



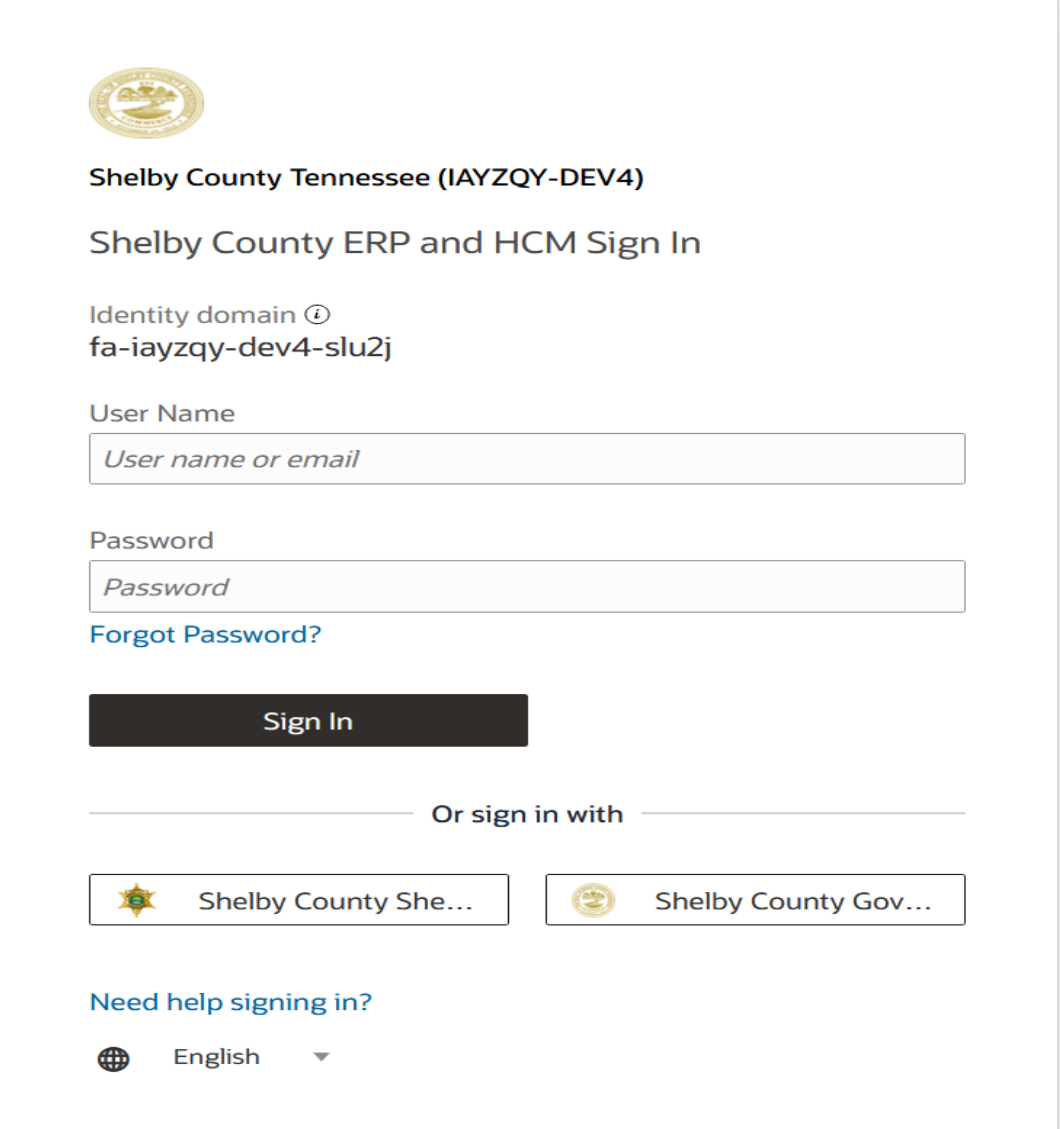
ONE
CONNECT



Log In Instructions

How To Log In To Oracle Cloud

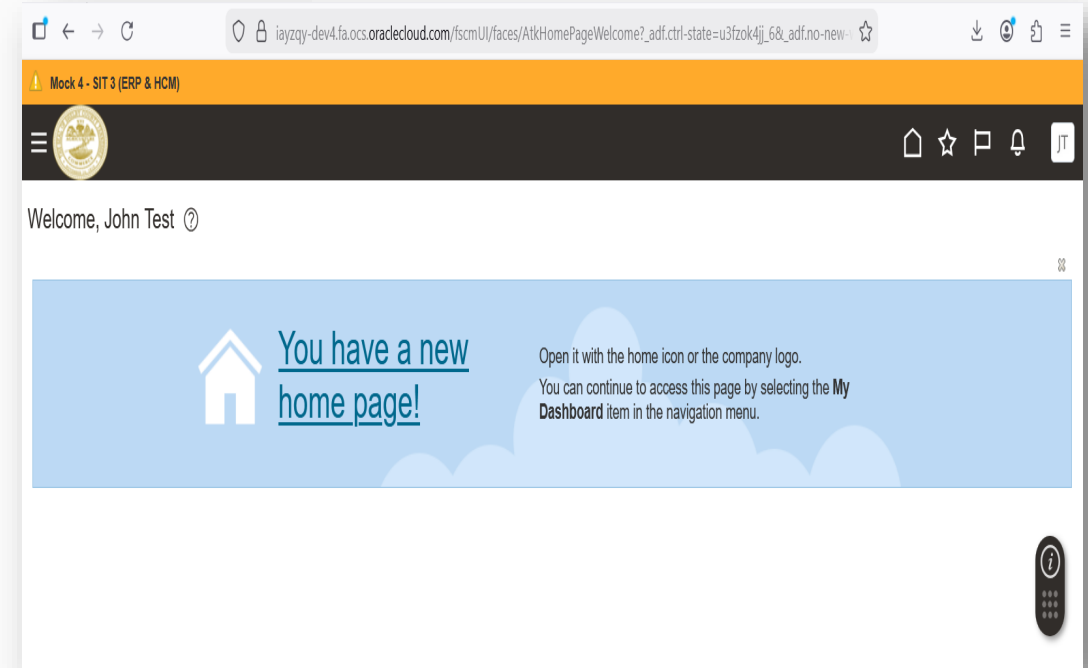
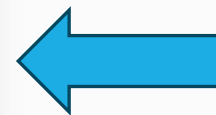
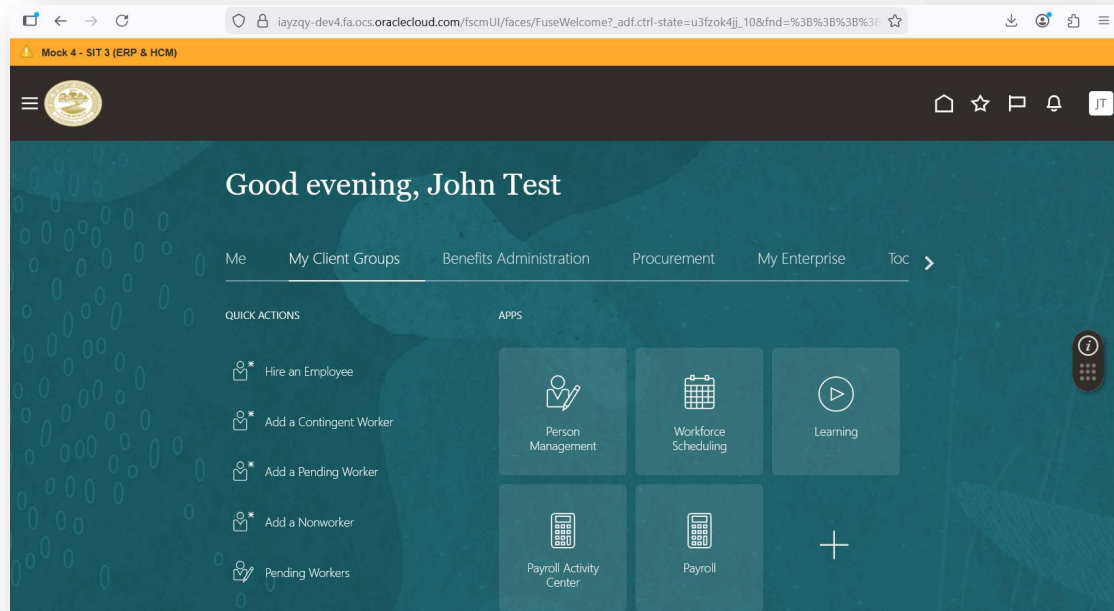
- **Step 1:** Open your web browser,
 - Click on the Dev environment link → <https://iayzqy-dev4.fa.ocs.oraclecloud.com/> or add in your browser.
- **Step 2:** Enter your organization email address.
 - Enter your network password (the same password you use for Outlook).
 - Click 'Sign In'.
- **Step 3:** 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 provided: "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

