FINANCIAL AFFAIRS

The University of Alabama at Birmingham

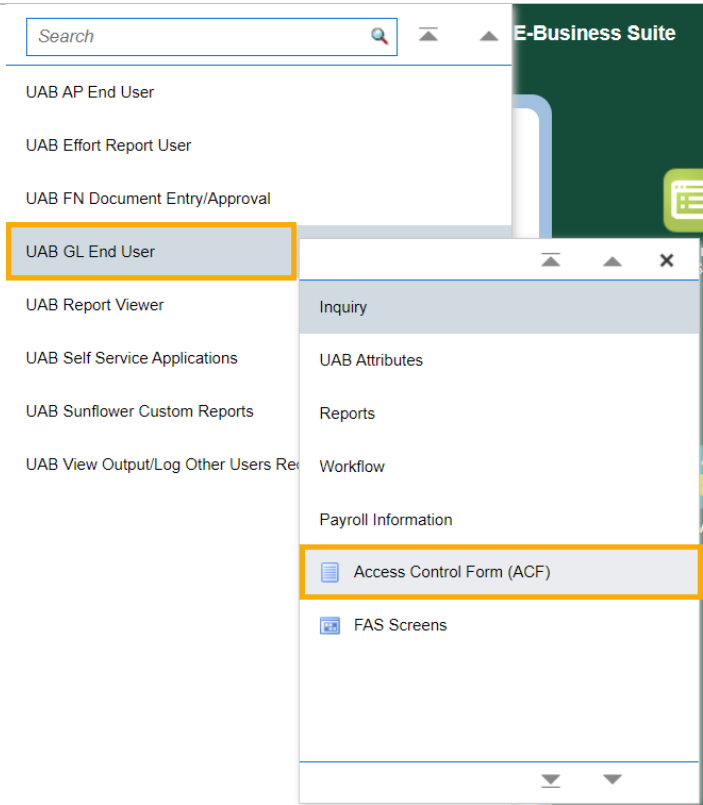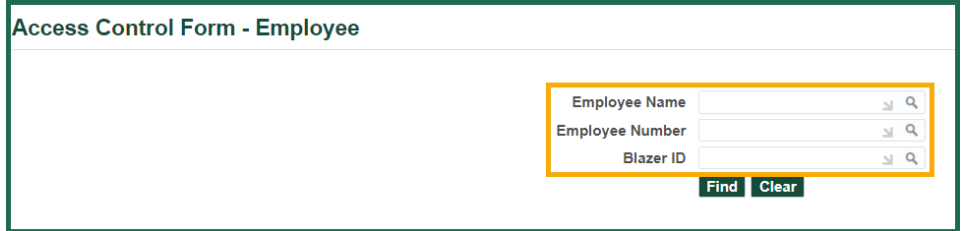|	
Log in to **Oracle HR & Finance** • Go to **myUAB** • Locate and click **Oracle HR and Finance**	**myApps** ✉ Campus Email 🖥 UAB Campus Learning System Oracle HR & Finance 🆔 BlazerID Central OnBase WAM in LinkedIn Learning 📅 eLAS box Box.com 🎧 AskIT 📖 Employee Directory ⚙ LMS
Open the **Oracle Navigator** • Click on the **3-lined "Hamburger"** icon in the top left corner	**UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM** **E-Business Suite** **Announcement** Welcome to Oracle E-Business Suite! Learn more about the new look and feel, and read a series of FAQs here or watch video here. (Right click the link and open in new tab/window) State Online Tax Form is now part of the Federal Tax Form and is available under self service responsibility as Online Tax Form. It is also available as an icon on the home page.
The **Access Control Form (ACF)** is accessible from the following responsibilities	UAB HR Officer > Access Control Form UAB GA End User > Access Control Form UAB GL End User > Access Control Form
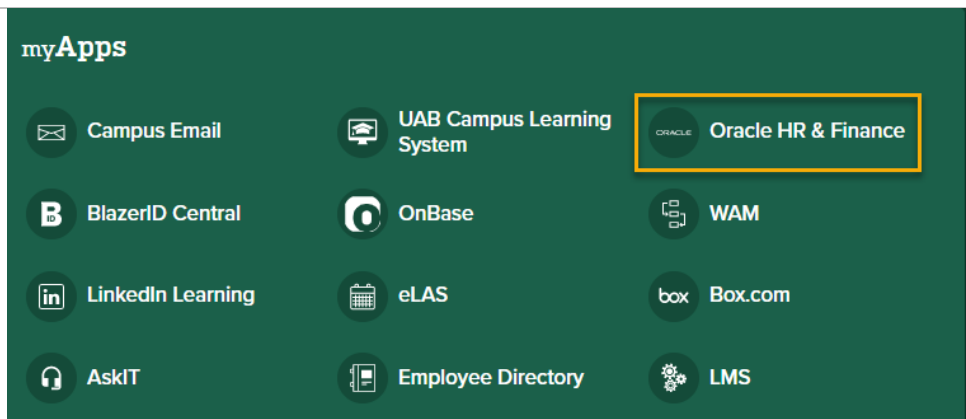
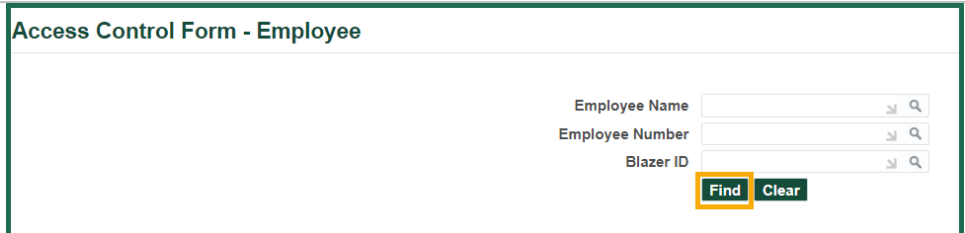|	
Navigate to **Access Control Form** • Select **Responsibility** • Select **Access Control Form (ACF)**	
Enter Employee name, Employee Number or Blazer ID to **search employee**	**Access Control Form - Employee** Employee Name ☐ 🔍 Employee Number ☐ 🔍 Blazer ID ☐ 🔍 **Find** **Clear**
Click on **Find** button	**Access Control Form - Employee** Employee Name ☐ 🔍 Employee Number ☐ 🔍 Blazer ID ☐ 🔍 **Find** **Clear**

