



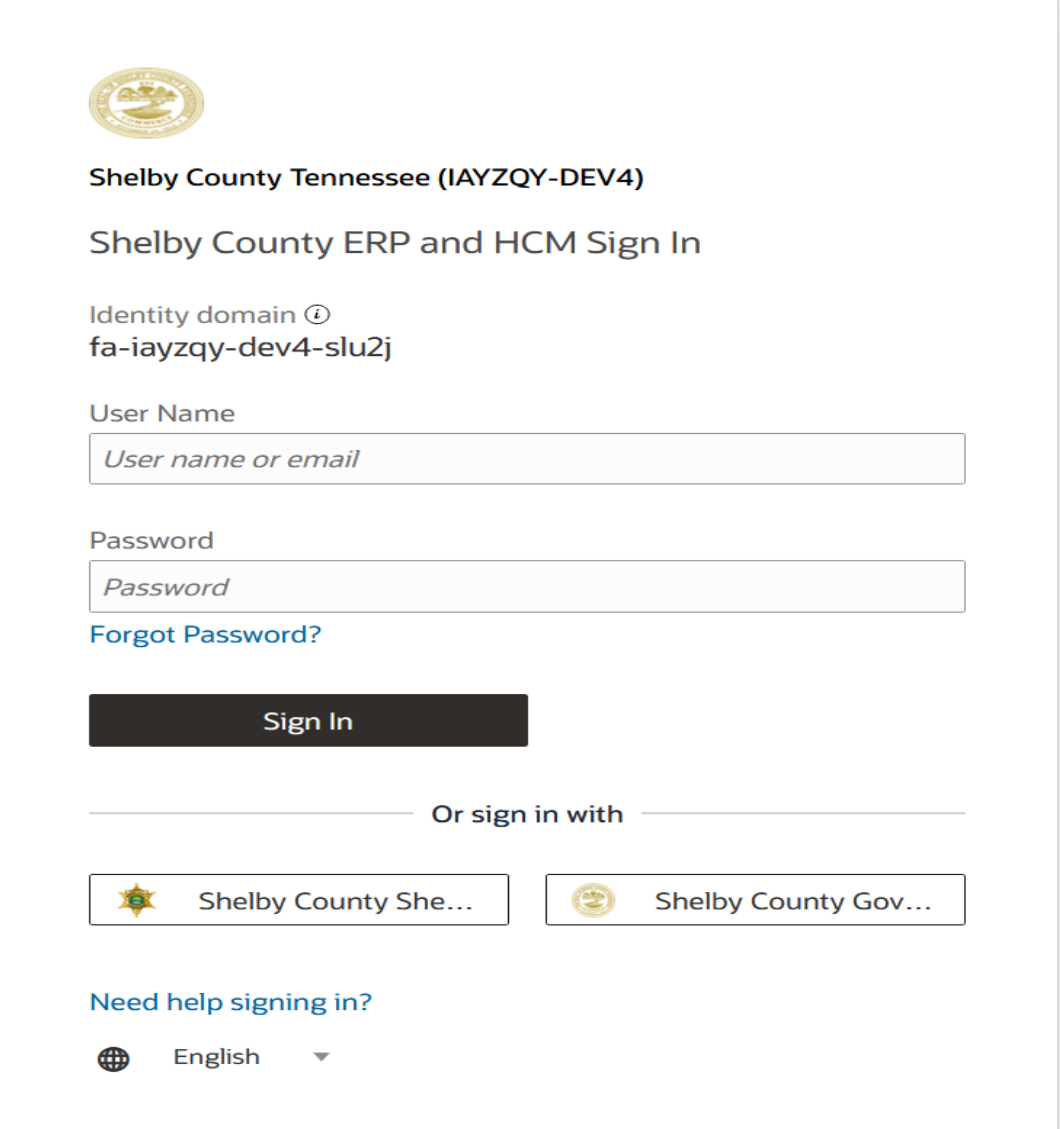
ONE
CONNECT



Log In Instructions

How To Log In To Oracle Cloud

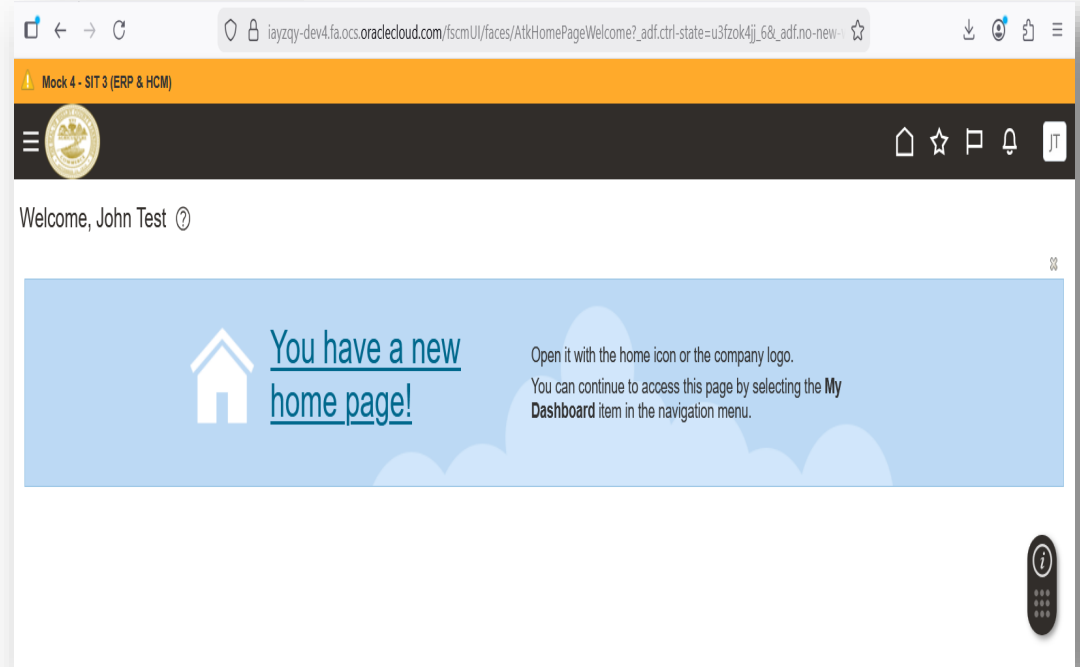
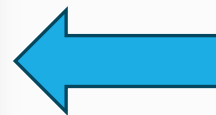
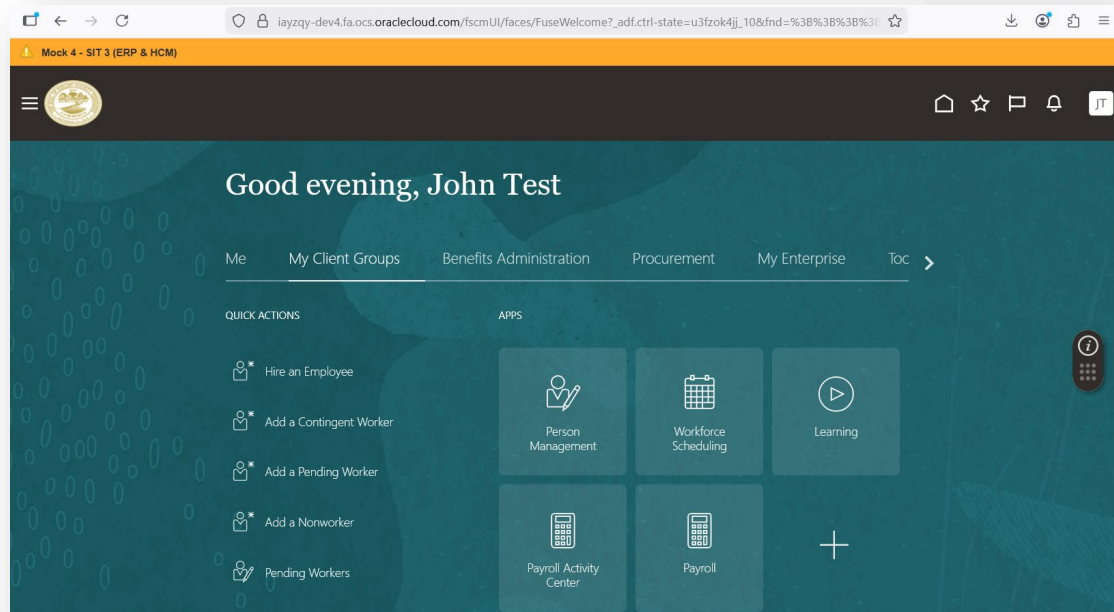
- **Step 1:** Open your web browser,
 - Click on the Dev environment link → <https://iayzqy-dev4.fa.ocs.oraclecloud.com/> or add in your browser.
- **Step 2:** Enter your organization email address.
 - Enter your network password (the same password you use for Outlook).
 - Click 'Sign In'.
- **Step 3:** 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 link for "Forgot Password?" 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 buttons are shown: "Shelby County She..." with a star icon and "Shelby County Gov..." with a government seal icon. At the bottom, there is a link "Need help signing in?" and a language selector showing "English" with a globe icon and a dropdown arrow.

