

SAMIS 2.0

SAMIS Administrator

Pedro Medina

Phone: (561) 355-4651

Email: pmedina@pbcgov.org

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Introduction

Services and Activities Management Information System (SAMIS) is a web-based reporting system which we currently use for processing reimbursement requests. It is supported by multiple web browsers such as Firefox and Chrome.

Agencies that are funded through programs such as ESG, Ryan White, and Financially Assisted Agencies create and submit their monthly reimbursement requests through SAMIS. It is beneficial in many ways. It quickens the reimbursement process, there is fiscal workflow accountability and tracking, provides an audit trail from creation through approval, and is paperless.

User Access - A completed user request form will be required if your agency needs to add or remove SAMIS access for an employee. Information such as the employee's name, email address, and the role your agency would like them to fill in the workflow chain are part of the user request form.

Workflow Chain - At the agency level there are a minimum of two roles that are required...a creator and a submitter. The individuals placed into these roles will be decided by your agency. Once the creator creates the document it is forwarded to the submitter. The submitter then has the opportunity to submit/forward to the County or reject it back to the creator if it needs to be revised. A reviewer role may be added. The reviewer would have the opportunity to review it once it has been created and before the submitter reviews it. They too would have the option to reject the document back to the creator if revisions are required.

Once it is the County's queue, there are generally two levels of review: 1) Community Services fiscal review and 2) Palm Beach County Finance Department review. Certain programs may require a Community Services programmatic review prior to being reviewed fiscally. The reimbursement request can be rejected back to the originating agency from any one of these levels.

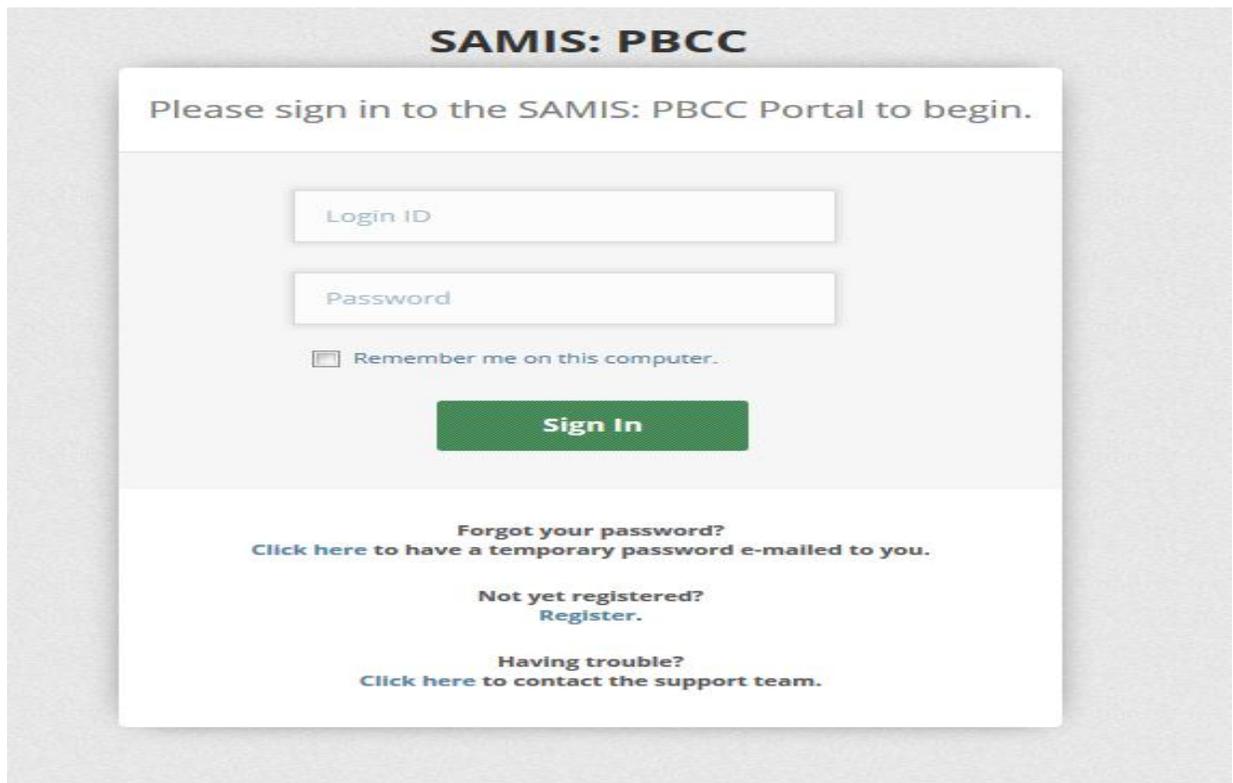
The agency will receive system generated email notifications when the document(s) have been received in your queue, approved, and/or rejected.

Log On

- Production Environment - <https://pbcc.samis.io/>

Login ID - Type in your username from SAMIS 1.0

Password - Type in your password from SAMIS 1.0



SAMIS: PBCC

Please sign in to the SAMIS: PBCC Portal to begin.

Login ID

Password

Remember me on this computer.

Sign In

Forgot your password?
Click here to have a temporary password e-mailed to you.

Not yet registered?
Register.

Having trouble?
Click here to contact the support team.

Terms and Conditions Page – First time users will be brought to this screen. Existing SAMIS 2.0 users will be taken to the main screen.

Before using this site, you must agree to the terms and conditions of use.

Terms of Use - 1/18/2011 - Version 2.0

BY CLICKING A BOX OR PRESSING A BUTTON INDICATING YOUR ACCEPTANCE YOU AGREE TO THESE TERMS OF USE. IF YOU ARE USING THIS WEB SITE ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY TO THESE TERMS OF USE, IN WHICH CASE THE TERMS "YOU" OR "YOUR" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT UNDERSTAND AND AGREE WITH THESE TERMS OF USE, YOU SHOULD SEEK LEGAL COUNSEL, NOT ACCEPT THE TERMS OF USE, AND NOT USE THE SERVICES.

Definitions

"Affiliate" means, with respect to a party, any entity which directly or indirectly controls, is controlled by, or is under common control with such party.

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Once you have agreed to the terms and conditions you will be forced to create a new password .

Your password has either expired or is a temporary one. Please enter a new password below to access the system.

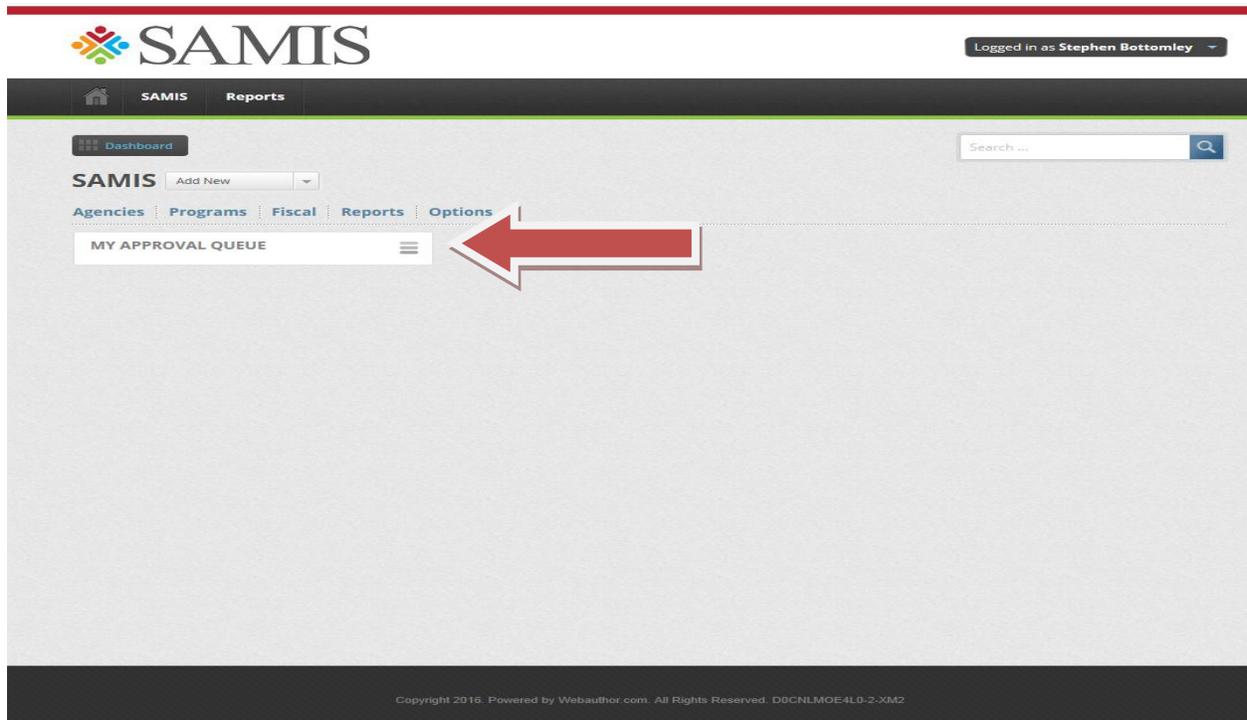
CHANGE PASSWORD

* New Password

* Confirm Password

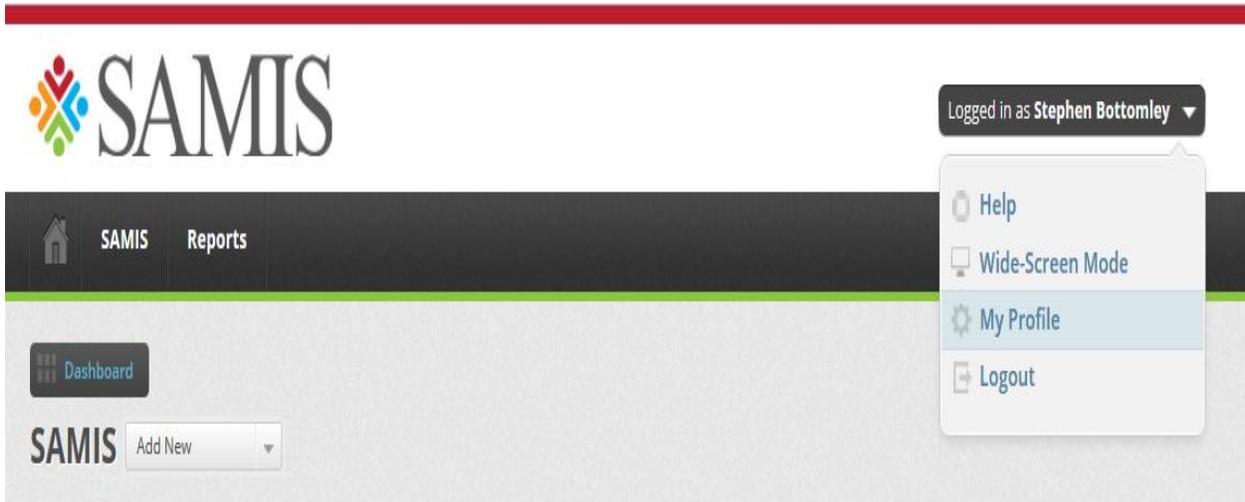
Main Screen

At any time you may click on “Dashboard” , Home icon, or “SAMIS” (located in the dark bar) to be brought back to the main screen. The main screen will have several tabs to work from as well as a “My Approval Queue” pod. The My Approval Queue pod is marked by the arrow below. This pod will show you any pending documents you may have in your queue. The pod is discussed in greater detail in My Approval Queue section of this packet.

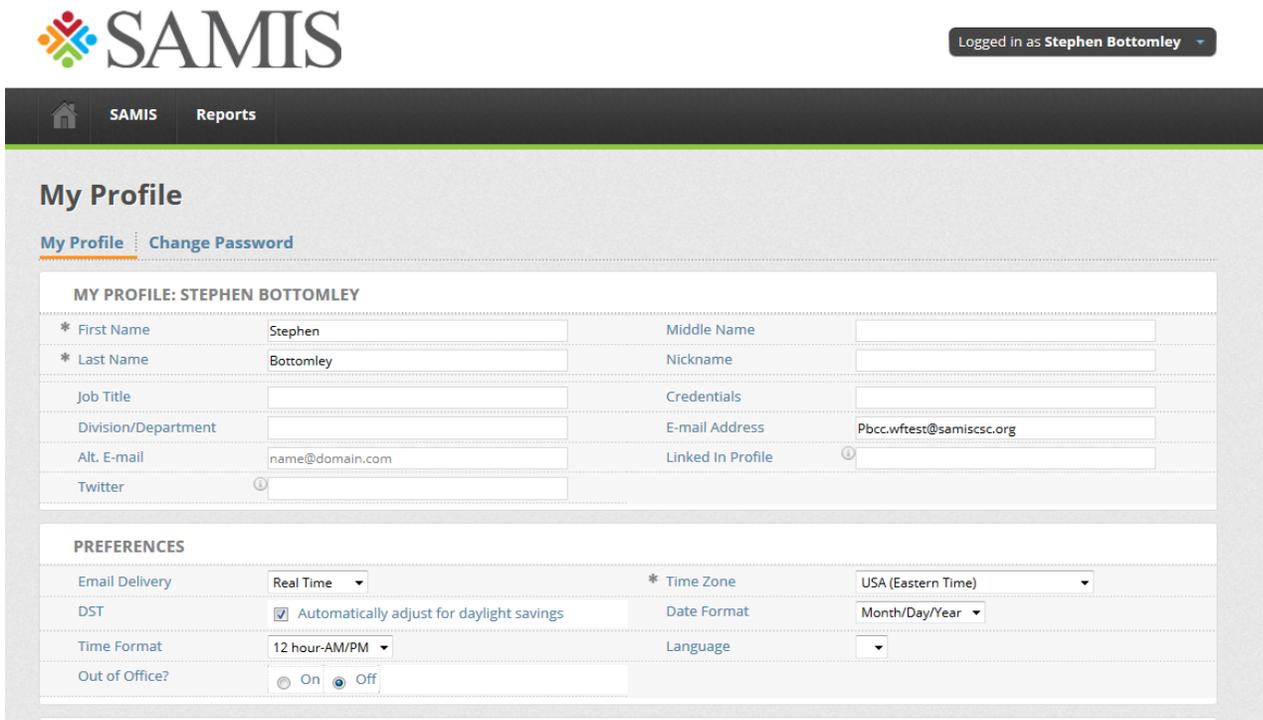


My Profile

You may change your password and personalize your account by going to the top right corner to “Logged In As” and choosing My Profile from the drop down box.



My Profile screen



Agencies Tab

This tab shows agency level information. You may click on your agency's name to view its detail.

