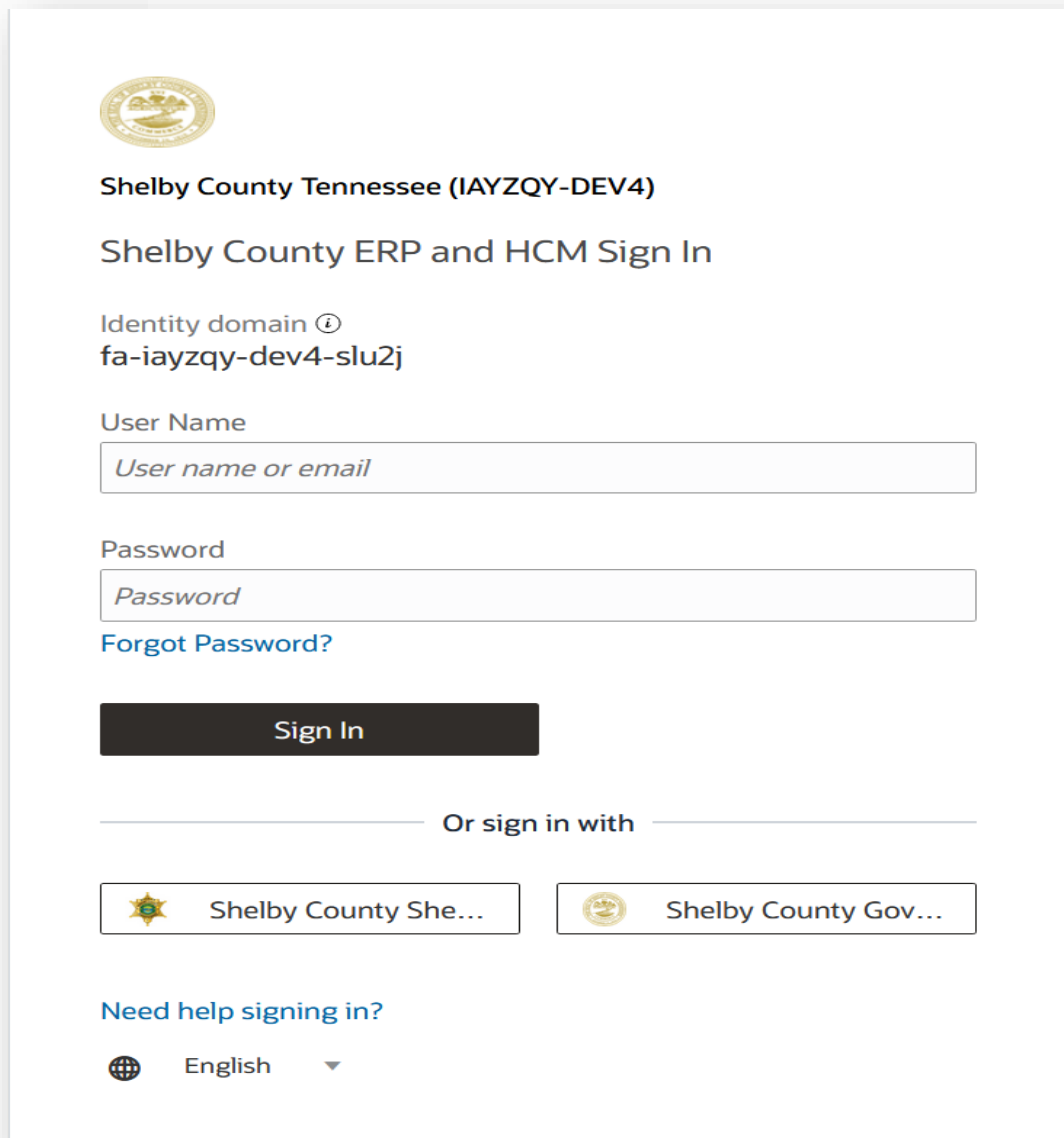




Log In Instructions

How To Log In To Oracle Cloud

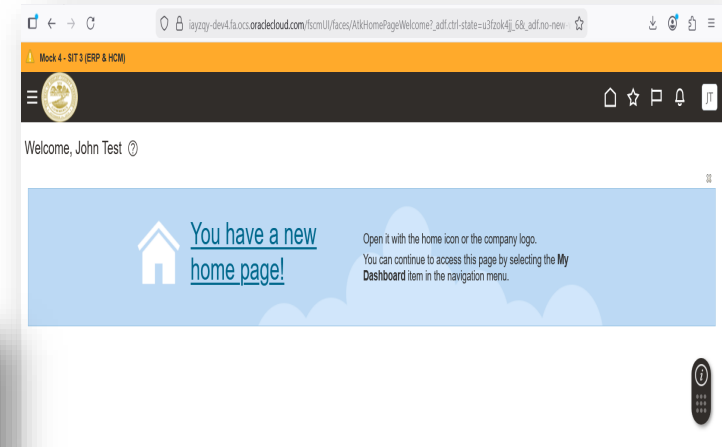
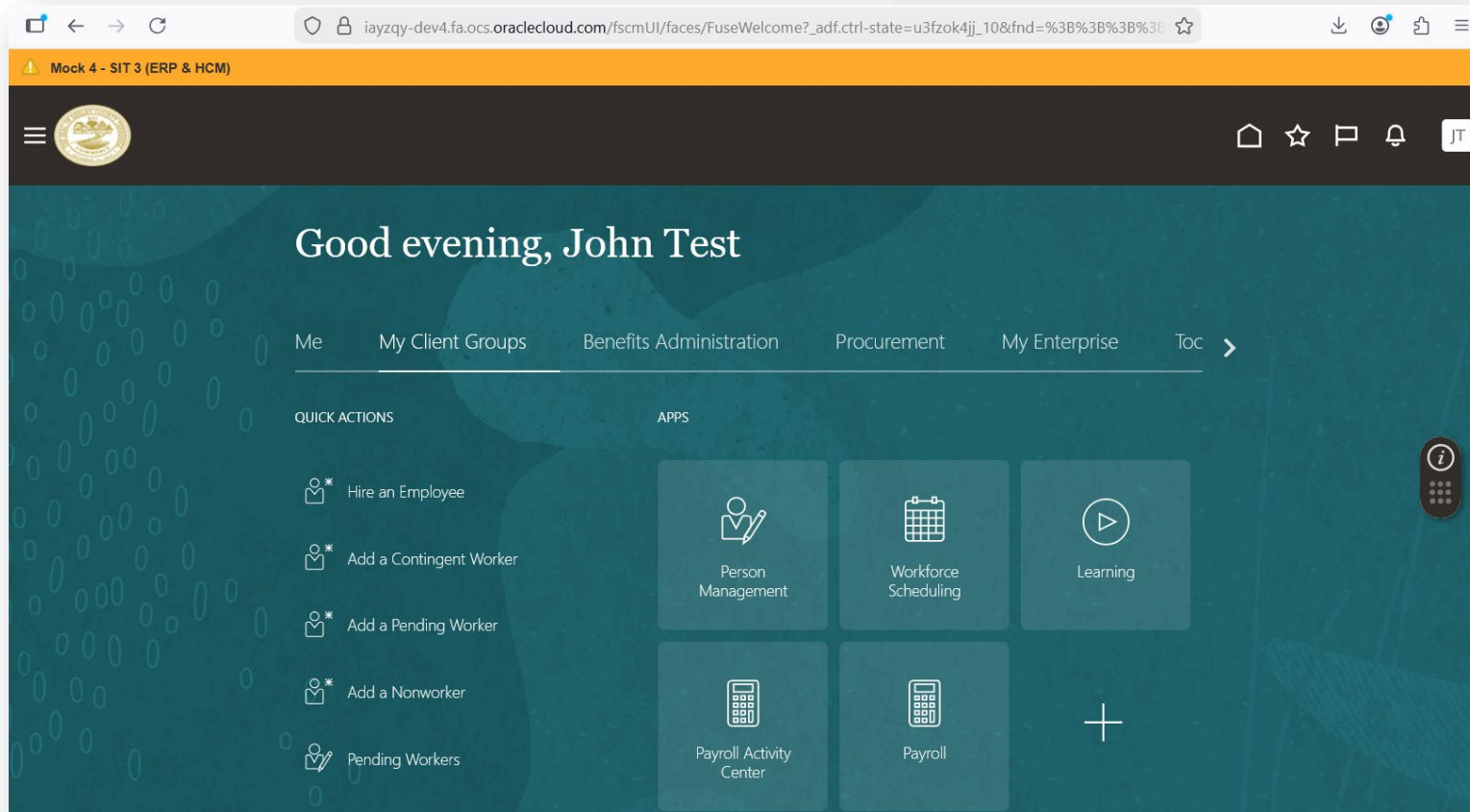
- **Step 1:** Open your web browser,
 - Click on the UAT environment link <https://iayzqy-dev4.fa.ocs.oraclecloud.com/> or add in your browser.
- **Step 2:** Click on ‘Company Single Sign-On’ button.
 - You will be redirected to your company’s Single Sign-On (SSO) page.
- **Step 3:** Enter your organization email address.
 - Enter your network password (the same password you use for Outlook).
 - Click ‘Sign In’.
- **Step 4:** Once verified, you’ll be redirected to the Oracle ERP Cloud home page.



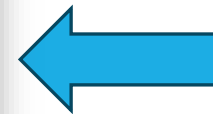
The screenshot shows the Oracle Cloud sign-in interface for Shelby County Tennessee. At the top left is the Oracle logo. Below it, the text reads "Shelby County Tennessee (IAYZQY-DEV4)" and "Shelby County ERP and HCM Sign In". The "Identity domain" is listed as "fa-iayzqy-dev4-slu2j". There are two input fields: "User Name" with a placeholder "User name or email" and "Password" with a placeholder "Password". A "Forgot Password?" link is located below the password field. A black "Sign In" button is positioned below the input fields. Below the button, there is a separator line and the text "Or sign in with". Two social login options are shown: "Shelby County She..." with a star icon and "Shelby County Gov..." with a government icon. At the bottom, there is a link "Need help signing in?" and a language selector set to "English".

