



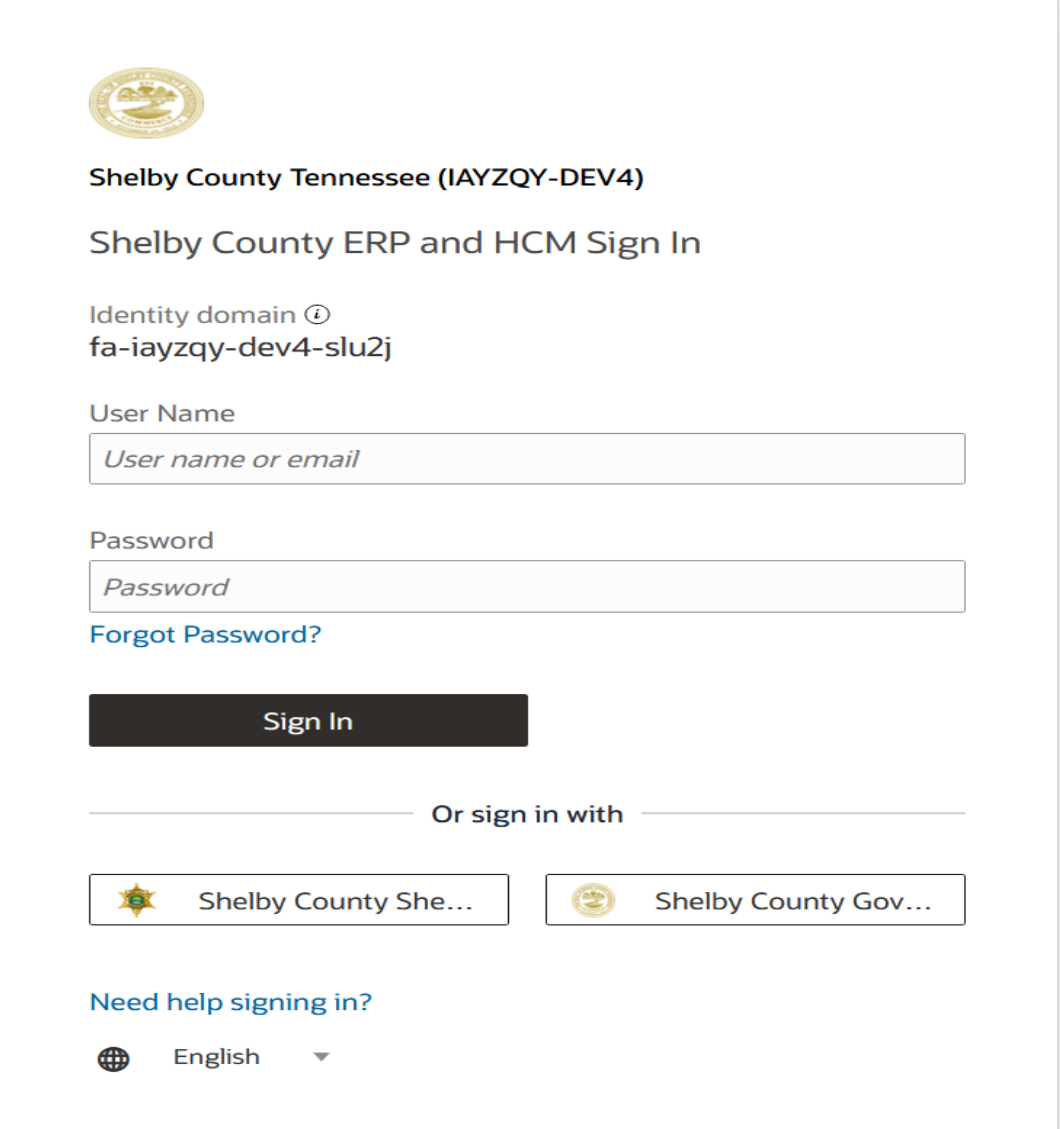
ONE
CONNECT



Log In Instructions

How To Log In To Oracle Cloud

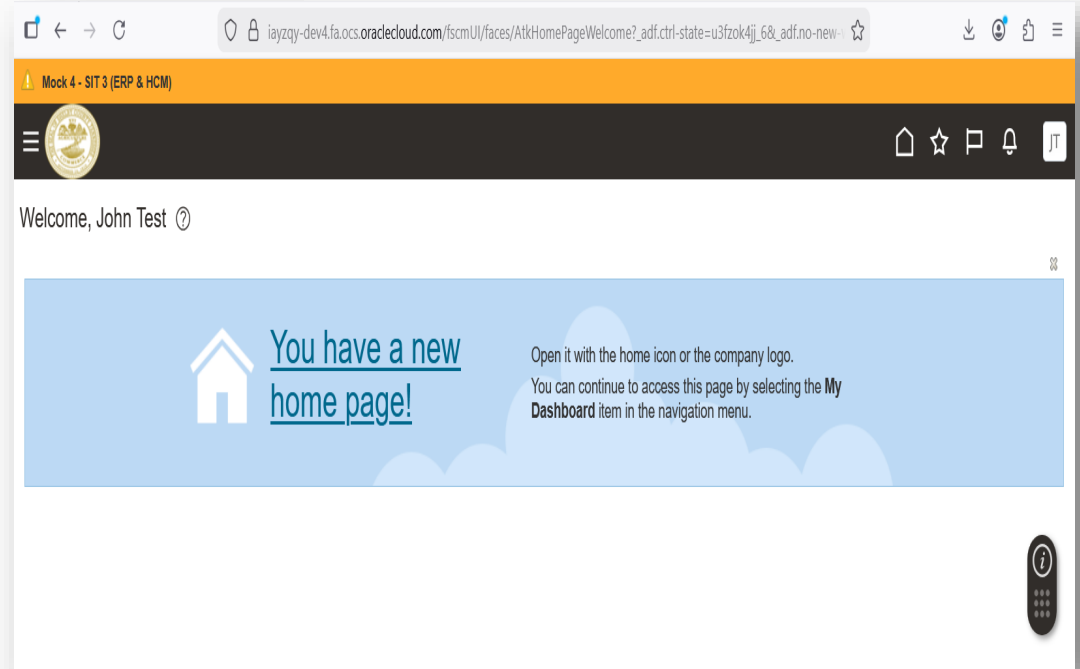
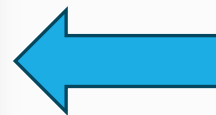
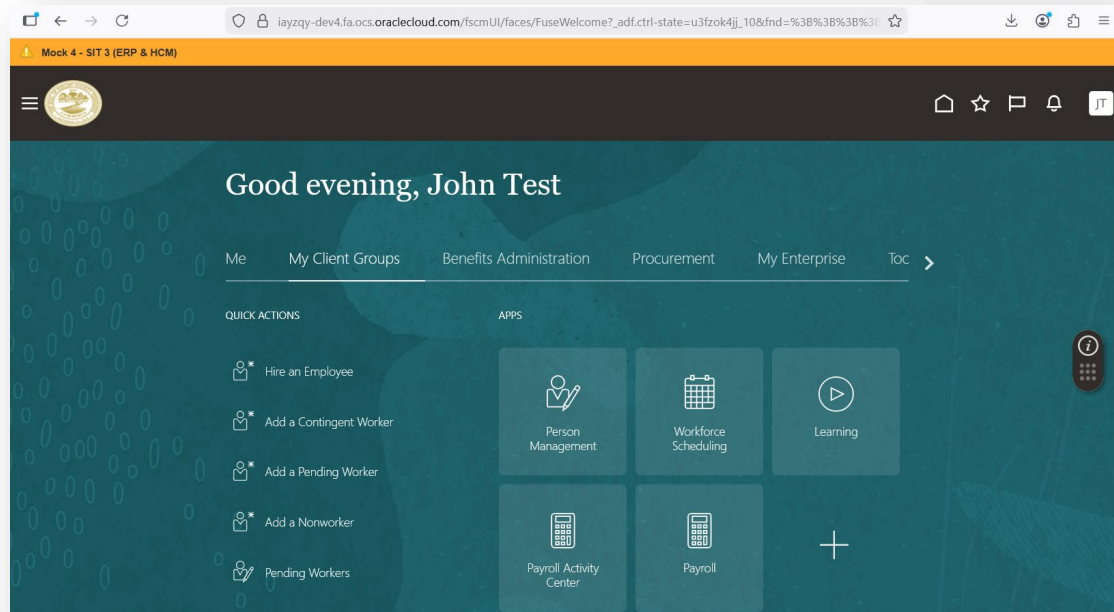
- **Step 1:** Open your web browser,
 - Click on the Dev environment link → <https://iayzqy-dev4.fa.ocs.oraclecloud.com/> or add in your browser.
- **Step 2:** Enter your organization email address.
 - Enter your network password (the same password you use for Outlook).
 - Click 'Sign In'.
- **Step 3:**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

