SUNFLOWER USER GUIDE

Accessing Sunflower Enterprise Assets
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.
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 via 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 only will see only the Reports link.

If you encounter an error message, please contact your UPA, who can walk you through changing your internet settings to enable the java application to load and run.
This is an example of the two prompts you will see after you click on the Sunflower Assets Forms link.

Be sure to select ‘run’ on each.

Hint: **Do not update your Java if you are prompted.** Users should be using Java 7 with a medium security setting. If you have questions on how to make these selections please call your UPA or IT support person.
This is the screen you will see once you have successfully logged into Sunflower.