# System for Administration Management (SAM)

# Guide and Glossary

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

# 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.*
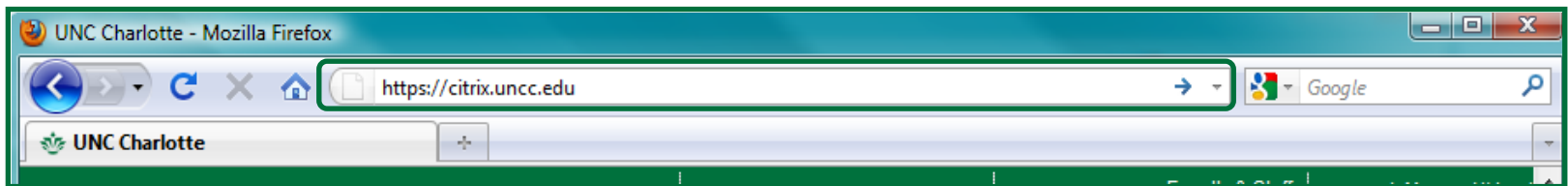


**A. Firefox Login**

Figure 1.1

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.*
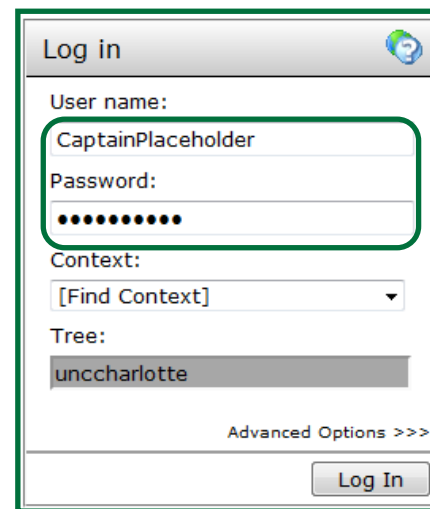


**Figure 1.2**
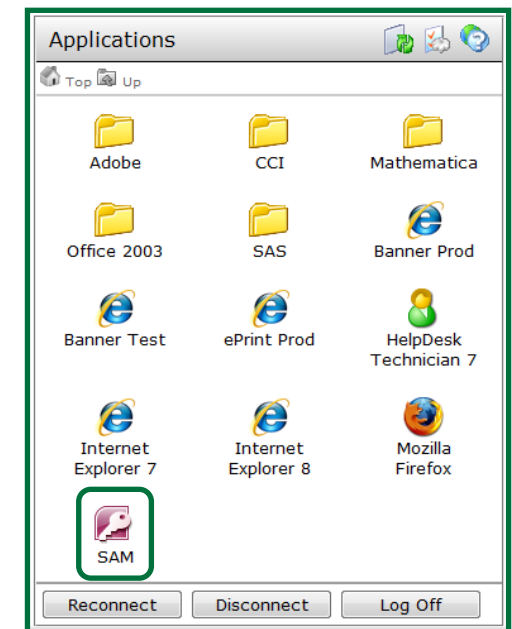


**Figure 1.3**

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.*

## SAM: System for Administration Management

**Username:** JGRANT28

[ Exit now ]     [ Login to SAM ]

**Use of the University's computing network, including S.A.M., is conditioned on compliance with:**

> Data and Information Security (102)
> Electronic Communication Systems (20)
> Network Security (10)
> Proprietary Software (67)
> Responsible Use of University Computing and Electronic Communication Resources (66)
> World Wide Web (8)

**Pursuant to those policies, the University may take any steps neces address violations of those policies, including monitoring, accessing reading, and/or disclosing data communications when there is a re to suspect a violation of applicable University policy, criminal activit monitoring is required by law.**

**Figure 1.4**

---

**Budgets**

## SAM
System for Administrative Management
UNC CHARLOTTE

| | |
|---|---|
| Budgets | Budget Transactions |
| Projects | Budget Setup |
| Members | Fund Setup |
| Reports | |

Exit SAM

| User | JGRANT28 | Dept | All Depts |
|---|---|---|---|
| Group | NONE | Level | % |

**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.*



An applet from "citrix.uncc.edu" is requesting access to your computer.

The digital signature could not be verified.

☐ Allow all applets from "citrix.uncc.edu" with this signature

Show Details...    Deny    Allow

**Figure 1.7**



Novell Client for Windows 4.91 SP2 (2.0)

Novell® Client™ for Windows*

Username:
Password:

☐ Workstation only

OK    Cancel    Advanced >>

**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.*
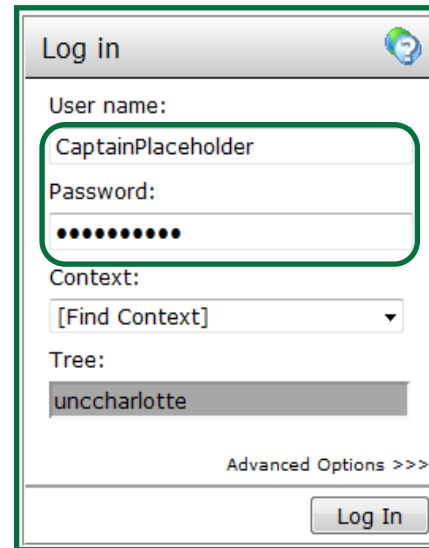


**Figure 1.10**
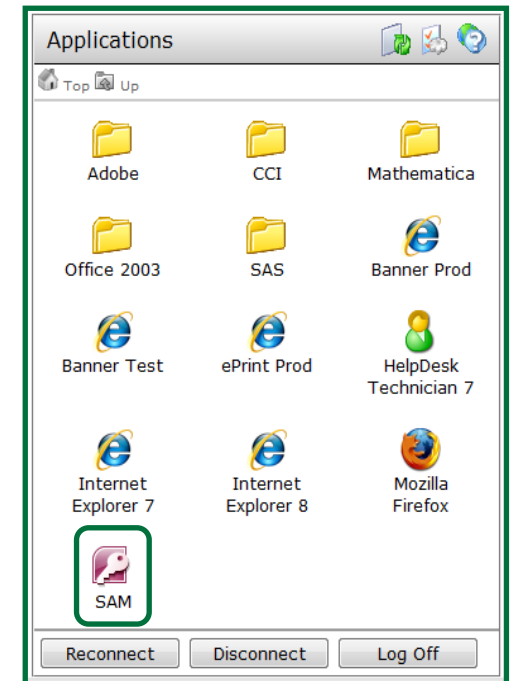


**Figure 1.11**
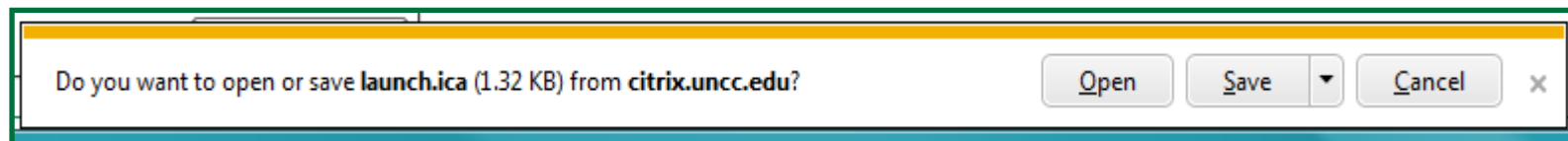


**Figure 1.12**

*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.*



Message Center

The Message Center displays any information or error messages that may occur.

⚠ We are unable to detect the appropriate client software on your computer to allow you to launch your applications.

[Click here to obtain the client software]

**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"*

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.*



Client Detection and Download

**Download Client Software**

We are unable to detect the appropriate client software on your computer to allow you to launch your applications.

If you wish to download and deploy the client software to allow you to launch your applications, click **Download**.

[Download]

🛡 Clicking **Download** will install software on your computer. You should obtain the agreement of your system administrator before downloading and installing any software on your computer.
Show further information >>>

**Figure 1.14**



Do you want to run or save **ica32web.msi** (5.92 MB) from **citrix.uncc.edu**?     [Run]  [Save] ▼  [Cancel]  ×

**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.*



**Figure 1.16**

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.*
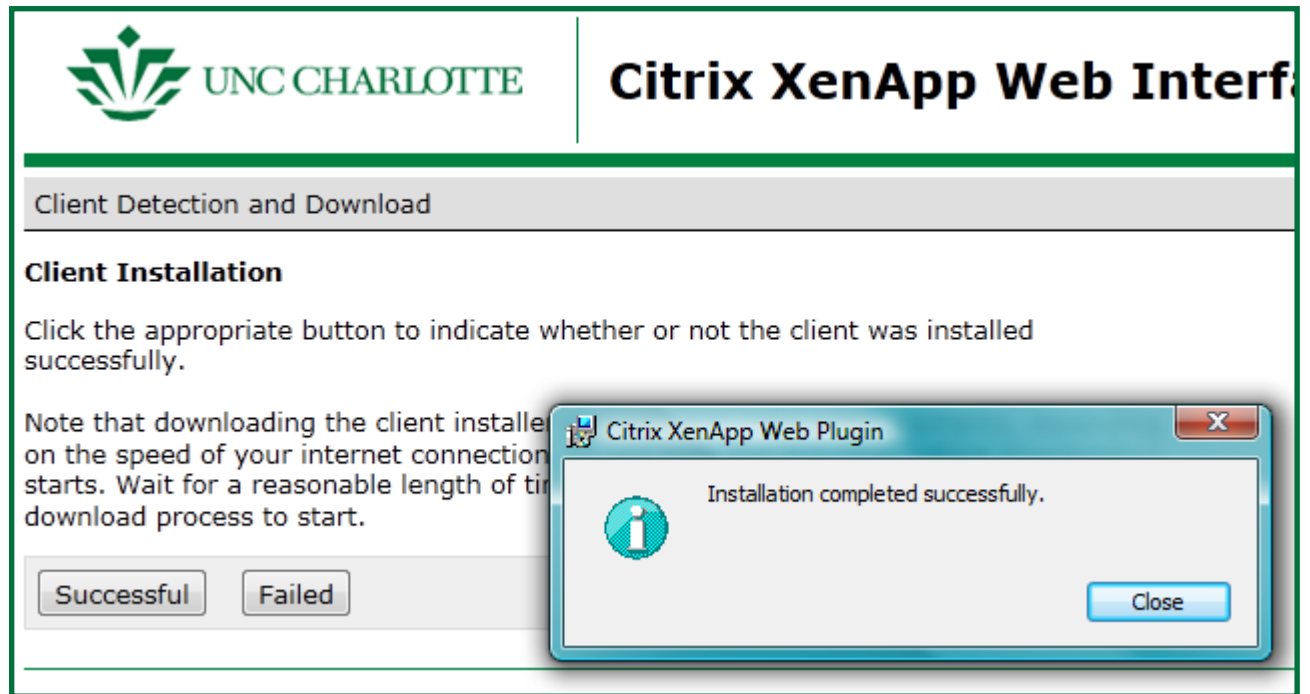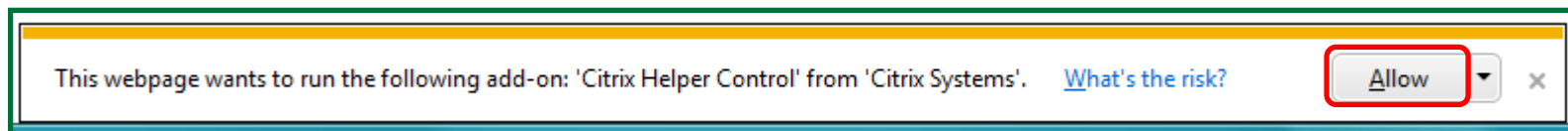


