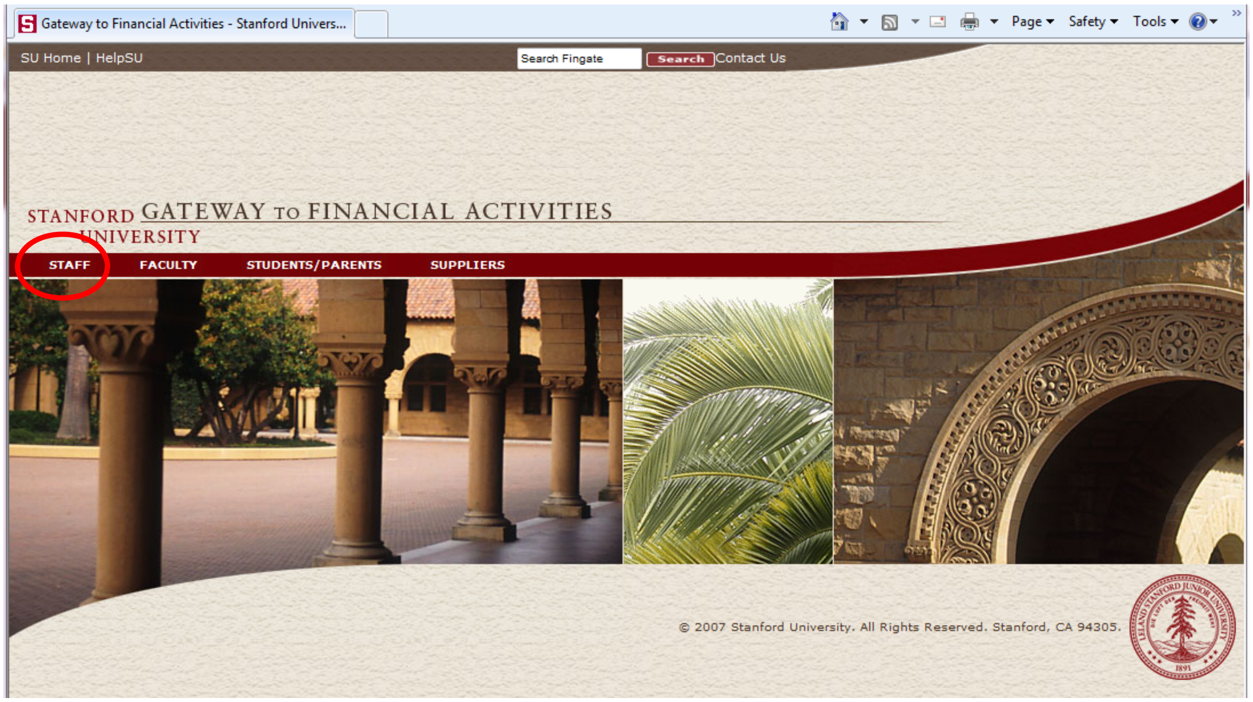
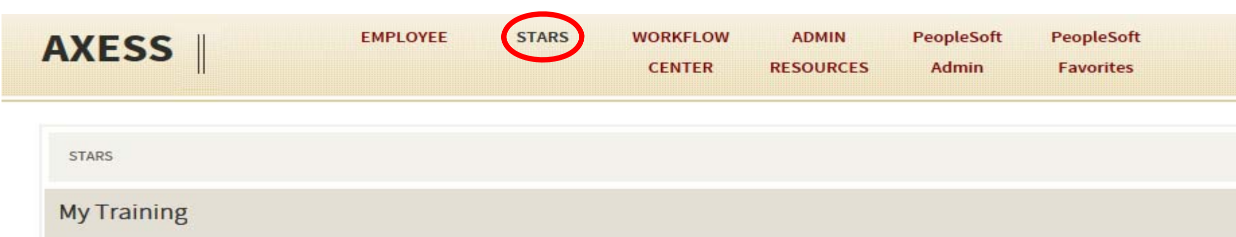
Department Administrator Training

