

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

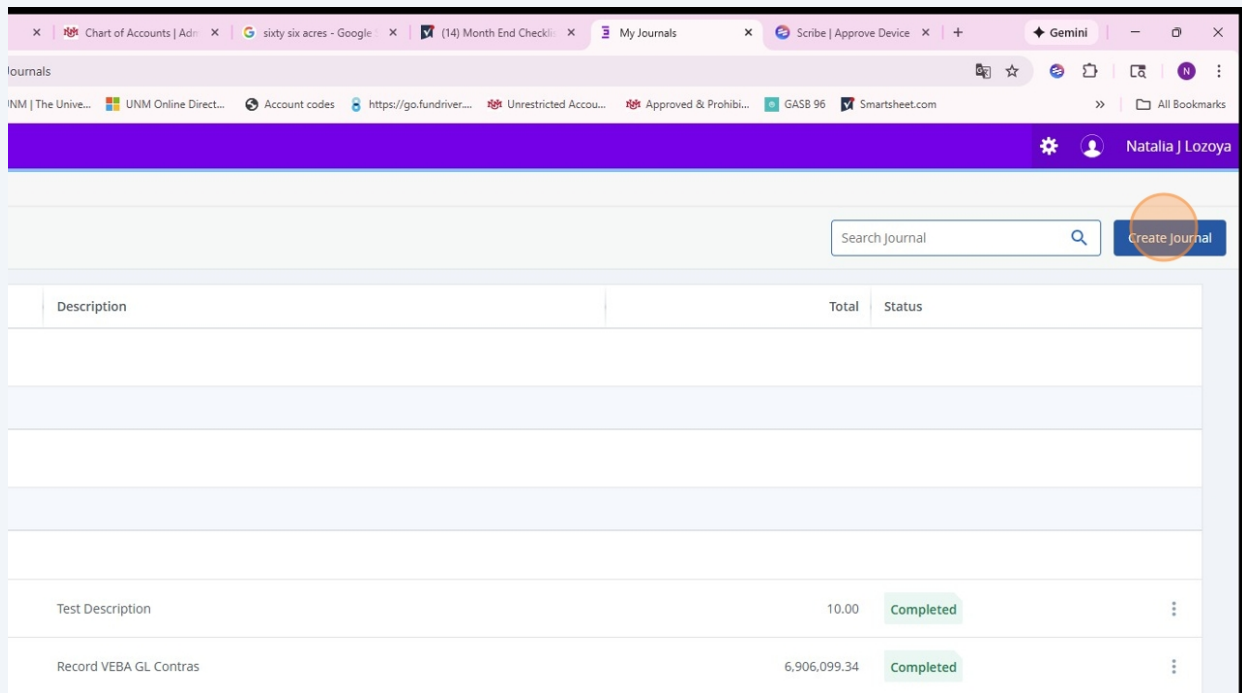
Delete templates for Finance Queries, Budget Development, and Purchase Orders.



