

iJournals Responsibility Matrix

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

To request iJournals Specialist or iJournals Central responsibilities, complete the iJournals Responsibility Request form located at:
http://fingate.stanford.edu/docs/Unl_responsibility_request.pdf

	iJournals Public		iJournals Specialist		iJournals Central		
	New/Allocation/Accrual	New/Allocation/Accrual	Funds Transfer	Feeder Owner	New/Allocation/Accrual	Funds Transfer	Feeder Owner
iJournals deadlines during Month-End Close (MEC)	7:00 am - submission deadline on Day 4 of MEC 5:00 pm - approval deadline on Day 4 of MEC	5:00 pm - submission deadline on Day 4 of MEC 5:00 pm - approval deadline on Day 4 of MEC	12:00 pm - submission deadline on Day 5 of MEC 3:00 pm - approval deadline on Day 5 of MEC	5:00 pm - submission deadline on Day 4 of MEC 6:30 pm - approval deadline on Day 4 of MEC	5:00 pm - submission deadline on Day 4 of MEC 5:00 pm - approval deadline on Day 4 of MEC	12:00 pm - submission deadline on Day 5 of MEC 3:00 pm - approval deadline on Day 5 of MEC	5:00 pm - submission deadline on Day 4 of MEC 6:30 pm - approval deadline on Day 4 of MEC
Expenditure Codes Available	Interdept, LPCH, SHC, non-capital operating expenses (e.g. food, travel, supplies, professional services, etc.)	iJournals Public access + Fabrications, collection expenses	N/A	iJournals Public access + Fabrications, collection expenses	iJournals Specialist access + Capital project, fringe benefits, tuition, student & debt expenses	N/A	iJournals Specialist access + Capital project, salaries, fringe benefits, tuition, student & debt expenses
Object Codes Available	Interdept revenue, revenue from DAPER, conferences, LPCH, SHS	iJournals Public access + Cash assets, tax liabilities, revenue fund transfers, revenue from patents, student fees, LPCH, SHS	49xxx fund transfer object codes	iJournals Public access + Cash assets, tax liabilities, revenue fund transfers, revenue from patents, student fees, LPCH, SHS	iJournals Specialist access + Real Estate, investments, endowment, student loans	49xxx fund transfer object codes	iJournals Specialist access + Real Estate, investments, endowment, student loans
Validation	Full validation based on PTA and type of iJournal form selected	Full validation based on PTA and type of iJournal form selected	Full validation based on PTA and type of iJournal form selected	Full validation based on PTA	Full validation based on PTA and type of iJournal form selected	Full validation based on PTA and type of iJournal form selected	Full validation based on PTA
Approvers	Determined by PT or A used. Over \$10k requires approver other than originator.	Determined by PT or A used. Over \$10k requires approver other than originator.	Determined by the Award. Over \$10k requires approver other than originator.	Routed for approval to Feeder Owner/Business Process Owner other than originator.	Over \$10K requires additional central approver	Determined by the Award. Over \$10k requires approver other than originator.	Routed for approval to Feeder Owner/Business Process Owner other than originator.
End-Routing	Determined by PTA used	Determined by PTA used	Determined by PTA used	No End-Route approval	No End-Route approval	Determined by PTA used	No End-Route approval
Transaction Volume	Up to 1,500 lines per iJournal	Up to 1,500 lines per iJournal	Up to 1,500 lines per iJournal	Unlimited	Up to 1,500 lines per iJournal	Up to 1,500 lines per iJournal	Unlimited
Number of Journals	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Prerequisites	SU employee	SU employee Understanding Cost Policy training (DOR-1101)	SU employee Understanding Cost Policy training (DOR-1101)	SU employee Understanding Cost Policy training (DOR-1101) Feeder set-up by Systems and Reporting Operations	SU employee Understanding Cost Policy training (DOR-1101)	SU employee Understanding Cost Policy training (DOR-1101)	SU employee Understanding Cost Policy training (DOR-1101) Feeder set-up by Systems and Reporting Operations
Responsibility Granted by	Access is automatically granted to staff with a valid Employee ID and SUNet ID	Systems and Reporting Operations	Fund Accounting	Systems and Reporting Operations	Financial Analysis & Information Reporting (FAIR)	Fund Accounting	Systems and Reporting Operations
Responsibility Required by User Because...	User needs to originate journal transactions	User needs access to specialist codes; more time to book month-end	Due to business needs	iJournal is over 1,500 lines or due to business needs	Due to business needs	Due to business needs	iJournal is over 1,500 lines or due to business needs

Resources

- **About iJournals** <https://web.stanford.edu/group/fms/fingate/finsystem/iJournals/index.html>
- **Month-End Close Deadlines** http://web.stanford.edu/group/fms/fingate/staff/moyrendclose/res_jobaid/month_end_deadline.html