



# eLedgers Javaclient

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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.

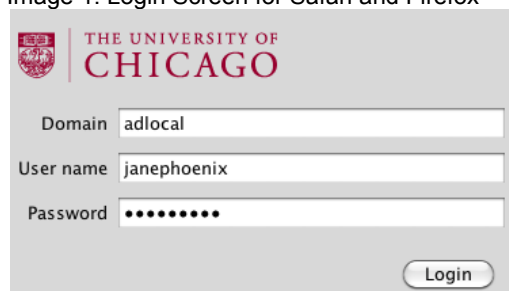
## Logging into eLedgers

### 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

Image 1: Login Screen for Safari and Firefox



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Domain

User name

Password

Login

## The eLedgers Workspace

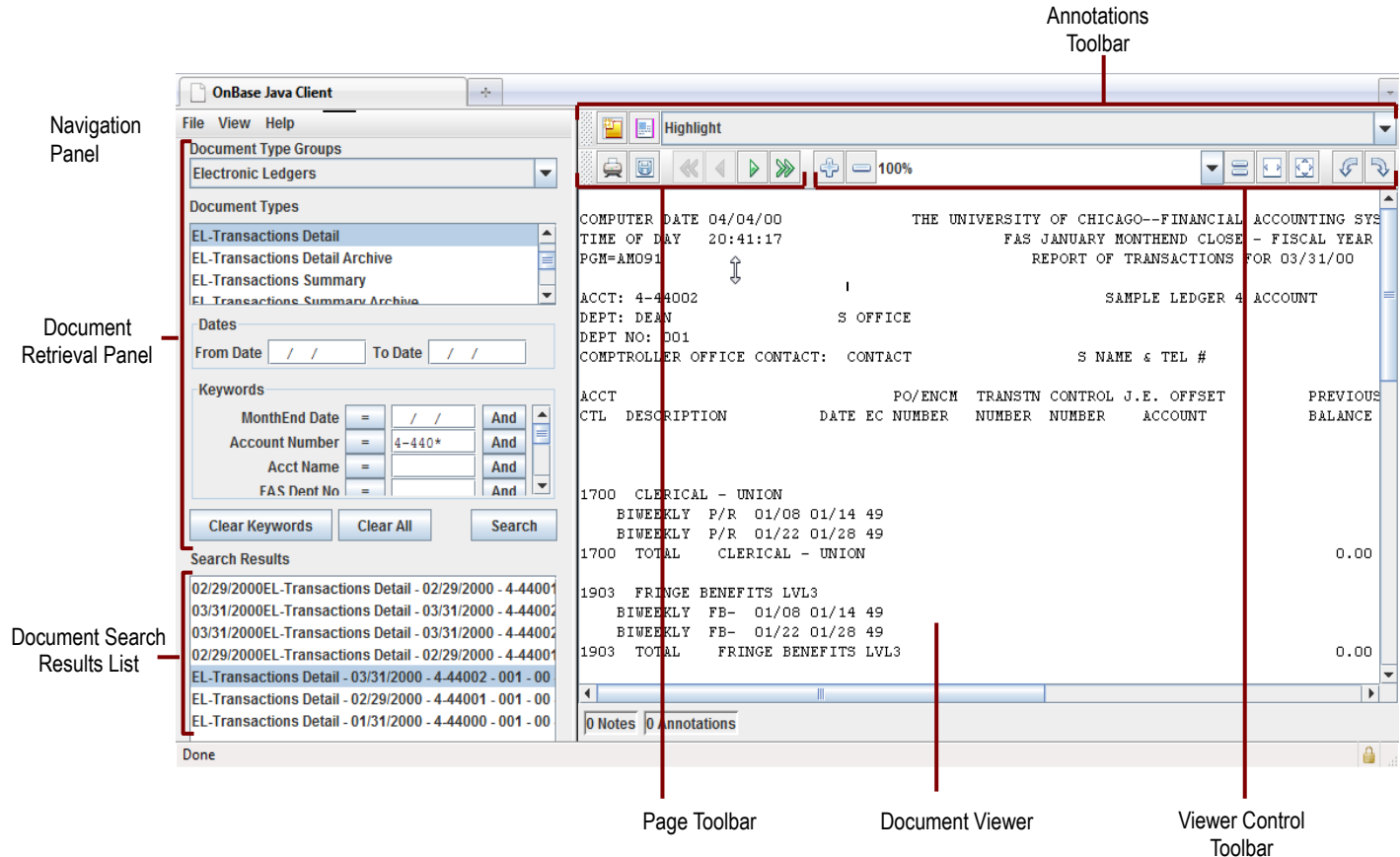


Table 1: Workspace Description

<b>Navigation Panel:</b> In View it allows you to switch between <b>Custom Query</b> , <b>Document Retrieval</b> , and <b>New Form</b> .
<b>Document Retrieval Panel:</b> Displays several dropdown options for types of searching. Contains Keywords, which allow you to search for eledgers base on specific fields like: account number, CNetID, vendor name etc.
<b>Document Search Results List:</b> 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.
<b>Viewer Control Toolbars:</b> Gives you easy access to the most frequently used commands in eLedgers.
