NTHSSA onto SAM

Introduction to SAM

Government of Northwest Territories Gouvernement des Territoires du Nord-Ouest

IBM

NTHSSA • ASTNO

What is SAM?

- SAM or the System for Accountability and Management is the GNWT, Housing Corporation and soon to be the NTHSSA's Finance, Procurement and Inventory Management System.
- SAM went live for the GNWT and Housing Corporation in 2009 and just went through an upgrade in 2018.
- Since the upgrade, SAM is now integrated with the HRIS system used for reporting time and viewing your paycheque and users can also approve transactions online.

SAM Key Benefits

- Access to reliable, real-time information to make quick and informed decisions.
- Finance, Procurement and Inventory data for all six NTHSSA regions will now be in one system.
- Ability to check where all transactions are along the path from start to finish.
- Direct deposit for travel and expense claim reimbursements.
- Supported by a group of 14 dedicated employees on the SAM Sustainment Team.

Key Terms

- **WorkCenters** – are a type of configurable PeopleSoft page that enable users to access related transactions, analytics data and query results from one central location.
- **Query Viewer** – PeopleSoft page that lets users search for a query using basic or advanced search functions.
- **Find an Existing Value** – Tab that lets users search for pending or approved financial transactions.

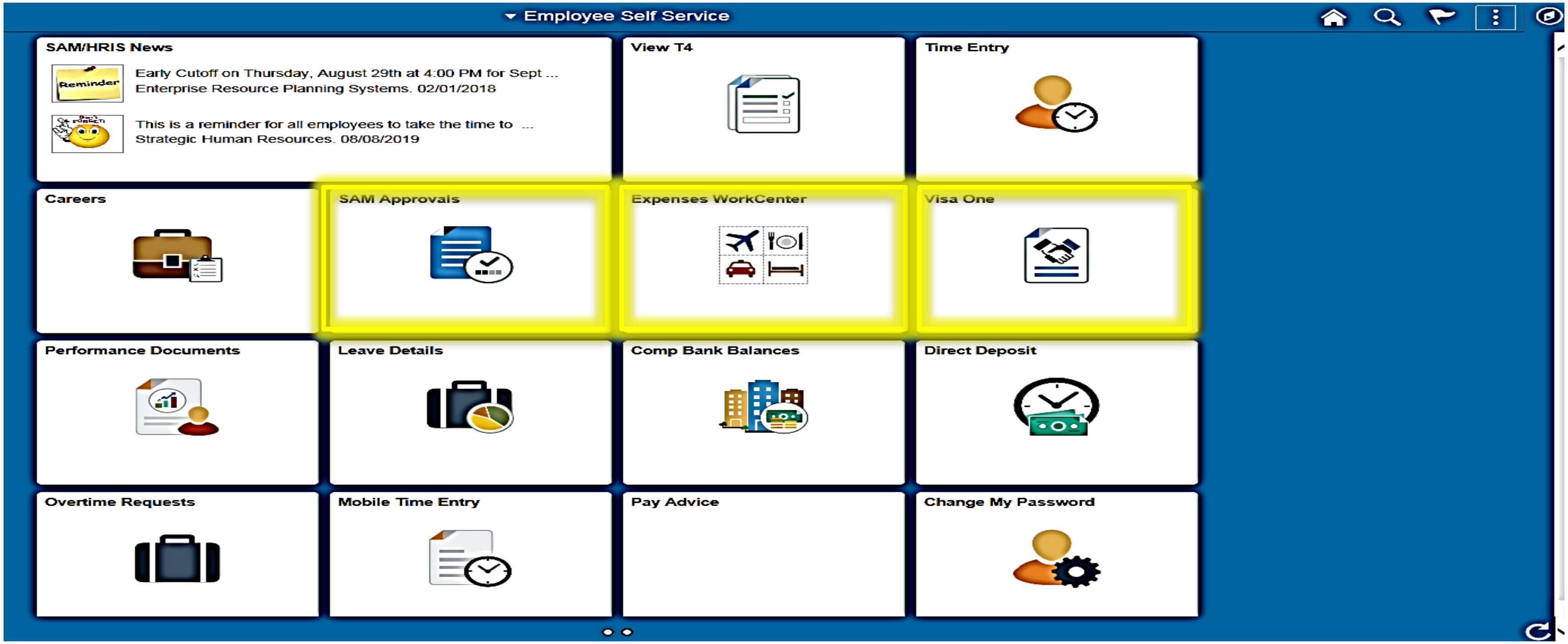
Key Terms

- **Chart of Accounts** - A financial classification system for identifying, aggregating and reporting financial transactions.
- **Run Control IDs** – Is a process that you initiate in SAM by defining certain parameters, the result of which is that a report is generated.

Lesson Objectives

- Upon completion of the lesson, participants should be able to:
  - Navigate in SAM
  - Navigate within SAM WorkCenters
  - Set up Favorites
  - Use the Find an existing value function
  - Use the Query Viewer
  - Understand the basics of the Chart of Accounts
  - Know how to generate a Run Control ID

Navigation in SAM

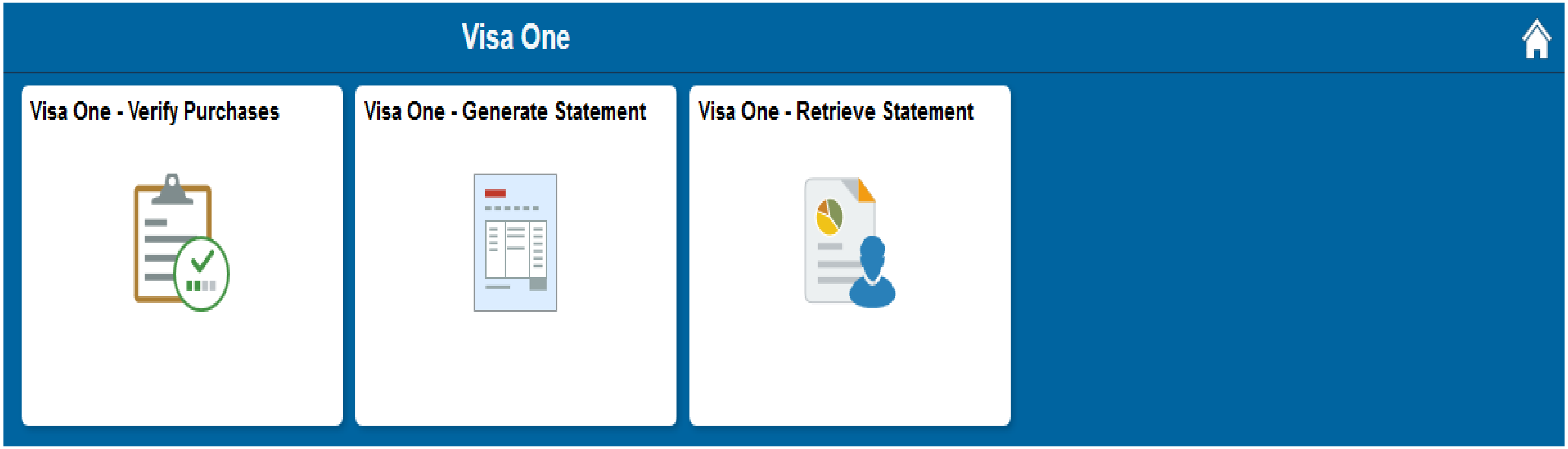


Navigation in SAM

- Landing page will have 3 new tiles
  - SAM Approvals
  - Expenses WorkCenter
  - Visa One
- Users can click on these tiles and go to the specific WorkCenter

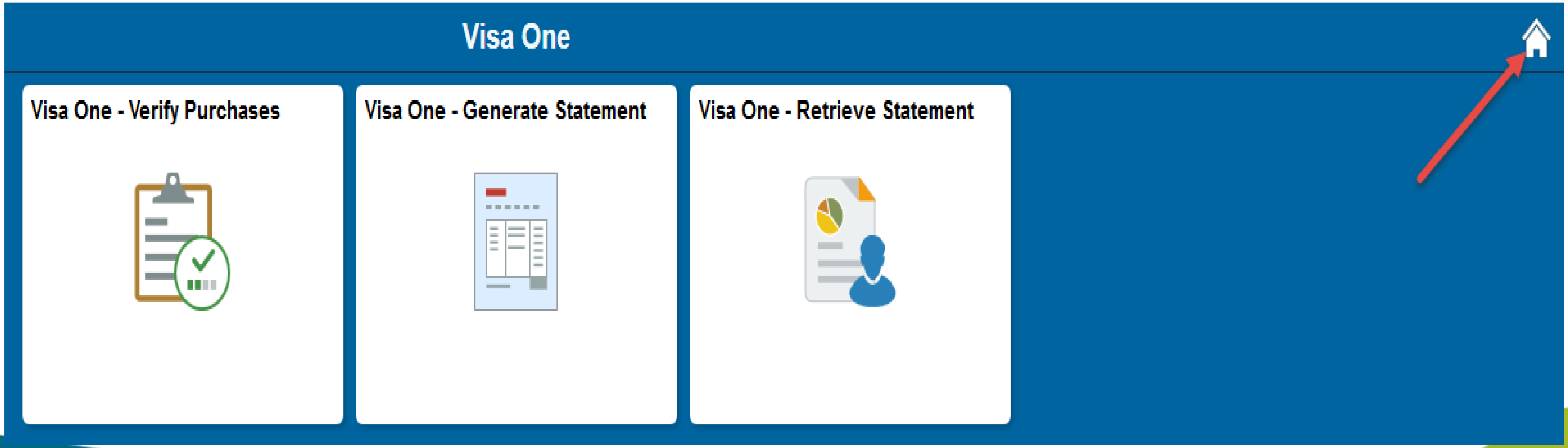
Navigation in SAM

- Let’s Click the Visa One tile



Navigation in SAM

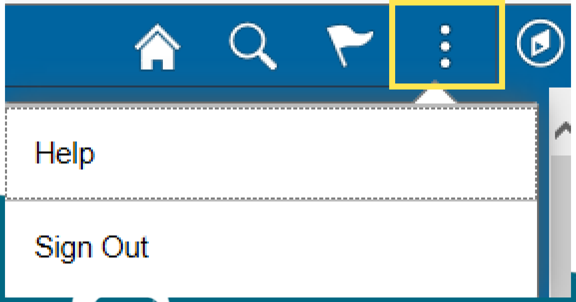
- To return back to the landing page click on the Home icon



Navigation in SAM

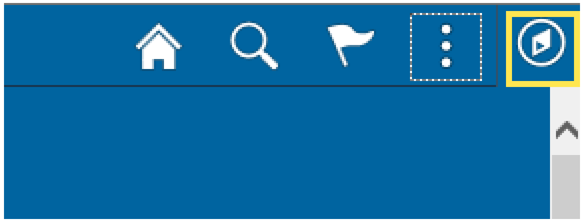
- The icon below is the Actions List

- Clicking on it will give you the following options



Navigation in SAM

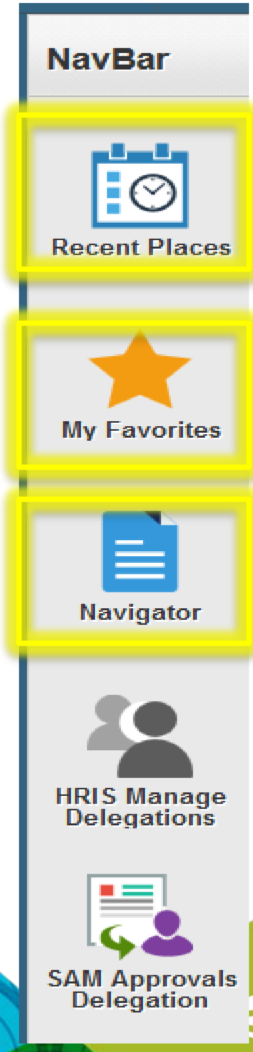
- The icon below is the NavBar



- Clicking on this icon will give you the Navigation bar
- You can navigate to the WorkCenters using the NavBar

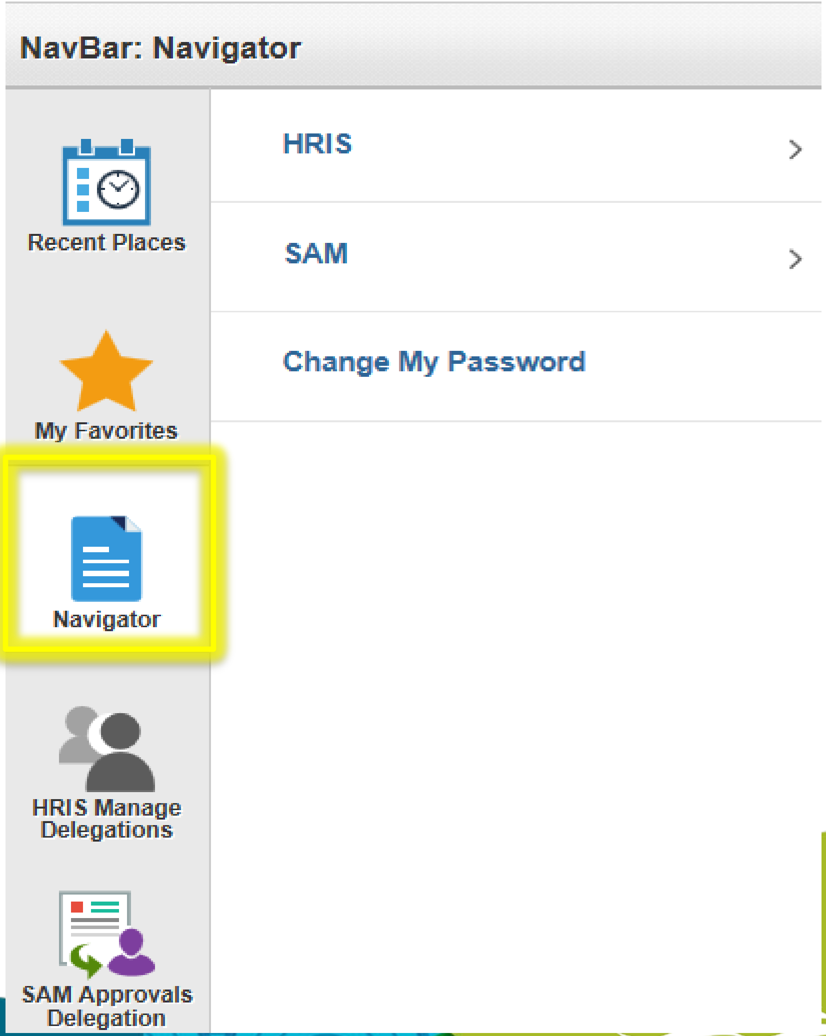
Navigation in SAM

- Recent Places
  - Lists the recent links you have visited
- My Favorites
  - Lists your favorite links
- Navigator
  - Lists a menu of HRIS and SAM links
  - Links can navigate you to WorkCenters



