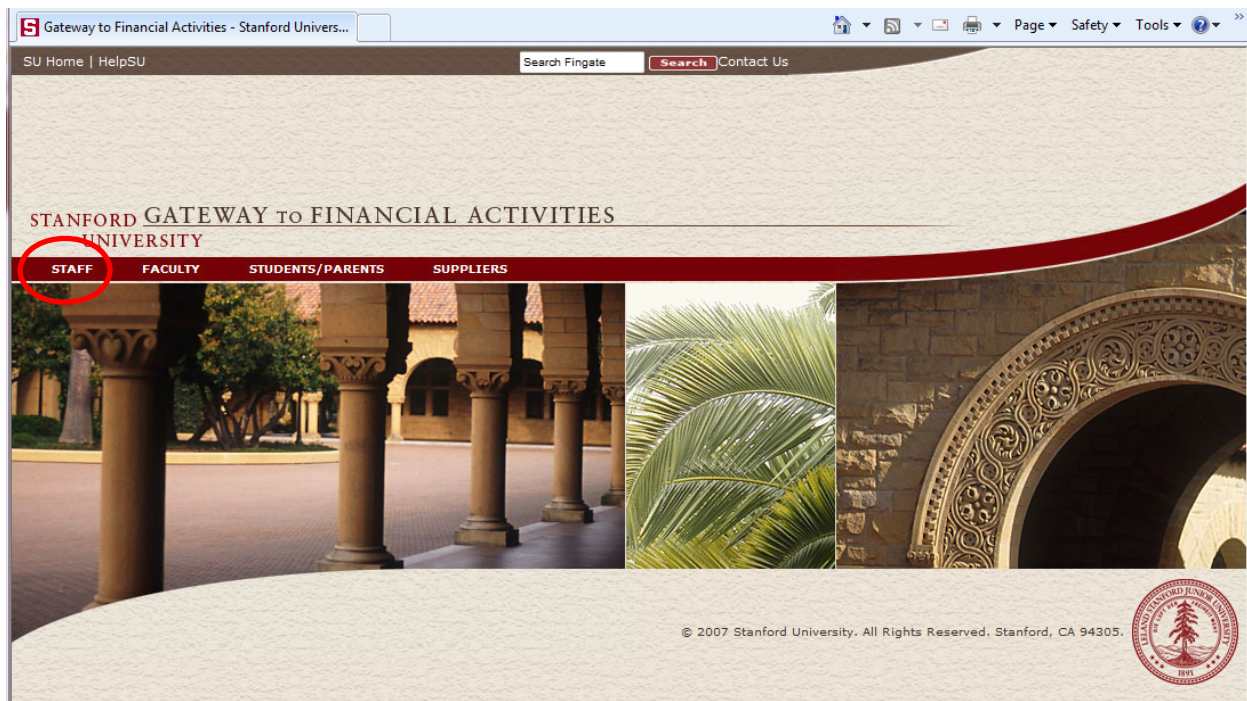


## Department Administrator Training

Stanford University's "Gateway to Financial Activities" website Fingate provides helpful information, instructions, policies, forms, resources and training details for Staff with financial tasks. The website can be accessed at <http://web.stanford.edu/group/fms/fingate/index.html>



Depending on your role and your responsibilities, you will be able to sign up for Financial Activities and Applications Training courses offered by Financial Management Services.

To sign up for Training Courses, go to <https://axess.stanford.edu/>, and register in STARS



A list of the common training courses is provided on the next page and more training is available for review at: <http://fingate.stanford.edu/staff/resources/training.html>

