eLedgers

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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.

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.

For this manual, unless otherwise noted, screen shots are of eLedgers accessed through Explorer 8 on a Windows XP machine. This file was last saved on 6/1/2010 12:58 PM by akallo.

Logging into eLedgers

eLedgers is a web application, so you do not have to install it on your computer. To use eLedgers, you will need a computer with an internet connection. Follow the directions below to log into eLedgers.

Login to eLedgers using Internet Explorer

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

2. Type in your CnetID and password.

3. Check that the Active X radio button is depressed.

4. Click Login.

The First time you log in, if you do not have Active X installed you will be prompted to enter the computer's administrative (admin) account password. If you do not have administrative rights to your computer, you can use the HTML version or use Firefox as your browser. To get Active X, please contact your IT support.

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.

Image 1: Login Screen for Internet Explorer

Image 2: Login Screen for Safari and Firefox

Table 1-1: Browser Explanation provides an overview of the types of browsers that you may use for eLedgers.

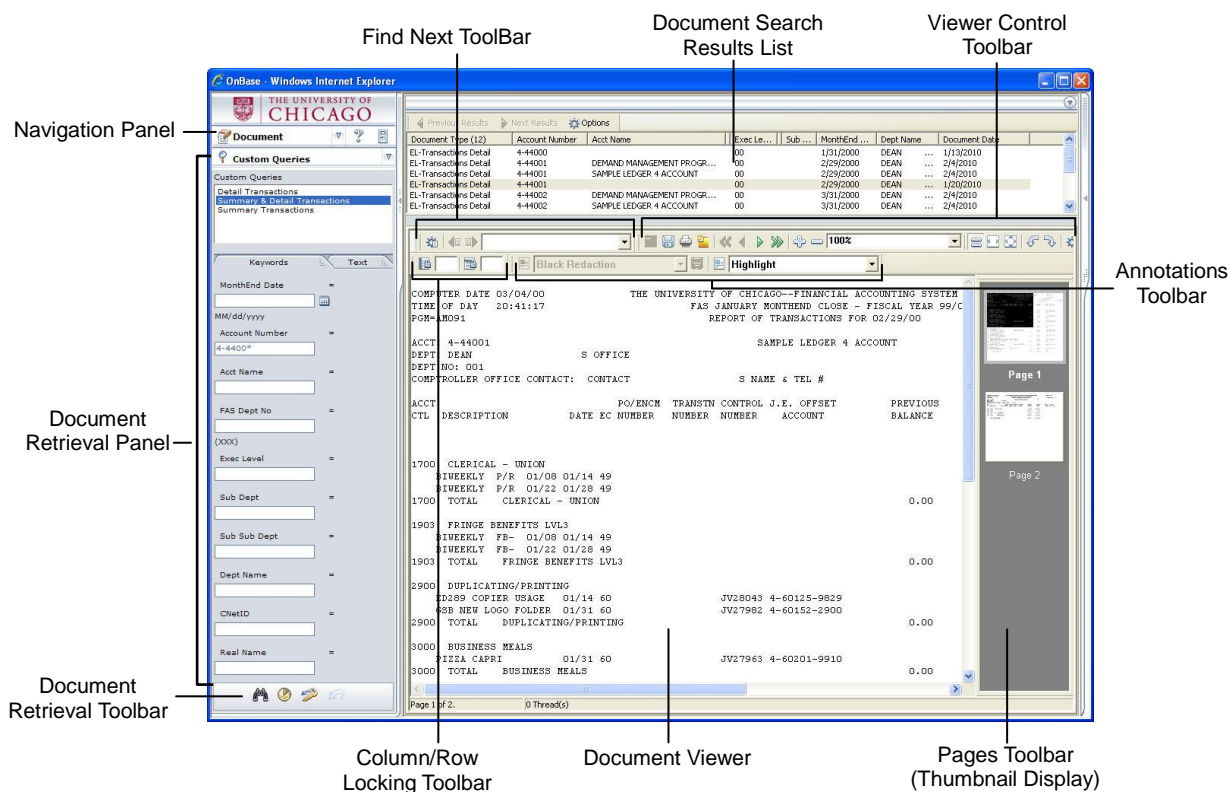| Table 1-1: Browser Explanation		
Internet Explorer	https://ariadne.uchicago.edu	Recommended browser. Must have active X installed or be an admin on your computer to install. (Unless you specify HTML only.)
Firefox Mozilla	https://ariadne.uchicago.edu/JavaClient	You do not need to install anything to use.
Safari	https://ariadne.uchicago.edu/JavaClient	You do not need to install anything to use.

