



**Separation of Duties Grid - Revised 1/02/08**

For Cluster functions combined with non-cluster functions

Not an indication that the KSAs are the same for these functions - see functional descriptions

Functions available for decentralization. *IF incorporated with cluster function*

<u>Main Cluster Function Below</u>	Vendor Payment Processing	Bill Processing	Journal Processing	Budget Oversight & Approvals	Procurement Oversight functions	Enterprise Analyst	Dept ID Approver	Certified Approver	Cash Advance Processing	Departmental Deposit processing	Expense report processing	Purchasing Card processing	Requisition processing	Travel Authorization processing
<b>Vendor payment processing</b>		X	X	X	<b>No</b>	X	Not for vendor payments they enter	Not for vendor payments they enter	X	X	X	X	<b>No</b>	X
<b>Bill Processing</b>	X		X	X	X	X	N/A	N/A	X	X	X	X	X	X
<b>Journal Processing</b>	X	X		X	X	X	Not for journals they enter	Not for journals they enter	* ok per Mike V	* ok per Mike V	* ok per Mike V	* ok per Mike V	* ok per Mike V	* ok per Mike V
<b>Budget Oversight &amp; Approvals</b>	X	X	X		X	X	X	X	X	X	X	X	X	X
<b>Procurement Oversight functions</b>	<b>No</b>	X	X	X		X	Not for PO or AP	X	X	X	X	X	<b>No</b>	X
<b>Enterprise Analyst</b>	X	X	X	X	X		X	X	X	X	X	X	X	X

Read across from left to right →

"X" identifies possible other functions or roles that MAY be incorporated into the main cluster function without causing Separation of Duties issues

"No" identifies functions that may NOT be paired with or incorporated into the main cluster function.