

Create and Submit a Journal Entry in Banner 9 SS

1 Click here

My Finance



Hello Natalia,

Create, edit and approve transactions and view financial information for department / organization.



My Finance Query

Create, view and share budget availability, encumbrance and payroll queries.



My Journals

Create and view draft, pending and completed journals and supporting documentation.



Approve Documents

View list of documents pending approval. Approve, disapprove, or deny.



Delete Finance Template

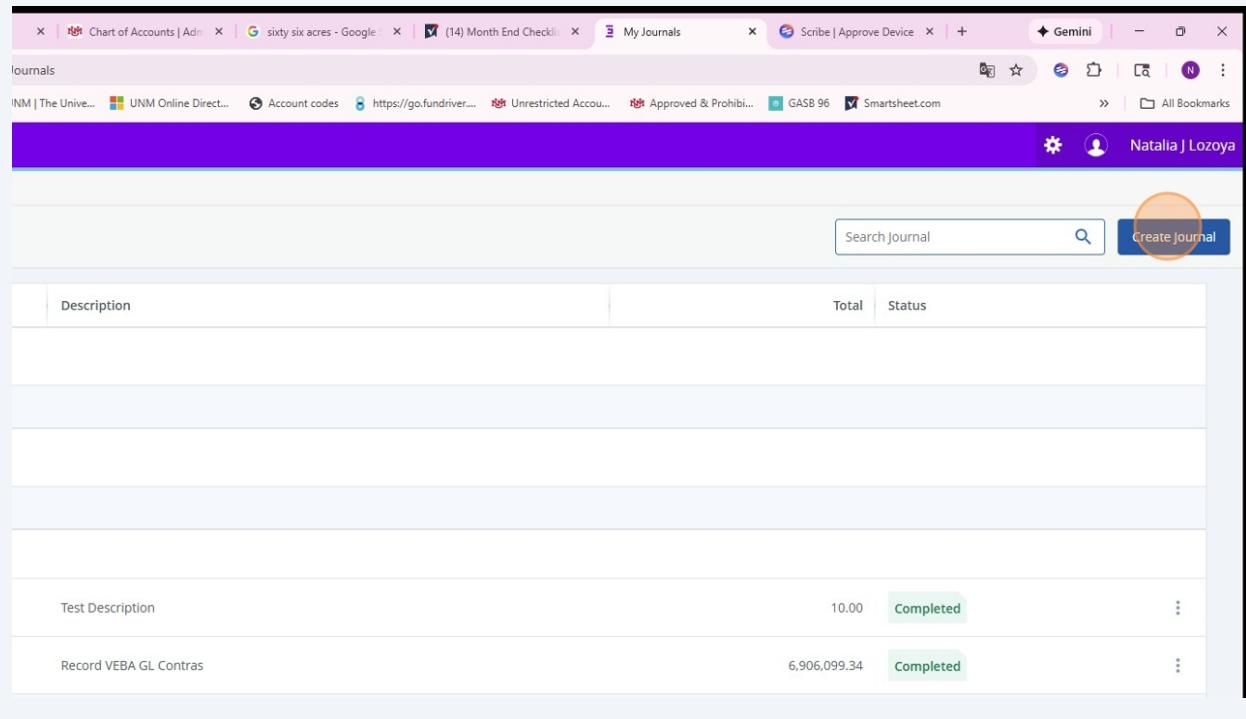
Delete templates for Finance Queries, Budget Development, and Purchase Orders.



View Document

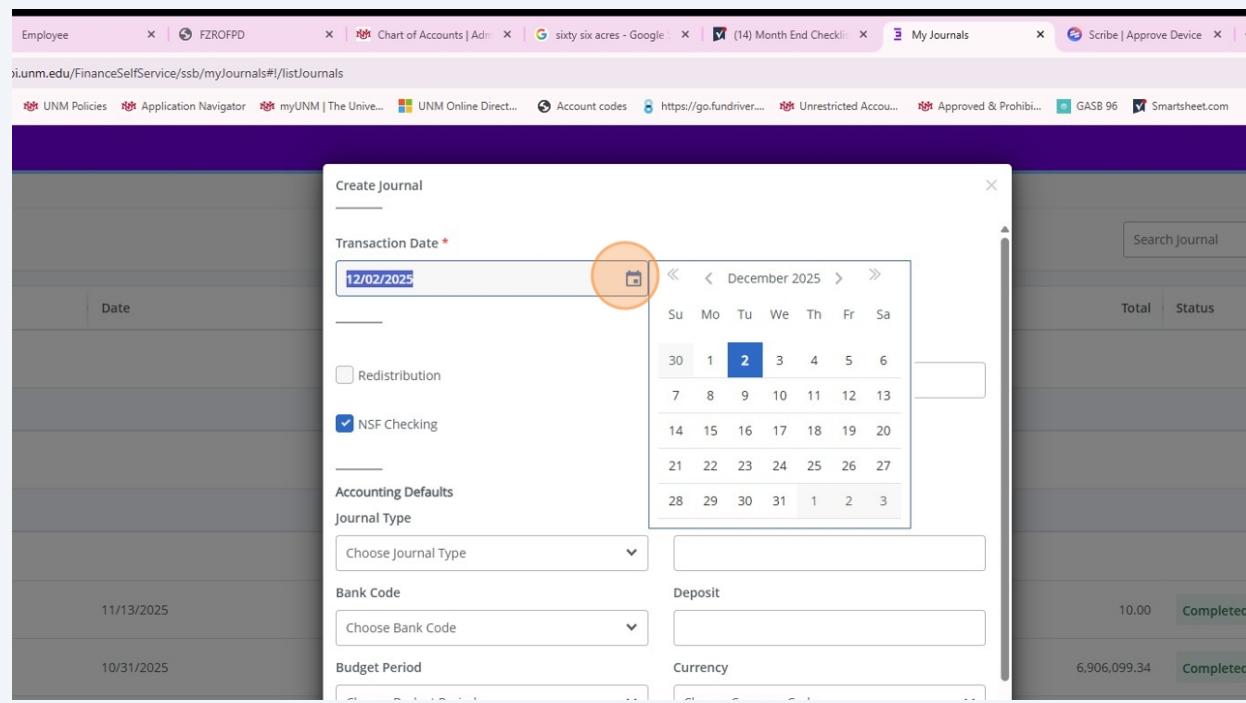
View draft, pending and completed document information and approval history.

2 Click "Create Journal"



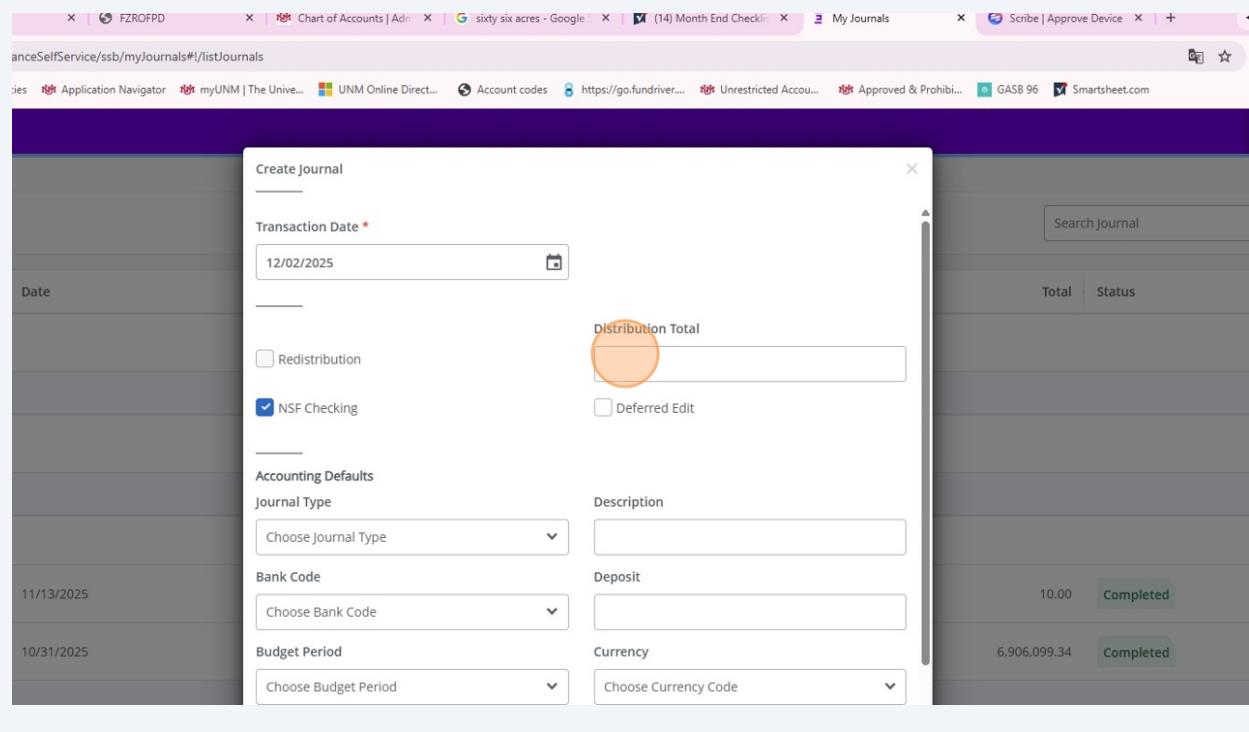
The screenshot shows a web browser window with multiple tabs open. The active tab is 'My Journals'. The interface includes a search bar, a 'Create Journal' button (which is circled in red), and a table listing two journal entries. The first entry is 'Test Description' with a value of '10.00' and a status of 'Completed'. The second entry is 'Record VEBA GL Contras' with a value of '6,906,099.34' and a status of 'Completed'.