**Figure 1.17**

*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.*
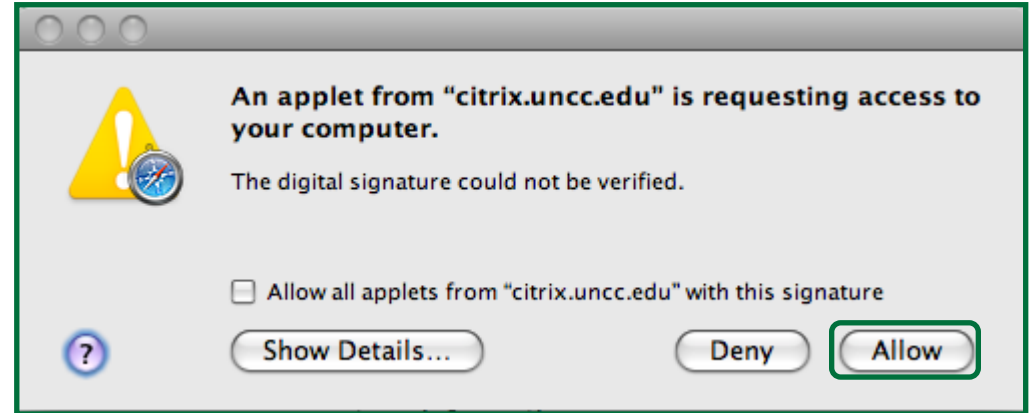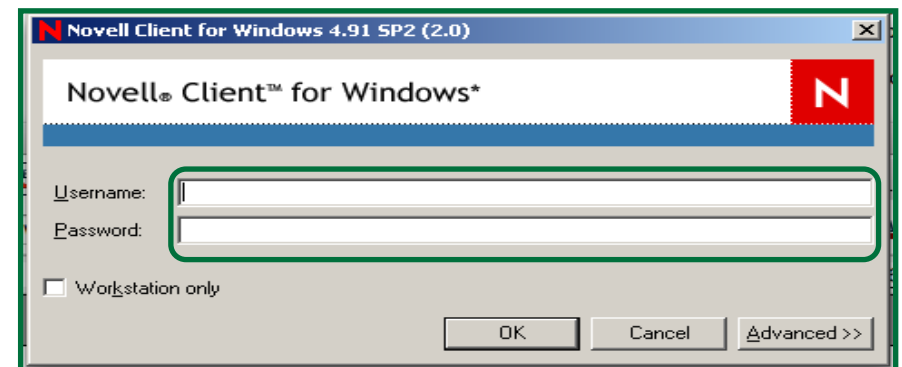
**Figure 1.18**

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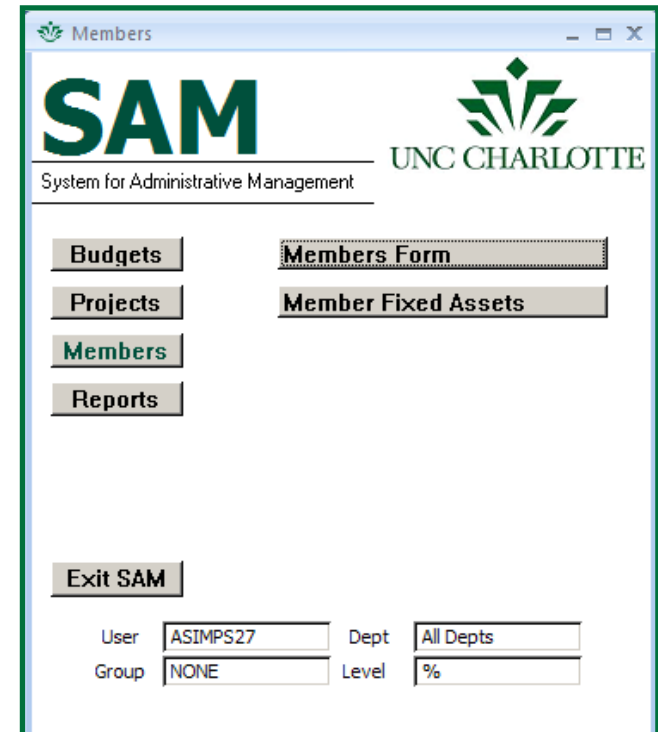
*The next section will show the tabs in the Members Form section displayed with a screenshot and brief description. You can click on the tabs you would like to view and edit the data as needed depending on your permissions.*

*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.
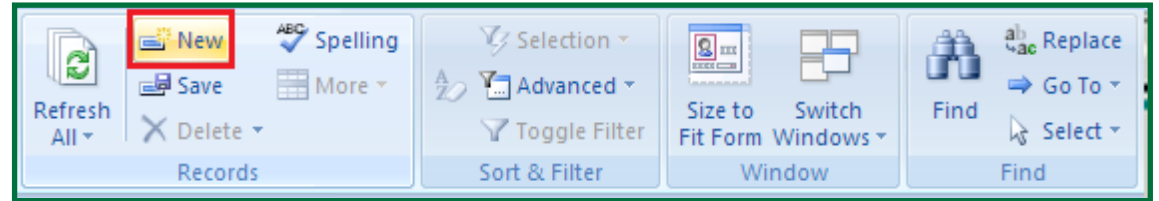


*When you **Click** "New" to add a new member, the default placeholder info that users see will go away. This can only be done if a member does not already exist.*

**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**
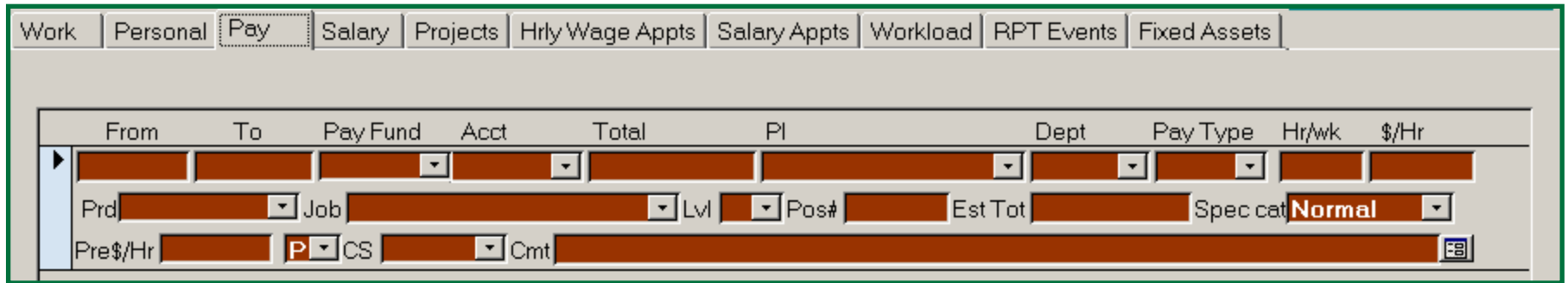


Figure 2.5

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
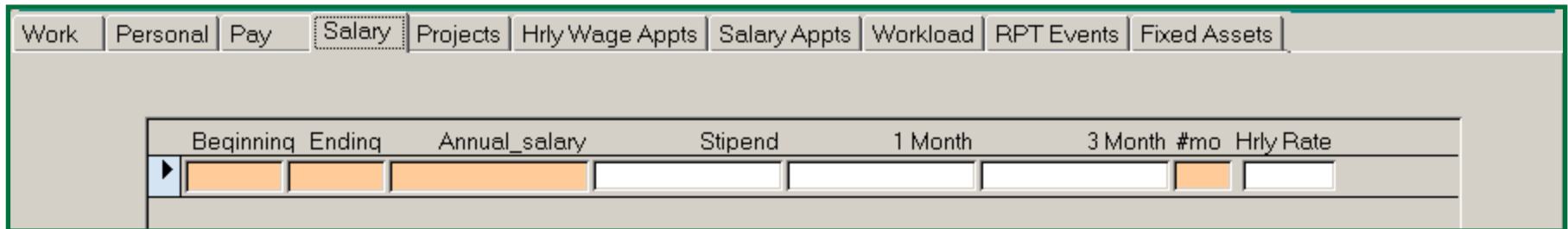