The eLedgers Workspace

Table 2: Workspace Description

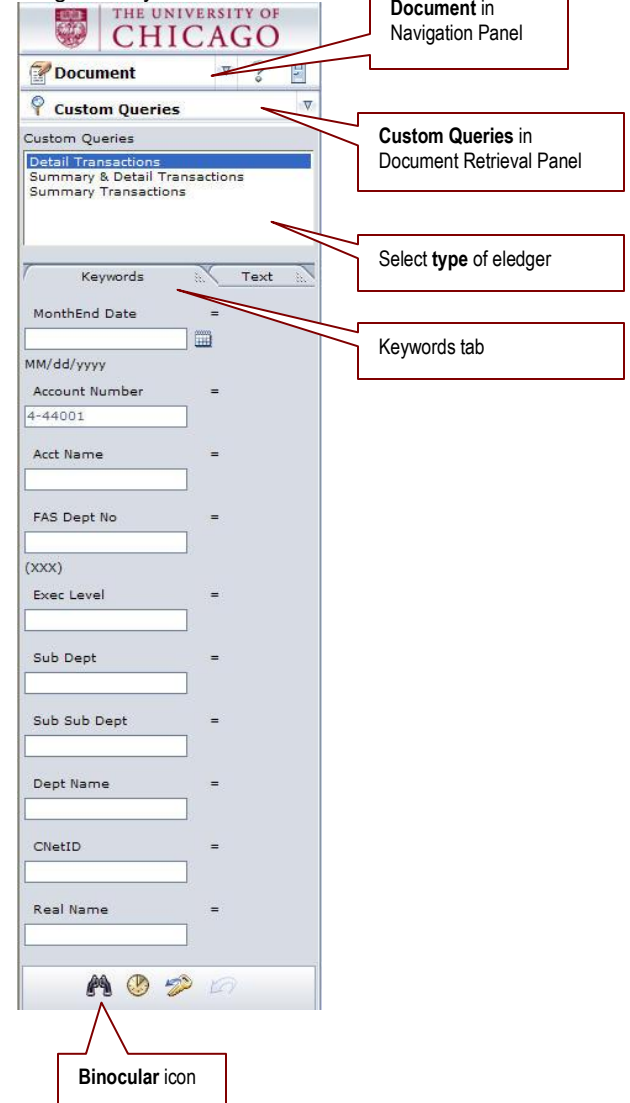| |
| --- |
| **Navigation Panel:** Allows you to switch between sections of eLedgers. Most users will only select Documents here. |
| **Document Retrieval Panel:** Displays several dropdown options for types of searching. Also contains the Keyword and Text search tabs, which allow you to search for eledgers in many different ways, including: account number, CnetID, vendor name or type of services |
| **Document Retrieval toolbar:** Contains the most used commands for searching. Most important, click the binoculars to search or the clock to see a history of your searches during the current session. |
| **Find Next Toolbar:** Allows you to search for text strings in the eledger in the document viewer. |
| **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. |
| **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. |
| **Column/Row Locking Toolbar:** Allows you to lock rows and or columns so that headers and important information is available when you scroll through an eledger. |
| **Document Viewer:** This is the workspace for viewing and working with eledgers. |
| **Pages Toolbar(Thumbnail Display):** Displays the area of the eledger that is in the Document Viewer. The portion of the eledger that is visible in the document viewer has a black overlay. |

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. Confirm the Navigation Panel shows **Document.**

2. Confirm that the Document Retrieval Panel shows **Custom Queries**. If not, click the dropdown arrow and select 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. Confirm that the **Keywords** tab is visible.

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

6. Click the **Binocular** icon.

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.

   TIP: When doing a basic search using keywords you can search by more than one keyword. In the example above only one keyword, the account number was used. To search by the account number and the month end date, add an end date and the account number before clicking on the binocular icon.