The screenshot shows the 'Agencies' tab in a software interface. At the top, there are navigation tabs: 'Agencies', 'Programs', 'Fiscal', 'Reports', and 'Options'. Below these is a search bar with a filter set to 'Agency Name: Contains adopt'. There are buttons for 'Save', 'Reset', 'Settings', 'Download', 'Merge', and 'Advanced Filter'. Below the search bar, there is a pagination control showing 'Page 1 of 1' and 'Records per page: 100'. A table below shows a single row for 'Adopt-A-Family' with columns for 'Agency Name', 'Accounting ID', and 'No. of Pr...'. A large red arrow points to the 'Adopt-A-Family' entry in the table.

The details will have the Account Number (vendor code), Active Status, the number of programs, the total allocations, case numbers, and the total dollar amount reimbursed.

The screenshot shows the 'Adopt-A-Family' detail page. At the top, there are navigation tabs: 'Agencies', 'Programs', 'Fiscal', 'Reports', and 'Options'. Below these are buttons for 'Programs', 'New Program', 'Fiscal Years', and 'Pods'. The main content area is titled 'Adopt-A-Family' and displays a summary of key metrics in a dark grey bar:

Account #: ADOP0001	Active: Yes	Programs: 8	Allocations: \$14,671,845.00	Cases: 0	Reimbursements: \$6,069,406.85
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From here you can scroll over and click on the Programs field to view the programs of the agency. This will take you to the Programs tab. **Note:** Although there is a tab for adding a “New Program” you will not have access to do so.

The screenshot shows a software interface with a navigation bar at the top containing tabs for 'Agencies', 'Programs', 'Fiscal', 'Reports', and 'Options'. Below the navigation bar are buttons for 'Programs', 'New Program', 'Fiscal Years', and 'Poc'. A large red arrow points from the 'Programs' button down to a summary bar. The summary bar is titled 'Adopt-A-Family' and contains the following data:

Account #:	ADOP0001	Active:	Yes	Programs:	8	Allocations:	\$14,671,845.00	Cases:	0	Reimbursements:	\$6,069,406.85
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Programs Tab

This tab shows all of the programs in the system for your agency.

The screenshot shows the 'Programs' tab in a software interface. At the top, there are navigation tabs: 'Agencies', 'Programs' (selected), 'Fiscal', 'Reports', and 'Options'. Below the tabs is a search bar containing 'Adopt-A-Family'. A '+ Add Filter' button is visible. Below the filter are buttons for 'Save', 'Settings', 'Download', 'Merge', 'Advanced Filter', and 'Metrics'. A pagination bar shows 'Page 1 of 1', 'Records per page: 100', and 'Displaying 1 to 8 of 8 items'. A table with 8 rows and 7 columns is displayed. The columns are: Cases, Title, Active, Agency Name, Total Allocations, and Reimbursements. The 'Active' column contains 'No' (red) or 'Yes' (green) indicators.

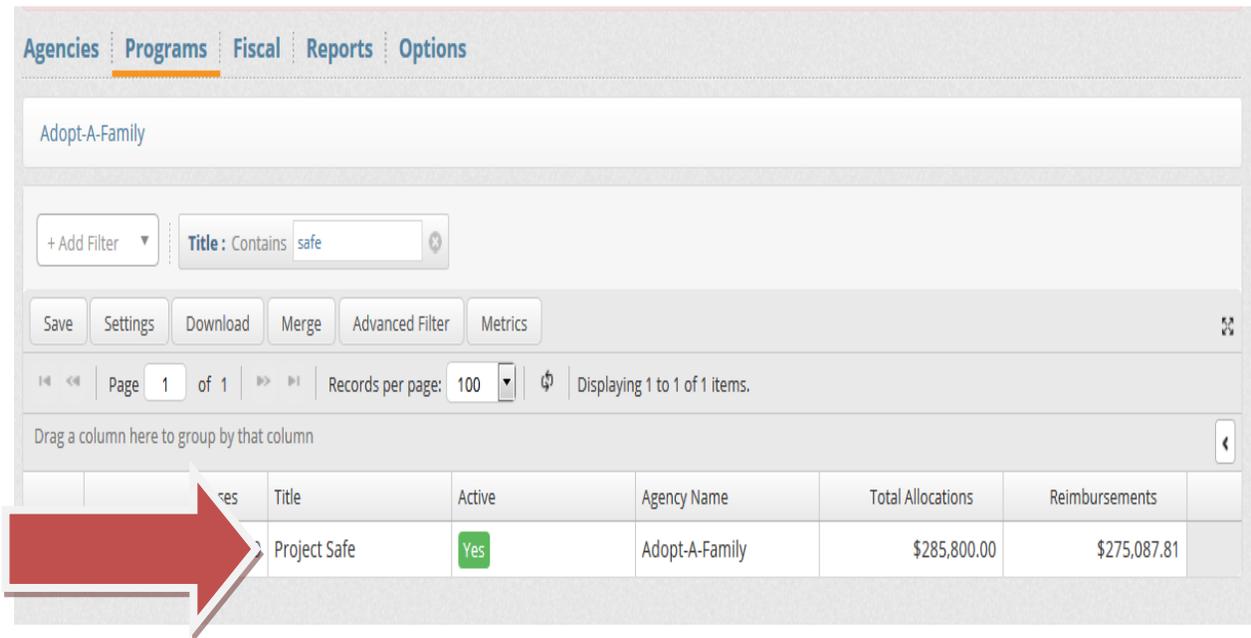
	Cases	Title	Active	Agency Name	Total Allocations	Reimbursements
1	0	Project Uplift	No	Adopt-A-Family	\$118,842.00	\$118,842.00
2	0	Service Enriched Housi...	Yes	Adopt-A-Family	\$298,028.00	\$298,021.38
3	0	Project Safe	Yes	Adopt-A-Family	\$285,800.00	\$275,087.81
4	0	Housing Stabilization P...	Yes	Adopt-A-Family	\$960,782.00	\$951,732.41
5	0	HRC	Yes	Adopt-A-Family	\$4,257,297.00	\$4,056,088.73
6	0	ESG	Yes	Adopt-A-Family	\$311,937.00	\$266,971.86
7	0	Adopt-A-Family ESG GY...	No	Adopt-A-Family	\$56,507.00	\$56,507.00
8	0	Reach Program	Yes	Adopt-A-Family	\$112,202.00	\$46,155.66

You may search for a specific program or multiple programs based on filters. Click on the “Add Filter” drop down box. You can search the system using the following filters: Title, Active (vs. Non-Active), Agency Name, Total Allocations, Reimbursements, Fiscal Year, etc.

This screenshot is similar to the previous one but with the '+ Add Filter' dropdown menu open. The menu lists the following filter options: Title, Active, Agency Name, Total Allocations, Reimbursements, and Fiscal Years. A large red arrow points from the 'Title' option in the dropdown menu towards the table, indicating that users can filter programs by title.

	Cases	Title	Active	Agency Name	Total Allocations	Reimbursements
1	0	Project Uplift	No	Adopt-A-Family	\$118,842.00	\$118,842.00
2	0	Service Enriched Housi...	Yes	Adopt-A-Family	\$298,028.00	\$298,021.38
3	0	Project Safe	Yes	Adopt-A-Family	\$285,800.00	\$275,087.81
4	0	Housing Stabilization P...	Yes	Adopt-A-Family	\$960,782.00	\$951,732.41
5	0	HRC	Yes	Adopt-A-Family	\$4,257,297.00	\$4,056,088.73
6	0	ESG	Yes	Adopt-A-Family	\$311,937.00	\$266,971.86
7	0	Adopt-A-Family ESG GY...	No	Adopt-A-Family	\$56,507.00	\$56,507.00
8	0	Reach Program	Yes	Adopt-A-Family	\$112,202.00	\$46,155.66

Once you have found the program you are looking for you can click on the program title to view its detail.

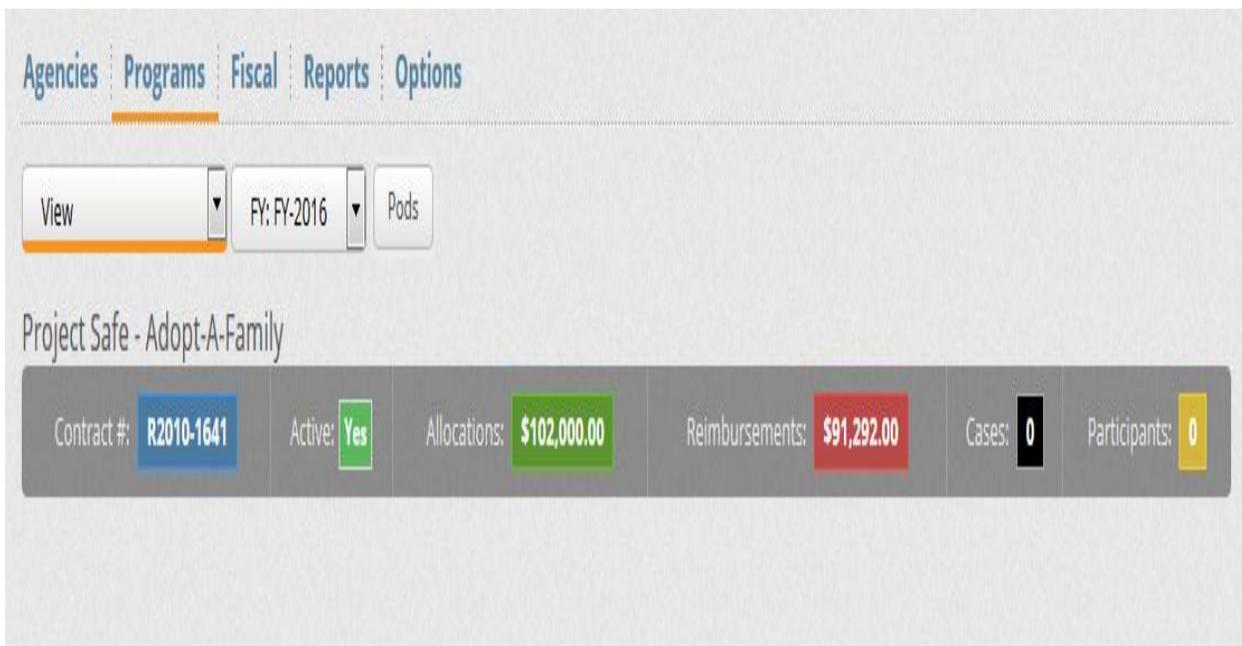


The screenshot shows a web interface with a navigation bar at the top containing 'Agencies', 'Programs', 'Fiscal', 'Reports', and 'Options'. Below the navigation bar is a search bar with the text 'Adopt-A-Family'. A filter is applied: '+ Add Filter' with 'Title: Contains safe'. Below the filter are buttons for 'Save', 'Settings', 'Download', 'Merge', 'Advanced Filter', and 'Metrics'. The pagination shows 'Page 1 of 1' and 'Records per page: 100'. Below the pagination is a table with the following data:

	Yes	Title	Active	Agency Name	Total Allocations	Reimbursements	
		Project Safe	Yes	Adopt-A-Family	\$285,800.00	\$275,087.81	

A large red arrow points to the 'Project Safe' entry in the table.

You will be brought to the view screen of the Programs tab. Information such as the contract number, active status, amount allocated, and amount reimbursed to date.



The screenshot shows the 'Project Safe - Adopt-A-Family' view screen. At the top, there is a navigation bar with 'Agencies', 'Programs', 'Fiscal', 'Reports', and 'Options'. Below the navigation bar are three buttons: 'View', 'FY: FY-2016', and 'Pods'. The main content area displays the title 'Project Safe - Adopt-A-Family' and a summary bar with the following information:

Contract #: R2010-1641	Active: Yes	Allocations: \$102,000.00	Reimbursements: \$91,292.00	Cases: 0	Participants: 0
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From here you will be able to access the document repository. Click on the drop down box which says “View” and you will have the option to choose Document Repository.



You can either search for a document by selecting “View All Documents” or by choosing a specific reimbursement which corresponds with the document(s) you are searching for. Below is a screenshot if “View All Documents” is chosen

Agencies | **Programs** | Fiscal | Reports | Options

Document Repository

Project Safe - Adopt-A-Family

Contract #: **R2010-1641** Active: **Yes** Allocations: **\$102,000.00** Reimbursements: **\$91,292.00** Cases: **0** Participants: **0**

Document Repository

ALL DOCUMENTS

Title	Module	Area	Date Added	User Added	Reviewed	Include in PDF?
PDF Test Doc	Reimbursements	Fiscal	09/09/16	dperez	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Word Test Doc	Reimbursements	Fiscal	09/09/16	dperez	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Excel Test Doc	Reimbursements	Fiscal	09/09/16	dperez	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
SAFE FAA July 2016	Reimbursements	Fiscal	08/22/16	dperez	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Safe FAA June16 Inv	Reimbursements	Fiscal	07/26/16	dperez	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Safe FAA May 16 Invoice	Reimbursements	Fiscal	06/20/16	dperez	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Safe FAA March April 16 Inv	Reimbursements	Fiscal	05/20/16	dperez	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
FAA Safe Feb16 Invoice	Reimbursements	Fiscal	03/14/16	dperez	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Safe FAA Jan16 Invoice	Reimbursements	Fiscal	02/18/16	dperez	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Safe FAA Dec15 Invoice	Reimbursements	Fiscal	02/03/16	dperez	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
FAA SAFE Invoice & Units Oct-Nov2015	Reimbursements	Fiscal	12/28/15	dperez	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>

Screenshot of list of documents when a specific reimbursement is chosen

Agencies | **Programs** | Fiscal | Reports | Options

Document Repository ▾

Project Safe - Adopt-A-Family

Contract #: **R2010-1641** | Active: **Yes** | Allocations: **\$102,000.00** | Reimbursements: **\$91,292.00** | Cases: **0** | Participants: **0**

Document Repository > Reimbursements #40871 (08/01/16 - 08/31/16)

New Document

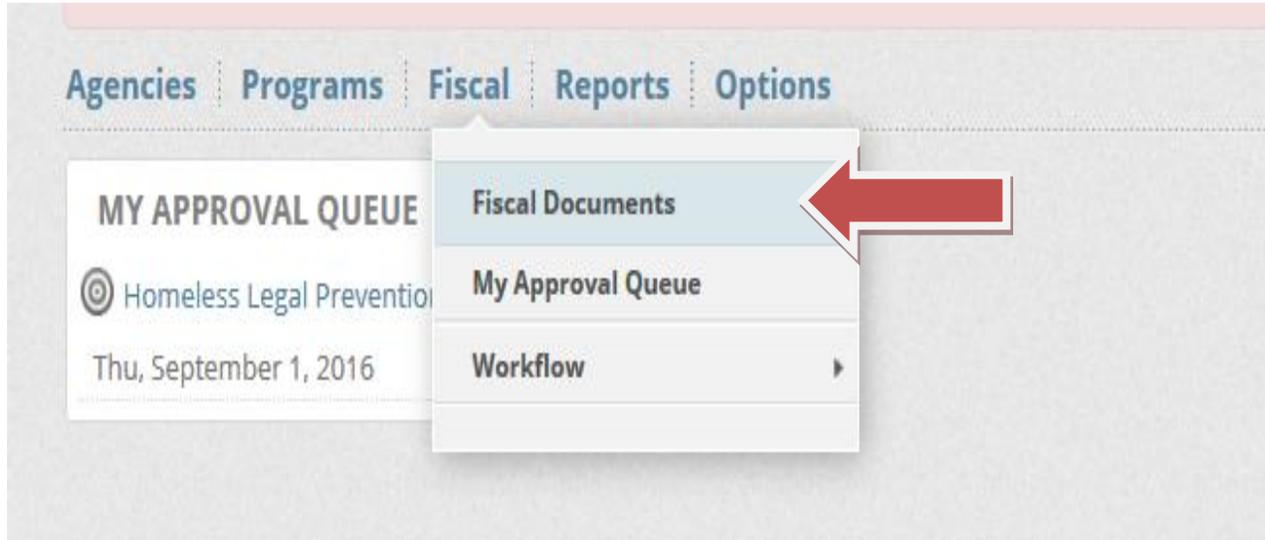
REIMBUR **EXPENSE UNIT COST DOCUMENTS**

Title	GL	Unit Cost	Units	Subtotal	3rd Party Payment	CSC Reimb	Match Amount	Date Added	User Added	Reviewed	Include in PDF?
PDF Test Doc	Unit Cost - Direct Services	\$78.70	50.00	\$3,935.00	\$0.00	\$3,935.00	\$0.00	09/09/16	dperez	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
Word Test Doc	Unit Cost - Direct Services	\$78.70	50.00	\$3,935.00	\$0.00	\$3,935.00	\$0.00	09/09/16	dperez	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
Excel Test Doc	Unit Cost - Direct Services	\$78.70	50.00	\$3,935.00	\$0.00	\$3,935.00	\$0.00	09/09/16	dperez	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>

To view the documents you may click on the Title of the specific document you would like to view. The document will open in a new window.