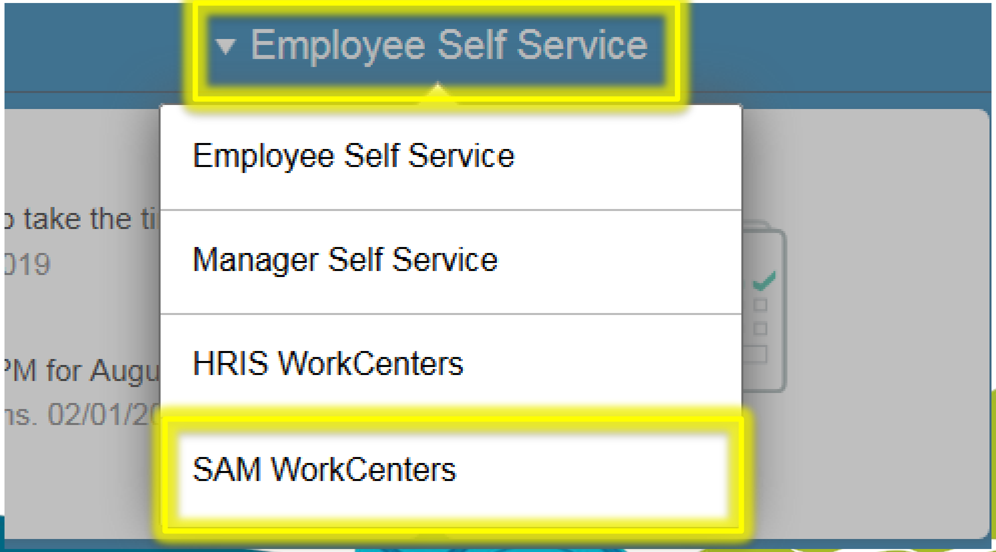
Navigation in SAM

- Click on the Navigator
- You will now see other links



Navigation in SAM

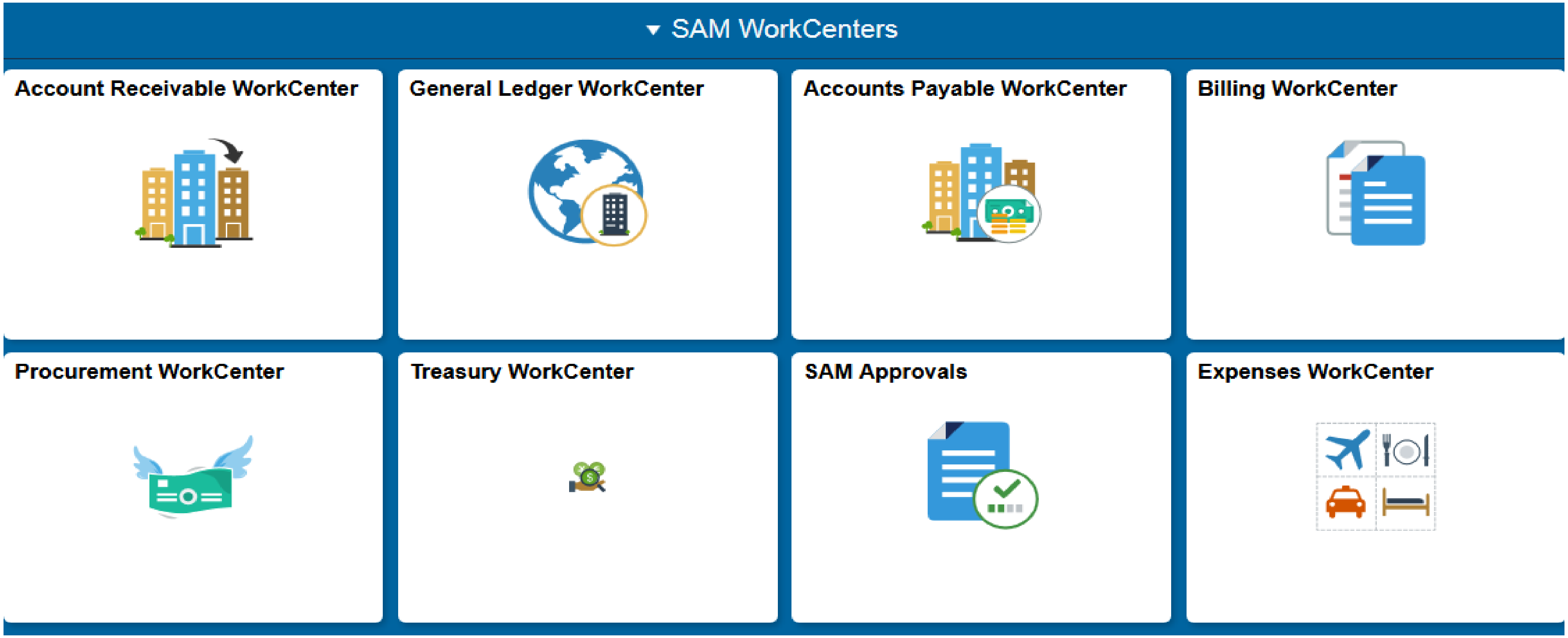
- Instead of using the Navbar you can use the Employee Self Service dropdown to navigate
- **Click** on **Employee Self Service** drop down
- **Click** on **SAM WorkCenters**



DEMO

- We will now demonstrate general navigation in SAM.

Navigation in SAM WorkCenters



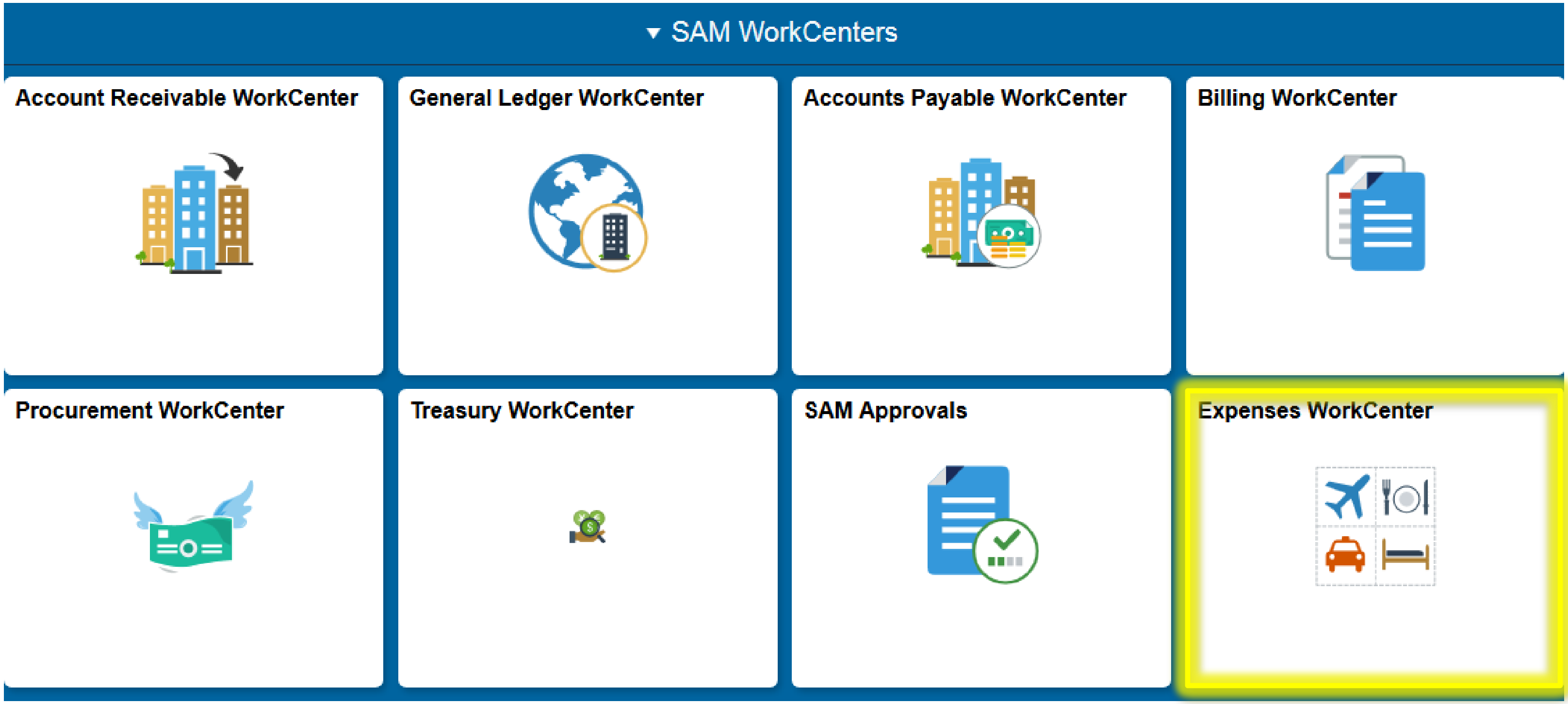
Navigation in SAM WorkCenters

- You will now see 8 WorkCenters (tiles):
  - Accounts Receivable
  - General Ledger
  - Procurement
  - Accounts Payable
  - SAM Approvals
  - Billing
  - Treasury
  - Expenses

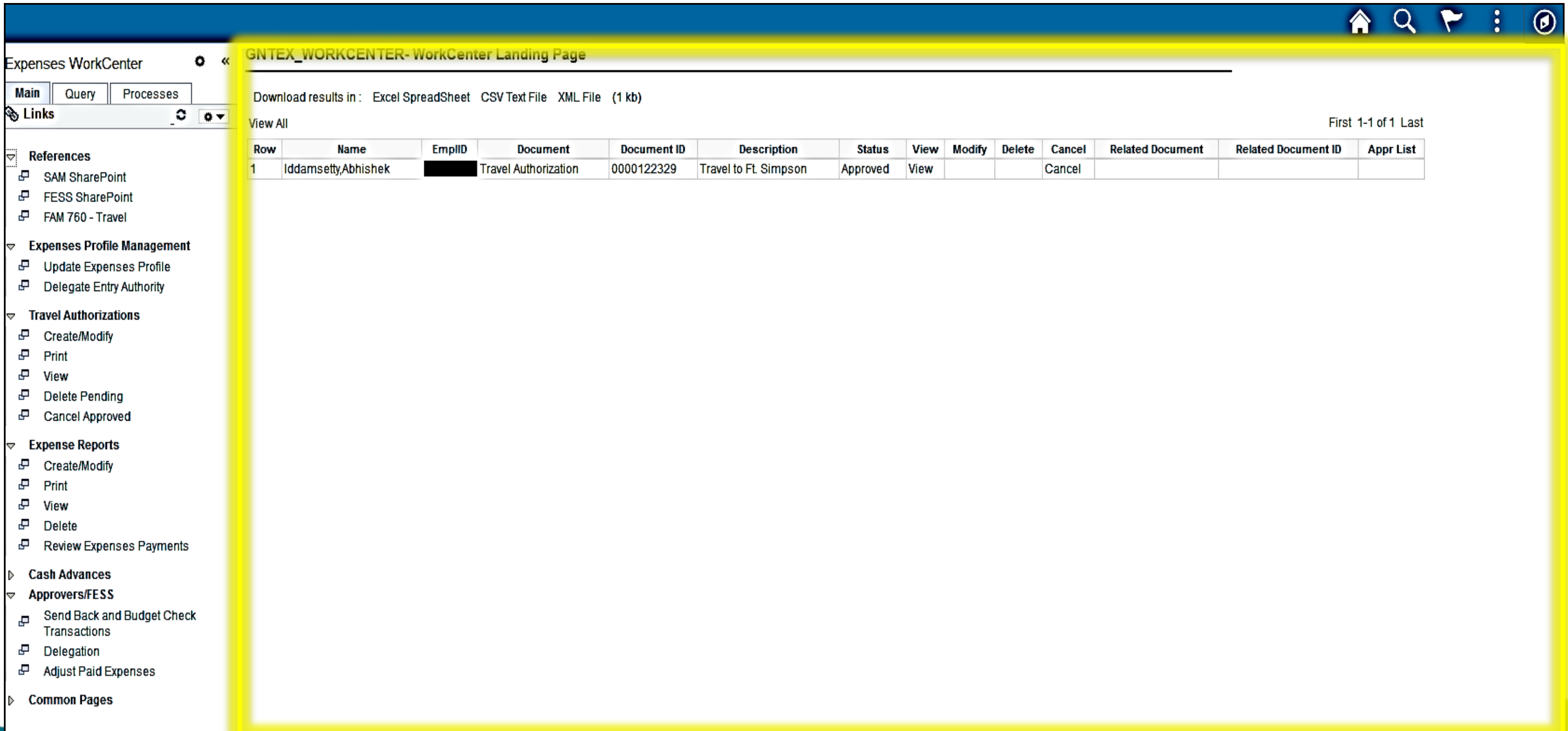
Navigation in SAM WorkCenters

- Each WorkCenter lets the user perform a set of specific functions.
- You will have access to functions in Workcenters based on your security role. To gain access to additional functions, you will need to fill out a security access form and email it to the SAM help desk.
  - Email: samhelpdesk@gov.nt.ca