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
New Staff	TOD-0100	Onboarding @ Stanford New Staff Orientation
Access	FIN-PROG-0010	Financial Confidentiality Agreement
Financial Authority	ORA-1101 FIN-0100 FIN-0103 FIN-0150 FIN-0203	Understanding Cost Policy Internal Controls Approving Financial Transactions Authority Manager Tutorial Approving Financial Transactions
Account Structure: Chart of Accounts	FIN-0102 FIN-0201	Using Stanford's Chart of Accounts Requesting PTAs Using PTA Manager
Funds Management	FIN-0170 FIN-0210 FIN-0190 FIN-0191	FUNDamentals of Funds Introduction to iJournals Initiating Gift Transmittals Approving Gift Transmittals
Buying & Paying, Expense Requests	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
Financial Reporting: Oracle Business Objects (OBI), ReportMart3	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
Payroll Administration	FIN-0510 FIN-0520	Labor Schedules Labor Distribution Adjustments
Student Support	FIN-0110	Understanding Graduate Financial Aid Expenditures
Sponsored Projects	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**

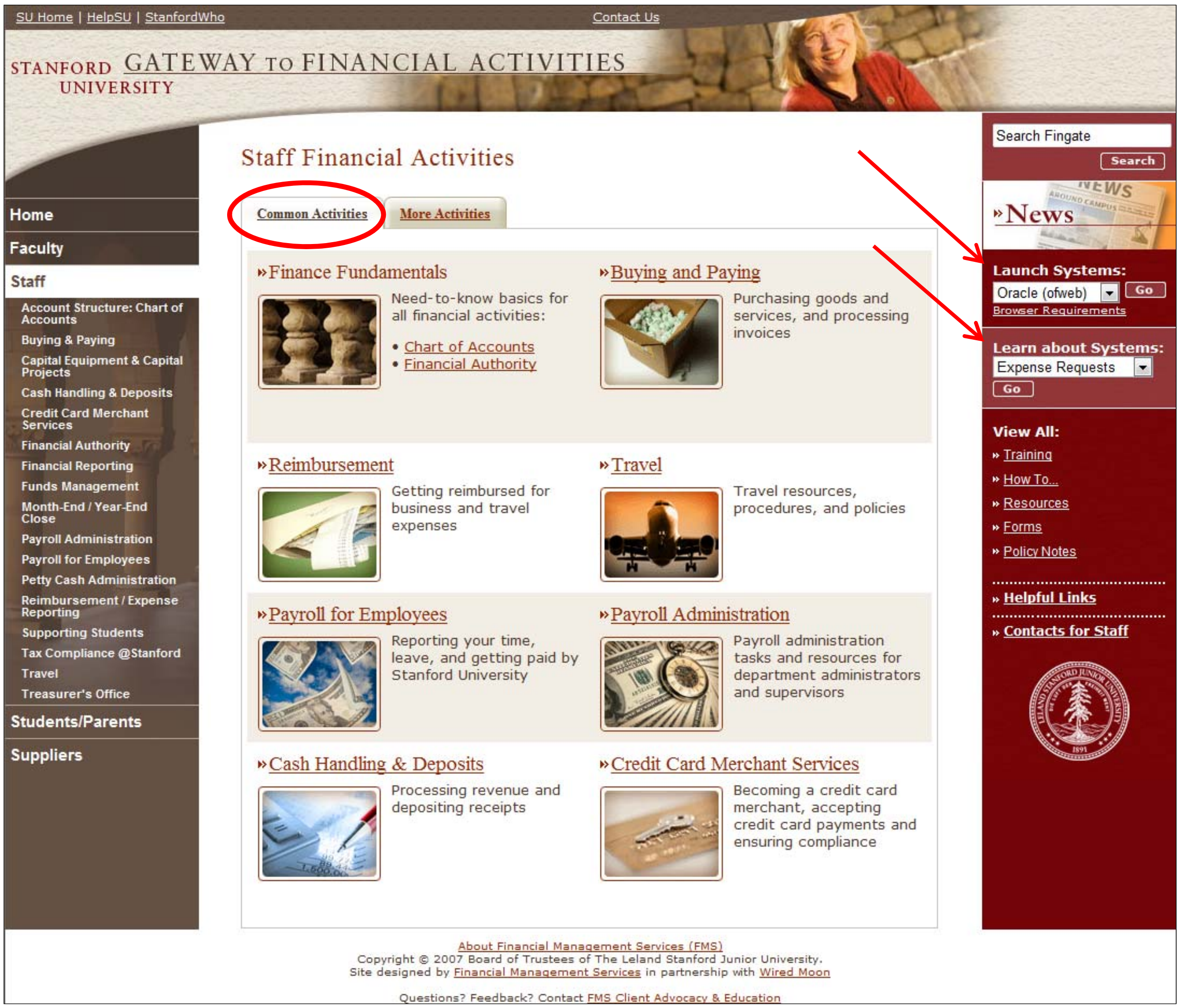
Websites that are helpful (may like to bookmark the following):

