SAM

Shared Accounting Module

CARS Workshop

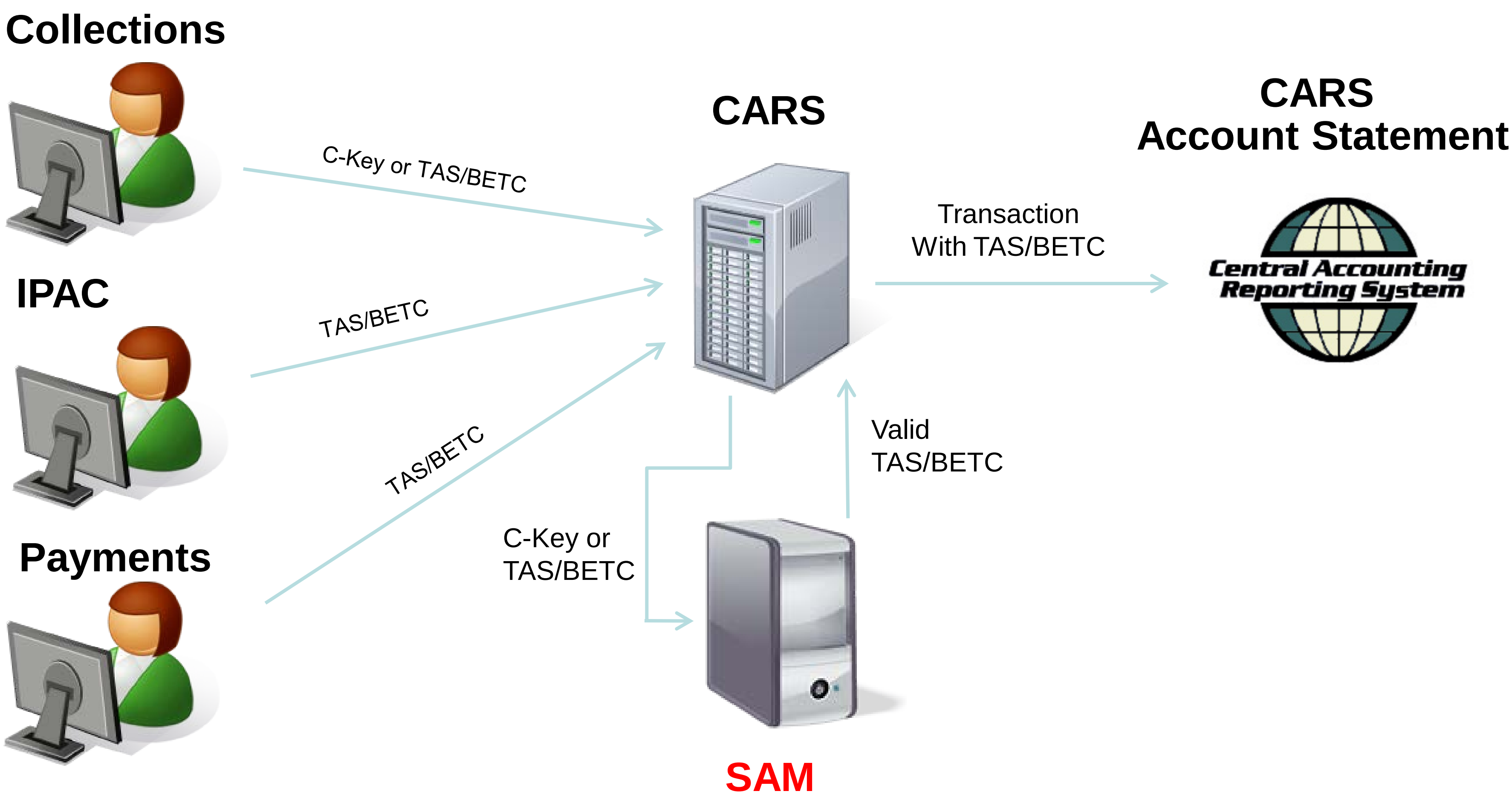
Shared Accounting Module (SAM) Overview

- What is SAM’s role in CARS reporting?
- How will my agency and/or ALC use SAM?
- How often will we need to access SAM?
- What additional benefits does SAM offer?