3 Select a transaction date



The screenshot shows a 'Create Journal' dialog box overlaid on a web page. The dialog box has a 'Transaction Date' field containing '12/02/2025', which is circled in red. Below this field are checkboxes for 'Redistribution' and 'NSF Checking'. Under 'Accounting Defaults', there is a 'Journal Type' dropdown set to 'Choose Journal Type'. Further down are fields for 'Bank Code' (set to 'Deposit') and 'Budget Period' (set to 'Choose Budget Period'). The background shows a table with two rows: '11/13/2025' and '10/31/2025'.

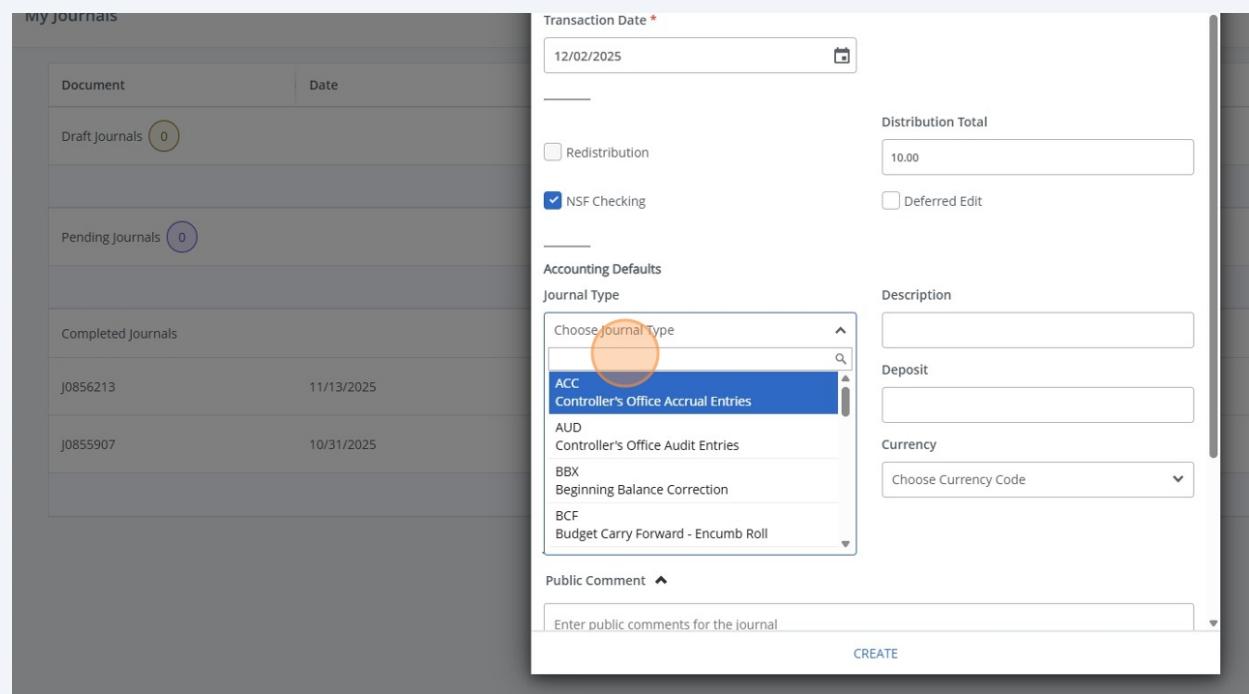
4 Enter a "Distribution Total"



The screenshot shows the 'Create Journal' dialog box. At the top, it says 'Create Journal'. Below that is a 'Transaction Date *' field with '12/02/2025'. To the right is a 'Distribution Total' field, which is highlighted with an orange circle. Below these are checkboxes for 'Redistribution' (unchecked) and 'NSF Checking' (checked). Further down are sections for 'Accounting Defaults' including 'Journal Type' (a dropdown menu), 'Bank Code' (a dropdown menu), 'Budget Period' (a dropdown menu), 'Description' (a text field with 'Deposit'), 'Currency' (a dropdown menu), and 'Deferred Edit' (unchecked). On the right side of the dialog, there is a preview of the journal entry with a total of '10.00' and a status of 'Completed'. The background shows a list of journals with totals and statuses.

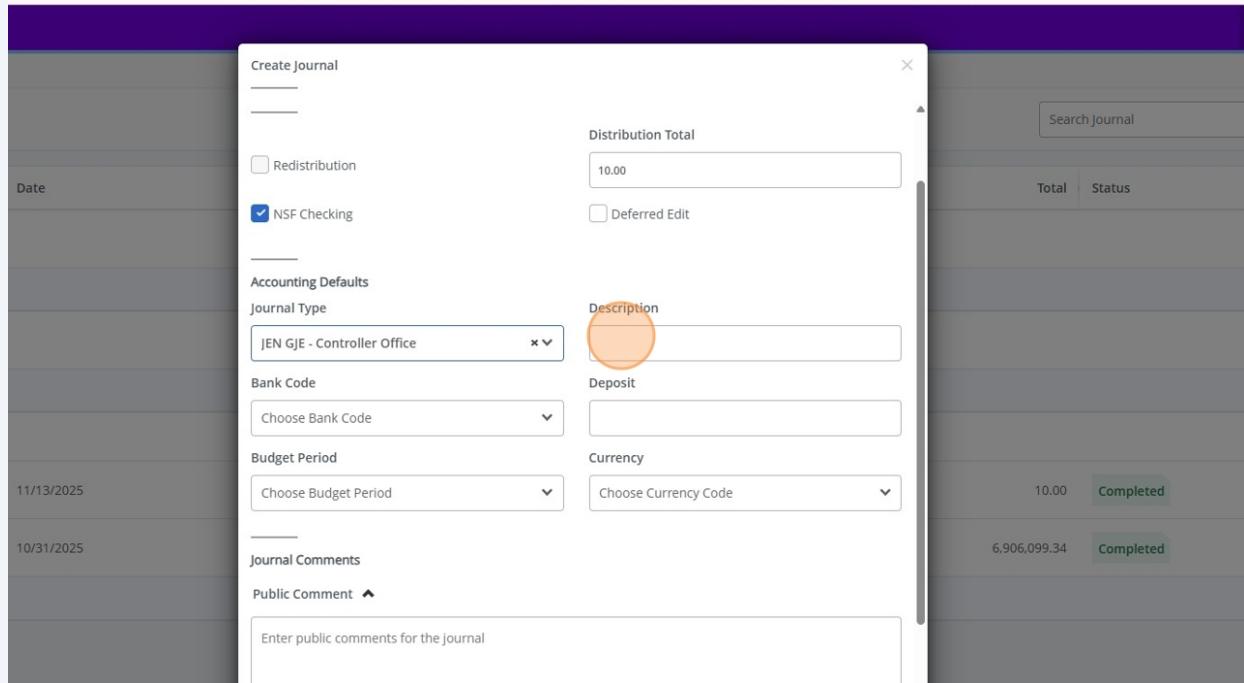
5 Select "Journal Type"

You will see all Rule Class Codes you have access to.



