iJournals Responsibility Matrix

The purpose of the **iJournals responsibility matrix** is to assist financial managers and users in determining the appropriate iJournal responsibility to be assigned in Oracle. The matrix provides a summary of the access and authority associated with each of the three iJournal responsibilities - iJournal Public, iJournal Specialist, and iJournal Central.

To request iJournal Specialist or iJournal Central responsibilities, complete the iJournal Responsibility Request form located at

http://fingate.stanford.edu/docs/iJnl_responsibility_request.xls

	iJournal Public	iJournal Specialist			iJournal Central
	Generic	Generic	Feeder Owner	Funds Transfer	Generic
iJournal Avail during Close	until 4th business day 7:00 am	4th business day 5:00 pm		5th business day 12:00 pm	4th business day 5:00 pm
Expenditure Codes Avail	Interdept, LPCH, SHC, student expenses, salaries, non-capital operating expenses	Public access + Fabrications, collection expenses			Specialist access + Capital project, fringe benefits, tuition, student & debt expenses
Objects Avail	Interdept revenue, revenue from DAPER, conferences, LPCH, SHS	Public access + Cash assets, tax liabilities, revenue fund transfers, revenue from patents, student fees, LPCH, SHS			Specialist access + Real Estate, investments, endowment, student loans
Validation	Full validation based on PTA; type of iJnl selected	Full validation based on PTA; type of iJnl selected	Full validation based on PTA	Full validation based on PTA; type of iJnl selected	Full validation based on PTA; type of iJnl selected
Approvers	Determined by PTA used	Determined by PTA used	No system approver*	Determined by PTA used	Approver(s) determined by originator
End-Routing	Determined by PTA used	Determined by PTA used	No approver	Determined by PTA used	-
Transaction Volume	Up to 1,500 lines/jnl	Up to 1,500 lines/jnl	Unlimited	Up to 1,500 lines/jnl	Up to 1,500 lines/jnl
Number of Journals	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Prerequisites	SU employee	SU employee	SU employee Cost Policy SRO Feeder set-up	SU employee Cost Policy	SU employee Cost Policy
Responsibility Granted by	Typically granted by manager / financial officer in dept	System and Reporting Operations staff only	System and Reporting Operations staff only	System and Reporting Operations staff only	Typically granted by manager / financial officer in Central offices
Responsibility Required by User Because…	User needs to originate transactions	Need access to specialist codes; more time to book month-end	Volume; business needs		

* Feeder entries are approved outside of the iJournal system

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