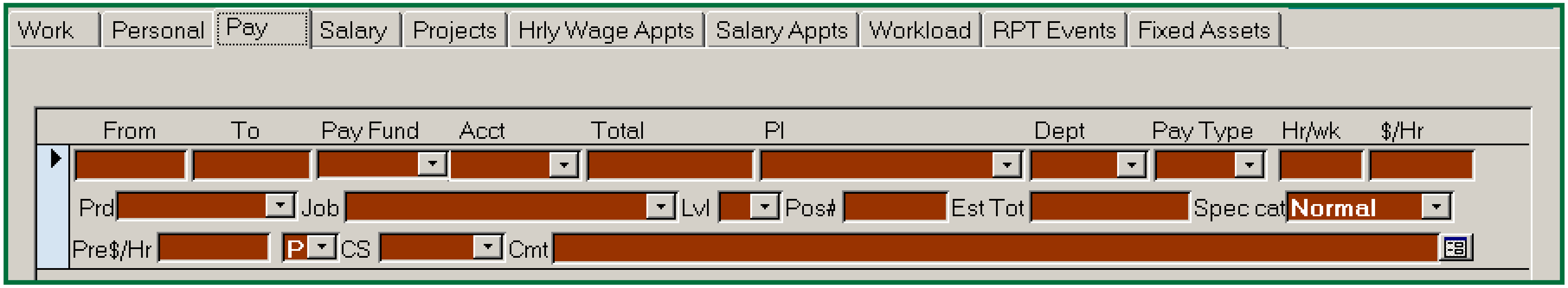


Figure 2.6

The pay tab displays information on a member's pay actions and is a continuing record of all appointments they've been paid to do, and for students, tuition paid for them. Summary salary and release time for faculty and post docs for anything we're paying them for. This tab is used for entering all appointments <u>except student employees</u> (e.g., undergraduate workers) or <u>hourly employees, which are entered on the Hrly Wage Appts tab to be discussed later</u>. *See figure 2.6.*

SAM - Members Form – Salary Tab

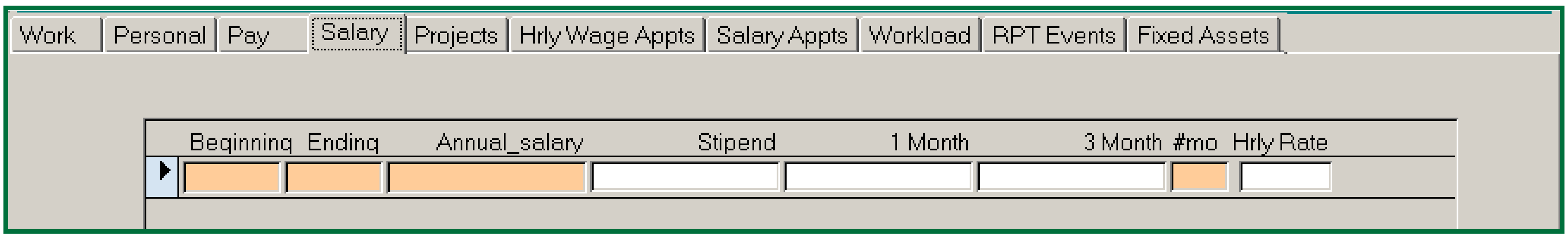


Figure 2.7

The salary tab gives you information on a member's annual salary, 1 month and 3 month text fields are automatically generated based on a member's yearly salary. This is important for the sake of payments coming out of particular funds or grants or for when a member does a special project on top of their regular appointment for a month or three months at a time. Information in orange cells must be filled in. *See figure 2.7.*

SAM - Members Form – Projects Tab

Figure 2.8

On the bottom half of the Member Information screen, you can view any projects assigned to a faculty or staff member. It will provide information about the item. *See figure 2.8. The information is a feed from the projects side of SAM. If you click on the funds tab it will give you the fund number for the project.*

SAM - Members Form – Hrly Wage Appts Tab

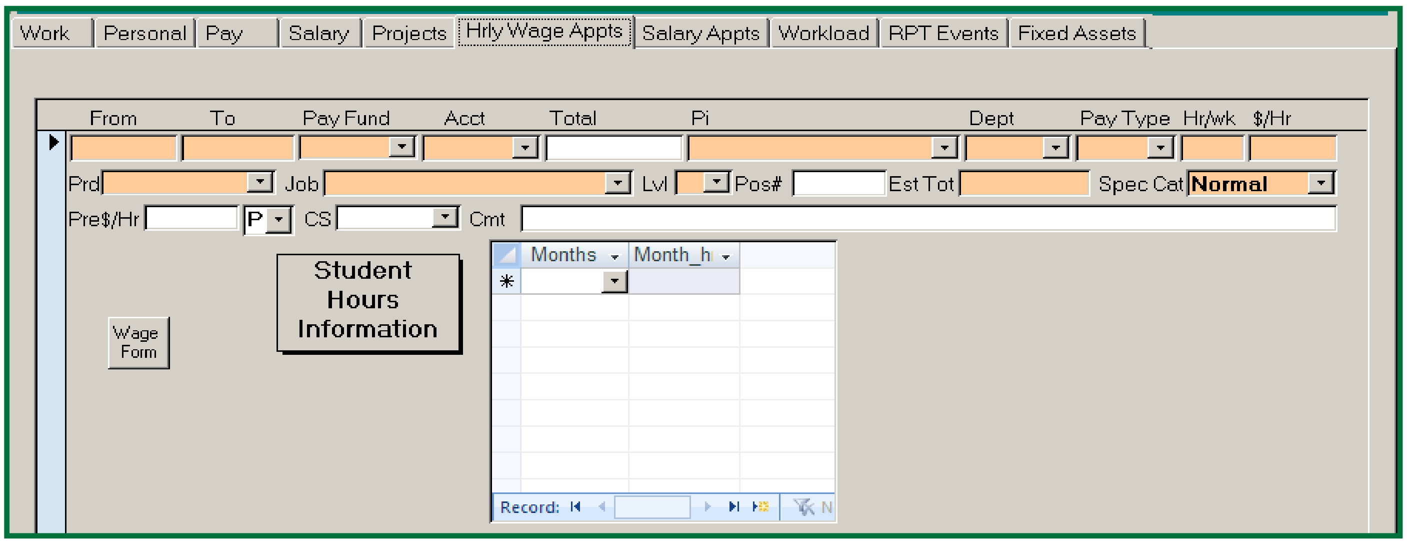


Figure 2.9

The hourly wage appts tab gives you information on a member's hourly wage appointments. This section is used for employees who are paid on an hourly basis rather than a salary. Members who would fall under this category are temps and undergraduate employees. *See figure 2.9 This tab is only used to enter hours worked for each month, which automatically updates the "total" cell.*

SAM - Members Form – Salary Appts Tab

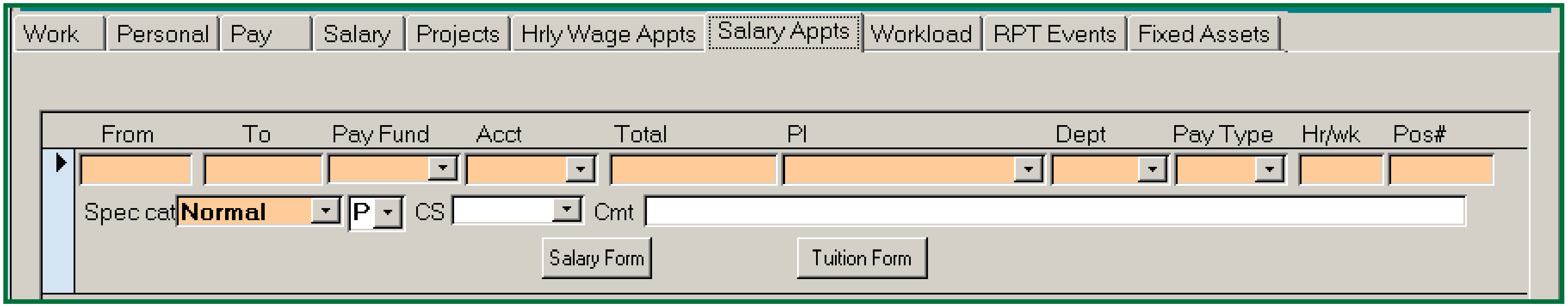


Figure 2.10

The salary appts tab is for graduate student employees, such as a Graduate TA, who is paid for the year but as an appointment rather than a faculty member. *See figure 2.10.*

SAM - Members Form – Workload Tab

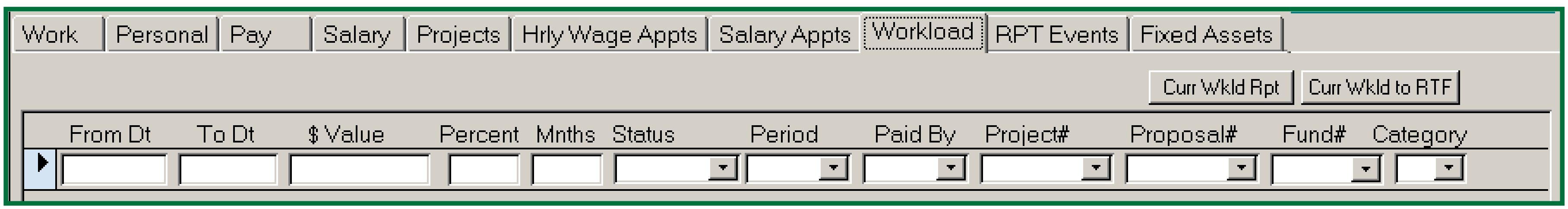


Figure 2.11

The workload tab gives you information on a member's workload and salary. *See figure 2.11. The is useful for looking at current and pending proposal issues for research proposal submissions of the individual selected.*

SAM - Members Form – Fixed Assets

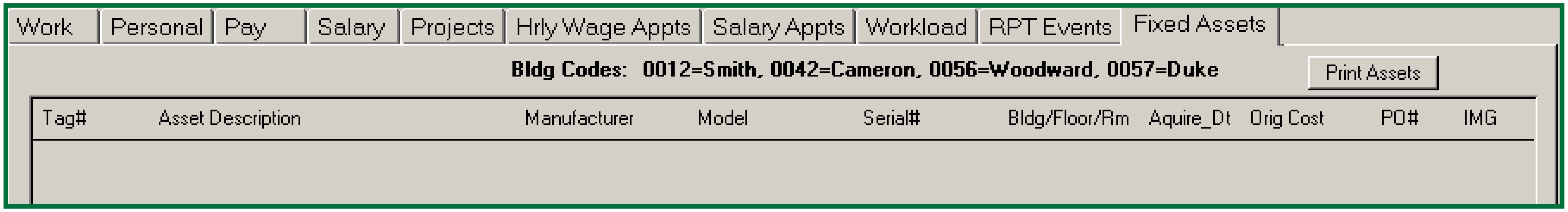


Figure 2.12

This tab shows what fixed assets owned by the university are assigned to this member's control, if they have any. *See figure 2.12. The information is currently used for COEn and we hope to expand to other colleges as time permits.*

Edit an Existing Member

To edit an existing member, you will need to:

1. First **Search** for the existing member in one of three ways:
    1. last name
    2. banner number
    3. work phone number

2. Then **Click** on the blue side bar highlighted in *figure 2.13 to the right* to edit currently existing information or to add new information to a previously existing record.

3. Next **Press** tab or enter to move to the next cell.

4. Finally **Click** the blue side bar a second time to save information you have added.

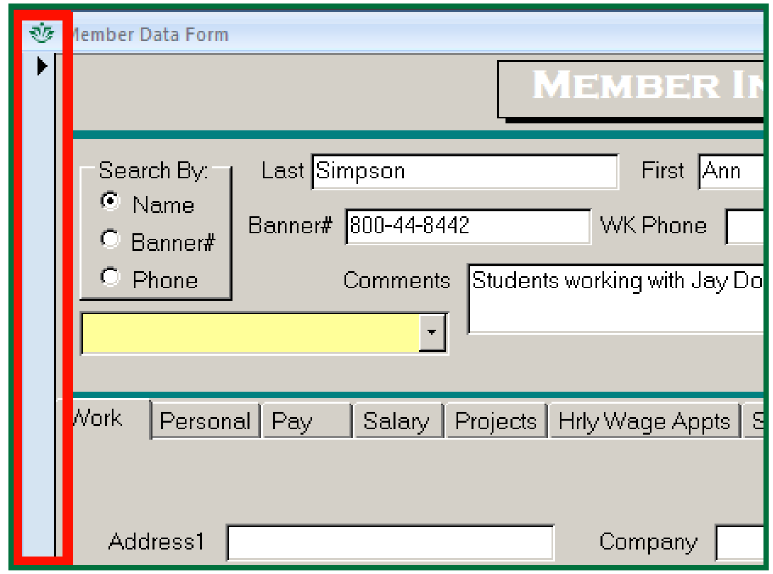


Figure 2.13

*If you make a mistake and want to close out of the application without saving your changes, press **ESC** or hit the x at the top of the screen to close the window.*

Fixed Assets Search

1. **Search** for the asset by *tag number, description, serial number,* or *purchase order number*. *See figure 2.14 to the right.*

Information about the asset will be displayed, including tag number, asset description, serial number, and the product information. A picture with the tag number displayed in front of it will also be displayed to the right.

2. **Click** STOP to save.

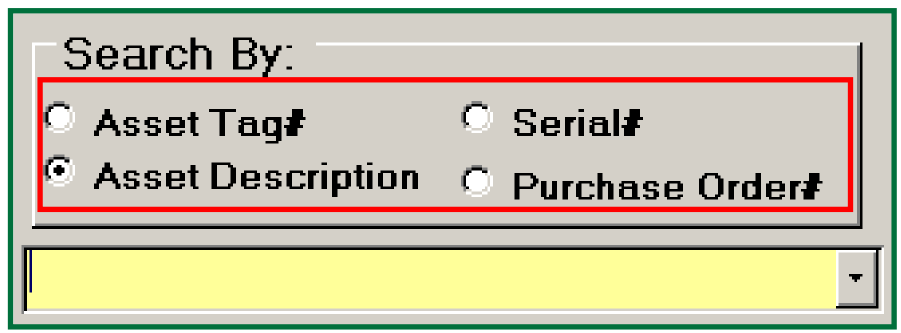


Figure 2.14

Location and Custodian Change

To change the location of an asset or who is charged with the asset:

1. **Search** for the asset by *tag number, description, serial number*, or *purchase order number*.