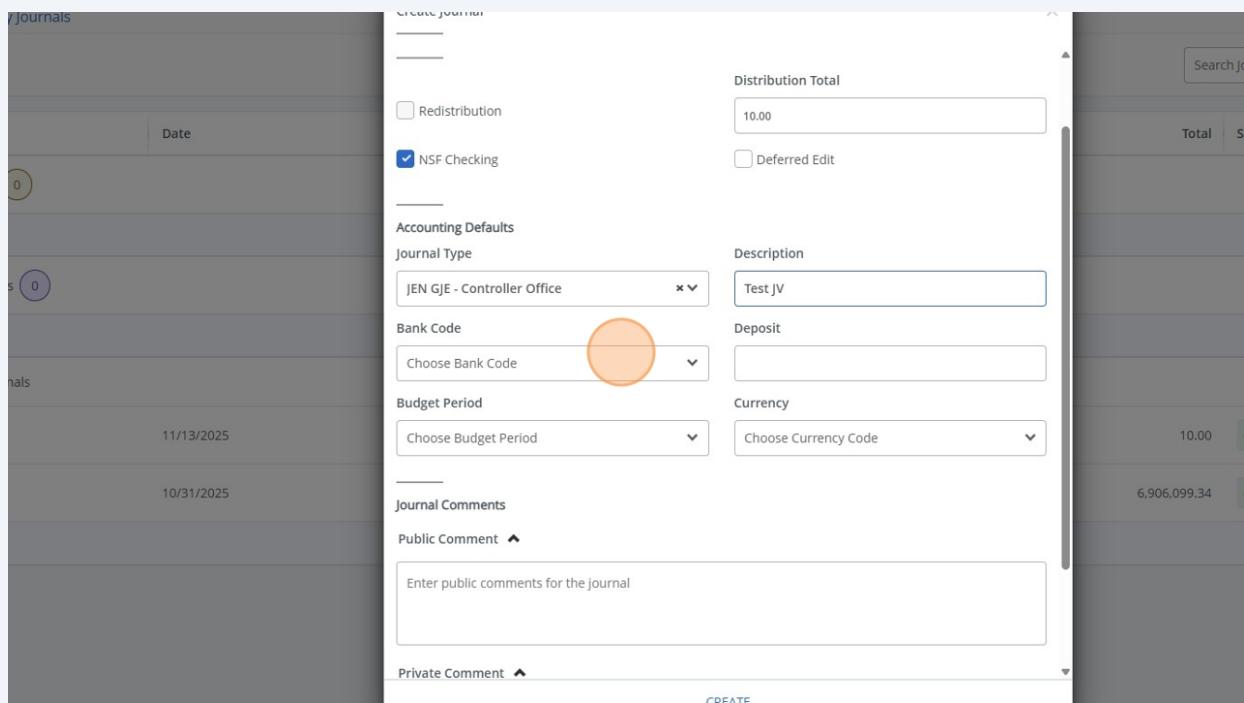
The screenshot shows the 'My Journals' list on the left and the 'Create Journal' dialog box on the right. The 'My Journals' list includes sections for 'Draft Journals' (0), 'Pending Journals' (0), and 'Completed Journals'. The 'Completed Journals' section shows entries for 'J0856213' (Date 11/13/2025) and 'J0855907' (Date 10/31/2025). The 'Create Journal' dialog box has a 'Transaction Date *' field with '12/02/2025'. It also has 'Redistribution' and 'NSF Checking' checkboxes. The 'Distribution Total' field contains '10.00'. The 'Accounting Defaults' section includes a 'Journal Type' dropdown menu, which is highlighted with an orange circle. This dropdown menu lists several rule class codes: 'ACC Controller's Office Accrual Entries', 'AUD Controller's Office Audit Entries', 'BBX Beginning Balance Correction', and 'BCF Budget Carry Forward - Encumb Roll'. To the right of the dropdown are fields for 'Description' (with 'Deposit'), 'Currency' (a dropdown menu), and a 'Public Comment' text area with placeholder text 'Enter public comments for the journal'. A 'CREATE' button is at the bottom right of the dialog.

6 Enter "Description"



The screenshot shows the 'Create Journal' dialog box. The 'Description' field is highlighted with an orange circle. The dialog box includes fields for 'Redistribution' (unchecked), 'NSF Checking' (checked), 'Distribution Total' (10.00), 'Deferred Edit' (unchecked), 'Journal Type' (JEN GJE - Controller Office), 'Bank Code' (Choose Bank Code), 'Deposit' (Deposit), 'Budget Period' (Choose Budget Period), 'Currency' (Choose Currency Code), 'Journal Comments', 'Public Comment' (Enter public comments for the journal), and 'Private Comment' (Enter private comments for the journal). The background shows a list of journals with columns for 'Total' and 'Status'.

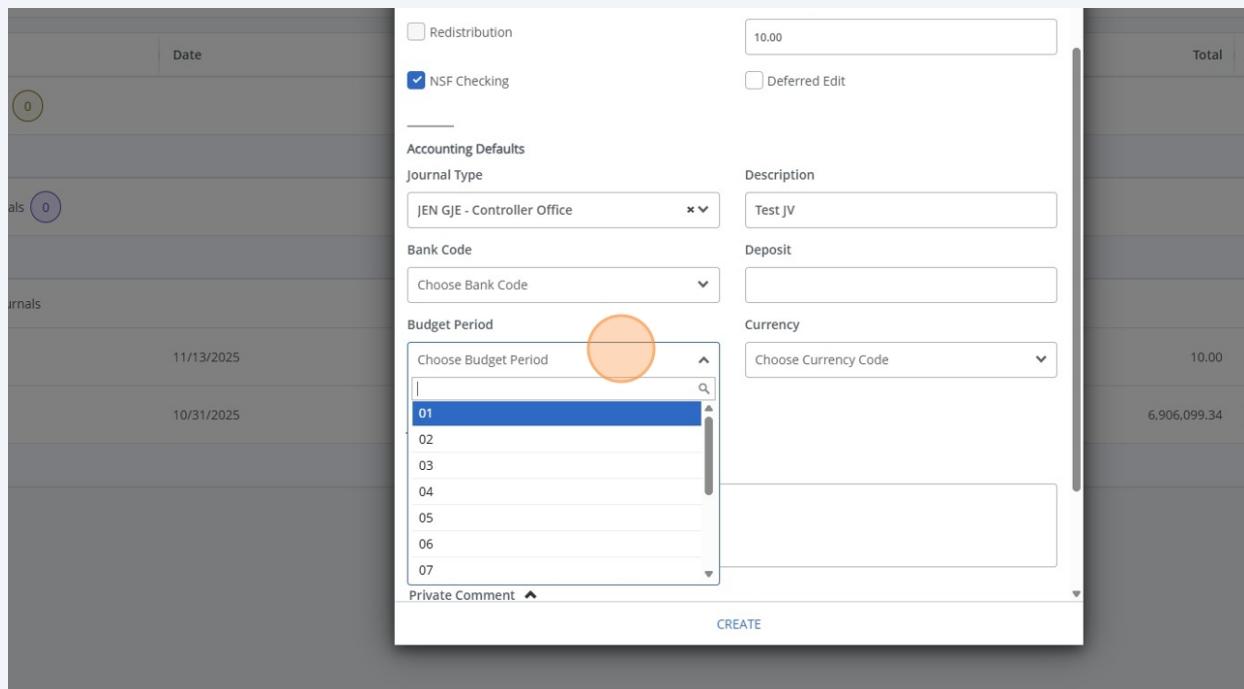
7 Leave " Bank Code" blank, this will auto populate when posted



The screenshot shows the 'Create Journal' dialog box. The 'Bank Code' field is highlighted with an orange circle. The dialog box includes fields for 'Redistribution' (unchecked), 'NSF Checking' (checked), 'Distribution Total' (10.00), 'Deferred Edit' (unchecked), 'Journal Type' (JEN GJE - Controller Office), 'Description' (Test JV), 'Deposit' (Deposit), 'Budget Period' (Choose Budget Period), 'Currency' (Choose Currency Code), 'Journal Comments', 'Public Comment' (Enter public comments for the journal), and 'Private Comment' (Enter private comments for the journal). The background shows a list of journals with columns for 'Total' and 'Status'.