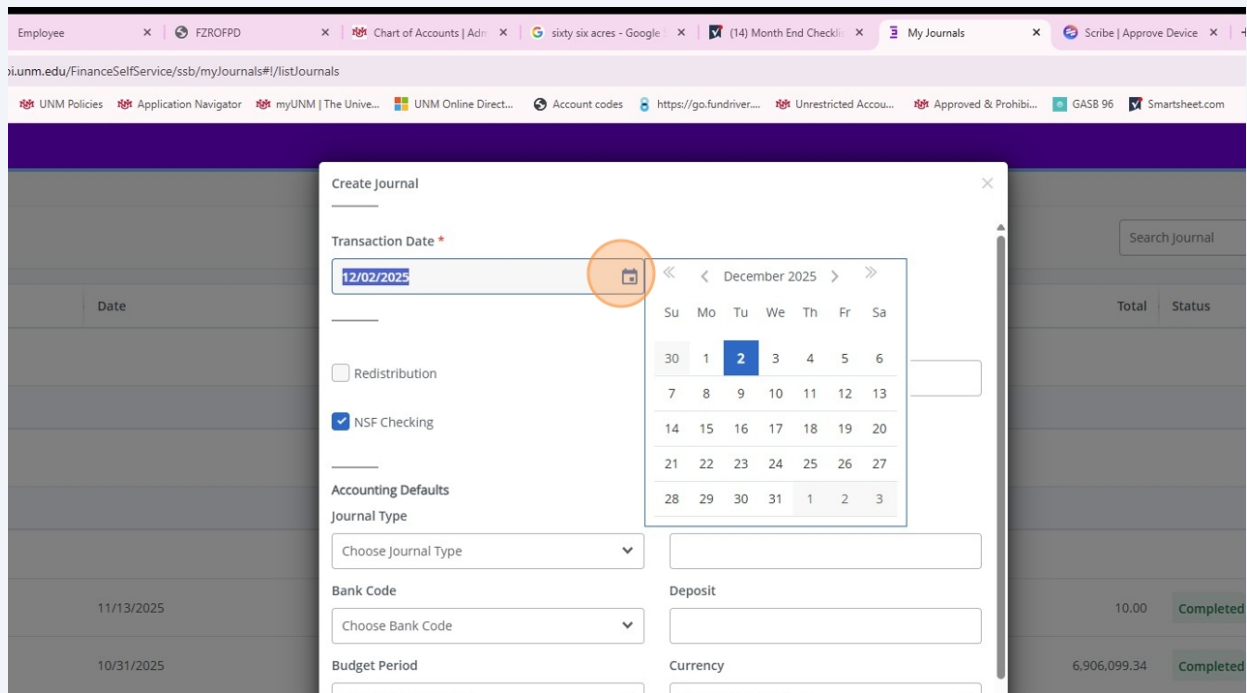
View Document

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

2 Click "Create Journal"



3 Select a transaction date



4 Enter a "Distribution Total"

Transaction Date *

12/02/2025

☐ Redistribution

☒ NSF Checking

Accounting Defaults

Journal Type

Choose Journal Type

Bank Code

Choose Bank Code

Budget Period

Choose Budget Period

Description

Deposit

Currency

Choose Currency Code

Distribution Total

10.00

☐ Deferred Edit

5 Select "Journal Type"

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

Transaction Date *

12/02/2025

☐ Redistribution

☒ NSF Checking

Accounting Defaults

Journal Type

Choose Journal Type

ACC
Controller's Office Accrual Entries

AUD
Controller's Office Audit Entries

BBX
Beginning Balance Correction

BCF
Budget Carry Forward - Encumb Roll

Description

Deposit

Currency

Choose Currency Code

Distribution Total

10.00

☐ Deferred Edit

Public Comment

Enter public comments for the journal

CREATE

6 Enter "Description"

The screenshot shows the 'Create Journal' form with the following fields and values:

- Redistribution:** ☐
- NSF Checking:** ☒
- Deferred Edit:** ☐
- Distribution Total:** 10.00
- Accounting Defaults:**
 - Journal Type:** JEN GJE - Controller Office
 - Bank Code:** Choose Bank Code
 - Budget Period:** Choose Budget Period
 - Currency:** Choose Currency Code
- Journal Comments:**
 - Public Comment:** Enter public comments for the journal
- Description:** (Highlighted with an orange circle)
- Deposit:** (Empty field)

The background shows a table with columns 'Date', 'Total', and 'Status'. The 'Date' column contains '11/13/2025' and '10/31/2025'. The 'Total' column contains '10.00' and '6,906,099.34'. The 'Status' column contains 'Completed' and 'Completed'.

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

The screenshot shows the 'Create Journal' form with the following fields and values:

- Redistribution:** ☐
- NSF Checking:** ☒
- Deferred Edit:** ☐
- Distribution Total:** 10.00
- Accounting Defaults:**
 - Journal Type:** JEN GJE - Controller Office
 - Bank Code:** Choose Bank Code (Highlighted with an orange circle)
 - Budget Period:** Choose Budget Period
 - Currency:** Choose Currency Code
- Journal Comments:**
 - Public Comment:** Enter public comments for the journal
 - Private Comment:** (Empty field)
- Description:** Test JV
- Deposit:** (Empty field)

The background shows a table with columns 'Date', 'Total', and 'Status'. The 'Date' column contains '11/13/2025' and '10/31/2025'. The 'Total' column contains '10.00' and '6,906,099.34'. The 'Status' column contains 'Completed' and 'Completed'.