How SAM Works

- SAM validates/translates a TAS/BETC on transactions and allows them to post in CARS.
  - IPAC & Payments – TAS/BETC validated when transaction is entered.
  - Collections, RITS & TRACS – SAM uses a cash flow profile to translate a C-Key into a TAS/BETC.
- ALCs must complete the SAM set up process prior to onboarding as a new CARS reporter.

CARS Transaction Life Cycle



C-Key Translation

- C-Key (unique data field) is transmitted for each collection channel.
- C-Key value differs by collection channel.
- C-Keys are listed on cash flow profile and tie to a TAS/BETC.
- ALCs maintain a cash flow profile in SAM for each collection channel used.
- SAM team works with ALCs to create cash flow profiles and upload them in SAM.
- Periodic updates may be required for cash flow profiles.

Example Cash Flow Profile

CashFlow	
Name	FPA 85800001 OTCNET Cash Flow
Description	Federal Program Agency 85800001
System Type	Collection
Access Group Path	Federal Program Agency
ALCs	85800001
Mechanisms	OTCNET
CKey Name	
Name	Agency Accounting Code
Description	Agency Accounting Code

SAM translates the C-Key value into component TAS/BETC.

Ckey Value		Description	Distribution Rule	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	%
85120100		Salaries & Exp 2012	Credit			858	2012	2012		0100	000	COLL	100
			Debit			858	2012	2012		0100	000	COLLAJ	100
8512/130100		Salaries & Exp 2012-2013	Credit			858	2012	2013		0100	000	COLL	100
			Debit			858	2012	2013		0100	000	COLLAJ	100
853220		General Fund	Credit			858				3220	000	COLUVRCT	100
			Debit			858				3220	000	COLUVRAJ	100
85F3875		Suspense	Credit			858			F	3875	000	COLLBCA	100
			Debit			858			F	3875	000	COLLBCAJ	100
MISC		Misc Collection	Credit			858			X	7777	009	COLL	100
			Debit			858			X	7777	009	COLLAJ	100

C-Keys point to a TAS/BETC

C-Key Examples

Mechanism	C-Key Name	C-Key Value*
OTCNet	Agency Accounting Code	TAS/Accounting Code
PAYGOV	PAYGOV ALC+2	99999999 + 00
Credit Card	Merchant ID	4445000123456
ECP	ECP ALC+2	99999999 + 00
Fedwire	CGFEDWIRE	8 + 99999999 + 000
ACH REX	CGACH	8 + 99999999 + 000
TRACS	ALC Number	99999999
RITS	Payroll Office Number	88888888

*C-Key values shown above include (+) only to illustrate individual components.

SAM Set Up – Preparing To Transition

- CARS CRM Team confirms ALC is ready to transition
- SAM Team hosts meeting with ALC to:
  - ✓ Establish SAM Access Group Structure
  - ✓ Identify Key User Roles
  - ✓ Enter SAM Default Rules (All system types)
  - ✓ Complete Cash Flow Profiles (Collections, RITS and/or TRACS)

Note: If an ALC has previously completed a SAM set up, some steps may be eliminated.

SAM Set Up – Establish Access Group

PLSA Authorization Form

- PLSA form establishes account in SAM and identifies the Primary Local Security Administrator (top tier user).
- Form submitted by ALC (processed by Treasury Support Center)
- Form must have an approval signature.
- Discussed during SAM set up call with ALC.
- PLSA provisions additional SAM users for the access group.

Shared Accounting Module (SAM)
Primary Local Security Administrator (PLSA) Authorization Form

The Officer identified below designates the following to serve as Primary Local Security Administrator (PLSA) for the Shared Accounting Module (SAM). Each PLSA may designate other individuals as Users or Local Security Administrators (LSAs).