- 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 (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 (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 (Steps to clear Organization Suspense account for labor)
- 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)

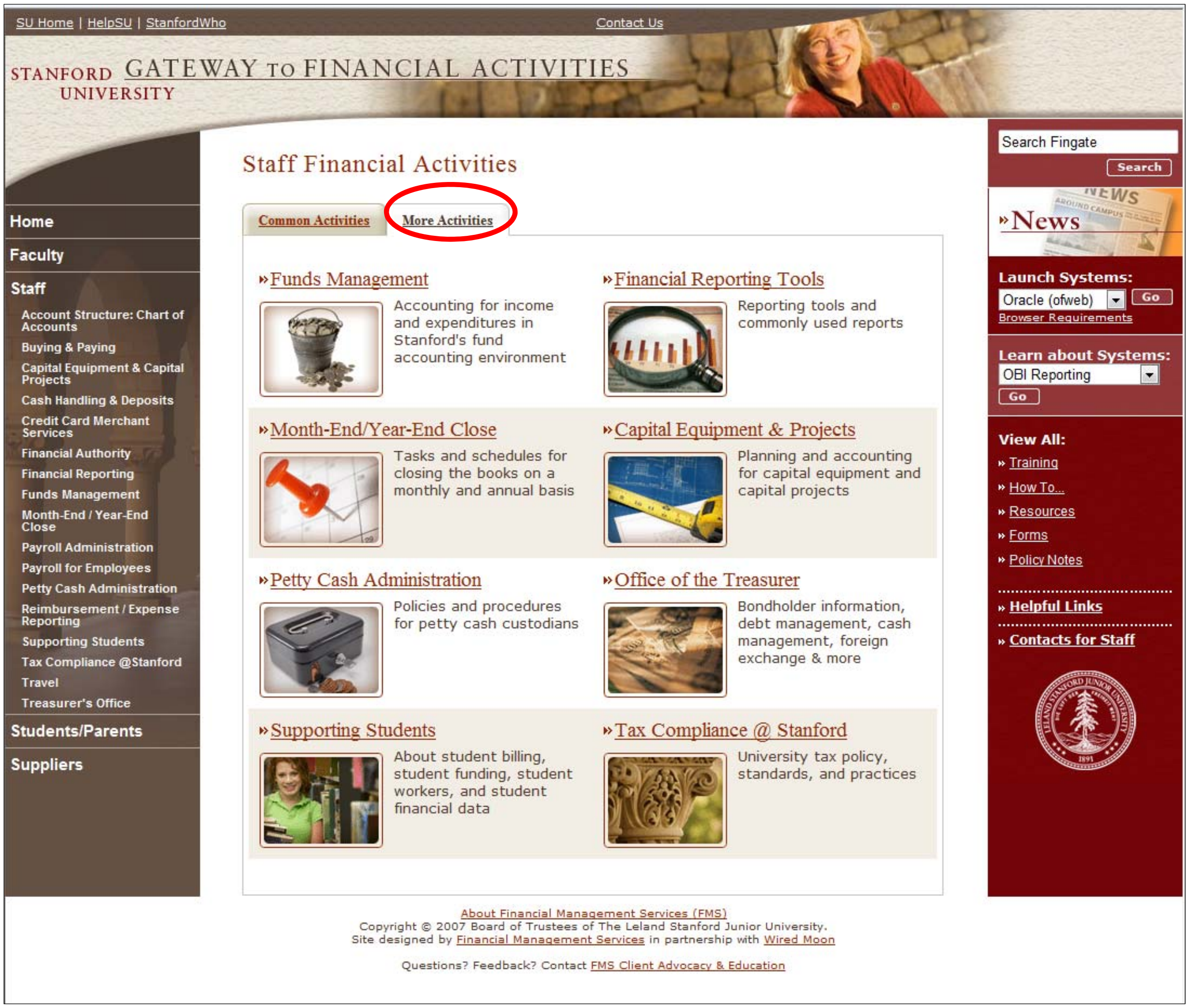
The first tab, "Common Activities", provides basic knowledge of Stanford's Account Structure: Chart of Accounts to classify and record financial transactions. There is also detailed information related to buying and paying, reimbursements, payroll, cash handling and deposits.



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

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.