8

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

Redistribution ☐ 10.00

NSF Checking ☒ Deferred Edit ☐

Accounting Defaults

Journal Type: JEN GJE - Controller Office

Bank Code: Choose Bank Code

Budget Period: Choose Budget Period (01, 02, 03, 04, 05, 06, 07)

Description: Test JV

Deposit:

Currency: Choose Currency Code

Private Comment:

CREATE

Date	Total
11/13/2025	10.00
10/31/2025	6,906,099.34

9

Click "Public Comment"

This is where you will enter FOA Text.

Accounting Defaults

Journal Type: JEN GJE - Controller Office

Bank Code: Choose Bank Code

Budget Period: Choose Budget Period

Description: Test JV

Deposit:

Currency: Choose Currency Code

Journal Comments

Public Comment: Enter public comments for the journal

Private Comment: Enter private comments for the journal

CREATE

Date	Total
11/13/2025	10.00
10/31/2025	6,906,099.34

10 Click "CREATE"

The screenshot shows a modal window titled "Accounting Defaults" overlaid on a background table. The modal contains the following fields:

- Journal Type:** A dropdown menu with "JEN GJE - Controller Office" selected.
- Description:** A text input field containing "Test JV".
- Bank Code:** A dropdown menu with "Choose Bank Code" selected.
- Deposit:** An empty text input field.
- Budget Period:** A dropdown menu with "Choose Budget Period" selected.
- Currency:** A dropdown menu with "Choose Currency Code" selected.
- Journal Comments:** A section with two text areas: "Public Comment" (containing "Enter FOA text here.") and "Private Comment" (containing "Enter private comments for the journal").

At the bottom of the modal is a blue bar with a white "CREATE" button, which is circled in orange. The background table has columns for "Date", "Total", and "Status", with rows showing dates like "11/13/2025" and "10/31/2025", and values like "10.00" and "6,906,099.34".

11 Select an "Index"

The screenshot shows a web browser window with multiple tabs. The active tab is "My Journals". The address bar shows the URL "https://myJournals#/summary/J0856220/0". The browser's address bar and tabs are visible at the top. The main content area shows a modal window titled "Add accounting" with the following fields:

- Sequence Number:** A text input field with "1" entered.
- Status:** A text input field.
- Chart:** A dropdown menu with "U University of New Mexico" selected.
- Index:** A dropdown menu with "Choose Index" selected, circled in orange.
- Fund:** A dropdown menu with "Choose Fund" selected.
- Organization:** A dropdown menu with "Choose Organization" selected.
- Account:** A dropdown menu with "Choose Account" selected.
- Program:** A dropdown menu with "Choose Program" selected.
- Location:** A dropdown menu with "Choose Location" selected.
- Activity:** A text input field.
- Project:** A text input field.

The background shows a table with columns for "Organization", "Account", and "Program". A green notification banner at the top right says "Draft Journal J0856220".

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

Fund 2U0224 MU I & G

Organization 424A Controller Reporting

Account Choose Account

Program P131 Institutional Support Location Choose Location

Activity GNACTV General Activity Project Choose Project

Percent

SAVE ADD ACCOUNTING

13 Enter an "Amount"

Organization 424A Controller Reporting

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

Program P131 Institutional Support Location Choose Location

Activity GNACTV General Activity Project Choose Project

Percent

Amount * Debit/Credit * None v

Document Reference

Budget Period

NSF Override

SAVE ADD ACCOUNTING

14 Select "Debit/Credit"

This screenshot shows a financial entry form with the following fields and values:

- Sequence Number :** 1
- Status :** Choose Location
- Activity :** P131 Institutional Support
- Project :** Choose Project
- Percent :** (empty)
- Amount * :** 5.00
- Debit/Credit * :** A dropdown menu is open, showing options: None, Debit (highlighted with an orange circle), Credit, + Plus, and - Minus.
- NSF Override :** ☐
- Description * :** Test JV
- Choose Budget Period :** (dropdown)
- Bank :** Choose Bank Code
- Accrual Indicator :** ☐
- Deposit :** (empty)
- Currency :** (empty)

At the bottom of the form are two buttons: **SAVE** and **ADD ACCOUNTING**.

15 Click "ADD ACCOUNTING"

This screenshot shows the same financial entry form as in step 14, but with additional fields and the **ADD ACCOUNTING** button highlighted with an orange circle.