Section 1 – General Information

☒ **Create New PLSA**

☐ **Modify PLSA Information** (only applies to last name, e-mail address, phone number and/or address)

☐ **Delete PLSA** (the current PLSA will not be deleted until an additional Authorization form is received to create a new PLSA for the Access Group)

Primary Access Group Name: (A maximum of 50 alpha numeric characters) A Primary Access Group is a group created to relate ALC(s) or DSSN(s) in terms of security and/or business commonality. **Agency Access Group**

Assigned TWAI Organization: (A maximum of 50 alpha numeric characters) The Assigned TWAI Organization is the organization that the user is granted permission to for the PLSA role. ____________________

Section 2 – PLSA Profile

Each Access Group may have only one user designated as a PLSA

TWAI User ID If applicable (e.g. ITIM ID, Enterprise ID)	Anyid500
PLSAs Employer	Agency
PLSAs Name (Full name)	Bob Smith
PLSAs E-mail Address (Not shared) *Please ensure accuracy – email address is the unique identifier of a user	Bob.smith@agency.gov
Phone Number (Direct number to PLSA)	555-555-5555
Street Address (PLSA location)	1 Any Street
Street Address Line 2 (PLSA location)	
City / State / Zip (PLSA location)	Any town, ST, USA
PLSA Activation Date (Please check one)	☒ Effective Immediately ☐ Future Effective Date___/____/______
Will PLSA also serve as Cash Flow Administrator (CFA) for the Access Group? *User needs access to Access Group Cash Flow Profiles, Default Rules and related reports*. (Please check one) CFA role will be activated when PLSA role is activated.	☒ Yes ☐ No

Section 3 – Officer Authorization

By signing below, the Officer (normally the Director of the Office of Finance, Office of Accounting, or comparable unit) certifies that he/she is duly authorized by the organization to designate individuals who can serve as PLSA. The authorized individual also agrees to be responsible on behalf of the organization for all security management related to SAM access. The authorized individual will be contacted and must confirm signature before request can be completed. The authorized individual signing this form cannot be designated as the user on this form.

The officer signing this form cannot be designated as a PLSA on this form.

Name (print)	John Doe	Signature			
Title	Agency Manager	Phone	( ) -	Date	/ /
Email Address	John.doe@agencylgov				

Please mail or fax the completed form to the SAM Treasury Support Center

Regular Address:	Fax:	Overnight Address:
SAM Treasury Support Center Federal Reserve Bank of St. Louis P.O. Box 442 St. Louis, Missouri 63166	314-444-4773	SAM Treasury Support Center Federal Reserve Bank of St. Louis 1421 Dr. Martin Luther King Drive St. Louis, MO 63106-3716

SAM Set Up – Upload Cash Flow Profiles

- Cash Flow Profiles provide map between C-Keys and TAS/BETCs.
- SAM Team helps identify all applicable C-Keys.
- SAM Team creates initial CFP(s); approved by ALC.
- Cash Flow Administrator (CFA) uploads CFPs in SAM.
- CFPs can be updated at any time by Cash Flow Administrator.
- If an ALC adds an additional collection channel a new CFP is required.

SAM Set Up – Entering Default Rules

- Cash Flow Administrator (CFA) enters default rules in SAM during set up.
- Default accounts are specified by Treasury.
- Used by SAM to post transactions where C-key cannot be translated and/or TAS/BETC cannot be validated.
- Account for Intragovernmental is F3502 and Collections/Payments is F3500.
- Transactions post to a default account (regardless of system type) must be reclassified in CARS.

SAM Set Up Complete!

- SAM notifies CARS team that SAM set up is complete.
- CARS CRM coordinates remaining transition process.
- SAM works with ALC if CFPs require update(s).