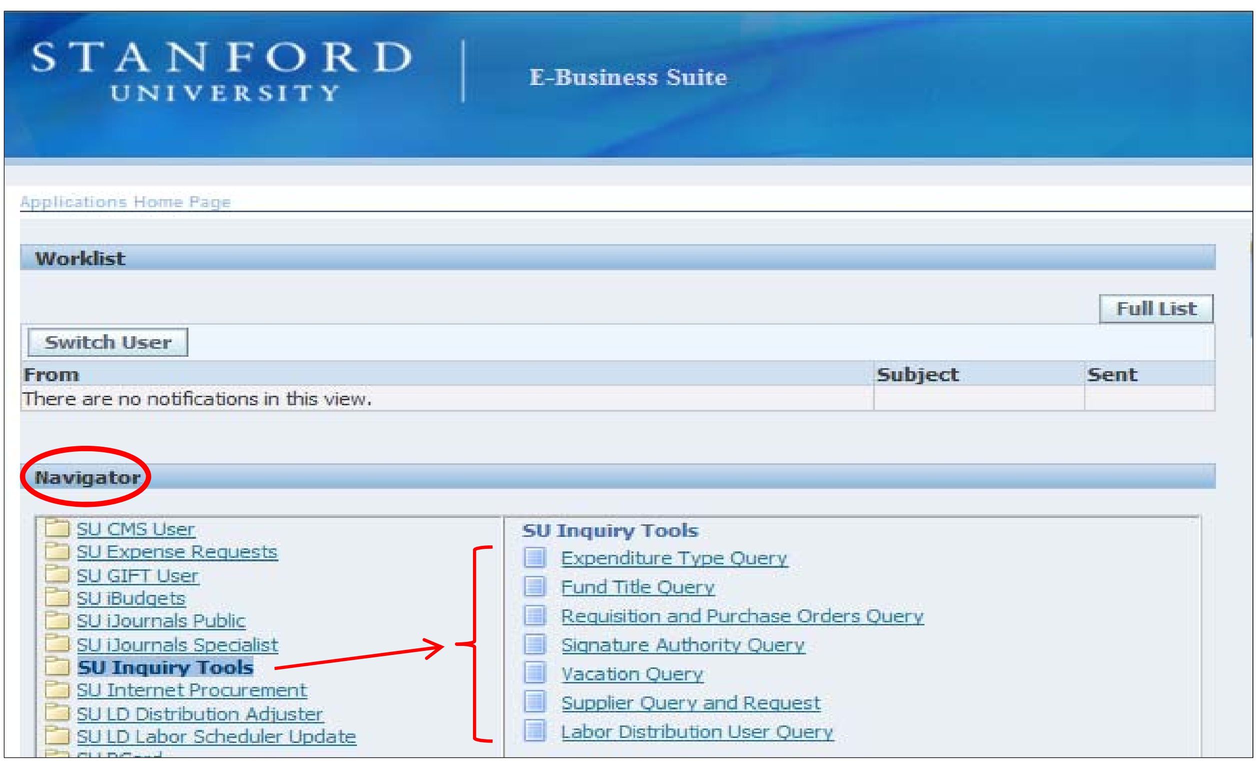
<u>Several Financial Reporting Tools that provide frequently used reports for managing financial activities:</u>

