

URGEMS SOLO 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.

SOLO 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 SOLO data on this new tab. This information can be used as a data entry option into URGEMS.

Select	FAO Year	FAO	Category	Payable To	Total Encumbrance Amount	Document Date	REF1
Select	2016	GR500238	(SC61000)	Staples Business Advantage	\$10.56	9/1/2016	SPI00782284
Select	2017	OP211114	(SC61000)	Staples Business Advantage	\$387.00	9/1/2016	SPI00783770
Select	2017	OP211114	(SC61000)	Staples Business Advantage	\$8.59	9/1/2016	SPI00783770
Select	2017	OP211114	(SC61000)	Staples Business Advantage	\$27.64	9/1/2016	SPI00783772
Select	2017	OP213001	(SC61000)	Staples Business Advantage	\$10.99	9/1/2016	SPI00784167
Select	2017	OP213001	(SC61000)	Staples Business Advantage	\$19.89	9/1/2016	SPI00784169

1. Once logged into URGEMS, navigate to the **Non Salary > Encumbrance** screen. The *SOLO Feed* is within the associated tab list
2. Choose the **SOLO FEED** tab to see a listing of encumbrances (based on user FAO security) from this feed to date
3. Use the **Search** field to locate a transaction by any text type; Category, FAO, Document 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

Support: Contact URGEMS Support URGEMSSupport@UR.Rochester.edu