2. **Type** the *last name* and *first name* of the original custodian of the object. *See figure 2.15*.

3. **Select** the new custodian from the drop down menu to the right of the text box of the former custodian.

4. **Type** in the original *building, floor*, and *room number* of the asset in the text box to the right of the new custodian.

5. **Select** the new building from the drop down menu.

6. **Type** the room number the asset is being moved to into the appropriate text box.

7. **Click** the text box for the date the change of custodian and location was made. A *calendar icon* will appear. **Click** the icon and **choose** the date the change was made from the calendar.

8. **Type** the name of the person making the change into the appropriate text box.

*If there was no change made to a particular field, **skip that field** and move forward.*

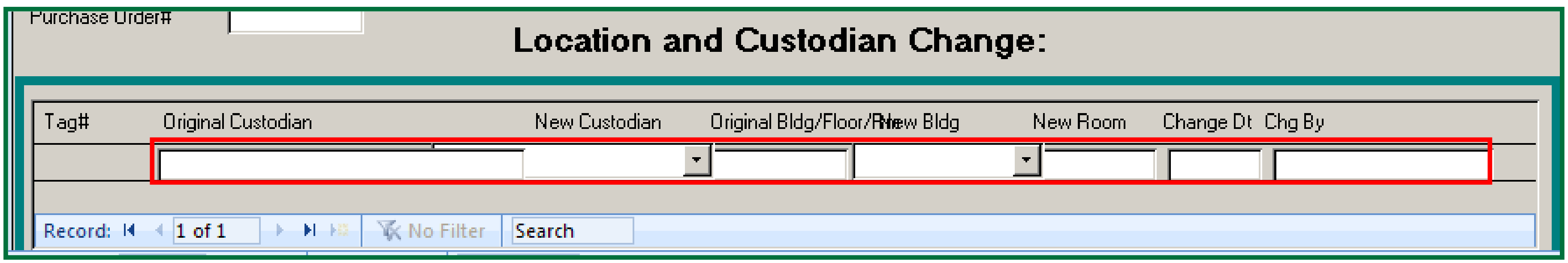


Figure 2.15

UNC CHARLOTTE

SAM - MEMBERS – GLOSSARY

This section contains all the information you need to know about the terms you'll see in the member section. Refer to this guide if you run across a field in SAM or in the user guide you're unsure about.

Basic Cells – First Half of Members Screen	
last name	last name of the member
first name	first name of the member
MI	middle initial of the member
salut	salutation of the member
banner #:	university ID number or "800 number"
WK phone	work phone number
type	kind of member (e.g., faculty, student, temp)
Work	
job title	what they do at work
employee rank	the type of position they hold (e.g., dean, director)
group	their associating organization (e.g., Diversity in Info Technology Institute)
I-9 date	When the I-9 paperwork was done is HR
retirement plan	type of retirement
work months	the contractual period, usually 9 or 12 faculty and staff
employee class	type of permanence (e.g., tenure, temp)
work %	how much an employee works for particular primary investigator or department
pay grade	level of pay

Personal	
program	the member's field
admit date	when they were accepted into their program
UG GPA	their undergraduate GPA
grad GPA	their graduate program GPA
DOB	birthday (MM/DD/YY)
academic cred	a place where the member can add where they got their degree(s) from, when they got it, and where they got it from
Pay	
beginning	beginning pay date
ending	ending pay date
pay fund	fund number
account	account they're paid from
total	total amount paid
PI	the primary investigator the appointment is under
dept	the department the appointment is working for
pay type	type of worker
hr/wk	hours per week they work
prd	period they work (e.g., semester)
job	what they do for their appointment/their work
lvl	level
pos #	position number
est tot	estimated total paid
spec cat	special category, if applicable (otherwise "normal")
[P] dropdown menu	status of the appointment (e.g., "approved," "pending," or "rejected")
cs	Cost share
cmt	comments

Salary	
beginning	beginning pay date
ending	ending pay date
annual salary	what the member is paid every year
stipend	their stipend amount
1 month	An automatic calculation of one month's base salary
3 month	An automatic calculation of three months' base salary
# mo	number of months out of the year they work
hourly rate	what their hourly rate ends up being
pay grade	level of pay
Fixed Assets	
tag number	asset tag number
asset description	what the asset is
manufacturer	the manufacturer of the asset
model	the model number of the asset
serial #	serial number of the asset
bldg/floor/rm	the building, floor, and room number (e.g., "Fretwell/2nd/205") that the asset is housed
acquire_dt	The date the asset was acquired
orig cost	The original cost of the asset
PO #	purchase order number
img	if there is an image of the asset on file, you can click here to view what it looks like
tag number	asset tag number
asset description	what the asset is

Projects	
proj #	the number assigned to the project
start date	the date the project started
end date	the end date of the project
project title	the name of the project
from	date the appointment starts
to	date the appointment ends
pay fund	fund number
account	account they're paid from
total	total amount paid
PI	the primary investigator the appointment is under
dept	the department the appointment is working for
pay type	type of worker
hr/wk	hours per week they work
$/hr	hourly wage
prd	period they work (e.g., semester)
job	what they do for their appointment/their work
lvl	level
pos #	position number
est tot	estimated total paid
spec cat	special category, if applicable (otherwise "normal")
months	a month that the appointment has worked
month_hrs	hours in that month they've worked

Projects	
from	date the appointment starts
to	date the appointment ends
pay fund	fund number
account	account they're paid from
total	total amount paid
PI	the primary investigator the appointment is under
dept	the department the appointment is working for
pay type	type of worker
hr/wk	hours per week they work
pos #	position number
spec cat	special category, if applicable (otherwise "normal")
AOR	status of the appointment (e.g., "approved," or "rejected")
cs	Cost share
cmt	comments
salary form	brings up the form for adding a salary appointment
tuition form	brings up the form for a student scholarship

SAM – BUDGETS When accessing the “Budgets” menu under the SAM welcome screen, you will have three options: *See figure 3.1.*

- Budget Transactions
- Budget Setup
- Fund Setup

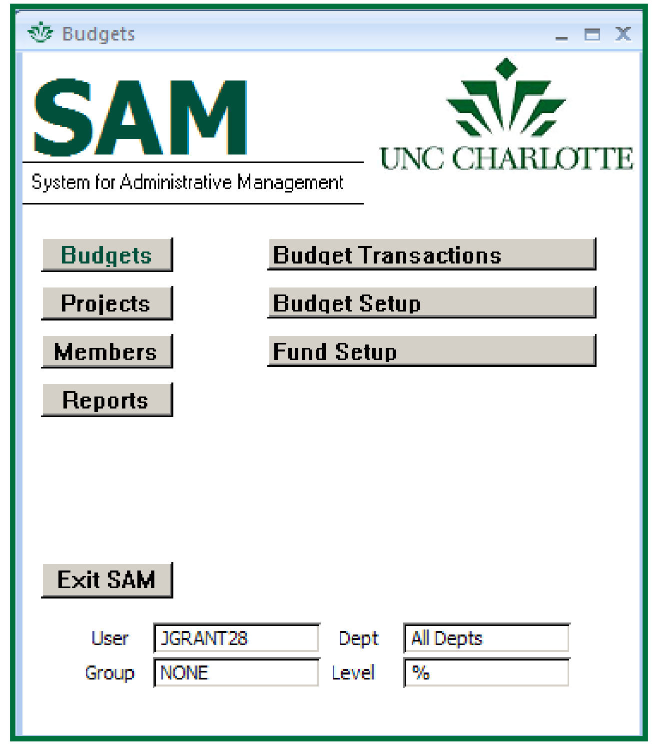


Figure 3.1

Budget Transactions – One of the most frequently used files in the database, allows users to record all budget transactions from purchase orders and invoices. This is also a tracking system of what has been expended (paid in Banner and gone through the system), what is encumbered (outstanding but paperwork is out there), or is obligated (to be charged or paid at a later date with no paperwork submitted).

Budget Setup – This is where users can start a new budget. For *Department Funds, Sponsored Funds and Cost Share Funds budgeted by account code*. These are linked to *a Banner* ~~a~~ fund number and account code.

Fund Setup – This tells us where the user gets specific information about the fund in SAM. **Fund#, Start Dt[**date]**, End Dt**[date]**, Owner,** and name of fund are included.

Elements under budgets include:

- account code
- amount
- transaction date
- type
- invoice number
- purchase order number
- requestor
- status
- date paid
- department
- special category
- blank space for other information

The next section will guide users through the steps of adding and editing information in these three options.

FUND SETUP

1. **Click** "Budgets" and you will see the following three options appear to the left of the "Projects" button on the SAM welcome screen. *See figure 3.12.*
   - Budget Transactions
   - Budget Setup
   - Fund Setup

2. **Click** "Fund Setup" and the window in *the figure below* will appear on top of the SAM welcome screen.

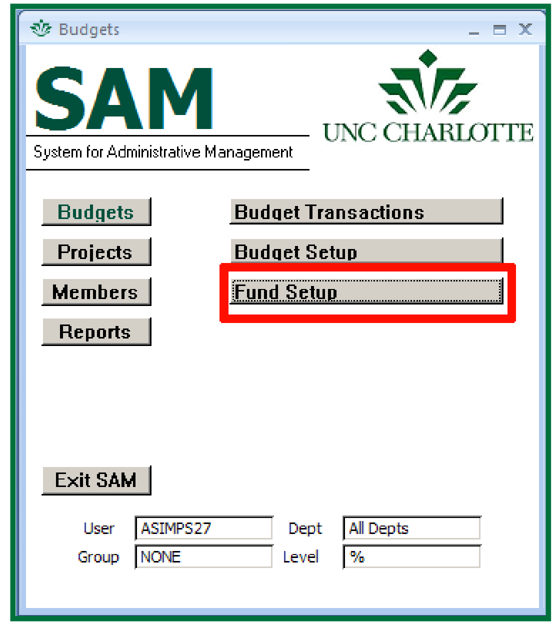


Figure 3.12

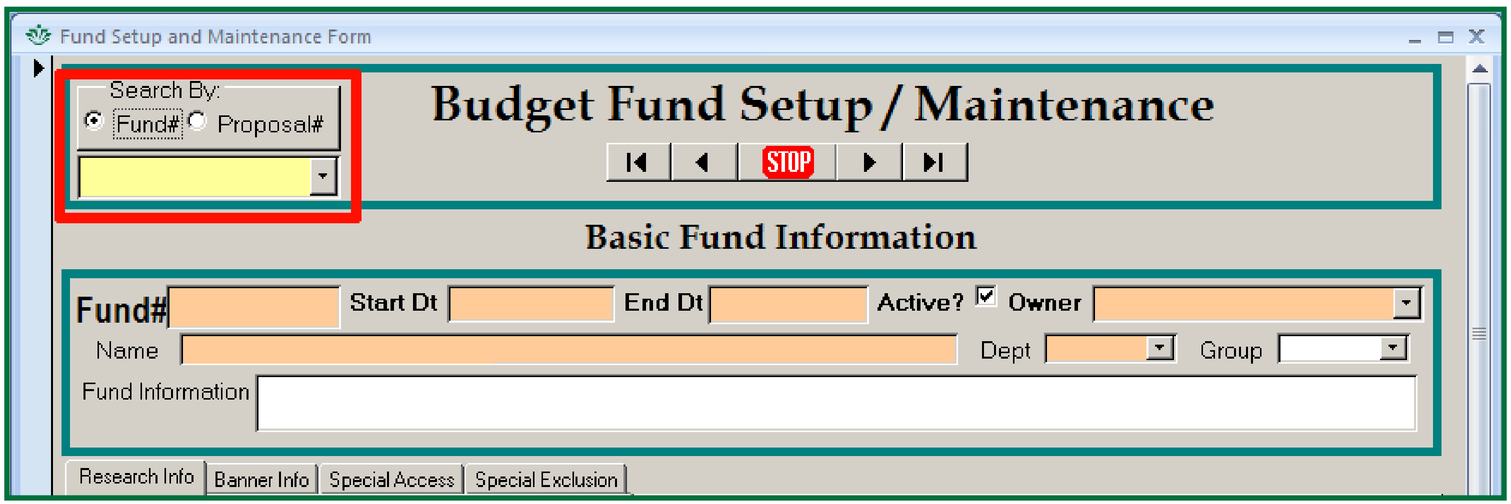


Figure 3.13

Adding a Fund Setup Record

1. **Click** the "New" button under "Records" on the blue Windows Access toolbar.

2. **Type** in the *fund number, start and end dates of the fund, the owner, the department the fund is coming from,* and *the name of the person* who owns the fund, *make sure to check the active box as well*. *See figure 3.13.*

3. **Type** in information about the fund under "Research Info," including the proposal number, the sponsor award number (N**ote:** these are **not** the same number), and other information about the fund. *The definitions for each of these fields can be found in the glossary*.

4. **Type** in information for the budget found on Banner under "Banner Info," such as the *contact phone number, department code,* and *school admin number*.

