



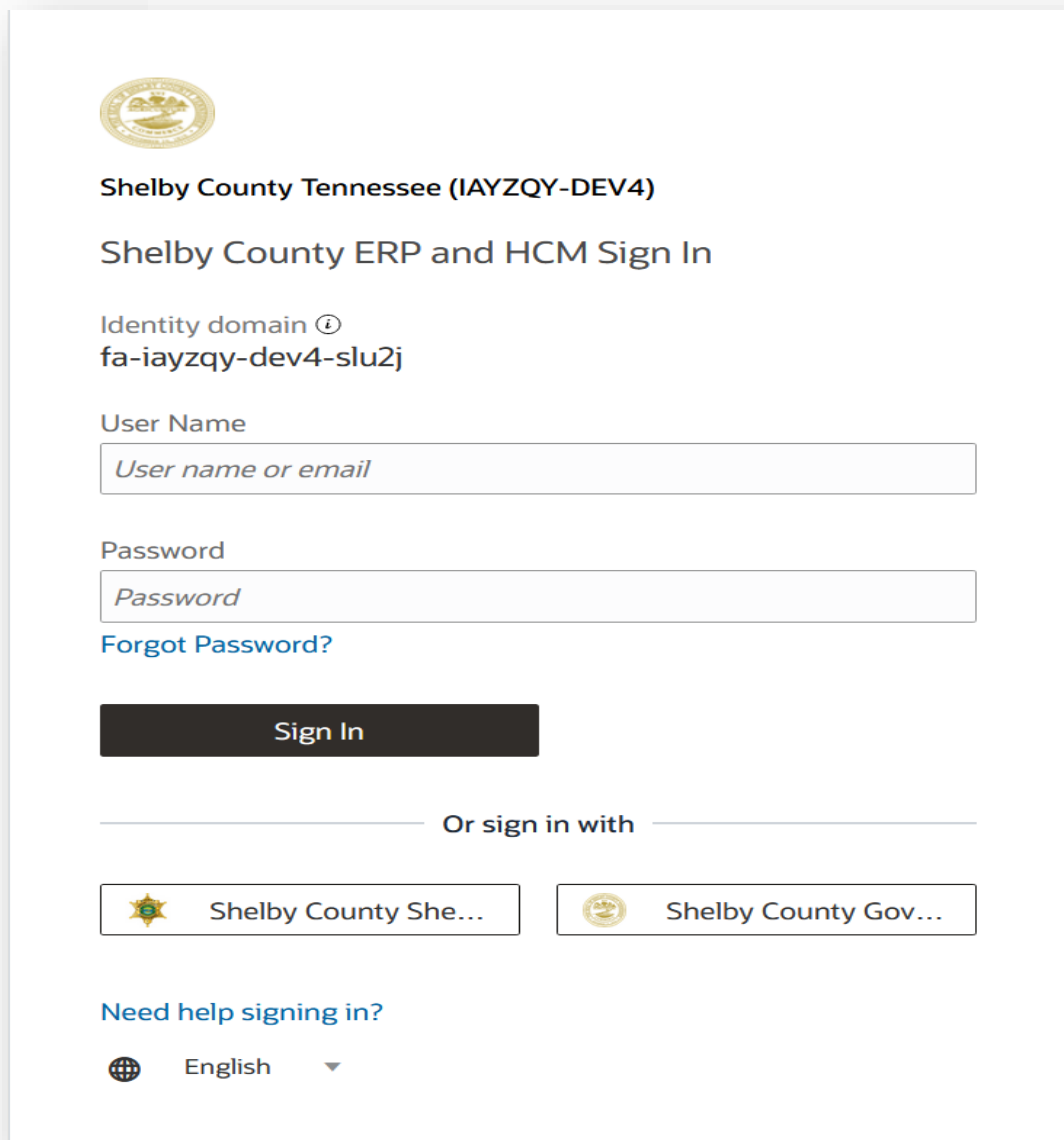
ONE
CONNECT



Log In Instructions

How To Log In To Oracle Cloud

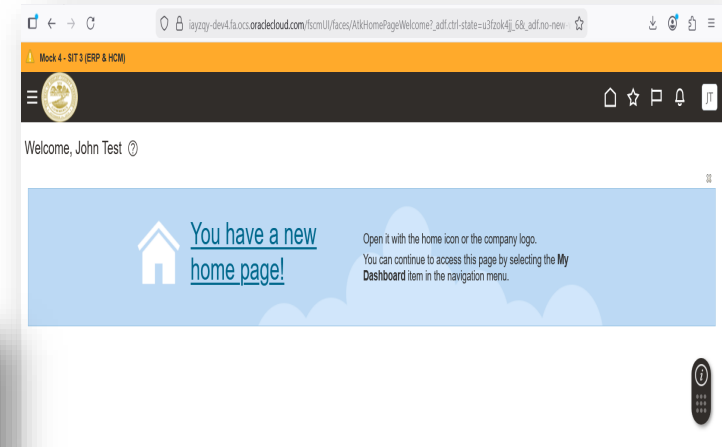
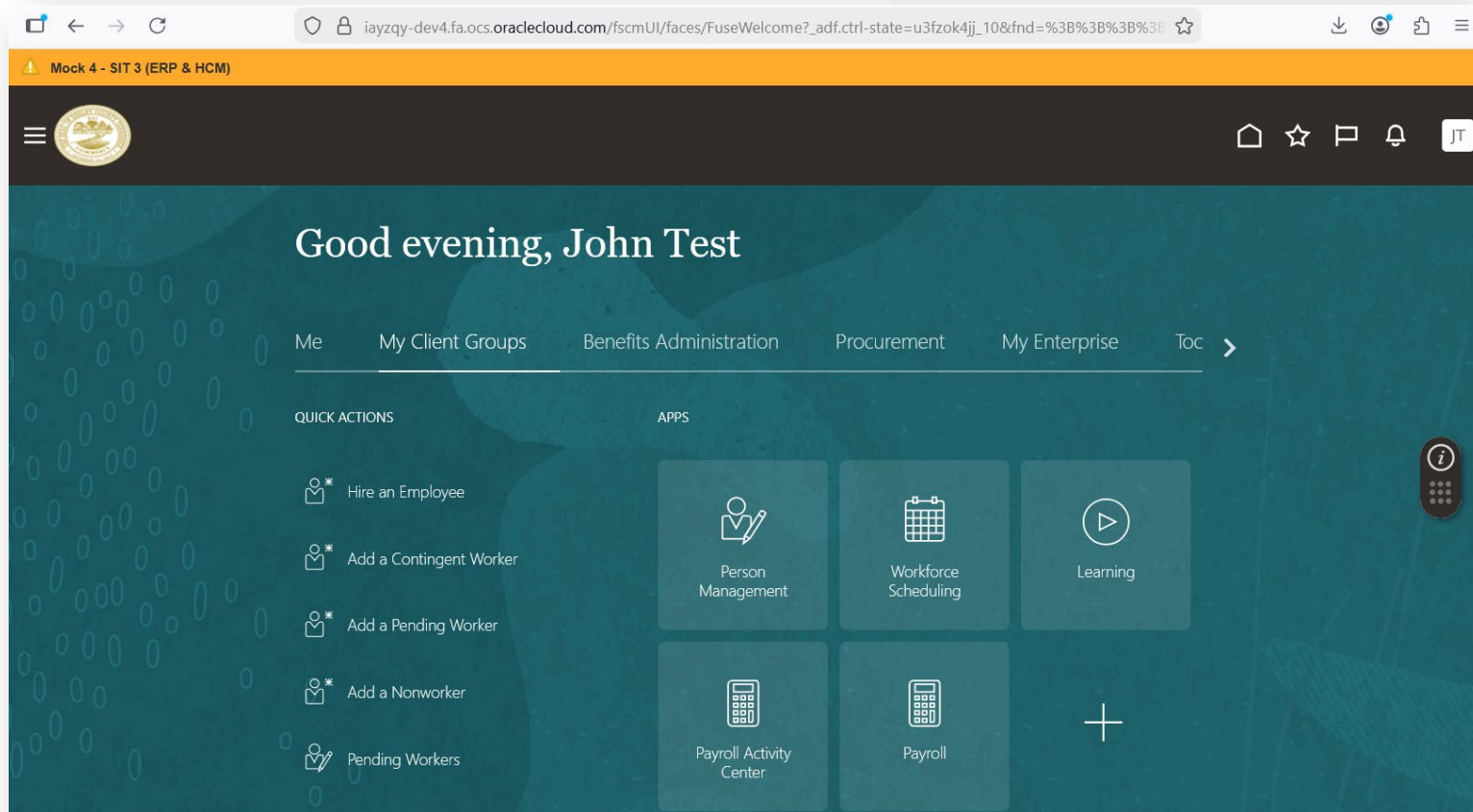
- **Step 1:** Open your web browser,
 - Click on the UAT environment link <https://iayzqy-dev4.fa.ocs.oraclecloud.com/> or add in your browser.
- **Step 2:** Click on ‘Company Single Sign-On’ button.
 - You will be redirected to your company’s Single Sign-On (SSO) page.
- **Step 3:** Enter your organization 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.