How To Log In To Oracle Cloud

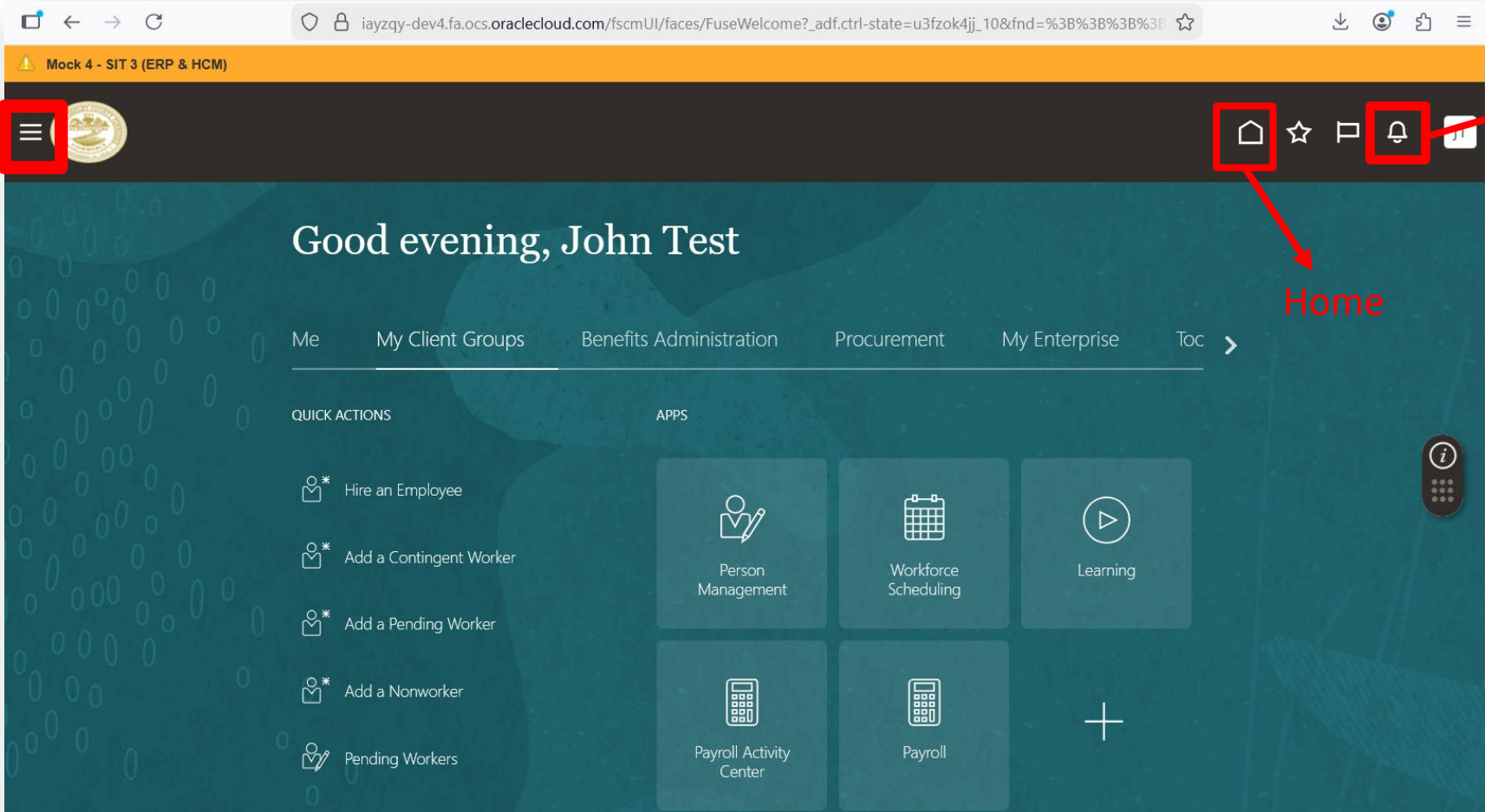
- **Step 5:** After logging in, you will see the Oracle ERP Cloud dashboard.
- **Step 6:** Click on the 'You have a new home page!' link to view the home screen.