If you need to, ***select*** *a member to grant special privileges to or exclude from seeing the information you've just entered. The members available will populate from the SAM database, so you must add a member record if one doesn't exist already.*

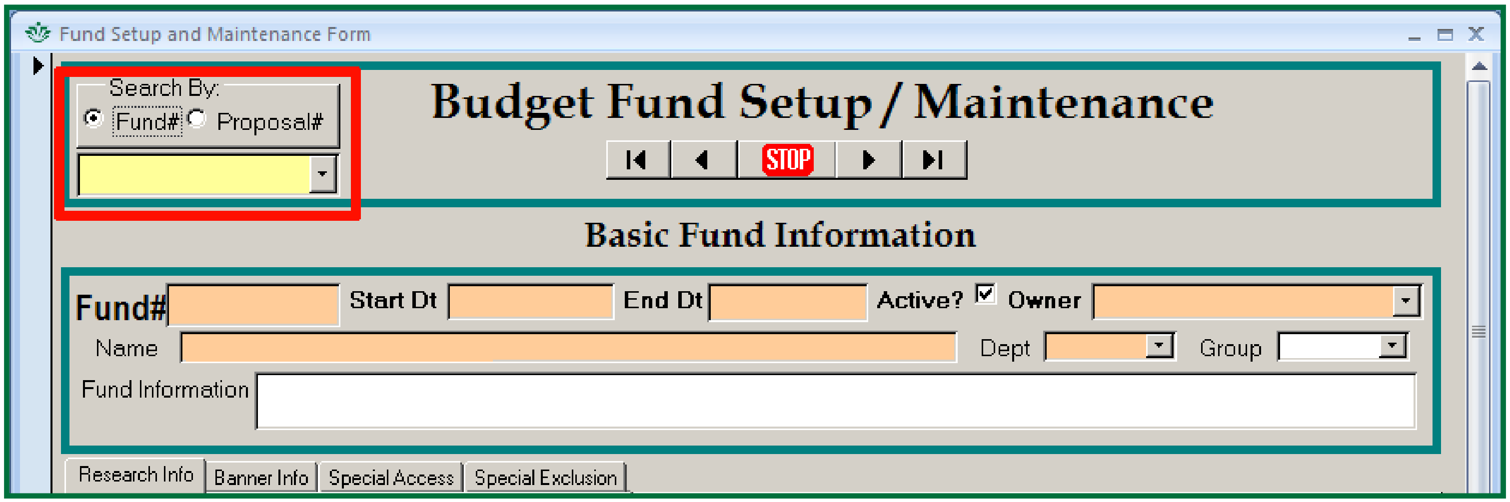


Figure 3.13

If you do not want to save the changes you have made to your record, simply hit ***ESC*** *to undo them. Clicking STOP will save your progress.*

Editing an Existing Fund Setup Record

To edit a pre-existing record within a fund:

1. **Select** the appropriate *fund number* or *proposal number* from the drop down menu.

2. **Click** the blue bar next to a particular transaction you want to edit and **Alter** the information you wish to change. *See figure 3.14.*

3. **Click** the blue bar a second time to save your progress.

If you do not want to save the changes you have made to your record, simply hit ESC to undo them. Clicking STOP will save your progress.

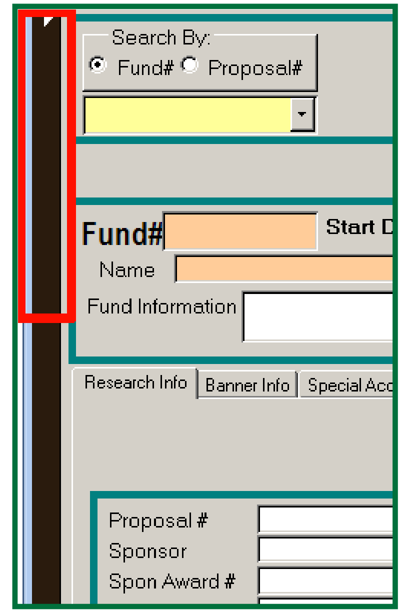


Figure 3.14

Deleting an Existing Fund Setup Record

If you want to delete a pre-existing record within a fund:

1. **Select** the appropriate *fund number* from the drop down menu.

2. **Right click** the blue bar of the field you'd like to delete.

3. **Left click** "cut" from the menu that pops up. *See figure to 3.15.*

4. **Left click** the blue bar a second time to save your progress or click "STOP" to save and leave the current screen.

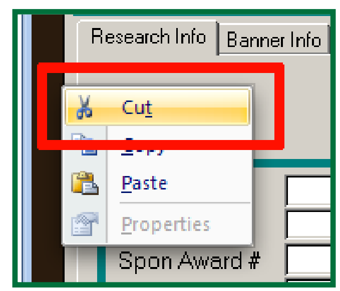


Figure 3.15

BUDGET SETUP

1. **Click** "Budgets" and you will see the following three options appear to the left of the "Projects" button on the SAM welcome screen. *See figure 3.8.*
    - Budget Transactions
    - Budget Setup
    - Fund Setup

2. **Click** "Budget Setup" and the window will appear on top of the SAM welcome screen.

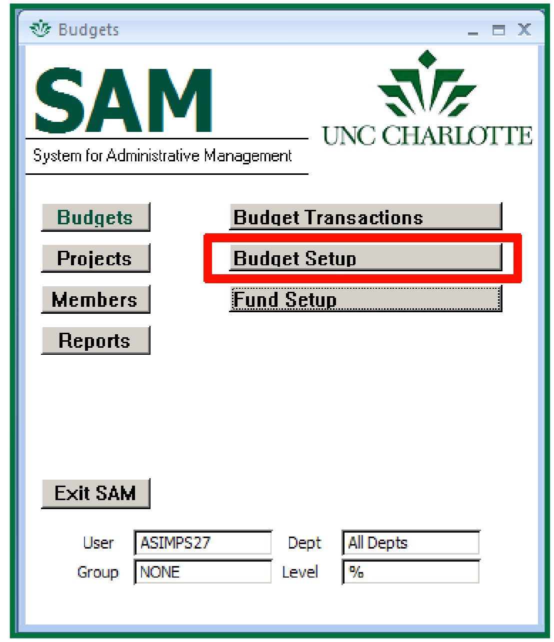


Figure 3.8

Adding a New Budget Setup Record

1. **Click** the "New" button under "Records" on the blue Windows Access toolbar. *See figure 3.9.*

You can use these instructions for either "Sponsor Funds" or "Cost Share Funds."

2. **Select** the *account code* from the drop down menu *in the budget setup form.*

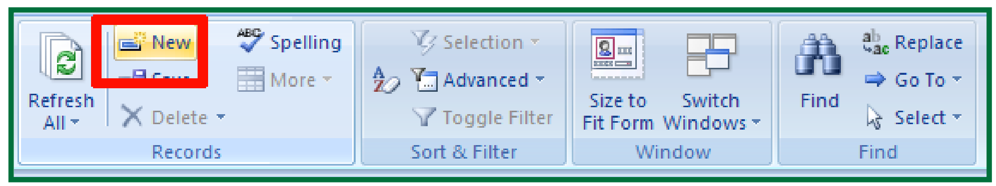


Figure 3.9

3. **Type** in the total dollar amount coming from the fund you've selected for this budget.
4. **Type** in the date the transaction took place in MM/DD/YY format.
5. **Type** in the POS # ("position number").
6. **Click** the blue box next to the account code drop down menu to save your record.

If you do not want to save the changes you have made to your record, simply hit ***ESC*** *to undo them. Clicking STOP will save your progress.*

Editing an Existing Budget Setup Record

To edit a pre-existing record within a fund:

Additional funding for grants should be added using the Budgets Transaction Section.

1. **Select** the appropriate *fund number* from the drop down menu.
2. **Click** the blue bar next to a particular transaction you want to edit. *See figure 3.10*.
3. **Alter** the information you wish to change.
4. **Click** the blue bar a second time to save your progress.

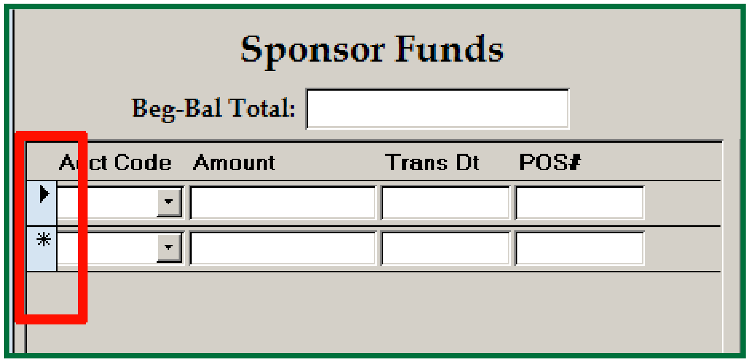


Figure 3.10

If you do not want to save the changes you have made to your record, simply hit ESC to undo them. Clicking STOP will save your progress

Deleting a Budget Setup Record

If you want to delete a pre-existing record within a fund

1. **Select** the appropriate *fund number* from the drop down menu.
2. **Right click** the blue bar of the field you'd like to delete.
3. **Left click** "cut" from the menu that pops up. *See figure 3.11*.
4. **Left click** the blue bar a second time to save your progress or click "STOP" to save and leave the current screen.

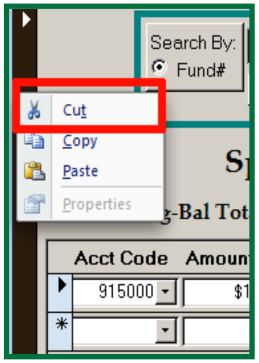


Figure 3.11

BUDGETS TRANSACTIONS

1. **Click** "Budgets" and you will see the following three options appear to the left of the "Budgets" button on the SAM welcome screen. *See figure 3.2.*
    - Budget Transactions
    - Budget Setup
    - Fund Setup
2. **Click** "Budget Transactions" and the window in *figure 3.3* will appear on top of the SAM welcome screen.

This screen has many additional buttons and options when contrasted with the Members Form above. The only fields pre-filled are Current Budget, Other Expense, Funds Available, and Banner Balance – these serve as placeholders until Fund# information is chosen.

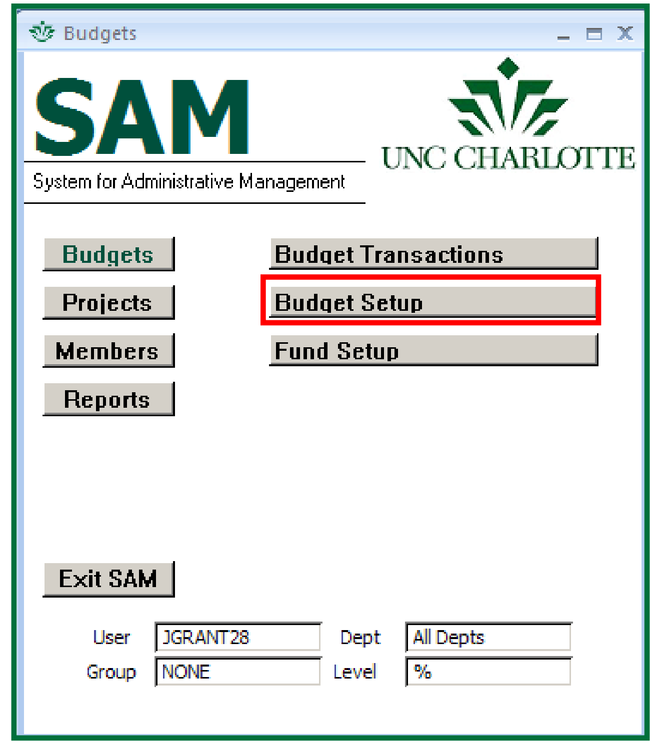


Figure 3.2

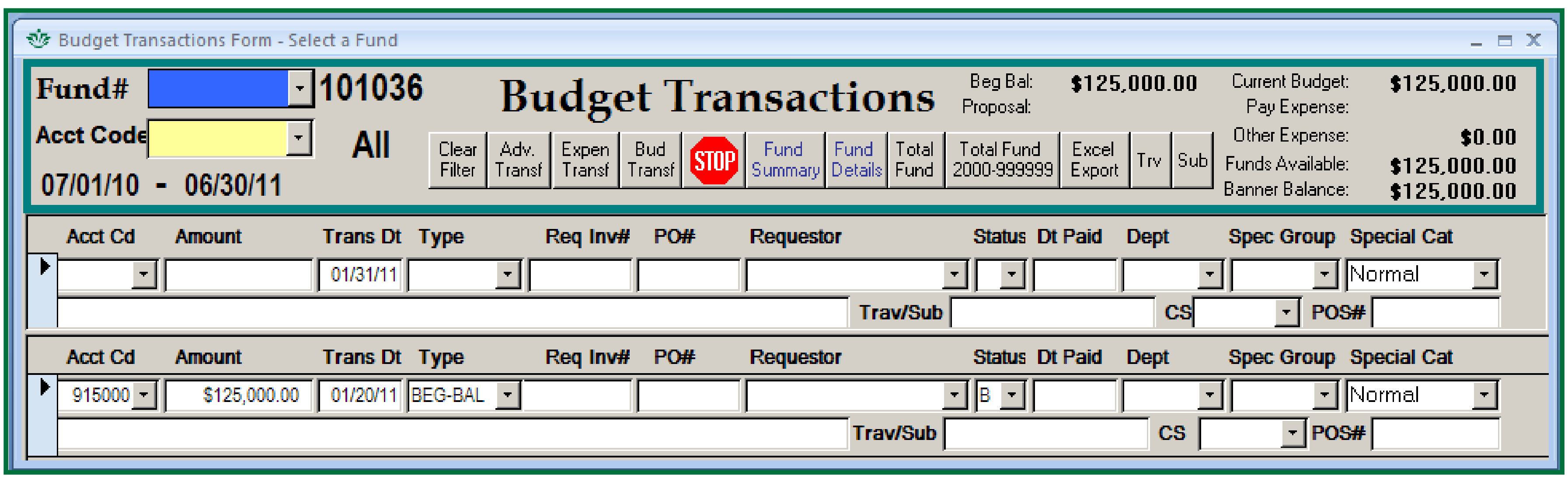


Figure 3.3

Creating a Budget Transactions Record

Be sure to enter in the correct fiscal year when entering in a new record. To enter a new record:

1. **Select** the appropriate *fund number* and *account code* from the drop down menu. *See figure 3.4.*

2. **Type** in the amount of the transaction, using both dollars and centers (e.g., 500.00) and the date that the transaction ("trans dt") was started or created in MM/DD/YY.

3. **Select** in the *transaction type* from the drop down menu.