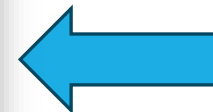
The screenshot shows the Oracle Cloud Sign In page for Shelby County Tennessee. At the top left is the Oracle logo. Below it, the text reads "Shelby County Tennessee (IAYZQY-DEV4)" and "Shelby County ERP and HCM Sign In". Underneath, the "Identity domain" is listed as "fa-iayzqy-dev4-slu2j". There are two input fields: "User Name" with a placeholder "User name or email" and "Password" with a placeholder "Password". A blue link "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 horizontal line with the text "Or sign in with" in the center. Under this line are two buttons: "Shelby County She..." with a star icon and "Shelby County Gov..." with a government seal icon. At the bottom, there is a blue 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

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 hamburger menu 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 personalized 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 includes:

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

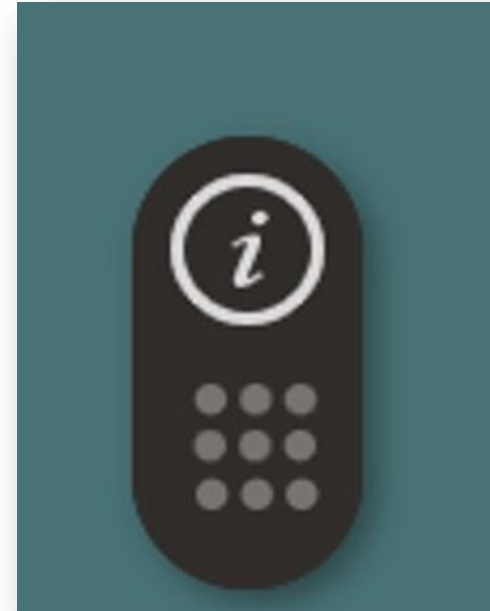
APPS includes:

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

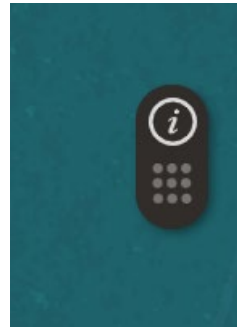
A user profile icon with the initials "JT" is visible in the top right corner.