- **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)".

Annotations with red arrows point to the following elements:

- Navigator:** Points to the three horizontal lines icon in the top left corner.
- Home:** Points to the home icon in the top right corner.
- Bell Icon:** Points to the notification bell icon in the top right corner.

The main content area displays a greeting: "Good evening, John Test". Below the greeting is a navigation bar with the following 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.



Ground Rules

Identify how we will work well together today.

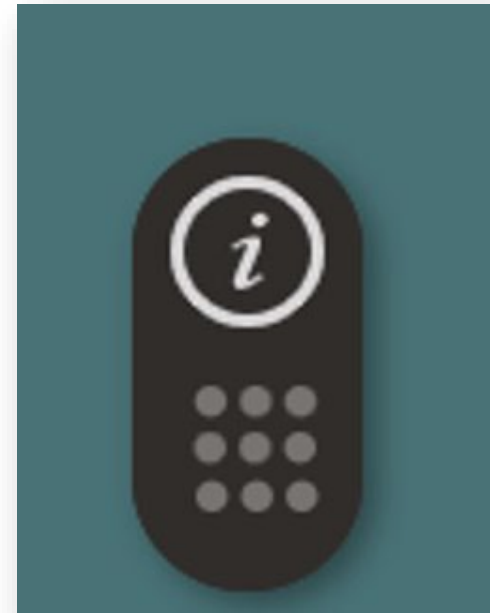


Ground Rules

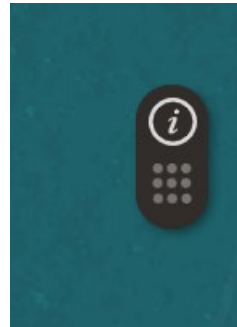
- Be Present/Participate
- One conversation at a time
- Stay on topic (Parking Lot)
- Cell Phones on Silent
- No Texting Please
- Back from Breaks on Time
- **Have FUN!**

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 Receivables

DEPARTMENT USER TRAINING

December 2025



Technology, Processes & People

- ❖ Welcome & Introductions
- ❖ Review Today's Agenda

- ❖ Overview: **Accounts Receivables**
 - ❖ What it is, why it is important
 - ❖ Process & Subprocesses

- ❖ Navigation
 - ❖ Terms & Terminology
 - ❖ Navigating from Home Page
 - ❖ Using Oracle Guided Learning (OGL)

- ❖ Oracle
 - ❖ Create Receivables transaction
 - ❖ Print Receivables Transaction
 - ❖ Create manual and automatic billing adjustments
 - ❖ Automatic Adjustments to Receivables Transactions
 - ❖ Create a Credit / Debit memo request
 - ❖ Create & Manage Customer

 - ❖ Create and apply a receipt
 - ❖ Reverse receipts
 - ❖ Create an On Account Receipt
 - ❖ Creating a receipt without customer data
 - ❖ Create Receipts via Spreadsheet
 - ❖ Apply a customer receipt as an underpayment (partial payment) against an invoice
 - ❖ Generate Applied/ Unapplied Receipt Register

- ❖ Closing
 - ❖ Summary
 - ❖ Q & A
 - ❖ Evaluation
 - ❖ Next Steps

- ❖ Adjourn



Overview: **Accounts Receivable**

Billing Work Area Overview

Oracle Guided Learning

Search: Billing

Guides available on the current page

- Billing Work Area Overview**

Manage Customers

- Launch Guide

Guides that start on a dif

- Step Guide
- Video

Correct Billing Transactions

Billing ? All business units

Review Customer Accounts

View [dropdown] [filter] [print] Complete Delete

Transaction Number	Source	Class	Customer	Entered Amount	Date
12002	Manual	Invoice	TENNESSEE DEPARTMENT OF CHILDREN'S SERVICES	100.00 USD	11/24/25
12003	Manual	Credit Memo	TENNESSEE DEPARTMENT OF CHILDREN'S SERVICES	-10.00 USD	11/24/25



Infotiles:

- Incomplete: 0 (0-10 Days), 3 (10+ Days)
- Adjustment Approval: 0
- Adjustment Research: 0
- Import Exceptions: 0