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 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 vertical information icon is visible on the right side of the page.



Ground Rules

Identify how we will work well together today.

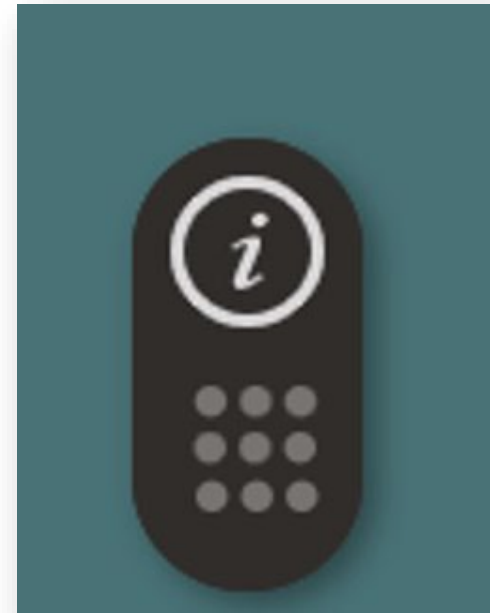


Ground Rules

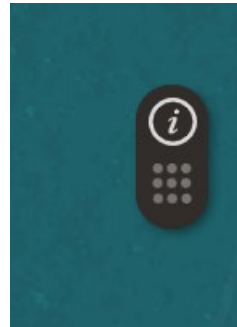
-
- Be Present/Participate
 - One conversation at a time
 - Stay on topic (Parking Lot)
 - Cell Phones on Silent
 - No Texting Please
 - Back from Breaks on Time
 - **Have FUN!**

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)
General Ledger

DEPARTMENT USER TRAINING

December 2025



Technology, Processes & People

- ❖ Welcome & Introductions
 - ❖ Review Today's Agenda
 - ❖ Overview: **General Ledger**
 - ❖ What it is, why it is important
 - ❖ Process & Subprocesses
 - ❖ Navigation
 - ❖ Terms & Terminology
 - ❖ Navigating from Home Page
 - ❖ Using Oracle Guided Learning (OGL)
 - ❖ Oracle
 - ❖ Create manual Journals
 - ❖ Create Journals using spreadsheet
 - ❖ Inquire account balances
 - ❖ Reverse Journals manually
 - ❖ Allocation and Distribution
 - ❖ Create an Accrual journal batch with single journal
 - ❖ Manually Reverse an Accrual Journal Batch
 - ❖ Create Accrual Journals batch - using spreadsheet
 - ❖ Generating automatic posting
 - ❖ Generating automatic reversal
 - ❖ Complete Import of Accounting Entries from Oracle Subledgers
 - ❖ Complete Import of Accounting Entries from Non-Oracle Subledgers
 - ❖ Closing
 - ❖ Summary
 - ❖ Q & A
 - ❖ Evaluation
 - ❖ Next Steps
 - ❖ Adjourn
- ❖ Review Unposted Journals using GL reports
 - ❖ Drill down to Subledger transactions from GL Journal batch
 - ❖ Reviewing outstanding transactions in subledgers
 - ❖ Period Close
 - ❖ Reports



