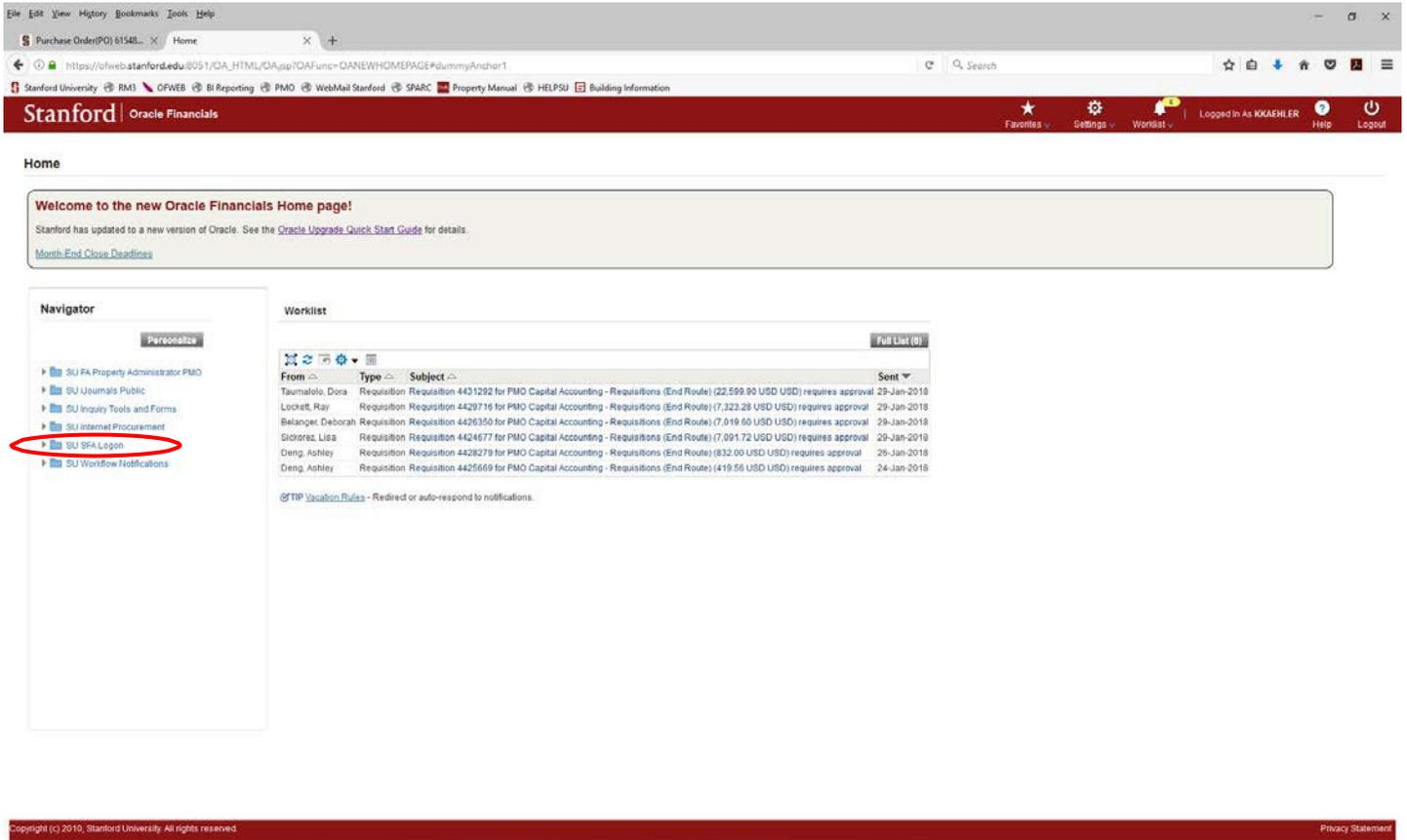


SUNFLOWER USER GUIDE

Accessing Sunflower Enterprise Assets

For use with Stanford
property only

Sunflower User Guide



Access to Sunflower is through the Oracle Financials portal, which can be found by typing in 'ofweb' into your browser or by typing ofweb.stanford.edu in the address bar of your internet browser (when in the campus network).

Click on the **SU SFA Logon** link.

Note: Sunflower, as with all other Oracle applications, works best in Mozilla Firefox.

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The screenshot shows the Oracle Financials Home page. The browser address bar displays the URL: https://fweb.stanford.edu/8051/OA_HTML/OA.jsp?TOAFunc=DANEWHOMEPAGE#dummyAnchor1. The page header includes the Stanford University logo and navigation links. The main content area features a 'Welcome to the new Oracle Financials Home page!' message and a 'Month End Close Deadlines' link. The 'Navigator' section on the left lists various menu items, with 'Sunflower Assets Forms' circled in red. The 'Worklist' section on the right displays a table of requisitions.