Image 3: Keyword Search

Document in Navigation Panel

Custom Queries in Document Retrieval Panel

Select **type** of eledger

Keywords tab

Binocular icon

Basic Search Using Custom Queries and Text

Sometimes you may want to search by a vendor name or a type of service. eLedgers searches all your ledgers, to find specific text strings that you enter. A text string can be a word, phrase, number or any combination. You can even specify more detailed options when searching by text. Following are the instructions for doing a basic search by text:

1. Confirm the Navigation Panel shows **Document**

2. Confirm that the Document Retrieval Panel shows **Custom Queries**. If not, click the dropdown arrow and select Custom Queries.

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

4. Confirm that the **Text tab** is visible.

5. Type the **Text String** that you are searching for under **Search String**. NOTE: the account number includes the dash and should be #-##### (1-12345).

6. Click the **Binocular** icon.

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

   The Document Search Results List will show the number of hits (or the number of times the text string appears) on an eledger, what page the hits are on and the eledger details (name, date, etc.)

8. Double click a number under **On Page** to view an eledger with the specified text string. The text string you searched for will be highlighted on the eledger in the Document Viewer.

   TIP: When doing a basic search using text, note that you have more options to choose from. Click on the box next to the item to enable that choice. For example if you want a search to be case sensitive, click the box next to Case Sensitive. A green check mark will appear and eLedgers will only display searches that match the words and case of the text string.
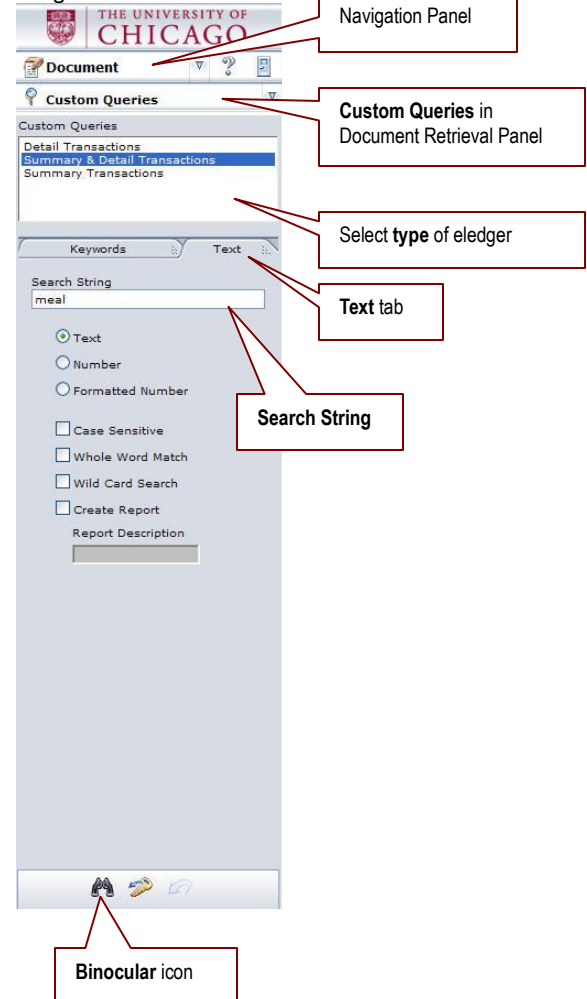
Image 4: Text Search

Document in Navigation Panel

Custom Queries in Document Retrieval Panel

Select **type** of eledger

Text tab

Search String

Binocular icon

Image 5: Document Search Results List

# Hits	On Page	
2	1, 1	EL-Transactions Detail - 01/31/2000 - 4-440(
2	1, 1	02/29/2000EL-Transactions Detail - 02/29/2(
2	1, 1	EL-Transactions Detail - 02/29/2000 - 4-440(
2		03/31/2000EL-Transactions Detail - 03/31/2(

Click number link to view eledger

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** tab.

2. **Change the Numeric Operator:** Click the equal sign to change the equal sign to other options 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:** Click the name of a field to add another instance of the field. This is especially useful if you want to search for several account numbers. Click the word "Account Number" and a new account number field will appear with an AND button. Note, you can also click F6 on your keyboard while your cursor is in a text box to create multiple fields.

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 **Binocular** icon 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.

TIP: When doing an advanced search using keywords, you can narrow down your search or broaden it to meet your needs. See using the Document Search Result list for more ideas for sorting your ledgers within your list.