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



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!**



Module:
ERP (Financials)
Cash Management

**DEPARTMENT USER
TRAINING**

December 2025



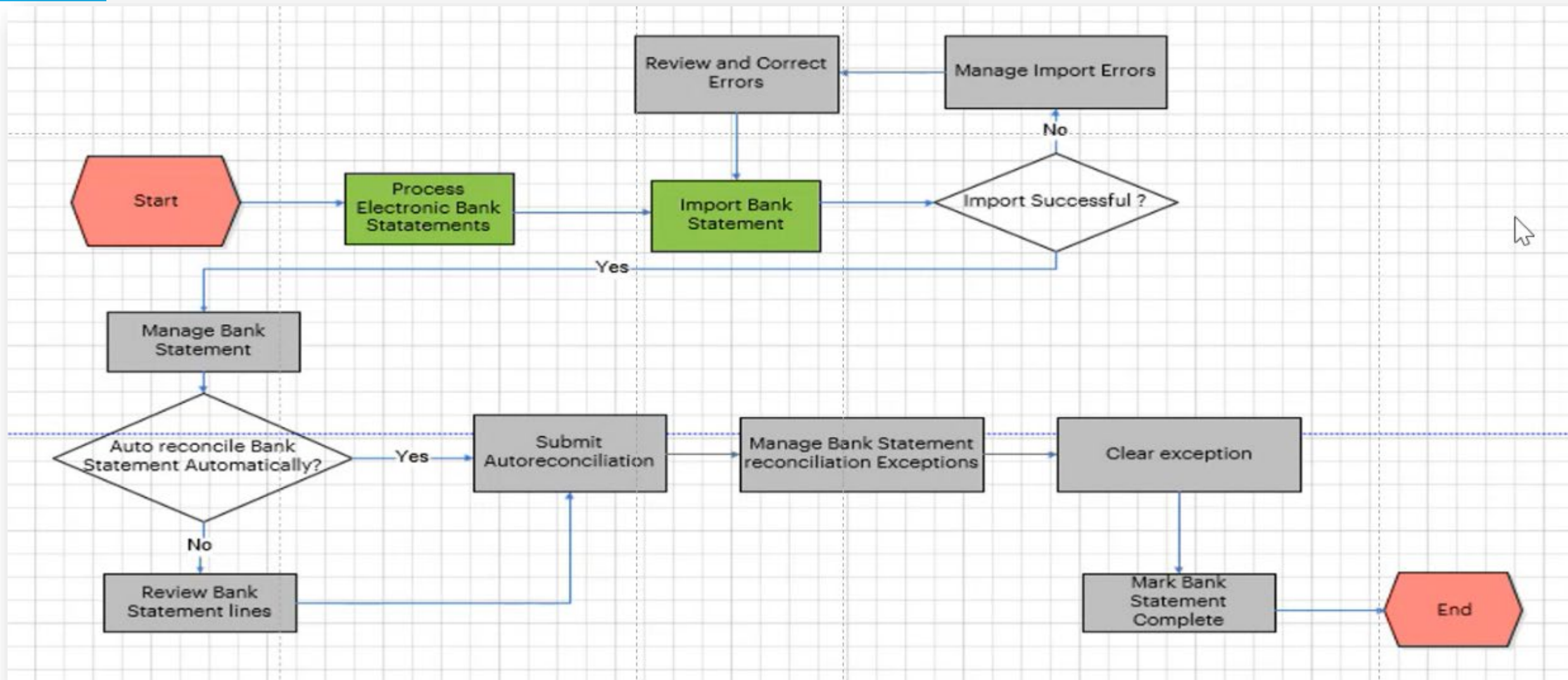
Technology, Processes & People

- ❖ Welcome & Introductions
 - ❖ Review Today's Agenda
- ❖ Overview: **Cash Management**
 - ❖ What it is, why it is important
 - ❖ Process & Subprocesses
- ❖ Navigation
 - ❖ Terms & Terminology
 - ❖ Navigating from Home Page
 - ❖ Using Oracle Guided Learning (OGL)
- ❖ Oracle
 - ❖ Create and Manage new Internal Bank, Branch, Account Information
 - ❖ Import Bank Statements using Import process
 - ❖ Record and Reconcile Bank Statements
 - ❖ Generate Reconciliation reports
 - ❖ Bank Statement Report
 - ❖ Create external transactions manually
 - ❖ Create external transactions through spreadsheet
 - ❖ Generate Cash Transactions
 - ❖ Create Accounting Process
 - ❖ Create fund transfers between internal bank accounts
 - ❖ Cash Balances - View Cash Position
 - ❖ Update Bank Statement Details
 - ❖ Cash Forecasting
- ❖ Closing
 - ❖ Summary
 - ❖ Q & A
 - ❖ Evaluation
 - ❖ Next Steps
- ❖ Adjourn



Overview: **Cash Management**

Process Flow



Create and Manage new Internal Bank, Branch, Account Information

Oracle Guided Learning

bank

Guides available on the current page

- Maintain Bank Accounts**
 - Launch Guide
 - Step Guide
 - Video
- Create Bank Statement I
- Process Electronic Bank
- Manage Bank Accounts (Pay, Salary ...
- Manage Customers

My Enterprise Tools Configuration Others

erings New Features Feature Updates Setup and Maintenance

Show More...

Guides that start on a different page

- Accounts Receivable Work Area Over...

Mock 4 - SIT 3 (ER)

Manage Banks

Select + Create.

Close

Actions View Format + Freeze Wrap View Branches Create Branch

Create

Bank Name	Bank Code	Country	Description
1199 SEIU FEDERAL CREDIT UNION		United States	
121 FINANCIAL CREDIT UNION		United States	
167TH TFR FEDERAL CREDIT UNI...		United States	