Fiscal Tab

The Fiscal tab allows you to find and view any document in the system (similar to the Fiscal Search module from SAMIS 1.0). To access this module scroll over to the Fiscal tab and click on Fiscal Documents from the drop down box



Doing so will show all the documents in the system for your agency.

Page 1 of 3 | Records per page: 100 | Displaying 1 to 100 of 259 items.

Drag a column here to group by that column

ID	Request Type	Program	Period	Date Arrived	Program I...	Status	User Role
1	Amendment	Service Enriched Housi...		10/03/2012	3	Approved	Final Approver
2	Amendment	HRC		07/10/2015	258	Approved	Final Approver
3	Amendment	HRC		09/23/2015	258	Approved	Final Approver
4	Amendment	HRC		03/10/2016	258	Approved	Final Approver
5	Amendment	HRC		05/05/2016	258	Approved	Final Approver
6	Amendment	ESG		09/22/2014	273	Approved	Final Approver
7	Amendment	HRC		09/22/2014	258	Approved	Final Approver
8	Amendment	ESG		08/22/2016	273	Approved	Final Approver
9	Amendment	ESG		08/22/2016	273	Approved	Final Approver
10	Budget	Project Safe		12/14/2012	6	Approved	Final Approver
11	Budget	Project Safe		12/14/2012	6	Approved	Final Approver
12	Budget	Service Enriched Housi...		12/14/2012	3	Approved	Final Approver
13	Budget	Project Uplift		12/14/2012	2	Approved	Final Approver
14	Budget	Adopt-A-Family ESG GY...		07/31/2015	329	Approved	Final Approver
15	Budget	Service Enriched Housi...		12/14/2012	3	Approved	Final Approver
16	Budget	HRC		11/06/2015	258	Approved	Final Approver

To find a specific document you must add filters. The documents can be filtered by the following categories: ID number, Request Type (reimbursement, budget, amendment), Program Name, Period, Date, Program ID, Status (edit, submitted, or approved), FY (fiscal year), and User.

The screenshot shows the 'Fiscal Documents' page with a navigation bar at the top containing 'Agencies', 'Programs', 'Fiscal', 'Reports', and 'Options'. Below the navigation bar, there is a search bar and a '+ Add Filter' button. A dropdown menu is open, listing filter categories: ID, Request Type, Program, Period, Date Arrived, and Program ID. The 'ID' option is highlighted in blue, and a red arrow points to it. Below the dropdown, a table of documents is visible with columns for ID, Request Type, Program, Period, Date Arrived, Program ID, Status, and User Role. The table contains 11 rows of data, with the first row showing ID 5, Request Type 'Amendment', Program 'HRC', and Status 'Approved'.

Adding as many filters as possible will help you locate the document you are looking for more easily. The filters will give you the option of inputting a key word that is contained in the field's title or will provide you with a drop down box to choose from.

The screenshot shows the 'Fiscal Documents' page with the same navigation bar. Below the search bar, three filters are applied: 'FY: Contains 2016', 'Request Type: Equal Reimbursement', and 'Program Contains safe'. A red arrow points to these filter buttons. Below the filters, there are buttons for 'Save', 'Reset', 'Settings', 'Download', and 'Advanced Filter'. Below these buttons, there is a pagination bar showing 'Page 1 of 1', 'Records per page: 100', and 'Displaying 1 to 9 of 9 items'. Below the pagination bar, there is a 'Drag a column here to group by that column' section. Below this section, a table of documents is visible with columns for ID, Request Type, Program, Period, Date Arrived, Program ID, Status, and User Role. The table contains 7 rows of data, with the first row showing ID 1, Request Type 'Reimbursement', Program 'Project Safe', and Status 'Approved'.

Once you see the document you are looking for on the screen, you may click anywhere on the document's line to view it.

After choosing the specific document you would like to view via the Fiscal Documents search you can then view its attached supporting documentation via the Documents tab.

The screenshot shows the 'Reimbursement #34946: Project Safe - Adopt-A-Family' screen. At the top, there are tabs for 'Agencies', 'Programs', 'Fiscal', 'Reports', and 'Options'. Below these are buttons for 'Details', 'Documents', 'Audit Trail', 'Narrative Log', and 'Download'. The main header displays 'Reimbursement #34946: Project Safe - Adopt-A-Family' with a red arrow pointing to the 'Documents' button. Below the header, there is a summary bar with fields: Period: 08/31/16, Contract #: R2015-1436, Reimb.: \$3,935.00, Prog. Alloc.: \$102,000.00, Last: cmcaf, and a green 'Approved' button. A table below shows details for GAE NU #1103150000000000034, including Resolution Date (10/20/2015), Encumbrance Line # (2), Program, Fund (0001), Unit (2013), Object (8201), and Dept (740). Below this is a section for 'My Approval Queue > Reimbursement #34946' and a table for 'CURRENT REIMBURSEMENT NET AMOUNTS' showing Net Adjustments of \$0.00 and Net Reimbursement of \$3,935.00.

On the Documents screen you will see all of the supporting documents that were uploaded to the document repository for this particular reimbursement request.

The screenshot shows the 'Documents' screen for 'Reimbursement #34946: Project Safe - Adopt-A-Family'. The top navigation and header are identical to the previous screenshot. A red arrow points to the 'Documents' button. Below the header, the same summary bar and details table are visible. Below the details table is a section titled 'DOCUMENTS' containing a table with the following data:

Title	Category	Date Added	User Added
reimb rpt		09/11/16	clerks
PDF Test Doc	Unit Cost - Direct Services	09/09/16	dperez
Word Test Doc	Unit Cost - Direct Services	09/09/16	dperez
Excel Test Doc	Unit Cost - Direct Services	09/09/16	dperez

Click on the blue highlighted document title to view. The supporting document will open in a separate window. You can close the window when you are done reviewing the supporting document. You can then return to the original window which contains the reimbursement and open another supporting document or continue navigating the system.

Agencies | Programs | **Fiscal** | Reports | Options

Details | Documents | Audit Trail | Narrative Log | Download

Reimbursement #34946: Project Safe - Adopt-A-Family

Period: 08/01/16 - 08/31/16 Contract #: **R2015-1436** Reimb.: **\$3,935.00** Prog. Alloc.: **\$102,000.00** Last: **cmcaf** **Approved**

GAE NUMBER #1103150000000000034

Resolution Date	10/20/2015	Encumbrance Line #	2
Program Code		Program Period	
Fund	0001	Dept	740
Unit	2013	SubUnit	
Object	8201	Sub Object	

DOCUMENTS

Title	Category	Date Added	User Added
reimb rpt		09/11/16	clerks
PDF Test Doc	Unit Cost - Direct Services	09/09/16	dperez
Word Test Doc	Unit Cost - Direct Services	09/09/16	dperez
Excel Test Doc	Unit Cost - Direct Services	09/09/16	dperez



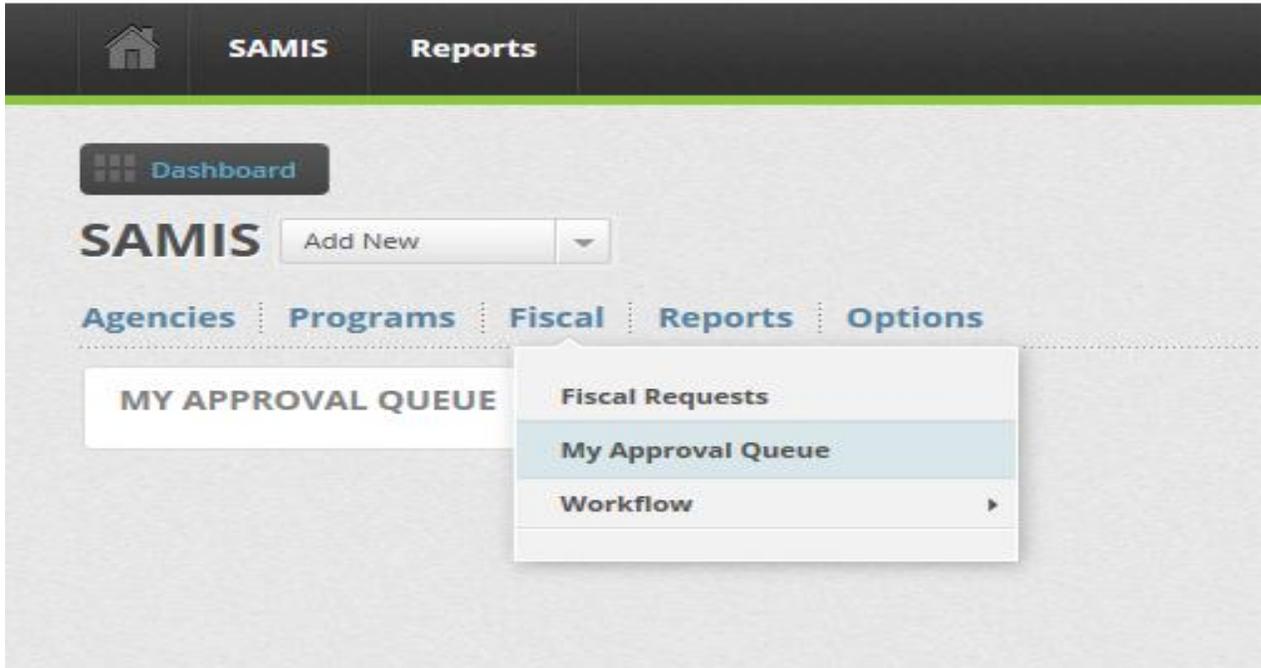
My Approval Queue

The My Approval Queue can be accessed two different ways:

1. As stated before, the main screen will now have a My Approval queue pod. Any pending documents that require your attention will appear here. Below is a screenshot of pending items in the My Approval Queue. You can open the documents by clicking on the Program Title.



- From the main screen, scroll the cursor over the Fiscal tab. This will prompt a drop down box which contains “Fiscal Request”, “My Approval Queue”, and “Workflow”. Click on “My Approval Queue”.



You will then see the pending document(s). You can click on the Request Type or program name to open the document.

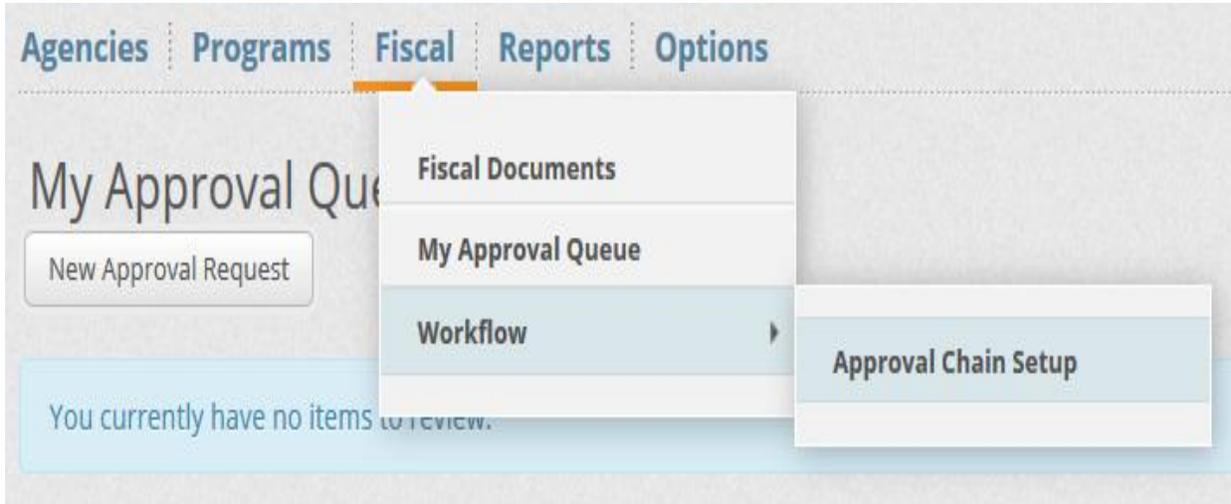
The screenshot shows the 'My Approval Queue' page in the SAMIS application. The page has a navigation bar with 'Agencies', 'Programs', 'Fiscal', 'Reports', and 'Options'. Below the navigation bar, there is a 'New Approval Request' button and a '+ Add Filter' dropdown. There are also buttons for 'Save', 'Reset', 'Settings', 'Download', and 'Advanced Filter'. The page displays a table with the following data:

	ID	Request Type	Program	Period	Date Arrived	Program ...	Status	User Role
1	33870	Reimbursement	Food Bank / Home Deli...	06/01/16-06/30/16	08/25/2016	92	Submitted	Final Approver
2	33873	Reimbursement	Lab/Diagnostic	06/01/16-06/30/16	08/29/2016	85	Submitted	Final Approver
3	33887	Reimbursement	Early Intervention Servi...	06/01/16-06/30/16	08/30/2016	319	Submitted	Final Approver
4	33888	Reimbursement	Medical Case Manage...	06/01/16-06/30/16	08/30/2016	289	Submitted	Final Approver
5	33889	Reimbursement	Medical Case Manage...	06/01/16-06/30/16	08/30/2016	290	Submitted	Final Approver

Workflow Approval Chain Setup

The Workflow Approval Chain Setup is used to assign roles to user(s). There are three types of roles at the agency level: creator, reviewer, and submitter. There are two roles at the County level: reviewer and final approver.