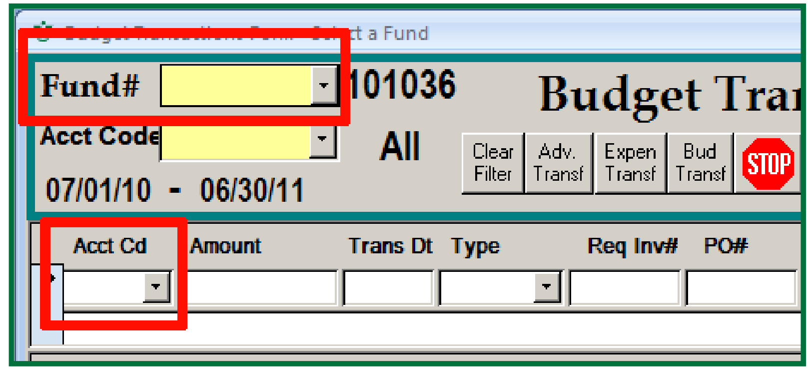


Figure 3.4

4. **Type** in the *invoice number* ("req inv #") or the *purchase order number* ("PO #") if you have one and **Select** the member who made the budget request from the drop down menu.
   If there's not a PO, then you can use the Banner Dec. # or leave it blank.

5. **Select** the status of the order from the drop down menu and **Type** in the *date* that the expenditure was paid in MM/DD/YY.

6. **Select** the department that is funding the budget from the drop down menu and **Select** the category from the drop down menu to classify the entry by how the money was used. *This defaults to normal.*

7. **Type** in *vendor name* and a description of the purchase in the unmarked, long text box. Initial at the end to signify that it is you who added the record. After your initials, also enter the date you added the record.

8. If necessary, **type** in the travel/sub code.

*If you do not want to save the changes you have made to your record, simply hit **ESC** to undo them. Clicking STOP will save your progress.*

Editing a Budget Transactions Record

To edit a pre-existing record within a fund:

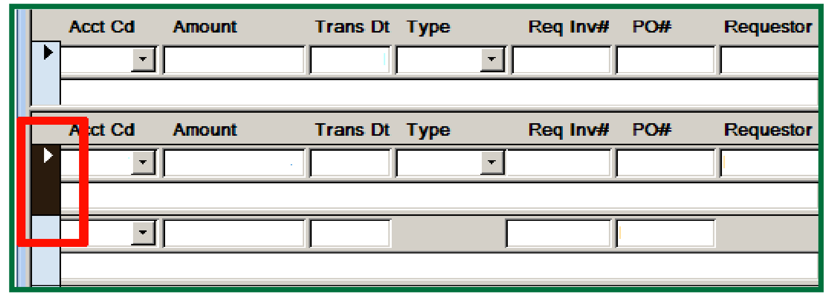


Figure 3.5

1. **Select** the appropriate *fund number* from the drop down menu.

The bottom screen will populate with all existing transactions under that fund number.

2. **Click** the blue bar next to a particular transaction you want to edit. *See figure 3.5*.
3. **Change** the information you wish to alter.
4. **Click** the blue bar a second time to save your progress.

*If you do not want to save the changes you have made to your record, simply hit **ESC** to undo them. Clicking STOP will save your progress.*

Deleting a Budget Transactions Record

If you want to delete a pre-existing record within a fund:

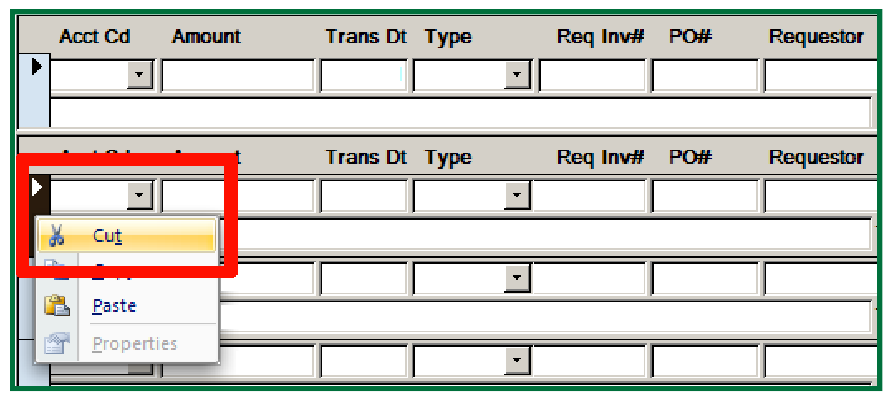


Figure 3.6

1. **Select** the appropriate *fund number* from the drop down menu.

The bottom screen will populate with all existing transactions under that fund number. Only individuals with certain SAM permissions can complete this task.

2. **Right click** the blue bar of the transaction you'd like to delete.
3. **Left click** "cut" from the menu that pops up. *See figure 3.6*.
4. **Left click** the blue bar a second time to save your progress or click "STOP" to save and leave the current screen.

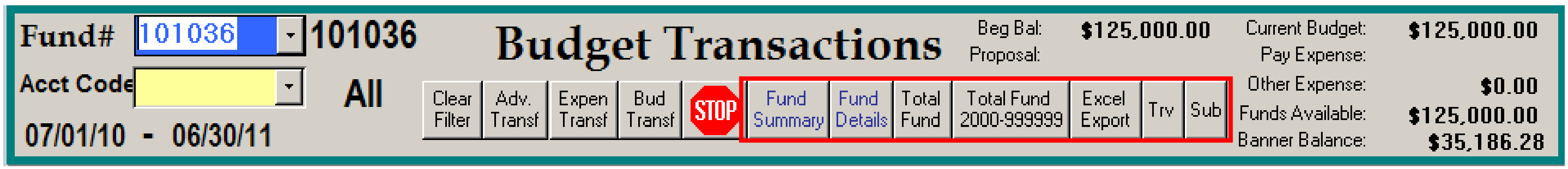
Running a Budget Transactions Report

The "Budget Transactions" screen has several buttons that will take you to a particular kind of report for the fund you've selected without going to the "Reports" function of SAM. In order to open a report directly from "Budget Transactions:"

1. **Select** the appropriate *fund number* from the drop down menu.

The bottom screen will populate with all existing transactions under that fund number.

2. **Click** the kind of report you'd like to generate. It will bring up a copy of that report. *See figure 3.7*.



SAM - BUDGETS – GLOSSARY

This section contains all the information you need to know about the terms you'll see in the budgets section. Refer to this guide if you run across a field in SAM or in the user guide you're unsure about.

Budget Transactions – Top Cells	
fund number	budget fund number
acct code	account code
beg balance	beginning balance for the budget
current budget	actual, current budget
pay expense	pay expense
other expense	other expense
funds available	amount of budget still available
banner balance	what the balance is on the Banner system
clear filter	If you enter account code to review just that account only, choosing remove filter button will take you back to the full account screen.
adv. transf	Button that leads you to Advanced Transfers screen
bud transf	Button that leads you to Budget Transaction screen by choosing: TRI - transfer in or TRO - transfer out in the Type field
fund summary	Button that will generate a report gives you everything in the fund by account code. This report is mainly used to help reconcile a fund. **This report includes personnel costs**
fund details	Button that will generate a report that will give details line by line information on the fund or account. This depends how you request the information. **This will not list any personnel costs.**
total fund	Button that will generate a report that is like the fund summary report, just laid out differently
total fund 2000-999999	Button that will generate a report that is like the fund summary report, just laid out differently

Excel export	Button that will generate a report that will take everything from the Budget transaction screen that you are looking and export it into excel spreadsheet
trv	this report is on travel that has been applied to fund number. It's formatted to display by Trav_Sub information. It displays the trips by Travel_sub info, person, and all accounts charged under each trip
sub	this report runs a list of all sub contractors on fund
Budget Transactions – Bottom Cells	
acct cd	Banner accounting code
amount	total dollar expense
trans dt	date transaction took place
type	the majority of transaction will be an expense – EXP-OTH
req inv#	document number from Banner that paid the expense
PO#	purchase order number
requestor	should be the PI or Co-PI (note: if requestor is not listed, check the member's side for the person. If the person still not listed you will need to add/created a new form for that person
status	status of the budget (e.g., canceled, transferred)
dt paid	date the expense was paid
dept	department the fund is in
spec group	special group (e.g., Clean Room, Fire Safety in ET)
spec cat	special category (e.g., normal, startup)
blank field	comments section; **always** add information pertaining to the expense
travel/sub	travel/trip expense information
CS	cost share grant number
POS #	can be found on Banner screen NBIJLST

POS #	can be found on Banner screen NBIJLST
Cost Share Funds	
beg-bal total	total beginning balance of the budget
acct code	Banner accounting code
amount	total dollar expense
trans dt	date transaction took place
dept	department
blank field	comments

Budget Fund Setup/Maintenance	
Top Cells	
fund #	fund number
start dt	budget's start date
end dt	budget's end date
active?	check the box if the budget is still active
owner	person charged with the budget
name	name of the budget
dept	department the budget is in
group	group the budget is in (e.g., Clean Room, Fire Safety in ET)
fund information	comments section to describe the budget or add extra, important information

Research Info/Research Fund Information	
proposal #	proposal number; you can use this to search
sponsor	group/organization backing the research fund financially
spon award $	dollar amount awarded from the sponsor
orig award $	original dollar amount awarded
orig subcon $	original subcontract dollar amount
fund type	type of fund
indirect rate	indirect rate dollar amount
indirect base	(salary/wage, modified total direct cost, total direct cost, other)
grant origin	where the grant came from
fund grp	group that funded it if applicable (e.g., cost reimbursable, fixed price, or not applicable)
init award durat	initial length of time the award was supposed to take; start and end date
total plan durat	total length of time the plan took
local rebgt autl	local rebudget?
local rebgt amt	dollar amount of the local rebudget
local ext allow	allow a local extension?
local ext limit	dollar amount for a local extension
grant #	number/code for the grant
incremental funds?	Are the finds dispensed incrementally? (don't check if all at once)
foreign wrkers?	Are there foreign workers present?
summer salary?	Is there a summer salary involved?
release time?	Is there a release time?
cost share?	Is there a cost share involved?
cmts	comments

Banner Info	
contact phone	phone number with which you can contact about the budget
dept code	department code
school adm#	school administration number
freeze	check to freeze this particular budget
delete	check to delete this particular budget
active	check to mark this particular budget as active
Special Access	
members_fk	to grant a member in SAM special access to budget information
Special Exclusion	
members_fk	to exclude a member in SAM from access to budget information

SAM – PROJECTS

When going into "Projects" menu under the SAM welcome screen, you will have two options:

- Projects Form
- Sponsors Form

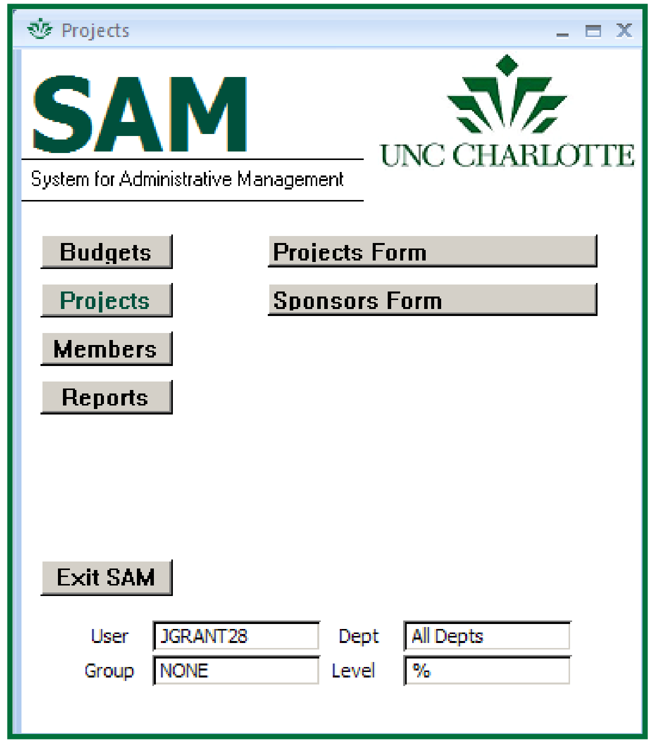


Figure 4.1

Projects Form allows you to add, edit, and view information about a project, including what it is, its budget, who is involved in the project and how to contact them.

Projects Form contains a series of tabs including **Project Info, Proposal Items, Work Info, Personal Info, Proposal,** and **Project Centers**.

Project Info describes the project and which investigators are involved, *their department the allocation of credit percentage, and the proposal abstract.*

Proposal Items will contain the following tabs:

- **Funds** – shows start/end dates, sponsor award number, amount of funding or if assumption of risk (AOR is approved), fund number and when notified.
- **Actions** – to track when actions are due by PI or DA or other
- **Invoices –** number, bill date, amount, rebill date etc.
- **Contacts -** contact information, including name, job title, email, and phone
- **Sponsor Info -** sponsor name and contact information
- **Proposal View/Chg –** proposal status, other project information, *comments relating to release time, summer salary and cost share.*

Work and Personal Info will contain information about the primary PI, including their home and work addresses, phone numbers, and emails, as well as their department, title, and location on campus.

Proposal will contain information regarding the current sponsor information – similar to the tab under the "Proposal Items" tab – including the sponsor, how to contact them, deadlines, and any comments.

Project Centers will contain information about the Center, including name and the percent credit attributed to them.

Sponsors Form allows you to add, edit, and search for a particular sponsor. This form will display information about who the sponsor is, where they can be contacted, and the type of sponsor that they are.

The following section will guide you through the steps of adding and editing information in both of these tabs.

Projects Form

Adding a Project

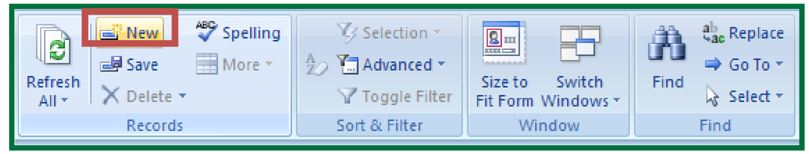


Figure 4.2

In order to add a new project:

1. **Click** "Projects," the second option on the SAM welcome screen.
2. **Choose** "Projects Form."
3. **Click** on the "New" button under "Records" in the blue toolbar on the top of the screen. *See figure 4.2.*

The project form below will blank out, and you will be prompted to enter the project number, type of project, sponsor, starting and ending departments, project title, PI (the principal investigator), and the department. All of this information is at the top of the gray window, above a row of tabs. See figure below.