Additional Fields:

- Budget Period :** Choose Budget Period
- Bank :** Choose Bank Code
- Accrual Indicator :** ☐
- Currency :** Choose Currency Code
- Encumbrance :**
 - Encumbrance Number :** Choose Encumbrance Document
 - Action :** Choose Action
 - Commit Type :** Choose Commit Type
- Item Number :** (empty)
- Sequence :** (empty)
- Endowment :**
 - Gift Date :** MM/dd/yyyy
 - Number of Units :** (empty)

At the bottom of the form are two buttons: **SAVE** and **ADD ACCOUNTING** (highlighted with an orange circle).

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

nvic/ssb/myJournals#/summary/10856220/0

Application Navigator myUNM | The Unive... UNM Online Direct... Account codes https://go.fundriver... Unrestricted Accou... Approved & Prohibi... GASB 96 Smartsheet.com

Accounting sequence number successfully

Search Accounting

Organization Account Program

24A 3180 P131

Back Save as draft

Add accounting

Sequence Number : 2 Status :

Journal Type *
JEN GJE - Controller Office x v

Chart *
U University of New Mexico x v

Fund
Choose Fund v

Organization
Choose Organization v

Account
Choose Account v

Program
Choose Program v

Index
Choose Index v

Location
Choose Location v

17 Click "SAVE"

25 Total :10.00 Status : Draft

1

Status Type Chart

JEN U

Description *
Test JV

Bank
Choose Bank Code v

Deposit
v

Encumbrance
Encumbrance Number
Choose Encumbrance Document v

Item Number
v

Sequence
v

Endowment
Gift Date
MM/dd/yyyy v

Budget Period
Choose Budget Period v

Accrual Indicator
☐

Currency
Choose Currency Code v

Action
Choose Action v

Commit Type
Choose Commit Type v

Number of Units
v

SAVE ADD ACCOUNTING

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	Organ
<input type="checkbox"/> 1	✓	JEN	U	--	5.00	Debit	424000	2U0224	424A
<input type="checkbox"/> 2	✓	JEN	U	--	5.00	Credit	594002	2U0224	594B

Accounting total : 10.00

19 Click "Submit Journal"

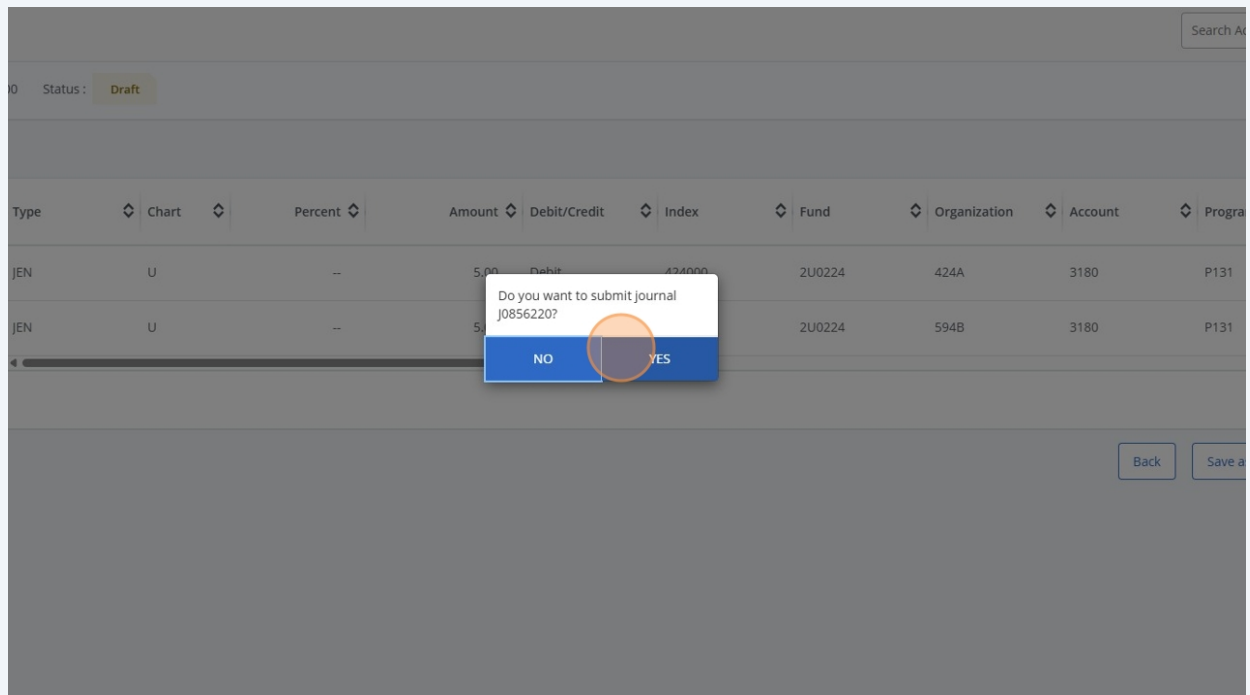
Percent Amount Debit/Credit Index Fund Organization Account Program Activity

