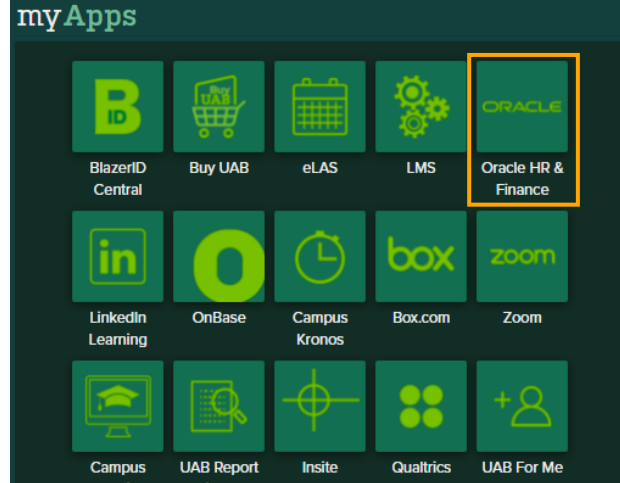


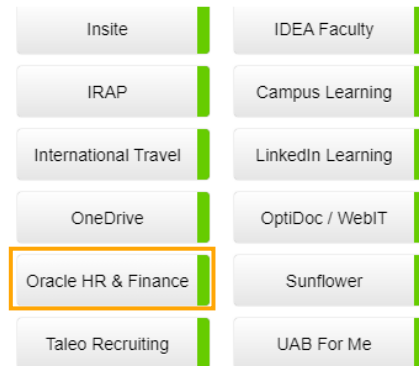
### Log in to Oracle HR & Finance

- Navigate to **myUAB** or **AdminSys**
- Locate and click **Oracle HR & Finance**