Navigation in SAM WorkCenters

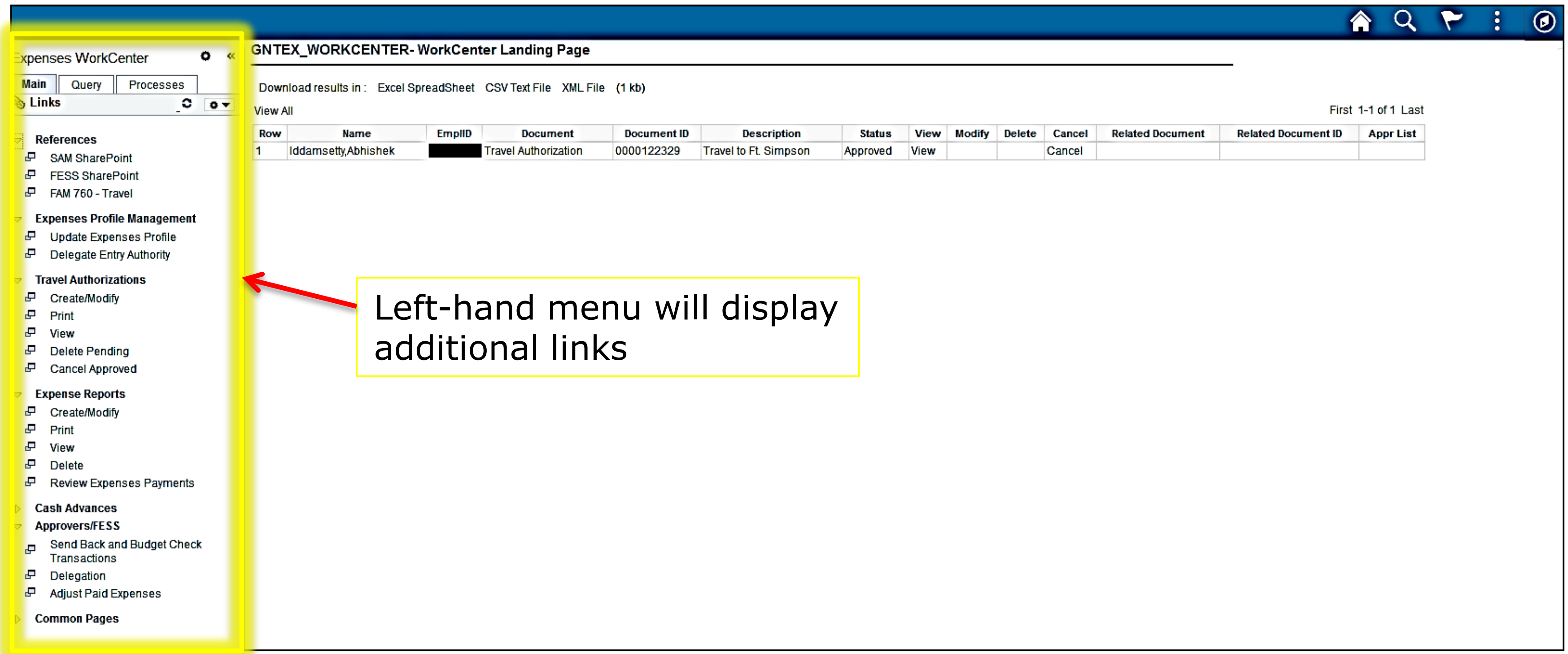


Navigation in SAM WorkCenters



The main screen is the WorkCenter

Navigation in SAM WorkCenters

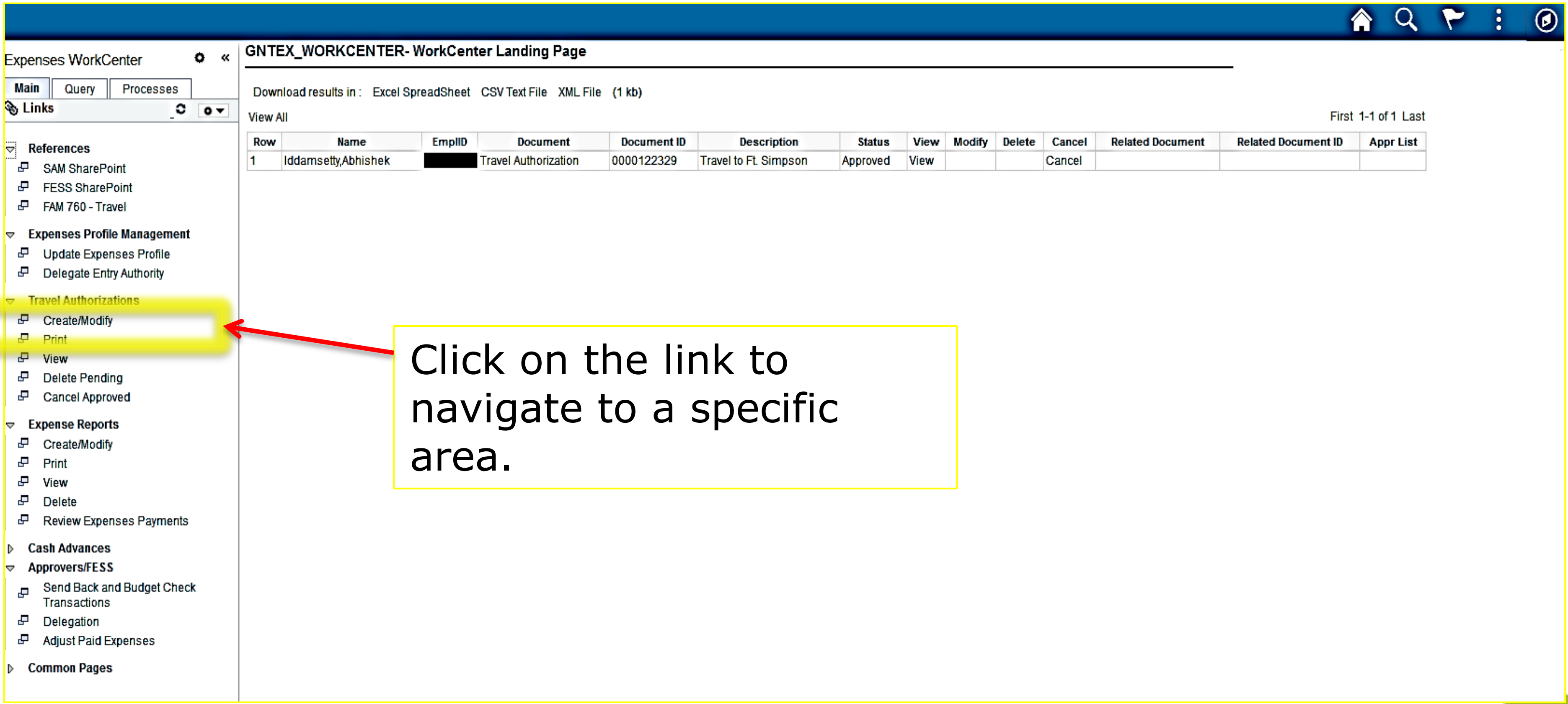


Government of Northwest Territories
Gouvernement des Territoires du Nord-Ouest

IBM

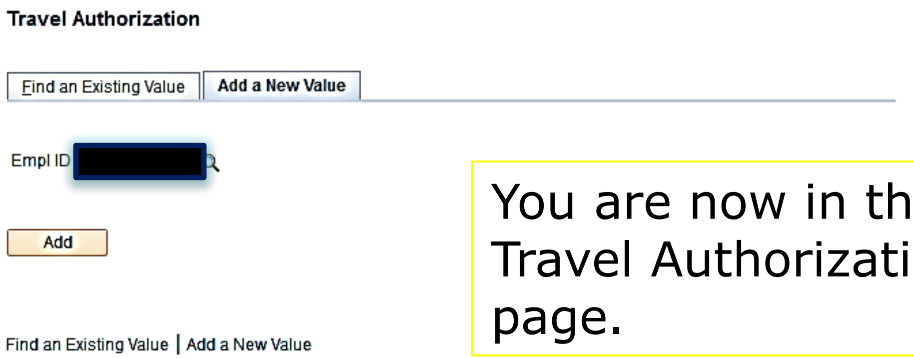
NTHSSA • ASTNO

Navigation in SAM WorkCenters



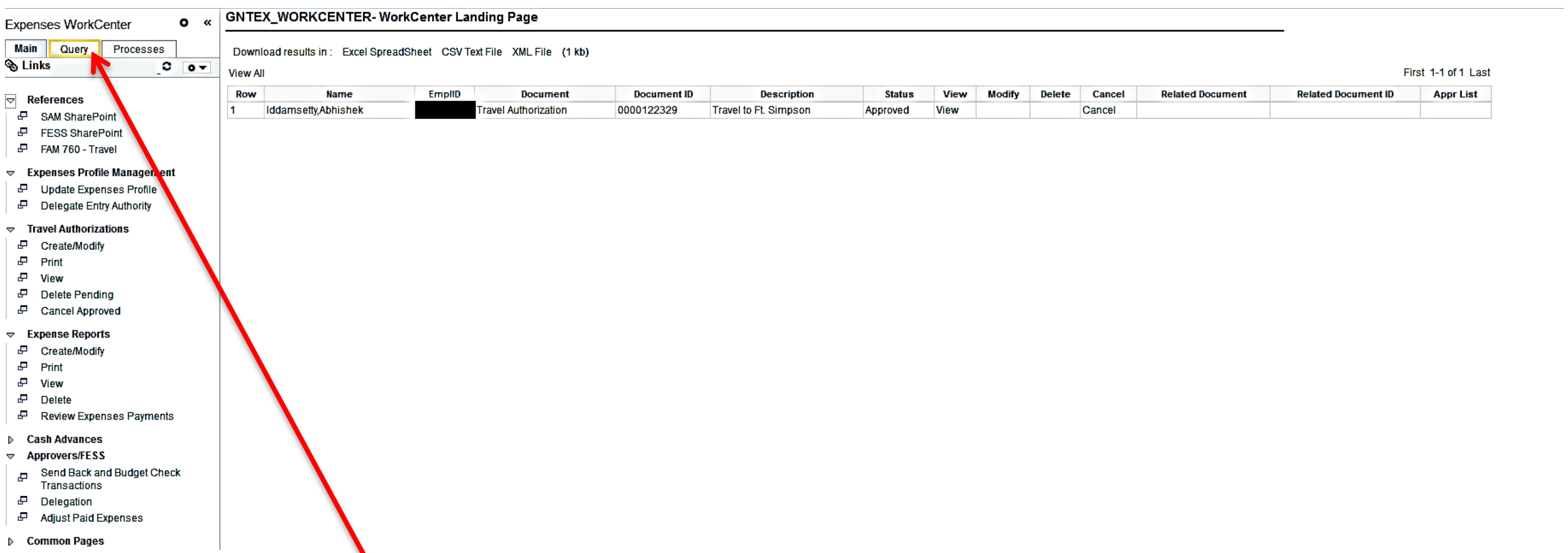
Click on the link to navigate to a specific area.

Navigation in SAM WorkCenters



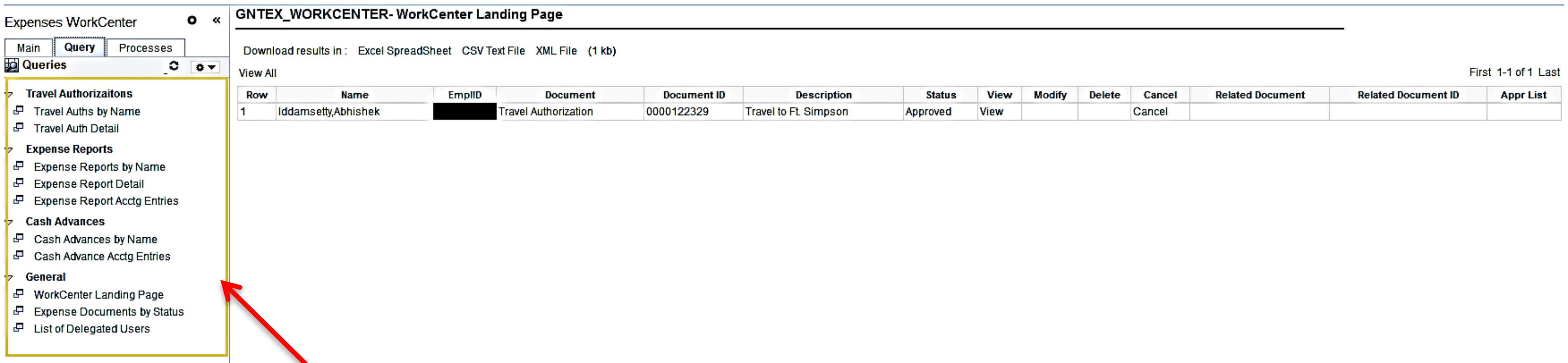
You are now in the Travel Authorization page.

Navigation in SAM WorkCenters



You can **click** the Query tab to view the queries that are available to you.

Navigation in SAM WorkCenters



Expenses WorkCenter

Main | Query | Processes

Queries

- Travel Authorizaitons
  - Travel Auths by Name
  - Travel Auth Detail
- Expense Reports
  - Expense Reports by Name
  - Expense Report Detail
  - Expense Report Acctg Entries
- Cash Advances
  - Cash Advances by Name
  - Cash Advance Acctg Entries
- General
  - WorkCenter Landing Page
  - Expense Documents by Status
  - List of Delegated Users

GNTEX_WORKCENTER- WorkCenter Landing Page

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-1 of 1 Last

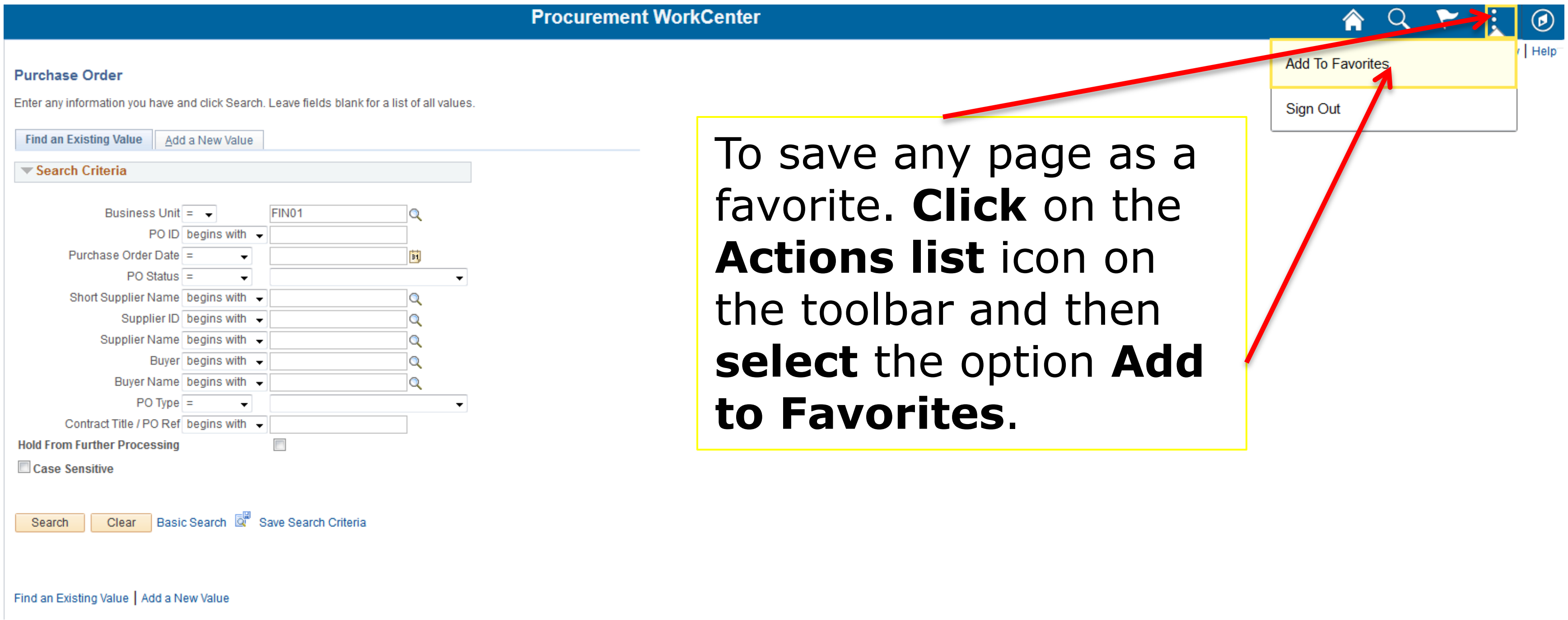
Row	Name	EmplID	Document	Document ID	Description	Status	View	Modify	Delete	Cancel	Related Document	Related Document ID	Appr List
1	Iddamsetty,Abhishek	[redacted]	Travel Authorization	0000122329	Travel to Ft. Simpson	Approved	View			Cancel			

