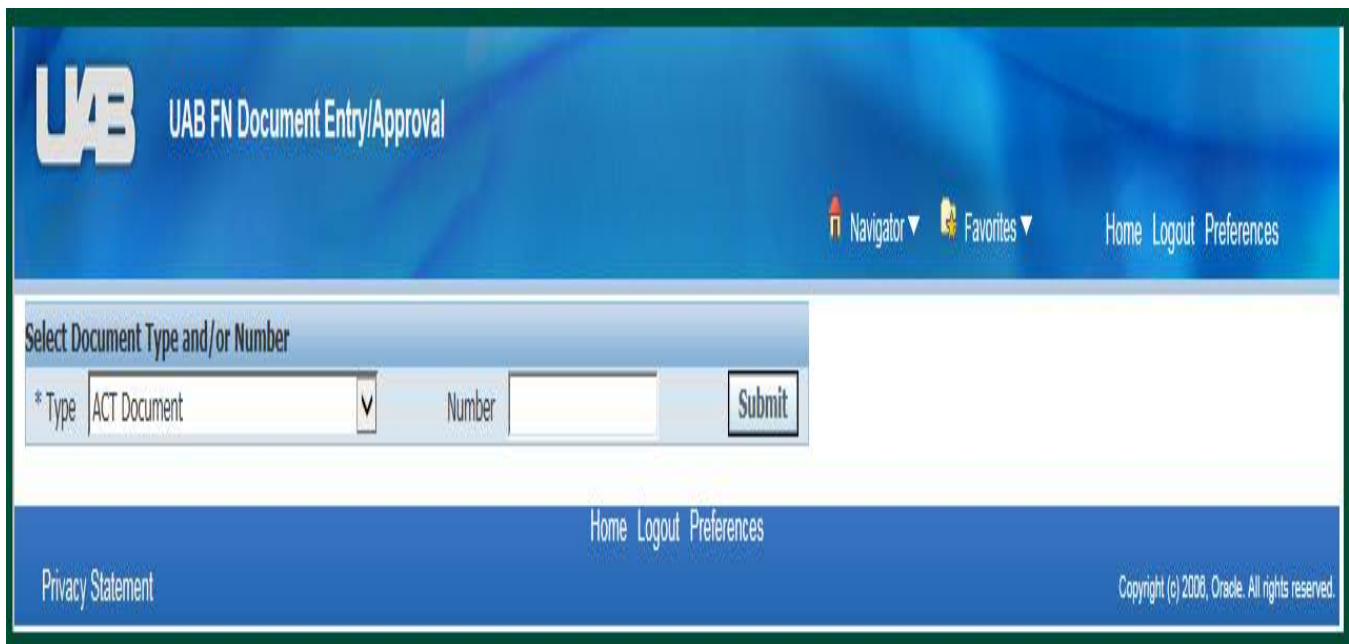


UAB Document Locator

The **UAB Document Locator** allows users of the Oracle Administrative Systems to locate a document and see its current location in the workflow approval path. By inputting the document number, a list of names associated with the current approval queue will be displayed and a comprehensive record of previous approvers will be listed. The UAB Document Locator is accessible on the following system responsibilities:

UAB AP End User	→	Document Locator
UAB FN Document Entry/Approval	→	Document Locator
UAB Requisition Input	→	Document Locator
UAB Salary Reclass	→ UAB Workflow →	Document Locator
UAB HR Officer	→ UAB Workflow →	Document Locator
UAB Timekeeper	→ UAB Workflow →	Document Locator