Image 6: Advanced Keyword Search

Printing eledgers

You can print eledgers several ways. Follow the instructions below to print one eledger.

Printing one eledger

1. Open the eledger you want to print so that it is in the document viewer.

2. Right click anywhere on the document viewer, from the right click drop down menu, select **print.**

   OR

   Click on the **print** icon in the tool bar.

3. The Print dialog box will appear. Choose your print options.
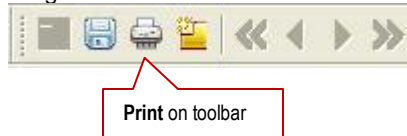
4. When you are ready to print, click **OK**

Printing multiple eledgers

You can also print several eledgers at one time.

1. Select the eledgers that you want to print from the **Document Search List.**

2. Right click and select **print** from the right click menu

TIP: You can select consecutive eledgers by selecting the first eledger to print, holding the shift key on your keyboard and selecting the last eledger to print.

You can select non-consecutive eledgers to print, by selecting one eledger, holding down the control key on your keyboard and selecting the other eledgers you want to print.

Image 7: Right Click Menu

Image 8: Print Icon on Toolbar

Print on toolbar

Image 9: Print multiple eledgers simultaneously

Right click **Print**
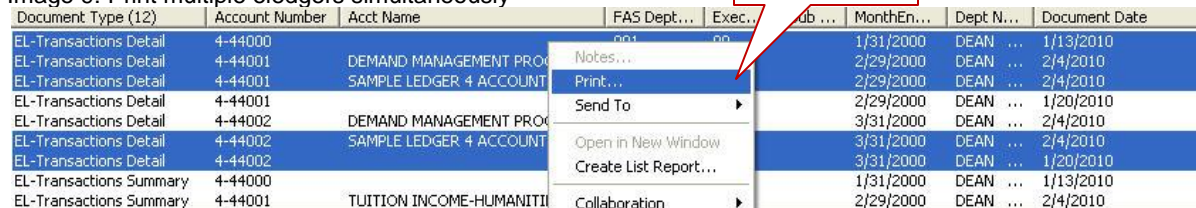
Save an eledger to file (or your computer)

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

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

2. Right click anywhere on the eledger. From the right click drop down menu, → **Send to...** → File

   OR

   Click on the **Save As** icon in the tool bar.

3. The Save to File options window will appear. Choose your Save options. You can choose between:
   - PDF
   - Tiff
   - 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**

TIP: Note, you can save multiple eledgers at one time in the same way that you print multiple eledgers. Directions are on the previous page.

Image 10: Right Click Send to file →
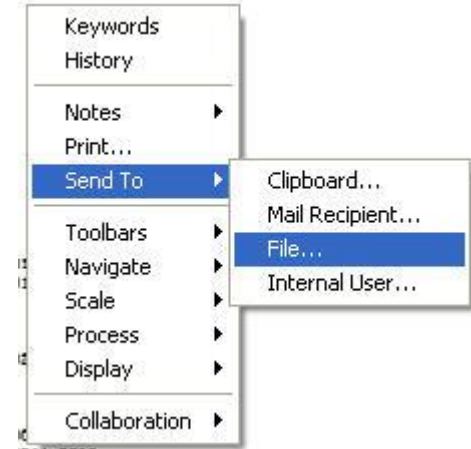
Image 11: Save As Icon on Toolbar

Save As Icon

Image 12: Save to File Window
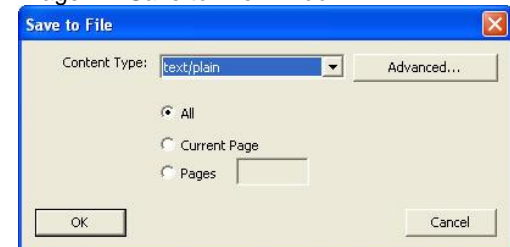
Image 13: Save As Window
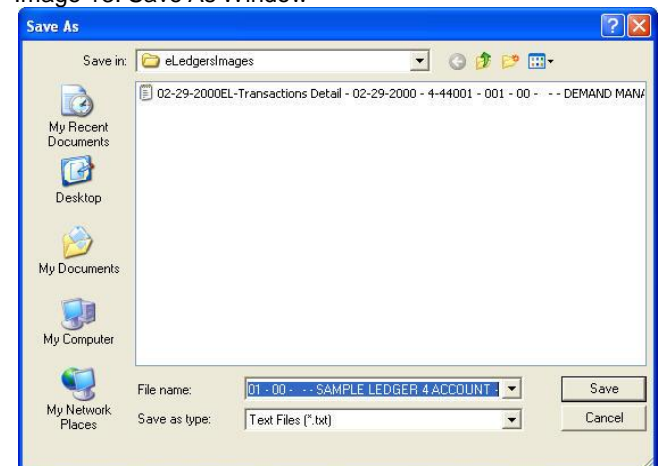
Email an eledger (Active X client on Internet Explorer)