Here are some of the common Expense module queries that are available to you

DEMO

- We will now demonstrate how to navigate in a SAM WorkCenter

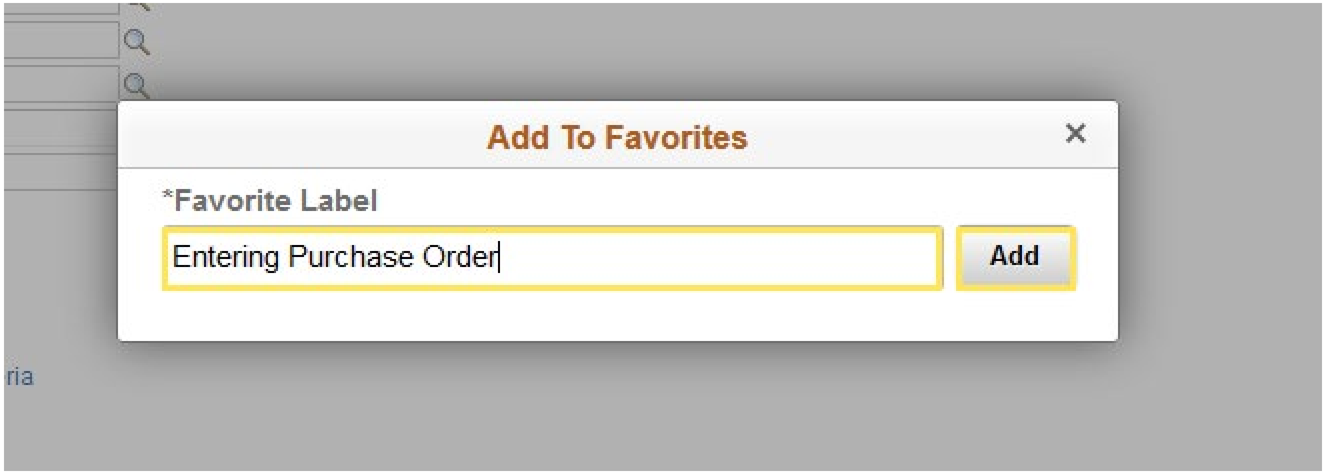
Setting up Favorites



To save any page as a favorite. **Click** on the **Actions list** icon on the toolbar and then **select** the option **Add to Favorites**.

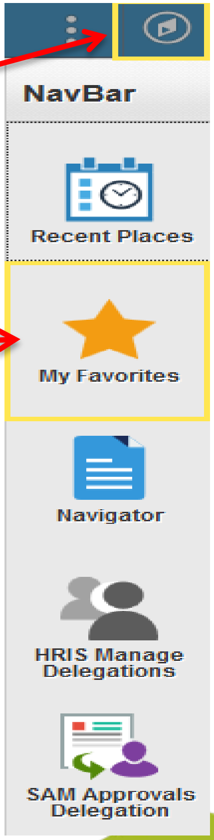
Setting up Favorites

- A pop up window will appear, you can enter a title for this favorite and then **click** the **Add** button.

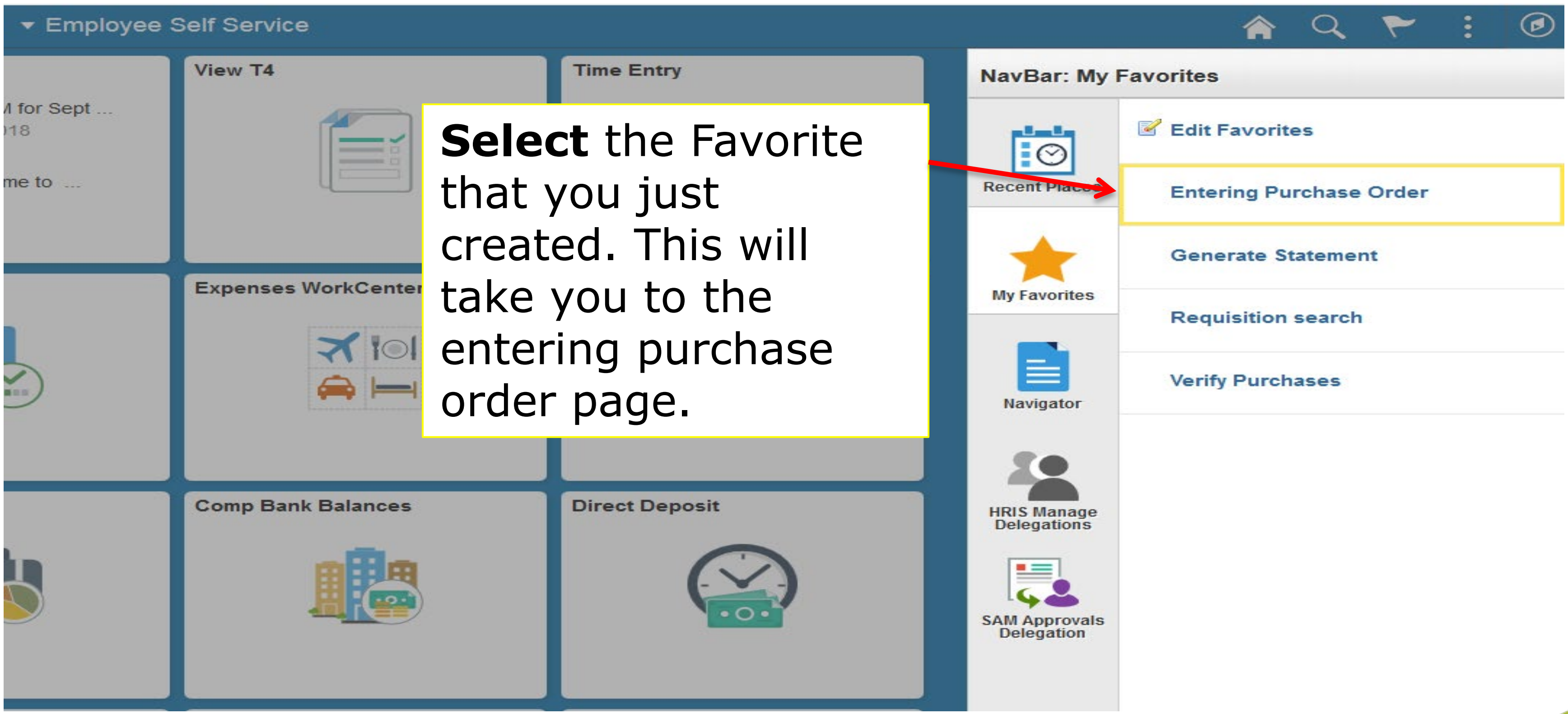


Setting up Favorites

- To access this favorite page again, all you will need to do is
  - Click the Navbar
  - Select My Favorites

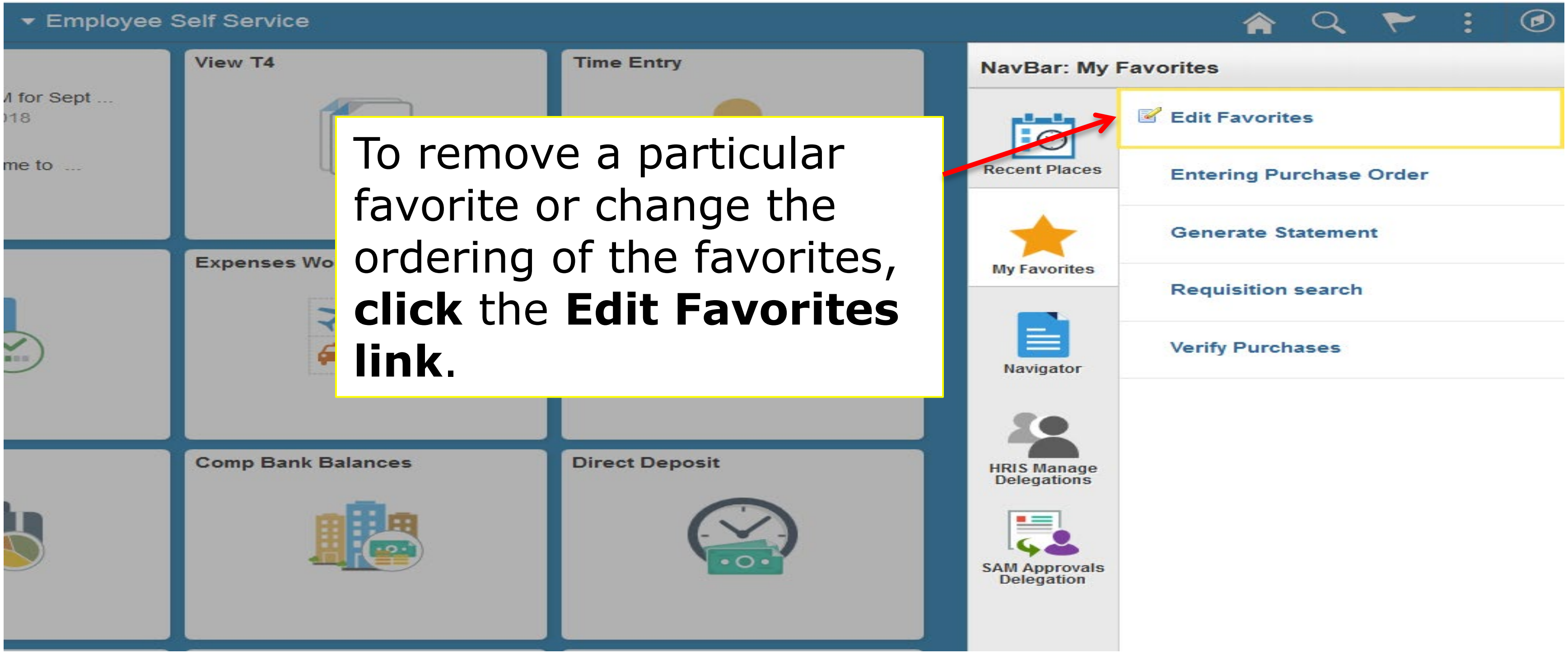


Setting up Favorites



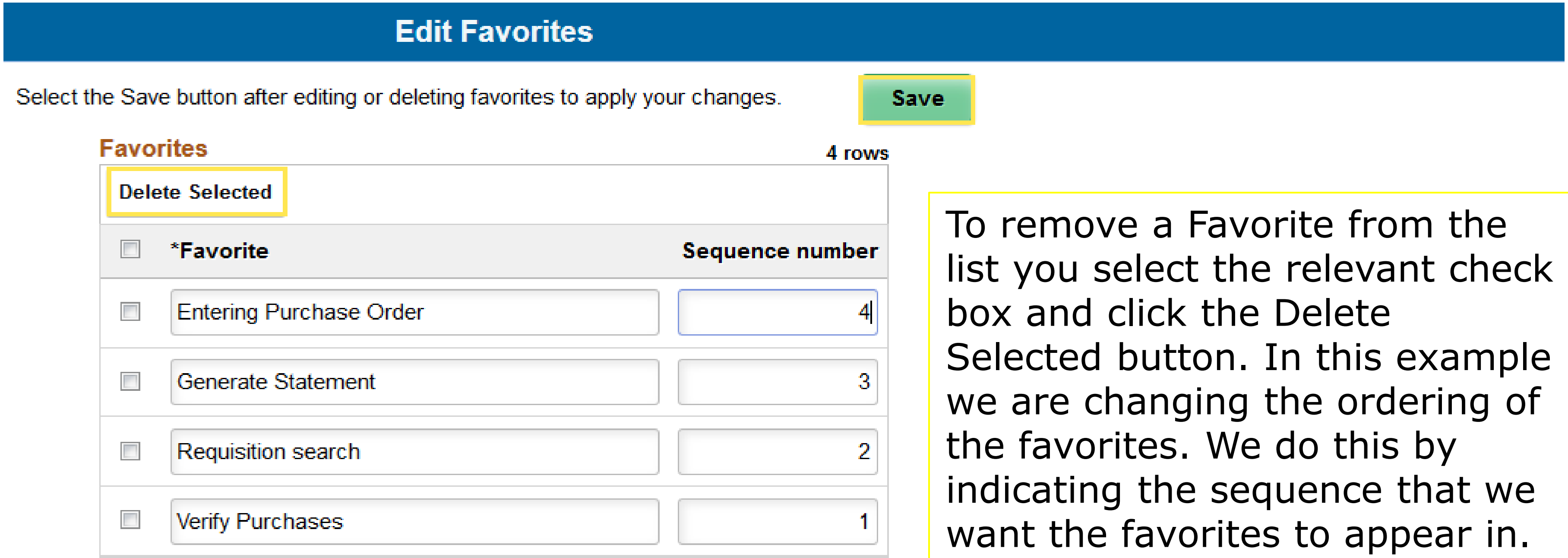
Select the Favorite that you just created. This will take you to the entering purchase order page.