To create or edit a workflow approval chain scroll over to the Fiscal tab, then Workflow, and choose Approval Chain Setup.



Choose the program that you would like to create or edit the workflow for by clicking on the program name.

The screenshot shows the 'Approval Workflow Setup' page. It includes a filter dropdown, action buttons (Save, Reset, Settings, Download, Merge, Advanced Filter, Metrics), and pagination controls (Page 1 of 1, Records per page: 100, Displaying 1 to 8 of 8 items). Below the controls is a table with the following data:

	Program ID	Program Name	Agency Name	Active
1	2	Project Uplift	Adopt-A-Family	No
2	3	Service Enriched Housi...	Adopt-A-Family	Yes
3		Project Safe	Adopt-A-Family	Yes
4	195	Housing Stabilization P...	Adopt-A-Family	Yes
5	258	HRC	Adopt-A-Family	Yes
6	273	ESG	Adopt-A-Family	Yes
7	329	Adopt-A-Family ESG GY...	Adopt-A-Family	No
8	345	Reach Program	Adopt-A-Family	Yes

This screen will bring up all the workflow chains in the system for the particular program you have chosen. The three workflow chains you will need to complete are amendments, budgets, and reimbursements. Disregard the budget to actual and audit workpapers workflow chains.

Approval Workflow Setup

Program	Project Safe
Agency	Adopt-A-Family

AMENDMENTS

Agency

Role	Approval User
Creator	User Name
	Toggle Surrogate
Submitter	User Name
	Toggle Surrogate

[Add User](#)

Click on the User Name box for the role you would like to assign. Enter in the first few letters of the user's name until the name comes up in the box.

Approval Workflow Setup

Program	Project Safe
Agency	Adopt-A-Family

AMENDMENTS

Agency

Role	Approval User
Creator	dan
	Dana Perez (dperez)
Submitter	Sophia Dang (Sophia)
	Toggle Surrogate

You may add a reviewer role by clicking on the Add User button

AMENDMENTS

Agency

Role	Approval User
Creator	Dana Perez (dperez) Edit Email Toggle Surrogate
Reviewer	User Toggle Surrogate
Submitter	Dana Perez (dperez) Edit Email Toggle Surrogate

Add User

A surrogate may be added to replace a user for a specified period of time. This may be beneficial for individuals who may be out on leave for an extended period of time. To do so click on Toggle Surrogate. Enter the name of the individual that you would like to have the role replaced with and the date/time. The date/time can be chosen by clicking on the calendar.

REIMBURSEMENTS

Agency

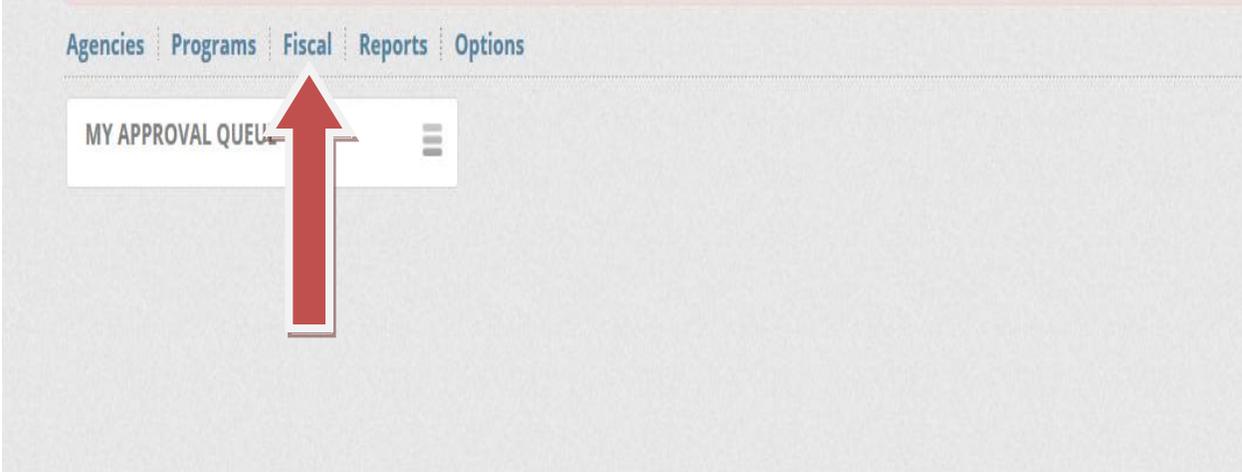
Role	Approval User
Creator	Dana Perez (dperez) Edit Email Toggle Surrogate User Name From To
Submitter	Dana Perez (dperez) Edit Email Toggle Surrogate

Add User

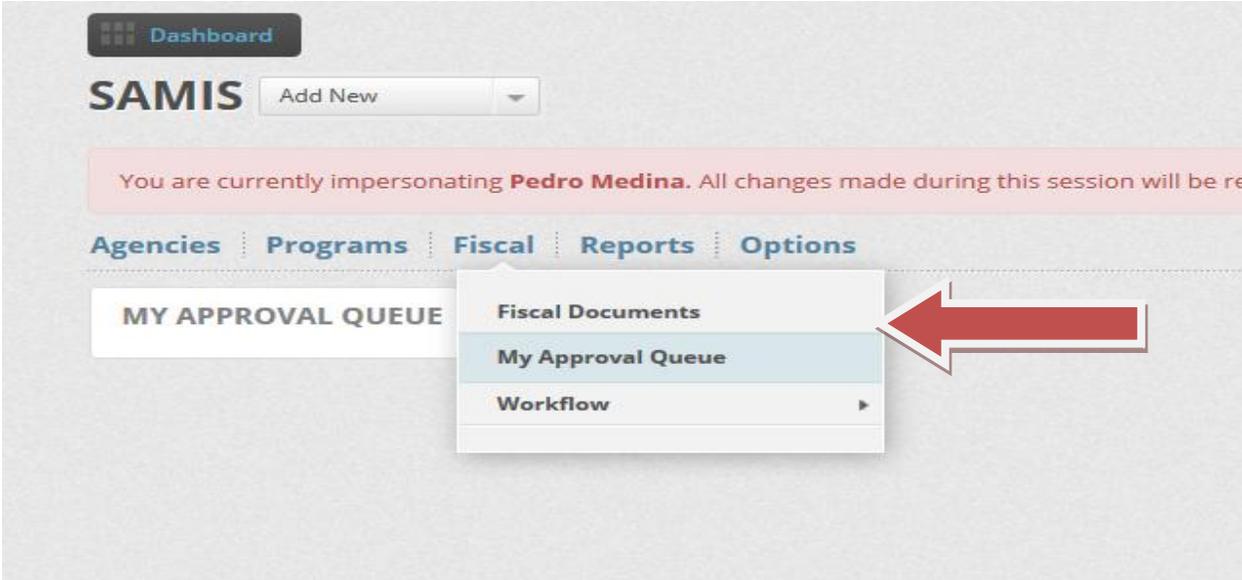
Save the changes to the Workflow Approval Chain by scrolling down to the bottom of the screen and clicking Save.

Budgets

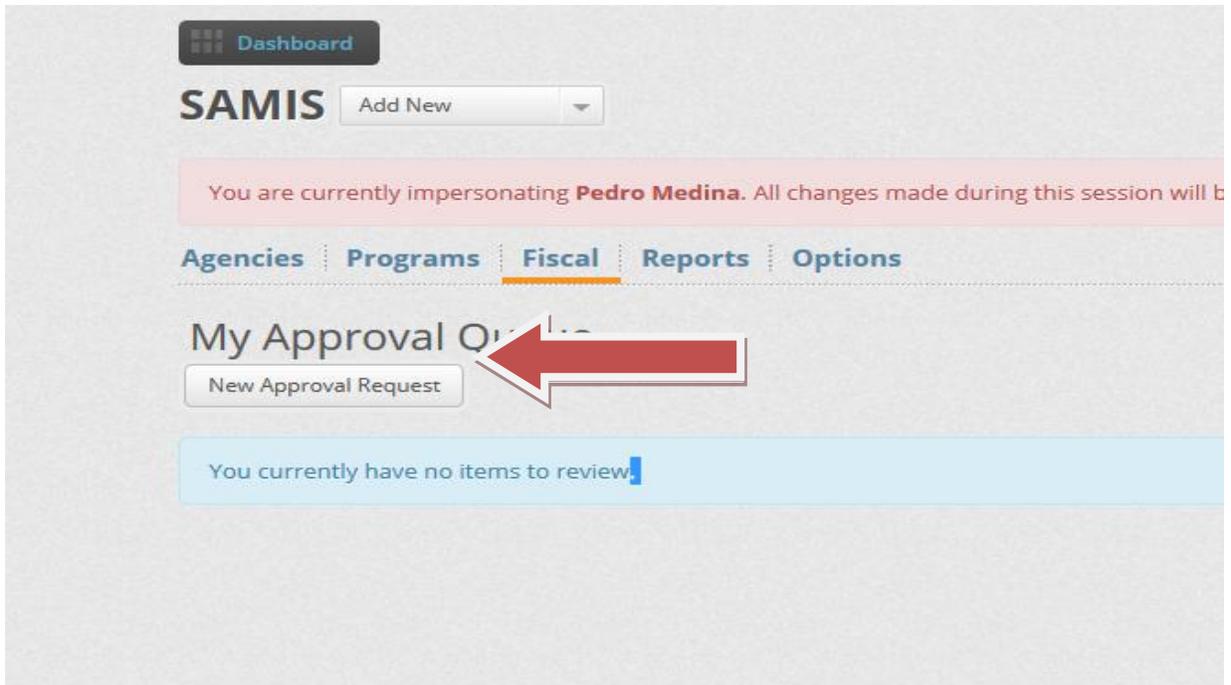
Creating a budget - From the main screen scroll over to Fiscal tab.



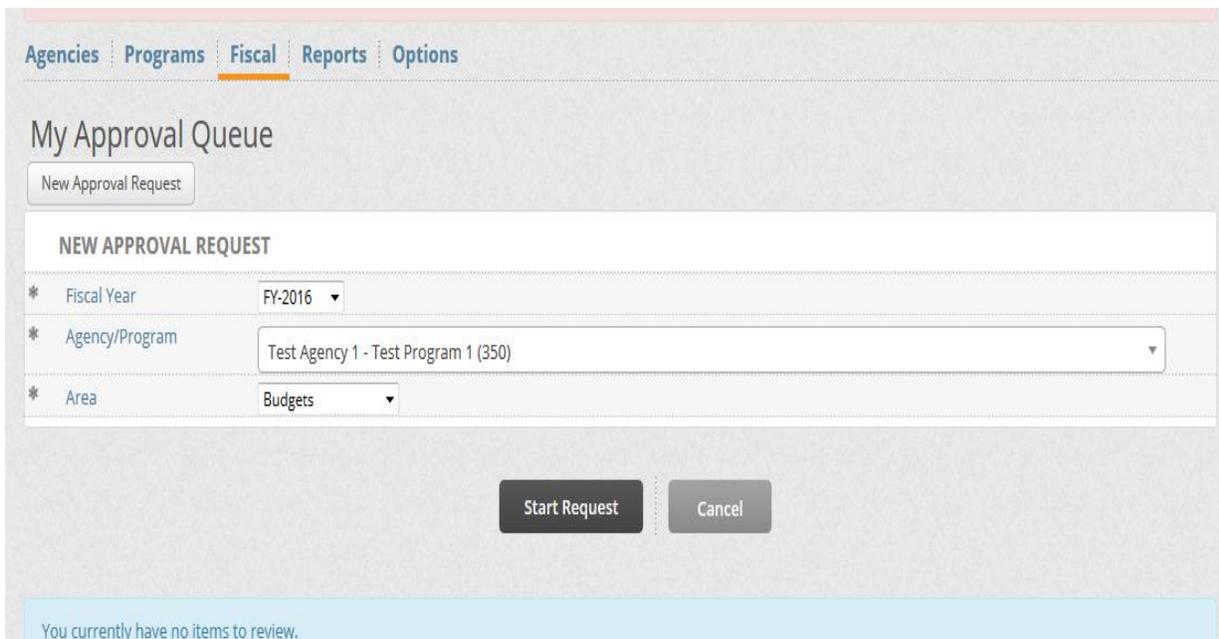
Click on My Approval Queue from the drop down box.



Click on New Approval Request



Select the Fiscal Year, Agency/Program, and Area (Budgets) for your agency and click on Start Request.



Scroll through the different line items and choose the line item(s) which you will be funding by clicking on the blue highlighted line item name.

SAMIS		Reports		
140.5231	Medical-Surgical Supplies	\$0.00	\$0.00	\$0.00
140.5233	Laboratory Supplies	\$0.00	\$0.00	\$0.00
140.5242	Food Prep and Serving Supplies	\$0.00	\$0.00	\$0.00
140.5243	Personal Care Items	\$0.00	\$0.00	\$0.00
140.5244	Food and Dietary	\$0.00	\$0.00	\$0.00
140.5401	Books, Publications and Subscriptions	\$0.00	\$0.00	\$0.00
140.5402	Educational Training Materials	\$0.00	\$0.00	\$0.00
140.5412	Dues and Memberships	\$0.00	\$0.00	\$0.00
140.6401	Machinery and Equipment	\$0.00	\$0.00	\$0.00
140.6405	Data Processing Equipment	\$0.00	\$0.00	\$0.00
140.6406	Data Processing Software	\$0.00	\$0.00	\$0.00
140.8000	Unit Cost - Direct Services	\$0.00	\$0.00	\$0.00
140.9000	Capital Improvements	\$0.00	\$0.00	\$0.00
800.1201	Salaries and Wages Regular Admin	\$0.00	\$0.00	\$0.00
800.2101	FICA-Taxes Admin	\$0.00	\$0.00	\$0.00
800.2105	FICA Medicare Admin	\$0.00	\$0.00	\$0.00
800.2112	Other Benefits Admin	\$0.00	\$0.00	\$0.00
800.2201	Retirement Contributions-FRS Admin	\$0.00	\$0.00	\$0.00

This will bring you to the line item detail page.

Agencies | Programs | **Fiscal** | Reports | Options

Details | Add Note | Audit Trail | Narrative Log

Budget #4197: Test Program 1 - Test Agency 1

FY: FY-2016 | Contract #: **R2015-1234** | Allocation: **\$100,000.00** | Creator: **apmedina** | **Edit**

My Approval Queue > Budget #4197 > Expense Account: Unit Cost - Direct Services

EXPENSE ACCOUNT: UNIT COST - DIRECT SERVICES

Narrative

Expense Amount or Calculation

You can enter an expense amount or a calculation.
 Calculation Sample (5 - 3) * 2 + 7
 There is **no** need to enter an "equal" sign before the calculation.

