

Oracle: Service Center Backup Documentation

Due to the nature of Service Center journal entry processing, backup documentation must be imported into OnBase after the journal entry has posted in Oracle. Follow these steps to find the posted journal entry, and the subsequent directions to upload backup documentation to OnBase.

Log in to Oracle HR & myApps Finance UAB Campus Learning Navigate to the 🖂 Campus Email Oracle HR & Finance • System myUAB Portal WAM BlazerID Central OnBase Locate and click • **Oracle HR &** in LinkedIn Learning eLAS box Box.com Finance AskIT Employee Directory 😵 LMS Campus UKG Kronos Manage Apps Open the Oracle THE UNIVERSITY OF ALABAMA AT BIRMINGHAM E-Business Suite \equiv Navigator • Click the **3-lined** "hamburger" icon Announcement in the top left Welcome to Oracle E-Business Suite! corner Learn more about the new look and feel, and read a series of FAQs here or watch video here. (Right click the link and open in new tab/window) State Online Tax Form is now part of the Federal Tax Form and is available under self service responsibility as Online Tax Form. It is also available as an icon on the home page.



Search

UAB AP End User

UAB GA End User

UAB GL End User

UAB Report Viewer

UAB Effort Report User

UAB FN Document Entry/Approval

UAB OnBase FN Campus Access

UAB Report Viewer -- Administrator

UAB Self Service Applications

UAB Sunflower Custom Reports

Oracle: Service Center Backup Documentation

and

Enter

🔺 X

ACF (GL End User)

× *

🍳 🛋 🔺 E-Business Suite

ment

× ▲ ×

Journals

General Ledger

Document Locato

Personal Worklist

Payment Request

Electronic Distribut

POUAB New Supp

Purchasing

Navigate to the Enter GL Journals menu option

- Select UAB FN Document Entry/Approval
- Select General Ledger
- Select Journals
- Select Enter

After the Enter Journals form opens, press F11

- In the Batch Name column, enter your Service Center ID in upper case followed by wildcard– i.e. UABCOPY%
- Enter the **Posted Date** in DD-MMM-YYYY format.
- Press Ctrl + F11

							• •		
							<u> </u>		
Enter J	Iournals (U .UAB_JO	URNALS	DF BOOKS	5) - 1111111111111			anananananan ananananan		
Sta	Approval	Balance	Source	Category	Batch Name	Journal Name	Period	Posted Date	Jou
					UABCOPY%			20-JUL-2009	
				<u> </u>					
					-				
+								+	
				1					
				<u> </u>					
								++	
Ħ				1					
								++	
+									
۵									
		_	_						



Oracle: Service Center Backup Documentation



• Click Review Batch

OE	nter Journ	nais (UAB S	ET OF BOO	DKS)			000000000000000000000000000000000000000	000000000000000000000000000000000000000		-000000 - 2 0	n x
é	GLUA	B_JOURNA	LS								
	Batch S	Funds Sta	Approval	Balance	Source	Category	Batch Name	Journal Name	Period	Posted Date	
	Posted	Passed	N/A	Actual	Autom S	Service Cer	UABCOPY Autom Serv Ctr Billing 730	7/21/2009 Service Center Billing	JUL-2009	20-JUL-2009	
											1
											1
											U
		_								D	
					Davianu Ra	teh.			De		
Keview Joginai		"]		Review Da	ıçıı			Re	guery		
			New Batch								
					New Dat						

Once in the Journal Batch form, <u>follow these directions</u> to upload your backup documentation into OnBase