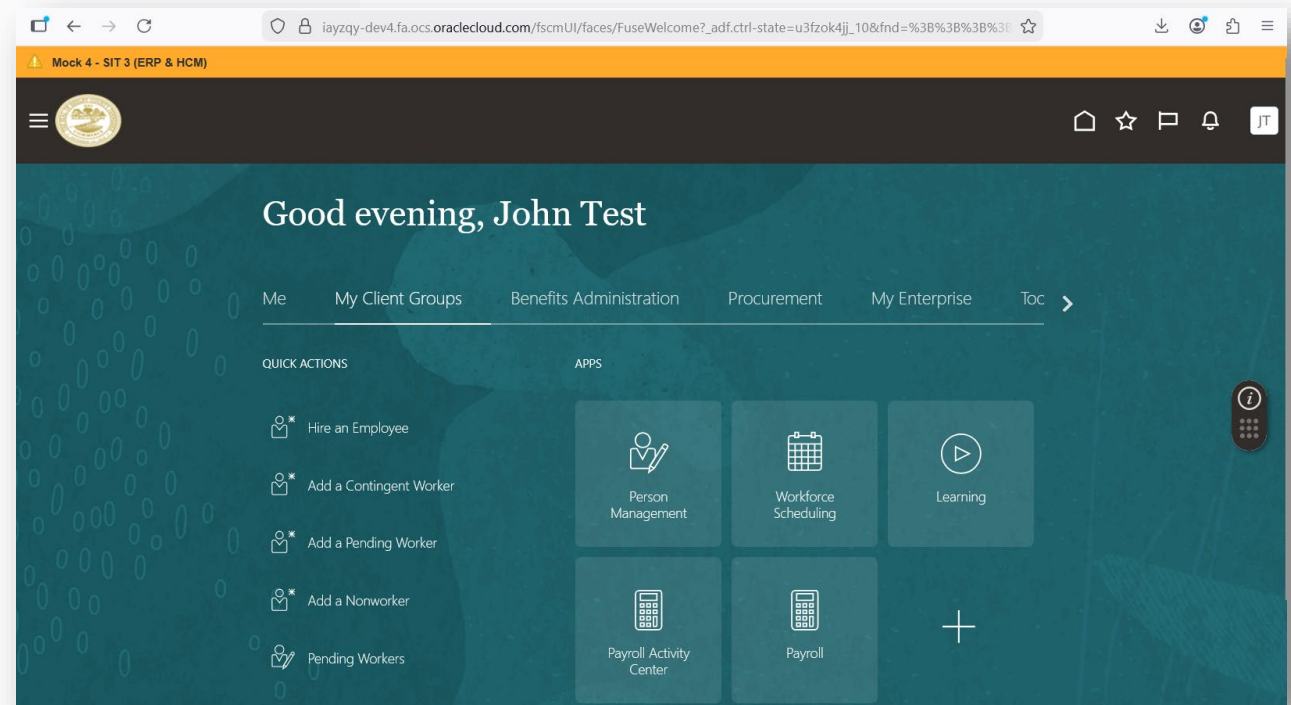
- **Step 5:** After logging in, you will see the Oracle ERP Cloud dashboard.
- **Step 6:** Click on the 'You have a new home page!' link to view the home screen.