**Figure 2.6**

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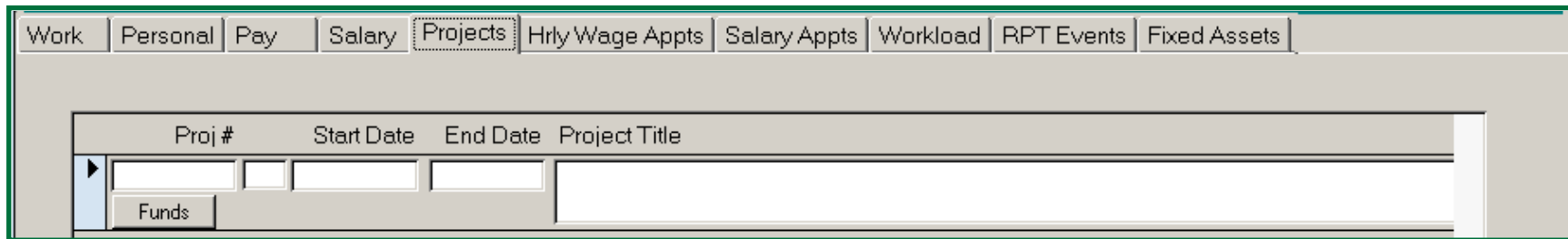
On the bottom half of the Member Information screen, you can view any projects assigned to a faculty or staff member. It will provide information about the item. *See figure 2.8. The information is a feed from the projects side of SAM. If you click on the funds tab it will give you the fund number for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

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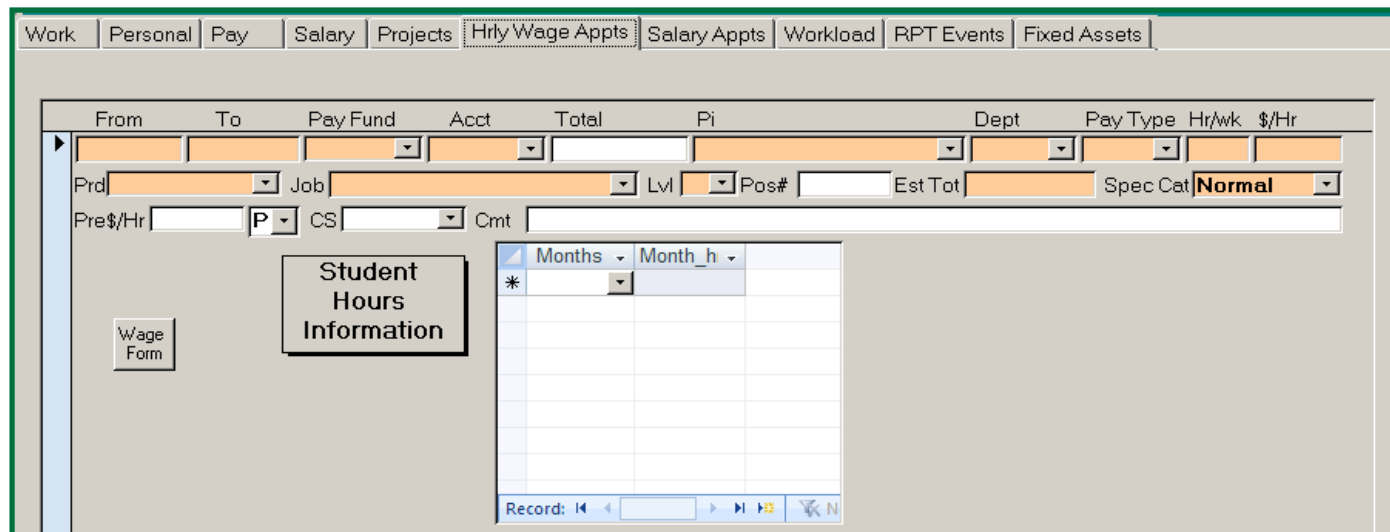
The hourly wage appts tab gives you information on a member's hourly wage appointments. This section is used for employees who are paid on an hourly basis rather than a salary. Members who would fall under this category are temps and undergraduate employees. *See figure 2.9 This tab is only used to enter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

## SAM - Members Form – Salary Appts Tab
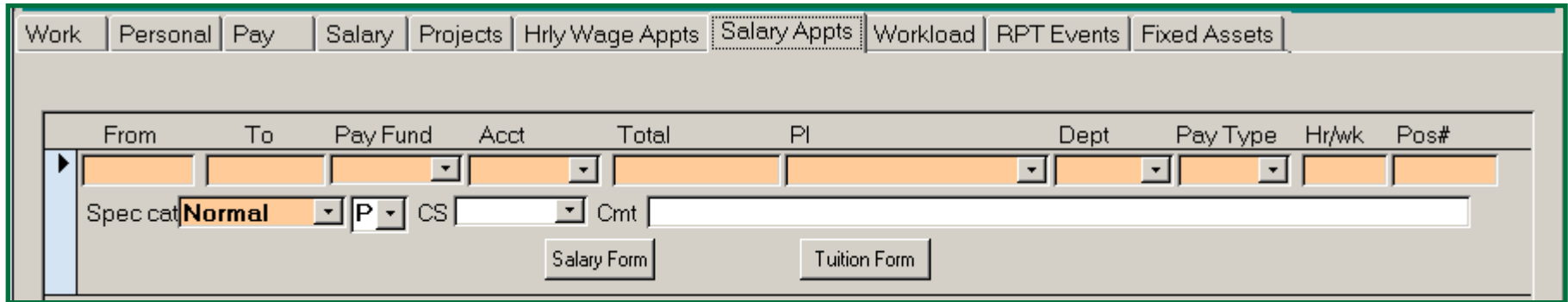


**Figure 2.10**

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
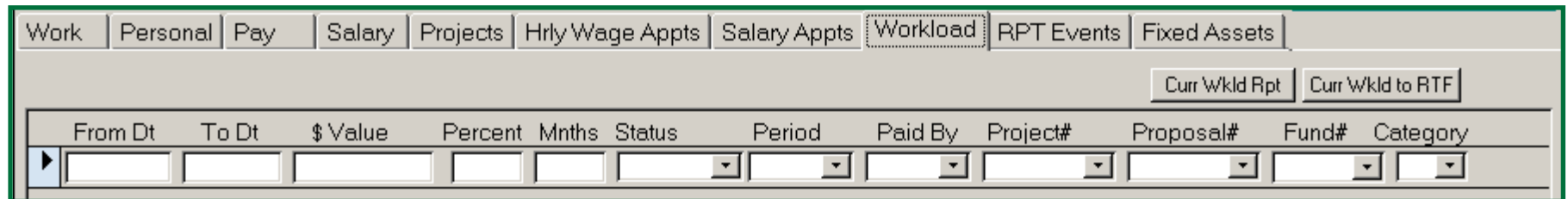


**Figure 2.11**

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 Tab



| Work | Personal | Pay | Salary | Projects | Hrly Wage Appts | Salary Appts | Workload | RPT Events | Fixed Assets |
|------|----------|-----|--------|----------|-----------------|--------------|----------|------------|--------------|

Bldg Codes:  0012=Smith, 0042=Cameron, 0056=Woodward, 0057=Duke          Print Assets

| Tag# | Asset Description | Manufacturer | Model | Serial# | Bldg/Floor/Rm | Aquire_Dt | Orig Cost | PO# | IMG |
|------|-------------------|--------------|-------|---------|---------------|-----------|-----------|-----|-----|

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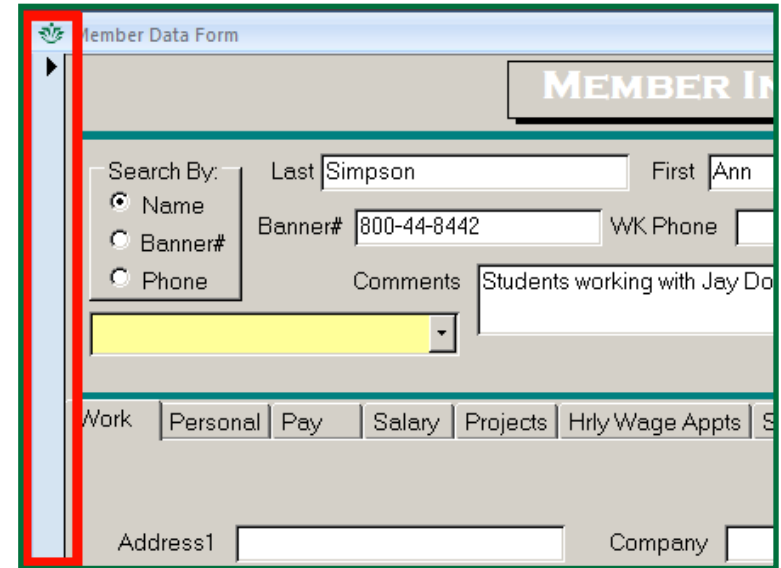
*If you make a mistake and want to close out of the application without saving your changes, press **ESC** or hit the x at the top of the screen to close the window.*