Calculation Result: **0.00** Program Budget

Amount Funded by CSC: 0.00

After Saving, Go To: 140.8000 - Unit Cost - Direct Services

Save Expense | **Back to Summary**

The narrative should include the unit cost. The expense amount/calculation box should have the number of units multiplied by the unit cost. No equal sign is needed before calculation. The amount funded by CSC field will populate itself with the result of your expense calculation.

Agencies | Programs | **Fiscal** | Reports | Options

Details | Add Note | Audit Trail | Narrative Log

Budget #4197: Test Program 1 - Test Agency 1

FY: **FY-2016** | Contract #: **R2015-1234** | Allocation: **\$100,000.00** | Creator: **apmedina** | **Edit**

My Approval Queue > Budget #4197 > Expense Account: Unit Cost - Direct Services

EXPENSE ACCOUNT: UNIT COST - DIRECT SERVICES

Narrative: Unit cost is \$100

Expense Amount or Calculation: You can enter an expense amount or a calculation. Calculation Sample (5 - 3) * 2 + 7. There is **no** need to enter an "equal" sign before the calculation.
100 * 1000

Calculation Result: **\$100,000.00** Program Budget

Amount Funded by CSC: 100000.00

After Saving, Go To: 140.8000 - Unit Cost - Direct Services

Save Expense | **Back to Summary**

You can click Save Expense to save the entries and remain on the same page or click Back To Summary to save and go back to the summary page. Make sure that all three columns (Original Program Budget, Original CSC Budget, and Amended CSC Budget) are all populated with the correct amount on the Summary Page.

140.6405	Data Processing Equipment	\$0.00	\$0.00	\$0.00
140.6406	Data Processing Software	\$0.00	\$0.00	\$0.00
140.8000	Unit Cost - Direct Services	\$100,000.00	\$100,000.00	\$100,000.00
140.9000	Capital Improvements	\$0.00	\$0.00	\$0.00
800.1201	Salaries and Wages Regular Admin	\$0.00	\$0.00	\$0.00
800.2101	FICA-Taxes Admin	\$0.00	\$0.00	\$0.00
800.2105	FICA Medicare Admin	\$0.00	\$0.00	\$0.00
800.2112	Other Benefits Admin	\$0.00	\$0.00	\$0.00
800.2201	Retirement Contributions-FRS Admin	\$0.00	\$0.00	\$0.00
800.2301	Insurance-Life and Health Admin	\$0.00	\$0.00	\$0.00

You can forward the budget once you have reviewed it and determined everything is correct.

HRC	Leasing/Utility	\$0.00	\$0.00	\$0.00
HRC	Family Reunification	\$0.00	\$0.00	\$0.00
HRC	Job Training	\$0.00	\$0.00	\$0.00
HRC	Job Placement	\$0.00	\$0.00	\$0.00
HUD	Rental or Mortgage Assistance	\$0.00	\$0.00	\$0.00
HUD	Utility Assistance-Electric, Gas, Water, Sewer	\$0.00	\$0.00	\$0.00
HUD	Administrative	\$0.00	\$0.00	\$0.00
HUD	Case Management - Salaries and Benefits	\$0.00	\$0.00	\$0.00
SP	Apartment Inspections	\$0.00	\$0.00	\$0.00
SP	Application Fees	\$0.00	\$0.00	\$0.00
SP	Administrative Overhead	\$0.00	\$0.00	\$0.00
SP	Rental Assistance	\$0.00	\$0.00	\$0.00
Expense Total		\$100,000.00	\$100,000.00	\$100,000.00
Grand Total		\$100,000.00	\$100,000.00	\$100,000.00

Save
Delete
Forward

The reviewer or submitter, depending on your agency's workflow, will be able to see the budget in their My Approval Queue once it has been forwarded to them. The reviewer or submitter can now click on the budget from the pod.

The screenshot shows the SAMIS dashboard interface. At the top, there are navigation tabs for 'Home', 'SAMIS', and 'Reports'. Below this is a 'Dashboard' button and the 'SAMIS' logo with an 'Add New' dropdown menu. A notification banner states: 'You are currently impersonating Pedro Medina. All changes made during this session will be recorded as this user. Click here to log back in to your account.' Below the notification are navigation links for 'Agencies', 'Programs', 'Fiscal', 'Reports', and 'Options'. The main content area features a 'MY APPROVAL QUEUE' section. This section contains a card for 'Test Program 1' with the date 'Mon, September 19, 2016' and a 'Status: Edit' button. A prominent red arrow points to a 'Budget' button located on the right side of the 'Test Program 1' card.

The page will show the funded line items. Click on the line item to go to the line item detail.

Agencies | Programs | **Fiscal** | Reports | Options

Details | Add Note | Audit Trail | Narrative Log

Budget #4197: Test Program 1 - Test Agency 1

FY: **FY-2016** | Contract #: **R2015-1234** | Allocation: **\$100,000.00** | Last Reviewer: **apmedina** | Next Reviewer: **apmedina** | **Edit**

My Approval Queue > Budget #4197

SALARY ACCOUNTS

No positions have been added to this budget.

EXPENSE ACCOUNTS

Account #	Title	Original Program Budget	Original CSC Budget	Amended CSC Budget
140.8000	Unit Cost - Direct Services	\$100,000.00	\$100,000.00	\$100,000.00
Expense Total		\$100,000.00	\$100,000.00	\$100,000.00
Grand Total		\$100,000.00	\$100,000.00	\$100,000.00

Reject | **Submit**

After reviewing the details, you can go back to the summary by clicking Back To Summary.

Services and Activities Mana... x | SAMIS - My Approval Que... x

https://pbcc-dev.samis.io/modules/samis/fiscal/my_queue.cfm?Action=Modify&WFArea=Budget&id=4197&gl_id=51&taskID=expenses

SAMIS | Logged in as **Pedro Medina**

SAMIS | Reports

Dashboard

SAMIS | Add New

You are currently impersonating **Pedro Medina**. All changes made during this session will be recorded as this user. [Click here to log back in to your account.](#)

Agencies | Programs | **Fiscal** | Reports | Options

Details | Add Note | Audit Trail | Narrative Log

Budget #4197: Test Program 1 - Test Agency 1

FY: **FY-2016** | Contract #: **R2015-1234** | Allocation: **\$100,000.00** | Last Reviewer: **apmedina** | Next Reviewer: **apmedina** | **Edit**

My Approval Queue > Budget #4197 > Expense Account: Unit Cost - Direct Services

EXPENSE ACCOUNT: UNIT COST - DIRECT SERVICES

Narrative	09/19/2016 - Unit cost is \$100
Expense Calculation	100 * 1000
Calculation Result	100,000.00 Program Budget
Amount Funded by CSC	\$100,000.00

Back to Summary

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Depending on whether you are the reviewer or submitter, you will be able to forward the document or submit it after your review. In this example the submitter will submit the budget to the County for approval. The document may also be rejected by either the reviewer or the submitter at this point if needed.

Agencies | Programs | **Fiscal** | Reports | Options

Details | Add Note | Audit Trail | Narrative Log

Budget #4197: Test Program 1 - Test Agency 1

FY: FY-2016 | Contract #: **R2015-1234** | Allocation: **\$100,000.00** | Last Reviewer: **apmedina** | Next Reviewer: **apmedina** | **Edit**

My Approval Queue > Budget #4197

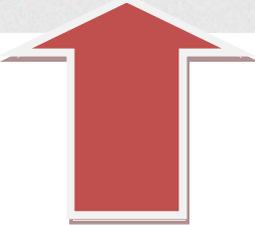
SALARY ACCOUNTS

No positions have been added to this budget.

EXPENSE ACCOUNTS

Account #	Title	Original Program Budget	Original CSC Budget	Amended CSC Budget
140.8000	Unit Cost - Direct Services	\$100,000.00	\$100,000.00	\$100,000.00
Expense Total		\$100,000.00	\$100,000.00	\$100,000.00
Grand Total		\$100,000.00	\$100,000.00	\$100,000.00

Reject | Submit



Reviewing Budget Requests - Once you have chosen a budget request to review from you queue, you will see the following screen: (Note: Approve and Reject appear at the bottom of the screen. You will see Approve or Forward depending on your role. Final approvers will see Approve and reviewers will see Forward.)

The screenshot displays the SAMIS web application interface. At the top left is the SAMIS logo. At the top right, a user is logged in as Gwendolyn Whitfield. The main navigation bar includes 'SAMS' and 'Reports'. Below this, there is a 'Dashboard' button and a 'SAMS Add New' dropdown menu. A notification banner states: 'You are currently impersonating Gwendolyn Whitfield. All changes made during this session will be recorded as this user. Click here to log back in to your account.' The main menu includes 'Agencies', 'Programs', 'Fiscal', 'Reports', and 'Options'. Under 'Fiscal', there are buttons for 'Details', 'Add Note', 'Audit Trail', and 'Narrative Log'. The current view is for 'Budget #4197: Test Program 1 - Test Agency 1'. Metadata includes: 'FY: FY-2016', 'Contract #: R2015-1234', 'Allocation: \$100,000.00', 'Last Reviewer: apmedina', 'Next Reviewer: gwhitfie', and a 'Submitted' status. Below this is a breadcrumb trail: 'My Approval Queue > Budget #4197'. The 'SALARY ACCOUNTS' section shows 'No positions have been added to this budget.' The 'EXPENSE ACCOUNTS' section contains a table with the following data:

Account #	Title	Original Program Budget	Original CSC Budget	Amended CSC Budget
140.8000	Unit Cost - Direct Services	\$100,000.00	\$100,000.00	\$100,000.00
Expense Total		\$100,000.00	\$100,000.00	\$100,000.00
Grand Total		\$100,000.00	\$100,000.00	\$100,000.00

At the bottom of the screen, there are two buttons: 'Forward' and 'Reject'.

To review the individual line item details click on the blue highlighted expense account “Title”. In this case, the expense account is Unit Cost – Direct Services. Please ensure that all three budget columns (Original Program Budget, Original CSC Budget, Original CSC Budget, and Amended CSC Budget) are populated with the correct amounts.

EXPENSE ACCOUNTS				
Account #	Title	Original Program Budget	Original CSC Budget	Amended CSC Budget
140.8000	Unit Cost - Direct Services	\$100,000.00	\$100,000.00	\$100,000.00
Expense Total		\$100,000.00	\$100,000.00	\$100,000.00
Grand Total		\$100,000.00	\$100,000.00	\$100,000.00

The budget details can be seen below. If there is an error in the budget columns from the previous screen, then the error(s) can be found here in the details. Check the Expense Calculation equation and the amount funded by CSC. These are two fields in which information is manually typed in. The Calculations Results field is automatically populated based on the Expense Calculation equation entered. Please ensure that unit costs are included in the budget narrative. Click on Back To Summary to go back to the summary.

Agencies | Programs | **Fiscal** | Reports | Options

Budget #4197: Test Program 1 - Test Agency 1

FY: FY-2016 Contract #: **R2015-1234** Allocation: **\$100,000.00** Last Reviewer: **apmedina** Next Reviewer: **gwhitfie**

My Approval Queue > Budget #4197 > Expense Account: Unit Cost - Direct Services

EXPENSE ACCOUNT: UNIT COST - DIRECT SERVICES	
Narrative	09/19/2016 - Unit cost is \$100
Expense Calculation	100 * 1000
Calculation Result	100,000.00 Program Budget
Amount Funded by CSC	\$100,000.00

You may now choose to Forward (if you have a Reviewer Role), Approve (if you have a Final Approver role), or Reject (either role may reject) the document.

EXPENSE ACCOUNTS				
Account #	Title	Original Program Budget	Original CSC Budget	Amended CSC Budget
140.8000	Unit Cost - Direct Services	\$100,000.00	\$100,000.00	\$100,000.00
Expense Total		\$100,000.00	\$100,000.00	\$100,000.00
Grand Total		\$100,000.00	\$100,000.00	\$100,000.00

Forward
Reject

If you choose to reject the document you may choose from the default rejection reasons and/or add a brief narrative in the Comments box as to why the document is being rejected. You will be prompted to confirm the rejection.

Rejection Reason

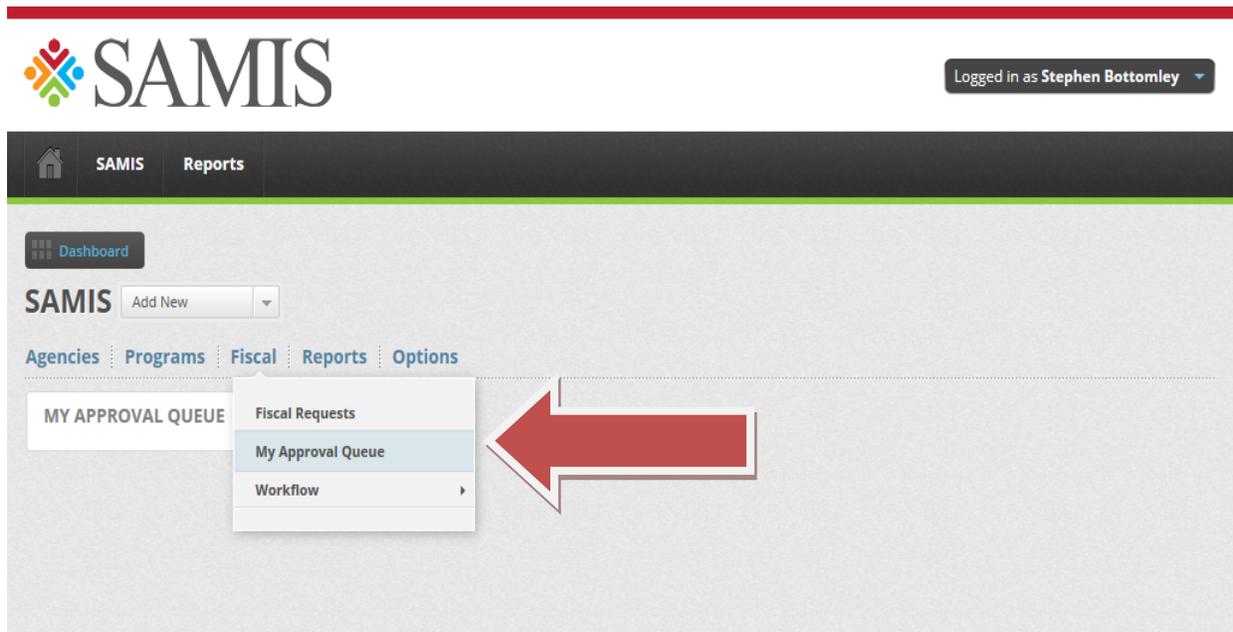
- AGENCY INTERNAL REJECTION
- ADJUSTMENTS-Did Not Repay Advance/Disallowance/Penalty
- BILLING-Duplicate
- BILLING-Exceeds Approved Amt/Percentage
- BILLING-Incorrect Amount Billed
- BILLING-Incorrect Line Item/Category
- BILLING-Incorrect Period
- BILLING-Not Allowable
- BILLING-Not Budgeted
- BILLING-Payment Detail Incomplete/Incorrect
- BUDGET-Out of Balance (Amendments Included)

