

Functional Area

General Accounting

Related System

UCRFS

Quick Access to Supporting Documentation
for UCRFS Journals

Campus User Guide for the Journal Documentation System

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Revision History

Version	Date	Name	Description
1	June 2012	Jerry Monahan	Campus Guide Developed
2	January 2014	Jerry Monahan and Pauline Librenjak	Updated
3	March 2019	Pauline Librenjak	New Format and Updated



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Introduction

The Journal Documentation System (JDS) provides a centralized storage option for journal supporting documentation. Campus Departments, Accounting, and Financial Planning & Analysis can upload a related document (PDF format) into the JDS for year-end accruals (ACL), budget establishment and adjustments (BEAs), federal cost transfers (FCTs), intercampus recharges (IRC), journal entries (JRVs), non-payroll cost transfers (NCTs), and ProCard transfers (PCTs).

This application will also alleviate interruptions by Accounting should an audit arise that requires supporting documentation for various entries. Accounting can access the JDS and pull the uploaded backup for the auditor.

Background

The Accounting Office and Financial Planning and Analysis worked together in developing a central repository for supporting documentation that could be easily accessed by Central offices and Campus departments for various journals processed in UCRFS.



Journal Documentation System Access

The Journal Documentation System (JDS) is available in R'Space under Authorized Applications. Regular User access is NOT managed via EACS. Rather, it is given to any user who possesses one or more roles in UCRFSTotals, UCR PAN, or UCRFS.

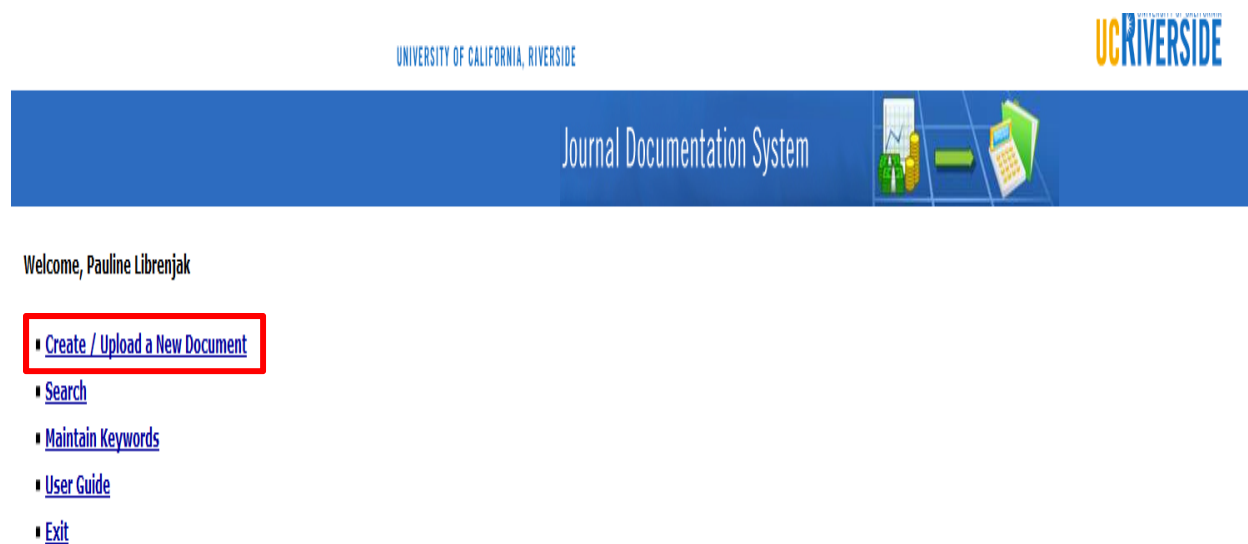
How to Upload Supporting Documentation for Journals

Regular Users can upload supporting documentation into the Journal Documentation System for BEA, NCT, FCT, and PCT journals with a journal date within the last year. The journal search process below has been restricted to display journals having a journal date within the last year.

Scan or convert the supporting documentation for the journal into a PDF format and save it to your desktop or the C:\Temp folder using the following naming convention: Source Code and Journal ID Number. For example, NCT 0001159640. More than one attachment can be uploaded and associated with a journal. When there is more than one attachment, name the document file with Source Code, Journal ID Number and an alpha character. For example, NCT 0001159640A and NCT 0001159640B.