**Figure 2.13**

## 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.
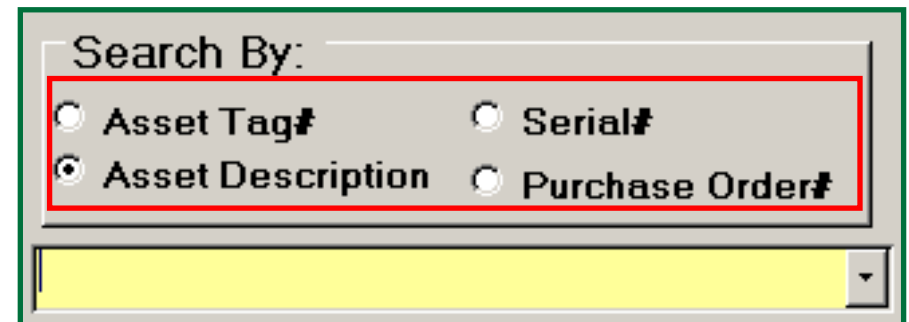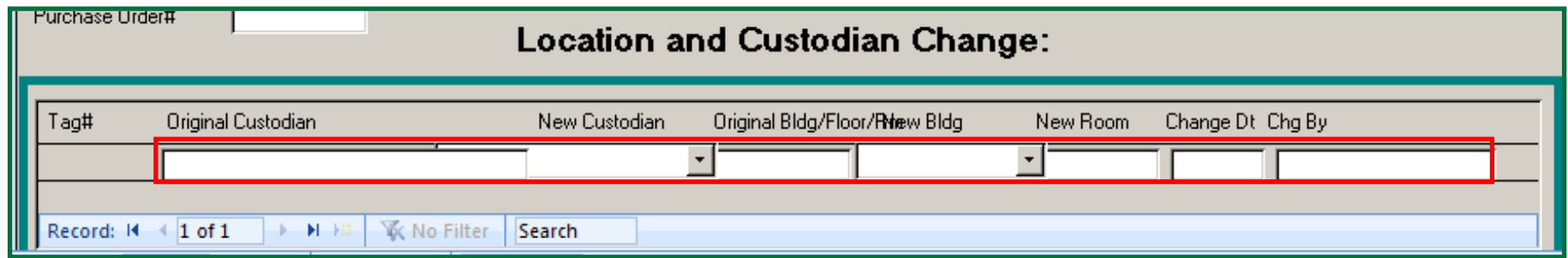
**Figure 2.14**

**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**

## 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 | When the I-9 paperwork was done is HR the type of position they hold (e.g., dean, director) |
| group | their associating organization (e.g., Diversity in Info Technology Institute) the contractual period, usually 9 or 12 faculty and staff |
| I-9 date | date their employment went on file |
| retirement plan | type of retirement |
| work months | when they work |
| 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

**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.
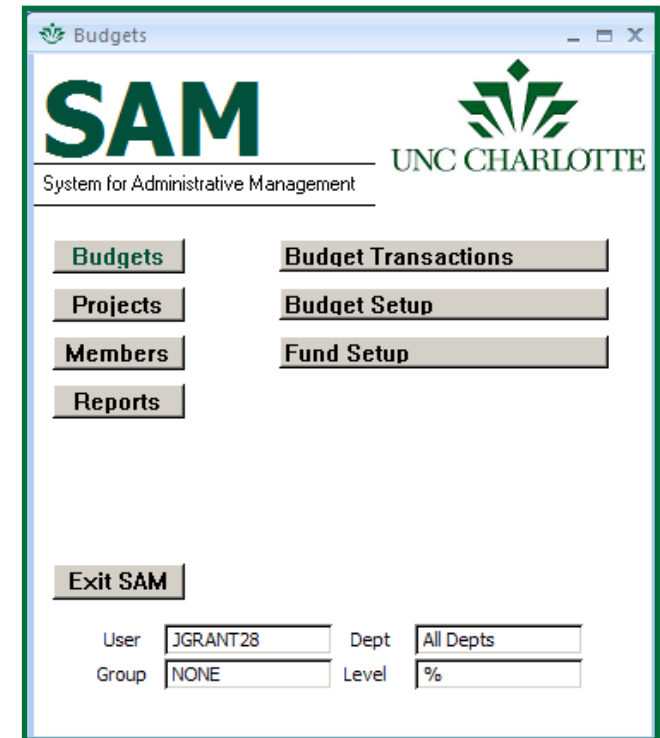
**Figure 3.1**

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.*
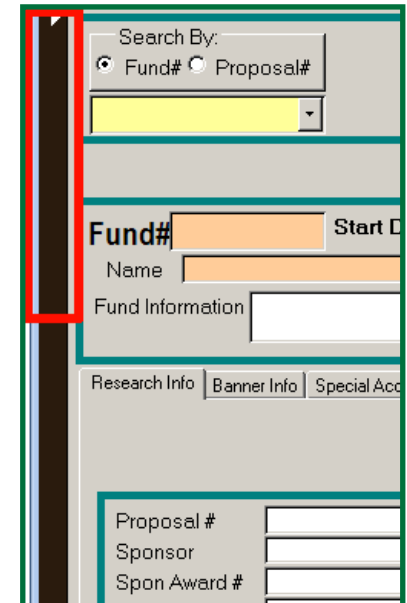
**Figure 3.14**

## 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.*

**Figure 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.

## 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.
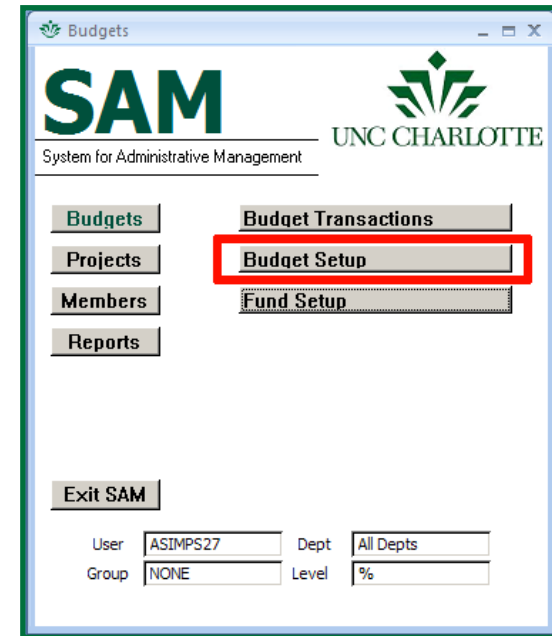
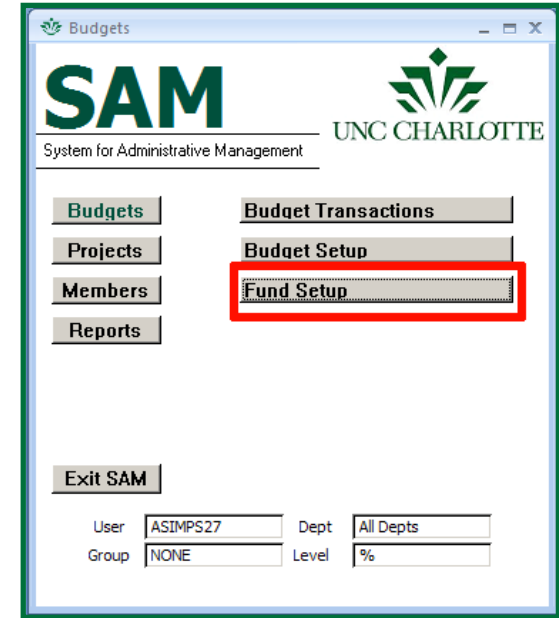### Adding a New Budget Setup Record
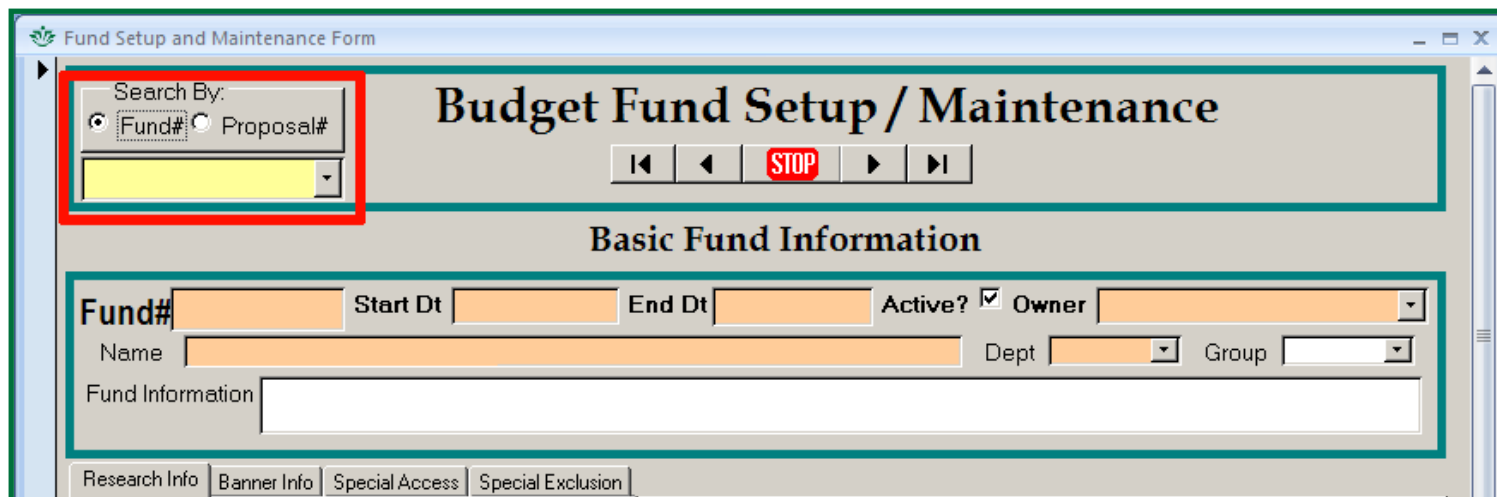
1. *Click* the "New" button under "Records" on the blue Windows Access toolbar. *See figure 3.9.*
   *You can use these instructions for either "Sponsor Funds" or "Cost Share Funds."*
2. *Select* the *account code* from the drop down menu *in the budget setup form.*