Please note: This feature is available when using Active X on Internet Explorer (IE) on a computer with your Outlook client. In other words, it is not available when using Firefox or Safari or on public computers.

When using the active X client with IE you can simply right click to email an eledger from your outlook mail client.

Email the eledger in the Document Viewer

1. Right click anywhere on the eledger. From the right click drop down menu, → **Send to...** → Mail Recipient

2. The Mail Document options window will appear. Choose what type of file you would like to email You can choose between: PDF, Tiff , and Plain Text. You can also choose to email the full eledger, or part of it.

3. When you are ready to email, click **OK**.

4. A new email message will appear with the eledger attachment. Complete your email and send.

Email multiple eledgers from Document Search List

You can also email multiple eledgers at one time.

1. Select the eledgers that you want to print from the **Document Search List.** (Use control click to select non consecutive eledgers from the list.)

2. Right click. From the right click drop down menu, → **Send to...** → Mail Recipient.

3.   A new email message will appear with the eledgers attached. (Currently, the only option is to email all the pages in the eledgers as a text file.) Complete your email and send.

Image 14: Right click Send to Mail Recipient
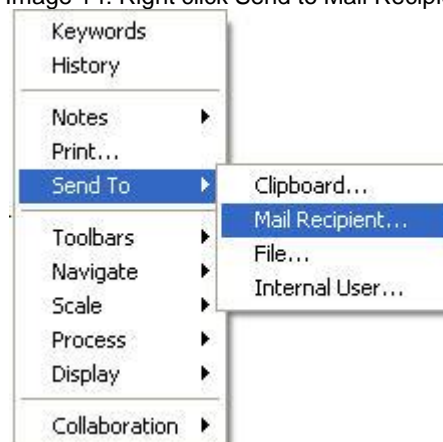
Image 15: Mail Document Window with drop down menu

Image 16: email with eledger attachment
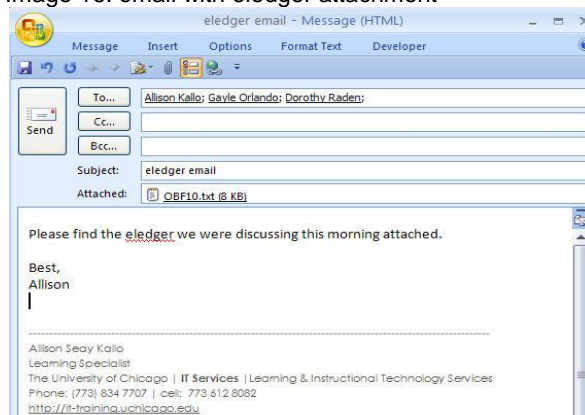
Image 17: email multiple eledgers simultaneously

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.

View/Hide the Viewer Control Toolbar: If the Viewer Control Toolbar is not visible, → right click on an eledger → Toolbars → Viewer Control.

Image 18: Viewer Control Toolbar

Table 3: Explanation of Commands in Viewer Control Toolbar

Icon	Command	How to use it…
	Save to File	Click here to save an eledger to your computer..
	Print	Click here to print the currently viewed eledger.
	Add Note	Click here to add a note to the currently viewed eledger.
	Change Page	Click the double arrows to go to the first and last page. Click the single arrows to go to the next page or the previous page. Buttons are active if they are green.
	Zoom In/ Zoom Out	Click the plus sign to zoom in or make the eledger larger. Click the minus sign to zoom out or make the eledger smaller.
	View Options Drop Down	Click the dropdown arrow for many viewing options, including 25%, 50%, 75%, 100%, 200%, Fit Width, Fit in Window, and True Size.
	Actual Size	Click here to view eledger in actual size.
	Fit Width	Click here to have the eledger fit the width of your browser. This may stretch your image.
	Fit in Window	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.
	Rotate Image	Click here Rotate an Image to the Left or Right. This is not used often in eLedgers.
	View Options	Click here to see viewer options. Most users will not change the view option defaults.
	Scale to Grey	This button is not generally used in eLedgers.
	Cross Reference	This button is not used in eLedgers, however, you can cross reference your eledger by double clicking anywhere in the document viewer.
	Overlay	The Overlay button is not used 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.