Setting up Favorites



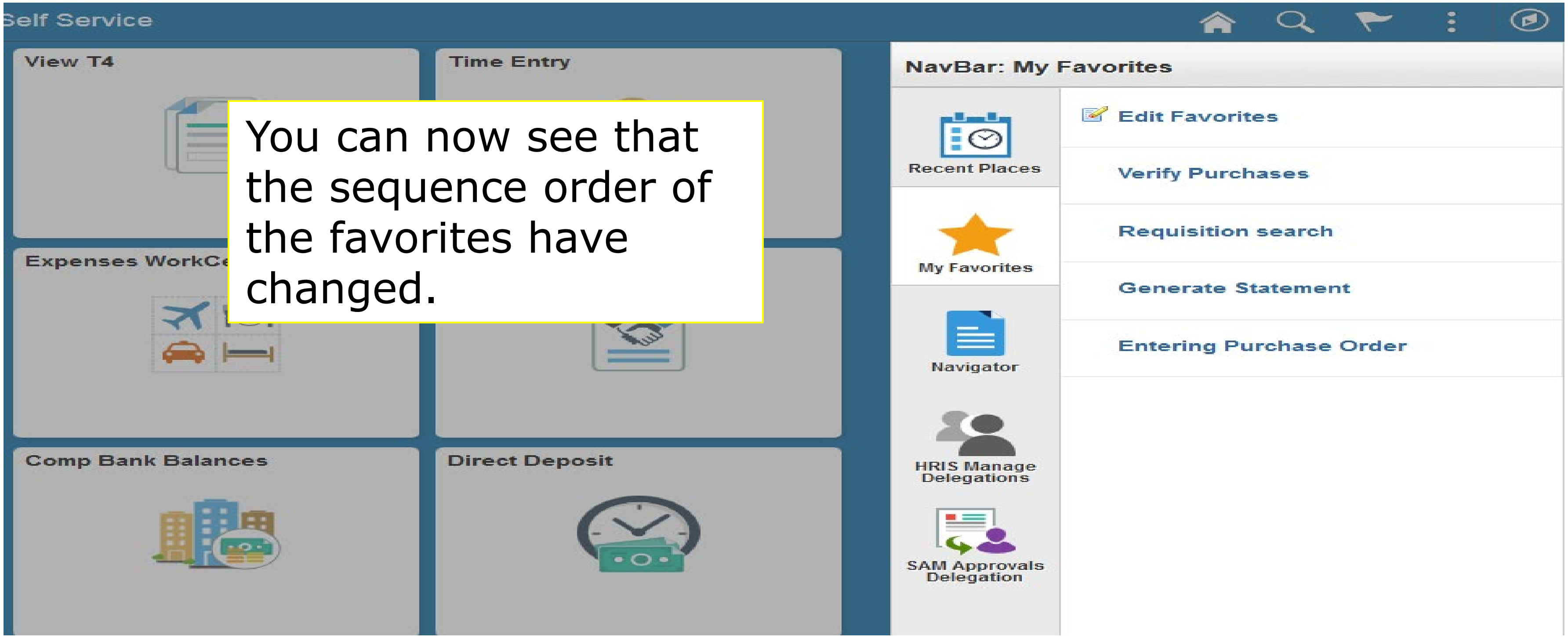
To remove a particular favorite or change the ordering of the favorites, **click** the **Edit Favorites link**.

Setting up Favorites



To remove a Favorite from the list you select the relevant check box and click the Delete Selected button. In this example we are changing the ordering of the favorites. We do this by indicating the sequence that we want the favorites to appear in. Once you have determined the order of preference click the Save button.

Setting up Favorites



You can now see that the sequence order of the favorites have changed.

DEMO

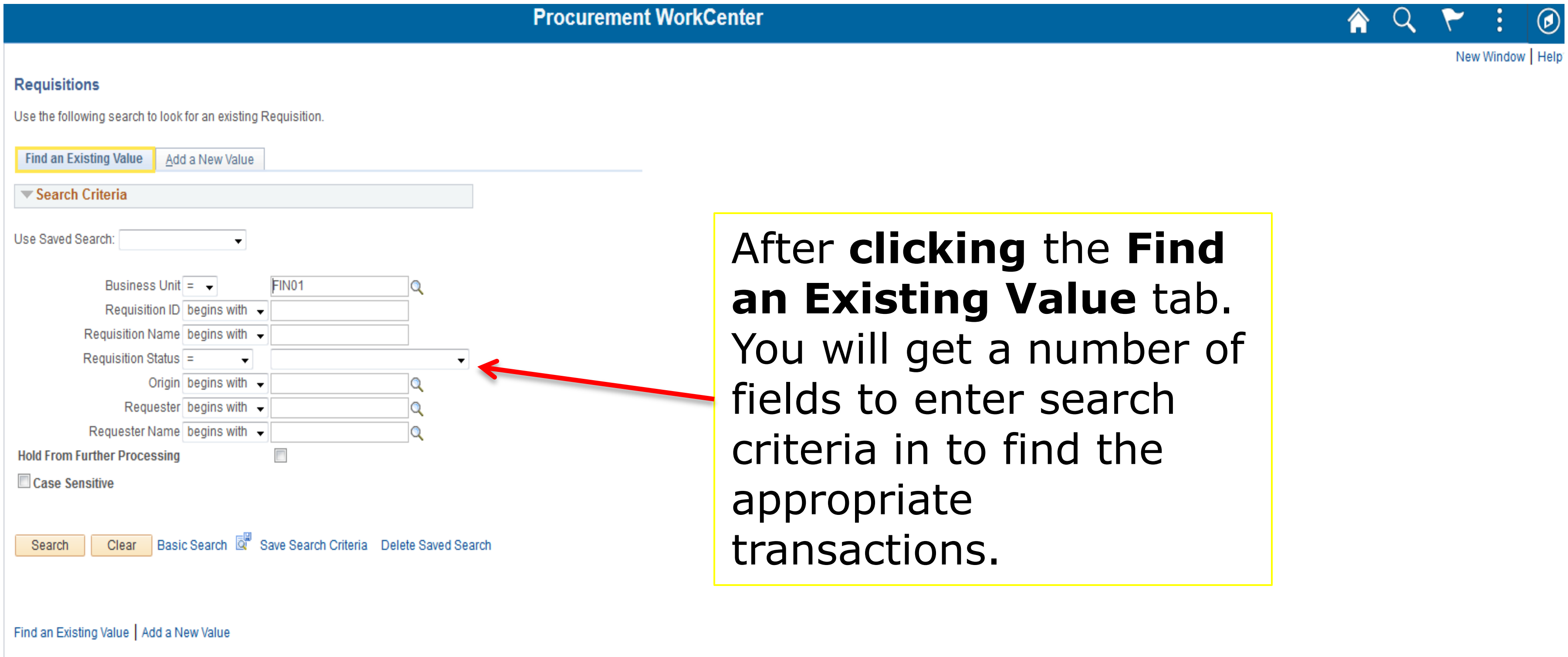
- We will now demonstrate how to set-up favorites.

Find an Existing Value

- A number of the WorkCenters have the **Find an Existing Value tab**. This can be used to *search* for existing transactions.

The **Add a New Value** tab will let you create a new transaction.

Find an Existing Value



After **clicking** the **Find an Existing Value** tab. You will get a number of fields to enter search criteria in to find the appropriate transactions.

Find an Existing Value

- The search fields have a number of operators that the user can use to better refine their search.
- The list of operators available are:
  - **Begins with**
  - **Contains**
  - **=**
  - **Not =**
  - **<**
  - **<=**
  - **>**
  - **>=**
  - **Between**
  - **in**

Government of Northwest Territories Gouvernement des Territoires du Nord-Ouest

IBM

NTHSSA • ASTNO

Find an Existing Value

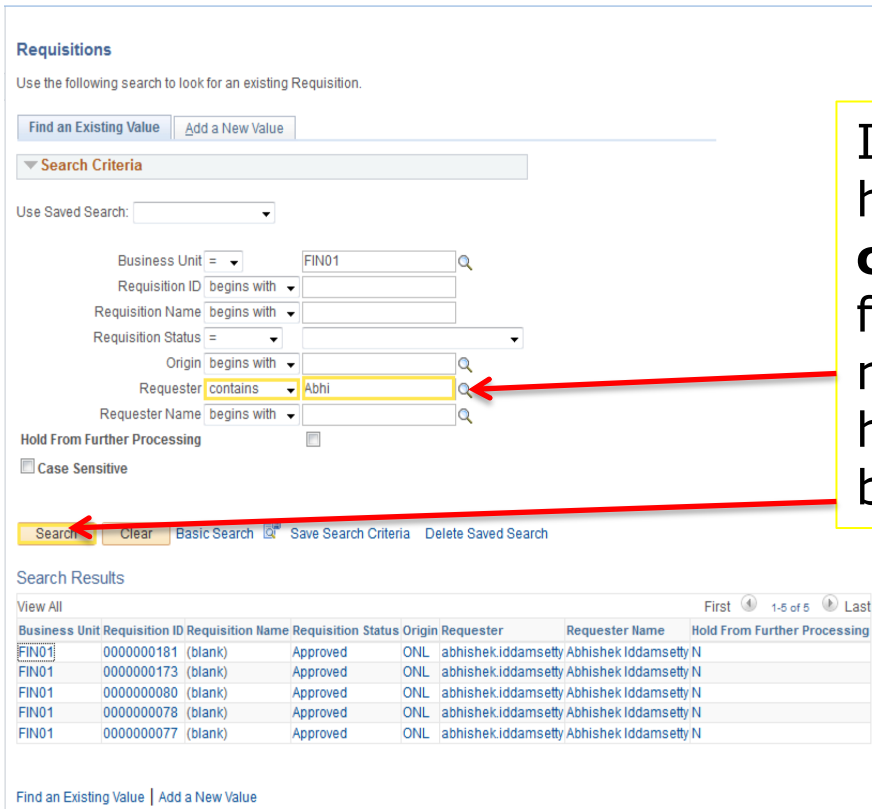
- A wildcard character can be used in query expressions to expand word searches into pattern searches.
  - The percent wildcard, %, specifies that any characters can appear in multiple positions represented by the wildcard.
  - For example, the following search scal% finds all the terms beginning with the pattern scal or %458 will find all number combinations that end with 458.

Government of Northwest Territories Gouvernement des Territoires du Nord-Ouest

IBM

NTHSSA • ASTNO

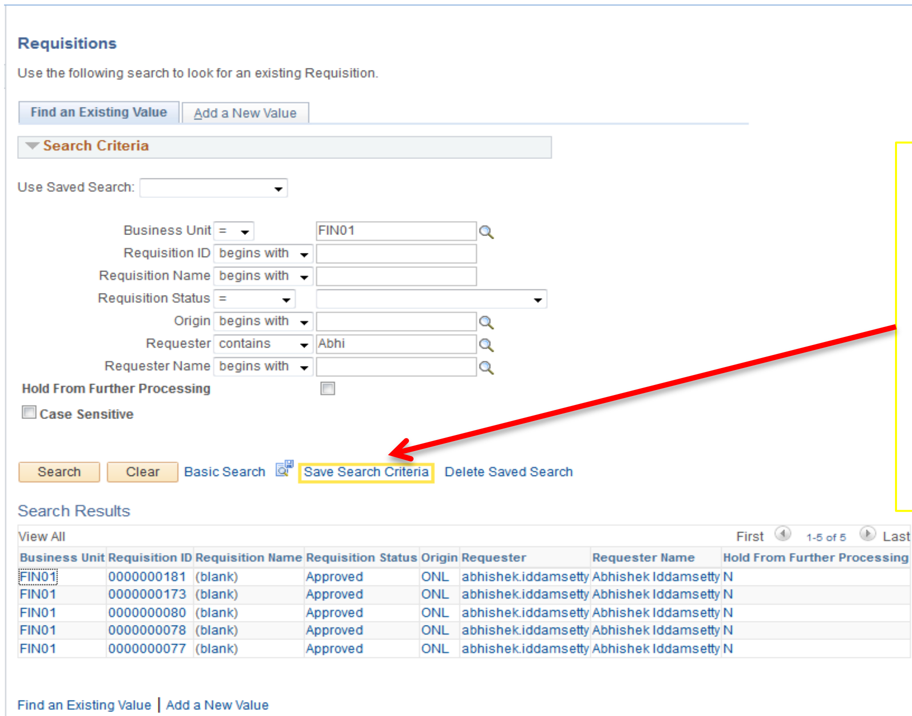
Find an Existing Value



Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing
FIN01	0000000181	(blank)	Approved	ONL	abhishek.iddamsetty	Abhishek Iddamsetty	N
FIN01	0000000173	(blank)	Approved	ONL	abhishek.iddamsetty	Abhishek Iddamsetty	N
FIN01	0000000080	(blank)	Approved	ONL	abhishek.iddamsetty	Abhishek Iddamsetty	N
FIN01	0000000078	(blank)	Approved	ONL	abhishek.iddamsetty	Abhishek Iddamsetty	N
FIN01	0000000077	(blank)	Approved	ONL	abhishek.iddamsetty	Abhishek Iddamsetty	N

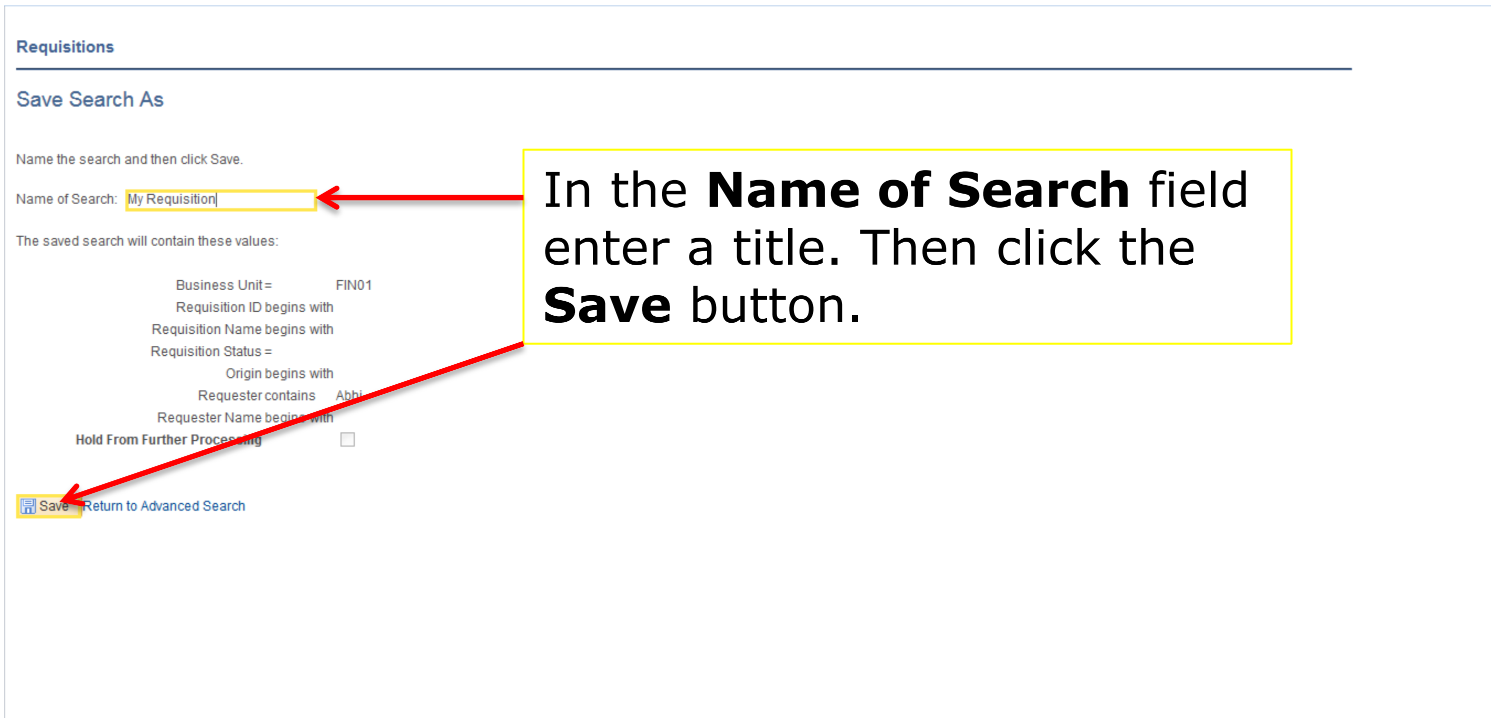
In the **Requestor** field we have selected the operator **contains**. In the adjoining field we have entered the first name of the user. Then we have **clicked** the **Search** button and we get our result.