Import Bank Statements using Import process

Process Elec

Guides available on the current page

Process Electronic Bank Statements

Schedule New Process

Type Job Job Set

Name

Description Transmits, loads, and imports bank statements.

Overview

Processing Warnings and Errors

Search

Request ID

Statement ID

File Name

Status

View Process Date Range

Enter Request ID and click on Search

File and Statement ID	Process Date	Request ID	Status
No results found.			

- #### Bank Statements
- [Create Bank Statement](#)
 - [Manage Bank Statements](#)
 - [Load and Import Bank Statement](#)
 - [Create Bank Statements in Spreadsheet](#)
 - [Generate Cash Transactions](#)
- #### Reconciliation
- [Submit Autoreconciliation](#)
 - [Manual Reconciliation](#)
- #### External Cash Transactions
- [Create Transaction](#)
 - [Manage Transactions](#)
 - [Create External Transactions in Spreadsheet](#)
 - [Correct Import Errors](#)
- #### Accounting
- [Create Accounting](#)

Record and Reconcile Bank Statements

Bank Statements

- Create Bank Statement
- Manage Bank Statements
- Load and Import Bank Statement
- Create Bank Statements in Spreadsheet
- Generate Cash Transactions

Reconciliation

- Submit Autoreconciliation
- Manual Reconciliation

External Cash Transactions

- Create Transaction
- Manage Transactions
- Create External Transactions in Spreadsheet
- Correct Import Errors

Accounting

- Create Accounting
- Review Journal Entries

Reports

- Cash to General Ledger Reconciliation Report
- Bank Statement Report

Unreconciled Reconciled

Manual Reconciliation

Search

Bank Statement Lines and System Transactions Bank Statement Lines System Transactions

* Bank Account: ACCTS PAY
Date: m/d/yy - m/d/yy
Amount: -

Transaction Type:
Transaction Sources:
Batch Reference:
Reference:
Statement ID:

Bank Statement Lines

Reference	Date	Amount (USD)	Transaction Type	Statement
	9/2/25	-1,000.00	Check	Line 1 , 2025-09 AP
2340000	9/1/25	-500.00	Check	Line 1 , STMT-21-09-25
	11/20/25	-100.00	Electronic funds...	Line 1 , Test123