## Available Training Courses by Financial Category

Financial Category	Course Number	Course Name
<b>New Staff</b>	TOD-0100	Onboarding @ Stanford New Staff Orientation
<b>Access</b>	FIN-PROG-0010	Financial Confidentiality Agreement
<b>Financial Authority</b>	ORA-1101 FIN-0100 FIN-0103 FIN-0150 FIN-0203	Understanding Cost Policy Internal Controls Approving Financial Transactions Authority Manager Tutorial Approving Financial Transactions
<b>Account Structure: Chart of Accounts</b>	FIN-0102 FIN-0201	Using Stanford's Chart of Accounts Requesting PTAs Using PTA Manager
<b>Funds Management</b>	FIN-0170 FIN-0210 FIN-0190 FIN-0191	FUNDamentals of Funds Introduction to iJournals Initiating Gift Transmittals Approving Gift Transmittals
<b>Buying &amp; Paying, Expense Requests</b>	FIN-0400 FIN-0410 FIN-0412 FIN-0450 FIN-0500 FIN-0502 FIN-0506 FIN-0509	Traveling for Stanford Non-Catalog Purchasing Using Oracle iProcurement Purchasing Using SmartMart PCard Policies and Procedures Introduction to Expense Requests Requesting and Clearing Advances Petty Cash Administration Payee/Supplier Setup
<b>Financial Reporting: Oracle Business Objects (OBI), ReportMart3</b>	AS-6005 FIN-0160 FIN-0320 FIN-0340 FIN-0350 FIN-0351  FIN-0353 FIN-0402	Introduction to the Stanford BI Portal Expenditure Statement Reconciliation and Review ReportMart3 for Oracle Financials Introduction to OBI Financial Reporting Creating Financial Analyses Using OBI Introduction to Payroll and Labor Management Reporting Using OBI OBI Financial Reporting – Expense Requests & SU Card Activity Predefined Reports Expense Reports with Travel Card Charges
<b>Payroll Administration</b>	FIN-0510 FIN-0520	Labor Schedules Labor Distribution Adjustments
<b>Student Support</b>	FIN-0110	Understanding Graduate Financial Aid Expenditures
<b>Sponsored Projects</b>	ORA-1102 ORA-1126 ORA-1128	Overview of Research and Regulatory Environment Managing Sponsored Projects Gift Administration at Stanford

Other Technology Training courses, (i.e. Excel, Word, PowerPoint, or other IT technology classes) are offered through Stanford IT Services Technology Training.

For upcoming classes, visit: [itsupcoming.stanford.edu](http://itsupcoming.stanford.edu)

## Websites that are helpful (may like to bookmark the following):

- <https://remedyweb.stanford.edu/helpsu/helpsu/> (Help portal - submit a HelpSU ticket)
- <http://fingate.stanford.edu/staff/index.html> (Staff Financial Activities information)
- <https://supad.stanford.edu> (Administrative Desktop)
- <http://adminguide.stanford.edu/> (Very useful reference guide regarding Stanford policies)
- <http://www.stanford.edu/group/fms/fingate/finsystem/obi/access.html> (Gaining access to OBI Financial Reporting)
- <https://ffit.stanford.edu> (Faculty Financial Inquiry Tool to look up balances and drill-down transaction details for all of a researcher's individually owned active accounts and funds. This could also display the Organizational Accounts for an individual Org Code)
- <http://calendar.stanford.edu/> (Web-based Stanford calendar)
- <https://ofweb.stanford.edu> (Oracle Financials – where you will approve transactions, enter ijournals, process Gift Transmittals, and inquire on funds, etc.)
- [http://www.stanford.edu/group/fms/fingate/staff/reimburse/res\\_jobaid/guide\\_write\\_iOU\\_busPurpose.html](http://www.stanford.edu/group/fms/fingate/staff/reimburse/res_jobaid/guide_write_iOU_busPurpose.html) (Guidelines for writing a clear iOU business purpose)
- <https://www.stanford.edu/dept/humsci/intranet/index.html> (Resources from the Dean's Office)
- <https://reportmart3.stanford.edu> (Look up financial reports based in Oracle)
- <http://doresearch.stanford.edu/research-administration/project-management/monthly-review-and-quarterly-pi-review-and-certification#review-and-reconcile-monthly-expenditure-statements> (Overview of monthly review and quarterly certification requirements, procedures and deadlines. It is important to comply with the PI Quarterly certification process)
- <https://stanfordwho.stanford.edu> (Search by name, phone, email, or sunetid)
- <http://doresearch.stanford.edu/> (Dean of Research website with policies and training for Research Administration)
- [http://www.stanford.edu/group/fms/fingate/staff/buypaying/buypay\\_guide.html](http://www.stanford.edu/group/fms/fingate/staff/buypaying/buypay_guide.html) (Stanford's Buy & Pay Guide - resource for Buying and Paying (i.e. expenditure types, procedures, etc.)
- <http://webmail.stanford.edu/> (Access email from home)
- <https://stanfordyou.stanford.edu> (Update your contact information)
- [http://www.stanford.edu/group/fms/fingate/staff/moyrendclose/quick\\_steps/clear\\_org\\_susp\\_acct.html](http://www.stanford.edu/group/fms/fingate/staff/moyrendclose/quick_steps/clear_org_susp_acct.html) (Steps to clear Organization Suspense account for labor)
- [https://www.stanford.edu/group/fms/fingate/docs/confide\\_agreement.pdf](https://www.stanford.edu/group/fms/fingate/docs/confide_agreement.pdf) (Complete the confidentiality agreement to speed up the process of getting financial authority/access)
- <http://giving.stanford.edu/sites/default/files/pdf/wp-endowment-faq.pdf> (Stanford's Endowment – Frequently Asked Questions from the Office of Development)
- <http://expense.stanford.edu> (Expense Requests Online Resources)
- <http://gradaid.stanford.edu> (Graduate Aid Tool supports the graduate aid cycle)