Find an Existing Value



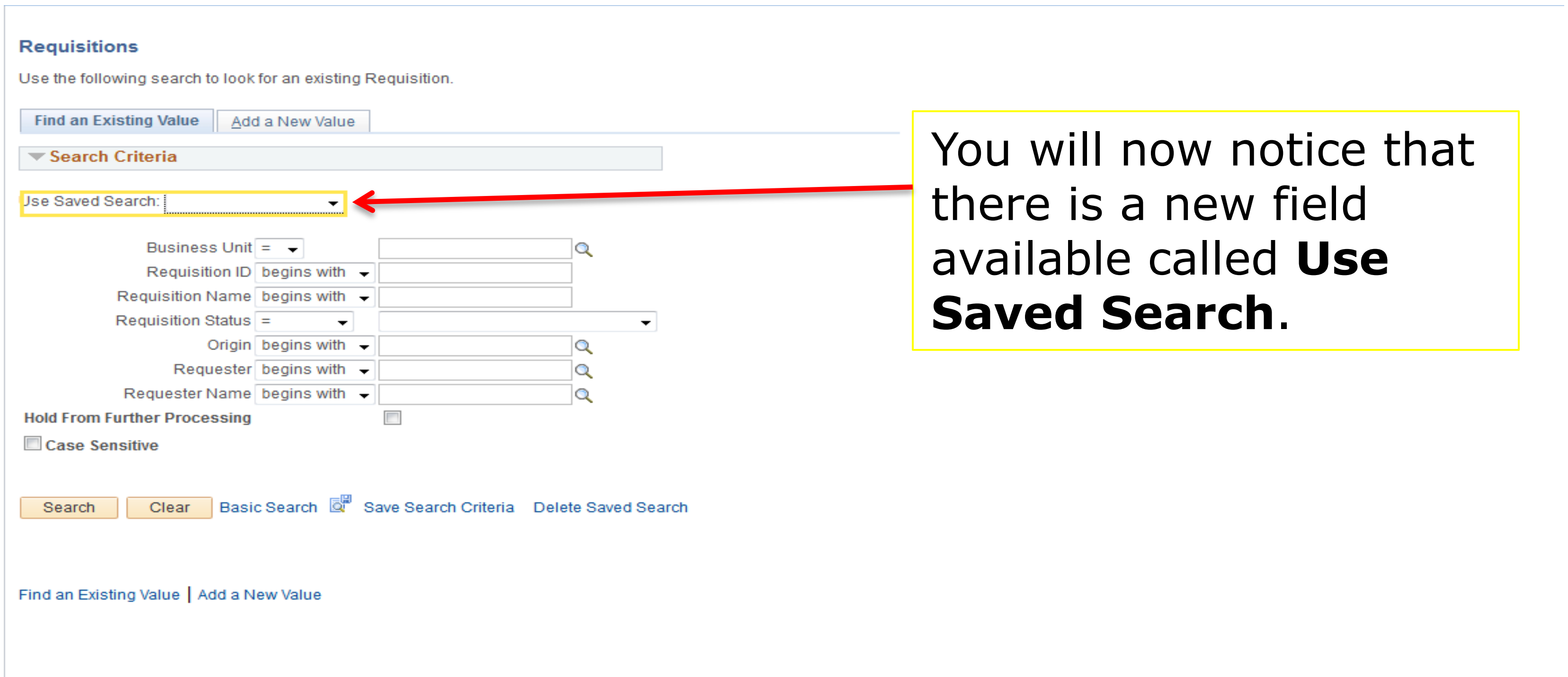
You can save this particular search by **clicking** on the link **Save Search Criteria**. This will set the search criteria and you will not need to type information into the fields for future searches.

Find an Existing Value



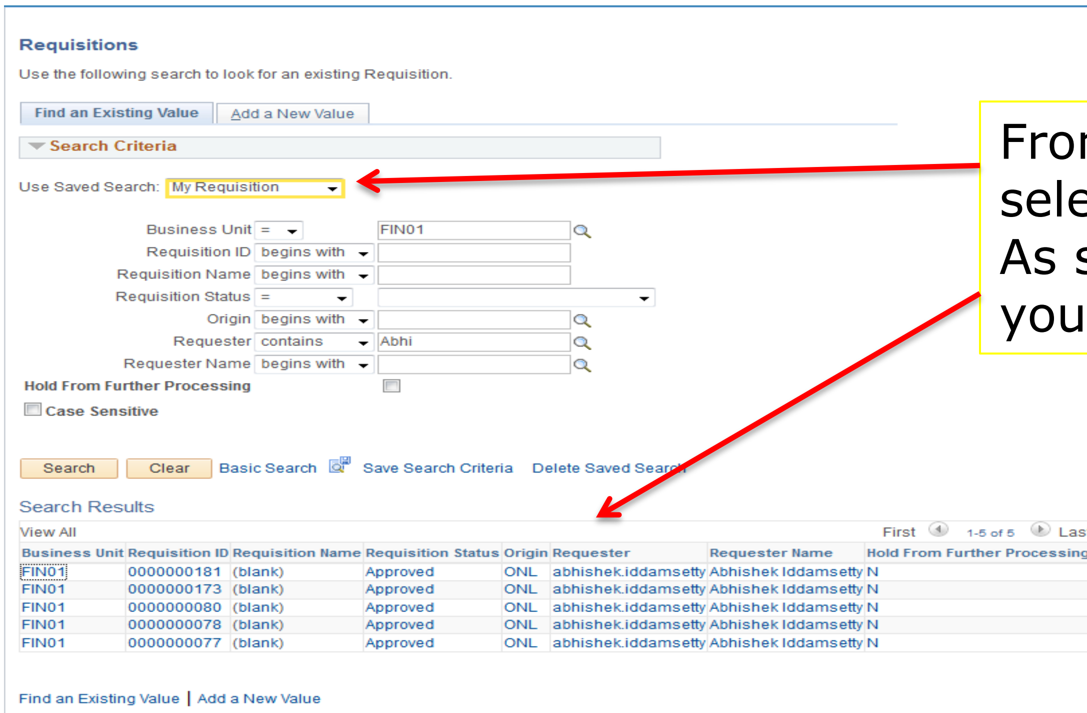
In the **Name of Search** field enter a title. Then click the **Save** button.

Find an Existing Value



You will now notice that there is a new field available called **Use Saved Search**.

Find an Existing Value



From the drop down select your search title. As soon as you do this your results will appear.

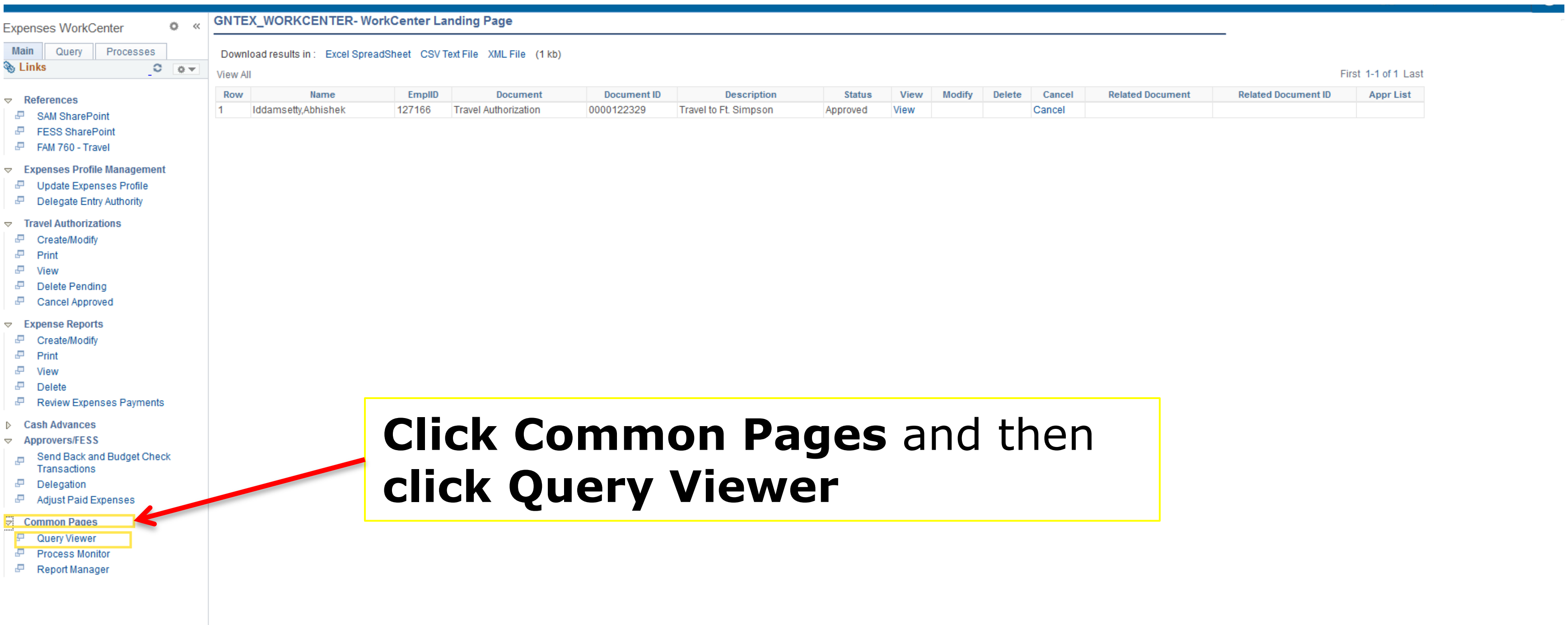
DEMO

- We will now demonstrate how to use the Find an Existing Value tab.

Query Viewer

- Query Viewer is the page where you can access all of the SAM Queries
- You can navigate to this page via two methods:
  - The **Common Pages** link in the left-hand menu in each of the WorkCenter tiles or
  - Using the **NAVBAR** in the top right-hand corner

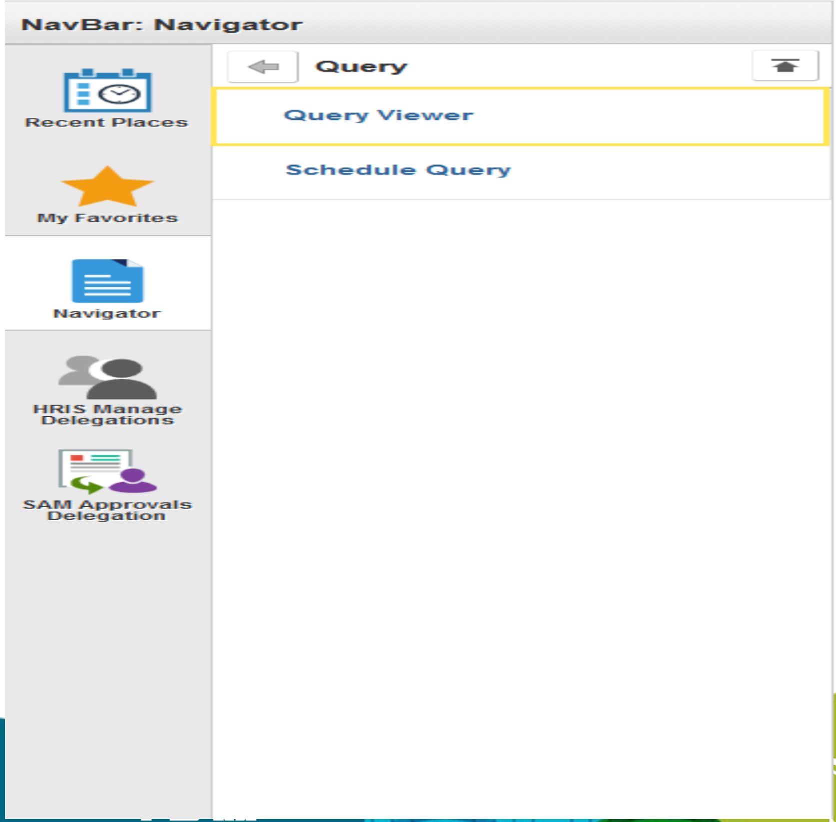
Query Viewer



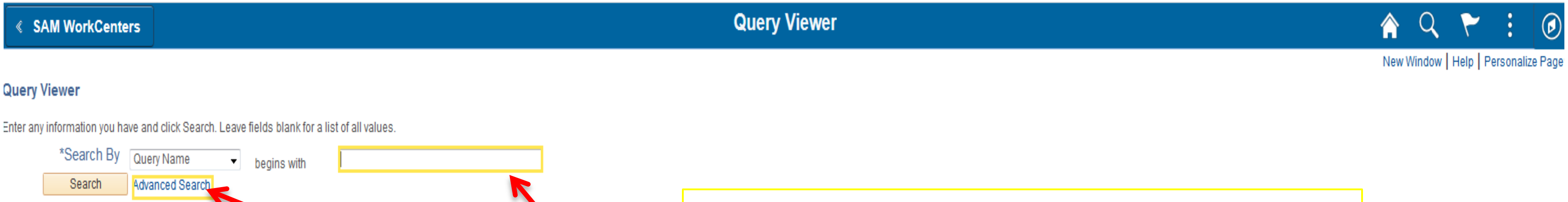
Click Common Pages and then **click Query Viewer**

Query Viewer

- Using the NavBar, navigate through the following links:
  - Navigator>SAM>Reporting Tools>Query>Query Viewer

