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

Open the Oracle Navigator
- Click 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**

- 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