<b>Annotation Toolbar:</b> Groups all the annotation commands together. Highlight and make notes on your eledger with the commands in this tool bar.
<b>Document Viewer:</b> This is the workspace for viewing and working with eledgers.
<b>Pages Toolbar:</b> 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.

Image 2: Custom Query

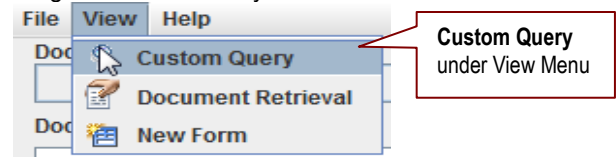
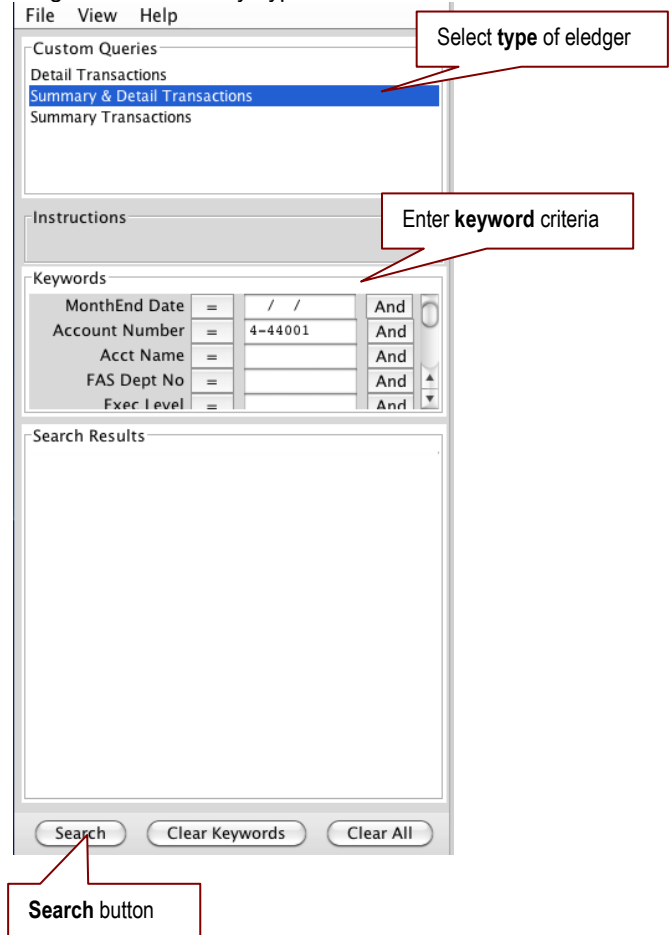


Image 3: Select Query Type



## 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.

Image 4: Advanced Keyword Search

The screenshot shows a search interface titled 'Keywords'. It contains a table with search criteria and a column for logical operators. Callouts point to specific elements:

Keyword Field Name	Numeric operator	AND/OR toggle
MonthEnd Date	=	And
Account Number	<>	Or
Account Number	=	And
Acct Name	" "	And
FAS Dent No	=	A

**AND/OR toggle**  
Note: And/Or only works with multiple fields. For multiple fields, click fn + F6 on your keyboard with cursor in text box.