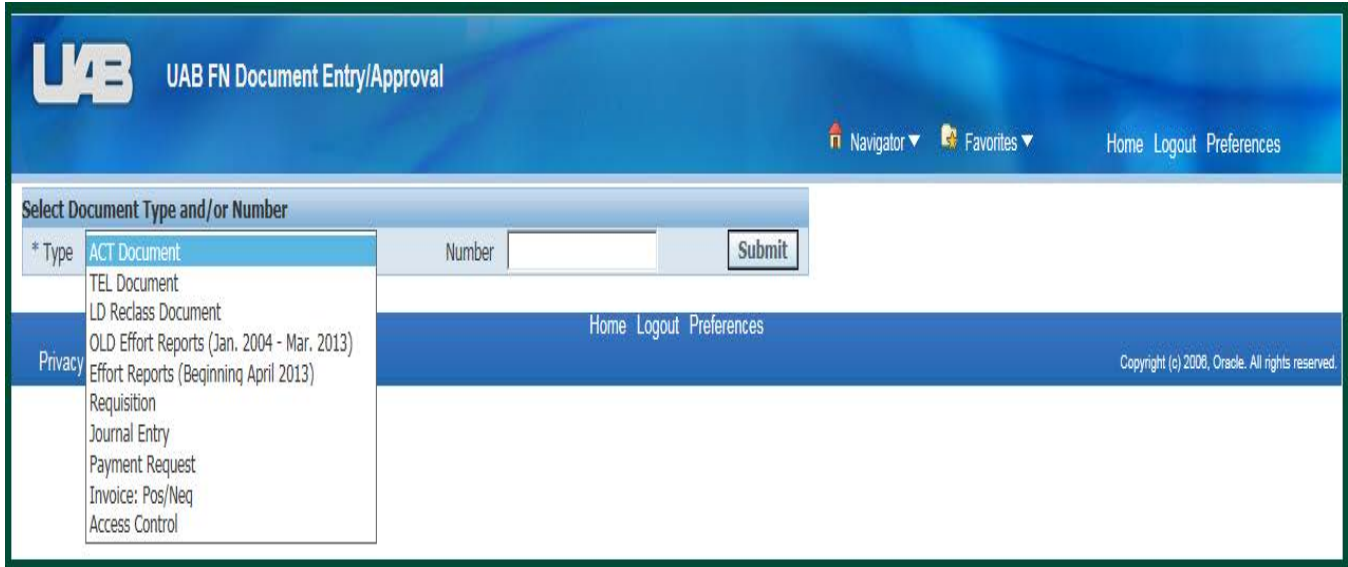
Click on the **Document Locator** menu option. A screen similar to the one below will display.



The screenshot shows the Oracle Financials interface for 'UAB FN Document Entry/Approval'. At the top left is the UAB logo. The page title is 'UAB FN Document Entry/Approval'. In the top right corner, there are links for 'Navigator', 'Favorites', 'Home', 'Logout', and 'Preferences'. The main content area features a section titled 'Select Document Type and/or Number' with a dropdown menu set to '* Type ACT Document', an input field for 'Number', and a 'Submit' button. At the bottom of the page, there are links for 'Home', 'Logout', and 'Preferences', a 'Privacy Statement' link, and a copyright notice: 'Copyright (c) 2008, Oracle. All rights reserved.'

