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

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
OnBase: Service Center Backup Documentation

- 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.