A. Add a co-PI if there is one by selecting an empty cell under "CO_PI" in the "Project Info" tab. Once selected, **choose** the other person working on the project and their department from the drop down menus. Enter the percentage for the allocation of credit. These lists will populate from the database. *See figure 4.3*.

Describe the project goals by ***typing*** *them to the right of your co-PI window in the text box from the proposal abstract.*

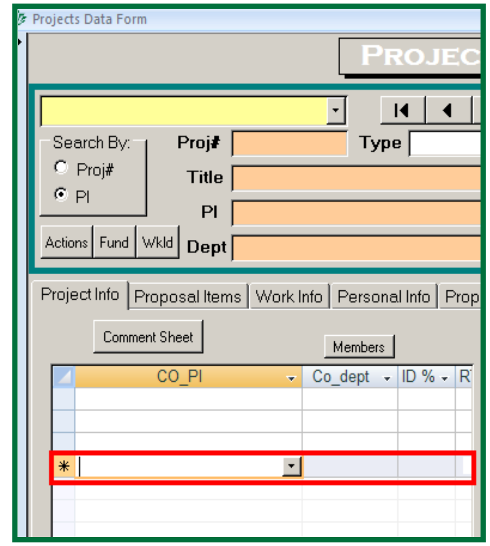


Figure 4.3

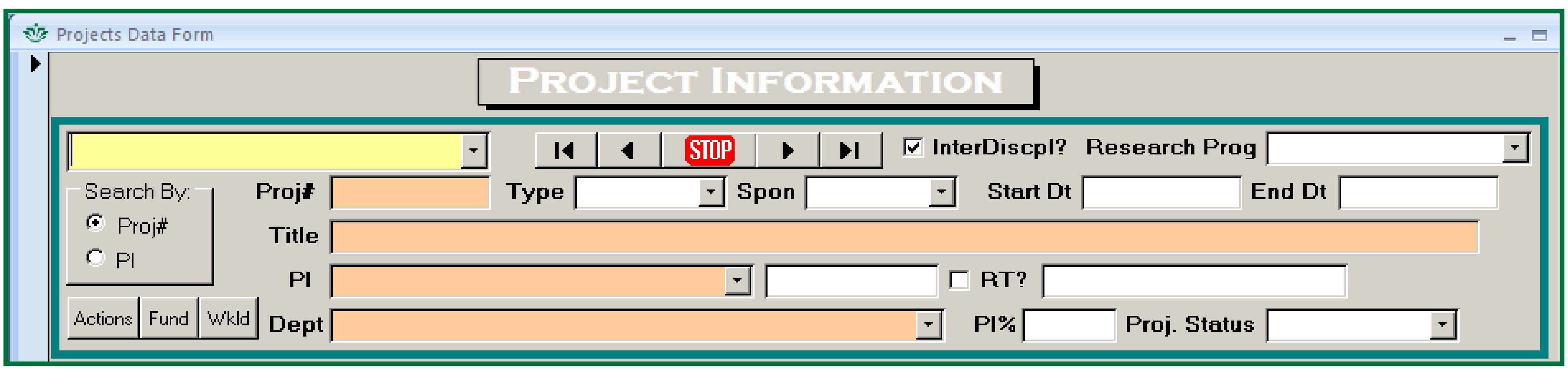


Figure 4.4

Edit an Existing Project

To edit an existing project, you will need to:

1. **Search** for the existing project through one of two ways:
    - project number
    - PI (principal investigator or the project head)

2. Type in the *project number* or the *last name* of the PI in the yellow text field to search for the record.

3. **Click** on the blue side bar highlighted in *figure 4.5* to edit currently existing information or to add new information to a previously existing record.

4. **Press** tab or enter to move to the next cell.

5. **Click** the blue side bar a second time to save information you have added. *See figure 4.5*.

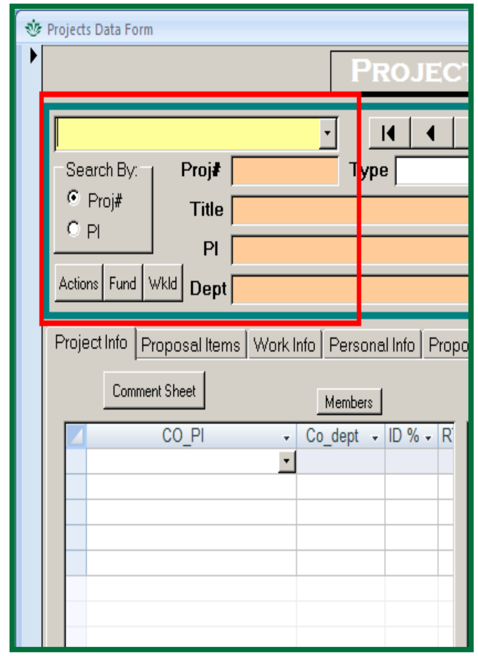


Figure 4.5

*If you make a mistake and want to close out of the application without saving your changes, press **ESC** or hit the x at the top of the screen to close the window.*

Add a Project Action to an Existing Project

1. **Click** the "Proposal Items" tab on the bottom half of the gray window.
2. **Click** the "Actions" tab underneath the "Proposal Items" section of the screen. *See figure 4.6*.
3. **Select** the drop down menu under "Action" to select the type of action.
4. **Select** the person assigned to this change under "Person Assigned."
5. **Type** in the date scheduled for the change to be made in MM/DD/YY format, regardless of any changes that have been made to this plan.
6. **Type** in the date that the change is actually made on.
7. If you like, **type** in any comments in the text field.

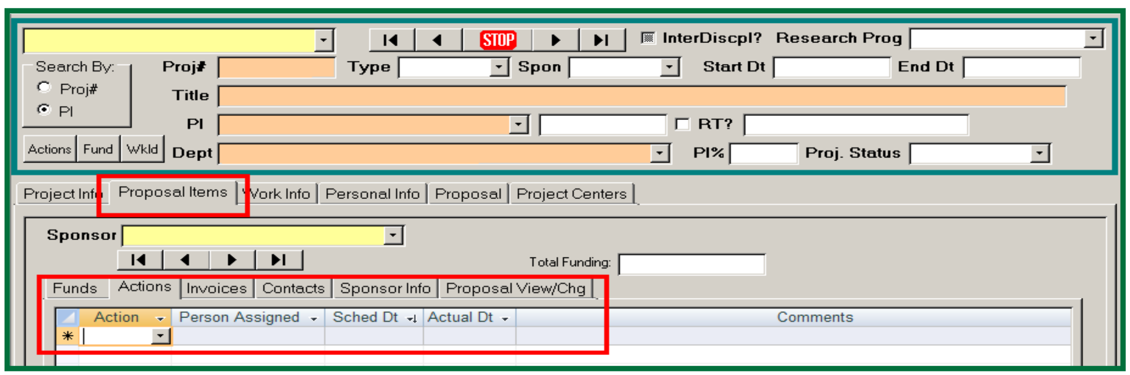


Figure 4.6

Adding a New Sponsor

1. **Click** "Projects," the second option on the SAM welcome screen.

2. **Choose** "Sponsors Form." Click in the drop down box to verify the sponsor does not exist.

3. **Click** on the "New" button under "Records" in the blue toolbar on the top of the screen.

4. The form under Sponsors will blank out, allowing you to **type** in information, including *sponsor name, division, address, abbreviation, type of sponsor,* and their *profit status. See figure 4.7*.

5. **Click** "STOP" to save.

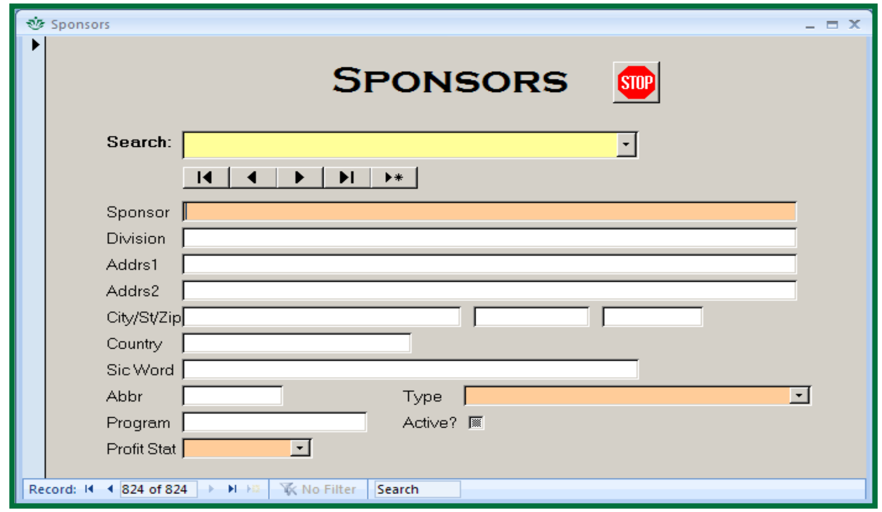


Figure 4.7

Editing a Current Sponsor

To edit an existing sponsor, you will need to:

1. **Search** for the existing project by the *sponsor name*.

2. **Click** on the blue side bar highlighted in *figure 4.7* ick in the drop to edit currently existing information or to add new information to a previously existing record.

3. **Press** tab or enter to move to the next cell.

4. **Click** the blue side bar a second time to save information you have added. *See figure x to right*.

*If you make a mistake and want to close out of the application without saving your changes, press **ESC** or hit the x at the top of the screen to close the window.*

SAM - PROJECTS – GLOSSARY

This section contains all the information you need to know about the terms you'll see in the projects section. Refer to this guide if you run across a field in SAM or in the user guide you're unsure about. Sub tabs will be under yellow cell headers.

Basic Cells – First Half of Project Screen	
Interdiscpl?	whether or not the projects extend over disciplines
research prog	research program
proj #	project number
type	type of project (e.g., "grant")
spon	sponsor
start dt	start date
end dt	end date
PI	principal investigator
empty field	PI work phone number
RT?	Retention, tenure
second empty field	PI email
dept	department
PI %	primary investigator percent (how much of the project they're responsible for)
proj status	project status (e.g., completed)
Project Info	
CO_PI	Any co-primary investigators on the project can be listed here
Co_dept	the CO-PI's department
ID%	co-primary investigator percent (how much of the project they're responsible for)
RT	release time
description	description of what the project is

Proposal Items	
Funds	
req #	requisition number
rev #	receiving document number
start dt	start date of the fund
end dt	end date of the fund
sponsor award	sponsor award number
amount	how much funding was received from sponsor
fund_no	the fund number for the award
AOR	assumption of risk
notified date	the date notified
comments	comments about the fund
Actions	
action	action taken (e.g., additional funding)
person assigned	the person charged with the action
sched dt	the date the action was originally supposed to take place
actual dt	the date the action really took place
comments	comments about the action
Invoices	
invoice #	the invoice number/number assigned to the expenditure
bill date	the day the invoice was billed
bill amount	how much the invoice was for
rebill date	the day the invoice was billed again

Contacts	
full_name	the name of a contact with the project (e.g., a sponsor contact)
job_title	the contact's job title
phone	the contact's work phone number
fax	the contact's fax
email	the contact's email
comments	comments about the contact (e.g., work hours)
Sponsor Info	
sponsor	the name of the sponsor
division	division sponsor agency (e.g., NSF - CSE)
addrs1/2/city/state/ zip/country	the work address of the sponsor/division of the sponsor you're working with
abbr	the abbreviation of the sponsor name
sic word	standard industrial classification
program	**DO NOT USE**
profit status	whether they're for a for-profit organization (e.g., non-profit)
type	the type pf sponsor (e.g., NASA)
active	whether the sponsor is still active

Work Info	
address 1/address 2 /city/state/zip	work address of the PI
company	company the PI works for
job title	what they do at work
employee rank	the type of position they hold (e.g., dean, director)
dept	university department the PI is in
building	building number the PI's office is in
room	PI's office room number
I-9 date	I-9 expiration date
visa type	type of visa if applicable (e.g., non-immigrant student)
retirement plan	type of retirement
work months	type of appointment (e.g., 9 month, 12 month)
employee class	type of permanence (e.g., tenure, temp)
position #	position number for the job title (**not** the person in the job)
work %	percentage of the appointment (e.g., 75%, 50%)
pay grade	level of pay
Personal	
address 1/address 2/ city/state/zip/country	PI's personal address
DOB	birthday (MM/DD/YY)
grad GPA	their graduate program GPA
UG GPA	their undergraduate GPA
program	what department/program they are in

Proposal	
sponsor	who funds the request
proposal status	status of the proposal (e.g., funded)
req #	requisition number
proposal type	the type of proposal (e.g., NP for new proposal)
ORS#	Office of Research service number
sponsor ID	the sponsor ID number
ship method	how the proposal item is going to be shipped (e.g., UPS ground, self via email)
ship tracking #	tracking number of the shipment if applicable
deadline dt	deadline date
deadline type	kind of deadline (e.g., postmarked)
req amt	required amount of the proposal
req start date	required project start date
req end date	required project end date
to ORS date	date sent to Office of Research
CFO appr dt	chief financial officer approval date
to spons dt	date sent to sponsor
release time	start date of award
publicize	whether or not the proposal item is to be publicized
SS/SP	summer salary/special pay
matching/CS	matching / cost share
RT/SS/SP comments	release time/summer salary/special payment comments
cost share comments	comments about cost share

Project Centers	
center	center proposal is associated with
% credit	percent credit for the center
active flag	**do not use**

The final section will guide users through the steps of SAM Report related tasks.

SAM – (BUDGET) REPORTS

To access Reports **Click** the "Reports" button in *figure 5.1* you will automatically be taken to the Reports window. You will see nine different types of reports on the first "budget" tab to choose from. *See figure 5.2*

As SAM updates more report may be added, removed, split, or modified in other ways. Screenshot in this guide may not fully represent what you will see on screen in your current working version of SAM.

