

URGEMS ASE Feed Tab QRC

The URGEMS application has recently been updated. This Quick Reference Card (QRC) has been created to outline the general changes throughout the system. Users will notice these changes on associated screens listed in this guide.

ASE Feed Tab

This feature allows all users to select encumbrance records from a direct feed from the ASE travel and Expense software. Users who use this application will see ASE data on this new tab. This information can be used as a data entry option into URGEMS.



	FAO	Category	Unit	Department	Payable To	Total Encumbrance Amount	Document Date	Expense Total Amount	Expense Date	REF1	ALT FORM	Comments
Select	OP211060	SC49750	021	Mathematics	Dragonry Fu	\$141,735.00	7/20/2016	\$0.00	10/9/2015			10/9-10/16 Travel
Select	OP211060	SC49600	021	Mathematics	Randall Stone	\$3,000.00	7/20/2016	\$0.00	10/9/2015			10/9-10/16 Travel
Select	OP211144	SC49750	022	Electrical & Computer Engg	Dragonry Fu	\$638,131.00	7/18/2016	\$0.00	6/7/2016			LA (6/7 - 6/12) -

1. Go to the **Non Salary > Encumbrance** screen. Notice a new tab entitled **ASE Feed**
2. Choose the **ASE FEED tab** to see a listing of encumbrances (based on user FAO security) from this feed to date
3. Use **Search** to find a transaction by any text type; Category, FAO, Date, Amount, etc.
4. Choose the **Select** link within the first column of the screen to view details, modify and save as an encumbrance into URGEMS. Notice the Comments text box within the last column of this screen
5. Once an item is selected the **Add New Encumbrance** screen appears. Here you can verify Ref 1# field data and modify the record to add details such as the **Form Type** field.
6. Select the **Save** button at top to save the record to URGEMS. Users will only be able to save records that they have access to
7. If error messages appear, correct appropriately (*associated video shows an example of a duplication Ref 1# error*)

URGEMS PMM Feed Tab QRC

The URGEMS application has recently been modified based on user feedback. This Quick Reference Card (QRC) has been created to assist in increasing the awareness of these changes.

PMM Feed Tab

This feature allows all users to select encumbrance records from a direct PMM feed. This information can be used as a data entry option into URGEMS.



The screenshot displays the 'Encumbrance/Expense' application interface. At the top, there are navigation tabs: Search, Browse, Details, Rapid Entry, Reconciliation, ASE Feed, and PMM Feed (which is currently selected). Below the tabs, there is a search bar and a 'Show 100 entries' dropdown. The main area contains a table with 12 columns: a 'Select' column, 'FAO Year', 'FAO', 'Category', 'Unit', 'Department', 'Payable To', 'Total Encumbrance Amount', 'Document Date', 'Expense Date', 'REF1', 'ALT FORM', and 'Comments'. Three rows of data are visible, each with a 'Select' link in the first column.

Select	FAO Year	FAO	Category	Unit	Department	Payable To	Total Encumbrance Amount	Document Date	Expense Date	REF1	ALT FORM	Comments
Select	2016	GR529413	SC59500	CM040		MILTENYI BIOTEC INC	\$21.65	6/14/2016	6/27/2016	1081629147		EDI 810 DO NOT DELETE
Select	2016	GR506097	SC59500	CM040		CARL ZEISS MICROIMAGING INC	\$20.00	6/6/2016	2/26/2016	6043142572		
Select	2016	GR506221	SC59500	CM040		ACGT INC	\$21.65	6/8/2016	6/29/2016	701216		

1. Go to the **Non Salary > Encumbrance** screen. Notice a new tab entitled *PMM Feed*
2. Choose the **PMM FEED tab** to see a listing of encumbrances (based on user FAO security) from this feed to date
3. Use **Search** to find a transaction by any text type; Category, FAO, Date, Amount, etc.
4. Choose the **Select** link within the first column of the screen to view details, modify and save as an encumbrance into URGEMS. Notice the Comments text box within the last column of this screen
5. Once an item is selected the **Add New Encumbrance** screen appears. Here you can verify Ref 1# field data and modify the record to add details such as the **Form Type** field.
6. Select the **Save** button at top to save the record to URGEMS. Users will only be able to save records that they have access to
7. If error messages appear, correct appropriately (*associated video shows an example of a duplication Ref 1# error*)