

The logo for the Shared Accounting Module (SAM) consists of the letters "SAM" in a white, sans-serif font, centered within a solid red rectangular background.

SAM Set Up



Step 1 – Access Group Structure

The Shared Accounting Module (SAM)'s Conversion Team will need to determine the organizational structure for all Federal Program Agencies (FPA). This organizational makeup is referred to as an Access Group structure within the SAM Application. Access Groups consist of one or more ALCs with some business commonality regarding cash flows within the SAM application. For example, if your agency has multiple sites administering a given program according to the same accounting rules, and each site uses a different ALC, then those ALCs would comprise one access group. Access groups can be further divided into subgroups to more narrowly focus system and data privileges.

Step 2 – Cash Flow Profile

The Shared Accounting Module (SAM) will validate, translate, or default transactions based upon the FPA's Cash Flow Profile. The Classification Key (C-Key) information located on the Cash Flow Profile will serve as a crosswalk for the agency's collections, RITS, and TRACS transactions.

Step 3 – PLSA User Authorization Form

This form authorizes a member of the FPA's organization to serve as the Primary Local Security Administrator (PLSA) for the Shared Accounting Module (SAM). Only one PLSA can exist per Access Group. The PLSA will have the ability to designate other individuals as SAM Users or Local Security Administrators.

Step 4 – Provisioning Additional Users

The PLSA will work with any additional agency users that require access to the Shared Accounting Module to establish their account within SAM. A Cash Flow Administrator (CFA) is required for agencies reporting collections, RITS, and TRACS through the SAM application. Agency users can also utilize the Local Security Administrators (LSA), Agency Viewer (AV), or Data Downloader (DD) roles.

Step 5 – Default Rules

Default rules provide for a high level interim TAS/ BETC classification in the event that the original classification information is missing or invalid. Default rules are established and maintained at the access group level. Current rules may become invalid due to expiration of a TAS, a BETC or the combination of both. Managing access group default rules allows the appropriate user to create, modify, and delete current and pending rules.

Step 6 – Upload Cash Flow Profile

The Cash Flow Administrator (CFA) is responsible for uploading and managing the final Cash Flow Profile created in Step 2 of the SAM Set Up process.

For Questions Please Contact A SAM Conversion Team Member

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