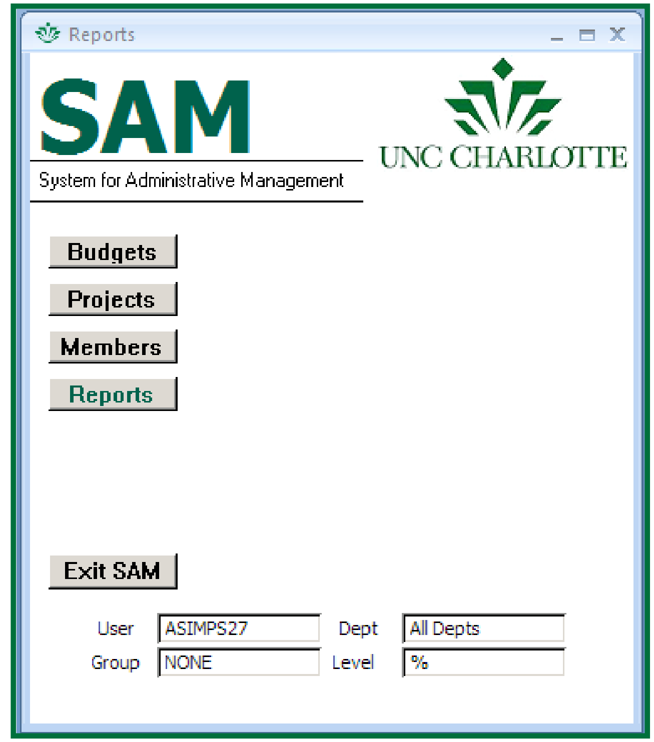


Figure 5.1

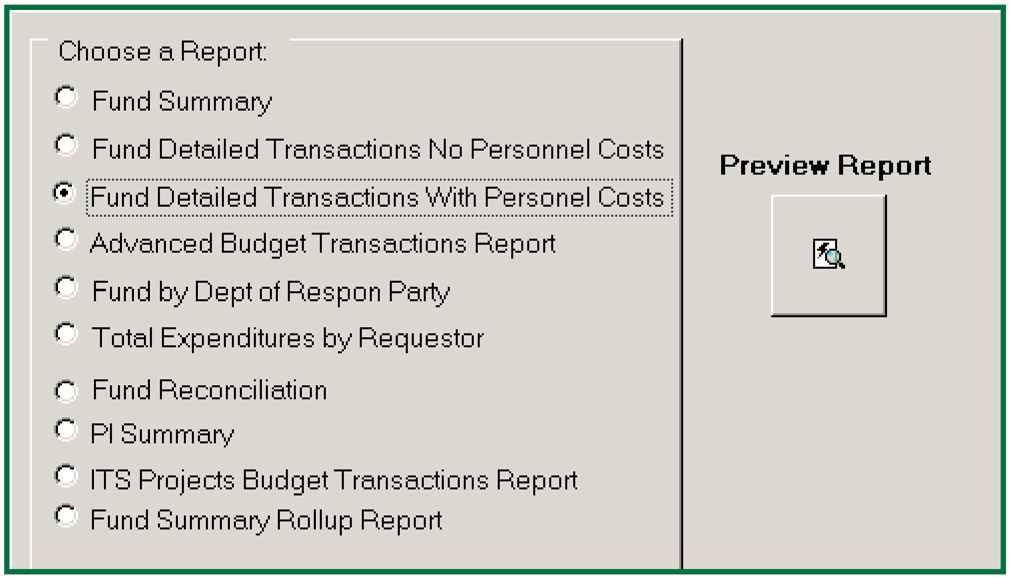


Figure 5.2

- Fund Summary
- Fund Detailed Transactions No Personnel Costs
- Fund Detailed Transactions With Personnel Costs
- Advanced Budget Transactions
- Fund by Debt of Respon[sible] Party
- Total Expenditures by Requestor
- Fund Reconciliation
- PI Summary
- ITS Projects Budget Transaction Report
- Fund Summary Rollup Report

Budget Reports Tab

Fund Summary gives you an account level comparison of the totals in SAM and Banner with the original budget.

Fund Detailed Transactions allows you to create a report detailing the transactions for the fund that you've chosen, does not include personnel costs.

Fund Detailed Transactions with Personnel Costs allows you to create a report detailing the transactions for the fund that you've chosen, includes personnel costs.

Advanced Budget Transactions allows you to create a report using more detailed search criteria.

Fund by Debt of Responsible Party allows you to create a report detailing fund information for the department responsible for payment.

Total Expenditures by Requestor allows you to create a report that details transaction information and total money spent by a specific requester.

Fund Reconciliation allows you to create a report that compares the difference between Banner and SAM data for a particular fund.

PI Summary allows you to create a report that details the funds for a particular PI.

ITS Projects Budget Transactions Report allows you to create a report that details a project's transaction details.

Fund Rollup Report by department. Choose this if you want to view a department's funds' adjusted budget; expended, encumbered, and obligated amounts; and the final balance in both SAM and Banner.

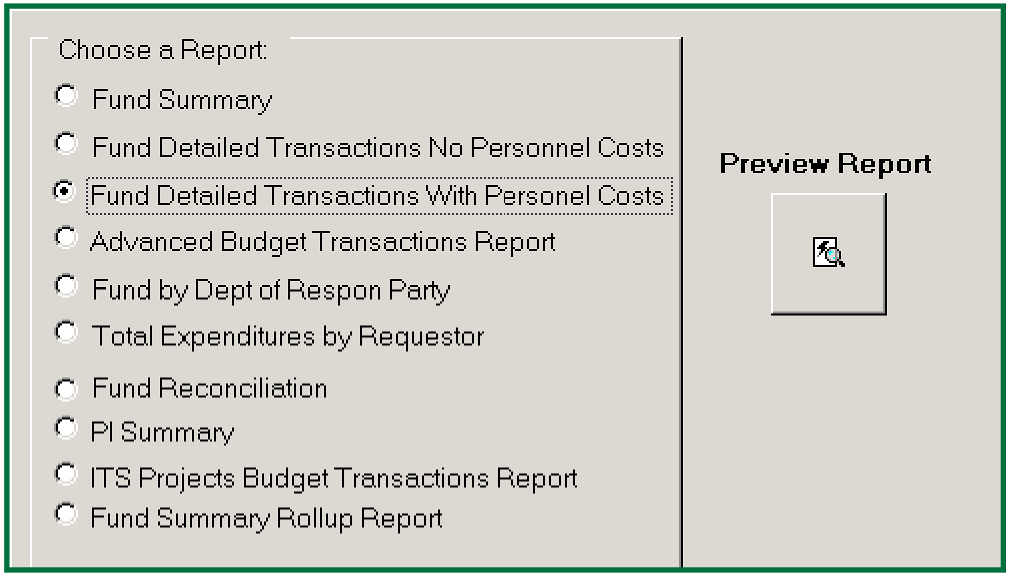


Figure 5.2

Creating a Fund Summary Report

1. **Choose** "Fund Summary Report" from the list of nine kinds of reports under the Budget Tab.
2. **Click** "Preview Report."

You will see a "Fund Summary Report" pop up screen. See figure 5.3.

3. **Select** the fund you want to summarize from the drop down menu.
4. If necessary, **select** a beginning account code to start from the drop down menu.
5. If necessary, **select** an ending account code from the drop down menu.
6. **Click** "Run Report" to open your report. *See figure 5.4.*

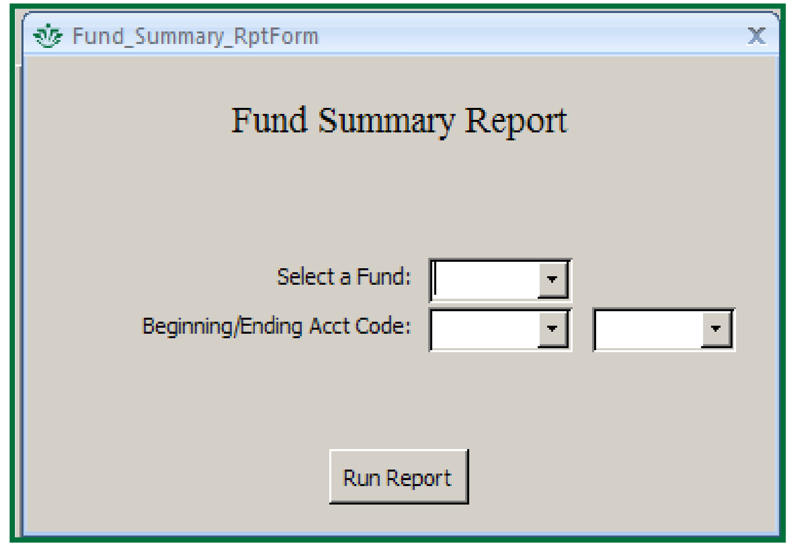
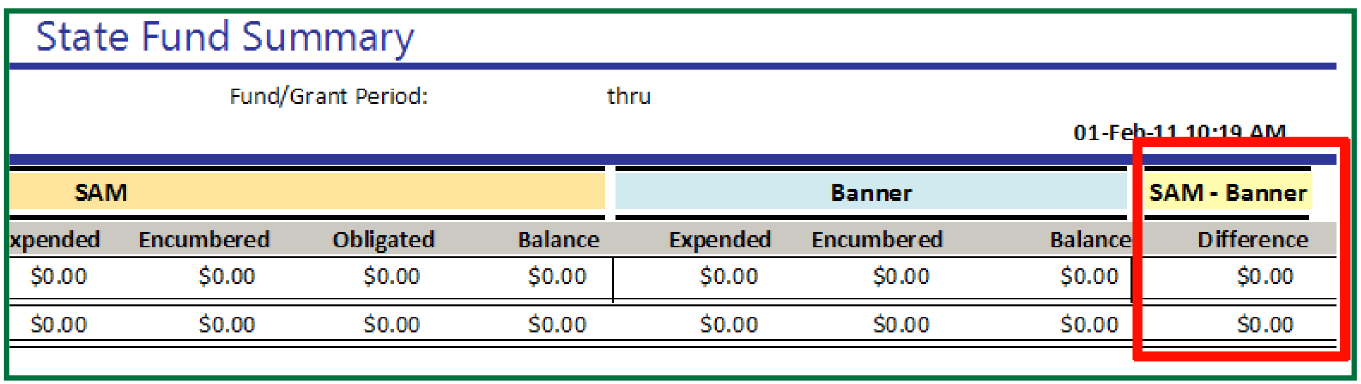


Figure 5.3


State Fund Summary

Fund/Grant Period: thru

01-Feb-11 10:19 AM

SAM				Banner			SAM - Banner
xpended	Encumbered	Obligated	Balance	Expended	Encumbered	Balance	Difference
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Figure 5.4

It is important to note that Banner's displayed information is from the previous day. A report previewed on February 1 will pull Banner data from January 31.

Creating a Detailed Fund Transaction Report

1. **Click** "Reports," the last option on the SAM welcome screen.
2. **Choose** "Detailed Fund Transactions" from the list of nine kinds of reports.
3. **Click** "Preview Report."

You will see a "Detailed Fund Transaction" pop up screen. See figure 5.5.

4. **Select** the *fund number* you want from the first drop down menu.
5. If necessary, **select** a *beginning account code* to start with from the drop down menu.
6. **Select** an *ending account code*.
7. **Click** "Run Report." *See figure 5.6.*

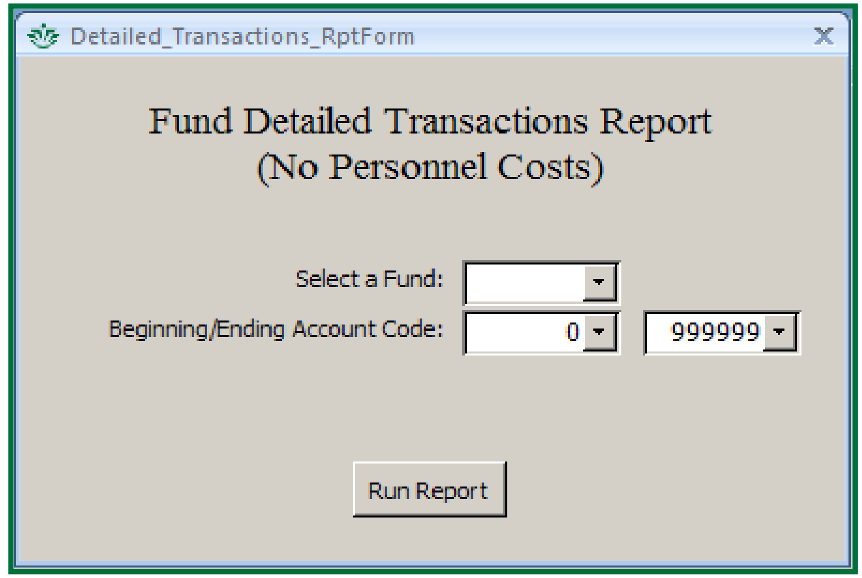


Figure 5.5

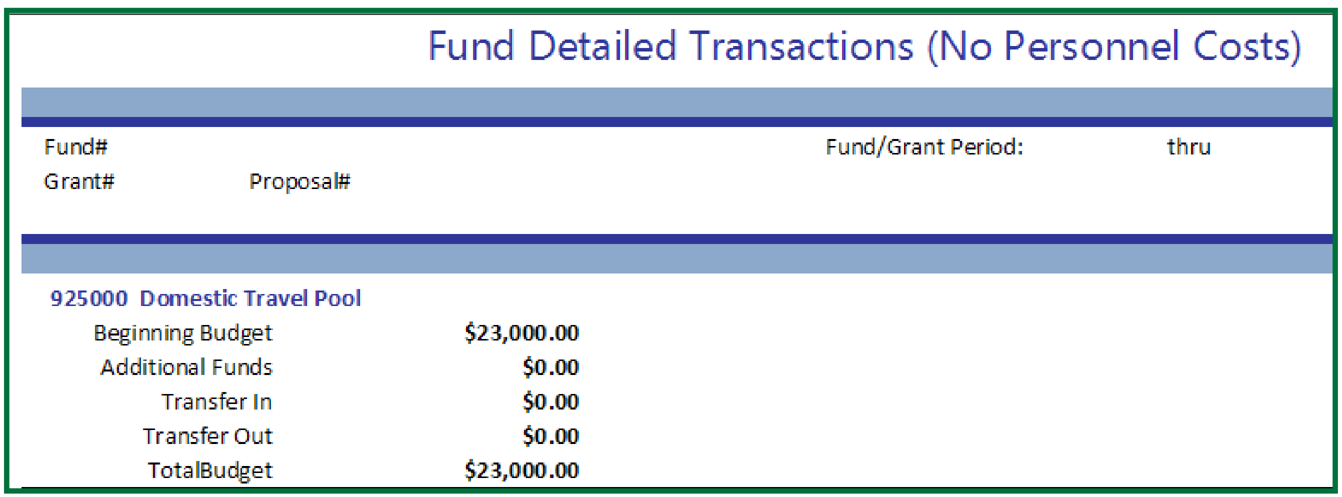


Figure 5.6

Creating an Advanced Budgets Transaction Report

1. **Click** "Reports," the last option on the SAM welcome screen.
2. **Choos**e "Advanced Budgets Transaction" from the list of nine kinds of reports.
3. **Click** "Preview Report."