Task List

Reports & Analytics

Create Receivables transaction

Billing  All business units 



Incomplete

0
0-10 Days

3
10+ Days

Adjustment Approval

0

View   Complete Delete

Transaction Number	Source	Class	Customer
12002	Manual	Invoice	TENNESSEE DEPARTMENT OF CHILDREN'S SERVICES
Tran1123	ZZ SC CONVERSION MA...	Invoice	TENNESSEE DEPARTMENT OF FINANCE AND ADMINISTRATION
12003	Manual	Credit Memo	TENNESSEE DEPARTMENT OF CHILDREN'S SERVICES

- Transactions**
- **Create Transaction**
 - Credit Transaction
 - Manage Transactions
 - Manage AutoInvoice Lines
 - Approve Adjustments
- Customers**
- Create Customer
 - Manage Customers
 - Upload Customers from Spreadsheet
 - Manage Data Import
- Customer Account Balances**
- Review Customer Account Details
- Accounting**
- Create Accounting
 - Create Adjustment Journal
 - Review Journal Entries

Print Receivables Transaction

Actions ▾ View ▾ [Schedule New Process](#) [Resubmit](#) [Put On Hold](#) [Cancel Process](#) [Release Process](#) [View Log](#) ↻

Name	Process ID	Status
Print Receivables Transactions: Invoices	1125931	Succeeded
Print Receivables Transactions: Invoices	1125930	Succeeded
Print Receivables Transactions	1125929	Succeeded
Manage Communication Batch Requests	1125928	Wait

Process Details Status Details

Print Receivables Transactions: Invoices, 1125931

Status Succeeded Schedule Start 12/6/25 7:44 PM PST Parent ID 1125929 External Job Type BIP Job

Log

Attachment [ESS_L_1125931](#)

Output

Output & Delivery

XML Data [Download](#) Diagnostic Log [Download](#) Republish [Refresh](#)

Status All ▾

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
▶ null	Default Invoice Template	PDF	English (United States)	(UTC-08:00) Los Angeles - Pacific Time (PT)			



Create manual billing adjustments

General Information [Show More](#)

Business Unit Shelby County Business Unit
Transaction Source Manual
Transaction Type Invoice
Transaction Number 17000
Document Number
Status Complete

Transaction Date 12/7/25

Accounting Date 12/7/25

Salesperson

Invoicing Rule

Attachments None +

Notes

- Credit Transaction
- Submit a Dispute
- Manage Adjustments**
- Review Installments
- Review Distributions
- Duplicate
- Post to Ledger
- Account in Draft
- View Accounting
- View Balance Details
- View Transaction Activities

USD US Dollar
20.00
20.00
0.00
0.00
0.00

Customer

Payment

Automatic Adjustments to Receivables Transactions

View Flat List Hierarchy

Actions View **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Process ID	Status
Create Automatic Billing Adjustments	1097108	Succeeded

Process Details Status Details

Create Automatic Billing Adjustments, 1097108

Status Succeeded Schedule Start 11/26/25 8:54 PM PST

Log

Attachment [ESS_L_1097108](#)

- Parameters
- Parameter Names with Values

Process Details

i This process will be queued up for submission at position 1

Process Options **Advanced** **Submit** **Cancel**

Name Create Automatic Billing Adjustments

Description Creates adjustments to balances of open items. Notify me when this process ends

Schedule As soon as possible **Submission Notes**

Basic Options

Parameters

* **Business Unit** Shelby County Business Unit

* **Currency** USD - I

From Remaining Amount

To Remaining Amount

From Remaining Percentage

To Remaining Percentage

From Due Date m/d/yy

To Due Date m/d/yy

From Transaction Type Invoice

To Transaction Type Invoice

From Bill-to Customer TENNESSEE DEPARTMENT OF EDUC/

Create a Credit / Debit memo request



Billing ? All business units ▼

Incomplete

1
0-10 Days

3
10+ Days

Adjustment Approval

View ▼   Complete Delete

Transaction Number	Source	Class	Customer
12002	Manual	Invoice	TENNESSEE DEPARTMENT OF CHILDREN'S SERVICES
Tran1123	ZZ SC CONVERSION MA...	Invoice	TENNESSEE DEPARTMENT OF FINANCE AND ADMINISTRATION
12003	Manual	Credit Memo	TENNESSEE DEPARTMENT OF CHILDREN'S SERVICES
16001	Manual	Credit Memo	TENNESSEE DEPARTMENT OF EDUCATION