Overview: **General Ledger**

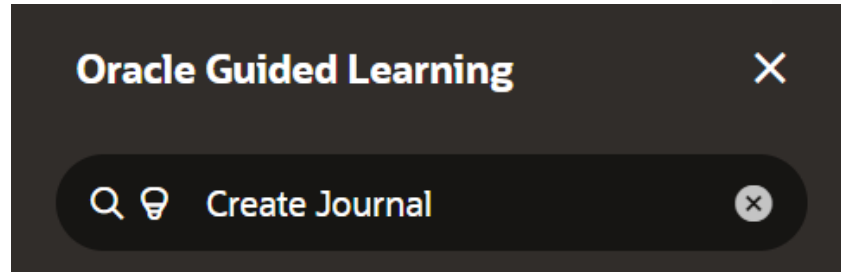


Chart Of Account

SC Legacy Number	Oracle Number	Description
003	10003	POOLED CASH FUND
004	10004	GASB87-LEASE FUND LEVEL GEN FD
005	10005	GASB96-SBITA FUND LEVEL GEN FD
006	10006	ORGILL GOLF COURSE FEES
010	10010	GENERAL FUND
011	10011	PAYROLL FUND
012	10012	ECONOMIC DEVELOPMENT FUND
013	10013	DUI TREATMENT FEES
014	10014	LANDFILL POST CLOSURE
015	10015	JUVENILE COURT

	Department Name	Exp. Acct	Name
4003	ADMIN & FINANCE - HEALTH SVCS	51040	New Health Services
4817	AGING COMMISSION OF THE MID-SOUTH	51048	New Community Services
3014	AGRICULTURAL EXTENSION SERVICE	51030	New Public Works
8004	ASSESSOR OF PROPERTY	52300	Property Assessor's Office
8005	ATTORNEY GENERAL	NA	NA

Create manual Journals



Guides available on the current page

Create Journal ...

Create Journal in Spreadsheet ...

Enter Journals ...

Create a Journey - HR Specialist - Red... ...

Enter Journals using a Spreadsheet ...

Launch Guide

Step Guide

Video

Select Create Journal.

Close

Task List

Journals

- Manage Journals
- **Create Journal**
- Create Journal in Spreadsheet
- Import Journals
- Manage Approvals

Period Close

- Manage Accounting Periods
- Revalue Balances
- Translate Balances
- Close Monitor

Inquiry and Reporting

- Inquire and Analyze Balances
- Inquire on Detail Balances

Planning and Budgeting

- Create Budgets in Spreadsheet
- Correct Budget Import Errors

Inquire Account Balances

Journals

- [Manage Journals](#)
- [Create Journal](#)
- [Create Journal in Spreadsheet](#)
- [Import Journals](#)
- [Manage Approvals](#)

Period Close

- [Manage Accounting Periods](#)
- [Revalue Balances](#)
- [Translate Balances](#)
- [Close Monitor](#)

Inquiry and Reporting

- [Inquire and Analyze Balances](#)
- [Inquire on Detail Balances](#)

Planning and Budgeting

- [Create Budgets in Spreadsheet](#)
- [Correct Budget Import Errors](#)

Data Access Set: SC Ledger Set

Inquire and Analyze Balances

Account Inspector

	2025-12
Account	0.00
All Account Values	0.00
1010	-
1011	20.00
1015	-
1016	-
1017	-
1020	0.00
1023	-
1024	-
1025	0.00
1026	-
1027	0.00
1030	-
1035	-
1040	-
1041	-

Page Level Dimensions

Fund: Fund
Organization: Organization
Interfund: Interfund
Future: Future
Ledger: SC Primary Ledger
Scenario: Actual
Balance Amount: Period Activity
Currency: USD
Currency Type: Total
Amount Type: Base

Refresh

Done

Drag and Drop the required fields into the custom table to view account balances

Generate Automatic Posting

Journals

- [Manage Journals](#)
- [Create Journal](#)
- [Create Journal in Spreadsheet](#)
- [Create Encumbrance Journal in Spreadsheet](#)
- [Run AutoPost](#)
- [Run AutoReverse](#)
- [Manage Approvals](#)

Clearing Accounts Reconciliation

- [Reconcile Clearing Accounts Automatically](#)
- [Reconcile Clearing Accounts Manually](#)
- [Reverse Reconciliation](#)

Data Access Set: SC Ledger Set [\[Change\]](#)

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

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

Name AutoPost Journals

Description Selects and posts journal batches. Schedule the...