--	5.00	Debit	424000	2U0224	424A	3180	P131	GNACTV
--	5.00	Credit	594002	2U0224	594B	3180	P131	GNACTV

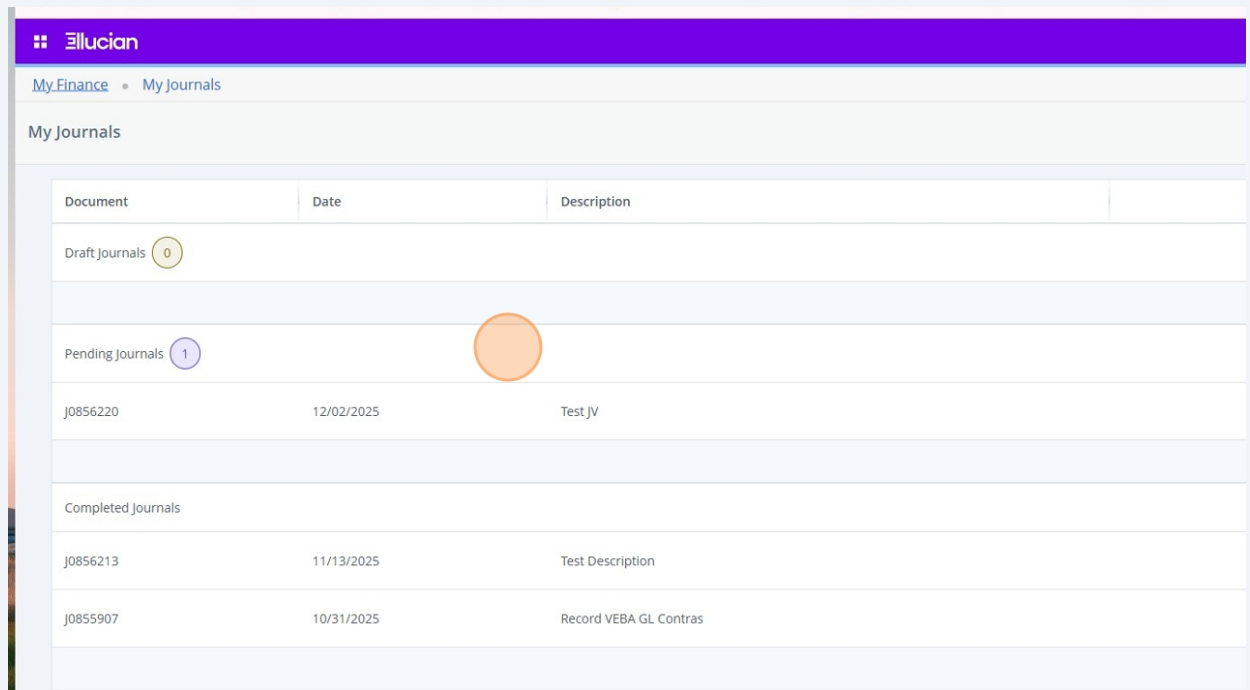
[+ Add accounting](#)

[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"

Search Journal

Create

Description	Total	Status
Test JV	10.00	In Approval 
Test Description	10.00	
Record VEBA GL Contrs	6,906,099.34	Completed

Approver & Queue Info

Approver
Rhymer, Susan Rae

Queue
CONTROLLER CORE ENTRIES (Z511)

Approver
FSMLOAD20

Queue

[View M](#)