Transactions

- Create Transaction
- **Credit Transaction**
- Manage Transactions
- Manage AutoInvoice Lines
- Approve Adjustments

Customers

- Create Customer
- Manage Customers
- Upload Customers from Spreadsheet
- Manage Data Import

Customer Account Balances

- Review Customer Account Details

Create & Manage Customer

Oracle Guided Learning

Customers

Guides available on the current page

Manage Customers

- Launch Guide
- Step Guide
- Video

Transactions

- Create Transaction
- Credit Transaction
- Manage Transactions
- Manage AutoInvoice Lines
- Approve Adjustments

Customers

- Create Customer
- Manage Customers
- Upload Customers from Spreadsheet
- Manage Data Import

Customer Account Balances

- Review Customer Account Details

Accounting

- Create Accounting
- Create Adjustment Journal
- Review Journal Entries

Create Organization Customer

Customer Type: Organization

Organization Information

* Name:

Registry ID: 82005

D-U-N-S Number:

Taxpayer Identification Number:

Account Information

Account Number: 4001

Account Description:

Account Type:

Customer Class:

Account Established Date: 12/7/25

Account Termination Date:

Account Address

* Account Address Set:

* From Date: 12/7/25

To Date:

Address

Site Number: 48019

Site Name:

Mail Stop:

Save and Close Cancel

Accounts Receivables Overview

Oracle Guided Learning



Accounts Receivable ? All business units ▾



Accounts Receivables



Receipt Batches

0

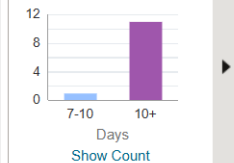
View ▾ **Detach** Post Approve Confirm ▾

Batch Type	Status	Batch Number	Date	Control Count	Actual Count	Cor
------------	--------	--------------	------	---------------	--------------	-----

Lockbox Exceptions

0

Unapplied Receipts



Unapplied Credits



Receipts

- Create Receipt
- Create Receipts in Spreadsheet
- Create Automatic Receipts
- Create Remittance in Spreadsheet
- Manage Receipts
- Manage Lockbox Transmission
- Lockbox Transmission History

Receipt Remittances

- Create Receipt Remittance Batch
- Manage Receipt Remittance Batches
- Correct Funds Transfer Errors

Credit Memos

- Manage Credit Memo Applications

Customers

- Manage Customers

Customer Account Balances

- Review Customer Account Details
- Manage Late Charge Batches

Accounting

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

Receivables Periods

- Manage Accounting Periods



Guides that start on a different page

Accounts Receivable Work Area Over...



Launch Guide

Step Guide

Video

Billing Work Area Overvi

Create and Apply a Receipt

Receipts

Create Receipt

- Create Receipts in Spreadsheet
- Create Automatic Receipts
- Create Remittance in Spreadsheet
- Manage Receipts
- Manage Lockbox Transmission
- Lockbox Transmission History

Receipt Remittances

- Create Receipt Remittance Batch
- Manage Receipt Remittance Batches
- Correct Funds Transfer Errors

Credit Memos

- Manage Credit Memo Applications

Customers

- Manage Customers

Customer Account Balances

- Review Customer Account Details
- Manage Late Charge Batches

Accounting

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

Receivables Periods

- Manage Accounting Periods

Create Receipt ?

Submit and Create Another ▼ Cancel

Receipt Type

Status

* Business Unit

* Receipt Method

* Receipt Number

Document Number

* Currency

* Entered Amount

Accounted Amount

Tax Rate Code

Receivables Specialist

Comments

* Receipt Date

* Accounting Date

Maturity Date

Postmark Date

Attachments

Structured Payment Reference

Remittance Bank

* Name

* Branch

* Account

Currency

* Deposit Date

Allow override

Customer

Account Number

Name

Taxpayer Identification Number

* Site

Customer Match By

Customer Site Match By

Bank

Bank Branch

Bank Account

Additional Information

Remittance Reference Detail ?

View ▼ + ×

Receipt Match By	* Reference Number	Reference Amount
------------------	--------------------	------------------



Reverse receipts

Edit Receipt: 1122 ?