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

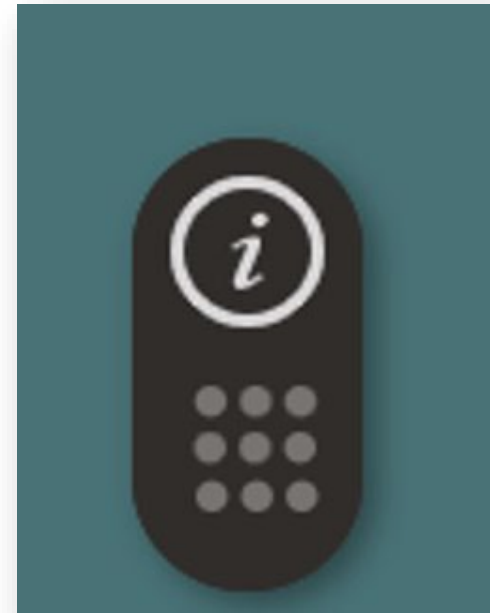
How To Log In To Oracle Cloud

- **Step 8:** Click on Hamburger sign 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.

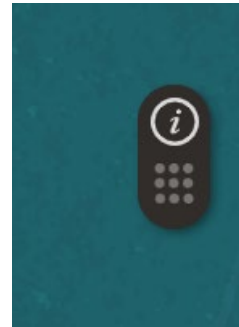


Using Oracle Guided Learning (OGL)

- 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)
Expense**

**DEPARTMENT USER
TRAINING**

December 2025



Technology, Processes & People

- ❖ Welcome & Introductions
 - ❖ Review Today's Agenda
- ❖ Overview: **Expense**
 - ❖ What it is, why it is important
 - ❖ Process & Subprocesses
- ❖ Navigation
 - ❖ Terms & Terminology
 - ❖ Navigating from Home Page
 - ❖ Using Oracle Guided Learning (OGL)
- ❖ Oracle
 - ❖ Advance payment to an employee
 - ❖ Employee submits expense claim
 - ❖ Create an Expense Item
 - ❖ Approve/Reject Expense Report
 - ❖ Complete Audit for an Expense Report
 - ❖ Warn user and complete audit
 - ❖ Process Expense Report Reimbursement
 - ❖ Process Corporate Card Transactions
- ❖ Closing
 - ❖ Summary
 - ❖ Q & A
 - ❖ Evaluation
 - ❖ Next Steps
- ❖ Adjourn



Ground Rules

Identify how we will work well together today.