## Important Website for Stanford University Financial Activities

<http://fingate.stanford.edu/staff/index.html> (Provide staff Financial Activities information)

The first tab, “Common Activities”, provides basic knowledge of Stanford’s Account Structure: Chart of Accounts to classify and record financial transactions. There is also detailed information related to buying and paying, reimbursements, payroll, cash handling and deposits.

The screenshot displays the Stanford University Financial Gateway website. The main content area is titled "Staff Financial Activities" and features a navigation bar with "Common Activities" (circled in red) and "More Activities". Below this, there are several activity categories, each with an icon and a brief description:

- Finance Fundamentals:** Need-to-know basics for all financial activities. Includes links to [Chart of Accounts](#) and [Financial Authority](#).
- Buying and Paying:** Purchasing goods and services, and processing invoices.
- Reimbursement:** Getting reimbursed for business and travel expenses.
- Travel:** Travel resources, procedures, and policies.
- Payroll for Employees:** Reporting your time, leave, and getting paid by Stanford University.
- Payroll Administration:** Payroll administration tasks and resources for department administrators and supervisors.
- Cash Handling & Deposits:** Processing revenue and depositing receipts.
- Credit Card Merchant Services:** Becoming a credit card merchant, accepting credit card payments and ensuring compliance.

On the right sidebar, there is a search bar, a "News" section, and two dropdown menus: "Launch Systems:" (with "Oracle (ofweb)" selected) and "Learn about Systems:" (with "Expense Requests" selected). Both dropdown menus have "Go" buttons. Below these are sections for "View All:" (with links to Training, How To..., Resources, Forms, Policy Notes), "Helpful Links", and "Contacts for Staff".

At the bottom of the page, there is a copyright notice: "Copyright © 2007 Board of Trustees of The Leland Stanford Junior University. Site designed by Financial Management Services in partnership with Wired Moon." and a link for "Questions? Feedback? Contact FMS Client Advocacy & Education".

The “Launch Systems” drop down menu provides short-cuts to several Oracle financial applications including Oracle (ofweb), Authority Manager, OBI Reporting, ReportMart3, and Axxess.

The “Learn about Systems” drop down menu provides short-cuts to many training environments (e. g. Expense Requests, Gift Transmittals, iJournals, OBI Reporting, and PCard).

The second tab, “More Activities”, provides the basic knowledge of Funds Management and its policy, with resources, forms and training references for using Stanford’s Chart of Accounts. It also provides training on handling gifts, other administration policies and procedures, capital equipment handling, debt management, tax compliance, and other reporting tools.

