Transaction Review Guide
Welcome to AMEX Strategic Account Management (SAM) training for the following:

- **OFFICEMAX**—Office products
- **IMPRESS**—Print & document services
- **LIGATURE**—Business cards

SAM is a reporting and accounting system provided by American Express.

You’ll need to log on SAM each month to do the following:

- Review and edit online OfficeMax/Impress/Ligature transactions.
- Print Expense Log Report and submit to the P-Card office.
- We’ll provide you a **User ID and password** to log on **SAM**. **Do not use this SAM User ID and Password for OfficeMax/Impress and Ligature orders.**
- Instead, you’ll need an OfficeMax User Name/PIN and Password (provided by Deanna Tam—Purchasing Dept) or a **Ligature User ID** (provided by Elaine Collins—Purchasing Dept.)
- Contact **Deanna at 53511** for **OfficeMax/Impress** log in questions.
- For **Impress** Print related questions, call **Kat or Merrill at 415-831-0478** or via email at sfsu.eofficemaz@gmail.com
- For all **Ligature** questions, call **Elaine Collins** at 81837.
Contact Information

1-For Ordering

**OfficeMax/Impress**
Log in question ➔ Deanna Tam (Purchasing)
Impress Custom Print Order ➔ Kat or Merrill (415 831 0478)

**Ligature**
Log in & ordering questions ➔ Elaine Collins (Purchasing)

2-Monthly Report

**SAM (American Express)**
Log in & Report Printing ➔ P-Card staff
NEW URL: www.samaccess.com (No longer https://gesamservice.corpcard.com)
• Database: csusf (lower case)
• User ID: Last 8 digits of your card number.
• Password: The first time you log in, your temporary password will also be the last 8 digits of your card. You’ll need to change your password (see next page)

**Recommended browsers: Internet Explorer 6.0/7.0 for PC & Safari 2.0.04 for MAC.**
First time you log in in SAM

1. The first time you log in, you will be required to reset your password. Please note the criteria your password must meet.

2. Verify your current business e-mail address. Enter your old password. Enter a new password using the criteria listed above. Re-type your new password to confirm.

3. Select a challenge question. Type your challenge question response to be used if you forget your password in the future.

4. Click submit.
SAM Home Page

1. Home, Reports, Transaction Administration, Change Password/Email
2. Help, Logoff
3. Favorite Reports and Queries
4. Pending and Completed Requests
5. Links
   - Email the Program Administrator
   - GE NetService
   - Corporate Card Policies and Procedures
6. Policy Compliance
   - For future use.
Transaction Review

How to review my OfficeMax/Impress/Ligature transactions?
Go to the Home Page and then select “Transaction Review” from the Transaction Administration menu.
Transaction Review Page Layout

1. The Transaction Review screen layout consists of a split window. The upper portion of the screen, in the Transaction Summary section, contains a list of transactions.
2. The lower portion of the screen is the Transaction Detail section. This section contains the details of the transaction that is highlighted (in blue) above.

![Transaction Review Page Layout](image-url)
How to edit an Accounting field? (If needed)

For a transaction with ONLY 1 Line Item?

For a transaction with MULTIPLE Line Items?
You have 5 BUSINESS days from the day the billing cycle ends to update the dept ID, Fund code, project ID…
To edit an accounting field for transactions with 1 Line Item

1. Highlight & delete the default accounting. Enter the new accounting info into that field. Click “save”. (If the new accounting is invalid or not on SAM, you’ll receive an error message.)
To edit transactions with multiple Line Items?

In the Transaction Detail Panel, Click on the “Line Detail Actions” drop down menu. Select “Update Accounting Allocation”.

!! Important!!
How?
Key in the NEW accounting codes for each field and then click on Save.

To edit transactions with multiple Line Items?
How to print the Expense Log Report?
Expense Log Report

1. Click on the “Reports” tab.
2. Select “Report Wizard”
Expense Log Report

Click on “+” to expand the Transaction Review folder.
Expense Log Report

Select “EXPENSE LOG” to open the report. Do not click the folder icon. Then click “Next” to continue.
Expense Log Report

⚠️ Select “By Accounting Cycle”
⚠️ Select the correct Date Range (provided in our monthly reminder)
⚠️ Click “Next”
Expense Log Report

Report Wizard, Review Cardholder Transaction Report
Please review Cardholder Transaction Report parameters and select your next action. You can either go to previous steps to change report criteria, run the report to view the results, or you can save and/or schedule the report.

Transaction Post Date
- Type: Quick Select
- Value: Current Month

Sort Type
- Sort Field: Post Date
- Sort Type: Asc

Export File Type
- PDF Only

Click on Run Now
Expense Log Report

Strategic Account Management

Expense Log Report

Date Range: 12/23/2006 to 01/22/2007
Sort By: Post Date
Create Report

Expense Log
Transactions occurring between 01- FEB-2003 and 30- APR-2003

User ID: Amy, Print Date: 07/02/2003 07:56:02 AM

THIS DOCUMENT REPRESENTS THAT ALL TRANSACTIONS ARE BUSINESS RELATED AND ARE AUTHORIZED IN ACCORDANCE WITH APPLICABLE POLICY, AND THAT THE ACCOUNT ASSIGNMENT APPLIED TO EACH TRANSACTION IS VALID FOR THE GOODS OR SERVICES WHICH HAVE BEEN PURCHASED.

Signature: ________________________________  Manager's Name (PRINT): ________________________________

Transaction Details:
- Post Date
- Amount
- Description
- Cardholder
- Account Number
- Merchandise
- Program
- R0 Number

Cardholder signs here
Approver signs here

Click here to print