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The Electronic Ledgers Project (eLedgers) is the Financial Services application used to store and distribute The University's Financial Accounting System (FAS) ledgers of record in a secure, easy to view, electronic environment. The eLedgers are available to all authorized University FAS administrators with valid CNetIDs.

The University of Chicago eLedger Project is part of a comprehensive effort at the University to automate current manual processes. The reports will be available to approved users as soon as they are produced by FAS, usually the 5th business day of the month.

For this manual, unless otherwise noted, screen shots are of eLedgers accessed through Safari on a Mac.
Logging into eLedgers

Login to eLedgers using Safari or Firefox

1. Point your browser
   https://ariadne.uchicago.edu/JavaClient.

2. Type in your CnetID and password.

3. Click Login.

NOTE: For hospital staff without a CNetID, change the domain name from adlocal to uchad.uchospitals.edu
The eLedgers Workspace

Table 1: Workspace Description

**Navigation Panel:** In View it allows you to switch between Custom Query, Document Retrieval, and New Form.

**Document Retrieval Panel:** Displays several dropdown options for types of searching. Contains Keywords, which allow you to search for eledgers based on specific fields like: account number, CNetID, vendor name etc.

**Document Search Results List:** Displays the list of eledgers that met the criteria of a search. Double click on an eledger to view it in the Document Viewer. When using Custom Queries, you can sort by the headers in the Document Search Results List. If you right over this hit list you get a menu that you can open the document in New Window.

**Viewer Control Toolbars:** Gives you easy access to the most frequently used commands in eLedgers.

**Annotation Toolbar:** Groups all the annotation commands together. Highlight and make notes on your eledger with the commands in this tool bar.

**Document Viewer:** This is the workspace for viewing and working with eledgers.

**Pages Toolbar:** Lets you flip through pages of your document. You also have Next Document which switches between the documents on your hitlist.
Basic Search using Custom Queries and Keywords

There are many ways to search for your eledgers, custom queries using keywords offers you an easy way to search by one or more prescribed keywords. To start, let’s do a keyword search using an account number.

1. Select View then click on Custom Queries

2. Confirm that the Document Retrieval Panel shows Custom Queries.

3. Click on the name to select the type of eledger you are searching for:
   - Detail Transaction
   - Summary & Detail Transactions
   - Summary Transactions

4. Type the account number that you are looking for under Account Number. NOTE: the account number includes the dash should be #-###-# (1-12345).

5. Click the Search button.

6. The results of the search will be displayed in the Document Search Result List.

7. Double click on an eledger in the list to view it in the Document Viewer.

When doing a basic search using keywords you can search by more than one keyword. In the example only one keyword, the account number was used. For example, to search by the account number and the month end date, add the month end date and the account number before clicking the Search Button.
Advanced Keywords Search Options

After you have searched for eledgers using the basic search features you may want to search with more options. eLedgers offers you many ways to search that can help you find the exact eledgers you are looking for.

To use advanced keyword search options:

1. Follow the basic search steps: Confirm the Navigation Panel shows **Document** and the Document Retrieval Panel shows **Custom Queries**. Select the type of eledger to search for and select the **Keywords**.

2. **Change the Numeric Operator**: Click the equal sign to change the equal sign to other option or numeric operators. Options vary depending on the field. Options include:
   - Less/Greater 
   - Less/Greater than or equal to 
   - Not equal 
   - Quotes or exactly

3. **Add multiples of a Keyword field**: Press Function (fn) + F6 on your keyboard while your cursor is in a text box to create multiple fields. This is especially useful if you want to search for several account numbers.

4. **Change And to Or**: Click on the word **AND** to toggle between **AND** and **OR**. This is useful when you have multiple instances of the same field.

5. Once you have your search criteria set, click the **Search** button to complete your search.

7. The results of the search will be displayed in the **Document Search Result List**.

8. Double click on an eledger in the list to view it in the **Document Viewer**.

**NOTE**: If you have several accounts that start with the same number (for example, 1-12345, 1-12346, 1-12347, & 1-12348) you can use the wildcard symbol, the asterisk (*) to search for all of those at once. Type 1-1234* in the account number.
Printing eledgers

You can print eledgers. Follow the instructions below to print one eledger at a time. Java Client cannot print multiple eledgers.

Printing one eledger

1. Open the eledger you want to print so that it is in the document viewer.
2. Click on the Print icon on the toolbar.
3. The Print dialog box will appear. Choose your print options.
4. When you are ready to print, click OK

Change Layout to Landscape in Firefox

1. Open the eledger you want to print so that it is in the document viewer.
2. Click File on the Firefox menu bar.
3. Select Page Setup from the dropdown menu.
4. In the Page Setup window click the landscape icon, click OK.

NOTE 1: To save landscape printing as the default in FireFox, click the dropdown arrow next to Settings and select Set as Default before clicking OK.

NOTE 2: To print landscape in Safari, be sure the eledger you want to print is selected. Click File on the menu bar and select Print Current Frame. In the print window, if options are not available click the blue Options Toggle arrow next to printer to reveal them. Click the landscape icon in the orientation section and click Print.

Image 5: Print Icon on Toolbar

Image 6: Firefox File Menu

Image 7: Firefox Page Setup Window

Image 8: Safari Print Window (from Note 2)
Save an eledger to file (or your computer)

You can save ledgers to file in several ways. Follow the instructions below to save one eledger:

1. Open the eledger you want to save to file in the document viewer.

2. Click on Save to file icon in the toolbar.

3. The Save to File options window will appear. Choose your Save options. You can choose between:
   - PDF
   - Tiff
   - Native Format (or Plain Text)

4. When you are ready to Save, click OK.

5. Another Save As Window will appear. Select where you want to save your ledger and change the name if you want. When ready, click SAVE.
Using the Viewer Control Toolbar

You have many options for viewing your eledgers. Using the controls on the Viewer Control toolbar is the easiest way to change your view options for eledgers. To get a screen tip with the name of a button, hover your mouse over the button in the tool bar.