SAM Tools & Resources:

SAM Public Website

Enterprise Reference Data Options

SAM Electronic Training

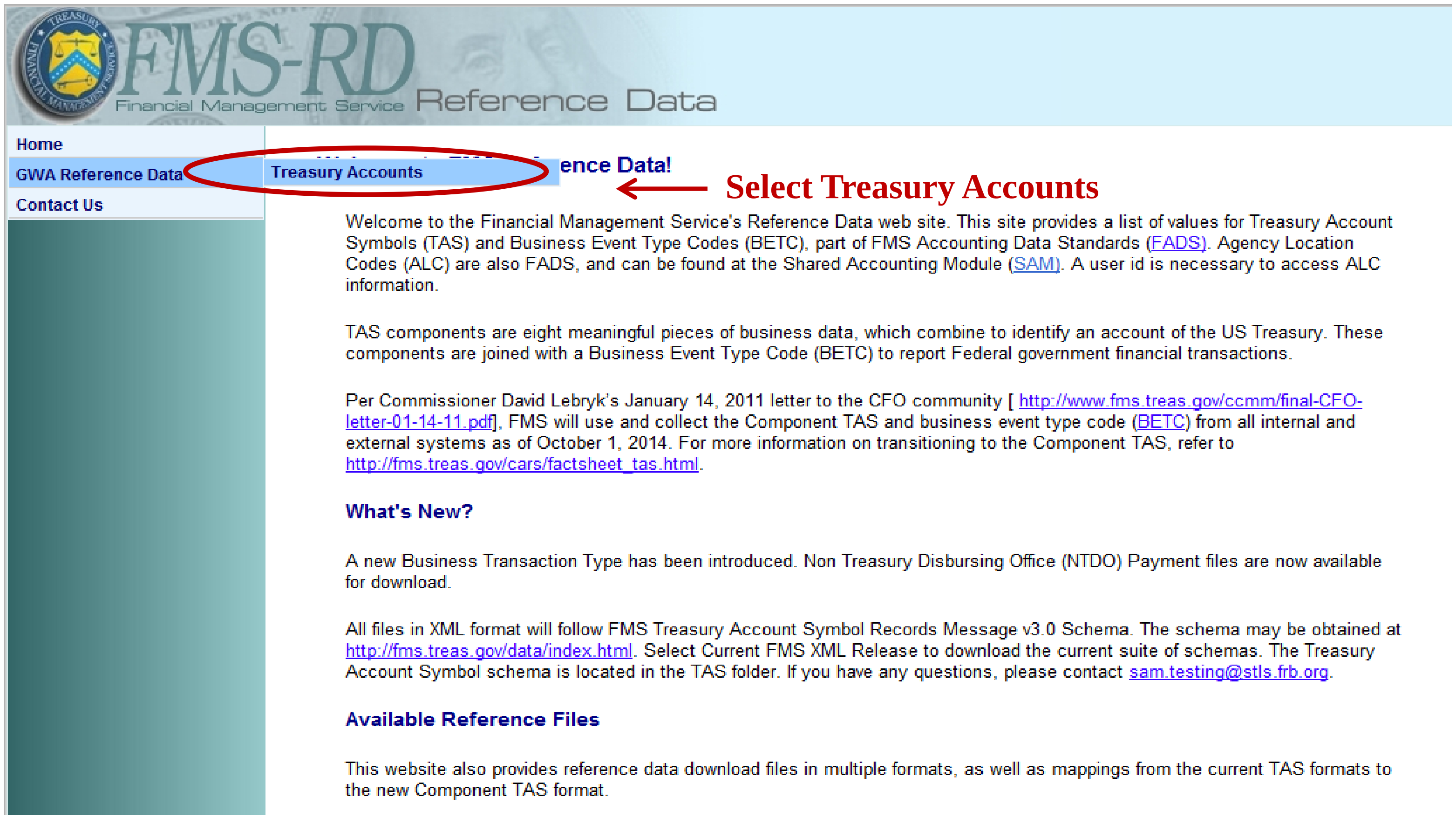
SAM Agency Location Code Report

SAM Public Website Features

- Go to source for open and available TAS/BETCs for all federal program agencies
- Includes component TAS-BETC and string TAS
- Variety of file formats to choose from.
- Username and password are not required.
- Updated daily (available 6 a.m. EDT).

