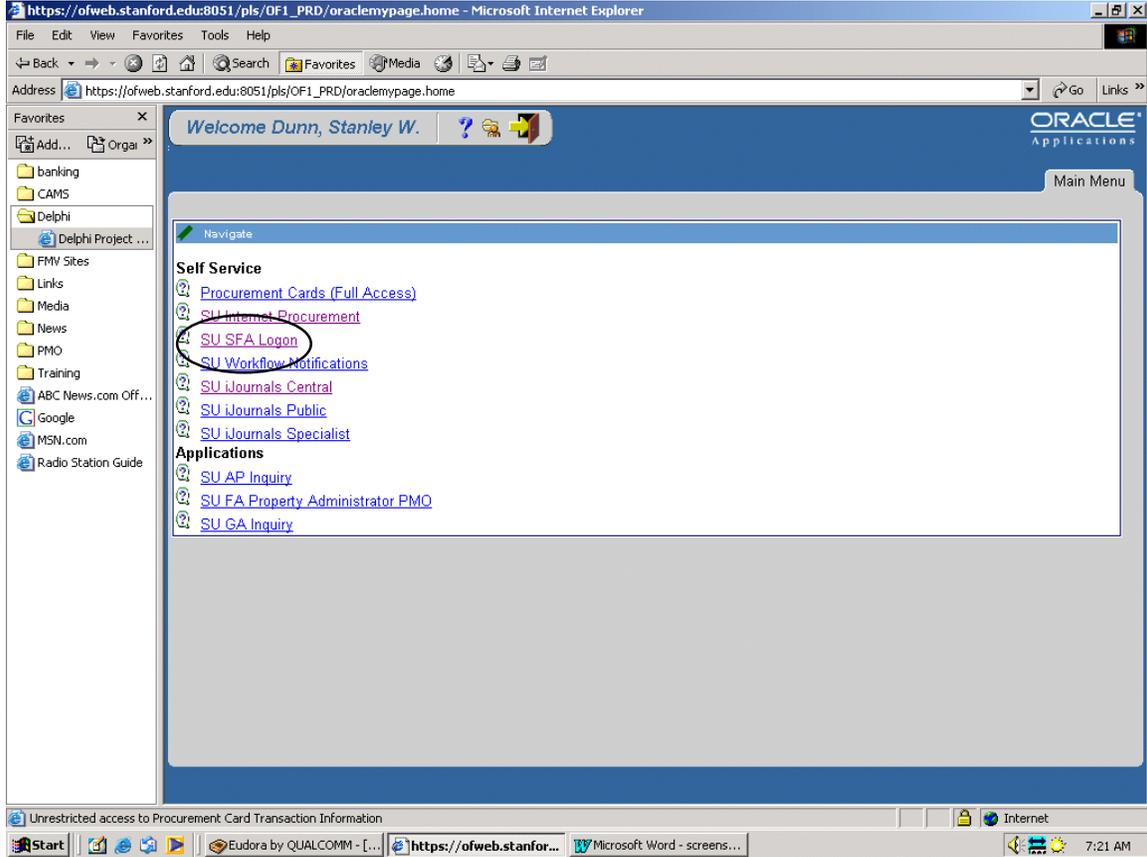


Section 1

Accessing Sunflower

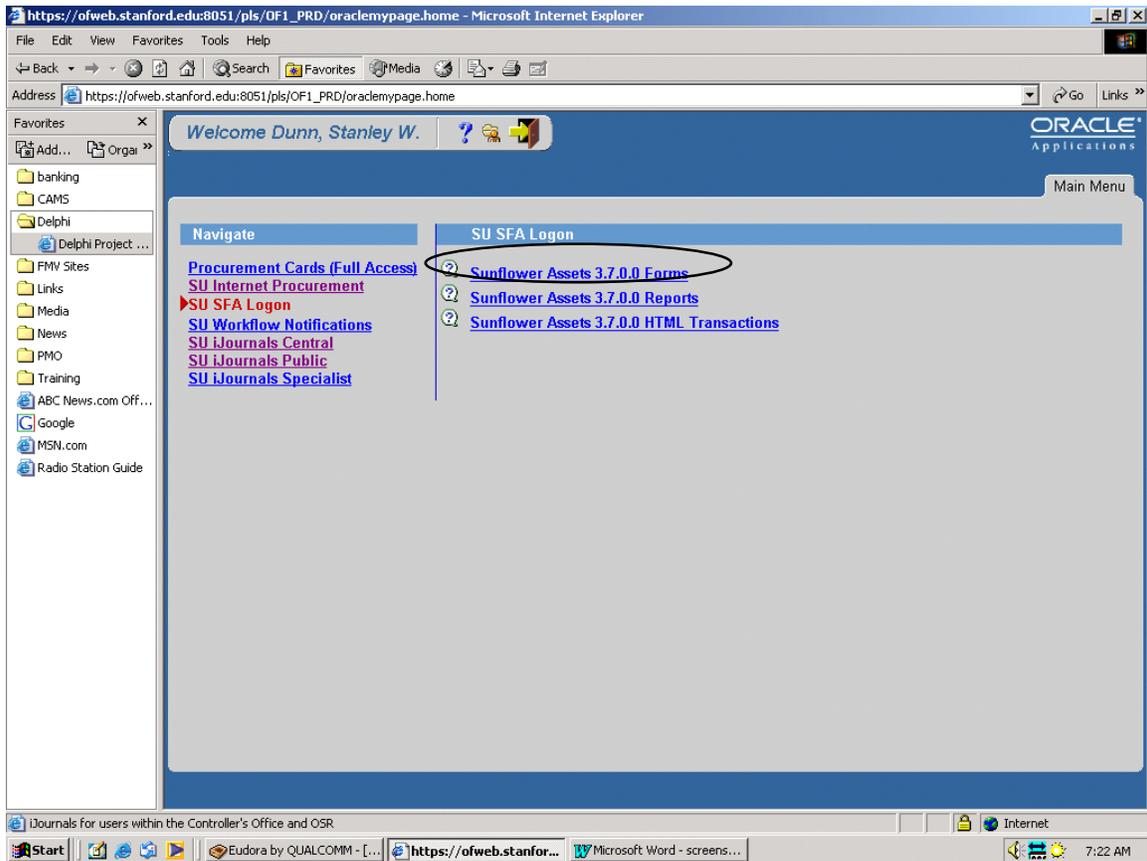
Sunflower User's Guide



Access to Sunflower is through the Oracle Financials portal, which can be found via SUPAD or by typing the “ofweb” (no quotes) in the address bar of your internet browser.

Click on the [SU SFA Logon](#) link.

Note: Sunflower, as with all other Oracle applications, works best in Internet Explorer.



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.

This action will open three internet browser windows, and launch a java application. It is important that all three 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 regarding Active X controls, please contact your PSR, who can walk you through changing your internet settings to enable the java application to load and run.