CAL STATE FULLERTON

Contracts and Procurement

Procurement Card Program
Cardholder Quick Reference Guide

STEP ONE:

Logging In

1) Open Internet Explorer.
2) Enter the following in your address bar: **www.samaccess.com**
3) Enter the following on the Stratigic Account Management™ (SAM™) **Login Screen**:
   - **Database**, enter **"csuf"**
   - **User ID**, enter last 8 of your card #
   - **Password**, enter the default password "tuffy12titan" (all lower case)

   Note: For security purposes please change your password upon your initial logon to the SAM™ system.
4) Click Login
5) You will see the welcome screen.

STEP TWO:

CARDHOLDERS: Reviewing Transactions

1) On the toolbar on top of the Welcome Screen, highlight **Transaction Administration** and then select **Transaction Review**.
2) Click on a transaction. Transaction detail will be displayed in the Transaction Detail window.
3) Review the account. **If a change is needed**, enter the new account or do a search by selecting the ... button.
4) Review the fund. **If a change is needed**, enter the new fund or do a search by selection the ... button.
5) Review the dept id. **If a change is needed**, enter the new dept id or do a search by selection the ... button.
6) Review the class. **If a change is needed**, enter the new class or do a search by selection the ... button.
7) Review the project. **If a change is needed**, enter the new project or do a search by selection the ... button.
8) Add any information to the **Remarks** field, if needed.
9) Click Save.
10) Enter the **Travel Request Number** assigned to your Travel Authorization for travel related purchases.
11) Click the **viewed** box. *(This identifies that you have looked at the transaction)*. **This is not a requirement, but is available for your use.**

STEP THREE:

Printing Expense Log Report and Attaching Receipts to Your Monthly Packet

1) Log onto the SAM™ system. **(If not already)**
2) On the toolbar on top of the Welcome Screen, highlight **Reports** and then select **Reports Wizard.**
3) Click on ⊞ box next to **Transaction Review** folder.
4) Select **Expense Log** and click on the Next>> button.
5) If you have access to more than one cardholder, ensure that the name is highlighted for the cardholder you want and click on the Next>> button. Otherwise skip to step #6.
6) Click the ◉ next to **By Billing Cycle** and ensure that the correct billing cycle date is select from the drop down menu.
7) Click on the Next>> button.
8) Click the Run Now button. (A PDF document will be created and displayed)
9) Click , which will print the report
10) Navigate to the following website: http://finance.fullerton.edu/Procurement/pcardweb/pcardforms.htm
11) Select the Approval of Procurement Card Transactions form.
12) Complete the required fields, print and sign the form.
13) Attach all supporting documentation (*ex*: receipts, D-11 forms) to the Expense Log Report and forward to the Procurement Card Program Office, CP-300, after Approving Official reviews and approves the transactions.

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Splitting Transactions

1) From the **Transaction** screen, click on the transaction.

   Line Detail Actions...
   Line Detail Actions...
   Split Line Item # 1
   View Original Line(s)
   All Lines

2) Click Update Accounting Allocation
3) Select the number of splits from the drop-down box. *The amount will be divided evenly among all rows.*
4) You can either keep the even split or enter the amount for each split in either dollar or percent of total.
5) When finished, click Save .
6) To revert to the original, click

   Line Detail Actions...
   Line Detail Actions...
   Split Line Item # 1
   View Original Line(s)
   All Lines
   Update Accounting Allocation .

7) Then click Revert to Original.
8) Then click OK .

Disputing Transactions

Before you dispute a transaction, you must first attempt to resolve the issue directly with the merchant!

1) From the **Transaction** screen, click on the transaction.

   Summary Actions...
   Summary Actions...
   Search
   Dispute Transaction...
   View / Edit Notes...

2) Select from the dropdown menu on top of the transaction summary screen.
3) Confirm your **E-mail Address** and **Phone Number**, enter them if empty.
4) Choose the **Dispute Reason** from the drop-down box and follow the on-line instructions.
5) Enter detailed notes in the comment box.
6) Click Next .
7) Click Submit .
8) Right click on confirmation screen and select print

   Print
   Refresh .

9) Click OK .
10) Enter "Disputed" in the **Remarks** box.
11) Click Save .

Customer Service

Contact the Procurement Card Program at **pcard@fullerton.edu** for assistance with:

- ▶ Reporting Lost/Stolen Cards
- ▶ Balance Inquiries
- ▶ Dispute Assistance
- ▶ Fraud Inquiries
- ▶ Declined Cards
- ▶ Lost Receipts

Additional Resources

On-line information is available on the Finance web page at **http://finance.fullerton.edu**.

For information on training class schedules visit the ETD website at **http://etd.fullerton.edu**.

If you have additional questions, please send an email to **pcard@fullerton.edu**.

Questions? Email: pcard@fullerton.edu