You will see an "Advanced Budgets Transaction" pop up screen. See figure 5.7.

4. **Select** a *beginning* and *ending fund number* from the drop down menu.
5. If necessary, **select** a *beginning* and *ending account code* from the drop down menu.
6. **Select** the *transaction status* from the drop down menu.
7. **Type** in the *beginning* and *ending date* range in the text fields.

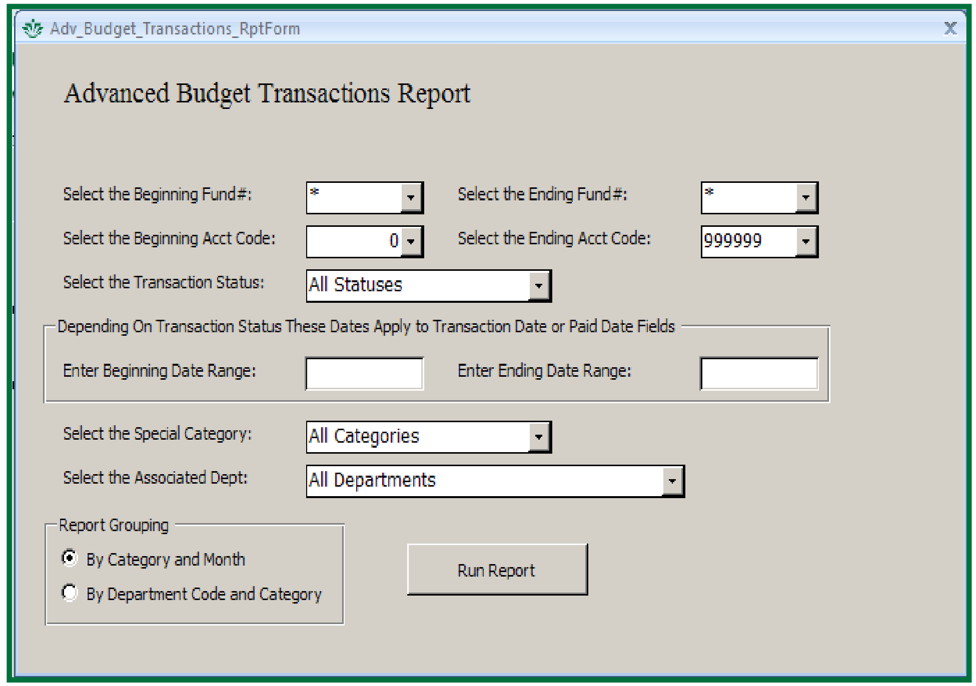


Figure 5.7

If there is a "Special Category," select one from the special drop down menu. Do the same for "Associated Department."

7. **Click** which grouping you want: "By Category and Month" or "By Department Code and Category."
8. **Click** "Run Report." *See figure 5.8.*

Obligated - Budget Transactions By Month and Category

Category	Month	Fund	Account	Trans. Date	Amount	Description	Department
Normal							
	April 2010						
		101513	928180	4/13/2010	($28.55)	rekey kitchen door lock - 2010 041221	CCI
		101510	926000	4/29/2010	($3,204.77)	PROMISED: OWED TO BARNES FOR EDM CONFERENCE 2008	
					($3,233.32)		

Figure 5.8

Creating a Fund by Dept of Responsible Party Report

Figure 5.9

1. **Click** "Reports," the last option on the SAM welcome screen.

2. **Choose** "Dept of Respon Party" from the list of nine kinds of reports.

3. **Click** "Preview Report."

You will see a "Fund by Dept of Responsible Party" pop up screen. See figure 5.9.

4. **Choose** Resp[onsible] Party Dep[artment] from the drop down menu.

5. **Choose** which type of fund activity you want to view (*active, expiring soon, expired set to active* or all).

6. **Click** "Run Report." *See figure 5.10.*

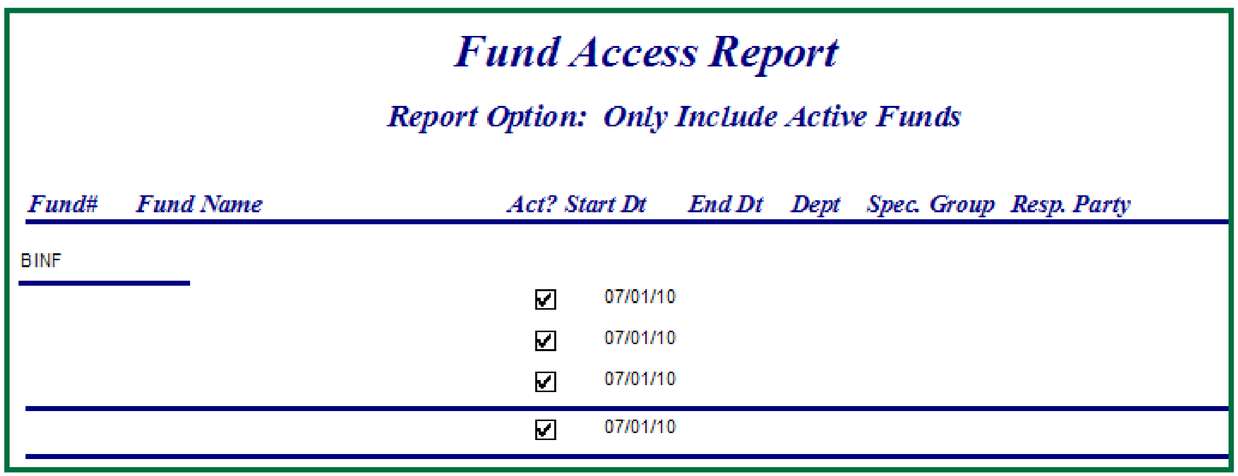


Figure 5.10

Creating a Total Expenditures by Requestor Report

1. **Click** "Reports," the last option on the SAM welcome screen.

2. **Choose** "Total Expenditures by Requestor" from the list of nine kinds of reports and **Click** "Preview Report."

You will see a "Total Expenditures by Requestor" pop up screen. See figure 5.11.

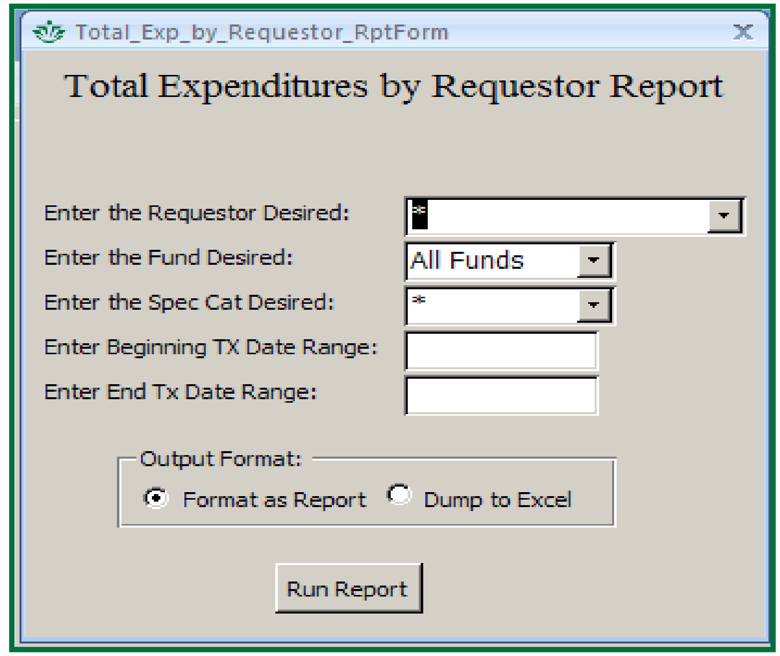


Figure 5.11

3. **Choose** the *requestor desired* from the drop down menu.

4. **Choose** the *fund desired* from the drop down menu.

5. **Type** in a *beginning* and *ending date* range in MM/DD/YY format.

6. **Choose** whether or not you want to preview the report as a PDF file within the SAM client ("Format as Report") or to move to data to Microsoft Excel ("Dump to Excel").

7. **Click** "Run Report." *See figure 5.12.*

Dumping to Excel will open the program in a new window.

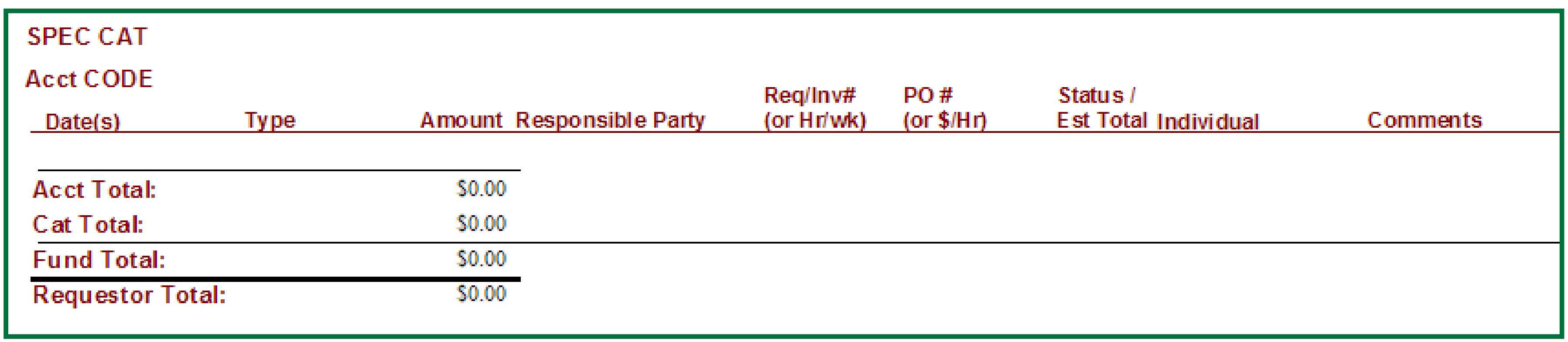


Figure 5.12

Creating a Fund Reconciliation Report

1. **Click** "Reports," the last option on the SAM welcome screen.

2. **Choose** "Fund Reconciliation Report" from the list of nine kinds of reports.

3. **Click** "Preview Report."

You will see an "Fund Reconciliation Report" pop up screen with three text boxes. See figure 5.13.

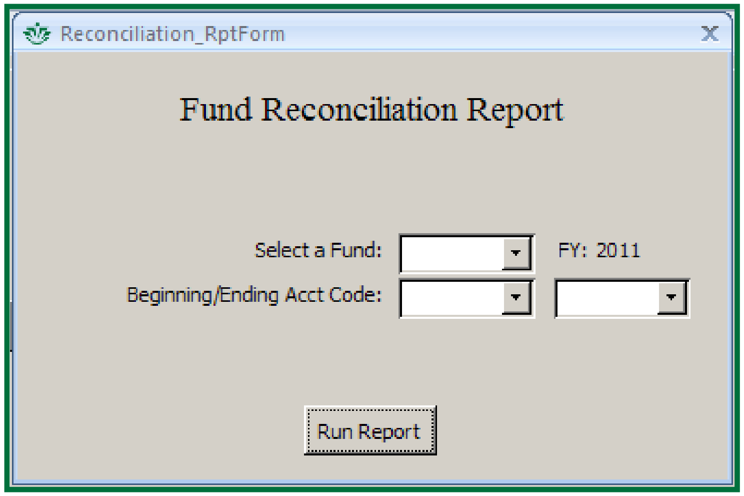


Figure 5.13

4. **Choose** the *fund* you want to access from the drop down menu.

5. If necessary, **choose** in a *beginning* and *ending account code* from the drop down menus.

6. **Click** "Run Report." *See figure 5.14*

*This report does **not** include the original budget information.*

State Fund Reconciliation

Fund#
Grant# Proposal#
Fund/Grant Period: thru

		SAM			Banner		
Account	Account Description	Expended	Encumbered	Balance	Expended	Encumbered	Balance
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Fund Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Figure 5.14

Creating a PI Summary Report

1. **Click** "Reports," the last option on the SAM welcome screen.
2. **Choose** "PI Summary" from the list of nine kinds of reports.
3. **Click** "Preview Report."

   You will see a "PI Summary Report" pop up screen with three text boxes. *See figure 5.15.*
4. **Select** the fund you want to view from the drop down menu.
5. If necessary, **type** in a beginning and ending date for viewing this fund in MM/DD/YY format.
6. **Choose** whether you want to view the report as a PDF file ("*Run Report*") or move to data to Microsoft Excel ("*eXcel Export*"). *See figure 5.*16 for the normal report.