It is not necessary to scan the backup if it is available as a PDF document from an email or web based system such as eBay. Email, Word, and Excel documents can be converted to PDF for uploading into the Journal Documentation System.


1. Click on "Create/Upload a New Document".



2. Insert the full “Journal ID” number and then click on the magnifying glass. It is best to enter the full journal number so that it returns the exact journal and makes the search process much quicker.

Journal Documentation System

Create / Upload a New Document

UCR NetID	PAULINEL
First Name	Pauline
Last Name	Librenjak
Phone	(951) 827-1955
E-mail	PAULINEL@ucr.edu
Journal ID	<input type="text" value="0001159640"/> 
Journal Date	<input type="text"/>
Journal Header Description	<div></div>
Accounting Office View Only	<input type="text" value="N"/>
Keyword Selection	<input type="text"/>
Keywords	<input type="text"/>
Comments	<div></div>
	<div></div>
	<div>Attach Document</div>
Status	<input type="text" value="Active"/>

Submit

Main Menu

3. Select the journal by clicking the “Select” button. Note: If the search results do not bring up the journal and the journal date is within the last year, it possibly means the journal was deleted before it could post.

fjds.ucr.edu/fjds/Find_journal_id?p_search_string=0001159640&sRole=CENTRAL OFFICE USER

Please enter a portion of the Journal ID or Journal Header Description:

Select	Journal Id	Journal Date	Journal Source	Operator Id	Journal Header Description
<input type="radio"/>	0001159640	11-MAR-19	NCT	VALERIE	To correct cost center on 18/19 Auto insurance JRV 1152358 on 1/31/19. Moving from NWAE to NWEA. Fleet was notified of error on 2/6/19 but never send through a correction.

4. JDS returns the journal's date and header description.

Journal Documentation System

Create / Upload a New Document

UCR NetID PAULINEL
First Name Pauline
Last Name Librenjak
Phone (951) 827-1955
E-mail PAULINEL@ucr.edu

Journal ID

Journal Date

Journal Header Description

Accounting Office View Only

Keyword Selection

Keywords

Comments


Status

5. Select the appropriate Keyword from the “Keyword Selection” drop down menu. Selecting a keyword is optional. If there are no appropriate keywords for the journal, you don’t have to select one. The keyword allows departments, Accounting, or Financial Planning & Analysis to search for journals using a keyword.

Additional information can be added to the “Keywords” area after selecting a keyword. If a keyword is not selected, enter an appropriate description that you think would help you search for such a journal. The space is limited to 60 characters. The Keyword selected was “CYNCT”.

Journal Documentation System

Create / Upload a New Document

UCR NetID	PAULINEL
First Name	Pauline
Last Name	Librenjak
Phone	(951) 827-1955
E-mail	PAULINEL@ucr.edu
Journal ID	<input type="text" value="0001159640"/> 
Journal Date	<input type="text" value="03/11/2019"/>
Journal Header Description	<div style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4;">To correct cost center on 18/19 Auto insurance JRV 1152358 on 1/31/19. Moving from NWAE to NWEA. Fleet was notified of error on 2/6/19 but never send through a correction.</div>
Accounting Office View Only	<input type="text" value="N"/>
Keyword Selection	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #005596; color: white; padding: 2px; text-align: center;">▼</div> <div style="border: 1px solid #ccc; padding: 5px;"> CORRECTION CYFCT CYNCT CYPCT E-OP(119500) EMF IOC ITF M-OP(119501) PAYROLL PLANT PYFCT PYNCT RELOCATION STIP UCB(119510) UCD(119530) UCI(119590) UCLA(119540) </div> </div>
Keywords	<div style="border: 1px solid #ccc; height: 40px;"></div>
Comments	<div style="border: 1px solid #ccc; height: 80px;"></div>
Status	

6. To upload a document, click on “Attach Document”.



Journal Documentation System

Create / Upload a New Document

UCR NetID PAULINEL
First Name Pauline
Last Name Librenjak
Phone (951) 827-1955
E-mail PAULINEL@ucr.edu

Journal ID 0001159640 

Journal Date 03/11/2019

Journal Header Description

To correct cost center on 18/19 Auto insurance J
RV 1152358 on 1/31/19. Moving from NWAE to NWEA
. Fleet was notified of error on 2/6/19 but nev
er send through a correction.