How To Log In To Oracle Cloud

- **Step 5:** After logging in, you will see the Oracle ERP Cloud dashboard.
- **Step 6:** Click on the 'You have a new home page!' link to view the home screen.

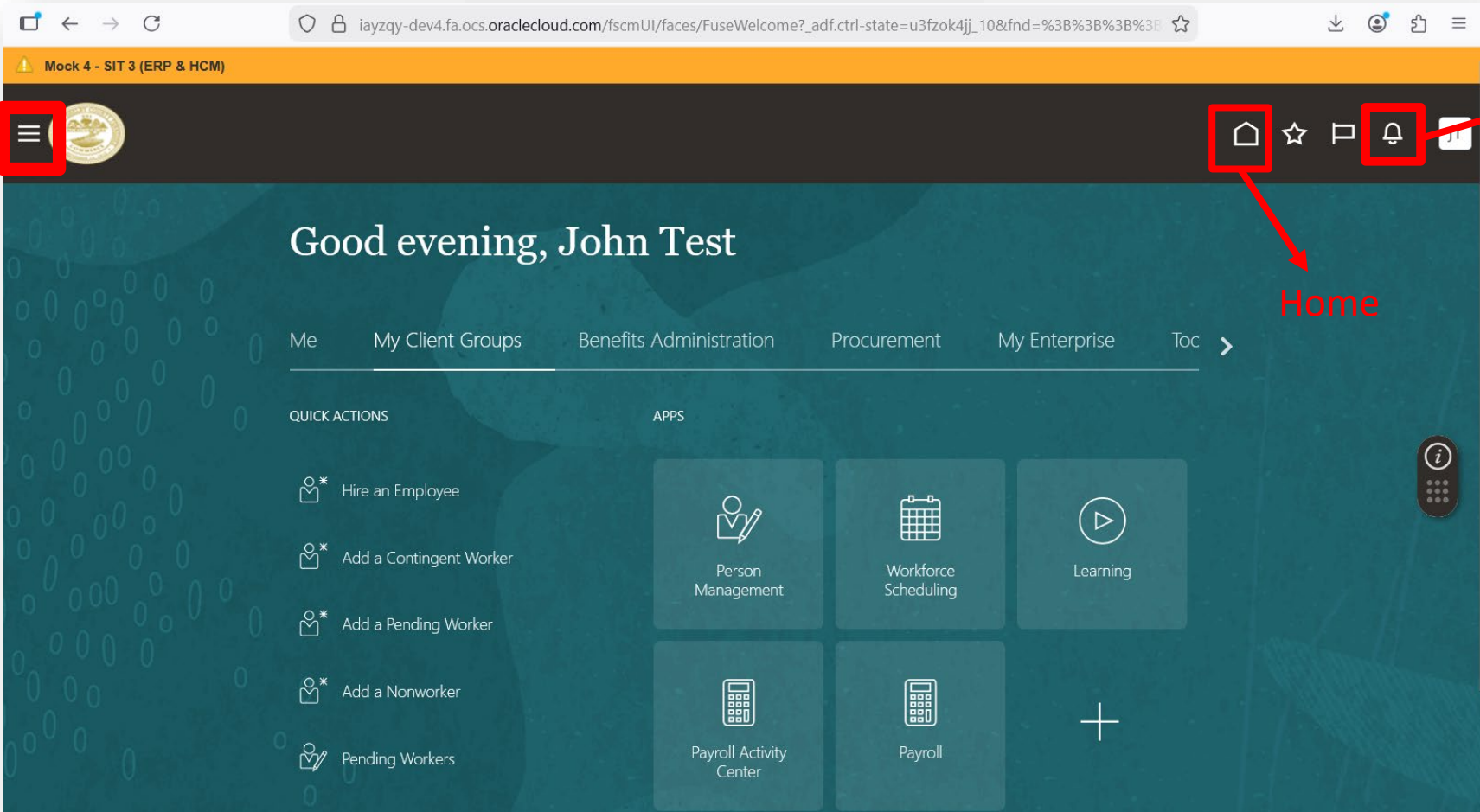


- **Step 7:** Click on icons or tiles to open specific applications.



Oracle Cloud Landing Page

- **Step 8:** Click on Navigator or three horizontal lines on the top left of the screen.
- **Step 9:** Select the specific process area or application to open and confirm your access for a specific area.



The screenshot shows the Oracle Cloud Landing Page interface. The browser address bar displays the URL: `iayzqy-dev4.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=u3fzok4jj_10&fnd=%3B%3B%3B%3B`. The page title is "Mock 4 - SIT 3 (ERP & HCM)".

