UAB FINANCIAL AFFAIRS
The University of Alabama at Birmingham
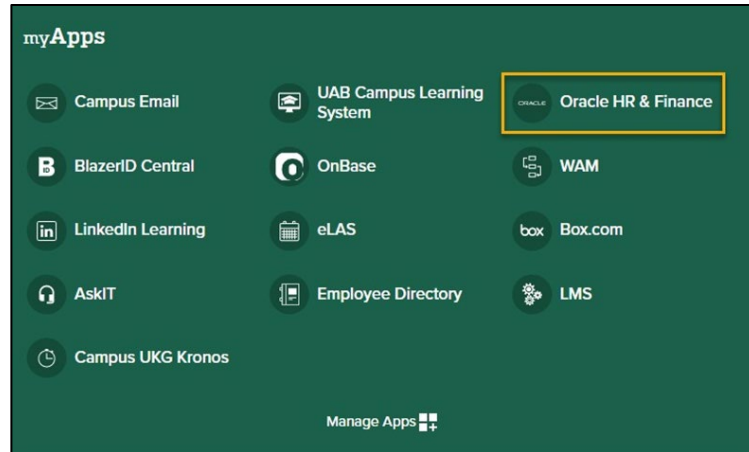
Oracle: Service Center Backup Documentation

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.
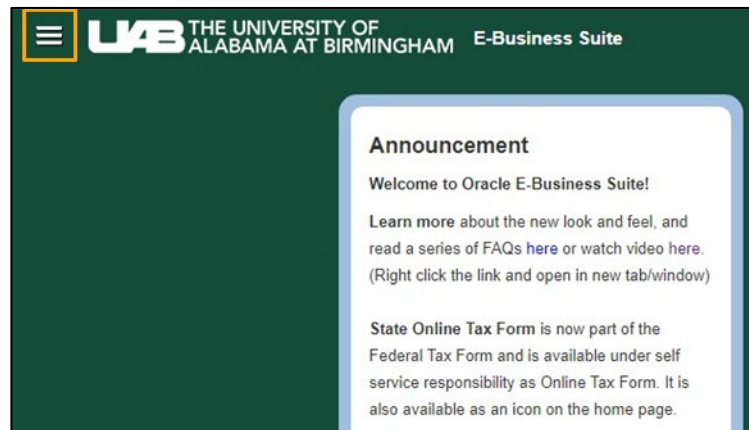
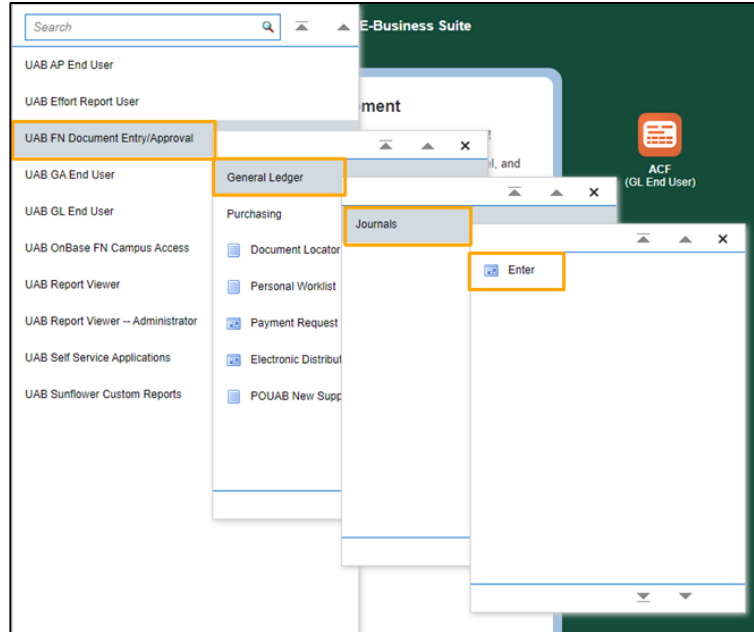|	
Log in to Oracle HR & Finance • Navigate to the [myUAB Portal](#) • Locate and click **Oracle HR & Finance**	**myApps** ✉ Campus Email 📺 UAB Campus Learning System **ORACLE Oracle HR & Finance** **B** BlazerID Central ⊙ OnBase WAM in LinkedIn Learning 📅 eLAS box Box.com 🎧 AskIT Employee Directory LMS 🕐 Campus UKG Kronos Manage Apps
Open the Oracle Navigator • Click the **3-lined "hamburger"** icon in the top left corner	☰ UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM E-Business Suite **Announcement** Welcome to Oracle E-Business Suite! 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.

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**

Select the **Posted Batch**

- Click **Review Batch**

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