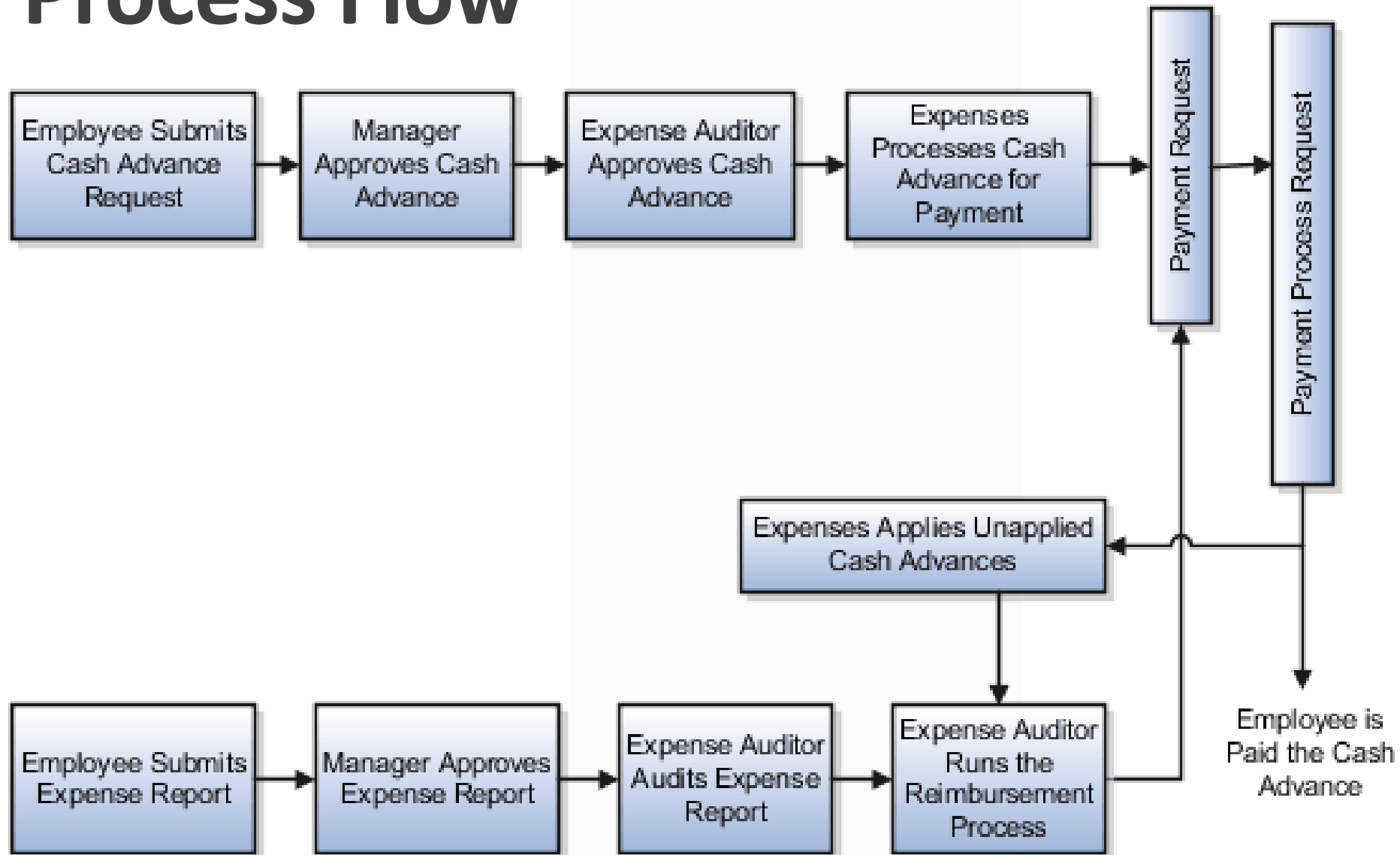
Ground Rules

- 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!**

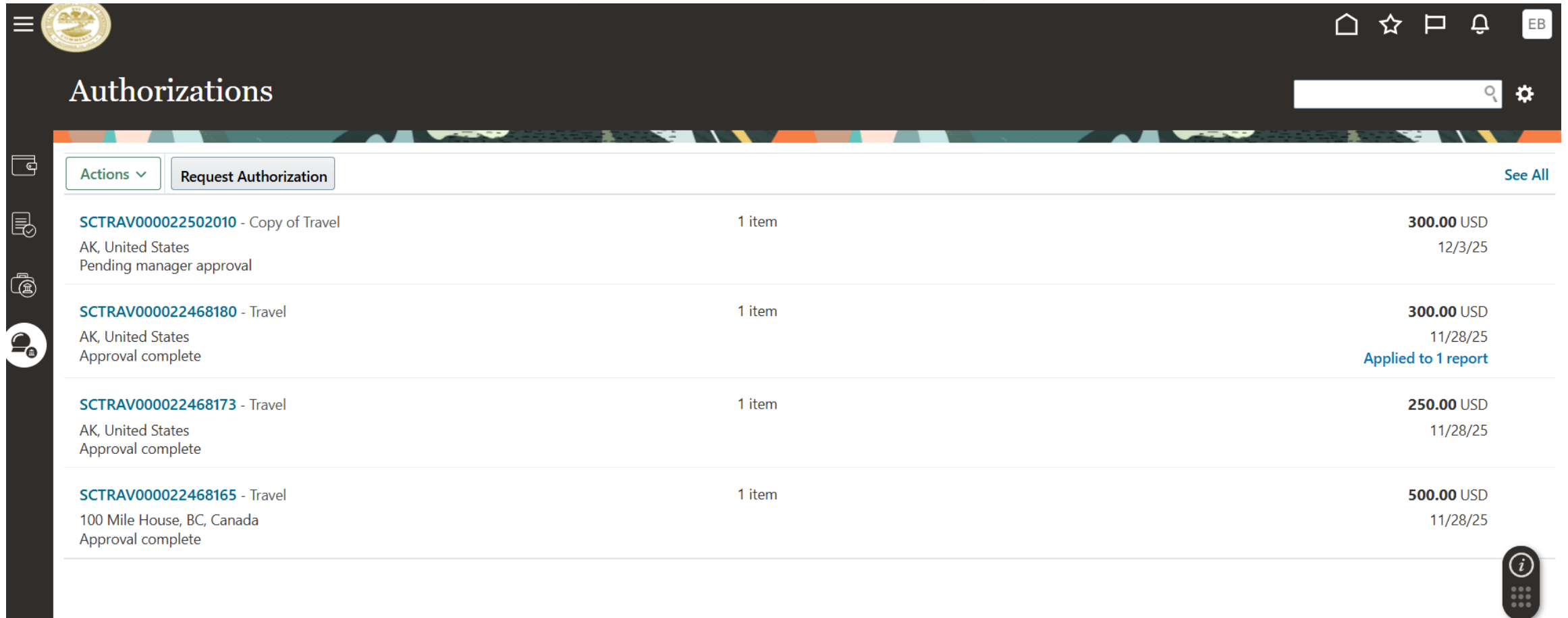


Overview: **Expense**

Process Flow



Authorization



The screenshot shows a web application interface for managing travel authorizations. At the top, there is a navigation bar with a hamburger menu, a logo, and user initials 'EB'. Below this is a search bar and a settings gear icon. The main content area is titled 'Authorizations' and contains a table of authorization records. The table has columns for authorization details, item count, and amount. A sidebar on the left contains icons for home, messages, calendar, and profile. A 'Request Authorization' button is visible at the top of the table.

Authorization ID	Description	Item Count	Amount	Status
SCTRAV000022502010	Copy of Travel AK, United States Pending manager approval	1 item	300.00 USD	12/3/25
SCTRAV000022468180	Travel AK, United States Approval complete	1 item	300.00 USD	11/28/25 Applied to 1 report
SCTRAV000022468173	Travel AK, United States Approval complete	1 item	250.00 USD	11/28/25
SCTRAV000022468165	Travel 100 Mile House, BC, Canada Approval complete	1 item	500.00 USD	11/28/25

Advance payment to an employee

Oracle Guided Learning ✕

🔍💡 Request Cash Advance ✕

Guides available on the current page

- Request Cash Advance ⋮
 - Launch Guide