8

Leave "Budget Period" blank, this will auto populate when posted

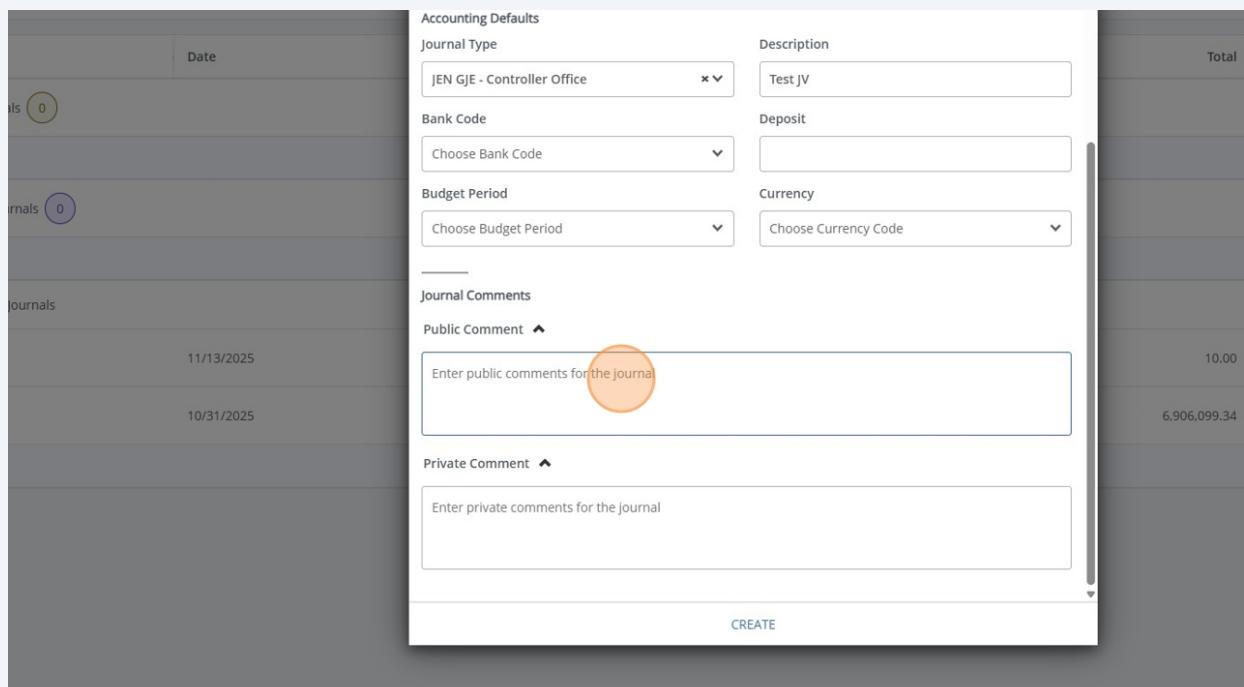


A screenshot of a journal entry creation interface. The 'Budget Period' dropdown menu is open, showing a list of options from 01 to 07. The option '01' is highlighted with a blue background. An orange circle highlights the dropdown menu itself. Other fields visible include 'Redistribution' (unchecked), 'NSF Checking' (checked), 'Deferred Edit' (unchecked), 'Journal Type' (JEN GJE - Controller Office), 'Description' (Test JV), 'Bank Code' (Choose Bank Code), 'Deposit' (empty), 'Currency' (Choose Currency Code), and a 'CREATE' button at the bottom.

9

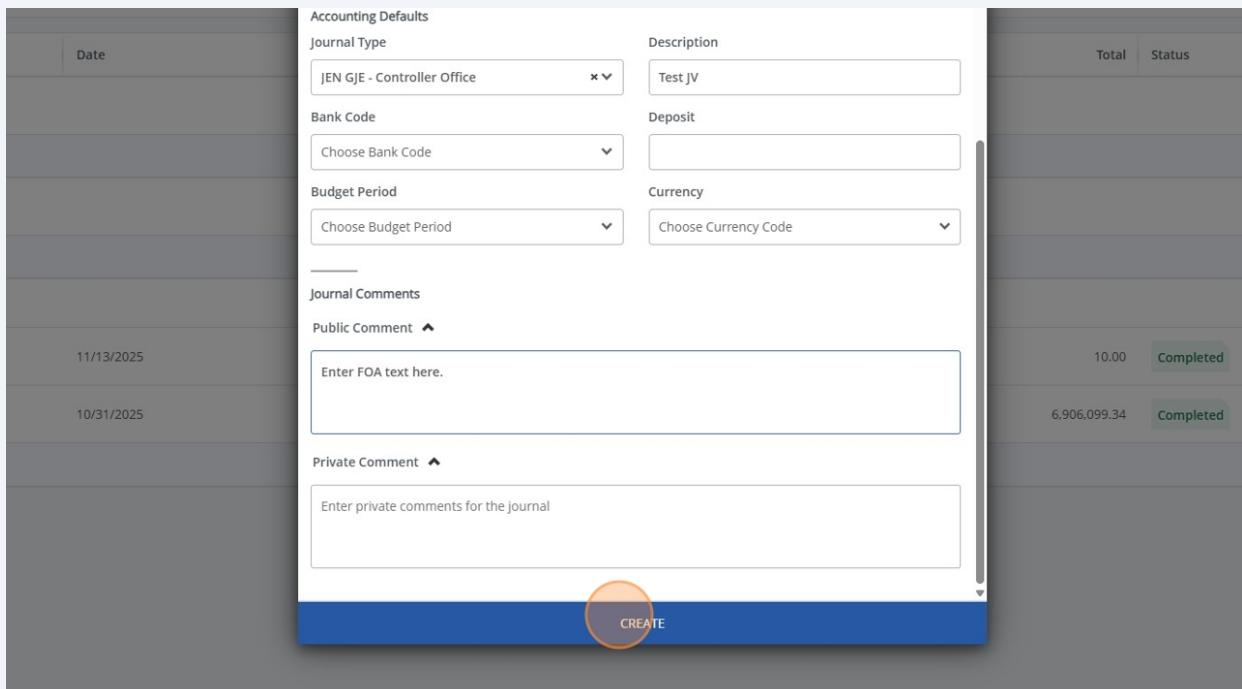
Click "Public Comment"

This is where you will enter FOA Text.