System Transactions

Reference	Date	Amount (USD)	Transaction Type	Source
32	12/4/25	-600.00		Payables
400006	11/11/25	-500.00		Payables
30	11/23/25	-200.00		Payables
400005	11/11/25	-200.00		Payables
400008	12/5/25	-100.00		Payables
35	12/4/25	-100.00		Payables

Selected Amount: 0
Amount: 0.00

This process will be queued up for submission at position 1

Name: Autoreconcile Bank Statements
Description: Reconciles bank statement lines to system trans...
Schedule: As soon as possible
Notification: Notify me when this process ends
Submission Notes:

Autoreconciliation

Basic Options

Parameters

Bank Account: ACCTS PAY
Statement ID: Test123
From Statement End Date: 12/14/25
To Statement End Date: 12/14/25
Number of Days:
Generate Cash Transactions:
Legal Entity:
Bank:
Bank Branch:
Bank Account Name:
From System Transaction Date: m/d/yy
To System Transaction Date: m/d/yy

Generate Reconciliation reports

Bank Statements

- [Create Bank Statement](#)
- [Manage Bank Statements](#)
- [Load and Import Bank Statement](#)
- [Create Bank Statements in Spreadsheet](#)
- [Generate Cash Transactions](#)

Reconciliation

- [Submit Autoreconciliation](#)
- [Manual Reconciliation](#)

External Cash Transactions

- [Create Transaction](#)
- [Manage Transactions](#)
- [Create External Transactions in Spreadsheet](#)
- [Correct Import Errors](#)

Accounting

- [Create Accounting](#)
- [Review Journal Entries](#)

Reports

- [Cash to General Ledger Reconciliation Report](#)
- [Bank Statement Report](#)

ORACLE

Bank Statement Cash Reconciliation Report

Report Date 12/14/25 10:47 AM
Page 1 of 35

Cash Account 10010.000000.1011.00000.0000

Summary		
	Books (USD)	Bank (USD)
Closing Balance	-1,233,855,673.30	0
Unreconciled Amounts	-10,931,129.77	0.00
Adjusted Closing Balance	-1,222,924,543.53	0.00

Unreconciled Amounts						
Source	Transaction Type	Reference ID	Journal or Statement ID	Transaction Date	Book Amount (USD)	Bank Amount (USD)
General Ledger		50210 SC Conversion	Line 1,50210 SC Conversion, 50210 SC GEMS A 2025 856342 N	6/18/25	-69,840.00	0.00
General Ledger		51002 SC Conversion	Line 1,51002 SC Conversion, 51002 SC GEMS A 2025 856342 N	6/30/25	-69,840.00	0.00
General Ledger		51331 SC Conversion	Line 1,51331 SC Conversion, 51331 SC GEMS A 2025 856342 N	6/30/25	-70,292.59	0.00
General Ledger		50992 SC Conversion	Line 3,50992 SC Conversion, 50992 SC GEMS A 2025 856342 N	6/30/25	-76,492.50	0.00

Bank Statement Report

Bank Statements

- [Create Bank Statement](#)
- [Manage Bank Statements](#)
- [Load and Import Bank Statement](#)
- [Create Bank Statements in Spreadsheet](#)
- [Generate Cash Transactions](#)

Reconciliation

- [Submit Autoreconciliation](#)
- [Manual Reconciliation](#)

External Cash Transactions

- [Create Transaction](#)
- [Manage Transactions](#)
- [Create External Transactions in Spreadsheet](#)
- [Correct Import Errors](#)

Accounting

- [Create Accounting](#)
- [Review Journal Entries](#)

Reports

- [Cash to General Ledger Reconciliation Report](#)
- [Bank Statement Report](#)

ORACLE

Bank Statement Detail Report

Report Date

12/14/25

Report Parameters			
Bank Name	REGIONS BANK	Bank Account Name	ACCTS PAY
Bank Branch Name	REGIONS BANK_064003962	Bank Account Number	0000953822
Statement Date From	6/1/25	Statement Date To	8/31/25
Bank Account Currency	USD		

Create external transactions manually

Bank Statements

- Create Bank Statement
- Manage Bank Statements
- Load and Import Bank Statement
- Create Bank Statements in Spreadsheet
- Generate Cash Transactions

Reconciliation

- Submit Autoreconciliation
- Manual Reconciliation

External Cash Transactions

- Create Transaction
- Manage Transactions
- Create External Transactions in Spreadsheet
- Correct Import Errors

Accounting

- Create Accounting
- Review Journal Entries

Reports

- Cash to General Ledger Reconciliation Report
- Bank Statement Report

Create External Transaction ?