View/Hide the Annotations Toolbar: If the Annotations Toolbar is not visible, →right click on an eledger → scroll to ToolBars → click Annotations Tool Bar.

TIP: You can move toolbars where you like by clicking and dragging them.

To Highlight and Create Highlight Notes:

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

TIP: You can delete notes by right clicking on the highlight note border and selecting delete. If you cannot see a note, move your mouse to the bottom of the screen and the note border will pop up.

Image 19: eLedgers workspace with Highlight Note

Image 20: Annotations Toolbar

Table 4: Explanation of Commands in the Annotation Toolbar
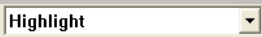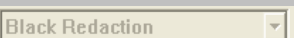
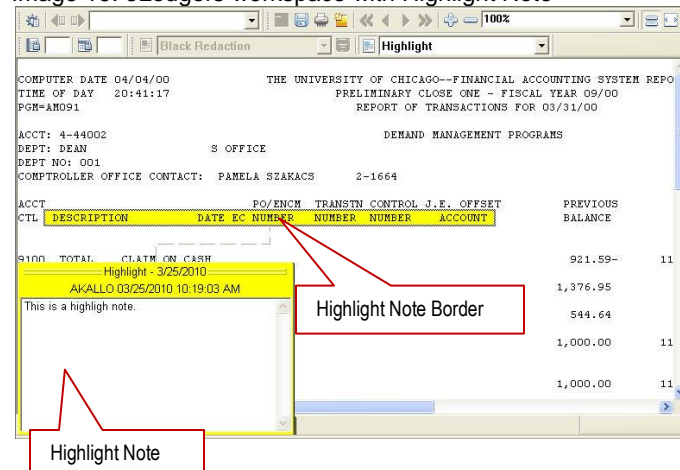| Icon	Command	How to use it…
	Toggle Annotation	Click here to change cursor to highlight with in eledger. Click again to turn highlight cursor off.
Highlight	**Highlight Dropdown**	Yellow highlight is the only option available. You do not have to do anything with this dropdown.
	Toggle Redaction	*Currently disabled in eLedgers.* Click here to change cursor to highlight within eledger. Click again to turn highlight cursor off.
Black Redaction	**Redaction Dropdown**	*Currently disabled in eLedgers.* Click arrow to change redaction style.
	Save Redactions	*Currently disabled in eLedgers.* After redactions are made, click here to save the redactions. Once saved, the redactions cannot be removed.

Using the Column/Row Locking Toolbar

The commands in the Column/Row Locking Toolbar allow you to lock the columns and rows for easy scrolling.

View/Hide the Column/Row Locking Toolbar: If the Toolbar is not visible, →right click on an eledger → scroll to ToolBars → click Column/Row Locking Toolbar.

Note: You can move toolbars where you like by clicking and dragging them.

To Lock a Column:

1. Type in the number of columns you want to lock.

2. Click on the Lock Column Icon.

To Lock a Row:

1. Type in the number of Rows you want to lock.

2. Click on the Lock Row Icon.

To Unlock a Column or Row:

