SUNFLOWER USER GUIDE

Accessing Sunflower Enterprise Assets

For use with Stanford property only

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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 <u>SU SFA Logon</u> link.

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

Sunflower User Guide

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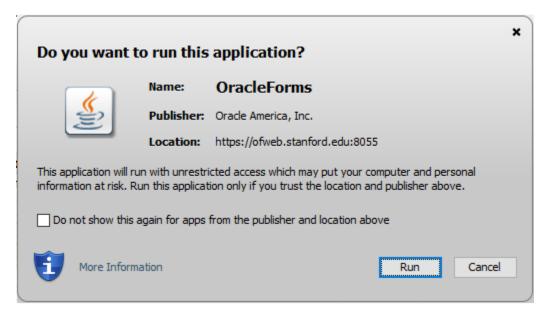
The above screen will appear. There are three choices for Sunflower entry. Forms, Reports, and HTML Transactions. Unless you only wish to run a report, the best choice is to access **Sunflower Assets Forms** – reports can be accessed from there as well.

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.

Opening forms.jnlp	×
You have chosen to open:	
📑 forms.jnlp	
which is: JNLP File (2.0 KB)	
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What should Firefox do with this file?	
Open with Java(TM) Web Launcher (default) ~	
○ <u>S</u> ave File	
✓ Do this <u>a</u> utomatically for files like this from now on.	
Settings can be changed using the Applications tab in Firefox's Options.	
OK Cancel	



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.

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