![Viewer Control Toolbar](image)

Table 2: Explanation of Commands in Viewer Control Toolbar

<table>
<thead>
<tr>
<th>Icon</th>
<th>Command</th>
<th>How to use it…</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Save to File</td>
<td>Click here to save an eledger to your computer.</td>
</tr>
<tr>
<td></td>
<td>Print</td>
<td>Click here to print the currently viewed eledger.</td>
</tr>
<tr>
<td></td>
<td>Add Note</td>
<td>Click here to add a note to the currently viewed eledger.</td>
</tr>
<tr>
<td></td>
<td>Change Page</td>
<td>Click the double arrows (or page with green arrow) to go to the first and last page. Click the single arrows to go to the next page or the previous page.</td>
</tr>
<tr>
<td></td>
<td>Zoom In/Zoom Out</td>
<td>Click the plus sign to zoom in or make the eledger larger. Click the minus sign to zoom out or make the eledger smaller.</td>
</tr>
<tr>
<td>100%</td>
<td>View Options Drop Down</td>
<td>Click the dropdown arrow for many viewing options, including 25%, 50%, 75%, 100%, 200%, Fit Width, Fit in Window, and True Size.</td>
</tr>
<tr>
<td></td>
<td>Actual Size</td>
<td>Click here to view eledger in actual size.</td>
</tr>
<tr>
<td></td>
<td>Fit Width</td>
<td>Click here to have the eledger fit the width of your browser. This may stretch your image.</td>
</tr>
<tr>
<td></td>
<td>Fit in Window</td>
<td>Click here to fit the eledger to the window. This will fit the current page into the Document Viewer and may make your eledger text look very small.</td>
</tr>
<tr>
<td></td>
<td>Rotate Image</td>
<td>Click here Rotate an Image to the Left or Right. This is not used often in eLedgers.</td>
</tr>
</tbody>
</table>
Using the Annotations Toolbar

The commands in the Annotation Tool bar make it easy for you to mark up your eledger. You can highlight and make notes with the commands in the annotations toolbar. This is great for reconciling accounts.

To Highlight and Create Highlight Notes:

1. Click the highlight toggle \( \text{[image]} \). Your cursor will change to a \( \text{[image]} \) cursor.

2. Click and Drag over the area you wish to highlight.

3. When you release your mouse, a highlight note will appear.

4. Type annotations in the highlight note.

5. Click on the highlight note border to minimize/maximize highlight note.

6. When finished highlighting the eledger, click the toggle annotations button to turn highlight off.

Note: You can delete notes by right clicking (or Option Click on a Mac) on the highlight note border and selecting delete.

Note: If you cannot see a note, look at the bottom of the screen and see if you have Annotations. If you do double click on it and highlight view window will open.

Table 3: Explanation of Commands in the Annotation Toolbar

<table>
<thead>
<tr>
<th>Icon</th>
<th>Command</th>
<th>How to use it…</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Highlight Toggle" /></td>
<td>Toggle Annotation</td>
<td>Click here to change cursor to highlight with in eledger. Click again to turn highlight cursor off.</td>
</tr>
<tr>
<td><img src="image" alt="Highlight Dropdown" /></td>
<td>Highlight Dropdown</td>
<td>Yellow highlight is the only option available. You do not have to do anything with this dropdown.</td>
</tr>
</tbody>
</table>
Setting up Proxy Access

A **Proxy** is a person who has access to your FAS eLedgers. You can request Proxy access for any FAS account that you have access to. There are several levels of proxy access. For example, if you have exec level access, you can have a proxy for your exec level access. If you are an administrator on one account, you can have a proxy for the account that you administer. Please note that you will need access to all account numbers to give exec level proxy access. For help with setting up proxy access, please email genaccounts@lists.uchicago.edu.

To Request Proxy Access:

1. Create an OnBase Account for the Proxy.
   - Confirm that the Navigation Panel shows **Documents**
   - Select **View** from the document retrieval, select **New Forms** from the drop down menu
   - Click on the icon next to: **Create an OnBase account access (Eforms)**
   - Fill out the **form**
   - Click **submit**
   - Wait 2 business days or until you receive an email stating that a new OnBase Account has been created before completing step 2.
Setting up Proxy Access (continued)

2. Request Proxy Access

- Navigation Panel select Views, then select New Forms from drop down menu.
- Click on the icon next to: Requests: Proxy access to Ledgers (EForms)
- In the Select Type of Update Section, select the correct radio button. Note the form will change depending on selection.
- Fill out the CNetID and Account number information.
- Click submit.
- You will receive an email stating the access has been approved (or denied), usually within 1 business day.

![Proxy Access to eLedgers Form]

Select this radio button for Hierarchical Proxy Access

Select this radio button for Departmental Proxy Access

Fill out the Proxy's CNetID and the requested account information.
Get Further Assistance

If you need assistance with eLedgers, visit the Financial Services Website or email the following:

The University of Chicago Financial Services Website:
This will link you to training opportunities, a quick reference guide, FAQ’s and other resources.

Point your browser to the following URL:
http://finserv.uchicago.edu/accounting/ceikonledgers/

Email genaccounts@lists.uchicago.edu or ceikon-support@lists.uchicago.edu for technical support if you cannot find the information you are looking for.