Notify me when this process ends

Schedule As soon as possible

Submission Notes

Basic Options

Parameters

AutoPost Criteria Set SC AutoPost PL

Mode Submit for approval and post

Generating Automatic Reversal for Accrual Journal

Journals

- [Manage Journals](#)
- [Create Journal](#)
- [Create Journal in Spreadsheet](#)
- [Create Encumbrance Journal in Spreadsheet](#)
- [Run AutoPost](#)
- [Run AutoReverse](#)
- [Manage Approvals](#)

Clearing Accounts Reconciliation

- [Reconcile Clearing Accounts Automatically](#)
- [Reconcile Clearing Accounts Manually](#)
- [Reverse Reconciliation](#)

Data Access Set: SC Ledger Set [\[Change\]](#)

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

Name AutoReverse Journals

Description Creates and posts journal reversals based on th...

Schedule As soon as possible

Notify me when this process ends

Submission Notes

Basic Options

Parameters

Data Access Set SC Ledger Set

* Ledger SC Primary Ledger

* Reversal Period 2025-12

Process Options

Advanced

Submit

Cancel

Import of Accounting Entries from Oracle Subledgers

Journals

- Manage Journals
- Create Journal
- Create Journal in Spreadsheet
- Create Encumbrance Journal in Spreadsheet
- Run AutoPost
- Run AutoReverse
- Manage Approvals

Clearing Accounts Reconciliation

- Reconcile Clearing Accounts Automatically
- Reconcile Clearing Accounts Manually
- Reverse Reconciliation

Allocations

- Create Allocation Rules
- Generate General Ledger Allocations
- Generate Intercompany Allocations

Journal Import

- Import Journals
- Correct Import Errors
- Delete Import Data

Subledger Accounting

- Create Accounting
- Create Subledger Journal
- Create Subledger Journals in Spreadsheet
- Review Subledger Journals
- Manage Accounting Errors
- Adjust Supporting Reference Balances

Data Access Set: SC Ledger Set [\[Change\]](#)