SAM Public Website

https://www.sam.fms.treas.gov/sampublic/


FMS-RD Financial Management Service Reference Data

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Treasury Accounts

ence Data!

Select Treasury Accounts

Welcome to the Financial Management Service's Reference Data web site. This site provides a list of values for Treasury Account Symbols (TAS) and Business Event Type Codes (BETC), part of FMS Accounting Data Standards (FADS). Agency Location Codes (ALC) are also FADS, and can be found at the Shared Accounting Module (SAM). A user id is necessary to access ALC information.

TAS components are eight meaningful pieces of business data, which combine to identify an account of the US Treasury. These components are joined with a Business Event Type Code (BETC) to report Federal government financial transactions.

Per Commissioner David Lebryk's January 14, 2011 letter to the CFO community [http://www.fms.treas.gov/ccmm/final-CFO-letter-01-14-11.pdf], FMS will use and collect the Component TAS and business event type code (BETC) from all internal and external systems as of October 1, 2014. For more information on transitioning to the Component TAS, refer to http://fms.treas.gov/cars/factsheet_tas.html.

What's New?

A new Business Transaction Type has been introduced. Non Treasury Disbursing Office (NTDO) Payment files are now available for download.

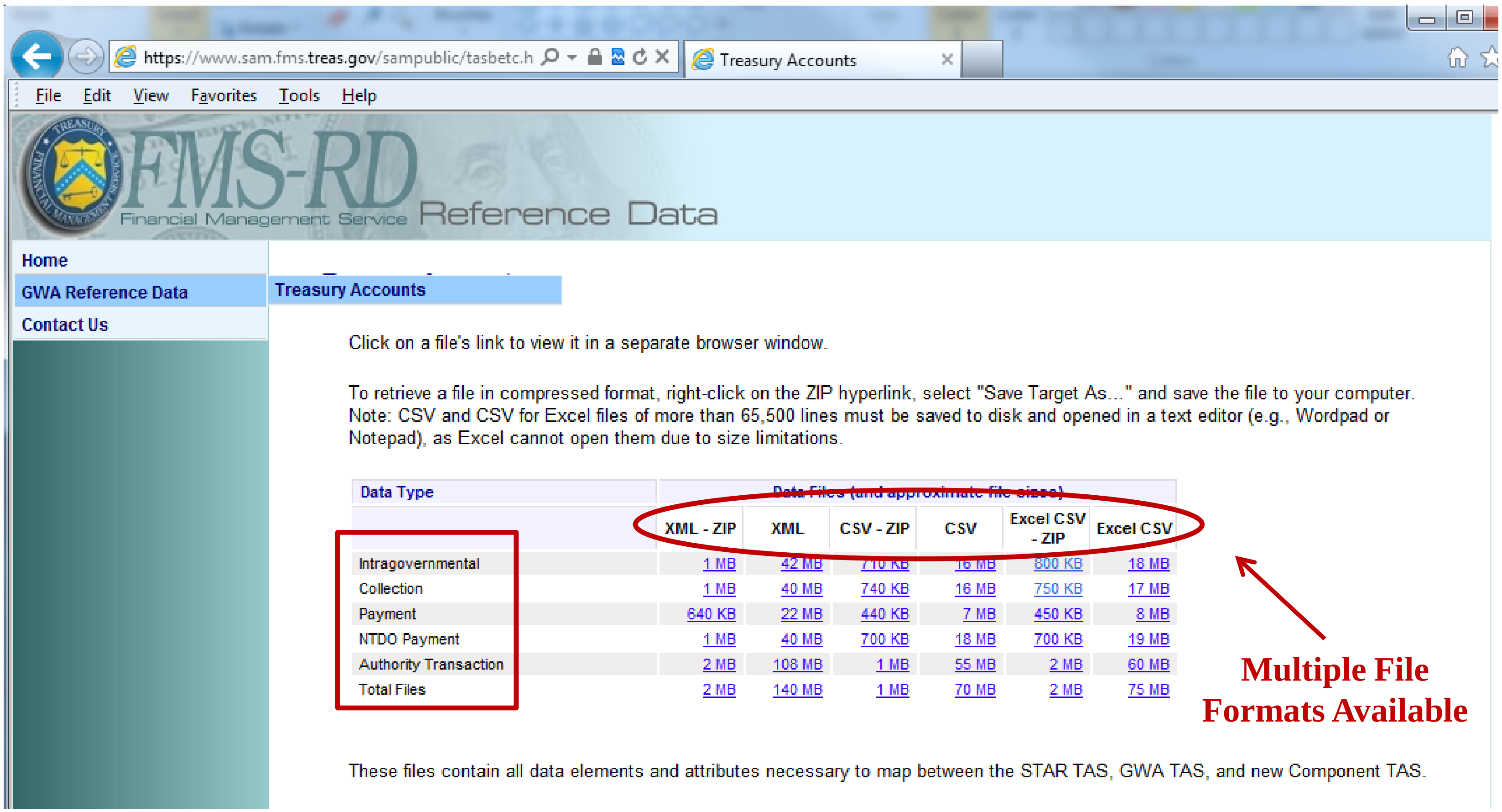
All files in XML format will follow FMS Treasury Account Symbol Records Message v3.0 Schema. The schema may be obtained at http://fms.treas.gov/data/index.html. Select Current FMS XML Release to download the current suite of schemas. The Treasury Account Symbol schema is located in the TAS folder. If you have any questions, please contact sam.testing@stls.frb.org.

