



**CROSS REFERENCE  
FIS FORMS TO SAM FORMS**

**September 01, 2009**



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## 1.0 ACCOUNTS PAYABLE

The accounts payable function remains largely unchanged. However, there are some key differences between the existing accounts payable process and post SAM Implementation. The procedures used by Departments are not consistent. In some organizations invoices first go to the program areas and Cheque Requisitions/Invoice Aprons are completed with spending authority in the program area then sent to their finance section for processing. In others it starts in the Finance section. Now there are to be no manual cheque requisitions and all vendor vouchers (invoices) are to be centrally addressed to Departmental Finance Sections, entered in SAM and then sent out with a system generated form for spending authority. The final step is still to return documents to the Finance; where they will electronically approved for payment.

### FIS

- **NWT 1896** – 'Cheque Requisition' is no longer required.
- **NWT 1892** – 'Cheque Requisition/Continuation' is no longer required
- **NWT 1836** – 'Invoice Apron' is no longer required.

### SAM

- **GNTAP –R050 – Voucher Print** Payment processing is done on-line in the Accounts Payable module (Payment Vouchers). The on-line Voucher process replaced *NWT 1896 – 'Cheque Requisition' and NWT 1836 – 'Invoice Apron'*.
- **GNWT SAM-15/02 - 'Vendor Set-up Request'**, this replaces the GSN. Departments and Organizations will be required to complete this form and it will be submitted to the Department of Finance for creation in SAM. This is a controlled process, the same as for GSN creation.  
**Availability** – the form is available on the Department of Finance Intranet Site under SAM forms

### Other Considerations

- **Existing Filing Approach** – batch file by batch number, some departments place a copy of the CR or IA forms in the vendor files.
- **New File Approach** – copies of the Payment Voucher and associated back invoice/documentation are matched and filed together in alphabetical order.
- **Vendor Files** – are to be kept alphabetically separate from journal transactions, employee travel expenses and customer files.



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## 2.0 ASSET MANAGEMENT

There have been significant changes to GNWT/NWTHC Asset Management process. At present the GNWT uses Cedar for tracking assets and processing amortization. The Northwest Territories Housing Corporation maintains asset records on a spreadsheet. All capital assets and controllable assets will now be maintained in SAM Asset Management.

There are six new forms that are associated with the Asset Management Module.

**FIS**

The following forms are no longer required for the management of assets within the Government of the Northwest Territories.

- Capital Asset Creation
- Controllable Asset Setup
- Many TCA forms (9 TCA: TCA FA01-09): Capital, capital lease, journal entry, write-down, etc
- Utility Tracking
- Betterment
- Disposal
- Disposal – Controllable Assets

**SAM**

- **GNWT SAM - 04/1 – 'Owned Asset Addition',**
- **GNWT SAM - 06/1 – 'Cost Adjustments/ Transfers'.**
- **GNWT SAM – 30/1 – 'Asset Retirement/Re-instatement'.**
- **GNWT SAM – 08/1 – 'Leased Assets Addition'.**
- **GNWT SAM – 29/1 – 'Controllable Asset Creation' -**
- **GNWT SAM – 28/2 – 'Useful Life Adjustment'.**

**Other Considerations**

### 3.0 ACCOUNTS RECEIVABLE/BILLING

The Accounts Receivable function has undergone significant changes. Most of the manual forms that were used in the FIS environment are no longer required. In SAM most of the required forms are now produced on-line. Therefore, a significant number of GNWT forms are no longer required.