Key UI elements and annotations:

- Navigator:** A red box highlights the three horizontal lines icon in the top left corner, with a red arrow pointing to the label "Navigator".
- Home:** A red box highlights the home icon in the top right corner, with a red arrow pointing to the label "Home".
- Bell Icon:** A red box highlights the bell icon in the top right corner, with a red arrow pointing to the label "Bell Icon".

The main content area displays a greeting: "Good evening, John Test". Below the greeting is a navigation menu with items: "Me", "My Client Groups", "Benefits Administration", "Procurement", "My Enterprise", and "Toc >".

The page is divided into two main sections: "QUICK ACTIONS" and "APPS".

QUICK ACTIONS:

- Hire an Employee
- Add a Contingent Worker
- Add a Pending Worker
- Add a Nonworker
- Pending Workers

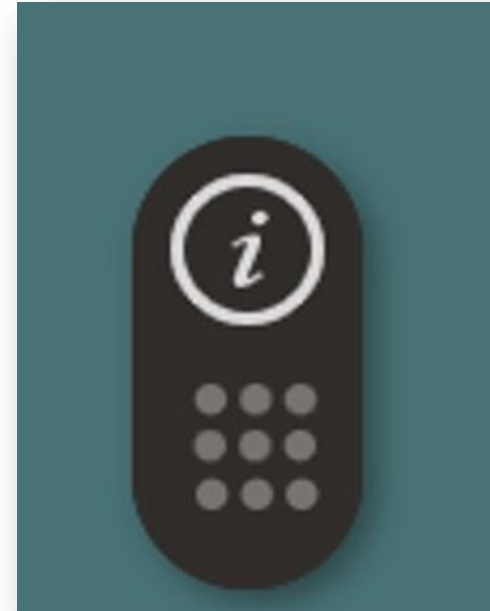
APPS:

- Person Management
- Workforce Scheduling
- Learning
- Payroll Activity Center
- Payroll

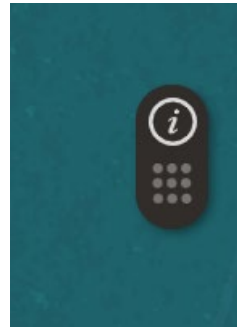
A plus sign (+) is located at the bottom right of the APPS section. An information icon (i) is visible in the bottom right corner of the page.

Using Oracle Guided Learning (OGL)

- After logging into the application, you will see the OGL icon on the right side of the page
- This widget contains embedded instructions for all processes. Click the "i" to view available guides.
- Use the Search field to search for a specific guide or navigate through the list.
- Click directly on a guide name to launch step by step directions.
- Note: guided learning must begin on the home screen.



Using Oracle Guided Learning (OGL)



Oracle Guided Learning ✕

🔍 hire ✕

Guides available on the current page

- Hire an Employee - Redwood ⋮
 - Launch Guide
 - Step Guide
 - Video
- Edit a Pending Worker-R
- Make a Task Not Applica
- Fill a Job Requisition - Recruiter - Red... ⋮
- Review New Candidate Applications - ... ⋮

At the bottom of the step guide, use buttons to print steps or email a copy. Click Exit when you are finished.

Print Invisible Steps 🖨️ ✉️ Exit



Module:
ERP (Financials)
Accounts Payable

**DEPARTMENT USER
TRAINING**

December 2025



Technology, Processes & People

- ❖ Welcome & Introductions
 - ❖ Review Today's Agenda
- ❖ Overview: **Accounts Payable**
 - ❖ What it is, why it is important
 - ❖ Process & Subprocesses
- ❖ Navigation
 - ❖ Terms & Terminology
 - ❖ Navigating from Home Page
 - ❖ Using Oracle Guided Learning (OGL)
- ❖ Oracle
 - ❖ Scanned Invoice Processing
 - ❖ Invoice Adjust / Cancel / Delete
 - ❖ AP Reports & Inquiries
 - ❖ Batch Payment Processing
 - ❖ Quick Payment Processing
 - ❖ Void Accounted Payments
 - ❖ Stop & Reissue Payments
 - ❖ Knowledge Check
- ❖ Closing
 - ❖ Summary
 - ❖ Q & A
 - ❖ Evaluation
 - ❖ Next Steps
- ❖ Adjourn



Ground Rules

Identify how we will work well together today.