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

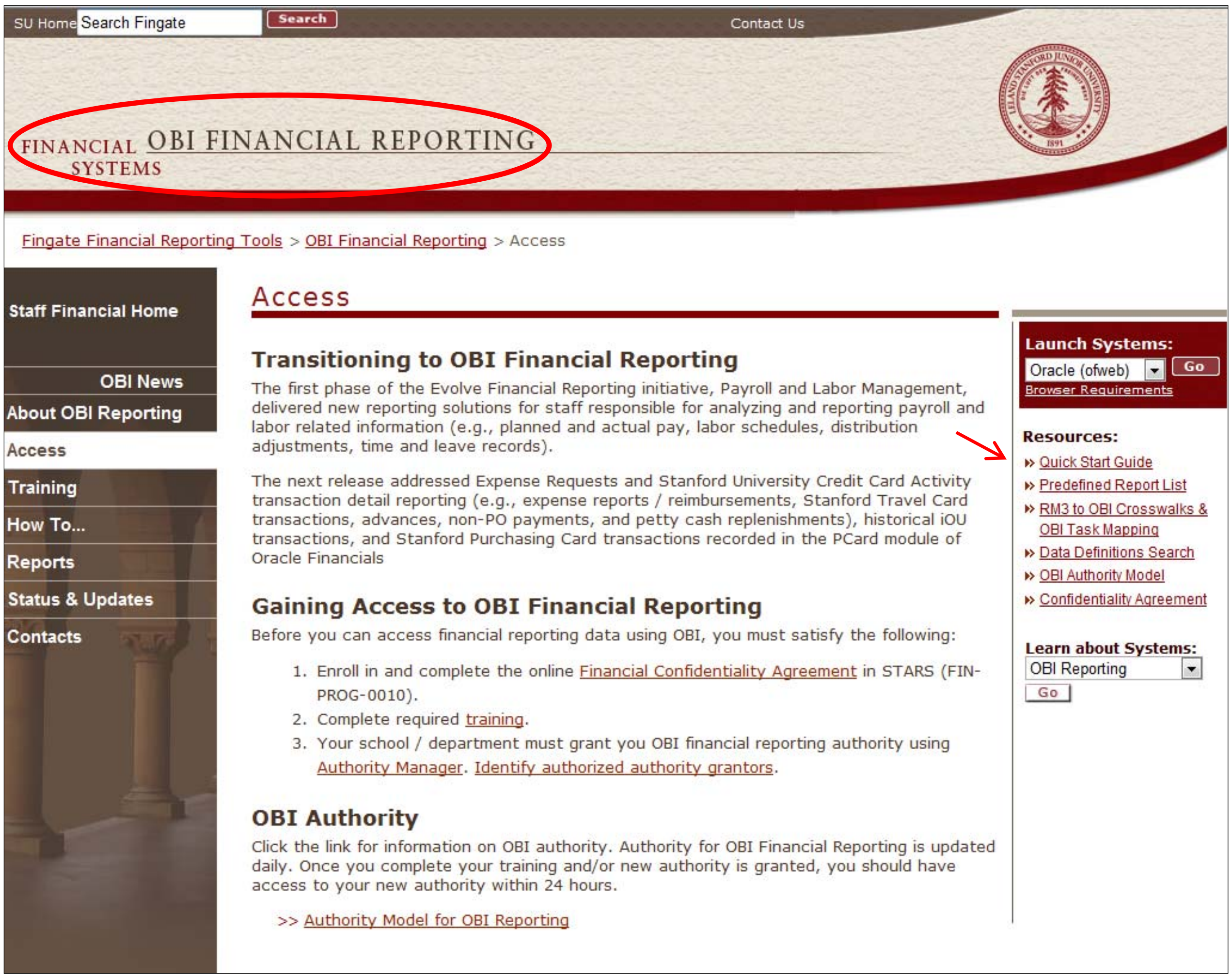
Financial Category	Report Number	Report Description
Account Structure: Chart of Accounts	FIN_REF_225_Fund Authorization	Displays the award set up information pertinent to gift and endowment funds, with description of fund usage per donor or department. It is important to review this report to determine 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.

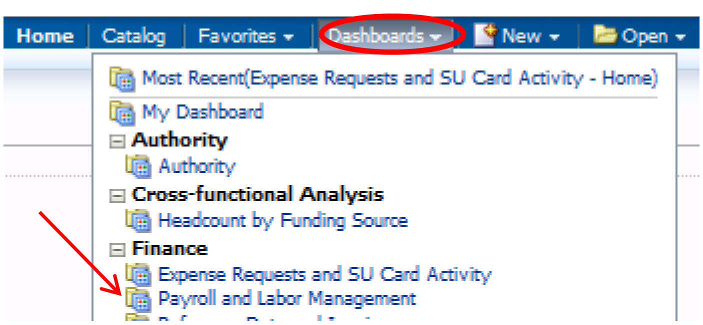
2. Oracle Financials Inquiry Tools **(SU Inquiry Tools)** – a web based inquiry tool available through Oracle Applications at https://ofweb.stanford.edu/ and link in the Navigator section of the Home page.