1. Click on the Lock Column icon to unlock columns.

2. Click on the Lock Row icon to unlock rows.

Image 21: eLedgers workspace with Locked Columns
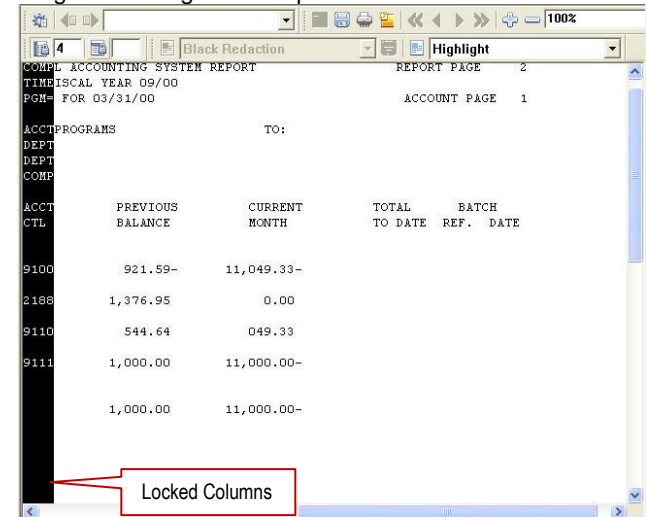
Image 22: eLedgers workspace with Locked Rows
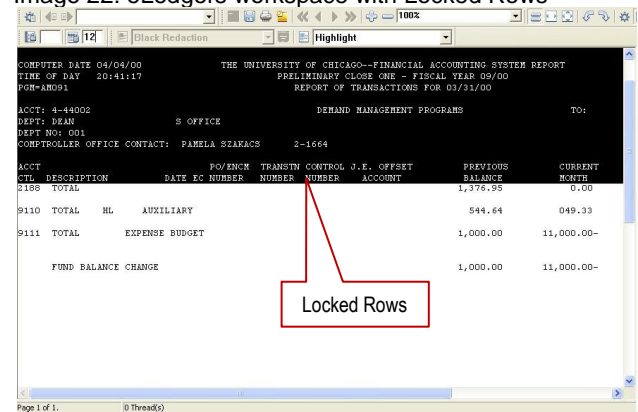
Image 23: Column/Row Locking Toolbar

Table 5: Explanation of Commands in the Column/Row Locking Toolbar

Icon	Command	How to use it…
	Lock Column Icon and Input	Type the number of columns you want locked in the input field. Click the lock column icon to toggle between locked and unlocked columns.
	Lock Row Icon and Input	Type the number of rows you want locked in the input field. Click the lock row icon to toggle between locked and unlocked rows.

Using the Search Text Toolbar

The commands in the Search Text Toolbar make it easy to find specific information within your eledger. This can save you time looking for information.

View/Hide the Search Text Toolbar: If the Search Text Toolbar is not visible, →right click on an eledger → scroll to ToolBars → click Search Text Tool Bar.

TIP: You can move toolbars where you like by clicking and dragging them.

To Search for Text using the Text Toolbar:

1. Type the text you are searching for in the Text String Input area. You can type a word, phrase, or numbers here.

2. Click the Find Next icon.

   - If the text appears more than once in the eledger, you can click the Find Next icon again to highlight the next instance of the text.

   - To go back to the previous instance, click the Find Previous Icon

3. To stop searching for text, delete the text in the text input box.

Note: Your searches on the current eledger, will be available in the Text String Input dropdown arrow until you close the eledger.

Image 24: eLedger Workspace with Search Text Toolbar
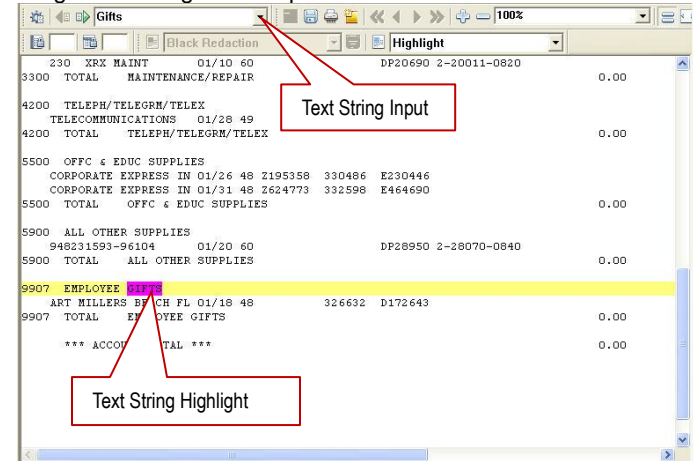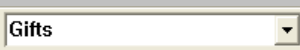
Image 25: Search Text Toolbar

Table 6: Explaination of the Commands in the Search Text Toolbar

Icon	Command	How to use it…
	Text Search Options	Click here to see text search options. Most eLedger users will not use need to change the options.
	Find Previous	If you have text in the Text Input field that is in multiple areas on the eledger, you can use the find previous icon to find previous instances of the text. It is only active when it is green.
	Find Next	Click here to find the next instance of the text you typed in the Text Input Field.
Gifts	**Text Input Field**	Type the text you are searching for here.