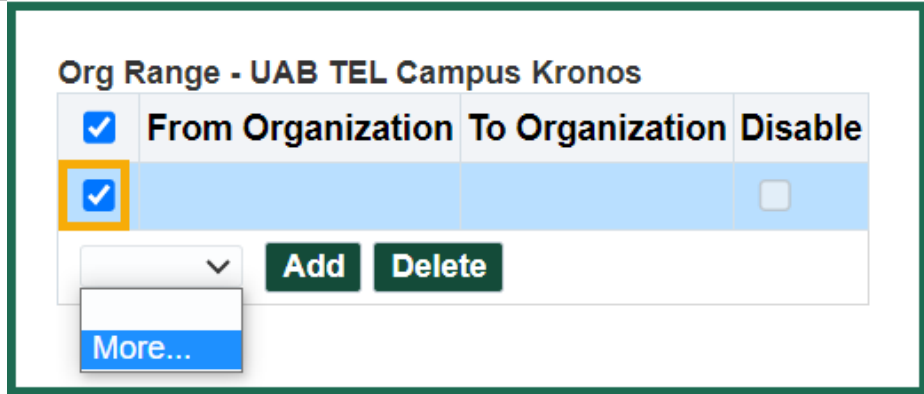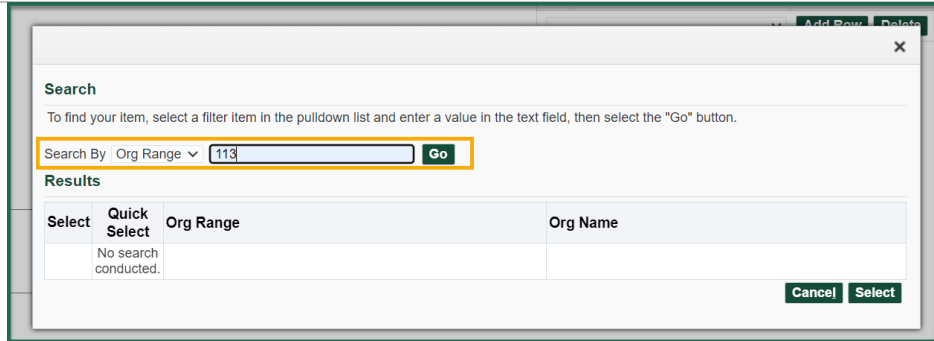|	
Click on the **Finance** tab	**HR** **Finance** History **Finance Responsibility Details** **Current Responsibilities** □ **Responsibility Name**	**Start Date**	**End Date**	**Org** □ UAB FN Document Entry/Approval	05-Apr-2023	31-Dec-4712 □ UAB AP End User	05-Apr-2023	31-Dec-4712 □ UAB Sunflower Custom Reports	05-Apr-2023	31-Dec-4712
Click on the **Down Arrow** in the Requested Changes region	**Save** **Submit** **Requested Changes** □ **Responsibility Name** **Start Date** **End Date** **Org** □ □ □ ⌄ **Add Row** **Delete**
Select **UAB TEL Campus Kronos** • Click on the **Add Row** button	**Save** **Submit** UAB AP End User UAB GA End User UAB FN Document Entry/Approval UAB Requisition Input UAB Sunflower Custom Reports UAB OnBase FN Campus Access UAB GL End User **UAB TEL Campus Kronos** **End Date** **Org** ⌄ **Add Row** **Delete**
Responsibility is moved to the **Requested Changes** region • The **Start date** defaults to date of request • Click on the **Org** icon to open Range selection box	**Requested Changes** □ **Responsibility Name**	**Start Date**	**End Date**	**Org** □ UAB TEL Campus Kronos-	07-Jun-2023		⬆ □ □ ⌄ **Add Row** **Delete**