 - Step Guide
 - Video
- Request for Change Ord
- Execute a Payment Proc
- Request a New Position - Redwood ⋮
- Request a New Position - HR specialis... ⋮

Cash Advances

Actions ▾ **Request Cash Advance**

No data to display.

Select **Request Cash Advance**.

Close

Enter **Cash Advance** details, then select **Submit**.

Close

* Advance Amount USD - US D

Payment Method SC - Check

* Purpose

Advance Type Travel ▾

Trip Start Date m/d/yy

Trip End Date m/d/yy

Attachment None +

* Spend_Authorization

Employee submits expense claim

Oracle Guided Learning ✕

Guides available on the current page

- Create Expense Report (New Items)** ⋮
- Create an Expense Report ⋮
- Itemize an Expense Item ⋮
- Audit Expense Reports ⋮

Launch Guide
Step Guide
Video

Travel and Expenses

Expense Reports

- Create Report** ⋮
- Not Submitted
SCEXP000021725574
test2
Updated 30 days ago
1 item **345.00 USD**

Available Expense Items (2)

Actions ▾ **+ Create Item**

<input type="checkbox"/>	Date ▾	Type	Amount	Merchant
Cash and Credit Card Expense Items (2)				
<input checked="" type="checkbox"/>	11/3/25	Lodging 1 itemization	320.00 USD	

Create an Expense Item

Travel and Expenses

Expense Reports

+

Create Report

Ready for Payment

SCEXP000022468186

Travel

Updated 5 days ago

1 item **300.00** USD

Available Expense Items

Actions ▾ **+ Create Item**

Create Expense Item ?