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.*



**Figure 3.10**

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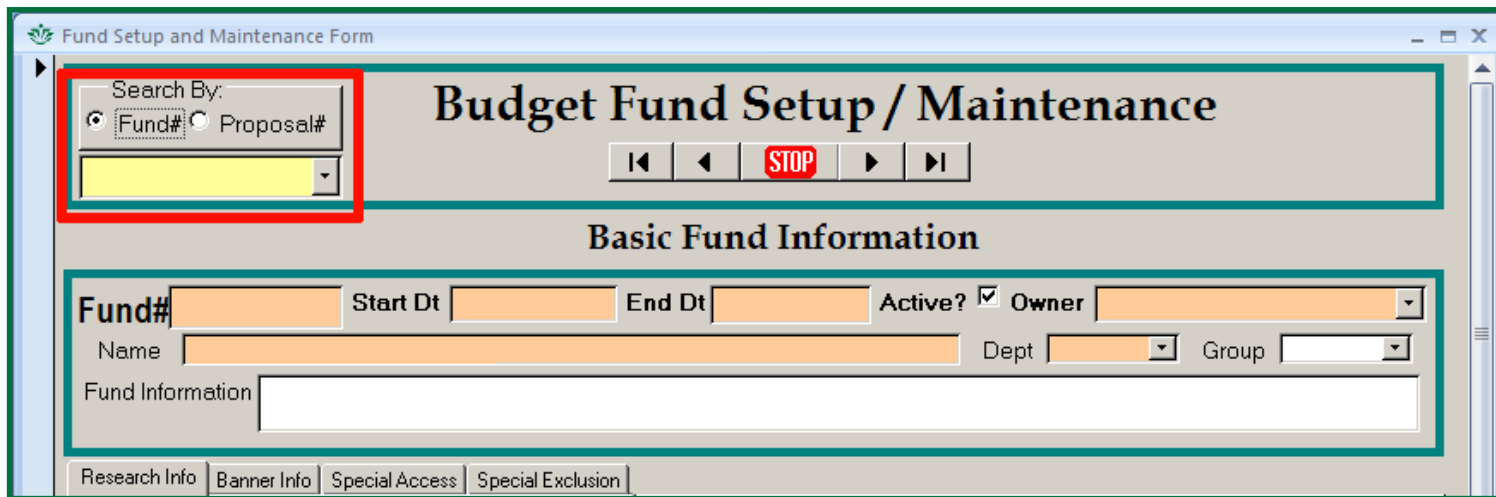
*If you do not want to save the changes you have made to your record, simply hit ESC to undo them. Clicking STOP will save your progress*

**Deleting a Budget Setup Record**

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



**Figure 3.11**

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.

## 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.*
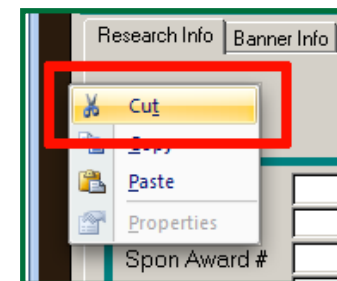   - Budget Transactions
   - Budget Setup
   - Fund Setup
2. **Click** "Budget Transactions" and the window in *figure 3.3* will appear on top of the SAM welcome screen.

*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.*
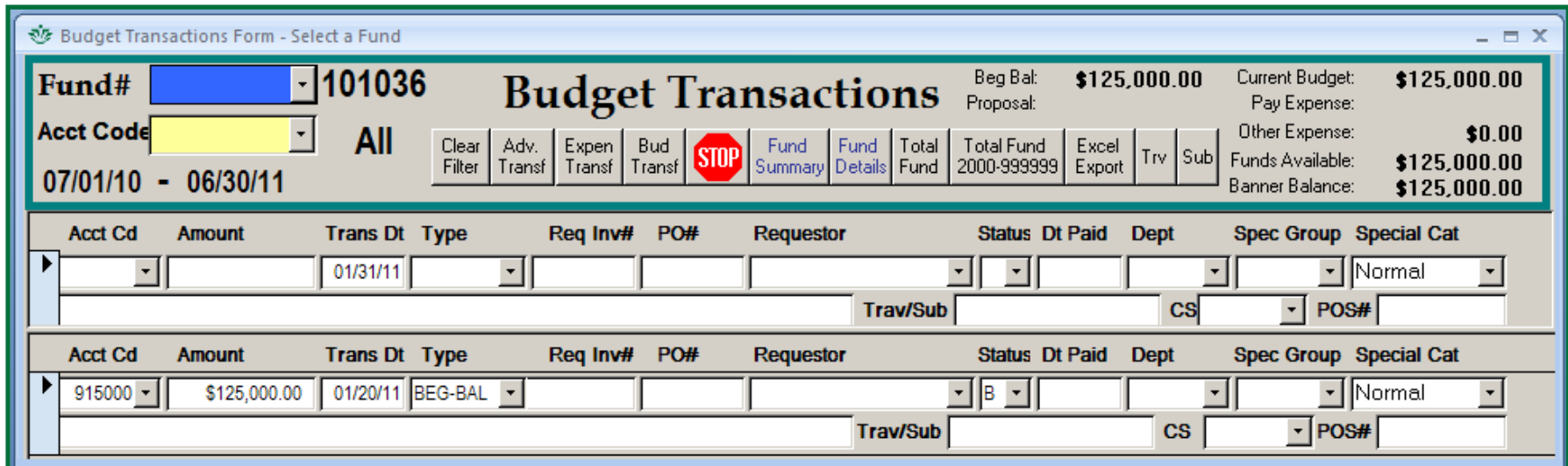


**Figure 3.2**



**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:



**Figure 3.4**

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.

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.
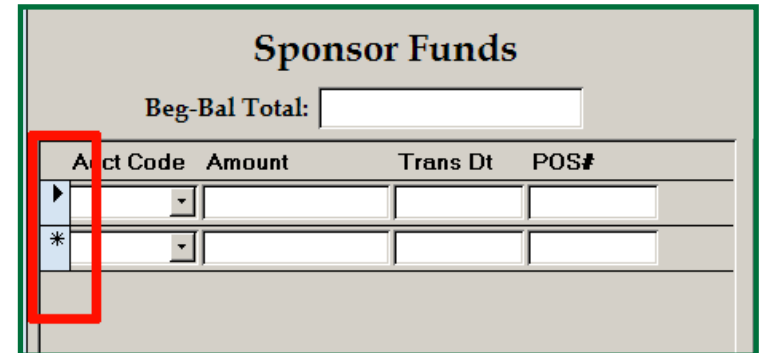
8.  If necessary, **type** in the travel/sub code.
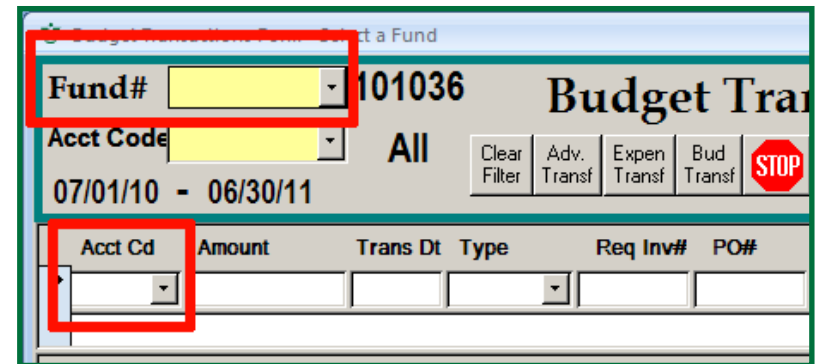
*If you do not want to save the changes you have made to your record, simply hit **ESC** to undo them. Clicking STOP will save your progress.*

## Editing a Budget Transactions Record

To edit a pre-existing record within a fund:

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.
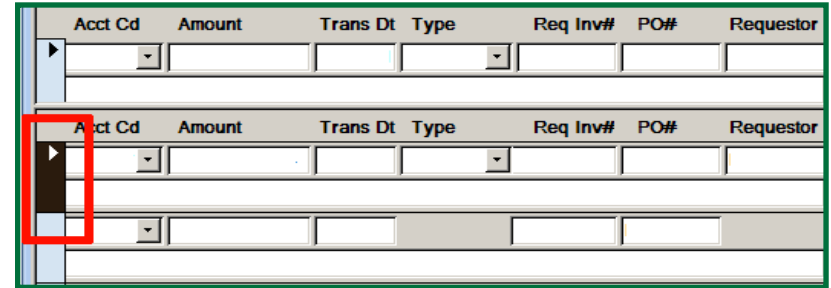


**Figure 3.5**

*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:

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.
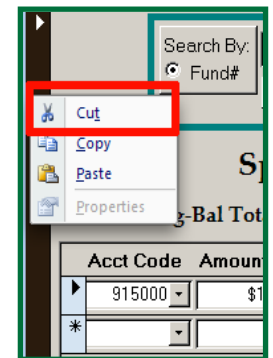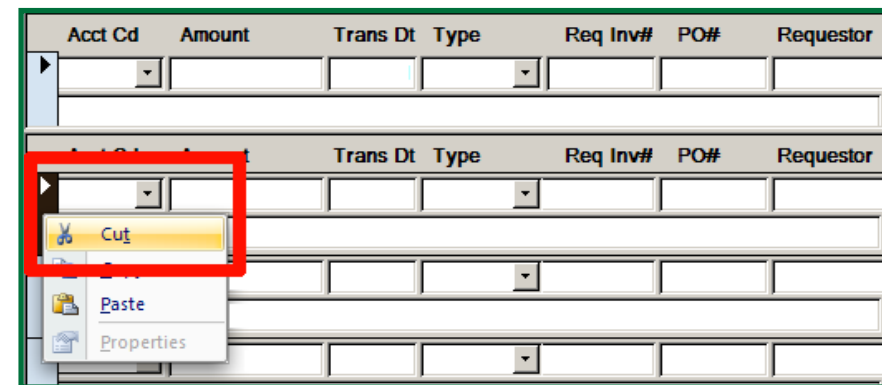