Accounting Office View Only

N ▾

Keyword Selection

CYNCT ▾

Keywords

CYNCT

Comments

Attach Document

Status

Active ▾

Submit

Main Menu

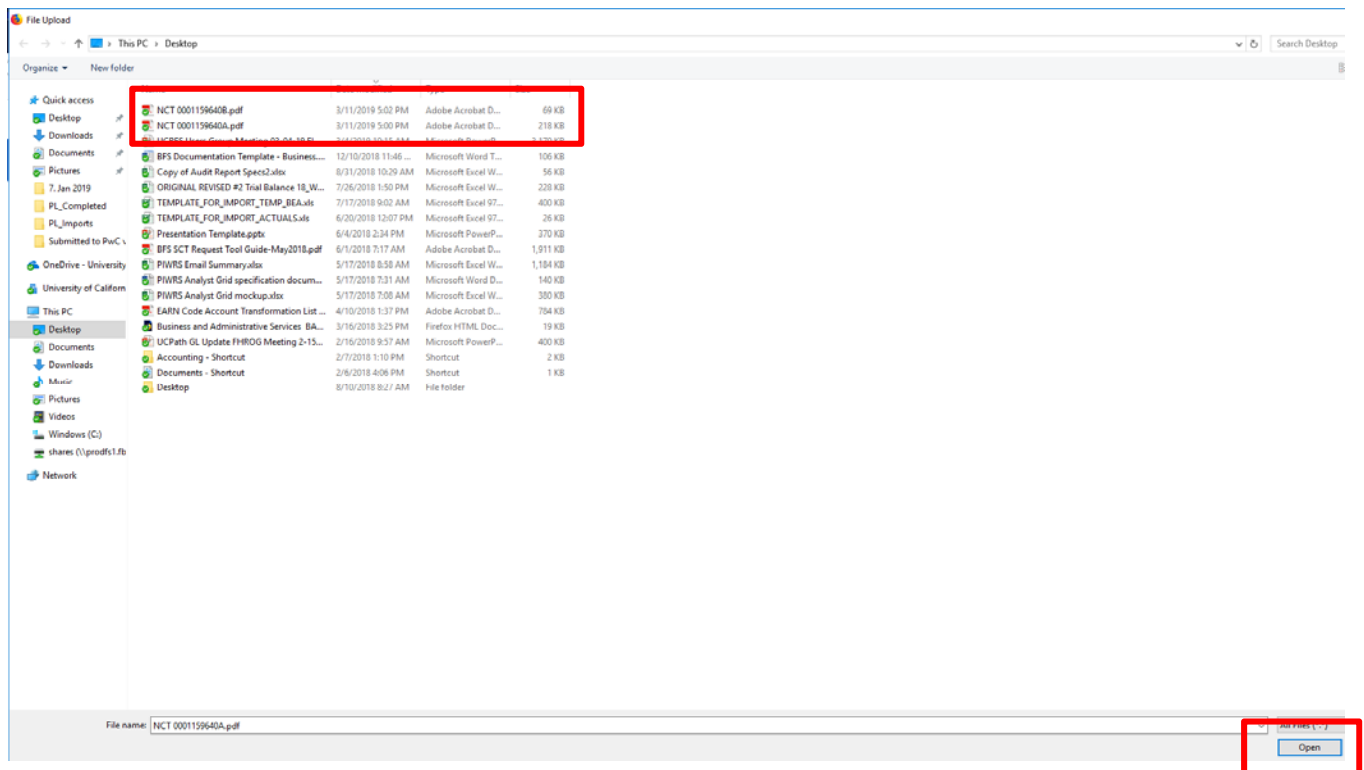
- Click on “Browse” and navigate to the location of where the supporting documentation (in PDF format using the naming format defined on Page 4) is saved.