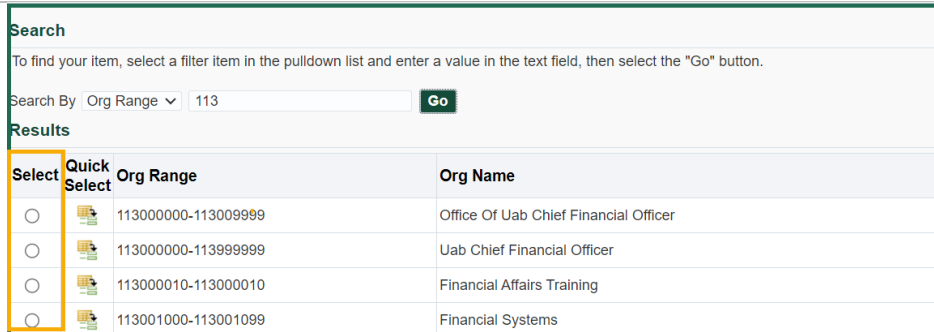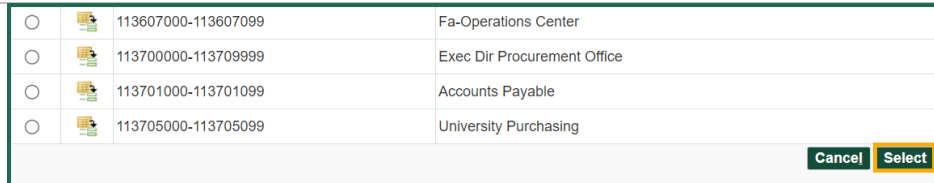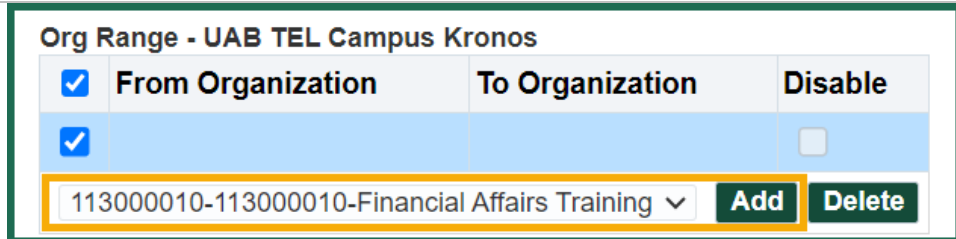|	
Check the **Org Range** box • Click on the **Down-Arrow** • Select **More**	
Enter the **Org Range** • Click **Go**	
Click on the appropriate **Radio** button to make an org range selection	
Click the **Select** button	
Click the **Add** button to add the Org range	

To assign an additional Org click the **Down Arrow**
- Select **More**
- Repeat the previous steps

Org Range - UAB TEL Campus Kronos

	From Organization	To Organization	Disable
☐	113000010	113000010	☐
			☐

[dropdown] ▼ [Add] [Delete]

113000010-113000010-Financial Affairs Training
More...

Click on the **Submit** button in the center of the Finance ACF Document

Note: The ACF form must be completed before another FN ACF document can be submitted

[Save] [Submit]

Requested Changes

Start Date	End Date	Org		☐	Responsibility Name	Start Date
				☐		

A finance **Document Number** will pre-populate

Note: The Finance Document Number will be required to track the status of the document

Job _____
Assg Category _____
Employee Status _____
Organization _____

Current Documents
Finance :510390

HR   **Finance**   History

Finance Responsibility Details

Document Number 510390 is in status INPROCESS

The **Action Log** will show the status of the FN ACF document in the workflow

Note: The requestor of the document will receive an email approval notification once the document has been completed

| HR | **Finance** | History |

Finance Responsibility Details

Document Number 510390 is in status INPROCESS

Current Responsibilities

Responsibililty Name	Start Date	End Date	Org
UAB FN Document Entry/Approval	22-Oct-2013	31-Dec-4712	
UAB AP End User	22-Oct-2013	31-Dec-4712	
UAB Sunflower Custom Reports	22-Oct-2013	31-Dec-4712	

Org Range

Responsibility	From Organization	To Organization
No results found.		

Comments

Click here for Action Log

The **Action Log** will look similar to this image.

Select Document Type and/or Number

* Type Access Control   Number [ ]   Submit

Access Control Document Action History

Current Documents

Action	Full Name	Date/Time	Notes
SUBMIT		Jan-10-2019 10:53:02 AM	Document Submitted
START		Jan-10-2019 10:53:02 AM	Started WF approval process
		Jan-10-2019 10:53:02 AM	
APPROVE		Jan-11-2019 06:39:47 AM	Comments added by user:
		Jan-11-2019 06:39:47 AM	Primary Org Approval Complete
APPROVE		Jan-11-2019 06:39:47 AM	