Available Reference Files

This website also provides reference data download files in multiple formats, as well as mappings from the current TAS formats to the new Component TAS format.

SAM Public Website

https://www.sam.fms.treas.gov/sampublic/tasbetc.htm/


https://www.sam.fms.treas.gov/sampublic/tasbetc.h

Treasury Accounts

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Treasury Accounts

Click on a file's link to view it in a separate browser window.

To retrieve a file in compressed format, right-click on the ZIP hyperlink, select "Save Target As..." and save the file to your computer. Note: CSV and CSV for Excel files of more than 65,500 lines must be saved to disk and opened in a text editor (e.g., Wordpad or Notepad), as Excel cannot open them due to size limitations.

Data Type	Data Files (and approximate file sizes)					
	XML - ZIP	XML	CSV - ZIP	CSV	Excel CSV - ZIP	Excel CSV
Intragovernmental	1 MB	42 MB	710 KB	16 MB	800 KB	18 MB
Collection	1 MB	40 MB	740 KB	16 MB	750 KB	17 MB
Payment	640 KB	22 MB	440 KB	7 MB	450 KB	8 MB
NTDO Payment	1 MB	40 MB	700 KB	18 MB	700 KB	19 MB
Authority Transaction	2 MB	108 MB	1 MB	55 MB	2 MB	60 MB
Total Files	2 MB	140 MB	1 MB	70 MB	2 MB	75 MB

These files contain all data elements and attributes necessary to map between the STAR TAS, GWA TAS, and new Component TAS.