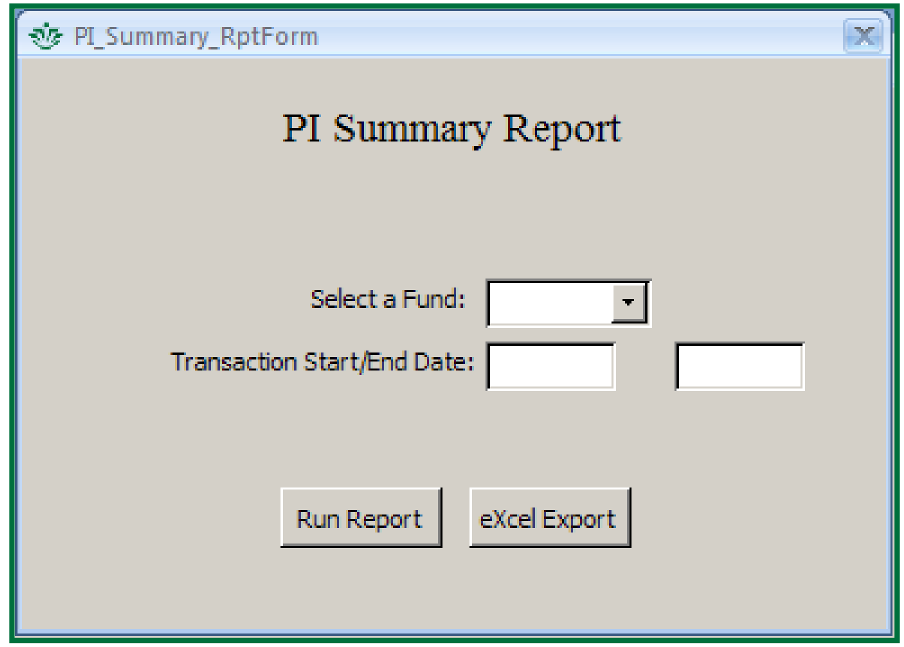


Figure 5.15

Dumping to Excel will open the program in a new window. See figure 5.17.

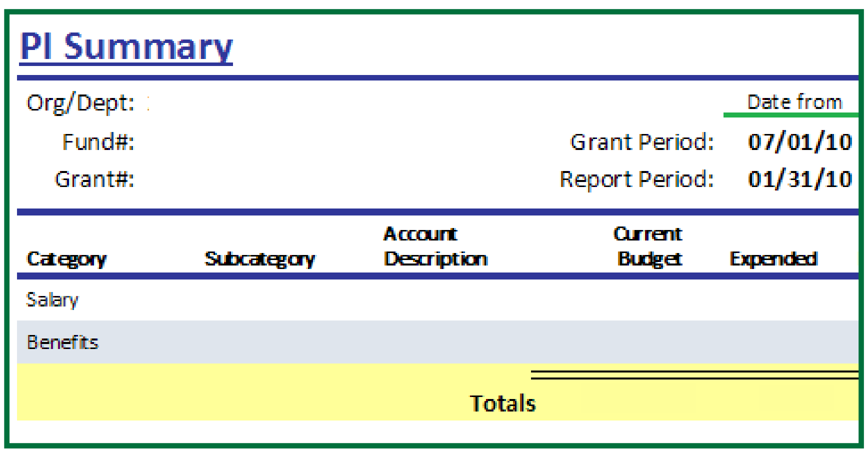


Figure 5.16

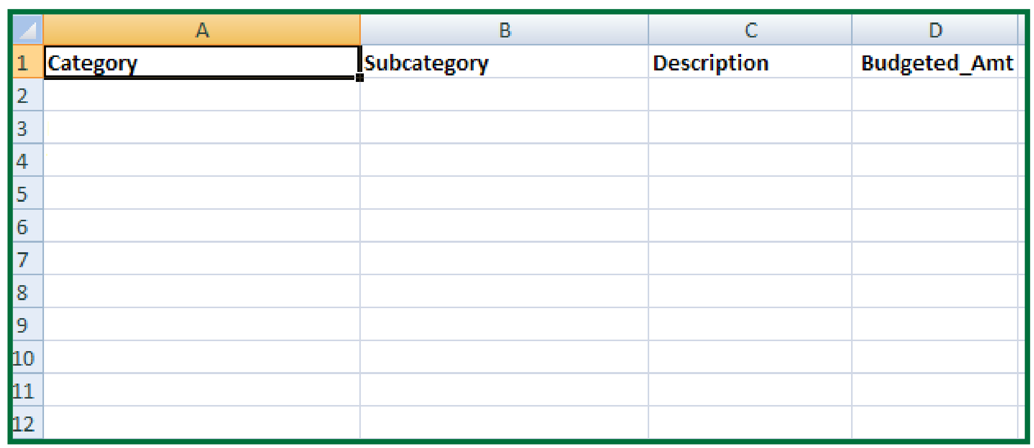


Figure 5.17

Creating an ITS SAM Projects Report

1. **Click** "Reports," the last option on the SAM welcome screen.
2. **Choose** "ITS SAM Projects Reporting."
3. **Click** "Preview Report."

You will see a "Project Budget Transactions" pop up screen. See figure 5.18.

4. **Select** the project you'd like to see the details from the drop down menu.
5. **Select** the type of grouping you'd like to see on the report.
6. **Select** whether you want to view the report as a PDF or Excel spreadsheet.
7. **Click** "*Run Report*." *See figure 5.19.*

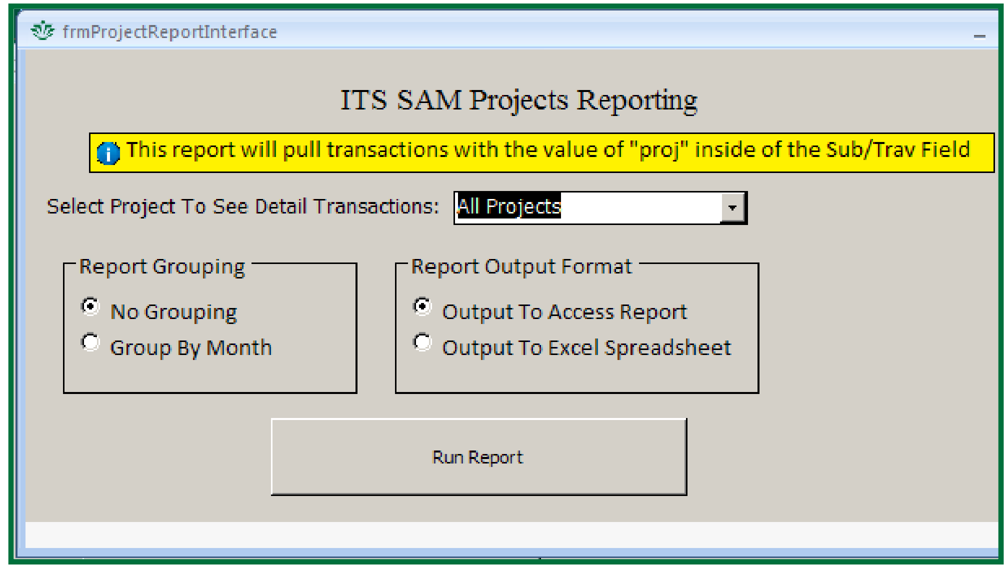


Figure 5.18

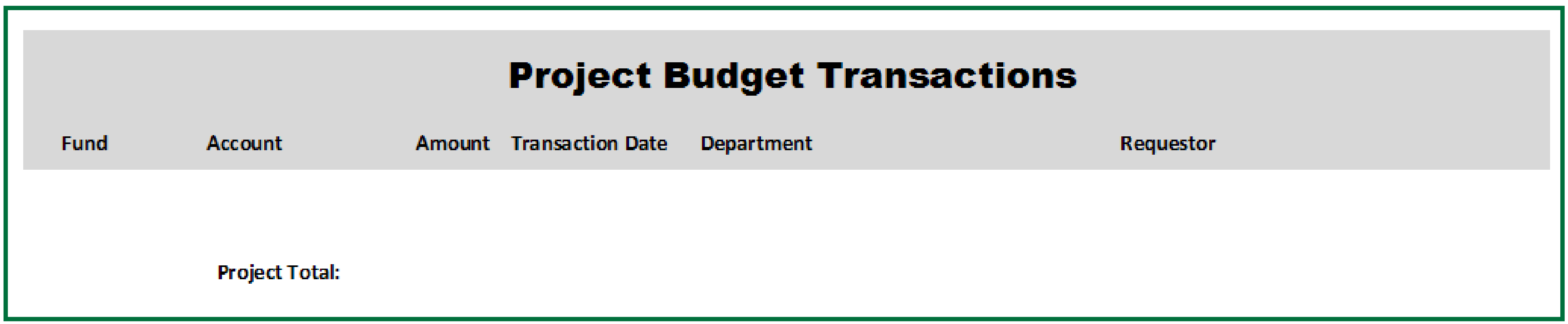


Figure 5.19

Creating a Fund Rollup Report

1. **Click** "Reports," the last option on the SAM welcome screen.
2. **Choose** "Fund Rollup."
3. **Click** "Preview Report."

   You will see a "Fund Rollup Report" pop up screen. See figure 5.20.
4. If necessary, **select** the department from the drop down menu.
5. If necessary, **select** the fund type from the drop down menu.
6. If necessary, **select** the starting and ending fund numbers from the drop down menu(s).
7. **Click** "*Generate Report*." *See figure 5.21.*

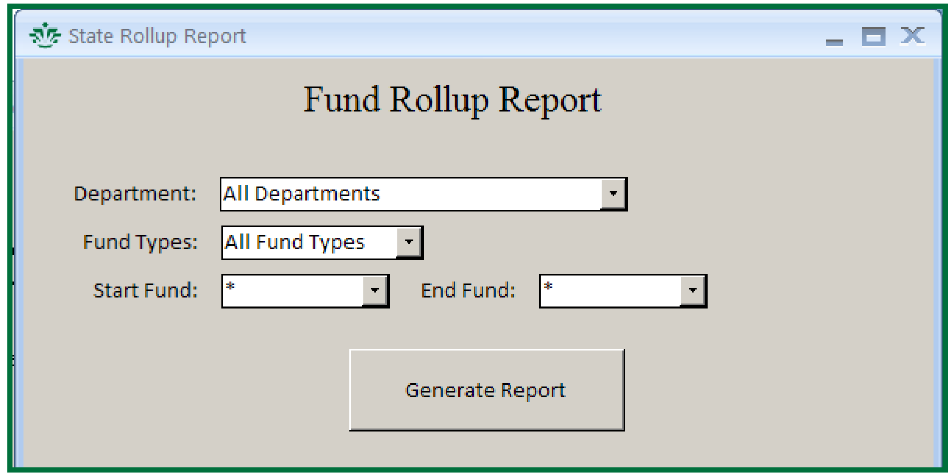


Figure 5.20

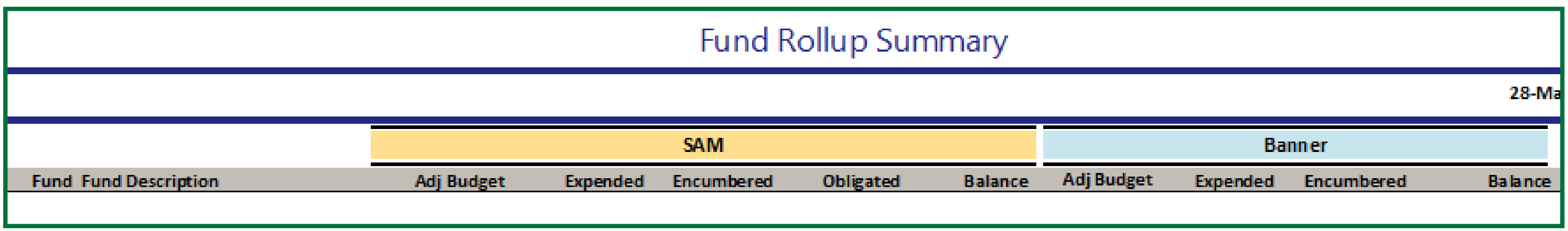


Figure 5.21

Exporting a Report to PDF or Excel

1. You need to have the report you want to move to a PDF or Excel open.

2. **Click** "*Export to PDF or XPS*" on the blue Microsoft Access toolbar in the "Data" category." *See figure 5.22*.

3. **Name** your document what you like, and choose the file type you want to save it as ("PDF" for an "Adobe Acrobat" document or "XPS" for a "Microsoft Excel" document).

4. **Click** "*Publish*" to save your report.

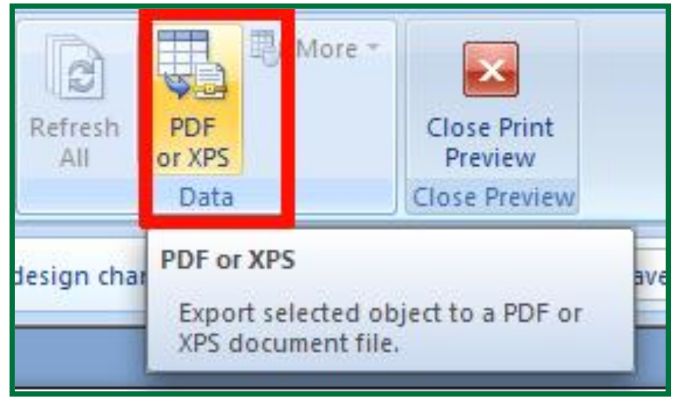


Figure 5.22

Closing Out of a Report

1. You need to have the report you want to move to a PDF or Excel open.

2. **Click** "*Close Print Preview*" on the blue Microsoft Access toolbar in the "Data" category." *See figure 5.22*.

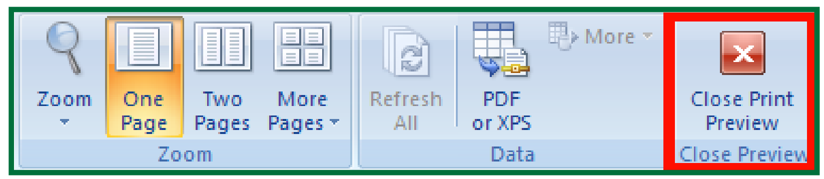


Figure 5.23