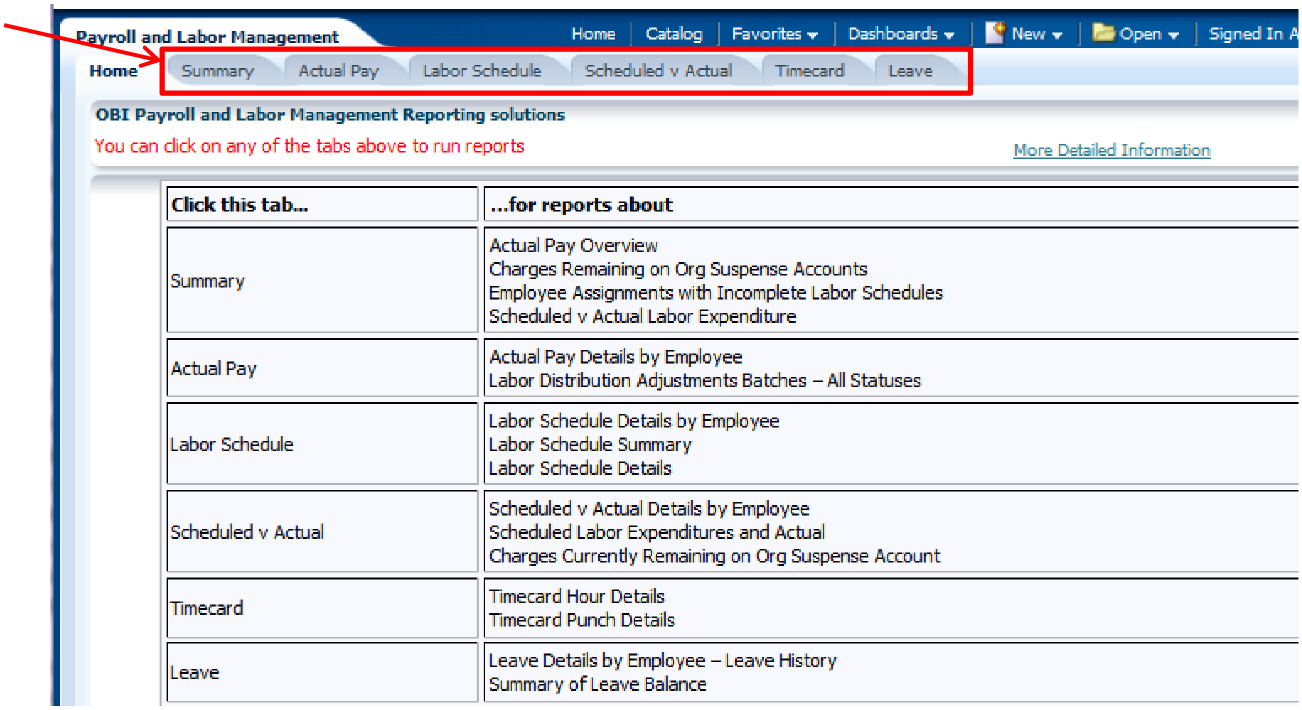
3. Oracle Business Intelligence **(OBI Financial Reporting)** - OBI Financial Reporting Systems is a new suite of reporting and analysis tools in the Oracle Business Intelligence Reporting system which provides a more robust reporting environment. Access OBI Reporting at: http://www.stanford.edu/group/fms/fingate/finsystem/obi/access.html



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.

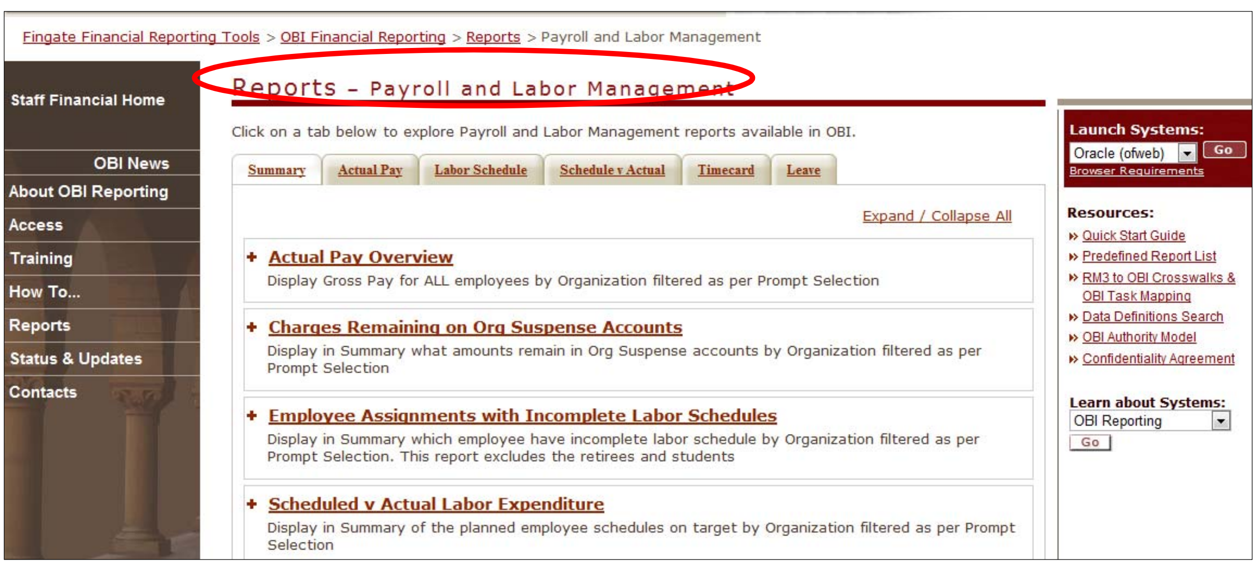


Select the report category from the tabs for the report that you would like to use.