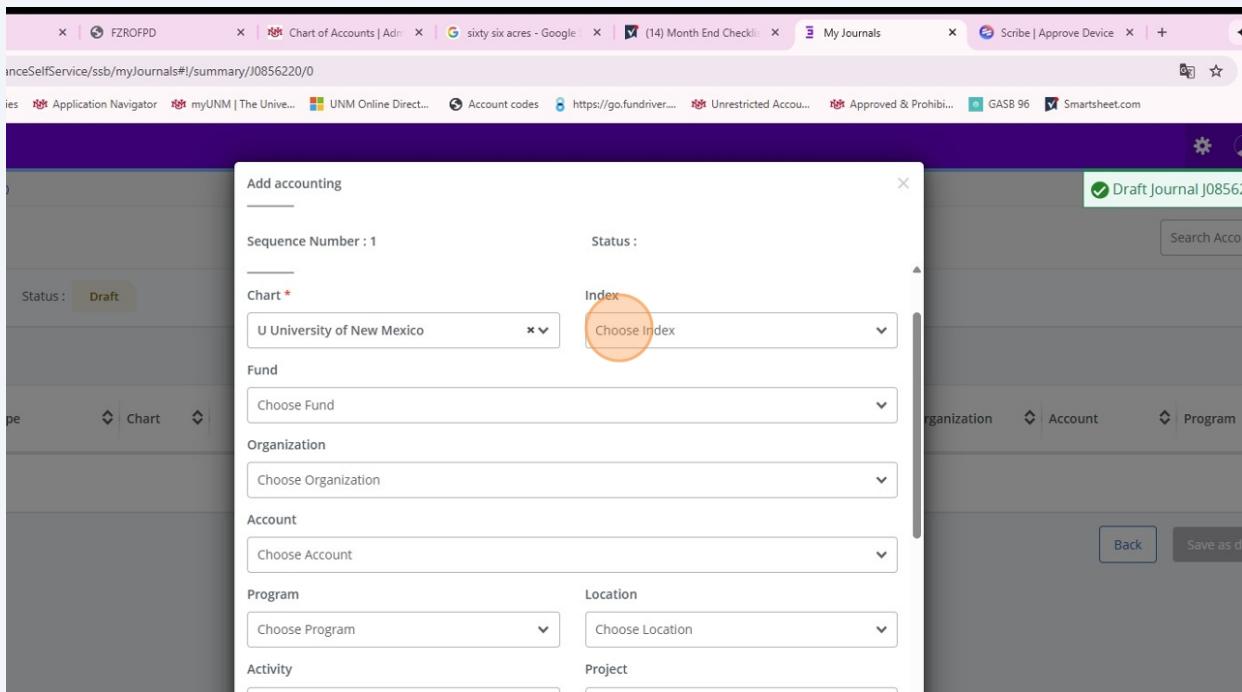
A screenshot of a journal entry creation interface. The 'Public Comment' text area is highlighted with an orange circle. The text 'Enter public comments for the journal' is visible within the input field. Other fields and sections are identical to the previous screenshot, including the 'Budget Period' dropdown.

10 Click "CREATE"



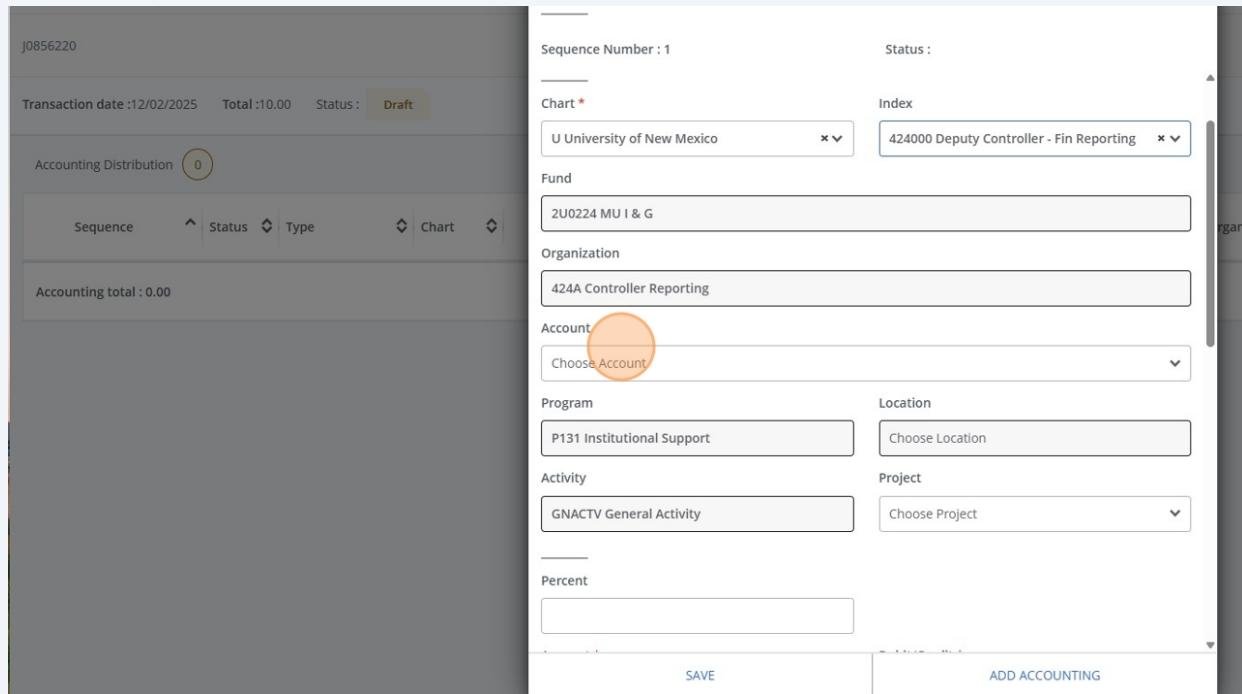
The screenshot shows a journal creation interface. On the left, there are date fields: '11/13/2025' and '10/31/2025'. The main area contains 'Accounting Defaults' with fields for 'Journal Type' (JEN GJE - Controller Office), 'Description' (Test JV), 'Bank Code' (Choose Bank Code), 'Deposit' (empty), 'Budget Period' (Choose Budget Period), 'Currency' (Choose Currency Code), and 'Journal Comments' with 'Public Comment' and 'Private Comment' sections. At the bottom is a blue 'CREATE' button, which is circled in orange.

11 Select an "Index"



The screenshot shows an 'Add accounting' form. It includes fields for 'Sequence Number : 1', 'Status' (Draft), 'Chart' (U University of New Mexico), 'Fund' (Choose Fund), 'Organization' (Choose Organization), 'Account' (Choose Account), 'Program' (Choose Program), 'Location' (Choose Location), 'Activity' (empty), and 'Project' (empty). A dropdown for 'Index' (Choose Index) is highlighted with an orange circle. The background shows a list of journals with a green checkmark and the text 'Draft Journal J08562'.

12 Select an "Account"



J0856220

Transaction date :12/02/2025 Total:10.00 Status : **Draft**

Accounting Distribution (0)

Sequence Status Type Chart

Accounting total : 0.00

Sequence Number : 1 Status :

Chart * Index

U University of New Mexico x v 424000 Deputy Controller - Fin Reporting x v

Fund

2U0224 MU I & G

Organization

424A Controller Reporting

Account

Choose Account

Program Location

P131 Institutional Support Choose Location

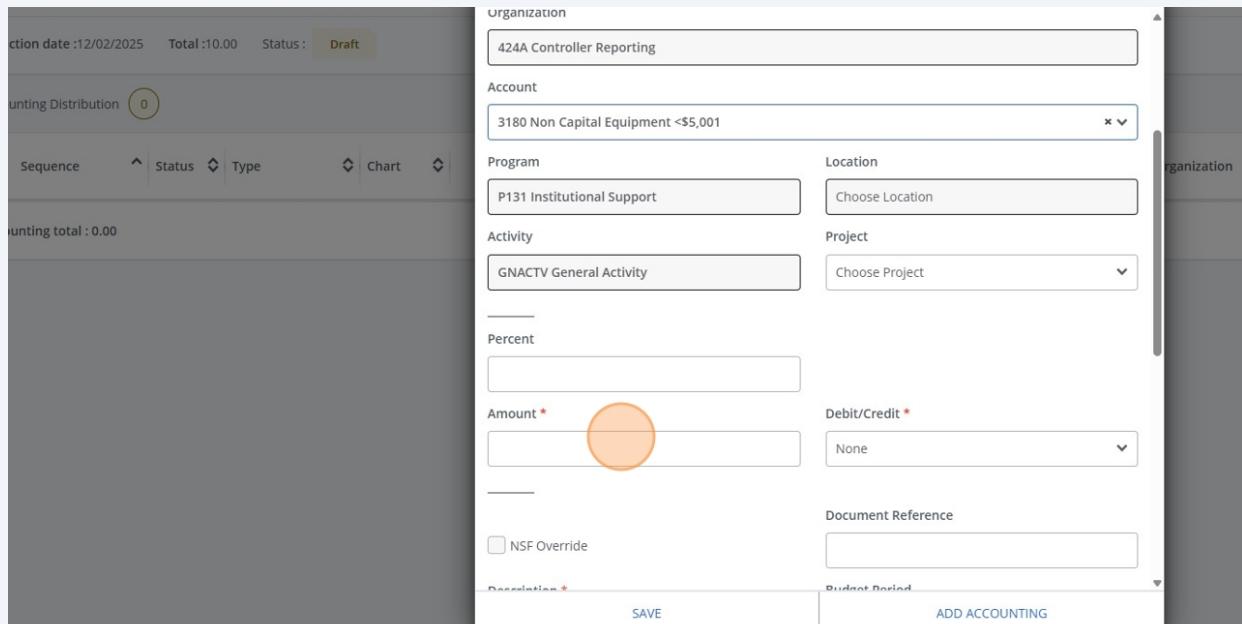
Activity Project

GNACTV General Activity Choose Project

Percent

SAVE ADD ACCOUNTING

13 Enter an "Amount"



ction date :12/02/2025 Total:10.00 Status : **Draft**

unting Distribution (0)