 This process will be queued up for submission at position 1

Process Options

Advanced

Submit

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 Payables

* Ledger SC Primary Ledger

Process Category

* End Date 12/13/25

* Accounting Mode Final

* Process Events All

* Report Style Summary

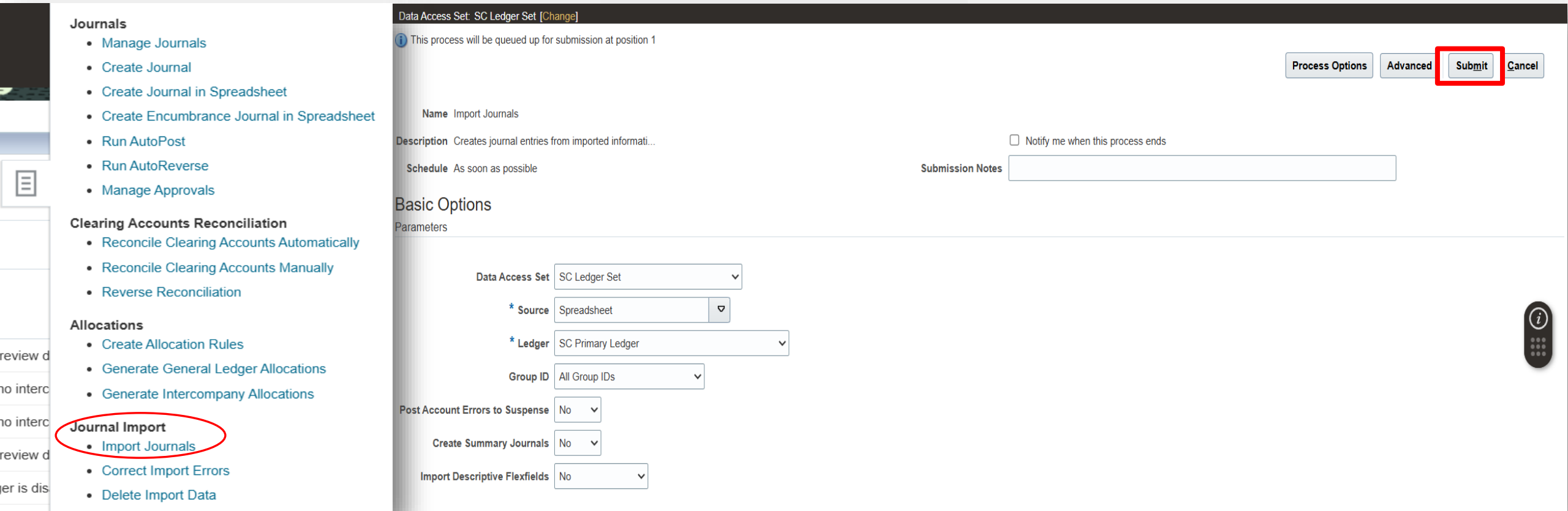
* Transfer to General Ledger Yes

* Post in General Ledger Yes

Journal Batch

* Include User Transaction Identifiers No

Import of Accounting Entries from Oracle Non-Subledgers



The screenshot displays the Oracle Accounting Import process configuration interface. On the left, a navigation menu lists various accounting tasks, with 'Journal Import' and its sub-item 'Import Journals' circled in red. The main configuration area is titled 'Data Access Set: SC Ledger Set [Change]' and includes a status message: 'This process will be queued up for submission at position 1'. At the top right, there are four buttons: 'Process Options', 'Advanced', 'Submit' (highlighted with a red box), and 'Cancel'. The configuration details include:

- Name:** Import Journals
- Description:** Creates journal entries from imported informati...
- Schedule:** As soon as possible
- Notification:** Notify me when this process ends
- Submission Notes:** [Text input field]
- Basic Options Parameters:**
 - Data Access Set:** SC Ledger Set
 - * Source:** Spreadsheet
 - * Ledger:** SC Primary Ledger
 - Group ID:** All Group IDs
 - Post Account Errors to Suspense:** No
 - Create Summary Journals:** No
 - Import Descriptive Flexfields:** No

Import of Accounting Entries from Oracle Non-Subledgers



- Journals**
 - Manage Journals
 - Create Journal
 - Create Journal in Spreadsheet
 - Create Encumbrance Journal in Spreadsheet
 - **Run AutoPost**
 - Run AutoReverse
 - Manage Approvals
- Clearing Accounts Reconciliation**
 - Reconcile Clearing Accounts Automatically
 - Reconcile Clearing Accounts Manually
 - Reverse Reconciliation
- Allocations**
 - Create Allocation Rules
 - Generate General Ledger Allocations
 - Generate Intercompany Allocations
- Journal Import**
 - Import Journals
 - Correct Import Errors
 - Delete Import Data

Data Access Set: SC Ledger Set [Change]

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

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

Name AutoPost Journals

Description Selects and posts journal batches. Schedule the...

Schedule As soon as possible

Notify me when this process ends

Submission Notes

Basic Options

Parameters

AutoPost Criteria Set SC AutoPost PL ▾

Mode Post only ▾

Review Unposted/Posted Journals using GL reports

Schedule New Process

Type Job Job Set

Name Journals Report

Description Provides journal activity details such as ledger, accounting date, posting date, source, category, journal batch name, journal name, reference, line accounts, line descriptions, and amounts. Subtotals are provided for each journal, journal batch, and source.

OK Cancel

Process Details

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

Process Options

Advanced

Submit

Cancel

Name Journals Report

Print output

Description Provides journal activity details such as ledge...

Notify me when this process ends

Schedule As soon as possible

Submission Notes

Basic Options

Parameters

* Data Access Set SC Ledger Set

Ledger or Ledger Set SC Ledger Set

* Posting Status Posted Journals

* Currency Type Entered Currency

* Currency USD - US Dollar

* Balance Type Actual

Accounting Period

From Accounting Date m/d/yy

To Accounting Date m/d/yy

From Posting Date m/d/yy

To Posting Date m/d/yy

Source

Drill down to Subledger transactions from GL Journal batch

Data Access Set: SC Ledger Set [Change]

Manage Journals ?

