OSR Fair 2016: New Financial Administrator

New Financial Administrators!

We've got you covered

RELAX!
Helpful Things to Know:

- How to review a sponsor’s notice of award and understand the sponsor’s requirements
- Best practices for configuring your accounts (PTAs)
- How to initiate and approve IOUs and process reimbursements in the Expense Request System
- University policies around travel and reimbursement for travel and related expenses
- How to initiate a request to issue a Subaward
- How to setup labor schedules, and process Labor Distribution Adjustments (LDAs)
- How to run reports in OBI (Oracle Business Intelligence) for forecasting, etc.
- Become familiar with our systems, get access and learn how to use them:
  - Oracle Financials
  - SeRA (Stanford Electronic Research Administration)
  - RM3 (ReportMart3)
  - FFIT (Faculty Financial Inquiry Tool)

To view related policies and courses see: fingate.stanford.edu
doresearch.Stanford.edu/training