**Figure 3.6**

**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

**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.*



Figure 4.1

**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.
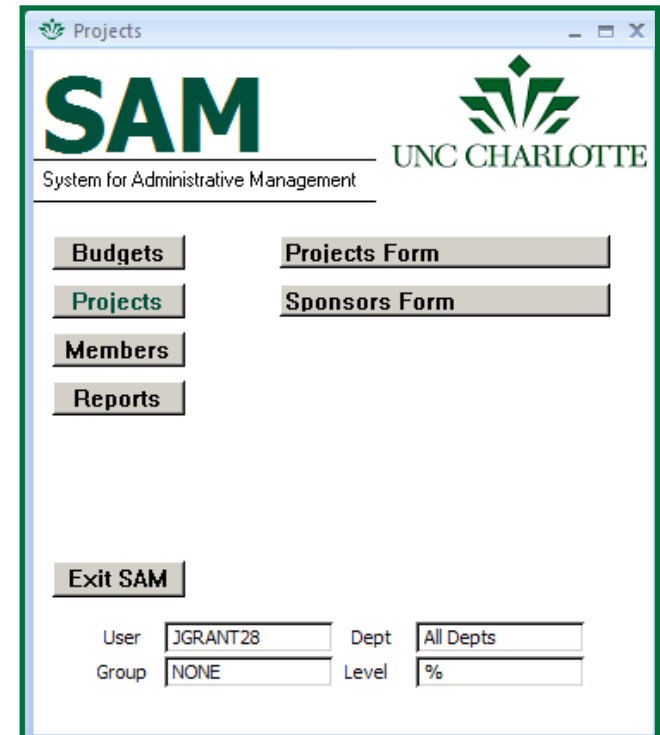
## Projects Form
## Adding a Project

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

UNC CHARLOTTE

## 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.
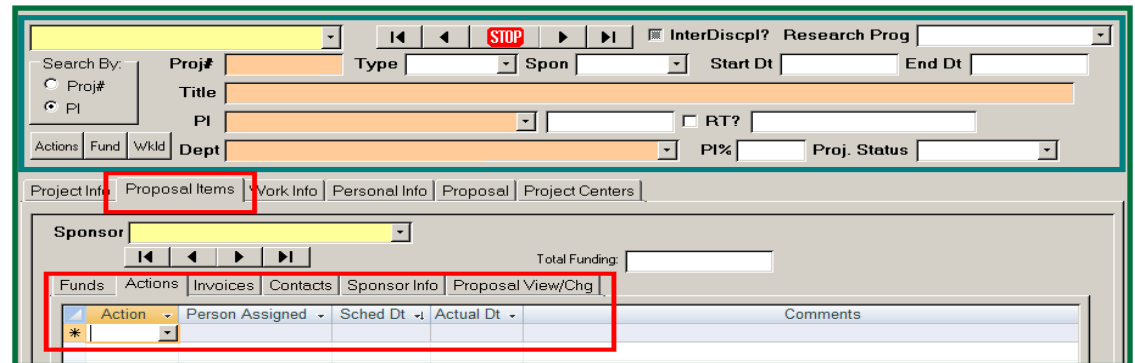


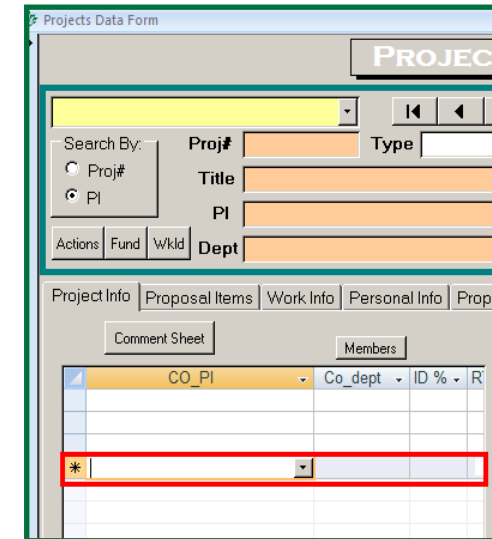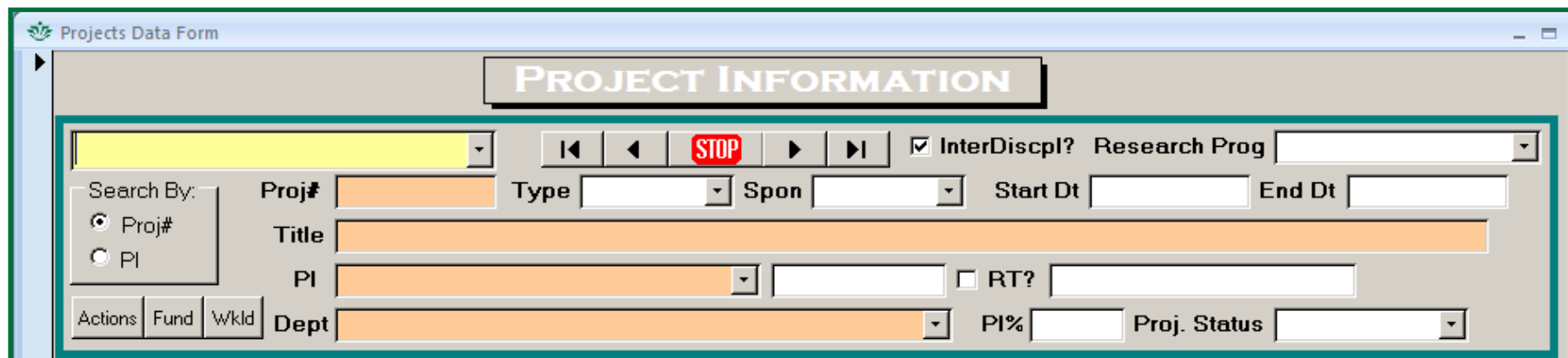**Figure 4.6**

## 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.
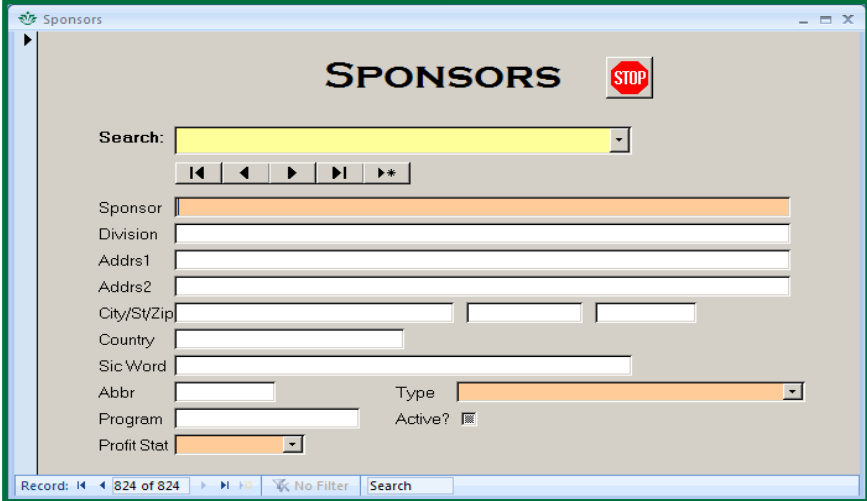


**Figure 4.7**

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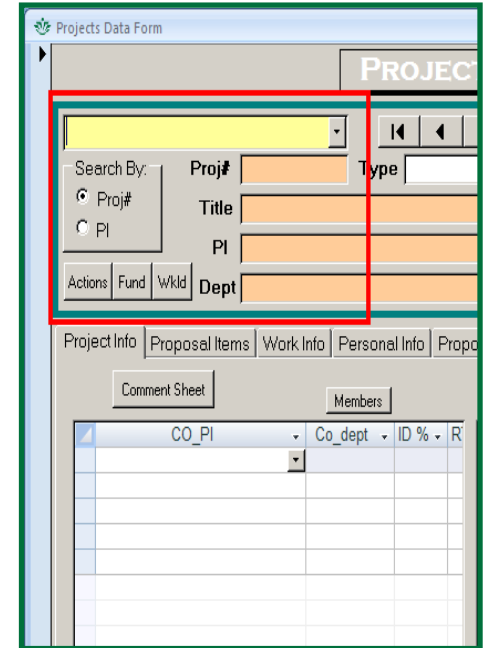
*If you make a mistake and want to close out of the application without saving your changes, press **ESC** or hit the x at the top of the screen to close the window.*

## 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 |

| Proposal View/Chg | |
|---|---|
| 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 Services |
| 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 |
| matching/CS | matching / cost share |
| matching/CS met | matching / cost share met |
| RT/SS/SP comments | release time/summer salary/special payment comments |
| cost share comments | comments about cost share |

| 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.*
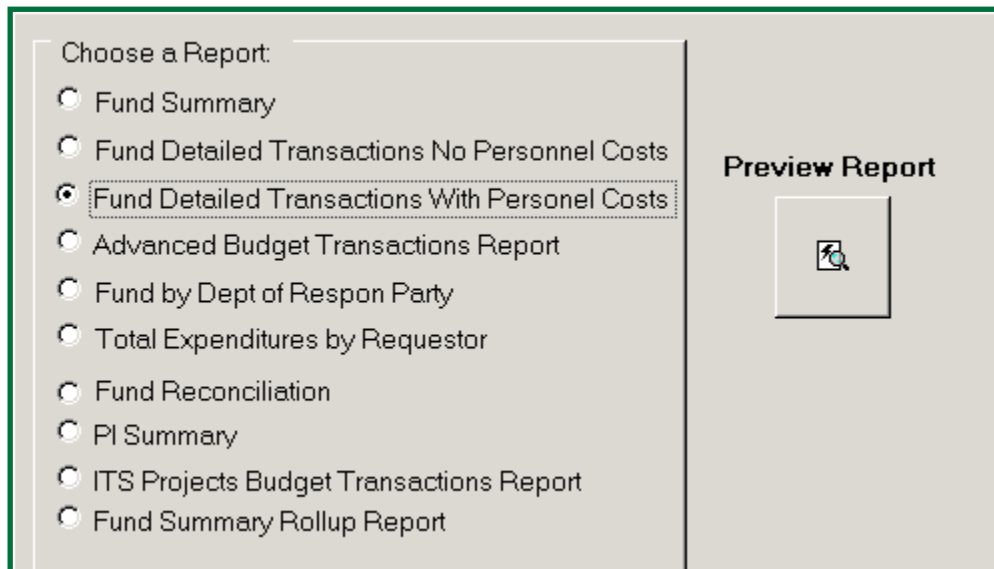