Actions | Save Save and Close Cancel

- Reverse
- Delete
- Post to Ledger
- Account in Draft
- View Accounting

Receipt Information [Show More](#)

Status Remitted
Business Unit Shelby County Business Unit
Receipt Type Standard
Receipt Method SC CASH RECEIPT
Receipt Number 1122
Receivables Specialist
Attachments None +
Customer Account Number 55

Customer Name TENNESSEE DEPARTMENT OF EDUCATION
* Customer Site 306
Receipt Date 12/7/25
Accounting Date 12/7/25
Comments
Currency USD US Dollar
* Entered Amount 20.00

Account	20.00
Total Applied	20.00
On-Account Amount	0.00
Unapplied Amount	0.00
Exchange Gain or Loss	0.00
Applied Withholding Balance	0.00
Unapplied Withholding Balance	0.00

Additional Information

Receipt Details 0.00 USD ?

Application History Activity

Actions View Detach Add Application Unapply Application Add Open Receivables View Remittance Reference Detail View Exception Trends

Application Type	* Application Reference	Amount Due	* Applied Amount	* Applied Withholding Amount	Reference Number	Discount	Exception Reason	* Application Date	* Accounting Date
Transaction	17000	0.00 USD	20.00			0.00		12/7/25	12/7/25

Transaction 17000: Details

Days Late 0

Installment 1



Create an On Account Receipt

Receipt Information [Show More](#)

Status Remitted
Business Unit Shelby County Business Unit
Receipt Type Standard

Customer Name TENNESSEE DEPARTMENT OF EDUCATION

* Customer Site 306

Receipt Date 12/7/25

Accounting Date 12/7/25

Comments

Currency USD US Dollar

* Entered Amount 20.00

Accounted Amount 20.00

Total Applied Amount 10.00

On-Account Amount 10.00

Unapplied Amount 0.00

Exchange Gain or Loss 0.00

Applied Withholding Balance 0.00

Unapplied Withholding Balance 0.00

- Add Application
- Add Open Receivables
- Adjust
- Create Chargeback
- View Application Activities
- View Remittance Reference Detail
- View Exception Trends
- Unapply Application

More

- Issue Credit Card Refund
- Create Credit Card Chargeback
- Create On-Account Application
- Apply Receipt to Receipt
- Issue Refund
- Create Write-Off
- Create Withholding

Application Type	* Application Reference
On Account	On Account
Transaction	17000

[Add Open Receivables](#) [View Remittance Reference Detail](#) [View Exception Trends](#)

Amount Due	* Applied Amount	* Applied Withholding Amount	Reference Number	Discount	Exception Reason	* Application Date	* Account
	10.00					12/7/25	12/7/25
0 USD	10.00			0.00		12/7/25	12/7/25

Generate Applied/ Unapplied Receipt Register

Catalog

Home

Catalog

Favorites

User View

Location /Shared Folders/Financials/Receivables/Period Close





Folders

- ▶ Joint Venture Management
- ▶ Lease Accounting
- ▶ Payables
- ▶ Payments
- ▶ Receivables
 - ▶ Accounting
 - ▶ Bill Presentment
 - ▶ Billing
 - ▶ Brazil
 - ▶ **Period Close**
 - ▶ Adjustment Register
 - ▶ Applied Receipts Register
 - ▶ Transaction Register
 - ▶ Unapplied Receipt Register
 - ▶ Receivables Balances
 - ▶ Receivables to Ledger
- ▶ Revenue Management
- ▶ Transaction Tax

Type All

Sort Name A-Z

Show More Details

-  **Adjustment Register** | Last Modified 4/11/25 12:08 PM | Owner
Provides adjustment information by business unit and adjustment type for a specified period.
[Expand](#) [Open](#) [Edit](#) [More](#)
-  **Applied Receipts Register** | Last Modified 4/11/25 12:08 PM | Owner
Provides customer receipt application information by business unit and accounting date for a specified period.
[Expand](#) [Open](#) [Edit](#) [More](#)
-  **Transaction Register** | Last Modified 4/11/25 12:08 PM | Owner
Provides information about transactions that affect the customer balance by business unit and transaction class for a specified period.
[Expand](#) [Open](#) [Edit](#) [More](#)
-  **Unapplied Receipt Register** | Last Modified 4/11/25 12:08 PM | Owner
Provides information about unidentified, unapplied and on-account customer receipts by business unit for a specified period.
[Expand](#) [Open](#) [Edit](#) [More](#)



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