From	Type	Subject	Sent
Taumatolo, Dora	Requisition	Requisition 4431292 for PMO Capital Accounting - Requisitions (End Route) (22,599.99 USD USD) requires approval	29-Jan-2018
Lockett, Ray	Requisition	Requisition 4429716 for PMO Capital Accounting - Requisitions (End Route) (7,323.28 USD USD) requires approval	29-Jan-2018
Balangar, Deborah	Requisition	Requisition 4426350 for PMO Capital Accounting - Requisitions (End Route) (7,019.60 USD USD) requires approval	29-Jan-2018
Sidorov, Lisa	Requisition	Requisition 4424677 for PMO Capital Accounting - Requisitions (End Route) (7,091.72 USD USD) requires approval	29-Jan-2018
Deng, Ashley	Requisition	Requisition 4428279 for PMO Capital Accounting - Requisitions (End Route) (832.00 USD USD) requires approval	28-Jan-2018
Deng, Ashley	Requisition	Requisition 4425669 for PMO Capital Accounting - Requisitions (End Route) (419.56 USD USD) requires approval	24-Jan-2018

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Privacy Statement

The above screen will appear. There are three choices for Sunflower entry. Forms, Reports, and HTML Transactions. Unless you only wish to run a report, the best choice is to access **Sunflower Assets Forms** – reports can be accessed from there as well.

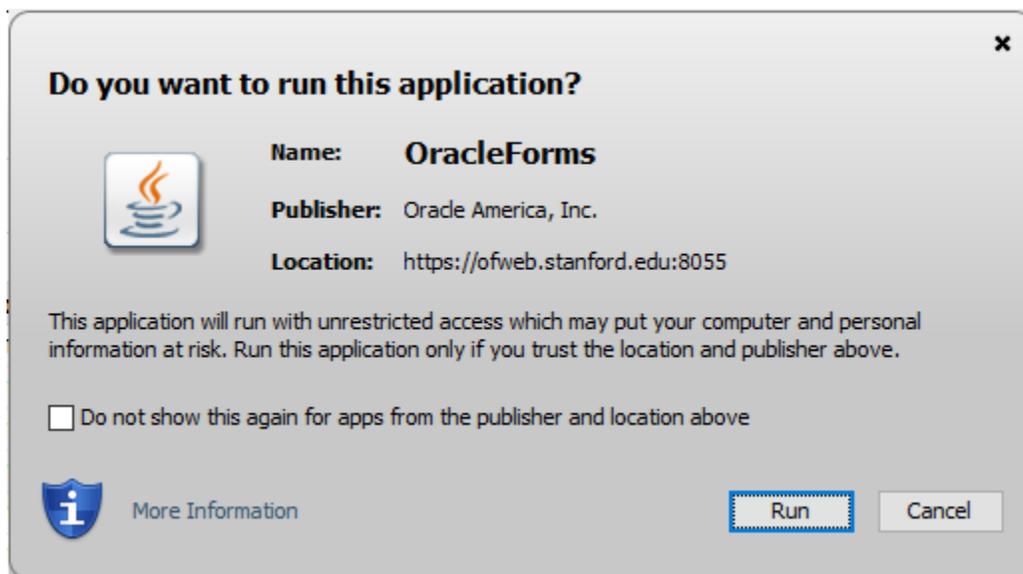
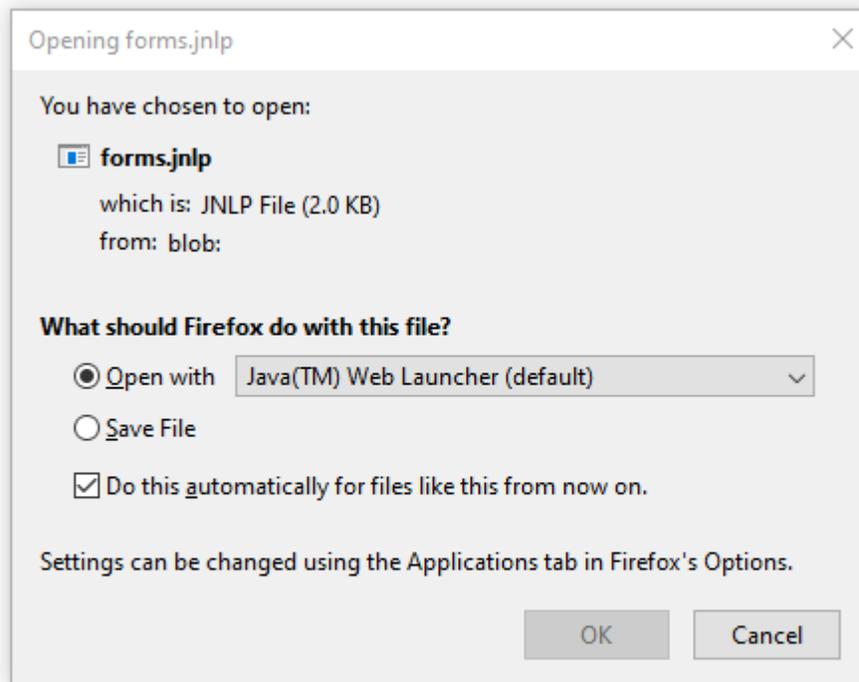
This action will open one internet browser window, and will launch a java application. It is important that the windows remain open for the system to work. They may be minimized, but should not be closed.

Note: HTML Transactions is currently not in use, so this link is inactive. Also, some people who have been granted reporting access, will only see the Reports link.

If you encounter an error message, please contact your PPM, who can walk you through changing your internet settings to enable the java application to load and run.

Revised 04/13/2020

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This is an example of the two prompts you will see after you click on the Sunflower Assets Forms link.

Be sure to select 'ok' and 'run' on each.

Sunflower User Guide



This is the screen you will see once you have successfully logged into Sunflower.

Sunflower User Guide