Ground Rules

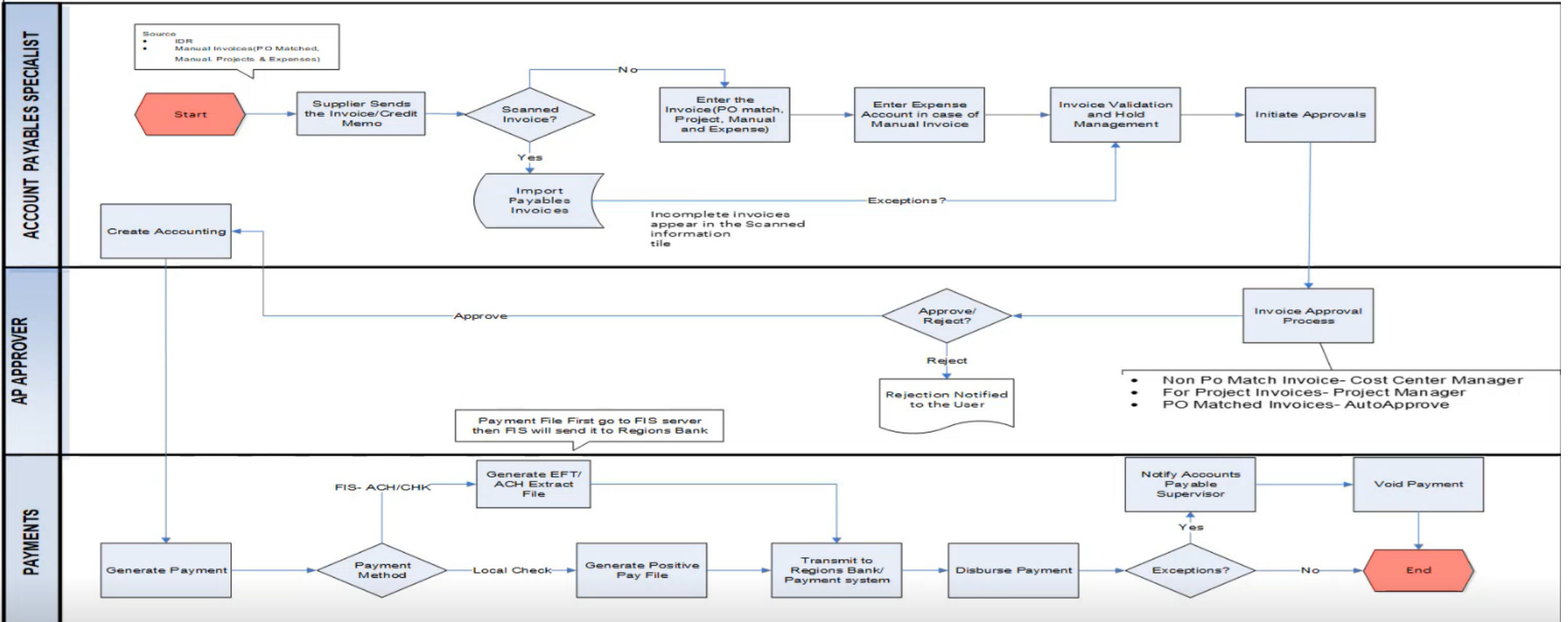
- Be Present/Participate
- One conversation at a time
- Stay on topic (Parking Lot)
- Cell Phones on Silent
- No Texting Please
- Back from Breaks on Time
- **Have FUN!**



Overview: **Accounts Payable**

Process Flow

Payables Invoicing To Be Process



Invoice Work Bench

The screenshot displays the Oracle Invoice Work Bench interface. On the left, the Oracle Guided Learning sidebar is visible, with the 'Invoices Work Area Overview' guide circled in red. The main content area features a summary dashboard with five InfoTile components: Scanned (0-7, 0-14, 3-15+), Recent (24 Hours, 0 Incomplete, 0 Complete, 0 Total), Holds (7 Days, 0 Validation, 0 Purchasing, 0 Other), Approval (0), and Prepaid (0). A red box highlights these five tiles, with a red arrow pointing to the 'InfoTile' label below. To the right, a Task List icon is highlighted with a red box, and a red arrow points to the 'Task List' label below. The main table below the dashboard has columns for Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Invoice Date, and Creation Date. The right sidebar contains navigation links for Invoices, Accounting, Assets, and Payables Periods.

Oracle Guided Learning

Invoice

Guides available on the current page

- Create Manual **Invoice** and Add Invo...
- Manage Contract **Invoices**
- Review and Edit Payables **Invoices**
- Create Matched **Invoice**
- Create **Invoice** in Spreadsheet

Show More...

Guides that start on a different page

- Invoices Work Area Overview**

Invoices

- Create Invoice
- Create Invoice from Spreadsheet
- Create Recurring Invoices
- Manage Invoices
- Apply Missing Conversion Rates
- Validate Invoices
- Initiate Approval Workflow
- Import Invoices
- Correct Import Errors
- Import Payment Requests
- Run Payables Exceptions Listing

Accounting

- Create Accounting
- Create Adjustment Journal
- Review Journal Entries
- Payables to Ledger Reconciliation

Assets

- Create Mass Additions

Payables Periods

- Manage Accounting Periods

InfoTile

Task List

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Invoice Date	Creation Date
----------------	--------	----------	---------------	-------------------	--------------	---------------

Scanned Invoice Processing

Oracle Guided Learning

Invoice

Guides available on the current page

- Create Manual **Invoice** and Add Invoi... ...
- Manage Contract **Invoices** ...
- Review and Edit Payables **Invoices** ...
- Create Matched **Invoice** ...
- Create **Invoice** in Spreadsheet ...