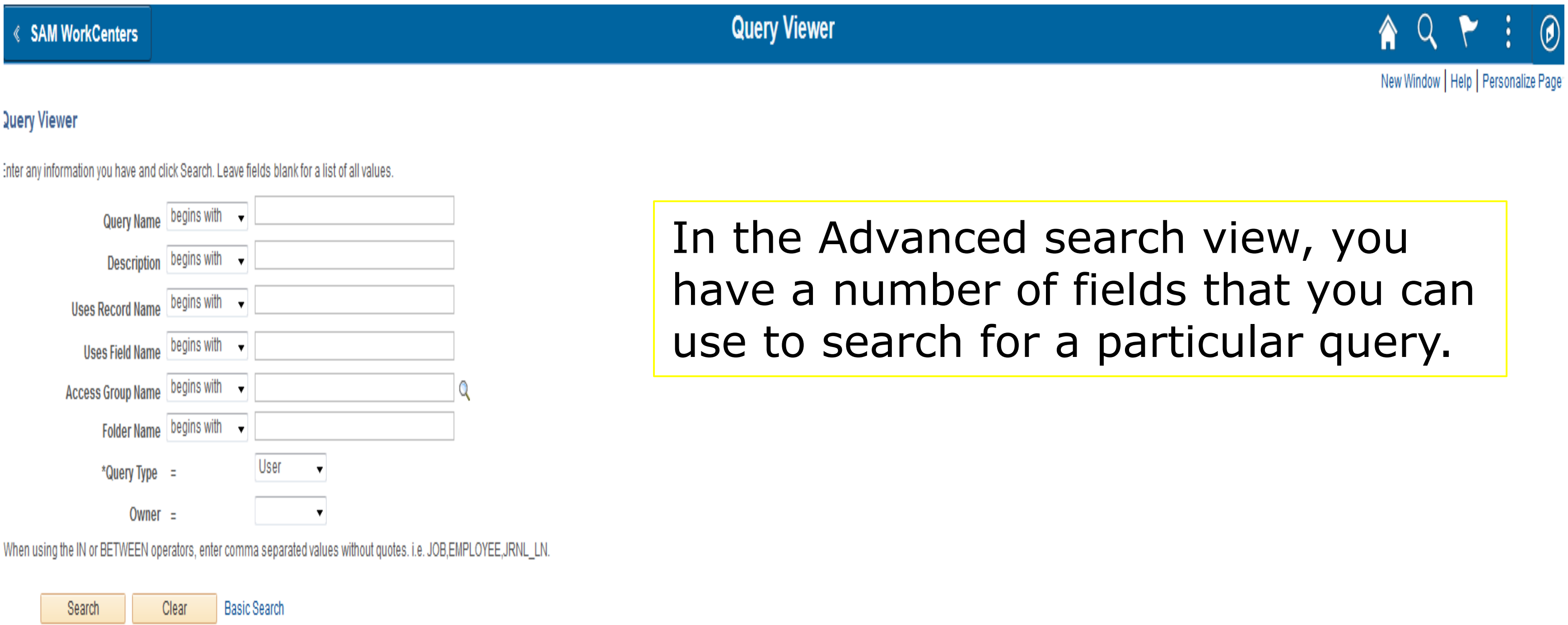


Query Viewer



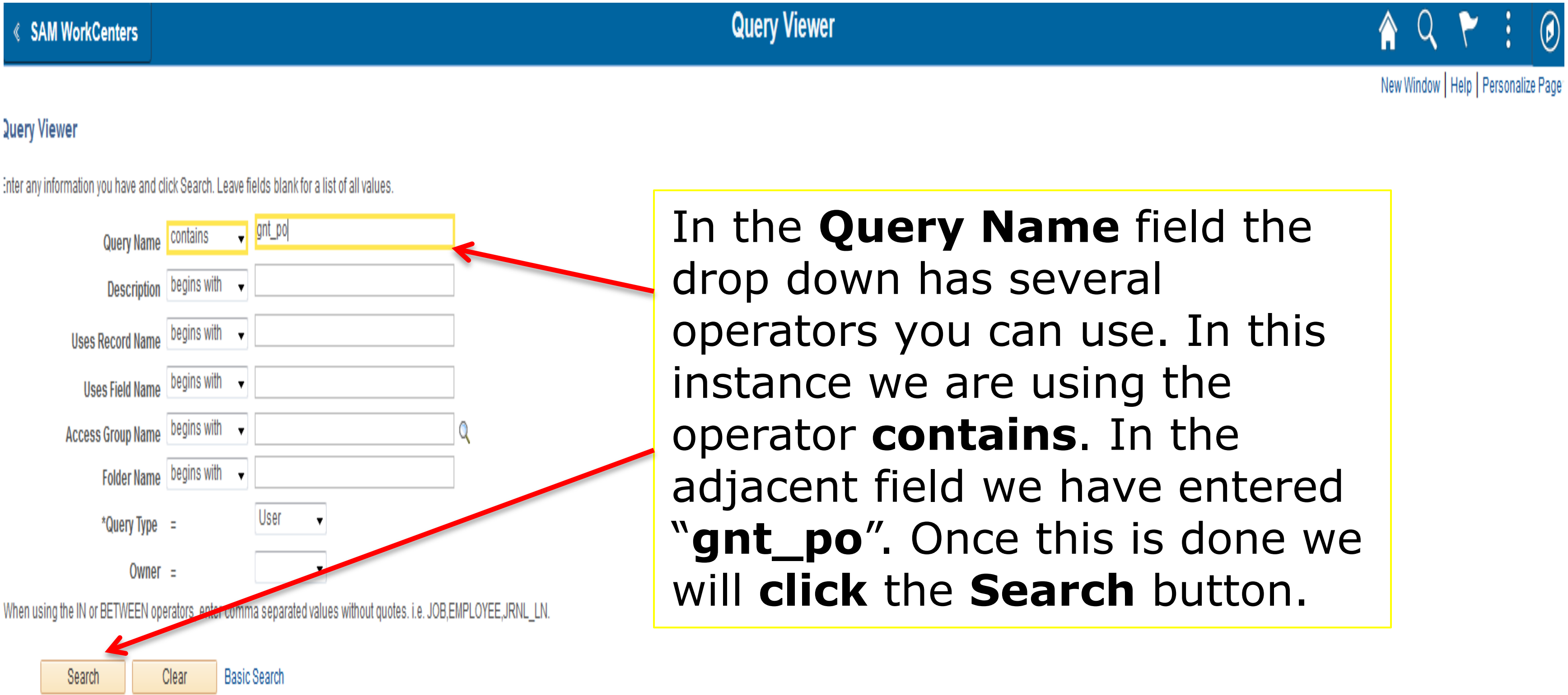
You can search for queries by entering information in the **begins with** field and then **click Search**. Alternatively you click the **Advanced Search** link for more search criteria.

Query Viewer



In the Advanced search view, you have a number of fields that you can use to search for a particular query.

Query Viewer



In the **Query Name** field the drop down has several operators you can use. In this instance we are using the operator **contains**. In the adjacent field we have entered "**gnt_po**". Once this is done we will **click** the **Search** button.

Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name	contains	GNT_PO
Description	begins with	
Uses Record Name	begins with	
Uses Field Name	begins with	
Access Group Name	begins with	
Folder Name	begins with	
*Query Type	=	User
Owner	=	

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

Search Clear Basic Search

Search Results

*Folder View -- All Folders --

Query Personalize | Find | View All | First 1 of 1 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
GNT_PO_BALANCES	Purchase Order Balances	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

The query results will appear below.

Query Viewer

*Folder View: -- All Folders --

Query — Personalize | Find | View All | | First 1 of 1 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
GNT_PO_BALANCES	Purchase Order Balances	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- Select **HTML** link and the results of the query will be displayed in SAM.
- Select **Excel** link and the results of the query will be displayed in an Excel spreadsheet.
- Select **Favorite** and this query will always appear on the query viewer page.

Query Viewer

*Folder View: -- All Folders --

Query — Personalize | Find | View All | First 1 of 1 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
GNT_PO_BALANCES	Purchase Order Balances	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

My Favorite Queries — Personalize | Find | First 1 of 1 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
GNT_PO_BALANCES	Purchase Order Balances	Public		HTML	Excel	XML	Schedule	Lookup References	

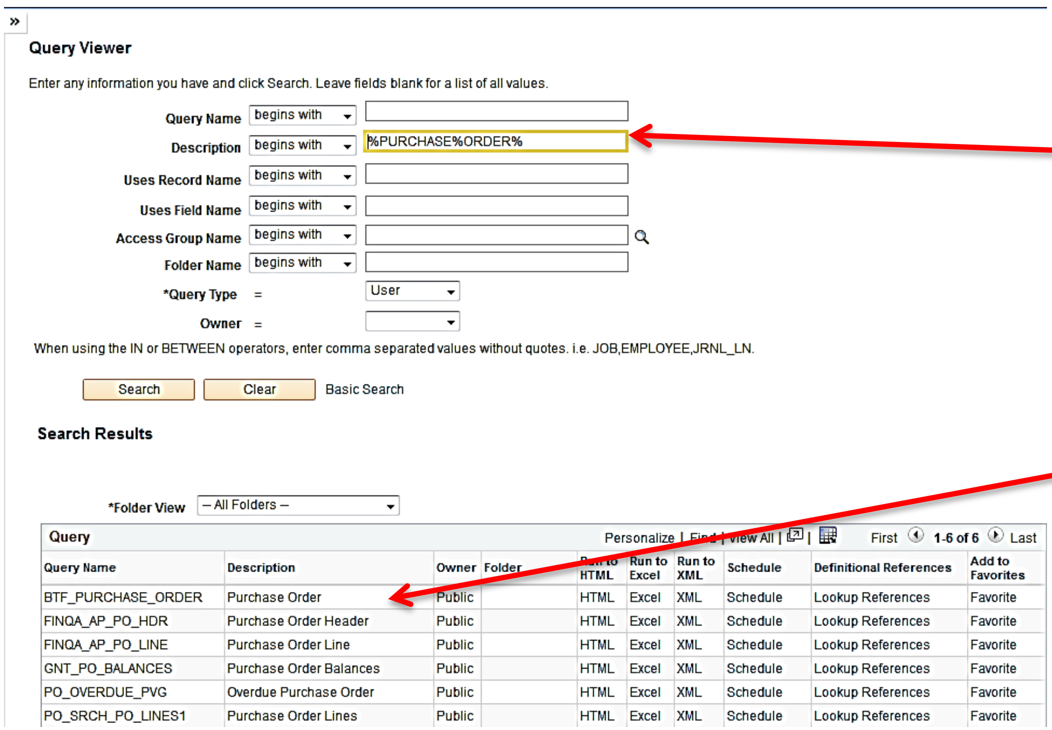
Clear Favorites List

- **Click** on the **Favorite** link.
- The query **GNT_PO_BALANCES** will appear at the bottom, and will always be present when you navigate to the query viewer page.
- To remove this query from the query viewer page **click** the **Clear Favorites List** button.

Query Viewer

- Common Query abbreviations
  - EX = Expenses queries
  - PO = Purchasing queries
  - AR = Accounts Receivable queries
  - BI = Billing queries
  - GL = General Ledger queries
  - AP = Accounts Payable queries
  - Sometimes queries will have "**GNT**" in front of them and this indicates that it was a query created by the SAM team.

Query Viewer



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name: begins with
Description: begins with %PURCHASE%ORDER%
Uses Record Name: begins with
Uses Field Name: begins with
Access Group Name: begins with
Folder Name: begins with
*Query Type = User
Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

Search | Clear | Basic Search

Search Results

*Folder View: -- All Folders --

Query — Personalize | Find | View All | First 1-6 of 6 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
BTF_PURCHASE_ORDER	Purchase Order	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
FINQA_AP_PO_HDR	Purchase Order Header	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
FINQA_AP_PO_LINE	Purchase Order Line	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
GNT_PO_BALANCES	Purchase Order Balances	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
PO_OVERDUE_PVG	Overdue Purchase Order	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
PO_SRCH_PO_LINES1	Purchase Order Lines	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

You can add wildcards like **%** between key words and the Query Viewer will search for all instances where both words appear. We have typed **%PURCHASE%ORDER%** in the description field and below are our queries that have both those words in the description field.

DEMO

- We will demonstrate how to use the Query Viewer now in SAM

Chart of Accounts (COA) – Definitions and Purpose

- A financial classification system for identifying, aggregating and reporting financial transactions.
- The COA provides the framework for
  - planning,
  - resource allocation,
  - management control,
  - accounting,
  - statistical and evaluation purposes,
  - preparation of Financial Statements.
- The COA is made up of a series of segments called ChartFields and each ChartField has a set of values.

Why is the correct COA coding important?

- Dictates how the financial transaction you have entered routes for approval
- Allocates the financial transactions to your specific budget
- Provides senior leadership with accurate reporting on NTHSSA spending

Chart of Accounts

Name	Field Length	Definition	Required	Naming Convention
GL Business Unit	5	Legal or reporting Entity which will maintain a balanced set of books (i.e. Balance Sheet required).	Required for all transactions.	One Business Unit **NTH01**
Organization	5	Organization represents Level 2 to 5 in the Functional Centre Framework. This field is used for expenditure approval routing.	Required for all transactions.	1 Admin & Support Services 2 Nursing Inpatient Services 3 Ambulatory Care 4 Diagnostic and Therapeutic Services 5 Community Health Programs 6 Community Social Programs 7 Supplementary Health Programs 8 Education 9 Undistributed
Account	5	Defines the purpose of the transaction and classifies accounts as balance sheet, operating, statistical accounts, etc. This represents a combination of the CIHI Primary Balance Sheet accounts and the Secondary Financial Accounts.	Required for all transactions.	10000 Assets 20000 Liabilities 30000 Financial Position 40000 Revenues 50000 Expenses 90000 Statistical

Chart of Accounts

Name	Field Length	Definition	Required	Naming Convention
Fund	2	Identifies the source of funding, whether from an annual appropriation or as a revolving/special purpose fund. This represents Level 1 reporting of the Fund Type. This field could be used to track restricted funding.	Required for all transactions.	01 – Operating 04 – Board Designated 05 - Capital 06– Special Purpose 08 – Endowment – Revenue Unrestricted 09 – Endowment – Revenue Restricted
Area	2	Will be used to define the Facilities across all the regions. This will allow for rollup to the region and be used for routing approvals.	Required for all transactions.	1x – NTHSSA 2x – Stanton 3x – Deh Cho 4x – Beaufort Delta 5x – Yellowknife 6x – Fort Smith 8x – Sahtu X – represents an Alpha that will identify the facility in the region.