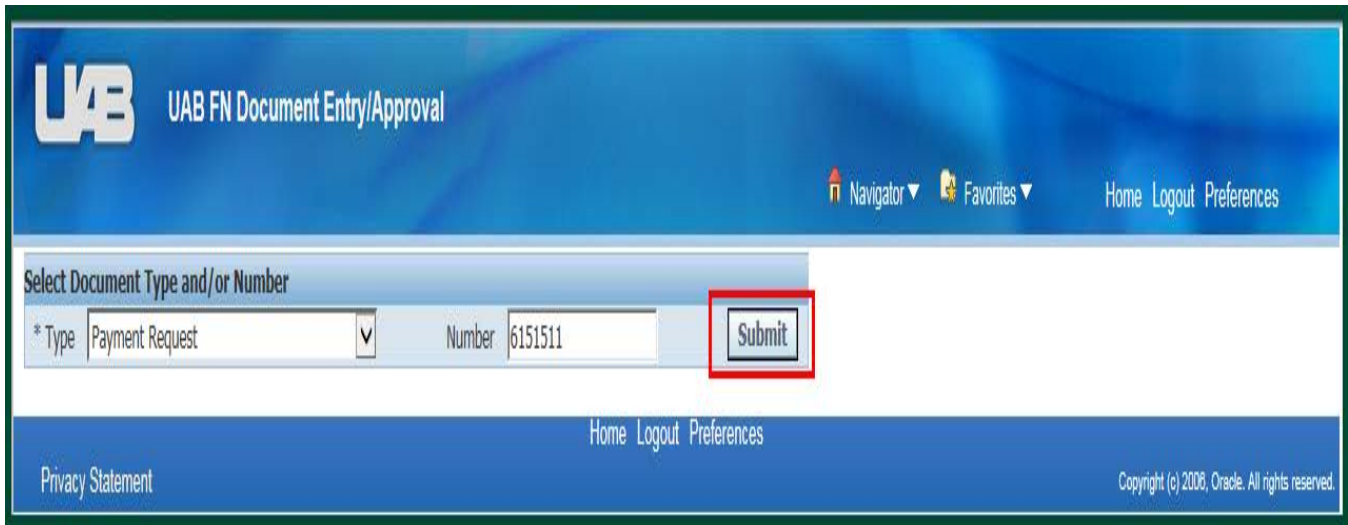
UAB Document Locator

Click on the down arrow to select the desired **Document Type**.



The screenshot shows the UAB FN Document Entry/Approval interface. The header includes the UAB logo and the text "UAB FN Document Entry/Approval". Navigation links for "Navigator", "Favorites", "Home", "Logout", and "Preferences" are visible. The main form area is titled "Select Document Type and/or Number". It features a dropdown menu for "* Type" with the following options: ACT Document, TEL Document, LD Reclass Document, OLD Effort Reports (Jan. 2004 - Mar. 2013), Effort Reports (Beginning April 2013), Privacy, Requisition, Journal Entry, Payment Request, Invoice: Pos/Neq, and Access Control. A "Number" input field and a "Submit" button are also present.

Enter the **Document Number** of the document in the **Document Number** Field. Click on the **Submit Query** button.



The screenshot shows the UAB FN Document Entry/Approval interface with the document type set to "Payment Request" and the document number "6151511" entered in the "Number" field. The "Submit" button is highlighted with a red box. The footer includes "Privacy Statement", "Home", "Logout", and "Preferences" links, along with the copyright notice "Copyright (c) 2008, Oracle. All rights reserved."

NOTE: LD Effort Report offers two search options: by Document Number or by employee name. If the name is used, enter LAST NAME, FIRST NAME.

UAB Document Locator

A screen will display resembling the one below. Users will be able to view the “**action history**” of a particular document.

UAB
UAB FN Document Entry/Approval

[Home](#)
[Logout](#)
[Preferences](#)

Select Document Type and/or Number

* Type
Number

Payment Request Action History (Document Number 6151511)

Action	Approver UserName	Date/Time	Organization	Notes
SUBMIT	Hayes, Jennifer E.	DEC-31-2015 01:41:57 PM		Started WF approval process
NOTIFIED		DEC-31-2015 01:41:57 PM	220002000 Disability Support Svcs (Org Ret)	Notification sent to Primary Org 220002000 Disability Support Svcs level :1
NOTIFIED		JAN-01-2016 12:58:01 PM	220002000 Disability Support Svcs (Org Ret)	Notification sent to Primary Org 220002000 Disability Support Svcs level :2
APPROVE	Solomon, Allison B	JAN-01-2016 12:58:01 PM	220002000 Disability Support Svcs (Org Ret)	Comments added by user:
APPROVE	Ludorf, Marcy L	JAN-04-2016 09:40:34 AM	220002000 Disability Support Svcs (Org Ret)	Comments added by user:
		JAN-04-2016 09:40:34 AM		Completed User Approvals
NOTIFIED		JAN-04-2016 09:40:34 AM	CENTRAL ACCOUNTANT	Notification sent to Central Org: CENTRAL ACCOUNTANT
TX_BANNER		JAN-06-2016 02:41:11 PM	FINANCIAL AID	Data transferred to Banner
NOTIFIED		JAN-06-2016 02:41:11 PM	FINANCIAL AID	Notification sent to Central Org: FINANCIAL AID
APPROVE	Honea, Cayman	JAN-06-2016 02:41:11 PM	CENTRAL ACCOUNTANT	Comments added by user:
WF_COMPLETE		JAN-06-2016 02:41:11 PM		Workflow Approvals Complete

Privacy Statement

[Home](#)
[Logout](#)
[Preferences](#)

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