[Show More...](#)

Guides that start on a different page

- Invoices Work Area Overview** ...

Invoices ?

Scanned

0	0	3
0-7	8-14	15+

Scanned Invoices:

Displays the number of invoices that have been recorded in the application through scanning and are *incomplete*.

The invoices are categorized by the amount of days they have been available.

Close **Next**

Invoice Number	Amount	Supplier	Suppli
No data to display.			

Invoice Adjust / Cancel / Delete

Oracle Guided Learning

Invoice

Guides available on the current page

- Create Manual Invoice and Add Inv... ⋮
- Manage Contract Invoices ⋮
- Review and Edit Payables Invoices** ⋮
- Create Matched Invoice ⋮
- Create Invoice in Spread... ⋮

Launch Guide

Step Guide

Video

Edit Invoice: Test123

Validated Invoice Actions Save Save and Close Cancel

Invoice Header Show More

Identifying PO	SCPO20253	Number	Test123
Business Unit	Shelby County Business Unit	* Amount	USD - US Dollar 100.00
Supplier	TEST_SUPPLIER_01	Type	Standard
Supplier Number	10001	Description	
Supplier Site	TEST_SITE_01		
Legal Entity	Shelby County Government		
Invoice Group			

Lines ? Match Invoice Lines

View + X Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project






Purchase Order Asset Project

Invoice Actions

- Manage Installments
- Calculate Tax Ctrl+Alt+X
- Check Funds
- Validate Ctrl+Alt+V
- Request Override
- Apply or Unapply Prepayments
- Manage Holds
- Approval
- View Approval and Notification History
- Cancel Invoice**
- Delete Invoice**
- Pay in Full
- Post to Ledger
- Account in Draft

Search Results Feature Icons

** Supplier or Party

Actions ▾ View ▾      **Detach** ▾ ▾

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type
----------------	--------------	---------------	-------------------	---------------	---------------	----------------	---------------------	--------------



Detach

1 – Export to Excel

2 – Edit

3 – Attachments

4 – Query by Example

5 – Detach opens the results only for better visibility of the records displayed.

AP Reports & Inquiries

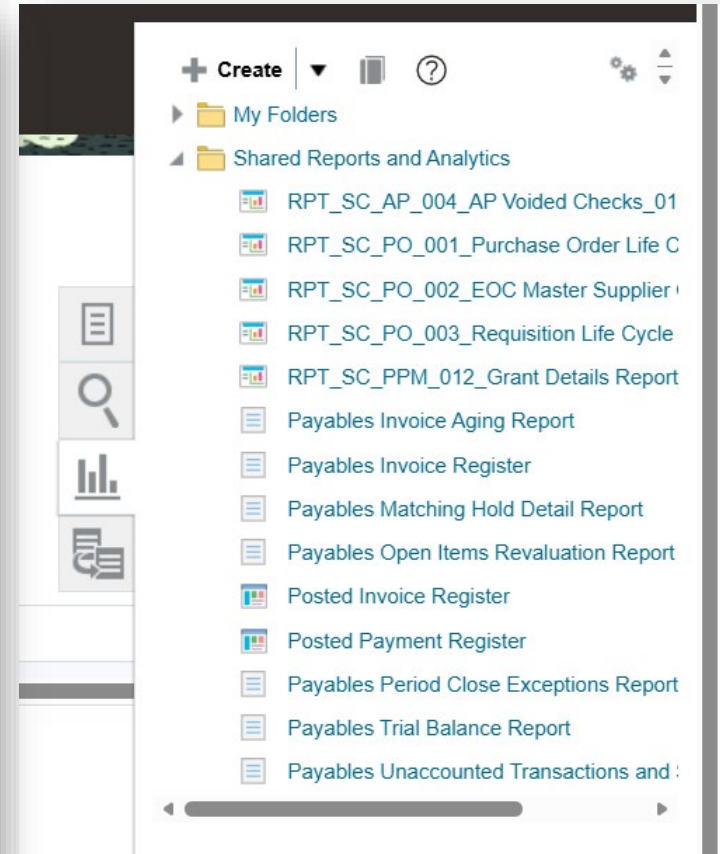
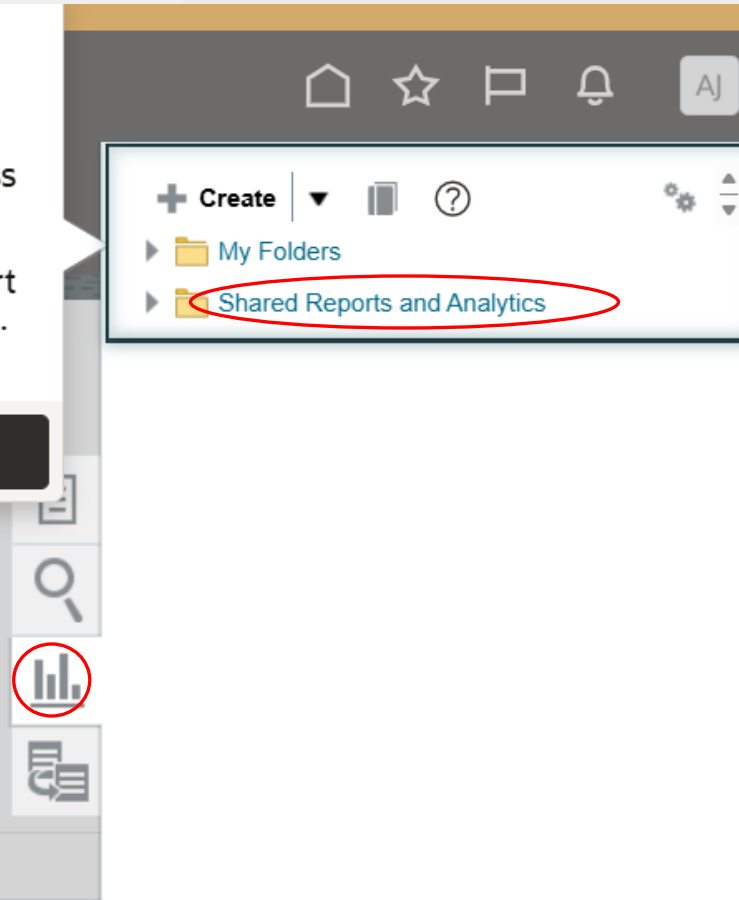
Reports and Analytics Tab:

The analytics tab provides the user direct access to the reporting folders she/he has access too.

Depending upon security, the user can also start the process of creating a new report or analysis.

Close

Next



Batch Payment Processing

Oracle Guided Learning

Payment

- Generate Check Payments
- Reissue a Payment
- Void a Payment
- Execute a Payment Process Request**
- Add Personal Payment
- Manage Personal Payment

Launch Guide
Step Guide
Video

Select Submit Payment Process Request.

Close

Payments

- Submit Payment Process Request**
- Manage Payment Process Requests
- Manage Payment Process Request Templates
- Create Payment
- Manage Payments
- Create Electronic Payment Files
- Create Printed Payment Files
- Manage Payment Files
- Apply Missing Conversion Rates
- Create Positive Pay File
- Send Separate Remittance Advice
- Create Regulatory Reporting
- Payment File Accompanying Letter
- Retrieve Disbursement Acknowledgments

Act

complete information rec

Void Payments

Oracle Guided Learning [X]

Q [Void Payment] [X]

Guides available on the current page

- Void a Payment [More]
- Make EFT payments [Launch Guide] [Launch G]
- Calculate Costing of Pay [Step Guide]
- Generate Check Payments [Video]

Manage Payments [?]

Search

Actions View + Attach

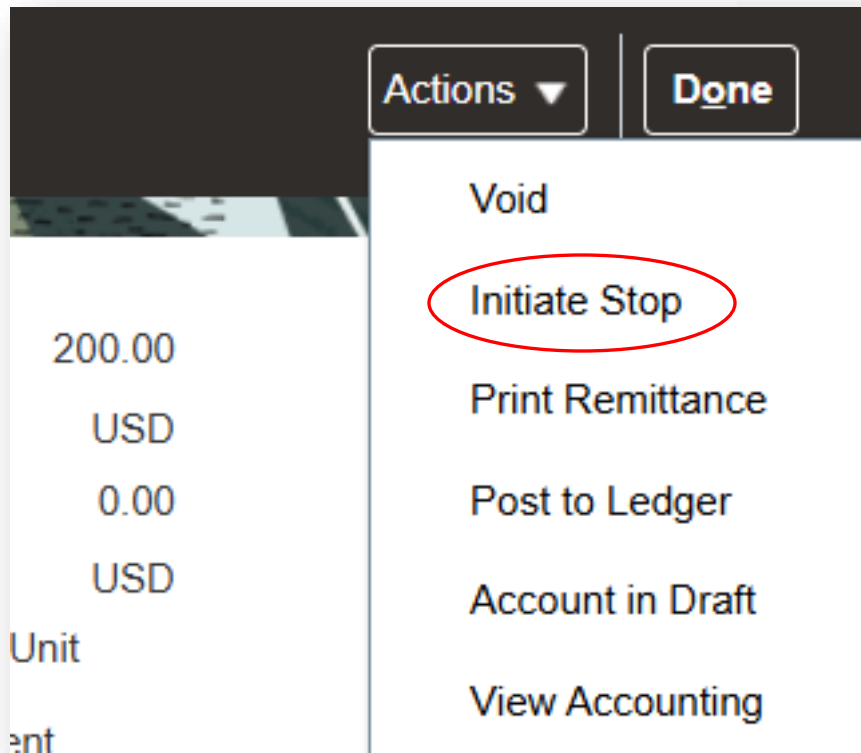
- Create
- Void**
- Escheatment
- Initiate Stop
- Print Remittance
- Post to Ledger
- Account in Draft
- View Accounting
- Attachments

Select Void.