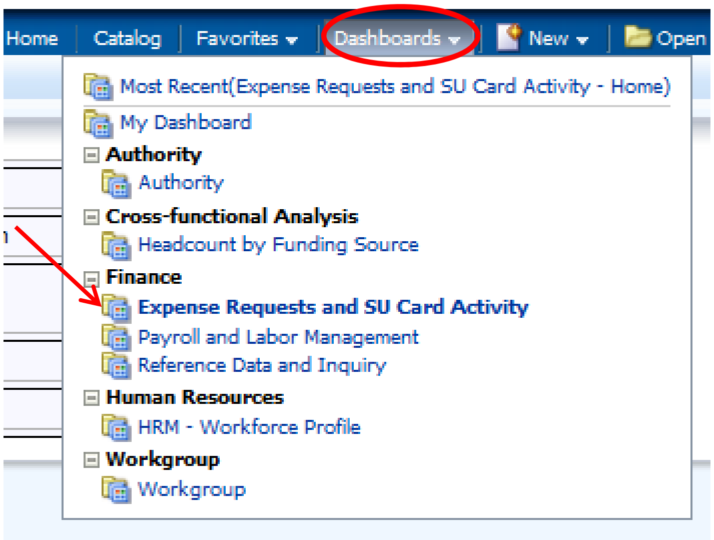
Click this tab...	...for reports about
Summary	Actual Pay Overview Charges Remaining on Org Suspense Accounts Employee Assignments with Incomplete Labor Schedules Scheduled v Actual Labor Expenditure
Actual Pay	Actual Pay Details by Employee Labor Distribution Adjustments Batches – All Statuses
Labor 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

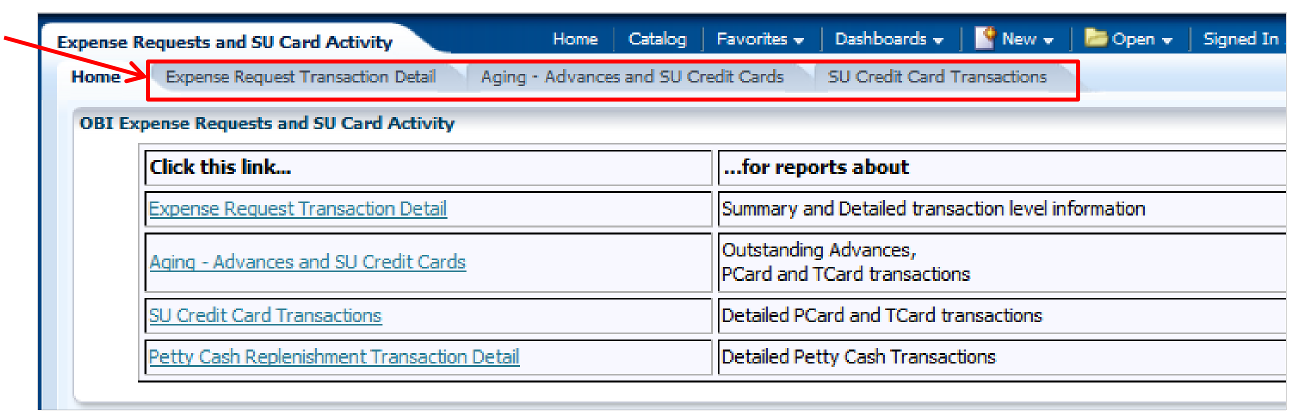


Phase 2 introduces Expense Requests and Stanford University Credit Card Activity transaction reporting (e.g. expense reports/reimbursements, Stanford Travel Card transactions, advances, non-PO payments, and petty cash replenishments). The Expense Requests system replaces iOU.