SU Home | HelpSU | StanfordWho Contact Us

**STANFORD UNIVERSITY** GATEWAY TO FINANCIAL ACTIVITIES

**Staff Financial Activities**

Common Activities **More Activities**

- » **Funds Management**  
Accounting for income and expenditures in Stanford's fund accounting environment
- » **Financial Reporting Tools**  
Reporting tools and commonly used reports
- » **Month-End/Year-End Close**  
Tasks and schedules for closing the books on a monthly and annual basis
- » **Capital Equipment & Projects**  
Planning and accounting for capital equipment and capital projects
- » **Petty Cash Administration**  
Policies and procedures for petty cash custodians
- » **Office of the Treasurer**  
Bondholder information, debt management, cash management, foreign exchange & more
- » **Supporting Students**  
About student billing, student funding, student workers, and student financial data
- » **Tax Compliance @ Stanford**  
University tax policy, standards, and practices

**Home**  
**Faculty**  
**Staff**  
Account Structure: Chart of Accounts  
Buying & Paying  
Capital Equipment & Capital Projects  
Cash Handling & Deposits  
Credit Card Merchant Services  
Financial Authority  
Financial Reporting  
Funds Management  
Month-End / Year-End Close  
Payroll Administration  
Payroll for Employees  
Petty Cash Administration  
Reimbursement / Expense Reporting  
Supporting Students  
Tax Compliance @Stanford  
Travel  
Treasurer's Office  
**Students/Parents**  
**Suppliers**

Search Fingate

» **News**

**Launch Systems:**  
Oracle (ofweb)   
[Browser Requirements](#)

**Learn about Systems:**  
OBI Reporting

**View All:**  
» [Training](#)  
» [How To...](#)  
» [Resources](#)  
» [Forms](#)  
» [Policy Notes](#)

» **Helpful Links**  
» [Contacts for Staff](#)

[About Financial Management Services \(FMS\)](#)  
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Questions? Feedback? Contact [FMS Client Advocacy & Education](#)

**Several Financial Reporting Tools that provide frequently used reports for managing financial activities:**

1. Oracle Financial Reporting Using ReportMart3 – these are pre-defined reports with download capability and can be accessed through <https://reportmart3.stanford.edu>

Financial Category	Report Number	Report Description
Account Structure: Chart of Accounts	FIN_REF_225_Fund Authorization	Displays the award set up information pertinent to gift and endowment funds, with description of fund usage per donor or department. It is important to review this report to determine the purpose of an expendable gift or an endowment fund.
	FIN_REF_229_PTA_Listing	Lists all PTAs (accounts) for your department and program including the title, owners, managers, type, start and end dates.
Funds Management	FIN_BGT_166_iBudget_Download	Displays detailed budget information including initial 9/1 consolidated Budget data with Budget changes or additions via iBudget.
	FIN_ENDOW_123_Endow Display	Reflects an endowment fund's investment holdings, including book value, market value, share quantity and type.
	FIN_ENDOW_128_Endow_Investment	Shows the book value, current market value, and cumulative endowment share balances of endowment funds. The data would be used to project endowment payouts for future years.
	FIN_FUND_153_Fund_Statement	Shows the beginning fund balance, transactional activity, and ending fund balance for the set of books in a reporting period, and a summary level of expenses.
	FIN_FUND_154_YTD_Fund_Bal_List	Displays fiscal year-to-date summarized receipts, transfers, expenses, investments, fund and uninvested balances by Award/Fund.
	FIN_FUND_154a_YTD_Fimd_Bal_List (noting anticipated endow payout)	Functions the same as the 154, but includes additional columns for "Anticipated Future Payout" and "Anticipated Available Balance" in the Data Download tab.
	FIN_FUND_253_YTD_Award_Status	Displays the current status of the fiscal-to-date actuals, expense control, commitments of projects and funds prior to year-end and during year-end close. Departments could use this report to reallocate surpluses and deficits in their operating budget. The Dean's Office uses this report to close the operating budget awards at year-end.