FIS	SAM
<ul style="list-style-type: none"> <li>▪ <b>NWT 2686</b> – ‘<u>Incoming Revenue Register</u>’ - is no longer required.</li> <li>▪ <b>NWT 2539</b> – ‘<u>General Invoice</u>’ is no longer required.</li> <li>▪ <b>NWT 2670</b> – ‘<u>Credit Note F.M.B.S. Only</u>’ is no longer required.</li> <li>▪ <b>NWT 6532</b> – ‘<u>Interim Receipt</u>’ - although there is no specific requirement to continue to use these they can be used to receipt cash in situations where there is no access to SAM.</li> <li>▪ <b>NWT 1184</b> – ‘<u>Transmittal Advise</u>’ – this form is no longer required.</li> <li>▪ <b>NWT 1084</b> – ‘<u>GSN Update Request</u>’ – this form is no longer required. The GSN number is not used in SAM. It is replaced by 2 numbers, one for Customers and another for Vendor. The Vendor and Customer Numbers can be linked if appropriate.</li> <li>▪ <b>NWT 1893</b> – ‘<u>General Receipt</u>’ - this form will still be used in SAM however it is being re-designed to accommodate changes to the coding block. The old version must be maintained for the immediate future to act as the official numbered receipt.</li> <li>▪ <b>NWT 2698</b> – ‘<u>Request for Single/Rep Invoicing</u>’ – this form is no longer required.</li> <li>▪ <b>Property Tax Invoice</b> - is no longer required, this was generated out of an access database owned by the Department of Finance Taxation Section.</li> <li>▪ <b>Fuel Tax Return</b> – the return documents are available</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>GNTAR-R029</b> – “<b>General Invoice and Credit Note</b>” – these documents are now system generated. Both of these documents can be created on-line. No formal authorization is required to create these documents. However, users must have the appropriate security to generate and invoice and/or a credit note. Also, the system allows that invoices/credit notes can be created in Pro Forma or as a bill. <b>Note</b> a bill is not a legally binding document until such time as a process is run to turn this into an Invoice. Department have the option of reviewing all bills (Pro Forma invoice) before they change the bill status from “<b>new</b>” they can review and when it is deemed correct they update a field on the bill that moves it to a “ready” state for processing. <b>Note:</b> NWTHC uses the same process, however, their Invoice and Credit Notes will have the appropriate logo and information. This on-line process eliminates the need for <u>NWT 2670 – ‘Credit Note F.M.B.S. Only’</u> and the <u>NWT 2539 – ‘General Invoice’</u>.</li> <li>▪ <b>GNTAR-R015</b> – ‘<b>Property Tax Invoice</b>’ – this document is now system generated. This is an annual process. A new invoice has been developed and is now generated by SAM.</li> <li>▪ <b>Fuel Tax</b> – The existing forms are used however, the data is entered into the SAM Fuel Tax module. This add-</li> </ul>

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on the GNWT website and these forms will continue to be used in the SAM environment.

- **Tobacco Tax Return** – the return document is available on the GNWT website and these forms will continue to be used in the SAM environment.
- **Payroll Tax** - return documents are available on the GNWT website and these forms will continue to be used in the SAM environment.

on does not generate invoices, it does the accounting transaction enters into SAM.

- **Tobacco Tax** - The existing forms are used however, the data is entered in the SAM Tobacco Tax module. This add-on does not generate invoices, it does the accounting transaction enters into SAM.
- **GNWT Payroll Tax** - The existing forms are used however, the data is entered in the SAM Tobacco Tax module. This add-on does not generate invoices, it does the accounting transaction entries into SAM. **Note:** a requirement has recently been identified that an annual and monthly remittance forms need to be generated out of SAM. GNWT will continue to use their access database to generate the remittance forms for the time being.
- **GNTAR-R033 - 'Dunning Letters'** - these letters will be system generated by the Department Finance Collections Staff. This the same process as previously followed and the letters were generated through FIS. However the letters will now be generated through SAM.
- **GNTAR-E124 - 'Cash Drawer Receipt'** - are system generated and replace the General Receipt in most circumstances.
- **GNWT-SAM 02/2 - 'General Receipt'** – This form is available for use when users cannot access SAM but still have a requirement to receipt cash. **Note:** this form is not pre-numbered and only to be used as backup to the existing form **NWT 1893 - 'General Receipt'**. Customers should be given the numbered receipt, until new numbered versions are printed. **Availability** - the form is available on the Department of Finance Intranet and Internet sites under SAM forms. The forms will be printed commercially and Departments will be advised when the form books are ready for distribution. This will be a