## 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**

Image 5: Print Icon on Toolbar

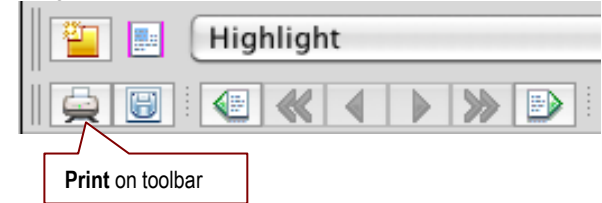
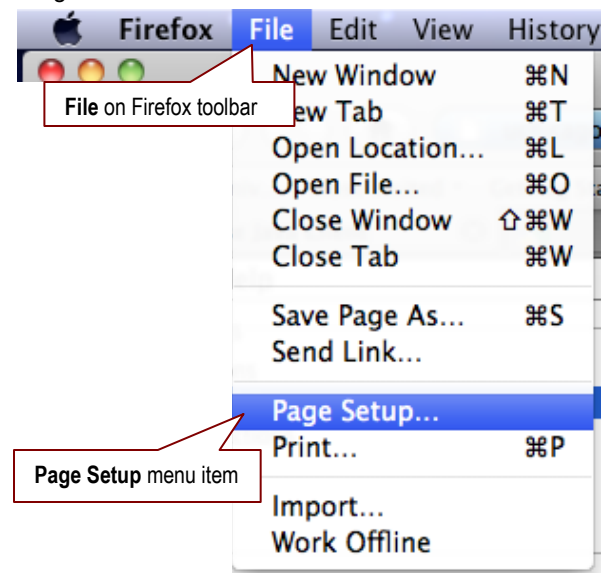


Image 6: Firefox File Menu



### 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**.

**NOTE2:** 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 7: Firefox Page Setup Window

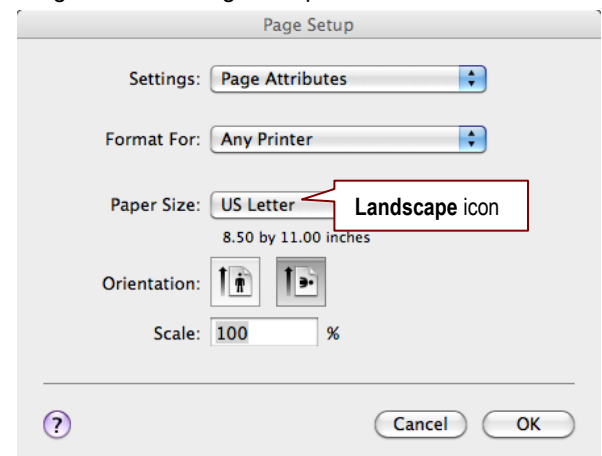
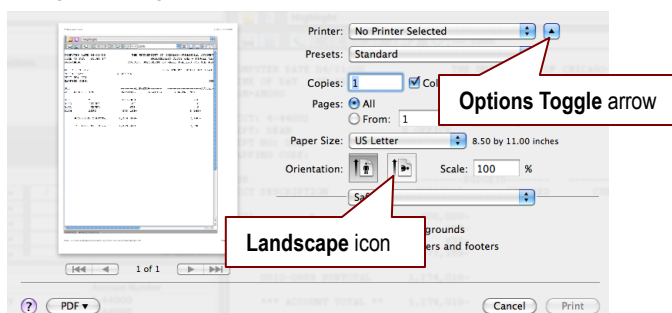


Image 8: Image 8: Safari Print Window (from Note 2)



## Save an eledger to file (or your computer)

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

1. Open the ledger 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 you're 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**