Multiple File Formats Available

SAM TAS-BETC Listing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Outbound Time Stamp 2012-11-24T02:00:00-05:00 Inbound Last Received Time Stamp 2012-11-23T21:02:49-05:00 Inbound Last Changed Time Stamp 2012-11-23T21:02														
2	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	Admin Bu	GWA TAS	GWA TAS Name	Agency Na	BETC	BETC Nam	Effective I
22993			020			X	0101	000	01	20X0101	SALARIES AND EX	DEPARTM	COLLAJ	Adjustme	1987-10-0
22994			020			X	0101	000	01	20X0101	SALARIES AND EX	DEPARTM	DISB	Gross Disb	1987-10-0
22995			020			X	0101	000	01	20X0101	SALARIES AND EX	DEPARTM	DISBAJ	Adjustme	1987-10-0
22996			020	2007	2008		0101	000	01	2007/0801	SALARIES AND EX	DEPARTM	COLL	Offsetting	2006-10-0
22997			020	2007	2008		0101	000	01	2007/0801	SALARIES AND EX	DEPARTM	COLLAJ	Adjustme	2006-10-0
22998			020	2007	2008		0101	000	01	2007/0801	SALARIES AND EX	DEPARTM	DISB	Gross Disb	2006-10-0
22999			020	2007	2008		0101	000	01	2007/0801	SALARIES AND EX	DEPARTM	DISBAJ	Adjustme	2006-10-0
23000			020	2008	2008		0101	000	01	20080101	SALARIES AND EX	DEPARTM	COLL	Offsetting	2007-10-0
23001			020	2008	2008		0101	000	01	20080101	SALARIES AND EX	DEPARTM	COLLAJ	Adjustme	2007-10-0
23002			020	2008	2008		0101	000	01	20080101	SALARIES AND EX	DEPARTM	DISB	Gross Disb	2007-10-0
23003			020	2008	2008		0101	000	01	20080101	SALARIES AND EX	DEPARTM	DISBAJ	Adjustme	2007-10-0
23004			020	2008	2008		0101	000	01	20080101	SALARIES AND EX	DEPARTM	DISBCA	Payments	2007-10-0
23005			020	2008	2008		0101	000	01	20080101	SALARIES AND EX	DEPARTM	DISBCAAJ	Adjustme	2007-10-0

Component TAS **String TAS** **BETC**

SAM Public Website TAS/BETC Files Are Updated Daily

SAM Enterprise Reference Data

- SAM Enterprise Reference Data consists of Agency Location Code and TAS/BETC data.
- Upon request SAM can provide ERD information to business partners on a daily, weekly or monthly basis.
- Data is available via web service (preferred method), email, drop file or message.
- For more information, please download the Trading Partner Integration Guide at http://fms.treas.gov/sam/ent_ref_data.html

Electronic Training

- SAM offers electronic training modules to help assist users with navigating the system
- Step-by-step video tutorials based on the user role and application functionality

SAM Agency Location Code Report

- Lists all active agency location codes, along with contact information, bureau code, ALC type, etc.
- Available in PDF or Excel format.
- Any FPA user can gain access.
- User form available on SAM website.
- Contact SAM team for details.

SAM vs. SAM.gov

Two very different applications

- URL: https://www.sam.fms.treas.gov/index.html
- Application Owner: Treasury Fiscal Services
- Launched: 2006
- Purpose/Function: Validate or derive TAS-BETCs on Central Accounting & Reporting System (CARS) transactions.
- User Community: Federal program agencies that in the process of transitioning to CARS reporting. Agencies must be granted access to SAM.
- Help/Contact Info: Toll Free (877) 255-9033 Email: sam_tsc@stls.frb.org

- URL: sam.gov
- Application Owner: GSA
- Launched: 2012
- Purpose/Function: A federal government owned and operated free website consolidating capabilities of CCR/FedReg, ORCA & EPLS.
- User Community: Vendors wishing to do business with the federal government.
- Help Line: 866-606-8220

Thank you for your participation!

SAM Contact Information

SAM Team Email: sam.conversion@stls.frb.org

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Harold Grice	(314) 444.4238
Beckie White	(314) 444.6248
Teresa Wright	(314) 444.4274

Websites:

SAM FMS Page: http://fms.treas.gov/sam/
SAM Application: http://sam.fms.treas.gov/
SAM Public Website: http://sam.fms.treas.gov/sampublic/