Financial Category	Report Number	Report Description
Buying and Paying	FIN_EXP_276_Project_View	Shows expenditures from a Project perspective for a specified reporting period.
	FIN_EXP_279_Transaction_Detail	Provides transaction detail of expenditure with reference numbers by month.
	FIN_EXP_279A_Transaction Detail	Provides same search as Report 279 but can limit search to Current Open Month (COM) or Last Closed Month (LCM).
	FIN_EXP_280_Month_By_Month Interactive Drill	Provides view and drill-down on expenses for salary/non-salary/other.
	FIN_EXP_285_Mo_Detail_Statement	Provides monthly detailed transactions, actual-to date balances, expense control. Task Managers are notified when report is ready to review and reconcile each PTA.
Student Support, Sponsored Projects	FIN_EXP_149_Qtrly_EXP_Cert	Used to aid in the review of expenditures, and to facilitate PI quarterly certification for Sponsored Projects. The report provides summary data including project-to-date or fiscal-to-date, expense control to date, expenditures to date, outstanding commitments and remaining balance.

2. Oracle Financials Inquiry Tools (SU Inquiry Tools) – a web based inquiry tool available through Oracle Applications at <https://ofweb.stanford.edu/> and link in the Navigator section of the Home page.



3. Oracle Business Intelligence (**OBI Financial Reporting**) - OBI Financial Reporting Systems is a new suite of reporting and analysis tools in the Oracle Business Intelligence Reporting system which provides a more robust reporting environment. Access OBI Reporting at: <http://www.stanford.edu/group/fms/fingate/finsystem/obi/access.html>

SU Home Search Fingate Search Contact Us

**FINANCIAL OBI FINANCIAL REPORTING SYSTEMS**

Fingate Financial Reporting Tools > OBI Financial Reporting > Access

**Access**

**Transitioning to OBI Financial Reporting**

The first phase of the Evolve Financial Reporting initiative, Payroll and Labor Management, delivered new reporting solutions for staff responsible for analyzing and reporting payroll and labor related information (e.g., planned and actual pay, labor schedules, distribution adjustments, time and leave records).

The next release addressed Expense Requests and Stanford University Credit Card Activity transaction detail reporting (e.g., expense reports / reimbursements, Stanford Travel Card transactions, advances, non-PO payments, and petty cash replenishments), historical IOU transactions, and Stanford Purchasing Card transactions recorded in the PCard module of Oracle Financials

**Gaining Access to OBI Financial Reporting**

Before you can access financial reporting data using OBI, you must satisfy the following:

1. Enroll in and complete the online [Financial Confidentiality Agreement](#) in STARS (FIN-PROG-0010).
2. Complete required [training](#).
3. Your school / department must grant you OBI financial reporting authority using [Authority Manager](#). [Identify authorized authority grantors](#).

**OBI Authority**

Click the link for information on OBI authority. Authority for OBI Financial Reporting is updated daily. Once you complete your training and/or new authority is granted, you should have access to your new authority within 24 hours.

>> [Authority Model for OBI Reporting](#)

**Launch Systems:**  
Oracle (ofweb) Go  
[Browser Requirements](#)

**Resources:**

- » [Quick Start Guide](#)
- » [Predefined Report List](#)
- » [RM3 to OBI Crosswalks & OBI Task Mapping](#)
- » [Data Definitions Search](#)
- » [OBI Authority Model](#)
- » [Confidentiality Agreement](#)

**Learn about Systems:**  
OBI Reporting Go

Phase 1 addressed the Payroll and Labor Management business function. The Quick Start Guide provides step by step instructions to run predefined financial reports in OBI. Go to <http://bi.stanford.edu> and select the “Dashboards” menu and choose the Payroll and Labor Management reports.

Home Catalog Favorites Dashboards New Open

- Most Recent(Expense Requests and SU Card Activity - Home)
- My Dashboard
- Authority
  - Authority
- Cross-functional Analysis
  - Headcount by Funding Source
- Finance
  - Expense Requests and SU Card Activity
  - Payroll and Labor Management



Select the report category from the tabs for the report that you would like to use.