Journal Documentation System

Create / Upload a New Document

UCR NetID
First Name PAULINEL
Last Name Pauline
Phone Librenjak
E-mail (951) 827-1955
 PAULINEL@ucr.edu
Journal ID 0001159640
Journal Date 03/11/2019
Journal Header Description
 To correct cost center on 18/19 Auto insurance J RV 1152358 on 1/31/19. Moving from NWAE to NWEA. Fleet was notified of error on 2/6/19 but never send through a correction.
Accounting Office View Only N
Keyword Selection CYNCT
Keywords CYNCT
Comments
 Please select the Attachment (pdf only) to add to this journal
 File to upload: Browse... No file selected.
 Upload Cancel
 Attach Document
Status Active
 Submit Main Menu

- Select the PDF document(s) to be uploaded as supporting documentation for the journal and click on "Open".



- The file is now ready to be uploaded by clicking on the "Upload" button. Note: At this point, only one file can be uploaded at a time.




UNIVERSITY OF CALIFORNIA, RIVERSIDE

Journal Documentation System

Create / Upload a New Document

UCR NetID PAULINEL
First Name Pauline
Last Name Librenjak
Phone (951) 827-1955
E-mail PAULINEL@ucr.edu

Journal ID 0001159640 

Journal Date 03/11/2019

Journal Header Description

To correct cost center on 18/19 Auto insurance J
RV 1152358 on 1/31/19. Moving from NWAE to NWEA
. Fleet was notified of error on 2/6/19 but nev
er send through a correction.


Accounting Office View Only N 

Keyword Selection CYNCT 

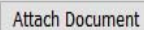
Keywords CYNCT

Comments

Please select the Attachment (pdf only) to add to this journal

File to upload:  NCT 0001159640A.pdf



Status

Active 





10. To confirm the correct document was uploaded, click on the PDF file to open and view it. More than one attachment can be uploaded for a journal ID by going through the same procedure above for each attachment. At this point, a 2nd file can now be uploaded. If the incorrect file was accidentally uploaded to the journal, delete it before going on to the next step. **This is the only opportunity to delete the attached document.** After confirming, click on "Submit".

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Journal Documentation System

Create / Upload a New Document

UCR NetID: PAULINEL
First Name: Pauline
Last Name: Librenjak
Phone: (951) 827-1955
E-mail: PAULINEL@ucr.edu

Journal ID: 0001159640

Journal Date: 03/11/2019

Journal Header Description: To correct cost center on 18/19 Auto insurance J RV 1152358 on 1/31/19. Moving from NWAE to NWEA. Fleet was notified of error on 2/6/19 but never send through a correction.

Accounting Office View Only: N

Keyword Selection: CYNCT

Keywords: CYNCT

Comments:

[NCT 0001159640A.pdf](#) [Delete](#)

Attach Document

Status: Active

[Submit](#) [Main Menu](#)

2nd file uploaded:

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Journal Documentation System

Create / Upload a New Document

UCR NetID: PAULINEL
First Name: Pauline
Last Name: Librenjak
Phone: (951) 827-1955
E-mail: PAULINEL@ucr.edu

Journal ID: 0001159640

Journal Date: 03/11/2019

Journal Header Description: To correct cost center on 18/19 Auto insurance J RV 1152358 on 1/31/19. Moving from NWAE to NWEA. Fleet was notified of error on 2/6/19 but never send through a correction.

Accounting Office View Only: N

Keyword Selection: CYNCT

Keywords: CYNCT

Comments:

[NCT 0001159640A.pdf](#) [Delete](#)
[NCT 0001159640B.pdf](#) [Delete](#)

Attach Document

Status: Active

[Submit](#) [Main Menu](#)



11. A message will be returned when file submission is successful.

Journal Documentation System

Create / Upload a New Document

UCR NetID

First Name

Last Name

Phone

E-mail

Journal ID

Journal Date

Journal Header Description

Accounting Office View Only

Keyword Selection

Keywords

Comments

Status

PAULINEL

Pauline

Librenjak

(951) 827-1955

PAULINEL@ucr.edu

N

Attach Document

Active

Submit

Main Menu

*** Upload Status: Uploaded successfully.



Journal Documentation System Search Engine

JDS will allow the user to perform a search to view the supporting documentation based upon one or more fields: UCR Net ID, Journal ID Number, Journal Date, Date Uploaded, Status, and Keywords.