Image 9: Save As Icon on Toolbar

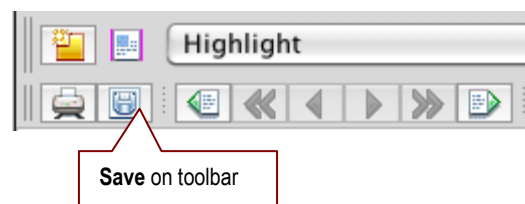


Image 10: Save to File Window

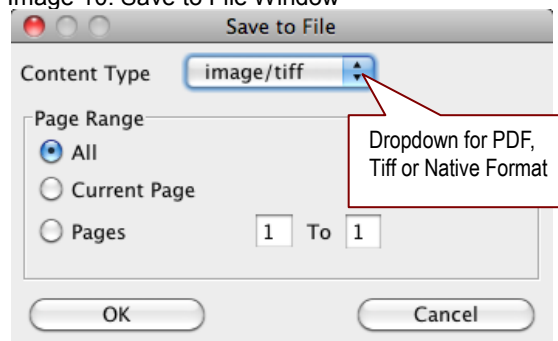
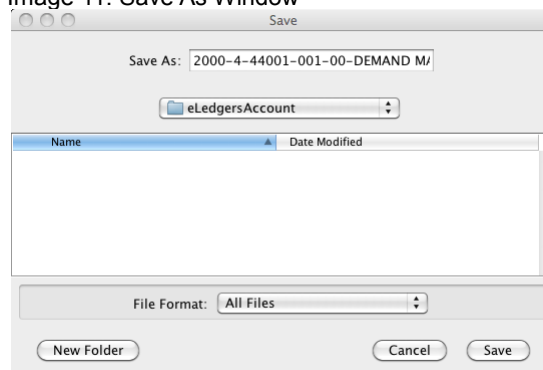


Image 11: Save As Window



## 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.

Image 12: Viewer Control Toolbar





Table 2: Explanation of Commands in Viewer Control Toolbar

Icon	Command	How to use it...
	<b>Save to File</b>	Click here to save an eledger to your computer..
	<b>Print</b>	Click here to print the currently viewed eledger.
	<b>Add Note</b>	Click here to add a note to the currently viewed eledger.
	<b>Change Page</b>	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. .
	<b>Zoom In/ Zoom Out</b>	Click the plus sign to zoom in or make the eledger larger. Click the minus sign to zoom out or make the eledger smaller.
	<b>View Options Drop Down</b>	Click the dropdown arrow for many viewing options, including 25%, 50%, 75%, 100%, 200%, Fit Width, Fit in Window, and True Size.
	<b>Actual Size</b>	Click here to view eledger in actual size.
	<b>Fit Width</b>	Click here to have the eledger fit the width of your browser. This may stretch your image.
	<b>Fit in Window</b>	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.
	<b>Rotate Image</b>	Click here Rotate an Image to the Left or Right. This is not used often in eLedgers.