* Date: 12/4/2025

* Template: Travel Expenses - Training Relate ▾

* Type: Air Travel ▾

* Amount: USD ▾

Reimbursable Amount: 0.00 USD

Attachments:  Drag files here or click to add attachment ▾

Receipt missing

* Authorization: None +

* Passenger Name:

Flight Type:

* Flight Class:

* Ticket Number:

* Departure City:

* Arrival City:

Approve/Reject Expense Report

Oracle Guided Learning ✕

🔍💡 Approve or Reject Expense Repo ✕

Guides available on the current page

Approve or Reject Expense Report ⋮

Receipt Attachment Afte

Approve or Reject Suppl

- Launch Guide
- Step Guide
- Video

Approvals

👛

📄

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🗣️

Approve Reject

No data to display.

Warn user and complete audit

Audit Expense Report: SCEXP000022502095 ?

Complete Audit Actions Save Cancel

Expense Report

Person **BENTON SIMS, EUGENIA (23656)**

Add to audit list

Reason ▼

Report Submission Date 12/3/25

Expense Report Date 12/3/25

Report Total 50.00 USD

Purpose Test Travel

* Original Receipt Package Check in Date

Report Filing Number

Attachments None +

Status Pending expense auditor approval

Employee_Number 23656

Confirm Manager's Approval

Reject Expense Report

Request More Information

Waive Receipts and Complete Audit

Warn User and Complete Audit

Print Preview

Print Preview with Attachments

Expense Report Summary

Audit Summary

Audit Rules Checked

Audit Reasons Expense template, Policy violation, Receipt required

Audit Rule-Based Risk High -

Last Audited By

Last Updated By BENTON SIMS, EUGENIA

Approvals Status

Management

Automatically Approved

Expense Auditor

Review Invoices

Hold pending receipts

Expense Items

View Format Freeze Detach Wrap Expense Category All Audit Reasons

Receipt Verification Policy Verification Merchant Tax Audit Reasons

Expense Type	Date	Reimbursable Amount (USD)	Policy Violation	Receipt Verification					Amount (USD)	Conversion Rate	Single ins
				Original Receipt Required	Imaged Receipt Required	Receipt Missing	<input type="checkbox"/> Receipt Attachmen				
Train/Subway	12/3/25	50.00	Receipt missing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	50.00	1	

Columns Hidden 6 Columns Frozen 3

Complete Audit for an Expense Report

Oracle Guided Learning

Search: Audit

Guides available on the current page

Audit Expense Reports

Launch Guide

Step Guide

Generate Overdue and M...

Video

Manage Expense Reports

Search

** Report Number Equals []

** Report Status Equals Ready for payment

** Business Unit Equals []

** Person Equals []

** Report Submission Date Equals []

** Expense Auditor Equals []

Select the target Expense Report row header, and then select Audit Expense Report.

Close

View Format [] Detach Wrap **Audit Expense Report** Assign

Report Number	Person	Business Unit	Report Status	Expense Report Date	Report Total (USD)	Purpose	Audit Reasons
SCEXP0000191...	SCHONBAUM,...	Shelby County ...	Ready for paym...	6/10/25	1.00	P_1	Expense templa...
SCEXP0000191...	SCHONBAUM,...	Shelby County ...	Ready for paym...	6/10/25	1.00	P_2	Expense templa...
SCEXP0000191...	SCHONBAUM,...	Shelby County ...	Ready for paym...	6/10/25	1.00	P_3	Expense templa...
SCEXP0000191...	SCHONBAUM,...	Shelby County ...	Ready for paym...	6/10/25	1.00	P_4	Expense templa...
SCEXP0000224...	BENTON SIMS...	Shelby County ...	Ready for paym...	11/27/25	300.00	Travel	Expense templa...



Process Corporate Card Transactions





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