Sequence Status Type Chart

unting total : 0.00

Organization

424A Controller Reporting

Account

3180 Non Capital Equipment <\$5,001 x v

Program Location

P131 Institutional Support Choose Location

Activity Project

GNACTV General Activity Choose Project

Percent

Amount * Debit/Credit *

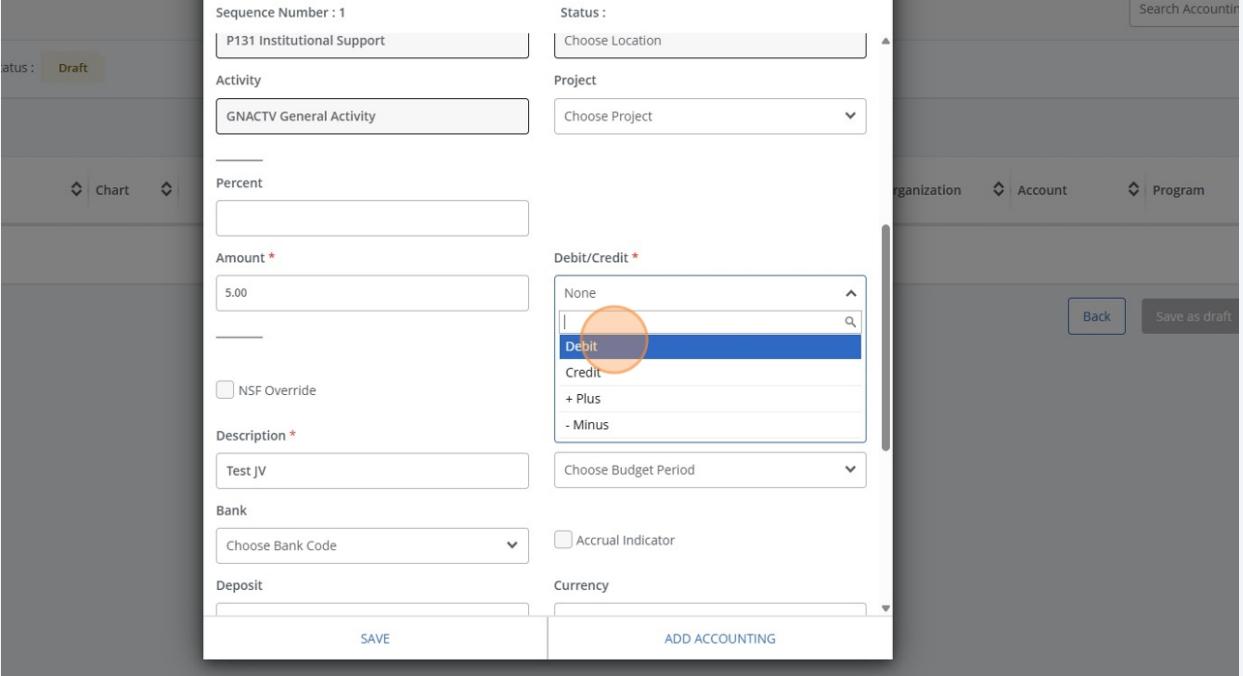
None

Document Reference

☐ NSF Override

SAVE ADD ACCOUNTING

14 Select "Debit/Credit"



Sequence Number : 1
Status : Choose Location

Activity : GNACTV General Activity
Project : Choose Project

Percent

Amount * : 5.00

Debit/Credit * :

NSF Override

Description * : Test JV
Choose Budget Period

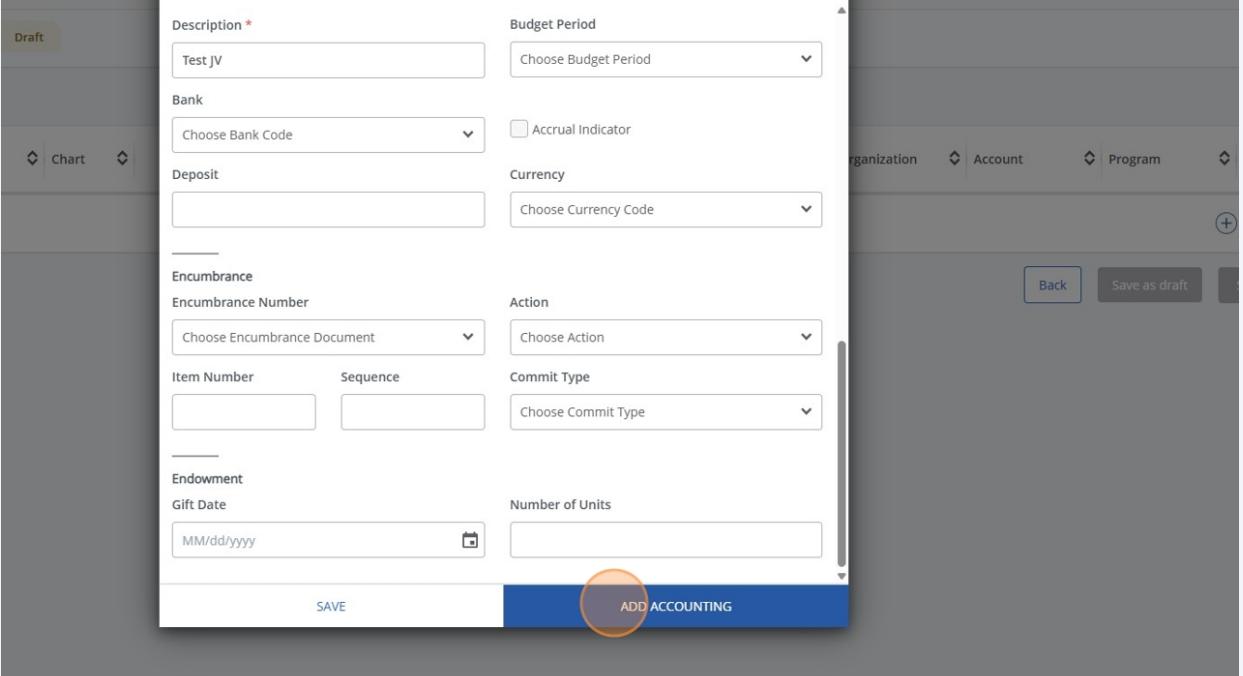
Bank : Choose Bank Code
Accrual Indicator