Comment

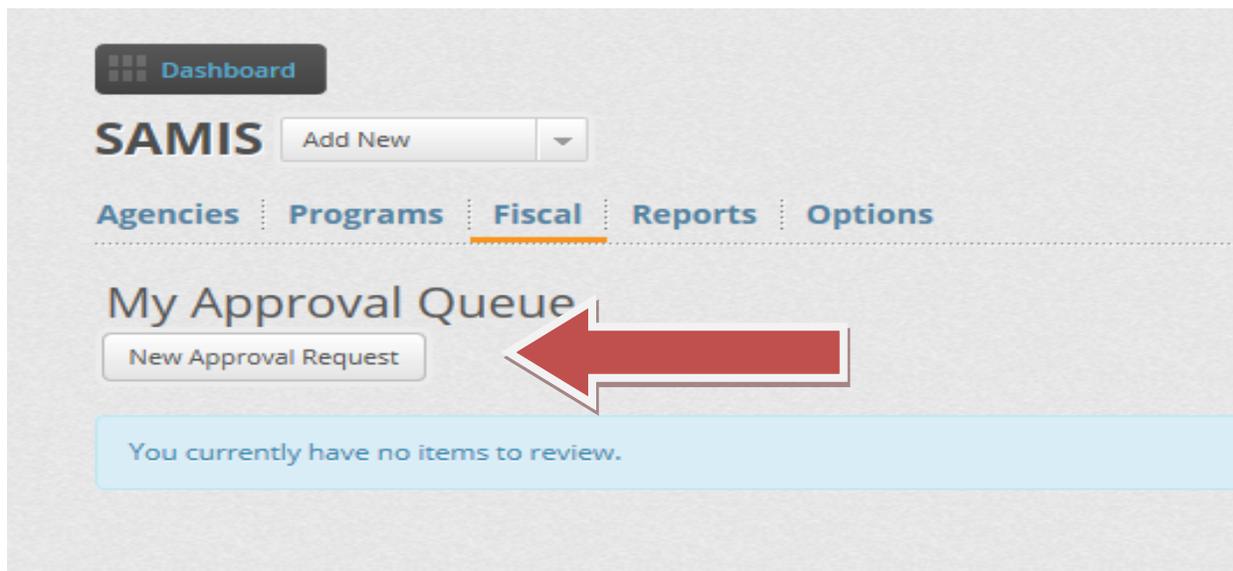
Confirm Rejection
Cancel

Reimbursement Requests

Creating a reimbursement request - From the main screen, scroll the cursor over “Fiscal”. This will prompt a drop down box which contains “Fiscal Request”, “My Approval Queue”, and “Workflow”. Click on “My Approval Queue”.



Click on “New Approval Request”



Select the appropriate "Fiscal Year"

My Approval Queue

New Approval Request

NEW APPROVAL REQUEST

* Fiscal Year ▼

* Agency/Program ▼



Select the "Agency/Program"

My Approval Queue

New Approval Request

NEW APPROVAL REQUEST

* Fiscal Year ▼

* Agency/Program ▼

* Area ▼



Select the “Area” and choose “Reimbursements”

My Approval Queue

New Approval Request

NEW APPROVAL REQUEST

* Fiscal Year

* Agency/Program

* Area ←

* Period Start

* Period End

Input the start and end dates for the period you are requesting reimbursement. Then click on “Start Request”.

My Approval Queue

New Approval Request

NEW APPROVAL REQUEST

* Fiscal Year

* Agency/Program

* Area

* Period Start ←

* Period End ←

↑

The new request will appear on your screen. Click on the blue hyperlink under “Expense Accounts”. This is the category of the expense line(s) for which your agency is funded. In this case, the expense category is “Grants and Aids”.

SAMIS Add New

Agencies | Programs | **Fiscal** | Reports | Options

Details | Add Note | Documents | Audit Trail | Narrative Log | Download

Reimbursement #28309: Test Program 2 - Test Agency 2

Period: 11/01/15 - 11/30/15 | Contract #: **R2016-1234** | Reimb.: **\$0.00** | Prog. Alloc.: **\$101,000.00** | Creator: **sbot** | **Edit**

GAE NUMBER #08122016000001

Resolution Date	12/01/2015	Encumbrance Line #	1
Program Code	TA20	Program Period	GY16
Fund	0001	Dept	740
Unit	2527	SubUnit	
Object	8201	Sub Object	

My Approval Queue > Reimbursement #28309

CURRENT REIMBURSEMENT NET AMOUNTS

Net Adjustments	\$0.00	Net Reimbursement	\$0.00
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YTD AMOUNTS (INCLUDES CURRENT REIMBURSEMENT)

YTD Salary and Expense	\$0.00	YTD Amount Owed	\$0.00
YTD Reimbursement	\$0.00	YTD Salary and Expense + YTD Amount Owed	
YTD Allocation Balance	\$101,000.00		

SALARY ACCOUNTS

No positions have been added to this budget/period.

EXPENSE ACCOUNTS

Title	Original Budget	Amended Budget	Pending	YTD Request	Current Request	Remaining Balance
Grants and Aids	\$100,000.00	\$100,000.00		\$0.00	\$0.00	\$100,000.00
Expense Total	\$100,000.00	\$100,000.00		\$0.00	\$0.00	\$100,000.00

Grand Total	\$100,000.00	\$100,000.00		\$0.00	\$0.00	\$100,000.00
--------------------	---------------------	---------------------	--	---------------	---------------	---------------------

Save | **Delete** | **Forward**

Now you will see the funded expense line(s). Click on the specific line item you would like to be reimbursed for.

EXPENSE ACCOUNTS							
Title	Original Budget	Amended Budget	Pending	YTD Request	Current Request	Remaining Balance	
Grants and Aids	\$100,000.00	\$100,000.00		\$0.00	\$0.00	\$100,000.00	
Unit Cost - Direct Services	\$100,000.00	\$100,000.00		\$0.00	\$0.00	\$100,000.00	
Expense Total	\$100,000.00	\$100,000.00		\$0.00	\$0.00	\$100,000.00	
<hr/>							
Grand Total	\$100,000.00	\$100,000.00		\$0.00	\$0.00	\$100,000.00	

Save Delete Forward

View of program with multiple expense lines (NOT unit cost contract).

EXPENSE ACCOUNTS							
Title	Original Budget	Amended Budget	Pending	Current Request	YTD Request	Remaining Balance	
Administrative Expenses	\$3,750.00	\$3,750.00		\$0.00	\$1,042.79	\$2,707.21	
Program Expenses	\$40,250.00	\$40,250.00		\$0.00	\$14,668.80	\$25,581.20	
Salaries and Wages Regular Prgm	\$34,632.00	\$34,632.00		\$0.00	\$11,971.60	\$22,660.40	
Other Benefits Prgm	\$5,618.00	\$5,618.00		\$0.00	\$2,697.20	\$2,920.80	
Expense Total	\$44,000.00	\$44,000.00		\$0.00	\$15,711.59	\$28,288.41	
<hr/>							
Grand Total	\$44,000.00	\$44,000.00		\$0.00	\$15,711.59	\$28,288.41	

Save Delete Forward

Click on “Add Payment” to begin inputting your entries. Multiple entries may be added by clicking on “Add Payment” for each additional entry.

EXPENSE ACCOUNT: UNIT COST - DIRECT SERVICES

Original Budget	Amended Budget	YTD Request	Current Balance	Overage Allowance	Remaining Balance	Current Request	New Balance
Unit Cost - Direct Services							
\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00
Category: Grants and Aids							
\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00

PAYMENTS

Unit Cost	# of Units	Subtotal	3rd Party Payment	Match Amount	CSC Reimb	Document
Totals						

[Add Payment](#) 

[Save Payments](#) [Back to Summary](#)

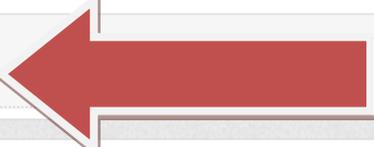
BUDGET NARRATIVE

AMENDMENT NARRATIVE

View of payment line for contracts that are not based on unit cost. Note: The “Check Amount” is the actual amount the check was written for. The “CSC Reimb” amount is the amount being requested to be reimbursed by the County.

PAYMENTS

Check #	Check Date	Vendor Name	Check Amount	CSC Reimb	Document
Totals					

[Add Payment](#) 

After Saving, Go To

[Save Payments](#) [Back to Summary](#)

The unit cost for unit cost contracts may or may not pre-populate. It will depend on the type of service(s) your agency provides. In most cases, the unit cost will pre-populate. Enter the number of units provided during the period being requested. The “CSC Reimbursement” amount is calculated as you type in the number of units. Disregard the “3rd Party Payment” and “Match Amount” fields.

PAYMENTS

Unit Cost	# of Units	Subtotal	3rd Party Payment	Match Amount	CSC Reimb	Document	
<input type="text" value="10.00"/>	<input type="text" value="100"/>	1000.00	<input type="text"/>	<input type="text"/>	<input type="text" value="1000.00"/>	0 Add	Delete
Totals		\$1000.00			\$1000.00		

Add Payment

Save Payments Back to Summary

Supporting documentation for your request can be uploaded by clicking on “Add” under the “Document” heading on the same payment request line.

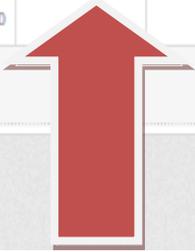
(View of unit cost payment line)

PAYMENTS

Unit Cost	# of Units	Subtotal	3rd Party Payment	Match Amount	CSC Reimb	Document	
<input type="text" value="10.00"/>	<input type="text" value="100"/>	1000.00	<input type="text"/>	<input type="text"/>	<input type="text" value="1000.00"/>	0 Add	Delete
Totals		\$1000.00			\$1000.00		

Add Payment

Save Payments Back to Summary



(View of non-unit cost payment line)

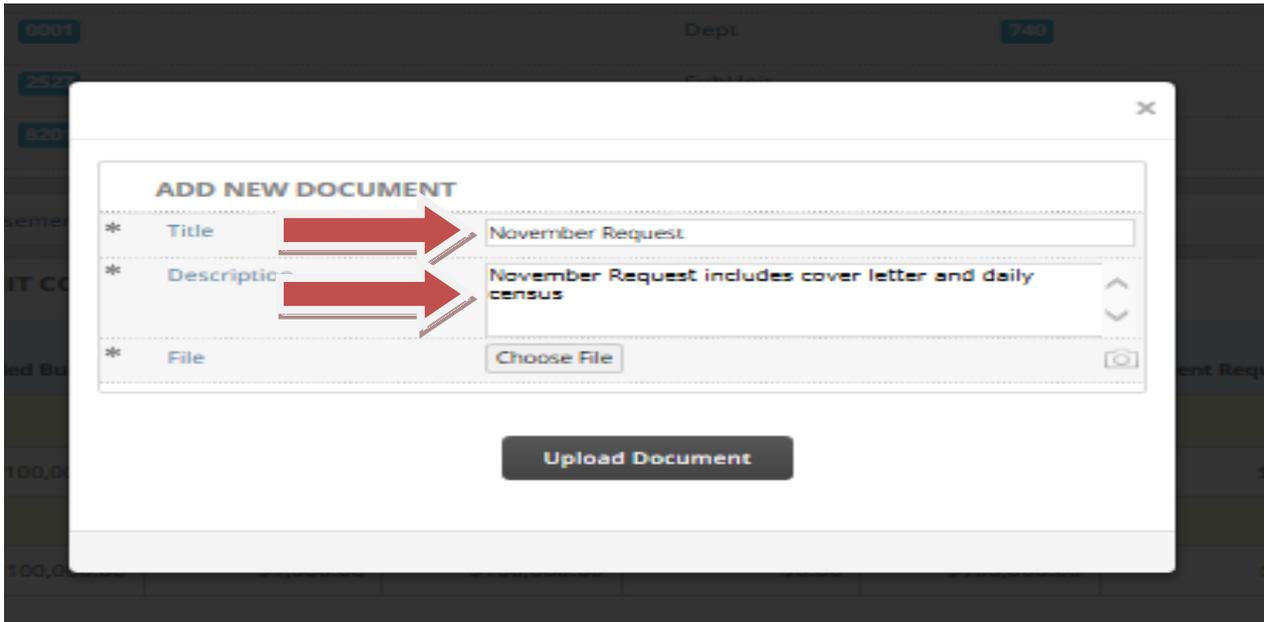
PAYMENTS

Check #	Check Date	Vendor Name	Check Amount	CSC Reimb	Document	
1234	09/07/2016	Test Vendor	500	100	0 Add	Delete
Totals			\$500.00	\$100.00		

Add Payment



You will be asked to provide a title and description for the document being uploaded. Both of the fields are required. Click on choose file when you have entered the title and description. This will allow you to browse and select the file you intend to upload.