Close

men			Rec
ume			No
Man			No
	Negotiable		No
	Voided		No
	Voided		No
	Voided		No
	Voided		No

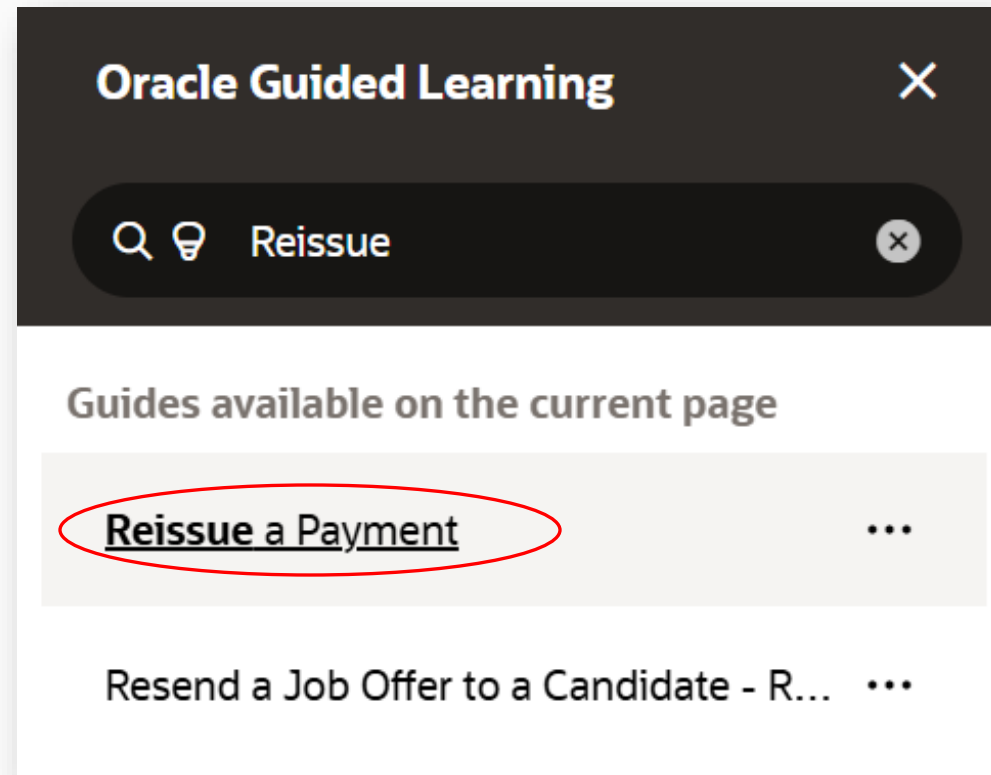
Stop & Reissue Payments



A screenshot of a software interface showing a list of payment items on the left and an 'Actions' dropdown menu on the right. The dropdown menu is open, displaying several options. The option 'Initiate Stop' is circled in red. The background shows a list with values like 200.00, USD, 0.00, and USD, and labels like 'Unit' and 'ent'.

Item	Value	Unit
200.00	USD	
0.00	USD	

- Void
- Initiate Stop**
- Print Remittance
- Post to Ledger
- Account in Draft
- View Accounting



A screenshot of the Oracle Guided Learning interface. At the top, there is a search bar with the text 'Reissue' and a search icon. Below the search bar, the text 'Guides available on the current page' is displayed. A list of guides follows, with the first item 'Reissue a Payment' circled in red. The second item is 'Resend a Job Offer to a Candidate - R...'. Each item has a three-dot menu icon to its right.







Oracle Guided Learning

Reissue

Guides available on the current page

- Reissue a Payment** ...
- Resend a Job Offer to a Candidate - R... ...

Additional Common Icons

-  1 – On the previous slide we showed where you can hide the help icon but if it is turned on, it will display in various places and will allow you to select the question mark icon, taking you directly to that Oracle help topic
-  2 – The plus icon is displayed if creating a new record is an option
-  3 – The multiplication icon is displayed if deleting a record is an option
-  4 – Displayed search for specific records
-  5 – Expand the Oracle section
-  6 – Collapse the Oracle section that was expanded



Discuss OGL Guides

Terms/Terminology/Acronyms



Summary & Closing



Question & Answer Time

Next Steps

-
- After leaving this session, what will you do:
 - First
 - Next
 - Next
 - Next...



Technology, Processes & People

-
- ❖ What's Next?
 - ❖ Homework
 - ❖ Review Notes & OGL Guides
 - ❖ Huddle/Debrief with your Team
 - ❖ Practice Logging In
 - ❖ Support: OneConnect.help@shelbycountyttn.gov
 - ❖ Complete Session Eval
 - ❖ Adjourn
-
-
-

Thank You
for your active
participation
in today's session!

Oracle OneConnect

