My Journals Training Guide

Controller's Office Version 1.0 Effective July 20, 2026

Table of Contents

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1. Introduction

My Journals replaces the Online Reallocation tool for non-payroll journal entries.

The system allows departments to:

- Create journal entries
- Attach supporting documentation
- Route entries electronically for approval
- Track approval status
- Maintain documentation for audit purposes

***My Journals* is NOT used for payroll journal entries.**

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2. Before You Begin

Before creating a journal:

✓ Verify the transaction is a non-payroll reallocation.

✓ Determine whether it is:

- Standard Journal (*JVE)
- Research Journal (JRA)

✓ Gather:

- Index numbers
- Account codes
- Dollar amounts
- Business purpose
- Supporting documentation

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3. Accessing *My Journals*

1. Open **Connect Lehigh**
2. Select **Banner Links**
3. Choose **Banner 9 Self-Service Finance**
4. Select ***My Journals***

The dashboard displays:

- Draft Journals
- Pending Journals
- Completed Journals

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4. Creating a Standard Journal

Step 1 – Create Journal

The system automatically populates today's date.

Important: Do **not** change the posting date to anything other than today's date

The posting date should always be today's date unless reopening an older draft for submission.

Select **Create**.

Step 2 – Select Journal Type

For standard reallocations choose **Journal Type = *JVE**

For research reallocations choose **Journal Type = JRA**

Step 3 – Enter Accounting Information

Complete:

- Index
- Account Code
- Amount
- Debit or Credit
- Business Description

Do **not** modify: (These populate automatically.)

- Fund
- Organization
- Program

Step 4 – Enter a Business Description

The Description field is limited to 35 characters.
Use this field to explain **why** the transaction is occurring.
Approvers and auditors rely on this description.

Examples:

✓ Reallocate office supplies

✓ Correct departmental charge

✗ Move funds

✗ Transfer expense

Step 5 – Add Additional Lines

Select: **Add Accounting**

Repeat for each debit and credit.

Requirements:

- Debits equal credits
- Amounts balance exactly

Even a one-cent difference prevents submission.

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5. Adding Supporting Documentation

Select the **paperclip icon**.

Upload:

- PDF (preferred)
- Word
- Excel
- Other approved documentation

Multiple files may be attached.

Attach only documentation necessary to support the transaction.

Do not attach confidential documents that should not be visible to others.

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6. Saving a Draft

Select: **Save**

Drafts allow you to:

- Complete the journal later
- Wait for supporting documentation
- Edit information before submission

Drafts appear on the Dashboard.

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7. Submitting a Journal

After confirming:

✓ Debits = Credits
✓ Description completed
✓ Attachments added

Select: **Submit Journal**

The system assigns a JDOC number.

Status changes to **Pending**

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8. Tracking Journal Status

Open: **Pending Journals**

You can:

- View approval progress
- See current approver(s)
- Monitor routing status

Selecting the information icon displays the remaining approval path.

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9. Recalling a Journal

Use Recall when:

- A correction is needed
- The journal has not yet posted

Select: **Recall**

The journal returns to Draft status.
Make corrections and resubmit.

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10. Copying a Previous Journal

Recurring entries can be copied.
From the Dashboard: Select: Copy

- The system creates a new journal using today's date.
- Update only the information that has changed.

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11. Reversing a Posted Journal

If a journal has already posted to Banner, Select: **Reverse**

The system creates an opposite journal entry.

Use Reverse only after posting. (Use Recall before posting.)

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12. Research Journal Entries

Research journals use: **Journal Type = JRA**

Less Than 90 Days

Required:

- Research Justification Form
- Upload PDF attachment

No signatures required.

Greater Than 90 Days

Complete the Research DocuSign process first.

Required approvals include:

- Principal Investigator
- Contract & Grant Specialist
- Research Administration

After the DocuSign process is complete:

- Upload the completed signed packet to *My Journals*.
- Then submit the journal.

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13. Approving Journal Entries

Approvers receive email notifications.

To approve, Open: **Approved Documents**

Review:

- Accounting lines
- Business description
- Supporting documentation

Select: Approve OR Disapprove

If disapproving, provide comments explaining what needs correction.

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14. Common Errors

Debits and Credits Don't Balance

- The journal cannot be submitted.
- Verify totals match exactly.

Wrong Journal Type

Only use:

- *JVE for standard journals
- JRA for research journals

Missing Documentation

- Approvers may reject the journal.
- Attach all required supporting documentation before submission.

Invalid Account Combination

The system generates an exception notification.

- Recall the journal.
- Correct the accounting.
- Resubmit.

Changed Posting Date

- Posting dates should remain today's date.
- Do not backdate journal entries.