	<p>controlled form.</p> <ul style="list-style-type: none"> <li>▪ <b>NWT 6532 – ‘Interim Receipt’</b> - continue to use these in situations where there is no access to SAM and no requirement to associate funds with a customer.</li> <li>▪ <b>GNWT- SAM-16/2 ‘Customer Set-up Request’</b>, this replaces the GSN. Department and organizations will be required to complete this form and it will be submitted to the Department of Finance for creation in SAM. This is a controlled process, the same as it was for GSN Creation. <b>Availability</b> – the form is available on the Department of Finance Intranet and Internet sites under SAM forms.</li> <li>▪ <b>GNTAR-R030 – ‘Statements’</b> will be system generated by the Department Finance Collections Staff. This the same process as previously followed, the statements were generated through FIS. However, statements will now be generated through SAM.</li> <li>▪ <b>CDRDEPST – ‘Bank Deposit Receipt’</b> – will be generated by the system. These were formally manually prepared. A second person will take this to the bank for deposit.</li> </ul>
<p><b>Other Considerations</b></p> <ul style="list-style-type: none"> <li>▪ <b>Existing Filing Approach</b> – Batch file by batch number, some departments place a copy of the CR or IA forms in the vendor files.</li> <li>▪ <b>New File Approach</b> – copies of any invoice supporting documents are to be filed in a Customer files in alphabetical order</li> </ul> <p>In general, there is no need to maintain manual/paper files where the information is available on-line. For example statements, proforma, invoices, dunning letters etc, are available on line in &lt;.pdf&gt; format. They will be available on the SAM Report Manager.</p>	

## 4.0 GENERAL LEDGER/GENERAL ACCOUNTING

There have been significant changes associated with General Ledger accounting transaction processing. Journal vouchers were used extensively in FIS to make adjustments, corrections and for inter-departmental expenses. In SAM, adjustments and corrections will be made in the sub-ledger (AR, AP, Treasury, Assets etc) There is still a need to create Journal Vouchers, although more limited with the most common being adjustments for payroll type entries.. These Journal Entries will be done on line in SAM.

### FIS

- **NWT 1122** – ‘Journal Voucher Years/Dollars’ – this form is obsolete and will no longer be used in SAM.
- **Budget Vouchers** - this form is obsolete and will no longer be used in SAM. A new Budget Voucher has been developed for SAM. **Note**, the current form is not a GNWT printed form and there is an excel spreadsheet used for recording Budget vouchers.
- **NWT 1081** – ‘Chartfield Update Request’ - this form is obsolete and a new form has been developed for SAM.
- **NWT 1084** – ‘GSN Update Request’ – this form is obsolete and is replaced. GSN numbers will no longer be used in SAM, the GSN has been replaced with Vendor Number and Customer Number.

### SAM

- **FIN-2001 - Journal Entry Detail** – Journal entries will be done on-line and a copy of the document printed from SAM. Spending and Payment authority must be approved outside the system. The on-line Journal entry creation process replaces the need for ‘NWT 1122 - Journal Voucher Years/Dollars’ **Note**: the Journal Entry Detail Form is a PeopleSoft delivered report/document and has not been modified.
- **SAM 13/1 Budget Vouchers** – A new form has been developed to record Budget Journal changes. Also, an excel version of the Budget Voucher has been created and will be available. This form replaces the GNWT’s current printed and Excel version of the Budget Voucher form.
- **SAM – 10/1 Chart Field Update Request** – this is a new form that is used to add or make changes to GL Chart Fields. This replaces ‘NWT 1081 Descriptor File Update Request’ form which was used to request new and/or changes to the FIS Chart of Accounts.

### Other Considerations

- **Existing Filing Approach** – batch
- **New File Approach** – numerical by GL journal voucher.