Searching by a specific Journal ID Number is the recommended approach. Note: The UCR Net ID is the Net ID of the person who uploaded the backup into the JDS, which normally will be the person processing the journal in UCRFS. However, if the results are not as expected, the backup may have been uploaded by someone other than the person who processed the journal. When performing searches using Journal Dates, Dates Uploaded, UCR Net ID and Keywords, it is highly recommended that criteria be entered in more than one field to limit the search results and improve the response time.

1. On the Main Menu, click "Search".

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Journal Documentation System

Welcome, Pauline Librenjak

- [Create / Upload a New Document](#)
- [Search](#)
- [Maintain Keywords](#)
- [User Guide](#)
- [Exit](#)

2. Enter the Journal ID Number and click "Search". Note: You must limit the search by entering at least part of the Journal ID or by entering one of the other fields such as a Keyword, UCR Net ID, or Journal Date. If you leave the Journal ID blank and don't limit the search by another field, the search will take a very long time, and the system will bring up all journals.

Journal Documentation System

Search Engine



UCR NetID	<input type="text"/>	
Journal ID	<input type="text" value="0001159640"/>	
Journal Date From	<input type="text"/>	To <input type="text"/>
Date Uploaded From	<input type="text"/>	To <input type="text"/>
Status	<input type="text" value="All"/>	
View	<input type="text" value="All"/>	
Keywords	<input type="text" value="Starts With"/>	
<input type="button" value="Search"/> <input type="button" value="Main Menu"/>		

- Search results will return the screenshot below. The supporting documentation can be viewed by clicking on either link for the Journal ID or the Attachment View. If the journal was deleted before it could post, a "Yes" is displayed in the Journal Deleted column. This means the department processed the journal and uploaded backup into the Journal Documentation System for it, but then decided to delete the journal before it could post.

If applicable, a comment can be viewed as well.

Journal Documentation System

Search Engine

UCR NetID 
 Journal ID 
 Journal Date From To
 Date Uploaded From To
 Status
 View
 Keywords Starts With

Search Results

UCR NetID	Uploaded By	Journal ID	Journal Date	Accounting Office Only	Keywords	Attachment	Comments	Journal Deleted?
PAULINEL	Pauline Librenjak	0001159640	03/11/2019	N	CYNCT	View (2)	None	

- There are two ways to view the supporting documentation for a Journal. When clicking on the "Journal ID", a page displaying the Journal Header Description and a link(s) to view the supporting documents is returned. Click on file name(s) to view the supporting documentation.

Journal Documentation System

Update Journal Document Status

UCR NetID PAULINEL
First Name Pauline
Last Name Librenjak
Phone (951) 827-1955
E-mail PAULINEL@ucr.edu
Journal ID 0001159640
Journal Date 03/11/2019

Journal Header Description
 To correct cost center on 18/19 Auto insurance JRV 1152358 on 1/31/19. Moving from NWAE to NWEA. Fleet was notified of error on 2/6/19 but never send through a correction.

Accounting Office View Only N
Keywords CYNCT

Attachments


File Name	Last Updated
NCT 0001159640B.pdf	03/12/2019 12:52:32 AM
NCT 0001159640A.pdf	03/12/2019 12:42:07 AM


Status A

5. The other way to view the supporting documentation is to click on “View” under Attachment.

Journal Documentation System

Search Engine

UCR NetID 

Journal ID 

Journal Date From To

Date Uploaded From To

Status

View

Keywords Starts With

Search Results

UCR NetID	Uploaded By	Journal ID	Journal Date	Accounting Office Only	Keywords	Attachment	Comments	Journal Deleted?
PAULINEL	Pauline Librenjak	0001159640	03/11/2019	N	CYNCT	View (2)	None	

Attachment

File Name	Uploaded On	Uploaded By UCR NetID
NCT 0001159640B.pdf	03/12/2019 12:52:32 AM	PAULINEL
NCT 0001159640A.pdf	03/12/2019 12:42:07 AM	PAULINEL



Summary and Conclusion

The Central offices encourage Campus departments to utilize this application as a repository for supporting documentation for UCRFS journals with Source Codes ACL, BEA, FCT, IRC, JRV, NCT, and PCT. It does provide quick access to view a journal's supporting documentation and does relieve department interruption during the course of an audit.

Direct all questions and comments regarding this system to ucrfsfeedback@ucr.edu