0001 Dept 740

ADD NEW DOCUMENT

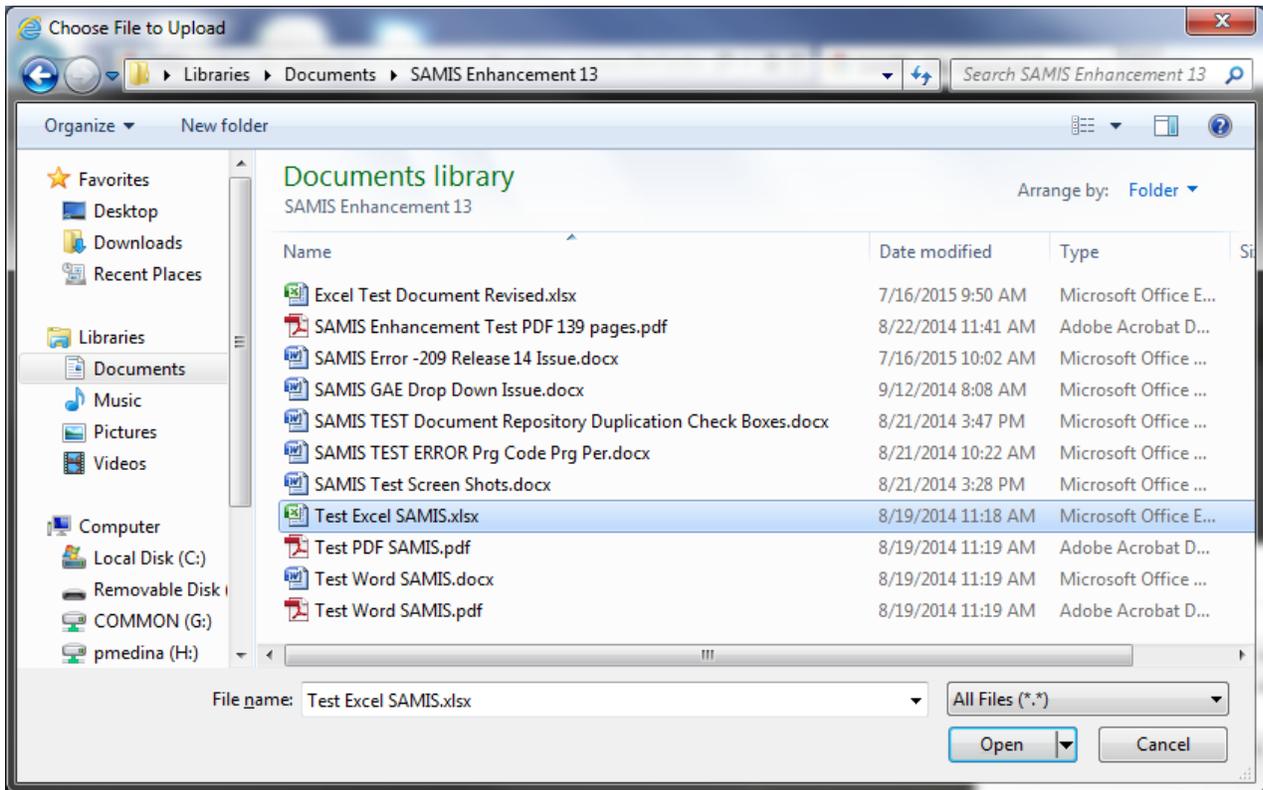
* Title November Request

* Description November Request includes cover letter and daily census

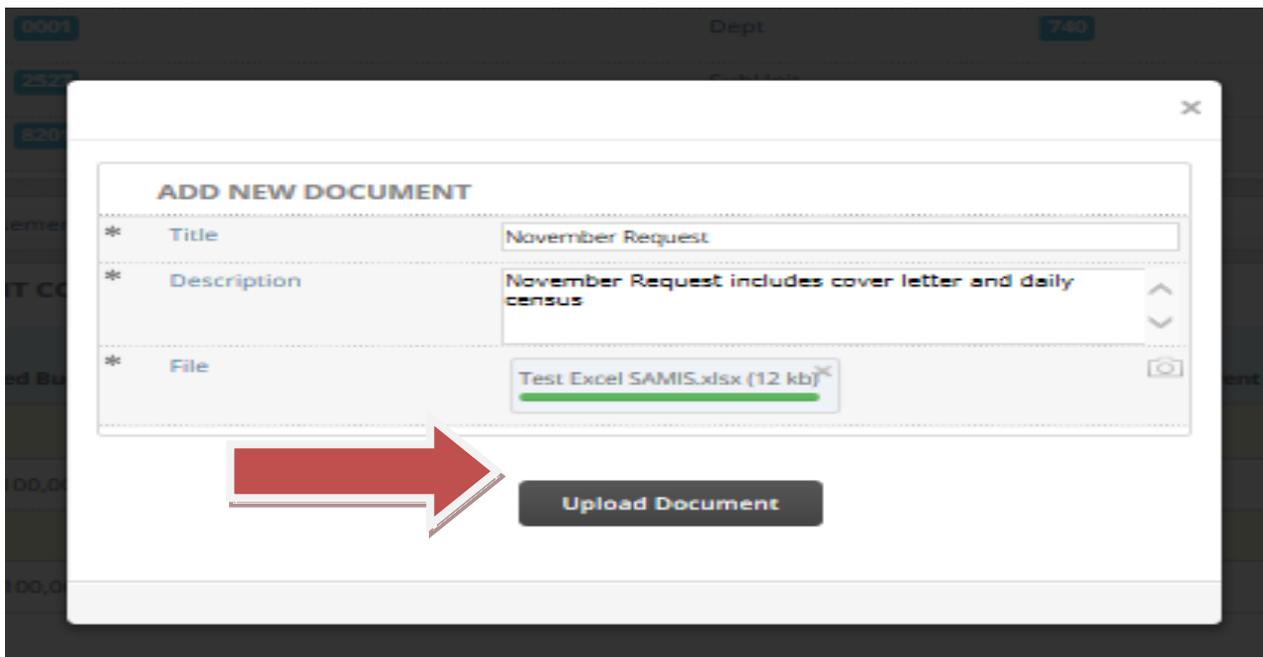
* File Choose File

Upload Document

Select the file you would like to upload from your computer/network drive.
Click Open once you have selected the file.



Click on "Upload Document" once you have selected the file.



You will be redirected back to the reimbursement request once you have uploaded the document. The “Document” field keeps a count of the number of files you upload. Click on “Add” each time to upload multiple files. “Save Payment” when you are done with your entry.

PAYMENTS

Unit Cost	# of Units	Subtotal	3rd Party Payment	Match Amount	CSC Reimb	Document	
<input type="text" value="10.00"/>	<input type="text" value="100"/>	1000.00	<input type="text"/>	<input type="text"/>	<input type="text" value="1000.00"/>	1 <input type="button" value="Add"/>	<input type="button" value="Delete"/>
Totals		\$1000.00			\$1000.00		



You are now ready to forward your request to the submitter. Most agencies only have a creator and a submitter in their workflow. If your agency has a reviewer the request would go to them. You will then be redirected back to the main screen.

Reimbursement #28309: Test Program 2 - Test Agency 2

Period: 11/01/15 - 11/30/15 Contract #: R2016-1234 Reimb.: \$1,000.00 Prog. Alloc.: \$101,000.00 Creator: sbot

GAE NUMBER #08122016000001

Resolution Date: 12/01/2015 Encumbrance Line #: 1

Program Code: TA20 Program Period: GY16

Fund: 0001 Dept: 740

Unit: 2527 SubUnit:

Object: 8201 Sub Object:

My Approval Queue > Reimbursement #28309

CURRENT REIMBURSEMENT NET AMOUNTS

Net Adjustments: \$0.00 Net Reimbursement: \$1,000.00

YTD AMOUNTS (INCLUDES CURRENT REIMBURSEMENT)

YTD Salary and Expense: \$1,000.00 YTD Amount Owed: \$0.00

YTD Reimbursement: \$1,000.00 YTD Salary and Expense + YTD Amount Owed:

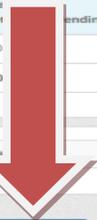
YTD Allocation Balance: \$100,000.00

SALARY ACCOUNTS

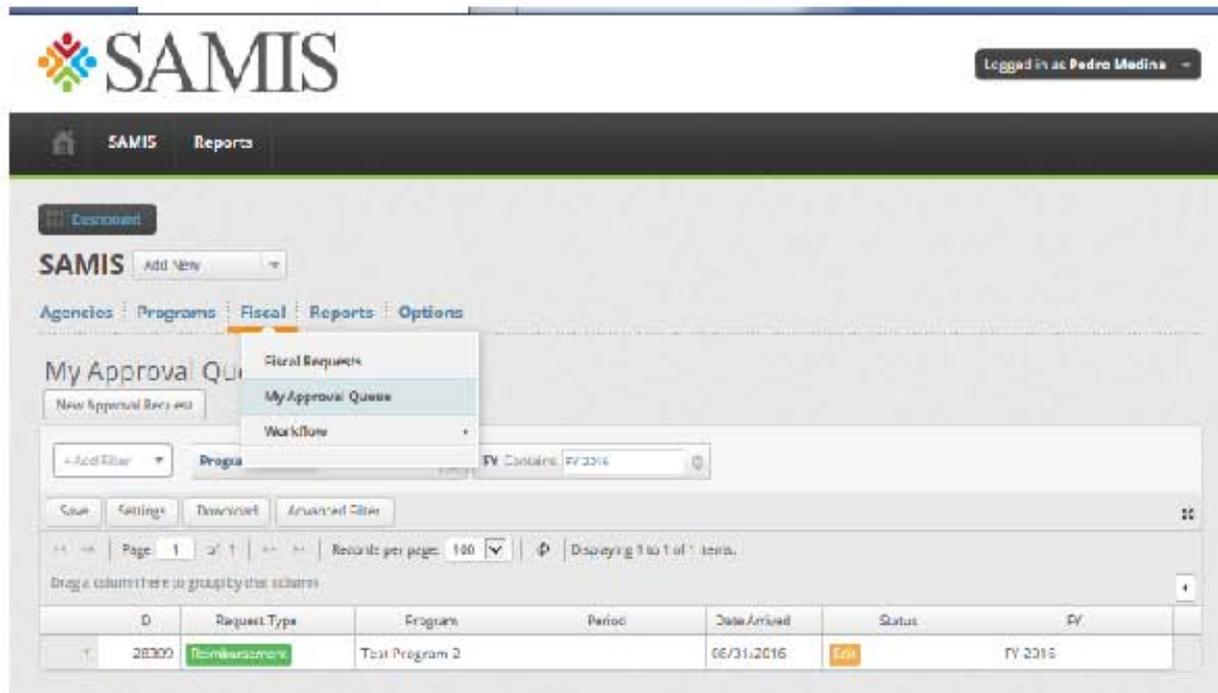
No positions have been added to this budget/period.

EXPENSE ACCOUNTS

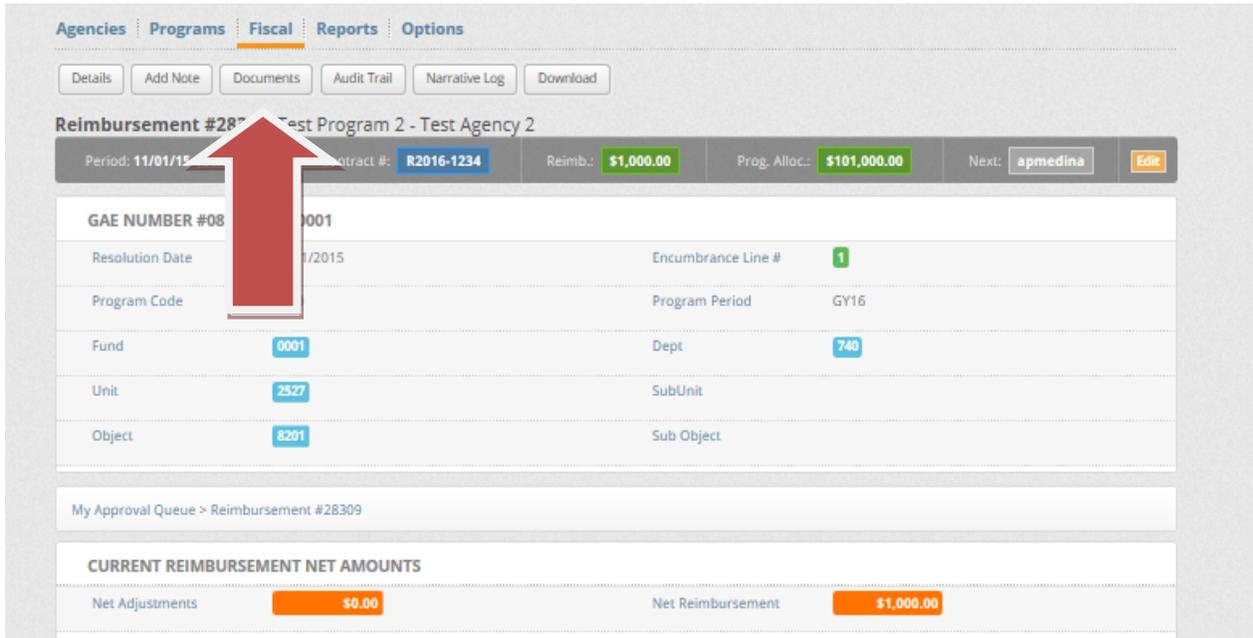
Title	Original Budget	Amended Budget	Ending	YTD Request	Current Request	Remaining Balance
Grants and Aids	\$100,000.00	\$100,000.00		\$1,000.00	\$1,000.00	\$99,000.00
Expense Total	\$100,000.00	\$100,000.00		\$1,000.00	\$1,000.00	\$100,000.00
Grand Total	\$100,000.00	\$100,000.00		\$1,000.00	\$1,000.00	\$100,000.00



Reviewing a reimbursement request - The individual listed as the submitter will have the request in their queue. They will have the opportunity to review and submit the request. You can access the request by clicking on it in the pod or you may access it by going the “Fiscal” page and clicking “My Approval Queue”.

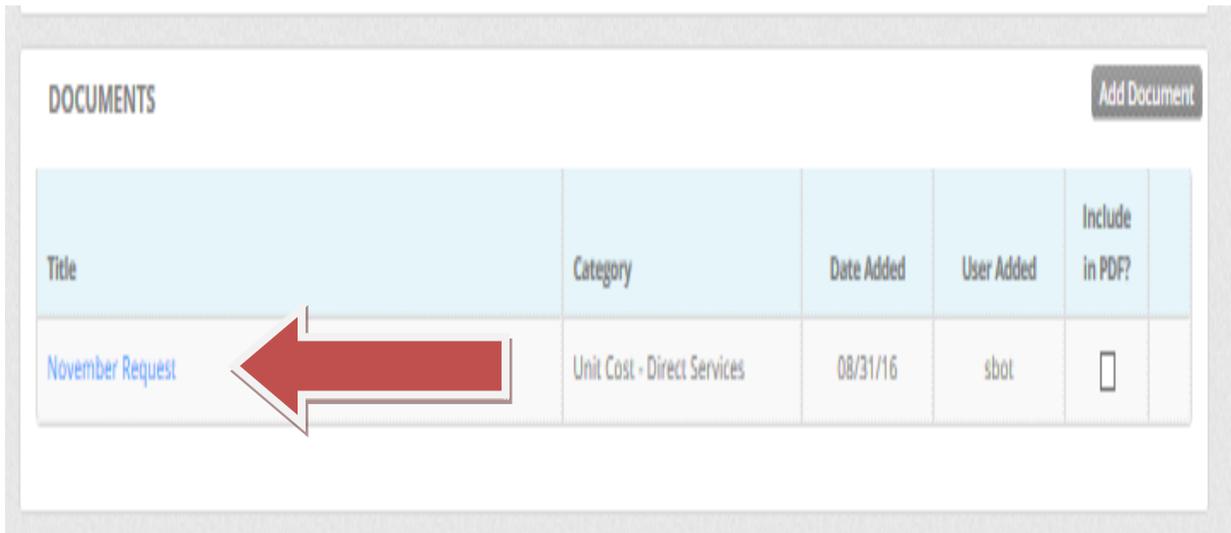


Now you can review the reimbursement request. Uploaded supporting documentation can be viewed by clicking on “Documents” towards the top of your screen.