### myUAB Portal (my.uab.edu)

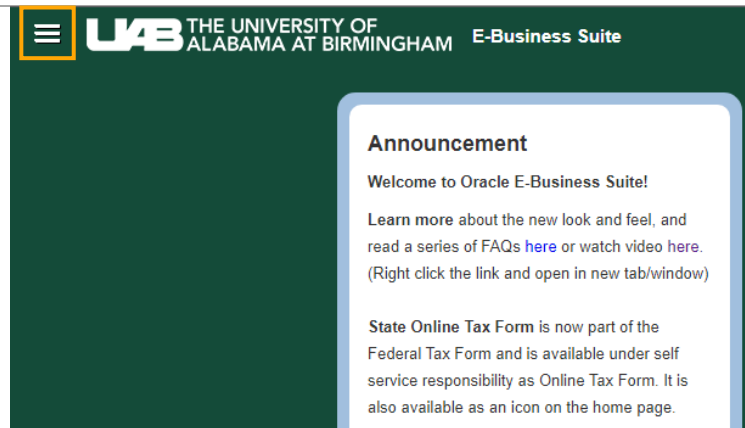


### AdminSys (uab.edu/adminsys)



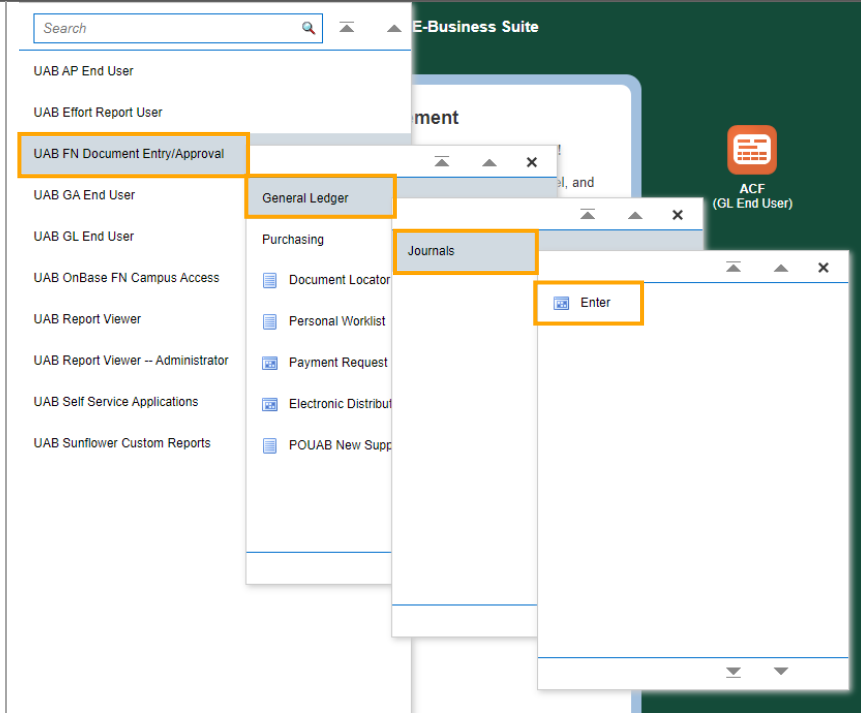
### Open the Oracle Navigator

- Click on the 3-lined "hamburger" icon in the top left corner

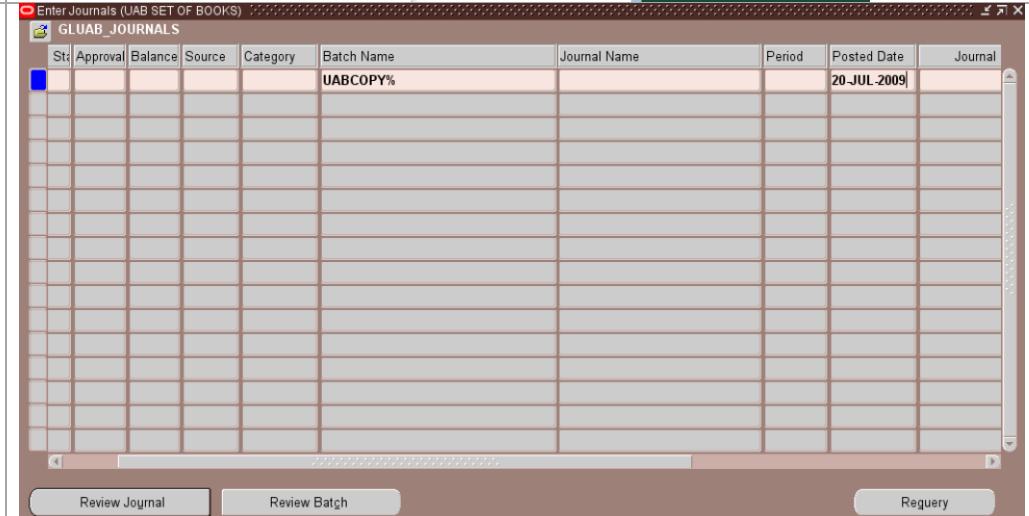


Navigate to the Enter GL Journals menu option

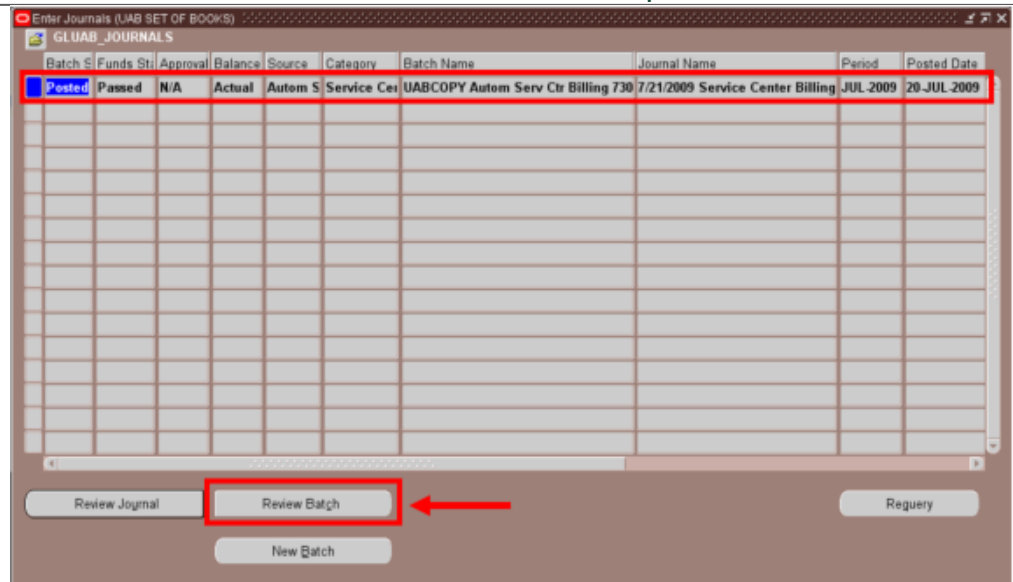
- Select **UAB FN Document Entry/Approval**
- Select **General Ledger**
- Select **Journals**
- Select **Enter**



- After the Enter Journals form opens, press **F11**
- Enter your **Service Center ID** in upper case followed by wildcard for Batch Name  
– 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 the steps in the **video tutorial** linked on this [page](#) to upload your backup documentation into OnBase

**NOTE:** For Service Center backup documentation in OnBase, the batch must **already** be posted in Oracle (unlike the recommendation in the video tutorial) for GL Journal entries backup documentation to be uploaded prior to submitting the batch.

**Note:** You must be granted access to OnBase to be able to upload backup documentation through GL Journal Entry Form. If you do not already have the **UAB OnBase FN Campus Access** responsibility in Oracle which grants you access to OnBase, then an ACF document will need to be submitted on your behalf. Please visit the OnBase page [here](#) to learn about OnBase access and additional training video tutorials.