

E-Business Suit

The University of Alabama at Birmingham

Search

In order to gain access to OnBase, your department administrator must submit an Access Control Form (ACF) in Oracle requesting access. Note that you cannot request access to OnBase for yourself. After the approval process is completed, the OnBase responsibility will be added to the employee's homepage in Oracle. The sole purpose of this responsibility is to note OnBase access. OnBase can be accessed in Oracle from Payment Requests, iProcurement, General Ledger Journal Entries, and PCARD Review forms, as well as workflow approval notifications.

Open the **Access Control Form (ACF)** from one of the following Oracle responsibilities:

- UAB GA End User
- UAB GL End User
- UAB HR Officer

ocaron		
UAB AP End User		
UAB Effort Report User	ment	
UAB FN Document Entry/Approval	racle E-Business Su	ite!
JAB FN Trainer	out the new look and f FAQs <mark>here</mark> or watch	fee vid
UAB GA End User	link and anan in naw	+~h)
UAB GL End User	Funding Inquiry	h
UAB OnBase FN Campus Access	Award Status	n
UAB Report Viewer	Project Status	
UAB Report Viewer Administrator	Projects View)
JAB Self Service Applications	IDC Allocation - View Only	
UAB Sunflower Custom Reports	Expenditure Inquiry	
UAB View Output/Log Other Users Re	GA Journal Entry Batches - View Only	
	Access Control Form (ACF)	1
	FAS Screens	
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When the ACF form appears,

- Enter either the employee's last name/first name, the 7-digit employee ID number, or their BlazerID
- Click **Find**

THE UNIVERSITY OF ALABAMA AT BIRMINGHAM UAB GL End User

Access Control Form - Employee

Employee Name	L L L L L L L L L L L L L L L L L L L	Q,				
Employee Number	L L L L L L L L L L L L L L L L L L L	Q,				
Blazer ID	لا	Q				
Find Clear						



The University of Alabama at Birmingham

When the employee	Access Control Form					
on the Finance tab	Employee Details as of 10-Nov-2023					
	Employee Number Employee Name Blazer ID Campus Phone					
	HR Finance Oracle - Central History HR Responsibility Details					
Under Requested Changes,	Finance Oracle - Central History					
 Click the drop- down menu and select the UAB OnBase FN Campus Access responsibility 	Save Submit Current Responsibilities Requested Changes UAB FN Document Entry/Approval 17-Nov-2021 31-Dec-4712 Responsibility Name Start Date End Date Org Responsibility Name 					
Click the Add Row button	Submit Requested Changes Responsibility Name Start Date Org Image: Construction of the start Date Image: Construction of the start Date Image: Construction of the start Date Image: Construction of the start Date Image: Construction of the start Date Image: Construction of the start Date Image: Construction of the start Date Image: Construction of the start Date Image: Construction of the start Date Image: Construction of the start Date Image: Construction of the start Date Image: Construction of the start Date Image: Constart Date					
 The responsibility name, along with the current day's date, will appear under the Requested Changes section. An End Date is not required, but you can enter a future date Click on the Submit button 	Submit Responsibility Name Responsibility Name UAB OnBase FN Campus 10-Nov-2023 31-Dec-2099					



The document status will be listed as INPROCESS and will route through workflow for final approval

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Document Number 526340 is in status INPROCESS

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