Figure 5.1
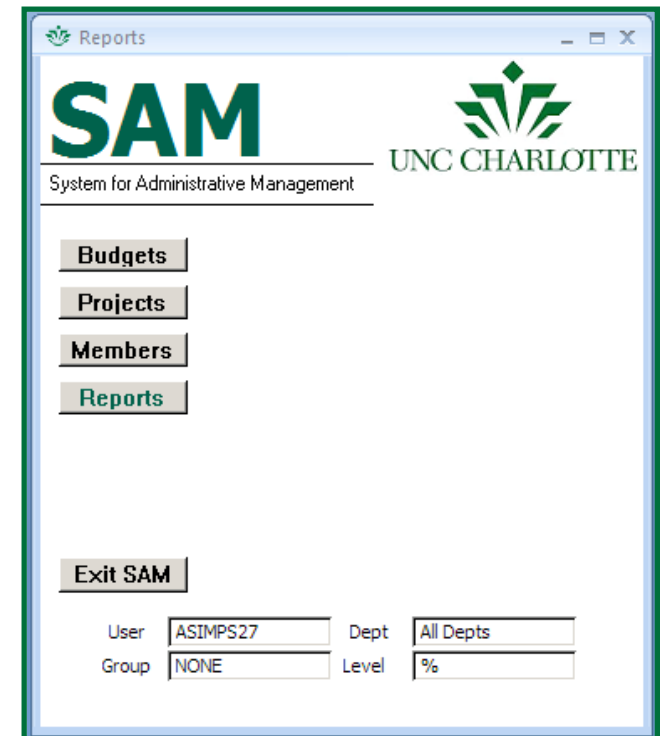


Figure 5.2

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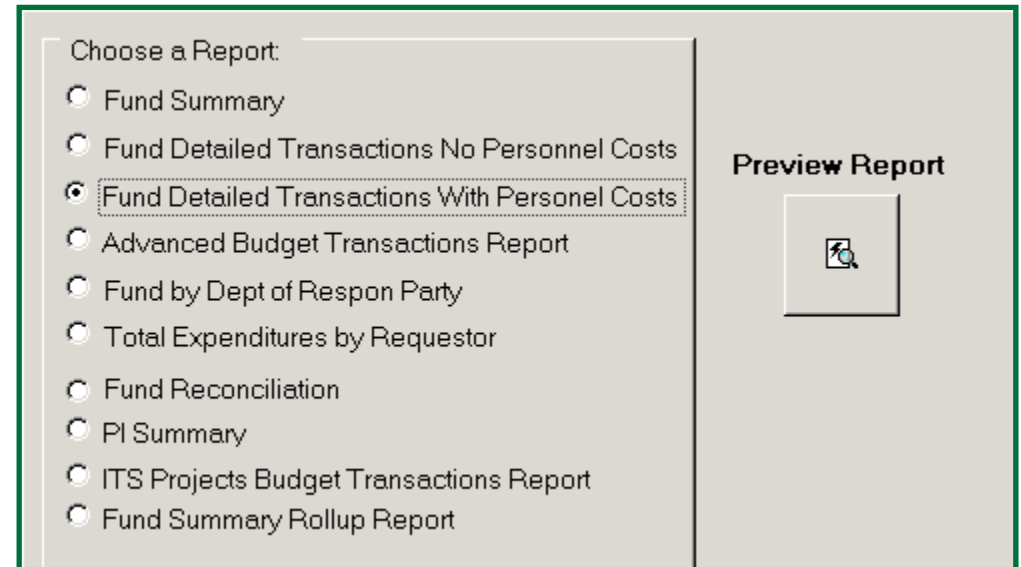
**Total Expenditures by Requestor** allows you to create a report that details transaction information and total money spent by a specific requester.

**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.*
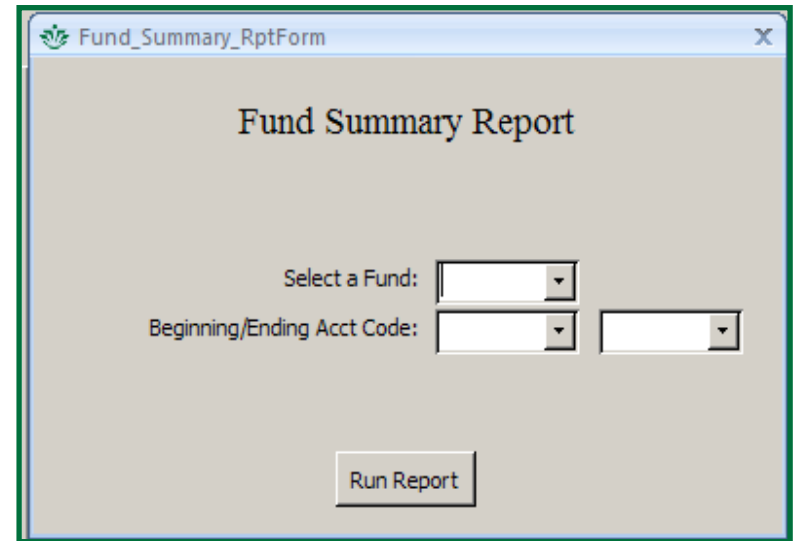


**Figure 5.3**



**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*.
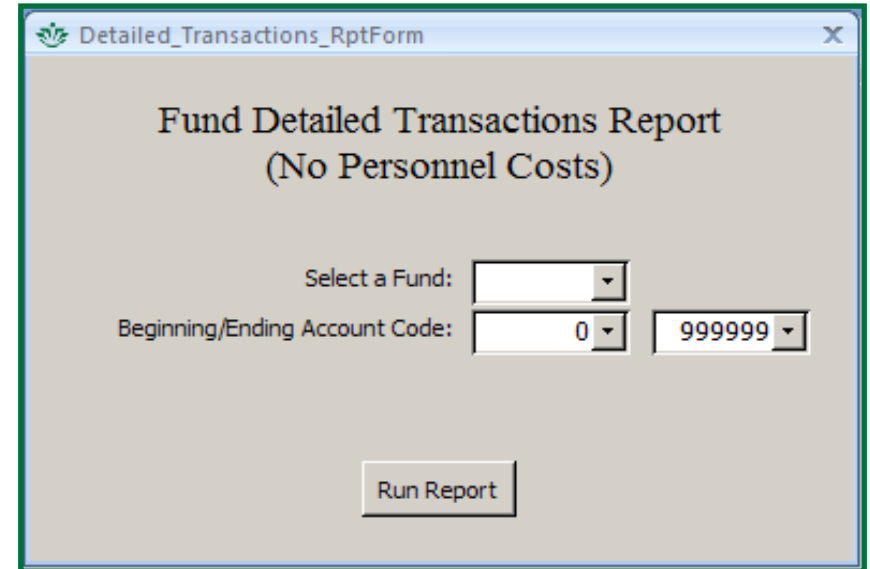
7. **Click** "Run Report." *See figure 5.6.*



**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.
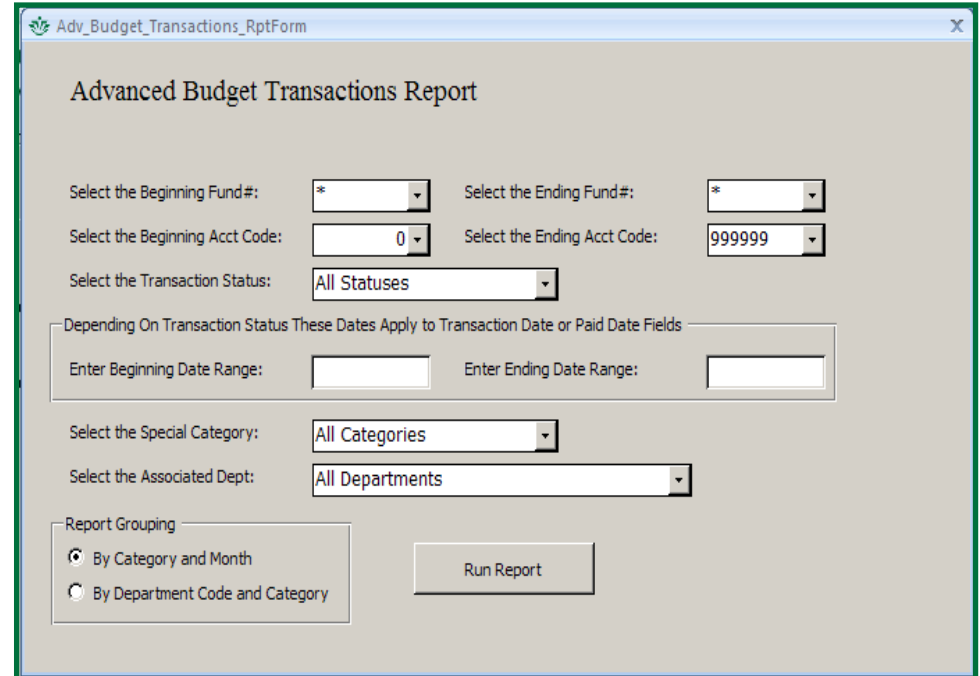
**Figure 5.7**

*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**

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.*

**Fund By Dept of Responsible Party Report**

Resp Party Dept [ALL DEPTS ▾]

○ Include All Funds
○ Only Include Funds Expiring < 90 Days
◉ Only Include Active Funds
○ Only Include Expired Funds set to Active

[Run Report]

**Figure 5.9**

**Fund Access Report**

**Report Option:  Only Include Active Funds**

| Fund# | Fund Name | Act? | Start Dt | End Dt | Dept | Spec. Group | Resp. Party |
|-------|-----------|------|----------|--------|------|-------------|-------------|
| BINF | | | | | | | |
| | | ✓ | 07/01/10 | | | | |
| | | ✓ | 07/01/10 | | | | |
| | | ✓ | 07/01/10 | | | | |
| | | ✓ | 07/01/10 | | | | |

**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.*

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").