Deposit

Currency

SAVE ADD ACCOUNTING

15 Click "ADD ACCOUNTING"



Draft

Description * : Test JV
Budget Period : Choose Budget Period

Bank : Choose Bank Code
Accrual Indicator

Deposit

Currency : Choose Currency Code

Encumbrance

Encumbrance Number : Choose Encumbrance Document
Action : Choose Action

Item Number

Sequence

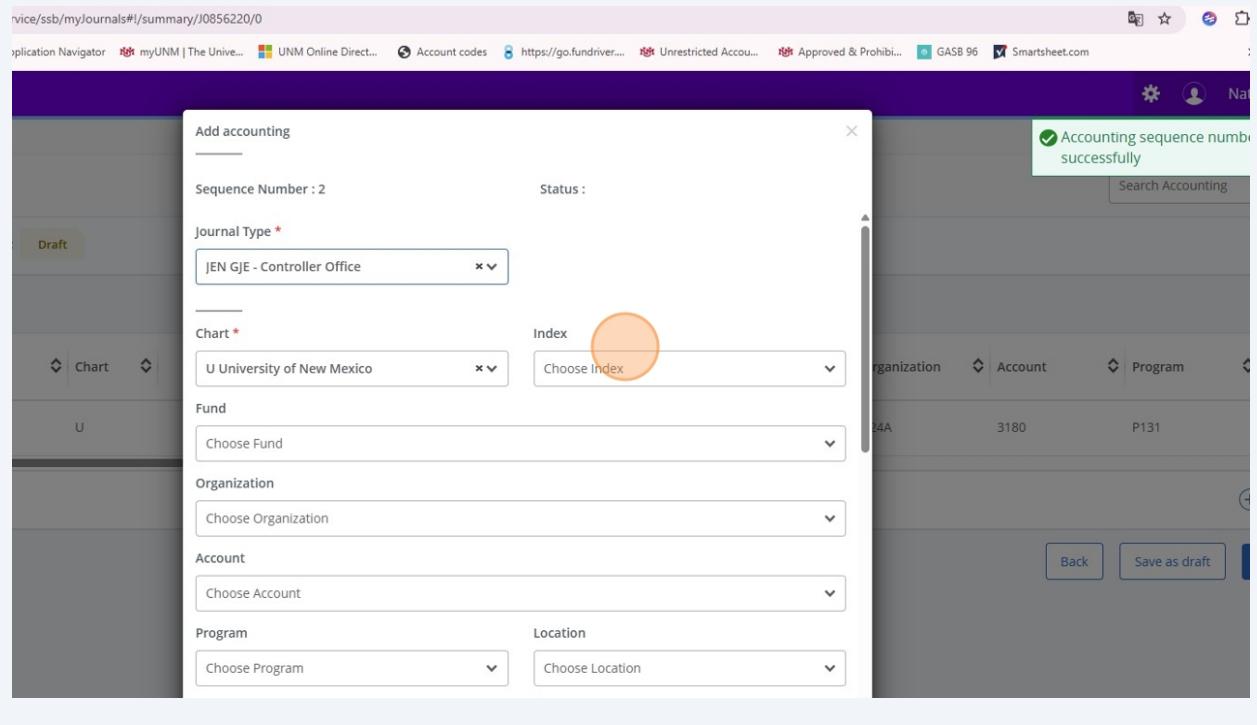
Commit Type : Choose Commit Type

Endowment

Gift Date : MM/dd/yyyy
Number of Units

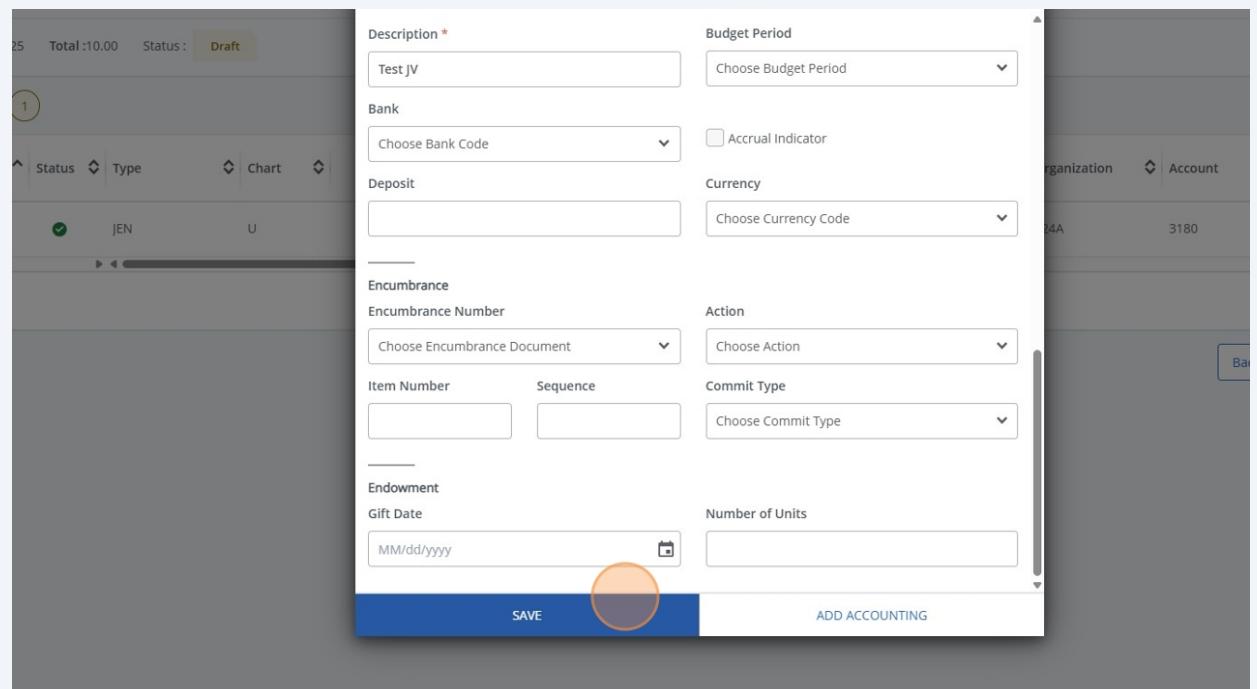
SAVE ADD ACCOUNTING

16 Select the same fields for other line items in the JV.



The screenshot shows the 'Add accounting' dialog box. It includes fields for Sequence Number (Status: Draft), Journal Type (JEN GJE - Controller Office), Chart (U University of New Mexico), Index (highlighted with an orange circle), Fund (Choose Fund), Organization (Choose Organization), Account (Choose Account), Program (Choose Program), and Location (Choose Location). A green success message in the top right corner says 'Accounting sequence number successfully'.

17 Click "SAVE"



The screenshot shows the 'Test JV' journal entry form. It includes fields for Description (Test JV), Budget Period (Choose Budget Period), Bank (Choose Bank Code), Accrual Indicator (unchecked), Deposit (Choose Deposit Type), Currency (Choose Currency Code), Encumbrance Number (Choose Encumbrance Document), Action (Choose Action), Item Number (Choose Item Number), Sequence (Choose Sequence), Commit Type (Choose Commit Type), Endowment (Gift Date: MM/dd/yyyy), and Number of Units. The 'SAVE' button is highlighted with an orange circle.

18 You will see all detail records you created in your JV

J0856220										
Transaction date :12/02/2025			Total :10.00		Status : Draft					
Accounting Distribution 2										
Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Organ
1	✓	JEN	U	--	5.00	Debit	424000	2U0224	424A	
2	✓	JEN	U	--	5.00	Credit	594002	2U0224	594B	