## 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 tool bar. This is great for reconciling accounts.

### To Highlight and Create Highlight Notes:

1. Click the highlight toggle . Your cursor will change to a  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.

Image 13: eLedgers workspace with Highlight Note

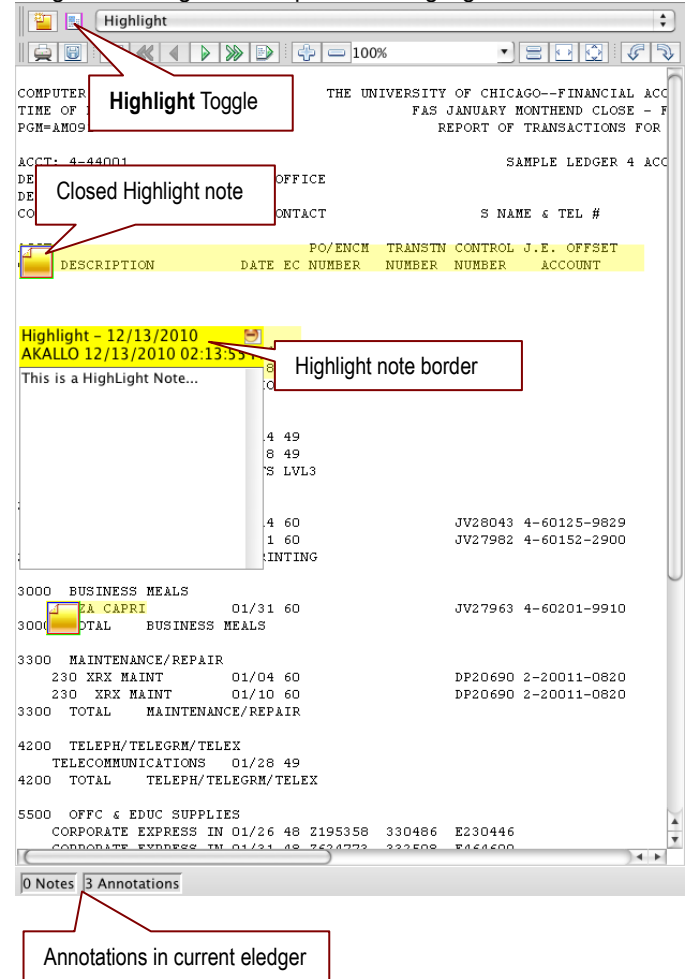


Image 14: Annotations Toolbar

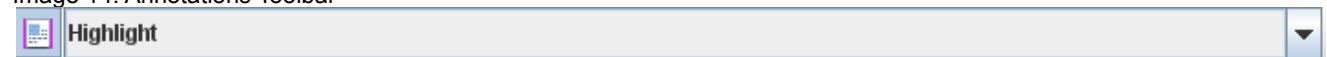

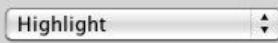


Table 3: Explanation of Commands in the Annotation Toolbar

Icon	Command	How to use it...
	<b>Toggle Annotation</b>	Click here to change cursor to highlight with in eledger. Click again to turn highlight cursor off.
	<b>Highlight Dropdown</b>	Yellow highlight is the only option available. You do not have to do anything with this dropdown.

## 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](mailto: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.

Image 15: New Form for Proxy Access

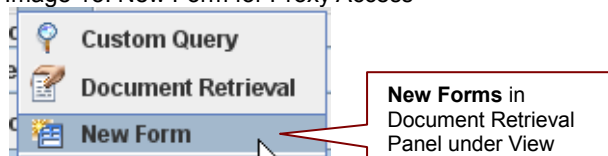


Image 16

## 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.

Image 17: Proxy Access to eLedgers Form

The screenshot shows the "Proxy Access to FAS Ledgers" form. It includes a "Select Type of Update" section with radio buttons for hierarchical and account-based updates. Below this is a section for financial services updates. At the bottom, there are input fields for CNetID, Account Number, and other identifiers, along with "Submit Form" and "Cancel Submission" buttons. Annotations with red boxes and arrows point to specific parts of the form:

- An annotation points to the "Add a Proxy CNetID to an Account" radio button, stating: "Select this radio button for Departmental Proxy Access".
- Another annotation points to the "Add a Proxy CNetID to a part of the hierarchy" radio button, stating: "Select this radio button for Hierarchical Proxy Access".
- A third annotation points to the input fields for CNetID and Account Number, stating: "Fill out the Proxy's CNetID and the requested account information".

**Proxy Access to FAS Ledgers**

**Select Type of Update**

- ☐ Add a Proxy CNetID to a part of the hierarchy  
One CNetID and all elements of the hierarchy leading to the lowest are specified.
- ☐ Delete a Proxy CNetID from a part of the hierarchy  
One CNetID and all elements of the hierarchy leading to the lowest are specified.
- ☒ Add a Proxy CNetID to an Account  
One CNetID and one Account needed.
- ☐ Delete a Proxy CNetID from an Account  
One CNetID and one Account needed.

**The following updates are for Financial Services Only**

- ☐ Copy a Proxy CNetID to all documents visible to an earlier Proxy CNetID  
Two CNETIDs are needed.  
Note: The earlier CNetID MUST exist in the system as a Proxy.
- ☐ Replace a current Proxy CNetID with a Proxy CNetID  
Two CNETIDs are needed. The current CNetID will be replaced by the CNetID on all the documents everywhere.  
Note: The current Proxy CNetID MUST exist in the system as a Proxy.
- ☐ Remove a Proxy CNetID  
One CNetID is needed. This CNetID will be removed from all documents.

CNetID:   
 CNetID Earlier/Current:   
 Account Number:   
 Exec Level:   
 Dept Number:   
 Sub Dept Number:   
 Sub Sub Dept Number:

11/20/2009

### 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](mailto:genaccounts@lists.uchicago.edu) or [ceikon-support@lists.uchicago.edu](mailto:ceikon-support@lists.uchicago.edu) for technical support if you cannot find the information you are looking for.

Image 15: The University of Chicago Financial Services eLedger Page

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### eLedgers

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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.

**Please NOTE: Paper ledgers will continue to be produced and distributed through June 2010. Beginning in July 2010 only eLedgers will be produced. Please make sure all staff can access the eLedger system prior to June 2010.**

eLedger users can link to the application from PCs through Internet Explorer at: <https://ariadne.uchicago.edu>

eLedger users can link to the application from Macs or through Mozilla at: <https://ariadne.uchicago.edu/JavaClient>

**Contact Info:**

If you have any questions, please contact Financial Services at:

[genaccounts@lists.uchicago.edu](mailto:genaccounts@lists.uchicago.edu)

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