**Figure 5.11**

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

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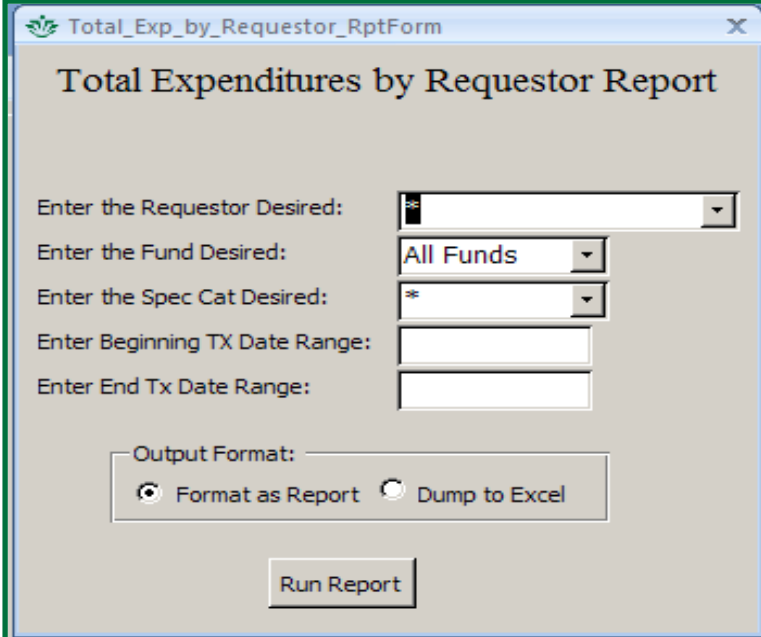


**Figure 5.12**

**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.*

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.*
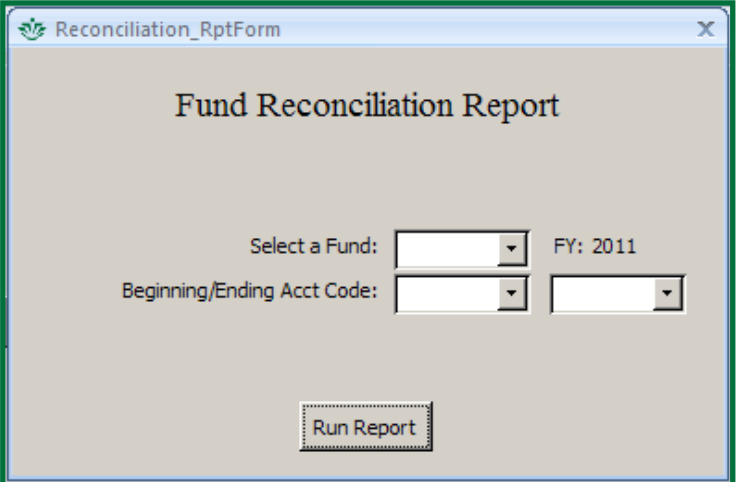


Figure 5.13



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.
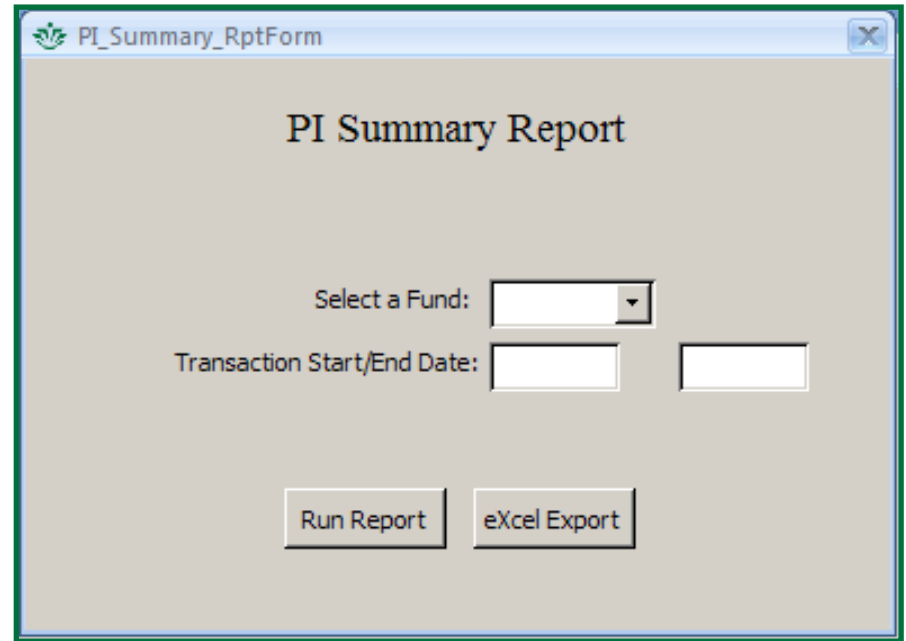


**Figure 5.15**

*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.

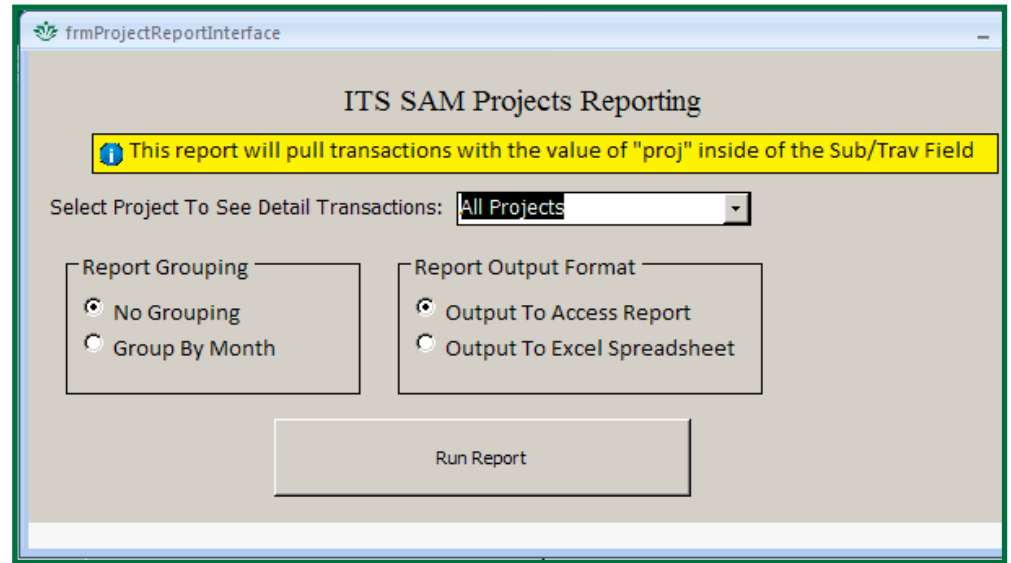7. **Click** "*Run Report*." *See figure 5.19.*



**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).

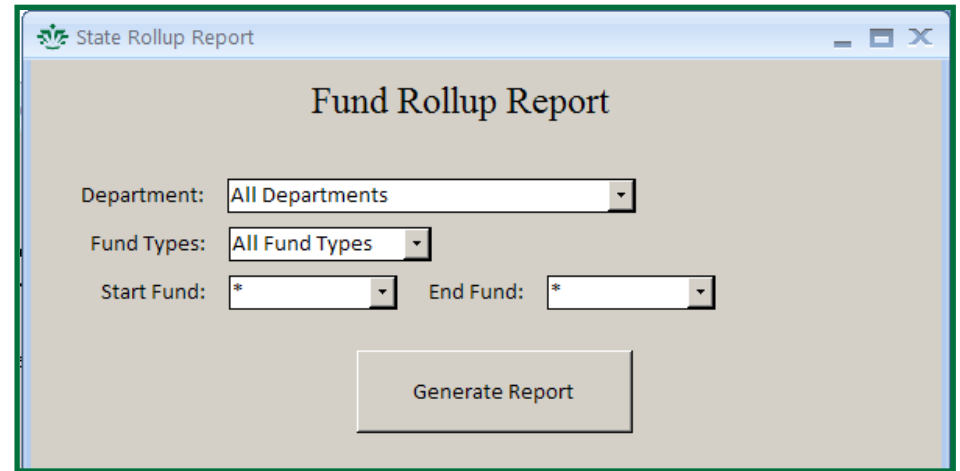7. **Click** "*Generate Report*." *See figure 5.21.*



**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).

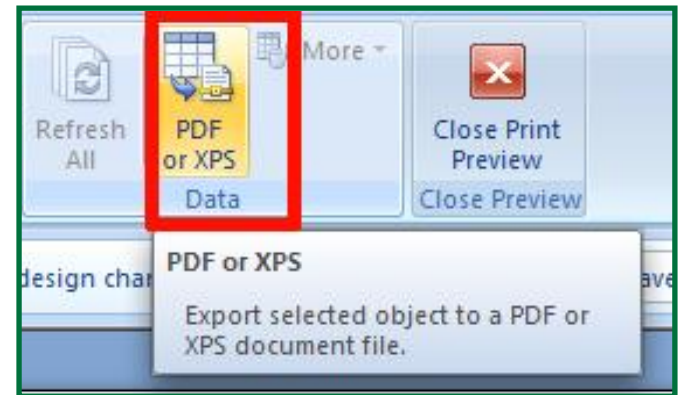4. **Click** "*Publish*" to save your report.



**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*.
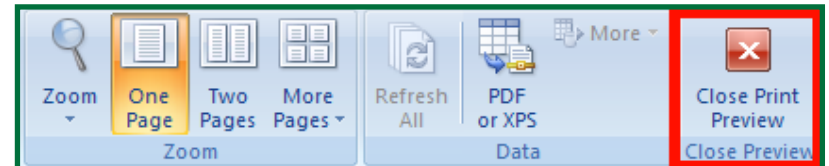


**Figure 5.23**