## 5.0 TREASURY/BANKING

The Treasury/Banking function in the GNWT and the NWTTC is largely a manual process. The new Treasury functionality provides electronic bank statements, automated funds transfers, account management and bank reconciliation functionality.

**FIS**

- **Establishment of GNWT Bank Account** – This form has been modified with minor revisions.

**SAM**

- **GNWT SAM-20/1 – ‘Establishment of GNWT Bank Accounts’** – This Form replaces the existing form that authorizes the creation of a new bank account. Signature requirements are provided on the form.

**Other Considerations**



## 6.0 PROJECT COSTING

Other than basic functionality used within FIS, there was very limited ability related to project costing. In SAM, Project Costing provides a wealth of new functionality for managing and controlling projects. Project Costing is being used for the management of Projects (Capital and Operational), Utility Tracking, Management of Grants and Contribution programs and Projects on Behalf of Others. Project Costing is also integrated with the SAM Purchasing, Accounts Payable and Asset Management Modules. The Project Costing module is integrated with the GNWT’s HCM/Payroll module which allows for labour apportionment to projects, when appropriate.

**FIS**

- Project Costing was not a function available in FIS. FIS <Cost Codes> were often used to accommodate the need for basic project cost tracking.

**SAM**

- GNWT SAM -11/2 'Project Request Form'** this form will be used to create projects, set-up Grant and Contribution, Projects on Behalf of Others and Utility Tracking. This form will also be used to create or make changes to a project. **Availability** – the form is available on the Department of Finance Intranet and Internet sites under SAM forms.

**Other Considerations**



## 7.0 EXPENSE MANAGEMENT

The expense management was handled by a paper form within the FIS environment. There has been considerable change to the methods for handling Expense Management in SAM. Expenses is still a user self service module but now all required forms are produced from SAM. Additionally travellers can follow the progress of request to travel or expense submission.

### FIS

- **NWT 1890** – 'Travel Authorization and Expense Claim' effectively managed Travel Authorization, Accountable Advance and Expense Claim. This form is no longer required.
- **NWT 1890** – 'Travel Warrant' form is no longer required.
- **NWT 1354** – 'Accommodation Warrant' is no longer required for SAM
- **NWT 4296** – 'Accountable Advance' – this form is no longer required for SAM

### SAM

- **GNTEX-R120** - '**Employee Expense Report**' - system generated. This form replaces the need for NWT 1890 'Travel Authorization and Expense Claim'.
- **GNTEX-R121** - '**Employee Travel Authorization**' – this is a system Generated and it replaces the need for NWT 1890 'Travel Authorization and Expense Claim'.
- **EXC-5500** - '**Employee Cash Advance**' this is a delivered PeopleSoft Report/Form and is System Generated.
- **GNWT SAM – 09/2 'Travel Authorization & Expense Claim – for Non-Government Employees'** – this form is used to process expense claims paid by the Government of the Northwest Territories on behalf of non-government employees. This form replaces *NWT 1890 – 'Travel Authorization and Expense Claim'*, and *NWT 4296 – 'Accountable Advance' as it relates to travel.*  
**Availability** – the form is available on the Department of Finance Intranet and Internet sites under SAM forms.

### Other Considerations

## 8.0 PURCHASING

There have been a number of changes to the Government of the Northwest Territories and Northwest Territories Housing Corporation purchasing function. The Government of the Northwest Territories will continue to use Public Works, Internal Services system for the creation of Requisitions or they can be entered/created directly in SAM. Although the intent was to eliminate LCAs for both the Government of the Northwest Territories and the Northwest Territories Housing Corporation, operational realities dictate that these forms continue to be used in some limited circumstances.