**Payroll and Labor Management** Home Catalog Favorites Dashboards New Open Signed In A

Home **Summary** Actual Pay Labor Schedule Scheduled v Actual Timecard Leave

OBI Payroll and Labor Management Reporting solutions  
You can click on any of the tabs above to run reports [More Detailed Information](#)

Click this tab...	...for reports about
Summary	Actual Pay Overview Charges Remaining on Org Suspense Accounts Employee Assignments with Incomplete Labor Schedules Scheduled v Actual Labor Expenditure
Actual Pay	Actual Pay Details by Employee Labor Distribution Adjustments Batches – All Statuses
Labor Schedule	Labor Schedule Details by Employee Labor Schedule Summary Labor Schedule Details
Scheduled v Actual	Scheduled v Actual Details by Employee Scheduled Labor Expenditures and Actual Charges Currently Remaining on Org Suspense Account
Timecard	Timecard Hour Details Timecard Punch Details
Leave	Leave Details by Employee – Leave History Summary of Leave Balance

More detailed instructions and examples can be found at:

<http://web.stanford.edu/group/fms/fingate/finsystem/obi/report/plm/index.html>

Fingate Financial Reporting Tools > OBI Financial Reporting > Reports > Payroll and Labor Management

**Reports - Payroll and Labor Management**

Click on a tab below to explore Payroll and Labor Management reports available in OBI.

Summary Actual Pay Labor Schedule Schedule v Actual Timecard Leave

[Expand / Collapse All](#)

- Actual Pay Overview**  
 Display Gross Pay for ALL employees by Organization filtered as per Prompt Selection
- Charges Remaining on Org Suspense Accounts**  
 Display in Summary what amounts remain in Org Suspense accounts by Organization filtered as per Prompt Selection
- Employee Assignments with Incomplete Labor Schedules**  
 Display in Summary which employee have incomplete labor schedule by Organization filtered as per Prompt Selection. This report excludes the retirees and students
- Scheduled v Actual Labor Expenditure**  
 Display in Summary of the planned employee schedules on target by Organization filtered as per Prompt Selection

**Launch Systems:**  
Oracle (ofweb) Go  
Browser Requirements

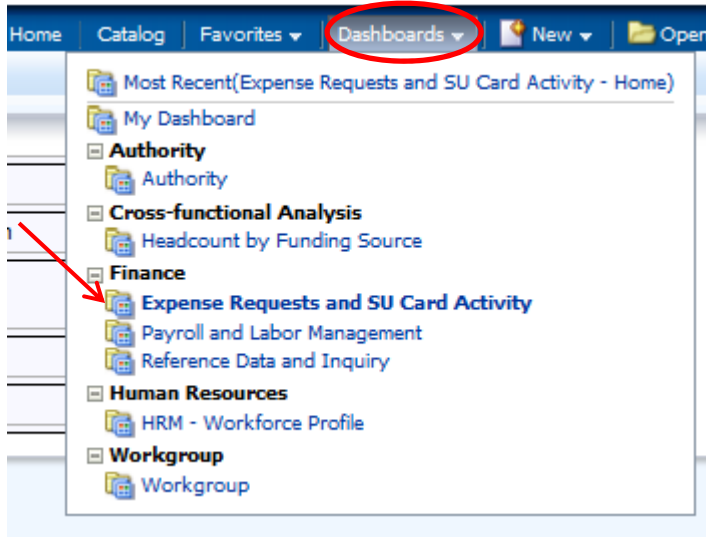
**Resources:**

- Quick Start Guide
- Predefined Report List
- RM3 to OBI Crosswalks & OBI Task Mapping
- Data Definitions Search
- OBI Authority Model
- Confidentiality Agreement

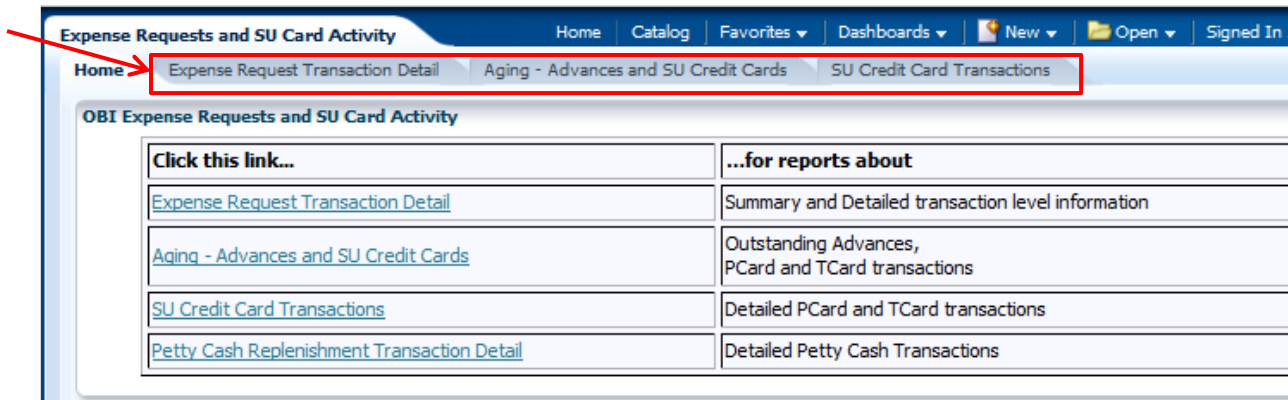
**Learn about Systems:**  
OBI Reporting Go