Save

Save and Close

Cancel

Transaction Details

Transaction Number

Value Date

* Bank Account

Origin

Business Unit

* Amount USD

* Date

Attachments

Reference

Transaction Type

Description

Accounting

Account transaction

Cash Account

Offset Account

Additional Information

Create external transactions through spreadsheet

Bank Statements

- Create Bank Statement
- Manage Bank Statements
- Load and Import Bank Statement
- Create Bank Statements in Spreadsheet
- Generate Cash Transactions

Reconciliation

- Submit Autoreconciliation
- Manual Reconciliation

External Cash Transactions

- Create Transaction
- Manage Transactions
- **Create External Transactions in Spreadsheet**
- Correct Import Errors

Accounting

- Create Accounting
- Review Journal Entries

Reports

- Cash to General Ledger Reconciliation Report
- Bank Statement Report

*Bank Account	*Amount	*Date	Transaction Type	Reference	Business Unit	*Account Transaction	Cash Account Segment 1	Cash GL Account Segment 2	Cash Account Segment 3	Cash Account Segment 4	Cash Account Segment 5
ACCTS PAY	1000.00	12/14/2025	ACH			Y	10010	000000	1011	00000	0000

Process Details

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

Process Options

Advanced

Submit

Cancel

Name Load Interface File for Import

Description Transfers setup or transaction data files from ...

Notify me when this process ends

Schedule As soon as possible

Submission Notes

Basic Options

Parameters

* **Import Process** Import External Transactions

* **Data File** CeExternalTransactions.zip

Generate Cash Transactions

Bank Statements

- [Create Bank Statement](#)
- [Manage Bank Statements](#)
- [Load and Import Bank Statement](#)
- [Create Bank Statements in Spreadsheet](#)
- [Generate Cash Transactions](#)

Reconciliation

- [Submit Autoreconciliation](#)
- [Manual Reconciliation](#)

External Cash Transactions


- [Create Transaction](#)
- [Manage Transactions](#)
- [Create External Transactions in Spreadsheet](#)
- [Correct Import Errors](#)

Accounting

- [Create Accounting](#)
- [Review Journal Entries](#)

Reports

- [Cash to General Ledger Reconciliation Report](#)
- [Bank Statement Report](#)

 This process will be queued up for submission at position 1

[Process Options](#)

[Advanced](#)

[Submit](#)

[Cancel](#)

Name Create Bank Statement Transactions

Description Creates external cash transactions from bank st...

Notify me when this process ends

Schedule As soon as possible

Submission Notes

Basic Options

Parameters

* **Bank Account** 

Statement ID 

From Statement End Date 

To Statement End Date 

Number of Days

Create Accounting Process

Bank Statements

- [Create Bank Statement](#)
- [Manage Bank Statements](#)
- [Load and Import Bank Statement](#)
- [Create Bank Statements in Spreadsheet](#)
- [Generate Cash Transactions](#)

Reconciliation

- [Submit Autoreconciliation](#)
- [Manual Reconciliation](#)

External Cash Transactions

- [Create Transaction](#)
- [Manage Transactions](#)
- [Create External Transactions in Spreadsheet](#)
- [Correct Import Errors](#)

Accounting

- [Create Accounting](#)
- [Review Journal Entries](#)

Reports

- [Cash to General Ledger Reconciliation Report](#)
- [Bank Statement Report](#)

[Process Options](#) [Advanced](#) [Submit](#) [Cancel](#)

Name Create Accounting

Description Creates subledger journal entries.