### **FIS**

- **NWT 1611** – 'Commitment Addendum' is no longer required for SAM.
- **NWT 1825** – 'General Commitment/Requisition' is no longer required in SAM.
- **NWT 1895** – 'Advertising Request/Order' - is no longer required in SAM.
- **NWT 4429** – 'LCA \$5,000 Limit' - is no longer required in SAM however Departments/Agencies who still require LCAs may do so.
- **Housing Corp** – 'LCA \$5,000 Limit' - is no longer required in SAM however, Northwest Territories Housing Corporation operational requirements dictate that this form will be used for the foreseeable future.
- **NWT 4465** – 'Credit Card Activity Log' is no longer required in its current format.
- **NWT 4469** – 'Credit Card Exempt Form' this form is unchanged and will continue to be used in SAM environment.

### **SAM**

- **GNTPO-R040** – '**Requisition For Supplies**' this is a system generated form and replaces the need for *NWT 1825 – 'General Commitment/Requisition'*. Departments can either generate this document in SAM or continue to create Requisitions using Public Works and Services Internal Service system. This form replaces the following documents
  - Request for Advertising
  - Request for Air Charter
  - Requisition for Supplies and Services
- **GNTPO-R039** – '**Purchase Order**' this is a system generated form. This form will be used by the government of the Northwest Territories. This form replaces the following documents
  - Air Charter Order
  - Advertising Order
  - Chargeback Agreements
  - Construction Agreements
  - General Commitments
  - Lease Agreements
  - Purchasing Order for Goods
  - Service Contracts
  - Grants and Contributions
  - LCA
  - Travel Warrant
  - Accommodation Warrant

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<ul style="list-style-type: none"><li>▪ <b>NWT 4468</b> – '<u>Credit Card Instruction Insert Form</u>' is unchanged and will continue to be used in the SAM environment.</li><li>▪ <b>NWT 4467</b> – '<u>Credit Card Tender Form</u>' is unchanged and will continue to be used in the SAM environment,</li></ul>	<ul style="list-style-type: none"><li>▪ <b>GNWT SAM – 18/2 – '<u>Credit Card Activity Log</u>'</b> this form replaces <i>NWT 4465 – '<u>Credit Card Activity Log</u>'</i> <b>Availability</b> – the form and an excel template are available on the Department of Finance Intranet and Internet sites under SAM forms.</li><li>▪ <b>NWT 4469</b> – '<u>Credit Card Exempt Form</u>' – the form will continue to be used in the SAM environment. This form is available from the Warehouse.</li><li>▪ <b>NWT 4468</b> – '<u>Credit Card Instruction Insert Form</u>' – the form continue to be used in the SAM environment. This form is available from the Warehouse.</li><li>▪ <b>NWT 4467</b> – '<u>Credit Card Tender Form</u>' the form will be used in the SAM environment. This form is available from the Warehouse.</li></ul>
<b>Other Considerations</b>	



## 9.0 MISCELLANEOUS

<p>There some new forms that do not explicitly belong to the SAM modules such as, Security/User Access Control forms, Petty Cash Approval forms.</p>	
<p><b>FIS</b></p> <ul style="list-style-type: none"> <li>▪ <b>FIS System Access Request Form</b>– This form obsolete.</li> <li>▪ <b>Petty Cash Authorization Request Form</b> – this form is no longer required</li> </ul>	<p><b>SAM</b></p> <ul style="list-style-type: none"> <li>▪ <b>GNWT SAM – 32/1 ‘User Access Control – SAM Security Authorization’</b> – this form replaces the ‘<i>FIS System Access Request form</i>’ and will be used in the future to grant appropriate user access to the SAM environment. <b>Availability</b> – the form will be available on the Department of Finance Intranet and Internet sites under SAM forms.</li> <li>▪ <b>GNWT SAM 22/1 – ‘Petty Cash Fund Approval pages 1 &amp; 2 Form’</b> – this form replaces the existing ‘<i>GNWT Petty Cash Authorization Request Form</i>’. Only minor changes have been made to the old form. <b>Availability</b> – the form will be available on the Department of Finance Intranet and Internet sites under SAM forms.</li> </ul>
<p><b>Other Considerations</b></p>	