Campus User Guide for the
Journal Documentation System

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**Background**

The Journal Documentation System provides access to documentation associated journals entries prepared by the Accounting Office and Resource Planning & Budget. The documentation stored in this system will typically be related to the following journal “Source Codes”: JRV (financial journal), IRC (Intercampus Recharges), BEA (Budget Establishment and Adjustment) and ACL (Year-End Accruals).

**Access**

The Journal Documentation System (JDS) is available in R’Space under Authorized Applications. Users with any UCRFS or UCRFS Totals role will automatically have inquiry access to the JDS. At this time, campus users do not have the ability to upload documents into this system.

**Journal Documentation System Search Engine**

Journal documentation can be viewed by searching one or more fields: Journal ID, Journal Date, and Transactor’s User ID.

1. To search for journal back up, click on “Search” from the Main Menu.
2. Search by Journal ID:
   a.) The quickest way to search for a journal is to search for a specific “Journal ID” by entering all 10 digits of the Journal ID (partial journal IDs can be looked up via the magnifying glass icon). Enter the Journal ID and click on “search”.
b.) Access the backup documentation by clicking on either the Journal ID or View Attachment links.

c.) Clicking on the “Journal ID” link brings back the journal document status which includes the Net ID of the individual that uploaded the document(s) into the JDS (typically the journal preparer), Journal Date, Journal Header Description, and Attachment links. Click on the attachment links to view the related documents.
d.) The “View” link only brings back the Attachment links. Click on an attachment link to view the related document.
3. Searches can also be performed by using one or more of the following fields: Journal Dates, Transactor Net ID, and keywords. When performing searches using these fields it is highly recommended that criteria is specified in more than one field to limit the search results and improve the response time.

Please note the UCR Net ID is the Net ID of the person who uploaded the backup into the Journal Documentation System, which normally will be the person preparing 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 prepared the journal. Searching by specific Journal ID is the recommended approach.

**Contacts**

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