Chart of Accounts

Name	Field Length	Definition	Required	Naming Convention
Settlement	3	Defines the payroll split to be assigned to the employee in HRIS. The split is for • Unit Producing • Management and Operational Support • Medical	Only used for Payroll transactions	Numeric value 3 char (only 3 codes expected)
Program	5	Tracks revenue and expenditures for programs within or across NTHSSA to which you want to apply budgetary control.	For future use consideration	Numeric value-5 char

Chart of Accounts

Merchandise Amount	GL Unit	Org	Account	Fund	Area
11,000.00	NTH01	10700	51609	01	2B

- The above is an example of how you would code a financial transaction in SAM.
- The **GL Unit** will auto populate to **NTH01**.
- The **Account** code is often automatically populated by the transaction entered and will appear.
- The fields you will need to enter are the **Org**, **Fund** and **Area**.
- It is your responsibility to ensure these codes are correct

My COA Worksheet

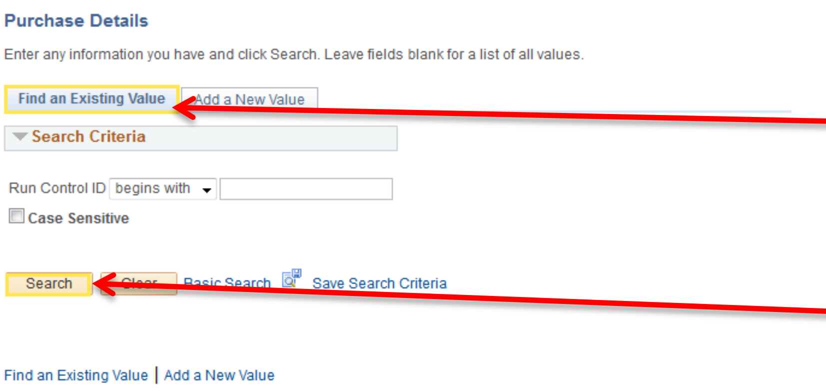
Purpose	GL Bus Unit	Org	Fund	Area
Example: Use When I Travel	*NTH01*	*13011*	*01*	*6A*
	NTH01			
	NTH01			
	NTH01			
	NTH01			

Fill in this worksheet once the NTHSSA Chart of Accounts has been distributed.

Run Control ID

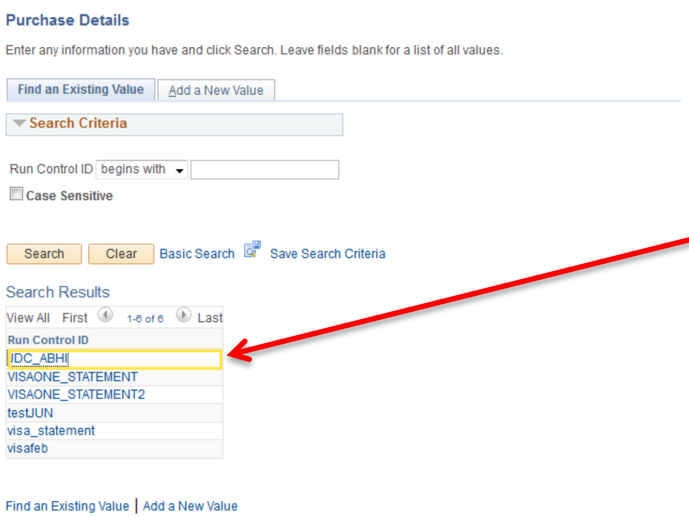
- A **Run Control ID** is a process that you initiate in SAM by defining certain parameters.
- A **Run Control ID** requires a name - only alphanumeric (letters and numbers) and the underscore character are permitted.
- Most common examples of **Run Control IDs** are the Visa One Statement and running the commitment control report.
- Once a **Run Control ID** has been created it is saved in SAM and can be reused.

Run Control ID



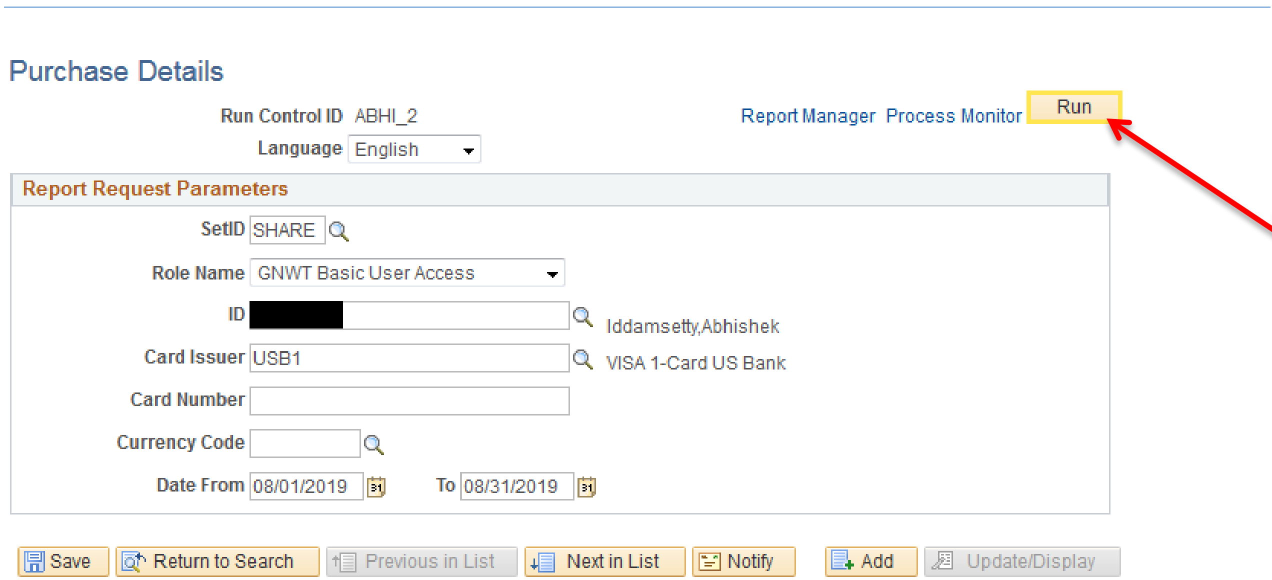
When you navigate to the Run Control ID page SAM will place you under the **Find an existing Value** tab. If you then click **Search** it will show you all the existing Run Control IDs you have created in the past.

Run Control ID



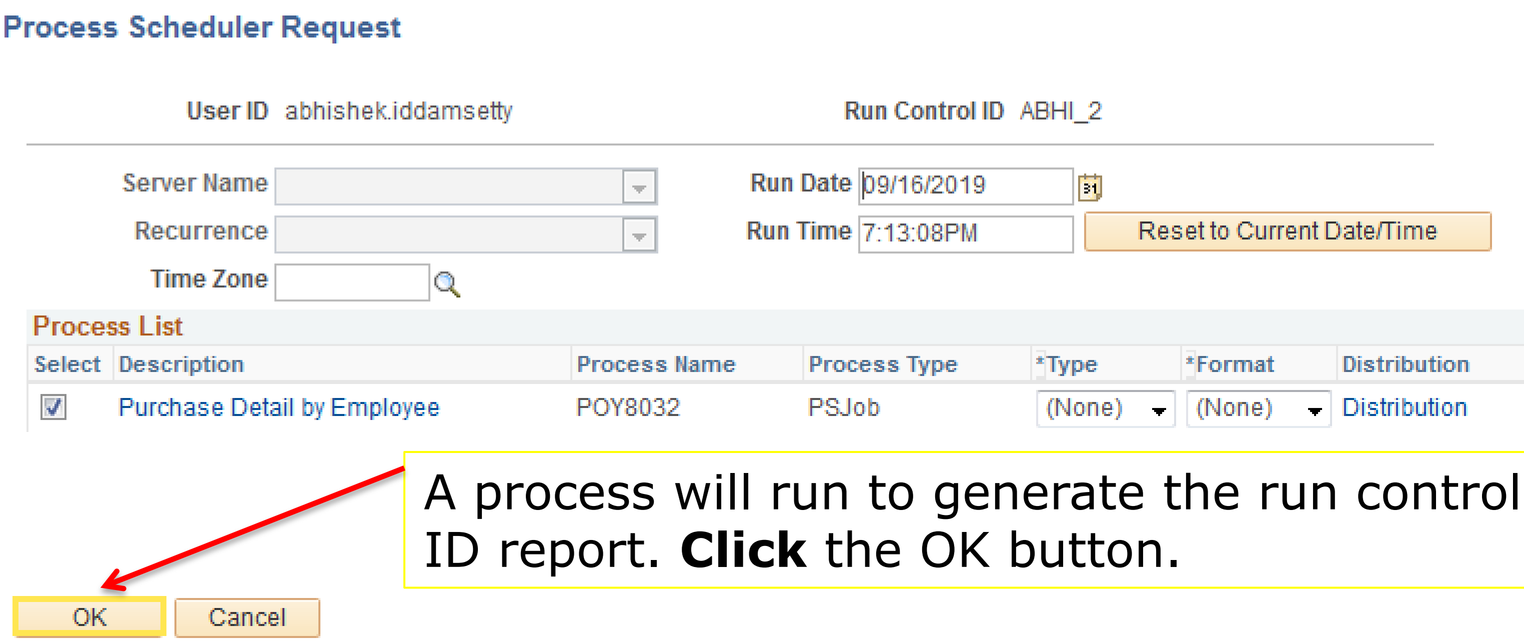
You can now see all the previous Run Control IDs. **Click** on any of the Run Control IDs and you will go to that particular Run Control ID.

Run Control ID



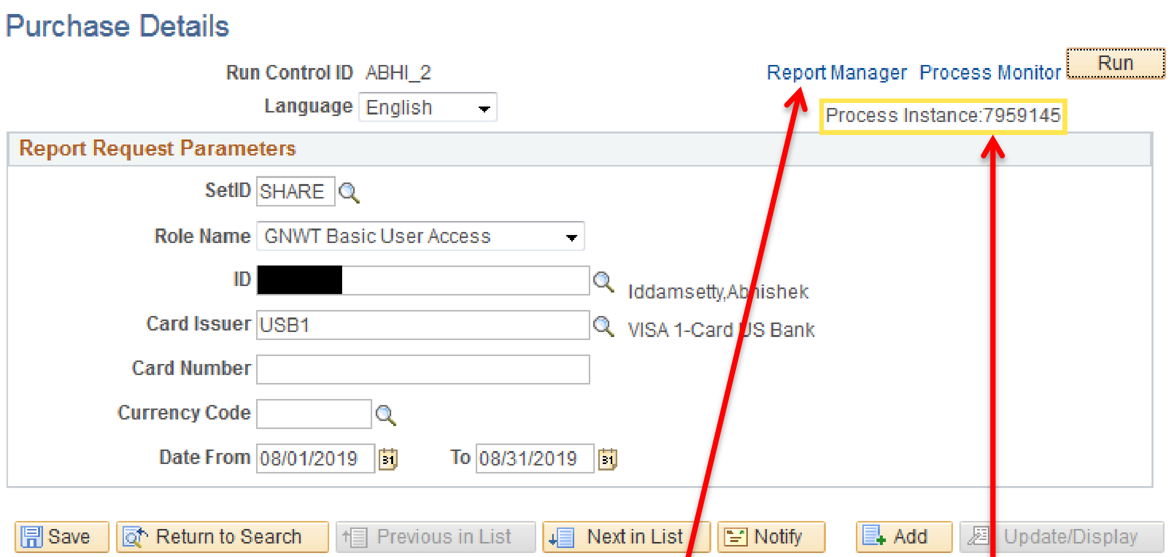
After you have made changes to the parameters **click** the Run button

Run Control ID



A process will run to generate the run control ID report. **Click** the OK button.

Run Control ID



The **Process Instance number** indicates that a process is running in the background. **Click** the Report Manager link.

Run Control ID

Administration

View Reports For

User ID abhishek.iddams | Type | Last | 1 | Days | Refresh

Status | Folder | Instance | to

Report List Personalize | Find | View All | First 1-6 of 6 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	6374106	7936730	POX8032 - POX8032.pdf	[illegible]/16/2019 7:18:40PM	Acrobat (*.pdf)	Posted	Details
☐	6374105	7936731	Cleanup	09/16/2019 7:17:25PM	Text Files (*.txt)	Posted	Details
☐	6374103	7936729	Prepare data for POY8032	09/16/2019 7:17:25PM	Text Files (*.txt)	Posted	Details
☐	6374101	7936725	POX8032 - POX8032.pdf	09/16/2019 6:53:33PM	Acrobat (*.pdf)	Posted	Details
☐	6374100	7936726	Cleanup	09/16/2019 6:52:20PM	Text Files (*.txt)	Posted	Details
☐	6374098	7936724	Prepare data for POY8032	09/16/2019 6:52:20PM	Text Files (*.txt)	Posted	Details

Select All   Deselect All

Delete   Click the delete button to delete the selected report(s)

Go back to Purchase Details

Save

Click Refresh button until the report is generated. In this case the report is titled POX8032-POX8032.pdf, once the report has appeared click the link to go to the report.

Run Control ID

Government of Northwest Territories Gouvernement des Territoires du Nord-Ouest

Report ID:	GNTPO8032	PeopleSoft Purchasing	Page No.: 1
Use ID:	Abhishek Iddamsetty (abhishek.iddamsetty)	PURCHASE DETAIL BY EMPLOYEE	Run Date: 9/16/2019
Run Control ID:	ABHI_2		Run Time: 19:19:29 PM

From 08/01/2019
To 08/31/2019

Billing Amount in: CAD

Employee: Iddamsetty,Abhishek ([redacted]

Merchant: DEH CHO SUITES

Card Issuer: USB1, VISA 1-Card US Bank

*Credit Card: ************9656 (Visa) Expires: 1/31/2022*

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
000012	07/22/2019	07/23/2019		TA#122329		1,575.00

Org	Account	Fund	Area	Sett	Prog	PC Bus Unit	Project	Activity	Res	Resource Cat	Subcat	Amount
15019	53010	01	11	005	00000							-175.00
15019	53010	01	11	005	00000							1,750.00

Total for DEH CHO SUITES **1,575.00**

Merchant: INTERNATION 9540026209SPO

Card Issuer: USB1, VISA 1-Card US Bank

*Credit Card: ************9656 (Visa) Expires: 1/31/2022*

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
000025	07/29/2019	07/31/2019		TA#122329		75.00

Org	Account	Fund	Area	Sett	Prog	PC Bus Unit	Project	Activity	Res	Resource Cat	Subcat	Amount
15019	53010	01	11	005	00000							75.00

Total for INTERNATION 9540026209SPO **75.00**

Merchant: K K EXPEDITING TRUCK

Card Issuer: USB1, VISA 1-Card US Bank

*Credit Card: ************9656 (Visa) Expires: 1/31/2022*

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
000044	07/31/2019	08/02/2019		TA#122329		1,636.84

The report is now ready.

DEMO

- We will demonstrate how to generate a RUN Control ID.

SAM SharePoint

- Online portal for SAM resources such as the User Productivity Kits (UPKs), training guides and security access forms.
  - UPKs are an easy-to-use platform where users can view recorded video of step-by-step processes and download learning guides.
- Website link: SAM SharePoint site

SAM Help Desk

- To receive assistance on any technical issues in SAM you can contact the SAM help desk
  - Email: samhelpdesk@gov.nt.ca
  - T: (867) 767-9129 Ext. 15453
  - T: (866) 525-0536

NTHSSA onto SAM Project Questions

- If you have any additional questions regarding the NTHSSA onto SAM Project please contact Jason Doiron, Project Manager.
  - Email: Jason_Doiron@gov.nt.ca
  - T: (867) 767-9172 Ext. 15102