Search Basic Manage Watchlist

Actions View Format + [Icons] Detach Wrap Post Batch Reverse Batch Reverse Journal

	Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
	2025-12 Payments	Payables A 114522000000...	2025-12	Payables	Payments	1,630.00 USD	1,630.00 USD	Unposted
	2025-12 Payments	Payables A 114522000000...	2025-12	Payables	Payments	1,320.00 USD	1,320.00 USD	Unposted
	2025-12 Purchase Invoices	Payables A 112876700000...	2025-12	Payables	Purchase Invoices	100.00 USD	100.00 USD	Posted
	2025-12 Purchase Invoices	Payables A 112876700000...	2025-12	Payables	Purchase Invoices	100.00 USD	100.00 USD	Unposted
	2025-12 Purchase Invoices	Payables A 112882800000...	2025-12	Payables	Purchase Invoices	100.00 USD	100.00 USD	Posted

Select the Journal

Data Access Set: SC Ledger Set

Subledger Journal Lines

Done

Ledger SC Primary Ledger Account 10003.000000.1011.10010.0000

Journal Source Payables Account Description POOLED CASH FUND.BALANCE COST CENTER.CASH - TRUSTEE (DUE TO/DUE FROM).GENERAL FUND.DEFAULT

View [Icons] View Journal Entry Detach

Accounting Date	Transacti Number	Accounting Class	Accounted (USD)		Event Type	Line Description	Attachments
			Debit	Credit			
12/7/25	36	Intracompany	100.00		Payment Can...	Intracompany	

10003.000000.1011.10010.0000: Transaction Information View Transaction

Reviewing outstanding transactions in subledgers

Outstanding Subledger Transactions

Ledger SC Primary Ledger SC Primary Ledger Accounting Period 2025-12 Source Assets [Submit Subledger Period Close Exceptions Report](#)

Unaccounted	-
Accounted but Not Transferred	-
Error	-
Draft	-

Create Accounting

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](#)

Accounting

- [Create Accounting](#)
- [Create Adjustment Journal](#)
- [Review Journal Entries](#)
- [Payables to Ledger Reconciliation](#)

Payables Periods

- [Manage Accounting Periods](#)

Data Access Set: SC Ledger Set [\[Change\]](#)

 This process will be queued up for submission at position 1

[Process Options](#)

[Advanced](#)

[Submit](#)

[Cancel](#)

Name Create Accounting

Description Creates subledger journal entries.

Notify me when this process ends

Schedule As soon as possible

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



Period Close

Data Access Set: SC Ledger Set [\[Change\]](#)

Period Close

Close Status

View By: Ledger: Accounting Period:

General Ledger (Open)

Receivables (Future Enterable) | Projects (Future Enterable) | Payables (Open) | Assets (Never Opened)

Outstanding Subledger Transactions

Ledger: Accounting Period: Source:

Unaccounted	-
Accounted but Not Transferred	-

Reports

Accounting Periods

- [Manage Accounting Periods](#)
- [Close Monitor](#)

Multicurrency

- [Revalue Balances](#)
- [Translate Balances](#)
- [Manage Currency Rates](#)

Balances Transfer

- [Transfer Balances to Secondary Ledgers](#)

Year-End Processing

- [Create Income Statement Closing Journals](#)
- [Create Balance Sheet Closing Journals](#)

Balance Inquiry

- [Inquire and Analyze Balances](#)
- [Inquire and Analyze Average Balances](#)
- [Inquire on Journal Lines](#)
- [Inquire on Detail Balances](#)

Financial Reports

- [Open Workspace for Financial Reports](#)
- [View Transaction Tax Report History](#)

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Logged in as Harsha.V@shelbycountyn.gov | Help | Log Off

Navigate File View Favorites Tools Help

Oracle BI Catalog x

Oracle BI Catalog

User View | Location /My Folders | Show Hidden Items

Folders | Type All | Sort Name A-Z | Show More Details

- My Folders
- Shared Folders
 - Common Content
 - Conversion Reports
 - Custom
 - Customer Data Manager
 - Enterprise Contracts
 - Extension
 - Financials
 - Subject Area Content
 - Dashboards
 - Bill Management
 - Budgetary Control
 - Cash Management

Tasks | Preview



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

