Purpose:

To establish a clear structure to identify, locate, group and manage files. Maintaining this naming convention will prevent duplicate files or misplacements and will help keep files up-to-date. A standard naming convention facilitates seamless understanding and file sharing between team members and departments.

Scope:

This procedure applies to all departments within UC ANR when creating a Statement of Cash Collections SCCs, saving and sharing files, folders, and records.

Statement of Cash Collection Structure (SCC): To be followed by County, RECs, SWPR and Admin Units sending SCC documents for deposits.

All files and folders must follow the core format:

1. **Location code:** Each location has a 4 (four) letter acronym associated with the location. The acronym will clearly identify the originating department for each deposit. Using the acronym ensures all departments can easily recognize the source of each deposit.
2. **Year of deposit**: a 2-digit *FISCAL* year (YY) located after the acronym: (Should be the current fiscal year)
   a. For example: FY 2025-2026 would be "26", FY 2026-2027 would be "27"
3. **Hyphen (-) after year:** -
   a. (location acronym)(Fiscal year) - (XXXX)(YY)
4. **Month the SCC is created:** in number format. For every SCC created that month you will increase the last portion of the naming convention by 1. i.e.: ALAM26-0801, ALAM26-0802, ALAM26-0803, etc.
   Months:

January	01	July	07
February	02	August	08
March	03	September	09
April	04	October	10
May	05	November	11
June	06	December	12

5. File Naming Structure:

    a. All SCCs files must follow the same format as the naming convention listed above. This naming convention will also be used on the Journal Vouchers that are turned into Financial Services.

        i. (Location acronym)(2-digit fiscal year) – (month in numeric form)(transaction number with leading zero if necessary)

        (XXXX)(YY)-(##)(0#)

        Please note the spacing. There is NO spacing between acronym and year, and no spacing between month and transaction number.

Correct: ALAM26-0801
Incorrect: ALAM 26 – 08-01
Incorrect: 0801-ALAM202
Incorrect: ALAM260801
Incorrect: ALAM26-AUG01

Journal Voucher Structure (JV): To be followed by the financial staff who are creating the JVs that will be submitted to Financial Services from the SCC documents.

Sample JV document

We will ask FS to enter the date the JV is entered into Aggie Enterprise

Each Line will be reviewed by a BP or Supervisor and then Initialed before sent to Financial Services

Description should be 'type' and then the week end date - Example - Income 9-5-25

Inter Entity is always 4 Zeros, Future 1 & 2 is always 6 Zeros

Use SCC Ref # For Line Description

- There will be 3 types of JVs each week. **DO NOT** combine types. *Exception would be if an SCC has two types, then you can put it on one JV type.

- There will be 3 Folders for each type so that the backup goes with each JV document.

- Double checks must be completed by 10 am on Friday and completed JV documents should be in the Financial Services BOX folder by EOD Friday. Business Partner (BP) should be double checking the lines and Supervisors as backup.

- There in no change in how we manage Gifts/Donations.

- Back-up from initiators should be labeled with the same information from the reference number box on the SCC document. (see page 1 for more details)
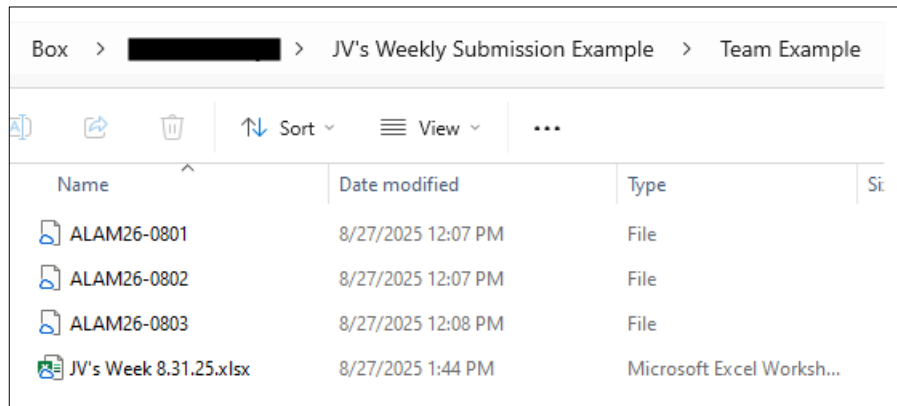
Types of JVs

  • Income

  • Reimbursements

  • CashNet – Will be in the Income folder

Path: Box JV > For Financial Services > Weekly Folder

All files submitted should be labeled with the Naming Convention. The deposit file backup needs to be saved as the Statement of Cash Collections SCCs number as well.