Schedule As soon as possible

Notify me when this process ends

Submission Notes

Basic Options

Parameters

* Subledger Application

* Ledger

Process Category

* End Date

* Accounting Mode

* Process Events

* Report Style

* Transfer to General Ledger

* Post in General Ledger

Journal Batch

* Include User Transaction Identifiers

Create fund transfers between internal bank accounts

Bank Account Transfer

- [Create Bank Account Transfer](#)
- [Manage Bank Account Transfers](#)

Ad Hoc Payment

- [Create Ad Hoc Payment](#)
- [Manage Ad Hoc Payments](#)
- [Create Payee](#)
- [Manage Payees](#)

Cash Positioning

- [View Cash Position](#)

Cash Forecasting

- [5 Day Forecast](#)

Cash Position Spreadsheets

- [Import Cash Positions](#)
- [Correct Bank Statement Import Errors](#)
- [Correct Transaction Import Errors](#)
- [Smart View Report](#)

Create Bank Account Transfer

Submit

Cancel

* From Account ACCTS PAY

* To Account TEST

* Transfer Date 12/14/25

* Transfer Amount 1,000.00 USD

Conversion Rate Type Corporate

Conversion Rate

Settle transaction through Payments

* Business Unit Shelby County Business Unit

* Payment Method SC - ACH

* Payment Profile SC Integrated Payment SC Integrated Pe

Memo

Attachments None +

Cash Balances - View Cash Position

Schedule New Process

Type Job Job Set

Name

Description Extracts data from different sources such as payments, receipts, invoices, payroll, bank statements, external cash transactions, into the interface tables.

OK Cancel

Cash Position as of 12/14/25

Refresh Cash Pool Transfer Funds Make a Payment Add Manual Transactions

		Bank Account	
		ACCTS PAY	Test Operating Account
		USD	USD
▶ Opening Balance			
▲ Inflow		3,100.00	
	▲ External Transactions	3,100.00	
		100.00	
	Automated clearing house	2,000.00	
	Check	1,000.00	
Outflow			
Projected			
Target		0.00	0.00
Variance			

Cash Forecasting

Bank Account Transfer

- [Create Bank Account Transfer](#)
- [Manage Bank Account Transfers](#)

Ad Hoc Payment

- [Create Ad Hoc Payment](#)
- [Manage Ad Hoc Payments](#)
- [Create Payee](#)
- [Manage Payees](#)

Cash Positioning

- [View Cash Position](#)

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- [Smart View Report](#)

5 Day Forecast (USD)

		12/14/25	12/15/25	12/16/25	12/17/25	12/18/25	
Shelby County Government	Balance	0.00	4,333.00	4,333.00	4,333.00	4,333.00	
	▲ Inflow		5,333.00	0.00	0.00	0.00	0.00
		AR Overdue Invoices	2,233.00	0.00	0.00	0.00	0.00
		External Transactions	3,100.00	0.00	0.00	0.00	0.00
	▲ Outflow		1,000.00	0.00	0.00	0.00	0.00
		AP Overdue Invoices	1,000.00	0.00	0.00	0.00	0.00
	Projected	4,333.00	4,333.00	4,333.00	4,333.00	4,333.00	
All Legal Entities	Balance	0.00	4,333.00	4,333.00	4,333.00	4,333.00	
	▲ Inflow		5,333.00	0.00	0.00	0.00	0.00
		AR Overdue Invoices	2,233.00	0.00	0.00	0.00	0.00
		External Transactions	3,100.00	0.00	0.00	0.00	0.00
	▲ Outflow		1,000.00	0.00	0.00	0.00	0.00
		AP Overdue Invoices	1,000.00	0.00	0.00	0.00	0.00
	Projected	4,333.00	4,333.00	4,333.00	4,333.00	4,333.00	



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