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

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

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

Financial Email Subscription Lists	
Topic	**Subscription Link**
iBudgets	• Subscribe to iBudgets-users@lists
iJournals	• Subscribe to iJournals-users@lists
Internet Procurement	• Subscribe to purch-users@lists
Petty Cash	• Subscribe to petty-cash@lists
Labor Distribution	• Subscribe to LD-adjusters@lists • Subscribe to labor-schedulers@lists
Month-End / Year-End Close	• Subscribe to monthendclose@lists
PCard	• Subscribe to pcard-users@lists
ReportMart3	• Subscribe to ReportSU-Finance@lists
Sunflower	• For the latest information about Sunflower, visit the Property Management Office web site at http://doresearch.stanford.edu/research-offices/property-management-pmo

Important Financial Dates:

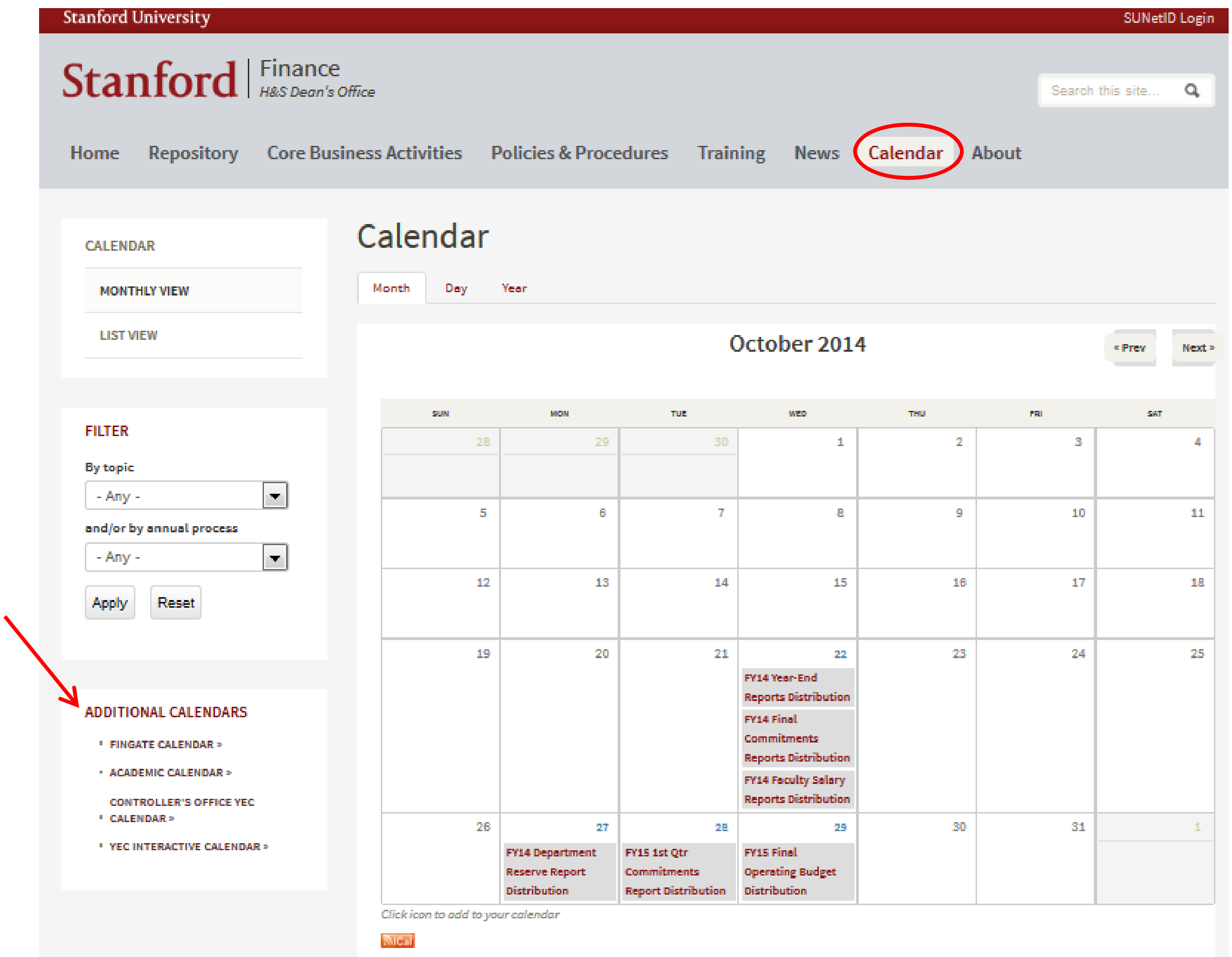
May (Grad Aid Budget due)

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.



Helpful Contacts:

Financial Support Center: 723-2772; Email: 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