Using the Pages Toolbar

The pages toolbar or panel gives you a visual of the eledger you are viewing. This is very useful for eledgers with multiple pages.

View/Hide the Pages Toolbar: If the Pages Toolbar is not visible → right click on an eledger → scroll to ToolBars → click Pages Toolbar.

AutoHide: The Pages Toolbar has an auto hide feature. If you do not see the Pages Toolbar after it is visible, move your mouse to the right most corner of your screen. Right click to turn on or off the auto hide feature.

To use the Pages Toolbar :

The Pages Toolbar displays a thumbnail of each page in an eledger. A dark overlay will cover the portion of the eledger that is visible in the document viewer.

This is an easy way to know what portion of the eledger you are viewing relative to the entire eledger.

Image 26: eLedgers Workspace with Pages Toolbar
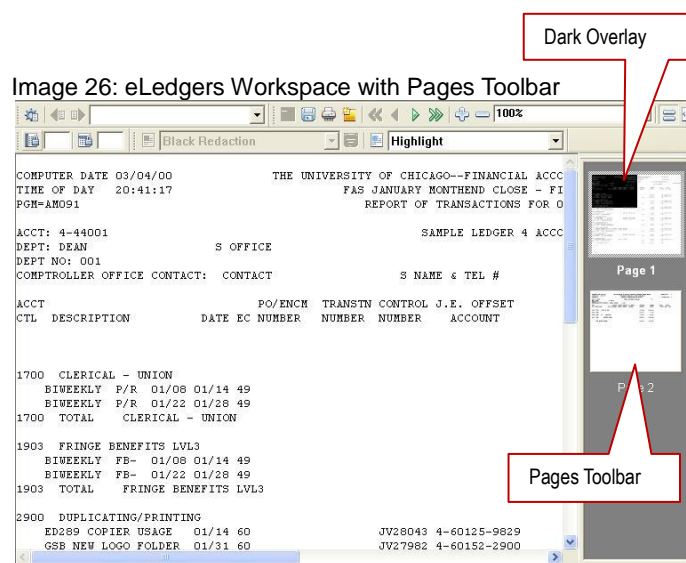
Setting up Proxy Access

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**

- In the Document Retrieval Panel, select **New Forms** from the drop down menu

- Click on the icon next to: **Create an OnBase account access (Eforms)**

- Fill out the **form** and click **submit**

- Wait 2 business days or until you receive an email stating that a new OnBase Account has been created.

2. Request Proxy Access

- Confirm that the Navigation Panel shows **Documents** and the Document Retrieval panel shows **New Forms**

- 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 **form** and click **submit**

- You will receive an email stating the access has been approved (or denied), usually within 1 business day.

Image 27: New forms menu
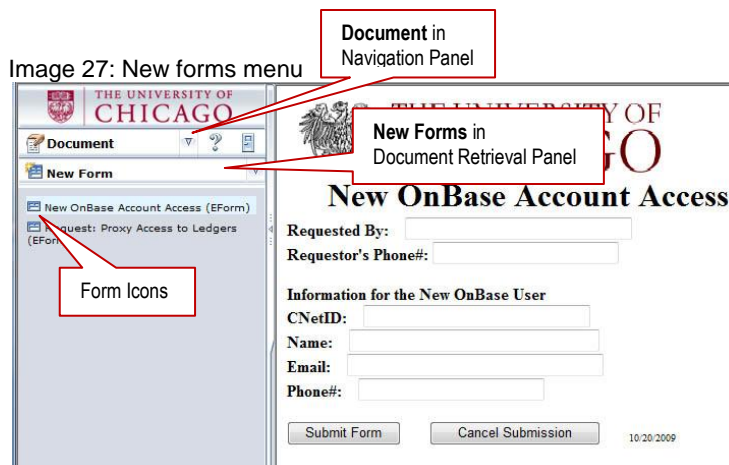
Image 28: Hierarchical Proxy Access Form

Image 29: Department Level Access Form

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 if you cannot find the information you are looking for.

Image 30: The University of Chicago Financial Services