The screenshot shows a web interface for a reimbursement request. At the top, there are navigation tabs: Agencies, Programs, Fiscal, Reports, and Options. Below these are buttons for Details, Add Note, Documents, Audit Trail, Narrative Log, and Download. The main header reads "Reimbursement #287 - Test Program 2 - Test Agency 2". Below this, there are fields for Period (11/01/15), Contract # (R2016-1234), Reimb. (\$1,000.00), Prog. Alloc. (\$101,000.00), Next (apmedina), and an Edit button. A table lists various fields: GAE NUMBER #08 (0001), Resolution Date (7/2015), Encumbrance Line # (1), Program Code, Program Period (GY16), Fund (0001), Dept (740), Unit (2527), SubUnit, and Object (8201). Below the table is a section for "My Approval Queue > Reimbursement #28309" and a "CURRENT REIMBURSEMENT NET AMOUNTS" table showing Net Adjustments (\$0.00) and Net Reimbursement (\$1,000.00). A red arrow points to the "Documents" button in the top navigation bar.

The document(s) will appear towards the bottom of the screen. You can click on the blue hyperlink(s) to view them.



The screenshot shows a table titled "DOCUMENTS" with an "Add Document" button in the top right corner. The table has five columns: Title, Category, Date Added, User Added, and Include in PDF?. The first row contains the following data: Title (November Request), Category (Unit Cost - Direct Services), Date Added (08/31/16), User Added (sbot), and Include in PDF? (checkbox). A red arrow points to the "November Request" text, which is a blue hyperlink.

To go back to the request you can click back on your browser or “Details” .

The screenshot shows the SAMIS web application interface. At the top, there is a navigation bar with tabs for 'Agencies', 'Programs', 'Fiscal', 'Reports', and 'Options'. Below this, there are buttons for 'Details', 'Add Note', 'Documents', 'Audit Trail', 'Narrative Log', and 'Download'. The main content area displays the details for 'Reimbursement #28309: Test Program 2 - Test Agency 2'. A red arrow points to the 'Details' button. Below the request title, there is a table with fields for 'Request Number #08122016000001', 'Request Date', 'Encumbrance Line #', 'Program Code', 'Program Period', 'Dept', 'Unit', 'SubUnit', and 'Object'. Below this table is a 'DOCUMENTS' section with a table listing documents, including one titled 'November Request'.

You may “Reject” or “Submit” the request once you have reviewed it and its supporting documentation.

The screenshot shows the 'EXPENSE ACCOUNTS' section of the SAMIS web application. It features a table with columns for 'Title', 'Original Budget', 'Amended Budget', 'Pending', 'YTD Request', 'Current Request', and 'Remaining Balance'. The table includes a row for 'Grants and Aids' and a summary row for 'Expense Total'. Below the table, there is a 'Grand Total' row. Two red arrows point from the 'Expense Total' and 'Grand Total' rows to 'Reject' and 'Submit' buttons respectively.

Title	Original Budget	Amended Budget	Pending	YTD Request	Current Request	Remaining Balance
Grants and Aids	\$100,000.00	\$100,000.00		\$1,000.00	\$1,000.00	\$99,000.00
Expense Total	00.00			\$1,000.00	\$1,000.00	\$100,000.00
Grand Total	00.00	\$		\$1,000.00	\$1,000.00	\$100,000.00

If you choose to reject the request, then you can choose from the default “Rejection Reasons” and/or type in a brief narrative in the “Comment” box to explain the reason(s) for rejecting it.

The screenshot shows a web form for rejecting a request. It features a section titled "Rejection Reason" with a list of 12 checkbox options. Below this is a "Comment" section with a text input field. At the bottom right, there are two buttons: "Confirm Rejection" (red) and "Cancel" (grey).

Rejection Reason	
<input type="checkbox"/> AGENCY INTERNAL REJECTION	
<input type="checkbox"/> ADJUSTMENTS-Did Not Repay Advance/Disallowance/Penalty	
<input type="checkbox"/> BILLING-Duplicate	
<input type="checkbox"/> BILLING-Exceeds Approved Am/Percentage	
<input type="checkbox"/> BILLING-Incorrect Amount Billed	
<input type="checkbox"/> BILLING-Incorrect Line Item/Category	
<input type="checkbox"/> BILLING-Incorrect Period	
<input type="checkbox"/> BILLING-Not Allowable	
<input type="checkbox"/> BILLING-Not Budgeted	
<input type="checkbox"/> BILLING-Payment Detail Incomplete/Incorrect	
<input type="checkbox"/> BUDGET-Out of Balance (Amendments Included)	
<input type="checkbox"/> BUDGET-Unauthorized Transfer of Funds	

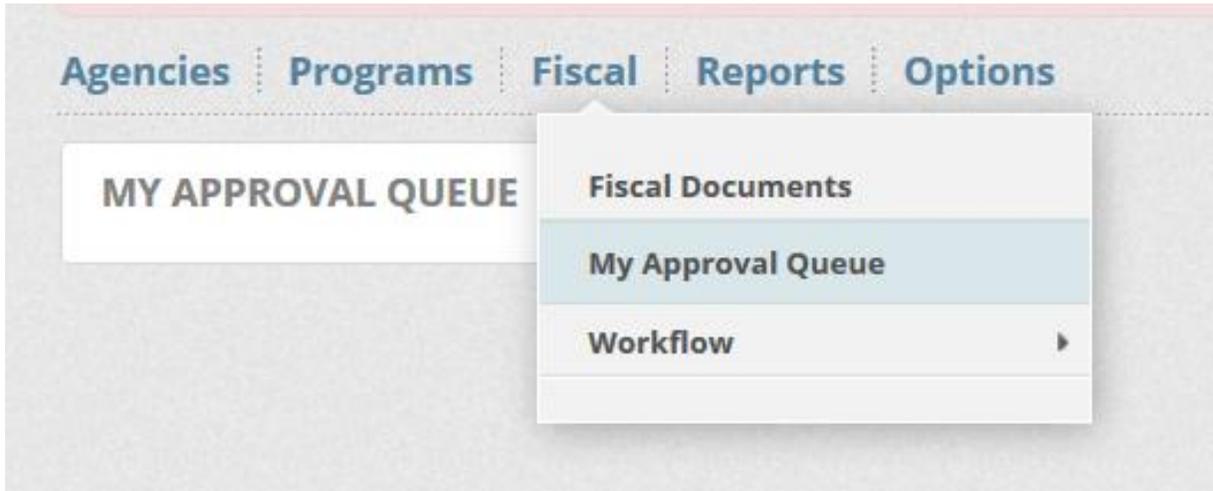
Comment

Comment

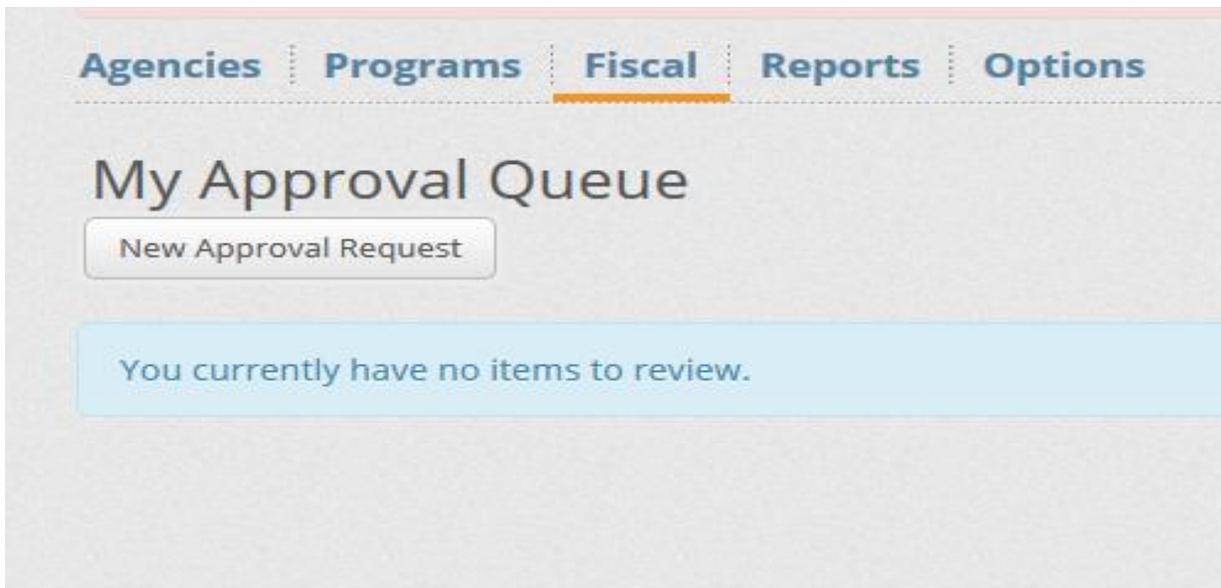
Confirm Rejection Cancel

Amendments

Amendments are for agencies that have multiple expense lines in one program and need to reallocate funding between them. To create an amendment scroll over to the Fiscal tab and click on My Approval Queue.



Select New Approval Request



Complete the following three required fields: Fiscal Year, Agency/Program, and Area. The Area in this case will be Amendments. Click on Start Request to begin.

Agencies | Programs | **Fiscal** | Reports | Options

My Approval Queue

New Approval Request

NEW APPROVAL REQUEST

* Fiscal Year

* Agency/Program

* Area

From here you can increase or decrease each expense line. This page will initially only show expense lines that have an allocation assigned to them. However, you may choose to show all lines items including ones that do not have an allocation by clicking on the “Show \$0 Items” button. By doing so, you can then add an allocation to an expense line which previously did not have one.

Agencies Programs **Fiscal** Reports Options

Details Add Note Audit Trail Narrative Log Download

Amendment #4717: ESG - Adopt-A-Family

FY: FY-2016 Contract #: R2015-1244 Allocation: \$208,671.00 Creator: dperez Edit

My Approval Queue > Amendment #4717

SALARY & EXPENSE ACCOUNTS Show \$0 Items

ESG	Operations	\$0.00	\$27,683.00	\$21,188.28	0.00	0.00	\$27,683.00	\$21,188.28
ESG	Salaries and Benefits	\$0.00	\$7,500.00	\$7,500.00	0.00	0.00	\$7,500.00	\$7,500.00
ESG	Security Deposits	\$35,000.00	\$35,000.00	\$2,250.00	0.00	0.00	\$35,000.00	\$2,250.00
ESG	Utility Deposits	\$8,488.00	\$1,065.00	\$0.00	0.00	0.00	\$1,065.00	\$0.00
ESG	Rental Assistance	\$130,000.00	\$137,423.00	\$12,459.25	0.00	0.00	\$137,423.00	\$12,459.25
Expense Total		\$173,488.00	\$208,671.00	\$43,397.53	\$0.00	\$0.00	\$208,671.00	\$43,397.53
Grand Total		\$173,488.00	\$208,671.00	\$43,397.53	\$0.00	\$0.00	\$208,671.00	\$43,397.53

Save Delete Forward

Please ensure that your expense line increases and decreases are equal. The totals are provided at the bottom of the screen.

SALARY & EXPENSE ACCOUNTS Show \$0 Items

ESG	Operations	\$0.00	\$27,683.00	\$21,188.28	0.00	0.00	\$27,683.00	\$21,188.28
ESG	Salaries and Benefits	\$0.00	\$7,500.00	\$7,500.00	5000.00	0.00	\$12,500.00	\$12,500.00
ESG	Security Deposits	\$35,000.00	\$35,000.00	\$2,250.00	0.00	0.00	\$35,000.00	\$2,250.00
ESG	Utility Deposits	\$8,488.00	\$1,065.00	\$0.00	0.00	0.00	\$1,065.00	\$0.00
ESG	Rental Assistance	\$130,000.00	\$137,423.00	\$12,459.25	0.00	-5000.00	\$132,423.00	\$7,459.25
Expense Total		\$173,488.00	\$208,671.00	\$43,397.53	\$5,000.00	(\$5,000.00)	\$208,671.00	\$43,397.53
Grand Total		\$173,488.00	\$208,671.00	\$43,397.53	\$5,000.00	(\$5,000.00)	\$208,671.00	\$43,397.53

Save Delete Forward

You are now ready to forward your request to the submitter. Most agencies only have a creator and a submitter in their workflow. If your agency has a reviewer the request would go to them.

SALARY & EXPENSE ACCOUNTS Show \$0 Items

ESG	Operations	\$0.00	\$27,683.00	\$21,188.28	0.00	0.00		\$27,683.00	\$21,188.28
ESG	Salaries and Benefits	\$0.00	\$7,500.00	\$7,500.00	5000.00	0.00		\$12,500.00	\$12,500.00
ESG	Security Deposits	\$35,000.00	\$35,000.00	\$2,250.00	0.00	0.00		\$35,000.00	\$2,250.00
ESG	Utility Deposits	\$8,488.00	\$1,065.00	\$0.00	0.00	0.00		\$1,065.00	\$0.00
ESG	Rental Assistance	\$130,000.00	\$137,423.00	\$12,459.25	0.00	-5000.00		\$132,423.00	\$7,459.25
Expense Total		\$173,488.00	\$208,671.00	\$43,397.53	0.00	(\$5,000.00)		\$208,671.00	\$43,397.53
Grand Total		\$173,488.00	\$208,671.00	\$43,397.53	0.00	(\$5,000.00)		\$208,671.00	\$43,397.53

Save
Delete
Forward

The reviewer or submitter, depending on your agency's workflow, will be able to see the amendment in their My Approval Queue once it has been forwarded to them. The reviewer or submitter can now click on the amendment from the pod.

Agencies | Programs | Fiscal | Reports | Options

MY APPROVAL QUEUE

ESG

Tue, September 27, 2016

Amendment

Status: Edit

The amendment can be reviewed and submitted/rejected once it has been reviewed.

Amendment #4717: ESG - Adopt-A-Family

FY: **FY-2016** Contract #: **R2015-1244** Allocation: **\$208,671.00** Next Reviewer: **dperez** [Edit](#)

My Approval Queue > Amendment #4717

SALARY & EXPENSE ACCOUNTS Show \$0 Items

ESG	Operations	\$0.00	\$27,683.00	\$21,188.28	\$0.00	\$0.00	\$27,683.00	\$21,188.28
ESG	Salaries and Benefits	\$0.00	\$7,500.00	\$7,500.00	\$5,000.00	\$0.00	\$12,500.00	\$12,500.00
ESG	Security Deposits	\$35,000.00	\$35,000.00	\$2,250.00	\$0.00	\$0.00	\$35,000.00	\$2,250.00
ESG	Utility Deposits	\$8,488.00	\$1,065.00	\$0.00	\$0.00	\$0.00	\$1,065.00	\$0.00
ESG	Rental Assistance	\$130,000.00	\$13,000.00	\$12,400.00	\$0.00	(\$5,000.00)	\$132,423.00	\$7,459.25
Expense Total		\$173,488.00	\$208,671.00	\$43,397.53	\$5,000.00	(\$5,000.00)	\$208,671.00	\$43,397.53
Grand Total		\$173,488.00	\$208,671.00	\$43,397.53	\$5,000.00	(\$5,000.00)	\$208,671.00	\$43,397.53

Reject Submit