

ePayment Request



THE UNIVERSITY OF
CHICAGO

Query Quick Reference Card

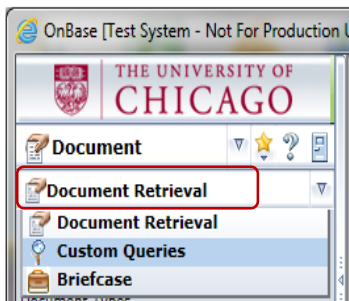
Logging In to OnBase

Internet Explorer is the recommended browser.

1. Go to <https://ariadne.uchicago.edu/appnet/Login.aspx>
2. Type your CNet ID and password.
Your CNet ID will appear in all uppercase letters, but when you type your password, it is case sensitive.
3. Press **Enter** or click **Login**.

Creating a Query

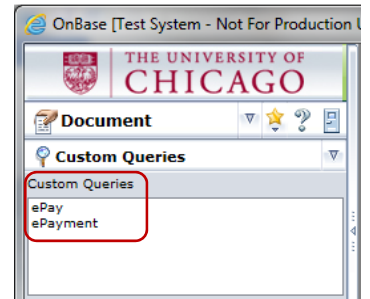
This reference card will demonstrate the procedures for completing a query through OnBase. You will have the ability to search for certain ePayment Requests as well as viewing the results.



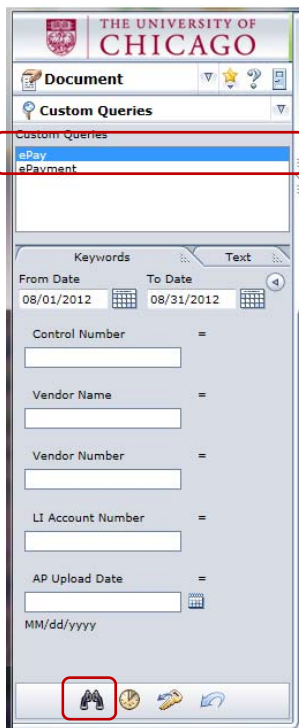
From the Document Retrieval area, select **Custom Queries**.

Two Custom Query options are presented:

- **ePay** – displays the ePayment Request form
- **ePayment** – displays the ePayment Request form and any attachments and/or enclosures



Only one query option can be chosen/run. Below are the steps for running the ePay option or ePayment option.

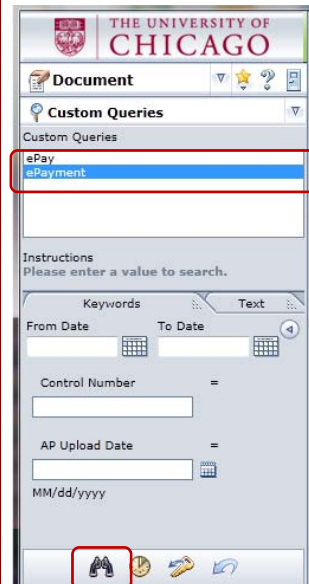


Select the custom query (ePay). Enter the applicable search criteria if known. Search criteria includes:

- Control Number
- Vendor Name
- Vendor Number
- LI Account Number
- AP Upload Date

For a date range search, enter the **From Date** and **To Dates**.

To display the search results, click the **Binocular** icon.



Select the custom query (ePayment). Enter the applicable search criteria if known. Search criteria includes:

- Control Number
- AP Upload Date

For a date range search, enter the **From Date** and **To Dates**.

To display the search results, click the **Binocular** icon.

Viewing Search Results

After clicking the binocular icon, the search results will appear in the Documents Area [1].

Select the ePayment Request form by double clicking the document.

The ePayment Request will appear in the lower section of the search area [2].

To print the ePayment Request, right click the highlighted request and choose the print option.

To view attachments and/or enclosures, right click the highlighted ePayment Request form and select Cross References.

Double Click the attachment or enclosure to view the document.

The other print option is to right click the actual ePayment Request and selecting the print option.