Accounting total : 10.00

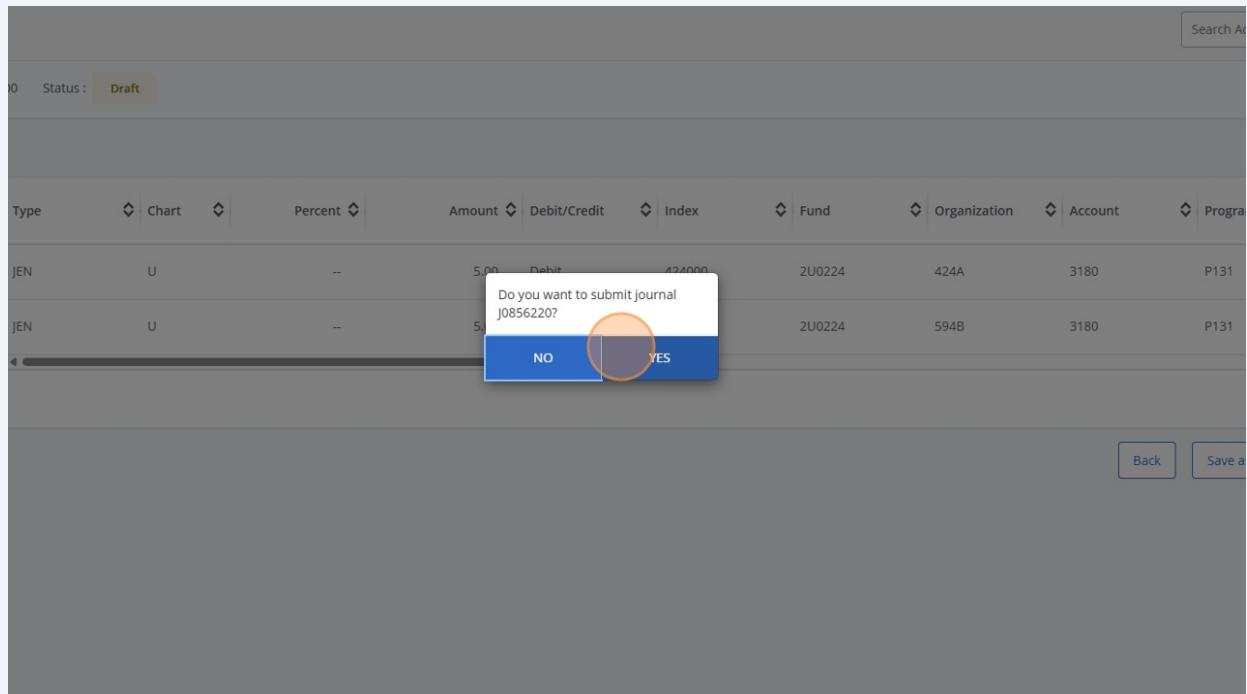
19 Click "Submit Journal"

Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity
--	5.00	Debit	424000	2U0224	424A	3180	P131	GNACTV
--	5.00	Credit	594002	2U0224	594B	3180	P131	GNACTV

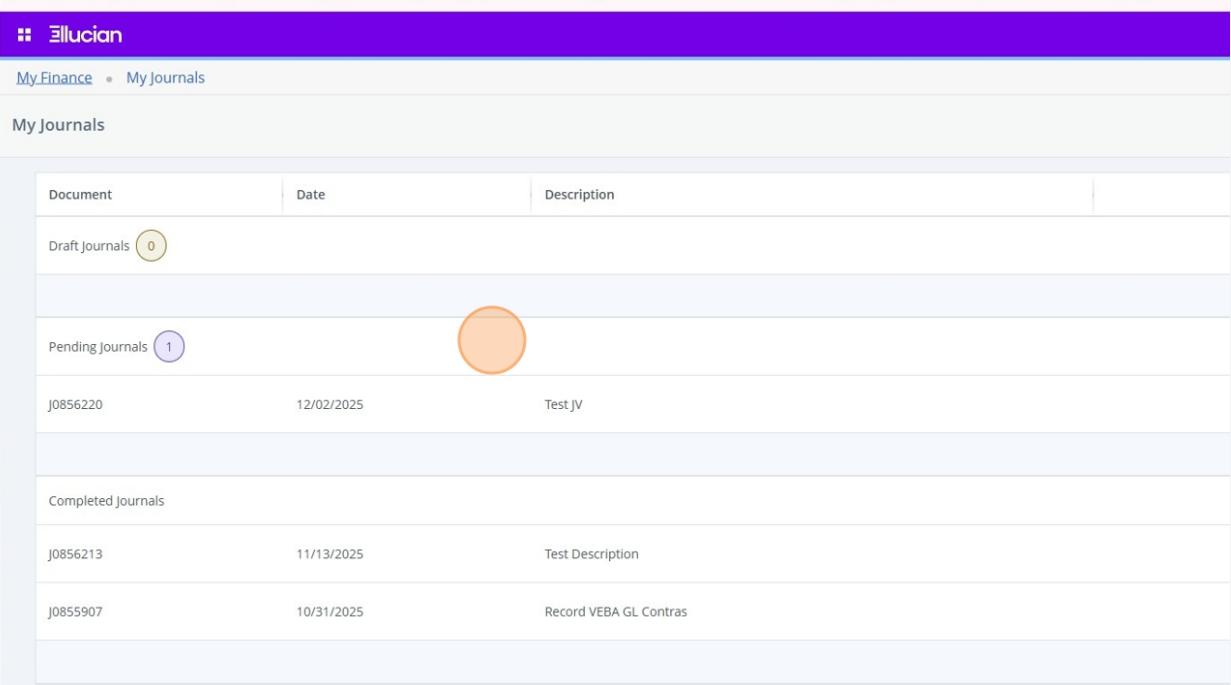
[+ Add accounting](#)

[Back](#) [Save as draft](#) [Submit Journal](#)

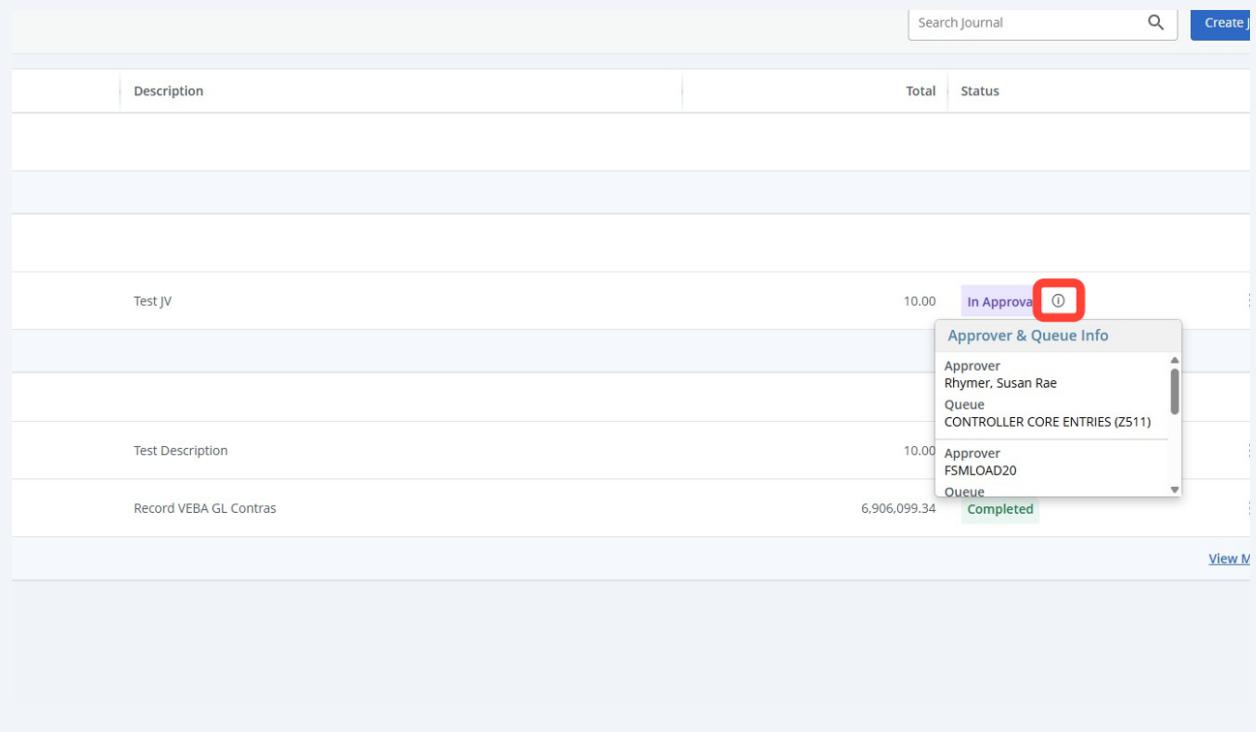
20 Click "YES"



21 You will see the JV you saved under the "Pending Journals" section



22 Click the "i" icon to see the "Approver & Queue Info"



The screenshot shows a list of journal entries. The first entry, 'Test JV', has a status of 'In Approval' with a red box highlighting the status text. A tooltip window titled 'Approver & Queue Info' is displayed, containing the following information:

Approver	Rhymer, Susan Rae
Queue	CONTROLLER CORE ENTRIES (Z511)
Approver	FSMLOAD20
Queue	Completed

Other entries in the list include 'Test Description' and 'Record VEBA GL Contras'.