For example, inside folder, it should look like this:

The journal entry file is referencing all 3 SCCs (please note 0801-03), meaning SCC 01 through 03.

Implementation:

All new files must use the naming conventions **starting September 01, 2025.**

August 27, 2025

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Acronym References

Location	Acronym
UCCE Alameda County	ALAM
UCCE Amador County	AMAD
UCCE Butte County	BUTT
UCCE Calaveras County	CALV
UCCE Capitol Corridor MCP	CCMP
UCCE Colusa County	COLU
UCCE Contra Costa County	CNTR
UCCE Central Sierra Nevada MCP	CSNP
UCCE El Dorado County	ELDO
UCCE Fresno County	FRES
UCCE Fresno Madera MCP	FMCP
UCCE Glenn County	GLEN
UCCE Humboldt and Del Norte County	HUMB
UCCE Imperial County	IMPE
UCCE Inyo and Mono County	INYO
UCCE Kern County	KERN
UCCE Kings County	KINC
UCCE Lake County	LAKE
UCCE Lassen County	LASS
UCCE Los Angeles County	LOSA
UCCE Madera County	MADE
UCCE Marin County	MARN
UCCE Mariposa County	MARI
UCCE Mendocino County	MEND
UCCE Merced County	MERC
UCCE Modoc County	MODO

UCCE Monterey County	MONT
UCCE Napa County	NAPA
UCCE Orange County	ORAN
UCCE Placer County	PLAC
UCCE Plumas and Sierra County	PLUM
UCCE Riverside County	RIVE
UCCE Sacramento County	SACR
UCCE San Benito County	BNTO
UCCE San Bernardino County	BERN
UCCE San Diego County	DIEG
UCCE San Joaquin County	SANJ
UCCE San Luis Obispo County	LUIS
UCCE San Mateo County /San Francisco Counties/Elkus Ranch	SANM/ELKS
UCCE Santa Barbara County	SBRB
UCCE Santa Clara County	SNTC
UCCE Santa Cruz County	SCRZ
UCCE Shasta County	SHAS
UCCE Siskiyou County	SISK
UCCE Solano County	SOLA
UCCE Sonoma County	SONM
UCCE Stanislaus County	STAN
UCCE Sutter and Yuba County	SUTY
UCCE Tehama County	TEHA
UCCE Trinity County	TRIN
UCCE Tulare County	TULA
UCCE Tuolumne County	TUOL
UCCE Ventura County	VENT
UCCE Yolo County	YOLO

ANR Davis Building	BLDG
ANR Business Operations Center	BOCC
ANR Contracts and Grants Office	CGAD
ANR CSIT IT Group	CSIT
Facilities, Planning, and Management	CPTL
65CSIT Web Group	CWEB
ANR Development Office	DEVE
Publications/Media/Graphic Design	PUBS
ANR EH&S/ Risk Services	EHS1
4-H Foundation	4HFD
Office of Human Resources	HMRS
Workplace Inclusion and Belonging	WIBD
Learning and Development	HRLD
ANR Office of Controller	OCBS
Chief Information Security Office	CISO
AVP Contingency Fund	ABCN
AVPBO Immediate Office	AVPO
Lindcove	LREC
Sierra Foothill	SFRC
Kearney	KREC
South Coast	SCRC
Hopland	HREC
Westside Rec	WSRC
Hansen Agricultural	HANS
Desert	DREC
Intermountain	IREC

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Agricultural Issues Center	AICT
CalFresh Healthy Living	CALF
California 4-H Youth Development Program	4HCO
California Institute for Water Resources	CIWR
Community Nutrition and Health	CNHT
Expanded Food and Nutrition Education Program	EFNP
Informatics and GIS Program	IGIS
Integrated Pest Management Program	IPMP
Master Food Preserver	MFPP
Master Gardener Program	SWMG
Nutrition Policy Institute	NPIN
Organic Agriculture Institute	OAIP
Rosenberg National Forum on Water Policy	RNFW
Statewide Operations	SOPS
Statewide Programs and REC Operations	SWPR
Sustainable Agriculture Research and Education Program	SUST
UC Environmental Stewards	ENST
UC ANR Fire Network	FIRE
Western IPM	WIPM

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