Phase 2 introduces Expense Requests and Stanford University Credit Card Activity transaction reporting (e.g. expense reports/reimbursements, Stanford Travel Card transactions, advances, non-PO payments, and petty cash replenishments). The Expense Requests system replaces iOU.

From the “Dashboards” menu, select the Expense Requests and SU Card Activity function.



Select the report category from the tabs for the report that you would like to read.



Additional details and examples can be found at:

<http://web.stanford.edu/group/fms/fingate/finsystem/obi/report/expreq/index.html>

SU Home Search Fingate Search Contact Us

FINANCIAL OBI FINANCIAL REPORTING SYSTEMS

Fingate Financial Reporting Tools > OBI Financial Reporting > Reports > Expense Requests and SU Credit Card Activity

**Reports - Expense Requests and SU Credit Card Activity**

Click on a tab below to explore Expense Requests and SU Credit Card Activity reports available in OBI.

[Expense Request Transaction Detail](#) [Aging - Advances and SU Credit Cards](#) [SU Credit Cards Transaction](#) [Petty Cash Replenishment Transaction](#)

[Expand / Collapse All](#)

**✦ Expense Request Transaction**  
This report displays all expense request transactions that have been submitted for approval workflow. This report also provides transaction and approval details, related to reimbursements (non-PO payments), export reports, cash advances, and petty cash with payment information.

**➤ Expense Request Transaction Summary**  
This section depicts a snapshot view of total transaction counts and amounts of all Expense Request transactions as detailed in the first report (Expense Request Transaction).

**Launch Systems:**  
Oracle (ofweb) Go  
Browser Requirements

**Resources:**  
» [Quick Start Guide](#)  
» [Predefined Report List](#)  
» [RM3 to OBI Crosswalks & OBI Task Mapping](#)  
» [Data Definitions Search](#)  
» [OBI Authority Model](#)  
» [Confidentiality Agreement](#)

**Learn about Systems:**  
Expense Requests Go

### **Important information to use when running reports:**

Department Organization Code – consists of 4 letters

Office Operations Operating Budget (OB) Award – consists of 5 letters beginning with “AAB”

The fiscal year start date is 9/1 (SEP-01) and the end date is 8/31 (AUG-31).  
(e.g. Fiscal Year “FY15” refers to the period of 9/1/2014 through 8/31/2015).

**Subscribe to the following email lists to receive Financial Activities Email Bulletins:**

[http://www.stanford.edu/group/fms/fingate/staff/bulletins/email\\_subscribe.html](http://www.stanford.edu/group/fms/fingate/staff/bulletins/email_subscribe.html)

Click a subscription link from the table below to subscribe to the following:

Financial Email Subscription Lists	
Topic	Subscription Link
iBudgets	<ul style="list-style-type: none"><li>• <a href="#">Subscribe to iBudgets-users@lists</a></li></ul>
iJournals	<ul style="list-style-type: none"><li>• <a href="#">Subscribe to iJournals-users@lists</a></li></ul>
Internet Procurement	<ul style="list-style-type: none"><li>• <a href="#">Subscribe to purch-users@lists</a></li></ul>
Petty Cash	<ul style="list-style-type: none"><li>• <a href="#">Subscribe to petty-cash@lists</a></li></ul>
Labor Distribution	<ul style="list-style-type: none"><li>• <a href="#">Subscribe to LD-adjusters@lists</a></li><li>• <a href="#">Subscribe to labor-schedulers@lists</a></li></ul>
Month-End / Year-End Close	<ul style="list-style-type: none"><li>• <a href="#">Subscribe to monthendclose@lists</a></li></ul>
PCard	<ul style="list-style-type: none"><li>• <a href="#">Subscribe to pcard-users@lists</a></li></ul>
ReportMart3	<ul style="list-style-type: none"><li>• <a href="#">Subscribe to ReportSU-Finance@lists</a></li></ul>
Sunflower	<ul style="list-style-type: none"><li>• For the latest information about Sunflower, visit the Property Management Office web site at <a href="http://doresearch.stanford.edu/research-offices/property-management-pmo">http://doresearch.stanford.edu/research-offices/property-management-pmo</a></li></ul>

**Important Financial Dates:**

May (Grad Aid Budget due)

June/July (Budget planning, Staff Salary Report, Operating Budget due)

August/September (Year End Close process)

November (First Quarter Special Commitments Report)

The Finance calendar is also available through the Finance Intranet website at: <https://finance-humsci.stanford.edu/calendar/month> (the October 2014 important dates and deadlines are shown in the example below). “Additional Calendars” related to many important dates and deadlines such as the academic calendar, the Year-End close calendar, and other Financial activities announced in Fingate are also available by clicking on the links.

The screenshot shows the Stanford University Finance H&S Dean's Office website. The navigation bar includes links for Home, Repository, Core Business Activities, Policies & Procedures, Training, News, **Calendar** (circled in red), and About. The main content area displays the 'Calendar' for October 2014. The calendar grid shows dates from 28th to 1st. Key events are highlighted in grey boxes: 'FY14 Year-End Reports Distribution' on Oct 22, 'FY14 Final Commitments Reports Distribution' and 'FY14 Faculty Salary Reports Distribution' on Oct 24, 'FY14 Department Reserve Report Distribution' on Oct 27, 'FY15 1st Qtr Commitments Report Distribution' on Oct 28, and 'FY15 Final Operating Budget Distribution' on Oct 29. A sidebar on the left contains a 'CALENDAR' section with 'MONTHLY VIEW' and 'LIST VIEW' options, a 'FILTER' section with dropdown menus for 'By topic' and 'and/or by annual process', and an 'ADDITIONAL CALENDARS' section with links to 'FINGATE CALENDAR', 'ACADEMIC CALENDAR', 'CONTROLLER'S OFFICE YEC CALENDAR', and 'YEC INTERACTIVE CALENDAR'. A red arrow points to this section. At the bottom of the calendar grid, there is a 'Click icon to add to your calendar' instruction and a 'Subscribe' button.

## **Helpful Contacts:**

Financial Support Center: 723-2772; Email: [finhelp@stanford.edu](mailto:finhelp@stanford.edu); Submit a HelpSU ticket

School of Humanities and Sciences Dean's Office websites:

- Facilities <https://www.stanford.edu/dept/humsci/cgi-bin/facilities/>
- Faculty Affairs <https://facultyaffairs-humsci.stanford.edu>
- Finance <https://www.stanford.edu/dept/humsci/intranet/finance/index.html>
- Graduate Aid Tool <http://gradaid.stanford.edu>
- Graduate and Undergrad Studies <http://www.stanford.edu/dept/humsci/cgi-bin/gus/>
- Human Resources <https://www.stanford.edu/dept/humsci/cgi-bin/hr/>
- Information Technology <https://hsdo.stanford.edu/it>
- Planning <https://hsdo.stanford.edu/planning>
- Research Administration <https://hsdo.stanford.edu/research>

Office of Sponsored Research: OSR link for Pre Award and Post Award Assignments:  
<http://doresearch.stanford.edu/research-offices/office-sponsored-research-osr/more-about-osr>

How to process Gifts: <https://www.stanford.edu/group/fms/fingate/finsystem/gift/howto.html>  
For Gift Processing questions, Email contact: [Development-Services@lists.stanford.edu](mailto:Development-Services@lists.stanford.edu)